



Work Session

Monday, March 21, 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 6:30 p.m. by Chairperson Mr. Cugini. All in attendance were reminded that the Board will be in work session and unless listed on the agenda, there would be no additional comments; just a listening session.

Roll Call was taken by the RJRD Board Secretary, Mr. Taylor.

In Attendance:

Mr. Bob Becker
Ms. Kelly Clark
Mr. Dominic Cugini
Mr. Rich Fleming
Mr. Ralph Mc Nerney
Mr. Pat Norris
Mr. Bill Taylor

Mr. Bill Hanna, Legal Counsel
Mr. Keith Shy, Capital/Public Improvements Consultant/Manager

Discussion Topics:

**Rules and Regulations, General Use Agreement
Fee Schedule & Camping**

Dominic Cugini

Rules and Regulations: Cugini stated that the rules and regulations were abbreviated per comments provided by the Board.

After approval by the Board, the Rules & Regulations will be provided to the Richfield Police Department for their review and input. Questions and comments were requested by the full Board.

Mr. Becker offered verbiage to permit rock climbing and rappelling only designated areas in Section 5 of the rules. Three Trustees stated that there should be none at this time and the verbiage should remain as presented.

Section 6 regarding “concealed carry and open carry” is still under legal review. Legal Counsel stated that RJRD can restrict from the buildings but property issues need further study.

Regarding camping Section 7, Cugini stated that discussion from the last work session included security concerns and connectivity with Ohio Buckeye Trail and short and long term camping, use of a property use application and Scouts/Indian Princesses. Becker stated that hikers using the Buckeye Trail will not be able to complete an application but other types of campers would. Fleming asked why BTA was needed on the property and Becker explained that it provided a scenic route and created a trail off of major thoroughfares. Becker then elaborated on his discussions with Brian Frantz, Village of Richfield Director of Planning and Zoning, to create connectivity between the Village parks and RJRD park.

The Board was encouraged to withhold BTA items until that portion of the agenda.

Cugini requested input from the full Board in regards (1) the approval of camping and then (2) the administrative process; i.e. use of an application for campers. Becker endorsed the use of an “honor system” in that campers would merely leave information in a receptacle to be retrieved later. Clark was not in favor of the “honor system” because of security issues and compared a camping use application to special event applications. Clark had concerns about safety and of the campers on 336 acres and liability issues. Becker stated that these people are very self-sufficient and honest. Becker advocated no fees and stated that these people have a code and *“it is no different from casual hikers on the property.”*

Board discussion continued to ascertain the differences between the Becker “property log for campers” versus a camping application prepared and submitted online or prepared and provided to Administration.

Mr. Fleming requested data regarding the actual number of hikers/campers anticipated and Becker speculated it was minimal. Fleming opined that opening the park 24/7 for an insignificant number did not make sense. Clark opined that opening the park for BTA would also make camping available to all.

Mr. Hanna suggested that a standard for camping or best practices be studied and then provide that data to the Board in order to accomplish the issue. Cugini stated that the fence was not 100% security but rather a deterrent. The questions to the Board: (1) is this a public use park or

and (2) public park used only when it is open and (3) how does the Board want to handle this issue?

Mr. McNerney posited that on-line applications through cell phones would allow for online applications or registration and RJRD could provide cell phone charging stations along the trails. Mr. Taylor stated that RJRD was to control the access and opined that 24/7 access prevents control of the property by RJRD and safety of the property.

Cugini requested input from Chief McLean who was in attendance for another work session matter, and McLean stated that an IEP was prepared over a year ago for the property and the major difference was that the property was used as a controlled camp and that all attendees were logged in and out.

In closing, Mr. Cugini stated that there were two options for camping (a) allow camping with the use of a log on the property with no formal application process and (b) a more controlled approach with an application prepared in advance for approval. Through a show of hands, the majority of the Trustees expressed their desire to leave verbiage in the rules and regulations to permit camping through approval of the use application/agreement. Mr. Norris stated that his main concern was for the Buckeye Trail people and this process would make it difficult for them. Mr. Cugini stated that the current verbiage will allow for revision later.

Mr. Cugini provided status to comments and concerns from the last work session. Where applicable, revisions would be made. Final revisions addressing the Board's input will continue and hopefully it will be ready for board action at the March regular meeting but the Board was assured that if additional review time was required by the Board, Legal and RPD then they should anticipate it as an agenda item for April.

An ad-hoc group would be established to study best practices on this issue that includes surrounding areas and "like" parks.

