



City of Carmel

CARMEL BOARD OF PUBLIC WORKS MEETING AGENDA

WEDNESDAY, FEBRUARY 4, 2026 - 10:00 AM
COUNCIL CHAMBERS/CITY HALL/ONE CIVIC SQUARE

1. MEETING CALLED TO ORDER

2. MINUTES

- a. **Minutes from the January 21, 2026, Regular Meeting**

3. BID OPENINGS, PROPOSALS, AND AWARDS

- a. **Bid Opening for 22-ENG-02 Roundabout at 116th Street & Hoover Road;** Brad Pease
Director of Engineering
- b. **Bid Opening for 24-ENG-07B1 Raised Crosswalk Improvements-Gray Road and Hazel
Dell Roundabouts;** Brad Pease, Director of Engineering
- c. **Request for Proposals for Safe Streets and Roads for All Safety Plan;** Brad Pease,
Director of Engineering
- d. **Bid Opening for 26-STR-01 Paving;** Matt Higginbotham, Street Commissioner

4. TABLED ITEMS

- a. **Public Hearing for the Demolition and Removal of Unsafe Building; 11033 Haverstick
Road, Carmel, IN 46033;** Brent Liggett, Code Enforcement Official **TABLED 11-05-25**

5. CONTRACTS

- a. **Request for Purchase of Goods and Services; Hoosier Fire Equipment, Inc.;**
(\$88,305.00); **Globe Jacket & Pant systems; Additional Services Amendment #6;** Chief
Joel Thacker, Carmel Fire Department
- b. **Request for Professional Services; St Vincent Health Wellness and Preventive Care
Institute, Inc.; (\$121,919.86); Firefighter Physicals; Additional Services Amendment
#1;** Chief Joel Thacker, Carmel Fire Department
- c. **Request for Reimbursement Agreement; Indiana Gas Company, Inc. dba CenterPoint
Energy North; (\$169,003.40); 1732 W 116th Street, 22-ENG-03;** Bradley Pease, Director
of Engineering

- d. **Request for Professional Services; CrossRoad Engineers, P.C.; (\$363,000.00); Monon Blvd & Urban Trail - Phase 3 - Inspection Supplemental, 22-ENG-01; Additional Services Amendment #3a;** Bradley Pease, Director of Engineering
- e. **Request for Professional Services; CTI Construction, LLC; (\$196,370.00); 24-ENG-05, Station 42 Renovations; Additional Services Amendment #5;** Bradley Pease, Director of Engineering
- f. **Request for Professional Services; CTI Construction, LLC; (\$196,370.00); 24-ENG-06, Station 46 Renovations; Additional Services Amendment #6;** Bradley Pease, Director of Engineering
- g. **Request for Professional Services; WSP USA, Inc.; (\$79,958.00); BUILD Grant Scope; Additional Services Amendment #1;** Bradley Pease, Director of Engineering
- h. **Request for Purchase of Goods and Services; Emergency Radio Service, LLC; (\$243,870.09); Rotating Electro-Mechanical Sirens; Additional Services Amendment #1;** Kevin Cusimano, Director of Information & Communication Systems
- i. **Request for Purchase of Goods and Services; Fortē, Inc.; (\$81,800.00); AV Maintenance; Additional Services Amendment;** Kevin Cusimano, Director of Information & Communication Systems
- j. **Request for Purchase of Goods and Services; Insight Public Sector, Inc.; (\$454,508.67); Microsoft Renewal; Additional Services Amendment;** Kevin Cusimano, Director of Information & Communication Systems
- k. **Request for Purchase of Goods and Services; Trugreen; (\$274,434.14); 2026 Fertilization; Additional Services Amendment;** Matt Higginbotham, Street Commissioner

6. REQUEST TO USE CITY STREETS/PROPERTY

- a. **Request to Use/Close City Streets; St Patrick's Tent Party; March 13 through March 18, 2026; 10:00 AM to 3:00 PM;** Sean McCutcheon, Brockway Pub
- b. **Request to Use/Close City Streets; Sam Costa Marathon; March 21, 2026; 7:00 AM to 12:00 PM ;** Terry Townsend, Indy Runners and Walkers
- c. **Request to Use Midtown Plaza; Movies At Midtown; June 2 through September 24, 2026 (Tuesdays and Thursdays); 6:00 PM to 8:00 PM;** Tierra Bush, City of Carmel
- d. **Request to Use/Close City Streets; Shamrock the District; March 13 through March 16, 2026; 9:00 AM to 12:00 PM;** Beth Hohlier, Muldoon's of Carmel
- e. **Request to Use East Patio Palladium; Special Request to Use Electricity; Wedding Ceremony; March 21, 2026; 1:00 PM to 7:00 PM;** Sarah Salinas, Hotel Carmichael
- f. **Request to Use Civic Square Gazebo and Lawn and Japanese Garden; Meditation for**

Peace; April 7 through September 29, 2026 (Weekly Tuesday Evenings); 7:00 PM - 9:00 PM; Paula Lord, Prana Bar

- g. **Request to Use East Patio Palladium; Special Request for Electricity; Private Wedding; May 9, 2026; 1:00 PM to 7:00 PM; Sarah Salinas, Hotel Carmichael**
- h. **Request to Use Midtown Plaza and Use/Close City Streets; Special Request to Use Electricity; Midtown Block Party; May 9, 2026; 10:00 AM to 6:00 PM; Tierra Bush, City of Carmel**
- i. **Request to Use East Patio Palladium; Special Request to Use Electricity; Private Wedding; July 5, 2026; 1:00 PM to 7:00 PM; Sarah Salinas, Hotel Carmichael**
- j. **Request to Use East Patio Palladium; Special Request to Use Electricity; Private Wedding; July 11, 2026; 2:00 PM to 7:00 PM; Sarah Salina, Hotel Carmichael**
- k. **Request to Use East Patio Palladium; Special Request to Use Electricity; Private Wedding; July 18, 2026; 2:00 PM to 7:00 PM; Sarah Salinas, Hotel Carmichael**
- l. **Request to Use East Patio Palladium; Special Request to Use Electricity; Private Wedding; August 2, 2026; 1:00 PM to 7:00 PM; Sarah Salina, Hotel Carmichael**
- m. **Request to Use East Patio Palladium; Special Request to Use Electricity; Private Wedding; August 8, 2026; 2:00 PM to 7:00 PM; Sarah Salinas, Hotel Carmichael**
- n. **Request to Use East Patio Palladium; Special Request to Use Electricity; Private Wedding; August 22, 2026; 2:00 PM to 7:00 PM; Sarah Salinas, Hotel Carmichael**
- o. **Request to Use East Patio Palladium; Special Request to Use Electricity; Private Wedding; September 06; 1:00 PM to 7:00 PM; Sarah Salinas, Hotel Carmichael**
- p. **Request to Use East Patio Palladium; Special Request to Use Electricity; Private Wedding; September 12, 2026; 2:00 PM to 7:00 PM; Sarah Salinas, Hotel Carmichael**
- q. **Request to Use East Patio Palladium; Special Request to Use Electricity; Private Wedding; September 25, 2026; 1:00 PM to 7:00 PM; Sarah Salinas, Hotel Carmichael**
- r. **Request to Use Monon and Main Plaza; Special Request to Use Electricity; Butterfly Release; September 19; 9:00 AM to 2:00 PM; Jennifer Rhea, Goodman Campbell Brain and Spine**
- s. **Request to Use Midtown Plaza and Use/Close City Streets; Special Request to Use Electricity; Opening Act 5K; September 20, 2026; 8:00 AM to 11:45 AM; Todd Oliver, Carmel Road Racing Group**
- t. **Request to Use Midtown Plaza; Special Request to Use Electricity; Small Business Vendor Expo; October 2, 2026; 8:00 AM to 1:00 PM; Marc Hardy, Merchants Bank**

- u. **Request to Use City Streets; Dounut 5k; December 19, 2026; 8:00 AM to 10:30 AM;**
Todd Oliver, Carmel Road Racing Group

7. OTHER

- a. **Request for Aerial Waiver of BPW Resolution NO. 04-28-17-01; 9815 Greentree Drive;** AES
- b. **Request for Aerial Waiver of BPW Resolution NO. 04-28-17-01; 9602 Westfield Blvd;** Duke Energy
- c. **Request for Stormwater Technical Standards Waiver; 711 Rangeline Road;** Derek Snyder
- d. **Request for Amendment; City of Carmel Special Event/Facility Use Policy;** Kelly Douglas, Marketing and Community Relations
- e. **Uniform Conflict of Interest;** Kurt Weddington
- f. **Resolution BPW 02-04-26-01; A Resolution of the Board of Public Works and Safety of the City of Carmel; Donation of Property to Hamilton County Sheriff's Office;** Chief Drake Sterling, Carmel Police Department

8. ADD-ONS AND DEPARTMENT DIRECTOR COMMENTS

9. ADJOURNMENT

Board of Public Works Members

Laura Campbell,
Presiding Officer
Appointed by Mayor Finkam
Term January 17, 2024,
Until a Successor is Appointed

Alan Potasnik
Appointed by Mayor Finkam
Term January 17, 2024,
Until a Successor is Appointed

James Barlow
Appointed by Mayor Finkam
Term August 27, 2025,
Until a Successor is Appointed

Next Meeting: February 18, 2026



City of Carmel

CARMEL BOARD OF PUBLIC WORKS MEETING MINUTES

WEDNESDAY, JANUARY 21, 2026 - 10:00 AM
COUNCIL CHAMBERS/CITY HALL/ONE CIVIC SQUARE

MEETING CALLED TO ORDER

Board Member Barlow called the meeting to order at 10:00 AM.

MEMBERS PRESENT

Board Members Jim Barlow, Alan Potasnik, and Deputy Clerk Jessica Dieckman were present.

MINUTES

Minutes from the January 07, 2026, Regular Meeting. Board Member Potasnik moved to approve. Board Member Barlow seconded. Minutes approved 2-0.

TABLED ITEMS

Public Hearing for the Demolition and Removal of Unsafe Building; 11033 Haverstick Road, Carmel, IN 46033; Brent Liggett, Code Enforcement Official TABLED 11-05-25 REMAINS TABLED

CONTRACTS

Request for Utility Reimbursement Agreement; Duke Energy Indiana, LLC (\$414,722.00); 106th & Westfield Blvd, 20-13; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Request for Purchase of Goods and Services; Howard Asphalt, LLC d/b/a Howard Companies; (\$184,800.00); Road Rejuvenation; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

REQUEST TO USE CITY STREETS/PROPERTY

Request to Use Midtown Plaza; Yoga on the Lawn; Fire and Flow Yoga; June 20, 2026, and August 22, 2026; 8:00 AM to 11:00 AM; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Request to Use Allied Solutions Center for the Performing Arts East Patio; Private Wedding; July 9 through July 10, 2026; 2:00 PM to 6:30 PM; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Request to Use City Center and Use/Close City Streets; Special Request to Use Electricity; OktoberFest; October 2, 2026; 9:00 AM to 11:00 PM; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Request to Use/Close City Streets; ReAwning of Building; February 9, 2026; 8:00 AM to 2:00 PM; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

OTHER

Request for Consent to Encroach; 1531 Spruce Ct; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Request for Replat; 310 2nd Street NE - Lots 5, 6 and Vacated Alley; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Request for Stormwater Technical Standards Waiver; 4671 Northwestern Drive; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Request for Water Line Easement Agreement; 2108 E 96th Street; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Request for Water Line Easement Agreement; 10560 N Michigan Road; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Uniform Conflict of Interest; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Uniform Conflict of Interest; Board Member Potasnik moved to approve. Board Member Barlow seconded. Request approved 2-0.

Resolution BPW 01-21-26-01; A Resolution of the Board of Public Works and Safety of the City of Carmel, Indiana, Approving the Donation and Transfer of 2020 Ford Explorer to Town of Cadiz Police Department; Board Member Potasnik moved to approve. Board Member Barlow seconded. Resolution approved 2-0

Resolution of BPW 01-21-26-02; A Resolution of the Board of Public Works and Safety of the City of Carmel, Indiana, Approving the Transfer of and Presentation of Pistol and Badge to Sergeant Troy Smith; 30 years of Meritorious Service; Board Member Potasnik moved to approve. Board Member Barlow seconded. Resolution approved 2-0.

Resolution of BPW 01-21-26-03; A Resolution of the Board of Public Works and Safety of the City of Carmel, Indiana, Approving the Transfer of and Presentation of Pistol and Badge to Lieutenant Jeffrey J. Horner; 32 years of Meritorious Service; Board Member Potasnik moved to approve. Board Member Barlow seconded. Resolution approved 2-0.

ADD-ONS AND DEPARTMENT DIRECTOR COMMENTS

ADJOURNMENT

Board Member Barlow adjourned the meeting at 10:07 AM.

APPROVED:

Jacob Quinn – City Clerk

Chairwoman Laura Campbell

ATTEST:

Jacob Quinn – City Clerk



CITY OF CARMEL
DEPARTMENT OF COMMUNITY SERVICES

DEMOLITION AND REMOVAL OF UNSAFE BUILDING ORDER

Deeded Owner: Richard Sanders
Address: 11033 Haverstick Rd, Carmel, IN 46033
Legal Description: Acreage .98 Section 5, Township 17, Range 4
Parcel Number: 17-14-05-00-00-008.005

October 17, 2025

RE: Unsafe Building – Barn
ATTENTION: Richard Sanders:

Parcel Number: 17-14-05-00-00-008.005,

This Demolition and Removal of Unsafe Building Order is being issued to you, the recorded owner of 11033 Haverstick Rd, Carmel, IN 46033, Parcel Number: 17-14-05-00-00-008.005 (the “Property”), under Indiana Code § 36-7-9-5(7), because a barn on your Property is an unsafe building under Indiana Code § 36-7-9-4 and Carmel City Code § 6-159, as set forth below:

Property	Address: 11033 Haverstick Rd, Carmel, IN 46033 Parcel Number(s): 17-14-05-00-00-008.005
Statement of Violation(s)	The barn located on the Property is an “unsafe building” under Indiana Code § 36-7-9-4 and Carmel City Code § 6-159, and is “so old, dilapidated or out of repair as to be dangerous, unsafe, unsanitary or otherwise unfit for human use; or shall be an invitation to children and endanger the lives of such children, or which, because of its condition has become a fire hazard” in violation of Carmel City Code Section §6-79(f) and § 6-222(c).
Corrective Action	1. Safely Demolish and Remove the barn located at the Property. 2. Submit proof of demolition and removal to the City of Carmel.
Due Date	You have until November 4, 2025, to complete the Corrective Action the violation(s).
Hearing Date	<u>This Order is set for Hearing before the City of Carmel Board of Public Works and Safety on November 5, 2025, at 10:30 a.m.</u> <u>at Council Chambers, Carmel City Hall, 1 Civic Square, Carmel IN 46032</u> You are entitled to appear at the hearing with or without legal counsel, present evidence, cross-examine opposing witnesses, and present arguments.

If this Order is not complied with following its approval by the City of Carmel Board of Public Works and Safety, daily citations may be issued for as long as the violation(s) persists and until the unsafe building on the Property is demolished and removed. The City also reserves the right to pursue all other lawful enforcement methods, including, but not limited to, abatement of the violation(s), namely, demolition and removal of the barn, at the expense of the property owner. Under Indiana Code § 36-7-9-27, “[a] person who has been issued and has received notice of an order relative to unsafe premises and has not complied with that order: (1) must supply full information regarding the order to a person who takes or agrees to take a substantial property interest in the unsafe premises before transferring or agreeing to transfer that interest; and (2) must, within five (5) days after transferring or agreeing to transfer a substantial property interest in the unsafe premises, supply the enforcement authority with written copies of: (A) the full name, address, and telephone number of the person taking a substantial property interest in the unsafe premises; and (B) the legal instrument under which the transfer or agreement to transfer the substantial property interest is accomplished.” The hearing authority may determine the property to be abandoned as provided in Indiana Code Chpt. 36-7-37.

Sincerely,

Brent Liggett - Code Enforcement Official
City of Carmel, 1 Civic Square, Carmel, IN 46032
317 509-8239

Hoosier Fire Equipment, Inc.
Fire Department - 2026
Appropriation #1120 101 43-560.03 Fund; P.O. #119093
Contract Not To Exceed \$88,305.00

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR GOODS AND SERVICES**

This ADDITIONAL SERVICES AMENDMENT TO AGREEMENT FOR GOODS AND SERVICES ("Additional Services Amendment") shall amend the terms of the Agreement for Purchase of Goods and Services entered into by and between the City of Carmel, Indiana, acting by and through its Board of Public Works and Safety ("City"), and Hoosier Fire Equipment, Inc. (the "Vendor") as City Contract dated December 17, 2020 (the "Agreement") by adding the additional services to be provided by Vendor consistent with the Scope of Work attached hereto and incorporated herein as Exhibit "A". The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Additional Services Amendment as follows:

CITY OF CARMEL, INDIANA

Hoosier Fire Equipment, Inc.

by and through its Board of Public
Works and Safety

By:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

By:

Stephanie Wilhelm
Authorized Signature

Stephanie Wilhelm
Printed Name

Administrative Manager
Title

FID/TIN: 35-1082161

Date: 1-16-26

QUOTATION



DATE: January 15, 2026

QUOTE TO: Carmel Fire Department
210 Veterans Way
Carmel, IN 46032

SALES REP.: Collin Casstevens
EMAIL: ccasstevens@hoosierfire.com
PHONE: (765) 623-3544
FAX: (317) 891-7375

ATTN: Tom Marvel
EMAIL: tmarvel@carmel.in.gov
SHIP: Direct/Best Way

TERMS: Net 10 Days
FOB: Destination

CONDITIONS: QUOTE VALID FOR 30 DAYS UNLESS OTHERWISE NOTED *. THE PRICES QUOTED ARE FOR THE SPECIFIC QUANTITIES, STYLES, TERMS AND CONDITIONS AS INDICATED. ANY DEVIATIONS MAY INVALIDATE THIS QUOTATION.

RETURN POLICY: ANY CUSTOM FIT OR SPECIAL ORDERED ITEMS ARE NON-RETURNABLE. ANY RETURNABLE ITEMS MAY BE SUBJECT TO A 25% RESTOCKING FEE.

CREDIT CARDS: ORDERS PAID BY CREDIT CARD WILL BE CHARGED A 3% SERVICE FEE.

ITEM	QTY	MFG	PART #	DESCRIPTION	EACH	TOTAL
1.	21	Globe	1K245-H	Globe G-Xtreme 3.0 Style Jacket w/ Black Flex7 Outershell	\$2,225.00	\$46,725.00
				Titanium SL2 Thermal Liner		
				Stedair 4000 Moisture Barrier		
				3" Lime/ Yellow NFPA Basic Brilliance 2 Tone Trim		
				3" Lime/ Yellow DXF Letters Sewn to Row "A" Arched to Read: CARMEL		
				5"x20" Hanging Letter Patch		
				3" Lime/ Yellow DXF Letters Sewn to Above Letter Patch for FF Name		
				Zipper In/ Hook & Loop Out OR Hook & Dee In/ Hook & Loop Out Closure		
				1"x3" Mic Strap on Storm Flap 6" From the Top		
				Survivor Flashlight Holder on Right Chest		
				2"x3.5"x9" Radio Pocket w/ Left Antenna Notch on Left Chest		
				1"x3" Mic Strap Above Radio Pocket on Left Chest		
				Hanging Strap w/ D-Ring on Right Side Above Trim and Behind Pocket		
				Hanging Strap w/ D-Ring on Left Side Above Trim and Behind Pocket		

				Embroidered American Flag on Right Sleeve		
				Gray Nomex Wristler w/ Thump Loop		
				Black Ara-Shield Cuff Reinforcement		
				End of Flap Silizone on Pocket Ends		
				Black Ara-Shield Pocket Flap Reinforcement		
				(2) Snaps at Hem (Shell & Liner)		
				OPTION: Carmel FD Local 4444 Union Patch		
2.	21	Globe	FK245-H	Globe Pant System w/ Black Flex7 Outershell	\$1,980.00	\$41,580.00
				Titanium SL2 Thermal Liner		
				Stedair 4000 Moisture Barrier		
				3" Lime/ Yellow NFPA Basic Brilliance 2 Tone Trim Around the Cuffs		
				2"x10"x10" Expansion Pockets w/ Black Ara-Shield Reinforcements on Pocket and Flap		
				Black Ara-Shield Cuff Reinforcements		
				Black Ara-Shield Knee Reinforcements		
				1/4" Silizone Knee Padding		
				Ara-Shield Pant Snap Closure w/ Wide Belt Loops		
				Globe Escape Belt		
				Kevlar 2 Tool Compartment in Right Pocket		
				Kevlar 2 Tool Compartment in Left Pocket		
				Hanging Strap w/ D-Ring on Rear Belt Loop		
				End of Flap Silizone on Expansion Pocket Flaps		
QUOTE TOTAL					\$88,305.00	

NOTES & COMMENTS:

- a. ***Due to current supply and labor shortages, prices are subject to change without notice. Please contact your HFE Sales Rep to confirm herein quote pricing prior to ordering.**
- b.
- c. **The price reflects a 50% discount off list price**
- d.
- e.
- f.

QUOTATION PREPARED BY:

 Collin Casstevens

City of Carmel

ONE CIVIC SQUARE

CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119093

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION		
1/15/2026			131135	Remaining Gear for Recruits hired 1/2026		
HOOSIER FIRE EQUIPMENT INC VENDOR 4009 MONTDALE PARK DRIVE VALPARAISO, IN 46383 -			Carmel Fire Department SHIP TO 210 Veterans Way Carmel, IN 46032-			
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS		FREIGHT	
107730						
QUANTITY	UNIT OF MEASURE		DESCRIPTION		UNIT PRICE	EXTENSION

Department: 1120 Fund: 101 General Fund

Account: 43-560.03

21 Each 1K245-H	Globe G-Xtreme 3.0 Jacket	\$2,225.00	\$46,725.00
21 Each FK245-H	Globe Pant System	\$1,980.00	\$41,580.00
		Sub Total	\$88,305.00



Send Invoice To:

Carmel Fire Department
Accounts Payable
210 Veterans Way
Carmel, IN 46032-

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
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SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

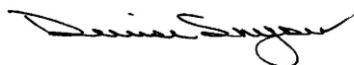
*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT

\$88,305.00

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A
PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.



ORDERED BY

Denise Snyder

TITLE

Accreditation/Budget Administrator

CONTROLLER

CONTROL NO. **119093**

St. Vincent Health, Wellness and Preventive Care Institute, Inc.
Fire Department – 2026
Appropriation #1120 43-407.01 Fund; P.O. #118998
Contract Not To Exceed \$121,919.86

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

This ADDITIONAL SERVICES AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES (“Additional Services Amendment”) shall amend the terms of the Agreement for Professional Services entered into by and between the City of Carmel and St. Vincent Health, Wellness and Preventive Care Institute, Inc, as City Contract dated August 6, 2025 (the “Agreement”) consistent with the Scope of Work attached hereto and incorporated herein as Exhibit “A”. The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA

St. Vincent Health, Wellness and Preventive Care
Institute, Inc.

by and through its Board of Public
Works and Safety

By:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

By:

DocuSigned by:
Parveen Chand

Authorized Signature

Parveen Chand
Printed Name

Chief Operating Officer, Ascension St. Vincent
Title

FID/TIN: 46-1227327

Date: 1/19/2026

“Exhibit A”

**Carmel Fire Department
2025-2026 Service Agreement**

Delivery Location: Blood Draws (Department) Exams (APSM)

The following when signed by **St. Vincent Health, Wellness & Preventive Care Institute, Inc. d/b/a Ascension St. Vincent Public Safety Medical (PSM)**, 6612 E. 75th Street, Suite 200, Indianapolis, IN 46250 and **Carmel Fire Department, 210 Veterans Way, Carmel IN 46032** will constitute an agreement for delivery of the services described below under the following terms and conditions.

A. Scope of Services

a. PSM agrees to provide the following testing and evaluation services:

	DESCRIPTION	EMR Code	2025	2026	All
Blood and Lab Work	Blood Panel (CMP, CBC, Lipid, Veni.)	3500			
	CMP (Comp. Metabolic Panel)	3522	\$3.37	\$3.43	X
	CBC (Comp. Blood Count)	3083	\$2.34	\$2.46	X
	Pulse Advance Lipid Panel		\$125.77	\$125.77	X
	Hemoglobin A1C (blood)	3112	\$3.53	\$3.71	X
	TSH-Thyroid Stim. Hormone (blood)	3126	\$4.99	\$5.24	X
	Venipuncture	3000	\$0.00	\$0.00	X
Medical Testing	Wellness Med. Testing:	12416			
	Vital Signs-ht, wt, BMI, BP, resp., pulse (Staff Time)	6000	\$0.00	\$0.00	X
	Vision-Acuity	6050	\$1.00	\$1.05	X
	PFT – Pulmonary Function Test	6110	\$4.84	\$5.08	X
	Audiometry	6090	\$0.00	\$0.00	X
	EKG w/interp	6120	\$1.33	\$1.40	X
	Urinalysis – Dipstick	6020	\$0.41	\$0.43	X
Physical Exam (Staff Time Below)	Respirator/Medical Review	6304	\$0.00	\$0.00	X
	Comprehensive Physical Exam	12500	\$0.00	\$0.00	X
	Health Risk Appraisal (Medikeeper)	7000	\$1.00	\$1.03	X
Fitness Services (Testing as listed, Plus Staff Time Below)	Treadmill – Max (Indirect VO2)	2082	\$100.00	\$105.00	X
	Neck circumference	2022	\$0.00	\$0.00	X
	Waist / Hip Ratio	2018	\$0.00	\$0.00	X
	Body Fat Test – BIA	2019	\$1.00	\$1.05	X
Web-Based Services	OnMed Program	8135	\$0.00	\$0.00	X
Estimated Subtotal	Cost per Person (Doesn't include age based testing)		\$249.58	\$255.65	
Other Fees and Testing	PSA-Prostate Specific Ag (men: ages 40+)	3115	\$7.19	\$7.55	X
	Rectal/hemoccult (men: ages 40+)	6130	\$0.00	\$0.00	X
	Coronary Calcium Score (recommended 40+)	2170	\$49.00	\$49.00	X
	Low Dose CT (recommended 40+)		\$99.00	\$99.00	X

Scope of Staffing, Management, and Travel

PSM agrees to provide the following staffing and administration:

	DESCRIPTION	2025	2026
Staff Time	Medical Assistant (Blood Draws) 4 MA's First Trip 2 MA's Second Trip	\$2,724.00	\$2,860.20
	Medical Assistant (Evaluations)	\$4,540.00	\$4,767.00
	Admin Staff (Blood Draws) 2 Admin First Trip	\$908.00	\$953.40
	Fitness Specialist (Evaluations)	\$4,540.00	\$4,767.00
	Nurse Practitioner	\$12,652.00	\$13,284.60
	MD Review	\$4,180.00	\$4,389.00
	Chart Preparation & Supplies	\$3,843.00	\$4,035.15
Management & Administration	Overhead & administrative services	\$20,032.00	\$21,033.60
Travel Expense	Travel expense for onsite deliverables	\$107.00	\$112.35
Subtotal	Fee for Staff Time, Management, Travel Expense	\$53,526.00	\$56,202.30
Make up Day(s)	*If required, make-up days will be billed at staff time expense only, or the incumbent can make up their exam at PSM offices at a cost of \$345 per incumbent plus variable costs. If an x-ray is required, an additional \$30 will be billed.		

B. Billing

- Invoices are generated monthly. Payment terms are Net 30 days.
- The parties acknowledge and understand that the rates stated reflect rates current as of the Date of this Agreement, and are subject to change during the Term of this Agreement without a mutually signed written amendment. The parties agree that Client is responsible for payment of all lab/vaccine/testing protocol costs according to the current rates.

Invoices sent to:		
Accounts payable contact:		
Address:		

C. Billing:

- Blood and Testing: Pass through cost
- Evaluations: Pass through cost + Staff Time, Management, and Travel subtotal
- If additional days are required for testing or examinations, staff time and travel will be billed at pass through cost.

D. Assignability

- This Agreement is not assignable.

E. Right to Receive Notice of Breach

- a. As required by the Health Insurance Portability and Accountability Act (HIPAA), PSM will provide a written notice to all **Public Safety Medical Services** employees in the event we learn of any unauthorized acquisition, use or disclosure of your personal health information (PHI) as a result of not being properly secured as required by HIPAA. We will notify employees of the breach as soon as possible but no later than sixty (60) days after the breach has been discovered. PSM will incur all expenses for notification and actions necessary to correct breach.

F. Policy on Additional Testing

- a. In the event that PSM finds it necessary to perform additional testing at **Carmel Fire Department expense** and at the request of the medical director, the **Carmel Fire Department** representative will be notified in advance.

G. Policy on Repeat Testing

- a. In the event that PSM finds it necessary to retest a patient due to a positive test result or the recommendation of the PSM medical director, the cost incurred will be billed to **Carmel Fire Department** if the retest was not based upon an error on the original test. The **Carmel Fire Department** representative will be notified in advance. If the retest is due to an error by PSM or a contracted laboratory or other representative, PSM will absorb any additional retest costs. No recommended actions will be made to **Carmel Fire Department** until PSM has received accurate retest information.

H. Policy on Reporting Results

- a. PSM will provide a Respirator Clearance Opinion, which is compliant with the OSHA Standard 1910.134, for all employees who utilize a Self Contained Breathing Apparatus (SCBA) and PASSING the OSHA standard criteria providing approval for the use of an SCBA. It is important to underscore that the Respirator Clearance Opinion is NOT to be confused with a Medical Clearance Opinion for performing all the essential functions of firefighting. The Medical Clearance Opinion is provided after PASSING criteria provided by the most current NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments and the International Association of Firefighters (IAFF) and the International Association of Fire Chiefs (IAFC) Wellness Fitness Initiative (WFI). No specific medical test results for any patient are provided to any representative without the written consent of the patient unless required by law. If during the Medical Clearance Opinion evaluation, findings are such that the patient cannot be medically cleared to perform the essential functions of a firefighter, the patient will be counseled as to the medical concerns and the need for further medical evaluation and or treatment along with being assigned to limited duty.
- b. PSM will provide a medical/respirator clearance letter for every patient. The letter will state whether or not the employee is medically cleared for duty. No specific medical test results for any patient are provided to any representative without the written consent of the patient unless required by law. If during the medical evaluation, findings are such that the patient cannot be medically-cleared for duty, the patient will be counseled as to the medical concerns and the need to limit duty assignment. The designated **Carmel Fire Department** representative will be notified, in general terms, of the need for duty restriction and any safety-sensitive responsibilities. It will also be recommended that the patient be re-evaluated by PSM, after appropriate medical treatment, to provide final clearance of return to full duty after a release is first made by the patient's treating physician. PSM will assist the employee with providing related medical information and their job requirements to the treating physician to assist in their care.

I. Dates and Location of Services

SERVICE	DATES	LOCATION
Blood Draws	TBD	Carmel Fire Department 1st Trip (2 stations) 2nd Trip (1 station)
Exams	TBD	APSM

J. Departmental Information

Fire Chief	Joel Thacker
------------	--------------

Address:**Number of Personnel: 200****Chief of Dept: Joel Thacker****K. Pricing**

- a. Pricing reflected above is valid through the term of this agreement.
- b. Scheduling assumes **200 participants**.

L. Records and Accounts

- a. PSM shall maintain accurate records and accounts of all transactions relating to the Services performed by it pursuant to this Agreement.

M. Exam Arrival Time

- a. To optimize the service provided to **Carmel Fire Department** personnel, we request that you send your personnel 15 minutes prior to their appointment time.

N. When Running Late

- a. If your personnel are running late for their appointment(s), please call your client manager whose name and number is listed on the signature page. This will ensure that appropriate arrangements may be made at PSM to accommodate your personnel or potential rescheduling.

O. Cancellations

- a. Cancellations should be made at least 3 days (1 shift for fire departments) prior to the scheduled appointment. This enables PSM with enough notice to offer the appointments to another department and properly prepare.

P. Liability and Indemnification

- a. PSM shall have no liability whatsoever to **Carmel Fire Department** for any error, act or omission in connection with the services to be rendered by PSM to **Carmel Fire Department** hereunder unless any such error, act or omission derives from willful misconduct or gross negligence.

Q. Insurance

- a. The parties agree that PSM will self-insure during the duration of this Agreement and is not required to purchase additional insurance. PSM agrees to maintain sufficient financial reserves and resources to provide for payment of any substantiated claim made against PSM during the term of this Agreement. City can request copies of PSM's financial records at any time to ensure that PSM has sufficient financial resources on hand to provide for adequate coverage of potential claims.

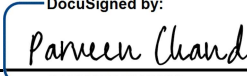
- b. Nothing in the above provisions shall operate as or be construed as limiting the amount of liability of PSM to the above enumerated amounts.

R. Confidentiality

- a. Each party acknowledges that in the course of performance under this Agreement, it may have access to or become familiar with certain non-public proprietary information or intellectual property of the other. The Parties agree that this Agreement and the terms set forth herein are Confidential Information. Neither party may use, publish, or disclose, or authorize any of its agents or employees to use, publish, or disclose, any Confidential Information without the other party's prior written consent of the other party (except to the extent necessary to perform its obligations under this Agreement).

S. Term and Termination

- a. The term of this Agreement will commence on the last date of signature below (the "Effective Date") and will terminate on December 31,2026. Either PSM or [CLIENT] may terminate this Agreement at any time and for any reason by giving thirty (30) days' prior written notice. PSM shall be entitled to payment for deliverables in progress at the time that any notice of termination is given to the extent the work has been performed satisfactorily.

St. Vincent Health, Wellness & Preventive Care Institute, Inc. d/b/a Ascension St. Vincent Public Safety Medical	Carmel Fire Department
Parveen Chand	
Name Printed	Name Printed
DocuSigned by: 	
Name Signed	Name Signed
Ascension St Vincent COO	
Title	Title
1/20/2026	
Date	Date

Your Client Manager:

Name: Rhonda Gallagher

Mobile: 317.437.4005

City of Carmel

ONE CIVIC SQUARE
CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0
FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

118998

THIS NUMBER MUST APPEAR ON INVOICES, A/P VOUCHER, DELIVERY MEMO, PACKING SLIPS, SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION	
1/6/2026			372939	Firefighter Physicals	
ASCENSION ST VINCENT PUBLIC SAFETY VENDOR PO BOX 778931 CHICAGO, IL 60677-8931		Carmel Fire Department SHIP TO 210 Veterans Way Carmel, IN 46032-			
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS	FREIGHT	
107360					
QUANTITY	UNIT OF MEASURE	DESCRIPTION		UNIT PRICE	EXTENSION

Department: 1120 Fund: 101 General Fund
Account: 43-407.01

1 Each	***See Attached Quote***	\$0.00	\$0.00
94 Each	40 and Over additional testing	\$155.19	\$14,587.86
200 Each	Firefighter Physical	\$255.65	\$51,130.00
200 Each	Management Fees per FF	\$281.01	\$56,202.00
Sub Total			\$121,919.86



Send Invoice To:
Carmel Fire Department
Accounts Payable
210 Veterans Way
Carmel, IN 46032-

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
------------	---------	---------	-----------------	--------

SHIPPING INSTRUCTIONS

*SHIP PREPAID.
*C.O.D. SHIPMENT CANNOT BE ACCEPTED.
*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL
*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT \$121,919.86

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.





ORDERED BY
Denise Snyder
TITLE Accreditation/Budget Administrator

Zac Jackson
CFO

CONTROL NO. 118998

REIMBURSEMENT AGREEMENT

APPROVED
By Sergey Grechukhin at 3:41 pm, Jan 22, 2025

THIS REIMBURSEMENT AGREEMENT ("Agreement") made and entered into this ____ day of _____, 20____, by and between _____ ("Customer") and Indiana Gas Company, Inc., an Indiana corporation doing business as CenterPoint Energy North ("Company").

