



**Regular Meeting with Work Session
April 25, 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: Sandy Apidone, Jeff DeLuca, Anita Gantner, Maureen McGinty, Mark Robeson, Mike Selig, 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, and approximately 12 attendees.

Work Session

Sale of brush chipper to Richfield Township:

Mr. DeLuca stated that Richfield Township wants to buy the brush chipper currently owned by RJRD. The proposed purchase price would be \$20,000. Township would continue to chip and supply personnel to operate chipper when requested by RJRD. The park does not have a vehicle that can tow the chipper, so township has already been providing chipping services for RJRD as well as storing the chipper. Ms. Gantner asked if there were any questions or concerns; none were offered.

Volunteer guidebook:

Ms. Gantner introduced the volunteer guidebook developed by Volunteer Coordinator Susan Czaplicki, which is nearly complete. Ms. Gantner stated that she would like to have the board approve the document so that it can be posted on the website. Ms. McGinty expressed her opinion that it is well done. Mr. Wehner requested that the board ask the legal advisor to review it before approving.

Park director joint position opportunity:

Ms. Gantner stated that an MOU has been received from Richfield Village outlining an arrangement for sharing the park director and the Village recreation director positions. This will go to legal for review. Mr. DeLuca asked about the hiring process and whether the Mayor would be doing all of the interviewing and hiring, stating that some wording needs to be changed in the MOU so that the position does not end up being part-time for the park but full-time for the Village. He asked that the salary be clarified.

Mr. Wehner asked how an ongoing evaluation process would be managed. Ms. Apidone and Ms. McGinty commented on legal representation, since the same firm represents both the RJRD and the Village. Ms. Gantner stated that the document will be shared with the legal advisor and then be sent back to the Village.

Comments and questions from the floor included the part-time status vs. full-time requirements of both positions, since both were previously considered full-time; the right of each entity to dismiss the

employee if the agreement is not working; and whether there were any interested candidates for the job posting. Ms. Gantner replied that there were some interested candidates.

Ms. Wheeler offered that with a part-time position, the park would not be responsible for benefits. Ms. McGinty stated that this makes sense, and Mr. DeLuca offered that the reduced salary requirements for this position would allow the board to broaden other staff positions.

Regular Meeting

Approval of Minutes:

Ms. Gantner asked if all board members had reviewed the minutes from the March 28 regular meeting and the April 1 and April 12 special meetings, and if there were any changes needed. Minutes from April 5 special meeting were not available. All board members had reviewed; no amendments were suggested. Minutes from all available meetings were approved by consensus.

Standing and Special Committee Reports:

Governance: Mr. Wehner that there was no update from the Governance Committee.

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

- 1) Work on the lower dam is complete.
- 2) The new HVAC system is being installed at The Lodge.
- 3) The kitchen and bridal suite floor will be resurfaced May 1-6.
- 4) Seasonal maintenance has started. Chris Moore has worked on several projects and on mowing.
- 5) Dave Kalal is removing the fixtures in The Lodge kitchen/bridal suite in preparation for the floor resurfacing.

Grants and Fundraising: Dr. Selig asked for a motion to approve minutes from the February 11 and March 11 committee meetings. Mr. Wehner moved to approve; Mr. DeLuca seconded. Minutes were approved by consensus. Dr. Selig reported that the April meeting could not be held because there was no quorum. The committee continues to work on the Nature Works grant. The next committee meeting will take place on May 20 at 8 a.m.

Marketing/Communications: Mr. Robeson reported that several things are on hold until the Strategic Plan is complete. The current focus is on the open house events. A separate planning group has been formed for the first open house on June 12, which will showcase the improvements to the park since its formation.

Mr. Robeson listed several workstreams: signage (form, location, content); speaker series being developed by Ms. Apidone and advisor Denise Stoppenhagen; programming task force headed by Andrea Irland of the National Park Service; and improved communications headed by advisor Holly Price, with the goal of reaching the community through social media and other avenues. Several volunteers are contributing significantly to this effort.

Administration Report:

Ms. Wheeler reported that there have been no new developments.

Lodge Event Coordinator Shari Green referred to her submitted report for updates.

