

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, MARCH 9, 2021 AT 10:00 A.M.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

BIDS:

NEW BUSINESS:

1. Billie Banet re: Sidewalks in front of 13 Valley View Court

COMMUNICATIONS – PUBLIC:

UNFINISHED BUSINESS:

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Krystina Jarboe re: Special Event Permit

Friday, May 7th - Arts Alliance of Southern Indiana – Shakespeare in the Park: Hamlet

- Request to use the amphitheater (5pm to 10:30pm) (Show = 7:00pm to 10:00pm)
- Request to use the amphitheater restrooms (5:00pm to 10:00pm)
- Will have food trucks/vendors by restrooms – all will have permits via Floyd County Health Dept

Saturday, May 15th to Saturday, May 22nd – NA Parks: Le Tour De Greenway (Virtual)

- Request to use the NA Portion of the Greenway (Silver Creek to Amphitheater)
- Request to place 3 yard signs along the Greenway: Loop Island, 18th Street Trailhead & behind the Amphitheater
- Placing signs = Friday, May 14th at 2:00pm
- Removing signs = Sunday, May 22nd at 2:00pm

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Regular Meeting Minutes for March 2, 2021

ADJOURN:

A MEETING OF THE BOARD OF PUBLIC WORKS & SAFETY OF THE CIVIL CITY OF NEW ALBANY, INDIANA, WAS HELD VIA ZOOM.COM ON TUESDAY, MARCH 2, 2021 AT 10:00 A.M.

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

OTHERS PRESENT: Police Chief Bailey, Fire Chief Juliot, Fire Marshal Koehler, Linda Moeller, Bryan Slade, Jessica Campbell, Krystina Jarboe, Larry Summers, Chris Gardner 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. Sara Galvin, Outfront Media re: Bus shelter pad at 2313 Grant Line Road

Ms. Thompson stated that the board already approved this and he assumes weather held up the work. He explained that the information in the packet shows that it was supposed to have been done between 12/9-12/31 and this is likely to inform the board of a new date. He added that Mr. Summers had requested that they install a lighted shelter and from the emails he has seen she is working on that.

Mr. Nash asked if this would require any work in the road.

Mr. Thompson replied no.

2. Kelly Royal re: Alley closure in back of 1000 E. Spring Street

Ms. Royal stated that she works at facilities for the Family Health Center of Southern Indiana and they plan to have new asphalt put down in the parking lot at the back of their facility at 1000 E. Spring Street. She explained that the alley runs between the two sides of their parking lot and would like permission to temporarily close the alley while they do the work on March 12.

Mr. Nash asked if she knows if trash runs that day.

Ms. Royal stated that she isn't sure but if it is they will reschedule.

Mr. Slade stated that it isn't a trash pick-up day.

Mr. Thompson asked if she needs both alley's closed.

Ms. Royal replied no.

Mrs. Cotner-Bailey asked what time they would be doing the work

Mrs. Royal stated that they would start in the morning between 9:00-10:00 a.m. but she isn't sure how long the work will take. She added that they have said they don't expect it to take all day.

Mr. Thompson moved to approve with the stipulation that he confirms any residents that need to be notified, Mrs. Cotner-Bailey second, motion carries

3. Tom Schadt re: Closure of Hauss Square on Saturday, March 6th

Mr. Thompson explained that they want to close the street between Market and Spring this Saturday (rain date March 13) from 7:00 a.m. to 4:00 p.m. in order to remove and set a unit on the federal building. He added that the block would also have to be marked as no parking because the crane will be in the street.

Mr. Schadt, Walker Mechanical, entered the meeting at 10:12 a.m. and stated that he is available to answer any questions.

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

COMMUNICATIONS – PUBLIC:

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

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

Final Completion Date: TBD (Remaining utilities to move off pole at curb island)

Approximate % Complete: 98% (Revised due to anticipated additional work)

Progress for the Week:

- Work is pending AT&T and Spectrum schedule for moving lines.
- JTL Engineering is in contact with utilities concerning work schedules.

Upcoming Activities:

- RPR will continue working on final punch list items.
- Prime contractor will continue working on some early punch list items.
- AT&T and Spectrum will be moving their lines off poles to be removed.

