

VILLAGE OF BENTLEYVILLE

Parks, Beautification and Facilities

COMMITTEE MINUTES

Monday February 12, 2024

9:39- 10:38 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

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 for \$38,700.00 for Riverview park improvements. Rebid on park asphalt drive work low bid of 89K asked engineer to review restroom cost and advise. We await updates from the Village Engineer.
- Millstone: 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 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 NOPEC grant funds and Matt was asked to review basement door replacement and electric needs.
Previously identified projects include:
 - 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.
 - 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.
 - Consider replacing florescent lights in the police garage with LED panels.
- Park and Village programs and events schedule:
 - Cleveland Shakespeare Festival 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 reported that Ryan, the Metropark service manager, had suggested removing the crabapples on the west side of Solon Rd. Committee would like to retain and replace as necessary. Need to meet with Ryan to discuss. 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.
- 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 update
- 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 homeowners grass cutting. Hale will be in contact with the resident. No update
- Union Cemetery upkeep is required primarily drop wood collection and disposal. Kvacek and Maistros will walk the property to understand 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. Additional research would be necessary to discuss 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. Matt is in process of identifying.
- Advise resident 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.
- Cannon rd gravel pull off at corner of Cannon and Solon rd will be placed on the service department project list for this spring or summer.
- Street guardrail assessment for damage and replacement is underway by service department. The Miles road guardrail requires replacement. Matt to discuss with engineer regarding the replacement cost and next step.

- Matt has reviewed traffic control signs throughout village for positioning upright and luminosity. Matt to review and advise the potential cost and number to be replaced.
- 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 will check on any updates No updates were provided.
- Maistros confirmed the water dispenser at the service garage was removed many months ago. We will be responsible for cost of it being disposed by previous service director. The service department will consider an under sink filter in the police break room and chamber kitchenette and eliminate the need and cost of the water dispenser.
- 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 identify 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 carpeting 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. Matt to measure the square foot required to get an estimate.
- 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 bi weekly 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. We received an estimate from Blue Lake cleaning at \$250 per day and Cleaning Authority of \$215 per day. An additional quote will be obtained. We discussed the need for a facility use agreement to cover the cost of damage of village hall facilities and park.
- The service department has removed all holiday decorations from village hall. Lights with the exception of the large tree on village grounds has been removed and stored by the service department. Maistros suggested that we consider replacement of some

lights so they are consistent in color and replace all lights on the park pavilion. Matt to measure lengths needed for the park pavilion.

- The service director noted that the culvert cleaning was well done and they will continue to monitor with period maintenance. We discussed potentially having a cleanup day for village residents that we can coordinate and ask residents to clean right of way of trash and debris. Ken to speak with Jackie regarding email list if it has been updated so that we can communicate with the residents instead of newsletter communication.

3. New Business

Ken asked if the service department can repair the dislodged curbing in front of village hall.

4. Additional discussion items

Matt asked Kathleen for a GCOB calendar so that he has advanced notice on service department support. Kathleen supplied a calendar and will ask the president to contact him in advance so that he can support their efforts.

Next meeting is scheduled for March 11, 2024 at Village Hall