



Noblesville Park Board Meeting
Wednesday, September 11, 2019
Federal Hill Commons Green Room
8:30 a.m.

Noblesville Parks & Recreation Board Agenda

Call to Order
Approval of Agenda
Approval of Minutes of August 22, 2019 Board Meeting

Financial

1. Approval of Claims – September 10th and 24th
2. Transfers and Appropriations

Reports

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

Old Business

1. Board to hear Finch Creek Park construction update.

New Business

1. Board to hear annual report from Noblesville United Soccer Club.
2. Board to consider Change Order #7 and contract amendment for Finch Creek Park.
3. Board to consider updated fees and contract for auditorium at Ivy Tech-Recreation Annex.
4. Board to consider changes in refund/cancellation policies.

Next Meeting October 2, 2019, The Green Room @ 6PM.

Upcoming Events

September 13:	Food Truck Friday at FHC Movies in the Park at FHC: Bumblebee
September 14:	Tribute Tour at FHC (Bobby Miller-Prince/Michael Jackson)
September 20:	Movies in the Park: Spider-Man: Into the Spiderverse
September 23-37:	Brandon, Amber, Kaitlyn, Erin, Kristi out at NRPA in Baltimore
September 27:	Food Truck Friday at FHC Movies in the Park at FHC: (Dumbo 2019)
September 28:	Tribute Tour at FHC (Separate Ways-Journey) Charters of Freedom Dedication FHC 7:30pm intermission of Concert



Noblesville Parks and Recreation Board Minutes August 22, 2019

MEMBERS PRESENT: Laurie Dyer, Scott Noel, Todd Thurston, Steve Rogers

OTHERS PRESENT: Brandon Bennett, Director; Amber Mink, Assistant Director; Erin Portman, Recreation Coordinator – Facilities; Angela Vitosky-Staggs – Recreation Coordinator – Recreation Annex; Kaitlyn Smith – Recreation Coordinator - Events

CALL TO ORDER: Meeting was called to order by Laurie Dyer at 8:30am.

APPROVAL OF AGENDA: Mrs. Dyer asked if there were any other additions or deletions to the agenda. With no additions or deletions Mr. Noel motioned to pass the agenda, Mr. Thurston seconded, agenda passed unanimously.

APPROVAL OF MINUTES of July 10. Mrs. Dyer asked for the approval of 10, 2019 minutes. Mr. Thurston moved to approve the minutes for the July 10, 2019 Board meeting as presented and Mr. Noel seconded this motion, the motion passed unanimously.

FINANCIAL:

1. **Approval of Claims for August 13th and 27th**

Mr. Thurston moved to approve claims as presented, Mr. Noel seconded this motion. Claims were passed unanimously.

2. **Transfers and Appropriations:** There are not any for action on this board, but we do want you to be aware that one will be presented to City Council for Seminary Park.

Reports

1. **Recreation Report**

a. Kaitlyn Smith gave the Recreation Report (see attached). We had about 800 kids come through camp this summer. Our before and after care was very popular with this kids, so it is a great addition that we can offer parents. We had 9 councilors in training this season, so they were very active this summer. We had a slip n' foam party this summer where we added a slip n' slide to the event as well as a bubble lady. We had about 1500 people come out, it was very steady flow at each part of the event. As we start to get into the fall season we are continuing Safe Sitter and Girl Scouts, we are also fostering a relationship with the Boy Scouts.

2. **Director of Golf Report**

a. Amber Mink presented the Golf Report for Gary Deakyne (see attached). July was up \$6,919 over July 2018. With city deposits of \$126,171.58 it was the second best July since 2011 trailing only 2016. Gary was excited to see this number be as good as it was considering the oppressive heat we had the first 15 days of the month. We have managed to keep the golf courses in good condition even with the lack of rain and heat we have experienced lately. August has started out well and we hope to keep numbers up for the

rest of the year. We look forward to hearing Mr. Keegan's final report on the 29th and anticipate a committee being put together to plan our next form of action.

3. Assistant Director Report

- a. Amber Mink presented the Assistant Director's report. We have a list of upcoming events at the bottom of the agenda. Dillon Summer Concerts has now ended and we estimated 7,600 people attended over the 8 shows. Federal Hill Commons is in the middle of it's 2 concert tours and still has 4 more to go. The bridge mural off of State Road 19 has been completed and there will be a dedication at some point in the near future. CivicRec and CivicEngage implementation has begun and we are in the early configuration and design stages. Completion and launch date is scheduled for the first of the year. The Little Free Library will be placed in all 8 park locations in partnership with the Mayor's Junior Council. They should be almost all up by the end of this month. There is one little library on back order, but all others will be up in running soon. Train Yard Clean-up is continuing as auction buyers who have purchased train cars continue to work to get their equipment out. We will be having another small pop up auction to try and get the remaining cars and equipment out of the yard. Angela Vitosky-Staggs has started full time and is doing a phenomenal job helping organize and create rental relationships.

OLD BUSINESS

1. Board to hear update about Forest Park Inn renovations-verbal.
 - a. Brandon Bennett gave the report that Forest Park is completed. The architect is coming by this morning for a final walk through and the outside is completed. This should be the final report on Forest Park Inn renovations.
2. Board to hear Finch Creek Park construction update.
 - a. Brandon Bennett presented the update about Finch Creek Park. There is going to be a change order coming in the next meeting. We will be changing things financially as well as moving the completion date to the end of September/October. Because of the late opening we are planning on a small soft opening when the park is completed, and then a large grand opening in the spring. Building should be done here in the next couple of weeks. The parking lots are paved and should be painted at the end of this week. Pickleball courts are almost there and basketball courts are near final completion.

NEW BUSINESS

1. Board to consider easement for Duke Energy at Finch Creek Park
 - a. Brandon Bennett presented the easement contract. This easement is to allow Duke Energy access into Finch Creek Park to deliver power to the first phase of the park. This is a standard easement for Duke. Moving this forward is paramount in moving the construction project forward for permanent power to Finch Creek Park. Mr. Noel made a motion to approve the easement, Mr. Thurston seconded the motion. The motion passed unanimously.
2. Board to consider updated fees for athletic facilities at Ivy Tech – Recreation Annex
 - a. Brandon Bennett introduced the background for this, we had some cancelations recently with the Annex and we did not have any safeguards in place to handle this. With Angela Vitosky-Staggs coming she has had the opportunity to come in and look at the way we were doing things and she has some recommendations. Angela Vitosky-Staggs presented the updated facilities contract. The Parks Department is requesting change to the fees charged for rental at the Recreation Annex to streamline the rental procedure and increase revenue. As Brandon said we have had some pretty big rentals pulling out at the last minute and there was no deposit taken. The addition of a down payment we believe that this would cut down on this happening. We are also suggesting a change in the fees to fit the space that is being rented. These are

- great spaces, but this is an old building, so our prices need to reflect this. In addition, several spaces such as the Concession Stand and Locker Rooms have not been bookable venues. We also simplified the way we rent out the space. Not allowing gyms to be spit and cut down into smaller parts. Mr. Thurston made a motion to approve the updated fees, Mr. Noel seconded. The motion passed unanimously.
3. Board to consider the contract with Lehman and Lehman for Schematic Design and Design Development for trail connection from Federal Hill to Forest Park.
 - a. Brandon Bennett presented the contract with Lehman and Lehman. This contract is for Lehman and Lehman to do a schematic design and design development of a new trail to connect Federal Hill Commons to Forest Park. This trail would travel along Nixon Street to the West of the Kroger complex and then behind Kroger. There is also the potential for a tunnel under the train tracks to Forest Park connecting with the existing White River Greenway in Forest Park. This trail has been a goal since we built Federal Hill Commons, but with the new fireworks festival, and other events and development potential in the Federal Hill Area, this project is becoming more important. This is a small part of the overall plan to continue to improve Forest Park with improvements at Carousel corner, increase connectivity and to reintegrate the old ITM property back into the park. This contract as well as eventually the trail project will be coming out of the impact fees. The timing for this is important due to the development that will be coming in the next few years. Mr. Noel made the motion to approve the contract with Lehman and Lehman, Mr. Thurston seconded, the motion passed unanimously.

With no other business to discuss, Mr. Noel made a motion to adjourn and Mr. Rogers seconded this motion. Mrs. Dyer adjourned the meeting at 8:58am.

