



## **Special & Regular Meeting Minutes**

**Monday, January 11, 2016**

*(Meeting Held at the Village of Richfield Town  
Hall, Council Chambers)*

### **SPECIAL MEETING**

#### **Call to Order:**

The Special Meeting of the RJRD Board of Trustees was "Called to Order" at 6:30 p.m. by Vice Chairperson Mr. Ralph McNerney. Following the Pledge of Allegiance, Roll Call was taken by RJRD Administrator.

#### **In Attendance:**

Mr. Bob Becker  
Ms. Kelly Clark  
Mr. Dominic Cugini  
Mr. Rich Fleming  
Mr. Ralph McNerney  
Mr. Pat Norris  
Mr. Bill Taylor *(Not Present)*

Mr. Bill Hanna, Legal Counsel *(Not Present)*  
Mayor Bobbie Beshara  
Mr. Keith Shy, Capital/Public Improvements Consultant/Manager  
Mrs. Debbie Bluso Rogers, Administrator

**Oath of Office:**

Mr. Dominic Cugini was appointed by the Richfield Township Trustees. This is a three-year term beginning on January 1, 2016 and expiring on December 31, 2018. Mr. Cugini replaces board member Mr. Floyd Ostrowski.

Mr. Bill Taylor was appointed by the Village Council of Richfield. This is a three-year term beginning on January 1, 2016 and expiring on December 31, 2018. Mr. Taylor was re-appointed.

Per the ORC, the oath of office is to be administered either by a Judge or a Notary. As RJRD Administrator and Notary the oath was administered to Mr. Cugini and entered into this record:

I, ***Dominic Cugini***, do hereby solemnly swear that I will uphold the Constitution of the United States, the Constitution and laws of the State of Ohio and the Bylaws of the Richfield Joint Recreation District and that I will honestly, faithfully and impartially perform my duties as a member of the board of Trustees of the Richfield Joint Recreation District during my term and continuance in said office.

**[Applause]**

**Election of Officers:**

The 2015 Vice Chairperson stated that per the bylaws, election of officers would take place for Chairperson, Vice Chairperson, Treasurer and Secretary.

The Administrator provided the process for the election of officers.

- Nominations did not require a second.
- A board member can self-nominate.
- Nominees are not required to leave the room during the vote and vote tally.
- It is not required to close nominations for each officer because nominations cease once there are no other nominations and at that point the Vice Chair will declare that the nominations are closed ensuring that there are no more nominations forthcoming.
- All nominations will be placed in the minutes and voting will occur in the order of the office and nominees through a roll call vote.

The Administrator proceeded with the nominations in order and Trustee Norris stated that he would nominate a slate of candidates.

Trustee Norris nominated Ralph McNerney for Chairperson, Bob Becker for Vice Chairperson, Dominic Cugini for Treasurer and himself as Secretary.

The floor was opened for nominations for Chairperson by the Administrator. As indicated from the slate of nominees from Trustee Norris, Trustee McNerney accepted the nomination.

Trustee Clark nominated Dominic Cugini for Chairperson and Trustee Cugini accepted the nomination.

There were no other nominations for Chairperson.

Roll Call vote for Trustee McNerney for 2016 Chairperson:

Mr. Becker	Yea
Ms. Clark	Nay
Mr. Cugini	Nay
Mr. Fleming	Nay
Mr. McNerney	Yea
Mr. Norris	Yea
Mr. Taylor	Not Present

Roll Call vote for Trustee Cugini for 2016 Chairperson:

Mr. Becker	Nay
Ms. Clark	Yea
Mr. Cugini	Yea
Mr. Fleming	Yea
Mr. McNerney	Nay
Mr. Norris	Nay
Mr. Taylor	Not Present

There was no majority for either nominee. No Chairperson was selected.

The floor was opened for nominations for Vice Chairperson by the Administrator. As indicated from the slate of nominees from Trustee Norris, Trustee Becker accepted the nomination.

Trustee Clark nominated Ralph McNerney and Trustee McNerney accepted the nomination.

There were no other nominations for Vice Chairperson.

