

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 25, 2017 AT 10:00 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

COMMUNICATIONS – PUBLIC:

1. Marcella Arnold re: Banner permit for the Blood Water Walk 812-987-6523
2. Vectren re: Cut requests at 2424 Beeler St (14860837) – street cut
3. Nathan Grimes with Renaissance re: Avondale Cove Project

OLD BUSINESS:

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Courtney Lewis re: Special Event Permit Requests
 - Rauch Inc. Interpreting Services Meet and Greet at Bicentennial Park
 - Harvest Homecoming Pumpkin Decorating Contest at Farmer's Market
 - Louisville Mayor's Hike, Bike & Paddle-Ohio River Lock Through at Boat Dock

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Regular Meeting Minutes for July 18, 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, JULY 18, 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, Robert Lee, Brandon Sailings, Sidney Main, Larry Summers, David Hall, Jessica Campbell, Police Chief Bailey, Assistant Police Chief Fudge, Greg Phipps, Tonya Fischer, Alicia Meredith, Christina Jarboe, John Rosenbarger, Courtney Lewis, Michael Hall, Brandy Becker and Vicki Glotzbach

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

1. Karen Rice with the University of Michigan re: Solicitors permit

Karen Rice passed out brochures of what the institute does and a copy of the letter that they will send to potential participants. She explained that the University of Michigan Institute for Social Research is the largest academic for social research in the United States and the brochure that she handed out lists some of their studies. She stated that they are seeking permission to contact residents in New Albany and the people they would contact have been pre-identified because they are looking for a very specific group of people. She also stated that they would have all received some version of the letter that she passed out to the board so they are not knocking on their doors blindly and they will be invited to participate in a paid study. She said they are not asking them for anything but their time and are typically paid from \$100.00-\$350.00 cash for participation. She also said that they do have about a 70% success rate with the people that they do contact who are eligible and interested in participating in the study. She explained that it will be either her or one of her coworkers sitting down in the participant's living room and asking them questions on a computer. She said that if approval is given, they do contact the local police department and everyone that works with the university has a photo ID badge. She then said that they have a lot of literature that they provide to participants so that they can look at the website or call the phone number to verify that they are a legitimate arm of the University of Michigan. She stated that the actual Institute for Social Research was started in 1946 and this particular study that they are working on now was started in 1992. She also stated that it is not a local program and they do contact people throughout the US and it is funded by several government agencies.

Mr. Nash asked how New Albany, Indiana was selected.

Ms. Rice stated that the selection process is done by the study researchers at the university and the Louisville Metro Area was actually selected which also includes New Albany, Jeffersonville, Clarksville and Shelby County, KY.

Mrs. Cotner-Bailey asked if all of the people going door to door are employees.

Ms. Rice replied that they are all employees of the University of Michigan at present. She said that she is from Shelbyville, KY and is a field rep here and that they also have one young lady from Louisville, KY who would be a field rep as well as another young lady that lives in Madison, IN.

Mrs. Cotner-Bailey asked if there will be three reps going door to door.

Ms. Rice replied that at this point, it would just be her but as they get busier with the study, either or both of those reps would be pulled in.

Mrs. Cotner-Bailey asked how long the door to door process will go on.

Ms. Rice stated that the door to door process will go possibly through November or maybe December but as far as the studies, she can't mention the particulars for confidentiality purposes.

Police Chief Bailey stated that with no offense, that is his biggest reservation for it. He also stated that he would resist this on behalf of the police department because the common practice for this board has been to deny these sorts of requests. He said that from what he is hearing, even though prospective participants have received letters, these are still cold calls to people's homes.

Mr. Thompson asked if there is a number of prospective participants predetermined that have received letters that you would be knocking on their doors or would you keep knocking until you get a certain number.

Ms. Rice stated that at this point, she has 83 addresses in the New Albany area and the majority of the addresses are on Vincennes Street, Grant Line Road and Charlestown Road and those areas. She said they don't work toward a specific percentage in New Albany, it is a percentage in the Louisville market so she can't say that she is going to call on those 83 until 40 of them say yes because they are figured into that larger Louisville Metro area.

Mr. Nash asked if she said that these people have already agreed to be interviewed.

Ms. Rice replied no and stated that they have received a letter and this phase is for her to make personal contact to ask them to agree to be interviewed.

Mr. Nash stated that it is a cold call follow-up from the letter.

