

**Service Committee
Minutes
July 5, 2016**

The meeting was called to order at 6:00pm by Councilman John Clark.

Members present: Councilman John Clark, Councilman Giles Seith

- ❖ Motion to excuse Marty Hura and Paul Janson made by John Clark, 2nd by Giles Seith

Others present: Mayor Linda Clark, Chelsea Gregor

Pledge of Allegiance

- ❖ Motion to accept the Minutes of the June Service Committee meeting
- ❖ Unable to approve due to lack of quorum

Citizens: Paula Tubalkain

The Mayor said that most of what was on the agenda was discussed at Council, such as the 13 footers at the cemetery and the storm sewer that Luli repaired. Another quote for the tuck-pointing was given at the Council meeting and the Village picked Medhurst, which is now Colijohn for \$9,725 who will start July 6th or 7th. The Village hired Paul Brannon to work at the Water Plant. Council also talked about residents with sidewalks in need of attention that will receive letters, which have yet to be sent. Angie Hunter was to drop off \$100 for the Potato Festival to fix the hydrants down at the village park. Portage Faith had their ice cream social and served over 50 ice creams.

Estimates were received for vinyl siding installation for the Park Lodge and Hershberger was approved. Along with installing the siding they will be removing rotting wood and replacing it with wood of the same thickness.

Village Administrator's Report

Dave will be working up at the Reservoir on Wednesday July 6th and will shut off water and isolate only that area so that the rest of the Village still has water. Businesses in the area were notified and a check Wednesday morning will be done to ensure that Stamm contracting and Mantaline were notified. No problems are anticipated but an AMG Alert was sent out just in case.

Out of four letters sent for needed tree removals, only two residents have responded back. There will be a few more residents added to the tree removal list but, in addition to the two original residents, they will now receive their letters certified. According to the codified ordinances, the residents will have 30 days to respond and if they do not the Village is allowed to take down the trees and then bill them for their half. It is also the property owner's responsibility to trim their trees, even if they are on their tree lawn. So along with sending out sidewalk letters, the Village will send out letters for residents to trim any necessary trees and bushes.

It was brought to the Mayor's attention that the Village was low on money in the Cemetery Fund and that there was no more money that could be appropriated. The Village was expecting \$25,000 from the Cemetery Trust fund but had only received \$15,000. The Mayor said that the Cemetery Trust is not to support the Cemetery, but to support the Thompsons. Jenny will suggest at the next Council Meeting that the Village set up money out of the General Fund, for example \$10,000, to be put towards the Cemetery Fund to make a Cemetery Capital Fund. The mayor said that we should have been putting \$5,000-\$10,000 yearly into the Cemetery Fund out of the tax money all along and not relying on the Cemetery Trust. The same would apply for tree removals in which money would be set aside ahead of time to create a Tree Fund.

Paul Sr. has been busy with his new position at the water plant. The Service Department has gone on every street that has curbing and cleaned all the debris, along with 90% of the catch basins, within the Village. They will also be painting curbs along Main St. The Portage County Engineers will be coming

out July 6th or July 7th, depending on the weather, and will be painting the lines for all of the crosswalks in the Village since we do not have the equipment or the stencils. The cost was under \$3,000, so the Mayor and Dave approved it.

Review of Legislation

No new legislation.

New Business

The Mayor and Council discussed the park lodge siding project and Hershberger was approved, which was under the \$10,000 limit and below the other quote that was given. They will wrap the windows in one single piece and do not need to re-install the gutters. It was noted that the lodge had been sprayed for carpenter ants and bees, so Hershberger will not get any undesired surprises while siding. Giles mentioned that if nothing were done soon to fix the outside of the lodge, more repairs would eventually be needed.

Road repair bids from February for Oak St. and Second St. to grind, haul the grindings away and to pour 2 inches of pavement were estimated at nearly \$16,000. It was decided by Council that it is unnecessary to pave Second St. between High St. and Franklin St. and that a new bid is required. Perrin came with a \$20,000 bid to grind and pave both streets. Butch Schultz verbally requested additional work to be done on Second St. and that he would pay for the additional cost. He requested to make the road wider for additional parking, to cut a hill back for a retaining wall and drainage. An estimate was received for \$23,000 just to widen the road, which does not include drainage or the retaining wall. John questioned the parking regulations and the Mayor said that Planning or Council would most likely have to be involved along with stating that lots would also have to be surveyed. Considering the amount of engineering required to accommodate Butch's verbal request, John suggested that the Village stick to the original plan on Second St.

