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, AUGUST 15, 2017 AT 10:00 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

COMMUNICATIONS – PUBLIC:

OLD BUSINESS:

1. No Dumping sign at 1310 Indiana Avenue

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Vicki Glotzbach for Evan Harvey re: Deaf Child at Play sign/lower speed limit at 1139 Beeler Street.

2. Courtney Lewis re: Event Permits Requests

    - Vintage Urban Market "The Fall Flea" September 16th & 17th
    - Culbertson Mansion Coffin Race at New Albany Riverfront on September 23

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Regular Meeting Minutes for August 8, 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, AUGUST 8, 2017 AT 10:00 A.M.

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

OTHERS PRESENT: Deputy Fire Chief Gadd, Fire Marshal Koehler, Linda Moeller, Bryan Slade, Robert Lee, Chris Gardner, Sidney Main, Larry Summers, David Hall, Jessica Campbell, Police Chief Bailey, Assistant Police Chief Fudge, Tonya Fischer, Alicia Meredith, Mr. Brewer, Courtney Lewis, Greg Phipps and Vicki Glotzbach

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

COMMUNICATIONS – PUBLIC:

Derek Misch, Dan Christiani, passed out maps for closures and traffic control plans and reviewed them with the board. He requested an alternating lane closure on Pearl Street between Graybrook Lane and Union Street on August 16th and 17th from 7:00 a.m. to 5:00 p.m. and a a closure on the eastbound lane of Dewey Street in the intersection of E. 16th Street 08-14-17-08-18-17 from 7:00 a.m. to 5:00 p.m.

Mr. Thompson asked if he can adjust the time on the closure near the school so that it doesn't interfere with dropping kids off. He suggested that Mr. Misch contact the school so he can determine a more suitable start time.

Mrs. Cotner-Bailey moved to approve the lane closures and traffic control plans, Mr. Thompson second, motion carries.

Greg Phipps, 3rd District Councilman, stated that he was using the crosswalk at West 1st and Main Street on Saturday evening and there was a vehicle about midway through West 1st and State, but they figured they had enough time to get across particularly with the flashing yellow light. He explained that they then realized that the car wasn't going to stop so they had to pick up their speed to make it safely across the street and while they were eating dinner they witnessed the same thing happen to other pedestrians. He stated that while he is glad that the lights are there he is worried that without education and additional notification, it will give pedestrians a false sense of security. He added that Mr. Barksdale mentioned that the lights don't flash for a very long period of time once the crosswalk button is pushed so maybe that could be extended He suggested possibly adding rubber cones in the street like they have at the high school during school hours for the first 6 months or even a sign suspended on a wire to indicate that vehicles should yield to pedestrians. He stated that if they need some money for that project he is sure he could help them out through the council.

Mr. Summers stated that they have already instructed the contractor to adjust the time at that particular crossing and once they do it should provide ample time. He added that he thinks that as far as the actual crossings, there just needs to be an educational component of that.

Mr. Thompson stated that they have talked internally about some type of informational piece.

Mrs. Cotner-Bailey asked if there is a sign currently at the location that says yield or stop.

Mr. Phipps stated that there is a sign over to the side. He explained that when he was in Savannah the signs read "Yield Pedestrians State Law" and when they were in New Orleans they watched the police ticket drivers that weren't yielding to pedestrians. He stated that he doesn't know that they need to go that far but a lot of communities take this seriously for the safety of the pedestrians.

Mr. Nash asked when the timing change would be made.

Mr. Christmas stated that it should be done this week.

Mr. Nash stated that after that is done he thinks there needs to be further evaluation.

John Kettler, Pekin Road, stated that he has rental property at 1310 Indiana Avenue and people keep dumping trash on the back of the lot which makes it hard for him to upkeep. He requested a "No Dumping" sign be installed and added that the city has had to remove tree trimmings twice and he has had old furniture dumped there as well.

Mr. Nash asked if he has any idea where it is coming from.

Mr. Kettler stated that he believes the furniture is coming from the apartments behind the property

Mr. Thompson stated that he would go look at the location and see if there is a place that the city could install a sign. He suggested that Mr. Kettler put a sign on his actual property as well as possibly installing a camera that could help the police catch the individuals that are doing it.