WITNESSETH:

WHEREAS, Customer desires to make certain changes, improvements and/or adjustments to their property or facilities located at or near, 1732 W 116th St ("Project").

WHEREAS, said changes, improvements and/or adjustments will adversely affect Company's operation and maintenance capabilities to its Gas Distribution system.

WHEREAS, due to said construction, certain adjustments, removals, alterations and/or relocations of existing Company's facilities will have to be made as shown on Exhibit "A" attached hereto and by this reference made a part of this Agreement.

WHEREAS, it is in the best interests of both Company and Customer for Company to make these adjustments, removals, alterations and/or relocations of its existing facilities with their regular construction and maintenance forces, or by a contractor(s) paid under a contract let by Company.

NOW THEREFORE, for and in consideration of the mutual covenant herein recited, both Company and Customer do herein agree as follows:

SECTION I COMPANY agrees and covenants to the following:

To provide a complete and detailed drawing of the work that will be required by Company to adjust, remove, alter and/or relocate its facilities in a manner that will allow Company to maintain and operate its facility in an approved and acceptable manner, said drawing is referenced above and attached to this Agreement as Exhibit "A".

To complete with its regular construction or maintenance crew and personnel at its standard schedule of wages and working hours, or by a Company approved contractor(s), the necessary adjustments, removals, alterations and/or relocations to its existing facilities as shown in Exhibit "A". The preliminary cost estimate thereof being \$ 169,003.40, as shown on the estimate attached hereto and marked Exhibit "B" which said Exhibit "B" is hereby made a part of this Agreement.

To keep accurate and complete records of all the work and charges required to complete the work detailed in Exhibit "A" and to make these documents accessible to Customer or their auditors for a period of (3) three years from the date final payment is received by Company.

Should these records be audited, and discrepancies found that resulted in an overpayment by Customer, such over payment refund shall be authorized for repayment to Customer within 60 calendar days from the day the discrepancy is discovered, provided that both Company and Customer concur that an over payment has been made.

To provide to Customer a written explanation if the total project charges exceed the estimated project estimate shown in Exhibit "B" said written explanation will be provided to Customer in a timely manner though it is to be understood that some project discrepancies may not be identified until the time of final billing.

SECTION II CUSTOMER agrees and covenants to the following:

To reimburse to Company the actual cost incurred by Company to complete its work which is estimated to be \$ 169,003.40; the amount shown in exhibit "B" of this Agreement, within 60 calendar days from the date the payment is requested in writing by Company, in one lump sum payment, said Exhibit "B" total being only the estimated dollar amount for Company to complete the work described in Exhibit "A" and presented at the time of the final billing.

SECTION III Neither Customer nor its contractor(s) or subcontractors, if any, shall discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because of his race, color, religion, national origin or ancestry. Breach of this convening may be regarded as a material breach of the contract.

SECTION IV Customer, its contractor(s) and subcontractors, if any, shall abide by all terms and conditions of Company, and/or other Customer agencies for the Project including, but not limited to, State, County and Municipal authorities, the United States Army Corps of Engineers, Indiana Environmental Protection Agency and Indiana Department of Natural Resources.

SECTION V No portion of this Agreement shall become legally binding until the Agreement is fully signed and executed by both parties.

IN WITNESS WHEREOF, the parties hereto separately and severally have caused this instrument to be executed in their respective names by and through their duly authorized company officials and/or property owners.

COMPANY

Indiana Gas Company, Inc., an Indiana corporation
doing business as CenterPoint Energy Indiana North

Christopher A Wood
Title: Manager, Gas Distribution Engineering

CUSTOMER

(Signature of Customer Official)

(Print Name)

(Customer Official's Title)

Approved and Adopted this ____ day of _____, 20____.

CITY OF CARMEL, INDIANA

By and through its Board of Public Works and Safety

BY:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

CenterPoint Energy
Exhibit B

Project
Name: 116th St & Hoover Rd RAB

Item	Cost
Labor	\$ 117,931.29
Material	\$ 39,310.43
Tooling	\$ -
Overheads	\$ -
Other	\$ -
Subtotal	\$ 157,241.72
Tax	\$ 11,761.68
Total	\$ 169,003.40

ROUNDABOUT AT 116TH ST. AND HOOVER RD.

CITY COUNCIL MEMBERS

ADAM AASEN
ANITA JOSHI
JEFF WORRELL
MATT SNYDER
RICH TAYLOR
RYAN LOCKE
SHANNON MINN
TERESA AYERS
TONY GREEN

UTILITIES

[illegible]

SEWER, WATER & TRAFFIC LIGHT

Central Offices
760 3rd Ave. SW
Darnell, IN 46033
(317) 571-2451
John Duffy

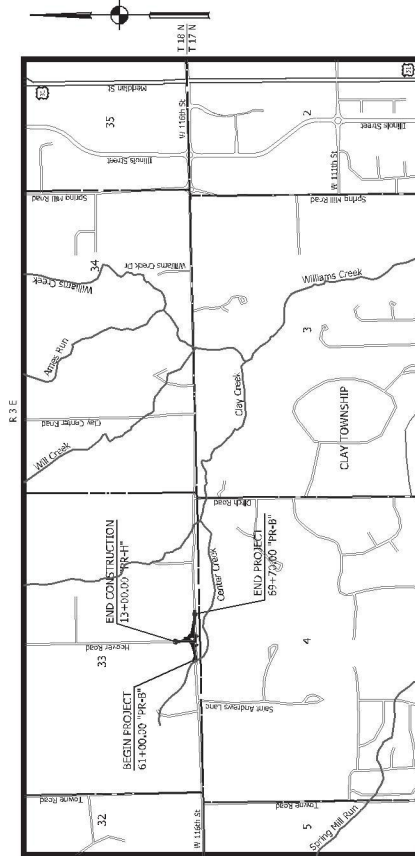
SEWER
Trib. Regional
27236 Maxbauer Park Dr.
Zionsville, IN 46077
(317) 844-9200
Ryan Hartman

TELEPHONE
Verizon
5935 Hilldale Ct.
Indianapolis, IN 46250
(317) 496-1242
Cale Rolland

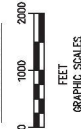
APPROVED BY:

BOARD OF PUBLIC WORKS AND SAFETY
LAURA CAMPBELL - PRESIDING OFFICER
JIM BARLOW - MEMBER
ALAN POTASNIK - MEMBER

NOT FOR CONSTRUCTION



LOCATION MAP

APPROVED BY:

BOARD OF PUBLIC WORKS AND SAFETY
LAURA CAMPBELL - PRESIDING OFFICER
JIM BARLOW - MEMBER
ALAN POTASNIK - MEMBER

NOT FOR CONSTRUCTION

[illegible]

CITY OF CARMEL STANDARDS:
INDIANA DEPARTMENT OF TRANSPORTATION
STANDARD SPECIFICATIONS DATED 2024, INDOT
SUPPLEMENTAL SPECIFICATIONS.

NO.	DATE	REVISIONS	BY	APPR.



OWNER
CITY OF CARMEL
ONE CIVIC SQUARE
CARMEL, INDIANA 46032
(317) 571-2400

TOPOGRAPHIC SURVEY BY:
AMERICAN STRUCTUREPOINT, INC.
9025 RIVER ROAD, SUITE 200
INDIANAPOLIS, INDIANA 46240
(317) 547-5380



Know what's **below**.
Call before you dig.

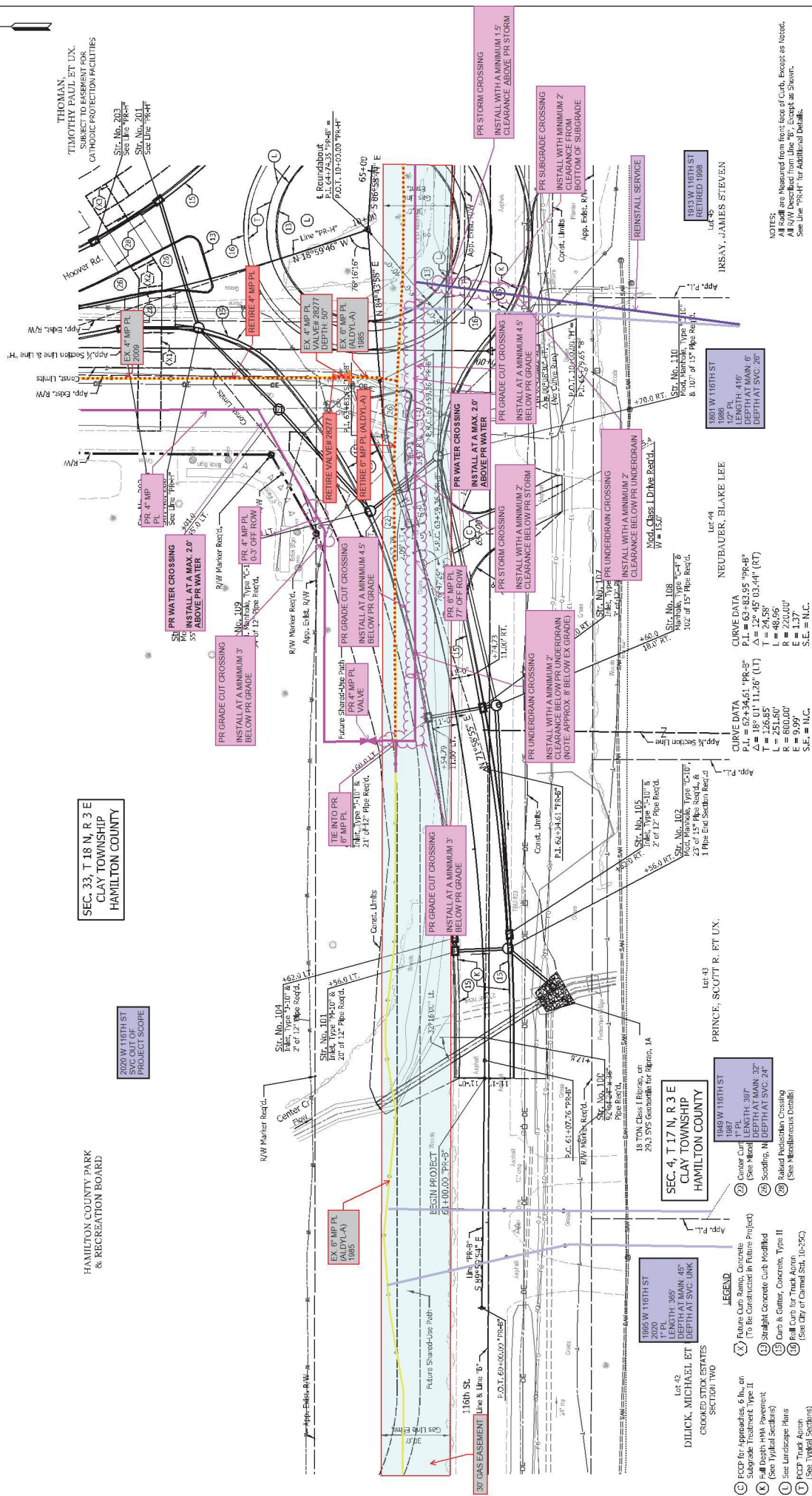
PLANS PREPARED BY:
AMERICAN STRUCTUREPOINT INC.

[illegible]

DESIGNED: JAB	CHECKED: TJM
---------------	--------------

DRAWN: R.C.	CHECKED: T.M.
-------------	---------------

ROUNDABOUT AT 116TH ST. AND HOOVER RD.



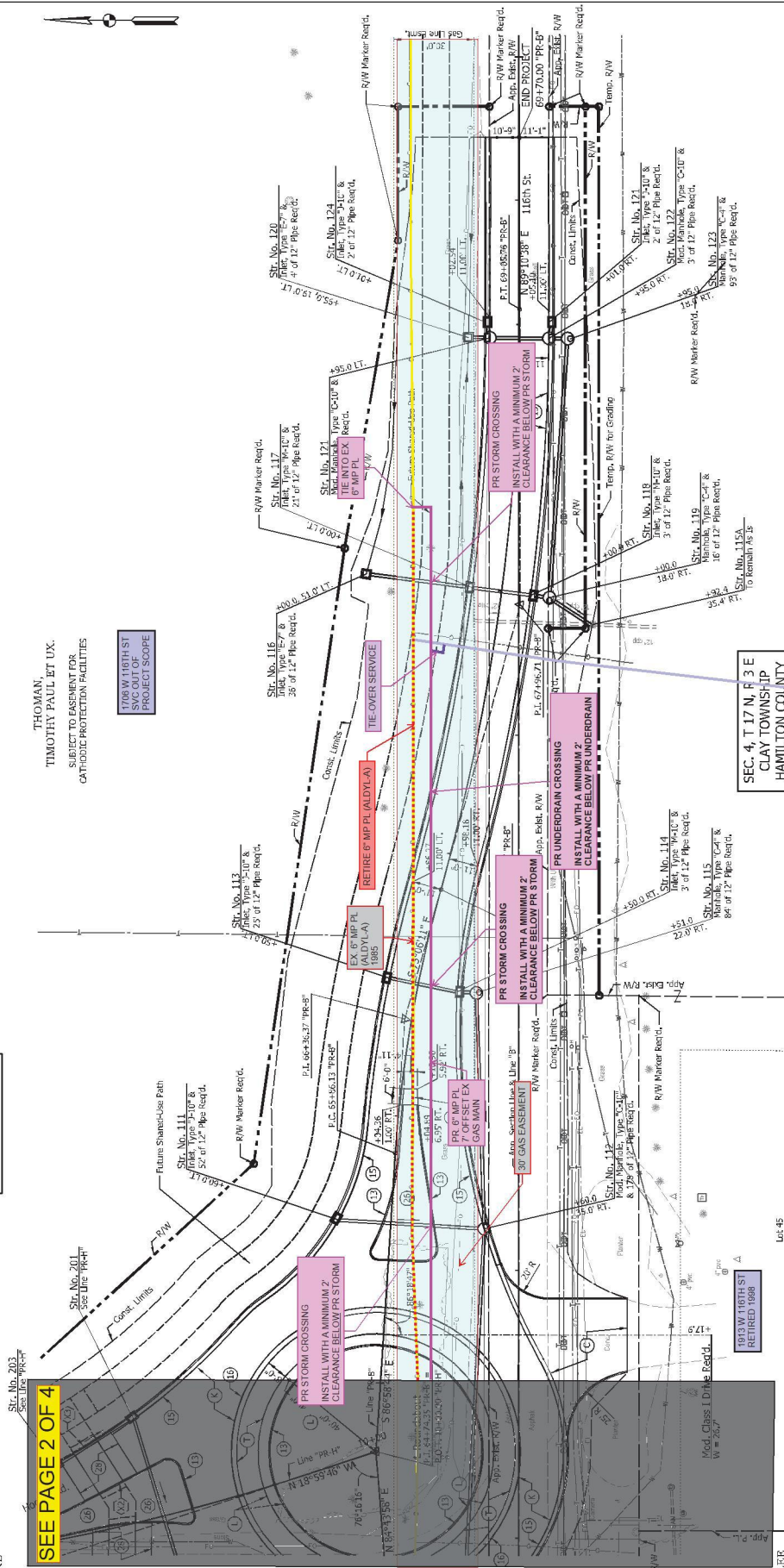
		RECOMMENDED FOR APPROVAL	CITY OF CARMEL		HORIZONTAL SCALE 1"=40'	BRIDGE FILE N/A
			DESIGN NUMBER		VERTICAL SCALE N/A	DESIGNATION N/A
		DATE	CONSTRUCTION DETAILS		SHEET BOOK N/A	SHEETS 11 of 42
			LINE "PR-B"		CONTRACT N/A	PROJECT 22-PR-B-23
DESIGNED: _____	CAN _____	DRAWN: _____	MTH _____			
CHECKED: _____	TPO _____	CHECKED: _____	TPO _____			

SEC. 33, T 18 N, R 3 E
CLAY TOWNSHIP
HAMILTON COUNTY

SEE PAGE 2 OF 4

THOMAN,
TIMOTHY PAUL ET UX.
SUBJECT TO EASEMENT FOR
CATHODIC PROTECTION FACILITIES

1706 W 116TH ST
SVC OUT OF
PROJECT SCOPE



EGFND

Lot 44
NEUBAUER BLAKE LEE

LEGEND

✓	Fiber Glass Rebar, Concrete (To Be Completed in Future Project)	22	Center Curb, Type D (See Miscellaneous Details)
□	POCP for Approaches, 2 ft on Approach Treatment Type II	23	Seeding, Nursery
□	Full Depth HMA Pavement (See Typical Section)	24	Raised Pedestrian Crossing (See Miscellaneous Details)
○	See Landgrade Paving	25	Roll Curb for Truck Stop (See Curb of Currel 501, 20-29C)
□	POCP Truck Apron		

CURVE DATA
P.I. = 66+36.3
 $\Delta = 11^\circ 28' 30''$
T = 50.24'
L = 100.14'
R = 500.00'
E = 2.52'
S.E. = N.C.

"BATH-2"

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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SAY, JAMES STEVEN

NOTES:
All Radii are Measured from front face of Curb, Except as Noted.
All R/W Described from Line "B", Except as Shown.
See Line "PR-H" for Additional Details.

		RECOMMENDED FOR APPROVAL _____ DATE _____	CITY OF CARMEL	HORIZONTAL SCALE _____	BRIDGE FILE _____
				1" = _____'	DRAWING NO. _____
		DESIGN ENGINEER _____ DATE _____	CONSTRUCTION DETAILS LINE "PR-B"	VERTICAL SCALE _____	DESCRIPTION _____
				1" = _____'	DRAWING NO. _____
		DESIGNED BY: _____ CAN _____ WITH _____ CHECKED BY: _____ THU _____	SURVEY BOOK _____ NO. _____	SHEETS _____ of _____	PROJECT _____
				CONTRACT _____	22-ENG-40

Parcel.....22.....W. O. No. 036/23123.....Hamilton.....County
116th St. - Carmel - Boone Co.LineClay.....Township

85 8052 GAS LINE EASEMENT BOOK 2 PAGE 914

KNOW ALL MEN BY THESE PRESENTS: That Stephen P. Bellinger And
Beatrice Knoll, fee owners and Owen Porter Bellinger, life estate

together hereinafter called the Grantor, of Hamilton
County, Indiana, in consideration of the sum of Ten and other valuable considerations

Dollars (\$10.00), receipt of which is hereby acknowledged, hereby grant and warrant to
Indiana Gas Company, Inc., an Indiana corporation, its successors and assigns, together hereinafter
called the Grantee, a perpetual easement and right to install, operate, maintain, replace, renew and
remove gas mains and a line of pipe for the transportation and distribution of gas, together
with all necessary and convenient valves, drips, service pipes, lines and connections attached thereto,
and to operate by means thereof a system for the distribution and transportation of gas to be used for
light, heat, power and other purposes, in, upon, along and over the Grantor's land hereinafter de-
scribed, and the right to cut and trim trees, bushes, saplings and vines growing upon said land, inso-
far as it may reasonably be necessary to do in the construction and efficient operation of said gas
transportation and distribution system, and also the right of access to and egress from the said land,
which is situated in SE 1/4

Section 33 Township 18 North
East
County of Hamilton State of Indiana, and consists of:

A strip of land approximately thirty (30) feet wide, lying
described as follows: along the entire South side
of the Grantor's 40 acre tract of land as described by deed to the Grantor
herein dated on July 16, 1982 and entered for record at Deed Record
331 page 657-8, Office of the Recorder, Hamilton County, Indiana; said strip
lies North of and adjacent to the North right-of-way line of a County Road known
as 116th Street, (said road having an apparant right-of-way half-width of
approximately 16.5 feet on this date); commencing on the Grantor's East property
line (which is also the West line of Edward B. Fitzgerald's
10.3 acre tract) and running thence West for a distance of 1,324.7 feet,
more or less, to the Grantor's West property line, (which is also the East line
of Jesse H. Cox Inc.'s 105.7 acre tract), (and also the
centerline of Hoover Road).

This Instrument Recorded June 17 1985
Mary L. Clark, Recorder Hamilton County, Ind.

The pipe is to be placed in the said strip.

The Grantor also hereby grants to the Grantee the right and privilege to use, for
initial temporary construction purposes only, an additional strip of land
feet in width, parallel with and adjoining the above described strip on the North

Said gas mains shall be placed not less than 30 inches below the surface of the ground;
and the Grantor hereby reserves to himself, and his heirs or assigns, the use of the surface of the
above described land insofar as such use is not inconsistent with the easement hereby granted.

Any damage to the growing crops, fences or tile of the Grantor or of his tenants, heirs and as-
signs, caused by the Grantee in the original construction, maintenance, repair, renewal or removal
of said mains, shall be promptly paid by the Grantee, provided written notice thereof is given to the
Grantor at its Indianapolis offices, or such place as the Grantee may designate, within thirty (30)
days after the occurrence of such damage.

IN WITNESS WHEREOF, the undersigned ha^{ve} set hereunto their hand, and seal, this

13th day of May, A.D., 1985 BOOK 2 PAGE 915

Stephen P. Bellinger (SEAL) _____ (SEAL)
Stephen P. Bellinger

Beatrice Knoll (SEAL) _____ (SEAL)
Beatrice Knoll

Deceased (SEAL) _____ (SEAL)
James P. Bellinger

STATE OF INDIANA

COUNTY OF HAMILTON

ss:

This instrument Recorded June 17 1985
Mary L. Clark, Recorder, Hamilton County, Ind.

Personally appeared before me this day Stephen P. Bellinger and Beatrice Knoll, fee owners and Owen Porter Bellinger, life estate

and acknowledged the execution of the above instrument to be their voluntary act and deed.

Witness my hand and notarial seal, this 13th day of May, 1985.

Ronald R. Barker
NOTARY PUBLIC Ronald R. Barker

My Commission expires May 21 1987 My County of Residence is Fulton

This instrument prepared by the Grantee named herein by J. G. Piercefield

RECEIVED
JUN 17 9 51 AM '85
MARY L. CLARK
RECORDER
HAMILTON CO. IN.



GRANTOR

INDIANA GAS COMPANY, INC.

1500 N. MERIDIAN ST.
INDIANAPOLIS, INDIANA 46202

GRANTEE

GAS LINE EASEMENT

550

(17)

Parcel.....23.....W. O. No. 036/23123.....Hamilton.....111902
116th St. - Carmel - Boone Co. Line.....Clay.....County
Township

85 8053 GAS LINE EASEMENT BOOK 2 PAGE 916

KNOW ALL MEN BY THESE PRESENTS: That Jesse H. Cox, Inc., an Indiana corporation, by Jesse H. Cox, its President and Reulab C. Cox, its Vice President

together hereinafter called the Grantor, of Hamilton County, Indiana, in consideration of the sum of Ten and other valuable considerations

Dollars (\$10.00), receipt of which is hereby acknowledged, hereby grant and warrant to Indiana Gas Company, Inc., an Indiana corporation, its successors and assigns, together hereinafter called the Grantee, a perpetual easement and right to install, operate, maintain, replace, renew and remove gas mains and a line of 16 inch gas pipe for the transportation and distribution of gas, together with all necessary and convenient valves, drips, service pipes, lines and connections attached thereto, and to operate by means thereof a system for the distribution and transportation of gas to be used for light, heat, power and other purposes, in, upon, along and over the Grantor's land hereinafter described, and the right to cut and trim trees, bushes, saplings and vines growing upon said land, insofar as it may reasonably be necessary so to do in the construction and efficient operation of said gas transportation and distribution system, and also the right of access to and egress from the said land, which is situated in SW 1/4

Section.....33.....Township.....18.....North South Range.....3.....East West
County of.....Hamilton.....State of Indiana, and consists of:

A strip of land approximately thirty (30) feet wide, described as follows: along the entire South side of the Grantor's 105.7 and 11.709 acre tracts of land as described by deed to the Grantor herein dated on February 23, 1981 and entered for record at Deed Record 324 page 837-39, Office of the Recorder, Hamilton County, Indiana; said strip lies North of and adjacent to the North right-of-way line of a County Road known as 116th Street, (said road having an apparent right-of-way half-width of approximately 16.5 feet on this date); commencing on the Grantor's East property line (which is also the West line of Steve Bellinger's 40 acre tract and also the centerline of Hoover Road) and running thence West for a distance of 2,477.52 feet, more or less, to the Grantor's West property line, (which is also the West line of Section 33 aforesaid and also the centerline of Towne Road.

This Instrument Recorded June 17 1985
Mary L. Clark, Recorder, Hamilton County, Ind.

RECEIVED
JUN 17 9 51 AM '85
MARY L. CLARK
RECORDER
HAMILTON CO. IN.

The pipe is to be placed in the said strip.

The Grantor also hereby grants to the Grantee the right and privilege to use, for initial temporary construction purposes only, an additional strip of land.....feet in width, parallel with and adjoining the above described strip on the North.....

Said gas mains shall be placed not less than 30 inches below the surface of the ground; and the Grantor hereby reserves to himself, and his heirs or assigns, the use of the surface of the above described land insofar as such use is not inconsistent with the easement hereby granted.

Any damage to the growing crops, fences or tile of the Grantor or of his tenants, heirs and assigns, caused by the Grantee in the original construction, maintenance, repair, renewal or removal of said mains, shall be promptly paid by the Grantee, provided written notice thereof is given to the Grantor at its Indianapolis offices, or such place as the Grantee may designate, within thirty (30) days after the occurrence of such damage.

IN WITNESS WHEREOF, the undersigned has set hereunto its hand and seal, this
9th day of March, A.D., 1985 BOOK 2 PAGE 917

JESSE H. COX, INC. (SEAL) (SEAL)

By: Jesse H. Cox, its President (SEAL) (SEAL)

By: Beulah C. Cox, its Vice President (SEAL) (SEAL)

(SEAL) (SEAL)

STATE OF INDIANA

COUNTY OF HAMILTON

ss:

This Instrument Recorded June 17 1985
Mary L. Clark, Recorder, Hamilton County, Ind.

Personally appeared before me this day Jesse H. Cox, Inc., an Indiana corporation,
by Jesse H. Cox, its President and Beulah C. Cox, its Vice President

and acknowledged the execution of the above instrument to be its voluntary act and deed.

Witness my hand and notarial seal, this 9th day of March, 1985

Ronald R. Barker

NOTARY PUBLIC Ronald R. Barker

My Commission expires May 21, 1987 My County of Residence is Putnam

This instrument prepared by the Grantee named herein by J. G. Piercefield



GRANTOR

to

INDIANA GAS COMPANY, INC.

1400 N. MERIDIAN ST.
INDIANAPOLIS, INDIANA 46202

GRANTEE

GAS LINE EASEMENT

54 Form 1201-Rev. 7/77

650

(18)

City of Carmel

ONE CIVIC SQUARE
CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119136

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION
1/21/2026			378772	22-ENG-03 - 116th & Hoover Road Gas line at 1732 W. 116th Street - Reimbursement Agreement
INDIANA GAS COMPANY, INC. VENDOR 1111 LOUISIANA ST. HOUSTON, TX 77002 -				City Engineering's Office SHIP TO 1 Civic Square Carmel, IN 46032- Laurie Slick
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS	FREIGHT
107855				
QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	EXTENSION

Department: 2200 Fund: 0 2022 Bond

Account: 44-628.71

1 Each	22-ENG-03 - 116th & Hoover Road Gas line at 1732 W. 116th Street	\$169,003.40	\$169,003.40
Sub Total			\$169,003.40



Send Invoice To:

City Engineering's Office
Laurie Slick
1 Civic Square
Carmel, IN 46032-

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
------------	---------	---------	-----------------	--------

SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT

\$169,003.40

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A
PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

Bradley Pease

Bradley Pease
Director

Zac Jackson

Zac Jackson
CFO

TITLE

CONTROL NO. **119136**

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") entered into by and between the City of Carmel and CrossRoad Engineers, P.C. (the "Professional"), as City Contract dated June 1, 2022 shall amend the terms of the Agreement by adding the additional services to be provided by Professional consistent with the Scope of Work attached hereto and incorporated herein as Exhibit "A". The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

By: _____

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

CrossRoad Engineers, P.C.

By: _____

Authorized Signature

Printed Name

Title

FID/TIN: _____

Date: _____

Exhibit A

January 13, 2026

Mr. Bradley Pease, P.E.
City Engineer
City of Carmel
1 Civic Square
Carmel, IN 46032



Re: Monon Boulevard Phase 3– 22-ENG-01
Supplemental No. 1 Proposal

Dear Bradley:

Based on our conversations with you, we are hereby requesting this supplemental to the inspection portion of the Monon Boulevard – Phase 3 Engineering Services contract. As you know, the original substantial completion date for this project was to be November 1, 2025. Several factors have delayed the project, including scheduling conflicts with the developers, the design and fabrication of the play structure, and other miscellaneous issues. As a result, the substantial completion date has been pushed into the 2026 construction season, and final plantings scheduled for fall 2026 with a final completion date to follow. We have been able to stretch our original budget through the majority of the winter months but will run out of funds this spring. Therefore, we are requesting this supplemental in order to be able to complete all inspection, coordination, and management for this project.

In summary, we are requesting a supplemental in an amount of \$363,000 for the above-described work. This supplemental will be locally funded through the 2022 Bond unless you let us know otherwise.

If you should have any questions or need any further information, please do not hesitate to call me at (765) 506-8784.

Sincerely,

CrossRoad Engineers, PC

A handwritten signature in black ink, appearing to read "Curtis Holcom", is written over the printed name.

Curtis Holcom, P. E.
Vice President



**Monon Boulevard - Phase 3 Walnut Street to City Center Drive
22-ENG-01**

Supplemental Costs for Construction Inspection

ACTIVITY			DIR	SENIOR PM	SENIOR RPR	PROJ INSP	ASST PROJ INSP
Construction Duration	30	wks	30	180	360	1350	480
Complete Final Record	2	wks	2	8	24	90	
TOTAL HOURS			32	188	384	1440	480

The proposed fee for these estimated hours is as follows:

DIRECT LABOR COSTS --

<u>Personnel Class</u>	<u>Billing Rate</u>	<u>Total Hours</u>	<u>Direct Labor Costs</u>
Director	\$206.00	32	\$6,592.00
Senior Project Manager	\$181.00	188	\$34,028.00
Senior Resident Proj. Rep.	\$172.00	384	\$66,048.00
Project Inspector	\$144.00	1440	\$207,360.00
Asst. Proj. Inspector	\$102.00	480	\$48,960.00
TOTAL DIRECT LABOR COSTS			\$362,988.00

DIRECT NON - LABOR COSTS --

MILEAGE			<u>Direct Non-Labor Costs</u>
Budgeted mileage rate is \$0.70 /mile			
Director	50 miles/wk	x 30 weeks	\$1,050.00
Senior Project Manager	100 miles/wk	x 30 weeks	\$2,100.00
Senior Resident Proj. Rep.	250 miles/wk	x 30 weeks	\$5,250.00
Project Inspector	250 miles/wk	x 30 weeks	\$5,250.00
Asst. Proj. Inspector	250 miles/wk	x 12 weeks	\$1,400.00
Estimated Budget for On-Site Material Testing Services			<u>\$0.00</u>
TOTAL NON- LABOR COSTS			
TOTAL ESTIMATED COSTS			\$362,988.00

USE

\$363,000.00

HOURLY BILLING RATES

PERSONNEL CLASSIFICATION

HOURLY RATE



DESIGN

Director	\$ 206.00
Senior Project Manager	181.00
Project Manager	162.00
Senior Project Engineer	153.00
Project Engineer	144.00
Assistant Project Engineer	125.00
CADD Manager	144.00
Senior CADD Technician/Assistant CADD Manager	134.00
CADD Technician	125.00
Assistant CADD Technician	106.00
Senior Plan Reviewer	144.00
Plan Reviewer	125.00
R/W Manager	180.00
R/W Buyer	180.00

INSPECTION

Director	\$ 206.00
Senior Project Manager	181.00
Senior Resident Project Representative	172.00
Resident Project Representative	162.00
Asst Resident Project Representative	152.00
Project Inspector	144.00
Assistant Project Inspector	102.00

SURVEY

Survey Manager	\$ 181.00
Assistant Survey Manager	153.00
Project Surveyor	139.00
Survey Crew – 1 Person	145.00
Crew Chief	125.00
Survey Crew Member	100.00
Researcher	112.00
Survey Technician	125.00

MISCELLANEOUS

Mileage (per mile)	Current IRS Rate
Other Direct Costs	at cost +15%

Rates Effective through December 2026

CROSSROAD ENGINEERS, PC

115 N. 17th AVE, BEECH GROVE, IN 46107 // 317.780.1555 // CROSSROADENGINEERS.COM

City of Carmel

ONE CIVIC SQUARE

CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

108190

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION
12/13/2022			068025	ASA 3 - 22-ENG-01 - Monon Blvd & Urban Trail - Phase 3 (Walnut to City Ctr Dr) Engineering Services
CROSSROAD ENGINEERS, PC VENDOR 115 N 17TH AVE BEECH GROVE, IN 46107 -				City Engineering's Office SHIP TO 1 Civic Square Carmel, IN 46032- Laurie Slick
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS	FREIGHT
72448				
QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	EXTENSION

Department: 2200 Fund: 0 2022 Bond

Account: 44-628.71

1 Each	ASA 3 - 22-ENG-01 - Monon Blvd & Urban Trail - Phase 3 (Walnut to City Ctr Dr) Engineering Services	1,346,300.00	\$1,346,300.00
1 Each	ASA 3a - 22-ENG-01 - Monon Blvd & Urban Trail - Phase 3 (Walnut to City Ctr Dr) - Inspection Suppl	\$363,000.00	\$363,000.00
Sub Total			\$1,709,300.00



Send Invoice To:

City Engineering's Office

Laurie Slick

1 Civic Square

Carmel, IN 46032-

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
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SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT

\$1,709,300.00

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A
PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

Bradley Pease

Bradley Pease
Director

Zac Jackson

Zac Jackson
CFO

TITLE

CONTROL NO. **108190**

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

APPROVED
By Sergey Ginechukhin at 9:53 am, Jan 28, 2026

THIS AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") entered into by and between the City of Carmel and CTI Construction, LLC (the "Professional"), as City Contract dated August 20, 2025 shall amend the terms of the Agreement by adding the additional services to be provided by Professional consistent with the Scope of Work attached hereto and incorporated herein as Exhibit "A". The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

By:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

CTI Construction, LLC

By:

Authorized Signature

Printed Name

Title

FID/TIN: 20-3955204

Date: 1/27/26



Exhibit A

December 22, 2025

Mr Bradley Pease
City Engineer
City of Carmel
Carmel City Hall
One Civic Square
Carmel, IN 46032

RE: Construction Management Services
Fire Station 42 Renovations
Carmel, IN

Dear Brad

We are pleased to submit the following Fee proposal for providing Construction Manager as Advisor (CMA) services on the above captioned project. The project consists of the renovation of the second floor living space at Stations 42. The scope includes improvements to the firefighter bunk rooms, living quarters, restrooms, laundry facilities, HVAC zoning and general interior finishes. We have attached a Schedule and Staff Effort chart indicating timelines for design and construction.

Our Fee for Construction Management Services is comprised of 2 components.

- Project Staff as indicated on the attached Schedule and Staff Effort Chart is \$136,370.00
- Corporate Management Fee is a lump sum amount of \$60,000.00

Total Fee for services is One Hundred Ninety Six Thousand Three Hundred Seventy Dollars (\$196,370.00).

p: 317.573.6281 f: 317.573.6857
1016 3RD AVE SW, SUITE 200, CARMEL, IN 46032

COMMITMENT

TRUST

INTEGRITY

Please feel free to call me if you have any questions. Thank you for selecting CTI Construction, LLC as your Construction Manager. We appreciate the trust you have in our company, and we look forward to working with you through the duration of this project.

