

**AGENDA**  
**511 PARK BOARD SEPTEMBER 17, 2019**

- I PLEDGE OF ALLEGIANCE**
- II CALL TO ORDER**
- III READ/APPROVE MINUTES OF AUGUST 21<sup>ST</sup> AND JUNE 24<sup>TH</sup> MEETINGS**
- IV BUDGET UPDATE**
- V LEVY UPDATE**
- VIII OTHER**
- IX ADJOURNMENT**

**NEXT REGULAR MEETING: OCTOBER \_\_\_\_, 2019**

**Minutes of: 511 Citizens' Park Board  
of Russell Township  
Held: Geauga West Public Library**

**Meeting: Regular**

**Date: August 21, 2019**

Chairman Roy Podojil requested all to stand for the **Pledge of Allegiance to the Flag.**

**CALL TO ORDER**

The meeting was called to order by Chairman Podojil at 6:38 PM. Present were Mr. Roy Podojil, Mr. Perry Howland, Ms. Stephanie Snevel and Maria Livers.

**BUDGET REPORT** – Mr. Podojil turned the meeting over to Mr. Howland to report on the budget.

- Mr. Howland reported that he received the following information from his visit to the Geauga County Board of Elections: The ballpark cost for Russell Township Citizens' Park District's (RTCPD) to have a levy on the ballot, including RTCPD's portion of the printing of all ballots is approximately \$2200. This cost is deducted from our allocation. If we chose to participate in a special election in August of 2020, we would get billed for 65% up front. Filing deadline is Dec. 18, 2019 for (next) March 2020 election.
- August 19th, 2019 - 3:00pm – Budget Hearing with the Auditor's office was attended by Mr. Howland. They appreciated the Board's prompt re-formatting of our budget and prompt re-submission.
- \$4657.35 is estimated beginning balance for RTCPD, January 2020 at this time. Total balance at end of December 2020 estimated at \$11,000.
- Local Government funds of approximately \$2500 is coming to this board in 2020. This will fluctuate annually.
- The RTCPD Budget is submitted, step one is complete. Upon approval by the Auditor's Office, the next step is to submit RTCPD's Appropriations, and, upon approval, this Board will be able to create purchase orders and carry on with business.
- An updated list of RTCPD Commissioners and titles needs to be submitted to Auditor's office from this Board.

**OTHER:**

Ms. Livers read the minutes for the July 17<sup>th</sup>, 2019 meeting into the record and Mr. Howland made a motion to accept the minutes as presented/corrected. Ms. Snevel seconded the motion and the motion passed unanimously.

Ms. Livers read the minutes for the July 24<sup>th</sup>, 2019 meeting into the record and Ms. Snevel made a motion to accept the minutes as presented/corrected. Mr. Howland seconded the motion and the motion passed unanimously.

**LEVY DISCUSSION:** December 18<sup>th</sup>, final submission date if we want to put a levy on the ballot in March 2020. Mr. Podojil has been researching parcels that may be of interest to this Board and discussion ensued about language around levy to share use of levy monies should ~~if~~ the levy pass~~s~~.

Mr. Podojil stated that the Board will go into Executive Session to discuss possible parcels of land that this Board might consider purchasing should the levy pass.

**EXECUTIVE SESSION:** The Board went into Executive Session at 7:15 pm. Executive Session was adjourned at 7:46pm. - *Mr. Podojil made a motion to adjourn, Mr. Howland seconded and the motion passed unanimously.*

**ADJOURNMENT:** 7:48pm - *Mr. Podojil made a motion to adjourn, Ms. Snevel seconded and the motion passed unanimously.*

**NEXT MEETING:** September 17, 2019 6:30pm – Geauga West Library.

A handwritten signature in black ink, appearing to read "R. Podojil". The signature is written in a cursive style with a large, looping initial "R" and a long, sweeping underline.

*Minutes of: 511 Citizens' Park Board  
of Russell Township  
Held: Geauga West Public Library*

*Meeting: Regular*

*Date: June 24, 2019*

**Pledge of Allegiance:** Mr. Podojil invited everyone to stand and recite the Pledge of Allegiance.

**Call to Order:** The meeting was called to order by Chairman Podojil at 6:37pm. Present were Mr. Roy Podojil, Mr. Perry Howland, Ms. Stephanie Snevel, and Maria Livers.

**Minutes:** Maria Livers read the minutes of the May 22, 2019 Regular Meeting. Mr. Podojil called for acceptance of the minutes, Mr. Howland moved to accept the Minutes, Ms. Snevel seconded and the motion passed unanimously.

