



**Parks & Streets Committee Meeting Minutes
Monday, September 18, 2017**

Call to Order:

Chair Kathy Rhoads called the meeting to order at 7:17 p.m.

Roll Call:

Present: Chair Kathy Rhoads, Sue Frey, Leslie Miller, and Bonnie Gordon

Absent: Sue Cox

Approval of Minutes:

Sue Frey made a motion to approve the Parks & Streets Minutes of August 21, 2017, and the motion was seconded by Bonnie Gordon. Aye votes all. The minutes were approved as written.

Parks & Streets Commissioner's Report:

Mr. Sobczak's report is attached with leaf pick up schedule.

Privilege of the Floor:

Ed Hantzsche presented a sign the downtown business association would like to install under the National Cemetery sign to help direct traffic to downtown Seville. The Committee will confirm with Mr. Lesiak the sign is permitted.

Mr. Dennis Gordon expressed appreciation for the Parks & Streets Department for all of the hard work involved with the Run for the Trails. Mrs. Gordon said the runners preferred the new route.

New Business:

Chair Rhoads presented documentation for current budget and proposed budget for Parks & Streets for 2018. Chair Rhoads said the department faces challenges such as competitive wages, the \$60,000 a year added for the Street/Sewer project for the next 20 years, and expenses involved with replacing Greenwich Road. Chair Rhoads would also like to find a way to increase the trail fund. Mr. Carrick, the Fiscal Officer, was present for questions. The Committee discussed options. Mrs. Miller will present the budget wishes of the Committee at the next Finance Meeting.

Future Budget Items:

Discussed in New Business.

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Pending/Completed Legislation

Ordinance 2017-39 - Amends Ord. 1994-45 and the Village wage ordinances, relative to premium pay for all licensed Village Employees. Council passed September 11th.

Ordinance 2017-41 - Establishing the salary and the benefits of the Village Forester. Council passed September 11th.

Ordinance 2017-48 - Contract with Montrose Ford for a 2017 Ford F250 truck. First reading was on September 11th.

Ordinance 2017-50 - Contract with Jones Fish for lake management at Leohr and Cy Hewit parks. First reading was on September 11th.

Ordinance 2017-51 - Contract with Simmons Brother Construction for repairs to the Seville Library. First reading was on September 11th. The Committee discussed the concern and resolution for the library wall damage. The expense could be as high as \$20,000.

2017-53 - Ordinance increasing the spending limits for Police, Parks, Streets, and Fiscal Office Departments. First reading was on September 11th.

Old Business:

Chair Rhoads reported she is working with the Solicitor to expand the property owners on the property easements for the trail expansion. Chair Rhoads would like to move forward with an engineering plan.

There was a brief discussion about using the old municipal building as a rental. This would mean expenses for renovations.

Privilege of the Floor:

None.

Leslie Miller made a motion to adjourn the meeting and Sue Frey seconded the motion. All were in favor. The meeting was adjourned at 8:09 p.m.

Respectfully Submitted,

 10/16/2017

Kathy Rhoads
Parks & Streets Committee Chair

Seville Parks & Streets Superintendents Report

Monthly work report:
September 18, 2017
date

Project Status Target finish

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

All Seasonal work

- *Maintaining all flower beds for planting
- *Mowing all parks
- *Mowing all village owned property's
- *Tree/brush trimming along roadways
- *Trash pickup parks/streets
- *Parks cleanup pavilions, grounds ext.

In Progress

Park/Street repairs:

- *Brush/stump & tree removal from all Parks
(creek & surroundings)
- *Asphalt patching throughout village
- *Concrete repairs parks and streets
- *Asphalt repairs streets and parks

In Progress

In Progress

In Progress

In Progress

Sign repairs:

Status:

- *Replacing old signs with new compliant
Phase 1 2017 (documented)

In Progress

Dec. 30th

Equipment service:

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

On Going

Active projects:

Project Status:

- *Concrete tear-out/replacement
Pin Oak, Red Oak & Sherwood Ct.
4400 sq, ft,
- *Tear out & replace 1320 sq.ft.
Concrete Royal Crest dr.
- *Dug out 6 tree stumps hauling
them to zollinger to dump \$210.00
- *Installing 3 bike racks in parks
Cy Hewit, Stan Hope, Leohr Park
- *Replacing the plex glass in both kiosks
- *Removal of trees at 44 liberty Aug. 30

Completed

Completed

Completed

Completed

Completed

Completed

*Warner st. & High st. intersection
grind & repave

Completed

*Install park bench for Melody Indoe

Completed

*Fence repair scheduled for beginning
of October

Planning Stage

*Routine Parks spraying for mosquito's/flies will occur throughout the fall during
regularly scheduled working hours weather permitting...

