

VILLAGE OF BENTLEYVILLE

Parks, Beautification and Facilities

COMMITTEE MINUTES

Monday June 10, 2024

9:22- 10:17 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: Absent
Detective Matt Farrar representing Chief Gabe Barone
Robert Chafant, Council member
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. Park asphalt driveway work underway to be completed by June 15. Council voted on moving forward with restroom project at last council meeting. Engineer will advise anticipated delivery as information is available.
 - Ken to contact Jeff to discuss final color recommendations.
 - Chagrin River Street identification sign has been rebuilt , painted and replaced at northeast side of street.
 - Facilities review of service department building needs.
Lisa, Matt and Ken completed an annual review of all facilities. Service Director and Police Chief participated and a draft list of possible improvements was created. Matt has secured several bids for NOPEC grant projects. Matt and Travis have begun working on several of the items on the list.
 - We discussed the NOPEC grant funds and Matt stated the amount of NOPEC funds available is \$4,920.00. Matt has 1 quote for the basement door replacement \$3,000, 3 for the police garage doors ranging from \$6,000-\$8,000 and 2 estimates for the electric needs, \$3,200.00. The electric bid also included some additional electric work in the basement. Priority discussed was the electric and emergency door followed by the garage doors. Pending Mayor to proceed.

Previously identified projects include:

Replacement of village hall exterior outlet and wiring, add additional of recessed lighting in entrance way. The current wiring does not meet current code.

Consider replacement of Police garage doors with new insulated doors.
Consider replacement of basement exit door.

- Park and Village programs and events schedule:
 - ✓ Cleveland Shakespeare Festival Show is Midsummer Night's Dream June 23
 - ✓ Chagrin Valley Bocce League June 11-August
 - ✓ Booville Fall Family Fest October 27
 - ✓ Village Holiday Lighting December 1

- Replacement of three dead crabapple trees on Solon rd. The service department will remove the dead ones and plant the new ones this week. 3 were identified at a cost of \$149.00 each. They will purchase and plant if they are warranted for 1 year since there was a delay in approval and missing part of the spring planting season. We are awaiting the Mayor to authorize service department to proceed. This expense was budgeted in 2024 budget.

- 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 soon, we discussed selecting an appropriate color to paint the fire hydrants. Kvacek recommended speaking with Fire Chief Zupan.

- Removal of redundant utility poles, inventory was completed by Kvacek, utility department was contacted and the utilities company has began transferring lines and removing some of the redundant poles.

- Several residents will be advised to perform routine lawn maintenance out of the right of way. Maistros identified the ordinance regarding responsibility of homeowners grass cutting. Hale notified the residents of their responsibility. Matt spoke with the Metro Parks service director and they are coordinating responsibilities.

- 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.
- Cannon rd gravel pull off at corner of Cannon and Solon rd has been placed on the service department project list for this spring or summer. It will be returned to grass since vehicles have parked on it and has caused road edge damage.
- The Miles road guardrail requires replacement. Matt discussed with engineer and has asked for a quote from Auburn Fence, no estimate was obtained so Matt will seek additional quotes if necessary.
- 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. 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. Kathleen Esposito suggested we speak with resident Joan Johnson, a painter to see if she would consider working with us. Lisa also knew of someone that may assist with the creation of a new logo.
- Updates on the future of the service complex with the Metro Park. Hale met with Brian Zimmerman to discuss and no schedule was discussed.
- We discussed the current status of the cleanliness of the carpeting in the village council meeting chambers. It was brought up that we should consider replacing the carpeting throughout village hall. Matt received a quote of over \$875.00 for the cleaning and additional quote of \$400.00 was secured. After cleaning we will reassess the condition. 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 of each room to secure an estimate.
- We discussed asking residents to clean right of way of trash and debris. Jackie has been working on updating the email resident list so that we can communicate with the residents instead of newsletter communication in a timely manner. If a newsletter is published we will include information for residents. We have not received an update as to the status of the newsletter or email database.
- Matt has formally advised the City of Solon of our interest in acquiring their surplus wood chipper. We have not heard the disposal time or anticipated cost; it is currently being reviewed by finance. The Mayor was going to contact Mayor Ed Kraus to discuss transferring ownership to the village, no update was available.

3. Additional discussion items

- We received information regarding participation in the 250 year of the U.S. programming. We will discuss in more detail at an upcoming meeting.
- Yoga in the Park status, Kathleen Esposito to provide contact information of instructor. It was discussed that the Yoga instructor to charge attendees vs. personal donation of \$312.00 per month for 3 months. 20-30 attend each week most not from the village. The mayor reported that the village had received and invoice for \$1,500.00 from the prior year and that she will proceed with payment. It was discussed that funds are not available in this year's parks budget and that we will not be sponsoring Yoga in the park as a recognized village event. If the instructor wishes to proceed we would ask that she obtains donations and a permit for the use of the park for her program.
- Matt, Ken and Alex reviewed the damaged drain across from village hall. While doing so we recommended that the service department return the gravel overflow parking to a grassy area as it has been infrequently used and is unsightly. Matt will look into completing when we have the equipment to do so.
- The Mayor stated that she is organizing a shredding day for the village and will open it up for use by village residents. She has not set a date and is working through the records retention program to identify records for disposal.
- The Mayor and Kvacek discussed the need for a grant writer for the village. She stated that we were not awarded a grant for the handheld police radios.

Next meeting is scheduled for July 8, 2024 at Village Hall at 9am