



## **Work Session & Regular Meeting**

**Monday, July 11, 2016**

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

### **Call to Order:**

The Work Session & 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 *(Not Present)*  
Ms. Kelly Clark  
Mr. Dominic Cugini  
Mr. Rich Fleming  
Mr. Ralph McNerney  
Mr. Pat Norris  
Mr. Bill Taylor

Mayor Bobbie Beshara  
Mr. Bill Hanna, RJRD Counsel to the Board *(Not Present)*  
Mr. Keith Shy, Capital/Public Improvements Consultant/Manager  
Mrs. Debbie Bluso Rogers, Administrator

Mr. Cugini stated to all in attendance that agendas will now appear on the projector and eventually documents germane to the meeting will be included in an effort to “save a tree, one tree at a time.”

## **Work Session:**

### **Resolution 14-2016**

Mr. Cugini read into the record the briefing memo and resolution.

This resolution is a notice as provided by law for the award of deposits of public money of the RJRD that have been made and applications for the award of such deposits as received. Applications were received from First Merit Bank, Huntington National Bank, Fifth Third Bank and Citizens Bank. The agreements will extend for a five (5) year period through July 5, 2021. Upon duly executing and delivery to the Fiscal Agent proper sureties and the acceptance of the same shall be evidenced by written memoranda by Chairperson and Treasurer with each such depository. This resolution shall be in full force and effect from and immediately upon its adoption.

Resolution 14-2016 is required every five (5) years to designate public depositories and to authorize the Richfield Joint Recreation District Chairperson and Treasurer to enter into agreements for the deposits of district funds. The Fiscal Agent, Sandy Turk, has requested waiving the first discussion requirement and the matter will be discussed during the regular business portion of the meeting. There were no other questions or comments from the Board.

### **National Registry Application**

Mr. Cugini stated that the district is in possession of the application and the 95-page document was distributed in advance to the Board prior to the meeting. The deadline to submit the application for guaranteed placement of the December 2016 meeting of the Ohio Historic Preservation Advisory Board [OHSPAB] was July 1, 2016 but it was extended to July 8, 2016. RJRD received the information July 6, 2016. Board review and due diligence of the document is needed by the board and it was noted that a submission after July 8 may still allow for placement on the agenda for the December 2016 review meeting; space provided. An alternate submission deadline is November 1, 2016 for a guaranteed placement on the March 2017 OHSPAB meeting agenda.

Action taken: The Board will review the document with discussion and formal action at the next meeting.

There were no other comments or discussion by the Board.

### **Property Name**

Mr. Cugini described the property naming process that the Governance Committee recommended. Mr. Fleming requested the agenda item. There are 27 names on the current list from residents and non-residents.

The names were obtained from emails, surveys, public forums and a community day survey. Cugini stated that the list of 27 was evidence that the community provided input.

#### Naming Process:

Prior to the voting meeting, each Trustee will have the opportunity to add another name and there will not be in-depth discussion on the names. Each Trustee will have three dots with their initials to vote for three (3) different names. The top two names determined by the majority will move to the final round and Trustees will have one (1) dot to vote for their final selection. The name determined by the majority will be the name of the property.

#### Discussion:

Cugini was confident that the first round would provide two top names for the final round. McNerney requested using all three trustee votes for one name and Cugini stated one dot per name was more democratic adding that the overall process is standard voting process. Mayor Beshara stated that the property became known to the community because FOCH raised awareness during the levy campaign and now that it is owned by Richfield the property name should include "Richfield" and only when property is donated should a person's name be used.

Norris stated that using the Crowell-Hilaka name provided the opportunity for non-Richfield people to be interested in the property. Norris opined that there are 300,000 people outside of Richfield that are interested in the property through volunteering, sharing history and financial donations. Per Norris, this is the last connection to the property for these 300,000 people.

