



**Parks & Streets Committee Meeting Minutes  
Wednesday, July 23, 2014**

Call to Order:

Chair Kathy Rhoads called the meeting to order at 6:44 p.m.

Roll Call:

Present: Chair Kathy Rhoads, Larry Landis, Carol Carter, and Bonnie Gordon

Absent: Sue Cox

Approval of Minutes:

Bonnie Gordon made a motion to approve the Parks & Streets minutes of June 25, 2014, and the motion was seconded by Carol Carter. Aye votes all. The minutes were approved as written.

Parks & Streets Commissioner's Report:

The attached report was submitted by Jon Sobczak.

There was a brief discussion on replacing trees in the parks and down town area. Mr. Sobczak will be talking with Paradise Trees on hearty varieties of trees for our areas. Mr. Sobczak has reviewed the area with Treemasters and will continue to replace the dying trees. Mr. Sobczak's 2015 proposed budget has an increase in the tree replacement due to the increase of dying trees.

Mr. Sobczak is waiting for the report from GPD on the parking solutions for downtown.

Mrs. Carter relayed information from a resident that is getting wet by Memorial Park. Mr. Sobczak will work with Kevin Bittaker and resolve the problem as quickly as possible.

Privilege of the Floor:

Mrs. Leslie Miller notified the Committee there is a bicentennial committee that would like to hold a folk festival in October 2015. The bicentennial committee is working to have a time capsule dug up, but they are not sure of the exact location. The University of Akron has students that locate capsules as part of their senior projects.

New Business:

The Committee received the proposed 2015 budget. Chair Rhoads asked the Committee to review the information and they will discuss the budget in the August meeting. Mr. Sobczak gave a brief review of the budget. Mr. Sobczak has added one full time and a part time employee and adjusted the 2015 budget accordingly. Other additions included were increasing supplies and contractual services to allow for more rentals and do more projects within our own department. Capital outlay has increased \$10,000 toward a future street sweeper and skid steer hammer. Mr. Sobczak added to the parks projects to include money towards bathrooms and future additions. Other increases allowed for the rising costs of gas and supplies. Mr. Sobczak noted that currently Parks is at 46% and Streets is at 37% of budgets during the seventh month.

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New Business (continued):

Mr. Sobczak reported the 40 W. Main Street building has been cleaned inside and they will continue to work on cleaning out the basement. There are many updates necessary including paint and flooring. The basement has a musty smell and Mr. Sobczak recommends a dehumidifier. It was discussed the expenses will be taken from the safety deposit of the last lessee.

Chair Rhoads complimented on the work done at the Gazebo. Mr. Sobczak noted that these little things are what can be done when you have extra help.

Mrs. Gordon would like to bring back the Christmas lighting contest. In the past the Chamber would sponsor the contest. Carol Carter will talk with the Chamber. The judge would be someone that lives outside the Village.

Future Budget Items:

The park signs designed by Envirosigns were discussed. The cost for the all the park signs is \$8,000.00. The item has been added to the 2015 budget.

Old Business:

Chair Rhoads reviewed the bracket situation. The current posts are not the heaviest material and you have to watch the weight that is attached. Chair Rhoads said Jane Webb has some decorative flags that can be rotated in to replace worn flags. Chair Rhoads would like to maintain the current brackets. Mr. Sobczak has learned that brackets are being made with fiberglass brackets that give more flexibility. The range in price can be from \$60 to \$300 per bracket. Price is based on flag size. Chair Rhoads asked the Committee to keep in mind the economy and the length of the life of brackets and flags when considering what to purchase. Carol Carter informed the Committee that she has spoken with the Historical Society and asked them to check with Parks and Streets when ordering Bicentennial decorations. Chair Rhoads would like to work with the businesses and use a seasonal rotation of flags. There will be further discussion in the September meeting.

Mr. Sobczak noted during his report he is talking with Jason Wehrley on becoming The Village Forester.

The Committee confirmed the work session will be August 20<sup>th</sup> at 6:30 p.m. for the trail expansion grant. Mr. Landis suggested if the Run for the Trail organization used the Gary Eichler Trail name it could allow for more grant opportunities being a memorial trail. Mrs. Gordon will talk with Run for the Trail members and see what can be worked out. There was a discussion on the organization that does the work for the trail and the name The Gary Eichler Trail where it begins and ends. Mrs. Gordon confirmed The Village does the naming of trail and the organization raises the funds to create and expand the trail.

