

## 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, FEBRUARY 23, 2016 AT 10:00 A.M.**

### CALL TO ORDER:

### PLEDGE OF ALLEGIANCE:

### NEW BUSINESS:

1. Derek Misch with Dan Christiani re: 10<sup>th</sup> Street and Breakwater Apartment Project
2. Vectren re: Cut permits for 1931 Center St. (13200581) – sidewalk cut, 1932 Center St. (13200589) – sidewalk cut, 420 W. 7th St. (13213213) – sidewalk cut, 2019 E. Market St. (13200621) – sidewalk cut

### COMMUNICATIONS – PUBLIC:

### OLD BUSINESS:

1. Curb Cut on Daisy Lane and Green Valley Road
2. City owned house to be torn down at 3217 Grant Line Road
3. Mayor's Downtown Car Shows
4. Covered fire hydrants on Country Club Drive

### TABLED ITEMS:

### COMMUNICATIONS - CITY OFFICIALS:

1. Chief Juliot re: Self demotion of Sergeant Justin Howard
2. Courtney Lewis re: Event permit request for Roger Baylor for 2<sup>nd</sup> Annual Biers on Parade

### APPOINTMENTS:

### BIDS:

### CLAIMS:

### APPROVAL OF MINUTES:

**Regular Meeting Minutes for February 16, 2016**

### ADJOURN:

**THE BOARD OF PUBLIC WORKS & SAFETY OF THE CIVIL CITY OF NEW ALBANY, INDIANA, HELD AN EXECUTIVE SESSION IN THE THIRD FLOOR CONFERENCE ROOM OF THE CITY/COUNTY BUILDING ON TUESDAY, FEBRUARY 16, 2016 AT 9:45 A.M.**

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

**ALSO PRESENT:** Stan Robison and Vicki Glotzbach

**President Nash called the meeting to order at 9:45 a.m.**

The council discussed personnel issues. No other business was discussed.

**ADJOURN:**

There being no further business before the board, the meeting adjourned at 9:55 a.m.

---

Warren V. Nash, President

---

Vicki Glotzbach, City Clerk

**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, FEBRUARY 16, 2016 AT 10:00 A.M.**

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

**OTHERS PRESENT:** Police Chief Bailey, Assistant Police Chief Fudge, Deputy Fire Chief Gadd, Fire Marshal Koehler, Larry Summers, Chris Gardner, David Hall, Brandon Sailings, Bryan Slade, Alicia Meredith, Courtney Lewis, Jessica Campbell, John Rosenbarger, Stan Robison, Linda Moeller, Tonya Fischer and Vicki Glotzbach

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

**NEW BUSINESS:**

**1. Mohammad Nouri re: Curb cut on Daisy Lane and Green Valley Road**

**Mr. Nouri** stated that he is representing Advance ENT which is a group of physicians that is planning to locate to a new facility at the corner of Daisy Lane and Green Valley Road. He said that this project has gone through the PUDD process and has received approval. He explained that there is a slight modification to the plan which he has spoken with Mr. Wood and Mr. Summers about. He said that the revision includes a new curb cut on Green Valley Road. He passed out a copy of the plan and reviewed it with the board. He pointed out that the subject driveway is on Green Valley Road at the northern portion of the property and its primary purpose will be to serve 29 employees only.

**Mr. Nash** asked how far the curb cut is from the intersection.

**Mr. Nouri** replied approximately 500 feet or so. He said that the main entrance will be on Daisy Lane.

**Mrs. Cotner-Bailey** said that her concern is with employees trying to turn left onto Green Valley Road especially during peak hours.

**Mr. Nash** stated that sight distance could be a problem because of the hill.

**Mr. Thompson** asked Mr. Summers if he thought there was a problem with sight.

**Mr. Summers** replied that he would like to look at it again for sight distance because he wasn't thinking about the hill being there and was just thinking about it in terms of the flow of traffic through there.

**Mr. Thompson** asked how soon they wanted to start construction.

**Mr. Nouri** replied that they want to move in by November of this year so it is a very ambitious schedule that they have in mind.

