

**Proposed Minutes
Huron-Clinton Metropolitan Authority
Board of Commissioners
Thursday, August 12, 2021**

A regular meeting of the Huron-Clinton Metropolitan Authority's Board of Commissioners was held on Thursday, August 12, 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 in person and electronically, as permitted under Public Act 228 of 2020.

Commissioners Present:	Bernard Parker Robert W. Marans Tiffany Taylor Steve Williams John Paul Rea Stephen Pontoni (<i>remote</i>)
Staff Officers Present:	
Director	Amy McMillan
Deputy Director	Michael Lyons
Chief of Finance	Rebecca Franchock
Others:	
Miller, Canfield, Paddock & Stone	Steve Mann
Absent:	
Commissioner	Jaye Quadrozzi

1. Call to Order

Commissioner Parker called the meeting to order at 1:04 p.m. and said he would be chairing the meeting in Commissioner Quadrozzi's absence.

2. Chairperson's Statement

Commissioner Parker swore in Tiffany Taylor as the governor appointee to the Huron-Clinton Metropolitan Authority. Commissioner Taylor updated the Board and public with her background.

3. Public Participation

Jim Pershing, Metroparks retiree, thanked all the recent retirees for their years of service and wished them well.

4. Approval – July 13, 2021 Regular Meeting and July 20, 2021 Special Meeting Minutes

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners approve the as submitted July 13, 2021 regular meeting and July 20, 2021 special meeting minutes as submitted.

Motion carried unanimously.

5. Approval – August 12, 2021 Full Agenda

Motion by Commissioner Marans, support from Commissioner Williams that the Board of Commissioners approve the August 12, 2021 full agenda as presented.

Motion carried unanimously.

6. Approval – August 12, 2021 Consent Agenda

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve the August 12, 2021 consent agenda as presented:

- a. Approval – July 2021 Financial Statements
- b. Approval – July 2021 Appropriation Adjustments
- c. Report – Monthly 2021 Capital Project Fund Update
- d. Report – Monthly 2021 Major Maintenance Update
- e. Bids – Turtle Cove Slide Structure Painting, Lower Huron Metropark
- f. Report – Purchases over \$10,000

- g. Purchases**
 - 1. Total Spend and Vendor Location
 - 2. Hayride Wagons, Wolcott Mill Metropark

Motion carried unanimously.

7. Reports

A. Financial Department

1. Report – Monthly Financial Review

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners receive and file the monthly financial review as presented by Chief of Finance Rebecca Franchock and staff.

Discussion: Chief of Finance Rebecca Franchock updated the Board on current finances and said July revenue was strong, aquatics revenue was up compared to last year and golf revenue was strong; tolling was slightly lower.

Commissioner Marans asked what the “other” was on the revenue chart. Ms. Franchock said it was shelter rentals, sundry sales etc.

Commissioner Parker said golf revenue was higher because of marketing and that once people play one of the Metroparks courses, they tend to come back. Director McMillan mentioned that the Metroparks were recently rated in the top 10 golf courses in southeast Michigan.

Motion carried unanimously.

2. Report – At Large Member, Pension Committee/Retiree Health Care Trust

Commissioner Rea requested this item be postponed until the next meeting.

3. Approval – 2021 Pension Plan Additional Contribution

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve an additional 2021 Pension contribution in the amount of \$1,975,878 as recommended by Chief of Finance Rebecca Franchock and staff.

Discussion: Ms. Franchock updated the Board on the additional Pension Plan and said 2021 General Fund Budget included \$3.2 million for funding of the defined contribution retirement plan. In May, Gabriel Roeder, the Metroparks actuary, determined the actual annual required contribution (ARC) to be \$2,725,948; this amount was contributed to the Plan, which resulted in a \$454,052 savings. In addition, the Retiree Health Care Trust contribution was budgeted at \$1.25 million. In May, the ARC for that Plan was determined to be \$248,174 and the contribution was made for that amount, which resulted in savings of \$1,001,826. Ms. Franchock said the proposed contribution is the remaining budgeted funds, which had not been spent earlier as well as \$500,000 of an anticipated operating surplus for 2021.

