

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, SEPTEMBER 12, 2017 AT 10:00 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

1. Martin Hackworth re: Request an audible crosswalk at Ekin Ave. and Vincennes St.
2. Al Cardoso re: Curb cut at 1721 S. Audubon Dr.
3. Mike Dalton with BCM Constr. re: Phase 2 of Floyd County Jail

COMMUNICATIONS – PUBLIC:

OLD BUSINESS:

TABLED ITEMS:

1. Street cut request on Green Valley Road in front of school
1. Request from New Albany Farmer's Market for fundraiser

COMMUNICATIONS – CITY OFFICIALS:

1. Courtney Lewis re: Event permit request
 - St. Mary's Catholic Church Fiesta
2. Vicki Glotzbach re: Handicapped Parking Spot for 1944 Culbertson Avenue

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Regular Meeting Minutes for September 5, 2017

ADJOURN:

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, SEPTEMBER 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, Bryan Slade, Chris Gardner, Sidney Main, Larry Summers, Police Chief Bailey, Alicia Meredith, Linda Moeller, Courtney Lewis and Vicki Glotzbach

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

COMMUNICATIONS – PUBLIC:

Mr. Jerry Brownfield, 4111 Klerner Lane, stated that he is building a pole barn on his property and would like permission to flag traffic on the road to install a sewer tap.

Mrs. Cotner-Bailey asked if he has permission from planning and zoning to build the pole barn.

Mr. Brownfield replied yes. He stated that Mr. Scott Wilkinson came out to check everything out and told him that the road doesn't need to be torn up. He added that it is like a foot into the road to the pipe.

Mr. Thompson asked if they were going to have to cut the road to make the sewer connection.

Mr. Brownfield stated that Mr. Wilkinson told him no.

Mr. Thompson asked if he has a contractor doing the sewer work.

Mr. Brownfield replied not at this time but he is working on that.

Mrs. Cotner-Bailey asked how soon he wants to do this.

Mr. Brownfield replied within a few weeks.

Mr. Thompson asked if there will be flaggers because there will be equipment on the side of the road.

Mr. Brownfield replied yes.

Mr. Thompson stated that he would like to go out and take a look at the area.

Mr. Thompson moved to approve the request for flaggers for traffic to install sewer tap at 4111 Klerner Lane subject to the approval of the right-of-way coordinator, Mrs. Cotner-Bailey second, motion carries.

Mr. Paul Lincks, HWC Engineering, stated that they were able to get Spring Street converted to two-way traffic this past week and were also able to open Bank Street and Pearl Street to two-way traffic. He stated that they would like to open Market Street on Tuesday, September 12th to two-way traffic and the mode of operation there would be very similar to what was conducted on

the streets that have already been converted. He said that the contractor will begin placing message boards today alerting the public that the traffic on Market Street will be switched on the 12th. He also said that next Monday they will put out small signs asking people not to park on the north side of Market Street and will be distributing letters door to door. He will send representatives around downtown on Friday to inform businesses owners of the switch on the 12th. He explained that they are going to start at the intersection of Market Street and State Street and progress east to Vincennes Street to unbag signal heads, make adjustments to controllers and unbag signs and will be done by noon. He stated that the only other work that will need to be done on Market Street that morning is the angled parking for westbound traffic because they don't want to stripe that until traffic is opened.

Mr. Nash asked if there will still be angled parking as it is now only in the opposite direction.

Mr. Lincks replied yes. He then moved on to E. Elm Street and said that he is not prepared to give a date on that yet because of the storm water project at 15th and Elm which should be buttoned up by the end of this week. He said that they are also coordinating with Breakwater because they are still putting up metal siding on the building on Elm Street and 4th Street and using heavy equipment so they want to wait until they are finished to pave so that the pavement is really nice and won't get torn up by heavy equipment. He stated that they are saying they should be done by the second week in September so they will mill and pave in the third week in September.

Mr. Nash asked if he thinks we can still get Elm Street converted by the end of the month.

Mr. Lincks stated that is the idea but he is not prepared to give a date at this point. He added that as things progress, he will be better prepared to give a date.

