

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, JANUARY 21, 2020 AT 10:00 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

COMMUNICATIONS – PUBLIC:

UNFINISHED BUSINESS:

1. Special Event Permits

- Casey Ritter Wedding-Riverfront Amphitheater
- New Albany High School Athletics-New Albany 5000

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Krystina Jarboe re: Special Event Permit

- A. City of New Albany Parks and Recreation-Le Tour de Greenway
- B. Ron and Athena Parish-Mercy Jam

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Regular Meeting Minutes for January 14, 2020

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, JANUARY 14, 2020 AT 10:00 A.M.

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

OTHERS PRESENT: Larry Summers, Chris Gardner, Police Chief Bailey, Fire Chief Juliot Russ Segraves, Fire Marshall Koehler, Assistant Police Ken Fudge, Krystina Jarboe, Jason Applegate, Krisjans Streips, David Hall, Alecia Meredith, Linda Moeller and Mindy Milburn

CALL TO ORDER:

Mr. Nash called the meeting to order at 10:04 a.m.

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

1. Vectren re: Cut permits for 615 Mount Tabor Rd (17228873) – street cut, 1322 E Spring St (17163476) – sidewalk cut, 1728 Florence Ave (17282990) – sidewalk cut

Mr. Thompson stated that the 615 Mt. Tabor is not the section that they reconstructed but is a section they recently paved, so he would recommend approving contingent upon him working with them to try and keep them out of the road.

Mr. Thompson moved to approve contingent upon his approval, Mrs. Cotner-Bailey second, motion carries.

COMMUNICATIONS – PUBLIC:

Derek Misch, Dan Cristiani, Alice Avenue/Adams Street traffic control – he explained that they need to cross Adams Street next week to finish installing the water main and would like to close the intersection January 21-23 from 8:30 a.m. – 5:00 p.m.

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

Brandon Frazier, Jacobi Toombs & Lanz reported on the following:

Grant Line Road (Daisy Lane to McDonald Lane):

Last Week:

- Traffic signal modifications – timing configuration and pushbutton extensions
- Landscaping - Mulching for planted trees and wire ties
- Adjusting manholes and castings to final grade

This Week:

- Phase 2 construction (West side of Grant Line Road) is underway and traffic changeover has taken place.
- Traffic signal modifications – timing configuration and pushbutton extensions

Questions From Previous Meeting:

1. JTL is coordinating with the utilities to get the disturbed areas restored appropriately

Mr. Nash asked what they are trying to keep out with the large posts.

Mr. Frazier replied vehicles.

Mr. Summers added that if they look at the location of the bollards that are out there they are only at the intersections which is meant to stop cars from driving down the wide sidewalk.

Mr. Nash asked how much longer for this project.

Mr. Frazier stated that hopefully after Thursday they will be done with the traffic signal and at that point they will likely start doing site cleanup and closing out the job.

Mr. Summers stated that after the signal work is complete they will have to schedule a final inspection with the state.

Mr. Summers (for Larry McIntire, Beam, Longest & Neff) reported the following:

Slate Run Road Improvement Project – Phase 1

Notice to Proceed Date: Commence on or before 4/15/2019

Final Completion Date: 240 Calendar Days from NTP or 12/10/2019 (To be revised)

Approximate % Complete: 45%

Progress for the Week:

- Contractor worked on bar grating and slope pad at large box inlet structure.
- Contractor worked on some driveways on the east side of Slate Run Road.
- Sub-contractor poured concrete approaches for two drives.

Upcoming Activities:

- Contractor will be working on more driveways on east side of Slate Run Road.
- Contractor has delayed installation of the smaller box culvert for the time being.
- Contractor will start the roadway widening on the west side & retaining walls

Construction / Safety / Utility Issues:

- Designer is working on amended plan/permit submittal for IDEM review.
- Contractor is preparing revised construction schedule and traffic maintenance.
- Contractor will continue using flaggers to control traffic at this time.

UNFINISHED BUSINESS:

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Krystina Jarboe re: Special Event Permit

Mrs. Jarboe presented a request from Region Antique Automobile Club of America (AACA) to close East Market between Bank and State streets on August 20 for their Event Kickoff & Ice Cream Social. She explained that they are estimating attendance at 200 and will need the closure from 5:00-9:00 p.m.

