

Brookville Board of Park Trustees
Special Meeting
November 12, 2019

The Special Meeting of the Brookville Board of Park Trustees was called to order by President Cordes at 6:30 p.m. on November 12, 2019 in the City Council Chambers. The Pledge of Allegiance was recited. Trustees Haney, Music and Vance; Manager Keaton, Clerk Wheeler, and Council Liaison Fowler were present.

President Cordes thanked everyone for coming to the Special Work Session to discuss plans for the Christmas in the Park Event. She passed out a list of people that have volunteered to help during the event and what each person will be doing. She reminded a Work Day is scheduled for Saturday, December 7 at Golden Gate Park to begin decorating for the event.

Trustee Music informed the Brookville Baseball Club (BBC) has had a change in their President, it is now Ann Stammen. He informed they have a meeting scheduled for this Thursday night and he plans to give them a call on Friday as a follow up to see what they can do for the event.

President Cordes asked if they know the expectations for the event?

Trustee Music informed they plan to do lights along the fence behind the concession stand and possibly the backstop area.

Trustee Haney stated the City will provide lights for them to put up.

President Cordes asked if anyone has made contact with Pee Wee football? She stated it would be nice to have some lights back in the area of the football field.

Manager Keaton stated she has a contact for Pee Wee Football and could reach out.

Trustee Vance informed two troops of Girl Scouts have confirmed for the event and are willing to do whatever needs done.

President Cordes suggested having the Girl Scouts make new table decorations or decorate the inside Christmas trees.

Council Liaison Fowler asked by what date should the various organizations have their lights up by?

President Cordes stated by December 7.

Council Liaison Fowler asked when the light should be taken down after Christmas?

President Cordes stated the lights should be taken down by January 4.

Trustee Haney suggested if the weather warms up, lights could be hung, just not lit.

President Cordes informed she spoke with Service Superintendent Homan about wrapping lights around the trunks of the trees inside the park this year. She stated she will be making a drawing of which trees are to be done and will also be meeting with Service Superintendent Homan soon to do an inventory of the lights we do have. She informed we have plenty of extension chords.

President Cordes reported Dave Monnin has volunteered to manage the fire pit the night of the event, we just need wood from the Service Department for the fire. She informed she still needs to reach out to Dave Seagraves about possible music and speakers. She stated trash containers will be needed by the Leiber Center for people getting on the carriage ride. She informed Nick Wright will have some of his FAA students helping out and he would also like to decorate Shelter #3 and the open air shelter by the exit of the park. She informed the Builders Club will be doing the hot chocolate again this year and the Key Club will be taking care of the tickets for the show at the Theatre and tickets for Santa.

President Cordes confirmed with Council Liaison Fowler that he will be making the theatre tickets.

Council Liaison Fowler stated yes. He asked the name of show?

President Cordes informed the name of the show is "The Magic Christmas Tree".

Trustee Vance informed she spoke with Police Chief Jerome and the Police Department will participate in the event and would be happy to hand out candy canes and have a cruiser parked in the park with its lights on. She informed she also spoke with Fire Chief Fletcher and he will have a fire truck out in the park wherever needed.

Trustee Vance stated she is trying to track down a snowman costume for the event.

Trustee Haney suggested having the Girl Scouts make up the treat bags for Santa Clause to hand out. She stated she will get all of the stuff for the treat bags so they can be filled.

President Cordes reminded the event is scheduled from 6:00 p.m. to 9:00 p.m. and all volunteers need to arrive at 5:30 p.m.

Trustee Vance asked if the Boy Scouts are doing anything for the event?

Council Liaison Fowler stated he has reached out to them. He asked where they should decorate?

Trustee Haney suggested having them do the tennis courts.

Caretaker Music reminded Shelter 4 still has lights up, they just need tested.

President Cordes described she would like to have candy cane lights along the walkway out of the kitchen side of the Leiber Center to light the walkway as people exit since it will be dark outside. She informed the City was awarded the Wal-Mart Grant recently applied for and it will really help out because Park Board still needs to do shopping for additional outdoor decorations.

Discussion on needed outdoor decorations.

President Cordes asked about having decorations outside of the restrooms?

Manager Keaton stated we would have to make sure they were non-destructible because that seems to be a popular area for kids to play.

President Cordes stated then it would probably be best to do nothing outside the restrooms to avoid any problems.

Trustee Vance informed she is working on a rough draft of the flyer for the event and will send out a final draft to everyone soon.

President Cordes stated she will check to see if Sam's Club will donate cookies again.

Trustee Vance stated she planned to hand out the flyers to students at the school through 6th grade and she thought the best time to distribute flyers at the school would be after Thanksgiving. She stated she would like to have the flyers handed out to the local businesses before the Chamber's Tree Lighting Event on December 4.

President Cordes stated she would like to have the event advertised on any electronic signs throughout town.

Manager Keaton stated she can get napkins at Sam's Club.

President Cordes described she would like to use milk jugs for two different areas, as a barrier to help with the line for Santa and also as luminaries in the Grove.

