

**MEETING MINUTES**  
**GROVE CITY STREET & DRAINAGE UNIT ADVISORY COMMITTEE**  
**January 27, 2015 – 2:00 P.M. San Casa Conference Room**

- Attendees:** Ernest Ferguson, Audrey Shinske, and Patricia Samuels
- Absent:** Carolyn Spradlin (excused) and John Donovan (unexcused)
- County:** Mike Dallenbach, Karly Greene, Francine Lisby, and Judith Nothdurft
- Guests:** Sign-in sheet attached.

The meeting was called to order at 2:00 p.m. A roll call was taken that established a quorum was present and membership terms were reviewed.

The November 18, 2014 minutes were unanimously approved as written.

**Citizen Input Agenda Items Only (3 Minute Limit):** None

**Election of Chair & Vice Chair**

- Ms. Shinske nominated Ms. Samuels as Chair, there were no other nominations, and Ms. Samuels accepted the position. Ms. Samuels nominated Ms. Shinske as Vice Chair, there were no other nominations, and Ms. Shinske accepted the position.

**New Business:**

- Draft FY 2016 & FY 2017 Budgets - Ms. Lisby explained the 2 year budget process, indicated the Draft budgets include the MSBU Work Plan, Contract Services, and the requested entrance sign and solar lights. Ms. Shinske questioned the cost per sign and inquired if money was included within contingency for costs exceeding estimates. Ms. Nothdurft noted the item was discussed at length previously with the project manager and commented on estimated sign costs. Ms. Samuels questioned survey costs and increases between FY 15/16 and FY 16/17. Mr. Dallenbach noted the estimates were related to any drainage work needed. Ms. Lisby stated the MSBU rate is not changing, spoke to MSBU reserve balances, indicated \$412,000 was available for future projects, explained the preferred MSBU balance, mentioned the difference equated to approximately \$2000, noted the change was due to several factors including contract services decreasing, and listed step by step instructions for tallying the difference for Committee understanding. Ms. Shinske inquired details of collection fees, asked if sod costs related to replacement after line and grade work in swales, and requested additional detail of specialty mowing. Ms. Lisby advised collection fees are Tax Collector fees and noted a portion of MSBU revenue is held by the Tax Collector. Discussion continued related to revenues collected and the reason for differences per FY. Ms. Nothdurft explained MSBU collection fees are refunded if not entirely utilized by the Tax Collector. There was discussion of vacant lots being responsible for mowing costs. Mr. Dallenbach stated the mowing contractor is paid through the MSBU and affirmed sod costs related to swale line and grade work. Mr. Ferguson inquired as to the number of mowings per year, commented on the Walking Park mowing, and questioned if specialty mowing costs were only for the Park. Ms. Samuels inquired as to why plant replacement was not included. Ms. Shinske questioned past allocations. Ms. Nothdurft affirmed park landscaping was included in the past, noted plant replacement was delayed until the irrigation system was installed, and confirmed she would request an estimate from Gregg O'Connor. Ms. Lisby recommended placing the figures into the FY 15/16 Budget and noted estimate information would be received by Mr. O'Connor.

## GROVE CITY STREET & DRAINAGE UNIT ADVISORY COMMITTEE

January 27, 2015 – 2:00 P.M. San Casa Conference Room

Page 2

Ms. Ferguson questioned if the new tree plantings were included in specialty mowing. Mr. Dallenbach indicated additional information would be provided to the Committee and affirmed new tree plantings were not included. Ms. Nothdurft re-affirmed that the Committee was to be provided an estimate for plant replacement and the irrigation well for FY 14/15 or FY 15/16.

- Financial History / Year End Actuals FY 2013/14 – Ms. Samuels questioned specialty mowing and trash pickup, and debris removal. Ms. Ferguson questioned who removes the trash and noted he is satisfied with the work done. Ms. Lisby advised that trash is collected prior to mowing and stated it is a Company and is under contract. Mr. Dallenbach indicated debris removed from work sites is brought to the County Landfill and charged to the MSBU. Ms. Shinske questioned equipment replacement charges, noticed the activity report includes money included into wear and tear on equipment, and asked if the MSBU is double charged. Ms. Nothdurft noted the charges are named differently on each report. Ms. Lisby stated the Activity Report is provided by the Public Works Department and is not double charging the MSBU. Ms. Samuels questioned if the MSBU is charged a portion of equipment replacement, requested further clarification of maintenance services, and inquired if a vote was required for the Draft budgets. Ms. Lisby stated maintenance services related to in-house labor costs and confirmed that a vote was not necessary. Ms. Shinske questioned if monies collected could ever be used for the purpose of redevelopment, cited Parkside as an example, and inquired the meaning of Budget by Single MSBU. Ms. Nothdurft advised money can only be used for purposes included within the MSBU Ordinance, indicated the budget was broken down per line item, and explained the CIP Project Sheet. Discussion continued.

