



## **Regular Meeting**

**Monday, May 23, 2016**

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

### **Call to Order:**

The Regular Meeting of the RJRD Board of Trustees was "Called to Order" at 6:30 p.m. by Chairperson Mr. Cugini followed by the Pledge of Allegiance. Roll Call was taken by the RJRD Administrator, Mrs. Bluso Rogers.

### **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, RJRD Counsel to the Board  
Mr. Keith Shy, Capital/Public Improvements Consultant/Manager  
Mrs. Debbie Bluso Rogers, Administrator

### **Approval of Minutes:**

### **May 9, 2016 Work Session & Special Meeting**

Chairperson Cugini dispensed with the formal reading of the minutes and there were no changes or comments heard.

**MOTION** made by Mr. Cugini and seconded by Ms. Clark to approve the May 9, 2016 Work Session & Special Meeting as presented.

**DISCUSSION:** None

**MOTION PASSED:** Mr. Becker (Abstain) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)

**Committee Reports:**

**Capital Projects: Chairperson Mr. Cugini & Capital Projects Manager Mr. Shy**

The Capital Projects Committee report was entered into the record as submitted. Mr. Shy stated that there was nothing to new to report regarding the code assessment work and anticipates the written report from Franklin & Associates any day. Another proposal was received for the Amity House repair for water damage. Another contractor was asked to provide a quote but declined, therefore satisfying three proposal requirement. The Capital Projects Committee will meet and discuss the matter. A date for follow-up was not discussed further. There were no other comments or questions heard regarding this matter from the Board.

The upper lake began to drain on Thursday, May 19, 2016 and to date it has been lowered approximately 51-inches and that is halfway to the projected level required for GPD to perform the assessments; about halfway to what was intended. It was reported to Mr. Shy that a large number of fish exist in the upper lake and upon visual inspection it couldn't be confirmed. A bathymetric survey is required to (a) determine the depth of the lake to continue the lowering process and (b) determine the necessity to mobilize a fish re-location. If the depth of the lake is deep enough it is hoped that the lake would not have to be completely drained to perform the assessment and saving time and money for a fish relocation and minimize fish loss. It was suggested that both lakes should have the depth charted to save money. This information is necessary for the Board to know the amount of fish the lake can optimally handle. It is anticipated that cost and timetable to do the survey will be handled after the Memorial Day Holiday. Mr. Shy was provided a timetable of 27 days to lower the lake from Mr. Becker. The volume of the lake is not what RJRD was led to believe since the water dropped 51-inches in four days, it is indicative of some serious issues. Removal of trees and the removal of sediment is possible now that the lake has been lowered and the Board will consider this scope of work in the near future.

Mr. Fleming stated that Mike Durkalec took depth findings and it was all included in the report. Further Mr. Fleming stated that he was told that these two lakes were the "best I have ever seen for fish" per Mike Durkalec. Mr. Fleming stated that per this report, both lakes are very healthy and there are large numbers of bass in both lakes.



The committee will schedule a meeting to discuss the additional work required for the lake, water damage to Amity and vegetation removal firms such as Aquadoc.

**Governance: Chairperson Mr. Cugini**

**Approval of Governance May 5, 2016 Committee Meeting Minutes:**

There was no approval of the minutes. Item tabled until Mr. Norris listens to the audio recording.

**Discussion and Board action of the WRLC Special Use Application and Agreement:**

Mr. Cugini introduced this discussion by referring to the previously sent briefing memo. The Special Use Application was made and the Board was required to take formal action on the issue of alcohol use. Due to the timing of the WRLC's other events, they are unable to obtain a permit themselves and are requesting that RJRD apply for this permit which will be fully reimbursed to the RJRD.

**MOTION** made by Mr. Norris and seconded by Mr. Becker to approve the Western Reserve Land Conservancy Special Event on Wednesday, June 8, 2016 for the use of alcohol subject to approval of an F-Permit by the Ohio Division of Liquor Control obtained on behalf of WRLC by RJRD and reimbursed by the WRLC.

**DISCUSSION:** Mr. McNerney questioned the reason there was no fee being charged to WRLC for the use of the property and Cugini responded by reminding that the Board reviewed a draft for fees but had not formally taken action on the matter and it was still under discussion.

Trustees Norris and Clark stated that WRLC is considered a friend. There is no liability to RJRD and an off duty police officer is not required because RJRD does not have a policy stating such. This is not precedent setting since each situation is reviewed individually. Mr. Hanna stated that per the current draft Rules and Regulations alcohol use would only apply to non-profits with proof of an approved application and government issued permit [Board action on the Rules and Regulations was later on the agenda.]

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Abstain), Mr. McNerney (No), Mr. Norris (Yea), and Mr. Taylor (Yea)

Mr. McNerney stated that he voted no on the motion because there was no fee charged.

**First Discussion of the Baldwin-Wallace Cicada Research Program:**

Mr. Cugini introduced the briefing memo that was previously sent to the Board and stating that this was a first discussion on the matter. Dr. Stanton from Baldwin-Wallace University has tents on the property and is currently conducting cicada research. There are seven tents and temperature gauges and Dr. Stanton has received funding for the program.

Permission was granted without the full board's action and the briefing memo was to inform the board of the use and subsequent formal action. There is another study proposed by Dr. Stanton which is for a coyote study.

