

Brookville Board of Park Trustees
Regular Meeting
March 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 March 12, 2019 in the City Council Chambers. The Pledge of Allegiance was recited. Trustees Haney, Music and Vance; Council Liaison Kirklin, Clerk Wheeler, and Manager Burkholder were present. Finance Director Keaton was absent.

President Cordes welcomed new Park Board Member, Zach Music.

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

Motion by Vance, second by Music to approve the February 12, 2019 Regular Meeting Minutes as presented. All yeas, motion carried.

Lori Pearson, of 55 N. Hill Street, informed the family of Brookville resident Rachel Hubbs is going through a very difficult time. She informed Mrs. Hubbs was diagnosed in 2013 with brain cancer and had surgery and most of the cancer was able to be removed. She informed in 2017 a new tumor was found, biopsied and after chemo began, the growth slowed down, but in 2019 another new tumor was found. She stated Mrs. Hubbs has two children and a husband and medical expenses have gotten out of control because of the mutated tumor she has been undergoing experimental treatment at Ohio State University. Ms. Pearson explained on top of the medical expenses, Mrs. Hubb's husband recently lost his job including his health insurance.

Ms. Pearson informed she is planning a silent auction/bake sale on Saturday, March 30th from 10:00 a.m. to 3:00 p.m. She stated she has a lot of people interested in helping and donating. She informed she will also have an article about the event in the Brookville Star and on Facebook. She informed Salem Church of God is also helping out. She is still in need of a speaker system and MC.

Ms. Pearson asked about the use of a portable sign?

Trustee Music informed the portable sign belongs to the Chamber of Commerce and she can contact the Chamber Office for more information on the sign.

President Cordes asked approximately how many people are expected to attend the event?

Ms. Pearson stated she is unsure but, she has been receiving a lot of people wanting to donate.

Trustee Cordes asked if it will be only a silent auction?

Ms. Pearson informed there will be a silent auction and bake sale.

Discussion on food for the event.

Ms. Pearson informed she has been advised to open a separate account to deposit funds received from the event.

Council Liaison Kirklin suggested contacting a local bank to set up an account in advance of the event. She informed by setting up a specific account for the fundraiser, people can donate by writing a check made out to the specific account and those unable to make the event would still be able to donate.

Motion by Haney, second by Vance to allow Lori Pearson to rent both sides of the Leiber Center at no charge on Saturday, March 30, 2019 from 8:00 a.m. to 4:30 p.m. for the Rachel Strong Fundraiser Event. All yeas, motion carried.

Manager Burkholder reported estimates for various repairs have been provided to Park Board Members. He informed it has been discovered that the roof on the Leiber Center is leaking and in need of repair. He informed the roof on the building is the original roof. He informed Staff is also working on having some windows replaced on the caretaker cabin. He informed the other quotes provided were for the painting of the inside of the Leiber Center and repair of the tennis court.

Trustee Haney asked about a grant for the tennis courts?

Manager Burkholder informed we can apply for a grant, but the window to apply is not yet open. He stated the tennis court has been cracked for a few years now and definitely needs repaired.

Trustee Cordes asked if Park Board can look at the paint samples for inside the Leiber Center?

Manager Burkholder stated no colors have been discussed yet, only a quote for the work has been obtained.

Trustee Haney asked how many of these projects would actually be possible?

Manager Burkholder stated the leaking roof will be a priority and have to be addressed. He stated the capital improvement items could be paid for by any donations Park Board would receive. He stated there is some money built into the budget for building and land maintenance, but that money has to last the entire year. He stated however, there is no money built into the budget for Capital Improvements.

Trustee Music asked if building and land maintenance covers employee payroll for mowing?

Manager Burkholder stated no.

Trustee Haney asked about repairing the awning on the outside of the Leiber Center?

Manager Burkholder stated the awning quote obtained last year was approximately \$10,000. He informed Staff is working to get an updated estimate for this year.

Trustee Haney informed the Rotary Shelter's roof is rotted and a few of the other shelters need looked at before spending any money to be painted.

