



Work Session

Monday, February 8, 2016

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

WORK SESSION MEETING

Call to Order:

The Work Session of the RJRD Board of Trustees was "Called to Order" at 5:00 p.m. by Chairperson Mr. Cugini. Roll Call was taken by RJRD Administrator.

In Attendance:

Mr. Bob Becker *(Arrived at 5:15 p.m.)*

Ms. Kelly Clark

Mr. Dominic Cugini

Mr. Rich Fleming

Mr. Ralph McNerney

Mr. Pat Norris

Mr. Bill Taylor

Mr. Jeff Kerr, Environmental Design Group Master Planner

Ms. Kristen Horine, Environmental Design Group, Landscape Designer

Mr. Bill Hanna, Legal Counsel

Mayor Bobbie Beshara

Mr. Keith Shy, Capital/Public Improvements Consultant/Manager

Mrs. Debbie Bluso Rogers, Administrator

Discussion Topics:

Meeting Formats and Timing of Events

- Work Sessions
- Board Meetings

Dominic Cugini

Trustee and Chairperson Cugini stated to all in attendance that the meeting today was a work session and there would be no public comment time. There were invited guests at the table that would be providing information for the work session. The Work Session was to discuss upcoming future actionable items and then those items would be placed on the regular meeting agenda for board action through motion or resolution.

The Administrator, Mrs. Debbie Bluso Rogers, will be the point of contact to provide any information or answer questions.

Trustee Cugini stated that Work Sessions would replace the first regular meeting of the month on the second Monday of the month. Board meetings on the fourth Monday of the month would be the only regular meeting for the month. The 2016 calendar that includes meeting requirements and deadlines would be distributed. For clarification:

- Second Monday of the Month: Work Session
- Fourth Monday of the Month: Regular Meeting

The Administrator will send out reminders via Outlook.

**EDG Master Planning Agenda
for February 11, 2016 & Public Input Questions**

Jeff Kerr

Jeff Kerr led the discussion regarding the public input questions for the Public Forum scheduled for Thursday, February 11, 2016 at 6:30 p.m. EDG will bring interactive software and equipment so the public can answer the questions and view the results immediately. Each question was read and thoroughly discussed. The Board and Mr. Kerr noted the questions that he would need to provide qualifying explanations to achieve the goals of the public forum. EDG would also provide an overview of the master plan process on behalf of RJRD. Trustee Cugini would provide an opening statement.

Gund Hall Plans & Renovation

Bob Becker

Trustee Becker opened up the discussion by soliciting questions from the board regarding the package of information that was previously distributed.

Trustee Clark asked if there was any consideration given to conserve funds by reducing the extensive renovation plan for Gund.

Moving on, Trustee Becker continued with gathering questions and comments. Trustee Cugini stated that there was a concern with the large outlay of capital based on the cost of investment to the revenue income. Trustee Norris responded stating that the situation is very different from the *"private business since in those cases the money needs to be paid back"* and in the RJRD's case, *"We have bond money we have to spend in 36-months. We don't have to pay it back."*

Cugini stated his understanding of the bond requirements but the funds are limited and many things need to be addressed before renovations can occur; i.e. dams, lakes, WWTP, and trails. A

big unknown will be the master plan. Trustee Taylor stated that if Gund Hall was going to operate as described by Trustee Becker, then the WWTP would be a huge cost factor. Trustee Norris stated that there is a cost associated with getting rid of the dams and lakes. Addressing this comment, Mr. Shy stated that the sediment would most likely go to a landfill and the void would be permitted to grow over. Mr. Shy was not suggesting this plan since the dams and lakes are the draw to the property.

Trustee Cugini stated that it is a matter of prioritization and EDG is assisting RJRD in the matter. Trustee Cugini stated that there are core uses that residents' desire and the more they like the park the more people are willing to invest in it. Trustee Norris stated that thought must be given about the kind of work that can be performed by volunteers; i.e. trails and trees can be volunteer work but Gund Hall is not.

Becker stated that the flip side to renovations is that it gives RJRD a significant increase to the operating budget and further opined that the occupancy permit for Gund Hall could be changed to seasonal and not four-season. However, the downside to reducing availability seasonally would be a decrease to possible revenue and limited people interested in the rental. Becker cautioned the board that the first impression of the opening will be the lasting impression. Becker stated that his conversations indicated that the lakes and Gund hall are the draws. It is key that Gund Hall be enlarged to increase marketability thus increasing more money into the operating funds.