**Mr. Thompson** asked Mr. Summers to take a look at it before the next meeting.

**Police Chief Bailey** asked how the employees will get to the facility.

**Mr. Nouri** stated they will use the existing sidewalks.

**Mr. Summers** stated that their original plan had a large culvert so they could get across the creek but it ended up being cost prohibitive.

Mr. Nash asked if there is a change, doesn't it have to go back to the plan commission to get approval.

Mr. Summers stated that it is still within the main scope of the PUDD.

Mr. Nash stated that he knows it would be within the scope but doesn't any change have to go back for approval.

Mr. Summers stated that would be a question for Mr. Wood.

Mr. Nouri stated that they will go back to the plan commission on March 17<sup>th</sup> to present the revised plan as well as all the landscaping plans, lighting plans, etc. He added that they would like to begin construction before Derby.

Mr. Nash stated that he would like the plan commission to approve it first and then this board will look at it the Tuesday after the plan commission's March 17<sup>th</sup> meeting.

**Mrs. Cotner-Bailey moved to take this under advisement until the plan commission approves the change, Mr. Thompson second, motion carries.**

## **2. Cody West re: request for "Hidden Driveway" sign at 301 Chanda Lane**

Mr. West stated that he would like to see a "Hidden Driveway" sign placed at the top of the hill.

Mr. Nash asked if it is a proposed driveway.

Mr. West replied yes.

Mr. Nash asked how he gets access to the property now.

Mr. West replied that there is a drive that comes off Broekers Lane.

Mr. Nash asked if he was going to build a house.

Mr. West replied yes.

Mr. Thompson asked if there is a driveway off Broekers Lane or Chanda Lane.

Mr. West replied both.

Mr. Nash stated that one of the conditions of the board of appeals is for Mr. West to petition this board for a "Hidden Driveway" sign.

**Mr. Thompson moved to approve a "Hidden Entrance" sign on Chanda Lane subject to his review, Mrs. Cotner-Bailey second, motion carries.**

## **3. Tom Childress re: Banner request for Silver Heights Camp May 23<sup>rd</sup> thru June 6<sup>th</sup>**

Mr. Thompson stated this is one that they do every year.

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

### **COMMUNICATIONS – PUBLIC:**

Mr. Shane Jenkins, Vectren, requested a street cut permit at 1309 Ridgeway Avenue for a retired service.

**Mr. Thompson moved to approve street cut permit at 1309 Ridgeway Avenue, Mrs. Cotner-Bailey second, motion carries.**

Mr. Richard Otey stated that he was before the board in August of last year concerning the

property at 3217 Grant Line Road. He explained that it is a city owned property and has been abandoned for many years. He said that he was told that it was going to be torn down by the end of last year but it is still there and he would like to know what the plans are.

**Mr. Rosenbarger** stated that there is a list.

**Mr. Summers** stated that he knows that Mr. Brewer was talking with someone to take them down the last he heard.

**Mr. Otey** stated that he is trying to make some business decisions based on this and wanted to know if it could be narrowed down.

**Mr. Rosenbarger** stated that he will report back next week.

**Mr. Nash** stated that someone will contact Mr. Otey next week to let him know.

**OLD BUSINESS:**

**Mr. Thompson** moved to deny the grievance of Suzanne Crady with the communications department, **Mr. Nash** second, motion carries. **Mrs. Cotner-Bailey** abstained.

**TABLED ITEMS:**

**COMMUNICATIONS - CITY OFFICIALS:**

**1. Dennis Smith re: Mayor's Downtown Car Shows**

**Mr. Smith** stated that he would like to get approval for the mayor's downtown car shows which are May 15<sup>th</sup> and September 18<sup>th</sup>.

**Mrs. Cotner-Bailey** asked if they are both on Sunday.

**Mr. Smith** replied yes.

**Mr. Nash** asked where they would be.

**Mr. Smith** stated in the same area downtown as the Harvest Homecoming. He said they will need to block off Market Street between State Street and Third Street, Pearl Street between Spring Street and Main Street and Bank Street between Spring Street and Main Street.

