

## 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, JUNE 7, 2016 AT 10:00 A.M.**

### CALL TO ORDER:

### PLEDGE OF ALLEGIANCE:

### NEW BUSINESS:

1. Sarah Berg re: Requesting no turn sign for semi-trucks on Best Avenue
2. Chance Spellman with Shaboom, Inc. re: Firework Permit
3. Derek Misch with Dan Christiani re: Traffic control plan for INAWC and Breakwater projects

### COMMUNICATIONS – PUBLIC:

### OLD BUSINESS:

### TABLED ITEMS:

### COMMUNICATIONS - CITY OFFICIALS:

1. Courtney Lewis re: Special Events Permits
  - \* City Square permit request for La Leche League of Southern Indiana
  - \* Permit request for street closures for Indie Fest
2. Larry Summers re: Fiber Technologies Network installing on Kenzig Rd.
3. Larry Summers re: Spectrum Engineering/Zayo Group fiber optic project
4. Police Chief Bailey re: Parking spots on Hauss Square
5. Vicki Glotzbach for INAWC re: Street cut requests at 1536 E. 8<sup>th</sup> Street (main break), Bank Street and Main Street (main break), 1345 Beeler Street (hydrant replacement) and 1433 Locust Street (hydrant and valve replacement)

### APPOINTMENTS:

### BIDS:

1. Warren Nash re: Bid award for self-contained breathing apparatus for fire department

### CLAIMS:

### APPROVAL OF MINUTES:

**Regular Meeting Minutes for May 31, 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 TUESDAY, MAY 31, 2016 AT 10:00 A.M.**

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

**OTHERS PRESENT:** Police Chief Bailey, Fire Chief Juliot, Fire Marshal Koehler, David Hall, Courtney Lewis, Larry Summers, Bryan Slade, Brandon Sailings, Mike Hall, Chris Gardner, Rob Sartell, 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. Spectrum Engineering and Zayo Group re: Fiber Optic Project**

**Mr. Leo Leon-Hernandez** stated that they are presenting a fiber optic route for the City of New Albany and passed out drawings of the overall route for the board to review. He said that there will be some aerial construction and some underground construction. He then went over the entire route with the board and pointed out which areas would be aerial construction and which areas would be underground construction. Said route is on file in the city clerk's office. He stated that L102 is the starting point and L112 is the ending point.

**Mr. Nash** asked where L102 is located.

**Mr. Leon-Hernandez** stated that is State Street going onto Daisy Lane.

**Mr. Nash** asked where L112 is.

**Mr. Leon-Hernandez** stated that is going down the railroad by the high school on Vincennes Street to the tower and is where the route ends.

**Mr. Nash** asked what the timeline is.

**Mr. Manny Naves** said the start of construction to end of construction should be about one month.

**Mr. Leon-Hernandez** stated that it all depends on the how the permitting process goes because with aerial attaching they are waiting on aerial acceptance to attach to the poles and with the city permit there will be some street cutting applications.

**Mr. Nash** asked if he knows at this time what streets will need to be cut.

**Mr. Leon-Hernandez** stated that they are in the plan.

**Mr. Nash** asked Mr. Summers if he has had a chance to review this.

**Mr. Summers** replied just as Mr. Leon-Hernandez was going over it but not in depth.

**Mr. Nash** suggested taking this item under advisement so that Mr. Summers could review it in detail and meet with them if necessary.

**Mrs. Cotner-Bailey** moved to take the Spectrum Engineering and Zayo Group Fiber Optic Project under advisement, Mr. Thompson second, motion carries.

**COMMUNICATIONS – PUBLIC:**

**Mr. Christmas** stated that Mr. Andy Ashley was at the last meeting and recommended that the board award the 2016 Paving Contract to MAC Construction. He said that he has a partially executed contract from MAC Construction along with the required bonds and insurance certificates and distributed them to the board to review. He asked that Mr. Nash be authorized to execute the contract in the bid amount of \$2,282,645.50 and the contract is structured such that quantities are increased or decreased based on need but obviously will not exceed appropriated funds. He stated that he also has associated with that contract a contract for Clark Dietz for the design, construction, administration and inspection services in the amount of 10% of the appropriated amount. He asked the board to execute MAC's contract and review and approve the Clark Dietz contract so that they can get started with pre-construction either this week or next week.

