

Brownsburg Park Board

Brownsburg Town Hall Council Room

61 N. Green Street, Brownsburg, IN 46112

March 16, 2023, 6:30 p.m.

AGENDA

1. Call To Order
2. Pledge Of Allegiance And Moment Of Silence
3. Attendance & Determination Of Quorum
4. Approval Of The Minutes
 - 4.1. Approval Of The Minutes
February Minutes

Documents:

[04.FEBRUARY MEETING MINUTES.PDF](#)

5. Claims For Parks Department
 - 5.1. February Claims
February Claims

Documents:

[05. FEBRUARY CLAIMS.PDF](#)

6. Standing Committee Reports
7. Old Items
8. New Business
 - 8.1. RFA:2024-2028 Parks Strategic Master Plan
 - 8.2. RFA Job Description Updates
RFA-Job Description Updates

Documents:

[08.02 RFA_JOB DESCRIPTION UPDATE.DOCX.PDF](#)

9. Department Reports
10. Administration Items

11. Citizen's Comments

12. Board Member's Comments

13. Adjournment

The Brownsburg Parks Board acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretive services, alternative audio/visual devices, and amanuenses) for participation in or access to Town sponsored public programs, services, and/or meetings, the Town requests that individuals make requests for these services two business days ahead of the scheduled program, service, and/or meeting. To make arrangements, contact us at (317) 858-4172 and ask for Beth Ford.



A meeting of the Park Board of the Town of Brownsburg, Hendricks County, Indiana, was held on the 16th day of February 16, in the Council Room of the Town Hall Building.

01. Call to Order

President Judy Kenninger called the meeting to order at 6:31 pm.

02. Pledge of Allegiance & Moment of Silence

President Kenninger requested members of the board, staff, and audience stand for the Pledge of Allegiance followed by a moment of silence.

03. Attendance and Quorum

President Kenninger determined a quorum was established.

Board members in attendance:	Dr. Matt Freije Michael Zonder	Kent Fillinger Judith Kenninger
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Staff in attendance:	Travis Tranbarger Beth Ford	Amber Lane
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04. Approval of Minutes

Upon a motion by Dr. Matt Freije seconded by Mr. Fillnger, the Board voted 4-0 to approve and accept the January 19, 2023 meeting minutes.

05. Approval of Claims

Upon a motion by Mr. Zonder, seconded by Dr. Matt Freije, the Board voted 4-0 to approve and accept the January 2023 claims and move them to the Town Council for approval.

06. Standing Committee Reports - None

07. Old Business-None

08. New Business-

08.01 RFA: Brownsburg Little League Lease Update

The president Jason Grisez and Vice President Jay Perez of the Brownsburg Little League presented information to proceed with updating their lease agreement with the Brownsburg Parks. After much discussion, Dr. Matt Freije made a motion to amend the lease to one year, come back in October, and review the lease again for the 2024 year. Mr. Fillinger seconded.

08.02 RFA: Virgil Park Bid Recommendation

Director Tranbarger presented recommendations for the Virgil Park Bid to accept Smock Fansler Corporation’s bid. Mr. Fillinger made a motion to accept this bid and provide a favorable recommendation to the Town Council for staff to proceed with the Virgil Project. Dr. Matt Freije seconded this motion.

08.03 2022 Annual Report Overview

Director Tranbarger presented the overview of the 2022 annual report. Director Tranbarger reported it was a successful year, which included Blastoff renovations, Stephens Park award, 38000 people used the WLC Trail, more summer camps were offered, and volunteer numbers and park users were up.

09.01 Operations Report

Ms. Lane presented the Operations Report updating the Board on Youth Services, General Recreation, Facilities, and Natural Resources.



09.02 Director’s Report

Director Tranbarger is getting proposals for the five-year strategic master plan update to bring to the March meeting. The first draft should be ready for DNR by November.

