

Brookville Board of Park Trustees
Regular Meeting
May 9, 2017

The Regular Meeting of the Brookville Board of Park Trustees was called to order by President Monnin at 7:30 p.m. on May 9, 2017 in the City Council Chambers. The Pledge of Allegiance was recited. Trustees Cordes, Haney and Vance; Manager Burkholder, Finance Director Keaton, Clerk Wheeler, and Council Liaison Apgar were present.

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

Motion by Vance, second by Monnin to approve the April 11, 2017 Regular Meeting Minutes as presented. All yeas, motion carried.

Manager Burkholder reported the Service Department recently removed about seven dead trees. The trees were very hollow inside and posed a real danger. He informed there are still several dead ash trees that need to be removed. He stated the Service Department will continue to remove dead trees throughout the parks.

Manager Burkholder reported there are some issues at the theatre and since the theatre is a part of the parks, the issues will need to be addressed. There is a spouting problem and Dale Godsey with the Service Department, will be taking a look at it in the morning. Manager Burkholder informed he will be meeting soon with Larry Henry, of the Theatre Board, to discuss upkeep.

Manager Burkholder thanked Miami Valley CTC's heavy equipment class for their work on the BMX Park. He informed he recently signed a Purchase Order for Chase Electric to remove the light poles and speakers. The concession stand there will also be taken down. A Purchase Order has also been signed for Denlinger's to do the final grade on the land which will then allow for seeding to be done. He informed that due to recent wet weather, some of these things have not yet been achieved but is all in the works to be done soon.

Manager Burkholder informed the landscaping at Gateway Park will be done soon. He signed an Agreement with ARO Landscaping today. He informed some adjustments were made to the original estimate to help cut back on the total cost. He stated the City will have to tighten the belt on the budget because with the repeal of the income tax credit reduction there will be a reduction of \$780,000 per year of revenue into the City. He stated that will affect capital improvements and our levels of service. He stated as of right now, it is unsure of exactly how and what levels of service will actually be affected. He stated City Administration is looking at various areas to make cuts and he will be addressing all of the Boards on the issue.

Manager Burkholder reported the Firehouse and Market Street Projects are moving forward. He informed we are waiting for dryer weather for the pad to be built. He stated we do have a financial obligation to this project. He stated these are much needed capital improvement projects but we will now have to have the revenue to pay for them. He stated there will be a balancing act between what services will continue to be provided and our ability to make capital improvements elsewhere.

Manager Burkholder stated as far as Shelter #2 is concerned, the building will be taken down probably next week. He informed the dumpsters are there ready to go. He reported City Council recently rejected all three of the bids received on the project due to all of the bids being 10% higher than the engineer's estimates of what the shelter should cost.

Manager Burkholder stated some people have been very critical of the rebuilding of Shelter #2. He stated he thinks it was the right decision from an administration standpoint to put handicap restrooms in the shelter. He stated we do not want to have to give back the \$75,000 received in Community Development Block Grant (CDBG) funds. Manager Burkholder informed he is working with Zoning Officer Snedeker and a builder on new estimates for a building.

Manager Burkholder informed City Council and City Staff are trying to educate the residents to get all of the facts out to the public and they need the help of all Board and Commission Members.

Manager Burkholder stated part of the reason the costs are so high on the new shelter is because we have to run sewer and water over there and bury the electrical lines. He stated we have to comply with commercial standards on the new shelter. He stated there are misconceptions that we could just build a house in that location, but that is just not true. It is not a residential site, it also has to be safe, and have the proper rampage. He stated hopefully it will be built to last another 40 years or so like the last building did. He stated he hopes to have new estimates on the shelter by the next Meeting. He reported we were able to receive the amount of CDBG funding that we did because of people like Eric Smith, the City Manager of Englewood and Sheila Stanifer, Perry Township Trustee that both spoke up on our behalf and were willing to contribute some of their funds to help us out.

Trustee Vance asked if the levies will be put back up again?

Manager Burkholder stated that issue has not yet been discussed. He stated it is not just education that is needed, but better communication. He stated it will take all of us to help better educate citizens and get the facts out there to help voters, that is why we have elections. He stated if voters then decide they don't want a certain level of service or feel it is a priority then we will have to adjust the budget to come up with a balanced budget. He stated we want to look at all the possibilities. Manager Burkholder informed one of the biggest challenges is that it has been hard to project the revenues because the .25% increase has not been fully realized with people filing, there is always that delay in cash flow, which can be confusing to a lot of people.

