



Regular Meeting with Work Session January 22, 2024

Call to Order: The Board met in person in Council chambers at Richfield Village Hall. The meeting was called to order at 6:30 p.m. by Mike Selig, Board Vice-chair.

Pledge of Allegiance

Roll Call

Present: Mike Lyons, Steve McPeake, Holly Price, Mark Robeson, Mike Selig, Dave Wehner
Excused: Anita Gantner

Also in Attendance: Village Councilperson Sue Ann Philippbar, Park Director John Piepsny, Administrative Coordinator Polly Wheeler, other attendees, about 5 attendees by Zoom.

Work Session

- A. Review of version 5 draft of Lodge Event Consultant agreement
- 1) Mr. Lyons reviewed the recommendations of the governance committee to the board. Length of contract was extended to two years, Feb. 1, 2024 – Dec. 31, 2025.
 - 2) Payment schedule was changed in the timing of percentage paid.
 - 3) The tiered structure was eliminated, and a flat percentage of 14% was recommended.
 - 4) Final payment of commission percentage will be contingent on fulfillment of duties on day of event.

Mr. Piepsny shared that Shari's percentage last year averaged 15.2%, so he is more comfortable with 15%. Ms. Price responded that the stated average in 2023 is correct, but there is a larger potential revenue pull due to sales in 2023 as well as 2024. There are still some dates available to book in 2024, so the average is lower. The 14% is for discussion. She would like to hear the thoughts of other board members who are in a similar type of industry.

Mr. Selig said that the reason for dropping the percentage makes sense, but he is more comfortable with 15%, especially since it will be a flat rate. Mr. Robeson stated that he is in favor of 15%, especially when Amity House comes online as a rentable facility. Mr. Lyons asked if there were any other views, but there were none voiced.

Mr. Selig asked why 2026 is included if this is a 2-year agreement. Mr. Piepsny replied that the bookings are already happening in 2026 and beyond.

Mr. Wehner questioned page 3, paragraph 4, line 3. He asked if the park waits for an invoice from Shari for payment of commissions. Mr. Lyons said no; the payment would be triggered by the actual event. Also, there is just a one-time penalty if the payment to Shari is delayed, not every month, with interest after that.

MOTION by: Mr. Lyons moved and seconded by Mr. McPeake to add Resolution 02-2024 to the agenda.

DISCUSSION: This would be a new Draft 6 of the Resolution.

MOTION PASSED: Vote taken by roll call: Mr. Lyons (yea); Mr. McPeake (yea); Ms. Price (yea); Mr. Robeson (yea); Mr. Selig (yea); Mr. Wehner (yea).

- B. Mr. Lyons notified the board that the governance committee withdraws its recommendation to send out the 180 day notice of termination of the MOU with the Friends.

Comments from the floor

None

Regular Meeting

Approval of Minutes

Minutes of Dec. 18, 2023 regular meeting and Jan. 5, 2024 special meeting were approved as submitted.

Standing Committee Reports

Governance: Mr. Lyons stated that he had nothing to add to his earlier report. Ms. Price informed the board that the committee did work through the initial draft of a potential MOU with the Friends group. The updates will be shared with the Friends and other interested parties. Mr. Lyons concurred and said that more work will be done on this now that the Lodge Consultant contract is settled.

Ms. Price also mentioned that the committee did review the Oviatt House group's intent to create a museum in the Oviatt House. It is not necessary to grant further approval since this is covered in the original document. However, the agreement does call for a strategic plan for implementing the museum, so this should be communicated with the Oviatt House group. Mr. Piepsny said that he has spoken to Judy Bowman about that, and they are working on it.

Grants & Fundraising: Mr. Selig reported that there has not been a committee meeting since the last meeting on Dec. 4. The committee has moved to an alternate month schedule, so one will soon be scheduled for February.

Administration Report:

Mr. Piepsny said that his quarterly PowerPoint report will be saved until Anita is present. He reported that the Snowbird Festival was wonderful and drew over 700 people. He thanked everyone who was involved.

