

Brookville Board of Park Trustees
Regular Meeting
November 14, 2017

The Regular Meeting of the Brookville Board of Park Trustees was called to order by President Monnin at 7:30 p.m. on November 14, 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 Monnin, second by Vance to approve the October 10, 2017 Regular Meeting Minutes as presented. All yeas, motion carried.

Manager Burkholder reported he is still working on the Community Theatre. He informed Zoning Officer Snedeker went downtown to Dayton Blue Prints to get copies made of the original blue prints of the Theatre that Larry Henry was able to find. He stated these will be priceless to have and very helpful in the future. Copies will be forwarded to the engineers helping with the project.

Manager Burkholder stated the work on the caretaker's cabin turned out great and the cabin looks very nice.

Manager Burkholder stated he would like to see future improvement made to the volleyball courts. They need to have the weeds removed, and to be re-sanded with actual volleyball sand. He informed they do get used a lot on the weekends in the spring and summer.

Manager Burkholder reported there is large crack on the tennis court. He received a complaint on a serious crack that will probably need to be fixed in the spring.

Manager Burkholder reported there are more dead trees that need to be removed in the spring. He stated he and the Service Superintendent are looking at borrowing or possibly even just purchasing the equipment needed to grind down the stumps. He stated if the equipment needed was purchased, it would save time and possibly money in the long run.

Manager Burkholder stated the Shelter #2 Project has been on hold and will probably have to remain on hold. He stated other sources of funding for the Shelter will need to be sought after. He stated he would like Park Board Members to keep the project in mind, so it isn't out of sight, out of mind, but we have to have the revenue needed to support a project like this.

Manager Burkholder informed it was learned at the last Council Meeting about some major flooding problems at Westbrook Park, near the soccer fields. He stated apparently it has been a problem for 20 years, and it is not just a small problem. He described standing water and a mosquito problem. He stated it needs to be diagnosed on how to correct the problem. He stated there are major infrastructure things that need fixed and are costly. This is part of a wide spread issue because there are other drainage issues throughout the City as well. He stated the City has water, sewer and stormwater problems that are very important and we cannot continue to kick the can down the road and ignore some of these major problems.

Manager Burkholder stated he wants Park Board to be aware of the issues going on as whole in the City because in the future, the park revenue may not be what it used to be due to some of these issues and the need for funds from the General Fund. He stated the City has spent quite a bit of money reinvesting back into the park system this year with the removal of dead trees, the update of the ball fields, repaving of path to the castle playground, caretaker's cabin and several other small projects.

President Monnin asked about the possibility of having a Parks and Recreation Levy?

Manager Burkholder informed you have to plan ahead for levies and find out how much a Levy would actually raise. He informed right now, the General Fund needs some relief. This year, the General Fund put \$150,000 into the Park Fund. Money from a Park Levy would have to be used only for the parks but it would certainly bring relief to the General Fund. He stated if a Park Levy passed, it would be very helpful in maintaining our parks.

Finance Director Keaton informed she can look into information from the Auditor's office and then bring back to Park Board.

Trustee Vance stated if they were very specific with where the money would go and be very specific with the public, then maybe the public would pass a levy.

Finance Director Keaton informed for the next May Ballot, Park Board would have to start preparing in January.

Trustee Cordes stated in her experience, it seems the first time a levy is on the ballot it fails, but then may pass the second time.

Finance Director Keaton informed it does cost money to place a levy on the ballot.

President Monnin asked how much?

Finance Director Keaton informed approximately \$1,500.

Chris Homan, Service Department Superintendent, stated in May, more people might be thinking about and enjoying the parks while in November it is colder outside and not as many people are using the parks.

Trustee Vance stated it seems less people vote in May compared to November.

Finance Director Keaton informed putting a Levy on the ballot would have to go before City Council to pass an Ordinance.

Manager Burkholder informed Council may have other levies, for example, the Township Fire Levies, to consider for the May Ballot and may need to pick and choose which ones are a priority for the May Ballot and what will need to wait until November.

