



Board of Public Works and Safety

Agenda Item

Cover Sheet

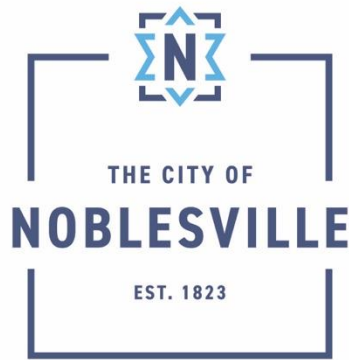
MEETING DATE: January 23, 2024

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

ITEM #: 1

INITIATED BY: Patty Johnson

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



TO: Noblesville Board of Public Works and Safety

FROM: Patty Johnson, Street Commissioner

SUBJECT: Board to Consider Memorandum of Understanding with Keep Noblesville Beautiful

DATE: January 23, 2024

Attached is the Memorandum of Understanding between the City of Noblesville and Keep Noblesville Beautiful for 2024. Please feel free to contact me if you have any questions.

I recommend the Board of Public Works approve the Memorandum of Understanding for Keep Noblesville Beautiful.



KEEP NOBLESVILLE BEAUTIFUL

Keep Noblesville Beautiful (KNB) is non-profit community improvement organization dedicated to enhancing Noblesville's natural beauty through a variety of service projects, educational programs and provide design input on City project initiatives when appropriate. KNB is modeled after the Keep America Beautiful model and draws significant inspiration from Keep Indianapolis Beautiful.

KEEP AMERICA BEAUTIFUL

we believe in the shared responsibility to build and maintain clean, green, and beautiful spaces. That's why we take action every day to improve and beautify communities across America. Through collective impact, we can ensure that everyone in America lives in a beautiful community.

Keep America Beautiful (kab.org)

KEEP INDIANAPOLIS BEAUTIFUL

Our mission is to engage diverse communities to create vibrant public places, helping people and nature thrive™.

Keep Indianapolis Beautiful, Inc (kibi.org)

However, KNB has adapted its mission to meet the specific needs of the community through a grassroots approach to community involvement and engagement. Our ongoing evolution also includes an evaluation of the 4 pillars of the Jensen administration.

Comprehensive Workforce & Economic Development

Community development equals economic development. KNB facilitates opportunities, support, coordination and equipment for corporations and school groups to connect to neighborhoods and the greater community to fulfill "day of service" or corporate philanthropy missions. In addition to these on-going programs, KNB provided 6 program options this year during SERVE week.

Public Health & Safety

The mental health benefits of spending time outside and spending time volunteering are very well documented. 100% of KNB programs, all outdoors, provide both opportunities for increased mental and physical well-being. In addition, beautification projects create a sense of pride and can actually reduce crime, in particular property crimes.

Downtown, Culture, & Recreation

Downtown beautification projects are top priority and have included a partnership with Parks Department for Green Space Improvements at Federal Hill, Forest Park, Hobbs Station (coming soon) and Riverside Cemetery. In addition, the Roundabout art program is adding the public art and culture inventory in Noblesville.

Roads & Infrastructure

KNB annually spearheads 3 Highway 37 beautification and clean-up projects along a 3-mile stretch including volunteer coordination, tools and equipment. KNB was a key partner for the review of RFP's and selection of the Roundabouts beautification team. KNB's ongoing art initiative includes installation of art in several of these roundabouts. KNB is currently coordinating a Midland Trail clean-up.

Thank you for the on-going support from the City of Noblesville and the opportunities this Public Purpose grant provides KNB to expand its mission and community engagement.

