



**Parks & Streets Committee Meeting Minutes
Wednesday, September 24, 2014**

Call to Order:

Acting Chair Larry Landis called the meeting to order at 6:45 p.m.

Pledge of Allegiance

Roll Call:

Present: Larry Landis, Carol Carter, Sue Cox, and Bonnie Gordon arrived at 7:01

Absent: Kathy Rhoads

Approval of Minutes:

Sue Cox made a motion to approve the Parks & Streets minutes of August 27, 2014, and the motion was seconded by Carol Carter. Three aye votes. The minutes were approved as written.

Parks & Streets Commissioner's Report:

The attached report was submitted by Jon Sobczak.

Privilege of the Floor:

Mr. Ogurchak asked about the progress on the trail extension. Mr. Ogurchak asked at what time the Committee contacts the power company about the use of the easement? Mr. Landis explained that is unknown at this time. The Village will have a copy of the trail extension paper work available for Mr. Ogurchak to pick up tomorrow.

Mrs. Herbert, lessee of 40 W. Main Street, offered the Committee to allow them to provide materials for drywall, light fixture, and installation in lieu of rent and provide the labor for free. It is explained that Council must make that decision. Carol Carter makes a motion to recommend to Council to accept Mrs. Herbert's material and free labor offer in lieu of rent. Larry Landis seconded the motion. Aye votes all.

Mr. Landis made a motion to recommend having a special council meeting to accept Mrs. Herbert's offer. Carol Carter seconded the motion. Aye votes all.

Mrs. Carter announced the Lions Club will be having a celebration for 70 years at the Methodist Church from 6:30 p.m. to 8:00 p.m. on Thursday, September 25th.

New Business:

None.

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Future Budget Items:

Mr. Landis asked Mr. Sobczak if he included the tear down cost of the old council building in his 2015 budget. Mr. Sobczak said he did not include the tear down, but will add the cost to the budget. Mrs. Carter asked about the files that had been left behind in the old council building. Mayor Sulzener said he knows some of the papers have been brought up to the Municipal Building.

Mrs. Cox asked about the safety of the old Gabbard building sign. Mr. Landis will check with Ted Lesiak on what action the Village can take to make the sign safe.

Old Business:

Mr. Sobczak said all the amendments to the 2015 budget have been made. A copy is attached. The Committee reviewed the latest budget. Mr. Sobczak explained things are in order to complete the tot lot at Cy Hewit Park next year.

Mayor Sulzener asked Mr. Sobczak about ordering Bicentennial signs for the Village. Mr. Sobczak asked for an outline and he would look into pricing.

Mr. Sobczak asked about the payment of new flags that have been purchased for downtown. Bonnie Gordon will follow up with the downtown merchants on payment.

Mrs. Gordon said she is going to talk with Ed Steele and Tom James for assistance with the trail expansion.

Mrs. Carter said there is nothing new to report at this time for the dog park.

Mr. Sobczak explained in his monthly report that GPD sent a drawing that shows additional parking on Water Street. The Village could gain 8 to 10 parking spaces if there was asphalt to the sidewalk on the east side. Mr. Sobczak said he has previously spoken with Todd Blair and Mr. Blair would like to have that area filled in. Sue Cox made a motion to recommend to Council to consider parking options on Water Street. Mrs. Carter seconded the motion. Aye votes all

Mr. Sobczak presented a letter from GPD about the Red Oak lower pond. Mr. Sobczak summarized that they feel the aeration would only mask the problem and recommends sending out a biologist to label what is in the pond. Mr. Landis mentioned that the new Council person, Brad Demiter, has a hydrology background and maybe he could assist next year.

Mayor Sulzener said the Watershed District is working on the drainage pipes north of Greenwich and working their way toward downtown. Mr. Sobczak said the Watershed District will be replacing some trees on The Village side of the trail. Mr. Sobczak is looking into getting access over the railroad to the Village five acres and help maintain the trail. The Watershed District is interested in donating trees in lieu of payment for maintenance work completed.

Mr. Sobczak is going to work with the Baptist Church on the replacement trees to be planted by the church.

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Old Business (continued):

Mr. Ogurchak asked about the path that was mowed earlier in the month. Mr. Ogurchak told the Committee they must contact him to go on his property and sign a waiver. Mr. Sobczak apologized. Mr. Ogurchack said he quit mowing due to the trespassing.