**Mr. Nash** asked how soon the work will be done.

**Mr. Christmas** stated that he is assuming that it is going to be pretty quickly because last week they sent him an initial list of streets that they would like to begin work on.

**Mr. Nash** asked if he has compiled a priority list.

**Mr. Christmas** stated that he did and provided it along with a map of the streets in the bidding documents that they would basically be working through to develop a paving plan. He said that he and Mr. Thompson will review the plan and give feedback.

**Mr. Nash** asked him to explain how you get on that list.

**Mr. Christmas** stated that Mr. Thompson went through and reviewed all of the streets in the city from a 2008 inventory list that had been done and prioritized them. He said that they also received feedback from the public and he would review those and put them on the list. He said going forward we are probably due for another inventory to help with priority. He added that this year's list has a lot on it that we didn't get to last year because we used up the funds.

**Mr. Thompson** stated that MAC has said that they won't be paving right away and will be working on sidewalk ramps before any actual paving goes on.

**Mr. Christmas** stated that as a part of the project any road that they are doing mill and overlay on they are also replacing curb ramps with ADA compliant ramps.

**Mr. Nash** asked if every street that is paved is also milled.

**Mr. Christmas** replied yes.

**Mr. Thompson** stated that anything that wouldn't be would be alleys that Clark Dietz has identified as being at risk to cause damage if milled.

**Mr. Christmas** stated that generally all of the streets that have curb and gutter will be milled 1 ½ inches and then come back with a 1 ½ inches to maintain curb exposure as much as possible.

**Mr. Nash** stated that sometimes that disturbs driveways.

**Mr. Christmas** stated that sometimes it does but not only are they doing paving but if there is bad curb and gutter, bad sidewalks or bad driveway approaches, they are also doing that. He said that he and Mr. Thompson will be giving direction as to the extent of the work that is going to be done.

**Mr. Nash** asked if he will be monitoring the quality of the pavement and everything that goes down.

**Mr. Christmas** stated that he will be out there overseeing and directing and making sure that the contractors are following their quality control plan that does require a significant amount of

testing for an increased level of quality and control.

**Mr. Nash** stated that there have been some problems in the past.

**Mr. Christmas** stated that there have been some issues so they have had discussions and that's why this year the requirements were ramped up for quality control and a payment adjustment packet was also added in the contract to basically reduce the amount of money they receive based on the results of those tests.

**Mr. Thompson** moved to authorize **Mr. Nash** to sign the **MAC Construction contract in the amount of \$2,282,645.50, Mrs. Cotner-Bailey second, motion carries.**

**Mr. Thompson** moved to approve the contract with **Clark Dietz, Mrs. Cotner-Bailey second, motion carries.**

**Mr. Derek Misch** passed out drawings for street closures for the Indiana American Water Company Project for the board to review. He stated that they would need to close Ekin Avenue between Indiana Avenue and McDonald Avenue on June 2-4 and 6-11. He also stated that they would need to close the right lane, bike lane and sidewalk of E. Spring Street from E 6<sup>th</sup> Street to E. 4<sup>th</sup> Street and a partial closure on E. 5<sup>th</sup> Street from E. Elm Street to E. Spring Street on June 7-9.

**Mr. Nash** asked what they are doing on Ekin Avenue.

**Mr. Misch** replied that they are putting in services on a new water main.

**Mr. Nash** asked if they are putting in a larger pipe.

**Mr. Misch** replied yes and stated that it is hdpe pipe which should last a lot longer than the cast iron.

**Mr. Thompson** asked if they have spoken with the people on the next block of Ekin Avenue to let them know what's coming.

**Mr. Misch** stated that he hasn't yet but he will be going out there today so he will speak with them then.

**Mr. Thompson** stated that way if you get done early and switch blocks they will know.

**Mr. Nash** asked how far up Ekin Avenue they are going.

**Mr. Misch** replied that right now they are just going to McDonald Avenue and then they will have two more services past McDonald Avenue and will then have to run two lines over to the houses on the other side of Slate Run Road.