**MOTION** made by Mr. McNerney and seconded by Mr. Becker to approve the program.

**MOTION** made by Mr. Becker and seconded by Mr. McNerney to amend the motion to read *"that only under the new committee structure was full board approval required correcting the background information in the briefing memo."*

**DISCUSSION:** Mr. Cugini stated that all action concerning the property required full Board approval and it was not the new committee structure requiring this.

Becker stated that the subject was discussed at a February, 2016 meeting when the Revere Local School representatives were in attendance. The BWU programs should be approved because of the uniqueness of the seventeen (17) year event and because residences are concerned with the number of coyotes and the danger to household pets. Becker stated that someone "stepped up" and that is why the programs were implemented. This action was taken by Buildings and Grounds for safety reasons and it did not require board approval.

Mr. Hanna stated that the statement in the briefing memo does not impact the substantive action that the board will take. Mr. Hanna stated that procedurally this matter [BWU Cicada Study] does require full board approval and the committees serve as a recommending body to the full board. Mr. Hanna was not aware of any previous formal action on this matter [BWU Cicada Study] taken by the Board and the briefing memo and action being considered is more of a "housekeeping" issue.

Becker confirmed that there was no vote taken by the full board. Becker opined that something was required to do based on the aforementioned reasons in the discussion.

Ms. Clark stated that she was in attendance at the February meeting and did not recall Mr. Becker's discussion with the Revere School representatives. Ms. Clark stated that the full board needs to know what is occurring on the property. Continuing Ms. Clark stated, *"As Trustees we represent the residents and are questioned about the activities."* Referring to the Coyote Study, Ms. Clark stated her concerns about the use of trail cameras and the need for the public know that they are in existence. Becker opined that the cameras are placed after the park is closed and removed before the park is open but Becker was not sure how the BWU procedure would be implemented and suggested that Ms. Clark discuss it with Dr. Stanton.



Mr. Cugini stated that he was in receipt of some communication received hours before the meeting. Cugini stated that the cameras have not been placed and there was no request for access after the park is closed. There have been no Special Use Applications made by BWU for either study [Cicadas and Coyote].

Mr. Fleming stated that there was only one resident in attendance at a meeting and there was no action taken by the board. Mr. Fleming stated that he is against approving things after the fact as he recalled for the record the time when a request for reimbursement was made after items were purchased and before it was discussed or approved. Mr. Fleming opined that the full board should know what is going on. It is not the way to conduct business.

Becker responded by stating that he was put in charge and he found a volunteer willing to get something done and there were emails to confirm that the Revere Local Schools would also like to be included in the study. Dr. Stanton did not make a presentation to the board.

To clarify for the Board regarding the motion being considered. Cugini restated the motion. Cugini stated that the motion was only for the cicada study. The coyote study will be reviewed at the committee level and brought forward to the full board if the committee recommends formal action. Ms. Clark opined that the board is being "forced" into the cicada study program since it is already in place.

Cugini asked if Mr. Becker wanted to continue with the amendment and Becker stated that his amendment to the motion provided clarity to the overall motion for the full board's consideration.

The discussion continued regarding the a committee to make unilateral decisions and Mr. Cugini stated that the committees were always a recommending body and action always was required by the full Board. The committees were not their own governing body. Deferring to Counsel for the Board, Mr. Hanna concurred. Ms. Clark also confirmed that this was her understanding. Concluding the discussion, Mr. Cugini noted for the record that Mr. Becker wanted action on his motion to amend.

Mr. Becker restated his amendment: *"that only under the new committee structure and procedures was full board approval required."* Becker made the motion and it was seconded by McNerney.

**MOTION TO AMEND FAILED:** Mr. Becker (Yea) Ms. Clark (No), Mr. Cugini (No), Mr. Fleming (No), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (No)

**Mr. Cugini restated the original motion: “to approve the BWU cicada research program.”**  
**McNerney made the motion and it was seconded by Becker. For the record, first discussion was waived.**

**MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Abstain), Mr. Cugini (Yea), Mr. Fleming (No), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)**

The cicada study by Dr. Stanton, currently underway on the property, passed and will continue per Dr. Stanton’s study criteria as presented.

**Discussion and Board action on the RJRD Rules and Regulations, Resolution 12-2016:**

Mr. Cugini opened the discussion by re-introducing the agenda item and stated that the Trustees were in receipt of the final draft of the rules and regulations. The modifications stated at the previous work session were incorporated by RJRD Counsel to the Board, Mr. Hanna and the Village of Richfield Chief of Police reviewed the rules and provided no additional modifications.

**MOTION** made by Ms. Clark and seconded by Mr. Becker to **approve Resolution 12-2016 Adoption of the Richfield Joint Recreation District Rules and Regulations.**

**DISCUSSION:** Mr. Cugini reviewed the last modifications brought forward by the Board. Metal detecting was added in section 2.6 and 4.2 was modified to state *“permitted in park waters only in designated areas and at designated times, or under the authority of a written permit granted by RJRD. A fishing license shall be required in accordance with Ohio law.”*

Section 8.2 reads, *“this section doesn’t not apply to alcoholic beverages used, consumed or possessed on designate premises for which a permit has been issued by the RJRD Board, and provided such use, consumption or possession is in accordance with the specifications and restrictions of such permit and of any permit required from the State of Ohio, Department of Commerce-Division of Liquor Control.”*

Section 8.3 reads *“No person shall solicit or procure participants for, engage in, or promote any game of chance within the Park which is played for money or other things of values, other than charitable gaming pursuant to a permit issued by RJRD and conducted in accordance with Ohio law.”*

Section 9.1 was changed to 10 MPH.

