



**Parks & Streets Committee Meeting Minutes  
Wednesday, October 28, 2015**

Call to Order:

Chair Kathy Rhoads called the meeting to order at 7:20 p.m.

Roll Call:

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

Approval of Minutes:

Carol Carter made a motion to approve the Parks & Streets Minutes of September 23, 2015, and the motion was seconded by Larry Landis. Three aye votes. Mrs. Cox and Mrs. Gordon abstained. The minutes were approved as written.

Parks & Streets Commissioner's Report:

Mr. Sobczak's report is attached. There was a brief discussion on the changes the department will make to maintain sidewalk lists for future years.

Privilege of the Floor:

Leslie Miller reported Mr. Henwood said the Village was awarded \$38,309.00 in grant money for 2015. The money will be used to continue on Cy Hewit playground equipment and Leohr Park will be receiving and ADA fishing pier.

Mr. Landis said Linda Avery offered to help write the trail grant application.

New Business:

Mr. Sobczak and Mayor Sulzener previously met with a resident that lives by Leohr Park. Mr. Sobczak reported the resident complained that water from Leohr Park is related to his wet basement. Although there is no agreement that the wet ground at Leohr Park has any relation to the resident's complaint, Mr. Sobczak will install a French drain to move the water away from the current location. The department will be planting Lincoln River Birch trees in this area with the hope the trees will thrive and absorb some of the moisture. Mr. Sobczak noted this area at Leohr Park is the recipient of all the water in that area. The resident will be responsible for maintaining his two hundred year old basement.

Future Budget Items:

None.

Pending Legislation

2015-50 – Ordinance to establish a snow emergency parking ban. Second Reading was October 13, 2015.

2015-44 – Ordinance to purchase land for park trail use. Second Reading was October 13, 2015

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Old Business:

Mrs. Rhoads said she hopes to see everyone at the playground dedication for October 31<sup>st</sup> at 5:15 PM.

Mrs. Gordon reported she can set up a presentation in January or February for services available with CT Consultants. The new goal for grant application will be February 2017.

The Committee discussed the purpose and location of the cannon that currently sits at Cy Hewit. The Committee discussed the area at Memorial Park that had been created for the flag pole and the memorial stone through an Eagles project. The location next to the flag and stone would be a grand place of honor. The cannon would then be representing all Seville veterans. It was discussed to leave the stone monument at Cy Hewit and relocating to the center island at the entrance. Mr. Sobczak will contact Mr. Eby and express the Committee's sincere interest in giving back the true intention of Memorial Park.

Chair Rhoads asked for the Parks & Streets Department information to be added to the website under services.

The Committee reviewed and discussed the proposed 2016 budget. Chair Rhoads confirmed the equipment fund is for flexibility with replacing equipment as needed. The cost of equipment and the order of what is anticipated to be replaced in 2016 were discussed. Mr. Sobczak noted he has a contract for road salt that is lower than the states cost, also allowing for delivery within 24 hours of being ordered. It was mentioned to change the name of the line item from Leohr Park Tree Fund to Park Tree Fund. Mrs. Gordon had concerns on what line item would pay for the engineering services for the trail expansion. Mrs. Cox made a motion to move the proposed 2016 Parks and Streets Budget for Parks and Streets to the Finance Committee for review with confirmation on the engineering expenses. Mr. Landis seconded the motion. Aye votes all.

Chair Rhoads asked the Committee to consider combining the November and December meetings to Wednesday, December 9<sup>th</sup>, due to the holidays. Mrs. Gordon made a motion to combine the November and December meetings to one meeting on Wednesday, December 9<sup>th</sup>. Mrs. Cox seconded the motion. Aye votes all.

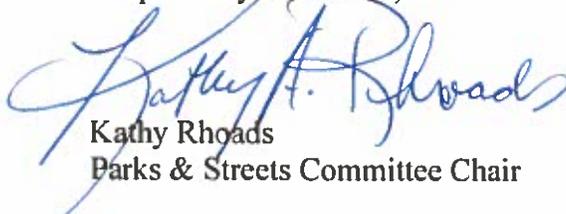
Mr. Sobczak reported Robert Sheffield has successfully finished his probation period. Mr. Sheffield's new hourly rate will be \$16.17.

Privilege of the Floor:

None.

Bonnie Gordon made a motion to adjourn the meeting and Sue Cox seconded the motion. All were in favor. The meeting was adjourned at 8:42 p.m.

Respectfully Submitted,

 12-9-2015  
Kathy Rhoads  
Parks & Streets Committee Chair

# Seville Parks & Streets Superintendents Report

**Monthly work report:** **Project Status**  
 October 28, 2015 **Target finish date**

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

- \*Mowing & weeding all parks, council, library & all village owned grounds In Progress
- \*leaf blowing/collecting In Progress
- \*Fertilizer applied to lawns Completed
- \*Watering all flower beds Downtown (applying round-up as needed) As Needed
- \*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. 27<sup>th</sup>
- \*Asphalt patching throughout village Completed

**Sign repairs:**

- \*Replacing old signs with new compliant Phase 3 (all replacements documented) **Status:**  
In Progress Dec. 30<sup>th</sup>

**Equipment service:**

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

**Active projects:**

- \*Leaf pickup Village wide **Project Status:**  
In Progress
- \*New restroom construction at Cy Hewitt Park In Progress
- \*Grinding & resurfacing between Liberty & Center st. stop light & painting all parking spaces Completed
- \*Purchased new Snow Ban signs Completed
- \*Landscaping new Village entrance bi-centennial signs Completed

\*Tot lot update: playground equip.  
walks installed, picnic tables/trash cans  
cont:

Tot lot fence installation and the  
pour in place soft surface

Completed

\*New restroom construction at Cy Hewitt  
park

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.)

Completed

\*Sidewalk program 2014 uncompleted

Bid Awarded

T R Schneider scheduled construction

In Progress

\*\*"Parks Grant Project 2015" Seville Cy Hewitt Park New (phase 1) tot lot  
playground addition is complete!

\*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	155,100.00
Plus 3 percent increase for 2015.	
211 OPERS	17,700.00
213 MEDICARE	1,200.00
221 HEALTH	55,000.00
221 Health insurance consortium	30,000.00
222 LIFE	600.00
223 DENTAL	5,000.00
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** **415,114.00**

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**

**GRAND TOTAL** **810,522.06**

810,522.06

### 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**

#### 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.





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 Farn 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
<b>budgeted total</b>	<b><u>38,971.00</u></b>	<b>fund total <u>141,831.72</u></b>

**Respectfully Submitted by  
Jon Sobczak**