**Mr. Thompson** moved to approve the street closures at Ekin Avenue between Indiana Avenue and McDonald Avenue on June 2-4 and 6-11 and the right lane, bike lane and sidewalk of E. Spring Street from E 6<sup>th</sup> Street to E. 4<sup>th</sup> Street and a partial closure on E. 5<sup>th</sup> Street from E. Elm Street to E. Spring Street on June 7-9, **Mrs. Cotner-Bailey second, motion carries.**

**Ms. Peggy Wolfe** stated that her son bought a house at 1117 Burton Avenue and they will be doing some work so she is requesting a dumpster permit to put the dumpster on the street.

**Mr. Nash** asked if there is room on the property.

**Ms. Wolfe** replied no.

**Mr. Nash** asked how long she wants it.

**Ms. Wolfe** replied no more than two weeks.

**Mr. Nash** asked what size the dumpster would be.

**Ms. Wolfe** replied that it would be either 10 yards or 20 yards.

**Police Chief Bailey** stated that he is familiar with that area and he suggested that the board approve it because there would be no way to get it in any other location.

**Mr. Thompson** asked if she is not ready for the dumpster yet.

**Ms. Wolfe** replied that she would be ready on June 20<sup>th</sup>.

**Mrs. Cotner-Bailey** moved to approve the dumpster request at 1117 Burton Avenue for the period of two weeks starting on June 20<sup>th</sup>, **Mr. Thompson** second, motion carries.

**OLD BUSINESS:**

**TABLED ITEMS:**

**COMMUNICATIONS - CITY OFFICIALS:**

**1. Rob Sartell re: Slate Run Road Sewer Lining**

**Mr. Sartell** stated that the wastewater utility is doing lining on the sewer sanitary system on Slate Run Road which is scheduled to start next week but they will start flagging today. He said that they will actually be out in Slate Run Road starting next week and will have automatic stop lights there. He presented a schedule of the work and reviewed it with the board. He also added that they scheduled it so school would be out.

**Mr. Nash** asked how long this will take.

**Mr. Sartell** replied that they are shooting for 30 days.

**Mrs. Cotner-Bailey** asked if the residents will be notified.

**Mr. Sartell** stated that they would put out hangers.

**Mr. Nash** asked if it is a new line.

**Mr. Sartell** replied that they are relining the sewer pipe with polyurethane piping.

**Mr. Nash** asked if this is going to be going on all over town.

**Mr. Sartell** replied yes and stated that they will be doing almost all of the clay pipe that they can get to. He added that this is the first time that they will employ the automatic stop lights but they observed them being used on Captain Frank Road and with all of the trucks and equipment they will have out there, it seems to be a wise choice.

**Mr. Thompson** moved to approve the partial closing of Slate Run Road for a period of 30 days, **Ms. Cotner-Bailey** second, motion carries.

**2. Vicki Glotzbach for INAWC re: Street cut at 2409 Green Valley Road**

**Mrs. Glotzbach** stated that the work has already been done and it was to reset a valve box.

**Mrs. Cotner-Bailey** stated that if it is the one she is thinking of, it is close to Daisy Lane and they need to go back out and put more material in the hole.

**Mr. Thompson** said that he will tell them to do that. He added that he already had them come back once because when they did the work they put in rock and the rock was out so they went back and put cold patch in it. He also added that there was supposed to be a work order to put

the road back but evidently they haven't so he will contact them.

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

**3. Police Chief Bailey re: Roadside Solicitation**

**Police Chief Bailey** explained that he wanted noted on the record that New Albany City Ordinance 99.39 prohibits roadside solicitation like what was taking place by New Chapel Fire Department on Charlestown Road and I265. He said that he made communication with their management to ensure that stops immediately.

**Mr. Nash** stated that he has noticed collections at other sites such as Silver Street and Spring Street on the sidewalks and that seems to be working well.