10. Administrative Items

11. Citizen’s Comments-None

12. Board Member’s Comments -None

13. Adjournment

Upon a motion made by Dr. Matt Freije, seconded by Mr. Zonder the Board adjourned at 7:42 pm

These minutes are meant to be a summary of actions taken at the Brownsburg Park Board meetings. Please refer to the following address to view this meeting in its entirety.

<http://brownsburgin.swagit.com/boards-and-commissions/>

Brownsburg Parks

BY: _____

Judy Kenninger, Park Board President

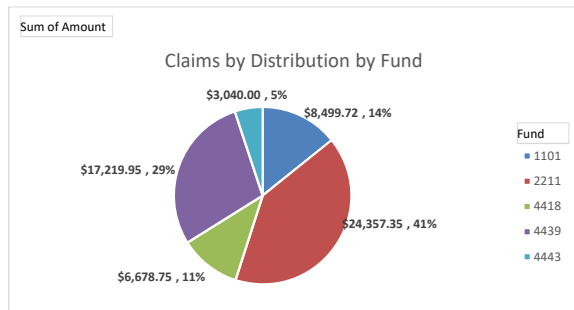
ATTEST:

Beth Ford, Park Board Secretary

Brownsburg Parks February 2023 Claims

Claim Date	/Voucher/Refund	Vendor	Amount	Fund	Appropriation Number	Description
2/13/2023	49249	ACTION PEST CONTROL	\$ 64.00	4439	4439.509.316	MONTHLY SERVICE
2/13/2023	49080	AMAZON	\$ 2,181.90	2211	2211.509.202	DANCE PRIZES
2/13/2023	49244	AMAZON	\$ 907.95	2211	2211.510.201.06	PEAK SUPPLIES
2/13/2023	48968	AMAZON	\$ 994.61	2211	2211.509.202	DANCE SUPPLIES
2/13/2023	49245	AMAZON	\$ 332.08	2211	2211.510.201.03	EAGLE SUPPLIES
2/13/2023	49435	BIG BOUNCE	\$ 1,970.94	2211	2211.509.306	ADVENTURE CAMP DEPOSITS
2/13/2023	45795	B & R	\$ 385.00	1101	1101.509.316	PORTABLE TOILET UNITS
2/13/2023	VOUCHER	CERAMICA	\$ 52.00	2211	2211.509.372	MEMORIAL BRICK
2/13/2023	49433	DEAN'S RENTALL	\$ 14.00	1101	1101.509.291	MAGNETIC NAIL PICKUP
2/13/2023	49237	EVERSTREAM	\$ 150.00	4439	4439.509.316	MONTHLY SERVICE
2/13/2023	49446	FAMILY TIME	\$ 295.00	2211	2211.509.306	THE WATER SHOW
2/13/2023	48336	GREENCYCLE	\$ 20.00	1101	1101.509.230	BRUSH
2/13/2023	48909	HALL SIGNS	\$ 395.00	1101	1101.509.349	TEMPORARY TRAIL SIGNS
2/13/2023	49465	PETER HARPER	\$ 600.00	1101	1101.509.207	BLUES PERFORMER 25% DEPOSIT
2/13/2023	48910	KIRBY	\$ 1,594.11	1101	1101.509.349	MESSAGE CENTER
2/13/2023	49111	LOWES	\$ 300.53	1101	1101.509.239	MAINTENANCE SUPPLIES
2/13/2023	49446	MARK MENEFEE	\$ 375.00	1101	1101.509.207	BLUES PERFORMER 25% DEPOSIT
2/13/2023	REFUND	FORAM PARIKH	\$ 120.00	2211	2211.509.343	SWIMMING REFUND
2/13/2023	48346	PLAYPROS	\$ 6,150.00	4439	4439.509.292	COMMUNICATION BOARDS
2/13/2023	49471	BRANDON SANTINI	\$ 750.00	1101	1101.509.207	BLUES PERFORMER 25% DEPOSIT
2/13/2023	45325	SPENCE RESTORATION	\$ 2,165.00	4439	4439.509.381	SEED MIX
2/13/2023	VOUCHER	STELLO	\$ 65.35	4439	4439.509.292	BLACK SIDE ROAD RIGHT SIGN
2/13/2023	49082	HENDRICKS CT PARK	\$ 103.30	2211	2211.509.306	SHELTER RENTAL 2 DAYS