Sonny Dickerson, HWC Engineering, stated that this week they are finishing up the loops for the new signals and the decorative crosswalks should be done by the end of the week or early next week. He explained that they started on all the overhead street signs today and that should take about 5-6 days.

Mr. Thompson asked if they covered the "cross-street traffic does not stop" sign

Mr. Dickerson stated that he thinks they have taken all of them down.

Wes Christmas, Clark-Dietz, stated that yesterday MAC milled the northbound lanes on State Street to Green Valley Road and today the subcontractor is installing the signal loops in the milled surface and hopefully they will hit the loops at State and Main after that. He explained that once the loops are done they plan to come back and do any additional patching on that half of the road that needs to be done prior to surface being placed on Thursday and Friday.

Mr. Nash asked about pavement markings.

Mr. Christmas stated that he hasn't heard confirmation yet but they did make the request at their last progress meeting that the striping subcontractor come in immediately after the paving is done. He explained that in addition to the work on State Street a separate crew is doing patching work on East Main Street from 5th-15th which started on Friday. He stated that they are flagging traffic and will continue to do so until the work is finished.

Brandon Frazier, Jacobi, Toombs & Lanz, updated the board on the Bono Road and Daisy Lane project. He stated that they have a pre-construction meeting with Flynn Brothers and the project is scheduled to begin construction on August 21. He explained that they are coordinating with the paving that is going on at State Street as well as coordinating with Derek Misch and IN-AWC regarding water main installation. He added that the detour route that was previously approved will not change. He stated that construction on Bono Road is scheduled to take about 90 days and is expected to be done before Thanksgiving.

Mr. Nash asked about the Daisy Lane Extension Project.

Mr. Frazier stated that retaining walls 1-4 have been constructed and a 5 is currently being constructed with 6 to follow immediately after. He explained that the construction schedule is being controlled by the construction of these walls and in the meantime they are working on storm sewer installation. He added that they are still on schedule to finish October 27.

Roger Baylor stated that it would help to have more trash containers in the grid project area neighborhoods as well as in the downtown area.

Brian Fleck, Lochmueller Group, stated that the surface paving was completed on McDonald Lane yesterday and they have striping scheduled for next Tuesday. He explained that the electrical contractor is coming in next week to install loops for the signals at Grant Line and Charlestown Road as well as the roadway signage. He stated that Milestone is working on punch list items as well as the railroad area today to get it prepped to finish up sidewalks.

Mr. Nash asked for a projected final completion date.

Mr. Fleck explained that the intermediate completion date is August 22 and after that there will be punch list items and he would expect that to go through the month of September.

Mr. Summers stated that anyone that has driven the road can tell the final product is really nice.

Mr. Nash stated that he knows it was a two year project but people still complain about how long it took.

Mr. Summers stated that to the lay person they doesn't understand a lot of the components of a roadway project such as the underground work with the utilities. He added that this was a project that they anticipated would take two years and it has come to fruition around that timeframe.

Mr. Nash asked if the mailbox issue has been settled.

Mr. Summers stated that they are working on a solution.

Dennis Rogers, 2598 W. Robin Road, stated that he had a combination retirement/birthday celebration and all of his friends that came from Louisville used their GPS systems and it took them to McDonald Lane but there were no signs. He stated that he knows this has been a long process but he thought when the sidewalk and first layer of pavement went in they would replace the signs.

Mr. Thompson stated that it is being taken care of and explained that the contractor that is doing the signal is also doing the signage.

Mr. Nash stated that he was told this would be finished next week.

OLD BUSINESS:

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. **Vicki Glotzbach re: Request Handicap Sign be moved from 1402 Chartres Street to new address at 1319 Vance Avenue**

Ms. Glotzbach presented a handicap request to move a sign from 1402 Chartres Street to 1319 Vance Avenue and stated that it has been reviewed and approved by Officer Miller.

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

2. **Linda Moeller re: Bank Reconciliation Worksheet for June 2017**

Mrs. Moeller requested that the Bank Reconciliation Worksheet for June 2017 be read into the minutes.

3. Mickey Thompson re: Parking issues at 604 East Spring Street

Mr. Thompson stated that Randy Smith asked that the install gravel there where the garbage trucks are going through but when he looked it up it shows that it is private property so he doesn't think the city can block it.

