



Noblesville Parks and Recreation Board Minutes February 3, 2016

MEMBERS PRESENT: Todd Thurston, Ann Minnich, Steve Rogers, and Donna Clark.

OTHERS PRESENT: Brandon Bennett, Director; Sherry Faust, Board Secretary; Gary Deakyne, Golf Professional; Chris Jensen, Common Council representative.

CALL TO ORDER: President Thurston called the meeting to order at 7:00pm.

APPROVAL OF AGENDA: President Thurston asked if there were any additions or deletions to the agenda. President Thurston asked for the approval of the Agenda. Ms. Minnich moved to approve the Agenda as presented and Ms. Clark seconded this motion. No further discussion was held and the motion passed unanimously.

APPROVAL OF MINUTES of January 11, 2016 Board Meetings. President Thurston asked for the approval of the January 11, 2016 minutes. Ms. Minnich moved to approve the minutes for the January 11, 2016 Board meeting as presented and Mr. Rogers seconded this motion. No further discussion was held and the motion passed unanimously.

FINANCIAL:

1. **Approval of Claims** for February 9 and February 23, 2016. Mr. Rogers moved to approve the claims as presented totaling \$50,451.12. Ms. Minnich seconded this motion and the motion passed unanimously.

2. **Transfers and Appropriations:** None

REPORTS

- **Recreation Report**

In view of the absence of Nichole Haberlin, Mr. Bennett reviewed her report that was in the Board packet. Discussion was held. (Staff Report Attached)

- **Assistant Director Report**

Mr. Hoffmeister's report was distributed to the Park Board members prior to the start of the meeting. In view of Mr. Hoffmeister's absence, Mr. Bennett reviewed the report with the Board. Mr. Bennett said that Mr. Hoffmeister had done an unbelievable job with the new recreation software, Active Net. Mr. Bennett also said Erin Portman has been working with Mr. Hoffmeister through the process and they have worked very well together. (Staff Report Attached)

- **Director of Golf Report – Gary Deakyne**

Mr. Deakyne said that since the golf courses are now closed, the financial report for the golf operation in January is zero. Mr. Deakyne said that he has been involved in other things: attended with Mr. Bennett the 2016 PGA Merchandise Show. He said that they got several ideas on the sale of merchandise and how other golf shops handle things. Mr. Deakyne said he is also working on outings. He has retained nine of the 20 from last year. He is waiting to hear back on 9 others, but has also secured two new outings; Heart Foundation and the Northern Hamilton County Chamber of Commerce. Mr. Deakyne said they had a discussion today on new countertops at the Fox Pro Shop. Mr. Bennett reviewed with the Board what plans they have to improve the interior look of the Fox Prairie Pro Shop.

Mr. Deakyne said the staff is looking at after March 5th to open, weather permitting.

OLD BUSINESS

1. Federal Hill Commons Update

Mr. Bennett said the first section of the Story Wall was poured today. He is also hoping Duke Energy will take their poles down in the next week or so. (Staff Report Attached)

2. Board to Consider Amendment to contract for business consultant for schematic design for Finch Creek Park

Mr. Bennett said that the City Common Council had their retreat and reviewed projects. They picked nine projects they wanted to continue to explore and Finch Creek Park is among the nine. With this in mind, Mr. Bennett reported to the Board that Context would like to add Pros Consulting to their team to work on the study of the community village concept. The amended contract is for a not to exceed \$38,500.00. (Staff Report Attached)

President Thurston asked for a motion to approve the contract. Ms. Minnich moved to approve the Amendment to Contract with Context for a Business Plan and Mr. Rogers seconded this motion. No further discussion was held and the motion passed unanimously.

