

**Joint Property and Parks Committee Meeting**  
**Monday, April 4, 7:00 p.m. Village Hall**

In attendance: Mayor Koons, Chairman Jerry Canton, Ruth Cavanagh, Streets Supt. Alder.

Brief discussion on Village Hall common usage. Agreement to drop the \$25 charge. Discussed prohibition of vape products, as not technically tobacco. Canton and Cavanagh to bring revisions to Council.

Discussion regarding property/pavilion requests and approval. Requests made need to be forwarded to Mayor, President pro tem, Police chief and/or Streets Supt. Alder. Consensus that Council approval is not necessary for routine Pavilion reservations.

Supt. Alder again requested action on man-door facing Bell Rd. In present state mice are entering. Alder has quote for \$2,275 including installation and has been waiting since Fall for ok to go forward.

Landscape discussion regarding needs of empty garden space on North wall of Village Hall.

Chairman Canton discussed the need for insulation in the PD roof. Quote from Installed Insulation Company for \$4,885.

Respectfully submitted, Ruth M Cavanagh 4/4/2022

## Special Property Committee Meeting Minutes, April 27,2022

Called to order at 7:00pm

Attending:

Jonathan Matta, Cleveland Soccer Association (JM)  
Kelly Barsham, Chagrin Athletic Booster Club (KB)  
Willam Koons (WK)  
Ruth Cavanagh (RC)  
Ted Kruse (TK)  
Greg Studen (GS)  
Chris Bell (CB)  
Jerry Canton (JC)

This meeting was ZOOMED and in person at the Village Hall.

- \* Soccer field proposed. Made it clear there is a need for such an athletic field. South Russell Park on East Washington Street a prime location point. (JM)
- \* Chagrin Booster Club may be able to help financially support the development with a fund raiser. (KB)
- \* Question asked if field would be natural grass or artificial turf. Field would be artificial turf. At what cost? (RC)
- \* Please elaborated why there is such a need. (JC)
- \* Lack of playing fields in area. (JM)
- \* At what cost and who will be responsible for maintenance and upkeep? (JC, (RC), (CB)
- \* 1M to 1.5M. Turf will need to be replaced every ten years or so at approximately \$600,000. (JM)
- \* Important to respect ecology and mission of our park. Balance between nature and human usage is key. (GS)
- \* Village has limited park land usage due to partnership with Western Reserve Land Conservancy. (TK)
- \* Will touch base with CT Engineering who is developing our park's strategic plan. Report will be made by CT on June 13, 2022 at council meeting held at 7:00pm. (WK)

Meeting adjourned at 8:05pm.

Jerry Canton  
Chairman

**Special Properties Committee Meeting**  
**Monday, May 2, 2022, 3:15 p.m. Village Hall**

**Members Present:** Chairman Canton, Council Member Cavanagh, Mayor Koons, Fiscal Officer Romanowski, Street Commissioner Alder

Canton called the meeting to order and read the roll. Canton stated that the Fiscal Officer requested the development of a policy for the park. The Fiscal Officer explained that the Village currently takes donations from individuals for very specific things, and it is necessary to be able to track these monies. Donations have been accepted for trees and benches in the park, but the costs of these items have not been reviewed since the practice began. For example, the purchase of the benches includes a surcharge, the freight, and plaque, which is currently over \$1,000 per bench. The requested donation is \$750. In 2019, the trees cost \$225 - \$230, which may also have increased. The Village asks for a \$600 donation for the tree, plaque, and stake.

Canton stated that according to the Street Commissioner, there are 20 benches in the park and there is room for one more bench around the playground. Would this be all the benches the Village would want in the park? The Fiscal Officer said this was discussed in the Budget Work Session in the fall, and at that time, the Park Committee Chair, Councilman Galicki, said the Park Committee identified a composite bench but the Street Commissioner wanted a different type. Subsequently, Council committed to doing the Park Master Plan, but the plan did not identify the best placement for the benches as anticipated.