Sincerely

A handwritten signature in black ink, appearing to read 'David Ford', with a stylized, flowing script.

David Ford
President
CTI Construction, LLC
1016 3rd Ave., SW Suite 200
Carmel, IN 46032
(W) 317-7-573-6022
(M) 317-752-6656

STATION 42 RENOVATIONS

12/22/2025

Page 42 of 252

CARMEL FIRE DEPARTMENT
STATION 42 RENOVATIONS
PROJECT BUDGET

12/22/2025

Activity	Project Budget
Design	
Construction Administration	\$ 45,000.00
Design Contingency/Reimbursables	\$ 10,000.00
Design Subtotal	\$ 55,000.00
Owners Rep/Construction Management	
Staff Cost	\$ 136,370.00
Management Fee	\$ 60,000.00
Construction Management Subtotal	\$ 196,370.00
Project Costs	
Builders Risk	\$ 25,000.00
Permits	\$ 10,000.00
Project Costs Subtotal	\$ 35,000.00
Construction	
Cost of Work	\$ 1,013,630.00
Construction Subtotal	\$ 1,013,630.00
PROJECT HARD COSTS SUBTOTAL	\$ 1,245,000.00
Contingency	
Construction Contingency	\$ 75,000.00
Owner Contingency	\$ 50,000.00
Bond Fee	\$ 75,000.00
Contingency Subtotal	\$ 200,000.00
PROJECT HARD COSTS TOTAL	\$ 1,445,000.00
PROJECT TOTAL	\$ 1,500,000.00

H:\Carmel FD Renovation Sta 42 Budget
 WRSP EXPANSION BUDGET
 1/20/2026

City of Carmel

ONE CIVIC SQUARE

CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119153

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION	
1/22/2026			377031	Program Management Services Agreement - 6/6/25 - ASA 5 - 24-ENG-05	
CTI CONSTRUCTION LLC				City Engineering's Office	
VENDOR	1016 3RD AVE SW		SHIP TO	1 Civic Square	
	SUITE 200			Carmel, IN 46032-	
	CARMEL, IN 46032 -			Laurie Slick	
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS		FREIGHT
107914					
QUANTITY	UNIT OF MEASURE	DESCRIPTION		UNIT PRICE	EXTENSION

Department: 2200 Fund: 0 2024 Bond

Account: 44-628.71

1 Each

ASA 5 - 24-ENG-05 - Station 42 Renovations -
Construction/Program Management

\$196,370.00 \$196,370.00

Sub Total **\$196,370.00**



Send Invoice To:

City Engineering's Office

Laurie Slick

1 Civic Square

Carmel, IN 46032-

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
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SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT

\$196,370.00

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A
PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

Bradley Pease
Director

Zac Jackson
CFO

TITLE

CONTROL NO. **119153**

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

APPROVED
By Gregory Greenblatt at 9:54 am, Jan 28, 2026

THIS AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") entered into by and between the City of Carmel and CTI Construction, LLC (the "Professional"), as City Contract dated August 20, 2025 shall amend the terms of the Agreement by adding the additional services to be provided by Professional consistent with the Scope of Work attached hereto and incorporated herein as Exhibit "A". The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

By:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

CTI Construction, LLC

By:

Authorized Signature

Printed Name

Title

FID/TIN: 20-3955104

Date: 1/27/26



December 22, 2025

Mr Bradley Pease
City Engineer
City of Carmel
Carmel City Hall
One Civic Square
Carmel, IN 46032

RE: Construction Management Services
Fire Station 46 Renovations
Carmel, IN

Dear Brad

We are pleased to submit the following Fee proposal for providing Construction Manager as Advisor (CMA) services on the above captioned project. The project consists of the renovation of the second floor living space at Station 46. The scope includes improvements to the firefighter bunk rooms, living quarters, restrooms, laundry facilities, HVAC zoning and general interior finishes. We have attached a Schedule and Staff Effort chart indicating timelines for design and construction.

Our Fee for Construction Management Services is comprised of 2 components.

- Project Staff as indicated on the attached Schedule and Staff Effort Chart is \$136,370.00
- Corporate Management Fee is a lump sum amount of \$60,000.00

Total Fee for services is One Hundred Ninety Six Thousand Three Hundred Seventy Dollars (\$196,370.00).

p: 317.573.6281 f: 317.573.6857
1016 3RD AVE SW, SUITE 200, CARMEL, IN 46032

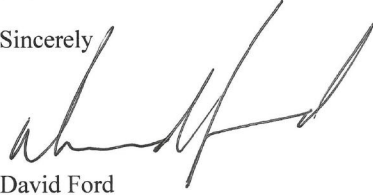
COMMITMENT

TRUST

INTEGRITY

Please feel free to call me if you have any questions. Thank you for selecting CTI Construction, LLC as your Construction Manager. We appreciate the trust you have in our company, and we look forward to working with you through the duration of this project.

Sincerely

A handwritten signature in black ink, appearing to read 'David Ford', written over the word 'Sincerely'.

David Ford
President
CTI Construction, LLC
1016 3rd Ave., SW Suite 200
Carmel, IN 46032
(W) 317-7-573-6022
(M) 317-752-6656

STATION 46 RENOVATIONS

12/22/2025

Page 48 of 252

CARMEL FIRE DEPARTMENT
STATION 46 RENOVATIONS
PROJECT BUDGET

12/22/2025

Activity	Project Budget
Design	
Construction Administration	\$ 45,000.00
Design Contingency/Reimbursables	\$ 10,000.00
Design Subtotal	\$ 55,000.00
Owners Rep/Construction Management	
Staff Cost	\$ 136,370.00
Management Fee	\$ 60,000.00
Construction Management Subtotal	\$ 196,370.00
Project Costs	
Builders Risk	\$ 25,000.00
Permits	\$ 10,000.00
Project Costs Subtotal	\$ 35,000.00
Construction	
Cost of Work	\$ 1,013,630.00
Construction Subtotal	\$ 1,013,630.00
PROJECT HARD COSTS SUBTOTAL	\$ 1,245,000.00
Contingency	
Construction Contingency	\$ 75,000.00
Owner Contingency	\$ 50,000.00
Bond Fee	\$ 75,000.00
Contingency Subtotal	\$ 200,000.00
PROJECT HARD COSTS TOTAL	\$ 1,445,000.00
PROJECT TOTAL	\$ 1,500,000.00

H:\Carmel FD Renovation Sta 46 Budget
 WRSP EXPANSION BUDGET
 1/20/2026

City of Carmel

ONE CIVIC SQUARE

CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119155

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION	
1/23/2026			377031	Program Management Services Agreement - 6/6/25 - ASA 6 - 24-ENG-06	
CTI CONSTRUCTION LLC <i>VENDOR</i> 1016 3RD AVE SW SUITE 200 CARMEL, IN 46032 -				City Engineering's Office <i>SHIP TO</i> 1 Civic Square Carmel, IN 46032- Laurie Slick	
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS		FREIGHT
107918					
QUANTITY	UNIT OF MEASURE	DESCRIPTION		UNIT PRICE	EXTENSION

Department: 2200 Fund: 0 2024 Bond

Account: 44-628.71

1 Each

ASA 6 - 24-ENG-06 - Station 46 Renovations -
Construction/Program Management

\$196,370.00 \$196,370.00

Sub Total **\$196,370.00**



Send Invoice To:

City Engineering's Office

Laurie Slick

1 Civic Square

Carmel, IN 46032-

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
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SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT

\$196,370.00

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A
PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

Bradley Pease
Director

Zac Jackson
CFO

TITLE

CONTROL NO. **119155**

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT TO THE AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") entered into by and between the City of Carmel and WSP USA, Inc. (the "Professional"), as City Contract dated November 17, 2025 shall amend the terms of the Agreement by adding the additional services to be provided by Professional consistent with the Scope of Work attached hereto and incorporated herein as Exhibit "A". The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

By:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

WSP USA, Inc.

By:



Authorized Signature

Daniel Silverman

Printed Name

Vice President, WSP USA

Title

FID/TIN: _____

Date: 1/15/2026



January 15, 2026

Bradley Pease, PE
Director of Engineering
City of Carmel, Indiana

RE: Proposal for FY26 BUILD Grant Support Services

Thank you for the opportunity to submit the following proposal to provide professional grant support services for the preparation of a federal grant application for a City of Carmel Selected Project (PROJECT) for FY 2026 BUILD funding.

PROJECT UNDERSTANDING

The purpose of this scope of work is to assist the City of Carmel (City) with the preparation of a FY 2026 BUILD application, with the goal of providing federal discretionary grant funding to Carmel and the PROJECT.

SCOPE OF WORK

WSP will work with the City to review previous grant submissions and prepare a FY 26 BUILD grant application following guidance and requirements of the BUILD Notice of Funding Opportunity (NOFO). WSP will complete the tasks listed below for the City, including an update to the grant narrative and the benefit-cost analysis (BCA), as applicable.

OVERALL ASSUMPTIONS/EXCLUSIONS

- This scope of work includes one complete grant application and supporting tasks. If the City and WSP identify additional grant opportunities an amendment to this scope will be prepared for this additional work building from tasks identified here
- City government relations will oversee the solicitation and timely collection of letters of support from key stakeholders (legislators, local agency elected officials, railroads)
- City personnel will be responsible for maintaining and managing grants correspondence including ValidEval, grants.gov, UEI, DUNs, and SAM credentials, this includes submittal of final grant application package through grants.gov website by the submittal due date (5:00 pm ET), Tuesday, February 24th, 2026.
- City will maintain a secure web presence for auxiliary materials such as reports, and letters of support.
- All meetings will be virtual.

TASK 1: TASK ORDER MANAGEMENT & ADMINISTRATION

WSP will provide task order management services, including conference calls and meetings with the City staff. This task will also include the responsibilities of the Project Manager for management of scope, schedule, and budget and to be responsive to the City. Specific aspects of this task will include:

- Managing the project scope and schedule;
- Project accounting, reporting and invoicing;
- Overseeing production and submission of deliverables;
- Developing and managing grant compliance matrices to manage grant progress; and
- Conducting internal quality assurance and quality control checks in coordination with the QA/QC lead.

WSP will follow these key steps

- **Kickoff Meeting:** A one-hour kickoff meeting conference call will be held to discuss the project activities in detail. Anticipated agenda topics include project objectives, communication protocols, data collection, potential support partners, funding request amounts, and the proposed project features and “selling” points. Other topics will be added as necessary to communicate the goals, deliverables, and schedules for the project. WSP will provide kickoff meeting agenda and notes via email. This meeting will define key stakeholders to seek letters of support and unique features of the project that should be highlighted in the letter request.
- **Project Team Meetings:** Weekly progress meetings (includes meeting preparation) with the City to discuss project progress, preliminary findings, next steps, schedule and deliverables. Up to six 1-hour project team meetings will be planned for. WSP will provide a summary of any key actions that result from the meeting discussions via email.

ASSUMPTIONS/EXCLUSIONS

- The project duration is estimated to be six weeks.
- All submittals will be in electronic format (MS Word, MS Excel and/or PDF) and transmitted electronically.
- City staff will manage outreach and solicitation of letters of support. All project meetings will be virtual through MS Teams.

TASK 2: DATA COLLECTION AND REVIEW

This task includes data collection efforts and review of relevant documents and summaries of potential project features and conditions provided by the City, as well as our own research. WSP will provide the City with requests for data, documentation, and information needed as part of the compliance matrices, to address potential grant criteria including conducting Benefit Cost Analysis (BCA) in the timeline provided for each opportunity’s compliance matrix. WSP will assemble the documentation into the prescribed format, addressing the criteria and other grant requirements per grant guidelines. We will

use the forecasts and data supplied by the City to perform the required analyses for each BCA. Additionally, the City will provide high resolution photos and graphics for the design of the application.

It is anticipated that the data collection and review effort will be an iterative process in which additional data may be requested as the grant application team better understands what is possible to generate from the existing models and/or data.

The City will provide any available reports or analysis to address unique evaluation criteria such as safety, sustainability, economic advancements, and innovation.

ASSUMPTIONS/EXCLUSIONS

- The City will provide the majority of the requested data and information within 2 weeks of the request and any remaining project data and information will be provided no later than three weeks prior to the application deadline.
- Data and information could include studies, reports, drawings, plans, forecasts, development/construction schedules, cost estimates, performance statistics, operation and maintenance costs and schedules, and photographs and other graphics completed by the City or other stakeholders.

TASK 3: BENEFIT COST ANALYSIS

WSP will conduct a BCA analysis as required for each grant application, utilizing the most recent, reference USDOT BCA guidance document. WSP will apply our formal spreadsheet tool for the BCA model, which contains all the necessary calculation steps and input factors to quantify and monetize potential project benefits. This task includes preparing estimates, calculations and narrative necessary to prepare the BCA memorandum and spreadsheet as an appendix section of the grant application and summarized in the Project Narrative. This section will include quantitative and/or qualitative discussions of issues that may include the following (as appropriate):

- Travel Time savings;
- Operating cost savings (fuel savings);
- Valuation of safety benefits (accident reduction benefits by year);
- Valuation of any emissions reduction benefits (estimates by year); and
- Reduced maintenance costs and other benefits.

For each cost item, values will be provided in constant dollars; if values are provided in year of expenditure (YOE) dollars, then they will also be accompanied by the relevant inflation/cost escalation forecast assumptions to facilitate deflating to constant dollar values.

ASSUMPTIONS/EXCLUSIONS

- Data and analysis may change slightly as the BCA documentation is updated.

TASK 4: PREPARATION OF THE GRANT APPLICATION

Each grant application is expected to include a Project Narrative that provides the context for the Project, drawing on existing material and graphics whenever possible. WSP will also produce up **to five new or enhanced graphics/maps** as requested and incorporate them into the application to help tell a compelling story that speaks to application reviewers.

A. DRAFT AND FINAL DRAFT APPLICATIONS AND SUPPORTING DOCUMENTS

WSP will prepare a draft and final draft application for review in an easily editable and easily shared format following the prescribed grant requirements (font size, margins, and outline). The application will include a Project Narrative that will highlight how the Project will address key grant criteria such as effecting the movement of goods, leveraging federal funding, and identifying net benefits to the American economy as described in the grant call for projects or notice of funding opportunity (NOFO).

The maximum page limit for the full grant and Project Narrative is expected to remain 30 pages each, excluding cover pages and table of contents. WSP will participate in meetings and conference calls to address and clarify comments and revisions, and review tasks and materials needed to complete the application. City will be responsible for submitting the final application through grants.gov by the deadline.

B. FINAL APPLICATION

The final draft project application will undergo review by the City and the WSP grant team, and the final draft documents will be revised by WSP to address comments and recommendations by the reviewing team. WSP will update the project application to bring the application to a final status. WSP will also provide final formatting for the application.

ASSUMPTIONS/EXCLUSIONS

- A key part of the grant applications will be the demonstration of strong collaboration and partnership with a broad range of elected officials, and community and regional stakeholders. It is assumed that the City will be responsible for requesting, obtaining and compiling the letters of support. WSP will provide compelling narrative for letters along with recommendations of stakeholders who the City could approach to request letters of support.

DELIVERABLES

The following deliverables will be prepared and provided for each BUILD application:

1. BCA analysis and quantification calculations, including a draft technical memorandum.
2. Final BCA technical memorandum (included in the application's appendix) and BCA model.
3. A draft grant application for the City's review and comment in MS Word format.

4. A final grant application incorporating the City's comments in Word and PDF formats, including appendices.
5. Up to five original or updated City graphics / maps for the narrative application.

ASSUMPTIONS/EXCLUSIONS

- The City will be responsible for all requirements to register with ValidEval and upload the grant application to ValidEval by the application deadline.
- The City will host and maintain a secure location to access supporting materials including reports, and letters of support referenced in the grants.
- The City will conduct two reviews of the grant application (draft and final grant application) and one review of the BCA technical memorandum.
- Consultant will develop format to meet the grant requirements including font size and margins.
- The City will review the draft document deliverables and provide a consolidated summary of review comments or track changes in each Word document to WSP.
- The City's comments on draft materials will be delivered within mutually decided date of WSP's submittal.

PROPOSED SCHEDULE

WSP anticipates that the services outlined above can begin immediately upon receipt of a contract with authorization to proceed and can be completed under six weeks. WSP will have the final grant application completed and delivered to the City electronically three days prior to the application deadline of February 24, 2026. WSP's ability to adhere to this schedule is predicated upon the availability of the City to participate in coordination efforts and in meetings, provide the requested data in a timely manner, and meet the review periods as noted herein.

The timetable provided below illustrates the anticipated deadlines for each deliverable.

Table 1: Schedule Milestone for BUILD Application

Milestone	Schedule	Lead
Assumed Notice to Proceed	01/16/2026	City
Task Order Management & Administration	Ongoing	WSP & City
Receive all documents and data for narrative and BCA	01/23/2026	City
Submit Draft Grant Application for review (does not include BCA outputs) – 2 week drafting period	02/06/2026	WSP
City to provide comments to WSP on Draft Grant Application	02/11/2026	City
Submit BCA results and memo for City review	02/11/2026	WSP
Submit final grant narrative for City "fatal flaw" review	02/17/2026	WSP
FINAL review of all application materials submitted to WSP	02/19/2026	City

City of Carmel, IN

January 15, 2026

Submit Final Grant Application package to the City	02/20/2026	WSP
Submit/Upload Grant Application Materials to Grants.Gov	02/23/2026	City
BUILD Grant Deadline – Applications must be submitted by 5 pm EST	02/24/2026	City

FEE

WSP proposes to perform the services stated above for a cost not to exceed \$79,958. The fee is summarized on the attached pdf.

Project Name: **2026 BUILD Grant for City of Carmel**

Total Labor Hours	418	16	176	226
Total Labor Revenue	\$ 79,958.00	\$ 3,920.00	\$ 37,728.00	\$ 38,310.00

[illegible]

TOTAL PRICE		\$	79,958
			check

City of Carmel

ONE CIVIC SQUARE
CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119103

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION
1/15/2026			378747	Professional Services Agreement 11/19/25 - ASA 1 - 26-02

WSP USA INC.		City Engineering's Office		
VENDOR	ONE PENN PLAZA, 4TH FLOOR	SHIP TO	1 Civic Square	
			Carmel, IN 46032-	
	NEW YORK, NY 10119 -		Laurie Slick	

PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS	FREIGHT
107757				
QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	EXTENSION

Department: 2200 Fund: 202 Local Road & Street Fund

Account: 43-509.00

1 Each	26-02 - ASA 1 - BUILD Grant Scope & Fee - Not-to-Exceed	\$79,958.00	\$79,958.00
		Sub Total	\$79,958.00



Send Invoice To:
City Engineering's Office
Laurie Slick
1 Civic Square
Carmel, IN 46032-

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
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SHIPPING INSTRUCTIONS

*SHIP PREPAID.
*C.O.D. SHIPMENT CANNOT BE ACCEPTED.
*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL
*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT

\$79,958.00

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A
PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

Bradley Pease

Bradley Pease
Director

Zac Jackson

Zac Jackson
CFO

TITLE

CONTROL NO. **119103**

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR GOODS AND SERVICES**

THIS AMENDMENT TO THE AGREEMENT FOR GOODS AND SERVICES ("Agreement") entered into by and between the City of Carmel and Emergency Radio Service, LLC, (the "Vendor"), as City Contract dated January 23, 2025 shall amend the terms of the Agreement by adding the additional services to be provided by Vendor consistent with the Scope of Work attached hereto and incorporated herein as Exhibit "A". The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

Emergency Radio Service, LLC

By:

By:

Laura Campbell, Presiding Officer

Authorized Signature

Date: _____

Ken Hartsough
Printed Name

James Barlow, Member

Risk Mgr
Title

Date: _____

Alan Potasnik, Member

FID/TIN: 35.1186341

Date: _____

ATTEST:

Date: 1-19-26

Jacob Quinn, Clerk

Date: _____

Exhibit A



4515 S High School Rd
Indianapolis, IN 46241

PROPOSAL

www.erswireless.com

Prepared For:

City of Carmel
Todd Luckoski
tluckoski@carmel.in.gov
(317) 571-2590

Quotation #:	803-011426-01
Date:	1/14/26
Valid Through:	2/28/26
Prepared By:	Ashton Brandyberry
Phone:	(317) 985-6770
Email:	ashton@erswireless.com

Description of Work

ERS will provide, install, program, and test five (5) new Federal Signal 2001-130 130dB rotating electro-mechanical sirens within the City of Carmel, Hamilton County, Indiana. Quoted pricing includes new 50ft poles and IP capabilities to each siren. Includes AC power disconnect before old siren removal, reconnection of AC power to new siren, and 20ft of fiberglass conduit per siren installed at the base of each new pole.

EQUIPMENT AND PARTS

Qty	Unit	Description	Price Each	Total
5	EA	Rotating Electro-mechanical Siren, 130dB(C) +/- 1 dB	\$11,470.78	\$57,353.90
5	EA	Transformer rectifier; 240 VAC (Nominal) to 48 VDC / 120 VAC Power Converter.	\$3,869.38	\$19,346.90
5	EA	DC Siren Control, No Radio; includes standard sensor package	\$8,105.70	\$40,528.50
5	EA	CDM750 Radio interface cable to PCB for DCFCTBD Controller	\$157.85	\$789.25
5	EA	Yagi Antenna 450-470MHz UHF B	\$512.50	\$2,562.50
5	EA	Antenna pole mounting bracket	\$170.15	\$850.75
5	EA	Cable for antenna, N-type to Motorola mini-U, 8"	\$106.60	\$533.00
5	EA	Motorola CM200d 403-470MHz 25W UHF Mobile Radio	\$668.94	\$3,344.70
5	EA	DC Broadband Kit	\$1,613.35	\$8,066.75
1	EA	Miscellaneous Install Materials	\$369.24	\$369.24



4515 S High School Rd
Indianapolis, IN 46241

PROPOSAL

www.erswireless.com

Prepared For:

City of Carmel
Todd Luckoski
tluckoski@carmel.in.gov
(317) 571-2590

Quotation #:	803-011426-01
Date:	1/14/26
Valid Through:	2/28/26
Prepared By:	Ashton Brandyberry
Phone:	(317) 985-6770
Email:	ashton@erswireless.com

SERVICES

Qty	Unit	Description	Price Each	Total
5	EA	Turnkey Installation	\$10,916.25	\$54,581.25
5	EA	Siren startup and site optimization.	\$1,461.25	\$7,306.25
5	EA	Optimization of existing Control Point with Federal Commander	\$623.75	\$3,118.75
5	EA	Custom removal and disposal of existing siren	\$1,915.00	\$9,575.00
5	EA	Freight/Shipping /Propagation Studies	\$1,771.25	\$8,856.25
1	EA	Final Testing and PM Services - ERS	\$6,260.00	\$6,260.00
5	EA	Program Commercial Subscriber Radio	\$66.67	\$333.35
1	EA	AC Disconnect/Reconnect and Conduit Install	\$19,593.75	\$19,593.75

Sub Total of Equipment	\$133,745.49
Tax	Any Applicable Taxes Not Included
Shipping and Handling	\$500.00
ERS Services	\$109,624.60
ERS Essential On-Site Services	
Total	\$243,870.09

Please indicate Shipping Preference Below:

Ship Complete	
Ship/Invoice Partial	

By signing below you are accepting the attached ERS Wireless Terms and Conditions.

Authorized to Purchase Customer Signature (Required)

Date

Printed Name and Title

Company Name



MOTOROLA SOLUTIONS
PLATINUM CHANNEL PARTNER



MOTOROLA SOLUTIONS

ERS Wireless TERMS & CONDITIONS

Terms. Terms of payment are subject at all times to the approval of Emergency Radio Service, LLC dba ERS Wireless hereinafter called ERS Wireless, credit department. Payment options: Cash with Order, Cash on Delivery or Net 30. Forms of payment include: Cash, Check, MasterCard, Visa or American Express.

Damage or Claim Loss. ERS Wireless responsibility for damage or loss in transit of goods purchased ceases upon delivery of the goods in good condition to the carrier and the buyer assumes all risk of damage and loss in transit. Claims for errors, deficiencies or imperfections shall not be considered unless made within ten (10) days after receipt of the goods against which claim is made. All claims must be made in writing and must expressly refer to the appropriate bill of lading and factory order numbers. Any goods claimed defective shall be subject to inspection by ERS Wireless. Goods will not be taken back and repaired or replaced except by permission of ERS Wireless.

Cancellations. Orders placed with ERS Wireless may not be cancelled without the express written consent of ERS Wireless. Approved cancellations will be subject to; reimbursement of all ERS Wireless costs and associated with the order, including shipping and restocking charges.

Product Changes. In the interest of continuous product improvement ERS Wireless or any Manufacturers represented by ERS Wireless may fill orders with goods having improvements or changes that are not shown in ERS Wireless' price catalogs or printed matter.

Warranty. New equipment sold by ERS Wireless carries the Warranty of the manufacturer unless other wise stated in the contract. These products must be properly installed, cared for, and operated under normal conditions, with competent supervision, and in accordance with the manufacturer's installation, operating and maintenance instructions.

ERS Wireless will not be responsible for performance deficiencies of the System caused by ancillary equipment, not furnished by ERS Wireless, attached to or used with the System provided hereunder. Additionally, ERS Wireless will not be responsible for System performance where the functionality is reduced for reasons beyond ERS Wireless' control including but not limited to i) the construction of a building that adversely affects the microwave path reliability or RF coverage; ii) the addition of additional frequencies at System sites that cause RF interference or intermodulation; iii) Customer changes to load usage and/or configuration outside the parameters originally specified; iv) any other act of parties who are beyond ERS Wireless' control, including Customer or its employees, contractors, consultants or agents.

Replacement parts purchased from ERS Wireless are warranted for a period of 90 days from date of invoice against defects in material and workmanship. Parts furnished by ERS Wireless on a warranty basis are warranted only to the expiration date of the warranty of the product they are a part of.

This warranty supersedes and is in lieu of all other warranties express or implied, and no person, agent, or Representative is authorized to give any additional warranty on behalf of ERS Wireless or assume for ERS Wireless any other liability in connection with any supplied product.

No warranty is given in connection with used products and equipment, or products or equipment altered or rebuilt, without ERS Wireless' or the manufacturer's written approval, unless otherwise specified.

General Indemnity. ERS Wireless agrees to indemnify and hold Customer harmless from all liabilities which may accrue against Customer on account of direct physical damage to tangible property or personal injury to the extent the damage or injury is caused by ERS Wireless' negligence, the actions or negligent inactions of ERS Wireless, or that of its employees, subcontractors, or agents while on the Customer's premises during the delivery, installation, or testing of the Communications System pursuant to this Agreement.

ERS Wireless indemnification of Customer under this section will be the full extent of ERS Wireless' Indemnification of Customer from liabilities that are in any way related to ERS Wireless' performance under this Agreement.

ERS Liability. ERS Wireless will use its best efforts to fill all orders given and accepted but it shall not be responsible or liable for delays or defaults occasioned by strikes, fires, floods, differences with workmen, accidents, the exercise of governmental authority, inability to obtain, or shortage of, materials, fuel, labor or transportation, for any reason, and all causes unavoidable or beyond ERS Wireless' control. ERS Wireless will not be responsible for any consequential damages arising from the installation or lack of performance of the equipment supplied on the face of this order.

Assignability. This Agreement may not be assigned by either party without the prior consent of the other party except that ERS Wireless may assign the Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. No assignment will release the assigning party from its obligations hereunder.

Title. Title of goods shipped by ERS Wireless will remain its property until full payment is received. ERS Wireless reserves the right to repossess all goods and remove without legal process, and that any payments which may have been made on account of same shall be retained by ERS Wireless as liquidated damages without prejudice to its right of recovery of further damage it may suffer from any cause.

Waiver. ERS Wireless' failure to object to provisions contained in the customer's order or any other communications shall not be deemed a waiver of the terms or conditions hereof nor acceptance of such provisions. No representations or guarantees other than those contained herein shall be binding upon ERS Wireless unless in writing and signed by an authorized officer of ERS Wireless.

Taxes. Any taxes that may be imposed upon the sale of the goods covered by this agreement, whether by Federal, State or Local Government, shall be paid by the buyer in addition to the specified purchase price.

Proprietary Rights. All plans, specifications, drawings and engineering data devised or designed by ERS Wireless shall remain the exclusive property of ERS Wireless and shall not be reproduced or altered excepting upon the written consent of authorized representatives of ERS Wireless.

Governing Law. This agreement shall be construed in accordance with the laws of and shall be deemed to have been executed in Ligonier, Indiana, Noble County.

City of Carmel

ONE CIVIC SQUARE

CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119100

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION
1/15/2026			371002	Provide, Install, Program, and Test Five New Tornado Sirens

EMERGENCY RADIO SERVICE LLC		ICS Department	
VENDOR PO BOX 711097		SHIP TO	10701 N. College Ave., Suite A
			Carmel, IN 46280-
CINCINNATI, OH 45271--1097		Kevin Cusimano	(317) 571-2576

PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS	FREIGHT
107748				
QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	EXTENSION

Department: 1115 Fund: 0 Capital Lease Fund

Account: 44-631.00

1 Each Federal Signal 2001-130 130 dB rotating electro-mechanical sirens \$243,870.09 \$243,870.09

Sub Total \$243,870.09



Quote #803-011426-01 Lease = 0

Send Invoice To:

ICS Department

Kevin Cusimano

10701 N. College Ave., Suite A

Carmel, IN 46280-

(317) 571-2576

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
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SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT

\$243,870.09

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A
PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

Kevin Cusimano
Director

Zac Jackson
CFO

TITLE

CONTROL NO. **119100**

Forté, Inc.
Information & Communication Systems Department - 2026
Appropriation #1115 101 43-509.00 Fund; P.O. #119167
Contract Not To Exceed \$81,800.00

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR GOODS AND SERVICES**

THIS AMENDMENT TO THE AGREEMENT FOR GOODS AND SERVICES ("Agreement") entered into by and between the City of Carmel and Forté, Inc., (the "Vendor"), as City Contract dated June 24, 2025 shall amend the terms of the Agreement by adding the additional services to be provided by Vendor consistent with the Scope of Work attached hereto and incorporated herein as Exhibit "A". The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

By:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

Forté, Inc.

By:

Rick Streb
Authorized Signature

Rick Streb

Printed Name

Executive Account Manager
Title

FID/TIN: _____

Date: 1-28-26

Retail Sales Agreement

FORTÉ

Reference Number: 1424297
Date: January 27, 2026

City of Carmel 2026 Renewal

Prepared By: Rick Streb
Phone:
Email: rick.streb@ourforte.com

FORTÉ
1256 Washington St, Columbus, IN 47201
Phone: (800)742-5036
Fax:

COMPANY	PROJECT SITE	INVOICE TO
City of Carmel 10701 N College Ave Suite A Carmel, IN 46280 Contact: Invoice Submission Phone: (317)571-2576 Email: kcusimano@carmel.in.gov,alunn@carmel.in.gov Account Number: COC0106	City of Carmel 10701 N College Ave Suite A Carmel, IN 46280 Contact: Phone: (317)571-2576 Email: Account Number: COC0106	City of Carmel 10701 N College Ave Suite A Carmel, IN 46280 Contact: Phone: Email: Account Number: COC0106

COMMENTS

PRODUCTS AND SERVICES SUMMARY

Equipment	\$0.00
Integration	\$0.00
PRO Support	\$81,800.00
Shipping & Handling	
Tax	\$0.00
Grand Total	\$81,800.00

Unless otherwise specified. The prices quoted reflect a discount for a cash payment (i.e., check, wire transfer) made by Customer in full within the time stated for payment on each invoice. Discount only applies to new items included on the invoice, and only applies if the balance on the invoice is paid in full.

All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Retail Sales Agreement.

FORTÉ's prices/rates provided in this quote and/or agreement do not reflect any applicable tariffs imposed by foreign or domestic governmental authorities. FORTÉ's prices are subject to change should applicable tariffs result in any price increase to the equipment purchased under this agreement.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event FORTÉ must pursue collection of unpaid invoices, Customer agrees to pay all of FORTÉ's costs of collection, including its attorneys' fees.

INVOICING AND PAYMENT TERMS

Customer and FORTÉ have agreed on the payment method of ACH. Payment must be remitted by stated method. To the extent Customer seeks the use of any payment methods other than stated, and that payment method results in an increased transaction cost to FORTÉ, the new payment must be approved in writing. The Customer shall be responsible for paying the increased transaction cost to FORTÉ associated with the change in payment method. Payments shall be made 30 days from invoice date. So long as the invoice has been sent and the Customer's payment is made within the terms work will continue.

Customer is to make payments to the following "Remit to" address:

FORTÉ
PO Box 842607
Kansas City, MO 64184-2607

If Payment Method is ACH: Customer must make all payments in the form of bank wire transfers or electronic funds transfers through an automated clearinghouse with electronic remittance detail, in accordance with the payment instructions FORTÉ provides on its invoice to Customer.

A monthly summary of detailed equipment received is available upon request. Equipment received may be different than equipment billed based on agreed billing method.

TAXES AND DELIVERY

Unless stated otherwise in the Products and Services Summary above, FORTÉ will add and include all applicable taxes, permit fees, license fees, and delivery charges to the amount of each invoice. Taxes will be calculated according to the state law(s) in which the product(s) and/or service(s) are provided. Unless Customer provides a valid tax exemption certificate for any tax exemption(s) claimed, FORTÉ shall invoice for and collect all applicable taxes in accordance with state law(s), and Customer will be responsible for seeking a tax credit/refund from the applicable taxing authority.

AGREEMENT TO QUOTE AND DOCUMENTS CONSTITUTING YOUR CONTRACT WITH FORTÉ

Customer hereby accepts the above quote for goods and/or services from FORTÉ. When duly executed and returned to FORTÉ, FORTÉ's Credit Department will check Customer's credit and approve the terms. After approval by FORTÉ's Credit Department and signature by FORTÉ, this Retail Sales Agreement will, together with the FORTÉ General Terms & Conditions (which can be found at <https://www.ourforte.com/terms-and-conditions>) form a binding agreement between Customer and FORTÉ. This Retail Sales Agreement and the FORTÉ General Terms & Conditions of Sale (the T&Cs) are referred to collectively as the Agreement. If not defined in this Agreement, all capitalized terms shall have the meaning given to them in the T&Cs. Should FORTÉ's Credit Department determine at any point prior to FORTÉ commencing work that Customer's credit is not adequate, or should it otherwise disapprove of the commercial terms, FORTÉ reserves the right to terminate the Agreement without cause and without penalty to FORTÉ.

AGREED AND ACCEPTED BY

_____ Company	_____ FORTÉ Company
_____ Signature	_____ Signature
_____ Printed Name	_____ Printed Name
_____ Date	_____ Date

CONFIDENTIAL INFORMATION

The company listed in the "Prepared For" line has requested this confidential price quotation, and shall be deemed "Confidential Information" as that term is defined in the T&Cs. This information and document is confidential and is intended solely for the private use of the customer identified above. Customer agrees it will not disseminate copies of this quote to any third party without the prior written consent of FORTÉ. Sharing a copy of this quote, or any portion of the Agreement with any competitor of FORTÉ is a violation of this confidentiality provision. If you are not the intended recipient of this quote (i.e., the customer), you are not properly in possession of this document and you should immediately destroy all copies of it.