Though revenue from the rentable structures would help, Cugini explained that 80% of the start up businesses fails in the first eighteen months. Cugini personally had no confidence at this point that weddings would flourish as evidenced by the fact that if it was a possible profit scenario, someone else would have pursued it. Cugini stated that there should be hesitancy to the plan since it is the people's money even though the payment terms are different.

Becker stated that his research depicted premier event planners and these planners have stated, *"We can have it rented out completely for five (5) years for all four seasons."* Becker stated that the investment within 5 years is calculated at the low end of the anticipated payback scenario. When asked if the planners would guarantee the revenue, Becker stated, *"no."* and in some plans the district would have to add staff and funds to the operating budget. The revenues projected represented net income. McNerney stated that the agreements could be prepared with and without RJRD staff and the event planners have stated that they will do 90% of the work with the exclusion of emptying garbage, grass cutting and snow plowing. Mr. Shy stated that this use was not part of the core mission.

Fleming opined that Gund Hall should be utilized but done in a way that is simple, functional, and not extravagant. Fleming was not in favor of any additions. Fleming stated that people would rent it now even in its present condition. The kitchen and the bathroom need work but there is no need for a full service kitchen. It was Fleming's suggestion not to spend a lot of money. Trustee Clark agreed and opined that minimal renovations could get us through until all the specifics and details have been thoroughly reviewed.

Trustee Norris stated that *"we have the money now that we have to spend."* Mr. Shy stated that the danger is that all the money will be gone without addressing other critical needs of the park. Norris stated, *"the work cannot be done in the future because the operating budget is not substantial. Gund Hall is unique especially with the potential of a larger capacity. The plans include making it a maintenance free building as much as possible to minimize future expenses."* Some on the Board felt that there would always be maintenance issues down the road.

To that point, Mayor Beshara stated that there are zoning issues plus parking and driveway repairs needed. These are ongoing maintenance issues and there will always be infrastructure costs. Becker stated that the reason the main road is bad is due to failing culverts and overhanging trees. Becker stated that the parking lot has enough capacity and the current capacity of Gund is 224 and to be unique would require an addition to increase the capacity to 299. Norris supported this by stating the *"bones"* are at the end of the building; i.e. arches and all that needs to be done is enclose that portion to increase the capacity. Mr. Shy stated that he was not opposed but strongly suggested that the process should go slow to avoid costly mistakes.

Dams & Lakes Survey

Bob Becker

Becker asked for any questions on the documentation that was previously distributed to the Board. Becker summarized by stating the upper lake is in fairly good shape and the report did not indicate the necessity to engage an engineering services. There are remedial measures required but they do not require Professional Engineers. The lower lake report details the remedial measures that are required by engineers. Fleming stated that he has read prior reports and they are identical to the 2014 report.

Becker stated that he also spoke with the Army Corps of Engineers and had discussions with dam engineers and both groups agreed that nothing can be repaired until the surveys are completed. When asked about a guesstimate, Becker stated that everyone he has talked to appear to be consistent in their pricing.

Cugini asked Mr. Shy to explain the next steps in order to move forward. Mr. Shy stated that the pre-qualifications matrix was completed and the first step should be under the \$50K threshold. Mr. Hanna stated that the Buildings & Ground Committee can suggest a surveyor and an engineer. Becker stated the only the surveyor is required at this time and it is less than \$50K and based on the qualifications, the most qualified firm needs to be contacted to then work out an agreement.

Mr. Shy inquired about the inclusion of bridges since the documentation provided included dams, lakes and bridges. Becker stated that he was just trying to identify some boundaries to work with. Becker reported that he talked to 5 surveyors and they said if the work is performed at the same time the cost would be cheaper and added that Safety Services are very concerned about the bridges. Becker went on to explain that the engineering process. Becker described the traditional process of surveying to the latest technology. The difference in the engineering/surveying process is 10 weeks to 1 week of completion depending on the technology used.

Cugini stated that a briefing memo that includes detail should be brought forward with Mr. Shy's involvement. Mr. Shy suggested that the Board consider hiring a firm with many disciplines instead of guessing through the selection of the surveyors from the list. EDG or GPD are the highest ranked firms and either one, depending on negotiations, would be acceptable.

Cugini stated that motions for these steps also need to be developed and asked if Becker had a recommendation. Becker provided information about winter kill concerns. In conclusion, Cugini stated that the expectation would be for Becker and Shy to work together to make a recommendation for further board action.

Engineers & Architects for Gund Hall & Garfield

Bob Becker

This was previously discussed.

