

Village Hall Renovation

May 9, 1998
8:00 AM to 9:05 AM
Village Hall

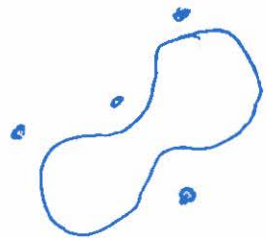
Meeting called by:	Gary Brockett	Facilitator:	Gary Brockett
Type of meeting:	Open Discussion	Note taker:	G. Brockett

Attendees: Gary Brockett, Nancy Gallagher, Matt Brett,

Agenda

1. Review of Last Meeting	Gary Brockett	8:00-8:05 AM
2. Estimate on Roof Replacement	David Hocesvar	8:05-8:15 AM
3. Chimney Removal Estimate	David Hocesvar	8:15-8:20 AM
4. New Carpet for Village Hall	Nancy Gallagher	8:20-8:30 AM
5. Painting Exterior of Village Hall	Gary Brockett	8:30-8:40 AM
6. Lift Estimate	David Hocesvar	8:40-8:45 AM
7. Discussion of Table /Chairs	Nancy Gallagher	8:45-8:55 AM
8. Budget Considerations	Gary Brockett	8:55-9:05 AM

Additional Information



South Russell Village Hall

Wallpaper Analysis

	Length	Width	Height	Sq. ft.	Rolls
Entr. Down	9.75	7.5	13.5	364.5	14
Entr. Up	7.5		9.0	67.5	3
Base strs	7.75		10.0	77.5	3
Nancy	7.5	10.25	9.5	337.25	12
Office	9.25	8	9.5	327.8	12
Comp.	9	7	7.0	224.0	8
Hall	6	7.5	7.8	209.3	8
Totals				1607.8	60

Rating	Cost	Total Cost	Labor	Total
Good	\$ 10.00	\$ 595	\$ 953	\$ 1,548
Better	\$ 20.00	\$ 1,191	\$ 953	\$ 2,144
Best	\$ 30.00	\$ 1,786	\$ 953	\$ 2,739

Carpet Analysis

	Length	Width	Yards
Main Room			
Chambers	26.25	27.5	80.2
Nancy	9.25	10.25	10.5
Office	9.25	8	8.2
Comp.	9	7	7.0
Hall	8.5	8	7.6
Total yds			113.5

Buddy's	cost/yd	total cost
Titan III	\$ 11.53	\$ 1,308.90
Accolade	\$ 16.29	\$ 1,849.25
Integrity	\$ 20.66	\$ 2,345.34

BUILDING RENOVATIONS

20 years old
1. ROOF REPLACEMENT: APP. \$5000.00 *down to \$3500*

liability

2. A.D.A LIFT: APP. \$25,000 THIS DOES NOT INCLUDE THE FOLLOWING:

A. SIDEWALK TO LIFT

B. ELECTRICAL TO LIFT

C. INSTALLATION OF DOOR TO LOWER LEVEL.

D. MINOR RENOVATIONS TO BASEMENT TO ACCOMMODATE HANDICAPPED

G. ADDITION OF WINDOW TO KEEP SYMMETRY TO REAR OF BUILDING

WITHOUT GETTING ANY FORMAL BIDS MY BEST GUESS IS THAT THE COMPLETE PRICE WILL COME IN AT AROUND \$40,000. I FEEL THE MAYOR AND COUNCIL SHOULD AGREE THAT THIS IS WHAT THEY WANT AND WE COULD PROCEED WITH DRAWINGS AND GET A BETTER IDEA ON THE EXACT COST.

\$5,500
3. REMOVAL OF EXISTING CHIMNEY DOWN BELOW COUNCIL CHAMBERS
REPAIR ROOF SHINGLES (TEMPORARY), REPAIR JOISTS, COST (\$3000 TO \$4000).
THIS DOES NOT INCLUDE THE INTERIOR TRIM, OR DRYWALL REPAIR WHICH
MAY COME TO APPROX. \$1000.00

\$2200
4. ALONG WITH THE ABOVE THE CARPET WILL HAVE TO BE REPLACED AND
THE INTERIOR OF VILLAGE HALL BE PAINTED. COST ? *113 yds. commercial grade*

5. PAINTING OF THE EXTERIOR OF VILLAGE HALL IS ANOTHER CONSIDERATION.

nail holes - D. Hocesvar - estimate

DAVID HOCEVAR

Transfer Aid

\$25,000 Sp Bldg

South Russell Village Hall

Wallpaper Analysis

Merwin-Williams

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Entr. Down	9.75	7.5	13.5	364.5	14
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Properties Committee

needs \$
in Sp
Bldg.

Middlefield
Parkman

ask for \$
in Sp Bldg

V shape

U "

can be moved
movable side table

Mrs Edward Otten

David Otten

Taylor-May

543-5375

corner al
cabinet Cook

w/ drawer

w/ light

plaque re:
stained glass

Sharon Kumb

Orange Village

padded - arms?

good
better
best



Otten Custom Woodworking

Custom Cabinetry for Your Specific Needs

David Otten
Chagrin Falls, Ohio
543-5375



Otten Custom Woodworking is dedicated to creating custom cabinetry designed to meet your specific needs. How we go about meeting these specific needs is what I believe sets me apart from other companies.

Paying special attention to detail, craftsmanship and a lasting commitment to quality and integrity, I'm committed to listening to your ideas and *together* designing a solution.

We begin with those ideas: storage needs for specific items, a new look for an old room, or a space that just needs "something". Constructed of select hardwoods such as Red Oak, Cherry, Maple and Birch *our* design can then be finished in your choice of colors specifically chosen to compliment your home.

Entertainment centers, bookcases, cabinets and built-ins; all designed to fit your space as though they were always there.

I look forward to the opportunity to meet with you. *Together* we will create a design custom suited for your specific needs.

MEMO

TO: Properties Committee
Chairwoman Sally Butz-Voss
Member Adam Lechman

DATE: February 14, 2003

FROM: Nancy Gallagher, Clerk

RE: Village Hall

Attached is a memo that I wrote and submitted to the Properties Committee about a year ago.

MEMO

TO: Properties Committee
Matt Brett
Sally Butz-Voss

DATE: February 22, 2002

FROM: Nancy Gallagher

RE: Village Hall

Okay, so we've just about taken care of everything in the Police Building and the Service Building – what about the Village Hall? You know, that century building where all the meetings take place. It is a historic building and should be taken care of and preserved. I take a look around here and there is so much that needs to be done. It's time to do a face-lift – THIS YEAR!

Where do I begin? Let's start with the main floor.

The wallpaper, which was put up in 1976, is dingy and dirty and definitely needs to be replaced.

The Service Department replaced the ceiling tiles in the offices last year – so that's done.

The carpeting is three years old – so that's done.

The woodwork has not been repainted since 1976 – it should be painted.

Many of the screens for the windows keep falling out and should be fixed or new ones made.

It's been at least 10 years since the Council Chamber has been painted – it's time to do it again.

It's also been 10 years that we have had the curtains in the Chamber – time to replace those.

The stairs and foyer need new flooring and tread on the steps.

Let's take a tour of the basement – it definitely needs to be spruced up!

The basement (hallway, offices and file room) needs to be cleaned up – some new ceiling tiles were put up when the restrooms were redone – please put up the rest.

The basement needs new flooring or carpet and the panelling in the hallway and the offices needs to be stripped off – let's think about wallpaper for down there.

The woodwork is scratched and marked up – repaint all the woodwork.

Curtains or blinds should be considered for all the basement windows.

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Building Committee report for Monday, September 23

The Police Department Open House is Saturday, October 12th. We would like to have some or all of the following completed by that date.

We have money in the account to cover the following:

At our last meeting we hired a painter to paint the Village Hall porch and elevator area and the Service Department Building south man door area for \$620.

Reseal the Village Hall windows for \$312.

Replace the sliding door on the storage shed with an overhead door for \$750.

Replace the east wall of the shed with T 111 for \$1,700.

Install a gutter on the east wall of the shed for \$400.

Install a new front door with a dead bolt lock on the police department for \$1,350.

Install a new back door with key pad on the police department for \$700.

Installation of the two doors will be \$800.

Paint the new T 111, gutter, new storage shed overhead door, new police department doors, for \$2,000.

Future areas being discussed are:

We hired Dunning for \$1,000 to make blue prints for how to repair/replace the south wall of the garage bay.

Improve the exterior of the police department by either painting or vinyl siding

Replace two of the bottom panels of the police department garage doors

Reroof the salt dome

At our October 14th meeting we hope to have information on replacing all light fixtures with new fixtures and bulbs for \$10,000.

Do we want a campus exterior paint scheme, Village Hall white, Service Department green, Police Department blue, salt dome pink, etc.?

APRIL
2011

Properties

Danielle

FVI

Reil

Properties in need of action in 2012:

The police department sidewalk needs partial replacement

The police department garage middle drain needs work done on the trap (it runs uphill)

The police department garage slop sink needs a proper drain

The village hall needs shutters on the south and west side of the building

The village hall porch on the east side of the building needs to be enclosed with a gable roof and windows

The salt dome needs a new roof

The village hall woman's toilet needs replacing

The village hall woman's bathroom sink needs replacing

The village service garage window facing east should be replaced with glass block

The village service garage should be extended 16 feet to enclose/roof the double-walled fuel tank to meet EPA requirements.

The village service garage south-facing mandoor is rotting away and needs a lintel installed

Make any
changes you
know of.

Service Building

47 Reilly

53.650

Property

47,892

Go 3 806,000.

SRV meeting on September 9, 2013, Building Committee report

Wilbur Property at 5244 Chillicothe

2.15 acres 1,450 square feet Land valued at \$63,000; House valued at \$90,000 = \$153,000

The property was rented off and on for many years for around \$1,000 a month.

Expenses over the years have included a new roof, furnace, well, tree trimming, plumbing, raccoon removal, etc.

We chose to remain in the landlord business Option A

spent \$50,000 to rehab the house

rent it for \$1,300 a month for income of \$15,600 a year

yearly expenses are \$6,000 a year (taxes \$3,500; sewers \$700; mowing \$1,000; insurance \$800)

In six years we will have made \$93,000 in rent and paid \$36,000 in expenses.

By the end of 2013 we will own a two bedroom home appraised at \$200,000?

Cost to complete renovations is \$42,634.33

Optional items are insulation at \$2,800 and patio at \$800

Total with options will be \$46,234.33

Upcoming Projects?

Paint the Village Hall porch interior and exterior, the new shed addition and the block wall by the service department garage door.

Replace the door on the shed with an overhead type

Replace the siding on the east side of the shed

Re-roof the salt dome

Repair the south wall of the garage bay or remove the wall and add an additional bay

Paint or re-side the police station

Begin replacing the present campus fluorescent lighting fixtures with _____

Pavilion

Hochstetler Milling	\$14,000
Labor	\$10,000
Standing Seam roof	\$5,870
Concrete slab and footers	\$9,000
Excavation	\$4,000
Painting/staining	\$975
TOTAL	\$43,845.00

Park Committee/Fall Festival

Pavilion

- Location
- Flagpole – the SRV bike path committee (Steve Latkovic 552-7018) has purchased for \$555 a 25ft, 3" base to 2" top flagpole, similar to what the Solon VFW gave to SRV. 564-5599.
- The SRV bike path committee has \$3,800 to spend. I suggested picnic tables, fireplace, cooking grills, etc. as possible ideas for their funds.

The SRV 8th annual Fall Festival on Sunday, October 6, 1-5 in the SRV Park

1:00 p.m.	Fall Festival begins
2:00	National Anthem, raising of the flag by the Chagrin VFW, Chief Brosius
2:10	Introduction of special guests
2:20	Cutting of the birthday cake
3:00	Dedication of the Ohio Historical Society Inter Urban Marker
4:00	Dedication of the North Woods Trail
5:00	Fall Festival ends

- | | | |
|--|---------------------|---------|
| • Budget for the Fall Festival | Danielle Romanowski | \$6,700 |
| • Budget for Land/Improvements | Danielle Romanowski | \$7,400 |
| • Volunteers to be requested in the newsletter | | |
| • Post schedule of events and times | Lee Schiemann | |
| • Additional tents | Lee Schiemann | |

• Hayrides, tents, straw, generators	Ted Kruse	
• Bouncy houses	Martha Bistriz	\$924
• PA system	Greg Pike	
• Dedication of OHS marker, Inter Urban Society	Lee Schiemann	
• 90 th birthday celebration	Bill Koons	
• Food	Police Department	\$1,300 Sam's Club
• Sign over Bell	Darrell Johnson	
• Port-a-Potties	Darrell Johnson	\$160 ARIS
• Tables and Chairs	Darrell Johnson	\$186 CCM Rental
• Grills	Darrell Johnson	
• Lolly the Trolley	Bill Koons	\$860 216-771-4484
• Gurney parking lot	Bill Koons	
• Life Flight	Chuck Huddleston	440-773-8396
• Fire Extinguisher and Fire Trailer	Jim Alunni	247-8281
• Euclid Beach Rocket Car	Ron Heltman	216-382-1616
• Displays		
1. Farmers' Market vendors	Bill Koons	
2. Valley Enforcement Group	Chief Gillenick	216-244-4942
3. Armory Vehicles	SFC Hutton	330-357-6197
4. REC	Mary Beth Wolfe	785-4334
5. WRLC	Pete McDonald	528-4150
6. Cleveland Metro Parks	Martha Bistriz	
7. Geauga Parks	Lee Schiemann	
8. Boy Scouts citizenship merit badge	Jeff and Paula Suzelis	247-7576
9. Inter Urban Society	Lee Schiemann	
10. Chagrin Valley Woman's Club	Margaret Horner	247-7655
11. Chagrin Alumni Association	Tom Mattern	338-3081
12. Bell Road widening	Eric Haibach	
13. Cemetery	Ed Pyle	338-3384
14. Kettle Corn and Farmers' Market vendors	Bill Koons	

Used car for sale over the Labor Day weekend

Breaking and Entering in the parking lot

REC issue will be on the November 2014 Chagrin Falls ballot.

WRLC volunteer to help with placement of the 30 boundary markers on Thursday, September 12th, 9:00 a.m. Cost is \$21 per post for a total cost of \$630.

Lynn Reboul's request to purchase a tree \$425, 3" caliper, 13-16 feet tall, 16" x 8" x 4" marker

Karen Diedrich request to purchase a bench has been given to Melvin Yoder who hopes to have a bench by the end of September similar to the bench at East Washington. He will cut the corners of the new bench.

Cub Scouts will use the park on Sunday, September 22th from 1-3.

Linda Mattern and the Cemetery

Our next meetings will be on September 18 and October 2 to plan for the Fall Festival, November 6, and December 4

Properties Meeting 4/16/10

Attendees: MCB, Dave Horvath

4:30K

→ Rental House

□ Tenant paying full rent on time? appears to be. 900

60K

5K

□ Cost of Return?

Aug

→ 55K +

□ Physical Plant

□ Heating, Vent, Cooling Systems

□ Replacements / open this year?

□ Parking lot lighting

□ Village Campus? 10K

□ Park? ≡

→ □ Village Hall Heating Sys

• CK → 1000 + 1/4 megawatt 2/3 dump

• Sunday 2300

control



Should have avail for next council mtg

□ Police Dept

→ 10 years old system

5-6K

→ Don't need to repl.

repl

Service Dept / Bldg Dept

→ 2-3K each

Properties/Building Committee Mtg
7/20/08 8:00 AM

Attendees: MEB, DCF

- ARB Mem

- Mills

- 1 - Service garage roof est.
 - Roof leaking
 - Before winter
 - 1050

- 2 - Police Dept Chimney
 - 3300 low + 4500 -
 - 2500 avail.
 - 800 carpeting ??

- 3 - Elevator
 - 000
 - Red tagged
 - 2116 to fix

- 4 - Village Hall
 - Parking
 - 25K to side w/
wager barrier.

- 5 - Rental House
 - Reduction in rent
 - 450 → 750 / painting?
 - 2 mos or 1 year -
 - MB?
 -

SOUTH RUSSELL VILLAGE COUNCIL

Properties COMMITTEE

MINUTES OF MEETING HELD 4.7.08 (date)

MEETING CALLED TO ORDER AT: 8:07 am (time)

ATTENDANCE: MTB W/HFC, Mark Porter
Darrell Johnson

TOPICS DISCUSSED: Contractor, Serco, is done +
gone. howe's will do landscape restoration.
SRV will trench from Village Hall to new pole
+ Serco will lay wires underground. W/c will lose
lighting because of loss of poles. Propose 5
lamp posts from Village Hall to Police Station.
Building maintenance line item for lighting.
One week to order/one week for delivery +
install weather permitting.
Air ducts cleaned when police dept. Add on to their
quote. Mighty Ducts quote (PD \$415, Bid \$325, Serv \$325)
called Danielle, Budget would come from Bldg Maint.
Have used \$4,400, itd - \$13,000 is the annual appropriation.
Asked Darrell to get Mighty Ducts to quote Village Hall.
Patton Paul pressure washed Village Hall w/insecticide

RECOMMENDATIONS: Proceed w/Village Hall north side
landscaping included blue holly + juniper (Along AK +
electrical panel.) Begin mounding the planting
area from Village Hall + Salt Dome + consider a
08 fall or 09 spring planting.

MEETING ADJOURNED AT: 9:00 am

SIGNED BY: Mary Clark

(person taking minutes)

Meeting of the Properties Committee February 7, 1998

Call to Order: The meeting was called to order by Mayor Young at 8:00.

