

**RECORD OF PROCEEDINGS  
REGULAR COUNCIL MEETING  
MONDAY, JUNE 10, 2024 – 7:00 P.M.  
MAYOR WILLIAM G. KOONS PRESIDING**

**MEMBERS PRESENT:** Bell, Berger, Canton, Cavanagh, Galicki, and Porter

**OFFICIALS PRESENT:** Fiscal Officer Romanowski, Street Commissioner Alder, Solicitor Matheney, Engineer Haibach

**VISITORS:** Sherry Gavanditti, Geauga County Maple Leaf; Jake Evans, Sheerbrook Dr.

The Mayor called the Regular Council meeting to order and led the Pledge of Allegiance. The Fiscal Officer read the roll. **Canton made a motion to approve the minutes of the May 28, 2024, Special Council meeting, seconded by Cavanagh. Voice vote – ayes, Bell, Canton, Cavanagh, Galicki, and Porter. Berger recused himself. Motion carried.**

**VISITOR:** Jake Evans, a member of Boy Scout Troop 241, Chagrin Falls, explained that his project is to create trail signage in the South Russell Village Park. The project description is attached. Materials were discussed and the Mayor indicated Evans should coordinate with the Street Commissioner about location. **Canton made a motion that Council vote and approve this particular Eagle Scout activity, seconded by Cavanagh.** Porter asked if the Parks Committee approved the project, and the Mayor said Evans had presented it to the Parks Committee. **Voice vote – ayes, all. Motion carried.**

**MAYOR’S REPORT:** The Mayor said he wanted to appoint Kevin Takacs to be the second alternate to the Board of Zoning Appeals (BZA). **Bell made a motion to confirm the Mayor’s appointment of Kevin Takacs to be the second alternate on the Board of Zoning Appeals, seconded by Canton. Voice vote – ayes, all. Motion carried.**

The Mayor distributed his report. He explained that the Building Department is audited every couple of years by the Interstate Commerce Commission (ICC). The Building Department is required by the State to have a Residential Advisory Board, and the terms of its members have expired. This board addresses complaints about building inspections by the Building Department. The Village will be looking for three people to serve on the committee. The Solicitor asked if the ICC had ever inquired about the existence of the board. The Mayor recalled that the former Building Inspector said it was required. The Fiscal Officer verified the board was established but never met. She did not know the duration of the terms. The Mayor clarified that the ICC did a phone interview with the Building Department Administrative Assistant and indicated the Village needed to have the board. He added that the previous board never met because there had never been any issues.

The Solicitor asked if the Board of Building Code Appeals is the same board. The Mayor said it was. The Solicitor stated that it is in the Codified Ordinances, Chapter 1448. She explained that the purpose of the board is to consider matters pertaining to building construction in the Village and hear appeals and applications or requests for variances from the Building and Housing Code. She clarified that the Village adopted the Ohio Building Code but would conduct research to verify the correctness of the verbiage in the Codified Ordinances.

Berger asked if the Village had any other boards that fall into the category of existing without members, and the Fiscal Officer offered that there is a Tax Board of Review. It meets when someone requests a hearing relative to an abatement determination. With the Central Collection Agency (CCA)

having the ability to cross check local filings against IRS records, it has decreased the need for such hearings. There are three members who have not met in years, one of whom is deceased. She would look into the remaining members.

**FISCAL OFFICER:** The Fiscal Officer distributed her report. She advised that the Tax Budget would need to be adopted by the July 8, 2024, Council meeting and wanted to be sure there would be adequate Council members present. Cavanagh said she would be absent.

Regarding the newsletter, the Fiscal Officer stated that the important event dates for the remainder of the year were included in the summer newsletter, and she asked whether Council wanted this to be the last hard copy to be mailed. The alternative would be to continue with the printing and mailing of the newsletter by the Legal News Publishing Company for the rest of the year. She explained that there is not much of a cost difference for the Legal News to print, prepare, and mail it. The Mayor thought there should be one more newsletter for the fall and then transition to an electronic version only. Cavanagh suggested putting "last paper copy" on the first page of the final newsletter. The Fiscal Officer offered that with doing the newsletter digitally, it would be possible to publish it more often, perhaps monthly. There are currently 616 eblast subscribers, and efforts would continue to get more subscribers through advertising at the park, newspaper, and Fall Festival.

The Fiscal Officer addressed the Tax Budget. She asked whether the price the Village currently had for the park restroom was still valid. The Street Commissioner confirmed that it was. The Fiscal Officer asked if it would be ordered this year and built next year, and the Street Commissioner said the Village would get it about six months after ordering. The Fiscal Officer asked if it would be necessary to put money down on it, but the Street Commissioner did not know the financial end of the process. The Fiscal Officer asked for the contact information to obtain this information.

