

**Carmel/Clay Board of Parks and Recreation**  
**Tuesday, March 25, 2014, 6:00 p.m.**  
**Monon Community Center East**  
**1235 Central Park Drive East**  
**Carmel, Indiana 46032**

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

**Tentative Agenda**

- I. Roll Call**
- II. Call to Order & Pledge of Allegiance**
- III. Public Comments**
- IV. Action Items**
  - A. Minutes – Joshua Kirsh
    - 1. March 11, 2014 Park Board Meeting
  - B. Claims – Jenn Kristunas
    - 1. Claim Sheet March 25, 2014; and
    - 2. Clay Township Claim Sheet March 25, 2014.
  - C. Consideration of Resolution P-2014-002 Adopting the Park Acquisition, Planning & Development Policy – Michael Klitzing
  - D. Consideration of Matters regarding Founders Park Pavilion Project – Mark Westermeier
- V. Discussion Items/Board Comments**
- VI. Adjournment**

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

<small>PRESENTER</small> <b>Joshua Kirsh, Secretary</b>	<small>ACTION REQUESTED</small> <b>Approval</b>
<small>ITEM/SUBJECT</small> <b>March 11, 2014 Park Board Meeting Minutes</b>	
<small>DOLLAR AMOUNT / FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>March 25, 2014</b>

**SUMMARY:**

A draft of the minutes for the March 11, 2014 Park Board Meeting is provided for comment, corrections, additions, and deletions.

**STAFF RECOMMENDATION:**

Approval of the minutes of the Park Board Meeting of March 11, 2014.

**Carmel/Clay Board of Parks and Recreation  
Tuesday, March 11, 2014, 6:00 p.m.  
Monon Community Center**

**Members Present:** Donna Cihak Hansen, James Engledow, Wendy Franklin, Joshua Kirsh, Jenn Kristunas, Linus Rude, Rich Taylor

**Members Absent:** Kathie Freed, Richard Leirer

**Others Present:** Mark Westermeier, Director; Audrey Kostrzewa, Business Services Director; Debra Grisham, Park Board Attorney

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

Board President Engledow welcomed everyone to the meeting and asked Mr. Kirsh to call the roll. Mr. Kirsh stated there was a quorum, at which time Board President Engledow called the meeting to order at 6:01 p.m. followed by the Pledge of Allegiance.

**Public Comments**

There were no public comments.

**Staff Reports**

**Park Maintenance Survey Results – John Gates**

Director Westermeier stated that staff reports were included in the packets. He then introduced Park Maintenance Director John Gates who presented results from the 2013 On-Line Park Maintenance Satisfaction Survey. At the conclusion of the PowerPoint presentation, there was a brief discussion among Board Members and staff.

**Committee Reports**

**Personnel Committee – Linus Rude**

Mr. Rude stated that the Personnel Committee has not met.

**Finance Committee – Jenn Kristunas**

Ms. Kristunas stated that the Finance Committee plans to meet prior to April 15, 2014 to discuss the capital funding plan. She will email the Committee Members to finalize details.

**Properties Committee – Richard Leirer**

There was no report in Mr. Leirer's absence.

**Action Items**

**Minutes – February 25, 2014 Park Board Meeting**

Mr. Kirsh made a motion to approve the minutes as presented, seconded by Ms. Franklin, and unanimously passed 7 – 0.

**City of Carmel Financial Report**

Ms. Kristunas made a motion to acknowledge receipt of the City of Carmel Financial Report for February 2014, seconded by Ms. Franklin, and unanimously passed 7 – 0.

**Clay Township Financial Report**

There was no financial report at time of packet assembly.

**CCPR P&L Statements**

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for February 2014, seconded by Mr. Taylor, and unanimously passed 7 – 0.

**Claim Sheet March 11, 2014**

Ms. Kristunas made a motion to approve the Claim Sheet as presented, seconded by Mr. Kirsh, and unanimously passed 7 – 0.

**Clay Township Claim Sheet February 11, 2014**

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Mr. Kirsh, and unanimously passed 7 – 0.

**Monetary Gifts, Grants, Partnership, and Sponsorships – Audrey Kostrzewa**

Ms. Kostrzewa announced the donations and sponsorships received in February 2014. A motion was made by Mr. Taylor to acknowledge receipt as presented, seconded by Ms. Kristunas, and passed 6 – 0 with 1 abstention (Mr. Kirsh).

**Consideration of Quotes for Pool Painting at The Waterpark – Michael Klitzing**

Director Westermeier explained the three-year rotation on painting the pools at The Waterpark. The Lap/Activity Pool will be painted this year for \$25,888; Kiddie Pool, the Catch Pool & Dive Well for \$16,070 in 2015; and Lazy River for \$39,875 in 2016. The Department has worked with American Clean & Seal before with no issues. Ms. Kristunas made a motion to accept the quote from American Clean & Seal, Inc. in the amount of \$81,833 to be paid as work is completed. The motion was seconded by Mr. Kirsh and unanimously passed 7 – 0.

**Consideration of entering into a Professional Services Agreement with The Schneider Corporation for the Monon Greenway Refresh Project – Phase 1 – Mark Westermeier**

Director Westermeier reviewed the overall project and addressed questions by the Park Board Members. Mr. Taylor made a motion to accept the proposal from The Schneider Corporation for the Monon Greenway Refresh Project – Phase 1 and authorize the President to sign a Professional Services Agreement in an amount not to exceed \$31,500. The motion was seconded by Mr. Kirsh and unanimously passed 7 – 0.