Mrs. Cotner-Bailey stated that she has an issue with this closure because it will be too much of an inconvenience to the businesses in the area as well as the residence.

Mrs. Jarboe stated that she did recommend that they move it to the amphitheater but received push back on that recommendation.

Mr. Nash stated that he believes they need to have a conversation regarding street closure requests and these event permits coming in so far ahead of time.

Mrs. Cotner-Bailey stated that she would like to deny or take this request under advisement to have further discussions. She asked Ms. Jarboe to let them know that they are supportive of their event but they would like to see an alternate location or date.

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

Mrs. Jarboe presented a request from Casey Ritter to use the riverfront amphitheater on October 3 from 10:00 a.m. – 3:00 p.m. for a wedding. She added that they will need the use of electricity and will have ~10 tables.

Mrs. Cotner-Bailey asked Ms. Jarboe to check with Harvest Homecoming to make sure they won't have anything staged in the area at that time.

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

Mrs. Jarboe presented a request from New Albany High School Athletics to use the Greenway as well as Floyd Street (to the east of 10th Street) for the New Albany 5000 (5K) on July 11 from 7:00 a.m. – 12:00 p.m. She explained that they will have ~3 tables set up, fencing and they will need electricity. She recommended the closure of Water Street as well for safety reasons.

Mr. Thompson suggested that they look further into how they handle events at the amphitheater now that the greenway is open.

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

2. Larry Summers re: Mt. Tabor Road Lane Shifts

Mr. Summers stated that the final inspection is today for 1:00 p.m. with INDOT and as a result of this there may be a potential need for lane shifts to correct items that are identified in the field. He added that they have done as much work as possible in anticipation of the final inspection.

Mrs. Cotner-Bailey asked how long they anticipate this taking.

Mr. Summers stated that it will be for a week or so as they are addressing potential pop-up issues from the inspection. He added that he doesn't foresee too much work being added because they have done as much as possible in anticipation of the final inspection.

Mrs. Cotner-Bailey asked that they be mindful of school hours.

Mr. Summers stated that they are already aware but he will reinforce it.

Mrs. Cotner-Bailey moved to approve lane shifts on Mt. Tabor Road as needed for final inspection outside of school hours subject to approval from the right-of-way coordinator, Mr. Thompson second, motion carries.

3. Larry Summers re: 2019 Paving Work – Change order for reconciliation.

Mr. Summers explained that in order to be able to apply for the Community Crossing Funds this year they need to close out the contract for the portion of the work that they did.

Blake Gies, Clark Dietz, Change Order No.1 – he passed out a changer order application and explained that the main purpose is to balance out their quantities from their engineering estimate when they bid the contract vs. what was actually applied. He stated that the increase is right at 3% of the contract document.

Mr. Nash stated that he would have liked to have this earlier so that they could have reviewed it.

Mr. Summers explained that he received this yesterday and it was brought to their attention that the closeout documentation was needed by INDOT as soon as possible so that they could apply

for the Community Crossing Funds. He added that that the application deadline is Feb 5 so they would need to have all of this as well as a canceled check by that date.

Mr. Nash asked if they are asking for things outside of the contract.

Mr. Summers explained that these were line items that were in the contract but there were overruns on certain quantities. He added that this is the actual quantities used in the field as opposed to what was estimated.

Mr. Nash asked what saying they had to do work at night and who authorized that.

Mr. Summers stated that it is protocol to ask for additional monies to work at night because they have to pay for overtime and additional equipment and this board is who asked for that work.

Mrs. Cotner-Bailey moved to approve the change order the amount of \$70,145.38, **Mr. Thompson** second, motion carries.

4. Krisjans Streips re: Plat 1321 revision for Glade of Autumn Grove

Mr. Streips explained that the county made a couple of revisions after the plat went to them for approval so he needs this board to sign off on the changes.

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

5. Mickey Thompson cut permit request for Vectren 1725 Grant Line

Mr. Thompson stated that there was an additional request added after packets when out and recommended approval contingent upon his inspection.