Those Attending: William Young, Sally Butz-Voss, Gary Brockett, Matt Brett, Joe Franzese, David Hocesvar, and Nancy Gallagher.

Purpose of the Meeting: The meeting was called to discuss ways to make the Village Hall accessible to disabled persons.

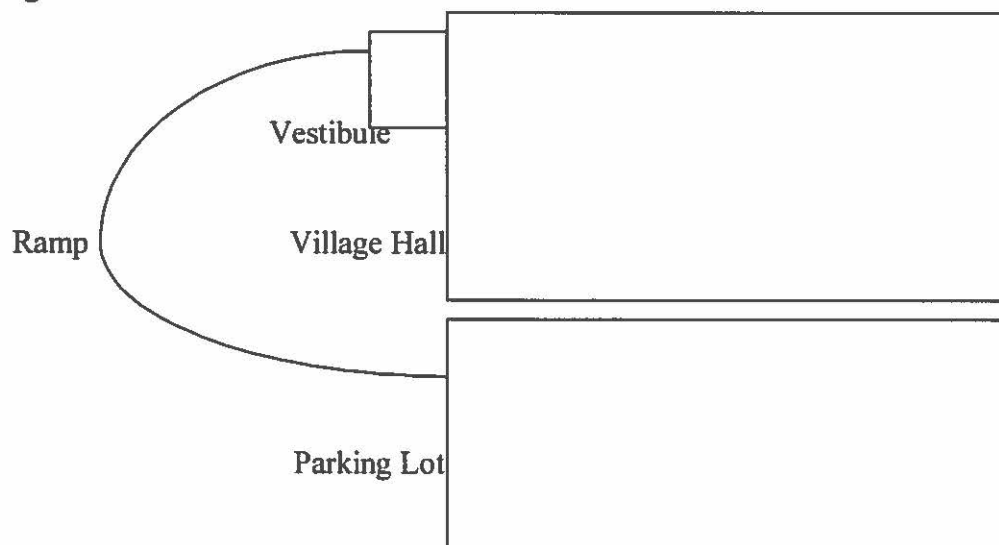
Notes of Discussion:

1. Access to the building for disabled persons is essential. It is clear that we must follow the "intent of the law" which refers to the ADA. The reasons why include: (a.) We have a Public Building. (b.) There are sufficient funds to do it and (c.) it is the right thing to do.

2. Joe Franzese explained his design idea of building an "Earthen Ramp" in a half circle from the parking lot to the back door entrance to the Village Hall. He explained that there are numerous older barns in the area that have earthen ramps to the upper level and this design would be in keeping with that existing look. An advantage of this design is that it would be better than a wooden ramp and require far less maintenance. The ramp would need to be about 120' long because the slope can not be greater than 1' up for every 12' long and a break, or level area is required every 20'.

Joe also discussed the idea of adding a vestibule on to the Southeast side of the Village Hall. This room would be to accommodate a restroom that would be accessible to disabled persons and could also contain a closet for coats, and a small meeting area, although perhaps not a "seated meeting area". The size of this structure would be about 14' X 14'.

3. The existing chimney would need to be removed and there is a water leak there currently from a faulty flashing. The ramp and structure Joe described to look something like this:



4. A very rough cost estimate would be:

196 sq. ft. vestibule: \$20,000

Earth Ramp: 20,000

\$40,000 but by the time you add an ADA restroom,
furnishing and so forth it would be closed to probably \$75,000.

5. Joe thought that we should take this opportunity of exploring options and that we may want to make it larger. He suggested that we consider the next 20-30 years and not just the present. Here is a "Wish List" and a "Needs List" to facilitate discussion:

Wish List

-Interconnecting stair to

Go downstairs

- Larger public meeting area

-

Needs List

- ADA Restroom

- Additional storage in basement

- Closet

- Do not need more offices

7. Even if we don't do this addition we would still have to comply with the law
and that would cost about:

Ramp \$20,000

ADA Restroom 10-15,000

\$ 35,000 And we still haven't improved the
Building in any way.

8. The Village Hall needs a new roof and that will probably cost about \$7,000-8,500.
And by the time we add furnishings and decorations, we are probably looking at a
total cost of roughly \$100,000 this year.

9. We tried to discuss the shape and design for a new Council Table, but Joe reminded
us that the design of the addition will dictate the shape of the new tables, so we did
not go any further with that discussion.

10. Joe Franzese also proposed that we consider building an addition onto the East end of
the Village Hall and seat Council and other groups holding meetings there to give
more space to the Village Hall. We discussed the pros and cons of doing this with no
conclusion reached.

11. Other issues that we discussed included:

(a.) The need for 5 windows at the Building Department and 2 glass block windows
at the Police Department for security reasons. The estimated cost of this would be
about \$5000.

(b.) The need to replace the flat roof on the Service Department at an estimated cost
of \$3000.

There being no other business to discuss the meeting was adjourned at 9:30 am.

**Report on Council Feedback
Regarding Village Hall Renovations
March, 1998**

With 5 of 6 Council Members replying, here is a brief report on their opinions and views:

1. A ramp to provide wheel chair access to the Village Hall.
Yes- 4
No - 1
Comments: One person voting "no" would rather see an "elevator arrangement".
2. A new table for meetings, large enough to seat everyone and skirted in the front.
Yes- 5
No- 0
Comments: Depending on cost. Something good enough to still be in use in 100 years. Nothing ostentatious.
3. Removal of the old chimney protrusion into the Village Hall.
Yes- 4
No- 0, Abstain- 1
Comments: Needs to be discussed. Depending on cost. I want to be convinced that there is absolutely no use that chimney will ever have to us in the future. The building is designed to be authentic to the period and the chimney is essential to achieving the overall aesthetic appeal.
4. Would you like to see an addition to the rear of the Village Hall to provide a wheel chair accessible rest room, coat rack area, and a small meeting area?
Yes- 2
No- 2 Abstain- 1
Comments: A must to meet ADA requirements. I don't think it is needed at all. Do we need a wheelchair accessible rest room?
5. Would you like to see more comfortable chairs for our residents and guests?
Yes- 4
No- 1
Comments: Not our highest priority due to small attendance. It is time to improve the seating for our residents and guests.
6. Would you like to see an addition added to the Village Hall to make it larger, perhaps large enough to accommodate Association Annual Meetings?
Yes- 1
No- 3 Abstain- 1
Comments: Needs to be discussed. No real need. Not proper use of our money.

7. Do we need any more office space or storage area?

Yes- 1

No - 3 Abstain- 1

Comments: I do not believe we need any additional office space. Needs to be discussed.

8. Would you be in favor of paving new sections of the Village Hall Parking Lot to keep employees and guests out of the mud in bad weather?

Yes- 4

No- 1

Comments: Pave the whole parking lot. The mud is quite bad much of the year but I am not sure that this may not just be a problem of maintenance of the surface. It's time we formulate a plan and at least start to move ahead.

9. Any other addition you would make?

- A case which would show off and protect some of our antiques and pictures as well utilize the pieces of stained glass from the original windows in the building when it was a church.
- New paint, and paper.
- I would like us to take into account all needs/desires for council chambers , i.e., Presentation/ Interactive requirements.

Village Hall Renovation Committee Minutes of March 28, 1998 Meeting

Members Present: Sally Butz-Voss, Mayor Young, Matt Brett, Gary Brockett, Nancy Gallagher, and David Hocevar.

The meeting was called to order at 8:00 AM by Gary L. Brockett.

1. **Minutes** of the last meeting were reviewed briefly including (a.) Accessibility provided by an earthen ramp (b.) A wheel chair accessible rest room (c.) removal of the chimney (d.) an addition to the existing Village Hall (e.) the need for a new roof and carpet in the Village Hall (f.) new table and chairs for meetings and (g.) paving of the parking lot.

2. **Accessibility:** We discussed the question of, "Do we need to provide access, or is providing 'services' enough under the Americans With Disabilities Act (ADA)?" Title II of the ADA seems to apply here and some members felt that accessibility was required and others were not sure. David Hocevar shared that he had recently attended a meeting on the subject and was pretty certain that accessibility was required. We discussed the need for a legal opinion and we discussed if it was "just the right thing to do". Our conclusion was that Mayor Young would write a letter to the U.S. Department of Justice and ask for technical assistance, which they provide, to States and local government.

We also debated the need for a wheel chair accessible rest room, which would need to have a 60-inch turning radius. Again, we were not certain what was needed, but the technical assistance we are seeking should clarify this issue also.

The earthen ramp presented at our prior meeting met with a split decision. A "Platform Lift" may look better and cost less, so David Hocevar agreed to look into this subject and obtain some quotes and other information for our next meeting.

3. **Table, Chairs, Carpet, Drapes, and Wallpaper:** We observed that the existing carpet in the Village Hall is very old and starting to tear and hence needs to be replaced. Likewise, the drapes may need to be replaced, as well- Linda Mighdoll may be willing to help us with drapes.

The wallpaper in the Hallway and all the offices is old as well and needs some attention. We discussed removing the wallpaper and painting the walls a color that will match the surrounding area.

Nancy Gallagher and Darrel Johnson have already taken some pictures of other tables and chairs in the area, and will continue to explore the many options and come back to the Committee with alternatives within the next month, or as soon as is feasible.

The dimension and design of the table will be a challenge to (a.) seat everyone around the table and (b.) allow everyone to see each other. We discussed how many chairs for guests would be needed and David said he would check the Code and report back to us, but thought the number would probably be quite high- perhaps 50 people. Since we rarely have more than a half dozen people attending our public meetings, maybe we need only 20 chairs. Nancy and Darrel will report back to the Committee regarding this topic also. Everyone felt that the chairs should be padded and, if

possible, have arms so that they are comfortable to sit in.

4. **Chimney Removal and Roof Replacement:** Most people felt that the existing chimney, which was added in 1976 when the Hall was moved and hence lacking in historical value, should be removed. If we remove the chimney portion in the Hall, the top portion will have to be removed also because there will be nothing left to support it. The cost is estimated to be roughly \$2000. We discussed the need and cost of adding an artificial chimney on top, but there was not a lot of support to do that, since it is not a part of the original building.
If we remove the chimney, it makes sense to replace the roof at the same time so that it will match. The existing roof is 22 years old. David will have someone inspect it again and give us a "cost estimate" to replace it, but felt it would cost about \$15,000.
5. **Addition to the Village Hall:** There wasn't much support to do this unless we need to add a wheel chair accessible rest room, then it might make sense. It was agreed to defer further discussion on this topic until we receive technical assistance from the Justice Department.
6. **Paving the Parking Lot:** The majority of Council is in favor of paving the parking lot. We discussed what portion(s) to do and what the future design and size of the Parking Lot should be. It was felt that the parking and traffic flow needs of the Village today and 10-20 years from now might not be well served by the present design and size. We also discussed the problem of drainage if the area is paved, and concern regarding heavy trucks and dumpsters which use or are placed on the parking lot. If salt and drainage do become a problem, then it will eventually flow into one of the lakes in the community and hence the environmental impact should be considered. It was argued that this is already an existing condition, but perhaps to a less extent. We debated further that we could control the environmental impact, to some extent, by limiting the amount of salt that we allow to be spread on the parking lot. The safety issue of 20-25 people each day going into and out of the Building Department added to the need for paving the parking lot. In conclusion, we need a Plan before we can proceed, so Gary Brockett, Kathy O'Donnell and Darrel Johnson will work with Tom Gwyder of CT Consultants to develop a Plan. CT Consultants may provide free engineering service for this project.
7. **Display Case for Antiques:** We asked what antiques do we have? We found a wooden voting box and other items were discussed including stained glass windows. We identified several areas for the display and asked how much space would be needed. We agreed to assign this task to Roger Mills- providing that he is willing to do it.
8. **Budget:** Last, but not least, is how much of a budget do we have to do this? It is too early to determine (a.) exactly what needs to be done (b.) how much each item will cost and (c.) the time table for doing each item. Some items could be done this year and other items deferred to next year. The meeting ended at 9:30 AM.

Meeting of the Properties Committee February 7, 1998

Call to Order: The meeting was called to order by Mayor Young at 8:00.

Those Attending: William Young, Sally Butz-Voss, Gary Brockett, Matt Brett, Joe Franzese, David Hocesvar, and Nancy Gallagher.

Purpose of the Meeting: The meeting was called to discuss ways to make the Village Hall accessible to disabled persons.

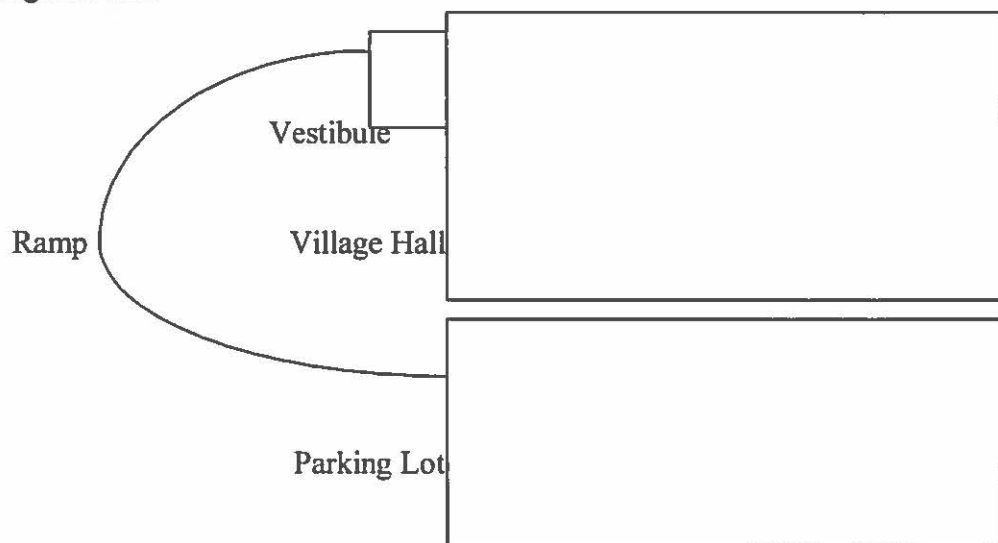
Notes of Discussion:

1. Access to the building for disabled persons is essential. It is clear that we must follow the "intent of the law" which refers to the ADA. The reasons why include: (a.) We have a Public Building. (b.) There are sufficient funds to do it and (c.) it is the right thing to do.

2. Joe Franzese explained his design idea of building an "Earthen Ramp" in a half circle from the parking lot to the back door entrance to the Village Hall. He explained that there are numerous older barns in the area that have earthen ramps to the upper level and this design would be in keeping with that existing look. An advantage of this design is that it would be better than a wooden ramp and require far less maintenance. The ramp would need to be about 120' long because the slope can not be greater than 1' up for every 12' long and a break, or level area is required every 20'.

Joe also discussed the idea of adding a vestibule on to the Southeast side of the Village Hall. This room would be to accommodate a restroom that would be accessible to disabled persons and could also contain a closet for coats, and a small meeting area, although perhaps not a "seated meeting area". The size of this structure would be about 14' X 14'.

3. The existing chimney would need to be removed and there is a water leak there currently from a faulty flashing. The ramp and structure Joe described to look something like this:



4. A very rough cost estimate would be:

196 sq. ft. vestibule: \$20,000

Earth Ramp: 20,000

\$40,000 but by the time you add an ADA restroom, furnishing and so forth it would be closed to probably \$75,000.

5. Joe thought that we should take this opportunity of exploring options and that we may want to make it larger. He suggested that we consider the next 20-30 years and not just the present. Here is a "Wish List" and a "Needs List" to facilitate discussion:

Wish List

- Interconnecting stair to Go downstairs
- Larger public meeting area
-

Needs List

- ADA Restroom
- Additional storage in basement
- Closet
- Do not need more offices

7. Even if we don't do this addition we would still have to comply with the law and that would cost about:

Ramp \$20,000

ADA Restroom 10-15,000

\$ 35,000 And we still haven't improved the Building in any way.

8. The Village Hall needs a new roof and that will probably cost about \$7,000-8,500. And by the time we add furnishings and decorations, we are probably looking at a total cost of roughly \$100,000 this year.
9. We tried to discuss the shape and design for a new Council Table, but Joe reminded us that the design of the addition will dictate the shape of the new tables, so we did not go any further with that discussion.
10. Joe Franzese also proposed that we consider building an addition onto the East end of the Village Hall and seat Council and other groups holding meetings there to give more space to the Village Hall. We discussed the pros and cons of doing this with no conclusion reached.
11. Other issues that we discussed included:
- (a.) The need for 5 windows at the Building Department and 2 glass block windows at the Police Department for security reasons. The estimated cost of this would be about \$5000.
- (b.) The need to replace the flat roof on the Service Department at an estimated cost of \$3000.

There being no other business to discuss the meeting was adjourned at 9:30 am.

cc: Mayor
Betty - Vais
Brett
Betsy Conn. Haccwa
ABR Chairman Kueger

Village Hall Renovation Committee Minutes of May 9, 1998 Meeting

Members Present: Matt Brett, Nancy Gallagher, Roger Mills and Gary Brockett.

The meeting was called to order at 8:00 A.M. by Gary Brockett.