Sue Cox made a motion to adjourn the meeting and Larry Landis seconded the motion. All were in favor. The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,



Larry Landis
Acting Parks & Streets Committee Chair

Seville Parks & Streets Superintendents Report

Monthly work report:
September 24, 2014

Project Status **Target finish date**

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

Seasonal

- *Mosquito spraying all parks once a month along with placing mosquito dunks In Progress
- *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 Completed
- *Mow delinquent property's (4) (per zoning inspector) In Progress
- *Run street sweeper downtown (weather permitting) In Progress
- *Painting all road markings In Progress
- *Trash pickup parks/streets In Progress
- *Estimates for small white bldg. Completed

Park/Street repairs:

- *Brush/stump removal from Cy Hewit Park (from creek & surroundings) In Progress Nov. 20th

Sign repairs:

Status:

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

Equipment service:

- *Routine equip, maintenance (Oil, grease, tires, bulbs ext.) Completed
- *Int, 7400 (exhaust filter issues) Completed
- *Kubota ZD326 (gear box) warranty Completed

Active projects:

Project Status:

- *Village forester (fill position) Jansen Wehrley Prospective
- *Memorial Park parking lot phase 2 (2015 asphalt parking lot, parking lines) Completed

*Pricing/spec, on restroom for Cy Hewit park budget item	Completed	
*Purchased a new ZD331 mower	Completed	
*Tree replacements Leohr Park	In Progress	Oct. 22 nd
*Downtown parking options	In Progress	
*Concrete street repair: 100 ft section pin oak, concrete in front of Heritage way restaurant concrete 2 areas in Pine View Est. concrete pad for park bench along trail	In Progress	Oct. 6 th
*Future re-pavement/new curbs on (E. Main st. /High st. /W. Main st.)	Budgetary	5-10 year plan
*Phase 1 sidewalk program (bid the in-completed 2013 sidewalks) waiting on contractor to proceed with project	In Progress	
*Phase 2 sidewalk program 2014 letters have been sent out	Completed	

*The Village of Seville Streets & parks will be starting the 2014 leaf 'pickup' season route this Oct, 14th our leaf season letter will appear in both the Gazette and the Post newspaper along with the BOPA news outlining all information pertaining to the collection procedure.

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

**Respectfully Submitted by
Jon Sobczak**

ACCOUNT #	31-Aug-2014 PARKS	2014 BUDGET	EXPENSED TO DATE	67.0%	31-Aug-2013 PARKS	2013 BUDGET	EXPENSED TO DATE	67.0%
1000-320-190	WAGES	63,000.00	36,260.53	57.6%	WAGES	71,050.00	41,273.54	58.1%
1000-320-211	OPERS	8,850.00	4,720.02	53.3%	OPERS	10,004.00	5,786.33	57.8%
1000-320-213	MEDICARE	920.00	683.60	74.3%	MEDICARE	1,050.00	598.46	57.0%
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	3,791.91	34.4%	CONTRACTUAL	19,600.00	3,972.55	20.3%
1000-320-490	SUPPLIES	25,000.00	18,789.25	75.2%	SUPPLIES	16,171.00	9,393.96	58.1%
	TOTAL	111,475.00	65,911.27	59.1%	TOTAL	119,825.00	62,842.28	52.4%

ACCOUNT #	31-Aug-2014 STREET	2014 BUDGET	EXPENSED TO DATE	67.0%	31-Aug-2013 STREET	2013 BUDGET	EXPENSED TO DATE	67.0%
2011-620-190	WAGES	117,000.00	77,792.54	66.5%	WAGES	131,950.00	78,213.83	59.3%
2011-620-211	OPERS	16,380.00	10,848.37	66.2%	OPERS	18,600.00	10,249.67	55.1%
2011-620-213	MEDICARE	1,700.00	1,092.77	64.3%	MEDICARE	2,000.00	1,012.37	50.6%
2011-620-221	HEALTH INSURANCE	38,500.00	24,936.01	64.8%	HEALTH INSURANCE	42,000.00	23,017.97	54.8%
2011-610-221	HC CONSORTIUM	30,000.00	5,766.22	19.2%	HC CONSORTIUM	30,000.00	8,684.33	28.9%
2011-620-222	LIFE INSURANCE	430.00	259.20	60.3%	LIFE INSURANCE	500.00	259.75	52.0%
2011-620-223	DENTAL	2,965.00	1,743.00	58.8%	DENTAL	4,100.00	1,995.00	48.7%
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	395.21	0.7%	SIDEWALK REPAIR	60,000.00	325.00	0.5%
2011-620-270	CLOTHING	1,300.00	1,181.93	90.9%	CLOTHING	1,500.00	1,500.00	100.0%
2011-620-399	CONTRACTUAL	26,327.00	15,699.06	59.6%	CONTRACTUAL	29,166.00	11,596.23	39.8%
2011-620-490	SUPPLIES	47,700.00	32,888.20	68.9%	SUPPLIES	42,375.00	25,071.90	59.2%
2011-800-520	EQUIPMENT	7,912.00	503.25	6.4%	EQUIPMENT	18,000.00	3,848.80	21.4%
	TOTAL	352,564.00	175,048.60	49.7%	TOTAL	382,041.00	167,624.85	43.9%



Jon Sobczak <jsobczak@villageofseville.org>

Red Oak Pond

2 messages

Burgoyne, Tony <tburgoyne@gpdgroup.com>

To: Jon Sobczak <jsobczak@villageofseville.org>

Cc: "fiscalofficer@villageofseville.org" (fiscalofficer@villageofseville.org)" <fiscalofficer@villageofseville.org>