**Mr. Nash** asked what hours that would be.

**Mr. Smith** stated that the one on May 15<sup>th</sup> is 10:00 a.m. until 5:00 p.m. and the rain date is May 22<sup>nd</sup>. He said that the one on September 18<sup>th</sup> is from noon until 6:00 p.m. and the rain date is October 2<sup>nd</sup>.

**Mr. Nash** asked who is going to notify St. Mark's and any other churches involved.

**Mr. Smith** stated that he would.

**Mrs. Cotner-Bailey** asked what time the vehicles would be loaded in.

**Mr. Smith** stated that they are not actually supposed to start coming in until about 2:00 p.m. but we close the street off at 12:00 p.m.

**Mrs. Cotner-Bailey** said that she thinks that part of the problem is last year businesses like Toast had a lot of people complain because they had customers that were trying to get to them well before the car show started but the street was blocked off.

**Mr. Smith** stated that normally they block the street off at noon.

**Mr. Nash** asked why they would have to block it off at noon if it is not until 2:00 p.m.

**Mr. Smith** replied to get all of the vehicles still parked in there out.

**Mrs. Cotner-Bailey** asked about the one on May 15<sup>th</sup> that starts at 10:00 a.m.

**Mr. Smith** stated that the street would be blocked at 10:00 a.m. and he goes around to all the businesses to let them know what is going on.

**Mrs. Cotner-Bailey** asked that he be sure and check on the businesses that are affected and make sure they are good.

**Mr. Smith** said that he does every year.

**Mr. Thompson** stated that the one in May is 10:00 a.m. until 5:00 p.m. and the one in September is 12:00 p.m. until 6:00 p.m. and asked why there is a difference in times.

**Mr. Smith** explained that the Back In Time Car Club does the one in May in conjunction with the mayor and the one in September is just the mayor's show only.

**Mr. Nash** asked if 10:00 a.m. is in concrete or could it be negotiated.

**Mr. Smith** stated that he would have to check and see. He added that if someone wants in all they have to do is come up there and they let them in.

**Mrs. Cotner-Bailey** asked him to communicate that with the restaurants.

**Mr. Thompson** asked Mr. Nash if he wanted Mr. Smith to check with the car club to move their time to noon.

**Mr. Nash** replied yes.

**Mr. Thompson** moved to take this item under advisement until the car club lets the board know if they can move their start time to noon, Mrs. Cotner-Bailey second, motion carries.

**2. John Rosenbarger re: Contract with Beam, Longest and Neff, LLC for the Construction Observation phase for the Ohio River Greenway project**

**Mr. Rosenbarger** explained that the final segment of the Greenway Project is from Eighth Street to 18<sup>th</sup> Street and is scheduled for letting by INDOT and construction should get going sometime in late June or early July. He added that it would go to flood control afterwards.

**Mr. Nash** asked what construction observation phase means.

**Mr. Rosenbarger** stated that it means inspecting the quality of the project adherence to the specifications, troubleshooting, solving any construction issues, change orders, etc. during our construction phase. He said then there is documentation that takes about two or three months afterwards.

**Mr. Nash** asked where we are as far as construction phase.

**Mr. Rosenbarger** stated that the contract should be awarded sometime in May with construction as early as late June.

**Mr. Nash** asked if this is a preliminary step before construction.

**Mr. Rosenbarger** stated that it is inspection done during construction.

**Mr. Nash** asked when the construction period would be.

**Mr. Rosenbarger** stated that it will be through November at least and finish in the spring

weather permitting with plantings and landscaping.

