



REGULAR MEETING
MONDAY, JANUARY 8, 2018
(Meeting held at Richfield Masonic Hall)

Call to Order: Meeting was called to order at 6:30 pm by Chairman Bob Becker.

Roll Call: Sandy Apidone, Bob Becker, Jeff DeLuca, Pat Norris, Meg Slifcak, Bill Smith, Ralph Waszak, Administrative Coordinator, Judy Soroczak

WORK SESSION

Installation of Trustees

Oaths of Office were administered by Trustee Bill Smith to Sandy Apidone and Pat Norris for the three year term of 2018-2020.

Election of Officers

Bob Becker, Chairperson , Nominated by P. Norris , Second by R. Waszak

Meg Slifcak, Vice Chairperson Nominated by P. Norris, Second by B. Smith

Pat Norris, Treasurer Nominated by R. Waszak, Second by M. Slifcak

Bill Smith, Secretary Nominated by P. Norris, Second by J. DeLuca

Each officer was nominated, accepted nomination and elected unanimously by roll call vote.

No other nominations were made for any of the positions.

Committee Chair Assignments

2018 Committee Chairs accepted their roles as designated by Chairperson Bob Becker.

Governance Chair:	Meg Slifcak
Park Operations Chair:	Jeff DeLuca
Park Services Chair:	Sandy Apidone
Capital Improvements Chair:	Ralph Waszak
Marketing & Communications Chair:	Bill Smith
Fundraising Co-Chairs:	Pat Norris, Bill Smith

RESOLUTION 01-2018

2018 ORGANIZATIONAL RESOLUTION

WHEREAS, the Richfield Joint Recreation District Board of Trustees may make rules and regulations which are necessary for the governance and administration of the District, the use and protection of RJRD properties, volunteers and its employees; and

WHEREAS, the following rules, regulations, and provisions contained herein this Resolution and any amendments thereto, will apply for the calendar year **2018**.

NOW THEREFORE BE IT RESOLVED,

SECTION I: BOARD OF TRUSTEES

The RJRD Board of Trustees shall hold one (1) Regular Meeting each month: a combined work session and a regular meeting. The meetings will be held on the fourth Monday of the month at 6:30 p.m.

Special Meetings will be held as needed. The location of these meetings are held at the Richfield Masonic Hall unless otherwise stated and notice to the public is per the RJRD Bylaws, Article V and substantially in accordance with the Ohio Open Meetings Act and Sunshine Law.

SECTION 2: STANDING COMMITTEES

Per Resolution 3-2016, Standing RJRD Committees are Governance, Capital Projects, Park Services and Park Operations.

SECTION 3: BOARD MEMBERS

Bob Becker	2017-2019
Meg Slifcak	2017-2019
Jeff DeLuca	2016-2018
William Smith	2017-2019
Ralph Waszak, Jr.	2016-2018
Sandy Apidone	2018-2020
Pat Norris	2018-2020

SECTION 4: 2018 BOARD OFFICERS

Chairperson: Bob Becker
Vice Chairperson: Meg Slifcak
Treasurer: Pat Norris
Secretary: Bill Smith

***Motion made by Mr. Smith, second by Mr. Waszak to approve
Resolution 01-2018, 2018 Organizational Resolution***

Discussion: None

Motion Passed by Roll Call Vote: Yea - Unanimous

Ultra Run - Jennifer Douglas

Proposal presented by Ultra Marathon runner Jennifer Douglas a member of the Fast Girls Running Group requesting use of the Richfield Heritage Preserve as an Ultra Marathon running event location to be held in August 2018. Race details of route and distance are still being surveyed, cost per registrant is still under consideration. The Girls With Sole, a non-profit organization established to support foster and abused young girls, along with the RHP, would be co-beneficiaries of the event. The group is asking for use of Gund Hall during the event in addition to trails and support with reaching out to partner groups for possible assistance during the event.

Eagle Project - Kyle Dluback, BSA Troop #263

Life Scout Kyle Dluback requested permission to have the RJRD be the beneficiary of his Eagle Scout project. Kyle is interested in building the much needed steps for the Mabel Smith Pavilion.

