

**Carmel/Clay Board of Parks and Recreation**  
**Tuesday, December 13, 2022, 6:00 p.m.**  
**John W. Hensel Government Center**  
**10701 North College Avenue**  
**Carmel, Indiana 46280**

The Carmel/Clay Board of Parks and Recreation will govern in a proactive manner as it applies to providing safe and well maintained parks, recreation facilities and programs in a fiduciary and responsible manner. The Board is a policy governing board, fulfilling its duties as mandated by state statute, putting the welfare of the citizens of Carmel and Clay Township first, and enabling staff to manage the park and recreation system in a manner that reflects the vision and mission. Our promise to our citizens is that we will leave the parks and recreation system better than we found it.

**Tentative Agenda**

- 1. Roll Call**
- 2. Call to Order & Pledge of Allegiance**
- 3. Public Comments**
- 4. Staff Reports**
- 5. Committees**
  - a. Finance Committee
  - b. Nominating Committee
- 6. Minutes – Linus Rude**
  - a. November 9, 2022 Park Board Meeting
- 7. Financial Reports – Lin Zheng**
  - a. Consolidated Financial Report for October 2022
  - b. CCPR P&L Statements for November 2022
- 9. Claims – Lin Zheng**
  - a. Claim Sheet December 13, 2022
  - b. Clay Township Claim Sheet December 13, 2022
  - c. CCPR Payroll for November 4, 2022 and November 18, 2022
- 10. Monetary Gifts, Grants, Partnerships, and Sponsorships for November 2022 – Jonathan Blake**
- 11. New Business**
  - a. Consideration to Purchase Cabanas for The Waterpark – Kurtis Baumgartner
  - b. Consideration of Quotes for Central Park Connector Trail – Michael Klitzing
- 12. Old Business**
  - a. Replacement of the Existing Culvert (Structure #12) over Carmel Creek – Kurtis Baumgartner
    - i. Consideration of Second Amendment to Professional Services Agreement with American Structurepoint
    - ii. Consideration of Change Order #4 for White Construction, LLC
  - b. Consideration of Resolution P-2022-001 Rescinding the Purchasing Rules Manual and Establishing a Purchasing Policy – Lin Zheng
  - c. Clay Township Impact Program Updates – Michael Klitzing
- 13. Attorney's Report**
- 14. Director's Report**
  - a. Park Board Workshop; 6 p.m., **Tuesday, January 17, 2023**; Jill Perelman Pavilion
- 15. Information Items**
- 16. Park Board Comments / Discussion**
- 17. Adjournment**

## Carmel/Clay Board of Parks and Recreation Board Meeting Agenda Item

PRESENTER <b>Kurtis Baumgartner, Assistant Director of Parks and Recreation/COO</b>	ACTION REQUESTED <b>No Action Required</b>
ITEM/SUBJECT <b>Staff Reports</b>	
DOLLAR AMOUNT/FUND <b>N/A</b>	MEETING DATE <b>December 13, 2022</b>

**Enclosed for your review are the following:**

**Selected news articles:**

- Carmel High School students paint mural on Monon tunnel below 116<sup>th</sup> Street  
By Mark Ambrogio  
*Current in Carmel*, November 4, 2022
- Lasting legacy ... We have 6 'reimagined' parks open for the public to enjoy, thanks to Clay Township Impact Program and Carmel Parks  
*Good Day Carmel*, November 9, 2022
- Congrats Campers! Carmel Parks' Summer Camp Series awarded American Camp Accreditation  
*Good Day Carmel*, November 10, 2022
- Carmel Parks' Summer Camp Series awarded American Camp Association accreditation  
*Hamilton County Reporter*, November 11, 2022
- Carmel Parks' Summer Camp Series is awarded American Camp Association Accreditation  
*City of Carmel Newsletter*, November 18, 2022
- Indoor playground planned at Carmel's Monon Community Center offers unique features  
By Ann Marie Shambaugh  
*Current in Carmel*, December 7, 2022

**Standard monthly reports for October 2022:**

- Fund 108 – ESE 12-Month Trailing Financial Trending Graph
- Fund 109 – Monon Community Center 12-Month Trailing Financial Trending Graph

**Standard monthly reports for November 2022:**

- Monon Community Center Pass Report
  - Membership Passes Trending Graph
- Employment Report
- Monthly Division Reports
  - ESE
  - Monon Community Center
  - Administration & Planning
  - Marketing
  - Parks & Natural Resources
- Financial Assistance (MCC and ESE)

# CURRENT

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YOU ARE AT: Home » Current in Carmel » Carmel Community » Carmel High School students paint mural on Monon tunnel below 116th Street



Carmel High School student Grace McCormick helps paint the mural tunnel wall. (Photo by Mark Ambrogli)

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## Carmel High School students paint mural on Monon tunnel below 116th Street

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BY MARK AMBROGI ON NOVEMBER 4, 2022

CARMEL COMMUNITY

Carmel High School art students are using their skills for a mural in the Monon Greenway tunnel that runs below 116th Street.

This marks the second time students have painted a tunnel, with the first one along the Monon near City Center.

The concept for the 116th Street tunnel mural was created by Emily Garnes, a 2022 CHS graduate.

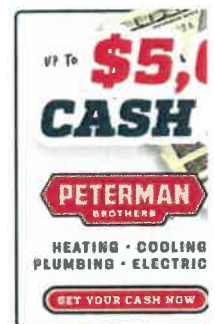
"She was the one who created all the features, like the birds, animals and trees," said Jen Bulp, CHS arts department chair. "She was doing it on her computer as graphic design. What is cool about the program is the kids are learning real software applications that are preparing them for their careers in graphic design. It's exciting from a student standpoint that this is her idea."

Garnes, who attends Hillsdale (Mich.) College, visited the project early and has seen photos of the mural in progress.

"But I haven't seen the whole finished project – super nervous, but excited," Garnes said. "Working remotely while starting college was definitely the most challenging part of this project. But I'm so thankful to have had this opportunity and beyond thrilled to see how it turns out."

Bulp said Carmel Parks and Recreation Dept. officials wanted the tunnel to be nature themed.

"They wanted to be able to use it as a teaching tool for the kids that take summer camp classes," Bulp said.



## Carmel High School students paint mural on Monon tunnel below 116th Street • Current Publishing

Bubp said Barnes' work was chosen by the Carmel Public Arts Advisory Board from three finalists.

"We decided we wanted plants and animals native to Indiana," Bubp said. "She had the challenge of how to show the four seasons. I think it flows one season to the next."

Bubp said approximately 20 CHS art students, with two other art teachers, worked on the project. She said the goal is to place murals on all tunnels along the Monon.

"We're teaching the kids to give back to the community and use their skills in a much broader sense," Bubp said.

Senior Florence Hargitt, president of the National Art Honor Society at CHS, said it's interesting to see how an idea becomes an actual project.

"It feels like it's making an impact, because people come down the Monon all the time," Hargitt said. "It's insane to see it come together."

John-Michael Polley, a 2009 CHS graduate, is president of O.N.E. Consulting. He helped Bubp with the planning and transforming the art from a graphic design to the mural.

"We've worked daily with the artist to design a catalog of native wildlife and plant life," said Polley, whose company is a creative strategy consulting services group.

### MORE HEADLINES

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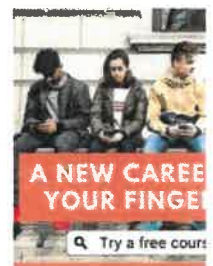


Morning Briefing

(I want to stay CURRENT!)

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<https://youarecurrent.com/2022/11/04/carmel-high-school-students-paint-mural-on-monon-tunnel-below-116th-street/>



It's a beautiful day to enjoy art and have a ...

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## Lasting legacy ...

*We have 6 'reimagined' parks open for the public to enjoy, thanks to Clay Township Impact Program and Carmel Parks*



In 2019, Carmel Clay Parks & Recreation received a \$20 million investment from the Clay Township Impact Program to launch its "Reimagining Parks" initiative which included the renovation of six existing parks

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public to enjoy.

Each park project included input from community leaders, stakeholders, community organizations and the public. Carmel Clay Parks is proud to have worked with industry leaders in playground manufacturing, architecture, and landscaping at each reimagined park.

To learn more about the reimagined parks, visit [carmelclayparks.com/reimagining-parks](http://carmelclayparks.com/reimagining-parks).



Today is Wednesday, November 9, **National Go to an Art Museum Day!** This is perfect when you are around Carmel, full of beautiful works of art and galleries! Today, stop by the Carmel Arts & Design District to walk around on your lunch break or before you grab dinner, it's a perfect way to celebrate!

One iconic museum of art is the Met. With 17 curatorial departments, 2.2 million square feet of space, and more than 2 million works in its permanent collections, the Metropolitan Museum of Art contains more treasures than most visitors will ever be able to see in a lifetime. [Click here to learn more facts about the Met.](#)

## WEATHER

Enjoy a beautiful warmer day in Carmel with sunshine and a high of 70, low of 48!



***Paid CSO advertisement - click the AD above for more.***

The holiday season has arrived, get ready for a fun and festive evening, starting with a...

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## Congrats Campers!

*Carmel Parks' Summer Camp Series  
awarded American Camp Accreditation*



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Camp Association for its proven commitment to the well-being of campers and staff. The Camp Association is the only national accrediting body for camps of all types. Their standards focus on health, safety and risk management.

"Earning (this) accreditation is a great honor," said Jennifer Brown, CCPR Summer Camp Series Director. "It validates our team's dedication and efforts to make summer camp a safe, engaging environment for children. This achievement demonstrates our excellence in operations, especially in the area of camper and staff safety."

The Sumer Camp Series annually serves more than 6,000 children. Each year, the Summer Camp Series offers 12 camp options for ages 5-15 years ranging from specialty to traditional camps.



Today is Thursday, November 10, **National Forget Me Not Day**. Created in 1921, National Forget-Me-Not Day originally raised funds to provide services for injured soldiers returning home. At the time, the existing hospitals were insufficient to support the number of returning disabled veterans. The Forget-Me-Not is a flower symbolizing remembrance.

The day serves to honor all past and current United States Military veterans who bear the permanent scars of battle.

### **WEATHER**

Get out and enjoy this beautiful day before the cold weather settles in! Today is sunny with a high of 72, low of 47.



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## **Kings & Queens**





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NEWS

# Carmel Parks' Summer Camp Series awarded American Camp Association accreditation



THE REPORTER ON FACEBOOK



Photo provided by Carmel Clay Parks & Recreation

POSTED BY: THE REPORTER NOVEMBER 11, 2022

Carmel Clay Parks & Recreation's (CCPR) Summer Camp Series has been awarded accreditation from the American Camp Association (ACA) for its proven commitment to the well-being of campers and staff.

ACA is the only national accrediting body for camps of all types. ACA's accreditation standards focus on health, safety, and risk management, and are used as benchmarks by government entities. ACA accreditation provides public evidence of a camp's commitment to the well-being of campers and staff.

"Earning ACA Accreditation is a great honor," CCPR Summer Camp Series Director Jennifer Brown said. "It validates our team's dedication and efforts to make summer camp a safe, engaging environment for children. This achievement demonstrates our excellence in operations, especially in the area of camper and staff safety."

The Summer Camp Series annually serves more than 6,000 children. Each year, the Summer Camp Series offers 12 camp options for ages 5 to 15 years ranging from specialty to traditional camps.

In addition to ACA Accreditation, CCPR has been nationally accredited since 2014 through the Commission for Accreditation of Park and Recreation Agencies (CAPRA). CAPRA Accreditation evaluates an agency's overall quality of operation, management, and services to the community, giving residents confidence that all areas of the park system, including camps, are managed based on established best practices for parks and recreation.



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Email Updates 

## City of Carmel Newsletter 11-18-2022

City of Carmel, Indiana sent this bulletin at 11/18/2022 10:00 AM EST

[View as a webpage](#) / [Share](#)

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INDIANA

News from the City of Carmel - November 18, 2022

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## Did you vote today? Carmel Christkindlmarkt nominated for Best Holiday Market in USA

The internationally popular Carmel Christkindlmarkt is once again nominated for Best Holiday Market from USA TODAY 10Best! But ... they need your help to win for a third year.

You may cast your vote once daily, every day through noon on December 5. Winners will be announced on December 16.



**[Vote Here!](#)**

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## Carmel Parks' Summer Camp Series is awarded American Camp Association Accreditation



Congratulations to the Carmel Clay Parks & Recreation Department's Summer Camp Series!

ACA Accreditation means that CCPR's Summer Camp Series submitted to a thorough review of its operation by the ACA — from staff qualifications and training to emergency management — and complied with the highest standards in the industry.

[Click here to read the full news release.](#)



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**YOU ARE AT:** Home » Current in Carmel » Carmel Community » Indoor playground planned at Carmel's Monon Community Center offers unique features



The indoor playground planned at the Monon Community Center. (Photo courtesy of CCPR)

## Indoor playground planned at Carmel's Monon Community Center offers unique features 0

BY ANN MARIE SHAMBAUGH ON DECEMBER 7, 2022

CARMEL COMMUNITY

An indoor playground planned for the Monon Community Center is set to be unlike any other in the state.

It won't be the first project in Carmel designed by Connecticut-based Luckey LLC, which is known for its netting-enclosed climbing structures that can be built over any type of surface. But unlike most other Luckey playgrounds, including the one along the Monon Greenway in Midtown, this one will include slides and lighting features that activate as children climb.

The \$3.3 million project is set to be constructed in the KidZone and adjacent multipurpose room west, which formerly housed a cafe. CCPR officials are still working to identify full funding for the renovation, but they plan to have it open within two years.

"It will be especially beneficial for families on days like today when it's incredibly cold and not as enjoyable to be out in the parks," CCPR Director Michael Klitzing told the Carmel City Council during a presentation at the council's Dec. 5 meeting.

The KidZone, which offers child care for MCC members while they work out or otherwise use the facility, will continue to offer services during designated times in the new space. There will also be open hours for the new playground when MCC members and guests with a day pass can visit.

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Klitzing said CCPR aims for the indoor playground to help “flatline” MCC membership levels, which tend to rise in the summer when The Waterpark is open and peak again around New Year’s Day.

CCPR has been looking to add an indoor playground to the MCC for several years, but the COVID-19 pandemic delayed the project.

#### MORE HEADLINES



**TV series features  
'unique' Fishers business**



**Carmel Clay Historical  
Society author**



**Carmel in brief —  
December 6, 2022**



**Carmel in brief —  
November 29, 2022**



**Center of attention: Fort  
Ben Cultural Campus**



**Winter Wonderland: City  
offers variety of options**

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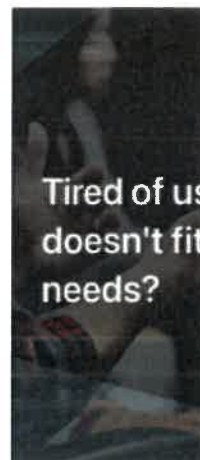
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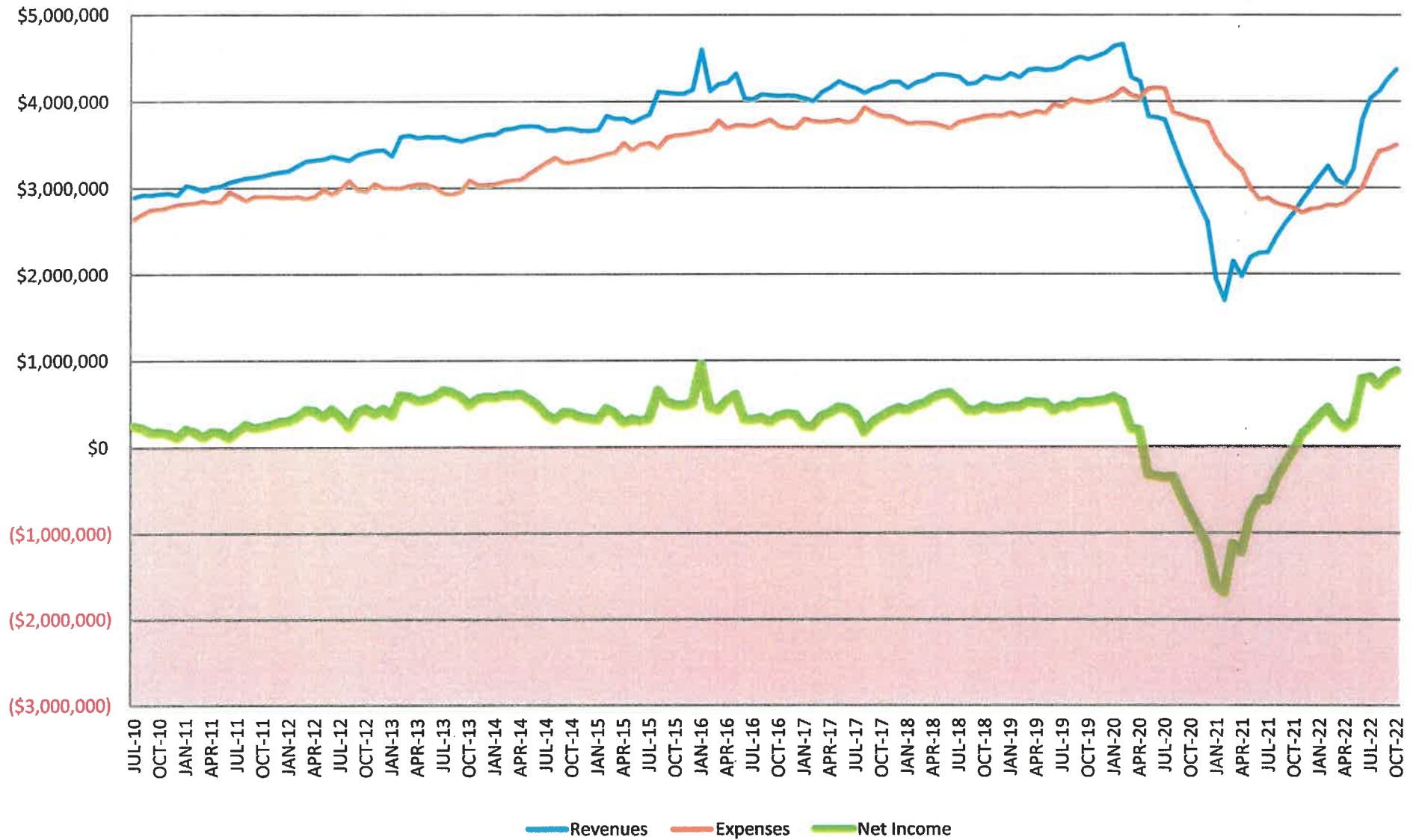
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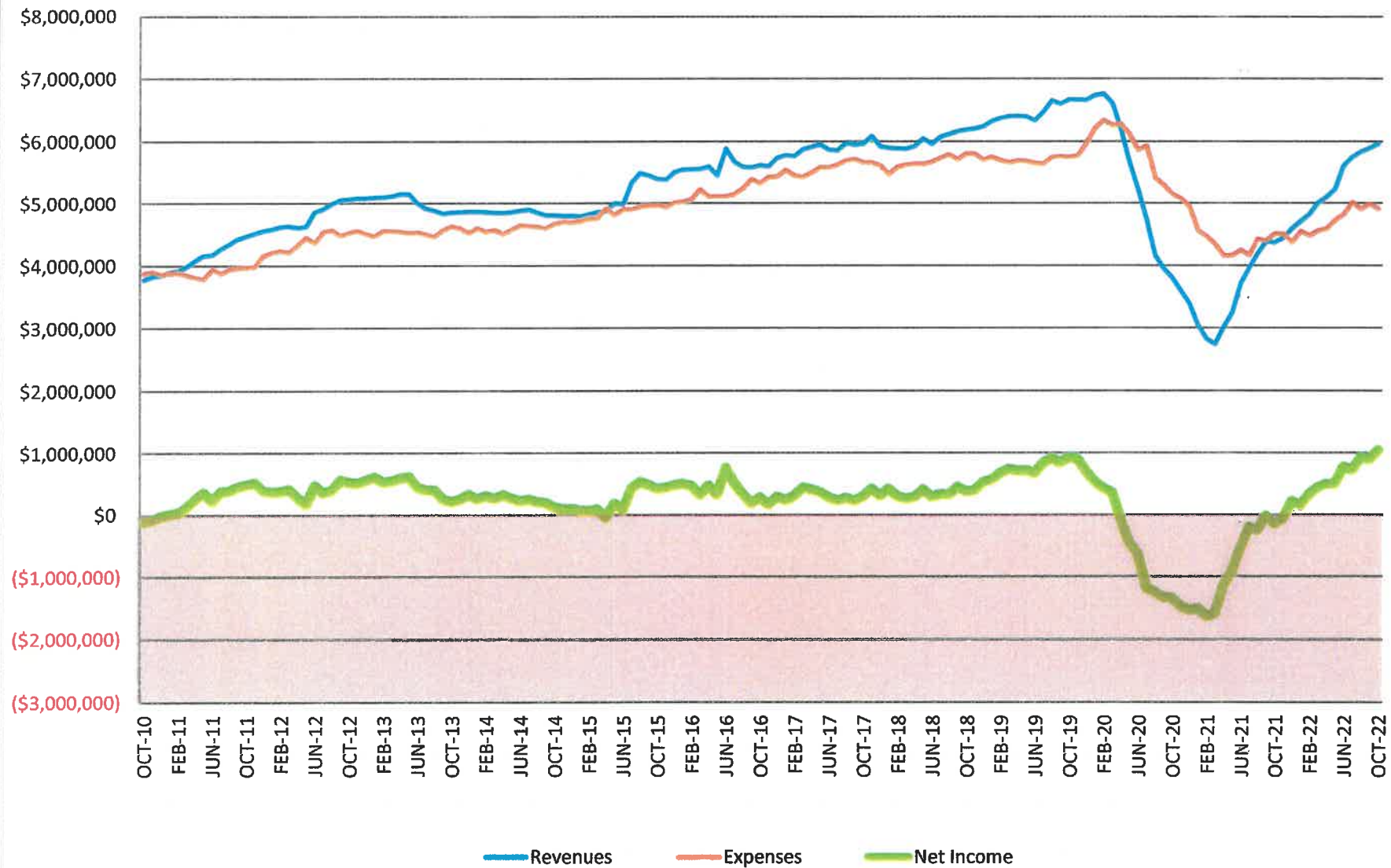
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## FUND 108 - EXTENDED SCHOOL ENRICHMENT

### 12-MONTH TRAILING FINANCIALS - 10/31/2022



## FUND 109 - MONON COMMUNITY CENTER 12-MONTH TRAILING FINANCIALS - 10/31/2022





# MONON COMMUNITY CENTER PASS REPORT

**NOVEMBER 2022**

- NET CHANGE -

	ANNUAL	MONTHLY	OTHER	TOTAL	% <sup>1</sup>	PREV. MONTH	PREV. YEAR
<b><u>MCC MEMBERSHIP PASSES</u></b>							
Youth	8	287		295		1	71
Adult	37	2,559		2,596		73	487
Senior	12	331		343		4	43
Senior (Legacy Pricing)	11	94		105		0	(11)
Military	0	25		25		4	11
Household	11	922		933		20	183
<b>MCC Passes</b>	<b>79</b>	<b>4,218</b>		<b>4,297</b>		<b>102</b>	<b>784</b>

Add'l HH Members				3,482		49	487
<b>MCC Members</b>				<b>7,779</b>	57%	<b>151</b>	<b>1,271</b>

**CORPORATE MEMBERSHIP PASSES**

Youth	0	7		7		(2)	1
Adult	19	240		259		3	(21)
Senior	0	20		20		(3)	(2)
Senior (Legacy Pricing)	0	0		0		0	0
Household	1	113		114		0	12
<b>Corporate Passes</b>	<b>20</b>	<b>380</b>		<b>400</b>		<b>(2)</b>	<b>(10)</b>

Add'l HH Members				423		(2)	39
<b>Corporate Members</b>				<b>823</b>	6%	<b>(4)</b>	<b>29</b>

**INSURANCE-PAID MEMBERSHIP PASSES**

Prime			1,666	1,666		46	757
SilverSneakers			1,214	1,214		47	535
Active&Fit			793	793		32	478
Silver&Fit			163	163		4	89
Optum-Renew Active			1,320	1,320		42	626
<b>Insurance Passes/Members</b>			<b>5,156</b>	<b>5,156</b>	37%	<b>171</b>	<b>2,485</b>

<b>TOTAL PASSES</b>	<b>99</b>	<b>4,598</b>	<b>5,156</b>	<b>9,853</b>		<b>271</b>	<b>3,259</b>
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Percent of Total Passes	1%	47%	52%				
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<b>TOTAL MEMBERS</b>				<b>13,758</b>		<b>318</b>	<b>3,785</b>
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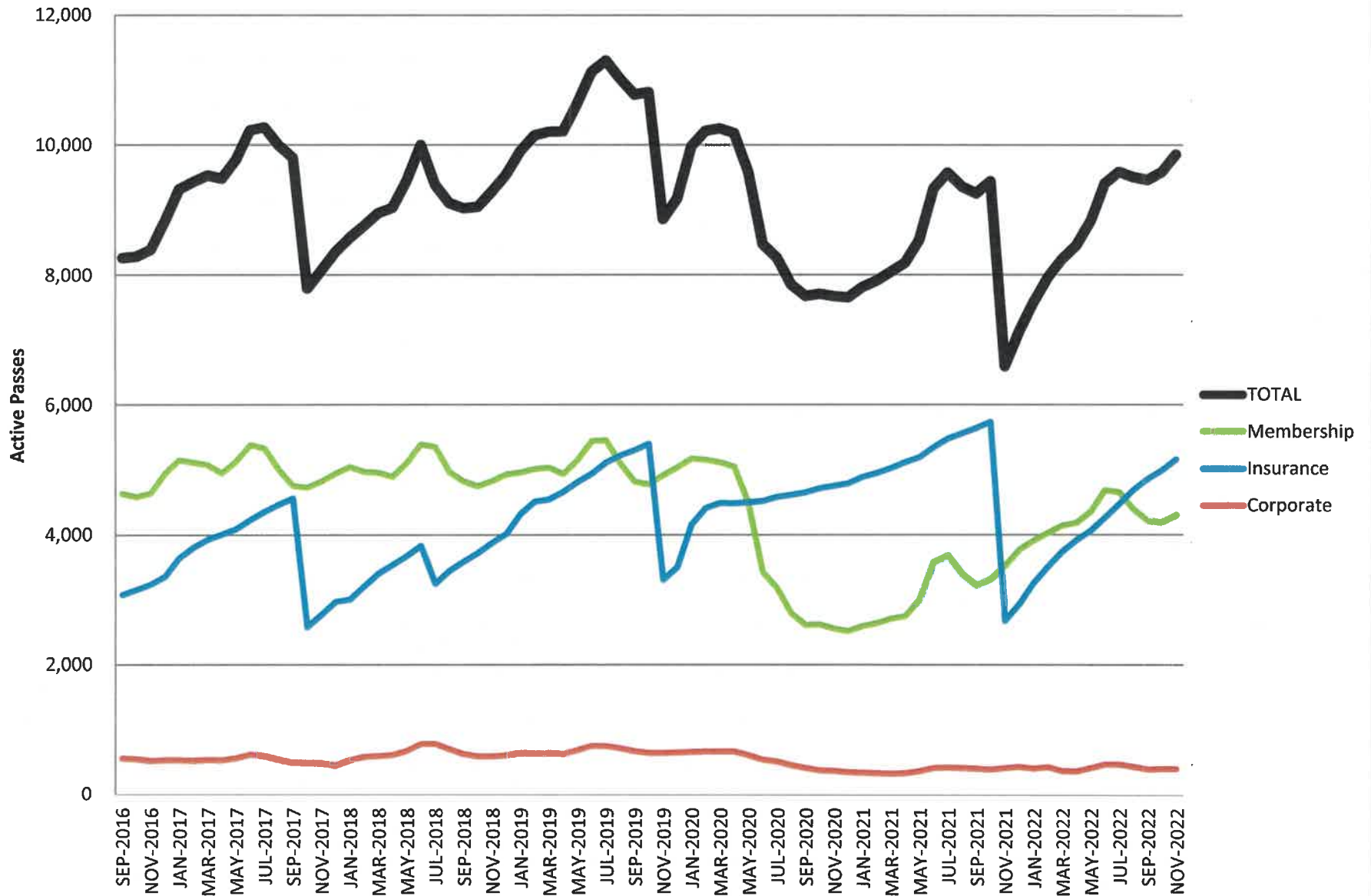
<sup>1</sup> Percent of Total Members

**CARMEL CLAY TRACK PASSES**

Track Passes				1,169		76	826
<b>Carmel Clay Track Passes</b>				<b>1,169</b>		<b>76</b>	<b>826</b>

# MONON COMMUNITY CENTER

## ANNUAL, MONTHLY & INSURANCE PASSES AS OF 11/30/2022



# Carmel • Clay Parks & Recreation

## Employment Report

For Period: November 2022

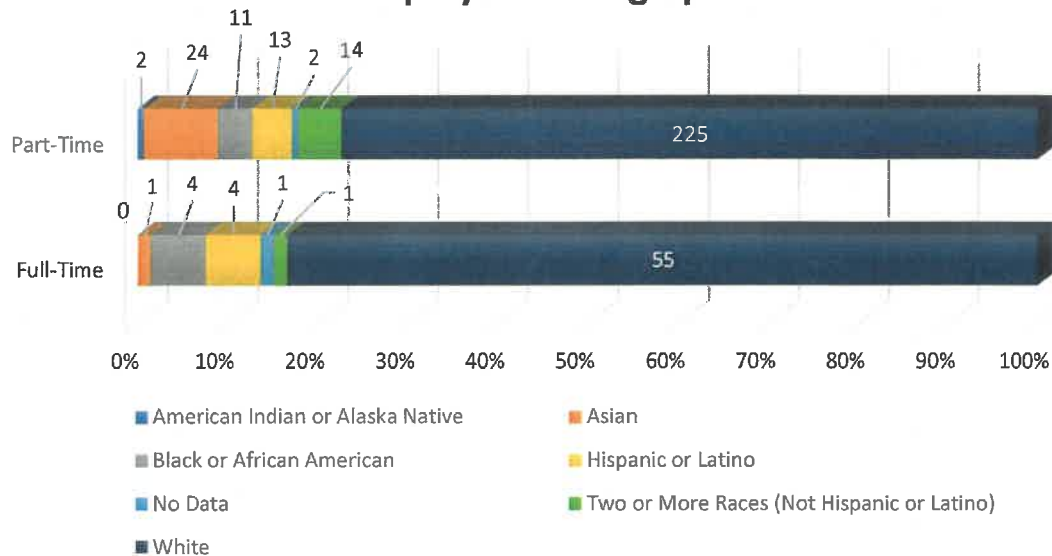
Employees by Status	Full-Time	Part-Time	Subtotal
All Employees <sup>1</sup>	66	334	400
Leaves of Absence <sup>2</sup>	0	43	43
<b>Period Ending Totals</b>	<b>66</b>	<b>291</b>	<b>357</b>

1 - Includes employees in 'Active' and 'Leave' status.

2 - 'Leaves of Absence' count includes seasonal employees.

Employment by Division	Full-Time	Part-Time	Subtotal
Executive	3	0	3
Administration + Planning	8	1	9
Extended School Enrichment/SCS	19	86	105
Marketing + Communications	2	1	3
Parks + Natural Resources	15	8	23
Recreation + Facilities	19	195	214
<b>Period Ending Totals</b>	<b>66</b>	<b>291</b>	<b>357</b>

## Employee Demographics





# Extended School Enrichment

## Monthly Division Report November 2022

### Before & After School Program

#### Participation Rates

Total Registered Students (as of 11/29/22): 1901\*  
Comparison from Nov 2021 to Nov 2022: +146 (Nov 2021: 1755)  
\*NOTE: ESE paused accepting new enrollments for the 22/23 school year on Oct 20, 2022

#### Average Daily Attendance per School in Nov:

- Late Start Before School: 27 (Nov 2021: 27)
- After School: 84 (Nov 2021: 75)

#### Scholarships Awards (Fee Waivers)

Total Students Receiving Scholarships Awards/Fee Waivers: 48  
Value of Scholarships Awards/Fee Waivers for Nov 2022: \$11,833

#### Employee Discounts (Fee Waivers)

Total Number of Employees Receiving ESE Discounted Rate: 168

- CCPR Employees: 3
- City of Carmel Employees: 7
- Carmel Clay Schools Employees: 158

Total Value of Employee Discount Fee Waivers for Nov 2022: \$19,899.50

- CCPR/City of Carmel Employees: \$841
- Carmel Clay Schools Employees: \$19,058.50

**Program Highlights:** In the spirit of Thanksgiving, our ESE participants shared what they are most grateful for! Check out the display located in the display cases at the Monon Community Center East building.



*Extended School Enrichment is founded on the belief that each and every student is capable of being successful. We are committed to setting high expectations and assuring the development of a strong foundation in basic life skills.*





## Monthly Division Report – November, 2022

### Monon Community Center Highlights:

- Standard Memberships ended at 88% of pre-COVID levels again this month.
- Appointments are still required for KidZone and Group Fitness Classes to control capacity.
- Fitness floor was rearranged slightly to allow for more space for strength training with positive feedback from members.

### Total Participation for November:

**Annual/Monthly Memberships Sold/Rejoined: 567**

**Day/Punch Passes Visits: 2,155**

**Total Member Visits: 39,106**

**Group Fitness Classes Participation: 8,078**

### Corporate Wellness Package

	Total
Participating Companies	16
Passholders	823

### Recreation Program Highlights

- We had 814 participants in the 54 program sessions we were able to offer in various categories.

### Rentals

Amenity	# of Rentals
Shelters	1
Pavilion Rentals	3
Room Rentals	8
Birthday Parties	4
Aquatics	0
Cabanas	0

### Scholarships

Pass Scholarships		Program Scholarships	
Customers Served	Subsidy Value	Customers Served	Subsidy Value
17	\$1,042.00	0	\$0.00
Served YTD	Value YTD	Served YTD	Value YTD
23	\$10,684.50	0	\$0.00

### Work Orders

	Total Work Orders Filed	Total Hours	Total Service Calls
November, 2022	78	43.45	3
<b>YTD Total</b>	<b>840</b>	<b>519.95</b>	<b>39</b>

**Administration & Planning Division  
Gift Fund 853 Report  
November 2022**

<b>Designated For</b>	<b>Beginning Cash Balance</b>	<b>Current Month Revenues</b>	<b>Current Month Expenses</b>	<b>Ending Cash Balance</b>
Bear Creek Park	\$ 67,500.00	\$ -	\$ -	\$ 67,500.00
Interpretive Signage	\$ 13,309.71	\$ -	\$ -	\$ 13,309.71
Invasive Species Mgmt/Restoration	\$ 22,116.52	\$ -	\$ -	\$ 22,116.52
Central Park North Woods	\$ -	\$ -	\$ -	\$ -
Pedal & Park	\$ 5,917.92	\$ -	\$ -	\$ 5,917.92
Staff Appreciation	\$ 258.22	\$ 200.00	\$ -	\$ 458.22
Volunteer Program	\$ 127.00	\$ -	\$ -	\$ 127.00
West Park	\$ 2,160.00	\$ -	\$ -	\$ 2,160.00
James Engledow Memorial	\$ 820.00	\$ -	\$ -	\$ 820.00
Meadowlark Park Shade Structures	\$ 5,081.00	\$ -	\$ -	\$ 5,081.00
Undesignated (General)	\$ 9,372.95	\$ 1,595.00	\$ 605.61	\$ 10,362.34

**Month End Cash Balance** **\$ 127,852.71**

I hereby certify that the amounts listed above are true and correct and that I have audited the same in accordance with IC 5-13-6-1, *et seq.*

  
Administration & Planning Director

*\*November interest not yet posted.*

## MARKETING REPORT | November 2022

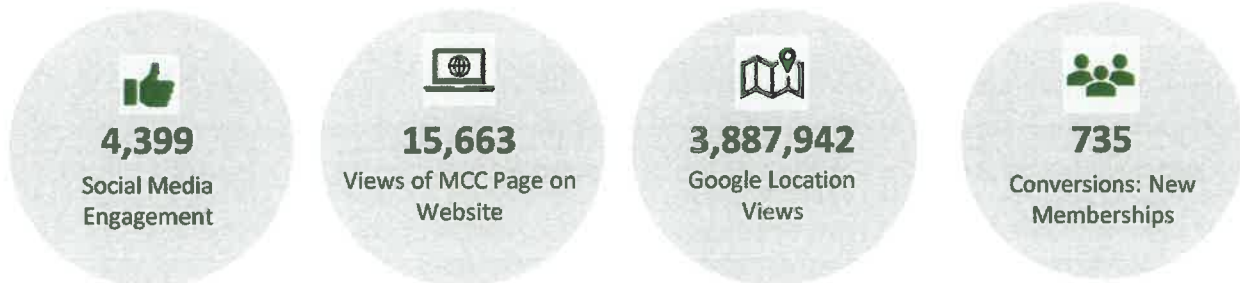
### MEMBERSHIP | FALL 2022

We continued our fall membership campaign in November. This month's marketing tactics for this campaign included advertisements with Cumulus, *Current in Carmel*, theCityMoms, WFYI, WTTS, OneZone, Facebook, Instagram, and Google.