**Mr. Nash** asked if it will be substantially completed in 2016.

**Mr. Rosenbarger** replied yes. He added that it is 80% federally funded.

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

### **3. Courtney Lewis for Keg Liquors re: Special Event Permit**

**Ms. Lewis** stated that they would like to move their Fest of Ale to New Albany from Clarksville. She said that it is a fundraiser for the Crusade for Children and is their 11<sup>th</sup> year for it. She explained that they would like to have it at the amphitheater on Saturday, June 4<sup>th</sup> and that they are well aware of all of the permitting and everything that they need to do. She added that they limit the ticket sales to 1,500 so there won't be more than that there.

**Mr. Thompson** asked if she takes care of scheduling now so we don't have to ask Mr. Gardner if the amphitheater is available for that day.

**Ms. Lewis** replied yes.

**Mrs. Cotner-Bailey** stated that she really likes the permit form and it makes the process very nice.

**Ms. Lewis** stated that this is a very well organized event and pending approval, he will be in contact with the police and fire departments. She also stated that he worked closely with the Clarksville Fire Department when it was held in Clarksville since it is a Crusade for Children fundraiser so she thinks he would like to have that same relationship with the New Albany Fire Department and Harvest Homecoming because everyone is working together on the crusade this year.

**Mr. Nash** stated that it sounds like a lot of people for that area.

**Ms. Lewis** stated that we have had more.

**Mr. Gardner** asked how he will be handling the barricades for liquor sales.

**Ms. Lewis** replied that he is talking about having a tent in the same spot where the Harvest tent goes and then close in the front half.

**Mr. Gardner** asked if fencing around the entire amphitheater would be necessary.

**Ms. Lewis** replied that she doesn't know yet because it is still a work in progress since he has never had it here before but he is very aware of all of the laws he has to follow.

**Mr. Gardner** state that he would like to be included if any fencing is going to be driven into the flood wall.

**Mr. Thompson** moved to approve subject to the approval of **Mr. Gardner**, **Mrs. Cotner-Bailey** second, motion carries.

### **4. Vicki Glotzbach for INAWC re: Street cut at 122 Farrington**

**Mrs. Glotzbach** explained that the above request came in after the packets went out and requested approval of the cut.

**Mr. Thompson** stated that it has already been done.

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

### **5. Warren Nash re: Covered fire hydrants on Country Club Drive**

**Mr. Nash** asked if the fire department could look into the hydrants that are covered on Country Club Drive.

**Deputy Fire Chief Gadd** said that he called American Water and they said that they are working on them. He said that they explained to him that they are trying to catch the ones that they don't have to shut so many customers down.

**Mr. Nash** stated that someone brought up at the city council meeting that most of the hydrants that were covered are not covered anymore and he wonders if the ones on Country Club didn't make the cut.

**Deputy Fire Chief Gadd** stated that he would check.

**APPOINTMENTS:**

**BIDS:**

**CLAIMS:**

**APPROVAL OF MINUTES:**

**Mrs. Cotner-Bailey** moved to approve the Executive Meeting Minutes for February 9, 2016, **Mr. Thompson** second, motion carries.

**Mrs. Cotner-Bailey** moved to approve the Regular Meeting Minutes for February 9, 2016, **Mr. Thompson** second, motion carries.

**Mr. Thompson** moved to approve the Grievance Hearing Minutes for February 9, 2016, **Mr. Nash** second, motion carries. **Mrs. Cotner-Bailey** abstained.

**ADJOURN:**

There being no further business before the board, the meeting adjourned at 10:40 a.m.

---

Warren Nash, President

---

Vicki Glotzbach, City Clerk





MAXIMO SITE VISIT / SEWER LOCATE FORM

Operations Center (Write in) CLARKSVILLE

Street Address 931 CENTER ST. City/Town NEW ALBANY

MAXIMO "Parent" Work Order Number 13200581

MAXIMO "Child" Work Order Number 13207846

New  Renew  Retire  Resize  Relocate  Other  Estimate only

1.  <sup>Y</sup>  <sup>N</sup> Sewer lateral locate is needed. If not, explain why. \_\_\_\_\_

2.  <sup>Y</sup>  <sup>N</sup> 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.  <sup>Y</sup>  <sup>N</sup> Site is marked in white for locates or locates have been requested and will be ready in two working days.