NEW BUSINESS

1. Board to consider contract with Hot House Marketing for 2016 marketing services

Mr. Bennett said the amount paid to Hot House is a budgeted amount, but since this is an agreement, he wanted to bring it before the Board for their approval. Discussion was held. (Staff Report Attached)

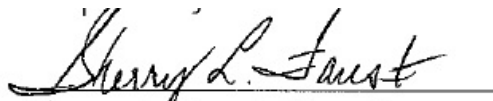
President Thurston asked for a motion to approve the agreement. Mr. Rogers moved to approve the agreement with Hot House Marketing Group as presented and Ms. Clark seconded this motion. No further discussion was held and the motion passed unanimously.

President Thurston reminded the Board of the next meeting and its location at the Recreation Annex at Ivy Tech.

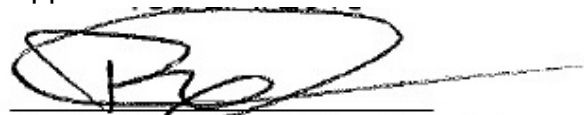
Mr. Chris Jensen spoke to the Board about the Council retreat. He said the Parks Department was well represented in that retreat with all the different projects. He said that he did think the Park Board did have the Council's commitment. He said the Council wanted to see dirt moving on the projects they have committed to and the Council's willingness to push additional revenue to get these projects going. The Parks Department is a huge part of the community in the quality of life it brings to the community.

With no other business to discuss, Ms. Minnich made a motion to adjourn and Mr. Rogers seconded this motion. President Thurston adjourned the meeting at 8:10 PM.

Respectfully Submitted


Sherry L. Faust, Secretary

Approved


Todd Thurston, President

Next meeting: Wednesday, February 24, 2016, 7PM Recreation Annex at Ivy Tech.



NOBLESVILLE PARKS AND RECREATION REPORT JANUARY 2016

Enrollment: 187 participants in our programs this month with 23 classes offered. This is a decrease in participation from last month of 13 participants, and a decrease of 54 participants from January, 2015. January 2015 had a two week period of try-it before you buy it, the grand total number include a few weeks in February. 2016, we did not offer the try it before you buy it program. This program took too much time for staff to follow up with participants. We noticed a few participants got through the process taking classes for free while other abused the system to just take a few free classes. Another significant change this season was the unfortunate loss of a yoga instructor who found a venue that fit her personal needs. With a closed window we opened a door excitedly added two new Yoga instructors Teri Russell and Sara Althouse. I have no doubts that these ladies will be able to re-grow the yoga program.

Conference: Brandon, Mike, Nichole, and Karen attended the Bicentennial of the Indiana Parks and Recreation at its Annual Conference. The team has come back with a lot of great ideas to continue growing our Parks, facilities and our programs.

Staffing: Nichole has reached her one year anniversary with Noblesville Parks and Recreation!!!! Let's plan some vacation!

Cindy Knapp has found a new opportunity, her family will be moving to Philadelphia to start a new business. Her last day of work was January 16th. We have posted the job of the City of Noblesville website and Indiana Parks and Recreation website.

We also hired our first Facility Monitor, Kyren Winfrey. He went through two days to manage the Recreation Annex in Nichole's absence.

Camp: Camp administration team has completed the job description for Kids Camp Counselor position. We will only need 4 counselors since we have 10 staff returning from last year. The camp team has also finished the Guardian Guide which will be available very soon on www.noblesvilleparks.org website. Brochures have been printed and we are opening registration on Feb 12 at Forest Park Inn from 6:00am-7:00pm. Nichole Haberlin will be there for the first half of the day, Maria Huber will be there the second followed by Rachel and AshLeigh at the end of their school day. We are very excited about the release of our first full day camp!!!

New Programs: New programs created for 2016 had a slow start. New classes that had the enrollment numbers to run included Stretch and Flex Yoga, Badge Blast, and Owl Hoot and Hike. Our regular programs actually had more participants on average than ever before! We already can see a few more new programs taking off starting in February, Homeschool Science and Homeschool Gym already have a family of three participating in both classes. Another large change will be starting Feb 1st with the activation of our new software system Active Net. This may reduce numbers for a month, but I believe we will have an increase in participations due to the ease of registration for future programs.