Mrs. Gordon said the deadline for the grant is February 1<sup>st</sup>, 2015. Mrs. Gordon noted the money will need to come from the Village and the Village will be reimbursed with the grant that would be accepted. There was a discussion about timing the availability of money in the general fund for the grant. The Committee will be given copies of the previous grant in their email. Mrs. Gordon would like to keep Mr. Kupchack of the Muskingum Watershed Conservancy District and the Chippewa Conservation District informed of expansion plans. There was a discussion this project could benefit both the Village and the Conservation Districts.

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Old Business (continued):

Mrs. Gordon's biggest concern is how to have the trail extend through the industrial area. Some concerns to discuss at the work meeting include who will be writing the grant and if the grant is a joint venture between non-profit and The Village.

Carol Carter reported the dog park is still in the planning stages and is hoping to bring more information to the September meeting.

The new playground equipment will continue to be talked about on the budget and the Committee will follow updates again next year.

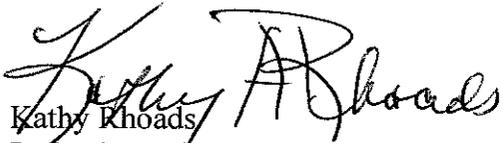
Downtown parking was discussed during Mr. Sobczak's report.

Mr. Sobczak reported that Mr. Burgoyne, with GPD, said the area behind Red Oak is a retention basin and cannot be filled. The best the Village can do is clean out the basin and adding aeration could help. The chain link fence must stay up. This will be added to the September agenda for discussion of cleaning and aeration options.

The Village will be taking the split rail fencing down on Red Oak and not replacing due to cost and maintenance. There was a discussion that it will be up to the residents to install fencing on their property if desired. The plan is to have the project completed in the fall.

Larry Landis made a motion to adjourn the meeting and Carol Carter seconded the motion. All were in favor. The meeting was adjourned at 8:13 p.m.

Respectfully Submitted,

  
Kathy Rhoads  
Parks Committee Chair

8-27-2014

# Seville Parks & Streets Superintendents Report

**Monthly work report:**  
July 23, 2014

**Project Status**

**Target finish date**

**Park/Street maintenance work:  
(Regularly Scheduled seasonal work)**

**Seasonal**

- |                                                                   |             |   |
|-------------------------------------------------------------------|-------------|---|
| *Tree/brush trimming along roadways                               | In Progress | " |
| *Roadside/parks vegetation control                                | In Progress | " |
| *Mowing all parks (once a week)                                   | In Progress | " |
| *Mowing right of way/along roadway                                | In Progress | " |
| *Spraying ball fields for weed growth                             | In Progress | " |
| *Dragging all ball fields                                         | In Progress | " |
| *Mow delinquent property's (7)<br>(per zoning inspector)          | In Progress | " |
| *Run street sweeper downtown<br>(when running/weather permitting) | In Progress | " |
| *Painting all road markings                                       | In Progress | " |
| *Trash pickup parks/streets                                       | In Progress | " |

**Park/Street repairs:**

- |                                                                        |             |                       |
|------------------------------------------------------------------------|-------------|-----------------------|
| *Asphalt repairs prior to chip/seal                                    | In Progress | Aug. 10 <sup>th</sup> |
| *Brush/stump removal from Cy Hewit Park<br>(from creek & surroundings) | In Progress | Nov. 20 <sup>th</sup> |

**Sign repairs:**

**Status:**

- |                                                                                                         |             |                       |
|---------------------------------------------------------------------------------------------------------|-------------|-----------------------|
| *Replacing old signs with new compliant<br>Phase 2 (all replacements documented)<br>(sign order placed) | In Progress | Dec. 30 <sup>th</sup> |
|---------------------------------------------------------------------------------------------------------|-------------|-----------------------|

**Equipment service:**

- |                                                                 |           |  |
|-----------------------------------------------------------------|-----------|--|
| *Routine equip, maintenance<br>(Oil, grease, tires, bulbs ext.) | Completed |  |
|-----------------------------------------------------------------|-----------|--|