1. **Minutes** of the last meeting were reviewed briefly including (a.) Accessibility (b.) Table, chairs, new carpet and drapes (c.) Chimney removal and roof replacement (d.) Paving of the parking lot (e.) Display Case for antiques and (f.) the budget.
2. **Roof Replacement:** We discussed a bid for replacement of the Village Hall roof. The bid was \$3,500 which was less than we expected. David Hocevar had reported before the meeting that he knew the person who would be installing the new roof and recommended him.
3. **Chimney Removal:** We reviewed the Estimate for Chimney Removal submitted by Ray Arnold. The bid was between \$3,000 - \$4,000 depending on what difficulties are encountered during the work. This would include repair of roof shingles and repair of joists. This does not include the repair of interior trim, or dry wall repair which may add \$1,000 to this amount. A window will have to be added to maintain symmetry in the room.
4. **New Carpet for the Village Hall:** Matt Brett discussed estimates he had gotten that ranged from \$1309. to \$2345. to replace the area that is now carpeted. The Committee agreed that since the Hall is a public building with quite a bit of traffic, we should get a very good carpet that would last for many years- probably something with a good pad in the \$18.50 per square yard range. Such a carpet would cost about \$2100. Since the existing carpet is 22-years old, the committee agreed to proceed with its replacement.
5. **Painting the Exterior of the Village Hall:** The Committee walked around the Hall and all agreed that it needed to be re-painted before the public gathering in August, 1998. Nancy checked the records and found that it was last painted 4-years ago at a cost of \$1400.
6. **Lift Estimate:** David Hocevar estimated that an A.D. A. lift would cost about \$25,000. This does not include (a.) a sidewalk to the lift (b.) an electrical line to the lift (c.) the installation of a door to the lower level and (d.) Minor renovations to the basement to accommodate handicapped persons. The total cost could easily be about \$40,000. The Committee agreed to delay making any recommendation until we receive a reply from the Justice Department concerning if this action is required by law.
7. **Discussion of Table and Chairs:** Nancy Gallagher reported that she had contacted some people who might be able to build a Table for the Village and hope to have a

cost estimate within the next month. We discussed chairs, but deferred any decision until we have some idea regarding the style and shape of the table.

8. **Wallpaper Analysis:** Matt Brett reviewed estimates he received for replacing the existing wallpaper in the Village Hall. The estimates ranged from \$1548. to \$2,739 including installation labor. The Committee would like to proceed with this, but not until we find an interior decorator who can coordinate the colors and textures for us.
9. **The Hiring of an Interior Decorator:** Gary Brockett suggested the hiring of an interior decorator to help coordinate the colors and textures of the materials so that when we are finished we have a pleasant appearance to the Village Hall. He suggested Sharon Kumin and Nancy will try to get one or two other candidates before a decision is made. Often the hourly rate charged by the decorator is made-up for in the lower discount that is possible in buying material.
10. **Display Case for Antiques:** Roger Mills shared his idea of a Display Case that would be located in the northeast corner of the Hall. It would have glass doors and we would install the stained glass frame above the case with lights illuminating up and down to highlight the display case and the stained glass.

11. **Budget:** The Committee agreed to ask Council on May 11, 1998 for approval of the following expenditures for the Village Hall:

LIST 1: (a.) Roof replacement	\$ 3,500.
(b.) Chimney removal and repair	4,000.
(c.) Addition of a window	1,000
(d.) Carpet replacement	2,200
(e.) Exterior painting	<u>2,500</u>
Approximate Total: \$13,200.	

Timeline:

May 11	June 12	July 1-	August 1st	August 28
Get Council Approval	Obtain Bids	Start Construction	Complete Work	Public Event at Hall

At a later date we will be proposing. . .

List 2: (a.) Move recessed light in chamber.	\$ 50.
(b.) Replace wallpaper	2,500.
(c.) Install A.D.A. approved Lift	40,000.
(d.) Table and chairs	4,000
(e.) Other	

Respectfully submitted,

Gary L. Brockett

PROPERTIES MINUTES 1/13/00

Meeting attended by Brett, Young, Hocevar, Butz-Voss & Franzese

Held at 7 pm. Plans for elevator and addition were discussed.

Plan to proceed as quickly as possible..

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Properties Committee Meeting Minutes

Feb 7th, 2002 6:30 pm

Present: Cemetery Committee: Sally Butz-Voss, Matt Brett

- I. General discussion of overview of 2001 and 2002
- II. General discussion priorities for the year.
 - a. Village campus parking lot
 - i. Have CT provide additional information
 - ii. Present to Council ideas for design
 - iii. Have design, engineering done during 2002
 - iv. Look to start physical work in 2003.
 - b. Bell & 306 corner lot.
 - i. Have Darrell obtain 3 quotes for a 20' blue spruce
 - 1. Ready to go in the spring if all conditions are good, if not ready for the fall.
 - ii. Have Darrell obtain information pertaining to setting up an electrical meter and service at the corner.
 - iii. Have Darrell address Police Chief regarding question of safety issue pertaining to existing fence and potential of moving the fence back.
 - c. General Discussion regarding Property Acquisition.
 - i. Council directed properties to keep them informed regarding potential properties in the Village for acquisition.
 - ii. Matt will create a spreadsheet of any logical potential properties for Council to consider.
 - iii. Discussion pertaining to information gathering techniques used by other municipalities, which SRV may want to implement in the future.

Meeting adjourned at 7:55 pm.

Matt Brett

12/4/99 PROPERTIES AGENDA

8:30 a.m. update and progress report from Joe Franzese regarding Village Hall being brought up to ADA requirements.

After Mr. Franzese's report discussion on next step to reach Our goal.

Agreed to authorize Joe to do windows for Police Dept.

**Property's Committee
Agenda
November 6th, 8:30**

Nov. 8
Nov. 12
Nov. 29
DEC. 6

DEC. 20

November 8 AM
29 8:30 AM

Dec. 4 - 8:30 AM

I. Elevator & ADA requirement

(Where are we to date, Budget, time table, who needs to do what)

II. Parking Lot

(How, When, How Much,)

III. Council Chamber Tables & Display Cabinet

(Existing cost estimates, time line, who needs to do what)

IV. Other Issues

Planning Board
18

Adjournment

99 Budget - \$50,000 or 45,000
Lift & Bathrooms

2000 Budget - \$18,000 table. Council chambers -

TABLE \$18,000 →

Bentleyville - TAKE
Orange. →

ADA - 40,000
Chairs/Furniture 20,000
Display Case - 3,000
Services Building - 22,000
Police Dept - 3,000
Windows

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^{ies}
Property Committee

Agenda

November 6th, 8:30 a.m.

I. Elevator & ADA requirement

(Where are we to date, Budget, time table, who needs to do what)

need timeline

II. Parking Lot

(How, When, How Much,)

*- drainage - design
- need comprehensive plan*

III. Council Chamber Tables & Display Cabinet

(Existing cost estimates, time line, who needs to do what)

*4/99 - \$18,550. hardwood/
walnut*

IV. Other Issues

*Tables timeline
11/25 quote*

*Col mtg:
Dec. 6th
20th*

*Monday Nov. 29 -
8:30 a.m.*

Adjournment

*Sat. Dec. 4 - work session
8:30 a.m.*

Life Timeline

*drawings to Col 12/1
publication of bids 1/1
accepting bids 2/1
start contracts 3/1
complete 7/1*

final plan agreed upon

*total budget \$45,000 - architect fees
8-10% total construction cost*

Display Cabinet

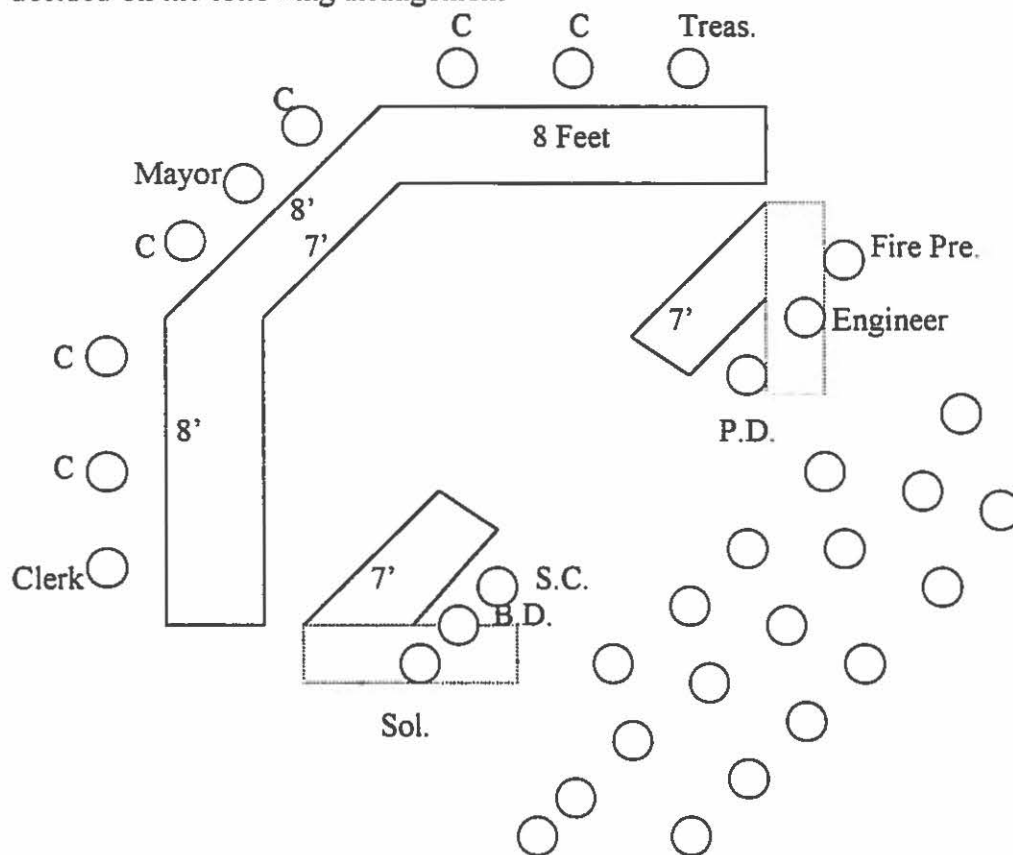
Meeting of the Properties Committee
March 20, 1999

Members Present: Butz-Voss, Brett, Brockett, Johnson, and Young.

Chairperson Butz-Voss called the meeting to order at 10:00 A.M. and stated that the purpose of the meeting was to discuss (1.) new table and chairs for Council Chambers (2.) a lift or elevator for the Village Hall to become ADA compliant (3.) proposed paving of the Village Hall parking lot (4.) Display Cabinet for antiques.
Discussion was as follows:

1.) New Table and chairs for Council Chambers

A number of formats and arrangements were discussed and the members finally decided on the following arrangement- -



This arrangement provides seating for 20 people and we could accommodate many more by using folding chairs in the back and along the sides.

The tables should be like those in Orange Village (sort of like a light oak).

New chairs for the audience should be selected and should be padded like the ones in Chagrin Falls.

We need to get at least two bids—one possible person is the craftsman who did the work at "Red Maple".

The material should be oak or maple and have the finish similar to Orange Village.

2.) Lift or Elevator

Members discussed several options including the elevator that Council voted to get bids on in December, 1998 as well as a simpler lift. The members agreed that all options should be explored, but a time limit should be used so that the Village comes into compliance with the ADA as soon as possible. Hence, it was decided that all options need to be researched and on the table for consideration by April 30, 1999. At that time the Properties Committee will meet again and decide which option is best.

The bathroom downstairs will also need to be upgraded to be in compliance with the ADA and we will need quotes for this as well.

3.) Paving the Village Parking Lot

There appears to be a consensus in favor of paving the parking lot. However, There are a number of issues that we need to keep in mind including:

- a.) We need to start with a comprehensive Plan.
- B.) The work should probably be done in stages to minimize the economic impact of doing it at one time.
- C.) We need to get bids.
- D.) We need to decide if some portions should be concrete as opposed to asphalt to accommodate such activities as "Trash Day".
- E.) We must consider and deal with any drainage problem that paving may cause.

4.) Display Cabinet for Antiques

The members discussed the option of placing the display cabinet in the existing doorway at the top of the entrance stairs. It was felt that this was a central location where everyone would see the items and it wouldn't reduce the space in the Council Chambers. We need to discuss this further and develop a plan and get some bids.

The meeting ended at 11:30 A.M.

cc: Mayor
Council
Treasurer
Bldg Comm.
Street Comm.

Village Hall Renovation

March 28, 1998
8:00 AM to 9:20 AM
Village Hall

*Business
Cards*

Meeting called by: Gary Brockett Facilitator:
Type of meeting: Open Discussion Note taker: G. Brockett

*Sally
Home Phone*

*Matt Butte
Home Phone*

Agenda

Messages 749-9056

- | | |
|--|--------------|
| 1. Introduction and Review | 8:00-8:05 AM |
| 2. Discussion of Access | 8:05-8:15 AM |
| 3. Discussion of New Table/Chairs | 8:15-8:25 AM |
| 4. Removal of the old chimney <i>1st</i> | 8:25-8:35 AM |
| 5. Addition to the Village Hall | 8:35-8:45 AM |
| 6. Partial paving of Parking Lot | 8:45-9:55 AM |
| 7. A Display Case for Antiques | 9:55-9:00 AM |
| 8. Budget Considerations | 9:00-9:05 AM |

Additional Information

Call 1-800-514-0301

ADA Info Line

for address

who address letters to

D. Oakley - write

*V/H interior
style
cost*

*tables - dimensions
movable
how many
configuration
design / cost*

*Harvey
&
Darrell
be able to see each other*

*padded
folding
arms*

*ask FPO
capacity
of ally*

Village Hall Renovation

April 25, 1998
8:00 AM to 8:45 AM
Village Hall

Meeting called by:	Gary Brockett	Facilitator:	Gary Brockett
Type of meeting:	Open Discussion	Note taker:	G. Brockett

Attendees:

Agenda

1. Introduction and Review	Gary Brockett	8:00-8:05 AM
2. Discussion of Access	Mayor Young	8:05-8:10 AM
3. Discussion Regarding a "Lift"	David Hocevar	8:10-8:20 AM
4. Discussion of New Table/Chairs	Gallagher/Johnson	8:20-8:30 AM
5. Carpet, Drapes, and Wallpaper		8:30-8:40 AM
6. Removal of the old chimney	David Hocevar	8:40-8:45 AM
7. Partial paving of Parking Lot	Gary Brockett	8:45-8:50 AM
8. A Display Case for Antiques	Roger Mills	8:50-8:55 AM
9. Budget Considerations	Gary Brockett	8:55-9:00 AM

Additional Information

Village Hall Renovation Committee Minutes of April 25, 1998 Meeting

Members Present Matt Brett, Gary Brockett, and Nancy Gallagher.

The meeting was called to order at 8:00 AM by Gary L. Brockett.

1. **Minutes** of the last meeting were reviewed briefly including (a.) Accessibility – is it required or not. (b.) A wheel chair accessible rest room (c.) removal of the chimney (d.) a new roof for the existing Village Hall (e.) the need for a new carpet in the Village Hall (f.) new table and chairs for meetings and (g.) paving of the parking lot.

2. **Accessibility:** We discussed the question of, “Do we need to provide access, or is providing ‘services’ enough under the Americans With Disabilities Act (ADA)?” We discussed the need for a legal opinion and we discussed if it was “just the right thing to do”. Gary Brockett will check with Mayor Young to confirm that a letter has been written to the U.S. Department of Justice asking for technical assistance, which they provide, to States and local government.

We also debated the need for a wheel chair accessible rest room, which would need to have a 60-inch turning radius. Again, we were not certain what was needed, but the technical assistance we are seeking should clarify this issue also.

David Hocesvar has looked into a “lift” that may be used instead of an earthen ramp, but was not present, so Gary Brockett will follow-up with him this week.

3. **Table, Chairs, Carpet, Drapes, and Wallpaper:** We observed that the existing carpet in the Village Hall is very old and starting to tear and hence needs to be replaced. Likewise, the drapes and wallpaper may need to be replaced as well.

We discussed the need for an interior decorator to help us coordinate everything.

Nancy Gallagher said she would interview three candidates and make a recommendation to the Committee.

The dimension and design of the table will be a challenge to (a.) seat everyone around the table and (b.) allow everyone to see each other. We discussed how many chairs for guests. Since we rarely have more than a half dozen people attending our public meetings, maybe we need only 20 chairs. Nancy and Darrel will report back to the Committee regarding this topic also. Everyone felt that the chairs should be padded and, if possible, have arms so that they are comfortable to sit in.

4. **Chimney Removal and Roof Replacement:** Most people felt that the existing chimney, which was added in 1976 when the Hall was moved and hence lacking in historical value, should be removed. If we remove the chimney portion in the Hall, the top portion will have to be removed also because there will be nothing left to support it. The cost is estimated to be roughly \$2000.

If we remove the chimney, it makes sense to replace the roof at the same time so that it will match. The existing roof is 22 years old. David Hocesvar will have someone inspect it again and give us a “cost estimate” to replace it, but felt it would cost about \$15,000.

5. **Paving the Parking Lot:** The majority of Council is in favor of paving the parking lot. We discussed what portion(s) to do and what the future design and size of the Parking Lot should be. It was felt that the parking and traffic flow needs of the Village today and 10-20 years from now might not be well served by the present design and size. Gary L. Brockett will talk to C.T. Consultants regarding the design and report back to the Committee.
6. **Display Case for Antiques:** We need input from Roger Mills regarding what items to display and where to locate the display case. We agreed to assign this task to Roger Mills- providing that he is willing to do it.
7. **Budget:** The following is a rough estimate of needed improvements to the Village Hall:
- | | |
|--------------------------------|-------------------------|
| - A "Lift" | \$ 25,000 |
| - A new Roof | 15,000 5,000 |
| - Table and Chairs | 5,000 |
| - Carpet, Drapes and Wallpaper | 6,000 |
| - Removal of Chimney | 2,000 |
| - Adding a window | 1,000 |
| - Paving part of Parking Lot | <u>10,000</u> |
| TOTAL | \$64,000 |

Our conclusion is that part of this renovation project may have to be spread over two years in order to maintain a responsible budget. We will discuss this more.