Regarding the crosswalks, she inquired whether the second crosswalk would be done next year and asked if it should be included in the budget. She explained that this information was needed to formulate an estimated budget, and to know what revenues should be where for next year. Canton and Galicki agreed that it would be good to budget for it.

The Fiscal Officer confirmed with the Engineer that the Central Retention Basin work would be completed this year and the salt dome, realistically, would be done next year. Regarding the Bell Rd. East Culvert Project, the Engineer advised it would be done this year.

Geauga County Automatic Data Processing (ADP) personnel began the Village's computer transition. Each Council member was provided a fob so that they could access documents on Microsoft and emails. She requested ADP also provide an instruction sheet, and further information and training would be forthcoming.

The Mayor questioned whether the Village office closure for Juneteenth should be included in the newsletter given the publication timeline. Porter asked if hard copies would be available, and the Fiscal Officer indicated that the newsletter states that copies will be available at Village Hall. They can also be placed in a box outside for anyone coming after hours and/or can be mailed.

Regarding the daily bank deposit, the Mayor said that in addition to having a set of keys for the Village car, admin should also have a set of keys for the Police Department extra car. This way if the back-up Building Inspector or someone else needed to use the car, one would still be available. The Fiscal Officer explained that this is an unmarked police car and contains law enforcement equipment that would need to be emptied before admin could use it. The Street Commissioner said there is no

equipment in this vehicle. The Fiscal Officer offered that the back-up Building Inspector was now an independent contractor and would not be using the Village vehicle.

The Mayor further recommended that the bank deposit be made at 3:30 p.m. The Fiscal Officer disagreed and said that this is what created the problem in the first place with the timing of getting the Building Department monies and getting to the bank before 4:00 p.m. For this reason, the Administrative Assistant was using her own car. Per law, the deposit must be made within 24 hours, so getting it to the bank by lunchtime accomplishes this. Additionally, the Street Commissioner is typically at lunch during this time, so it should not interfere with his use. The Mayor said that the Service Department staff are not valets, so what about the winter time? Somebody has to walk over and dig the car out of a foot of snow. The Fiscal Officer stated that employees should not be using personal vehicles for Village business. The Village let this go, but then there was an issue with damage to a personal vehicle and the employee is out money.

**FINANCE COMMITTEE:** Berger had no report. The next Finance Committee meeting will be on June 13<sup>th</sup> at 10:00 a.m.

The Mayor reported that Steve Balaban, the grant writer, said he would submit an application to NatureWorks which is due August 1<sup>st</sup>. They have grants for \$150,000 and the park restroom would qualify. Balaban's rate is \$50 per hour. Since the Village just applied for this grant last year with Chagrin River Watershed Partners (CRWP), Balaban thinks he would charge the Village less than \$1,000 to submit the grant with the possibility of getting \$150,000. There is no guarantee, but he thought it would be smart to spend \$1,000 to get this money, but Balaban would need to be hired tonight so he can get on this. Canton said although he appreciated this, he recognized that if the Village did not get the money, the price of the restroom would go up to \$150,000 in the meantime. Cavanagh said the application is due August 1<sup>st</sup>, and the Village is waiting anyway. The Street Commissioner offered to contact the restroom vendor the following day to see how long the \$112,000 quote was valid. Bell asked what feedback the Village received as to why it did not receive the previous NatureWorks grant. The Mayor said that last year there was only \$16,000 for all of Geauga County and was given to Thompson for a playground. Bell asked if the full \$150,000 was designated for Geauga County this year, and the Mayor did not know but Balaban said it would be worth \$150,000. Galicki clarified that they really did not know what the Village would be asking for or what the potential grant amount would be. The Mayor replied that it was \$150,000, and Galicki said this would be if the Village got everything available to the county. The Engineer advised that the "ask" almost always outstrips what is available. Because you ask for \$150,000 does not mean you will get \$150,000 or anything. Galicki referenced Canton's statement and agreed that it seemed like history repeating itself. The Village could have had the restroom for \$80,000 but sought a grant that fell through. Meanwhile, costs went up. He was concerned about betting on maybe getting something, not getting it, and being faced with even more expense to the Village.