Volunteer Coordinator's Report:

Ms. Czaplicki stated that her report stands as submitted.

Partner groups reports:

In the interest of time, Ms. Gantner asked that the partner groups not report at this time but submit written reports.

Treasurer Report:

There has been a \$51,000 outflow. The current balance is \$720,000, down from \$800,000. The board is behind on the budget due to additional unanticipated expenses.

Old Business:

Ms. Gantner introduced the offer letter to Polly Wheeler, retroactively, for the position of part-time administrative coordinator.

MOTION by: Mr. Wehner and seconded by Ms. McGinty to approve the offer letter.

MOTION PASSED: Vote taken by voice, which was unanimous.

New Business:

Ms. Gantner introduced Resolution 16-2022.

MOTION by: Ms. McGinty and seconded by Mr. DeLuca to approve Resolution 16-2022 to establish a separate Lodge fund.

Discussion: In response to a question by Mr. Robeson, Ms. Wheeler read part of the resolution.

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

Ms. Gantner introduced Resolution 17-2022.

MOTION by: Mr. DeLuca and seconded by Mr. Selig to approve Resolution 17-2022 to reappropriate funds to the Water/Sewer budget.

Discussion: Mr. DeLuca described the reason for reappropriating funds for this budget item.

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

Ms. Gantner introduced Resolution 18-2022.

MOTION by: Mr. DeLuca and seconded by Ms. McGinty to approve Resolution 18-2022 authorizing the board to declare the brush chipper as surplus and to approve its sale to Richfield Township..

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

Ms. Gantner introduced Resolution 19-2022.

Vote on Resolution 19-2022 to adopt a Volunteer Guidebook was delayed for changes.

Ms. Gantner introduced Resolution 20-2022.

MOTION by: Mr. Selig and seconded by Ms. McGinty to approve Resolution 20-2022 to request from Friends of Richfield Heritage Preserve the remaining funds donated by Run Forward/Give Back and held by Friends for RJRD.

Discussion: Drinking fountain will be installed outside near The Lodge. A plaque should be affixed acknowledging the donor.

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

Ms. Gantner stated that the credit card policy needs to be updated in the authorized user section and the credit limit increased.

MOTION by: Ms. McGinty and seconded by Mr. DeLuca to modify the authorized users of the credit card to include board members as authorized by the board chair, and to request to increase the credit limit to \$5,000 from \$2,500.

Discussion: Mr. Wehner requested that the policy be clarified by removing Section 5.A4.

MOTION PASSED AS MODIFIED: Vote taken by roll call: Mr. Selig (Yea), Mr. Wehner (Yea), Ms. Apidone (Yea), Ms. Gantner (Yea), Ms. McGinty (Yea), Mr. DeLuca (Yea), Mr. Robeson (Yea).

Announcements:

- 1) Fox News will do a live segment on April 28 at 10 a.m. with Mr. Robeson, featuring the Wildflower Hike.
- 2) A Strategic Planning meeting will take place at 7:30 p.m. following the board meeting.
- 3) The Lodge registry is going well and can accept further donations.

Questions / Comments from the Floor:

Ms. Karen Smik thanked Mr. Wehner for explanations.

MOTION by: Mr. Wehner and seconded by Mr. Selig to go out of order to hear the partner reports.

MOTION PASSED: Vote taken by voice, which was unanimous

Brief reports from partner groups were read.

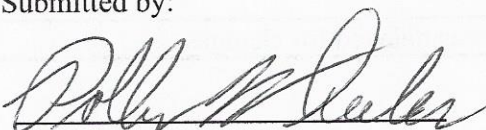
Adjournment:

MOTION by: Ms. McGinty and seconded by Mr. DeLuca to adjourn the meeting.

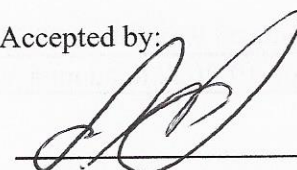
MOTION PASSED: Vote taken by voice, which was unanimous

Meeting adjourned at 7:25 p.m.

Submitted by:


Polly Wheeler, Administrative
Coordinator

Accepted by:


Anita Gantner, Board Chairperson