



**Parks & Streets Committee Meeting Minutes
Wednesday, September 23, 2015**

Call to Order:

Chair Kathy Rhoads called the meeting to order at 6:47 p.m.

Roll Call:

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

Absent: Sue Cox and Bonnie Gordon

Approval of Minutes:

Carol Carter made a motion to approve the Parks & Streets Minutes of August 26, 2015, and the motion was seconded by Larry Landis. Two aye votes. Carol Carter abstained. The minutes were approved as written.

Parks & Streets Commissioner's Report:

Mr. Sobczak's report is attached.

Privilege of the Floor:

Leslie Miller complimented the new Village signs.

New Business:

None.

Future Budget Items:

2016 budget is in progress. The Committee will review the draft of the budget Mr. Sobczak submitted. Mr. Sobczak noted the money for the Parks grant has been included but the amount may change. New park improvements include a new roof for the Lion's Pavilion and work on the Tisher Pavilion and parking lot improvements. The new item on the Streets budget is in Land & Building. The capital Outlay includes demolition money. The Committee will review and discuss the proposed budget at the October meeting.

Pending Legislation

2015-33 – Ordinance to allow levy upon the lots and lands of certain properties within the Village an assessment for unpaid sidewalk improvements. Council passed on September 14, 2015.

2015-41 – Ordinance of Public Improvement and Declaring Emergency (adopts the estimated assessment and takes into account any objections granted). Council passed on September 14, 2015.

2015-10 – Resolution to amend Resolutions 2015-01, 2015-04, 2015-08 declaring it necessary to construct and/or repair certain sidewalks and assess certain properties, and declaring the same to be an emergency. (postpone Goyla and Young) Council passed on September 14, 2015.

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Pending Legislation (continued)

2015-44 – Ordinance to purchase land for park trail use. First Reading was September 14, 2015

2015-50 – Ordinance to establish a snow emergency parking ban. First Reading was September 14, 2015.

Old Business:

Mrs. Rhoads reported Council did approve the playground dedication for October 31st at 5:15 PM and they approved the dedication sign that was proposed. Mr. Henwood has been informed. Mrs. Carter will submit the information to be posted in the BOPA newsletter.

The progress for the Run for the Trails grants will be discussed in the October meeting.

Mr. Sobczak submitted estimates on the budgeted restroom or Cy Hewit. There was a discussion about the two estimates, what they included and the different designs. The location of the restroom was discussed to be between the Lion's field and the pavilion. There was concern about approval for the design. Mrs. Rhoads, Mr. Landis, and Mrs. Carter asked for a Special Council meeting on Monday, September 28th at 6:45 p.m. to approve the bathroom design.

Privilege of the Floor:

Mr. Ogurchak asked for information on the purchase of new park property. Mr. Landis explained the property abuts to Village owned property and with the Board of Public Affairs easements this would allow for a better trail connection. This would also allow better access capabilities for the Board of Public Affairs. The property deal has not been completed at this time. Mr. Ogurchak complimented the trail idea, Council and the Committees for their hard work and wonderful improvements.

Larry Landis made a motion to adjourn the meeting and Carol Carter seconded the motion. All were in favor. The meeting was adjourned at 7:20 p.m.

Respectfully Submitted,

 10-28-2015
Kathy Rhoads
Parks & Streets Committee Chair

Seville Parks & Streets Superintendents Report

Monthly work report:
September 23, 2015

Project Status

Target finish date

Park/Street maintenance work:

(Regularly Scheduled seasonal work)

- *Mowing & weeding all parks, council, library & all village owned grounds In Progress
- *Fertilizer applied to lawns Completed
- *Watering all flower beds Downtown Twice weekly
- *Dragging all baseball fields (applying round-up as needed) Completed
- *Tree/brush trimming along roadways In Progress
- *Trash pickup parks/streets In Progress
- *Parks cleanup pavilions, grounds ext. Daily
- *Street sweeping all streets, parking lots, drives & trails In Progress

