

## 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, JUNE 20, 2017 AT 10:00 A.M.**

### CALL TO ORDER:

### PLEDGE OF ALLEGIANCE:

### NEW BUSINESS:

1. Vectren re: Cut requests for 1452 Slate Run Road (14795976) – Street Cut, 1237 Clark Street (14774346) – Sidewalk Cut, 2348 Corydon Pike (14673713) – Street Cut, 252 Jackson Street (14820726) – Street Cut
2. Pastime's Pub re: Exemption for noise ordinance on Saturday, June 24<sup>th</sup>
3. Gail Bower re: Curb cut for garage at 613 E. 9<sup>th</sup> Street

### COMMUNICATIONS – PUBLIC:

### OLD BUSINESS:

### TABLED ITEMS:

### COMMUNICATIONS – CITY OFFICIALS:

1. Vicki Glotzbach for Patriotic fireworks re: Vendors permit request

### APPOINTMENTS:

### BIDS:

### CLAIMS:

### APPROVAL OF MINUTES:

Regular Meeting Minutes for June 13, 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 13, 2017 AT 10:00 A.M.**

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

**OTHERS PRESENT:** Fire Chief Juliot, Fire Marshal Koehler, Mike Hall, Sandy Boofter, Chris Gardner, Bryan Slade, Sidney Main, Larry Summers, David Hall, Jessica Campbell, Police Chief Bailey, Assistant Police Chief Fudge, David Brewer, Courtney Lewis, Tonya Fischer, Christina Jarboe, Alicia Meredith and Vicki Glotzbach

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE:**

**BIDS:**

**Police Chief Bailey** passed out bid information and said it was a notice to bidders that is to be announced today regarding the 2017 NAPD appropriation for police vehicles. He explained that it is his understanding that he is required to present this to the board and they will go through the notification process, followed by the bids being opened at the July 5<sup>th</sup> meeting.

**Mr. Nash** stated that there is a notice that will be published in the paper on June 20 & 27 regarding the specifications on the patrol vehicles.

**Mrs. Cotner-Bailey** stated that the board of works meeting will be held on Wednesday, July 5<sup>th</sup> because of the holiday.

**NEW BUSINESS:**

**1. Matt Chalfant re: Medical Facility on Lafayette Drive/curb cut**

**Mr. Chalfant** explained that this has been through the zoning process and has been approved. He stated that he would like to confirm the location of an existing curb cut on Charlestown Road that is currently a gravel driveway and one off of Lafayette Drive that lines up with the eastern most driveway. He explained that he has met with all of the neighbors across the street and they are okay with the work that is being done. He stated that from a functionality stand point the northern/southern traffic on Charlestown Road is going to come into the entrance turning left and egress going northbound will most likely come out Lafayette Drive.

**Mr. Thompson** asked if there will be a sign posted that says “no left turn”.

**Mr. Chalfant** stated that there will be a sign posted that says “right turn only” on the Charlestown Road exit.

**Mr. Nash** asked if there will be three buildings.

**Mr. Chalfant** replied yes.

**Mr. Nash** asked if they will all be medical buildings.

**Mr. Thompson** stated that they will be professional office and medical.

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

**COMMUNICATIONS – PUBLIC:**

**John Blocher, Cardinal Ritter**, requested street closures for their annual festival on Saturday, September 16<sup>th</sup>. He passed out an event flyer and a street map of the closures and booths. Said material is on file with the city clerk's office.

**Mr. Nash** asked if the request is to close 13<sup>th</sup> between Elm and Oak and Oak west of 13<sup>th</sup>.

**Mr. Blocher** stated that it will be right at St. John's Church and across 13<sup>th</sup> Street.

**Mr. Thompson** stated that this is the same event that they have done for many years.

**Mr. Nash** asked if they will have about 40 booths.

**Mr. Blocher** replied yes and explained that they wanted to make sure that the street closures are okay before they continued working on the number of booths. He stated that the fire department was there last year and it was really great fun for the kids.

**Mrs. Cotner-Bailey** stated that the board will approve this but in the future he will need to get with Courtney Lewis to fill out the special event permit request. She asked about the times that the street would need to be closed.

**Mr. Thompson** stated that it will be closed from 8:00 a.m. until 4:00 p.m.

**Police Chief Bailey** stated that they have always done a really good job managing this event over the years and the police department will have an officer there for safety.

