



Board of Public Works and Safety  
Lafayette City Hall: Common Council Chambers  
Caucus is Tuesday at 8:30AM in Board of Works room

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Meeting: January 28, 2020

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

a. January 21, 2020

Documents:

[01212020.pdf](#)

NEW BUSINESS

**Purchasing**

a. Permission To Advertise-Sodium Hypochlorite, Sodium Bisulfite, Ferric Chloride, Hydrochloric Acid And Buffered Muriatic Acid

Documents:

[Permission to Advertise-Chemical Bids.pdf](#)

b. Permission To Participate-Sodium Hypochlorite, Sodium Bisulfite, Ferric Chloride, Hydrochloric Acid And Buffered Muriatic Acid

Documents:

[Permission to Participate-Chemical Bids.pdf](#)

c. Declaration Of Worthless Property-Clerk's Office

Documents:

[Worthless Property-Clerks Office.pdf](#)

CLAIMS

MISCELLANEOUS

a. Special Event Request-Yoga On The Bridge

Documents:

[Yoga on the Bridge.pdf](#)

b. Special Event Request-Earth Day Celebration And Tree Planting

Documents:

[Earth Day Celebration.pdf](#)

A list of all permits issued for the preceding week is available at  
<http://www.lafayette.in.gov/DocumentCenter/Index/375>

**BOARD OF PUBLIC WORKS AND SAFETY**  
**MINUTES**  
**January 21, 2020**

Regular Session:

The Board of Public Works and Safety met in regular session on Tuesday, January 21, 2020 at 9:00 a.m. in the Common Council Chambers. Members present were: Amy Moulton, Cindy Murray, Ron Shriner and Norm Childress. Absent: Gary Henriott

Jacque Chosnek, 1<sup>st</sup> Deputy City Attorney, was also present.

Mrs. Murray called the meeting to order.

The Pledge of Allegiance was given to the flag of our Country.

**MINUTES**

Mrs. Moulton moved for approval of the minutes from the January 14, 2020 regular meeting. Mr. Shriner seconded. Passed.

**NEW BUSINESS**

**Engineering**

*Master Services Agreement with American Structurepoint*

Jeromy Grenard, Public Works Director, presented to the Board and recommended approval of a Master Services Agreement with American Structurepoint. The agreement is for three (3) years and will expire January 2023. Mr. Childress moved for approval. Mr. Shriner seconded. Passed.

*Task Order #1-Master Services Agreement with American Structurepoint*

Mr. Grenard presented to the Board and recommended approval of Task Order #1 for the Master Services Agreement with American Structurepoint for Haggerty Point Storm Sewer Extension. The task order is \$38,100.00 lump-sum plus \$5,000.00 hourly not-to-exceed for construction phase services, for a total of \$43,100.00. The task order will establish a stormwater outlet for the upcoming Park East Boulevard extension from Haggerty Lane to SR 38. Mr. Childress moved for approval. Mrs. Moulton seconded. Passed.

*Change Order #3-Manufacturer's Drive*

Mr. Grenard presented to the Board and recommended approval of Change Order #3 for the Manufacturer's Drive Project with Milestone Contractors. The change order is a change in scope that includes contractor directed to do additional work at a joint in the sanitary sewer connection to an existing manhole. The cost split is 50%/50% with the contractor. The change order is in the amount of \$1,600.00 which brings the revised contract to \$1,357,641.31. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

*Change Order #2-City Hall HVAC Upgrades*

Mr. Grenard presented to the Board and recommended approval of Change Order #2 for the City Hall HVAC Upgrades with DA Dodd. The change order is for various owner requested changes. The change order is in the

amount of \$28,468.00 which brings the revised contract amount to \$621,048.00. Mr. Shriner moved for approval. Mrs. Moulton seconded. Passed.

### **Economic Development**

#### *Amendment #2-Long Center Lease Agreement*

John Collier, Economic Development, presented to the Board and recommended approval of Amendment #2 for the Long Center Lease Agreement. Mr. Collier stated that there was a minor change for janitorial services that will the Long Center will be taking care of versus the City of Lafayette. This lease is good through March 18, 2027. Mrs. Moulton moved for approval. Mr. Shriner seconded. Passed.