Park/Street repairs:

- *Brush/stump & tree removal from all Parks (creek & surroundings) In Progress Nov. 27th
- *Asphalt patching throughout village In Progress

Sign repairs:

- *Replacing old signs with new compliant Phase 3 (all replacements documented) In Progress Dec. 30th
- *Received new street & snow ban signs Completed

Status:

Equipment service:

- *Routine equip, maintenance (Oil, grease, tires, bulbs ext.) Completed

Active projects:

- *Resurfacing E, Main st. Sept. 8th & painting center lines Completed
- *Grinding & resurfacing between Liberty & Center st. stop light & painting all parking spaces In Progress
- *Purchased new Snow Ban signs Completed
- *Installed 2 new bicentennial signs at the village entrances Completed

Project Status:

*Landscaping new Village entrance bi-centennial signs	In Progress
*Tot lot update: playground equip. walks installed, picnic tables/trash cans	Completed
*Tot lot fence installation "scheduled pour in place Sept, 28-29 th ."	In Progress
*quotes for new restrooms at Cy Hewitt	In Progress
*Right of way clearing Ryan Rd.	In Progress
*Ditching along Ryan rd.	In Progress
*Pavement painting throughout the village (cross walks, stop bars, parking spaces ext.)	In Progress
*Sidewalk program 2014 uncompleted T R Schneider scheduled mid October	Bid Awarded

*"Parks Grant Project 2015" Seville Cy Hewitt Park new (phase 1) tot lot playground addition is almost completed, pour in place safer surface is scheduled to be constructed Sept, 28-29th. With the security of the tot lot fence to follow!

*Mosquito fogging took place on September 3rd. starting at 7:30 pm and finishing at 9:45 pm we used 480 oz of Anvil 2+2 ULV product at a rate of 5 oz per minute throughout the entire village. Medina Co. Health Dept. deposited mosquito dunks throughout Seville and its surroundings area.

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

**Respectfully Submitted by
Jon Sobczak**

PROPOSED STREET DEPARTMENT BUDGET FOR 2016

2011-620	
190 WAGES	144,300.00
Plus 3 percent increase for 2015.	
211 OPERS	17,700.00
213 MEDICARE	1,200.00
221 HEALTH	37,900.00
221 Health insurance consortium	30,000.00
222 LIFE	500.00
223 DENTAL	3,400.00
225 WORKERS COMP.	2,100.00
311 SIDEWALK REPAIR	60,000.00
270 CLOTHING	1,500.00
399 CONTRACTUAL	26,602.00 listed below.
490 SUPPLIES	52,400.00 listed below.
520 EQUIPMENT	7,912.00 listed below.

SUBTOTAL	385,514.00
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4901-800-520 CAPITAL OUTLAY	78,808.06
4902-800-520 DOWNTOWN PROJECTS	1,100.00
2021-800-590 HIGHWAY FUND	315,500.00

SUBTOTAL	395,408.06
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GRAND TOTAL	780,922.06
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Budget (line item) break down

CONTRACTUAL SERVICE

Budget Break down for contractual services

2011-620-399	
COMMUNICATIONS	2,670.00 5 cell phone, computer service.
RENTAL EQUIPMENT	3,000.00 Snowplow/dozer/asphalt roller rental.
TRAINING	1,600.00 classroom training 5 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
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SUPPLIES/MATERIALS

Budget break down for supply and materials

SAFETY EQUIPMENT	1,000.00 PPE for 5 full time employees.
OPERATING	30,000.00 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	500.00	toner, paper, pens/pencils ext.