He stated when Council held a Meeting last year at the school, someone asked if the money from the .25% increase had already been spent but at that time, we hadn't even gotten all of that money yet. He stated the loss of two employers was another situation. Manager Burkholder stated there were a lot of capital improvements that had to be deferred due to the recession, for instance the Community Theatre.

Manager Burkholder stated some people have said the City isn't doing any planning and has no capital improvement plans and that is just not true. He reported the City has a five-year Capital Improvement plan for the Wastewater Treatment Plant, both the Fire and Police Departments have five year plans, and a \$30,000 Water Modeling Study that has been done that has identified approximately \$8-\$10 million of water repairs needed. He informed we are also in the process of a street inventory which will list all of our streets and give the condition of them and hopefully assign estimated costs of repair. He stated there is a tremendous amount of need and planning. He stated for people to say the City hasn't been planning or isn't planning now is just not true.

Manager Burkholder stated the planning for the new fire station began back in 2004. He informed a committee was put together and chose the location for the proposed new firehouse, which is where it is being put today. He stated you can't just build a firehouse over night and if you go back through the historical records, you will see how long ago the planning for a new firehouse actually began. It started long before he became the City Manager. He stated he will take the opportunity every chance he gets to help get the information and true facts out there for everyone to know. He wants the citizens to know the City has some genuine needs, not manufactured needs and it takes a certain amount of capital to accomplish.

Manager Burkholder reported a Strategic Land Use Plan is being worked on by Planning Commission Members with the help of the Miami Valley Regional Planning Commission (MVRPC). He informed the plan does cost money though, as does all planning. He stated a Strategic Plan can cost between \$50,000 to \$60,000. He informed the Water Modeling Study cost \$30,000. He stated it is not just the cost of the capital improvements after you plan them but also the costs for the engineer's estimates and the planning for the projects. He stated the next six months of this year, Staff will be working hard on the budget and will have a better idea of what kind of revenues will be coming in.

Trustee Cordes asked if a basic building could be put in place of Shelter #2 and be ready to have the restrooms and kitchen added at a later date, but to start with just a building?

Manager Burkholder stated probably not. He informed the CDBG funds have to be used by the end of the year and most of the time it is more expensive to go back in and add later on.

Trustee Haney asked if the CDBG funds can only be used for the handicap restrooms?

Manager Burkholder stated yes and the money must be used by the end of the year.

Trustee Cordes asked if the Shelter will be built then by the end of the year?

Manager Burkholder stated realistically Council will have some tough decisions to make. He stated it will be his recommendation to go ahead and build but to try to get the costs down as much as possible while still building it correctly and in the right way. He wanted to clarify the shelter will not have an entire kitchen, only a refrigerator and a microwave. He stated people have criticized why there is a need for that, but the City wants the shelter to be functional for people who would like to bring food in for a party or even crock pots. He stated those are just some minor enhancements that will make the functionality so much better.

Trustee Cordes stated the cost of the restrooms and few kitchen items will not break the cost of the project, if all done at once.

Manager Burkholder stated the main costs are in the sewer, water and electrical upgrade. He informed the City is trying to upgrade the electrical grid throughout the park. He informed this year, 400 amps more will be added in the park thanks to a grant the City received for \$5,000 from DP&L. He informed the electrical grid by the pond is also being looked at because in talking with the Chamber, it has been said it would be nice to have access to outside water off of the shelter. He stated the City is trying to take a long view of the major capital improvements that can be made to the park over time.

Trustee Cordes stated she only asked because she has been asked that question of why it all has to be done at once.

Manager Burkholder stated even on the new Firehouse Project, there was talk about trying to build it in phases, but when looked into, it would actually cost more money to do it in phases. He stated plus money is at a good interest rate right now, if we would have to take a loan. He informed the old shelter is truly inhabitable, has already been disconnected and has to come down.

Trustee Vance asked if there will be a sound system in the new shelter?

