



Board of Public Works and Safety

Agenda Item

Cover Sheet

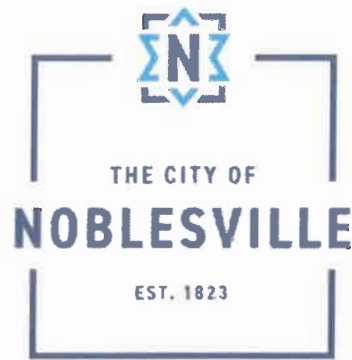
MEETING DATE: May 27, 2025

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

ITEM #: 2

INITIATED BY: René Gulley

- ☒ Information Attached
- ☐ 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 St. Michael's Strawberry Festival
DATE: May 27, 2025

Attached you will find a request from Megan Wiles on behalf of the St. Michael's Episcopal Church. They are requesting to reserve parking spaces from 10:00AM to 6:00PM for the annual St. Michael's Strawberry Festival on Saturday, June 14th. On Friday, they would like to reserve six (6) spaces on the east side of N 8th Street between Logan Street and Conner Street for the tent company to use for the set-up. On Saturday, they will utilize all twelve (12) spaces on N 8th Street as well as two (2) spaces on the south side of Logan Street for the event. They are also requesting to reserve the south-row parking spaces in the Gold Lot, as usual. They will use the Gold Lot to park a trailer that holds ice cream and strawberries. The trailer will be parked on Friday evening and removed on Monday morning. This event is in conjunction with Noblesville Create's HATCH Fest.

In the event that the Gold Lot cannot be used, St. Michaels will seek approval to park the trailer in the old Bolden's lot. They have been in communication with Hamilton County and the county does not believe they will need the Gold Lot at this timeframe.

The committee recommends the Board of Public Works approve these parking reservations.



Stefanie Lascoux

ENC-0030-2025

From: Sent on Behalf of Street Department <no-reply@egovnotices.com>
Sent: Wednesday, January 29, 2025 7:25 PM
To: Street Department
Subject: Special Event Encroachment Permit Submitted - Receipt #2025-JGMLOS

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.



RECEIVED
JAN 30 2025
BY: TC

A citizen submitted the following information for one or more item(s) for which you are on the notification list. The information sent to the citizen is as follows.

Confirmation

Thank you for submitting an online Special Event Encroachment Permit. You will be contacted following a review of this application.

**This is required as part of the permit application.* Please email nsd@noblesville.in.gov with a map detailing the location of event (site map), and an event agenda or planned activities. If your event contains a program of various locations, your proposed route must also be attached.*

Confirmation: I agree to the terms and conditions listed above.

ENCROACHMENT LOCATION INFORMATION

Address or Special Event Location: Courthouse Square in conjunction with Noblesville Creates HATCH fest

APPLICANT CONTACT INFORMATION

Organization Name: St. Michael's Episcopal Church
Contact Name: Megan G Wiles
Address: 444 S. Harbour Drive, Noblesville, IN 46062
Phone Number: 317-828-6349
Email: megan.wiles@gmail.com
Non-Profit: Yes

EVENT LOGISTICS

Event Name: St. Michael's Strawberry Festival
Type of Event: Fundraiser
If other, please explain:
What is the purpose of the event?: St. Michael's Episcopal Church annually hosts it's Strawberry

Festival to raise funds to help support the church's community outreach and helping others. For the past several years, we have been working in conjunction with Noblesville Creates and their HATCH Fest.

Event Requirements (Click All That Apply): Trash Pickup

Event Starting Date & Time: 06/14/2025 at 11:00:00 AM

Event Ending Date & Time: 06/14/2025 at 05:00:00 PM

Setup Date & Time: 06/13/2025 at 05:00:00 PM

Tear Down Date & Time: 06/14/2025 at 06:00:00 PM

Total number of anticipated participants (including volunteers, spectators, runners, etc):
2000

