



Noblesville Parks and Recreation Board Minutes January 4, 2017

MEMBERS PRESENT: Todd Thurston, Ann Minnich, and Donna Clark

OTHERS PRESENT: Brandon Bennett, Director; Mike Hoffmeister, Assistant Director; Sherry Faust, Board Secretary; Drake Wiese, ACTS representative; Megan Wiles, Common Council representatives, Carl Johnson, John Mohler.

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 December 19, 2016 Board Meeting. President Thurston asked for the approval of the December 19, 2016 minutes. Ms. Clark moved to approve the minutes for the December 19, 2016 Board meeting as presented and Ms. Minnich seconded this motion. No further discussion was held and the motion passed unanimously.

2017 BOARD ORGANIZATION: President Thurston asked for a presentation of a slate of the names of officers and board appointments for the 2017 Park Board which was presented by Ms. Minnich. A motion was made to accept the following members for board leadership:

1. President – Scott Noel
2. Vice-President – Steve Rogers
3. Secretary - Sherry Faust
4. Board Representative to the Plan Commission for 2017 – Scott Noel

The motion was made and seconded. No further discussion was held and the motion passed unanimously.

Ms. Minnich moved to elect Todd Thurston as President Pro-Tem for the remainder of this Park Board meeting in the absence of Mr. Scott Noel, President and Mr. Steve Rogers, Vice-President. The motion was made and seconded. No further discussion was held and the motion passed unanimously.

FINANCIAL:

1. **Approval of Claims** for January 10 and January 24, 2017. Ms. Clark moved to approve the claims as presented totaling \$39,968.36. Ms. Minnich seconded this motion and the motion passed unanimously.
2. **Transfers and Appropriations:** None

REPORTS

- **Recreation Report**

Mr. Hoffmeister gave Nichole Haberlin's report to the Board in view of her absence. Mr. Hoffmeister reviewed the report from Ms. Nichole Haberlin that was in the Park Board packet. He also reported that there were about 60 to 70 people at the New Year's Eve event held at the Ivy Tech Annex. (Staff Report Attached)

- **Director of Golf Report**

Mr. Bennett said he would give a golf report towards the end of the meeting.

- **Assistant Director's Report**

Mr. Hoffmeister told the Board that Ryan Conaway was the new maintenance person at Dillon Park. He also said that Mr. Bennett and he had finished the interviews for the marketing position and would be making a selection soon. Mr. Hoffmeister said he is also involved in preparing for the Federal Hill Commons grand opening with several different elements being a part of this event. He also reported that the maintenance crew has spent a lot of time removing died ash trees from the parks grounds.

OLD BUSINESS

1. **Federal Hill Commons Update**

Mr. Bennett reported on Federal Hill Commons and why the playground was presently halted and the other items that were being finished up. (Staff Report Attached)

2. **Board to consider Park Board meeting dates time for 2017**

Mr. Bennett said at the first December meeting the Board approved the dates, but not the time the meetings would begin except for the January 2017 meeting. The department is looking at having the meetings start at 6pm. Discussion was held. (Staff Report Attached)

President Pro-Tem Thurston asked for motion to approve the Park Board meetings start time. Ms. Minnich moved to approve the 2017 Park Board meetings to begin at 6PM in The Green Room at Federal Hill Commons unless otherwise noted and Ms. Clark seconded this motion. No further discussion was held and the motion passed unanimously.

NEW BUSINESS

1. **Board to consider contract for retainer for services with Lehman and Lehman**

Mr. Bennett explained to the Board that this contract is the same as in the past and provides professional consulting services for the staff and the Park Board. (Staff Report Attached)

President Pro-Tem Thurston asked for motion to approve the General Services Contract. Ms. Clark moved to approve the General Service Contract with Lehman and Lehman as presented and not to exceed \$20,000.00 and Ms. Minnich seconded this motion. No further discussion was held and the motion passed unanimously.

2. **Board to hear 2016 Carousel Concession report and consider 2017 Carousel Concession Lease**

Mr. John Mohler reviewed the 2016 Concession report submitted by Sindy's Sugar Shak with the Board which was in the Board packet. Mr. Mohler said running the carousel concession stand offered high school students an opportunity to earn some cash. He also reported that this year the revenue from the concession stand was down a little because of poor weather. (See attached)

Mr. Bennett said that Mr. & Mrs. John Mohler of Sindy's Sugar Shak have requested to remain the vendor for the Concessions for 2017. He said that contract was the same as

the prior year except for the changing of dates and the staff recommends to the Board to approve it for 2017. (Staff Report Attached)

President Pro-Tem Thurston asked for motion to approve the contract. Ms. Minnich moved to approve 2017 contract with Sindy's Sugar Shak as presented and Ms. Clark seconded this motion. No further discussion was held and the motion passed unanimously.

