

AGENDA

A MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WILL BE HELD IN THE THIRD FLOOR ASSEMBLY ROOM AT THE CITY/COUNTY BUILDING ON TUESDAY, MAY 10, 2016 AT 10:00 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

NEW BUSINESS:

1. Kahliala Murrell re: Dumpster permit 812-920-0872
2. Derek Misch re: Traffic control for Breakwater & IN-AWC
3. Tom Schellenberg re: Change in existing pavement markings for northbound traffic on Charlestown Road

COMMUNICATIONS – PUBLIC:

OLD BUSINESS:

TABLED ITEMS:

COMMUNICATIONS - CITY OFFICIALS:

1. Courtney Lewis re: Special event permit request
 - Warren Wedding at Bicentennial Park on 07/03/16

APPOINTMENTS:

BIDS:

CLAIMS:

APPROVAL OF MINUTES:

Regular Meeting Minutes for May 4, 2016

ADJOURN:

A MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WAS HELD IN THE THIRD FLOOR ASSEMBLY ROOM AT THE CITY/COUNTY BUILDING ON WEDNESDAY, MAY 4, 2016 AT 10:00 A.M.

PRESENT: Warren V. Nash, president, Cheryl Cotner-Bailey, member and Mickey Thompson, member.

OTHERS PRESENT: Police Chief Bailey, Major Popp, Fire Chief Juliot, Fire Marshal Koehler, Brandon Sailings, David Hall, Courtney Lewis, Larry Summers, Alicia Meredith, Bryan Slade, Jessica Campbell, Tonya Fischer, Linda Moeller and Vicki Glotzbach

CALL TO ORDER:

Mr. Nash called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE:

NEW BUSINESS:

1. Jeff Minton/David Hollander re: Street closure S.E. Jones Festival and color run on September 10, 2016

Mr. Minton stated that this is their annual festival and they need very basic street closures around Ritter Park. He passed out information about the festival, requested closures, and a map of the Color Dash for the board to review. Said information is on file with the City Clerk's office.

Mr. Nash asked how many participants they will have.

Mr. Minton stated that they had 164 last year and they expect around 300 this year.

Mrs. Cotner-Bailey asked if they need the street closure for the race portion or for the festival as well.

Mr. Minton stated that they didn't close the roads for the run last year.

Mr. Thompson asked if the closure is the same as last year.

Mr. Minton replied yes. He explained that Chief Bailey offered a couple of officers last year for added safety precautions. He explained that the 5K sign-in starts at 8:00 a.m. and the festival runs from 10:00 a.m. – 2:00 p.m.

Mr. Nash asked what the 25 volunteers do.

Mr. Minton explained that they are there for safety reasons to keep everyone on course and they throw out the color as well.

Mrs. Cotner-Bailey asked what time they will need the street closures.

Mr. Minton stated that they would like to have them closed from 7:00 a.m. - 7:00 p.m. but they self-monitor so they will pull the barricades when they are done.

Mr. Thompson stated that they will drop the barricades off the Friday before.

Mrs. Cotner-Bailey asked if they notify the residents affected.

Mr. Minton replied yes and stated that they send out several notifications before the event.

Police Chief Bailey stated that he has no reservations at all regarding this event.

Mrs. Cotner-Bailey moved to approve the street closures and the Midtown Festival and Color Dash, Mr. Thompson second, motion carries.

2. Vectren re: Cut permits for 2808 Mt. Tabor Road – Street cut, 2006 Mary Lee Drive – Street cut

Sam Reed stated that these have already been completed.

Mr. Thompson moved to approve, Mrs. Cotner-Bailey second, motion carries.

3. Matt Chalfant re: Dumpster Permit on Pearl Street for renovation

Mr. Chalfant stated that he is working on the building at 302 Pearl Street and he would like to have a dumpster there on and off for a period of 2 months. He explained that they are using a smaller dumpster so it will not take up as much space.

Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.

4. Derek Misch with Dan Christiani re: Traffic control and Indiana American projects

Mr. Misch passed out traffic control plans for the Ekin Avenue intersection at McDonald Avenue for May 5, 7 & 9 and Slate Run Road on May 9, closure on Indiana Avenue between Ekin Avenue and Culbertson on May 10 & 11, closure on Ekin Avenue between Silver Street and Indiana Avenue on May 16-21, closure on Jay Street at the Ekin Avenue intersection on May 10 & 11, and a closure Roanoke Avenue between Robin Road and Brookview Drive on May 11-13.

Mr. Nash asked why there is a dip at Ekin and Indiana.

Mr. Thompson stated that it is the way to get the water across the intersection because there is no catch basin there.

Mr. Thompson moved to approve, Mrs. Cotner-Bailey second, motion carries.

5. Gary Starks with Fun in a Bun re: Vendors permit and permission to set on Hauss Square

Gary Starks passed out a brochure for his mobile vending cart, Fun in a Bun. He explained that he is licensed with the Floyd County Health Department and would like to set up his cart in front of the building. He stated that he has been setting up in New Albany for the last three years and has worked with Mr. Mike Hall on several events.

