

AGENDA

A MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WILL BE HELD VIA ZOOM.COM ON TUESDAY, SEPTEMBER 22, 2020 AT 10:00 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

1. Marsha Booker re: Alley behind 259 Ealy/Issues at the stop at Griffin & Ealy/Water standing at Griffin & Ealy, Hildreth & Ealy and West & Ealy
2. Derek Misch re: Request for sawcuts and traffic control for IAWC Larkwood Drive Water Main Project
3. Dave O'Mara re: Street cut request at 1829 Fall Run Court and street cut and sidewalk cut at 1510 Chartres Street

COMMUNICATIONS – PUBLIC:

1. Clark Dietz re: 2020 Annual Street Paving and Repairs Weekly Construction Report

UNFINISHED BUSINESS:

1. Greg Roberts, East Spring Street Neighborhood Association re: Crosswalk Signs

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Krystina Jarboe re: Special Event Permit
 - Full Moon Gathering and Fair by Raven's Roost Boutique

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Regular Meeting Minutes for September 15, 2020

ADJOURN:

A MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WILL BE HELD VIA ZOOM.COM ON TUESDAY, SEPTEMBER 15, 2020 AT 10:00 A.M.

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

OTHERS PRESENT: Greg Phipps, Police Chief Bailey, Chris Gardner, Jessica Campbell, Larry Summers, Bryan Slade, Sidney Main, Krystina Jarboe, Deputy Fire Chief Gadd, Sandy Boofter and Vicki Glotzbach

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

1. Ronda Trimble re: Sign request for Meraki Main Street

Ms. Trimble presented a rendering of the proposed sign for Meraki Lash and Beauty Bar and explained that the sign would be hanging over the sidewalk so they needed this board's approval.

Mr. Summers stated that he reviewed the paperwork and doesn't see any issues.

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

COMMUNICATIONS – PUBLIC:

Blake Gies, Beam, Clark Dietz sent in the following update on the 2020 Annual Street Paving Project and Mr. Summers reported on it:

Substantial Completion Date: 11/15/2020
Final Completion Date: 12/31/2020
Original Construction Contract Amount: \$2,000,000.00
Current Construction Contract Amount: \$2,000,000.00
Approximate % Complete: % this week; % total

Progress for the Week:

- **MONDAY 9/7/20** Contractor off in observance of Labor Day.
- **TUESDAY 9/8/20** Seven Seas poured 2 driveway approaches, sidewalk, and roll curb at Savannah and Lafayette Drives today.
- **WEDNESDAY 9/9/20** Seven Seas moved to Deerwood and did demolition of the South curb ramps. Seven Seas found a, mis located, live sanitary manhole poured monolithic into demolished curb and gutter near 3414 "dogleg" Deerwood Dr. The cone needs replaced now, City of New Albany to do the work.
- **THURSDAY 9/10/20** Seven Seas did demolition, preparation and forming of driveways, sidewalk, roll curb and curb ramps at Plaza Dr., Deerwood Dr. and Culbertson Avenue. No concrete pour today. Seven Seas did reclamation (topsoil, seed, fertilizer and mulch) work around Lafayette and Savannah McCrite Milling mobilized in and milled and 1 ½ inch at Woodside, Hazelwood, Ridgewood, and Deerwood Drives today.
- **FRIDAY 9/11/20** Seven Seas did demolition, preparation and forming of driveways, sidewalk, roll curb and curb ramps at Plaza Dr., Deerwood Dr. and Culbertson Ave. Seven Seas poured 2 driveway approaches at "dogleg" Deerwood Drive. Seven Seas finished reclamation work around Lafayette and Savannah Drives today. All quantities measured up to date. Libs mobilized their HMA (asphalt) crew in and laid Ridgewood, Hazelwood, Deerwood, and Woodside Drives today with 1 ½ inch of HMA surface after scratching a wedge and level course down at all.

Upcoming Activities: Mill and lay HMA Surface at Lafayette and Savannah Drives. Pour driveway approaches, sidewalk, roll curb, and curb ramps at “dogleg” Deerwood, Plaza Drives and Culbertson Avenue.

Construction Issues:

- Open (covered with plywood) sanitary manhole at “dogleg” Deerwood Drive. City of New Albany to replace a component (cone) of the structure.

Larry McIntire, Beam, Longest & Neff sent in the following update on Slate Run Road and Mr. Summers reported on it:

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

Final Completion Date: Tentative revised completion date is 7/24/2020 (to be revised)

Approximate % Complete: 93% (Revised due to anticipated additional work)

Progress for the Week:

Prime contractor worked on grouting inlets, yard grading, and seeding.

Prime contractor placed pipe additions at south culvert to improve drainage.

Concrete subcontractor poured box at south culvert and remaining sidewalk.

Upcoming Activities:

Prime contractor will finish grading for added structures at south culvert.

Prime contractor will continue with grouting inlets, yard grading, and seeding.

Pavement marking subcontractor will begin placing markings.

Construction / Safety / Utility Issues:

JTL Engineers is working with utilities & layout for curb island at north end.

Contractor needs to schedule guardrail, signs, and mailbox installations.

Contractor will be working on clean up and pre-punch list items.

UNFINISHED BUSINESS:

1. Greg Roberts, East Spring Street Neighborhood Association re: Crosswalk Signs

Mr. Thompson stated that he and Mr. Nash met with Mr. Roberts and Mr. Phipps to discuss some possible solutions such as signage and possible communications with public to better inform them on how rapid-flashing crossing works. He added that he will get with Mr. Summers to let him know what was for him to review so that they can make suggestions to board at next meeting.

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Krystina Jarboe re: Special Event Permit Request

- **Saturday, September 19th: Town Clock Church “Unity Prayer Service” - Requesting road closure at E Main Street and 3rd Street**

Mrs. Jarboe explained that the event will be from 4:00-8:00 p.m and the application includes a map that of the barricade location and safety check points. She added that if they have any questions about the event Reverend Marshall and Pastor Allen are on to answer.

Mr. Thompson asked Reverend Marshall asked if the request to close the street is because of the anticipated number of participants expected.

Reverend LeRoy Marshall stated that they moved the event to the prayer garden behind the church so they were asking for the road to be closed as a safety precaution.

Mrs. Cotner-Bailey asked what time the road would be reopened after the breakdown.

Reverend Marshall stated 8:00 p.m. and explained they will wrap up around 7:30 p.m.

Mrs. Cotner-Bailey ask if the city drops off barricades could they only close the road if they absolutely need to and explained that the board likes to avoid street closures wherever possible.