Ms. Rice replied that it is a follow-up to the letter and they do tell them that everything is completely voluntary, not only the survey as a whole, but individual questions. She said that they do have about a 70% success rate and when she speaks with someone that is eligible.

Police Chief Bailey asked what she means by success rate.

Ms. Rice replied it is the success rate of how many agree to participate.

Mr. Nash stated that 30% are saying that they don't want to participate.

Ms. Rice stated that is correct.

Mr. Thompson asked if the letter the board received is the one that went out to the prospective participants.

Ms. Rice replied that there are a couple of version and that is one version of what went out.

Mrs. Cotner-Bailey asked if she has a satellite office or anything in Louisville.

Ms. Rice replied no and stated that her direct supervisor is in Philadelphia, PA and then her direct supervisor is in Ann Arbor, MI.

Mr. Nash stated that in his six years of being on this board, we have never approved anything like this and he hasn't been given any reason to change that.

Ms. Rice stated that it is the opinion of the study that we are trying to be inclusive because it does tell the story of the people they are contacting and New Albany is a big part of the Louisville area so they feel that each person should have the information and be able to make their own decision on whether or not to participate.

Mr. Nash stated that he feels their privacy and safety are overriding things.

Mr. Thompson agreed and stated that it has been the board's position for quite a while. He then stated that the only reservation he has is that it is a paid study so it knocks someone out of the opportunity to make some money.

Ms. Rice stated that they are not made aware of the amount of the pay until they are made eligible because there is the possibility that people may make themselves eligible for that amount of pay.

Mr. Nash stated that he is not doubting the integrity of the study or anything like that but there are so many scams out there and people are so concerned about answering their doors so he just does not have a good feeling about it. He added that it is nothing against Ms. Rice, the study or the university but he is just not convinced that it would be best for the public. He then thanked Ms. Rice for coming in.

Ms. Rice thanked the board for their time.

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

COMMUNICATIONS – PUBLIC:

Sam Reid, Vectren, requested a street cut at 1260 Vance Avenue to repair a leak.

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

Sonny Dickerson, HWC Engineering, stated that all signage and new signal heads are up everywhere except State Street and once the INDOT revisions are reviewed for State Street those will go up. He explained that decorative crosswalks are underway with the hopes that they will be done today.

Mr. Nash asked if the decorative crosswalks were just in downtown.

Mr. Summers stated that they are at Spring Street, Elm Street, and Market Street at Bank, Pearl and State.

Mr. Dickerson stated that they are looking at two to three weeks out to convert Spring Street but they will give a week's notice to the city before the conversion starts.

Mr. Nash asked how much marking there is left to do.

Mr. Dickerson stated that they still have Elm and Market to do.

Mr. Nash asked if he has any idea how long that will take.

Mr. Dickerson replied approximately one week for each.

Ruth Watson stated that she just got back from a vacation in Michigan and they drove through Beulah where there was a street similar to Elm Street where one half of the street was going one way and the other half was bicycle lanes. She stated that it was very efficient and they didn't have all of the confusing markings in the street and she wanted the board to know about it.

Mr. Nash stated that the board has received some letters on the stop light at the intersection of Charlestown Road and Vincennes Street and they have been discussing this as well.

Brittany Enah, Underground Classic Cuts, stated that they would like to have a customer appreciation block party for small businesses on Saturday, July 22nd. She stated that the event will be open to all small businesses around New Albany with local food and entertainment. She requested the closure of the corner of Main Street and Bank Street to the floodwall.

Mrs. Cotner-Bailey asked what time they would like to have it.

Ms. Enah stated that they would like to have it from 6:00 p.m. to 10:00 p.m. which includes set up and clean up.

Mr. Nash stated that he isn't clear on what she is asking.

Ms. Enah explained that she is asking if they can close Main and Bank Street reserved for the Underground Station for the block party.

Mr. Nash asked if she wants to close Bank Street.

Ms. Enah replied yes.

Mr. Nash asked if everyone involved in the Underground Station has signed off on this.

Ms. Enah replied yes. She added that almost every business on Pearl Street has also signed on as well.

Mrs. Cotner-Bailey stated that in the future they would prefer more advanced notice because there is an event permit process that she needed to go through.

Ms. Enah apologized and stated that she was unaware that this was something she had to come to the board for until very recently.

Mrs. Cotner-Bailey stated that she is confused on where the reserved parking would be.