3. Board to consider changes to sponsorship agreement with the Rotary Clubs for sponsorship of shelter at Federal Hill Commons

Mr. Hoffmeister said the staff was bringing this back to the Park Board from the August 2016 meeting. These two sponsorship agreements have been refined and amended from the previously approved documents. Mr. Hoffmeister said the department has already received the \$5,000.00 from one of the groups and will deposit the check when the Park Board approves the amended agreements. (Staff Report Attached)

President Pro-Tem Thurston asked for motion to approve the agreements. Ms. Minnich moved to approve the agreement with the Noblesville Rotary Club and the Noblesville Midday Rotary Club as amended and presented and Ms. Clark seconded this motion. No further discussion was held and the motion passed unanimously.

4. Board to consider funding of remodel of Bank Building

Mr. Bennett reported that some changes will need to be made to the old bank building that the City acquired in the Federal Hill Commons project, such as more restrooms, as there is only one at the present time. He said he wanted to bring this to the Park Board so they would know what plans the staff has in mind. Mr. Bennett said what could not be paid out of the bond monies, he would like to fund the remainder from the 109-NRC account. Mr. Bennett then took the Park Board members and guests through a walk of the building to show them what has been discussed. (Staff Report Attached)

The Park Board asked Mr. Bennett to proceed in getting a design and costs estimates on the building remodel.


Mr. Bennett asked to table the golf report and present it at the February meeting.

With no other business to discuss, Ms. Ann Minnich made a motion to adjourn and Ms. Donna Clark seconded this motion. President Pro-Tem Thurston adjourned the meeting at 8:40 PM.

Respectfully Submitted


Sherry L. Faust, Secretary

Approved


Todd Thurston, President Pro-Tem

Next meeting: Wednesday, February 1, 2017, 6PM @ The Green Room located at Federal Hill Commons, 107 Logan Street, Noblesville, IN 46060



NOBLESVILLE PARKS AND RECREATION REPORT JANUARY 2017

Enrollment: 138 participants in our programs this month with 30 classes offered, 16 classes ran (5 more class than last month). This is an increase in participation from last month of 39 participants, and a decrease of 49 participants from January, 2016. Our new programs are growing! Kids Helping Kids Garage sale was cancelled due to low enrollment. Our team believes this program has run its course due to all the online garage sale programs used today.

Recreation Annex Rentals		(July 1, 2016 - Present)			
Atrium/Auditorium	\$3,308.20	40%	=	\$1,984.92	
Auditorium Staffing	\$345.00	0%		\$345.00	
Gyms	\$20,000	50%	=	\$10,000	
Gyms	\$1128.75	90%	=	\$1,015.88	
Gross		Parks		\$14,423.50	Parks Net

The parks team will be taking a split from the Belfry production depending on ticket sales starting January 27th and ending February 11th. We are currently working with Nickel Plate Players who are looking at April 29th weekend known that they may be competing with Federal Hill Grand Opening. Currently finalizing agreement with Indiana Teachers Association for the first weekend in March for a conference at Ivy Tech Community College. Ivy Tech is assisting us in the upgrades of lighting and audio. Getting ready to schedule a Gymnastic Event for January 2018.

POS Pickleball		(September to Present)
Punch Pass - Sport		\$1,390.00
Punch Pass - Fitness		\$90.00
Drop-In Sport		\$1,278.00
		\$2,758.00

Rec2Go		
Bubble Soccer	Girl Scout Badge	February 18
Bubble Soccer	Noblesville Field Trip	February 28
Bubble Soccer	Noblesville Field Trip	March 9
Bubble Soccer	Bloomington Parks	March 16

Upcoming Programs/Events:

Lego Leagues, Royal Ball, February 18th Mother and Son, Daddy and Daughter Dances, Little Snowflakes, Owl Hoot on February 17th, Maple Fest on February 25, JumpStart Sports starts April 2017 Introduction to Basketball, Street Dance Academy "Breakdancing Classes" Starting in April. February 12-March 5 Beginner-Advanced to Intermediate level Sunday 3:30-5:00pm, Pickleball introduction classes coming Fall 2017. NobleKids Camp Registration starting Feb 1st this year we are including a Preschool camp for three hours at the Recreation Annex.

Researching Programs:

Theater Classes, Family Adventure Days, Afterschool Program, Nature Round Table, Adult/Family Nature Series, Homeschool Speech and Theater. JumpStart Sports working on lacrosse, floor hockey, and tennis for summer 2017.