Dave will do some drainage repair on Oak St. that should take him around 3 days to complete. The Village will have someone out to check and film the drainage on the east side of Oak St. near High St. to make sure that it is still intact and to re-profile the catch basin. They will also check to see if it is possible to cut openings every couple of feet in the pipe and then put in an extension for a smaller grade drainage on the same side. They will then do a swale on the west side of Oak St. On Second St. there is a storm sewer already, and they will replace a catch basin along with adding a new one. The Mayor suggested if making Oak St. a one-way street heading south was something that needed consideration, but it was deemed unnecessary by present Council.

Near Buckeye Pipeline, it was touched on that there was possible contaminated soil and ground water at the previous Council Meeting. Five soil samples were taken and the sample nearest to the new hydrant, closest to the bridge, had high contamination levels but as the samples went east they were better. The Mayor received 15 pictures 3 weeks prior that were taken last fall and were available for anyone who wanted to look at them. Giles says that Buckeye should be responsible for their oil dating all the way back to the 1880's. After the Mayor and Michele had a meeting with Buckeye, Buckeye stated that if the Village comes across any contaminated soil that it should be removed to the old pump station and put onto visqueen surrounded with straw. The Village will then be reimbursed fully by Buckeye for the cost of the environmentally proper removal of the contaminated soil.

The Village is in their 3rd year of roll over of their trash contract and only did 18 months for the recycle. Over all the Village is satisfied with their service but acknowledges that they need to be more careful about their disposal and littered trash that is left behind. They take many items such as tires, computer parts and refrigerators so that the Village no longer needs a special spring and fall cleanup for specialized disposals. There have been some complaints about the trash and recycling but Kimble responds in a timely fashion. The Mayor said that she will have Michele draw up new legislation and that the Village will accept new bids for trash.

- ❖ Motion for legislation to accept new bids was made by Councilman Giles Seith and seconded by Councilman John Clark

Special Recognition Signs-
Signs are still on hold but are moving forward

Old Business

John talked to Rich at the last meeting about the situation with Stamm contracting, and Rich thinks that a flow study is needed between hydrants to figure out what they need, such as how much water in a day and how many gallons per minute, and so Rich will contact Ellie. Giles suggested that it might be a good idea for Stamm contracting to put in a well or to use the well that already exists to ensure that they always have the water that is so instrumental to their business. A concerning factor with offering such an option is that it would open up the door for other businesses in the area if they too desired to use a well, which would be a large monetary factor for the Villages Water Department. Paula brought up that in such a small community we want to make sure that the companies that are here, stay here and are happy. She also inquired as to how much it costs to make the water versus how much is received in revenue by Stamm contracting. In addition, as it was pointed out that even though the High School has a well, its purpose is agricultural and used to water the fields. Ellie was hoping to get an answer regarding Stamm's water situation by August, so the Mayor said she will get in touch with Rich.

Mantaine inquired about putting in a holding tank on their property in case water ceases in the Village, which is also vital to their business. Paula suggested they could perhaps put in a large rain barrel that could double as their holding tank.

A proposal from Stamm contracting from February 2015 is no longer applicable to put in curbing and to relocate catch basins in front of Mike McCauley's house because Stamm contracting no longer has road crews.

Anything else that may properly come before this committee

Chelsea suggested to the Mayor an idea about starting a "Little Free Library" which is a box of books that is available for anyone to use on the "take a book, return a book" honor system. The traditional design is similar to a birdhouse and made of recycled materials, but the design can be changed to fit the desired amount of books we want it to hold. In order to be able to use the name "Little Free Library" a one-time registration fee, which includes a charter sign, is available for \$42.45, or more if a larger or custom sign is desired. Chelsea offered to donate the funds to get the library registered. It was discussed that materials could easily be made available from Council members and Chelsea, let alone other potential donors for the library, and that Maplewood Careers Center or Eagle Scouts were suggested ideas of who could construct the library. Ideas of locations will be discussed within the next month and the Little Free Library will be suggested at the next Council meeting.

Adjournment

- ❖ Motion to adjourn at 7:13 pm was made by Councilman John Clark and seconded by Councilman Giles Seith. All voted aye.