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

Respectfully Submitted
Jon Sobczak

TO SEVILLE VILLAGE RESIDENTS

With leaf season shortly upon us, the following guidelines for leaf pick-up should answer many of the questions that have been directed to my office in the past, and also make leaf pick-up season run smoother.

LEAF COLLECTION GUIDELINES

1. Leaves should be raked into a row or piled within 4 feet of the curb or pavement. Please avoid piling leaves around obstacles such as trees and mailboxes. (Leaves left behind usually mean the leaf machine could not reach them).
2. Do not mix any branches or sticks with the leaves. Sticks as small as 3/8 inch in diameter or 5 inches long can clog the machine. This requires us to unhitch and disassemble the machine. If sticks appear in the area where your leaves were, or your driveway, they probably were removed by hand. Please do not re-rake them into the next cycle of leaves.
3. Gravel, cans, toys and other rubbish damage or cause excessive wear on the machine.
4. Please clean up pet waste prior to raking leaves.
5. **The leaf route will be ran for 6 weeks Monday thru Friday starting Monday October 16th and run thru the week of Thanksgiving ending on November 22nd this will complete the leaf pick up.**

LEAF ROUTE:

- ❑ **West main, West Maple, Homestead, High, Warner, Prospect, West Market, Pleasant, and Electric Street.**
- ❑ **Pleasant View Drive subdivision and all other streets to the north, including the Pine View Estates and Autumn Meadows subdivisions.**
- ❑ **Pin Oak Trail and the Sunrise Cove subdivision.**
- ❑ **Hazelwood and Elmwood Street subdivision.**
- ❑ **Center, Lafayette, Washington, Spring, and Liberty Street.**
- ❑ **East Main, East, Market, Milton, Mill, and South Water Street.**

The route may vary depending on time of day and traffic patterns, The time to complete the whole route may vary up to 5 working days. You may wish to judge when to rake by the volume of leaves on the ground present speed and location of leaf collection activity.

Thank you for your cooperation and assistance in following the leaf collection guidelines.