Fri, Sep 12, 2014 at 1:11 AM

Jon,

I received your message regarding our perceived algae problem in the pond near Red Oak. We assume that the pond is a shallow pond or at least shallower than the pond(s) to the south. There is a no riparian buffer due to the residential type development. The pond itself probably has relatively high water temperatures with no turnover (inlets/outlets). All of these are conducive to algae growth, but we also assume that there is some source of excess nutrients/phosphorus/nitrogen. Algae is a filamentous plant which is commonly a result of an improper balance of nitrogen/phosphorus from runoff (fertilizer from ag field, golf course, etc.) Does the Village or local farmers treat the surrounding area? We know you mow it. It also could be duckweed, which is a granular aquatic plant that needs to be treated with and aquatic herbicide. But it's hard to tell from our aerial imagery.

Until we know why the pond is clogging with algae or duckweed, it might be difficult to find a lasting solution that will clean it up long-term. Of course, we could just go full on assault with chemicals, which may not be the best solution. Aeration would help mask the floating algae problems which is most likely a symptom of the real problem. Either floating spray type, air tubing on the bottom of the pond or a motive pump to circulate the pond volume. Recognize, however, the on-going O&M costs associated. Otterbine is one type of aeration also a company called Aqua Doc is available to maintain ponds.

Attached is a pond management guide developed by the ODNR. It could help provide a better understanding.

I've asked one of our biologist to visit the site to ascertain the problem and then work to provide a recommended solution. I will let you know when they can be onsite.

Let us know if you have any comments on the Main St./Downtown parking evaluation we prepared.

PROPOSED PARKS DEPARTMENT BUDGET FOR 2015

1000-320-190 Wages	72,290.00	1 part time seasonal employee 2015
1000-320-211 OPERS	10,500.00	
1000-320-213 Medicare	1,050.00	
1000-320-221 Health		
1000-320-222 Life		
1000-320-223 Dental		
1000-320-353 Insurance	1,300.00	
1000-320-225 Workers comp.	1,100.00	
1000-320-399 Contractual	14,020.00	
1000-320-490 Supplies	30,090.00	
4904 Park Capital Funds	38,971.00	
4904 (Grant Money)	33,000.00	
2911 Leohr Park Tree Fund	2,200.00	
2902 New Park improvement	53,000.00	

SUBTOTAL GENERAL FUND **257,521.00**

(Park funds)	Budgeted funds for 2015	(fund balances)
2902- new park improvement	53,000.00 new restroom/new park signs	9,000.00
new asphalt parking lot at Memorial park/parking lines		
2906-park donations		5,300.00
2909-bike trail		47,000.00
2911-leohr park tree fund	2,200.00 2015 trees	2,200.00
4904-park capital project	38,971.00 vehicle, equip.	114,514.29
4906-downtown decorations		1,500.00
		179,514.29

(Contractual)	(budget line item breakdown)
1000-320-399 communications	1725.00 cell phones/computer share
Utilities	1,050.00 gas heat parks bldg.
Rents /leases	500.00 equip, breakdown/rental
Training	525.00 safety training
Maintenance	8,260.00 asphalt repairs/seal coat parking lot, all equipment repairs
Advertising	60.00 gazette/trading post
misc.	1,900.00

contractual services total **14,020.00**

(Supplies)	(budget line item breakdown)
1000-490 office	150.00
Fuel	8,550.00 gas/diesel fuels
Repairs /maintenance	20,490.00 general upkeep on equip,
fertilizer, algae/weed control ponds, mosquito spray/dunks, round up chemicals, general parks supplies ext.	
Small tools	900.00 replace old worn tools

supplies total 30,090.00

(Park capital funds)

equip, vehicles, playground 4904	(budgeted amount 2015)		(fund balance 2015)
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	675.00
2011 Kubota mower 10/5	2,000.00	4 yrs old	8,000.00
2013 Kubota mower 10/5	2,000.00	2 yrs old	4,000.00
2013 Farm king sickle 6/10	600.00	2 yrs old	1,200.00
2015 Dem-co RM series 200 gal. Sprayer	6,000.00	'like to purchase'	0.00
budgeted total	<u>38,971.00</u>		fund total <u>103,860.72</u>

**Respectfully Submitted by
Jon Sobczak**

PROPOSED STREET DEPARTMENT BUDGET FOR 2015

2011-620	
190 WAGES	143,000.00 4 full time & 1 part time employee 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.

SUBTOTAL 388,034.00

4901-800-520 CAPITAL OUTLAY	48,808.06
4902-800-520 DOWNTOWN PROJECTS	1,100.00
2021-800-590 HIGHWAY FUND	240,500.00
<i>Demo bldg. 6 Springs.</i>	<i>25,000.00</i>
SUBTOTAL	290,408.06

GRAND TOTAL 678,442.06

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
2014 Case uni-loader 30/15	2,000.00	1 yrs on equipment	2,000.00
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

\$48,808.06 258,222.63

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