There was discussion about the community day survey statistics with several trustees disagreeing with the results. Cugini noted that the name Crowell-Hilaka did not come out of the public stakeholder meetings or the Richfield resident's input on the community day survey. Taylor and Fleming stated that the Crowell-Hilaka name was not a prominent choice by the residents on the community day survey and Norris state that his calculations and analysis stated different. Norris stated that the Board should consider the number of votes received for each name; 25 votes for Crowell- Hilaka should outweigh a name with just 1 vote. Taylor opined that the property history is extensive and that each group can be honored on the property with other names. Taylor stated that the Board should consider "who is paying for the property."

Norris did not think there was an urgency to select a name and wanted to know "*who was driving this issue.*" Cugini stated that (1) Mr. Fleming requested the issue to be brought forward, (2) naming is required near the master plan rollout and (3) that there is contention and confusion with marketing and signage.

Citing the October 5, 2015 meeting, Norris stated that the property has a name and the name was to remain until the master plan was finished. Norris stated that the master plan was going to tell the Board "*what we were going to be*" and the name would be chosen based on that master plan if it was even necessary. Norris stated that there is a name and there is no reason to change the name and cautioned the Board about the risk of changing the name since it will be very confusing for the public.



Clark stated that the property is no longer a girl scout camp so the name should not reflect those names. Clark stated that it was not her recollection that the minutes reflected Norris' understanding and called for the Record of Proceedings to be read into the July 11, 2016 record. Norris stated that just a few people refer the property as another name because the majority call it Crowell-Hilaka. Taylor and Clark stated that the residents refer to the property as the "old girl scout camp." Norris stated that he was independent and not influenced by FOCH and that FOCH doesn't care about the property name; they just love the property. Norris reiterated his previous statement regarding outside interests and their value to RJRD opining that RJRD would miss out on these opportunities. Clark questioned the validity of this opinion by stating that RJRD has not had large numbers of volunteers or receipt of donations from the former girl scouts.

Fleming stated that the property name has been discussed numerous times and that FOCH has stated publically that a name change would not be a problem for their organization and Norris disagreed. Fleming agreed with Mayor Beshara and Mr. Taylor and opined that including "Richfield" in the name may increase support from the community. Fleming was in agreement with the naming process as presented. McNerney distributed sample verbiage that would honor all involved in the property.

McNerney requested that Cugini contact Jeff Kerr, EDG, who is preparing the master plan to determine if this is part of the master plan scope of work.

The Mayor stated that the Board needs to make a decision on the property owned by the Richfield residents; the residents deserve that and so does the property.

Mr. Cugini stated that there was a long discussion October 5, 2015 and multiple referencing of the property that included 5 versions. Some Trustees also referred to the property as Crowell-Hilaka but there was no decision and the actual name of the property is ambiguous.

From the Record of Proceedings, Cugini paraphrased that there was "no formal action taken" on the name and the property since then has remained "unnamed;" reading "*Ostrowski ended the discussion by "tabling" the matter but put the Board on notice that this would be discussed again during the Master Planning Session.*"

Action taken: Cugini will provide the requested information at the next regular meeting as a follow-up to the briefing memo. The Board is to be prepared to take action to approve the naming process [July 25]. Then subsequently the timing of the actual naming.

### **Use Application Administrative Procedures**

The procedures would memorialize the RJRD Use Application Agreement Policy and permit the Administrator to manage the applications. Cugini stated the items that would "trigger" full Board approval are: alcohol use, gambling use, events >26 people, events using >50% of the parking lot and events that consume the majority of the property. Clark stated that 26 was too small of a number. Norris provided the other comment stating "*we can't make a mistake and it can always be changed.*" No other comments were heard. Cugini stated that in the future, non-

routine applications would be a first discussion plus formal action. Cugini emphasized that applications requesting use <30 days can be rejected because it does not follow the guidelines listed in the Use Application.

Action taken: Revisions [changing >26 and removing last two bullets] will be made and action will be taken at the next regular meeting.

### **Pedestrian & Vehicular Access [Main & Kirby]**

The Buckeye Trail Agreement states on Page 3, Section 7 that “BTA agrees to cooperate with RJRD concerning the installation and use of gates and Park entry points of the Trail, to control Park access outside of normal Park hours. Emergency egress, however, shall be provided.”

