

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, MARCH 28, 2017 AT 10:00 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

NEW BUSINESS:

1. Allyson Sears with Graceland Baptist Church re: Banner request at Purdue location for "Eggsplosion" on April 15
2. Brandon Minett re: POD placement request at 2210 E. Elm Street
3. Cindy Dupont re: Discuss street issues on Beechwood Ave. 812 557 0840
4. Vectren re: Cut permits for Beharrel @ Slate Run (14546405) – street cut, 2030 Bono Rd (14546534) – sidewalk cut, 2574 Charlestown Rd (14546654) – street cut

COMMUNICATIONS – PUBLIC:

OLD BUSINESS:

TABLED ITEMS:

COMMUNICATIONS - CITY OFFICIALS:

1. Vicki Glotzbach re: Art on the Parish Green request for a banner
2. Courtney Lewis re: Event permit request for Art on the Parish Green

APPOINTMENTS:

BIDS:

CLAIMS:

APPROVAL OF MINUTES:

Regular Meeting Minutes for March 21, 2017

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, MARCH 21, 2017 AT 10:00 A.M.

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

OTHERS PRESENT: Fire Marshal Koehler, Police Chief Bailey, Assistant Police Chief Fudge, Chris Gardner, Larry Summers, Fire Chief Juliot, Linda Moeller, Jessica Campbell, David Hall, Sidney Main, Bryan Slade, Tonya Fischer, Shane Gibson, John Rosenbarger, Alicia Meredith, Courtney Lewis, Brian Slayde and Mindy Milburn

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

NEW BUSINESS:

1. Vectren re: Cut permits at Mt. Tabor @ Industrial Way (14508133) – street cut, 1339 Beeler St (14500272) – sidewalk cut

Mr. Thompson asked if they are going to shut down traffic with flaggers on Mt. Tabor and **Mr. Thompson** asked if they are going to shut down traffic with flaggers on Mt. Tabor and Industrial Blvd.

Jeff Higdon replied yes and stated that it is in the outer third of the street.

Mr. Thompson asked for time

Mr. Higdon stated that he isn't sure but he could have Mr. Reed give him a call.

Mr. Thompson stated that they prefer that they don't do the work first thing in the morning.

Mr. Thompson moved to approve the above cuts subject to approval by **Mr. Thompson**, **Mrs. Cotner-Bailey** second, motion carries.

COMMUNICATIONS – PUBLIC:

Brent Greenwood 603 Princeton Drive, requested a dumpster at 219 Pearl Street on behalf of for Stephen Beardsley. He explained that a business that wants to take over one of his buildings and stated they would like to have a dumpster on the street for a week but they expect to get the work done in less time.

Mr. Nash asked when they would like to start.

Mr. Greenwood stated they would like to start Monday.

Mr. Thompson moved to approve for a period not to proceed for one week, **Mrs. Cotner-Bailey** second, motion carries.

Derek Misch stated that they are getting ready to start another IN-AWC project on Earnings Way. He presented the board with a map of the project and requested a street cut on the side of the cul-de-sac at 4239 Earnings Way and added that it is ~80'X5'.

Mr. Nash asked if it will impede access.

Mr. Misch stated that he is in talks with the person who is leasing the property from Koetter.

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

Brian Fleck updated the board on McDonald lane and explained that there has been signal work going on at the Charlestown Road intersection to get ready for the installation of the detector loops. He stated that they have poured foundation and are working at the Grant Line Road intersection as well. He added that they have ground up from Rita Drive to Grant Line Road and they are working on storm sewer in that area. He stated that weather permitting they are hoping to have that part completed in 3-4 weeks and then they will move to cutting the road to excavate.

Mr. Nash asked if they are on schedule.

Mr. Fleck replied yes.

Mr. Nash asked about completion date.

Mr. Fleck replied August 22.

OLD BUSINESS:

TABLED ITEMS:

COMMUNICATIONS - CITY OFFICIALS:

1. Vicki Glotzbach re: Handicap Parking Request at 1744 East Oak Street

Mindy Milburn presented a handicap parking request for 1744 East Oak Street and explained that Officer Miller has gone out to the location and turned in the paperwork to be approved.

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

2. Shane Gibson re: 2017 ADA Transition Plan

Mr. Gibson explained that this is a proposal from VS Engineering to update the transition plan for the ADA requirements. He stated that the cost is not to exceed \$24,000.00.

