

Brookville Board of Park Trustees  
Regular Meeting  
June 13, 2017

The Regular Meeting of the Brookville Board of Park Trustees was called to order by President Monnin at 7:30 p.m. on June 13, 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 Cordes to approve the Agenda as presented. All yeas, motion carried.

Motion by Cordes, second by Vance to approve the May 9, 2017 Regular Meeting Minutes as presented. All yeas, motion carried.

Kevin O'Boyle, of the Brookville Star, informed his church, Salem Church of God, will be doing their Love Does program again this year. He informed he spoke with President Monnin about it a few weeks ago to try to line up some needed projects for their Love Does Sunday. He explained last year, his church painted Shelter #3 at Golden Gate Park. He informed that this year they have proposed cleaning up the creek along Wolf Creek. Love Does Sunday will be held this year on Sunday, August 20. He informed that two weeks ago, he proposed the project at their Planning Meeting and it was marked as a requested project compared to just a regular idea type project. Mr. O'Boyle stated he will let Park Board know at the July Meeting if it was approved and can then talk more specific details. He informed they usually like to start with the requested projects as a priority.

President Monnin thanked Mr. O'Boyle.

Manager Burkholder stated he is happy to report the Service Department hauled nine dump trucks of top soil over to the BMX Park. He informed Denlinger's Excavating was there to smooth it all out and Jon Weist, of the Service Department, put gravel near the old storage shed next to the creek. He informed the storage shed will get cleaned out, it is an old building that has some old stuff inside from racing days, but once cleaned out it will make a nice storage shed. He informed more final grading is still to be done, and the next step will be seeding. He stated it is amazing how much area we actually have down there. He informed that Finance Director Keaton can inform of the CDBG funding we have applied for in order to add an asphalt walkway from the theatre. He stated we do not know if we will receive any funds yet.

Manager Burkholder stated there is some work that needs to be done at the Community Theatre. He informed the building needs some rehab work because of a few cracked mortars. He informed he is looking to power wash, seal and paint the building which, really needs to be done

this year still. He informed he is awaiting quotes to replace the spouting on the building. He has been told it was about 25 years old.

Manager Burkholder thanked Park Board for their exceptional work on the Memorial Dedication. He stated it was very touching and epitomized why Brookville is such a great community and the coming together from everyone was amazing. He stated a lot of hard work went into the event and it truly showed. He thanked Park Board for the thank you note the City received and informed he shared the note with City Council.

Manager Burkholder informed he has instructed the Service Department to make sure they are emptying the trash from the park on Mondays, Wednesdays and Fridays because the park is seeing a lot of traffic and really getting a lot of use.

Trustee Vance asked the status of Shelter #2?

Manager Burkholder informed it is still in limbo and still in discussions with Council partly due to the cost of the project and how we are going to handle the CDBG funding. He stated we may not know for sure for a few more weeks. At this time, he is not sure if it will move forward this year or postponed until a later time. He informed if not done this year, we will haul top soil to the area. He explained the fountains are now hooked up at the pond, there was a slight electrical problem but the pond now looks great and is getting aeriated. He stated the Shelter #2 area is an important area to have but we have to ensure funding first. He explained the shelter was always going to cost more but when you start having to add water and then a new foundation and now the use of Commercial Code on the building, it increases the cost. Manager Burkholder stated he still stands behind the original design and feels having the handicap restrooms will be a real plus for the park.

Manager Burkholder informed the basketball courts will still go forward this year and Finance Director Keaton can give an update with more details.

Manager Burkholder thanked Matt Swabb for the wonderful aerial shot he did of Gateway Park. He stated that aerial shot was the money shot of Gateway Park and he was happy the Brookville Star put a copy of the picture in the paper.

Trustee Cordes stated Mr. Swabb is working on putting together a video of the images he captured during the Memorial. He is working on a new application he downloaded to put a video together.

Manager Burkholder stated the image was an unbelievable shot that you can't get everyday, and it really grabbed a lot of people's attention.

Trustee Cordes stated as soon as he has the application done and squared away, he will bring in the finished video of the images he captured during the event to show everyone.

Finance Director Keaton reported the May Financial Statement. She reported Park Permits are down \$2,600 year to date.

