

Properties Committee Minutes for

21 January 2025

Attending:

Dennis Galicki (DG)
Chris Berger (CB) - Chair
Tim Young (TY)
Mayor Koons (WK)
Chief Rizzo (MR)
Fiscal Officer Romanowski (DR)

Meeting called to order at 9:01:47AM by CB. The meeting was held in person at The Village Hall.

1. CB presented the Reserve Study Report. Village needs a plan for tackling the project making recommendations to other Committees and getting feedback for presentation to Council. CB asked that those attending review the Reserve Study for the February meeting and suggest ways to tackle the project – analyze what items are currently in the budget and what items need to be added. CB asked the FO to get the Reserve Study in excel form so that corrections, additions, etc. can be made to update the document.
2. Discussion of capital financial commitments for Properties in 2025
 - a. Salt Dome
 - b. Restroom at the Park
 - c. Drone Garage
 - d. Other?

There was discussion of the permit and Board approval requirements for each project. FO informed the committee that a building permit had not been procured for the Park Restroom (CB signed the permit application on 012325). EH dropped off Salt Dome plans to the Building Department which now need to be reviewed by Dave Hocevar to determine the next step.

3. Discussion of proposal for Village Campus NE corner and capital budget. TY has suggested plans which need to be reviewed at the next meeting. CB would target April Council Meeting for deciding on a plan to be implemented late Summer, early Fall 2025.
4. Painting of Village Hall – WK suggested this. A discussion was held and further definition of the project is required.
5. USA Semiquincentennial 250 Project – CB suggested and all concurred that this project is properly placed under another committee or that an ad hoc committee needs to be created for this task.
6. Wetlands installation progress – no one was aware of the scope of this project and discussion was tabled until the Mayor could explain the issue.
7. Flag policy changes – CB asked DG to review both legal requirements and Village customs and develop a coherent flag policy for Committee review and presentation to Council.
8. Service Dept. Garage Doors – TY presented quotes for \$28k to \$45K depending on hardware and paint color. This project is not currently budgeted. The committee needs input from the FO to determine if this can be

done in fiscal 2025. The FO would not commit pending quotes for the Salt Dome project.

9. Service Garage Floors – TY presented proposals for \$28K to epoxy coat the floor. Again, not budgeted. CB suggested a 2026 budget but more discussion to be had. CB asked for other options. TY stated that the epoxy quote was the cheapest option. Replacing the concrete was estimated at \$75K. No one knows the age of the floor.

10.

Next meeting is scheduled for Tuesday, February 18th at 9AM.

DG moved to adjourn at 10:24:22AM. CB concurred.

Submitted by

Christopher J. Berger, Properties Committee Chair

Properties Committee Minutes for

18 February 2025

Attending:

Dennis Galicki (DG)
Chris Berger (CB) - Chair
Tim Young (TY)

Meeting called to order at 9:12:47AM by CB. The meeting was held in person at The Village Hall.

1. CB presented further comments on the Reserve Study Report (RSR). CB asked the FO for specs on "capital assets (CA)." Specifically, what qualifies as a CA for inclusion in the Reserve Study. TY suggested that a minimum dollar value would help and that items below the minimum (\$2500?) be consolidated into a catchall line item. CB suggested that each department head create a spreadsheet of CA items and evaluate the accuracy of the RSR for inclusion into the calculation for funding the Reserve. CB will send the request to the department heads.
2. Discussion of capital financial commitments for Properties in 2025
 - a. Salt Dome – waiting for quotes. EH to handle.
 - b. Restroom at the Park – Committee discussed the final positioning of the Restroom. A final site drawing will be presented to Council for their approval. CB suggested that we take a look at the parking lot at the Park and that additional drainage would be appropriate. The Mayor indicated at the last council meeting that the state was looking for projects to fund. CB asked TY to present a scope of project for the next council meeting to apply for grant funds.
 - c. Drone Garage
 - d. NE corner of Village Campus. TY to have landscape drawings for potential designs made. CB suggested postponing this project until the Salt Dome and Drone Garage are built so that the space could be used for storage during construction, if needed.
 - e. Service Garage Doors
 - f. Service Garage Floor
 - g. Service Garage Pillars

In discussing e, f, and g above, the committee moved to a more general question of the long-deferred consolidated village campus (CVC). If such were to become a reality in 10 or 15 years, then capital improvements to existing facilities should be minimalized as these facilities may be demolished in favor of the consolidated campus. As no one has any idea when the CVC would be constructed nor where it might be placed, the challenge of budgeting according to the RSR becomes impossible to predict.
3. Painting of Village Hall – No discussion was held on this topic.
4. Wetlands installation progress – No discussion was held.
5. Flag policy changes – DG agreed that a Village Policy needs to be created, if we do not already have one, consistent with ORC. CB stated we need two

policies. The first for permanent flag locations and the second for temporary flags/bunting. Further discussion will take place in March.

Parks

CB noted that both Councilwoman Cavanagh and Councilman Canton wanted to remain involved with the Parks Committee and would attend their meetings. CB, as chair of Properties, is the liaison to the Parks Committee. DG suggested conferring with the Solicitor to review a committee meeting with three council members present and the rules concerning such. CB to follow up with the Solicitor.