Canton asked how much the Village paid Ann Dunning for the restroom design, and the Fiscal Officer said \$6,000. Canton verified that she presented a restroom facility that would cost \$250,000. Additionally, the Village spent a couple thousand to apply for the previous \$16,000 grant. Canton suggested going for the \$112,000 restroom and spending the \$10,000 for a well before the prices go up one more penny. The Fiscal Officer requested that she be given the opportunity to call the restroom vendor to find out the information she needed for the budget. She would then contact Balaban to see if this grant required that the Village wait on moving forward with the project until the grant award is announced. Canton and Galicki felt this was a prudent course of action. Porter concurred. **Porter made a motion that the Village engage Steve Balaban as an independent contractor for the**

**purposes of submitting a grant application for the restroom project at the north park and that the amount paid him for his services not exceed \$1,000 contingent upon the Fiscal Officer and Street Commissioner getting a satisfactory answer as to whether it is a reimbursement grant or a grant that has to be in hand before construction begins, seconded by Cavanagh. Voice vote – ayes, Berger, Canton, Cavanagh, Galicki, and Porter. Nay, Bell.**

The Mayor reported on financial issues of surrounding communities.

The Mayor stated that Judy Harvey, the creator of the Butterfly Garden in the park, is looking to the Village to create an endowment fund so that she can help finance landscaping maintenance of the garden and the installation of a brick enclosure around the garden with a brick walkway from the pavilion to the garden. The Solicitor said she would need to investigate the legality of the endowment. Berger suggested that the Parks Committee should consider the appropriateness of the installation of the brick features to the garden before the Finance Committee discusses the finance of the garden.

**SOLICITOR:** The Solicitor had nothing to report.

**ENGINEER:** The Engineer submitted an Ohio Public Works Commission (OPWC) preapplication for the Hemlock Rd. storm culvert upsizing. The estimated cost is \$79,400 and with a total project cost of \$92,400. He requested a 50% grant, which would put the Village's share at \$46,200. He should know in a month or so.

This year's Road Program is scheduled to start June 25<sup>th</sup> for Southwyck Dr.

Bell asked for clarification about the OPWC grant. He noted that the project is being done in conjunction with Russell Township, but he did not see the township reflected on the application. The Engineer explained that it is the Village that is applying, not Russell Township. Bell thought there was discussion about splitting costs with them. The Engineer said they could discuss splitting the local share with them, but two communities cannot apply together for one grant, one must take the lead. Since the problem is manifesting itself on the South Russell side of the road, the Village submitted for the grant. Galicki asked if the Village had any discussions with Russell to see if they were interested in sharing the costs because the premise seemed to be that it was a cost share. The Engineer had not broached the subject with Russell. The Mayor said that perhaps his ears were bad, but he thought originally he heard the number of \$600,000. The Engineer said no one talked about \$600,000 for the project. The Mayor explained that the email he sent to the Russell Township trustees requesting to be put on their agenda to discuss the matter included the \$600,000 amount. When he went to the meeting, they were not happy to see him, but at that point, the Village thought it would be down to \$200,000. He spoke to one of the trustees last week and conveyed that it was down to \$92,000. Now that the price is known, the Mayor will go back to them to see if they will cost share it. The Engineer said that the local share is \$46,200. Porter indicated that it is viewed as the Village's problem. The Engineer countered that Russell is impacted because water flows over the road and is a safety concern for both sides of the street. Porter agreed but said he would not count on them paying half the cost of the local share. He did not want to wait on them to proceed with the project. The Engineer recommended waiting to see if the Village gets the grant. He did not think it would be a bad idea to let Russell Township know of the potential of the Village's request. Cavanagh recommended letting the affected residents know of the steps the Village has taken. The Mayor suggested emailing Bill Stone. Porter recommended telling Stone that the Village will be doing the project that will cost \$96,000 and that the Village has applied for a grant to pay for a portion and that the project will be done this year. The Engineer advised that the OPWC grant mandates that a contract cannot be granted until July of next year. The Mayor said he and the Street Commissioner will notify the residents that they can attend the

committee meeting for an update. Berger added that the resident on Hemlock should be notified because he would not be in the loop with the residents on Fairview.

Porter asked if the Village would want to forgo the grant and do the project this year or go with the grant and do it next year. He acknowledged that the Village has had a lot of success with obtaining OPWC grants. Galicki added that the \$92,000 was not budgeted for 2024, so it would be a matter of determining the source of the money. Berger suggested waiting for the grant money since it is a big enough dollar amount and there is a high probability of success in obtaining the grant. Porter asked when the Village would know, and the Engineer said in the next month or so, he should hear where the Village ranks with the grant. If the Village hears negatively from OPWC, it can strike its own path and move forward. Berger added that it would be necessary to look at the budget and see if it would be possible to put it into this year's budget. The Mayor concluded that the Village would hold off and construct in 2025. He asked about hiring a contractor to clean out some of the ditch so the residents would see some action, but questioned if this would cause a bigger problem. The Engineer said it would likely exacerbate the problem downstream.