Manager Burkholder stated it has been discussed, it's not a minor cost but would probably be worth it to have something in there for music. He stated there would be no audio/visual though.

Trustee Vance asked how many people the new Shelter will hold?

Manager Burkholder informed about 50 people.

Finance Director Keaton stated she thought the old Shelter could hold about 75 people.

Manager Burkholder stated the new shelter will be a little bigger total size but space will be taken away for the restrooms. He informed it will also depend on the size and shape of tables

used in the new Shelter. He informed the original estimate for two handicap restrooms was \$96,000 and for the building to be handicap accessible from the front of the building.

Trustee Cordes asked if we need two handicap restrooms in the Shelter?

Manager Burkholder stated yes, a men's and a women's restroom.

President Monnin asked if anymore fill dirt will be brought in to the BMX Park or is all the dirt we have already there?

Manager Burkholder stated we may need some more, he will have to check with Denlingers. He stated they wanted to shape a few things to get the drainage for the two catch basins that are in the center of the BMX Park. He stated we may need some of the topsoil once we can get to it, we have two piles of top soil and we will need some to go back to the fire station once it is done for planting. He informed one pile is at the fire station site and the other is at the detention pond north of the AmVets where the new Market Street is being built.

Trustee Vance asked about dirt for the baseball diamond?

President Monnin stated it was discussed to use some of the dirt at Diamond #1 but it wouldn't need very much dirt.

Manager Burkholder stated once the dirt is dried out, Park Board can determine exactly where to put some of the extra dirt.

Trustee Vance asked if the new Farmers Market is under Park Board at all and if their location is part of Golden Gate Park?

President Monnin stated the location is in the parking lot is a part of the parks.

Manager Burkholder stated he welcomes comments from Park Board Members.

Trustee Vance asked if the Farmer's Market is on park property then does Park Board have any control over the Market?

President Monnin informed the Chamber of Commerce asked the City for permission. He asked if the Chamber is paying for permits?

Manager Burkholder informed the Chamber is not being charged for permits.

President Monnin asked if they were charged similar to the Sno Cone Shack that used to be in the parking lot.

Finance Director Keaton stated the Sno Cone Shack was charged because they used the lot on a daily basis. The Farmers Market is only once a week.

Manager Burkholder stated the topic is something that has come up recently with Council because we have vendors that come in through the week that sell tomatoes or oranges but aren't part of the Farmers Market and the Chamber charges those that are a part of the Farmers Market. He stated the topic has started to come up more and more and will probably continue to come up until we find a solution. He stated overall the City needs to look at everything we do and the processes. He informed the City may need to start charging for some services. He asked if in the future, if the Farmers Market should be moved to the plateau by the theatre. If the market expands there is a lot of level ground to use and the parking lot for the theatre could be used.

Trustee Vance stated the reason she asked is because she was talking to one of the ladies that is in charge of the market and she was wondering if the City had any portable signs like an electronic sign or a sign on wheels. She stated last time it was very hard to see the sign and it was also very windy. She stated she really wants to see the Farmer's Market succeed and would like to be helpful in anyway.

Council Liaison Apgar informed the Chamber has a portable sign on wheels.

Trustee Haney asked if the Farmers Market is Chamber sponsored?

President Monnin stated yes.

Manager Burkholder informed the Chamber is who came to the City to ask for permission for the Farmers Market. The Chamber has been trying to plan a Farmers Market for several years, and has put together a committee to meet regularly to plan and prepare. He informed he was invited to participate and has attended a few of their Meetings. He informed the Chamber has taken the lead on the Farmers Market but the City does control the grounds. He stated they wanted a port-a-jon on the grounds but the City said they couldn't pay for it to sit on the grounds everyday when the event is only once a week.

Bonnie Cordes introduced Matt Swabb, her grandson. She informed he ran a drone for Ghostly Night Out last year. She informed he called her about two weeks ago and offered to run a drone for the upcoming Memorial Dedication on May 20.

Mr. Swabb stated it would be very similar to what was done at last year's Ghostly Night Out. He informed he can take pictures of whatever Park Board would like during the event. He stated the only issue could be the trees by the entrance, but they shouldn't be too much of a problem. He informed his current drone would not be able to record any audio due to the humming sound of the blades. He stated the run time on the drone would be about 25 minutes per battery and he has two batteries, so a total of 50 minutes give or take. He informed it would be the same drone he used for Ghostly Night Out and is capable of high quality stuff.