Currently there is no pedestrian egress at the Broadview Gate and Oviatt has neither pedestrian ingress or egress. Three options were provided to the board for first discussion purposes. Cugini referred the Board to the second page of the briefing memo to open the discussion.

Option 1: Assumes the use of the existing electrical infrastructure on the Oviatt Farm House and the installation of a new vehicular gate operator that is programmed to open and close at the same time as the Main. Cost is estimated cost is between \$10-\$12K with the majority of the cost attributed to the vehicular gate operator. Electrician and maintenance costs are not included.

Option 2: Assumes the removal of the Oviatt House per the Master Plan Code Assessment with installation of a new vehicular gate operator that is programmed to open and close at the same time as the Main Gate at Broadview Road. Cost is estimated between \$14-\$16K due to Ohio Edison cost. Electrician and maintenance costs are not included.

Option 1 Manual: Open the current man doors or add ADA doors in their place or open the vehicular gates on Oviatt and Broadview roads. Costs could range from \$0.00 to \$12K for the ADA doors and other gate door options.

The Governance Committee is not recommending an option but encouraged open discussion on the matter. Clark corrected the briefing memo that the Oviatt Gate has a manual swing vehicular gate and not a man gate. Clark recommended that the man gates be open. Mr. Shy stated that 20-feet to the south of the swing gate is an entrance to the park underneath the fence. Mr. Shy stated and confirmed by Mr. Hayes from the audience that not many hikers on the BTA would not require ADA ingress and egress.

Norris stated that there was another option and that was the purchase of cattle guards at all three openings which would keep out the deer. Mr. Shy stated that the cost is expensive and cattle guards are not a deterrent to keeping out deer. Norris stated that Holden Park heartily endorsed the product and Shy stated that Holden Park is a very controlled environment and the situation for RJRD is different; not only is the creek area vulnerable but other areas along the fence due to topography. Shy's recommendation was to spend very little money and keep it simple to keep ongoing maintenance low.



Regarding the deer population, Shy commented on the Sharon Woods Metro Park near Columbus that had a large deer population due to a fenced in park. The deer problem caused over population and subsequent public relations issues when the population had to be addressed. Fencing is a very expensive solution to control deer.

Fleming recalled that the fence was for security and keeping people out of the neighbors' backyards. Even after the fence was repaired, vandalism continues. Fleming was in favor of spending money on a powered vehicular gate. Cugini stated that beyond the BTA agreement, the Board will need to consider general policy for pedestrian ingress and egress, initial cost and ongoing maintenance. McNerney proposed the option of having no gates.

Clark stated that the least expensive and quickest solution is to open existing gates for pedestrians. The repair of the fence ensured that residential properties are protected from park users stated Taylor. Fleming stated his disappointment that Mr. Shy was not involved earlier so that he [Shy] could provide insight regarding the fence repair and property accessibility. Cugini stated that there were other low cost options for the pedestrian gates that would not involve keeping them actually open.

Action taken: A proposal will be brought forward for action at the next board meeting.

#### **Public Comment on Work Session:**

The Chair recognized Lucy Hanigosky, Seven Hills. Ms. Hanigosky provided historical input regarding the property name. The GS names were changed over the years.

The Chair recognized Pat Hayes, Medina. Hayes stated that he was a member of BTA and FOCH. Hayes thanked RJRD Board for permitting the BTA to blaze a trail through the property. Hayes thanked FOCH for their volunteer efforts on the trail blazing and the installation of the carsonite posts. Hayes stated that BTA is done but that until there is ingress and egress, RJRD would not receive the \$23K donation.

The Chair recognized Lynn Richardson FOCH, Bedford, Ohio. Richardson stated that FOCH will support whatever RJRD determines. Richardson stated that in a board meeting FOCH was requested to refer to the property as "formerly known as Crowell-Hilaka" and FOCH is making that reference but in order to obtain support from former girl scouts who support the property, FOCH also uses "Crowell-Hilaka." Once the MOU is signed, RJRD will be able to have more input to what appears on the website. Memorials were sent to FOCH from the Slifcak Family and Richardson made the point that people recognize the name of the property as "Crowell-Hilaka."