Cemeteries

CB noted that he had expressed confusion as to whether the Cemeteries were a separate committee. The FO confirmed that the Cemeteries are part of Properties and therefore, will be reported here.

1. DG stated that the issue of a Columbarium for the Chillicothe Road Cemetery had been raised in prior years. The Committee will discuss the issue with the Mayor and FO and report.
2. The previous issue of access to the Rarick Cemetery is deferred until better weather.
3. Previous issue of fixing headstones at Rarick is deferred until better weather.

Next meeting is scheduled for Tuesday, March 18th at 9AM. CB noted that this meeting date will need to be changed.

DG moved to adjourn at 10:27:22AM. CB concurred.

Submitted by

Christopher J. Berger, Properties Committee Chair

Properties Committee Minutes for

25 March 2025

Attending:

Dennis Galicki (DG)
Chris Berger (CB) - Chair
Tim Young (TY)

Meeting called to order at 9:19AM by CB. The meeting was held in person at The Village Hall.

1. CB and DG engaged in a discussion of responsibilities for the Property Committee in light of the Mayor's comments suggesting that buildings were NOT part of the Property Committee and should be handled by their respective committees. Property, according to the Mayor, was only the land that Village owned. Both committee members expressed confusion, in light of the reserve study project, in moving forward on a multitude of issues. Pending further clarification from the Mayor and Council, the members agreed to limit their discussions to land issues only.
2. Discussion of capital financial commitments for Properties in 2025
 - a. Restroom at the Park – so far as the land is concerned, the Committee discussed the final positioning of the Restroom and timing with TY. TY assured the committee that he was confident in coordinating the installation.
 - b. NE corner of Village Campus. TY presented sketches for potential designs. CB and DG agreed that removal of asphalt drives and curbs, and a leveling of the land was appropriate and would recommend approval from Council.
3. Wetlands installation progress – No discussion was held.
4. Flag policy changes – No discussion was held

Parks

CB noted that Councilwoman Cavanagh was coordinating a meeting of the Committee.

Next meeting is scheduled for Tuesday, April 22nd at 9AM. CB noted that this meeting date will need to be changed.

DG moved to adjourn at 10:12AM. CB concurred.

Submitted by

Christopher J. Berger, Properties Committee Chair

Properties Committee Minutes for

22 April 2025

Attending:

Dennis Galicki (DG)
Chris Berger (CB) - Chair
Tim Young (TY)
Mayor Koons (WK)

Meeting called to order at 9:04AM by CB. The meeting was held in person at The Village Hall.

1. CB, DG again questioned the Mayor's position that, according to the Mayor, the Property Committee was only responsible for the land that Village owned excepting those properties under the control of the Public Utilities Committee under their authority over stormwater. The Mayor further questioned if the committee members had a serious interest in fulfilling their responsibilities as committee members. Neither CB nor DG took kindly to the implication and expressed their frustration. The Mayor countered that this was the way the Properties Committee had always functioned despite CB offering prior Committee Meeting Minutes that demonstrated a far more reaching scope of responsibility. With little else to be said, CB attempted to move on to something productive.
2. CB raised the issue of completing the budget request from the Fiscal Officer. The Committee reviewed the budget line items and determined that none applied under the Mayor's guidelines. As such, the Committee's report to the FO is a request for zero funds for 2026. Previous discussions of the Park Restroom, Salt Dome, and Service Building repairs, were all deemed the responsibility of other committees.
3. CB raised the issue of proceeding with the Reserve Study. Given that the bulk of the study falls outside the redefined limits of the Property Committee, it didn't appear Property was the appropriate forum to work on this issue. The Mayor suggested deferring discussion to a later date. CB lamented that the Village spent \$9500 on a survey that was effectively shelved.
4. CB raised the issue of the NE Corner of the Campus. TY outlined his phase 1 plan which the Committee endorsed and will recommend to Council on 4/28.
5. CB raised the issue of the contract for the Farmer's Market. WK said the agreement would be brought to Council for approval at the 4/28 Meeting. CB asked if the agreement would be signed and the insurance certificate attached? The Mayor was unsure.
6. CB raised the issue of Rarick Cemetery saying that he felt the plan for "pull-offs" along Bell was too dangerous and that a permanent easement was necessary for access across the Coatsworth property. The Mayor said he would re-open the issue. TY was preparing to repair and reset headstones and add topsoil to level gravesites within the cemetery. LG provided CB with information prior to the meeting that confirmed that grant funds were not available for the cemetery as it has been closed for more than 25 years.

7. Discussion ensued for the Park including burn schedule, Park Master Plan, Park Drainage, Rain Garden, and the potential Bocce Ball Court. All discussions were deferred to the pending Parks Committee Meeting.
8. Wetlands installation progress – a second planting of trees was done by Davey Tree on 21 April according to the Mayor.
9. Flag policy changes – No discussion was held
10. TY reported that the Flag Pole lighting at the South Park will be changed to a more robust solar panel with the hopes of resolving the issue during winter hours.