Recreation Annex Rentals (YTD)

Reporting for the Annex has changed with the inclusion of internal programs being run at the Recreation Annex starting in January 2016.

	# of Rentals to Date (1/21/2016)	\$ Rentals to Date Paid	Income expected by 3/15/2016
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• Community Cage	0		
• Community Court	52	\$1350.00	\$420.00
• Community Gym/Cage	117	\$6775.00	\$4505.00
• College Gym	40	\$200	0

January 2016 POS Pickleball Sales: as of 1-26-16	Punch Passes (8)	\$450.00	Drop-In (40)	\$250.00
			POS total	\$700.00

Program Enrollment Numbers

Program	Days/Date	Time	Location	Enrollment	
Adult					
Social Dance	Mondays	6:30-9:15pm	Inn-Main	35	+10
Community Wednesday	Wednesday	Various	Lodge	13	0
Fitness					
Yoga	Mon-Thurs	Various	Lodge	7	-39
Aerobic Kickboxing	Tuesdays	7:15-8:15pm	Inn	12	+4
Dance/Piloxing	Fridays	9:30-10:30am	Lodge	5	-1
Pilates/ Barre	Thursdays	9:00-10:00am	Overlook	6	+1
Pilates	Wednesdays	PM	Inn	8	+2
Boot Camp	Mon & Wed	6:30-7:30pm	NWMS	9	+2
Youth Programs					
Hip Hop	Tuesday	7:30pm-8:15pm	Lodge	7	+7
Tumbling	Tuesdays	5:30-6:15pm	Lodge	0	-8
Ballet	Tuesday	6:30-7:15p	Lodge	4	+4
FUNDamentals	Mondays	10:45a-11:30a	Lodge	13	+10
Karate	Tuesday	6:00-6:45p	Inn	7	+7
Fencing	Saturdays	1:00-2:00p	Annex	4	+4
Engineering 4 Kids	Thursday	6:00pm-7:00pm	Lodge	Not	Offered
Parent Night Out	Wed & Fri	6:00pm-9:00pm	Lodge	15	-1
Safe Sitter	Saturday	9:00am-3:00pm	Lodge	20	+20
Knee High Naturalist	Friday	9:15a-10:45a	Lodge	4	-1
PreK Workshop	Random	9:15-10:45a	Lodge	Not	Offered
Owl Hoot Hike	2 evenings	7:00-8:30pm	Lodge	16	New
Boy Scout Badge	Saturday	11:30-1:00pm	Lodge	11	New
			Total	184	

Nichole Haberlin, Recreation Director

Assistant Director Report

1. ACTIVE NET is Live.
 - a. Working through bugs and kinks
 - b. Online registration portal is being used.
 - c. Customers have been patient and understanding with the change
2. Facility Monitor Position update
 - a. Three hired and one having background/driving record checks done
 - b. Looking to hire one more totaling 5 facility monitors
3. Assistant Recreation Director Interviews underway
 - a. Taking place this and next week
4. A number of eagle scout/girl scout projects in the making
 - a. Bicentennial Tree planting – Eagle Scout
 - b. Bocce Ball at Forest Park – Eagle Scout
 - c. Potential for Gaga Pitt at Dillon Park – Eagle Scout
 - d. Invasive plant pulling at Forest Park – Girl Scout Gold Award
5. 2016 Special event planning is in full swing
6. Reminder about Bowl-A-Thon; three spots left on the Board team.
7. Will be on vacation 2/24-3/6 and will miss the Park Board Retreat ☹

Noblesville Park Board

Wednesday, February 3rd, 2016

Subject: Federal Hill Commons Update
Applicant: N/A
Agenda Item: Old Business #1
Summary: Story wall is being framed and footers for restroom are poured

Recommendation: **Update Only**

Prepared by: Brandon Bennett, CPRP, Director
Department of Parks and Recreation
City of Noblesville
bbennett@noblesville.in.us, 317-776-6350

Park Terms and Definitions:

Summary:

Planning on pouring the first section of wall on Wednesday. All of the footers are poured for the wall except what is over the sewer. The restroom foundation is in and the under slab rough ins are in the process. Plan to pour slab next week. We are still waiting on Duke to get the poles removed, but the latest info indicated that that could happen on the 8th.