Gund Hall Damage - Pat Norris

Damage was done to the northeast column of Gund Hall. The RJRD is still awaiting word from the insurance company to settle the claim and proceed on the best repair option for the facility at this time.

Park Office - Meg Slifcak

The demolition is underway with the students from CVCC to return later this month. FMD Architects is securing the necessary building permit A motion to allow expenditures for windows in advance was introduced to allow ordering and delivery to fit in the installation timeline. Resolution to acknowledge FOCH for a \$20,000.00 donation designated for the Park Office project was also introduced.

Engineer WWTP - Ralph Waszak

Engineering agreement for the WWTP is awaiting comments from the DLZ legal team.

Cell Phone Tower - Bill Smith

Awaiting call back from American Tower on counter offers allowing our use of the tower.

ANCA - Meg Slifcak

Introduction of Resolution to engage with the Association of Nature Center Administrators ("ANCA") a non-profit professional association promoting and supports best leadership management practices for the nature and environmental learning center profession. ANCA provides best practices in the field applying to nature center and park operations alike. They provide access to a professional international network for nature and environmental learning center boards and administrators; Access to products and services that improve facilities performance; provide a peer consult service which includes a team of three to five seasoned professionals who have experience in our situation. They spend two days of intensive work at the park. The board will have to identify topic priorities but the range includes starting types of a nature centers, long range and strategic planning, facility and land use planning, capital campaign design, program design, fundraising and fiscal management, volunteer and professional management. ANCA will interview staff, meet with board members and stakeholders, inspect facilities and engage in other activities important to our concerns. The Team then offers feedback and advise in an informal, dynamic, and respectful manner. ANCA Peer Consults cost \$3,250 plus team member travel expenses. We will apply for a scholarship from ANCA if available.

Discussion ensued with Trustees wanting more information, questioning timing with the number of infrastructure improvements being conducted, does the park need another consultant group at this time.

Conflict of Interest Form - Meg Slifcak

Motion to amend Resolution 21-2016 established the RJRD conflict of interest, ethics and code of conduct policy. A conflict of interest form was developed to serve as a method to disclose any conflicts. The form was cumbersome and several of the questions had no applicability to RJRD. A new form has been simplified and reduced to four (4) questions.

REGULAR MEETING**Approval of Minutes**

Motion made by Mr. Smith, second by Mr. Waszak to approve Regular Meeting minutes of December 11, 2018.

Discussion: To add quotations to Mayor Beshara's comment "as it was a great event."

Motion to Amend by Mr. Smith, second by Mr. Norris.

Vote taken by voice: Yea - Unanimous

Motion Passed to Amend

Vote taken by voice to approve minutes: Yea - Unanimous

Motion Passed

Standing Committee Reports**Governance Committee**

Motion by Ms. Slifcak, second by Mr. Smith to approve the selection of a window vendor and the expenditure.

No discussion

Vote taken by Voice: Yea - Unanimous

Motion Passed

Ms. Slifcak proposed the next Governance of the Whole meeting be a potluck event and possible slideshow.

Park Operations

Mr. DeLuca shared a copy of the accomplishments of Park Operations in 2017. He is awaiting electrical quotes for the outside lighting of facilities on the south side of the park.

Capital Projects

Mr. Waszak asked for more clarification of when a project changes from a Governance Committee Project to a Capital Committee project. Mr. Becker suggest working with Ms. Slifcak, Governance Committee Chairperson to develop a more defined point of transfer.

Fund Raising

To assist with fundraising and special revenues two chairpersons have been appointed to oversee the committee.

The RJRD Board members were interested in attending the Richfield Chamber of Commerce banquet as a table, arrangements will be made individually with Ms. Soroczak.

Motion by Mr. Waszak, second by Mr. DeLuca to move out of order to vote on permission of Eagle Project.

No Discussion

Motion Passed Vote taken by Voice: Yea - Unanimous

Motion by Mr. Norris, second by Mr. Waszak to approve Eagle Scout proposal by Kyle Dluback of BSA Troop #263 to begin Eagle Scout Project of Mabel Smith Pavilion steps.

No Discussion

Motion Passed Vote taken by Voice: Yea - Unanimous

Administration Report

Ms. Soroczak advised the office Laptop has been received and will be in full use soon.