Parks

CB noted that Councilwoman Cavanagh was coordinating a meeting of the Committee for April 22nd at 6:30PM.

Next meeting is scheduled for Tuesday, May 27th at 9AM.

DG moved to adjourn at 10:07AM. CB concurred.

Submitted by

Christopher J. Berger, Properties Committee Chair

Properties Committee Minutes for

29 May 2025

Attending:

Dennis Galicki (DG)
Chris Berger (CB) - Chair
Mayor Koons (WK)

Meeting called to order at 9:00AM by CB. The meeting was held in person at The Village Hall.

1. Corner Lot – The Mayor had suggested that phase I – clearing the property, removing asphalt and trees – would be done after October 11th so as to allow the Farmers’ Market to use for parking. CB and DG agreed that the Street Commissioner should have the flexibility to address the project as time allows over the Summer. Phase II will be discussed over the Summer for 2026 implementation.
2. CB raised the issue of the Fall Festival date. The Mayor suggested October 5th. CB suggested submitting to the Parks Committee for their input with options of September 14th, 28th, and October 5th. Suggestion for the Committee is to have September 28th as the date and the following Sunday, October 5th as the rain date.
3. CB asked the Mayor to describe his intentions for the Bike and Trail program. His priority is for a trail from Gurney to the Park. Anything beyond that would be a bonus. CB asked for the Mayor’s thoughts for trails in the Park. The Mayor responded that a gravel path between North and South Park should be constructed to move service equipment between the park areas. CB asked the Mayor to get a quote for the work from the Street Commissioner. The Mayor thought no other trails besides the grass paths already cut were necessary.
4. CB again raised the issue of Rarick Cemetery saying that he felt the plan for “pull-offs” along Bell was too dangerous and that a permanent easement was necessary for access across the Coatsworth property. The Mayor again said he would re-open the issue
5. Flag policy changes – No discussion was held
6. No report - the Flag Pole lighting at the South Park will be changed to a more robust solar panel with the hopes of resolving the issue during winter hours. Waiting for TY to suggest a plan.

Next meeting is scheduled for Tuesday, June 24th at 9AM.

DG moved to adjourn at 10:08AM. CB concurred.

Submitted by

Christopher J. Berger, Properties Committee Chair

Properties Committee Minutes for

26 June 2025

Attending:

Dennis Galicki (DG)
Chris Berger (CB) - Chair
Tim Young (TY)

Meeting called to order at 9:00AM by CB. The meeting was held in person at The Village Hall.

1. Corner Lot – CB confirmed with TY that phase I – clearing the property, removing asphalt and trees – would be done as time allowed during the Summer 2025. Phase II will be discussed over the Summer for 2026 implementation.
2. The Fall Festival date was established as October 5th. No rain date was agreed to. CB suggested that a rain date was necessary and DG concurred. Issue to be raised with Council. The Mayor and Parks Committee have suggested food trucks instead of the traditional hot dogs, etc. Issue to be raised at Council.
3. Flag Policy - CB submitted a plan to assign spots on the flagpoles at the Bell-Chillicothe Road intersection. DG agreed with the plan and suggested it be presented to Council. TY added that the flags flew from First Energy poles and that agreements with FE was a difficult task. CB suggested we proceed and see if FE raises the issue. TY also suggested replacing the American Flags flown throughout the Village with fewer flags. CB suggested bunting so as not to be flying flags outside of federal regulations. TY was amenable. DG suggested raising this issue with Council.
4. TY informed the committee that the playground mulch does not meet standard as confirmed by PEP. Will investigate standards and options to replace. LG was able to provide past bills for mulching. Committee will present to Council.
5. CB stated that he had received information from the FO that the Solicitor is proceeding with discussions for a permanent easement for access across the Coatsworth property at Rarick Cemetery. TY, DG, and CB were in agreement that this was the best option for servicing the cemetery needs. Wait to hear more from the Solicitor.
6. Pavilion – TY presented a plan to stain every 2-3 years.
7. No report - the Flag Pole lighting at the South Park will be changed to a more robust solar panel with the hopes of resolving the issue during winter hours. Waiting for TY to suggest a plan.

Next meeting is scheduled for Tuesday, July 22nd at 9AM.

DG moved to adjourn at 10:15AM. CB concurred.
Submitted by

Christopher J. Berger, Properties Committee Chair

Properties Committee Meeting
July 10, 2025, 9:00 a.m., Village Hall

Present: Chairman Berger, Council member Galicki, Mayor, Fiscal Officer, Street Commissioner, Police Chief Rizzo, Council member Cavanagh

Visitors: Nicole and Boy Scout Nolan Fowler

Police Chief explained to the committee he would like to pave the Police Department parking lot section that is currently filled with pavement grindings following the garage project. This would serve as a base coat for when the Village is ready to pave the parking lot which was planned to be done once the salt building is completed.

He received three quotes: \$9,150, \$7,200, \$6,637. He recommends going with the low bidder and has funds remaining from the garage project to fund this. Galicki thanked the Chief for finding money within his budget for the expense rather than requesting more for his budget. The committee will make a recommendation at the 7/14/25 Council meeting to approve the project and expense.