#### *2020 Lafayette Theater Lease Agreement*

Mr. Collier presented to the Board and recommended approval of the 2020 Lafayette Theater Lease Agreement from January 8, 2020 through March 18, 2027. Mr. Collier stated that this lease is virtually the same as the Long Center. This lease has a \$10 annual rent payment. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

### **Lafayette Housing Authority**

#### *Agreement between the Lafayette Housing Consortium and New Chauncey Housing, Inc. CHDO Operating Funds Agreement 2019-2020*

Valerie Oakley, Project Manager, presented to the Board and recommended approval of an Agreement between the Lafayette Housing Consortium and New Chauncey Housing, Inc CHDO Operating Funds Agreement 2019-2020. The agreement is in the amount of \$19,426.00 and is for planning and implementing of the housing projects. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

### **CLAIMS**

Tim Clary, Controller, presented for Board approval, Claims in the amount of \$6,451,368.13. Mrs. Murray asked if there were any further questions and there were none. Mr. Childress moved for approval. Mr. Shriner seconded. Passed.

### **MISCELLANEOUS**

#### *Banner Request-Yoga on the Bridge*

Mrs. Murray presented to the Board and recommended approval of a Banner Request for Yoga on the Bridge to be hung on Columbia Street from June 2-16, 2020. An updated Certificate of Insurance was provided to the Clerk's Office. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

#### *Revised Special Event Application and User Agreement*

Mrs. Murray presented to the Board and recommended approval of the Revised Special Event Application and User Agreement. The changes include temporary parking, parking, barricades and language typos. Mr. Shriner moved for approval. Mrs. Moulton seconded. Passed.

Board of Public Works and Safety

January 21, 2020

Page 3

Time: 9:09 a.m.

BOARD OF PUBLIC WORKS AND SAFETY

Cindy Murray s/s

President Pro-Tem

ATTEST: Mindy Miller s/s

Mindy Miller, 1<sup>st</sup> Deputy Clerk

Minutes written by Mindy Miller, 1<sup>st</sup> Deputy Clerk

\*A digital audio recording of this meeting is available in the Lafayette City Clerk's Office or online at

<http://www.lafayette.in.gov/agendacenter>.

\*\*A list of all permits issued for the preceding week is available at

<http://www.lafayette.in.gov/DocumentCenter/Index/375>



January 21, 2020

Board of Public Works & Safety  
20 N. 6<sup>th</sup> Street  
Lafayette, IN 47901

Re: Permission to Advertise

On behalf of Lafayette Renew, the Water Works Plant and the Parks Department, a request is being made to advertise for sealed bids for the following chemicals:

Sodium Hypochlorite, Sodium Bisulfite, Ferric Chloride, Hydrochloric Acid and Buffered Muriatic Acid (Acid Magic®)

A motion has been made and seconded to accept the request to advertise for sealed bids for the aforementioned chemicals.

The Board of Public Works and Safety has approved this request all on this 28<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Gary Henriott, President

\_\_\_\_\_  
Cindy Murray, Member

\_\_\_\_\_  
Norm Childress, Member

\_\_\_\_\_  
Ron Shriner, Member

ATTEST:

\_\_\_\_\_  
Amy Moulton, Member

\_\_\_\_\_  
Mindy Miller, 1<sup>st</sup> Deputy Clerk

\_\_\_\_\_  
Date



**PURCHASING DEPARTMENT**

January 21, 2020

Board of Public Works & Safety  
20 N. 6<sup>th</sup> Street  
Lafayette, IN 47901

Re: Permission to Participate

The Water Resource Recovery Facility of the City of West Lafayette utilizes certain chemicals also used by Lafayette Renew.

Therefore, the City of West Lafayette desires to participate in the sealed bidding process and to purchase their chemicals from the vendors awarded the contracts in 2020 for Sodium Hypochlorite and Sodium Bisulfite. Also to incorporate Sodium Aluminate as an item in the bid for their use.

A motion has been made and seconded to allow the City of West Lafayette to participate in the upcoming sealed bidding event.

The Board of Public Works and Safety has approved this request all on this 28<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Gary Henriott, President

\_\_\_\_\_  
Cindy Murray, Member

\_\_\_\_\_  
Norm Childress, Member

\_\_\_\_\_  
Ron Shriner, Member

ATTEST:

\_\_\_\_\_  
Amy Moulton, Member

\_\_\_\_\_  
Mindy Miller, 1<sup>st</sup> Deputy Clerk

\_\_\_\_\_  
Date



**PURCHASING DEPARTMENT**  
**Memorandum**

To: Board of Public Works & Safety

From: Dave Payne, Purchasing Manager

Date: January 22, 2020

Subject: Declaration of Worthless Property

Worthless Property

The Lafayette City Clerk's Office has the items listed below that are outdated and have been replaced with newer technology. The items will be donated or recycled.