Roll Call vote for Trustee Becker for 2016 Chairperson:

Mr. Becker	Abstain
Ms. Clark	Nay
Mr. Cugini	Nay
Mr. Fleming	Nay
Mr. McNerney	Yea
Mr. Norris	Yea
Mr. Taylor	Not Present

Roll Call vote for Trustee McNerney for 2016 Vice Chairperson:

Mr. Becker	Nay
Ms. Clark	Yea
Mr. Cugini	Yea
Mr. Fleming	Yea
Mr. McNerney	Nay
Mr. Norris	Nay
Mr. Taylor	Not Present

There was no majority for either nominee. No Vice Chairperson was selected.

The floor was opened for nominations for Treasurer by the Administrator. As indicated from the slate of nominees from Trustee Norris, Trustee Cugini was nominated but Trustee Cugini did not accept the nomination.

Trustee Clark nominated Trustee Norris and Trustee Norris did not accept the nomination.

There were no other nominations for Treasurer. With no nominees for Treasurer, there was no roll call vote.

The floor was opened for nominations for Secretary by the Administrator. As indicated from the slate of nominees from Trustee Norris, Norris self-nominated himself.

The Administrator indicated that the 2015 Secretary, Trustee Taylor, would accept the 2016 nomination but it was not in writing. Nominations for Secretary were suspended.

Due to the deadlock and stalemate of the elections, the board suspended the election of officers since there was time to schedule another special meeting in January per the bylaws.

The 2015 RJRD Officers will remain in place:

Chairperson	Vacant due to Expiring Term of Trustee Ostrowski
Vice Chairperson	Ralph McNerney
Treasurer	Pat Norris
Secretary	Bill Taylor

The Special Meeting was adjourned and the Regular Meeting began immediately.

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## REGULAR MEETING

### **Call to Order:**

The Regular Meeting of the RJRD Board of Trustees was "Called to Order" immediately following the adjournment of the Special Meeting. Roll Call was taken by RJRD Administrator.

### **In Attendance:**

Mr. Bob Becker  
Ms. Kelly Clark  
Mr. Dominic Cugini  
Mr. Rich Fleming  
Mr. Ralph McNerney  
Mr. Pat Norris  
Mr. Bill Taylor (*Not Present*)

Mr. Bill Hanna, Legal Counsel  
Mayor Bobbie Beshara

Mr. Keith Shy, Capital/Public Improvements Consultant/Manager  
Mrs. Debbie Bluso Rogers, Administrator

### **Business:**

#### **1. Committee Reports:**

##### **a. Budgets & Finance Committee, 2015 Chairperson Mr. Norris**

Hard copies of the financial report were provided to all Board members. Norris provided highlights from the Fiscal Agent's report.

The November cash balance was \$3,889,275 with \$151,250 in the General Fund, \$3,320,167 in the Capital Improvement Fund and \$417,858 in the Bond Retirement Fund.

The December cash balance was \$3,717,745 with \$145,972 in the General Fund, \$3,301,844 in the Capital Improvement Fund and \$269,929 in the Bond Retirement Fund.

##### **b. Buildings & Grounds Committee, 2015 Chairperson Mr. Becker**

Jeff DeLuca provided an update on the fence clearing, stating that 85% has been completed. Trustee Becker stated that the maintenance building roof is in bad

shape and will need to be addressed in the near future. The Kirby Mill and the Kirby House window restoration is going very well and the restoration results look great. Trustee Becker is meeting with a communications/Wi-Fi representative to understand the feasibility of getting this onto the property.

Trustee Becker stated that since RJRD is a member of National IPA, it was time to take action to approve the sewer lining project. Trustee Becker had a proposal for approximately \$184K and stated that as a member of the National IPA, the vetting process was performed.

**MOTION** made by Mr. Becker and seconded by Mr. Norris to approve the sewer lining project for the amount of \$138K.

**DISCUSSION:** Trustee Clark requested clarification and Trustee Becker stated that the lining of the sewers was necessary due to the cracks of the sewer pipes. Trustee Clark requested a proposal for review and asked the Administrator if the motion was to fix the pipes and the answer was "yes." Trustee Fleming requested clarification regarding the receipt of three (3) bids. Trustee Becker stated that the National IPA purchasing group already did the vetting therefore RJRD was not required to do further due diligence. Legal Counsel stated that an expenditure of this magnitude needs to be approved through resolution with a copy of the proposal with the Administrator providing background information. Legal Counsel stated that this was for the purpose of process not delay. Trustee Becker stated his understanding for the need for a resolution and withdrew the motion.