supplies/materials subtotal **52,400.00**

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

2016 Land & building	25,000.00		25,000.00
2013 5 ton dump 120/11	10,909.00	3 yrs on equipment	43,636.00
2014 F 250 pickup 35/10	3,500.00	2 yrs on equipment	10,000.00
2012 F250 pick up 35/10	3,500.00	4 yrs on equipment	14,000.00
2003 F150 pick up 32/10	3,500.00	13 yrs on equipment	42,000.00
2001 Cat backhoe 80000/17	4,705.88	15 yrs on equipment	70,587.88
2006 1 ton dump 75000/11	6,818.18	10 yrs on equipment	68,181.81
1998 leaf machine 30/15	3,500.00	18 yrs on equipment	37,000.00
2014 Case uni-loader 30/15	2,000.00	2 yrs on equipment	4,000.00
2013 concrete saw 3/10	375.00	3 yrs on equipment	1,125.00
2010 street sweeper 150/15	10,000.00	6 yrs on equipment	5,000.00
1996 hydraulic skid steer hammer 14/10	5,000.00	20 yrs on equipment	5,000.00

	78,808.06		325,530.69
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HIGHWAY FUND		highway fund balance
2021-800-590		

Greenwich rd. project	15,000.00	75,000.00
ADA sidewalk ramps	7,500.00	7,500.00
Road salt	25,000.00	25,000.00
chip & seal roads	180,000.00	180,000.00
Concrete streets repairs	48,000.00	48,000.00
Emergency road repairs	40,000.00	40,000.00

	315,500.00	375,500.00
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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) hardware	2803.00	new gal. U-channel posts and
Equipment	7,912.00	

Respectfully submitted by
Jon Sobczak

PROPOSED PARKS DEPARTMENT BUDGET FOR 2016

1000-320-190 Wages	79,900.00
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	16,220.00
1000-320-490 Supplies	32,190.00
4904 Park Capital Funds	38,971.00
4904 (Grant Money)	37,000.00
2911 Leohr Park Tree Fund	5,000.00
2902 New Park improvement	75,000.00

SUBTOTAL GENERAL FUND 298,231.00

(Park funds)	Budgeted funds for 2015	(fund balances)
2902- new park improvement	75,000.00 new roof lions pavilion/reside	9,000.00
tisher pavilion, repave asphalt parking lot at Cy Hewit park/parking lines		
2906-park donations		5,300.00
2909-bike trail		47,000.00
2911-leohr park tree fund	5,000.00 2015 trees	5,000.00
4904-park capital project	38,971.00 vehicle. equip.	141,831.72
4906-downtown decorations		1,500.00
		209,631.72

(Contractual)	(budget line item breakdown)
1000-320-399 communications	1925.00 cell phones/computer
Utilities	1,050.00 gas heat parks bldg.
Rents /leases	500.00 equip, breakdown/rental
Training	525.00 safety training
Maintenance	10,260.00 asphalt repairs/seal coat parking lot, all equipment repairs
Advertising	60.00 gazette/trading post
misc.	1,900.00

contractual services total 16,220.00

(Supplies)	(budget line item breakdown)
1000-490 office	150.00
Fuel	10,550.00 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	1,000.00 replace old worn tools

supplies total 32,190.00

(Park capital funds) equip, vehicles, playground 4904	(budgeted amount 2015)	(fund balance 2015)
1 2006 F250 2/wd pickup 35/10	4,500.00 10 yrs old	35,600.00
1 2014 Kubota 4x4 tractor 35/10	3,200.00 2 yrs old	6,400.00
1 2011 Kubota RTV 15/7	2,671.00 5 yrs old	13,356.72
Playground equip.	16,000.00	60,000.00
2010 Kubota mower 10/4	2,000.00 6 yrs old	2,675.00
2011 Kubota mower 10/4	2,000.00 5 yrs old	10,000.00
2013 Kubota mower 10/4	2,000.00 3 yrs old	6,000.00
2013 Farm king sickle 6/10	600.00 3 yrs old	1,800.00
2016 Dem-co RM series 200 gal. Sprayer	'like to purchase'	6,000.00
budgeted total	<u>38,971.00</u>	fund total <u>141,831.72</u>

**Respectfully Submitted by
Jon Sobczak**