

Properties Committee Meeting Minutes

Date: June 8, 2026

Time: 9:09 a.m.

Location: Village Hall

Committee Members Present: Ruth Cavanagh (Chair), Council members Jerry Canton, Mary Rensel, Fiscal Officer Romanowski, Street Commissioner Young, Mayor Koons,

Visitor: Council member Chris Berger

1. Village Hall Space Planning and Building Department Relocation

Discussion

The committee reviewed a proposal to relocate the Building Department into the Village Hall basement. Estimates indicate approximately **\$25,000** would be required for carpet, ceiling tile replacement, and painting. The proposal does not include moving walls, though the former mayor's office would be modified by removing a door and enlarging a service window for plan review and customer interaction.

The committee also reviewed a conceptual drawing for a potential future Village Hall addition approximately equal in size to the existing building. Preliminary estimates range from **\$600,000–\$700,000**.

Conclusions

- The committee generally supported moving forward with the basement renovation as a near-term solution.
- The addition concept was viewed as a longer-term planning option and requires further discussion and evaluation.
- The need for adequate workspace, particularly for handling large development plans and drawings, was emphasized.

2. Solar Energy Standards

Discussion

The committee reviewed a draft solar installation checklist and discussed whether the Village should adopt standards regulating residential and larger-scale solar installations. Members expressed concern about preserving community character while allowing residents to utilize solar technology. It was noted that neighboring communities such as Solon already have regulations in place.

Conclusions

- The committee agreed that solar standards are needed.

- The matter should be referred to the **Building Department and Planning Commission** for further review and recommendation.
- Existing regulations from neighboring communities should be examined before drafting local standards.

3. Toddler Playground Improvements

Discussion

Berger reported that private donors are willing to contribute up to **\$25,000** toward playground improvements focused on toddlers and younger children. Discussion centered on creating a dedicated toddler area separate from the existing playground to improve safety and usability for families with children under five. Examples from neighboring communities were reviewed.

Committee members suggested:

- Engaging families to gather input.
- Obtaining conceptual designs from playground vendors.
- Ensuring ADA accessibility.
- Maintaining consistency with the existing playground design.

Conclusions

- The committee supports pursuing a toddler-focused playground area.
- Staff will seek conceptual plans and cost estimates.
- A future public listening session at the park will be considered to gather feedback from families before final design decisions are made.
- Donor funding appears available and could serve as seed money for the project.

4. Village Corner Lots and Farmers Market Parking

Discussion

The committee reviewed public feedback regarding the southeast and southwest corner lots and discussed increasing parking capacity for the growing Farmers Market. Parking shortages were noted during market hours and additional parking areas were suggested, including consideration of permeable parking surfaces. Committee members noted that completion of the new salt storage facility may provide additional space.

Public survey results were reviewed:

- Approximately **76%** of respondents preferred landscaping, gardens, and benches.
- Approximately **42%** supported community gathering spaces.

Conclusions

- The committee favors modest improvements emphasizing landscaping, benches, and beautification rather than major structures.
- Additional parking needs will continue to be evaluated as site improvements progress.
- Salt-tolerant, low-maintenance landscaping options will be explored.

5. Cemetery Restoration and Fence Replacement

Discussion

Street Commissioner reported that quotes are being obtained from Superior Fence and Auburn Fence for replacement of deteriorated fencing around both the Rarick Cemetery and the Chelsea Glen stormwater basin.

The committee also discussed:

- Removal of fallen trees and debris.
- Proper cemetery maintenance practices.
- Potential use of ground-penetrating radar to identify unmarked burials.
- Reports of a possible additional veteran burial site not currently documented.

Conclusions

- Fence replacement remains the first priority so cleanup work can proceed.
- Staff will continue obtaining quotes and coordinating cleanup.
- Rensel will investigate costs and feasibility of ground-penetrating radar services.
- Cavanagh will contact local historical resources regarding possible undocumented veterans buried in the cemetery.

6. Bocce Court Project

Discussion

The committee reviewed plans for a bocce court at the Village Park. A preferred location was identified on the east side of the pavilion. Discussion included court size, surfacing options, and long-term maintenance. A 60-foot by 12-foot court was identified as an appropriate compromise between recreational and tournament dimensions.

Conclusions

- The committee supports moving forward with the bocce court project.
- Estimated cost is approximately **\$5,000–\$8,000**, depending on materials.
- The committee will request a budget amendment not to exceed **\$8,000**.
- A 60-foot court with supporting storage and scoreboard features is preferred.

7. Welcome Sign Installation

Discussion

Street Commissioner reported that sign foundations and anchor bolts have been completed and sign panels have been received. Decorative support posts are being modified before final installation.

Conclusions

- Installation is expected once the revised posts are completed and painted.
- Staff will continue coordinating with the contractor to finalize installation.

8. Park Restroom Improvements

Discussion

The committee reviewed ongoing odor issues at the park restroom facilities. Recent repairs were completed to vent stacks and other deficiencies.

Conclusions

- Staff will continue using treatment products and air fresheners.
- Regular maintenance procedures will continue to reduce odor issues.

9. Custodial Services

Discussion

Fiscal Officer reported that proposals have been received from several custodial service providers, including a smaller local group recommended by neighboring communities.

Conclusions

- Staff will continue evaluating proposals.
- Existing custodial support will remain in place temporarily to ensure continuity of service.

10. Metal Detecting in Village Park

Discussion

The committee discussed a request from an individual seeking permission to use a metal detector in the park. Members expressed concern about removal of historical artifacts and maintaining control over Village-owned historical resources.

Conclusions

- The committee does **not support granting general permission** for recreational metal detecting in Village parks.
- The matter will be discussed further at Council.
- Committee members expressed interest in potentially conducting a controlled historical survey related to the former railroad turnstile site.

11. Building Maintenance and Facility Planning

Discussion

The committee discussed the need for a more formal building maintenance schedule and tracking system.

Specific maintenance concerns included:

- Village Hall front door paint and repairs.
- Deteriorating brickwork between service garage doors.
- Ongoing facility maintenance documentation.

Conclusions

- The Police Chief will begin developing a maintenance tracking spreadsheet.
- Staff will pursue repair options for the brickwork and Village Hall entrance.
- Improved communication and documentation of facility maintenance needs are encouraged.

12. Salt Storage Building Concerns

Discussion

The committee reviewed ongoing concerns regarding construction quality and oversight of the new salt storage facility. Members discussed the need for engineering review, contractor accountability, and better construction oversight procedures for future projects.

Conclusions

- A meeting with engineers, architects, and Village representatives was scheduled to review outstanding issues.
- Future construction contracts should require an on-site supervisor responsible for safety, scheduling, communication, and quality control.

Action Items Summary

Action Item	Responsible Party
Present Building Department basement renovation proposal to Council	Administration
Forward solar standards discussion to Building/Planning Commission	Committee/Administration
Obtain playground concepts and schedule family input session	Committee & Staff
Explore landscaping plans for corner lots	Mary Rensel
Obtain cemetery fence quotes and proceed with cleanup planning	Tim Young
Investigate ground-penetrating radar costs	Mary Rensel
Research possible undocumented veteran burial	Ruth Cavanagh
Request budget amendment for bocce court project (not to exceed \$8,000)	Committee/Council
Complete Welcome Sign installation	Tim Young
Continue custodial service review	Danielle Romanowski
Develop building maintenance tracking system	Police Chief & Staff
Review engineering concerns regarding salt storage building	Village Administration

Adjournment

The committee adjourned following completion of business.