**Police Chief Bailey** stated that no one is allowed in the roadway is the wording in the ordinance.

**4. Brandon Sailings re: Replacing storm water pipe**

**Mr. Sailings** explained that storm water will be replacing a pipe at 102 Miede Drive.

**Mr. Nash** asked if the street needs to be closed.

**Mr. Sailings** replied no and stated that it should take about three nonconsecutive days but they will do it in such a way that they will plate one side and then the opposite side.

**Mr. Thompson** asked if it will just be a lane shift.

**Mr. Sailings** replied yes.

**5. Larry Summers re: Spring Street Hill**

**Mr. Summers** explained that Spring Street Hill is closed right now because over the weekend a depression formed in Spring Street Hill and the depression eventually formed into a hole. He said that the storm water department is out there doing some investigating to determine the cause so they have the road closed.

**Mr. Nash** stated that it is his understanding that it has nothing to do with the construction that was done on Spring Street Hill.

**Mr. Summers** agreed that it has nothing to do with the construction that was done further up the hill and stated that this is down by the creek.

**Mr. Nash** asked if it is a storm water line.

**Mr. Thompson** stated that from a preliminary inspection it looks like maybe there is a leak in the culvert pipe that goes under the road. He added that emergency services has been notified that it is closed.

**6. Linda Moeller re: April Bank Reconciliation Worksheet**

**Mrs. Moeller** presented the April Bank Reconciliation Worksheet and asked that it be entered into the minutes. Said worksheet is on file in the city clerk's office.

**Mr. Nash** asked that the record reflect that the April Bank Reconciliation Worksheet was received and entered into the minutes.

**7. Warren Nash re: Parking spots on Hauss Square**

**Mr. Nash** stated that he had a complaint about parking on Hauss Square because there are a couple of spots somewhat blocking the sidewalk on the east side at the corner of Market Street. He asked Police Chief Bailey to evaluate it and report back to the board.

**Police Chief Bailey** said that he would take a look at it.

**8. Mickey Thompson re: Fest of Ales**

**Mr. Thompson** said that Ms. Lewis ask him to remind everyone that the Fest of Ales will be this Saturday, June 4<sup>th</sup> on the riverfront. He added that it used to be held in Clarksville but they moved it to our riverfront.

**9. Mike Hall re: Boomtown Festival and Bicentennial Park Concerts**

**Mr. Hall** stated that Boomtown was a great success and thanked all of the different departments that helped make it so.

**Mr. Nash** asked when the concerts start in Bicentennial Park.

**Mr. Hall** replied Friday, June 10<sup>th</sup> at 6:30 p.m.

**Mr. Nash** asked what band will be playing.

**Mr. Hall** replied that the first band is Wild Adriatic out of New York.

**Mr. Nash** asked about the band for the 4<sup>th</sup> of July Celebration.

**Mr. Hall** stated that the board approved The Louisville Crashers a couple of months ago.

**Mr. Nash** asked what day that will be.

**Mr. Hall** replied July 3<sup>rd</sup>.

**10. Mrs. Cotner-Bailey re: Fiber Technologies Network installing on Kenzig Road**

**Mrs. Cotner-Bailey** asked Mr. Summers if he contacted them.

**Mr. Summers** replied that there are issues there because they want to try to go under the interstate.

**Mr. Nash** asked if Fiber Technologies Network and Spectrum Engineering/Zayo Group are working for different companies.

**Mr. Thompson** replied yes and stated that the board is receiving a lot of requests so Mr. Summers needs to review them so we can come up with a policy.

**Mr. Nash** asked Mr. Summers if he could explain all of this to the board next week.

**Mr. Summers** replied yes.

**11. Mrs. Cotner-Bailey re: Kroger installing sign in right-of-way**

**Mrs. Cotner-Bailey** asked Mr. Summers about the sign.

**Mr. Summers** stated that he has not received anything on it. He stated that they said they want to do it quickly now because the sign people came and removed the previous sign so they currently have no sign.

**Mr. Thompson** stated that they haven't gotten back with us on what we asked for.

**Mr. Summers** stated that is correct.

**APPOINTMENTS:**

**BIDS:**

**Fire Chief Juliot re: Bids for Self-Contained Breathing Apparatus for the fire department**

**Mr. Nash** stated that we received one bid from Fire Department Service and Supply in the amount of \$315,300.00. He then asked Fire Chief Juliot if he had an estimate.