Description	Model Number	Serial Number
Panasonic Business Cassette Recorder	RR-830	WN6AA001848R
Onkyo Stereo Cassette Tape Deck	TA-RW411	4509024396
Tascam Cassette Recording Deck	202MKiii	0250288

A motion has been made and seconded to declare the aforementioned items as worthless property.

All of which is approved this 28<sup>th</sup> day of January, 2020 by the Board of Public Works & Safety.

\_\_\_\_\_  
Gary Henriott, President

\_\_\_\_\_  
Cindy Murray, Member

\_\_\_\_\_  
Ron Shriner, Member

\_\_\_\_\_  
Norm Childress, Member

ATTEST:

\_\_\_\_\_  
Amy Moulton, Member

\_\_\_\_\_  
Mindy Miller, 1<sup>st</sup> Deputy Clerk

Dated: \_\_\_\_\_, 2020

SW 1/28



# SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT

## DIRECTIONS



Do not use for contractor vehicle permit

### Step One:

• If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1272

• If this request involves renting the Big Four Depot - Community Room  
Contact Facilities Department for availability / 765-807-1323

### Step Two:

• Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021

### User Information

5/2, 6/21, 7/12, 8/29,  
Date of Function: \_\_\_\_\_

Time: From: *different times, doc attached* am/pm to: \_\_\_\_\_ am/pm

Name: *Anita Trent* Organization: *Be Moved Power Yoga*

Street Address: *3451 Wyndham Way, Suite B*

City: *West Lafayette* State: *IN* Zip Code: *47906*

Contact person(s): *Anita Trent* Phone Number(s): *765.490.8877*

Email: *anitafrent@gmail.com*

Event Description: *Yoga on the bridge (4 year! :))*

Caterer: *Ø* Caterer's Phone Number: \_\_\_\_\_

### This event will utilize the following venues (check all that apply):

- Big 4 Depot - Community Room
- Riehle Plaza
- John T. Myers Bridge
- City Right-of-way
- City Street
- Sidewalk
- Other \_\_\_\_\_

### This event will include the following elements (check all that apply):

Anticipated Attendance: *100 at each event date*

- Street/Sidewalk/Right-of-way restriction or closure
- Food or Beverages
- Restroom Facilities (required for events 4+ hours)
- Tents/Canopies
- Alcohol (security is required)
- Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>

Stage  Fireworks  Outdoor cooker/grill  Other \_\_\_\_\_

**Optional Equipment & Services:**

Traffic Control: barricades, **No Parking** signs, \$25

**Timetable** (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days			42 days
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

**Application submittal checklist**

- Application
- Pre-event meeting (if required)
- Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- Letter of request to Board of Works (omit if only using Big Four Depot community room)
- Receipt – payment made to City of Lafayette
  - Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ 25 (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ \_\_\_\_\_ (optional)
- Certificate of Insurance
- Amusement & Entertainment Permit # \_\_\_\_\_  
 Not sure if you need an A&E Permit? Want more information? Go to: <http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- Traffic Control / Public Safety / Emergency Plan
- User Agreement
- Board of Public Works and Safety meeting (if required)

**USER AGREEMENT:**

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: \_\_\_\_\_

"User"

By: Anita Trent  
Signature

Printed: Anita Trent

Date: 1-13-2020

## Mindy Miller

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**From:** Anita Trent <anitaftrent@gmail.com>  
**Sent:** Tuesday, January 14, 2020 5:05 PM  
**To:** Mindy Miller  
**Subject:** Yoga on the John T Meyer Bridge 2020

Dear City Officials of Lafayette,

It is my pleasure to write to you and request your approval for Be Moved Power Yoga's fourth year of Yoga on the Bridge! The Lafayette Parks Department has temporarily approved the following days pending your approval.

May 2 @12:00 noon  
June 21 International Day of Yoga  
Times include  
6:30 am  
12:00 noon  
5:30  
7:30  
July 12 @7:00 p.m.  
August 29 @12:00 noon

Yoga on the Bridge allows us the opportunity to share the gift of yoga through a light-hearted community venue that is welcoming and FREE. The biggest "WHY" behind why we started Bridge Yoga was to go beyond the wall of the studio to serve. Our style of yoga, Baptiste Yoga, is rooted in "what's possible" in being for others in our local communities. Susie Schul, co-owner and I love to arrive at the bridge events and watch people gather from both sides of the bridge. For us, it symbolizes two great cities coming together as Greater Lafayette!