Reverenced Marshall stated that would work fine for them

Mr. Thomson asked if he has been in contact with the neighbors

Reverend Marshall replied yes.

Mrs. Cotner-Bailey asked that they contact Mr. Thompson if they end up needing to close the street Thompson so that he can contact emergency services.

Mrs. Cotner-Bailey moved to approve with the stipulation that the road remains open unless needed and that they contact Mr. Thompson with an update, Mr. Thompson second, motion carries.

2. Mickey Thompson re: Awning at 225 State Street.

Mr. Thompson explained that they received a COA on August 19 from the Historic Preservation Commission and are requesting a 17.5'X17.5' awning on the side over the exit towards the parking lot as well as a 50' awning on the State Street side on the front of building. He stated that he visited the site to take measurements and it is ADA compliant

Mrs. Cotner-Bailey asked that he make sure they address liability with their insurance and add the City to the policy.

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

3. Mickey Thompson re: Reserved Parking 820 E. Market

Mr. Thompson stated that they received a request for reserved parking in the morning and evenings on the East 9th Street side but he visited the site and the business is closed because of COVID and he doesn't think there is a need for this reserved parking at this time. He recommend that the board deny the request.

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

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Mrs. Cotner-Bailey moved to approve the Regular Meeting Minutes for September 8, 2020 as corrected, Mr. Thompson second, motion carries.

ADJOURN:

There being no further business before the board, the meeting adjourned at 10:26 a.m.

Mickey Thompson, Vice President

Mindy Milburn, Deputy City Clerk

Vicki Glotzbach

From: Derek Misch <derek@dcexc.com>
Sent: Thursday, September 17, 2020 5:31 PM
To: Vicki Glotzbach
Subject: IAWC Larkwood Dr. Traffic Control and Sawcuts - BOW Agenda
Attachments: Larkwood Dr. Sawcut Layout.pdf; Larkwood Brookview Tap.pdf; Wren Rd. Crossing.pdf

Vicki,

Can I be put on the BOW agenda for next week to request sawcuts and traffic control for our upcoming IAWC Larkwood Dr. Water Main project?

I would be requesting:

- Total of (3) Sawcuts, totaling approx. 2,355 sf – Layout attached
- Larkwood Dr. shoulder closure from Brookview Dr. to Wren Rd., October 5th – 9th, 7:00 am – 6:00 pm – Layout attached
- Wren Rd. Closure at Larkwood Dr., October 12th, 7:00 am – 6:00 pm – Layout attached

Let me know if you have any questions.

Thank you,

Derek Misch

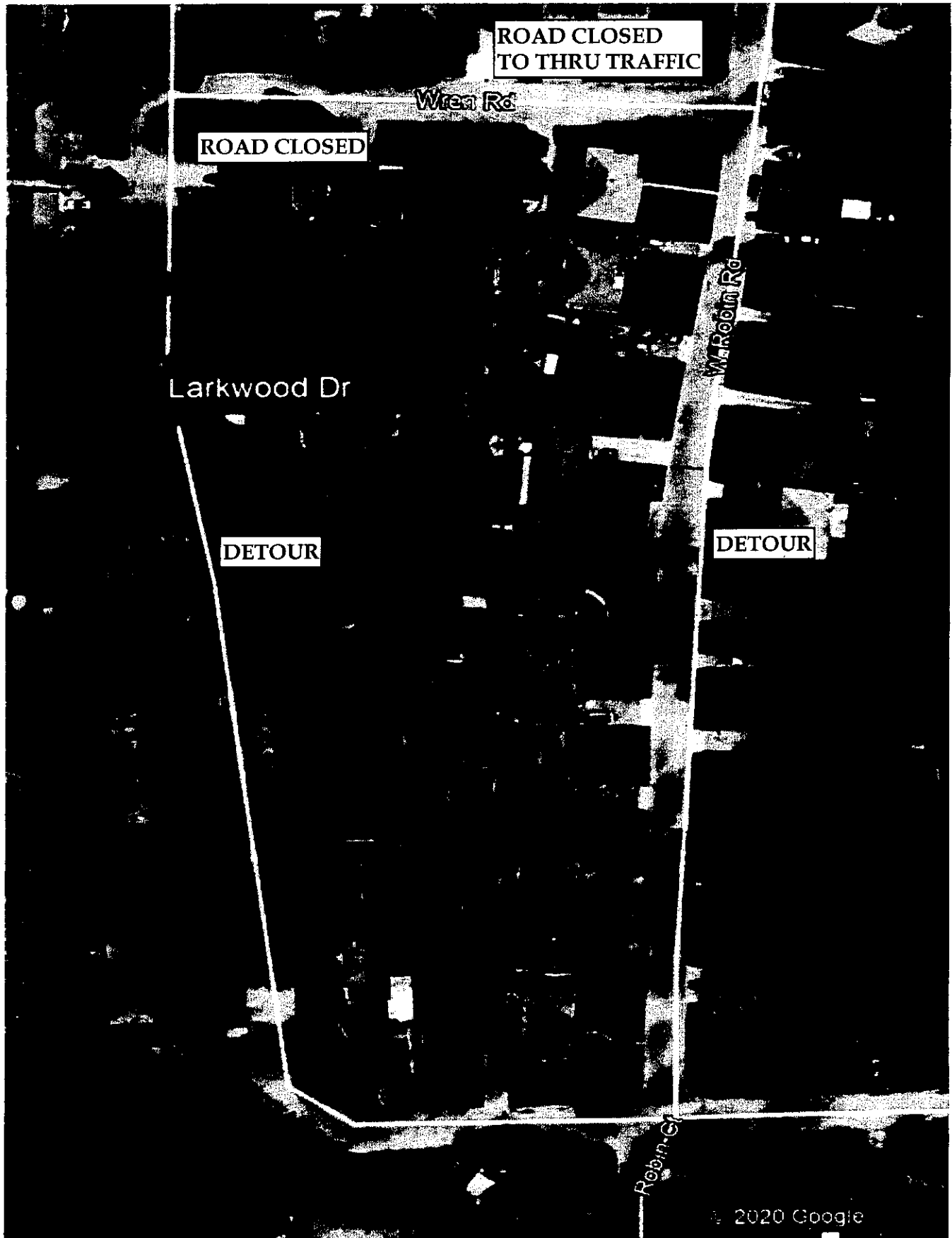


DAN CRISTIANI EXCAVATING Co., Inc.
1221 OLD HWY. 31 E., CLARKSVILLE, IN 47129
PHONE (812) 282-9866 FAX (812) 282-9908
EQUAL OPPORTUNITY EMPLOYER

DAN CRISTIANI EXCAVATING CO., INC.