**Authorization to Bid the Monon Greenway Refresh Project – Phase 1 – Mark Westermeier**

Director Westermeier requested the Board's approval to move forward on the Monon Greenway Refresh Project – Phase 1. Mr. Taylor made a motion to authorize The Schneider Corporation, the Director and the Park Board Attorney to take all necessary and appropriate steps to bid the Monon Greenway Refresh Project – Phase 1. Ms. Kristunas seconded the motion. At this point, Ms. Grisham advised the Board that there was a possibility the project could be quoted, a faster and less expensive process, as opposed to the going through the bid process. After discussion, Mr. Taylor amended his motion as follows. Mr. Taylor moved that The Schneider Corporation, the Director and the Park Board Attorney to take all steps necessary and appropriate to bid or to quote the Monon Greenway Refresh Project – Phase 1. The revised motion was seconded by Ms. Kristunas and unanimously passed 7 – 0.

**Consideration of Matters regarding the Founders Park Pavilion Project – Mark Westermeier**  
Director Westermeier said that there were no action items at this time.

**Attorney's Report**

**Tort Claims**

Ms. Grisham said that there are no current open claims, and no tort claims have been filed since her last report.

**General**

ABC wages were adopted at the Common Construction Wage Hearing held March 4, 2014. Also, the Department is not going to be affected as it relates to the latest employer mandate delay of the Affordable Care Act.

**Director's Report**

Director Westermeier stated that the Director's Report was included in the Board Packet. In addition, the grates for the Central Park West Drive are in and will be installed as weather permits. This will complete this particular project.

Ms. Cihak Hansen inquired about the Carmel Dads' Club and their use of the Founders Park sports fields. Director Westermeier advised that the earliest, competitive play would be in the fall depending on turf development. There will be no exclusive use by the Carmel Dads' Club. In fact, the Department will be using the sports fields year-round for internal programs that are not considered competitive play. Parking will also have to be considered for any major events.

**Discussion Items**

Mr. Kirsh stated he had an awesome experience recently as he played the disc golf course in Hazel Landing Park and found it to be in great shape. Discussion followed about the course and its level of maintenance. Director Westermeier advised that the original intent was to have this course nestled in nature.

**Information Items**

**Plan Commission – Joshua Kirsh**

Mr. Kirsh announced that the Plan Commission recently held its annual meeting with BZA (Board of Zoning Appeals), City Council Members, etc. A speaker from HAND (Hamilton County Area Neighborhood Development) spoke about the poor living in Hamilton County. The communities surrounding Carmel have a *higher percentage* of those living in poverty; however, there is a *greater number* of poor living in Carmel. Also, in his efforts to promote rain gardens and green roofs, he will be working with the urban forester to develop some concepts and how they would be applicable to the green infrastructure of the community.

**School Board – Kathie Freed**

There was no School Board updates in Ms. Freed's absence.

**Parks Foundation – Wendy Franklin**

Ms. Franklin stated she had nothing to report.

**Board Comments**

Board President Engledow stated that the first meeting in April would be during Spring Break and asked about attendance. Ms. Franklin stated she would not attend. All other Park Board Members at the meeting indicated they would be there. Board President Engledow announced that the meeting on April 8, 2014 will be held as scheduled.

**Adjournment**

There being no further business, Mr. Kirsh made a motion to adjourn, seconded by Ms. Kristunas with no objections. The meeting was adjourned at 6:52 p.m.

**Approved,**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DRAFT

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

<small>PRESENTER</small> <b>Jenn Kristunas, Treasurer</b>	<small>ACTION REQUESTED</small> <b>Approval</b>
<small>ITEM/SUBJECT</small> <b>Claim Sheet March 25, 2014</b>	
<small>DOLLAR AMOUNT / FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>March 25, 2014</b>

**SUMMARY:**

Claim Sheet March 25, 2014 is included for comment, corrections, additions, and deletions.

**STAFF RECOMMENDATION:**

Approval of Claim Sheet March 25, 2014.

