

NDF060326MP09

Louisville Metro Council City Agency Request

- * Neighborhood Development Fund (NDF)
- Capital Infrastructure Fund (CIF)
- Municipal Aid Program (MAP)
- Paving Fund (PAV)

Primary Sponsor: Councilman Andrew Owen

Amount: \$318 **Date:** 04/17/2026

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):
 Kentucky Waterways Alliance is producing the annual Beargrass Creek Clean Sweep in partnership with Districts 8 and 9, MSD, Brightside, the Louisville Clean Collaborative, and the Olmsted Parks Conservancy in celebration of Earth Day on Saturday, April 18. This year, District 9 will cover the cost of the portable restrooms. *- This event was rescheduled for July 25th due to weather. We are covering cost of the cancelled event and rescheduled event's porta potties.*

City Agency: Parks & Recreation
Contact Person: Jason Canuel
Agency Phone: 502.574.6086

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose and have the attached documentation from the receiving department concerning the project/expenditure.

<u>9</u>	<u>Andrew Owen</u>	<u>\$318</u>	<u>04/18/2026</u>
District #	Council Member Signature	Amount	Date

Approved by: _____
 Appropriations Committee Chairman Date

Clerk's Office & OMB Use Only:

Request Amount: _____ Amended Amount: _____

Reference #: NDF060326MP09 To OMB: _____

Budget Revision #: _____

Account #: _____

To Project Manager: _____ Completion Date: _____

Actual Cost: _____ Funds Returned: _____

xy
Revised May 2016

Department/Project:
Parks & Recreation | The Annual Beargrass Creek Clean Sweep

Additional Signatures

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.

Council Member Signature and Amount

District 1	_____	\$ _____
District 2	_____	\$ _____
District 3	_____	\$ _____
District 4	_____	\$ _____
District 5	_____	\$ _____
District 6	_____	\$ _____
District 7	_____	\$ _____
District 8	_____	\$ _____
District 9	_____	\$ _____
District 10	_____	\$ _____
District 11	_____	\$ _____
District 12	_____	\$ _____
District 13	_____	\$ _____
District 14	_____	\$ _____
District 15	_____	\$ _____
District 16	_____	\$ _____
District 17	_____	\$ _____
District 18	_____	\$ _____
District 19	_____	\$ _____
District 20	_____	\$ _____
District 21	_____	\$ _____
District 22	_____	\$ _____
District 23	_____	\$ _____
District 24	_____	\$ _____
District 25	_____	\$ _____
District 26	_____	\$ _____

NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

Interagency Name: Parks & Recreation	
Program/Project Name: The Annual Beargrass Creek Clean Sweep	
	Yes/No/NA
Request Form: Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes
Request Form: If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA
Request Form: If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA
Request Form: If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA
Funding Source: If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.	NO NA
Funding Source: If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.	NO NA
Ordinance Required: Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	NO
Ordinance Required: Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	No
Supporting Documentation: Does the attachment include a valid estimate and description of cost?	Yes

Submitted by: Regina Garr

Date: 04/17/2026

 Outlook

Re: Beargrass Creek Clean Sweep

From Garr, Regina <Regina.Garr@louisvilleky.gov>

Date Thu 5/7/2026 6:34 PM

To Canuel, Jason <Jason.Canuel@louisvilleky.gov>; Tate, Regina <Regina.Tate@louisvilleky.gov>

Cc Owen, Andrew <Andrew.Owen@louisvilleky.gov>

Wonderful, thank you!

Best Regards,



Regina Garr

District 9 Administrative Assistant

Office of Councilman Andrew Owen

Office: 502.574.1297 | Cell: 502.905.9314

601 W. Jefferson St | Louisville, KY 40202

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From: Canuel, Jason <Jason.Canuel@louisvilleky.gov>

Sent: Thursday, May 7, 2026 6:22 PM

To: Garr, Regina <Regina.Garr@louisvilleky.gov>; Tate, Regina <Regina.Tate@louisvilleky.gov>

Cc: Owen, Andrew <Andrew.Owen@louisvilleky.gov>

Subject: RE: Beargrass Creek Clean Sweep

Yes, Parks will accept the funding for the Beargrass Creek Clean Sweep event.