He informed he himself is looking at purchasing a new drone that would have the capability of following things, for instance it can follow behind a person that is walking while recording. He described the capability it has to follow cars, animals and people and it can follow a path that has been traced. He informed a possibility could be that if he does get a new drone, he could also have someone else fly the other drone to capture that much more of the event.

Trustee Vance asked if he were to purchase the new drone, would he have it by May 20?

Mr. Swabb stated most likely, it looks as if they ship within one day.

Trustee Vance asked how high does the drone need to be for a good shot?

Mr. Swabb stated he does not know exactly only because he isn't familiar with the exact area for the event but he will figure that out ahead of time. He stated he is hoping to attend the walk through for the Memorial depending on his work schedule.

Trustee Vance stated there is nothing that can beat the photography of a drone, especially the angles it can capture. She stated her only concern is the noise.

Mr. Swabb stated the drone he would like to buy can hover and also fly high to capture pictures, it has a broad spectrum of what it can do. He informed if the drone is high enough, it won't be heard. If it is a clear day, the drone will be heard more. He stated during the walk though everyone can hear how loud it would actually be. He stated the drone that the school owns would be louder than the one he would like to purchase. Mr. Swabb stated both drones are loud because you can't prevent it, but if he is able to purchase the new drone, it can zoom in closer so he would be able to have it higher up to help with the noise but still get good shots.

Trustee Vance asked if he would put any of the pictures into a presentation after the event?

Mr. Swabb stated he could, it is all up to Park Board's discretion.

Trustee Vance stated she thinks it would be great if he put all that he was able to capture into some sort of video. She suggested he could add music or patriotic symbols to create some sort of slideshow that could even be added to the City's website.

Trustee Cordes stated since there will be horses around, it will be important not to let the drone near the horses to spook them.

Mr. Swabb informed if there are any other events in the City that would be nice to have video done, he would be very interested in doing it. He suggested even doing the Community Picnic. He stated he has learned if you think you can do it with a drone, then you most likely can.

President Monnin stated he is in favor of it.

Trustee Vance stated it would be awesome.

Finance Director Keaton reported the April Financial Statement. She reported Park Permits are down \$2,000 year to date. She stated calls have finally picked up but the total is still down.

Finance Director Keaton reported Park Board received donations from the Cordes family, Brookville Rotary Club, and the BCT for the Memorial Dedication.

Finance Director Keaton provided Members with a copy of a thank you card received from the Optimist Club for use of the park for the youth Easter Egg Hunt.

Finance Director Keaton informed she received an email from Angler's Bait and Tackle in Englewood. She stated they have used Golden Gate Park the last few years for their Annual Fishing for the Future event. She informed they use the pond and the open air shelter to teach kids how to fish. She stated they asked to use the park either on July 9 or 16th and after looking at the park schedule, she suggested Sunday, July 16. She requested Park Board approval for Angler's Bait and Tackle to hold their event.

President Monnin stated they run a great program, he has attended it in the past.

Finance Director Keaton stated they usually hold the event from about 9:00 to 3:00 and the last few years they have had a lot of kids show up. She informed they teach the kids how to fish and give them a fishing pole.

Motion by Cordes, second by Haney to allow Angler's Bait and Tackle to hold their Annual Fishing for the Future event on Sunday, July 16, 2017 at Golden Gate Park. All yeas, motion carried.

Trustee Vance had no report.

Trustee Cordes had no report.

Trustee Haney reported she spoke with Huntington about parking in their parking lot for the Memorial. She received an ok for buses or vans carrying people to pull in. She informed the bank is open until 2:00 p.m. that day.

President Monnin stated he will find out more from the school if they will be coming in on buses or individually.

Trustee Haney stated she did not ask about individual parking just buses or vans.

Trustee Cordes suggested buses could go in behind the bank to pull in and park.

Trustee Haney stated after they close at 2:00 it would probably be ok for parking.