Mr. Thompson stated that they can authorize the corner of Hauss Square and Spring but they can't authorize setting up in front of the building and he would need to go to the Building Authority for that.

Mr. Thompson moved to approve the vending permit for the corner of Hauss Square and Spring Street, Mrs. Cotner-Bailey second, motion carries.

COMMUNICATIONS – PUBLIC:

Mrs. Glotzbach explained that Bill Allen owns the building at 213 Main Street and there were some bricks that had fallen off the side of the building and he wanted the board to know that the repairs have been made.

Mr. Thompson stated that he would check with the Building Commissioner to make sure it has been handled correctly.

Jim Siliman stated that as a result of the condition of Bono Road the city is going to have to completely replace it and explained that milling and overlay will not last. He explained that there is an existing gas and water main running down the center of the road and because of that they are going to want to relocate the mains outside of the pavement. He stated that the water company will be relocating on the west side of the hospital and the gas company will relocate to the east side. He explained that the work will be done in two phases and the first phase of work will be from East Cottom to Green Valley Road.

Mr. Nash asked if there have been bids opened on this.

Mr. Silliman replied no. He stated that both utilities are looking to start mid-late May with about two months of construction time. He explained that the road construction would start right after that and be completed in 2-3 months. He presented the proposed road closures for the construction and explained that if they tried to do this with just flagging they wouldn't be able to work concurrently.

Mr. Nash asked when bids would be advertised and opened.

Mr. Silliman replied end of June or early July. He stated that the utilities have agreed to use the detour route that was set up in the construction plans so there is no confusion when they switch to road construction.

Mr. Nash asked where the second phase is.

Mr. Silliman stated that it would be East Cottom Avenue to Graybrook.

Mr. Nash asked if the street will remain the same width.

Mr. Silliman replied yes and stated that it is a structural repair between the curbs and they will be replacing any non ADA compliant sidewalks.

Mr. Nash asked if there is a way to keep the roads from crumbling just a few years after the work is done.

Mr. Silliman stated that sometimes the existing paving doesn't get patched which leads to failures but that should not be an issue here because they are replacing the entire road.

Mrs. Cotner-Bailey asked if they could contact the Housing Authority before they start the work.

Mr. Thompson asked if they would have advanced signage for the detour.

Dash Ruthenburg, Vectren, stated that they will get the signage out a week in advance and they would like to start work on May 16th.

Mrs. Cotner-Bailey stated that with as bad a shape that road is in she doesn't anticipate too many complaints from the residents that the work is being done.

Mr. Nash asked Mr. Summers to contact the school corporation about the detour.

Mr. Ruthenburg stated that they will be contacting the hospital as well because they are going to be tying into their service line.

Mr. Thompson asked when the water company will start their work.

Rebecca Ashack stated that they would like to start on the 23th.

Mr. Ruthenburg stated that one concern he had was notification and asked if there will be a general notice coming from the City about this project.

Mr. Summers stated that he will coordinate with Mike Hall to send out a press release.

Mr. Ruthenburg stated that they will put out their informational door hangers with contact information on it just in case the residents have any questions.

Mr. Thompson asked if the work they are doing is a relocation or will they be doing any upgrades.

Mr. Ruthenburg stated that they will be replacing approximately 26 residential gas service lines in the right-of-way behind the sidewalk so they will be upgrading those lines as part of this project.

Mr. Nash asked if they know how many hydrants are in the area.

Ms. Ashack replied 4-5.

Mr. Nash asked if those will be out of service.

Ms. Ashack replied no.

Mrs. Cotner-Bailey asked that Mr. Silliman coordinate with Mr. Summers to contact all the appropriate departments.

Mr. Thompson moved to approve subject to notification made to the necessary departments and a press release sent out, **Mrs. Cotner-Bailey** second, motion carries.

OLD BUSINESS:

TABLED ITEMS:

COMMUNICATIONS - CITY OFFICIALS:

1. Courtney Lewis re: Special event permit request

- **Tribune Take Your Pet to Work Day at amphitheater 06/24/16**

Ms. Lewis stated that the News and Tribune in conjunction with the Animal Shelter would like to host a pet adoption event at the amphitheater on Friday, June 24, 2016.

Mr. Nash asked if there will be vendors there.

Ms. Lewis stated that they will have pet related booths and they may have food booths.

Mrs. Cotner-Bailey asked if they will be cleaning up after the event.

Ms. Lewis replied yes.

Mr. Thompson asked if Water Street needed to be closed.

Ms. Lewis replied no.

Mrs. Cotner-Bailey moved to approve, **Mr. Thompson** second, motion carries.

2. Vicki Glotzbach for INAWC re: Street cuts at 1115 Vincennes Street (service leak), 218 Vincennes Street (replace service), 1715 Spring Street (retirement) and 505 W. Second Street (retirement)

Mr. Thompson moved to approve, **Mrs. Cotner-Bailey** second, motion carries.

