



Noblesville Park Board Meeting  
Wednesday, June 6th, 2018  
The Green Room  
6:00 p.m.

## **Noblesville Parks & Recreation Board Agenda**

Call to Order  
Approval of Agenda  
Approval of Minutes of May 2nd, 2018 Board Meeting

### **Financial**

1. Approval of Claims – June 12 and June 26th
2. Transfers and Appropriations

### **Reports**

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

### **Old Business**

### **New Business**

1. Board to hear Seminary Park presentation
- 2.

Next Meeting July 11, 2018, The Green Room @ Federal Hill Commons, 6pm.

### **Upcoming Events**

June 7:	Summer Concert – DP – NKG Band
June 8:	Food Truck Friday – FHC
June 9:	Foam Party - FHC
June 14:	Summer Concert – DP – Saddlebrook
June 16:	Harvest Food Back 5K – FP
June 17:	Fathers' Day Car Show
June 21:	Summer Concert – DP – Living Proof
June 22:	Food Truck Friday – FHC
June 23:	Noblesville FOP Donut Run – FP
June 24:	Strut 2 Save Lives – FP
	Preservation Alliance Picnic – Seminary Park
June 28:	Summer Concert Series – Jai Baker
June 30:	Concert at the Commons – FHC – Separate Ways
July 1:	38 <sup>th</sup> Infantry Army Band – FHC
July 4:	Noblesville 4 <sup>th</sup> of July Parade, Festival and Fireworks
July 5:	Summer Concert Series – DP – Endless Summer
July 6:	Wine Down with Art – FHC
July 7:	Concert at the Commons – FHC – Karen Waldrup



## **Noblesville Parks and Recreation Board Minutes May 2, 2018**

**MEMBERS PRESENT:** Steve Rogers, Scott Noel, and Carl Johnson.

**OTHERS PRESENT:** Brandon Bennett, Director; Mike Hoffmeister, Assistant Director; Abigail Hash, Board Secretary; Nicole Haberlin, Recreation Director; Mike Howard; Chuck Lehman, Robert Harrington, Public Affairs Manager; Steve Unger; Issac Asburry.

**CALL TO ORDER:** Meeting was called to order by Steve Rogers at 6:09pm. Mr. Rogers made a motion to add to agenda New Business the consideration to set a motion to grant approval to take any legal action against ITM that is necessary. Mr. Johnson seconded, the motion was approved unanimously. Mr. Rogers asked to add the addition of the approval of minutes from the executive meeting and also move reports to the end of the meeting.

**APPROVAL OF AGENDA:** Mr. Steve Rogers asked if there were any other additions or deletions to the agenda. Mr. Rogers asked for the approval of the Agenda as presented. Mr. Noel moved to approve the Agenda to reflect the items previously discussed and Mr. Johnson seconded this motion. No further discussion was held and the motion passed unanimously.

**APPROVAL OF MINUTES** of April 9, 2018 Board Meetings and Executive Board Meeting. Mr. Rogers asked for the approval of April 9, 2018 minutes and Executive Board Meeting. Mr. Noel moved to approve the minutes for the April 9, 2018 Board meeting and the Executive Board Meeting as presented and Mr. Johnson seconded this motion. No further discussion was held and the motion passed unanimously.

### **FINANCIAL:**

1. **Approval of Claims for April 10, 24, May 15, 29**

Mr. Noel moved to approve claims as presented, Mr. Johnson seconded. Claims were passed unanimously.

2. **Transfers and Appropriations: None**

### **Approved Additional Business**

The city believes it may be necessary to bring a law suit against ITM. The lease for ITM expired March 1, it has now been over 60 days with no response. Mr. Rogers motion that the board has been approved to take any action that is necessary and required in response to ITM. Mr. Noel set into motion, Mr. Johnson second, passed unanimously

### **Recreation Report**

Nicole Haberlin stated the Recreation Department is doing very well. The Recreation numbers are up on Summer Camp as well as Ivy Tech. Changes that are going to be happening will be very positive. Mr. Noel stated that there have been some issues at the Boys and Girls club due to parent negative behavior during the High School Boys and Girls club Basketball League. He wanted to bring awareness of necessary of security. Contract with Ivy Tech will be brought to the next meeting.

## **Director of Golf Report**

No official report from Gary, Mr. Brandon Bennett stated. The Golf Director has gotten a lot of small projects completed, including the lightening detection, as well as stickers on the carts to let golfers know what the alarms mean. The full time landscaper has started and is already hard at work. The cold storage barn has been concreted so it is no longer a dirt and gravel floor.