The Chair recognized Beth Sanderson FOCH, Middleburg Heights. Regarding RJRD's ability to fund raise, Cugini affirmed through legal and unequivocally stated that RJRD can do fund raising on their own behalf.

The Chair recognized Cynthia McWilliams, Hinckley. McWilliams stated, as a Richfield taxpayer, that a name couldn't be determined until the master plan is completed since it will contain a mission and vision.

The Mayor requested clarification from Lynn Richardson regarding the "Crowell-Hilaka" name. Richardson explained that troop leaders referred to the two areas of the property when in use; Camp Hilaka [upper area] or Camp Julia Crowell [lower area]. The FOCH name is based on the entire property; C-H.

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## **Regular Meeting:**

### **Approval of Minutes:**

#### **June 27, 2016 Work Session & Special Meeting**

Chairperson Cugini dispensed with the formal reading of the minutes. No changes or comments were heard.

**MOTION** made by Mr. Cugini and seconded by Ms. Clark to approve the **June 27, 2016 Work Session & Special Meeting**.

**DISCUSSION:** None

**MOTION PASSED:** Mr. Becker (Not Present) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)

### **Standing Committee Reports:**

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

GPD is slightly behind schedule but the report should be received within a few weeks due insurance limits with a sub-contractor. The lower lake has recovered and the lake level is near the spillway. The Code Assessment is anticipated within the next few weeks.

#### **Governance: Chairperson Mr. Cugini**

Nothing to report. Cugini stated that there were a number of outstanding minutes [May 5, May 23, May 24, June 28, 2016] that required approval.

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

**DISCUSSION:** Norris stated that he was not in position to approve the minutes until he heard the audio and he has listened to the tape. Norris stated that he was not ready to vote on the approval due to his list of changes. Cugini stated that it has been several weeks without knowing the changes from Norris until now. Norris stated that he thought it would be discussed at a committee meeting. Cugini stated that minutes cannot be approved out of order. The question was asked if Norris wanted to submit the changes or discuss. Cugini offered to call a brief committee meeting.

Fleming asked if the minutes were public and Cugini stated that they were not public until approved.

**MOTION** made by Mr. Cugini and seconded by Ms. Clark to approve Resolution 14-2016 to Designate Public Depositories, to Authorize the Richfield Joint Recreation District Chairperson and the Treasurer to Enter Into Agreements for the Deposits of District Funds.

**DISCUSSION:** None

**MOTION PASSED:** Mr. Becker (Not Present) Ms. Clark (Yea), Mr. Cugini (Yea), Mr. Fleming (Yea), Mr. McNerney (Yea), Mr. Norris (Yea), and Mr. Taylor (Yea)

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

**MOTION** made by Mr. Taylor and seconded by Ms. Clark to approve the June 25, 2016 Park Operations Committee Meeting Minutes.

**DISCUSSION:** None

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



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

There are four places that could possibly house appliances and the volunteer team is working to remove, if any, the last of the appliances. All the refrigerators were serviced to remove Freon and the metal recycle dumpster is full and is ready for removal from the property. All the volunteers were thanked along with Mr. Luther who filled the dumpster. It was a very large undertaking for volunteers with a very short timeframe. Weed whacking was completed around the entrance way. Clark requested that Mr. Taylor address a large hole by the trail near the nature hut.

It was requested that any issues with the property be directed to the Administrator who will coordinate to resolve.

The Chair recognized the Mayor. Mayor Beshara counseled the Board on committee meeting minutes. The Mayor stated that minutes should only be actions and points regarding the agenda items and not the exact wording. The minutes need to be approved as quickly as possible.

**The Services Committee Meeting Minutes follow the last page of the RJRD  
Record of Proceedings.**

**Special Committee Reports:**

No other special committees exist.

**Special Orders:**

There was no "special orders" offered.

**Unfinished Business:**

There was no "unfinished business."

**New Business**

There was no "new business" offered.

**Comments From the Floor:**

The Chair recognized Beth Sanderson, Middleburg Heights. Sanderson asked if donations were tax deductible and the answer was "yes."