Streets & Parks Superintendent

Jon Sobczak

ACCOUNT #	31-Aug-2017 POLICE	2016 BUDGET	EXPENSED TO DATE	67.0%	31-Aug-2016 POLICE	2016 BUDGET	EXPENSED TO DATE	67.0%	31-Aug-2016 POLICE	2016 BUDGET	EXPENSED TO DATE	67.0%
2271-110-190	WAGES	430,000.00	262,938.30	61.1%	WAGES	386,000.00	221,566.14	57.4%	WAGES	386,000.00	221,566.14	57.4%
2271-110-211	OPERS	900.00	397.93	44.2%	OPERS	800.00	382.73	47.8%	OPERS	800.00	382.73	47.8%
2271-110-213	MEDICARE	6,400.00	2,959.23	46.2%	MEDICARE	5,700.00	2,491.43	43.7%	MEDICARE	5,700.00	2,491.43	43.7%
2271-110-215	POLICE PENSION	84,000.00	49,834.16	59.3%	POLICE PENSION	75,400.00	41,746.21	55.4%	POLICE PENSION	75,400.00	41,746.21	55.4%
2271-110-221	HEALTH INSURANCE	81,000.00	53,113.62	65.6%	HEALTH INSURANCE	65,000.00	39,997.17	61.5%	HEALTH INSURANCE	65,000.00	39,997.17	61.5%
2271-110-221	HC CONSORTIUM	35,000.00	21,747.25	62.1%	HC CONSORTIUM	30,000.00	9,803.97	32.7%	HC CONSORTIUM	30,000.00	9,803.97	32.7%
2271-110-222	LIFE INSURANCE	650.00	354.24	54.5%	LIFE INSURANCE	700.00	332.10	47.4%	LIFE INSURANCE	700.00	332.10	47.4%
2271-110-223	DENTAL	4,300.00	2,960.90	68.9%	DENTAL	4,300.00	2,476.31	57.6%	DENTAL	4,300.00	2,476.31	57.6%
2271-110-225	WORKERS COMP	7,500.00	4,566.16	60.9%	WORKERS COMP	7,000.00	4,713.28	67.3%	WORKERS COMP	7,000.00	4,713.28	67.3%
2271-110-252	TRAVEL	250.00	-	0.0%	TRAVEL	250.00	120.00	48.0%	TRAVEL	250.00	120.00	48.0%
2271-110-270	UNIFORMS	5,000.00	2,014.61	40.3%	UNIFORMS	4,470.00	2,749.13	61.5%	UNIFORMS	4,470.00	2,749.13	61.5%
2271-110-344	TAX COLLECTION	5,500.00	2,008.41	36.5%	TAX COLLECTION	5,000.00	3,296.31	65.9%	TAX COLLECTION	5,000.00	3,296.31	65.9%
2271-110-399	CONTRACTUAL	59,796.00	46,389.10	77.6%	CONTRACTUAL	59,796.00	41,382.09	69.2%	CONTRACTUAL	59,796.00	41,382.09	69.2%
2271-110-490	SUPPLIES	45,548.00	29,559.31	64.9%	SUPPLIES	45,548.00	21,127.06	46.4%	SUPPLIES	45,548.00	21,127.06	46.4%
2271-800-520	EQUIPMENT	11,615.00	1,265.00	10.9%	EQUIPMENT	11,605.00	2,529.13	21.8%	EQUIPMENT	11,605.00	2,529.13	21.8%
2271-800-590	CAPITAL	-	-	-	CAPITAL	-	-	-	CAPITAL	-	-	-
TOTAL		777,459.00	480,108.12	61.8%	TOTAL	701,569.00	394,713.06	56.3%	TOTAL	701,569.00	394,713.06	56.3%
ACCOUNT #	31-Aug-2017 PARKS	2016 BUDGET	EXPENSED TO DATE	67.0%	31-Aug-2016 PARKS	2016 BUDGET	EXPENSED TO DATE	67.0%	31-Aug-2016 PARKS	2016 BUDGET	EXPENSED TO DATE	67.0%
1000-320-190	WAGES	83,300.00	48,250.43	57.9%	WAGES	79,900.00	44,159.90	55.3%	WAGES	79,900.00	44,159.90	55.3%
1000-320-211	OPERS	11,800.00	6,715.08	56.9%	OPERS	11,500.00	6,083.22	52.9%	OPERS	11,500.00	6,083.22	52.9%
1000-320-213	MEDICARE	1,400.00	666.06	47.6%	MEDICARE	1,200.00	612.01	51.0%	MEDICARE	1,200.00	612.01	51.0%
1000-320-353	LIABILITY INSURANCE	1,400.00	-	0.0%	LIABILITY INSURANCE	1,300.00	-	0.0%	LIABILITY INSURANCE	1,300.00	-	0.0%
1000-320-225	WORKERS COMP	1,300.00	800.82	61.6%	WORKERS COMP	1,300.00	678.63	52.2%	WORKERS COMP	1,300.00	678.63	52.2%
1000-320-399	CONTRACTUAL	15,220.00	5,727.23	37.6%	CONTRACTUAL	16,220.00	3,018.56	18.6%	CONTRACTUAL	16,220.00	3,018.56	18.6%
1000-320-490	SUPPLIES	32,190.00	9,544.77	29.7%	SUPPLIES	32,190.00	27,965.22	86.9%	SUPPLIES	32,190.00	27,965.22	86.9%
TOTAL		146,610.00	71,704.39	48.9%	TOTAL	143,610.00	82,517.54	57.5%	TOTAL	143,610.00	82,517.54	57.5%
ACCOUNT #	31-Aug-2017 STREET	2016 BUDGET	EXPENSED TO DATE	67.0%	31-Aug-2016 STREET	2016 BUDGET	EXPENSED TO DATE	67.0%	31-Aug-2016 STREET	2016 BUDGET	EXPENSED TO DATE	67.0%
2011-620-190	WAGES	161,700.00	100,565.14	62.2%	WAGES	155,100.00	100,436.28	64.8%	WAGES	155,100.00	100,436.28	64.8%
2011-620-211	OPERS	22,800.00	14,079.29	61.8%	OPERS	21,800.00	14,061.04	64.5%	OPERS	21,800.00	14,061.04	64.5%
2011-620-213	MEDICARE	2,500.00	1,381.65	55.3%	MEDICARE	2,300.00	1,390.15	60.4%	MEDICARE	2,300.00	1,390.15	60.4%
2011-620-221	HEALTH INSURANCE	64,000.00	42,072.28	65.7%	HEALTH INSURANCE	55,000.00	32,976.41	60.0%	HEALTH INSURANCE	55,000.00	32,976.41	60.0%
2011-610-221	HC CONSORTIUM	30,000.00	7,358.81	24.5%	HC CONSORTIUM	30,000.00	10,042.65	33.5%	HC CONSORTIUM	30,000.00	10,042.65	33.5%
2011-620-222	LIFE INSURANCE	550.00	295.20	53.7%	LIFE INSURANCE	600.00	295.20	49.2%	LIFE INSURANCE	600.00	295.20	49.2%
2011-620-223	DENTAL	5,000.00	2,881.59	57.6%	DENTAL	5,000.00	2,350.96	47.0%	DENTAL	5,000.00	2,350.96	47.0%
2011-620-225	WORKERS COMP	2,700.00	1,871.96	69.3%	WORKERS COMP	2,500.00	1,602.96	64.1%	WORKERS COMP	2,500.00	1,602.96	64.1%
2011-620-395	SIDEWALK REPAIR	45,000.00	673.67	1.5%	SIDEWALK REPAIR	60,000.00	397.47	0.7%	SIDEWALK REPAIR	60,000.00	397.47	0.7%
2011-620-270	CLOTHING	1,500.00	954.87	63.7%	CLOTHING	1,500.00	813.94	54.3%	CLOTHING	1,500.00	813.94	54.3%
2011-620-399	CONTRACTUAL	26,702.00	8,111.47	30.4%	CONTRACTUAL	26,702.00	5,826.40	21.8%	CONTRACTUAL	26,702.00	5,826.40	21.8%
2011-620-490	SUPPLIES	52,400.00	20,083.35	38.3%	SUPPLIES	52,400.00	25,115.67	47.9%	SUPPLIES	52,400.00	25,115.67	47.9%
2011-800-520	EQUIPMENT	7,912.00	923.43	11.7%	EQUIPMENT	7,912.00	6,189.67	78.2%	EQUIPMENT	7,912.00	6,189.67	78.2%
TOTAL		422,764.00	201,252.71	47.6%	TOTAL	420,814.00	201,498.80	47.9%	TOTAL	420,814.00	201,498.80	47.9%