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

**Patrick Marra, WJE**, stated that they are working for the state to do some repairs on the Sherman Minton Bridge. He explained that they are going to be doing some repairs directly over Water Street and are requesting permission to be able to close the street to through traffic where it passes under the bridge. He passed out a map of closure requests for Monday, June 19<sup>th</sup> through June 30<sup>th</sup> and explained that the type of work that they will be doing is surface prep, painting and installing steel members.

**Mrs. Cotner-Bailey** asked what times they would be doing the work.

**Mr. Marra** replied Monday-Friday from 8:00 a.m. – 6:00 p.m. He stated that they will keep the street open for as much of that time as possible.

**Mr. Gardner** asked if they anticipate having heavy equipment on the levy.

**Mr. Marra** stated that they will contain their lift equipment under the easement of the bridge but they are requesting locations to park a mobile mini trailer to store equipment as well as 2-3 parking spaces for their workers.

**Mr. Gardner** asked if they have any plans to drive up the side of the levy

**Mr. Marra** replied no and stated that they have lifts that they will use.

**Mr. Nash** asked if they will need the storage area the entire time.

**Mr. Marra** stated that they would need one space for the mobile mini for the entire time but the other spaces just while the workers are on the job during the day. He informed the board that the state approved the left lane closure of I-64 eastbound from June 28<sup>th</sup> through June 30<sup>th</sup> from 9:00 a.m. until 3:00 p.m.

**Mrs. Cotner-Bailey** asked if there is any possibility that the work would go beyond the end of June.

**Mr. Marra** stated that this portion of the work will not but there are remaining portions that still need to be done at a later date.

**Mr. Thompson** stated that the board's concern is that there is a 4<sup>th</sup> of July event scheduled for July 3<sup>rd</sup> and they don't want this work to interfere with that.

**Mr. Marra** stated that they could make sure they aren't working on that date.

**Mrs. Cotner-Bailey moved to approve the street closure on Water Street and parking option A or B, Mr. Thompson second, motion carries.**

**Paige Thomas, Dave O'Mara,** requested a 4'X4 1/2' sidewalk cut on 106 Adams Street for a service retirement.

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

**Justin Ramirez** updated the board on the McDonald Lane project. He stated that as of this morning they are ready to pour concrete for curb and gutter on the south side of McDonald Lane and the contractor plans to complete the south side with the exception of part of Bruce Fox Drive and Fox Hill Apartments to leave access to those areas. He explained that north side has been completely poured and this Thursday they will go back on the south side to pour all of the driveways for the residents with the north side scheduled for a couple of days later.

**Mr. Nash** asked how the intersection of McDonald Lane and Grant Line Road is going.

**Mr. Ramirez** stated that last week the contractor was able to get the storm sewer pipe installed and should be ready to go soon.

**Mr. Nash** asked if there are new signals there.

**Mr. Summers** stated that all new signal heads will be installed to match what has already gone in.

**Mr. Nash** asked if that is with the blinking yellow turn arrow.

**Mr. Summers** replied yes. He stated that this was a two year scheduled project and should be done ahead of schedule.

**Wes Christmas, Clark Dietz,** stated that milling work on Market Street began yesterday on the southern half of the road and started some of the patch work. He explained that they milled a segment of Spring Street that was omitted on the north half of the road and will be ready for pavement today or tomorrow. He stated that this morning the paving crew started on the southern half of Market Street and they will continue that work through tomorrow with intentions to mill the northern half on Thursday. He explained that once Market is complete they will be falling back to do the north/south streets which consists of Vincennes, Bank, Pearl and State.

**Mr. Nash** asked what the plan is for the changeover on the east/west and if that was going to be done before the north/south.

**Mr. Christmas** stated that he doesn't think that has been set yet.

**Mr. Summers** stated that they are looking at converting Spring Street first, followed by Market and Elm. He explained that once the east/west streets are complete then they will move to the north/south streets.

**Mr. Nash** asked if there has been any thought of setting a date so that the public knows when the conversion will take place.

**Mr. Summers** replied yes and explained that as soon as they have the details worked out they will announce the official dates.

