

Brookville Board of Park Trustees
Regular Meeting
May 8, 2018

The Regular Meeting of the Brookville Board of Park Trustees was called to order by President Monnin at 7:30 p.m. on May 8, 2018 in the City Council Chambers. The Pledge of Allegiance was recited. Trustees Cordes, Haney and Vance; Manager Burkholder, Clerk Wheeler, Finance Director Keaton and Council Liaison Schreier were present.

Motion by Cordes, second by Vance to approve the Agenda as presented. All yeas, motion carried.

Motion by Haney, second by Vance to approve the April 10, 2018 Regular Meeting Minutes as presented. All yeas, motion carried.

JD Fowler, President of the Brookville Soccer Association (BSA), asked what information Park Board needed from the BSA?

Manager Burkholder informed in review of the various contracts for service groups that use the parks, he has noticed we have not received a signed 2018 Agreement from the BSA, so he asked Mr. Fowler to attend tonight's Meeting. He stated Staff is working to update the contracts with the various groups to ensure they are up to date and include more details because it has been noticed the contracts seem to vary from group to group and he would like a more uniform contract across the board for all organizations. He reported there has been some recent vandalism at the organizations' building at the park and the City is trying to work closer with the organization. He informed the City is also trying to better manage how the fields are being taken care of. He informed the City does need an updated Insurance Certificate from the BSA.

Mr. Fowler stated he can get together the requested information and have signed by his Board Members at the their next Meeting on May 15.

Manager Burkholder informed the City tried to have the concession stand painted this past weekend, but there seemed to be some confusion with the BSA and the work was not able to be done. He informed since there is a gap in the soccer schedule in May and June, we will try again then to have the concession stand painted because a church group has volunteered to do the work.

Manager Burkholder reported an engineer has looked at the drainage issues at the soccer fields.

Mr. Fowler stated fields one and four are really bad with drainage issues.

Trustee Haney stated she recently noticed during a walk debris blocking the drain at the field.

Manager Burkholder informed the homeowners in the area have been asked to notify the City if they see those type of issues. He informed the Service Department is cleaning out the area frequently, but they can't be there all the time especially with some of the large amounts of rain we have recently had.

Manager Burkholder informed heaters will be added to Shelter #3. He informed two heaters came from the demolished Shelter #2. He reported the replacement of the spouting and rake system at the Community Theatre should be done soon. He informed custom parts had to be ordered, should be in soon and then completed prior to the next Theatre production in July. He informed a second contract will be done as a Phase Two of the project for the power washing and sealing the concrete walls and then painting will be done later on. He informed the walking path is still being worked on for the exact location and then the project will go out to bid. He stated when the basketball court at Golden Gate Park is done, the lighting on the court will need to be updated. Manager Burkholder reported the City will be purchasing new LED Christmas lights for Market Street, so the City will have some additional lights the Park Board can use for the Christmas in the Park Event.

Finance Director Keaton provided the Revenue Report for April. She informed park rentals have been busy with graduation season. She reported the Memorial Tree Fund for Don Volk has received approximately \$900 and the family should be able to purchase about three trees.

Finance Director Keaton reminded the Cruise the Gate Car Show is scheduled for June 30, 2018.

Law Director Stephan provided Members with a memorandum on Ohio Public Meeting requirements. He stated Park Board is a unique Board within the City and unlike other Boards, they may have times when they may want to meet outside of Regular Meetings. He advised anytime there is a majority of the Board meeting anywhere to discuss any type of public business, it has to be scheduled as a Public Meeting and labeled a Work Session with adequate notice to the public.

Trustee Vance asked what is a sufficient notice to the public?

Law Director Stephan informed ideally a Work Session is announced at a regularly scheduled Meeting prior, which is ample notice to the public. He informed if an emergency, then the press would be notified and posted on the City's website.

Discussion on possible types of work sessions and ethic penalties for not following the laws.

Manager Burkholder asked if meeting minutes need to be taken at a Park Board Work Session?

Law Director Stephan advised if there is a discussion of business, there needs to be some type of minutes, even if just very basic.

Trustee Haney stated she would like to take a trip to see the old Hollywood area and if all members were to go together, would they have to advertise a Meeting?

Law Director Stephan suggested Members go out individually to see the area. He stated if the group goes out to see an area and discusses what to do about that area, then that is discussing public business and would be a Meeting.

Trustee Vance asked what puts Park Board under the umbrella of the Sunshine Laws?

Law Director Stephan advised any Board, Commission etc. of a municipal corporation is a public body, even advisory boards are subject including Park Board, Planning Commission, Board of Zoning and Appeals and Civil Service Commission.

Manager Burkholder informed a lot of entities have gotten in trouble in the past and there has been a lot of public confusion on the laws.

Council Liaison Schreier asked the status of the basketball court at Ward Park?

Manager Burkholder informed no one has heard anything, he has inquired with a few people and no one seems to know anything about the details or if there were any financial contributors.

Manager Burkholder reported about nine dead trees have been removed from Ward Park and the new sign for Ward Park at the entrance on Wolf Creek looks great.

Trustee Haney asked if the arch at Ward Park could be power washed?

Manager Burkholder agreed that would look nice.

President Monnin informed it was done last about eight or nine years ago.

Council Liaison Schreiber stated the park looked great after the park cleanup.

Trustee Cordes had no report.

Trustee Haney had no report.

Trustee Vance had no report.

President Monnin had no report.

In Old Business,

Trustee Cordes stated if Park Board plans to do the Christmas in the Park Event again this year, then they need to schedule a Work Session to plan the event. She informed her husband is on the Theatre Board and they are having a Board Meeting tonight where he will bring up the idea of having a joint event with Park Board for Christmas. She stated she thinks a joint event would draw more people to attend the event. She stated if the walking path is done by then, that would be helpful. She suggested everyone look at their calendars for dates they could be available to schedule a Work Session.

Trustee Vance asked if the location mattered for where a Work Session is held?

Law Director Stephan advised the location has to be announced. He suggested the Council Chambers or at the park.

Discussion of dates for a possible Work Session.

Park Board Members decided to schedule a Work Session on Saturday June 9, 2018 from 10:00 a.m. to 11:30 a.m. and the location will be determined soon.

Law Director Stephan advised Park Board they will need to include a specific topic for the Work Session.

Trustee Cordes stated the Work Session would be for planning the Christmas in the Park Event.

In New Business,

Trustee Vance asked if the Arlington Road Bridge will be completed by the Community Picnic?

Manager Burkholder stated no. He informed the project is moving along well and is scheduled to be completed in September.

Manager Burkholder informed the foot bridge located on Arlington Road in front of Lee's Chicken has been condemned and completely shut down. He informed the County Engineer has discovered the bridge is rusted out underneath and has deemed it unsafe. He informed Council is eager to get the bridge fixed as it is a public safety issue. He stated estimates have been received and are being reviewed. He stated this is an example of an unforeseen cost that has to be fixed.

Manager Burkholder thanked Montgomery County for taking the initiative with completing their inspection of the pedestrian bridge and calling the Mayor right of way to let him know of the condition and the need to have replaced. He stated cones are there now to close off the sidewalks.

Trustee Vance asked if members wanted to have a booth at the Community Picnic again this year, like they did last year?


President Monnin stated no.

Trustee Cordes agreed.

Motion by Cordes, second by Haney to adjourn. All yeas, motion carried.



Meghan Wheeler, Clerk



Dave Monnin, President

