



## **Regular Meeting with Work Session December 4, 2023**

**Call to Order:** The Board met in person in Council chambers at Richfield Village Hall. The meeting was called to order at 6:31 p.m. by Anita Gantner, Board Chair.

### **Pledge of Allegiance**

### **Roll Call**

Present: Anita Gantner, Mike Lyons, Steve McPeake, Holly Price, Mike Selig, Dave Wehner  
Excused: Mark Robeson

**Also in Attendance:** Village Councilperson Sue Ann Philippbar, Administrative Coordinator Polly Wheeler, and approximately 12 other attendees. Park Director John Piepsny and Village Councilperson Pat Norris arrived later.

## **Work Session**

### **A) Bylaws**

Mr. Lyons informed the board that he removed the last paragraph covering amendments to the bylaws so that future amendments would not need to be reviewed by the founding entities (Village and Township). Ms. Price asked if a revision at this stage still met the 30-day review requirement prior to approval. Mr. Lyons confirmed that it did.

### **B) National Park Service "Save America's Treasures" grant**

- 1) Ms. Lynn Richardson gave a review and update on the NPS grant opportunity for which the Friends of RHP would like to apply.
  - a. The Friends will wait until August 1 to use any more funds on the Mill, including their matching funds for the grant
  - b. They must acknowledge the rules of the National Park Service.
  - c. ADA compliance can be met relatively easily because the Mill is primarily used from the outside.
  - d. There is an easement requirement that RJRD must agree to allow the Mill to stand for at least 10 years. A maintenance plan is needed from the Friends.
- 2) Ms. Price asked if the Friends have other funds available for maintenance beyond the matching funds needed for the grant. Ms. Richardson replied that there are.
- 3) Ms. Price also asked if the cost estimate for the work on the Mill includes the ADA upgrades needed to make the lower portion of the mill accessible. Ms. Richardson responded that it does include the cost of the drainage needed at the bottom of the hill to keep the path from the parking lot dry enough to be accessible.

### **C) Kirby House Letter of Intent (LOI)**

- 1) Friends of RHP have previously submitted a LOI to champion Kirby House, primarily to augment their STEM programming at the Mill.

- 2) Ms. Gantner offered a scenario for an alternate use of Kirby House by RJRD and asked the board to consider it.
    - a. Kirby House could be a fabulous visitor center. It could hold the RJRD offices and some classroom space.
    - b. Ms. Gantner proposed to take Kirby House off the champion list and make it a RJRD project, although the board does not have the funds to do this renovation at this time. She asked if RJRD would like to consider this.
  - 3) Board comments:
    - a. Mr. Selig said that this could be a useful approach. However, Kirby House could stay within the champion program. If the RJRD does not have the funds for rehabilitation, then why wait to proceed with the LOI process or eliminate it? Upon receipt of a full proposal, the board could choose to accept or reject it.
    - b. Ms. Price agreed that funding is extremely important. She also stated that the strategic plan does not list this use for Kirby House. It is a challenging structure from an accessibility standpoint.
    - c. Mr. McPeake agreed.
    - d. Mr. Lyons said that this could evolve into a joint project between the Friends and RJRD but agreed that Kirby House is a challenging building. If the board is considering this, then they should look at the challenges and suitability before shifting their approach.
    - e. Mr. Wehner commented that Kirby is an imposing building and very visible. The cost and mechanics of making the building appropriate for this use would be extensive.
  - 4) Following the discussion Ms. Gantner asked if the board should give the Friends the go-ahead to complete the full champion application.
    - a. Mr. Lyons said that he thought it would be worth going through the process. However, work could begin without an agreement if it were being done as an RJRD project.
    - b. Ms. Gantner said that Kirby will not be a rentable space due to its challenges, but she would love to make it available to the public.
    - c. Mr. Selig mentioned that this gives the board a chance to evaluate the building further.
    - d. Mr. Lyons briefly reviewed the LOI from Friends.
    - e. Ms. Price said that the LOI contains a reference to a long-term lease but this may not be included in the final plan.
    - f. Mr. Selig agreed that the Friends should not move forward with the lease component.
  - 5) Ms. Gantner stated that the board will offer a motion to let the Friends complete the full application. Mr. Wehner questioned the need for a motion. Ms. Price, Ms. Gantner, and Mr. Lyons responded that the board does need to approve the LOI before the champion application is started.
- D) Lodge consultant contract – Mr. Piepsny said that this discussion is deferred until the next meeting.
- E) Budget – Mr. Piepsny said that the budget is nearly done but needs a few changes from the fiscal officer. The budget discussion is deferred until the next meeting.