The Fiscal Officer suggested that a decision be reached by the Committee and/or Council as to the location and quantity of benches the Village should sell. Then when an inquiry is made, there would be a list that contained bench availability and location. For example, the Fiscal Officer explained that a resident contacted the Village and wanted to donate a bench, but she did not know if the Village was still selling benches. Canton asked if he should go back to the Park Committee and ask their preference on bench quantity and/or bench replacement. The Fiscal Officer referenced a policy the Street Commissioner had acquired from another municipality that addressed the duration and replacement of donated benches. She stated according to the Street Commissioner, some communities offer a time limit to a bench donation, perhaps a 10-year donation time limit and then perhaps the plaques go in a memorial area, or something along those lines. In the instance where a bench needs to be replaced, Canton suggested the Village approach the original donor about replacing it. Another option would be to find a location in the park to place the plaques from former benches and trees.

The Street Commissioner wanted to replace all the benches over the next few years. As the Village sells them, the donations would reimburse the Village and the donor would get a plaque put on the bench. The benches the Village is currently purchasing from American Athletix will last 30-50 years. The planks on the benches will last 15 years and can be replaced. The committee agreed that uniformity of the benches would be best.

The Mayor did not think anyone had called for a bench in a couple of years. Eight benches were sold for around the playground. The Fiscal Officer explained that prior to the playground being built, the Village did not solicit for bench sales. The first ones donated were from Boy Scouts

projects and they were untreated pine that did not last long. The Village felt that it needed to replace them. Donations end up costing the Village down the line. The Mayor asked what the Village paid for the benches two years ago, and the Fiscal Officer was unsure. The costs then probably did not include the surcharge or elevated freight charges. The Mayor said when the Village began selling benches, between the cost of the bench and the plaque, it was costing about \$800 and people were paying \$750. The Mayor reiterated that no one had called to buy a bench since the Village sold the eight around the playground. The Fiscal Officer noted that there was someone who emailed in March asking about a bench. This prompted the present discussion.

Canton inquired about the bench that would go on the prepared slab, and the Fiscal Officer explained the bench was just ordered and would be for Sally Butz Voss. Canton verified that plaque had been ordered and the Fiscal Officer clarified that according to the Street Commissioner, the Village already had it.

Canton asked if the Fiscal Officer needed a process that began with a phone call or email to Village Hall. The Fiscal Officer explained that part of her request was to identify who would start the process. If she received a request, where would she go? Would she go to the Park Committee or to Council? Canton said not to worry about how many benches or trees right now, just the process. Canton asked about the current practice, and the Fiscal Officer answered that she refers the request to the Park Committee. The Street Commissioner offered that more benches are not needed, but rather the replacement of the existing ones. He explained that the replacement benches are 8-foot benches and some of the existing ones are between 5 and 6 feet.

The disposition of plaques was discussed, and it was proposed that the original donors be contacted to see if they want the plaque or wished to have it mounted on something.

Cavanagh asked about the time limit of the donated bench, and the Street Commissioner said the benches would last a lifetime.

Canton said he will discuss with the committee the benches and trees and determine whether there are already enough or whether more were wanted. Cavanagh stated that benches were needed halfway up the grade to the island of trees. The Street Commissioner explained that there was one bench at the island of trees and four benches at the top of the hill. She would look at the park for placement. Canton asked if there were benches on the East Washington side of the park, and the Street Commissioner explained there was one by the parking lot and one by the Tea House.

Canton would request a meeting on May 16<sup>th</sup> of the Parks Committee to share these topics.

The Mayor said that right now, the Village has purchased eight benches and two more are coming. Judy Harvey and Cindy Nairn bought their own benches for the Butterfly Garden. The Mayor said the Village sold seven trees and they are around the playground. There was a recent inquiry by a resident (Kwasny) about purchasing a tree, which the Mayor said could go between the benches in the Butterfly Garden. The Mayor also made a suggestion to the Park Committee about buying a tree for Greg Pike, who was on the Park Committee for nine years. Canton clarified that the Mayor was asking the members of the Park Committee chip in to buy it, and the

Mayor said he thought the Village should. The Fiscal Officer explained that the HR Committee was currently discussing this gift policy which is where this topic would be handled.

The Mayor reiterated that the Village bought seven trees and eight benches and then sales dried up. Then two more benches were purchased by the Village. Eventually, there will be 10 benches and 7 trees. Originally, he wanted to have 14 trees around the playground. He suggested advertising tree donation in the next newsletter. The Fiscal Officer suggested first determining the policy. Canton said when he meets with the committee, he will ask how many trees should be available for purchase.