Use Special Event Application/Agreement: Mr. Cugini stated that a number of changes were incorporated based on full board discussion. E.g. lead time, when and who requires proof of insurance, administration of the agreements by the Administrator, changes to advertising of the event. Mr. Becker requested that there should be a response to the applicant immediately and electronically and Mr. McNerney suggested 5-7 business days. There were no other comments from the full board and only minor tweaking and modifications were made to the draft.

Camping Use Application/Agreement:

Fee Schedule: Mr. Cugini provided comment that the schedule was developed by reviewing surrounding communities. A draft was provided to the board reflecting comparable use fees. The fee schedule is applied to special events. Reservations for uses will be posted by the shelter, in possession of the applicant and on a master schedule on the website. The Rules and Regulations will reflect the reservation issue so both documents are correlated. There was Board consensus on the fee schedule.

Non-profits and Local Non-profits were discussed. Ms. Clark suggested that fees should be determined on a case by case basis. Mr. McNerney stated *"if a non-profit is charging fees then there use should be much higher."* The procedure for handling fee administration will be included in administrative procedures.

LL Bean MOU

Pat Norris

Mr. Norris did not read the briefing memo into the record since it was distributed in advance to the full board for discussion at the work session. Norris highlighted the following points: LL Bean approached RJRD to conduct certain paddling classes at the upper lake and LL Bean already provided a donation to FOCH in the amount of \$1500.00 and will provide a donation to RJRD also in the amount of \$1500.00. LL Bean wants to store a number of paddleboards and kayaks in a portion of the boat house from Memorial Day to Labor Day. The courses sponsored by LL Bean will be on the weekends for half a day. LL Bean has the same core value and mission as RJRD and Norris opined that this was *"a way to outsource the RJRD mission without spending any money."*

Norris asked for questions and Mr. Becker discussed some details in the agreement. Mr. Cugini reminded Mr. Norris and the Board that this was not a contract to be acted upon but rather a starting point since RJRD Legal Counsel has not begun work on the agreement or reviewed the proposed agreement. Cugini merely wanted to gauge the Board's feeling to move forward on the matter before spending legal fees if this was something the board was not in favor of. If the Board was agreeable to move forward, Bill Hanna, Mr. Norris and Mr. Cugini would work on the contract.

There was discussion that the term MOU [Memorandum of Understanding] was in appropriate and it should be handled as a Use Agreement. Mr. Hanna stated that the "title" of the document does not drive the outcome.

The classes would be scheduled every Saturday and Sunday but only held if people signed up. LL Bean would also host a corporate event prior to using the lake by cleaning up the lake and lake area. Mr. Taylor stated that it is a very active group with a busy schedule and renovating the boat house would be the responsibility of LL Bean per this agreement. Ms. Clark asked if keeping the boat house will be on the master plan and Cugini stated this if LL Bean goes forward, then the boat house will need to be added to the code assessment and RJRD will need to factor in cost of maintenance for the next 10-15 years. Mr. Taylor opined that the boat house was to be torn down and now someone is showing interest in it.

Ms. Clark invited Ms. Richardson to share information with the full board regarding the money. Ms. Richardson stated that their \$1500.00 was in the FOCH bank account and FOCH discussed the matter and agreed that once the MOU was signed, they would give RJRD that \$1500.00. Mr. Norris stated that if RJRD moves forward with this arrangement, they encouraged FOCH to annually apply for a grant.

There were a number of specific questions that could not be answered. Mr. Cugini stated that there was consensus from the full Board to move forward. Mr. Cugini stated that Mr. Norris and Mr. Hanna will begin working on the agreement and Mr. Norris will begin gathering the necessary information for the Board as discussed.

Fire Department 5K

Dominic Cugini

Mr. Cugini invited Assistant Chief McLean to speak about their event. Asst. Chief provided an update referring to the Briefing Memo that was distributed in advance. General information was provided verbally only prior to briefing memo to the Administrator. Asst. Chief stated that the Village has a policy that covers all FD functions and Mr. Hanna requested a copy of that policy. The FD will work with RJRD to place the tent for the pancake breakfast and the course. FD is aware of the trail conditions. The event is a non-alcoholic event.

The RJRD website will be updated to communicate to the public about the event and what areas of the park that are not affected by the event for other public users.