### Unfinished Business:

- Walking Park – Parking Signs – Ms. Samuels affirmed the signs were installed.
- Walking Park – Well & Irrigation System Installation – Ms. Nothdurft noted additional discussion was required, stated a resolution was unknown at the time, explained that the estimate provided by the current irrigation contractor was \$32,000.00, and affirmed she would provide an update to the Committee.
- Walking Park – Waste Receptacle – Ms. Nothdurft indicated Mr. O'Connor inquired information of the contractor, mentioned the original budget was still exceeded, and portrayed a photo of an additional option through Pride Enterprises. Ms. Shinske inquired of the actual amount of debris at the park, asked how many receptacles were suggested, questioned who would be responsible for emptying the bins, and suggested budgeting \$1,000.00 for the waste receptacles. Ms. Stewart affirmed the need for receptacles and suggested each section and the gazebo area be outfitted. Mr. Dallenbach stated maintenance would be arranged with M&O. There was discussion of anchoring the waste receptacles to the ground. Ms. Shinske motioned to purchase 3, Pride Enterprise 32 gallon trash receptacles, part number 14167903NA, seconded by Mr. Ferguson and passed unanimously.
- Winchester Blvd. Project – Ms. Nothdurft provided copies of the County Website Project Status Update regarding the project and read the information into the record. Mr. Dallenbach stated construction was 63% complete as of January 2, 2015.
- Boat Basin – Michigan Ave. & Oyster Creek Dr. – Ms. Shinske questioned the type of work needed and asked if the MSBU would be responsible for the cost. Mr. Dallenbach indicated a contractor would be reviewing 2 locations in the County requiring the same type of work, advised silt, caused by the drainage pipes in the area needed to be removed. Discussion continued related to interference with boats in the area, riprap installation and costs, the number of drainage pipes going into the basin, and possible solutions.

## GROVE CITY STREET & DRAINAGE UNIT ADVISORY COMMITTEE

January 27, 2015 – 2:00 P.M. San Casa Conference Room

Page 3

Ms. Shinske asked if the concrete pad solution could be reviewed. Mr. Dallenbach indicated the area would still need to be graded, affirmed he would request the concrete pad suggestion be reviewed by the contractor, and recommended inviting Mr. Logan to the next MSBU meeting.

- Oyster Creek Dr. at 11<sup>th</sup> St. – grade failed (on-hold until May 2015) – Mr. Dallenbach indicated the sod over the shell material died and installation would occur in the rainy season.
- Griggs Rd. Brush Trimming – Ms. Samuels commented on a palm tree causing issues and suggested the flail mower go higher on the next cycle. Mr. Dallenbach stated if the palm tree was located at the edge of pavement it could most likely be removed and affirmed the palm tree would be reviewed that day.
- Grove City Waterway Ordinance – Ms. Nothdurft stated Assistant County Attorney Marilyn Miller would be forwarded information to proceed, and indicated the Ordinance exists however no waterways have been dedicated to the County. Ms. Shinske noted the canals in the area are in poor condition. Mr. Ferguson indicated responses have been supportive of the Waterway MSBU.
- Ms. Samuels requested an update related to the lawsuit. Ms. Shinske spoke to an article in the paper. Ms. Nothdurft stated an update was not available and affirmed she would provide one to the Committee once received.

### **New Business:**

- Activity Report (10/1/14 – 12/31/14) – Ms. Shinske expressed concern with the amount of money spent on the Brookwood Drive turnaround, asked if the turnaround was required to meet County Code, questioned details of the pipe replacement on 2720 Twelfth Street, questioned total costs, and inquired if the Englewood Water District (EWD) would be responsible for pipe damage that occurred. Mr. Dallenbach stated the roadway was required to meet Code, indicated the pipe was replaced through the MSBU due to drainage failure, noted the report is broken down by Activity, and commented that if it could be proven that EWD damaged County property then they would be responsible. Discussion continued.

### **Open Discussion:**

- Ms. Shinske questioned the orange bands around stop signs in the area, commented on the Weaver property driveway installation, inquired of ways to check related County specifications, and asked the meaning of Code Enforcement on the budget survey. Mr. Dallenbach stated the Know Your Zone information could be viewed on the County website and affirmed that the budget survey referred to Code Compliance. Ms. Nothdurft affirmed she would speak with the County Engineer regarding the Weaver Property. Discussion continued. Ms. Samuels passed out a Notice of Public Hearing for vacation of a portion of Winchester Avenue. Ms. Shinske questioned the cost of vacation and expressed her opinion that the County should not sell property at too low of costs. Discussion continued related to the location and past property ownership. Mr. Dallenbach displayed the property location on the map for Committee review.
- Mr. Ferguson mentioned the lights of the Welcome Signs for Grove City at Buck Creek are not working. Ms. Shinske commented on the angle of the lights at that location and Ann Dever Park. Mr. Dallenbach affirmed the lights would be adjusted and repaired.

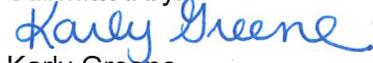
**Citizen Input for MSBU Related Items (3 Minute Limit):** None.

**GROVE CITY STREET & DRAINAGE UNIT ADVISORY COMMITTEE**  
**January 27, 2015 – 2:00 P.M. San Casa Conference Room**  
**Page 4**

The next meeting was scheduled for Tuesday March 3, 2015 at 2:00 p.m. in the San Casa Conference Room.

The meeting was adjourned at 3:48 p.m.

Submitted by:



Karly Greene

Public Works Department

