



## **Noblesville Parks and Recreation Board Minutes December 1, 2017**

**MEMBERS PRESENT:** Todd Thurston, Laurie Dyer and Carl Johnson.

**OTHERS PRESENT:** Brandon Bennett, Director; Mike Hoffmeister, Asst. Director; Sherry Faust, Board Secretary; Nichole Haberlin, Recreation Dept.; Gary Deakyne, Director of Golf; Greg O'Connor, City Council Representative; Juan Diaz, Student representative, guest student from NHS Government class and Greg Silcox, CHA Consulting.

**CALL TO ORDER:** Meeting was called to order by the Park Board at 9:35am.

Mr. Thurston said in the absence of both the President and Vice-President, someone from the Park Board needs to move to elect a Chairman Pro-Tem for this meeting. Mr. Johnson moved to elect Todd Thurston to preside over this session of the Park Board meeting and Ms. Dyer seconded this motion. No further discussion was held and the motion passed unanimously.

**APPROVAL OF AGENDA:** Chairman Pro-Tem Todd Thurston asked if there were any other additions or deletions to the agenda. Mr. Bennett said he would like to add Item 5 under New Business for the Board to review and approve a contract with Peterson Architecture. Chairman Pro-Tem Todd Thurston asked for the approval of the Agenda as amended. Mr. Carl Johnson moved to approve the Agenda as amended and Ms. Laurie Dyer seconded this motion. No further discussion was held and the motion passed unanimously.

**APPROVAL OF MINUTES** of November 1, 2017 Board Meetings. Chairman Pro Tem Todd Thurston asked for the approval of the November 1, 2017 minutes. Mr. Johnson moved to approve the minutes for the November 1, 2017 Board meeting as presented and Ms. Dyer seconded this motion. No further discussion was held and the motion passed unanimously.

### **FINANCIAL:**

1. **Approval of Claims** for December 5 and December 19, 2017. Mr. Johnson moved to approve the claims as presented totaling \$84,226.36. Ms. Dyer seconded this motion and the motion passed unanimously.

2. **Transfers and Appropriations:** None

### **REPORTS**

- **Recreation Report**

Ms. Nichole Haberlin reviewed her report, which was in the board packet, with the Park Board. Discussion was held. (Staff Report Attached)

- **Director of Golf Report**

Mr. Gary Deakyne distributed his report to the Board for the November Golf Report. Mr. Deakyne said November was not good; weather did not cooperate. But he said he had good news, the golf operation was still up for the year. Mr. Deakyne said the December revenue will be based mostly on passes, will have some play, but mostly season pass sales. He also wanted to let the Board know that earlier this week a decision was made to discontinue Footgolf. The golf operation got in on a good time with the Footgolf, made some revenue from it, but it started on a down spiral and revenue was just

meeting the expense. Mr. Deakyne said that the Forest Park Golf course closed November 17<sup>th</sup>. Mr. Thurston made a suggestion to cross sell items from the golf course and recreation operation at the ice rink. Everyone thought this was a good suggestion.

- **Assistant Director Report**

Mr. Hoffmeister reported that the Bowl-a-Thon will be February 17<sup>th</sup> and to get the early bird rate, sign up must be done by December 31<sup>st</sup>. He said the Chicago Bus trip is tomorrow and added a third bus because of 20 folks on the wait list for the two full busses. Mr. Hoffmeister said the department is working with White River Music for their Christmas Extravaganza at the Ivy Tech auditorium on December 8<sup>th</sup> and 9<sup>th</sup>. Mr. Hoffmeister then referred the Board to the bottom of the agenda for upcoming events, and to watch for Forest the Elf. Mr. Hoffmeister then reported on some staff changes that are begin made on the maintenance side; have offered and have been accepted by an applicant for the swing shift a Dillon Park and that person will start December 18<sup>th</sup>; in 2018 the department has been awarded two full-time positions, full time maintenance of trails and a full-time maintenance for landscaping. The department had an internal change with Ryan Burnside taking the full-time maintenance of trails position; Mark Goforth who has been the swing position at Forest Park and is an Operator Class II will now take Ryan Burnside old position with the Park maintenance, but will retain his job title of Operator Class II. Mark Goforth job will be filled by an applicant for the Dillon Park swing shift position.

## **OLD BUSINESS**

### **1. Finch Creek Park Update**

Mr. Bennett presented some drawing designs to the Park Board for Finch Creek. He then reviewed the designs with the Board. He told the Board that of course, the designs will have to be reviewed to see what will stay and what will have to go in the designs. Discussion was held.

