



# Board of Public Works and Safety

## Agenda Item

### Cover Sheet

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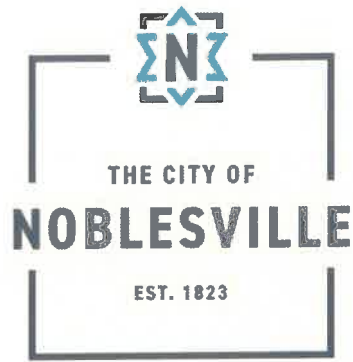
**MEETING DATE:** October 15, 2024

- ☒ Consent Agenda Item
- ☐ New Item for Discussion
- ☐ Previously Discussed Item
- ☐ Miscellaneous

**ITEM #:** 2

**INITIATED BY:** René Gulley

- ☒ Information Attached
- ☐ Bring Paperwork from Previous Meeting
- ☐ Verbal
- ☐ No Paperwork at Time of Packets



**TO:** Noblesville Board of Public Works and Safety  
**FROM:** René Gulley, Operations Manager Street Department  
**SUBJECT:** Board to consider Annual Veterans Day Celebration  
**DATE:** October 15, 2024

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Attached is a request from Gil Soria on behalf of the American Legion Post 45. They are requesting to close N 8<sup>th</sup> Street from Logan Street to Conner Street for their annual Veterans Day Celebration on Monday, November 11<sup>th</sup>. The road will be closed from 10:00AM to 1:30PM. The American Legion has submitted their request to Hamilton County for use of the courthouse lawn.

**The committee recommends the Board of Public Works approve this road closure.**



ENCOR-1149-2024

RECEIVED  
SEP 20 2024

## Application- Special Event Encroachment Permit

## 1. ENCROACHMENT LOCATION INFORMATION

Address or Location of Special Event: VETERANS MEMORIAL ON NORTHERN SQUAREBY: TC

**All Events:** A map detailing placement of event (site map) will be required for all events. If your event contains a program of various locations, your proposed route must also be attached to this application.

## 2. APPLICANT CONTACT INFORMATION

Organization: AMERICAN LEGION POST 45 Contact Name: GIL SORIA  
Address: 273 S. 8<sup>TH</sup> ST City: NORTHERN State: IN Zip: 46060  
Phone: 317 773 9985 Email: HUNTZINGERPOST45@YAHOO Non-Profit: Yes ☒ No ☐

## 3. EVENT LOGISTICS

Name of Event: VETERANS DAY SERVICE

Type of Event: Concert ☐ Entertainment ☐ Environmental ☐ Block Party ☐  
Cultural ☐ Sports ☐ Walk/Run/Fitness ☐ Reunion ☐  
Fundraiser ☐ Other (please explain) \_\_\_\_\_

What is the purpose of the event? (Please explain and attach a detailed copy of your agenda or planned activities)

Event Requirements: Traffic Control/Security ☐ EMS Presence ☐ Event Barricades ☒  
Trash Pickup ☐ Park Facilities\* ☐

Requested date/time for event:

Starting Date: 11 NOV 24 Ending Date: 11 NOV 24 Start Time: 11 AM End Time: 1 PMSet-up Date/Time: 10:00 AM Tear Down Date/Time: 1:30 PM

Total number of anticipated participants (including volunteers, spectators, runners, etc): \_\_\_\_\_

Is this a first time event for you or the sponsoring organization at this location? Yes ☐ No ☒

Do you plan to erect temporary structures such as stages, tents, booths, tables, bounce houses, etc for this event?

Yes ☐ No ☒ If yes, please describe: \_\_\_\_\_

Based upon size, location, and nature of your event you may require additional City resources. These resources will be assessed and required by various City personnel and the cost will be reflected in your permit fee. For more information on fees for special events click here.