Next Meeting will be ^{may} April 9, 1998 at ~~8:30~~ A.M.

Properties Committee Meeting Record of Proceedings of Meeting April 3, 1999

Members Present: Butz-Voss, Brett, Brockett, McIlrath, Mills, O'Donnell, Mayor Young, and David Hovevar.

1. New Table and Chairs for Council Chambers

Members present agreed that the proposed configuration was satisfactory, but most felt that it should be "moveable". The width of the table was discussed and it was decided that it should be wider than the proposed 24", maybe 28-30".

-Someone should look into the Giles Foundation (Jim Mattern) or some other charitable foundation as a source of revenue to cover the costs of this project. We discussed the idea of exploring a "Charitable Foundation" being established to benefit the Village of South Russell. Roger Mills will pursue this subject through the Finance Committee.

-We need to get quotes and identify who can make the tables. This will involve:

a.) We need to make a blueprint.

B.) Decide on veneer or solid wood. We will need to look at some samples.

C.) The following members of the Committee agreed to view Council Chamber

Tables and take pictures and report back to the Committee as follows:

G. Brockett- Orange Village and Chagrin Falls

S. Butz-Voss - Bainbridge and Russell.

W. Young - Pepper Pike

2. Lift or Elevator for the Village Hall

Roger Mills reported talking to Gable Elevator & Lift Co. regarding the cost of a "chair lift" devise. He reported that the cost was much less- perhaps \$3,000 - 4,000. They make a lift that will attach to a wheel chair. We could have to put a ramp along side our steps however and the cost of a ramp may be quite high as the pitch can only be a 1" rise per foot of length.

-We'll look into options during April and try to firm-up a price and a plan by April 30, 1999.

3. Paving of the Village Parking Lot

The Committee discussed the reasons why the parking lot should be paved including: for the convenience of the employees; for visitors to keep them out of mud and ice; to help cars and equipment last longer; for the convenience of voters during voting periods; and general safety for all visitors.

- We decided that a "comprehensive plan" is needed in order to proceed. All agreed that a "tar and chip" option should be considered at least in part to (a.) reduce costs and (b.) help establish a good base for the future.

Drainage was discussed and this needs to be taken into consideration when the plan is developed.

-It was agreed that the project should be done in stages to minimize the impact on the annual "Roads Budget" although it was discussed that funds could come from another

budget as well, such as the "Capital Improvements" budget. It was also generally agreed that the most critical area was up by the Garage and the Building Department. Members thought that it may be possible to do this portion in 1999.

4. Display Cabinet for Antiques

The location in the doorway at the top of the entrance steps was agreed upon by members of the Committee.

—Outten did the first proposal and we may want to approach him regarding this updated proposal.

Respectfully submitted,

Gary L. Brockett

Next Meeting: April 17th at 10:00 A.M. at Village Hall.

VILLAGE OF SOUTH RUSSELL

5205 CHILLICOTHE ROAD
SOUTH RUSSELL, OHIO 44022

PHONE: (440) 338-7843

FAX: (440) 338-8776

MEETINGS SCHEDULED

**The Properties Committee will meet this Saturday April 3, 1999
at 8:30 a.m. in the Village Hall
to discuss Village Hall renovations.**

**The Public Utilities Committee will meet following
the Properties Committee Meeting this Saturday April 3, 1999
at approximately 9:30 a.m. in the Village Hall
to discuss sanitary sewer and septic system issues.**

*cc: Chagrin Valley Times
News Herald
West Geauga Sun*

VILLAGE OF SOUTH RUSSELL
5205 CHILICOTHE ROAD
SOUTH RUSSELL, OHIO 44022

PHONE: (440) 338-7843
FAX: (440) 338-8776

MEETINGS SCHEDULED

**The South Russell Village Council will meet this Saturday April 17, 1999
at 9:00 a.m. in the Village Hall to review the Goals for 1999-2004
as discussed at Council's Retreat in February.**

**The Properties Committee will meet at 10:00 a.m.
this Saturday April 17, 1999 in the Village Hall
to discuss Village Hall renovations.**

*cc: Chagrin Valley Times
News Herald
West George Area*

**RECORD OF PROCEEDINGS
PROPERTY COMMITTEE - STORMWATER MEETING
MONDAY, JANUARY 23, 2019 – 9:00 A.M.**

PRESENT: Koons, Canton, Galicki, Nairn, Porter, Schloss
Fiscal Officer Romanowski, Street Commissioner Johnson,
Solicitor Matheney, Engineer Haibach

VISITORS: Kim Brewster, Chagrin River Watershed Partners
Bob Royer, Manorbrook

Mayor stated the purpose of the meeting pertained to pursuing a 319 grant to be utilized to ease flooding issues in the Manorbrook Dr. and Chillicothe Rd. areas. An additional meeting will be held Sunday, January 27, 2019 to inform the Manorbrook homeowners of the project. The residents have been informed of this meeting by their HOA President, Chris Berger.

The Mayor distributed a North Center Drainage Study map and a second map reflecting the proposed project area (Exhibits (1) and (2)). Mayor asked Brewster and Engineer how they would collaborate. Engineer stated he would be fine with CRWP writing the grant but asked that he be kept informed of the physical features and allow him to participate in the anticipated cost estimate. Brewster stated CRWP would be happy to work with developing cost estimates, technical approach, etc.

Nairn asked whether CRWP was a branch of the federal government or a private entity. Brewster explained that CRWP is a 501(c)(3) non-profit organization and have 34-member communities that pay dues to CRWP. They also receive grants from the government and private foundations. Nairn asked if they were required to answer to the federal government. Brewster stated they were not unless they were involved with a grant funded project. Nairn clarified that CRWP acquires funds through the grant process from the government and then oversee the projects. Brewster stated that CRWP's involvement depended on what the Village would want.

Royer asked how specific the grant needed to be. Brewster stated that it did not have to be specific in terms of formal engineering, which would be done as part of the design-build process. For the application, Ohio Environmental Protection Agency (EPA) required a conceptual plan. This could be modified as the design progressed. The Engineer added that when too many details are provided initially, it becomes limiting later. The intent should be made clear, but in terms of specific details, these should be used judiciously because the Village would be locked into these details.

Engineer explained that over the past two decades, it had become apparent that after a large rain event, there was a lot of standing water on the east side of Chillicothe Rd. Last year, the Village engaged CT Consultants to do a North Central Drainage Study to look at this area and develop solutions. After the hydraulic analysis of the area, it was found that the secondary culvert that runs under Chillicothe Rd. just north of Manorbrook Dr. was only a 12-inch culvert that drains a

30-acre drainage area. A 30-inch culvert would be necessary. During a significant rain event, 110 acres of run-off flowed west across Chillicothe Rd. through two culverts. Most was draining went through the larger culvert, but about 30 acres of it was being forced through a 12-inch pipe. The result was that the east side of Chillicothe Rd. would fill up with water until it reached the north culvert. Then all the water would come through, which created a lake on the east side of Chillicothe Rd. and would occasionally flood the home in this area. It was determined the problem was not the large culvert to the north, but the smaller culvert to the south. The 12-inch culvert needs to be replaced with a 30-inch culvert. Manorbrook HOA had done some mound-type landscaping. Included was an 18-inch pipe that runs from the outlet of the 12-inch culvert to the main stream channel. At the point that the Village replaces the 12-inch culvert with a 30-inch culvert, the water would have nowhere to go with the 18-inch culvert. Through the analysis, it was determined that all the structures downstream would be capable of handling the flow of water, to include the triple culverts under Manorbrook, the driveway culverts, and all the way to McFarland Creek. No other culverts or structures would need to be redone. The 18-inch culvert is the critical pinch point through Manorbrook property to the creek. Rather than simply digging a ditch, CT Consultants felt improving the stream on the west side of Chillicothe would be most beneficial. It would decrease erosion in the area and lessen the amount of sediment travelling downstream. It would also serve as a critical buffer to handling the storm water. The stream enhancement would improve the quality of the stream, slow the water down in the stream and would have a wider vegetated flood plain area so that the water could swell and spill out while being contained in the flood plane area.

Nairn asked if the stream was manmade or natural. Engineer stated it is natural, but tamed, constrained, and was altered as the area had built up. The Engineer said that the project would attempt to return it more to its original state. The Mayor asked whether the Engineer wanted to replace the 12-inch culvert with a 30 or 36-inch pipe. The Engineer thought the study recommended a 30-inch. The Mayor indicated that the map reflected a 36-inch. He also asked whether the 12-inch should be replaced or kept, adding the larger culvert down the road. The Engineer explained the 12-inch culvert was located at the low point so that is where the replacement culvert should go. Nairn asked whether it was possible to do either a 30-inch or 36-inch culvert, and the Engineer said the 36-inch was more cost effective because it was a more common size. Nairn asked if it would be more beneficial to have the 36-inch and the Engineer stated it would.

Brewster asked whether the Village had funds for the replacement of the culvert under Manorbrook and the culvert under Chillicothe Rd. The Engineer said there were budgeted funds for replacing the 12-inch culvert under Chillicothe Road. He did not think the triple culvert under Manorbrook needed to be replaced. The Mayor explained that independently, both the Engineer and Brewster had analyzed the area. Brewster explained that she missed the outlet of the 18-inch pipe, possibly because of vegetation.

Schloss asked if Ohio Department of Transportation (ODOT) approval was required to install the culvert, and the Engineer said yes, but that it was not a lengthy process, possibly four weeks. The Engineer said he could make a case for the culvert being in critical condition.

Regarding traffic control, the Engineer suggested a temporary red, yellow, green light on either side of the road and replacing half of the culvert at a time which would allow flow. The Engineer stated the project would take about four weeks. He said the work required on the west side of Chillicothe Rd. to accommodate the new culvert would be the more challenging part of the project. Porter asked if the project would take place during daytime hours or at night, and the Engineer said it would be during the day. To pay a contractor to work at night would not be cost effective.

Brewster asked about a line of some type that runs next to the stream, and the Engineer said there was a sanitary sewer that runs in the area. The design would avoid it and any other lines.

The Mayor asked the Street Commissioner if the Village maintained the area where the gas line was located. The Street Commissioner explained that it is an easement for Geauga County sanitary sewer. The easement runs from the east side of Chillicothe Road to Bell Rd. and then down to McFarland Creek. Engineer was aware of some manhole structures in the area. The Street Commissioner stated that the Village just cuts grass in the area to give the County access to the manholes.

Nairn pointed out that in 1991, the two large ditches adjacent to Manorbrook were clean and without weeds and water seemed to run through them well. However, they were neglected and had turned into an underground jungle. She surmised that this was the cause of some of the problems. The Engineer recommended cleaning these ditches. Mayor asked about covering the ditch at West Bel Meadow because it seemed to have become deeper over the years. The Engineer stated he doubted the ditches have become deeper because the area is flat and the water moves slowly, so it would not carve it out. The depth of the ditches is necessary because of the existence of a steady downhill grade. He would not recommend covering any ditches, particularly as part of the project. The Mayor stated he would prefer not getting involved with the ditches at all. Street Commissioner added that there was a common line from the old septic systems under the deep ditches. The problem was where the lines enter into the creek line that runs from West Bel Meadow to Chillicothe Rd.

Royer asked how the big elliptical culvert to the north of Manorbrook handled the stormwater. The Engineer stated that it was the correct size to handle the water coming from the 90 acres of watershed. He said that the ditch was so choked with vegetation in the area that it might have caused the water to drain more slowly for the Bel Wood area. This would just be a matter of ditch cleaning. The Engineer further conveyed that according to the study, there was not a problem with standing water and flooding in the Bel Wood area. Royer stated then that by putting in a 30-inch line, this would take care of 30 acres and the water on the east side would be handled. The Engineer agreed. He explained that it would be taking some of the water from the culvert to the north, which had been handling most of the water.

Canton asked how long it would take to get the project started. The Engineer explained that although the culvert could be installed at any time, it would be important first to have the necessary measures in place downstream to accommodate it. This could not be done in the winter. The Engineer asked what the timetable would be if the Village were to apply and receive a 319 grant, specifically pertaining to the ability to use the funds for the stream enhancement

project. Brewer could not say but anticipated by fall there would be an announcement about awarded grants. She explained it was a three-year grant. In year one, the contract with Ohio EPA would be signed, coordination would be done with project partners, verification of cooperation by landowners would be determined, proposals would be released for a design-build firm, initiation of the design work would begin as well as pursuit of permitting. Year two would involve the construction and year three would be wrap-up and education deliverables. She said there had been communities that were able to expedite this, such as Chagrin Falls. It was recommended that construction be conducted between June and October. Canton asked whether the project would start this year, and the Engineer stated that it could start next year.

Royer stated that the Village needed to handle the water on one specific side of the road before the other. The Engineer agreed but reiterated that it would be problematic to put a larger culvert in before the water could be accommodated downstream. The Mayor asked if there was anything better the Village could do. The Engineer stated there were other options such as building retention ponds, but that would involve in excess of \$1,000,000 and the purchase of a lot of property for a retention pond. This would be expensive and tedious. He believed that making a substantive change to the downstream area of the culvert might mean eliminating the need to build a retention basin. He added that potentially the Village could obtain a grant to offset at least half of the construction costs. Porter suggested that this might be better than purchasing the red ranch and digging a big pond. The Engineer stated that it was not that simple. The red ranch area is a long, narrow, flat property that would not serve well as a retention pond. Porter stated that the culvert replacement and the stream enhancements on the Manorbrook side would be a better solution.

The Mayor stated that the Village would be holding a meeting January 27, 2019 with the Manorbrook HOA to get approval of an easement. Regarding the Manorbrook pond, the Mayor stated that the Village did not want to get involved with the retention pond that belonged to Manorbrook Gardens. He said that Brewster advised against involvement with private property and added that there were homes with basements in the area. The Engineer stated that the Village would not want to do this because it was not at the required elevation and was a static pond. Royer asked, then, if there was no way for the Village to enhance this area, such as making it twice the size. The Engineer said that regardless of the changes, this would not solve the problem. Referring to the map, Nairn stated that there was a body of water to the left. The Engineer said it was a pond by the water plant, but that the same reasoning would apply to this pond as far as storm water control. Nairn asked if the project would help the homeowners on Sugarbush. The Engineer said it would. Nairn explained that the homeowners have a terrible problem with the storm water. The Engineer agreed and said it was a volume and a velocity problem because of topography. She said that in addition to alleviating the problems on the east side of Chillicothe Road, it was necessary to let the Sugarbush residents know that the Village was working towards solving their issues as well. The Engineer said that ultimately, he would like to see stream enhancement run through the whole water course, which he believed would solve a lot of problems, but would be a huge project. This would be the first step and is the most critical area.

The Mayor asked whether a walking trail could be created with the grant. The Engineer said it could be included in the application if this was a project component the Village would like to

incorporate. The Mayor thought this might make the proposal more appealing to Manorbrook homeowners. He also asked if the project would be invisible to the residents. Brewster said there would be a big vegetative buffer around the project. It might be slightly visible from Chillicothe Road and on exiting Manorbrook Dr, but it should look like a stream instead of a ditch. Brewster said that native plants would be incorporated, and the project should be attractive. The Mayor asked if the trail could be extended to Whitetail as part of the grant. Brewster said this would not be an eligible 319 grant activity but could possibly another NatureWorks project. Nairn felt that it would be necessary to communicate that the project would be attractive to the Manorbrook HOA. The Engineer said that there was not a lot of room on the east side of the stream enhancement, but there could be a meandering trail along the west side of it.

Nairn referenced Canton's statement about seeing evidence of water damage in the basements of the condominiums. Canton said this would have been in about 2008. Nairn indicated there were condo's around the other pond as well, and she was concerned that those homeowners might run the risk of getting water in their basements. The Engineer stated that the project would be far away from these homes. Canton asked Royer whether he, as a realtor, had ever seen water damage in the condominiums. Royer was not aware of any.

Royer asked whether, when the project was complete, it would look any different than it does now. The Engineer said it would because right now it was a manmade overgrown ditch. There would be natural stone and a meandering stream running through the area instead with native plants. Nairn stated this would be the way to sell it. The Mayor asked about making a trail, and Brewster said to keep it separate from a 319-grant proposal since it was not an eligible activity.

Brewster stated that the restoration components of the projects funded through 319 grants must be protected in perpetuity. Thus, there needed to be a conservation easement or a deed restriction. If the community had riparian setbacks in place, this could also count as a way to protect the area in perpetuity. There had to be something that ensured the restoration would stay in place. The Engineer stated that the Village would require an easement from the Manorbrook HOA to construct this. He asked if it would be satisfactory to include that the purpose of the easement was to construct and maintain a natural drainage course through the area. Brewster recommended asking Ohio EPA. Royer asked whether the property in question was buildable. The Engineer and Nairn stated that it was dedicated green space and could not be built on. Royer said that what was being proposed would be enhancing the property.

Mayor asked Brewster whether the Village should pay to put a walking trail around the project as a thank you to the Manorbrook HOA for giving the Village an easement. Brewster said that this was a question for the Village. She said trails can be expensive and the Village would want to seek grant funds to help with this. Regarding the language of the easement, the Village would want to include provisions to allow a trail going right by the stream. Canton asked the Engineer whether this project would enhance the water table, and Engineer stated it would. Canton felt this was an important point.