**Fire Chief Juliot** stated that they were guessing around \$344,000.00.

**Mr. Nash** recommended taking the bid under advisement to let the city attorney review it for compliance and award it next week.

**Mrs. Cotner-Bailey** moved to take the bid from Fire Department Service and Supply in the amount of \$315,300.00 under advisement, **Mr. Thompson** second, motion carries.

**CLAIMS:**

**APPROVAL OF MINUTES:**

**Mrs. Cotner-Bailey** moved to approve the Regular Meeting Minutes for May 24, 2016, **Mr. Thompson** second, motion carries.

**ADJOURN:**

There being no further business before the board, the meeting adjourned at 10:45 a.m.

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Warren Nash, President

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Vicki Glotzbach, City Clerk



APPLICATION FOR STREET CUTTING PERMIT  
CITY OF NEW ALBANY

Accounting: Maint

Date: 5/31/2016

TO: Director of Street Department

FROM: Indiana-American Water Company

2423 Middle Road

Jeffersonville, IN 47130

We respectfully request permission to cut into a public right of way according to the provision of City Code at the following location:

(describe location & dimensions of cut)

1536 E 8th St.  
Main break

4 x 6

Date work will commence: 5/16/2016

Date work will be completed: 5/16/2016

By acceptance of this permit, the applicant agrees to hold the City harmless from any damage to third parties as a result of the street excavation.

Indiana American Water  
Applicant

Lindsay Parente  
By

A permit to cut a street in accordance with the above application is hereby issued, subject to the following conditions:

APPLICATION FOR STREET CUTTING PERMIT  
CITY OF NEW ALBANY

Accounting:   Malnt  

Date:   5/31/2016  

TO: Director of Street Department

FROM:   Indiana-American Water Company  

  2423 Middle Road  

  Jeffersonville, IN 47130  

We respectfully request permission to cut into a public right of way according to the provision of City Code at the following location:

*(describe location & dimensions of cut)*

  Bank & Main St.  

  Main break  

  9 x 37  

Date work will commence:   5/19/2016  

Date work will be completed:   5/19/2016  

By acceptance of this permit, the applicant agrees to hold the City harmless from any damage to third parties as a result of the street excavation.

  Indiana American Water    
Applicant

  Lindsay Parente    
By

A permit to cut a street in accordance with the above application is hereby issued, subject to the following conditions:

APPLICATION FOR STREET CUTTING PERMIT  
CITY OF NEW ALBANY

Accounting: F

Date: 5/31/2016

TO: Director of Street Department

FROM: Indiana-American Water Company

2423 Middle Road

Jeffersonville, IN 47130

We respectfully request permission to cut into a public right of way according to the provision of City Code at the following location:

(describe location & dimensions of cut)

1345 Beeler St.  
Hydrant replacement

10 x 13

Date work will commence: 5/25/2016

Date work will be completed: 5/25/2016

By acceptance of this permit, the applicant agrees to hold the City harmless from any damage to third parties as a result of the street excavation.

Indiana American Water  
Applicant

Lindsay Parente  
By

\_\_\_\_\_

A permit to cut a street in accordance with the above application is hereby issued, subject to the following conditions:

APPLICATION FOR STREET CUTTING PERMIT  
CITY OF NEW ALBANY

Accounting: F

Date: 5/31/2016

TO: Director of Street Department

FROM: Indiana-American Water Company

2423 Middle Road

Jeffersonville, IN 47130

We respectfully request permission to cut into a public right of way according to the provision of City Code at the following location:

(describe location & dimensions of cut)

1433 Locust St.

Hydrant & Valve replacement

9 x 9

Date work will commence: 5/25/2016

Date work will be completed: 5/25/2016

By acceptance of this permit, the applicant agrees to hold the City harmless from any damage to third parties as a result of the street excavation.