Manager Burkholder informed he spoke with Ball Diamond Manager, Ron Chandler and he is going to review the quote he had received from Denlingers to see how much top soil was quoted and then we will haul dirt from Market Street to the outfield in the fall. He stated he was at the ball field today and the outfield is pretty rough and could increase the risk of injuries. He stated if the dirt is done in the fall and then reseeded, the field would be ready by next spring. He stated this is a needed capital improvement and he would like to continue to make minor improvements to the diamonds each year because they are a good asset.

Finance Director Keaton informed she applied for a Community Development Block Grant (CDBG) for the installation of a six foot sidewalk that would connect the Theatre parking lot over to the main parking lot by Shelter #2. She explained we are very limited on what we can apply for with this Grant, but basically it can be used for anything handicap accessible related. She stated with the BMX Park gone, you can't connect to those areas with a safe travel from those areas and this would help those in a wheelchair gain more access to the park. She informed she should have a tentative answer next week. She informed if approved, it would then be a phased project and would then continue to do loop paths throughout the park. She stated she will keep Park Board informed.

Finance Director Keaton reported she should have an update on the basketball court by the next Meeting. She stated she does not want the project to interfere with the Community Picnic.

Trustee Vance stated Eagle Fence is doing some work at her home and they were talking about the dog park idea and when she mentioned to him how expensive it was, he suggested we apply for a Park Grant. She does not know many specifics of the grant or the exact name but was told that the City of Camden applied and were awarded funds, but the funds were marked for parks only.

Finance Director Keaton stated she could reach out to Camden to see what the name of the grant was they applied for or check their website.

Trustee Cordes stated the cost for the dog park isn't just the fence, there are a lot of other costs associated too. She informed a grant would be nice to help with the fence but there still are other costs we would have to figure out a way to pay for.

Council Liason Apgar asked if Park Board has done any research on the upkeep of a dog park?

President Monnin stated no.

Council Liason Apgar informed he has been told that they can be costly to maintain and really smell after about two or three years. He stated he has been told that it may be necessary to hire someone to just be at the dog park a few days a week for nothing but cleanup. He suggested Park Board look into studying the costs to upkeep a dog park.

Finance Director Keaton stated it is not just the initial outlay that costs but the maintenance work to keep up that needs to be considered.

Shelly Music, Park Caretaker, asked if anyone has reached out to Lewisburg to see how they maintain their dog park?

President Monnin stated yes, he has spoken with them and the City of Lewisburg maintains the park.

Council Liaison Apgar asked if there is a dog park going in at the old air park?

President Monnin stated no, just training.

Trustee Haney stated it's a neat idea and the owner seems to have a lot of things planned for the area.

Trustee Cordes asked where this area is?

Trustee Haney explained at the old airport on Route 40.

Trustee Vance stated between Pleasant Plain and Route 40.

Council Liason Apgar stated he knew there were other things planned for the area but wasn't sure if a dog park was one of the ideas.

Trustee Haney stated she wondered that too.

Council Liaison Apgar stated a lot of people walk their dogs at Golden Gate Park.

Trustee Haney stated everytime she is at the park, she sees people walking their dogs. She stated it's scary though how many people walk their dogs without carrying a bag though for cleanup.

Trustee Vance reported she received a call from a resident that was walking at Golden Gate Park and when he went into the men's restroom the toilet was all clogged up and overflowing. He suggested if there were a sign in the bathroom that had a phone number posted for people to call if they see a problem in the park.

Trustee Cordes asked why wouldn't they just notify the caretaker?

Shelly Music stated most people don't realize the caretaker lives on the grounds. She stated they have had people try to walk in the front door of their house because they did not realize it was a home. She stated they clean the restrooms every morning when they are opened. She informed that they have put a sheet of paper in each of the rental Shelters with their phone number for people who are renting them if they have any questions. She informed they also greet everyone at the start of their shelter rental.

Finance Director Keaton informed there is a non emergency dispatch number we could have on a sign in the restrooms.

President Monnin stated the non emergency number would be better to have posted in the restrooms than the Music's personal phone numbers.

Trustee Vance asked if the City has a number to the City offices that could be posted.

Finance Director Keaton stated the City office number is limited to the hours of 8:00 a.m. to 4:30 p.m. which are the hours the offices are open. She stated the non emergency dispatch number would be 24 hours a day.

Manager Burkholder explained there is a help number that goes right to dispatch and then to a call list and we can respond almost immediately. He stated our guys can go out after hours if the situation warrants for it.

Ms. Music informed there is one toilet in the women's restroom that is clogging up and overflowing every other week. She stated she doesn't think it's sturdy enough to handle the flow of traffic it sees on a weekly basis.

