



Noblesville Parks and Recreation Board Minutes February 24, 2016

MEMBERS PRESENT: Todd Thurston, Ann Minnich, Scott Noel, and Donna Clark.

OTHERS PRESENT: Brandon Bennett, Director; Sherry Faust, Board Secretary; Nichole Haberlin, Recreation Director; Gary Deakyne, Golf Professional; Mary Sue Rowland, Megan Wiles, and Wil Hampton, Common Council representative; Kerianne Rich, Hot House Marketing Group.

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 February 3, 2016 Board Meetings. President Thurston said the February 3, 2016 minutes were distributed to the Board. Are there any corrections? If there are no further corrections, may I have a motion to approve? Ms. Minnich moved to approve the minutes for the February 3, 2016 Board meeting as corrected and Ms. Clark seconded this motion. No further discussion was held and the motion passed unanimously.

FINANCIAL:

1. **Approval of Claims** for March 15 and March 29, 2016. Ms. Clark moved to approve the claims as presented totaling \$26,624.71. Ms. Minnich seconded this motion and the motion passed unanimously.
2. **Transfers and Appropriations:** None

REPORTS

- **Recreation Report**

Ms. Nichole Haberlin distributed her report to the Park Board. She then reviewed her report with the Board. Discussion was held. (Staff Report Attached)

- **Assistant Director Report**

Mr. Bennett reported to the Board that Mr. Hoffmeister was out of town and had sent his report to Mr. Bennett to be distributed to the Park Board. In view of Mr. Hoffmeister's absence, Mr. Bennett reviewed the report with the Board. (Staff Report Attached)

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

Mr. Deakyne said he did not have a lot to report on golf right now, but the Fox Pro Shop is in the middle of doing some renovation. He also reported that he has been working on a lot of outings. There is a week in June where there is an outing every day. Mr. Deakyne also reported that he has been doing a lot of pre-booking and ordering of merchandise to sell in the Pro Shop.

OLD BUSINESS

1. **Federal Hill Commons Update**

Mr. Bennett reported that the power line has now been removed and the story wall is being poured and the lower back wall of the amphitheater was poured. Discussion was held. (Staff Report Attached)

President Thurston asked for a motion to approve the use of the Impact Fees for the amphitheater. Mr. Noel moved to approve the use of up to \$600,000.00 in Impact Fees for the construction of the amphitheater at

Federal Hill Commons as presented and Ms. Clark seconded this motion. No further discussion was held and the motion passed unanimously.

NEW BUSINESS

1. Board to consider Dillon Park Concession Contract

Mr. Bennett said this contract was no different than the previous contract with the NEFL except that the dates have been changed. (Staff Report Attached)

President Thurston asked for a motion to approve the contract. Ms. Minnich moved to approve the contract with the NEFL to operate the concession stand at Dillon Park as presented and Mr. Noel seconded this motion. No further discussion was held and the motion passed unanimously.

2. Board to consider ITM lease

Mr. Bennett said again this contract was no different than the previous contract except the dates have been changed. (Staff Report Attached)

President Thurston asked for a motion to approve the contract. Ms. Minnich moved to approve the contract with the Indiana Transportation Museum as presented and Mr. Noel seconded this motion. No further discussion was held and the motion passed unanimously.

3. Board to consider General Services agreement with Lehman and Lehman

Mr. Bennett explained to the Board that this agreement was like what the Board had had in the past with Lehman and Lehman. The firm will provide consulting and general services as needed. It is paid from the Impact Fees. (Staff Report Attached)

President Thurston asked for a motion to approve the contract. Mr. Noel moved to approve the contract with Lehman and Lehman as presented and Ms. Clark seconded this motion. No further discussion was held and the motion passed unanimously.

4. Board to consider on call agreement for park employees

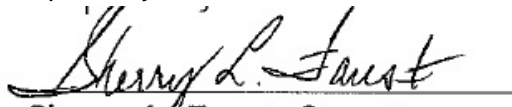
Mr. Bennett explained that the City has a policy for on call and some of the Park staff have requested the Park's Department look into having this in place for the some of the Park staff. Mr. Bennett reviewed this policy with the Board. (Staff Report Attached)

President Thurston asked for a motion to approve the on call agreement. Ms. Minnich moved to approve the on call agreement for park employees as presented and Mr. Noel seconded this motion. No further discussion was held and the motion passed unanimously.