## **Assistant Director Report**

Mr. Mike Hoffmeister stated that for Maintenance projects our sand volleyball court has been worked on, we have added 5 trucks of sand and the new poles all being completed. Tennis courts have been milled and we are currently waiting for parking lot to complete so that concrete guy can come in a put down concrete. #thisismay banner is currently hanging in Federal Hill Commons. Mr. Noel asked about concerts at the park and changing the alcohol policy. We do not search coolers, it is the individual's responsibility. If we have a fenced event and we are serving alcohol we are responsible and have to search coolers. The center restroom is completed, the only thing needed is seeding. There is a fence to block the men's restroom door. There will be a partition, it has been ordered, that will replace the temporary fence. Carousel is 9/10<sup>th</sup> done, and preservation alliance is out there now painting the floor. After this weekend it will be completed.

## **OLD BUSINESS**

1. None

## **NEW BUSINESS**

1. Board to consider contract with Sipe's and change orders #1 and #2 for work at Forest Park
  - a. This is to approve the crack-fill and seal-coating work that is going on at Forest Park to upgrade the roads and parking lot. This project was budgeting in 2017, but because of time delays and scheduling they were unable to complete the project until this year. The contract was signed off by Parks Administration staff and work has already began. Mr. Noel made motion to approve, Mr. Johnson seconded, motion passed unanimously.
2. Board to consider proposal with Lehman and Lehman
  - a. This proposal with Lehman and Lehman is for the short term, 1-2 year planning prior to the scheduled 5-year Master Plan. Staff reached out to Lehman and Lehman for assistance in a few areas such as creating a short-term deliverable plan for small renovations, potential for the expansion for arts, maintenance and management strategies, succession planning, as well as consolidation and growth with in staff. The staff has proposed this is paid for from Impact Fees. Mr. Johnson set to moved, Mr. Noel seconded, motion passed unanimously.
3. Board to consider Third Party Marketing Policy
  - a. This policy defines when and how Noblesville Parks & Recreation markets for third party events that happen on Park property. The policy states that there must be direct benefit for Noblesville Parks for any marketing support to be done and that all organizations have similar goals or initiatives. Mr. Noel sets motion to approve, Mr. Johnson seconded, motion passed unanimously.
4. Board to consider Privacy Policy
  - a. This policy defines when and how Noblesville Parks & Recreation utilizes the data it collects while doing daily business. It is important that we create and adopt a policy that provides guidelines for what staff can and can't do with data, as well as how the dated is collected and handled. This policy also defines credit card usage and software system staff uses to ensure PCI compliance is met. Mr. Johnson moved to approve, Mr. Noel seconded, motion passed unanimously.
5. Board to consider 2018 Staffing Change Proposal