**MOTION WITHDRAWN.**

Legal Counsel stated that the resolution information should be sent to him for review. Trustee Fleming requested clarification regarding the scope of work and Legal Counsel stated that the Capital Projects Consultant was hired to assist with the analysis, specifications and scope. Depending on that, it could be determined if there was an exception to the policy as set forth in the exception portion of the RJRD's policy.

c. Communications Committee, 2015 Chairperson Mr. Taylor

Due to the absence of Trustee Taylor, the Administrator reported that a draft of an article would be developed with Trustee Taylor and submitted to the news media.

d. Volunteers Committee, Chairperson Mr. Fleming

Trustee Fleming provided a written report.

On behalf of the Board, Trustee Fleming thanked Mr. Jeff DeLuca and his son Kyle for his leadership on the fence clearing project. The vegetation is off the breaches in order for Great Lakes Fence to finish their work. Any other vegetation will be considered maintenance.

Thirty-five (35) volunteers assisted with this project: 16 RJRD volunteers for 167.4 hours, 13 FOCH volunteers for 73.85 hours and 6 OHC volunteers for 37 hours. 277.25 volunteer hours were generously provided to RJRD to assist with this project allowing RJRD to use those savings in other areas.

Trustee Fleming stated that all volunteers or anyone who needs volunteers are expected to follow the established process.

1. All requests for a volunteer project are to be sent to the volunteer coordinator, Lucia Hanigosky. Mrs. Hanigosky is a member of my committee. Mrs. Hanigosky also forwards a copy to the Administrator.
2. The Volunteer Coordinator are then contacted and assigned. Whenever feasible, if a project leader or program leader is suggested, it will be honored.
3. The last task is for the volunteer to report that the project is completed.

Trustee Fleming stated that the process was worth repeating to serve as a reminder for those in attendance. Fleming appreciated all in advance for following the process.

Trustee Fleming stated that on December 16, 2015 he attended the training session with Lucia Hanigosky on the Cushman. The model used for the training was the same as the RJRD Cushman. Trustee Fleming provided fourteen items that were addressed at the training session. In closing, Fleming stated that most of the training was about maintenance and not driving the Cushman on the property or the terrain or, around people.

Thanks to Judy Soroczak a grocery bag collection box was installed. The box is next to the Welcome Center benches behind the Welcome Center sign. The box is clear with a purple lid.

e. Special Revenue Committee, **Chairperson Mr. McNerney**

There was no report.

f. Recreation Services Committee, **Chairperson Ms. Clark**

Trustee Clark stated that the number of visitors who signed the visitor log for November was 138 and for the month of December it was 38. Clark stated that no one is forced to sign the log but it may prove helpful for future grant applications.



On behalf of the Board, Trustee Clark thanked Cynthia McWilliams for the beautiful winter greens during the holiday season.

A number of events are being developed and Clark is planning on meeting with Mr. Shy to ensure that the events are in line with the capital projects. A special Valentine's event is planned called "Have a Heart Walk." The walk will be from 1:00 p.m. to 3:00 p.m. on February 14, 2016 and RJRD, OHC, and FOCH volunteers will work together to assist with the walkers.

The overall objective of the committee is to encourage people to come on the property and start enjoying it as much as possible.

The Vice Chair recognized Trustee Norris. Trustee Norris asked to report on an item relating to Special Revenue. Norris stated that under special revenue it should be noted that Trustee McNerney should get the credit for the \$750 from American Greetings. It was part of the Special Revenue Committee and Trustee McNerney requested that Trustee Norris oversee the project.

g. Personnel & Administration Committee, **Chairperson Mr. Ostrowski**

The Administrator requested that approval of minutes be added to the agenda and the Vice Chairperson approved.

**Approval of Minutes**

**Monday, December 14, 2015 Regular Meeting:**

Dispensing with the formal reading of the minutes and hearing no changes or additions, the following action was taken.

**MOTION** made by Ms. Clark and seconded by Mr. Becker to approve the **December 14, 2015 Regular Meeting Minutes** as presented.

**DISCUSSION:** None

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Not Present)

The **December 28, 2015 Regular Meeting** was cancelled and the record of proceedings for those minutes reflects that cancellation.

**Master Planning Stakeholder Meetings:**



The meetings are proceeding as scheduled. EDG and the Administrator compile and document the conversations from those meetings and the Administrator requested that the Board accept these meeting notes as part of the record.

