

AGENDA
RUSSELL CITIZENS 511 PARK DISTRICT BOARD
JULY 17, 2019 – Geauga West Public Library, 6:30pm

- I PLEDGE OF ALLEGIANCE
- II Call to Order
- III Read/Approve Minutes of ~~July~~ ^{June} 24th (Regular) Meeting
- IV Read/Approve Minutes of July 13th (Special) Meeting
- V Levy, Documents / Needed Resolutions
- VI Budget
- VII Donation of Tree / Plaque to Russell Twp. Veterans Memorial
- VIII Other
- IX Adjournment

NEXT MEETING: August _____, 2019 - _____ (Time)

Geauga West Public Library

Tabled for
confirm. of +3000-
bank balance
(p. 2)

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 Skrbini. 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. Snevel 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. Snevel. 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. Snevel 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 19th 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.

Recorded by Maria Livers, Clerk pro tem

Roy Podojil, Chairman

THE ORC 511

July 5, 2018

RUSSELL TOWNSHIP CITIZENS' PARK BOARD, GEAUGA COUNTY

Financial Worksheet - Budget

2019 Budget Rev 0.0

Year 2018

DESCRIPTION	Foot Note	2016	2017	Current 2018	2019
Fund Balance 1/1		\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance Adjustments		\$0.00	\$0.00	\$0.00	\$0.00
Revenues					
Property and Other Local Taxes					
Real Estate Taxes					
1000-101-0000 - General Property Taxes	1	\$0.00	\$0.00	\$0.00	\$65,101.64
Real Estate Tax Total		\$0.00	\$0.00	\$0.00	\$65,101.64
Intergovernmental					
Local Government Distribution					
1000-532-0000 - Local Government	2	\$0.00	\$0.00	\$0.00	\$0.00
Local Government Distribution Total		\$0.00	\$0.00	\$0.00	\$0.00
Property Tax Allocation					
1000-535-0000 - Property Tax Allocation		\$0.00	\$0.00	\$0.00	\$0.00
Property Tax Allocation Total		\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues		\$0.00	\$0.00	\$0.00	\$65,101.64
Expenditures					
Administrative - Salaries					
1000-110-122-0000 - Salaries Clerical		\$0.00	\$0.00	\$0.00	\$5,550.00
1000-110-141-0000 - Salaries Legal Counsel	3	\$0.00	\$0.00	\$0.00	\$25,200.00
Administrative - Salaries Total		\$0.00	\$0.00	\$0.00	\$30,750.00
Administrative - Other					
1000-110-314-0000 - Tax Collection Fees	4	\$0.00	\$0.00	\$0.00	\$1,750.00
1000-110-315-0000 - Election Expense	5	\$0.00	\$0.00	\$0.00	\$2,500.00
1000-110-345-0000 - Advertising	6	\$0.00	\$0.00	\$0.00	\$750.00
1000-110-382-0000 - Liability Insurance		\$0.00	\$0.00	\$0.00	\$500.00
1000-110-383-0000 - Fidelity Bond		\$0.00	\$0.00	\$0.00	\$300.00
1000-110-389-0000 - Other - Insurance		\$0.00	\$0.00	\$0.00	\$1,025.00
1000-110-410-0000 - Office Supplies		\$0.00	\$0.00	\$0.00	\$843.00
Administrative - Other Total		\$0.00	\$0.00	\$0.00	\$7,668.00
Capital Outlay - Other					
1000-760-740-0000 - Machinery, Equipment, etc.	7	\$0.00	\$0.00	\$0.00	\$5,250.00
Capital Outlay - Other Total		\$0.00	\$0.00	\$0.00	\$5,250.00
Total Expenditures		\$0.00	\$0.00	\$0.00	\$43,668.00
Fund Balance 12/31	8	\$0.00	\$0.00	\$0.00	\$21,433.64

Footnote

Description

- 1 Assumes passage of .25Mill additional, new, continuous, park levy.
- 2 Request being made for consideration of Local Government funding.
- 3 Needed to create By-Laws, Levy Resolutions, start-up counsel, etc. Will taper off quickly.
- 4 Cost to collect assumed levy passage.
- 5 Required to place levy on ballot.
- 6 Sunshine notices for meetings.
- 7 Purchase of laptop, printer, software, etc. for startup.
- 8 Cash Reserves for land acquisition fund and carryover requirements.