Berger said the Mayor and Solicitor are in the process of working on an easement agreement with the Cotesworth property owners for access to the Rarick Cemetery.

There was discussion about a potential grant for \$2,500 for the cemetery. The grant is for an open cemetery only, so the Rarick Cemetery does not qualify for the grant as it is closed. The grant is limited to training personnel for the Cemetery and exceptional maintenance to the Cemetery. The committee's ideas for exceptional maintenance included removing trees in preparation for the next phase for the cemetery and cutting back the foliage in the bioswale.

The grant application is due by July 31st and seems fairly simple to complete. The committee will ask for a motion to approve applying for the grant at the 7/14/25 Council meeting. Berger will complete the application as soon as he gets the list of potential projects from the Street Commissioner and Council member Cavanagh who agreed to walk to the Cemetery for ideas.

The Fiscal Officer distributed copies of the Cemetery Rules and Procedures along with the Standard Operating Procedures. She said these were prepared and approved in 2015 when the cemetery was built. Ten years have passed, and she thought they should be reviewed and revised as some things have changed like the requirement of a vault for cremains, and the points of contact for the Service Department. She suggested the verbiage be written in a way that wouldn't require updates when personnel change.

After discussion it was decided that the Street Commissioner and FO will review and make the suggested changes to the Standard Operating Procedures and get them back to the Properties Committee by August 1st.

Fiscal Officer informed the Committee she is in the process of working to get the Cemetery information online so people can search for the deceased.

To date, there are 187 full lots and 75 cremation lots available for purchase, 59 lots are sold, and there have been 42 burials. Installation of columbarium was discussed. FO informed them the Village cannot simply add a columbarium to the current cemetery. While it may look like open land, there is an underground grid system for burials. Perhaps a columbarium could be considered in the next cemetery phase down the road.

Meeting adjourned at 9:32 a.m.

Properties Committee Minutes for

22 JULY 2025

Attending:

Dennis Galicki (DG)
Chris Berger (CB) - Chair
Tim Young (TY)
Mayor Koons (WK)
Ruth Cavanagh (RC)

Meeting called to order at 1:00PM by CB. The meeting was held in person at The Village Hall.

The Parks Committee Meeting minutes of July 21, 2025 are attached as reference.

1. Corner Lot – TY confirmed that phase I – clearing the property, removing asphalt and trees – was started and will be completed, as time allows, during the Summer 2025. Phase II will be discussed over the Summer for 2026 implementation.
2. Fall Festival – The Parks Committee meeting of 21 July 2025 was reviewed in detail.
3. Flag Policy - CB submitted a plan to assign spots on the flagpoles at the Bell-Chillicothe Road intersection. DG agreed with the plan and suggested it be presented to Council. TY added that the flags flew from First Energy poles and that agreements with FE was a difficult task. CB suggested we proceed and see if FE raises the issue. TY also suggested replacing the American Flags flown throughout the Village with fewer flags. CB suggested bunting so as not to be flying flags outside of federal regulations. TY was amenable. DG suggested raising this issue with Council.
4. TY informed the committee that the playground mulch has been added to. After discussion with Ted Kruse, the mulch was blown in. TY to inform the FO and report to PEP Insurance.
5. No further report - CB stated that he had received information from the FO that the Solicitor is proceeding with discussions for a permanent easement for access across the Coatsworth property at Rarick Cemetery. TY, DG, and CB were in agreement that this was the best option for servicing the cemetery needs. Wait to hear more from the Solicitor.
6. Chillicothe Road Cemetery – a grant application was filed with the State to try to get \$2500 for extraordinary maintenance and training programs.
7. The Flag Pole lighting at the South Park will be changed to a more robust solar panel with the hopes of resolving the issue during winter hours. TY reported a plan costing \$350. RC and TY to contact the Masons to see if they will provide funds for the upgrade.
8. WK reported the an Eagle Scout project was in discussion and would report more when a plan was ready to present to the Committee.
9. CB questioned WK regarding the ongoing bike path program. WK confirmed that Phase I was Gurney to the Park. If Phase I was completed, then, and only then, Phase II would be scheduled to extend the path through the Park to

the West end along Bell Road and provide for the installation of a second crosswalk allowing transit to the North side of Bell Road.

Next meeting is scheduled for Tuesday, August 26th at 9AM.

DG moved to adjourn at 2:00PM. CB concurred.

Submitted by

Christopher J. Berger, Properties Committee Chair

SOUTH RUSSELL VILLAGE PARKS COMMITTEE MINUTES JULY 21, 2025

MEMBERS PRESENT: Chris Berger, Martha Bistritz, Greg Gamm, Ted Kruse, Libby Sharkey, Greg Studen.

GUESTS: Ruth Cavanagh, Bill Koons, Tim Young

Chris Berger called the meeting to order at 6:34 p.m.

FALL FESTIVAL: The Fall Festival is scheduled for Sunday, October 5. No rain date is set. The committee discussed the possibility of getting refunds on equipment/vendor's deposits if the festival is canceled due to weather. The mayor would need to cancel the festival 24 hours before the event or by noon on Saturday, October 4.

