

**Carmel/Clay Board of Parks and Recreation  
Tuesday, March 12, 2024, 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.

**Agenda**

- 1. Roll Call**
- 2. Call to Order & Pledge of Allegiance**
- 3. Public Comments**
- 4. Staff Reports**
- 5. Finance Committee**
- 6. Minutes – Secretary**
  - a. February 13, 2024 Park Board Meeting
- 7. Financial Reports – Treasurer**
  - a. Consolidated Financial Report for January 2024
  - b. CCPR P&L Statements for February 2024
- 8. Claims – Treasurer**
  - a. Claim Sheet March 12, 2024
  - b. Clay Township Claim Sheet March 12, 2024
  - c. CCPR Payroll for February 9, 2024 and February 23, 2024
- 9. Monetary Gifts, Grants, Partnerships, and Sponsorships for February 2024 – Kurtis Baumgartner**
- 10. New Business**
  - a. Consideration of Entering into a Transportation Services Agreement with Avant Garde Transportation – Kurtis Baumgartner
- 11. Old Business**
  - a. White River Greenway Extension – Michael Klitzing
    - i. Consideration of Amendment to Construction Manager Agreement with CTI Construction, LLC for Inspection Services
- 12. Attorney's Report**
- 13. Director's Report**
- 14. Information Items**
- 15. Park Board Comments / Discussion**
- 16. Adjournment**

## 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>No Action Required</b>
<small>ITEM/SUBJECT</small> <b>Staff Reports</b>	
<small>DOLLAR AMOUNT/FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>March 12, 2024</b>

### **Selected news articles:**

- Meet the Monon Community Center, Your Partner in Fitness!  
*Indy's Child*, February 19, 2024
- Carmel City Council asks plan commission to address park impact fee proposal  
By Ann Marie Shambaugh  
*Current in Carmel*, February 22, 2024
- Summer, summer jobs ...  
*Good Day Carmel*, February 29, 2024

### **Standard monthly reports for January 2024:**

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

### **Standard monthly reports for February 2024:**

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

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# Indy'sChild

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[Home](#) › [Health & Wellness](#)

Health & Wellness

Online Spotlight

## Meet the Monon Community Center, Your Partner in Fitness!

INDY'S CHILD ♦ FEBRUARY 19, 2024

Being a parent means juggling a million different responsibilities—including finding time for your health and wellness. That's where the Monon Community Center (MCC) comes in. We can help you simplify your fitness routine with everything you need in one location. Let the MCC be your partner in fitness!

As an MCC member, you'll have unlimited access to our amenities, including 100+ weekly group fitness classes, indoor lap and activity pools, fitness center, indoor track, saunas, The Waterpark (seasonal), and free on-site childcare for kiddos ages 2-12 at our KidZone! There are never any contracts or hidden fees. The MCC in Carmel is here to empower you to set (and achieve!) your fitness goals.



## **Make Self-Care a Habit**

Finding time for fitness can be challenging. With an MCC membership, you have access to everything you need to make physical and mental self-care a habit. The MCC is open daily with options for solo or instructor-led workouts.

There's no one-size-fits-all fitness that works with every lifestyle. At the MCC you can create a routine that fits your schedule and your goals. Relax in the sauna, walk on the track, try a group fitness class, or lift weights at the fitness center. The possibilities for wellness are endless, and you can try them all!



## **Amenity Highlight: KidZone Childcare**

Craving a stress-free workout? Drop your little ones at KidZone, our on-site childcare!

KidZone is an interactive, educational space that provides kiddos ages 2-12 with entertainment and adventure for up to two hours while you enjoy your workout. KidZone at the MCC is your one-stop destination for fun, safe childcare!

*Ready to unlock your fitness potential at the MCC? Sign up today! Adult memberships are \$49/month and household memberships are \$107/month. Learn more and register at [carmelclayparks.com/membership](https://carmelclayparks.com/membership).*

# CURRENT

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FISHERS ▾

LAWRENCE/GEIST ▾

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NIGHT &amp; DAY ▾

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**YOU ARE AT:** Home » Carmel » Carmel Community » Carmel City Council asks plan commission to address park impact fee proposal

## Carmel City Council asks plan commission to address park impact fee proposal

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FOLLOW US ON SOCIAL MEDIA

BY ANN MARIE SHAMBAUGH ON FEBRUARY 22, 2024

CARMEL COMMUNITY



The Carmel City Council met Feb. 19 to discuss topics that included oversight of park impact fees, a potential change to the Republic headquarters redevelopment project and more.

**What happened:** The council approved a resolution that recommends the Carmel Plan Commission consider an amendment to the Unified Development Ordinance.

**What it means:** The proposed amendment would give the city council more oversight over park impact fees generated by Carmel Redevelopment Commission projects and requires CRC and Carmel Clay Parks & Recreation officials to communicate about how they are used.

**What's next:** Any changes to the UDO would need to be reviewed by the plan commission before heading to the city council for a final vote.

**What happened:** CRC Director Henry Mestetsky reported that plans to wrap a parking garage in the Republic Headquarters redevelopment may not include apartments as originally planned.

**What it means:** Mestetsky presented the update because Republic is ready to move forward with constructing its headquarters building, but developers are not ready to begin work on the apartments, which are set to be funded through the same bond. He said the garage may end up being wrapped with brick instead of apartments, but both options are being considered.

**What happened:** The council approved use of 2021 tax increment financing bonds for the CRC purchase of a residential property at 331 W. Main St.



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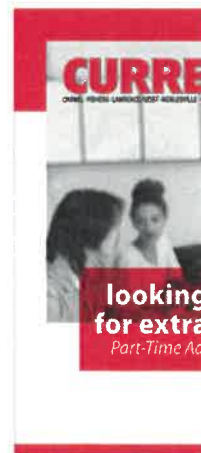
**What it means:** The CRC purchased the home for \$850,000 as part of land aggregation for future redevelopment. Council approval is required for all CRC land purchases greater than \$50,000 using 2021 TIF bonds.

**What's next:** A specific project for the site has not been determined.

**What happened:** The council approved on first reading an amendment to an ordinance that adds a slight change to council meeting agendas.

**What it means:** From now on, the Climate Action Advisory Committee, which formed in 2022, will be listed on each meeting agenda among "other reports," but it will only be scheduled to present updates to the council quarterly.

**What's next:** The quarterly reports are scheduled to take place in March, June, September and December.



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MORE HEADLINES

SHARE.





**Young, Sandra**

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**From:** Good Day Carmel <newsletter@gooddaycarmel.com>  
**Sent:** Thursday, February 29, 2024 6:14 AM  
**To:** Young, Sandra  
**Subject:** LEAP into your positive news ...



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*Carmel kids rock ...*

**BRINGING YOU A  
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GOOD NEWS!**

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to subscribe to Good  
Day Carmel!**



utilizes a solar eclipse as a metaphor where light is overshadowed by darkness, but then reappears as a sign of hope and survival.

## *Summer, summer jobs ...*



Working at Carmel Clay Parks & Recreation is more than just a summer job - it's a lifetime experience! The Parks Department offers flexibility, the ability to spend summer outdoors, and foundational career experiences.

One former lifeguard who wanted to go into the medical field found that lifeguarding taught him how to keep his cool. It gave him hands-on experience with health tools he would encounter in his field. He made a

band director. He played both clarinet and alto saxophone and began playing in several bands with Tommy when they were both teenagers. In 1920 they formed their own combo, **Dorsey's Novelty Six**.

By 1922 the group, now known as **Dorsey's Wild Canaries**, was well-known in the Baltimore, Md., area and was among the first jazz bands to broadcast on the radio. During this time Jimmy played — sometimes alone, sometimes with Tommy — in jazz groups, in big bands, and even in pit bands for Broadway musicals.

In 1927 the **Dorsey Brothers Orchestra** began recording with an ever-changing group of musicians. Their hits included such songs as “Coquette” (1928) and “Let's Do It” (1929), the latter featuring singer Bing Crosby. Their recordings from the late 1920s and early '30s reveal their mastery of

positive impact in the community and spent five summers lifeguarding with us!

Our open summer roles include:  
Lifeguard, camp counselor, concessions/food services, swim instructor and much more.

[Check out the opportunities here.](#)

both the smooth popular styles that dominated their output and the more raucous Dixieland style appreciated by jazz fans.

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## **Word of the Day**

### ***Leap Year***



The necessity for adding a day to the calendar every four years is due to the fact that the Earth's orbit of the sun is not exactly 365 days; it's closer to 365.25 days.

Therefore, about every four years we add one day to the calendar to keep the seasons aligned with the calendar. The practice of adding intercalary days began with the Romans and was revised to the current practice of adding in intercalary day to February every four years began with the Julian calendar instituted under

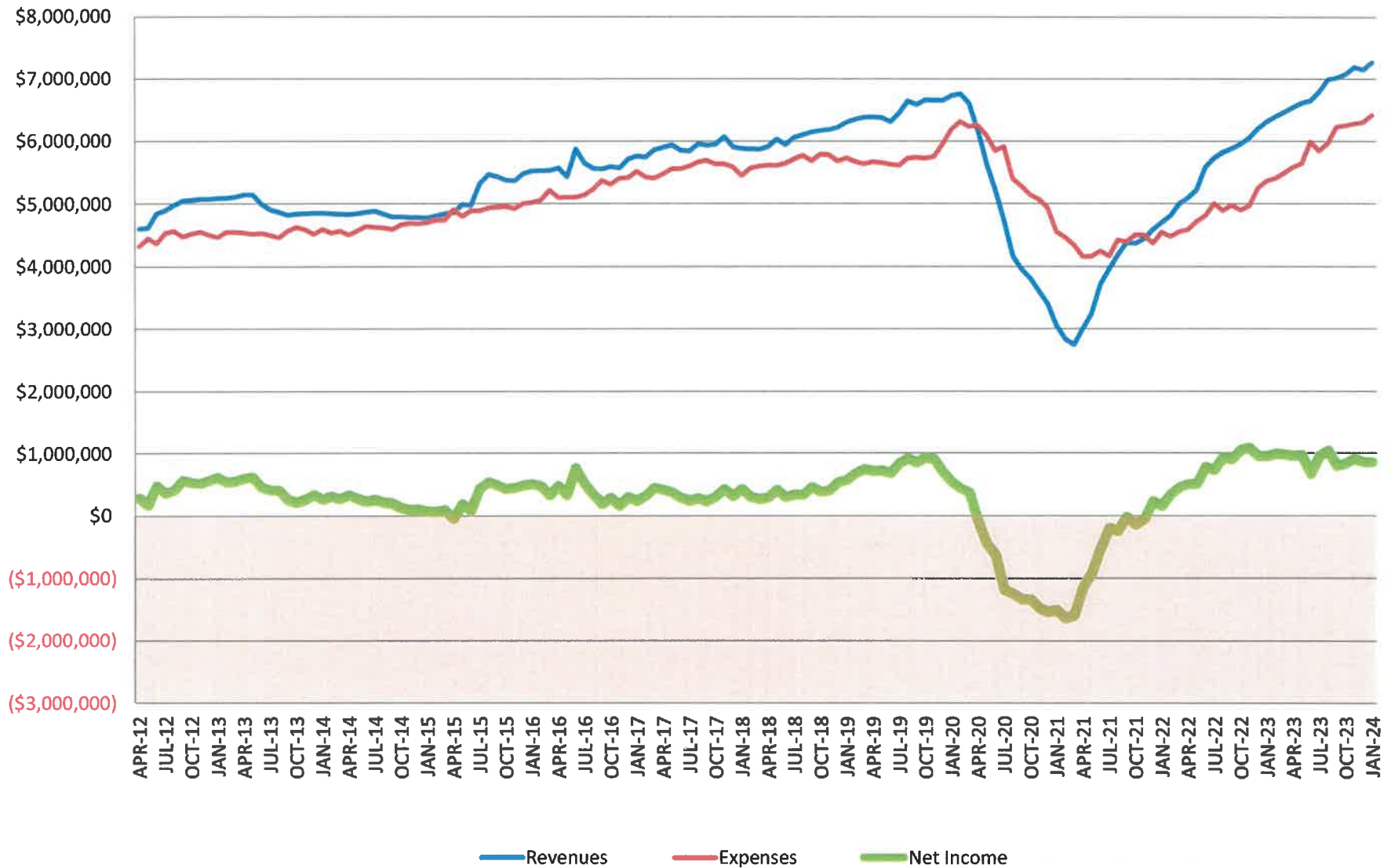
# FUND 108 - EXTENDED SCHOOL ENRICHMENT

## 12-MONTH TRAILING FINANCIALS - 01/31/24



# FUND 109 - MONON COMMUNITY CENTER

## 12-MONTH TRAILING FINANCIALS - 01/31/2024



# MONON COMMUNITY CENTER PASS REPORT

**FEBRUARY 2024**

- NET CHANGE -

	ANNUAL	MONTHLY	OTHER	TOTAL	% <sup>1</sup>	PREV. MONTH	PREV. YEAR
<b><u>MCC MEMBERSHIP PASSES</u></b>							
Youth	7	343		350		2	30
Adult	41	2,959		3,000		(56)	168
Senior	13	349		362		(1)	14
Senior (Legacy Pricing)	9	70		79		(2)	(21)
Military	0	24		24		0	(8)
Household	12	1,164		1,176		(26)	93
<b>MCC Passes</b>	<b>82</b>	<b>4,909</b>		<b>4,991</b>		<b>(83)</b>	<b>276</b>

Add'l HH Members				4,397		(79)	354
<b>MCC Members</b>				<b>9,388</b>	62%	<b>(162)</b>	<b>630</b>

## **CORPORATE MEMBERSHIP PASSES**

Youth	0	7		7		(1)	2
Adult	5	284		289		2	18
Senior	0	22		22		(3)	(1)
Senior (Legacy Pricing)	0	0		0		0	0
Household	5	120		125		(3)	(6)
<b>Corporate Passes</b>	<b>10</b>	<b>433</b>		<b>443</b>		<b>(5)</b>	<b>13</b>

Add'l HH Members				451		(8)	(23)
<b>Corporate Members</b>				<b>894</b>	6%	<b>(13)</b>	<b>(10)</b>

## **INSURANCE-PAID MEMBERSHIP PASSES**

Prime			1,216	1,216		82	77
SilverSneakers			1,081	1,081		48	150
Active&Fit			1,043	1,043		86	284
Silver&Fit			254	254		20	82
Optum-Renew Active			1,296	1,296		67	194
<b>Insurance Passes/Members</b>			<b>4,890</b>	<b>4,890</b>	32%	<b>303</b>	<b>787</b>