**STREET COMMISSIONER:** The Street Commissioner submitted his monthly report. The guardrail coming from Newbury into South Russell has been completed. Berger asked about signage for this, and the Street Commissioner said there is one sign behind the guard rail, and he plans to ask the county for two more.

Porter asked the Street Commissioner to comment on the work done at 108 Fairview, which is the area that was being discussed with stormwater and Hemlock. The Street Commissioner explained that with the last few storms, there was need of additional inlets put into the 24-inch pipe that they installed. The Service Department put those in and let the area settle and hydroseeded. Phase one of that project is completed.

**STREETS COMMITTEE:** Bell reported that the Streets Committee had not met since May but there are two things to discuss with Council. Regarding the entrance to Waverly Ln., there was a small sinkhole, which the Service Department hydro excavated thinking they would be replacing a small section of pipe. It turned out the entire pipe length going west for 20-feet was completely crushed. The Street Commissioner explained that the pipe buckled and split on the sides. It is a much bigger hole. Bell reported that the Street Commissioner obtained quotes, the lowest of which was \$3,500 from Watts Excavating, and he understood there was room in the Storm Water budget for it, but Council would have to approve. Cavanagh asked if it was an old pipe, and the Street Commissioner said it was installed in 2013 with the Bell Rd. project. She asked why this happened, and the Engineer said they are trying to figure it out and may be more apparent once the area has been opened. The Solicitor asked whether there was an agreement or a quote from Watts Excavation and the Street Commissioner said it was a verbal quote since it was an emergency. The Fiscal Officer explained that this was a matter of determining whether to pass a motion or have legislation because the last two agreements with Watts were by legislation. If the Village must agree to terms, it must be legislation rather than a motion. The Street Commissioner reiterated that it was just verbal because there is a giant opening in the ground. The Solicitor and Street Commissioner discussed recent work and agreements by Watts and how it was handled by Council. She was trying to ascertain if there was an agreement provided by Watts. **Porter made a motion to approve the quote contingent upon receipt of a quote from the vendor for this purpose not to exceed \$3,500**, seconded by Bell. The Street Commissioner said the only stipulation would be if they dig farther and find that the pipe has collapsed even further. From what they can see currently, it is a 20-foot section. The Solicitor clarified that this could increase the amount. The Street Commissioner said this was possible. Porter said that if this

were to happen, the contractor could bill the Village for the additional work done provided someone in authority with the Village says yes and tells them to go ahead, which should be the Street Commissioner. The Street Commissioner said he would keep the Mayor involved. Porter added that the head of Finance should also be informed. **Porter amended the prior motion to include that the agreement between the Village and Watts Excavating be reduced to some kind of writing and that the contract be \$3,500 and no more and that it be done expeditiously for the Street Commissioner and Fiscal Officer and Mayor to thereby approve it, seconded by Bell. Voice vote – ayes, all. Motion carried.**

Bell addressed 10-hour workdays for the Service Department personnel for culvert replacements. The Street Commissioner asked that starting June 17<sup>th</sup> for three weeks that the department work four ten-hour days per week to knock out the culvert replacements on Southwyck. There are 20. Porter added that last summer this went well. The Solicitor clarified that this would be for the weeks of June 17<sup>th</sup>, 24<sup>th</sup>, and July 1<sup>st</sup> and the Street Commissioner commented this is only if they need to go that far because they may be able to do it in two weeks. They were also considering having one department member at the Service Department on Friday and one will be off on Monday. Galicki asked the Street Commissioner what the Village gains in the two additional hours per day that it would not gain in another day of work. The Street Commissioner said it was the set up and break down. They could do four culverts in a day with 10-hour days. They can only do two to three in an 8-hour day because of set up and breakdown. When they leapfrog from one driveway to the next, everything is on site and the arrangement has proven to work. Galicki questioned this, and Porter explained that last year with 10-hour days, the staff did 42 culverts while they did less two years earlier when they did not have the 10-hour days. Galicki pointed out that the unknown statistic is what the demand was during the lower year. He explained that he was just questioning the value of this arrangement. **Bell made a motion that the Street Department be able to work four 10-hour days for three weeks starting Monday, June 17<sup>th</sup>, seconded by Porter.** Berger asked what would happen with the July 4<sup>th</sup> holiday. The Street Commissioner replied that the holiday would be paid on an 8-hour day and two hours of comp time to equal 10. Juneteenth would be the same. **Voice vote – ayes, Bell, Berger, Canton, Cavanagh, Porter. Nay – Galicki. Motion carried.**

Bell concluded that the next meeting will be Friday, June 14<sup>th</sup> at 7:30 a.m. in the Street Commissioner's office.