Jason T. Canuel

Director

Louisville Parks and Recreation

PO Box 37280

Louisville, Kentucky 40233

502/574.6086 (office)

502/439.7694 (cell)

jason.canuel@louisvilleky.gov



**LOUISVILLE
PARKS
AND RECREATION**



From: Garr, Regina <Regina.Garr@louisvilleky.gov>

Sent: Thursday, May 7, 2026 3:12 PM

To: Tate, Regina <Regina.Tate@louisvilleky.gov>; Canuel, Jason <Jason.Canuel@louisvilleky.gov>

Cc: Owen, Andrew <Andrew.Owen@louisvilleky.gov>
Subject: Re: Beargrass Creek Clean Sweep

Good Afternoon,

I hope all is well. I wanted to gently bring this back to the top of your inbox regarding acceptance of funds. I am hoping to submit this today, as the New Business deadline is Monday, May 11.

Thank you!

Best Regards,



Regina Garr
District 9 Administrative Assistant
Office of Councilman Andrew Owen
Office: 502.574.1297 | Cell: 502.905.9314
601 W. Jefferson St | Louisville, KY 40202

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From: Garr, Regina <Regina.Garr@louisvilleky.gov>
Sent: Tuesday, May 5, 2026 12:11 PM
To: Tate, Regina <Regina.Tate@louisvilleky.gov>
Cc: Canuel, Jason <Jason.Canuel@louisvilleky.gov>; Owen, Andrew <Andrew.Owen@louisvilleky.gov>
Subject: Re: Beargrass Creek Clean Sweep

Good Afternoon 🌞

We have received confirmation that the rescheduled date for this event is now July 25, with event times remaining the same.

Would Public Works be able to accept payment of \$159 for the cancelled event (as the contractor delivered the supplies prior to KWA's cancellation), as well as \$159 for the rescheduled event? This would bring the total to \$318 for the Beargrass Creek Clean Sweep porta potties.

Thank you, and please let me know if you need any additional information.

Best Regards,



Regina Garr
District 9 Administrative Assistant
Office of Councilman Andrew Owen
Office: 502.574.1297 | Cell: 502.905.9314
601 W. Jefferson St | Louisville, KY 40202

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From: Garr, Regina <Regina.Garr@louisvilleky.gov>
Sent: Thursday, April 23, 2026 12:34 PM

To: Tate, Regina <Regina.Tate@louisvilleky.gov>

Cc: Canuel, Jason <Jason.Canuel@louisvilleky.gov>; Owen, Andrew <Andrew.Owen@louisvilleky.gov>

Subject: Re: Beargrass Creek Clean Sweep

Received—thank you.

KWA is currently in the process of rescheduling the event. Once the new date is confirmed, I will update the interagency request to reflect both dates prior to submission.

I will be in touch as soon as we have more information.

Best Regards,



Regina Garr

District 9 Administrative Assistant

Office of Councilman Andrew Owen

Office: 502.574.1297 | Cell: 502.905.9314

601 W. Jefferson St | Louisville, KY 40202

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From: Tate, Regina <Regina.Tate@louisvilleky.gov>

Sent: Thursday, April 23, 2026 12:12 PM

To: Garr, Regina <Regina.Garr@louisvilleky.gov>

Cc: Canuel, Jason <Jason.Canuel@louisvilleky.gov>; Owen, Andrew <Andrew.Owen@louisvilleky.gov>

Subject: Re: Beargrass Creek Clean Sweep

Yes, that is correct.

Regina Tate, CPRP
Special Events Manager
Louisville Parks and Recreation
P.O. Box 37280
Louisville, KY 40233
502-574-7275

From: Garr, Regina <Regina.Garr@louisvilleky.gov>

Sent: Tuesday, April 21, 2026 2:48 PM

To: Tate, Regina <Regina.Tate@louisvilleky.gov>

Cc: Canuel, Jason <Jason.Canuel@louisvilleky.gov>; Owen, Andrew <Andrew.Owen@louisvilleky.gov>

Subject: Re: Beargrass Creek Clean Sweep

Received. So, we still need to submit the city agency request, correct?

Best Regards,



Regina Garr
District 9 Administrative Assistant
Office of Councilman Andrew Owen
Office: 502.574.1297 | Cell: 502.905.9314
601 W. Jefferson St | Louisville, KY 40202

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From: Tate, Regina <Regina.Tate@louisvilleky.gov>
Sent: Tuesday, April 21, 2026 2:10 PM
To: Cecilia Duffin <ced_moontrailers@outlook.com>
Cc: Garr, Regina <Regina.Garr@louisvilleky.gov>; Canuel, Jason <Jason.Canuel@louisvilleky.gov>; Owen, Andrew <Andrew.Owen@louisvilleky.gov>
Subject: Re: Beargrass Creek Clean Sweep

Thanks!