**Mr. Thompson** stated that the intent is that by converting Spring Street first it will alleviate some of the traffic on Market and Elm while the work continues.

**Mr. Nash** stated that he initially thought they were going to convert them all at the same time.

**Mr. Summers** stated that the contractor's intent is to do each separately.

**Mr. Nash** stated that when Spring Street was down to one lane he didn't see much backup.

**Mr. Summers** stated that there were a few days where traffic did back up but it was primarily attributed to the signal at State and Spring.

**Mr. Christmas** stated that they should be milling the intersection of West 1<sup>st</sup> and Main today as well and the paving work will most likely happen tomorrow.

**Sonny Dickerson, HWC**, stated that the striping and pavement markings are complete on Spring Street and they will move the traffic to the north side on Monday to work on the southbound lanes. He explained that all of the underground work should be completed this week if the railroad gets on board.

**Mr. Summers** explained that once they switch the traffic to the north side they will be riding in what is going to be the permanent configuration for west bound traffic which will phase drivers into getting used to the correct lanes.

**Mr. Dickerson** stated that Ragle is shooting to do the conversion on June 30<sup>th</sup>.

**Brandon Frazier, Jacobi, Toombs & Lanz**, updated the board on the State Street and Daisy Lane extension project. He stated that they are going to be about a week behind because inclement weather is coming in. He explained that they have poured the concrete section of the lane but they still have to do the surface paving and striping which cannot be done until the retaining wall and guardrail is installed. He stated that they should still be on track to finish by the proposed date.

#### **OLD BUSINESS:**

##### **1. Banner request for the Arts Council for Monarch Butterfly Festival**

**Mrs. Glotzbach** presented the board with a rendering of the requested banner and explained that Main Street location is available for these dates but Spring Street is not.

**Mr. Thompson** moved to approve the Main Street location for July 5<sup>th</sup> through the 17<sup>th</sup>,  
**Mr. Thompson** second, motion carries.

#### **TABLED ITEMS:**

#### **COMMUNICATIONS – CITY OFFICIALS:**

##### **1. Rob Sartell re: Mosquito Abatement Program**

**Mr. Sartell** explained that the city will begin their annual mosquito abatement program this week and will be using the same product that they have been using for the last 4 years. He stated that the crews normally spray between dusk and midnight and they are pleased to announce that one of their employees has been licensed through the office of the Indiana State Chemists via Purdue and another is in the apprentice program. He explained they purchased an additional fogger because the demand was so high last year and they expect to start tomorrow and will spray twice weekly. He added that if there are any requests they can be directed to the waste water utility department. He presented the board with a map of the basic route they use, said map is on file with the city clerk's office. He stated that as far as he knows there were no reports of anyone contracting the West Nile Virus last year.

**Mr. Nash** asked if the license employee will be in charge of all operations.

Mr. Sartell replied yes.

Mr. Nash stated that it scares him that they are out there spraying chemicals.

Mr. Sartell stated that they use a minute portion of the product and added that it has been used nationwide for over 40 years with no health incidents that he is aware of.

## **2. Signage review on Sidewalks and speed tables on Schell Lane**

Mrs. Cotner-Bailey stated that this item is still under review.

Mr. Summers stated that he contacted Mr. Klein who is the contractor of the development that is going in on called Graybrook and as part of their approval they are required to install a sidewalk along the frontage of Schell Lane. He stated that he provided Mr. Klein with those stipulations and he said that the next time the concrete crews were out that they would install the sidewalks.

Mr. Thompson stated that he spoke with the water company and they are looking to see if it is their contractor or the developer who is responsible for the repair on Claire Court.

## **3. Vicki Glotzbach for Victoria Roby re: Banner request for Silvercrest Anniversary Party**

Mrs. Glotzbach explained that Silvercrest would like to hang a banner on Spring Street from June 30<sup>th</sup> through July 14<sup>th</sup> for their anniversary party on July 13<sup>th</sup>. She presented the board with a flyer that the banner will be designed from, said flyer is on file with the city clerk's office.

Mrs. Cotner-Bailey moved to approve the above banner request, Mr. Thompson second, motion carries.

## **4. Courtney Lewis re: Special Event Permit for NAHS Alumni**

Ms. Lewis stated that the class of 2007 is having a 5K on August 12 and would like to use the sidewalk on Cherokee Drive to Grant Line Road.

