

## 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 WEDNESDAY, JULY 5, 2017 AT 10:00 A.M.**

### CALL TO ORDER:

### PLEDGE OF ALLEGIANCE:

### BIDS:

**Bid Opening for Police Vehicles**

### NEW BUSINESS:

1. Fred Geswein: Fast Freddy's 5 miler 502-554-7245
2. Scott Ham with Silver Creek Water re: Street cut permit at Grant Line Road and Melsmith Road
3. Cheryl Baxter: Speeding signs on Kenzig Rd. 502-741-0600
4. Charise Frazier: Road block at 216 Greendale Dr. for inflatable 812-725-7148

### COMMUNICATIONS – PUBLIC:

### OLD BUSINESS:

### TABLED ITEMS:

### COMMUNICATIONS – CITY OFFICIALS:

1. Courtney Lewis re:
  - A) Special event permit for La Leche League of Southern Indiana
  - B) Special event permit for Carnegie Center for Art & History

### APPOINTMENTS:

### CLAIMS:

### APPROVAL OF MINUTES:

Regular Meeting Minutes for June 27, 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, JUNE 27, 2017 AT 10:00 A.M.**

**PRESENT:** Mickey Thompson, member and Cheryl Cotner-Bailey, member. Warren V. Nash, president, was not present.

**OTHERS PRESENT:** Fire Chief Juliot, Fire Marshal Koehler, Linda Moeller, Bryan Slade, Brandon Sailings, Greg Phipps, Sidney Main, Larry Summers, David Hall, Jessica Campbell, Police Chief Bailey, Assistant Police Chief Fudge, Tonya Fischer, Brandy Becker, Christina Jarboe, Sean Payne and Vicki Glotzbach

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

**NEW BUSINESS:**

**1. Gary Starks with Fun in a Bun re: Vendor's permit at State Street and Green Valley**

**Mr. Gary Starks** stated that he is expanding his mobile vending operation and will be setting up in the parking lot at CVS and right next to Baptist Health Floyd on State Street. He explained that he has already met with the manager of CVS and they have come to an agreement and he spoke with the assistant director of operations at Baptist Health Floyd and he is aware as to where he will be specifically located. He said he would like have a permit that connects him to the State Street and Green Valley area.

**Mr. Thompson** stated that the only thing that the city has there is a right-of-way where we have a signal project and everything else is privately owned.

**Mr. Starks** stated that he just wants to be legit especially since those corporations are so large. He also stated that he has email confirmations from both entities stating that they are aware of him being there and that they are in agreement with it. He added that he told them he wanted to come before the board to check to see if he needs any other permits above and beyond what he already has.

**Mr. Thompson** stated that if he already has a vendor's permit on record with the city and he will be working on a private lot then he doesn't feel there is any action that the board needs to take.

**Police Chief Bailey** asked if he would be on private property.

**Mr. Starks** stated that he will be but his table may extend onto the sidewalk about four inches.

**Mr. Thompson** stated that he will look at the area to make sure that there will be no complications with ADA on the sidewalks. He also stated that this board does not need to approve the sites since they are on private property.

**Mr. Summers** asked what corner of the parking lot he will be in.

**Mr. Starks** showed him on a drawing exactly where he would be.

**COMMUNICATIONS – PUBLIC:**

**Mr. Marshaun Long** stated that he would like a permit to block off the 100 block of Vincennes Street for a corn hole tournament put on by the Regulators Club.

**Mrs. Cotner-Bailey** asked when he would like to do it.

**Mr. Long** replied Saturday, July 22<sup>nd</sup>.

**Mrs. Cotner-Bailey** asked what time.

**Mr. Long** replied 1:00 p.m. until 10:00 p.m.

**Mrs. Cotner-Bailey moved to approve the closure of the 100 block of Vincennes Street from 1:00 p.m. until 10:00 p.m. on Saturday, July 22<sup>nd</sup>, Mr. Thompson second, motion carries.**

**Mr. Derek Misch, Christiani**, presented a map of a lane closure that he went over with the board. He stated that the northbound lane closure will be on Green Valley Road from Jaegers Lane to Loriann Boulevard on Thursday, June 29<sup>th</sup> from 7:00 a.m. until 5:00 p.m. He said they will have flaggers at each end. He also said that he believes the area is technically part of the county but city traffic will be coming in as well so he wanted to make the city aware.

**Mr. Thompson** asked if this is just basically an FYI for the board.

**Mr. Misch** replied yes.

**Father Thomas Merrill, St. Mary's Church**, stated that it his understanding that with Spring Street becoming two-way, TARC Transit Authority has asked for more space in front of St. Mary's Church and so therefore there will be no parking there. He requested that the TARC stop be moved to the east before 8<sup>th</sup> Street because there is plenty of space there where the bus could stop. He also requested to have unrestricted parking between 8<sup>th</sup> Street and the alley between the church and the former St. Edward's Hospital. He explained that they need that space open for funerals, weddings and sometimes handicapped parking.