**MOTION TO AMEND:** made by Mr. McNerney and seconded by Mr. Fleming to modify section 4. 2 to include ODNr rules and regulations and ORC fishing requirements.

**CONTINUED DISCUSSION:** McNerney and Fleming stated that ODNr and ORC would ensure state fishing compliance and should be incorporated into Section 4.2.



Fleming referred to the Durkalec Fish Assessment as a guide for the rules and regulations. Cugini and Clark explained that fishing signs from Park Services are being developed which would specifically apply to RJRD and the Durkalec Assessment. Signs can be changed easily without a re-issuance of the Rules and Regulations and just as enforceable.

Mr. Hanna pointed out that the rules and regulations as written address the amended motion in discussion. In the absence of an RJRD sign, fishing requirements would default to ODNR and may not be the desired fishing requirements as defined by RJRD and the Durkalec Fish Assessment. Size, locations to fish and number of fish would be approved through motion that would be posted on signs and the website. Dates of the action would also be posted so the records of proceedings would reflect the action.

Cugini stated that later under Park Services, the Board would discuss and take action of the Fishing Regulations Briefing Memo dated May 20, 2016. Mr. Cugini, amended the order of business to include a brief discussion of this memo since it was germane to the motion being considered.

Ms. Clark stated the proposed fishing limits as presented in the briefing memo. The language was modified from Board input to read: *"1 12-inch minimum size bass per angler per day, 6 crappies per angler, per day, 6 sunfish, bluegill et.al. per angler, per day and no (0) catfish which are catch and release only."* It was noted that these fishing limits are less than the ODNR. Further, the briefing memo recommended that anglers are permitted to use artificial bait only as to not introduce live species that are not native to the environment, shore fishing only at this time due the upper lake being drained to complete the dam assessment and single hook fishing only. Immediate adoption and permission to waive the first discussion and two week wait period was requested in the memo.

Mr. Hanna stated that these requirements are less than the ODNR requirements and reflect the RJRD requirements, addressing McNerney's concern. Mr. Hanna stated that incorporating specific fishing requirements into the Rules & Regulations will cause additional board action because of the constant review and modification required based on the lake and fish dynamics. The signage being sought in the briefing memo is a simpler process and would entail a simple motion by the Board to modify signage as appropriate.

**MOTION TO AMEND WITHDRAWN BY MR. MCNERNEY**

**MOTION WAS RESTATED: ADOPTION OF RESOLUTION 12-2016**

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)

**Discussion and Board action on Board Meeting Schedule and Meeting Protocol:**

Mr. Cugini opened the discussion by re-introducing the agenda item by stating that the board meeting schedule and meeting protocol was first discussed May 9, 2016 and that the motion being considered included the agenda items as shown in the May 23, 2016 briefing memo update.

**MOTION** made by Ms. Clark and seconded by Mr. Norris to adopt the May 9, 2016 meeting protocol as presented.

**DISCUSSION:** The proposed agenda was as follows with the following comments/changes provided during discussion.

Call to Order

Pledge of Allegiance

Roll call

Work Session [Discussion topic, present and discussion items and discussion times would be included]

Public Comment on Work Session

Approval of Minutes

~~Committee Reports~~ **Changed to "Standing Committee Reports"**

**"Special Committee Reports" Added**

**"Special Orders" Added**

~~Old Business~~ **Changed to "Unfinished Business"**

New Business

Comments from the floor

Action Items and Agenda Items

Adjournment

**MOTION TO AMEND** made by Mr. McNerney and seconded by Mr. Becker *"to change committee reports to standing committee reports, add special committee reports after standing committee reports and add special orders after special committee reports and change old business to unfinished business."*

**MOTION TO AMEND PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yes), Mr. Norris (Yea), and Mr. Taylor (Yea)

**MOTION PASSED AS AMENDED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yes), Mr. Norris (Yea), and Mr. Taylor (Yea)

**Discussion and Board action on FOCH Work Plan for Kirby Mill, Resolution 13-2016**

Mr. Cugini opened the discussion and re-introduced the item by stating that Resolution 13-2016 memorializes the Board motion August 24, 2015 and it is the only work plan thus far with the FOCH.



**MOTION** made by Mr. Becker and seconded by Mr. McNerney to approve Resolution 13-2016 a Resolution Authorizing the Friends of Crowell Hilaka, Inc. (FOCH) to Produce an Assessment of Kirby's Mill.

**DISCUSSION:** Ms. Clark requested an explanation by Counsel to the Board, Mr. Hanna regarding the statement in section 1 [*In dealing with Summit County or other governmental officials or entities or professionals, FOCH shall and RJRD may disclose the nature and extent of FOCH's authority concerning Kirby's Mill.*]. Mr. Hanna stated that this was to be fully transparent with other entities that the action FOCH would be taking would be in concert with RJRD and per the resolution.

