

Brookville Board of Park Trustees
Regular Meeting
January 14, 2020

The Regular Meeting of the Brookville Board of Park Trustees was called to order by President Cordes at 7:30 p.m. on January 14, 2020 in the City Council Chambers. The Pledge of Allegiance was recited. Trustees Haney and Vance; City Manager Keaton, Interim Clerk Duncan and Council Liaison Fowler were present. Trustee Music was absent.

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

Motion by Vance, second by Haney to approve the December 10, 2019 Regular Meeting Minutes as presented. All yeas, motion carried.

Motion by Haney, second by Vance to appoint Bonnie Cordes as Park Board President for 2020. All yeas, motion carried.

Motion by Vance, second by Cordes to appoint Carolyn Haney as Park Board Vice President for 2020. All yeas, motion carried.

Council Liaison Fowler advised registration for Brookville Soccer will open on February 1st and practice will begin mid-March.

City Manager Keaton presented the Finance Report for 2019 which showed Park Permits were up \$8,944 over 2018. City Manager Keaton stated this increase in revenue, along with several large donations helped to fund the park projects completed in 2019. City Manager Keaton reported there were several large donations last year which also helped us complete park projects.

City Manager Keaton provided several pictures of Skate Park equipment the Service Department has been refurbishing as time and winter weather allows. City Manager Keaton reported the Service Department also replaced the post and reinstalled the plaque at Gruenig Park.

City Manager Keaton provided a report of expenditures for the Christmas in the Park event, which also showed \$56.00 in donations were collected toward the event.

City Manager Keaton reported that letters were mailed out to BBC, Brookville Soccer and Pee Wee Football requesting their 2020 signed agreements, 2019 Financial Statements, 2020 Board Members, contact person and phone numbers, 2020 season schedule and a Certificate of Liability Insurance showing the City as an additional insured. City Manager Keaton advised the letter also requested a representative from each Board attend an upcoming Park Trustee Meetings to give a review of the 2019 season and what they plan to do in 2020.

City Manager Keaton requested Park Board set a date for the annual Community Park Clean-up. Discussion followed with the consensus being March 28, 2020 is the best date to hold the event.

President Cordes stated we should combine the event with any work that did not get finished on the pavilions last year, so that the Service Department does not have to work on two separate weekends. The event was tentatively scheduled from 10 a.m. until noon for cleanup and noon until 2:00 p.m. for the work on the pavilions.

City Manager Keaton stated one of our park rental patrons recently expressed their appreciation for the Christmas decorations at the Leiber Center and state they hoped the decorations would be up in 2020 as well.

City Manager Keaton presented a Community Event Request to use the Leiber Center at a reduced rate for the Huffman Spring Classic on May 17, 2020 from 7:00 a.m. until 4:00 p.m. The Leiber Center would be used for the bicycling participants to register beforehand, and then come back for refreshments after the ride to Verona and Trotwood. City Manager Keaton advised the event is held annually and the group rents the Leiber Center at a reduced rate of \$50.00.

City Manager Keaton advised a copy of the Power Point presentation from the Council Budget Work Session as it relates to the parks was provided to Park Board, which shows the projected revenue transfers for 2020 increased by \$25,000 due to the amount of maintenance work that must go into the parks. City Manager Keaton stated there is also a list of expenditures. City Manager Keaton stated depending on our income tax revenue, some of the planned projects are re-striping the Westbrook Park tennis court for both tennis and pickle ball, painting the interior of the Leiber Center, replacing the ceiling tiles in the Leiber Center, purchasing a few new tables, replacing the Leiber Center awning and purchasing a new swing set for Ward Park .

City Manager Keaton also provided Park Trustees with a copy of the 2020 Brookville Community Theatre schedule.

Council Liaison Fowler inquired whether we are repairing any of the asphalt cracks in the Skate Park?

City Manager Keaton advised any crack sealing must be done during warmer weather and she is currently researching our options. City Manager Keaton stated many of the cracks are too large for crack sealing, the asphalt will need be cut out and replaced.

Council Liaison Fowler stated several of the wooden benches near the playground at Westbrook Park need to be repaired or replaced.

City Manager Keaton commented that benches would be a good item to request on the 2020 Solid Waste Grant application.

Council Liaison Fowler asked if signs are being made for the Skate Park?

City Manager Keaton replied she need to look at Park regulations and our risk insurance before putting up any signs.

Trustee Haney reported she has heard a lot of nice comments on the Christmas in the Park event.

Trustee Vance submitted a list of items to consider next year regarding the Christmas in the Park event.

President Cordes stated Park Board will have to make changes if they decide to hold the Christmas in the Park event again next year as she was overwhelmed with the amount of work it took to make it a success. President Cordes suggested making lists of things that need to be done and assigning the lists to specific people so the responsibilities are shared. President Cordes stated some of the responsibilities would be outdoor decorations and lighting, refreshments, pavilion decorations, tear down and storage of decorations. President Cordes stated she and Trustee Haney were overwhelmed with work and had no time to enjoy their own Christmas holiday and said Trustees Vance and Music would have to take on more responsibilities next year.

Council Liaison Fowler suggested forming a committee to get the public to help with the event.

President Cordes replied the problem is that everyone is busy this time of year and no one shows up at the time they are scheduled to come.

President Cordes stated each Park Trustee should have a key to the storage closet so that she and the caretakers are not the only ones who can meet people to get things out.

City Manager Keaton commented holding the event later this year caused them to lose a week between Thanksgiving and Christmas and suggested next year they start on the event the week before Thanksgiving.

President Cordes stated another issue that needs to be addressed is letting the service groups know what is expected of them, what their area is to decorate, and what supplies they need to provide. President Cordes stated the good news is the event has grown like wildfire, the bad news is that more than one person needs to head it up.

Trustee Vance asked if there is a reason the Christmas in the Park event cannot be done the same week as the Chamber of Commerce tree lighting?

President Cordes replied the Chamber felt that holding the two events in the same week pulled people away from their event. President Cordes stated we do not want to take business away from our downtown merchants.

President Cordes stated the Chamber Tree Lighting event will be held on December 2 this year and the Christmas in the Park event is December 11.

President Cordes asked the other Trustees to help make lists of the things that must be done for the event and then we will divide them up in five sections for each park Trustee and for Council

Liaison Fowler. Discussion followed with the consensus being each set of responsibilities be will listed and split between them.

In Old Business, Trustee Haney commented that a date needs to be set for the Castle Playground 20 year anniversary event.

President Cordes requested Castle Playground anniversary event and the Christmas in the Park event be placed on the next agenda.

President Cordes advised she may have an alternate plan for lunch for the Park Clean-up Day. She will check into it and report at the next meeting.

There was no New Business.

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



Kimberly Duncan, Interim Clerk

Bonnie Cordes, President