Regarding hay wagons, Tim contacted Craig Sirna who will provide at least one, possibly two wagons that are steel enclosed and have a canvas top. About 30 people may ride the wagon at one time. Jim McClosky, who is associated with the Burton Fair will be able to contribute a trailer bed. Ted is able to provide a tractor so that there will be at least two, possibly three hay wagons.

Music will be provided by "Hank be Free". In addition, a singer/guitar player named Ed will play music while Hank is taking breaks.

Libby has contacted the Bubble Lady, Face Painters and Petting Zoo vendor. Tim is able to get/bring three corn hole game sets. Tim will mow an area for this event. Ted will bring apples and his cider press and a large tent. The village will pay Ted \$350 for his supplies, etc.

Food trucks will participate this year including: Hawaiian Guy Barbeque, Augie's Pizza, the ice cream truck, a coffee truck and Ted will contact the lobster truck vendor to see if they would be available. The village will provide bottled water, chips and packaged cookies.

Bill Koons will check with the Chagrin Falls fire department to see if they will participate. South Russell will provide a plow truck, loader and police car (?). Bill will check on Life Flight. Libby explained that there are some options for transportation. Little Miss Trolley, with a capacity of 20 people is \$580 and Mrs Trolley, which can hold 32 people is \$928. Bill will contact Chagrin Falls schools to see if we may rent a school bus for the afternoon.

PLAYGROUND: The committee approved the recommendation by Tim, to blow in adequate mulch to bring the playground floor up to compliance level with the 12 inches required to meet the insurance regulations, approximately 100 yards of mulch, the cost not to exceed \$5k. The quote is from Elite Materials Blowing. Ted will look into another vendor for a better price.

250th CELEBRATION: Plans for the country's 250th anniversary include providing s'mores and cider at the pavilion on January 1, 2026 and a summer event to be determined (possibly in place of the Fall Festival) Ruth suggested that the village participate in "Hometown Heroes" displays. On November 10, there will be a veterans breakfast where Bill suggested this idea be discussed with veterans.

BOCCE BALL: No new information. Interested village members need to find funding for about \$13k in order for bocce courts to be installed.

RESTROOMS: Council reversed the committee's recommendation to have the restrooms open 24 hours a day citing security reasons. The service department is addressing odor issues using REDX and washing every other day. The tanks will be pumped twice a year.

FIELD BURN: Bill said that Pete Macdonald of the Geauga Parks District said not to count on the GPD to do a free field burn anytime soon. Davy Tree will do a partial field burn for 10k.

FLAG: A flag to replace the tattered flag in front of the pavilion is on order. The solar panel which is intended to light the flag on the E. Washington Street side of the park does not have sufficient power to do this. Ruth will contact Bill Miller of the Masons to see if they would contribute \$350 for a device that has a rechargeable battery that would fix this issue.

MISC.: Tim explained that black steel reinforcement plates will be installed on the ceiling beams in the pavilion. Ruth asked Tim to convey many thanks to Rick Pausch for painting the playground equipment and staining the pavilion. Bill would like a plaque with the names of the scouts who have contributed their eagle scout projects to the park, be installed at village hall. No Chamber of Commerce concerts are planned for this summer or next. The mayor summarized the plan for a five foot asphalt path to be installed along the north side of Bell Road to enable people to travel safely on Bell Road without having to share the road. Bill suggested that South Russell may want to do something similar to what Moreland Hills does, which is give away seedlings/saplings (at the Fall Festival?). Apparently, cities who are known as "Tree city USA" offer this.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Martha Bistritz

Special Properties Committee Meeting
Tuesday, August 26, 2025, 9:00 a.m. Village Hall

Officials Present: Chairman Berger, Council member Galicki

Visitors: Mayor Koons, Fiscal Officer Romanowski, Former Mayor Brett, Council member Cavanagh, Street Commissioner Young, Police Chief Rizzo, Administrative Assistant Galicki, former Cemetery Committee members Cindy Nairn, Patty Mills, and Ed Pyle; Former Street Commissioner Tim Alder, Kaley Richard, Chagrin Valley Times, Dan Mills

Chairman Berger called the meeting to order. The Mayor had those attending the meeting introduce themselves. Ed Pyle, Cindy Nairn, and Patty Mills were part of the Cemetery Committee for seven years. Patty Mills explained that her husband, Roger Mills, had been on Council for 27 years. He had indicated that he wanted to be buried in the South Russell Cemetery, but there was none so she went to work on changing this. Matt Brett, Former Council member and Mayor, served during the period of the discussion and decision to move forward with building the Cemetery. Cavanagh explained she is currently involved with the Property Committee, which is considering an expansion of the Cemetery. The Fiscal Officer stated that she worked with the Cemetery Committee assisting them with research and direction.

The Mayor presented slides of the Cemetery. History of the plantings were discussed, to include the row of arborvitae which had been planted at Nairn's recommendation to mitigate the road noise and provide privacy. The Mayor spoke about the placement of flags on the graves of veterans, the bioswale, and waterflow and land. He concluded that everything looks good and is not a problem.