Wren Rd. Closure - at Larkwood Dr.

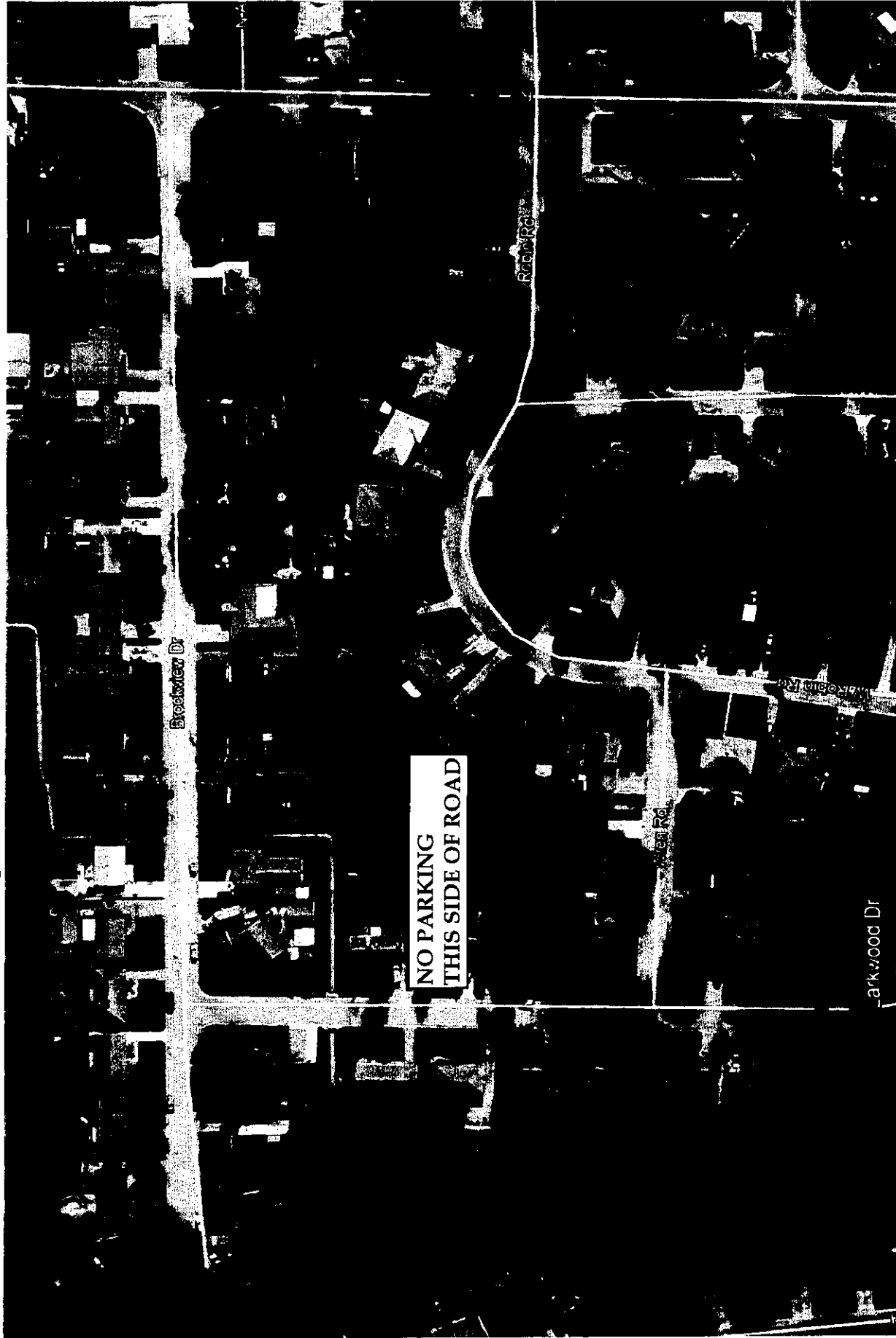
October 12th 7:00 am - 6:00 pm

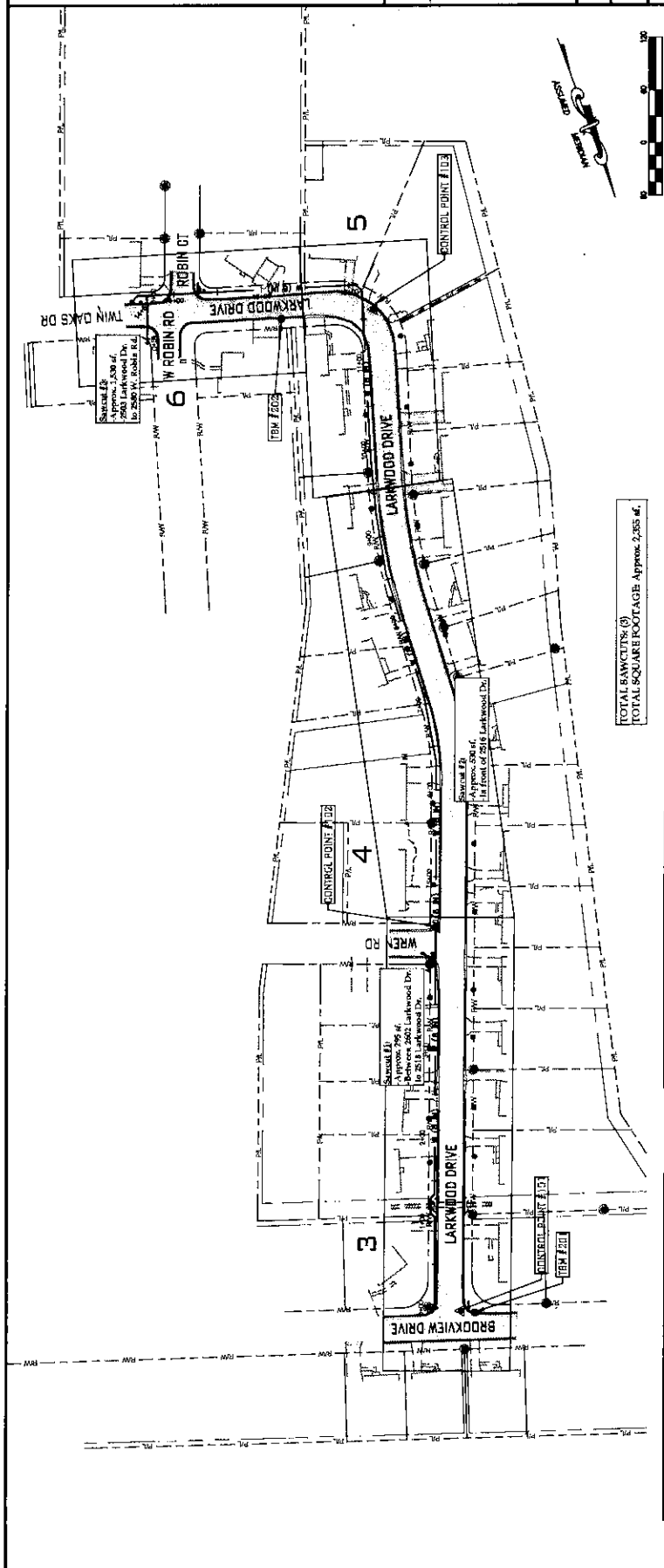


DAN CRISTIANI EXCAVATING CO., INC.