Regina Tate, CPRP
Special Events Manager
Louisville Parks and Recreation
P.O. Box 37280
Louisville, KY 40233
502-574-7275

From: Cecilia Duffin <ced_moontrailers@outlook.com>
Sent: Tuesday, April 21, 2026 12:31 PM
To: Tate, Regina <Regina.Tate@louisvilleky.gov>
Cc: Garr, Regina <Regina.Garr@louisvilleky.gov>; Canuel, Jason <Jason.Canuel@louisvilleky.gov>; Owen, Andrew <Andrew.Owen@louisvilleky.gov>
Subject: Re: Beargrass Creek Clean Sweep

CAUTION: This email came from outside of Louisville Metro. Do not click links, open attachments, or give away private information unless you recognize the sender's email address and know the content is safe.

I'm sorry, but, no, ma'am.

The email came in after our office closed, on Friday, 4-17-26.

Thanks,
Cecilia "CeCe" Duffin
Moon Portable Restrooms, Inc.
502-776-2199
cduffin@mooncompanies.net



From: Tate, Regina <Regina.Tate@louisvilleky.gov>
Sent: Monday, April 20, 2026 12:00 PM
To: Cecilia Duffin <ced_moontrailers@outlook.com>
Cc: Garr, Regina <Regina.Garr@louisvilleky.gov>; Canuel, Jason <Jason.Canuel@louisvilleky.gov>; Owen, Andrew <Andrew.Owen@louisvilleky.gov>
Subject: Fw: Beargrass Creek Clean Sweep

Cecilia,

As this was cancelled, can you confirm if notice was received in enough time to prevent billing?

Thanks!

Regina Tate, CPRP
Special Events Manager
Louisville Parks and Recreation
P.O. Box 37280
Louisville, KY 40233
502-574-7275

From: Garr, Regina <Regina.Garr@louisvilleky.gov>
Sent: Friday, April 17, 2026 5:10 PM
To: Cecilia Duffin <ced_moontrailers@outlook.com>; Ella Swigler <ella@kwalliance.org>; Tate, Regina <Regina.Tate@louisvilleky.gov>
Cc: Owen, Andrew <Andrew.Owen@louisvilleky.gov>; Meg Kelly <meg@kwalliance.org>; Canuel, Jason <Jason.Canuel@louisvilleky.gov>
Subject: Re: Beargrass Creek Clean Sweep

Greetings CeCe,

I hope you're doing well. Our office received notice that tomorrow's event is canceled due to the weather. I wanted to make sure your crew was notified, so they do not report to the site.

Thank you!

Best Regards,



Regina Garr
District 9 Administrative Assistant
Office of Councilman Andrew Owen
Office: 502.574.1297 | Cell: 502.905.9314
601 W. Jefferson St | Louisville, KY 40202

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From: Cecilia Duffin <ced_moontrailers@outlook.com>
Sent: Friday, April 10, 2026 11:17 AM
To: Ella Swigler <ella@kwalliance.org>; Tate, Regina <Regina.Tate@louisvilleky.gov>
Cc: Garr, Regina <Regina.Garr@louisvilleky.gov>; Owen, Andrew <Andrew.Owen@louisvilleky.gov>; Meg Kelly <meg@kwalliance.org>
Subject: Re: Beargrass Creek Clean Sweep

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Thank you for the order, Ladies! Moon has y'all covered!

Thanks,
Cecilia "CeCe" Duffin
Moon Portable Restrooms, Inc.
502-776-2199
cduffin@mooncompanies.net



From: Ella Swigler <ella@kwalliance.org>
Sent: Thursday, April 9, 2026 3:28 PM
To: Tate, Regina <Regina.Tate@louisvilleky.gov>
Cc: Garr, Regina <Regina.Garr@louisvilleky.gov>; Cecilia Duffin <ced_moontrailers@outlook.com>; Owen, Andrew <Andrew.Owen@louisvilleky.gov>; Meg Kelly <meg@kwalliance.org>
Subject: Re: Beargrass Creek Clean Sweep

Thank you so much, Regina!

I just shared this with our director of operations, and we were hoping to find out if you need the payment in hand prior to the 18th?

We are tax exempt, but our executive director is out of the office this week- so we wouldn't be able to send you the certificate until Monday. Therefore, the soonest the check will likely get in the mail is Wednesday. Would this timeline be acceptable? Let me know what would be best.

With gratitude,
Ella

On Thu, Apr 9, 2026 at 2:56 PM Tate, Regina <Regina.Tate@louisvilleky.gov> wrote:

Ella,

Attached is the permit which shows the fee amount. If you are tax exempt, please send a tax exempt form and I will remove from the invoice. Payment can be made to Louisville Parks and Recreation at the P.O. Box below. Reference permit #24432 on the check.