Mayor Brett addressed the process of creating the Cemetery and said the topic of a cemetery was discussed for many years. There was another small cemetery in the Village that could no longer be used. When the topic was raised, the Village was in a position to have property that seemed to make sense. Nairn, Mills, and Pyle did a great service to the Village of understanding what is involved in developing a cemetery to include infrastructure items, pricing, management, software, etc. For years the committee made presentations to Council, and Council came around to the thinking that the Village had a responsibility to provide this kind of service. The Engineer and a consultant created the design and eventual plan. He gave credit to the committee for spearheading this endeavor and driving it forward.

Cavanagh, who grew up in South Russell, commented that she loved Rarick Cemetery and continuing efforts to keep it going. She hoped the Village could acquire a little more property to enable cars to go up and park. While planning the Village's 75th anniversary in 1998, she called Jeannette Grovner, who has published a book about the cemeteries of Geauga County. Grovner said there were no records for Rarick Cemetery. However, Linda Mattern ultimately acquired records through the courthouse and worked with Grovner to determine who is buried where in

the Cemetery. She noted that there are fewer headstones than burials. Over the years, Former Street Commissioner Alder repaired some broken stones. Cavanagh wanted to see this continue. Going forward, she was grateful that the Village was able to purchase the property on which the Village Cemetery is located despite legal issues and criticism. It has an area for expansion. Regarding the Cemetery, she said it needs color. She acknowledged the importance of making the graves of loved ones pretty and for it to be a nice place to visit and understood that this is what Nairn envisioned.

Dan Mills recalled sitting in on plenty of discussions amongst the residents and public meetings about the Cemetery. He was grateful his mother, Patty, was able to be part of the team that brought it to life.

Mayor Brett spoke about the public meetings that were held and emphasized the importance of allowing the residents to be engaged.

The Fiscal Officer distributed a report with Cemetery statistics. She advised that when planning the Cemetery, the consultant told the committee it would sell out in two years. Ten years later, there is still quite a bit available. Initially, the thought was to only sell the section by the street. The consultant had informed the committee that these tended to be most popular as they were by the road which was prestigious. This turned out to not be the case. The decision was ultimately made to install the arborvitae, which has made a row of lots unavailable due to tree roots. As it turned out, the inner portion of the Cemetery has been more popular. Currently, 25% of the full lots and 26% of the cremation lots have been sold. Additionally, there have been three scatterings. Galicki clarified that the percentages pertain to the developed Cemetery property and do not include the undeveloped property available for future burials. Nairn indicated that the total property available for the cemetery is 7.26 acres.

The Mayor asked Street Commissioner Young to give his thoughts on future plans for the Cemetery. The Street Commissioner thought it was currently just general maintenance, including cleaning up the bioswale and other vegetation areas. Former Street Commissioner Alder relayed that having the right equipment was the challenge in grave and foundation preparation.

Cavanagh addressed the potential for columbarium.

Berger commented on his experience in learning about the Cemetery as part of the Properties Committee. His observation is that the Village takes a lot of pride and respect for the residents and their families with regard to the Cemetery. In particular, he enjoyed being a part of maintaining the historical nature of Rarick Cemetery as well as creating a historical space with the South Russell Village Cemetery. He feels grateful for the opportunity to be a part of it.

Nairn thanked Mayors Koons and Brett for supporting the difficult task of building the Cemetery. Nairn and Mills saw it as a service to the Village, but Pyle's approach was from a business perspective, which proved to be important. A cemetery consulting firm from New York assisted

in the process to some extent and were told that South Russell Village was the only community in the United States that was jumping in feet first to build a brand-new municipal cemetery. No one else in the country was ready to take on a project like that. Nairn reiterated that she wanted the Cemetery to be bucolic, not business like, and she thought they ended up with both and it is not a money pit as previously feared. The Village has done an outstanding job of having such a lovely municipal cemetery as a service to residents.

Pyle said he had never worked with two such dedicated ladies who pushed him and put books together and worked for hours and hours to see it through. Mayor Brett supported the committee after tough sessions with Council and encouraged them to keep running with it. None of the three of them had any experience with building a cemetery, and he reiterated that they were great ladies, and it was a great experience. Brett stated that without them, the building of the Cemetery would not have occurred. They came up with the plan, idea, concept, and got Council to support it over the years. He offered kudos.

Cavanagh asked what the hardest part of the process was and where they encountered push back. Nairn said it was just selling the idea because of the concern about the cost to the Village. Dan Mills added that there were also priorities that other people had in the Village like widening Bell Rd. Nairn agreed that there was a lot going on at the time. Pyle recalled an issue with a developer wanting the property to develop a strip mall and high-rise apartment and having to negotiate this with Council. The Mayor thought that the committee did not give in and that was the best thing.

Cavanagh stated that the Cemetery is there because it is born of heartache. People are heartsick when this is going on and it is always what they must bear in mind with the end of someone's life. People will never forget the day they buried someone there.

Berger adjourned the meeting at 9:34 a.m.

Properties Committee Minutes for

8 September 2025

Attending:

Dennis Galicki (DG)
Chris Berger (CB) - Chair
Tim Young (TY)
Mayor Koons (WK)

Meeting called to order at 9:00AM by CB. The meeting was held in person at The Village Hall.