Mr. Cugini stated that this permits FOCH to hire a code assessor and provide a report to RJRD. FOCH will pursue their own code assessor and Mr. Hanna directed the Board to the previous sentence in this section that read "*FOCH's authorization to examine Kirby's Mill is not exclusive, and RJRD or others authorized by RJRD may engage in similar or different examinations or analysis of the structure at the same time.*" Only the assessment is being approved and additional work will be brought forward to the Board for discussion and integration with the Master Plan.

Due to the RJRD's pending own code assessment, dam assessment report and possible remediation plans, Ms. Clark expressed concern about FOCH's expenditure.

McNerney and Fleming stated that FOCH was fully aware of the risks and their decision to spend their money in this manner. Ms. Clark stated that the Board should be concerned since the friends' group raises funds for RJRD and it is technically RJRD's funds.

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Abstain), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (No), Mr. Norris (Yea), and Mr. Taylor (Yea)

**Park Operations: Chairperson Mr. Taylor:**

**Approval of Park Operations May 5, 2016 Committee Meeting Minutes**

**MOTION** made by Mr. Taylor and seconded by Mr. Fleming to approve the May 5, 2016 Park Operations Committee Meeting Minutes as presented.

**DISCUSSION:** None.

**MOTION PASSED:** Ms. Clark (Yea), Mr. Fleming (Yea), and Mr. Taylor (Yea)

For the Record of Proceedings.

May 5, 2016

In Attendance:

Committee Chairperson, Mr. Bill Taylor

Committee Members: Ms. Kelly Clark, Mr. Rich Fleming

RJRD Administrator, Mrs. Debbie Bluso Rogers

Mr. Taylor began the meeting promptly at 4:30 p.m. and stated that meetings will begin as scheduled and will run for an hour or as applicable per the meeting agenda and time allocations.

Mr. Taylor led the discussion regarding the committee's functions, expectations and operation responsibilities.

The Committees responsibilities are to maintain and oversee the day to day maintenance of the grounds and buildings. This would include identifying areas for grass mowing and trails.

It was the consensus of the Committee to utilize the Volunteer Model for the remainder of the year to conserve funds and then evaluate the sustainability of that model once the Master Plan is underway.

The Committee will make plans and provide information to the Board to obtain full Board approval. The plans will run now and concurrently with the implementation of the master plan.

The outstanding work requests were reviewed and a list of items with timelines will be presented to the Board for their approval on May 9, 2016.

The Board will pursue obtaining information on security cameras, portable toilets, asphalt repair on the main driveway, electrical power for the Kirby gate, and training volunteers on the equipment.

Continued discussion regarding policies and legal requirements for, issuance of credit cards, volunteer training, maintenance logs for the equipment, schedule for routine maintenance, and possible Mutual Aid Agreement with Village to repair and maintain equipment.

#### **Discussion and Board action on pending work request schedule**

Mr. Taylor opened the discussion and re-introduced the briefing memo originally presented to the board on May 10, 2016.

**MOTION** made by Mr. Taylor and seconded by Mr. Becker to approve the Operations Committee Work Request List and schedule as presented to be completed by RJRD Volunteers.

**MOTION TO AMEND** made by Mr. Norris and seconded by Mr. Becker to include the addition of painting and restoration of the flagpole at the Broadview Road entrance.

**DISCUSSION:** For the record, Mr. Taylor took the suggestion made at a previous meeting "under advisement." Mr. Becker explained that a year ago supplies were purchased plus the loan of a scaffold from McNerney in order to complete the work request. Norris and Becker opined that this work should be completed prior to Memorial Day.



Mr. Taylor stated that he reviewed the request and it could be added to the work list at a later date since the flagpole is not easily visible due to large number of trees. Mr. Taylor, as a veteran himself, stated that after the flagpole was painted other operational logistics needed to be considered; such as raising and lowering of the flag every day, a light on the flag. Mr. Taylor suggested that a new flagpole could be purchased and placed in a better location.

Mr. Fleming recalled that the volunteer work request did not include any information about a loaned scaffold last year when the request was submitted, he [Fleming] deemed the work to be unsafe. Mr. Fleming took full responsibility for the work not being done and Trustees Norris and Becker stated that they were not placing blame.

Norris and Becker stated that flag paraphernalia was purchased and expressed their desire to get this work completed before Memorial Day. There were no flags purchased for the flagpoles by Gund. Mr. Norris stated that the flag would be flown on special days such as Memorial Day and Community Days avoiding the flag etiquette issues.

**MOTION TO AMEND:** Mr. Becker (Yea) Ms. Clark (No), Mr. Cugini (No), Mr. Fleming (No), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (No)

**MOTION FAILED TO AMEND**

The Mayor requested that the main gate be cleared of debris that included the two shanty-like buildings. Becker stated that a motion was made last year for this work. There was no recollection of this by Fleming since a volunteer work request didn't exist. Volunteers and equipment will be assembled in order to clean the main gate entrance of debris and abandoned sheds.

The other area to be addressed was the saw mill area and it was noted that unwanted debris will be removed and getting a company to remove the Freon from the refrigerators on the property.