PRODUCTS AND SERVICES DETAIL

PRO SUPPORT:

<u>Model #</u>	<u>Mfg</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Extended</u>
AVISSACUSTOM	FORTE	Quote 1399836 - City of Carmel Arts District Outdoor Audio System Support Agreement - 2 System Health Checks (1/1/26 - 12/31/26)	1	\$7,550.00	\$7,550.00
AVISSACUSTOM	FORTE	Quote 1400008 - City of Carmel Brookshire System Support Agreement - 2 System Health Checks (1/1/26 - 12/31/26)	1	\$7,550.00	\$7,550.00
AVISSACUSTOM	FORTE	Quote 1400010 - City of Carmel Carter Green System Support Agreement - 2 System Health Checks (1/1/26 - 12/31/26)	1	\$7,550.00	\$7,550.00
AVISSACUSTOM	FORTE	Quote 1400011 - City of Carmel City Hall System Support Agreement - 4 System Health Checks (1/1/26 - 12/31/26)	1	\$10,650.00	\$10,650.00
AVISSACUSTOM	FORTE	Quote 1400014 - City of Carmel EOC System Support Agreement - 4 System Health Checks (1/1/26 - 12/31/26)	1	\$10,650.00	\$10,650.00
AVISSACUSTOM	FORTE	Quote 1400018 - City of Carmel Fire Department System Support Agreement - 4 System Health Checks (1/1/26 - 12/31/26)	1	\$10,650.00	\$10,650.00
AVISSACUSTOM	FORTE	Quote 1400019 - City of Carmel Midtown Plaza System Support Agreement - 2 SHC (1/1/26 - 12/31/26)	1	\$7,550.00	\$7,550.00
AVISSACUSTOM	FORTE	Quote 1400021 - City of Carmel - Police Department System Support Agreement - 4 System Health Checks (1/1/26 - 12/31/26)	1	\$10,650.00	\$10,650.00
AVISSACUSTOM	FORTE	Quote 1400027 - City of Carmel Council Chambers System Support Agreement - 3 System Health Checks (8/5/26 - 12/31/26)	1	\$9,000.00	\$9,000.00

Refer to Page 1 for the Grand Total that includes Taxes, and Shipping & Handling.

ON CALL SERVICE & SYSTEM HEALTH CHECKS TO BE PROVIDED

FORTÉ agrees to provide on call service and preventive System Health Checks for the sites and locations shown below.

FORTÉ will schedule and perform two (2) preventive System Health Checks per location scheduled in the spring and fall of the year at mutually agreeable dates and times.

The conference rooms at the Fire Department will include two (2) additional System Health Checks

The conference rooms, training room and court at the Police Department will include two (2) additional System Health Checks for a total of four done quarterly.

The Mayors conference room will include two (2) additional System Health Checks for a total of four done quarterly.

The EOC will include two (2) additional System Health Checks for a total of four done quarterly.

The Council Chambers will include two (2) additional System Health Checks for a total of four done quarterly.

The City of Carmel must provide lifts as required for maintenance of video wall and speakers.

=====

Quote 1399836 - City of Carmel Arts District Outdoor Audio System Support Agreement - 2 System Health Checks (1/1/26 - 12/31/26)

Areas Covered:

Monon Plaza Audio
Main & Veterans Way Audio
1st on Main Parking Audio

=====

Quote 1400008 - City of Carmel Brookshire System Support Agreement - 2 System Health Checks (1/1/26 - 12/31/26)

Areas Covered:

Balcony
Banquet Hall
Café
Conference Room
Headend
Outdoor Paging
Pro Shop

=====

Quote 1400010 - City of Carmel Carter Green System Support Agreement - 2 System Health Checks (1/1/26 - 12/31/26)

Areas Covered:

Outdoor Audio & Projector Mapping

=====

Quote 1400011 - City of Carmel City Hall System Support Agreement - 4 System Health Checks 1/1/26 - 12/31/26)

Areas Covered:

Mayors Conference Room

Quote 1400014 - City of Carmel EOC System Support Agreement - 4 System Health Checks (1/1/26 - 12/31/26)

Areas Covered:
Emergency Operations Center
Directors Office
Small Office 1
Small Office 2
Small Office 3

Quote 1400018 - City of Carmel Fire Department System Support Agreement - 4 System Health Checks (1/1/26 - 12/31/26)

Areas Covered:
Safe House
Room 312 - Social Room
Room 220 - Chiefs Conference Room
Room 219 - Conference Room
Room 217 - 30 Person Conference Room
Room 205 - Conference Room
Fire Buffs Museum
1st, 2nd, & 3rd Floor Headend

Quote 1400019 - City of Carmel Midtown Plaza System Support Agreement - 2 System Health Checks (1/1/26 - 12/31/26)

Areas Covered:
Outdoor Audio System & Video Wall

Quote 1400021 - City of Carmel - Police Department System Support Agreement - 4 System Health Checks (1/1/26 - 12/31/26)

Areas Covered:
Room 231 - Judges Chambers
Room 146 - Investigation Conference Room
Room 110 - Training Room
Room 109 - Conference Room
Room 010 - Roll Call Conference Room
Courtroom
2nd Floor Headend - Courtroom
1st Floor Headend

Quote 1400027 - City of Carmel Council Chambers System Support Agreement - 3 System Health Checks (8/5/26 - 12/31/26)

Areas Covered:
Council Chambers

PREPAID BLOCK

PREPAID SERVICE CONTRACT 1332044

The customer has a PREPAID SERVICE CONTRACT with a balance of \$56,771 as of 1/16/2026. Hourly labor will be charged against this contract with the current rates.

HOURLY RATES

Project Management	\$178.00 / hour
Engineering	\$180.00 / hour
Programming	\$190.00 / hour
Integration	\$175.00 / hour

PREPAID BLOCK DEFINITIONS

Preventive Maintenance – FORTÉ personnel perform the necessary cleaning, adjustments, functional tests, and replacement of parts to keep the equipment in good and efficient operating condition. Any repairs or operating instructions will be done at this time.
Remote Diagnostics – a service whereby remote calls are made to communications and terminal equipment via Customer provided analog line or IP connection to determine network and/or board-level failures and remedies. Only available where equipment is capable and configured by FORTÉ to provide same.

PREPAID BLOCK TERMS

Labor Hours

- All labor costs for services rendered will be applied against the contract amount
- Service and support outside of normal business hours (Mon – Fri / 8 am – 5 pm) will be calculated at 1.5 times the actual hours
- Technician travel time for on-site services is calculated portal-to-portal
- Any additional service hours requested beyond the contract amount will be additionally invoiced at the contract rate

Parts, Materials, and Other Expenses

- At the Customer's option, the Prepaid Block may also be applied against the cost of all parts, materials, and other expenses costs for services provided rendered; or
- Any additional parts, materials, and other expenses services costs beyond will be additionally invoiced

Coverage Dates – Unless otherwise stated, the service coverage date will be effective as of the FORTÉ Prepaid Block invoicing date. FORTÉ reserves the right to withhold services until the invoice is paid in full.
Subject to any limitation under applicable law, unused Prepaid Blocks expire 24 months after issuance.

SPARE PARTS STORED AT DATA CENTER

The items shown below are **(OFE - Owner Furnished Equipment)** currently in the possession of the City of Carmel to be utilized when needed to get the system/systems running as quickly as possible.

The spare parts are stored at the customers' location and AVI will utilize the spare parts kit to provide replacement for failed components. The component needing repair will be returned to the manufacturer for evaluation to determine if the component can be repaired under warranty. If the component is repaired under warranty the unit will be returned to the customer to replenish the spare parts stock. Labor and travel time to and from the job site for removal and replacement will be charged separately.

If the component is not under warranty, we will determine if the component can be repaired or if the unit needs replaced. AVI will provide a quote to the customer for the cost of repair or replacement of the failed component. If approved the failed component will be repaired or replaced and returned to the customer for use the next time a component fails. Any repair charges, equipment charges and labor will be charged separately.

MIDTOWN PLAZA

Qty	Make	Model	Description
3	JBL	CBT1000	Speaker
3	JBL	CBT100 LA-1	Speaker
1	JBL	CBT 50LA-1	Speaker
1	Origin Acoustics	LSB64	Landscape Speaker
1	Novastar	P.M.DDBC012-00001	Video Wall Controller
2	Neoti	LED Board	Spare LED Board
1	Neoti	Power Supply	Spare Power Supply
1	Denon	DN-500BD-MKII	DVD Player
1	QSC	CK-Q3K8	Amplifier

CARTER GREEN

Qty	Make	Model	Description
4	Klipsch	PRO-650T-LS	Landscape Speaker
4	Klipsch	CA-650T	Pole Speaker
1	Winegard	FL6550A	Antenna
2	QSC	QIO-ML2X2	Audio I/O
1	QSC	CX-Q4K8	Amplifier
1	LEA	354D	Network Amplifier

ARTS DISTRICT

Qty	Make	Model	Description
2	Klipsch	PR-1-SM	Speaker Mount
2	QSC	SPA2-200-NA	Amplifier

FIRE HEADQUARTERS

Qty	Make	Model	Description
1	QSC	NC-12X80	Network Camera
1	Epson	ELPEC01	External Camera
5	Klipsch	IC-800-T	Speakers
2	Klipsch	IC-525-T	Speakers
2	QSC	AD-6T-LP	Speakers

CITY WIDE SPARES

Qty	Make	Model	Description
1	Extron	60-1417-01A	IPCP Pro350 Controller
1	Shure	QLXD124/85=H50	Wireless Mic Kit
1	Shure	QLXS124/85=G50	Wireless Mic Kit
1	AtteroTech	UND40	Dante 4 Out Interface
1	QSC	IO 8 Flex	I/O Device
1	QSC	Core110f	Core Processor
9	Logitech	MK540	Wireless Keyboard/Mouse
6	Icron	3104 PRO	USB Extender
10	Grommes	SLS	Lightning Suppressor

CRESTRON SPARES

Qty	Make	Model	Description
3	Crestron	DM-NVX 360C	Card Encoder/Decoder
3	Crestron	DM-NVX-E760C	Card DM Encoder
5	Crestron	PWE-4803RU	POE Power Supply
2	Crestron	DM-NVX-360	Encoder/Decoder
1	Crestron	CP4N	Control Processor
1	Crestron	TSS-770-B-S	7" Wall Mount Touch Panel
1	Crestron	TSW-770-LB-B-S	Room Availability Light Bar
8	Crestron	DM-NVX-D30	Decoders

CONTACTS

FORTÉ Service team can be reached by:

- National Support Phone: 800-488-4954
- Local Branch support number: 800-742-5036
- email: support@ourforte.com
- Portal: Contact your local FORTÉ representative for instructions.

SYSTEM SUPPORT DEFINITIONS

System – Defined as the items listed in the Products and Services Detail section of this Agreement or listed on an attached Equipment List with the exception of Consumables, Owner Furnished Equipment, and Obsolete Equipment.

Remote Support – Means a service whereby remote calls made to communications and terminal equipment via Customer provided IP connection to determine failures and remedies. Only available where equipment is capable and configured by FORTÉ to provide same.

Onsite Support - Service level response assumes customer location is within 60 miles of an FORTÉ Service Center. Additional travel costs may apply if the customer location is beyond 60 miles of an FORTÉ Service Center.

Consumables – Means parts such as recording media, batteries, projection lamps and bulbs, etc. Consumables are parts that are not included under this Agreement.

Obsolete Equipment – Defined as items (though possibly still in use) that are outdated with no manufacturer support or parts availability, or products with formal end of life as defined by their manufacturer. Obsolete Equipment are parts that are not included under this Agreement.

Software Update Assistance – Defined as revisions of existing software which provide maintenance to correct software errors. Assumes software is provided at no charge by the manufacturer or covered under a valid manufacturer maintenance contract. Cascading software dependencies may impact ability to issue updates. Software and features which require additional licensing are not included under this Agreement. Changes to custom templates or scripts after initial deployment are available separate from this agreement.

SYSTEM SUPPORT TERMS

Coverage Dates – Unless otherwise stated, the service coverage date will be effective as of substantial completion or System Support Agreement invoice date; whichever is applicable. Coverage will extend for the duration specified by the corresponding line item description found in the Product and Services Detail section of this Agreement. FORTÉ reserves the right to withhold services until the invoice is paid in full.

Exclusions – For situations where FORTÉ is providing service or support under this Agreement, no cost service, maintenance or repair shall not apply to the Equipment if any person other than an FORTÉ technician or other person authorized by FORTÉ, without FORTÉ prior written consent, improperly wires, integrates, repairs, modifies or adjusts the Equipment or performs any maintenance service on it during the term of this Agreement. Furthermore, any Equipment service, maintenance or repair shall not apply if FORTÉ determines, in its sole discretion, that the problems with the Equipment were caused by (a) Customer's negligence; or (b) theft, abuse, fire, flood, wind, lighting, unreasonable power line surges or brownouts, or acts of God or public enemy; or (c) use of any equipment for other than the ordinary use for which such equipment was designed or the purpose for which such equipment was intended, or (d) operation of equipment within an unsuitable operating environment, or (e) failure to provide a suitable operating environment as prescribed by equipment manufacturer specifications, including, without limitation, with respect to electrical power, air conditioning and humidity control.

Systems Support Terms are in addition to FORTÉ's General Terms and Conditions of Sale.

City of Carmel

ONE CIVIC SQUARE
CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119167

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION		
1/27/2026			378379	City of Carmel 2026 Renewal - AV Maintenance		
FORTE VENDOR PO BOX 842607 KANSAS CITY, MO 64184--2607				ICS Department SHIP TO 10701 N. College Ave., Ste. A Carmel, IN 46280- Kevin Cusimano (317) 571-2576		
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS		FREIGHT	
107962						
QUANTITY	UNIT OF MEASURE		DESCRIPTION		UNIT PRICE	EXTENSION

Department: 1115 Fund: 101 General Fund

Account: 43-509.00

1 Each

AV Maintenance

\$81,800.00

\$81,800.00

Sub Total

\$81,800.00



Send Invoice To:

ICS Department

Kevin Cusimano

10701 N. College Ave., Ste. A

Carmel, IN 46280-

(317) 571-2576

Reference #1424297

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
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SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT

\$81,800.00

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A
PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

Kevin Cusimano
Director

Zac Jackson
CFO

TITLE

CONTROL NO. **119167**

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR GOODS AND SERVICES**

APPROVED
By: Sergey Grochukhin at 9:26 am, Jan 23, 2026

THIS AMENDMENT TO THE AGREEMENT FOR GOODS AND SERVICES ("Agreement") entered into by and between the City of Carmel and Insight Public Sector, Inc., (the "Vendor"), as City Contract dated October 7, 2020 shall amend the terms of the Agreement by adding the additional services to be provided by Vendor consistent with the Scope of Work attached hereto and incorporated herein as Exhibit "A". The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

Insight Public Sector, Inc.

By:

By:

Laura Campbell, Presiding Officer

Scott Friedlander
Scott Friedlander (Jan 22, 2026 14:04:05 EST)

Authorized Signature

Date: _____

Scott Friedlander
Printed Name

James Barlow, Member

SVP, Public Sector
Title

Date: _____

Alan Potasnik, Member

FID/TIN: 36-3949000

Date: _____

ATTEST:

Date: 1/22/2026

Jacob Quinn, Clerk

Date: _____



City of Carmel, Indiana

1/22/2026

Page 1 of 2

Exhibit A

Quotation:	1025-City of Carmel, IndianaVer1-MSEA-JZM	Subscription Start Date: 2/1/2026						
Date:	January 20, 2026	Subscription End Date: 1/31/2029						
Enrollment:	Preliminary Renewal Quote							
Contract:	0							
Year One:	12 Months							
Part Number	Item Name	Level	Purchase Period	Pool	Product Type	Quantity	Term Price	Extended Price
Enterprise Products								
AAD-34704	M365 G3 Unified FUSL GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	870	\$391.18	\$ 340,326.60
Additional Products								
3MS-00002	Exchange Online P1 GCC SU Exchange Online Kiosk Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	35	\$15.19	\$ 531.65
CFG-00002	Azure Information Protection Premium P2 GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	955	\$27.66	\$ 26,415.30
AAA-35418	Azure Monetary Commitment Provision	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	1	\$0.00	-
3GU-00001	Defender O365 P1 GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	955	\$18.52	\$ 17,686.60
MQN-00002	Entra ID P2 Gov SU Entra ID P1 Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	40	\$27.66	\$ 1,106.40
AAD-63092	M365 F3 Unified GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	85	\$84.34	\$ 7,168.90
7MS-00001	Planner & Project P3 GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	2	\$277.09	\$ 554.18
SEL-00001	Power Apps Premium GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	10	\$217.32	\$ 2,173.20
SFR-00001	Power Automate GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	15	\$162.99	\$ 2,444.85
DDJ-00001	Power BI Pro GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	65	\$101.50	\$ 6,597.50
NYH-00001	Teams AC with Dial Out US/CA GCC Sub Add-on	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	955	\$0.00	-
LM9-00003	Teams Domestic Calling Plan GCC Sub 120 Min Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	3	\$65.20	\$ 195.60
VA1-00001	Teams Rooms Pro GCC Sub Per Device	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	25	\$434.65	\$ 10,866.25
P3U-00001	Visio P2 GCC Sub Per User	D	Non-Specific	Applications	Monthly Subscriptions-VolumeLicense	12	\$138.54	\$ 1,662.48
VRM-00001	Win OLS Activation User GCC Sub Per User	D	Non-Specific	Systems	Monthly Subscriptions-VolumeLicense	870	\$0.00	-
						12 Month Total:		\$ 417,729.51
Enterprise Products								
AAD-34704	M365 G3 Unified FUSL GCC Sub Per User	D	Non-Specific	Servers	Monthly Subscriptions-VolumeLicense	870	\$391.18	\$ 340,326.60
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VRM-00001	Win OLS Activation User GCC Sub Per User	D	Non-Specific	Systems	Monthly Subscriptions-VolumeLicense	870	\$0.00	\$ -
12 Month Total:							\$	417,729.51

Confidential.

EA Monthly Subscriptions

Thank you for the opportunity to quote.

City of Carmel

ONE CIVIC SQUARE

CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119130

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE		DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION		
1/21/2026				372300	Microsoft Renewal		
INSIGHT PUBLIC SECTOR, INC.				ICS Department			
VENDOR PO BOX 731072				SHIP TO	10701 N. College Ave., Ste. A		
DALLAS, TX 75373--1072					Carmel, IN 46280-		
					Kevin Cusimano (317) 571-2576		
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS			FREIGHT	
107820							
QUANTITY	UNIT OF MEASURE		DESCRIPTION			UNIT PRICE	EXTENSION

Department: 1115 Fund: 101 General Fund

Account: 43-556.00

1 Each

Microsoft renewal

\$454,508.67

\$454,508.67

Sub Total \$454,508.67



Send Invoice To:

ICS Department

Kevin Cusimano

10701 N. College Ave., Ste. A

Carmel, IN 46280-

(317) 571-2576

Quotation: 1025-City of Carmel, IndianaVer1-MSEA-JZM Coverage Dates:
2/1/26 - 1/31/29

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
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SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT

\$454,508.67

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A
PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

Kevin Cusimano
Director

Zac Jackson
CFO

TITLE

CONTROL NO. **119130**

**ADDITIONAL SERVICES AMENDMENT TO
AGREEMENT FOR GOODS AND SERVICES**

APPROVED
By Gregory Ginechuk/lin at 10:44 am, Jan 27, 2026

THIS AMENDMENT TO THE AGREEMENT FOR GOODS AND SERVICES ("Agreement") entered into by and between the City of Carmel and Trugreen (the "Vendor"), as City Contract dated March 7, 2018 shall amend the terms of the Agreement by adding the additional services to be provided by Vendor consistent with the Scope of Work attached and incorporated herein as Exhibit "A." The terms and conditions of the Agreement shall not otherwise be affected by this Additional Services Amendment and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as follows:

CITY OF CARMEL, INDIANA
by and through its Board of Public
Works and Safety

By:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____

Trugreen

By:

Authorized Signature

Printed Name

Title

FID/TIN: _____

Date: _____

Exhibit A



James Pratt
11755 Technology Drive
Fishers, IN 46038

Phone: 317-710-1160

Customer Information

BILL TO:

CITY OF CARMEL
3400 W 131ST ST
CARMEL, IN 46074

Phone: 3177332001

Detail of Charges

Service Location	Line Item Description	Round #	Round Description	Recommended	Total Price
116TH AND RANGELINE 116TH AND RANGELINE RD CARMEL, IN 46032	Lawn Service	2	Late Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control (As Needed/Weather Dependent)		\$135.00
116TH AND RANGELINE 116TH AND RANGELINE RD CARMEL, IN 46032	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$135.00
116TH AND RANGELINE 116TH AND RANGELINE RD CARMEL, IN 46032	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$135.00
116TH AND RANGELINE 116TH AND RANGELINE RD CARMEL, IN 46032	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$135.00
116TH AND RANGELINE 116TH AND RANGELINE RD CARMEL, IN 46032	TruShrub Spring Fertilization	2	Root Zone Fertilization		\$225.00
116TH AND RANGELINE 116TH AND RANGELINE RD CARMEL, IN 46032	TruShrub Tree & Shrub Fertilizer	6	Root Zone Fertilization		\$225.00
CITY OF CARMEL-IN R.O.W. 3400 W 131ST ST CARMEL, IN 46074	Aeration and Seeding	10	Fall aeration and overseeding to reduce thatch, alleviate		\$1,375.00

			compaction and improve turf density.		
CITY OF CARMEL-IN R.O.W. 3400 W 131ST ST CARMEL, IN 46074	Lawn Fungicide Service	3	Controls current disease and prevents further spread		\$1,508.00
CITY OF CARMEL-IN R.O.W. 3400 W 131ST ST CARMEL, IN 46074	Lawn Fungicide Service	5	Controls current disease and prevents further spread		\$1,508.00
IN ROW 3400 W 131ST ST WESTFIELD, IN 46074	Lawn Service	2	Late Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control (As Needed/Weather Dependent)		\$46,742.50
IN ROW 3400 W 131ST ST WESTFIELD, IN 46074	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$43,003.10
IN ROW 3400 W 131ST ST WESTFIELD, IN 46074	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$43,003.10
IN ROW 3400 W 131ST ST WESTFIELD, IN 46074	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$43,003.10
IN ROW 3400 W 131ST ST WESTFIELD, IN 46074	Armyworm Control	10			\$13,544.10
IN ROW 3400 W 131ST ST WESTFIELD, IN 46074	Grub Preventative	10	Preventative treatment for sub-surface grub activity		\$21,501.00
IN ROW 3400 W 131ST ST WESTFIELD, IN 46074	Weed Control Service	3			\$450.00
IN ROW 3400 W 131ST ST WESTFIELD, IN 46074	Weed Control Service	4			\$450.00
IN ROW 3400 W 131ST ST WESTFIELD, IN 46074	TruShrub Spring Fertilization	2	Root Zone Fertilization		\$24,990.72
IN ROW 3400 W 131ST ST WESTFIELD, IN 46074	TruShrub Tree & Shrub Fertilizer	6	Root Zone Fertilization		\$24,990.72
OLD MERIDIAN CENTER MEDIA OLD MERIDIAN AND CARMEL DRIVE CARMEL, IN 46032	Lawn Service	2	Late Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control (As Needed/Weather Dependent)		\$65.00
OLD MERIDIAN CENTER MEDIA OLD MERIDIAN AND CARMEL DRIVE CARMEL, IN 46032	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$65.00
OLD MERIDIAN CENTER MEDIA OLD MERIDIAN AND	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$65.00

CARMEL DRIVE CARMEL, IN 46032				
OLD MERIDIAN CENTER MEDIA OLD MERIDIAN AND CARMEL DRIVE CARMEL, IN 46032	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)	\$65.00

Subtotal: \$267,319.34
Total Sales Tax Amount: \$0.00
Grand Total: \$267,319.34

Description:

Standard Terms and Conditions

- 1. Term.** The term of this Agreement shall one (1) year from the date signed by you, the Customer.
- 2. Price increases.** Prices of services provided in this agreement may be increased should you add property under this agreement, or in the event of increases in the cost of fuel, material, or labor, or costs incurred by TruGreen due to government regulation and other causes. In addition, TruGreen may elect to increase the price of services under this agreement after the first year, or after any subsequent anniversary date of the agreement by a percentage amount not to exceed five percent (5%) of the then current price, or consistent with any increase in the current consumer price index, whichever is greater. TruGreen shall not increase its prices on an elective basis more frequently than once during any agreement year.
- 3. Payment Terms.** Payment is due to TruGreen within 30 days after the invoice date. In the event you fail to make payment when due, TruGreen reserves the right to terminate this Agreement. A late service fee equal to the lesser of 15% per month (18% a.p.r.) or the maximum interest rate allowed by law will be charged on any balance unpaid over thirty (30) days. A service charge of \$25.00 will be charged for any returned check. Should it become necessary to bring an action to collect amounts due under this agreement, you agree to pay all costs of such collection including, but not limited to, any reasonable attorney's fees or other professional fees and court costs.
- 4. Check processing policy ACH.** When you provide a check as payment, you authorize TruGreen either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. If TruGreen uses information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. Returns: in the event that your payment is returned unpaid, you authorize us the option to collect a fee as allowed by law through an electronic fund transfer from your account.
- 5. Termination.** In the case of your non-payment or default, TruGreen has the right to terminate this Agreement immediately upon notice to you. TruGreen may terminate this Agreement for convenience upon thirty (30) days prior written notice to you. You may cancel this Agreement for material breach by TruGreen, provided that you give TruGreen written notice of the details of the breach, and thereafter TruGreen fails to cure the breach within thirty (30) days after said notice. (a). Additional termination provisions for landscape companies, property management companies, agents and other similar entities: To the extent you represent one or more property owners and/or properties covered under this agreement, and in the event such owner terminates your contract with regard to one or more properties, then upon notice to TruGreen, you may terminate this Agreement only as it relates to such property for which owner terminated its contract with you. To the extent that this Agreement applies to other properties, not terminated by the owner, this Agreement shall continue in full force and effect with regard to such other properties.
- 6. Sale of Property.** You agree to notify TruGreen in writing immediately in the event that you sell any property which is the subject of this Agreement. TruGreen shall make the appropriate adjustment in price to accommodate the reduction of square footage treated in the event that property is sold. In the event all property which is the subject of the Agreement is sold, this Agreement shall be terminated upon receipt by TruGreen of your written notice that you have sold the property. Should you fail to notify TruGreen as required in this provision, you agree to indemnify TruGreen for any damages incurred as a result of your failure to notify.
- 7. LIABILITY.** TRUGREEN IS RESPONSIBLE FOR DIRECT DAMAGES RESULTING FROM ITS NEGLIGENCE OR BREACH OF THIS AGREEMENT. BUT IS NOT RESPONSIBLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR SPECIAL DAMAGES ARISING OR RESULTING FROM THE PERFORMANCE OR NONPERFORMANCE OF ANY OBLIGATIONS UNDER THE AGREEMENT INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR INCOME, REGARDLESS OF THE BASIS FOR THE CLAIM.
- 8. Duty to Inspect.** You have a duty to inspect the property within fifteen (15) days after service has been performed by TruGreen. If you believe TruGreen provided deficient work, you agree to notify TruGreen immediately in writing. If written notice is not received by TruGreen within fifteen (15) days after the date of service, you agree that any and all claims alleging damage of any nature or to recover past payments and/or rights to withhold future payments due under this Agreement are waived.
- 9. Notice to tenants, employees, invitees.** To the extent necessary, you have a duty to notify all tenants, employees, visitors and any other invitee on the premises of a scheduled service prior to the performance of any scheduled service by TruGreen.
- 10. No Warranties.** Except as expressly set forth in this Agreement. TruGreen makes no warranty or representation of any kind, expressed or implied, concerning either products used or services performed, including no implied warranty of merchantability or fitness of the product for any particular purpose, and no such warranty shall be implied by law, usage of trade, course of performance, course of dealing, or on any other basis.
- 11. Force majeure.** Except for the payment of TruGreen's invoices owed by you, if either TruGreen or you shall be prevented or delayed in the performance of any or all of the provisions of this Agreement, by reason of any labor dispute, industry disturbance, delay in transportation, governmental regulatory or legal action, act of God or any cause beyond such part's control, the obligations hereunder of such party shall be extended for as long as such cause shall be in effect and any delay or loss suffered by the other party shall not be chargeable in any way to such party; provided, however, the other party suffering such cause shall immediately notify the other party of such inability and shall use reasonable efforts to remedy same with all reasonable dispatch. If any event of force majeure should prevent a party from performing its obligations under this Agreement for a period of ninety consecutive (90) days, the other party shall have the right to cancel this Agreement upon notice to the party unable to perform its obligations.
- 12. No assignment.** You shall not have the right to assign this Agreement or agree to the transfer of this Agreement by operation of law or otherwise without the prior written consent of TruGreen. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and to any permitted successors and assigns.
- 13. Watering, Cultural Practices.** The success of this program depends on proper watering, mowing and cultural practices. Some products used by TruGreen may include label directions requiring the watering of the material after application. If any of these products are used on the property, TruGreen will provide you with watering instructions following the application and you agree to assume such watering responsibility. Climate conditions, soil conditions, plant diseases, plant material, and miscellaneous external factors will impact response to treatment. Results for difficult-to-control diseases will vary depending on environment, culture and agronomic programs used or treatment applied. Treatment for diseases may include additional cost. Consult your TruGreen specialist for details.
- 14. Modification of program.** This program consists of lawn care and/or tree and shrub care as indicated above. Specific products, rates of application and method of application will vary with the season, weather conditions, and the needs of your lawn as determined by your TruGreen specialist. Your regularly scheduled programs may be modified depending on the weather and the condition of your landscape. The application methods and procedures used to perform service under this Agreement will be determined solely by TruGreen. Your TruGreen specialist will keep you informed on any modifications to this schedule.
- 15. Insects and Borers.** Total insect elimination is not desirable with any program because beneficial insects will be lost along with the targeted pests. Plants invaded by borers have a high probability of death or decline. Sound cultural practices and control applications may extend the life of some plant species. Treatment for boring insects may include additional cost. Consult your TruGreen specialist with details
- 16. Authorization to provide Service.** TruGreen agrees to furnish labor and materials for purposes of this Agreement and is authorized by you to treat the property at the address shown above. You represent and warrant to TruGreen that you are the owner of said property, or in the event that you are not the owner of the property to which this Agreement applies, you represent and warrant that you have the legal authority to execute and bind the owner of the property to the terms and conditions of this Agreement.
- 17. MANDATORY ARBITRATION.** Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ("Claim"), arising out of or relating to this agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association (AAA), under the AAA Commercial or Consumer,

as applicable. Rules in effect at the time the Claim is filed ("AAA Rules"). Copies of the AAA Rules and forms can be located at www.adr.org, or by calling 1-800-778-7879. The arbitrator's decision shall be final, binding, and non-appealable. Judgment upon the award may be entered and enforced in any court having jurisdiction. This clause is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act. Neither party shall sue the other party other than as provided herein or for enforcement of this clause or of the arbitrator's award; any such suit may be brought only in Federal District Court for the District or, if any such court lacks jurisdiction, in any state court that has jurisdiction. The arbitrator, and not any federal, state, or local court, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, unconscionability, arbitrability, enforceability or formation of this Agreement including any claim that all or any part of the Agreement is void or voidable. However, the preceding sentence shall not apply to the clause entitled "Class Action Waiver."

18. **CLASS ACTION WAIVER.** Any Claim must be brought in the parties' individual capacity, and not as a plaintiff or class member in any purported class, collective, representative, multiple plaintiffs, or similar proceeding ("Class Action"). The parties expressly waive any ability to maintain any Class Action in any forum. The arbitrator shall not have authority to combine or aggregate similar claims or conduct any Class Action nor make an award to any person or entity not a party to the arbitration. Any claim that all or part of this Class Action Waiver is unenforceable, unconscionable, void, or voidable may be determined only by a court of competent jurisdiction and not by an arbitrator.

THE PARTIES UNDERSTAND THAT THEY WOULD HAVE HAD A RIGHT TO LITIGATE THROUGH A COURT, TO HAVE A JUDGE OR JURY DECIDE THEIR CASE AND TO BE PARTY TO A CLASS OR REPRESENTATIVE ACTION. HOWEVER, THEY UNDERSTAND AND CHOOSE TO HAVE ANY CLAIMS DECIDED INDIVIDUALLY, THROUGH ARBITRATION.

19. Unless expressly noted otherwise herein, this Agreement and any invoice issued by TruGreen pursuant to the terms hereof, set forth the entire understanding of the parties, and supersede any and all proposals, negotiations, representations and prior agreements relating to the subject matter of this Agreement, written or otherwise, including, without limitation any sales agreement previously executed by the parties. To the extent that any terms set forth in an invoice should conflict with the terms set forth in this Agreement, this Agreement shall control. No terms, conditions, or warranties other than those stated herein or in any invoice issued by TruGreen, and no agreements or understanding, oral or written, in any way purporting to modify these conditions shall be binding on the parties hereto unless hereafter made in writing and signed by authorized representatives of both parties.