## **NEW BUSINESS**

### **1. Board to consider contract for Director of Golf for 2018 services**

Mr. Bennett explained that this contract was for Gary Deakyne and it was basically unchanged from 2017 with two exceptions. Discuss was held. (Staff Report Attached)

Chairman Pro-Tem Todd Thurston asked for a motion to approve the contract as presented. Mr. Johnson moved to approve the contract for Director of Golf for 2018 and Ms. Dyer seconded this motion. No further discussion was held and the motion passed unanimously.

### **2. Board to consider greens fees and golf fees for 2018 season.**

Mr. Bennett said the staff is proposing no change in the fees and charges for 2018 golf operation. (Staff Report Attached)

Chairman Pro-Tem Todd Thurston asked for a motion to approve the 2018 greens fees and golf fees. Mr. Thurston moved to approve the greens fees and golf fees for the 2018 season as presented and Ms. Dyer seconded this motion. No further discussion was held and the motion passed unanimously.

### **3. Board to consider dates and times for 2018 Park Board Meetings**

Mr. Bennett said that Mr. Hoffmeister had put together the dates being submitted based on the previous years. After reviewing the dates that were submitted the Board decided to change the January 3<sup>rd</sup> meeting date to January 10<sup>th</sup>. Discussion was held. (Staff Report Attached)

Chairman Pro-Tem Todd Thurston asked for a motion to approve the 2018 Park Board Meetings with the noted January date change. Mr. Johnson moved to approve the 2018 Park Board Meetings as presented with the exception to change the January 3<sup>rd</sup> meeting date to January 10<sup>th</sup> and Ms. Dyer seconded this motion. No further discussion was held and the motion passed unanimously.

### **4. Board to consider contract amendments with Ivy Tech for the Recreation Annex**

Mr. Bennett said with this amendment it was only some wordage that the attorneys requested. Discussion was held. (Staff Report)

Chairman Pro-Tem Todd Thurston asked for a motion to approve the contract amendments with Ivy Tech. Mr. Johnson moved to approve the contract amendments with Ivy Tech for the Recreation Annex as presented and Ms. Dyer seconded this motion. No further discussion was held and the motion passed unanimously.

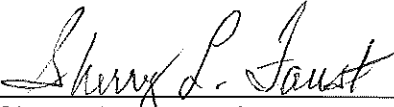
**5. Board to consider contract award for center restroom at Forest Park**

Mr. Bennet said the contract was with Peterson Architecture to do design and architecture work for the center restroom at Forest Park. Mr. Bennett said he wanted to get this project started to be completed by May of 2018. Mr. Bennett said the department would most likely use the skeleton of the building, as it has pretty good bones and remodel the inside. He reported that the 2018 budget on this project is \$200,000. Mr. Bennett said he is suggesting that they take the funds for this contract out of the Impact Fees.


Chairman Pro-Tem Todd Thurston asked for a motion to approve the contract with Peterson Architecture to be paid out of the Impact Fees. Mr. Johnson moved to approve the contract with Peterson Architecture in the amount of \$13,500.00 to be paid out of the Impact Fees as presented and Ms. Dyer seconded this motion. No further discussion was held and the motion passed unanimously.

With no other business to discuss, Ms. Laurie Dyer made a motion to adjourn and Mr. Carl Johnson seconded this motion. Chairman Pro-Tem Todd Thurston adjourned the meeting at 11:00 AM.

Respectfully Submitted

  
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Sherry L. Faust, Secretary

Approved

  
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Scott Noel, President  
**STEVE ROGERS, VICE PRES.**

Next meeting: Wednesday, January 10, 2018, 6:00pm, The Green Room @ Federal Hill Commons



## NOBLESVILLE PARKS AND RECREATION REPORT NOVEMBER 2017

**Enrollment:** 256 enrolled in November programs, which is 16 more than last month and 20 more than last year in November. There were 31 classes offered, 24 classes ran. This increase is related to our Girl Scout Programs, and partnerships. The partnership for "food advocacy" and "detoxing your home" were free education classes for the community. We traded space for the ability to add new classes and increase our outreach to new participants to park programs.

