

## 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 24, 2016 AT 10:00 A.M.**

### CALL TO ORDER:

### PLEDGE OF ALLEGIANCE:

### NEW BUSINESS:

1. Vectren re: Sidewalk Cut Permit for 3031 Charlestown Road
2. Kelly Carnighan re: Street Closure on Spring Street Hill for Silver Heights Historical Society Event on June 18 502-494-0840
3. Stephanie Griffith re: Banner request on Spring St. June 24 thru July 4, 2016 also to discuss 5k Walk and Run 502-645-6256
4. John Smith with Fiber Technologies Network re: Installing on Kenzig Rd. 585-743-1796

### COMMUNICATIONS – PUBLIC:

### OLD BUSINESS:

1. Kroger re: Installing sign in right of way
2. Sign on Miede Drive

### TABLED ITEMS:

### COMMUNICATIONS - CITY OFFICIALS:

1. Courtney Lewis re: Special Events Permits
  - Amphitheater permit request for Christian Academy of Indiana
  - ORSANCO – River Sweep
2. Cheryl Cotner-Bailey re: Memorial Day Street Closures

### APPOINTMENTS:

### BIDS:

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

Award Bid for Paving and Rehabilitation

### CLAIMS:

### APPROVAL OF MINUTES:

Regular Meeting Minutes for May 17, 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 17, 2016 AT 10:00 A.M.**

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

**OTHERS PRESENT:** Police Chief Bailey, Assistant Police Chief Fudge, Major Popp, Fire Chief Juliot, Fire Marshal Koehler, Brandon Sailings, David Hall, Mike Hall, Courtney Lewis, Larry Summers, Alicia Meredith, Bryan Slade, Jessica Campbell, David Brewer, David Duggins, Chris Gardner, Tonya Fischer, Sandy Boofter and Vicki Glotzbach

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

**NEW BUSINESS:**

**1. Rob Tuma with Graceland Baptist Church re: Banner Permit**

**Mr. Tuma** requested two banner locations and dates for their Vacation Bible School event. He explained that they would like to put the first banner on Main Street from May 17<sup>th</sup> to May 31<sup>th</sup> and the second would be the Charlestown Road location from May 30<sup>th</sup> – June 17<sup>th</sup>.

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

**2. Jackie Robinson with Bethel AME Church re: Fish Fry on corner of Vincennes and Main St.**

**Mr. Robinson** stated that they would like to have a fish fry on Friday, June 17<sup>th</sup> from 12:00 p.m. until 6:00 p.m.

**Mr. Thompson** asked if they are wanting to close Vincennes Street.

**Mr. Robinson** replied no.

**Mrs. Cotner-Bailey** asked if they will have trash receptacles.

**Mr. Robinson** replied yes.

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

**3. Matt Tomparry with Kroger re: Installing sign in right of way**

**Mr. Tomparry** explained that Kroger currently has two signs on State Street and they are proposing to get rid of both of those in the remodel and would like to put up a new sign in the right-of-way. He presented a drawing and reviewed it with the board, said drawing is on file with the City Clerk's office.

**Mr. Thompson** stated that the reason the city has that right-of-way is for the traffic signal and the sign will not interfere with the loops or line-of-sight.

**Mr. Nash** asked if this will all be happening at the same time.

**Mr. Tomparry** stated that sign move would happen first.

**Mr. Summers** stated that he would suggest that they get an insurance policy on the sign to cover the city just in case anything were to happen within the right-of-way.

**Mr. Nash** asked what the amount should be.

**Mr. Summers** stated that he would ask Mr. Gibson.

**Mr. Thompson** moved to take this under advisement, **Mrs. Cotner-Bailey** second, motion carries.

**4. Derek Misch re: IN-AWC traffic control plan**

**Mr. Misch** presented traffic control plans for a closure on Roanoke Avenue between Robin Road and Brookview drive from May 18-20 & 26, and a closure between Houston Street and North Audubon Drive from May 23-25.

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

**Mr. Misch** presented a traffic control plan for a closure on Ekin Avenue between Silver Street and Indiana Avenue for May 23-27.

