



GREENFIELD PARKS AND RECREATION

280 N. Apple Street
Greenfield, Indiana 46140

Parks Dept. Phone: 317-477-4340 Senior Center Phone: 317-477-4343 FAX: 317-477-4341
Website: www.parksingreenfield.com Email: parks_rec@greenfieldin.org

Mayor
Guy Titus

Parks & Recreation Board

Deby Low, President
Mayoral Appointee
1/1/2022 to 12/31/2025

Kristi Baker, Vice President
Mayoral Appointee
1/1/2023 to 12/31/2026

Rick Roberts, Secretary
Mayoral Appointee
1/1/2024 to 12/31/2027

Alan Hammons, Member
Mayoral Appointee
1/1/2025 to 12/31/2028

John Rihm, Member
School Board Appointee
1/1/2022 – stays until
replaced



AGENDA

Park Board Meeting
July 16, 2025 @ 5:30 p.m.
City Hall, Council Chambers

Call Meeting to Order

Deby Low, President

Approval of the June Meeting Minutes

Deby Low, President

Announce Visitors

Deby Low, President

New Business

Ellen Kuker, Director

A. Opening of Bids for Brandywine Park & Connector Trail
Way-Finding Signage Project

B. Presentation of 2026 Operating Budget First Draft

C. Presentation of 2026 Non-Reverting Budget First Draft

D. Presentation of 2026 Riley Home & Museum Budget First Draft

E. Approval of Updated Depot Street Park Rental Agreement

F. Approval to Scrap Metal Benches

G. Approval to Scrap Metal Bike Racks

H. Elevation Certificate for Maintenance Garage Addition

I. Approval of Bid for Brandywine Park & Connector Trail Way-Finding
Signage Project

J. Approval of Staff Hires

K. Approval of \$5,000+ Expenditures

Old Business

Ellen Kuker, Director

A. Hancock County Tourism Grant

B. Riley Park Bridges

C. Riley Park Shelter House

Staff Reports

Ellen Kuker, Director

A. Senior Center Director's Report – Ellen Kuker

B. Riley Home & Museum – Marissa Purcell

C. Program/Events – Julie Patterson

D. Maintenance Ops Manager – Josh Gentry

E. Assistant Directors Report – Julie Patterson

F. Director's Report – Ellen Kuker

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Board Member Information can be found at: www.greenfieldin.org/appointments



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Committee Reports

A. Plan Commission

Rick Roberts, Secretary

Approval of Claims

Deby Low, President

Adjournment

Deby Low, President

Next Parks Board Meeting: August 20th at 5:30 p.m.
City Hall, Council Chambers

Board Member Information can be found at: www.greenfieldin.org/appointments

**Greenfield Parks and Recreation
Board Meeting
June 18, 2025**

The Greenfield Parks and Recreation Board met in session on Wednesday June 18, 2025 at 5:30 p.m. in City Council Chambers.

Present: Ms. Deby Low; Ms. Kristi Baker; Mr. Rick Roberts (via zoom); Mr. Alan Hammons; Mr. John Rihm; Ms. Ellen Kuker; Mr. Josh Gentry; Ms. Bobbi Anderson; Ms. Marissa Purcell and Ms. Julie Patterson. Meeting was called to order by Ms. Low at 5:30 PM.

Approval of Minutes: Motion to approve, March 19, 2025 Special Park Board Meeting Minutes was made by Mr. Roberts. Seconded by Mr. Hammons. Motion carried.
Motion to approve May 21, 2025 Park Board Minutes was made by Mr. Roberts. Seconded by Mr. Hammons. Motion carried.

Visitors: Lily Fischer- Greenfield Parks new Social Media & Marketing Specialist; Josh Thomas- Parks new Landscape and Grounds Foreman. Glen Morrow, Greenfield City Engineer; Boy Scout Troop #770, members Riley and Andrew Hobers with their father attended to earn their Citizenship merit badge.

New Business:

House Enrolled Act No. 1509 – You will notice a new Park Board agenda. Effective July 2025, any board meeting notice or agenda must provide the information regarding each appointed officer serving on the board: name, appointing authority, beginning and end date of the member's term of office. We have included all this information on the agenda. The agenda also needs to be submitted to the newspaper and uploaded to our websites, City and Parks, and will be posted outside the Council Chambers the Friday before our meeting.

Inaugural Hancock Half Marathon- Julie Patterson was on the committee that made this magic happen. It was an amazing day for a marathon and 5K run. There were 497 registered participants. It was great that Parks was at the table to offer this event to our community that travelled through five of our city parks.

Approval to Scrap Pool Concessions Freezer– The double wide freezer at the Kathy Dowling Aquatics Center finally quit. We have replaced it with two smaller individual units. Seeking approval to scrap the old freezer. Motion to approve made by Ms. Baker. Seconded by Mr. Hammons. Motion carried.

Hancock County Tourism Grant- We will be applying for a Hancock County Tourism grant to help offset the Riley Park 100th Anniversary Celebration and the Turkey Day 5K event. Combined, we will be asking for about \$37,000.00.

Approval of Shelter House Patio Change Order #2- Board members were given a copy of change order #2 for review. The weather has been playing a role in RLC Lawyer Contracting missing their June 12th completion date. Tyler Lawyer indicated they needed a few additional days to complete the project. The change order reflects a new completion date of June 20th. Seeking approval for this change order. Motion to approve made by Mr. Rihm. Seconded by Mr. Hammons. Mr. Roberts a nay, all other were yay. Motion carried.

2026 Budget- We have started internal meetings to begin talking about the 2026 budget. Ms. Kuker did receive an email from Councilman Jester to all Department Heads not to request the addition of full time staff. The Council is concerned about the impact SB1 will have on the City's budget.