President Monnin reported he spoke with Dale Godsey at the Service Garage and weather permitting, the Service Department will clean off the red brick with the power washer. He asked them to move all of the picnic tables into the grassy area. He recently met with Joyce Dorsey and a group of 7th and 8th graders called the Builders Club, who helped with trash at the park. He stated it was funny because he noticed how much the girl students talked about boys.

Trustee Cordes stated at one point she asked if the students can talk and rake at the same time?

President Monnin stated the students did a great job though. They were able to remove a lot of trash. He informed the prisoners will be here next week to cleanup trash also. He asked if they are allowed to have anything sharp. They will be here Monday and possibly Tuesday.

President Monnin informed the event programs are done and look very nice.

Trustee Cordes asked who did the programs?

President Monnin informed Myer Printing on Leo Street.

Trustee Cordes stated they are easy to read.

President Monnin stated invitations were mailed out in March and people are just now starting to respond. He spoke with Senator Bill Beagle today, who is a very nice man and he will be attending. He stated so far three senators, four representatives, Mat Heck, a few Cernorals, VFW Commander, and Sheriff Phil Plummer have all RSVP'd.

Trustee Vance asked if the Lieutenant Governor will be able to attend?

President Monnin informed he spoke with her assistant today and she will not be able to attend, but she is trying to find someone to come in her place.

President Monnin stated the VFW upped their number of flags to 300 to put out. He informed there will 30 flower planters coming from Stockslagers that will be decorated. The parking signs will be ready on Friday, and he will pick them up. He informed he recently met with FFA and they will have about 10-15 people parking cars. He stated handicap drop-off will be right at the entrance of Gateway Park. He explained there will be about 38 parking spaces for VIP parking inside of Golden Gate Park for those that received a letter in the mail with a VIP parking pass. He informed there will be parking at the theatre, entrance to the City Garage, Roberts and Roberts and Golden Gate Park, which will hopefully be enough parking.

Trustee Vance suggested if the band and choir students are coming separately then a designated place for them to park might be helpful to eliminate so many extra cars.

President Monnin stated maybe he will suggest the students all come together on a bus.

President Monnin stated he was just informed that the Brookville Star will be doing an article on the Memorial on the front page of the newspaper. He stated the VFW will also be doing a half page ad in the newspaper. He stated he has not heard back from news Channel 2 or 22 but Channel 7 has said they would be there. He spoke with Careflight and they will be there. He informed they will land in front of the main gazebo at the park and if anybody wants a tour afterwards, there will be people to do that.

Trustee Cordes asked if that will be announced at the end of the ceremony?

President Monnin stated Mick Waltz will announce it at the end of the ceremony.

President Monnin stated Cincinnati Careflight had to cancel on bringing their helicopter since they are in competition with Premier Health, but they will bring their big medic truck.

President Monnin stated there will now be nine horses.

Trustee Cordes asked if they bring their own cleanup items?

President Monnin stated yes, they will bring their own equipment and they will be parking way back towards the scout shelter.

Trustee Cordes asked if the horses will be in the entrance of Gateway Park for people to see as they enter?

President Monnin stated yes, they will be sitting right at the entrance holding flags.

Trustee Vance asked if they are doing any sort of show or just standing?

President Monnin stated there will not be enough room for them to do any sort of show, so they will just be standing. He informed he asked about loud noises spooking them and was told the the helicopter should not bother them.

Finance Director Keaton asked about the gun noise?

President Monnin stated he was informed the horses have done 21 gun salutes in the past and should be fine. He stated the horses can only stand for 20 minutes at a time, so they may even be gone by the time the 21 gun salute happens.

President Monnin informed the tent should be delivered the day before.

President Monnin stated hopefully the event will be very exciting. He is unsure how many Fire Departments will be present. He stated there are so many Fire Departments who have employees who work part-time in multiple areas. He stated because of this, it can sometimes be hard to get a commitment from firemen like in the past.

Trustee Vance asked where the fire trucks will go?

President Monnin stated down Arlington Road. He stated the ladder truck from Englewood should be present and it will have a flag displayed on it.

Trustee Vance asked about the sound system?

President Monnin stated the guy kind of scares him. He has met with him at the park and confirmed the date and asked how much and was told he would let him know but has not heard anything. He is trying to have another plan just incase.

Trustee Cordes asked where the guy is from?