**Active projects:**

**Project Status:**

- |                                                                                 |                 |                       |
|---------------------------------------------------------------------------------|-----------------|-----------------------|
| *Research downtown banners                                                      | Completed       |                       |
| *Village forester (fill position)<br>Jansen Wehrley                             | Prospective     |                       |
| *Memorial Park parking lot phase 2<br>(2015 asphalt parking lot, parking lines) | Pricing Project | July 23 <sup>rd</sup> |
| *Cy Hewit parking lot enhancement<br>(along park drive) removed old mulch pile  | In Progress     | Aug. 27 <sup>th</sup> |
| *Pricing/spec, on restroom for                                                  |                 |                       |

Cy Hewit park budget item	In Progress	July 23 <sup>rd</sup>
*Pricing on replacement park signs (entrance signs)	Completed	July 23 <sup>rd</sup>
*Tree replacements Leohr Park	In Progress	Oct. 22 <sup>nd</sup>
*Downtown parking options	In Progress	July 23 <sup>rd</sup>
*Concrete street repair: 350 ft section Pleasant View	In Progress	
200 ft section Royal Crest	Completed	
*2014 asphalt streets repair list bidder was Melway Paving \$79,191.75	In Progress	July 30 <sup>th</sup>
*Phase 1 sidewalk program (bid the in-completed 2013 sidewalks)	Award Bid	
*Phase 2 sidewalk program 2014 letters have been sent out	Turned In	Sept. 30 <sup>th</sup>
	Completed	

\*Target dates are subject to change due to work load or weather.

**Respectfully Submitted by  
Jon Sobczak**

ACCOUNT #	30-Jun-2014 PARKS	2014 BUDGET	EXPENSED TO DATE	50.0%	30-Jun-2013 PARKS	2013 BUDGET	EXPENSED TO DATE	50.0%
1000-320-190	WAGES	63,000.00	26,035.91	41.3%	WAGES	71,050.00	29,193.75	41.1%
1000-320-211	OPERS	8,850.00	3,593.58	40.6%	OPERS	10,004.00	4,095.16	40.9%
1000-320-213	MEDICARE	920.00	401.27	43.6%	MEDICARE	1,050.00	423.30	40.3%
1000-320-353	LIABILITY INSURANCE	1,260.00	681.00	54.0%	LIABILITY INSURANCE	950.00	894.13	94.1%
1000-320-225	WORKERS COMP	1,425.00	984.96	69.1%	WORKERS COMP	1,000.00	923.31	92.3%
1000-320-399	CONTRACTUAL	11,020.00	3,192.44	29.0%	CONTRACTUAL	19,600.00	3,673.63	18.7%
1000-320-490	SUPPLIES	25,000.00	16,347.89	65.4%	SUPPLIES	16,171.00	7,561.89	46.8%
	TOTAL	111,475.00	51,237.05	46.0%	TOTAL	119,825.00	46,765.17	39.0%

ACCOUNT #	30-Jun-2014 STREET	2014 BUDGET	EXPENSED TO DATE	50.0%	30-Jun-2013 STREET	2013 BUDGET	EXPENSED TO DATE	50.0%
2011-620-190	WAGES	117,000.00	59,730.19	51.1%	WAGES	131,950.00	65,171.54	49.4%
2011-620-211	OPERS	16,380.00	8,354.91	51.0%	OPERS	18,600.00	8,423.75	45.3%
2011-620-213	MEDICARE	1,700.00	828.70	48.7%	MEDICARE	2,000.00	834.85	41.7%
2011-620-221	HEALTH INSURANCE	38,500.00	18,817.58	48.9%	HEALTH INSURANCE	42,000.00	17,277.55	41.1%
2011-610-221	HC CONSORTIUM	30,000.00	2,209.14	7.4%	HC CONSORTIUM	30,000.00	4,548.62	15.2%
2011-620-222	LIFE INSURANCE	430.00	194.40	45.2%	LIFE INSURANCE	500.00	219.25	43.9%
2011-620-223	DENTAL	2,965.00	1,360.02	45.9%	DENTAL	4,100.00	1,455.50	35.5%
2011-620-225	WORKERS COMP	2,350.00	1,942.84	82.7%	WORKERS COMP	1,850.00	1,850.00	100.0%
2011-620-311	SIDEWALK REPAIR	60,000.00	188.21	0.3%	SIDEWALK REPAIR	60,000.00	325.00	0.5%
2011-620-270	CLOTHING	1,300.00	1,111.90	85.5%	CLOTHING	1,500.00	1,441.68	96.1%
2011-620-399	CONTRACTUAL	26,327.00	13,160.06	50.0%	CONTRACTUAL	29,166.00	9,920.45	34.0%
2011-620-490	SUPPLIES	47,700.00	23,376.54	49.0%	SUPPLIES	42,375.00	20,472.09	48.3%
2011-800-520	EQUIPMENT	7,912.00	503.25	6.4%	EQUIPMENT	18,000.00	3,783.44	21.0%
	TOTAL	352,564.00	131,777.74	37.4%	TOTAL	382,041.00	135,723.72	35.5%