Mr. Thompson stated that she isn't asking for parking, she is asking to close Bank Street from Main to the floodwall to have the event in the street.

Ms. Enah stated that there will be entertainment at the courtyard so they would like to use the street for local artists and food.

Mr. Nash asked for the hours.

Ms. Enah stated that 6:00-10:00 p.m. which includes setup and cleanup.

Mrs. Cotner-Bailey stated that she doesn't know that this is a good idea with the production going on at the riverfront.

Mr. Thompson asked if there is any chance she can reschedule the event.

Ms. Enah explained that while she didn't know the process for events in the city until recently the flyers have already gone out for the event. She added that when they picked their date they looked on the City of New Albany Facebook page and website for the schedule of events and the play was not listed.

Mr. Nash stated that she didn't check anything that is really official.

Police Chief Bailey asked what type of vendors they would have.

Ms. Enah replied they are local artists and are new to New Albany.

Police Chief Bailey asked if they are going to have alcohol.

Ms. Enah replied no.

Mr. Nash asked if there will be a stage.

Ms. Enah replied no.

Mr. Gardner asked if they were going to have actual booths in the street.

Ms. Enah stated that they aren't going to have booths they just wanted to have extra room for different activities because the entertainment will be in the courtyard.

Mr. Nash said that he doesn't understand why it was advertised so heavily without getting permission to close the street.

Ms. Enah apologized and stated that she was not aware that she needed to appear before the board for approval.

Mrs. Cotner-Bailey stated that what she is trying to do is a great idea but they board just needs to consider safety as well as the production that is going on at the riverfront which could cause competing noise issues.

Mr. Nash stated that they applaud what she is doing but there is issue with her advertising before she received approval.

Mrs. Glotzbach stated that she said wasn't aware that she needed permission.

Ms. Enah stated that had she known this would have been the first place she visited before she spent so much money on advertisement.

Mrs. Cotner-Bailey asked if she has a contingency plan if the board doesn't approve it.

Ms. Enah stated that she will just have to cancel the event and the money that has been spent isn't refundable.

Mr. Thompson stated that his issue is the music that they will have in the courtyard as they will be in competition for sound with the show going on at the riverfront.

Ms. Enah stated that it will be a DJ and a microphone so she can't imagine that the sound coming from their event would be too loud.

Mr. Nash stated that the event at the riverfront has been planned for months.

Mrs. Cotner- Bailey stated that she would be willing to entertain approving this without the music.

Ms. Lewis stated that they had an experience similar to this last year with IndieFest and the Public Art Project and there wasn't an issue with the music in the courtyard at the Underground Station. She added that the parking might be the only concern she has with interfering with the river stage but they could be directed to the parking garage.

Mr. Nash stated that he is not as concerned with the parking as he is with the noise. He added that the DJ would have to keep it down so there is no interference at all.

Mr. Thompson stated that he is concerned with the parking because they are charging for that event so they wouldn't want to have an issue with parking because it is a paid event and they went through the proper permit process to get it approved.

Police Chief Bailey stated that if there is a conflict, it will be his department that has to correct the conflict, and he is not sure how they would do that. He added that she can say that they will direct people down to the parking garage but he knows how this works when dealing with human nature and individuals. He stated that they have had numerous productions at the amphitheater and he can see how sound carries and this is throwing tremendous flags up for them as far as conflict goes and he can see it being a major headache to try and bail them out.

Mr. Thompson stated that there could be a conflict there and if there is, the riverfront would win out because they went the correct process to reserve everything for their event.

Mr. Thompson moved to deny the request to close Bank Street on July 22nd, Mrs. Cotner-Bailey second, motion carries.

OLD BUSINESS:

1. Speed limit sign on Kenzig Road

Mr. Thompson stated that he recommends installing two speed limits on the city's portion but not post them until we see what the limit should be. He said that the default limit is 30 mph but

Mr. Thompson moved to approve the installation of two speed limit signs on the city portion with the stipulation that they not be posted until they know what the correct speed limit should be and a recommendation that it be less than 30mph, Mrs. Cotner-Bailey second, motion carries.

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Vicki Glotzbach re: Letter from Charles R. Murphy regarding stop light at the intersection of Charlestown Road and Vincennes Street

Mrs. Glotzbach explained that her office received a letter from Mr. Charles R. Murphy which was addressed to the board of works regarding the stop light at the intersection of Charlestown Road and Vincennes Street. She said that the letter basically states that he feels there is a problem with the programming of the light because only a few cars can get through at certain periods of the day.