The Fiscal Officer suggested that when Canton speaks to the Parks Committee, he should find out if there are enough benches, or whether more should be sold. Cavanagh suggested advertising for bench sales in the newsletter and then keeping a list of who wants to buy benches. The Fiscal Officer asked if the donation would be forever, or would it have a time limit? Cavanagh answered, forever. Canton added that if a bench needed to be replaced, the Village would contact the donor with the option of paying to replace it or giving them back their plaque. A third option would be to find a place in the park to put the plaques.

Canton said the next Special Parks Committee meeting would be Monday, May 16<sup>th</sup>, at 7:00 p.m. in Village Hall.

The Street Commissioner suggested putting the plaques on the rafters in the pavilion.

The Fiscal Officer thought that possibly Canton sharing her questions with the Park Committee would be the first step. The Mayor thought things would dry up as far as benches and trees. The Mayor provided the example of selling bricks as memorials in the Scattering Garden of the Cemetery, but only three or four were sold.

Canton adjourned the meeting at 3:45 p.m.

---

Gerald Canton, Chairman

**PROPERTY COMMITTEE MEETING**  
**Monday, May 2, 2022 – 3:15 @ Village Hall**

**FO MEETING FOLLOW UP INFO**

**BENCHES 2022:**

|                      |                          |
|----------------------|--------------------------|
| Bench Cost per bench | \$575                    |
| Surcharge            | 125                      |
| Freight              | 165                      |
| Plaque               | <u>155</u>               |
| Total                | <b>\$1,020 per bench</b> |

**TREES 2022:**

|           |                           |
|-----------|---------------------------|
| Tree cost | \$225 - \$230 (2019 cost) |
| Plaque    | 260                       |
| Stake     | <u>122</u>                |
| Total     | <b>\$607 per tree</b>     |

**BENCHES 2019-2020:**

|                      |                        |
|----------------------|------------------------|
| Bench Cost per bench | \$476                  |
| Surcharge            | 0                      |
| Freight              | 61* (approx.)          |
| Plaque               | <u>155</u>             |
| Total                | <b>\$692 per bench</b> |

**TREES 2019-2020**

|           |                         |
|-----------|-------------------------|
| Tree cost | \$225 - \$230 (in 2019) |
| Plaque    | 225                     |
| Stake     | <u>106</u>              |
| Total     | <b>\$556 per tree</b>   |

\*In 2019 the Village purchased 7 benches along with the two large pavilion trash cans with lids and the total freight was \$550. Allocated an approximate freight cost per item in bench cost above.

- Donation per bench **\$750**
- Donation per tree **\$600**
- How many benches is the Village “selling”?
- Can we find more reasonably priced vendors for the benches, trees, plaques?
- How often should the pricing be reviewed so donations cover the costs?
- Where is the location of benches and / or trees?
  - Who decides the location, Street Commissioner, Park Committee, Officials?
- What is the process for buying / donating for a bench or tree?
  - Who takes the order, who does the purchasing, etc.?
- What happens when a donated bench or tree gets damaged or dies?
  - Does the Village replace it with its own funds?
  - Is the item removed and disposed of?
  - Is the donor notified for their input if they want the plaque?
- If a donated item gets damaged or dies, what happens with the plaque?
  - Do we install it in ground there?
  - Do we put in a memorial park garden or wall and put all the plaques there?
- Is a donation for a specific number of years and then someone else can put their name on it?

**Special Joint Parks and Properties Committee Meeting  
Monday, May 16, 2022, 7:00 p.m. Village Hall**

Attending

William Koons  
Ruth Cavanagh  
Bridey Matheney  
Gerald J. Canton

Meeting called to order by Chairman Canton at 7:50pm.

The village hall usage was studied and discussed by all in attendance. Solicitor Matheney will develop a draft and share with the committee by May 23 council meeting.

Concerning park and pavilion usage, the committee will study recommendations made by Solicitor Matheney and will share views at a near future special property meeting.

Meeting adjourned at 8:34pm.

