

Brownsburg Park Board

Brownsburg Town Hall Council Room

61 N. Green Street, Brownsburg, IN 46112

June 15, 2022, 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

Documents:

[04.01 MAY MEETING MINUTES.PDF](#)

5. Claims For Parks Department
 - 5.1. Approval Of Claims

Documents:

[05.01 MAY CLAIMS 2023.PDF](#)

6. Standing Committee Reports
7. Old Items
8. New Business
 - 8.1. RFA B And O Trail Donation Agreement

Documents:

[08.01 RFA B AND O TRAIL DONATION AGREEMENT. DOCX.PDF](#)

9. Department Reports
 - 9.1. Operations Report
 - 09.01

Documents:

[09.01 OPERATIONS REPORT.DOCX.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 18th day of May, in the Council Room of the Town Hall Building.

01. Call to Order

Vice-President Fillinger called the meeting to order at 6:30 p.m.

02. Pledge of Allegiance & Moment of Silence

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

03. Attendance and Quorum

Vice-President Fillinger determined a quorum was established.

Board members in attendance:	Dr. Matt Freije	
	Michael Zonder	Kent Fillinger
	Cari Palma	Scott Grubbs
Staff in attendance:	Travis Tranbarger	Beth Ford
	Amber Lane	

04. Approval of Minutes

Upon a motion by Mr. Zonder seconded by Mr. Grubbs, the Board voted 5-0 to approve and accept the April 2023 meeting minutes.

05. Approval of Claims

Upon a motion by Ms. Palma, seconded by Dr. Matt Freije, the Board voted 5-0 to approve and accept the April 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: Girls Scout Troop 985

Dr. Matt Freije moved to authorize staff to work with the Girl Scout Troop 985 to construct a Pet Pantry at Cardinal Park. Mr. Grubbs seconded this motion and the board approved.

08.02 FRA: Eagle Scout Project-Williams Park

Mr. Zonder moved to authorize staff to work with Will Moyer to construct footbridges in Williams Park. Dr. Matt Freije seconded this motion 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 the 2024 Budget, Strategic Master Plan, and Virgil Park.



10. Administrative Item-None

11. Citizen's Comments-None

12. Board Member's Comments -None

13. Adjournment

Upon a motion made by Mr. Grubbs and seconded by Mr. Zonder, the Board adjourned at 6:57 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