**Welcome of new Board Member:** Ms. Stephanie Snevel has joined the Russell Township Citizens Park District Board of Commissioners, filling the vacancy left by retired Commissioner, Mr. Ron Skrbin. Ms. Snevel will assume role of Treasurer (Fiscal Officer). Mr. Podojil officially welcomed Ms. Snevel to the Board of Commissioners. Mr. Podojil then introduced Ms. Snevel to meeting attendees Matt Jonquist and Shelley Chernin.

**Vote on Officers:** A vote on officers is not necessary at this time.

**Levy Update & Resolutions** – Shelley Chernin, heading up the Levy Committee, stated that it is early for us to begin our levy campaign, concerned that we may “wear out” the voters by starting too early. Shelley is looking for a co-chair for the campaign due to needing to handle personal matters for her family.

**- Declaration of Necessity:**

A discussion ensued regarding needed documents to get RTCPD levy on November 5, 2019 ballot. Mr. Podojil has presented a Resolution of Need to the Trustees and they will consider it when they see this Board's additional needed “Declaration of Necessity”, officially titled Resolution Declaring it Necessary to Levy a Tax in Excess of the Ten Mill Limitation.

**- Declaration of Necessity, VOTE:**

The RESOLUTION: Resolution Declaring it Necessary to Levy a Tax in Excess of the Ten Mill Limitation was presented to the Board by Mr. Podojil.

Mr. Howland made a motion to adopt the Resolution Declaring it Necessary to Levy a Tax in Excess of the Ten Mill Limitation. Ms. Snevel seconded and the motion passed unanimously. All Board members signed the document, verifying their vote.

Discussion ensued: 1.00 mills will generate approximately \$267,000 / year for 5 years, according to information given to the Board by Geauga County Auditor, Mr. Chuck Walder. This is what this Board is asking for on the upcoming ballot.

**- Certificate of Millage...VOTE:**

The RESOLUTION: Certificate of Millage Rate to Geauga County Auditor and Request for Revenue Produced by Such Rate Resolution was presented to the Board by Mr. Podojil.

Mr. Podojil made a motion to adopt the Certificate of Millage Rate to Geauga County Auditor and Request for Revenue Produced by Such Rate Resolution.

Mr. Howland seconded, and the motion passed unanimously. All Board members signed this Resolution, verifying their vote.

**- Resolution to Proceed, VOTE:**

The RESOLUTION: Resolution to Proceed was presented to the Board by Mr. Podojil. This Resolution will be submitted to Russell Township Board of Trustees and then to the County Auditor and finally to the Board of Elections, according to Mr. Podojil.

Maria Livers read the Resolution to Proceed.

Ms. Snelvel made a motion to adopt the Resolution to Proceed. Mr. Podojil seconded and the resolution passed unanimously. All Board members signed this Resolution, verifying their vote.

Ms. Livers will prepare the Certificate of Estimated Property Tax Revenue for Mr. Podojil.

**Other:**

*3260.00 startup*

- **Budget:** Mr. Howland's budget was shared with Ms. Snelvel. Currently this Board receives approximately \$270.00 monthly. ~~\$3000.00~~ startup money from Trustees is still in the bank.

Maria will from this point submit POs and warrants. Mr. Howland and Ms. Snelvel will go to the bank and update the account with current check signers.

Mr. Podojil will need to submit the budget to the Commissioners on August 19<sup>th</sup> at 3:00pm. This may include a budget for two possibilities: if the levy passes or if it doesn't. It should include Library Funds. Mr. Podojil will confirm what is needed through Mr. Chuck Walder, Auditor, Geauga County.

**- Donation to Russell Cemetery Veterans Memorial:**

Mr. Podojil received an email from Rob Morgan, who designed the memorial. We can donate a Serviceberry tree for \$500 and \$50 plaque with the "Donated by the Russell Citizens Park District".

Discussion followed: Would this forward the mission of the Park District? Is it good use of the money? Nice, contained area to meditate and shows support of Russell Township veterans and the community as a whole.

*Mr. Podojil made a motion that we spend no more than \$550 for a commemorative tree and plaque within the Russell Veterans Memorial. Mr. Howland seconded and the motion passed unanimously.*

**Adjournment:** Mr Podojil moved to adjourn the meeting. Mr. Howland seconded and the motion passed unanimously. Meeting was adjourned at 7:50pm.

**NEXT MEETING:** July 17, 2019, 6:30pm – Geauga West Library.

A handwritten signature in black ink, appearing to read "Roy L. Podojil". The signature is written in a cursive style with a large, looping initial "R".

511 CITIZENS PARK BOARD SIGN-IN

September 17, 2019 – Regular Meeting

1	<i>Howl Shanker</i>
2	KRISTINA PORT
3	Shelley Chernin
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