20. This customer service Agreement is only valid if accepted by you within 30 days of the date submitted to customer.

By: _____ Date: _____
REPRESENTATIVE/GENERAL MANAGER

Print Name: _____ Date: _____
AUTHORIZED AGENT/CUSTOMER

Customer Signature: _____ Date: _____
AUTHORIZED AGENT/CUSTOMER



James Pratt
11755 Technology Drive
Fishers, IN 46038

Phone: 317-710-1160

Customer Information

BILL TO:

CITY OF CARMEL
3400 W 131ST ST
CARMEL, IN 46074

Phone: 3177332001

Detail of Charges

Service Location	Line Item Description	Round #	Round Description	Recommended	Total Price
OUT OF ROW 3400 W 131ST ST CARMEL, IN 46074	Lawn Service	2	Late Spring - Fertilizer, broadleaf weed, crabgrass and pre-emergent weed control (As Needed/Weather Dependent)		\$250.00
OUT OF ROW 3400 W 131ST ST CARMEL, IN 46074	Lawn Service	3	Early Summer - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$230.00
OUT OF ROW 3400 W 131ST ST CARMEL, IN 46074	Lawn Service	5	Early Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$230.00
OUT OF ROW 3400 W 131ST ST CARMEL, IN 46074	Lawn Service	6	Fall - Fertilizer, broadleaf weed control (As Needed/Weather Dependent)		\$230.00
OUT OF ROW 3400 W 131ST ST CARMEL, IN 46074	Armyworm Control	10			\$72.44
OUT OF ROW 3400 W 131ST ST CARMEL, IN 46074	Grub Preventative	10	Preventative treatment for sub-surface grub activity		\$115.00
OUT OF ROW 3400 W 131ST ST CARMEL, IN 46074	TruShrub Spring Fertilization	2	Root Zone Fertilization		\$2,993.68
OUT OF ROW 3400 W 131ST ST CARMEL, IN 46074	TruShrub Tree & Shrub Fertilizer	6	Root Zone Fertilization		\$2,993.68

Subtotal: \$7,114.80
Total Sales Tax Amount: \$0.00
Grand Total: \$7,114.80

Description:

Standard Terms and Conditions

1. **Term.** The term of this Agreement shall one (1) year from the date signed by you, the Customer.
2. **Price increases.** Prices of services provided in this agreement may be increased should you add property under this agreement, or in the event of increases in the cost of fuel, material, or labor, or costs incurred by TruGreen due to government regulation and other causes. In addition, TruGreen may elect to increase the price of services under this agreement after the first year, or after any subsequent anniversary date of the agreement by a percentage amount not to exceed five percent (5%) of the then current price, or consistent with any increase in the current consumer price index, whichever is greater. TruGreen shall not increase its prices on an elective basis more frequently than once during any agreement year.
3. **Payment Terms.** Payment is due to TruGreen within 30 days after the invoice date. In the event you fail to make payment when due, TruGreen reserves the right to terminate this Agreement. A late service fee equal to the lesser of 15% per month (18% a.p.r.) or the maximum interest rate allowed by law will be charged on any balance unpaid over thirty (30) days. A service charge of \$25.00 will be charged for any returned check. Should it become necessary to bring an action to collect amounts due under this agreement, you agree to pay all costs of such collection including, but not limited to, any reasonable attorney's fees or other professional fees and court costs.
4. **Check processing policy ACH.** When you provide a check as payment, you authorize TruGreen either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. If TruGreen uses information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. Returns: in the event that your payment is returned unpaid, you authorize us the option to collect a fee as allowed by law through an electronic fund transfer from your account.
5. **Termination.** In the case of your non-payment or default, TruGreen has the right to terminate this Agreement immediately upon notice to you. TruGreen may terminate this Agreement for convenience upon thirty (30) days prior written notice to you. You may cancel this Agreement for material breach by TruGreen, provided that you give TruGreen written notice of the details of the breach, and thereafter TruGreen fails to cure the breach within thirty (30) days after said notice. (a). **Additional termination provisions for landscape companies, property management companies, agents and other similar entities:** To the extent you represent one or more property owners and/or properties covered under this agreement, and in the event such owner terminates your contract with regard to one or more properties, then upon notice to TruGreen, you may terminate this Agreement only as it relates to such property for which owner terminated its contract with you. To the extent that this Agreement applies to other properties, not terminated by the owner, this Agreement shall continue in full force and effect with regard to such other properties.
6. **Sale of Property.** You agree to notify TruGreen in writing immediately in the event that you sell any property which is the subject of this Agreement. TruGreen shall make the appropriate adjustment in price to accommodate the reduction of square footage treated in the event that property is sold. In the event all property which is the subject of the Agreement is sold, this Agreement shall be terminated upon receipt by TruGreen of your written notice that you have sold the property. Should you fail to notify TruGreen as required in this provision, you agree to indemnify TruGreen for any damages incurred as a result of your failure to notify.
7. **LIABILITY.** TRUGREEN IS RESPONSIBLE FOR DIRECT DAMAGES RESULTING FROM ITS NEGLIGENCE OR BREACH OF THIS AGREEMENT, BUT IS NOT RESPONSIBLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, OR SPECIAL DAMAGES ARISING OR RESULTING FROM THE PERFORMANCE OR NONPERFORMANCE OF ANY OBLIGATIONS UNDER THE AGREEMENT INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR INCOME, REGARDLESS OF THE BASIS FOR THE CLAIM.
8. **Duty to Inspect.** You have a duty to inspect the property within fifteen (15) days after service has been performed by TruGreen. If you believe TruGreen provided deficient work, you agree to notify TruGreen immediately in writing. If written notice is not received by TruGreen within fifteen (15) days after the date of service, you agree that any and all claims alleging damage of any nature or to recover past payments and/or rights to withhold future payments due under this Agreement are waived.
9. **Notice to tenants, employees, invitees.** To the extent necessary, you have a duty to notify all tenants, employees, visitors and any other invitee on the premises of a scheduled service prior to the performance of any scheduled service by TruGreen.
10. **No Warranties.** Except as expressly set forth in this Agreement, TruGreen makes no warranty or representation of any kind, expressed or implied, concerning either products used or services performed, including no implied warranty of merchantability or fitness of the product for any particular purpose, and no such warranty shall be implied by law, usage of trade, course of performance, course of dealing, or on any other basis.
11. **Force majeure.** Except for the payment of TruGreen's invoices owed by you, if either TruGreen or you shall be prevented or delayed in the performance of any or all of the provisions of this Agreement, by reason of any labor dispute, industry disturbance, delay in transportation, governmental regulatory or legal action, act of God or any cause beyond such party's control, the obligations hereunder of such party shall be extended for as long as such cause shall be in effect and any delay or loss suffered by the other party shall not be chargeable in any way to such party; provided, however, the other party suffering such cause shall immediately notify the other party of such inability and shall use reasonable efforts to remedy same with all reasonable dispatch. If any event of force majeure should prevent a party from performing its obligations under this Agreement for a period of ninety consecutive (90) days, the other party shall have the right to cancel this Agreement upon notice to the party unable to perform its obligations.
12. **No assignment.** You shall not have the right to assign this Agreement or agree to the transfer of this Agreement by operation of law or otherwise without the prior written consent of TruGreen. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and to any permitted successors and assigns.
13. **Watering, Cultural Practices.** The success of this program depends on proper watering, mowing and cultural practices. Some products used by TruGreen may include label directions requiring the watering of the material after application. If any of these products are used on the property, TruGreen will provide you with watering instructions following the application and you agree to assume such watering responsibility. Climate conditions, soil conditions, plant diseases, plant material, and miscellaneous external factors will impact response to treatment. Results for difficult-to-control diseases will vary depending on environment, culture and agronomic programs used or treatment applied. Treatment for diseases may include additional cost. Consult your TruGreen specialist for details.
14. **Modification of program.** This program consists of lawn care and/or tree and shrub care as indicated above. Specific products, rates of application and method of application will vary with the season, weather conditions, and the needs of your lawn as determined by your TruGreen specialist. Your regularly scheduled programs may be modified depending on the weather and the condition of your landscape. The application methods and procedures used to perform service under this Agreement will be determined solely by TruGreen. Your TruGreen specialist will keep you informed on any modifications to this schedule.
15. **Insects and Borers.** Total insect elimination is not desirable with any program because beneficial insects will be lost along with the targeted pests. Plants invaded by borers have a high probability of death or decline. Sound cultural practices and control applications may extend the life of some plant species. Treatment for boring insects may include additional cost. Consult your TruGreen specialist with details.
16. **Authorization to provide Service.** TruGreen agrees to furnish labor and materials for purposes of this Agreement and is authorized by you to treat the property at the address shown above. You represent and warrant to TruGreen that you are the owner of said property, or in the event that you are not the owner of the property to which this Agreement applies, you represent and warrant that you have the legal authority to execute and bind the owner of the property to the terms and conditions of this Agreement.
17. **MANDATORY ARBITRATION.** Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ("Claim"), arising out of or relating to this agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association (AAA), under the AAA Commercial or Consumer, as applicable, Rules in effect at the time the Claim is filed ("AAA Rules"). Copies of the AAA Rules and forms can be located at www.adr.org, or by calling 1-800-778-7879. The arbitrator's decision shall be final, binding, and non-appealable. Judgment upon the award may be entered and enforced in any court having jurisdiction. This clause is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act. Neither party shall sue the other party other than as provided herein or for enforcement of this clause or of the arbitrator's award; any such suit may be brought only in Federal District Court for the District or, if any such court lacks jurisdiction, in any state court that has jurisdiction. The arbitrator, and not any federal, state, or local court, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, unconscionability, arbitrability, enforceability or formation of this Agreement including any claim that all or any part of the Agreement is void or voidable. However, the preceding sentence shall not apply to the clause entitled "Class Action Waiver."
18. **CLASS ACTION WAIVER.** Any Claim must be brought in the parties' individual capacity, and not as a plaintiff or class member in any purported class, collective, representative, multiple plaintiffs, or similar proceeding ("Class Action"). The parties expressly waive any ability to maintain any Class Action in any forum. The arbitrator shall not have authority to combine or aggregate similar claims or conduct any Class Action nor make an award to any person or entity not a party to the arbitration. Any claim that all or part of this Class Action Waiver is unenforceable, unconscionable, void, or voidable may be determined only by a court of competent jurisdiction and not by an arbitrator.
19. **THE PARTIES UNDERSTAND THAT THEY WOULD HAVE HAD A RIGHT TO LITIGATE THROUGH A COURT, TO HAVE A JUDGE OR JURY DECIDE THEIR CASE AND TO BE PARTY TO A CLASS OR REPRESENTATIVE ACTION. HOWEVER, THEY UNDERSTAND AND CHOOSE TO HAVE ANY CLAIMS DECIDED INDIVIDUALLY, THROUGH ARBITRATION.**
20. **Unless expressly noted otherwise herein, this Agreement and any invoice issued by TruGreen pursuant to the terms hereof, set forth the entire understanding of the parties, and supersede any and all proposals, negotiations, representations and prior agreements relating to the subject matter of this Agreement, written or otherwise, including, without limitation any sales agreement previously executed by the parties. To the extent that any terms set forth in an invoice should conflict with the terms set forth in this Agreement, this Agreement shall control. No terms, conditions, or warranties other than those stated herein or in any invoice issued by TruGreen, and no agreements or understanding, oral or written, in any way purporting to modify these conditions shall be binding on the parties hereto unless hereafter made in writing and signed by authorized representatives of both parties.**
20. This customer service Agreement is only valid if accepted by you within 30 days of the date submitted to customer.

By: _____ Date: _____
REPRESENTATIVE/GENERAL MANAGER

Print Name: _____ Date: _____
AUTHORIZED AGENT/CUSTOMER

Customer Signature: _____ Date: _____
AUTHORIZED AGENT/CUSTOMER

City of Carmel

ONE CIVIC SQUARE

CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119110

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION		
1/15/2026			359201	Fertilization Contract- In ROW		
TRUGREEN VENDOR PO BOX 9001033 LOUISVILLE, KY 40290--1033				Street Department SHIP TO 3400 W. 131ST Street Carmel, IN 46074- Matt Higginbotham (317) 733-2001		
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS		FREIGHT	
107768						
QUANTITY	UNIT OF MEASURE		DESCRIPTION		UNIT PRICE	EXTENSION

Department: 2201 Fund: 2201 Motor Vehicle Highway FND

Account: 43-504.00

1 Each

Fertilization

\$267,319.34	\$267,319.34
Sub Total	\$267,319.34



Send Invoice To:

Street Department

3400 W. 131st Street

Carmel, IN 46074-

(317) 733-2001

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
------------	---------	---------	-----------------	--------

SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945

AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

ORDERED BY

TITLE

PAYMENT

\$267,319.34

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

Lee Higginbotham
Commissioner

Zac Jackson
CFO

CONTROL NO. **119110**

City of Carmel

ONE CIVIC SQUARE

CARMEL, INDIANA 46032-2584

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR CITY OF CARMEL - 1997

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 003120155 002 0

FEDERAL EXCISE TAX EXEMPT
35-6000972

Page 1 of 1

PURCHASE ORDER NUMBER

119109

THIS NUMBER MUST APPEAR ON INVOICES, A/P
VOUCHER, DELIVERY MEMO, PACKING SLIPS,
SHIPPING LABELS AND ANY CORRESPONDENCE

PURCHASE ORDER DATE	DATE REQUIRED	REQUISITION NO.	VENDOR NO.	DESCRIPTION
1/16/2026			359201	Fertilization Contract- Out of ROW
TRUGREEN VENDOR PO BOX 9001033 LOUISVILLE, KY 40290--1033 Street Department SHIP TO 3400 W. 131st Street Carmel, IN 46074- (317) 733-2001				
PURCHASE ID	BLANKET	CONTRACT	PAYMENT TERMS	FREIGHT
107779				
QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	EXTENSION

Department: 1206 Fund: 101 General Fund

Account: 43-504.00

1 Each

Fertilization

\$7,114.80	\$7,114.80
Sub Total	\$7,114.80



Send Invoice To:

Street Department

3400 W. 131st Street

Carmel, IN 46074-

(317) 733-2001

PLEASE INVOICE IN DUPLICATE

DEPARTMENT	ACCOUNT	PROJECT	PROJECT ACCOUNT	AMOUNT
------------	---------	---------	-----------------	--------

SHIPPING INSTRUCTIONS

*SHIP PREPAID.

*C.O.D. SHIPMENT CANNOT BE ACCEPTED.

*PURCHASE ORDER NUMBER MUST APPEAR ON ALL SHIPPING LABEL

*THIS ORDER ISSUED IN COMPLIANCE WITH CHAPTER 99, ACTS 1945
AND ACTS AMENDATORY THEREOF AND SUPPLEMENT THERETO.

PAYMENT

\$7,114.80

* A/P VOUCHER CANNOT BE APPROVED FOR PAYMENT UNLESS THE P.O. NUMBER IS MADE A
PART OF THE VOUCHER AND EVERY INVOICE AND VOUCHER HAS THE PROPER SWORN
AFFIDAVIT ATTACHED. I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN
THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

ORDERED BY

Lee Higginbotham
Commissioner

TITLE

Zac Jackson
CFO

CONTROL NO. **119109**



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 01/13/2026

Department Review:

MAC: yes 01/20/2026

ENG: **NO 01/22/2026**

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: **No Response**

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Japanese Garden

☐ Midtown Plaza

☒ Other

Street closing on Cranston Ave.,
plus North bound lane on Old
Meridian on 3/14 3-7pm during
CFD activities.

☐ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Reflecting Pool

- Please click [here](#) to request [the Carter Green or East Patio](#).

2. EVENT DETAILS

Event Purpose & Description: *

Provide a brief description of event

St Patrick's celebration tent party.

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

3/13/2026

Event Date End *

3/18/2026

If multiple dates,
please list

Set-Up time: *

10:00:00 AM

Tear Down time: *

3:00:00 PM

End Time

Event Start time: *

6:00:00 PM

Event End time: *

11:00:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

1,500

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☒ Yes ☐ No

Fees (cont'd)

Purpose of fee

Raise money for the CFD Bereavement Fund

2. STREET(S) REQUESTED:

Neighborhood Name/Streets to be closed Cranston Ave., from Old Meridian to the Providence parking lot just behind the Brockway Pub, plus the North bound lane of Old Meridian from West Carmel Dr. to Grand Blvd, only on 3/14 from 3-7pm for the CFD activities. Cranston Ave to be closed 3/13 through 3/17. 12525 Old Meridian, Suite 150.
Include addresses as appropriate

Upload Map An easy to read, color map of the area is required with submission.

Tent Map 2026.pdf

459.33KB

Type of Closure:

☐ Rolling closure

☒ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure Wil also close a portion of Old Meridian North bound lane for the CFD activities 3-7pm on 3/14.

3. SPECIAL REQUESTS:

Requests:

☐ Electricity

☐ Fountain Restroom - Fountain/Gazebo

☐ Reflecting Pool Restrooms

☒ N/A

☐ Other

4. CITY SERVICES NEEDED: Mark all that apply

City Services Needed

☒ Cones/Barricades (signed agreement required)

☐ Detour/Traffic Redirection Signs (signed agreement required)

☐ Emergency Medical Services (EMS) (Extra fees may apply)

☐ Extra Patrol During Event (when available)

☐ Traffic Control (Extra fees may apply)

☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)

☒ No Parking Signs (Pick up at Carmel Police Department)

☐ Trash Trailer (\$150 fee may be applied for use)

☐ N/A

☐ Other

Cones *

Agreement must be signed with Carmel Street Department before delivery/pickup

☐ Standard Cones ☐ Tall Skinny Cones

☒ Barricades (used to close roads) ☐ Crowd-Control Gates

Barricades *

Please note the number of Barricades needed

8

No Parking Signs *

Please note the number of NO PARKING SIGNS needed

3

5. EVENT SET UP:

☒ Stage

10' x 20'

Size of Stage

- ☒ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

30' x 75'

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House

☐ N/A

☐ Other

Ace Party Rental

Name of Merchants(s) doing the setup

3178728368

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☐ Vendors Present
- ☐ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☒ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☐ N/A

7. CONTACT INFORMATION:

Contact Person *

Sean McCutcheon

Email *

Sean@dannyboybeerworks.com

Phone Number: *

7047268489

Cell Number:

7047268489

Name/Organization:

The Brockway Public House

Address

Street Address

12525 Old Meridian St

Address Line 2

Suite 150

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: *

For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes

☐ No

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing *within* Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing *outside* of Carmel city limits must be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #a0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

DISCLAIMER:



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Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

I have read and understand the City of Carmel, Indiana ("City") [Special Event/Facility Use Policy](#) and agree to be bound by all the terms and conditions set forth therein.

I will leave the City facility I use in the same condition that it was immediately prior to my use thereof. I agree to pay for any damage, repair or clean-up costs incurred by the City as a result of my use of a City facility.

I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the City's Special Event/Facility Use Policy and by any addition conditions or restrictions placed upon my/our use of a City facility by the Board. I understand that the Board has the right to deny, alter or revoke my request for the use of a City facility for any lawful reason. I and/or my organization also agree to indemnify and hold harmless the City of Carmel and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the City-owned facility and/or property.

Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

The Brockway Public House
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sean J McCutcheon
Printed Name and Title (If applicable)

*

7047268489
Phone Number (Required)

12525 Old Meridian St., STE 150
Carmel, IN 46032
Address of Organization/Applicant

1/12/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

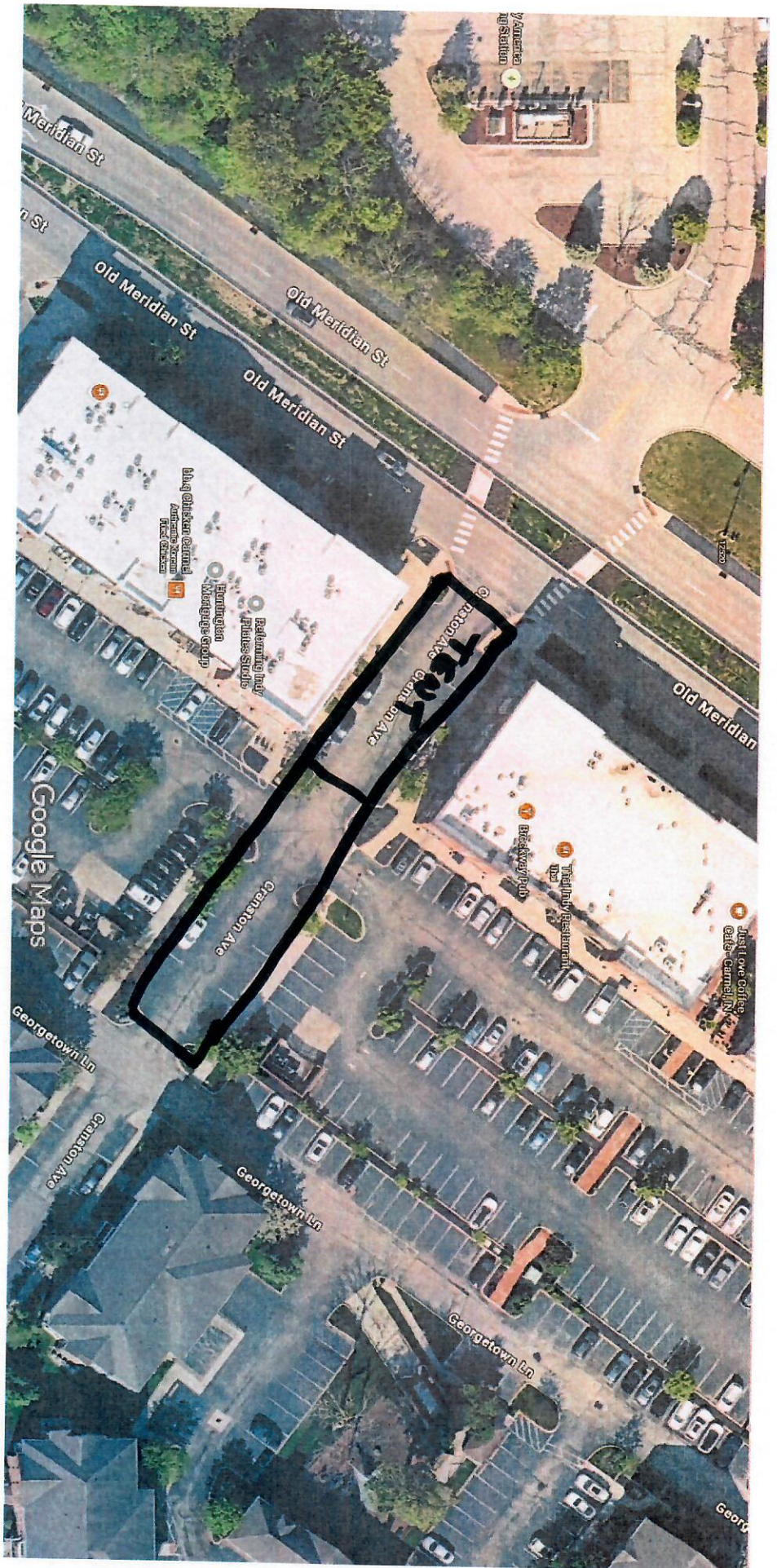
Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____





SPECIAL EVENT / FACILITY USE REQUEST

ENG: Had concerns
Sent email to ENG with responses
for clarification, no response back

Request submission date: 01/09/2026

Department Review:

MAC: yes 01/20/2026

ENG: No Response

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Japanese Garden

☐ Midtown Plaza

☒ Other

Traffic Control, River Trail

☐ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Reflecting Pool

- Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

The "Sam Costa" is the oldest road race in Indiana, held in Carmel since 1973, and originally managed by Carmel HS faculty. Beginning in 1982 the "Costa" has been organized by the non-profit club "Indy Runners and Walkers". This year is the 55th anniversary of the race and the 19th year Northview Church has been the venue. Fees are charged for both the Half Marathon and Quarter Marathon. All fees are used to offset the costs of producing the event. Revenue in excess of costs is used to endow the "Indy Runners and Walkers Scholarship Fund" and the ongoing needs of the club. Every year the "Costa" has approximately one thousand participants, with an average of 15 states represented, and over 150 volunteers, many from local Hamilton County schools. The Costa has, and continues to be, an early season test of fitness for those who have trained through the winter.

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

3/21/2026

Event Date End *

3/21/2026

If multiple dates, please list

Set-Up time: *

7:00:00 AM

Tear Down time: *

12:00:00 PM

End Time

Event Start time: *

9:00:00 AM

Event End time: *

12:00:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

1,100

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☒ Yes ☐ No

Fees (cont'd)

Purpose of fee

Fees are used to offset the costs of producing the "Sam Costa". Revenue in excess of costs is used to endow the "Indy Runners and Walkers Scholarship Fund" and the ongoing needs of the club.

2. STREET(S) REQUESTED:**Neighborhood
Name/Streets to be
closed**

No streets will be closed. Carmel Police will be supply traffic control to allow participants to cross busy intersections. Specifically;
Main Street and Garnet
Cherry Tree Rd. and Hazel Dell
Haverton Way and Main St.
Double Eagle and Main St.
Double Eagle and 126th St.
River Rd. path north of 122nd St. to River Trail
River Trail to River Rd. path at Tall Timber
Cherry Creek Blvd and Sourwood
Cherry Creek Blvd and Powder
Main Street at entrance to Northview Church parking lot
Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☒ N/A

Explain lane restrictions needed and other needed below:

**Further Info for type
of closure****3. SPECIAL REQUESTS:****Requests:**

- ☐ Electricity
☐ Fountain Restroom - Fountain/Gazebo
☐ Reflecting Pool Restrooms
☒ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply**City Services Needed**

- ☒ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☒ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☒ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☐ Other

Cones *

Agreement must be signed with Carmel Street Department before delivery/pickup

- ☒ Standard Cones
☐ Tall Skinny Cones
☐ Barricades (used to close roads)
☒ Crowd-Control Gates

**Crowd-Control
Gates ***

Please note the number of Crowd-Control Gates needed
6

Standard Cones *

Please note the number of Standard Cones needed
250

5. EVENT SET UP:

☐ Stage

Size of Stage

☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House

☒ N/A

☐ Other

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

☐ Vendors Present

☐ Food Served (May be subject to Hamilton County Health Department Inspection)

☐ Alcohol Served (Please see Section R under “General Terms and Conditions” in the Special Event/Facility Use Policy)

☒ N/A

7. CONTACT INFORMATION:

Contact Person *

Terry Townsend; Sam Costa Race Director and Indy Runners and Walkers Board Member

Email *

racedirector40@yahoo.com

Phone Number: *

3176973054

Cell Number:

3176973054

Name/Organization:

Indy Runners and Walkers

Address

Street Address

PO Box 30617

Address Line 2

City

State / Province / Region

Indpls

In

Postal / Zip Code

Country

46230-0617

Organization Type: *

Non-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:

A refundable **Security Deposit in the amount of \$100** for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of **\$150** for any applicant located or residing **outside** of Carmel city limits **must** be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #a0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

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Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

I have read and understand the City of Carmel, Indiana ("City") [Special Event/Facility Use Policy](#) and agree to be bound by all the terms and conditions set forth therein.

I will leave the City facility I use in the same condition that it was immediately prior to my use thereof. I agree to pay for any damage, repair or clean-up costs incurred by the City as a result of my use of a City facility.

I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the City's Special Event/Facility Use Policy and by any addition conditions or restrictions placed upon my/our use of a City facility by the Board. I understand that the Board has the right to deny, alter or revoke my request for the use of a City facility for any lawful reason. I and/or my organization also agree to indemnify and hold harmless the City of Carmel and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the City-owned facility and/or property.

Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Indy Runners and Walkers; Terry Townsend, Sam Costa Race Director and Indy
Runners and Walkers Board Member
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Terry Townsend; Sam Costa Race Director
Printed Name and Title (If applicable)

*

3176973054
Phone Number (Required)

Indy Runners and Walkers, PO Box 30617, Indpls., In 46230-0617
Terry Townsend, 5515 Hammock Glen Dr., Indpls., In 46235-9781
Address of Organization/Applicant

1/9/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

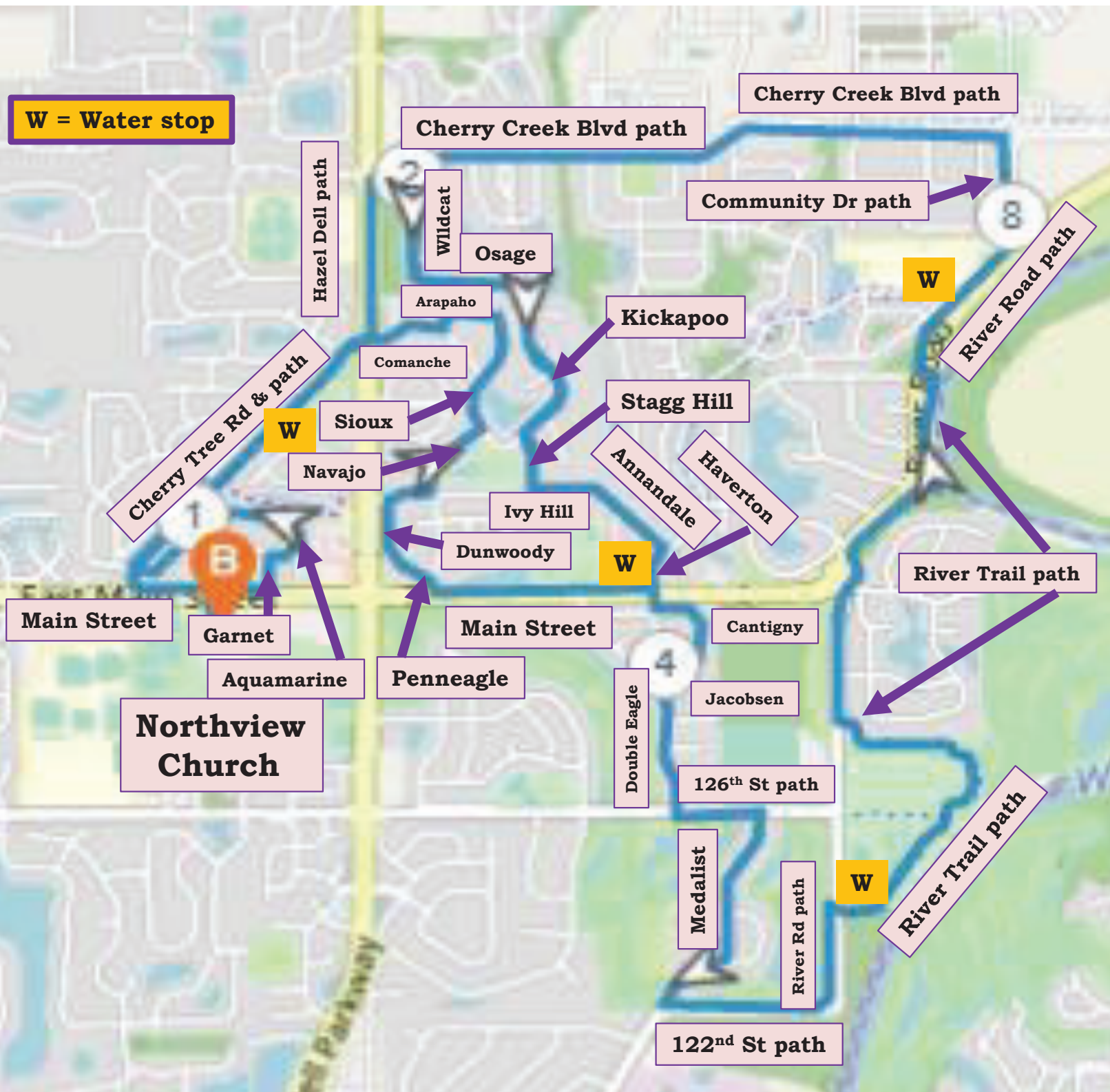
Special Conditions: _____

3/21/2026

(9:00am)

55th Sam Costa Half Marathon

Start/Finish at Northview Church





SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 01/13/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes 01/22/2026

CPD: yes 01/21/2026

CFD: No Response

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Japanese Garden

☒ Midtown Plaza

☐ Other

☐ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Reflecting Pool

- Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose & Description: *

Provide a brief description of event

Free family-friendly movies for the community

Every Tuesday and Thursday from June-September

Tuesdays at 6 P.M., Thursdays at Noon and 6 P.M.

Full listing of date attached

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

6/2/2026

Event Date End *

9/24/2026

If multiple dates, please list

Please see attached list of dates from June 2-September 24, 2026.

Set-Up time: *

6:00:00 PM

Tear Down time: *

8:00:00 PM

End Time

Event Start time: *

6:00:00 PM

Event End time: *

8:00:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

100

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood

N/A

Name/Streets to be closed

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

Movies at Midtown Dates 2026.pdf

62.09KB

Type of Closure:

- ☐ Rolling closure
- ☐ Total closure
- ☐ Lane restrictions - explain below
- ☐ Other - explain below
- ☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure**3. SPECIAL REQUESTS:****Requests:**

- ☐ Electricity
- ☐ Fountain Restroom - Fountain/Gazebo
- ☐ Reflecting Pool Restrooms
- ☒ N/A
- ☐ Other

4. CITY SERVICES NEEDED: Mark all that apply**City Services Needed**

- ☐ Cones/Barricades (signed agreement required)
- ☐ Detour/Traffic Redirection Signs (signed agreement required)
- ☐ Emergency Medical Services (EMS) (Extra fees may apply)
- ☐ Extra Patrol During Event (when available)
- ☐ Traffic Control (Extra fees may apply)
- ☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
- ☐ No Parking Signs (Pick up at Carmel Police Department)
- ☐ Trash Trailer (\$150 fee may be applied for use)
- ☒ N/A
- ☐ Other

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ Bounce House
- ☒ N/A
- ☐ Other

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☒ Vendors Present
- ☒ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☐ N/A

Vendors Present *

Approximately how many vendors will be present?

1-3

7. CONTACT INFORMATION:**Contact Person ***

Tierra Bush

Email *

tbush@carmel.in.gov

Phone Number: *

3176182799

Cell Number:**Name/Organization:**

City of Carmel

Address

Street Address

1 Civic Square

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: *

Non-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes

☐ No

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits **must** be received prior to application review or processing.

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Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

I have read and understand the City of Carmel, Indiana ("City") [Special Event/Facility Use Policy](#) and agree to be bound by all the terms and conditions set forth therein.

I will leave the City facility I use in the same condition that it was immediately prior to my use thereof. I agree to pay for any damage, repair or clean-up costs incurred by the City as a result of my use of a City facility.

I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the City's Special Event/Facility Use Policy and by any addition conditions or restrictions placed upon my/our use of a City facility by the Board. I understand that the Board has the right to deny, alter or revoke my request for the use of a City facility for any lawful reason. I and/or my organization also agree to indemnify and hold harmless the City of Carmel and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the City-owned facility and/or property.

Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

City of Carmel
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Tierra R. Bush
Printed Name and Title (If applicable)

*

317-618-2799
Phone Number (Required)

Address of Organization/Applicant

1/13/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Movies at Midtown Dates 2026

June 2026

- Tuesday, June 2, 2026 - 6:00 PM (First Day)
- Thursday, June 4, 2026 - Noon & 6:00 PM
- Tuesday, June 9, 2026 - 6:00 PM
- Thursday, June 11, 2026 - Noon & 6:00 PM
- Tuesday, June 16, 2026 - 6:00 PM
- Thursday, June 18, 2026 - Noon & 6:00 PM
- Tuesday, June 23, 2026 - 6:00 PM
- Thursday, June 25, 2026 - Noon & 6:00 PM
- Tuesday, June 30, 2026 - 6:00 PM

July 2026

- Thursday, July 2, 2026 - Noon & 6:00 PM
- Tuesday, July 7, 2026 - 6:00 PM
- Thursday, July 9, 2026 - Noon & 6:00 PM
- Tuesday, July 14, 2026 - 6:00 PM
- Thursday, July 16, 2026 - Noon & 6:00 PM
- Tuesday, July 21, 2026 - 6:00 PM
- Thursday, July 23, 2026 - Noon & 6:00 PM
- Tuesday, July 28, 2026 - 6:00 PM
- Thursday, July 30, 2026 - Noon & 6:00 PM

August 2026

- Tuesday, August 4, 2026 - 6:00 PM
- Thursday, August 6, 2026 - Noon & 6:00 PM
- Tuesday, August 11, 2026 - 6:00 PM
- Thursday, August 13, 2026 - Noon & 6:00 PM

- Tuesday, August 18, 2026 - 6:00 PM
- Thursday, August 20, 2026 - Noon & 6:00 PM
- Tuesday, August 25, 2026 - 6:00 PM
- Thursday, August 27, 2026 - Noon & 6:00 PM

September 2026

- Tuesday, September 1, 2026 - 6:00 PM
- Thursday, September 3, 2026 - Noon & 6:00 PM
- Tuesday, September 8, 2026 - 6:00 PM
- Thursday, September 10, 2026 - Noon & 6:00 PM
- Tuesday, September 15, 2026 - 6:00 PM
- Thursday, September 17, 2026 - Noon & 6:00 PM
- Tuesday, September 22, 2026 - 6:00 PM
- Thursday, September 24, 2026 - Noon & 6:00 PM (Last Day)



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 01/08/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes, 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Japanese Garden

☐ Midtown Plaza

☒ Other

Veterans Way

☐ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Reflecting Pool

◦ Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

Annual Shamrock the District Tent Party

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

3/13/2026

Event Date End *

3/16/2026

If multiple dates, please list

The Event is March 14th, but the tent goes up March 13th and comes down March 16th

Set-Up time: *

9:00:00 AM

Tear Down time: *

12:00:00 PM

End Time

Event Start

time: *

12:00:00 PM

Event End time: *

11:00:00 PM

Rehearsal

☐ No ☐ Yes

Rehearsal Date:

Rehearsal Start:

Rehearsal Start Time:

Rehearsal End:

Rehearsal End Time:

Number of People Expected: *

400

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood Name/Streets to be closed Veterans way from Main Street to right before the second entrance of our parking lot.
Include addresses as appropriate

Upload Map An easy to read, color map of the area is required with submission.
Shamrock the District footprint.pdf 166.88KB

Type of Closure:

☐ Rolling closure

☒ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

3. SPECIAL REQUESTS:

Requests:

☐ Electricity

☐ Fountain Restroom - Fountain/Gazebo

☐ Reflecting Pool Restrooms

☒ N/A

☐ Other

4. CITY SERVICES NEEDED: Mark all that apply

City Services Needed

☒ Cones/Barricades (signed agreement required)

☒ Detour/Traffic Redirection Signs (signed agreement required)

☐ Emergency Medical Services (EMS) (Extra fees may apply)

☒ Extra Patrol During Event (when available)

☐ Traffic Control (Extra fees may apply)

☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)

☒ No Parking Signs (Pick up at Carmel Police Department)

☐ Trash Trailer (\$150 fee may be applied for use)

☐ N/A

☐ Other

Cones * Agreement must be signed with Carmel Street Department before delivery/pickup

☒ Standard Cones ☒ Tall Skinny Cones

☒ Barricades (used to close roads) ☒ Crowd-Control Gates

Barricades * Please note the number of Barricades needed

4

Crowd-Control Gates * Please note the number of Crowd-Control Gates needed

3

Standard Cones * Please note the number of Standard Cones needed

10

Tall Skinny Cones * Please note the number of Tall Skinny Cones needed

10

No Parking Signs * Please note the number of NO PARKING SIGNS needed

4

5. EVENT SET UP:



☐ Stage

no stage

Size of Stage

☒ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

20x100

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House

☐ N/A

☐ Other

Hoosier Tent

Name of Merchants(s) doing the setup

3172729746

Phone Number of Merchant(s) doing set up:

6. VENDORS:



Vendors

☐ Vendors Present

☐ Food Served (May be subject to Hamilton County Health Department Inspection)

☒ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)

☐ N/A

7. CONTACT INFORMATION:



Contact Person *

Beth Hohlier

Email *

BHohlier@aol.com

Phone Number: *

3174311605

Cell Number:

Name/Organization:

Muldoon's of Carmel

Address

Street Address

111 W Main St

Address Line 2

Ste 100

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

USA

Organization Type: *

For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes

☐ No

SECURITY DEPOSIT AND FEE:



A refundable Security Deposit in the amount of **\$100** for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of **\$150** for any applicant located or residing **outside** of Carmel city limits **must** be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #a0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

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Acknowledgement and Agreement

Mayor's Office

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Age Confirmation * ☒ I confirm that I am 18 years of age or older.

