

## **Brownsburg Park Board**

Brownsburg Town Hall Council Room

61 N. Green Street, Brownsburg, IN 46112

May 18, 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

Documents:

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

5. Claims For Parks Department

- 5.1. Approval Of Claims  
05.01

Documents:

[05.01 APRIL CLAIMS.PDF](#)

6. Standing Committee Reports

7. Old Business

8. New Business

- 8.1. RFA Pet Pantry Project  
08.01

Documents:

[08.01 RFA - PET PANTRY PROJECT.DOCX.PDF](#)

- 8.2. RFA Williams Park Foot Bridges  
08.02

Documents:

[08.02 RFA-WILLIAMS PARK FOOT BRIDGES.PDF](#)

9. Department Reports

9.1. Operations Report

Documents:

[09.01 APRIL OPERATIONS REPORT.PDF](#)

9.2. 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 20th day of April, in the Council Room of the Town Hall Building.

**01. Call to Order**

President Judy Kenninger called the meeting to order at 6:32 p.m.

**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	Judith Kenninger
	Cari Palma	Scott Grubbs
Staff in attendance:	Travis Tranbarger	Beth Ford
	Amber Lane	

**04. Approval of Minutes**

Upon a motion by Dr. Freije seconded by Ms. Palma, the Board voted 5-0 to approve and accept the March 2023 meeting minutes.

**05. Approval of Claims**

Upon a motion by Dr. Matt Freije, seconded by Mr. Zonder, the Board voted 5-0 to approve and accept the March 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 Volunteer Appreciation**

President Kenninger welcomed volunteers and thanked them for all their 2022 service. The volunteers were presented with certificates and were invited to a dinner in Eaton Hall.

**08.02 RFA: Job Description Updates**

Assistant Director Lane presented information on hiring two positions: White Lick Elementary Site Manager and Assistant Youth Services Manager. Dr. Matt Freije moved to ratify the hiring of Amanda Donahoe as B.A.S.E. Site Manager and Chris Harris as Assistant Youth Services Manager. Mr. Grubbs seconded the hiring and the board approved.

**09.01 Operations Report**

Assistant Director Lane 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. The 2024 budget process has started and the first draft is due the week of April 24. Director Tranbarger also presented an update on the master plan.



**10. Administrative Items**

**11. Citizen’s Comments-None**

**12. Board Member’s Comments -None**

**13. Adjournment**

Upon a motion made by Mr. Zonder and seconded by Dr. Matt Freije, the Board adjourned at 6:51 p.m.

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.

<https://www.brownsburg.org/591/Live-Archived-Meetings>

Brownsburg Parks

BY: \_\_\_\_\_

Judy Kenninger, Park Board President

ATTEST:

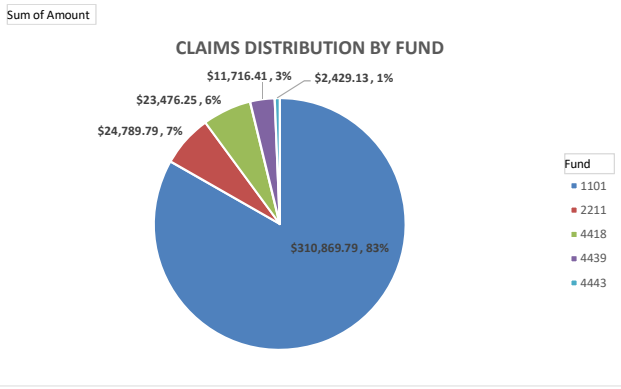
\_\_\_\_\_

Beth Ford, Park Board Secretary

**Brownsburg Parks April 2023 Claims**

Claim Date	PO/Voucher/Refund	Vendor	Amount	Fund	Appropriation Number	Description
4/3/2023	49250	ADT	\$ 72.11	4439	4439.509.316	MONTHLY FEE
4/3/2023	48916	AMAZON	\$ 75.89	2211	2211.509.201.07	CIT TRAINING SUPPLIES
4/3/2023	45795	B & R	\$ 300.00	1101	1101.509.316	PORTABLE TOILETS
4/3/2023	VOUCHER	KIMMIE BROWN	\$ 23.33	2211	2211.509.201.07	CAMP SUPPLIES REIMBURSEMENT
4/3/2023	49878	CAMPTOWN	\$ 1,600.00	2211	2211.509.306	CAMP FIELD TRIP DEPOSITS
4/3/2023	49780	CHILDREN'S ART CLASSES	\$ 4,700.00	2211	2211.509.301	FIRST PAYMENT
4/3/2023	39134	COMCAST	\$ 559.28	4439	4439.509.316	MONTHLY SERVICES
4/3/2023	49251	CORVUS	\$ 755.00	4439	4439.509.316	BUNDY LODGE, OFFICES CLEANINGS
4/3/2023	REFUND	KIMBERLY CRAIG	\$ 74.80	2211	2211.509.343.03	SHELTER REFUND
4/3/2023	VOUCHER	D & E PRINTING	\$ 131.90	2211	2211.509.331	VOLUNTEER APPRECIATION POST CARDS
4/3/2023	49693	ERIN'S LANDSCAPE	\$ 4,587.50	1101	1101.509.390	SPRING GARDEN'S CLEAN UP
4/3/2023	VOUCHER	KEALY ESTER BODE	\$ 325.00	2211	2211.509.304	YOGA INSTRUCTOR
4/3/2023	VOUCHER	MICHELLE ESTER BODE	\$ 325.00	2211	2211.509.301	YOGA INSTRUCTOR
4/3/2023	VOUCHER	KRISTYN GREENAWALD	\$ 140.00	2211	2211.509.304	YOGA INSTRUCTOR
4/3/2023	48336	GREENCYCLE	\$ 99.00	1101	1101.509.230	TOP SOIL
4/3/2023	VOUCHER	INDIANA STATE FAIRGROUNDS	\$ 750.00	2211	2211.509.306	CAMP FIELD TRIP
4/3/2023	REFUND	MEGHAN JANIK	\$ 317.90	2211	2211.509.343.01	CAMP REFUND
4/3/2023	49771	JIONA PRODUCTIONS	\$ 2,880.00	1101	1101.509.207	BLUES IN THE BURG BACKLINE
4/3/2023	45781	LEHMAN & LEHMAN	\$ 2,429.13	4443	4443.509.309	IMPACT FEE
4/3/2023	49576	MAG TREE	\$ 400.00	4439	4439.509.381	TREE REMOVAL BOARDWALK
4/3/2023	47810	MOST DEPENDABLE FOUNTAIN	\$ 112.00	1101	1101.509.239	METERED VALVE PARTS
4/3/2023	REFUND	THOMAS NEWGENT	\$ 130.90	2211	2211.509.343.03	BUNDY LODGE REFUND
4/3/2023	45797	QUENCH	\$ 424.50	4439	4439.209.316	ICE MACHINE LEASE
4/3/2023	45797	QUENCH	\$ 424.50	1101	1101.509.316	ICE MACHINE LEASE
4/3/2023	REFUND	BIANCA PAYNE	\$ 250.00	2211	2211.509.343.01	CAMP REFUND
4/3/2023	VOUCHER	TERRI POPIELARZ	\$ 91.00	2211	2211.509.304	YOGA INSTRUCTOR