**Carmel Clay Board of Parks and Recreation**

**March 25, 2014 Claim Sheet**

Claimant's Name	Amount	Fund	Line - Description	Invoice #	Invoice Date / Notes
<b>PRE-APPROVED 101 GENERAL FUND</b>					
Brighthouse Networks	\$ 162.95	1125-1-02	4349500 - Cable service	687804022114	2/21/14 Internet service AO
Carmel Clay Schools	\$ 65.65	1125-4-01	4231300 - Diesel Fuel	2014-31	3/4/14 Diesel Fuel
Carmel Clay Schools	\$ 1,585.46	1125-4-01	4231400 - Gasoline	2014-31	3/4/14 Gasoline
Carmel Utilities	\$ 85.33	1125-1-16	4348500 - Water & Sewer	512156500	3/17/14 North Trailhead-1251 Rohrer Road
Carmel Utilities	\$ 20.34	1125-1-16	4348500 - Water & Sewer	631903500	3/17/14 Monon Greenway drinking fountain - 1st St. SW
Carmel Utilities	\$ 28.95	1125-1-02	4348500 - Water & Sewer	692331800	3/13/14 Administration - 1411 E. 116th St.
Carmel Utilities	\$ 16.05	1125-1-13	4348500 - Water & Sewer	692331800	3/13/14 Maintenance - 1427 E 116th St
Carmel Utilities	\$ 41.79	1125-1-15	4348500 - Water & Sewer	692331800	3/13/14 Meeting House - 1507 E 116th St
Carmel Utilities	\$ 50.66	1125-1-16	4348500 - Water & Sewer	6002047001	3/17/14 South Trailhead-1430 E. 96th St.
Cincinnati Bell	\$ 143.46	1125-1-02	4344000 - Telephone line charges	4862587	3/10/14 Telephone line charges
Clay Township Regional Waste	\$ 45.71	1125-1-16	4348500 - Water & Sewer	0143006091230	3/6/14 South Trailhead-1430 E. 96th St.
Clay Township Regional Waste	\$ 72.26	1125-1-19	4348500 - Water & Sewer	0341578281126	3/6/14 West Park - 3100 116th ST W
Clay Township Regional Waste	\$ 26.27	1125-1-02	4348500 - Water & Sewer	1015000014110	3/6/14 Administration-1411 E. 116th St.
Duke Energy	\$ 101.30	1125-1-15	4348000 - Electricity	1550-3287-01-0	3/13/14 Meeting House-1507 E. 116th St.
Duke Energy	\$ 156.52	1125-1-16	4348000 - Electricity	1650-3050-01-7	2/28/14 Monon Greenway crossing flashers
Duke Energy	\$ 49.24	1125-1-11	4348000 - Electricity	5710-3301-01-9	3/10/14 Inlow Park - 6310 131st St E
IPL	\$ 153.78	1125-1-07	4348000 - Electricity	116789	3/4/14 Flowing Well-5100 E. 116th St.
Paycor	\$ 145.16	1125-1-01	4341999 - Other professional fees	3884822	3/5/14 Payroll processing fee
Vectren	\$ 903.75	1125-1-02	4349000 - Gas utility	5009972	3/6/14 Administration-1411 E. 116th St.
Vectren	\$ 401.29	1125-1-13	4349000 - Gas utility	5231890	3/6/14 Maintenance-1427 E. 116th St.
Vectren	\$ 72.55	1125-1-13	4349000 - Gas utility	5509367	3/14/14 - Meeting House - 1507 E. 116th St.
Vectren	\$ 258.35	1125-1-15	4349000 - Gas utility	5509367	3/6/14 Meeting House-1507 E. 116th St.
Verizon Wireless	\$ 373.02	1125-1-13	4344100 - Cell phone fees	9720716540	2/23/14 Cell phone charges - Maintenance
<b>TOTAL SECTION</b>	<b>\$ 4,959.84</b>				
<b>PRE-APPROVED 108 EXTENDED SCHOOL ENRICHMENT</b>					
Ariyur, Nathan	\$ 1,190.00	1082-11	4358400 - Refunds	1218910 CC	3/5/14 Guest request
Bennett, Jill	\$ 28.00	1082-05	4358400 - Refunds	1221432 CC	3/12/14 Guest request
Boyer, Stephanie	\$ 45.00	1081-99	4358400 - Refunds	1220560	3/10/14 Class cancellation
Clark, Hollie	\$ 58.00	1081-02	4358400 - Refunds	1222155 CC	3/13/14 Guest request
Clark, Hollie	\$ 1,393.00	1082-03	4358400 - Refunds	1222155 CC	3/13/14 Guest request
Comer, Karen	\$ 1,393.00	1082-11	4358400 - Refunds	1221947 CC	3/13/14 Guest request
DaSilva, Karen	\$ 93.75	1081-99	4358400 - Refunds	1220626 CC	3/10/14 Cancellation
France Mahorney, Tina	\$ 413.00	1082-12	4358400 - Refunds	1227284	3/18/14 Guest request
Gailey, Jane	\$ 13.00	1096-22	4358400 - Refunds	1221041 CC	3/11/14 Guest request
Harkness, Nancy	\$ 93.75	1081-99	4358400 - Refunds	1220624 CC	3/10/14 Cancellation



**Carmel Clay Board of Parks and Recreation**

**March 25, 2014 Claim Sheet**

Claimant's Name	Amount	Fund	Line - Description	Invoice #	Invoice Date / Notes
Ison, Anita	\$ 735.00	1082-11	4358400 - Refunds	1218969 CC	3/5/14 Guest request
Morgel, Tiffanie	\$ 93.75	1081-99	4358400 - Refunds	1220633 CC	3/10/14 Cancellation
Mylott, Linda	\$ 168.00	1082-09	4358400 - Refunds	1220610 CC	3/10/14 Guest request
Paycor	\$ 580.71	1081-99	4341999 - Other Professional Fees	3884822	3/5/14 Payroll processing fee
Peng, Portia	\$ 168.00	1082-03	4358400 - Refunds	1221102 CC	3/11/14 Guest request
Peng, Portia	\$ 175.00	1082-13	4358400 - Refunds	1221102 CC	3/11/14 Guest request
Poynter, Mike	\$ 250.00	1081-06	4358400 - Refunds	1222363 CC	3/14/14 Change in enrollment
VanTrees, Neil	\$ 168.00	1082-11	4358400 - Refunds	1221430 CC	3/12/14 Guest request
Verizon Wireless	\$ 499.64	1081-99	4344100 - Cell phone fees	9720702232	2/23/14 Cell phone charges - ESE
Wallace, Nicole	\$ 336.00	1081-06	4358400 - Refunds	1220570 CC	3/10/14 Guest request
Whitsel, Amy	\$ 168.00	1082-11	4358400 - Refunds	1220596	3/10/14 Guest request
<b>TOTAL SECTION</b>	<b>\$ 8,062.60</b>				
<b>PRE-APPROVED 109 MONON COMMUNITY CENTER</b>					
AT&T	\$ 206.61	1091	4344000 - Telephone line charges	317571413003	3/7/14 MCC alarms & elevators
Brashear, Jamie	\$ 40.00	1096-60	4358400 - Refunds	1218551 CC	3/4/14 On wait list
Byrum, Kara	\$ 78.00	1096-32	4358400 - Refunds	1221494 CC	3/12/14 Low enrollment
Carmel Utilities	\$ 1,389.15	1091	4348500 - Water & Sewer	691302002	3/13/14 MCC -8 meters
Cincinnati Bell	\$ 286.91	1091	4344000 - Telephone line charges	4862587	3/10/14 Telephone line charges
Clay Township Regional Waste	\$ 27.56	1091	4348500 - Water & Sewer	101006272502	3/6/14 Monon Community Center
Clay Township Regional Waste	\$ 577.84	1091	4348500 - Water & Sewer	101016210101	3/6/14 Monon Community Center
Clay Township Regional Waste	\$ 691.61	1091	4348500 - Water & Sewer	4000400010100	3/6/14 Monon Community Center-6 meters
DirecTv	\$ 101.98	1091	4349500 - Cable service	22613388443	3/5/14 Dish service-MCC
ETC ProLiance Energy LLC	\$ 13,301.57	1091	4349000 - Gas utility	2014021001405	3/13/14 Monon Community Center Feb'14
Feinstein, Robin	\$ 48.00	1096-42	4358400 - Refunds	1218079 CC	3/3/14 Low enrollment
HCCVB	\$ 2,351.25	1096-50	4358400 - Refunds	1222356	3/14/14 Cancellation
House, Dana	\$ 55.00	1096-32	4358400 - Refunds	1218487 CC	3/4/14 Low enrollment
Kazmirksi, Kim	\$ 48.00	1096-42	4358400 - Refunds	1218080 CC	3/3/14 Low enrollment
Kibbe, Sharon	\$ 20.00	1096-60	4358400 - Refunds	1218547 CC	3/4/14 On wait list
Kitron, Charlie	\$ 50.00	1096-32	4358400 - Refunds	1219654 CC	3/7/14 Low enrollment
Liston, Mark	\$ 76.00	1092	4358400 - Refunds	1220111 CC	3/8/14 Staff error
Lugar, Sarah	\$ 70.00	1092	4358400 - Refunds	1222373	3/14/14 System error
Paycor	\$ 819.84	1091	4341999 - Other Professional Fees	3884822	3/5/14 Payroll Processing Fec
Saas, Elizabeth	\$ 19.75	1096-42	4358400 - Refunds	1218113 CC	3/3/14 Weather cancellation
Scott, Daphne	\$ 20.00	1096-70	4358400 - Refunds	1219597 CC	3/7/14 Low enrollment
Still, Cami	\$ 23.00	1096-10	4358400 - Refunds	1218111 CC	3/3/14 Guest request
Surber, Richard	\$ 10.00	1096-50	4358400 - Refunds	1219679	3/7/14 Low enrollment
Trippert, Dick	\$ 150.00	1096-21	4358400 - Refunds	1219272	3/6/14 Low enrollment