See reverse side for terms and conditions of approval

\*Requires an additional application/permit

THE APPLICANT IS RESPONSIBLE FOR ENSURING THAT THE FOLLOWING REGULATIONS ARE MET AT ALL TIMES. FAILURE TO MEET ANY OF THE FOLLOWING WILL RESULT IN THE DENIAL OR REVOCATION OF THIS PERMIT AND POSSIBLE ENFORCEMENT ACTION BEING TAKEN AS OUTLINED BY THE CITY OF NOBLESVILLE CODE OF ORDINANCES.

1. Encroachment permits are required for any obstruction, use, or activity within a public right-of-way or city easement.
2. The undersigned shall notify the Designated Department(s) a minimum of 14 days prior to the time the activity is to take place in order to assure the existence of available resources.
3. In cases where the activities authorized by the permit will interfere with traffic flow on streets, the application will be assessed by the Noblesville Police Department, Noblesville Fire Department, and the Noblesville Street Department to determine number of necessary City personnel and/or equipment and a fee will be assigned based on number of persons/equipment and the total number of hours for the event.
4. The applicant shall hold harmless and indemnify the City of Noblesville from, for and against any claim of any person in tort, contract, or otherwise arising out of the act or omissions of the applicant, their agents, representatives, participants, etc.
5. Any applications for encroachments under this section must include a site plan that details specifically the number and location of encroachments. Site plans should also include identification of uses on each section of their location or route.
6. All applications must be approved by the Board of Public Works and Safety and may be subject to conditions set out by the Board, and are not eligible for an administrative approval.
7. All applicants shall be required to submit to the Designated Department proof of insurance for general liability within the (10) business days that states that the City of Noblesville, Indiana is listed as an additional co-insured. The minimum insurance requirement shall be \$1,000,000 per occurrence, \$300,000 per person, and \$50,000 for legal unless the Board of Public Works and Safety decides to reduce or increase the amounts.

20 Sep 24

DATE



SIGNATURE OF APPLICANT

GILBERTO SORIA

NAME OF APPLICANT (PRINTED)

SUBSCRIBED AND SWORN to me, a Notary Public in and for said County and State, this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires:

\_\_\_\_\_

Printed: \_\_\_\_\_

NOTARY PUBLIC

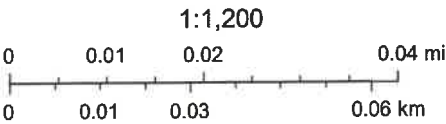
A resident of \_\_\_\_\_ County, IN.

# American Legion - Veteran's Day Service



9/20/2024, 1:55:10 PM

centerlines  
 Parcels







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/05/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Gateway City Insurors LLC d/b/a Gateway Insurance 9302 Gravois Rd  St Louis MO 63123		<b>CONTACT NAME:</b> Brad & Christina Beineke <b>PHONE (A/C, No, Ext):</b> 314-631-5111 <b>FAX (A/C, No):</b> 314-631-5115 <b>E-MAIL ADDRESS:</b> brad@gatewaycanhelp.com &/or christina@gatewaycanhelp.com	
<b>INSURED</b>  FRANK HUNTZINGER AMERICAN LEGION POST #45 273 S 8TH ST  NOBLESVILLE IN 46060		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> U.S. Insurance Company of America <b>INSURER B:</b> Markel Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		US-2020-44	08/31/2024	08/31/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			NO COVERAGE			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>			NO COVERAGE			EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	N/A	MWC0173219	08/31/2024	08/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	LIQUOR LIABILITY @ 273 S 8TH ST NOBLESVILLE IN 46060	X		US-2020-44	08/31/2024	08/31/2025	Each Occurrence \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Veterans Day (Monday 11/11/2024)

