



## PARKS & STREETS COMMITTEE MEETING MINUTES

Location: 120 Royal Crest Drive, Seville, OH 44273

Date: 7/17/2023

The meeting began at 7:30 pm

**Present:** Kathy Rhoads (Chair), Leslie Miller (Member), Sue Frey (Member) Bonnie Gordon (Member)

**Absent:** Sue Cox (Member)

**Also Present:** Jon Sobczak (Parks & Streets Superintendent), Lisa Nemastil (Recorder)

Mrs. Miller made a motion to approve the minutes from 06/05/2023. Mrs. Gordon seconded, the vote was unanimous. Motion passes.

Mrs. Miller mad a motion to amend the agenda to add discussion of who maintains Cul-de-sacs in developments within the Village under new business. Mrs. Gordon seconded, the vote was unanimous. Motion passes.

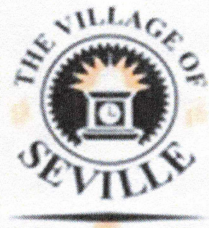
Mr. Sobczak presented the Parks & Streets Commissioner's Report which is attached.

**Privilege of the floor:** Patty Kilgore of 80 W Main Street took the floor to review concerns of street parking on W Main Street between Warner and High Street and presented a picture of a vehicle parked on the street while she was raking leaves and cited concerns with leaves being able to be collected.

### New Business:

1. Memorial Field Concession stand repairs have been completed by the Cloverleaf Youth Football Association.
  - Anticipated position for a Maintenance Level 1 worker will be advertised in October, 2023
2. Mr. Sobczak will get together information for a budget on a permanent solution for restrooms at Cy Hewit.
3. Parking Issues at Skoops – This was discussed at the Safety meeting, the Streets department will paint lines on established parking spots and the Sign Committee will review a request for additional signage.
4. 2024 Budget
  - An updated 5 year plan and budget sheet for the roads will be ready for the August meeting
  - It is estimated that \$180,000 will need to be allocated for next years concrete and asphalt projects
  - There may be a retirement in 2024 to prepare for.
5. 2023 Budget
  - Update on actual vs planned
  - Discuss plans to move to 2024
6. Amendment – Cul-de-sac Maintenance
  - The committee discussed if the Village would take on responsibility of maintaining cul-de-sacs in developments where an HOA is supposed to be responsible for the upkeep. There are 12 green island type cul-de-sacs in the Village at this time and the committee was not in favor of maintaining those sites. Mrs. Miller made a motion not in favor of taking ownership or maintenance of the cul-de-sacs. Mrs. Gordon seconded. Roll call vote: *Miller – Aye, Rhoads – Aye, Frey – Aye, Gordon – Aye.* Motion passes.

**Downtown Business Association Report** – Mrs. Miller reported that there was no meeting.



## PARKS & STREETS COMMITTEE MEETING MINUTES

Location: 120 Royal Crest Drive, Seville, OH 44273

Date: 7/17/2023

### Pending/Completed Legislation

#### ORDINANCE 2023-20

AN ORDINANCE OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO, AUTHORIZING THE MAYOR AND THE FISCAL OFFICER TO ENTER INTO AN AGREEMENT WITH \_\_\_\_ FOR REPAIRS AND/OR CONSTRUCTION OF CERTAIN SIDEWALKS WITHIN THE VILLAGE.

The committee stated that this ordinance will need to be removed from the table because no bids were received.

#### ORDINANCE 2023-27

AN ORDINANCE AMENDING ORDINANCE 2023-17 ADOPTING RULES AND REGULATIONS GOVERNING PUBLIC PARKS WITHIN THE VILLAGE AND ASSESSING PENALTIES FOR VIOLATIONS OF SAID RULES AND REGULATIONS.

#### ORDINANCE 2023-29

AN ORDINANCE ADOPTING A SPECIAL EVENT APPLICATION AND PERMIT WITHIN THE VILLAGE.

#### RESOLUTION 2023-07

A RESOLUTION OF THE VILLAGE OF SEVILLE, MEDINA COUNTY, OHIO DECLARING IT NECESSARY TO ASSESS PROPERTIES FOR THE CONSTRUCTION AND/OR REPAIR OF CERTAIN SIDEWALKS.

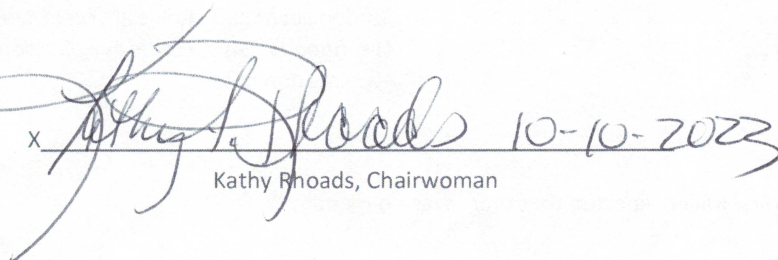
### Old business:

1. Further discussion of event/application permit – The committee agreed that Mrs. Rhoads and Mrs. Nemastil will work together to bring back a final copy the the next meeting. Mrs. Frey asked for the title to be changed from Event Permit Application to Event Permit and Application. The committee agreed that the map option 3 needs to be revisited to include closure of Milton Street. Mrs. Rhoads will review this request with Chief Burson and an agenda item for discussion will be added to the Council agenda.
2. Park maps done by John Miska – The Committee reviewed an example of a map done by John Miska and agreed it would be nice to have a map that outlines the Village, shows all of the parks and trails. Mrs. Gordon made a motion to allow a budget of \$1,000 for park maps and the map that was made in-house of Cy Hewit park can be hung as soon as it is ready. Mrs. Miller seconded, the vote was unanimous. Motion passes.