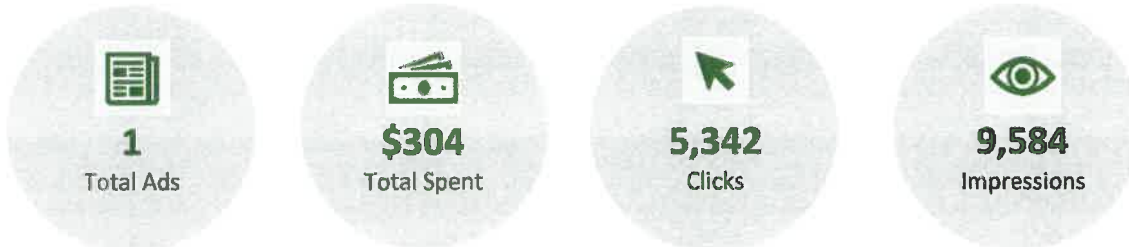
### CCPR RECRUITMENT | FALL 2022

We continued our recruitment campaign in November. This month's marketing tactics for this campaign included advertisements with Cumulus, Facebook, Instagram, and the Carmel High School Newsletter, as well as organic social media posts.

### KEY PERFORMANCE INDICATORS



### GOOGLE ADS SUMMARY



# SOCIAL MEDIA

## SUMMARY OF SOCIAL MEDIA PLATFORMS



### FACEBOOK

*Posts on Facebook are directed toward local parents and families as well as visitors.*



### INSTAGRAM

*Posts are passionate and informational for women ages 25-44 located in Indianapolis and Carmel.*



### TWITTER

*Messages are directed toward business, news outlets, and community organizations.*



### LINKEDIN

*Messages are directed toward CCPR staff, potential staff, and industry professionals.*

## PRIMARY CROSS-CHANNEL METRICS

*This month, Marketing saw the following numbers across all five social media platforms:*

KEY PERFORMANCE INDICATOR	RESULTS
Total Posts	61
Total Engagement <i>(number of interactions on posts)</i>	4,399
Total Audience <i>(number of followers across all platforms)</i>	28,528
Net New Audience <i>(number of new followers across all platforms)</i>	59
Total Reach <i>(total number of people who saw content)</i>	38063

## TOP POSTS



Top Instagram Post  
**Dave B. Fun-retire**  
36 Engagements  
1,175 Impressions



Top Facebook Post  
**ESE Counselors**  
42 Engagements  
3,345 Impressions



Top LinkedIn Post  
**Fall Staff Event**  
144 Engagements  
483 Impressions



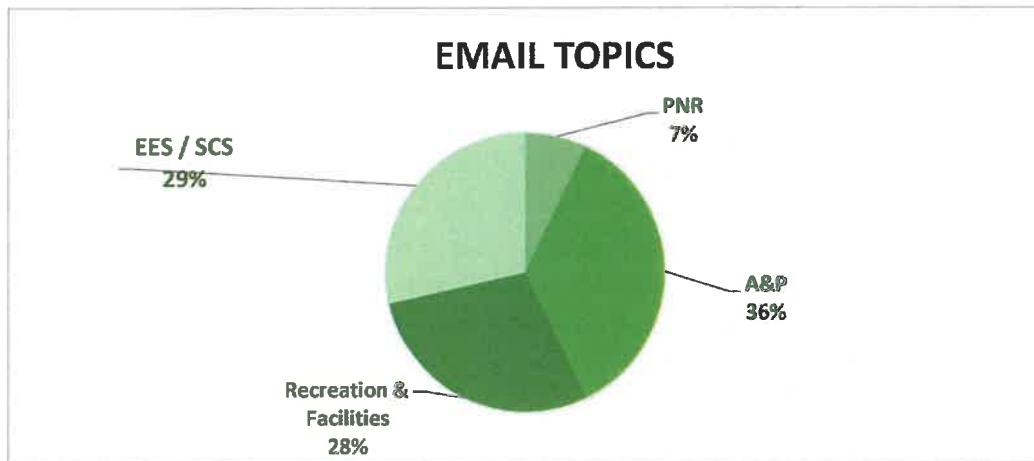
Top Twitter Post  
**Gary H. Member**  
**Spotlight**  
114 Engagements  
331 Impressions



## ENEWSLETTERS

*This month, Marketing saw the following numbers across all scheduled email communications:*

KEY PERFORMANCE INDICATOR	RESULTS
Total Newsletters Sent	14
Total Sends	25,485
Average Open Rate	67.0%
Average Click Rate	6.5%

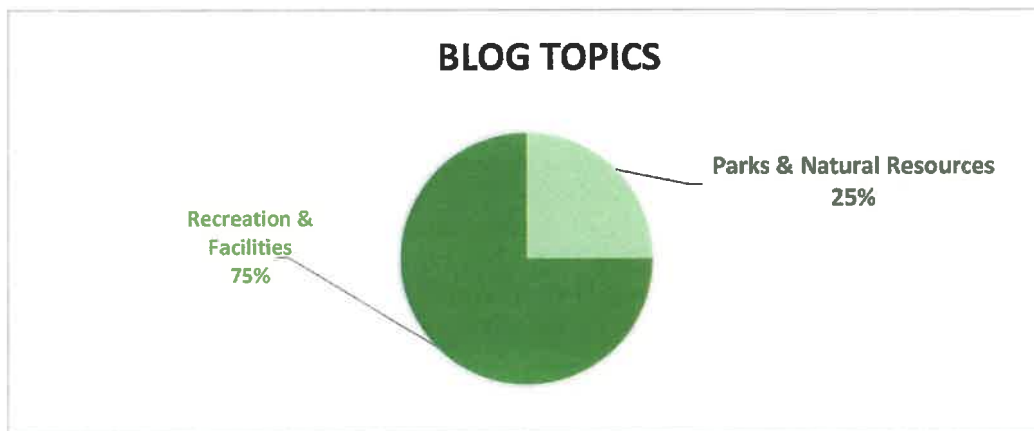


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## BLOGS

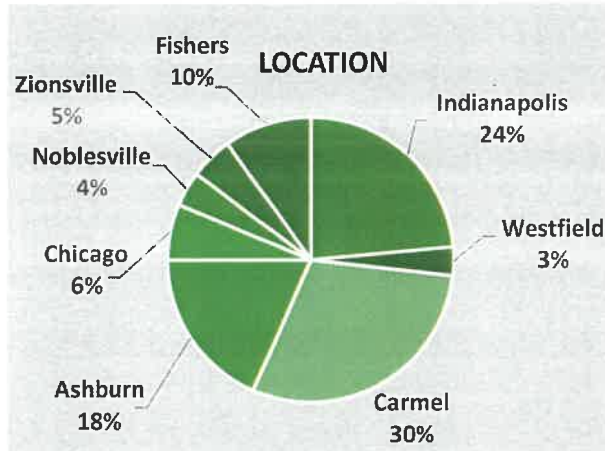
*This month, Marketing saw the following numbers across all blogs:*

KEY PERFORMANCE INDICATOR	RESULTS
Total Blogs Posted	4
Total Page Views on Website	344



## WEBSITE

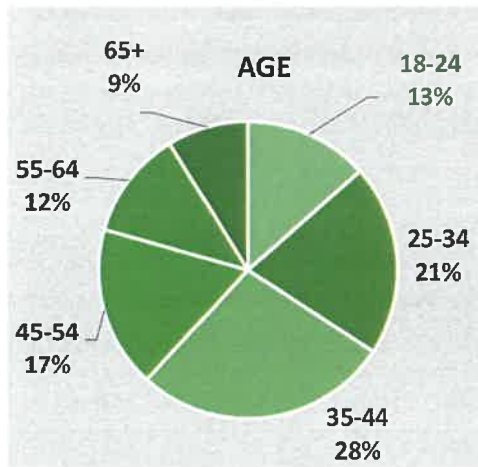
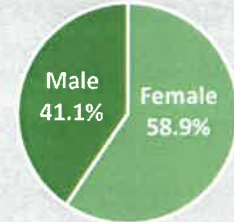
This month, the website had the following page views from the user demographics listed below.



### NEW VS. RETURNING USERS



### GENDER



**TOTAL PAGE VIEWS 77,014**

### TOP WEB PAGES

### PAGE VIEWS

### % OF TOTAL

MCC	15,663	20.34%
Home Page	7,199	9.35%
Group Fitness	4,392	5.70%
Membership	4,255	5.52%
Active	3,561	4.62%

## EARNED MEDIA

- Good Day Carmel | **Reimagining Parks**
- Good Day Carmel | **Summer Camp ACA**
- City of Carmel | **Summer Camp ACA**
- Knot 35 | **Top 17 Carmel Parks**
- Hamilton County Reporter | **Veterans Day Poster Contest**
- Hamilton County Reporter | **Summer Camp ACA**
- Current in Carmel | **Sprouts Cooking School** (mentions MCC)
- Current in Carmel | **Leadership Connection**
- Current in Carmel | **Mural on Monon Tunnel**

## SEARCH ENGINES

*This month, Marketing saw the following numbers across all locations on Google:*

KEY PERFORMANCE INDICATOR	RESULTS
Total Views of All Locations	3,887,942
Total Views of Carmel Clay Parks & Recreation	38,861
Total Views of Monon Community Center	57,952
Total Views of The Waterpark	977,421



“ Very nice trails going back to the river and my kids loved the new playground! ”

- Sara D., Google Review of River Heritage Park



“ The best place to play pickleball in Carmel. ”

- Ryan D., Google Review of Meadowlark Park

# Carmel • Clay Parks & Recreation

## PARKS & NATURAL RESOURCES DIVISION MONTHLY REPORT

November 2022

### General, Administrative, and Contractor Support

- Meadowlark Park is receiving new benches around the pond with new concrete pads were installed.
- Tree pruning, stump grinding, and prairie mowing is active across various properties.
- Bollards were replaced across the Monon to unify with the current retractable standard.
- 2 Operations Managers participated at INRPA annual conference in Indy and other key staff participated in supervisory training with HR independent contractors.
- Administrative Assistant position with PNR is actively interviewing to replace Becca King.
- CCPR Q4 Employee Giveback project at Hamilton County Humane Society allowed staff to give back to a local community organization to say thanks and show support.

### Natural Resource Management, Stewardship & Advocacy

#### Citizen Science

Monitor Category	# Active Volunteers	Hours
Bird Monitor	6	49.3
Water Quality Monitor	3	9.5
Invasive Plant Monitor	3	18.5
Mycology	5	15
<b>Totals</b>	<b>15</b>	<b>92.3</b>

#### Bird Monitoring

As we approach winter, the migration of Sandhill cranes (*Antigone canadensis*) through central Indiana is an exciting time for bird monitors. Typically heard before seen because of their bugling call, these cranes travel in large flocks from their breeding grounds in Canada and northern states such as Michigan, Wisconsin, and Minnesota. There is even a small area in Northwestern Indiana where these cranes will breed in the summer. Their migration south for winter is often around Thanksgiving, and we are thankful for cranes. When migrating, cranes will forage in open grasslands and grain fields, while roosting overnight in shallow water. According to Bird Life International, the Sandhill crane is a species of least concern. With its extremely large range, this species has a very large population with growth trends as well. We can continue to look forward to the migration of Sandhill cranes through our parks.

PARKS & NATURAL RESOURCES DIVISION MONTHLY REPORT



Migrating Sandhill Cranes spotted flying over Bear Creek Park, Photo: John Troth

Invasive Species Management- 37 Hours between Staff & Volunteers in November

Mapping

- 0.56 Acres Mapped
- Locations: Central Park, West Park, Founders

Treatment

- 0.13 acres Treated - Teasel, bush honeysuckle, phragmites
- Locations: Founders, Cherry Tree, Central Park
- 18.5 hours

Contractors

- Thomas Marcuccilli Nature Park received approximately 6.5 acres of cut stump treatments on various woody invasives including white mulberry, tree of heaven, Siberian elm, bush honeysuckle, and callery pear.



# Carmel • Clay Parks & Recreation

## PARKS & NATURAL RESOURCES DIVISION MONTHLY REPORT

### Volunteer Program Outreach and Engagement Summary

Program Category	Hours	Time sheets
Adaptive	6.00	2
Park Stewardship (Adopters, Independent Service, Group Projects)	18.00	9
Citizen Science	92.30	36
<b>Totals</b>	<b>116.30</b>	<b>47</b>

#### **Adopt-A-Park (total 6.5 hours)**

- Blue Horseshoe: spent **4 hours** working on the Monon Greenway.
- Nicole Sipe: spent **1.5 hours** cleaning up Monon Greenway between 106<sup>th</sup> and 111<sup>th</sup>
- Security Federal Savings Bank: spent **1 hour** working in Central Park East Woods.
- New adoptions: Guilford Park HOA signed up to adopt Woodland Gardens area of Central Park.

#### **Volunteer Stewardship Projects**

- Ball State Architecture Field Trip & Service Project—November 12
  - 11 students from the Ball State University Design LLC visited for a planning presentation by Jonathan Blake, a tour of Central Park, and a service project removing invasive phragmites.



Administration & Planning Director, Jonathan Blake presents to Ball State Architecture students over the park planning process.

# Carmel • Clay Parks & Recreation

## PARKS & NATURAL RESOURCES DIVISION MONTHLY REPORT



Ball State students work to remove invasive phragmites from the MCC parking lot.

- America Recycles Day—November 15 4 volunteers helped removed litter from Hazel Landing Park.

### Park Maintenance Services

#### **Custodial Operations**

Month	Total Trash Bags	Total Recycling Bags	Total Dog Waste Bags	Total Hours Cleaning Restrooms	Total Hours Cleaning Parks
September	997	383	321	140	515
October	1035	332	493	128	529
November	567	165	368	100	461
December	481	121	283	121	428
January	316	90	279	119	400
February	301	91	228	109	315
March	796	282	337	146	415
April	650	186	358	133	418
May	956	423	403	182	491
June	1785	840	520	232	746
July	2133	989	521	263	790
August	1891	784	593	213	702
September	2176	1084	709	179	618
October	1807	860	742	223	656
November	1292	511	629	214	509

# Carmel • Clay Parks&Recreation

## PARKS & NATURAL RESOURCES DIVISION MONTHLY REPORT

### Technical Service

Type of Work Order	# of Work Orders	% of Work Orders	# of Hours	% of Hours
Administrative	3	1.00%	15	2.00%
Custodial	1	0.00%	0.5	0.00%
Equipment	13	5.00%	15.25	2.00%
Facilities	17	6%	26	4%
Grounds	184	64%	479	74%
Playgrounds	47	16%	63.5	10%
Trails	12	4%	23.5	4%
Vehicle	4	1.00%	11	2%
Invasive Species		0%		0%
Tree Work	5	2%	12	2%
<b>Totals</b>	<b>286</b>	<b>99.00%</b>	<b>645.75</b>	<b>100.00%</b>

**Financial Assistance**  
**January - November 2022**

Month	MCC Passes		MCC Programs		ESE & Summer Camps	
	Customers Served	Value	Customers Served	Value	Number of Students	Value
January	14	802.00	0	0.00	42	8,434.75
February	14	819.50	0	0.00	48	9,075.75
March	13	741.50	0	0.00	48	9,420.75
April	13	785.00	0	0.00	49	10,479.75
May	21	1,200.50	0	0.00	49	9,708.75
June	19	1,256.00	0	0.00	2	270.00
July	17	1,100.00	0	0.00	0	0.00
August	16	932.00	0	0.00	24	4,166.25
September	16	964.00	0	0.00	28	9,230.25
October	17	1,042.00	0	0.00	43	12,948.25
November	17	1,042.00	0	0.00	48	11,833.00
December						
<b>Total</b>		<b>\$ 10,684.50</b>		<b>\$ -</b>		<b>\$ 85,567.50</b>

MCC Passes	\$ 10,684.50
MCC Programs	\$ -
ESE & Summer Camps	\$ 85,567.50
<b>Total Financial Assistance</b>	<b>\$ 96,252.00</b>

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

PRESENTER <b>Linus Rude, Secretary</b>	ACTION REQUESTED <b>Approval</b>
ITEM/SUBJECT <b>November 9, 2022 Park Board Meeting Minutes</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>December 13, 2022</b>

**SUMMARY:**

A draft of the minutes for the November 9, 2022 Park Board Meeting is provided for comment, corrections, additions, or deletions.

**STAFF RECOMMENDATION:**

“I move to approve the minutes of the Park Board Meeting on November 9, 2022.”



**Carmel/Clay Board of Parks and Recreation  
Wednesday, November 9, 2022, 6:00 p.m.  
John W. Hensel Government Center  
10701 North College Avenue  
Carmel, Indiana 46280**

**Member(s) Present:** Jessica Beer, James Garretson, Jenn Kristunas, Linus Rude, Rich Taylor, Mark Westermeier, Lin Zheng

**Member(s) Absent:** Louise Jackson, Joshua Kirsh

**Others Present:** Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; Doug Kowalski, Kroger, Gardis & Regis, LLP

**Roll Call; Call to Order & Pledge of Allegiance**

Board President Taylor welcomed everyone to the meeting and asked Mr. Rude to call the role. Mr. Rude announced that there was a quorum. Board President Taylor called the meeting to order at 6:07 p.m. followed by the Pledge of Allegiance.

**Presentation: Carmel Redevelopment Commission Update – Henry Mestetsky, Director**

Board President Taylor introduced Henry Mestetsky, Director of the Carmel Redevelopment Commission. Mr. Mestetsky presented (*via PowerPoint*) information regarding their current projects.

**Public Comments**

There were no public comments.

**Staff Reports**

Assistant Director Baumgartner stated that Staff Reports were included in the Park Board packet.

**Finance Committee**

Ms. Zheng stated the Finance Committee did not meet last month (*October*).

**Minutes**

**October 11, 2022 Park Board Meeting**

Mr. Rude made a motion to approve the minutes of the Park Board Meeting dated October 11, 2022, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

**Financial Reports**

**Consolidated Financial Report for September 2022; CCPR P&L Statements for October 2022**

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for September 2022 and to acknowledge receipt of the P&L Statements for October 2022, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

### Claims

#### **Claim Sheet November 9, 2022; Clay Township Claim Sheet November 9, 2022; CCPR Payroll for October 7, 2022 and October 21, 2022**

Ms. Zheng made a motion to approve the Claim Sheet dated November 9, 2022 and Clay Township Claim Sheet dated November 9, 2022, and to approve the Payroll Wages and Liabilities for the Payroll dates October 7, 2022 and October 21, 2022, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

### Monetary Gifts, Grants, Partnerships, and Sponsorships for October

There were no donations for the month of October.

### New Business

#### **Consideration of Contribution toward Artwork within the Roundabout at 106<sup>th</sup> Street and College Avenue**

Director Klitzing presented information regarding a request from the Clay Township Trustee Doug Callahan to contribute \$100,000 toward the artwork for the 106<sup>th</sup> Street and College Avenue roundabout. An illustration was shown depicting the proposed artwork. Discussion followed.

Mr. Garretson made a motion to authorize a contribution of \$100,000 toward the artwork installation for the 106<sup>th</sup> Street and College Avenue Roundabout, and to authorize the Director or Assistant Director, in consultation with the Park Board Attorney, to take all necessary actions to execute this expenditure, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

#### **Presentation of Monon Community Center Indoor Playground Concept Plan**

Director Klitzing presented (*via PowerPoint*) background and visuals on the current KidZone and Multipurpose Room West, and the proposed Reimagining KidZone that will incorporate both areas into an indoor playground. Discussion followed with questions addressed by Director Klitzing and Eric Mehl, Recreation & Facilities Director.

#### **Presentation of The Waterpark Next Big Splash Plan**

Director Klitzing presented (*via PowerPoint*) The Next Big Splash Plan. Discussion followed with questions addressed by Director Klitzing and Mr. Mehl.

#### **Consideration of Professional Services Agreement with Weihe Engineers for Planning Documents for the Main Street and River Road Park Project**

Director Klitzing spoke about his conversations with Carmel Clay Schools regarding the feasibility of using school property located at the southwest corner of Main Street and River Road for a dog park. Director Klitzing presented an overview (*via PowerPoint*) of the proposed project including a visual and description of the property. Director Klitzing addressed questions by the Board.

Ms. Kristunas made a motion to accept the proposal from Weihe Engineers for the Main Street and River Road Park Project and authorize the Director or Assistant Director to sign a Professional Services Agreement in an amount not to exceed \$59,800, seconded by Mr. Rude, and unanimously passed 7 – 0.

**Consideration of Professional Services Agreement with Weihe Engineers for the River Heritage Park Perimeter Trail Project**

Director Klitzing spoke about the collaboration with the City of Carmel and Citizens Energy Group to design and develop a perimeter trail along River Road connecting the newly renovated River Heritage Park to the City's existing perimeter trail. Director Klitzing provided a visual (*via PowerPoint*) of the proposed project. Discussion followed.

Ms. Kristunas made a motion to accept the proposal from Weihe Engineers for the River Heritage Park Perimeter Trail Project and authorize the Director or Assistant Director to sign a Professional Services Agreement in an amount not to exceed \$48,800, seconded by Mr. Rude, and unanimously passed 7 – 0.

**Consideration of Estimate for Reimbursable Utility (Fiber)**

Assistant Director Baumgartner explained in detail why the AT&T fiber transmission line under the Monon Greenway had to be moved to complete work on the culvert identified as Structure #12 over Carmel Creek. The only viable option was to lower in place the existing line. JMC provided an estimate of \$161,043; however, the actual project must go out to bid which could change the final amount. Therefore, Assistant Director Baumgartner requested that the Park Board approve an amount not to exceed \$200,000. This is a reimbursable utility as AT&T has the easement requiring the Department to reimburse them for the expenses incurred.

Mr. Westermeier said based on past experiences with AT&T, he recommended increasing the maximum dollar amount. Board President Taylor supported Mr. Westemeier's suggestion. Discussion followed.

Mr. Garretson made a motion to accept the estimate provided by AT&T from JMC Engineering to relocate the existing fiber transmission line under the Monon Greenway and approve reimbursing the utility relocation expenses for an amount not to exceed \$250,000 and to authorize the Director, the Assistant Director, and the Park Board Attorney to take all action necessary to complete the reimbursement process and authorize the Director or Assistant Director to sign a reimbursement agreement with AT&T upon completion of the Park Board Attorney's review. The motion was seconded by Ms. Kristunas and unanimously passed 7 – 0.

**Old Business**

**White River Greenway North Extension**

**Consideration of Grant Agreement with Central Indiana Regional Development Authority**

Director Klitzing requested authorization to enter into a grant agreement with the Central Indiana Redevelopment Authority for the White River Greenway North Extension. The Department is the recipient of a \$4 million READI Grant from the Indiana Economic Development Corporation as part of the White River Regional Opportunity Initiative. This grant agreement is a necessary step to receive the \$4 million. The agreement is with the Regional Development Authority, which is the actual grant recipient on behalf of the region. Director Klitzing continued with specific details on the White River Greenway North Extension.

Ms. Kristunas made a motion to authorize the Director, in consultation with the Park Board Attorney, to negotiate and execute a Grant Agreement with the Central Indiana Redevelopment Authority for the White River Greenway North Extension, seconded by Mr. Garretson, and unanimously passed 7 – 0.

**Consideration of Professional Services Agreement with SJCA**

Since SJCA previously prepared the schematic plans and design for the north extension, Director Klitzing said they are best suited to prepare the construction documents, assist with construction administration, and identify specifically the language needed for the easements that will be secured from Conner Prairie.

Ms. Kristunas made a motion to accept the proposal from SJCA for the White River Greenway North Extension and authorize the Director to sign a Professional Services Agreement in an amount not to exceed \$249,000 and to authorize the Director or Assistant Director to authorize amendments in an amount not to exceed collectively more than 10% of the original agreement to be presented to the Park Board for ratification at a subsequent regular meeting, seconded by Mr. Garretson, and unanimously passed 7 – 0.

**Clay Township Impact Program Updates**

Director Klitzing announced all parks that benefitted from the Clay Township Impact Program are open and available for the public to use! Meadowlark and River Heritage Parks are substantially complete while there are outstanding items that need to be addressed at West Park.

Director Klitzing said he is very thankful to Clay Township for the \$20 million investment in helping the Department reimagine our parks.

**Attorney's Report**

Mr. Kowalski said that they are continuing to work toward a consensus with the members of the Building Corporation in reference to the easement for The Corner.

**Director's Report**

Park Board Workshop; 6 p.m., **Tuesday, January 17, 2023**; Jill Perelman Pavilion

Director Klitzing stated that the Director's Report was emailed to the Park Board members yesterday (*November 8, 2022*), and hard copies were provided prior to the Board meeting.

Director Klitzing announced that Carmel Clay Parks & Recreation and Myers Construction Management, Inc. (*general contractor*) received the Award of Excellence for the Lawrence W. Inlow Park Phase II Improvements project presented by the Associated Builders and Contractors of Indiana/Kentucky.

**Information Items**

**Parks Foundation**

There was no report.

**School Board**

There was no report.

**Plan Commission**

There was no report.

**Park Board Comments / Discussion**

**Park Board Purchasing Rules**

After providing some history on previous discussions and receiving input from Mr. Westermeier and Ms. Kristunas, Board President Taylor asked the Finance Committee to evaluate the current purchasing authority level of the Director and Assistant Director with a recommendation to the Park Board on possible increases moving forward.

**Adjournment**

Mr. Rude made a motion to adjourn the meeting, seconded by Ms. Kristunas. Board President Taylor adjourned the meeting at 8:30 p.m.

**Approved,**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Meetings of the Carmel/Clay Board of Parks and Recreation are recorded and may be viewed at <https://vimeo.com/channels/parkboardmeetings> or see the archive of meeting recordings at <https://www.carmelclayparks.com/about-us/park-board/>.



**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

PRESENTER <b>Lin Zheng, Treasurer</b>	ACTION REQUESTED <b>Acknowledgement</b>
ITEM/SUBJECT <b>Consolidated Financial Report for October 2022</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>December 13, 2022</b>

**SUMMARY:**

Provided is the Consolidated Financial Report for October 2022.

**STAFF RECOMMENDATION:**

“I move to acknowledge receipt of the Consolidated Financial Report for October 2022.”

**CARMEL CLAY PARKS & RECREATION**  
**2022 YEAR-TO-DATE CONSOLIDATED FINANCIAL REPORT**

Month: **October 2022**

	(101) General	(103) Capital	(106) Impact Fee	(108) ESE	(109) MCC	(110) Rec Facilities	(853) Gift	(Twp 1215) LIT Capital	CONSOLIDATED TOTAL
<b>REVENUES</b>									
City of Carmel	\$4,641,884.00	\$280,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,921,884.00
Clay Township	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,057,061.80	\$3,057,061.80
Impact Fees	\$0.00	\$0.00	\$733,782.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$733,782.81
User Fees, Interest & Other Earned Income	\$0.00	\$6,974.19	\$28,199.13	\$3,845,560.93	\$5,348,736.96	\$174,790.59	\$67,039.75	\$12,493.74	\$9,483,795.29
<b>Total Revenues (a)</b>	<b>\$4,641,884.00</b>	<b>\$286,974.19</b>	<b>\$761,981.94</b>	<b>\$3,845,560.93</b>	<b>\$5,348,736.96</b>	<b>\$174,790.59</b>	<b>\$67,039.75</b>	<b>\$3,069,555.54</b>	<b>\$18,196,523.90</b>
<b>OTHER FINANCING SOURCES</b>									
Cash Reserves as of 12/31/2021	\$0.00	\$553,320.60	\$2,264,499.02	\$1,716,861.35	\$2,859,858.64	\$193,078.66	\$106,937.73	\$5,628,395.99	\$13,322,951.99
Previous Year Encumbrances	\$137,678.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$137,678.98
Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers from Cash Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Card Sales & Customer Overpayments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Other Financing Sources</b>	<b>\$137,678.98</b>	<b>\$553,320.60</b>	<b>\$2,264,499.02</b>	<b>\$1,716,861.35</b>	<b>\$2,859,858.64</b>	<b>\$193,078.66</b>	<b>\$106,937.73</b>	<b>\$5,628,395.99</b>	<b>\$13,460,630.97</b>
<b>Total Revenues &amp; Other Financing Sources (b)</b>	<b>\$4,779,562.98</b>	<b>\$840,294.79</b>	<b>\$3,026,480.96</b>	<b>\$5,562,422.28</b>	<b>\$8,208,595.60</b>	<b>\$367,869.25</b>	<b>\$173,977.48</b>	<b>\$8,697,951.53</b>	<b>\$31,657,154.87</b>
<b>OPERATING EXPENSES</b>									
Transfer Out	\$280,000.00								
Personal Services	\$2,265,393.99	\$0.00	\$0.00	\$2,221,715.27	\$2,182,923.09	\$0.00	\$0.00	\$0.00	\$6,670,032.35
Supplies	\$131,637.78	\$0.00	\$0.00	\$138,883.92	\$381,812.43	\$16,148.73	\$0.00	\$0.00	\$668,482.86
Other Services & Charges	\$946,133.33	\$0.00	\$0.00	\$686,513.65	\$1,877,286.55	\$119,313.81	\$0.00	\$0.00	\$3,629,247.34
Capital Outlay	\$3,676.32	\$0.00	\$0.00	\$11,297.64	\$23,905.98	\$0.00	\$0.00	\$0.00	\$38,879.94
<b>Total Operating Expenses (c)</b>	<b>\$3,626,841.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,058,410.48</b>	<b>\$4,465,928.05</b>	<b>\$135,462.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,006,642.49</b>
<b>DEVELOPMENT &amp; OTHER EXPENSES</b>									
Capital Development & Maintenance	\$0.00	\$181,062.45	\$304,328.74	\$0.00	\$0.00	\$0.00	\$47,314.16	\$2,951,472.51	\$3,484,177.86
Transfers to Cash Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$15,400.00	\$0.00	\$0.00	\$0.00	\$15,400.00
Gift Card & Customer Credit Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$2,646.50	\$0.00	\$0.00	\$0.00	\$2,646.50
<b>Total Development &amp; Other Expenses</b>	<b>\$0.00</b>	<b>\$181,062.45</b>	<b>\$304,328.74</b>	<b>\$0.00</b>	<b>\$18,046.50</b>	<b>\$0.00</b>	<b>\$47,314.16</b>	<b>\$2,951,472.51</b>	<b>\$3,502,224.36</b>
<b>Total Expenses (d)</b>	<b>\$3,626,841.42</b>	<b>\$181,062.45</b>	<b>\$304,328.74</b>	<b>\$3,058,410.48</b>	<b>\$4,483,974.55</b>	<b>\$135,462.54</b>	<b>\$47,314.16</b>	<b>\$2,951,472.51</b>	<b>\$14,508,866.85</b>
<b>ENCUMBRANCES &amp; RESERVES</b>									
Encumbrances & Dedicated Funds	\$0.00	\$659,232.34	\$2,722,152.22	\$0.00	\$0.00	\$0.00	\$0.00	\$4,246,479.02	\$7,627,863.58
Designated Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,290.37	\$0.00	\$117,290.37
Outstanding Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Reverting Operations Reserve	\$0.00	\$0.00	\$0.00	\$1,504,011.80	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$2,504,011.80
Capital Maintenance Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$1,224,621.05	\$207,406.71	\$0.00	\$1,500,000.00	\$2,932,027.76
Cash Flow Reserve	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$1,500,000.00	\$25,000.00	\$0.00	\$0.00	\$2,525,000.00
<b>Total Encumbrances &amp; Reserves</b>	<b>\$0.00</b>	<b>\$659,232.34</b>	<b>\$2,722,152.22</b>	<b>\$2,504,011.80</b>	<b>\$3,724,621.05</b>	<b>\$232,406.71</b>	<b>\$117,290.37</b>	<b>\$5,746,479.02</b>	<b>\$15,706,193.51</b>
<b>Total Expenses, Encumbrances &amp; Reserves (e)</b>	<b>\$3,626,841.42</b>	<b>\$840,294.79</b>	<b>\$3,026,480.96</b>	<b>\$5,562,422.28</b>	<b>\$8,208,595.60</b>	<b>\$367,869.25</b>	<b>\$164,604.53</b>	<b>\$8,697,951.53</b>	<b>\$30,215,060.36</b>
<b>Net Income (a - c)</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>\$787,150.45</b>	<b>\$882,808.91</b>	<b>\$39,328.05</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
<i>Cost Recovery (a + c)</i>				126%	120%	129%			
Current Cash Balance & Investments (b - d)	n/a	\$659,232.34	\$2,722,152.22	\$2,504,011.80	\$3,724,621.05	\$232,406.71	\$126,663.32	\$5,746,479.02	\$15,715,566.46
Unencumbered or Undedicated Funds (b - e)	\$1,152,721.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,372.95	\$0.00	\$1,162,094.51

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

<small>PRESENTER</small> <b>Kurtis Baumgartner, Assistant Director/COO of Parks and Recreation</b>	<small>ACTION REQUESTED</small> <b>Acknowledgement</b>
<small>ITEM/SUBJECT</small> <b>CCPR P&amp;L Statements for November 2022</b>	
<small>DOLLAR AMOUNT/FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>December 13, 2022</b>

**SUMMARY:**

Provided for your review are November 2022 P&L statements for ESE (Fund 108), Monon Community Center (Fund 109), and Parks & Rec Facilities (Fund 110) as generated by the Department's QuickBooks software. These reports are used as a management tool to help identify and track the financial performance of the Department's retail-oriented operations. The P&L statements are supplemental information and do not replace the official financial records maintained by the Controller.

**RECOMMENDED MOTION:**

"I move to acknowledge receipt of the P&L Statements for November 2022."