<b>Recreation Annex Rentals</b>		<b>(July 1, 2017 – Present)</b>		<b>Reserved</b>
Atrium/Auditorium	\$700	40%	=	\$420.00
Auditorium Staffing	\$637.50	0%		\$637.50
Gyms	\$20,000	50%	=	\$10,000
Gyms	\$19,108.50	80%	=	\$15,286.80
Gross		Parks		\$26,384.30 Parks Net

<b>POS Pickleball</b>	<b>(September to Present)</b>
Drop-In	\$1,145.00
Passes	\$1,530.00
	\$2,675.00

### **Recreation Balance Review (New data soon)**

Beginning Balance	\$12,376.41	Ice Rink \$47,300
Revenue	-\$17,283.01	
Disbursements	\$15,722.79	
	\$13,936.63	

### **Rec2Go**

November 4<sup>th</sup>      Bubble Ball      Birthday Party

### **Ice Plaza**

<b>Date</b>	<b>Barn Revenue</b>	<b>Concession Revenue</b>	<b>Park Attendance</b>
11/24	\$2,886.00	\$340.00	400
11/25	\$3,926.00	\$340.00	632
11/26	\$2,532.00	\$213.00	284
11/27	\$648.00	\$24.00	99
<b>Totals</b>	<b>\$9,992.00</b>	<b>\$917.00</b>	

Skaters to date: 845

## Park Program Participation Numbers

Program	Days/Date	Time	Location	Enrollment	
<b>Adult</b>					
Social Dance	Mondays	6:30-9:15pm	Inn-Main	27	-3
Community Wednesday	Wednesday		Lodge	13	
Detox your home	Tuesday	5:00p-7:00p	Annex	8	Free Partnership
Food Advocacy	Saturday	9:00-1:00p	Annex	60	Free Partnership
<b>Fitness</b>					
Yoga	Mon-Thurs	Various	Lodge	18	-1
Pilates	Mon & Wed	Am-PM	Inn	4	-3
Boot Camp	Mon & Wed	6:30-7:30pm	NWMS	7	-1
<b>Youth Programs</b>					
Breaking Dancing	Monday	5:30-6:25	Annex	0	-8
Tumbling	Tuesdays	5:30-6:15pm	Lodge	10	+5
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	0	0
Parent Night Out	Friday	6:00pm-9:00pm	Lodge	10	
Nature Kids	Friday	6:00-8:00p	Lodge	4	-2
Safe Sitter	Saturday	9:00am-3:00pm	Lodge	6	-1
Little's	Monday	6-7:30p	Lodge	0	-4
Hummingbird Soccer	Monday	5:30-6:15p	Dillon	0	-11
Hoop Stars	Tuesday	4:30-6:30	Annex	0	-7
Mini Yogis	Tuesdays	5:30-6:15pm	Forest	2	-1
Girl Scout -Speech	Saturday		Annex	27	
Girl Scouts- Elfs	Saturday		Lodge	21	
<b>Family</b>					
Bus Trip				37	
			Total	256	

Nichole Haberlin, Recreation Director & Lorna Steele Assistant Recreation Director

# Noblesville Park Board

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Friday, December 1, 2017

<b>Subject:</b>	2018 Director of Golf contract
<b>Applicant:</b>	NA
<b>Agenda Item:</b>	New Business # 1
<b>Summary:</b>	The contract for the director of golf to operate the golf facilities with a few date changes and a 5% increase in stipend for Director of Golf.
<b>Recommendation:</b>	Staff recommends that the board approve the Director of Golf Contract as presented.
<b>Prepared by:</b>	Brandon Bennett, CPRP, Director Department of Parks and Recreation City of Noblesville <a href="mailto:bbennett@noblesville.in.us">bbennett@noblesville.in.us</a> , 317-776-6350

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## ***Park Terms and Definitions:***

### ***Summary:***

This contract for the Director of Golf is mostly unchanged with two exceptions. The first change is an increase of 5% in the stipend of the Director of Golf. This is congruent with the rest of the city and the 5% raise employees received and will help offset the increase of insurance we provide the Pro. The other change is moving back prop percentages to coincide with the valid dates of the season pass. So pro percentages now change from 10% to 25% from November 15 on instead of December 1<sup>st</sup> on. This is to allow us to go to winter rates when the pass expires and also allows the pro to recoup lost revenues from a substantially reduced rate. It essentially adds 15 additional days at 25%. The rest of the contract is unchanged except dates.

### ***Background:***

The Director of Golf is a contract position that manages the entire golf operation and he also hires all staff to work in the shops and pays for concessions as well. The contract is evaluated annually and negotiated with the Director of Golf and the Park Director.