1. Corner Lot – TY confirmed that phase I – clearing the property, removing trees – was completed. As time allows, the asphalt will be removed. Phase II will be discussed.
2. Fall Festival – The Parks Committee meeting of 25 August 2025 was reviewed in detail.
3. Coatsworth Property - CB stated that he had received information from the Solicitor that the owners of the property is not interested in proceeding with discussions for a permanent easement for access across the Coatsworth property at Rarick Cemetery. TY, DG, and CB were in agreement that this was the best option for servicing the cemetery needs. Further discussion is needed with the solicitor to determine a forward plan.
4. Chillicothe Road Cemetery – a grant application was denied by the State. A meeting with TY, WK, DR, and LG will be held to determine a forward plan.
5. The Flag Pole lighting at the South Park will be changed to a more robust solar panel with the hopes of resolving the issue during winter hours. RC was unable to contact the Masons. TY is to get details to propose to Council to get the work done.
6. WK reported nothing further on an Eagle Scout project for the South Park.
7. Discussion was had on the SW corner of Rt. 306 and Bell Road. TY would like to remove the split rail fence and poorly performing trees. Will present a plan to Properties. Discussed planning for but not including any work for the proposed bike trail and crosswalk.
8. Cemetery pins – DR entered the meeting to advise that the Streets Department, using a metal detector, will wait until the late Fall of this year to locate and mark the property line pins at the New Cemetery.
9. Christmas lighting for the Village Campus – discussed hopes for a more traditional plan highlighting the classic nature of the Village Hall. TY to present a plan at the October 9th Properties Meeting.

Next meeting is scheduled for Thursday, October 9th at 9AM.

DG moved to adjourn at 10:04AM. CB concurred.

Submitted by

Christopher J. Berger, Properties Committee Chair

Properties Committee Minutes for

23 October 2025

Attending:

Chris Berger (CB)
Dennis Galicki (DG)
Tim Young (TY)
Mayor Koons (MK) partially participated
Chief Rizzo (MR)

Called to order at 9:01AM

1. Define/identify Village Properties for consistency
 - a. Village Campus
 - i. Village Hall
 - ii. Streets Building
 - iii. Police Station
 - iv. Salt Structure – Salt Barn
 - v. Corner Lot – Campus Lot
 - b. Central Detention Basin - CDB
 - c. SW Corner Rt 306 and Bell – SW Corner
 - d. Rental House Property - RHP
 - e. Municipal Cemetery
 - f. Rarick Cemetery
 - g. North Park – Bell Road
 - h. South Park – Washington Street
2. Corner Lot – complete to the Winter. We will re-group in the Spring and make a plan
3. SW Corner Lot – removed trees. Looking to replace evergreen.
4. Farmers Market – discussed parking across Rt. 306 on private property. CB suggested alternatives. TY and MR to come up with new parking plan to add spaces to Village Campus. Needs to be discussed with FM before starting 2026 Season
5. Bike Trail – no update
6. Forward plan on Municipal Cemetery. No action
7. Strategy for Coatsworth Property. Councilwoman Cavanagh and CB are reaching out to the next generation of family to see if a path can be found.
8. Develop a plan for flying US, State, military, and any other authorized flags throughout the Village. CB presented. Needs an ordinance from Council when time permits.
9. Park Committee Meeting of 9/29/25 review. Minutes of that meeting to follow.
 - a. Restroom fans, winter hours, stacks
 - b. Boy Scout projects procedures form
 - i. Fall Festival preliminary review.

1. Putting up the sign
2. Bounce house – obstacle course
3. Hot dogs/food service
4. Scheduling vendors
5. Paperwork to get vendors paid – timing?
6. Rmax – use
7. Lemonade and cider
Have not had a follow up meeting yet. Will schedule before Thanksgiving.
10. Cemetery pins – waiting for leaves to fall to find the pins – TY.
11. Christmas lighting for the Village Campus – general discussion
12. Other Business

Meeting adjourned at 10:03AM

Respectfully submitted,

Christopher J. Berger, Chair

Properties Committee Minutes for Special 7 November 2025

Attending:

Chris Berger (CB)
Dennis Galicki (DG)
Tim Young (TY)
Mayor Koons (MK) partially participated
Chief Rizzo
Charlotte Brett
Molly Gebler
Catani (2 people)

Called to order at 1:01PM

Special Meeting – Holiday Decorations and Lighting/cemetery wreaths

1. Discussion amongst all –
Conclusions
 - a. Classic Hallmark look
 - b. Light roof lines and corners of buildings white lights only
 - i. Village Hall
 - ii. Service Department
 - iii. Police Station and Drone Garage
 - c. Wreaths on all outside doors
 - d. Wreaths on 3 sides of the cupola and lit with spot lights.
 - e. Pine to the south of Village Hall in colored lights
 - f. Roping on columns at VH and rails.
 - g. Roping around Village signs
 - h.
2. Corner Lot – nothing this year
3. SW Corner Lot –
 - a. add 15 ft. Norway Spruce live – colored lights
 - b. add 2 qty 10 ft. Norway Spruce live – colored lights
 - c. install 8-10 6-8ft cut Christmas trees – white lights
4. TY to rent a lift to install lights
5. Park –
 - a. Colored light wreath – replace at pavilion
 - b. White light spots on trees along Bell Road
 - c. Colored lights on 2 evergreens (mayor's tree and one other)
6. Cemeteries –
 - a. wreaths and flags on the veterans graves – both cemeteries
 - b. roping on rails to Rarick