APPOINTMENTS:

CLAIMS:

Mrs. Moeller presented the following claims from the period of 07/25/17 to 08/07/17 in the amount of $1,889,558.21:

General Claims (Bank 1):	622,243.39	
Fire Department:	6,805.59	
Police Department:	51,285.96	
Street Department:	2,066.93	
Parks Department:	26,567.30	
	Total From Above:	708,969.17
Medical/Drug Fund (Bank L):	1,185.25	
Payroll Claims (Bank 2):	1,137,247.35	
Sanitation Fund:	-	
Thursday Utility Claims:	42,156.44	
	Total From Above:	1,180,589.04
	Grand Total:	1,889,558.21

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

APPROVAL OF MINUTES:

Mr. Thompson moved to approve the Regular Meeting Minutes for August 1, 2017 as corrected, Mrs. Cotner-Bailey second, motion carries.

ADJOURN:

There being no further business before the board, the meeting adjourned at 10:35 a.m.

Warren V. Nash, President

Vicki Glotzbach, City Clerk

All meetings are recorded and on file with the City Clerk's Office

Special Event Permit Application

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

Name of Organization: Vintage urban market

Name of Applicant: Lisa Parker Date: 7/15/2017

Address: 7601 N. Park Place City: Louisville State: Ky Zip: 40222

Contact Phone :(502) 533-2688 Email: rachelpart@bellsouth.net

Onsite event day contact person: Lisa Parker Phone: 502-533-2688

Event Information

Type of Event

___ Run/Walk ___ Rally ___ Parade ___ Wedding Ceremony/Photos

___ Fair ___ Concert ___ Picnic ✓ Other (Specify) Flea market

Event Title: The Fall Flea

Event Date: Sept 16 + 17 Estimated Attendance: 1,000

Requested Park: ___ Bicentennial Park ___ Riverfront Amphitheater ___ City Square

✓ Other (Specify) Parking lot in front of amphitheater + YMCA (plus fenced in parking area)

