

VILLAGE OF BENTLEYVILLE

Parks, Beautification and Facilities

COMMITTEE MINUTES

Monday January 8, 2024

9:15- 10:03 AM

Council Chambers

ATTENDEES

Ken Kvacek, Committee Chairman
Lisa Whitmyer, Council Committee member: Absent
Alex Goetsch, Council Member
Matt Maistros, Service Director
Kathleen Esposito, GCOB representative
Kathleen Hale, Mayor
Bob Chalfant, Council Member

1. Review of prior months minutes

The minutes were reviewed at the previous council meeting. No comments from minutes.

2. Old Business

- State capital budget grant of \$100,000.00 and county grant of \$38,700.00 for Riverview Park improvements. We await updates from the Village Engineer.
- Millstone: The GCOB selected and purchased a tree that was planted behind Millstone by the service department. Wording for the signage is being written. Street identification sign needs to be replaced pending service department schedule.
- Facilities review of service department building needs.
We will complete an annual review of all facilities with members of the committee and Mayor invited to complete review. Service Director and Police Chief to review and be prepared to offer suggestions on required repairs and improvements.
- We discussed the need to identify if any NOPEC grant funds are expiring and that we should benefit from ensuring funds will be utilized. Hale indicated that she would check on expiring funds and we identify if any purchase will qualify.
Several electric and lighting projects have been previously identified: including the exterior of village hall outlets as well as the replacements of new energy efficient lights in the Village Hall entrance and potentially recessed lighting under the front entrance way.
Other potential projects to be considered include:
Consider conduit to run electric for holiday lighting on the Solon rd bridge.
Consideration if power can be provided on the west side of Solon Rd for Holiday lighting.
Currently there is over \$3,800 of NOPEC energy funds available. Matt will seek an additional quote for the improvements for village hall exterior lighting. In addition, Matt is looking for estimates to replace the village hall basement emergency exit door. The

Chief requested that we look at lights in the police garage. 2 bulbs were replaced, and the chief asked if we should consider replacing florescent lights with LED panels.

- Park and Village programs and events schedule:
Ken will contact Cleveland Shakespeare Festival to identify if we would be on the schedule in 2024. Potential dates are June 23 or July 7, Show is Midsummer's Night's Dream
Chagrin Valley Bocce League June-August
Yoga in the Park?
Booville Fall Family Fest October 27
Village Holiday Lighting December 1
- Replacement of two- three dead crabapple trees on Solon rd. Matt has located local inventory of replacement trees at the Gates Mills Nursery, cost quoted was approximately \$280.00. The service department will remove the dead ones and plant the new ones in the spring.
- We discussed the need to paint and flush the fire hydrants in the village. Matt will schedule servicing of City of Cleveland hydrants by the service department in the spring to avoid possible hydrant freezing.
- Removal of redundant utility poles, inventory was completed by Kvacek and provided to Village Resident Doug Miller to communicate to utility department for prioritization. No updates
- Liberty rd. resident and others will be advised to perform routine lawn maintenance in the right of way. Maistros identified the ordinance regarding responsibility of homeowner's grass cutting. Hale will be in contact with the residents.
- Union Cemetery upkeep is required primarily drop wood collection and disposal. Kvacek and Maistros will walk the property to understand the area and limitations of potential reopening of cemetery. Hale asked if there is room in the cemetery for additional burials and if the cemetery can be reactivated for village residents. The village owns the property, it is noted as a cemetery, there are currently historic graves but believes that there is additional space. Additional research would be necessary to discuss the possibility of future internments. It was noted that we do not have the required equipment in the service department at this time.
- Street identification sign assessment, paint poles as required.
- Advise residents on Cannon rd. regarding leaving trash cans at the street 3-6 days post collection. In addition, Matt noted that folks are placing trash receptacles in the street during snow events. It was discussed to write a policy and/or ordinance to address

these concerns. Matt will speak with the owner or leave a note asking them to remove trash cans in a timelier fashion since it has persisted.

- Cannon rd. pull off made of gravel at corner of Cannon and Solon rd. is unsightly, and folks using this pull off have damaged the road edge. This has been communicated to the village engineer, he saw no specific need for it. It was recommended to consider restoring this area to grass to eliminate further road damage. This was referred to the streets committee which agreed, and it will be placed on project list for this spring or summer for the service department.
- Street guardrail assessment for damage and replacement is underway by the service department.
- Review of traffic control signs throughout village for positioning upright and luminosity. The Chief also noted some signs which require replacement. Kvacek asked Matt to review and advise the potential cost and number to be replaced. If there is redundancy, then we should consider elimination.
- Kvacek suggested that we consider a new design of the village logo, those in attendance agreed and suggested that we ask the GCOB to participate. Thoughts to be potentially incorporated in the design may include and waterfalls reflective of seven plus waterfalls throughout the village, "squaw" Rock Henry Church Jr. Rock, the millstone, etc. Further discussion is required.
- Updates on the progress of planning a new service complex with the Metro Park. Hale stated that she will check on any updates and when the current lease extension is up for renewal. Ken suggested that she review the minutes of the board of the metro parks if there has been any further discussion. No updates were provided.
- Maistros asked if we have continued to pay the bill for the water dispenser at the service garage since it was removed many months ago. Kvacek asked that he follow up with Tami to verify nonpayment. The service department would rather purchase bottled water for the department. No update in regard to invoicing.

3. New Business

- We discussed the current status of the cleanliness of the carpeting in the village council meeting chambers. New dirt and stains are present. Maistros stated that he would rent a commercial cleaner and clean the carpeting. It was discussed that we will review all of the facilities for conditions and repairs. It was brought up that we should replace the carpet throughout village hall. Suggestions included replacing the carpet with laminate flooring, but it was

noted that this would increase the sound, Kvacek suggested that if were to replace that we would consider the cost and material selection such as carpet squares that allow for damaged or soiled sections to be replaced easily.

- Discussion of the current cleaning condition of Village Hall. The service department has been performing cleaning for the last couple of years in place of an outside cleaning company that was over \$6,000 per year. The service department performs biweekly and as needed cleaning. Ultimately the number of employees and visitors produces limited cleaning requirements. The service department is performing acceptable results. It was suggested that we consider having a commercial cleaner perform periodic cleaning of windows and dusting.

4. Additional discussion items

- The service department has removed holiday decorations from the village hall and has disconnected village lighting. Lights with the exception of the large tree on village grounds will be removed and stored by the service department as time and weather permit. Maistros suggested that we consider replacement of some lights, so they are consistent in color and replace all lights on the park pavilion.
- The service director noted that they are coordinating debris removal and monitoring the culverts through the village. He noted several needed to be jetted to have them clear. They are focusing on Solon rd. and Chagrin River Roads.
- Kvacek advised Maistros that the City of Solon will be replacing several pieces of equipment from their service department and that he should speak to the service director in Solon on what equipment maybe coming available and if any may meet the needs to the service department for potential acquisition.

Next meeting is scheduled for February 12, 2024, at Village Hall