### Privilege of the floor

Mrs. Gordon made a motion to adjourn. Mrs. Miller seconded, the vote was unanimous. Meeting adjourned at 8:37 p.m.

x

  
Kathy Rhoads, Chairwoman

10-10-2023

# Seville Street & Park Superintendents Report

**July 17 2023**

**Project Status    Target finish**

**Park/Street maintenance work:**

**(Regularly Scheduled seasonal work)**

- |   |                              |  |
|---|------------------------------|--|
| *Mowing all parks                       | Seasonal work<br>(Bi-Weekly) |  |
| *Mulching all parks, council & downtown |                              |  |
| *Tree/brush trimming along roadways     |                              |  |
| *Trash pickup parks/streets             | (Bi -Weekly)                 |  |
| *Parks cleanup pavilions, grounds ext.  |                              |  |
| *Sweeping all village streets           | (As Needed)                  |  |

**Park/Street repairs:**

- |  |           |  |
|--|-----------|--|
| *Brush/stump & tree removal from all Parks<br>(creek & surroundings) | On Going  |  |
| *Asphalt patching throughout village                                 | As Needed |  |

**Sign repairs:**

- |  |                               |                       |
|--|-------------------------------|-----------------------|
| *Replacing old signs with new compliant<br>Phase 2 2023 (documented) | <b>Status:</b><br>In Progress | Dec. 30 <sup>th</sup> |
|--|-------------------------------|-----------------------|

**Equipment service:**

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

**Active projects:**

- |  |                                     |  |
|--|-------------------------------------|--|
| *Road marking/center line painting   | <b>Project Status:</b><br>Completed |  |
| *Road markings village wide: cross walks,<br>stop bars, parking spaces ext.      | Planning Stage                      |  |
| *Installed A.D.A. Crosswalks at High st.<br>West Main st. intersection           | Completed                           |  |
| *Roofing/siding concession bldg. Memorial park                                   | Completed                           |  |
| *Removed bush obstructing motorists<br>vision at the corner of Milton/Market st. | Completed                           |  |
| *Concrete curb cutting   | Completed                           |  |
| *Tree/Brush trimming along village roadways                                      | In Progress                         |  |
| *Mowing all parks  | In Progress                         |  |

\*Maintenance & repairs to all equipment

In Progress

\*Trail extension

In Progress

\*Phase 3 of Cy Hewit/Tisher trail

Maintaining

\*Update on trail extension: More stone on the way!!! I just ordered 225 ton of 304s for what I believe to be a good deal... \$25 a ton delivered and dumped, that's 2 dollars more than we paid back in the winter/early spring of this year and prices have really went up ;- ) ... were working on the earthen barriers getting them ready for fall planting and once the stone arrives we'll start to finish out the trail.

Trail work continues as weather permits:

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

Respectfully submitted by

Jon Sobczak

# Seville Street & Park Superintendents Report

July 17 2023

Project Status Target finish

## Park/Street maintenance work:

### (Regularly Scheduled seasonal work)

*Mowing all parks	Seasonal work (Bi-Weekly)	
*Mulching all parks, council & downtown		
*Tree/brush trimming along roadways		
*Trash pickup parks/streets	(Bi -Weekly)	
*Parks cleanup pavilions, grounds ext.		
*Sweeping all village streets	(As Needed)	

## Park/Street repairs:

*Brush/stump & tree removal from all Parks (creek & surroundings)	On Going	
*Asphalt patching throughout village	As Needed	

## Sign repairs:

*Replacing old signs with new compliant Phase 2 2023 (documented)	<b>Status:</b> In Progress	Dec. 30 <sup>th</sup>
--	-------------------------------	-----------------------

## Equipment service:

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

## Active projects:

*Road marking/center line painting	<b>Project Status:</b> Completed	
*Road markings village wide: cross walks, stop bars, parking spaces ext.	Planning Stage	
*Installed A.D.A. Crosswalks at High st. West Main st. intersection	Completed	
*Roofing/siding concession bldg. Memorial park	Completed	
*Removed bush obstructing motorists vision at the corner of Milton/Market st.	Completed	
*Concrete curb cutting	Completed	
*Tree/Brush trimming along village roadways	In Progress	
*Mowing all parks	In Progress	

*Maintenance & repairs to all equipment	In Progress
*Trail extension	In Progress
*Phase 3 of Cy Hewit/Tisher trail	Maintaining

\*Update on trail extension: More stone on the way!!! I just ordered 225 ton of 304s for what I believe to be a good deal... \$25 a ton delivered and dumped, that's 2 dollars more than we paid back in the winter/early spring of this year and prices have really went up ;- ) ... were working on the earthen barriers getting them ready for fall planting and once the stone arrives we'll start to finish out the trail.

Trail work continues as weather permits:

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

Respectfully submitted by

Jon Sobczak