PROPOSED PARKS DEPARTMENT BUDGET FOR 2018

1000-320-190 Wages	85,000.00
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	48,771.00
4904 (Grant Money)	
4906-downtown decorations	1,500.00
2902 New Park improvement	71,000.00

SUBTOTAL GENERAL FUND **268,631.00**

(Park funds)

Budgeted funds for 2018

2902- new park improvement:

*repair, repave & stripe leohr park parking lot	35,000.00	Dilapidating infrastructure
*repair & seal coat Gary Eicheler trail	10,000.00	2 yrs, pass due - <i>Bike Trail Fund 2909</i>
*new ADA rest room at Memorial park	17,000.00	ADA accessible restroom
*6 ADA picnic tables/6 reg. Tables lions pav.	9,000.00	ADA accessible pavilion

~~71,000~~
61,000

2906-park donations

2909-bike trail

2911-leohr park tree fund

4904-park capital project

48,771.00 vehicle, equip.

4906-downtown decorations

1,500.00

(proposed total) 121,271.00

(Contractual)

1000-320-399 communications

Utilities

Rents /leases

Training

Maintenance

Advertising

misc.

(budget line item breakdown)

1925.00 cell phones/computer

1,050.00 gas heat parks bldg.

500.00 equip, breakdown/rental

525.00 safety training

10,260.00 asphalt patch, stone & gravel

playground, all equipment repairs

60.00 gazette/trading post

1,900.00

contractual services total 16,220.00

(Supplies)

1000-490 office

(budget line item breakdown)

