



**Regular Meeting with Work Session
March 28, 2022**

Call to Order: The Board met in person in Council chambers at the Village of Richfield administration building. The meeting was called to order at 6:30 p.m. by Anita Gantner, Board Chairperson, followed by the Pledge of Allegiance.

Roll Call

Present: Jeff DeLuca, Anita Gantner, Maureen McGinty, Mike Selig
Excused: Sandy Apidone, Mark Robeson, Dave Wehner

Also in Attendance: Village Council representative Sue Ann Philippbar, Township Trustee Don Laubacher, Administrative Coordinator Polly Wheeler, Volunteer Coordinator Susan Czaplicki, Lodge Event Coordinator Shari Green, Social Media Volunteer Kathy Donchess, and approximately 15 attendees.

Work Session

Gannett Fleming contract extension:

Ms. Gantner stated that the Lower Dam Phase II project is going on longer than the expected 22 weeks. Gannett Fleming has stated that they cannot continue their services without additional funds. Mr. DeLuca explained that delays are due to issues such as weather and flooding. In some instances flooding caused damage to the dam that required new concrete forms to be constructed. The contractor, Northstar, is not charging for those repairs, but as the engineer Gannett Fleming must oversee the work. The contract amendment states that the additional funds required will not exceed \$29,297.

Regular Meeting

Motion to go out of order, moving Resolution 10-2022 forward to read it now

Motion by: Ms. Gantner and seconded by Mr. DeLuca

Discussion: None

Motion Passed: vote was taken by voice, which was unanimous

Ms. Gantner invited former RJRD board chairman Bob Becker to come forward to read Resolution 10-2022 honoring and recognizing the contributions of Ms. Kathy Donchess to the promotion of Richfield Heritage Preserve on various social media platforms. Mr. Becker stated that the resolution will immortalize Kathy's dedication and contributions, and he read the resolution. Mr. DeLuca stated that he is very appreciative of all Ms. Donchess' good work for the park.

Approval of Minutes:

Ms. Gantner asked if all board members had reviewed the minutes from the February 18 special meeting, February 21 regular meeting, and February 26 special meeting, and if there were any changes needed.

All board members had reviewed; no amendments were suggested. Minutes from all meetings were approved by consensus.

Standing and Special Committee Reports:

Governance: Mr. Wehner was excused. There was no Governance Committee report.

Operations and Capital Improvements: Mr. Deluca reported the following:

- 1) Work on the lower dam should be completed soon.
- 2) The Ohio EPA reported a violation on the water well at The Lodge. A certified operations person is required to be on staff for ½ hour per day to test and monitor the water from the well because it is a Class A water source. Ms. Jennifer Jenkins of JG Environmental, Inc. has agreed to serve in this capacity for a weekly fee. If the daily use for one year were less than 1200 gallons per week, the board could request to have the water source declassified and eliminate the requirement. However, that would cause problems later if the usage exceeded 1200 gallons per week and the well had to be reclassified, since that is more difficult.
- 3) Two companies were contacted about resurfacing the floor in the kitchen and bridal suite at The Lodge: Cheetah Floor Systems, Inc. and Cutting Edge Concrete. The area is approximately 1300 square feet. Cheetah Floor Systems presented a significantly lower, detailed bid of approximately \$5,216 to grind off the old surface, dye, polish and clean the floor. At this time the floor of the main lodge room is in better condition than the kitchen floor and is not being resurfaced. Looking at the budget for The Lodge, the expectation is that the money for The Lodge expenses would come from Lodge revenue, especially as that increases.
- 4) Chris Moore, the park's seasonal maintenance employee, and a number of volunteers did a lot of cleanup work recently from downed trees and other weather damage.

Grants and Fundraising: Dr. Selig summarized the minutes of their March 11 meeting. The third committee advisor position has been filled, and the committee reviewed what they have done so far. A combined donor list is being developed. Power Point presentations were reviewed in preparation for creating one that is current. The board will apply for an ODNR Nature Works grant to partially fund the replacement of the bridge over the upper lake dam, and the board will be required to provide a 25% match. There is a database of available grants that can be accessed free of charge through the Hudson library. The next committee meeting will take place on April 22 at 8:30 a.m.

Marketing/Communications: Mr. Robeson was excused. There was no Marketing Committee report.

Administration Report:

Ms. Wheeler reported that Park Director David Green resigned and moved on to a position in another park system. Some forms in the office have been updated, and the RJRD website has been updated to reflect the current board members. An online gift registry for The Lodge has been established. Ms. Wheeler mentioned the Medina Raptor Center program coming up on April 9 as well as many other programs and events being scheduled throughout the park. Since the Feb. 21 board meeting, \$9,640 in rental fees and deposits have been received.

Lodge Event Coordinator expanded on the activity at The Lodge. She shared that four weddings, a birthday party, and two Cleveland Clinic resident retreats have been booked in recent weeks. Inquiries continue to increase, accelerated by leads from The Knot and Wedding Wire services. The Lodge registry has been set up through myregistry.com and will be advertised in The Richfield Times' April

edition. The registry will be open through May 15 with the goal of outfitting The Lodge to be a more updated, inviting venue for weddings and other events. Ms. Green worked with IT Coordinator John Evans Jr. to set up a Google business profile for The Lodge, since many of the tour requests are coming from Google searches. Ms. Green hopes to get several projects done, including landscaping at the back of the Lodge, before the two weddings that will take place in May. Bob Matussek is building two entertainment bars using materials taken from disassembled structures around the park, as well as a feature wall in place of the cabinets in the main Lodge room.

