



Noblesville Parks and Recreation Board
Wednesday, February 7, 2018
Green Room at Federal Hill Commons
6:00 p.m.

Agenda

Call to Order
Approval of Agenda
Approval of Minutes of January 10, 2018 Board Meeting

Financial

1. Approval of Claims-January 9th & 23rd, February 13th & 27th
2. Transfers and Appropriations

Reports

1. Recreation
2. Director of Golf
3. Assistant Director

Old Business

1. Board to consider advertising of bid for Finch Creek Park Phase 1 construction and hear update on project.

New Business

1. Board to consider lease with NEFL for operation of concessions at Dillon Park.
2. Board to consider award of bid for Center Restroom at Forest Park.
3. Board to hear update on Zagster Bike share program.
4. Board to consider lease with Historic Amusement Foundation for Carousel.

Next Meeting March 7th, 2018, The Green Room @ Federal Hill Commons, 6pm.

Upcoming Events

February 17: Bowl-A-Thon at Three-Two-FUN!
Royal Ball at Recreation Annex



Noblesville Parks and Recreation Board Minutes January 10, 2018

MEMBERS PRESENT: Scott Noel, Laurie Dyer, Todd Thurston and Carl Johnson

OTHERS PRESENT: Brandon Bennett, Director; Sherry Faust, Board Secretary; Nichole Haberlin, Recreation Director; Alyssa Prazeau and Liz Mooney, Context Design; Darren Peterson, Peterson Architecture; Norm Williams, Noblesville Soccer Club President.

CALL TO ORDER: President Noel called the meeting to order at 6:12pm.

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

APPROVAL OF MINUTES of December 20, 2017 Board Meeting. President Noel asked for the approval of the December 20, 2017 minutes. Mr. Johnson moved to approve the minutes for the December 20, 2017 Board meeting as presented and Mr. Thurston seconded this motion. No further discussion was held and the motion passed unanimously.

2018 BOARD ORGANIZATION: President Noel asked for a presentation of a slate of the names of officers and board appointments for the 2018 Park Board which was presented by Mr. Thurston. A motion was made to accept the following members for board leadership:

1. President – Steve Rogers
2. Vice-President – Laurie Dyer
3. Secretary - Sherry Faust
4. Board Representative to the Plan Commission for 2018 – Scott Noel

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

Ms. Dyer, Vice-President elect, took over the Park Board meeting in the absence of Mr. Steve Rogers, President elect.

FINANCIAL:

1. Approval of Claims

Mr. Bennett told the Board that the claims for January will be brought before the board at their February 7th meeting. The Controller's Office is going through some software changes and claims were not ready to present to the board.

2. Transfers and Appropriations: None

REPORTS

• Recreation Report

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

- **Director of Golf Report**

In the absence of Mr. Deakyne, Mr. Bennett distributed Mr. Gary Deakyne's report to the Board and reviewed the report. (Report Attached)

- **Assistant Director's Report**

In Mr. Hoffmeister absence he provided the Board with a written report, which was in the Board packet. (Staff Report Attached)

OLD BUSINESS

1. Finch Creek Update

Ms. Liz Mooney presented to the Board a power point presentation on the Phase 1 design of Finch Creek. After her presentation, Mr. Bennett said when they first started this project in 2016 they had an eight point nine million dollar budget; two and half million dollars coming from the Impact Fees, five hundred thousand dollars from the sale of the land for the fieldhouse, leaving a balance of five point nine million from the bond. Mr. Bennett went through some of the items in the design which presented an increase in the cost of the project. Mr. Bennett said he is working with Council for where the additional funding can be obtained. He said with all of the changes that have been made the budget a couple of weeks ago was twelve million and after more reviewing as to what could be cut, the budget is now at eleven point four million. He said they have been able to find about two hundred thousand additional dollars from some other funding areas. This presentation will be presented to Council along with a detail of expenses to see if Council wants to increase the bond to help cover some of this expense and if the Council does increase the bond by two million, he is still going to have to cut things and see them as alternates. Discussion was held.