**MOTION** made by Mr. Becker and seconded by Mr. Norris to accept the meeting notes from the **Master Planning Stakeholder Meeting #1 held with Richfield Township on December 17, 2015.**

**DISCUSSION:** None

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Not Present)

**MOTION** made by Mr. Clark and seconded by Mr. Becker to accept the meeting notes from the **Master Planning Stakeholder Meeting #2 held with Richfield Clubs & Organizations January 4, 2016.**

**DISCUSSION:** Trustee Norris stated that he did not see the notes. A hard copy was placed in the Trustee folders and the Administrator will verify that electronic versions were sent.

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Not Present)

These meeting notes are part of the "RJRD Record of Proceedings" and will be posted to the website once accepted by the Board.

The first Public Forum is scheduled for Thursday, February 11, 2016 at the Village town Hall, Council Chambers at 6:30 p.m. All Board members are being asked to attend and it will be a Special Meeting. All Stakeholder Groups are also asked to be in attendance along with the residents. A second follow-up public forum will be scheduled once a near final draft of the plan is ready.

**Zoning Update:**

A draft of the RTWP BZA Resolution was provided and it is under review by Legal Counsel for the RTWP BZA regular meeting/hearing on Monday, January 18, 2016. Legal Counsel stated that the draft is very similar to what was discussed at the previous BZA Hearing.

**Public Records Policy:**

The Board was reminded that records recovered on the property such as reports, permits, zoning, maps, blueprints etc. need to be brought into the office per the

Public Records Policy for retention of the public records and accessibility for the pipeline grant writers.

**Fiscal:**

A motion to accept a donation in the name of Mr. Richard Crowfoot was required by the Board from Mr. and Mrs. Hayes, Lincoln Elementary from Stow, Ohio for the amount of \$40.00.

**MOTION** made by Mr. Becker and seconded by Ms. Clark **to approve donations** from the Mr. and Mrs. Hayes in memory of Mr. Dick Crowfoot **in the amount of \$40.00** to the Richfield Joint Recreation District from Lincoln Elementary School.

**DISCUSSION: None**

**MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)**

**2. Unfinished Business:**

**Status of Pre-Qualifications & Plans for Gund Hall**

Trustee McNerney stated that each Board member was in receipt of the pre-qualifications package for engineers and architects that have been evaluated. There were no general comments or discussion on the package. Trustees Clark stated that this was the first time she had seen the package and expressed that no action should be taken on the matter. Trustee Norris stated that this was the first time that he had seen the package.

Trustee McNerney stated that his hope was to hire an architect and engineers to begin the work on Gund Hall and Garfield Hall. The highest ranked engineering firm is GPD with 11.25 points from the ranking from the pre-qualification process.

Legal Counsel Bill Hanna was recognized on a point of order. Mr. Hanna stated that the mechanism that the Board relied on was to engage a professional firm for projects for \$50K or less based on the qualifications on file: surveyors, engineers, architects for a specific purpose. When the Board determines to move forward with projects such as Gund Hall or Garfield, these types of projects would fall under the scope of services for Keith Shy. With Mr. Shy's recommendation, the Board would make a determination then select the design professional.

Trustee McNerney expressed his desire to move forward; i.e. to identifying, selecting and hiring an architect for Gund Hall renovations. Trustee Cugini posed two questions: (1) is the board spending this money or (2) requesting an architect for a full proposal. McNerney stated that the intent is to negotiate with an architect and hopefully it would



be under \$50K. Hanna clarified that the issue at hand is one of “of process”. Under Ohio law the Board cannot select a firm based on price but only on the firm’s qualifications and that the Board may know in general the cost in approximately \$50K but in the case of Gund the cost may be unknown. Hanna stated that this would come from the committee and the committee would discuss it with Keith Shy.

Hanna described the processes:

After the statements of qualifications are received, the Board shall evaluate the statements submitted. The Board may hold discussions or interviews with an individual firm to “explore further the firm’s statement of qualifications, the scope and nature of the services the firms would provide, and the various technical approaches the firms may take toward the project.

The Board may request that a professional design firm submit a proposal. However the Board cannot require a fee estimate or a fee proposal from a firm prior to selecting and ranking the firms. Fee estimates or proposals can only be submitted and considered after the firm(s) have been selected and ranked during the contract negotiations. If the Board fails to negotiate a contract with eh the firm ranked most qualified, the Board will move onto the next most qualified. The streamlined process can be used as long as the estimated cost of the design professional services is less than \$50K.

