

TO: BOARD OF PUBLIC WORKS AND SAFETY
FROM: AARON HEAD, COMMUNITY ENGAGEMENT MANAGER
SUBJECT: MEMORANDUM OF UNDERSTANDING – NOBLESVILLE MAIN STREET
DATE: January 16, 2025

Attached is the Memorandum of Understanding between the City of Noblesville and Noblesville Main Street for 2025.

If you have any questions prior to the meeting on January 28th, please feel free to contact me at 317-776-6325 or at ahead@noblesville.in.gov

Attachments:

1. Memorandum of Understanding
2. Certificate of Insurance
3. E-Verify Affidavit



Memorandum of Understanding

This document constitutes a Memorandum of Understanding (hereinafter referred to as "MOU") between Noblesville Main Street, Inc. (hereinafter referred to as "NMS"), an Indiana non-profit corporation organized under IRS code 501(c)(3), and the City of Noblesville, Indiana, a municipal corporation (hereinafter referred to as "City" or "Noblesville"), and is executed pursuant to the terms and conditions set forth herein.

Recitals

Whereas, NMS desires to activate downtown Noblesville with increasing attendance at current events and adding new events; and

Whereas, NMS executes a Farmer's Market focused on local and organic food for the Noblesville community between the months of May through October; and

Whereas, NMS advocates on behalf of the downtown Noblesville merchant community by aiding, promoting, and improving business; and

Whereas, NMS seeks new and interesting businesses to fill downtown retail space and further diversify the economic base of the City of Noblesville; and

Whereas, NMS identifies and applies for grants to fund further enhancements of downtown Noblesville experiences; and

Whereas, NMS provides cultural, historical, and community service programs to Noblesville, and further assists the City in planning and the promotion of economic development and tourism; and

Whereas, the City of Noblesville desires to support NMS in its mission and provide for the advocacy and promotion of downtown Noblesville.

Now therefore, in consideration of the mutual promises contained herein and other considerations, the receipt and sufficiency of which are hereby acknowledged; NMS and the City agree as follows:

- 1. RECITALS.** The representations set forth in the above recitals are material to the MOU and are hereby incorporated into and made a part of the MOU as if fully set forth in the body of the MOU.
- 2. DUTIES OF NMS.** NMS shall perform the functions as set forth or described in **Exhibit A**, attached to and made a part of this MOU.
- 3. TERM AND RENEWAL.**
 - A. The term of this MOU shall be for one (1) year, beginning on January 1, 2025, and ending on December 31, 2025 unless terminated in accordance with this MOU.

- B. The parties anticipate continuing to work in partnership beyond the annual term of this agreement and agree to meet during Q2 2025 to discuss a 2026 agreement so that the funding request specified in Exhibit A, Section 2.K. and related considerations can be incorporated into the city's budget formation efforts. The parties understand that appropriation decisions are made by the Common Council and that those appropriation decisions can affect the amount of funds available to support future years' agreements. To facilitate planning and cooperation, after NMS submits their Subsequent Year Funding Request as set forth in Exhibit A 2.L, Noblesville will review and determine what to include in its budget request to Council for 2026 and will notify NMS by November 1, 2025 (the deadline for budget adoption) of how much was appropriated and available for 2026 support.

4. COMPENSATION OF NMS.

- A. NMS shall furnish all labor, materials, supplies, and services in accordance with the conditions of this MOU necessary to perform the functions as defined in Exhibit A.
- B. Payment from the City will be for the amount of \$40,000 during the term, subject to an invoice being submitted by NMS at least thirty (30) days in advance.
- C. Additional compensation may also be provided by the City, as set forth in Exhibit B