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

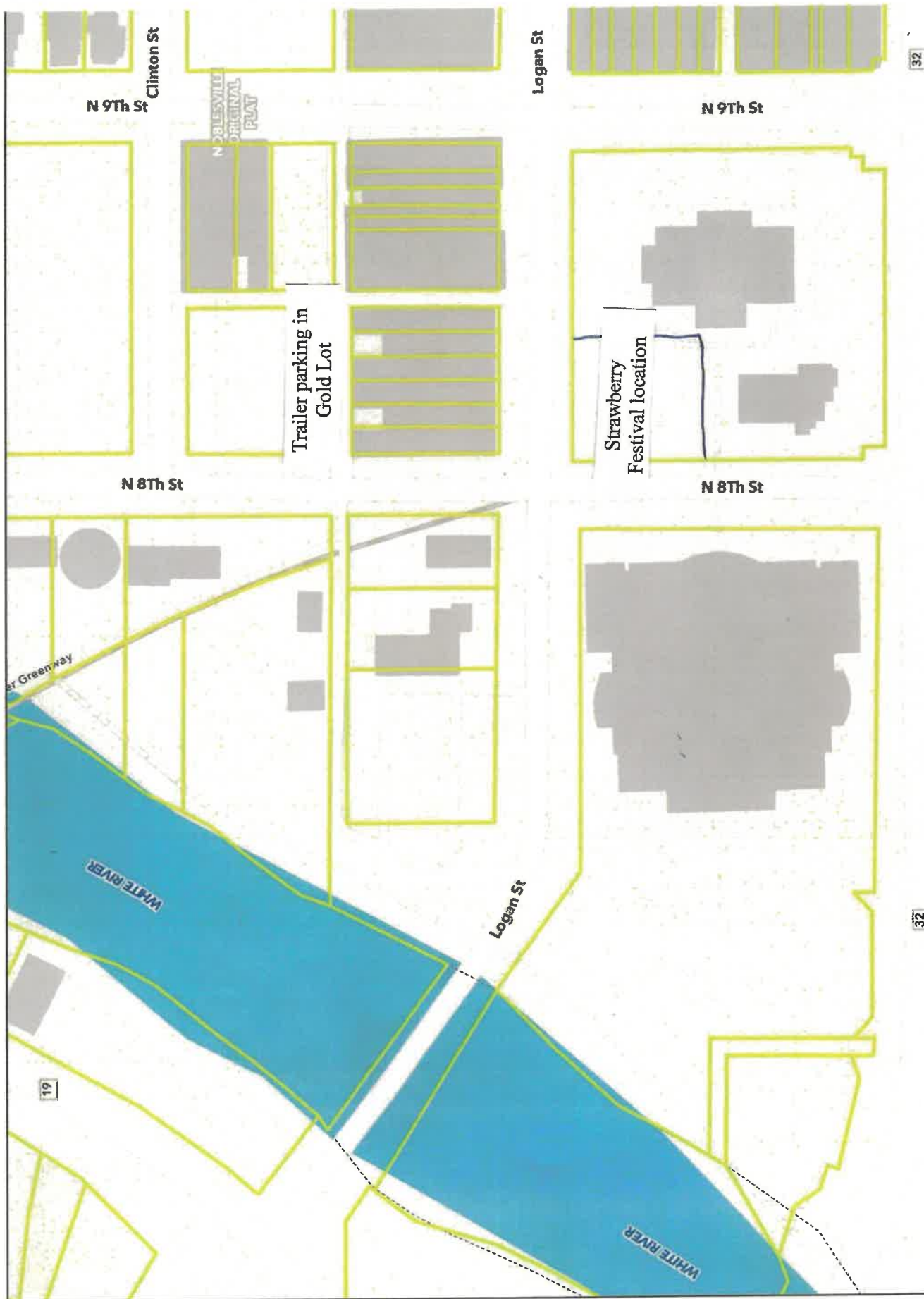
Do you plan to erect temporary structures such as stages, tents, booths, tables, bounce houses, etc for this event?: Yes

***If yes, please describe::** Yes, a tent will be set up on the northwest corner of the Courthouse Square. We would request to reserve/block off parking spaces in the Gold lot, as we have in previous years for the parking of the trailer that holds the ice cream and strawberries.

