



Special Meeting Work Session Minutes

Saturday, May 2, 2015

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

Call to Order:

The Special Meeting Work Session was Called to Order at 7:03 a.m. by the Chairperson Mr. Floyd Ostrowski. Roll Call was taken by RJRD Administrator, Mrs. Bluso Rogers.

In Attendance:

Mr. Bob Becker *(Not Present)*
Ms. Kelly Clark
Mr. Rich Fleming *(Arrived at 7:10 p.m. After Roll Call)*
Mr. Ralph McNerney
Mr. Pat Norris
Mr. Floyd Ostrowski
Mr. Bill Taylor

Mr. William Hanna, Board Legal Counsel *(Not Present)*

Mrs. Debbie Bluso Rogers, Administrative Assistant

Also in Attendance:

Mrs. Lucia Hanigosky,
Mrs. Corey Ringel, FOCH
Mr. Mike Lyons, Council Person Village of Richfield & Member of the Working Group
Mr. Roger Swan, Council Person Village of Richfield & Member of the Working Group

Business:

1. **Resolution #04-2015:** To Authorize Warrants for Payment Based on Then and Now Certificates for Purchases and Declaring an Emergency

Dispensing with the formal reading of the resolution, the Board was reminded of the briefing memorandum from the April 27, 2015 meeting. The following action was taken.

MOTION made by Ms. Clark and seconded by Mr. Norris to approve the **Resolution # 04-2015 To Authorize Warrants for Payment Based on Then and Now Certificates for Purchases and Declaring an Emergency.**

DISCUSSION: NONE

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

2. Review and Board Action of the Modified Standing Committees:

The Administrator presented the latest modifications to the RJRD Board's Standing Committees necessary due to the changing responsibilities after the property is purchased.

- a. **Budgets and Finance: Suggested Chair, Mr. Pat Norris. Responsibilities:**
To work with the Fiscal Agent on all financial matters of the Board. Administrator will serve as support for the committee. *Some of the duties are, but not limited to:* Review and manage the financial reports and report to entire Board, Approve payroll and the payroll process, Manage the property and liability insurance policies, Adhere to the public subdivision requirements of bank depositories and Administer grant applications to ensure requirements and reports are in compliance.
- b. **Building and Grounds: Suggested Chair, Mr. Bob Becker. Responsibilities:** To oversee the property and buildings and their respective improvement schedule and maintenance program. Plays integral part in the PSA, Easement and Conservation Language process and follow-up. Administrator will serve as support for the committee. *Some of these duties are, but not limited to:* Prepare assessments of the buildings and grounds in order to develop recommendations and priority list of demolishing, repair and maintenance. Establishes the improvement plans and maintenance plans for the grounds and dams and the buildings, structures and pavilions. Ongoing maintenance may include, but not limited to, grass cutting, snow plowing and general landscaping maintenance. Will work the Recreation Programs & Services Chairperson to determine appropriate buildings, structures or grounds use. Will serve as the Zoning Liaison for the Board to the Village of Richfield and Richfield TWP.
- c. **Communications: Suggested Chair, Mr. Bill Taylor. Responsibilities:**
To oversee all RJRD formal public media statements. Administrator will serve as support for the committee. *Some of the duties are, but not limited to:* Developing the manner in which events are conveyed to the community;

- i.e. flyers, press releases, publications, Monitors the need to create news releases; especially for special revenue programs or any new and exciting recreation services. Provides guidance for website management.
- d. **Volunteers: Suggested Chair, Mr. Rich Fleming. Responsibilities:** To oversees the RJRD volunteers that support Recreation Services, Special Events, and Open Houses or any areas on the property when required. *Some of the duties are, but not limited to:* Communicate the number of volunteers required to support events, identify types of volunteers required, ensure completion of the Volunteer Log is maintained, and develop an ongoing list of volunteers that include specialty skills. Administrator will serve as support for the committee. It should be noted that the RJRD Volunteer Standing Committee does not include the “Friends” Volunteers. The “Friends” are the responsibility of the Administrator and the Board coordinates volunteer assistance through Personnel and Administration.
- e. **Special Revenue: Suggested Chair, Mr. Ralph McNerney. Responsibilities:** To oversee financially sustainable opportunities for the property through the pursuit of special revenue sources that support the overall uses and goals of RJRD for capital improvement and ongoing maintenance. Administrator will serve as support for the committee. *Some of the duties are, but not limited to:* Assists with the identification of grant opportunities and coordination of the grant application and grant writing, identification of fundraising events, investigation of naming rights and guidelines for implementation, develop and maintain a master list of interested corporate/business, private sponsorships for recreational services, volunteer activities
- f. **Recreation Services: Suggested Chair, Ms. Kelly Clark. Responsibilities:** To oversee the program development from Special Revenue Projects, Special Events, Open Houses, Community Events. Administrator will serve as support for the committee. *Some of these duties are, but not limited to:* Development of educational program through the coordination between Special Revenues Chair, Business & Corporate Sponsors, Active partnership with the Village of Richfield Parks and Recreation Board and Richfield Township Trustee in Charge of Parks and Recreation, Supervision of all programs and recreation services from Special Revenue Committee and Board Events to assist and support the volunteer requirements, Researches, develops and ensures that recreational services support the goals and established uses of the property per PSA and Grant Guidelines, Easements and Community Input, coordinate the appropriate use for building, grounds and structures for events. Administrator will serve as support for the committee.
- g. **Personnel & Administration: Suggested Chair, Mr. Floyd Ostrowski. This committee will always be the responsibility of the Board Chairperson. Responsibilities:** To oversee the activities of the RJRD Administrator and the RJRD governance and overall operations. Will direct the Administrator to perform and serve as the Board’s point of contact in governance and district operations. Administrator will develop, maintain and manage such items as: Rules and Regulations, Property Operations Manuals,

Employee Policies and Handbook, Records Retention Schedules, Property Access Logs & Event Scheduling, Use Agreements, Use Fees, "Friends" Agreements, Bylaws, Website Management, Overall supervision.

