

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 11, 2017 AT 10:00 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

1. Becky Cook re: Mail boxes on McDonald Lane 812-557-4627
2. Terry Hubert with Clark Nichols re: Street closure on Green Valley Rd. 502-643-8407
3. Jim Silliman, JTL re: Request approval of the maintenance of traffic plan, closure and detour route for Bono Road Rehabilitation Phase 2 Project
4. Roger Schneider re: Dumpster permit request at 521 E. 8th St. 812-989-0233

COMMUNICATIONS – PUBLIC:

OLD BUSINESS:

1. Speed limit sign on Kenzig Road
2. Special Event Permits for La Leche League of Southern Indiana and Carnegie Center for Art & History

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Courtney Lewis re: Special Event Permit for Develop New Albany

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Regular Meeting Minutes for July 5, 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 WEDNESDAY, JULY 5, 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, Sandy Boofter, Bryan Slade, Brandon Sailings, Sidney Main, Larry Summers, David Hall, Jessica Campbell, Police Chief Bailey, Assistant Police Chief Fudge, Tonya Fischer, Alicia Meredith and Vicki Glotzbach

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

BIDS:

Bid Opening for Police Vehicles

Mr. Nash opened the following bid:

| | | |
|-------------------|-----------------------------|---------------------------|
| John Jones | (2017 Dodge Charger) | \$33,085.50 (each) |
|-------------------|-----------------------------|---------------------------|

Mr. Nash stated that the bid will be submitted to the legal department for review.

Mrs. Cotner-Bailey moved to approve the bid subject to the approval from the legal department, Mr. Thompson second, motion carries.

NEW BUSINESS:

- 1. Fred Geswein: Fast Freddy's 5 miler on Thanksgiving morning, November 23, 2017**

Mr. Geswein passed out letters to the board explaining his request and outlining the race.

Mr. Nash asked if anything has changed from last year.

Mr. Geswein replied no.

Police Chief Bailey stated that as per past years, they will have law enforcement staff monitoring several intersections for safety and someone leading and following the runners and walkers. He said they have not experienced any problems in the past and he doesn't anticipate any issues this year.

Mr. Geswein stated that Major Will Popp has done an excellent job and added features to the race.

Mr. Thompson asked Mr. Geswein to call later in the year to remind him to repaint the markers.

Mr. Geswein stated that he would.

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

2. Scott Ham with Silver Creek Water re: Street cut permit at Grant Line Road and Melsmith Road

Mr. Scott Ham passed out a map of the intersection and the proposed closure for the board to review. He requested a 15'X15' street cut at Melsmith Road and Grant Line Road to replace a water main, which is a six inch tee and valve, on Wednesday, July 12th and carry over for completion on Thursday, July 13th. He stated that they would like to close Melsmith Road between Grant Line Road and Royal Oak Drive on July 12th and 13th from 7:00 a.m. to 5:00 p.m. He then went over the detour route map with the board and requested to shut down Melsmith Road for safety reasons. He explained that they would place signs at Bald Knob Road on the hill just passed IUS that say "Melsmith Road will be closed". He also explained that they would like to put up detour signs and route people through the detour.

Mr. Nash asked whose jurisdiction that the detour route would be in.

Mr. Thompson stated that the detour is in the county.

Mr. Ham said the he already has county approval but the city's right-of-way runs down Grant Line Road to the industrial park and they want to make the 15'X15' cut in the city's right of way at Grant Line Road and Melsmith Road. He then explained that a couple of hundred feet up there is a flush hydrant and they would like to exchange that for a fire hydrant. He said that they are basically going to cut the road twice in one day to move the valves that are in the road now because that is a horrible place to try to shut down for maintenance.

Mr. Thompson asked if they will be working on both sites at the same time and open the road back up in the afternoons after they are finished working.

Mr. Ham replied yes and stated that they would plate them after a 10 inch concrete cap is put in to set up overnight. He added that the pavers would come in the next day to pave it.

Mr. Nash asked what times they will be working.

Mr. Ham replied that they are requesting 7:00 a.m. to 5:00 p.m. but realistically they will probably stop each day around 1:00 p.m. He said they need the security of those extra hours just in case the unknown happens.

Mr. Nash stated that his preference would be a one lane closure.

Mr. Ham stated that if they take it down to a one lane closure, they will have to add flaggers on the Grant Line Road side. He added that at points, it will have to be completely shut down anyway.

Police Chief Bailey asked if the fire ladder truck, emergency vehicles, etc. be able to get through the area during the closure without having to take the detour.

Mr. Ham replied yes and stated that there is enough room to swing wide there to get around and his crews would move the barricades out of their way.