Larkwood Dr. - East Shoulder Closure from Brookview Dr. to Wren Rd.

October 5th - October 9th 7:00 am - 6:00 pm





TOTAL RAW CLUTS: (3)
 TOTAL SQUARE FOOTAGE: Approx. 2,355 sq. ft.

UTILITY INFORMATION

UTILITY	MARKED ON SITE	MAPS PROVIDED	EXIST IN (OVERHEAD/UNDERGROUND)	NOTES
WATER	X		UNDERGROUND	
GAZ	X		UNDERGROUND	
ELECTRICAL	X		OVERHEAD	
TELEPHONE			NONE	
CABLE			NONE	
FIBER OPTIC			NONE	
TRAFFIC SIGNAL			NONE	
SEWER			NONE	
SANITARY SEWER	X		UNDERGROUND	
STORM SEWER			UNDERGROUND	
SANITARY LATERALS			UNDERGROUND	
STREET LIGHTS			UNDERGROUND	
ADJUST ELEVATIONS			UNDERGROUND	
UNKNOWABLE UTILITIES			NONE	

CONTROL POINT DATA

#	NORTHING	EASTING	DESCRIPTION
1	111002828	200720000	MARKER TO POINT (111002828)
2	111002828	200000000	MARKER TO POINT (111002828)
3	111002828	200000000	MARKER TO POINT (111002828)

BENCHMARK INFO

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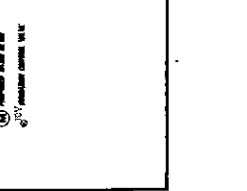
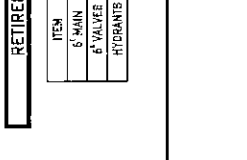
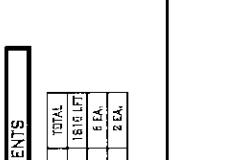
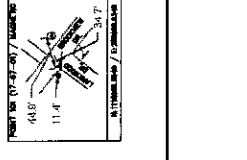
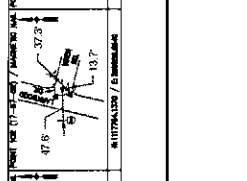
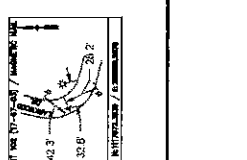
SURVEYOR
 GRW ENGINEERS INC.
 7112 WALDEMAR DRIVE
 INDIANAPOLIS, IN
 RICK MILLER
 (317) 915-7397
 RMILLER@GRWINC.COM
 GRW PROJECT NO. 4651-04

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RETIREMENTS

ITEM	TOTAL
6" MAN	161 LF
6" VALVE	5 EA.
HYDRANTS	2 EA.



DAVE O'MARA CONTRACTORS COMPLETION DATE	CREW	LOCATION	STREET NUMBER	ADDRESS	RESTORATION	TYPE OF WORK COMPLETED
8/25/2020	JOHNSON	NEW ALBANY	1829	FALL RUN CT.	6' X 7.5' ASPHALT	VALVE RETIREMENT
8/27/2020	MORRISON	NEW ALBANY	1510	CHARTRES ST.	2' X 7.5' ASPHALT 7.5 X 5' SIDEWALK	NEW WATER SERVICE

City of New Albany 2020 Annual Street Paving and Repairs Project Weekly Construction Report for Week Ending 9/18/2020

Project RPR: Blake Gies

Substantial Completion Date: 11/15/2020

Final Completion Date: 12/31/2020

Original Construction Contract Amount: \$2,000,000.00

Current Construction Contract Amount: \$2,000,000.00

Approximate % Complete: % this week; % total

Progress for the Week:

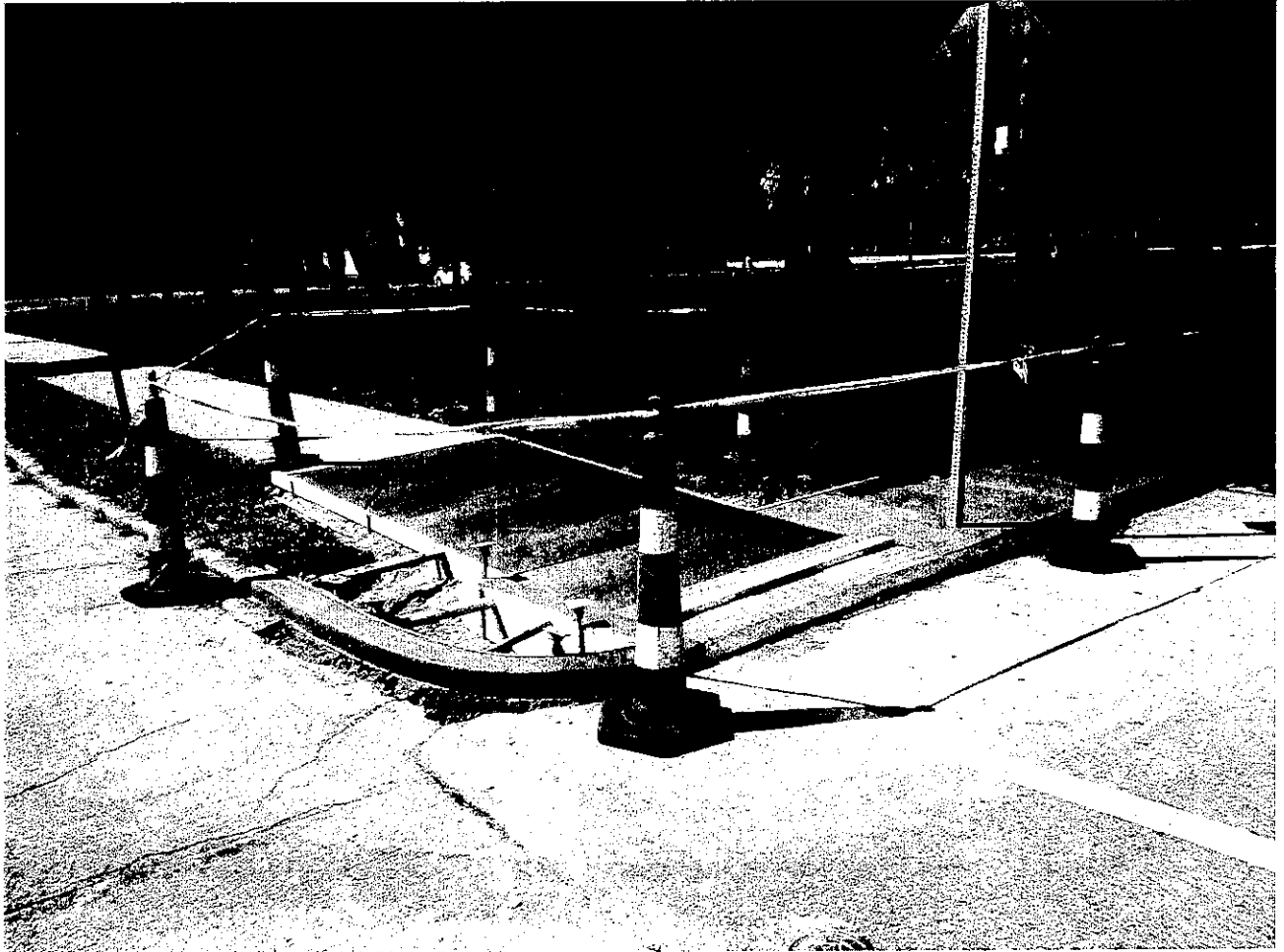
- **MONDAY 9/14/20** Seven Seas concrete crew 1, poured both curb ramps and a section of sidewalk at South Deerwood Drive. Seven Seas concrete crew 2, poured roll curb at North end of Plaza Drive at University Woods Intersection. Demo. crew is off site today.
- **TUESDAY 9/15/20** Seven Seas concrete crew 1, poured 2 driveway approaches. 1@3414, Deerwood Drive and 1@1001 Cliffwood Drive. Seven Seas concrete crew 2, poured roll curb at the Right half of the carwash approach on Plaza Drive. Seven Seas demo. crew mobilized onto Culbertson Avenue and begin demo. of several curb ramps at all cross streets, 4th thru 10th St.
- **WEDNESDAY 9/16/20** Seven Seas concrete crew 1, poured 2 driveway approaches. 1@3416 and 1@3418 Deerwood Drive. Seven Seas concrete crew 2 poured the roll curb in front of the dumpster on Plaza Drive. Demo. crew removed curb ramps and did subgrade treatment for curb ramps along Culbertson Avenue. Both pour crews focused on forming up curb ramps all along Culbertson 4th St. thru 10th St.
- **THURSDAY 9/17/20** Seven Seas concrete crew 2, poured the sidewalk in front of the dumpster on Plaza Drive. Both concrete crews focused on forming curb ramps along Culbertson Ave. The demo. crew broke up the driveway approaches and sidewalk from 3403 and 3409 Deerwood.
- **FRIDAY 9/18/20** Seven Seas poured 2 curb ramps at Culbertson and 10th St., North side. Seven Seas poured 2 curb ramps at Culbertson and 9th St., North side. Seven Seas demo. crew loaded out the concrete and did subgrade treatment/prep. for driveway approaches 3403 and 3409 Deerwood Drive.

Upcoming Activities:

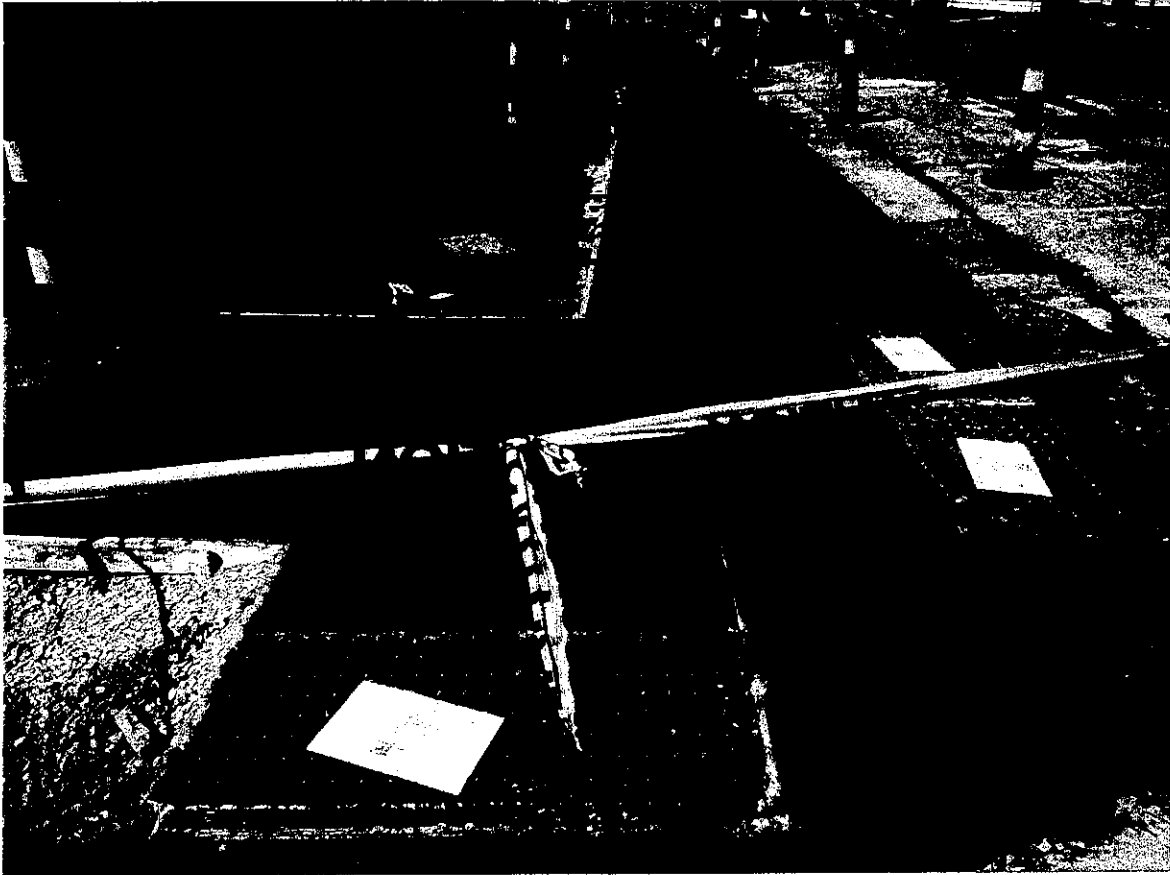
- Mill off existing asphalt, identify and install HMA patching then lay 1 ½ inch of HMA Surface at Lafayette and Savannah Drives. Finish pouring driveway approaches, sidewalk, roll curb, and curb ramps at “dogleg” Deerwood, Plaza Drive and Culbertson Avenue and do restoration(top soil, mulch, seed, and fertilize) at Deerwood Drive then move to Thomas and Center Street to begin work.