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

**COMMUNICATIONS – PUBLIC:**

**Mark Cassidy** asked who is in charge of street names in New Albany.

**Mr. Nash** stated that he assumes that it is Board of Works.

**Mr. Cassidy** stated that he lives on Miede Drive and they have a new sign that says Miede Court but it has always been Miede Drive.

**Mr. Thompson** stated that he looked it up to find out how it is supposed to be spelled and found it both ways, and they will have to take the sign down since it says court and replace it.

**OLD BUSINESS:**

**1. Change in existing pavement markings and installation of traffic signal on Charlestown Road**

**Tom Schellenberg** stated that he talked with Don Lopp and the county and they have agreed to the changes with the traffic signal. He explained that they are in the process of making those changes and will get them to Mr. Summers once they are completed.

**Mr. Nash** asked if it will be turned over to the city.

**Mr. Schellenberg** replied yes. He passed out a drawing of the pavement markings and explained that currently traffic does not have to stop at Sunset Drive but you have to merge into the left lane at Smithwood Drive. He stated that once the signal is installed traffic will be coming to a stop at Sunset Drive so there will not be enough distance to get anyone that is in the right lane merged into the left lane so they are proposing that they dedicate the right lane to a right turn only, starting at Professional Court. He explained that they will have the appropriate signage at the location to direct the flow of traffic.

**Mr. Summers** stated that he met with Mr. Schellenberg about the striping some time back and this is something they worked on together. He explained that they have addressed any concerns he had and he is okay with this plan.

**Mr. Nash** asked Mr. Summers if he is satisfied with the justification for a light there.

**Mr. Summers** replied yes.

**Mr. Schellenberg** stated that this will also involve widening the north side entrance to Northside Christian Church.

**Mr. Thompson moved to approve the traffic signal and pavement markings, Mrs. Cotner-Bailey second, motion carries.**

**TABLED ITEMS:**

**COMMUNICATIONS - CITY OFFICIALS:**

**1. Vicki Glotzbach for INAWC re: Street cut at 705 Pearl Street (main leak)**

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

**2. Mike Hall re: Street closure requests**

**Mr. Hall** stated that they would like to close Market Street from Pearl to 3<sup>rd</sup> and Bank Street from Main to Spring, from 6:00 a.m. until 10:00 p.m. on May 29<sup>th</sup> for the Boomtown Ball and Festival.

**Mrs. Cotner-Bailey** asked if he has spoken with St. Mark's Church.

**Mr. Hall** replied yes.

**Mr. Nash** asked if he spoke with Second Baptist

**Mr. Hall** stated that he hasn't but he will.

**Mr. Thompson** asked for times.

**Mr. Hall** stated 6:00 a.m. - 10:00 p.m.

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

**Mr. Hall** requested the yearly closures for the Bicentennial Park Concert Series beginning June 10<sup>th</sup> and it will be every Friday during the summer. He explained that the plan is to close it at 1:00 p.m. for the first show to get back into the rhythm and then they will push it back.

**Mr. Nash** asked what time the concerts start.

**Mr. Hall** replied 6:30 p.m.

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

**APPOINTMENTS:**

**BIDS:**

**Mr. Summers** stated that they worked to improve the specifications from last year's paving and asked Mr. Christmas to come up to discussion some of those improvements.

**Mr. Christmas** stated the bids are for the annual paving and rehabilitation contract. He explained that similar to the past they identified a significant number of areas in need of repair and they should keep in mind that they are only going to do the amount of work that utilizes the funds that are available so the total price today is just a basis for awarding the contract. He stated that one of the improvements to the specs included identifying the areas that need work up front and mapping that will hopefully reduce some uncertainty and ambiguity, and will also improve the level of utility coordination. He explained that another improvement is the increased level of sampling and testing requirements for the contractors that is shifted more towards INDOT specifications to improve quality control. He stated that they are pilot testing some fiber reinforcements into the mix to determine if it will be effective in reduction or postponement of cracking.

**Mr. Nash** opened the following bids for paving:

Dave O'Mara Contracting	\$2,544,466.00
E & B Paving, Inc.	\$3,268,726.00
MAC Construction	\$2,282,645.50
Louisville Paving Co.	\$3,097,278.60

**Mr. Nash** stated that legal department will review the bids and the board will award the contract at the next meeting.