8:45 AM

12/08/22

Accrual Basis

## Extended School Enrichment - Carmel Clay Parks &amp; Recreation

## 108 ESE Profit &amp; Loss Prev Year Comparison

January through November 2022

	Jan - Nov 22	Jan - Nov 21	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
0300000 · REVENUES			
0345040 · Park Department Fees	4,188,682.03	2,677,524.83	1,511,157.20
0360010 · Miscellaneous Revenues	0.00	41,330.59	-41,330.59
0361030 · Interest on Sweep	25,427.70	5,291.08	20,136.62
0367000 · Contributions & Gifts	202.95	0.00	202.95
<b>Total 0300000 · REVENUES</b>	<b>4,214,312.68</b>	<b>2,724,146.50</b>	<b>1,490,166.18</b>
<b>Total Income</b>	<b>4,214,312.68</b>	<b>2,724,146.50</b>	<b>1,490,166.18</b>
<b>Gross Profit</b>	<b>4,214,312.68</b>	<b>2,724,146.50</b>	<b>1,490,166.18</b>
<b>Expense</b>			
4100000 · PERSONAL SERVICES			
4110000 · Full Time Regular	718,950.09	659,626.39	59,323.70
4111000 · Part Time	1,109,286.27	682,297.89	426,988.38
4112000 · Overtime	12,622.83	1,567.74	11,055.09
4120000 · Deferred Compensation	33,177.43	31,174.77	2,002.66
4121000 · Employer's Share of FICA	109,771.88	86,598.63	23,173.25
4122000 · Employer's Share of H-Ins	267,353.76	223,894.66	43,459.10
4122100 · Disability Insurance	1,490.69	1,330.45	160.24
4122200 · Life Insurance	691.90	606.80	85.10
4123002 · Civilian PERF	103,643.47	90,727.62	12,915.85
4124000 · Employer's Share of Medicare	25,679.42	18,331.40	7,348.02
<b>Total 4100000 · PERSONAL SERVICES</b>	<b>2,382,667.74</b>	<b>1,796,156.35</b>	<b>586,511.39</b>
4200000 · SUPPLIES			
4230100 · Stationary & Printing Materials	385.00	469.86	-84.86
4230200 · Office Supplies	5,777.21	3,888.70	1,888.51
4239012 · Safety Supplies	382.60	136.65	245.95
4239039 · General Program Supplies	82,253.59	43,869.07	38,384.52
4239040 · Food & Beverages	25,123.39	31,587.63	-6,464.24
4239099 · Other Miscellaneous	30,338.75	12,654.64	17,684.11
<b>Total 4200000 · SUPPLIES</b>	<b>144,260.54</b>	<b>92,606.55</b>	<b>51,653.99</b>
4300000 · OTHER SERVICES & CHARGES			
4340000 · Legal Expense	636.00	1,886.50	-1,250.50
4340700 · Medical Fees (Drug Tests)	5,030.00	16,686.50	-11,656.50
4340800 · Program Contractors	2,140.00	49,337.77	-47,197.77
4341955 · Info Sys Maint/Contracts	35,357.58	39,743.52	-4,385.94
4341990 · Criminal Background Checks	2,812.00	2,405.00	407.00
4341991 · Marketing & Promotions	17,019.50	5,949.15	11,070.35
4341999 · Other Professional Fees	321,483.67	188,761.21	132,722.46
4343000 · Travel Fees & Expenses	3,879.94	1,414.27	2,465.67
4343006 · Bus Trips	167,155.00	114,166.50	52,988.50
4343007 · Field Trips	47,285.10	18,690.34	28,594.76
4344100 · Cellular Phone Fees	17,460.44	16,084.85	1,375.59
4345000 · Printing (Not Office Supplies)	3,580.03	338.50	3,241.53
4346000 · Classified Advertising	6,396.26	10,544.85	-4,148.59
4350000 · Equipment Repairs & Maint.	6,052.09	8,861.05	-2,808.96
4350900 · Other Cont. Services	28,136.17	4,900.08	23,236.09
4353004 · Copier	3,836.67	2,462.19	1,374.48
4355200 · Subscriptions	10,439.23	5,932.70	4,506.53
4355300 · Organization & Membership Dues	2,730.00	500.00	2,230.00
4356004 · Staff Clothing	10,233.25	800.25	9,433.00
4356005 · Participant Clothing	6,788.75	270.00	6,518.75
4357003 · Internal Instruction Fees	2,835.00	6,167.00	-3,332.00
4357004 · External Instructional Fees	15,830.17	890.00	14,940.17
4358300 · Other fees and licenses	800.00	3,408.00	-2,608.00
4358400 · Refunds, Awards & Indemnities	13,400.90	106,401.91	-93,001.01

8:45 AM

12/08/22

Accrual Basis

**Extended School Enrichment - Carmel Clay Parks & Recreation**  
**108 ESE Profit & Loss Prev Year Comparison**  
 January through November 2022

	Jan - Nov 22	Jan - Nov 21	\$ Change
4359000 · Special Projects	10,756.01	1,067.15	9,688.86
4300000 · OTHER SERVICES & CHARGES - O...	0.00	190.00	-190.00
<b>Total 4300000 · OTHER SERVICES &amp; CHARGES</b>	<b>742,073.76</b>	<b>607,859.29</b>	<b>134,214.47</b>
<b>Total Expense</b>	<b>3,269,002.04</b>	<b>2,496,622.19</b>	<b>772,379.85</b>
<b>Net Ordinary Income</b>	<b>945,310.64</b>	<b>227,524.31</b>	<b>717,786.33</b>
<b>Other Income/Expense</b>			
Other Expense			
4460000 · CAPITAL OUTLAY			
4463200 · Computer Equipment	8,658.96	0.00	8,658.96
4463202 · Software	2,638.68	2,638.68	0.00
<b>Total 4460000 · CAPITAL OUTLAY</b>	<b>11,297.64</b>	<b>2,638.68</b>	<b>8,658.96</b>
<b>Total Other Expense</b>	<b>11,297.64</b>	<b>2,638.68</b>	<b>8,658.96</b>
<b>Net Other Income</b>	<b>-11,297.64</b>	<b>-2,638.68</b>	<b>-8,658.96</b>
<b>Net Income</b>	<b>934,013.00</b>	<b>224,885.63</b>	<b>709,127.37</b>



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12/08/22

Accrual Basis

## Monon Community Center - Carmel Clay Parks &amp; Recreation

## 109 MCC Profit &amp; Loss Prev Year Comparison

January through November 2022

	Jan - Nov 22	Jan - Nov 21	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>0300000 · REVENUES</b>			
313000 · Sales Tax Collected	17,432.66	16,306.47	1,126.19
345040 · Park Department Fees	116,424.40	215,623.30	-99,198.90
346020 · Facility Rentals	79,885.23	40,466.56	39,418.67
346025 · Shelter Rentals	88,888.92	74,319.86	14,569.06
346030 · Food Services Revenue	195,444.37	194,968.35	476.02
346040 · Aquatics Programs	132,140.50	71,644.25	60,496.25
346050 · Fitness Programs	186,354.00	133,644.00	52,710.00
346085 · KidZone Fees	0.00	30.00	-30.00
346110 · Therapeutic Rec Programs	43,913.85	32,739.30	11,174.55
346115 · Annual Passes	34,292.33	26,799.93	7,492.40
346116 · GS Corp Annual Passes	15,928.00	6,864.00	9,064.00
346120 · Season Passes	43,545.00	68,174.00	-24,629.00
346125 · Monthly Passes	3,053,868.99	2,075,052.68	978,816.31
346130 · GS Corp Monthly Passes	169,281.11	151,350.75	17,930.36
346135 · Value Passes	42,174.78	40,212.23	1,962.55
346140 · Daily Passes	1,371,321.00	1,005,058.00	366,263.00
346145 · Contractor Commissions	8,948.94	6,349.10	2,599.84
346150 · Merchandise Sales	9,754.00	9,310.00	444.00
360010 · Miscellaneous Revenues	11,561.40	51,248.58	-39,687.18
361030 · Interest on Sweep	37,889.08	8,941.21	28,947.87
367000 · Contributions & Gifts	12,000.00	26,107.19	-14,107.19
<b>Total 0300000 · REVENUES</b>	<b>5,671,048.56</b>	<b>4,255,209.76</b>	<b>1,415,838.80</b>
<b>Total Income</b>	<b>5,671,048.56</b>	<b>4,255,209.76</b>	<b>1,415,838.80</b>
<b>Gross Profit</b>	<b>5,671,048.56</b>	<b>4,255,209.76</b>	<b>1,415,838.80</b>
<b>Expense</b>			
<b>4100000 · PERSONAL SERVICES</b>			
4110000 · Full Time Regular	662,188.85	583,524.78	78,664.07
4111000 · Part Time	1,192,194.71	998,569.02	193,625.69
4112000 · Overtime	12,411.52	5,605.53	6,805.99
4120000 · Deferred Compensation	43,605.05	33,930.35	9,674.70
4121000 · Employer's Share of FICA	112,480.95	100,436.38	12,044.57
4122000 · Employer's Share of H-Ins	204,355.36	189,197.53	15,157.83
4122100 · Disability Insurance	1,311.19	1,207.99	103.20
4122200 · Life Insurance	566.10	529.10	37.00
4123002 · Civilian PERF	94,614.09	83,104.28	11,509.81
4124000 · Employer's Share of Medicare	26,306.80	22,356.97	3,949.83
<b>Total 4100000 · PERSONAL SERVICES</b>	<b>2,350,034.62</b>	<b>2,018,461.93</b>	<b>331,572.69</b>
<b>4200000 · SUPPLIES</b>			
4230100 · Stationary & Printing Materials	898.00	1,306.44	-408.44
4230200 · Office Supplies	5,401.28	4,512.00	889.28
4235000 · Building Materials	1,324.97	1,651.00	-326.03
4237000 · Repair Parts	2,784.49	6,623.23	-3,838.74
4238000 · Small Tools & Minor Equipment	8,174.65	738.28	7,436.37
4238900 · Cleaning & Maint. Supplies	213,430.12	192,242.43	21,187.69
4239012 · Safety Supplies	15,029.38	4,263.22	10,766.16
4239039 · General Program Supplies	43,239.43	36,580.89	6,658.54
4239040 · Food & Beverages	94,942.06	84,842.57	10,099.49
4239045 · Retail Goods	7,397.63	5,062.00	2,335.63
4239099 · Other Miscellaneous	9,225.51	5,785.22	3,440.29
<b>Total 4200000 · SUPPLIES</b>	<b>401,847.52</b>	<b>343,607.28</b>	<b>58,240.24</b>

8:47 AM

12/08/22

Accrual Basis

**Monon Community Center - Carmel Clay Parks & Recreation**  
**109 MCC Profit & Loss Prev Year Comparison**  
**January through November 2022**

	Jan - Nov 22	Jan - Nov 21	\$ Change
<b>4300000 · OTHER SERVICES &amp; CHARGES</b>			
4340000 · Legal Fees	16,951.50	4,427.50	12,524.00
4340400 · Consulting Fees	1,095.99	0.00	1,095.99
4340700 · Medical Fees (Drug Tests)	4,325.50	25,960.50	-21,635.00
4340800 · Program Contractors	27,237.00	71,010.09	-43,773.09
4341955 · Info Sys Maint/Contracts	21,334.68	24,559.31	-3,224.63
4341990 · Criminal Background Checks	3,589.00	1,813.00	1,776.00
4341991 · Marketing & Promotions	116,739.01	89,726.50	27,012.51
4341992 · Security Services	10,620.00	10,010.00	610.00
4341993 · Catering Services	106.68	0.00	106.68
4341999 · Other Professional Fees	247,451.67	192,547.28	54,904.39
4342100 · Postage	0.00	27.53	-27.53
4343000 · Travel Fees & Expenses	9,762.64	4,626.00	5,136.64
4344000 · Telephone Line Charges	9,904.48	4,462.80	5,441.68
4344100 · Cellular Phone Fees	2,645.44	2,372.24	273.20
4345000 · Printing (Not Office Supplies)	11,761.50	1,320.71	10,440.79
4346000 · Classified Advertising	6,568.61	4,334.33	2,234.28
4347500 · General Insurance	141,697.49	134,370.43	7,327.06
4348000 · Electricity	512,455.05	420,197.02	92,258.03
4348500 · Water & Sewer	91,376.08	136,371.67	-44,995.59
4349000 · Gas	125,007.49	103,405.86	21,601.63
4349500 · Cable Service	2,773.39	2,765.39	8.00
4350000 · Equipment Repairs & Maint.	84,495.40	93,650.05	-9,154.65
4350100 · Building Repairs & Maint.	63,715.47	89,093.57	-25,378.10
4350101 · Trash Collection	10,694.22	6,618.43	4,075.79
4350400 · Grounds Maintenance	25,347.20	41,775.00	-16,427.80
4350600 · Cleaning Services	284,811.00	217,034.00	67,777.00
4350900 · Other Cont. Services	45,957.25	50,984.82	-5,027.57
4351000 · Auto Repairs & Maintenance	124.28	430.95	-306.67
4353004 · Copier	3,504.05	1,190.46	2,313.59
4353099 · Other Rental & Leases	8,436.38	8,636.83	-200.45
4355200 · Subscriptions	38,560.41	41,216.75	-2,656.34
4355300 · Organization & Membership Dues	1,019.00	945.00	74.00
4356004 · Staff Clothing	12,292.82	6,699.66	5,593.16
4357003 · Internal Instruction Fees	219.89	0.00	219.89
4357004 · External Instructional Fees	8,634.46	2,010.00	6,624.46
4358300 · Other Fees & Licenses	11,333.87	10,942.95	390.92
4358400 · Refunds, Awards & Indemnities	8,132.00	3,758.30	4,373.70
4359000 · Special Projects	12,838.98	17,338.81	-4,499.83
4359200 · Sales Tax Paid	0.00	8,178.32	-8,178.32
<b>Total 4300000 · OTHER SERVICES &amp; CHARGES</b>	<b>1,983,519.88</b>	<b>1,834,812.06</b>	<b>148,707.82</b>
<b>Total Expense</b>	<b>4,735,402.02</b>	<b>4,196,881.27</b>	<b>538,520.75</b>
<b>Net Ordinary Income</b>	<b>935,646.54</b>	<b>58,328.49</b>	<b>877,318.05</b>
<b>Other Income/Expense</b>			
Other Expense			
4460000 · CAPITAL OUTLAY			
4463000 · Furniture & Fixtures	14,088.00	0.00	14,088.00
4463200 · Computer Equipment	6,578.46	8,627.38	-2,048.92
4463202 · Software	3,239.52	10,244.36	-7,004.84
4460000 · CAPITAL OUTLAY - Other	0.00	1,288.00	-1,288.00
<b>Total 4460000 · CAPITAL OUTLAY</b>	<b>23,905.98</b>	<b>20,159.74</b>	<b>3,746.24</b>
<b>Total Other Expense</b>	<b>23,905.98</b>	<b>20,159.74</b>	<b>3,746.24</b>
<b>Net Other Income</b>	<b>-23,905.98</b>	<b>-20,159.74</b>	<b>-3,746.24</b>
<b>Net Income</b>	<b>911,740.56</b>	<b>38,168.75</b>	<b>873,571.81</b>

8:44 AM

12/08/22

Accrual Basis

**110 Parks & Rec Facilities - Carmel Clay Parks & Recreation**  
**110 Parks & Rec Facilities Fund Profit & Loss to Prev Year**  
**January through November 2022**

	Jan - Nov 22	Jan - Nov 21	\$ Change
<b>Ordinary Income/Expense</b>			
Income			
345040 · Park Department Fees	83,000.00	75,188.46	7,811.54
346020 · Facility Rentals	95,685.00	76,407.57	19,277.43
360010 · Miscellaneous Revenues	-404.48	410.00	-814.48
361030 · Interest	2,278.11	533.07	1,745.04
<b>Total Income</b>	<b>180,558.63</b>	<b>152,539.10</b>	<b>28,019.53</b>
Expense			
4200000 · SUPPLIES			
4237000 · Repair Parts	757.02	0.00	757.02
4238900 · Other Maintenance Supplies	1,915.28	547.05	1,368.23
4239000 · Miscellaneous Supplies	672.00	0.00	672.00
4239099 · Other Miscellaneous	13,551.71	9,742.20	3,809.51
<b>Total 4200000 · SUPPLIES</b>	<b>16,896.01</b>	<b>10,289.25</b>	<b>6,606.76</b>
4300000 · OTHER SERVICES & CHARGES			
4341999 · Other Professional Fees	8,184.30	6,898.09	1,286.21
4342100 · Postage	0.00	16.90	-16.90
4344000 · Telephone Line Charges	8,017.76	2,752.06	5,265.70
4347500 · General Insurance	6,158.51	5,410.83	747.68
4348000 · Electricity	20,894.02	22,522.85	-1,628.83
4348500 · Water & Sewer	4,580.57	4,158.64	421.93
4349000 · Gas	4,681.14	2,395.26	2,285.88
4350000 · Equipment Repairs & Maint.	1,543.50	1,165.00	378.50
4350100 · Building Repairs & Maint.	19,042.54	23,312.65	-4,270.11
4350101 · Trash Collection	2,184.37	1,764.91	419.46
4350400 · Grounds Maintenance	25,139.36	13,150.15	11,989.21
4350600 · Cleaning Services	22,770.00	18,346.00	4,424.00
4350900 · Other Cont. Services	2,520.00	2,091.00	429.00
<b>Total 4300000 · OTHER SERVICES &amp; CHARGES</b>	<b>125,716.07</b>	<b>103,984.34</b>	<b>21,731.73</b>
<b>Total Expense</b>	<b>142,612.08</b>	<b>114,273.59</b>	<b>28,338.49</b>
<b>Net Ordinary Income</b>	<b>37,946.55</b>	<b>38,265.51</b>	<b>-318.96</b>
<b>Net Income</b>	<b>37,946.55</b>	<b>38,265.51</b>	<b>-318.96</b>

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

<small>PRESENTER</small> <b>Lin Zheng, Treasurer</b>	<small>ACTION REQUESTED</small> <b>Approval</b>
<small>ITEM/SUBJECT</small> <b>Claim Sheet December 13, 2022</b>	
<small>DOLLAR AMOUNT / FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>December 13, 2022</b>

**SUMMARY:**

Claim Sheet December 13, 2022 is included for comment, corrections, additions, or deletions.

**STAFF RECOMMENDATION:**

“I move to approve the Claim Sheet dated December 13, 2022.”

**Carmel/Clay Board of Parks Recreation**  
**Claim Sheet Fund 101 - General Fund**  
**December 13, 2022**

Name	Amount	Account	Num	Memo
<b>Nov 3 - Dec 5, 22</b>				
AC Hotel Phoenix	\$ (951.25)	4343000 · Travel Fees & Expenses	UFB Visa	11/17/22 NRPA Annual Conference Hotel Fees
Ace - Pak Products Inc.	\$ 1,075.96	4238900 · Other Maintenance Supplies	A-10790	11/10/22 Park Cleaning Supplies
ADP, LLC	\$ 352.75	4341999 · Other Professional Fees	618570049	11/4/22 Payroll Processing Fees for Periods Ending 10/14/22 & 10/28/22
AES Indiana	\$ 62.25	4348000 · Electricity	116789 Oct'22	10/26/22 Flowing Well Park
AES Indiana	\$ 495.02	4348000 · Electricity	1905309 Oct'22	10/31/22 Flowing Well Park Restroom
AES Indiana	\$ 265.96	4348000 · Electricity	1095795 Oct'22	11/2/22 Monon Greenway South Trailhead
AES Indiana	\$ 20.88	4348000 · Electricity	925743 Oct'22	10/28/22 Nora Traffic Signal
AES Indiana	\$ 196.57	4348000 · Electricity	925743 Oct'22	10/28/22 West Park
AES Indiana	\$ 486.23	4348000 · Electricity	1095795 Nov'22	12/2/22 Monon Greenway South Trailhead
AES Indiana	\$ 63.93	4348000 · Electricity	116789 Nov'22	11/23/22 Flowing Well Park
AES Indiana	\$ 701.03	4348000 · Electricity	925743 Nov'22	11/29/22 West Park
AES Indiana	\$ 20.88	4348000 · Electricity	925743 Nov'22	11/29/22 Monon Greenway Nora Intersection
AES Indiana	\$ 598.75	4348000 · Electricity	1905309 Nov'22	11/30/22 Flowing Well Restroom
Amazon	\$ 91.94	4230100 · Stationary & Printing Materials	UFB Visa	11/16/22 Clay Township Trustee Retirement Gift Print
Amazon Web Services	\$ 111.73	4341955 · Info Sys Maint/Contracts	UFB Visa	11/2/22 Cloud Backup Server Services
Arab Termite & Pest Control	\$ 56.00	4350100 · Building Repairs & Maint.	333698	10/27/22 Pest Control - Administrative Office
Arab Termite & Pest Control	\$ 56.00	4350100 · Building Repairs & Maint.	334862	11/7/22 Pest Control - Administrative Office
AT&T	\$ 433.55	4344000 · Telephone Line Charges	UFB Visa	10/24/22 Analog Telephone Fees - Administration Office
Baumgartner, Kurtis	\$ 57.34	4343000 · Travel Fees & Expenses	Reimb	11/10/22 Mileage Reimbursement 6/10/22-11/7/22
Baumgartner, Kurtis	\$ 50.00	4344100 · Cellular Phone Fees	Reimb	12/2/22 Cell Phone Fees Oct'22
Baumgartner, Kurtis	\$ 50.00	4344100 · Cellular Phone Fees	Reimb	12/2/22 Cell Phone Fees Nov'22
Belmont Graphics LLC	\$ 137.00	4239031 · Street Signs	71073	10/7/22 Dog Park Sign Face Replacement
Cardno, Inc.	\$ 660.00	4239000 · Miscellaneous Supplies	2001739	11/10/22 Prairie Seed Mix - PNR Inventory
Cargill Incorporated	\$ 2,127.58	4236500 · Salt & Calcium	2907687140	11/10/22 2022-23 Winter Bulk Salt Order
Carmel Clay Schools	\$ 2,297.63	4231400 · Gasoline	2022-PD11	11/1/22 Gasoline
Carmel Clay Schools	\$ 643.93	4231300 · Diesel Fuel	2022-PD11	11/1/22 Diesel Fuel
Carmel Utilities	\$ 6.03	4348500 · Water & Sewer	0095674100 Oct'22	11/2/22 Cherry Tree Park
Carmel Utilities	\$ 84.35	4348500 · Water & Sewer	0164612500 Oct'22	11/2/22 White River Greenway
Carmel Utilities	\$ 67.40	4348500 · Water & Sewer	0391262001 Oct'22	11/2/22 River Heritage Park
Carmel Utilities	\$ 403.38	4348500 · Water & Sewer	0391262001 Oct'22	11/2/22 Founders Park
Carmel Utilities	\$ 19.49	4348500 · Water & Sewer	0391262001 Oct'22	11/2/22 Flowing Well Park
Carmel Utilities	\$ 44.64	4348500 · Water & Sewer	0391262001 Oct'22	11/2/22 Hazel Landing Park
Carmel Utilities	\$ 42.56	4348500 · Water & Sewer	0391262001 Oct'22	11/2/22 Flowing Well Park Restroom
Carmel Utilities	\$ 206.36	4348500 · Water & Sewer	141932300 Oct'22	11/2/22 Inlow Park
Carmel Utilities	\$ 258.98	4348500 · Water & Sewer	0512156500 Oct'22	11/9/22 Monon Greenway North Trailhead
Carmel Utilities	\$ 20.72	4348500 · Water & Sewer	0692331800 Oct'22	11/9/22 Parks & Natural Resources Office
Carmel Utilities	\$ 168.04	4348500 · Water & Sewer	0692331800 Oct'22	11/9/22 Administrative Office
Carmel Utilities	\$ 113.68	4348500 · Water & Sewer	6002047001 Oct'22	11/9/22 Monon Greenway South Trailhead
Carmel Utilities	\$ 292.78	4348500 · Water & Sewer	0613518601 Oct'22	11/9/22 Meadowlark Park
Carmel Utilities	\$ 23.65	4348500 · Water & Sewer	0665602000 Oct'22	11/9/22 Monon Boulevard Oct'22
Carmel Utilities	\$ 220.40	4348500 · Water & Sewer	0691302002 Oct'22	11/9/22 Central Park Westermeier Commons H & I
Carmel Utilities	\$ 1,070.64	4348500 · Water & Sewer	0658685000 Oct'22	11/9/22 Monon Boulevard Multi
Carmel Utilities	\$ 200.94	4348500 · Water & Sewer	0658685000 Oct'22	11/9/22 City Center Restroom
Carmel Utilities	\$ 19.18	4348500 · Water & Sewer	0658685100 Oct'22	11/9/22 Midtown Plaza
Carmel Utilities	\$ 285.79	4348500 · Water & Sewer	0859585401 Oct'22	11/22/22 Carey Grove Park
Carmel Utilities	\$ 748.61	4348500 · Water & Sewer	1341235001 Oct'22	11/22/22 West Park
Carmel Utilities	\$ 8.10	4348500 · Water & Sewer	1341235001 Oct'22	11/22/22 Bear Creek Park
Carmel Utilities	\$ 206.36	4348500 · Water & Sewer	0141932300 Oct'22	12/5/22 Inlow Park
Carmel Utilities	\$ 67.40	4348500 · Water & Sewer	0391262001 Nov'22	12/5/22 River Heritage Park

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 101 - General Fund  
December 13, 2022

Name	Amount	Account	Num	Memo
Carmel Utilities	\$ 355.85	4348500 · Water & Sewer	0391262001 Nov'22	12/5/22 Founder Park
Carmel Utilities	\$ 19.49	4348500 · Water & Sewer	0391262001 Nov'22	12/5/22 Flowing Well Park
Carmel Utilities	\$ 44.64	4348500 · Water & Sewer	0391262001 Nov'22	12/5/22 Hazel Landing Park
Carmel Utilities	\$ 39.40	4348500 · Water & Sewer	0391262001 Nov'22	12/5/22 Flowing Well Park Restroom
Carmel Utilities	\$ 84.35	4348500 · Water & Sewer	0164612500 Nov'22	12/5/22 White River Greenway
Carmel Utilities	\$ 6.03	4348500 · Water & Sewer	0095674100 Nov'22	12/5/22 Cherry Tree Park
CenterPoint Energy	\$ 43.55	4349000 · Gas	52318900 Nov'22	11/9/22 Parks & Natural Resources Office
CenterPoint Energy	\$ 80.81	4349000 · Gas	50099721 Nov'22	11/9/22 Administrative Office
Cintas Corporation	\$ 649.55	4238900 · Other Maintenance Supplies	9197759046	10/17/22 Park Cleaning Supplies 10/17/22
Cintas Corporation	\$ 564.80	4238900 · Other Maintenance Supplies	9200917314	11/14/22 Park Cleaning Supplies 11/14/22
CleanTelligent Software	\$ 498.96	4341955 · Info Sys Maint/Contracts	INV-760756	11/1/22 Monthly Work Order Software User Fees
ClearCompany	\$ 5,450.16	4341955 · Info Sys Maint/Contracts	32900	11/21/22 HR Annual Recruitment Software 2023
Constellation NewEnergy Gas Division, LLC	\$ 4.98	4349000 · Gas	3604056	11/1/22 Administrative Office
Constellation NewEnergy Gas Division, LLC	\$ 13.27	4349000 · Gas	3604056	11/1/22 Parks & Natural Resources Office
Constellation NewEnergy Gas Division, LLC	\$ 53.54	4349000 · Gas	3626011	11/30/22 Administrative Office
Constellation NewEnergy Gas Division, LLC	\$ 12.31	4349000 · Gas	3626011	11/30/22 Parks & Natural Resources Office
Cooper, Audrey	\$ 48.64	4343000 · Travel Fees & Expenses	Reimb	11/21/22 IPRA Conference Travel Fees
Cooper, Audrey	\$ 89.78	4343000 · Travel Fees & Expenses	Reimb	11/21/22 Mileage Reimbursement 1/13/22-11/16/22
Corvus Janitorial Systems	\$ 2,734.28	4350600 · Cleaning Services	210191004-122	10/1/22 Janitorial Services - Westermeier Commons
Crown Trophy	\$ 17.00	4230200 · Office Supplies	43694	11/21/22 Accessories for Picture (Retiring Clay Township Trustee)
Duke Energy	\$ 173.76	4348000 · Electricity	910119806907 Oct'22	10/28/22 Monon Crossing Flashers
Duke Energy	\$ 472.90	4348000 · Electricity	910122730109 Oct'22	10/31/22 Founders Park
Duke Energy	\$ 124.07	4348000 · Electricity	910122730076 Oct'22	10/31/22 Monon Tunnel Lights
Duke Energy	\$ 15.25	4348000 · Electricity	910122730050 Oct'22	10/31/22 River Heritage Park
Duke Energy	\$ 81.48	4348000 · Electricity	910123160581 Oct'22	10/31/22 Central Park - 111th Street Roundabout Lights
Duke Energy	\$ 205.84	4348000 · Electricity	910123202576 Oct'22	10/31/22 Central Park Lagoon
Duke Energy	\$ 30.26	4348000 · Electricity	910123164626 Oct'22	10/27/22 Central Park Street Lights
Duke Energy	\$ 63.88	4348000 · Electricity	910123198147 Oct'22	10/27/22 Central Park Shelter
Duke Energy	\$ 189.70	4348000 · Electricity	910121498362 Oct'22	10/27/22 Parks & Natural Resources Office
Duke Energy	\$ 811.52	4348000 · Electricity	910121498263 Oct'22	10/27/22 Administrative Office
Duke Energy	\$ 110.07	4348000 · Electricity	910121498312 Oct'22	10/28/22 Carey Grove Park
Duke Energy	\$ 188.00	4348000 · Electricity	910121799437 Oct'22	11/3/22 City Center Restroom
Duke Energy	\$ 61.64	4348000 · Electricity	910120366341 Oct'22	11/3/22 Meadowlark Park
Duke Energy	\$ 18.41	4348000 · Electricity	910121498495 Oct'22	11/9/22 Bear Creek Park
Duke Energy	\$ 267.35	4348000 · Electricity	910121498403 Oct'22	11/9/22 Inlow Park
Duke Energy	\$ 742.71	4348000 · Electricity	910121498213 Oct'22	11/17/22 Central Park Westermeier Commons
Duke Energy	\$ 138.20	4348000 · Electricity	910122730076 Nov'22	12/1/22 Monon Tunnel Lights Nov'22
Duke Energy	\$ 700.47	4348000 · Electricity	910122730109 Nov'22	12/1/22 Founders Park
Duke Energy	\$ 15.57	4348000 · Electricity	910122730050 Nov'22	12/1/22 River Heritage Park
Duke Energy	\$ 232.51	4348000 · Electricity	910123202576 Nov'22	12/1/22 Central Park Lagoon
Duke Energy	\$ 98.38	4348000 · Electricity	910123160581 Nov'22	12/1/22 Central Park 111th Roundabout Lights
Duke Energy	\$ 172.30	4348000 · Electricity	910119806907 Nov'22	11/30/22 Monon Crossing Flashers
Duke Energy	\$ 367.02	4348000 · Electricity	910121498312 Nov'22	11/30/22 Carey Grove Park
Duke Energy	\$ 426.84	4348000 · Electricity	910121799437 Nov'22	12/5/22 City Center Restroom
Duke Energy	\$ 200.50	4348000 · Electricity	910120366341 Nov'22	12/5/22 Meadowlark Park
Duke Energy	\$ 73.30	4348000 · Electricity	910123198147 Nov'22	11/29/22 Central Park Shelter
Duke Energy	\$ 25.74	4348000 · Electricity	910123164626 Nov'22	11/29/22 Central Park Street Lights
Duke Energy	\$ 109.45	4348000 · Electricity	910121498362 Nov'22	11/29/22 Parks & Natural Resources Office
Duke Energy	\$ 1,290.62	4348000 · Electricity	910121498263 Nov'22	11/29/22 Administrative Office
Environmental Laboratories, Inc.	\$ 12.75	4350900 · Other Cont. Services	20367605	11/10/22 Flowing Well Water Testing Nov'22



**Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 101 - General Fund  
December 13, 2022**

Name	Amount	Account	Num	Memo
ERS Wireless	\$ 2,877.02	4350100 · Building Repairs & Maint.	446771	10/28/22 Service - Access Control at PNR Office
Grainger	\$ 54.85	4232100 · Garage & Motor Supplies	9496580250	10/31/22 Plumbing & Fleet Supplies - PNR
Grainger	\$ 45.32	4232100 · Garage & Motor Supplies	9496580243	10/31/22 Plumbing & Fleet Supplies - PNR
Grainger	\$ 190.44	4237000 · Repair Parts	9496626483	10/31/22 Plumbing & Fleet Supplies -PNR
Grainger	\$ 33.78	4232100 · Garage & Motor Supplies	496626442	10/31/22 Plumbing & Fleet Supplies - PNR
Grainger	\$ 22.48	4232100 · Garage & Motor Supplies	9496626467	10/31/22 Plumbing & Fleet Supplies - PNR
Green Touch Services, Inc.	\$ 500.00	4350400 · Grounds Maintenance	135268	10/31/22 Service - Irrigation Founders Park
Green Touch Services, Inc.	\$ 215.00	4350400 · Grounds Maintenance	135299	10/31/22 Emergency Service - Repairs to Founders Park Irrigation
Green Touch Services, Inc.	\$ 475.00	4350400 · Grounds Maintenance	135480	11/8/22 Monon Central Trailhead Enhancements
Green Touch Services, Inc.	\$ 250.00	4350400 · Grounds Maintenance	135714	11/18/22 2022 Snow and Ice Management Central Park West
Green Touch Services, Inc.	\$ 250.00	4350400 · Grounds Maintenance	135715	11/18/22 2022 Snow and Ice Management Central Park East
Green Touch Services, Inc.	\$ 200.00	4350400 · Grounds Maintenance	135716	11/18/22 2022 Snow and Ice Management Central Dog Park
Green Touch Services, Inc.	\$ 25.00	4350400 · Grounds Maintenance	134786	10/31/22 Landscape Maintenance Central Dog Park
Green Touch Services, Inc.	\$ 36.50	4350400 · Grounds Maintenance	134787	10/31/22 Landscape Maintenance Administrative Office
Green Touch Services, Inc.	\$ 55.00	4350400 · Grounds Maintenance	134790	10/31/22 Landscape Maintenance Carey Grove Park
Green Touch Services, Inc.	\$ 763.00	4350400 · Grounds Maintenance	134783	10/31/22 Landscape Maintenance Central Park West
Green Touch Services, Inc.	\$ 303.00	4350400 · Grounds Maintenance	134784	10/31/22 Landscape Maintenance Central Park East
Green Touch Services, Inc.	\$ 42.00	4350400 · Grounds Maintenance	134782	10/31/22 Landscape Maintenance Central Park Westermeier Commons
Green Touch Services, Inc.	\$ 258.00	4350400 · Grounds Maintenance	134792	10/31/22 Landscape Maintenance Flowing Well Park
Green Touch Services, Inc.	\$ 258.00	4350400 · Grounds Maintenance	134793	10/31/22 Landscape Maintenance Founders Park
Green Touch Services, Inc.	\$ 393.25	4350400 · Grounds Maintenance	134673	10/31/22 Landscape Maintenance Hagan-Burke Greenway
Green Touch Services, Inc.	\$ 258.00	4350400 · Grounds Maintenance	134794	10/31/22 Landscape Maintenance Hazel Landing Park
Green Touch Services, Inc.	\$ 120.00	4350400 · Grounds Maintenance	134687	10/31/22 Landscape Maintenance Inlow Park
Green Touch Services, Inc.	\$ 328.50	4350400 · Grounds Maintenance	134674	10/31/22 Landscape Maintenance Lenape Trace Park
Green Touch Services, Inc.	\$ 2,040.00	4350400 · Grounds Maintenance	134789	10/31/22 Landscape Maintenance Monon Boulevard
Green Touch Services, Inc.	\$ 30.00	4350400 · Grounds Maintenance	134788	10/31/22 Landscape Maintenance Monon Central Trailhead
Green Touch Services, Inc.	\$ 20.00	4350400 · Grounds Maintenance	134672	10/31/22 Landscape Maintenance Monon North Trailhead
Green Touch Services, Inc.	\$ 20.00	4350400 · Grounds Maintenance	134671	10/31/22 Landscape Maintenance Monon South Trailhead
Green Touch Services, Inc.	\$ 283.50	4350400 · Grounds Maintenance	134675	10/31/22 Landscape Maintenance Monon Rotary Plaza
Green Touch Services, Inc.	\$ 22.00	4350400 · Grounds Maintenance	134676	10/31/22 Landscape Maintenance Monon Carmel Drive Bridge
Green Touch Services, Inc.	\$ 285.00	4350400 · Grounds Maintenance	13491	10/31/22 Landscape Maintenance Perelman Pavilion
Green Touch Services, Inc.	\$ 228.00	4350400 · Grounds Maintenance	134866	10/31/22 Landscape Maintenance River Heritage Park
Griffin, Danny	\$ 62.00	4343000 · Travel Fees & Expenses	Reimb	11/23/22 Parking Garage Fees for IPRA Conference
Hamilton Disc Golf Union	\$ 4,333.32	4350400 · Grounds Maintenance	21	11/10/22 Annual Maintenance Hazel Landing & Inlow Disc Golf Course
Hazelwood, Mikayla	\$ 180.04	4343000 · Travel Fees & Expenses	Reimb	11/21/22 Mileage Reimbursement 5/21/22-11/21/22
Indiana Native Plant Society Inc	\$ 45.00	4239039 · General Program Supplies	UFB Visa	11/9/22 Membership Renewal for Natural Resource Coordinator
Indiana Park & Recreation Association	\$ 790.00	4357004 · External Instructional Fees	35338	11/1/22 Conference Registration for PNR Staff 2022
Intuit Inc.	\$ 280.66	4341955 · Info Sys Maint/Contracts	UFB Visa	11/26/22 QuickBooks Software and Cloud Hosting Subscription
Klitzing, Michael	\$ 100.00	4344100 · Cellular Phone Fees	Reimb	11/8/22 Cell Phone Fees Sep'22 & Oct'22
Klitzing, Michael	\$ 61.44	4231400 · Gasoline	Reimb	11/15/22 Fuel Reimbursement for Travel to South Bend for Presentation
Klitzing, Michael	\$ 50.00	4344100 · Cellular Phone Fees	Reimb	11/15/22 Cell Phone Fees Nov'22
Konica Minolta Business Solutions	\$ 616.30	4353004 · Copier	9008980344	11/17/22 Copier Charges AO 8/18/22 - 11/17/22
Kroger	\$ 4.49	4359000 · Special Projects	36960	10/25/22 Learning Management System Training Supplies
Kroger	\$ 186.16	4359000 · Special Projects	35810	10/25/22 Learning Management System Training Supplies
Kroger Gardis & Regas, LLP	\$ 6,162.05	4340000 · Legal Fees	68	9/9/22 Legal Services Aug'22
Landscape Structures Inc.	\$ 1,811.02	4239000 · Miscellaneous Supplies	INV-122216	11/23/22 Westermeier Commons Playground Parts
Lee Supply Corp	\$ 1,375.51	4237000 · Repair Parts	S101066399.001	10/14/22 Automatic Faucet Repair Parts - PNR
Lowe's	\$ 210.66	4238000 · Small Tools & Minor Equipment	998974	10/24/22 Equipment & Miscellaneous Supplies for PNR
Magers Bookkeeping Services LLC	\$ 120.00	4341999 · Other Professional Fees	1078	10/27/22 2022 Bookkeeping Services
Magers Bookkeeping Services LLC	\$ 120.00	4341999 · Other Professional Fees	1083	11/28/22 2022 Bookkeeping Services