2/13/2023	CREDIT CARD	INDIANA ARBORIST ASSOC	\$ 825.98	1101	1101.509.313	CONFERENCE
2/13/2023	CREDIT CARD	EPPLEY INSTITUTE	\$ 560.00	1101	1101.509.313	TRAINING
2/13/2023	CREDIT CARD	WASHINGTON TOWN SHIP	\$ 60.00	2211	2211.509.323.01	CAMP SUMMIT
2/13/2023	CREDIT CARD	BEST FRIENDS BAGEL	\$ 50.00	2211	2211.510.140	GIFT CARDS
2/13/2023	CREDIT CARD	LINKED IN	\$ 256.67	1101	1101.509.313	YEARLY RENEWAL
2/13/2023	CREDIT CARD	PLANDAY	\$ 81.11	2211	2211.509.398	MONTHLY SERVICE
2/13/2023	CREDIT CARD	BOOMERANG	\$ 21.40	2211	2211.509.364	MONTHLY SERVICE
2/27/2023	46337	ACTION PEST CONTROL	\$ 95.00	1101	1101.509.316	MONTHLY SERVICE
2/27/2023	49250	ADT	\$ 75.11	4439	4439.509.316	MONTHLY SERVICE
2/27/2023	VOUCHER	BROWNSBURG NUTRITION	\$ 4,888.00	2211	2211.510.202	B.A.S.E. SNACKS
2/27/2023	VOUCHER	BROWNSBURG SCHOOLS	\$ 1,363.75	2211	2211.510.301	WINTER BREAK SCHOOL USAGE
2/27/2023	49442	CIH	\$ 198.00	2211	2211.510.201.06	PADLOCKS, KEYS, FREIGHT
2/27/2023	49134	COMCAST	\$ 286.21	4439	4439.509.316	CARDINAL PARK SERVICE
2/27/2023	49134	COMCAST	\$ 275.68	4439	4439.509.316	STEPHENS PARK SERVICE
2/27/2023	49134	COMCAST	\$ 283.60	4439	4439.509.316	WILLIAMS PARK SERVICE
2/27/2023	45767	CORVUS	\$ 455.00	4439	4439.509.316	OFFICE CLEANINGS
2/27/2023	REFUND	STEPHANIE CURRY	\$ 42.50	2211	2211.509.343.02	DANCE REFUND
2/27/2023	49257	ELEYO	\$ 849.00	2211	2211.510.398	TRANSACTION FEE
2/27/2023	49256	ELEYO	\$ 8,621.06	2211	2211.510.398	MONTHLY FEES
2/27/2023	VOUCHER	KEALY ESTER-BODE	\$ 260.00	2211	2211.509.301	YOGA INSTRUCTION
2/27/2023	VOUCHER	MICHELLE ESTER-BODE	\$ 260.00	2211	2211.509.304	YOGA INSTRUCTION
2/27/2023	49443	GHW WASTE	\$ 112.73	1101	1101.509.291	CONTAINER DELIVERY
2/27/2023	VOUCHER	KRISTYN GREENAWALD	\$ 455.00	2211	2211.509.304	YOGA INSTRUCTION
2/27/2023	49243	GRAINGER	\$ 1,415.70	1101	1101.509.239	BATHROOM REPAIRS
2/27/2023	REFUND	LINDSEY HEALEY	\$ 63.75	2211	2211.509.343.02	DANCE REFUND
2/27/2023	45781	LEHMAN & LEHMAN	\$ 3,040.00	4443	4443.509.309	IMPACT FEE STUDY
2/27/2023	VOUCHER	TERRI POPELALAZ	\$ 42.00	2211	2211.509.304	YOGA INSTRUCTION
2/27/2023	48913	PRO-KOTE INDY	\$ 630.00	1101	1101.509.349	RECOATING WATER FOUNTAINS
2/27/2023	REFUND	KEVIN SELLS	\$ 144.00	2211	2211.510.343	BASE REFUND
2/27/2023	49448	SWANK	\$ 170.00	1101	1101.509.316	SUMMER MOVIES IN THE PARK
2/27/2023	49260	V3	\$ 6,678.75	4418	4418.001.492	PROFESSIONAL SERVICES VP
2/27/2023	49436	WILLIAMS CREEK	\$ 7,250.00	4439	4439.509.381	INVASIVE SPECIES CONTROL
			\$ 59,795.77			

