

Brownsburg Park Board

Brownsburg Town Hall Council Room

61 N. Green Street, Brownsburg, IN 46112

April 20, 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
04.01

Documents:

[04.01 MARCH MEETING MINUTES.DOCX.PDF](#)

5. Approval Of Claims
05.01

Documents:

[05.01 MARCH CLAIMS.PDF](#)

6. Standing Committee Reports
7. Old Business
8. New Business
 - 8.1. Volunteer Appreciation
08.01 Volunteer Appreciation
 - 8.2. RFA Staff Hirings
08.02

Documents:

[08.02 RFA - STAFF HIRINGS.DOCX.PDF](#)

9. Department Reports
 - 9.1. Operations Report
09.01

Documents:

[09.01 OPERATIONS REPORT.DOCX.PDF](#)

9.2. Director's Report

09.02 Director's Report

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 March, in the Council Room of the Town Hall Building.

01. Call to Order

President Judy Kenninger called the meeting to order at 6:32 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	Kent Fillinger
	Michael Zonder	Judith Kenninger
	Cari Palma	Scott Grubbs

Staff in attendance:	Travis Tranbarger	Beth Ford
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04. Approval of Minutes

Upon a motion by Ms. Palma seconded by Dr. Freije, the Board voted 6-0 to approve and accept the February 2023 meeting minutes.

05. Approval of Claims

Upon a motion by Ms., Palma, seconded by Dr. Matt Freije, the Board voted 6-0 to approve and accept the February 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: 2024-2028 Parks strategic Master Plan

After receiving four proposals, Context Design has been selected as the top-scoring firm and the staff's recommendation to the Park Board. Mr. Fiillinger moved to approve the staff recommendation of Context Design as the consultant for the 2024-2028 Strategic Master Plan and authorize the Director to proceed with contract negotiations and execution for the project. Dr. Matt Freije seconded this motion.

08.02 RFA: Job Description Updates

Director Tranbarger presented information retitling the program coordinator position to program lead. Mr. Grubbs made a motion to approve the program lead job description. Mr. Zonder seconded this motion.

09.01 Operations Report

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

09.02 Director's Report

Director Tranbarger updated the board on Virgil Park. There will be equipment on site next next week with substantial completion in the fall.



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. Grubbs the Board adjourned at 7:04 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

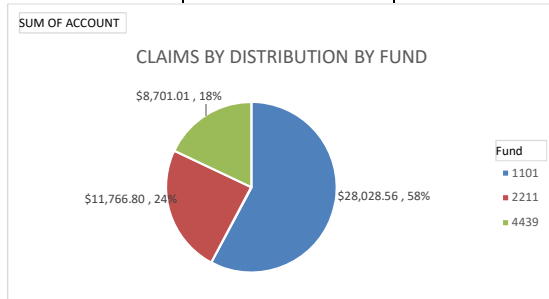
ATTEST:

Beth Ford, Park Board Secretary

Brownsburg Parks March 2023 Claims

Claim Date	PO/Voucher/Refund	Vendor	Amount	Fund	Appropriation Number	Description
3/13/2023	49577	317 SPORT AUTHORITY	\$ 49.95	2211	2211.510.201.07	CIT SUPPLIES
3/13/2023	47788	A SECURITY FENCE & GATE	\$ 4,275.00	1101	1101.509.291	ARBUCKLE GATE FRAME
3/13/2023	48677	ABC TREE	\$ 500.00	1101	1101.509.394	B & O TRAIL TREE REMOVAL
3/13/2023	48677	ABC TREE	\$ 300.00	4439	4439.509.381	B & O TRAIL TREE REMOVAL
3/13/2023	46337	ACTION PEST CONTROL	\$ 95.00	1101	1101.509.316	MONTHLY SERVICE
3/13/2023	46337	ACTION PEST CONTROL	\$ 61.00	1101	1101.509.316	MONTHLY SERVICE
3/13/2023	49244	AMAZON	\$ 86.00	2211	2211.510.201.06	PEAK SUPPLIES
3/13/2023	49434	AMAZON	\$ 14.90	4439	4439.509.381	JANITORIAL SUPPLIES
3/13/2023	49434	AMAZON	\$ 500.00	1101	1101.509.228	WEED WRANGLE SUPPLIES
3/13/2023	49441	AMAZON	\$ 19.98	2211	2211.510.223	BADGE HOLDERS
3/13/2023	49575	AMAZON	\$ 66.96	2211	2211.510.201.01	BROWN BASE SUPPLIES
3/13/2023	49504	AMAZON	\$ 127.35	1101	1101.509.228	FITNESS GYM WIPES
3/13/2023	49444	AMAZON	\$ 991.43	2211	2211.510.201.02	C/DT BASE SUPPLIES
3/13/2023	VOUCHER	JEFF ANDERSON	\$ 2,000.00	1101	1101.509.207	JULY 4TH PERFORMANCE
3/13/2023	CREDIT CARD	FT. WAYNE CHOCOLATE	\$ 2,096.50	2211	2211.509.301	FATHER DAUGHTER DANCE
3/13/2023	CREDIT CARD	WEB RESTAURANT	\$ 379.47	2211	2211.509.201	SHELVING UNITS
3/13/2023	CREDIT CARD	PLANDAY	\$ 81.11	2211	2211.509.398	MONTHLY SERVICE
3/13/2023	49552	BGI FITNESS	\$ 302.00	1101	1101.509.316	PREVENTATIVE MAINTENANCE
3/13/2023	45795	B & R	\$ 385.00	1101	1101.509.316	PORTABLE UNITS
3/13/2023	49134	COMCAST	\$ 286.21	4439	4439.509.316	CARDINAL PARK
3/13/2023	VOUCHER	D & E PRINTING	\$ 202.50	2211	2211.509.331	SPRING MAILER
3/13/2023	48544	DEAN'S RENTALL	\$ 1,699.90	4439	4439.509.381	BLOWER
3/13/2023	49237	EVERSTREAM	\$ 150.00	4439	4439.509.316	MONTHLY SERVICE
3/13/2023	49257	ELEYO	\$ 849.00	2211	2211.510.398	MONTHLY FEE
3/13/2023	49256	ELEYO	\$ 4,812.06	2211	2211.510.395	PAYMENT & TRANSACTION FEES
3/13/2023	49443	GHW WASTE SERVICES	\$ 603.33	1101	1101.509.291	SOLID WASTE CONTAINER
3/13/2023	49567	GRAINGER	\$ 731.16	1101	1101.509.291	LOAD BINDER, PADLOCKS
3/13/2023	49467	GRAINGER	\$ 291.84	1101	1101.509.228	SOAP DISPENSERS
3/13/2023	49684	GROW LOCAL	\$ 240.00	2211	2211.509.331	SUMMER CAMP AD
3/13/2023	VOUCHER	LANDSCAPE STRUCTURES	\$ 6,150.00	4439	4439.509.292	COMMUNICATION BOARDS
3/13/2023	49111	LOWES	\$ 532.77	1101	1101.509.239	MAINTENANCE SUPPLIES
3/13/2023	49468	LOWES	\$ 122.11	1101	1101.509.291	RESTROOM SUPPLIES
3/13/2023	49258	LOWES	\$ 567.84	2211	2211.509.410	MAINTENANCE SUPPLIES
3/13/2023	49437	PUBLIC SAFETY TRAINING	\$ 1,324.00	2211	2211.509.373	AED BATTERIES, PADS
3/13/2023	45328	SPENCE RESTORATION	\$ 100.00	4439	4439.509.381	FREIGHT
3/13/2023	49261	VRC	\$ 24.00	1101	1101.509.223	SHRED SERVICE
3/13/2023	49528	WILLIAMS CREEK	\$ 17,478.00	1101	1101.509.442	MAPLE RIDGE RESTORATION
			\$ 48,496.37			

