

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, JULY 3, 2018 AT 10:00 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

1. Fred Geswein re: Fast Freddy's 5 Miler 502-554-7245
2. Vectren Re: Cut permit for 491 Long Court (16040445) street

COMMUNICATIONS – PUBLIC

OLD BUSINESS:

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Vicki Glotzbach re: Banner permit request for Schmitt Furniture Birthday Bash
2. Courtney Lewis re: Special Event Permit for St. Marks Untied Church of Christ

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Regular Meeting Minutes for June 26, 2018

ADJOURN:

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, JUNE 26, 2018 AT 10:00 A.M.

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

OTHERS PRESENT: Bryan Slade, Robert Berry, Josh Staten, Chris Gardner, Sidney Main, Police Chief Bailey, Assistant Police Chief Fudge, Deputy Fire Chief Gadd, Linda Moeller, Krystina Jarboe, Mike Hall, Brad Ramsey, Jessica Campbell, Josh Staten, Rob Sartell, Sean Payne, Larry Summers, David Hall, Bob Caesar, David Aebersold, Greg Phipps and Mindy Milburn

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

1. Sers Sterlin re AT&T Solicitors Permit

Mrs. Cotner-Bailey stated that they have a copy of the ordinance governing solicitation and it is something they would typically deny.

Ivy Lam requested a permit for the city and explained that they are contracted with AT&T, Universe and Direct and they would like to canvas.

Mr. Nash asked what they would be doing.

Ms. Lam stated that they would be bringing AT&T service to new areas that just received fiber optic.

Mr. Nash stated that they find that the residents do not respond well with solicitors coming to their home.

Ms. Lam stated that AT&T has had a lot of request for the fiber optic and this is the best way they know to bring it to them. She explained that most of their representatives are college students.

Mrs. Cotner-Bailey moved to deny the request for a solicitor permit, **Mr. Thompson** second, motion carries.

2. David Aebersold, Bob Caesar, Greg Phipps re: Discuss intersection at Vincennes and Spring St.

Bob Caesar pointed out a manhole cover by the CVS and asked if that is going to be taken care of.

Mr. Summers stated that it is on the punch list to be done.

Mr. Caesar stated that the intersection at Vincennes and Spring is so busy with traffic going all directions and when you add to that the amount of pedestrian traffic, it causes a safety concern. He explained that he doesn't know what can be done but he would suggest large information signs that point out that pedestrians have the right-of-way via state law.

David Aebersold explained that he was sitting at the corner of Spring and Vincennes and he witnessed an older gentleman making his way across the crosswalk very slowly and a girl came around the corner very fast and almost hit the gentleman, and added that she was also on the phone when this happened. He explained he doesn't know what the solution is but he would hate to see another accident happen. He stated that possibly stopping all traffic at some point might be a solution even if that clogs up the intersection and if not this, they need to come up with some alternative because it is a safety concern.

Mr. Phipps agreed with everything Mr. Aebersold said. He explained that in Louisville they have the crosswalks starting before traffic starts so that they have a few second headstart and this could be an option. He added that this might back up traffic but he isn't concerned about that because if they backup traffic a little, they might see less cut through from Jeffersonville and Clarksville. He stated that traffic has decreased on Market and Elm but he did received a complaint and asked that they consider a stop at 13th & Elm as well as 13th & Market which are two busy intersections, and suggested that this could slow traffic down.. He explained that he knows that the traffic study didn't suggest it or warrant it but sometimes those studies focus on the needs of motorists and not on the needs and safety of the pedestirans. He added that he knows cones are fairly inexpensive and can be knocked over but they can be very useful and he has seen it in other cities. He stated that if they needed money to purchase those, he could take it back to the council.

Mr. Thompson stated that he was at the council meeting so he knew that they would be here today and contacted Chief Bailey to see if there were any statistics showing the increased danger to pedestrians. He expalined that he also gathered information on what the city did as part of the two-way project above and beyond what the project called for in order to ensure pedestrian safety. He stated that he isn't minimizing their concerns but just wanted to give them some information on steps that have already been taken. He expalined that if there is a pedestrian crosswalk, the signal controls the intersection and the new ones that have been installed have counters to let pedestrians know how long they have to get across. He stated that the signal is programed for an "all clear" option as well so that the green and red lights aren't changing immediately and as long as the pedestrians are using the button that call is going to the signal. He added that they used the high-visibility & decorative crosswalks as well as updated them for the visually impaired.