The Chair recognized Cynthia McWilliams, Hinckley. McWilliams opined that if you are hiking, one would get to the campsite before dark. As an OHC member, they would like a gate for their use and cautioned the Board about addressing the same situation over and over so the Board needs to wait for the master plan.

**Action Items & Agenda Items:**

**June 25, 2016 6:30 p.m.**

No items requested.

**August 8, 2016 6:30 p.m.**

No items requested.

**Adjournment**

Mr. Cugini adjourned the meeting at 8:00 p.m.

Respectfully submitted,

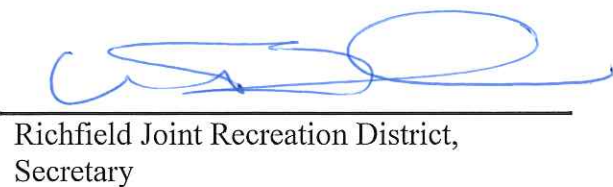


Debbie Bluso Rogers, Administrator to RJRD Board



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Richfield Joint Recreation District,  
Chairperson



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Richfield Joint Recreation District,  
Secretary

## **Operations Committee Meeting**

**Saturday, June 25, 2016**

*(Meeting Held at the Village of Richfield Town Hall, Finance Department Conference Room)*

### **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 8:30 p.m. and noted for the record that all committee members were present.

### **Discussion & update on Security Cameras, General Security & Keys:**

Committee will communicate with the full Board that any security breach should be sent to the Administrator describing the incident, when it was discovered, who it was reported to [e.g. police], and if any action was taken to secure the breach. Garfield tends to be the recent target and it will be locked from the inside. The existing distribution of keys will remain in place and will be monitored. The policy will need to be revised due to the change of committee chairs and committee structure. The Administrator will follow-through with modifications in this regard and report back to the committee.

### **Discussion & Update on Portable Toilets and Latrine Plan:**

On-hold and will be discussed once the master plan has been completed; but it appears that the majority of these latrines will be de-commissioned per the guidelines of the SCHD. It will be similar to the decommission of a septic tank. It was shared that the current septic tanks are a safety and health concern due to their inactivity and spalling. Anyone mowing the grass should avoid driving over the septic tank.

### **Discussion & Update on electrical Power for Kirby Gate:**

Different options were discussed with no final recommendations from the committee.

### **Update on Equipment Logs, Maintenance & Mutual Aid Agreement:**

User Manuals: An inventory of existing manuals will occur with additional sets and training videos acquired to store in the Administrative Office, on-site garage areas and a loan copy. Additional hard copies from the vendors will be completed by July 1, 2016 and hard copies not available will be downloaded from the websites.



Mutual Aid Agreement with Village of Richfield: The committee reached out to the Village to begin discussion on a mutual aid agreement to assist in park operations work. If pursued, this will be for year 2017.

Baker Vehicles Service Agreement: An annual on-site service call for the Ventrac, Zero Turn and Cushman is approximately \$520.00 plus any additional parts. The maintenance logs are in the garage and will be found and consulted regarding the routine maintenance performed to date.

Equipment Training Policy: The Committee and the Administrator will be drafting a policy and administrative procedure.

**Metal Recycling Schedule:**

Volunteers are on track to meet due date of the dumpster and the Freon removal schedule.

**Mowing Schedule:**

Mowing schedule was developed and will be sent to Trustees initially so they could select an area, if so desired, then the volunteers will begin seeking others to assist.

**Agenda Items for Next Meeting Tuesday, June 28, 2016**

None Stated.

Respectfully submitted,

Debbie Bluso Rogers, Administrator to RJRD Board

**Operations Committee Meeting**

**Tuesday, June 28, 2016**

*(Meeting Held at the Village of Richfield Town hall, Finance Department Conference Room)*

**This Meeting was Cancelled and Rescheduled for  
Saturday, June 25, 2016 at 8:30 a.m.**

Respectfully submitted,

Debbie Bluso Rogers, Administrator to RJRD Board