Trustees McNerney, Clark and Mr. Becker stated that a motion to amend was in order to declare the unwanted and leftover fence material, all metal material and unwanted appliances as scrap and waiving first discussion on the matter.

Possible options were discussed regarding the types of dumpsters and scrap/recycle dumpsters to be placed on the property to clean up the debris and company to remove Freon.

**MOTION TO AMEND** made by Ms. Clark and seconded by Mr. McNerney to declare the unwanted and leftover fence material, all metal material and unwanted appliances as scrap waiving first discussion on the matter.

**DISCUSSION:** None

**MOTION TO AMEND: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)**

Mr. Cugini restated the original motion “to accept and approve the Operations Committee Work Request List as presented to be completed by the RJRD Volunteers by the dates presented on the schedule.”

**MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Abstain), Mr. Norris (Yea), and Mr. Taylor (Yea)**

#### **First discussion on asphalt project on main driveway**

Mr. Taylor opened the discussion and introduced the briefing memo and requested that the first discussion be waived. Mr. Taylor stated the current condition of the main driveway and the benefits of repairing the pot holes as soon as possible.

**MOTION** made by Mr. Taylor and seconded by Mr. Becker to approve in an amount **not to exceed \$1400.00 to Perrin Asphalt from Operating Fund** for the repair of potholes on the main driveway.

**DISCUSSION:** Becker stated that the reason for the potholes was due to the number of culvert failures on the main driveway. *“It is a nice Band-Aid fix but the potholes will return because the culverts are not being repaired and replaced.”*

**MOTION PASSED: Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Abstain), and Mr. Taylor (Yea)**

#### **First discussion on portable toilets**

Mr. Taylor opened the discussion and introduced the briefing memo and requested that the first discussion be waived.

Mr. Taylor provided an overview of the primitiveness of the pit latrines for the public and residents and was requesting the Board’s consideration for the expenditure of leasing two (2) portable latrines. Cost comparisons were included from three (3) vendors in the briefing memo.

Mr. Taylor recommended the vendor Superior-Speedie. The price was competitive and feedback from Village of Richfield was positive for this company.



**MOTION** made by Mr. Taylor and seconded by Mr. Becker to approve the lease of two (2) basic units from Superior-Speedie Portable Services, Inc. for a six-month rental effective immediately in an amount not to exceed \$1200.00 from the Operating Fund.

**DISCUSSION:** The location of the portables would be near Gund. Mr. Taylor stated that the service included monthly replenishment of supplies, cleaning and pumping.

Becker opined that one of the reasons that an occupancy permit could not be obtained for Gund Hall was the lack of facilities and he desired a three-season use for the building. Becker stated that for a three-season building use running water was required. Noted for the record that SCBD expected hot and cold running water along with enough portables to accommodate the occupancy number of 299 along with an ADA facility. Mr. Taylor stated that this was a small and temporary step. Mr. Taylor recommended a basic unit with a sanitizer for \$95.

**MOTION TO AMEND** made by Mr. Becker and seconded by Mr. Taylor to state *"in an amount not to exceed \$1800.00 for the Operating Fund."*

**MOTION TO AMEND PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)

The cost of the lease would be from the operating fund and could be somewhat offset by the monthly revenue derived from the American Cell Tower Lease without using taxpayer funds.

**Park Services: Chairperson Ms. Clark:**

The Park Services Committee Report was submitted and stands as written for the Record of Proceedings.

The Park Services Committee held their first two meeting on Monday, May 2, and Monday May 16, 2016.

- Chairperson: Ms. Kelly Clark
- Members: Trustees Mr. Fleming and Mr. McNerney

The committee has settled on a regular meeting date which will be on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month with the time 4:30 pm. Meetings will be held to the one (1) hour time period. Please see attached hierarchy of the Park Services Committee.

The following is a list of the priorities by the committee:

- Day to day events and programs will be parallel to the master plan activity to provide public access as much as possible for public enjoyment.
- Develop the *Volunteer RJRD* and *Trail Tracker* Program
- Mission Statement

- *To engage the community and provide volunteer opportunities that will improve park grounds, educational and social activities and maintain park facilities while protecting the natural features of our parks.*
- Volunteer policies, procedures and handbook will be developed
- Will be developing an overall plan for the full Board to approve
- It is also the recommendation to retain Lucia Hanigosky as the RJRD Volunteer Coordinator. Briefing Memo will be forth coming.
- To consider 1 event per season for the community to enjoys

#### Fishing Policy

##### ODNR and ORC Code and Regulations

In addition to the Rules and Regulations of the RJRD 4.3 *Fishing: Fishing is permitted in Park waters only in designated areas and at designated times, or under the authority of a written permit granted by the RJRD. A fishing license shall be required in accordance with Ohio law. The use of traps, spears, gigs, bows, arrows, or unattended hooks for fishing is prohibited.*

##### LIMITS:

Per ODNR Report/Recommendations 1

12-inch Bass per angler

6 Crappie per angler

6 Sunfish, Bluegill et al. per angler

Briefing memo to be presented for consideration Artificial Bait Only

#### Signage

Leash and Clean up after Pet signs.