Vice-President Dyer asked for motion to approve presenting to the Council the presentation and request for additional funding from the bond for the Finch Creek Park project. Mr. Johnson moved to approve requesting additional funding from the Council through the bond for the Finch Creek Park project and Mr. Thurston seconded this motion. No further discussion was held and the motion passed unanimously.

NEW BUSINESS

1. Presentation about Noblesville Downtown Streetscape Masterplan

Mr. Bennett said this presentation was going to be led by Context Design by Alyssa Prazeau and Liz Mooney. Ms. Prazeau did a Power Point presentation and distributed documents to the Board. Ms. Prazeau said the purpose of this study is to identify the downtown district of Noblesville and blending the physical environment with the history and general aura of the location and to assist in creating a sense of place. She discussed what concepts went into the district and said it would include gateways. After her presentation, she asked the Park Board to look at the ideas that have been presented. She also thank the Board for their ideas they had presented this evening in regards to the study. (See attached documents).

2. Board to consider advertising for bids for remodel of Center Restroom at Forest Park

Mr. Bennett said this is the advertising for the bids for the remodel of the center restroom at Forest Park. (Staff Report Attached)

Vice-President Dyer asked for motion to approve the advertising request. Mr. Noel moved to approve the advertising bids for the remodel of the center restroom at Forest Park as presented and Mr. Johnson seconded this motion. No further discussion was held and the motion passed unanimously.

3. Board to consider lease with Noblesville United Soccer Club

Mr. Bennett said there were no changes to this lease other than the dates. He also informed the Board that the Soccer Club has decided that for any equipment, they would see about the purchase of same and obtaining any leases needed for the purchase of any equipment. (Staff Report Attached)

Vice-President Dyer asked for motion to approve the lease. Mr. Johnson moved to approve the lease with the Noblesville United Soccer Club as presented and Mr. Thurston seconded this motion. No further discussion was held and the motion passed unanimously.

4. Board to consider lease with Historic Amusement Foundation

Mr. Bennett asked that this item be tabled as the Noblesville Parks Foundation has been working on a project that would also encompass the carousel.

5. Board to consider lease with Sindy's Sugar Shack, LLC

Mr. Bennett said this was the annual lease with Sindy's Sugar Shack and the only things that were changed were the dates. (Staff Report Attached)

Vice-President Dyer asked for motion to approve the lease. Mr. Thurston moved to approve the lease with the Sindy's Sugar Shack, LLC as presented and Mr. Noel seconded this motion. No further discussion was held and the motion passed unanimously.

Mr. Bennett said he wanted to update the Board on the Noblesville Youth Baseball and the annual payment they make to the department. As of now, that payment for 2017 has not been paid on their loan, but they will pay a portion of it this week and the rest to follow later.

With no other business to discuss, Mr. Todd Thurston made a motion to adjourn and Mr. Scott Noel seconded this motion. Vice-President Dyer adjourned the meeting at 8:15 PM.

Respectfully Submitted

Approved

Sherry L. Faust, Secretary

Steve Rogers, President

Next meeting: Wednesday, February 7, 2018, 6PM @ The Green Room located at Federal Hill Commons, 107 Logan Street, Noblesville, IN 46060



NOBLESVILLE PARKS AND RECREATION REPORT JANUARY 2018

Enrollment: 244 enrolled in January programs, which is 1 less than last month and 107 more than last year in January. There were 20 classes offered, 16 classes run. Miller Explorers started with 9, this is slow but it's our first run. We have marketing plans to be in each school newsletter each month and will be onsite the next two weeks for parent's questions at Checkout.