**Carmel/Clay Board of Parks Recreation**  
**Claim Sheet Fund 101 - General Fund**  
**December 13, 2022**

Name	Amount	Account	Num	Memo
McAllister's Deli	\$ 365.80	4359000 · Special Projects	1444301	10/27/22 Food for Interdepartmental Super Social Event 10/27/22
McCollum, Cody	\$ 58.00	4343000 · Travel Fees & Expenses	Reimb	11/23/22 Travel Fees for IPRA Conference
Menards	\$ 61.25	4238000 · Small Tools & Minor Equipment	308327622031314	10/3/22 Miscellaneous Maintenance Supplies - PNR
Menards	\$ 112.12	4238900 · Other Maintenance Supplies	308327622031314	10/3/22 Miscellaneous Maintenance Supplies - PNR
Menards	\$ 67.98	4237000 · Repair Parts	308327622031314	10/3/22 Miscellaneous Maintenance Supplies - PNR
Menards	\$ 4.79	4235000 · Building Materials	308327622031314	10/3/22 Miscellaneous Maintenance Supplies - PNR
Menards	\$ 73.93	4238000 · Small Tools & Minor Equipment	308328022074778	10/7/22 Miscellaneous Tools & Supplies - PNR
Menards	\$ 134.15	4235000 · Building Materials	308328022074778	10/7/22 Miscellaneous Tools & Supplies - PNR
Menards	\$ 39.93	4238000 · Small Tools & Minor Equipment	308328022074778	10/7/22 Miscellaneous Tools & Supplies - PNR
Menards	\$ 85.83	4238900 · Other Maintenance Supplies	308327122071659	9/28/22 Miscellaneous Maintenance Supplies
Menards	\$ 41.31	4237000 · Repair Parts	308328522032672	10/12/22 Miscellaneous Plumbing Parts for PNR
Menards	\$ 24.98	4237000 · Repair Parts	308328522032672	10/12/22 Miscellaneous Plumbing Parts for PNR
Menards	\$ 34.36	4237000 · Repair Parts	308328522032672	10/12/22 Miscellaneous Plumbing Parts for PNR
Menards	\$ 45.47	4239000 · Miscellaneous Supplies	308328522061048	10/12/22 Supplies for Bollard Installation
Menards	\$ 28.95	4237000 · Repair Parts	308329322034792	10/20/22 West Park - Splash Pad Winterization Supplies
Menards	\$ 107.84	4237000 · Repair Parts	308329322078781	10/20/22 West Park - Splash Pad Winterization Supplies
Menards	\$ (71.39)	4237000 · Repair Parts	30832932226139	10/20/22 West Park - Splash Pad Winterization Supplies
Menards	\$ 221.03	4237000 · Repair Parts	308	10/26/22 Supplies for Plumbing Chase - Meadowlark
Menards	\$ 103.88	4238900 · Other Maintenance Supplies	308330622084072	11/2/22 Miscellaneous Maintenance Supplies - PNR
Menards	\$ 393.30	4239000 · Miscellaneous Supplies	359831222755793	11/8/22 Stainless Hardware for New Park Fixtures
Menards	\$ 1,011.36	4238000 · Small Tools & Minor Equipment	308331422783778	11/10/22 Storage Cabinets for Parks & Natural Resources Office
Mountain Glacier, LLC	\$ 129.20	4350900 · Other Cont. Services	900305992	11/8/22 Drinking Water PNR & AO
Mr. B's Lawn Maintenance, Inc.	\$ 231.00	4350400 · Grounds Maintenance	9598	10/31/22 Turf Maintenance Bear Creek Park
Mr. B's Lawn Maintenance, Inc.	\$ 1,260.54	4350400 · Grounds Maintenance	9599	10/31/22 Turf Maintenance Carey Grove Park
Mr. B's Lawn Maintenance, Inc.	\$ 951.24	4350400 · Grounds Maintenance	9597	10/31/22 Turf Maintenance Central Bark Park
Mr. B's Lawn Maintenance, Inc.	\$ 1,989.80	4350400 · Grounds Maintenance	9600	10/31/22 Turf Maintenance Central Park
Mr. B's Lawn Maintenance, Inc.	\$ 1,903.44	4350400 · Grounds Maintenance	9602	10/31/22 Turf Maintenance Cherry Tree Park
Mr. B's Lawn Maintenance, Inc.	\$ 612.48	4350400 · Grounds Maintenance	9603	10/31/22 Turf Maintenance Flowing Well Park
Mr. B's Lawn Maintenance, Inc.	\$ 1,908.08	4350400 · Grounds Maintenance	9604	10/31/22 Turf Maintenance Founders Park
Mr. B's Lawn Maintenance, Inc.	\$ 745.18	4350400 · Grounds Maintenance	9605	10/31/22 Turf Maintenance Hazel Landing Park
Mr. B's Lawn Maintenance, Inc.	\$ 1,441.34	4350400 · Grounds Maintenance	9606	10/31/22 Turf Maintenance Inlow Park
Mr. B's Lawn Maintenance, Inc.	\$ 780.12	4350400 · Grounds Maintenance	9607	10/31/22 Turf Maintenance Lenape Trace Park
Mr. B's Lawn Maintenance, Inc.	\$ 483.20	4350400 · Grounds Maintenance	9615	10/31/22 Turf Maintenance Thomas Marcuccilli Nature Park
Mr. B's Lawn Maintenance, Inc.	\$ 1,655.08	4350400 · Grounds Maintenance	9608	10/31/22 Turf Maintenance Meadowlark Park
Mr. B's Lawn Maintenance, Inc.	\$ 773.08	4350400 · Grounds Maintenance	9609	10/31/22 Turf Maintenance Monon Boulevard
Mr. B's Lawn Maintenance, Inc.	\$ 1,683.10	4350400 · Grounds Maintenance	9609	10/31/22 Turf Maintenance Monon Greenway
Mr. B's Lawn Maintenance, Inc.	\$ 741.00	4350400 · Grounds Maintenance	9610	10/31/22 Turf Maintenance Perelman Property
Mr. B's Lawn Maintenance, Inc.	\$ 481.12	4350400 · Grounds Maintenance	9611	10/31/22 Turf Maintenance Prairie Meadow Park
Mr. B's Lawn Maintenance, Inc.	\$ 1,585.32	4350400 · Grounds Maintenance	9612	10/31/22 Turf Maintenance River Heritage Park
Mr. B's Lawn Maintenance, Inc.	\$ 469.26	4350400 · Grounds Maintenance	9614	10/31/22 Turf Maintenance Steckley Park at Hazel Landing Park
Mr. B's Lawn Maintenance, Inc.	\$ 2,667.07	4350400 · Grounds Maintenance	9617	10/31/22 Turf Maintenance West Park
Mr. B's Lawn Maintenance, Inc.	\$ 574.01	4350400 · Grounds Maintenance	9616	10/31/22 Turf Maintenance Central Park Westermeier Commons
Mr. B's Lawn Maintenance, Inc.	\$ 998.18	4350400 · Grounds Maintenance	9613	10/31/22 Turf Maintenance White River Greenway
Mr. B's Lawn Maintenance, Inc.	\$ 359.47	4350400 · Grounds Maintenance	9589	10/31/22 Turf Chemicals Central Bark Park
Mr. B's Lawn Maintenance, Inc.	\$ 214.00	4350400 · Grounds Maintenance	9591	10/31/22 Turf Chemicals Central Park
Mr. B's Lawn Maintenance, Inc.	\$ 60.36	4350400 · Grounds Maintenance	9593	10/31/22 Turf Chemicals Founders Park
Mr. B's Lawn Maintenance, Inc.	\$ 214.00	4350400 · Grounds Maintenance	9590	10/31/22 Turf Chemicals Central Waterpark
Napa	\$ 127.44	4232100 · Garage & Motor Supplies	4329-147726	11/22/22 Fleet Truck Maintenance Supplies
NCSI National Center Safety Initiatives	\$ 92.50	4341990 · Criminal Background Checks	26996	Adult Volunteer Background Checks
NCSI National Center Safety Initiatives	\$ 55.50	4341990 · Criminal Background Checks	26995	11/1/22 New Hire Background Checks

**Carmel/Clay Board of Parks Recreation**  
**Claim Sheet Fund 101 - General Fund**  
**December 13, 2022**

<b>Name</b>	<b>Amount</b>	<b>Account</b>	<b>Num</b>	<b>Memo</b>
Otto's Parking Marking Company	\$ 1,400.00	4239031 · Street Signs	0490917-IN	11/11/21 Meadowlark & Monon Greenway Directional Signage
PFM Car & Truck Care Center	\$ 119.19	4351000 · Auto Repair & maintenance	400124379	11/2/22 Fleet Maintenance #3183
PFM Car & Truck Care Center	\$ 71.61	4351000 · Auto Repair & maintenance	400124390	11/2/22 Fleet Maintenance Vehicle 3193
PFM Car & Truck Care Center	\$ 52.71	4351000 · Auto Repair & maintenance	400124397	11/3/22 Fleet Maintenance Vehicle 3174
Purple Ink LLC	\$ 81.00	4357004 · External Instructional Fees	5784	10/27/22 Additional Training Materials
Ray's Trash Service, Inc.	\$ 108.00	4350101 · Trash Collection	8265954	11/28/22 Trash & Recycling Services Midtown Plaza
Ray's Trash Service, Inc.	\$ 194.00	4350101 · Trash Collection	8265954	11/28/22 Trash & Recycling Services Meadowlark Park
Ray Marketing powered by Proforma	\$ 146.33	4356004 · Staff Clothing	BR71003588A	11/25/22 Parks and Natural Resources New Hire Uniforms
Republic Services	\$ 184.48	4350101 · Trash Collection	0761-005818951	11/25/22 Trash & Recycling Services Administrative Office & PNR Offices
Republic Services	\$ 305.95	4350101 · Trash Collection	0761-005815347	11/25/22 Trash & Recycling Services Central Park Westermeier Commons
Runyon Equipment Rental	\$ 208.00	4353099 · Other Rental & Leases	635096	11/11/22 Heavy Duty Forklift Rental for Parks & Natural Resources
SavaTree	\$ 2,500.00	4350400 · Grounds Maintenance	12320962	11/16/22 Tree Work at 116th St. & Monon Greenway
Social Cantina	\$ 23.50	4343000 · Travel Fees & Expenses	UFB Visa	11/16/22 Travel Fees for IPRA Conference
Social Cantina	\$ 21.59	4343000 · Travel Fees & Expenses	UFB Visa	11/17/22 Travel Fees for IPRA Conference
Soros Clinical Solutions LLC	\$ 85.00	4340700 · Medical Fees (Drug Tests)	1837	11/1/22 COVID19 Testing - Administration & Planning Staff
Spectrum Business	\$ 119.98	4349500 · Cable Service	UFB Visa	11/2/22 Cable Service
Staples	\$ 119.54	4230200 · Office Supplies	3521909773	10/24/22 PNR Office Supplies
Staples	\$ 17.99	4230200 · Office Supplies	3523095720	11/7/22 Administrative Office Supplies
Staples	\$ 267.43	4230200 · Office Supplies	3523095721	11/7/22 Administrative Office Supplies
Staples	\$ 73.71	4230200 · Office Supplies	3524139505	11/18/22 Administrative Office & Kitchen Supplies
Staples	\$ 53.13	4230200 · Office Supplies	3523612106	11/18/22 Administrative Office & Kitchen Supplies
Sutton, Claudine	\$ 50.00	4344100 · Cellular Phone Fees	Reimb	10/28/22 Cell Phone Fees Oct'22
Sutton, Claudine	\$ 16.50	4359000 · Special Projects	Reimb	11/15/22 Refreshments for Training
Sutton, Claudine	\$ 50.00	4344100 · Cellular Phone Fees	Reimb	11/16/22 Cell Phone Fees Nov'22
Terryberry	\$ 114.36	4350900 · Other Cont, Services	L98307	11/2/22 Employee Recognition Gift
TriCo Regional Sewer Utility	\$ 76.45	4348500 · Water & Sewer	1001301 Oct'22	11/1/22 Monon Greenway South Trailhead
TriCo Regional Sewer Utility	\$ 96.82	4348500 · Water & Sewer	1005876 Oct'22	11/1/22 West Park
TriCo Regional Sewer Utility	\$ 17.12	4348500 · Water & Sewer	1013738 Oct'22	11/1/22 Administrative Office
TriCo Regional Sewer Utility	\$ 35.18	4348500 · Water & Sewer	1033605 Oct'22	11/1/22 Central Park Westermeier Commons
TriCo Regional Sewer Utility	\$ 1,599.82	4348500 · Water & Sewer	1041839 Oct'22	11/1/22 Central Park Westermeier Commons
TriCo Regional Sewer Utility	\$ 359.46	4348500 · Water & Sewer	2000677 Oct'22	11/1/22 West Park
TriCo Regional Sewer Utility	\$ 67.45	4348500 · Water & Sewer	1001301 Nov'22	12/1/22 Monon Greenway South Trailhead
TriCo Regional Sewer Utility	\$ 96.82	4348500 · Water & Sewer	1005876 Nov'22	12/1/22 West Park
TriCo Regional Sewer Utility	\$ 20.12	4348500 · Water & Sewer	101738 Nov'22	12/1/22 Administrative Office
TriCo Regional Sewer Utility	\$ 35.18	4348500 · Water & Sewer	1033605 Nov'22	12/1/22 Central Park Westermeier Commons
TriCo Regional Sewer Utility	\$ 102.82	4348500 · Water & Sewer	1041839 Nov'22	12/1/22 Central Park Westermeier Commons
TriCo Regional Sewer Utility	\$ 332.46	4348500 · Water & Sewer	2000677 Nov'22	12/1/22 West Park
Verizon Wireless	\$ 1,319.34	4344100 · Cellular Phone Fees	9918995953	10/23/22 Cell Phone Charges - PNR
Verizon Wireless	\$ 1,377.90	4344100 · Cellular Phone Fees	9921375662	11/23/22 Cell Phone Charges - Parks & Natural Resources
Walmart.com	\$ 12.86	4230100 · Stationary & Printing Materials	UFB Visa	11/17/22 Clay Township Trustee Retirement Gift Print
Walmart.com	\$ 50.60	4230200 · Office Supplies	UFB Visa	10/27/22 Office Equipment for Human Resources
Weintraut, Courtney	\$ 104.38	4343000 · Travel Fees & Expenses	Reimb	11/18/22 Mileage Reimbursement 7/5/22-11/17/22
Weintraut, Courtney	\$ 52.00	4343000 · Travel Fees & Expenses	Reimb	11/18/22 Parking Garage Fees for IPRA Conference
Weintraut, Courtney	\$ 10.00	4357004 · External Instructional Fees	Reimb	11/18/22 CEU Tracking for IPRA Conference
White's Ace Hardware	\$ 35.98	4238000 · Small Tools & Minor Equipment	29522396	10/4/22 Miscellaneous Tools for PNR
White's Ace Hardware	\$ 9.18	4350100 · Building Repairs & Maint.	29523471	10/6/22 Miscellaneous Supplies for Midtown Plaza
White's Ace Hardware	\$ 13.98	4237000 · Repair Parts	29525620	10/11/22 Lighting Supplies West Park
White's Ace Hardware	\$ 37.99	4237000 · Repair Parts	29525673	10/11/22 Lighting Supplies West Park
White's Ace Hardware	\$ (10.00)	4237000 · Repair Parts	29525704	10/11/22 Lighting Supplies West Park
White's Ace Hardware	\$ 59.71	4238900 · Other Maintenance Supplies	29528898	10/19/22 Supplies for Repairs at Midtown Plaza

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 101 - General Fund  
December 13, 2022

Name	Amount	Account	Num	Memo
White's Ace Hardware	\$ 24.84	4238900 · Other Maintenance Supplies	29533051	10/29/22 Midtown Plaza Repair Supplies
World of Wonders Garage	\$ 30.00	4343000 · Travel Fees & Expenses	UFB Visa	11/15/22 Parking Garage Fees for IPRA Conference
World of Wonders Garage	\$ 10.00	4343000 · Travel Fees & Expenses	UFB Visa	11/15/22 Parking Garage Fees for IPRA Conference
World of Wonders Garage	\$ 30.00	4343000 · Travel Fees & Expenses	UFB Visa	11/16/22 Parking Garage Fees for IPRA Conference
World of Wonders Garage	\$ 25.00	4343000 · Travel Fees & Expenses	UFB Visa	11/17/22 Parking Garage Fees for IPRA Conference
Zoom	\$ 199.90	4355200 · Subscriptions	UFB Visa	11/28/22 Video Conferencing
<b>Nov 3 - Dec 5, 22</b>	<b>\$ 101,112.65</b>			

**Carmel/Clay Board of Parks Recreation**  
**Claim Sheet Fund 108 - Extended School Enrichment**  
**December 13, 2022**

Name	Amount	Account	Num	Memo
<b>Nov 3 - Dec 5, 22</b>				
ADP, LLC	\$ 820.25	4341999 · Other Professional Fees	618570049	11/4/22 Payroll Processing Fees for Periods Ending 10/14/22 & 10/28/22
Amazon	\$ 363.89	4239039 · General Program Supplies	UFB Visa	11/4/22 Carmel Elementary ESE Parent's Night Out Supplies
Amazon	\$ (7.99)	4239039 · General Program Supplies	UFB Visa	11/20/22 Carmel Elementary ESE Site Plan 1 Supplies
Amazon	\$ 323.41	4239039 · General Program Supplies	UFB Visa	11/18/22 College Wood ESE Parent's Night Out Supplies
Amazon	\$ 99.99	4239039 · General Program Supplies	UFB Visa	11/14/22 Forest Dale ESE Parent's Night Out Supplies
Amazon	\$ 98.67	4239039 · General Program Supplies	UFB Visa	10/19/22 Smoky Row ESE Supplies for Site Plan 2 Clubs
Amazon	\$ 234.60	4239039 · General Program Supplies	UFB Visa	11/9/22 West Clay ESE General & Training Supplies
Amazon	\$ 84.55	4239039 · General Program Supplies	UFB Visa	11/2/22 ESE "RICHER" Bingo Supplies
Amazon	\$ 129.84	4239039 · General Program Supplies	UFB Visa	11/17/22 ESE School's Out Camp Winter Break 1 East Supplies
Ambani, Sheetal	\$ 110.00	4358400 · Refunds, Awards & Indemnities	CK Request	10/28/22 Parent Request Refund
American Red Cross	\$ 210.00	4357004 · External Instructional Fees	22496608	10/31/22 ESE Staff First Aid Training
Armishaw, Ma Zhar Lenna	\$ 240.00	4358400 · Refunds, Awards & Indemnities	CK Request	11/2/22 Parent Request Refund
BluePay Processing, LLC	\$ 124.25	4341999 · Other Professional Fees	1005662456411020	10/31/22 ESE ACH Processing Oct'22
BluePay Processing, LLC	\$ 10,868.41	4341999 · Other Professional Fees	INV103953	11/9/22 ESE Credit Card Processing Oct'22
Bowen, Jenna	\$ 90.00	4358400 · Refunds, Awards & Indemnities	CK Request	11/11/22 Parent Request Refund
Carmel Clay Schools Food & Nutrition	\$ 12,824.30	4239040 · Food & Beverages	Oct'22	11/3/22 ESE Student Breakfasts/Snacks Oct'22
Carmel Drive Self-Storage	\$ 258.00	4350900 · Other Cont. Services	42588	10/18/22 Annual Storage Rental ESE
Carmel Drive Self-Storage	\$ 258.00	4350900 · Other Cont. Services	42970	11/22/22 Annual Storage Rental ESE
Clark, Robin	\$ 213.20	4358400 · Refunds, Awards & Indemnities	CK Request	11/14/22 Parent Request Refund
ClearCompany, Inc.	\$ 5,450.17	4341955 · Info Sys Maint/Contracts	32900	11/21/22 HR Annual Recruitment Software
Cumulus Media	\$ 2,000.00	4341991 · Marketing & Promotions	BB3435590	9/25/22 Fall 2022 ESE Recruitment & Additional Ads/Extensions for Councilors
Cumulus Media	\$ 750.00	4341991 · Marketing & Promotions	BB3435589	9/25/22 ESE & MCC Recruitment Ads
Cumulus Media	\$ 750.00	4341991 · Marketing & Promotions	BB3472212	10/30/22 ESE Recruitment Ads
Current Publishing	\$ 190.00	4341991 · Marketing & Promotions	68463	10/28/22 Recruitment & MCC Membership Ads
Ellis, Max	\$ 103.88	4343000 · Travel Fees & Expenses	Reimb	11/15/22 Mileage Reimbursement 10/11/22-11/14/22
Facebook, Inc.	\$ 224.86	4346000 · Classified Advertising	UFB Visa	11/24/22 Recruitment Social Media Ads
Fazolis Restaurant	\$ 38.97	4239039 · General Program Supplies	11519967160418300	8/3/22 Carmel Elementary ESE Training Luncheon 8/3/22
Fazolis Restaurant	\$ 142.89	4239039 · General Program Supplies	AAAZTK6P9QAT	11/11/22 Mowhawk Trails ESE Parent's Night Out Dinner 11/11/22
Four Day Ray	\$ 469.64	4359000 · Special Projects	UFB Visa	11/3/22 ESE - Staff Team Building Luncheon 11/3/22
Fun Express	\$ 370.57	4239039 · General Program Supplies	720978147-01	11/18/22 ESE School's Out Camp Winter Break Week 1 East Supplies
Garapati, Sowjanya	\$ 267.20	4358400 · Refunds, Awards & Indemnities	CK Request	11/2/22 Parent Request Refund
Gray, Jennifer (non-employee)	\$ 105.20	4358400 · Refunds, Awards & Indemnities	CK Request	11/18/22 Parent Request Refund
Hernandez, Isaiah	\$ 120.94	4343000 · Travel Fees & Expenses	Reimb	11/1/22 Mileage Reimbursement 9/30/22-10/31/22
Hobby Lobby	\$ 89.63	4239039 · General Program Supplies	115211903	10/19/22 Prairie Trace ESE Lights On After School Supplies
Indeed, Inc.	\$ 801.32	4346000 · Classified Advertising	UFB Visa	11/6/22 Job Advertising Hiring Platform Sep'22-Dec'22
Indeed, Inc.	\$ 416.66	4346000 · Classified Advertising	UFB Visa	11/8/22 Job Advertising Hiring Platform Sep'22-Dec'22
Indeed, Inc.	\$ (416.66)	4346000 · Classified Advertising	UFB Visa	11/8/22 Job Advertising Hiring Platform Sep'22-Dec'22
Indeed, Inc.	\$ (64.69)	4346000 · Classified Advertising	UFB Visa	11/17/22 Job Advertising Hiring Platform Sep'22-Dec'22
Indiana Center for Prevention	\$ 375.00	4340800 · Program Contractors	CM545	10/31/22 ESE Fall 2022 Trainings
Intuit	\$ 280.66	4341955 · Info Sys Maint/Contracts	UFB Visa	11/26/22 Quickbooks Software and Cloud Hosting Subscription
Iron Mountain	\$ 69.50	4341999 · Other Professional Fees	GYNX765	10/31/22 Off Site Storage for HR Nov'22
Iron Mountain	\$ 69.50	4341999 · Other Professional Fees	HBKH817	11/30/22 Off-Site File Storage for HR
J & K Communications, Inc.	\$ 31.25	4350000 · Equipment Repairs & Maint.	118587	10/24/22 College Wood ESE Radio Repair
J & K Communications, Inc.	\$ 31.25	4350000 · Equipment Repairs & Maint.	118588	10/24/22 Towne Meadow ESE Two-Way Radio Repair
J & K Communications, Inc.	\$ 139.66	4350000 · Equipment Repairs & Maint.	118767	10/31/22 Cherry Tree ESE Two_Way Radio Repair
J & K Communications, Inc.	\$ 137.77	4350000 · Equipment Repairs & Maint.	118732	10/31/22 Forest Dale ESE Two-Way Radio Repair
J & K Communications, Inc.	\$ 140.18	4350000 · Equipment Repairs & Maint.	118731	10/31/22 Carmel Elementary ESE Two-Way Radio Repair
J & K Communications, Inc.	\$ 312.12	4239099 · Other Miscellaneous	118737	10/31/22 Two-Way Radio Parts for ESE
Jacobus, Lisa	\$ 2.00	4343000 · Travel Fees & Expenses	Reimb	4/20/22 Parking Garage Fee for ESE Function

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 108 - Extended School Enrichment  
December 13, 2022

Name	Amount	Account	Num	Memo
Konica Minolta Business Solutions	\$ 1,349.60	4353004 · Copier	283326686	10/27/22 Copier Charges ESE 7/28/22-10/27/22
Kroger	\$ 70.85	4239039 · General Program Supplies	45257	10/18/22 Clay Center ESE Lights On Afterschool Supplies
Kroger	\$ 150.00	4239039 · General Program Supplies	40887	10/12/22 ESE Schools Out West Camp Supplies
Kroger	\$ 100.00	4239039 · General Program Supplies	40839	10/12/22 ESE Schools Out East Camp Supplies
Kroger	\$ 149.87	4239039 · General Program Supplies	88628	10/19/22 Forest Dale ESE Lights on Afterschool Special Snack
Kroger	\$ 190.29	4239039 · General Program Supplies	94534	10/19/22 Smoky Row ESE Cooking Club & Lights on Afterschool Supplies
Kroger	\$ 95.89	4239039 · General Program Supplies	160644	10/20/22 Prairie Trace ESE Lights on Afterschool Supplies
Kroger	\$ 101.30	4239039 · General Program Supplies	165128	10/20/22 Woodbrook Lights on Afterschool Supplies
Kroger	\$ 131.00	4239039 · General Program Supplies	162831	10/20/22 Towne Meadow ESE Oct'22 Site Celebration Supplies
Kroger	\$ 38.23	4239099 · Other Miscellaneous	110782	10/18/22 Clay Center ESE Lights on Afterschool Supplies
Kroger Gardis & Regas, LLP	\$ 237.00	4340000 · Legal Expense	68	9/9/22 Legal Fees Aug'22
Landis, Melissa	\$ 190.00	4358400 · Refunds, Awards & Indemnities	CK Request	11/7/22 Parent Request Refund
Lucero, Jennifer	\$ 120.25	4343000 · Travel Fees & Expenses	Reimb	11/18/22 Mileage Reimbursements 10/5/22-11/18/22
Luper, Amanda	\$ 330.00	4358400 · Refunds, Awards & Indemnities	CK Request	11/10/22 Parent Request Refund
Magers Bookkeeping Services LLC	\$ 450.00	4341999 · Other Professional Fees	1078	10/27/22 2022 Bookkeeping Services
Magers Bookkeeping Services LLC	\$ 450.00	4341999 · Other Professional Fees	1083	11/28/22 2022 Bookkeeping Services
Mail Chimp	\$ 227.00	4355200 · Subscriptions	UFB Visa	11/14/22 Email Marketing - Annual Subscription
McAlister's Deli	\$ 66.93	4239039 · General Program Supplies	1431511	10/27/22 Clay Center ESE Staff Training 10/27/22
Moe's Southwest Grill	\$ 162.50	4239039 · General Program Supplies	1241756	11/9/22 West Clay ESE Staff Training Dinner 11/9/22
Mountain Glacier, LLC	\$ 42.87	4350900 · Other Cont. Services	900270931	8/17/22 Drinking Water for ESE
Mountain Glacier, LLC	\$ 45.14	4350900 · Other Cont. Services	900305989	11/8/22 Drinking Water ESE
NCSI - National Center Safety Initiatives	\$ 148.00	4341990 · Criminal Background Checks	24952	9/1/22 New Hire Background Checks
NCSI - National Center Safety Initiatives	\$ 55.50	4341990 · Criminal Background Checks	26995	11/1/22 New Hire Background Checks
Patterson, Ashley	\$ 40.70	4358400 · Refunds, Awards & Indemnities	CK Request	11/9/22 Parent Request Refund
Poteate, Natalia	\$ 380.00	4358400 · Refunds, Awards & Indemnities	CK Request	11/10/22 Parent Request Refund
Purple Ink LLC	\$ 810.00	4357004 · External Instructional Fees	5784	10/27/22 Additional Training Materials
Ray Marketing powered by Proforma	\$ 500.00	4356004 · Staff Clothing	BR71003565A	11/25/22 ESE Name Tag Laynards
Rich, Aimee	\$ 293.26	4343000 · Travel Fees & Expenses	Reimb	10/31/22 Mileage Reimbursement 8/3/22-10/31/22
Schmitz, Victoria	\$ 242.00	4358400 · Refunds, Awards & Indemnities	CK Request	10/28/22 Parent Request Refund
Soros Clinical Solutions LLC	\$ 85.00	4340700 · Medical Fees (Drug Tests)	1840	11/15/22 COVID19 Testing - ESE Part Time Staff
Staples	\$ 191.23	4230200 · Office Supplies	523612107	11/14/22 ESE Admin Office Supplies
Verizon Wireless	\$ 498.81	4344100 · Cellular Phone Fees	9918980533	10/23/22 Cell Phone Charges ESE
Verizon Wireless	\$ 1,085.85	4344100 · Cellular Phone Fees	9919233881	10/27/22 iPad Usage ESE
Verizon Wireless	\$ 498.68	4344100 · Cellular Phone Fees	9921360767	11/23/22 Cell Phone Fees Nov'22
Walmart	\$ 90.96	4239039 · General Program Supplies	762271497995096	9/28/22 Towne Meadow ESE Sep'22 Supplies
Walmart	\$ 420.75	4239039 · General Program Supplies	582293560895222	10/20/22 Towne Meadow ESE Oct'22 Site Celebration & Supplies
Walmart	\$ 114.99	4239039 · General Program Supplies	642297615344952	10/24/22 Towne Meadow ESE Oct'22
Walmart	\$ 222.84	4239039 · General Program Supplies	582292557685372	10/19/22 Towne Meadow ESE Oct'22
Walmart	\$ 132.68	4239039 · General Program Supplies	152273552623255	9/30/22 Clay Center ESE - Site Celebration Supplies
Walmart	\$ 103.18	4239099 · Other Miscellaneous	372279516970989	10/6/22 School's Out Camp Fall Carnival Supplies
Walmart	\$ 73.01	4239039 · General Program Supplies	582286522435185	10/13/22 Cherry Tree ESE Lights On Afterschool Celebration
Walmart	\$ 26.86	4239039 · General Program Supplies	682286545284438	10/13/22 Cherry Tree ESE Lights On Afterschool Celebration
Walmart	\$ 131.74	4239039 · General Program Supplies	582287694387770	10/14/22 Clay Center ESE Lights on Afterschool Celebration
Walmart	\$ 64.00	4239039 · General Program Supplies	162320619735122	11/16/22 Cherry Tree ESE Site Celebration 2 Supplies
Walmart	\$ 61.19	4239039 · General Program Supplies	642312580563021	11/8/22 Towne Meadow ESE Site Celebration & Supplies
Walmart	\$ 66.57	4239039 · General Program Supplies	422308500550044	11/4/22 Carmel Elementary ESE Program Supplies & Student Rewards
Walmart	\$ 174.63	4239039 · General Program Supplies	537379763	11/22/22 ESE RICHER Bingo Event Supplies
Walmart.com	\$ 46.65	4239039 · General Program Supplies	UFB Visa	10/26/22 Carmel Elementary ESE Site Plan 1 Supplies
Willow Marketing Management, Inc.	\$ 50.00	4341955 · Info Sys Maint/Contracts	23024	10/31/22 CCPR Website Hosting
<b>Nov 3 - Dec 5, 22</b>	<b>\$ 52,050.64</b>			



**Carmel/Clay Board of Parks Recreation**  
**Claim Sheet Fund 109 - Monon Community Center**  
**December 13, 2022**

Name	Amount	Account	Num	Memo
<b>Nov 3 - Dec 5, 22</b>				
Ace - Pak Products Inc.	\$ 139.98	4238900 · Cleaning & Maint. Supplies	A-10766	10/28/22 Additional MCC Janitorial Supplies 10/28/22
Ace - Pak Products Inc.	\$ 535.62	4238900 · Cleaning & Maint. Supplies	A-10759	10/26/22 MCC Janitorial Supplies 10/25/22
Ace - Pak Products Inc.	\$ 90.39	4239039 · General Program Supplies	A-10811	11/17/22 Guest Services Personal Protective Equipment
Ace - Pak Products Inc.	\$ 599.60	4239012 · Safety Supplies	A-10811	11/17/22 Aquatics Personal Protective Equipment
Ace - Pak Products Inc.	\$ 578.08	4238900 · Cleaning & Maint. Supplies	A-10728	11/18/22 MCC Janitorial Supplies 11/18/22
Active Network, LLC	\$ 188.00	4358400 · Refunds, Awards & Indemnities	CB2022SEP_0085	11/1/22 Credit Card Charge Back
ADP, LLC	\$ 4.00	4341999 · Other Professional Fees	618570074	11/4/22 Payroll Processing Fees for Periods Ending 10/10/22
ADP, LLC	\$ 820.25	4341999 · Other Professional Fees	618570049	11/4/22 Payroll Processing Fees for Periods Ending 10/14/22 & 10/28/22
Allied Time USA, Inc.	\$ 656.95	4239099 · Other Miscellaneous	5930	11/18/22 Replacement Clocks and Batteries for MCC
Amazon	\$ 81.96	4239039 · General Program Supplies	UFB Visa	10/27/22 Fitness Program & Center Equipment
Amazon	\$ 64.96	4239039 · General Program Supplies	UFB Visa	11/15/22 Small Equipment for Kidzone
American Red Cross	\$ 205.00	4358300 · Other Fees & Licenses	22502254	11/23/22 Lifeguard Class 11/21/22
Arab Termite & Pest Control	\$ 78.00	4350100 · Building Repairs & Maint.	334915	11/7/22 Pest Control - MCC
AT&T	\$ 1,070.15	4344000 · Telephone Line Charges	UFB Visa	10/24/22 MCC Alarms & Elevators
Athletic Business Show	\$ 60.00	4357004 · External Instructional Fees	UFB Visa	11/3/22 Athletic Business Conference Upgrade
B & H Photo	\$ 472.09	4239099 · Other Miscellaneous	207078844	10/31/22 Replacement TV for MCC Fitness Center Lobby
Bessler, Anne Marie	\$ 17.19	4343000 · Travel Fees & Expenses	Reimb	11/18/22 Mileage Reimbursement 10/24/22-11/18/22
BGI Fitness	\$ 630.00	4350000 · Equipment Repairs & Maint.	37403	11/7/22 Service - Fitness Equipment Repairs
Brainstorm Print	\$ 142.50	4345000 · Printing (Not Office Supplies)	132669	11/4/22 Updated Building Hours Signage
Carmel Drive Self-Storage	\$ 249.00	4350900 · Other Cont. Services	42588	10/18/22 Annual Storage Rental MCC
Carmel Drive Self-Storage	\$ 242.00	4350900 · Other Cont. Services	42588	10/18/22 Annual Climate Controlled Storage MCC
Carmel Drive Self-Storage	\$ 249.00	4350900 · Other Cont. Services	42970	11/22/22 Annual Storage Rental MCC
Carmel Drive Self-Storage	\$ 242.00	4350900 · Other Cont. Services	42970	11/22/22 Annual Climate Controlled Storage Rental
Carmel Utilities	\$ 3,354.12	4348500 · Water & Sewer	0691302002 Oct'22	11/9/22 Monon Community Center
Carrier Corporation	\$ 1,807.00	4350100 · Building Repairs & Maint.	90234166	11/1/22 2022 Chiller Service Agreement Renewal
CenterPoint Energy	\$ 49.88	4349000 · Gas	57904133 Nov'22	11/9/22 MCC Aquatics Entry
CenterPoint Energy	\$ 1,303.78	4349000 · Gas	57844597 Nov'22	11/4/22 Monon Community Center
CenterPoint Energy	\$ 98.53	4349000 · Gas	57844902 Nov'22	11/9/22 MCC Aquatics Filter
Chardon Laboratories, Inc.	\$ 275.00	4350100 · Building Repairs & Maint.	10280989	10/16/22 2022 Hot Water Testing of MCC Boiler
Cintas Corporation	\$ 601.17	4238900 · Cleaning & Maint. Supplies	4135191329	10/24/22 MCC Cleaning Supplies
Cintas Corporation	\$ 578.29	4238900 · Cleaning & Maint. Supplies	4134490847	10/17/22 MCC Cleaning Supplies 10/17/22
Cintas Corporation	\$ 709.56	4238900 · Cleaning & Maint. Supplies	5129803068	10/24/22 2022 Bi-Annual Eye Wash Station Service
Cintas Corporation	\$ 578.29	4238900 · Cleaning & Maint. Supplies	4135907247	10/31/22 MCC Cleaning Supplies 10/31/22
Cintas Corporation	\$ 578.29	4238900 · Cleaning & Maint. Supplies	4136568132	11/7/22 MCC Cleaning Supplies
Cintas Corporation	\$ 578.29	4238900 · Cleaning & Maint. Supplies	4137310144	11/14/22 MCC Cleaning Supplies 11/14/22
Cintas Corporation	\$ 601.17	4238900 · Cleaning & Maint. Supplies	4137909525	11/18/22 MCC Cleaning Supplies
CleanTelligent Software	\$ 453.60	4341955 · Info Sys Maint/Contracts	INV-760756	11/1/22 Monthly Work Order Software User Fees
ClearCompany, Inc.	\$ 5,450.17	4341955 · Info Sys Maint/Contracts	32900	11/21/22 HR Annual Recruitment Software
Constellation NewEnergy	\$ 7,033.14	4349000 · Gas	3604056	11/1/22 Monon Community Center
Constellation NewEnergy	\$ 140.19	4349000 · Gas	3604056	11/1/22 Monon Community Center
Constellation NewEnergy	\$ 908.35	4349000 · Gas	3604056	11/1/22 Monon Community Center
Constellation NewEnergy	\$ 6,568.05	4349000 · Gas	3626011	11/30/22 Monon Community Center Sep'22
Constellation NewEnergy	\$ 72.61	4349000 · Gas	3626011	11/30/22 Monon Community Center Aquatic Entry Sep'22
Corvus Janitorial Systems	\$ 9,995.00	4350600 · Cleaning Services	212191002-116	12/1/22 Janitorial Services - MCC
Corvus Janitorial Systems	\$ 13,575.00	4350600 · Cleaning Services	212191001-117	12/1/22 Janitorial Service - MCC Day Service
Culligan of Indianapolis	\$ 456.75	4238900 · Cleaning & Maint. Supplies	3154532	11/15/22 Water Softener Salt
Cumulus	\$ 750.00	4341991 · Marketing & Promotions	BB3435589	9/25/22 ESE & MCC Recruitment Ads
Cumulus	\$ 750.00	4341991 · Marketing & Promotions	BB3472212	10/30/22 MCC Recruitment Ads
Cumulus	\$ 5,000.00	4341991 · Marketing & Promotions	BB3472209	10/30/22 Digital Ad for MCC Membership