Next meeting: Wednesday, September 11th; The Green Room @ 8:30am


Abigail P. Hash, Secretary


Laurie Dyer, President

Installed by the CITY OF NOBLESVILLE-2013
Fund Report
 All Funds
 For the month of July 2019
 Grouped By Bank
 Ordered By Fund

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
101 GEN	16782993.43	22626547.67	24858095.54	15547266.48	2167209.47	3163030.39	14551445.56
103 DEFER	331281.33	19260.00	787.17	349754.16	0.00	0.00	349754.16
104 LECE	140564.93	18788.60	67788.75	102122.78	2316.00	12874.00	91564.78
105 ASSET FORF	0.00	60538.00	33164.00	27374.00	0.00	0.00	27374.00
106 MVH	4109161.53	4202700.25	5190447.08	3796834.76	200312.15	875732.21	3121414.70
107 LRS	2577462.32	782323.28	464206.44	3010641.31	119521.99	234684.14	2895579.16
108 PARKS	552391.73	1832412.24	2338173.90	665151.59	17635.67	636157.19	46630.07
109 PARKS CAP	126572.87	36138.89	54255.71	113434.19	4525.84	9503.98	108456.05
110 PARKS PRGMS	0.00	711686.20	800040.20	-113193.66	212309.53	187469.87	-88354.00
111 PARKING	620848.76	73844.89	101183.55	592643.20	7224.29	6357.39	593510.10
112 DTWN DEV	319498.26	500000.00	76708.33	747327.28	0.00	4537.35	742789.93
113 ALARM	9738.43	0.00	0.00	9738.43	0.00	0.00	9738.43
114 FIRE CUM	1281101.49	266728.25	163570.26	1439029.74	0.00	54770.26	1384259.48
116 FIRE PENS	701389.30	249175.78	281726.21	708478.04	0.00	39639.17	668338.87
117 POLICE PENS	571173.63	96351.09	123534.12	560989.80	0.00	16999.20	543990.60
118 DS/COIT SINKING	1197906.59	0.00	13000.00	1067906.59	0.00	0.00	1067906.59
120 CCD	1829371.75	765112.17	1199288.34	1653037.67	56.02	257898.11	1395195.58
123 CITY SIGN	7211.00	0.00	0.00	7211.00	0.00	0.00	7211.00
124 CCI	364798.72	57362.09	55334.48	373875.09	0.00	7048.76	366826.33
130 ECO INCENT REVO	1000000.00	0.00	0.00	1000000.00	0.00	0.00	1000000.00
132 HAZ IMAT RIMB	5.42	0.00	0.00	5.42	0.00	0.00	5.42
140 PROMO	15194.85	145330.53	76844.10	-43122.38	135764.55	8960.89	83681.28
142 REC PERP	41291.32	7555.00	97.99	48748.33	0.00	0.00	48748.33
144 SCH SALE	250852.26	0.00	0.00	250852.26	0.00	0.00	250852.26
150 FINCH CRK CONST	430261.16	2779.00	433040.16	2779.00	0.00	2779.00	0.00
151 HOLD - MAJOR RD IMPRV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
152 HOLD - RAIL YARD REHAB	3700.00	65600.99	6195.00	63105.99	0.00	0.00	63105.99
157 TRAIL MAINT	220351.78	0.00	0.00	220351.78	0.00	0.00	220351.78

**Bank 0

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 Fund Report
 All Funds

For the month of July 2019
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FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
158 146TH ST RMB	1102443.52	0.00	0.00	1102443.52	0.00	0.00	1102443.52
160 DSR COIT BONDS 2009	0.00	57298.92	0.00	57298.92	0.00	0.00	57298.92
163 RAINY DAY	11833846.92	3347359.00	0.00	15024515.92	156690.00	0.00	15181205.92
198 PARK IMPACT	1751866.59	650267.83	139652.20	2089215.73	188275.33	15008.84	2262482.22
199 ROAD IMPACT	7009353.44	1460173.94	1482405.37	6809726.27	428149.48	250753.74	6987122.01
201 DS/BLDG REF BONDS 2014A	282086.93	304976.50	284200.00	302863.43	0.00	0.00	302863.43
202 DS/BLDG MORT BONDS 2001	63888.96	0.00	0.00	63888.96	0.00	0.00	63888.96
203 DS/IECO LEASE REF BONDS 2013	264902.93	285049.75	265700.00	284252.68	0.00	0.00	284252.68
204 DS/BLDG REF BONDS 2014B	727469.31	782824.87	731000.00	779294.18	0.00	0.00	779294.18
205 DS/BLDG REF BONDS 2016	336274.44	368147.15	336000.00	368421.59	0.00	0.00	368421.59
206 DS/IECO LEASE REF BONDS 2015	0.00	972500.70	972500.00	0.70	0.00	0.00	0.70
207 DS/PARK BONDS 2018	9629.00	340547.13	246193.13	104308.00	0.00	325.00	103983.00
252 DP/EARTHFARE	0.46	0.00	0.00	0.46	0.00	0.00	0.46
257 2016 LOIT-ROADS	8293104.36	0.00	409364.88	8293104.36	0.00	409364.88	7883739.48
258 DP/FINCH CRK PARK	7367150.00	0.00	4843045.87	3128208.59	0.00	604104.46	2524104.13
291 DP/EQUIP LOANS - IN TREAS	20177.23	0.00	20177.23	0.00	0.00	0.00	0.00
401 UNEMP SELF-INS	29440.22	0.00	0.00	29440.22	0.00	0.00	29440.22
403 ACCR SICK PAY	587.12	0.00	0.00	587.12	0.00	0.00	587.12
500 RDC PRO SRVCS	0.00	0.00	13631.25	-13631.25	0.00	0.00	-13631.25
501 STONEY CRK E TIF	1037814.88	1335144.93	1231302.50	1143052.31	0.00	1395.00	1141657.31
502 BUS PARK TIF	303907.72	405615.48	296874.24	412648.96	0.00	0.00	412648.96
503 DTWN TIF	427543.31	1282839.34	1069175.52	641600.88	0.00	393.75	641207.13
504 CCW TIF	608964.45	2072494.90	2311845.00	369614.35	0.00	0.00	369614.35
505 CCE TIF	147089.50	1419417.85	1531787.50	73933.35	86224.00	125437.50	34719.85
506 HZLDELL RD TIF	962474.64	477428.95	371683.00	1068220.59	0.00	0.00	1068220.59
507 SMC TIF	0.00	507598.26	469350.00	38248.26	0.00	0.00	38248.26
508 BERG-TEG TIF	231201.94	162179.20	0.00	393381.14	0.00	0.00	393381.14
509 HTC TIF	2576435.47	1129815.51	1237614.86	2514469.46	0.00	45833.34	2468636.12
510 SR37&146TH TIF	769243.15	631168.83	435985.00	964426.98	0.00	0.00	964426.98
512 PLEAS ST	0.00	123237.75	0.00	123237.75	0.00	0.00	3237.75

Installed by the CITY OF NOBLESVILLE-2013

Fund Report

All Funds

For the month of July 2019

Grouped By Bank

Ordered By Fund

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
513 LEVINSON TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514 CENT 146TH ST TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
550 DP/FIELD DR BRG	105121.74	0.00	0.00	105121.74	0.00	0.00	105121.74
558 DP/IVY TECH-PS BLDG-SALT BARN	41621.22	0.00	30875.00	10746.22	0.00	0.00	10746.22
600 CIV CITY DONATE	0.00	3000.00	0.00	0.00	3000.00	0.00	3000.00
601 POLICE DONATE	23389.74	1654.75	1141.07	23699.42	204.00	0.00	23903.42
602 FIRE DONATE	8158.59	0.00	0.00	8158.59	0.00	0.00	8158.59
603 EVENT SPONSORS	95296.05	77348.43	104098.26	76159.81	11687.06	19300.65	68546.22
604 PARK DONATE	330.00	0.00	0.00	330.00	0.00	0.00	330.00
605 TREE BRD DONATE	8306.52	0.00	2313.69	6145.42	0.00	152.59	5992.83
606 CEMETERY DONATE	50.00	0.00	0.00	50.00	0.00	0.00	50.00
611 CDBG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
612 DOJ BPV GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
613 MID TRC TRL GRANT	-40575.95	47600.77	7850.70	-825.88	0.00	0.00	0.00
614 19TH & PLEAS GRANT	-21141.20	66035.25	94457.09	-48879.74	0.00	683.30	-49563.04
615 186TH & CUMBER GRANT	0.00	0.00	8191.37	-6376.63	0.00	1814.74	-8191.37
616 GREEN & HOWE GRANT	0.00	64155.01	101451.32	-82149.85	64155.01	19301.47	-37296.31
630 IND DEV GRANT	0.00	75000.00	75000.00	75000.00	0.00	75000.00	0.00
631 COM CROSS GRANT	0.00	0.00	409364.88	0.00	0.00	409364.88	-409364.88
632 QuiP GRANT	0.00	2500.00	2500.00	0.00	0.00	0.00	0.00
800 COURT SERV	6956.50	41542.88	41286.88	7212.50	0.00	0.00	7212.50
801 REV HLD/UTIL	3330.00	1384245.46	1387575.46	0.00	386243.03	386243.03	0.00
802 DOR HOLD	861.19	6077.18	4997.35	1476.55	1419.68	955.21	1941.02
803 CITY ESCROW	1050143.16	10500.00	26281.00	1044308.16	0.00	9946.00	1034362.16
804 DEF COMP HOLD	0.02	1258609.85	1258609.85	70668.57	138680.99	209349.54	0.02
SubTotal Bank 0	80923866.93	53674591.29	58709962.80	79659961.16	4331704.09	8103169.83	75888495.42

**Bank 1

700 CONTROL 20000.00 0.00 0.00 20000.00 0.00 0.00 20000.00
701 NET WAGES 0.00 0.00 0.00 0.00 0.00 0.00 0.00

Fund Report for July 2019

NRO – REVENUE
 \$ 175,485.30- Golf
 \$ 36,824.23- Rec.
 \$ 212,309.53- TOTALS

NRO – BALANCE
 \$ (137,732.16) - Golf
 \$ 49,378.16 - Rec
 (\$ 88,354.00) - TOTALS

NRC -- REVENUE
 \$ 4,525.84- Reg NRC
 \$ 0.00 - DuPont
 \$ 0.00- Finch Creek PILOS
 \$ 4,525.84- TOTALS

NRO – DISBURSED
 \$ 133,938.92 - Golf
 \$ 53,530.95- Rec.*
 \$ 187,469.87- TOTALS

NRC – DISBURSED
 \$ 9,503.98- Reg NRC
 \$ 0.00 - DuPont
 \$ 0.00 - Finch Creek PILOS
 \$ 9,503.98- TOTALS

