

Brookville Board of Park Trustees
Work Session
October 12, 2021

The Work Session of the Brookville Board of Park Trustees was called to order by President Haney at 6:00 p.m. on October 12, 2021 in the City Council Chambers. The Pledge of Allegiance was recited. Trustees Blevins, Cordes and Vance; City Manager Keaton and Council Liaison Fowler were present. Acting Clerk Brandt was absent.

Roll call by President Haney.

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

President Haney stated at the last Park Board Meeting she distributed a preliminary list of various organizations that participated in last year's Christmas in the Park event, and each Park Board Trustee was to contact various organizations to see if they will be participating in this year's event. She called on each Park Board Trustee to present an update on their contacts.

Trustee Blevins reported he had only one contact to reach out to, and that was the Chamber of Commerce. The Chamber will be decorating their shelter for the event. Trustee Blevins stated he is working on getting someone to decorate the main gazebo in the park. He doesn't want to speak too much about that in case it does not come to fruition. If that person does not step up, he believes the Chamber will take care of that as well.

Trustee Vance reported she spoke with Ann Stammen, with the Brookville Baseball Club, and they are interested in participating again this year if Park Board provides the items that they want them to hang up. Trustee Vance also contacted the Brookville Police Chief and the Fire Chief, and both are on board again this year and they would do whatever Park Board wants them to do.

Trustee Vance stated she did not follow up with the high school band and choir, as she felt that the consensus of Park Board at the last meeting that they were hesitant to have them perform on opening night due to possible traffic concerns.

Discussion continued on having the band and choir perform during the event. Trustee Cordes suggested that if the band or choir wanted to perform on another night in December, she did not have any problem with that.

Trustee Vance asked Park Board if they wanted to have music played on opening night like we did last year? The consensus of Park Board is for Trustee Vance to contact David Seagraves to see if he can play music on opening night.

Trustee Cordes reported the Sorority will be decorating the trees inside the Christena Leiber building as they did last year. Trustee Cordes stated that Troop 47 will be participating again this year, they are currently discussing their layout for this year. Trustee Cordes reported the Brookville Optimist are definitely in, they will be taking over the shelter that was previously decorated by the Brookville Rotary. It is the open-air shelter on the left after entering Golden Gate Park. Trustee Cordes reported ARO Landscaping will return this year. They will put their train back up on the tennis court fence, and they plan on adding additional items this year.

Trustee Cordes reported we have two new groups that want to decorate for this event. The first is the Brookville Flower Shop and they will decorate the front of the Christena Leiber building on the outside. Trustee Cordes indicated the Pink Ribbon Girls will be participating with us this year. The Pink Ribbon Girls are going to decorate the backstop on Diamond 7.

Trustee Cordes stated Park Board received a \$1,000 donation from Don Cordes earlier this year, and \$500 of that donation is to go toward the Christmas play and the remaining \$500 is to go toward materials that we need for the event. Trustee Cordes advised Brookville Optimist will also be donating \$500 for the Christmas in the Park event.

Manager Keaton announced she applied for a \$1,500 Walmart Community Grant and to date she has not received a response if that was approved. The grant request included \$500 for the Police Department. The Community Grant program changed this year, so she was applying for enough funds to cover both the Christmas in the Park event and the numerous events that the Police Department holds in October, November, and December, in case their donations fall short. If their donations do not fall short for the various events sponsored by the Police Department, we can purchase candy canes for the Police Department to distribute during opening night of Christmas in the Park. Discussion was held on what was purchased last year with our grant and donations.

President Haney reported that she contacted Brookville Kiwanis and FFA and they are both looking forward to participating this year.

Manager Keaton stated that she will reach out to the Service Department about hanging the lights on the small gazebo by the pond and to decorate the tree trunks as they did last year. Manager Keaton reported she has seen Christmas light displays and decorations up in various stores, we need to jump on that now in case materials run short due to delays stores are experiencing.

Discussion continued on what the Trustees would like to see on the main gazebo. The consensus is to place icicle lights around the edge of the roof and possibly have some net lights over the shrubbery.