Based on those comments, Trustee McNerney stated that it was appropriate for Buildings & Grounds to speak with Keith on the matter and develop that process. Trustee Clark stated that it is important that this activity be aligned with the master plan that is in process.

#### **Discussion of Dam and Lake Surveys:**

Trustee Becker stated that the Gund Hall discussion would be discussed with Keith Shy but felt that the discussion of the dam and lake surveys would be an item that could be accomplished. Becker stated that action was required based on the 2014 ODNR report findings. Trustee McNerney agreed and opened up this matter for general discussion. McNerney inquired if Becker was in the position to make a motion to hire. Before taking that action, Trustee Becker requested input from Legal to verify if a resolution was required based on the previous discussion. Mr. Hanna stated “yes” and stated that a letter memorializing the scope of work needs to be presented, and then make a recommendation to the Board to make a selection from the list of qualified firms and it can be done through motion or resolution with the Administrator’s assistance.

### **3. New Business**

#### **Resolution 1-2016 Organizational:**

Because there was no selection of officers, the 2015 officers remain in place until the required Special Meeting is reconvened to elect the 2016 officers.



The Special Meeting to elect officers has been continued to another date in January as required by the bylaws. There is no slate that can be offered and the election of officers occurs in the order they appear in the bylaws; i.e. Chairperson, Vice Chairperson, Treasurer and Secretary. The balloting will continue until an officer is elected.

**MOTION** made by Mr. Norris and seconded by Mr. Becker to continue the Special Meeting to a subsequent date in January per the RJRD bylaws to continue with the balloting.

**DISCUSSION:** None

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Not Present)

The Administrator stated that the 2015 officers and committee chairs remain the same until the next Special Meeting and Resolution 1-2016 would be part of the agenda. Trustee McNerney requested action on the resolution but because the resolution contained the list of officers and chairs the resolution no action was taken. Hanna stated that this is consistent with the RJRD bylaws.

The acting Chair recognized Trustee Fleming who had new business.

**Contract & Bid Authority:**

Trustee Fleming introduced his motion to change the amount levels prescribed in the policy as to high based on the revenue.

**MOTION** made by Mr. Fleming and seconded by Ms. Clark to revise the RJRD Contract Authority & Bid Policy as presented below:

Section B should read \$500.00 for the first amount and \$5000.00 for the second amount  
Section C should read \$5000.00 for the first amount and \$15,000.00 for the second amount  
Section E should read \$25,000.00 for the amount.

**DISCUSSION:** Trustee Cugini stated that he understood that there would be increased bidding but asked if there was any information regarding the cost of these projects. Trustee McNerney stated that this motion restricts the Board. Trustee Clark agreed that the change allows the Board to be more fiscally responsible to the taxpayers. The Mayor requested Trustee Fleming to read the sections in their entirety. *[The policy is included in the Record of Proceedings for clarity]* The acting Chair recognized Roger Swan who requested to be heard during the discussion period of this motion after all Board members had an opportunity to discuss. Trustee Norris wanted the amounts re-read and Trustee Cugini requested that the motion be tabled or withdrawn until he reads the policy since he is a new Trustee.

**AMENDMENT TO TABLE MOTION UNTIL THE NEXT MEETING** made by Mr. Cugini and seconded by Mr. Norris.

**MOTION PASSED TO TABLE:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Not Present)

**Equipment Policy:**

The acting Chair recognized Roger Swan. Mr. Swan stated (1) the Board needs to work with Mr. Shy on these issues before coming to the public meeting and (2) urged the Board not to change this policy based on personal experience with the Village. The expenditure will be voted upon by the entire board ensuring the fiduciary responsibility.

The acting Chair recognized Trustee Fleming for another item under new business.

**MOTION** made by Mr. Fleming and seconded by Ms. Clark to add the maintenance and jurisdiction of Board owned equipment to the RJRD Administrator.

**DISCUSSION:** Trustee Norris requested the reason for the change. Trustee Fleming stated that there should be a central point for repairs and maintenance and information about training. The Administrator was hired to do these things. Trustee Fleming stated that Trustees should not have to search repair shops or people to come and fix broken equipment.

Trustee Norris requested that the motion be repeated. The motion was repeated.