**CERTIFICATE HOLDER****CANCELLATION**City of Noblesville  
16 S 10th St

Noblesville

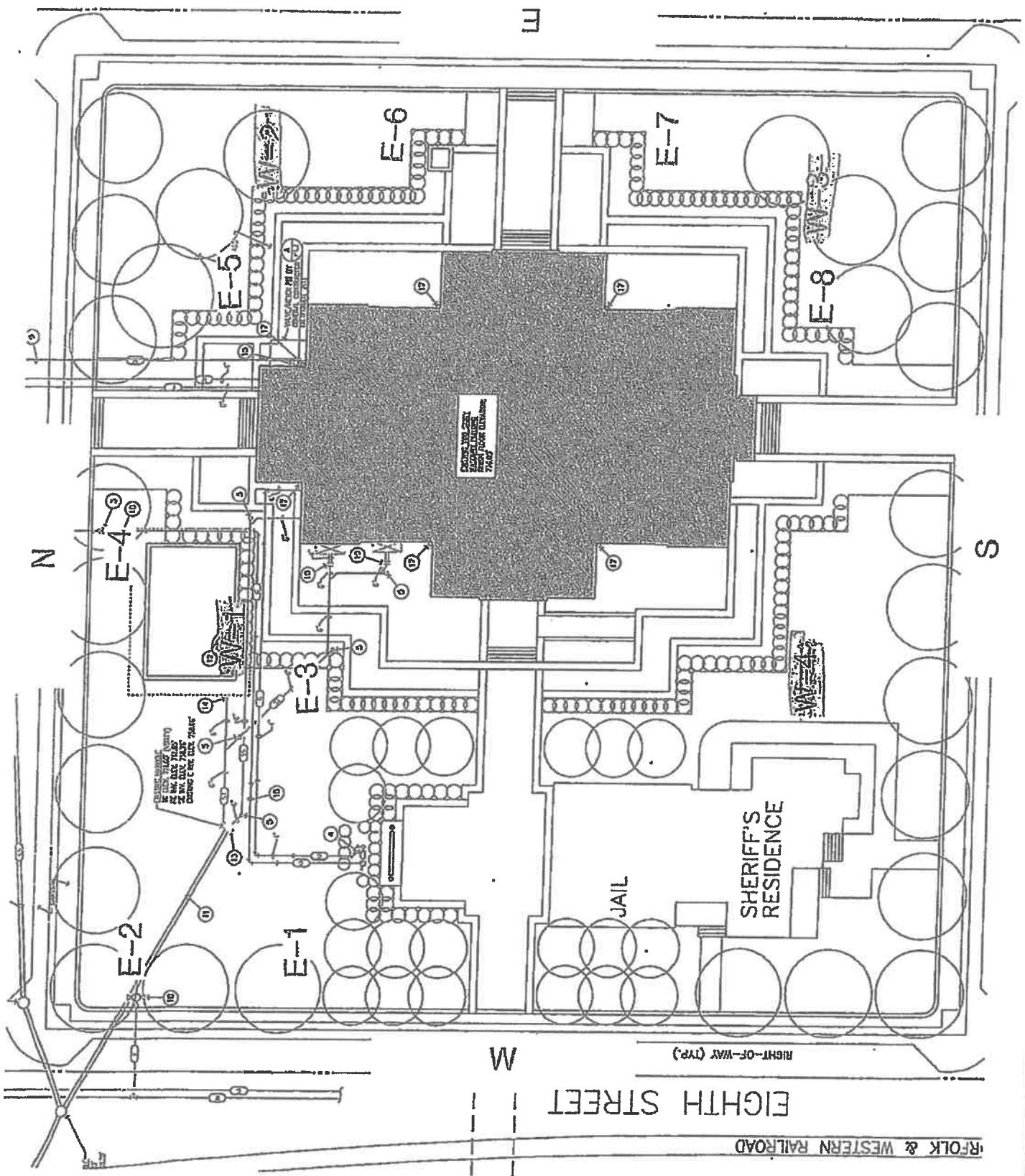
IN 46060

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Brad W. Beineke

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e=electric

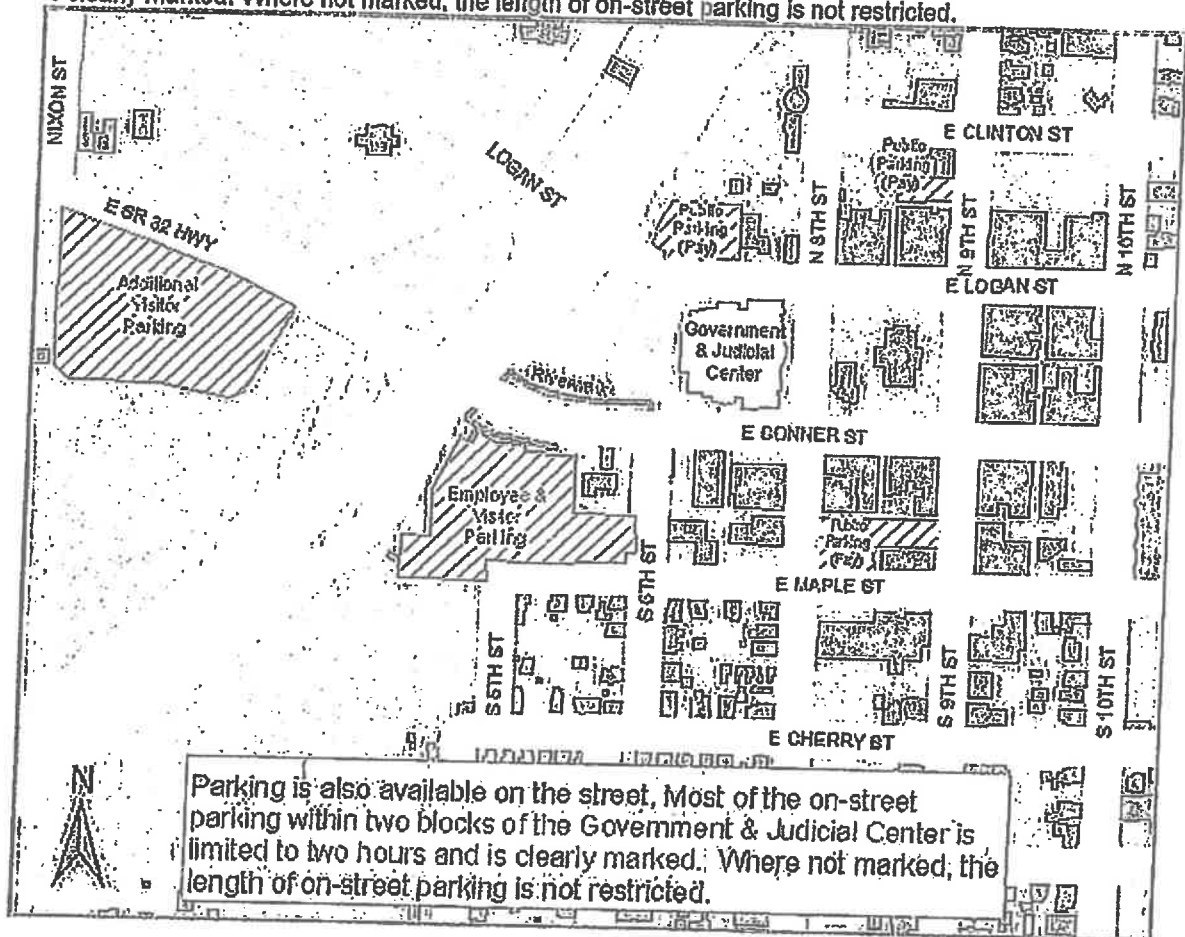
w=water

## PARKING LOCATIONS

The Government and Judicial Center is located on the west side of the Square in downtown Noblesville, Indiana.

### Parking

Public Parking is marked on the map below. Parking is also available on the street. Most of the on-street parking within 2 blocks of the Government and Judicial Center is limited to 2 hours and is clearly marked. Where not marked, the length of on-street parking is not restricted.