Gerald J. Canton, Chairman

## **SOUTH RUSSELL VILLAGE PARK COMMITTEE MINUTES OCT. 27, 2022 7:00 P.M.**

**MEMBERS PRESENT:** Martha Bistriz, Jerry Canton, Libby Sharkey, Greg Studen

**GUESTS:** Ruth Cavanagh, Bill Koons, Tim Adler

Jerry Canton brought the meeting to order and explained the four items to be discussed:

1. Fall Festival Recap
2. Village Yard Sale
3. Park Usage
4. Greg Pike Donations

**FALL FESTIVAL:** The committee agreed that it was good that a rain date had been set for October 2. Even though there was considerable wind that day, the festival was a success. The rock climbing wall was not able to be set up and only one of two bounce houses was able to operate due to the strong wind. The face painters were hugely popular, the magician, petting zoo and helicopter all were well received.

Precious Cargo provided transportation from Gurney school to the park. There was some confusion as to where to park. It was suggested that next year two or three sandwich boards be placed at the park directing people to park at Gurney and get a ride down on transportation provided (either Lolly the Trolley, A1A,(?) or Precious Cargo depending on what vendor we use next year.

The popcorn vendor did not show up. The waiver forms that ALL volunteers were to sign and submit were NOT popular. The sense of it was that requiring the form was legal overkill. Greg Studen expressed why should a volunteer give up all of their legal rights in exchange for giving up several hours of their time to benefit the South Russell community?

The Haney Band was a good addition. The apple cider press and production by the Ted Kruse family was a real hit. The ice cream vendor did well.

It was suggested that maybe next year apples and pumpkins could be sold at the festival and that some of the farmers market vendors be asked if they would like to participate.

The food service was efficient and well done.

**PARK USAGE:** The Cats Den Garden Club planted 1000 daffodil bulbs to the west of the pavilion.

Regarding the bathroom project, CXT, the company that makes the restroom will install an all concrete restroom building. The cost is \$63,000 if purchased before January 1, 2023. After that time the price goes up 10%. The building will have a green roof and faux stone to match the fireplace in the pavilion. Bill Koons said that to move forward two other bids need to be obtained and considered.



On November 6, a Chagrin Falls girls soccer team would like to use the pavilion after their last soccer game. They want to roast marshmallows, etc. The parks committee considered the fact that technically, the park closes at dark and this event would take place after dark. Libby offered that as long as the group is renting and reserving the pavilion according to the village policy, that would be fine. The committee was in agreement to let the soccer team use the pavilion.

**PIKE FAMILY DONATION:** Jerry asked Libby how the Pike family would like to use the approximately \$800 donated in memory of Greg Pike. Several ideas were discussed including contributing to a path leading from the parking lot to the pavilion, planting a tree and a plaque which costs about \$600 or purchasing a bench and plaque which runs about \$1000. Libby said she would consider these ideas and get back to Jerry.

**VILLAGE YARD SALE:** Bill suggested that South Russell organize a village wide yard sale similar to the one that Chagrin organizes each year. All the village needs to do is pick a date and communicate that to the residents. Whoever wants to sell items at their home may do so on that day. Bill suggested having it the Saturday before the village wide trash day; the third Saturday in April. An email blast and notice in the newsletter would be used to get the word out.

The meeting was adjourned at 7:37 p.m.

A post meeting discussion about the Charlie Cimperman sign which is being repaired and an informal mention of some ideas for the South Russell centennial year ( 2023) celebration including an ice cream social, wine tasting, movie night came up.

Respectfully submitted,

Martha Bistriz

**Special Properties Committee Meeting**  
**November 8, 2022, 1:00 p.m.**

Present: Chairman Canton, Council Member Cavanagh, Fiscal Officer Romanowski,  
Solicitor Matheney