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Muldoon's of Carmel
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Beth Hohliet VP
Printed Name and Title (If applicable)

*

3174311605
Phone Number (Required)

111 W. Main St
Ste 100
Carmel IN 46032
Address of Organization/Applicant

1/6/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____



CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Information

Allied Solutions: 01/22/2026
3/21/26 - we have a show that evening, with doors opening at the same time as the ceremony. We can keep the East Lobby doors locked for that show to assist

Request submission date: 01/20/2026

Department Review:
MAC: yes 01/20/2026
ENG: yes 01/22/2026
CPD: yes 01/21/2026

CFD: yes, 01/27/2026
STREETS: No Response
PARKS: yes, 01/26/2026

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY *

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
- ☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event
Wedding Ceremony
Attach additional pages if needed-SEE BELOW

Event Date Start *

3/21/2026

Event Date End *

3/21/2026

If multiple dates,
please list

Set-Up time *

1:00:00 PM

Tear Down End time *

7:00:00 PM

Event Start time: *

5:30:00 PM

Event End time: *

6:00:00 PM

Rehearsal *

☐ No ☒ Yes

Rehearsal Date:

3/20/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected: *

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

Neighborhood N/A
Name/Streets to be closed Include addresses as appropriate

UPLOAD MAP An easy to read, color map of the area is required with submission.

Type of Closure:

☐ Rolling closure

☐ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

☒ **ELECTRICITY**

☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**

☐ **N/A**

☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

CITY SERVICES NEEDED:

☐ **Cones/Barricades (signed agreement required)**

☐ **Detour/Traffic Redirection Signs (signed agreement required)**

☐ **Emergency Medical Services (EMS) (Extra fees may apply)**

☐ **Extra Patrol During Event (when available)**

☐ **Traffic Control (Extra fees may apply)**

☐ **On-site Security (Assigned off-duty CPD officers, extra fees will apply)**

☐ **No Parking Signs (Pick up at Carmel Police Department)**

☐ **Trash Trailer (\$150 fee may be applied for use)**

☒ **N/A**

☐ **Other**

EVENT SET UP:

Mark all that apply

☐ **Stage**

Size of Stage

☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:



Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

1 Carmichael Sq

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

- ☐ Yes
- ☒ No

SECURITY DEPOSIT AND FEE:

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Special Event/Facility Use Policy * ☒ **By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.**

Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Sainas - Catering Sales Manager
Printed Name and Title (If applicable)

*

317-688-9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 01/17/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Japanese Garden

☐ Midtown Plaza

☐ Other

☒ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Reflecting Pool

◦ Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose & Description: *

Provide a brief description of event

Meditation for Peace - this is a public event which began May of 2025. We have had ongoing weekly meetings and have continued indoors throughout the winter months. Anyone is welcome.

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

4/7/2026

Event Date End *

9/29/2026

If multiple dates, please list

This event occurs weekly on Tuesday evenings

Set-Up time: *

7:00:00 PM

Tear Down time: *

9:00:00 PM

End Time

Event Start time: *

7:30:00 PM

Event End time: *

8:30:00 PM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

50

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood Name/Streets to be closed

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure**3. SPECIAL REQUESTS:****Requests:**

- ☐ Electricity
☐ Fountain Restroom - Fountain/Gazebo
☐ Reflecting Pool Restrooms
☒ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply**City Services Needed**

- ☐ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☒ N/A
☐ Other

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ Bounce House
☒ N/A
☐ Other

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☐ Vendors Present
- ☐ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☒ N/A

7. CONTACT INFORMATION:

Contact Person * Paula Lord

Email * paula@pranabar.org

Phone Number: * 3175146126

Cell Number: 3175146126

Name/Organization: Paula Lord for Prana Bar

Address

Street Address

698 Pro-Med Lane, Suite 150

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

Indiana

Country

United States

Organization Type: * Individual

Residency

Is the requestor a citizen of the City of Carmel?

☒ Yes☐ No**SECURITY DEPOSIT AND FEE:**

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Paula R. Lord
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Paula R. Lord
Printed Name and Title (If applicable)

*

3175146126
Phone Number (Required)

698 ProMed Lane, Suite 150
Carmel, IN 46032
Address of Organization/Applicant

1/17/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Request submission date: 01/20/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes, 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY*

☐ CARTER GREEN (area between Center for the Performing Arts & James Building)

☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

Wedding Ceremony

Attach additional pages if needed-SEE BELOW

Event Date Start*

5/9/2026

Event Date End*

5/9/2026

If multiple dates,
please list

Set-Up time*

1:00:00 PM

Tear Down End time*

7:00:00 PM

Event Start time:*

5:30:00 PM

Event End time:*

6:00:00 PM

Rehearsal*

☐ No ☒ Yes

Rehearsal Date:

5/8/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected:*

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

Neighborhood NA
Name/Streets to be closed Include addresses as appropriate

UPLOAD MAP An easy to read, color map of the area is required with submission.

Type of Closure:

☐ Rolling closure

☐ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

☒ **ELECTRICITY**

☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**

☐ **N/A**

☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

CITY SERVICES NEEDED:

☐ **Cones/Barricades (signed agreement required)**

☐ **Detour/Traffic Redirection Signs (signed agreement required)**

☐ **Emergency Medical Services (EMS) (Extra fees may apply)**

☐ **Extra Patrol During Event (when available)**

☐ **Traffic Control (Extra fees may apply)**

☐ **On-site Security (Assigned off-duty CPD officers, extra fees will apply)**

☐ **No Parking Signs (Pick up at Carmel Police Department)**

☐ **Trash Trailer (\$150 fee may be applied for use)**

☒ **N/A**

☐ **Other**

EVENT SET UP:

Mark all that apply

☐ **Stage**

Size of Stage

☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:



Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

1 Carmichael Square

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

Indiana

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits must be received prior to application review or processing.

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Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

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Age Confirmation * ☒ **I confirm that I am 18 years of age or older.**

Special Event/Facility Use Policy * ☒ **By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.**

Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Salinas - Catering Sales Manager
Printed Name and Title (If applicable)

*

317.688.9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 01/02/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Japanese Garden

☒ Midtown Plaza

☐ Other

☐ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Reflecting Pool

◦ Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

Annual pre-summer kick off event with a family-friendly focus. The event is free and open to the public.

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

5/9/2026

Event Date End *

5/9/2026

If multiple dates, please list

Set-Up time: *

10:00:00 AM

Tear Down time: *

6:00:00 PM

End Time

Event Start

time: *

2:00:00 PM

Event End time: *

5:00:00 PM

Rehearsal

☐ No ☒ Yes

Rehearsal Date:

Rehearsal Start:

Rehearsal Start Time:

Rehearsal End:

Rehearsal End Time:

Number of People

1,000

Expected: *

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood Elm St. to Veterans Way to northbound Monon Blvd.
Name/Streets to be closed No parking cones along Elm St. and the parking spaces west of Sun King patio.
North Entrance on Elm St. of Midtown garage.
Include addresses as appropriate

Upload Map An easy to read, color map of the area is required with submission.

Midtown Block Party Map 5.09.2026.png

794.49KB

Type of Closure:

- ☐ Rolling closure
☒ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

3. SPECIAL REQUESTS:

Requests:

- ☒ Electricity
☐ Fountain Restroom - Fountain/Gazebo
☐ Reflecting Pool Restrooms
☐ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply

City Services Needed

- ☒ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☒ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☐ Other

Cones *

Agreement must be signed with Carmel Street Department before delivery/pickup

- ☒ Standard Cones
☒ Barricades (used to close roads)
☐ Tall Skinny Cones
☐ Crowd-Control Gates

Barricades *

Please note the number of Barricades needed

8-10

Standard Cones *

Please note the number of Standard Cones needed

12

No Parking Signs *

Please note the number of NO PARKING SIGNS needed

12

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☒ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

10x10

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House

☐ N/A

☐ Other

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☒ Vendors Present
- ☒ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☐ N/A

Vendors Present *

Approximately how many vendors will be present?

10

7. CONTACT INFORMATION:

Contact Person *

Tierra Bush

Email *

tbush@carmel.in.gov

Phone Number: *

3176182799

Cell Number:

Name/Organization:

City of Carmel

Address

Street Address

1 Civic Square

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: *

Non-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes

☐ No

SECURITY DEPOSIT AND FEE:

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Age Confirmation * ☒ I confirm that I am 18 years of age or older.

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City of Carmel
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Tierra R. Bush, Project Manager
Printed Name and Title (If applicable)

*

3176182799
Phone Number (Required)

1 Civic Square, Carmel, IN 46032
Address of Organization/Applicant

1/5/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____



CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Information

Request submission date: 01/20/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/26/2026

STREETS: No Response

PARKS: yes, 01/26/2026

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY*

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
- ☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

Wedding Ceremony

Attach additional pages if needed-SEE BELOW

Event Date Start*

7/5/2026

Event Date End*

7/5/2026

If multiple dates,
please list

Set-Up time*

1:00:00 PM

Tear Down End time*

7:00:00 PM

Event Start time:*

4:30:00 PM

Event End time:*

5:00:00 PM

Rehearsal*

☐ No ☒ Yes

Rehearsal Date:

7/2/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected:*

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

Neighborhood N/A
Name/Streets to be closed Include addresses as appropriate

UPLOAD MAP An easy to read, color map of the area is required with submission.

Type of Closure:

☐ Rolling closure

☐ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

☒ **ELECTRICITY**

☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**

☐ **N/A**

☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

CITY SERVICES NEEDED:

☐ **Cones/Barricades (signed agreement required)**

☐ **Detour/Traffic Redirection Signs (signed agreement required)**

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☐ **Trash Trailer (\$150 fee may be applied for use)**

☒ **N/A**

☐ **Other**

EVENT SET UP:

Mark all that apply

☐ **Stage**

Size of Stage

☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:



Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization:

Address

Street Address

1 Carmichael Sq

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:

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Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Sainas - Catering Sales Manager
Printed Name and Title (If applicable)

*

317-688-9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Request submission date: 01/20/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY*

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
- ☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

Wedding Ceremony

Attach additional pages if needed-SEE BELOW

Event Date Start*

7/11/2026

Event Date End*

7/11/2026

If multiple dates,
please list

Set-Up time*

2:00:00 PM

Tear Down End time*

7:00:00 PM

Event Start time:*

5:30:00 PM

Event End time:*

6:00:00 PM

Rehearsal*

☐ No ☒ Yes

Rehearsal Date:

7/09/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected:*

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

Neighborhood N/A
Name/Streets to be closed Include addresses as appropriate

UPLOAD MAP An easy to read, color map of the area is required with submission.

Type of Closure:

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☐ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

☒ **ELECTRICITY**

☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**

☐ **N/A**

☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

CITY SERVICES NEEDED:

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☐ **Trash Trailer (\$150 fee may be applied for use)**

☒ **N/A**

☐ **Other**

EVENT SET UP:

Mark all that apply

☐ **Stage**

Size of Stage

☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
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Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

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Address Line 2

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Postal / Zip Code

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State / Province / Region

IN

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Name of Organization/Applicant

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Signature of Authorized Agent/Applicant

Sarah Sainas - Catering Sales Manager
Printed Name and Title (If applicable)

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317-688-9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

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Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Allied Solutions: 01/22/2026
7/18/26 - there will be a show that evening

Request submission date: 01/20/2026

Department Review:
MAC: yes 01/20/2026
ENG: yes, 01/22/2026
CPD: yes 01/21/2026

CFD: yes, 01/27/2026
STREETS: No Response
PARKS: yes, 01/26/2026

Information

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY*

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
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2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event
Wedding Ceremony
Attach additional pages if needed-SEE BELOW

Event Date Start*

7/18/2026

Event Date End*

7/18/2026

If multiple dates,
please list

Set-Up time*

2:30:00 PM

Tear Down End time*

7:00:00 PM

Event Start time:*

5:30:00 PM

Event End time:*

6:00:00 PM

Rehearsal*

☐ No ☒ Yes

Rehearsal Date:

7/17/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected:*

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

Neighborhood N/A
Name/Streets to be closed Include addresses as appropriate

UPLOAD MAP An easy to read, color map of the area is required with submission.

Type of Closure:

☐ Rolling closure

☐ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

☒ **ELECTRICITY**

☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**

☐ **N/A**

☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

CITY SERVICES NEEDED:

☐ **Cones/Barricades (signed agreement required)**

☐ **Detour/Traffic Redirection Signs (signed agreement required)**

☐ **Emergency Medical Services (EMS) (Extra fees may apply)**

☐ **Extra Patrol During Event (when available)**

☐ **Traffic Control (Extra fees may apply)**

☐ **On-site Security (Assigned off-duty CPD officers, extra fees will apply)**

☐ **No Parking Signs (Pick up at Carmel Police Department)**

☐ **Trash Trailer (\$150 fee may be applied for use)**

☒ **N/A**

☐ **Other**

EVENT SET UP:

Mark all that apply

☐ **Stage**

Size of Stage

☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:

Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

1 Carmichael Sq

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits must be received prior to application review or processing.

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Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

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Age Confirmation * ☒ **I confirm that I am 18 years of age or older.**

Special Event/Facility Use Policy * ☒ **By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.**

Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Sainas - Catering Sales Manager
Printed Name and Title (If applicable)

*

317-688-9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Request submission date: 01/20/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY*

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
- ☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

Wedding Ceremony | is this event is published already please disregard this submission | Please note Sarah Salinas is the point of contact now for this event.

Attach additional pages if needed-SEE BELOW

Event Date Start*

8/2/2026

Event Date End*

8/2/2026

If multiple dates,
please list

Set-Up time*

1:00:00 PM

Tear Down End time*

7:00:00 PM

Event Start time:*

4:30:00 PM

Event End time:*

5:00:00 PM

Rehearsal*

☐ No ☒ Yes

Rehearsal Date:

8/1/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected:*

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:



Neighborhood N/A
Name/Streets to be closed Include addresses as appropriate

UPLOAD MAP An easy to read, color map of the area is required with submission.

Type of Closure:

☐ Rolling closure

☐ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

☒ **ELECTRICITY**

☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**

☐ **N/A**

☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

CITY SERVICES NEEDED:

☐ **Cones/Barricades (signed agreement required)**

☐ **Detour/Traffic Redirection Signs (signed agreement required)**

☐ **Emergency Medical Services (EMS) (Extra fees may apply)**

☐ **Extra Patrol During Event (when available)**

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☐ **No Parking Signs (Pick up at Carmel Police Department)**

☐ **Trash Trailer (\$150 fee may be applied for use)**

☒ **N/A**

☐ **Other**

EVENT SET UP:

Mark all that apply

☐ **Stage**

Size of Stage

☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:

Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

1 Carmichael Sq

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:

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Age Confirmation * ☒ **I confirm that I am 18 years of age or older.**

Special Event/Facility Use Policy * ☒ **By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.**

Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Sainas - Catering Sales Manager
Printed Name and Title (If applicable)

*

317-688-9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Request submission date: 01/20/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes 01/22/2026

CPD: yes 01/21/2026

CFD: yes 01/26/2027

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY *

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
- ☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

Wedding Ceremony

Attach additional pages if needed-SEE BELOW

Event Date Start *

8/8/2026

Event Date End *

8/8/2026

If multiple dates,
please list

Set-Up time *

2:00:00 PM

Tear Down End time *

7:00:00 PM

Event Start time: *

5:30:00 PM

Event End time: *

6:00:00 PM

Rehearsal *

☐ No ☒ Yes

Rehearsal Date:

8/7/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected: *

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

**Neighborhood
Name/Streets to be
closed**

N/A
Include addresses as appropriate

UPLOAD MAP

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☒ N/A

Explain lane restrictions needed and other needed below:

**Further Info for type
of closure**

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

- ☒ **ELECTRICITY**
☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**
☐ **N/A**
☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

**CITY SERVICES
NEEDED:**

- ☐ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☒ **Other**

EVENT SET UP:

Mark all that apply

- ☐ **Stage**

Size of Stage

- ☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ **Bounce House**

- ☐ **N/A**

- ☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:



Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

1 Carmichael Sq

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:

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Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Sainas - Catering Sales Manager
Printed Name and Title (If applicable)

*

317-688-9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

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City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Information

Request submission date: 01/20/2026
Department Review:
MAC: yes 01/20/2026 CFD: yes, 01/27/2026
ENG: yes 01/22/2026 STREETS: No Repsonse
CPD: yes 01/21/2026 PARKS: yes, 01/26/2026

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY*

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event
Wedding Ceremony
Attach additional pages if needed-SEE BELOW

Event Date Start*

8/22/2026

Event Date End*

8/22/2026

If multiple dates,
please list

Set-Up time*

2:00:00 PM

Tear Down End time*

7:00:00 PM

Event Start time:*

5:30:00 PM

Event End time:*

6:00:00 PM

Rehearsal*

☐ No ☒ Yes

Rehearsal Date:

8/21/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected:*

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

Neighborhood N/A
Name/Streets to be closed Include addresses as appropriate

UPLOAD MAP An easy to read, color map of the area is required with submission.

Type of Closure:

☐ Rolling closure

☐ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

☒ **ELECTRICITY**

☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**

☐ **N/A**

☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

CITY SERVICES NEEDED:

☐ **Cones/Barricades (signed agreement required)**

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☐ **Trash Trailer (\$150 fee may be applied for use)**

☒ **N/A**

☐ **Other**

EVENT SET UP:

Mark all that apply

☐ **Stage**

Size of Stage

☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:



Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

1 Carmichael Sq

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: * For-Profit Organization

Residency

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☐ Yes

☒ No

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Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Sainas - Catering Sales Manager
Printed Name and Title (If applicable)

*

317-688-9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

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City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Information

Request submission date: 01/20/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes, 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY*

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
- ☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

Wedding Ceremony

Attach additional pages if needed-SEE BELOW

Event Date Start*

9/6/2026

Event Date End*

9/6/2026

If multiple dates,
please list

Set-Up time*

1:00:00 PM

Tear Down End time*

7:00:00 PM

Event Start time:*

5:30:00 PM

Event End time:*

6:00:00 PM

Rehearsal*

☐ No ☒ Yes

Rehearsal Date:

9/5/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected:*

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

Neighborhood N/A
Name/Streets to be closed Include addresses as appropriate

UPLOAD MAP An easy to read, color map of the area is required with submission.

Type of Closure:

☐ Rolling closure

☐ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

☒ **ELECTRICITY**

☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**

☐ **N/A**

☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

CITY SERVICES NEEDED:

☐ **Cones/Barricades (signed agreement required)**

☐ **Detour/Traffic Redirection Signs (signed agreement required)**

☐ **Emergency Medical Services (EMS) (Extra fees may apply)**

☐ **Extra Patrol During Event (when available)**

☐ **Traffic Control (Extra fees may apply)**

☐ **On-site Security (Assigned off-duty CPD officers, extra fees will apply)**

☐ **No Parking Signs (Pick up at Carmel Police Department)**

☐ **Trash Trailer (\$150 fee may be applied for use)**

☒ **N/A**

☐ **Other**

EVENT SET UP:

Mark all that apply

☐ **Stage**

Size of Stage

☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:



Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

1 Carmichael Sq

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits must be received prior to application review or processing.

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Mayor's Office

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Age Confirmation * ☒ **I confirm that I am 18 years of age or older.**

Special Event/Facility Use Policy * ☒ **By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.**

Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Sainas - Catering Sales Manager
Printed Name and Title (If applicable)

*

317-688-9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Request submission date: 01/20/2026

Department Review:

MAC: yes 01/20/2026

CFD: yes, 01/27/2026

ENG: yes 01/22/2026

STREETS: No Response

CPD: yes 01/21/2026

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY*

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
- ☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

Wedding Ceremony

Attach additional pages if needed-SEE BELOW

Event Date Start*

9/12/2026

Event Date End*

9/12/2026

If multiple dates,
please list

Set-Up time*

2:00:00 PM

Tear Down End time*

7:00:00 PM

Event Start time:*

5:30:00 PM

Event End time:*

6:00:00 PM

Rehearsal*

☐ No ☒ Yes

Rehearsal Date:

9/11/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected:*

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:

Neighborhood N/A
Name/Streets to be closed Include addresses as appropriate

UPLOAD MAP An easy to read, color map of the area is required with submission.

Type of Closure:

☐ Rolling closure

☐ Total closure

☐ Lane restrictions - explain below

☐ Other - explain below

☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

☒ **ELECTRICITY**

☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**

☐ **N/A**

☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

CITY SERVICES NEEDED:

☐ **Cones/Barricades (signed agreement required)**

☐ **Detour/Traffic Redirection Signs (signed agreement required)**

☐ **Emergency Medical Services (EMS) (Extra fees may apply)**

☐ **Extra Patrol During Event (when available)**

☐ **Traffic Control (Extra fees may apply)**

☐ **On-site Security (Assigned off-duty CPD officers, extra fees will apply)**

☐ **No Parking Signs (Pick up at Carmel Police Department)**

☐ **Trash Trailer (\$150 fee may be applied for use)**

☒ **N/A**

☐ **Other**

EVENT SET UP:

Mark all that apply

☐ **Stage**

Size of Stage

☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ **Bounce House**

☐ **N/A**

☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:



Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address
1 Carmichael Sq
Address Line 2
City State / Province / Region
Carmel IN
Postal / Zip Code Country
46032 United States

Organization Type: * For-Profit Organization

Residency Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:

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Age Confirmation * ☒ **I confirm that I am 18 years of age or older.**

Special Event/Facility Use Policy * ☒ **By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.**

Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Sainas - Catering Sales Manager
Printed Name and Title (If applicable)

*

317-688-9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

CARTER GREEN SPECIAL EVENT / FACILITY USE REQUEST FORM

Allied Solutions: 01/22/2026
9/25/26 - We have a show held for that Friday night

Request submission date: 01/20/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes, 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY REQUESTED:

Mark all that apply

FACILITY*

- ☐ CARTER GREEN (area between Center for the Performing Arts & James Building)
- ☒ ALLIED SOLUTIONS CENTER FOR THE PERFORMING ARTS EAST PATIO (on the Campus of the Center for the Performing Arts)

2. EVENT DETAILS:

Event Purpose & Description:

Provide a brief description of event

Wedding Ceremony | If this event is already published please disregard | Please note, Sarah Salinas is now the point of contact.

Attach additional pages if needed-SEE BELOW

Event Date Start*

9/25/2026

Event Date End*

9/25/2026

If multiple dates,
please list

Set-Up time*

1:00:00 PM

Tear Down End time*

7:00:00 PM

Event Start time:*

4:30:00 PM

Event End time:*

5:00:00 PM

Rehearsal*

☐ No ☒ Yes

Rehearsal Date:

9/24/2026

Rehearsal Start Time:

4:00:00 PM

Rehearsal End Time:

5:00:00 PM

Number of People Expected:*

20

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ YES ☒ NO

3. STREET(S) REQUESTED:



Neighborhood N/A
Name/Streets to be closed Include addresses as appropriate

UPLOAD MAP An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
- ☐ Total closure
- ☐ Lane restrictions - explain below
- ☐ Other - explain below
- ☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

4. SPECIAL REQUESTS:

Mark all that apply

REQUESTS:

- ☒ **ELECTRICITY**
- ☐ **JAMES BUILDING RESTROOMS (CARTER GREEN) *Extra fees apply**
- ☐ **N/A**
- ☐ **Other**

5. CITY SERVICES NEEDED:

Mark all that apply

CITY SERVICES NEEDED:

- ☐ **Cones/Barricades (signed agreement required)**
- ☐ **Detour/Traffic Redirection Signs (signed agreement required)**
- ☐ **Emergency Medical Services (EMS) (Extra fees may apply)**
- ☐ **Extra Patrol During Event (when available)**
- ☐ **Traffic Control (Extra fees may apply)**
- ☐ **On-site Security (Assigned off-duty CPD officers, extra fees will apply)**
- ☐ **No Parking Signs (Pick up at Carmel Police Department)**
- ☐ **Trash Trailer (\$150 fee may be applied for use)**
- ☒ **N/A**
- ☐ **Other**

EVENT SET UP:

Mark all that apply

- ☐ **Stage**
Size of Stage
- ☐ **Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.**
Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)
- ☐ **Bounce House**
- ☐ **N/A**
- ☒ **Other**

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

VENDORS:

Mark all that apply

Vendors

- ☐ VENDORS PRESENT
- ☐ FOOD SERVED (May be subject to Hamilton County Health Department inspection.)
- ☐ ALCOHOL SERVED - Please see Section R under "General Terms and Conditions" in the Public Use Policy.
- ☒ N/A

6. CONTACT INFORMATION:



Contact Person Sarah Salinas

Email ssalinas@hotelcarmichael.com

Phone Number: 3176889612

Cell Number:

Name/Organization: Hotel Carmichael

Address

Street Address

1 Carmichael Sq

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

United States

Organization Type: * For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☐ Yes

☒ No

SECURITY DEPOSIT AND FEE:

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Hotel Carmichael - Sarah Salinas
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Sarah Sainas - Catering Sales Manager
Printed Name and Title (If applicable)

*

317-688-9612
Phone Number (Required)

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

Address of Organization/Applicant

Date

GO TO THE CITY OF CARMEL USE ONLY TAB AND CLICK ON SUBMIT

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety



SPECIAL EVENT / FACILITY USE REQUEST

Monon and Main LLC
Yes, 01/26/2026

Request submission date: 01/15/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Japanese Garden

☐ Midtown Plaza

☐ Other

☐ Civic Square Gazebo / Lawn

☒ Monon & Main Plaza

☐ Reflecting Pool

◦ Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose & Description: *

Provide a brief description of event

Our hope is to honor our brain aneurysm survivor patients and their loved ones, as well as spread awareness about ruptured aneurysm symptoms and treatments. This is a very significant event for aneurysm survivors and their families, and for all individuals who have impacted their recovery. We think the Monon & Main Plaza area would be a great location for the event. We will have a few physicians speak as well as a featured patient and their family members, and then release a grouping of butterflies. This is a free event and open to the public!

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

9/19/2026

Event Date End *

9/19/2026

If multiple dates,
please list

Set-Up time: *

9:00:00 AM

Tear Down time: *

12:00:00 PM

End Time

Event Start time: *

10:00:00 AM

Event End time: *

11:30:00 AM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

60

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

Neighborhood 13345 Illinois Street
Name/Streets to be closed Include addresses as appropriate

Upload Map An easy to read, color map of the area is required with submission.
custom_thumbnail_thumb_small.jpg 213.42KB

Type of Closure:

☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☒ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

3. SPECIAL REQUESTS:

Requests:

☒ Electricity
☐ Fountain Restroom - Fountain/Gazebo
☐ Reflecting Pool Restrooms
☐ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply

City Services Needed

☐ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☒ N/A
☐ Other

5. EVENT SET UP:

☐ Stage

Size of Stage

☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House
☐ N/A
☒ Other We can use the stage that is already set up in front of Anthony's

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:



Vendors

- ☐ Vendors Present
- ☐ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☒ N/A

7. CONTACT INFORMATION:



Contact Person *

Jennifer Rhea

Email *

jrhea@goodmancampbell.com

Phone Number: *

3177656232

Cell Number:

3177656232

Name/Organization:

Goodman Campbell Brain and Spine

Address

Street Address

13345 Illinois Street

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

Indiana

Country

United States

Organization Type: *

For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

- ☒ Yes
- ☐ No

SECURITY DEPOSIT AND FEE:



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Jennifer Rhea
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Administrative Coordinator
Printed Name and Title (If applicable)

*

3177656232
Phone Number (Required)

13345 Illinois St. Carmel, IN 46032
Address of Organization/Applicant

1/15/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

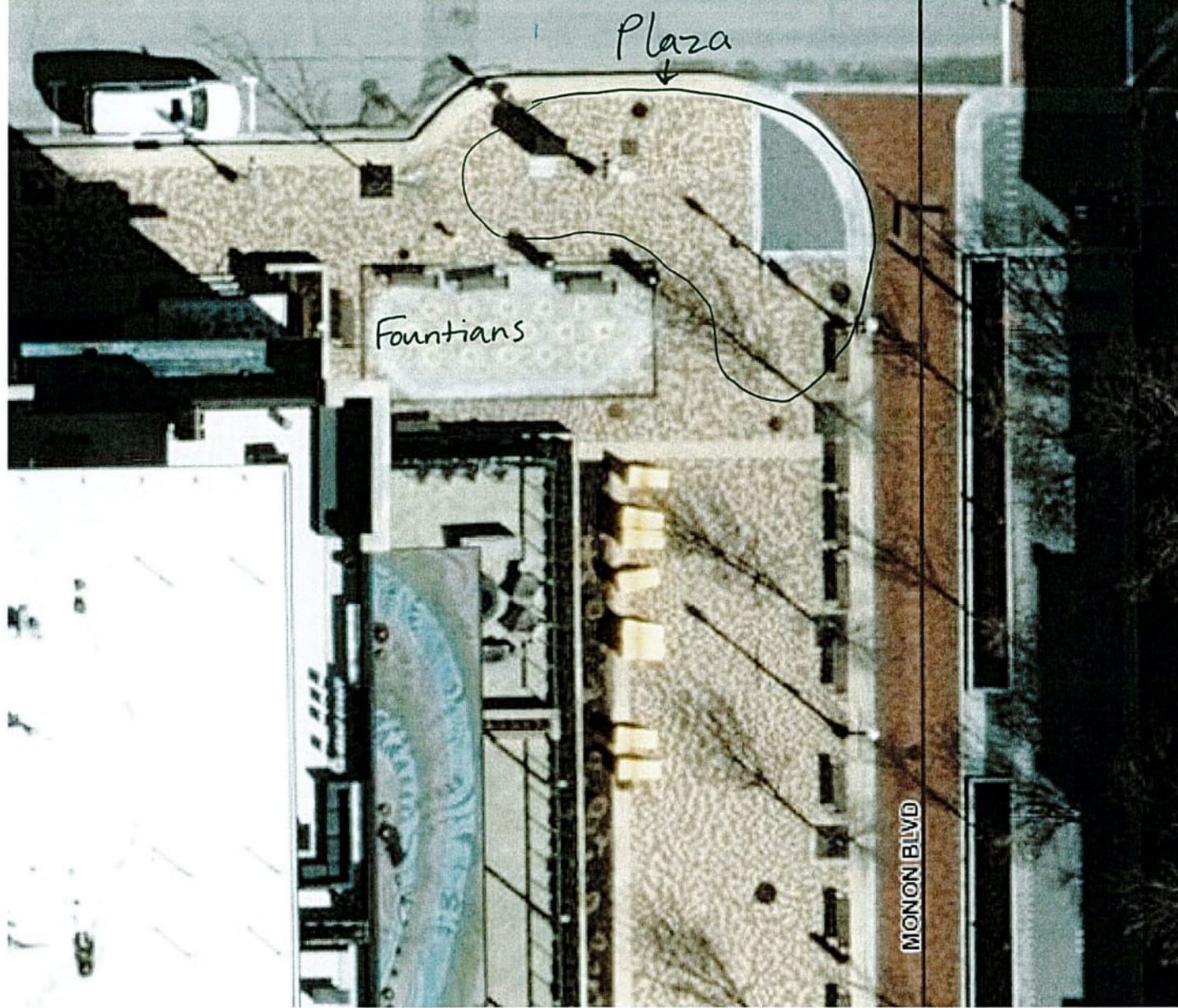
Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____





SPECIAL EVENT / FACILITY USE REQUEST

Approved CCPR Application included

Request submission date: 12/26/*2026

Department Review:

MAC: yes 01/20/2026

ENG: yes 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Japanese Garden

☒ Midtown Plaza

☐ Other

☐ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Reflecting Pool

◦ Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose &

Description: *

Provide a brief description of event

2nd annual Opening Act 5K run/walk. Event starts and finishes at MidTown Plaza then the group walks up to the start of Porchfest

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

9/20/2026

Event Date End *

9/20/2026

If multiple dates, please list

Set-Up time: *

8:00:00 AM

Tear Down time: *

11:45:00 AM

End Time

Event Start

time: *

10:30:00 AM

Event End time: *

11:30:00 AM

Rehearsal

☒ No ☐ Yes

Number of People

Expected: *

300

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☒ Yes ☐ No

Fees (cont'd)

Purpose of fee

fee to participate in run/walk

2. STREET(S) REQUESTED:

Neighborhood

Name/Streets to be closed

Monon Blvd southbound from Main St, Carmel Hills Apartments and Wilson Village

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

2025 The Opening Act 5K course map - ops version.pdf 264.62KB

Type of Closure:

- ☐ Rolling closure
- ☐ Total closure
- ☐ Lane restrictions - explain below
- ☒ Other - explain below
- ☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

some rolling closure but most all of the course is either through small neighborhoods, sidewalks or on a single lane where 2 lanes are available.

3. SPECIAL REQUESTS:

Requests:

- ☒ Electricity
- ☐ Fountain Restroom - Fountain/Gazebo
- ☐ Reflecting Pool Restrooms
- ☐ N/A
- ☐ Other

4. CITY SERVICES NEEDED: Mark all that apply

City Services Needed

- ☐ Cones/Barricades (signed agreement required)
- ☐ Detour/Traffic Redirection Signs (signed agreement required)
- ☐ Emergency Medical Services (EMS) (Extra fees may apply)
- ☐ Extra Patrol During Event (when available)
- ☒ Traffic Control (Extra fees may apply)
- ☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
- ☐ No Parking Signs (Pick up at Carmel Police Department)
- ☐ Trash Trailer (\$150 fee may be applied for use)
- ☐ N/A
- ☐ Other

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☒ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

10 x 10

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ Bounce House

- ☐ N/A

- ☐ Other

Carmel Road Racing Group

Name of Merchant(s) doing the setup

3174078489

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☒ Vendors Present
- ☐ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☒ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☐ N/A

Vendors Present *

Approximately how many vendors will be present?