Commissioner Parker asked what the additional funding would bring the Pension Plan up to. Ms. Franchock said the Pension Plan would be funded at least 78 percent and that the Retiree Health Care Trust is funded at 104.5 percent.

At this time, Chief of Finance Rebecca Franchock submitted her resignation letter as the Pension Administrator to the Board of Commissioners.

Commissioner Rea thanked Ms. Franchock for her service to the Metroparks and wished her well.

Commissioner Williams thanked Beki for her hard work and wished her well.

Commissioner Marans said he has known Ms. Franchock the longest and that she clearly built upon what her predecessor did. He said she made things more clear and easier to understand.

Commissioner Parker said Ms. Franchock always provided the information needed for him to understand the finances for the Metroparks and he wished her well.

Motion carried unanimously.

7. Reports

B. Administrative Office

1. Approval – Mackinac Policy Conference Sponsorship

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve the recommended sponsorship amount of \$25,000 to be offset by potential sponsorship funding as recommended by Director Amy McMillan and staff.

Discussion: Director McMillan updated the Board and said since returning from the 2019 Mackinac Policy Conference, it has been my goal to put the Metroparks on one of those stages to demonstrate the power of strong public park systems to transform and sustain our communities. Presenting at conferences like NRPA and mParks are preaching to the choir of park professionals, presenting at the Mackinac Policy Conference is an entirely different opportunity. She said we have been able to secure a Mackinac Policy Conference session on Sept. 20, 2021. Wayne County Parks and Recreation Director Alicia Bradford and DNR Director Dan Eichinger have agreed to participate as panel members (the Chamber allows only three people on panels). The team at Truscott Rossman has secured Vickie Thomas, communications director for Detroit Mayor Mike Duggan, to moderate the panel. As one of the very first sessions of this year's conference, the Chamber will be heavily marketing our session.

Commissioner Marans asked if there was media coverage for the event. Ms. McMillan said she doesn't believe the conference or sessions would be streamed live.

Commissioner Williams asked if the Metroparks was covering the expense for the DNR. Ms. McMillan said yes.

Motion carried unanimously.

7. Reports

C. Natural Resources Department

1. Bids – Invasive Species Control, Various Locations

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners award ITBs 2021-037, 038, 039, and 040 for Phragmites control to the low responsive, responsible bidders as indicated below for a total not to exceed an amount of \$61,000 as recommended by the Chief of Natural Resources and Regulatory Compliance Tyler Mitchell and staff.

- Award a contract to PLM Lake and Land Management of Morrice, Michigan for a not to exceed amount of \$23,000.00 for treatment of Phragmites at Indian Springs, Kensington, and Lake St. Clair Metroparks.
- Award a contract to Davey Resource Group of Kent, Ohio for a not to exceed amount of \$38,000 for treatment of Phragmites at Lake Erie, Lower Huron, and Willow Metroparks.

Discussion: Chief of Natural Resources and Regulatory Compliance Tyler Mitchell updated the Board and said work will consist of spraying re-sprouts of non-native Phragmites in areas previously sprayed and addressing satellite populations. Work will take place at Lake St. Clair, Kensington, Indian Springs, Lower Huron, Willow and Lake Erie Metroparks and has been an annual management activity since 2013.

Commissioner Rea asked if it was a spray application and when would it be completed. Mr. Mitchell said yes, and it would be done in late summer or late fall.

Commissioner Parker asked how the Metroparks were dealing with mosquitos. Mr. Mitchell said it is not cost effective to do park wide mosquito control due to all the wetlands in the system.

Motion carried unanimously.