Park Hours

Fishing Signs

Received a thank you card as follows:

*Dear Richfield Board of Trustees,*

*I wanted to thank you for your support of the TimberNook® program and for allowing use of your beautiful property. I'm energized and excited to continue Crowell Hilaka's history of play in the great outdoors. There has been a great response from the community with more than a quarter of the spaces for the summer camps already full. I'm looking forward to working together in the coming year.*

*Becky (Rebecca M. Bowen, M.A. CCC-SLP)*

#### Programming and Special Events

Programming will be considered over the next year to roll out with the implementation and completion of the master plan. However, the committee will provide intermittent programming over the next few months as it becomes available.

Park Services met with James R. Lewis, PhD. Rev & Dr. Lewis talked through a proposal about farming possibilities on the property while working with Veterans who suffer from PTSD. Park Services agreed that it should be referred back to Governance because of the scope of the proposal as well awaiting



the roll out of the Master Plan.

**Special Events**

Trick or Treat on the Trail, October 23, 3:00 pm to 5:00 pm with details to follow.

**Approval of Park Services May 2, 2016 Committee Meeting Minutes**

**MOTION** made by Ms. Clark and seconded by Mr. Fleming to approve the May 2, 2016 Park Services Committee Meeting Minutes as presented.

**DISCUSSION:** None.

**MOTION PASSED:** Ms. Clark (Yea), Mr. Fleming (Yea), and Mr. McNerney (Yea)

For the Record of Proceedings:

**Special Meeting Minutes Park Services**

Call to Order at 4:30 pm.

**In Attendance:** Ms. Kelly Clark Mr. Rich Fleming  
Mr. Ralph McNerney  
Administrator: Debbie Bluso-  
Rogers

**Guests:**

**Business:**

Trustee Clark stated that Mr. Cugini has asked the committee chairs to come up with a work plan or hierarchy of needs for each of the new committees. The responsibilities of this committee are below.

**1. Hierarchy of**

**Services/Goals Volunteers -**

**Priority**

Goal is to develop a volunteer program including policies.

Volunteer do what?

What positions need to be created and job descriptions need to be written?

Recognition with rewards – Give back to our volunteers

Develop Service Projects for area business, boy scouts, banks etc.

Lubrizol is looking for a service projects.

Discussion procedure administration does for scouts – special use forms – looks Discussion on asking Operations for a list of needs

Mr. Fleming asked if we are changing the way volunteers are requested. He referred to the four

step process already in process. Ms. Clark stated we are not changing that.

Volunteer requests are made. Committee looks at decides on the project then makes a recommendation to the full board for approval.

Administrator clarified. Focus on projects on the property for now.

Our volunteers will be utilized for our events, projects, program anything that happens on the property comes through our department. Rentals such as the 5K, weddings etc..... the own organization or party will find their own unless there is a request.

We need in concurrence with the master plan – we need to figure what we can do without the master plan.

#### **Programs - Future**

Working with the Schools to develop programing – Matt Montgomery and Kathy Nolan labs, cross country skiing, biology, history etc.....

When the MP is complete then we will begin working on programming.

#### **Special Events - Special Events are events we do for the community.**

LL Bean, Timbernook, Derby Day, FoCH events – will be outside or contractual special use forms but we would not be involved. These are not RJRD events but open to our community. Again- we will only help if they requested help.

All events will be coordinated to a master calendar. But they will do their own registration etc.

Future Events:

Roll out the Master Plan  
Event Trick or Treat on the  
Trail Gala for fundraising  
Grand Opening?

This committee should come up with ideas for special events. Looking for about 3 big events - once a quarter.

#### **Signage**

What park signage do we need? Baseline documentation is a focus. May send out to artist to design identification such as “sycamore tree” etc.

Park Rules and Regs

Other Park related signs such as directional, trail markers.

## **2. Advisors (20 minutes)**

Ms. Clark suggested:



Jeff Truebig – Communications Specialist for the CVNP has experience in all aspects of Park Management

Kathy Nolan & Matt Montgomery – Partnerships with Revere Local Schools

**Mr. McNerney** suggested advisors from all MOU groups, local business such as the Chamber. Ms. Clark mentioned all MOU Agreements, Contracts, Fundraising advisors should fall under Governance and felt that we should be looking at people who can advise us on the history, education, programming, park management etc. **Mr. Fleming** does not see a need for advisors at this time.

### 3. Up Coming Events (10 minutes)

Derby Day and Ms. Clark will send out a board request for those attending the event.

#### Action Items:

What are the volunteers we need specifically that will need job descriptions. Finish Fishing Regulations for signs.

Adjournment 6:15 pm

### Discussion and action on fishing

This discussion took place under Resolution 12-2016 and formal action was immediately taken without preamble.

**MOTION** made by Ms. Clark and seconded by Mr. Becker to accept the immediate adoption of the recommendations without the standard two week wait period in order for signage to be produced and fishing to commence as soon as possible.

**DISCUSSION:** Becker recommended amending the signage language to include “artificial bait only or bait native to the environment.” Mr. Hanna stated that this was a “no minnows” rule.

Mr. Fleming stated that additional information pertaining to the language can be addressed at the committee level and then brought forward for full board approval thus allowing the residents to enjoy fishing immediately.

