# 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, MARCH 8, 2016 AT 10:00 A.M.**

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**NEW BUSINESS:**

1. Benny Carter re: Primos Delecetession re: Permission to place food truck in front of business and in front of the city/county building 502-262-4003

2. Don Fell with Padget re: Setting up crane to work on steeple at 2nd Baptist Church

3. IN-AWC re: Street cut permits for 1932 Center street (service leak), 2702 Elmwood Drive (main leak), 323 South Country Club Drive (replace hydrant), 1933 Budd Road (new service)

4. Derek Misch with Dan Christiani re: Franklin Drive & Redbud Drive lane closure and saw cut as well as update on 16th. Ashely Court and 10th Street.

5. Joshua Steele re: Permission to expand driveway at 1817 McDonald Lane

**COMMUNICATIONS – PUBLIC:**

**OLD BUSINESS:**

**TABLED ITEMS:**

**COMMUNICATIONS - CITY OFFICIALS:**

1. Courtney Lewis re: Special Event Request
    - Fat Heads Rescue re: Use of amphitheater for fundraiser concert
    - Hartman Dental re: Use of amphitheater for 5K
    - New Albany Farmers Market re: Use of City Square for summer market/flea

2. Vicki Glotzbach for Stephanie Varble re: 4 on the 4th annual race.

**APPOINTMENTS:**

**BIDS:**

**CLAIMS:**

**APPROVAL OF MINUTES:**

**Regular Meeting Minutes for March 1, 2016**

**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, MARCH 1, 2016 AT 10:00 A.M.**

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

**OTHERS PRESENT:** Police Chief Bailey, Fire Chief Juliot, Larry Summers, Chris Gardner, David Hall, Brandon Sailings, Bryan Slade, Alicia Meredith, Courtney Lewis, Jessica Campbell, Trent Baker, Sandy Boofter, 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. **IN-AWC re: Cut permits for 2115 Reno Avenue (Main Break), Korb & Lyons (Valve Replacement), Virginia & Albany (Valve Replacement)**

**Mr. Thompson** stated that he looked at all three of these and the work has been done.

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

2. **Vectren re: Cut permits for E. Main at Silver St. (12959754) – street cut**

**Mr. Rob Harbison** presented the above request and explained that he also had a sidewalk cut request at Ekin Avenue and Vincennes Street.

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

3. **Derek Misch with Dan Christiani re: Street cut and traffic control on E. 16th St.**

**Mr. Misch** explained that they are going to start another IN-AWC job and presented the traffic control plan to replace the water main from March 7-11.

**Mr. Thompson** asked if they would be putting out signs in advance to let the residents know.

**Mr. Misch** replied yes and explained that they are also sending out letters. He presented a second IN-AWC project on Ashely Court for the board's approval. He explained that they would begin the rotating closure on the 7th to install the tap and then they would move across the street with a parking restriction on the west side of the road from March 8-11. He stated that they will also be sending letters to the residents on this project as well.

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

**Mr. Misch** reminded the board that they closed a lane of Spring Street for the Breakwater Project and requested permission to do that same closure next week so that they can test the sewer. He stated that it would take a day at most to do the testing and presented the board with a map of the closure. He explained that they would do the same advanced signage that they did before.

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

**COMMUNICATIONS – PUBLIC:**

**Richard Otey** representing Donum Dei Brewery explained that he came to the board a couple of weeks ago about the properties in front of their business on Grantline and was told that someone from the city would get back to him and he hasn't heard anything. He explained that this had been going on since July of last year.

**Mr. Nash** asked Mr. Summers to give them an update.

**Mr. Summers** explained that there were some issues with the bids that were taken for that project so he is in the process of working with the redevelopment staff to re-bid the project with the correct specs and timeframe. He stated that they are looking to open the quotes on March 8th and March 22nd at the latest and explained that they are giving them 10 days to start and 30 days to finish.

**Mr. Otey** stated that there was some discussion about giving them an easement through that property.

**Mr. Summers** explained that is something that would have to be discussed with whoever purchases the property.

**Mr. Otey** stated that they are looking at this to allow direct access to their business. He explained that they have a Grantline address but you can't access the property from Grantline.

**OLD BUSINESS:**

**TABLED ITEMS:**

**COMMUNICATIONS - CITY OFFICIALS:**

**1. Vicki Glotzbach for Duke Energy re: Pole locate and street cut request.**

**Mrs. Glotzbach** explained that they have information in the packet and stated that they have spoken with Mr. Thompson about this already.