Indiana American Water  
Applicant

Lindsay Parente  
By

A permit to cut a street in accordance with the above application is hereby issued, subject to the following conditions:



**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:

\_\_\_\_\_ La  
Leche League of Southern Indiana

Name of Applicant: \_\_\_\_\_ Melissa Wiles Date: \_\_\_\_\_  
\_\_\_\_\_ 5/16/16

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
\_\_\_\_\_ 8407 N Skyline Drive \_\_\_\_\_ Floyds Knobs \_\_\_\_\_ IN \_\_\_\_\_ 47119

Contact Phone : (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ 502 296-1858

wiles.melissa@gmail.com

Onsite event day contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Melissa Wiles & Lisa Mascio-Thompson 502-296-1858 & 812-987-3635

**Event Information**

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

Event Title: \_\_\_\_\_ Family

Festival featuring Live, Love, Latch!

Event Date: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
\_\_\_\_\_ August 6, 2016 \_\_\_\_\_ 500+

Requested Park: \_\_\_\_\_ Bicentennial Park \_\_\_\_\_ Riverfront Amphit. <sup>co-locate on Bank St</sup> ~~X~~ater \_\_\_\_\_ City Square <sup>between</sup>  
Market & Spring

Event Hours: \_\_\_\_\_  AM/PM -8 \_\_\_\_\_  12:30 \_\_\_\_\_ AM/PM

Set Up Hours: \_\_\_\_\_  AM/PM -6:30 \_\_\_\_\_  AM/PM 8Tea Down Hours: \_\_\_\_\_  
\_\_\_\_\_ AM/PM -12:30 \_\_\_\_\_ AM/PM1

Please indicate all of the following that apply to your event

Yes No

FOOD CONCESSIONS

ALCOHOLIC BEVERAGES

FIRST AID FACILITY AND AMBULANCE

TABLES AND CHAIRS SET UP, IF YES HOW MANY

\_\_\_\_\_ not sure; we'll provide our own

FENCING, BARRIERS, BARRICADES please provide 3 on each end of the street for a total of 6

ELECTRICITY REQUIRED, IF YES SOURCE

\_\_\_\_\_ generator for bounce house (we'll provide)

BOOTHS, EXHIBITS, DISPLAYS

CANOPIES, TENTS

VEHICLES, TRAILERS, IF YES HOW MANY

\_\_\_\_\_  
TRASH CONTAINERS, DUMPSTERS

PORTABLE TOILETS

ENTERTAINMENT, IF YES PLEASE DESCRIBE

\_\_\_\_\_

INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE  
\_\_\_\_\_ one 12x12' bounce house

#### 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

**Office Use Only**

\_\_\_\_ Approved Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Denied      Signed: \_\_\_\_\_      Date: \_\_\_\_\_  
(Board of Works President)

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](mailto:clewis@cityofnewalbany.com) or 812.948.5333.

Name of Applicant: \_\_\_\_\_ Melissa Wiles  
(please print)

Signature: Melissa A. Wiles      Date: \_\_\_\_\_ 5-  
16-16



## Cathy Cousin

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**From:** Courtney Lewis  
**Sent:** Friday, June 3, 2016 11:05 AM  
**To:** Cathy Cousin  
**Subject:** FW: New submission from Event Permit Application

Here it is, Cat!!

CL  
[clewis@cityofnewalbany.com](mailto:clewis@cityofnewalbany.com)  
[www.cityofnewalbany.com](http://www.cityofnewalbany.com)  
812.948.5333 ext. 106 / office  
812.697.8010 / mobile

**From:** City of New Albany [mailto:teresa@promediagroup.com]  
**Sent:** Friday, June 03, 2016 10:50 AM  
**To:** Courtney Lewis <clewis@cityofnewalbany.com>  
**Subject:** New submission from Event Permit Application

### EVENT PERMIT FORM

<b>Today's Date</b>	06/03/2016
<b>Name of Organization</b>	New Albany Indie Fest
<b>Name of Applicant</b>	Roger Baylor
<b>Address</b>	1117 E. Spring St New Albany, Indiana 47150 <a href="#">Map It</a>
<b>Phone</b>	(502) 468-9710
<b>Email</b>	<a href="mailto:istanbul85@yahoo.com">istanbul85@yahoo.com</a>
<b>Onsite event day contact person</b>	Marcey Wisman-Bennett
<b>Onsite Contact Phone</b>	(812) 207-7415
<b>Event Information</b>	
<b>Type of Event</b>	Concert