Regards,

Regina Tate, CPRP
Special Events Manager
Louisville Parks and Recreation
P.O. Box 37280
Louisville, KY 40233
502-574-7275

From: Ella Swigler <ella@kwalliance.org>

Sent: Thursday, April 9, 2026 2:00 PM

To: Garr, Regina <Regina.Garr@louisvilleky.gov>

Cc: Tate, Regina <Regina.Tate@louisvilleky.gov>; Cecilia Duffin <ced_moontrailers@outlook.com>; Owen, Andrew <Andrew.Owen@louisvilleky.gov>

Subject: Re: Beargrass Creek Clean Sweep

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Hi Regina,

Thank you for this update on the portable restrooms. Is there any way we can receive an invoice showing the total, who it is payable to, and where to mail the check. It would be best if we can get that today- so the processing can begin tomorrow. Let me know what I can do!

With gratitude,
Ella

On Thu, Apr 9, 2026 at 11:30 AM Garr, Regina <Regina.Garr@louisvilleky.gov> wrote:

Thank you, Regina! Appreciate your help with this.

Ella, please see the fee of \$150 due below for the porta potties.

Best Regards,



Regina Garr

District 9 Administrative Assistant

Office of Councilman Andrew Owen

Office: 502.574.1297 | Cell: 502.905.9314

601 W. Jefferson St | Louisville, KY 40202

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From: Tate, Regina <Regina.Tate@louisvilleky.gov>

Sent: Thursday, April 9, 2026 10:27 AM

To: Garr, Regina <Regina.Garr@louisvilleky.gov>; Cecilia Duffin <ced_moontrailers@outlook.com>

Cc: Owen, Andrew <Andrew.Owen@louisvilleky.gov>

Subject: Re: Beargrass Creek Clean Sweep

Regina,

As you saw yesterday, the portable restrooms have been ordered. Fee for these will be a total of \$150.00. Also, moving forward we are required to have a fillable application typed, and the Council must be listed as a sponsor or producer. Since this was just delivery of two restrooms for a cleanup, I went ahead and processed.

Regards,

Regina Tate, CPRP
Special Events Manager
Louisville Parks and Recreation
P.O. Box 37280
Louisville, KY 40233
502-574-7275

From: Tate, Regina <Regina.Tate@louisvilleky.gov>

Sent: Wednesday, April 8, 2026 11:47 AM

To: Garr, Regina <Regina.Garr@louisvilleky.gov>; Cecilia Duffin <ced_moontrailers@outlook.com>

Cc: Owen, Andrew <Andrew.Owen@louisvilleky.gov>

Subject: Re: Beargrass Creek Clean Sweep

You are very welcome!

Regina Tate, CPRP
Special Events Manager
Louisville Parks and Recreation
P.O. Box 37280
Louisville, KY 40233
502-574-7275

From: Garr, Regina <Regina.Garr@louisvilleky.gov>
Sent: Wednesday, April 8, 2026 11:35 AM
To: Tate, Regina <Regina.Tate@louisvilleky.gov>; Cecilia Duffin <ced_moontrailers@outlook.com>
Cc: Owen, Andrew <Andrew.Owen@louisvilleky.gov>
Subject: Re: Beargrass Creek Clean Sweep

Regina,

As always, THANK YOU!

Please let me know if you need anything else regarding this event.

Best Regards,



Regina Garr
District 9 Administrative Assistant
Office of Councilman Andrew Owen
Office: 502.574.1297 | Cell: 502.905.9314
601 W. Jefferson St | Louisville, KY 40202

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From: Tate, Regina <Regina.Tate@louisvilleky.gov>
Sent: Wednesday, April 8, 2026 11:29 AM
To: Cecilia Duffin <ced_moontrailers@outlook.com>
Cc: Garr, Regina <Regina.Garr@louisvilleky.gov>
Subject: Beargrass Creek Clean Sweep

CeCe,

Can we get 1 regular and 1 ADA portable restroom delivered to the corner of Ledge & Lexington Road (Karen Lynch Park) on 4/17/2026 and picked up the following Monday? You can use PO# 56698 and the point of contact is Regina Garr: 502-905-9314, copied on this e-mail. I've attached the map showing placement.

Thanks!

Regina Tate, CPRP
Special Events Manager
Louisville Parks and Recreation
P.O. Box 37280
Louisville, KY 40233
502-574-7275

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