**Mr. Thompson** explained that this is for the old gas station/car lot that sits on Vincennes Street and stated that the city approved monitoring wells at this location. He explained that there is remediation that has to be done and they have installed a unit that will do it behind the building. He stated that Duke needs to set a pole in the alley because they can't get permission from the adjacent property owner to put it on their property so that they can supply power to the unit. He explained that the pole will be there for 2 years while it removes the contamination from the soil.

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

**2. Courtney Lewis re: Special Event Request**

**Mrs. Lewis** presented special event request for Trinity United Methodist re: use of amphitheater for a 5K on September 10th, Michael Lage re: use of Bicentennial Park for a wedding on May 14th, NA Riverstage Productions re: use of amphitheater for "Hairspray" and rehearsals from July 13-25, and Bethel A.M.E Church re: use of amphitheater for a concert on July 30th.

**Mr. Nash** asked that she convey to Riverstage Productions that if there is another request in that 2 week time period that doesn't interfere with their rehearsals and or/performance that the city will entertain it.

**Mrs. Lewis** explained that when these permits are approved she contacts the applicant and gives them contact information for police, fire, and any other persons they would need to be in contact with for their event.

**Chief Bailey** asked that she urge them to make that contact as soon as possible.

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

**3. Shane Gibson re: Esri (GIS) Contract**

**Mr. Gibson** presented the board with a licensing agreement and explained that they provide the GIS and mapping system for the city. He explained that they were contracted a few years ago by the sewer department to work with Clark Dietz to build this system. He stated that several departments use GIS in some fashion and this would consolidate those other departments under one licensing agreement. He explained that it is about the same cost and they will get more features and functions. He stated that the price is approximately $35,000/ year and the cost will be split between the sewer, storm, street and planning departments.

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

**Mr. Summers** notified the board that he and Mr. Rosenbarger would be gone next week for Purdue Road School.

**APPOINTMENTS:**

**BIDS:**

**CLAIMS:**

**APPROVAL OF MINUTES:**

**Mrs. Cotner-Bailey moved to approve the Regular Meeting Minutes for February 23, 2016, Mr. Thompson second, motion carries.**

**ADJOURN:**

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

Warren Nash, President

Vicki Glotzbach, City Clerk

APPLICATION FOR STREET CUTTING PERMIT
CITY OF NEW ALBANY

**Accounting:** Maint Date: 3/7/2016

TO: Director of Street Department

FROM: Indiana-American Water Company

2423 Middle Road

Jeffersonville, IN 47130

We respectfully request permission to cut into a public right of way according to the provision of City Code at the following location:

(describe location & dimensions of cut)

1932 Center St.
service leak

4 x 9

Date work will commence: 2/27/2016

Date work will be completed: 2/27/2016

By acceptance of this permit, the applicant agrees to hold the City harmless from any damage to third parties as a result of the street excavation.

Indiana American Water
Applicant

Lindsay Parente
By

A permit to cut a street in accordance with the above application is hereby issued, subject to the following conditions:

APPLICATION FOR STREET CUTTING PERMIT
CITY OF NEW ALBANY

**Accounting:** Maint Date: 3/7/2016

TO: Director of Street Department

FROM: Indiana-American Water Company

2423 Middle Road

Jeffersonville, IN 47130

We respectfully request permission to cut into a public right of way according to the provision of City Code at the following location:

(describe location & dimensions of cut)

2702 Elmview Dr.
main leak

7 x 9

Date work will commence: 2/26/2016

Date work will be completed: 2/26/2016

By acceptance of this permit, the applicant agrees to hold the City harmless from any damage to third parties as a result of the street excavation.

Indiana American Water
Applicant

Lindsay Parente
By

A permit to cut a street in accordance with the above application is hereby issued, subject to the following conditions:

APPLICATION FOR STREET CUTTING PERMIT
CITY OF NEW ALBANY

**Accounting:** F Date: 3/7/2016

TO: Director of Street Department

FROM: Indiana-American Water Company

2423 Middle Road

Jeffersonville, IN 47130

We respectfully request permission to cut into a public right of way according to the provision of City Code at the following location:

(describe location & dimensions of cut)

323 S Country Club Dr.
replace hyd

3 x 6

Date work will commence: 2/23/2016

Date work will be completed: 2/23/2016

By acceptance of this permit, the applicant agrees to hold the City harmless from any damage to third parties as a result of the street excavation.

