

A MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WILL BE HELD IN ROOM 100 AT NEW ALBANY CITY HALL ON TUESDAY, SEPTEMBER 3, 2024 AT 10:00 A.M.

PRESENT: David Brewer, member, and Mickey Thompson, president. Cheryl Cotner-Bailey was absent

OTHERS PRESENT: Fire Chief Juliot Deputy Police Chief Fudge, Brad Fair, Brad Hicks, Mike Wallace, Phil Aldridge, Brad Ramsey, David Rake, Linda Moeller, Larry Summers, Jessica Campbell, Alicia Meredith, Sam Sher, Krystina Jarboe, Councilman Dickey and Vicki Glotzbach

CALL TO ORDER:

Mr. Thompson called the meeting to order at 10:05 a.m.

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

1. Branden Hartfield, Dan Cristiani re: Request for lane closure on Spring Street in front of new police station to tap the water main

Mr. Hartfield presented a traffic control plan and reviewed it with the board. He explained that they need to close a lane to tap into the existing water main and they would like to do the work on Tuesday from 9:00 a.m. – 4:00 p.m. He stated that they would do the same on the following day but it will be opened back up by 1:00 p.m. He added that day one they will cut, tap, flow fill and concrete cap the road (steel plated overnight) and day two they will asphalt patch.

Mrs. Cotner-Bailey asked if they are wanting to do this next week.

Mr. Hartfield stated that they would like to start on Tuesday of next week.

Mr. Thompson asked if he has checked with the state since that portion of Spring Street is state highway.

Mr. Hartfield stated that he has not.

Mr. Thompson stated that the board can approve the lane closure but if they are cutting Spring Street, he will need to contact the state. He added that most of the time they will say that they will defer to the city but they do have to check with them first.

Mr. Brewer moved to approve the lane shift, Mrs. Cotner-Bailey second, motion carries.

COMMUNICATIONS – PUBLIC:

Mr. Owen and Marlana Leitsch explained that they purchased a property 917 E. Main Street right across from the Culbertson Mansion and they are in need of a dumpster permit for cleanup. He stated that they would like to place the dumpster on 10th Street near their garage.

Mrs. Cotner-Bailey asked what dumpster company they are going to use and what dates.

Mr. Leitsch stated that they are using Dependable Dumpsters and they would like to place it today for one week.

Mrs. Cotner-Bailey moved to approve the dumpster request from this Tuesday until next Tuesday, Mr. Brewer second, motion carries.

UNFINISHED BUSINESS:

1. Saturday, October 5 – New Albany Track Club: HHC Run

Ms. Jarboe presented the board with a list of volunteers for New Albany Track Club.

Mrs. Cotner-Bailey moved to approve contingent upon **Mr. Justin Endres** making sure that all volunteers are staged prior to the beginning of the race, **Mr. Brewer** second, motion carries.

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Vicki Glotzbach for Purdue re: Banner permit for Pumpkin Chunking

Mrs. Glotzbach explained that Purdue Polytechnic of New Albany has requested to hang the banner for their Pumpkin Chunking Event on Charlestown Road from September 9 until October 9. She stated that their event is taking place on October 10 and the application and banner design were included in the board members packets.

Mrs. Cotner-Bailey stated that they normally only approve two weeks so she would suggest September 30 through October 11.

Mrs. Cotner-Bailey moved to approve the banner request for Friday, September 30 through Friday, October 11, **Mr. Brewer** second, motion carries.

2. Krystina Jarboe re: Special Event Permit

- **Sunday, October 6 to Monday, October 14 – HHC: Rides**
- Request to close YMCA parking lot on Sunday, October 6 @ 6:00AM to Monday, October 14 @ 8:00PM
- Hours of operations are listed in permit
- Same as last year, no changes

Mrs. Cotner-Bailey stated that the booklet doesn't have a closing time listed for the rides and asked if it is still the same as previous years.

Mr. Doug Jacques, HHC President, stated that it is the same and they are generally closed by 11:00 p.m. He added that it was listed in the program last year.

Mr. Thompson stated that there is a strip at the back of the lot that isn't city property so the board can't approve the use of that. He asked if it is the same ride operator as last year.

Mr. Jacques replied yes.

Mrs. Cotner-Bailey stated that her fear of no closing time in the booklet is that people may think they are open all night long.

Ms. Jarboe stated that the noise ordinance will only allow for them to be open until 10:00 p.m. on Thursday.

Mr. Thompson stated that they do make announcements to let the crowd know the rides will be shutting down.

Mrs. Cotner-Bailey asked if there were issues with people not being removed from the lot when they were supposed to last year.

Mr. Thompson replied no. He stated that they have done a good job of being out when they were supposed to be and haven't left any mess, which is likely why they were being allowed to

use the location again. He added that this ride vendor had done a really good job of maintaining the area during the event.

Mrs. Cotner-Bailey asked if there is going to be a minimum of 5 security personnel throughout the rides at all times.

Mr. Jacques stated that there is actually going to be more than that.