NRC – BALANCE
 \$ 106,254.89- Reg NRC
 \$ 0.00 - DuPont
 \$ 2,201.16 - Finch Creek PILOS
 \$ 108,456.05- TOTALS

Installed by the CITY OF NOBLESVILLE-2013
Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM	
SubTotal Department 025							1834.47				
SubTotal Fund 107							1834.47				
**Fund 108 PARKS											
**Department 020 PRKS/MAINT&ADMIN											
09/11/2019	192457	CHAPMAN ELECTRIC SUPPLY		108020225.100	PRKS/MAINT&ADMIN - BLDG MAINT SUPP	1143432	49.86 ✓		//		
09/11/2019	192433	REYNOLDS FARM EQUIPMENT		108020223.200	PRKS/MAINT&ADMIN - EQUIPT REPAIR PARTS	P70627	132.59 ✓		//		
09/11/2019	192395	TAYLORED SYSTEMS INC		108020314.100	PRKS/MAINT&ADMIN - SOFTWARE LICENS & MAINT AG	077961	184.00 ✓		//		
09/11/2019	192371	TAYLORED SYSTEMS INC		108020314.100	PRKS/MAINT&ADMIN - SOFTWARE LICENS & MAINT AG	077064	111.69 ✓		//		
09/11/2019	192371	TAYLORED SYSTEMS INC		108020314.100	PRKS/MAINT&ADMIN - SOFTWARE LICENS & MAINT AG	077868	44.06 ✓		//		
09/11/2019	192371	TAYLORED SYSTEMS INC		108020314.100	PRKS/MAINT&ADMIN - SOFTWARE LICENS & MAINT AG	077869	69.14 ✓		//		
09/11/2019	192395	TAYLORED SYSTEMS INC		108020314.100	PRKS/MAINT&ADMIN - SOFTWARE LICENS & MAINT AG	077956	168.00 ✓		//		
09/11/2019	192451	NOBLESVILLE CHAMBER OF COMMERCE		108020334.100	PRKS/MAINT&ADMIN - CONFEVENT REGIS FEES	14993	20.00 ✓		//		
09/11/2019	192426	SCHWARTZ / INDY INC		108020449.100	PRKS/MAINT&ADMIN - OTH OPER EQUIPT	45079	3365.00 ✓		//		
09/11/2019	192444	CAVE AND COMPANY PRINTING		108020390.100	PRKS/MAINT&ADMIN - OTH SERV & CHRGS	20717	1806.92 ✓		//		
09/11/2019	192434	RIVERVIEW HEALTH		108020515.100	PRKS/MAINT&ADMIN - MED SERV	17345	125.00 ✓		//		
09/11/2019	192324	LOWES CREDIT SERVICES		108020220.100	PRKS/MAINT&ADMIN - GEN OPER SUPP	01156	104.34 ✓		//		
09/11/2019	192324	LOWES CREDIT SERVICES		108020220.100	PRKS/MAINT&ADMIN - GEN OPER SUPP	01328	15.10 ✓		//		
09/11/2019	192324	LOWES CREDIT SERVICES		108020220.100	PRKS/MAINT&ADMIN - GEN OPER SUPP	02619	103.29 ✓		//		
09/11/2019	192327	PLYMATES IMAGE MATS		108020361.100	PRKS/MAINT&ADMIN - FACILITY MAINT SERV	2861271	24.10 ✓		//		
09/11/2019	192327	PLYMATES IMAGE MATS		108020361.100	PRKS/MAINT&ADMIN - FACILITY MAINT SERV	2861490	50.90 ✓		//		

Accounts Payable Register

DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	DATE	MEMORANDUM
09/11/2019	192327	PLYMATES IMAGE MATS		108020361.100	PRKS/MAINT&ADMI - FACILITY MAINT SERV	2861493	23.93		//	
09/11/2019	192327	PLYMATES IMAGE MATS		108020361.100	PRKS/MAINT&ADMI - FACILITY MAINT SERV	2861492	55.40		//	
09/11/2019	192327	PLYMATES IMAGE MATS		108020361.100	PRKS/MAINT&ADMI - FACILITY MAINT SERV	2861495	62.11		//	
09/11/2019	192327	PLYMATES IMAGE MATS		108020361.100	PRKS/MAINT&ADMI - FACILITY MAINT SERV	2859602	24.10		//	
09/11/2019	192327	PLYMATES IMAGE MATS		108020251.100	PRKS/MAINT&ADMI - CLOTH & ACCESSORIES	2861271	58.39		//	
09/11/2019	192327	PLYMATES IMAGE MATS		108020251.100	PRKS/MAINT&ADMI - CLOTH & ACCESSORIES	2859602	58.39		//	
09/11/2019	192399	GRAINGER INC		108020225.200	PRKS/MAINT&ADMI - BLDG REPAIR PARTS	9255626864	19.28		//	
09/11/2019	192325	NAPA AUTO PARTS		108020223.100	PRKS/MAINT&ADMI - EQUIPT MAINT SUPP	189144	25.94		//	
09/11/2019	192431	INTERSTATE BILLING		108020223.200	PRKS/MAINT&ADMI - EQUIPT REPAIR PARTS	P54150	939.96		//	
09/11/2019	192392	HOOSIER PORTABLE RESTROOMS INC		108020365.200	PRKS/MAINT&ADMI - EQUIPT RENT CHRGS	53516	160.00		//	
09/11/2019	192392	HOOSIER PORTABLE RESTROOMS INC		108020365.200	PRKS/MAINT&ADMI - EQUIPT RENT CHRGS	53514	160.00		//	
09/11/2019	192392	HOOSIER PORTABLE RESTROOMS INC		108020365.200	PRKS/MAINT&ADMI - EQUIPT RENT CHRGS	53515	640.00		//	
09/11/2019	192429	BLUE GRASS FARMS INC		108020225.100	PRKS/MAINT&ADMI - EQUIPT RENT CHRGS	53513	160.00		//	
09/11/2019	192427	MENARDS-CARMEL		108020225.100	PRKS/MAINT&ADMI - LANDSCAP SUPP	126779	26.85		//	
09/11/2019	192427	MENARDS-CARMEL		108020225.100	PRKS/MAINT&ADMI - LANDSCAP SUPP	78966	97.48		//	
09/11/2019	192427	MENARDS-CARMEL		108020223.100	PRKS/MAINT&ADMI - EQUIPT MAINT SUPP	78796	113.37		//	
09/11/2019	192427	MENARDS-CARMEL		108020225.100	PRKS/MAINT&ADMI - LANDSCAP SUPP	78982	30.95		//	
09/11/2019	192427	MENARDS-CARMEL		108020220.100	PRKS/MAINT&ADMI - GEN OPER SUPP	78713	15.43		//	
09/11/2019	192372	MUSSELMAN LANDSCAPE SOLUTIONS		108020226.100	PRKS/MAINT&ADMI - LANDSCAP SUPP	0026267-IN	1440.00		//	
09/11/2019	192372	MUSSELMAN LANDSCAPE		108020226.100	PRKS/MAINT&ADMI - LANDSCAP SUPP	0025941-IN	114.00		//	

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DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	DATE	MEMORANDUM
09/11/2019	192372	MUSSELMAN LANDSCAPE SOLUTIONS		108020226.100	LANDSCAP SUPP	0025946-IN	114.00 ✓	11		
09/11/2019	192372	MUSSELMAN LANDSCAPE SOLUTIONS		108020226.100	LANDSCAP SUPP	0026303-IN	114.00 ✓	11		
09/11/2019	192372	MUSSELMAN LANDSCAPE SOLUTIONS		108020226.100	LANDSCAP SUPP	0025934-IN	114.00 ✓	11		
09/11/2019	192372	MUSSELMAN LANDSCAPE SOLUTIONS		108020226.100	LANDSCAP SUPP	0025879-IN	93.04 ✓	11		
09/11/2019	192453	CARA AUGSPURGER		108020050.000	LANDSCAP SUPP	2000560.003	200.00 ✓	11		
09/11/2019	192396	MCGAVIC OUTDOOR POWER EQUIPMENT INC		108020223.100	DEPOSIT RELEASE	N19663	19.98 ✓	11		
09/11/2019	192459	MCGAVIC OUTDOOR POWER EQUIPMENT INC		108020223.200	PRKS/MAINT&ADMI - EQUIPT	N196710	25.18 ✓	11		
09/11/2019	192458	SUPPLY WAREHOUSE INC		108020224.100	REPAIR PARTS	584037	909.44 ✓	11		
09/11/2019	192432	SUPPLY WAREHOUSE INC		108020224.100	HSEKEEPING SUPP	583870	1052.85 ✓	11		
09/11/2019	192397	MALLORY LOVE		108020050.000	HSEKEEPING SUPP	2001296.002	246.10 ✓	11		
09/11/2019	192397	MALLORY LOVE		108020050.000	DEPOSIT RELEASE	2001295.002	200.00 ✓	11		
09/11/2019	192370	EXPERIENCE EVENTS INC		108020390.100	PRKS/MAINT&ADMI - OTH	143	2310.00 ✓	11		
09/11/2019	192326	CERES SOLUTIONS COOPERATIVE INC		108020221.100	PRKS/MAINT&ADMI - VEHICLE FUEL	1534494	772.46 ✓	11		
09/11/2019	192326	CERES SOLUTIONS COOPERATIVE INC		108020221.200	PRKS/MAINT&ADMI - EQUIPT	1534497	647.45 ✓	11		
09/11/2019	192398	KATIE REICHART		108020050.000	FUEL	2000568.003	400.00 ✓	11		
09/11/2019	192471	INDY PREMIER TROLLEY LLC		108020365.900	DEPOSIT RELEASE	PARKS - PRKS/MAINT&ADMI - SEPT 14/2 TROLLEYS	2260.00 ✓	11		
09/11/2019	192455	MARIA REGALADO		108020050.000	RENT CHRGS-OTH	2001293.002	171.20 ✓	11		
09/11/2019	192462	CAROL HAMILTON		108020050.000	PRKS/MAINT&ADMI - DEPOSIT RELEASE	2000561.003	200.00 ✓	11		
09/11/2019	192464	WYATT WELLS		108020050.000	PRKS/MAINT&ADMI - DEPOSIT RELEASE	2001294.002	599.20 ✓	11		