Mr. Nash asked what is going to stop non-emergency vehicles from going through there.

Mr. Ham stated that they have large "Road Closed" signs with the steel struts and four panels as well as a lot of personnel working around there with flashing vehicles. He added that they waited until school was out because the county told them they couldn't do any road work while school was in session because of the busses.

Mr. Thompson asked if the county is okay with the detour.

Mr. Ham replied yes.

Mr. Nash stated that he doesn't like the detour at all because it is all residential.

Mr. Thompson asked if the work will take longer if one lane is closed and you have more flaggers.

Mr. Ham replied yes.

Mr. Nash asked how early they could get signs out to give people advanced notice of the detour.

Mr. Ham replied the he could have them up by Friday afternoon.

Police Chief Bailey asked if a full size tractor trailer be able to negotiate the detour and make the turns.

Mr. Ham replied yes and said that it was tested by an A. Arnold & Sons tractor trailer.

Police Chief Bailey stated that as far as public safety inside the city limits, his question was answered about getting the ladder truck through the closure in the event of any issues at the industrial plant so he is satisfied.

Mr. Thompson asked if he would notify the crew on site that they are to move barricades and let emergency vehicles through if need be.

Mr. Ham replied yes. He then explained that they are basically going to save the city about \$10,000.00 by changing out the flush hydrant to a fire hydrant ahead of time.

Mr. Thompson asked if the work they are doing on the flush hydrant will not compromise anything if they do have a fire in that area.

Mr. Ham replied absolutely not. He said that if the city gets any calls, please send them to him.

Mr. Thompson moved to approve the cut permit at Melsmith Road and Grant Line Road on July 12th and 13th for repairs, Mrs. Cotner-Bailey second, motion carries.

3. Cheryl Baxter: Speeding signs on Kenzig Road

Ms. Cheryl Baxter requested a speed limit sign on Kenzig Road at the top of the hill where the residential area begins. She explained that there are many children in the area and the trucks and cars coming up the hill are flying past the first few houses and that creates safety issues.

Mr. Thompson stated that he would like to review it.

Mr. Nash stated that Mr. Thompson would review the area and contact her.

4. Charise Frazier: Road block at 216 Greendale Drive for inflatable

Not Present.

COMMUNICATIONS – PUBLIC:

Mr. Wes Christmas, Clark Dietz, reported that most of the paving for the downtown grid modernization was completed last week except for State Street. He then reported that the alley between Bank Street and Pearl Street between Spring Street and Market Street is being paved today. He said that Vincennes Street was wrapped up last week as well and they paved from Main Street to Charlestown Road and are now beginning layout for pavement markings there except for an area that they are omitting because it is part of the grid modernization project. He stated that they are indicating that milling and paving will start on State Street on Monday, July 17th. He then stated that MAC is beginning patching work on Green Valley Road as a part of the annual paving contract.

Mr. Nash asked what the status is on Bono Road.

Mr. Summers reported that they are finishing up the water main relocation and bids will be opened in mid to late July and construction should start at the beginning of August.

Mr. Christmas stated that on W. 1st Street and Main Street, they have received all of the materials to finish out the rapid flashing beacons there and the poles have been up for the pedestrian signals but they haven't mounted the new signals and signage yet. He said that they will hopefully get that done tomorrow and they should be functional by the end of the day tomorrow. He said once that is done, everything will be complete on that project with the exception of tree plantings which they will come in the fall to do.

Mr. Nash asked about the markings on Spring Street.

Mr. Summers replied that the buffered bike lane on the northbound side of Spring Street was striped in the wrong direction. He explained that the hatching cross stripes that are going at an angle are going in the wrong direction because the engineering firm had it incorrect in the plans so they will rectify that by taking up the striping and reapply new striping which they will pay for.

Mr. Nash asked about the parking concerns that the churches have had.

Mr. Summers stated that he has spoken with St. Mary's and they are okay with the current arrangement. He then stated that he has spoken with St. Mark's and there are still concerns there but he has been working with them to try to mitigate that as much as possible.

Mr. Nash stated that he understands that they have spent a considerable amount to make the front handicap accessible.

Mr. Summers stated that is correct and added that two of the spots that are on either side of the alley in front of their facility will be marked as ADA parking.

OLD BUSINESS:

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Courtney Lewis re: Special Event Permits

- A) Special event permit for La Leche League of Southern Indiana
- B) Special event permit for Carnegie Center for Art & History

Mr. Thompson moved to take both items under advisement, Mrs. Cotner-Bailey second, motion carries.