**Carmel Clay Board of Parks and Recreation**

**March 25, 2014 Claim Sheet**

Claimant's Name	Amount	Fund	Line - Description	Invoice #	Invoice Date / Notes
Vectren	\$ 2,059.69	1091	4349000 - Gas utility	5784459	3/6/14 Monon Community Center
Vectren	\$ 699.33	1091	4349000 - Gas utility	5790413	3/6/14 Aquatics Entry
Wood, Aaron	\$ 60.00	1096-32	4358400 - Refunds	1222458 CC	3/14/14 Low enrollment
<b>TOTAL SECTION</b>	<b>\$ 23,281.09</b>				
<b>101 GENERAL FUND</b>					
Arab Termite & Pest Control	\$ 50.00	1125-4-02	4350100 · Building Repairs & Maint.	148115	3/3/14 Pest control AO
Carmel Welding	\$ 891.67	1125-4-01	4351000 · Auto Repair & maintenance	355844	3/6/14 Strobe light on Director's Explorer
CIAVA	\$ 12.00	1125-4-0	4355300 · Organization & Membership Dues	2/21/14	2/21/14 Meeting March 13, 2014
Displays2go	\$ 170.72	1125-1-02	4230200 · Office Supplies	INI040365	3/4/14 Picture frames AO
Environmental Laboratories, Inc.	\$ 9.60	1125-4-07	4350900 · Other Cont. Services	20156679	3/18/14 Water testing Flowing Well 3/10/14
Fifth Third Bank	\$ 13.98	1125-4-02	4350400 · Grounds Maintenance	Gander Mtn	3/13/14 Salt blocks
Fifth Third Bank	\$ 17.49	1125-1-02	4230200 · Office Supplies	Michaels	3/14/14 Frame for AO
Fifth Third Bank	\$ 600.00	1125-4-01	4232100 · Garage & Motor Supplies	Mikes Car Wash	3/13/14 Fleet car washes
Green Touch Services, Inc.	\$ 360.00	1125-4-03	4350400 · Grounds Maintenance	78850	3/11/14 Landscaping maintenance Carey Grove
Green Touch Services, Inc.	\$ 240.00	1125-4-07	4350400 · Grounds Maintenance	78851	3/11/14 Landscaping maintenance Flowing Well
Green Touch Services, Inc.	\$ 600.00	1125-4-08	4350400 · Grounds Maintenance	78852	3/11/14 Landscaping maintenance Founders Park
Green Touch Services, Inc.	\$ 47.00	1125-4-09	4350400 · Grounds Maintenance	78853	3/11/14 Landscaping maintenance Hagen Burke
Green Touch Services, Inc.	\$ 120.00	1125-4-12	4350400 · Grounds Maintenance	78854	3/11/14 Landscaping maintenance Lenape Trace
Green Touch Services, Inc.	\$ 240.00	1125-4-14	4350400 · Grounds Maintenance	78855	3/11/14 Landscaping maintenance Meadowlark Park
Green Touch Services, Inc.	\$ 240.00	1125-4-18	4350400 · Grounds Maintenance	78856	3/11/14 Landscaping maintenance River Heritage
Green Touch Services, Inc.	\$ 240.00	1125-4-16	4350400 · Grounds Maintenance	78857	3/11/14 Landscaping maintenance Rotary Plaza
Ice Mountain	\$ 102.16	1125-1-13	4350900 · Other Cont. Services	4B0120095351	3/4/14 Drinking water - Maintenance Dept.
IndyAnna's Catering	\$ 119.40	1125-1-01	4359000 · Special Projects	62175	3/28/14 CAPRA lunch 3/18/14
Kroger	\$ 58.58	1125-1-01	4359000 · Special Projects	390983	3/16/14 Snacks/Drinks CAPRA
On-Ramp Indiana	\$ 360.00	1125-1-01	4341955 · Info Sys Maint/Contracts	162763	2/28/14 IT Services 2/15 - 2/28/14
On-Ramp Indiana	\$ 516.00	1125-1-02	4463200 · Computer Equipment	162781	3/12/14 Mac RAM Upgrade
On-Ramp Indiana	\$ 1,379.95	1125-1-01	4341955 · Info Sys Maint/Contracts	162927	3/17/14 Monthly IT Maintenance Apr'14
Panera Bread Company	\$ 168.82	1125-1-01	4359000 · Special Projects	60800400245	3/17/14 CAPRA lunch 3/17/14
Southeastern Security Consultants, Inc.	\$ 18.50	1125-1-13	4341990 · Criminal Background Checks	7202	3/10/14 Criminal background checks
Southeastern Security Consultants, Inc.	\$ 37.00	1125-1-01	4341990 · Criminal Background Checks	7202	3/10/14 Criminal background checks
Staples	\$ 5.87	1125-1-02	4230200 · Office Supplies	3224341121	3/1/14 Office supplies AO
Target	\$ 32.29	1125-1-02	4230200 · Office Supplies	101556102578	3/13/14 Kitchen Rug AO
Times, The	\$ 140.10	1125-1-04	4345500 · Publication of Legal Ads	TL4858	3/13/14 Legal ad Dog Park project
Travelers	\$ 289.12	1125-1-01	4358400 · Refunds, Awards & Indemnities	457642	2/28/14 Insurance claim on Park Maintenance incident
Uniform House, Inc., The	\$ 23.29	1125-1-02	4356004 · Staff Clothing	458545	3/12/14 Additional uniforms for 2014 annual order
Uniform House, Inc., The	\$ 18.64	1125-4-13	4356004 · Staff Clothing	458545	3/12/14 Additional uniforms for 2014 annual order
<b>TOTAL SECTION</b>	<b>\$ 7,122.18</b>				