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DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
09/11/2019	192465	EVELYN PHIPPS		108020050.000	PRKS/MAINT&ADMI - DEPOSIT RELEASE	2000570.003	200.00	✓	11	
09/11/2019	192466	MARY RHEA		108020050.000	PRKS/MAINT&ADMI - DEPOSIT RELEASE	2000569.003	200.00	✓	11	
09/11/2019	192467	BRITE SYSTEMS		108020050.000	PRKS/MAINT&ADMI - DEPOSIT RELEASE	2000567.003	200.00	✓	11	
09/11/2019	192468	TRACI GOODWIN		108020050.000	PRKS/MAINT&ADMI - DEPOSIT RELEASE	2000566.003	400.00	✓	11	
09/11/2019	192469	RHODA WEAVER		108020050.000	PRKS/MAINT&ADMI - DEPOSIT RELEASE	2000571.003	200.00	✓	11	
SubTotal Department 020							22248.57			
SubTotal Fund 108							22248.57			
**Fund 109 PARKS CAP										
**Department 000 NON DEPT										
09/11/2019	192324	LOWES CREDIT SERVICES		109000431.100	PARKS - NON DEPT - OFFICE FURN	80820	60.80	✓	11	
09/11/2019	192324	LOWES CREDIT SERVICES		109000431.100	PARKS - NON DEPT - OFFICE FURN	80821	804.65	✓	11	
SubTotal Department 000							865.45			
SubTotal Fund 109							865.45			
**Fund 110 PARKS PRGMS										
**Department 021 PRKS/GOLF										
09/11/2019	192368	REYNOLDS FARM EQUIPMENT		110021220.100	PRKS/GOLF - GEN OPER SUPP	P69179	16.55	✓	11	
09/11/2019	192367	INDIANA GOLF CAR		110021223.200	PRKS/GOLF - EQUIPT REPAIR PARTS	12876	37.26	✓	11	
09/11/2019	192367	INDIANA GOLF CAR		110021223.200	PRKS/GOLF - EQUIPT REPAIR PARTS	12944	63.77	✓	11	
09/11/2019	192364	GARY DEARYNE INC		110021390.100	PRKS/GOLF - OTH SERV & CHRGS	CONTRACT	2260.00	✓	11	
09/11/2019	192327	PLYMATES IMAGE MATS		110021361.100	PRKS/GOLF - FACILITY MAINT SERV	2861496	78.69	✓	11	
09/11/2019	192327	PLYMATES IMAGE MATS		110021361.100	PRKS/GOLF - FACILITY MAINT SERV	2861494	58.64	✓	11	

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09/11/2019	192325	NAPA AUTO PARTS		110021223.200	PRKS/GOLF - EQUIPT REPAIR	189051 PARTS	42.24 ✓		//	
09/11/2019	192325	NAPA AUTO PARTS		110021223.200	PRKS/GOLF - EQUIPT REPAIR	190421 PARTS	14.98 ✓		//	
09/11/2019	192325	NAPA AUTO PARTS		110021223.200	PRKS/GOLF - EQUIPT REPAIR	188913 PARTS	48.41 ✓		//	
09/11/2019	192366	SITEONE LANDSCAPE SUPPLY		110021226.100	PRKS/GOLF - LANDSCAP	93813118-001 SUPP	92.38 ✓		//	
09/11/2019	192366	SITEONE LANDSCAPE SUPPLY		110021226.100	PRKS/GOLF - LANDSCAP	93824901-001 SUPP	15.29 ✓		//	
09/11/2019	192365	KENNEY MACHINERY		110021223.200	PRKS/GOLF - EQUIPT REPAIR	X01556 PARTS	81.10 ✓		//	
09/11/2019	192365	KENNEY MACHINERY		110021223.200	PRKS/GOLF - EQUIPT REPAIR	X01584 PARTS	5.61 ✓		//	
09/11/2019	192363	KENNEY MACHINERY		110021223.200	PRKS/GOLF - EQUIPT REPAIR	X01281 PARTS	223.15 ✓		//	
09/11/2019	192392	HOOSIER PORTABLE RESTROOMS INC		110021365.200	PRKS/GOLF - EQUIPT RENT	53517 CHRGS	160.00 ✓		//	
09/11/2019	192392	HOOSIER PORTABLE RESTROOMS INC		110021365.200	PRKS/GOLF - EQUIPT RENT	53510 CHRGS	320.00 ✓		//	
09/11/2019	192369	HARRELLS LLC		110021242.100	PRKS/GOLF - RD SALT & CHEM	INV01282825	3640.30 ✓		//	
09/11/2019	192322	NOBLESVILLE ACE HARDWARE		110021220.100	PRKS/GOLF - GEN OPER	1908-058873 SUPP	31.48 ✓		//	
09/11/2019	192376	LSQ FUNDING GROUP LC		110021220.100	PRKS/GOLF - GEN OPER	INV713376843 SUPP	374.54 ✓		//	
09/11/2019	192376	LSQ FUNDING GROUP LC		110021220.100	PRKS/GOLF - GEN OPER	INV713386446 SUPP	618.31 ✓		//	
09/11/2019	192376	LSQ FUNDING GROUP LC		110021220.100	PRKS/GOLF - GEN OPER	713376892 SUPP	-222.66 ✓		//	
09/11/2019	192362	R & T TIRE		110021223.200	PRKS/GOLF - EQUIPT REPAIR	N0210C PARTS	70.36 ✓		//	
09/11/2019	192326	CERES SOLUTIONS COOPERATIVE INC		110021221.200	PRKS/GOLF - EQUIPT FUEL	1534495	1185.88 ✓		//	
09/11/2019	192326	CERES SOLUTIONS COOPERATIVE INC		110021221.200	PRKS/GOLF - EQUIPT FUEL	1534445	900.39 ✓		//	

SubTotal Department 021

10126.37

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**Department 022 PRKS/REC										
09/11/2019	192322	NOBLESVILLE ACE HARDWARE		110022220.100	PRKS/REC - GEN OPER SUPP	1908-061160	12.58	✓	11	
09/11/2019	192439	INSTANTWHIP - INDIANAPOLIS, INC		110022220.100	PRKS/REC - GEN OPER SUPP	1830610860	96.85	✓	11	
09/11/2019	192438	NOBLESVILLE SCHOOLS ESC		110022390.100	PRKS/REC - OTH SERV & CHRGS	3161	273.30	✓	11	
09/11/2019	192438	NOBLESVILLE SCHOOLS ESC		110022390.100	PRKS/REC - OTH SERV & CHRGS	6261	95.51	✓	11	
09/11/2019	192438	NOBLESVILLE SCHOOLS ESC		110022390.100	PRKS/REC - OTH SERV & CHRGS	8201	31.61	✓	11	
09/11/2019	192438	NOBLESVILLE SCHOOLS ESC		110022390.100	PRKS/REC - OTH SERV & CHRGS	6262	68.75	✓	11	
09/11/2019	192453	COCA COLA BOTTLING CO		110022220.100	PRKS/REC - GEN OPER SUPP	13986200630	174.75	✓	11	
09/11/2019	192470	SHAYLA CADDELL		110022050.000	PRKS/REC - DEPOSIT RELEASE-UNSPC	2000557.003	35.00	✓	11	
SubTotal Department 022							790.35			
SubTotal Fund 110							10916.72			
**Fund 111 PARKING										
**Department 004 POLICE										
09/11/2019	192277	DISCOUNT COPIES		111004211.200	POLICE - PRINT SUPPLIES	74303	138.75	✓	11	
09/11/2019	192261	UPS		111004321.100	POLICE - MAIL & SHIP CHRGS	4RWS3329	10.01	✓	11	
09/11/2019	192326	CERES SOLUTIONS COOPERATIVE INC		111004221.100	POLICE - VEHICLE FUEL	4967072	97.57	✓	11	
09/11/2019	192450	PASSPORT LABS INC		111004314.100	POLICE - SOFTWR LICENS & MAINT AGRMNTS	INV-98157	16012.50	✓	11	
09/11/2019	192450	PASSPORT LABS INC		111004451.100	POLICE - LT DUTY LAND VEH	INV-98163	15667.50	✓	11	
SubTotal Department 004							32926.33			
SubTotal Fund 111							32926.33			
**Fund 112 DTWN DEV										
**Department 025 STR/MAINT&ADMIN										
09/11/2019	192394	TECHLITE CORP		112025243.100	STR/MAINT&ADMIN - TRAFF CONT SUPP	0051523	125000.00	✓	11	