Upcoming Property Use & Programs

Kelly Clark

The "Have a Heart 5K" is still scheduled, rain or shine. After a trail route discussion for this event, it was determined that Crescent Trail would veer off the trail through a temporary cut to avoid further damage to the trail.

Clark referred to the Briefing Memo that was previously distributed to the Board about Timbernook's summer camp. Clark explained that a use agreement is being developed with legal until a RJRD use agreement has been completed. Mr. Hanna is working with the Timbernook's Counsel to achieve an agreement and reviewing the RJRD use agreement. Clark requested comments or objections from fellow Trustees. There were none.

Volunteer Project Status & Process

Rich Fleming

Fleming provided an update regarding volunteer projects. Cleaning of Amity, Coach and North still needs to be done plus discarding of the remaining mattresses. The 25-foot flagpole still needs to be painted and the "how to" is being developed since safety is a concern. Cleaning around the WWTP has not been completed. Tent platforms have not been removed as directed. The fence work is nearly completed and Fleming assumed that all of the debris and wood is being taken to the burn pile.

Boy Scouts are interested in service projects and Fleming requested input from Becker.

Fleming re-stated the volunteer policy explaining that the policy needs to be followed to ensure accurate work information is collected for communication of the request and the work is led by the appropriate project leader. The goal is to have the project/request be completed efficiently. Fleming provided the three step process:

1. A volunteer request form needs to be completed and given to Lucia Hanigosky. A courtesy copy is provided to Debbie, the Administrator.
2. The request is scheduled and volunteers are requested. Status of the project is reported to the Board until it is completed. The volunteers or project leader need to report to the volunteer coordinator when the work is completed so the status of the request can be updated.
3. All volunteers sign the waiver form.

Fleming requested comments or questions from Board members. There were none. Clark clarified that all volunteers, trustees, "friends" or other volunteers, need to sign the waiver form. Fleming stated that the waiver form was prepared by the Administrator, reviewed and approved by Legal last July, 2015. The waiver form will be added to the website.

Regarding service projects for the Boy Scouts, Becker stated that the tent platforms cannot be removed because they are part of the Clean Ohio and until they are located through GPS/GIS. Once located then they can be removed and new platforms can be rebuilt in the same footprint. To the removal point, Becker stated that it was Floyd Ostrowski's desire. An excellent boy scout project would be rebuilding the sandboxes. Mr. Shy stated that this project should be placed on hold until the master plan is drafted.

Becker stated that a group of people are being trained on the application of herbicides and that Fleming's committee needs to address the issue of specialty volunteers. He went on to explain that in the case of herbicide not just anyone can do it. It was noted that no one on the Board is specifically licensed. Becker stated that Jeff Deluca from the Cleveland Metroparks would be training and overseeing the project under his license and that Becker will be taking classes to also get certified. Mr. Shy stated that requirements for administering chemicals on public property is strict; public notice is required, careful records are required that includes weather and wind conditions and these are just a few.

Cugini questioned the urgency and Norris and Becker both responded that there is a limited time to perform the eradication and apply the Tordon in order to get ahead of the invasiveness. Becker stated that *"we lost all of last year because the transfer of property happened after the window of opportunity and it is a major problem."* The volunteers need to be utilized to avoid costly expenditures. Norris added that if the work is not done this month it can't be done again until July. It was suggested that the purchase of the chemicals be done now and used later. .

Mr. Shy asked for the goal or outline of the property since forestry management is different than a park perspective; i.e. the habitat and the animals. Becker stated that he discussed this with a biologist from Baldwin Wallace, Mr. Chris Stanton, and it is heartily endorsed.

Establish Agenda Items for Regular Meeting

Board Members

The board members provided items for the next regular meeting. Trustee McNerney and Norris offered to include taking action on a RFP for Gund Hall operations and management. Trustee Becker stated, "that is putting the cart before the horse and the master plan needs to be completed first." Trustee Norris stated that the February 16, 2015 strategy session approved this action and Trustee Becker read from those minutes stating that the assessments for the waste water management system and use of Gund Hall were completed and Trustee Norris requested clarification between the 2015 strategy session and the master plan. Trustee Cugini stated that the master plan will provide an actual 3-5 year strategy to lead the board. Cugini concurred with Becker that Gund Hall can be tabled until the master plan has been completed.

- Dam Engineer
- Timbernook

Adjournment:

MOTION made by Mr. Becker seconded by Ms. Clark to adjourn at 7:41 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