

MACOMB PARK DISTRICT
BOARD OF COMMISSIONERS MEETING 04/21/2020

MINUTES:

Commissioners present: John Hemingway, Russ Hamm, Stirling Edwards, & Emily Gamage

Attorney: Joe O'Donnell

Staff Present: Rachel Lenz

Media and others: 13

6:00 p.m. – Vice President Hemingway declared the meeting open.

2. Approval of Agenda – Commissioner Hamm moved for approval of the agenda. Commissioner Edwards seconded the motion. The motion passed (4 ayes – 0 nays).

3. Statement regarding adjustments to regular meeting procedures pursuant to Sec. 6 of Executive Order 2020-17 – Commissioner Hemingway gave a brief overview of the Governor's Stay at Home Order and its effect on public meetings. Public boards have been given permission to hold meetings remotely as well as procedures for handling public comment. Hemingway informed the board that Director Lenz has already released guidance to the public on protocol for public comment and joining the meeting during this time, which can be found on the park district website (www.macombparkdistrict.com)

4. Consideration of and action on the minutes, bills and transfers, and monthly financial statements – Director Lenz apologetically informed the board that due to the COVID crisis she had lost track of time and realized that morning she had not written the minutes. Commissioner Hamm moved to table approval of the regularly scheduled March meeting minutes to the May meeting. Commissioner Gamage second the motion. The motion passed (4 ayes – 0 nays).

Treasurer Hamm gave an overview of the consolidated fund and general fund balances. Hamm informed the board that due to COVID program fees and rental fees had been refunded, which is reflected in the corporate and recreation accounts. Commissioner Edwards moved to approve the bills and transfers and monthly financial statements. Commissioner Gamage second the motion. The March financial statements and April bills were approved on roll call vote (4 ayes – 0 nays).

5. Public Comment – None

6. President's report – N/A

7. Director's report – Director Lenz shared operational updates in relation to COVID-19. The District has a skeleton crew on rotation to take care of daily on-site operations, Jeff Hoyt is continuing maintenance daily with increased safety precautions, the remaining staff work remotely. For staff working on site, upon arrival in the morning staff temperatures are taken and recorded, if a staff has a temperature at or over 100, they are sent home until their temperature subsides. All programs, events, and rentals remain cancelled and planning for such has been postponed through May, focus has been set for later in the summer as it will take time before it is safe for people to gather in groups again. Staff have dedicated time to developing resources and engagements community members can utilize such as free nature crafts on Lakeview Nature Center page. Lenz recognized IPARKS and their reaction to COVID in sending 10% of each member's last year's contribution back to them. Lenz said that

they recognized the COVID crisis would not be covered under any insurance and they wanted to send some means of support to member agencies. Lenz also gave thanks to IAPD and IPRA for the multitude of webinars and resources they are providing members, preparing us for the multitude of possibilities once Stay at Home orders are lifted. Director Lenz said she would be implementing further safety guidelines for staff in the coming week requiring masks or face coverings when inside District facilities until staff reach their designated work area for that day. In relation to that requirement, the public should be looking forward to a new social media campaign called #ShowUsYourMask. Director Lenz reminded everyone as the weather continues to improve and people start enjoying the parks more frequently to be prepared for no water fountains and no restrooms to be closed. Lenz also asked parents to help keep their children safe by keeping their youth off playgrounds. At all times park goers should observe CDC guidelines, including social distancing.

Lenz announced the new Happiness at Home Kits developed by Erin Hill and Natalie Shelly. The kits consist of 30 activities for the minimal cost of \$7 with free no contact deliver in Macomb city limits. The ceramics studio expansion has continued to progress, the Apiary at Lakeview should see hives installed soon, and more park improvements are being sought out daily by staff. Lenz praised the staff for their continued positivity and willingness to venture into this new era with excitement and dedication.

Commissioner Hemingway informed the board there is been information that the stay at home order will be extended into if not through May. Hemingway then asked Lenz how prepared the District is for that to occur. Director Lenz responded that is what the staff have been planning for all along. Lenz said since the beginning of April she has encouraged staff to look closer to July for planned reopening, if it should come sooner the staff are ready to adjust.

Commissioner Hamm asked Director Lenz if she has been in contact with youth leagues that would normally have Spring season start ups. Lenz said she contacted the youth leagues at the release of Executive Order 2020-10 and is ready to reach out to leagues again but is waiting for the specific adjustments being made to the new executive order.

8. Consideration of hiring Campfire Concepts to provide consulting services for District's strategic planning with action possible – Commissioner Hemingway referenced the proposal that each commissioner received from Campfire Concepts. Hemingway clarified that the proposal is not up for “final” approval, the Steering Committee wanted to give the board an initial view of the proposal and get their thoughts or concerns on what was being presented. Based on initial reactions, the plan would be adjusted precisely to the board's desires. The board will not make a final vote until the May meeting. Commissioner Hamm mentioned the planning models captured his attention and he would like to know a little more of the ideas behind those models. Hamm also stated he was cautious of the cost (approximately \$9,000) and had discussions with Director Lenz about potential area that could be reduced. He also stated his concern with the timeliness of pursuing this with the current state of the COVID crisis. All in all, any time outside expertise can be brought in Commissioner Hamm stated was a good thing.

Commissioner Hemingway summarized what he had heard the board saying, that they were in favor of moving forward with Campfire Concepts and they would like to see a more firm negotiation and

proposal at the May meeting. The board by consensus agreed to continue forward with Campfire Concepts and revisit a revised proposal in May.

9. Consideration of IPRA/Playcore statewide grant application authorization with action possible

– Director Lenz gave a brief overview of the grant and the goal behind the initiative. Lenz then stated that with the COVID crisis there have been delays with the progression of this project. Their representative from Gametime was working diligently to get the required documentation to the District by 6:00 but was unable to. They hope to have everything necessary together in the coming week for a potential special meeting prior to the regularly scheduled May meeting.

10. Open Commissioner Presentation and discussion of future agenda items – Commissioner Hamm asked for a regular update on spring sport leagues at each board meeting.

6:55 PM Meeting adjourned on motion from Hamm, second by Edwards. The motion passed (4 ayes, 0 nays).

Respectfully submitted

Rachel Lenz, Secretary
Macomb Park District