Chief Bailey acknowledged that there are certainly close-calls that occur in town and he pulled information on 2 pedestrian related crashes at that specific intersection. He stated that he would like to look into this further to see if there is anything they can do from their end as far as enforcement and have officers analyze and monitor these interesctions more closely to see if they can make them safer. He stated that safety is so important to them and anything they can do to make it better they will.

Mr. Phipps asked the board to note that there is a tree obscuring the crossswwalk flasher eastbound on 8th and Spring and asked for them to address that.

Mr. Summers stated that they can look at the traffic at each one of these locations to see if there are any improvments that could be made. He explained that they did make all improvements that were suggested in the traffic study and as far as the side streets where a stop is being requested, they would typically go through a stop-warrant analysis and it would depend on the volumn of the traffic on the side street to the main street. He added that even with that, they can always look at whether or not it is a possibility.

Mr. Thompson stated that maybe they don't base it on cross traffic but pedestrian traffic.

Mr. Phipps stated that they added the one at W 1st and Market and he is sure that a study of traffic wouldn't warrant that but it has made it a lot safer for pedestrians.

3. Vectren re: Cut permits for 1932 Center St (15834992) – Sidewalk Cut, 405 Beharrel Ave (15960048) – Street Cut, 119 Olive Avenue (16003767) – Sidewalk Cut

Mr. Philpot stated that 1932 and 405 are for new services and Olive Avenue is for a retirement.

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

COMMUNICATIONS – PUBLIC

Derek Misch requested a lane closure at Grant Line Road and Beechwood from 6/27/18-7/3/18 from 7:00 a.m.-5:00 p.m. and explained that next week they want to close the lane on Monday and Tuesday at the gas station so they can load from the side. He added that they will shift all the traffic into the turn lane.

Mr. Thompson stated that the chief received some calls on the first day but they have addressed the issues.

Mr. Misch stated that there wasn't a sign towards the railroad tracks but they corrected that yesterday.

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

Paige Thomas request cut permits for a new service at 421 E. Market which requires a 5'X5' sidewalk cut, a new service at 1122 West Street which requires a 4'X4' sidewalk cut and a 4'X5' street cut.

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

Matt Hines, United Consulting, State Street Update – he stated that last week they saw cut and installed loops at Target, Home Depot and Daisy intersections, ran cable for loops and pedestrian signals, installed and activated new signal equipment and removed old equipment at Home Depot intersection. He explained that this week they will be installing push buttons, interconnectics, splicing and testing loops and installing remiaing signage. He stated that they will not have a night shift this week but will have lane closures during the day throughout the project.

Mr. Nash asked that they address the manhole in front of CVS.

Mr. Hines stated that it is on the list and as soon as they have asphalt available, they will take care of it.

Mrs. Cotner-Bailey asked if the signals are synced yet.

Mr. Hines stated that it will be done this week.

Mr. Nash asked about a left hand turn on westbound on Daisey Lane

Mr. Summers explained that they need right-of-way to be able to add the left turn so the development that is on the northeast corner has agreed to dedicate right-of-way and when development on the southeast corner comes in, he will require a dedication of right-of-way there as well. He stated that once they do, they will be able to include it as a modification which will result in a dedicated left turn at that time.

Mr. Thompson moved to approve the lane shifts during the day, Mrs. Cotner-Bailey second, motion carries.

Wes Christmas, Clark Dietz, Paving Project Update – 2018 Paving Project - he explained that they are playing catch-up on some of the work from last week because of the weather so they haven't been able to pave Scribner yet. He stated that they will be paving Cherry and Scribner this week and they have had a crew working nights at Grant Line & I265. He stated that they finished the milling portion on Grant Line and a small segment on Mt. Tabor and they will begin paving hopefully tomorrow night. He added that it should be finished this week.

Mr. Nash asked what is coming up this week.

Mr. Christmas stated that they are planning to get to the portion of Vincennes where there was a water main break and right now that is the only thing on the schedule.

Mr. Thompson explained that where there was a water main break, it damaged the pavement and they are requiring the water company to pay for it to be repaved.

Mr. Christmas he added that State Street is one that is scheduled to be paved but they are holding while the signal and drainage work is completed. **Basin 7** – he explained that they finished milling on 8th and today they are paving and should be finished by the end of the day. He stated that they were going to pave Beeler but are coordinating with the stormwater project on that so they will pave the intersection of Jackson and Beeler but will not finish until this is sorted. **Basin 16 Division B** – he presented a request to close Silver Street on Saturday, June 30 to install the sanitary sewer at Carlton Drive. He explained that they are proposing to divert traffic that day down Locust and presented a traffic plan for the board to review. Said plan is on file with the City Clerk's office.