- a. This proposal is to change the 2018 staffing at Noblesville Parks to include two new job descriptions while dissolving two jobs descriptions. This proposal also comes with the rearranging of the staff organizational chart. These changes have already been approved by the Noblesville Common Council on Tuesday, April 24, 2018. Mr. Noel made motion to approve, Mr. Johnson seconded, motion passed unanimously.
6. Board to consider MOU with Attic Theater for the Recreation Annex Auditorium
  - a. This memorandum is to clarify a partnership between Attic Theater and Noblesville Parks and Recreation. Noblesville Parks and Recreation would provide access to the Auditorium two weeks before each performance and assist with marketing each event. The Attic Theater perform 4-5 shows per year, pay \$400.00 in rent a show, plus 15% of concessions and ticket sales. The MOU term would be one year. Mr. Johnson moved to approve, Mr. Noel seconded, motion passed unanimously.
7. Board to consider contract with Stage Tech for work at Federal Hill Commons
  - a. After receiving feedback from our staff, sound technician, and bands performing, it was brought to our attention that show lighting was necessary for our Federal Hill Commons stage. This contract with Stage Tech is to complete stage lighting work for the amount of \$92,999.90. This project will be paid for out of the bond that was approved by the Park Board on April 9, 2018 and Noblesville Common Council on April 10, 2018. 3 quotes were received for this job as required by law. Mr. Noel set to approve, Mr. Johnson seconded, motion passed unanimously.
8. Board to consider contracts with American Off Road Music Festival
  - a. These contracts essentially state that American Offroad Music Festival will be renting Federal Hill Commons, for a rental fee, for six dates throughout the summer and manage those events. These events will be ticketed shows and will have fencing, private security, police and fire presence, and parks presence. Each show will follow the City of Noblesville noise ordinance. Mr. Noel set motion to approve, Mr. Johnson seconded, motion passed unanimously.
9. Board to consider agreement with Indy Trolley for events at Federal Hill Commons.
  - a. With expected construction downtown and on the new pedestrian bridge at Logan Street the need for increased transportation service during events has become important and will assist in helping visitors attend events at Federal Hill Commons. We plan to partner with businesses downtown to assist in promoting downtown while adding a level of nostalgia to our events. The current agreement is for all free shows at Federal Hill Commons. We plan to pay for this out of leftover money from the center restroom project. Possibly set up different ways to help not only benefit the Parks, but also the City, Mr. Noel made motion to approve, Mr. Johnson seconded, motion passed unanimously.
  - b. MOU parking agreement for the lot that use to be owned by Marsh. This MOU gives us the ability to use that lot for our events. This is a benefit with the construction that the city of Noblesville is getting ready to start. This is not for approval, it is simply for you to acknowledge. Mr. Noel made motion that after developer has signed they approve as staff, Mr. Johnson second, motion passed unanimously.
10. Board to consider lease with farmer for land at Finch Creek Park for 2018 farming season
  - a. This lease is for the 107 acres of farm property at Finch Creek Park that is currently farm fields. This lease is offered at \$220.00 per tillable acre and is still a fair price. The property has been leased to Mr. Spartzler for the past 8 years and he has worked well with us as we have and to disturb some crops with our design process. He is aware of the future of the park and is willing to work with us as things progress as the site. Adjustments will be made if necessary due to construction in the area of Finch Creek Park. Mr. Noel moved to approve, Johnson seconded, motion passed unanimously.

**REVIEW OF UPCOMING EVENTS**

May 4: Wine Down and Art at FHC  
May 5: Salsa for Salsa at FHC  
Farmer's Market Starts at FHC  
May 6: WRCC Night of Worship at FHC  
May 11: Food Truck Friday at FHC  
May 12: Kiwanis Kids Fun Run at Dillon Park  
Relay For Life at Forest Park  
Prevail Chalk-athon at FHC  
May 19: Concert at the Commons – Rod Tuffcurls and the Benchpress  
May 25: Food Truck Friday  
May 31: Summer Concert Series at Dillon Park – Big 80's Band  
June 1: Bed Race  
June 2: Concert at the Commons – 16 Candles

With no other business to discuss, Mr. Johnson made a motion to adjourn and Mr. Noel seconded this motion. Mr. Rogers adjourned the meeting at 6:43PM.

Respectfully Submitted



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Abigail P. Hash, Secretary

Approved



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Steve Rogers, President

Next meeting: Wednesday, June 6, 2018, The Green Room @ Federal Hill Commons, 6pm



## NOBLESVILLE PARKS AND RECREATION REPORT MAY 2018

**Enrollment:** 113 enrolled in May programs, which is 50 less than last month and 1 less than last year in May. There were 25 classes offered, 23 classes ran. May is a statistically low participation month due to better weather, outdoor sports, and graduations. We have just created a new "pound" group fitness class, a Women's self-defense class with a high school innovations student as well as started a drama class called showstoppers.

<u>Recreation Annex Rentals</u>		<u>(July 1, 2017 – Present)</u>		<u>Reserved</u>
Atrium/Auditorium	\$7,985.00	60%	=	\$4,791.00
Auditorium Staffing	\$1,087.50	0%		\$1,087.50
Gyms	\$20,000	50%	=	\$10,000
Gyms	\$44,972.50	80%	=	\$35,978.00
Gross	\$74,045	Parks		\$51,856.50 Parks Net

<u>POS Pickleball</u>		<u>(September to Present)</u>
Sports Drop-In		\$5,905.00
Sports Passes		\$4,400.00
Fitness Drop-In		\$1,310.00 (all Teri)
Fitness Passes		<u>\$450.00</u>
		\$12,065.00

<u>NobleKids Camp</u>	<u>Enrollments</u>
Dillon NobleKids	277
Forest NobleKids	362
Preschool	<u>98</u>
	737