Visitors: Patrick and Mayson Holtz

Canton called the meeting to order and read the roll. Canton explained that park and park pavilion usage would be discussed. The Building Department Administrative Assistant provided him with the current policy for reserving the pavilion and said it was working well. She had no challenges or problems with it. He asked if the committee was there to make it better or was it a “go” the way it was. Cavanagh asked if it was a matter of who was contacted for approval after the request was made. The Solicitor did not think so. She explained that in May 2021, she, the Mayor, Fiscal Officer, Police Chief, and the Building Department Administrative Assistant came up with possible revisions to some of policy. She did not think they had been passed by Council. The Solicitor thought the purpose of the meeting was to discuss the use of Village Hall, the Village park and pavilion, and Village campus. Examples she provided were the use of the Village campus parking lot by Farmers’ Market, or the request by the Chamber of Commerce to do a food drive. Canton reiterated that he questioned the Building Department Administrative Assistant about how the current policy worked for her, and she said it worked very well. He had no problems with it. Cavanagh indicated that the policy did not address who makes decisions on the applications. Canton explained that it goes right to the Building Department Administrative Assistant, and she takes care of it. The Solicitor explained that there is a Codified Ordinance with a procedure. The Fiscal Officer distributed the two pertinent ordinances that makeup the current process. The Village had begun revising and drafting changes, investing a lot of time and money into the process, and then it did not move forward. The Solicitor said it constitutes an entire chapter of the Codified Ordinances which details the process. For example, if there were a group of 50 or more people who wished to use the pavilion, it could go to Council for approval. The Fiscal Officer explained that as long as the applicant’s gathering does not meet the specific criteria on the application, it goes through the Building Department Administrative Assistant. The Building Department Administrative Assistant then schedules it and has it put on the website calendar. If one of the special criteria is checked, this then triggers the necessity to fill out an agreement form, and the Mayor has to review it and notify Council, who then has five days to voice objections. If there are two objections, then it goes back to Council.

Initially, there were only family gatherings at the pavilion, but then there was an incident where someone had a bounce house and there were 100 cars parked down Bell Rd. Multiple Council members at the time were concerned because they had not been informed of the event and didn’t have an explanation for residents when they were asked about it. Now, bounce houses are becoming the norm, and she thought there might be a way to streamline the process. However, things are getting bigger like the large concert in the park. Canton asked if this meant the policy did not work, and the Solicitor explained that it does work for certain events, but it can be a cumbersome process with the bigger events. She thought it was the Mayor who was suggesting the policy be changed concerning who made the decisions. Cavanagh stated that the Mayor wanted it to be he, the Police Chief, Street Commissioner, and the Properties Committee Chairman. Cavanagh brought up the alcohol issue, and

the Fiscal Officer explained that the legislation was changed to address this and to have an off-duty police officer present. The committee discussed the current process for reserving the pavilion. The Fiscal Officer and Solicitor reiterated that the Mayor wished to change the approval process to be himself, the Chief, the Street Commissioner, and the Chair of Properties Committee and to eliminate Council. Cavanagh said she was good with this. The Solicitor explained that this would involve making revisions since it was an entire chapter of the Codified Ordinances. She wanted to be sure the committee concurred with the process because the proposed alternative of four people involved in approval could also be cumbersome. The suggestion was that if those four people decided that Council should review the application or that it was controversial, then it would come to Council. If they decided that it was not, she thought it was interesting that the decision would be put to four people who are not all elected officials. It is a sea change from what the Village currently has. Canton said there was a request, but that did not mean the committee had to follow the request. As far as he was concerned, it should be made as simple as possible, everyone should know what was going on and there was nothing hidden. Cavanagh said she presumed the proposed change was so he could make phone calls and get it done as opposed to waiting for a meeting.

The Fiscal Officer proposed that Village policies be written in a way that the employees can run it, and do not have to go to Council for every single thing. The policies should be written in a way that spells out the requirements. For example, as long as none of the special criteria on the form are checked, it is okay for approval. If the policy contained everything, it would only be necessary to address the 'one-offs' with Council. Canton indicated that since he has been on Council, there have been times when Council wants to micromanage, and in his opinion, Council likes to micromanage. If somebody wants to have a party at the park, they contact the Building Department Administrative Assistant, fill out the form, etc. Canton asked if there had been trouble with this process or challenges in the last year. The Solicitor reminded him of the incident where there was alcohol at an event with an off-duty officer who was not paid for his services by the Chamber of Commerce. Canton explained that the confusion was due to a policy whereby they do not pay for the services of off-duty Chagrin Falls police and assumed it was the same with South Russell. The Solicitor pointed out that they did fill out the form where it stated that police coverage is a requirement when alcohol is present. However, the Village's off-duty officer was not paid.