Mr. Bennett introduced Ms. Kerianne Rich of Hot House Marketing. Ms. Rich distributed an introduction document to the Park Board which outlined her services she provides to the Parks Department through her agreement with the Park Board. She then went through some of the marketing ideas the business has done in the past with the department.

With no other business to discuss, Mr. Noel made a motion to adjourn and Ms. Minnich seconded this motion. President Thurston adjourned the meeting at 8:20 PM.

Respectfully Submitted


Sherry L. Faust, Secretary

Approved


Todd Thurston, President

Next meeting: Wednesday April 13, 2016, Fox Prairie Golf Course Conference Room,
8465 E. 19th Street, Noblesville, IN 46060.



NOBLESVILLE PARKS AND RECREATION REPORT FEBRUARY 2016

Enrollment: 224 participants in our programs this month with 26 classes offered. This is an increase in participation from last month of 37 participants, and a decrease of 31 participants from February, 2015. New registration Software system went live February 1st. Staff and participants are still growing and learning from the new program.

Staffing: A contingent offer has went out to a candidate to fill the Recreation Assistant Director position. Everything should be official starting March 7th. We are excited to see the new energy in the office and what ideas and creativity this individual will bring to our park programs.

Hired three more Facility Monitors to cover Lodge, Inn, and Annex. Please welcome Hannah, Bryan, and Denise to the team. We really hope the weekend staffing will increase park enrollments by having a member there to advocate for the Park's Services.

Camp: Camp Registration was on February 12th. We did not see a huge number that day for enrollments. On February 24th we are at Full Day Dillon: 6 Dillon ½ day: 9 Forest Park Full Day: 5 Spring Break Camp Week 1 and 2 have 3 enrolled.

New Programs: New programs added to the roster for the spring of 2016 include Teen Self Esteem Workshops, Natural Born Artist as a partnership with Nickel Plate Arts, and Starting a business in Indiana.

Recreation Annex Rentals (YTD)

Two Reports: RecTrac and Annex: Grand Total of Both \$11,035.75

Annex Report:	College Gym	\$1605.00	Due \$605.00
	Community Gym	\$5925.00	Due \$4875.00
	Corn Court	\$240.75	Due \$240.75
	Class Room B	\$240	Due \$240.00

October 2015- January 2016	Punch Passes	\$810.00	Drop In	\$469.00
			POS total	\$1279.00
February 2016 POS Pickleball Sales:	Punch Passes (4)	\$190.00	Drop-in (43)	\$215.00
	Fitness Drop in (1)	\$10.00	Feb POS total	\$415.00
As of 2/23/2016			Grand Total	\$1,694.00

Program Enrollment Numbers

Program	Days/Date	Time	Location	Enrollment	
Adult					
Social Dance	Mondays	6:30-9:15pm	Inn-Main	35	
Community Wednesday	Wednesday	Various	Lodge	20	+7
Fitness					
Yoga	Mon-Thurs	Various	Lodge	14	+7
Aerobic Kickboxing	Tuesdays	7:15-8:15pm	Inn	10	-2
Dance/Piloxing	Fridays	9:30-10:30am	Lodge	6	+1
Pilates/ Barre	Thursdays	9:00-10:00am	Overlook	8	+2
Pilates	Wednesdays	PM	Inn	8	+2
Fun Fitness- Diabetes	Tues/Thurs	5:30-6:15	Annex	4	New
Boot Camp	Mon & Wed	6:30-7:30pm	NWMS	11	+2
Youth Programs					
Hip Hop	Tuesday	7:30pm-8:15pm	Lodge	7	
Tumbling	Tuesdays	5:30-6:15pm	Lodge	8	+8
Ballet	Tuesday	6:30-7:15p	Lodge	5	+1