Memorandum of Understanding – 2024 Grant Request

SCOPE OF WORK:

- Facilitating public art in the City of Noblesville and coordinate with other arts groups
- Green Space Improvements; Federal Hill, Midland Trail, Hobbs Station, Riverside Cemetery
- Roundabout design, installation and coordination with City
- Gateway enhancements; such as 15,000 daffodils planted to date
- Highway 37 beautification and clean-up including volunteer coordination
- Neighborhood betterment blitzes
- Coordination and installation & maintenance input of public gardens
- Write or provide support for grants, seek funding for projects related to the beautification
- Distribute plants and saplings and educate the public on installation and sustainability
- Collaboration with groups to install public gardens
- Continue to provide assistance to the White River Clean-up and MS4 team

DELIVERABLES:

Public Art projects currently under design and intended 2024 installation

- Roundabout art project, location TBD, to coordinate with first two successful installations
- 1 additional public art installation or support to other group effort
- Collaboration with Roundabout Design Project(s) – other public ROW beautification project
- Generate and lead 4-6 SERVE projects in 2024

Public Awareness and Education

- Viable organization providing educational and community action programs
- Arbor Day program partner
- Provided manpower to identify and physically label storm drains within city limits

Partnership with Noblesville Parks & Recreation

- Maintenance of established city rain garden and specific planting projects
- Installation and maintenance of perennial gardens and planting of 5 locations in City Parks

In addition to the scope listed in the MOU, the Board is always exploring opportunities to expand our mission and scope. The entirely volunteer board was able to maximize the public purpose grant and extend our mission through fund raising efforts. Our annual Fall mailer to past donors has produced approx. \$2,500 and we have received \$22,500 in a grants, in addition to the generous \$10,000 public purpose grant from the City of Noblesville and approx. \$20,000 from the mayors soiree. In 2023, KNB has produced \$6,000 art sponsorships, \$3,500 from a direct mailer to new members. Farmers market, other community events direct ask and plant sales generated approx.. \$500. KNB will continue to pursue grant opportunities.

We cannot expand fund raising and continue program expansion without some permanent infrastructure including an Executive Director. KNB will Seek a Part-Time Paid Executive Director in the first quarter of 2024

- Facilitator of grant writing and other funding opportunities not available to a group without a director.
- Structure programming and details of the organization and re-write strategic plan
- Increase membership opportunities by raising awareness of (KNB) and it critical mission
- Partner and provide support to the cultural arts district
- Self-fund the position after the first year through new sponsorship and membership opportunities

In addition to the above deliverables, Keep Noblesville Beautiful will also:

Connect with local, government, arts community and regional stakeholders in order to shape Noblesville's Cultural Arts strategy for long-term sustainability and success.

Those stakeholders include but are not limited to:

- All necessary departments of the City in particular
 - Mayors Office
 - City Council and Clerks Office
 - Noblesville Street Department
 - Noblesville Parks & Recreation Dept
 - Noblesville Tree Board
- Hamilton County Master Gardeners Association
- Noblesville Preservation Alliance
- Hamilton County Probation
- Our Lady of Grace Catholic Church
- Noblesville Main Street
- Nickel Plate Arts
- Hamilton Co Soil & Water
- Girl Scouts of America
- Boys Scouts of America
- Noblesville High School National Honor Society
- City of Noblesville Wastewater, Clean Storm Water Program
- SERVE Noblesville
- United Way
- Boys & Girls Club
- American Red Cross
- Church of Latter Day Saints

FUNDS:

Keep Noblesville Beautiful shall provide the City with bi-annual reports detailing expenditures that shall be accompanied by documentation to support costs. Keep Noblesville Beautiful shall provide the report to the City and Roads committee one time each in 2024.

SCHEDULE:

If approved, payments in the amount of \$10,000 could be made to Keep Noblesville Beautiful upon approval of this agreement.

SIGNATURES:

We, the undersigned, acknowledge the scope of work and deliverables described herein and will abide by the terms of this memorandum of understanding to the best of our abilities.



Darren Peterson, 2024 President of the Board of Directors
Keep Noblesville Beautiful

January 01, 2024

Date

All of which is approved by the Board of Public Works and Safety of the City of Noblesville this
_____ day of _____ 2024.

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): Keep Noblesville Beautiful

By (Written Signature): [Signature]

(Printed Name): Darcey Peterson, President Bd of Directors

(Title): [Signature]

Important - Notary Signature and Seal Required in the Space Below

STATE OF Indiana

COUNTY OF Hamilton

SS:



Subscribed and sworn to before me this 8 day of January, 2024.