<b>TOTAL PASSES</b>	<b>92</b>	<b>5,342</b>	<b>4,890</b>	<b>10,324</b>		<b>215</b>	<b>1,076</b>
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Percent of Total Passes	1%	52%	47%				
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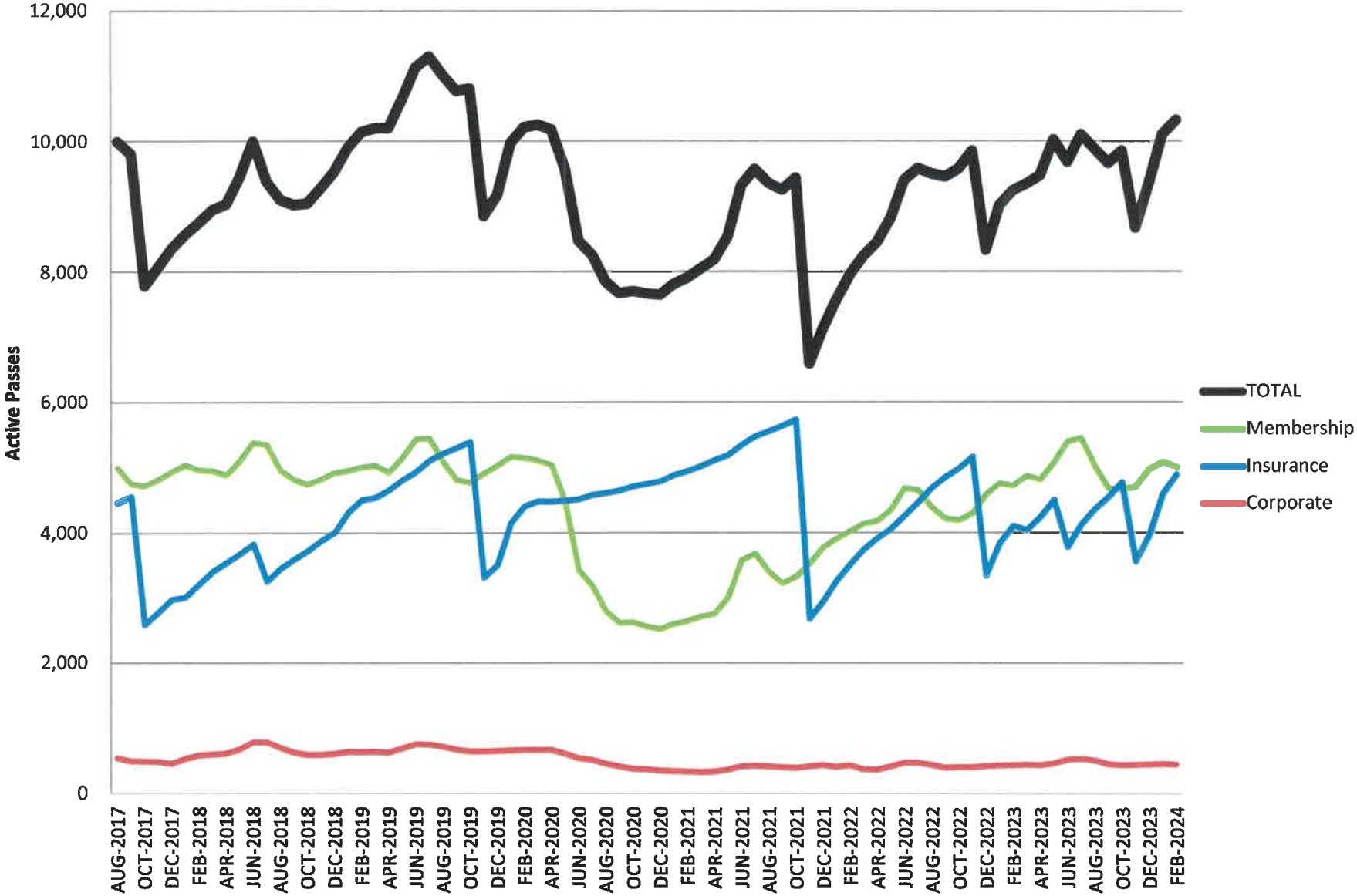
<b>TOTAL MEMBERS</b>				<b>15,172</b>		<b>128</b>	<b>1,407</b>
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<sup>1</sup> Percent of Total Members

## **CARMEL CLAY TRACK PASSES**

Track Passes				1,603		50	289
<b>Carmel Clay Track Passes</b>				<b>1,603</b>		<b>50</b>	<b>289</b>

**MONON COMMUNITY CENTER**  
**ANNUAL, MONTHLY & INSURANCE PASSES AS OF 2/29/2024**





## EMPLOYMENT REPORT | FEBRUARY 2024

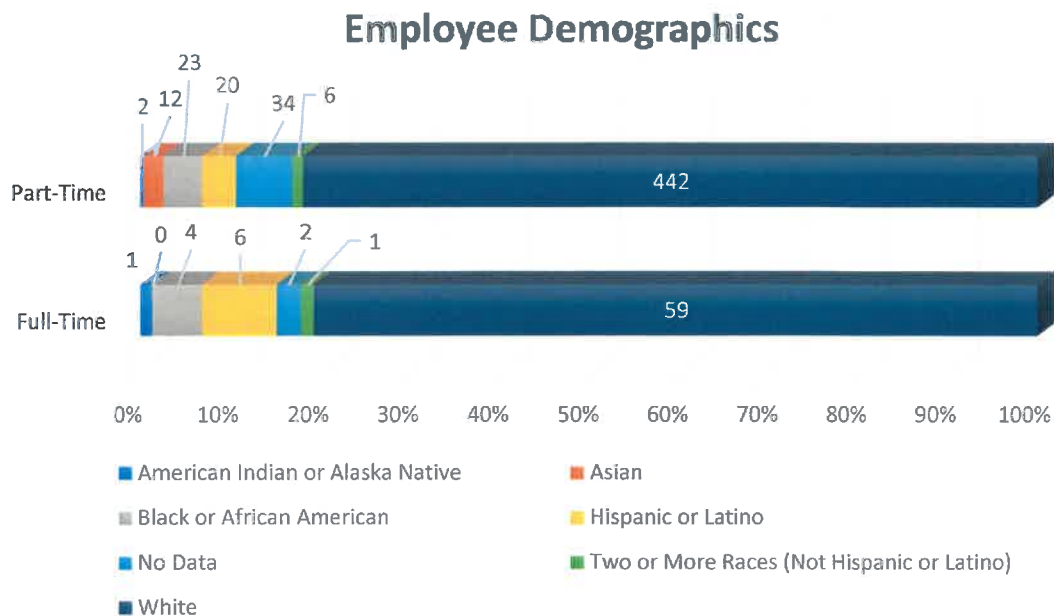
Employee by Status	Full-Time	Part-Time	Subtotal
All Employees <sup>i</sup>	73	621	691
Leaves of Absence <sup>ii</sup>	0	82	82
<b>Period Ending Totals</b>	<b>73</b>	<b>539</b>	<b>612</b>

<sup>i</sup> Includes employees in "Active" and "Leave" status.

<sup>ii</sup> "Leaves of Absence" count includes seasonal employees.

Employment by Division	Full-Time	Part-Time	Subtotal
Executive	3	0	3
Administration + Planning	9	3	12
Extended School Enrichment/SCS	23	202	225
Marketing + Communications	4	1	5
Parks + Natural Resources	17	12	29
Recreation + Facilities	17	321	338
<b>Period Ending Totals</b>	<b>73</b>	<b>539</b>	<b>612</b>

### Employee Demographics





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Employee Demographics	Full-Time	Part-Time
American Indian or Alaska Native	1	2
Asian	0	12
Black or African American	4	23
Hispanic or Latino	6	20
No Data	2	34
Two or More Races (Not Hispanic or Latino)	1	6
White	59	442
Total:	73	539

## EXTENDED SCHOOL ENRICHMENT | February 2024

*ESE 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.*

### After School Program

#### Participation Rates

Total Registered Students (as of 2/29/24)	1,660
Comparison from Feb 2023 to Feb 2024	-228 (Feb 2023: 1,880)
Average Daily Attendance per School in Feb	85 participants (Feb 2023: 82)

#### Carmel Clay Schools (CCS) Employee Discounts (Fee Waivers)

Total Number of CCS Employees Receiving ESE Discounted Rates	125
Total Value of CCS Employee Discount Fee Waivers for Feb 2024	\$19,412.02

#### ESE February 2024 Staff Star

Carmel	Lilly Cole
Cherry Tree	Olivia Haas
Clay Center	Garrett Corich
College Wood	Emily Katter
Forest Dale	Daniel Mayberry
Mohawk Trails	Anna Thorp
Prairie Trace	Ivy Holmes
Smoky Row	Luke Falin
Towne Meadow	Jessica Hewitt
West Clay	Avery Carlisle
Woodbrook	Madyson Mylott

### Program Highlights

On Feb 26, two of the top RICHER "Right"-Up earners from each school were invited to attend the ESE RICHER night Pacers game. The students, their family members, and ESE staff had a blast, even though the Pacers lost.



## RECREATION & FACILITIES REPORT | February 2024

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### MONON COMMUNITY CENTER / THE WATERPARK

#### Annual/Monthly Memberships Sold/Rejoined

FEB 2024	Previous Month	Previous Year
548	798	514

#### Day/Punch Pass Visits

FEB 2024	Previous Month	Previous Year
2,008	2,735	2,161

#### Total Member Visits

FEB 2024	Previous Month	Previous Year
51,360	60,510	47,523

#### Group Fitness Class Participation

FEB 2024	Previous Month	Previous Year
12,069	13,066	10,376

#### Corporate Wellness Package

Total	
Participating Companies	16
Passholders	894

### RECREATION PROGRAMMING

- We offered 71 general recreation programs and served 998 participants.
- Total served including Group Fitness classes was 13,067 participants.

**Administration & Planning Division  
Gift Fund 853 Report  
January 2024**

<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	\$ 68,815.11	\$ -	\$ 800.00	\$ 68,015.11
Interpretive Signage	\$ 13,309.71	\$ -	\$ -	\$ 13,309.71
Invasive Species Mgmt/Restoration	\$ -	\$ -	\$ -	\$ -
Central Park North Woods	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Pedal & Park	\$ 5,917.92	\$ -	\$ -	\$ 5,917.92
Staff Appreciation	\$ 1,211.95	\$ 100.00	\$ 62.71	\$ 1,249.24
Staff Professional Development	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Volunteer Program	\$ 90.52	\$ -	\$ -	\$ 90.52
West Park	\$ 2,160.00	\$ -	\$ -	\$ 2,160.00
James Engledow Memorial	\$ 2,750.00	\$ -	\$ -	\$ 2,750.00
Monon Greenway Dog Pots	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Recreation Programming	\$ 250.00	\$ 1,000.00	\$ -	\$ 1,250.00
Undesignated (General)	\$ 13,042.26	\$ -	\$ -	\$ 13,042.26

**Month End Cash Balance** **\$ 120,784.76**

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.*

DocuSigned by:

*Eric Mehl*

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Administration & Planning Director

## MARKETING & COMMUNICATIONS REPORT | February 2024

### TEAM HIGHLIGHTS

- The feature story of *Park Conversations* magazine, written by Marketing & Communications Manager Emma Laux, was published on the National Recreation & Park Association's blog *Open Space*.

### SOCIAL MEDIA *This month, these were our top posts across all platforms.*



Top Facebook Post  
**Maintenance**  
**Appreciation**  
192 Engagements  
18,547 Impressions



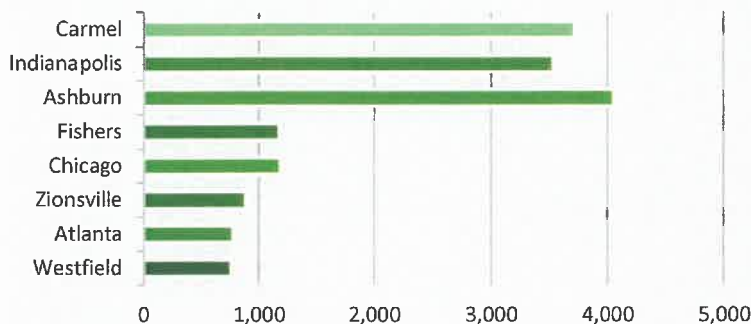
Top Instagram Post  
**Summer Hiring**  
**Reel**  
78 Engagements  
4,507 Impressions



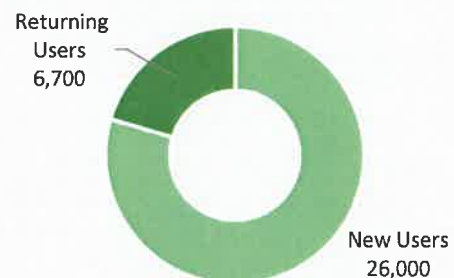
Top LinkedIn Post  
**Richard Lawson**  
**Award**  
21 Engagements  
322 Impressions

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

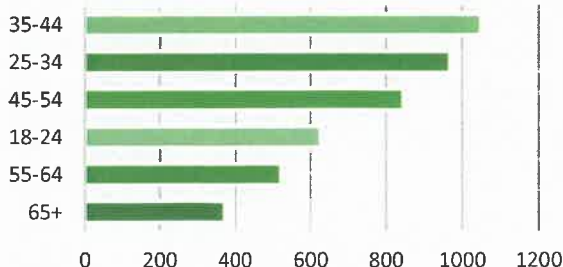
#### LOCATION



#### NEW VS. RETURNING USERS



#### AGE



#### TOTAL PAGE VIEWS

106,813

#### TOP WEB PAGES

#### PAGE VIEWS

#### % OF TOTAL

MCC  
Home Page  
Active-Home  
Group Fitness  
Active-Membership

17,590  
7,769  
7,296  
4,693  
3,386

16.46%  
7.27%  
6.83%  
4.39%  
3.17%

## EARNED MEDIA

- Current Publishing | [Committee OKs proposal to give Carmel City Council more oversight of park impact fees](#)
- Hamilton County Reporter | [Carmel Clay Parks & Rec to hold annual Theatre Performance](#)
- Current Publishing | [Carmel City Council asks plan commission to address park impact fee proposal](#)
- Current in Carmel | [Carmel in Brief/Barrier-Free Theatre](#)
- Open Space (NRPA Blog) | [Memories are Important for Wellness, Too](#)
- Carmel City Lifestyle | [Celebrating Disability Awareness](#)
- Indy's Child | [Mud Free Playgrounds around Indianapolis](#)
- Indy's Child | [Indianapolis Summer Camps Your Kids Will Love](#)
- Kids Out and About | [Wonders of the Whistle Pig with Carmel Clay Parks and Recreation](#)
- All Events in Carmel | [Barrier-Free Theatre: Mystery at the Rider Mansion](#)
- Hamilton County Reporter | [Find ways to give at Carmel Library's Volunteer Fair](#)
- Kids Out and About | [Junior Lifeguarding with Carmel Clay Parks and Recreation \(Ages 11-15\)](#)
- Facts.net | [12 Facts About Sports And Recreation In Carmel, Indiana](#)
- Zuzu for Kids | [The Waterpark at the Monon Community Center](#)
- Kids Out and About | [Prenatal and Postnatal Yoga - With Carmel Clay Parks and Recreation](#)
- Indy's Child | [Meet the Monon Community Center, Your Partner in Fitness!](#)
- Town Planner | [My Park Series Flowing Well Park](#)
- Towne Post Network | [Carmel Clay Parks and Recreation](#)
- Good Day Carmel | [Barrier-Free Theatre](#)
- Good Day Carmel | [Summer Jobs with Carmel Clay Parks](#)

## PARKS & NATURAL RESOURCES REPORT | February 2024

### NATURE PROGRAM PARTICIPATION

DATE	PROGRAM	ATTENDANCE/REGISTERED
2/2	Knee High Naturalist	7/7
2/3	Wonders of the Whistle Pig	20/20
2/19	Kitchen Chemistry	10/12
2/20	Citizen Science – Bluebirds	4/5
2/29	My Park Series – Flowing Well	13/15
February	Total Registrations	59

### VOLUNTEER SERVICE PARTICIPATION

PROGRAM CATEGORY	HOURS	TIME SHEETS
Adaptive	24.50	9
MCC Programs	0	0
ESE / Summer Camp Series	0	0
Adopt-A-Park	107.50	8
Park Stewardship ( <i>Independent Service, Group Projects, Public Volunteer Projects</i> )	81	2
Citizen Science	24.25	14
TOTALS	237.25	33

### PARK OPERATIONS

- 3 staff attended Great Lakes Park Training Institute Annual Conference at Pokagon State Park.
- Gravel berm edges of Greyhound Trail improved with adding, leveling, and compacting travel.
- Meetings with contractors to pursue maintenance services on various assets once weather allows.
- Honeysuckle removal at River Heritage and Inlow parks.
- Snow and ice management responses on multiple occasions throughout the month.
- Initiating operations and maintenance at Bear Creek Greenway parcel within Albany Village development.
- Invasive management of lesser celandine initiated at Flowing Well Park.



**Financial Assistance**  
**January - February 2024**

Month	MCC Passes		MCC Programs		ESE & Summer Camps	
	Customers Served	Value	Customers Served	Value	Number of Students	Value
January	9	575.00	0	0.00	51	11,395.70
February	9	572.00	0	0.00	51	12,814.20
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>Total</b>		<b>\$ 1,147.00</b>		<b>\$ -</b>		<b>\$ 24,209.90</b>

MCC Passes	\$ 1,147.00
MCC Programs	\$ -
ESE & Summer Camps	\$ 24,209.90
<b>Total Financial Assistance</b>	<b>\$ 25,356.90</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>February 13, 2024 Park Board Meeting Minutes</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>March 12, 2024</b>

**SUMMARY:**

A draft of the minutes for the February 13, 2024 Park Board Meeting is provided for additions or corrections.