Construction Issues:

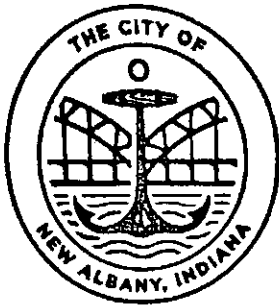
- Open (covered with plywood) sanitary manhole at “dogleg” Deerwood Drive. Change order.



Curb ramp at 9th St./Culbertson Ave., North West



Curb ramp and sidewalk at 10th St./Culbertson Avenue, North West



Special Event Permit Application

311 Hauss Square, Room 316
New Albany, IN 47150

(812) 948-5333

www.cityofnewalbany.com

Applicant and Host Organization Information

Host Organization—The Host Organization is legally and financially responsible for the overall permitting process, management and implementation of an event and its associated dynamics and activities.

Host Organization Name: Raven's Roost Boutique

Host Organization Event Representative—The Event Representative will be the main point of contact for all planning activities and day-of activities.

Event Representative: Annie Beatty

Host Organization Website: HTTP://www.RavensRoostShop.com

Address: 201 E. Market St.

City: New Albany State: IN. Zip Code: 47150

Work Phone: 812-920-0621 Cell Phone: 502-991-3047

Email: ~~RavensRoostShop@gmail.com~~ Ravens.Roost.Boutique@gmail.com

Please list any additional person, professional event organizer or service contractor hired by the Host Organization that is authorized to make decisions on the Host Organization's behalf for this event.

Name: Melissa Beckwith

Company: Raven's Roost Boutique

Email: Ravens.Roost.Boutique@gmail.com

Phone number: 812-557-1515 cell

Name: _____

Company: _____

Email: _____

Phone number: _____

Why would you like to hold your event in New Albany?

Our business and most of our customers are located in New Albany.

Event Specific Information

Event Name: Full Moon Gathering and Fair

Is this an annual event? Yes No

Anticipated Attendance-The estimated amount of people expected at the event. 30

Anticipated Participants -If the proposed event has registered participants, the estimated number expected. 1

Anticipated Number of Event Staff/Volunteers - 3

Event Description (Including purpose, target audience, and description):

Gathering to observe the 1st Full Moon of Fall.
Our target audience is our customers.
Gathering and a drum circle.

Requested Venue:

Riverfront Amphitheater

City Square

Bicentennial Park

Other (Specify) Farmer's Market

Type of Event:

Run/Walk Rally Parade Concert Wedding Ceremony/Photos

Fair Picnic Concert Other (Specify) _____

Proposed Event Date: October 1st

Day of the week: Thursday

Set-Up Begin Time*: 5:00 AM/PM

Set-Up End Time: 7:00 AM/PM

Event Begin Time: 7:00 AM/PM

Event End Time: 10:30 AM/PM

Break-Down Begin Time: 10:30 AM/PM

Break-Down End Time**: 11:00 AM/PM

Proposed Rain Date: Oct 2nd

Day of the Week: Friday

* The Set-Up Begin Time is the time the venue reservation contract time begins and the earliest any event-related activity can happen in the venue/space.

** The Break-Down End Time is the time the venue reservation contract ends and the latest any event-related activity can happen in the venue/space.

Weather:

Is this event rain or shine? Yes No

Description of inclement weather plan:

Move to our store which is right across the Street.

Event Logistics & Site Plan/Route Map Information:

Will normal operations of residents or businesses be affected by your Event? _____ Yes No

If yes, please attach a copy of the notification letter to be approved by the Board of Public Works before being sent to the affected residents/businesses.

Is this event open to the public? Yes _____ No

Will you charge admission or participation fees? If so, what is the charge? What will the monies collected at this event go towards?

NO.

A site plan/route map must be submitted along with the completed application. Applications without site plans/route maps are incomplete and will be rejected and returned to the applicant.

Please attach a clear and legible site plan or map with the following indicated:

1. Directional orientation, indicated by arrows.
2. An outline of the entire event venue footprint, including labeling the streets that are requested to be closed as a part of the event venue. If the event involves a route, please indicate the direction of travel with all street closures and barricade placement clearly marked.
3. The location of all physical equipment and structures being placed within the event footprint including, but not limited to, stage(s), vendors, concessions, tents, portable restrooms, and fencing.
4. Location of event-based alcohol sales including the proposed consumption area. If a confined area is requested, provide dimensions of this area and what will be used to determine boundaries, i.e., fencing, enclosed tents, etc.
5. Generator locations, if used to power the event vendors or contract services.
6. Proposed placement of vehicles and/or trailers.
7. Entry and exit gate locations for events that are using fencing as boundaries.
8. Location of accessible viewing area.
9. General Parking and Accessible Parking areas.

Road Closure Request:

Do you require a road closure? _____ Yes No

If yes, list the street or lane closures (including full closures, partial closures, etc.)

Closure Type	Street Name	Start Date	Start Time	End Date	End Time	Description

Food and Beverage:

Will there be food concessions at your event? Yes No

If yes, describe: we are trying to schedule a food truck

If yes, each vendor must obtain a food vendor license. If they do not have a license, please contact the appropriate County Health office to secure one.

Alcohol:

Will alcohol be served at your event? Yes No

If yes, please attach the Special Events Liquor Permit obtained from the Indiana Alcohol & Tobacco Commission. For further permit information, contact the Indiana Alcohol & Tobacco Commission at (317) 232-2430 or www.in.gov/atc/.

Events serving alcohol will also require a representative from their organization to attend the Board of Public Works meeting at least 60 days in advance to answer any questions regarding their event.

Security and First Aid:

Describe your internal security procedures:

N/A
We have a first aid kit in our store across the street.

Will you request New Albany Police safety/traffic control services? Yes No

Will you have an on-site provider of primary first aid? Yes No

Please list the provider of first aid:

Company: _____

Contact Name: _____

Email: _____

Phone Number: _____

Trash Plan (during and after the event):

We will have 2 large trash cans. Volunteers will make sure the trash is picked up during the event & after event is over.