**Mr. Summers** stated that he went out to the location and misspoke at the last meeting in saying that it was a bus stop. He explained that the bus stop is actually in front of St. Edward's and the parking in front of St. Mary's was a function of the turn lane at 8<sup>th</sup> Street. He said that he would like to meet with him sometime to see what options are available in the particular area.

**Father Merrill** told Mr. Summers to give him a call and they can set up a meeting.

**Mr. Paul Lincks, HWC Engineering**, stated that the contractor continues to work on the southside of Spring Street wrapping up a detector loop installation as well as a signal head installation and associated wiring. He said they have also begun sign installation on both sides of the road and where a sign will be located in a sidewalk, they will obviously have to core. He also said that they are painting curbs on Spring Street and Elm Street and striping work should be complete on Spring Street by the end of the week. He added that the signs are bagged until we are ready to switch to two-way traffic.

**Mr. Wes Christmas, Clark Dietz**, stated that the crew has finished milling Vincennes Street from Main Street to Charlestown Road and hopefully finishing patching work today so they can start paving. He said that if they don't start paving today then they will start tomorrow and finish paving on Vincennes Street by the end of the day Thursday. He then said that the milling crew started this morning on Bank Street from Main Street up to Oak Street and is basically doing half of the road for two blocks and then shifting over and getting the other half. He stated that this afternoon they anticipate doing the same thing on Pearl Street and intend to finish on both Bank Street and Pearl Street and begin patching tomorrow. He stated that they would then come in to pave those streets on Thursday. He also stated that the alley between Pearl Street and Bank Street between Spring Street and Market Street will be milled as well as the portion of State Street up to Elm Street that is going to be redone as part of the grid modernization project. He added that if everything goes according to plan, they will begin paving the alley between Pearl Street and Bank Street as well as State Street on Thursday and are hoping to have all of that done by the end of the day Friday. He thinks that is a bit of a stretch but that is their goal. He explained that they will have two crews paving tomorrow and then come Friday they will have a third crew paving so they are making every effort to get all of the paving done by the end of the day Friday. He said that if they don't finish by the end of the day Friday, they will not be back until Wednesday because of the holiday weekend.

**Mrs. Cotner-Bailey** stated that there is a chance of rain on Friday.

**Mr. Christmas** said that would throw a really big wrench in the schedule.

**Mr. Thompson** stated that if that happens and they can't make it, we have to make sure that we do something with the manholes in the milled areas so that traffic can travel in those areas.

**Mr. Christmas** stated that they are going to evaluate their progress today just to see how the milling goes and if they do get done with Pearl Street and Bank Street, they will then try to make a call on whether they want them to even mill State Street this week with it being a long weekend and potential weather on Friday. He then stated that he handed out a memo to the business owners and property owners along Pearl Street, Bank Street and State Street setting out their anticipated milling and paving schedule.

**Mr. Brian Fleck, Lochmueller**, stated that they have begun paving back some of the drives on McDonald Lane and the majority of the curb is done except for some gaps with drive approaches. He said they are paving the base and intermediate for this last phase segment from Grant Line Road up to the roundabout and should finish up tomorrow. He said that on Thursday they will start bringing the concrete crews back in to continue working on drive approaches and the earthwork crew will be working on building embankment for sidewalk and then the focus will be concrete for the next several weeks.

**Mrs. Cotner-Bailey** asked if this project is nearing the end.

**Mr. Fleck** replied yes and stated that it is definitely taking shape and they are on schedule for the end of August for completion.

**Ms. Paige Thomas, O'Mara for INAWC**, requested a 5'X6' street cut for a main break at 707 Culbertson Avenue and a 5'X6' street cut for a main break at 336 E. 16<sup>th</sup> Street as well.

**Mrs. Cotner-Bailey moved to approve the street cuts at 707 Culbertson Avenue and 336 E. 16<sup>th</sup> Street, Mr. Thompson second, motion carries.**

**Mr. Jim Silliman, JTL**, stated that there was a conflict that was encountered with gas and fiber underground utilities on the Daisy Lane Extension Project so the sewer installation has been postponed. He asked that he be allowed to keep the board updated on when that issue is resolved so they can continue with the night closure. He said that he had an update on the turn lane to the ramp on the east side of Daisy Lane. He reported that the contractor/striper should be coming tomorrow at 2:00 p.m. to put in a temporary white line so they can have that lane open Thursday.

**Mr. Thompson** asked if it will be open so traffic can get on the expressway.

**Mr. Silliman** replied yes.

**OLD BUSINESS:**

**TABLED ITEMS:**

**COMMUNICATIONS – CITY OFFICIALS:**

**1. Linda Moeller re: Change Order for Watkins Prairie Entrance Way**

**Mrs. Moeller** presented a change order for the Watkins Prairie Entrance Way. She explained that in the original bid there weren't any provisions included for landscaping to be done around both entrance ways and this change order is to allow that to happen. She said that it is in the amount of \$2,300.00 with T.A. Ginkins Company, LLC.