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SubTotal Department 025							125000.00			
SubTotal Fund 112							125000.00			
**Fund 120 CCD										
**Department 005 FIRE										
09/11/2019	192449	ENTERPRISE FM TRUST		120005324.900	CCD - FIRE - SERV CHRG-S-OTH	594112	450.00		//	
09/11/2019	192440	ENTERPRISE FM TRUST		120005365.300	CCD - FIRE - VEHICLE RENT CHRG	594112	1578.65		//	
09/11/2019	192449	ENTERPRISE FM TRUST		120005365.300	CCD - FIRE - VEHICLE RENT CHRG	594112	2210.11		//	
09/11/2019	192449	ENTERPRISE FM TRUST		120005363.100	CCD - FIRE - VEH MAINT SERV	594112	135.57		//	
09/11/2019	192440	ENTERPRISE FM TRUST		120005363.100	CCD - FIRE - VEH MAINT SERV	594112	96.84		//	
SubTotal Department 005							4471.17			
**Department 006 PLAN										
09/11/2019	192422	ENTERPRISE FM TRUST		120006365.300	PLAN - VEHICLE RENT CHRG	FBN375889	426.19		//	
09/11/2019	192422	ENTERPRISE FM TRUST		120006363.100	PLAN - VEH MAINT SERV	FBN375889	28.33		//	
09/11/2019	192422	ENTERPRISE FM TRUST		120006363.100	PLAN - VEH MAINT SERV	FBN375889	15.00		//	
SubTotal Department 006							469.52			
**Department 020 PRKS/MAINT&ADMIN										
09/11/2019	192400	ENTERPRISE FM TRUST		120020365.300	CCD - PRKS/MAINT&ADMIN - VEHICLE RENT CHRG	FBN3761308	2141.79		//	
SubTotal Department 020							2141.79			
SubTotal Fund 120							7082.48			
**Fund 124 CCI										
**Department 008 INFO TECH										
09/11/2019	192329	MATRIX INTEGRATION LLC		124008442.100	CCI - INFO TECH - COMPUT & IT EQUIPT	57231	28509.10		//	
09/11/2019	192330	SOUTHERN COMPUTER WAREHOUSE		124008442.100	CCI - INFO TECH - COMPUT & IT EQUIPT	IN-009595363	28.03		//	

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DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
09/11/2019	192330	SOUTHERN COMPUTER WAREHOUSE		124008442.100	CCI - INFO TECH - COMPUT & IT EQUIPT		1633.73		//	
SubTotal Department 008							3070.86			
SubTotal Fund 124							3070.86			
**Fund 140 PROMO										
**Department 004 POLICE										
09/11/2019	192271	LOGAN STREET SIGNS & BANNERS		140004394.900	POLICE - OTH PROMO CHRGS	53257	210.00		//	
09/11/2019	192266	T & T SALES & PROMOTIONS		140004394.100	POLICE - PROMO NOVLTs & MATLS	38063	1839.52		//	
SubTotal Department 004							2049.52			
**Department 005 FIRE										
09/11/2019	192339	ALERT ALL		140005394.100	FIRE - PROMO NOVLTs & MATLS	219080187	1801.50		//	
SubTotal Department 005							1801.50			
**Department 020 PRKS/MAINT&ADMIN										
09/11/2019	192460	INDIANA PARKS AND		140020394.900	PRKS/MAINT&ADMI - OTH PROMO CHRGS	1365	150.00		//	
09/11/2019	192460	INDIANA PARKS AND		140020394.900	PRKS/MAINT&ADMI - OTH PROMO CHRGS	1306	800.00		//	
SubTotal Department 020							950.00			
SubTotal Fund 140							4801.02			
**Fund 152 HOLD - RAIL YARD REHAB										
**Department 023 PRKS/IMPROV&REHAB										
09/11/2019	192309	NICKEL PLATE HERITAGE RAILROAD		152023390.100	PRKS/IMPROV&REH - OTH SERV & CHRGS	LABOR	912.00		//	
SubTotal Department 023							912.00			
SubTotal Fund 152							912.00			
**Fund 198 PARK IMPACT										
**Department 023 PRKS/IMPROV&REHAB										

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DATE FILED	APV #	NAME OF PAYEE	PO #	APPROP #	APPROPRIATION	DESCRIPTION	AMOUNT	CHECK #	CHECK DATE	MEMORANDUM
09/11/2019	192435	LEHMAN & LEHMAN INC		198023390.100	PRKS/IMPROV&REH - OTH SERV & CHRGS	19-134	1767.17	✓	11	
09/11/2019	192435	LEHMAN & LEHMAN INC		198023390.100	PRKS/IMPROV&REH - OTH SERV & CHRGS	19-133	605.00	✓	11	
SubTotal Department 023							2372.17			
SubTotal Fund 198							2372.17			
**Fund 199 ROAD IMPACT										
**Department 024 ENGINEER										
09/11/2019	192334	A & F ENGINEERING		199024313.100	ENGINEER - ENG CONSULT	16511	37185.00		11	
SubTotal Department 024							37185.00			
**Department 026 STR/IMPROV&REHAB										
09/11/2019	192335	BUTLER FAIRMAN & SEUFERT INC		199025313.100	STR/IMPROV&REHA - ENG CONSULT	34698A	700.38		11	
09/11/2019	192335	BUTLER FAIRMAN & SEUFERT INC		199025313.100	STR/IMPROV&REHA - ENG CONSULT	85049A	2737.57		11	
09/11/2019	192334	A & F ENGINEERING		199025313.100	STR/IMPROV&REHA - ENG CONSULT	16515	13680.00		11	
SubTotal Department 026							17185.55			
SubTotal Fund 199							54303.55			
**Fund 258 DP/FINCH CRK PARK										
**Department 023 PRKS/IMPROV&REHAB										
09/11/2019	192461	KROHN AND ASSOC LLP		258023390.100	DP/FIN - PRKS/IMPROV&REH - FINCH CREEK PARK OTH SERV & CHRGS		375.00	✓	11	
09/11/2019	192303	MYERS CONSTRUCTION MGMT INC		258023424.100	DP/FIN - PRKS/IMPROV&REH - 2186 BLDG/STRUC IMPROV		524345.85	✓	11	
SubTotal Department 023							524720.85			
SubTotal Fund 258							524720.85			
**Fund 300 SEW WRKS OPR										
**Department 000 NON DEPT										
09/11/2019	192253	SEWAGE WORKS DEPRECIATION		300000012.000	NON DEPT - UTIL CASH TRANS OUT-UNSPC	AUGUST 2019 / DEP 330-012	73917.00		11	

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SubTotal Department 034										
SubTotal Fund 330							29496.73			
**Fund 500 RDC PRO SRVCS										
**Department 000 NON DEPT										
09/11/2019	192413	KROHN AND ASSOC LLP		500000312.100	RDC PR -NON DEPT - FIN CONSULT	REDEVELOPMENT COMMISSION	750.00		//	
SubTotal Department 000							750.00			
SubTotal Fund 500							750.00			
**Fund 603 EVENT SPONSORS										
**Department 121 MOVIE SERIES										
09/11/2019	192428	SWANK MOTION PICTURES INC		603121390.100	MOVIE SERIES - OTH SERV & CHRGS		1273.00		//	
SubTotal Department 121							1273.00			
**Department 122 FED HILL PGRMS										
09/11/2019	192373	SAMS CLUB DIRECT		603122390.100	FED HILL PGRMS - OTH SERV & CHRGS	008822	86.74		//	
09/11/2019	192375	ESG SECURITY INC		603122390.100	FED HILL PGRMS - OTH SERV & CHRGS	45568	200.00		//	
09/11/2019	192436	MICAH ABBOTT		603122390.100	FED HILL PGRMS - OTH SERV 1 & CHRGS		180.00		//	
09/11/2019	192437	MATTHEW SNIVELY		603122390.100	FED HILL PGRMS - OTH SERV 2 & CHRGS		180.00		//	
SubTotal Department 122							646.74			
SubTotal Fund 603							1919.74			
**Fund 616 GREEN & HOWE GRANT										
**Department 026 STR/IMPROV&REHAB										
09/11/2019	192335	BUTLER FAIRMAN & SEUFERT INC		616026313.100	GREEN - STR/IMPROV&REHA - ENG CONSULT	84698B	2803.90		//	
09/11/2019	192335	BUTLER FAIRMAN & SEUFERT INC		616026313.100	GREEN - STR/IMPROV&REHA - ENG CONSULT	35049B	10950.30		//	

I hereby certify that each of the above listed vouchers and the invoices, or bills attached there to, are true and correct and I have audited same in accordance with IC5-11-10-1.6.


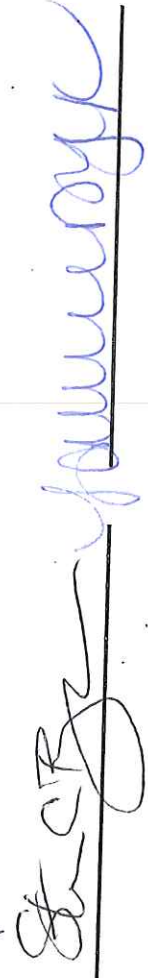
_____, _____
Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

CITY OF NOBLESVILLE

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 10 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 567,047.29.

Dated this 11 day of September.

 _____
 _____

Signatures of Governing Board



NOBLESVILLE PARKS AND RECREATION REPORT AUGUST 2019

Notes:

As summer has slowed down, regular programming has started again in full force. In August, we were able to serve 128 girl scouts, leading to about \$700 in revenue. Our Littles programming has started off strong, with Little Pirates. We also were able to certify 8 tweens to be a safe sitter. We will continue to serve girl scouts and our preschoolers throughout September. We will also continue our parent's night out program. Our senior community will also have the opportunities to participate in senior luncheons.