**MOTION TO AMEND** made by Mr. Becker and seconded by Mr. Cugini “*to include the clarification of daily sizes of the minimum with the development of the signage in accordance to the restrictions.*”

**MOTION TO AMEND PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)

**MOTION PASSED:** Mr. Becker (Yea) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)

**Old Business**

There was no "old business."

**New Business**

There was no "new business" offered.

**Comments From the Floor:**

The Chair recognized Meg Slifcak. Ms. Slifcak thanked the Board for their contribution and recognized the work that has been accomplished. Ms. Slifcak encouraged the Board to consider the coyote study.

The Chair recognized Lucia Hanigosky. Ms. Hanigosky stated that invasive species have been placed in the trash inappropriately actually causing the spread of the species for the Board's use and information. Ms. Hanigosky shared that the over-use of sanitizer degrades fingerprints and expressed the Board to consider the use of facilities with soap and water in the future.

The Chair recognized Tom Rochwood. Mr. Rochwood stated that he observed the LL Bean activity and they had the area in front of the dining hall completely blocked and inaccessible and an emergency vehicle would not be able to pass through. There are number of dogs off leash on the property. Mr. Rochwood stated that a place for the rules and regulations should be posted.

The Chair recognized Jeff DeLuca. Mr. Deluca stated that the Board should consider the inclusion of an ADA portable. Mr. McNerney was concerned that if an ADA facility is leased and the cost exceeds the motion made and passed, it should be brought back to the Board for their approval of the additional expenditure. Mr. Cugini assured the Board that it would be taken care of appropriately.

The Chair recognized Mr. Roger Swan. Mr. Swan requested an update to the master plan process. Mr. Cugini stated that the Board and EDG are still waiting assessment data from the code assessment, WWTP scenarios and possibly the dam assessment if completed prior to the other items respectively. A meeting will be scheduled as soon as information is available. For the record and to clear up any misunderstandings, the Master Plan is a high level plan but it is also a two-year plan that contains more detail for the next two (2) years which is the reason for the inclusion of these assessment and the critical need for the information.

The Chair recognized Ms. Corey Ringle, FOCH. Ms. Ringle stated FOCH's desire to meet on the property and use applications were made and that FOCH still needs to submit proof of insurance. Approval on FOCH's use applications were approved and emailed May 23, 2016.

Ringle requested clarification regarding what to call the property, Richfield Joint Recreation District? Ringle referred to the October 5, 2015 meeting minutes. She understood that since a name was not determined at that time, was it still appropriate to call the property what is has always been known as?



Mr. Cugini stated that he would have to refer to the minutes but Trustees Norris and Becker both confidently stated that Ms. Ringle's recollection was correct and that there was no name change. Norris stated that the name, Richfield Joint Recreation District, does not refer to the real estate it refers to the body politic.

Deferring to Counsel to the Board, Mr. Hanna requested clarification from Ms. Ringle. Mr. Hanna stated the property does not have a name currently, it used to be a girl scout camp known as camp Crowell Hilaka, and is currently owned by the Richfield Joint Recreation District. Mr. Hanna stated that the Board has not gone through a process to name the property or take formal action on the matter.

Norris stated that the minutes reflect that the property has a name that many people use and refer to. Mr. Hanna requested a copy of the minutes. Norris stated that there was never a motion on the issue and the issue will be brought up at the next work session. Mr. Cugini was not on the Board at the time and Norris emphasized that RJRD refers to the body politic and all know this property as Crowell Hilaka because that was the information provided during the levy campaign.

Mr. Hanna read from the use application section that Ms. Ringle had concerns with, *"Promotional literature, advertising, public service announcements or general information concerning this activity must clearly state that it is being held "within Richfield Joint Recreation District." It is requested that the identity guidelines established for Richfield Joint Recreation District be adhered to."* Ringle requested a copy of those established guidelines. Mr. Hanna was not sure guidelines existed. Continuing, Mr. Hanna stated that the absence of a guideline would not foreclose FOCH from referring to the property as *"formerly known as Crowell-Hilaka or advertised as activities held on the Richfield Joint Recreation District property."*

Trustee Cugini stated that in response to the previous question from FOCH regarding how to refer to the property, he responded with "Richfield Joint Recreation District" but to avoid confusion Cugini suggested that FOCH could state, "a.k.a. or formerly known as Crowell Hilaka" and FOCH found this acceptable.

The Chair recognized Lynn Richardson. Ms. Richardson stated that LL Bean donated \$1500.00 to FOCH and FOCH would like to give the money to RJRD. Questions were raised at a work session and it was suggested that FOCH received their donation improperly suggesting impropriety. Richardson wanted to answer those allegations by explaining how the FOCH donation was obtained. Because the original discussion took place at a work session, FOCH could not make public comment. Richardson stated that before FOCH writes the check, FOCH wanted to make sure that RJRD is comfortable accepting this money.

Mr. Norris recalled the comments of Mr. Fleming stating the Fleming suggested that there was a "backroom deal." Mr. Fleming stated that the rest of his comment was *"it would have been more appropriate if LL Bean made a presentation to the full board."*

Ms. Richardson stated that November, 2015 she met with LL Bean who was looking for partners and she notified Ms. Clark. Richardson was a member of Clark's Recreation Services Committee. Because Ms. Clark was not available, Ms. Richardson feared that this would be a lost opportunity.