Discussion was held on printing Christmas in the Park flyers to distribute to the businesses to post, and for a small flyer to be included in the goody bags. Discussion was also held on the hours for opening night. Manager Keaton announced the hours last year was 6:00-8:00 p.m. The

consensus was to schedule opening night, December 3, from 6:00-8:00 p.m. The Christmas display will be open to the public daily from 6:00-9:00 p.m. after the kick-off event. President Haney commented that she would like to see some decorations on the bridge or something around the Grove, such as luminaries.

Discussion was held on the goody bags that were put together and distributed on opening night. Last year, 200 bags were filled with individually wrapped candy, a coloring book, a small box of crayons, erasers, pencils, stickers, and silly putty.

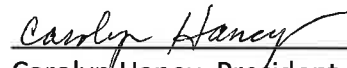
Trustee Blevins recommended that we stay with the same quality of the bag and do the best shopping you can to get the best deals, but still spend about the same amount as last year.

Council Liaison Fowler suggested that some of the items in the goody bag could be supplied by local businesses. The consensus of Park Board is they are in favor of involving local businesses. Trustee Vance stated she will contact local businesses.

Trustee Vance stated this year Park Board will need to find a group to place the items inside the goody bags as last year the Latchkey kids filled the bags, but they don't have a Latchkey program at the school this year.

President Haney stated she would like to have a Work Session prior to the November Park Board Meeting and invite organizations that will be putting up a display to see where they are with their lighting plans and to see if they need anything to complete their display. The consensus is to hold the Work Session at 6:30 p.m.


Sonja M. Keaton, City Manager


Carolyn Haney, President

Brookville Board of Park Trustees
Regular Meeting
October 12, 2021

The Regular Meeting of the Brookville Board of Park Trustees was called to order by President Haney at 7:30 p.m. on October 12, 2021 in the City Council Chambers. The Pledge of Allegiance was recited. Trustees Blevins, Cordes and Vance; Manager Keaton and Council Liaison Fowler were present. Acting Clerk Brandt was absent.

Roll call by President Haney.

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

Motion by Blevins, second by Cordes to approve the September 14, 2021 Regular Meeting Minutes as presented. All yeas, motion carried.

Denise Reim stated she is present tonight to request to hold an event in Golden Gate Park on September 10, 2022 that would provide a concert and entertainment. She would like to begin the program at 11:00 a.m. and end the event with fireworks. Ms. Reim indicated the event would be free for all military and first responders, and all funds raised will go back to our first responders and possibly our local AMVETS. The main headliner will be Matt Maverick. He is a country singer and will be releasing his first album soon. Ms. Reim indicated he has performed at her home from a fundraising event that she purchased. Mr. Maverick would be performing at no charge, he wants to give back to the community. Ms. Reim commented that her first thought was to hold the event on her farm but felt it would be a larger event and raise more funds for the community if held at Golden Gate Park. Ms. Reim stated she knows that she cannot have an admission charge to get into the event, but they would be accepting donations.

Ms. Reim stated she would like to have food trucks, and she is going to reach out to the dance studio to see if they would perform during the event. She would like to have bounce houses for the younger kids, and various vendors attend so they can raise as much money as they can. There will probably be two other musicians that might come out to sing. Ms. Reim indicated she could not book them until she found out if she can have the event at Golden Gate Park. Ms. Reim commented that she would like to have a 50-50 raffle. She would like to get some sponsors behind her as she would like to have fireworks at the end, and she wants the event to be as patriotic as possible.

Manager Keaton asked Ms. Reim if September 10, 2022 is the only date that she is considering, as that is the day Brookville Schools holds their large Cross-Country Meet. Manager Keaton stated the Meet is usually over somewhere between 1:00 and 2:00 p.m.

Ms. Reim responded that a rain date could be set for September 11, 2022, but she would prefer to have it on a Saturday, as she feels there would bring a larger crowd.

President Haney asked Ms. Reim if she has done such an event before?

Ms. Reim responded she has done a large event in the past, and that was when a former Brookville Local Schools principal lost her son, she raised over \$7,000 for Airmen against Drunk Driving. She and another individual held that event. Ms. Reim indicated she has not held an event as large as what she is considering, but she is ready to move forward with it, as her heart is in this.

Trustee Blevins asked Ms. Reim if she has a 501c3 setup?

Ms. Reim responded no she does not.

Trustee Blevins stated she could not hold events that involve gambling, which is what a raffle or 50-50 would be considered, without having a 501c3 designation.

Council Liaison Fowler stated she may be able to do that through the AMVETS.