**BUILDING COMMITTEE:** Bell said that the committee will be meeting Thursday, June 13, 2024, at 8:00 a.m. in the Building Department.

The Mayor advised that regarding the Streets Committee, he received the official notice from the Street Commissioner that he will be leaving September 30<sup>th</sup>. The Mayor sent out a 10 point plan to hire a new Street Commissioner and asked Council to review it.

Regarding the Building Committee, the Building Department Administrative Assistant provides a monthly report about Building Department activities. He noted there was an additional report being produced for the pavilion rentals, and asked if it was needed since all the information was contained in the Building Department report. The Fiscal Officer clarified that she provided the pavilion rental spreadsheet because in the past, there were occasions where Council members saw events at the pavilion and were not aware of what they were. Additionally, with the discussion about installing a restroom at the park, the sheet provides data about how much activity there is at the pavilion.

In the interest of saving trees, the Mayor questioned the necessity of including the minutes of the Planning Commission (PC), BZA, and Architectural Review Board (ARB) in the Council packets. Cavanagh and Bell stated that they read them.

**SAFETY COMMITTEE:** Canton stated that the committee will meet Thursday, June 13<sup>th</sup>, at noon at the Police Station. He reported having attended the Cops and Kids Fishing event and said it was well received and congratulated the Chief and Police Department for a job well done.

The Mayor reminded Council of the upcoming SRPD events, Bike Rodeo and Touch a Truck, the dates and times of which are in the newsletter.

**HR COMMITTEE:** Cavanagh stated that the committee will be postponing the June 13<sup>th</sup> meeting. The rescheduled date has not been determined.

Cavanagh referred to a list in the Mayor's report and noted that the organizational chart had been addressed by the committee. The Mayor agreed explaining that the Fiscal Officer improved it.

Cavanagh asked the Fiscal Officer to elaborate on the topic of benefits and health insurance. The Fiscal Officer did not know what this was about, and Cavanagh explained it was from the Mayor's list for 2025 health insurance prices. The Fiscal Officer explained this is not until the fall and she did not know why the Mayor had it on his report.

The next item she addressed from the Mayor's list was Health District issues, on which Cavanagh stated she was not up to speed, although she was aware of a mailing that was sent and had implications for residents with certain septic systems.

The Mayor had heard from employees that there is a cap on comp time at 80 hours, and that Council may want to consider allowing it to go up to 120 hours. In talking to other mayors, some allow up to 200 hours.

There was a discussion about the Geauga County Health District Board issues relative to a rent dispute with the county.

Berger suggested that the issues identified by the Mayor in his report for the HR Committee should be addressed in committee and then brought back to Council as necessary rather than trying to decide what they are line by line.

**PROPERTIES COMMITTEE:** Cavanagh acknowledged continued discussion of the park restroom.

**PARKS COMMITTEE:** Cavanagh stated that the committee will meet June 18<sup>th</sup> at 6:30 p.m. at the park. The discussion will be about the Fall Festival.

The Mayor asked Cavanagh for a motion to enter into an agreement with the Geauga County Park District to conduct a burn in the South Russell Village Park in 2024. Porter questioned whether the Village was actually going to do it and questioned what the opinion was of the Parks Committee. Cavanagh said they support it, and it would only be a small three-acre burn. The Mayor witnessed one in the Burton wetlands. It was very controlled with a water source. Canton recalled that previously, it was discussed that 1/3 of the park should be burned at a time. Cavanagh further explained that the purpose of the burn is to get rid of invasive species and allow hearty trees to come back and thrive. She reported that the Mayor inquired with Davey Tree, which wanted \$10,000 to conduct the burn. The Park District will do it for no cost but would appreciate a donation for the Park Board. It is

weather dependent. Galicki asked who coordinates with the fire service, the Park Board? Cavanagh did not know. The Mayor said that Paul Pira, Geauga Park District, brought in the fire trucks and ambulances and handled it all with the burn he observed. Galicki wanted clarification about who would coordinate with Chagrin Valley Fire Department (CVFD). The Mayor did not know. Berger asked if this would be an additional cost to have CVFD involved. Cavanagh reiterated that she did not know. Berger concluded that there was no budget number relative to the cost of the burn. The Street Commissioner explained that when the burn was conducted at Frohring Meadows it was not necessary to have the Fire Department because everything was controlled within the parameters of the burn. The Mayor suggested making a motion to contact Geauga Park District to hold the burn in the fall of 2024. Porter clarified this would be after the Fall Festival. The Mayor thought it would be a great educational activity to show the people what happens if the burn in September is good enough. According to Pira, there are only three or four good days a season that the burns can take place and the Village would not be given more than a few days' notice. For this reason, it would be good to pass a motion to proceed with getting the information. There is no contract yet or financial cost. The Street Commissioner added that the area to burn would not be mowed, but the remainder would be mowed which would further contain the fire. Canton noted that the Fall Festival is September 29<sup>th</sup>. Berger suggested obtaining a document from Pira laying out the parameters with the understanding that it will not happen before the Fall Festival, the anticipated costs, identification of other organizations that need to be involved like the fire department, etc. With such documentation, Council could go forward. Porter expressed concern for the people on Southwyck Dr. and homes surrounding the park and thought they would be interested in how it will all happen. The Mayor, Street Commissioner, and members of the Parks Committee walked the park with Davey Tree and decided that the burn would occur on the East Washington side of the park because there would only be one house nearby. Galicki verified this portion of the park had been annexed to the Village from Bainbridge, and the Mayor concurred, adding that the Village has 17 acres on that side.