**Carmel Clay Board of Parks and Recreation**

**March 25, 2014 Claim Sheet**

Claimant's Name	Amount	Fund	Line - Description	Invoice #	Invoice Date / Notes
<b>108 EXTENDED SCHOOL ENRICHMENT</b>					
Adamson's Karate Studios	\$ 450.00	1081-99	4340800 · Program Contractors	11014	3/11/14 Enrichment classes MT 10/22 - 11/26/13
Adamson's Karate Studios	\$ 375.00	1081-99	4340800 · Program Contractors	11015	3/11/14 Enrichment Classes CT 10/25 - 11/25/13
Adamson's Karate Studios	\$ 375.00	1081-99	4340800 · Program Contractors	11016	3/11/14 Enrichment classes CW 10/24 - 11/21/13
Adamson's Karate Studios	\$ 375.00	1081-99	4340800 · Program Contractors	11017	3/11/14 Enrichment classes WC 10/24 - 11/21/13
Baldauf, Amy	\$ 322.19	1081-99	4343000 · Travel Fees & Expenses	Reimb	3/7/14 Travel expenses Nat'l Afterschool Assoc. Conference
Brown, Jennifer	\$ 181.03	1081-99	4343000 · Travel Fees & Expenses	Reimb	3/3/14 Travel Expenses Nat'l Afterschool Assoc. Conference
Buckingham, Tiffany	\$ 151.20	1081-02	4343000 · Travel Fees & Expenses	Reimb	3/4/14 Mileage 1/16 - 3/4/14
Buckingham, Tiffany	\$ 181.58	1081-99	4343000 · Travel Fees & Expenses	Reimb	3/6/14 Travel expenses Nat'l Afterschool Assoc. Conference
Carmel Clay Schools Food & Nutrition	\$ 13,759.85	1081-99	4239040 · Food & Beverages	Feb 14	3/13/14 Breakfast/snacks Feb 14
Chaucie's Place	\$ 213.60	1081-99	4357004 · External Instructional Fees	197CM	3/3/14 ESE Staff training 2/26/14
Community Occupational Health	\$ 282.00	1081-99	4340700 · Medical Fees (Drug Tests)	375925	3/4/14 Drug tests
Community Occupational Health	141.00	1081-99	4340700 · Medical Fees (Drug Tests)	378009	3/13/14 Drug tests
Discount School Supply	\$ 254.85	1081-04	4239039 · General Program Supplies	W19580050102	3/13/14 Supplies FD
Dowell, James	\$ 309.99	1081-99	4343000 · Travel Fees & Expenses	Reimb	3/16/14 Travel expenses Nat'l Afterschool Assoc. Conference
Durrett, Torre	\$ 94.08	1081-03	4343000 · Travel Fees & Expenses	Reimb	2/28/14 Mileage 1/14 - 2/28/14
Fitness Finders	\$ 84.48	1081-09	4239039 · General Program Supplies	181097	3/7/14 Club Plan supplies TM
Fun Express	\$ 240.50	1081-05	4239039 · General Program Supplies	66239774601	3/7/14 Supplies MT
Fun Express	\$ 60.35	1081-07	4239039 · General Program Supplies	66240644801	3/11/14 Supplies PT
Gray, Cara	\$ 63.54	1081-99	4343000 · Travel Fees & Expenses	Reimb	2/25/14 Mileage 1/21 - 2/25/14
Haddock, Monica	\$ 180.32	1081-02	4343000 · Travel Fees & Expenses	Reimb	3/14/14 Mileage 1/14 - 3/14/14
Hammons, Jennifer	\$ 559.30	1081-99	4343000 · Travel Fees & Expenses	Reimb	3/8/14 NAA conference
Hobby Lobby	\$ 125.17	1081-03	4239039 · General Program Supplies	43292563	3/12/14 Supplies CW
Hobby Lobby	\$ 141.41	1081-03	4239039 · General Program Supplies	43302772	3/13/14 Supplies CW
Hobby Lobby	\$ 21.74	1081-11	4239039 · General Program Supplies	43303952	3/13/14 Supplies
Hobby Lobby	\$ 326.87	1081-05	4239039 · General Program Supplies	43318033	3/14/14 Club supplies MT
Holder, Jennifer	\$ 175.32	1081-99	4343000 · Travel Fees & Expenses	Reimb	3/7/14 Travel expenses Nat'l Afterschool Assoc. Conference
ICC Business Products	41.85	1081-10	4230200 · Office Supplies	SI633083	3/13/14 Ink for printer
J & K Communications, Inc.	\$ 292.00	1081-99	4358300 · Other fees and licenses	56173	3/17/14 Radio licensing
Johnson, Ben	\$ 239.86	1081-99	4343000 · Travel Fees & Expenses	Reimb	3/10/14 Travel expenses Nat'l Afterschool Assoc. Conference
Kroger	\$ 130.38	1081-08	4239039 · General Program Supplies	11557	2/28/14 PNO Supplies SR
Kroger	\$ 25.79	1081-02	4239039 · General Program Supplies	60235	3/10/14 Cooking Club Supplies CT
Kroger	\$ 44.38	1081-10	4239039 · General Program Supplies	264277	3/14/14 RICHER Reward party WC
Lane, Josh	\$ 59.70	1081-11	4343000 · Travel Fees & Expenses	Reimb	3/17/14 Mileage 2/19 - 3/13/14
Northern Safety Co., Inc.	\$ 47.94	1081-09	4239039 · General Program Supplies	900792791	2/28/14 First aid supplies
Nuvo Newsweekly	\$ 424.00	1081-99	4346000 · Classified Advertising	78100	3/12/14 ESE Facilitator ad
On-Ramp Indiana	\$ 160.00	1081-99	4341955 · Info Sys Maint/Contracts	162763	2/28/14 IT Services 2/15 - 2/28/14