President Monnin suggested maybe the toilet should be replaced with a new one.

Manager Burkholder informed any issue that comes up to let Staff know immediately. He informed he would like to purchase a new refrigerator for the kitchen side of the Leiber Center.

Ms. Music stated about every other week the freezer has to be defrosted.

Manager Burkholder informed he will contact Drexler's soon to order a new fridge. He would also like to see the floor in the Leiber Center be refinished at some point. He stated the inside needs repainted and the ceiling needs replaced. He informed in his opinion, the bathrooms also need to be redone and these are the types of projects he would like added to the capital improvement lists.

Ms. Music stated there is also still a hole in the wall of the kitchen side of the Leiber Center. She informed it has been there for almost a year and if she was paying for the Leiber Center and

noticed a hole in the wall she would be very disappointed. She stated they reported the hole several times. She stated her husband put a big piece of white paper over the hole to help temporarily make it less noticeable until it is fixed.

Manager Burkholder stated he will have a list put together and forward her a copy to add to, if there is anything else needing done. He stated these aren't big ticket items but will make a real quality difference. He stated he would also like to see some new coat racks also because the one there now sort of clogs up the entrance way. He suggested a coat rack on wheels could be moved and from a fire safety standpoint, would clear up the entrance way. He stated these ideas are cosmetic and small items that could help enhance the look.

Ms. Music agreed and stated especially since the rental rate recently increased. She stated they could also use a new cart to hold the tables because the existing cart has a broken wheel and is tearing up the floor. She informed a new chair holder is also needed.

President Monnin suggested if a new toilet is put in the restroom, maybe a high rise should be put in.

Finance Director Keaton stated that might be better for elderly people.

President Monnin stated if the Caretakers are having any problems, to please let the Park Board know.

Manager Burkholder stated if something needs addressed the Caretakers can call him directly so that he can ensure problems are being taken care of.

President Monnin stated if people are paying to rent a shelter they expect something nice.

Ms. Music stated as the caretakers, they want to be proud of what they are taking care of.

Trustee Vance stated she spoke with one of the ladies with the Farmer's Market about the possibility of the Farmer's Market being moved to the site of the old BMX Park. She asked what would need to happen to make the Market able to move? She informed they think there would be more parking and would also increase their visibility.

President Monnin stated it was talked about when the Farmer's Market was first being discussed to eventually be in that location.

Manager Burkholder informed that was a part of the original vision. He is unsure if it could still happen this year but next year could definitely be a possibility. He informed he is not sure if the electrical service is hooked up in that area. He stated with the big plateau that is there, it would be a great location for the Farmer's Market. He stated parking could be in the theater lot, with overflow parking in the lot where the Market currently is held. He stated he wants to improve

the lane and some stone has been put down, but more is needed. He informed the old concession stand at the BMX Park will be torn down soon. He informed the area still needs a lot of grass seed, and some more trees removed. The ugly Mulberry tree has been taken down. He stated it will be an ongoing project to rehabilitate the area and it already looks so different now compared to before. He described we have a beautiful meadow with a beautiful tree line. He suggested maybe we could get assistance again from the Sheriff's Department program with the prisoners to clean up the creek line, there is a lot of brush and dead trees to be taken out. He stated once that is done, it could really increase the visibility for the Farmer's Market.

Trustee Haney asked if that would interfere if the Theatre was having a play?

Manager Burkholder stated yes it would. It would have to be coordinated in advance.

Trustee Vance suggested if there was a play, maybe the Market could be held at the previous location by the Service Garage.

Trustee Cordes stated on nights of a play at the Theatre, people usually start arriving around 7:00 or 7:30 p.m. so maybe the Market could just close early on the night of a play.

President Monnin stated those details should be easy to workout in advance.

Trustee Cordes stated Matt Swaab will be working on the Memorial video. He was asked by the Chamber to use his drone at the Community Picnic. She stated he has also been asked to take some images as the firehouse is being built.

Trustee Haney wanted to thank President Monnin for all his work on the Memorial. She thanked Manager Burkholder for all of his help the day of the event, especially his help with the cleanup after the event. She was thankful the Sheriff's Department was able to have the prison workers out to do cleanup. She stated she was glad we had such a great turnout.

Trustee Cordes stated she thought the weather may have discouraged people from showing up since there were thunderstorms.