Mr. Nash asked if they could do a partial closure.

Mr. Christmas replied no and stated that they have a fairly deep excavation and it will not be possible to do one lane at a time.

Mrs. Cotner-Bailey asked what this would mean for the residents during the closure.

Mr. Christmas explained that the closure will be right at the intersection so they can access the grid around it.

Mr. Nash asked if it would take all day.

Mr. Christmas replied yes and explained that they will come in on Monday to patch the trench and hopefully get it paved.

Mr. Nash asked if this is the best detour.

Mr. Thompson stated that it is the most direct and anything else would weave them around. He added that they are doing the work on Saturday at the city's request to minimize disruption.

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

Mr. Christmas informed the board that the contractor for the Division A project on St. Mary's property has asked authorization to work on the 4th during regular working hours.

Jim Silliman, Jacobi, Tombs & Lanz, Grant Line Road – he explained that the contractor was here last week talking about the clearing and lane closures but the weather has delayed that some. He stated that they have approximately three more days left and will need to keep those lane closures throughout. **Daisy Lane Extension** – he stated that the construction is complete other than wrapping up utility work. **Rease Lane, Phase 2** – he stated that there was some talk about the contractor starting to install a temporary pipe and create a traffic diversion near Samtec and the contractor is ready to put traffic onto the temporary road to start work on the culvert.

Mr. Nash asking about the markings coming up on Bono Road.

Mr. Silliman explained that the inspector did go out to look and the contractor is going to have their subcontractor that did the striping go out and touch it up. He added that they can't put thermoplastic down within 24 hours after rain and with all the rain the area has been hit with, they are having trouble getting out there.

OLD BUSINESS:

1. Julia Isenberg re: Public benches with advertisements in New Albany

Mrs. Cotner-Bailey made a motion to deny the request, Mr. Thompson second, motion carries.

Mr. Thompson stated that they did remove the ones that she pointed out.

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Independence Day Celebration

Mike Hall requested a closure of the boat ramp and Water Street on July 3 from 3:00 p.m through the event which they expect to be over around 11:00 p.m. for the annual Independence Event.

Mrs. Cotner-Bailey moved to approve the closure of Water Street and the boat ramp, Mr. Thompson second, motion carries.

2. Alley Painting

Josh Staten explained that they were scheduled to pain the alleyway today but because of the weather, they would like to reschedule for Thursday. He asked to close the alley overnight starting at 9:00 a.m.

Mrs. Cotner-Bailey moved to approve the alley painting from today until Thursday, Mr. Thompson second, motion carries.

3. Josh Staten re: Pressure washing parking garage

Mr. Staten explained that Sam Heavrin with Heavrin Pressure Washing is scheduled to clean the parking garage and they will need a lift to do the work. He stated that they would be doing the work tonight from 9:00 p.m-4:00 a.m. and they will need to put the lift on the sidewalk at both Market and State Streets.

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

4. David Hall re: Free adoption promotion until July 3

David Hall brought to the board's attention that the animal shelter is part of the Kentucky Humne Society promotion offering free adoption of dogs and cats until July 3. He added that they have funding available to them to cover adoptions for the animals until then and the only thing the owner would have to pay for is a liscense if one is needed. He reminded the board that July 5th is largest intake day across the nation for lost animals and asked the board to pass on the information to pay extra attention to their pets during this time.

5. Linda Moeller re: Bank Reconciliation

Mrs. Moeller presented the May 2018 Bank Reconciliation Worksheet to the board and asked that it be reflected in the record.

6. Linda Moeller re: Gallagher Insurace Network and Information Security Liability

Mr. Moeller presented an addendum to the insurance policy regarding cyber security from Gallagher and explained that the city hadn't made a decision on this when they initially brought the insurance policy to the board but they are now prepared to go with Travelers Insurance Option 3 in the amount of \$10,532.00.

Mr. Nash asked what that would entail.

Mrs. Moeller explained that this will protect the network up to \$1M and asked for the board's approval.

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

7. Mickey Thompson re: Sewer Work on Adams Street

Mr. Thompson stated that they approved some sewer work on Adams Street and the work is done but they need permission to do the restoration of the trench area. He explained that the contractor will do the work and they will need traffic off the road long enough to let the asphalt setup. He added that the same detour will be in place for that work.

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

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Mrs. Cotner-Bailey moved to approve the Regular Meeting Minutes for June 19, 2018, Mr. Thompson second, motion carries.

