

MACOMB PARK DISTRICT
BOARD OF COMMISSIONERS MEETING 1/22/2025

MINUTES:

Commissioners present: Neil Armstrong, Molly Selders, Russell Hamm, Emily Gamage, Philip Weiss

Staff: Chris Frankhauser

Attorney: Emily Sutton

Media and others: None

1. 6:00 p.m.- President Armstrong declared the meeting open.
2. **Approval of the Agenda-** Commissioner Weiss moved for approval. Commissioner Gamage seconded the motion. The motion passed (5-aye- 0 nays).
3. **Consideration of and action on the minutes, and bills, and transfers and monthly financial statements-** Commissioner Gamage moved to approve the minutes from the December meeting minutes. Commissioner Selders second the motion. The motion passed (5 aye-0 nays).

Treasurer Hamm gave an updated report on the consolidated and general fund accounts. Hamm informed the board that the district received the new bond proceeds on December 23 of \$715,200 and the final PPRT payment was received on December 9 in the amount of \$6,021. Commissioner Gamage moved to approve and Commissioner Weiss second the motion. The December financial statements and the January bills were approved on a roll call vote (5 ayes- 0 nays).

4. **Public Comment-** None

5. **President Report-** President Armstrong & Commissioner Weiss will be heading to the state conference in Chicago tomorrow. They will be attending sessions on how to be a better commissioner for the community. They will both be attending the annual business meeting as well. President Armstrong will be presenting a session with Dr. Robinett from WIU on veterans and outdoor spaces at conference.

6. **Director Report-** Business Manager Frankhauser reported that the District is in the final stages of the installation of the solar panels. BF has passed their test. Lakeview should be done this week and the office testing should be done in the next couple of weeks. GFL Environmental completed all the required documentation last Monday. They will be taking over trash operations on April 1. Waste Management has been notified of the result and will give 48 hours' notice to picking up their dumpsters throughout our facilities. The Director has interviewed a couple of candidates for the SRA position. She has found one that would be a good fit and is awaiting word if they will accept the offer. We had our kickoff meeting with Sikich on the 13th. Preliminary fieldwork kicked off yesterday and they are anticipating the final report in May. A note, that deadline has not been met since working with them. We continue to make record keeping more efficient to help streamline the process to hit that May goal date. Puzzle Wars is back for a 2nd year. The event will be held on Friday, February 21 at 5:30 pm. Registration opened yesterday and filled half of the available spots. Finally, we have made the switch to Connecteam for timeclock management. We started on the transition to this in the fall and have used the time to get a better understanding of the capacity the platform can do for us. Lenz is also working with Superintendent Severs to budling training and onboarding courses thru the courses feature as well.

7. **Consideration and action on election of OMA and FOIA officers-** President Armstrong reminded the board the historically the OMA office has been the Director and the FOIA officer has been Business Manager Frankhauser, with each serving as the assistant. Commissioner Gamage moved, and

Commissioner Weiss seconded to elect Director Lenz as the District's OMA officer and Business Manager Frankhauser as the Assistant OMA officer. The motion passed on a roll call vote (5 ayes- 0 nays). Commissioner Selder moved and Commissioner Gamage seconded the motion to appoint Business Manager Frankhauser as the District's FOIA officer with Director Lenz serving as the Assistant FOIA officer. The motion passed on a roll call vote (5 ayes- 0 nays).

8. **Consideration of and possible action on Updated Employee Handbook-** President Armstrong mentioned that there were some items that needed updated. Armstrong mentioned that we had a good discussion with the Director regarding these changes. Commissioner Weiss asked if it would be available for the public on the website. Frankhauser said at this time, no it is not, but that can be looked at. Frankhauser mentioned that this needed to be done prior to the start of seasonal employees being hired. A motion was made by Commissioner Hamm and seconded by Commissioner Weiss. Motion passed on a roll call vote (5 ayes- 0 nays).

9. **Open Commissioner presentation and discussion of future agenda items-** Commissioner Weiss stated he would report back next month on the state conference. President Armstrong stated that it is well worth attending.

6:15 PM Meeting adjourned on motion from Weiss, second by Gamage.

Respectfully submitted,

Chris Frankhauser, Assistant Secretary
Macomb Park District