Trustee Vance stated people have told her they didn't even realize what was at Gateway Park.

Manager Burkholder informed he told the guys at the Service Garage to make sure the new plants are watered. ARO Landscaping has done a great job and for what we paid, they went above and beyond the call of duty.

Trustee Haney stated the triangle at Golden Gate Park looks so nice as well. The landscaping has really helped increase visibility for traffic coming in and out of the park.

President Monnin stated he had a discussion with Manager Burkholder recently about the pole at the entrance of the park

Manager Burkholder stated it is only brainstorming but it has been talked about to add a new driveway at the entrance of the park, a full entrance. He informed it has come up with the Fire Department and it could be a safety consideration. He stated Staff has been out there to look and just trying to brainstorm on what to do. There are some dead and damaged trees that will have to come down soon because they are growing up into the wires. He stated a wider entrance would be a safer consideration for the future.

Trustee Haney wanted to compliment Shelly and Dan Music for their cleaning and upkeep of their home in the park. She informed they are very attentive to the park and doesn't want them to feel taken for granted.

President Monnin stated something to think about for next year is the Caretaker's cabin. He stated areas on the outside are starting to look rough and need to be re-done.

Ms. Music stated there is a leak on the back wall in the spare bedroom downstairs. She informed the last heavy rain we had, water came in from the slats of the wood.

President Monnin stated that will not be an inexpensive project to do.

Manager Burkholder stated he will have someone out to take a look at it right away.

Ms. Music informed she has some pictures on her phone of the wall.

Manager Burkholder asked if she could forward him copies of the pictures.

President Monnin stated he would like to dump rocks on top of the dirt or mud that is currently along the creek. He stated for years he has wanted to do a waterfall feature but Montgomery County said no. He thought maybe we could do a ripple instead. He stated once Kevin's group from church gets in there and does some cleanup, it will help the Service Department be able to actually get the mower back in that area. He suggested maybe if the creek area is actually cleaned up, people won't throw as much trash in it as they do now.

Ms. Music stated maybe that will keep people out of the pond at Golden Gate Park.

Trustee Vance asked if people really try to swim in the pond?

Ms. Music stated last year they have had a few instances they had to call the Police.

President Monnin asked when the pond will get stocked with fish?



Finance Director Keaton stated the Chamber usually does it about two weeks before the Community Picnic.

Mr. O'Boyle informed that is something that is on the Chamber's agenda to do. He informed Angler's Bait and Tackle will be doing their Kid's Fishing Derby before the Community Picnic and will then be back for the Picnic to do some fishing and archery clinics.

President Monnin informed Barry Goforth, who did the monuments, had a heart attack about two weeks ago. He was in pretty bad shape at first, but is back at home now.

President Monnin informed he has had a few phone calls from people regarding the Memorial. He informed the lady with the horses told him she loved it. He stated the tent company finally came out to fill in the holes from the stakes of the tent.

Manager Burkholder informed the parking lot at Gateway Park has also now been striped.

Trustee Cordes stated she is surprised at how many people really go there and eat their lunch on a daily basis.

In Old Business,

Trustee Vance asked if anyone has heard anything from Mr. Dolan about the basketball court at Ward Park.

No one has heard anything from Mr. Dolan.

President Monnin informed there are some piles of limbs that need to be picked up at Ward Park.

Finance Director Keaton stated they are already on the list and will be picked up soon but the rain today put the truck behind.

Manager Burkholder informed since the issue of dead trees has recently come up, City Staff has been reviewing our current Tree Policy including the policy for dead trees in the right-of-way and it has been determined we do have some inconsistencies in our policy. He informed Staff is in the process of updating the current tree policy. He informed one Ordinance we have is no planting of trees between the sidewalks and curbs. For example, there are some trees along Arlington Road in front of the Theatre, near Golden Gate Park and a very tall one at Gateway Park that needs to be taken down because they are creating a problem by growing into the sidewalks, streets and wires overhead. He informed Staff will be working on cleaning up our tree Ordinances and how to notify homeowners. Some trees on Arlington Road had to be removed already because they were blocking the view of traffic. He stated there are still a lot of dead trees that need to be removed.

Manager Burkholder informed the GIS intern took inventory and mapped the new trees that have been planted and has taken pictures of the trees and plaques planted so far. He stated we will be able to print out tree maps for Park Board or to the Chamber to help with planning for the Community Picnic.