My commission expires: 6/27/2030 (Signed) [Signature]

a. Residing in Hamilton County, State of Indiana



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/04/2024

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	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: ERIE INS EXCH	
		NAIC # 26271	
INSURED Keep Noblesville Beautiful Inc PO BOX 253 Noblesville IN 46061		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		Q42-0155815	06/01/2023	06/01/2024	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"/> 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) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

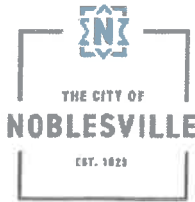
City of Noblesville 16 S 10th Street Noblesville IN 46060	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Fax: Email:

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ACORD 25 (2016/03)

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FINANCE & ACCOUNTING

Funding Verification/Encumbrance Request Form

Date to be submitted to BoW/Park Board: N/A (put N/A if not submitting to BoW/Park Board)

Vendor name: Keep Noblesville Beautiful

Vendor Address: PO Box 253 Noblesville, IN 46061

Brief description of purchase: Grant Money - KNB

Source of Funding:

- ☒ Current Year Operational Budget
☐ Subsequent Year Operational Budget¹
☐ Funding not yet finalized (attach explanation)²
☐ Loan or debt proceeds
☐ Non-Appropriated Fund³

Fund #	101
Department #	025
Project # (NA if no project #)	N/A
Expense Object #	Amount
#1	371.100 \$ 10,000.00
#2	
#3	

- 1) This option may only be selected AFTER the adoption of the subsequent year budget. OFA will create a PO after the start of the next year. If contract details change in between form submission and the start of the year, contact OFA Staff.
2) This option may only be selected in unusual circumstances. An additional FVF will need to be submitted to OFA once funding source has been determined. OFA will not create a PO until this follow-up form has been submitted.
3) These funds are not appropriated through the annual budget process. They include but are not limited to grant funds and impact fee funds.

Are you requesting that a Purchase Order (PO) be created for this expenditure?

- ☒ Yes Select for all purchases/contracts that will not be paid immediately
☐ No Select ONLY if department plans to initiate payment immediately

The Department certifies that sufficient appropriation authority exists in the stated fund and expense series to obligate the expense for future payment.

Department Director

(Signature)

Patty Johnson

(Printed Name)

1/2/2024

(Date)

Please email completed form to OFABudget@noblesville.in.us

FOR OFFICE OF FINANCE AND ACCOUNTING USE ONLY

OFA Action Taken

- ☒ Purchase Order Created
☐ Reviewed Availability of funds (Contract/Purchase of over \$50k or paid with debt proceeds only)
OFA Signature [Signature]
☐ No Action Taken (Department should still include this form in purchase/contract approval submission)

PO # (if applicable): 240029

Comments:

Initials: HT

Date: 1/3/24

PURCHASE ORDER
CITY OF NOBLESVILLE
16 SOUTH 10TH STREET STE 270

Form 98 (Rev. 1998)

PAGE: 1

INDIANA RETAIL TAX EXEMPT
CERTIFICATE NO. 0031216070010

FEDERAL EXCISE TAX EXEMPT
356001141

NOBLESVILLE IN 46060
PHONE: 317-776-6328
FAX: 317-776-6369

PURCHASE ORDER NO. 240029

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

SHIP TO:**TO**

VENDOR # 2776
KEEP NOBLESVILLE BEAUTIFUL INC
PO BOX 253
NOBLESVILLE IN 46061

ATTN:

DATE		DEPARTMENT		SHIP TO ARRIVE BY		
01/03/2024		STREET				
APPROPRIATION NUMBER	QUANTITY	UNIT	DESCRIPTION	PROJECT #	UNIT PRICE	AMOUNT
101025371.100	1.0		GRANT MONEY-KNB		10000.00	10000.00

SHIP VIA

TOTAL

10000.00

SHIPPING INSTRUCTIONS

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

PAYMENT

- * 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

TITLE

CONTROLLER

ORIGINAL - VENDOR'S COPY