Mrs. Moeller explained that the city currently has an ADA plan but this will assist them in updating their website and evaluating the different buildings to make sure they are all ADA compliant.

Mr. Nash asked about the time frame.

Mrs. Moeller stated 90 days.

Mr. Thompson added that this is a requirement so that they don't run into problems with their federal funding matches.

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

3. Shane Gibson re: Resolution for Purchasing and Easement Approval on Daisy Lane

Mr. Gibson explained that they did the Daisy Lane improvement project in 2005 and this is to clean up some easement issues. He stated that they closed off the entire area and the owner is requesting an exit only curb cut be installed. He explained that this will enable development of the site and clean up the easement issues and added that the cost is \$15,000.00

Mr. Nash asked if it would stop the access from Daisy Lane.

Mr. Gibson explained that there is no access or entrance from that property onto Daisy Lane currently and the property owner is asking for an exit only curb cut to make the property more marketable. He stated that it will be their responsibility to do the work according to the plans if they decide to install it.

Mrs. Cotner-Bailey moved to approve Resolution BOW-17-02, Mr. Thompson second, motion carries.

4. Larry Summers re: Delta Services Contracts

Mr. Summers explained that the first contract is for preventative maintenance inspection program for all the signals in the City of New Albany and the second is a conflict monitor testing contract. He stated that the preventative maintenance contract is a per signal cost of \$350.00 and the conflict monitoring is a per signal cost of \$650.00

Mr. Nash asked what a conflict monitor is.

Mr. Thompson explained that if two red lights burn out on the same signal the conflict monitor sensing this and puts the signal on flash so that someone can call the city to have them come out to take a look at it.

Mr. Summers stated that they need them to go through and check the conflict monitors in each signal to ensure that they are working and to have the documentation saying that they are.

Mr. Nash asked how often this needs to be done.

Mr. Summers replied yearly

Mrs. Cotner-Bailey asked if this was for all the signals

Mr. Thompson explained that the preventative maintenance is for the cabinets because they have a lot of electronic equipment in them as well as a filter and this will check to make sure all the equipment is in good shape.

Mr. Nash stated that he is having trouble understanding the difference in the two contracts.

Mr. Summers explained that one is making sure everything inside the cabinet is in order and working properly and the other is more involved to test the conflict monitor which is a separate item.

Mr. Thompson stated that the conflict monitor is the safety portion of the signal and is essential.

Mr. Nash asked how long this would take and if they would do it during rush hours.

Mr. Thompson stated that it shouldn't be disruptive at all.

Mrs. Cotner-Bailey moved to approve the contracts with Delta Services, Mr. Thompson second, motion carries.

5. Chris Gardner re: Street Sweeping

Mr. Gardner reminded the board that they started running the sweepers yesterday and the traffic division is placing notices for the next two weeks on vehicles blocking the sweeper. He added that starting on April 3 tickets will be issues.

6. Mr. Nash re: Parking at Farmer's Market

Mr. Nash asked if Ms. Kaempfer had relayed the conversation they had Saturday about the signs.

Susan Kaempfer replied yes and stated that Chief Bailey has already taken care of it and this Saturday was a lot better. She explained that they met down there to show them where the signs will go and explained that it would be the same every week unless she calls to say otherwise.

7. Courtney Lewis re: Beautification Day 2017

Ms. Lewis stated that the 2nd Annual City of New Albany Beautification day will be held on April, 22 from 8:00 a.m. - 12:00 p.m. She added that it will be based out of Bicentennial Park and they are working on the schedule of events. She stated that they will have a few more dumpsters to place this year and they will be manned to ensure that there is no illegal dumping of hazardous materials.

Mr. Nash asked that she check with solid waste.

Ms. Lewis stated that she has spoken with them and they are working to make their Grant Line Road location available on that day.

Mr. Nash asked if the people who are staffing the dumpsters know what they can take.

Ms. Lewis stated that there will be the same magnetic sign on each dumpster that there were last year that lists all of the items that cannot go into the dumpsters.

Mr. Nash asked if she could give her a calendar of upcoming events.

Ms. Lewis replied yes.

8. Mickey Thomson re: Bare Steal Project

Mr. Thompson informed the board that Vectren will be working on the Twin Oaks bare steal project today and will handle it with flaggers.