Company: _____

Contact Name: _____

Email: _____

Phone Number: _____

Equipment and Decorations:

Will you use tents? Yes No

Will other temporary structures be used? Yes No

If so, please list specifics and locations: _____

DO NOT put nails or staples into trees/structures or stake anything to the ground. Any apparatus such as a canopy must be free weighted.

All temporary structures must be inspected, please contact the City Fire Marshall for further details.

Entertainment Activities:

Will you have music? Yes No

If yes, what type of music/amplification? Drums (No Electricity)

Time(s) of music during the event: 9:00pm - 9:30pm

Will you have inflatables? Yes No

If yes, please list the provider:

Company: _____

Contact Name: _____

Email: _____

Phone Number: _____

Please note events may require an Amusement & Entertainment permit through the Indiana Department of Homeland Security.

Electric:

Will you use electricity? Yes No

Generators? Yes No

Outdoor extension cords must be 3-prong UL listed extension cords.

Describe electrical usage:

None

Banner Permit:

Will you be filling out a banner permit? Yes No

Please contact the City Clerks Office for more information regarding the City's policy on banners and banner permits.

Affidavit of Application:

Everything that I have stated on this Special Event Permit Application is correct to the best of my knowledge. I have read, understand and agree to abide by the polices, rules and regulations listed on this and all applicable forms, including the 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.

Name of Applicant (please print): Antoinette Beatty
Signature: *Antoinette Beatty*
Date: 9-15-20

Completed Special Event Permit Applications may be mailed or delivered in person to:

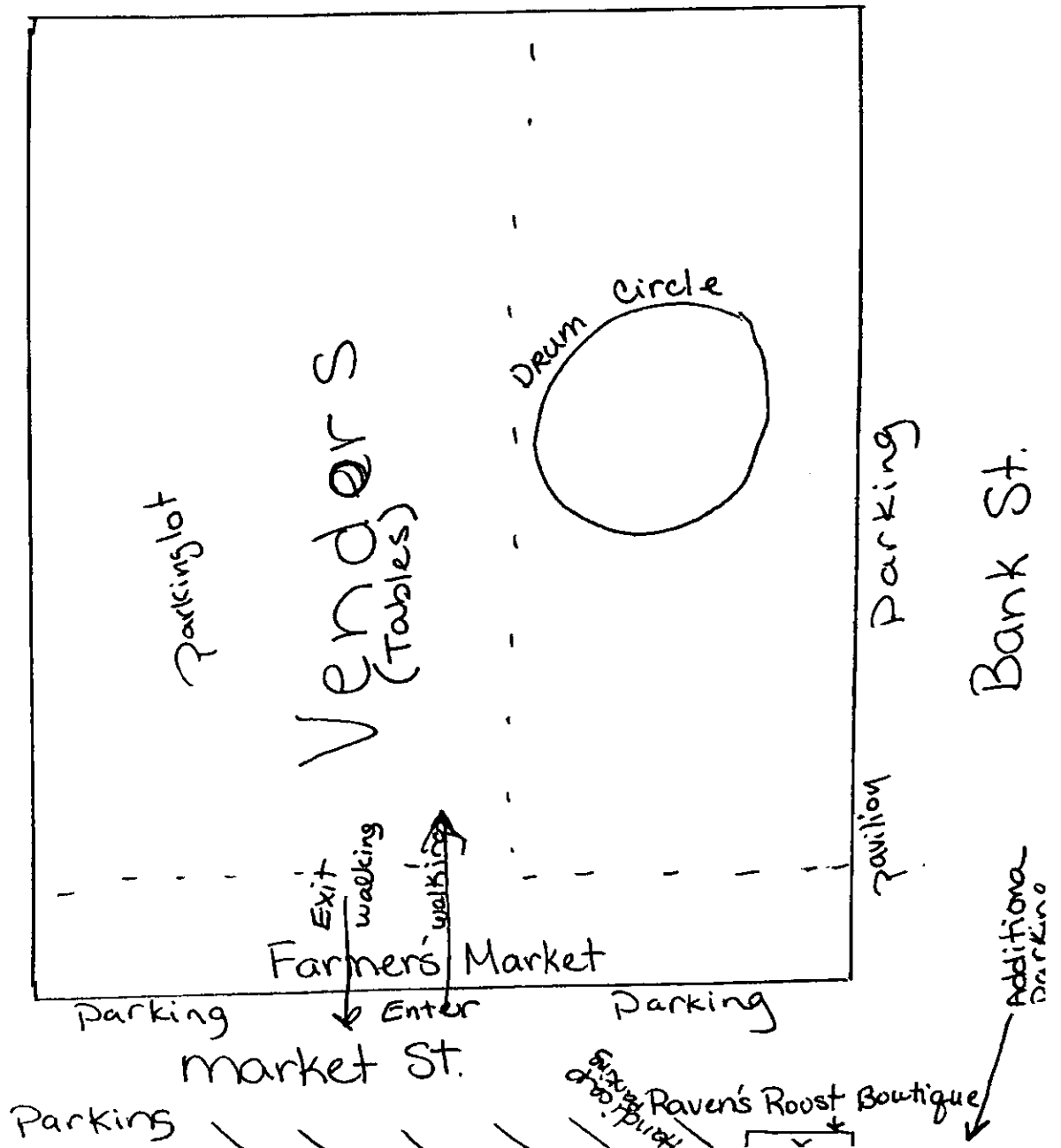
**City of New Albany, ATTN: Krystina Jarboe
311 Hauss Square, Room 316
New Albany, IN 47150**

Completed Special Event Permit Applications may also be emailed to Krystina Jarboe at kjarboe@cityofnewalbany.com

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

- NO street closures or barricades requested

Raven's Roost Boutique
 Full Moon Gathering and Fair
 October 1st 2020 5pm-11pm





Special Event Permit Application
COVID-19 Health and Safety Plan
311 Hauss Square Room 316
New Albany, IN 47150
812-948-5333
www.cityofnewalbany.com

I, Antoinette Beatty [Host Organization Event Representative] understand and acknowledge the City of New Albany is requesting each Host Organization to comply with guidelines set forth by the City of New Albany, Floyd County Health Department, the State of Indiana, the United States government and the Center for Disease Control (CDC) to ensure the health and safety of the community and all of whom attend Full Moon Gathering & Fair [Event Name] on 10-1-20 [Event Date] at Farmer's Market NA [Event Venue/Location].