Trustee Vance asked if there will be any luminaries outside anywhere?

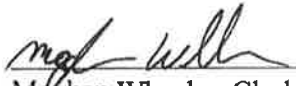
President Cordes informed only in the grove area.

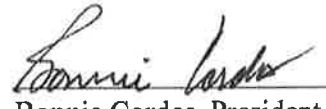
Discussion on the amount of volunteers needed for different tasks.

Council Liaison Fowler asked if the City has any propane heaters that could be set out near the pickup and drop off area for the school bus?

Manager Keaton stated yes.

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


Meghan Wheeler, Clerk


Bonnie Cordes, President

Brookville Board of Park Trustees
Regular Meeting
November 12, 2019

The Regular Meeting of the Brookville Board of Park Trustees was called to order by President Cordes at 7:30 p.m. on November 12, 2019 in the City Council Chambers. The Pledge of Allegiance was recited. Trustees Haney, Music and Vance; City Manager Keaton and Clerk Wheeler were present. Council Liaison Fowler was absent.

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

Motion by Haney, second by Music to approve the October 8, 2019 Regular Meeting Minutes as presented. All yeas, motion carried.

Manager Keaton thanked everyone who assisted with the repairs of the open air shelters. She stated she truly appreciates all of Park Board's efforts. She reported some recent electrical work had to be done on the panel involving DP&L at the Leiber Center building, which cost \$5,000, but it had to be done. She described the castle playground roofs were painted last month and in the spring the entire fenced in area will be stained.

Shelly Music suggested doing engraved wooden slats as a fundraiser for the 20th anniversary of the castle playground.

Trustee Music suggested contacting Cabinets Plus More to make the wooden slats.

Manager Keaton reported she did receive the check for the Wal-Mart grant applied for in the amount of \$1,500.00.

Manager Keaton presented the Finance Report. She informed Park Permits are up \$8,200 year to date.

Trustee Music asked if since park permits are up, if that money could be used for needed improvements in the park?

Manager Keaton informed the additional park permit funds and the park donations received this year have gone towards maintenance and repairs at the parks. She explained a majority of the Park Fund comes from a transfer from the General Fund. She stated there have been some unexpected expenses this year in the park. For example, the roof on the Leiber Center and the recent electrical repairs at the Leiber Center. She stated a new awning is needed on the Leiber Center building and it would be nice to replace the tables and chairs in the building, but we have

to prioritize the needs and there was no way to squeeze those items in this year. She informed painting inside the Leiber Center is to be done after the first of the year.

President Cordes informed she recently spoke with Service Superintendent Homan about a large crack in the ceiling/wall area of the storage closet inside the Leiber Center where Park Board stores their Christmas trees and decorations. She described pure daylight and cold air come right in the crack.

Manager Keaton informed there was a great turnout for the Optimist Club Pumpkin Walk.

Trustee Vance asked how does the budget work for Park Board, is there a certain amount of money earmarked for Park Board?

Manager Keaton explained a transfer from the General Fund is the main source of the Park Fund. She stated next year's budget will start out slim due to the loss of Payless and the upcoming loss of IMI Norgren. She stated there are no guarantees when General Motors will start and she can always amend it later if needed.

President Cordes asked when General Motors is scheduled to begin work?

Manager Keaton informed there are contractors there now, they have already started moving dirt. She informed any contractors working on site for more than 21 days have to pay us taxes.

Caretaker Music asked if the rental rates will be raised again this year?

Manager Keaton stated not right now, she doesn't want too high of rental rates.

Caretaker Music asked about a discount for Brookville residents?

Manager Keaton stated not at this time.

Trustee Vance asked if there is a plan to rebuild Shelter 2?

Manager Keaton informed she did recently meet with an architect, but the costs are still high. She informed she is looking into other ideas, her goal is to have it back up at some point because we have a need for more building rentals. She informed she would also like to look into the old BMX area to possibly build some additional new open air shelters.

Trustee Music suggested the City should look into an area for a rental facility that is not in the park that could have alcohol permitted because it might help increase rentals.

Manager Keaton stated replacing Shelter 2 would increase revenue.

Manager Keaton informed she has hired a new Finance Director and she is currently in training. She informed the new Finance Director will not be coming to Park Board Meetings though.

Trustee Haney reported the Fire Association donated a new sign for one of the open air shelters at Golden Gate Park and it really looks great.

Trustee Vance had no report.

Trustee Music reported the Chamber of Commerce has agreed to adopt the open air shelter behind the caretaker cabin. He informed they will use Cabinets Plus More to make a sign for the shelter and they plan to work on and paint the shelter in the spring.

President Cordes informed she would like to try to combine the annual park clean up and a work day together into one event this spring.

Trustee Vance asked if new swings would be possible at Ward Park in the spring?

Manager Keaton informed she is still looking into.

President Cordes has no report.

There was no Old Business.

There was no New Business.

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


Meghan Wheeler, Clerk


Bonnie Cordes, President