Background:

Federal Hill Commons is the park the city determined met the best use for a 6.4 acre tract of land between 32 and Logan Street and Nixon and St. Rd. 19. The land, mostly floodplain, has been home to Dave Mason Car Repair and open space. The City will also acquire the existing Ameriana Bank in 2016 as a part of this project. Through the vision of the city as well as several focus groups, the program has been determined to include an amphitheater, event space, restrooms and storage, a farmer's market plaza, interactive water feature, shelters, trails, playground, and parking. It will also eventually be connected by a pedestrian bridge across the river from the Hamilton County Judicial Center. The project is slated to begin construction in summer and have the initial phase open 2016.

Recommendation:

No action required.

Noblesville Park Board

Wednesday, February 3, 2016

Subject: Business Development Plan for Finch Creek Park
Applicant: NA
Agenda Item: Old Business # 2
Summary: Amendment to Contract with Context for a Business Development plan with Pros consulting for Finch Creek Park

Recommendation: **Staff recommends**
Prepared by: Brandon Bennett, CPRP, Director
Department of Parks and Recreation
City of Noblesville
bbennett@noblesville.in.us, 317-776-6350

Park Terms and Definitions:

Summary:

At this phase in the Schematic Design planning for Finch Creek Park and after discussions with the Mayor's office and the development team, Context and staff have determined the need to bring an additional consultant on to study the business climate, forecast, and opportunities for the development of Finch Creek Park. This was first presented to the board in December and there were some questions about the plan and outcomes as well as necessity. Context and Pros were at the meeting to answer any questions regarding this requested add to the design team for Finch Creek Park. The contract amendment presented is for the adding Pros Consulting to the team and includes any additional time needed from the other consultants to study the "community Village" concept, not originally in the SD contract.

Background:

Finch Creek Park has been in redesign over the past year. We have reimagined the property with different input and data from several different angles and team members. As the design continues to evolve, we will need to gather more input and utilize consultants to provide the best and most fiscally responsible design and implementation of Finch Creek Park.

Recommendation: Motion to approve amendment to contract with Context.

Noblesville Park Board

Wednesday, February 3, 2016

Subject: Contract with Hot House Marketing
Applicant: N/A
Agenda Item: New Business # 1
Summary: Contract with Hot House to continue to consult, advise, place advertising and assist in the overall Marketing program for Noblesville Parks

Recommendation: **As a budgeted item, staff recommends approval of this contract**
Prepared by: Brandon Bennett, CPRP, Director
Department of Parks and Recreation
City of Noblesville
bbennett@noblesville.in.us; 317-776-6350

Park Terms and Definitions:

Summary:

This contract is for services provided by Hot House Marketing to assist our staff with the marketing and advertising plan for all social media, print, radio, TV, banners, market position, sponsorship procurement for the Concert series, golf advertising, etc. They will advise based on projects and target efforts and needs based on staff goals and objectives. This is a budgeted item in the 2016 budget.

Background:

For the past three years we have worked with Hot House to help us further our reach to our constituents that we serve. The results have been positive in what we have been able to accomplish and having a professional organization to carry some of the load that we could not otherwise do is of the utmost importance. This is in lieu of hiring a full time marketing person for the time being. Although we could still use a marketing person, until budgets allow, this is a great solution.

Recommendation:

Staff recommends board make a motion to approve the contract with Hot House Marketing as presented.