Treasurer Report - Attached

Special Orders - None**Executive Session**

Motion by Mr. Norris, second by Mr. Waszak to move into Executive Session to consider the compensation of a public employee per ORC 121.22(g) at 7:56pm

No Discussion

Motion Passed by Roll Call Vote: Yea- Unanimous

Chairman Becker announced there would be formal action taken following the Executive Session.

Board returned from Executive Session at 8:35pm by motion to reconvene made by Mr. Becker second by Ms. Slifcak .

Discussion: None

Motion Passed by Roll Call Vote taken in Executive Session Yea - Unanimous

Motion by Mr. Smith, second by Ms. Slifcak to pass the RJRD Board 2018 Regular Meeting dates.

No Discussion

Motion Passed Vote taken by Voice: Yea - Unanimous

Jenny Austin from the Highland Day Camp sponsored by the Girl Scouts of Northeast Ohio requested use of Gund Hall and surrounding areas for a five day camp July 23-27, 2018. The

Board will make a decision after reviewing the detailed information shared at the January 22 Board Meeting.

Jennifer Douglas - Ultra Run: Decision to be determined at January 22 Board meeting after recommendation is received from the Park Service Committee.

Motion by Ms. Slifcak, second by Mr. Smith for board to utilize new Conflict of Interest questionnaire going forward.

No Discussion

Motion Passed - Vote taken by Voice: Yea - Unanimous

Motion by Ms. Slifcak, second by Mr. Norris

Resolution ___-2018 to approve ANCA Resolution

A RESOLUTION AUTHORIZING THE RICHFIELD JOINT RECREATION

DISTRICT for a peer consult from THE ASSOCIATION OF NATURE CENTER ADMINISTRATORS

No Discussion

Motion Failed Vote taken by Roll Call: Yea - Slifcak, Norris

Nay- Waszak, Smith, DeLuca, Apidone

RESOLUTION NO. 02-2018

A RESOLUTION AUTHORIZING THE RICHFIELD JOINT RECREATION DISTRICT TO THANK FRIENDS OF CROWELL HILAKA AND OUR ANONYMOUS DONOR OF \$20,000 FOR THE GATEKEEPER'S COTTAGE PROJECT

Motion by Ms. Slifcak, second by Mr. Norris

No Discussion

Vote taken by Voice: Yea - Unanimous

Motion Passed

Ratification of Replacement Budget Resolution 28-2017

Motion by Mr. Norris, second by Mr. Waszak

No Discussion

Vote taken by Voice: Aye - Unanimous

Motion Passed

Motion to enter Fiscal Agent negotiations starting in January 2018 with Eric Schultz with a three month transition period.

Moved by Mr. Smith, Second by Mr. Waszak

No Discussion

Vote taken by Voice: Aye - Unanimous

Motion Passed

Partner Reports

FOCH - Corey Ringle: Report Attached

OHC - Cynthia McWilliams: Matching funds grant submitted to Ohio Horseman Council. The OHC has approved a minimum of \$2000.00 to go towards trail signage.

OOE - Mr. DeLuca advised discussion for a 2018 list of projects will be done when the engineers will return to the park after the deep freeze.

Motion to go out of agenda order

Moved by Mr. Waszak, second by Mr. Smith

No Discussion

Motion Passed Vote taken by Voice: Yea - Unanimous

Motion by Ms. Slifcak, second by Mr. Norris to post Maintenance Technician Position up to 24 hours per week April 01 - October 31 annually.

No Discussion

Motion Passed Vote taken by Voice: Yea - Unanimous

Announcements

Mr. Becker advised the public comments are welcome at meetings but will no longer be included in meeting minutes.