Fund	Sum of Amount	Type of Claim	Amount
1101	\$ 8,499.72	Purchases	\$ 59,425.52
2211	\$ 24,357.35	Refunds	\$ 370.25
4418	\$ 6,678.75		
4439	\$ 17,219.95		
4443	\$ 3,040.00		
Grand Total	\$ 59,795.77		





Request for Action

Park Board Agenda

Originated By:	Travis Tranbarger	Meeting Date:	3/16/2023
Action Requested:	Approval	Division:	Administration
Agenda Name:	o8.02 Job Description Updates		
Budget Approp.	n/a		

Summary: *Include the plan, project, initiative and/or goal the action supports*

The Department retitled the program coordinator position to program lead.

This position was budgeted this year (2023) to deliver recreation and youth programs. In recreation, this position assists our Recreation Coordinators with the leadership of specific programs like youth sports. In youth services, this position assists in the planning and implementation of program plans in our BASE and PEAK sites.

Staff requests the approval of the program lead job description.

Recommended Motions: *(Example: "I move to approve....")*

I move to approve the program lead job description.



Program Lead

Status: FLSA Non-exempt

Department: Parks

Supervisor: Program Manager

Principal Function: The Program Lead assists with activities, operations, and aspects relating to the operation of recreation and youth service programs for the Parks Department.

Essential Duties and Responsibilities: Duties include, but are not limited to:

- Responsible for maintaining program supervision and customer service in the program manager's absence.
- Assists in answering and responding to customer inquiries in a professional manner.
- Communicates frequently with the program manager to stay updated on any new information or changes regarding programming for the day to support.
- Performs check-in and out procedures for participants' arrival and departures in registration software.
- Completes all required forms and documentation, as required.
- Works alongside the program manager in the planning, preparation, and implementation of programming.
- Follows all established policies and procedures and models expectations for program staff and participants
- Supervises participants throughout all aspects of the program and maintains the routine schedule set in place by the program manager.
- Guides groups and leads activities, as assigned.
- Ensures participants achieve the desired outcome of the program or activity.
- Attends and participates in professional development meetings and training.
- Monitors inventory levels of program supplies.
- Ensures compliance with codes, laws, rules, regulations, standards, policies, and procedures pertaining to recreation programs.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure the safety of employees and other individuals.
- All other duties as assigned by the program manager or delegate.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the Town of Brownsburg. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively with children and adults in spoken and written form.
- Ability to safely facilitate large group games and enrichment activities.
- Ability to communicate effectively including positively interacting with members of the public and Brownsburg Parks staff.
- Ability to work independently and efficiently without routine supervision.

- Ability to work among frequent interruptions under pressure during periods of high volume.
- Ability to project a positive, professional image for the department through appropriate appearance and demeanor.
- Ability to provide guidance, assistance, and interpretation regarding the application of procedures and program standards to specific situations.

Physical Demands: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will stand, walk, lift, and/or move up to 50 pounds without an assistive device (greater weights may be required with an assistive device). The employee occasionally will climb, balance, stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here represents those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities

This job operates primarily in the general community with moderate safety/health hazard potential. The noise level in the work environment is usually moderate to loud. However, job duties will require the employee to perform skilled labor with high safety/health hazard potential.

This job may require work beyond assigned hours, including nights, weekends, holidays, and on-call status. Frequent in-town travel will be required.

Employee Acknowledgement

_____ / ____ / ____
Date

Approved By

_____ / ____ / ____
Amber L. Lane
Assistant Director Date