Mr. Nash asked how the conversion is going on Spring Street, Pearl Street and Bank Street.

Mr. Lincks stated that they seem to be going fine to him.

Police Chief Bailey stated that they have only noted a single crash and the investigation determined that it was not attributable to the roadway design. He also stated that they have not noted any significant congestion in the flow of traffic and most feedback is very positive. He finds downtown much easier to get around now and having been a police officer professionally in this community for 20 years, he has never found it better than it is today. He added that he has found it very positive and is excited about the rest of it being converted.

Mr. Summers stated that the conversion of Spring Street, Bank Street and Pearl Street went about as seamlessly as possible without issues to speak of. He also stated that it has taken months of planning so he would like to thank the police for coming out and helping with that. He said that the contractor did a great job and HWC has worked really hard to make sure this has all gone as smoothly as we could've ever hoped. He added that traffic has slowed down considerably because of the conversion and all of the things that we hoped this project would do have been achieved so far without noticing a negative side of any of the conversion.

Fire Chief Juliot stated that he has no complaints.

Mr. Lincks stated that they still have automated warning devices to install at the firehouse and hope to get those in this week as long as weather and time allow. He also stated that it has been a great team effort and a privilege working with the city to get these streets switched.

Mr. Nash stated that there is a county commissioner who was originally against two-way streets but is now going to wait and see. He then stated that there was initially some backup westbound at Vincennes Street and asked if that has been corrected.

Mr. Summers stated that signals are being worked on as progress continues and they are still tweaking some of the signals so operations are only going to get better. He said that the signal at Spring Street and Vincennes Street is the most congested but will be addressed as they move forward.

Mr. Nash asked if opening Market Street and Elm Street should improve traffic further.

Mr. Summers replied yes and said that currently we are in the worst case scenario because we have one lane going west and five lanes coming east and as we open up additional lanes going west on Market Street and Elm Street, the scenario will only improve.

Mr. Allen Johnson stated that he is requesting to place a dumpster at 306 Beechwood Avenue in the parking lane.

Mr. Nash asked if there is any room on the property.

Mr. Johnson replied no and stated that it is in the housing authority complex and there is yard all around it.

Mr. Summers asked if it is the unit that had the fire.

Mr. Johnson replied yes.

Mrs. Cotner-Bailey asked how long he will need it.

Mr. Johnson replied about three months because he is demoing the whole interior and then putting it all back together.

Mr. Nash asked if he needed the dumpster there the entire time.

Mr. Johnson stated that he would need it there off and on for that period of time.

Mr. Thompson stated that he needs to make sure that the dumpster has reflective tape on it or cones set around it.

Mr. Johnson said he would. He also said that if there was a better place to put it he would but that is the only place that would work.

Mr. Thompson asked if it is in the middle of the block and if they will be able to get it loaded and unloaded. He also asked if there was any way that he could do the work in a faster amount of time.

Mr. Johnson stated that he could load it and get rid of it then bring it back when he needs it again.

Mr. Thompson stated that board would prefer that he does that.

Mrs. Cotner-Bailey asked the date that he would like to place it there.

Mr. Johnson replied as soon as he can because he would like to start on the project ASAP.

Mr. Thompson moved to approve the dumpster request at 306 Beechwood Avenue for a period of three months as needed, Mrs. Cotner-Bailey second, motion carries.

Mr. Jim Silliman, Jacobi, Toombs & Lanz, passed out a new schedule for a sliding closure on Bono Road as a result of all of the rain and the holiday. He explained that the closure was originally scheduled for last Friday but was cancelled due to the significant amount of rain we had throughout the day. He said that the contractor would like to do the closures in stages and stage 1 would be from Cardinal Drive to East Cottom Avenue on Saturday, September 9th through Tuesday, September 12th and stage 2 would be from Graybrook Lane to Cardinal Drive on Friday, September 15th through Monday, September 18th.

Mr. Thompson moved to approve the closure schedule change, Mrs. Cotner-Bailey second, motion carries.