**Carmel/Clay Board of Parks Recreation**  
**Claim Sheet Fund 109 - Monon Community Center**  
**December 13, 2022**

Name	Amount	Account	Num	Memo
Current Publishing	\$ 285.00	4341991 · Marketing & Promotions	68463	10/28/22 Recruitment & MCC Membership Ads
Direct Fitness Solutions, LLC	\$ 778.00	4350000 · Equipment Repairs & Maint.	0573503-IN	10/15/22 Fitness Equipment Preventative Maintenance
Direct Fitness Solutions, LLC	\$ 778.00	4350000 · Equipment Repairs & Maint.	0573527-IN	11/21/22 Fitness Equipment Preventative Maintenance Nov'22
DirecTV	\$ 250.99	4349500 · Cable Service	038575356X221105	11/5/22 Dish Service - MCC
Duke Energy	\$ 40,456.01	4348000 · Electricity	910123195102 Oct'22	11/1/22 Monon Community Center West
Duke Energy	\$ 4,106.05	4348000 · Electricity	910123160391 Oct'22	10/31/22 Monon Community Center East
Duke Energy	\$ 38,250.42	4348000 · Electricity	910123195102 Nov'22	12/1/22 Monon Community Center West Nov'22
Duke Energy	\$ 6,323.58	4348000 · Electricity	910123160391 Nov'22	12/1/22 Monon Community Center East Nov'22
Environmental Laboratories, Inc.	\$ 60.00	4350900 · Other Cont. Services	20367182	10/31/22 Weekly Water Testing - Indoor Pool 10/26/22
Environmental Laboratories, Inc.	\$ 60.00	4350900 · Other Cont. Services	20367474	11/7/22 Weekly Water Testing - Indoor Pool MCC
Environmental Laboratories, Inc.	\$ 60.00	4350900 · Other Cont. Services	20368130	11/21/22 Weekly Water Testing - MCC Indoor
Environmental Laboratories, Inc.	\$ 60.00	4350900 · Other Cont. Services	20367842	11/15/22 Weekly Water Testing - MCC Indoor
Environmental Laboratories, Inc.	\$ 60.00	4350900 · Other Cont. Services	20368320	11/28/22 Pool Water Testing - MCC Indoor
Facebook, Inc.	\$ 207.56	4341991 · Marketing & Promotions	UFB Visa	10/31/22 Membership Promotions & Social Media Ads
Facebook, Inc.	\$ 450.14	4341991 · Marketing & Promotions	UFB Visa	11/24/22 Year Round Membership Promotion & Social Media Ads
Facebook, Inc.	\$ 224.86	4346000 · Classified Advertising	UFB Visa	11/24/22 Recruitment Social Media Ads
Fed Ex	\$ 5.07	4237000 · Repair Parts	940349135670	10/26/22 Return Testing Products
Garage Doors of Indianapolis	\$ 804.50	4350100 · Building Repairs & Maint.	WO-215595	11/10/22 MCC West Building Receiving Garage Door
Google	\$ 303.30	4341991 · Marketing & Promotions	UFB Visa	11/1/22 MCC Membership Campaign Ad
Graybar	\$ 900.00	4238900 · Cleaning & Maint. Supplies	9329397006	10/31/22 Replacement Ballast & Exterior Light Bulbs - MCC
Graybar	\$ 573.24	4238900 · Cleaning & Maint. Supplies	9329063653	10/7/22 Replacement Ballast & Exterior Light Bulbs - MCC
Graybar	\$ 123.83	4238900 · Cleaning & Maint. Supplies	9329602938	11/14/22 Replacement Ballast & Exterior Light Bulbs - MCC
Great Plains ADA Center	\$ 300.00	4357004 · External Instructional Fees	UFB Visa	10/27/22 ADA Coordinator Training Certification Program
Green Touch Services, Inc.	\$ 390.00	4350000 · Equipment Repairs & Maint.	135162	10/27/22 Winterize Water Park - Water Lines
Green Touch Services, Inc.	\$ 429.75	4350400 · Grounds Maintenance	134785	10/31/22 Landscape Maintenance Central Waterpark
Indeed, Inc.	\$ (64.68)	4346000 · Classified Advertising	UFB Visa	11/17/22 Job Advertising Hiring Platform Sep'22-Dec'22
Indeed, Inc.	\$ (84.35)	4346000 · Classified Advertising	UFB Visa	11/8/22 Job Advertising Hiring Platform Sep'22-Dec'22
Indeed, Inc.	\$ 84.35	4346000 · Classified Advertising	UFB Visa	11/8/22 Job Advertising Hiring Platform Sep'22-Dec'22
Indeed, Inc.	\$ 173.82	4346000 · Classified Advertising	UFB Visa	11/6/22 Job Advertising Hiring Platform Sep'22-Dec'22
Indeed, Inc.	\$ 216.06	4346000 · Classified Advertising	UFB Visa	11/6/22 Job Advertising Hiring Platform Sep'22-Dec'22
Indeed, Inc.	\$ 196.26	4346000 · Classified Advertising	UFB Visa	11/6/22 Job Advertising Hiring Platform Sep'22-Dec'22
Intuit QuickBooks	\$ 280.66	4341955 · Info Sys Maint/Contracts	UFB Visa	11/26/22 QuickBooks Software and Cloud Hosting Subscription
Iron Mountain	\$ 69.50	4341999 · Other Professional Fees	GYNX765	10/31/22 Off Site Storage for HR Nov'22
Iron Mountain	\$ 69.50	4341999 · Other Professional Fees	HBKH817	11/30/22 Off-Site File Storage for HR
Konica Minolta Business Solutions	\$ 320.38	4353004 · Copier	283300600	11/25/22 Copier Charges MCC East
Konica Minolta Business Solutions	\$ 729.52	4353004 · Copier	9008980265	11/17/22 Copier Charges MCC West 8/18/22-11/17/22
Kroger	\$ 147.86	4239039 · General Program Supplies	210066	10/21/22 Adaptive Program Supplies for Sensory Friendly Trick or Treat
Kroger	\$ 33.81	4239039 · General Program Supplies	122529	10/14/22 Adaptive Program Supplies Fall Ball & Pumpkin Decorating
Kroger	\$ 50.00	4239039 · General Program Supplies	121236	10/14/22 Adaptive Program Supplies Fall Ball & Pumpkin Decorating
Kroger	\$ 173.04	4239099 · Other Miscellaneous	82382	10/26/22 Food & Utensils for All Staff Chili Cookoff 10/27/22
Kroger	\$ (18.40)	4239099 · Other Miscellaneous	82382	10/26/22 Food & Utensils for All Staff Chili Cookoff 10/27/22
Kroger	\$ 52.29	4239039 · General Program Supplies	141428	10/28/22 Adaptive Program Supplies for Murder Mystery Social 10/28/22
Kroger	\$ 26.93	4239039 · General Program Supplies	228514	10/30/22 Member Services Associates Staff Meeting Supplies
Kroger Gardis & Regas, LLP	\$ 10,541.50	4340000 · Legal Fees	68	9/9/22 Legal Fees Aug'22
Later	\$ 400.00	4355200 · Subscriptions	UFB Visa	10/29/22 Marketing Social Media Scheduling & Analytics Subscription
Lifeguard Store, Inc., The	\$ 155.00	4238900 · Cleaning & Maint. Supplies	INV001258361	10/27/22 Pool Cleaning Equipment
Luttrell, Kirk	\$ 2,300.00	4345000 · Printing (Not Office Supplies)	2022-34	11/9/22 Winter/Spring 2023 Program Guide Design & Production
Magers Bookkeeping Services LLC	\$ 435.00	4341999 · Other Professional Fees	1078	10/27/22 2022 Bookkeeping Services
Magers Bookkeeping Services LLC	\$ 435.00	4341999 · Other Professional Fees	1083	11/28/22 2022 Bookkeeping Services
Mail Chimp	\$ 227.00	4355200 · Subscriptions	UFB Visa	11/14/22 Email Marketing - Annual Subscription

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 109 - Monon Community Center  
December 13, 2022

Name	Amount	Account	Num	Memo
Mehl, Eric	\$ 93.25	4343000 · Travel Fees & Expenses	Reimb	10/31/22 Mileage Reimbursement 10/7/22
Mehl, Eric	\$ 50.00	4344100 · Cellular Phone Fees	Reimb	10/31/22 Cell Phone Fees Oct'22
Mehl, Eric	\$ 90.35	4343000 · Travel Fees & Expenses	Reimb	11/21/22 Travel Expenses for Athletic Business Conference
Mehl, Eric	\$ 142.31	4343000 · Travel Fees & Expenses	Reimb	11/21/22 Travel Expenses for Athletic Business Conference
Mehl, Eric	\$ 328.34	4343000 · Travel Fees & Expenses	Reimb	11/21/22 Travel Expenses for Athletic Business Conference
Mehl, Eric	\$ 50.00	4344100 · Cellular Phone Fees	Reimb	11/30/22 Cell Phone Fees Nov'22
Mehl, Eric	\$ 118.81	4239099 · Other Miscellaneous	Reimb	11/28/22 Food for Staff Appreciation
Menards	\$ 120.05	4235000 · Building Materials	308326322067360	9/20/22 MCC Maintenance Supplies
Menards	\$ 11.34	4239039 · General Program Supplies	308327622073567	10/3/22 Waterpark Winterization & Miscellaneous Supplies
Menards	\$ 32.22	4238900 · Cleaning & Maint. Supplies	308328722029243	10/14/22 MCC Maintenance Supplies
Millikan, Tim	\$ 50.00	4344100 · Cellular Phone Fees	Reimb	10/31/22 Cell Phone Fees Sep'22 & Oct'22
Mobile Mini, Inc.	\$ 334.54	4353099 · Other Rental & Leases	9015782800	11/3/22 Waterpark Furniture Storage
Mobile Mini, Inc.	\$ 334.54	4353099 · Other Rental & Leases	9015782802	11/3/22 Waterpark Furniture Storage
Moe's Southwest Grill	\$ 325.00	4239039 · General Program Supplies	1215504	10/30/22 Member Services Staff Training Dinner 10/30/22
Mountain Glacier, LLC	\$ 72.63	4350900 · Other Cont. Services	900305988	11/8/22 Drinking Water MCC East
Mountain Glacier, LLC	\$ 14.72	4350900 · Other Cont. Services	900305987	11/8/22 Drinking Water MCC West
Mountain Glacier, LLC	\$ 14.72	4350900 · Other Cont. Services	900305987	11/8/22 Drinking Water MCC West
Mr. B's Lawn Maintenance, Inc.	\$ 722.60	4350400 · Grounds Maintenance	9601	10/31/22 Turf Maintenance Central Waterpark
NCSI - National Center Safety Initiatives	\$ 166.50	4341990 · Criminal Background Checks	26995	11/1/22 New Hire Background Checks
New Era Technology	\$ 270.00	4350000 · Equipment Repairs & Maint.	178238-IN	10/26/22 Service Call - Transmitters 10/12/22
New Era Technology	\$ 890.16	4350100 · Building Repairs & Maint.	179136-IN	10/28/22 Service Call - MCC Fire Alarm Panel
Normand, Mike	\$ 50.00	4344100 · Cellular Phone Fees	Reimb	11/21/22 Cell Phone Fees Nov'22
Normand, Mike	\$ 10.43	4343000 · Travel Fees & Expenses	Reimb	11/21/22 Travel Expenses for Athletic Business Conference
Normand, Mike	\$ 149.83	4343000 · Travel Fees & Expenses	Reimb	11/21/22 Travel Expenses for Athletic Business Conference
OneZone	\$ 80.00	4355300 · Organization & Membership Dues	69079	11/21/22 Carmel/Fishers Chambers of Commerce Luncheon Dec'22
Oracle Elevator Company	\$ 924.75	4350100 · Building Repairs & Maint.	SIN172441	11/15/22 MCC West Building Elevator
Philips Healthcare	\$ 523.80	4239012 · Safety Supplies	9021090901	10/28/22 MCC Aquatics - AED Supplies
Philips Healthcare	\$ 1,194.96	4239012 · Safety Supplies	9021089962	10/28/22 MCC Aquatics - AED Supplies
Pickett & Associates	\$ 172.50	4341991 · Marketing & Promotions	2557	11/1/22 PR & Marketing Services Oct'22
Pitney Bowes	\$ 91.51	4230200 · Office Supplies	1021806272	10/24/22 Postage Meter Supplies
PRSA	\$ 367.00	4355300 · Organization & Membership Dues	UFB Visa	11/8/22 Membership Renewal for Marketing Director
PRSA	\$ 272.00	4355300 · Organization & Membership Dues	UFB Visa	11/9/22 Membership Renewal for Marketing Coordinator
Purple Ink LLC	\$ 81.00	4357004 · External Instructional Fees	5784	10/27/22 Additional Training Materials
Ray Marketing powered by Proforma	\$ 1,014.55	4356004 · Staff Clothing	BR71003558B	11/16/22 New Hire & Member Services Uniforms - Recreation & Facilities
Republic Services	\$ 962.95	4350101 · Trash Collection	0761-005814112	11/25/22 Trash & Recycling Services MCC
Rosen Center	\$ 2,986.08	4343000 · Travel Fees & Expenses	UFB Visa	11/10/22 Hotel Accommodations - Athletic Business Show 2022
Ryzer	\$ 375.00	4357004 · External Instructional Fees	UFB Visa	10/28/22 Lifeguard Instructor Class Registration
Ryzer	\$ 375.00	4357004 · External Instructional Fees	UFB Visa	10/28/22 Lifeguard Instructor Class Registration
Sherwin Williams	\$ 152.72	4235000 · Building Materials	3093-8	11/17/22 Paint Supplies for MCC
Spear Corporation	\$ 4,995.78	4238900 · Cleaning & Maint. Supplies	319336	10/31/22 Indoor Pool Chemicals
Staples	\$ 105.86	4230200 · Office Supplies	3522665566	11/4/22 MCC Office Supplies/Computer/Adaptive Program Supplies
Staples	\$ 41.06	4239039 · General Program Supplies	3522665566	11/4/22 MCC Office Supplies/Computer/Adaptive Program Supplies
Staples	\$ 119.99	4230200 · Office Supplies	3522665567	11/4/22 MCC Office Supplies/Computer/Adaptive Program Supplies
Staples	\$ 20.49	4230200 · Office Supplies	3523095722	11/4/22 MCC Office Supplies & Computer Accessories
Stericycle, Inc.	\$ 43.89	4350900 · Other Cont. Services	4011363562	11/7/22 Medical Waste Removal
SuperSaas BV	\$ 46.00	4355200 · Subscriptions	UFB Visa	11/4/22 MCC Reservation Booking Subscription
T.A.R. Concepts	\$ 6,453.48	4350000 · Equipment Repairs & Maint.	81	11/4/22 Waterpark Pump Drain Valve Replacements
Terryberry	\$ 60.55	4350900 · Other Cont. Services	L96615	10/31/22 Employee Recognition Gift
Terryberry	\$ 58.43	4350900 · Other Cont. Services	L96614	10/31/22 Employee Recognition Gift
Terryberry	\$ 41.82	4350900 · Other Cont. Services	L98308	11/2/22 Employee Recognition Gift

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 109 - Monon Community Center  
December 13, 2022

Name	Amount	Account	Num	Memo
Terryberry	\$ 161.69	4350900 · Other Cont. Services	M06682	11/18/22 Employee Recognition Gift
Terryberry	\$ 116.29	4350900 · Other Cont. Services	M06681	11/18/22 Employee Recognition Gift
Terryberry	\$ 35.73	4350900 · Other Cont. Services	M06683	11/18/22 Employee Recognition Gift
TriCo Regional Sewer Utility	\$ 765.82	4348500 · Water & Sewer	1001164 Oct'22	11/1/22 Monon Community Center
TriCo Regional Sewer Utility	\$ 826.10	4348500 · Water & Sewer	1020958 Oct'22	11/1/22 Monon Community Center
TriCo Regional Sewer Utility	\$ 783.82	4348500 · Water & Sewer	1001164 Nov'22	12/1/22 Monon Community Center
TriCo Regional Sewer Utility	\$ 961.10	4348500 · Water & Sewer	1020958 Nov'22	12/1/22 Monon Community Center
Vanco	\$ 470.00	4350000 · Equipment Repairs & Maint.	243981	10/26/22 Service Call for MCC Concessions Walk-In Fridge
Verizon Wireless	\$ 120.04	4344100 · Cellular Phone Fees	9918980533	10/23/22 Jet Packs at MCC
Verizon Wireless	\$ 120.04	4344100 · Cellular Phone Fees	9921360767	11/23/22 Jet Packs at the MCC
Waldrip, Alexa	\$ 25.04	4343000 · Travel Fees & Expenses	Reimb	11/22/22 Travel Fees for Athletic Business Conference
Waldrip, Alexa	\$ 144.73	4343000 · Travel Fees & Expenses	Reimb	11/22/22 Travel Fees for Athletic Business Conference
Walmart.com	\$ 199.09	4341991 · Marketing & Promotions	UFB Visa	11/14/22 Waterpark Themed Giveaway Items for Rec & Fac
White's Ace Hardware	\$ 28.96	4238900 · Cleaning & Maint. Supplies	29532012	10/26/22 Repair Pars for Plumbing Leak in Aquatics
White's Ace Hardware	\$ 7.57	4238900 · Cleaning & Maint. Supplies	29532024	10/26/22 Repair Pars for Plumbing Leak in Aquatics
White's Ace Hardware	\$ 16.95	4238900 · Cleaning & Maint. Supplies	29533108	10/29/22 MCC Maintenance Supplies
Willow Marketing Management, Inc.	\$ 50.00	4341955 · Info Sys Maint/Contracts	23024	10/31/22 CCPR Website Hosting
Wristband Resources	\$ 135.00	4239039 · General Program Supplies	CJ22114474	11/17/22 Wristbands for Kidzone
WTTS FM 92.3	\$ 1,500.00	4341991 · Marketing & Promotions	IN-12210109059	10/30/22 Radio Ads & Membership Oct'22
Zogics, LLC	\$ 2,370.65	4238900 · Cleaning & Maint. Supplies	284720	11/14/22 Gym Wipes Nov'22
Zoll Medical Corporation	\$ 4,910.40	4239012 · Safety Supplies	3564617	9/1/22 MCC - Public Access AED Units
<b>Nov 3 - Dec 5, 22</b>	<b>\$ 222,625.83</b>			

Carmel/Clay Board of Parks Recreation  
Claim Sheet Fund 110 - Parks and Recreation Facilities  
December 13, 2022

Name	Amount	Account	Num	Memo
<b>Nov 3 - Dec 5, 22</b>				
AES Indiana	\$ 712.41	4348000 · Electricity	985559 Oct'22	10/31/22 West Park - Perelman Pavilion
AES Indiana	\$ 842.32	4348000 · Electricity	985559 Nov'22	11/29/22 Perelman Pavilion
Arab Termite & Pest Control	\$ 52.00	4350100 · Building Repairs & Maint.	334869	11/7/22 Pest Control - Wilfong
Arab Termite & Pest Control	\$ 75.00	4350100 · Building Repairs & Maint.	334883	11/9/22 Pest Control Perelman Pavilion
AT&T	\$ 227.94	4344000 · Telephone Line Charges	UFB Visa	10/24/22 Analog Telephone Fees - Wilfong Pavilion
AT&T	\$ 546.51	4344000 · Telephone Line Charges	UFB Visa	10/24/22 Analog Telephone Fees - Perelman Pavilion
Carmel Utilities	\$ 191.16	4348500 · Water & Sewer	0391262001 Oct'22	11/2/22 Wilfong Pavilion
Carmel Utilities	\$ 17.28	4348500 · Water & Sewer	0692331800 Oct'22	11/9/22 Central Park Dog Park
Carmel Utilities	\$ 90.66	4348500 · Water & Sewer	1341235001 Oct'22	11/22/22 Perelman Pavilion
Carmel Utilities	\$ 191.16	4348500 · Water & Sewer	0391262001 Nov'22	12/5/22 Wilfong Pavilion
CenterPoint Energy	\$ 580.79	4349000 · Gas	55889065 Nov'22	11/7/22 Perelman Pavilion
Chardon Laboratories	\$ 450.00	4350900 · Other Cont. Services	10281121	10/16/22 2022-23 Boiler Service for Perelman Pavilion
Corvus Janitorial Systems	\$ 1,295.00	4350600 · Cleaning Services	12191010-120	12/1/22 Janitorial Services - Perelman Pavilion
Corvus Janitorial Systems	\$ 775.00	4350600 · Cleaning Services	212191003-119	12/1/22 Janitorial Services - Wilfong Pavilion
Duke Energy	\$ 546.27	4348000 · Electricity	910122730092 Oct'22	10/31/22 Wilfong Pavilion
Duke Energy	\$ 142.23	4348000 · Electricity	910121498172 Oct'22	10/27/22 Central Park Dog Park
Duke Energy	\$ 820.06	4348000 · Electricity	910122730092 Nov'22	12/1/22 Wilfong Pavilion
Duke Energy	\$ 221.07	4348000 · Electricity	121498172 Nov'22	11/29/22 Central Park Dog Park
Magers Bookkeeping Services LLC	\$ 175.00	4341999 · Other Professional Fees	1078	10/27/22 2022 Bookkeeping Services
Magers Bookkeeping Services LLC	\$ 175.00	4341999 · Other Professional Fees	1083	11/28/22 2022 Bookkeeping Services
Poo Prints	\$ 84.95	4350400 · Grounds Maintenance	18280	10/28/22 Dog Park Sample for DNA Testing
Republic Services	\$ 93.75	4350101 · Trash Collection	0761-005815707	11/25/22 Trash & Recycling Services Perelman Pavilion
Republic Services	\$ 115.30	4350101 · Trash Collection	0761-0078655	11/25/22 Trash & Recycling Services Wilfong Pavilion
TriCo Regional Sewer Utility	\$ 105.82	4348500 · Water & Sewer	1039051 Oct'22	11/1/22 Perelman Pavilion
TriCo Regional Sewer Utility	\$ 114.82	4348500 · Water & Sewer	1039051 Nov'22	12/1/22 Perelman Pavilion
White's Ace Hardware	\$ 672.00	4239000 · Miscellaneous Supplies	29522393	10/4/22 Dog Pot Litter Bags
<b>Nov 3 - Dec 5, 22</b>	<b>\$ 9,313.50</b>			

Carmel/Clay Board of Parks and Recreation  
Claim Sheet for  
Fund 103 Capital Fund  
Fund 106 Park Impact Fees  
Fund 853 Gift Fund  
Fund 101 Reserve  
CCPR Internal Transfer  
December 13, 2022

Name	Amount	Class	Account	Number	Memo
<b>Fund 103 - Capital Fund</b>					
American Structure	\$ 500.00	103	4460703 · Monon Greenway	155464	10/21/22 Monon Structure #12 PO#56071
American Structure	\$ 2,500.00	103	4460703 · Monon Greenway	156822	11/18/22 Monon Structure #12 PO#56071
White Construction, Inc.	\$ 195,985.76	103	4460703 · Monon Greenway	Pay App #2	11/21/22 Monon Structure #12 Replacement Project PO#56326
<b>Total Fund 103</b>	<b>\$ 198,985.76</b>				
<b>Fund 106 - Park Impact Fee</b>					
MKSK	\$ 6,000.00	106	4460717 - Thomas Marcuccilli Nature Park 2221627		10/31/22 Thomas Marcuccilli Nature Park Master Plan PO#56181
<b>Total Fund 106</b>	<b>\$ 6,000.00</b>				
<b>Fund 853 - Gift Fund</b>					
Boulder Design	\$ 525.00	853	5023990 · Other Expenses	438	11/9/22 Memorial Boulder for Dog Park PO#57288
Walmart	\$ 45.93	853	5023990 · Other Expenses	1644813581	10/21/22 Supplies for LMS Launch PO#57291/XX-12258
<b>Total Fund 853</b>	<b>\$ 570.93</b>				
<b>Fund 101 - General Fund Reserve Encumbrance</b>					
Mr. B's Lawn Maintenance	\$ 560.96	1125401	( R ) 4350400 · Grounds Maintenance	9593	10/31/22 Turf Chemical Treatments Founders PO#55290
Mr. B's Lawn Maintenance	\$ 230.00	1125401	( R ) 4350400 · Grounds Maintenance	9594	10/31/22 Turf Chemical Treatments Monon BLVD PO#55290
Mr. B's Lawn Maintenance	\$ 185.00	1125401	( R ) 4350400 · Grounds Maintenance	9595	10/31/22 Turf Chemical Treatments Perelman/West Park PO#55290
Mr. B's Lawn Maintenance	\$ 219.39	1125401	( R ) 4350400 · Grounds Maintenance	9592	10/31/22 Turf Chemical Treatments Westermeier Commons PO#5529
Mr. B's Lawn Maintenance	\$ 550.00	1125401	( R ) 4350400 · Grounds Maintenance	9596	10/31/22 Turf Aeration Westermeier Commons PO#54062
Republic Waste Services	\$ 240.64	1125401	( R ) 4350101 · Trash Collection	0761-005718951	11/25/22 Trash & Recycling Services AO/PNR PO#55071
<b>TOTAL - General Fund Reserve</b>	<b>\$ 1,985.99</b>				



## Refund Report

Dec 6, 2022

1:11 PM

Receipt Date/Time: From Nov 1, 2022 12:00 AM through Nov 30, 2022 11:59 PM

Receipt #	Date	Time	Payer	Payment Type	Refund Details /	Amount Paid	Receipt Total
2002002.004	Nov 2, 2022	10:54 AM	Murphy, Isobel	Credit Card Account	No: *2009 Exp: 11/2025	-\$ 77.00	
					Instructor Left		-\$ 77.00
2002003.004	Nov 2, 2022	10:55 AM	Murphy, Isobel	Credit Card Account	No: *2009 Exp: 11/2025	-\$ 77.00	
					Instructor left		-\$ 77.00
2002004.004	Nov 3, 2022	11:32 AM	Swaney, Katie	Credit Card Account	No: *6697 Exp: 03/2027	-\$ 46.00	
					Staff Error		-\$ 46.00
2002005.004	Nov 3, 2022	4:56 PM	Shehata, Hala	Credit Card Account	No: *7363 Exp: 03/2026	-\$ 15.00	
					Guest Request		-\$ 15.00
2002006.004	Nov 4, 2022	12:57 PM	Clark, Aaron	Credit Card Account	No: *1694 Exp: 02/2027	-\$ 46.00	
							-\$ 46.00
2002007.004	Nov 4, 2022	12:59 PM	Clark, Aaron	Credit Card Account	No: *1694 Exp: 02/2027	-\$ 30.00	
							-\$ 30.00
2002008.004	Nov 4, 2022	1:01 PM	Clark, Aaron	Credit Card Account	No: *1694 Exp: 02/2027	-\$ 30.00	
							-\$ 30.00
2002009.004	Nov 5, 2022	10:27 AM	Sakura, Masahiro	Credit Card Account	No: *1000 Exp: 03/2027	-\$ 104.00	
					Guest Request		-\$ 104.00
2002010.004	Nov 5, 2022	4:55 PM	Fernung, Erin	Credit Card Account	No: *3689 Exp: 01/2026	-\$ 46.00	
					Staff Error		-\$ 46.00
2002011.004	Nov 8, 2022	9:01 AM	Customer, Drop-In	Credit Card Account	No: *4358 Exp:	-\$ 15.00	
							-\$ 15.00
2002012.004	Nov 9, 2022	3:23 PM	Kumor, Frederic	Credit Card Account	No: *6268 Exp: 12/2025	-\$ 58.00	
					Staff Error		-\$ 58.00
2002013.004	Nov 13, 2022	1:28 PM	Bruce, Nova	Credit Card Account	No: *3926 Exp: 06/2027	-\$ 46.00	
					Guest Request		-\$ 46.00

## Refund Report

Dec 6, 2022

1:11 PM

Receipt Date/Time: From Nov 1, 2022 12:00 AM through Nov 30, 2022 11:59 PM

Receipt #	Date	Time	Payer	Payment Type	Refund Details /	Amount Paid	Receipt Total
2002014.004	Nov 13, 2022	4:42 PM	Haas, Kelsey	Credit Card Account	No: *9101 Exp: 02/2027	-\$ 69.25	
					Guest Request		-\$ 69.25
2002015.004	Nov 14, 2022	2:48 PM	Decker, William	Credit Card Account	No: *4780 Exp: 01/2025	-\$ 83.00	
					William Decker: Staff Error		-\$ 83.00
2002016.004	Nov 15, 2022	11:02 AM	Middleton, Catherine	Credit Card Account	No: *3002 Exp: 09/2026	-\$ 46.00	
					Catherine Middleton: Staff Error		-\$ 46.00
2002017.004	Nov 16, 2022	1:15 PM	Kimpel, Mark	Credit Card Account	No: *5019 Exp: 02/25	-\$ 42.00	
					Guest Request		-\$ 42.00
2002018.004	Nov 22, 2022	3:48 PM	Bonnett, Jill	Credit Card Account	No: *2907 Exp: 12/2026	-\$ 11.00	
					Guest Request		-\$ 11.00
2003070.006	Nov 1, 2022	10:18 AM	Paddack, Vicki	Credit Card Account	No: *6161 Exp:	-\$ 77.00	
					Instructor left		-\$ 77.00
2003071.006	Nov 1, 2022	10:19 AM	Paddack, Vicki	Credit Card Account	No: *6161 Exp:	-\$ 77.00	
					Instructor Left		-\$ 77.00
2003072.006	Nov 1, 2022	12:11 PM	Benn, Denise	Credit Card Account	No: *2599 Exp: 03/2026	-\$ 65.00	
					Low enrollment		-\$ 65.00
2009516.003	Nov 2, 2022	4:22 PM	Sawyer, Samantha	Credit Card Account	No: *1375 Exp: 05/2023	-\$ 225.00	
							-\$ 225.00
2009517.003	Nov 2, 2022	4:23 PM	Testa, Megan	Credit Card Account	No: *7034 Exp: 01/2026	-\$ 450.00	
							-\$ 450.00
2009518.003	Nov 3, 2022	9:32 AM	Hazen, Mary Jane	Credit Card Account	No: *7652 Exp: 09/2027	-\$ 48.00	
					Guest Request		-\$ 48.00
2009524.003	Nov 21, 2022	10:19 AM	Bullard, Michael	Credit Card Account	No: *2016 Exp: 12/2023	-\$ 318.00	
					Staff Error		-\$ 318.00

## Refund Report

Dec 6, 2022

1:11 PM

Receipt Date/Time: From Nov 1, 2022 12:00 AM through Nov 30, 2022 11:59 PM

Receipt #	Date	Time	Payer	Payment Type	Refund Details /	Amount Paid	Receipt Total
2009525.003	Nov 21, 2022	10:20 AM	Bullard, Michael	Credit Card Account	No: *2016 Exp: 12/2023	-\$ 90.00	
					Staff Error		
							-\$ 90.00
2009526.003	Nov 29, 2022	9:45 AM	Tomasello, Ellen	Credit Card Account	No: *1887 Exp: 11/2026	-\$ 48.00	
					Guest Request		
							-\$ 48.00

**Totals:**

Mail Check:	\$ 0.00
Credit Card Refund:	-\$ 2,239.25
To Account:	\$ 0.00
In Cash:	\$ 0.00
Debit Card:	\$ 0.00
Gift Card:	\$ 0.00

**Grand Total: -\$ 2,239.25**

RS II

**EZChildTrack Credit Card Refund Report****Program: Extended School Enrichment/Summer Camp Series****Transaction Detail: 11/1/22 - 11/30/22**

<b>Primary Account Name</b>	<b>Posted On</b>	<b>Amount Refunded</b>
Bohannon, Todd W	11/10/2022	\$ 200.00
Bowen, Adam R	11/10/2022	\$ 200.00
Granger, Kathleen	11/11/2022	\$ 200.00
Johnson, Amy Renee	11/10/2022	\$ 100.00
Jones, Stephanie	11/30/2022	\$ 50.00
Kane, Jessica	11/10/2022	\$ 150.00
Meneghini, Cynthia	11/10/2022	\$ 50.00
Meyers, Kristin	11/10/2022	\$ 200.00
Newell, Christopher	11/10/2022	\$ 50.00
Rempp, Randall	11/21/2022	\$ 100.00
Simon, Kelly	11/10/2022	\$ 400.00
Tribandyte-Pozen, Goda	11/30/2022	\$ 50.00
Williams, Mary Beth	11/10/2022	\$ 600.00
Wojcicki, Susan	11/10/2022	\$ 200.00
Wu, Yu-Jin	11/10/2022	\$ 100.00
<b>Total</b>		<b>\$ 2,650.00</b>

Carmel/Clay Board of Parks and Recreation  
Claim Sheet  
December 13, 2022

Fund		Amount
TOTAL PARKS GENERAL FUND 101		101,112.65
TOTAL PARKS GENERAL FUND 101 RESERVE		1,985.99
TOTAL EXTENDED SCHOOL ENRICHMENT FUND 108		52,050.64
TOTAL MONON COMMUNITY CENTER FUND 109		222,625.83
TOTAL PARKS FACILITIES FUND 110		9,313.50
TOTAL PARKS CAPITAL FUND 103		198,985.76
TOTAL PARK IMPACT FEE FUND 106		6,000.00
TOTAL PARKS GIFT FUND 853		570.93
CCPR Internal Transfers		0.00
Active Software Fees	10/24/22 - 11/27/22	16,338.41
Active Software Credit Card Refunds	November 2022	2,239.25
EZChildTrack Software Credit Card Refunds	November 2022	2,650.00
<b>TOTAL CLAIM SHEET</b>		<b><u>613,872.96</u></b>

Signature

Date

Signature

Date

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

<small>PRESENTER</small> <b>Lin Zheng, Treasurer</b>	<small>ACTION REQUESTED</small> <b>Approval</b>
<small>ITEM/SUBJECT</small> <b>Clay Township Claim Sheet December 13, 2022</b>	
<small>DOLLAR AMOUNT / FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>December 13, 2022</b>

**SUMMARY:**

The Clay Township Claim Sheet dated December 13, 2022 is included for comment, corrections, additions, or deletions.