Mr. Cugini explained that the delay regarding an agreement with the FD was dependent upon the Board approving a special event use application/agreement. Since formal action on that matter will be on the agenda for the next regular business meeting, that form will be used by the FD. If for some reason that application/agreement is not ready, then Mr. Hanna will be prepared to provide a "one off" type of agreement for the event. The use fee is waived

Standing Committees

Dominic Cugini

All changes have been updated. Mr. Becker stated that his suggestion for an ambassador for the park committee was not included in the changes to the draft. Mr. Cugini stated that there were conversations and follow-up review with the format and if necessary a sub-committee under governance could be added. Mr. Becker requested a stand-alone committee and adding a fifth committee poses problems to the committee structure mathematically. Mr. Becker advocated that an ambassador could focus on seeking out many outside groups and Mr. Taylor stated that it can be handled by a sub-committee just as effectively without burdening the board. Ms. Clark stated that the structure resolves the communication issues the board has faced and agreed with Mr. Taylor. The majority of the Board was in favor of not creating a separate ambassador committee and it can be modified and discussed in the future if necessary. The Capital Projects Committee will remain in place until the capital funds have been spent and then this separate committee will collapse to a sub-committee under governance.

Code Assessment Update

Keith Shy

The following buildings were listed for code assessment.

1. Amity
2. Amity/North House
3. Amity/Coach House
4. Kirby House
5. Kirby Mill

6. Chagrin Cabin
7. Gemini Cabin
8. Garfield House
9. Maintenance Garage
10. Boat House
11. Gund Hall
12. Caretaker House
13. Hilltop House

Mr. Shy will provide this list to Jeff Kerr, EDG and Tim Franklin for the master plan and code assessment respectively. The cost associated with mothballing the buildings will be clarified with Tim Franklin in order for the Board to ascertain a full accounting of cost.

Dam Assessment Update

Keith Shy
Dominic Cugini

Mr. Cugini stated that the estimated cost for the required studies was approximately \$178K and per state law RJRD would be required to competitively bid this scope of work. Because the scope of work is over \$50K, RJRD would need to obtain QBS [Qualification Based Statements] for this scope. The request for QBS would need to be published and open for 30 days. The QBS would need to be ranked and then the top three would need to be interviewed. This would take approximately 60 plus days. The GPD proposal would take about two months and the information does impact the master planning timeline; beginning to end about five months. Mr. Hanna reminded the Board that they would need to come to a consensus of the scope of work.

A scope of work will be developed prior to the next regular business meeting that will include a resolution. The Board will review in advance in order to take formal action.

Buckeye Trail MOU

Dominic Cugini
Bob Becker

Two questions were posed to the Board.

Do you want BTA as part of the park? And, How does the Board want to interact with BTA?

Trustee Fleming was not interested because *“more effort is for outside groups rather than the residents and security.”* Trustee Clark had reservations due to the 24/7 access and the creation of a new trail. The term of the contract was for two years. Trustee Norris was in favor. BTA would use carsonite rather than blazing the trees. Trustee McNerney was interested but with some gate location issues.

Trustees Clark and Fleming stated that if hikers could only enter the park during the hours that is open, they would approve of BTA as part of the park. Mr. Hanna stated that the trail is a footpath and it would be also accessible to the residents.

The Board will require a map of the proposed BTA trail. Mr. Cugini will contact BTA to obtain answers to the concerns of the Board. Depending on the answers, there may be action at the regular business meeting or there will be another work session on the matter.

FOCH Agreement

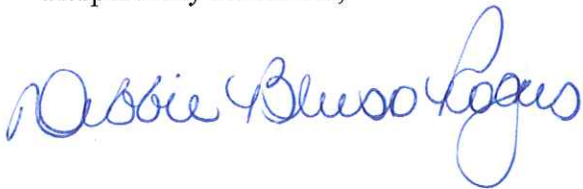
Corey Ringle

Before turning the discussion over to FOCH, Mr. Cugini stated that the issue for the Board was to (a) leave the agreement as is and go forward or (b) discuss the reciprocity issue and continue the agreement discussion. Mr. Becker stated that he raised the issue but Mr. Hanna is acting on the behalf of RJRD and he is fine with the current language. Mr. Cugini stated that an open relationship is desired by RJRD with FOCH, but the language in the agreement protects the public from risk. Mr. Hanna stated that the current language is not detrimental to FOCH. The consensus of the Board was to leave the language as is and formal action will be taken at the next regular business meeting.

Adjournment:

Mr. Cugini adjourned the meeting at 8:46 p.m.

Respectfully submitted,



Debbie Bluso Rogers, Administrator to RJRD Board



Richfield Joint Recreation District,
Chairperson



Richfield Joint Recreation District,
Secretary