APPOINTMENTS:

BIDS:

CLAIMS:

Mrs. Moeller presented the claims docket for 3/7/17-3/20/17 in the amount of \$1,193,587.46

General Claims (Bank 1):	230,913.18	
Fire Department:	9,476.37	
Police Department:	11,273.74	
Street Department:	40,738.40	
Parks Department:	17,504.85	
	Total From Above:	309,906.54
Medical/Drug Fund (Bank L)	-	
Payroll Claims (Bank 2):	718,994.10	
Sanitation Fund:	92,636.41	
Thursday Utility Claims:	72,050.41	
	Total From Above:	883,680.92
	Grand Total:	1,193,587.46

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

APPROVAL OF MINUTES:

**Mr. Cotner-Bailey moved to approve the Regular Meeting Minutes for March 14, 2017,
Mr. Thompson second, motion carries.**

ADJOURN:

There being no further business before the board, the meeting adjourned at 10:34 a.m.

Warren V. Nash, President

Mindy Milburn, Deputy City Clerk

MAXIMO SITE VISIT / SEWER LOCATE FORM

Operations Center (Write In) Clarksville

Street Address Deborah Lane State Park City/Town New Albany

MAXIMO "Parent" Work Order Number 17546405

MAXIMO "Child" Work Order Number _____

New Renew Retire Resize Relocate Other Estimate only

1. Y N Sewer lateral locate is needed. If not, explain why. _____

2. Y N Site is ready for service installation. If not, check below WHY the site is not ready and place job in review with an explanation in SYCLO.

House has not been started Building materials are blocking route

Lot is not at final grade Other (Write In) _____

3. Y N Site is marked in white for locates or locates have been requested and will be ready in two working days.

Locate Number 1703203760 Time Called 4:00

Start Date _____ Expiration Date _____

4. Y N Permits needed prior to the planned work accordance with state, county, or municipal requirements. Specify which permits are needed. (Write In)

street

5. Y N Necessary material is in truck stock. If not what is needed (Write In) _____

6. Estimated scheduled start date (Write In) _____

7. Other information needed to complete this work:

Special crew or equipment (Write In) _____

Other (Write In) _____ Welder

Completed by S. Jenkins Date 3-20-17

Return this completed form with the Crew Sheet to the Operations Assistant and Scheduler no later than the next business day.

MAXIMO SITE VISIT / SEWER LOCATE FORM

Operations Center (Write In) Clarksville

Street Address 2030 Bone Rd City/Town New Albany

MAXIMO "Parent" Work Order Number 14546534

MAXIMO "Child" Work Order Number _____

New Renew Retire Resize Relocate Other Estimate only

1. ^Y ^N Sewer lateral locate is needed. If not, explain why. _____

2. ^Y ^N Site is ready for service installation. If not, check below WHY the site is not ready and place job in review with an explanation in SYCLO.

House has not been started Building materials are blocking route

Lot is not at final grade Other (Write In) _____

3. ^Y ^N Site is marked in white for locates or locates have been requested and will be ready in two working days.

Locate Number 1703205743 Time Called 4:00

Start Date _____ Expiration Date _____

4. ^Y ^N Permits needed prior to the planned work accordance with state, county, or municipal requirements. Specify which permits are needed. (Write in)

Sidewalk

5. ^Y ^N Necessary material is in truck stock. If not what is needed (Write in) _____

6. Estimated scheduled start date (Write in) _____

7. Other information needed to complete this work:

Special crew or equipment (Write in) _____

Other (Write in) _____ Welder

Completed by S. Jenkins Date 3-20-17

Return this completed form with the Crew Sheet to the Operations Assistant and Scheduler no later than the next business day.

MAXIMO SITE VISIT / SEWER LOCATE FORM

Operations Center (Write in) Clarksville

Street Address 2574 Charlestown Rd City/Town New Albany

MAXIMO "Parent" Work Order Number ~~14484016~~ 14546654

MAXIMO "Child" Work Order Number _____

New Renew Retire Resize Relocate Other Estimate only

1. ^Y ^N Sewer lateral locate is needed. If not, explain why. _____

2. ^Y ^N Site is ready for service installation. If not, check below WHY the site is not ready and place job in review with an explanation in SYCLO.

House has not been started Building materials are blocking route

Lot is not at final grade Other (Write in) _____

3. ^Y ^N Site is marked in white for locates or locates have been requested and will be ready in two working days.