4/3/2023	45786	SECURITY PROS	\$ 8,141.04	4439	4439.509.316	QUARTERLY SERVICE
4/3/2023	REFUND	CALLIE SHIELDS	\$ 166.30	2211	2211.509.343.03	BUNDY LODGE REFUND
4/3/2023	48575	SITESCAPES	\$ 21,176.25	4418	4418.001.492	VIRGIL PARK FURNISHINGS
4/3/2023	49659	TABLE MANNERS	\$ 250.00	1101	1101.509.316	EGG HUNT DJ
4/3/2023	REFUND	JAMES TRAVIS	\$ 108.00	2211	2211.509.343.03	SHELTER REFUND
4/3/2023	48862	URBAN RESTORATION	\$ 98.00	1101	1101.509.228	SPRAYER
4/3/2023	REFUND	AMANDA WILLIAMS	\$ 159.37	2211	2211.509.343.01	CAMP REFUND
4/17/2023	48576	ABC TREE	\$ 500.00	1101	1101.509.394	B & O WORK
4/17/2023	46337	ACTION PEST CONTROL	\$ 61.00	1101	1101.509.316	MONTHLY SERVICE
4/17/2023	45853	A CUT N EDGE	\$ 265,479.18	1101	1101.509.361	LANDSCAPE MAINTENANCE
4/17/2023	49553	A CUT N EDGE	\$ 14,936.93	1101	1101.509.316	LANDSCAPE MAINTENANCE
4/17/2023	49553	A CUT N EDGE	\$ 7,490.00	1101	1101.509.349	LANDSCAPE MAINTENANCE
4/17/2023	46250	ADT	\$ 72.11	4439	44395.09.316	MONTHLY SERVICE
4/17/2023	48860	AMAZON	\$ 127.92	2211	2211.509.229	FIREPROOF DOCUMENT BAG
4/17/2023	49766	AMAZON	\$ 62.99	1101	1101.509.207	BLACK LIGHT BARS
4/17/2023	49709	AMAZON	\$ 16.49	2211	2211.509.223	KEYED PADLOCK, HOOK
4/17/2023	49657	AMAZON	\$ 494.48	2211	2211.509.201.05	SUPPLIES
4/17/2023	49658	AMAZON	\$ 620.55	1101	1101.509.207	TEEN GLOW HUNT SUPPLIES
4/17/2023	49802	AMAZON	\$ 199.13	1101	1101.509.207	TEEN GLOW HUNT SUPPLIES
4/17/2023	49576	AMAZON	\$ 590.97	2211	2211.510.229	ORGANIZATION ITEMS
4/17/2023	49398	AMERICAN LEGION FLAG	\$ 443.45	1101	1101.509.239	AMERICAN & INDIANA FLAGS
4/17/2023	45795	B & R	\$ 75.00	1101	1101.509.316	PORTABLE TOILETS
4/17/2023	48102	BREHOB NURSERY	\$ 1,450.00	1101	1101.509.394	TREES
4/17/2023	VOUCHER	BROWNSBURG NUTRITRITION	\$ 1,963.00	2211	2211.510.202	BASE, PEAK SNACKS
4/17/2023	VOUCHER	BROWNSBURG SCHOOLS	\$ 1,264.50	2211	2211.510.301	SPRING BREAK FIELD TRIPS
4/17/2023	49893	KYLE BUCK DBA	\$ 500.00	2211	2211.509.201	SUMMER SOUNDTRACKS ARTIST
4/17/2023	49134	COMCAST	\$ 569.54	4439	4439.509.316	PARKS MONTHLY SERVICES
4/17/2023	REFUND	ASHLEY DOYLE	\$ 1,619.35	2211	2211.510.343	BASE REFUND
4/17/2023	49257	ELEYO	\$ 849.00	2211	2211.510.398	MARCH MONTHLY FEE