**Recommendation:** Staff recommends that the board approve the 2018 Director of Golf contract as presented.



# Noblesville Park Board

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**Friday, December 1, 2017**

**Subject:** 2018 Park Board Meeting Dates

**Applicant:** N/A

**Agenda Item:** New Business # 3

**Summary:** Staff propose the 2018 meeting dates for the Park Board

**Recommendation:** Staff recommends approval of the proposed 2018 meeting dates

**Prepared by:** Brandon Bennett, CPRP, Director  
Department of Parks and Recreation  
City of Noblesville  
[bbennett@noblesville.in.us](mailto:bbennett@noblesville.in.us); 317-776-6350

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## ***Park Terms and Definitions:***

### ***Summary:***

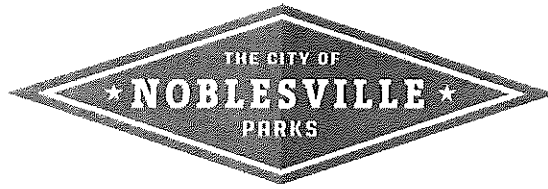
Please find attached the proposed meeting dates for 2018. This calendar has been built with consideration to all school breaks and holidays. We hope to have a retreat in February of 2018.

### ***Background:***

N/A

### ***Recommendation:***

Staff recommends the board approves the proposed 2018 Park Board meeting dates.



2018 Park Board Meeting Dates  
Wednesdays

January 3 Board Mtg.  
February 7 Board Mtg.\* (3:30 PM Retreat)  
March 7 Board Mtg.  
March 28 Board Mtg.  
(No April Meeting)  
May 2 Board Mtg.  
June 6 Board Mtg.  
July 11 Board Mtg.  
August 1 Board Mtg.  
September 5 Board Mtg.  
October 3 Board Mtg.  
November 7 Board Mtg.  
December 7 Board Mtg. (9:30am in the FHC Green Room)

All meetings with be held at  
Federal Hill Commons  
Green Room  
At 6:00 PM  
except as noted



Amended



2018 Park Board Meeting Dates  
Wednesdays

January 10 Board Mtg.  
February 7 Board Mtg.\* (3:30 PM Retreat)  
March 7 Board Mtg.  
March 28 Board Mtg.  
(No April Meeting)  
May 2 Board Mtg.  
June 6 Board Mtg.  
July 11 Board Mtg.  
August 1 Board Mtg.  
September 5 Board Mtg.  
October 3 Board Mtg.  
November 7 Board Mtg.  
December 7 Board Mtg. (9:30am in the FHC Green Room)

All meetings with be held at  
Federal Hill Commons  
Green Room  
At 6:00 PM  
except as noted

# Noblesville Park Board

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Friday, December 1, 2017

<b>Subject:</b>	2018 Fees and Charges for Golf courses and early bird season pass sales
<b>Applicant:</b>	N/A
<b>Agenda Item:</b>	New Business # 2
<b>Summary:</b>	Staff is proposing no change in the fees and charges for 2018 golf operation and allowing the discounted sale of season passes for 2018 during December of 2017.
<b>Recommendation:</b>	Staff recommends Fees and Charges for the 2018 and early bird pass sales be approved as presented.
<b>Prepared by:</b>	Gary Deakyne, Director of Golf Department of Parks and Recreation City of Noblesville <a href="mailto:Deak1@yahoo.com">Deak1@yahoo.com</a>

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## ***Work Terms and Definitions:***

### ***Summary:***

See attached.

### ***Background:***

The rates have fluctuated over the years according to play trends and what the market around us will bear. The Golf staff believes that the rates are set at the right amount to keep us competitive as well allow us to work towards profitability.

### ***Recommendation:***

Staff recommends Fees and Charges for the 2018 and early bird pass sales be approved as presented.

# Noblesville Park Board

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Friday, December 1, 2017

**Subject:** Contract amendments with Ivy Tech

**Applicant:** NA

**Agenda Item:** New Business # 4

**Summary:** Ivy Tech has proposed a few small changes with the current contract including language regarding maintenance of the facility, purchasing equipment and operational language changes.

**Recommendation:** Staff recommends that the board approve the proposed amendments to the contract with Ivy Tech.

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

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## ***Park Terms and Definitions:***

### ***Summary:***

The proposed amendments to the contract with Ivy Tech are more clarification by their attorneys than substance to us. They include language clarifying excessive maintenance and reimbursements, purchase of equipment that belongs to Ivy Tech and the procedure. It also clarifies that we will manage the auditorium and may manage the college gym when not otherwise used by Ivy Tech. This just cleans up some procedures on their end and clarifies a few items.

### ***Background:***

Noblesville Parks has enjoyed a great relationship with Ivy Tech and we continue to massage the contract to the best benefit to both parties. The Annex has been a huge success for both parties and we intend to keep this relationship and continue to grow it as we expand.

### **Recommendation:**

Staff recommends that the board approve the proposed amendments to the contract with Ivy Tech.