FUNDamentals	Mondays	10:45a-11:30a	Lodge	4	-9
Karate	Tuesday	6:00-6:45p	Inn	4	-3
Fencing	Saturdays	1:00-2:00p	Annex	0	-4
Engineering 4 Kids	Thursday	6:00pm-7:00pm	Lodge	12	
Parent Night Out	Wed & Fri	6:00pm-9:00pm	Lodge	18	+3
Safe Sitter	Saturday	9:00am-3:00pm	Lodge	4	Schedule Change
Knee High Naturalist	Friday	9:15a-10:45a	Lodge	4	
PreK Workshop	Random	9:15-10:45a	Lodge	5	
Home School Gym	Tuesday	10:00-11:00am	Annex	3	New
Home School Science	Tuesday	11:15-12:15pm	Lodge	3	New
Kids Garage Sale	Saturday	10:00a-1:00pm	Inn	16	Event
Maple Fest	Saturday	9:00am-12noon	Lodge	15	Event
			Total	224	

Nichole Haberlin, Recreation Director

Noblesville Park Board,

I want to apologize for my absence; I am currently enjoying the warmth and sunshine in Florida ☺ for a family wedding and vacation. Please use this document for my 2015 accomplishments, 2016 goals and Park Board meeting report. Thank you and see you all at the next Park Board meeting.

Mike Hoffmeister
Assistant Director of Parks

Park Board Report

- Assistant Recreation Director – Lorna Steele (if not already reported on by Nichole).
- Facility Monitors – Four hired; looking for 1-2 more to ensure coverage needs are met.
- Bowl-A-Thon this Saturday from 1p-5p.
- We will have a presence at the Ivy Tech Grand Opening Open House, Ribbon Cutting on 3/8. Board are invited to join.
- First ever MLB Pitch, hit and Run will be held on Friday, April 15th from 7-9 p.m. at NYB fields. We are partnering with Babe Ruth Baseball, Noblesville Youth Baseball and Noblesville Girls Softball Association.
- 2016 special event planning meetings have begun; still seeking sponsorship for Summer Concert Series and Parks Foundation Mayor's Luncheon

Noblesville Park Board

Wednesday, February 24th, 2016

Subject: Federal Hill Commons Update
Applicant: N/A
Agenda Item: Old Business #1
Summary: Power lines are removed and story wall is being 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:

Three sections of the story wall have been poured and all footers are in place for the pavilion. We should see Steel start to be erected in the next few weeks. All of the overhead power lines on the property have been removed opening up the site substantially. The restroom foundation has been poured and we are looking at opportunities to add the playground and spray ground alternates into the project. We hope to use impact fee money to pay for some of the amphitheater as outlined in the Impact fee ordinance, which frees up some bond money to install the playground and spray ground. I am consulting the city attorney to confirm.

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 24th, 2016

Subject: 2016 Dillon Park Concession Contract
Applicant: N/A
Agenda Item: New Business # 1
Summary: Contract with NEFL to operate the Concession stand at Dillon Park for the 2016 season

Recommendation: **Staff recommends approval of the contract with NEFL to operate the concession stand at Dillon Park for the 2016 season.**
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 the same contract we have had with NEFL over the past several years to provide concession operations at the Dillon Park Concession stand. They have provided a great service over the years and are a great partner. As in the past they pay us the standard 15% of gross revenue from sales.

Background:

From the day Dillon Park was opened, the NEFL has operated the concession stand during the spring, summer and fall as a service to the community and for their football season. They have been a responsible partner and have abided by the terms of the contract. NEFL manages every aspect of the operation including hiring employees and ordering and selling product. They provide a service that we would otherwise have to staff in house or find another vendor.

Recommendation:

Staff recommends board make a motion to approve the contract with NEFL as presented.

Noblesville Park Board

Wednesday, February 24th, 2016

Subject: 2016 ITM Contract
Applicant: N/A
Agenda Item: New Business # 2
Summary: Contract with ITM to lease space in Forest Park for operation of the Indiana Transportation Museum

Recommendation: **Staff recommends approval of the contract with ITM to operate the Indiana Transportation Museum at Forest Park for the 2016 season.**
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 the same as in the past. It is an annual contract that leases the property that ITM currently occupies to them for operation of the Transportation Museum at Forest Park. They have communicated much better with us over the past few years and have been much better partners regarding projects and events in the park.