Youth Programs					
Girl Scouts	August	Varies	Varies	128 Girl Scouts	\$702 Rev.
Little Pirates	August	Lodge Basement	10-11am	10 – maxed out	
Safe Sitter	August	Recreation Annex	8-2	8 Certified	
Family Campout	Aug 16-17	3pm-8pm	Forest Park Shelter 5	12 tents; 45 participants	+4 tents, +13 participants from last year
Upcoming					
Girl Scouts	September	Varies	Varies		
Little Appleseeds	September 18	Lodge Basement	10-11am		
Parents Night Out	September 14	Lodge Basement	6-9pm		
Senior Luncheon	October	Inn Overlook Room	Varies		

Amber Mink Assistant Director
 Kaitlyn Smith Program Coordinator- Events
 Erin Portman, Program Coordinator- Facilities

Noblesville Park Board

Wednesday, September 11, 2019

Subject: Board to consider Change order #7 for Finch Creek Park.

Applicant: NA

Agenda Item: Old Business 2

Summary: Board to consider change order 7 for Finch Creek Park.

Recommendation: Staff recommends approval of change order as provided.

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:

Staff is recommending change order 7 for Finch Creek Park, including the following:

- | | | |
|--|------------------|----------|
| A. PR #04 – Trail to WQ Units | (+) \$ 41,429.00 | 0 (zero) |
| These trails provide access to water quality units while providing access to an added swing near the pond and following the alignment of a future maintenance trail that will eventually connect to the bridge over Lehr Ditch. These connections were removed in the bidding VE process and we'd hoped they could be pushed to a later phase, but the City requires them as part of phase 01. | | |
| B. COR #25 – WQ Unit from Splash | (+) \$ 56,349.00 | 0 (zero) |
| This unit helps to monitor and filter water coming from paved areas including the entire splash pad. This unit was originally in the plans, but removed during bidding VE. This unit will help Parks monitor and treat water entering the on site ponds that will be reused. This unit will aid in maintenance and operations and can save on future maintenance costs. | | |
| C. COR #32 – Add Traffic Arrows N/S | (+) \$ 1,590.00 | 0 (zero) |
| Added traffic markings per City Engineering and Parks request that went beyond the original scope. | | |
| D. COR #33 – Deduct Bridge Abutments | (-) \$ 8,250.00 | 0 (zero) |
| In securing the necessary permits from DNR, the design team discovered an opportunity to keep the bridge abutments as is with some patching work. This helped to avoid full hydraulic modeling and further delays in securing a permit. | | |
| E. COR #34 – Deduct Colored Conc. | (-) \$ 5,100.00 | 0 (zero) |
| Changes the splash pad concrete from integral color to standard concrete with a jointing pattern. | | |

- | | | | |
|----|--|-----------------|------------------|
| F. | COR #35 – Deduct Owner-Installed Furn.
Owner will install several furnishings to save cost. This includes one added swing bench near the pond, but results overall in a substantial credit. | (-) \$ 5,225.00 | 0 (zero) |
| G. | COR #36 – Wood Trim Columns
Added basic wood trim at the base of building columns to soften the look of anchors and pavement jointing. | (+) \$ 895.00 | 0 (zero) |
| H. | COR #37 – WQ Trail proof roll fail
Related to Item A. The GC presented (3) cost options initially – Parks chose the recommended lowest cost option with some know risk of discovering subgrade that would require stabilization. This cost is the result of some areas that failed proof rolls. | (+) \$ 6,964.00 | 0 (zero) |
| I. | COR #38 – Maint. Tank Conc. & Bollards
This is a concrete area for (3) storage tanks near the drive at the Maintenance Building. The bid plans included this area, but noted it to be confirmed once exact tanks and equipment were selected by Parks Maintenance staff. Various equipment often carry different requirements for placement, area surrounding them, spill containment, etc. Essentially this was a known project cost, but not in the bid based on the need to verify the aforementioned equipment. | (+) \$ 4,521.00 | 0 (zero) |
| J. | Add time approved by Owner
Previously documented weather delays have delayed the mobilization of some subcontractors. Context and Brandon have discussed holding the GC to the proposed date of 10/31 substantial completion unless other unforeseen variables arise. | \$ 0.00 | +91 (Ninety-One) |

Background:

Finch Creek Park came in over budget so we had to do some value engineering and redesign on a few aspects of the project. Myers has been good to work with to get these portions of the project within our budget.

Recommendation:

Staff recommends approval of the change order as presented.



September 4, 2019

Mr. Brandon Bennett, Director
Noblesville Parks and Recreation
701 Cicero Road, Noblesville, Indiana 46060

Finch Creek Park, Phase 01 | Contract Amendment 04A

Brandon and Parks Board:

Thank you for the opportunity to provide this proposal. This brief contract amendment letter outlines additional services related to ongoing construction phase services that have been extended due to the substantial completion date moving. Context has previewed this request with Mr. Bennett. We greatly appreciate your consideration of these requests!

Previous additional service fees (Amendment 03a) for June - July have been expended. We did not submit a request for August hours, as we were awaiting Contractor updates on the anticipated substantial completion dates. The Context team had approximately 30 hours in August. We have requested approval to bill for a portion of those per item #1, below.

We are proposing these hourly, not-to-exceed fees and will evaluate time spent with Parks on a bi-weekly basis. Thank you for your consideration of this request. !

Scope of Services/ Professional Fees

1. Add. Construction Phase Services, Context, August 2019	
Approx. 20 of 30 hours spent	\$ 2,600
(hourly, not-to-exceed)	
2. Add. Construction Phase Services, Context Design & Team, Sept. - Nov.	\$ 9,600
(hourly, not-to-exceed)	
Total (Items #1, 2)	\$ 12,200

Terms of Agreement

Terms from the current "FCP Phase 01" contract between the Noblesville Park Board and Context shall remain in effect.

Respectfully,

Context, LLC
Fred J. Prazeau, PLA, ASLA
Partner

Indicate items approved: Add. Service Item #1 / #2

Authorized Representative
Noblesville Parks and Recreation Board

9/11/19
date

CHANGE ORDER

TO: Myers Construction Management, Inc. 13518 Myrtle Lane Fishers, IN 46038 Attention: Don Myers; Chad Arnold	CONTRACT CHANGE ORDER NO.: 07 DATE: September 05, 2019 PROJECT NAME: Finch Creek Park – Phase 01 PROJECT NO.: Context 14-72
--	--

You are directed to make the following changes in this Contract:

<u>ITEM</u>	<u>AMOUNT</u>	<u>SCHEDULE</u>
	+ or (-) Dollars	(+) or (-) Days
A. PR #04 – Trail to WQ Units	(+) \$ 41,429.00	0 (zero)
B. COR #25 – WQ Unit from Splash	(+) \$ 56,349.00	0 (zero)
C. COR #32 – Add Traffic Arrows N/S	(+) \$ 1,590.00	0 (zero)
D. COR #33 – Deduct Bridge Abutments	(-) \$ 8,250.00	0 (zero)
E. COR #34 – Deduct Colored Conc.	(-) \$ 5,100.00	0 (zero)
F. COR #35 – Deduct Owner-Installed Furn.	(-) \$ 5,225.00	0 (zero)
G. COR #36 – Wood Trim Columns	(+) \$ 895.00	0 (zero)
H. COR #37 – WQ Trail proof roll fail	(+) \$ 6,964.00	0 (zero)
I. COR #38 – Maint. Tank Conc. & Bollards	(+) \$ 4,521.00	0 (zero)
 J. Add time approved by Owner	 \$ 0.00	 + 91 (Ninety-One)

The changes result in the following adjustment of Contract Price and Contract Time:

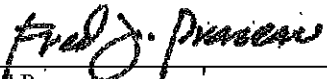
Contract Price prior to this Change Order:	\$ 7,304,855.00
Contract Price will be increased /decreased by this Change Order:	\$ 93,173.00
New Contract Price including this Change Order:	\$ 7,398,028.00

Contract Completion Date Prior to this Change Order:	August 1, 2019
Net increase /decrease resulting from this Change Order:	+91 (Ninety-One)
Current Contract Completion Date including this Change Order:	October 31, 2019

This Change Order is for full and final settlement of all direct, indirect, impact costs and time extensions of the requested work.

The Above Changes to the Contract are hereby

Recommended:

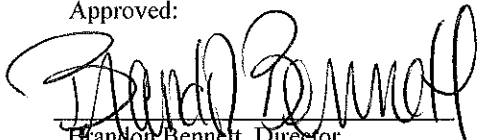


 Fred Prazeat

Accepted:

 Don Myers

Approved:



 Brandon Bennett, Director

Context, LLC

12 South Main Street, Suite 200
 Fortville, IN 46040

Date: 9/5/2019

Myers Construction Management,
 Inc.

13518 Myrtle Lane
 Fishers, IN 46038

Date: __/__/2019

Noblesville Parks and Recreation

701 Cicero Road
 Noblesville, IN 46060

Date: 9/11/2019

Noblesville Park Board

Wednesday, September 11th, 2019

Subject: Recreation Annex, Auditorium and Conference Spaces Schedule of Fees Update

Summary: Updating the schedule of fees for the Auditorium and Conference areas at the Recreation Annex

Agenda Item: New Business Item 3

Recommendation: Staff recommends approving the fees as presented.

Prepared by: Brandon Bennett, Director of Parks
Department of Parks and Recreation
City of Noblesville
bbennett@noblesville.in.us; 317-776-6350

Park Terms and Definitions:

Summary: We are requesting a change to the fees charged for rentals in the Auditorium and Conference areas to increase revenue and promote a more balanced calendar of rental events in the spaces.