ADJOURN:

There being no further business before the board, the meeting adjourned at 10:56 a.m.

Warren V. Nash, President

Mindy Milburn, Deputy City Clerk

SITE INFORMATION

MAXIMO "Parent" Work Order Number 16040445
 Street Address 491 Long CT Lot Number _____
 Nearest Cross Street Schell Ln City/Town NEW ALBANY
 County Floyd Township New Albany Tax Code _____
 Subdivision/Development _____ Map Number 207-266

Service Type: Residential Commercial _____ Conversion _____

Main: Size 2" Material: Plastic-T Plastic-Y Steel Cast Iron Other

MAOP 60 Inches PSIG Operating Pressure 54 Inches PSIG

Install Type: Rough grade Established Grade Short Side, trench in feet _____

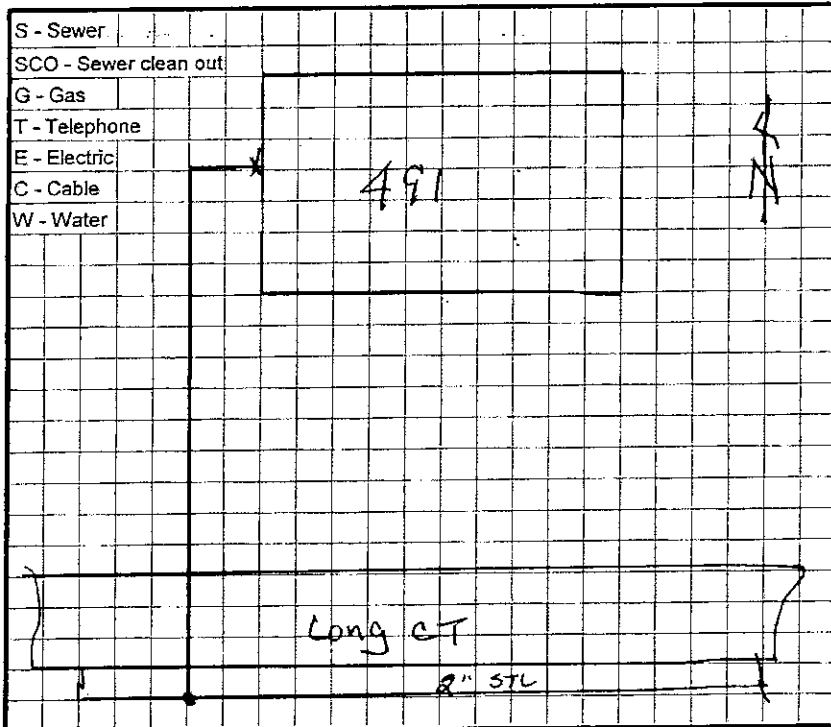
Long Side Bore in feet _____ Trench in feet _____ Total length in feet _____

Pipe Size: 1/2" CTS 1" CTS 2" IPS Other (Write in) _____

Financials: Operation Center # 5920 Project # 32001 Task # 038

Recommended Labor Resource Company Contractor

SKETCH: Instructions - indicate NORTH, all measurements are approximate



Materials Needed
80' 1/2" PL Pipe
3/4" TNV Tap Tee
3/4" x 1" Transition
1/2" EFV
2 1/2" x 1" E.F. Coupl
Meter Set
3# Anode
Ditch Tape
Tracer Wire

MAXIMO SITE VISIT / SEWER LOCATE FORM

Operations Center (Write in) Crocker: 11c

Street Address 491 Long Ct City/Town New Albany

MAXIMO "Parent" Work Order Number 16040445

MAXIMO "Child" Work Order Number 16042760

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 1806281879

Time Called 10:30

Start Date 7/2/18

Expiration Date 7/18/18

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

New Albany Street Cut

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 R. Philipot Date 6/28/18

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

Birthday
Schmitt
FURNITURE
Since 1956
BASH

FREE CONCERT
NEW ALBANY AMPHITHEATER

FRIDAY
JULY 27
8:00-11:00 PM

Schmitt
Furniture
Since 1956

Birthday
BASH

FREE CONCERT
NEW ALBANY AMPHITHEATER

FRIDAY
JULY
27TH
8-11 PM

Mindy Milburn

From: Kris Rayzor <krisrayzorstudio@gmail.com>
Sent: Wednesday, June 27, 2018 2:43 PM
To: Mindy Milburn
Subject: Re: Schmitt "Over the Street" banner

No but I can find out who it goes to.
We meet today at 4:00 so I'll know then.
Thanks!