**Mrs. Cotner-Bailey** asked if she knew what kind of landscaping will be done.

**Mrs. Moeller** said that he explained to her that he would be putting in some tall grasses on both ends and then spread mulching and put in some evergreen plants. She said that it will all be low-maintenance and he is also putting in brick edging so when they cut grass, they will not tear it up.

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

**APPOINTMENTS:**

**BIDS:**

**CLAIMS:**

**APPROVAL OF MINUTES:**

**Mrs. Cotner-Bailey** moved to approve the Regular Meeting Minutes for June 20, 2017 with corrections, **Mr. Thompson** second, motion carries.

**ADJOURN:**

There being no further business before the board, the meeting adjourned at 10:25 a.m.

\_\_\_\_\_  
Mickey Thompson, Vice President

\_\_\_\_\_  
Vicki Glotzbach, City Clerk



# Special Event Permit Application

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

Name of Organization: Carnegie Center for Art & History  
Name of Applicant: Daniel Pfaltzgraf Date: 6-28-17  
Address: 201 E. Spring St. City: New Albany State: IN Zip: 47150  
Contact Phone: (812) 944-7336 Email: d.pfaltzgraf@carnegiecenter.org  
Onsite event day contact person: same Phone: (502) 876-0868

## Event Information

Type of Event			
<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Rally	<input type="checkbox"/> Parade	<input type="checkbox"/> Wedding Ceremony/Photos
<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Concert	<input type="checkbox"/> Picnic	<input checked="" type="checkbox"/> Other (Specify) <u>Public Art</u>

Event Title: #IAmPublicArt

Event Date: Sat. Sept. 23, 2017 Estimated Attendance: 1200

Requested Park:  Bicentennial Park  Riverfront Amphitheater  City Square

Other (Specify) \_\_\_\_\_

Event Hours: 6 AM/PM - 10 AM/PM

Set Up Hours: 12 AM/PM - 6 AM/PM Tear Down Hours: 10 AM/PM - 12 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 checked="" type="checkbox"/> | <input type="checkbox"/> | TABLES AND CHAIRS SET UP, IF YES HOW MANY <u>6-12 tables w/ 2 chairs each</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | FENCING, BARRIERS, BARRICADES   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELECRTICITY REQUIRED, IF YES SOURCE <u>Amphitheater</u>                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | BOOTHS, EXHIBITS, DISPLAYS  |

- CANOPIES, TENTS
- VEHICLES, TRAILERS, IF YES HOW MANY Food trucks - 3-4
- TRASH CONTAINERS, DUMPSTERS
- PORTABLE TOILETS
- ENTERTAINMENT, IF YES PLEASE DESCRIBE \_\_\_\_\_
- ~~INELATABLES~~, AMUSEMENT, IF YES PLEASE DESCRIBE Hands-on art activities

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

Name of Applicant: Daniel Pfalzgraf (please print)

Signature:  Date: 6-28-17

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



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

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

Name of Organization: La Leche League of Southern Indiana

Name of Applicant: Melissa Wiles Date: 6/24/17

Address: 8407 N Skyline Drive City: Floyds Knobs State: IN Zip: 47119

Contact Phone : (502) 296-1858 Email: wiles.melissa@gmail.com

Onsite event day contact person: Melissa Wiles & Lisa Mascio-Thompson Phone: 502-296-1858 & 812-987-3635

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

Event Title: Family Festival featuring Live, Love, Latch!

Event Date: August 5, 2017 Estimated Attendance: 600+

Requested Park:  Bicentennial Park  Riverfront Amphitheater  City Square co-locate on Bank St between Market & Spring

Event Hours: 8 ~~AM~~PM - 12:30 ~~AM~~PM

Set Up Hours: 6:30 ~~AM~~PM - 8 ~~AM~~PM Tear Down Hours: 12:30 ~~AM~~PM - 1 ~~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 not sure; we'll provide our own
- FENCING, BARRIERS, BARRICADES please provide 3 on each end of the street for a total of 6
- ELECTRICITY REQUIRED, IF YES SOURCE generator for bounce house (we'll provide)
- BOOTHS, EXHIBITS, DISPLAYS
- CANOPIES, TENTS



- VEHICLES, TRAILERS, IF YES HOW MANY \_\_\_\_\_
- TRASH CONTAINERS, DUMPSTERS
- PORTABLE TOILETS
- ENTERTAINMENT, IF YES PLEASE DESCRIBE \_\_\_\_\_
- INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE one 12x12' bounce house

**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.

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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: Melissa Wiles (please print)

Signature: Melissa A. Wiles Date: 6/24/17

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