Background: The Auditorium at the Annex and the conference areas such as the Atrium and Parks classrooms are underutilized areas of rental income for our facilities. A confusing pricing structure and pricing which didn't allow community theaters to rent the space in a cost-effective manner has resulted in multiple one-time bookings, with no repeat clientele. Reducing up-front cost options, a clearer pricing structure, and packages will make the space a viable community center for Noblesville events and a performance arts hub for local community theaters, dance troupes, and musical artists.

Recommendation:

Staff recommends a motion to approve the schedule of fees for the Auditorium at the Annex and conference areas at the Recreation Annex as presented.



**NOBLESVILLE PARKS AND RECREATION
AUDITORIUM AND ANNEX RENTAL AGREEMENT 2019: 8/31/19**

Return this application to the City of Noblesville Parks and Recreation Department (NPRD) at least six (6) weeks prior to your anticipated event. Submitting this Recreation Annex Auditorium Application is not a confirmation to conduct your planned event. Your application will be processed and you will receive notice of approval or rejection within two (2) weeks. Once approved it will be necessary to set up a planning meeting with NPRD staff. **Incomplete applications will not be accepted. If your application is accepted, this document becomes the Agreement governing your use of the facility for the events described herein.**

Rental/Permit Fees, Damage Deposits and Certificate of Insurance:

Facility deposits, rental/permit fees and certificate of insurance are required within two weeks following approval of permit application. The items listed above must be received within the two week period to secure your date.

Checks should be made payable to **Noblesville Parks and Recreation** and mailed to The Recreation Annex at Ivy Tech Community College, 300 N. 17th Street, Noblesville, IN 46060, Attention: Angela Vitosky Staggs.

Deposit: NPRD will return any deposits within 45 days after the event, as long as full rental payment has been received. NPRD will issue the refund if the rented area is found to be in the same or better condition than it was prior to the event. Otherwise, the department will use the deposit to clean the area and repair any damage. Facility and equipment checks will happen at the beginning and end of each use.

Insurance: During the performance of any and all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:

1. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
2. Professional Liability Insurance (“Errors and Omissions Insurance”) with a minimum limit of \$2,000,000 annual aggregate.
3. Workers’ Compensation Insurance in accordance with the statutory requirements of Title 22 of the Indiana Code.

Fees	Non Profit/NYSA	Public	Refundable Deposit
Stage Rental: Rehearsal/Hourly/Presentation	\$30/Hour	\$50/Hour	\$200/one time
Auditorium Ticketed Performance/Presentation (3 Day Performance Block)	\$300.00/event +15%	\$500.00/event +15%	\$500/one time
Public Performance Special**	\$700+15% / \$400+50%	\$900+15% / \$600+50%	\$500/one time
Atrium	\$30/hour	\$50/hour	\$200/one time
Classrooms or Locker Rooms	\$20/hour	\$30/hour	\$100/one time
Conference Special***	\$1,500/Day	\$2,500/Day	\$500/one time
Alcohol Deposit*			\$400/ one time
Tarp Charge (If Needed)	\$500/one time fee	\$500/one time fee	



****Public Performance Special:** The Public Performance Special is specially designed for Theater companies who need a full week to load-in, rehearse the play, and build the sets prior to performance. Theater companies may choose at the time they sign their contract to pay base plus 15% of tickets and concessions, or a lower base plus 50% of tickets and concessions. *This decision must be made at the application signing.* This package *includes* the following:

1. Stage
2. Attached Dressing Rooms
3. Seating area which holds 347 plus extra chairs
4. Carpeted area in front of Auditorium doors.
5. Sound and Lighting Booth/Catwalk/Battens and Electrics
6. Use of all Lighting instruments

Does NOT include:

1. Atrium
2. Kenley Commons
3. Classrooms
4. Athletic Locker Rooms
5. Gyms

*****Conference Special:** The Conference Special is specially designed for groups who need conference space which includes break-out and presentation areas. This package *includes* the following:

1. Auditorium
2. Atrium
3. Four (4) Classrooms
4. Gym Space

**Additional classrooms may be available at the regular hourly rate.*

Liability: The Renter agrees to release, hold harmless, and indemnify Ivy Tech Community College, the City of Noblesville, its Parks and Recreation Department, and its officers, employees, agents and assigns from any and all claims which may arise from the use of the facility during the rental period. This release includes claims for personal injury, property damage, and/or any other type of claim or cause of action which might be brought by the Renter or by any third party.

Security: Any event with alcohol may have additional cost for security or police. This will be decided upon at the pre-event meeting.

Staffing: All rentals will be monitored by a Noblesville Parks and Recreation staff member at no additional charge. A renter may bring in their own sound & light technician to work with NPRD monitoring staff. All technicians/designers must be approved at the pre-event planning meeting.

Storage: Noblesville Parks and Recreation does not store equipment after your event ends. You will have a scheduled time at which you must have all property out of the facility. If your equipment stays longer than your scheduled time, a \$50.00 daily charge will be deducted from your deposit. If your deposit runs out, you will be charged a \$50.00 per day fee for storage for up to 30 days. Any equipment left after 30 days becomes property of City of Noblesville Parks and Recreation Department (NPRD), who shall have final authority over its usage. Items may be: kept by NPRD, donated to local charity, or disposed of if not usable for future events.

Vehicles and Parking: Event parking will be discussed during the pre-event meeting and may vary based on Ivy Tech Community College schedules. Also, please be advised that the Auditorium/Annex parking lots is a "shared space," which is also used by Boys and Girls Club and Noblesville High School, which could impact space availability. Production vehicles are permitted to use the garage door on the north side of the auditorium for equipment loading and unloading during their rental period.

Ticket Sales: Ticket sales are permitted for events at the Auditorium/Annex. Please adhere to the following procedures:

1. If tickets are being sold for attendee entry into your event, the renter will pay 15% of all tickets sales to City of Noblesville Parks and Recreation. ****Please see guidelines for Public Performance Special if choosing this option.**
2. The renter must provide all accounting for tickets sold which includes the total dollar amount of ticket revenue brought in by the event.
3. The renter must pay the deposit when making the reservation. Upon receipt of ticket accounting information, Noblesville Parks will issue an invoice for the ticket percentage owed, which will be due within 30 days of receiving the invoice.



Concessions: If the renter wishes to have concessions available, Parks shall receive 15% of gross concessions revenues.

1. All concessions must be approved at the pre-event meeting.
2. The renter must provide all accounting for concessions sold which includes the total dollar amount of revenue brought in by concessions. Upon receipt of concessions accounting information, Noblesville Parks will issue an invoice for the concession percentage owed, which will be due within 30 days of receiving the invoice.
3. Staffing of concessions will be done by members of the renting organization, not by Parks and Recreation Facility Monitors.
4. The renter assumes any damage risk from concessions consumed in the facility.
5. All concession areas must be cleaned by the renting organization and cleared by the Facility Monitor.

Alcohol*: Alcohol may be permitted in the facility with approval from Noblesville Parks and Recreation AND Ivy Tech Community College. All events with alcohol **must** be approved by Ivy Tech prior to the completion of a rental agreement.

To serve alcohol, the renter must provide the following at least four weeks prior to the event:

1. Proof that alcohol will be catered in by a licensed caterer by providing a valid liquor license.
2. An additional \$400 damage deposit.
3. Certificate of Insurance (COI) from a licensed caterer with "Noblesville Parks and Recreation" and "Ivy Tech Community College" listed as additionally insured.
4. Copies of all valid bartender licenses.
5. Two weeks prior to the event, a temporary beer and wine permit must be provided.

Renter Payment Schedule: Facility deposit is due upon reservation. The rest of the payment is due 30 days post event.

Refunds/Cancellation Policy: A cancellation made more than 60 days prior to your event is fully refundable. A cancellation made 31-60 days prior to your event will be fully refunded, less the facility deposit. A cancellation made 29 days up to the day prior to your event cannot be refunded.

Seating: The Auditorium at the Annex seats a maximum of 347, with the ability to use the wheelchair accessible seating and one (1) additional row of chair seating against the back wall (which must be requested during the pre-event meeting).

Pre-Event Meeting: Once the application has been approved, a planning meeting is necessary. This meeting is mandatory to work out all the details of the event. Please bring your event map/layout and all applicable paperwork to this meeting. The application and event guidelines will be reviewed at that time. Potential pre-event meeting topics may include:

1. Review of Facility Rules
2. Discuss Event
3. Discuss shared space
4. Discuss other possible uses during show time period
5. Discuss pre-approved stage builds and painting
6. Review technical support needs and dates
7. Set-up separate meetings for lighting and sound for a show, theatrical production requirements as necessary
8. Discuss concessions, tickets, or (catered) alcohol sales
9. Discuss the Noblesville Parks and Recreation Emergency Action Plan
10. Discuss parking for the event depending on days and times due to Ivy Tech schedule
11. Facility walk through each pre and post use

Fire Curtain: The operation of the fire curtain (main curtain) in the Auditorium at the Annex cannot be impeded in any way. Nothing can be placed in the path of the fire curtain for any purpose during an audience event. No combustible scenery can be placed downstage of the fire curtain for an event.

Fire Exits: Must never be blocked for any reason. The path to doors 4 and 5 must have a clearance of 35" wide at all times.

Flames: No open flames or pyrotechnics during any rental or show.

Safety: The possession of drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, cross bows, swords, and pellet guns is strictly prohibited in any park or park facility. Pursuant to Noblesville City Code 131.01, the discharge of a firearm is strictly prohibited within the City's jurisdiction. Amplified music (City Code 93.22) or the promotion or sale of any article (City Code 117.24) is expressly prohibited without a Special Use Permit.

Electrical Safety: Electrical wiring and safety codes (*National Electrical Code*) will be followed. All electrical work will need to be addressed through Noblesville Parks and Recreation and Ivy Tech Community College during the Pre Event meeting.