**If Other, please specify**

Arts, music, food and drink vendors

**Event Date**

09/24/2016

**Event Title**

5th Annual Indie Fest

**Estimated Attendance**

3,000 (all day)

**Requested Park**

Riverfront Amphitheater

**Event Start Time**

12:00 pm

**Event End Time**

11:00 pm

**Set up Time**

07:00 am

**Event Tear Down Hours**

11:00 pm

**Please indicate all the following that apply to your event. Hold shift and click to choose more than 1 item.**

- ALCOHOLIC BEVERAGES
- BOOTHS
- EXHIBITS
- DISPLAYS
- CANOPIES
- TENTS
- ELECTRICITY REQUIRED \*IF YES
- SOURCE
- ENTERTAINMENT \*IF YES
- PLEASE DESCRIBE BELOW
- FENCING
- BARRIERS
- BARRICADES
- FOOD CONCESSIONS
- TABLES AND CHAIRS SET UP \*IF YES
- HOW MANY
- TRASH CONTAINERS
- DUMPSTERS
- PORTABLE TOILETS
- VEHICLES
- TRAILERS - \* IF YES
- HOW MANY

**From items for you event listed above, please included details for those indicated with an \***

Note: Fest area is the block between Bank and Pearl, behind Underground Station, adjacent to the levee. A detailed map accompanies this application.

Electricity: Indie Fest is working with Harvest Homecoming to move its usual grid a few days forward.

Entertainment: Live music, which is being coordinated with the Carnegie Center (the latter has a public art event during evening hours).

Tables and chairs: There'll be some at the food vending area.

Vehicles/trailers: Two for beer vending, others for food (not sure of the exact number).

