Present: Corey Schoonover, Chair; Melody Bobbitt; Becky Tener
Mayor David Scheffler, Paul Martin, Tim Dietz, Greg Hintz, Mitch Noland, Curt Shonk, Carrie Woody; Guests from Berne Union High School (Janie Muncie, Shelby George)

Welcome: Chair Corey Schoonover called the meeting to order at 7:30 a.m.

Public Transit
- Ecolane scheduling is up and running. We are now offering IVR call-outs night before and day of scheduled trips, SMS text messaging to let customers know when we are 10 minutes away, and an Ecolane App that is available to schedule/change/cancel rides or see where the bus is. With all of these added modules, the final TIGER Grant project was $200,000.00 and is now complete.
- Bus shelter – waiting to receive third quote for sidewalks. Once we have that, we will find out if the project has to go out to bid or if we can complete it in two phases with just obtaining the quotes. Hoping for installation this spring.
- Ride Right update – Signed our one-year extension and just hired new General Manager. We will still be releasing RFP for contractor in spring of 2019.
- 2019 Budget – received 100% of what we applied for in the grant!
- Ohio Love Transit day is February 14th. We invite everyone to hop on a loop bus that day for a free ride and to see how the system operates.
- We started our “First Saturday” loop. This is just one loop that combines a few stops from each of the four loops that operate in Lancaster throughout the week. The first two pilot Saturdays we averaged 6 rides per hour which is exceeding our expectation.
- We are looking to extend the hours of the four existing loops (Memorial, West, East, and Sheridan) until 10pm Monday-Friday. Currently waiting on Ride Right to hire/train drivers so that we can add this service. Goal is to start in March.
- We will be offering free shuttle service from River Valley Mall to OUL both Saturday nights of the Lancaster Festival Concert series this year. The hope is to help individuals with limited mobility get to/from the concerts.

Cemetery
- Software – the transfer is taking longer than expected and we have Stephanie Hall, Asst Law Director, now working with the software vendor to complete the data. Out of 33,000 records, around 6,500 won’t match, so we are just trying to get the software complete, flagging the 6,500 record to go back and fix them later. Goal is to go-live with the new software in 2-3 weeks.
- After completion of the software package, we are looking at adding modules to tie the plot box and stones to the database. The cost for the additional modules would be around $15,000-$18,000. If we decide this is in the best interest of the cemetery, we will be coming to Council to request the appropriation from the Perpetual Care fund.
- From the $5,000 donation in memory of Drew Townsend-Engle, we are going to start the construction of a cremation scattering garden and add 2 additional column bariums. Depending on final cost, we may be asking again for an appropriation from the Perpetual Care fund.

Engineering
- Ety Rd – GPD consulting contract working on plans for Columbus St and Memorial Dr. The plans also include ideas for pedestrian movements on Ety Rd and/or crossing Memorial Dr.
- SR188/Main to Memorial intersection – this is an Urban paving project under STP funds. Total $3.7 million with $1.2 mill of that total cost within the city limits. We are waiting on ODOT to schedule the pre-construction meeting (Shelly was low bid). Currently scheduled to start summer 2019.
- City of Lancaster bridges – there was an accident at the S. Columbus St Bridge which created significant damage. We’ve hired a consultant to provide plans to fix (including cost). We are estimating the fix to be somewhere between $20-30,000.00 at this time. We will know more once we receive the final plan. For the remainder of the bridges, we now have a maintenance report indicating what needs fixed on all other bridges. Although nothing is noted as “critical” yet, we need to create a funding source/account to start an annual maintenance program for our bridges so we don’t end up with critical bridges. We would recommend starting with $20,000.00 annually for a bridge maintenance fund. Will be working with Administration to see how we can make this happen.
- 2019 Street Improvement Program (3Mil Levy) – finishing the plans to advertise next week. We are hoping to open bids in March so that we are able to start paving as soon as plants open. Included in this year’s program will be a partnership with a storm sewer project from Baltimore Rd (Griffin) to Seneca Hill, then we would pave from Seneca Hill to Leonard Dr. “We have also added a couple of alternate streets in within the project area just in case we have the extra funds to add more paving miles.”
- We have decided to break the STP program into three projects/phases so that we can begin earlier rather than having to wait until 2022 to start the project. With the three phases, we will start Fair Ave (Memorial to High) in 2020; Fair Ave (High to Sheridan) in 2021; and Sixth Ave (Pierce to Memorial) in 2022 to complete the entire project.
- Safe Routes to Schools (SRTS) – Sheridan Drive (from Frederick to Medill) still in stage 3 (final design). This is an ODOT project with the final design due May 1st; however, no anticipated project date yet.

LDOT
- Traffic Control System – SIB loan ($218,000) for the software package was approved, and we’ve made the first payment. We will be working to tie in cabinets as soon as weather permits. Estimated project completion is August 2019.
- Road Maintenance – As of right now, we will be right at budget for salt; however, if the need for additional salt arises, we will be requesting additional appropriation from Council. We will be microsurfacing Sheridan Dr to Sixth Ave and Tiki Lane from Sheridan to 188. Estimated cost $290,000.00.
- Alleys – since we were able to get through all of the remaining alleys in 2018, we are going to start back to year one alleys, evaluate their condition, clean, level and chip seal as needed. We will also be completing Maywood Ave.
- Potholes – are just getting started. We’ve been calling crews in at night for pothole repair. In 2018 we spent $231,000 in pothole repair. As of January 31, 2019 we are already at $8,700 in pothole repairs. We have a company, Asphalt Materials, coming to try a new process for us called RAP. We will be recycling used asphalt grindings, screening out #8 aggregate to make a cold mix. This
CITY OF LANCASTER
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will take our current cost of $70/ton down to $35/ton. Although this product won’t last as long since it is recycled material, it will last long enough and we will still see a significant reduction in cost.

- River Valley Blvd – Glimcher has been issued a citation from Code Enforcement regarding the condition of their roads. The certified letter was signed for. Although they did fill some potholes, Code Enforcement will be monitoring closely.

- Stormwater – We’ve already have a few reported this year, including one on W. Mulberry Street. We are fixing those as they are reported.

Open Discussion/Questions
- none

Adjourn: Motion by Becky Tener to adjourn, second by Melody Bobbitt. Meeting adjourned at 8:48 a.m.