7. Reports

D. Departmental Updates

1. Report – Natural Resources Update

Motion by Commissioner Rea, support from Commissioner Marans 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 that took place during the month.

Commissioner Williams said it was good to see mitigation on Oak Wilt.

Commissioner Marans asked that staff add captions to the photos.

Motion carried unanimously.

2. Report – Marketing Update

Motion by Commissioner Rea, support from Commissioner Williams 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 updated the Board on current marketing efforts including print, TV, radio advertising and said the commercial shoot came in \$8,000 under budget, the printed media inserts have gone out, staff is working closely with the Detroit Riverfront Conservancy on billboards and digital advertising, the Metroparks website redesign is under review internally and an external review will begin soon.

Motion carried unanimously.

3. Report – Interpretive Services Update

Motion by Commissioner Rea, support from Commissioner Williams 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 during the month including sensory friendly backpacks and the Alliance of Downriver Watersheds and Huron River Watershed partnership for storm water education.

Commissioner Parker asked about the status of meetings with the city of Detroit Public Schools. Ms. Jaworski said staff was waiting to hear from representatives from the school district.

Motion carried unanimously.

4. Report – DEI Update

Motion by Commissioner Rea, support from Commissioner Marans 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 highlighted events coming up in the fall include the next event in the DEI Speaker Series event (scheduled for Oct. 20 from 10-11am and again at 6pm). She also updated the Board on the last speaker series event to be held in December.

Motion carried unanimously.

5. Report – Planning Department Monthly Update

Motion by Commissioner Rea, 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 activities that took place during the month.

Commissioner Rea said he would like to see trail counts as it relates to connectivity pedestrian traffic.

Motion carried unanimously.

7. Reports

E. Planning Department

1. Report – Permit Scanning Data Analysis

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners receive and file the June/July 2021 Visitation Report as recommended by the Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on scanning activity in the Metroparks, reviewed data caveats and the overall scanning rate throughout the system.

Motion carried unanimously.

2. Approval/Resolution – Accessible Nature Trail LWCF Agreement, Oakwoods

Motion by Commissioner Marans, support from Commissioner Taylor that the Board of Commissioners approve the resolution and authorize staff to execute the Project Agreement for the Michigan Department of Natural Resources Land and Water Conservation Fund (LWCF) grant for the Oakwoods Metropark – Accessible Nature Trail 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 project will comprise the following elements to redevelop the Split Log Trail, Oakwoods Nature Center, and associated amenities at the site: parking lot improvements with eight barrier free space additions in two locations; resurfacing of the asphalt walkway from the parking lot to the Nature Center; building entry and restroom modifications; replacement of the existing Split Log Trail surface with an 8-foot wide compacted aggregate surface; upgraded observation deck; various amenities including picnic tables, drinking station, benches, bike rack, and dog waste station; interpretive and locational signage.

Motion carried unanimously.

3. Report – Green Infrastructure at Lake Erie and Wyandot Six Points Grant Proposal

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners receive and file the report on the Green Infrastructure at Lake Erie Metropark and Wyandot Six Points grant proposal to the Great Lakes Restoration Initiative (GLRI) Nonpoint Source Runoff and Nutrient Reduction Projects program as recommended by Chief of Planning and Development Nina Kelly and staff.

Discussion: Chief of Planning and Development Nina Kelly updated the Board on the project and said it will implement 17 site specific green infrastructure projects within Lake Erie Metropark to capture storm water and improve the water quality and resiliency of this important coastal wetland. As part of the development of the Stormwater Management Plan (approved in 2019), 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, soil type, impact on water quality improvement, and input and approval from Metroparks staff. In a prioritization chart of well over a hundred identified projects, two of Lake Erie Metropark's proposed naturalized swales are at the very top of the list, and the majority of Lake Erie's proposed projects, that are identified in this application, are of very high priority to the entire Metroparks system.

Motion carried unanimously.