President Monnin informed Brookville. He stated the guy has done a lot for Wright State University and he thinks he has done the Community Picnic also.

President Monnin stated he would like Park Board Members to wear their Park Board shirts with black pants. He would like the guests to be escorted by Park Board Members to their seats where their names will be taped to the chairs.

Trustee Cordes asked what time does the event start and when should Park Board Members arrive to help setup?

President Monnin stated the event starts at 2:00 p.m. He has asked the band to arrive at 1:15 p.m. He informed he has some volunteers that will be there to set up in the morning.

Trustee Vance asked if they should be there around 9:00 a.m. to help set up?

President Monnin stated he will be there around 8:00 a.m. to begin setup.

President Monnin spoke with Steve Hamiel at the Service Department regarding the outlet near the creek. He will change the outlet because the GFCI is bad in the outlet maybe due to the weather. He informed Steve will change out the outlet so that the electric can be run for the Memorial. He stated the event will be held rain or shine.

Trustee Vance asked when the landscaping will be done?

Manager Burkholder informed next week on Tuesday. He informed mulch will be put down and perennials will be planted.

Trustee Cordes asked if that will be in front of the fountain near the sign where all the dandelions are?

Manager Burkholder stated the area by the fountain will be cleaned up but he is not exactly sure where the flowers will be planted, he has not seen the exact design plan yet. He stated the landscaping company will be doing just the triangle as you enter the Golden Gate Park and then Gateway Park.

President Monnin asked if the white sign will be done?

Manager Burkholder stated no, the focus will be Gateway Park and the entrance to Golden Gate Park.

President Monnin asked if donated, could lights be putted on the ceiling of the main gazebo? He stated there are only two little lights there now, but thought it would be helpful especially during the Community Picnic if a band is playing or dancing. He informed the sorority is looking to see exactly how much they can donate, but would like to do something. He stated they suggested doing the lighting but maybe if they have enough they might be interested in helping with the landscaping around the white sign in Golden Gate Park also.

Trustee Cordes asked if the existing electric will support additional lights?

President Monnin stated he thinks so.

Manager Burkholder stated once they decide if what they want to do, we will have to double check on the details to coordinate.

Trustee Haney asked if they have contacted Chase Electric for any estimates on cost?

President Monnin stated he is unsure. He stated he thought that when the underground electric was re-done there in the past, there was a new box put there.

President Monnin stated he knows it has been hard to keep up but he wondered if the flag pole on top of gazebo could be put up for the Memorial? He stated he understands it can be a bear because of the wind but thought it would look cool.

President Monnin informed the VFW will have food in the grassy area to the side after the ceremony.

Trustee Vance thanked Mr. Monnin for all the hours he has spent and hard work he has put into this event.

President Monnin stated he has had a lot of cooperation from a lot of different people so far. He reminded the walk through will be Monday, May 15.

Trustee Cordes informed President Monnin to let Park Board Members know exactly when and where he needs any help as the event approaches.

Manager Burkholder asked if Park Board needs anyone from the Service Department present for the walk through?

President Monnin stated no, all of their work should be done prior to the event. He informed he asked to meet Dale Godsey at the park sometime to show him where he wants the tables set up.

Trustee Vance asked if the fountain will be going by the event?

President Monnin informed he spoke with the Service Department and they suggested if it is too windy, it might be best to not have the fountain going because it will spray people standing by it. He informed they will have to see what the wind is like that day. He informed the flags on the flag pole will be a Police flag on the left pole, and on the right pole will be a Fire and EMS flag with the American Flag on the middle pole. He stated he needs to get with the guys at the garage because he needs hooks to hold the bigger flag on the pole. He informed as soon as the flag hits the top of the pole, the lights on the fire trucks will come on and the band will play the national anthem.

Trustee Vance asked if he will have an agenda for all of the people involved in the program? She suggested it would be very helpful for all involved so that they will know exactly what is going on.

Trustee Cordes stated if he puts it together, she will type it up for him.

Trustee Vance stated if he has it done soon, everyone can review over it.

President Monnin informed the FFA is having special shirts printed up for the event so they will all look alike. He stated the band and choir will all be dressed the same as well.

There was no Old Business.

There was no New Business.

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



Meghan Wheeler, Clerk



Dave Monnin, President