Mrs. Cotner-Bailey asked if there will be an officer on standby for that.

Assistant Police Chief Fudge replied yes.

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

## **5. Larry Summers re: Contract with D.L. Savage Engineering, Inc.**

Mr. Summers presented the board with a contract for D.L. Savage to help assist with the controller timings for the grid modernization project. He explained that as traffic patterns do change, they will need assistance with changing the timing and they want to have Mr. Savage on-call so if they need to make a change quickly he will be available to do so. He stated that the contract is not to exceed \$10,000.00 but he doesn't anticipate it getting anywhere near that.

Mr. Thompson asked if this has anything to do with the State Street signal project.

Mr. Summers stated that it isn't part of this scope but they could potentially expand the scope of the contract to add it. He recommended approval contingent upon review by the legal department.

Mrs. Cotner-Bailey moved to approve the contract with D.L. Savage Engineering, Inc. subject to review by legal, Mrs. Cotner-Bailey second, motion carries.

## **APPOINTMENTS:**

**Plan Commission**

**Mr. Thompson** explained that the board has an appointment to the planning commission that needs to be filled because Josh Staten resigned. He said their new appointment is Christopher Fitzgerald.

**Mr. Thompson moved to fill the vacant position with Christopher Fitzgerald, Mrs. Cotner-Bailey second, motion carries.**

**CLAIMS:**

**APPROVAL OF MINUTES:**

**Mrs. Cotner-Bailey moved to approve the Regular Meeting Minutes for June 6, 2017 with corrections, Mr. Thompson second, motion carries.**

**ADJOURN:**

There being no further business before the board, the meeting adjourned at 10:50 a.m.

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Warren V. Nash, President

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Vicki Glotzbach, City Clerk

## Mindy Milburn

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**From:** Hodges, Hannah L. <hhodges@Vectren.com>  
**Sent:** Tuesday, June 13, 2017 4:40 PM  
**To:** Mindy Milburn  
**Subject:** Permit Request  
**Attachments:** 14774346.pdf; 14795976.pdf

Mindy,

Please add the following addresses to the agenda for the next Board of Works meeting.

1452 Slate Run Rd (14795976) – street cut  
1237 Clark St (14774346) – sidewalk cut

Thank you! Have a great day!

### Hannah Hodges

Gas Operations Assistant  
(812) 948-4956



2520 Lincoln Drive  
Clarksville, Indiana 47129

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MAXIMO SITE VISIT / SEWER LOCATE FORM

Operations Center CLARKSVILLE

Street Address 1452 SLATE RUN RD City/Town NEW ALBANY

MAXIMO "Parent" Work Order Number 14795976

MAXIMO "Child" Work Order Number 14796038

New  Renew  Retire  Resize  Relocate  Other  Estimate only

1.   Sewer lateral locate is needed. If not, explain why. \_\_\_\_\_

2.   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.   Site is marked in white for locates or locates have been requested and will be ready in two working days.

Locate Number 1706134230 Time Called 3:15 PM

Start Date 6-15-17 3:15 PM Expiration Date 7-3-17

4.   Permits needed prior to the planned work accordance with state, county, or municipal requirements. Specify which permits are needed. (Write in),  
NEW ALBANY STREET PERMIT

5.   Necessary material is in truck stock. If not what is needed (Write in)  
\_\_\_\_\_

6. Estimated scheduled start date. (Write in) 6-16-17

7. Other information needed to complete this work:

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

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

Completed by WAYNE ROSTER Date 6-13-17

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 Clarksville

Street Address 1237 Clark St City/Town New Albany

MAXIMO "Parent" Work Order Number 14774346

MAXIMO "Child" Work Order Number 14781979

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 \_\_\_\_\_ Time Called \_\_\_\_\_

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

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

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 S. Jenkins Date 6/13/17

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

## Mindy Milburn

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**From:** Hodges, Hannah L. <hhodges@Vectren.com>  
**Sent:** Friday, June 16, 2017 10:01 AM  
**To:** Mindy Milburn  
**Subject:** Permit Request  
**Attachments:** 14673713.pdf; 14820726.pdf

Mindy,

Please add the following addresses to the agenda for the next Board of Works meeting.