<u>CATEGORY</u>	<u>ITEM</u>	<u>PRICE</u> <u>per YEAR</u>	<u>Start Up</u> <u>Costs</u>
Postage & Stationary			
	P.O. Box	\$54.00	\$54.00
	Stationary	\$189.00	\$0.00
	Postage	\$250.00	\$50.00
	Supplies	\$350.00	\$25.00
Computer & Printer			
	Computer	\$2,500.00	\$0.00
	Peripherals	\$250.00	\$0.00
	Software	\$500.00	\$0.00
	Printer/Scanner/Copier	\$2,000.00	\$200.00
Fees			
	Ballot Costs	\$4,500.00	\$0.00
	Reserves	\$6,000.00	\$0.00
	Costs to Collect	\$1,750.00	\$0.00
Advertising			
	Sunshine Notices	\$750.00	\$600.00
Insurance			
	Bonds	\$100.00	\$75.00
	Public Officials	\$1,025.00	\$683.33
	Liability (General)	\$500.00	\$333.33
Admin Assistant			
	Meeting \$	\$150/Mtg	\$1,200.00
	Other	\$25/Hr.	\$400.00
Legal Fees			
	Mark L. Hoffman, Esq.	\$420/Hr.	\$0.00
	Ken Fisher, Esq.	\$420/Hr.	\$0.00
TOTAL			\$3,620.67

Peery F. Hurland
Ronald A. Skerbin
Joyce [Signature]

NOTES

Print from Computer
100 stamps
10 reams paper

Laptop (Old Twp Computer)

MS Office (on twp computer)
Buy cheap cheap one

for Levy (have twp pay actual)

for Levy (2019 expense)

8 mtgs

3 People, 8 mo
\$1M Coverage
\$1M Coverage

8 Mtgs
Est. 16 add'l Hrs

10 Hours (NO)
10 Hours (NO)

*Attachment
July June
24, 2019
mtg.*

From: <rob@robmorganllc.com> rob@robmorganllc.com
Subject: Russell Veterans Memorial - Citizen's Park District Donation
Date: Jun 10, 2019 at 2:28:32 PM
To: Shane Wrench zoning@russelltownship.us
Cc: Karen Walder - FO Russell Township kwalder@russelltownship.us,
Melissa Palmer mpalmer@russelltownship.us,
<k9srule@roadrunner.com> k9srule@roadrunner.com

Shane:

The following is a summary of my conversation with Roy this afternoon.

On behalf of the Citizens Park District, Roy would like to provide the money required for one of the Serviceberry trees specified at the memorial. I suggested that a price for the tree and a small plaque would be in the ballpark of \$500. A small plaque will be provided and labeled something to the effect of, "Serviceberry Tree donated by the Russell Citizen's Park Board". We can work out the exact text at a later date. He will take the dollar figure we discussed back to the board for approval later this month.

We'll need to get an accurate price for the tree from Radick's and there would be some additional cost for the plaque fabrication and install. I'll work to get real numbers pulled together. I suggest that the donation be made directly to the township when the time comes so that it doesn't complicate Radick's contract.

Please let me know if you have any questions.

Thanks: Rob



robmorganllc

po box 294, novelty, oh 44072

studio 440.338.1119

email: rob@robmorganllc.com web: www.robmorganllc.com

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

Meeting: Special

Date: July 13, 2019

Call to Order: The meeting was called to order by Chairman Podojil at 4:31pm. Present were Mr. Roy Podojil, Mr. Perry Howland, Ms. Stephanie Snevel and Maria Livers.