With the requirement to maintain the project in perpetuity, Nairn asked who would be responsible for the maintenance of the plants. Brewster said that maintenance of the plants

should be minimal, but she surmised that maintenance ultimately would rest with the HOA. The Engineer added that the vegetation could look natural, and Nairn added that the existing ditches were natural and unattractive. Galicki asked Brewster to verify that in the Kensington Green HOA 319 agreement, there was language about the HOA maintaining the plantings after the first year. Brewster said the concern was to keep it in place. Galicki asked then if this would be the same for Manorbrook HOA. Brewster said it would in so far as making sure the plantings were not removed. She addressed invasive plants and said that these could take over a project area. Nairn asked who be responsible for eradicating these, and Brewster replied that she did not know. She suggested that the Village could have an agreement with the HOA, but ultimately it would be the responsibility of the HOA. Porter stated that if it was on an easement, the Village should be responsible. Royer said from a salability standpoint, it should stay with the Village. Porter added that the man who comes out from the Natural History Museum each year could walk the property to look for invasive species. Galicki stated that the language needed to be included in the necessary agreement. Porter said that it should be in the easement, and felt that with this knowledge, it might put some of the homeowner's minds at ease.

Solicitor added that there was a cost analysis required but keeping the maintenance of the easement could be important for the Village. Porter added that if it were the Village's responsibility to maintain it in perpetuity, it should be in the easement. Royer added that the project would ultimately enhance the property at no cost to the HOA.

Nairn asked whether the home and condo owners would make the decision about the easement or was it the Boards. Solicitor said that in what she was given for the HOA, it appeared to say that 2/3 of the Board Members made up the vote with respect to an easement agreement. Royer said that the property belonged to the Master Association, not the Manorbrook Gardens Association. Manorbrook Gardens was not part of the Master Association. Canton asked Royer who was part of the Master Association, and Royer explained Whitetail Condominiums and Whitetail. Nairn asked whether the Reserve was a part, and Royer said it received some monies from the Master Association. Solicitor asked who made the decision regarding the easement agreement. Royer stated he thought it was the Master Association. Porter asked if it was the Board or the residents. Royer did not know the answer. Solicitor recommended contacting Kaman and Cusimano, LLC to determine who had the authority to execute the agreement. Royer stated that what added to the complexity was that the homeowners who were most affected did not have a vote. Galicki added that the issue was that there had to be consent and agreement from the Master Association for the Village to go forward. Royer said the land is owned by the Master Association. Porter stated that the Board had the power to enter an easement based on subsection C of the by-laws. Royer asked which set of by-laws Porter was reading, and he said Whitetail Run. Royer said it should be the Master Association. Nairn said it was the 96-page document. Solicitor informed Royer that an initial call should be made to the law firm, and Royer agreed. He advised that with the Whitetail Condominium Association, 75% of the homeowners had to vote to bring in Spectrum. Solicitor stated that it was up to the HOA to seek the advice of its attorney regarding what was needed to approve the easement. Solicitor offered to speak with the Master Association attorneys as well.

Brewster provided a presentation about 319 grant requirements. (Exhibit (3)) The presentation included that the grant would provide for a 40% local match and was a three-year grant. A requirement was that it must improve water quality.

The Mayor stated that Chris Berger was the President of the Master Association, and Canton verified this. He said that Manorbrook Gardens and the Condominiums have their own HOA and boards. Berger is responsible for the water and the maintenance of the front of Manorbrook and Chillicothe Rd. Royer added that Berger and the Master Association were responsible for the land owned by the Master Association, clarifying that this land ran behind Manorbrook Gardens as well as what could be seen from Chillicothe Rd. The Mayor stated that Berger sent an email to residents written by the Mayor, and Royer confirmed this. Mayor added that the meeting for January 27th with Manorbrook would be in the paper January 23, 2019 and would be eblasted to the community. The Mayor stated that the pros and cons would be presented to the Manorbrook HOA. He was not sure that the residents of Manorbrook understood their rights regarding the Village's request. The Mayor stated that what was necessary was to obtain approval from Manorbrook HOA for an easement for the property, and in return the Village needed to offer them something for giving the easement to the Village. He would inform the residents that the Village would be improving the land and it would not cost them a penny. The Mayor felt that the Village should maintain the easement. The Solicitor offered that this was something Council could discuss. The Mayor asked the Street Commissioner whether the Village already mowed the property, and the Street Commissioner said it was a very small area, but that the project should require very little maintenance. The Engineer added that if the Village were to construct an upstream retention pond, that would require maintenance as well. The Mayor wanted the Manorbrook HOA to see that this would be an improvement to their property, and they would be helping their neighbors. Canton added that they would be helping the HOA water table.

Nairn asked if a vote would be taken at the January 27 meeting, and Solicitor said a vote could not be taken. Solicitor stated that a vote would have to be at a Regular or Special Meeting of Council. Galicki interpreted the situation to be that the onus is on the President of the HOA relative to the rules of the HOA. The Solicitor agreed. Royer asked whether the South Russell Supervisor's Board was in favor of the project. Galicki stated that this does not matter. Royer disagreed and explained that if the Board was not completely in concurrence with the project, there was no point in pursuing it. Nairn asked to whom Royer was referring when he said "board" and asked if he meant the Council. Royer replied yes. Solicitor asked if this had been decided. Mayor and Nairn replied no. Mayor asked Brewster what was needed to submit for the grant, specifically whether something was needed from Manorbrook. The Engineer was holding off on this and asked about timing. He asked whether the Village could begin to work on the grant application while it waited for the HOA's response. Brewster said that if it were successfully awarded, it could be withdrawn. She cautioned, however, considering the previous 319 issues, the Village should consider how this would look to the Ohio EPA in terms of future grant applications. Galicki added that much of how Council would view the proposal would depend on if the HOA supported it. The Solicitor added that because of timing and needing the informational meeting, it might be a case of putting the cart before the horse. What if they did not have time to get their votes in, and the Village does not know their requirements for approval. Royer asked if South Russell agreed with going forward with the project. Galicki

repeated that Council's opinion would be based on where the homeowners were coming from. If the residents were in favor, Galicki did not think there would be opposition from Council. Royer was concerned that the HOA would agree and then Council would decide against it. Nairn said she did not see that happening and added that there were too many positives with it. The Engineer added that the Village would not be conducting informational meetings if it were not something that would add value to the community. The Solicitor said this was very true.

Brewster said relative to matching funds, Council should discuss this to ensure they are in favor of it. The Mayor asked if the Village should proceed with putting together the grant, and the Engineer said he could put a cost estimate together, which would be important for Council knowing what the matching funds amount would be. The Mayor asked if the Village could get everything together and submit the grant application without a Manorbrook decision. Brewster agreed, and the Mayor added that it could hurt the Village's reputation with Ohio EPA. He added that the Village has a black eye from the first 319 grant. Galicki said the critical decision rested with Manorbrook and explained that the push-back from the previous 319 appeared to be the result of the process progressing without the agreement of the residents. If Council knew that Manorbrook was in favor and the agreement was signed by the appropriate HOA personnel, he did not perceive any opposition from Council. He further explained that the agreement of the HOA was an element missing from the last 319 grant.

The Engineer said he did not want to put a negative spin on the issue, however, the Village would be replacing the 12-inch culvert under Chillicothe Rd. with a larger culvert at some point. That would necessitate Manorbrook bearing the expense of removing the 18-inch culvert that the HOA installed on Manorbrook property. He explained that if the Village replaced the culvert and nothing was done with the 18-inch culvert, it would become Manorbrook's problem to deal with the ramifications of this. The culvert will be replaced, and this would provide the opportunity for all the necessary improvements to be done at the Village's expense. Royer stated that from a commercial standpoint, the Engineer did not want to go there. The Engineer agreed. Royer added that this was an opportunity to enhance the property and handle the water effectively.

Engineer was asked if he could attend the January 27 meeting, and he agreed that he would.

The Mayor asked if it would be inappropriate for the Village to contact the Manorbrook HOA attorney, and the Solicitor stated that it would not be, but that she was hoping the HOA would make the initial call. Royer stated he would contact the attorney immediately. The Mayor stated that unless the Village had something in writing from Manorbrook, it could not proceed. Brewster stated the support should be in writing. She explained that in the past CRWP had not recommended this during the application process. In the last year or two, however, they have recommended getting it in writing in the form of a brief contract giving permission to access the site for design and construction, monitoring, easement, and if maintenance was required. In the event the Village was awarded the grant, the Mayor asked if the Village would then have to obtain a formal easement. He clarified that the Village would not have to obtain the actual easement in the next two weeks. The Engineer answered no. He clarified that once the grant was awarded that the Village would need to engage Manorbrook HOA in developing the

language of the easement. He offered that the details of the easement might include that they want trees and a trail in return for the easement.

Royer said that in the beginning of the dialogue about the project, there was a suggestion that the Village would pay for the trees that line Manorbrook Dr. He added that those trees have been removed at this point. He asked if this was still a possibility. The Mayor said that this discussion would take place when the easement was being negotiated. Royer asked if this was a real possibility. The Mayor said this was a difficult question because it involved working on private property, but it could be something that the Village might want to do. The Solicitor asked if this was in the road right of way and clarified whether replacing them was what he was conveying. She recalled that this matter had been discussed by Council. The Mayor stated that the Village would replace the trees in exchange for the land for the project. The Solicitor said she was uncertain. Galicki said he would not complicate the issue, and Nairn added that the bartering is not acceptable. Royer said it was not a complication but a sales tool. The Engineer said if there was any monetary value associated with the easement, the Village could pay the HOA this money, and the HOA could use the money as they saw fit. The Mayor asked if theoretically the Village could give Manorbrook HOA \$10,000. Royer added that he asked because the suggestion had previously been made. The Engineer said there could be an exchange of funds for the easement.

The Mayor asked the Engineer to provide visuals of what the project would look like completed, and the Engineer said he had photos from a very similar project that he would provide.

Nairn asked if the Mayor had spoken to the board members of the HOA's, and he said he had only spoken to Chris Berger. According to the Mayor, Berger said he would attempt to get the information out. Nairn asked if the article that was scheduled for release was reported by Joan Demirjian, and he said it was. She asked Royer if he had spoken to the board members and whether he knew who planned to attend the January 27 meeting. Royer did not know but did know that the email went out to the whole Manorbrook community. Nairn reported that Berger said he only had 40% of the HOA member emails but questioned whether he was referring only to the Whitetail Run community.

William G. Koons, Mayor

Danielle Romanowski, Fiscal Officer

Prepared by: Leslie Galicki

CEMETERY COMMITTEE MEETING

Monday, April 8, 2019 – 9:00 a.m.

In attendance: Mayor Bill Koons, Council members Cindy Nairn, Mark Porter & Jerry Canton, Former Park Committee member Ed Pyle, Landscape Architect Craig Cawrse, Street Commissioner Darrell Johnson, Fiscal Officer Danielle Romanowski

Romanowski reviewed the number of lots in the cemetery being: 286 Full lots, 110 Cremation lots, 2 Indigent lots for a total of 398 lots. As of the date of this meeting, 29 lots were sold, and 10 people have been buried in 9 lots.

Cawrse indicated he walked the cemetery last fall with Nairn. Maintenance needs to be improved and regarding the landscaping near the entry – the trees that died need to be replaced. The lights at the entrance were already replaced. He said trees and shrubs along the front need to be addressed. Johnson said it was suggested last year that pine trees be installed along the front. Nairn stated that some of the landscaping was installed in the heat of the summer in 2015 and died.

Johnson said the bricks in the scattering garden get stained from road salt on Chillicothe Road and any plantings should be salt tolerant. Nairn inquired if evergreens along Chillicothe Road would make a good sound barrier for the noise. Cawrse replied that salt would burn the evergreens out. To get further away from the road, the idea of eliminating the first row of graves inside the fence line was discussed to allow room to install trees there. Johnson stated he had concerns that if that was done, it would greatly affect access to getting to those graves for burials. Romanowski stated at \$1,000-\$2,000 per grave, eliminating that row of graves would have a significant financial impact.

Nairn suggested installing columnar oaks on the side of the fence by the street as she felt they were hearty. Cawrse will think about this.

Johnson explained the trees on the south side of the driveway near the retention pond (near the Wise grave) encroach into the grave line. He would like to have his staff move the three (3) trees closer to the driveway and away from the graves.

Cawrse said when replacing the trees, the Village should look at symmetry and put in the same type of trees. Johnson suggested Burning Red or Burning Maple trees. Cawrse suggested installing the trees in the spring with water bags.

Nairn reported that when she walked the cemetery with Cawrse last year, there was black slime in the grass. Johnson said there is a problem with crabgrass in the cemetery and he would like to get rid of what is there and then treat annually. The estimated cost is a couple hundred dollars for the rental of the equipment plus the cost of seed.

Regarding the benches for the cemetery, the Village budgeted for five (5) benches to be installed. The Wise family already purchased a bench. The Village needs to get the benches installed so the Wise family can get their bench engraved. Porter will make a motion at the Council meeting to move forward with purchasing the benches.

Johnson explained the source for the power for the flagpole at the cemetery as well as the park and service building. The estimated cost for installing the lines, the lights, etc. is \$1,500 for all three. Porter will make a motion to amend the budget for doing this project to get it done ASAP.

Regarding advertising for cemetery lots, the Village will continue to keep advertising in the newsletter and try to get in every newsletter.

There was discussion about headstone writing and whether it should be on the north or south side of the stone. Romanowski reported that in 2015 this issue was discussed, and it was decided the writing should go on the south side of the stone so that when someone is standing at the foot of the grave, when they look at the headstone, they can read the writing. Referring to the south end of the cemetery to the small section of graves near the retention pond, Johnson wanted this confirmed as the first headstone in this area is going to be installed. He felt perhaps in this area alone, the writing should go on the north side of the headstone facing the driveway so that people could read the name from the driveway. Romanowski stated people could put the last name on the back side of the headstone if they so choose, and this could be pointed out to them at the time of the purchase. It was agreed that the Rules and Regulations would stay as currently adopted with the writing being on the south side of the headstone with additional optional writing on the north side if they family so chose.

Johnson said he will use better, triple-screened mulch on properties this year in an attempt to reduce the growth of weeds.

Porter summarized the meeting and stated four (4) trees would be replaced at the cemetery entrance with two (2) additional trees replaced within the cemetery. This will be done with either Red Maple or Burning Maple to match the other trees for symmetry. The lawn will be redone in-house. The estimated cost for these projects is \$4,000 – the current budget is \$3,000. The estimated cost to illuminate the flagpoles at the cemetery, park and service building is \$1,500 for the electrical lines, lights, etc. Porter will look to amend the appropriations for both of these items at the 4/8/19 Council meeting.

Property Committee cemetery discussion ended at 9:45 a.m.

Gerald Canton – Property Committee Chair

Prepared by Danielle Romanowski

Property/Committee Meeting 4/18/19 9am
Attendees BK, CC, MP, JC, SN, EB, DT, DR
286 full 2 empty 398 total 296 owned
29 lots sold - 9 lots occupied 19 more
Trees Town Landscaping Company

- Empty Landscaping
- Tree light at entry way
- 5 trees needed for buffer
→ Maybe inside the fence
line?

- Move trees at SW corner 2' to north

- 5 trees at corner died
near Replaca w/ 8 ^{Burns} maple

- Water & Water Bar avoid

- Remove one that died

Cameras

- Benches

- Town - black slims

- 3 1/2 → 4 1/2

- Crabgrass - 4RD

- Lights 1500

- Seed slims - both

- FLAG 5 Quercus

directions

- 3R in budget for nurse

- Need to up

- Benches

- Council to approve move forward w/ benches
- Flagpole lighting (3)
- 1500 ←

- Increase Mrs - Amend

Low - 3R → 4R Approp.

Park May

4/8/14 Wm

Attendees: B22, B23, C, E, M, D, J

- 11 Prunings view - playground
- 12 Move brush & playground closer to pavilion
- 13 Rain garden - NE corner - avoid 3
- 14 Dumpster delivery end of May, arrival to be done before
- 15 Final details of ~~the~~ playground equipment needed
- 16 June 19 cancel
- 17 Branches, trees, adult fitness eqpt
 - 4 branches - 750 x 50
 - Trash cans - 850 -
- Up to 15 at 9 - trees - 600
- 18 Dad's Club & Jaycees - 1950 to 1990 700
- 19 Playground Sign - Donors, Radio
 - No dogs

SRV Cemetery meeting
Monday, April 8, 9:00 am.
SRV Hall

Agenda

1. Number of plots in cemetery
2. Number of plots sold
3. Number of plots occupied
4. Trees
5. Lawn
6. Landscaping
7. Benches
8. Flagpole
9. Advertising
10. Suggestions

Property Committee

5/9/2019

Attendees: GC & ML

6:30 PM

1 Rental Property Issue

- Purchased for about 1800
- Revenue from renter
- Taxes wanting
- " Sell or keep

1 Appraised first

2 After appraised rec'd, give renter 30 days to purchase

3 After 30 day period, if not purchased by renter, list it for sale at appraised price.

4 Village loses an asset but no cost of rental business and receives revenue.

5 Adjourn 7:14 PM

Printed Circuit Board

1. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

FO.

Property Committee meeting minutes:

August 30, 2019 8:00 a.m. present were Police Chief, Porter, Canton and Koons

Rental House

The only items of value appear to be the refrigerator, washer, dryer and hospital bed.

Inventory will go on sale through Gov. Deals.