**CLAIMS:**

**APPROVAL OF MINUTES:**

**Mrs. Cotner-Bailey** moved to approve the Regular Meeting Minutes for May 10, 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



**Vicki Glotzbach**

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**From:** Courtney Lewis  
**Sent:** Wednesday, May 18, 2016 10:15 AM  
**To:** Mindy Milburn; Cathy Cousin; Vicki Glotzbach  
**Subject:** BOW Agenda Item - May 24, 2016  
**Attachments:** Christian Academy Fall Band Concert - Sept. 23, 2016.pdf

Attached is the permit for Christian Academy's Fall Band Concert. Is it also possible to include the below submission with the packets? This how they submit it online and it includes some notes that there wasn't space for on the physical permit.

Thanks, ladies!!

**From:** City of New Albany [mailto:teresa@promediagroup.com]  
**Sent:** Monday, May 16, 2016 2:36 PM  
**To:** Courtney Lewis <clewis@cityofnewalbany.com>  
**Subject:** New submission from Event Permit Application

**EVENT PERMIT FORM**

**Today's Date**

05/16/2016

**Name of Organization**

Christian Academy of Indiana - Band Program

**Name of Applicant**

Aleshia Akin

**Address**

1000 Academy Drive  
New Albany, Indiana 47150  
[Map It](#)

**Phone**

(502) 974-6451

**Email**

[aakin@caschools.us](mailto:aakin@caschools.us)

**Onsite event day contact person**

Aleshia Akin

**Onsite Contact Phone**

(502) 974-6451

**Event Information**

**Type of Event**

Concert

**Event Date**

09/23/2016

**Event Title**

Fall Band Concert

**Estimated Attendance**

400-500 People

**Requested Park**

Riverfront Amphitheater

**Event Start Time**

05:30 pm

**Event End Time**

07:30 pm

**Set up Time**

03:30 pm

**Event Tear Down Hours**

07:30 pm

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

- ELECRTICITY REQUIRED \*IF YES
- SOURCE
- ENTERTAINMENT \*IF YES
- PLEASE DESCRIBE BELOW
- VEHICLES
- TRAILERS - \* IF YES
- HOW MANY

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

We will provide all chairs and stands needed for set up on stage - we will also provide a small system so that I can speak to the audience. The performances will include all of our middle school bands, high school band, and jazz band. It should be a wonderful evening! There will be no sales of any items, or any charge for the event. Parking will simply occur in normal parking places, and we will have a uhaul to haul our band equipment.

Please contact me with any questions! I think my students would LOVE the opportunity to perform in an amphitheater of this quality! Mrs. Fischer who works for the city can also answer any questions about our band concerts.

Thank you!

**Agreement**

**Name**

Aleshia Akin

**Date of Application**

05/16/2016





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: Christian Academy of Indiana - Band Program

Name of Applicant: Aleshia Akin Date: 5/16/2016

Address: 1000 Academy Drive City: New Albany State: IN Zip: 47150

Contact Phone : (502) 974-6451 Email: aakin@caschools.us

Onsite event day contact person: Aleshia Akin Phone: 502-974-6451

**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"/> Fair	<input checked="" type="checkbox"/> Concert	<input type="checkbox"/> Picnic	<input type="checkbox"/> Other (Specify) _____

Event Title: Fall Band Concert

Event Date: Friday, Sept. 23, 2016 Estimated Attendance: 400-500

Requested Park:  Bicentennial Park  Riverfront Amphitheater  City Square

Event Hours: 5:30 AM/PM - 7:30 AM/PM

Set Up Hours: 3:30 AM/PM - 5:30 AM/PM Tear Down Hours: 7:30 AM/PM - 8:00 AM/PM

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 \_\_\_\_\_
- FENCING, BARRIERS, BARRICADES
- ELECTRICITY REQUIRED, IF YES SOURCE \_\_\_\_\_
- 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 \_\_\_\_\_

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

Name of Applicant: Aleshia Akin (please print)