Volunteer Coordinator's Report:

Ms. Czaplicki submitted her report. The volunteers did a tremendous amount of work in the past month, including repairs in Garfield Hall and The Lodge and modifications to bluebird boxes to deter predators. They cleared downed trees and debris in multiple locations, repaired driveways and parking lots, moved picnic tables and road markers, and cleaned up trash. Several events are coming up in the next month.

Friends of Richfield Heritage Preserve Report:

Corey Ringle of RHP submitted her report. Ms. Ringle stated that the Friends have done a lot of planning on programming. Training for Mill docents is scheduled for April 28. Work has started again on removal of invasive species. The Friends are advocating and working with the board toward seasonal occupancy permits for several buildings, but Summit County Building Department confirmed that no permit is required just to tour the buildings. The Friends did cleaning and repair at Garfield Hall and Kirby House. Ms. Ringle supplied the Friends' financial report. The Friends website is now FriendsOfRHP.org. They are celebrating Women's History Month with a Girl Scout online program and will hold the Moon Over Richfield program and hike on April 24. The Friends annual meeting will be April 11 at Richfield United Church of Christ.

Treasurer Report:

No treasurer report. Ms. Gantner reported that the board is working on an agreement with American Cell Tower regarding the cell tower on park property.

Unfinished Business:

Ms. Gantner introduced Resolution 09-2022.

MOTION by: Mr. DeLuca and seconded by Mr. Selig to approve Resolution 09-2022 to establish a Special Donations fund.

MOTION PASSED: Vote taken by roll call: Mr. DeLuca (Yea), Ms. Gantner (Yea), Ms. McGinty (Yea), Mr. Selig (Yea).

New Business:

Ms. Gantner introduced Resolution 10-2022.

MOTION by: Mr. DeLuca and seconded by Mr. Selig to approve Resolution 10-2022 to express appreciation to Kathy Donchess for her contributions as social media coordinator.

MOTION PASSED: Vote taken by roll call: Ms. Gantner (Yea), Ms. McGinty (Yea), Mr. Selig (Yea), Mr. DeLuca (Yea).

Ms. Gantner introduced Resolution 11-2022.

MOTION by: Mr. DeLuca and seconded by Mr. Selig to approve Resolution 11-2022 authorizing a no-cost time extension for Northstar Contracting to complete substantial work by April 30, 2022.

MOTION PASSED: Vote taken by roll call: Ms. McGinty (Yea), Mr. Selig (Yea), Mr. DeLuca (Yea), Ms. Gantner (Yea).

Ms. Gantner introduced Resolution 12-2022.

MOTION by: Mr. DeLuca and seconded by Mr. Selig to approve Resolution 12-2022 authorizing additional funds for Gannett Fleming not to exceed \$29,297.

MOTION PASSED: Vote taken by roll call: Mr. Selig (Yea), Mr. DeLuca (Yea), Ms. Gantner (Yea), Ms. McGinty (Yea).

Ms. Gantner introduced Resolution 13-2022.

MOTION by: Ms. McGinty and seconded by Mr. DeLuca to approve Resolution 13-2022 to apply for the ODNR Nature Works grant to request funding towards the replacement of the foot bridge over the upper lake dam.

MOTION PASSED: Vote taken by roll call: Mr. DeLuca (Yea), Ms. Gantner (Yea), Ms. McGinty (Yea), Mr. Selig (Yea).

Ms. Gantner introduced Resolution 14-2022.

MOTION by: Mr. DeLuca and seconded by Mr. Selig to approve Resolution 14-2022 to approve the polishing and staining of the concrete floor in the Lodge kitchen area and bridal preparation suite, not to exceed \$5400.

MOTION PASSED: Vote taken by roll call: Ms. Gantner (Yea), Ms. McGinty (Yea), Mr. Selig (Yea), Mr. DeLuca (Yea).

Other items:

Occupancy permits

Summit County building department and Richfield Village Fire Department looked at the buildings and determined that some buildings may be grandfathered for this purpose. They primarily looked at the classroom and Kirby House, as well as Chagrin and Gemini cabins which could be used as Lodge overflow for scouts and other meetings. Chagrin cabin has a MOU with Baldwin Wallace College. There could be seasonal occupancy in the summer months. Improvements were suggested including gravel for accessibility, smoke detectors, hand washing stations, removal of heaters. Gray water would be deposited into latrines.

Buildings used for this purpose would have lower rental fees than The Lodge. Ms. McGinty asked if the board was getting ahead of the Strategic Plan. Board was reminded that FMD architects had been paid at one time for information on Gemini, Chagrin, and The Lodge.

Announcements:

- 1) The Lodge registry has a list of nice additions for upgrades to The Lodge. Shari described the registry, which will be open until May 15. Ads have been placed in the Richfield Times and on Facebook. A Lodge open house will be held for the public in August.
- 2) Ms. Gantner announced that seven applications have been received for the Park Director position. The board will conduct interviews of the candidates. The possibility has been discussed of a joint position with the Village of Richfield.

Questions / Comments from the Floor:

Ms. Karen Smik asked if the main Lodge floor is being refinished; it is not right now. Ms. Smik also asked if the Lodge business plan is different from the plan Mr. Ramsey provided last year, which it is. She stressed the need to keep the community involved in the Strategic Plan process.

Other comments and discussions included a statement that the floor refinishing quote seems low and a discussion of the trash can brackets provided by a recent Eagle Scout project and other trash receptacles.

Councilwoman Philipbar congratulated the board on the Beautification Award presented at the recent Richfield Chamber of Commerce annual dinner.

Adjournment:

MOTION by: Mr. DeLuca and seconded by Ms. McGinty to adjourn the meeting at 7:32 p.m.


MOTION PASSED: Vote taken by voice, which was unanimous

Submitted by:



Polly Wheeler, Administrative
Coordinator

Accepted by:


Anita Gantner, Board Chairperson