Manager Burkholder reported the City has a great, new intern, Adrian Nieto, who will be working with Zoning Officer Snedeker. The two will be recording shut off valves for the entire City. He informed in one day, the two recorded 97 valves. He stated we do not always know where those shutoffs are located and sometimes they are covered up with dirt or hard to find. He stated the GIS Intern will benefit the parks as well as they begin to map out different things within our parks and add information to the Geographical Information System (GIS).

Trustee Cordes asked if the City planted the trees that are along Arlington Road in front of the Theatre?

Finance Director Keaton informed the trees were planted along Arlington Road when the road was redone several years back.

Trustee Cordes asked if that law was in effect when the trees were planted?

President Monnin stated no one knew about it.

Finance Director Keaton stated that is why the ordinance is being reviewed now.

Council Liaison Apgar stated the Ordinance was created back in the 1970's.

Manager Burkholder asked when the trees were planted along Arlington Road.

Finance Director Keaton stated probably early to mid 2000's.

Trustee Cordes stated that is good information to know for when people ask her why the trees are being torn out in front of the theatre.

Trustee Vance asked if all the trees along Arlington Road will be torn out?

Manager Burkholder stated some of the trees will be torn out because the trees are a real safety issue, as they are really starting to obstruct the view of drivers. A few of the ash trees along the theatre have already been removed and some of the dead ash trees still there will be removed. He stated he is trying to get a general layout of what we have and ideas of what will go in there as replacements for the dead trees. He stated we really do need to have some new trees planted to replace the dead ash trees.

Manager Burkholder stated the overhead lines will eventually be buried under the ground as monies permit. He informed on old Market Street, the renovations that are being done that will eventually run into the new Market Street extension, the City has already contacted DP&L to have the wires buried underground and new decorative lighting on old Market. He described there is a landscaping plan for the future to have benches for people to sit along the pond, which will actually be a dry pond and fill up after a storm or a lot of rain. He stated the City will mow the area and as the corridor develops it will be nice to have an area for people to walk around or to sit and have lunch or just relax. He stated the area will not be a designated park but will not just be a mud hole either.

Trustee Cordes suggested in the fall, Brown's nursery has a big auction that would be worth looking into this year. She stated she went last year and was amazed at how cheap some of the larger trees were going for on the last day of the auction. She suggested the City should check it out and look into what they have and then try to go back on the last day of the auction to hopefully get a good deal.

Manager Burkholder stated we have worked with Brown's Nursery before.

President Monnin stated Brown's has done trees for us.

Trustee Vance asked what happens to the wood from the trees that are cut down?

Manager Burkholder informed right now all of the wood from the trees that have been cut down is at the sewer plant and there is a large stack because the beech trees really generated a lot of wood.

Trustee Vance asked about the branches that are chipped, where does the mulch go?

Finance Director Keaton informed we used to stock pile it but now we take it to Ohio Mulch.

Trustee Vance asked why we do not keep it for use somewhere or the public to take it?

Finance Director Keaton stated we ran out of room to keep it stock piled. She informed we cannot allow people to constantly load it up themselves for safety and liability reasons and we do not have the staff to do it.

President Monnin stated it is not the best mulch.

Finance Director Keaton stated it takes years for mulch to decay and this isn't the type of mulch you would go buy in a bag.

Trustee Cordes asked if the wood could be split and sold or given to people who need wood in the winter?

Manager Burkholder informed we could explore that option. He stated he is not sure what the practice has been in past years but it can be looked into. He stated some of the wood from the ash trees that were so infected would not be good to sell or give away. He suggested if we could bulk sell it to one person, that might be helpful and easier to do. He stated it's similar to the top soil we have, we will stock pile it at the WWTP so that some of the excess can be used in the parks and other needed areas.

President Monnin stated he was so happy to see the beech trees taken down, he has wanted them down for so long. He informed when the tree was taken down he saw a few people come by with five gallon buckets and scrape the dirt off the inside of the tree to take home to their gardens, that is how decayed those trees were.

Manager Burkholder stated the Service Department did a great job taking those trees down, it was a lot of physical labor.

President Monnin stated he mentioned at the last Council Meeting but wanted to say it again, that we are very fortunate to have a Service crew as great as we do. He stated the Brookville Star is also always so willing to help and have been great to the parks.

There was no New Business.

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

  
\_\_\_\_\_  
Meghan Wheeler, Clerk

  
\_\_\_\_\_  
Dave Monnin, President