4/17/2023	49256	ELEYO	\$ 3,393.53	2211	2211.510.395	PAYMENT PROCESSING FEES
4/17/2023	49237	EVERSTREAM	\$ 150.00	4439	4439.509.316	MONTHLY SERVICE
4/17/2023	49765	GRAINGER	\$ 121.62	1101	1101.509.239	SENSOR MODULES
4/17/2023	49243	GRAINGER	\$ 387.30	1101	1101.509.228	WATER TEMP FAUCET
4/17/2023	49764	KIRBY HEATING	\$ 6,544.00	1101	1101.509.316	MINI SPLIT
4/17/2023	VOUCHER	KOORSEN	\$ 141.10	1101	1101.509.316	ANNUAL EXTINGUISHER INSPECTION
4/17/2023	46667	LOWES	\$ 53.89	1101	1101.509.239	CLEANING SUPPLIES
4/17/2023	46469	LOWES	\$ 324.99	1101	1101.509.291	BRIDGE REPAIR ITEMS
4/17/2023	49468	LOWES	\$ 1,592.60	1101	1101.509.291	RESTROOM REPAIRS
4/17/2023	49755	NRPA	\$ 700.00	2211	2211.509.398	YEARLY MEMBERSHIP
4/17/2023	49260	V3	\$ 2,300.00	4418	4418.001.492	VIRGIL PARK SERVICES
4/17/2023	48104	WALMART	\$ 37.79	2211	2211.510.201.07	EXTENDED BREAK SUPPLIES
4/17/2023	49894	WALMART	\$ 97.03	2211	2211.510.201.07	NATURE CAMP SUPPLIES
4/17/2023	47033	WALMART	\$ 79.36	2211	2211.509.205	NATURE CAMP SUPPLIES
4/17/2023	48104	WALMART	\$ 9.97	2211	2211.510.201.07	EXTENDED BREAK SUPPLIES
4/17/2023	49280	WALMART	\$ 126.46	2211	2211.509.202	EVENT SUPPLIES
4/17/2023	49280	WALMART	\$ 230.74	2211	2211.509.205	DANCE SUPPLIES
4/17/2023	48914	WALMART	\$ 32.00	2211	2211.510.140	EMPLOYEE APPRECIATION
4/17/2023	46989	WALMART	\$ 204.47	2211	2211.509.205	CAMP SUPPLIES
4/17/2023	49617	WALMART	\$ 30.81	2211	2211.510.140	EMPLOYEE APPRECIATION
4/17/2023	49246	WALMART	\$ 61.42	2211	2211.509.202	EVENT SUPPLIES
4/17/2023	49246	WALMART	\$ 53.40	2211	2211.510.201.03	EAGLE SUPPLIES
4/17/2023	49694	WALMART	\$ 196.95	1101	1101.509.207	TEEN EGG HUNT SUPPLIES
4/17/2023	46989	WALMART	\$ 624.61	2211	2211.509.205	CAMP SUPPLIES
4/17/2023	VOUCHER	WALMART	\$ 170.56	2211	2211.509.202	DANCE SUPPLIES
4/17/2023	45692	WILLIAMS CREEK	\$ 1,180.00	1101	1101.509.394	GREEN ST MAINTENANCE
4/17/2023	49893	NATE WOLFE	\$ 250.00	2211	2211.509.201	SUMMER SOUNDTRACKS ARTIST
4/17/2023	CREDIT CARD	USPS	\$ 28.75	2211	2211.509.221	OVERNIGHT MAIL
4/17/2023	CREDIT CARD	COUNTRY HARMONY	\$ 258.11	1101	1101.509.349	OFFICE OUTSIDE PLANTINGS
4/17/2023	CREDIT CARD	BLOOMERANG	\$ 64.20	2211	2211.509.398	VOLUNTEER SOFTWARE FEE