7. Reports

E. Planning Department

4. Report – Transit Connectivity Project, Lake St. Clair

Motion by Commissioner Marans, support from Commissioner Taylor that the Board of Commissioners receive and file the report on the Lake St. Clair Metropark Transit Connectivity 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 efforts began in earnest in early 2020 when OHM approached the Metroparks to do a pro bono analysis of our park system to identify potential opportunities for transit connectivity (none of the Metroparks are currently served by regular transit). That analysis identified Lake St. Clair as the most viable first opportunity for connection. Using this information, the Metroparks partnered with Harrison Township to apply for Transportation Equity funding through SEMCOG, which was awarded in late 2020. This funding allowed the Metroparks to hire a consultant to facilitate a planning process for determining how we might get transit service to the park.

Commissioner Marans asked how long the program would last. Ms. Kelly said one year and would operate on Fridays, Saturdays and Sundays.

Commissioner Marans asked how the project would be evaluated. Ms. Kelly said cars could have an annual sticker, which would track users and can also be tracked through SMART's Microtransit service (named FLEX).

Ms. Kelly said the microtransit program is an on-demand service, similar to Uber or Lyft, and SMART has identified – now four – zones within which this service is offered. The program we are working on currently utilizes those same branded vehicles (as shown in the photo), but establishes a point to point service directly to Lake St. Clair, which means this means that one uses the Flex app or a phone number to arrange for pick up at the specified origin point at 15 Mile and Gratiot. If they are transferring from another bus route, the ride to the park is free. If they are starting their transit trip at 15 Mile and Gratiot, the fare is \$2.00

Commissioner Rea abstained as he also is a member of the SMART board of directors.

Motion carried.

7. Reports

E. Planning Department

5. Approval – 26 Mile Road Connector Cost Share Agreement

Motion by Commissioner Rea, support from Commissioner Williams that the Board of Commissioners approve the Cost Sharing Agreement in coordination with Macomb County for the 26 Mile Road Connector Trail project at Stony Creek 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 Metroparks staff have been working with the Macomb County Department of Roads since summer 2019 to develop a connector trail from 26 Mile Road to the hike-bike trail in Stony Creek Metropark. This 0.2-mile segment will serve as another connection point between the loop within Stony Creek and the Macomb Orchard Trail, accessible via 26 Mile Road. Ms. Kelly said the Metroparks is unable to apply for TAP funds directly, and so Macomb County offered to serve as the primary applicant. The Macomb County Department of Roads has provided a cost-sharing agreement to outline responsibilities for funding the construction of this new trail segment. Metroparks Engineering staff designed the project and, once built, the Metroparks will be responsible for the maintenance of this new asset.

Motion carried unanimously.

7. Reports

F. Engineering Department

1. Approval – As Needed Engineering Survey Services

Motion by Commissioner Rea, support from Commissioner Marans that the Board of Commissioners award as needed services per the Request for Proposal (RFP) 900-21-024 to the responsive, responsible bidders, for each of the three park districts: Southern District – UMLOR, Alpine, PEA; Western District – MEGA, NFE, HRC; and Eastern District – AEW, Fleis Vandenberg, Giffels Webster as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board and said cost would be charged on an as needed basis with the associate project or scope of work at the proposed hourly rates and fees as submitted in the request for proposal. The object for the RFP was to provide staff the opportunity to develop as list of three firms for each district to aid and support engineering staff in addressing a multitude of items and include any surveying to Metroparks properties, gathering of data to aid in the development of capital and major maintenance projects, GIS data collection, property boundary surveys, construction layout, writing and filing of property descriptions for easements and grant applications, land sales and procurement, review of existing easements and land records to verify existing property boundaries, delineate property lines for encroachment issues, collection of topographical data and line work for inclusion into AutoCAD drawings, collection of as built information, provide miscellaneous survey tasks as requested, attend meetings as required, and to work with multiple departments to accomplish stated project goals and objectives.