Treasurer Report:

Mr. Wehner that there was \$469,000 in the bank at the end of December, with \$9,000 in outstanding checks, leaving \$459,000 in cash. Of that \$159,000 is restricted to bond fund use. In the month of December there were \$8,000 of cash inflows: \$1,000 of rents, \$6,000 related to The Lodge, and \$1,000 in donations. Cash outflows were \$27,000: \$8,000 payroll, benefits, and taxes, \$3,000 professional

fees, \$3,000 in utilities, \$5,000 in commissions, \$3,000 in various repairs, with the remainder to various miscellaneous expenses. At the end of the year, the park had a deficit of \$25,000: \$34,000 in general fund, \$43,000 in capital improvements fund, and \$54,000 surplus in Lodge fund.

Oviatt House Report:

Mr. Selig reported that Judy Bowman asked for and received permission to delay the report since she would not be available to deliver it herself.

Old Business:

Mr. Selig introduced Resolution 02-2024.

MOTION by: Mr. Robeson and seconded by Mr. Wehner to approve Resolution 02-2024 authorizing the board to enter into a contract with Shari Green for Lodge Event Consultant services, as proposed by the governance committee.

DISCUSSION: None further.

MOTION PASSED: Vote taken by roll call: Mr. McPeake (yea); Ms. Price (yea); Mr. Robeson (yea); Mr. Selig (yea); Mr. Lyons (yea); Mr. Wehner (yea).

Removal of tree by Kirby Garage

Mr. Selig reviewed the previous discussion regarding the removal of the tree leaning on Kirby Garage. He read an email from Corey Ringle stating that the Friends' offer to cover the cost of the tree removal was contingent on the Friends being allowed to use Kirby Garage for their storage. Mr. Selig reported that the tree was removed on Jan. 11 by Hartman Tree Service at a cost of \$1,500.

Mr. Lyons asked what the situation is of the utilization of the Kirby Garage. Mr. Piepsny replied that it is currently locked because it will require remediation of the black mold present in the building. However, the source of water that is causing the mold will need to be determined first. Mr. Lyons said it sounds like the building will need to remain closed for the time being. Ms. Price asked how long the building has been closed and if an alternate storage space has been offered. Mr. Piepsny said that Friends have been using Kirby House for storage.

Mr. McPeake asked if the Friends had offered to cover the \$1,500 cost of the tree removal. Mr. Piepsny responded that they had proposed that but only on a contingent basis, based on the email that Mr. Selig read. Friends also had a quote to take down the tree. Mr. Selig reminded the board that Corey Ringle had originally stated that the Friends board would have to approve the offer.

New Business:

None

Announcements:

Update of the park website has begun, with a goal of completing it by the end of March. Please direct questions to Ms. Price.

The next regular board meeting will be on February 26.

Comments from the Floor:

Corey Ringle (Hawthorne Dr) said that about 3-4 years ago the RJRD board allowed Friends to store their messier storage in the Kirby Garage. Friends are very interested in helping with the remediation of the mold and replacement of the drywall in the garage so that it can be used.

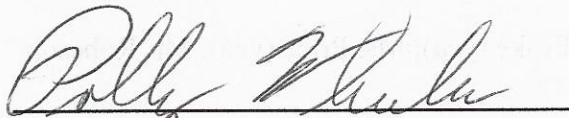
Mr. Wehner informed the board that the park's insurance policy has a complete exclusion for coverage of mold. He reminded them to keep this in mind going forward.

Adjournment:

MOTION by: Mr. Selig moved, seconded by Mr. Lyons, to adjourn the meeting.

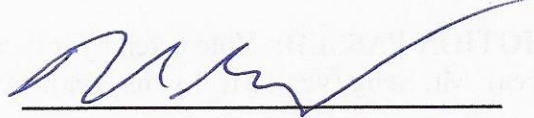
Meeting adjourned at 7:03 p.m.

Submitted by:



Polly Wheeler, Administrative Coordinator

Accepted by:



Mike Selig, Board Vice-Chair