Locate Number \_\_\_\_\_ Time Called \_\_\_\_\_

Start Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

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

CITY OF NEW ALBANY SIDEWALK

5.  <sup>Y</sup>  <sup>N</sup> Necessary material is in truck stock. If not what is needed (Write in) \_\_\_\_\_

6. Estimated scheduled start date (Write in) 2-23-16

7. Other information needed to complete this work:

Special crew or equipment (Write in) \_\_\_\_\_

Other (Write in) \_\_\_\_\_ Welder

Completed by WAYNE ASHER Date 2-23-16

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 1932 CENTER ST. City/Town NEW ALBANY

MAXIMO "Parent" Work Order Number ~~13213273~~ 13200589

MAXIMO "Child" Work Order Number ~~13213486~~ 13207873

New  Renew  Retire  Resize  Relocate  Other  Estimate only

1.  <sup>Y</sup>  <sup>N</sup> Sewer lateral locate is needed. If not, explain why. \_\_\_\_\_

2.  <sup>Y</sup>  <sup>N</sup> 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.  <sup>Y</sup>  <sup>N</sup> Site is marked in white for locates or locates have been requested and will be ready in two working days.

Locate Number \_\_\_\_\_ Time Called \_\_\_\_\_

Start Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

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

CITY OF NEW ALBANY SIDEWALK

5.  <sup>Y</sup>  <sup>N</sup> Necessary material is in truck stock. If not what is needed (Write in) \_\_\_\_\_

6. Estimated scheduled start date (Write in) 2-23-16

7. Other information needed to complete this work:

Special crew or equipment (Write in) \_\_\_\_\_

Other (Write in) \_\_\_\_\_ Welder

Completed by WAYNE ASHER Date 2-19-16

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 420 W 7<sup>th</sup> ST City/Town NEW ALBANY

MAXIMO "Parent" Work Order Number 13213213

MAXIMO "Child" Work Order Number 13213486

New  Renew  Retire  Resize  Relocate  Other  Estimate only

1.  <sup>Y</sup>  <sup>N</sup> Sewer lateral locate is needed. If not, explain why. \_\_\_\_\_

2.  <sup>Y</sup>  <sup>N</sup> 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.  <sup>Y</sup>  <sup>N</sup> Site is marked in white for locates or locates have been requested and will be ready in two working days.

Locate Number \_\_\_\_\_ Time Called \_\_\_\_\_

Start Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

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

CITY OF NEW ALBANY (SIDEWALK)

5.  <sup>Y</sup>  <sup>N</sup> Necessary material is in truck stock. If not what is needed (Write in) \_\_\_\_\_

6. Estimated scheduled start date (Write in) 2-23-16

7. Other information needed to complete this work:

Special crew or equipment (Write in) \_\_\_\_\_

Other (Write in) \_\_\_\_\_ Welder

Completed by WAYNE ASTER Date 2-19-16

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 2019 E MARKET ST. City/Town NEW ALBANY

MAXIMO "Parent" Work Order Number 13200621

MAXIMO "Child" Work Order Number 13207924

New  Renew  Retire  Resize  Relocate  Other  Estimate only

1.  <sup>Y</sup>  <sup>N</sup> Sewer lateral locate is needed. If not, explain why. \_\_\_\_\_

2.  <sup>Y</sup>  <sup>N</sup> 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.  <sup>Y</sup>  <sup>N</sup> Site is marked in white for locates or locates have been requested and will be ready in two working days.