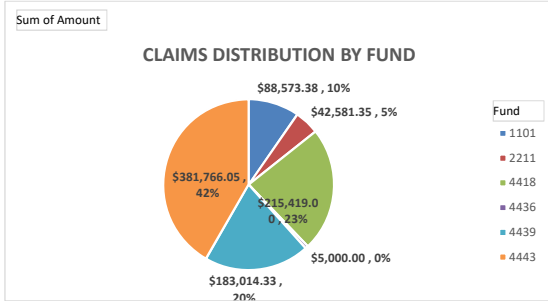
Brownsburg Parks May 2023 Claims

Claim Date	PO/Voucher/Refund	Vendor	Amount	Fund	Appropriation Number	Description
5/1/2023	VOUCHER	AMERICAN RED CROSS	\$ 360.00	2211	2211.509.304	BABYSITTING TRAINING
5/1/2023	49435	BIG BOUNCE	\$ 1,689.88	2211	2211.509.306	ADVENTURE CAMP PAYMENT
5/1/2023	45795	B & R	\$ 545.00	1101	1101.509.316	PORTABLE UNIT IN THE PARKS
5/1/2023	VOUCHER	BROWNSBURG NUTRITION	\$ 1,686.00	2211	2211.510.202	BASE APRIL SNACKS
5/1/2023	VOUCHER	CANYON INN	\$ 576.00	2211	2211.509.323.01	INTERPRETIVE TRAINING HOTEL
5/1/2023	49134	COMCAST	\$ 326.07	4439	4439.509.316	MONTHLY SERVICE STEPHENS
5/1/2023	50069	CORNWELL PLUMBING	\$ 805.00	1101	1101.509.239	WATER LEAK REPAIRS
5/1/2023	49251	CORVUS	\$ 455.00	4439	4439.509.316	MONTHLY CLEANINGS
5/1/2023	REFUND	SARAH COURTNEY	\$ 258.50	2211	2211.509.343.01	CAMP REFUND
5/1/2023	VOUCHER	D & E PRINTING	\$ 118.00	2211	2211.509.331	VOLUNTEER CERTIFICATES
5/1/2023	49978	EZ RAIN	\$ 486.20	1101	1101.509.319	GATEWAY, CARDINAL REPAIRS
5/1/2023	49472	EZ RAIN	\$ 1,115.00	1101	1101.509.319	START UP IN THE PARKS
5/1/2023	VOUCHER	KEALY ESTER-BODE	\$ 260.00	2211	2211.509.304	YOGA INSTRUCTION
5/1/2023	VOUCHER	MICHELLE ESTER-BODE	\$ 260.00	2211	2211.509.304	YOGA INSTRUCTION
5/1/2023	VOUCHER	D & E PRINTING	\$ 25.00	2211	2211.509.331	FARMER'S MARKET POSTERS
5/1/2023	49443	GHW WASTER SERVICES	\$ 927.54	1101	1101.509.291	CONTAINER DELIVERY, REMOVAL
5/1/2023	49765	GRAINGER	\$ 341.85	1101	1101.509.239	VALVES, ANCHORS
5/1/2023	49765	GRAINGER	\$ 534.40	1101	1101.509.239	MAINTENANCE SUPPLIES
5/1/2023	VOUCHER	KRISTYN GREENAWALD	\$ 161.00	2211	2211.509.304	YOGA INSTRUCTION
5/1/2023	48336	GREENCYCLE	\$ 157.00	1101	1101.509.230	CRUSHED STONE
5/1/2023	REFUND	KAY HARLEY	\$ 89.25	2211	2211.509.343.03	SHELTER REFUND
5/1/2023	VOUCHER	KOORSEN	\$ 572.28	1101	1101.509.316	ANNUAL EXTINGUISHER INSPECTION
5/1/2023	REFUND	BELEN MONCADO	\$ 9.20	2211	2211.509.343.03	BUNDY LODGE REFUND
5/1/2023	49563	PALADIN ARTISTS	\$ 5,000.00	4436	4436.001.229	JON MCLAUGHLIN FEE
5/1/2023	49248	PCS EDVENTURES	\$ 6,713.63	2211	2211.509.208	ENRICHMENT CAMPS
5/1/2023	VOUCHER	TERRI POPIELARZ	\$ 56.00	2211	2211.509.304	YOGA INSTRUCTION
5/1/2023	REFUND	ERIN RUSSELL	\$ 66.00	2211	2211.509.343.03	BUNDY LODGE REFUND
5/1/2023	REFUND	CARLA TODD	\$ 168.30	2211	2211.509.343.03	BUNDY LODGE REFUND
5/1/2023	49261	VRC	\$ 24.00	1101	1101.509.223	SHRED SERVICE
5/1/2023	REFUND	BRANDON WILCH	\$ 1,839.50	2211	2211.509.343.01	CAMP REFUND
5/1/2023	48912	WILLIAMS CREEK	\$ 11,703.20	4439	4439.509.311	WILLIAMS BLVD PH 3
5/1/2023	48329	WILLIAMS CREEK	\$ 8,963.40	4439	4439.509.381	WILLIAMS BLVD PH 1 & 2
5/15/2023	49553	A CUT N EDGE	\$ 11,014.17	1101	1101.509.361	MOWING
5/15/2023	49553	A CUT N EDGE	\$ 7,329.18	1101	1101.509.349	MOWING
5/15/2023	46337	ACTION PEST CONTROL	\$ 61.00	1101	1101.509.316	MONTHLY SERVICE
5/15/2023	49250	ADT	\$ 72.11	4439	4439.509.316	MONTHLY SERVICE
5/15/2023	49421	AMAZON	\$ 1,076.04	2211	2211.509.205	CAMP SUPPLIES
5/15/2023	49762	AMAZON	\$ 565.19	1101	1101.509.228	JANITORIAL SUPPLIES
5/15/2023	49976	AMAZON	\$ 38.48	2211	2211.509.202	VOLUNTEER APPRECIATION
5/15/2023	50081	AMAZON	\$ 95.89	2211	2211.510.140	STAFF APPRECIATION
5/15/2023	50066	AMAZON	\$ 334.53	1101	1101.509.223	OFFICE SUPPLIES
5/15/2023	REFUND	SHANDA BARDACH	\$ 34.00	2211	2211.509.343.01	CAMP DAY OUT REFUND