Recreation Annex Rentals		(July 1, 2017 – Present)		Reserved
Atrium/Auditorium	\$1,500	40%	=	\$900.00
Auditorium Staffing	\$697.50	0%		\$697.50
Gyms	\$20,000	50%	=	\$10,000
Gyms	\$30,416.00	80%	=	\$24,392.80
Gross		Parks		\$35,990.30 Parks Net

POS Pickleball		(September to Present)
Drop-In		\$5,420.00
Passes		\$2,750.00
		\$8,170.00

Recreation Balance Review (Without Rink Estimate 2017)		Rink Balance Total 2017-18	
Revenue	\$238,558.37	Skaters	4,090
Expenses	\$226,980.09	Con Rev	\$ 3,599.93
<hr/>		Rink Rev	\$51,272.92
\$11,578.28		Sponsorships	\$13,001.00
		Expenses	\$108,543.43
		Total	-\$40,669.58

Rec2Go		
January 17	SafeSitter	Legacy Christian School
January 19 th	Bubble Ball	Girl Scouts Three Sessions
January 26 th	Bubble Ball	Girl Scouts one Session
February 8	Bubble Ball	Noblesville High School
February 13	Bubble Ball	Noblesville High School
February 22	Bubble Ball	Noblesville High School
February 27	Bubble Ball	Noblesville High School

Park Program Participation Numbers

Program	Days/Date	Time	Location	Enrollment	
Adult					
Social Dance	Mondays	6:30-9:15pm	Inn-Main	27	
Community Wednesday	Wednesday		Lodge	13	
Pickleball How To	Tuesday	10:00-11:30	Annex	11	
Cocktails & Coloring	Thursday		Inn	11	
Fitness					
Yoga	Mon-Thurs	Various	Lodge	16	0
Pilates	Mon & Wed	Am-PM	Inn	9	+3
Boot Camp	Mon & Wed	6:30-7:30pm	NWMS	9	+2
Youth Programs					
Breaking Dancing	Monday	5:30-6:25	Annex	6	+1
Tumbling	Tuesdays	5:30-6:15pm	Lodge	10	+4
Karate	Tuesday	6:00-6:45p	Inn	2	-1
Lego League	Mon or Wed	6:00pm-7:00pm	Lodge	0	0

Parent Night Out	Friday	6:00pm-9:00pm	Lodge	12	
Nature Kids	Friday	6:00-8:00p	Lodge	0	-4
Safe Sitter	Saturday	9:00am-3:00pm	Lodge	33	0
Little's	Monday	6-7:30p	Lodge	0	0
Soccer	Monday	5:30-6:15p	Dillon	4	+4
Mini Yogis	Tuesdays	5:30-6:15pm	Forest	0	0
Girl Scouts- Bubble	Friday			72	
Miller Explorer					
Breakdancing				4	
Science				3	
Lego League				2	
			Total	244	

Nichole Haberlin, Recreation Director & Lorna Steele Assistant Recreation Director



PROJECT PLAN – Timeline Finch Creek Park Ph. 01

Date printed: Wednesday, February 7, 2018

PROJECT NAME, No.: Finch Creek Park Ph. 01

NOTES:

1/29	Infrastructure TAC Submittal - completed
2/7	Park Board, Regular Meeting - project update
2/7 - 2/23	Final Design / Construction Documents
2/15	TAC Meeting - Infrastructure submittal (9am)
2/23 - 3/8	Bid Document Preparation
2/26	Amenities / Infrastructure Revisions TAC Submittal
3/2	First Advertisement for Bids
3/7	Park Board, Regular Meeting
3/9	Plans Available to Bidders; Second Advertisement for Bids
3/15	TAC Meeting - Amenities submittal (9am)
4/6	Final Addendum Due (approx.)
4/13	Bids Due
4/18	Bid Evaluation and Recommendation
4/25	Award Bid / Contractor Mobilization (approx.)
5/2	Park Board, Regular Meeting