Mr. Wes Christmas, Clark-Dietz, reported that cleanup is going on to get Silver Street ready for paving this week because they couldn't pave last week due to the weather. He then stated that they have begun milling up the pavement in that portion of Charlestown Road from the North Y to Vincennes Street that was approved last week for closure. He explained that the full depth reconstruction will be going on for the next two weeks and at this time, they haven't asked for any changes to that schedule so that is still the same as what was approved last week.

Mr. Nash asked about striping on State Street because they have signs up but aren't doing anything.

Mr. Christmas stated that he didn't get an update from the subcontractor so he doesn't know.

Mr. Thompson stated that he spoke with the inspector and he prioritized how they were doing it and instead of doing everything block by block, we asked them to get the center lines in, then stop bars, after that do turn arrows and then they can go back and do parking lanes and crosswalks. He added that he is sure that weather was the problem there.

Mr. Nash stated that they have signs up that say striping is going on but no work is going on.

Mr. Christmas stated that he would continue to push them. He then said that there have been some structure adjustments and he has a list of a significant number of structures that they are working through.

Mr. Nash asked what will be next after Silver Street.

Mr. Christmas stated that they will finish up Charlestown Road and follow up with 8th Street just south of that portion of Charlestown Road all the way to Spring Street.

OLD BUSINESS:

TABLED ITEMS:

1. Street cut request on Green Valley Road in front of school

Mr. Thompson stated that he is waiting on a response from the water company. He also stated that he emailed one of the engineers and spoke to another and they are supposed to get an answer on whether or not it has to be an open cut.

Mr. Nash asked when they want to do that.

Mr. Thompson replied October 3rd through October 5th so we have time. He said he will reach out to them again today to see if they have an answer.

Mr. Nash stated that the more he thinks about it the more he thinks it is a terrible idea to close it.

Mr. Thompson stated that he doesn't like the idea of it being an open cut all the way across the road and he is waiting on the engineer's reply to find out if the water company recommended it or the contractor did.

2. Tenant signs for Underground Station

Mr. Thompson stated that he spoke with Mr. Carter who is the owner of Underground Station and explained to him that we didn't care for the placement on the corner of Bank Street and Main Street and the fact that it doesn't match the city's wayfinding signs. He said that Mr. Carter was okay with that but wanted to get some sort of advertisement out so he told him that the ordinance allows for sandwich type signs that set out during the day and are taken in at night and he may be interested in that.

Mr. Summers stated that his only concern with sandwich boards is that they push them back far enough to leave enough room for a path for pedestrians that is acceptable.

Mr. Nash asked if the sign request comes from the plan commission.

Mr. Summers explained that it goes before planning and zoning but doesn't make it to the plan commission level.

Mr. Thompson stated that he did talk to planning and zoning and they weren't particularly fond of the fact that it didn't match the city's wayfinding signs either or the fact that it has individual business names on it because our wayfinding signs are for more like destinations such as the YMCA, the amphitheater, etc. He also stated that he did tell him that he would get him more information and if he does decide to do something else, he will have him come back before the board.

2. Request from New Albany Farmers Market for fundraiser

Ms. Lewis stated that she hasn't gotten back with her yet on some of the questions.

Mrs. Cotner-Bailey suggested that Mr. Thompson, Fire Marshal Koehler and someone from the police department meet with her because there were some concerns with the tent last week.

COMMUNICATIONS – CITY OFFICIALS:

1. Vicki Glotzbach re: Banner permit for Culbertson Mansion Haunted House

Mrs. Glotzbach explained that she was asked to request the banner permit to run from September 18th until November 3rd on Main Street. She also explained that the haunted house is open every weekend in October and that is why their request includes such a long period. She added that the location is available for those dates.

Mr. Nash asked why they want it for six weeks.

Mrs. Glotzbach stated that they requested that it go up two weeks before the haunted house starts.

Mrs. Cotner-Bailey asked if we have done that before.

Mrs. Glotzbach stated that we have run it for them for the month of October before.

Mr. Thompson stated that any other banners have only been permitted for two weeks.

Mr. Nash stated that events don't usually run for a month either.