**STAFF RECOMMENDATION:**

“I move to approve the Clay Township Claim Sheet dated December 13, 2022.”



**Carmel/Clay Board of Parks and Recreation**  
**Claim Sheet for**  
**Clay Township of Hamilton County**  
**December 13, 2022**

Name	Amount	Account		Number	Memo
Alderson Commercial Group	\$ 68,882.09	1215	4AA - Park System Capital Maintenance	#24B	10/31/22 West Park - The Core Reimagining Parks Project PO#55013
Alderson Commercial Group	\$ 219,554.54	1215	4AA - Park System Capital Maintenance	#25B	10/31/22 West Park - The Core Reimagining Parks Project PO#55013
Anova	\$ 9,564.80	1215	4AA - Park System Capital Maintenance	634974	11/8/22 Outdoor Tables - Meadowlark Park Boardwalk PO#57200
Belmont Graphics	\$ 3,025.00	1215	4AA - Park System Capital Maintenance	71091	11/9/22 West Park Signage PO#57267
Belmont Graphics	\$ 6,843.75	1215	4AA - Park System Capital Maintenance	71093	11/9/22 Park Signage for Capital Improvements PO#56715
Cardno Inc. (Stantec)	\$ 10,400.00	1215	4AA - Park System Capital Maintenance	2001738	11/10/22 Wetland Plugs Installation Central and Founders Parks PO#57213
Central States Consulting LLC	\$ 5,970.00	1215	4AA - Park System Capital Maintenance	22-061-01	12/5/22 Engagement of Services - Surveying Thomas Marcuccilli Nature Park PO#56933
Ellis Mechanical, Inc.	\$ 7,775.00	1215	4AA - Park System Capital Maintenance	22225	11/15/22 Replacement Furnace for West Park Restroom Building PO#57295
ERS Wireless	\$ 24,260.83	1215	4AA - Park System Capital Maintenance	0000446770	10/28/22 Inlow Park Access Control and Camera Systems PO#56380
ERS Wireless	\$ 13,556.13	1215	4AA - Park System Capital Maintenance	0000446772	10/28/22 Meadowlark Park Access Control and Camera Systems PO#56423
Globe Asphalt Paving Co., Inc.	\$ 24,700.00	1215	4AA - Park System Capital Maintenance	C-22 3081	11/4/22 Service - Greyhound Trail Paving Repairs PO#57211
Green Touch Services, Inc.	\$ 6,285.00	1215	4AA - Park System Capital Maintenance	135368	11/3/22 West Park - Plant Screen Landscaping - Playground/Native Area PO#57233
Green Touch Services, Inc.	\$ 2,994.00	1215	4AA - Park System Capital Maintenance	135804	11/23/22 Tree Replacements at Central Park Westermeier Commons PO#57179
Green Touch Services, Inc.	\$ 14,224.00	1215	4AF - Monon Community Center	135837	11/29/2022 Waterpark - New Planting Landscape Enhancements PO#57283
Mattingly Concrete, Inc.	\$ 2,835.00	1215	4AA - Park System Capital Maintenance	30368	10/20/22 PNR Office Concrete Project PO#57254
Otto's Parking Marking Co.	\$ 8,300.00	1215	4AA - Park System Capital Maintenance	0491039-IN	11/16/22 Monon Greenway & Westermeier Commons Bollard Install PO#57278
Savatree	\$ 3,830.00	1215	4AA - Park System Capital Maintenance	11684958	11/17/22 Removal of Uprooted Trees - Flowing Well Park PO#57175
Savatree	\$ 10,200.00	1215	4AA - Park System Capital Maintenance	11684957	11/17/22 Tree Removal at Flowing Well Park PO#57219
Scenic Construction Services	\$ 11,630.00	1215	4AF - Monon Community Center	22016	11/28/22 Carpet & Drywall Repairs in MCC PO#56843
Scenic Construction Services	\$ 23,980.00	1215	4AA - Park System Capital Maintenance	22-014	11/28/22 Flowing Well East Bridge Decking Repairs PO#56482
Scenic Construction Services	\$ 3,150.00	1215	4AA - Park System Capital Maintenance	22-020	11/28/22 Meadowlark Park Sign Footer Installation PO#57112
Scenic Construction Services	\$ 20,860.00	1215	4AA - Park System Capital Maintenance	22-017	11/28/22 Thomas Marcuccilli Trail & Woods Improvements PO#56841
Scenic Construction Services	\$ 9,400.00	1215	4AA - Park System Capital Maintenance	22-018	11/28/22 Construction - Flowing Well Park Foot Wash Station Area PO#56934
Scenic Construction Services	\$ 23,900.00	1215	4AA - Park System Capital Maintenance	22-015	11/28/22 Flowing Well - New Boardwalks PO#56580
Scenic Construction Services	\$ 23,000.00	1215	4AA - Park System Capital Maintenance	22-021	11/28/22 Flowing Well West Bridge Decking Repairs PO#57279
Scenic Construction Services	\$ 5,270.00	1215	4AA - Park System Capital Maintenance	22-019	11/28/22 Prairie Meadow Park Sign Footer Installation PO#57104
SmithGroup, Inc	\$ 50.00	1215	4B - White River Corridor	0166168	10/18/22 Martin Marietta S&G Pit Reclamation PO#56502
UKUTA, LLC	\$ 14,720.00	1215	4AA - Park System Capital Maintenance	1073	10/27/22 Installation of Tunnel Mural - 116th Street PO#56868
Weihe Engineers	\$ 3,560.00	1215	4AA - Park System Capital Maintenance	83229	11/3/22 Central Park Connector Trail Improvements PO#56606
Weihe Engineers	\$ 4,631.00	1215	4AA - Park System Capital Maintenance	83230	11/3/22 Central Park Water Park Cabana Additions PO#57095

**Carmel/Clay Board of Parks and Recreation  
Claim Sheet for  
Clay Township of Hamilton County  
December 13, 2022**

Weihe Engineers	\$	88.00	1215	4AA - Park System Capital Maintenance	83490	12/1/22 Central Park Connector Trail Improvements PO#56606
Weihe Engineers	\$	3,739.00	1215	4AA - Park System Capital Maintenance	83493	12/1/22 Central Park Waterpark Cabana Additions Design PO#57095
Williams Associates Architects, Ltd.	\$	4,900.00	1215	4AF - Monon Community Center	21382	11/30/22 Engagement of Architectural Services - Kid Zone & Program Room PO#53996
<b>TOTAL CLAIM SHEET</b>		<b><u>596,078.14</u></b>				

Signature	Date
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Signature	Date
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**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

<small>PRESENTER</small> <b>Kurtis Baumgartner, Assistant Director/COO of Parks and Recreation</b>	<small>ACTION REQUESTED</small> <b>Approval</b>
<small>ITEM/SUBJECT</small> <b>CCPR Payroll for November 4, 2022 and November 18, 2022</b>	
<small>DOLLAR AMOUNT/FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>December 13, 2022</b>

**SUMMARY:**

Provided for your approval are payroll wages and liabilities for payroll dates November 4, 2022 and November 18, 2022.

**RECOMMENDED MOTION:**

“I move to approve the payroll wages and liabilities for the payroll dates November 4, 2022 and November 18, 2022.”

**Carmel/Clay Board of Parks and Recreation  
Payroll Claims Form**

Total Gross Wages for Regular Payroll dated 11/04/2022 \$225,833.79

Total Payroll Liabilities for Regular Payroll dated 11/04/2022 \$81,988.41

Total Gross Wages for Regular Payroll dated 11/18/2022 \$211,195.56

Total Payroll Liabilities for Regular Payroll dated 11/18/2022 \$80,158.77

I hereby certify that payroll amounts listed above are true and correct and I have audited the same in accordance with IC 5-11-9-2.

  
Administration & Planning Director

11/30/2022  
Date

We have examined the foregoing payroll charges in the total amount of \$ 599,176.53, and such payroll is in compliance with Resolution No. 8-13-02-02.

\_\_\_\_\_  
Park Board President

\_\_\_\_\_  
Date

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

PRESENTER <b>Jonathan Blake, Administration &amp; Planning Director</b>	ACTION REQUESTED <b>Acceptance</b>
ITEM/SUBJECT <b>Monetary Gifts, Grants, Partnerships, and Sponsorships for November 2022</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>December 13, 2022</b>

RECEIVED AS	DATE	AMOUNT	DONOR	DESIGNATION	GL/FUND
Donation	11/1/2022	\$100.00	Anonymous	Staff Appreciation	Gift Fund (853)
Donation	11/8/2022	\$12,000.00	Pepsi	MCC Admin – Support, Scholarships, etc.	MCC Fund (1091)
Donation	11/29/2022	\$1,595.00	Dr. Timothy + Denise Hannon	AED Donation	Gift Fund (853)
Donation	11/29/2022	\$100.00	Anonymous	Staff Appreciation	Gift Fund (853)

**TOTAL RECEIPTS:** \$13,795.00

**STAFF RECOMMENDATION:**

Accept monies as received.

## **Carmel/Clay Board of Parks and Recreation Board Meeting Agenda Item**

PRESENTER <b>Kurtis Baumgartner, Assistant Director of Parks and Recreation/COO</b>	ACTION REQUESTED <b>Recommended Motion</b>
ITEM/SUBJECT <b>Consideration to Purchase Cabanas for The Waterpark</b>	
BUDGET APPROPRIATION <b>\$141,000 (1215 Fund)</b>	MEETING DATE <b>December 13, 2022</b>

### **SUMMARY:**

The Waterpark has become a fixture in the Carmel-Clay community as well as a regional destination for out-of-town visitors during the summer months. Families plan weekend trips to visit one of the finest facilities in the state. Carmel Clay Parks & Recreation ("CCPR") installed 14 cabanas in The Waterpark in 2013. The addition of these amenities has been extremely popular and to date has generated \$488,219 in revenue. All of the cabanas are rented most days. CCPR believes that adding additional cabanas will be well-received by the public and provide The Waterpark with additional revenue.

At the August 9, 2022, Park Board meeting, a proposal from Weihe Engineers ("Weihe") was accepted for design and engineering services to add cabanas to The Waterpark. Weihe has completed a conceptual design (Attachment A) that will allow the addition of 10 cabanas and is finalizing construction documents so that CCPR may solicit bids for site work and installation to occur prior to Memorial Day weekend.

For compatibility purposes, CCPR prefers to utilize Academy, Incorporated ("Academy") who is the manufacturer of The Waterpark's existing cabanas. Indiana Code 5-22-10-8 provides for a special purchase when the compatibility of equipment, accessories or replacement parts is a substantial consideration in the purchase and only one source meets the using agency's reasonable requirements. In this case, the compatibility of the equipment, accessories and replacement parts of the cabanas would all be substantially similar.

Lead times to manufacture cabanas is approximately 14-16 weeks. Bids for this project will likely not occur until mid-January and Board approval would not be requested until February. Therefore, in order to have them on hand in time for opening weekend they would need to be ordered by mid-December. Keeping this in mind, it is recommended that the Board approve direct purchase of the cabanas.

A quote was requested from the original manufacturer, Academy, Inc.:

- **Academy Inc. quote amount: \$141,000**

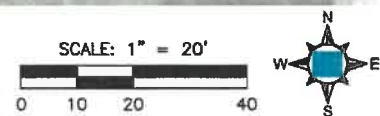
The quoted price includes a 2-year warranty on workmanship and a 5-year warranty on the fabric.

If approved, purchase and installation can occur prior to opening The Waterpark on Memorial Day weekend 2023.

### **RECOMMENDED MOTION:**

"I move to authorize the purchase of cabanas from Academy, Inc. in the amount of \$141,000 using special purchasing provisions as authorized by Indiana Code Section 5-22-10-8."

Attachment A





**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

PRESENTER <b>Michael Klitzing, Director of Parks and Recreation/CEO</b>	ACTION REQUESTED <b>Recommended Motion</b>
ITEM/SUBJECT <b>Consideration of Quotes for Central Park Connector Trail</b>	
DOLLAR AMOUNT/FUND <b>\$139,146 (Fund 1215)</b>	MEETING DATE <b>December 13, 2022</b>

**SUMMARY:**

This past spring (2022), Carmel Clay Parks & Recreation (“CCPR”) contracted with Weihe Engineers to perform landscape architectural design and engineering services for the Central Park Connector Trail. The purpose of the connector trail is to complete the missing link of the paved trail around the Central Park Lagoon, allowing CCPR to create a true loop trail around the lagoon. This missing section is located on the southeast side of the lagoon and north of the main parking lot for The Waterpark (Attachment A).

Requests for quotes were solicited from nine contractors with experience in general contracting, including trail construction. A public quote opening was held at the Administrative Offices on November 4, 2022, at 10:00 a.m. The following quotes were received:

- Baumgartner Asphalt                \$139,146
- United Construction                \$169,225
- White Construction                \$240,000

The opinion of probable cost which was prepared by Weihe Engineers in August for the Central Park Connector trail project was approximately \$80,876. According to Weihe, the large discrepancy between the opinion of probable cost and the quotes received is largely related to increased cost of asphalt, stone, and concrete, which they will adjust for future estimates. It is the recommendation of Weihe and Department staff that CCPR move forward with the quote provided by Baumgartner Asphalt. If approved, work will begin in the spring and will be complete prior to May 15, 2023.

**RECOMMENDED MOTION:**

“I move to accept the quote from Baumgartner Asphalt and authorize the Director or Assistant Director to execute a purchase order in the amount of \$139,146 to complete the Central Park Connector Trail.”

Attachment A



**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

<small>PRESENTER</small> <b>Kurtis Baumgartner, Assistant Director of Parks and Recreation/COO</b>	<small>ACTION REQUESTED</small> <b>Recommended Motion</b>
<small>ITEM/SUBJECT</small> <b>Consideration of Second Amendment to Professional Services Agreement with American Structurepoint for Replacement of the Existing Culvert (Structure #12) over Carmel Creek</b>	
<small>BUDGET APPROPRIATION</small> <b>\$7,000 (Fund 101)</b>	<small>MEETING DATE</small> <b>December 13, 2022</b>

**SUMMARY:**

On June 9, 2020 the Park Board authorized a professional services agreement with American Structurepoint to complete design, bid assistance, and construction administration for the replacement of the existing culvert (Structure #12) over Carmel Creek. The original contract for these services was \$93,000. In October 2021 American Structurepoint received a contract amendment for an additional amount not to exceed \$8,500, bringing the revised contract to \$101,500.

The original contract was based on an anticipated final completion of the project by October 31, 2021. Due to bids coming in higher than anticipated and insufficient funds available in the Parks Capital Fund (103), CCPR made the decision to reject all bids and request additional funding from the City of Carmel in its 2022 budget. Accordingly, CCPR re-bid the project for completion in 2022 and work commenced in October until it was discovered that an AT&T fiber transmission line was in conflict with the location of the footers for the new culvert.

American Structurepoint has been tasked with additional coordination efforts between AT&T, JMC Engineering & Associates (who represents AT&T), White Construction, and CCPR in an effort to determine best course of action for installation of the proposed culvert around the existing fiber line in conflict. They have provided services including reviewing options for modifying the proposed depth for the footings, options to raise the footings, etc.

Assuming that the conflict with AT&T is resolved and that the fiber line is relocated (lowered in place) and no longer conflicts with the placement of the culvert, American Structurepoint has requested an amendment not to exceed \$7,000 for additional services provided to date.

While it has become customary for the Park Board to delegate authority to the Director and Assistant Director to approve amendments up to their purchasing authority of \$25,000, it was not requested for this project. For this reason, the proposed amendment must be approved by the Park Board.

**RECOMMENDED MOTION:**

“I move that the Park Board approve the Second Amendment to the Professional Services Agreement with American Structurepoint in the amount of \$7,000 for additional services provided and authorize the Director or Assistant Director to execute the same.”

**Carmel/Clay Board of Parks and Recreation  
Board Meeting Agenda Item**

<small>PRESENTER</small> <b>Kurtis Baumgartner, Assistant Director of Parks and Recreation/COO</b>	<small>ACTION REQUESTED</small> <b>Recommended Motion</b>
<small>ITEM/SUBJECT</small> <b>Consideration of Change Order #4 for White Construction, LLC for Replacement of the Existing Culvert (Structure #12) over Carmel Creek</b>	
<small>DOLLAR AMOUNT/FUND</small> <b>\$54,221.44 (1125 Fund)</b>	<small>MEETING DATE</small> <b>December 13, 2022</b>

**SUMMARY:**

On January 11, 2022, the Park Board approved a contract with White Construction, LLC in the amount of \$571,000 for the replacement of Structure #12. As part of the approval, authority was granted to the Director and the Assistant Director to add or change an item or items in the contract not to exceed his purchasing authority.

Thus far all change orders, #1, #2, and #3, have fallen within the purchasing authority of the Director or Assistant Director and will be reported to the Board at a later date for ratification once the project is complete. As discussed at the November meeting, after Structure #12 was removed and excavation was taking place to install the new culvert, CCPR ran into a significant conflict. An existing AT&T fiber transmission line under the Monon Greenway was discovered to be around 10' higher than they anticipated and was within the footprint and at the depth of the proposed footings for the new culvert. JMC (AT&T's contractor) indicated that because the old limestone structure was built using railroad track to help support it their equipment was not able to accurately gauge the depth of the AT&T line.

CCPR was able to get AT&T to lower the line the first week of December to the depth required in order for work to restart and is still hopeful that weather permitting work can still finish in 2022. In order to keep the site prepared for the required lowering, dewatering had to be left in place for 8 weeks. White Construction has submitted a change order (Change Order #4) in the amount of \$54,221.44 for these services.

**RECOMMENDED MOTION:**

"I move that the Park Board approve Change Order #4 as presented."

## Carmel/Clay Board of Parks and Recreation Board Meeting Agenda Item

PRESENTER <b>Lin Zheng, Treasurer</b>	ACTION REQUESTED <b>Recommended Motion</b>
ITEM/SUBJECT <b>Consideration of Resolution P-2022-001 Rescinding the Purchasing Rules Manual and Establishing a Purchasing Policy</b>	
BUDGET APPROPRIATION <b>N/A</b>	MEETING DATE <b>December 13, 2022</b>

### SUMMARY:

The Finance Committee met at a duly called meeting on November 28, 2022 to review proposed amendments to the current Park Board Purchasing Rules Manual. The Park Board last updated the Purchasing Rules Manual in July of 2020 as a result of the COVID-19 pandemic.

The proposed updates to the Purchasing Policy include but are not limited to:

- Aligning the purchase of goods and services with Ind. Code 5-22 “Public Purchasing Law.”
- Incorporating additional definitions as referenced in state statute.
- Incorporating provisions for the procurement of Public Work Projects, pursuant to Ind. Code 36-1-12.
- Updating cross-references throughout the document.
- Updating the Emergency Purchasing Authority as directed by the Finance Committee.

The most significant change in the revised policy came as a result of discussions of the Finance Committee regarding the purchasing authority for the Director of Parks & Recreation/CEO (otherwise known as the Purchasing Agent). The current Purchasing Rules Manual limits the Director’s purchasing authority to \$25,000. After lengthy discussion, the Finance Committee voted to increase purchasing authority to \$75,000 with the stipulation that any purchase approved by the Director of \$50,000 or greater must be reported to the Park Board at its next regularly scheduled meeting.

A full *redline* copy of the proposed amendments has been included in the Park Board packet, along with a clean copy attached to the proposed resolution.

### RECOMMENDED MOTION:

“I move to approve Resolution P-2022-001, to rescind the *Purchasing Rules Manual* and adopt the *Carmel/Clay Board of Parks and Recreation Purchasing Policy*, as presented, and that said policy shall become effective on January 1, 2023.”



# **Carmel • Clay Parks & Recreation**

## **Carmel/Clay Board of Parks and Recreation Purchasing Policy**

**DRAFT  
Version 3**

**ADOPTED  
TBD**

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**DOCUMENT INFORMATION****i. Document Location**

This is a policy adopted by the Carmel/Clay Board of Parks and Recreation; and is amended from time-to-time as determined necessary by the Board. Prior to referencing this document, the reader should confirm the last revision date to ensure they are referring to the most recent version.

**ii. Revision History**

Revision No.	Revision Date	Summary of Changes	Adopting Resolution
1	04/12/2005	Original	4-12-05-01
2	01/23/2007	Text changes, unknown	1-23-07-02
3	08/14/2007	Text changes, unknown	8-14-07-01
4	06/23/2009	Text changes, unknown	6-23-09-02
5	09/18/2010	Text changes, unknown	9-18-10
6	07/14/2020	Added <i>Emergency Spending Authority</i>	No Resolution; Adopted by motion 07/14/2020
6	11/01/2022	Context and formatting changes; adding <i>Legal Foundation, Definitions</i> and <i>Public Works Projects</i> sections, and general updates to comply with Indiana Code.	

**iii. Approvals**

Revisions to document require a positive recommendation from the Director of Parks & Recreation/CEO, and adoption by the Board of Parks and Recreation.

**iv. Distribution**

Revisions to document will be distributed to:

- Assistant Director of Parks & Recreation/COO
- Division Directors
- Purchasing Administrator
- Share-Drive

**SECTION 1. PURPOSE AND SCOPE****A) INTRODUCTION.**

This Purchasing Policy (the "Policy") has been developed by the Carmel/Clay Board of Parks and Recreation (the "Board") to implement the requirements of Indiana's Public Purchasing Law (Ind. Code 5-22, *et seq.*) and Public Work Projects Law (Ind. Code 36-1-12, *et seq.*) and to establish a system of internal controls related to purchasing, procurement, and acquisition of goods and services, and the execution of public work.

**B) PURCHASING RULES.**

This Policy should be used by Carmel Clay Parks & Recreation ("CCPR") and its respective executives, directors, and employees when making purchases of services, supplies and public work on behalf of the Board.

**C) OVERRIDING LAW.**

To the extent there may be a conflict between this Policy and the Public Purchasing Law or the Public Work Projects Law, the Law shall control.

**D) EMPLOYEE RESPONSIBILITIES.**

Employees required to prepare, process, and/or review purchase requests have an important responsibility to abide by the laws of the State of Indiana and the policies of the Board. An employee may be required to file a conflict-of-interest statement if he/she or anyone within his/her family does business with the Board. Employees shall notify the Assistant Director of Parks and Recreation/COO of any possible conflicts of interest that may arise during their employment with the Department.

Employees have a responsibility to present a professional image to the public, our visitors, members, and vendors. Employees are required to be familiar with the continually changing rules and regulations of the purchasing process, as well as stay abreast of the availability of the products and services which can best meet the needs of the Department. CCPR employees are in a highly visible position requiring the highest standards of professional ethics. Employees concerned about a possible conflict of interest should consult the Ethics Policy or the Assistant Director of Parks and Recreation/COO for guidance.

All employees involved in the procurement of goods and/or services for Carmel Clay Parks & Recreation are responsible for serving the best interests of the public by executing their work in a cost-effective and timely manner, ensuring that public funds are wisely spent. Doing so requires:

- 1) Understanding the Public Purchasing Law, as set forth in Article 22 of Title 5 of the Indiana Code (Ind. Code 5-22) and Article 1, Chapter 12 of Title 36 of the Indiana Code (Ind. Code 36-1-12), *et seq.*;

- 2) Understanding the policies set forth by the Carmel/Clay Board of Parks and Recreation related to purchasing and procurement;
- 3) Establishing procedures and processes that implement the policies of the Board; and
- 4) Maintaining the highest levels of professional objectivity and personal integrity while carrying out these duties.

## SECTION 2. DEFINITIONS

The following definitions apply to all public purchases made in accordance with this Policy. Any terms not specifically defined below shall have the same meaning as provided in the Public Purchasing Law and the Public Work Projects Law.

**“Bidder”** – Means any person or company who responds to a request for quotes, invitation to bid, request for purchase, or any other solicitation for the procurement of public works, goods/supplies or services, issued by the Department.

**“Board”** – Refers to the Carmel/Clay Board of Parks and Recreation, the policy-setting and legislative authority for Carmel Clay Parks & Recreation.

**“Department”** – Refers to the Carmel/Clay Department of Parks and Recreation, also known as *Carmel Clay Parks & Recreation* or *CCPR*.

**“Deputy Purchasing Agent(s)”** – Those individuals who have been designated as such and approved in writing by the Purchasing Agent under the authority of Board Resolution No. 04-12-05-01, adopted April 12, 2005, or such individuals as may be appointed by future Board resolutions.

**“Director”** – Refers to the Director of Parks and Recreation/Chief Executive Officer.

**“E-Verify”** – Refers to the federal government’s web-based program that is used to check an individual’s immigration status and to verify citizenship of all new hires.

**“Emergency”** – A threat to public health, welfare, or safety and/or to unforeseen combination of circumstances or the resulting state that calls for immediate action, an urgent need for assistance or relief and includes but is not limited to:

- a) an epidemic or pandemic affecting the Indianapolis, Indiana metropolitan area and/or Hamilton County, Indiana
- b) state of disaster emergency as declared by the Governor of the State of Indiana that affects the Carmel, Indiana area
- c) emergency declared by the Mayor of the City of Carmel, Indiana;
- d) a weather-related or natural event such as an earthquake, tornado, blizzard, or lightning-sparked fire;

e) an act, or credible threat, of violence, or

any set of circumstances which threaten the health, welfare or safety of employees, the public, property and/or facilities that are managed, owned or used by the Department or Board which, if not immediately addressed, will likely result in greater destruction and/or costlier resolution in subsequent expenditures or the loss of substantive revenue.

**“Fiscal Body”** – The Common Council of the City of Carmel, Indiana, (the “Council”) and the Township Board of Clay Township of Hamilton County, Indiana (the “Township”).

**“Indiana Archives and Records Administration (IARA)”** – Refers to the state agency responsible for assisting State and local governments in the cost-effective, efficient and secure management of governmental records.

**“Invitation for Bid (IFB)”** – Means all documents, whether attached or incorporated by reference, used for soliciting bids. *(IC 5-22-2-14)*

**“Invitation for Quote (IFQ)”** – Slightly less formal or lengthy than an IFB, this purchasing method includes all documents, whether attached or incorporated by reference, used for soliciting quotes from qualified, persons, firms, entities and/or organizations.

**“Offer”** – A response to a solicitation. This term includes a bid, proposal and quote. *(IC 5-22-2-17)*

**“Offeror”** – See “Bidder.”

**“Policy”** – Refers to this Purchasing Policy, which is the Board’s written statement of purchasing procedures, that does not have the force and effect of law, as adopted and amended by the Board from time to time. *(IC 5-22-2-21)*

**“Public Funds”** – Means money derived from the revenue sources of the governmental body and deposited into the general or a special fund of the governmental body. It does not include either money received by any person managing or operating a public facility under an authorized operating agreement under IC 5-23 or proceeds of bonds payable exclusively by a private entity. *(IC 5-22-2-23)*

**“Public Work”** – Means the construction, reconstruction, alteration, or renovation of a public building or other structure that is paid for out of a public fund or out of a special assessment. The term includes the construction, alteration, or repair of a highway, street, alley, bridge, sewer, drain, or other improvement that is paid for out of a public fund or out of a special assessment. The term also includes any public work leased by the Department under a lease containing an option to purchase. *(IC 36-1-12-2)*

**“Purchase”** – Includes buy, procure, rent, lease, or otherwise acquire. The term includes the following activities: 1) Description of requirements, 2) Solicitation or selection of

sources, 3) Preparation and award of contract, 4) All phases of contract administration, and 5) All functions that pertain to purchasing. (IC 5-22-2-24)

**“Purchasing Agency”** – Means the Board, as the governing body, which is authorized to enter into contracts pursuant to Ind. Code 5-22, *et seq.*, or by another law. (IC 5-22-2-25)

**“Purchasing Agent”** - The Director of Parks and Recreation, who is authorized by the Board to act as an agent for the purchasing agency in the administration of the duties of the purchasing agency. (IC 5-22-2-26)

**“Request for Proposal (RFP)”** – Means all documents, whether attached or incorporated by reference, used for soliciting proposals.

**“Responsible”** – In determining whether a bidder is a *responsible bidder*, one may consider the following factors: the ability and capacity of the bidder to perform the work; together with the integrity, character, reputation, competence and experience of the bidder.

**“Responsive”** – Describes a vendor who has submitted a bid which conforms in all material respects to Plans and Specifications, whether the bidder has submitted a bid that complies specifically with the invitation to bid, and whether the bidder has complied with all applicable statutes, ordinances, resolutions or rules pertaining to the award of a public contract.

**“Rule”** – A resolution or other procedure by which the Board is authorized by law to adopt a policy that has the force and effect of law. (IC 5-22-2-29)

**“Services”** – Means the furnishing of labor, time or effort by a person not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance. (IC 5-22-2-30)

**“Solicitation”** – Means the procedure by which the Board invites persons to submit an offer to enter into a contract for the purchase or sale of supplies or services. The term includes an invitation for bids, a request for proposals and a request for quotes. (IC 5-22-2-32)

**“Specification”** – Means a description of the physical or functional characteristics of a supply or service or the nature of the supply or service. The term includes a description of any requirement for inspecting, testing or preparing a supply or service for delivery. (IC 5-22-2-35)

**“Steel Products”** – Means product rolled, formed, shaped, drawn, extruded, forged, cast, fabricated, or otherwise similarly processed, or processed by a combination of two (2) or more of such operations, from steel made in the United States by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. (IC 5-16-8-1)

**“Supplies”** – Means any property. The term includes equipment, goods and materials. The term does not include an interest in real property. *(IC 5-22-2-38)*

**“United States”** – Refers to the United States of American. The Term includes all territory, continental or insular, subject to the jurisdiction of the United States. *(IC 5-16-8-1)*

### SECTION 3. LEGAL FOUNDATION

To ensure that public funds are used in the most efficient manner while promoting fair competition for governmental contracts, the General Assembly of the State of Indiana has passed statutes which govern the public purchasing process. Additional legal requirements are provided by the City of Carmel and Clay Township through the adoption of ordinances and resolutions to further achieve better purchasing standards.

#### A) PUBLIC PURCHASING LAW (IND. CODE 5-22)

Applies to every expenditure of public funds for the city and county except public-private agreements and public works construction.

- 1) Requires public bids for purchase of goods equal to or greater than \$150,000.
- 2) Requires written quotes for purchase of goods equal to or greater than \$50,000.
- 3) Requires purchase of supplies from the Department of Correction or from a Rehabilitation Center unless:
  - a) Items cannot be furnished in a timely manner;
  - b) Items do not meet Specifications;
  - c) Items are not offered at a fair market price.
- 4) Requires supplies manufactured in the United States be specified and purchased unless:
  - a) Supplies are not manufactured in the United States in reasonable quantities; or
  - b) Price exceeds by reasonable amount those manufactured outside the United States; or
  - c) Quantity is substantially less than the comparably priced available supplies in the United States; or
  - d) Purchase of supplies manufactured in the United States is not in the public interest.
- 5) Prohibits entering into a cost plus a percentage of cost contract.

- 6) Limits initial term of contracts for the purchase of supplies to four (4) years.
- 7) Contract renewals must be for a like or lesser term of the original contract and at the same pricing.
- 8) Establishes a method for special procurement for emergency conditions, sole source contracts and other specific situations.
  - a) Requires approval of the purchasing agent (Administrator of Purchasing).
  - b) Must be made with as much competition as practicable under the circumstances.
  - c) Requires a separate file to be maintained by the purchasing agent.
  - d) File is subject to annual audit by state board of accounts.

**B) PUBLIC WORKS PROJECTS LAW (IND. CODE 36-1-12)**

Applies to public works contracts entered into after:

- 1) The Board may use its own workforce if the cost of the project is less than \$150,000 and if employees are capable of performing the construction.
- 2) Requires any project at \$150,000 and over to be competed by sealed public bid.
- 3) Requires any project estimated between \$50,000 and \$150,000 to be competed by sealed written quote.
- 4) Projects estimated to cost less than \$50,000 are to be competed through the informal quote process.
- 5) Bid, Payment and Performance bonds are required for projects estimated over \$200,000, but may be required for projects estimated under \$200,000.
- 6) Projects over \$100,000 require vendor to provide a financial statement.
- 7) Must award to the lowest responsive and responsible vendor or reject all bids.
- 8) Bid award requires Board approval.
- 9) Public works on a building for over \$100,000 must be approved by a licensed architect or Engineer.

**SECTION 4. GENERAL REQUIREMENTS FOR PUBLIC PURCHASING**

Certain requirements apply to the purchases of supplies and services:

- A) A contract for the purchase of supplies may not be for a term of more than four (4) years, although it may be renewed for successive terms.
- B) Specifications are required for every purchase, regardless of cost.



- C) Purchases may not be “artificially” divided to avoid the applicable purchasing thresholds.
- D) Each purchase, unless otherwise specified, must be accompanied by a Purchase Order.
- E) The Department must have a sufficient appropriation or fund balance before issuing a purchase order or executing a contract for a purchase.
- F) Contracts, generally, must be awarded to the lowest Responsible and Responsive Bidder.
- G) The lowest bid/quote/offer MUST be rejected if the Bidder is not Responsible or Responsible.
- H) **E-Verify Program.** Pursuant to Ind. Code 22-5-1.7 *et seq.*, all written public contracts for services with a contractor (including purchasing) must include an acknowledgment and certification by the contractor that it must comply with Indiana’s E-Verify Program, whether incorporated into the contract or attached as an affidavit.
- I) **No Investment Activities in Iran.** Pursuant to Ind. Code 5-22-16.5 *et seq.*, all written public contracts for services with a contractor (including purchasing) must include an acknowledgement and certification that the Contractor is not engaged in investment activities with the government of Iran.

## SECTION 5. SPECIFICATIONS

The Purchasing Agent shall prepare, issue, revise, maintain, and monitor the use of Specifications to promote overall economy for the purposes intended and encourage competition in satisfying the Board’s needs. An indexed file of Specifications shall be maintained. If the Purchasing Agent makes a written determination that the development of Specifications by the Board is not feasible, the Purchasing Agent may engage a person(s) to prepare Specifications consistent with the Public Purchasing Law.

## SECTION 6. PURCHASE OF SERVICES

The purchasing procedures set forth in this Policy may be used when purchasing Services. However, Services may also be purchased using any purchasing procedure deemed appropriate by a Deputy Purchasing Agent, with the prior written approval of the Purchasing Agent up to the maximum purchasing threshold set forth in Section 12, Paragraph A, herein for Services purchased in part or solely with appropriated funds from any other Board fund(s) created or made available to, the Board. Purchases estimated to cost in excess of the purchasing authority of the Purchasing Agent require the prior approval of the Board, except in the case of an Emergency, as defined herein above.

Commented [BJK1]: As revised by the Finance Committee

**SECTION 7. PURCHASE OF SUPPLIES UP TO \$150,000 (SMALL PURCHASES)**

The Purchasing Agent may purchase supplies expected to cost no more than \$150,000 under the following rules. Purchasing requirements or practices may not be artificially divided to meet the definition of a small purchase. A purchase may not be divided to fit within any of the categories set forth below to circumvent or avoid compliance with the rules.

**A) PURCHASES OF LESS THAN \$250**

No particular purchasing method or record keeping is required for purchases or lease of supplies in the amount of \$250 or less. The Purchasing Agent and/or Deputy Purchasing Agent may make such purchases with or without purchase orders at his/her discretion. All receipts or documentation related to the purchase must be submitted to the Department for record keeping within five (5) business days of the payment.