**STAFF RECOMMENDATION:**

“I move to approve the minutes of the Annual and Regular Park Board Meeting on February 13, 2024.”

**Carmel/Clay Board of Parks and Recreation  
Tuesday, February 13, 2024, 6:00 p.m.  
John W. Hensel Government Center  
10701 North College Avenue  
Carmel, Indiana 46280**

**Member(s) Present:** Jonathan Blake, Katie Browning, James Garretson, Judith Hagan, Joshua Kirsh, Linus Rude, Mark Westermeier, Lin Zheng

**Member(s) Absent:** Jenn Kristunas

**Others Present:** Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; Eric Mehl, Administration & Planning Director/CAO; Brian Bosma, Park Board Attorney

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

Board President Hagan welcomed everyone to the meeting and asked Mr. Rude to call the role. Mr. Rude announced there was a quorum. Board President Hagan called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance.

**Public Comments**

There were no public comments.

**Staff Reports**

Assistant Director Baumgartner said Staff Reports were included in the Park Board packet. He also pointed out the Strategic Plan Implementation Status Report and provided a brief overview of what that report contains and its ties to the Parks and Recreation Comprehensive Master Plan.

**Finance Committee**

Ms. Zheng stated that the Finance Committee did not meet last month.

**Minutes**

**January 23, 2024 Park Board Executive Session**

Mr. Rude made a motion to approve the minutes of the Park Board Executive Session dated January 23, 2024, seconded by Mr. Kirsh, and passed unanimously 8 – 0.

**January 23, 2024 Annual and Regular Park Board Meeting**

Mr. Rude made a motion to approve the minutes of the Annual and Regular Park Board Meeting dated January 23, 2024, seconded by Mr. Blake, and passed unanimously 8 – 0.

**Financial Reports**

**Consolidated Financial Report for December 2023; CCPR P&L Statements for January 2024**

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for December 2023 and to acknowledge receipt of the P&L Statements for January 2024, seconded by Mr. Kirsh, and passed unanimously 8 – 0.

Assistant Director Baumgartner pointed out that all three budgets had banner years and believes this is the first year both 108 and 109 funds finished with over \$1 million in net income. Additionally, the cash reserves have fully rebounded from the effects of the pandemic.

### Claims

#### **Claim Sheet February 13, 2024; Clay Township Claim Sheet February 13, 2024; CCPR Payroll for January 12, 2024 and January 26, 2024**

Ms. Zheng made a motion to approve the Claim Sheet dated February 13, 2024; and to approve the Clay Township Claim Sheet dated February 13, 2024; and to approve payroll wages and liabilities for payroll dates January 12, 2024 and January 26, 2024, seconded by Mr. Kirsh, and passed unanimously 8 – 0.

### Monetary Gifts, Grants, Partnerships, and Sponsorships for January 2024

Mr. Mehl reported three contributions were received in January totaling \$850: one (\$250) donation from Enterprise Fleet Management for the Lunch & Learn program, one (\$500) donation from Scenthound Indiana to sponsor the Monon Greenway dog pot stations, and one (\$100) donation was made anonymously for staff appreciation. Mr. Kirsh made a motion to accept the items as presented, seconded by Mr. Rude, and passed unanimously 8 – 0.

### New Business

There was no New Business.

### Old Business

#### **White River Greenway North Extension – Consideration of Bids**

Director Klitzing provided a summary of the North Extension project and the bid received. He also outlined the planned funding sources and gave an overview of the additional \$200,000 contingency addition to the contract.

Mr. Kirsh made a motion to authorize the bid from and award a contract to Morphe Construction in the amount of \$5,160,000 for the White River Greenway North Extension project and authorize the Director, the Assistant Director, and the Park Board Legal Counsel to take all actions necessary to complete the contracting process.

Mr. Kirsh made a motion to delegate to the Director and Assistant Director the authority to determine whether it is in the best interest of the Board and the Department to add or change an item or items in the contract with Morphe Construction and to approve each change order in an amount not to exceed his purchasing authority and in accordance with applicable Indiana Law regarding change orders with a report to and ratification by the Park Board at a subsequent meeting.

Motions were seconded by Mr. Rude and passed unanimously 8 – 0.

Board President Hagan expressed excitement about this project and asked if pictures were available to the public. Director Klitzing replied that the public may view plan details on the Reimagining Parks page on the CCPR website.

#### **Consideration of Resolution B-2024-001 Regarding Donation to Clay Township for White River/106<sup>th</sup> Street Pedestrian Bridge**

Director Klitzing outlined the need for the donation and how that agreement will be working. He also explained how the LIT funds are now being managed and what part of the project for which CCPR funding will be used. Additionally, he gave an overview of where the total funding for this project will be coming from, including other local partners (*Clay Township, City of Fishers, Delaware Township, and Hamilton County*).

Board President Hagan expressed excitement to see this project moving forward as well.

Mr. Westermeier asked if there will be a pathway to this addition from Hazel Landing Park parking lot and confirmation of the surfacing. Director Klitzing confirmed the surfacing of each section and where they will connect.

Mr. Westermeier also asked if and where the path will be crossing the pipeline. Director Klitzing pointed out on the provided maps where the trail will be crossing. He further explained that CCPR originally looked at paving the entry drive to Hazel Landing Park, but there was not enough depth close to the pipeline or sufficient back water credits available to raise the road to allow for that construction.

Board President Hagan asked about the path of the pipeline since it was not clear from the arial pictures. Director Klitzing and Mr. Westermeier both described the layout of the pipeline along the entry road. Board President Hagan further asked how the gravel drive is maintained. Director Klitzing explained the annual (*and sometimes biannual*) maintenance.

Director Klitzing further explained that the bid and successful contractor have been reviewed and vetted by Clay Township and CTI (*Owner's Representative*). The park is already closed due to utilities maintenance being completed. He also explained that CCPR has walked the property with the City Forester and identified a Champion Oak tree located near the area the contractor plans to do additional clearing. They have been instructed to take every precaution to preserve this tree and utilize the City's outlined tree preservation practices.

Mr. Westermeier asked if anyone has been in contact with the (*Hoosier*) Mountain Bike Association. Director Klitzing replied yes, but also pointed out that the Association no longer maintains any trails and funding is limited for any new trails.

Mr. Kirsh made a motion to approve Resolution B-2024-001, seconded by Mr. Rude, and passed unanimously 8 – 0.

Board President Hagan requested a reading of the second paragraph of the resolution regarding the funding, which Director Klitzing obliged.

Mr. Rude asked if there was a rough construction timeline. Director Klitzing replied that the estimated completion is toward the end of 2025.

#### **Attorney's Report**

Mr. Bosma gave a brief update on projects:

- Finalizing the Albany Village donation. Plan to close this week;
- Working on documents for Westermeier Commons playground resurfacing;
- Working on some easement/encroachment agreements with Duke;
- Monitoring litigation items with the insurance company;
- Working on management agreements on properties owned by the City of Carmel;
- Assisting with the Conner Prairie easement agreement; and
- Working on potential long-term funding strategies with Director Klitzing.

Mr. Bosma added that Doug Kowalski has accepted a new position with the State of Indiana.

**Director's Report**

Director Klitzing provided an update on current projects including the long-term funding options. He explained some of the key funding options outlined in the provided document and noted that further discussion could occur at a future Board retreat.

Director Klitzing noted that he will meet with Reedy Financial Group to gain more information on how they might assist CCPR as an outside financial consultant.

Director Klitzing gave an overview of items coming before the City Council, including his quarterly report, ordinance review regarding Impact Fees, additional appropriation request on Fund 103b for funding items in the capital improvement plan.

Further discussion occurred on the importance of future funding to help with maintaining the capital assets that belong and are managed by the parks system.

**Information Items**

**School Board**

Ms. Browning expressed appreciation for being back on the Parks Board. She also wanted to acknowledge that the Carmel Clay High School girls swimming and diving team won their 38<sup>th</sup> State Championship.

**Plan Commission**

There was no report.

**Parks Foundation**

Director Klitzing briefly expressed thanks to Dan Dutcher, the Foundation's Board President, for his support at important meetings regarding the future of Impact Fees.

**Park Board Comments / Discussion**

There were no additional comments or discussion.

**Adjournment**

Mr. Kirsh made a motion to adjourn the meeting, seconded by Mr. Rude, and passed unanimously 8 – 0. Board President Hagan adjourned the meeting at 6:51 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 January 2024</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>March 12, 2024</b>

**SUMMARY:**

Provided is the Consolidated Financial Report for January 2024.

**STAFF RECOMMENDATION:**

“I move to acknowledge receipt of the Consolidated Financial Report for January 2024.”



**CARMEL CLAY PARKS & RECREATION**  
**2024 YEAR-TO-DATE CONSOLIDATED FINANCIAL REPORT**

Month: January 2024

	(101) General	(103-CITY) Capital	(103-LIT) 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	\$8,047,425.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,047,425.92
Clay Township	\$0.00	\$0.00	\$280,527.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280,527.42
Impact Fees	\$0.00	\$0.00	\$0.00	\$58,268.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,268.00
User Fees, Interest & Other Earned Income	\$0.00	\$512.36	\$22,302.74	\$19,054.78	\$350,403.89	\$555,433.19	\$20,485.93	\$1,386.69	\$8,160.47	\$977,740.05
<b>Total Revenues (a)</b>	<b>\$8,047,425.92</b>	<b>\$512.36</b>		<b>\$77,322.78</b>	<b>\$350,403.89</b>	<b>\$555,433.19</b>	<b>\$20,485.93</b>	<b>\$1,386.69</b>	<b>\$8,160.47</b>	<b>\$9,363,961.39</b>
<b>OTHER FINANCING SOURCES</b>										
Cash Reserves as of 12/31/2022	\$0.00	\$116,300.13	\$4,710,609.86	\$4,262,667.44	\$3,690,718.01	\$4,650,483.52	\$315,021.17	\$119,280.78	\$1,549,047.34	\$19,414,128.25
Previous Year Encumbrances	\$181,018.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$181,018.18
Reimbursements	\$0.00	\$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	\$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	\$0.00
<b>Total Other Financing Sources</b>	<b>\$181,018.18</b>	<b>\$116,300.13</b>	<b>\$4,710,609.86</b>	<b>\$4,262,667.44</b>	<b>\$3,690,718.01</b>	<b>\$4,650,483.52</b>	<b>\$315,021.17</b>	<b>\$119,280.78</b>	<b>\$1,549,047.34</b>	<b>\$19,595,146.43</b>
<b>Total Revenues &amp; Other Financing Sources (b)</b>	<b>\$8,228,444.10</b>	<b>\$116,812.49</b>	<b>\$5,013,440.02</b>	<b>\$4,339,990.22</b>	<b>\$4,041,121.90</b>	<b>\$5,205,916.71</b>	<b>\$335,507.10</b>	<b>\$120,667.47</b>	<b>\$1,557,207.81</b>	<b>\$28,959,107.82</b>
<b>OPERATING EXPENSES</b>										
Transfer Out	\$0.00									
Personal Services	\$273,067.27	\$0.00	\$0.00	\$0.00	\$207,592.55	\$212,218.37	\$0.00	\$0.00	\$0.00	\$692,878.19
Supplies	\$21,041.74	\$0.00	\$0.00	\$0.00	\$26,546.44	\$23,032.09	\$915.79	\$0.00	\$0.00	\$71,536.06
Other Services & Charges	\$185,076.02	\$0.00	\$0.00	\$0.00	\$70,113.40	\$415,627.21	\$44,647.20	\$0.00	\$0.00	\$715,463.83
Capital Outlay	\$1,182.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,182.24
<b>Total Operating Expenses (c)</b>	<b>\$480,367.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$304,252.39</b>	<b>\$650,877.67</b>	<b>\$45,562.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,481,060.32</b>
<b>DEVELOPMENT &amp; OTHER EXPENSES</b>										
Capital Development & Maintenance	\$0.00	\$1,731.00	\$3,975.50	\$60,055.78	\$0.00	\$30,440.00	\$0.00	\$120.00	\$147,029.27	\$243,351.55
Transfers to Cash Change Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Card & Customer Credit Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$169.00	\$0.00	\$0.00	\$0.00	\$169.00
<b>Total Development &amp; Other Expenses</b>	<b>\$0.00</b>	<b>\$1,731.00</b>	<b>\$3,975.50</b>	<b>\$60,055.78</b>	<b>\$0.00</b>	<b>\$30,609.00</b>	<b>\$0.00</b>	<b>\$120.00</b>	<b>\$147,029.27</b>	<b>\$243,520.55</b>
<b>Total Expenses (d)</b>	<b>\$480,367.27</b>	<b>\$1,731.00</b>	<b>\$3,975.50</b>	<b>\$60,055.78</b>	<b>\$304,252.39</b>	<b>\$681,486.67</b>	<b>\$45,562.99</b>	<b>\$120.00</b>	<b>\$147,029.27</b>	<b>\$1,724,580.87</b>
<b>ENCUMBRANCES &amp; RESERVES</b>										
Encumbrances & Dedicated Funds	\$0.00	\$115,081.49	\$5,009,464.52	\$4,279,934.44	\$0.00	\$0.00	\$0.00	\$0.00	\$1,410,178.54	\$10,814,658.99
Designated Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,505.21	\$0.00	\$107,505.21
Outstanding Liabilities	\$0.00	\$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	\$0.00	\$2,436,869.51	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$3,436,869.51
Capital Maintenance Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,874,430.04	\$239,944.11	\$0.00	\$0.00	\$2,114,374.15
Cash Flow Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300,000.00	\$1,650,000.00	\$50,000.00	\$0.00	\$0.00	\$3,000,000.00
<b>Total Encumbrances &amp; Reserves</b>	<b>\$0.00</b>	<b>\$115,081.49</b>	<b>\$5,009,464.52</b>	<b>\$4,279,934.44</b>	<b>\$3,736,869.51</b>	<b>\$4,524,430.04</b>	<b>\$289,944.11</b>	<b>\$107,505.21</b>	<b>\$1,410,178.54</b>	<b>\$19,473,407.86</b>
<b>Total Expenses, Encumbrances &amp; Reserves (e)</b>	<b>\$480,367.27</b>	<b>\$116,812.49</b>	<b>\$5,013,440.02</b>	<b>\$4,339,990.22</b>	<b>\$4,041,121.90</b>	<b>\$5,205,916.71</b>	<b>\$335,507.10</b>	<b>\$107,625.21</b>	<b>\$1,557,207.81</b>	<b>\$21,197,988.73</b>
<b>Net Income (a - c)</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>\$46,151.50</b>	<b>(\$95,444.48)</b>	<b>(\$25,077.06)</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
Cost Recovery (a + c)					115%	85%	45%			
Current Cash Balance & Investments (b - d)	n/a	\$115,081.49	\$5,009,464.52	\$4,279,934.44	\$3,736,869.51	\$4,524,430.04	\$289,944.11	\$120,547.47	\$1,410,178.54	\$19,486,450.12
Unencumbered or Undedicated Funds (b - e)	\$7,748,076.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,042.26	\$0.00	\$7,761,119.09

**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>Acknowledgement</b>
<small>ITEM/SUBJECT</small> <b>CCPR P&amp;L Statements for February 2024</b>	
<small>DOLLAR AMOUNT/FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>March 12, 2024</b>

**SUMMARY:**

Provided for your review are February 2024 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 February 2024."