On Wed, Jun 27, 2018 at 2:12 PM, Mindy Milburn <mmilburn@cityofnewalbany.com> wrote:

Thanks Kris, I think this is all we need. I believe Courtney will be taking the event permit request before the board and we will do the banner on the same day. Once it is approved should the banner permit go to you?

From: Kris Rayzor [<mailto:krisrayzorstudio@gmail.com>]
Sent: Wednesday, June 27, 2018 2:10 PM
To: Mindy Milburn <mmilburn@cityofnewalbany.com>; Courtney Lewis <clewis@cityofnewalbany.com>
Cc: Karen Paschal Schmitt <karenpaschalschmitt@gmail.com>
Subject: Schmitt "Over the Street" banner

Hi Mindy,

Courtney gave me you email to send the specs on the banner/banners.

These are the proofs of the designs for Schmitt Furniture folks to approve or make minor changes.

Ideally we would like to hang them the first week of July.

Please let me know if you need any other info.

Thanks,

Kris

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Thanks,

Kris

Mindy Milburn

From: Kris Rayzor <krisrayzorstudio@gmail.com>
Sent: Thursday, June 28, 2018 11:08 AM
To: Mindy Milburn
Subject: Re: Schmitt "Over the Street" banner

So the Schmitt's have decided to to the 3 ft x 30 ft two sided banner to hang over Spring and 8th. They also want to do the Charlestown Road at the Purdue Extension location. So I'm waiting to hear back from Courtney on the size for that one and if it needs to be two sided. And the copy permits will go to Karen Schmitt. So can those be emailed or picked up in person? Thanks,
Kris

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We meet today at 4:00 so I'll know then.
Thanks!

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Thanks,

Kris

Mindy Milburn

From: Kris Rayzor <krisrayzorstudio@gmail.com>
Sent: Thursday, June 28, 2018 11:45 AM
To: Mindy Milburn
Subject: Re: Schmitt "Over the Street" banner
Attachments: Screen Shot Schmitt Banner.png

Ok, thanks!

And Karen Schmitt's email address is karenpaschalschmitt@gmail.com for the copies of the permits. And attached is the final banner design for both locations.

On Thu, Jun 28, 2018 at 11:19 AM, Mindy Milburn <mmilburn@cityofnewalbany.com> wrote:

Hey Kris,

Just to let you know that the board doesn't typically approve two locations but I will check to see if the Charlestown Road location is available and if it is we will present the second request to them. That location isn't used a lot so it may not be an issue. I will also email the permits once they are approved if you provide me with any email address that need to be copied.

Thanks!

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And the copy permits will go to Karen Schmitt. So can those be emailed or picked up in person?

Thanks,

Kris



Special Event Permit Application

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

Name of Organization: St. Marks United Church of Christ
Name of Applicant: John Cronin Date: _____
Address: 222 E. Spring Street City: New Albany State: IN Zip: 47150
Contact Phone: (502) 271-9662 Email: johncronin502@gmail.com
Onsite event day contact person: John Cronin Phone: 502-271-9662

Event Information

Type of Event

Run/Walk Rally Parade Wedding Ceremony/Photos
 Fair Concert Picnic Other (Specify) _____

Event Title: Rock the Block
Event Date: 9-2-2018 Estimated Attendance: 300+
Requested Park: Bicentennial Park Riverfront Amphitheater City Square
 Other (Specify) Closure of 3rd Street btwn Market and Spring
Event Hours: 11:30 AM/PM - 3:00 AM/PM
Set Up Hours: 8:00 AM/PM - 11:00 AM/PM Tear Down Hours: 3:00 AM/PM - 5:00 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 supplied by church
 FENCING, BARRIERS, BARRICADES
 ELECTRICITY REQUIRED, IF YES SOURCE church facility
 BOOTHS, EXHIBITS, DISPLAYS

- ___ CANOPIES, TENTS, STRUCTURES (must be approved by building commissioner/ fire marshal)
- ___ VEHICLES, TRAILERS, IF YES HOW MANY 1 fitted used as stage
- ___ TRASH CONTAINERS, DUMPSTERS
- ___ PORTABLE TOILETS
- ___ ENTERTAINMENT, IF YES PLEASE DESCRIBE Band "Louisville Brass & Electric"
- ___ 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: John P Cronin (please print)

Signature: [Handwritten Signature] Date: 5-21-2018

Office Use Only	
___ Approved	Notes: _____
___ Denied	Signed: _____ Date: _____
(Board of Works President)	