**PUBLIC UTILITIES COMMITTEE:** Berger advised that the committee will be meeting on Friday, June 14<sup>th</sup> at 9:00 a.m.

#### **ORDINANCES AND RESOLUTIONS:**

The Mayor proposed tabling the Power a Clean Future Ohio resolution. **Porter made a motion to table the Power a Clean Future Ohio resolution, seconded by Cavanagh. Voice vote – ayes, all. Motion carried. Motion tabled.**

Canton provided a second reading of an ordinance approving the lease agreement between Aris Company and the Village of South Russell in an amount not to exceed a total of \$650.00 for portable restroom facilities and services for two specific events sponsored by and located at the Village Police Department, authorizing the Chief of Police and Fiscal Officer to execute the lease agreement on behalf of the Village, and declaring an emergency. Canton made a motion to waive readings, seconded by Galicki. Roll call – ayes, all. Motion carried. Canton made a motion to adopt, seconded by Galicki. Roll call – ayes, all. Motion carried. **ORD 2024-61**

Berger introduced an ordinance amending Section 2 of Ordinance No. 2021-66 which authorizes the expenditure of Village funds and the reimbursement by the Village Fiscal Officer for food and drink expenditures incurred by Village officials and employees at certain events and declaring an emergency. Berger made a motion to waive readings, seconded by Galicki. Roll call – ayes, all. Motion carried. The Mayor asked if everything was covered or whether something could be left open so Council does not have to come back to this. The Solicitor advised that there was language in the ordinance, “or similar events.” Some of the events have become annual. The Fiscal Officer further explained that



events that are not done on a regular basis have been done by motion. The Veterans event had been done this way but had become an annual event and needed to be added to the legislation. Porter indicated the list of events is getting longer. The Solicitor agreed. The Mayor stated that the Village spent \$3,400 for food last year. If the Village does the burn in September and the Park District staff are working for free, will the legislation need to be changed again if sandwiches and water are purchased for the workers? The Fiscal Officer referenced the proposal to provide a donation. The Solicitor explained that a motion would be required, specifying it is for a public purpose. Berger made a motion to adopt, seconded by Galicki. Roll call – ayes, all. Motion carried. **ORD 2024-62**

Berger introduced an ordinance transferring from the Income Tax Fund up to \$10,824.00 to Deferred Benefits and up to \$33,000.00 to the Safety Fund and declaring an emergency. Berger made a motion to waive readings, seconded by Galicki. Roll call – ayes, all. Motion carried. Berger made a motion to adopt, seconded by Galicki. Roll call – ayes, all. Motion carried. **ORD 2024-63**

Berger introduced an ordinance amending the Annual Appropriations increasing Deferred Benefits expenses \$10,824, Safety Fund expenses \$183,000 and Income Tax transfer expenses \$43,824 and declaring an emergency. Berger made a motion to waive readings, seconded by Galicki. Roll call – ayes, all. Motion carried. Berger made a motion to adopt, seconded by Galicki. Roll call – ayes, all. Motion carried. **ORD 2024-64**

**BILLS LIST:** Berger made a motion to ratify the bills list of May 30, 2024, in the amount of \$41,782.33 and June 7, 2024, in the amount of \$68,612.24, seconded by Galicki. Voice vote – ayes, all. Motion carried.

**NEW/OTHER:** Berger, Canton, Cavanagh, and Galicki had no new business.

Porter reported that the Streets Committee will consider the bid specs for the proposed salt structure at the next committee meeting.

**ADJOURNMENT:** Being that there was no further business before Council Cavanagh made a motion to adjourn at 8:27 p.m., seconded by Porter. Voice vote – ayes, all. Motion carried.