9:16 AM

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

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

03/07/24

January through February 2024

Accrual Basis

	Jan - Feb 24	Jan - Feb 23	\$ Change
<b>Ordinary Income/Expense</b>			
Income			
0300000 · REVENUES			
0345040 · Park Department Fees	779,631.20	647,067.04	132,564.16
0361030 · Interest on Sweep	16,636.99	23,192.95	-6,555.96
Total 0300000 · REVENUES	796,268.19	670,259.99	126,008.20
Total Income	796,268.19	670,259.99	126,008.20
Gross Profit	796,268.19	670,259.99	126,008.20
Expense			
4100000 · PERSONAL SERVICES			
4110000 · Full Time Regular	194,721.99	144,969.73	49,752.26
4111000 · Part Time	118,932.42	115,096.77	3,835.65
4112000 · Overtime	272.58	440.96	-168.38
4120000 · Deferred Compensation	4,214.45	6,559.18	-2,344.73
4121000 · Employer's Share of FICA	18,288.67	15,384.49	2,904.18
4122000 · Employer's Share of H-Ins	66,439.22	53,849.65	12,589.57
4122100 · Disability Insurance	407.10	298.70	108.40
4122200 · Life Insurance	185.00	140.60	44.40
4123002 · Civilian PERF	25,553.42	20,355.21	5,198.21
4124000 · Employer's Share of Medicare	4,277.24	3,597.97	679.27
Total 4100000 · PERSONAL SERVICES	433,292.09	360,693.26	72,598.83
4200000 · SUPPLIES			
4230200 · Office Supplies	1,112.18	807.26	304.92
4239012 · Safety Supplies	5,415.00	0.00	5,415.00
4239039 · General Program Supplies	20,228.97	15,437.72	4,791.25
4239040 · Food & Beverages	19,950.72	18,315.21	1,635.51
4239099 · Other Miscellaneous	1,575.85	4,679.56	-3,103.71
Total 4200000 · SUPPLIES	48,282.72	39,239.75	9,042.97
4300000 · OTHER SERVICES & CHARGES			
4340700 · Medical Fees (Drug Tests)	0.00	108.00	-108.00
4340800 · Program Contractors	489.92	1,050.00	-560.08
4341955 · Info Sys Maint/Contracts	1,530.67	692.98	837.69
4341990 · Criminal Background Checks	351.50	166.50	185.00
4341991 · Marketing & Promotions	2,287.67	4,379.50	-2,091.83
4341999 · Other Professional Fees	23,610.99	20,112.29	3,498.70
4343000 · Travel Fees & Expenses	1,484.40	1,000.06	484.34
4343006 · Bus Trips	0.00	812.33	-812.33
4343007 · Field Trips	5,069.49	2,844.99	2,224.50
4344100 · Cellular Phone Fees	3,420.88	3,108.28	312.60
4345000 · Printing (Not Office Supplies)	0.00	408.00	-408.00
4346000 · Classified Advertising	6,036.09	504.60	5,531.49
4350000 · Equipment Repairs & Maint.	4,652.73	8,878.11	-4,225.38
4350900 · Other Cont. Services	4,039.00	336.99	3,702.01
4353004 · Copier	658.17	791.61	-133.44
4355200 · Subscriptions	621.40	354.40	267.00
4355300 · Organization & Membership Dues	100.00	300.00	-200.00
4356004 · Staff Clothing	673.40	1,749.60	-1,076.20
4357003 · Internal Instruction Fees	3,524.25	0.00	3,524.25
4357004 · External Instructional Fees	3,858.67	1,908.88	1,949.79
4358400 · Refunds, Awards & Indemnities	1,150.00	1,295.30	-145.30
Total 4300000 · OTHER SERVICES & CHARGES	63,559.23	50,802.42	12,756.81
Total Expense	545,134.04	450,735.43	94,398.61
Net Ordinary Income	251,134.15	219,524.56	31,609.59
Net Income	251,134.15	219,524.56	31,609.59

9:20 AM

03/07/24

Accrual Basis

**Monon Community Center - Carmel Clay Parks & Recreation**  
**109 MCC Profit & Loss Prev Year Comparison**  
**January through February 2024**

	Jan - Feb 24	Jan - Feb 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
0300000 · REVENUES			
313000 · Sales Tax Collected	182.00	630.77	-448.77
345040 · Park Department Fees	12,156.00	10,084.00	2,072.00
346020 · Facility Rentals	2,050.00	4,875.00	-2,825.00
346025 · Shelter Rentals	0.00	728.98	-728.98
346040 · Aquatics Programs	20,072.00	19,501.00	571.00
346050 · Fitness Programs	45,812.00	41,331.00	4,481.00
346110 · Therapeutic Rec Programs	5,384.00	6,285.00	-901.00
346115 · Annual Passes	10,979.84	7,446.00	3,533.84
346116 · GS Corp Annual Passes	4,741.00	3,545.00	1,196.00
346125 · Monthly Passes	720,816.21	654,671.01	66,145.20
346130 · GS Corp Monthly Passes	34,487.00	34,156.00	331.00
346135 · Value Passes	7,416.00	7,411.98	4.02
346140 · Daily Passes	64,968.00	66,829.00	-1,861.00
346145 · Contractor Commissions	3,582.00	2,989.88	592.12
346150 · Merchandise Sales	10.00	60.00	-50.00
360010 · Miscellaneous Revenues	1,436.00	1,500.16	-64.16
361030 · Interest on Sweep	20,143.31	31,644.85	-11,501.54
367000 · Contributions & Gifts	38.99	46.90	-7.91
<b>Total 0300000 · REVENUES</b>	<b>954,274.35</b>	<b>893,736.53</b>	<b>60,537.82</b>
<b>Total Income</b>	<b>954,274.35</b>	<b>893,736.53</b>	<b>60,537.82</b>
<b>Gross Profit</b>	<b>954,274.35</b>	<b>893,736.53</b>	<b>60,537.82</b>
<b>Expense</b>			
4100000 · PERSONAL SERVICES			
4110000 · Full Time Regular	135,904.32	129,941.02	5,963.30
4111000 · Part Time	205,767.51	173,873.78	31,893.73
4112000 · Overtime	301.31	320.53	-19.22
4120000 · Deferred Compensation	9,588.85	8,238.80	1,350.05
4121000 · Employer's Share of FICA	20,583.44	18,241.70	2,341.74
4122000 · Employer's Share of H-Ins	42,175.75	39,072.64	3,103.11
4122100 · Disability Insurance	280.06	261.85	18.21
4122200 · Life Insurance	111.00	114.70	-3.70
4123002 · Civilian PERF	19,319.22	18,308.41	1,010.81
4124000 · Employer's Share of Medicare	4,813.75	4,266.20	547.55
<b>Total 4100000 · PERSONAL SERVICES</b>	<b>438,845.21</b>	<b>392,639.63</b>	<b>46,205.58</b>
4200000 · SUPPLIES			
4230100 · Stationary & Printing Materials	130.00	180.00	-50.00
4230200 · Office Supplies	650.98	2,420.53	-1,769.55
4235000 · Building Materials	19,583.98	1,633.74	17,950.24
4237000 · Repair Parts	8,917.61	2,778.99	6,138.62
4238000 · Small Tools & Minor Equipment	2,240.93	13.98	2,226.95
4238900 · Cleaning & Maint. Supplies	21,483.60	25,561.43	-4,077.83
4239012 · Safety Supplies	912.65	355.78	556.87
4239039 · General Program Supplies	13,033.52	12,112.10	921.42
4239045 · Retail Goods	0.00	718.00	-718.00
4239099 · Other Miscellaneous	1,641.41	5,554.23	-3,912.82
<b>Total 4200000 · SUPPLIES</b>	<b>68,594.68</b>	<b>51,328.78</b>	<b>17,265.90</b>

9:20 AM

03/07/24

Accrual Basis

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

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

January through February 2024

	Jan - Feb 24	Jan - Feb 23	\$ Change
<b>4300000 · OTHER SERVICES &amp; CHARGES</b>			
4340000 · Legal Fees	0.00	203.50	-203.50
4340700 · Medical Fees (Drug Tests)	522.00	108.00	414.00
4340800 · Program Contractors	21,264.00	6,025.00	15,239.00
4341955 · Info Sys Maint/Contracts	3,364.14	1,600.18	1,763.96
4341990 · Criminal Background Checks	203.50	277.50	-74.00
4341991 · Marketing & Promotions	37,016.68	28,765.67	8,251.01
4341999 · Other Professional Fees	41,590.73	42,044.46	-453.73
4343000 · Travel Fees & Expenses	0.00	109.21	-109.21
4344000 · Telephone Line Charges	106.11	2,467.64	-2,361.53
4344100 · Cellular Phone Fees	540.08	440.08	100.00
4345000 · Printing (Not Office Supplies)	2,840.00	2,830.00	10.00
4346000 · Classified Advertising	5,623.73	414.86	5,208.87
4347500 · General Insurance	182,054.00	148,437.57	33,616.43
4348000 · Electricity	80,059.45	74,647.68	5,411.77
4348500 · Water & Sewer	7,310.25	7,570.85	-260.60
4349000 · Gas	22,570.80	37,350.77	-14,779.97
4349500 · Cable Service	496.23	515.98	-19.75
4350000 · Equipment Repairs & Maint.	21,567.69	23,404.90	-1,837.21
4350100 · Building Repairs & Maint.	17,295.45	18,512.46	-1,217.01
4350101 · Trash Collection	4,092.42	2,194.98	1,897.44
4350400 · Grounds Maintenance	200.00	5,130.00	-4,930.00
4350600 · Cleaning Services	74,241.00	47,140.00	27,101.00
4350900 · Other Cont. Services	10,706.75	1,479.07	9,227.68
4351000 · Auto Repairs & Maintenance	132.22	0.00	132.22
4353004 · Copier	720.11	234.51	485.60
4353099 · Other Rental & Leases	1,688.04	1,338.16	349.88
4355200 · Subscriptions	592.84	7,830.34	-7,237.50
4356004 · Staff Clothing	992.45	517.66	474.79
4357004 · External Instructional Fees	4,592.67	3,538.88	1,053.79
4358300 · Other Fees & Licenses	3,756.00	4,952.00	-1,196.00
4358400 · Refunds, Awards & Indemnities	3,346.48	183.00	3,163.48
4359000 · Special Projects	0.00	1,290.00	-1,290.00
<b>Total 4300000 · OTHER SERVICES &amp; CHARGES</b>	<b>549,485.82</b>	<b>471,554.91</b>	<b>77,930.91</b>
<b>Total Expense</b>	<b>1,056,925.71</b>	<b>915,523.32</b>	<b>141,402.39</b>
<b>Net Ordinary Income</b>	<b>-102,651.36</b>	<b>-21,786.79</b>	<b>-80,864.57</b>
<b>Other Income/Expense</b>			
Other Expense			
<b>4460000 · CAPITAL OUTLAY</b>			
4462000 · Parks MC Admin, Structure Impmnt	34,800.00	0.00	34,800.00
4463200 · Computer Equipment	0.00	7,147.90	-7,147.90
4463202 · Software	2,947.87	0.00	2,947.87
4463600 · Parks Equipment	0.00	3,160.00	-3,160.00
<b>Total 4460000 · CAPITAL OUTLAY</b>	<b>37,747.87</b>	<b>10,307.90</b>	<b>27,439.97</b>
<b>Total Other Expense</b>	<b>37,747.87</b>	<b>10,307.90</b>	<b>27,439.97</b>
<b>Net Other Income</b>	<b>-37,747.87</b>	<b>-10,307.90</b>	<b>-27,439.97</b>
<b>Net Income</b>	<b>-140,399.23</b>	<b>-32,094.69</b>	<b>-108,304.54</b>

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03/07/24

Accrual Basis

**110 Parks & Rec Facilities - Carmel Clay Parks & Recreation**  
**110 Parks & Rec Facilities Fund Profit & Loss to Prev Year**  
**January through February 2024**

	Jan - Feb 24	Jan - Feb 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
345040 · Park Department Fees	15,667.00	14,706.00	961.00
346020 · Facility Rentals	9,800.00	4,600.00	5,200.00
360010 · Miscellaneous Revenues	1,856.06	0.00	1,856.06
361030 · Interest	1,290.87	1,831.12	-540.25
<b>Total Income</b>	<b>28,613.93</b>	<b>21,137.12</b>	<b>7,476.81</b>
<b>Expense</b>			
4200000 · SUPPLIES			
4237000 · Repair Parts	831.17	73.72	757.45
4238900 · Other Maintenance Supplies	1,286.74	840.00	446.74
4239099 · Other Miscellaneous	0.00	809.85	-809.85
<b>Total 4200000 · SUPPLIES</b>	<b>2,117.91</b>	<b>1,723.57</b>	<b>394.34</b>
4300000 · OTHER SERVICES & CHARGES			
4341999 · Other Professional Fees	1,527.79	1,420.43	107.36
4344000 · Telephone Line Charges	0.00	1,788.48	-1,788.48
4347500 · General Insurance	25,045.00	19,091.00	5,954.00
4348000 · Electricity	4,116.73	5,001.82	-885.09
4348500 · Water & Sewer	1,191.69	711.27	480.42
4349000 · Gas	1,449.47	2,655.55	-1,206.08
4350100 · Building Repairs & Maint.	2,278.79	4,128.86	-1,850.07
4350101 · Trash Collection	1,302.90	531.13	771.77
4350400 · Grounds Maintenance	6,639.88	2,199.75	4,440.13
4350600 · Cleaning Services	6,516.00	4,140.00	2,376.00
4350900 · Other Cont. Services	925.00	480.00	445.00
<b>Total 4300000 · OTHER SERVICES &amp; CHARGES</b>	<b>50,993.25</b>	<b>42,148.29</b>	<b>8,844.96</b>
<b>Total Expense</b>	<b>53,111.16</b>	<b>43,871.86</b>	<b>9,239.30</b>
<b>Net Ordinary Income</b>	<b>-24,497.23</b>	<b>-22,734.74</b>	<b>-1,762.49</b>
<b>Net Income</b>	<b>-24,497.23</b>	<b>-22,734.74</b>	<b>-1,762.49</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 March 12, 2024</b>	
<small>DOLLAR AMOUNT / FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>March 12, 2024</b>

**SUMMARY:**

Claim Sheet March 12, 2024 is included for additions or corrections.

**STAFF RECOMMENDATION:**

“I move to approve the Claim Sheet dated March 12, 2024.”