The discussion ensued about the maintenance component of the motion being incomplete in its specificity of the responsibility. Trustee McNerney requested Trustee Becker to opine since it was McNerney's opinion that this fell under "Buildings & Grounds." Trustee Becker stated that this just added another layer to the process and when there is an issue "it gets done." Trustee Fleming stated that it was not under the purview of Buildings & Grounds and Fleming stated that there was no motion authorizing any Trustee, including Buildings & Grounds, to have the oversight. Trustee Fleming stated that he could amend his motion to include repair and Trustee Norris stated that this was not solving a problem but it would be slowing things down and it was a form of obstructionism. Legal Counsel Hanna asked if there was any follow up to the issues of training and policy. Trustee Norris stated that training was performed and a training certificate was sent to the Administrator late afternoon to be used as part of her documentation about certification and liability. Hanna stated that if equipment has been damaged and/or is in need of repair it should be memorialized and the only person able to do that is the Administrator. Hanna encouraged that policies be developed.

Trustee Fleming stated that the motion should be tabled so that policies can be developed as Legal Counsel advised.



**Trustee Fleming stated that the insurance company stated that a third party was not required to perform training. Trustee Norris asked for the name of the insurance company. Fleming stated that it was Ohio Plan and Norris stated that he had information from Ohio Plan contrary to Fleming's information.**

**Hanna advised that the liability issue needs to be reviewed and addressed and it will be part of the policy. Fleming stated that the intent of the motion was to remove the issue out of the hands of individual Trustees and into the hands of the Administrator and Hanna advised that the manner in which this occurs is by adopting policy and a Board decision. Trustee Cugini stated that it builds infrastructure for the District. Trustee Norris stated that once a policy is approved it means that all board members have to comply.**

**As a point of clarification, the Administrator asked if the policy is to be developed between Administration, Keith Shy and Legal and Trustee Norris stated that the Administrator is not involved and each individual trustee would work with legal and Keith Shy on their particular policies. Trustee Fleming also wanted to be involved. Trustee Clark stated that the Administrator should be involved.**

**Trustee Fleming made a motion to table the motion and it was seconded by Trustee Norris.**

**MOTION PASSED TO TABLE: Becker (Yea), Clark (Yea), Cugini (Yea), Fleming (Yea), McNerney (Yea), Norris (Yea) and Taylor (Not Present)**

#### **Pipeline Grant:**

Trustee Clark stated that a "sub-committee" will be formed to assist the Pipeline Grant Writers. The members of this sub-committee would be Richard Sicha, Marcia Moll, Administrator Bluso Rogers, Lynn Richardson and Linda Fleming. No formal action was required on the matter.

#### **4. FOCH Report:**

Ms. Ringle stated that the MOU continues to be processed through review and discussion between legal counsels. For the Board's information, FOCH is ready to hire a structural engineer from the firm of Ohlin & Reed to investigate Kirby Mill and to hire the architectural firm of Braun & Steidl to investigate the occupancy code issues. This will move forward once the MOU's have been signed.

Trustee Becker suggested that security needs to be increased for the Kirby Mill. FOCH allocated \$200 to purchase better hardware and will be working closely with Trustee Becker in selecting and installing the hardware.



FOCH joined the Southern Cuyahoga Birding Group on Saturday, January 2, 2016. This group had contacted the Administrator to notify RJRD that they would be on the property for an event.

The FOCH historian, Lynn Richardson, has been giving presentations on the history of property at the Middleburg Heights Library. People from that area were in attendance. Appreciation and thanks was given to the Board for preserving and "saving" the property since so many people look forward to enjoying what it has to offer. The historical presentation is scheduled for Tuesday, February 2, 2016 at 7:00 p.m. at the Middleburg Heights Library. FOCH is working on getting the historical presentation scheduled at the Richfield Library.

FOCH and RJRD volunteers worked together to clear the fence line for the fence repair.

The next meeting is Tuesday, January 19, 2016 at 7:00 p.m. at the Richfield Historical Society

Trustee Clark requested clarification regarding the occupancy work that is being performed by FOCH.

Trustee Norris answered the question by stating that Summit County Building Department limited occupancy for the Mill. One of the FOCH architects that visited the property is a historic preservationist and is well respected. The issue is to increase the number for occupancy. Trustee Clark asked if this process was the responsibility of RJRD and Trustee Norris stated no.