**Estimate #1528**

**7/15/2014**

**Prepared For:**

Village of Seville Parks  
 Alex Cooper  
 120 Royal Crest Drive  
 SEVILLE, OH 44273

**Phone:** 330-441-2536

**Fax:**

**Alt. Phone:**

**Email:** jsobczak@villageofseville.org

**Prepared By:**

Jamie Inks  
 Envirosigns, Ltd  
 PO BOX 450  
 WOOSTER, OH 44691 USA

**Phone:** 888-492-5377

**Fax:** 888-492-5377

**Alt. Phone:**

**Email:** sales@envirosigns.com

**Description:** EnviroPoly Entry Signs with posts

**Estimated Time For Production:** 25 working days

Quantity	Description	Each	Total Taxable
5	24.00 in x 48.00 in EnviroPoly 3/4". Green with white text:  REZAC FIELD RUTH TISHER FIELD LION'S CLUB FIELD TWO OTHERS	434.4440	\$2,172.22
3	36.00 in x 96.00 in EnviroPoly 3/4". Green with white text:  LOEHR PARK other text TBD	1,136.75	\$3,410.25
3	18.00 in x 30.00 in Resin Pour - adds color to routed EnviroPoly signs - ADD ONE COLOR (TREE OR BORDER) TO ENVIROPOLY SIGN. IF TREE AND BORDER BOTH REQUIRE RESIN, THEN THE COST WILL BE 93.75 FOR EACH COLOR. PRICE QUOTED IS FOR LARGE ENTRY SIGNS.	93.75	\$281.25
1	26.00 in x 72.00 in EnviroPoly 3/4". Green with white text:  MARIA STANHOPE PARK	669.69	\$669.69
1	32.00 in x 48.00 in EnviroPoly 3/4". Green with white text:  ALCOHOLIC BEVERAGES PROHIBITED DRIVING ON GRASS PROHIBITED PARK CLOSSES AT DUSK	623.25	\$623.25
14	60.00 in 4x4 EnviroPost. Post-consumer recycled HDPE.	61.81	\$865.34



**Estimate #1528**

**7/15/2014**

6	84.00 in 5x5 EnviroPost. Post-consumer recycled HDPE.	122.96	\$737.76
1	Discount for all items above	-10.00	(\$875.98)
1	Interpretive Design - create similar layout to current installations. Also includes file set up and digital proofs (PDF to be emailed to customer.)	95.00	\$95.00
10	PDF PROOF -- Scaled down, low-resolution of art files emailed to customer for layout and design. Color and resolution may not be accurately represented. For full color and resolution verification, lab samples may be ordered.	0.00	\$0.00
1	Shipping not included -- signs to be picked up at our Marshallville location.	0.00	\$0.00
1	Installation-- not included. Customer to install signs.	0.00	\$0.00
		<b>Subtotal</b>	<b>\$7,978.78</b>
		<b>Total</b>	<b>\$7,978.78</b>