**Carmel Clay Board of Parks and Recreation**

**March 25, 2014 Claim Sheet**

Claimant's Name	Amount	Fund	Line - Description	Invoice #	Invoice Date / Notes
S & S Worldwide	\$ 126.32	1081-09	4239039 · General Program Supplies	8022104	2/28/14 Site Plan 4 supplies
S & S Worldwide	\$ 107.75	1081-07	4239039 · General Program Supplies	8029521	3/7/14 Supplies PT
Simmonds, Valeska	\$ 71.70	1081-99	4343000 · Travel Fees & Expenses	Reimb	3/10/14 Travel expenses Nat'l Afterschool Assoc. Conference
Southeastern Security Consultants, Inc.	\$ 148.00	1082-99	4341990 · Criminal Background Checks	7202	3/10/14 Criminal background checks
Southeastern Security Consultants, Inc.	\$ 277.50	1081-99	4341990 · Criminal Background Checks	7202	3/10/14 Criminal background checks
Staples	\$ 92.46	1081-03	4230200 · Office Supplies	3225191476	3/8/14 Office supplies CW
Staples	\$ 81.18	1081-03	4239039 · General Program Supplies	3225191476	3/8/14 Supplies CW
Staples	\$ 197.17	1081-99	4230200 · Office Supplies	3225191477	3/8/14 Paper & Office supplies
Staples	\$ 13.50	1081-99	4230200 · Office Supplies	3225191478	3/8/14 Office supplies
Star Media	\$ 570.00	1082-99	4341991 · Marketing & Promotions	15198	2/13/14 Indy's Mom Summer camp ad Feb'14
Storms, Meagen	\$ 85.90	1081-07	4343000 · Travel Fees & Expenses	Reimb	2/28/14 Mileage 2/3 - 2/28/14
Target	\$ 118.65	1081-01	4239039 · General Program Supplies	106300805754	2/27/14 Family fitness
Target	\$ 44.58	1081-10	4239039 · General Program Supplies	184800759157	3/15/14 Supplies WC
Target	\$ 271.36	1081-05	4239039 · General Program Supplies	184800795545	3/13/14 Supplies MIT
Target	\$ 91.48	1081-07	4239039 · General Program Supplies	184800812528	3/7/14 Program supplies PT
Target	\$ 131.38	1081-03	4239039 · General Program Supplies	13660078/9671	3/12/14 Supplies CV
TGA	\$ 2,550.00	1081-99	4340800 · Program Contractors	III	3/12/14 Enrichment classes ESE 10/22 - 11/27/13
Uniform House Inc., The	\$ 163.06	1081-99	4356004 · Staff Clothing	458545	3/12/14 Additional uniforms for 2014 annual order
VanWhy, Savannah	\$ 94.87	1081-07	4343000 · Travel Fees & Expenses	Reimb	3/17/14 Mileage 2/3 - 3/17/14
White's Ace Hardware	\$ 60.44	1081-11	4239039 · General Program Supplies	2584276	3/12/14 Club supplies WB
<b>TOTAL SECTION</b>	<b>\$ 26,208.57</b>				
<b>109 MONON COMMUNITY CENTER</b>					
Ace - Pak Products	\$ 625.35	1093	4238900 · Cleaning & Maint. Supplies	A4527	3/5/14 Cleaning supplies
American Red Cross	\$ 210.00	1096-10	4358300 · Other Fees & Licenses	10281897	3/12/14 ARC Certification fees
Arab Termite & Pest Control	\$ 75.00	1093	4350100 · Building Repairs & Maint.	149363	3/11/14 Pest control MCC
B & H Photo	\$ 409.49	1091	4463200 · Computer Equipment	81112451	3/13/14 Docking stations for Laptops
Batteries Plus	\$ 88.25	1093	4351000 · Auto Repairs & Maintenance	770151401	2/27/14 MCC Van battery
Blue Line Security Systems, Inc.	\$ 504.00	1091	4341992 · Security Services	40256	3/7/14 Security services 2/24 - 3/2/14
Blue Line Security Systems, Inc.	\$ 588.00	1091	4341992 · Security Services	40291	3/14/14 Security services 3/3 - 3/9/14
Broman, Traci	\$ 29.99	1091	4341991 · Marketing & Promotions	Reimb	3/6/14 Frame for AO
Carter Truck Lines, Inc.	\$ 125.00	1094	4350900 · Other Cont. Services	12572	2/28/14 Aquatics furniture storage Feb'14
Cintas Corporation	\$ 309.22	1093	4238900 · Cleaning & Maint. Supplies	18600069	3/11/14 Weekly supply order
Cintas Corporation	\$ 373.22	1093	4238900 · Cleaning & Maint. Supplies	18602871	3/18/14 Weekly supply order
Costco	\$ 233.01	1096-60	4239039 · General Program Supplies	42840	3/6/14 Snacks & prizes for Mother-son challenge
Cybox International, Inc.	\$ 187.34	1096-21	4237000 · Repair Parts	949412	3/10/14 Fitness center parts
Diversified Business Systems, Inc.	\$ 12,933.07	1091	4345000 · Printing (Not Office Supplies)	35941	3/11/14 Escape Guides/Postcards Summer'14
Environmental Laboratories, Inc.	\$ 36.00	1094	4350900 · Other Cont. Services	20156105	3/6/14 Pool water testing MCC 2/25/14