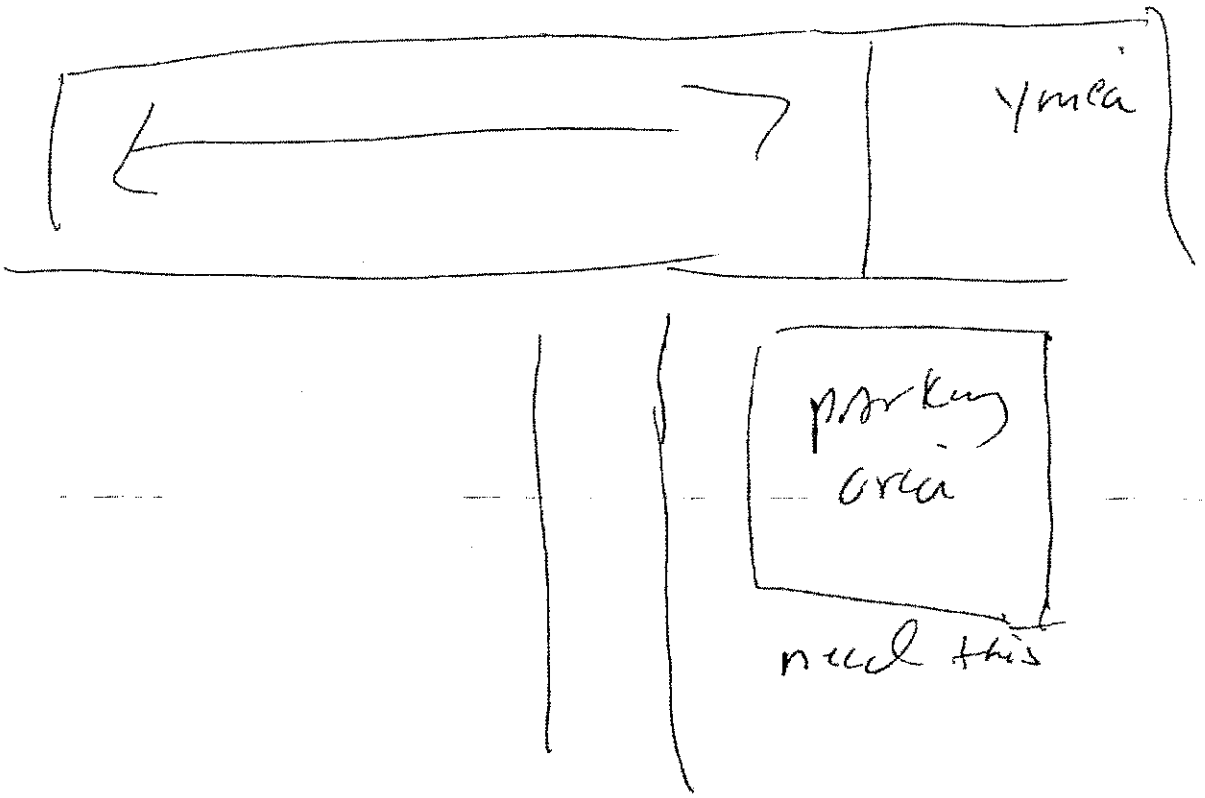
Event Hours: 9 AM/PM - 5 AM/PM

Set Up Hours: ___ AM/PM - ___ AM/PM Tear Down Hours: ___ AM/PM - ___ AM/PM

(Afternoon of Sept
Teardown Sun Sept
after 4pm

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
		ELECRTICITY REQUIRED, IF YES SOURCE ___
✓		BOOTHS, EXHIBITS, DISPLAYS


ymca
parking area
need this

___ ___ CANOPIES, TENTS

___ ___ VEHICILES, TRAILERS, IF YES HOW MANY _____

___ ✓ TRASH CONTAINERS, DUMPSTERS

✓ ___ PORTABLE TOILETS

✓ ___ ENTERTAINMENT, IF YES PLEASE DESCRIBE Band

___ ___ INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE _____

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 clewis@cityofnewalbany.com or 812.948.5333.

Name of Applicant: Lisa Porter Lisa Porter (please print)

Signature: L Porter **Date:** 7/14/2017

Office Use Only

_____ Approved Notes: _____

_____

_____ Denied Signed: _____ Date: _____

(Board of Works President)

CONCRETE ITEMS

VEHICLES, TRAILERS, IF YES HOW MANY _____

TRACTORS/MOWERS, COMPACTORS

POTTY/PORTOLETS

ENTERTAINMENT, IF YES PLEASE DESCRIBE _____

INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE _____

Voluntary Donations

While there is no fee for the use of our non-park public spaces, donations are accepted for the use of the City of New Albany Recreational Facilities. Contributions to City Hall or any other [illegible] City Departments support a broad array of recreational activities [illegible]

Other permits

All contractors of the [illegible] must be approved by Board of Works approval and may require approval by [illegible] from other municipal Boards of Works approval permits use of the specified spaces in the terms of the permit and does not constitute permission from other agencies. Permits also require other applicable municipal approval and permitting from state agencies. It is our express responsibility of the applicant to secure all necessary permissions and permits.

Insurance Requirements

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

Affidavit of Application

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand and am to abide by the policies, rules and regulations found on the back of this form, including City of New Albany and [illegible], as they pertain to the requested use. Violations, [illegible] and [illegible] any significant damage to city property will be the sole responsibility of the applicant. By signing this application, [illegible] agrees to follow all rules and regulations and city ordinances. The permit, if granted, is not transferable [illegible]

[illegible]

For any questions regarding the application process, please contact the Parks and Recreation Department at [illegible] or 812-944-5343.

Name of Applicant _____ (please print)