Program		Enrollment			Numbers
Program	Days/Date	Time	Location	Enrollment	
Adult					
Social Dance	Mondays	6:30-9:15pm	Inn-Main	19	-2
Community Wednesday	Wednesday	11-12noon	Lodge	15	+2

Fitness					
Yoga	Mon-Thurs	Various	Lodge	28	+21
Eccentric Stretch	Fridays	9:30-10:30am	Lodge	0	0
Pilates	Mon & Wed	Am-PM	Inn	6	0
Boot Camp	Mon & Wed	6:30-7:30pm	NWMS	12	+4
Youth Programs					
Tumbling	Tuesdays	5:30-6:15pm	Lodge	10	+10
Karate	Tuesday	6:00-6:45p	Inn	2	0
Fencing	Saturdays	1:00-2:00p	Annex	0	0
Lego League	Mon or Wed	6:00pm-7:00pm	Lodge	6	+6 New
Parent Night Out	Wed & Fri	6:00pm-9:00pm	Lodge	20	Full
Safe Sitter	Saturday	9:00am-3:00pm	Lodge	9	+9
My First Nature	Tuesday	9:15a-10:45a	Lodge	0	0
Little's	Wed	10am-11am	Lodge	5	-4
Homeschool Gym	Tuesday	10am-11am	Annex	2	0
Musical Theater & Jazz	Monday	5:30-6:15	Annex	4	+4
			Total	138	

Nichole Haberlin, Recreation Director & Lorna Steele Assistant Recreation Director

Noblesville Park Board

Wednesday, January 4, 2017

Subject: Federal Hill Commons Update

Applicant: N/A

Agenda Item: Old Business #1

Summary: Playground safety surface install, seat wall stone issues, punch list

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:

Work has come to a halt on the playground safety surface as temperatures have prevented them from gluing the safety surface down. When they either get warmer weather or tent the space they will finish the surface. They also continue to work on the seat wall around the shelter. We have had some minor setbacks with the fabrication of that material and are working with the manufacturer to get it corrected. Until both of those items are completed we will not remove the barrels from the entrances and the park will remain closed. We have been authorizing additional contingency money to add a few features to the park such as a few additional bollards for traffic control as well as placing and reutilizing some limestone harvested from the old Mill building. The Park team continues to work on the programming for our inaugural event season at Federal Hill.

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, January 4, 2017

Subject: 2017 Park Board Meeting Dates Time

Applicant: N/A

Agenda Item: Old Business # 2

Summary: Staff propose the 2017 meeting dates and time for the Park Board

Recommendation: Staff recommends approval of the proposed 2017 meeting dates time

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:

Please find attached the proposed meeting dates for 2017. Due to attendance, the Board only approved the dates for the 2017 meetings at the December 5th meeting in 2016. The hope was that at the January meeting the proposed time change of a 6pm meeting time could be discussed and agreed upon by everyone. As a reminder this calendar has been built with consideration to all school breaks and holidays. We hope to have an "Outlook" meeting in February of 2017 as well as a different type of retreat in June or July. Both of those meetings will commence at an earlier time in the day so that we can get more accomplished at both meetings.

Background:

N/A

Recommendation:

Staff recommends the board approves the proposed 2017 Park Board meeting dates.

Noblesville Park Board

Wednesday, January 4, 2017

Subject: General Services Contract with Lehman and Lehman, Inc

Applicant: N/A

Agenda Item: New Business # 1

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 2017 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 24 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

Monday, January 4, 2017

Subject: 2016 Concession report and 2017 Concession Lease

Applicant: Cindy's Sugar Shak

Agenda Item: New Business # 2

Summary: 2016 Summary financial report on the Concession operation at Forest Park and 2017 contract renewal with Cindy's Sugar Shak to operate said concession stand.

Recommendation: Staff recommends that the board approve the contract with Cindy's Sugar Shak as presented.

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 is a financial report of the 2016 operation of the concession stand and carousel and Tom Thumb miniature golf operation. The operation is leased out to a contractor, Cindy's Sugar Shak, to operate and return the appropriate revenue to the park department, based on the lease agreement. The wet August had a . Good weather=good business. This contract before you has no changes except dates. The contractor has been responsible, staffed, well trained, and diligent with the Concession stand and understands their role in the partnership that we enjoy.

Background:

Ever since the Carousel was installed in 1995 it has been contracted out to a vendor to operate and provide the service to the public. The vendor is responsible for all staffing, training, product procurement, fee collection, revenue deposits, and daily maintenance and operation of the Carousel, Tom Thumb Miniature Golf Course and the concession stand.