5/15/2023	VOUCHER	BROWNSBURG SCHOOLS	\$ 3,411.00	2211	2211.509.302	BEMS GYM USAGE
5/15/2023	REFUND	BETH CASSELMAN	\$ 187.43	2211	2211.509.343.02	BUNDY LODGE REFUND
5/15/2023	49134	COMCAST	\$ 471.56	4439	4439.509.316	CARDINAL, WILLIAMS SERVICE
5/15/2023	50186	CORNWELL PLUMBING	\$ 5,446.00	1101	1101.509.442	PLUMBING SERVICE, PARTS
5/15/2023	49433	DEAN'S RENT-ALL	\$ 45.00	1101	1101.509.291	SEEDER
5/15/2023	49256	ELEYO	\$ 3,873.46	2211	2211.510.395	PAYMENT PROCESSING FEES
5/15/2023	49257	ELEYO	\$ 849.00	2211	2211.510.398	MONTHLY FEES
5/15/2023	49237	EVERSTREAM	\$ 150.00	4439	4439.509.316	MONTHLY SERVICE
5/15/2023	50185	EZ RAIN	\$ 537.38	1101	1101.509.319	STEPHENS, GATEWAY REPAIRS
5/15/2023	REFUND	REBECCA FOLK	\$ 926.40	2211	2211.509.343.01	CAMP REFUND
5/15/2023	49911	HOOSIER STEAMERS	\$ 4,708.00	2211	2211.509.410	POWER WASHING PARKS
5/15/2023	46769	KIRBY	\$ 1,025.00	1101	1101.509.239	ROUTINE MAINTENANCE
5/15/2023	49769	KIRBY	\$ 975.00	1101	1101.509.239	CLEANING HEATERS
5/15/2023	VOUCHER	KOORSEN	\$ 504.92	2211	2211.509.373	BUNDY SEMI-ANNUAL INSPECTION
5/15/2023	49768	LOWES	\$ 588.65	1101	1101.509.291	HARDWARE MATERIALS
5/15/2023	49977	LOWES	\$ 72.00	2211	2211.509.202	VOLUNTEER APPRECIATION
5/15/2023	50211	MAG TREE	\$ 2,350.00	1101	1101.509.394	REMOVED 12 DEAD TREES
5/15/2023	50194	MEYER NAJEM CONSTRUCTION	\$ 43,551.00	4439	4439.509.492	CONSTRUCTION MGMT. SERVICES
5/15/2023	50194	MEYER NAJEM CONSTRUCTION	\$ 43,551.00	4439	4439.509.492	CONSTRUCTION MGMT. SERVICES
5/15/2023	48352	MIDSTATE RECREATION	\$ 47,400.00	1101	1101.509.492	BLAST OFF PLAYGROUND PIP
5/15/2023	50281	MONTROSE FARM	\$ 150.00	2211	2211.509.306	TRAILBLAZER'S FIELD TRIP
5/15/2023	VOUCHER	RANDY'S AWARDS	\$ 100.00	2211	2211.509.331	VOLUNTEER PLAQUES
5/15/2023	49429	RECREATION INSITES	\$ 28,874.00	4418	4418.001.492	VIRGIL PARK FITNESS EQUIPMENT
5/15/2023	VOUCHER	ROW PRINTING	\$ 5,957.00	2211	2211.509.331	SPRING MAILER
5/15/2023	REFUND	PATSY SCHAMBACH	\$ 2,233.00	2211	2211.510.343	BASE REFUND
5/15/2023	50068	SECURITY PROS	\$ 785.42	1101	1101.509.291	RESTROOM MOTOR LOCK
5/15/2023	50196	SMOCK FANSLER	\$ 381,766.05	4443	4443.509.492	VIRGIL PARK CONSTRUCTION
5/15/2023	50196	SMOCK FANSLER	\$ 179,645.00	4418	4418.001.492	VIRGIL PARK CONSTRUCTION
5/15/2023	49570	SPEAR	\$ 1,250.00	1101	1101.509.239	SPLASH PAD START UP
5/15/2023	48746	SPEAR	\$ 688.14	1101	1101.509.239	SPLASH PAD ITEMS
5/15/2023	REFUND	JORDAN THARP	\$ 281.00	2211	2211.509.343.03	BUNDY LODGE REFUND
5/15/2023	48862	UPAINT POTTERY STUDIO	\$ 225.00	2211	2211.509.306	TRAILBLAZER'S FIELD TRIP
5/15/2023	49260	V 3	\$ 6,900.00	4418	4418.001.492	VIRGIL PARK SERVICES
5/15/2023	49979	WALMART	\$ 165.49	2211	2211.510.331	BASE BASH ITEMS
5/15/2023	49975	WALMART	\$ 24.42	2211	2211.509.202	EVENT SUPPLIES
5/15/2023	49979	WALMART	\$ 86.19	2211	2211.510.140	EMPLOYEE APPRECIATION
5/15/2023	48104	WALMART	\$ 36.81	2211	2211.510.201.07	EXTENDED BREAK SUPPLIES
5/15/2023	REFUND	THOMAS WALSH	\$ 202.50	2211	2211.510.343	BASE REFUND
5/15/2023	46874	WATER SOLUTIONS	\$ 468.89	1101	1101.509.239	SPLASH PAD CHEMICALS
5/15/2023	VOUCHER	AMILIA TECH	\$ 1,500.00	2211	2211.509.364	COST RECOVERY SOFTWARE
5/15/2023	48912	WILLIAMS CREEK	\$ 43,659.90	4439	4439.509.442	WILLIAMS PARK BLVD PH3
5/15/2023	48329	WILLIAMS CREEK	\$ 29,812.10	4439	4439.509.381	WILLIAMS PARK BLVD PH3
5/15/2023	50212	WOODWORKS	\$ 1,300.00	1101	1101.509.239	FOUNTAIN REPAIRS