Trustee Blevins stated she would be able to do that through an organization that has that designation, or she could start one.

Manager Keaton inquired if they were looking to use the center-stage in the park and are they looking to use any of the enclosed buildings for their event?

Ms. Reim responded yes, they want to use the center-stage and she would like to use Building 3, as she is hoping Brookville Handivan will take part in this event.

Trustee Vance inquired if the food trucks would be donating a certain percentage of their profits?

Ms. Reim commented that she has not gone that far yet, but she hopes that they will donate toward her fundraiser.

Trustee Vance inquired if the food trucks could set up around noon, as she understands the restaurants adjacent to the park are very busy when the Cross-Country meet ends.

Manager Keaton stated parking is a huge issue during the Cross-Country event, it may be impossible for them to get into the park during the Meet.

Council Liaison Fowler asked Ms. Reim if she has considered acquiring liability insurance for this event as she is going to need it?

Ms. Reim responded that she has not.

Council Liaison Fowler stated Ms. Reim might want to speak with the Chamber of Commerce Secretary, Angie Dull, as she is familiar with what is required of them for the Community Picnic.

Ms. Reim indicated she spoke with Angie, and Angie went over the fireworks and what they need to do with trash pickup, electric and lighting.

Council Liaison Fowler stated you also need to consider renting porta-jon's.

Ms. Reim reiterated that she wants this event to be big, she wants a lot of people there and she wants to raise a lot of money for her event. She is going to make sure she advertises this event well.

Manager Keaton inquired if she has thought about security for her event.

Ms. Reim responded that she is going to look at that as she is aware that the Brookville Police Department will be charging for security next year.

Ms. Reim stated she knows this is a large undertaking, but she is willing to put her time and effort into this event.

Trustee Blevins advised Ms. Reim she might want to investigate insurance for the musicians, or music that might be played in between sets to where she is charging or making money off an event. As a promoter she needs to be sure it's covered.

Ms. Reim responded that she will investigate this.

Manager Keaton stated she will pencil the event in the park rental book, so shelters are not rented on September 10 and 11, 2022. Manager Keaton recommended Park Board request Ms. Reim to attend the November Park Board Meeting to update Park Board on all the items that were discussed this evening before Park Board formally approves the event.

Ms. Reim indicated she has her homework cut out for herself. She will be back at the November Park Board Meeting.

Manager Keaton reported Park Permits are up \$18,677 through September 2021 compared to September 2020. Donations are up \$11,606 and League & Tournament fees are also up \$7,840 compared to September 2020.

Manager Keaton stated she is pleased to report last week we received an anonymous donation in the office that was earmarked for cleaning and filling the cracks and laying out and painting four pickleball courts on the two tennis courts at Westbrook Park. The estimate for that project is \$8,096. We hope to complete this project this year. A huge thank you goes out to the anonymous donor.

Ghostly Night Out is scheduled for October 23 from 6:00-10:00 p.m. in Golden Gate Park.

Manager Keaton provided pictures to Park Board of vandalism we experienced over the last month in the outside restrooms.

Manager Keaton reported she recently submitted a recycling incentive grant application for one sign to be placed at the entrance of Golden Gate Park that will list the park hours and "Donations Appreciated". The total grant request is \$2,949 with the District contributing \$2,064, or 70% and the City contributing \$885, or 30% of the grant.

Manager Keaton reported she has done some research on a donation box. She provided Park Board with two pictures of a donation box that could be installed. One picture displays a donation box that would be installed into the wall at the front of the Christena Leiber building. Staff would be accessing donations through a locked box that would be inside that building. The other donation box would be installed in front of the Christena Leiber Building. The post would be bolted to the concrete walkway, like our former utility night drop box was in front of the City Building. Both options are currently priced at \$800.

Discussion followed.

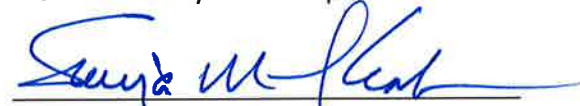
The consensus of Park Board is they would like to see a donation box that would be easily accessible for people to drive by and drop in donations.

Trustee Blevins had no report.

Trustee Cordes had no report.

Trustee Vance had no report.

President Haney had no report.


Sonja M. Keaton, City Manager
Carolyn Haney, President