Mr. Thompson stated that Vincennes Road has recently been paved so that signal is not working as it should and the loop detection was taken up so he suggested that they wait to do anything until the loops are put back in

2. Vicki Glotzbach re: Handicapped Parking Spot/Sign Request for 1319 Vance Avenue

Mrs. Glotzbach presented a request for a handicapped parking spot in front of 1319 Vance Avenue. She stated that it received approval from the traffic division and now needs approval from this board.

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

3. Courtney Lewis re: Special Event Permit Request for Baptist Health Floyd for the use of the Riverfront Amphitheater on September 17th for an employee picnic.

Ms. Lewis explained Baptist Health Floyd would like to host their employee recognition picnic at the amphitheater on September 17th from 11:00 a.m.-7:00p.m. which includes setup and tear down. She added that on the permit alcohol is marked and food is not but that is backwards and they will be bringing all their own tables, chairs and tents.

Mrs. Cotner-Bailey asked if they are going to take care of all of their trash.

Ms. Lewis replied yes and stated that they will have one inflatable as well as music.

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

4. Chris Gardner re: Request to close parking lanes north of the police department

Mr. Gardner requested to close the parking lane on Spring Street in the south lane in-between the entrance to the police department and Scribner Drive. He stated that they would need the closure from Wednesday- Friday of this week to rebuild two catch basins that have deteriorated.

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

5. Larry Summers re: Update on the Downtown Grid Paving Project.

Mr. Summers stated that Mr. Christmas couldn't be here today and explained that he presented a letter to update the board. He explained that State Street and one block of Market from State to Hauss Square was milled yesterday and they were hoping to pave today and tomorrow. He added that this will be the completion of the downtown grid paving operations except for the portion by Breakwater and 15th Street that will be done with the regular paving project. He explained that they are patching out on Charlestown Road and once that is complete they will switch back over to State Street from where they finished just passed Elm all the way out Grantline Road.

Mr. Nash asked if State Street and Charlestown Road are the next streets to pave.

Mr. Summers replied yes. He stated that they are working on Charlestown Road now and as soon as they finished they will move back to State Street.

6. Fire Chief Juliot re: Fire on East 8th.

Fire Chief Juliot stated that the fire is under investigation at this time.

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Mrs. Cotner-Bailey moved to approve the Regular Meeting Minutes for July 11, 2017, Mr. Thompson second, motion carries.

ADJOURN:

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

Warren V. Nash, President

Vicki Glotzbach, City Clerk

Mindy Milburn

From: Marcella Arnold <mlashineabove@yahoo.com>
Sent: Friday, July 21, 2017 3:39 PM
To: Mindy Milburn
Subject: Water:Walk 2017
Attachments: IMG_2866.jpeg; IMG_2867.jpeg; IMG_2868.jpeg; IMG_2869.jpeg

Mindy,

These are pictures of banner. Banner is same as last year, with dates and info amendment.

Size is 3 x 30.

Date change to 9/16/2017 9AM

Hope this will be sufficient for board meeting on Tuesday. Feel free to call with any questions.
(Sharon Maetschke & Nancy Stein were your contacts last year.)

Thanks for your help!

Marcella Arnold
812-987-6523





Special Event Permit Application

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

Name of Organization: Rauch Inc. Interpreting Services
Name of Applicant: Dave Calvert Date: 7-14-17
Address: 215 E. Spring St. City: N.A. State: IN Zip: 47150
Contact Phone: (812) 542-3076 Email: dcalvert@rauchinc.org
Onsite event day contact person: Dave Calvert Phone: 812-542-3076

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>Meet & Greet w/ Deaf Community</u>

Event Title: Rauch Meet and Greet
Event Date: 9-15-17 Estimated Attendance: 50 persons
Requested Park: Bicentennial Park Riverfront Amphitheater City Square
 Other (Specify) _____
Event Hours: 1:00 AM/PM 5:00 AM/PM
Set Up Hours: 11:00 AM/PM - 12:30 AM/PM Tear Down Hours: 5:30 AM/PM - 6:00 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 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>Tables-4 Chairs-25</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | FENCING, BARRIERS, BARRICADES |
| <input type="checkbox"/> | <input type="checkbox"/> | ELECTRICITY REQUIRED, IF YES SOURCE _____ |
| <input 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 _____
- ___ 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: Dave Calvert (please print)