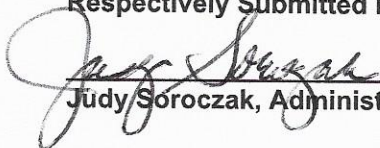
Agenda and Action Items

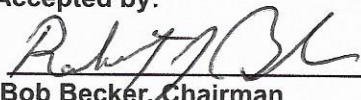
January 22, 2018 Decisions: Ultra Run and Highland Day Camp
Contra Dancers Garfield Lodge Project

Motion to Adjourn by Mr. Norris, seconded by Mr. Smith
Meeting Adjourned at 9:10pm

Respectively Submitted by:

Accepted by:

 Date 1-22-18
Judy Soroczak, Administrative Coordinator

 Date 1-22-18
Bob Becker, Chairman

*Abbreviations:

- BTA - Buckeye Trail Association
- BW - Baldwin Wallace University
- CVCC - Cuyahoga Valley Career Center
- CVNP - Cuyahoga Valley National Park
- EDG - Environmental Design Group
- MOU - Memorandum of Understanding
- OOE - Ohio Operating Engineers
- OHC - Ohio Horseman's Council
- RFQ - Request for Qualification
- WRLC - Western Reserve Land Conservancy
- WWTP - Wastewater Treatment Plant

Subject: Treasurer's report for November 2017

Our beginning total cash balance for the month of October 2017 was \$3,609,638.00. Total revenues for the month totaled \$1,182.00; expenditures totaled \$300,277.00, leaving an ending total cash balance of \$3,310,544.00.

Detail is as follows:

General Fund Revenue totaled \$1,182.00, consisting of \$874.00 in cell tower revenue, and interest income of \$308.00.

General Fund Expenditures totaled \$26,790.00, consisting of a variety of expense items, the largest of which were \$10,825.00 in insurance premiums \$3,239.00 in payroll expense, \$6,618.00 in repairs and maintenance (property), computer equipment and supplies of \$3,205.00, sewer repair and maintenance of \$518.00 and utilities of \$1,148.00. The balance is made up of smaller items like office expense, rubbish removal and payroll services. There are encumbrances of \$15,566.00 for insurance, legal services, utilities, payroll, office expense, sewer maintenance/repair, equipment, and miscellaneous charges that are known but not yet paid.

Revenue for the Capital Improvement Fund was \$-0-. Expenditures for this fund totaled \$3,749.00 for engineering services. There are encumbrances of \$2,470.00 in this fund for various contract services.

Revenue for the Bond Retirement Fund was \$-0-. Expenditures for this fund were \$269,738 for the debt service payment.

This concludes my report.

Respectively submitted,

Charles P. "Pat" Norris, CTP
330-659-0595

Friends of Crowell Hilaka
Report to the Richfield Joint Recreation District
Monday, January 8, 2018

Invasive Species Management Task Force:

A group of professionals gather by Beth Sanderson, FoCH Vice President had their first meeting Saturday, January 6, 2018, with the goal of establishing a preliminary organizational structure. The group includes the president of The Ohio Invasive Plant Council, Jennifer Windas, Heather Stehle from Crane Hollow State Nature Preserve, Eddie Dengg, Dr. Chris Stanton, Dr. Carrie Todd, Dr. Randy Mitchell, Akron University professor who runs the Bath Nature Center Field Station. This task group will help advise the park board on a comprehensive management plan which incorporates the work by Adam Beichler, who created the woodland management plan.

Crowell Hilaka Sing Along:

In an effort to continue to connect with camp alumni, FoCH hosted our second sing along. It was well attended and attendees not only enjoyed singing and fellowship, but learned how they may get involved to support the future of Richfield Heritage Preserve.

Upcoming Presentations:

"The Elusive Mr. Kirby" by FoCH Historian Lynn Richardson: Wednesday, January 10th at 6:30pm at the Richfield Library.

"Thru-Hiking the Buckeye Trail: Things That Will Change the Way You See Ohio" by Andy "Captain Blue" Niekamp: Tuesday, January 16th at 7:00pm at the Richfield United Church of Christ.

Projects:

Fundraising and Programming: are already covered in the existing MOU. Since it is not an exclusive function of FoCH, would it be reasonable to submit proposals for individual projects (similar to Kirby Birthday Party, Interpretive Signs, etc.)?

Volunteer management: An alternative volunteer management arrangement has been proposed. We are working to integrate that into the proposal summary that was sent out Monday, January 1st.

The Kirby Mill Restoration Project: is an integral part of the dam repair. We would like to reach out to the structural engineer and architect that consulted on the project in 2016. Before we reach out, we would like to present the work that has been done so far, and get the park board's input on possible options.