Indiana American Water
Applicant

Lindsay Parente
By

A permit to cut a street in accordance with the above application is hereby issued, subject to the following conditions:

APPLICATION FOR STREET CUTTING PERMIT
CITY OF NEW ALBANY

**Accounting:** G Date: 3/7/2016

TO: Director of Street Department

FROM: Indiana-American Water Company

2423 Middle Road

Jeffersonville, IN 47130

We respectfully request permission to cut into a public right of way according to the provision of City Code at the following location:

(describe location & dimensions of cut)

1933 Budd Rd.
New Service

3 x 4

Date work will commence: 2/23/2016

Date work will be completed: 2/23/2016

By acceptance of this permit, the applicant agrees to hold the City harmless from any damage to third parties as a result of the street excavation.

Indiana American Water
Applicant

Lindsay Parente
By

A permit to cut a street in accordance with the above application is hereby issued, subject to the following conditions:

# 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: FAT HEADS RESCUE

Name of Applicant: DAVIDA MILLER Date: 8-19-16

Address: 132 E. MAPLE CT. City: Clarksville State: IN Zip: 47129

Contact Phone: (502) 262-6920 Email: DAVIDA@FATHEADSRESCUE.ORG

Onsite event day contact person: DAVIDA MILLER Phone: 5022626920

## Event Information

**Type of Event**

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

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

Event Title: Pittie PaloozA

Event Date: ~~8-27-16~~ 8-27-16 Estimated Attendance: 100

Requested Park: ____ Bicentennial Park X Riverfront Amphitheater ____ City Square

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 | |
|---|---|---|
| ___ | ✓ | FOOD CONCESSIONS |
| ___ | ✓ | ALCOHOLIC BEVERAGES |
| ___ | ✓ | FIRST AID FACILITY AND AMBULANCE |
| ✓ | ___ | TABLES AND CHAIRS SET UP, IF YES HOW MANY 2 tables, 4 chairs |
| ✓ | ___ | FENCING, BARRIERS, BARRICADES |
| ✓ | ___ | ELECRTICITY REQUIRED, IF YES SOURCE Audio Equipment |
| ___ | ✓ | BOOTHS, EXHIBITS, DISPLAYS |
| ___ | ✓ | CANOPIES, TENTS |

___ ✓ VEHICLES, TRAILERS, IF YES HOW MANY _____

___ ✓ TRASH CONTAINERS, DUMPSTERS

✓ ___ PORTABLE TOILETS

✓ ___ ENTERTAINMENT, IF YES PLEASE DESCRIBE musical show

___ ✓ INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE _____

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 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 or 812.948.5333.

Name of Applicant: Davida Miller (please print)

Signature: _____ Date: 2-19-20

Office Use Only

_____ Approved Notes: _____

_____ 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

RECEIVED
MAR 03 2016
BY: _____

Name of Organization: Hartman Dental

Name of Applicant: Ariel LaGrange Date: 2/29/16

Address: 2536 Charlestown Rd City: New Albany State: IN Zip: 47150

Contact Phone: (812) 948-6684 Email: arielhda@gmail.com

Onsite event day contact person: " " Phone: 502-299-4987

## Event Information

**Type of Event**

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

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

Event Title: Hartman Dental 5K

Event Date: 10/1/16 if absolutely unavailable - 9/17/16 Estimated Attendance: 300

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

Event Hours: 9 AM/PM - 12 AM/PM

Set Up Hours: 6 AM/PM - 9 AM/PM Tear Down Hours: 12 AM/PM - 12:30 AM/PM

Please indicate all of the following that apply to your event

| Yes | No | |
|---|---|---|
| ✓ | ___ | FOOD CONCESSIONS |
| ✓ | ___ | ALCOHOLIC BEVERAGES – maybe |
| ✓ | ___ | FIRST AID FACILITY AND AMBULANCE |
| ✓ | ___ | TABLES AND CHAIRS SET UP, IF YES HOW MANY 16 |
| ✓ | ___ | FENCING, BARRIERS, BARRICADES |
| ✓ | ___ | ELECRTICITY REQUIRED, IF YES SOURCE for DJ |
| ✓ | ___ | BOOTHS, EXHIBITS, DISPLAYS |
| ✓ | ___ | CANOPIES, TENTS |

✓ ___ VEHICILES, TRAILERS, IF YES HOW MANY 20?