- c. roping and wreaths on entrance gate to Municipal
- 7. Property at Bell and Ridgewood –
 - a. Roping and boughs on fenceline
- 8. Need to appropriate money to make this happen. TY has budget item (road striping) with \$15K available to move to Holiday Lighting budget

Meeting adjourned at 2:13PM

Respectfully submitted,

Christopher J. Berger, Chair

Properties Committee Minutes for

20 November 2025

Attending:

Chris Berger (CB)
Dennis Galicki (DG)
Mary Rensel
Katherine Malmquist

Called to order at 9:00AM

1. Holiday lights plan – 11/17/25 special meeting. Update. TY did not attend but sent an update. Streets staff is working on roping, wreaths, and lights. 3 new trees to be delivered by 11/26/25.
2. Corner Lot – Ms. Malmquist expressed disappointment that the removal of asphalt was left so late in the year that the ground will be dirt until Spring. Explained the desire not to interfere with the Farmers Market. Not satisfied. Would like to be part of the planning for next Spring.
3. SW Corner Lot – removed all trees. Ms. Malmquist was not happy with the stump. Understood that we will remove but should have been done at the same time the tree was taken down. Need a plan consistent with the trail/path program.
4. Farmers Market – CB explained the safety issue crossing 306 and that TY and MR are working on a new parking plan to add spaces to Village Campus. Needs to be discussed with FM before starting 2026 Season. Everyone wants to see the Farmers Market continue but agrees safety is an issue.
5. Bike Trail as it affects the SW Corner Lot. Explained possible options. Waiting on the Engineer.
6. Strategy for Coatsworth Property. Explained the issue. Everyone agreed a long term solution is needed. Councilwoman Cavanagh and CB are reaching out to the next generation of family to see if a path can be found.
7. Park Committee Meeting of 11/17/25 review. CB offered highlights of the meeting.
8. Municipal Cemetery Gate – repair/replace. All agreed that the gate should be replaced and any damage from the accident repaired.
9. Municipal Cemetery pins – waiting on a report from TY.
10. Motion for Monday night to add citizen members to the committee to help with a Master Plan for the Village Campus and associated Properties. CB explained the suggestion and distributed a draft of the committee's duties.
11. Other Business

Meeting adjourned at 9:52AM

Respectfully submitted,

Christopher J. Berger, Chair

Properties Committee Minutes for 18 December 2025 – Ver. 2

Attending:

Chris Berger (CB)
Dennis Galicki (DG)
Mayor Koons (WK)
Tim Young (TY)

Called to order at 9:00AM

1. Holiday lights plan – review implementation and cost. Spent approximately \$17K on lighting. Exact numbers will be discussed in January. Additional \$2.5K on three trees planted at SW Corner lot.
What did not get done? 3 Trees not lighted. Planted too late because of weather. Outlining the Pavilion was not possible because of weather. 8-10 trees along the drive in front of the Village Hall did not get lit. Weather prevented it. Need to discuss a plan for 2026. WK suggested the addition of a Menorah. DG and CB pointed out that adding a religious symbol would require the Village to offer equal displays to other religious symbols. Did we really want to go down that path? CB suggested a large display for the Corner lot – possibly a sleigh. The Mayor suggested inflatables. Both DG and CB questioned keeping with the traditional look.
TY noted that the Cupola on Village Hall needs cleaning and paint. Will add to list to do when we have the lift available. We also need to address the block wall of Village Hall. Summer project.
CB again suggested soliciting quotes for permanent lights. Something for the next committee to consider.
TY suggested the Village could rent a chipper and provide a pickup date(s) for Christmas trees in the Village starting in 2027 – the second Saturday in January. Idea needs to be developed.
2. Corner Lot – Forward plan for the next committee.
3. SW Corner Lot – install of 3 trees. Forward plan for the next committee. Coordinate with Bike Trail Committee.
4. Farmers Market – Has a parking proposal been created? TY still needs to do. Coordinate with Chief. Who is to liaison with the Farmers Market group? Need to decide at next property meeting.
5. Strategy for Coatsworth Property. CB and Ruth Cavanagh to spearhead.
6. Municipal Cemetery Gate – repair/replace. Waiting for insurance company to approve. Tree and landscaping to be repaired as weather permits
7. Municipal Cemetery pins – TY reported finding 6 of 7 pins. We now know where the property lines are for the cemetery.
8. Master plan for Village Campus for 2026. Need to use the Reserve Study to plan major repairs/replacement schedule.
9. Wreaths were placed on Veteran's graves. Wreaths supplied by Chagrin Pet and Garden at comparable price to Wreaths Across America.

Meeting adjourned at 9:59AM

Respectfully submitted,

Christopher J. Berger, Chair