Mr. Henkel said work will be under the supervision of a licensed registered land surveyor in the state of Michigan. The firms shall have the ability to respond to requests for services within a reasonable amount of time as determined by the Metroparks. Also, the Metroparks may procure services through separate firms at any time. All documents and data prepared by the consultant shall become the property of the Metroparks without any limits or restrictions on their use.

Motion carried unanimously.

2. Report – Dam Study

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners (1) approve the proposal from GZA dated July 1, 2021 in the amount of \$165,200; and (2) approve a transfer of \$125,200 from the Kensington Major Maintenance Unallocated account to cover the cost of the project as recommended by Mike Henkel Chief of Engineering Services and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board and said the purpose of this project is to accomplish two main categories of work. The first is to develop and implement an in-depth engineering investigation of the dam components and structure. The second is to look at possible modes of failure, update existing inundation maps, working with state, local, and county agencies to facilitate hazard mitigation planning and response. He said Since the original construction of the Metroparks dams there has been a lot development on the downstream side of the structures. While the Metroparks dams have been maintained in good condition, it is out of an abundance of caution that staff looks to take an in depth look at the structures and facilitate the use of new technology to develop and work with other agencies to update the existing inundation maps, emergency management plans, and develop hazard mitigation coordination associated with each of the locations.

Motion carried unanimously.

3. Bids – Pool Repairs, Lake Erie Metropark

Motion by Commissioner Rea, support from Commissioner Taylor that the Board of Commissioners (1) award Contract No. 712-21-135 to the low responsive, responsible bidder, Advanced Pool Services in the amount of \$379,864; and (2) approve the transfer of \$191,864 from the Kensington Unallocated account to cover the remaining cost of the project as recommended by Chief of Engineering Services Mike Henkel and staff.

Discussion: Chief of Engineering Services Mike Henkel updated the Board and said The existing pool finish is delaminated from the underlying pool substrate. The delamination occurs due to the age, moisture migration, freeze thaw seasonal cycles and drying of the finish surface. At the end of last year, the pool bottom was sounded to map and find any hollow delaminated areas. Additional areas have developed. However, once repair work begins more delamination may become evident as the work progresses. During the startup of the pool this year a section of surfacing broke loose and was not able to be repaired by park forces.

Motion carried unanimously.

8. Leadership Update

Director McMillan thanked Chief Financial Officer Rebecca Franchock for her hard work during her tenure with the Metroparks and especially during her (Ms. McMillan's) tenure at the parks. Ms. McMillan thanked Ms. Franchock for extending her retirement for an extra year.

Ms. Franchock thanked everyone, including everyone she has worked with in the past and those she works with now. She said we (the Metroparks) works together to better serve everyone in southeast Michigan.

a. Confirmation of Chief Financial Officer Candidate

Ms. McMillan said the CFO position is a difficult one to fill and that she was looking for someone that has great service and accounting skills and that she was seeking confirmation from the Board to hire Shedreka Miller to the Chief of Finance Officer for the Metroparks.

Motion by Commissioner Marans, support from Commissioner Rea that the Board of Commissioners approve the recommendation from Director McMillan to appoint Shedreka Miller as the Chief of Finance for the Metroparks.

Ms. Miller thanked the Board for the opportunity, and she looked forward to working together.

9. Other Business

None.

10. Public Participation

Toni Spears, Dexter, Michigan, thanked Ms. Franchock for her service and answering any questions she has had throughout the years.

11. Commissioner Comments

Commissioner Rea welcomed the new commissioners.

Commissioner Williams thanked the retirees for their service at the Metroparks.

Commissioner Marans thanked Ms. Franchock for her service at the Metroparks.


Commissioner Parker welcomed the new commissioners and said he looked forward to working with them.

12. Motion to Adjourn

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

The meeting adjourned at 3:27 p.m.

Respectfully submitted,



Shawn M. Athayde
Recording Secretary