**B) PURCHASES GREATER THAN \$250.01 BUT LESS THAN \$1,000**

The Purchasing Agent and/or Deputy Purchasing Agent may purchase or lease supplies with an estimated price of \$250.01 up to \$1,000 using the following procedure:

- 1) All purchases under this section may be made using the method of purchase deemed most appropriate by the Purchasing Agent and/or Deputy Purchasing Agent.
- 2) All purchases under this section must be approved by the Purchasing Agent or Deputy Purchasing agent prior to submitting a purchase order or committing to a purchase via order.
- 3) The Purchasing Agent or Deputy Purchasing Agent may sign all purchase orders entered into under this section, without prior approval of the Board. A purchase order must be completed by the Purchasing Agent or Deputy Purchasing Agent prior to making the purchase or committing to a purchase via order.

**C) PURCHASES GREATER THAN \$1,000.01 BUT LESS THAN \$10,000**

The Purchasing Agent and/or Deputy Purchasing Agent may purchase or lease supplies with an estimated price of \$1,000.01 up to \$10,000 using the following procedure:

- 1) Request quotes from three (3) vendors of the type or category of supplies needed.
- 2) For each purchase, a Memorandum of Quotes Received must be completed and signed by the Purchasing Agent or Deputy Purchasing Agent detailing the quotes received from each vendor.

- 3) The Department may choose to reject all quotes.
- 4) If no quotes are received from a Responsible and Responsive Bidder, the supplies may be purchased under the Special Purchasing Method described in this Policy.
- 5) All purchases under this section must be approved by the Purchasing Agent, Deputy Purchasing Agent, and/or the Board as appropriate prior to completing a purchase order.
- 6) The Purchasing Agent or Deputy Purchasing Agent may sign all purchase orders entered into under this section, without prior approval of the Board. A purchase order must be submitted by the Purchasing Agent or Deputy Purchasing Agent prior to making the purchase.

**D) PURCHASES GREATER THAN \$10,000.01 BUT LESS THAN \$49,999**

The Purchasing Agent and/or Deputy Purchasing Agent may purchase or lease supplies with an estimated price of \$10,000.01 up to \$49,999 using the following procedure:

- 1) Request quotes from three (3) vendors of the particular type or category of supplies needed.
- 2) For each purchase, a Memorandum of Quotes Received must be completed and signed by the Purchasing Agent or Deputy Purchasing Agent detailing the quotes received from each vendor.
- 3) The Department or Board may choose to reject all quotes.
- 4) If no quotes are received from a Responsible and Responsive Bidder, the supplies may be purchased under the Special Purchasing Method described in this Policy.
- 5) All purchases under this section to be purchased with appropriated funds from a Non-Reverting Park Program Fund must be approved by the Purchasing Agent, Deputy Purchasing Agent, and/or the Board prior to completing a purchase order. All purchases under this section purchased in part or solely with appropriated funds from any other Board fund(s) must be approved by the Board prior to submitting a purchase order to the vendor and making a purchase.
- 6) Upon appropriate authorization, the Purchasing Agent, Deputy Purchasing Agent, and/or authorized officer of the Board shall sign all purchase contracts entered into under this section. A purchase order must be submitted by the Purchasing Agent or Deputy Purchasing Agent prior to making the purchase.

**E) PURCHASES GREATER THAN \$50,000 BUT LESS THAN \$150,000**

The Purchasing Agent and/or Deputy Purchasing Agent may purchase or lease supplies with an expected price of at least \$50,000 and not more than \$150,000 using the following procedure:

- 1) Invite quotes from at least three (3) vendors known to deal in the lines or classes of supplies to be purchased, which sets forth the date and time fixed for receiving quotes.
- 2) Mail an invitation to quote to the vendors at least seven (7) days before the time fixed for receiving quotes.
- 3) For each proposed purchase, a Memorandum of Quotes Received must be completed and signed by the Purchasing Agent or Deputy Purchasing Agent detailing the quotes received from each vendor.
- 4) If a satisfactory quote is received, the contract shall be awarded by the Board to the lowest responsible and responsive vendor for each type or category of supply required.
- 5) If the contract is not awarded to the vendor with the lowest quote, a detailed Memorandum of Record must be prepared and signed by the Purchasing Agent or Deputy Purchasing Agent to document the reason for this decision.
- 6) The Board may choose to reject all quotes.
- 7) If no quotes are received from a Responsible and Responsive Bidder, the supplies may be purchased under the Special Purchasing Method described in this Policy.
- 8) All purchases under this section must be approved by the Board prior to submitting a purchase order to the vendor and making a purchase.
- 9) Upon authorization by the Board, the authorized Purchasing Agent, Deputy Purchasing Agent, and/or officer of the Board shall sign all purchase contracts entered into under this section. A purchase order must be submitted by the Purchasing Agent or Deputy Purchasing Agent prior to making the purchase.

**SECTION 8. PURCHASES GREATER THAN \$150,000****A) REQUEST FOR PROPOSALS OR INVITATION FOR BIDS.**

For the purchase of supplies in excess of \$150,000, the Board may choose to either issue a Request for Proposals ("RFP") or an Invitation for Bids ("IFB"). The procedures set forth for these purchases are outlined in the Purchasing Procedures Handbook and defined by the Public Purchasing Law.

**B) BID OR PROPOSAL ERRORS.**

The Purchasing Agent is explicitly allowed to:

- 1) Correct or withdraw inadvertent erroneous bids before or after award. If withdraw occurs after the award, the Purchasing Agent shall notify the next best qualified responder of award.
- 2) Cancel an award or a contract based on a mistake.
- 3) Promptly report such action to the Board.

**SECTION 9. PUBLIC WORKS PROJECTS**

Public Works Construction Bids are subject to statutory limitations on the length of time between advertising and bid opening. If the estimated cost of the project is less than \$25 Million, the first publication may not occur more than 6 weeks prior to bid opening; if the estimated cost exceeds \$25 Million, the first publication may occur no more than 10 weeks prior to bid opening. (IC 36-1-12-4)

**A) PUBLIC WORKS CONSTRUCTION FOR PROJECTS ESTIMATED BELOW \$50,000**

This subsection applies whenever a Public Work project is estimated to cost less than \$50,000. The Department shall proceed under the following provisions:

- 1) The Department shall invite quotes from at least three (3) persons known to deal in the class of work proposed to be done by mailing them a notice stating that plans and Specifications are on file in a specified office. The notice must be mailed not less than seven (7) days before the time fixed for receiving quotes.
  - a) Alternatively, the Department may solicit at least three (3) quotes by telephone, facsimile transmission, or electronic mail. The seven (7) day waiting period required by subdivision 1) not apply to quotes solicited under this clause. A quote received under this clause shall be reported to the Board during the public meeting at which the contract is considered. The name of each person submitting a quote, and the amount of each quote, shall be read aloud at the public meeting.
- 2) The Department may not require a person to submit a quote before the meeting at which quotes are to be received. The meeting for receiving quotes must be open to the public. All quotes received shall be opened publicly and read aloud at the time and place designated and not before.
- 3) Except as permitted by the allowed Price Preferences (I.C. 36-1-12-22, *et seq.*) the Department shall award the contract for the Public Work to the lowest responsible and responsive quoter.

- 4) The Department may, at its discretion, reject all quotes submitted.
- 5) If the Department rejects all quotes, the Department may negotiate and enter into agreements for the work in the open market without inviting or receiving quotes, provided however, that the Department first establishes in writing the reason(s) for rejecting all quotes.

All Plans and Specifications for public buildings must be approved by the Indiana Department of Health, the Indiana Department of Homeland Security, and other State agencies pursuant to Ind. Code 36-1-12-10.

**B) PUBLIC WORKS CONSTRUCTION FOR PROJECTS ESTIMATED FROM \$50,000 TO \$150,000**

This subsection applies whenever a Public Work project is estimated to cost at least fifty thousand dollars (\$50,000) and less than one hundred fifty thousand dollars (\$150,000). The Department shall proceed under the following provisions:

- 6) The Department shall invite quotes from at least three (3) persons known to deal in the class of work proposed to be done by mailing them a notice stating that plans and Specifications are on file in a specified office. The notice must be mailed not less than seven (7) days before the time fixed for receiving quotes.
- 7) The Department may not require a person to submit a quote before the meeting at which quotes are to be received. The meeting for receiving quotes must be open to the public. All quotes received shall be opened publicly and read aloud at the time and place designated and not before.
- 8) The Board shall award the contract for the Public Work to the lowest responsible and responsive quoter. However, the Board may, at its discretion, reject any and all quotes submitted.
- 9) All Plans and Specifications for public buildings must be approved by the Indiana Department of Health, the Indiana Department of Homeland Security, and other State agencies pursuant to Ind. Code 36-1-12-10.

**C) PUBLIC WORKS CONSTRUCTION GREATER THAN \$150,000**

This section applies whenever the cost of a Public Work project will be at least one hundred fifty thousand dollars (\$150,000). The Department must comply with the following provisions:

- 1) The Department shall prepare general Plans and Specifications describing the kind of Public Work required but shall avoid Specifications which might unduly limit competition.

- a) If the project involves the resurfacing (as defined by I.C. 8-14-2-1, *et seq.*) of a road, street, or bridge, the Specifications must show how the weight or volume of the materials will be accurately measured and verified.
- 2) The Department shall file the Plans and Specifications in a place reasonably accessible to the public, which shall be specified in the notice required by subdivision 3).
- 3) Upon the filing of the Plans and Specifications, the Board shall publish notice in accordance with Ind. Code 5-3-1 calling for sealed proposals for the Public Work needed. If the Board receives electronic bids as set forth in this subsection, the Board shall also provide electronic access to the notice of the bid solicitation through the computer gateway administered under Ind. Code 4-13.1-2-2(a)(6) by the office of technology.
- 4) The notice must specify the place where the Plans and Specifications are on file and the date fixed for receiving bids.
- 5) The period of time between the date of the first publication and the date of receiving bids shall be governed by the size of the contemplated project in the discretion of the Board. The period of time between the date of the first publication and receiving bids may not be more than:
  - a) six (6) weeks if the estimated cost of the Public Works project is less than twenty-five million dollars (\$25,000,000); and
  - b) ten (10) weeks if the estimated cost of the Public Works project is at least twenty-five million dollars (\$25,000,000).
- 6) All bidders shall be required to submit a financial statement, a statement of experience, a proposed plan or plans for performing the Public Work, and the equipment that the Bidder has available for the performance of the Public Work. The statement shall be submitted on forms prescribed by the Indiana State Board of Accounts.
- 7) Neither the Board nor the Department may require a Bidder to submit a bid before the meeting at which bids are to be received. The meeting for receiving bids must be open to the public. All bids received shall be opened publicly and read aloud at the time and place designated and not before. Notwithstanding any other law, bids may be opened after the time designated if both of the following apply:
  - a) The Board makes a written determination that it is in the best interest of the Board to delay the opening.

- b) The day, time and place of the rescheduled opening are announced at the day, time and place of the originally scheduled opening.
- 8) Upon receipt of bids for the Public Work, the Board shall:
  - a) award the contract for Public Work or improvements to the lowest responsible and responsive bidder; or
  - b) reject all bids submitted.
- 9) If the Board awards the contract to a bidder other than the lowest bidder, the Board must state in the minutes or memoranda, at the time the award is made, the factors used to determine which bidder is the lowest responsible and responsive bidder and to justify the award. The Board shall keep a copy of the minutes or memoranda available for public inspection.
- 10) In determining whether a bidder is Responsive, the Board may consider the following factors:
  - a) Whether the bidder has submitted a bid or quote that conforms in all material respects to the Specifications.
  - b) Whether the bidder has submitted a bid that complies specifically with the invitation to bid and the instructions to bidders.
  - c) Whether the bidder has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.
- 11) In determining whether a bidder is a Responsible bidder, the Board may consider the following factors:
  - a) The ability and capacity of the bidder to perform the work.
  - b) The integrity, character and reputation of the bidder.
  - c) The competence and experience of the bidder.
- 12) The Board shall require the bidder to submit an affidavit:
  - a) that the bidder has not entered into a combination or agreement:
    - i) relative to the price to be bid by a person;
    - ii) to prevent a person from bidding; or
    - iii) to induce a person to refrain from bidding; and
  - b) that the bidder's bid is made without reference to any other bid.



**D) PUBLIC WORK UNDER \$250,000 USING CCPR WORKFORCES**

Pursuant to Ind. Code 36-1-12-3, *et seq.* the Department may perform any Public Work by means of its own workforce, without awarding a contract whenever the cost of that Public Work project is estimated to be less than \$250,000.

Before the Department may perform any work under this section by means of its own workforce, the Department must have a group of employees on its staff who are capable of performing the construction, maintenance and repair applicable to that work. For purposes of this subsection, the cost of a public work project includes:

- 1) the actual cost of materials, labor, equipment and rental;
- 2) a reasonable rate for use of trucks and heavy equipment owned; and
- 3) all other expenses incidental to the performance of the project.

The Department's workforce may perform a Public Work, described above, only if:

- 1) the workforce, through demonstrated skills, training or expertise, is capable of performing the Public Work; and
- 2) for a Public Work project whose cost is estimated to be more than one hundred thousand dollars (\$100,000), the Board:
  - a) publishes a notice under Ind. Code 5-3-1 that:
    - i) describes the Public Work that the Board intends to perform with its own workforce; and
    - ii) sets forth the projected cost of each component of the Public Work as described in this subsection; and
  - b) determines at a public meeting that it is in the public interest to perform the Public Work with the Board's own workforce.

A Public Work project performed by the Board's own workforce must be inspected and accepted as complete in the same manner as a Public Work project performed under a contract awarded after receiving bids.

When the project involves the rental of equipment with an operator furnished by the owner, or the installation or application of materials by the supplier of the materials, the project is considered to be a Public Work project and subject to this subsection. However, an annual contract may be awarded for equipment rental and materials to be installed or applied during a calendar or fiscal year if the proposed project or projects are described in the bid Specifications.

**E) OTHER METHODS FOR PUBLIC WORK.**

Nothing within this Policy prohibits the Board from using an alternative method permissible under Indiana Code for the financing and development of a Public Work project so long as all statutory requirements are followed.

**SECTION 10. ONLINE REVERSE AUCTIONS**

The Board believes online reverse auctions may be appropriate for the purchase of some supplies. To the extent the Purchasing Agent determines that such purchasing practice is beneficial under a set of circumstances, the Purchasing Agent shall so inform the Board and, if authorized, the Purchasing Agent shall follow the policies set forth in the Purchasing Procedures Handbook and defined by the Public Purchasing Law.

**SECTION 11. SPECIAL PURCHASING METHODS****A) OTHER PURCHASING METHODS.**

The Purchasing Agent and/or Deputy Purchasing Agent may use special purchasing methods whenever and wherever applicable in lieu of the methods otherwise described in this Policy under the following circumstances:

- 1) When there exists an Emergency as defined in Section 2;
- 2) When there exists a unique opportunity to obtain supplies at a substantial savings to the Board;
- 3) At an auction;
- 4) When purchasing data processing contracts or license agreements for software programs; or supplies, when only one (1) source meets the Board's reasonable requirements.
- 5) When the compatibility of equipment, accessories or replacement parts is a substantial consideration in the purchase and only one (1) source meets the Board's reasonable requirements.
- 6) When the purchase of the required supplies under another purchasing method would seriously impair the functioning of the Board or its Department;
- 7) When the Purchasing Agency has solicited for a purchase under another purchasing method and has not received a responsive offer;
- 8) For the evaluation of supplies or a system containing supplies:
  - a) To obtain functional information or comparative data, or

- b) For a purpose that, in the judgment of the Purchasing Agent, may advance the long-term competitive position of the Board and its Department;
- 9) When the market structure is based on price but the Board is able to receive a dollar or percentage discount of the established price;
- 10) When there is only one source, and the Purchasing Agent determines in writing there is only one source, subject to the Public Purchasing Act.
- 11) When the Purchasing Agent determines in writing that supplies can be purchase equal to or less than the federal supply service schedule prices established by the federal General Services Administration and it is beneficial to the Board's interest in efficiency and economy.
- 12) When purchasing from a federal or state agency vendor whose contract requires supplies to be made available to political subdivisions.
- 13) When the Purchasing Agent determines that it is cheaper to obtain the transfer of supplies from the federal government under IC 4-13-1.7 at a cost less than the purchase through an IFB or a RFQ. Purchases under this subsection are subject to the requirements set forth in IC 5-22-10-16.
- 14) When supplies are given as gifts to the Board.
- 15) When purchasing from a public utility, if the purchase or lease price is a negotiated price that considers the results of independent appraisals obtained by the Purchasing Agency and the public utility.

**B) CONSIDERATION FOR COMPETITION.**

All special purchases under this section must be made with as much competition as is practicable under the circumstances.

**C) EMERGENCY PURCHASING AUTHORITY**

An emergency procurement may be conducted when there exists, an Emergency as defined by Section 2 of this Policy, the Purchasing Agent has the authority to spend up to ~~\$149,999.99~~ to purchase supplies and services, with the consent of the highest-ranking Park Board officer available. All procurements under this subsection shall be ratified by the Board at its next regularly scheduled meeting.

Commented [BJK2]: As revised by the Finance Committee

**SECTION 12. MISCELLANEOUS PROVISIONS**

**A) EXPLICIT AUTHORIZATION FOR PURCHASING AGENT.**

The Board hereby grants the following authority to the Purchasing Agent:

- 1) Purchasing authority up to ~~\$75,000~~ for supplies and services with appropriated funds from any Board fund(s).

Commented [BJK3]: As revised by the Finance Committee.

- 2) Authorization to change the Procedures from time to time so long as such changes are consistent with the Rules and the Public Purchasing Law.
- 3) Use of a process or rule not specifically provided in the Policy but not inconsistent with the Public Purchasing Law and necessary to be utilized for the benefit of the general public prior to Board consideration.
- 4) Authorization specifically provided in other sections of this Policy.
- 5) The Purchasing Agent shall report all purchases of \$50,000 or greater to the Board at the next regularly scheduled meeting of the Board. The report shall include, at a minimum, the name of the vendor, the purpose of the purchase, and the total amount of the purchase.

Commented [BJK4]: Added by the Finance Committee

**B) ELECTRONIC TRANSMISSION OF NOTICES OR OTHER MATERIALS.**

Where this Policy requires notice or other material be sent by mail, the material may be sent by electronic means provided the transmission of information is at least as efficient and secure as sending the material by mail and is otherwise consistent with Indiana law.

**C) ELECTRONIC RECEPTION OF OFFERS.**

The Board may receive electronic offers if the solicitation indicates the procedure for transmitting the electronic offer and the offer is received on a fax machine, by electronic mail, or by means of another electronic system approved by the Purchasing Agent.

**D) RECORDS RETENTION.**

The Department shall keep and maintain all records and supporting document for expenditures both requested and completed for a period of ten (10) years after the date of final payment to the vendor, as required by IARA's "County/Local General Retention Schedule" Record Series GEN 10-11.

**E) PURCHASE OF SUPPLIES MANUFACTURED IN THE UNITED STATES.**

Supplies manufactured in the United States shall be specified for all purchases and shall be purchased unless the Board as the Purchasing Agency determines that:

- 1) The supplies are not manufactured in the United States in reasonable quantities;
- 2) The prices of the supplies manufactured in the United States exceeds by an unreasonable amount the price of available and comparable supplies manufactured elsewhere;
- 3) The quality of the supplies manufactured in the United States is substantially less than the quality of comparably priced available supplies manufactured elsewhere; or

- 4) The purchase of supplies manufactured in the United States is not in the public interest.

**F) PURCHASE OF SUPPLIES FROM THE DEPARTMENT OF CORRECTION.**

The Purchasing Agency shall purchase from the Indiana Department of Correction ("DOC"), supplies and services produced or manufactured by the DOC listed produced or manufactured by the DOC under IC 11-10-6 as listed in the DOC's printed catalog unless the Purchasing Agency or Purchasing Agent determines that:

- 1) The supplies and services cannot be furnished in a timely manner; or
- 2) The supplies and services do not meet the Specification(s) and needs of the Board or the Department; or
- 3) The supplies and services cannot be purchased at a fair market price.
- 4) The Purchasing Agent shall be responsible for interpreting the terms in this subsection to carry out the intent of the Public Purchasing Law.

**G) PURCHASING OF SUPPLIES FROM A REHABILITATION CENTER.**

The Purchasing Agency shall purchase from a Rehabilitation Center (the "Center") as defined by Ind. Code 12-12-3-1, supplies produced by the Center as listed in the Center's printed catalog unless the Purchasing Agency or the Purchasing Agent determines that:

- 1) similar articles are produced by the Department; or
- 2) the articles do not meet the Specifications and needs of the Department; or
- 3) the articles are not offered at a fair market price; or
- 4) the Purchasing Agent has obtained a written statement from the Center that the supplies described in the catalog cannot be furnished, the Purchasing Agent may obtain the supplies elsewhere.

**H) PURCHASE OF COAL FOR FUEL.**

Whenever the Purchasing Agent purchases coal for use as fuel, the Purchasing Agent shall give absolute preference to coal mined in Indiana unless federal law requires the use of low sulfur coal in the circumstances for which the coal is purchased. (IC 5-22-15-22)

**I) PURCHASE OF SUPPLIES PRODUCED WITH FORCED LABOR.**

The Purchasing Agent may not purchase supplies if the supplies were manufactured outside the United States using forced labor.

**J) PURCHASE OF STEEL MANUFACTURED IN THE UNITED STATES.**

- 1) Solicitation for Supplies

Pursuant to IC 5-22-15-25 *et seq.*, all solicitations for supplies must include a provision requiring the use of Domestic Steel unless the Board makes a written determination that:

- a) the cost of the contract requiring the use of steel manufactured in the U.S. would be more than 115% of the cost of the contract otherwise; and
- b) failing to require the use of steel manufactured in the U.S. would not in any way harm the business of a facility that manufactures steel products in Indiana or result in the reduction of employment or wages and benefits of employees of a facility that manufactures steel products in Indiana.

2) Steel Procurement for Public Works

Pursuant to IC 5-16-8-2 *et seq.*, every CCPR contract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works shall require that, if any steel products are to be used or supplied in the performance of the contract or any of the subcontracts, only domestic Steel Products shall be used, unless the Purchasing Agency determines in writing that the cost of the domestic Steel Products is deemed to be unreasonable. A bid or offered price of domestic Steel Products is not deemed to be unreasonable if it does not exceed the sum of:

- a) the bid or offered price of like steel products of foreign origin (including any applicable duty); plus
- b) a differential of fifteen percent (15%) of the bid or offered price of the steel or foundry products of foreign origin.

**K) AMENDMENT.**

This Policy may be amended from time to time, as determined necessary by the Board, or as required by changes in public law or case law relating thereto. All amendments must be approved by the Board prior to becoming effective.

**SECTION 13. FAILURE TO COMPLY WITH THIS POLICY**

Failure to comply with the Purchasing Rules outlined in this Policy will result in disciplinary, up to and include termination of employment.

**RESOLUTION NO. P – 2022 – 001**

**RESOLUTION OF THE CARMEL/CLAY BOARD OF PARKS AND RECREATION  
RESCINDING THE PURCHASING RULES MANUAL AND  
ESTABLISHING A PURCHASING POLICY**

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The Carmel/Clay Board of Parks and Recreation (the “Board”) met at a duly called and authorized meeting of the Board held on the date set forth below, such meeting being called pursuant to a notice stating the time, place and purpose of the meeting received by all of the Board Members, and the following Resolutions were made, seconded and adopted by a majority of those present at the meeting, which constituted a legal quorum of the Board.

**WHEREAS**, Ind. Code 5-22-1 *et seq.*, (the “Public Purchasing Law”), applies to every expenditure of public funds by a governmental body for services and supplies; and

**WHEREAS**, Ind. Code 36-1-12 *et seq.*, (the “Public Works Law”), applies to all public work performed or contracted for by political subdivisions and their respective agencies, regardless of whether said work is performed on property owned or leased by the political subdivision or agency; and

**WHEREAS**, the Board is a governmental body and *Purchasing Agency* as defined by the Public Purchasing Law; and

**WHEREAS**, the Board has previously established certain rules and policies for the Board and its Department; and

**WHEREAS**, the Board has determined that it is in the best interests of Carmel Clay Parks & Recreation and the Carmel/Clay Community to amend and restate its purchasing rules and policies pursuant to recent changes in Indiana Statutes.

**NOW, THEREFORE, BE IT RESOLVED** by the Carmel/Clay Board of Parks and Recreation, as follows:

**Section 1.** The foregoing Recitals are fully incorporated herein by this reference.

**Section 2.** The *Carmel/Clay Board of Parks and Recreation Purchasing Rules Manual* is hereby repealed and replaced with the “Carmel/Clay Board of Parks and Recreation Purchasing Policy,” as set forth in Exhibit “A” attached hereto and incorporated herein by this reference.

**Section 3.** This Resolution shall be effective beginning on January 1, 2023.

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**APPROVED AND ADOPTED** by the Carmel/Clay Board of Parks and Recreation this  
\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**CARMEL/CLAY BOARD OF PARKS AND RECREATION**

Richard F. Taylor III, President	<u>          </u> Aye	<u>          </u> Nay
Jenn Kristunas, Vice-President	<u>          </u> Aye	<u>          </u> Nay
Lin Zheng, Treasurer	<u>          </u> Aye	<u>          </u> Nay
Linus Rude, Secretary	<u>          </u> Aye	<u>          </u> Nay
Dr. Jessica Beer	<u>          </u> Aye	<u>          </u> Nay
James D. Garretson	<u>          </u> Aye	<u>          </u> Nay
Louise Jackson	<u>          </u> Aye	<u>          </u> Nay
Joshua A. Kirsh	<u>          </u> Aye	<u>          </u> Nay
Mark Westermeier	<u>          </u> Aye	<u>          </u> Nay

**CERTIFICATION**

I certify under the penalties of perjury that the foregoing members of the Carmel/Clay Board of Parks and Recreation voted as indicated above at a public meeting on December 13, 2022.

\_\_\_\_\_  
Richard F. Taylor III, President

\_\_\_\_\_

**EXHIBIT - A**

# Carmel • Clay Parks & Recreation

## Carmel/Clay Board of Parks and Recreation Purchasing Policy

**DRAFT**

**ADOPTED  
TBD**

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## DOCUMENT INFORMATION

### i. Document Location

This is a policy adopted by the Carmel/Clay Board of Parks and Recreation; and is amended from time-to-time as determined necessary by the Board. Prior to referencing this document, the reader should confirm the last revision date to ensure they are referring to the most recent version.

### ii. Revision History

Revision No.	Revision Date	Summary of Changes	Adopting Resolution
1	04/12/2005	Original	4-12-05-01
2	01/23/2007	Text changes, unknown	1-23-07-02
3	08/14/2007	Text changes, unknown	8-14-07-01
4	06/23/2009	Text changes, unknown	6-23-09-02
5	09/18/2010	Text changes, unknown	9-18-10
6	07/14/2020	Added <i>Emergency Spending Authority</i>	No Resolution; Adopted by motion 07/14/2020
6	11/01/2022	Context and formatting changes; adding <i>Legal Foundation, Definitions and Public Works Projects</i> sections, and general updates to comply with Indiana Code.	

### iii. Approvals

Revisions to document require a positive recommendation from the Director of Parks & Recreation/CEO, and adoption by the Board of Parks and Recreation.

### iv. Distribution

Revisions to document will be distributed to:

- Assistant Director of Parks & Recreation/COO
- Division Directors
- Purchasing Administrator
- Share-Drive

## SECTION 1. PURPOSE AND SCOPE

### A) INTRODUCTION.

This Purchasing Policy (the "Policy") has been developed by the Carmel/Clay Board of Parks and Recreation (the "Board") to implement the requirements of Indiana's Public Purchasing Law (Ind. Code 5-22, *et seq.*) and Public Work Projects Law (Ind. Code 36-1-12, *et seq.*) and to establish a system of internal controls related to purchasing, procurement, and acquisition of goods and services, and the execution of public work.

### B) PURCHASING RULES.

This Policy should be used by Carmel Clay Parks and Recreation and its respective executives, directors, and employees when making purchases of services, supplies and public work on behalf of the Board.

### C) OVERRIDING LAW.

To the extent there may be a conflict between this Policy and the Public Purchasing Law or the Public Work Projects Law, the Law shall control.

### D) EMPLOYEE RESPONSIBILITIES.

Employees required to prepare, process, and/or review purchase requests have an important responsibility to abide by the laws of the State of Indiana and the policies of the Board. An employee may be required to file a conflict-of-interest statement if he/she or anyone within his/her family does business with the Board. Employees shall notify the Assistant Director of Parks and Recreation/COO of any possible conflicts of interest that may arise during their employment with the Department.

Employees have a responsibility to present a professional image to the public, our visitors, members, and vendors. Employees are required to be familiar with the continually changing rules and regulations of the purchasing process, as well as stay abreast of the availability of the products and services which can best meet the needs of the Department. CCPR employees are in a highly visible position requiring the highest standards of professional ethics. Employees concerned about a possible conflict of interest should consult the Ethics Policy or the Assistant Director of Parks and Recreation/COO for guidance.

All employees involved in the procurement of goods and/or services for Carmel Clay Parks & Recreation are responsible for serving the best interests of the public by executing their work in a cost-effective and timely manner, ensuring that public funds are wisely spent. Doing so requires:

- 1) Understanding the Public Purchasing Law, as set forth in Article 22 of Title 5 of the Indiana Code (Ind. Code 5-22) and Article 1, Chapter 12 of Title 36 of the Indiana Code (Ind. Code 36-1-12), *et seq.*;



- 2) Understanding the policies set forth by the Carmel/Clay Board of Parks and Recreation related to purchasing and procurement;
- 3) Establishing procedures and processes that implement the policies of the Board; and
- 4) Maintaining the highest levels of professional objectivity and personal integrity while carrying out these duties.

## SECTION 2. DEFINITIONS

The following definitions apply to all public purchases made in accordance with this Policy. Any terms not specifically defined below shall have the same meaning as provided in the Public Purchasing Law and the Public Work Projects Law.

**“Bidder”** – Means any person or company who responds to a request for quotes, invitation to bid, request for purchase, or any other solicitation for the procurement of public works, goods/supplies or services, issued by the Department.

**“Board”** – Refers to the Carmel/Clay Board of Parks and Recreation, the policy-setting and legislative authority for Carmel Clay Parks & Recreation.

**“Department”** – Refers to the Carmel/Clay Department of Parks and Recreation, also known as *Carmel Clay Parks & Recreation*.

**“Deputy Purchasing Agent(s)”** – Those individuals who have been designated as such and approved in writing by the Purchasing Agent under the authority of Board Resolution No. 04-12-05-01, adopted April 12, 2005, or such individuals as may be appointed by future Board resolutions.

**“Director”** – Refers to the Director of Parks and Recreation and Chief Executive Officer.

**“E-Verify”** – Refers to the federal government’s web-based program that is used to check an individual’s immigration status and to verify citizenship of all new hires.

**“Emergency”** – A threat to public health, welfare, or safety and/or to unforeseen combination of circumstances or the resulting state that calls for immediate action, an urgent need for assistance or relief and includes but is not limited to:

- a) an epidemic or pandemic affecting the Indianapolis, Indiana metropolitan area and/or Hamilton County, Indiana
- b) state of disaster emergency as declared by the Governor of the State of Indiana that affects the Carmel, Indiana area
- c) emergency declared by the Mayor of the City of Carmel, Indiana;
- d) a weather-related or natural event such as an earthquake, tornado, blizzard, or lightning-sparked fire;

e) an act, or credible threat, of violence, or

any set of circumstances which threaten the health, welfare or safety of employees, the public, property and/or facilities that are managed, owned or used by the Department or Board which, if not immediately addressed, will likely result in greater destruction and/or costlier resolution in subsequent expenditures or the loss of substantive revenue.

**“Fiscal Body”** – The City Council of the City of Carmel, Indiana, (the “Council”) and the Township Board of Clay Township of Hamilton County, Indiana (the “Township”).

**“Indiana Archives and Records Administration (IARA)”** – Refers to the state agency responsible for assisting State and local governments in the cost-effective, efficient and secure management of governmental records.

**“Invitation for Bid (IFB)”** – Means all documents, whether attached or incorporated by reference, used for soliciting bids. *(IC 5-22-2-14)*

**“Invitation for Quote (IFQ)”** – Slightly less formal or lengthy than an IFB, this purchasing method includes all documents, whether attached or incorporated by reference, used for soliciting quotes from qualified, persons, firms, entities and/or organizations.

**“Offer”** – A response to a solicitation. This term includes a bid, proposal and quote. *(IC 5-22-2-17)*

**“Offeror”** – See “Bidder.”

**“Policy”** – Refers to this Purchasing Policy, which is the Board’s written statement of purchasing procedures, that does not have the force and effect of law, as adopted and amended by the Board from time to time. *(IC 5-22-2-21)*

**“Public Funds”** – Means money derived from the revenue sources of the governmental body and deposited into the general or a special fund of the governmental body. It does not include either money received by any person managing or operating a public facility under an authorized operating agreement under IC 5-23 or proceeds of bonds payable exclusively by a private entity. *(IC 5-22-2-23)*

**“Public Work”** – Means the construction, reconstruction, alteration, or renovation of a public building...or other structure that is paid for out of a public fund or out of a special assessment. The term includes the construction, alteration, or repair of a highway, street, alley, bridge, sewer, drain, or other improvement that is paid for out of a public fund or out of a special assessment. The term also includes any public work leased by the Department under a lease containing an option to purchase. *(IC 36-1-12-2)*

**“Purchase”** – Includes buy, procure, rent, lease, or otherwise acquire. The term includes the following activities: 1) Description of requirements, 2) Solicitation or selection of sources, 3) Preparation and award of contract, 4) All phases of contract administration, and 5) All functions that pertain to purchasing. (IC 5-22-2-24)

**“Purchasing Agency”** – Means the Board, as the governing body, which is authorized to enter into contracts pursuant to Ind. Code 5-22, *et seq.*, or by another law. (IC 5-22-2-25)

**“Purchasing Agent”** - The Director of Parks and Recreation, who is authorized by the Board to act as an agent for the purchasing agency in the administration of the duties of the purchasing agency. (IC 5-22-2-26)

**“Request for Proposals (RFP)”** – Means all documents, whether attached or incorporated by reference, used for soliciting proposals.

**“Responsible”** – In determining whether a bidder is a *responsible bidder*, one may consider the following factors: the ability and capacity of the bidder to perform the work; together with the integrity, character, reputation, competence and experience of the bidder.

**“Responsive”** – Describes a vendor who has submitted a bid which conforms in all material respects to Plans and Specifications, whether the bidder has submitted a bid that complies specifically with the invitation to bid, and whether the bidder has complied with all applicable statutes, ordinances, resolutions or rules pertaining to the award of a public contract.

**“Rule”** – A resolution or other procedure by which the Board is authorized by law to adopt a policy that has the force and effect of law. (IC 5-22-2-29)

**“Services”** – Means the furnishing of labor, time or effort by a person not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance. (IC 5-22-2-30)

**“Solicitation”** – Means the procedure by which the Board invites persons to submit an offer to enter into a contract for the purchase or sale of supplies or services. The term includes an invitation for bids, a request for proposals and a request for quotes. (IC 5-22-2-32)

**“Specification”** – Means a description of the physical or functional characteristics of a supply or service or the nature of the supply or service. The term includes a description of any requirement for inspecting, testing or preparing a supply or service for delivery. (IC 5-22-2-35)

**“Steel Products”** – Means product rolled, formed, shaped, drawn, extruded, forged, cast, fabricated, or otherwise similarly processed, or processed by a combination of two (2) or more of such operations, from steel made in the United States by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. (IC 5-16-8-1)

**“Supplies”** – Means any property. The term includes equipment, goods and materials. The term does not include an interest in real property. (IC 5-22-2-38)

**“United States”** – Refers to the United States of American. The Term includes all territory, continental or insular, subject to the jurisdiction of the United States. (IC 5-16-8-1)

### SECTION 3. LEGAL FOUNDATION

To ensure that public funds are used in the most efficient manner while promoting fair competition for governmental contracts, the General Assembly of the State of Indiana has passed statutes which govern the public purchasing process. Additional legal requirements are provided by the City of Carmel and Clay Township through the adoption of ordinances to further achieve better purchasing standards.

#### A) Public Purchasing Law (Ind. Code 5-22)

Applies to every expenditure of public funds for the city and county except public-private agreements and public works construction.