Signature: \_\_\_\_\_ Date: 5/16/2016

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



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: ORSANCO  
 Name of Applicant: TRAVIS ELBLE Date: 5-18-16  
 Address: 7949 MARY NAVILLE RD City: FLOYDS KNOBS State: IN Zip: 47119  
 Contact Phone: (502) 641-8582 Email: JUNKMETALMANIA@YAHOO.COM  
 Onsite event day contact person: TRAVIS ELBLE Phone: 641-8582

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 type="checkbox"/> Fair	<input type="checkbox"/> Concert	<input type="checkbox"/> Picnic	<input checked="" type="checkbox"/> Other (Specify) <u>River Clean up</u>

Event Title: ANNUAL RIVER SWEEP  
 Event Date: JUNE 18, 2016 Estimated Attendance: 50-100  
 Requested Park:  Bicentennial Park  Riverfront Amphitheater  City Square  
 Event Hours: 9 AM/PM - 2 AM/PM  
 Set Up Hours: 830 AM/PM - 9 AM/PM Tear Down Hours: 2 AM/PM - 230 AM/PM

Please indicate all of the following that apply to your event

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| Yes                                 | No                                  |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | FOOD CONCESSIONS <u>LUNCH / refreshments - NOT FOR SALE</u>       |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | ALCOHOLIC BEVERAGES   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | FIRST AID FACILITY AND AMBULANCE <u>FIRST AID KIT ON HAND</u>     |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | TABLES AND CHAIRS SET UP, IF YES HOW MANY <u>1 TABLE 2 CHAIRS</u> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | FENCING, BARRIERS, BARRICADES                                     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | ELECTRICITY REQUIRED, IF YES SOURCE _____                         |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | BOOTHs, EXHIBITS, DISPLAYS  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | CANOPIES, TENTS - <u>1 POPUP TENT 10' X 10'</u>                   |

- VEHICLES, TRAILERS, IF YES HOW MANY 1 Pickup TRUCK & 1 GOLF CART
- TRASH CONTAINERS, DUMPSTERS - 1 Dumpster, usually provided by Street Dept.
- PORTABLE TOILETS
- ENTERTAINMENT, IF YES PLEASE DESCRIBE \_\_\_\_\_
- INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE \_\_\_\_\_

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

Name of Applicant: TRAVIS ELBLE (please print)

Signature: *Travis Elble* Date: 5-18-16

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

# RIVER SWEEP 2016

## Agreement to Participate – Release & Indemnification Form

I, the undersigned, for the duration of the event, agree to follow these instructions:

- Wear gloves and protective clothing. Wear life jackets when on the water.
- Be careful when handling broken glass, sharp objects, aerosol cans, etc.
- Do not disturb any drum containers. Report their location to the coordinators.
- Watch for and avoid snakes, wasps, hornets and poison ivy in debris piles or vegetated areas.
- Be careful when lifting heavy objects.
- Do not work alone.
- Report any accidents or injuries to the coordinators immediately.
- Ask permission before entering private property and identify yourself as a River Sweep volunteer.

I also understand that the nature of this activity involves certain dangers and risks, and I voluntarily assume all risks of accident or injury. I hereby release and forever discharge the Ohio River Valley Water Sanitation Commission (ORSANCO), the Kentucky River Authority, and the environmental protection and natural resource agencies from Illinois, Indiana, Kentucky, New York, Ohio, Pennsylvania, Virginia and West Virginia, and their respective employees, officers, agents, coordinators and volunteers ("the Sponsors") from any and all liability for personal injury or property damage of any kind sustained in any manner arising from my participation in the River Sweep. I agree to indemnify and hold harmless the Sponsors from any and all claims, liability, loss and expense, including but not limited to damages, legal expenses and costs of defense, in any manner arising from my participation in the River Sweep.

Participant's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Participant's Signature

Date

Signature of parent or guardian if participant is under 18

Date

**\*PLEASE TAKE FORM TO YOUR RIVER SWEEP LOCATION\***

Ohio River Valley Water Sanitation Commission  
5735 Kellogg Avenue  
Cincinnati, OH 45230

RIVER SWEEP HOTLINE 1-800-359-3977