The mayor was to contact the neighbor to see if they were interested in the house.

Decision options:

1. Clean up the house and rent it.
2. Clean up the house and sell it.
3. Sell the house as is.
4. Tear it down and keep the land.
5. Tear it down and sell the land.
6. Do nothing.

Jaycees renting the pavilion.

Keep the \$25 charge to rent the pavilion. Charge \$35 per hour for two hours of a police officer.

Pavilion rental ordinance. Two changes are needed:

- a. Place a line on the application form below the line about "Bouncy houses or entertainment props . . ." which reads "_____ Alcohol will be consumed during the event."
- b. Have the solicitor propose a change to include a new section 9 on the ordinance which might read: "By checking on the rental agreement form that alcohol will be consumed, the renter agrees to pay \$35 an hour for a minimum of two hours for a police officer to be on site during the rental."

Playground

Inspection will cost \$200.

Bunny hill proposed.

Maintenance fee to be included in the service department budget of \$1,000. The Tripp family will provide \$1,000 a year for maintenance.

The playground is ADA compliant per KOMPAN's Eric Jones.

Dedication to be on Sunday, September 15, 2:00 p.m. during the fall festival.

CRWP and WRCLC will be invited to attend.

Bee Hives

No action

Parking Lot

We looked at the proposed parking lot expansion plans.

Canton, Porter and Tripp will look at the road around CFIS.

Changing the split of the 17 acres on East Washington
Discussion but no action

Mowing

A meeting will be held with Ann Jacobson on Thursday, September 5, 11:30 a.m. about her concerns about the mowing schedule.

Adjourned at 8:50 a.m.

Properties Committee Meeting Minutes
August 12, 2020, 9:00 a.m.

Members Present: Chairwoman Nairn, Councilman Galicki, Fiscal Officer Romanowski

Visitors: Collin Cunningham, CVT

The Properties Committee meeting was called to order by Council Member Cindy Nairn, Committee Chair, at 9:00 a.m. The first item of business was the topic of the South Russell Village Cemetery. In the early planning stages of the Cemetery, Councilman John Dishong suggested investigating a natural screen of evergreens along Chillicothe Rd. to reduce traffic noise. Mayor Koons recently resurrected the idea of planting a row of conifers in an effort to reduce street noise in the Cemetery. Nairn stated that she would introduce the subject at the September Council meeting. A discussion followed and it was suggested that she contact a few nurseries to get cost estimates to present to Council in September. Nairn volunteered to engage some local nurseries to obtain rough cost estimates and to discuss the impact of road salt/salt spray on the plantings.

The next item of business discussed was a motion made by Nairn to officially cancel the Fall Festival due to the impact of the COVID virus on the community. The motion was universally supported by all present. A notice will be placed on the Village website and the Village will send an e-blast to inform the public.

The third item of business was introduced by Nairn and pertained to the subject of the Veterans Memorial stone placed at the foot of the flag at the intersection of Chillicothe and Bell Roads. It was Nairn's opinion that the memorial stone was not visible due to the plantings near the stone. There was discussion about the potential of moving the plantings to another area. Nairn stated that the Mayor suggested that the plantings be moved to the Cemetery. Nairn stated that she did not support moving the plantings because in her opinion they were in "bad shape." She expressed the opinion that the Village consider moving or replacing the bushes in the area. She felt that the corner needed to be "cleaned up."

Galicki stated that he seemed to remember that Kathy O'Donnell, a former South Russell Village Council member, expressed concern about moving the plantings and she wanted them to remain at the current location. Galicki recalled that the Mayor had stated at an earlier Council meeting that he was going to speak to Mrs. O'Donnell about the issue. It was unknown whether or not this conversation took place or what the outcome may have been.

The next order of business was a discussion about replacing of a memorial tree at the corner of Chillicothe and Bell Roads that was planted in memory of Sally Butz-Voss. The Butz-Voss family met with Mayor Koons and Nairn on August 10th and discussed placing a new memorial tree in the Village Park at Village expense. Nairn indicated that the Mayor wanted to consider starting a "memorial tree program." No details of the proposed program were provided. It was

suggested by Nairn that if this program were the Mayor's proposal, that he would introduce the idea at a future Council meeting. Questions were raised in an ensuing discussion about the details of the program with respect to honoring deceased elected officials and the source of funding for the program. It was stated that the Butz-Voss family would be purchasing a plaque for the memorial tree.

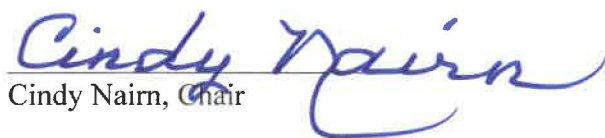
Nairn suggested drafting an article for the next Village newsletter that discussed the details of purchasing memorial trees by all citizens. Nairn suggested that the Village have a formalized program for trees purchased at private citizens' expense and a determination made as to which plantings would be covered under Village expense. It was also suggested that the program, when introduced, address replacement of trees that may die and determine who would bear the expense.

Nairn then discussed whether the details were known for the educational piece of the grant funded stormwater control projects. She inquired whether anyone knew if the most recent presentation by Chagrin River Watershed Partners (CRWP) was a piece of this education requirement. Nairn would contact CRWP and others involved in the project to investigate what the scope of the educational requirements were.

The next subject for discussion was the offer to the Village from Mrs. Catani of the garden gazebo currently located at the Geauga County Bainbridge Library. The gazebo was being offered at no cost to the Village with the exception of those costs incidental to the move/relocation. Nairn would speak with the Street Commissioner about the feasibility of the move. She suggested that the committee recommend holding a Special Council meeting to discuss the issue. She would speak to the Mayor and Fiscal Officer about the issue.

The final item of discussion was a suggestion that the Village adopt a policy which identified highly perforable or high value property and established inventory/accountability lists from which to hold annual inventories. The idea received unanimous support from those present at the committee meeting. More discussion will follow on this issue.

The Properties Committee meeting adjourned at 10:18 a.m.


Cindy Nairn, Chair

Prepared by Leslie Galicki

PROPERTIES COMMITTEE MEETING
APRIL 7, 2021, 9:30 A.M.

Members Present: Dennis Galicki, Chairman; Cindy Nairn, Council Member;
Fiscal Officer Romanowski

Visitor: John Butler, CVT

John Butler, Chagrin Valley Times (CVT), requested the audio recording of the meeting be emailed to him.

Galicki called the meeting to order and read the roll. Nairn made a motion to dispense with the reading of the last meeting's minutes, seconded by Galicki. Voice vote – ayes, all. Motion carried.

Galicki addressed the topic an inventory policy for the Village and review of examples from surrounding communities for high value equipment/properties. With the disappearance of a Village computer, it became apparent that the Village had no controls in place to account for the custody of high value/highly pilferable Village equipment. Input from surrounding communities and the county were obtained, and the committee would be reviewing these to establish what the ground level of expense would be for starting the accountability efforts. Nairn asked what the Ohio Revised Code (ORC) said relative to the fair minimum requirement of inventory of a government entity. The Fiscal Officer stated that in the ORC, Townships must take an inventory and present it to the Fiscal Officer by the second Monday of January each year. This is for materials, machinery, tools, and other supplies in its possession. It does not provide a dollar amount. Counties must do the same. There is nothing in the ORC for Villages or other types of municipalities. The Fiscal Officer provided what she received from other communities as well as a summary sheet. Some used \$100 - \$300 as the threshold, while others included specific items below the dollar amount that were considered valuable.

Galicki advised that the county guidelines were written but were brief. He read these guidelines for the committee. They pertained to consumable items, items valued between \$25 and \$5,000, and a fixed asset inventory criterion which pertained to items valued at \$5,000 or more. Galicki was not suggesting that the Village needed these types of controls and welcomed the thoughts of the committee concerning dollar amounts and/or pilferable items. The Fiscal Officer added that something to consider is property that is relocated to other departments without tracking. It would be beneficial to track these items.

Galicki explained that from his experience with the navy, there would be an identification tag on nearly everything to include bookshelves, filing cabinets, chairs, coffee maker, etc. It was a barcode affixed to the item. There would be yearly controlled equipage inventories.

Nairn stated that as a classroom teacher, she found tediously detailed inventory sheets problematic and felt the Village should avoid this. Employees would be much more on board with accuracy if the bar were not set too low as with some communities. Galicki explained that some of the information from these communities may have been the result of problems with

pilferable items. He cited the issue with having codes on copiers due to abuse of publicly owned copiers, particularly with color copies.

Galicki's main concern included the highly pilferable items like printers, copy machines, laptop computers, etc.

The Fiscal Officer advised that with the laptops issued to Council and employees, everyone had to sign a document acknowledging receipt of the property which included serial numbers. She suggested using tamper proof stickers. The Fiscal Officer did not feel that it was necessary to account for every nut and bolt but added that there were items that did not necessarily fall into a larger dollar category but were valuable and pilferable. She added that this would be most difficult on the Service Department because it has more tools and supplies. She suggested using stickers with numbers and recording to whom the item is assigned, when it was purchased, how much it cost, etc. The Fiscal Officer noted that surrounding communities required that the inventory sheet be updated yearly and filed with the Finance Office. If something is transferred from one department to another, this would also be documented. The inventories of items like laptops involved the individuals physically bringing the items in to the Department Head or Finance Office to have the serial numbers checked and to make sure the items were still in good condition.

The Fiscal Officer added that she is keeping the sign-off sheets in the personnel folders but stated that there needs to be a policy as to whom the employees/elected officials return the property. Galicki felt there was a cross-over to HR with this matter, particularly when an employee leaves the Village. The Fiscal Officer felt a checklist of all items to include equipment, keys, credit cards, etc. would be beneficial.

Nairn stated she was torn between making the threshold \$100 and \$500. Galicki agreed. Nairn suggested \$300 and the Fiscal Officer advised that Russell Township uses this number along with a system whereby the significance of an item valued under \$300 is assessed by the Department Head. The committee concluded that \$300 would be the minimum qualifying amount unless it is an item of significance. The inventory would be filed annually by the Department Head with the Fiscal Officer. Galicki added that the policy should identify the month in which the annual inventory is conducted, like January. Nairn suggested reminders be given at the September and November Council meetings to ensure the inventory sheets are current and ready for inventory in January.

Nairn clarified that the inventory would include the four Village Departments, and Galicki concurred that each department would have its inventory and the Department Head would be responsible for tracking transfers between departments. Galicki suggested that the policy should identify the responsible party in the event there is no Department Head.

The committee agreed that it favored Russell Township's system. The Fiscal Officer proposed drafting a combination between the systems used by Russell Township and Grafton. Galicki agreed and added that he would like to have the information before the second Council meeting in April so that the committee could meet and discuss it. The Fiscal Officer agreed she could do this and the committee agreed to meet April 21st at 9:30 a.m. to discuss the draft procedures and

forms. The Fiscal Officer verified the committee liked the idea of using stickers, and they concurred. She asked if the committee wanted the process of signing out equipment to employees to go to HR committee, or did they want to include it with the policy. Galicki suggested an "on boarding" and "off boarding" process that involved a check-off list. The Fiscal Officer addressed the issue of formalizing a policy regarding personal use of Village property, and cited the laptops as an example. Galicki advised that private businesses have an IT policy whereby the employee acknowledges that the computer should not be used for personal use. Nairn asked how this applied to expensive tools that might be brought home for personal use, not that this was occurring in the Village. Galicki proposed addressing the accountability first. He was aware that other communities and businesses have policies which restrict the type of personal business that can be done on a publicly owned computer. The Fiscal Officer suggested that the policy include a simple statement that no Village owned property/equipment be used for personal use. The committee agreed. Galicki expressed that he did not want this to be viewed as a punitive policy.

The Fiscal Officer stated she would get prices on the stickers.

Galicki addressed the topic of the estimate of the Service Building roof. The Fiscal Officer stated that quotes were obtained from the Street Commissioner and Rick Pausch. She explained that the Village had received the Northeast Ohio Public Energy Council (NOPEC) Energized grant which covered anything that could help with energy. The Village Hall roof had been done, and the Service Department was supposed to have been done, but it was decided to do the LED lighting instead. The Fiscal Officer stated that the Village would be receiving \$10,000 this year. Two of the quotes provided were for the entire building, and the other was just for the flat top portion where there were some issues. She stated that the question was whether the committee would just want to repair the flat roof or do the whole roof so that it all matched. Galicki asked if there was an inspection report of the roof. Galicki requested an evaluation of the condition of the roof and quotes for entire re-roofing and partial re-roofing. Galicki said he would contact the Street Commissioner regarding this request. Nairn cautioned that the deadline for the grant was approaching in June. She expressed concern with the differences in quoted amounts in relation to an unknown contractor versus a well-known contractor.

The Fiscal Officer stated that NOPEC requires that Council pass legislation that the Village would accept the grant money. She would have this for the April 12th Council meeting.

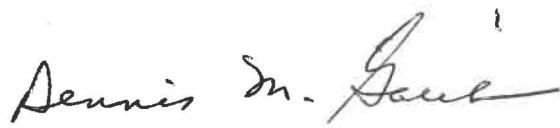
The last item on the agenda was placement of the Tea House. Nairn thought this was already decided and would be at the top of the hill in front of the woods facing Washington Street. Galicki asked if this had been voted on by Council, and the Fiscal Officer stated she would research this. Galicki added that once this was determined, the project should move forward.

Nairn expressed her concern to the Mayor about the condition of the Park benches with wood splitting. She was uncertain if he had investigated the matter. She asked that this be placed on the agenda for the next Property Committee meeting. Galicki asked that Nairn research why the Village decided to go with wooden benches instead of plastic durable benches. The Fiscal Officer explained that there are times when private individuals donate benches that may be made

of wood. Galicki stated that the committee should also address whether such a donated bench is the Village's responsibility to continually replace.

Nairn asked how the Eagle Scout project pertaining to the Underground Railroad looked. Galicki advised that the Service Department appeared to have been involved with transporting part of it. He added that many of these projects in the past had not had the oversight of the Properties Committee. Nairn addressed the butterfly garden, and Galicki stated it did not have the oversight of the Properties Committee but was rather one of the individual mayoral projects.

Nairn made a motion to adjourn at 10:28 a.m.

A handwritten signature in cursive script, reading "Dennis M. Galicki". The signature is written in dark ink on a white background. The first name "Dennis" is written in a standard cursive, while "M." is a simple dot and "Galicki" is written in a more stylized, flowing cursive.

Dennis M. Galicki, Chairman

Prepared by Leslie Galicki



Administrative Assistant <adminassist@southrussell.com>

Fwd: "Teahouse/Gazebo" Location

1 message

Danielle Romanowski <fiscalofficer@southrussell.com>
To: Administrative Assistant <adminassist@southrussell.com>

Thu, Apr 8, 2021 at 11:02 AM

----- Forwarded message -----

From: **Dennis Galicki** <dgalicki@southrussell.com>

Date: Wed, Apr 7, 2021 at 3:42 PM

Subject: "Teahouse/Gazebo" Location

To: Cindy Nairn <cnairn@southrussell.com>, Danielle Romanowski <fiscalofficer@southrussell.com>

Cc: Dennis Galicki <dgalicki@southrussell.com>, Street Commissioner <streets@southrussell.com>, Street Commissioner <djohnson@southrussell.com>

All,

I was able to research the question raised during this mornings' property cmte meeting about the location of the teahouse.

At the 09/28/2020 regular council meeting Cindy "Nairn made a motion to install the donated teahouse north of th Washington St parking lot up in front of the wooded area, seconded by Galicki. Roll call ayes all. Motion carried."

At the same meeting it was stated that the street dept "is prepared to create a floor for the teahouse."

There is no issue in starting the work from a Council perspective.

Dennis.

--

Danielle Romanowski, MMC, CPFA, CPFIM
Village of South Russell
5205 Chillicothe Road
South Russell, OH 44022
440-557-5533

PROPERTIES COMMITTEE MEETING

APRIL 21, 2021 9:30 A.M.

Members Present: Chairman Dennis Galicki, Councilwoman Nairn, Fiscal Officer Romanowski

Galicki called the meeting to order at 9:45 a.m. Galicki first addressed the Inventory Policy. The Fiscal Officer provided the committee with a draft policy which states that items that will be included are valued at \$300 or more unless it is an item of significance. Galicki stated he viewed the draft as a good place to start and acknowledged it would have to be approved by Council. Galicki asked that a copy of the draft be shared in the Council packets and he will address it at the April 26th Council meeting. In answer to Nairn's request for clarification, the Fiscal Officer explained that the draft policy she provided includes the documents given to individuals to acknowledge receipt of property, the inventory itself, and the disposal sheet. There would be a process. The disposal form, for example, would be used to document how the Village got rid of an item. Also included in the policy would be a statement that no Village owned property, equipment, etc. is to be used for personal use. Galicki stated that in the future, he hoped a more robust policy would be developed regarding the use of technology such as with the issued laptops. Nairn suggested that the sentence, "No Village owned property, equipment, etc. is to be used for personal use," should appear in bold at the top of the pages of the policy. Considering the disappearance of the Building Department computer, she thought this was important. The committee settled on putting the caveat on the Receipt of Computer Equipment page and on the policy.

Regarding park benches, Galicki stated this would be addressed at the upcoming Parks Committee meeting on April 28th. In particular, the committee will discuss the issue of the benches being in perpetuity, i.e., once donated, is it always donated? The committee would also be discussing the potential transition from wooden benches to a composite material which might have a longer life. The Fiscal Officer advised that in the Cemetery, if a headstone breaks, the Village does not own the headstones and would not be responsible to fix it. In light of this, she questioned whether the Village should be replacing the benches when they were a gift to the Village. Galicki agreed and thought this needed clarification. He added that the same would apply to donated trees and whether the Village is responsible to replace a tree when it dies.