Ms. Ringle added to the discussion by stating that this process is all about "give and take" since it is a historic structure with limited ability to meet some of the building code. It would be the responsibility of the architect to meet with the building department so modifications could be discussed in the hopes that the building department would be amenable to the modifications. FOCH is working on the list of grievances from the county.

Administrator noted that the Fire Department and the Summit County Building Department did a courtesy walk through of the building with general conversation and to her knowledge there was no formal report from either the FD or SCBD and none of the buildings have occupancy permits.

Ms. Ringle continued by stating that FOCH planned on paying for the work. Mr. Hanna stated that this would be included in the work plan in the MOU and it would be approved by the Board annually.

Trustee Fleming asked if the purpose for the historic presentations were to raise funds. Ms. Richardson stated that it was part of FOCH's education plan and to

excite people about the property with the hopes of donations; so the answer was "yes."

#### **5. Comments from the Floor:**

The acting Chairperson recognized resident **Jeff Campbell**. Mr. Campbell presented the following points:

- (1) Lucia Hanigosky is doing a great job along with Jeff De Luca,
- (2) Suggested that RJRD provide proper tools for the volunteer work; specifically the fence clearing [chain saws, loppers etc], and
- (3) Suggested that RJRD utilizes the emails provided at the meetings to invite people to the public meetings and keep them informed of what is going on.
- (4) Gun range on the property is the worst idea that the RTWP suggested.

Mr. Campbell requested clarification about the master planning process. The Administrator stated that initially stakeholders were identified with the Master Planner and meetings were held in small groups. The next step will be a public forum meeting on February 11, 2016. The first public forum will be incorporated into the master plan draft and then another public forum to present the plan.

#### **Pipeline Grant Writing Team:**

The acting Chairperson recognized Trustee Clark. Trustee Clark recognized the Pipeline Grant Writers, Richard Sicha and Marcia Moll. The writing team will prepare a nomination on behalf of the district requesting that RJRD property be on the national registry of historic places. This will permit RJRD to utilize federal tax credits and Ohio tax credits to underwrite the cost associated to maintain the historic buildings when they are income producing. Due to the age of Gund Hall, it may also be considered eligible for these credits. The application has two portions: (a) documentation of the physical structures that includes photos, maps and descriptions and (b) statement of significance that includes the history of these buildings. The writing team was glad that a committee would be available in order to identify all the appropriate local groups or others that they would need to contact to complete the grant. The master plan and clean Ohio is another area that needs to be addressed for the grant. The deadline is July 1, 2016 for the Ohio review and then the approval for the national registry would be the end of 2016 or early 2017.

#### **Infrastructure [Sewers, Sewer Lines, Water, Electricity, Communications]:**

The acting Chair recognized the Mayor who asked for more specifics on the sewer system and sewer lines. Trustee Becker stated that it is a phase in approach with the first phase costing \$138K for the 20,000 gallon facility. The redundancy side would be the next phase and it would be scalable based on the actual use and



the cost would be \$250-\$280K. Clarification was sought from Trustee Becker regarding the other buildings connected to the plant that may be removed due to the master plan and Trustee Becker stated that all the sewer lines would remain in place to all the buildings.

Trustee Norris stated that the system exists and it really is cheaper to keep it as is. Trustee Cugini stated that more information was needed to address the cost if some of the lines were not required. Trustee Becker stated that the infrastructure for communications, water and electricity need to be addressed quickly as well. Trustee Becker stated that the sewer line work was needed and the amount of money was minimal. Trustee Fleming concurred that the sewer repair was necessary if the buildings are to be used and those people who have assessed the facility have stated that it is one of the best. Trustee Becker stated that there are three wells on the property and none of them have been activated.

#### 6. Action Items and Agenda Items:

The next regular Board meeting is Monday, January 25, 2016 at 6:30 p.m.

- Resolution for the Sewer Lines
- Plans for Gund Hall
- Resolution for the Dam and Lake Surveys
- Equipment Policy

#### 7. Executive Session:

The Executive Session will be on the next meeting agenda.

#### Adjournment:

**MOTION** made by Mr. Becker seconded by Ms. Clark r. Becker to adjourn at 8:15 p.m.


**DISCUSSION: NONE**

**MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Not Present)**

Respectfully submitted,

  
Debbie Bluso Rogers, Administrator to RJRD Board

  
Richfield Joint Recreation District,  
Chairperson

  
Richfield Joint Recreation District,  
Secretary