Finch Creek Park Ph. 01 | Cost Estimate

updated Feb. 07, 2018

Description	Qty	Unit	Unit Cost	Current
Park - Phase 01				
Demolition, Earthwork and Stormwater Detention			subtotal	\$1,019,829
Utilities			subtotal	\$1,616,701
Trails and Sidewalks			subtotal	\$347,600
Roads and Parking			subtotal	\$907,035
Maintenance Building			subtotal	\$1,007,300
Buildings			subtotal	\$779,760
Play Areas			subtotal	\$867,023
Spray Area			subtotal	\$325,000
Courts			subtotal	\$195,660
Furnishings, Fixtures, Signage, Lighting			subtotal	\$220,100
Landscape and Irrigation			subtotal	\$646,220
Roadway Improvements - Boden Rd.			subtotal	\$341,400
			SUBTOTAL	\$8,273,628
			SUBTOTAL w/ Contingencies & Const. Gen. Cond.	\$9,166,886
Fieldhouse Earthwork Package				
			subtotal	\$574,535
Total Project				
			TOTAL w/ Fieldhouse Earthwork	\$9,741,421
			Total Soft Costs	\$833,077
			TOTAL w/ Estimated Soft Costs	\$10,574,498

Noblesville Park Board

Wednesday, February 7th, 2018

Subject: 2018 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 2018 season

Recommendation: Staff recommends approval of the contract with NEFL to operate the concession stand at Dillon Park for the 2018 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 7th, 2018

Subject: Center Restroom bid award

Applicant: N/A

Agenda Item: New Business # 2

Summary: Bids were opened for the center restroom remodel at Forest Park and a recommendation to award the bid is presented.

Recommendation: Staff recommends award of the bid for the Center Restroom Remodel to the lowest and most responsive bidder which is MCMI, Inc.

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:

Bids for the remodel of the Center Restroom in Forest Park were accepted and opened in public on Friday, January 26th (minutes attached). Four bidders submitted bids and the lowest and most responsive bidder was MCMI, Inc. Myers Construction Management, Inc. submitted a bid of \$169,000. The next lowest bidder was Frederick's Inc. in the amount of \$174,200. The budget amount for this project approved in the 2018 Park General budget was \$200,000. Staff recommends award of the bid to MCMI, Inc. for the amount of \$169,000.

Background:

This project was included in our capital budget and approved in the 2018 Parks Budget. It will remodel the existing bathroom to make larger women's restrooms and reconfigure the entire building. It will also add a new skin and roof to the building which will allow it to be a year round restroom in Forest Park and will also make its architecture consistent with the rest of the buildings throughout the park. This restroom is long overdue for a facelift and the additional capacity will benefit users of the park.

Recommendation:

Staff recommends board make a motion to award the bid to Myers Construction Management, Inc in the amount of \$169,000 for the remodel of the Center Restroom in Forest Park.

**BID OPENING
RESTROOM REMODEL – FOREST PARK
FEBRUARY 2, 2018**

Bids were received pursuant to public notice at the office of the Clerk on Friday, February 2, 2018 for a 3:00 p.m. bid opening. Those present were City Clerk Evelyn Lees, City Attorney Michael Howard, Director of Parks Brandon Bennett, Architect Darren Peterson, Tara Anker of Peterson Architecture, and representatives of the bidders. All bids were received on time. The bid opening was moved to the Council conference room after all bids were received to accommodate those present.

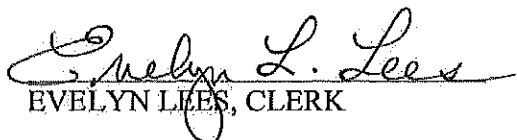
Mr. Howard stated the first bid was from Pridemark Construction. Their Form 96, non-collusion affidavit, bid bond, E-verify affidavit, list of completed projects, and financial statement were included in the packet. They acknowledged receipt of two addenda. Their base bid was \$195,815.00. Alternate 1 was a deduct of \$5,000.00; Alternate 2 was \$2,122.00.