Carmel/Clay Board of Parks and Recreation  
Claim Sheet Fund 101 - General Fund  
March 12, 2024

Name	Amount	Account	Num	Memo
Feb 6 - Mar 4, 24				
AlphaCard	\$ 67.19	4230200 · Office Supplies	INV7239825	1/24/24 ESE Name Badge Supplies
Amazon	\$ 189.99	4239039 · General Program Supplies	1TQ9-YMJ7-69N7 (A)	2/14/24 West Clay ESE Program Equipment
Amazon	\$ 188.93	4239039 · General Program Supplies	1TQ9-YMJ7-69N7 (B)	2/14/24 Carmel Elementary ESE Site Plan 3 Supplies 2024
Amazon	\$ 197.19	4239039 · General Program Supplies	1TQ9-YMJ7-69N7 (C)	2/14/24 Forest Dale ESE Valentine's Day 2024 Celebration Supplies
Amazon	\$ 174.65	4239039 · General Program Supplies	1YKF-J1H6-FHT4	2/15/24 College Wood ESE Site Celebration Supplies - Valentine's Day
Amazon	\$ 96.78	4239039 · General Program Supplies	1FL3-TWT3-FX6K	2/15/24 Forest Dale ESE - Sport Supplies
Amazon	\$ 88.23	4239039 · General Program Supplies	1D4C-MMXV-G9V6	2/15/24 Summer Camp Parent Orientation Supplies 2024
Amazon	\$ 398.34	4239039 · General Program Supplies	116G-3WNK-DWCP	2/15/24 ESE Program "Artists Alley Art Show" Display Equipment
Amazon	\$ 98.57	4239039 · General Program Supplies	13KN-QKKG-GFKY	2/15/24 Forest Dale ESE - Art Supplies
Amazon	\$ 191.03	4230200 · Office Supplies	1HWI-MDTQ-DFTY	2/15/24 ESE Administrative Storage Supplies
Amazon	\$ 140.77	4239039 · General Program Supplies	1KC4-CRCR-GGQV	2/15/24 Cherry Tree ESE Storage & Site Plan 3 Supplies - 2024
Amazon	\$ 54.95	4239039 · General Program Supplies	1NGH-RQ4T-GYYF	2/15/24 West Clay ESE Program Supplies
American Red Cross	\$ 418.00	4357004 · External Instructional Fees	22660284	1/31/24 ESE Staff CPR/First Aid Training - Jan'24
B & H Photo	\$ 33.02	4239039 · General Program Supplies	221116951	2/7/24 Carmel Elementary ESE Radio Accessory Parts
B & H Photo	\$ 329.80	4239099 · Other Miscellaneous	221720454	2/26/24 Additional Audiovisual Equipment - ESE
BluePay Processing, LLC	\$ 116.00	4341999 · Other Professional Fees	1005662456410124	1/31/24 ESE ACH Processing Jan'24
BluePay Processing, LLC	\$ 10,681.64	4341999 · Other Professional Fees	INV015000	2/16/24 ESE Credit Card Processing Jan'24
Buckingham, Tiffany	\$ 105.45	4343000 · Travel Fees & Expenses	Reimb	2/19/24 Mileage Reimbursement 8/15/23-11/13/23
Buckingham, Tiffany	\$ 20.00	4343000 · Travel Fees & Expenses	Reimb	2/29/24 Parking Fees for ESE Event
Carmel Clay Schools Food & Nutrition	\$ 10,405.35	4239040 · Food & Beverages	45292	2/2/24 ESE Student Afterschool Snacks - Jan'24
Carmel Drive Self-Storage	\$ 289.00	4350900 · Other Cont. Services	1077	2/3/24 Annual Storage Rental for ESE
Cumulus Media	\$ 2,500.00	4346000 · Classified Advertising	883975022	1/31/24 Digital Advertising for Recruitment Jan'24
Facebook, Inc.	\$ 37.91	4346000 · Classified Advertising	UFB Visa	1/31/24 Recruitment Social Media Ads Fall 2023 ESE
Fazoli's Restaurant	\$ 150.00	4239039 · General Program Supplies	AAAZTL2H9QAT	1/30/24 Mohawk Trails ESE Staff Training Dinner 1/30/24
Fazoli's Restaurant	\$ 259.00	4239039 · General Program Supplies	AAAZTL24ACAT	2/9/24 Carmel Elementary ESE - Parent's Night Out
Fazoli's Restaurant	\$ 113.00	4239039 · General Program Supplies	AAAZTL3WACAT	2/22/24 Clay Center ESE Staff Training Dinner 2/22/24
Fun Express	\$ 93.88	4239039 · General Program Supplies	72957093801	2/1/24 Carmel Elementary ESE Parent's Night Out Supplies
Fun Express	\$ 322.96	4239039 · General Program Supplies	72971053401	2/8/24 Carmel Elementary ESE - Prize Box, Cash Store & Program Supplies
Fun Express	\$ 160.27	4239039 · General Program Supplies	72970995001	2/8/24 Prairie Trace ESE - Parent's Night Out Supplies 4/12/24
Fun Express	\$ 339.46	4239039 · General Program Supplies	7298570301	2/22/24 Forest Dale ESE Spring 2024 Crafts
Fun Express	\$ 81.73	4239039 · General Program Supplies	72985941301	2/19/24 Mohawk Trails ESE - Parent's Night Out 3/8/24 Carnival Supplies
Heart Reach Medical LLC	\$ 5,415.00	4239012 · Safety Supplies	1892	2/9/24 Additional AED Equipment for ESE Programs
Hernandez, Isalah	\$ 87.50	4343000 · Travel Fees & Expenses	Reimb	2/22/24 Mileage Reimbursement 12/11/23-2/21/24
Hobby Lobby	\$ 7.95	4239099 · Other Miscellaneous	128928518	1/9/24 Culture Committee - Popcorn Day 2024 Supplies
Hobby Lobby	\$ 2.99	4239099 · Other Miscellaneous	129098412	1/16/24 Culture Committee - Popcorn Day 2024 Supplies
Huster, Kara	\$ 480.00	4358400 · Refunds, Awards & Indemnities	CK Request	2/7/24 Parent Request Refund
Intuit	\$ 302.57	4341955 · Info Sys Maint/Contracts	UFB Visa	2/26/24 QuickBooks Software & Cloud Hosting Subscription
InvigorateHR	\$ 166.67	4357004 · External Instructional Fees	1554	2/2/24 Employee Training Services & LMS E-Courses
InvigorateHR	\$ 405.00	4357004 · External Instructional Fees	1557	2/12/24 Employee Self Assessment - Full Time Staff
Iron Mountain	\$ 84.50	4341999 · Other Professional Fees	JGWB512	2/29/24 Off-Site File Storage
J & K Communications, Inc.	\$ 105.59	4350000 · Equipment Repairs & Maint.	127254	1/31/24 Towne Meadow - Radio Repair
J & K Communications, Inc.	\$ 157.32	4350000 · Equipment Repairs & Maint.	127255	1/31/24 Towne Meadow - Radio Repairs
J & K Communications, Inc.	\$ 136.12	4350000 · Equipment Repairs & Maint.	127253	1/31/24 Towne Meadow - Radio Repair
J E S & Sons 2-Way LLC	\$ 110.00	4350000 · Equipment Repairs & Maint.	92083	2/8/24 Cherry Tree Radio Repair
J E S & Sons 2-Way LLC	\$ 55.00	4350000 · Equipment Repairs & Maint.	92084	2/8/24 Carmel Elementary ESE Radio Repair
Konica Minolta Business Solutions	\$ 658.17	4359004 · Copier	291712435	1/27/24 Copier Charges ESE 10/28/23-1/27/24
Kroger	\$ 81.57	4239099 · Other Miscellaneous	034224	1/30/24 Interdepartmental Meeting (ESE/Marketing)Supplies & Office Supplies
Kroger	\$ 185.98	4239039 · General Program Supplies	103839	1/26/24 ESE - Common Club "Out of This World" Supplies
Kroger	\$ 178.56	4239039 · General Program Supplies	030688	1/30/24 ESE Common Club "Out of This World" Supplies
Kroger	\$ 105.92	4239039 · General Program Supplies	052652	1/31/24 Forest Dale ESE - End of Month Jan'24 Birthday Celebrations
Kroger	\$ 23.42	4239039 · General Program Supplies	046354	1/3/24 ESE Winter Break 2023 Supplies
Kroger	\$ 60.42	4239039 · General Program Supplies	001441	1/8/24 ESE Winter Break 2023 Supplies
Kroger	\$ 214.14	4239039 · General Program Supplies	020800	1/8/24 Prairie Trace ESE Site Plan 3 2024 Club Supplies
Kroger	\$ 106.96	4239039 · General Program Supplies	010614	1/8/24 ESE School's Out Camp East - MLK Day & President's Day 2024 Supplies

Carmel/Clay Board of Parks and Recreation  
Claim Sheet Fund 101 - General Fund  
March 12, 2024

Name	Amount	Account	Num	Memo
Kroger	\$ 134.92	4239099 - Other Miscellaneous	033190	1/9/24 Culture Committee - Popcorn Day & Fun at Work Day 2024 Supplies
Kroger	\$ 21.89	4239039 - General Program Supplies	115175	2/2/24 ESE Common Club "Out of This World" Supplies
Magers Bookkeeping Services LLC	\$ 200.00	4341999 - Other Professional Fees	1153	2/7/24 2024 Budget Setups
Magers Bookkeeping Services LLC	\$ 450.00	4341999 - Other Professional Fees	1155	2/28/24 2024 Bookkeeping Services
Mall Chimp	\$ 265.50	4355200 - Subscriptions	UFB Visa	2/14/24 Email Marketing Annual Subscription Renewal
McAllister's Deli	\$ 93.46	4239039 - General Program Supplies	2152367	2/26/24 West Clay ESE Staff Training Dinner 2/20/24
Mountain Glacier, LLC	\$ 61.93	4350900 - Other Cont. Services	0101606608	2/13/24 Drinking Water ESE
NCSI - National Center Safety Initiatives	\$ 185.00	4341990 - Criminal Background Checks	41798	2/1/24 New Hire Background Checks
Nelson, Katie	\$ 65.86	4343000 - Travel Fees & Expenses	Reimb	2/27/24 Mileage Reimbursement Feb'24
Pioneer Drama Service	\$ 444.25	4239039 - General Program Supplies	643908	2/2/24 Success on Stage ESE Summer Camp Play #2 Performance Materials
Planet Headset	\$ 217.65	4239099 - Other Miscellaneous	UFB Visa	2/9/24 ESE Radio Accessory for ADA
Ray Marketing powered by Proforma	\$ 595.00	4356004 - Staff Clothing	BR71004065A	2/3/24 ESE Part Time Staff Uniforms
S & S Worldwide	\$ 82.72	4239039 - General Program Supplies	IN101338006	2/1/24 Smoky Row ESE Site Plan 3 2024 Supplies
S & S Worldwide	\$ 22.53	4239039 - General Program Supplies	IN101340025	2/6/24 Mohawk Trails ESE Club Supplies
S & S Worldwide	\$ 320.44	4239039 - General Program Supplies	IN101326952	1/9/24 Smoky Row ESE Site Plan 3 (2024) Supplies
Simmonds, Valeska	\$ 56.28	4343000 - Travel Fees & Expenses	Reimb	3/4/24 Mileage Reimbursement 1/17/24-2/29/24
Staples	\$ 136.96	4230200 - Office Supplies	3559495010	2/12/24 ESE Administrative - Office & Storage Supplies
Terryberry	\$ 43.91	4350900 - Other Cont. Services	QQ4916	1/31/24 Employee Recognition Gift - ESE
USPS	\$ 10.35	4350000 - Equipment Repairs & Maint.	UFB Visa	2/26/24 Prairie Trace ESE Radio Repair Shipping
Verizon Wireless	\$ 1,175.85	4344100 - Cellular Phone Fees	9955301890	1/27/24 ESE iPad Usage Jan'24
Walmart	\$ 136.40	4239039 - General Program Supplies	854044617490588	2/13/24 Carmel Elementary ESE Program Supplies
Walmart	\$ 197.75	4239039 - General Program Supplies	744045610054093	2/14/24 Collage Wood ESE - Program Supplies for Valentine's Day
Walmart	\$ 174.20	4239039 - General Program Supplies	534045655376486	2/14/24 Woodbrook ESE Celebration & Jr. Counselor Meeting Supplies
Walmart	\$ 42.74	4239039 - General Program Supplies	674025530062383	1/25/24 Cherry Tree ESE - Supply Restock
Walmart	\$ 95.64	4239039 - General Program Supplies	784026580550138	1/26/24 ESE - School's Out Camp President's Day 2024 Supplies
Walmart	\$ 115.16	4239039 - General Program Supplies	344039627136776	2/8/24 Carmel Elementary ESE - Parent's Night Out Supplies
Walmart	\$ 40.55	4239099 - Other Miscellaneous	144047688171601	2/16/24 Staff Appreciation Event 2024 Supplies
Walmart.com	\$ 198.36	4239039 - General Program Supplies	UFB Visa	1/25/24 Prairie Trace ESE - Movie Club Supplies
Walmart.com	\$ 351.97	4239039 - General Program Supplies	UFB Visa	2/12/24 Prairie Trace ESE Small Equipment
Feb 6 - Mar 4, 24	\$ 43,411.71			

Carmel/Clay Board of Parks and Recreation  
Claim Sheet Fund 108 - Extended School Enrichment  
March 12, 2024

Name	Amount	Account	Num	Memo
Feb 6 - Mar 4, 24				
Adamson's Karate Studios	\$ 400.00	4340800 · Program Contractors	1248	1/4/24 ESE Program Contractor - Karate
Amazon	\$ 590.08	4239039 · General Program Supplies	1WTH-H3DX-4TCC (C)	1/14/24 ESE Common Club Activity Supplies for Site Plan 3 (2024)
Amazon	\$ 150.97	4239099 · Other Miscellaneous	1WTH-H3DX-4TCC (E)	1/14/24 ESE Main Office Craft Supplies
Amazon	\$ 10.49	4239099 · Other Miscellaneous	1WTH-H3DX-4TCC (G)	1/14/24 Culture Committee Popcorn Day 2024 Decorations
Amazon	\$ (113.04)	4239039 · General Program Supplies	1GV3-V6NH-47FF	1/14/24 ESE Common Club Activity Supplies for Site Plan 3 (2024)
American Camp Association, Inc.	\$ 100.00	4355300 · Organization & Membership Dues	UFB Visa	11/1/23 Annual American Camp Assoc. Membership Renewal
B & H Photo	\$ 267.19	4239039 · General Program Supplies	220451164	1/15/24 Mohawk Trails ESE Office Equipment
BluePay Processing, LLC	\$ 10,681.50	4341999 · Other Professional Fees	INV014924	1/16/24 ESE Credit Card Processing Dec'23
Burkard, Serena	\$ 120.00	4358400 · Refunds, Awards & Indemnities	CK Request	1/29/24 Parent Request Refund
Burns, Sarah	\$ 550.00	4358400 · Refunds, Awards & Indemnities	CK Request	2/1/24 Parent Request Refund
Crisis Prevention Institute, Inc.	\$ 1,849.00	4357004 · External Instructional Fees	NAIN-052870	1/16/24 ESE Inclusion & Engagement Supervisor Training Renewal
Crisis Prevention Institute, Inc.	\$ 3,524.25	4357003 · Internal Instruction Fees	NAIN-052517	1/15/24 ESE Training Materials
Current Publishing	\$ 190.00	4341991 · Marketing & Promotions	74850	1/30/24 Staff Recruitment Advertising
Discount School Supply	\$ 198.92	4239039 · General Program Supplies	W13528420101	1/17/24 Mohawk Trails ESE Club Supplies
Ellis, Max	\$ 318.52	4343000 · Travel Fees & Expenses	Reimb	1/30/24 Mileage Reimbursement 8/2/23 - 12/21/23
Facebook, Inc.	\$ 419.61	4346000 · Classified Advertising	UFB Visa	12/31/23 Recruitment Social Media Ads Fall 2023 ESE
Fitness Finders	\$ 78.68	4239039 · General Program Supplies	INV14601	1/23/24 Prairie Trace ESE - Site Plan 3 (2024) Club Supplies
Fun Express	\$ 127.45	4239039 · General Program Supplies	72921226201	1/9/24 Prairie Trace ESE - Site Plan 3 (2024) Club Supplies
Fun Express	\$ 89.92	4340800 · Program Contractors	72924607101	1/11/24 Cherry Tree ESE - Site Plan 3 (2024) Bingo Prizes
Fun Express	\$ 95.85	4239039 · General Program Supplies	72928135301	1/16/24 Mohawk Trails ESE Club Supplies
Fun Express	\$ 131.70	4239039 · General Program Supplies	72942515201	1/24/24 Clay Center ESE Program Supplies
Haddock, Monica	\$ 237.13	4343000 · Travel Fees & Expenses	Reimb	1/25/24 Mileage Reimbursement 8/2/23-12/27/23
Hammons, Jennifer	\$ 153.27	4343000 · Travel Fees & Expenses	Reimb	1/24/24 Mileage Reimbursement 8/8/23-12/19/23
Indy Fuel	\$ 212.67	4341991 · Marketing & Promotions	UFB Visa	1/22/24 Culture Committee - 2024 Q1 Just for Fun Event 2/8/24
Intuit	\$ 302.57	4341955 · Info Sys Maint/Contracts	UFB Visa	1/26/24 QuickBooks Software & Cloud Hosting Subscription
Iron Mountain	\$ 84.50	4341999 · Other Professional Fees	JDKK070	1/31/24 Off Site File Storage
J E S & Sons 2-Way LLC	\$ 133.00	4350000 · Equipment Repairs & Maint.	92038	1/23/24 Clay Center ESE Radio Repair
Kahoot	\$ 122.40	4355200 · Subscriptions	UFB Visa	1/10/24 ESE Virtual Event/Training App Subscription Renewal
Magers Bookkeeping Services LLC	\$ 450.00	4341999 · Other Professional Fees	1150	1/29/24 2024 Bookkeeping Services - Jan'24
Mall Chimp	\$ 249.50	4355200 · Subscriptions	UFB Visa	1/14/24 Email Marketing Annual Subscription Renewal
McAlister's Deli	\$ 98.01	4239039 · General Program Supplies	2125384	1/118/24 Clay Center ESE Staff Training Dinner 1/18/24
Midwest Parenting Publications, LLC	\$ 1,695.00	4341991 · Marketing & Promotions	4425-M	1/15/24 ESE Summer Camp Advertising 2024
Mountain Glacier, LLC	\$ (24.02)	4350900 · Other Cont. Services	0900509153	12/1/23 Drinking Water ESE
Mountain Glacier, LLC	\$ 73.93	4350900 · Other Cont. Services	0101598798	1/11/24 Drinking Water ESE
Nelson, Katie	\$ 91.70	4343000 · Travel Fees & Expenses	Reimb	2/1/24 Mileage Reimbursement 1/3/24-1/29/24
Pacers Sports & Entertainment	\$ 1,254.00	4343007 · Field Trips	UFB Visa	1/24/24 ESE "RICHER" Student Reward Outing - Feb'24
Ramos, Christopher	\$ 76.90	4343000 · Travel Fees & Expenses	Reimb	1/24/24 Mileage Reimbursement 2/21/23-5/8/23
Ray Marketing powered by Proforma	\$ 78.40	4356004 · Staff Clothing	BR71004072A	12/16/23 ESE Employee Purchase Uniform
Rich, Aimee	\$ 13.08	4343000 · Travel Fees & Expenses	Reimb	2/5/24 Meal Reimbursement for 2024 CPI Conference
S & S Worldwide	\$ 473.03	4239039 · General Program Supplies	IN101326893	1/9/24 Cherry Tree ESE Site Plan 3 (2024) Club Supplies
S & S Worldwide	\$ 141.00	4239039 · General Program Supplies	IN101327384	1/10/24 Smoky Row ESE Site Plan 3 (2024) Supplies
S & S Worldwide	\$ 56.36	4239039 · General Program Supplies	IN101328782	1/12/24 Mohawk Trails ESE Club Supplies
S & S Worldwide	\$ 35.66	4239039 · General Program Supplies	IN101328782	1/12/24 West Clay ESE Program Supplies
S & S Worldwide	\$ 142.26	4239039 · General Program Supplies	IN101333492	1/24/24 West Clay ESE Site Plan 3 (2024) Supplies
S & S Worldwide	\$ 62.98	4239039 · General Program Supplies	IN101333852	1/24/24 Carmel Elementary ESE - Site Plan 3 (2024) Craft Supplies
Staples	\$ 468.71	4239039 · General Program Supplies	3557100777	1/15/24 Cherry Tree ESE Site Plan 3 (2024) Office Supplies
Staples	\$ 172.48	4230200 · Office Supplies	3557100779	1/15/24 West Clay ESE Office Supply
Staples	\$ 48.67	4230200 · Office Supplies	3558054393	1/29/24 ESE Administrative Office Supplies
Staples	\$ 133.01	4230200 · Office Supplies	3558054392	1/29/24 ESE Administrative Office Supplies
Staples	\$ 47.37	4239099 · Other Miscellaneous	3558054395	1/29/24 ESE Awareness Day Site Plan 3 (2024) Supplies
Staples	\$ 22.96	4239099 · Other Miscellaneous	3558054396	1/29/24 Culture Committee - Random Acts of Kindness Day (2024) Supplies
Staples	\$ 161.88	4239039 · General Program Supplies	3557531378	1/22/24 Woodbrook ESE - Office & Club Supplies
Staples	\$ 106.37	4239039 · General Program Supplies	3558054388	1/29/24 College Wood ESE Office Supplies
UKG Inc.	\$ 36.25	4341999 · Other Professional Fees	PRINV00441180	1/12/24 Payroll Processing Fees