Signature _____

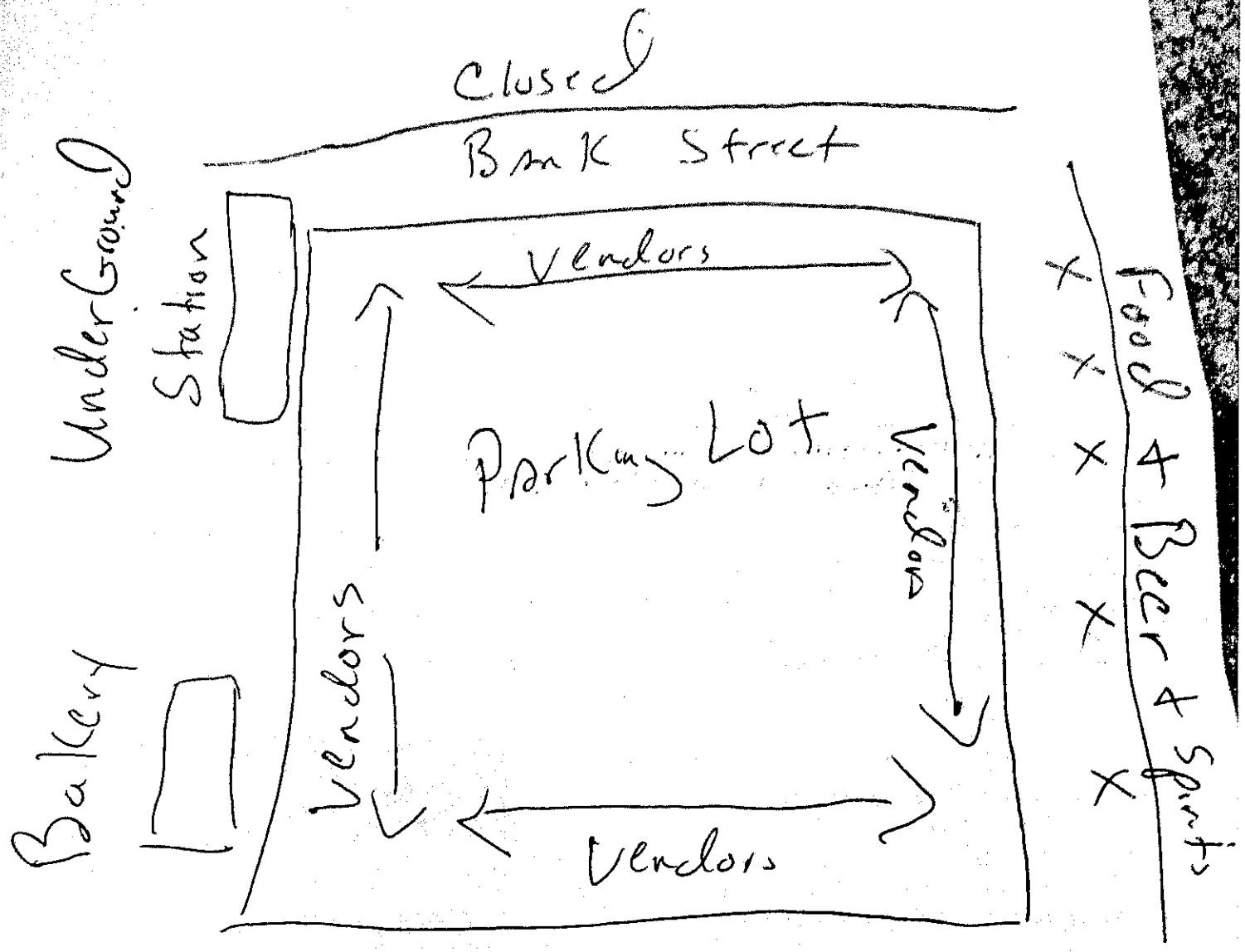
Office Use Only

Approved or Denied _____

_____

Permit Number _____ Date _____

Fees [illegible]


Closed
Bank Street
Underground
Station
Vendors
Parking Lot
Vendors
Vendors
Vendors
Bakery
Food & Beer & Spirits

Special Event Permit Application

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

Name of Organization: Culbertson mansion SHS

Name of Applicant: Kristina Kimmick Date: _____

Address: 914 E. main St City: New Albany State: In Zip: 47150

Contact Phone :(812) 944-9600 Email: KKimmick@Indianamuseum.org

Onsite event day contact person: Kristina Kimmick Phone: 812-820-1129

Event Information

Type of Event

___ Run/Walk ___ Rally ___ Parade ___ Wedding Ceremony/Photos

___ Fair ___ Concert ___ Picnic X Other (Specify) Coffin Race

Event Title: Culbertson mansion coffin Race

Event Date: Sept. 23, 2017 Estimated Attendance: 100 +

Requested Park: Bicentennial Park _____ Riverfront Amphitheater _____ City Square