Recommendation: Staff recommends that the board approve the contract with Cindy's Sugar Shak for the 2016 lease of the Concession stand as presented.

Noblesville Park Board

Wednesday, January 4, 2017

Subject: Sponsorship contracts with Noblesville Rotary Club and Noblesville Midday Rotary Club for the Rotary Shelter at Federal Hill Commons

Applicant: N/A

Agenda Item: New Business #3

Summary: Approve agreements as presented

Recommendation: Staff recommends approval of the changes to the sponsorship agreements with both Noblesville Rotary Clubs for the Rotary Club Shelter at Federal Hill Commons

Prepared by: Mike Hoffmeister CPRP, Assistant Director
Department of Parks and Recreation
City of Noblesville
mhoffmeister@noblesville.in.us; 317-776-6350

Park Terms and Definitions:

Summary:

The agreements presented to the Park Board are two separate agreements; one for the Noblesville Rotary Club (morning group) and the Noblesville Midday Rotary Club. Previously, the Park Board approved the agreements but both Rotary Clubs wanted to additional changes made. The two documents are different from one another. These agreements have been approved by both Parks staff and by both Rotary Club leadership teams and both Rotary Club general assemblies. Both Rotary Club groups have returned signed copies of this agreement and understand that the Park Board must sign the agreements prior to them going into full effect.

Background:

Both the Noblesville Rotary Club (morning group and the Noblesville Midday Rotary Club have, in principle, agreed to sponsor the shelter at Federal Hill Commons. Without this partnership, the shelter, as an alternate, was not slated to be installed in the park. Noblesville Rotary Club plans on paying for their sponsorship out of funds raised at their annual BBQ Cook-off event taking place within the parks. Noblesville Midday Rotary Club plans on making annual payments.

Recommendation:

Staff recommends approval of the changes to the sponsorship agreements with both Noblesville Rotary Clubs for the Rotary Club Shelter at Federal Hill Commons.

Noblesville Park Board

Wednesday, January 4, 2017

Subject: Federal Hill Commons Bank remodel

Applicant: N/A

Agenda Item: New Business #4

Summary: Proposed Bank remodel and funding mechanism.

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:

Since the City has acquired the bank building at Federal Hill Commons the staff has been making repairs, improvements and changes to the building to better serve our needs and future plans. In order to accommodate rentals, corporate events, VIP space, Beer Gardens, and Band dressing rooms and Green Room events, a few additions will need to be made. Staff has requested quotes from Myers Construction to add additional restrooms (currently there is one stall), and change the teller drive through to a glass garage door opening the building up to the drive thru and making that space more attractive as a patio and more of an open air building as weather and events permit. The cost of these changes are anticipated to be around \$50,000. Staff proposes that as much as can be paid from the bond for the Federal Hill Commons be utilized at the Bank. We also propose any additional funding be allocated from the Parks 109 Capital account. Final projections on how much will be utilized from 109 until the rest of the Federal Hill Commons project is completed and contingency numbers are calculated. The estimate at this point in time would be using \$40k from the 109 fund. This still leaves a very healthy amount to be utilized for other projects.

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, 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:

Staff recommends the board make a motion to approve funding for the improvements to the old bank building to be utilized from the 109 account which would be over what is available from the Federal Hill bond.

2016 CONCESSIONS REPORT

CAROUSEL RIDES

\$13,100.89

PUTT-PUTT

\$8,826.00

SNACK BAR

\$4,133.45

TOTAL OPERATION

\$26,060.34

SUBMITTED BY CINDY MOHLER

NOVEMBER 21, 2016

2012-2016 CONCESSIONS

CAROUSEL RIDES

2012- \$15,541.32

2013- \$17,940.08

2014- \$17,109.25

2015- \$15,845.86

2016- \$13,100.89

PUTT-PUTT

2012- \$7,452.50

2013- \$9,075.50

2014- \$10,430.50

2015- \$9,373.50

2016- \$8,826.00

SNACK BAR

2012- \$5,615.68

2013- \$5,309.65

2014- \$5,470.80

2015-\$4,731.53

2016- \$4,133.45

TOTAL OPERATION

2012- \$28,609.50

2013- \$32,325.23

2014- \$33,010.55

2015-\$29,950.89

2016- \$26,060.34

REVENUE TO CITY (2012-2016)

2012= \$6,774.17

2013= \$8,715.47

2014= \$8,980.42

2015= \$7,730.69

2016= \$5,999.57

SUBMITTED BY CINDY MOHLER

NOVEMBER 21, 2016