MOTION made by Ms. Clark and seconded by Mr. Taylor to approve the modified Standing Committees and Suggested Chairs including the defined responsibilities as presented.

DISCUSSION: NONE

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

3. Discussion and Action To Prepare for the June 3, 2015 Transfer of Property:

The Board had a lengthy frank and open discussion regarding the future of the property after the transfer. The vision and uses of the property were discussed with the focus on the "customers" or rather the residents. It is anticipated that this discussion will continue once the property is owned.

Based on the February 16, 2014 meeting, the immediate goals were articulated for overall understanding:

NUMBER 1

- a. Immediate infrastructure improvements; e.g. dams, parking, and trails.
- b. Entrance infrastructure improvements; e.g. signage and landscaping
- c. Trail accessibility; e.g. cleanup and debris work

NUMBER 2

- a. Building Assessment and future uses. Event coordinators, "wedding central" **would be tabled** until after the park has been cleaned up and accessible to the residents. (See February 16, 2015 Meeting Minutes. 2016 Goal) This discussion will be continued in the very near future to determine the viability of financial sustainability and determination of uses and needs by the residents.

After the property closes and transfers to RJRD on June 3, 2015, a variety of "get ready" tasks were discussed and assigned to chairs of the standing committees. It was recognized that the majority of the work was part of Building and Grounds Standing Committee, the magnitude of the work spans all of the standing committees.

The Chair shared his vision for Thursday, June 4, 2014 and the weekend from Friday, June 5, 2015 to Sunday, June 7, 2015; i.e. scheduled work activities that would clean up debris, ready the trails, earth movers to prepare the parking lot, roadways and entrance that included a landscaping plan. The Board was in consensus.

There was more discussion on the need for master planners but it will be discussed later once the board can finalize the property use issue. Zoning issues were discussed briefly.

Various members of the Board commented that local businesses and community groups be contacted for assistance and contacts were shared. Any discussion regarding the public information meetings or mailers was tabled for a later date. It was the consensus of the Board to use previous strategies for the parking and roads.

The following details the general strategy and “get ready” plan to ensure that residents can use the property in a safe manner as quickly as possible. It was discussed that certain areas of the property may need to be cordoned off while under construction to ensure the safety of the visitors.

Each area lists a board member that will be assisting and supporting the Buildings & Grounds Committee. The Administrator will provide as required support and all types of volunteers will be required across the spectrum of “get ready” activities.

Trails	Roads	Entrance	Dams/ Septic System	Insurance	Debris Removal	Parking
<i>Kelly Clark (Recreation Services)</i>	<i>Bob Becker (Buildings & Grounds)</i>	<i>Bill Taylor (Communications)</i>	<i>Bob Becker (Buildings & Grounds)</i>	<i>Pat Norris & Debbie Bluso Rogers (Finance & Personnel and Administration)</i>	<i>Rich Fleming (Volunteers)</i>	<i>Bob Becker (Buildings & Grounds) Ralph McNerney (Special Revenue)</i>
Use FOCH trail assessment to prioritize trails.	Bob, Corey (FOCH) and Bill Taylor to make contact with engineers (Thorson Baker) to determine immediate needs of roads.	Work with Corey (FOCH) to develop a preliminary design for entrance, make contact with Village Zoning Inspector, professional landscapers, sign makers	Obtain assessments of dams and septic system.	Follow-up with insurance proposals and make recommendations to Board.	Obtain work list of trails from Recreation Services.	Bob, Corey (FOCH) and Bill Taylor to make contact with engineers (Thorson Baker) to determine immediate needs of parking areas.
Develop priority list and share with Buildings & Grounds and Volunteers and Administrator.	Develop priority list based on immediate needs; including emergency vehicle access	Action Item: Secluded Highland Sign	Determine priority list and scope of work.		Identify number of volunteers needed from RJRD list and work with Administrator to include FOCH volunteers	Develop priority list based on immediate needs for parking and scope of work.
	Determine paving surface and scope of work.		Begin RFQ process.		Identify equipment required.	Provide scope of work to Ralph to pursue special revenue assistance through grants and in-kind contributions.
					Work with Administrator to determine cost of equipment (rentals, purchases). E.g. Chipper	

Adjournment:

MOTION made by Ms. Clark and seconded by Mr. McNerney to adjourn at 9:09 a.m.

DISCUSSION: NONE

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

Respectfully submitted,



Debbie Bluso Rogers, Administrator to RJRD Board



Richfield Joint Recreation District,
Chairperson



Richfield Joint Recreation District,
Secretary