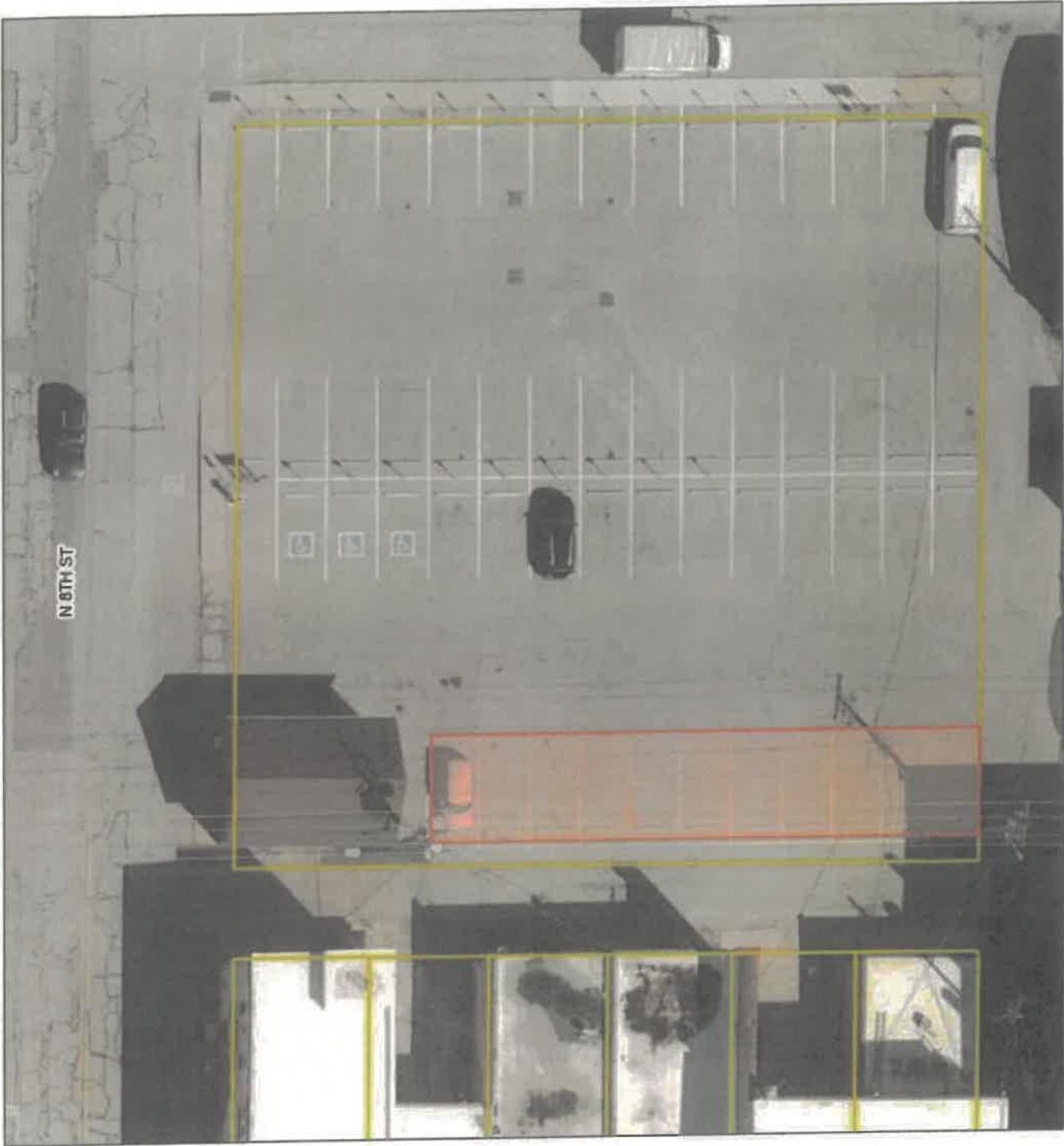
To stay up to date you can view the status of this item [here](#).

[Noblesville, IN](#)

Hamilton County, Indiana

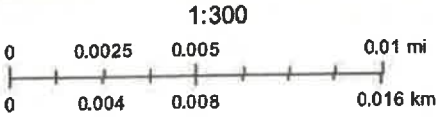


GOLD LOT - Strawberry Festival Trailer Parking



3/18/2024, 8:59:59 AM

- centerlines
- Parcels

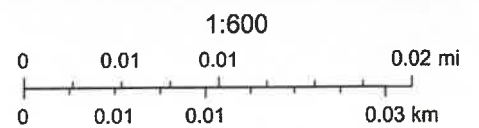


Strawberry Festival



5/2/2025, 2:44:22 PM

centerlines
Parcels





NOBLEIND01

JVONGSAVANH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2025

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).

PRODUCER License # 957262 The Church Insurance Agency Corp 210 South Street, Suite 2 Bennington, VT 05201-2894	CONTACT NAME: Jennifer Vongsavanh PHONE (A/C, No, Ext): (800) 293-3525 FAX (A/C, No): (800) 557-1395 E-MAIL ADDRESS: jvongsavanh@cpg.org														
INSURED St Michaels Episcopal Church 444 S Harbour Dr Noblesville, IN 46062-9107	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Church Ins Co of Vermont</td><td>10669V</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Church Ins Co of Vermont	10669V	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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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 SUBR INSD 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	VPP0009840	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 30,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	VPP0009840	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below N / A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	General Liability		VPP0009840	4/1/2025	4/1/2026	Hired & Non-Owned 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
All operations of the named insured including Strawberry Festival to be held June 14, 2025 at Noblesville Town Square, 8th St, Noblesville, IN in connection with which the certificate holder is named as an additional insured but only in connection with the actions and negligence of the named insured.

CANCELLATION: THE POLICY IS SUBJECT TO THE PREMIUMS, FORMS, AND RULES IN EFFECT FOR EACH POLICY PERIOD. SHOULD THE POLICY BE TERMINATED, THE COMPANY WILL ENDEAVOR TO GIVE THE ADDITIONAL INTEREST IDENTIFIED 30 DAYS WRITTEN NOTICE, AND WILL SEND NOTIFICATION OF ANY CHANGES TO THE POLICY THAT WOULD EFFECT THAT INTEREST, IN ACCORDANCE WITH THE POLICY PROVISIONS OR REQUIRED BY LAW.

CERTIFICATE HOLDER

CANCELLATION

City of Noblesville, Indiana
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