Yoga is a transformative practice that we wish to share. Thank you so very much for the opportunity to have a presence on the bridge in 2020! Please consider this your personal invitation to attend one or all the events if approved! Also please consider allowing Susie and myself to make an impact in your space - meet you where you are with the gift of yoga! First Responders are in need of a healing physical practice and meditation. We would be happy to step into your space at no cost.

Be Moved Power Yoga A Baptiste Affiliate Studio  
3451 Wyndham Way suite B  
West Lafayette, Indiana 47906  
[www.bemovedpoweryoga.org](http://www.bemovedpoweryoga.org)  
[anita@bemovedpoweryoga.com](mailto:anita@bemovedpoweryoga.com)  
Anita Trent 765.490.8877

Thank you for your time and consideration.

Best regards,

Anita Trent, co-owner of Be Moved Power Yoga, along with Susie Schul



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/17/2020

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 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).

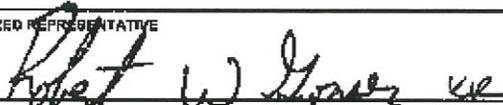
<b>PRODUCER</b> Harrell & Kline Insurance 2826 Theater Ave. Huntington, IN 46750	<b>CONTACT NAME:</b> Robert W. Gonser <b>PHONE (A/C, No, Ext):</b> 260-358-1792 <b>E-MAIL ADDRESS:</b> rwgonser@harrellin.com	<b>FAX (A/C, No):</b> 260-358-1795
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> BE MOVED POWER YOGA, LLC 3451 WYNDHAM WAY STE C WEST LAFAYETTE, IN 47906	<b>INSURER A:</b> WEST BEND MUTUAL INSURANCE	
	<b>INSURER B:</b>	
	<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 SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>		A237495	02/01/2020	02/01/2021	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 200,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 3,000,000
						PRODUCTS - COMPROP AGG	\$ 3,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					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  DED    RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory In IN) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
  
INCLUDES ALL YOGA ACTIVITY

<b>CERTIFICATE HOLDER</b>  CITY OF LAFAYETTE 20 N. 6TH STREET LAFAYETTE, IN 47901	<b>CANCELLATION</b>  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 
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MISCELLANEOUS PAYMENT RECPT#: 1978149  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 01/14/20      TIME: 14:51  
CLERK: mmiller      DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: YOGA ON THE BRIDGE

CHARGES:  
APG1 APPLICATION FEE      25.00  
BANE BANNER INSTALLM      50.00  
AMOUNT PAID:      75.00

PAID BY: ANITA TRENT  
PAYMENT METH: CREDIT CARD  
V#9481 EX 1021

REFERENCE:

AMT TENDERED:      75.00  
AMT APPLIED:      75.00  
CHANGE:      .00



# SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT

## DIRECTIONS

### Step One:

• If this request involves closing a street  
Contact Lafayette Police – Special Operations Division / 765-807-1272

• If this request involves renting the Big Four Depot - Community Room  
Contact Facilities Department for availability / 765-807-1323

### Step Two:

• Complete and submit this application to Lafayette Clerk's Office  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1021



Do not use for contractor vehicle permit

## User Information

Date of Function: April 22, 2020 Time: From: 8:30 am/pm to: 12:00 am/pm

Name: \_\_\_\_\_ Organization: tree Lafayette

Street Address: 1915 Scott Street

City: Lafayette State: IN Zip Code: 47904

Contact person(s): Shirley Sterling Phone Number(s): 765-447-0892

Email: shirley@treelafayette.org

Event Description: Earth DAY celebration and tree planting

Caterer: N/A Caterer's Phone Number: \_\_\_\_\_

## This event will utilize the following venues (check all that apply):

- Big 4 Depot - Community Room
- Riehle Plaza
- John T. Myers Bridge
- City Right-of-way
- City Street
- Sidewalk
- Other \_\_\_\_\_

## This event will include the following elements (check all that apply):

Anticipated Attendance: 60

- Street/Sidewalk/Right-of-way restriction or closure
- Food or Beverages
- Restroom Facilities (required for events 4+ hours)
- Tents/Canopies
- Alcohol (security is required)
- Security (required when serving alcohol)

**Not sure if you need an A&E Permit? Go to:**

Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>

Stage  Fireworks  Outdoor cooker/grill  Other \_\_\_\_\_

**Optional Equipment & Services:**

Traffic Control: barricades, **No Parking** signs, \$25

**Timetable** (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days	42 days		
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