2-4

7. CONTACT INFORMATION:**Contact Person ***

Todd Oliver

Email *

todd@carmelroadracinggroup.com

Phone Number: *

[REDACTED]

Cell Number:

[REDACTED]

Name/Organization:

Carmel Road Racing Group

Address

Street Address

[REDACTED]

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

indiana

Country

USA

Organization Type: *

For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

☒ Yes

☐ No

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits **must** be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #a0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

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Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

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I will leave the City facility I use in the same condition that it was immediately prior to my use thereof. I agree to pay for any damage, repair or clean-up costs incurred by the City as a result of my use of a City facility.

I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the City's Special Event/Facility Use Policy and by any addition conditions or restrictions placed upon my/our use of a City facility by the Board. I understand that the Board has the right to deny, alter or revoke my request for the use of a City facility for any lawful reason. I and/or my organization also agree to indemnify and hold harmless the City of Carmel and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the City-owned facility and/or property.

Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Carmel Road Racing Group / Todd Oliver

Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Todd Oliver, President

Printed Name and Title (If applicable)

*



Phone Number (Required)



Carmel, IN 46032

Address of Organization/Applicant

12/26/2025

Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____



~ A KICKOFF TO PORCHFEST ~

- Sunday, September 21
- At MidTown Plaza
- 10:30 AM Start
- 11:45 AM – march to Porchfest from Midtown

Special Course notes

- Start and finish will be on Monon Blvd South
- Elm Street will stay open all morning
- Sidewalk will be used along Guilford Blvd
- North curb lane of westbound will be used on City Center leaving center westbound open to traffic



Form Name:	Community Events Application
Submission Time:	December 31, 2025 5:10 pm
Browser:	Firefox 146.0 / Windows
IP Address:	195.252.198.219
Unique ID:	1419145925
Location:	35.0987, -77.1045

Community Events Application

Event Information

Event Name	The Opening Act 5K
Event Date	Sep 20, 2026
Event Purpose & Description	5k run walk in Carmel MidTown to kickoff Porchfest
Event Website URL	https://runsignup.com/Race/IN/Carmel/TheOpeningAct5KRunWalk
Have you held this event previously and utilized space through Carmel Clay Parks & Recreation?	Yes
Event Start Time	10:30 AM
Event End Time	11:30 AM
Set Up Will Begin At	08:30 AM
Clean Up Will Be Completed By	12:00 PM
Location Requesting (please note: we cannot accept events that go over parking lot capacities)	Monon Greenway
What shelters, if any, do you plan on using?	N/A
What are your estimated attendance numbers (please note: we cannot accept events that go over parking lot capacities)?	250
Estimated Number of Cars	0
Is there an admission fee?	Yes
Money will be taken by which of the below options?	Both

Registration Fee:	35-40
Do you plan on bringing in food?	No
Upload an Event Schedule if available (max 5MB)	https://www.formstack.com/admin/download/file/18976765269
Upload map illustrating event routes and/or areas of park being used if available (max 5MB)	https://www.formstack.com/admin/download/file/18976765270
Upload Marketing/Promotional Materials for Approval	https://www.formstack.com/admin/download/file/18976765271
How did you hear about our parks/facilities?	Used Prior or Returning Event

Safety Plan

Safety plan based on FEMA National Incident Management System standards. We agree to:	Event Manager will watch for inclement weather using internet and/or other sources of climate conditions Agree to cancelling the event due to lightning or emergency weather situations Are aware of emergency shelter locations and agree to evacuate to them in emergency situations In case of severe weather, Event Manager will make announcements for participants and volunteers to evacuate the area
Event Director's Name:	Todd Oliver
Phone	(317) 407-8489
Event Manager's Name:	Todd Oliver
Phone	(317) 407-8489
Safety Plan Terms & Conditions	I have read and agree to the above Safety Plan.

Accessibility Plan

Accessibility Plan Terms & Conditions	Although the organization doesn't conduct formal assessments, staff are aware of the need to accommodate reasonable requests in regards to the above areas. Additionally, the status of the Accessibility Plan will be reviewed annually. I agree that our organization's staff is responsible for prioritizing and reviewing of the Accessibility Plan as well as all the requests for reasonable accommodations. All requests will be identified, reviewed, decided upon and documented.
--	---

Organization Information

Name of Applicant	Todd Oliver
Applicant Email	todd@carmelroadracinggroup.com
Organization Name	Carmel Road Racing Group
Organization Address	3575 Inverness Blvd Carmel, IN 46032
Organization Phone	(317) 407-8489
Organization Website	https://www.carmelroadracinggroup.com/

Certificate of Insurance(s)

Terms & Conditions

Printed Name of Authorized Representative	Todd Oliver
Agree to Terms & Conditions Regarding Additional Fees	I have read and understand that I will be held accountable for added fees associated with this community event. Failure to pay or comply with park rules may result in additional fines and denial of future requests.

Terms & Conditions

It is understood that no person, group or organization has any vested right to the exclusive use of park property. The use of any/all park property is subject to availability and approval by Carmel Clay Parks & Recreation (CCPR), subject to the policies, rules and guidelines of the Carmel/Clay Board of Parks & Recreation (the "Rules"). All requests and paperwork related to it must be received by CCPR before the requested usage date. It is understood that CCPR-sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency.

If a facility rental permit is granted, the users agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity at the park, and to be responsible for replacement in case any damage or loss is incurred. A certificate of insurance naming the Carmel/Clay Board of Parks & Recreation, Carmel/Clay Department of Parks & Recreation, City of Carmel, and Clay Township as additional insures may be required.

All users agree to adhere to the Rules, applicable federal, state and local laws, and any specific guidelines outlined in the facility reservation permit. A minimum of one adult chaperone (age 18 and above) is required for every ten youth (age 17 and under) in attendance at the activity. The undersigned hereby acknowledge receipt of the Rules.

Failure to comply with all of the Carmel Clay Parks & Recreation Parks rental rules & regulations may result in event being cancelled without notification.

Agree to Terms & Conditions

I have read the terms of this agreement and, as the authorized representative of the group making this request, I do agree to abide by these rules and terms.

Signature

A handwritten signature in black ink, appearing to be a stylized 'J' followed by a large 'O' and a small 'K' or similar characters.



SPECIAL EVENT / FACILITY USE REQUEST

Request submission date: 01/08/2026

Department Review:

MAC: yes 01/20/2026

ENG: yes 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Japanese Garden

☒ Midtown Plaza

☐ Other

☐ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Reflecting Pool

◦ Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose & Description: *

Provide a brief description of event

Merchants Bank is looking to host its 3rd annual small business vendor expo. This event was created to expose our employees to small businesses they may not have come across before. Simultaneously, the small businesses gain more exposure and are able to generate revenue. The vendors will consist of product and service-based businesses. Local Carmel small businesses will be encouraged to participate.

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☐ Yes ☒ No

Event Date Start *

10/2/2026

Event Date End *

10/2/2026

If multiple dates, please list

Set-Up time: *

8:00:00 AM

Tear Down time: *

1:00:00 PM

End Time

Event Start time: *

11:00:00 AM

Event End time: *

1:00:00 PM

Rehearsal

☐ No ☐ Yes

Rehearsal Date:

Rehearsal Start:

Rehearsal Start Time:

Rehearsal End:

Rehearsal End Time:

Number of People Expected: *

125

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☐ Yes ☒ No

2. STREET(S) REQUESTED:

**Neighborhood
Name/Streets to be
closed**

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

Type of Closure:

- ☐ Rolling closure
☐ Total closure
☐ Lane restrictions - explain below
☐ Other - explain below
☐ N/A

Explain lane restrictions needed and other needed below:

**Further Info for type
of closure**

3. SPECIAL REQUESTS:

Requests:

- ☒ Electricity
☐ Fountain Restroom - Fountain/Gazebo
☐ Reflecting Pool Restrooms
☐ N/A
☐ Other

4. CITY SERVICES NEEDED: Mark all that apply

City Services Needed

- ☐ Cones/Barricades (signed agreement required)
☐ Detour/Traffic Redirection Signs (signed agreement required)
☐ Emergency Medical Services (EMS) (Extra fees may apply)
☐ Extra Patrol During Event (when available)
☐ Traffic Control (Extra fees may apply)
☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
☐ No Parking Signs (Pick up at Carmel Police Department)
☐ Trash Trailer (\$150 fee may be applied for use)
☐ N/A
☐ Other

5. EVENT SET UP:

☐ Stage

Size of Stage

☒ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

☐ Bounce House

☐ N/A

☐ Other

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☒ Vendors Present
- ☐ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☐ N/A

Vendors Present *

Approximately how many vendors will be present?
20

7. CONTACT INFORMATION:**Contact Person ***

Marc Hardy

Email *

mhardy@bankmerchants.com

Phone Number: *

3177093111

Cell Number:**Name/Organization:**

Merchants Bank

Address

Street Address

410 Monon Blvd.

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

IN

Country

Organization Type: *

For-Profit Organization

Residency

Is the Organization based within the City of Carmel city limits?

- ☒ Yes
- ☐ No

SECURITY DEPOSIT AND FEE:

A refundable Security Deposit in the amount of \$100 for any applicant located or residing **within** Carmel city limits or a non-refundable event fee in the amount of \$150 for any applicant located or residing **outside** of Carmel city limits **must** be received prior to application review or processing.

Payment may be made online using a credit or debit card at <https://www.govpaynow.com> . PLC #a0026j, calling the Govpay call center at 1-888-604-7888 (give them PLC#) or in the form of a certified check or money order made payable to the City of Carmel. (Mail to: Carmel City hall, Attn: Lobby Desk, 1 Civic Square, Carmel, IN 46032)

DISCLAIMER:

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Acknowledgement and Agreement

Mayor's Office

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH SPECIAL EVENT/FACILITY USE POLICY

I have read and understand the City of Carmel, Indiana ("City") [Special Event/Facility Use Policy](#) and agree to be bound by all the terms and conditions set forth therein.

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I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the City's Special Event/Facility Use Policy and by any addition conditions or restrictions placed upon my/our use of a City facility by the Board. I understand that the Board has the right to deny, alter or revoke my request for the use of a City facility for any lawful reason. I and/or my organization also agree to indemnify and hold harmless the City of Carmel and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the City-owned facility and/or property.

Age Confirmation * ☒ I confirm that I am 18 years of age or older.

Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Merchants Bank
Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Marc Hardy
Printed Name and Title (If applicable)

*

3177093111
Phone Number (Required)

410 Monon Blvd. Carmel, IN. 46032
Address of Organization/Applicant

1/8/2026
Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____



SPECIAL EVENT / FACILITY USE REQUEST

Approved CCPR Application included

Request submission date: 12/26/2025

Department Review:

MAC: yes 01/20/2026

ENG: yes, 01/22/2026

CPD: yes 01/21/2026

CFD: yes, 01/27/2026

STREETS: No Response

PARKS: yes, 01/26/2026

Information

1. CITY FACILITY(S) REQUESTED:

Facility(s)

☐ Civic Square Fountain Area

☐ Japanese Garden

☐ Midtown Plaza

☒ Other

streets

☐ Civic Square Gazebo / Lawn

☐ Monon & Main Plaza

☐ Reflecting Pool

◦ Please click [here](#) to request the Carter Green or East Patio.

2. EVENT DETAILS

Event Purpose & Description: *

Provide a brief description of event

20th Annual Donut 5K holiday run/walk at St. Vincent Sports Performance in Clay Terrace Mall

Attach additional pages if needed-SEE BELOW

Has this event been held at City facility before? *

☒ Yes ☐ No

Event Date Start *

12/19/2026

Event Date End *

12/19/2026

If multiple dates, please list

Set-Up time: *

8:00:00 AM

Tear Down time: *

10:30:00 AM

End Time

Event Start time: *

9:00:00 AM

Event End time: *

10:15:00 AM

Rehearsal

☒ No ☐ Yes

Number of People Expected: *

1,500

Fees?

Will a Fee be charged for this event? If yes, please describe below.

☒ Yes ☐ No

Fees (cont'd)

Purpose of fee

fee to participate in run/walk

2. STREET(S) REQUESTED:

Neighborhood Name/Streets to be closed

Rolling Meadows, Monon Greenway, Walters Rolling Acres, Clay Terrace Blvd.

Include addresses as appropriate

Upload Map

An easy to read, color map of the area is required with submission.

2025 Donut 5K map with PD locations first last runners

380.13KB

times2.pdf

Type of Closure:

- ☐ Rolling closure
- ☐ Total closure
- ☒ Lane restrictions - explain below
- ☐ Other - explain below
- ☐ N/A

Explain lane restrictions needed and other needed below:

Further Info for type of closure

neighborhoods will have no closures. Single lane closure for northbound Clay Terrace to 146

3. SPECIAL REQUESTS:

Requests:

- ☐ Electricity
- ☐ Fountain Restroom - Fountain/Gazebo
- ☐ Reflecting Pool Restrooms
- ☒ N/A
- ☐ Other

4. CITY SERVICES NEEDED: Mark all that apply

City Services Needed

- ☐ Cones/Barricades (signed agreement required)
- ☐ Detour/Traffic Redirection Signs (signed agreement required)
- ☐ Emergency Medical Services (EMS) (Extra fees may apply)
- ☐ Extra Patrol During Event (when available)
- ☒ Traffic Control (Extra fees may apply)
- ☐ On-site Security (Assigned off-duty CPD officers, extra fees will apply)
- ☐ No Parking Signs (Pick up at Carmel Police Department)
- ☒ Trash Trailer (\$150 fee may be applied for use)
- ☐ N/A
- ☐ Other

5. EVENT SET UP:

- ☐ Stage

Size of Stage

- ☐ Tent(s) – If placing a tent over the entire green space at Midtown Plaza, the exclusive vendor for tent rental is A-Classic Party Rentals (317-251-7368). Otherwise, you may use the vendor of your choice.

Size of Tent (s) (Tents 20 x 20 or larger require inspection by Carmel Fire Department, 317-571-2600)

- ☐ Bounce House
- ☒ N/A
- ☐ Other

Name of Merchants(s) doing the setup

Phone Number of Merchant(s) doing set up:

6. VENDORS:

Vendors

- ☐ Vendors Present
- ☐ Food Served (May be subject to Hamilton County Health Department Inspection)
- ☐ Alcohol Served (Please see Section R under "General Terms and Conditions" in the Special Event/Facility Use Policy)
- ☒ N/A

7. CONTACT INFORMATION:**Contact Person ***

Todd Oliver

Email ***Phone Number: *****Cell Number:****Name/Organization:** Carmel Road Racing Group**Address**

Street Address

Address Line 2

City

Carmel

Postal / Zip Code

46032

State / Province / Region

indiana

Country

USA

Organization Type: * For-Profit Organization**Residency**

Is the Organization based within the City of Carmel city limits?

- ☒ Yes
- ☐ No

SECURITY DEPOSIT AND FEE:

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Acknowledgement and Agreement

Mayor's Office

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Special Event/Facility Use Policy * ☒ By selecting this box, I hereby acknowledge that I have read and fully understand the City of Carmel, Indiana ("City") Special Event/Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

Carmel Road Racing Group / Todd Oliver

Name of Organization/Applicant

*



Signature of Authorized Agent/Applicant

Todd Oliver, President

Printed Name and Title (If applicable)

*



Phone Number (Required)



carmel, in 46032

Address of Organization/Applicant

12/26/2025

Date

Submit

City of Carmel Use Only

Approved this _____ day of _____, 20

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date

Special Conditions: _____

9:00 – 9:15

9:00 – 9:08



Form Name:	Community Events Application
Submission Time:	December 31, 2025 2:40 pm
Browser:	Firefox 146.0 / Windows
IP Address:	195.252.198.219
Unique ID:	1419118300
Location:	35.0987, -77.1045

Community Events Application

Event Information

Event Name	20th Anniversary of the Donut 5K Holiday Run/Walk
Event Date	Dec 19, 2026
Event Purpose & Description	Donut 5K Holiday Run/Walk is a Carmel tradition. In partnership with Jack's Donuts of Carmel, the Donut 5K has become a tradition for many families and friends. The event benefits local animal rescues.
Event Website URL	https://www.donut5krun.com/
Have you held this event previously and utilized space through Carmel Clay Parks & Recreation?	Yes
Event Start Time	09:00 AM
Event End Time	10:05 AM
Set Up Will Begin At	07:00 AM
Clean Up Will Be Completed By	11:00 AM
Location Requesting (please note: we cannot accept events that go over parking lot capacities)	Monon trail between 146 and US 31 bridge plus the Clay Terrace Trail
What shelters, if any, do you plan on using?	N/A
What are your estimated attendance numbers (please note: we cannot accept events that go over parking lot capacities)?	1500
Estimated Number of Cars	0
Is there an admission fee?	Yes

Money will be taken by which of the below options?	Both
Registration Fee:	35-40
Do you plan on bringing in food?	No
Upload an Event Schedule if available (max 5MB)	https://www.formstack.com/admin/download/file/18976375951
Upload map illustrating event routes and/or areas of park being used if available (max 5MB)	https://www.formstack.com/admin/download/file/18976375952
Upload Marketing/Promotional Materials for Approval	https://www.formstack.com/admin/download/file/18976375953
How did you hear about our parks/facilities?	Used Prior or Returning Event

Safety Plan

Safety plan based on FEMA National Incident Management System standards. We agree to:	Event Manager will watch for inclement weather using internet and/or other sources of climate conditions Agree to cancelling the event due to lightning or emergency weather situations Are aware of emergency shelter locations and agree to evacuate to them in emergency situations In case of severe weather, Event Manager will make announcements for participants and volunteers to evacuate the area
Event Director's Name:	Todd Oliver
Phone	(317) 407-8489
Event Manager's Name:	Todd Oliver
Phone	(317) 407-8489
Safety Plan Terms & Conditions	I have read and agree to the above Safety Plan.

Accessibility Plan

Accessibility Plan Terms & Conditions

Although the organization doesn't conduct formal assessments, staff are aware of the need to accommodate reasonable requests in regards to the above areas. Additionally, the status of the Accessibility Plan will be reviewed annually. I agree that our organization's staff is responsible for prioritizing and reviewing of the Accessibility Plan as well as all the requests for reasonable accommodations. All requests will be identified, reviewed, decided upon and documented.

Organization Information

Name of Applicant	Todd Oliver
Applicant Email	todd@carmelroadracinggroup.com
Organization Name	Carmel Road Racing Group
Organization Address	3575 Inverness Blvd Carmel, IN 46032
Organization Phone	(317) 407-8489
Organization Website	https://www.donut5krun.com/
Onsite Contact Phone	(317) 407-8489
Onsite Contact Email	todd@carmelroadracinggroup.com

Certificate of Insurance(s)

Terms & Conditions

Printed Name of Authorized Representative	Todd Oliver
Agree to Terms & Conditions Regarding Additional Fees	I have read and understand that I will be held accountable for added fees associated with this community event. Failure to pay or comply with park rules may result in additional fines and denial of future requests.

Terms & Conditions

It is understood that no person, group or organization has any vested right to the exclusive use of park property. The use of any/all park property is subject to availability and approval by Carmel Clay Parks & Recreation (CCPR), subject to the policies, rules and guidelines of the Carmel/Clay Board of Parks & Recreation (the "Rules"). All requests and paperwork related to it must be received by CCPR before the requested usage date. It is understood that CCPR-sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency.

If a facility rental permit is granted, the users agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity at the park, and to be responsible for replacement in case any damage or loss is incurred. A certificate of insurance naming the Carmel/Clay Board of Parks & Recreation, Carmel/Clay Department of Parks & Recreation, City of Carmel, and Clay Township as additional insures may be required.

All users agree to adhere to the Rules, applicable federal, state and local laws, and any specific guidelines outlined in the facility reservation permit. A minimum of one adult chaperone (age 18 and above) is required for every ten youth (age 17 and under) in attendance at the activity. The undersigned hereby acknowledge receipt of the Rules.

Failure to comply with all of the Carmel Clay Parks & Recreation Parks rental rules & regulations may result in event being cancelled without notification.

Agree to Terms & Conditions

I have read the terms of this agreement and, as the authorized representative of the group making this request, I do agree to abide by these rules and terms.

Signature

A handwritten signature in black ink, appearing to be 'J. H. [unclear]', is written over a horizontal line.

January 27, 2026

Board of Public Works and Safety
One Civic Square
Carmel, Indiana 46032

RE: WAIVER OF BPW RESOLUTION NO. 04-28-17-01 – AES – GREENTREE DRIVE

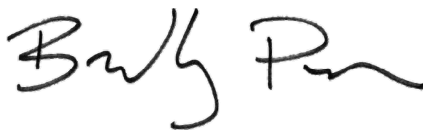
Dear Board Members:

AES is requesting a waiver from the City's Buried Utility District requirements (BPW Resolution No. 04-28-17-01) to replace 3 existing utility poles near 9815 Greentree drive (exhibit attached). These pole replacements are needed for typical maintenance of existing aerial utility services.

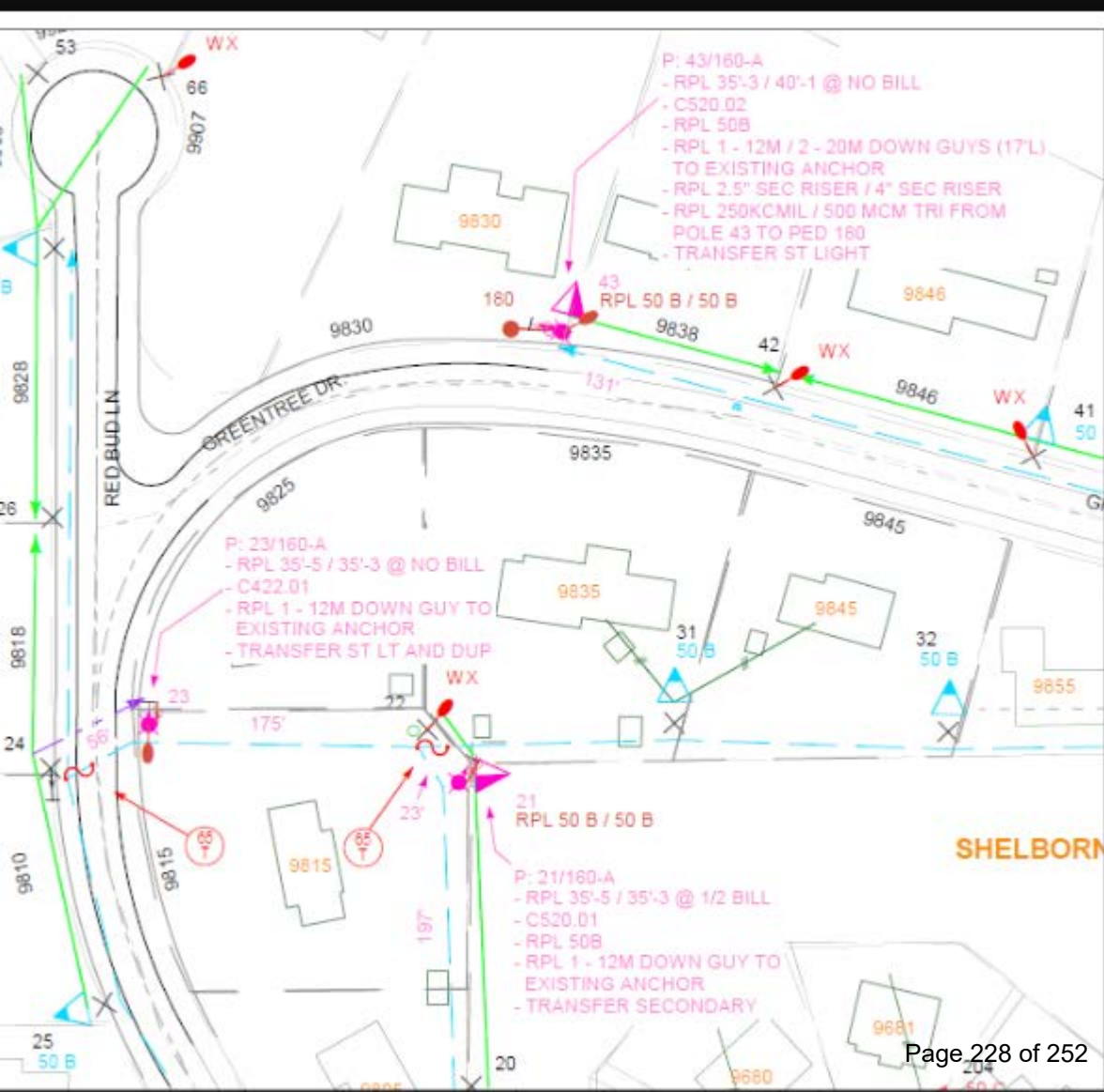
The Department of Engineering, in review of the proposed requested waiver, has determined that the waiver is valid and recommends approval of the waiver conditioned upon the following:

- The project's contractor shall comply with the provisions of Carmel City Code 6-227(a)(1), 6-227(a)(8) and 6-227(b).
- Any damage to the existing improvements within the right of way of and City of Carmel roadway shall be restored to the satisfaction of the City when work is completed.
- Access to all adjoining properties shall be maintained at all times.
- The petitioner shall be responsible for coordinating relocation of all utility lines attached to the poles and complete removal of any retired or replaced poles.
- The petitioner acknowledges that this waiver is for the items described above only.
- The petitioner acknowledges that the approval of this waiver does not guarantee approval of any future waiver requests for this or any other project.

Sincerely,



Bradley Pease, P.E.
City Engineer



January 27, 2026

Board of Public Works and Safety
One Civic Square
Carmel, Indiana 46032

RE: WAIVER OF BPW RESOLUTION NO. 04-28-17-01 – DUKE ENERGY – 9602 WESTFIELD BLVD

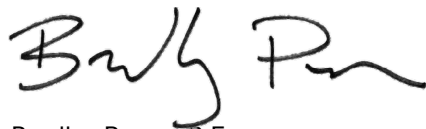
Dear Board Members:

Duke Energy is requesting a waiver from the City's Buried Utility District requirements (BPW Resolution No. 04-28-17-01) to replace 1 existing utility poles near 9602 Westfield Blvd (exhibit attached). This pole replacement is needed to provide riser space for connecting new underground service lines to the existing aerial network.

The Department of Engineering, in review of the proposed requested waiver, has determined that the waiver is valid and recommends approval of the waiver conditioned upon the following:

- The project's contractor shall comply with the provisions of Carmel City Code 6-227(a)(1), 6-227(a)(8) and 6-227(b).
- Any damage to the existing improvements within the right of way of and City of Carmel roadway shall be restored to the satisfaction of the City when work is completed.
- Access to all adjoining properties shall be maintained at all times.
- The petitioner shall be responsible for coordinating relocation of all utility lines attached to the poles and complete removal of any retired or replaced poles.
- The petitioner acknowledges that this waiver is for the items described above only.
- The petitioner acknowledges that the approval of this waiver does not guarantee approval of any future waiver requests for this or any other project.

Sincerely,



Bradley Pease, P.E.
City Engineer

USP: HOMEPAGE (430) CIRCUIT 1244 (12.477.2K)
1) RECLOSER ON 087-108
2) HOMEPAGE (430) SUBSTATION NEAR
1328 E 11TH ST, INDIANAPOLIS, IN, 46280

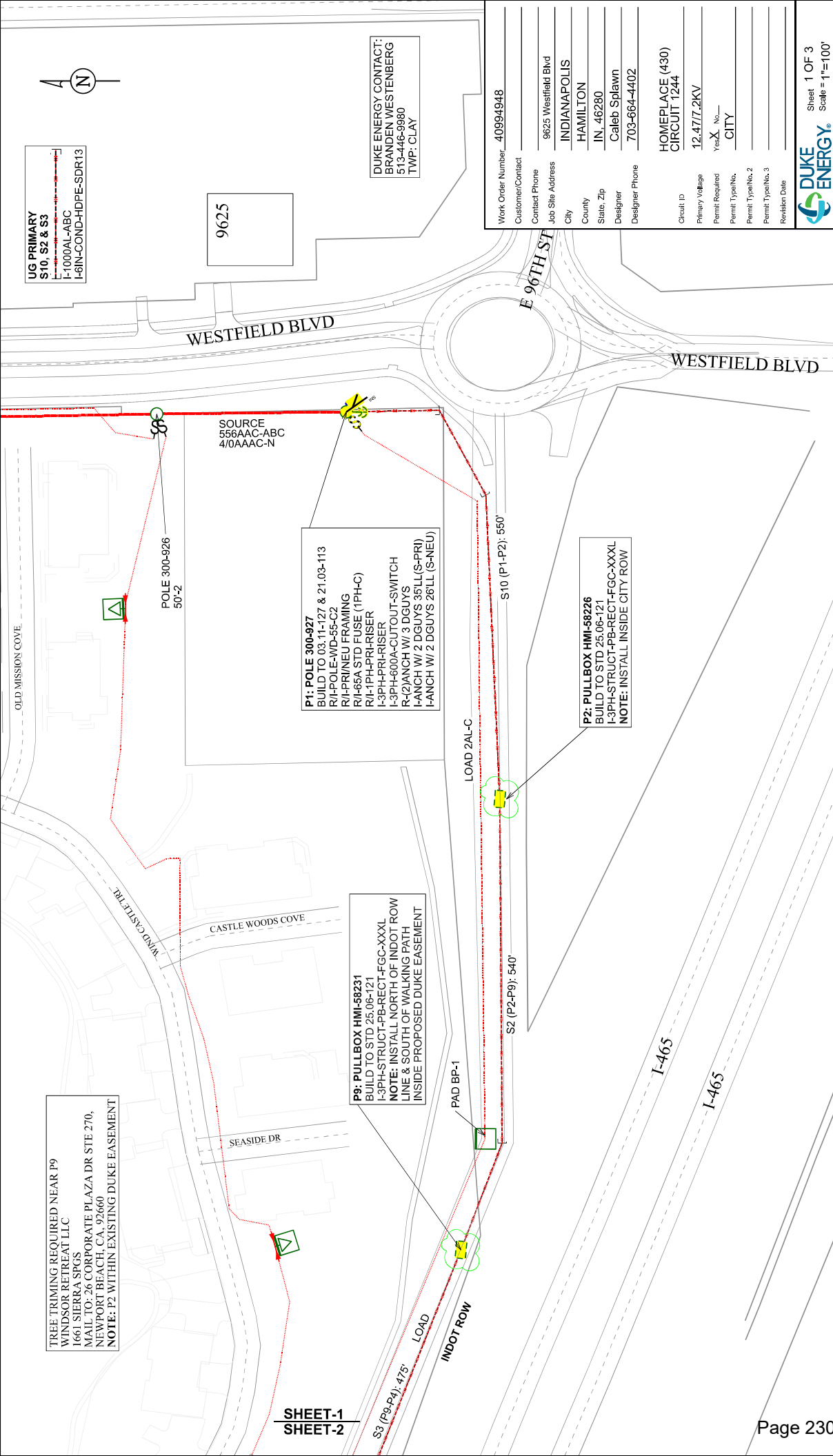


Safety Reminders / Adverse Conditions
MECH ACCESS REQUIRED FOR P1
P2 AND P9 ACCESSIBLE NEAR WALKING PATH
(TREE TRIMMING REQUIRED)
(TREE CREW TO COORDINATE WITH LINE CREW WHEN DESIRED)
PULL BOX LOCATIONS ARE FINALIZED)



Work Zone General Comments:
DUKE TO BORE
MAINTAIN 3' FROM TOP OF CONDUIT
TO GRADE. INSTALL 3PH UG LINE SOUTH AND PARALLEL
OF EXISTING 1PH UG LINE.

REMEMBER: Work zone area conditions may have changed for this job! Everyone is responsible for verifying the above safety information is correct prior to any work being performed each day.



SHEET-1
SHEET-2

Work Order Number	40994948
Customer/Contact	
Contact Phone	
Job Site Address	
City	INDIANAPOLIS
County	HAMILTON
State, Zip	IN, 46280
Designer	Caleb Splawn
Designer Phone	703-664-4402
Circuit ID	HOMEPAGE (430) CIRCUIT 1244
Primary Voltage	12.47/7.2KV
Permit Required	Yes ☒ No ☐
Permit Type/No.	CITY
Permit Type/No. 2	
Permit Type/No. 3	
Revision Date	

January 28, 2025

Board of Public Works and Safety
One Civic Square
Carmel, Indiana 46032

**RE: STORMWATER TECHNICAL STANDARDS WAIVER – 711 RANGELINE RD – MAGNOLIA
PHASE 2**

Dear Board Members:

Derek Snyder with Crossroad Engineers, has requested a waiver from the Stormwater Technical Standards Manual in association with phase 2 of the Magnolia Condominiums proposed at 711 Rangeline Road (exhibits attached).

The Department of Engineering, in review of the proposed conditions and design standards, has determined that the waivers requested are valid given the existing site constraints involved with the project and recommend approval.

Sincerely,



Bradley Pease, P.E.
City Engineer



January 23, 2026

Ms. Eleanor Prescott Ferguson & Ms. Shelby Isaacson
Plan Review Coordinators
City of Carmel Engineering Department
One Civic Square
Carmel, IN 46032

RE: Magnolia Condominiums – Phase 2
Stormwater Waiver Requests

Ms. Prescott Ferguson & Ms. Isaacson:

On behalf of Old Town Design Group, please accept this letter as the formal stormwater waiver request from the City of Carmel Stormwater Technical Standards Manual (STSM) sections identified below. It should be noted that these waivers are consistent with the waivers granted for Phase 1 of the Magnolia development (docket #PZ-2020-00074) and the overall master planned layout.

STSM Reference:

1. **Section 104.02: Grading and Building Pad Elevations** – as shown on the plans, the proposed project includes two (2) condominium buildings with garages on the first floor of each building. Said garages provide direct access to the private interior alleys providing ingress and egress for each building. The desired density and relatively small project site results in the garage doors being located approx. 5 feet off the edge of the alley travel lane. As a result, the site cannot be graded such that the finished floor elevations are 1 foot above the adjacent roadway/private alleys. Additionally, the location of the required public street connection to Pawnee Road constructed in Phase 1; as well as, the topography of the existing site and streets, resulted in the finished floor elevation of building #1 being below Livingstone Drive. As shown on the Grading Plan (sheet C500), the proposed MLAG/MFPG, garage finished floor elevation, finished floor elevation, and crest elevation are as follows:

Building #	MLAG/MFPG	GFFE	FFE	Road Name	*Road Elevation
1 (existing)	845.57	845.57	845.90	Livingstone Dr.	847.07
3	845.67	846.00	846.33	Livingstone Dr.	845.98
5	844.10	844.60	844.93	Sweetgrass Dr.	844.08

*represents the highest edge of pavement elevation along the building frontage facing road

As such, the developer respectfully requests a waiver from the finished floor elevation requirements.

2. **Section 302: Stormwater Detention Design** – although it's not explicitly stated in the STSM, it's our understanding that the City of Carmel allows redevelopment sites to provide stormwater detention designed to release runoff resulting from the 10-year and 100-year storm events under redevelopment conditions at the existing 2-year and 10-year rates as opposed to the general release rates established in Section 302.03. Given the City's existing Sisters City Garden regional detention pond, which is located downstream of the Magnolia

site and within the same watershed, the developer respectfully requests a waiver to allow a detention system designed assuming a “no net increase” policy as follows:

Overall Allowable Release Rates:

Redeveloped 2-yr $\leq$ Existing 2-yr

Redeveloped 10-yr $\leq$ Existing 10-yr

Redeveloped 100-yr $\leq$ Existing 100-yr

Furthermore, site constraints, including 1) location, configuration, and depth of the proposed underground detention system and 2) location of electric transformers/services and water services required for the redevelopment, do not allow for all runoff to be conveyed to the detention system. As such, the developer respectfully requests a waiver to allow for direct discharge of a minor amount of runoff in the redevelopment scenario from Str. No. 37A and 37. It should be noted that the direct discharge has also been accounted for in the requested overall allowable release rates described above.