**Comments from the floor**

Pat Healey (Hawkins Rd) asked that the board please reference the full name of an item rather than using an abbreviation. She also requested that the Friends LOI be posted on the RJRD website but wanted to know where to find it. Ms. Wheeler responded that it would be under Records/Agreements & Documents/Documents once it is posted.

Judy Bowman (Brush Rd) reminded the board that in the original evaluation of park buildings, Kirby House was first on the list to be saved.

**Regular Meeting****Approval of Minutes**

Minutes of Oct. 23 regular meeting, Nov. 2 special meeting, and Nov. 10 special meeting were approved as written.

**Standing Committee Reports**

**Governance:** The updated bylaws have been submitted to the board. There will be a meeting regarding the Friends MOU after the board's organizational meeting in January.

**Grants & Fundraising:** The committee held a meeting before this regular meeting, covering the following topics:

The board has been awarded the NatureWorks grant for the upper lake bridge.

Other grant opportunities are in the works, including the state capital bill and a couple of other smaller grants.

A presentation has been made to the Cleveland Foundation.

Fundraising for 2024 includes continuing the events that took place this past year and adding a solar eclipse event in April.

**Administration Report:**

Mr. Piepsny reported that many things have been going on behind the scenes in the park lately.

Ms. Price asked if the bridge inspection quotes have been received. Mr. Piepsny responded that he has received one for \$16,000 and another for an hourly rate totaling approximately \$8,000-\$10,000. These are just for inspections, not including any repairs. These inspections are required to be done every other year.

The new sign at the Broadview Rd entrance is progressing. Eagle candidate Patrick Kalal and his scout crew worked on the frame and base the previous weekend. The stone will be placed around the base in the spring. The design of the sign itself is in progress but needs some changes.

**Treasurer Report:**

Mr. Wehner reported figures for October and November. There was \$758,000 in the bank in October, and \$483,000 in November. There were \$4,000 in outstanding checks. Of that money \$319,000 is unrestricted, and \$159,000 is in the restricted bond fund, which means it can only be spent on servicing the bond.

In October there was \$20,000 cash inflows, including \$18,000 from The Lodge, \$1,000 from cell tower rents, and \$1,000 from donations and fees. In November there was \$14,000 cash inflows: \$11,000 from The Lodge and the remainder in rents, donations and fees.

October showed \$40,000 in outflows: \$11,000 to payroll, \$5,000 to professional fees, \$9,000 to Richfield Village, \$2,000 repairs and maintenance, \$1,000 utilities, and \$4,000 in commission payments. November had \$288,000 cash outflows. This includes the \$145,000 bond interest, \$116,000 bond principal payment, \$9,000 payroll, \$2,000 professional fees, \$2,000 repairs and maintenance, \$1,000 utilities, and \$8,000 commissions.

**Old Business:**

- 1) Resolution 17-2023: A resolution to approve the amended bylaws. Mr. Lyons read the updated resolution.

Ms. Price requested that the vote be delayed until the next meeting to allow the board to review, since there has been another final update. She also pointed out that the numbering of the sections needs to be corrected.

- 2) Volunteer agreement

Ms. Gantner said that the volunteer waiver and the volunteer agreement that accompanies the guidebook have been combined into one electronic document. All volunteers can sign up online, and if they do not have access to the form themselves, they can sign up through someone else's phone when at the park.

Mr. Selig reminded the board of the difference between volunteers and consultants. He read the definitions of each that he recommended the board use for this purpose. Mr. McPeake asked that further discussion on the form be delayed until the next meeting so that the definitions can be shared with the board for review.

- 3) Friends application for the National Park Service grant

**MOTION by:** Mr. Selig and seconded by Mr. Lyons to allow the Friends to move forward with the application for the National Park Service grant for Kirby's Mill.

**DISCUSSION:** None.

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

- 4) Friends LOI for Kirby House

Mr. Wehner stated that he is not ready to vote on this issue because he did not bring the documentation for discussing the LOI, since it was not on the agenda.