Carmel/Clay Board of Parks and Recreation  
Claim Sheet Fund 108 - Extended School Enrichment  
March 12, 2024

Name	Amount	Account	Num	Memo
UKG Inc.	\$ 158.85	4341999 - Other Professional Fees	ARINV0337641	1/15/24 Payroll Check Printing Fees
Ultimate Ninjas	\$ 1,260.00	4343007 - Field Trips	15	1/5/24 ESE School's Out Camp West Field Trip 1/5/24
United Art and Education	\$ 87.70	4239039 - General Program Supplies	INV230615	1/22/24 Cherry Tree ESE Program Supplies
Urban Air	\$ 1,390.99	4343007 - Field Trips	475707-B0BA09FD	1/5/24 ESE School's Out Camp Winter Break East Field Trip 1/5/24
USPS	\$ 5.18	4350000 - Equipment Repairs & Maint.	UFB Visa	1/24/24 Shipping for Cherry Tree Radio Repairs
USPS	\$ 5.17	4350000 - Equipment Repairs & Maint.	UFB Visa	1/24/24 Shipping for Carmel Elementary Radio Repairs
Verizon Wireless	\$ 499.59	4344100 - Cellular Phone Fees	9955034928	1/23/24 Cell Phone Charges - ESE
Walmart	\$ 105.25	4239099 - Other Miscellaneous	773363483222709	12/29/23 ESE Administrative Office Replacement Supplies
Walmart	\$ 53.80	4239039 - General Program Supplies	984004743685134	1/4/24 Carmel Elementary ESE Program Supplies
Walmart	\$ 77.50	4239039 - General Program Supplies	984011569505276	1/11/24 ESE - MLK Day/President's Day School's Out Camp Supplies
Walmart	\$ 196.46	4239039 - General Program Supplies	334008630373341	1/8/24 ESE MLK Day/President's Day School's Out Camp Supplies
Walmart	\$ 40.44	4239039 - General Program Supplies	784010582590030	1/10/24 Forest Dale ESE - Office Supplies
Walmart	\$ 138.70	4239039 - General Program Supplies	774012648642714	1/12/24 ESE School's Out Camp East - MLK Day/President's Day 2024 Activity Supplies
Walmart	\$ 303.55	4239039 - General Program Supplies	984017642235211	1/17/24 Mohawk Trails ESE Site Plan 3 (2024) Supplies
Walmart	\$ 129.28	4239039 - General Program Supplies	164018555151890	1/18/24 West Clay ESE - Site Plan 3 (2024) General Supplies
Walmart	\$ 36.90	4239039 - General Program Supplies	334022810393103	1/22/24 Carmel Elementary ESE Staff Monthly Meeting Supplies
Walmart.com	\$ 87.52	4230200 - Office Supplies	UFB Visa	1/15/24 ESE Administrative - Site Plan 3 (2024) Common Supplies
Walmart.com	\$ 239.07	4239039 - General Program Supplies	UFB Visa	1/3/24 School's Out Camp East - MLK & President's Day Supplies
Walmart.com	\$ 89.96	4239039 - General Program Supplies	UFB Visa	1/19/24 Cherry Tree ESE - Small Equipment Replacements
Willow Marketing Management, Inc.	\$ 75.00	4341955 - Info Sys Maint/Contracts	24222	1/31/24 CCPR Website Hosting 2024 - Jan'24
Willow Marketing Management, Inc.	\$ 75.00	4341955 - Info Sys Maint/Contracts	24151	12/31/23 CCPR Website Hosting - Dec'23
Feb 6 - Mar 4, 24	<u>\$ 32,248.03</u>			

Carmel/Clay Board of Parks and Recreation  
Claim Sheet Fund 109 - Monon Community Center  
March 12, 2024

Name	Amount	Account	Num	Memo
<b>Feb 6 - Mar 4, 24</b>				
Ace - Pak Products Inc.	\$ 721.14	4238900 - Cleaning & Maint. Supplies	A-12147	2/2/24 Monon Community Center Janitorial Supplies
Ace - Pak Products Inc.	\$ 723.09	4238900 - Cleaning & Maint. Supplies	A-12210	2/19/24 Monon Community Center Janitorial Supplies
Active Network, LLC	\$ 630.50	4358400 - Refunds, Awards & Indemnities	CB2023DEC_114	1/31/24 Credit Card Chargeback Fees Dec'23
Allied Time USA, Inc.	\$ 396.00	4238900 - Cleaning & Maint. Supplies	7607	2/16/24 Replacement Batteries & Clock for Monon Community Center
Amazon	\$ 71.78	4239039 - General Program Supplies	17XF-JXHT-F13H	2/15/24 Small Equipment for "My Monon Rewards" Program
Amazon	\$ 107.52	4350100 - Building Repairs & Maint.	1L79-YHCT-D11P	2/15/24 Aquatics Outdoor Feature Repair Parts
Ameresco	\$ 1,110.00	4341955 - Info Sys Maint/Contracts	52660	11/30/23 Professional Services & Software Subscription
American Red Cross	\$ 380.00	4358300 - Other Fees & Licenses	22664640	2/21/24 First Aid/CPR/AED Certifications
Aqua Systems	\$ 475.96	4350000 - Equipment Repairs & Maint.	217781753	12/1/23 Service Call - Monon Community Center Water Softener Leak
AT&T	\$ 284.37	4344000 - Telephone Line Charges	UFB Visa	2/14/24 MCC Alarms & Elevators
Brainstorm Print	\$ 70.00	4230100 - Stationary & Printing Materials	143732	2/1/24 Recreation & Facilities and Marketing Business Cards
Buddenbaum & Moore LLC	\$ 6,193.44	4238900 - Cleaning & Maint. Supplies	9272	1/30/24 Indoor Pool Chemicals
Buddenbaum & Moore LLC	\$ 1,200.00	4350000 - Equipment Repairs & Maint.	9336	2/13/24 Service - Indoor Activity Pool Repair & Leak Detection
Carmel Drive Self-Storage	\$ 281.00	4350900 - Other Cont. Services	1077	2/3/24 Annual Storage Rental - Monon Community Center Mar'24
Carmel Drive Self-Storage	\$ 272.00	4350900 - Other Cont. Services	1077	2/3/24 Annual Climate Controlled Storage MCC (Dream Tree) Mar'24
Carmel Utilities	\$ 3,640.41	4348500 - Water & Sewer	7316000000 Jan'24	2/16/24 Central Park Westmeier Commons
CenterPoint Energy	\$ 1,862.43	4349000 - Gas	57844597 Jan'24	2/6/24 Monon Community Center
CenterPoint Energy	\$ 50.61	4349000 - Gas	57904133 Jan'24	2/14/24 Monon Community Center Aquatic Entry
CenterPoint Energy	\$ 98.53	4349000 - Gas	57844902 Jan'24	2/15/24 Monon Community Center Aquatic Filter Building
Central Indiana Hardware	\$ 888.76	4237000 - Repair Parts	7347968	1/25/24 Replacement Door Lock Set for Kidzone Restroom
Cintas Corporation	\$ 489.93	4238900 - Cleaning & Maint. Supplies	4181600796	1/29/24 Monon Community Center Cleaning Supplies
Cintas Corporation	\$ 653.13	4238900 - Cleaning & Maint. Supplies	4182347154	2/5/24 Monon Community Center Cleaning Supplies
Cintas Corporation	\$ 489.93	4238900 - Cleaning & Maint. Supplies	4183770723	2/19/24 Monon Community Center Cleaning Supplies
Cintas Corporation	\$ 511.93	4238900 - Cleaning & Maint. Supplies	4183039994	2/12/24 Monon Community Center Cleaning Supplies
Constellation NewEnergy	\$ 13,767.35	4349000 - Gas	3971223	2/28/24 Monon Community Center
Corvus Janitorial Systems	\$ 14,253.00	4350600 - Cleaning Services	403191001-111	3/1/24 2024 Janitorial Services - MCC Day Service
Corvus Janitorial Systems	\$ 10,494.00	4350600 - Cleaning Services	403191002-110	3/1/24 2024 Janitorial Services - MCC
Cumulus	\$ 2,500.00	4346000 - Classified Advertising	BB3975022	1/31/24 Digital Advertising for Recruitment Jan'24
Cumulus	\$ 3,475.16	4341991 - Marketing & Promotions	BB3975020	1/31/24 Digital Advertising for MCC Membership Jan'24
Dellin, Freddy	\$ 25.00	4344100 - Cellular Phone Fees	Reimb	2/7/24 Cell Phone Fees Jan'23
Digilock	\$ 93.67	4238900 - Cleaning & Maint. Supplies	UFB Visa	2/19/24 Replacement Programming Key for MCC Lockers
Direct Fitness Solutions, LLC	\$ 778.21	4350000 - Equipment Repairs & Maint.	0585665-IN	1/31/24 Fitness Equipment - Matrix Dual Pulley Repair
Direct Fitness Solutions, LLC	\$ 988.89	4350000 - Equipment Repairs & Maint.	0585665-IN	1/31/24 Small Parts for Fitness Equipment - Matrix Weight Machine Repairs
Direct Fitness Solutions, LLC	\$ 778.00	4350000 - Equipment Repairs & Maint.	0585672-IN	2/6/24 Fitness Equipment Preventative Maintenance Feb'24
DirecTV	\$ 244.99	4349500 - Cable Service	038575356X240205	2/5/24 Cable Service - MCC
Duke Energy	\$ 21,503.12	4348000 - Electricity	910123195102 Feb'24	2/29/24 Monon Community Center II
Duke Energy	\$ 3,747.40	4348000 - Electricity	910123160391 Feb'24	2/29/24 Monon Community Center I
Ellis Mechanical & Electrical	\$ 6,668.20	4350000 - Equipment Repairs & Maint.	24029	2/19/24 2023 Pool Boiler Preventative Maintenance
Environmental Laboratories, Inc.	\$ 66.00	4350900 - Other Cont. Services	20393120	2/1/24 Weekly Water Testing - MCC Indoor 1/31/24
Environmental Laboratories, Inc.	\$ 240.00	4350900 - Other Cont. Services	20377995	6/12/23 Weekly Water Testing - 6/7/23
Environmental Laboratories, Inc.	\$ 66.00	4350900 - Other Cont. Services	20393473	2/8/24 Weekly Water Testing - MCC Indoor
Environmental Laboratories, Inc.	\$ 66.00	4350900 - Other Cont. Services	20393806	2/16/24 Weekly Water Testing - MCC Indoor 2/14/24
Extractor Corporation	\$ 1,499.00	4235000 - Building Materials	24-272	2/7/24 Refurbished Equipment for Locker Rooms
Facebook, Inc.	\$ 14.71	4341991 - Marketing & Promotions	UFB Visa	1/31/24 MCC Membership Ads
Facebook, Inc.	\$ 37.90	4346000 - Classified Advertising	UFB Visa	1/31/24 Recruitment Social Media Ads Fall 2023 ESE
Google	\$ 270.00	4341991 - Marketing & Promotions	UFB Visa	2/1/24 MCC Membership Campaign Advertising
Grainger	\$ 186.00	4239039 - General Program Supplies	9976994914	1/26/24 Monon Community Center Group Fitness Supplies
Grainger	\$ (149.24)	4350100 - Building Repairs & Maint.	9026830928	2/20/24 Replacement Programming Key for MCC Lockers - Return
Grainger	\$ 170.60	4238900 - Cleaning & Maint. Supplies	9023560437	2/16/24 Maintenance Supplies for Monon Community Center
Graybar	\$ 409.00	4237000 - Repair Parts	9335816034	2/1/24 Replacement LED Lights for Monon Community Center
Graybar	\$ 320.64	4238900 - Cleaning & Maint. Supplies	9335762599	1/30/24 Replacement Accent LED Light Bulbs - Monon Community Center
Graybar	\$ 643.20	4237000 - Repair Parts	9335831264	2/2/24 Replacement Lights for Monon Community Center
Green Touch Services, Inc.	\$ 200.00	4350400 - Grounds Maintenance	144539	1/31/24 Landscape Maintenance The Waterpark
Hobby Lobby	\$ 7.95	4239099 - Other Miscellaneous	128928518	1/9/24 Culture Committee - Popcorn Day 2024 Supplies

Carmel/Clay Board of Parks and Recreation  
Claim Sheet Fund 109 - Monon Community Center  
March 12, 2024