3. **Section 302.06(2): 100-yr Detention Separation from Buildings** – as shown on the plans, the proposed project includes construction of two (2) condominium buildings in the full built-out with an underground detention system. Given the layout and size of the site, 25-feet of horizontal separation cannot be provided between the proposed buildings and the 100-year detention elevation while providing the desired density. As such, the developer respectfully requests a waiver to allow 6-feet of horizontal separation between the condominiums and the existing and proposed underground detention system footprints.
4. **Section 302.06(4): Detention Separation from Right-of-Way** – as shown on the plans and secondary plat, the developer intends to dedicate Livingstone Drive as public right-of-way; therefore, no space is available to locate the proposed underground detention system outside the right-of-way. As such, the developer respectfully requests a waiver to allow detention within the public right-of-way as shown.
5. **Section 302.06(10): Permanent Stormwater Easement** – as indicated in #2 above, the developer respectfully requests a waiver to allow 6-feet of horizontal separation between the condominiums and the existing and proposed underground detention system footprints due to the size and layout of the site which is needed to meet the desired density.
6. **Section 302.06(12): Detention of Right-of-Way Runoff** – since it has been completely reconstructed with all storm sewer draining to the north and west of the roundabout, it is highly unlikely that runoff from 126th Street (City Center Drive) will ever be routed into the proposed onsite Magnolia storm sewer and detention system. Furthermore, the topography makes it infeasible to convey most of the runoff from right-of-way into the proposed storm sewer. As such, the developer respectfully requests a waiver from this requirement.
7. **Section 303.07: MLAG/MFPG Requirements** – the desired density and relatively small project site results in a layout with condominium buildings that are separated from the existing storm sewer inlets located in the platted alleys by less than 20 feet. Due to the attached garages that have access off the alleys, the buildings cannot be raised to meet the MLAG/MFPG. As shown on the Grading Plan (sheet C500), the proposed MLAG/MFPG, garage finished floor elevation, finished floor elevation, and crest elevation are as follows:

Building #	MLAG/MFPG	GFFE	FFE	Crest Elev
1 (existing)	845.57	845.57	845.90	

3	845.67	846.00	846.33	845.88
5	844.27	844.60	844.93	844.35

The construction plans have been revised to include a temporary emergency overflow path along the south side of the development in a platted 20' wide drainage and utility easement (DUE). The overflow path has been designed to convey the 1.25x Q100 inflow to the detention system in the unlikely event all upstream conveyances are plugged. It should be noted that the storm system design has been revised such that the pipes can convey the 100-year storm event via gravity and the inlet grates can convey the 100-year storm event at 50% clogged. Furthermore, it's our understanding that the City will require Livingstone Drive to be extended approximately 280' south to Winona Drive if the Ace Hardware property to the south is redeveloped in the future. As shown on the construction plans, the proposed road profile elevation of Livingstone at the south end of the Magnolia development is 844.07 and approximately 8' higher than Winona Drive (per our topographical survey and GIS contours) resulting in a future road profile grade of +/-2.85%. As such, any future extension of Livingstone would function as the new emergency overflow path for Magnolia and provide a direct outlet to public right-of-way for runoff resulting from storm events exceeding the 100-year.

As such, the developer respectfully requests a waiver from the MLAG/MFPG requirements for buildings #1 (existing), #3, and #5.

8. **Section 305.02: Storm Drain Pipe Design** – due to the higher “no net increase” redevelopment scenario release rates being request, the proposed detention system outlet control structure (Str. No. 36) will not require an orifice place to restrict the release rates from the system. Instead, a 12" pipe will be utilized which will function under pressure flow as runoff stages inside the chambers and stone voids. The design essentially uses the same approach as larger developments with higher allowable release rates and wet/dry detention ponds utilizing a pipe end section or storm sewer functioning under pressure flow. It should be noted that the 100-year hydraulic gradeline was modeled for the entire system and no structure rim elevations surcharge. As such, the developer respectfully requests a waiver to allow the detention system outlet pipes to function under pressure flow.
9. **Section 306.02(A) & (C): Easement Requirements** – the proposed detention system outlet pipe and temporary emergency overflow path is located along the south property line. Due to the size, layout, and desired density of the future Phase 3 condominium, a 20' wide drainage and utility easement (DUE) is being requested. A 20' DUE provides sufficient space for the maintenance and inspection of the proposed storm sewer, which is approximately 4.5' deep on average as measured from finished grade to pipe invert and is consistent with the minimum easement width required for other storm sewers. In the unlikely event of the upstream storm sewer and detention system becoming completely clogged, the 20' wide easement provides sufficient space to convey 1.25 times the 100-yr basin inflow in the temporary emergency overflow path. It should also be noted that the detention system has been designed (under unclogged conditions) to completely contain runoff from the 1.25 x Q100 storm event while the inlet grates (assuming 50% plugged) and storm sewer pipes have been designed to convey runoff resulting from the 100-year storm event.
10. **Section 306.02(D): Easement Requirements** – the size, layout, and desired density of the site results in the existing underground detention system installed in Phase 1 being separated from the condominium buildings by as little as 6-feet; therefore, the minimum 15-foot

easement cannot be provided. Furthermore, the proposed underground detention system is intended to be located entirely within public street right-of-way. As such, the developer respectfully requests a waiver to allow a variable width BMP easement 5 feet beyond the basin limits of the proposed underground detention system as identified on the construction plans.

11. **Section 401.01: Pipe Materials** – the proposed site includes an ADS StormTech underground detention system (which are HDPE chambers); therefore, it's not feasible to use reinforced concrete pipe throughout the project. Additionally, SDR-21 PVC pipe is being utilized to meet IDEM requirements for the reduced separation (+/-5-6' shown, 10' min. required) between the proposed storm sewer and public water main and services. At the request of the developer, the separation between the proposed 8" water main and future Phase 3 building has been maximized (which reduces separation between the storm sewer and water main) to allow for better constructability of the future building and footings. It's our understanding that Carmel Utilities is agreeable to the proposed layout and pipe materials. As such, the developer respectfully requests a waiver to allow the use of PVC and HDPE pipe for some structures.
12. **Section 501.01: Pipe Cover** – the proposed storm sewer system connects to an existing inlet (Str. No. 31 per the Utility Plan – sheet C400) located on the east side of Rangeline Road approximately 400 feet south of 126th Street/City Center Drive. The depth of the existing 12" pipe exiting said inlet is only 3.46 feet per our Topographical Survey (see sheet C200). As a result, the proposed 12" RCP connecting Str. No. 32 to Str. No. 31 will have less than 2.5 feet of cover at the downstream end. Given the topographical constraints and use of RCP, we believe this request is justified. As such, the developer respectfully requests a waiver to allow less than 2.5 feet of pipe between Str. No. 32 and 31. It should be noted that all other storm sewers meet or exceed 2.5 feet of pipe cover.
13. **Section 700: Post-Construction Stormwater Quality** – as shown on the plans, post-construction water quality treatment will be provided by a treatment train consisting of 1) isolator rows in the underground detention system, 2) storm structures with sumps located immediately upstream of the isolator rows, 3) storm structures with snouts and hoods, and 4) an ADS Arcadia ARC5 hydrodynamic separator unit located downstream of the underground detention system. Due to the site layout, there are multiple locations where runoff enters the detention system making it impractical to locate the hydrodynamic separator upstream of the system. The site layout also makes it impractical to utilize other pre-approved BMPs such as bioretention, infiltration basins, media filtration, etc. in lieu of the isolator rows. As such, the developer respectfully requests approval of the proposed post-construction treatment train as shown.

Please contact me at (317) 780-1555 ext. 135 or dsnyder@crossroadengineers.com if you have any questions.

Sincerely,
CrossRoad Engineers, P.C.



Derek M. Snyder, P.E.
Project Manager

CITY OF CARMEL

SPECIAL EVENT/FACILITY USE POLICY

Individuals, businesses, and organizations may request, through the City of Carmel's ("City") Board of Public Works and Safety ("Board"), to use certain City facilities or property, collectively referred to in this policy as "City facilities" or "City property," including but not limited to the Civic Square Fountain Area, Civic Square Gazebo and Lawn, Midtown Plaza, Monon & Main Plaza, Reflecting Pool (excluding the area known as Veterans Memorial Freedom Circle and Plaza), Sophia Square, and City Hall Caucus Rooms and City Council Chambers, to host special programs/events.¹ Individuals, businesses, and organizations also may request street closings. All approved programs/events and street closings must adhere to this Special Event/Facility Use Policy.

Requests for use of City facilities or property generally are reviewed and granted on a first-come, first-served basis, subject to the exceptions discussed below. In accepting and reviewing requests, the City is committed to, and endeavors to effectuate, the robust protections of the First Amendment of the United States Constitution. Thus, so long as the expressions sought to be advanced with a requested use of City facilities or property are within the bounds of the First Amendment's protections, the City remains committed to community members' right, with very few exceptions, to be free from government abridgement of speech and expressive conduct, and will review requests consistently with that commitment.

SPECIAL EVENT/FACILITY USE REQUEST PROCEDURES

- A. REQUEST AND SUBMITTAL DEADLINE:** Any individual, business, organization, or other entity seeking to request ("Requestor") a street closing, use City facilities or property (other than City Hall Caucus Rooms or City Council Chambers) at a time it is otherwise closed to the public, or host a special program or event on or at City facilities or property that is reasonably expected or desired to result in a gathering of at least fifty persons, shall complete and submit the online Special Event/Facility Use Request Form and Acknowledgement Agreement and attach any additional documents (if applicable) as described below. For any request to use the City Hall Caucus Room(s) or Council Chambers, regardless of the expected size of the gathering, Requestor shall complete the City Hall Caucus Room or Council Chambers Request Form and Acknowledgement Agreement and attach any additional documents (if applicable) as described below. All request submission requirements for street closing and/or use of City facilities are referred to in this policy as the "Event Form."

The Event Form must be submitted **a minimum of 60 days prior to the planned date of the event or activity**. Approval of the request must be granted by the Board, which meets on the first and third Wednesday of each month. The Board will not generally consider any Event Form which does not meet the 60-day submittal deadline. However, the Board recognizes that under certain circumstances, such as responses to current events, a timely submitted Event Form is not practicable. Accordingly, the Board will excuse untimeliness of an Event Form where the Requestor has demonstrated that the Event Form could not have been requested sooner despite the Requestor's reasonable diligence and efforts to comply with this deadline, and the

¹ Veterans Memorial Freedom Circle and Plaza is not available for use, as it is considered a solemn memorial honoring living and deceased American Veterans.

purposes of the timeliness requirement—including an ability for the City to prepare the resources necessary to safely and reasonably sustain the event—are not unreasonably impeded. Requestors will receive notices by email regarding a submitted Event Form.

B. SECURITY DEPOSITS AND EVENT FEES:

Individual, business, or organization **located or residing inside of the City’s corporate limits:**

- A refundable Security Deposit in the amount of \$100 is due upon submission of the Event Form.
- The security deposit will be refunded to the extent it is not used to pay for the cost of repairing any damage or clean-up associated with the use of the Facility.

Individual, business, or organization **located or residing outside of the City’s corporate:**

- A non-refundable event fee in the amount of \$150 is due upon submission of the Event Form.

The event fee applies only when reserving a City facility or property. All Requestors remain liable for the cost of repairing any damage or clean-up associated with the use of the City facility or property that exceeds the amount of the security deposit or fee. Final determination of damages shall be made by the City’s Facilities Manager or his/her designee.

Requests will not be processed until security deposit and/or event fee payments have been received. Payment may be made online using a credit or debit card by [clicking here](#) and entering Pay Location Code (PLC number) A0026j or by calling 1-888-604-7888 (give them PLC#).

A Requestor may check available dates prior to completing the Event Form and making payment by calling City Hall at 317-571-2400.

GENERAL TERMS AND CONDITIONS

- A. PRIORITY OF APPROVAL:** Use of a City facility for a **City-sponsored function shall take priority** over its use for all other purposes, regardless of any prior approval. In addition, an annual or ongoing event shall be given preference over a one-time event. Otherwise, all requests will be granted on a first-come, first-served basis. Event Forms may be submitted to the Board up to twelve (12) months in advance of the activity or event date.
- B. CONFORMITY OF PURPOSE:** The requested use of a City facility must conform to the design and intended function of the facility.
- C. COMPLIANCE TO APPLICABLE LAWS:** The requested use of the City facility shall, at all times, comply with all applicable federal, state, and local laws and regulations and must not be injurious to the public health, safety, or general welfare. By submitting an Event Form, the Requestor **expressly agrees** that the proposed event will not include engagement in expressive speech or activity that:
- (i) Tends to incite immediate breach of the peace;
 - (ii) Constitutes serious expression of an intent to commit an act of unlawful violence towards a particular individual or group;
 - (iii) Is obscene or constitutes public indecency under state law, IC § 35-45-4-1;
 - (iv) Exposes minors involuntarily or without the consent of the minor’s parent or guardian to any conduct or activity that is sexually explicit because the average person, applying

contemporary adult community standards, would find, with respect to minors, the conduct or activity is designed to appeal or pander to the prurient interest, depicts or represents, in a manner patently offensive with respect to minors, an actual or simulated sexual act, sexual contact, lewd exhibition of genitalia, and/or sexual conduct as defined in I.C. § 35-49-1-9, and, taken as a whole, lacks serious literary, artistic, political or scientific value for minors; and/or

- (v) Violates the federal, state, and/or local laws and regulations, including Carmel City Code § 6-78 Public Nuisances Offending Morals and Decency.

D. ADMISSION FEES: Requestor shall not charge an admission fee for an activity or event without prior Board approval. Voluntary donations may be solicited.

E. USE OF POLICE OR FIRE EMERGENCY MEDICAL SERVICES (EMS): Events requiring the use of either Police and/or Fire Emergency Medical Services (EMS) must be coordinated by the Requestor via email with the Carmel Police Department Special Events Coordinator and/or the Carmel Fire Department Planning Division. A copy of this communication must accompany the Event Form for the Board's approval process. This process will allow off-duty Carmel police or fire personnel to be hired for the event. Extra fees apply for Police or EMS services and are coordinated directly with the appropriate agency.

Carmel Police Department
Three Civic Square
Carmel, IN
(317) 571-2500

CPDSpecialEvents@carmel.in.gov

Carmel Fire Department
Two Civic Square
Carmel, IN
(317) 571-2600

CFDInfo@carmel.in.gov

F. NOTIFICATION OF AFFECTED PARTIES: If street closure is required, the Requestor is responsible for notifying all residential units, and/or business entities in the area, or along the event route prior to approval. Proof of notification must be submitted with the Event Form. Examples include an approval letter or email from the affected Homeowners' Association, a copy of an email to residents and/or businesses in the area, copies of flyers or signs, etc.

G. CLEAN UP/TRASH: Requestor shall immediately clean the City facility/property at the conclusion of the event or activity, deposit all trash into trash containers, and restore the facility/property to its original condition. Signs, banners, tables, chairs, or other equipment must be removed at the end of the event. Clean-up is the sole responsibility of the Requestor.

For large events, a trash trailer may be requested from the Carmel Street Department (see contact information under Street Barricades section). A \$150 fee may be applied.

H. TABLES, CHAIRS, ETC.: The City does not provide any supplies or equipment for non-City events.

I. STREET BARRICADES/CONES are required to block or redirect traffic during street closures and may vary in size or style depending on the location and size of the event. Requestor acknowledges

responsibility for obtaining these barricades/cones. To schedule pickup (delivery when possible) contact the Street Department a **minimum of one (1) week in advance**.

Carmel Street Department
3400 W. 131st St.
Carmel, IN 46032
(317) 733-2001
Street@carmel.in.gov

- J. **NO PARKING SIGNS** are required whenever a street closure occurs in an area where public parking is allowed. Requestor acknowledges responsibility for obtaining these signs directly from the Carmel Police Department **at least one (1) week in advance** of the event. Requestor is responsible for posting no parking signs.

Carmel Police Department
Three Civic Square
Carmel, IN 46032
(317) 571-2500
CPDSpecialEvents@carmel.in.gov

- K. **DETOUR/TRAFFIC REDIRECTION SIGNS** are required during street closures that involve multiple streets or blocks to help direct motorists. Requestor acknowledges responsibility for obtaining these signs directly from the Carmel Street Department **at least three (3) days in advance** of the event. City Engineering also may need to approve detour/redirection signs.

Carmel Street Department
3400 W. 131st St.
Carmel, IN 46032
(317) 733-2001
Street@carmel.in.gov

Carmel Engineering Department
One Civic Square
Carmel, IN 46032
317-571-2441

- L. **ROUTE MAPS, SIGNAGE, AND MARKINGS:** Events such as walks, runs, bicycle rides, parades, and block parties must include an easy-to-read, color map of the area/route to be used. The route must be submitted with the Event Form and be approved through City Engineering. If construction does not allow for the proposed route, a new route must be established **at least two (2) weeks in advance** of the event.

Requestor acknowledges responsibility for placing route signage. Route signage may be placed **no earlier than 48 hours prior** to the start of the event and must be **removed before the start of business the following day**. Signs cannot be co-located on existing street, directional, or informational signs. Requests for use of street paint must receive special approval from and adhere to all guidelines set by the Carmel Street Department.

Carmel Street Department
3400 W. 131st St.
Carmel, IN
(317) 733-2001
Street@carmel.in.gov

M. TENTS: Tents larger than 10 x 10 ft. require a permit from the Carmel Building & Code Services. Tents should be anchored by weights only. Stakes or rods of any kind are strictly prohibited to be placed in the grounds of any City facility. Tents larger than 199 sq. ft. are subject to inspection by the Carmel Fire Marshal.

(i) **Midtown Plaza tents:** To cover the entire green space at Midtown Plaza, the exclusive vendor is A Classic Party Rental, 317-251-7368. Smaller tents may be provided by other vendors or the event organizer.

For tent permits, contact:

Carmel Building & Code Services
One Civic Square
Carmel, IN
(317) 571-2444

N. OUTDOOR STAGES: The State of Indiana has regulations regarding the use of outdoor stages. Please refer to <https://www.in.gov/dhs/files/0319-Spec-Requirements.pdf>. All requests containing outdoor stage equipment are subject to these regulations. Stages may require inspection by Carmel Fire Department.

O. MUSIC: Music or other noise that is unreasonable because it disturbs, injures, or endangers the health or welfare of another or of the community or that unreasonably interferes with the use and enjoyment of City facilities or property is prohibited.

P. EQUIPMENT/SUPPLIES: The City does not provide any equipment or supplies for events, other than specific items mentioned in this policy.

Q. VENDORS: If vendors will be included in the event or activity, the Requestor must submit a list identifying definite or possible vendors with the Event Form. We understand not all vendors may be confirmed at the time of request. The number of vendors allowed at an event or activity will be guided by safety and public health considerations, including the available space at the City facility/property being used and parking and traffic considerations.

Mobile food vendors need to provide a copy of their license/permit from the Hamilton County Health Department. Vendors may set up/tear down only during the event times stated on the Event Form.

Hamilton County Health Department
18030 Foundation Drive
Suite A
Noblesville, IN
(317) 776-8500

R. TOBACCO AND ALCOHOL: Smoking is strictly prohibited in all City facilities/property. Alcohol is prohibited in City Hall Caucus Rooms and Council Chambers. With respect to events at other City facilities/property, if alcohol will be served, all applicable licensing and permitting laws must be

followed, including but not limited to, the requirement for a licensed bartender, and the approval of a temporary alcohol permit by the Hamilton County Sheriff or the Carmel Police Department Chief. The permit request can be found here: <https://www.in.gov/atc/alcohol-permit-resources/alcohol-permit-information/>.

Send the application to the address below. Following that approval, obtain final approval from the Sheriff of Hamilton County or Chief of Police of the Carmel Police Department.

Contact Indiana Excise for any questions or clarifications regarding licensing and permitting requirements.

Indiana Excise – District 3
279 W. 300 North
Crawfordsville, IN 47933
765-362-8815

Carmel Police Department
Three Civic Square
Carmel, IN 46032
317-571-2500
CPDSpecialEvents@carmel.in.gov

Hamilton County Sheriff
18100 Cumberland Road
Noblesville, IN
(317) 773-1872

- S. LOCATION OF VEHICLES:** Vehicles may not be parked or driven on the grass or sidewalks around any City facility. Vehicles loading or unloading must remain on a street or other paved area. See General Terms and Conditions, Section Z, below, for additional compliance requirements.
- T. NO STAKES OR RODS IN GROUND ALLOWED:** Items requiring anchoring must be weighted. Stakes or rods of any kind should not be put into the ground, as they are strictly prohibited on the grounds of any City facility/property. Restriction of these devices is required to avoid damage to underground wiring and irrigation systems.
- U. USE OF NAILS, TACKS, ETC.:** Requestor shall not use nails, tacks, or any similar devices to attach anything to any surface of a City facility, building, structure, or other City property.
- V. USE OF PUBLIC FIREWORKS:** The City has policies and ordinances related to fire safety and public fireworks displays. Please refer to City Ordinance D-1968-09, <https://www.carmel.in.gov/government/departments-services/fire/safety-resources/fireworks-rules-and-fire-safety-in-carmel>. Any proposed use of fireworks on City property or at a City facility must be disclosed in the Event Form and comply with all applicable City and State policies and laws.

Fireworks are subject to the City's noise ordinance, please refer to https://codelibrary.amlegal.com/codes/carmel/latest/carmel_in/0-0-0-4337#JD_6-158, and are not allowed except for the following days and times:

- (i) Between the hours of 5 p.m. and midnight on June 29, June 30, July 1, July 2, July 3, July 5, July 6, July 7, July 8, and July 9;

- (ii) Between the hours of 10 a.m. and midnight on July 4;
- (iii) Between the hours of 10 a.m. on December 31 and 1 a.m. on January 1; and
- (iv) Between the hours of 5:00 p.m. and 11:00 p.m. on the day of Diwali.

Commercial fireworks companies must contact the State Fire Marshal for a display permit.
<https://www.in.gov/dhs/fire-and-building-safety/>. For questions, contact:

Carmel Fire Marshal
210 Veterans Way
Carmel, IN 46032
(317) 571-2600
CFDInfo@carmel.in.gov

Approval is also required by the Indiana Department of Homeland Security:
<https://www.in.gov/dhs/fire-and-building-safety/code-enforcement/fireworks-information/>
(317) 232-2391

- W. ELECTRICAL POWER** is available in select locations. Requestor acknowledges responsibility for identifying the full scope of electrical needs for the event, including obtaining a complete list of power needs from bands, vendors, point-of-sale systems, etc., providing his/her own generator(s) as needed, and contacting the Carmel Street Department **at least one (1) week in advance** of the event to ascertain where power is available and arrange to have it turned on for the event. If electricity is needed, please request more information about your event location.

Carmel Street Department
3400 W. 131st St.
Carmel, IN
(317) 733-2001
Street@carmel.in.gov

- X. CERTIFICATE OF INSURANCE (COI):** Individuals and non-profit or for-profit organizations/businesses are required to provide a COI that includes the City of Carmel as an additional insured. The minimum coverage amount is \$1,000,000 per occurrence, \$300,000 per person, and \$50,000 for legal. The Board may increase the required amount if reasonably deemed necessary based on the size of the event and the nature of the facilities involved, including, for example, the expected attendee volume, vendors or other third parties expected to be included, whether alcohol or fireworks will be included, etc. The COI is due to the Board **no later than ten (10) days prior** to the event or activity.

- (i) In addition, if Requestor hires off-duty city employees (police, fire, EMS, or others), Requestor must show proof to the Carmel Police Department and/or Carmel Fire Department of Workman's Compensation Insurance to cover off-duty city employees.

- Y. NON-DISCRIMINATION:** Requestor shall comply with all laws that prohibit discrimination against any employee, Requestor for employment or sub-contractor (including vendors) in the performance of any duty associated with the activity or event, with respect to hire, tenure, terms, conditions, privileges of employment, and/or any matter directly or indirectly related to employment or subcontracting, because of race, religion, color, sex, disability, national origin, ancestry, age, disabled veteran status, or Vietnam era veteran status. The City reserves the right to collect a penalty as provided in IC § 5-16-6-1 for any person so discriminated against.

- Z. AMERICANS WITH DISABILITIES ACT (ADA):** At all times, City-owned property or facility must be used in accordance with all applicable federal, state, and local laws and regulations. Requestor acknowledges and agrees to adhere to all ADA requirements related to accessibility, including but not limited to streets, sidewalks, public restrooms, and public accommodations. Requestor further agrees to keep sidewalks clear at all times. To follow ADA rules, six feet of space is required on all sidewalks.
- AA. RIGHT OF REFUSAL OR REVOCATION:** The Board reserves the right to deny or revoke any request to use City facility or property, for any of the following reasons:
- (i) The proposed activity will substantially or unnecessarily interfere with traffic in the affected area;
 - (ii) A sufficient number of peace officers to police and protect participants are not available;
 - (iii) The concentration of persons, animals, vehicles, or things at the assembly and/or along the route will prevent proper fire and police protection and ambulance service;
 - (iv) The Requestor has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously reviewed by the Board;
 - (v) The Event Form (including any required attachments and submissions) is not fully completed and executed;
 - (vi) The Requestor has not tendered all required submission materials, including but not limited to any request fee, insurance certificate, or security deposit;
 - (vii) The Requestor has damaged City property on a previous occasion and has not paid in full for such damage, or has other outstanding and unpaid debts to the City;
 - (viii) The request evidences a risk of injury or damage to the City's resources;
 - (ix) The Requestor fails to timely submit the Event Form in accordance with the requirements set forth in this Policy;
 - (x) The proposed activity will interfere with activities for which the City has granted a lease or license;
 - (xi) The proposed activity poses a risk of unreasonable danger to the health or safety of the public;
 - (xii) The Requestor fails to obtain or demonstrates an intent to fail to obtain the liability insurance required by Section X of this policy; or
 - (xiii) The Requestor or the Event Form indicates that the proposed event will include, or the event in fact includes, expressive speech or activity that:
 - (1) Tends to incite immediate breach of the peace;
 - (2) Constitutes serious expression of an intent to commit an act of unlawful violence towards a particular individual or group;
 - (3) Is obscene or constitutes public indecency under state law, IC § 35-45-4-1;
 - (4) Exposes minors involuntarily or without the consent of the minor's parent or guardian to any conduct or activity that is sexually explicit because the average person, applying contemporary adult community standards, would find, with respect to minors, the conduct or activity is designed to appeal or pander to the prurient interest, depicts or represents, in a manner patently offensive with respect

- to minors, an actual or simulated sexual act, sexual contact, lewd exhibition of genitalia, and/or sexual conduct as defined in I.C. § 35-49-1-9, and, taken as a whole, lacks serious literary, artistic, political or scientific value for minors; and/or
- (5) Violates the federal, state, and/or local laws and regulations, including Carmel City Code § 6-78 Public Nuisances Offending Morals and Decency.²

BB. EVENT COORDINATION/CITY STAFF ONSITE: The City does not provide any event planning or coordination services. Requestor is responsible for planning and executing the event. City staff are not available to be on site during the event.

CC. INDEMNIFICATION AND HOLD HARMLESS: Requestor agrees to indemnify, defend, and hold harmless the City of Carmel, Indiana and its officers, officials, agents, employees, and representatives from and against all claims, causes of action, demands, and suits of whatever type, including, but not limited to, all damages, costs, attorney fees, and other expenses, caused by any act or omission of Requestor and/or of any of Requestor's agents, officers, employees, contractors, subcontractors, or representatives arising out of and/or in connection with organization of or participation in the requested event or activity. Requestor also agrees to hold the City, the Board, and their respective officers, officials, employees, agents, and representatives harmless from any damages, costs, or expenses, including attorney fees, that Requestor may incur as a direct or indirect result of any Board action.

DD. ADDITIONAL RULES APPLICABLE TO MIDTOWN PLAZA: All events in Midtown Plaza must be free and open to the public. Midtown Plaza may not be closed for private events. No skateboards may be used on the wooden furnishings in Midtown Plaza. No motorized vehicles may be used in Midtown Plaza. Red spinning chairs must remain off of the turf in Midtown Plaza. All food trays must be returned to Sun King at the conclusion of the event/gathering.

EE. ADDITIONAL RULES AND INFORMATION APPLICABLE TO USE OF CITY HALL CAUCUS ROOM(S) AND COUNCIL CHAMBERS: (Per General Terms and Conditions, Section BB, City staff are not available to be on site during the event or to assist with event set-up or tear-down.)

CAUCUS ROOM(S)

- The large (2/3) size room is set up boardroom style with six 5-foot tables and 30 chairs. Additional chairs are along the perimeter of the room.
- The small (1/3) size room has four 5-foot tables and 10 chairs.
- Rooms may be used singly or combined.
- A Smartboard is available; however, no computer is included. Requestor will need to provide computer.
- There are no microphones in the Caucus room.
- Requestor provides extension cords, if needed.
- A podium and a whiteboard are in the room.
- Nothing may be adhered to the wall or any surface in the room.

² See, e.g., *Thomas v. Chicago Park Dist.*, 227 F.3d 921 (7th Cir. 2000), *Marcavage v. City of Chicago*, 659 F.3d 626 (7th Cir. 2011), *MacDonald v. City of Chicago*, 243 F.3d 1021 (7th Cir. 2001); *Purtell v. Mason*, 527 F.3d 615 (7th Cir. 2008); *U.S. v. Parr*, 545 F.3d 491 (7th Cir. 2008); *Miller v. Cal.*, 413 U.S. 15 (1973).

- There is an 8.5-foot counter with a sink.

COUNCIL CHAMBERS

- The seating capacity is 112 in the theater chairs.
- The dais has 13 seats, each with a microphone. There is a presenter's podium.
- There are two tables, each with a chair, in the front of the room.
- A podium for the center of the room is available but must be requested. Otherwise, there are two side podiums.
- Extra tables may be placed around the perimeter of the room or in the hall outside the doors.

Questions regarding the City's Special Event/Facility Use Policy should be directed to (317) 571-2400.

Approved and Adopted this ____ day of _____, 20____.

CITY OF CARMEL, INDIANA

By and through its Board of Public Works and Safety

BY:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, Clerk

Date: _____



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 6-15) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Kurt Weddington
23402 Mule Barn Rd. Sheridan, Indiana 46069
2. **Title or Position With Governmental Entity:** Deputy Chief of Operations
3. a. **Governmental Entity:** City of Carmel Fire Department
b. **County:** Hamilton
4. **This statement is submitted (check one):**
a. ☐ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
b. ☒ as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** KTW Enterprises, Inc.

6. **Description(s) of Contract(s) or Purchase(s)** *(Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):*
Landscape and hauling of materials

7. **Description of My Financial Interest** *(Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):*

Owner of KTW Enterprises, varies based upon amount of work

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** *(To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.):*

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official

Office

9. **Effective Dates** *(Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):*

January 21, 2026

Date Submitted (month, day, year)

ongoing

Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: 
(Signature of Public Servant)

Date: January 21, 2026
(month, day, year)

Printed Name: Kurt Weddington
(Please print legibly.)

Email Address: kurtweddington@outlook.com

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here https://gateway.ifonline.org/sboa_coi/ which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

RESOLUTION NO. BPW 02-04-26-01

**A RESOLUTION OF THE CITY OF CARMEL, INDIANA BOARD OF PUBLIC WORKS
AND SAFETY APPROVING THE DONATION AND TRANSFER OF PROPERTY BY
THE CITY OF CARMEL TO CITY OF HAMILTON COUNTY SHERIFF'S OFFICE**

WHEREAS, the City of Hamilton County Sheriff's Office ("HCSO") is an Indiana public safety agency; and

WHEREAS, HCSO is seeking an explosives box to assist with law enforcement activities in its jurisdiction; and

WHEREAS, the City of Carmel, Indiana ("City") desires to assist HCSO by donating and transferring an explosives box, namely, BTS-880 Type 2 Indoor Magazine & 3 Day Box that is surplus and not in use by the City (the "Property") to HCSO; and

WHEREAS, HCSO shall, by and through its duly authorized representative, enter into that certain "Acknowledgment of Donation/Transfer; Release of Liability Form", which is attached hereto and incorporated herein by this reference as Exhibit A, and return a fully executed copy of the same to the City prior to taking physical possession of the Property; and,

WHEREAS, the City will donate and transfer, and HCSO shall accept the donation and transfer of the Property in an "as is" condition, with no guarantees or warranties as to the fitness of same for any particular purpose or use, or otherwise, and HCSO shall, upon its receipt of the Property, thereafter be solely responsible and liable for the operation and maintenance of same; and

WHEREAS, the City agrees to donate and transfer the Property to HCSO subject to the terms and conditions of this Resolution.

IT IS THEREFORE RESOLVED THAT:

1. The foregoing Recitals are fully incorporated herein by this reference.
2. The donation and transfer of the Property (namely, a BTS-880 Type 2 Indoor Magazine & 3 Day Box) by HCSO is hereby approved pursuant to and in accordance with the terms of this Resolution.
3. HCSO shall accept the Property in the state and condition in which it presently exists and without any express or implied warranty as to such Property's condition or fitness for any intended use whatsoever.
4. HCSO shall hold harmless the City of Carmel, Indiana, and its respective officers, officials, employees, attorneys, agents, successors and assigns, and shall indemnify the same for any and all liability that may arise from or as a result of the Property or any use thereof on and after the date on which this Resolution is executed.
5. The Carmel Police Department is authorized to take whatever lawful actions are necessary to transfer the Property as resolved herein.

SO AGREED.

CITY OF CARMEL, INDIANA

By and through its Board of Public Works and Safety

BY:

Laura Campbell, Presiding Officer

Date: _____

James Barlow, Member

Date: _____

Alan Potasnik, Member

Date: _____

ATTEST:

Jacob Quinn, City Clerk

Date: _____

ACKNOWLEDGMENT OF DONATION/TRANSFER: RELEASE OF LIABILITY FORM

KNOW ALL BY THESE PRESENTS, that the City of Carmel, Indiana, by and through its Board of Public Works and Safety ("City"), and pursuant to Resolution No. BPW 02-04-26-01, the same being incorporated herein by this reference (the "Resolution"), in consideration for the arranging the delivery and transfer of donated property, and other good and valuable consideration, has agreed to donate to the City of Hamilton County Sheriff's Office ("HCSO") all of the City's rights and interest in and to certain donated property, as is more particularly described in the Resolution, on the terms and conditions set forth therein. The donation and transfer of the Property is made on an "as is" basis, with no express or implied warranties being made by the City relating to the Property, its condition and/or usefulness, including but not limited to, warranties of merchantability or fitness for a particular purpose.

HCSO hereby releases and forever discharges and agrees to indemnify and hold harmless the City, its officers, officials, employees, attorneys, and agents, and their successors and assigns, from and against any and all claims, demands, actions, causes of action, liabilities, losses, and/or expenses whatsoever, including, but not limited to, reasonable attorney's fees, arising out of or incurred with respect to the donation. transfer, and/or use of the Property from this date forward, including but not limited to, its condition, operation and/or use by HCSO and/or any subsequent owners or users thereof.

ALL WARRANTIES OF QUALITY OF FITNESS FOR A PARTICULAR PURPOSE AND MERCHANTABILITY ARE EXPRESSLY EXCLUDED. THE PROPERTY IS DONATED AND TRANSFERRED "AS IS," "WHERE IS" AND WITH ALL FAULTS, WITHOUT ANY REPRESENTATION OR WARRANTY BY CITY.

The undersigned hereby represents and certifies that they have full power and authority to execute this Acknowledgment of Donation/Transfer; Release of Liability Form.

IN WITNESS WHEREOF, Hamilton County Parks and Recreation has executed this Acknowledgment of Donation/ Transfer; Release of Liability Form this ____ day of _____, 2026.

City of Hamilton County Sheriff's Office

By:

Signature

Printed Name

Title