**MOTION by:** Mr. Selig and seconded by Mr. Lyons to allow the Friends to move forward with full Champion application, with the caveat that a lease will not be part of the agreement.

**DISCUSSION:** None.

**MOTION PASSED:** Vote taken by voice vote, which was unanimous yea, except for Mr. Wehner who abstained.



**New Business:**

- 1) JG Environmental has presented a 2024 contract for water testing at The Lodge. Mr. Piepsny stated that JG's proposal was the lowest and best option. EPA requires quarterly testing and weekly inspections. The cost for 2024 will be \$5,140.  
Ms. Price asked for confirmation that two quotes were obtained, and asked if Amity House would require additional testing and costs. Because its water line runs from The Lodge, Amity House is not an additional test but does require an inspection of the additional equipment.
- 2) Rick Verhotz sent a 2024 quote for testing of the waste water treatment plant. This was also the lowest and best. It included a note that some of the equipment will start going out of warranty this year, so the quote includes replacement of some of it. This should be part of a long-term maintenance plan for this facility. Mr. Selig questioned a "monthly" contract; this should be listed as "annual". Mr. Piepsny will make sure this is corrected.

**MOTION by:** Mr. Lyons and seconded by Ms. Gantner to add discussion of contract with AquaDoc to the agenda.

**DISCUSSION:** None.

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

- 3) Pond treatment quotes have been received from Ponds Beautiful and AquaDoc.  
The quote from AquaDoc was the best and the cheapest. They were the previous vendor for pond treatment before 2023.

**MOTION by:** Mr. McPeake and seconded by Mr. Wehner to approve the 2024 contract with JG Environmental.

**DISCUSSION:** None.

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

**MOTION by:** Mr. Selig and seconded by Mr. McPeake to approve the 2024 contract with Rick Verhotz for waste water treatment plant testing and inspections.

**DISCUSSION:** None.

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

**MOTION by:** Mr. Lyons and seconded by Mr. Selig to approve the 2024 contract with AquaDoc for pond treatment.

**DISCUSSION:** None.

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

**Announcements:**

The next regular board meeting will be held on December 18, 2023.

The levy celebration picnic took place in The Lodge on Nov. 26 to thank the residents for passing the replacement levy.

The Snowbird Festival will take place on January 21, 2024. It is a joint event between the Village, the Township, and RJRD.

**Comments from the Floor:**

Corey Ringle (Hawthorne Dr) suggested that a large print version of the volunteer agreement be made available for volunteers who have a hard time reading it on a cell phone screen. Ms. Ringle also thanked the board for approving the champion Letter of Intent for Kirby House.

Pat Healey (Hawkins Rd) said that committees of council require a roll call for every vote. She also expressed disapproval that the board does not allow opinions from the audience before a vote. Ms. Healey requested a copy of the waste water treatment plant warranty mentioned under New Business.

Renee Tuttle (Broadview Rd) requested more transparency from the board regarding documents. She wants links to the documents listed on the agenda.

Mr. Piepsny commented that board meetings can be set up for access via Zoom using the Village council chambers audio visual system, if the board wants to do this. Ms. Gantner said that the board will proceed with Zoom access for board meetings beginning with the December 18 meeting.

Mr. Lyons asked what time the board's organizational meeting will be in January. After a brief discussion among board members, Ms. Gantner announced that it will be on Friday, January 5 at 5pm.

Mr. Lyons announced that the next Governance Committee meeting will be on Monday, January 8 at 6:30pm.

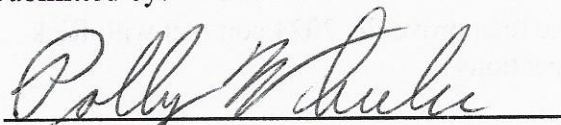
**Adjournment:**

**MOTION by:** Mr. Lyons moved, seconded by Ms. Price, to adjourn the meeting.

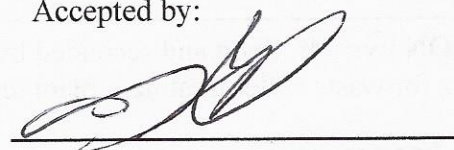
**MOTION PASSED:** Vote taken by voice, which was unanimous.

Meeting adjourned at 7:49 p.m.

Submitted by:

  
Polly Wheeler, Administrative Coordinator

Accepted by:

  
Anita Gantner, Board Chairperson