Background:

The Indiana Transportation Museum has been a fixture in Forest Park for a long time. They operate the train museum offering many different unique types of activities and programs for the community. Their presence in the park aids Forest Park being one of the top 5 tourist attractions in Hamilton County. Over the years we have worked with them to keep the grounds they lease in better condition and removing what they don't need. They have responded and are much better stewards of the property and better communicators than they have been in the past. As a volunteer organization, they have struggled with turnover and funding to maintain the operation properly, but they have made great improvements over the past few years.

Recommendation:

Staff recommends board make a motion to approve the contract with ITM as presented.

Noblesville Park Board

Wednesday, February 24th, 2016

Subject: General Services Contract with Lehman and Lehman, Inc
Applicant: N/A
Agenda Item: New Business # 3
Summary: Contract with Lehman and Lehman for general services as needed by staff for consulting, grant preparation, etc.

Recommendation: **Staff recommends approval of the contract with Lehman and Lehman to provide consulting and general services as needed by staff.**

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 the same as in the past. It is an annual contract that provides staff and the board with professional consulting services from Chuck Lehman and his team at Lehman and Lehman. This contract is a contract that we keep in place for services that we may need or that arise throughout the year. Chuck has provided many services over the years to assist us in reaching our goals as a department. His knowledge of our system and ability to be available as needed is invaluable to the staff and board. This contract is a not to exceed contract and is billed for services as utilized and is valid only for the 2016 fiscal year. If the services are utilized the funds come from Impact fees to pay for those said services.

Background:

Chuck and his team at Lehman and Lehman have been involved with Noblesville Parks for the past 23 years. He has done several master plans, the recreation impact fee plans, and alternative transportation plans as well as written several grants, designed several projects and consulted us professionally over several matters over the past years. His knowledge of the system and his passion for Noblesville is a tremendous asset and we appreciate having someone with such background and experience as part of our professional team.

Recommendation:

Staff recommends board make a motion to approve the contract with Lehman and Lehman as presented.

Noblesville Park Board

Wednesday, February 24th, 2016

Subject: On call Policy for Park Employees
Applicant: N/A
Agenda Item: New Business # 4
Summary: On call policy and pay for Park employees that are deemed necessary to be on call for events and weather.

Recommendation: **Staff recommends approval of the on call policy to insure employees are being properly compensated for being on call.**
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 on call policy is one that is currently in place for Street Department employees and has been requested by our staff. The policy allows us to put employees in on call status when we deem it necessary to provide service as required for events, rentals, or weather. Employees are restricted to what they can do when on call and have to have the ability to report to the worksite in a timely fashion to address whatever they are called in to perform. While they are on call they must be within 30 minutes drive time of the worksite, cannot consume alcohol, and be able to respond in a timely fashion. The City policy for On call pay is \$2.50/hr. If the employee is called in they are paid a minimum of two hours of regular time or overtime, whichever applies. Some calls will not require the employee to report to the job site and can be handled over the phone. In those situations they will not be paid for being called in. They are only paid for being called in if they have to actually come to the jobsite. We anticipate expenses to the budget to be between \$1000 and \$1500 annually for this benefit, which can be handled in the budget as it currently was adopted due to some unfilled positions.

Background:

As we continue to grow and have more and more going on in our facilities, we have the need to provide our 3rd party rentals with superior service. Having an employee available to handle any issues that might arise with an event or party is necessary in order to provide this service. Asking an employee to restrict their personal time so that they can respond timely also requires that they are compensated for said time. Employees have selflessly responded to several call outs even though they were not required to so that they insured that any issues or problems were handled. We have also had situations where the general public could not reach us since we are not staffed on the weekends after 2 pm. In order to provide the best service to our paying clients and our loyal staff this policy is necessary.

Recommendation: Staff recommends board make a motion to approve the on call policy as presented.