Richardson also a member of the Special Revenue Committee, pursued the LL Bean matter through the Special Revenue Committee and its Chair Mr. McNerney. Richardson believed that the LL Bean arrangement would be a much broader scope than just paddle boarding and kayak classes. She was provided approval by Mr. McNerney to pursue the matter.

FOCH was not given any assurances of a monetary donation for this arrangement and Richardson turned the matter over to the other members of McNerney's Committee to handle the details. The other members of McNerney's Committee were not noted for the record. McNerney gave FOCH the approval to pursue the matter and FOCH proceeded to take LL Bean representatives on a tour. The matter was turned over to RJRD to work out the details. Due to the previous committee structure and the current committee structure, the process of proceeding with the agreement became confusing.

Even if the agreement was not approved by RJRD, Richardson stated that LL Bean would permit FOCH to keep the \$1500.00 because of their support for outdoor activities and making the introduction to the RJRD Committee and members. Richardson added that FOCH would have attempted to return the donation as a show of goodwill. Further, LL Bean encouraged FOCH to apply for this donation next year even if RJRD does not extend the contract.

Richardson stated that her understanding was that LL Bean paid a use fee to RJRD and the field representative stated on the November tour that LL Bean wanted to be more generous but due to the primitive conditions on the property they [LL Bean] decided to give some of the fee to FOCH because of their 501(c) status and role as a fund raiser for RJRD.

FOCH stated their belief that they acted properly and asked if RJRD would accept the money. McNerney interjected by stating that as the Chairperson of that Special Revenue Committee, he believed that FOCH did everything appropriately. LL Bean is a private corporation and if LL Bean wishes to give FOCH money LL Bean is free to do so and conversely if LL Bean wants to give RJRD money that is wonderful. McNerney opined that FOCH can make their own decision about their money because it was given to FOCH from a private corporation. Richardson stated that FOCH is willing to provide the money only if RJRD felt comfortable receiving it. Mr. Taylor suggested that FOCH keep the money for use on the Mill project. The consensus from Trustees Becker, Norris and McNerney was unanimous for FOCH to keep the money. Norris stated that before any money is given to RJRD, FOCH should always consider their wider mission because FOCH exists only for RJRD's benefit.



Cugini noted for the record that full Board did not take formal action regarding the funds. Mr. Hanna stated that no donation was proffered from FOCH. Once the offer is made, the Board can take action to accept it or not accept it. Richardson stated that FOCH did vote to give the money to RJRD but did not proffer a donation to RJRD at this meeting.

The Chair recognized Ms. Judy Soroczak. Ms. Soroczak stated that she would be interested in obtaining Eagle Projects ideas from the Board and agreed with Mr. Taylor's assessment of which flagpoles to focus on. Soroczak knows painters who could volunteer.

**Action Items & Agenda Items:**

**June 13, 2016 6:30 p.m.**

Mr. Becker stated that due to the public comment, the coyote study should be pursued. It is an opportunity.

**MOTION** made by Mr. Becker and seconded by Mr. Taylor to permit BWU to do their Coyote Study on the property.

**DISCUSSION:** Ms. Clark stated that a discussion was required to find out more details about the program before taking any formal action.

Cugini stated that there is no briefing memo on the matter and Clark added that the program would not start until summer-fall and there was still time to meet with Dr. Stanton and bring it back to the full Board for approval. Becker stated that all the details were included in the email that was sent earlier prior to the meeting.

Cugini reminded the Board that the meeting protocol was to permit all trustees the opportunity to review material and discuss it at least once prior to the board taking formal action. The protocol was previously discussed and approved by the full Board so this matter should be brought forward per the meeting and committee structure.

McNerney requested that the faculty member be contacted in order to bring the matter forward so the Board can approve the program. Cugini stated that his email response stated that Park Services will be contacting Dr. Stanton and the matter will be brought forward once the committee has made a recommendation and prepared a briefing memo.

**MOTION WITHDRAWN**

Mr. Fleming requested that naming of the park be added to the next meeting agenda. Cugini stated that it is master plan related and it will be added to the Governance Committee Agenda. Fleming stated that the Board should begin thinking about and McNerney stated that public input was also needed. Fleming stated that the public has already provided input. McNerney agreed but stated that the public should be re-contacted.

Clark requested that the full Board be part of the process and not just the standing committee. Cugini stated that the Governance Committee will create the process or structure to get a name, then the Board will review and will vote.

A work session will be scheduled once that process is defined. There were no other concerns or comments regarding how the matter was to be handled from the Board.

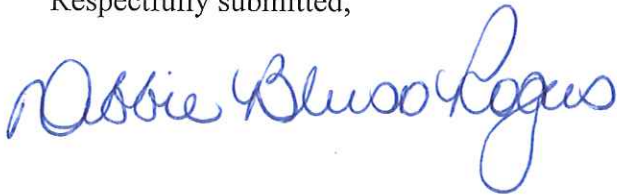
**June 27, 2016 6:30 p.m.**

No items requested.

**Adjournment**

Mr. Cugini adjourned the meeting at 8:45 p.m.

Respectfully submitted,



Debbie Bluso Rogers, Administrator to RJRD Board



---

Richfield Joint Recreation District,  
Chairperson



---

Richfield Joint Recreation District,  
Secretary