Locate Number \_\_\_\_\_ Time Called \_\_\_\_\_

Start Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

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

CITY OF NEW ALBANY (SIDEWALK) PERMIT

5.  <sup>Y</sup>  <sup>N</sup> Necessary material is in truck stock. If not what is needed (Write in) \_\_\_\_\_

6. Estimated scheduled start date (Write in) 2-23-16

7. Other information needed to complete this work:

Special crew or equipment (Write in) \_\_\_\_\_

Other (Write in) \_\_\_\_\_ Welder

Completed by WAYNE ASHER Date 2-19-16

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



# New Albany Fire Department



**Matt Juliot**  
*Fire Chief*

**Brian Gadd**  
*Deputy Chief Personnel*

**Jackie Barnes**  
*Battalion Chief of Training*

**Chris Koehler**  
*Fire Marshal*

**Joe Squier**  
*Investigator*

Date: February 18, 2016  
To: Board of Public Works and Safety  
From: Chief Juliot  
Re: Self Demotion

I am in receipt of a letter from Sergeant Justin Howard requesting that he be granted a self-demotion by the Chief's Office. Attached is a copy of the letter from Sergeant Howard. I request that the Board of Public Works and Safety accept Sergeant Howard's letter and he be granted the requested demotion.

Respectfully,



Chief Matthew Juliot

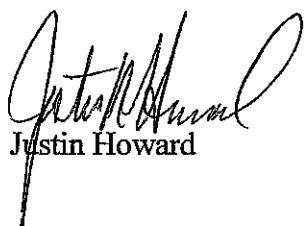
13 February 2016

Chiefs' Office

D.C. B. Gadd

Chief Gadd,

As of this time I feel it is no longer in my or the Fire Departments' best interest to continue in the rank of Sergeant. I would prefer to resign my position at the earliest possible convenience. I have notified Capt. Mayfield and B.C. Bowyer of my decision.



Justin Howard

**City of New Albany Bicentennial Park,  
Riverfront Amphitheater, City Square  
Special Event Permit Application**

311 Hauss Square Room 316, New Albany, IN 47150  
812-848-5333  
www.cityofnewalbany.com



Name of Organization: New Albany Restaurant and Bar Association  
Name of Applicant: Roger A Baylor Date: \_\_\_\_\_

Address: 1117 East Spring St City: New Albany State: IN Zip: 47150  
Contact Phone: (502) 468-9710 Email: rogar@newalbany.in.com  
Onsite event day contact person: Roger A Baylor Phone: 502-468-9710  
or Matt McMahon 502-773-8195

**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 type="checkbox"/> Concert	<input type="checkbox"/> Picnic	<input type="checkbox"/> Other (Specify)
Event Title: <u>2nd Annual Biers on Parade (bar + food)</u>			

Sat. Oct 1  
At conclusion of  
→ Farmers Market  
circle 1:00-1:30  
pm setup

Requested Park:  Bicentennial Park  Riverfront Amphitheater  City Square  
Event Hours: 2:00 AM/PM - 6:00 AM/PM  
Set Up Hours: 1:30 AM/PM - 2:00 AM/PM Tear Down Hours: 6 AM/PM - 7 AM/PM

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 type="checkbox"/> | FIRST AID FACILITY AND AMBULANCE                             |
| <input type="checkbox"/>            | <input type="checkbox"/> | TABLES AND CHAIRS SET UP, IF YES HOW MANY _____              |
| <input type="checkbox"/>            | <input type="checkbox"/> | FENCING, BARRIERS, BARRICADES                                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELECTRICITY REQUIRED, IF YES SOURCE <u>there already</u>     |
| <input type="checkbox"/>            | <input type="checkbox"/> | BOOTHs, EXHIBITS, DISPLAYS                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | CANOPIES, TENTS  |
| <input type="checkbox"/>            | <input type="checkbox"/> | VEHICLES, TRAILERS, IF YES HOW MANY _____                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | TRASH CONTAINERS, DUMPSTERS                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | PORTABLE TOILETS   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ENTERTAINMENT, IF YES PLEASE DESCRIBE <u>music, acoustic</u> |
| <input type="checkbox"/>            | <input type="checkbox"/> | INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE _____         |

*(We're borrowing  
Harvest Homecoming gear)*

**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

City of New Albany is not responsible for any accidents or 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: Roger A. Baylor (please print)

Signature:  Date: 16 Feb 2016

Office Use Only		
Approved	Notes:	_____
Denied	Signed: _____	Date: _____