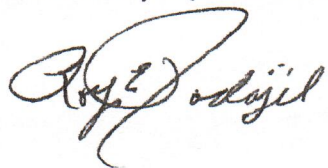
Vote on Resolution: A new form for the Resolution of Need is now required by County Auditor's Office to put the Levy on November Ballot, titled **Resolution of Need**, needs to be signed for submission to the county auditor.

Mr. Podojil made a Motion to accept the **Resolution of Need**, Mr. Howland seconded the motion and the motion passed unanimously. Document was signed by all parties verifying their vote.

Adjournment:

Mr. Podojil moved to adjourn, Mr. Howland seconded and the motion passed unanimously. Meeting was adjourned at 4:41pm.

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

A handwritten signature in cursive script, appearing to read "Roy Podojil". The signature is written in dark ink and is positioned below the "NEXT MEETING" text.

CERTIFICATE OF NEED

Russell Township Citizens Park District RESOLUTION 2019 - 2

WHEREAS the Board of Commissioners of the Russell Township Citizens Park District, Geauga County, Ohio has determined the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Russell Township Citizens Park District and it is necessary to levy a tax in ^{excess} ~~exceed~~ of such limitation for the purpose of Parks and Recreation in the Russell Township Citizens Park District as provided and authorized by Section ORC 5705.19; and

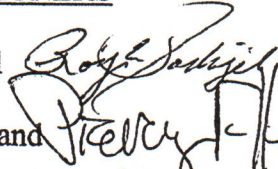


WHEREAS the levy is at a rate of 1.00 mills for a 5-year period of time and is an Additional levy; and

WHEREAS the ballot measure shall be submitted to the entire territory of Russell Township and the Russell Township Park District and the tax shall be levied on the entire territory of Russell Township and within Geauga County; and

WHEREAS the levy is to be placed on the November 5, 2019 ballot and shall be first levied in tax year 2019 and begin collection in 2020; and

BE IT RESOLVED by the Russell Township Citizens Park District Board of Commissioners, after meeting in Special session on July 13, 2019, at Geauga West Library, that pursuant to ORC 5705.03 said board hereby certifies that this resolution to the Geauga County Auditor, and requests that the County Auditor certify back to the Board of Commissioners the total current tax valuation of the subdivision, and the number of mills required to generate a specified amount of revenue, or the dollar amount of the revenue that would be generated by 1.00 mills for 5 years, for the purpose of Parks and Recreation in Russell Township and the Russell Township Citizens Park District as provided and authorized in Section ORC 5705.19.

ROY PODOJIL moved for the adoption of the foregoing and PERRY HOWLAND seconded the motion. Upon the call of the question, the vote was as follows:

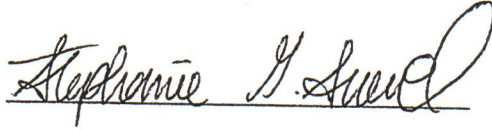
<u>COMMISSIONERS</u>	<u>YEA or NAY</u>
Roy Podojil 	<u>YEA</u>
Perry Howland 	<u>YEA</u>
Stephanie Snevel 	<u>YEA</u>

Passed 7/13/19 Russell Township, Geauga County, Ohio

Attest: Stephanie S. Snevel Russell Township Citizens Park District
Stephanie Snevel, Fiscal Officer

CERTIFICATE

The foregoing is a true and correct excerpt from the minutes of the meeting held on 7/13/19 of the Board of Commissioners of the Russell Township Citizens Park District, Geauga County, Ohio showing the adoption of the resolution hereinabove set forth.



Stephanie Snel, Fiscal Officer
Russell Township Citizens Park District

511 CITIZENS PARK BOARD SIGN-IN

July 17, 2019 - Regular Meeting

1	Batters; River Glen
2	Sommers - Sperry Rd
3	Talley Cherman
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