The next bid was from Fredericks, Inc. Their Form 96, non-collusion affidavit, bid bond, E-verify affidavit, and financial statement were included in the packet. They acknowledged receipt of two addenda. Their base bid was \$174,200.00. Alternate 1 was a deduct of \$2,200.00; Alternate 2 was not apparent.

The next bid was from KP Sullivan Builders, Inc. Their Form 96, non-collusion affidavit, bid bond, and financial statement were included in the packet. Receipt of two addenda was not acknowledged. Their base bid was \$192,980.00. No alternates were submitted.

The next bid was from Myers Construction Management, Inc. Their Form 96, non-collusion affidavit, bid bond, and sealed financial statement were included in the packet. Acknowledgement of receipt of the addenda was not apparent. Their base bid was \$169,000.00. Alternate 1 was a deduct of \$3,000.00; Alternate 2 was not apparent.

Mr. Howard stated this appears to be all the bids for the Restroom Remodel – Forest Park project. Mr. Howard asked if anyone present knew of any other bids. There were none appearing. Mr. Howard referred the bids for review by the Parks Department for recommendation at the Parks Board meeting on February 7, 2018 at 6:00 p.m.


EVELYN LEES, CLERK

Noblesville Park Board

Wednesday, February 7th, 2018

Subject: Board to hear update on Zagster Bike Share program

Applicant: N/A

Agenda Item: New Business # 3

Summary: Charlotte Arnos will provide an update on the project

Recommendation: None

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:

As part of the 2018 budget, the City of Noblesville Parks Department and Economic Development Department have planned to implement a bike share project through the vendor Zagster. Approved in the Parks budget is \$9,000 for one station; in the Economic Development budget is another \$9,000 for a second station. Additionally, Hamilton County Tourism is paying for a third station in Noblesville. Charlotte Arnos, a PHD Student at Huntington University is here to provide an update on the project.

Background:

Zagster bike share is used already in Carmel and Westfield and are scheduled to start in Fishers in 2019. The Park Board, City Council and City Administration have all approved the progression of this project to start in 2018. The City Board of Works also agreed to this project. The plan is to go live with the Zagster Noblesville bike share program in March/April of 2018 with three stations and possible 1-2 more funded by private business.

Recommendation:

None. Update only.

Noblesville Park Board

Wednesday, February 7th, 2018

Subject: Board to consider lease with Historic Amusement Foundation for carousel

Applicant: N/A

Agenda Item: New Business # 4

Summary: Updated lease of carousel for 5 years

Recommendation: Staff and Park Foundation recommend approval of lease 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 lease is updated to be a 5 year lease. We will begin discussing transfer of ownership of the carousel to the Park Foundation Board at the end of the lease. The Foundation hopes to coordinate with the Park Board for continued operation with proceeds from rides to be divided between the Noblesville Park Board and the Noblesville Park Foundation Board as determined by an agreed amount in resolution at a later date. This will allow us to own the carousel and realize the full revenue potential as well as allow the Foundation to have a method to generate some revenue to continue the work they support within the Parks Department. Ownership transfer and revenue sharing will all be negotiated towards the end of this 5 year lease term.

Background:

The Carousel has been a staple of Forest Park for the last 20 years and we want to make sure that it remains there. It is a gem in the park and this has been a good partnership over the timeframe we have leased it.

Recommendation:

Staff and Foundation Board recommend a motion to approve the lease with the Historic Amusement Foundation as presented.

February 5, 2018

Noblesville Parks Board
701 Cicero Road
Noblesville, IN 46060

To: President Steve Rogers and
Other Park Board members,

I would like to inform you of my resignation from the Park Board as the Board Secretary effective, March 2, 2018, as I will be retiring from my position with the Noblesville Parks Department as Office Manager.

I would also like to thank you for the courtesies you have given to me over these last 18 years as the Secretary of the Noblesville Park Board.

I wish you all the best,

A handwritten signature in cursive script that reads "Sherry L. Faust". The signature is written in black ink and is positioned above the printed name.

Sherry L. Faust