5/15/2023	49996	ARBORIST CONFERENCE	\$	197.66	1101	1101.509.313	CONFERENCE
5/15/2023	50087	INDIANA AFTER SCHOOL CONFERENCE	\$	200.00	2211	2211.510.323	CONFERENCE
5/15/2023	50084	ACA	\$	98.40	2211	2211.509.205	ACA INFORMATION
5/15/2023	50201	LUNA LANGUAGE SIGNS	\$	60.00	4439	4439.509.202	VIRGIL PARK SIGNS
5/15/2023	50154	NAI	\$	460.00	2211	2211.509.323.01	TRAINING COURSE
5/15/2023	49767	PLANDAY	\$	92.74	2211	2211.509.398	MONTHLY FEE
5/15/2023	CREDIT CARD	THAT'S SO ITALIAN	\$	613.12	2211	2211.509.302	VOLUNTEER DINNER
5/15/2023	CREDIT CARD	E GOV	\$	701.90	1101	1101.509.207	HOMELAND SECURITY PERMITS
5/15/2023	CREDIT CARD	FT. WAYNE GARAGE	\$	2.00	1101	1101.509.313	MEETING PARKING
5/15/2023	CREDIT CARD	E GOV	\$	238.99	4439	4439.509.312	PUBLICATIONS
5/15/2023	CREDIT CARD	BLOOMERANG	\$	42.80	2211	2211.509.398	VOLUNTEER SOFTWARE
			\$	916,354.11			

FUND	Sum of Amount	TYPE OF CLAIM	AMOUNT
1101	\$ 88,573.38	Purchases	\$ 910,059.03
2211	\$ 42,581.35	Refunds	\$ 6,295.08
4418	\$ 215,419.00	Total	\$ 916,354.11
4436	\$ 5,000.00		
4439	\$ 183,014.33		
4443	\$ 381,766.05		
Grand Total	\$ 916,354.11		

1101	GENERAL FUND
2211	NON-REVERTING
4418	BOND
4439	FOOD & BEVERAGE
4443	PARK IMPACK FEE
4436	EDIT



Originated By:	Travis Tranbarger	Meeting Date:	June 15, 2023
Agenda Item:	o8.01	Division:	Administration
Agenda Name:	B&O Trail Donation Agreement		
Action Requested:	Authorization to proceed		
Budget Approp.	N/A		

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

The B&O Trail Association Board of Directors has proposed donating the B&O Trail portion from Ronald Reagan Parkway to Raceway Road to the Town. The acquisition would add almost 15 acres and approximately 1.25 miles of trail to the Town's park system. The Parks Department would assume responsibility for the regular maintenance required for this portion of the trail.