Trustee Cordes stated she would like to see Park Board get started in gathering information and reviewing their options. She stated the sooner they start, the sooner they will have a clue as to where they are going and if a levy would be possible.

Trustee Vance asked if there is still grant money available to build Shelter #2?

Finance Director Keaton informed those funds have been redirected.

Manager Burkholder advised the money was re-directed to the building of the much needed new Water Tower Project. He informed that as a long term solution, it was determined a water tower at the NorthBrook Industrial Park needed to be built. Those CDBG funds were re-directed to the Water Tower project since that project has become a priority project from a safety and business retention standpoint. He stated it was a tough decision but Brookville had the full support of the County to redirect those funds. Those funds did need to be used or they would expire and since there was no specific plan for new Shelter #2, it made sense to redirect the funds instead of losing them.

Trustee Vance asked if those funds can be applied for again?

Finance Director Keaton stated yes, but the funds are awarded the following year after being awarded.

Manager Burkholder informed it could be a hard sell, since we didn't execute the first time. He suggested obtaining new numbers of cost and a final solution of what we want before applying. He stated if we are going to build it, we have to build it right and it has to be a commercial grade building.

Trustee Vance asked if a levy passes in May, when would the funds come in?

Finance Director Keaton informed the following year.

Trustee Haney asked if the Parks did have a Levy passed, would they still receive money from the General Fund or would the Levy money be the only money the Park Fund consisted of?

Manager Burkholder informed they could, it would depend on how much money the levy generates. He informed some funds like water and sewer are self sufficient and no money has to come from the General Fund while other funds, like the Park Fund depend on money from the General Fund.

Trustee Cordes asked if they could have a list of what was spent on the parks each year for the last four to five years to help give them a better understanding of how much was spent on the parks over the last few years and for what.

Finance Director Keaton stated she can put together some information.

Trustee Cordes asked what does the Theatre pay to the City or Park Board each year for their operations since they do bring in money?

Manager Burkholder stated that policy is currently being reviewed and the City may have to request more money overall from the various organizations that use City owned facilities and property in the near future.

Trustee Vance asked what will be done with the old fire stations?

Manager Burkholder informed it is unsure what will be done with Station #1. He stated it is an old building and has some deficiencies in the building. He stated that nothing will be done with it until it is vacated. He informed Station #2 will be put into operation for the Service Department to help store equipment that is now parked outside. Station #2 may continue to house the CERT teams offices. He stated he would like to have a downtown plan before deciding on what to do with Station #1. Planning Commission is working on a Strategic Plan which will help determine a plan for the downtown area .

Finance Director Keaton presented the Fund Balance for October. She reported year to date, Park Permits are down \$583.50.

Finance Director Keaton stated a few of the major projects done this year within the Parks System was the demolition of the BMX Park and the upgrade to diamond #1.

Finance Director Keaton reported she applied for the Walmart Grant and is happy to report that on November 6, she received a check for \$1,500. She spoke with Emily Dillon, of Sam's Club, and it was confirmed the grant money actually came from her store. Finance Director Keaton informed Ms. Dillon has asked if there is anything else needed for the Christmas in the Park event?

President Monnin informed four timers for the Christmas lights, cookies and hot chocolate, and napkins are all still needed.

Finance Director Keaton informed donations have been received from the Brookville Rotary and the Brookville VFW for a total of \$300 received in donations for the Christmas in the Park Event.

Discussion on how many cookies needed for the event.

Trustee Vance informed Ann Drake, a 7th grade science teacher, had applied for a project based learning grant and had asked for Park Board's support, which President Monnin wrote a letter for in support of. She reported Ms. Drake has recently learned that she won and is very excited about it.

Trustee Cordes had no report.

Trustee Haney informed at the Pumpkin Walk, the idea came up of re-developing the old Hollywood area. She informed the idea was suggested by a citizen to turn the area into a picnic area.

Manager Burkholder stated he would like to see the area mapped out to see how big the area actually is.

Trustee Haney informed that at the recent Meet the Candidates night, every one of the Candidates mentioned how proud they were of our parks, which is something for Park Board to be proud of.