Galicki addressed the Service Garage roof. He reported that he had not received the condition reports and estimates for replacement of the roof. Galicki added that he had reached out to the Street Commissioner after the last Properties Committee meeting and the Street Commissioner acknowledged he understood what was requested. Until the Street Commissioner provides this information for the committee to evaluate, everything is stopped. The Fiscal Officer reminded the committee that the NOPEC grant needed to be submitted by the end of June. Galicki stated that when the Street Commissioner had the required information for the committee, he was willing to call a meeting to review it. Lacking an apples-to-apples estimates from more than one contractor and lacking an additional report of the entire roof, it is difficult for the committee to make the decision. Galicki said that he would reach out again to the Street Commissioner about the estimate process. The Fiscal Officer asked Galicki if he could get clarification on the tarps

being used on the building and recalled there had been discussion on getting a door for the opening.

Regarding the Village website, the Fiscal Officer forwarded her research information. She clarified that she and the Chief were unable to address the website currently due to other responsibilities and hoped that the committee could reach out and talk to the companies she identified to get an idea of how the Village should go forward. She clarified that she would work with the company to setup the new website and would still do the day-to-day website updates. The Fiscal Officer explained that it was just a matter of needing help in determining whether it made more sense for the Village to use the county's website collaborative or to use a private contractor. Nairn asked why it was necessary to update the website when it was only seven years old. Galicki explained that in the world of the internet, this was a long time. The Fiscal Officer explained, for example, that the website is currently not compatible with cell phones. She said that websites should be updated every four to five years because the technology is always changing. Galicki said in reviewing the county's system, he was leaning towards this proposal. However, he encouraged the day-to-day users to look at the options closely. He explained that the county system would provide consistency and that there is a company contracted throughout Geauga County to assist in putting it together. This provides consistency with the other Geauga County municipalities and townships. The Fiscal Officer explained that through the County Auditor, she found that the Village could be included with the Geauga County website at a reduced rate. The Village would get all the benefits of what had been created for the other communities. She stated that the Chief had some concerns because in the past, individual municipalities could not do their own updates but had to request the changes be made by the county. Now, it is as if the website is the Village's while using the county's pricing. She could contact the county to get pricing. The Fiscal Officer added that she could also contact the other company she had researched, Dynamic. Dynamic offered unique options. For example, it could include a mapping services that would help the business area. Galicki noted that the county site has a Building Department page that has all the forms available to residents and contractors. The Fiscal Officer explained that with the county website, if the Village were to have a new page designed, it would pay for that page. Then, any other participating municipality could use it. Likewise, any of the designs requested by other communities could be used by the Village. The communities share and divide the costs. Galicki saw this as an advantage and discussed the Bainbridge website as an example. The Fiscal Officer added that with changes in technology, it might not be necessary for the Village to have to address this every six or seven years because as a whole, the county website most likely would be updated and there would be no need to revamp. Galicki saw this as a benefit. He reiterated that he would like the end users to take a look at this. Nairn asked how the Fiscal Officer found out about Dynamics, and the Fiscal Officer explained that were recommended by Chagrin Valley Dispatch.

The Fiscal Officer spoke of having the Village's legislation as well as minutes from all the Boards and Committees online. Galicki saw this access as a benefit for residents.

Galicki did not want to spend a lot of time contemplating the website. He wanted to possibly have a collective meeting with the main players to discuss the options and then present a proposal to Council. The Fiscal Officer added that Business Marketing Engine, the Village's

current website administrator, also provided a quote. Nairn agreed that there could be a lot of advantages in going with the county. Nairn asked if there was money budgeted for the website, and the Fiscal Officer stated yes and thought \$8,000 had been budgeted.

The Fiscal Officer spoke of past problems with the county website but stated that was one person doing the website as opposed to the company that has designed the current site. Galicki stated there is more capability and knowledge that resides with the current contractor than what was previously used. It was all cobbled together. Now, the framework and services are provided and whatever information a municipality would want to post, the Village would have those controls.

Regarding the Police Department Car Show, she relayed that the Solicitor thought the Police should execute an agreement with the Village since they are their own entity as a 501(c)(3). The Village has an agreement with the Farmers Market and MC Art Studio, and the Solicitor believes the Village should be consistent. The MC Art Studio agreement could be adapted for use. Galicki stated a motion would be necessary to formalize the Car Show and acknowledged the need for consistency and an agreement. Galicki would contact the Solicitor for a draft proposal.

The Fiscal Officer also advised that there is discussion of the use of Food Trucks at the Car Show, which require Conditional Use permits. She asked Galicki to discuss this with the Solicitor as well.

Galicki discussed setting up the next committee meeting to discuss the service building roof and website. The committee agreed to meet Wednesday, May 12, 2021 at 9:30 a.m.

Nairn acknowledged the Fiscal Officer's work with the Inventory Policy. Galicki addressed the implementation of the Inventory Policy. Nairn thought it should be sooner rather than later and thought the initial inventory would be the most difficult one. The committee acknowledged that it would be challenging for the Service Department, and Nairn advised that the tools should be carefully inventoried. Galicki said as a start to keep the process from becoming too onerous, every tool should not be inventoried. The Fiscal Officer offered that the policy is \$300, and it is up to the Department Heads to determine items of significance. Galicki added that the term, "highly pilferable," could also be used. He said that there must be a starting point and it can always be modified. The Fiscal Officer suggested providing the departments with the policy now and giving them until January to give it to her.

Nairn made a motion to adjourn at 10:41 a.m., seconded by Galicki. Voice vote – ayes, all. Motion carried.



Dennis Galicki, Chairman
Properties Committee

Prepared by Leslie Galicki

PROPERTIES COMMITTEE MEETING
May 12, 2021 9:30 A.M.

Members Present: Chairman Dennis Galicki, Councilwoman Nairn, Fiscal Officer Romanowski, Street Commissioner Alder, Chief Rizzo, Mayor

Galicki called the meeting to order at 9:30 a.m. and read the roll.

Galicki addressed the Service Department building roof and property maintenance. Galicki asked the Street Commissioner about how weed control was addressed on Village properties, to include the Village campus, Cemetery, and the Crappe property. He was concerned that the weeds were not being addressed and asked if weed treatment was budgeted. Galicki felt the weeds did not put the Village in a positive light. The Street Commissioner explained that the Village had never done dandelion and broad leaf weed control but do a crab grass preventer. For the Street Department to do the work, it would cost \$7,000 for a ride-on spreader sprayer. It could handle the Village campus, Cemetery, and corner lot. Galicki wanted to see the cost associated with that piece of equipment and the average seasonal cost for weed killer. He also wanted to see a commercial quote. Nairn noted the appearance of the campus with the dandelions, but felt the thistles presented more of a threat. She thought it would cost a lot of money to address. Galicki noted it would probably take a couple of years to successfully address the weeds but suggested the services should be budgeted in the years to come. The Street Commissioner asked specifically which properties should be included in the quote, and Galicki stated the Village campus to include Village Hall, the outbuildings, and the Police Department; the Memorial Flag site across the intersection, the Cemetery, and possibly the Crappe property. It did not include the old location of the rental property, the larger park, and old Cemetery. Nairn spoke of the weeds in the park and the consideration of having a controlled burn.

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evaluation of the condition of the roof, it was necessary to identify what work was needed, the scope of the work, and value wise, whether it would make sense to replace the entire roof or just part of the roof.

From the information provided by the Street Commissioner, Nairn garnered that there were several years of life left on certain sections of the roof, and the Village would be looking to replace the section that was bad.

The Fiscal Officer provided background about past consideration by Council to replace the Service Department roof, and how it was postponed due to other projects. The Fiscal Officer offered that the consideration would be to replace part of the roof or the whole roof. Nairn stated it could be \$30,000 and was not budgeted. The Fiscal Officer explained it had been budgeted in the past, but Council elected to do the lighting project instead with grant funds. No matter what Council decided to do, it was not budgeted. Galicki offered that with the NOPEC grant, it could potentially cost the Village half the money it might pay in the future.

The Street Commissioner advised that the flat part of the roof was leaking, and the skylights were failing. Galicki reiterated that given the information he had been provided, he could not approach Council to make a recommendation. He reiterated that in his experience that for most commercial applications and businesses, if a roof were being replaced, generally an evaluation was obtained so that a comparison could be made to determine which option was most cost effective. Galicki asked the Street Commissioner to obtain better information. The Fiscal Officer asked the Street Commissioner if it would be possible to get these quotes before the next Council meeting, and he said he could try and would call different contractors to ask for an evaluation and recommendation on the repair and/or replacement of the roof. The Fiscal Officer added that if this could be done, the committee could meet to review the information so that a recommendation could be made to Council.

Other possible contractors were discussed, and the Street Commissioner explained that he had obtained names of the original contractors from the Building Department. The Fiscal Officer reiterated what information should be obtained, and Galicki clarified that he wanted to be cognizant of the most cost-effective solution.

Nairn addressed the due date for the NOPEC grant and urged the committee to have the information sooner rather than later so as not to burden the Fiscal Officer. Galicki explained that it had been his hope that the requested information would have been provided between the last Properties Committee meeting and the current one. He did not want to lose the NOPEC funds, nor did he want to use the funds in a less than effective manner. Galicki urged the Street Commissioner to direct questions he may have to the committee.

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Nairn asked what was going on with the tarp on the Service Garage. Galicki did not know and thought perhaps the Street Commissioner had addressed this with the Street Committee. The issue surrounding tarp had not been presented to the Properties Committee.

Galicki asked the Chief about his recommendation of the sanitization of the park and playground. The Chief explained that initially, the requirements for sanitization were excessive, and with the current relaxing of restrictions he wanted to contact the Health Director to determine if the sanitization could be reduced or discontinued. He would report back to the committee. Galicki said that the committee would present to Council the recommendation that the Chief gets from Geauga County Department of Health.

Regarding the Village website, the Fiscal Officer reported that she received a quote from Business Marketing Engine, which is the current provider. The Fiscal Officer added in 2020, she and the Chief also had a Zoom meeting with Dynamics Online, which is the contractor used by Chagrin Valley Dispatch (CVD). Geauga County contracts with Company 119, which could do the Village's website at a reduced cost of approximately \$4,600 which would include design and 12 months of web posting. There would be a \$600 annual fee for hosting it. The service had been offered to cities and townships and was recently extended to Villages. With enough members, it would help reduce costs. The Village would have all control over the website and have access to different features which are shared by participants at a savings. The hope is that it will be continuously updated which would alleviate the need to address this matter every five to seven years. Galicki felt this model provided the potential for so much more information to be available to the citizens with the updated website. The Fiscal Officer and the Chief also noted the map feature available through this site.

The Fiscal Officer provided the committee with a list of municipalities that use the County website.

Regarding Dynamics Online, the Fiscal Officer was provided with two pricing options. The first option was \$4,500 which would get the website to the point where it was functioning and then charge monthly as the company gradually prepared the website. The second option was \$9,000 which would be to do the website in its entirety. Any changes or additions would be \$125 per hour for big modifications.

The Fiscal Officer advised that she had spoken to Bainbridge Township and reported they are happy with the County services with Company 119. She added that it would be nice to have a system that continuously upgrades.

Nairn wanted a very detailed street map with the next website. The Chief explained with the Bainbridge site, it links to Google maps. He further explained that the current features of Vacation Watch and the pet registration are simply a link to another website, for which the Police Department pays a yearly fee. The Google map link could be used with any of the potential providers.

Galicki asked the Chief for his opinion on the potential providers, and he said Dynamics was very impressive. However, the details provided by Dynamics were easily duplicated by Company 119. He felt going with the county would be less expensive and the Village would get the same service. The Chief did not see any reason why the Village would go with a more expensive quote. He added that Company 119 controls the county site and is one of the best providers around. The Fiscal Officer explained that when the county controlled the site, the

county had to make the changes requested by the municipalities. With it being controlled by Company 119, the Village could make its own changes. Galicki noted that the price with Dynamics was almost double. Nairn asked if COVID funding could be used, and the Fiscal Officer said no.

Galicki asked the Fiscal Officer for her thoughts and she said she would not go with the Village's current provider, but either of the other two would be fine. She added that the Village's email could also be backed up by the county. The Fiscal Officer said this was beneficial because the county understood the requirements in terms of public records. The Mayor asked if they take credit cards through the website, and the Fiscal Officer said she could ask. She thought they could because property taxes could be paid online.

Nairn thought it was important for the website to be easily and inexpensively updated. She asked if there were any complaints with Company 119. The Fiscal Officer explained the difficulties the county had managing the website on its own until contracting with Company 119. She added that the Fiscal Auditor's Office went with the county website as are many other county offices.

Galicki thought this would be the committee's recommendation to Council. He asked the Fiscal Officer to provide some of her information to Council as a brief background.

Regarding the Inventory Management Policy, Galicki relayed that a draft proposal had been provided to Council for review at the May 10, 2021 Council meeting. Galicki had received no feedback and advised he would propose to Council that the Village try to implement the proposed inventory control system. Nairn verified the threshold would stay at \$300. She felt going lower than this would present tedium. Galicki thought \$300 would cover major power tools, but not every hammer and screwdriver, for example. He did not believe there was a theft problem with the Village and that a \$300 threshold, at least as a starting point, would suffice. Nairn suggested that it be specified that completion of the inventory should be this year. Galicki asked for input on a timeline for implementation.

The Fiscal Officer suggested that the first time around, it should be January, which would be when it was filed. The Mayor thought there should be a meeting with the Department Heads. The Chief asked if there were specifics in how to report because he already had an inventory completed of everything except office furniture on an Excel spreadsheet. The Fiscal Officer explained there would be an Excel spreadsheet and property stickers. The Chief asked if the stickers would be for everything or items without serial numbers. The Fiscal Officer explained it would just be necessary to be able to track an item but felt they should go on everything. Galicki explained it was a work in progress and would be conducted with a reasonable approach. He viewed the Chief's system as transferrable to the new system. The Fiscal Officer added that the Chief already had a sign-out system, which would also be part of the new system.

The Mayor asked that a copy of the policy be given to the Street Commissioner, and the Fiscal Officer advised that once it was passed, it would be provided to everyone to fill out by January. The Mayor said that the Street Commissioner should look at it before it is passed. He thought this would be time consuming for the Street Commissioner and the committee agreed.

The Chief stated that this sheet would be continuously evolving with acquiring and disposing of equipment. The committee did not think it would be so daunting if maintained. Galicki recommended including the draft in the Council packets again.

There was no new business. Nairn made a motion to adjourn at 10:41. Voice vote – ayes, all. Motion carried.

A handwritten signature in cursive script, reading "Dennis M. Galicki", written in dark ink. The signature is fluid and stylized, with a long horizontal line extending from the end of the name.

Dennis Galicki, Chairman
Properties Committee

Prepared by Leslie Galicki

PROPERTIES COMMITTEE MEETING

May 24, 2021 8:00 A.M.

Members Present: Chairman Dennis Galicki, Councilwoman Nairn, Fiscal Officer Romanowski, Street Commissioner Alder, Chief Rizzo, Officer John Zippay, Mayor (Zoom)

Galicki called the meeting to order at 8:07 a.m.

The Fiscal Officer stated that the first items of business were to discuss the Service Department roof quotes and weed control. Following this discussion would be Zoom presentations at 8:30 a.m. and 9:15 from website contractors. The Car Show agreement was also on the agenda.

Galicki advised that the Street Commissioner had distributed the new roof quotes. He asked the Street Commissioner to summarize them and provide his recommendation. The Street Commissioner explained that in the process of getting quotes for a total roof replacement, the vendors said they could not obtain materials. The Street Commissioner stated he obtained five quotes which all have an evaluation of repair and/or replacement costs, if that was what the vendor chose to do. He did not try to steer the vendor any way, but he did ask for quotes. He stated that materials would be hard to come by for a total replacement. The Street Commissioner indicated that the necessary materials come from Canada and are difficult to get with the border closures. Galicki asked what this meant in terms of an estimated arrival, and the Street Commissioner explained the vendor would not give an estimate because of the supply problems. Galicki clarified that it was the membrane material that was unavailable. The Street Commissioner recommended that the Village proceed with a repair because the roof was only leaking in a few spots. The Fiscal Officer asked if the quotes were for the flat roof or for the whole building. The Street Commissioner stated it was just for the flat roof. Galicki explained that what he had anticipated was a quote for the entire building. Nairn stated that several of the vendors gave the quotes either way, just with the repair and then in the entirety. One recommended the entire roof not be replaced. The Street Commissioner explained that he did not want to muddy the water, and the quotes are just for the flat roof. Nairn asked if the quote for \$32,900 applied to the small repair. The Street Commissioner stated it would be to replace the flat roof. Nairn clarified that no one quoted to replace the roof on the entire building. The Street Commissioner stated the quotes were apples to apples and all the same.

Galicki asked for the Street Commissioner's recommendation, and the Street Commissioner recommended going with Lashley Builders for \$7,100 to remove the skylights, install $\frac{3}{4}$ Oriented Strand Board (OSB) plywood, frame it in, cover it with modified asphalt to match the existing roof, and seal the loose seams. The roof should then last no less than 10 years. This was the lowest and best bid for the repair, which is all that would be needed, according to the Street Commissioner. It would include covering the entire roof with a roof sealer.