5. TERMINATION FOR CAUSE OR CONVENIENCE.

- A. If NMS becomes insolvent, or if it refuses or fails to perform the work and functions provided by this MOU, or if it refuses to perform disputed work or functions as directed pending resolution of such dispute, or if it fails to make payments to subcontractors or consultants employed by it, or if it otherwise violates or fails to perform any term, covenant or provision of this MOU, then City may, without prejudice to any other right or remedy, terminate this MOU in whole or in part, in writing, provided that NMS shall be given, except in the case of emergencies, (a) not less than ninety (90) calendar days' notice of City's intent to terminate, and (b) an opportunity for consultation with City prior to termination. In determining the amount of final payment to be made to NMS upon such termination for default, if any, no amount shall be allowed for anticipated profit on unperformed services or other work; furthermore, an adjustment shall be made to the extent of any additional costs incurred or reasonably foreseen by City to be incurred by reason of NMS's default.
- B. This MOU may be terminated in whole or in part in writing by City for City's convenience; provided that NMS is given (a) not less than ninety (90) calendar days' notice of intent to terminate and (b) an opportunity for consultation with City prior to termination. If City effects termination for convenience, NMS's compensation shall be equitably adjusted.

6. **TERMINATION FOR FAILURE OF FUNDING.** Notwithstanding any other provision of this MOU and pursuant to Indiana law, if funds for the continued fulfillment of this MOU by City are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then City shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding, in which instance unless otherwise agreed to by the parties, this Agreement shall terminate and become null and void.

7. GENERAL PROVISIONS.

- A. Non-Agent. Notwithstanding anything to the contrary in this MOU or elsewhere, NMS is not an agent of the City and shall not in any way purport to act or speak for or on behalf of the City.
- B. Independent Contractor. The parties agree that NMS is an independent contractor as that term is commonly used and is not an employee of City. As such, NMS is solely responsible for all taxes and none shall be withheld from the sums paid to NMS. NMS acknowledges that it is not insured in any manner by City for any loss of any kind whatsoever. The NMS has no authority, express or implied, to bind or obligate City in any way.
- C. Subcontracting. The parties agree that NMS shall not subcontract, assign or delegate any responsibility to perform under this Agreement without prior written approval of City. In the event that City approves of any such subcontracting, assignment or delegation, NMS shall remain responsible for managing, directing and paying the person or persons to whom such responsibilities or obligations are sublet, assigned or delegated. City shall have no obligation whatsoever toward such persons. NMS shall take sole responsibility for the quality and quantity of any services rendered by such persons. Any consent given in accordance with this provision shall not be construed to relieve NMS of any responsibility for performing under this Agreement.
- D. Necessary Qualifications. NMS certifies that it will furnish to City, if requested, any and all documentation, certification, authorization, license, permit, or registration required by the laws or rules and regulations of City, other units of local government, the State of Indiana, and the United States. NMS further certifies that it is now and will remain in good standing with such governmental agencies and that it is now and will maintain all licenses, permits, registrations, authorizations, or certifications, as applicable to the services in force during the term of this Agreement.
- E. Confidentiality of City Information. NMS understands that the information provided to it or obtained from City during the performance of its responsibilities may be confidential and may not, without prior written consent of City, be disclosed to a person not in

City's employ except to employees or agents of NMS who have a need to know in order to provide the services. The obligations of this section shall survive the termination of this Agreement and shall be applicable to the full extent permissible under statutes governing access to public records. Confidential information shall not include information, that: (a) was known by NMS at the time it was received; (b) is, as of the time of its disclosure or thereafter becomes, part of the public domain through a source other than NMS; (c) is made known to NMS by a third person who does not impose any obligation of confidence on NMS with respect to such information; (d) is required to be disclosed pursuant to governmental authority, law, regulation, duly authorized subpoena, or court order whereupon NMS shall provide notice and an opportunity to object to City prior to such disclosure; or (e) information that is independently developed by NMS without references to the confidential information. NMS shall not, under any circumstances, release information provided to it by, or on behalf of, City that is required to be kept confidential by City pursuant to Indiana law, except as contemplated by this section, clause (d).