The Raven's Roost Boutique [Host Organization Name] understands and acknowledges that we must provide a comprehensive plan outlining steps that will be taken before, during and after our event in order to help keep all staff, volunteers, attendees and the community safe. We understand an Event Permit may be revoked upon consultation with the appropriate safety forces when the health and safety of the public is threatened by an emergency, disorder or other unforeseen condition which has arisen.

The Raven's Roost Boutique [Host Organization Name] understands and acknowledges that the granting of a special event permit shall not, at any time, eliminate any rules and regulations, legislation, laws and/or ordinances passed by the City of New Albany, the State of Indiana or the United States federal government.

The Raven's Roost Boutique [Host Organization Name] understands and acknowledges that as the City of New Albany and Floyd County Health Department monitor the COVID-19 virus, adjustments in the Health and Safety Plan for Full Moon gathering & Fair [Event Name] may have to be made. We understand and acknowledge that if anything in our COVID-19 Health and Safety Plan is changed, we will need to submit the updated plan to the Board of Public Works for further review.

We will put the safety of the community first and stay up-to-date on all guidelines, rules and regulations, ordinances, and or laws set by the City of New Albany, Floyd County Health Department, the State of Indiana, the United States government and the CDC.

Promoting Preventative Actions

Waivers, Health Questionnaires and Health Screening:

Will it be required for staff, volunteers and attendees to sign a waiver or complete a health questionnaire? _____ Yes No

If yes, please provide a draft of said document and any internal policies your organization has in regards to COVID-19.

Will staff and volunteers be required to have their temperatures checked prior to entering the venue space? _____ Yes No

Will there be a health screening station attendees at the entrance of the venue (temperature checks, etc)? _____ Yes No

Please list specifics:

Signage:

Signage is required at every event to encourage all staff, volunteers and attendees to practice good personal health habits (such as: social distancing, wearing face masks, frequently using hand sanitizer and washing hands). All signs must be removed after the event is over. *Please attach a map which specified locations of where stations will be located and any drafts of said signage.*

Hand Washing and Sanitation Stations:

It is required to have either hand washing stations or sanitation stations.

Please attach a map which specified locations of where stations will be located.

Sanitation Supplies:

What other sanitation supplies will be provided to all staff, volunteers and attendees? Please list specifics:

Table with extra masks & Hand sanitizer

Raven's Roost
Full Moon Gathering and Fair
Additional Questions

If it rains on October 1st will you move the event into your store or will you use the proposed rain date of October 2nd?

If it rains and we have more than 5 people who stay and want to take part in the drum circle we will move the even to October 2nd. If there are 5 or fewer people, we will move across the street into our store where we can keep up to 5 people socially distanced.

Can you provide more information about your plan to social distance the vendors and how many vendors you plan on having? How do you plan to keep your guests social distanced while visiting each vendor?

I don't think we will have more than 2 or 3 vendors. Tables will be set further than 6 feet apart and everyone will be required to wear a mask. There will be a small bottle of hand sanitizer next to any cashboxes or registers for the attendees to use.

Where will the table with extra facemasks and hand sanitizer be located? Will this be the only area hand sanitizer will be located?

Just like in our store, we will have a table set up with free masks and hand sanitizer for everyone to use. It will be set up right at the entrance of City Square.

Will all staff, volunteers, and guests be required to wear face coverings?

All staff, volunteers, and guests will be required to wear face masks. When the drum circle begins everyone taking part will be spaced at least 6 feet apart.



City of New Albany, Indiana
Slate Run Road Improvement Project – Phase 1
Weekly Report for the Week of 9/14/2020

Project RPR: Larry McIntire

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

Final Completion Date: Completion date to be determined (curb island at north end in review)

Approximate % Complete: 94% (Revised due to anticipated additional work)

Progress for the Week:

- Prime contractor backfilled the new sidewalk, pipe & box at south culvert.
- Prime contractor placed seed, straw, and erosion control at south culvert.
- Concrete subcontractor poured collar for new pipe at south culvert.
- Pavement marking subcontractor placed markings on mainline and approaches.

Upcoming Activities:

- Prime contractor to schedule installs for guardrail, signs, mailboxes & handrails.
- Prime contractor will continue with grouting inlets, yard grading, and seeding.
- Fence subcontractor needs to relocate existing fence at 1598 Meadow Lane.

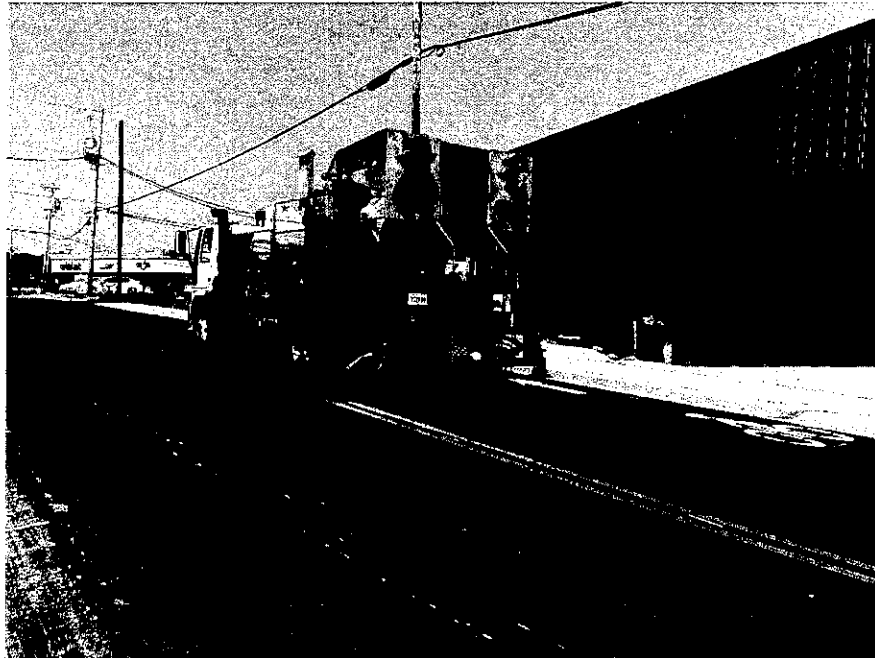
Construction / Safety / Utility Issues:

- JTL Engineers is working with utilities & layout for curb island at north end.
- Concrete subcontractor needs to do cleanup on sidewalk and some drives.
- Contractor will be working on clean up and pre-punch list items.

CC: Larry Summers. City of New Albany

CC: Mike Cox. Beam, Longest & Neff, L.L.C.

CC: Bill Stuart. Beam, Longest & Neff, L.L.C.



PLACING CENTERLINE NEAR COMMERCIAL AREA.



PAINTING ARROW AT CHARLESTOWN ROAD INTERSECTION.