Manager Burkholder informed it has been mentioned at several of the conferences he has attended that the younger generation will pick a place to live based upon the features, the events, parks, etc. that a City has to offer and then they will find a job. He stated developing the park areas will have a positive impact on our community.

Trustee Haney stated the parks seem to be important to an awful lot of people and she has noticed other communities have a Park and Recreation Levy. She stated it seems a lot of people are geared towards fresh air, physical fitness and enjoy being outside.

Manager Burkholder informed there will be a walking path across the new Arlington Road Bridge that will connect the Industrial Park. He stated a lot of those businesses want some sort of connectivity and to be able to walk on their lunch breaks. He described when the project is complete, people will be able to walk from Campus Boulevard to Triggs Road and the path will be lighted.

Trustee Cordes reported they have a list of things still needed for the Christmas in the Park Event. She stated they are looking for volunteers to help Santa and Mrs. Clause get into and out of the sleigh. They also still need to deliver Christmas paper to the school for the elementary kids to make ornaments. She described during the event, the kids can see Santa and then find their ornament they made at school and place on the tree to help decorate the tree. She informed a total of four trees have been donated. A 12 foot tree will be put up at the big gazebo, one in the small gazebo by the pond, and the other two trees will be on both sides of Santa and Mrs. Clause. She stated they are still in need of timers for all of the Christmas lights. She stated they did receive a lot of donated lights and they have spent hours going through them and getting rid of any that didn't work, but the lights that did work, they will be able to use again next year.

Trustee Cordes informed she has received a heater to borrow during the event to help keep Santa and Mrs. Clause warm. She informed chairs from the Community theatre will be borrowed for Mr. and Mrs. Clause to sit in. There will also be name tags for the kids to help cut down on the line for to see Santa. She stated the Builders Club will help with name tags for the kids and with serving hot chocolate.

Trustee Cordes stated they have flyers to go out but they need a way to print off 700 copies of the flyers in order to hand out to the elementary kids.

Finance Director Keaton stated she could print them off for Park Board.

Trustee Cordes stated there will be horse and carriage rides free to the public. The horse and carriage ride will also carry Santa and Mrs. Clause from the Service Garage to Shelter #3. She stated entertainment is covered, there will be four groups to perform for about a half an hour each and Mayor Seagraves will provide the sound system.

President Monnin informed Park Board will have to pay to have the lights put up. He informed he has found Darryl Flory, Jr who willing and available to put them up next week.

Trustee Cordes asked if the City can put up any of the lights?

President Monnin stated Darryl Flory will do all the hanging of the lights.

Manager Burkholder asked for clarification on exactly where they want the Service Department to hang lights because it started out with just the small gazebo.

Trustee Cordes informed lights are to be hung at the small and large gazebos and along the wooden fence at the castle playground. She stated the fence along the concrete wall, Park Board plans to hang those lights themselves.

Manager Burkholder informed the Service Department will do the small gazebo as previously committed to.

President Monnin stated by hiring Flory they were trying to take a load off of the Service Department.

Service Superintendent Homan stated he has been short on Staff. Crews have been busy chipping, and picking up leaves. He informed he has had quite a few of his Staff out sick.

Manager Burkholder stated he wanted clarification on where and how many lights Park Board is wanting Darry Flory to hang and what the total estimate of cost would be for him to do the work.

President Monnin informed extension cords are being donated by Jeff Requarth.

Trustee Cordes stated the event is coming along pretty well.

President Monnin asked if mowing is done for the season at the parks?

Service Superintendent Homan stated mowing is probably finished for the year. He stated he wouldn't mind hitting up some of the areas with heavy leaves just to get them mulched.

President Monnin asked if some picnic tables could be placed around the gazebo for the event?

Service Superintendent Homan stated that could be done.

President Monnin stated his fellow park Board Members worked very hard on testing out all of the Christmas lights. He thanked his fellow Board Members for all their work on the upcoming Christmas in the Park Event.

There was no Old Business.

There was no New Business.

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



Meghan Wheeler, Clerk



Dave Monnin, President