- F. Records; Audit. NMS shall maintain books, records, documents and other evidence directly pertinent to performance under this Agreement. NMS shall make such materials available at its offices at all reasonable times during the Agreement period and for three (3) years from termination or the date of final payment under this Agreement for inspection by City or any other authorized representative of City. Copies thereof, if requested, shall be furnished at no cost to City.
- G. Remedies. Following the occurrence of any default, breach, or other failure to perform, or an act of negligence or misconduct causing damage to either Party, by the other or any of its employees, agents, or subcontractors, the aggrieved party shall have every remedy now or hereafter existing at law or in equity or by statute or otherwise which may be available. This provision shall survive any termination of this Agreement.
- H. Indemnification. NMS agrees to indemnify, defend, and hold harmless City and its officers, agents, officials, and employees for any and all third party claims, actions, causes of action, judgments and liens to the extent they arise out of any act or omission by NMS or any of its officers, agents, employees or subcontractors, regardless of whether or not it is caused in part by the negligence of a party

indemnified hereunder. Such indemnity shall include attorney's fees and all costs and other expenses arising therefrom or incurred in connection therewith and shall not be limited by reason of the enumeration of any insurance coverage. This provision shall survive any termination of this Agreement.

- I. Insurance. NMS shall furnish, or cause to be furnished, City with certification of comprehensive general liability insurance coverage with a minimum limit of Two Million Dollars (\$2,000,000.00) per occurrence. NMS shall furnish certificates of insurance provided by the insurer, and the certificates shall provide that such insured is in effect and will not be cancelled during the required period without thirty (30) days prior written notice of such cancellation to City.
- J. Notice. Any notice or other correspondence required to be sent under this Agreement shall be sent to:

To NMS:

Noblesville Main Street
c/o Kate Baker
Executive Director
839 Conner Street
Noblesville, IN 46060

To Noblesville:

City of Noblesville
16 S. 10th Street
Noblesville, IN 46060
Attn: Mayor's Office

Copy to:
City of Noblesville
Attn: City Attorney
16 S. 10th Street
Noblesville, IN 46060

K. Non-discrimination. NMS and its subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to her or his hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of her or his race, religion, color, sex, sexual orientation, handicap, disability, national origin, ancestry, disabled veteran status, or Vietnam-era veteran status. Breach of this section shall be regarded as a material breach of this Agreement.

L. Conflict of Interest. NMS certifies and warrants to Noblesville that neither it nor any of its agents, representatives or employees who will participate in the performance of any services required by this Agreement has or will have any conflict of interest, direct or indirect, with Noblesville.

M. Force Majeure. In the event that either party is unable to perform any of its obligations under this Agreement – or to enjoy any of its benefits – because of natural disaster, pandemic, or decrees of governmental bodies not the fault of the affected party (hereinafter referred to as Force Majeure Event), the party who has been so affected shall immediately give notice to the other and shall take commercially reasonable actions to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended except for payment obligations with respect to service already provided. If the period of nonperformance exceeds one hundred eighty (180) days from the receipt of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.

N. Applicable Laws; Forum. NMS agrees to comply with all applicable federal, state and local laws, rules, regulations or ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment of any state or federal statute or the promulgation of regulations thereunder after execution of this Agreement shall be reviewed by Noblesville and NMS to determine whether the provisions of the Agreement require formal modification.

This Agreement shall be construed in accordance with the laws of the State of Indiana, and by all applicable Municipal Ordinances, Resolutions, Rules, Regulations, or Codes of Noblesville. Suit, if any, shall be brought in the State of Indiana, County of Hamilton.

O. Waiver. Neither party's delay or inaction in pursuing the remedies set forth in this Agreement, or available by law, shall not operate as a waiver of any of Party's rights or remedies.

P. Severability. If any provision of this Agreement is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the provision shall be stricken, and all other provisions of this Agreement which can operate independently of such stricken provisions shall continue in full force and effect.