Mr. Thompson asked if there would be someone stationed at the railroad crossing.

Mr. Jacques stated that there will be 3-4 railroad police officers.

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

- **Sunday, October 6 – HHC: Pumpkin Decorating Contest**
- Request to use City Square (1PM to 5PM)
- Event is from 2PM to 4PM
- Request to use City portable restrooms if event is at City Square (2PM to 5PM)
- Will move event to first floor of parking garage if rain is in the forecast
- Same as last year, no changes
- Additional Notes for Pumpkin Decorating Contest:
 - HHC must notify KJ 24 hours in advance of any changes (delay, cancellation, or change of location)
 - If event is moved to parking garage – HHC will have a porta potty dropped at parking garage no more than 24 hours before event & removed immediately after event

Mrs. Cotner-Bailey mentioned that one year this event had to be moved to the parking garage because of weather and the porta potty and handwashing station was left for a good portion of time after the festival. She added that if it does get moved, they need to make sure all of this is picked up.

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

- **Wednesday, October 9 to Monday, October 14 – HHC: Booths**
- Request road closure from Wednesday, October 9 @ 5:00PM to Sunday, October 13 @ midnight
 - E Market from State to 3rd
 - Pearl & Bank from E Spring to E Main
 - E 3rd from Market to Main
- Request to utilize the parking spaces next to the HHC office from Wednesday, October 9 @ 11AM to Sunday, October 13 @ midnight
- Hours of operations are listed in permit
- Same as last year, no changes
- Notes from BOW to HHC about booth permit from 2023:
 - Do not cover City trash cans
 - Do not pull trash cans early on Sunday
 - Remind vendors to not block city streets before setup hours to traffic can remain flowing

Mr. Thompson asked if the vendors that have additional trailers/equipment know that they need to park at Billy Herman parking lot.

Mr. Jacques stated that as far as he knows they have been told this information.

Mrs. Cotner-Bailey stated that the banner permit application was included with this permit request and asked if that is ready for them to do today.

Ms. Jarboe stated that it was included in the permit application so she included it, not to present today, but because it was part of the information packet.

Mr. Jacques stated that they are ready to have it approved.

Mrs. Cotner-Bailey stated that this permit looks different than the current permit that is used. She asked Mr. Jacques to have whoever is in charge of the banner permit request to contact the clerk's office and fill out the appropriate permit form because there is information that is missing on the one presented.

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

- **Saturday, October 12 – HHC: Kids Day in the Park**
- Request to use Bicentennial Park (10AM to 5PM)
- Event will be from 1PM to 3PM
- Request to set up tables and chairs for activities under tents
- Request to set up 10X10 pop up tents weighed down with sandbags
 - Up to 15 tents. Last year only request 1 tent. Requesting more this year to provide more shade for activities.
- Request to have Farmer Steve back (location is indicated on map in permit – in alleyway next to park/winery)

Mrs. Cotner-Bailey asked if Farmer Steve puts down straw and if he is responsible for cleanup.

Ms. Jarboe replied yes. She added that this is his third year with this event and she hasn't heard of any issues.

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

- **Wed, October 9 to Sun, October 13 – New Albany Main Street: HHC Farmers Market**
- Request to use City Square during HHC booth hours
- Same as last year, no changes

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

3. Mrs. Moeller re: Notice to Bidders for Police Cars

Mrs. Moeller presented the board a Notice to Bidders for Police Cars. She explained that it will be advertised on September 11, bid September 25, and the bids can be sent into the controller's office until October 15 at 9:30 a.m. She added that the bid will be opened at the public works meeting on October 15. She explained that the bids have two options and the bidding criteria is posted in the controller's office for anyone that may need a copy.

Mrs. Cotner-Bailey moved to approve the notice, Mr. Brewer second, motion carries.

4. Larry Summers re: Paving Project Update

Mr. Summers reported that the concrete work on Linda Drive is beginning this week and will lead to the rest of the area north of the 4-H being completed as well. He stated that the paving on Aebersold and Beeler was pushed to the beginning of next week due to a scheduling conflict.

5. Mickey Thompson for Miller Pipeline/Center Point Energy re: Installing new gas service at 1206 Water Work Pl.

Mr. Thompson stated that a map and photo is attached to the permit and the cut will be in the grass and not in the roadway.

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

6. **Mickey Thompson for Duke Energy re: Replacing overhead equipment on existing poles at 1534-1539 Slate Run Rd.**

Mr. Thompson stated that a map and photo is attached for the board to review.

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

7. **Mickey Thompson for AT&T re: Installation of underground conduit/fiber and replace existing pedestals with newer version at 101 Glenmill Rd. and 307 Glenview Heights**

Mr. Brewer approve, **Mrs. Cotner-Bailey** second, motion carries.

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Mr. Brewer moved to approve the **Regular Meeting Minutes for August 27, 2024**, **Mrs. Cotner-Bailey** second, motion carries.

ADJOURN:

There being no further business before the board, the meeting adjourned at 10:51 a.m.

Mickey Thompson, President

Vicki Glotzbach, City Clerk