Manager Burkholder stated the structures will have to be looked at in the spring before any painting is done. He stated these are the maintenance type items that need to be done.

Shelly Music, Park Caretaker, stated last weekend they had to put trash cans out to catch the water from the leaking roof in the Leiber Center.

Manager Burkholder stated the roof needs to be addressed as soon as possible.

He informed the City will not be transferring as much money from General Fund into the Park Fund this year. He stated the loss of a major employer will have a big impact on the budget. He stated we do have to preserve the Leiber Center though and can only go so many years without reinvesting.

President Cordes asked Members to think of possible fundraising ideas.

Trustee Music stated each shelter has a service organization stamp on it and he thinks it is worth reaching out to each of those groups for donations. He suggested if the current organizations aren't will to donate then ask others to step up and help.

President Cordes stated Park Board is planning to reach out to various organizations but were planning to wait until spring. She informed she has been to the Optimist and Rotary Clubs and the Optimist Club will be giving \$500 to use towards a project. She asked if someone comes in to do work and fall, are they covered by the City's insurance?

Manager Burkholder stated he will have to double check with the insurance carrier.

President Cordes stated Park Board needs to determine a project for the Optimist Club to pay for. She informed she asked them to wait about a month for an answer because once the weather breaks and there is less flooding then it will be easier to determine project ideas. She suggested all Park Board Members getting together at the same time to visit each park and evaluate any work needed.

Trustee Music asked if there are any plans to replace the tile at the entrance of Golden Gate Park where puddles of water sit.

Manager Burkholder informed the exact cause of the puddled water is still being determined. He stated the drainage at the parks seems to be bad practice and something down the road that will need to be addressed. He stated there seems to be too much mud around the shelters and it would be nice to put down some gravel or something to help with the mud. He informed Staff is looking for a grant to get more recycled garbage cans for the park. He informed Staff is also working with BBC on proposals for the dugouts and they will be bringing more information in. He stated Staff is trying to reach out to the other organizations as well. He informed a quote was given to the Brookville Soccer Association (BSA) to replace the drinking fountain at the soccer park. Manager Burkholder reported the Service Department did look at the drinking fountain by Shelter #3 and are currently working on it to repair. He described the Service Department will also be replacing outside light bulbs with LED lights near the Leiber Center to enhance the lighting at night.

Caretaker Music informed after the last rain event, the north wall of Shelter # 4 on the inside seemed to have some damage from a possible leak. She stated at Shelter #3 the drain in the driveway is packed full of mud and cannot drain, which is causing a water back up.

Manager Burkholder stated he will have the Service Department address those issues.

Trustee Music asked if service groups want to paint their own shelter if the City will set standards or guidelines to ensure continuity?

Manager Burkholder stated the City will take the lead, input is welcome, but ultimately the City wants continuity and to be tastefully done.

Trustee Haney reported she looked at the Rotary Shelter at Golden Gate Park and took some pictures of the damage because she wanted to garner some interest from Rotary Members on the need take care of their shelter. She stated she doesn't think painting the shelters should be very hard to do.

Manager Burkholder stated the City would like to partner with the community on painting the open air shelters and it could be a fun community project, similar to the park cleanup. He stated everyone across the board seems to love the park.

Trustee Music suggested checking with Miami Valley CTC to see if students would be interested to doing the work as a project?

Manager Burkholder stated that is a great idea and should be looked into.

President Cordes stated they need to know how much work is really needed first before going to a group to ask for money. She stated there are still lots of details to work out.

Trustee Music stated CTC looks for projects for students to do.

Trustee Vance suggested setting a date to hold a Special Work Session for Park Boards Members to visit each of the parks as a group. She stated she thinks it would be nice if all the Park Board Members could go together to each park to evaluate the condition of each park and note any needed projects.

Trustee Cordes suggested holding a Work Session from 1:00 p.m. to 3:00 p.m. on Saturday, April 13 following the Park Clean up for Members to visit each park.