**Carmel Clay Board of Parks and Recreation**

**March 25, 2014 Claim Sheet**

Claimant's Name	Amount	Fund	Line - Description	Invoice #	Invoice Date / Notes
Environmental Laboratories, Inc.	\$ 36.00	1094	4350900 · Other Cont. Services	20156481	3/14/14 Pool water testing MCC 3/4/14
Evans, Mary	\$ 230.62	1091	4343000 · Travel Fees & Expenses	Reimb	3/9/14 Travel expenses for Fitness conference
Fifth Third Bank	\$ 79.90	1091	4341991 · Marketing & Promotions	Dunkin Donuts	3/7/14 Employee Appreciation day
Fifth Third Bank	\$ 268.94	1091	4343000 · Travel Fees & Expenses	Intercontinental	3/9/14 Hotel for Fitness Conference-M.Evans
Fifth Third Bank	\$ 5.00	1094	4358300 · Other Fees & Licenses	Smartwaiver	3/17/14 FlowRider waivers
Fun Express	\$ 78.35	1096-60	4239039 · General Program Supplies	66222754201	2/25/14 Prizes/games
Grainger	\$ 39.90	1095-01	4238900 · Cleaning & Maint. Supplies	9363213148	3/7/14 Stainless cleaner
Grainger	\$ 51.39	1093	4350100 · Building Repairs & Maint.	9378730650	3/3/14 Foam mounting tape
Grainger	\$ 30.76	1093	4238900 · Cleaning & Maint. Supplies	9383811008	3/7/14 Maintenance cleaning equipment
Grainger	\$ 25.44	1093	4238900 · Cleaning & Maint. Supplies	9388214356	3/13/14 Replacement 'C' batteries
Graybar	\$ 131.40	1093	4350100 · Building Repairs & Maint.	971388969	3/3/14 Replacement lamps
Graybar	\$ 123.09	1093	4350100 · Building Repairs & Maint.	971388970	3/3/14 Ballast for staff office
Graybar	\$ 339.99	1093	4350100 · Building Repairs & Maint.	971449643	3/6/14 Ballast for staff office
HCCTA	\$ 600.00	1096-32	4340800 · Program Contractors	3/6/14	3/6/14 6 & U Tuesday
HCCTA	\$ 1,120.00	1096-42	4340800 · Program Contractors	3/6/14	3/6/14 7-10 year olds Tuesday
Ice Mountain	\$ 34.01	1091	4350900 · Other Cont. Services	4B0121202766	3/4/14 Drinking water MCC
Indiana Oxygen Company	\$ 10.05	1094	4239012 · Safety Supplies	8277590	2/28/14 Oxygen tank rental Feb'14
Interkal, LLC	\$ 258.61	1093	4350100 · Building Repairs & Maint.	47449	3/11/14 Slide bolts for bleachers
Irish Mechanical Services, Inc.	\$ 203.00	1093	4350100 · Building Repairs & Maint.	21957	2/28/14 Walk in cooler repair
Irish Mechanical Services, Inc.	\$ 1,017.50	1093	4350100 · Building Repairs & Maint.	21958	2/28/14 Humidistat replacement on Dectron
J & K Communications, Inc.	\$ 292.00	1091	4358300 · Other Fees & Licenses	56173	3/17/14 Radio licensing
Keating, Nancy	\$ 1,170.00	1096-50	4340800 · Program Contractors	213	2/28/14 Mosaics Workshop 2/4 - 2/20/14
Kone Inc.	\$ 350.07	1093	4350100 · Building Repairs & Maint.	221413258	3/1/14 Elevator preventative maintenance Mar'14
Kroger	\$ 49.25	1096-70	4239039 · General Program Supplies	175361	3/12/14 St. Patrick's Day food
Labas, Lindsay	\$ 100.00	1091	4344100 · Cellular Phone Fees	Reimb	2/20/14 Cell phone usage Nov'13, Feb'14
Northern Tool & Equipment	\$ 159.24	1093	4235000 · Building Materials	30202445	3/12/14 Bins for gym storage
Office Depot	\$ 2,779.90	1091	4463200 · Computer Equipment	694348451001	2/28/14 Laptop computers
On-Ramp Indiana	\$ 640.00	1091	4341955 · Info Sys Maint/Contracts	162763	2/28/14 IT Services 2/15 - 2/28/14
On-Ramp Indiana	\$ 195.00	1091	4463200 · Computer Equipment	162782	3/13/14 Mac Hard drive replacement
Papa Johns International	\$ 23.36	1096-70	4239039 · General Program Supplies	S1485141327	3/7/14 Karaoke night pizza
Papa Johns International	\$ 16.37	1095-02	4341993 · Catering Services	S1485141328	3/8/14 (2) Party pizzas
Papa Johns International	\$ 30.35	1095-02	4341993 · Catering Services	S1485141329	3/8/14 (4) Party pizzas
Papa Johns International	\$ 26.36	1095-02	4341993 · Catering Services	S1485141332	3/15/14 (3) Party pizzas
Papa Johns International	\$ 34.35	1095-02	4341993 · Catering Services	S1485141333	3/15/14 (4) Party pizzas
Papa Johns International	\$ 50.33	1095-02	4341993 · Catering Services	S1485141334	3/15/14 (6) Party pizzas
Papa Johns International	\$ 20.39	1096-70	4239039 · General Program Supplies	S17485141321	2/21/14 Fantastic Friday 2/21/14
Robbins Graphics, LLC	\$ 72.50	1091	4345000 · Printing (Not Office Supplies)	52628	2/25/14 A-2 Envelopes MCC
S.C. Pryor Co., Inc.	\$ 212.20	1091	4341999 · Other Professional Fees	30691	3/10/14 Safe handle repair