**Terms:** Payment due on receipt of invoice

**By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.**

Signed by	Date	Amt. Paid Today
-----------	------	-----------------

Estimate #

1528

Work Order #

Client

Village of Seville Parks

Salesperson

Jamie Inks

Designer

LMCS

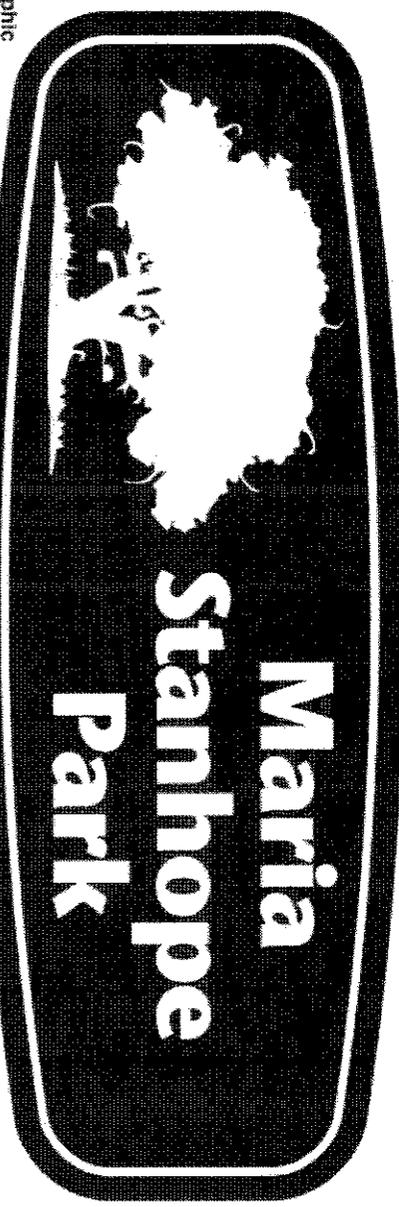
Specs/Description

3/4" EnviroPoly

Revisions

NO.	BY	DATE
1		
2		
3		

Tree graphic to be simplified slightly and/or modified/replaced



This PJF proof is for layout only. Images have been reduced in quality to allow for a small enough file to email. If you provided images, please zoom in on them to check for original quality. To proof image quality, paper proofs are available for a small fee. To proof color matching, color lab samples are also available.

Approval may be submitted via email with instructions to proceed with your project as it appears in this proof or you may sign and fax to 888-492-5377.

- Accepted:** The above specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.
- Changes:** Please modify the design as marked above and resubmit.
- Accepted w/Changes:** Please modify the above design as marked and proceed immediately.

Date of Acceptance:

By:

EnviroSigns, LTD  
2700 FULTON DRIVE N.W.  
CANTON, OHIO 44718  
Phone 888-492-5377



Color Matching (if applicable)

- PMS
- PMS
- PMS
- PMS

The colors listed and shown here are representations of Pantone Matching System colors. They will vary on different monitors and printers. Please use a Pantone color book to view the actual colors they represent.

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**supplies total 30,090.00**

<b>(Park capital funds)</b>		<b>(budgeted amount 2015)</b>	<b>(fund balance 2015)</b>
equip, vehicles, playground 4904			
1 2006 F250 2/wd pickup 35/10		4,500.00 9 yrs old	30,100.00
1 2014 kubota 4x4 tractor 35/10		3,200.00 1 yrs old	3,200.00
1 2011 kubota RTV 15/7		2,671.00 4 yrs old	10,685.72
Playground equip.		16,000.00 old-	44,000.00
2010 kubota mower 10/5		2,000.00 5 yrs old	10,000.00
2011 kubota mower 10/5		2,000.00 4 yrs old	8,000.00
2013 kubota mower 10/5		2,000.00 2 yr old	4,000.00
2013 farm king sickle 6/10		600.00 2 yr old	1,200.00
2015 Dem-co RM series 200 gal. Sprayer		6,000.00 'like to purchase'	0.00*
	<b>budgeted total</b>	<b><u>38,971.00</u></b>	<b>fund total <u>111,185.72</u></b>