4/17/2023	CREDIT CARD	TRAINUAL	\$ 572.83	2211	2211.509.323.05	STAFF TRAINING SOFTWARE
4/17/2023	CREDIT CARD	TRAINUAL	\$ 572.83	4439	4439.509.316	STAFF TRAINING SOFTWARE
4/17/2023	CREDIT CARD	TRAINUAL	\$ 1,145.65	2211	2211.510.301	STAFF TRAINING SOFTWARE
4/17/2023	49767	PLANDAY	\$ 81.11	2211	2211.509.398	MONTHLY FEE
		<b>TOTAL</b>	<b>\$ 373,281.37</b>			
<b>FUND</b>	<b>Sum of Amount</b>	<b>TYPE OF CLAIM</b>	<b>AMOUNT</b>			
1101	\$ 310,869.79	PURCHASE ORDER	\$ 371,312.92			
2211	\$ 24,789.79	REFUNDS	\$ 1,968.45			
4418	\$ 23,476.25	<b>TOTAL</b>	<b>\$ 373,281.37</b>			
4439	\$ 11,716.41					
4443	\$ 2,429.13					
<b>Grand Total</b>	<b>\$ 373,281.37</b>					



1101	GENERAL FUND
2211	NON-REVERTING
4418	BOND
4439	FOOD & BEVERAGE
4443	PARK IMPACK FEE



# Request for Action

Park Board Agenda

<b>Originated By:</b>	Amber Lane	<b>Meeting Date:</b>	May 15, 2023
<b>Agenda Item:</b>	o8.01	<b>Division:</b>	Parks
<b>Agenda Name:</b>	Girl Scout Pet Pantry		
<b>Action Requested:</b>	Request to Proceed		
<b>Budget Approp.</b>	101.509.442		

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

Girl Scout Troop 985 approached the department about creating a Blessing Box for pets in Cardinal Park. Cardinal Park is home to the Town’s Bark Park and was suggested as a good location for this project.

The troop wants to start construction in June and is working with our Parks and Natural Resources Manager, Greg Dickenson, on the location, supplies, and project deliverables.

Staff are asking the Board to allow staff to move forward with troop 985’s project.

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

I move to authorize staff to work with Girl Scout Troop 985 to construct a Pet Pantry at Cardinal Park.



# Request for Action

Park Board Agenda

<b>Originated By:</b>	Amber Lane	<b>Meeting Date:</b>	May 15, 2023
<b>Agenda Item:</b>	o8.02	<b>Division:</b>	Parks
<b>Agenda Name:</b>	Eagle Scout Project – Williams Park		
<b>Action Requested:</b>	Request to Proceed		
<b>Budget Approp.</b>			

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

Will Moyars would like to complete his Eagle Scout Project with Brownsburg Parks. He would like to rebuild two foot bridges in Williams Park.

Will has been working with our Parks and Natural Resources Manager, Greg Dickenson, on the location, supplies, and project deliverables.

Staff are asking the Board to allow staff to proceed with Will’s proposal.

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

I move to authorize staff to work with Will Moyar to construct foot bridges in Williams Park.





## Operations Report

Executive Summary

**To:** Park Board **Date:** May 12, 2023

**From:** Amber L. Lane **Period:** April 10 – May 12, 2023

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

### **Recreation**

#### **Last Period:**

##### ***Interns***

We are excited to welcome our two new event interns who have joined us this summer. They will be working on various projects and events throughout the summer, helping to make them successful and memorable for all who attend.

##### ***Spring Programs***

The staff has been planning and getting ready for the fun summer! We hosted two sold-out sessions of Sporties for Shorties and helped with the Earth Day celebration and Arbor Day events.

#### **Upcoming Events:**

##### ***Farmers Market***

We are pleased to see such great interest in our Farmers Market, and we are excited to announce that 35 vendors have signed up to participate. We look forward to a great season filled with fresh produce, local products, and a great community atmosphere.

- We are still accepting vendors for our upcoming Artisan Night, which the Hendricks County Art Council sponsors. If you are an artisan or craftsman interested in participating, we encourage you to apply soon.
- We are pleased to announce that the Kiwanis Club will host their popular strawberry shortcake night at the Farmers Market on June 8.
- Another staple in the Brownsburg Farmers Market is Chamber Day! The Brownsburg Chamber is sponsoring the Chamber Night on June 15 at the Farmers Market. Twenty businesses will join us that night to display their services to the community.

We always look for exciting new vendors to join us at our special events this summer. If you are a food truck owner or vendor interested in participating, please get in touch with us soon.

##### ***Summer Soundtracks***

We are thrilled to announce that our first Summer Soundtrack concert featuring Jon McLaughlin will take place on June 3 at Arbuckle Acres Park. We can't wait to enjoy an evening of great music and community.