Approval of Updated Lizabuth Ann's Kitchen Guidelines- Board members were given a copy of the new Lizabuth Ann's Kitchen guidelines for review. The added verbiage is: Generators of any kind are not allowed on the Riley Home Complex grounds or Lizabuth Ann's Kitchen. Use of a generator will result in forfeiture of your security deposit. Motion to approve new guidelines made by Ms. Baker. Seconded by Mr. Rihm. Motion carried.

Approval of Staff Hires- (see attached) The following staff hires were presented to the board for approval:

- Mike Tutrow- Parks Facilities team- promotion to Facilities from Grounds crew with increase in pay to \$17.00/hr. effective 6/21/2025. Motion to approve made by Mr. Rihm. Seconded by Ms. Baker. Motion carried.

Approval of \$5,000+ Expenditures: (see attached) Seeking approval for the following expenditures:

- \$9,400.00 out of Impact to Carrier & Gable, Inc. for rectangular rapid flashing beacons traffic calming light. This will be installed at Pennsy Trail and Pennsylvania Ave. Motion to approve made by Mr. Hammons. Seconded by Ms. Baker. Motion carried.

Old Business:

Riley Arts Trail- Concrete work is wrapping up. Walk through went well. Once the trail is opened to the public, we can begin to install the benches, banner poles, and interpretative panels. Looking at a September ribbon cutting event.

Parks Maintenance Garage Project- We have a temporary Certificate of Occupancy and have achieved Substantial Completion. We are having Michael Kroschell with Weihe Engineering review the survey report from Gibson Survey. Once Michael has reviewed the information, we will submit it to DNR and schedule them for a site visit.

Riley Park Bridges- Progress continues to be slow with the engineering and permitting. Michael Kroschell with Weihe Engineering did provide structural drawings on May 30th, but had a couple follow up questions about stream flood velocities that he is trying to get answered. He should be providing bridge design drawings soon.

Rotary Peace Park- Board members were given a hand-out with preliminary information about the proposed Rotary Peace Park for review. Mr. Gentry and Ms. Kuker met with a group from the Rotary of Greenfield Club regarding their proposed Rotary Peace Park. We met with them back in April to review the scope. They are connected with Ball State University's Landscape Architect school as they have agreed to take on this project for their 2025-26 school year. We hope to do a site visit with a BSU group some time in September. They are still targeting the same location, west of the Rotary Art Park. Ms. Kuker hopes to have an aerial that will show the size of the area they would like to use. They did indicate this would be a substantial fundraising effort for them. They are willing to come to a Park Board meeting to present, but with Deby Low, Rotarian, on the Board, Ms. Kuker told them to let her share the information they provided us , and we would go from there. The next steps would be to create and enter into an MOU. Parks Department will have a say in the design.

STAFF REPORTS:

Senior Center Report: (see attached)

- Vita Independent Living sponsored a special BINGO with 29 participants.
- Keltsey Anderton from the Health Department did wellness checks on May 15th with 16 participants.
- 23 day trip participants this month.
- 22 participants in our GBC Financial Lunch and Learn classes.
- The Dulcimer Connection played music during the Shelter House ribbon cutting.
- May attendance was 1182 with a daily average of 59.

Riley Home & Museum Report: (see attached)

- Pixy Tea Party is June 22nd. We have 35 people registered.
- Working with ROHS on programs for LAK.
- We are preparing for Mr. Riley's Ice Cream Social in August.
- LAK had 10 rentals with around 508 people for May.

Programs and Events Report: (see attached)

- Kids Kamp has welcomed 75 Kampers and 26 staff members.
- Enrollment for Preschool 2025-26 is open. Both Pre-K classes are full and the Beginners has 8 total spots remaining.
- Upcoming Events: June 21-Buzz about Bees; June 23-26- Art Studio Carnival of Creativity; June 28-Bird Watchers at Brandywine Park; July 12th- Bird Watchers at Thornwood; July 12th- Glow in the Park.

Maintenance Foreman Report: (see attached)

Large scale:

- Patio and landscaping work at the Shelter House has begun with a target completion date of 6/18.
- Seasonal staffing is now complete.
- Renovations at the Maintenance Garage are complete. DNR inspection is scheduled.
- Splash Pad and Pool are open for the season and operating well.
- Concert season is here. New cables for speaker hoist, new bollards, more barricades and an all new recycling program.

Small Scale:

- Rental Bikes in service.
- Fence repairs at Pickleball courts has begun and will continue.
- Fence replacement at old Maintenance Shop (building 2) 75% complete.

Assistant Director's Report: (see attached)

- Kathy Dowling Aquatics Center- we have had a few struggles with our POS machines but ordered new ones. Swim lessons, pool parties and our guards are going a great job. Our concessions and admissions staff is also doing a great job.
- We will begin to see our community partners partnerships flourish at our concert series. Their donations help elevate everyone's experience.
- The Entertainment and Festivals permit has been renewed for this concert season.
- Hancock Half inaugural event had 497 participants and was a huge success.

Director's Report: (see attached) We've had two staff appreciation lunches so far this year and everyone seems to enjoy them. We are working on a wrap design for the Kids Kamp bus. Currently it is a plain white bus. Our first concerts of the season are Friday, June 13 and Saturday, June 14. We are waiting on the final package to send out to sign companies for the Brandywine Park Way-finding project.

Committee Reports:

Plan Commission- Mr. Roberts reported that nothing discussed at the meeting affected Parks.

Approval of Claims: Motion to approve June Claims was made by Mr. Roberts. Seconded by Ms. Baker. Motion carried.

Adjournment: Mr. Rihm made a motion to adjourn. Seconded by Ms. Baker. There being no further business, meeting adjourned at 5:57 p.m.

Secretary, Rick Roberts