  
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William G. Koons, Mayor

  
\_\_\_\_\_  
Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki



# South Russell Village Park Trail Maps

Jake Evans - Troop 241 - Eagle Scout Project

Expected date to instal: 6/9/24 to 6/11/24 (subject to change)

September 14<sup>th</sup>

(Design Draft)

**South Russell Village Park**

- 1 Bell Rd. Parking Lot
- 2 Gazebo
- 3 Playground
- 4 Washington St. Parking Lot

Scan here for digital park map

(QR CODE)

**Jake Evans**  
Lodge Service Project - Design 211  
May 2024  
South Russell Village Park Trail Maps

**Questions or concerns?**  
Call 000-000-0000  
or  
Email [person@email.com](mailto:person@email.com)

This is the current planned design of the custom aluminum sign itself, which will showcase a map of the park, trail distances in miles, a key for significant locations, a South Russell emblem + BSA emblem, as well as a phone number and email where questions and/or concerns can be communicated. There will also be a QR Code which will redirect the scanner to an online version of the map, which they can take with them in their pocket.

# Map Construction

There will be 4 aluminum signs made, 2 of which will be on free-standing maps built and placed in the park. The others will be placed in the kiosks on the two entrances of the park.

(x4)

- Aluminum sign custom made by HotCards (x4)

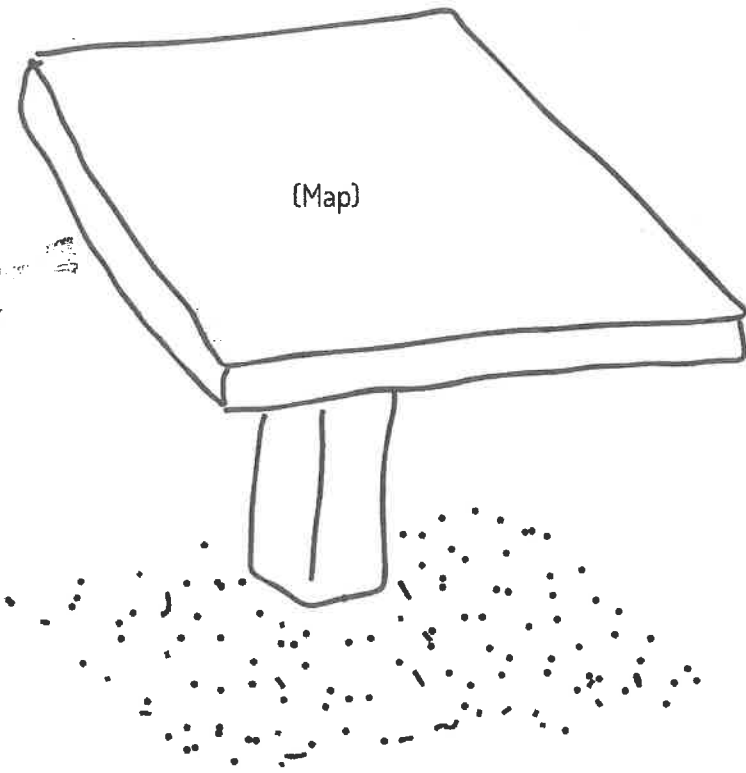
(x2)

- Beams: 6x6
- Board: 2x2 (24x24in)
- Pressure treated pine wood
- QuickCrete concrete