2. Vicki Glotzbach for Vectren re: Street and sidewalk cut at 112 E. 16th Street

Ms. Glotzbach presented the above street and sidewalk cut request from Vectren that was received after the packets went out.

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

3. Sandy Boofter re: Bank Reconciliation Worksheet for May 2017

Mrs. Boofter presented the Bank Reconciliation Worksheet for May 2017 and requested that it be read into the minutes.

Mr. Nash asked that the record show that the Bank Reconciliation Worksheet for May 2017 was received and recorded in the minutes.

4. Fire Chief Juliot re: Promotions

Fire Chief Juliot presented three requests for promotions. He requested that Samuel Heavrin be promoted to the rank of Sergeant, Michael Cooper be promoted to the rank of Sergeant and Ben Fee be promoted to the rank of Sergeant.

Mr. Nash asked if he is asking for the promotions to take effect on July 8, 2017 with one year probationary period.

Fire Chief Juliot replied that is correct and stated that they wouldn't be permanent until July 8, 2018.

Mr. Nash asked why there are openings and if they are due to retirements.

Fire Chief Juliot replied yes.

Mrs. Cotner-Bailey moved to approve the above promotions for a probation period of one year, **Mr. Thompson** second, motion carries.

5. Mickey Thompson re: Scaffolding set up in the alley at 218 Pearl Street

Mr. Thompson stated that there is a masonry contractor working on the building at 218 Pearl Street and has scaffolding set up and may be there for about three weeks. He said he has been there to look over the site and the scaffolding is on the sidewalk and the legs are actually in the alley but they are not blocking the alley; there is still enough room to drive through there. He also said that he has his contact information so if there is a conflict, he will contact them to let them know that they need to be out of there. He stated that the contractor is going to look at the front of the building after they get the back finished to see what work needs to be done there.

Mrs. Cotner-Bailey moved to approve the scaffolding at 218 Pearl Street for a three-week period subject to the understanding that if there is a conflict they will have to move, **Mr. Thompson** second, motion carries.

6. Cheryl Cotner-Bailey re: Sidewalk closure on Market Street

Mrs. Cotner-Bailey stated that the board approved the sidewalk closure on Market Street from Scribner Drive to Hauss Square for roof repairs for three weeks and the end of that period is approaching.

Mr. Thompson stated that he will check on that.

7. Police Chief Bailey re: Independence Celebration on July 3rd at the riverfront

Police Chief Bailey reported that from the police department's point of view everything went well without incident. He said that the parking, traffic and crowd all went well and people were very pleased with the outcome.

Mr. Nash asked if the crowd was comparable to previous years.

Police Chief Bailey stated that it was larger than previous years and was probably about 7,000-8,000 people. He also stated that Adam Kruer took some photographs from the air and is going to look at those at some point and try to make some kind of determination on the number in attendance. He added that it may never be determined because people were spread from the Sherman Minton Bridge down to the concrete floodwall.

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Mr. Thompson moved to approve the Regular Meeting Minutes for June 27, 2017, Mrs. Cotner-Bailey second, motion carries.

ADJOURN:

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

Warren V. Nash, 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: Develop New Albany

Name of Applicant: Teresa Baxter Date: _____

Address: 222 Pearl St. Suite 109 City: New Albany State: IN Zip: 47150

Contact Phone: (502) 592-0878 Email: TeamBaxter2@gmail.com

Onsite event day contact person: Teresa Baxter Phone: 502-592-0878

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 type="checkbox"/> Concert | <input type="checkbox"/> Picnic | <input checked="" type="checkbox"/> Other (Specify) <u>TACO WALK</u> |

Event Title: Taco Walk

Event Date: August 12, 2017 Estimated Attendance: This is first year for event

Requested Park: Bicentennial Park Riverfront Amphitheater City Square
 Other (Specify) _____

Event Hours: 2 AM/PM 8 AM/PM

Set Up Hours: 1:30 AM/PM 2 AM/PM Tear Down Hours: 8:00 AM/PM 9:00 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 _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | FENCING, BARRIERS, BARRICADES |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELECRTICITY REQUIRED, IF YES SOURCE <u>Electricity at City Square</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | BOOTHS, EXHIBITS, DISPLAYS |

- CANOPIES, TENTS
- VEHICLES, TRAILERS, IF YES HOW MANY _____
- TRASH CONTAINERS, DUMPSTERS
- PORTABLE TOILETS
- ENTERTAINMENT, IF YES PLEASE DESCRIBE Music, dance,
- 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: Develop New Albany (please print)

Signature: Jessica Baxter President Date: July 10, 2017

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

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