- 1) Requires public bids for purchase of goods equal to or greater than \$150,000.
- 2) Requires written quotes for purchase of goods equal to or greater than \$50,000.
- 3) Requires purchase of supplies from the Department of Correction or from a Rehabilitation Center unless:
  - a) Items cannot be furnished in a timely manner;
  - b) Items do not meet Specifications;
  - c) Items are not offered at a fair market price.
- 4) Requires supplies manufactured in the United States be specified and purchased unless:
  - a) Supplies are not manufactured in the United States in reasonable quantities;
  - b) Price exceeds by reasonable amount those manufactured outside the United States;
  - c) Quantity is substantially less than the comparably priced available supplies in the United States;
  - d) Purchase of supplies manufactured in the United States is not in the public interest.
- 5) Prohibits entering into a cost plus a percentage of cost contract.

- 6) Limits initial term of contracts for the purchase of supplies to four (4) years.
- 7) Contract renewals must be for a like or lesser term of the original contract and at the same pricing.
- 8) Establishes a method for special procurement for emergency conditions, sole source contracts and other specific situations.
  - a) Requires approval of the purchasing agent (Administrator of Purchasing).
  - b) Must be made with as much competition as practicable under the circumstances.
  - c) Requires a separate file to be maintained by the purchasing agent.
  - d) File is subject to annual audit by state board of accounts.

**B) Public Work Projects Law (Ind. Code 36-1-12)**

Applies to public works contracts entered into after

- 1) The Board may use its own workforce if the cost of the project is less than \$150,000 and if employees are capable of performing the construction.
- 2) Requires any project at \$150,000 and over to be competed by sealed public bid.
- 3) Requires any project estimated between \$50,000 and \$150,000 to be competed by sealed written quote.
- 4) Projects estimated to cost less than \$50,000 are to be competed through the informal quote process.
- 5) Bid, Payment and Performance bonds are required for projects estimated over \$200,000, but may be required for projects estimated under \$200,000.
- 6) Projects over \$100,000 require vendor to provide a financial statement.
- 7) Must award to the lowest responsive and responsible vendor or reject all bids.
- 8) Bid award requires board or commission approval.
- 9) Public works on a building for over \$100,000 must be approved by a licensed architect or Engineer.

**SECTION 4. GENERAL REQUIREMENTS FOR PUBLIC PURCHASING**

Certain requirements apply to the purchases of supplies and services:

- A) A contract for the purchase of supplies may not be for a term of more than four (4) years, although it may be renewed for successive terms.
- B) Specifications are required for every purchase, regardless of cost.

- C) Purchases may not be “artificially” divided to avoid the applicable purchasing thresholds.
- D) Each purchase, unless otherwise specified, must be accompanied by a Purchase Order.
- E) The Department must have a sufficient appropriation or fund balance before issuing a purchase order or executing a contract for a purchase.
- F) Contracts, generally, must be awarded to the lowest Responsible and Responsive Bidder.
- G) The lowest bid/quote/offer MUST be rejected if the Bidder is not Responsive or Responsible.
- H) **E-Verify Program.** Pursuant to Ind. Code 22-5-1.7 *et seq.*, all written public contracts for services with a contractor (including purchasing) must include an acknowledgment and certification by the contractor that it must comply with Indiana’s E-Verify Program, whether incorporated into the contract or attached as an affidavit.
- I) **No Investment Activities in Iran.** Pursuant to Ind. Code 5-22-16.5 *et seq.*, all written public contracts for services with a contractor (including purchasing) must include an acknowledgement and certification that the Contractor is not engaged in investment activities with the government of Iran.

## **SECTION 5. SPECIFICATIONS**

The Purchasing Agent shall prepare, issue, revise, maintain, and monitor the use of Specifications to promote overall economy for the purposes intended and encourage competition in satisfying the Board’s needs. An indexed file of Specifications shall be maintained. If the Purchasing Agent makes a written determination that the development of Specifications by the Board is not feasible, the Purchasing Agent may engage a person(s) to prepare Specifications consistent with the Public Purchasing Law.

## **SECTION 6. PURCHASE OF SERVICES**

The purchasing procedures set forth in this Policy may be used when purchasing Services. However, Services may also be purchased using any purchasing procedure deemed appropriate by a Deputy Purchasing Agent, with the prior written approval of the Purchasing Agent up to an estimated cost of \$25,000.00 for Services purchased in part or solely with appropriated funds from any other Board fund(s) created or made available to, the Board. Purchases estimated to cost in excess of the purchasing authority of the Purchasing Agent require the prior approval of the Board, except in the case of an Emergency, as defined herein above.



**SECTION 7. PURCHASE OF SUPPLIES UP TO \$150,000 (SMALL PURCHASES)**

The Purchasing Agent may purchase supplies expected to cost no more than \$150,000 under the following rules. Purchasing requirements or practices may not be artificially divided to meet the definition of a small purchase. A purchase may not be divided to fit within any of the categories set forth below to circumvent or avoid compliance with the rules.

**A) PURCHASES OF LESS THAN \$250**

No particular purchasing method or record keeping is required for purchases or lease of supplies in the amount of \$250 or less. The Purchasing Agent and/or Deputy Purchasing Agent may make such purchases with or without purchase orders at his/her discretion. All receipts or documentation related to the purchase must be submitted to the Department for record keeping within five (5) business days of the payment.

**B) PURCHASES GREATER THAN \$250.01 BUT LESS THAN \$1,000**

The Purchasing Agent and/or Deputy Purchasing Agent may purchase or lease supplies with an estimated price of \$250.01 up to \$1,000 using the following procedure:

- 1) All purchases under this section may be made using the method of purchase deemed most appropriate by the Purchasing Agent and/or Deputy Purchasing Agent.
- 2) All purchases under this section must be approved by the Purchasing Agent or Deputy Purchasing agent prior to submitting a purchase order or committing to a purchase via order.
- 3) The Purchasing Agent or Deputy Purchasing Agent may sign all purchase orders entered into under this section, without prior approval of the Board. A purchase order must be completed by the Purchasing Agent or Deputy Purchasing Agent prior to making the purchase or committing to a purchase via order.

**C) PURCHASES GREATER THAN \$1,000.01 BUT LESS THAN \$10,000**

The Purchasing Agent and/or Deputy Purchasing Agent may purchase or lease supplies with an estimated price of \$1,000.01 up to \$10,000 using the following procedure:

- 1) Obtain quotes from three (3) vendors of the type or category of supplies needed.
- 2) For each purchase, a Memorandum of Quotes Received must be completed and signed by the Purchasing Agent or Deputy Purchasing Agent detailing the quotes received from each vendor.

- 3) The Department may choose to reject all quotes.
- 4) If no quotes are received from a Responsible and Responsive Bidder, the supplies may be purchased under the Special Purchasing Method described in this Policy.
- 5) All purchases under this section must be approved by the Purchasing Agent, Deputy Purchasing Agent, and/or the Board as appropriate prior to completing a purchase order.
- 6) The Purchasing Agent or Deputy Purchasing Agent may sign all purchase orders entered into under this section, without prior approval of the Board. A purchase order must be submitted by the Purchasing Agent or Deputy Purchasing Agent prior to making the purchase.

**D) PURCHASES GREATER THAN \$10,000.01 BUT LESS THAN \$49,999**

The Purchasing Agent and/or Deputy Purchasing Agent may purchase or lease supplies with an estimated price of \$10,000.01 up to \$49,999 using the following procedure:

- 1) Obtain quotes from three (3) vendors of the particular type or category of supplies needed.
- 2) For each purchase, a Memorandum of Quotes Received must be completed and signed by the Purchasing Agent or Deputy Purchasing Agent detailing the quotes received from each vendor.
- 3) The Department or Board may choose to reject all quotes.
- 4) If no quotes are received from a Responsible and Responsive Bidder, the supplies may be purchased under the Special Purchasing Method described in this Policy.
- 5) All purchases under this section to be purchased with appropriated funds from a Non-Reverting Park Program Fund must be approved by the Purchasing Agent, Deputy Purchasing Agent, and/or the Board prior to completing a purchase order. All purchases under this section purchased in part or solely with appropriated funds from any other Board fund(s) must be approved by the Board prior to submitting a purchase order to the vendor and making a purchase.
- 6) Upon appropriate authorization, the Purchasing Agent, Deputy Purchasing Agent, and/or authorized officer of the Board shall sign all purchase contracts entered into under this section. A purchase order must be submitted by the Purchasing Agent or Deputy Purchasing Agent prior to making the purchase.



**E) PURCHASES GREATER THAN \$50,000 BUT LESS THAN \$150,000**

The Purchasing Agent and/or Deputy Purchasing Agent may purchase or lease supplies with an expected price of at least \$50,000 and not more than \$150,000 using the following procedure:

- 1) Invite quotes from at least three (3) vendors known to deal in the lines or classes of supplies to be purchased, which sets forth the date and time fixed for receiving quotes.
- 2) Mail an invitation to quote to the vendors at least seven (7) days before the time fixed for receiving quotes.
- 3) For each proposed purchase, a Memorandum of Quotes Received must be completed and signed by the Purchasing Agent or Deputy Purchasing Agent detailing the quotes received from each vendor.
- 4) If a satisfactory quote is received, the contract shall be awarded by the Board to the lowest responsible and responsive vendor for each type or category of supply required.
- 5) If the contract is not awarded to the vendor with the lowest quote, a detailed Memorandum of Record must be prepared and signed by the Purchasing Agent or Deputy Purchasing Agent to document the reason for this decision.
- 6) The Board may choose to reject all quotes.
- 7) If no quotes are received from a Responsible and Responsive Bidder, the supplies may be purchased under the Special Purchasing Method described in this Policy.
- 8) All purchases under this section must be approved by the Board prior to submitting a purchase order to the vendor and making a purchase.
- 9) Upon authorization by the Board, the authorized officer of the Board shall sign all purchase contracts entered into under this section. A purchase order must be submitted by the Purchasing Agent or Deputy Purchasing Agent prior to making the purchase.

**SECTION 8. PURCHASES GREATER THAN \$150,000****A) REQUEST FOR PROPOSALS OR INVITATION FOR BIDS.**

For the purchase of supplies in excess of \$150,000, the Board may choose to either issue a Request for Proposals ("RFP") or an Invitation for Bids ("IFB"). The procedures set forth for these purchases are outlined in the Purchasing Procedures Handbook and defined by the Public Purchasing Law.

**B) BID OR PROPOSAL ERRORS.**

The Purchasing Agent is explicitly allowed to:

- 1) Correct or withdraw inadvertent erroneous bids before or after award. If withdraw occurs after the award, the Purchasing Agent shall notify the next best qualified responder of award.
- 2) Cancel an award or a contract based on a mistake.
- 3) Promptly report such action to the Board.

**SECTION 9. PUBLIC WORKS PROJECTS**

Public Works Construction Bids are subject to statutory limitations on the length of time between advertising and bid opening. If the estimated cost of the project is less than \$25 Million, the first publication may not occur more than 6 weeks prior to bid opening; if the estimated cost exceeds \$25 Million, the first publication may occur no more than 10 weeks prior to bid opening. (IC 36-1-12-4)

**A) PUBLIC WORKS CONSTRUCTION FOR PROJECTS ESTIMATED BELOW \$50,000**

This subsection applies whenever a Public Work project is estimated to cost less than \$50,000. The Department shall proceed under the following provisions:

- 1) The Department shall invite quotes from at least three (3) persons known to deal in the class of work proposed to be done by mailing them a notice stating that plans and Specifications are on file in a specified office. The notice must be mailed not less than seven (7) days before the time fixed for receiving quotes.
  - a) Alternatively, the Department may solicit at least three (3) quotes by telephone, facsimile transmission, or electronic mail. The seven (7) day waiting period required by subdivision 1) not apply to quotes solicited under this clause. A quote received under this clause shall be reported to the Board during the public meeting at which the contract is considered. The name of each person submitting a quote, and the amount of each quote, shall be read aloud at the public meeting.
- 2) The Department may not require a person to submit a quote before the meeting at which quotes are to be received. The meeting for receiving quotes must be open to the public. All quotes received shall be opened publicly and read aloud at the time and place designated and not before.
- 3) Except as permitted by the allowed Price Preferences (I.C. 36-1-12-22, *et seq.*) the Department shall award the contract for the Public Work to the lowest responsible and responsive quoter.

- 4) The Department may, at its discretion, reject all quotes submitted.
- 5) If the Department rejects all quotes, the Department may negotiate and enter into agreements for the work in the open market without inviting or receiving quotes, provided however, that the Department first establishes in writing the reason(s) for rejecting all quotes.

All Plans and Specifications for public buildings must be approved by the Indiana Department of Health, the Indiana Department of Homeland Security, and other State agencies pursuant to Ind. Code 36-1-12-10.

**B) PUBLIC WORKS CONSTRUCTION FOR PROJECTS ESTIMATED FROM \$50,000 TO \$150,000**

This subsection applies whenever a Public Work project is estimated to cost at least fifty thousand dollars (\$50,000) and less than one hundred fifty thousand dollars (\$150,000). The Department shall proceed under the following provisions:

- 6) The Department shall invite quotes from at least three (3) persons known to deal in the class of work proposed to be done by mailing them a notice stating that plans and Specifications are on file in a specified office. The notice must be mailed not less than seven (7) days before the time fixed for receiving quotes.
- 7) The Department may not require a person to submit a quote before the meeting at which quotes are to be received. The meeting for receiving quotes must be open to the public. All quotes received shall be opened publicly and read aloud at the time and place designated and not before.
- 8) The Board shall award the contract for the Public Work to the lowest responsible and responsive quoter. However, the Board may, at its discretion, reject any and all quotes submitted.
- 9) All Plans and Specifications for public buildings must be approved by the Indiana Department of Health, the Indiana Department of Homeland Security, and other State agencies pursuant to Ind. Code 36-1-12-10.

**C) PUBLIC WORKS CONSTRUCTION GREATER THAN \$150,000**

This section applies whenever the cost of a Public Work project will be at least one hundred fifty thousand dollars (\$150,000). The Department must comply with the following provisions:

- 1) The Department shall prepare general Plans and Specifications describing the kind of Public Work required but shall avoid Specifications which might unduly limit competition.

- a) If the project involves the resurfacing (as defined by I.C. 8-14-2-1, *et seq.*) of a road, street, or bridge, the Specifications must show how the weight or volume of the materials will be accurately measured and verified.
- 2) The Department shall file the Plans and Specifications in a place reasonably accessible to the public, which shall be specified in the notice required by subdivision 3).
- 3) Upon the filing of the Plans and Specifications, the Board shall publish notice in accordance with Ind. Code 5-3-1 calling for sealed proposals for the Public Work needed. If the Board receives electronic bids as set forth in this subsection, the Board shall also provide electronic access to the notice of the bid solicitation through the computer gateway administered under Ind. Code 4-13.1-2-2(a)(6) by the office of technology.
- 4) The notice must specify the place where the Plans and Specifications are on file and the date fixed for receiving bids.
- 5) The period of time between the date of the first publication and the date of receiving bids shall be governed by the size of the contemplated project in the discretion of the Board. The period of time between the date of the first publication and receiving bids may not be more than:
  - a) six (6) weeks if the estimated cost of the Public Works project is less than twenty-five million dollars (\$25,000,000); and
  - b) ten (10) weeks if the estimated cost of the Public Works project is at least twenty-five million dollars (\$25,000,000).
- 6) All bidders shall be required to submit a financial statement, a statement of experience, a proposed plan or plans for performing the Public Work, and the equipment that the Bidder has available for the performance of the Public Work. The statement shall be submitted on forms prescribed by the Indiana State Board of Accounts.
- 7) Neither the Board nor the Department may require a Bidder to submit a bid before the meeting at which bids are to be received. The meeting for receiving bids must be open to the public. All bids received shall be opened publicly and read aloud at the time and place designated and not before. Notwithstanding any other law, bids may be opened after the time designated if both of the following apply:
  - a) The Board makes a written determination that it is in the best interest of the Board to delay the opening.

- b) The day, time and place of the rescheduled opening are announced at the day, time and place of the originally scheduled opening.
- 8) Upon receipt of bids for the Public Work, the Board shall:
  - a) award the contract for Public Work or improvements to the lowest responsible and responsive bidder; or
  - b) reject all bids submitted.
- 9) If the Board awards the contract to a bidder other than the lowest bidder, the Board must state in the minutes or memoranda, at the time the award is made, the factors used to determine which bidder is the lowest responsible and responsive bidder and to justify the award. The Board shall keep a copy of the minutes or memoranda available for public inspection.
- 10) In determining whether a bidder is Responsive, the Board may consider the following factors:
  - a) Whether the bidder has submitted a bid or quote that conforms in all material respects to the Specifications.
  - b) Whether the bidder has submitted a bid that complies specifically with the invitation to bid and the instructions to bidders.
  - c) Whether the bidder has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.
- 11) In determining whether a bidder is a Responsible bidder, the Board may consider the following factors:
  - a) The ability and capacity of the bidder to perform the work.
  - b) The integrity, character and reputation of the bidder.
  - c) The competence and experience of the bidder.
- 12) The Board shall require the bidder to submit an affidavit:
  - a) that the bidder has not entered into a combination or agreement:
    - i) relative to the price to be bid by a person;
    - ii) to prevent a person from bidding; or
    - iii) to induce a person to refrain from bidding; and
  - b) that the bidder's bid is made without reference to any other bid.

**D) PUBLIC WORK UNDER \$250,000 USING CCPR WORKFORCES**

Pursuant to Ind. Code 36-1-12-3, *et seq.* the Department may perform any Public Work by means of its own workforce, without awarding a contract whenever the cost of that Public Work project is estimated to be less than \$250,000.

Before the Department may perform any work under this section by means of its own workforce, the Department must have a group of employees on its staff who are capable of performing the construction, maintenance and repair applicable to that work. For purposes of this subsection, the cost of a public work project includes:

- 1) the actual cost of materials, labor, equipment and rental;
- 2) a reasonable rate for use of trucks and heavy equipment owned; and
- 3) all other expenses incidental to the performance of the project.

The Department's workforce may perform a Public Work, described above, only if:

- 1) the workforce, through demonstrated skills, training or expertise, is capable of performing the Public Work; and
- 2) for a Public Work project whose cost is estimated to be more than one hundred thousand dollars (\$100,000), the Board:
  - a) publishes a notice under Ind. Code 5-3-1 that:
    - i) describes the Public Work that the Board intends to perform with its own workforce; and
    - ii) sets forth the projected cost of each component of the Public Work as described in this subsection; and
  - b) determines at a public meeting that it is in the public interest to perform the Public Work with the Board's own workforce.

A Public Work project performed by the Board's own workforce must be inspected and accepted as complete in the same manner as a Public Work project performed under a contract awarded after receiving bids.

When the project involves the rental of equipment with an operator furnished by the owner, or the installation or application of materials by the supplier of the materials, the project is considered to be a Public Work project and subject to this subsection. However, an annual contract may be awarded for equipment rental and materials to be installed or applied during a calendar or fiscal year if the proposed project or projects are described in the bid Specifications.

## **SECTION 10. ONLINE REVERSE AUCTIONS**

The Board believes online reverse auctions may be appropriate for the purchase of some supplies. To the extent the Purchasing Agent determines that such purchasing practice is beneficial under a set of circumstances, the Purchasing Agent shall so inform the Board and, if authorized, the Purchasing Agent shall follow the policies set forth in the Purchasing Procedures Handbook and defined by the Public Purchasing Law.

## **SECTION 11. SPECIAL PURCHASING METHODS**

### **A) OTHER PURCHASING METHODS.**

The Purchasing Agent and/or Deputy Purchasing Agent may use special purchasing methods whenever and wherever applicable in lieu of the methods otherwise described in this Policy under the following circumstances:

- 1) When there exists an Emergency as defined in Section 2;
- 2) When there exists a unique opportunity to obtain supplies at a substantial savings to the Board;
- 3) At an auction;
- 4) When purchasing data processing contracts or license agreements for software programs; or supplies, when only one (1) source meets the Board's reasonable requirements.
- 5) When the compatibility of equipment, accessories or replacement parts is a substantial consideration in the purchase and only one (1) source meets the Board's reasonable requirements.
- 6) When the purchase of the required supplies under another purchasing method would seriously impair the functioning of the Board or its Department;
- 7) When the Purchasing Agency has solicited for a purchase under another purchasing method and has not received a responsive offer;
- 8) For the evaluation of supplies or a system containing supplies:
  - a) To obtain functional information or comparative data, or
  - b) For a purpose that, in the judgment of the Purchasing Agent, may advance the long-term competitive position of the Board and its Department;
- 9) When the market structure is based on price but the Board is able to receive a dollar or percentage discount of the established price;

- 10) When there is only one source, and the Purchasing Agent determines in writing there is only one source, subject to the Public Purchasing Act.
- 11) When the Purchasing Agent determines in writing that supplies can be purchase equal to or less than the federal supply service schedule prices established by the federal General Services Administration and it is beneficial to the Board's interest in efficiency and economy.
- 12) When purchasing from a federal or state agency vendor whose contract requires supplies to be made available to political subdivisions.
- 13) When the Purchasing Agent determines that it is cheaper to obtain the transfer of supplies from the federal government under IC 4-13-1.7 at a cost less than the purchase through an IFB or a RFQ. Purchases under this subsection are subject to the requirements set forth in IC 5-22-10-16.
- 14) When supplies are given as gifts to the Board.
- 15) When purchasing from a public utility, if the purchase or lease price is a negotiated price that considers the results of independent appraisals obtained by the Purchasing Agency and the public utility.

**B) CONSIDERATION FOR COMPETITION.**

All special purchases under this section must be made with as much competition as is practicable under the circumstances.

**C) EMERGENCY PURCHASING AUTHORITY**

An emergency procurement may be conducted when there exists, an Emergency as defined by Section 2 of this Policy, the Purchasing Agent has the authority to spend up to \$49,999.99 to purchase supplies and services, with the consent of the highest-ranking Park Board officer available. All procurements under this subsection shall be ratified by the Board at its next regularly scheduled meeting.

Additionally, at the request of the Purchasing Agent, the Finance Committee is authorized approve expenditures up to \$150,000, with ratification by the Board at its next regularly scheduled meeting. Such expenditures, when approved by the Finance Committee, must be reported to the Board in the most expeditious manner.

## **SECTION 12. MISCELLANEOUS PROVISIONS**

**A) ELECTRONIC TRANSMISSION OF NOTICES OR OTHER MATERIALS.**

Where this Policy requires notice or other material be sent by mail, the material may be sent by electronic means provided the transmission of information is at least as efficient and secure as sending the material by mail and is otherwise consistent with Indiana law.



**B) ELECTRONIC RECEPTION OF OFFERS.**

The Board may receive electronic offers if the solicitation indicates the procedure for transmitting the electronic offer and the offer is received on a fax machine, by electronic mail, or by means of another electronic system approved by the Purchasing Agent.

**C) RECORDS RETENTION.**

The Department shall keep and maintain all records and supporting document for expenditures both requested and completed for a period of ten (10) years after the date of final payment to the vendor, as required by IARA's "County/Local General Retention Schedule" Record Series GEN 10-11.

**D) PURCHASE OF SUPPLIES MANUFACTURED IN THE UNITED STATES.**

Supplies manufactured in the United States shall be specified for all purchases and shall be purchased unless the Board as the Purchasing Agency determines that:

- 1) The supplies are not manufactured in the United States in reasonable quantities;
- 2) The prices of the supplies manufactured in the United States exceeds by an unreasonable amount the price of available and comparable supplies manufactured elsewhere;
- 3) The quality of the supplies manufactured in the United States is substantially less than the quality of comparably priced available supplies manufactured elsewhere; or
- 4) The purchase of supplies manufactured in the United States is not in the public interest.

**E) PURCHASE OF SUPPLIES FROM THE DEPARTMENT OF CORRECTION.**

The Purchasing Agency shall purchase from the Indiana Department of Correction ("DOC"), supplies and services produced or manufactured by the DOC listed produced or manufactured by the DOC under IC 11-10-6 as listed in the DOC's printed catalog unless the Purchasing Agency or Purchasing Agent determines that:

- 1) The supplies and services cannot be furnished in a timely manner; or
- 2) The supplies and services do not meet the Specification(s) and needs of the Board or the Department; or
- 3) The supplies and services cannot be purchased at a fair market price.
- 4) The Purchasing Agent shall be responsible for interpreting the terms in this subsection to carry out the intent of the Public Purchasing Law.

**F) PURCHASING OF SUPPLIES FROM A REHABILITATION CENTER.**

The Purchasing Agency shall purchase from a Rehabilitation Center (the "Center") as defined by Ind. Code 12-12-3-1, supplies produced by the Center as listed in the Center's printed catalog unless the Purchasing Agency or the Purchasing Agent determines that:

- 1) similar articles are produced by the Department; or
- 2) the articles do not meet the Specifications and needs of the Department; or
- 3) the articles are not offered at a fair market price; or
- 4) the Purchasing Agent has obtained a written statement from the Center that the supplies described in the catalog cannot be furnished, the Purchasing Agent may obtain the supplies elsewhere.

**G) PURCHASE OF COAL FOR FUEL.**

Whenever the Purchasing Agent purchases coal for use as fuel, the Purchasing Agent shall give absolute preference to coal mined in Indiana unless federal law requires the use of low sulfur coal in the circumstances for which the coal is purchased. (IC 5-22-15-22)

**H) PURCHASE OF SUPPLIES PRODUCED WITH FORCED LABOR.**

The Purchasing Agent may not purchase supplies if the supplies were manufactured outside the United States using forced labor.

**I) PURCHASE OF STEEL MANUFACTURED IN THE UNITED STATES.****1) Solicitation for Supplies**

Pursuant to IC 5-22-15-25 *et seq.*, all solicitations for supplies must include a provision requiring the use of Domestic Steel unless the Board makes a written determination that:

- a) the cost of the contract requiring the use of steel manufactured in the U.S. would be more than 115% of the cost of the contract otherwise; and
- b) failing to require the use of steel manufactured in the U.S. would not in any way harm the business of a facility that manufactures steel products in Indiana or result in the reduction of employment or wages and benefits of employees of a facility that manufactures steel products in Indiana.

**2) Steel Procurement for Public Works**

Pursuant to IC 5-16-8-2 *et seq.*, every CCPR contract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works shall require that, if any steel products are to be used or supplied in the performance of the contract or any of the subcontracts, only domestic Steel Products shall be used, unless the Purchasing Agency determines in writing that the cost of the domestic Steel Products is deemed to be unreasonable. A bid or offered price of domestic Steel Products is not deemed to be unreasonable if it does not exceed the sum of:

- a) the bid or offered price of like steel products of foreign origin (including any applicable duty); plus
- b) a differential of fifteen percent (15%) of the bid or offered price of the steel or foundry products of foreign origin.

**J) EXPLICIT AUTHORIZATION FOR PURCHASING AGENT.**

The Board hereby grants the following authority to the Purchasing Agent:

- 1) Purchasing authority up to \$25,000 for supplies and services with appropriated funds from any Board fund(s).
- 2) Authorization to change the Procedures from time to time so long as such changes are consistent with the Rules and the Public Purchasing Law.
- 3) Use of a process or rule not specifically provided in the Policy but not inconsistent with the Public Purchasing Law and necessary to be utilized for the benefit of the general public prior to Board consideration.
- 4) Authorization specifically provided in other sections of this Policy.

**K) AMENDMENT.**

This Policy may be amended from time to time, as determined necessary by the Board, or as required by changes in public law or case law relating thereto. All amendments must be approved by the Board prior to becoming effective.

**SECTION 13. FAILURE TO COMPLY WITH THIS POLICY**

Failure to comply with the Purchasing Rules outlined in this Policy will result in disciplinary, up to and include termination of employment.

# Carmel • Clay Parks & Recreation

## Director's Report | December 13, 2022

### Active Projects

Below is a list of CCPR's major projects categorized by status. Details, if relevant and not covered as an agenda item, follow within this report.

#### Planning Stage

- 1) Interlocal Cooperation Agreement Amendments/Capital Funding Strategy
- 2) Japanese Garden Expansion (*City/Township led project*)
- 3) Monon Community Center Indoor Playground
- 4) Thomas Marcuccilli Nature Park Master Plan
- 5) Thomas Marcuccilli Nature Park/Wellhead Overlooks (*funded by Carmel Utilities*)
- 6) The Waterpark's Next Splash Plan
- 7) West Park – The Core Shelters
- 8) West Park – The Groves Perimeter Trail
- 9) White River Pedestrian Bridge
- 10) White River Corridor/Hamilton County South River District (*in coordination with Hamilton County Tourism, Conner Prairie, and Hamilton County Parks & Recreation*)
- 11) White River Greenway Central Extension – Phase 1
- 12) White River Greenway North Extension

#### Procurement or Contracting Stage

- 13) Bear Creek Park/Albany Village Donation (*closing on property*)
- 14) Central Park/Interurban Trail Connection & Trailhead Enhancements (*funded by CRC*)
- 15) Central Park Lagoon Trail
- 16) Waterpark Cabanas

#### Construction Pending

None

#### Construction/Project in Progress

- 17) Monon Community Center Guaranteed Savings Projects
- 18) Monon Greenway Improvements from City Center Drive to Gradle Drive (*City/Township led project*)

19) Monon Greenway Structure #12

Substantially Complete with Punch List Items Remaining

20) Central Park Dog Park Trail Expansion

21) Meadowlark Park Improvements

22) River Heritage Park Phase I Improvements

23) West Park – The Core Improvements

Final Completion Achieved (for projects identified as active last month)

Not applicable

**Park Closures at a Glance**

Status of parks with projected reopening dates (*if applicable*).

PARK	STATUS	PROJECT NOTES	REOPENING DATE
<b>Monon Greenway</b> (Carmel Drive to 116 <sup>th</sup> Street)	Closed	AT&T fiber line that was supposed to be well below the footers for the new Carmel Creek culvert was closer to the surface than AT&T anticipated, requiring its relocation. Continuing to coordinate with AT&T to get line relocated, but timeline for work has yet to be established.	TBD

**Central Park Dog Park – Amy Edenburn Furry Memorial Dog Trail**

The Amy Edenburn Furry Memorial Dog Trail and expanded dog park has opened and is already receiving rave reviews from visitors. Mr. Furry, who donated \$20,000 toward the expansion project, was able to visit the dog park with family members over Thanksgiving weekend and was pleased with how things turned out.

**Chinese Garden**

Met on 12/6/2022 with Kwan Hui, a Carmel resident who is donating \$50,000 toward a Tree Peony Collection in a future Chinese Garden, and Dan McFeely representing Promote Carmel, Inc., a 501(c)3 that works closely with the City of Carmel. Promote Carmel is accepting the funds under the condition that they be used for the purposes specified by Mr. Hui.

As previously reported, a potential location for the Chinese Garden has been identified near the library and Carmel Elementary School. CCS has requested a preliminary concept plan to be vetted by administration before presenting to the School Board for discussion at a future workshop meeting. Presuming there is a consensus among School Board members to proceed, a more refined plan would be

developed for presentation at a regular School Board meeting. The final plan and agreement authorizing development of the garden will need to be approved by the School Board and Park Board.

After seeking referrals from multiple sources, met with Yiwie Huang on 11/18/2022, a landscape architecture professor at Purdue University originally from Hubei. We have prepared a scope of services to work with Dr. Huang and some of her students to develop the preliminary concept plan as a service-learning project, with presentation of the plan ready for the School Board's workshop meeting in March or April 2023. Once a formal proposal has been prepared by Purdue, we will be able to determine if this is a viable option for developing the concept plan. If the project proceeds as anticipated, final plans would likely be prepared by a professional landscape architect or firm in coordination with Professor Huang and her class. Development of the garden is contingent on receiving the necessary funding from the City of Carmel.

### **Comprehensive Parks and Recreation Master Plan**

Met with PROS Consulting on 12/8/2022 to review scope of services for the new Comprehensive Parks and Recreation Master Plan. As previously informed, CCPR is speeding up the cycle for updating our master plan based on both the success in implementing the current plan and the transformative impact of the pandemic on operations. The master planning process will kick off in earnest in the first quarter of 2023.

### **Monon Community Center**

Work related to the Guaranteed Savings Contract has begun. Flush valves are currently in the process of being replaced and should be completed by early to mid-December. Work on replacing the Dectron units began on 12/7/2022. Staff met with Ameresco on 12/2/2022 to finalize plans for replacement of the chillers. Due to long lead times, installation of the chillers is not anticipated until fall 2023.

### **Monon Greenway – 116<sup>th</sup> Street Tunnel Mural**

Faulty application of the anti-graffiti protection on the new mural resulted in significant streaking and discoloration of the new mural in the 116<sup>th</sup> Street Tunnel. Unfortunately, the damage is significant enough that minor touch-up of the damaged areas is not feasible requiring the reinstallation of the mural. One Consulting, which is managing the mural installation, is working closely with CCPR, CHS, and their subcontractor to replace the mural at no cost to CCPR. The same artwork will be used and all efforts will be made to ensure students originally involved in painting portions of the mural will be able to participate in the redo efforts. Work is anticipated to occur in spring 2023 once temperatures rebound requiring a temporary closure of the tunnel and detour route for the Monon Greenway while the work is occurring. Until then, the existing mural will be left in place and the tunnel will remain open.

### **PrimeLife Enrichment**

Met with Gary Wagner, Executive Director of PrimeLife Enrichment, and toured their senior center located at 1078 3rd Ave SW. The center currently serves approximately 525 members of which around 75% are residents of Carmel. Additionally, about 90% of the members are age 60 or above. Within the 20,000 square foot center, PrimeLife provides social determinants of health including fitness classes (land and aquatic), a walking track, a workout room, educational classes and programs, a library, socialization opportunities, daily lunches, etc., all designed to help seniors stay active and healthy while

living in their homes as long as possible. They also provide on demand transportation services, taking seniors not only to and from the senior center, but also to medical appointments, the grocery store, and pharmacy, among other places.

PrimeLife has absorbed significant funding cuts over the past several years, watching its budget shrink from over \$1.1 million prior to the pandemic to under \$800,000 today. This has been compounded by 50% reductions in grants from both Hamilton County and United Way of Central Indiana in the past year. At the present time they receive no grants from the City of Carmel or Clay Township. While PrimeLife has made necessary adjustments, including reducing staff and hours of operation, there are concerns about the not-for-profit organization's long-term sustainability without new funding sources.

CCPR and PrimeLife are dedicated to an ongoing dialogue as we explore opportunities for future collaboration. While CCPR does provide senior programming, consistent with our historical practice of serving underserved needs within the community, we have and will continue to minimize duplication of services with PrimeLife, which specializes in senior services. As we prepare our new Comprehensive Parks and Recreation Master Plan, we will include PrimeLife leadership in our stakeholder interviews and hopefully have the opportunity to conduct one or more focus groups with its membership to help identify the park and recreation needs of the senior community.

### **Thomas Marcuccilli Nature Park**

The initial draft of the Thomas Marcuccilli Nature Park (TMNP) received from MKSK on 11/2/2022 needed additional work. Unfortunately, a revised draft was not received for staff to appropriately review in time for the December Park Board meeting. Hopefully we will be in the position to distribute the draft report to the Park Board before the end of the year, putting us in position to seek adoption at the 1/10/2023 meeting.

### **The Waterpark**

The original heater for the lazy river that has been in use for 16 seasons is failing and in need of replacement. Due to lead times, the replacement heater will be ordered shortly to ensure sufficient time for delivery and installation in April 2023. The cost is anticipated to fall within the Director's purchasing authority.

### **West Park**

Anticipate going out to bid before year's end for the construction of three picnic shelters and installation of the 116<sup>th</sup> Street perimeter path from the entry drive to Jill Perelman Pavilion to near the park's western boundary. Presuming all goes well, we anticipate bringing a recommendation to the Park Board in January or February. Construction on both projects is anticipated to begin in the spring with the goal of having everything completed for use in summer 2023.

### **White River Greenway**

Norman Burns, President and CEO of Conner Prairie, is tentatively scheduled to attend the January Park Board meeting and share Conner Prairie's westside expansion plans. This presentation will help illustrate how the White River Greenway North Extension integrates with Conner Prairie's plans. Their plans also

continue to show the proposed White River Education and Ecology Center, which is envisioned as a joint venture between Conner Prairie and CCPR, among other partners.

A kickoff meeting for development of the construction documents for the White River Greenway North Extension is scheduled for 12/13/2022. After this meeting, we should have a better idea of the timeline for building and constructing the trail.