**Carmel Clay Board of Parks and Recreation**

**March 25, 2014 Claim Sheet**

Claimant's Name	Amount	Fund	Line - Description	Invoice #	Invoice Date / Notes
Southeastern Security Consultants, Inc.	\$ 240.50	1091	4341990 · Criminal Background Checks	7202	3/10/14 Criminal background checks
Staples	\$ 183.58	1091	4230200 · Office Supplies	3224341120	3/1/14 Office supplies MCC
Staples	\$ 191.60	1091	4230200 · Office Supplies	3225191479	3/8/14 Paper
Staples	\$ 156.19	1091	4230200 · Office Supplies	3225191480	3/8/14 Office supplies MCC
Staples	\$ 11.95	1091	4230200 · Office Supplies	3225191481	3/8/14 Office supplies MCC
Stericycle, Inc.	\$ 39.82	1094	4350900 · Other Cont. Services	4004709096	2/28/14 Regulated medical services 2/28/14
Target	\$ 239.02	1096-60	4239039 · General Program Supplies	63500768103	3/6/14 Prizes & Decor for Mother-son challenge
Target	\$ 113.96	1091	4341991 · Marketing & Promotions	63501238457	3/6/14 Picture frames for AO Wall photos
Target	\$ 25.65	1091	4341991 · Marketing & Promotions	184800725604	3/12/14 Frame for AO wall
Target	\$ 50.00	1096-22	4239039 · General Program Supplies	184800734326	3/17/14 Weight loss challenge prize
U S FoodService, Inc.	\$ 347.79	1095-01	4239040 · Food & Beverages	132973	2/28/14 Concessions
U S FoodService, Inc.	\$ 667.62	1095-01	4239040 · Food & Beverages	361601	3/7/14 Concessions
Uniform House, Inc., The	\$ 260.89	1091	4356004 · Staff Clothing	458545	3/12/14 Additional uniforms for 2014 annual order
United Mayflower Container Services, LLC	\$ 159.00	1094	4350900 · Other Cont. Services	400075	2/28/14 Cabana furniture pod rental Feb'14
White's Ace Hardware	\$ 27.35	1093	4237000 · Repair Parts	2582158	3/7/14 Maintenance supplies
White's Ace Hardware	\$ 65.82	1093	4235000 · Building Materials	2585012	3/14/14 Maintenance supplies
WNA Services Co.	\$ 19.00	1091	4341991 · Marketing & Promotions	73211N	2/28/14 Press clipping services
Youth Tech Inc.	\$ 480.00	1096-42	4340800 · Program Contractors	3667	3/10/14 Animation youth program
Zogics, LLC	\$ 1,079.10	1096-21	4238900 · Cleaning & Maint. Supplies	11049	3/10/14 Gym wipes Mar '14
<b>TOTAL SECTION</b>	<b>\$ 31,991.40</b>				
<b>106 PARK IMPACT FEE FUND</b>					
Schneider Corporation, The	\$ 2,020.00	106	5023990 - Other expenses	158404	3/6/14 Founders Park Pavilion
<b>TOTAL SECTION</b>	<b>\$ 2,020.00</b>				
<b>TOTAL CLAIMS</b>	<b>\$ 103,645.68</b>				
Signature				Date	
Signature				Date	

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

<small>PRESENTER</small> <b>Jenn Kristunas, Treasurer</b>	<small>ACTION REQUESTED</small> <b>Approval</b>
<small>ITEM/SUBJECT</small> <b>Clay Township Claim Sheet March 25, 2014</b>	
<small>DOLLAR AMOUNT / FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>March 25, 2014</b>

**SUMMARY:**

The Clay Township Claim Sheet dated March 25, 2014 is included for comment, corrections, additions, and deletions.

**STAFF RECOMMENDATION:**

Approval of Clay Township Claim Sheet dated March 25, 2014.

**Carmel Clay Board of Parks and Recreation**

**March 25, 2014 - Claim Sheet for Clay Township of Hamilton County, Indiana**

Inv. Date	Claimant's Name	Amount	Fund	Invoice #	Notes
3/6/14	Schneider Corporation, The	\$ 7,002.00	1215 Clay Twp 4BA Central Park	158402	3/6/14 Central Park West Common Project - P.O. # 29202 p
3/6/14	Schneider Corporation, The	\$ 835.00	1215 Clay Twp 4BA Central Park	158403	3/6/14 East bundle Central Park - North Campus - P.O. # 29572 p
	<b>TOTAL THIS CLAIM SHEET</b>	<b>\$ 7,837.00</b>			

Signature	Date:
Signature	Date:



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

<small>PRESENTER</small> <b>Michael Klitzing, Chief Operating Officer</b>	<small>ACTION REQUESTED</small> <b>TBD</b>
<small>ITEM/SUBJECT</small> <b>Consideration of Resolution P-2014-002 Adopting the Park Acquisition, Planning &amp; Development Policy</b>	
<small>DOLLAR AMOUNT/FUND</small> <b>N/A</b>	<small>MEETING DATE</small> <b>March 25, 2014</b>

**SUMMARY:**

As a result of our recent CAPRA\* Visitation, it was recommended that the Park Acquisition, Planning & Development Policy be formally adopted by the Park Board. The resolution and subsequent documentation, if needed, will be distributed at the meeting on March 25, 2014.

\*Commission for Accreditation of Park and Recreation Agencies