**Application submittal checklist**

- Application
- Pre-event meeting (if required)
- Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- Letter of request to Board of Works (omit if only using Big Four Depot community room)
- Receipt – payment made to City of Lafayette
  - Damage Deposit: \$ \_\_\_\_\_ (required only when renting Depot)
  - Permit Fee: \$ waived (fee waived when renting Depot)
  - Rental Fee: \$ \_\_\_\_\_
  - Equipment & Services: \$ \_\_\_\_\_ (optional)
- Certificate of Insurance updated INS coming.
- Amusement & Entertainment Permit # \_\_\_\_\_  
 Not sure if you need an A&E Permit? Want more information? Go to:  
<http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- Traffic Control / Public Safety / Emergency Plan
- User Agreement
- Board of Public Works and Safety meeting (if required)

**USER AGREEMENT:**

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

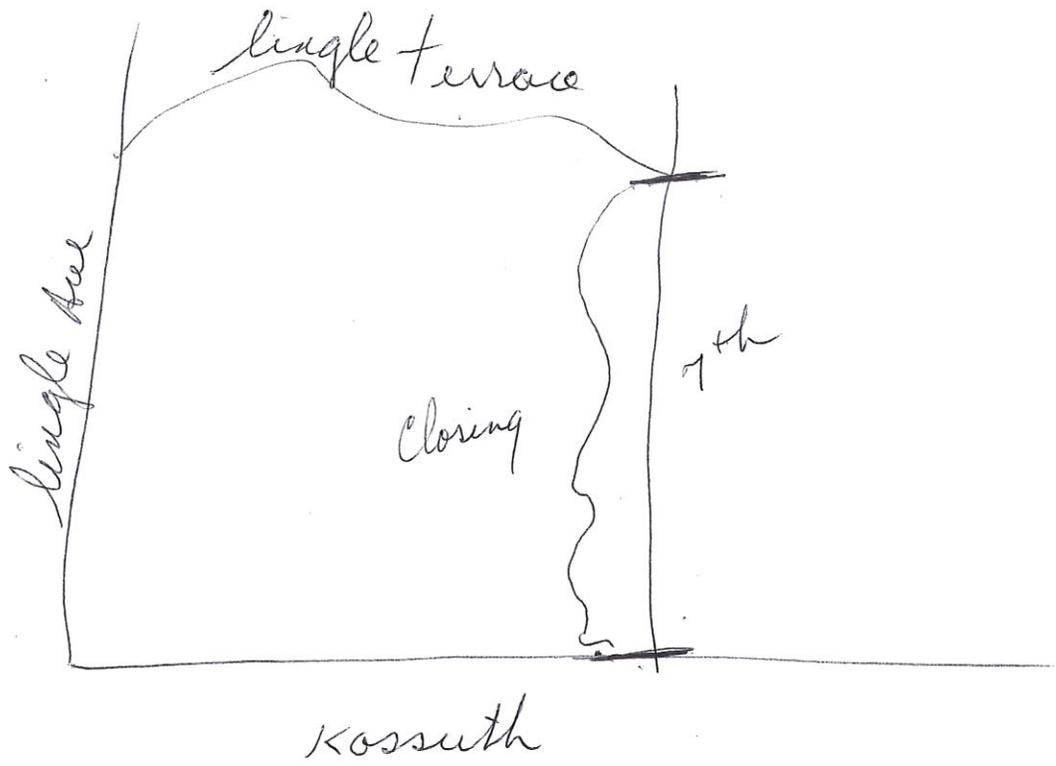
By: \_\_\_\_\_

"User"

By: Shirley Sterling  
Signature

Printed: Shirley Sterling

Date: 1/14/2020





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/14/2020

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> The Mitchell Agency, Inc. 2800 Ferry St Lafayette IN 47904	<b>CONTACT NAME:</b> Tracy Layton <b>PHONE (A/C, No, Ext):</b> 765-607-1051 <b>E-MAIL ADDRESS:</b> tdl@mitchellagy.com	<b>FAX (A/C, No):</b> 765-742-4077
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Lafayette Tree Fund, Inc. dba Tree Lafayette 1915 Scott Street Lafayette IN 47904	<b>INSURER A:</b> LIBERTY MUTUAL INSURANCE	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 392597238

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		BLS57216579	4/14/2019	4/14/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAS57216579	4/14/2019	4/14/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 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 <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	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/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 \$

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

The City of Lafayette is listed as an Additional Insured with respects to General Liability.

Earth Day Street Closing

**CERTIFICATE HOLDER****CANCELLATION**

City of Lafayette  
 20 N 6th St.  
 Lafayette IN 47901

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