**Agreement**

**Name**

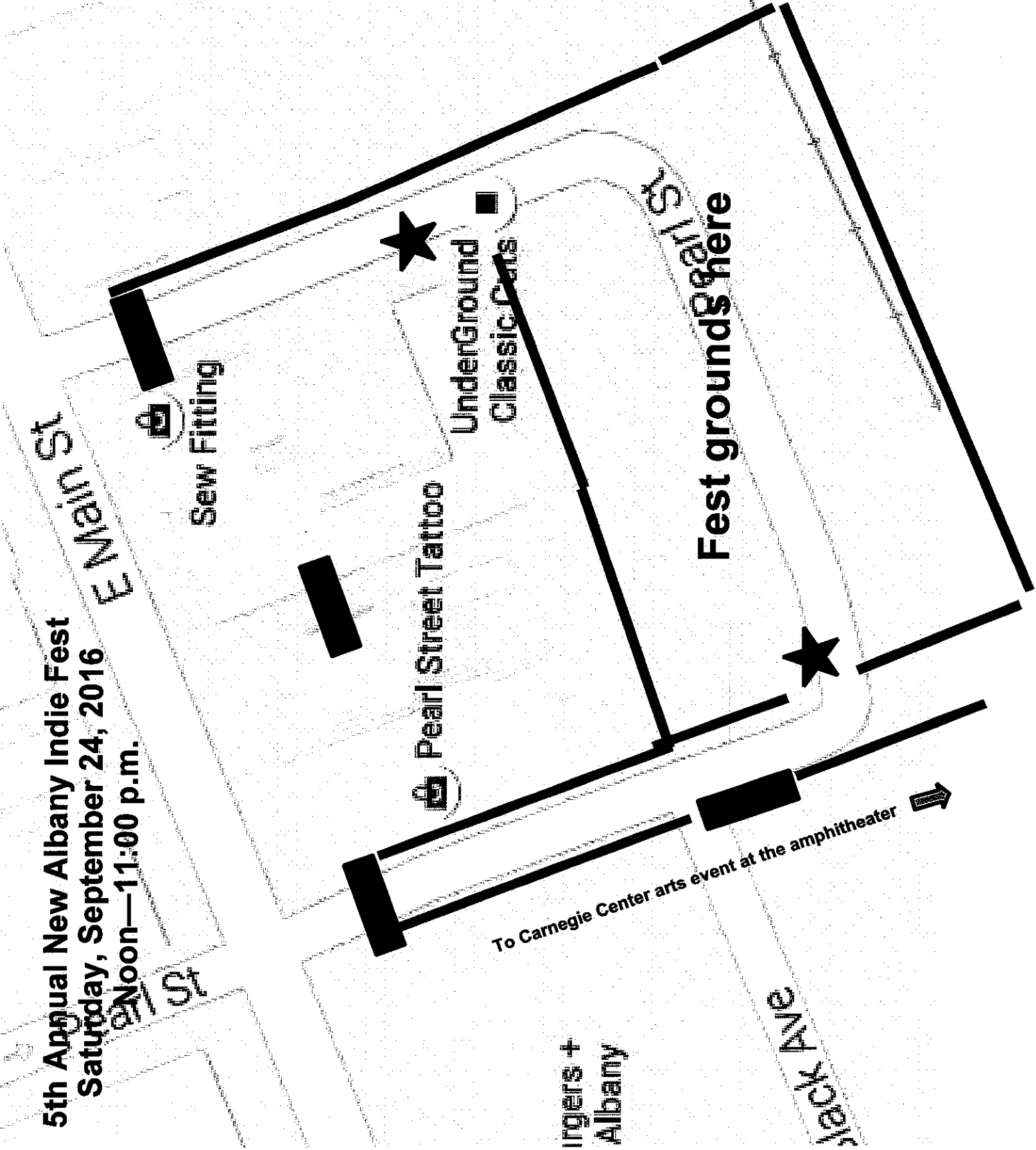
Roger Baylor

**Date of Application**

06/03/2016

**5th Annual New Albany Indie Fest  
Saturday, September 24, 2016**

**12 Noon—11:00 p.m.**



**Main St**

**Sew Fitting**

**Pearl Street Tattoo**

**Underground  
Classic Cars**

**Fest grounds here**

**To Carnegie Center arts event at the amphitheater**

**ingers +  
Albany**

**Black Ave**

**5th Annual New Albany Indie  
Fest Saturday, September 24,  
2016 Noon—11:00 p.m.**

**Overview:** Indie Fest 2016 will take place in the parking area bounded by Bank Street, the levee, Pearl Street and the rear of buildings fronting Main Street. Indie Fest is concurrent with the Carnegie Center's Public Art Project (beginning at 6:00 p.m.) at the amphitheater. The respective organizers have met to discuss coordination between the events and are fully cooperating with each other.

To facilitate Indie Fest and ensure safety for people walking to Indie Fest and the Carnegie Center event, we ask to close the following streets for Saturday, September 24.

- Close Pearl between Main and the levee**
- Close Bank between Main and Pearl**
- Close the alley between Pearl and Bank**

The idea is to create a pedestrian entry corridor to both events via the closed section of Pearl. Persons parking in the YMCA/ public lots still can enter and exit via State and W. 1st. Joe LaRocca of the YMCA is aware and approves of this.

We think the best way to proceed is to block these streets the night before, or if this isn't possible, very early on Saturday, as we'll need the Indie Fest layout emptied of stray overnight parkers to begin stage set-up in the morning. Vendors also will be arriving in the morning. We seek the board's guidance on the best way to proceed with closing timing.

Indie Fest will create wayfinding signage to explain all this, to be affixed on or near the city's barricades. The owners of Underground Station are aware of these plans, and many of the tenants are participating in Indie Fest. We also are in the process of contacting all business owners nearby (i.e., along Pearl between Main and the levee) to ensure they know what's happening.

The accompanying map shows the layout, and serves also as a guide to the fencing for the alcohol permit. Bracelets will be

issued at ID checkpoints. There also will be food and drink at the Carnegie's event, and owing to the rules for temporary permits, there will be no overlap between these events apart from maintaining the corridor of access to both, via Pearl Street.