### ***Pints and Paddles***

Our first Pickleball Social, "Pints and Paddles," will occur on May 26. Our staff is planning a fun evening of pickleball and socializing with friends and neighbors.

### ***Summer Fun Run***

Join us for the Summer Fun Run on June 14 in Williams Park, which will benefit the Parks Foundation of Hendricks County. This event will be an excellent opportunity to get outside and exercise while supporting a great cause.

### ***Movies in the Park***

Join us for the first movie of the season on June 16 in Williams Park. Families will participate in a fun water fight before settling in to watch the popular water-themed movie "Luca."

## **Youth Services**

### ***Camp Counselor***

We are excited to welcome our Camp Counselors for orientation from May 15 - 17. During this time, they will receive safety and program training to ensure a safe and enjoyable experience for all our campers. They will also have fun engagement games to get to know each other, building a cohesive team ready to welcome campers for the summer.

### ***BASE and PEAK***

As the end of the school year approaches, we want to thank all our BASE participants for another great year. We have had a wonderful time providing our participants with a safe and engaging environment. We hope to see you all again next year. Our BASE program will expand to Crossroads Elementary next year. Families will be able to enroll their children in the program beginning in July, and we look forward to welcoming more students into our program.

## **Natural Resources and Maintenance Services**

### ***Williams Park Boulevard Planting:***

21,000 plugs and shrubs were installed in the Williams Park Boulevard turf conversion project. In a joint effort with the Parks Foundation of Hendricks County, the department received a grant from the Duke Energy Foundation to help convert the grass boulevard into a native pollinator bed. Our Natural Resource Team worked with Williams Creek Management to select and install the species.

"The forb species chosen for this project offer an array of opportunities for insects, finches, hummingbirds, and plenty of other species. These species will root very deep, offering stability and lessening any chance of erosion once established. The deep roots will also allow the plant to thrive, even in droughty conditions. Considering aesthetics, the plants selected will keep season-long interest, even into dormancy. Williams Park offers excellent education opportunities as it will have the woodland, wetland (roundabout), pollinator gardens, and now upland prairie to be on display for all to see and learn about."

## ***Blast Off Playground***

This month the safety surfacing at Blast Off playground was replaced. We also increased accessibility by connecting additional features like the new OmniSpin Spinner. The initial response to the upgrade on social media was very positive, and the community is thankful for our continued commitment to maintaining this popular park amenity.

## **Additional Work Completed**

### ***Natural Resources***

- Continued spring turf repairs: We continue to work on repairing the turf in our parks after a long winter. Our team has been working hard to get the grass in top condition for the summer season.
- Completed first round of mosquito abatement along the B&O: We have completed the first round along the B&O trail. This will help to reduce the mosquito population and make the trail more enjoyable for all users.
- Continued conducting hazard tree inspections: Our team has been busy inspecting trees in our parks to identify any potential hazards and ensure the safety of our visitors.
- Fertilized Dog Park: We have fertilized the Dog Park to promote healthy turf growth. The fertilizer we use differs from other areas and is deemed pet safe.
- Cut back Outdoor Class Room Pollinator Garden beds: Unfortunately, the weather did not cooperate for a controlled burn, so we had to cut back the Outdoor Class Room Pollinator Garden beds.
- Spring tree planting: We have worked hard to plant new trees in our parks this spring. So far, we have planted 34 seedlings and three 1.75-caliber trees.

### ***Maintenance***

- Began de-winterizing the Watermill Splash: We have started de-winterizing the splash pad and preparing it for summer. This includes testing the equipment, checking for damage, and cleaning the area.
- Completed Splash Pad Training with Spear Corporation: We have completed the start-up and training of the splash pad with Spear Corporation, the company that installed the chemical injection equipment. Our team has received the necessary training to ensure that the splash pad operates safely and efficiently throughout the summer season.
- Finished Spring Start-Up: We have turned on all of the drinking fountains in our parks, installed all sunshades, and put out all seasonal seating. Our parks are ready for the busy summer season.