Mrs. Cotner-Bailey suggested running it from September 25th through October 30th.

Mrs. Glotzbach agreed.

Mr. Thompson moved to approve the banner from September 25th through October 30th, **Mrs. Cotner-Bailey** second, motion carries.

2. Warren Nash re: Sign at State Street and Blair Street

Mr. Nash stated that there is a sign at State Street and Blair Street that says "Ahead" but doesn't specify what is ahead. He asked that it either specify what is ahead or that it be taken down.

Mr. Thompson asked if it is a construction sign or one of our signs.

Mr. Nash stated that it is one of ours.

Mr. Main stated that he would look into it and take care of it.

3. Warren Nash re: "Deer Crossing" sign on Daisy Lane

Mr. Nash stated that after Daisy Lane was reconstructed, we didn't get one of the "Deer Crossing" signs back where it was. He asked that the one westbound be put back up close to the top of the hill because they usually cross there near the radio station.

Mr. Main stated that he would take care of it.

4. Cheryl Cotner-Bailey re: Signs on Mt. Tabor Road for sidewalk closure

Mrs. Cotner-Bailey stated that they still haven't placed any signage on Mt. Tabor Road where the sidewalk is closed.

Mr. Thompson stated that he would contact them.

5. Warren Nash re: Rain event last week

Mr. Nash asked Mr. Gardner if we had any problems from the rain event last week.

Mr. Gardner replied no and stated that he is proud to say that he didn't receive one single phone call on Friday or over the weekend.

Mr. Nash stated that we received a considerable amount of rain.

Mr. Gardner said it was five inches.

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Mr. Cotner-Bailey moved to approve the Regular Meeting Minutes for August 29, 2017, Mr. Thompson second, motion carries.

ADJOURN:

There being no further business before the board, the meeting adjourned at 10:35 a.m.

Warren V. Nash, 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: St. Marys Catholic Church

Name of Applicant: Sandra Velazquez Date: 9-5-17

Address: 415 E. Eighth St. City: New Albany State: IN Zip: 47150

Contact Phone: (812) 944-0417 x10 Email: Sandra@stmarysna.org

Onsite event day contact person: Sandra Velazquez Phone: 812-217-3058

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

Event Title: The Queen of Heaven Parish Fiesta

Event Date: 09-16-17 Estimated Attendance: 1,000

Requested Park: Bicentennial Park Riverfront Amphitheater City Square
 Other (Specify) NONE: Fiesta will be @ St. Marys Church Property

Event Hours: 5:00 ~~AM~~ ~~PM~~ 12:00 ~~AM~~ ~~PM~~

Set Up Hours: 8:00 ~~AM~~ ~~PM~~ - 12:00 ~~AM~~ ~~PM~~ Tear Down Hours: 12:00 ~~AM~~ ~~PM~~ - 1:00 ~~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 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 checked="" type="checkbox"/> | <input type="checkbox"/> | FENCING, BARRIERS, BARRICADES |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELECRTICITY REQUIRED, IF YES SOURCE <u>temp post (inspected)</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | BOOTHs, EXHIBITS, DISPLAYS |

- CANOPIES, TENTS, STRUCTURES (must be approved by building commissioner/ fire marshal)
- VEHICLES, TRAILERS, IF YES HOW MANY _____
- TRASH CONTAINERS, DUMPSTERS
- PORTABLE TOILETS
- ENTERTAINMENT, IF YES PLEASE DESCRIBE live Dj.
- INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE bounce house

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: *Sandra Velazquez* Sandra Velazquez (please print)

Signature: *Sandra Velazquez* Date: 09-5-17

Office Use Only	
_____ Approved	Notes: _____
_____ Denied	Signed: _____ Date: _____
(Board of Works President)	

HANDICAPPED SIGN REQUEST

NAME: John H Needy

ADDRESS: 1944 Culbertson Ave

TELEPHONE NO. 502 - 558 - 0457

HANDICAPPED (LICENSE PLATE) # 3245262
Placker
FM 1967 8-21-18

FOR STREET DEPT. USE ONLY:

NUMBER OF SIGN: _____