Using an example of a bounce house and high winds, Cavanagh questioned the liability to the Village. The Solicitor explained that is why there is a user agreement. Cavanagh verified the applicant would still have to sign the agreement and then the Village would be covered. Canton stated that they would want the agreement to follow the ordinance. The Solicitor stated that the current agreement does. She explained that a change in the approval process would mean quite a change. It would mean taking away the notification of Council, the ability to object, the ability of Council to approve, which is what is stated currently in the Codified Ordinances that were approved by Council in 2018. Cavanagh said that what the Mayor is asking is to simplify it by making it himself, the Street Commissioner, the Chief, and the Chair of Properties Committee who approve applications. Canton felt sure Council would like to debate this. The Fiscal Officer relayed that the Chief did not feel he should be a part of this process. He was unavailable for the meeting but wanted to speak about this matter. Canton advised that if the committee chose to go forward with this, it would have to be presented to Council to change it. There will be debate over it and it may not fly because Council would be taken out the process. Council might say that for a check and balance, it might be wise to keep Council in it. The

committee would go through all the work and then would have to go back to the drawing board. Right now, he is told this works.

The Fiscal Officer concurred and added that the process ensures that everyone pays. Previously, there were some groups that were not paying, and the Solicitor concurred. It is necessary to pay to use the pavilion. Anyone can use the park, although there was discussion about this at the previous Council meeting regarding cross country teams, etc. Canton stated that if a family wants to go enjoy the park, the Village does not need to know this, but when an organization like a sports team wants to use the park, it would be beneficial for the coach, out of courtesy, to notify the Village about the use. Cavanagh agreed that it would be beneficial and ideal but did not know that the Village would get this. The Solicitor added that the Village would not necessarily want to require that. Canton thought it would be common courtesy for an organization. The Fiscal Officer asked what would happen when the Chamber of Commerce would do a night at the movies and there was no reservation. Canton asked if they came to the Village first and did not just show up. Cavanagh asked if this had happened, and the Fiscal Officer said it did last year. Canton asked if the Village knew when the movie nights are, and the Fiscal Officer stated that Council never weighed in on it, there was no reservation, and it was after dark. Canton said they were wrong to do this. Cavanagh asked if they just showed up or if they let someone know. Canton commented that this was wrong, and Cavanagh concurred that Council needs to know. The Fiscal Officer stated that this was why Council liked to be part of the process. Canton agreed, and Cavanagh concluded that the committee would not be making any big changes. Canton agreed and added that any member of Council and the Mayor can make recommendations, but it does not mean it was going to happen. His philosophy is that 'if it ain't broke, don't fix it.' There is nothing that is perfect and no way to cover everything. The Solicitor added that this was fine, and she just wanted the committee to be aware that there was a request and there had already been work on the matter done a while ago.

The Fiscal Officer distributed a draft Village Hall Use policy to the committee. She explained that in the past, Homeowner's Associations (HOA) have been permitted to use Village Hall for meetings without fee. Subsequently, there were requests by other groups which lead to the discovery that the Village had an existing ordinance that states HOAs may use Village Hall but there was a charge of \$25. Providing there was no damage, the \$25 would be held for the following year. The draft policy she distributed allowed HOAs to use Village Hall without fee. If there were a problem, the following year group's approval would go to Council to consider and they could impose a fee. Any other organization that wished to use Village Hall would have to benefit Village residents and those applications would need Council approval. Currently, the Village is using a form from 1977. Discovery of the ordinance has meant that every HOA wanting to reserve Village Hall must come to Council for approval. The policy needs to be updated. She explained portions of the proposed draft policy to the committee to include the need for organizations to allow for enough time if Council approval were required. Canton reviewed the draft policy and noted that it seemed comprehensive to him. The Fiscal Officer explained that she obtained sample policies from area municipalities, and the draft policy was based on the Russell policy. The committee reviewed the process for approval of the policy, and the Solicitor indicated that it would go with the Codified Ordinance 1066.02 which would need to be amended since it follows the Village's policy from 1977. Canton stated that he liked the draft policy and reiterated that it was very comprehensive. Cavanagh said she is good with it. The Fiscal Officer stated she would prepare the information for Council packets for the November 14<sup>th</sup>

Council meeting. The Solicitor verified there would be a recommendation to amend the ordinance from the committee, and Canton concurred. The Solicitor reviewed the process of amending the ordinance with Canton. Canton asked if there would be three readings, and the Solicitor said there could be. Cavanagh noted that there were three meetings left in the year and it can go through the three readings and then be considered for adoption.