Galicki said he was disappointed in the evaluations provided especially for commercial roof repairs. He would have anticipated a much more detailed evaluation of the roof and felt that many of the quotes were just an opinion rather than speaking to the material condition of the roof and life span. Nairn asked the Street Commissioner if the Village had used Lashley in the past, and the Street Commissioner stated that Lashley had done the Police Station and Village Hall. Nairn asked the Chief and Fiscal Officer if they were happy with the work, and both said yes.

Galicki asked why the roof to the bay that was added to the Service Department did not have a matching type of shingle color. The Street Commissioner stated that Council did not want to pay for the entire roof replacement at that time. The Fiscal Officer said this matter was discussed by Council in the past in terms of the NOPEC grant. However, the Village chose to do the lighting for the Service Garage last year. The Fiscal Officer asked what would be done with the remaining funds from the grant. Doors, door sweeps, and LED lighting for the parking lot were considered. The Fiscal Officer offered to see if the funds could be put in escrow, which had been done in the past. The Street Commissioner addressed utilizing discounted pricing from the Illuminating Company for the parking lot lights when the Village replaced the streetlights. The Fiscal Officer advised that Council had discussed having the streetlights replaced at no cost as they went out since this option would be free through the Illuminating Company.

Galicki would recommend to Council the repair of the flat roof by Lashley Builders for \$7,100.

Regarding weed control, the Street Commissioner obtained three proposals and recommended going with Weed Pro for \$1,692 for the entire season. This was \$423 for each application which would include Village Hall, Service Department, Police Station, Cemetery, corner lot, Crappe property, and 500 Bell Road. Galicki asked if it were too late for this season, and the Street Commissioner said no, and that the Service Department had done the early spring treatment for crab grass prevention. Galicki asked if this would be in the Street Commissioner's budget, and he said no. He asked the Fiscal Officer to investigate the funding before bringing the matter to Council. Galicki suggested discussing it at the June 14th Council meeting. He wanted to see this added to the 2022 funding requests for the budget.

Nairn asked why Weed Pro was preferable to True Green, other than the price. The Street Commissioner just went with the lowest bidder.

The Police Chief provided the committee with an agreement for the South Russell Police Association (SRPA) Car Show. The Chief advised that there was a requirement for Council to review the agreement and an insurance agreement as well. The SRPA could not sign the insurance policy until 60 days before the event, so he did not have it in hand. It will have a \$1,000,000 liability insurance policy through DRY Insurance. The event is proposed for August 1st. Galicki asked if the proposed agreement with the insurance documents would be available by the June 14th Council meeting. The Chief agreed and said Council could look at the preliminary agreement to see if there were any changes or requests. The Fiscal Officer offered to distribute it at the May 24th meeting for review by Council.

Zippay advised that the map included with the agreement showed roughly 220 cars, 12 garbage cans, nine porta potties, food trucks, East Coast Custard truck, and the new Command Vehicle for the Valley Enforcement Group. A major change from the previous Car Show would be to put the raffle tent in the center by the salt dome. He thanked the committee for its support and advised that the purpose of the Car Show was to support childhood cancer. Galicki asked if the vehicles paid an entrance fee, and Zippay advised it was \$20.00. The event is free to the public.

The committee had a teleconference presentation with Dynamics Online. The company's experience with government entities included the City of Beachwood, Orange Village, and Chagrin Valley Dispatch and consisted of developing and creating layouts for sites as well as implementing designs. Specific suggestions pertaining to functionality and usability of the Village's current site were reviewed by Dynamics Online personnel as part of their presentation. The Fiscal Officer asked how long the website

design would take and what the process would be. Would the Village's current website content be moved to the new site, or would all new content need to be created? The presenters advised that there would be two proposals. One would be a four to six weeks and the other six to eight weeks. They would not necessarily start from scratch but start with the current website and continue to refine it. The Chief addressed the limitations of the current platform. The presenters explained that Word Press is the overall platform for programming the website.

Specific design components were presented. The Chief asked for the total cost of the option providing the updates, and the Fiscal Officer stated \$8,975. The Fiscal Officer asked if the \$45 per quarter was for ongoing support. The presenter explained that it would be keeping the Word Press versions up to date for security purposes.

The presenter explained that the main difference between the two proposals involved the timing with either just addressing the most obvious things, launching it, and then working through the other content refinements post launch or doing all the items at once and then launching it. It would ultimately be a financial decision for the Village. The Chief said he would rather have a proposal to do the complete face lift and go live when it is done. The Fiscal Officer asked how long the new website would be current before the Village had to update it once again. The presenter thought a five-to-seven-year time frame would be a reasonable estimate.

After completion of the presentation, the Chief stated that to save the Village time with continuously trying to convert the site, he would rather have the company do the whole package. The committee agreed a fresh start would be best. The Chief further stated that it would then be easier for the Village to maintain it and add its own content. The Chief explained that the Village needed someone to create the change and then Village personnel would be capable of maintaining and updating it.

The committee discussed the difficulties with the Village's current website.

The committee then had a teleconference with Jim McClintock, Company 119. McClintock explained that working with Company 119 through the County website presented some limitations but a considerable savings. He showed the committee the proposed Bainbridge website. The Fiscal Officer clarified that the basic framework would be the same whether pictures, fonts, and content were changed. McClintock concurred. The same framework would be offered to all municipalities. The Chief verified that the website would resemble other municipalities in the county, and McClintock said yes. The Fiscal Officer verified the potential to upload forms to the site, and the Chief asked if they could be fillable PDF's. McClintock said they could be added onto the site, and the Chief asked if a resident could then fill out the form and print it out, and McClintock said yes. Galicki asked which municipalities had gone with the program, and McClintock said that Bainbridge was currently the only one. Galicki verified that the site was under construction and that Bainbridge was still using its old site. He asked when McClintock anticipated launching the site, and McClintock was pending the receipt of content from Bainbridge and he was not certain. If the Village chose to go with the county site, Galicki asked how long it would take to get the site up and running, and McClintock said it depended on the availability of the content.

The Chief asked about pricing, and the Fiscal Officer explained that the pricing came from the county, and she would get a copy of it. The Chief asked if the Village would be able to update the site and

upload content once it was up and running, or would the Village have to go through Company 119 for any modifications. McClintock explained that Village staff would be trained to do updates or changes. If it would prefer to have Company 119 do it, then the Village would be charged accordingly. The Chief asked if the \$690 charge for the annual updates for Word Press was required or something the Village could do. McClintock said it was not required.

The Fiscal Officer addressed the website hosting charges. The Village currently pays \$35.00 per month which includes technical assistance.

The Fiscal Officer asked McClintock to show the committee the calendar feature on the proposed Bainbridge website.

After the Company 119 presentation, the committee agreed there was a huge difference between the two companies. The committee discussed features it might want to see with the new website, and the struggles experienced with the current one. The Chief felt that Dynamics Online was a better option and provided more flexibility in setting up the site. Galicki referred to the last meeting where the committee viewed the Bainbridge site, but had not realized it was not the new site. He was concerned with why it was taking so long to launch the new Bainbridge site. The Fiscal Officer concurred and added that it was also unclear about the status of the sites for the Fiscal Auditor and County Commissioners. The Fiscal Officer noted that with Dynamics Online, the Village could have a totally new website in three months.

The Fiscal Officer explained that Dynamics Online would make a copy of what the Village currently has and then make the changes to launch it. If the Village wanted Company 119 to pull the information over, it would be an additional cost. It almost seemed that they wanted all new content.

Nairn said that Dynamics Online did the Chagrin Valley Dispatch site, and the Fiscal Officer clarified that it was not the website, but other software background work. The Fiscal Officer said she would ask for names of other clients and said that the presenter referred to the Chagrin Falls website, which the Fiscal Officer liked. From the Dynamics Online presentation, the Fiscal Officer felt that the company would help make the layout consistent throughout. The Police Chief thought the grid pattern would make website navigation much better.

Galicki explained that it would be necessary to explain to Council why there was a decision change. The lack of progress by Company 119 and the limitations of the site were an issue. Additionally, it would not be different than the other participants. The Fiscal Officer stated that the theory and cost savings of the county program were good, but it might be beneficial to skip the first round of creating the site because it did not appear to offer much and appeared to be taking too long to launch.

The Police Chief said he would commit the Police Department to provide the photography content and he and the Fiscal Officer would assist in providing content. The Chief wanted to confirm the ability to upload a form to the website and have it routed to an email was important and he would verify this capability with Dynamics Online.

Galicki asked for total cost for Dynamics Online, and the Fiscal Officer stated it was \$8,975 and \$45 per quarter to keep the Word Press updated. Galicki asked about a quote from the Village's current provider, and the Fiscal Officer explained his quote was \$8,100. The Police Chief reported that the

current provider was difficult to reach when problems arose. Galicki asked what was budgeted for the website, and the Fiscal Officer stated \$10,000.

Galicki encouraged the Chief and Fiscal Officer to help answer questions of Council regarding the recommendation to go with Dynamics Online.

Galicki asked about the status of the property accountability policy, and the Fiscal Officer reviewed that the policy had been distributed to Council at the April 26th Council meeting to determine if there were any questions or concerns. Galicki added that subsequent to this, the Mayor met with the Department Heads and took issue with the policy. The Fiscal Officer explained that the Mayor had concerns with the \$300 limit and wanted it set at \$1,000. The Chief stated that the Mayor wanted to have it higher in the beginning and then phase it down because of the excessive amount of inventory the Service Department may have. The Fiscal Officer explained that previously she had discussed the system with the Street Commissioner who had begun to inventory property and conveyed he would be fine with it. The Fiscal Officer explained to the Mayor that Village departments would be given from now until the end of the year to inventory property and then file it January of next year. It would be a starting point. Galicki added that if the dollar limit were set at \$1,000, there would be no accountability for the computers.

The committee discussed instituting the program through motion or legislation.

The committee discussed what items tags would be used on and whether it would be just items without serial numbers or all items.

The Chief also addressed logs for signing property in and signing it out by Village personnel.

Galicki asked the Fiscal Officer to discuss preparing legislation with the Solicitor for the May 24th meeting and if that was not possible, then for the June 14th meeting.

Nairn made a motion to adjourn the Properties Committee meeting at 10:15 a.m., seconded by Galicki. Voice vote – ayes, all. Motion carried.

Dennis Galicki, Chairman
Properties Committee

Prepared by Leslie Galicki

PROPERTIES COMMITTEE MEETING

May 12, 2021 9:30 A.M.

Members Present: Chairman Dennis Galicki, Councilwoman Nairn, Fiscal Officer Romanowski, Street Commissioner Alder, Chief Rizzo, Mayor

Galicki called the meeting to order at 9:30 a.m. and read the roll.

Galicki addressed the Service Department building roof and property maintenance. Galicki asked the Street Commissioner about how weed control was addressed on Village properties, to include the Village campus, Cemetery, and the Crappe property. He was concerned that the weeds were not being addressed and asked if weed treatment was budgeted. Galicki felt the weeds did not put the Village in a positive light. The Street Commissioner explained that the Village had never done dandelion and broad leaf weed control but do a crab grass preventer. For the Street Department to do the work, it would cost \$7,000 for a ride-on spreader sprayer. It could handle the Village campus, Cemetery, and corner lot. Galicki wanted to see the cost associated with that piece of equipment and the average seasonal cost for weed killer. He also wanted to see a commercial quote. Nairn noted the appearance of the campus with the dandelions, but felt the thistles presented more of a threat. She thought it would cost a lot of money to address. Galicki noted it would probably take a couple of years to successfully address the weeds but suggested the services should be budgeted in the years to come. The Street Commissioner asked specifically which properties should be included in the quote, and Galicki stated the Village campus to include Village Hall, the outbuildings, and the Police Department; the Memorial Flag site across the intersection, the Cemetery, and possibly the Crappe property. It did not include the old location of the rental property, the larger park, and old Cemetery. Nairn spoke of the weeds in the park and the consideration of having a controlled burn.

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evaluation of the condition of the roof, it was necessary to identify what work was needed, the scope of the work, and value wise, whether it would make sense to replace the entire roof or just part of the roof.

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Regarding Dynamics Online, the Fiscal Officer was provided with two pricing options. The first option was \$4,500 which would get the website to the point where it was functioning and then charge monthly as the company gradually prepared the website. The second option was \$9,000 which would be to do the website in its entirety. Any changes or additions would be \$125 per hour for big modifications.

The Fiscal Officer advised that she had spoken to Bainbridge Township and reported they are happy with the County services with Company 119. She added that it would be nice to have a system that continuously upgrades.

Nairn wanted a very detailed street map with the next website. The Chief explained with the Bainbridge site, it links to Google maps. He further explained that the current features of Vacation Watch and the pet registration are simply a link to another website, for which the Police Department pays a yearly fee. The Google map link could be used with any of the potential providers.

Galicki asked the Chief for his opinion on the potential providers, and he said Dynamics was very impressive. However, the details provided by Dynamics were easily duplicated by Company 119. He felt going with the county would be less expensive and the Village would get the same service. The Chief did not see any reason why the Village would go with a more expensive quote. He added that Company 119 controls the county site and is one of the best providers around. The Fiscal Officer explained that when the county controlled the site, the

county had to make the changes requested by the municipalities. With it being controlled by Company 119, the Village could make its own changes. Galicki noted that the price with Dynamics was almost double. Nairn asked if COVID funding could be used, and the Fiscal Officer said no.

Galicki asked the Fiscal Officer for her thoughts and she said she would not go with the Village's current provider, but either of the other two would be fine. She added that the Village's email could also be backed up by the county. The Fiscal Officer said this was beneficial because the county understood the requirements in terms of public records. The Mayor asked if they take credit cards through the website, and the Fiscal Officer said she could ask. She thought they could because property taxes could be paid online.

Nairn thought it was important for the website to be easily and inexpensively updated. She asked if there were any complaints with Company 119. The Fiscal Officer explained the difficulties the county had managing the website on its own until contracting with Company 119. She added that the Fiscal Auditor's Office went with the county website as are many other county offices.

Galicki thought this would be the committee's recommendation to Council. He asked the Fiscal Officer to provide some of her information to Council as a brief background.

Regarding the Inventory Management Policy, Galicki relayed that a draft proposal had been provided to Council for review at the May 10, 2021 Council meeting. Galicki had received no feedback and advised he would propose to Council that the Village try to implement the proposed inventory control system. Nairn verified the threshold would stay at \$300. She felt going lower than this would present tedium. Galicki thought \$300 would cover major power tools, but not every hammer and screwdriver, for example. He did not believe there was a theft problem with the Village and that a \$300 threshold, at least as a starting point, would suffice. Nairn suggested that it be specified that completion of the inventory should be this year. Galicki asked for input on a timeline for implementation.

The Fiscal Officer suggested that the first time around, it should be January, which would be when it was filed. The Mayor thought there should be a meeting with the Department Heads. The Chief asked if there were specifics in how to report because he already had an inventory completed of everything except office furniture on an Excel spreadsheet. The Fiscal Officer explained there would be an Excel spreadsheet and property stickers. The Chief asked if the stickers would be for everything or items without serial numbers. The Fiscal Officer explained it would just be necessary to be able to track an item but felt they should go on everything. Galicki explained it was a work in progress and would be conducted with a reasonable approach. He viewed the Chief's system as transferrable to the new system. The Fiscal Officer added that the Chief already had a sign-out system, which would also be part of the new system.

The Mayor asked that a copy of the policy be given to the Street Commissioner, and the Fiscal Officer advised that once it was passed, it would be provided to everyone to fill out by January. The Mayor said that the Street Commissioner should look at it before it is passed. He thought this would be time consuming for the Street Commissioner and the committee agreed.

The Chief stated that this sheet would be continuously evolving with acquiring and disposing of equipment. The committee did not think it would be so daunting if maintained. Galicki recommended including the draft in the Council packets again.

There was no new business. Nairn made a motion to adjourn at 10:41. Voice vote – ayes, all. Motion carried.

A handwritten signature in cursive script, reading "Dennis M. Galicki", written in dark ink. The signature is fluid and stylized, with a horizontal line underneath it.

Dennis Galicki, Chairman
Properties Committee

Prepared by Leslie Galicki

Property Committee meeting – July 27th

On July 27th, the Properties Committee met with Nairn, Street Commissioner, and Fiscal Officer to review benches for the cemetery scattering garden area. Street Commissioner reported that Sheffield Monuments felt that curved benches would fit better in that area. The group discussed the idea of the Village purchasing 5 curved benches at \$1,160/each and have them placed in the cemetery. When someone wants to purchase one, they purchase the bench from the Village and then can have the engraving put on the stone and pay the stone company directly for that. The thought was the family name would be put on the front edge of the stone in a particular font, so all benches matched, and then the family could personalize the top (seat portion). The Properties Committee will discuss this further and have costs for the budget work session on October 2nd.

There was also discussion about planting and replacing trees at the cemetery. Nairn is to have a meeting with Craig Cawrse from CT Consultants to get his opinion and insight on the cemetery landscaping.

W PLAYGROUND - SANITIZING TIP
DAIRY

W LAKE WASTE - FILL DIRT NEW - OK

D FILL DIRT LIST - 1 PERSON ON

W CEMETARY - GRAVE BUCKET FOR BACKW

W DUMPSTER/TOTES - WASTE MT - 3700
- NEW LGR FOR 2700

ARRIVE 7:45 AM

2. 1970-1971: 1st year of the
1970-1971

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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 16th 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 16th, 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	\$1,020 per bench

TREES 2022:

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

BENCHES 2019-2020:

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

TREES 2019-2020

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

*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 14th

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 14th 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.