<u>Auditorium</u>		
Excel	Graduation	June 14
En-Pointe	Dance Recital	June 23
Children's Theater	Stone Soup	July 17-22
Home School Theater	Unknown Show	July 26-28
IndyPass	Conference	August 10-11
ISTA	Conference	October 19-20
Attic Theater	Performance	Nov 8-17
Edward Zlaty	Music	December 21
Children's Theater	Show	December

<u>Rec2Go</u>		
June 11-13	Nature2Go	Bridgewater Primrose
June 26-28	Rec2Go	Bridgewater Primrose
Mon/Wed	Rec2Go	Miller Explorers Kids Camp ( 7 weeks)
Tues/Thurs	Rec2Go	Seminary/South Side ( 7 weeks )
June 3	Bubble Soccer	Team Party
June 20	Bubble Soccer	Our Lady of Grace
June 21	Rec2Go	Chiropractic Open House
July 27 <sup>th</sup>	Rec2Go	Back to School Bash
July 28 <sup>th</sup>	Rec2Go	Hamilton County Block Party
August 7-9	Nature2Go	Noblesville Primrose

Park Program Participation Numbers

Program	Days/Date	Time	Location	Enrollment	
<b>Adult</b>					
Social Dance	Mondays	6:30-9:15pm	Inn-Main	25	
Nature Photography					Cancelled
<b>Fitness</b>					
Yoga	Mon-Thurs	Various	Lodge	9	-2
Pilates	Mon & Wed	Am-PM	Inn	7	-1
Boot Camp	Mon & Wed	6:30-7:30pm	NWMS	8	+1
Zumba	Wed	6:00p	Inn	0	-3
<b>Youth Programs</b>					
Tumbling	Tuesdays	5:30-6:15pm	Lodge	7	-3
Karate	Tuesday	6:00-6:45p	Inn	0	-2
Lego League	Mon	6:00pm-7:00pm	Lodge	0	0
Parent Night Out	Friday	6:00pm-9:00pm	Lodge	6	0
Nature Kids	Friday	6:00-8:00p	Lodge	Cancelled	
Safe Sitter	Saturday	9:00am-3:00pm	Lodge	16	0
Little's	Wednesday	6-7:30p	Lodge	0	Cancelled
Soccer	Thursday	5:30-6:30p	Dillon	15	+5
T-Birds	Monday	5:30-6:30p	Dillon	20	+1
			Total	113	

Nichole Haberlin, Recreation Director

# Noblesville Park Board

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Wednesday, June 6, 2018

**Subject:** Board to listen to conceptual presentation regarding Seminary Park.

**Applicant:** N/A

**Agenda Item:** New Business #1

**Summary:** Park Board to listen to presentation to concepts for upgrades to Seminary Park.

**Recommendation:** **For Information only**

**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 Schematic Design phase of Seminary park has been completed and staff will share design concepts and budget considerations for the remodel of Seminary Park. This has been presented to the Council Downtown District Committee, and has been given favorable feedback. We anticipate seeking a funding commitment in the next few months and then plan to proceed with Design development of the park and Construction Documents based on the funding level that Council approves. Park board feedback will also be needed as we move into the next phase. Attachments include a timeline, budget potentials and the schematic design.

### ***Background:***

Seminary Park was once discussed as a potential site for infill housing, but was met with a passionate response from the local community and this park board. Since then, the discussion has focused on upgrades that might be made to the park to enhance and improve it for the local residents.

### ***Recommendation:***

For Information Only.



# Draft Project Schedule

Seminary Park  
 Noblesville Parks & Recreation  
 May 25, 2018



Planning Activity  
 Meeting  
 Owner Decision Required

Task/Event	Responsibility	Schedule - Weeks
Kickoff Meeting	Mader Design	7/16/18
Kickoff Meeting	Noblesville	7/16/18
Confirm Project Scope	Mader Design	7/30/18
Refine Design Options	Mader Design	7/30/18
Design Review Meetings	Mader Design	7/30/18
Finalize Design Development	Mader Design	7/30/18
Design Approval	Mader Design	7/30/18
Approval to proceed with CD's	Mader Design	7/30/18
Construction Document Evolution	Mader Design	7/30/18
Design Review Meetings	Mader Design	7/30/18
90% CD's	Mader Design	7/30/18
CD Approval	Mader Design	7/30/18
Park & Council Review & Approvals	Mader Design	7/30/18
Out to Bid	Mader Design	7/30/18
Receive Bids	Mader Design	7/30/18
Begin Construction	Mader Design	7/30/18
Construction Completion	Mader Design	7/30/18