# VETERANS DAY PROCEDURES

1. The Veterans Day event will always be held on November 11. The event has been traditionally held at the Veterans Memorial on the Noblesville Square at 11:00 AM.
2. The group in charge changes from year to year. In 2024, the American Legion will be in charge of Veterans Day; the VFW will be in charge of Memorial Day. This changes each year. In 2025, the groups in charge will reverse!
3. As we are working with the city, county, and state, there are a number of unique requirements:
  - a. A Special Event Encroachment Permit is required from the Noblesville City Works Department (16<sup>th</sup> and Pleasant Streets). Get a new permit each year. It may change from year to year.
    - i. Fill out the Encroachment Permit and print two copies. One copy will be returned to the Works Department. One copy will be sent to the Hamilton County Commissioners Office. The permit does not have to be notarized.
    - ii. Print two copies of the Encroachment Permit Site Map. Distribution is the same as the Permit.
  - b. A Certificate of Insurance (COI) is required in the amount of \$1,000,000.
    - i. Call the insurance copy and request the COI. One copy will be addressed to the City of Noblesville; the other copy will be addressed to the Hamilton County Commissioners.
    - ii. Print the copies of the COI. The City copy will go to the Works Department and the County copy goes to the Hamilton County Commissioners Office.
    - iii. An Event Application Information form is required by the County. Get a new copy from the Hamilton County Commissioners Officers each year. It may change from year to year. Fill out the Event Application Information Form and print a copy for the Hamilton County Commissioners. Only Page 1 needs to be printed and completed. Power is to be requested for area E-1.
  - c. A cover letter is required by the Hamilton County Commissioners.
    - i. Describe the event with the date and time.
    - ii. Enclose a copy of the Encroachment Permit, the COI for Hamilton County, and the Event Application Information form.
    - iii. Send the letter, the Encroachment Permit, the Event Application Information form, and the COI to the Hamilton County Commissioner, 1 Hamilton County Square, 33 N 8<sup>th</sup> Street, Noblesville IN 46060.
  - d. Deliver a copy of the Encroachment Permit and the COI for the City of Noblesville to the City Works Department (16<sup>th</sup> and Pleasant Streets).
4. **TIMING IS IMPORTANT. THE ABOVE DOCUMENTS MUST BE RETURNED TO THE APPROPRIATE AUTHORITIES BY THE 15<sup>TH</sup> OF SEPTEMBER!**

5. Create an agenda for Veterans Day
  - a. Determine the Master of Ceremonies.
  - b. Determine the Chaplain.
  - c. Determine any guest speakers (the Noblesville Mayor usually speaks in behalf of the community).
6. Print a copy of the agenda and deliver it to the Noblesville Mayor's office. Be sure that the Mayor is able to speak or will send a replacement.
7. Contact K&S Entertainment for audio equipment for the event. Kim works at the Coop office on South 10<sup>th</sup> Street. Kim's father was KIA in Vietnam. She and Scotty usually provide the equipment for free. If they are not available, have the Fender acoustical system from the Legion available, along with the speaker stands and the microphone stand.
8. Contact the Hamilton County Honor Guard to insure they will provide both a 21 gun salute and taps.
9. If you are the Master of Ceremonies, develop an appropriate speech for Veterans Day. The Internet is a great source of ideas!
10. Be sure that we have at least 288 small ball top flags on hand. We hand out a flag to everyone that participates in the Veterans Day event. The flags are available from American Legion Flag & Emblem at 5745 Lee Road, Indianapolis.
11. Have the wreath to be laid available.
12. On Veterans Day:
  - a. Have the agenda available.
  - b. Be sure the Master of Ceremonies has their speech ready.
  - c. Be sure the Mayor (or his representative) is available and ready.
  - d. Check for additional guest speakers. Usually, our national House of Representatives wishes to speak. There may be others!
  - e. Determine the person laying the wreath.
  - f. Have several volunteers distribute small ball top flags to everyone.
  - g. Be sure the honor guard is available and ready.
  - h. At the beginning of the program:
    - i. Acknowledge the provider of the wreath.
    - ii. Acknowledge all the veterans present.
    - iii. Acknowledge any special guests.
    - iv. BE SURE TO BEGIN THE PROGRAM AT 11:00.
  - i. At the end of the program:
    - i. Announce that food will be available.
    - ii. Thank the audience for attending the event.