Name	Amount	Account	Num	Memo
Hobby Lobby	\$ 2.99	4239099 - Other Miscellaneous	129098412	1/16/24 Culture Committee - Popcorn Day 2024 Supplies
Insight Public Sector	\$ 2,947.87	4463202 - Software	1101130083	1/23/24 Software License for Marketing
Intuit QuickBooks	\$ 302.56	4341955 - Info Sys Maint/Contracts	UFB Visa	2/26/24 QuickBooks Software & Cloud Hosting Subscription
InvigorateHR	\$ 166.67	4357004 - External Instructional Fees	1554	2/2/24 Employee Training Services & Learning Management E-Courses
InvigorateHR	\$ 486.00	4357004 - External Instructional Fees	1557	2/12/24 Employee Self Assessment - Full Time Staff
Iron Mountain	\$ 84.50	4341999 - Other Professional Fees	JGW8512	2/29/24 Off-Site File Storage
Konica Minolta Business Solutions	\$ 396.78	4353004 - Copier	291693146	1/26/24 Copier Charges MCC East 10/27/23-01/26/24
Konica Minolta Business Solutions	\$ 323.33	4353004 - Copier	9009796570	2/17/24 Copier Charges MCC West 11/18/23-2/17/24
Kroger	\$ 8.99	4239039 - General Program Supplies	061300	1/18/24 Monon Community Center Adaptive Program Supplies Jan'24 Social
Kroger	\$ 134.92	4239099 - Other Miscellaneous	033190	1/9/24 Culture Committee - Popcorn Day & Fun at Work Day 2024 Supplies
Kully Supply	\$ 222.39	4238900 - Cleaning & Maint. Supplies	636562	2/22/24 Plumbing Supplies for Monon Community Center
Lifeguard Store, Inc., The	\$ 759.45	4239012 - Safety Supplies	INV001386123	2/21/24 Rescue Tubes - Summer 2024
Luttrell, Kirk	\$ 2,125.00	4345000 - Printing (Not Office Supplies)	2024-04	2/12/24 Service - Summer Program Guide 2024 ActiveNet Downloads
Magers Bookkeeping Services LLC	\$ 170.00	4341999 - Other Professional Fees	1153	2/7/24 2024 Budget Setups
Magers Bookkeeping Services LLC	\$ 435.00	4341999 - Other Professional Fees	1155	2/28/24 2024 Bookkeeping Services
Mall Chimp	\$ 265.50	4355200 - Subscriptions	UFB Visa	2/14/24 Email Marketing Annual Subscription Renewal
Menards	\$ 41.61	4238900 - Cleaning & Maint. Supplies	308304524051825	2/14/24 Monon Community Center Maintenance Supplies
Menards	\$ 944.15	4238000 - Small Tools & Minor Equipment	308303824706809	2/7/24 Aquatics Small Equipment
Millikan, Tim	\$ 75.00	4344100 - Cellular Phone Fees	Reimb	2/5/24 Cell Phone Fees Oct-Dec'23
Millikan, Tim	\$ 50.00	4344100 - Cellular Phone Fees	Reimb	2/28/24 Cell Phone Fees Jan'24 & Feb'24
Mountain Glacier, LLC	\$ 70.42	4350900 - Other Cont. Services	0101606607	2/13/24 Drinking Water Monon Community Center East
Mountain Glacier, LLC	\$ 52.95	4350900 - Other Cont. Services	0101606606	2/13/24 Drinking Water Monon Community Center West
Mountain Glacier, LLC	\$ 52.94	4350900 - Other Cont. Services	0101606606	2/13/24 Drinking Water Monon Community Center West
NCSI - National Center Safety Initiatives	\$ 166.50	4341990 - Criminal Background Checks	41798	2/1/24 New Hire Background Checks
Nexstar (Fox39)	\$ 2,750.00	4341991 - Marketing & Promotions	4214721-2	1/31/24 Monon Community Center Membership - TV & Digital Advertising Jan'24
Normand, Mike	\$ 50.00	4344100 - Cellular Phone Fees	Reimb	2/28/24 Cell Phone Fees Jan'24
Northern Safety Co., Inc.	\$ 153.20	4239012 - Safety Supplies	906046912	2/22/24 Aquatics Indoor First Aid Supplies
Oracle Elevator Company	\$ 9,210.00	4350100 - Building Repairs & Maint.	SIN253408	2/8/24 Service - West Building Elevator
Payne Sparkman Manufacturing, Inc.	\$ 7,610.00	4235000 - Building Materials	27659	2/9/24 Replacement Gym Light Fixtures
Payne Sparkman Manufacturing, Inc.	\$ 10,105.00	4235000 - Building Materials	27677	2/9/24 Additional Replacement Gym Light Fixtures
Power Systems	\$ 151.37	4238000 - Small Tools & Minor Equipment	8896794	2/20/24 Small Equipment for Fitness Center
Ray Marketing powered by Proforma	\$ 123.75	4356004 - Staff Clothing	BR71004077A	2/11/24 Uniforms for New Hires
Republic Services	\$ 1,366.63	4350101 - Trash Collection	0761-006337219	2/25/24 Trash & Recycling Monon Community Center
Scat Pest Control	\$ 650.00	4350100 - Building Repairs & Maint.	346953	2/14/24 Monon Community Center 2024 Pest Control Services
Sherwin Williams	\$ 126.52	4238900 - Cleaning & Maint. Supplies	1373-8	2/23/24 Waterpark Paint Supplies
Spear Corporation	\$ 665.76	4237000 - Repair Parts	325869	2/16/24 Aquatics Pool Vacuum Repair Parts
Staples	\$ 68.90	4230200 - Office Supplies	3559049071	2/5/24 Monon Community Center Office Supplies
Staples	\$ 59.89	4239039 - General Program Supplies	3559049072	2/5/24 Supplies for Kidzone
Staples	\$ 42.60	4230200 - Office Supplies	3560435999	2/26/24 Monon Community Center Office Supplies
Staples	\$ 21.48	4239039 - General Program Supplies	3560435999	2/26/24 MCC Internal Programming Supplies
Staples	\$ 245.54	4230200 - Office Supplies	3560436003	2/26/24 Monon Community Center Office Supplies
Staples	\$ 20.10	4230200 - Office Supplies	3560436002	2/26/24 Monon Community Center Supplies
Stericycle, Inc.	\$ 43.89	4350900 - Other Cont. Services	8006147528	2/2/24 Medical Waste Removal
SuperSaas BV	\$ 46.00	4355200 - Subscriptions	UFB Visa	2/4/24 MCC Reservation Booking Subscription
SupplyHouse.com	\$ 84.85	4350600 - Cleaning Services	UFB Visa	1/30/24 Maintenance Supplies for MCC
Swim Outlet	\$ 357.00	4239012 - Safety Supplies	23430765	2/23/24 Aquatics First Aid Bags for Summer 2024
Terryberry	\$ 38.54	4350900 - Other Cont. Services	Q13340	2/22/24 Employee Recognition Gift - Marketing
Towne Post Network, Inc.	\$ 560.00	4341991 - Marketing & Promotions	64456	2/15/24 CCPR Advertising Mar'24
TriCo Regional Sewer Utility	\$ 837.82	4348500 - Water & Sewer	1001164 Feb'24	3/1/24 Monon Community Center
TriCo Regional Sewer Utility	\$ 1,039.10	4348500 - Water & Sewer	1020958 Feb'24	3/1/24 Monon Community Center
Tube Pro Inc.	\$ 7,161.50	4239039 - General Program Supplies	00060260	2/21/24 Waterpark Replacement Tubes 2024
Vine & Branch LLC	\$ 180.00	4235000 - Building Materials	4860	1/25/24 MCC Basketball Goal & Curtain Preventative Maintenance 2023
Walmart	\$ 40.56	4239099 - Other Miscellaneous	144047688171601	2/16/24 Staff Appreciation Event 2024 Supplies
WFYI TV	\$ 1,550.00	4341991 - Marketing & Promotions	255-16815-0003	2/25/24 Monon Community Center Membership - Radio & Print Advertising
White's Ace Hardware	\$ 190.66	4238000 - Small Tools & Minor Equipment	29732093	1/24/24 Small Equipment for Fitness Center

Carmel/Clay Board of Parks and Recreation  
 Claim Sheet Fund 109 - Monon Community Center  
 March 12, 2024

Name	Amount	Account	Num	Memo
White's Ace Hardware	\$ 24.26	4238900 - Cleaning & Maint. Supplies	29730857	1/20/24 Maintenance Supplies for Monon Community Center
White's Ace Hardware	\$ 8.17	4238900 - Cleaning & Maint. Supplies	29733870	1/30/24 Maintenance Supplies for Monon Community Center
WTTS FM 92.3	\$ 2,250.00	4341991 - Marketing & Promotions	IN-01114895	1/28/24 Monon Community Center Membership - Radio Advertising
Zogics, LLC	\$ 2,160.10	4238900 - Cleaning & Maint. Supplies	344039	2/14/24 Gym Wipes Feb'24
Feb 6 - Mar 4, 24	<u>\$ 165,255.92</u>			

Carmel/Clay Board of Parks and Recreation  
Claim Sheet Fund 110 - Parks and Recreation  
March 12, 2024

Name	Amount	Account	Num	Memo
<b>Feb 6 - Mar 4, 24</b>				
AES Indiana	\$ 858.11	4348000 · Electricity	200000620568 Jan'24	1/31/24 Perelman Pavilion
AT&T	\$ 137.43	4344000 · Telephone Line Charges	UFB Visa	1/24/24 Analog Phone Lines Wilfong Pavilion
AT&T	\$ 892.80	4344000 · Telephone Line Charges	UFB Visa	1/24/24 Analog Phone Lines Perelman Pavilion
Carmel Utilities	\$ 17.80	4348500 · Water & Sewer	7051300000 Jan'24	2/16/24 Central Park Dog Park
Carmel Utilities	\$ 91.81	4348500 · Water & Sewer	5200000000 Feb'24	3/1/24 Perelman Pavilion
Carmel Utilities	\$ 149.36	4348500 · Water & Sewer	2623000000 Feb'24	3/1/24 Wilfong Pavilion
CenterPoint Energy	\$ 526.85	4349000 · Gas	55889065 Jan'24	2/8/24 Perelman Pavilion
Corvus Janitorial Systems	\$ 813.00	4350600 · Cleaning Services	403191003-113	3/1/24 2024 Janitorial Services - Wilfong Pavilion
Corvus Janitorial Systems	\$ 1,359.00	4350600 · Cleaning Services	403191010-114	3/1/24 2024 Janitorial Services - Perelman Pavilion
Duke Energy	\$ 783.67	4348000 · Electricity	910122730092 Feb'24	2/29/24 Wilfong Pavilion
Duke Energy	\$ 253.13	4348000 · Electricity	910121498172 Feb'24	2/27/24 Central Park Dog Park
Green Touch Services, Inc.	\$ 625.00	4350400 · Grounds Maintenance	145197	2/21/24 Dog Park Snow & Ice Management 2/16/24 & 2/17/24
Green Touch Services, Inc.	\$ 300.00	4350400 · Grounds Maintenance	145135	2/19/24 Dog Park Snow & Ice Management 2/16/24
Magers Bookkeeping Services LLC	\$ 150.00	4341999 · Other Professional Fees	1153	2/7/24 2024 Budget Setups
Magers Bookkeeping Services LLC	\$ 175.00	4341999 · Other Professional Fees	1155	2/28/24 2024 Bookkeeping Services
Republic Services	\$ 213.97	4350101 · Trash Collection	0761-006337612	2/25/24 Trash & Recycling Wilfong Pavilion
Republic Services	\$ 418.43	4350101 · Trash Collection	0761-006338616	2/25/24 Trash & Recycling Perelman Pavilion
Scat Pest Control	\$ 100.00	4350100 · Building Repairs & Maint.	347462	2/15/24 Wilfong Pavilion 2024 Pest Control Services QTR 1
Scat Pest Control	\$ 165.00	4350100 · Building Repairs & Maint.	347671	2/15/24 Perelman Pavilion 2024 Pest Control Services
TriCo Regional Sewer Utility	\$ 105.82	4348500 · Water & Sewer	1039051 Feb'24	3/1/24 Perelman Pavilion
White's Ace Hardware	\$ 210.00	4238900 · Other Maintenance Supplies	29727412	1/8/24 Dog Litter Bags for Dog Park
<b>Feb 6 - Mar 4, 24</b>	<b>\$ 8,456.18</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  
 March 12, 2024

Name	Amount	Class	Account	Number	Memo
<b>Fund 103 - Capital Fund</b>					
SJCA Inc.	\$ 16,064.50	103	4460715 - White River Greenway	21093	1/31/24 White River Greenway North Extension Construction (READi Grant) PO#58269
<b>Total Fund 103</b>	<u>\$ 16,064.50</u>				
<b>Fund 106 - Park Impact Fee</b>					
Kroger Gardis & Regas LLP	\$ 4,414.00	106	4460715 -White River Greenway	86	2/7/24 Legal Fees Jan'24
<b>Total Fund 106</b>	<u>\$ 4,414.00</u>				
<b>Fund 853 - Gift Fund</b>					
Kroger	\$ 34.47	853	5023990 - Other Expenses	011220	1/16/24 Culture Committee Maintenance Day 2024 Supplies PO#XX-13805
Sutton, Claudine	\$ 28.24	853	5023990 - Other Expenses	Reimb	2/5/24 Supplies for National Popcorn Day
<b>Total Fund 853</b>	<u>\$ 62.71</u>				
<b>Fund 101 - General Fund Reserve Encumbrance</b>					
Enterprise FM Trust	\$ 6,912.57	1125401	( R ) 4353099 - Other Rentals & Leases	FBN4957491	2/4/24 Fleet Lease Rentals PO#58885
Green Touch Services	\$ 47.00	1125402	( R ) 4350400 - Ground Maintenance	144660	1/31/24 Landscape Maintenance Administrative Offices PO#57737
Green Touch Services	\$ 114.00	1125403	( R ) 4350400 - Ground Maintenance	144874	1/31/24 Landscape Maintenance Carey Grove Park PO#57737
Green Touch Services	\$ 400.00	1125404	( R ) 4350400 - Ground Maintenance	144537	1/31/24 Landscape Maintenance Central Park West PO#57737
Green Touch Services	\$ 40.00	1125404	( R ) 4350400 - Ground Maintenance	144538	1/31/24 Landscape Maintenance Central Park East PO#57737
Green Touch Services	\$ 38.00	1125407	( R ) 4350400 - Ground Maintenance	144655	1/31/24 Landscape Maintenance Flowing Well Park PO#57737
Green Touch Services	\$ 230.00	1125408	( R ) 4350400 - Ground Maintenance	144656	1/31/24 Landscape Maintenance Founders Park PO#57737
Green Touch Services	\$ 17.00	1125409	( R ) 4350400 - Ground Maintenance	144534	1/31/24 Landscape Maintenance Hagan-Burke Greenway PO#57737
Green Touch Services	\$ 38.00	1125410	( R ) 4350400 - Ground Maintenance	144657	1/31/24 Landscape Maintenance Hazel Landing Park PO#57737
Green Touch Services	\$ 50.00	1125411	( R ) 4350400 - Ground Maintenance	144662	1/31/24 Landscape Maintenance Inlow Park PO#57737
Green Touch Services	\$ 114.00	1125412	( R ) 4350400 - Ground Maintenance	144535	1/31/24 Landscape Maintenance Lenape Trace Park PO#57737
Green Touch Services	\$ 40.00	1125416	( R ) 4350400 - Ground Maintenance	144533	1/31/24 Landscape Maintenance Monon Greenway North Trailhead PO#57737
Green Touch Services	\$ 20.00	1125416	( R ) 4350400 - Ground Maintenance	145008	1/31/24 Landscape Maintenance Monon Greenway South Trailhead PO#57737
Green Touch Services	\$ 114.00	1125416	( R ) 4350400 - Ground Maintenance	144536	1/31/24 Landscape Maintenance Monon Greenway Rotary Plaza PO#57737
Green Touch Services	\$ 230.00	1125418	( R ) 4350400 - Ground Maintenance	144658	1/31/24 Landscape Maintenance River Heritage Park PO#57737
Green Touch Services	\$ 49.00	1125419	( R ) 4350400 - Ground Maintenance	144532	1/31/24 Landscape Maintenance West Park/Perelman Pavilion PO#57737
Rundell Ernstberger Associates, Inc.	\$ 3,128.00	1125101	( R ) 4340400 - Consulting Fees	2023-1714-06	2/15/24 Professional Services Agreement - Monon BLVD Spray Plaza PO#58532
<b>Encumbrance</b>	<u>\$ 11,581.57</u>				