The committee discussed the use of the Village campus. The Solicitor provided the examples of the Police Association and Farmers Market, which both use the Village campus with an agreement containing the dates and times of usage, diagram of the areas used and traffic pattern, and certificate of insurance where the Village is added as an additional insured. The Chamber of Commerce wanted to use the Village campus for a food drive but could not get the paperwork executed in time. There was discussion at the previous Council meeting about having a process in place for anyone who wanted to use the Village campus. The Fiscal Officer explained there currently is no policy, which necessitates that each request goes to Council. Canton reviewed the current process, and the Fiscal Officer clarified that Canton was suggesting utilizing a form that would be filled out by the requestor and contain dates and times of usage, a diagram of the areas used and traffic pattern, and certificate of insurance where the Village is added as an additional insured. This would be provided to Council for review. Cavanagh noted that this form would be separate from the Village Hall Use form, and the Fiscal Officer said something could be drafted. The Solicitor considered whether the chapter being amended for the Village Hall Use policy could be amended to include Village Hall campus. The committee discussed that the requests for both Village Hall and Village campus would come through the Fiscal Officer who would forward it to the Properties Committee and ultimately put it in Council packets.

The Fiscal Officer summarized that the committee wished for the pavilion policy to remain as is, and the Village Hall/Village campus policy will be included in the Council packet for the November 14<sup>th</sup> Council meeting. Canton reiterated that anyone, the Mayor or whoever, can come up with an idea. Although he believed it is best to streamline, if the people whom the Village employs are using the forms, and the forms are working, he would step back and let it stay the way it is. Cavanagh said she was sure there would be discussion, which is okay.

With regard to the Village Use form, Cavanagh addressed the need to include that there would be no vaping. The Solicitor explained that the current Village policy is that it is tobacco free, to include the cars.

Canton made a motion to adjourn the meeting at 1:39 p.m. seconded by Cavanagh. Ayes, all. Motion carried.

---

Gerald Canton, Chairman

Prepared by Leslie Galicki

# Property/Parks Meeting

December 5, 2022

7:00pm

Village Hall

Attending

William Koons (WK)

Ruth Cavanagh (RC)

Ted Kruse (TK)

Bill Howell (BH)

Libby Starkey (LS)

Gerald Canton (GC)

Bailey Rogers, Cleveland State University Student (BR)

Meeting called to order by Chairman Canton at 7:00pm.

- CSU Film Project: Fifteen minute short feature entitled, "The Wood" to be filmed at our park on February 17, 2023. Eight person crew and will take three to four hours to produce. The plot is a modern day take on the story "Hansel and Gretel." The audience is for young adults ages twenty to twenty-five. (BR). Committee thinks this effort deserves our support.
- Park Restroom: Style and color scheme agreed upon by entire committee. (GC)
- Eagle Scout Project: Scout will present ideas to council on January 23, 2023. (WK)
- Construction of flagpole at our East Washington Street park with funds donated by South Russell resident Bill Miller is a project the committee supports. (WK)
- Greg Pike Memorial: Family would like to purchase a bench and plaque to honor Greg Pike. Possibly place the bench on top of hill. (LS), (BH)
- Village Yard Sale: Supported by the committee. Perhaps hold sale on April 22, 2023 from 8:00am to 2:00pm. (WK)
- Rain Garden: Water not flowing east of garden due to ground saturation. Will seek solutions to the problem. (WK), (RC), (GC)
- Davey Tree replaced four trees at the wetland area. (WK)
- Todd Kruse and daughter planted two white oak trees. One tree planted NW of wetland and the other on top of the hill. Trees are ten feet high with a two inch diameter. (TK)

Meeting adjourned by Chairman Canton at 7:37pm.