



To: Town Council

From: Travis Tranbarger
Director of Parks and Recreation

cc: Town Managers Office

Date: May 20, 2021

Standing Committee Reports

Finance Committee – FY 2022 Budget Timeline

Director Tranbarger updated the Board on the progress of the FY 2022 budget.

New Business

Girl Scout Troop 1143 Pollinator Garden Proposal

Girl Scout Troop 1143 presented their proposal to expand the pollinator gardens located in the outdoor classroom in Williams Park. The Troop worked closely with operations staff and will start installation in September.

RFA – Administrative Office Roof Repair

The administrative office building’s roof has developed a leak in multiple locations. Staff has received three estimates for the repair and replacement of the roof and has determined the most responsive quote to be Roofco at \$29,386.97. The Board authorized the Director to move forward with the administrative office repairs and to take the funds from the 280.01.492 account.

RFA – Ratify the hiring of Assistant Director

The Director of Parks & Recreation recommended the promotion of Amber Lane to fill the vacancy of Assistant Director. The Assistant Director oversees daily operations of the Department for parks and recreation facilities and services. Amber has been with Brownsburg Parks for five years, most recently as Business Services Manager. In this role, Amber coordinated several operational matters and projects with all parts of the Department. The Board moved to ratify the hiring of Amber Lane as Assistant Director.

Department Reports

Operations Report

Director Tranbarger presented the department operations report to the Board.

- **Farmers Market** – The Brownsburg Farmers Market, sponsored by IU West, opens on Thursday June 3rd. The department has 31 vendors registered.
- **Brownsburg Endurance Challenge**- The department is partnering with RaceMaker to host a series of 5k races in Brownsburg Parks and one at Lucus Oil Raceway. If participants complete all 4 races, the medals come together to form large medal for the Brownsburg Endurance challenge.
- **Watermill Splash Pad** – The Watermill Splash Pad is opening Saturday, May 29th.
- **Megan Attwood** - Congratulations go out to Megan Attwood, the Youth Services Manager. She was awarded the Town’s GEM (Giving Excellence Meaning) award as

employee of the year for 2020 for her work with B.A.S.E., PEAK and our camps throughout the pandemic.

- **Natural Resources Interns** – We’re excited to have two natural resources interns that started this month. Sally Byers and Hannah Smith will be working with Greg Dickenson, our Natural Resources Manager, on the planning, development and daily maintenance of projects throughout the parks system. They will also help with community outreach at programming and the Farmers Market throughout the summer.
- **Virgil Park** – The design team is performing a value engineering exercise refining the design, products and materials that fit with funds available for first phase construction. A variance request will need to be presented to the Board of Zoning Appeals on the parking lot set-back. This is will likely be in July. Staff has been working through questions from IDNR and the National Park Service on the Land and Water Conservation Fund grant application.
- **Cardinal Park Ph. 3**- Staff is in discussion with the landscape architect. The department is looking at different budget scenarios and potential phases of the project to stay within our capital funds for the next several years. Staff hopes to have a funding plan ready to be presented later in the summer.
- **Blast-Off Playground 2.0** - Leathers & Associates, the original playground vendor, has submitted a proposed scope of work and concept for the renovation to be broken into 2 phases. Staff will be reviewing the proposal and recommending a plan for funding to the Park Board this summer.