- Q. Attorneys' Fees. Either party shall be liable to the other for reasonable attorneys' fees incurred by in connection with the collection or attempt to collect, any damages arising from the negligent or wrongful act or omission of the other party from a breach of any provision of this Agreement, from an indemnity obligation, or from a failure to fulfill any provisions or responsibility provided herein. This provision shall survive any termination of this Agreement.
- R. Successors and Assigns. Noblesville and NMS each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as otherwise provided herein, neither party shall assign, sublet, or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of Noblesville or NMS.
- S. E-Verify. NMS shall enroll in and verify the eligibility status of all newly hired employees of NMS through the E-Verify program as outlined in I.C. § 22-5-1.7; however, NMS shall not be required to verify the work eligibility status of all newly hired employees of NMS through the E-Verify program if the E-Verify program no longer exists. NMS AFFIRMS, UNDER THE PENALTIES OF PERJURY, THAT NMS DOES NOT KNOWINGLY EMPLOY AN UNAUTHORIZED ALIEN.

8. INTERPRETATION AND INTENT.

- A. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, written or verbal, between City and NMS. No statements, promises or agreements whatsoever, in writing or verbal, in conflict with the terms of the Agreement have been made by City or NMS which in any way modify, vary, alter, enlarge or invalidate any of the provisions and obligations herein stated. This Agreement may be amended and modified only in writing signed by both City and NMS.
- B. In resolving conflicts, errors, discrepancies and disputes concerning the scope of the work or services to be performed by NMS or other rights or obligations of City or NMS, the document or provision

thereof imposing the greater obligation upon City and affording the greater right or remedy to City, shall govern.

- C. Any interpretation applied to this Agreement, by the parties hereto, by an arbitrator, court of law, or by any other third party, shall not be made against City solely by virtue of City or City's representatives having drafted all or any portion of this Agreement.
- D. This Agreement shall include, and incorporate by reference, any provision, covenant or condition required or provided by law or by regulation of any state or federal regulatory or funding agency.

Entered into this 6 date of January, 2025.

Noblesville Main Street, Inc.

City of Noblesville



By: Kate Baker, Executive Director

By: Aaron Head
Title: Community Engagement Manager

EXHIBIT A

1. PURPOSE. As a community partner, NMS helps the City maintain a strong, vibrant, and economically stable downtown core. Downtown has been and will continue to be the heart of Noblesville and a key asset in providing culture, commerce and community to its residents and businesses.

NMS shall act to provide cultural, historical, and community service programs for Noblesville, promote the Noblesville community, economic development, and tourism, and assist the City in planning and implementing economic development as generally outlined below.

2. DELIVERABLES.

- A. City Common Council Presentation. NMS shall make a presentation at a mutually agreeable date and time to the City Common Council. NMS shall be available to update the Downtown District Committee and/or Finance Committee at their request but no more than once per quarter. The presentation should consist of tracking statistics included in the Indiana Main Street Program Guide & Handbook, pages 36-37 regarding Reinvestment & Return on Investment Statistics Tracking Instructions.
- B. Monthly Meetings. NMS and the City shall hold monthly collaborative update meetings at a mutually agreeable date and time.
- C. NMS Events.
 - i. NMS shall host and execute the following events in a calendar year that shall include but are not limited to monthly First Friday events
 - Duck Race
 - Noblesville Main Street Farmers Market, weekly from May through October
 - First Friday Series (Feb. - Dec.)
 - Small Business Saturday (Collaborator)
 - Noblesville Street Dance
 - Downtown Unseen
 - Business Summit
 - Music and All That Jazz Series
 - ii. The parties recognize that the events listed are subject to change and should involve conversations with both parties regarding any decisions to modify or cancel the event.