Mr. Thompson moved to approve subject to him working with Vectren, **Mrs. Cotner-Bailey** second, motion carries.

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Mrs. Cotner-Bailey moved to approve the Regular Meeting Minutes for January 7, 2020 as corrected, **Mr. Thompson** second, motion carries.

ADJOURN:

There being no further business before the board, the meeting adjourned at 10:45 a.m.

Warren V. Nash, President

Mindy Milburn, Deputy City Clerk



Special Event Permit Application

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

Name of Organization: City of New Albany Parks and Recreation

Name of Applicant: Kayla Tatgenhorst Date: 01/09/2020

Address: 2043 Silver Street City: New Albany State: IN Zip: 47150

Contact Phone : (812) 704-0825 Email: ktatgenhorst@cityofnewalbany.com

Onsite event day contact person: Kayla Tatgenhorst Phone: 812-704-0825

Event Information

Type of Event			
<input checked="" 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 type="checkbox"/> Other (Specify) _____

Event Title: Le Tour de Greenway

Event Date: May 9th, 2020 Estimated Attendance: 200

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

Event Hours: 9 AM PM - 12 AM PM

Set Up Hours: 7 AM PM - 9 AM PM Tear Down Hours: 12 AM PM - 2 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 checked="" 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>9+ Tables 15+ chairs</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | FENCING, BARRIERS, BARRICADES |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELECRTICITY REQUIRED, IF YES SOURCE _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | BOOTHES, EXHIBITS, DISPLAYS |

RAIN DATE:
SATURDAY, MAY 16TH

- ___ CANOPIES, TENTS, STRUCTURES (must be approved by building commissioner/ fire marshal)
- ___ VEHICLES, TRAILERS, IF YES HOW MANY unknown
- ___ TRASH CONTAINERS, DUMPSTERS
- ___ PORTABLE TOILETS
- ___ ENTERTAINMENT, IF YES PLEASE DESCRIBE Music
- ___ INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE Bounce Houses, Face Painting, Balloon Guy, Etc.

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 Krystina Jarboe at kjarboe@cityofnewalbany.com or 812.948.5333.

Name of Applicant: Kayla Tatgenhorst (please print)

Signature: *Kayla Tatgenhorst* Date: 01/09/2020

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: Mercy Jam
Name of Applicant: Ron and Athena Parish Date: 1/9/20
Address: 707 Saratoga Dr. City: Jeffersonville State: IN Zip: 47130
Contact Phone: (812) 558-1174 Email: Saved @ Mercy Jam . com
Onsite event day contact person: Athena Parish Phone: 812-558-1174

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

Event Title: Mercy Jam
Event Date: 6/19 & 6/20 Estimated Attendance: 1,000/Day
Requested Park: Bicentennial Park Riverfront Amphitheater City Square
 Other (Specify) _____

Event Hours: 6 AM/PM - 12 AM/PM
Set Up Hours: 6 AM/PM - 10 AM/PM Tear Down Hours: 10 AM/PM - 12 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 checked="" type="checkbox"/> | <input type="checkbox"/> | TABLES AND CHAIRS SET UP, IF YES HOW MANY <u>10 Tables 42 Chairs</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | FENCING, BARRIERS, <u>BARRICADES</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ELECRTICITY REQUIRED, IF YES SOURCE <u>on site</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | BOOTHS, EXHIBITS, DISPLAYS |

WATER STREET CLOSE

- CANOPIES, TENTS, STRUCTURES (must be approved by building commissioner/ fire marshal)
- VEHICLES, TRAILERS, IF YES HOW MANY 2
- TRASH CONTAINERS, DUMPSTERS need 1 Dumpster
- PORTABLE TOILETS on-site?
- ENTERTAINMENT, IF YES PLEASE DESCRIBE Christian music and talent
- INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE _____

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For any questions regarding special event permitting, please contact Krystina Jarboe at kjarboe@cityofnewalbany.com or 812.948.5333.

Name of Applicant: Ron Brush (please print)

Signature: [Handwritten Signature] Date: 1/9/20

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