X Other (Specify) Riverfront - East of 6th street

Event Hours: 4:00 AM/PM - 6:00 AM/PM

Set Up Hours: 3:00 AM/PM - 4:00 AM/PM Tear Down Hours: 6:00 AM/PM - 7:00 AM/PM

Please indicate all of the following that apply to your event

Yes	No	
___	X	FOOD CONCESSIONS
___	X	ALCOHOLIC BEVERAGES
___	X	FIRST AID FACILITY AND AMBULANCE
X	___	TABLES AND CHAIRS SET UP, IF YES HOW MANY 3 - 4 tables few chairs
X	___	FENCING, BARRIERS, BARRICADES
___	X	ELECRTICITY REQUIRED, IF YES SOURCE _____
___	X	BOOTHS, EXHIBITS, DISPLAYS

Name of Organization _____

Name of Applicant _____ State _____

Address _____ City _____ State _____ Zip _____

Contact Phone _____ Email _____

Date _____

Event Information

Type of Event

___ Run/Walk ___ Rally ___ Parade ___ Wedding Ceremony/Photos

___ Fair ___ Concert ___ Picnic ___ Other (Specify) _____

Event Title _____

Event Date _____ Estimated Attendance _____

Requested Park ___X___ Sacramento Fair ___ Riverfront Amphitheater ___ City Grants

___X___ Other (Specify) _____

Event Hours _____ AM/PM - _____ AM/PM

Set Up Hours _____ AM/PM - _____ AM/PM Teardown Hours _____ AM/PM - _____ AM/PM

Please indicate any additional services you will need

Yes No

___ ___ FOOD OR PROFESSIONS

___ ___ AUDIO/VIDEO SERVICES

___ ___ FIRST AID FACILITY AND ASSISTANCE

___ ___ TABLES AND CHAIRS SET UP IF YES HOW MANY _____

___ ___ FENCING, BARRIERS, SERVICE AREA

___ ___ ELECTRICITY REQUIRED IF YES SOURCE _____

___ ___ ROPES, LIGHTS, DISPLAYS

X ___ CANOPIES, TENTS

X ___ VEHICILES, TRAILERS, IF YES HOW MANY 6 - 10

___ X TRASH CONTAINERS, DUMPSTERS

___ X PORTABLE TOILETS

___ X ENTERTAINMENT, IF YES PLEASE DESCRIBE _____

___ X INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE _____

Voluntary Donations

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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 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 clewis@cityofnewalbany.com or 812.948.5333.

Name of Applicant: Kristina Kimnick (please print)

Signature: _____ **Date:** 8/3/17

Office Use Only

_____ Approved Notes: _____

_____ Denied Signed: _____ Date: _____

(Board of Works President)

___ ___ CANOPIES, TENTS

___ ___ VENDOR'S, TRAILERS, IF YES NOW/LAWAY _____

___ ___ TRASH CONTAINERS, UNDERSIGNED

___ ___ 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 community-wide spaces, organizers are expected to contribute to the City of New Albany Environmental Park, Riverfront, Community Park, City square or any other community park or public space. Contributions support a broad array of recreational activities for residents and visitors, as well as needing to maintain, improve and/or replace system. Donations made to New Albany Parks and Recreation Department are tax deductible.

Conditions

All conditions 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 and conditions set forth in the permission from other agencies. Events that impact other agencies must seek proper approval and permit prior to any other agencies. It is the express responsibility of the applicant to secure all necessary permissions and approvals.

Insurance Requirements

Proof of insurance may be required as an official permit approval. Each event is evaluated on its risk and exposure. The City of New Albany is not responsible for any accidents or injuries or property damage resulting from the issuance of this permit.

Affidavit of Applicant

Everything that I have stated on the application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations filed on file and applicable Ohio, Federal or City of New Albany ordinances, as in relation to the rules and laws. Applicant agrees and acknowledges 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 personal, financial and material risks associated with any fine at the discretion of the New Albany Board of Public Works and facilities of the City of New Albany are open to all citizens regardless of race, creed, color, religion, national origin or handicap.

SIGNATURES

Name of Applicant: _____ (please print)

Signature: _____ Date: _____

Office Use Only

_____ Approved Notes: _____

_____

_____ Denied Signed: _____ Date: _____

(If not in Board Packet)