2348 Corydon Pike (14673713) – street cut  
252 Jackson St (14820726) – street cut

Thank you! Have a great day!

### Hannah Hodges

Gas Operations Assistant  
(812) 948-4956



2520 Lincoln Drive  
Clarksville, Indiana 47129

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# NEW ALBANY STREET PERMIT (BORE)

## SITE INFORMATION

MAXIMO "Parent" Work Order Number 14673713  
 Street Address 2348 CORYDON PIKE REAR Lot Number         
 Nearest Cross Street EAGLES LN City/Town NEW ALBANY  
 County FLOYD Township NEW ALBANY Tax Code         
 Subdivision/Development        Map Number 206-269

Service Type: Residential        Commercial X Conversion       

Main: Size 2.000" 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       

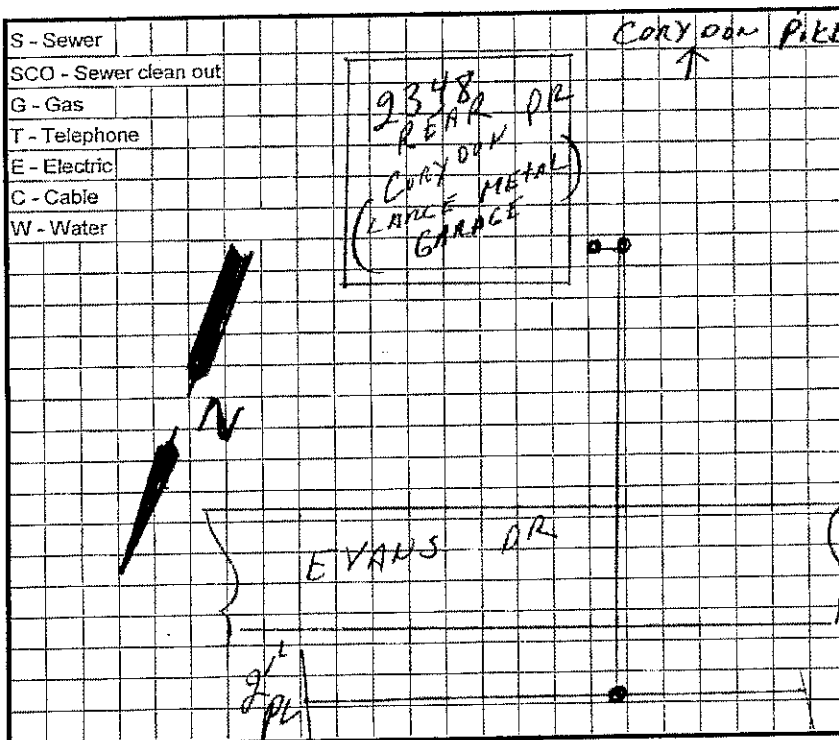
Long Side Bore in feet 90' Trench in feet 116 Total length in feet 136'

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

Financials: Operation Center # 5980 Project # 31001 Task # 046

Recommended Labor Resource  Company  Contractor

SKETCH: Instructions - indicate NORTH, all measurements are approximate



Materials Needed
1" PL PIPE - 136'
#18 TRACER WIRE - 146'
WARNING TAPE - 146'
2" x 1" PL E.F. TEE - 1
1" E.F.V. - 1
1" PL E.F. COUPL - 2
1" PL E.F. 90° EL - 1
1" PL RISER - 1
H.P. SET + REG - 1
3" ANODE - 1
PROTECTIVE SLEEVE - 1

MAXIMO SITE VISIT / SEWER LOCATE FORM

Operations Center CLARKSVILLE

Street Address 2348 CORYDON PIKE (REAR) City/Town NEW ALBANY

MAXIMO "Parent" Work Order Number 14673713

MAXIMO "Child" Work Order Number 14673720

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)

NEW ALBANY STREET PERMIT (BORE)

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) 6-17-17

7. Other information needed to complete this work:

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

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

Completed by WAYNE ASHER Date 6-14-17

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 Clarksville

Street Address 252 Jackson St City/Town New Albany

MAXIMO "Parent" Work Order Number 14820726

MAXIMO "Child" Work Order Number 14822019

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)

Street

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) \_\_\_\_\_

7. Other information needed to complete this work:

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

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

Completed by S. Jenkins Date 6/15/17

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