**Respectfully Submitted by  
Jon Sobczak**

## PROPOSED STREET DEPARTMENT BUDGET FOR 2015

2011-620	
190 WAGES	143,000.00 4 full time & 1 part time employees Plus 3 percent increase for 2015.
211 OPERS	21,000.00
213 MEDICARE	2,100.00
221 HEALTH	39,100.00
221 Health insurance consortium	30,000.00
222 LIFE	510.00
223 DENTAL	3,510.00
225 WORKERS COMP.	2,100.00
311 SIDEWALK REPAIR	60,000.00
270 CLOTHING	1,500.00 4 employees, 1 part-time.
399 CONTRACTUAL	26,602.00 listed below.
490 SUPPLIES	50,700.00 listed below.
520 EQUIPMENT	7,912.00 listed below.
<b>SUBTOTAL</b>	<b>388,034.00</b>
4901-800-520 CAPITAL OUTLAY	48,808.06
4902-800-520 DOWNTOWN PROJECTS	1,100.00
2021-800-590 HIGHWAY FUND	240,500.00
<b>SUBTOTAL</b>	<b>290,408.06</b>
<b>GRAND TOTAL</b>	<b>678,442.06</b>

### Budget (line item) break down

#### CONTRACTUAL SERVICE

##### Budget Break down for contractual services

2011-620-399

COMMUNICATIONS	2,670.00 4 cell phone, computer service.
RENTAL EQUIPMENT	3,000.00 Snowplow/ dozer/asphalt roller rental.
TRAINING	1,600.00 classroom training 4 employees.
MAINTENANCE EQUIPMENT	13,300.00 repairs/parts for all equipment.
ADVERTISING	330.00
TRASH HAULING	1,200.00 monthly billing.
PROPERTY TAXES	100.00
MEMBERSHIPS (CUE)	300.00 Salt purchase co-op.
OPWC LOAN REPAY	1,302.00 opwc loan.
LIABILITY INSURANCE	2,800.00

**contractual subtotal** **26,602.00**

#### SUPPLIES/MATERIALS

##### Budget break down for supply and materials

2011-620-490

#### SAFETY EQUIPMENT

900.00 PPE for 4 full time & 1 part time employee.	
OPERATING	28,700.00 diesel/gas, limestone, crack seal, road paint, All operating supplies for dept. oils, lubricants, nuts/bolts, steel for repairs, welding equip. ext.

REPAIR/MAINTENANCE 16,000.00 vehicle maintenance/repairs, all truck/equip,  
 parts, truck/equip, batteries, brushes/brooms for street sweeper, ext.  
 TOOLS 4,900.00 Tool purchases for street dept. this replaces  
 all worn & broken small electrical and hand tools.  
 OFFICE MATERIAL 200.00 toner, paper, pens/pencils ext.

**supplies/materials subtotal 50,700.00**

**CAPITAL OUTLAY budgeted amount for 2015 Fund Balance 2015**  
 4901-800-520

2013 5 ton dump 120/11	10,909.00	2 yr. Old	32,727.00
2013 F 250 pickup 35/10	3,500.00	2 yr Old	6,500.00
2012 F250 pick up 35/10	3,500.00	3 yr Old	10,500.00
2003 F150 pick up 32/10	3,500.00	12 yr Old	35,000.00
2001 Cat backhoe 80000/17	4,705.88	14 yr Old	65,882.00
2006 1 ton dump 75000/11	6,818.18	9 yrs on equipment	61,363.63
1998 leaf machine 30/15	3,500.00	17 yrs on equipment	33,500.00
1998 Case uni-loader 30/15	2,000.00	17 yrs on equipment	32,000.00
2013 concrete saw 3/10	375.00	2 yrs on equipment	750.00
1996 tenant street sweeper 120/15	5,000.00	19 yrs on equipment	0.00
1996 hydraulic skid steer hammer 14/10	5,000.00	19 yrs on equipment	0.00

**\$48,808.06 278,222.63**

**HIGHWAY FUND highway fund balance**  
 2021-800-590

Greenwich rd. project	15,000.00	60,000.00
ADA sidewalk ramps	7,500.00	7,500.00
Road salt	15,000.00	15,000.00
chip & seal roads	120,000.00	120,000.00
Concrete streets repairs	43,000.00	43,000.00
Emergency road repairs	40,000.00	40,000.00

**240,500.00 285,500.00**

2011-800-520 equipment  
 NEW SIGNS 4609.00 new sign purchases/replace old  
 REPLACEMENT SIGN FACE 500.00 sign faces to repair old signs that  
 can be repaired  
 SIGN POSTS & HARDWARE (new) 2803.00 new gal. U-channel posts and  
 hardware  
 Equipment **7,912.00**

Respectfully submitted by  
 Jon Sobczak