Signature: *[Handwritten Signature]* Date: 7-14-17

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



Special Event Permit Application

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

Name of Organization: Harvest Homecoming
Name of Applicant: Allison Sears Date: 7-19-17
Address: 431 Pearl St. City: New Albany State: IN Zip: 47150
Contact Phone: (812) 207-8345 Email: asears@harvesthomecoming.com
Onsite event day contact person: Allison Sears Phone: 812-207-8345

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>HHC Pumpkin Decorating</u>

Event Title: Harvest Homecoming Pumpkin Decorating Contest
Event Date: Oct. 8, 2017 Estimated Attendance: 200 people
Requested Park: Bicentennial Park Riverfront Amphitheater City Square
 Other (Specify) Farmers Market

Event Hours: 2 AM/PM - 4:30 AM/PM
Set Up Hours: 11 AM/PM - 1:30 AM/PM Tear Down Hours: 4:30 AM/PM - 6 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 type="checkbox"/> | <input checked="" type="checkbox"/> | ALCOHOLIC BEVERAGES |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | FIRST AID FACILITY AND AMBULANCE |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TABLES AND CHAIRS SET UP, IF YES HOW MANY <u>15 tables, 10 chairs, Bales of Hay</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | FENCING, BARRIERS, BARRICADES |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELECRTCITY REQUIRED, IF YES SOURCE <u>Farmers Market Outlets</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | BOOTHs, EXHIBITS, DISPLAYS - |

- ___ CANOPIES, TENTS
- ___ VEHICLES, TRAILERS, IF YES HOW MANY 2 trailers, personal vehicles
- ___ TRASH CONTAINERS, DUMPSTERS
- ___ PORTABLE TOILETS - city trailer
- ___ ENTERTAINMENT, IF YES PLEASE DESCRIBE Bounds Unlimited DJ
- ___ INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE _____

Voluntary Donations

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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: Allyson Sears (please print)

Signature: [Handwritten Signature] Date: 7-19-17

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: LOUISVILLE MAYOR'S OFFICE
Name of Applicant: Michael E. Maloney Date: 7.12.17
Address: 527 W. Jefferson, Ste 101 City: LOUISVILLE State: KY Zip: 40202
Contact Phone: (502) 574-5002 Email: mike.maloney@louisvilleky.gov
Onsite event day contact person: same Phone: 502-939-4103

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>Kayak and canoe take-out as part of Hike, Bike & Paddle</u>

Event Title: HIKE BIKE & PADDLE - OHIO RIVER LOCK THROUGH
Event Date: SEP 4, 2017 Estimated Attendance: 200-250 +/-
Requested Park: Bicentennial Park Riverfront Amphitheater City Square
Event Hours: N/A AM/PM - 1P AM/PM Boat Dock take out ramp
Set Up Hours: N/A AM/PM - N/A AM/PM Tear Down Hours: N/A AM/PM - N/A AM/PM

Please indicate all of the following that apply to your event

- | Yes | No | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | FOOD CONCESSIONS |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | ALCOHOLIC BEVERAGES |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | FIRST AID FACILITY AND AMBULANCE |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | TABLES AND CHAIRS SET UP, IF YES HOW MANY _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | FENCING, BARRIERS, BARRICADES |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | ELECTRICITY REQUIRED, IF YES SOURCE _____ |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | BOOTHs, EXHIBITS, DISPLAYS |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | CANOPIES, TENTS |

- VEHICLES, TRAILERS, IF YES HOW MANY _____
- TRASH CONTAINERS, DUMPSTERS _____
- PORTABLE TOILETS _____
- ENTERTAINMENT, IF YES PLEASE DESCRIBE _____
- 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: Michael E. Maloney (please print)

Signature: Michael E. Maloney Date: July 12, 2017

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

MAXIMO SITE VISIT / SEWER LOCATE FORM

Operations Center Clarksville

Street Address 2424 Beecher St City/Town New Albany

MAXIMO "Parent" Work Order Number 14860837

MAXIMO "Child" Work Order Number 14866468

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) Temp. Retire

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 1707191311 Time Called 10 am

Start Date 7-20-17 Expiration Date 8-7-17

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

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) 7-20-17

7. Other information needed to complete this work:

Special crew or equipment (Write in) _____

Other (Write in) _____ Welder

Completed by T. Episcopo Date 7-18-17

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