All Members agreed to hold a Work Session on Saturday, April 13, 2019 from 1:00 p.m. to 3:00 p.m.

Trustee Vance informed she was contacted by a prison ministry who has an individual in need of 20 hours of community service and wondered if they could get their hours by doing work for the City. She informed the individual would be supervised by two other people who would also help with any work needed.

Manager Burkholder stated the City could probably find some sort of project to be done. He asked if the individual needs all 20 hours all at once within a few days or over a longer period of time?

Trustee Music suggested the park clean up event.

Manager Burkholder asked Trustee Vance to have her contact call the City Office to set up. He stated some project ideas might be weather contingent. He asked if there is a deadline for the hours of service to be completed?

Trustee Vance stated she is unsure of a deadline, but will have him contact the City Office.

Trustee Vance informed she had an idea for fundraiser to help generate some income for the Park Board. She suggested a photo contest. She described since there are so many nice parks in Brookville, a contest could be held for people to take pictures throughout the parks and then for a small fee they could be submitted into a contest for the best picture. She stated the pictures could be voted on through Facebook or some other way and then during the community picnic the pictures could be framed and maybe bid on during a silent auction. She suggested the pictures taken might even be able to be put into a calendar and then sold. She stated she thought these ideas might be a few different ways to help raise some funds and draw attention to the parks.

Trustee Music stated he would love to see some great pictures taken of the parks and even have some of the pictures hang on the walls inside the park shelters.

Trustee Haney stated she likes the idea of a photo contest, but isn't sure about a silent auction.

Further discussion on photos being taken and then sold.

President Cordes asked Trustee Vance to research her ideas a little further for more information on what is needed to actually make it happen.

Council Liaison Kirklin suggested limiting the contest to amateur photographers only and having a release to be signed.

Trustee Music asked why does there seem to be so much redundancy when someone wants to use the park? He stated he has recently noticed people have been going to both Council and Park Board Meetings for approval to use the park?

Clerk Wheeler explained it depends on the type of event to be held as to if Council or Park Board approval is needed. She informed parades, walks and larger events are to be approved by City Council and a Community Event Form is to be filled out. She informed some type of events though can just be approved by Park Board. She stated sometimes though, especially recently, people have come to both Meetings as a courtesy.

Manager Burkholder informed there are different reasons for people to come to Council Meetings or Park Board Meetings. He stated in past years there seemed to be confusion for people on which meeting to attend. He stated the community event form was created to help get everyone on the same page and to help enhance communication. He stated the form is also reviewed by all Departments and discussed at Staff Meetings. He informed the various service organizations such as, Brookville Baseball Club, Soccer Association and Pee Wee Football are required in their contracts to come to one Park Board Meeting per year to provide their organization's financial statements, insurance, and contact information. He informed letters were recently mailed out to each organization as a reminder to turn in their 2019 season information to the front office and dates of upcoming Park Board Meetings they can attend.

President Cordes reported the last two years for Christmas in the Park the Henry's have volunteered to be Santa and Ms. Clause at no charge. She informed she would like to ask them if they were to be paid for an event what is their going rate so that this year they could be paid for their time.

Members all agreed.

Trustee Cordes stated she will reach out to the Henrys to check the date for this year's Christmas in the Park event and a price.

Trustee Haney stated it would probably be best to go ahead and reserve the horse and carriage for the event also before they get booked up. She reminded a downpayment is required for reservations.

President Cordes asked Trustee Haney to go ahead and check into reserving the horse and carriage ride.

President Cordes informed she has been considering approaching Cargill to see if they would donate any trees to the park.

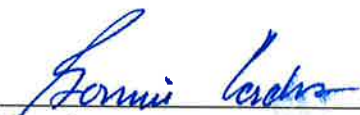
President Cordes informed she and Trustee Haney recently helped sell 50/50 raffle tickets at the Optimist Club Adult Easter Egg Hunt and the Park Board will receive \$500 from the Optimist Club from the Event.

There was no Old Business.

There was no New Business.

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


Meghan Wheeler, Clerk


Bonnie Cordes, President