FUND	SUM OF ACCOUNT	TYPE OF CLAIM	AMOUNT
1101	\$ 28,028.56	PURCHASES	\$ 48,496.37
2211	\$ 11,766.80	REFUNDS	\$ -
4439	\$ 8,701.01	TOTAL	\$ 48,496.37
Grand Total	\$ 48,496.37		





Request for Action

Park Board Agenda

Originated By:	Amber Lane	Meeting Date:	4/20/2023
Agenda Item:	o8.02	Division:	Administration
Agenda Name:	Ratify New Hires		
Action Requested:	Ratify New Hires		
Budget Approp.	N/A		

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

Staff are backfilling two positions, the White Lick Elementary Site Manager and the Assistant Youth Services Manager.

Amanda Donahoe was hired for the Site Manager position. She holds a Bachelors of Social Work from Olivet Nazarene Univerisy. Her previous roles include working as a Life Skills Specialist at Cummins Behavioral Health and a Case Manager at CICOA.

Chris Harris was hired as the Assistant Youth Services Manager. He holds a bachelor’s from Ball State University in Sports Management and a Master’s from Indiana State University for Recreation and Sports Management. Before coming to Brownsburg, Chris was the Program Operations Director for Nine13 Sports.

Staff is requesting that the Board ratify the hiring of Amanda Donahoe and Chris Harris.

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

I move to ratify the hiring of Amanda Donahoe as BASE Site Manager and Chris Harris as Assistant Youth Services Manager.



Operations Report

Executive Summary

To: Park Board **Date:** April 10, 2023

From: Amber L. Lane **Period:** March 10 – April 10, 2023

This report aims to summarize the operations, programs, and services of the Brownsburg Parks Department.

Recreation

Teen Glow Egg Hunt

Three hundred participants came to our first-ever Teen Glow Egg hunt. They participated in a color war, yard games, and a glow-in-the-dark egg hunt. We also had a DJ and backlights for a glow dance party. We only had three staff members in attendance. The other 27 adults and workers were volunteers from the Lions Club and 317 Church in Avon. Volunteers are key to our continued success as the demand for our programs continues.

Spring Programs and Events

The Recreation spring programs for May:

- Babysitters Certification Class – Full but adding dates in June and July which will be hosted at the Brownsburg Library.
- Sporties for Shorties - May 1 – 4 in Arbuckle Acres
- Pints and Paddles – May 26 at Stephens Park
- Corporate Volunteer Event – Badger Infrastructure Solutions – May 24 – 25

Youth Services

Employment

The Town is looking for a Site Manager to fill the new position at Crossroads Elementary when the school opens in the fall. This position manages the daily operations at the before and after school program site. It is a great position for those looking to increase their experience in:

- Staff Management
- Customer Service Management
- Program Planning and Implementation

Summer Enrichment

Summer day camp is **98%** full and we have a waitlist for most camps. We still have openings in our specialty camps, contracted camps, and enrichment labs!

Natural Resources and Maintenance Services

Watermill Splash Pad

Travis Fields and Amber Lane went to Pool School hosted by the Hendricks County Health Department. This half-day training was a great refresher for staff to attend with topics including facility and water quality management. The Park Operations team will begin opening the splash pad in early May.

Blast Off-Playground

The pour-in-place replacement and expansion are scheduled for late April. This update, a volunteer sealing day, and the fence replacement will complete our 2023 goals for this playground.

2024 goals include:

- Increasing the shade in and around the playground.
- Engaging volunteers to finish the tiny tot area conversion from wood to composite lumber.

Spring Priorities

The team is working on the following items this spring:

- Turning on drinking fountains and opening up seasonal restroom buildings
- Installing Shade Sails
- Installing new drinking fountains on restroom buildings
- Spring turf repairs
- Tree plantings
- Control burning in natural areas
- Installing new benches on Maple Ridge Trail
- Re-stoning the trail in the Cardinal Bark Park
- Repairing the railing on the White Lick Creek Greenway boardwalk