Locate Number 1703203725 Time Called 4:00

Start Date _____ Expiration Date _____

4. ^Y ^N Permits needed prior to the planned work accordance with state, county, or municipal requirements. Specify which permits are needed. (Write in)

Street

5. ^Y ^N Necessary material is in truck stock. If not what is needed (Write in) _____

6. Estimated scheduled start date (Write in) _____

7. Other information needed to complete this work:

Special crew or equipment (Write in) _____

Other (Write in) _____ Welder

Completed by S. Jenkins Date 3-20-17

Return this completed form with the Crew Sheet to the Operations Assistant and Scheduler no later than the next business day.



Special Event Permit Application

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

Name of Organization: St Paul's Episcopal Church - Art on the Parish Green
Name of Applicant: Frances Fach Date: 3/22/2017
Address: 1015 E Main St City: New Albany State: IN Zip: 47150
Contact Phone: (812) 246-9789 Email: francesfach@aol.com
Onsite event day contact person: Brenda Vernia Phone: 502-744-1446 cell
Marti Neel 502-641-5805 cell

Event Information

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

Event Title: Art on the Parish Green
Event Date: June 10 + 11, 2017 Estimated Attendance: 2000 +

Requested Park: Bicentennial Park Riverfront Amphitheater City Square
 Other (Specify) E. 11th Street between Main + Market. Also Market St.

Event Hours: 10:00 AM/PM - 6:00 AM/PM South side of Veterans Memorial
Set Up Hours: 9:00 AM/PM - 8:00 AM/PM Tear Down Hours: 5:00 AM/PM - 7:00 AM/PM
June 9 June 11

Please indicate all of the following that apply to your event

- | | | |
|-------------------------------------|-------------------------------------|---|
| Yes | No | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | FOOD CONCESSIONS |
| <input checked="" type="checkbox"/> | <input 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 _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | FENCING, BARRIERS, BARRICADES |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELECRTCITY REQUIRED, IF YES SOURCE <u>Church provided; Duke Energy hookup</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | BOOTHS, EXHIBITS, DISPLAYS |

- CANOPIES, TENTS
- VEHICLES, TRAILERS, IF YES HOW MANY _____
- TRASH CONTAINERS/DUMPSTERS
- PORTABLE TOILETS
- ENTERTAINMENT, IF YES PLEASE DESCRIBE Jammy + Bluegrass musicians in
- INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE specified area

Voluntary Donations

While there is no fee for the use of our non-parks public spaces, donations are accepted for the use of the City of New Albany Bicentennial Park, Riverfront Amphitheater, City Square or any other non-parks public space. 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 space 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, including City of New Albany ordinances, 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 and city ordinances. 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 cilewis@cityofnewalbany.com or 812.948.5333.

Name of Applicant: Frances Fach (please print)

Signature: Frances Fach Date: 3/22/2017

Office Use Only	
<input type="checkbox"/> Approved	Notes: _____
<input type="checkbox"/> Denied	Signed: _____ Date: _____
(Board of Works President)	

Board of Public Works

New Albany, Indiana 47150

Jan. 18, 2017

Request for Assistance:

Art on the Parish Green will hold its 11th annual community art festival on Saturday and Sunday, June 10 and 11, 2017. We again request the city's permission/assistance in putting up a street banner across Main Street for the last week of May and the first two weeks in June. We have a banner and will again deliver it to the NA Street Department by the required date [please let us know what that date is].

We would also again request that E. 11th Street be closed to traffic for the art festival from 9:00 a.m. on Friday, June 10, through 7:00 p.m. on Sunday, June 12. This will allow us enough time to have the large tents set up before artists start to arrive on late Friday afternoon. For the third year we also request that Market St. between E. 10th and 11th Sts, on the south side of the Military Memorial adjacent to the church, be closed as well. We expanded the music stage and food area in 2015, and this allowed us another 40' of space for that purpose. We will not be putting artist booths on Market St., but will be using the remainder of the street area for stage access and artist parking. Other businesses on that block will also be able to access the street for deliveries. Related to this, we request large and small street barricades be delivered to our 11th St. location for use during the art festival. Also, is it possible that the city post the road closing notice along 11th St. and Market St., or do we need to do that ourselves? We want to give folks early notice that cars will be towed if they are along those streets.

We truly appreciate the assistance and cooperation of the Board of Public Works and the Street Department in New Albany—**Art on the Parish Green** is a large community event, and your help has made it much easier for our 100% volunteer committee to welcome artists and several thousand guests into downtown New Albany!

Sincerely yours,

Fran Fach, Art on the Parish Green Coordinator

812-246-9789; francesfach@aol.com