✓ ___ TRASH CONTAINERS, DUMPSTERS

___ ✓ PORTABLE TOILETS

✓ ___ ENTERTAINMENT, IF YES PLEASE DESCRIBE DJ

✓ ___ INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE bounce house-small

Voluntary Donations

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Other permits

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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 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 or 812.948.5333.

Name of Applicant: Ariel LaGrange (please print)

Signature: Ariel LaGrange Date: 2/29/16

Office Use Only

_____ Approved Notes: _____

_____ 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: New Albany Farmers Market

Name of Applicant: Susan Kaempfer Date: 2/22/16

Address: 2241 State St #175 City: NA State: IN Zip: 47150

Contact Phone: (502) 905 3640 Email: SMKaempfer@gmail.com

Onsite event day contact person: Susan Kaempfer Phone: 502 905 3640
Rod Hottle

**Event Information**

**Type of Event**

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

___ Fair ___ Concert ___ Picnic X Other (Specify) Farmers Market

Event Title: Farmers Market / Farmers Flea

Event Date: see schedule Year Round Estimated Attendance: winter 200 summer - 600-900

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

Event Hours: See Attachment AM/PM - ___ AM/PM

Set Up Hours: 2 hrs before AM/PM - ___ AM/PM Tear Down Hours: 1 hour after AM/PM - ___ AM/PM

Please indicate all of the following that apply to your event

| Yes | No | |
|---|---|---|
| X | ___ | FOOD CONCESSIONS |
| X | ___ | ALCOHOLIC BEVERAGES |
| ___ | ___ | FIRST AID FACILITY AND AMBULANCE |
| ___ | ___ | TABLES AND CHAIRS SET UP, IF YES HOW MANY ___ |
| X | ___ | FENCING, BARRIERS, BARRICADES |
| X | ___ | ELECRTICITY REQUIRED, IF YES SOURCE City Market Square |
| X | ___ | BOOTHS, EXHIBITS, DISPLAYS |
| X | ___ | CANOPIES, TENTS |

Farmers Market Requests use of Bank Street from Main to Market during Summer Hours.

X VEHICILES, TRAILERS, IF YES HOW MANY 30 - 80

X TRASH CONTAINERS, DUMPSTERS

X PORTABLE TOILETS

X ENTERTAINMENT, IF YES PLEASE DESCRIBE Music Artists

X INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE Special Events will include Bounce House.

Voluntary Donations

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Other permits

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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 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 or 812.948.5333.

Name of Applicant: Susan Kaempfer SUSAN KAEMPFER (please print)

Signature: Susan Kaempfer Date: _____

Office Use Only

_____ Approved Notes: _____

_____ Denied Signed: _____ Date: _____

(Board of Works President)

New Albany Farmers Market is a year round market. They physical location of the market is 202 E. Market Street in New Albany. Our season hours are split by Winter and Summer:

Winter Hours - Saturday 10 am to 12 Noon

Summer Hours - Saturday 8 am to 12:30 pm

Mid-June to mid-September Tuesday 11 am to 1 pm - Floyd Memorial Hospital Parking Area

## Mindy Milburn

**From:** Varble, Stephanie A <stephanie.a.varble@jpmchase.com>
**Sent:** Monday, March 7, 2016 10:00 AM
**To:** Mindy Milburn
**Subject:** Board of Works

Hi Mindy

Thanks for much for letting me send you the info about the race. Vicky was so kind last year and added the race to the agenda on our behalf, presented to board and let me know if they approved. I would be so grateful if she would be able to do again this year. If unable please let me know and I will check with my team members to attend.

Below is the info:

Race Name – 4 on The 4th
Date – Monday, July 4, 2016
Organization putting on the race – Forget Me Not Ministries – www.fmnministries.org
Details – 4 mile race around the park and into the neighborhood – we would not be any main streets
Time – Race start time 8am

This will be our fifth year to utilize Community Park for the race and Roger Jeffers has given us approval to use the park.

If you need anything else, please let me know.

Take care

Stephanie Varble | Facilities Coordinator
CBRE | Global Workplace Solutions
T 502-566-2727
stephanie.a.varble@jpmchase.com

regulations. Please refer to http://www.jpmorgan.com/pages/disclosures for disclosures relating to European legal entities.