City of Noblesville Parks & Recreation  
 Seminary Park - Phased Option  
 Draft Cost Estimate  
 May 25, 2018



Item	Quantity	Units	Unit Cost	Subtotal Cost	Total Costs
<b>Phase 1</b>					
Site Prep/Demo/Erosion Control	1	ls	\$8,500	\$8,500	
Earthwork & Storm	1	ls	\$12,500	\$12,500	
Concrete	3100	sf	\$5.50	\$17,050	
Decorative concrete	1500	sf	\$12	\$18,000	(could reduce)
Decorative fence	250	lf	\$35	\$8,750	
Gateway	1	ea	\$12,000	\$12,000	
Gazebo aesthetic updates	1	ls	\$5,000	\$5,000	
Electrical upgrades	1	ls	\$7,500	\$7,500	
Light Poles (new and relocated)	10	ea	\$4,500	\$45,000	(could reduce)
Edison Bulbs & support posts	1	ls	\$12,500	\$12,500	
Lawn	1	ls	\$7,500	\$7,500	
Trees	15	ea	\$350	\$5,250	
Planting areas	3750	sf	\$10	\$37,500	

<b>Phase 1 Subtotal</b>	<b>\$197,050</b>
Contractor OH&P - 10%	\$19,705
Contingency - 15%	\$29,558
<b>Phase 1 Total Estimate</b>	<b>\$246,313</b>

Design Fees	\$15,900
Elec Engineering Budget	\$5,000
<b>Project Total</b>	<b>\$267,212</b>

**Future Phases or alternative implementation**

Historic Memorial/Signage	1	ls	\$15,000	\$15,000
Trees	15	ea	\$350	\$5,250
Planting areas	3750	sf	\$10	\$37,500
Art Sculpture	1	ls	\$15,000	\$15,000
Shade Structure at playground node	1	ls	\$5,000	\$5,000
Gazebo replacement or renovations	1	ls	\$75,000	\$75,000

<b>Phase 1 Subtotal</b>	<b>\$152,750</b>
Contractor OH&P - 10%	\$15,275
Contingency - 15%	\$22,913
<b>Phase 1 Total Estimate</b>	<b>\$190,938</b>

Design Fees	\$18,139
<b>Project Total</b>	<b>\$209,077</b>

The budget items above do not include potential partnerships, sponsorships, grants, or other funding sources.

Cost information may be based on previous projects, input from contractors, and landscape architects' historical data, however shall not be construed as a guarantee of actual construction costs when bids are solicited. Environmental concerns or remediation is not anticipated and not included at this time.

City of Noblesville Parks & Recreation  
 Seminary Park - Complete Project  
 Draft Cost Estimate  
 May 25, 2018



Item	Quantity	Units	Unit Cost	Subtotal Cost	Total Costs
<b>Phase 1</b>					
Site Prep/Demo/Erosion Control	1	ls	\$8,500	\$8,500	
Earthwork & Storm	1	ls	\$12,500	\$12,500	
Concrete	3100	sf	\$5.50	\$17,050	
Decorative concrete	1500	sf	\$12	\$18,000	
Decorative fence	250	lf	\$35	\$8,750	
Gateway	1	ea	\$12,000	\$12,000	
Electrical upgrades	1	ls	\$7,500	\$7,500	
Light Poles (new and relocated)	14	ea	\$4,500	\$63,000	
Edison Bulbs & support posts	1	ls	\$12,500	\$12,500	
Historic Memorial/Signage	1	ls	\$15,000	\$15,000	
Lawn	1	ls	\$7,500	\$7,500	
Trees	30	ea	\$350	\$10,500	
Planting areas	7500	sf	\$10	\$75,000	
Art Sculpture	1	ls	\$15,000	\$15,000	
Shade Structure at playground node	1	ls	\$5,000	\$5,000	
Gazebo replacement or renovations	1	ls	\$75,000	\$75,000	
			<b>Phase 1 Subtotal</b>	<b>\$362,800</b>	
			Contractor OH&P - 10%	\$36,280	
			Contingency - 15%	\$54,420	
			<b>Phase 1 Total Estimate</b>	<b>\$453,500</b>	
			Design Fees	\$35,583	
			Elec Engineering Budget	\$5,000	
			<b>Project Total</b>	<b>\$494,083</b>	

The budget items above do not include potential partnerships, sponsorships, grants, or other funding sources.

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