Staff requests authorization from the Park Board to proceed, alongside Town administration, in negotiating, finalizing, and executing a donation agreement with the B&O Trail Association.



B&O Trail highlighted in red between N. Ronald Reagan Parkway and N. Raceway Road to the east.

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

I move to authorize the Director of Parks and Recreation to negotiate, finalize, and execute a donation agreement with the B&O Trail Association to acquire the B&O Trail between Ronald Reagan Parkway and Raceway Road.

To: Park Board **Date:** June 8, 2023

From: Amber L. Lane **Period:** May 12 – June 8, 2023

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

Recreation

Last Period:

Pints and Paddles

Over 200 pickle ball enthusiasts attended our first Pints and Paddles of the season. The event included beverages sold by Books and Brews, raffles, round robin, and open court play.

Summer Soundtracks – Jon McLaughlin

Over 450 people came out to our first free concert featuring Jon McLaughlin. Jon played a mix of his old and new music and some classics like Rocket Man.

Upcoming Events:

Farmers Market

We look forward to hosting some great markets in the coming month:

- June 22 - Community Health Night
- June 29 - Summer Soundtracks – Lady Land
- July 13 - Kid Biz Night – Sponsored by Ray Scuba Diving
- July 20 - For the Dogs (adoption event)

July 4 Concert and Fireworks

Join us for a spectacular evening of music and celebration as the Indy Jazz Orchestra takes center stage on Town Hall Green. People looking for up-close action can head to Lincolnwood Park, where the Town’s fireworks display will be launched. Lincolnwood Park VIP parking is available for just \$15 per car, and all proceeds will go towards funding next year's events.

Babysitters Class

Brownsburg teens are eager to help watch your littles! We are teaching another sold-out session of the popular Babysitter Certification Course. The Brownsburg Public Library is hosting this session.

Parents Night Out

Need a date night? We have got you covered! Drop the kids at Arbuckle Acres for fun and games while parents go eat and shop in downtown Brownsburg. All proceeds of this program go towards our “Send a Kid to Camp” program!

Youth Services

Police and Fire Camp

Our Youth Services team lent their expertise and helped Brownsburg Police and Fire with their free camp. This half-day camp exposed youth to aspects of police and fire training, as well as safe practices they can embody in the Town. Police and Fire are such a big help during our programs and events that we were happy to return the favor!

Natural Resources and Maintenance Services

Blast Off Playground Volunteer Project

This month Badger Industries spent two days volunteering at Blast Off playground. They went through 15 gallons of deck paint and sealed all existing wood surfaces for the season. When all is said and done, the group contributed 240 hours of work, valued at \$7,632.

Additional Work Completed

Natural Resources

- Vegetation Clearing & Herbicide Treatment on Trails: The team treats along the edges of the main trails to prevent vegetation from impeding use.
- Supplemental Planting: The team planted supplemental plugs in the pollinator garden in the outdoor classroom.
- Treated Ash Trees: The emerald ash borer continues to be a pest in Indiana. The Natural Resources team treated six ash trees in the high-use areas to prevent the bug from causing more damage in high-use areas.
- Interns: The team onboarded two new Natural Resources Interns this summer.

Maintenance

- Memorial Benches on Maple Ridge Trail: The team installed five new benches along the maple ridge trail. These benches were fundraised and purchased by Nora Day as a memorial to her late son. A ceremony will be held later this summer for family and friends.
- Stephens Park Visitor Sign: Staff installed a visitor's sign where we can post flyers and information for visitors of the park.
- Repairing Guardrail in Maple Ridge Trail: The maintenance team has started replacing the old rotted guardrail in the woods at Maple Ridge Trail.
- Watermill Splash Pad: It's alive! The splash pad is up and running for the summer. Staff continue to do their daily, weekly, and monthly tasks to keep it operational. Since the splash pad is 8 years old, we are gathering quotes to get some larger pumps and plumbing replaced before they become a problem.