Equipment Safety: A/V equipment, if used, must be used appropriately. NPRD staff have the right to shut down any auditorium rental if any sound, light or A/V equipment is determined to be used inappropriately. Additionally, sound levels must be kept at a reasonable level to accommodate the other clients in the building throughout the rental.

Rigging Safety: Rigging work in any area of the lighting equipment will need to be reviewed and approved at the pre-event meeting. All hung lighting fixtures must include a safety line.

Personnel Lifts (Genies): One manual lift is available for use with prior authorization at The Auditorium at the Annex. Any other lift equipment must be approved during the pre-event meeting.

Stage Builds/Lights/Sound: Will need to be approved at the pre-event meeting. All lighting and sound equipment must be returned to the NPRD pre-sets upon completion of the event.

Food & Drink: Food and drink is permitted in the Auditorium and Atrium, but must be approved at the pre-event meeting. All trash must be cleaned up from any and all rented areas after the conclusion of the event.

Cleaning of Audience Seating Areas: The renter will be responsible for *any* needed cleanup of audience seating areas due to their use during their rental. Should additional maintenance and cleaning of the audience seating areas be required after the event, the renter will be responsible for any cleaning and maintenance costs.

Photography, Recording, Radio, Television and Film: Noblesville Parks and Recreation staff must be notified in advance of photography or recording of any kind during a performance. *If photography or recording is desired, the renter must provide a waiver permitting such recording signed by the artist or artist's management.* Additional charges and restrictions may apply.

Copyright: It is the applicant's responsibility to comply with federal and state copyright laws applicable to any of the activities of the event.

Volunteers: Any persons not employed by the renter, Noblesville Parks and Recreation or Ivy Tech Community College but participating in stage operations are defined as a volunteer. Such persons must provide any needed information and documentation and successfully complete whatever training is deemed necessary by Noblesville Parks and Recreation. The renter must provide a list of all volunteers prior to the event.

Unruly or Objectionable Persons: Noblesville Parks and Recreation and Ivy Tech Community College reserves the right to have removed from its facilities any individual whose behavior is offensive or disruptive to other participants or whose actions are deemed detrimental to the safety and security of any person(s) or property on site. Noblesville Parks and Recreation and Ivy Tech Community College will not be liable to the renter for any damages which might result from such removal.

Lost and Found: Found articles are retained for 30 days, and may be retrieved from the Noblesville Parks and Recreation Annex Office. Please contact Angela Staggs at: avitoskystaggs@noblesville.in.us for missing items.

Guests/Participants Under the age of 18: All children and infants must have a supervising adult with them at all times. It is the responsibility of the supervising adult(s) to insure that any minors comply with building safety and usage guidelines during their time at the facility. For rehearsals involving minors, it is the responsibility of the supervising adults to make sure all participants stay within the allotted rental spaces.

ASL Interpreter: An American Sign Language interpreter must be provided for an event if requested by an audience member requiring such assistance. Upon receiving such a request prior to the event, the renter shall arrange and pay for the services of an ASL interpreter.

Service Animals: Service animals are permitted in all facilities as a reasonable accommodation under the Americans with Disabilities Act. Seating for patrons requiring assistance from service animals will be made available in wheelchair accessible seating areas of venue.

Violations: Park facilities must be used solely in accordance with the City of Noblesville Parks and Recreation policies and procedures; NPRD retains the right to revoke a special use permit any time upon violation of your agreement. Failure to comply with any of the provisions of this Agreement may constitute a violation. In addition, the following activities are examples of violations of this Agreement: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco, or drugs) excessive guests, excessive noise, or other activities which cause a disturbance to other activities or are in violation of state and local ordinances.



Type of Organization: (check all that apply)

- City of Noblesville
- Hamilton County
- Ivy Tech Comm. College.
- Department-Affiliated
- Non-Profit
- Tax ID# _____
- Non-Profit Fundraising Event
- Tax ID# _____
- Profit Making
- Other _____

Event Name: _____

Event Type: _____
(concert, wedding, play, fundraiser, presentation, graduation, etc.)

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax: _____

Organization Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Fax: _____

E-mail: _____

By signing and submitting this application, the permit applicant agrees to abide by the Recreation Annex rules and regulations and Emergency Action Plan of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the City of Noblesville Parks and Recreation Department Rental Agreement.

Please Read Carefully

I, as duly authorized representative of the requesting organization, hereby affirm that the submitted information is true and correct to the best of my knowledge. I have read, understand and agree to comply with all rules concerning the use of the Noblesville Parks and Recreation Annex at the Ivy Tech Community College Hamilton County Campus. The applying organization agrees it will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Annex Rental Agreement, the applicant assumes all responsibility for proper conduct in the facilities, including consumption of alcoholic beverages.

I _____, shall agree to release, hold harmless, and forever indemnify the City of Noblesville and Ivy Tech Community College, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party. **I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.**

Organization: _____

Representative Name, Printed: _____

Representative Signature

Date

Noblesville Park Board

Wednesday, September 11th, 2019

Subject: Recreation Annex, Auditorium and Conference Spaces Schedule of Fees Update

Summary: Updating the refund and cancelation policy for camps and programs/classes.

Agenda Item: New Business Item 4

Recommendation: Staff recommends approving the refund policy as presented.

Prepared by: Brandon Bennett, Director of Parks
Department of Parks and Recreation
City of Noblesville
bbennett@noblesville.in.us; 317-776-6350

Park Terms and Definitions:

Summary: We are requesting a change to the refund and cancelation policy for facility rentals, camp and programs/classes to increase revenue and promote a more balanced system for rentals and registrations vs cancelations and refunds.

Background: Camp, Programs, Classes: The current cancelation and refund policy for camp and programs is more than 2 weeks' notice – the customer may receive a full refund. Less than 2 weeks' notice – the customer could receive a full refund, minus a \$10 admin fee. This is a very loose structure and has allowed customers to cancel their participation in programs and camps at the last minute with just a \$10 fee; leading us having to turn people away and lose revenue in general. Proposing more strict guidelines overall helps us better serve our customers and help protect our revenue.

Facility Rentals: The current cancelation and refund policy for facilities is within 30-60 days – customer may receive a full refund, minus a \$10 admin fee. Within 30 days of their reservation – customers are not able to receive a refund, but they are able to reschedule for another date within 365 days of their original reservation. This poses a problem because buildings are scheduled to be staffed in accordance of the reservations that are in place, and if they decide to reschedule their reservation within 30 days, we may lose the opportunity to re-book that facility with a new customer and the original customer is not penalized in any sort. Proposing more strict guidelines overall helps us better serve our customers and help protect our revenue.

Recommendation:

Staff recommends a motion to approve the Refund and Cancelation Policy for camps and programs/classes as presented.

Refund & Cancellation Policies

Refunds of Rental Fees at the Recreation Annex: A cancellation made more than 60 days prior to your event is fully refundable. A cancellation made 31-60 days prior to your event will be fully refunded, less the facility deposit and/or initial down payment. A cancellation made 29 days up to the day prior to your event cannot be refunded.

Refund Policy for Indoor Rentals (Forest Park Inn, Lodge, Green Room, Station 76): A cancellation made more than 60 days prior to your event is fully refundable or may be rescheduled for up to one year to date from your original rental date based on availability. Cancellations made 30-60 days prior to your event will be fully refunded, less the facility deposit. Cancellations made 29 days up to the day prior to your event will not be refunded. All refunds are returned to the renter in the form of a check from the City of Noblesville within 45 days.

Refund Policy for Shelters and Picnic Areas: A cancellation made more than 60 days prior to your event is fully refundable or may be rescheduled for up to one year to date from your original rental date based on availability. Cancellations made 30-60 days prior to your event will receive a 50% refund. Cancellations made 29 days up to the day prior to your event will not be refunded. All refunds are returned to the renter in the form of a check from the City of Noblesville within 45 days.

Program/Class Refund Policy: If a customer chooses to cancel their participation in a program, the following refunds will be processed: 2 or more weeks' notice, your program is fully refundable. If less than 2 week notice is given, you will receive no refund for your program.

The refund may be returned to the customer by a credit on their household account, valid through December 31st of the current year, or by check in the mail (Arrives within 45 days).

Camp Refund Policy: If a camper chooses to be withdrawn from weeks they are signed up for camp – the following refunds will be processed: 4 or more weeks' notice a full refund will be granted. 2-4 weeks' notice a 50% refund will be granted. Less than 2 weeks' notice no refund will be granted

The refund may be returned to the customer by a credit on their household account, valid through December 31st of the current year, or by check in the mail (Arrives within 45 days).

September 11, 2019
Assistant Director Report

- You can see the list of upcoming events at the bottom of the agenda. Federal Hill Commons has 2 remaining shows-this Saturday is Bobby Miller-a Michael Jackson/Prince tribute and the final show will be on 9/28 with Separate Ways-a Journey tribute and during the band intermission will be the Charters of Freedom dedication.
- We are still moving along with CivicRec and CivicEngage implementation. Again, completion and launch dates are scheduled for the first of the New Year.
- Little Free Libraries have been installed at 6 of 8 locations and the final two will be put in place at the completion of construction at Seminary and Finch Creek Parks. The ribbon cutting took place on September 4th.
- A pop-up auction is currently happening online (September 9th-11th) for the remaining train cars. A final move out date will be October 15th.
- We are once again seeking local businesses and organizations who would like to host a booth at our upcoming Halloween Party on October 19th. If you know of anyone who might be interested, please send them my way or let me know so I can reach out to them.