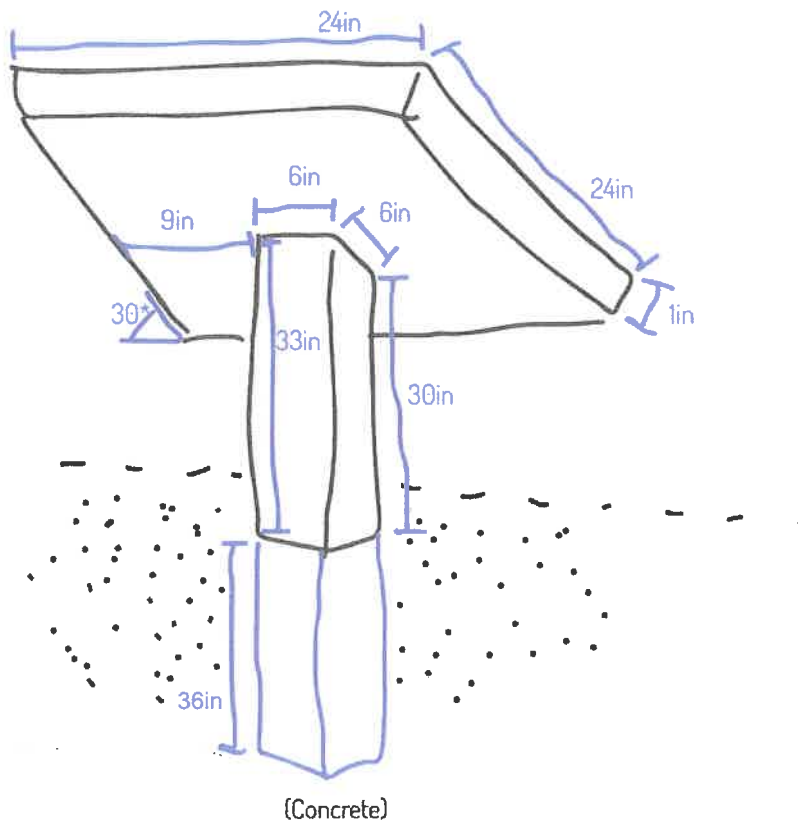
## ORDER OF SIGN CONSTRUCTION

- Cut beams to size
- Create angled end of beam to attach to board
- Attach board to beam via power drill and 4 screws
- Round edges of board using router
- Paint
- Attach aluminum sign to board, using 4 screws in either corner
- Apply laminate coating
- Put completed map in ground
- Concrete
- Gravel base

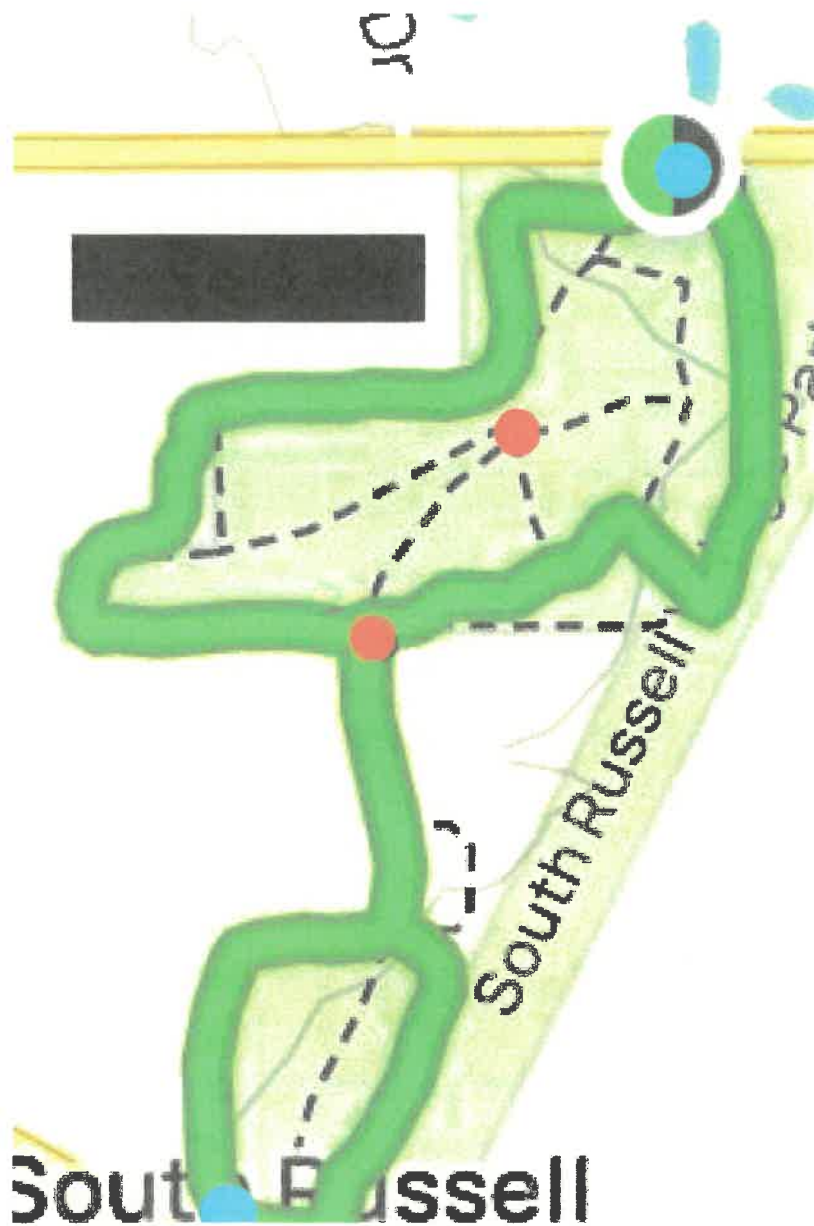
*Images of freestanding map sketches with dimensions on next page*



- Wooden
- Weatherproof White Paint
- Rounded Edges



*Map locations on next page*



The maps which will be placed in kiosks are indicated in blue

The maps which will be freestanding are indicated in red

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