## Refund Report

Mar 7, 2024  
8:43 AM

Receipt Date/Time: From Feb 1, 2024 12:00 AM through Feb 29, 2024 11:59 PM

Receipt #	Date	Time	Payer	Payment Type	Refund Details /	Amount Paid	Receipt Total
2002390.004	Feb 1, 2024	9:15 AM	Customer, Drop-In	Credit Card Account	No: *6081 Exp:	-\$ 104.00	
							-\$ 104.00
2002391.004	Feb 1, 2024	12:14 PM	Walters, Deborah	Credit Card Account	No: *5568 Exp: 02/2027	-\$ 97.00	
							-\$ 97.00
2002392.004	Feb 2, 2024	1:29 PM	Gardner, Barbara	Credit Card Account	No: *2895 Exp: 02/2025	-\$ 2,692.00	
							-\$ 2,692.00
2002393.004	Feb 2, 2024	4:24 PM	Benson, Luke	Credit Card Account	No: *3094 Exp: 07/2024	-\$ 384.00	
							-\$ 384.00
2002394.004	Feb 5, 2024	6:13 AM	Woodhouse, Keith	Credit Card Account	No: *9653 Exp: 04/2027	-\$ 107.00	
					Guest Request		-\$ 107.00
2002395.004	Feb 5, 2024	3:26 PM	Hiler, Jason	Credit Card Account	No: *3574 Exp: 08/2024	-\$ 106.00	
					Guest Request		-\$ 106.00
2002396.004	Feb 6, 2024	5:34 AM	Matich, Kristin	Credit Card Account	No: *1358 Exp: 12/2025	-\$ 27.23	
							-\$ 27.23
2002397.004	Feb 14, 2024	11:26 AM	Mikobi, Medard	Credit Card Account	No: *5978 Exp: 03/2028	-\$ 48.00	
					Guest Request		-\$ 48.00
2002398.004	Feb 14, 2024	12:41 PM	Woodgett, Trameka	Credit Card Account	No: *0505 Exp: 09/2027	-\$ 338.00	
							-\$ 338.00
2002399.004	Feb 15, 2024	10:49 AM	Absi, Rick	Credit Card Account	No: *9101 Exp: 08/2025	-\$ 33.00	
					Guest Error. Purchased a youth membership in person and purchased another online a week later.		-\$ 33.00
2002400.004	Feb 15, 2024	12:35 PM	Robeson, Jennifer	Credit Card Account	No: *8962 Exp: 08/2025	-\$ 26.00	
					Staff Error		-\$ 26.00
2002401.004	Feb 20, 2024	10:50 AM	Ruppert, Michael	Credit Card Account	No: *2930 Exp: 12/2024	-\$ 506.16	
					moved to insurance		-\$ 506.16

## Refund Report

Mar 7, 2024  
8:43 AM

Receipt Date/Time: From Feb 1, 2024 12:00 AM through Feb 29, 2024 11:59 PM

Receipt #	Date	Time	Payer	Payment Type	Refund Details /	Amount Paid	Receipt Total
2002402.004	Feb 26, 2024	3:18 PM	Kirilova, Georgi Rumenov	Credit Card Account	No: *3858 Exp: 02/2028	-\$ 54.34	
							-\$ 54.34
2002403.004	Feb 28, 2024	12:44 PM	Abraha, Meseret	Credit Card Account	No: *1885 Exp:	-\$ 106.00	
					Staff Error		-\$ 106.00
2010045.003	Feb 1, 2024	11:17 AM	Pfeiffer, Stephania	Credit Card Account	No: *0577 Exp: 09/2024	-\$ 50.00	
					Guest Request		-\$ 50.00
2010047.003	Feb 1, 2024	11:27 AM	miller, kent	Credit Card Account	No: *4021 Exp: 02/2027	-\$ 60.00	
					Guest registered for wrong class		-\$ 60.00
2010052.003	Feb 6, 2024	1:08 PM	Dhar, Premjit	Credit Card Account	No: *7613 Exp: 11/2027	-\$ 191.00	
					Guest Request		-\$ 191.00
2010053.003	Feb 7, 2024	2:00 PM	Meda, Madhuri	Credit Card Account	No: *1843 Exp: 09/2027	-\$ 300.00	
							-\$ 300.00
2010055.003	Feb 9, 2024	2:59 PM	Collins, Mary	Credit Card Account	No: *8327 Exp: 05/2027	-\$ 115.00	
					Guest Request		-\$ 115.00
2010056.003	Feb 12, 2024	8:40 AM	Scofield , Chelsea	Credit Card Account	No: *1002 Exp: 07/2024	-\$ 55.00	
					Guest Request		-\$ 55.00
2010057.003	Feb 12, 2024	8:41 AM	Scofield , Chelsea	Credit Card Account	No: *1002 Exp: 07/2024	-\$ 55.00	
					Guest Request		-\$ 55.00
2010058.003	Feb 12, 2024	5:11 PM	Perkins, Mary-Jane	Credit Card Account	No: *2191 Exp: 08/2027	-\$ 22.00	
					Guest Request		-\$ 22.00
2010059.003	Feb 14, 2024	9:27 AM	Rietz, Anne	Credit Card Account	No: *6647 Exp: 07/2028	-\$ 38.00	
					Guest Request		-\$ 38.00
2010065.003	Feb 19, 2024	12:45 PM	Cochran, Carlo	Credit Card Account	No: *3358 Exp: 03/2027	-\$ 70.00	
					Guest Request		-\$ 70.00

Refund Report

Mar 7, 2024  
8:43 AM

Receipt Date/Time: From Feb 1, 2024 12:00 AM through Feb 29, 2024 11:59 PM

Receipt #	Date	Time	Payer	Payment Type	Refund Details /	Amount Paid	Receipt Total
2010071.003	Feb 21, 2024	1:44 PM	Yuce, Krysten	Credit Card Account	No: *1258 Exp: 01/2027	-\$ 50.00	
					Guest Request		-\$ 50.00
2010072.003	Feb 22, 2024	12:07 PM	May, Elise	Credit Card Account	No: *7642 Exp: 06/2028	-\$ 50.00	
					Guest Request		-\$ 50.00
2010073.003	Feb 22, 2024	12:07 PM	May, Elise	Credit Card Account	No: *7642 Exp: 06/2028	-\$ 50.00	
					Guest Request		-\$ 50.00
2010074.003	Feb 27, 2024	5:55 PM	Charon, Ashley	Credit Card Account	No: *8506 Exp: 07/2025	-\$ 16.00	
							-\$ 16.00
2010079.003	Feb 28, 2024	1:44 PM	McCurdy, Kristen	Credit Card Account	No: *8586 Exp: 04/2026	-\$ 62.00	
					Low Enrollment		-\$ 62.00
2010080.003	Feb 28, 2024	4:05 PM	Miller, Stephen	Credit Card Account	No: *5997 Exp: 07/2026	-\$ 42.00	
					Guest Request		-\$ 42.00
2010082.003	Feb 29, 2024	1:57 PM	Thompson, Margaret	Credit Card Account	No: *4907 Exp: 04/2026	-\$ 50.00	
							-\$ 50.00

Totals:	Mail Check:	\$ 0.00
	Credit Card Refund:	-\$ 5,904.73
	To Account:	\$ 0.00
	In Cash:	\$ 0.00
	Debit Card:	\$ 0.00
	Gift Card:	\$ 0.00

Grand Total: -\$ 5,904.73

Carmel/Clay Board of Parks and Recreation  
Claim Sheet  
March 12, 2024

Fund	Amount
TOTAL PARKS GENERAL FUND 101	43,411.71
TOTAL PARKS GENERAL FUND 101 RESERVE	11,581.57
TOTAL EXTENDED SCHOOL ENRICHMENT FUND 108	32,248.03
TOTAL MONON COMMUNITY CENTER FUND 109	165,255.92
TOTAL PARKS FACILITIES FUND 110	8,456.18
TOTAL PARKS CAPITAL FUND 103	16,064.50
TOTAL PARK IMPACT FEE FUND 106	4,414.00
TOTAL PARKS GIFT FUND 853	62.71
CCPR Internal Transfers	0.00
Active Software Fees 1/29/24-2/25/24	17,092.89
Active Software Credit Card Refunds February 2024	5,904.73
EZChildTrack Software Credit Card Refunds February 2024	0.00
<b>TOTAL CLAIM SHEET</b>	<b><u>304,492.24</u></b>

DocuSigned by:

Lin Bueng

3/7/2024

Signature\*

Date

\*I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

Signature

Date

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

PRESENTER <b>Lin Zheng, Treasurer</b>	ACTION REQUESTED <b>Approval</b>
ITEM/SUBJECT <b>Clay Township Claim Sheet March 12, 2024</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>March 12, 2024</b>

**SUMMARY:**

The Clay Township Claim Sheet dated March 12, 2024 is included for additions or corrections.

**STAFF RECOMMENDATION:**

“I move to approve the Clay Township Claim Sheet dated March 12, 2024.”

Carmel/Clay Board of Parks and Recreation  
Claim Sheet for  
Clay Township of Hamilton County  
March 12, 2024

Name	Amount	Account		Number	Memo
Indy Business Promotions	\$ 1,250.00	1215	4AA - Park System Capital Maintenance	45752-000123	3/4/24 Engagement Letter for Video Services PO#59219
Indy Business Promotions	\$ 5,500.00	1215	4AA - Park System Capital Maintenance	45752-000119	2/22/24 Engagement Letter for Video Services PO#59219
Landscape Forms	\$ 3,540.00	1215	4AA - Park System Capital Maintenance	0000195487	2/26/24 Replacement Parts for Inlow Benches (Vandalism) PO#59155
Landscape Forms	\$ 105.00	1215	4AA - Park System Capital Maintenance	0000195488	2/26/24 Replacement Parts for Inlow Benches (Vandalism) PO#59155
Weihe Engineers Inc.	\$ 2,150.00	1215	4AA - Park System Capital Maintenance	87069	3/1/24 Central Park Waterpark Splash Pad - Planning Document PO#58214

TOTAL CLAIM SHEET 12,545.00

DocuSigned by:

  
13F18FBD88A1402

Signature\*

3/7/2024

Date

\*I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

Signature

Date

**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>Approval</b>
<small>ITEM/SUBJECT</small> <b>CCPR Payroll for February 9, 2024 and February 23, 2024</b>	
<small>DOLLAR AMOUNT/FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>March 12, 2024</b>

**SUMMARY:**

Provided for your approval are payroll wages and liabilities for payroll dates February 9, 2024 and February 23, 2024.

**RECOMMENDED MOTION:**

“I move to approve payroll wages and liabilities for payroll dates February 9, 2024 and February 23, 2024.”



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

Total Gross Wages for Regular Payroll dated 02/09/2024	<u><b>\$265,110.41</b></u>
Total Payroll Liabilities for Regular Payroll dated 02/09/2024	<u><b>\$98,605.91</b></u>
Total Gross Wages for Regular Payroll dated 02/23/2024	<u><b>\$266,565.59</b></u>
Total Payroll Liabilities for Regular Payroll dated 02/23/2021	<u><b>\$98,274.95</b></u>

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.

<small>DocuSigned by:</small> <u><i>Eric Mehl</i></u>	<u>3/1/2024</u>
Administration & Planning Director	Date

We have examined the foregoing payroll charges in the total amount of **\$728,556.86**, and such payroll is in compliance with Resolution No. 8-13-02-02.

<u>Park Board President</u>	<u>Date</u>
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**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>Acceptance</b>
ITEM/SUBJECT <b>Monetary Gifts, Grants, Partnerships, and Sponsorships for February 2024</b>	
DOLLAR AMOUNT / FUND <b>N/A</b>	MEETING DATE <b>March 12, 2024</b>

RECEIVED AS	DATE	AMOUNT	DONOR	DESIGNATION	GL/FUND
Sponsorship	02/06/24	\$500.00	Centier Bank	Lunch & Learn	Gift Fund (853)
Sponsorship	02/06/24	\$500.00	Centier Bank	Adaptive 5K	Gift Fund (853)
Donation	2/22/24	\$100.00	Anonymous	Staff Appreciation	Gift Fund (853)

**TOTAL RECEIPTS:**      \$1,100.00

**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 of Entering into a Transportation Services Agreement with Avant Garde Transportation</b>	
DOLLAR AMOUNT/FUND <b>\$181,545.00 (108 – ESE Fund)</b>	MEETING DATE <b>March 12, 2024</b>

**SUMMARY:**

Each year it is necessary to secure bus services for the Carmel Clay Parks & Recreation (CCPR) Summer Camp Series in order to transport participants and staff between day camp locations and field trip locations (e.g., The Waterpark, bowling alleys, Children's Museum, etc.).

In preparation for the 2024 summer camps, staff made numerous attempts to contact our current transportation contractor, Safe Passage Transportation Services, to receive updated pricing and discuss the 2024 fieldtrip schedule. Safe Passage has been the transportation servicer for our ESE/SCS program since 2014. Attempts to reach Safe Passage went unanswered and unfortunately, they remain unresponsive.

Therefore, staff requested information from other potential transportation services (limited options in the area) and identified Avant Garde as being the only viable option to fit the needs and schedule of our Summer Camp Series. Avant Garde has confirmed it can provide all buses required for summer camps, including ADA accessible buses for select camps, and their fleet of buses includes additional safety and convenience options like onboard cameras, GPS location tracking, and air conditioning. Under the proposed agreement, all drivers are required to have criminal background checks and must comply with applicable federal, state, and local requirements for school bus drivers.

Avant Garde has provided the Department with a proposal not to exceed \$181,545.00, which is \$4,730.00 less than the 2023 contract with Safe Passage. The Department recommends proceeding with entering into this services agreement based on their provided proposal.

**RECOMMENDED MOTION:**

“I move that the Park Board accept the proposal from Avant Garde Transportation for 2024 summer camp transportation and authorize the CCPR Director or Assistant Director to sign a Transportation Services Agreement in an amount not to exceed \$181,545.00, and that the Board delegate to the Director and the Assistant Director the authority to execute any amendment to this agreement up to an amount not to exceed his purchasing authority.”

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

PRESENTER <b>Michael Klitzing, Director of Parks and Recreation/COO</b>	ACTION REQUESTED <b>Recommended Motion</b>
ITEM/SUBJECT <b>Consideration of Amendment to Construction Manager Agreement with CTI Construction, LLC for Inspection Services</b>	
DOLLAR AMOUNT/FUND <b>\$327,000 (Parks Capital Fund 103, Cash Account 1103 – Clay Twp. LIT)</b>	MEETING DATE <b>March 12, 2024</b>

**SUMMARY:**

At its meeting on May 11, 2021, the Park Board originally authorized entering into an agreement with CTI Construction, LLC to serve as the construction manager (CM) for the White River Greenway North Extension project. Under this contract, CTI has been responsible for preparing and updating project schedules and cost estimates, reviewing design documents, preparing bid analyses and recommendations, and scheduling, and conducting project progress meetings during the design phase, among other duties.

With award of a contract to Morphe Construction last month to begin construction of the trail, it is prudent for CCPR to expand CTI's existing CM agreement to include inspection services. This will best ensure the trail is installed to specifications by having a Resident Project Representative (RPR) on site while construction is occurring. The RPR will arrange and schedule all progress meetings and other meetings as necessary, lead meetings, maintain minutes, inspect work, review shop drawings and ensure all are properly approved by the design team and owner, assist the design team in assessing any change orders, review payment applications, inspect contractor work, provide on-site acceptance testing of materials, accompany visiting inspectors, and verify all required testing is completed, among other responsibilities.

With CTI's knowledge and involvement of this project since design commenced, they are best positioned to provide the recommended inspection services. Clay Township has engaged CTI to likewise provide inspection services for the White River pedestrian bridge project in Hazel Landing Park.

**RECOMMENDED MOTION:**

"I move the Park Board authorize the Director of Parks and Recreation, in coordination with legal counsel, to execute an amendment to the existing Construction Manager Agreement with CTI Construction, LLC in the amount of \$327,000."