3. Larry Summers re: INDOT Traffic County

Mr. Summers explained that the state does traffic counts in each county every three years so they may notice some traffic counters around the city.

4. Larry Summers re: McDonald Lane Closure

Mr. Summers reminded the board that McDonald Lane will be closing on May 16th to thru traffic.

5. Larry summers re: Supplemental to service contract for Jacobi, Toombs & Lanz

Mr. Summers stated that it is for general engineering services and explained that this is changing the not-to-exceed apporportion from \$20,000.00 to \$35,000.00.

Mrs. Cotner-Bailey moved to approve, Mr. Thompson second, motion carries.

6. Police Chief Bailey re: Bernie Sanders visit

Police Chief Bailey stated that they had a visit from Senator Bernie Sanders yesterday and while it was last minute they were prepared. He explained that he spent some time at the Exchange and spoke in front of the library and it turned out to be a very positive thing for the city.

APPOINTMENTS:

BIDS:

CLAIMS:

APPROVAL OF MINUTES:

Mrs. Cotner-Bailey moved to approve the Regular Meeting Minutes for April 26, 2016 with corrections, Mr. Thompson second, motion carries.

ADJOURN:

There being no further business before the board, the meeting adjourned at 10:50 a.m.

Warren Nash, President

Vicki Glotzbach, City Clerk



City of New Albany Bicentennial Park,
Riverfront Amphitheater, City Square
Special Event Permit Application

311 Hauss Square Room 316, New Albany, IN 47150
812-948-5333
www.cityofnewalbany.com

Name of Organization: None
 Name of Applicant: Cassandra Warren Date: 7/3/16
 Address: 1604 King St City: New Albany State: IN Zip: 47150
 Contact Phone: (812) 987-5166 Email: cwarren50@IvyTech.Edu
 Onsite event day contact person: Cassandra Warren Phone: (812) 987-5166

Event Information

Type of Event			
<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Rally	<input type="checkbox"/> Parade	<input checked="" type="checkbox"/> Wedding Ceremony/Photos
<input type="checkbox"/> Fair	<input type="checkbox"/> Concert	<input type="checkbox"/> Picnic	<input type="checkbox"/> Other (Specify) _____

Event Title: Cassandra + John's Wedding
 Event Date: 7/3/16 Estimated Attendance: 50

Requested Park: Bicentennial Park Riverfront Amphitheater City Square

Event Hours: 12 AM/PM - 3 AM/PM

Set Up Hours: 11 AM/PM - 12 AM/PM Tear Down Hours: 3 AM/PM - 4 AM/PM

Please indicate all of the following that apply to your event

- | | | |
|-------------------------------------|-------------------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | FOOD CONCESSIONS |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | ALCOHOLIC BEVERAGES |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | FIRST AID FACILITY AND AMBULANCE |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TABLES AND CHAIRS SET UP, IF YES HOW MANY <u>50</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | FENCING, BARRIERS, BARRICADES |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | ELECRTICITY REQUIRED, IF YES SOURCE _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | BOOTHS, EXHIBITS, DISPLAYS |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | CANOPIES, TENTS |

- VEHICLES, TRAILERS, IF YES HOW MANY _____
- TRASH CONTAINERS, DUMPSTERS _____
- PORTABLE TOILETS _____
- ENTERTAINMENT, IF YES PLEASE DESCRIBE _____
- INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE _____

Voluntary Donations

While there is no fee for the use of our public parks, donations are accepted for the use of the City of New Albany Bicentennial Park, Riverfront Amphitheater and City Square. Contributions support a broad array of recreational activities for residents and visitors, as well as helping to maintain our ever evolving park system. Donations made to New Albany Parks and Recreation Department are tax deductible.

Other permits

All components of the event are subject to Board of Works approval and may require approval by and/or permits from other agencies. Board of Works approval permits use of the specified park under the terms of the permit and does not constitute permission from other agencies. Events that impact other agencies must seek proper approval and permitting from said agencies. It is the express responsibility of the applicant to secure all necessary permissions and paperwork.

Insurance Requirements

Proof of insurance may be required before final permit approval. Each event is evaluated on its risk and exposure. The City of New Albany is not responsible for any accidents to persons or property resulting from the issuance of this permit.

Affidavit of Applicant

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations listed on this and all applicable forms as they pertain to the requested usage. Applicant agrees and understands any significant damage to city property will be the sole responsibility of the applicant. By signing this application, the applicant agrees to follow all rules and regulations. The permit, if granted, is not transferrable and is revocable at any time at the absolute discretion of the New Albany Board of Public Works. All programs and facilities of the City of New Albany are open to all citizens regardless of race, sex, age, color, religion, national origin or handicap.

For any questions regarding special event permitting, please contact Courtney Lewis at clewis@cityofnewalbany.com or 812.948.5333.

Name of Applicant: Cassandra Warren (please print)

Signature: _____ Date: 5/7/16

Office Use Only

____ Approved Notes: _____

____ Denied Signed: _____ Date: _____

(Board of Works President)