- D. Follow standards set forth and seek national accreditation from Main Streets of America
 - i. Gather data related to downtown real estate, the job force, events, and assess the overall economic vitality.
 - ii. Assemble report and share with board and stakeholders and City
 - iii. Submit to National Main Street
- E. Work with the City to make the Farmers Market more efficient and self-sustaining to meet the growing demand
 - i. Pursue new and different vendors
 - ii. Communicate results of the no-show policy for Farmers Market vendors.
 - iii. Investigate various avenues to increase marketing of the farmers market to surrounding communities.
- F. Increase efforts of collaboration with other Noblesville Non-Profits and stake holders to create a cohesive thread throughout
 - i. Identify opportunities to work together and share efforts
 - ii. Establish meeting times throughout the year to update each other on current projects
 - iii. Classify prospective cross promotion ideas
- G. Identify, establish and maintain relationships with merchants and businesses
 - i. Host quarterly forums for merchants
 - ii. Increase communication in person and through email
- H. Continue to activate Downtown with events and/or live music
 - i. Identify events that will bring people into downtown while using resources efficiently
 - ii. Publish calendar
 - iii. Establish detailed marketing plan
 - iv. Execute events
- I. Complete efforts to develop Downtown Volunteer coalition and objectives
- J. As requested by the City, assist in communication timelines and work plans for public infrastructure improvement projects in the downtown area to downtown stakeholders and assist with any planning efforts.
- K. Subsequent Year Funding Request. NMS shall its funding request and supporting documentation, as required by the City, for 2026 by July 1st.

All of which is approved by the Board of Public Works and Safety of the City of Noblesville this
_____ day of _____ 2025.



JACK MARTIN, PRESIDENT

JOHN DITSLEAR, MEMBER

LAURIE DYER, MEMBER

ROBERT J. ELMER, MEMBER

RICK L. TAYLOR, MEMBER

ATTEST:

EVELYN L. LEES, CLERK
CITY OF NOBLESVILLE, INDIANA

E-Verify Affidavit

Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with the City is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists.

The undersigned, on behalf of the Contractor, being first duly sworn, deposes and states that the Contractor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the City, the undersigned Contractor will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

(Contractor): Noblesville Main Street

By (Written Signature): Kate Baker

(Printed Name): Kate Baker

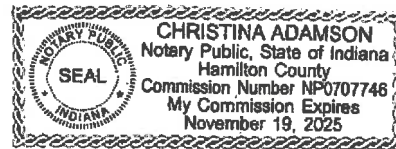
(Title): Executive Director

Important - Notary Signature and Seal Required in the Space Below

STATE OF Indiana

COUNTY OF Hamilton

SS:



Subscribed and sworn to before me this 14th day of January, 2025.

My commission expires: 11/19/2025 (Signed) Christina Adamson

a. Residing in Hamilton County, State of Indiana



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/15/2024

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).

PRODUCER Martin & Martin Insurance Agency 62 S 9th Street Noblesville IN 46060		CONTACT NAME: Christine Martin PHONE (A/C No, Ext): E-MAIL ADDRESS: FAX (A/C No): (317)703-1115	
INSURED Noblesville Main Street Inc. 839 Conner Street Noblesville IN 46060		INSURER(S) AFFORDING COVERAGE INSURER A : ERIE INS EXCH INSURER B : ERIE INS EXCH INSURER C : Erie Insurance Group INSURER D : INSURER E : INSURER F :	
		NAIC # 26271 26271 35585	

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 <input checked="" type="checkbox"/> hired & non-owned liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	Q43-0155851	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 1000000	
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1000000							
	MED EXP (Any one person) \$ 5000							
	PERSONAL & ADV INJURY \$ 1000000							
						GENERAL AGGREGATE \$ 2000000		
						PRODUCTS - COMP/OP AGG \$ 2000000		
						\$		
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ 1000000	
							BODILY INJURY (Per person) \$	
							BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
							\$	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 0	N	N	Q31-0172890	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 1000000	
	AGGREGATE \$							
							\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	N	Q91-5102239	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	E.L. EACH ACCIDENT \$ 1000000							
	E.L. DISEASE - EA EMPLOYEE \$ 1000000							
	E.L. DISEASE - POLICY LIMIT \$ 1000000							

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

certificate holder is additional insured

CERTIFICATE HOLDER**CANCELLATION**

City Of Noblesville 16 South 10th Street 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

Fax: Email:

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ACORD 25 (2016/03)

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