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 2018)	(fund balance 2018)
* 2017 F250 plow truck 39/10	4,050.00 1 yr old	4,050.00
* 2006 F250 2/wd pickup 35/10	4,050.00 12 yrs old	4,050.00
* 2014 Kubota 4x4 tractor 35/10	3,200.00 4 yrs old	12,800.00
* 2011 Kubota RTV 20/7	2,671.00 7 yrs old	18,698.72
Playground equip.	8,000.00	8,000.00
2014 Kubota mower 10/4	4,000.00 4 yrs old	10,675.00
2015 Kubota mower 10/4	4,000.00 3 yrs old	8,000.00
2016 Kubota mower 10/4	4,000.00 2 yrs old	8,000.00
2013 Farm king sickle 6/10	600.00 5 yrs old	3,000.00
2016 Dem-co 200 gal. Sprayer 6/6	1,000.00 2 yrs old	2,000.00
2015 Vicon fertilizer spreader 6/6	2,000.00 3 yrs old	2,000.00
Tisher pavilion 20/25	800.00	1,800.00
Loins pavilion 20/35	1,400.00	2,800.00
Veterans 20/25	800.00	1,600.00
Armstrong 20/25	800.00	1,600.00
Leohr 20/25	800.00	1,600.00
Gazebo 20/25	800.00	1,600.00
Concession stand Memorial 20/25	800.00	1,600.00
Tree & flower replacment	5,000.00	5,000.00
budgeted total	48,771.00	fund total 98,873.72

**Respectfully Submitted by
Jon Sobczak**

PROPOSED STREET DEPARTMENT BUDGET FOR 2018

2011-620	
190 WAGES	186,600.00
Plus 3 percent increase for 2018	
211 OPERS	21,800.00
213 MEDICARE	2,300.00
221 HEALTH	69,000.00
221 Health insurance consortium	30,000.00
222 LIFE	550.00
223 DENTAL	5,000.00
225 WORKERS COMP.	2,500.00
311 SIDEWALK REPAIR	30,000.00
270 CLOTHING	1,500.00
399 CONTRACTUAL	89,702.00 listed below.
490 SUPPLIES	56,400.00 listed below.
520 EQUIPMENT	10,912.00 listed below.

SUBTOTAL	506,264.00
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4901-800-520 CAPITAL OUTLAY	353,797.17
4902-800-520 DOWNTOWN PROJECTS	1,100.00
2021-800-590 HIGHWAY FUND	300,500.00

SUBTOTAL	655,397.17
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<u>GRAND TOTAL</u>	1,161,661.10
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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	16,300.00 repairs/parts for all equipment.
ADVERTISING	330.00
TRASH HAULING	1,200.00 monthly billing.
PROPERTY TAXES	200.00
MEMBERSHIPS (CUE)	300.00 Salt purchase co-op.
OPWC LOAN REPAY	1,302.00 opwc loan.
LIABILITY INSURANCE	2,800.00
Loan Repay (water tower/road project)	60,000.00 loan repay

contractual subtotal	89,702.00
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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	34,000.00 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 56,400.00

CAPITAL OUTLAY budgeted amount for 2017 **Fund Balance 2018**
 4901-800-520

2013 5 ton dump 120/11	10,909.00	5 yrs on equipment	65,454.00
2014 F 250 pickup 35/10	4,050.00	4 yrs on equipment	20,250.00
2012 F 250 pick up 35/10	4,050.00	6 yrs on equipment	24,300.00
2016 F 250 pick up 39/10	4,050.00	2 yr s on equipment	8,100.00
2001 Cat backhoe 80000/17	4,705.88	17 yrs on equipment	80,000.00
2006 1 ton dump 75000/11	6,818.18	12 yrs on equipment	81,818.17
1998 leaf machine 32/15	2,000.00	20 yrs on equipment	34,000.00
2014 Case uni-loader 30/15	2,000.00	4 yrs on equipment	8,000.00
2013 concrete saw 3/10	375.00	5 yrs on equipment	1,875.00
2010 street sweeper 150/15	5,000.00	8 yrs on equipment	15,000.00
1996 hydraulic skid steer hammer 14/10	5,000.00	22 yrs on equipment	15,000.00

353,797.17

HIGHWAY FUND
 2021-800-590

highway fund balance

Greenwich rd. project	.00	75,000.00
ADA sidewalk ramps	7,500.00	7,500.00
Road salt	25,000.00	25,000.00
chip & seal roads	120,000.00	120,000.00
Concrete streets repairs	48,000.00	48,000.00
Loan repay (water project)	60,000.00	60,000.00
Emergency road repairs	40,000.00	40,000.00
	300,500.00	375,500.00

2011-800-520 equipment
 NEW SIGNS 6609.00 new sign purchases/replace old
 REPLACEMENT SIGN FACE 500.00 sign faces to repair old signs that
 can be repaired
 SIGN POSTS & HARDWARE (new) 3803.00 new gal. U-channel posts and
 hardware
 Equipment 10,912.00

Respectfully submitted by
 Jon Sobczak