Construction / Safety / Utility Issues:

- Contractor will work on curb island and sidewalk in commercial area once all utilities are relocated.
- Contractor will be extending sidewalk on west side to south Lochwood entrance.

Mr. Summers added that they are still waiting on the redesign from AT&T before they can relocate and as soon as that happens he will bring it to the board to move forward.

UNFINISHED BUSINESS:

1. Handicap parking request for Olivia Thomas at 1723 Culbertson and Darlene Wills at 223 Green Street.

Mr. Thompson stated that he spoke with both residents and they both had an issue using the off-street parking due to their disabilities.

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

2. John Vallandingham re: Turn around drive at 3837 Rainbow Drive

Mr. Thompson stated that he met with Mr. Vallandingham and provided him with the permit/info and he is still interesting in applying for this. He explained that he did take measurements and they all meet City requirements.

Mr. Thompson moved to approve subject to completion of the fees and documentation, Mrs. Cotner-Bailey second, motion carries.

3. City Speed Limits

Mr. Summers stated that he continues to look at City speed limits, particularly on the arterials. He explained that he has also started looking into City ordinances as well to do a more comprehensive analysis of the speed limits throughout the City. He requested that the board hold

off on taking any actions for about a month so that he can gather all the information to present to the board.

Mr. Nash stated that from what they have discussed they seem to be in agreement that they shouldn't have anything more than 40mph and asked Mr. Summers if that is his recollection as well.

Mr. Summers stated that there are a couple of spots that he has gone back and forth about but as he does more research he will be able to make a more informed decision.

Mr. Nash asked if they could go ahead and get the 40mph signs down.

Mr. Summers stated that he would prefer to hold off on any action until he completes his research. He added that this will also give the street department time to order the necessary signs.

4. Dumpster at 517 East Market

Mr. Thompson stated that they approved the dumpster permit for 517 East Market subject to his review and explained that it was already in place by the time he got out there. He added that it possibly could have gone in a driveway behind the property but likely would have created more issues. He stated that they did have cones around it after it was placed.

Mr. Nash stated that there has been a dumpster at the 2000 block of Ekin Ave and asked if he has any update.

Mr. Thompson stated that he did make contact with the property manager and he did let her know that the dumpster was there in violation of our ordinance. He added that he will follow up once he hears back from the Building Commissioner regarding some other issues with this property.

TABLED ITEMS:

COMMUNICATIONS – CITY OFFICIALS:

1. Krystina Jarboe re: Special Event Permit

Friday, May 28th – Adam Thomas, “Names and Faces on the Wall” Concert

- Request to use the amphitheater (7:00pm to midnight)
- Request to use the amphitheater restrooms (noon to midnight)
- Rock music to be played 7:00pm to 10:00pm
- Requested rain date: Friday, June 4th

Mr. Nash stated that he isn't really comfortable approving a concert with the pandemic still causing concern. He added that there didn't seem to be much of a safety plan included with this that addressed COVID concerns.

Mrs. Cotner-Bailey agreed with Mr. Nash and stated that she is also concerned about the lack of security and the lack of a trash plan.

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

Saturday, April 3rd – NA Parks: Hidden Hare with Develop New Albany

- Request to use Bicentennial Park from 10:00am to 3:30pm
- Request to use a tent if raining (weighted down with sand bags)

Ms. Jarboe explained that they will be hiding stuffed bunnies in businesses for people to find and take photos with and the park will be their base with opportunity to take photos with a live Easter Bunny.

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

2. Vicki Glotzbach re: Banner request at Amphitheater Pedway

Mrs. Glotzbach stated that she received a request from Trina at Perdue on Charlestown Road regarding an event at the amphitheater. She explained that they requested permission to hand a banner across the pedway and she didn't know if that was something the board would entertain and wanted to get their input before she officially brought it to them.

Mrs. Cotner-Bailey recommended that they wait to receive the completed special event permit to see if that is going to be approved before they would consider a banner request.

Mrs. Glotzbach stated that she has never received a request to hang a banner for the pedway and didn't know if the board would even entertain such a request.

3. Linda Moeller re: Bank Reconciliations for December 2020

Mr. Nash asked that the record reflect that the board received the bank reconciliations electronically and asked for a motion to enter them into the minutes.

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

4. Chris Gardner re: Weekend rain event

Mr. Gardner reported that they received ~3 inches of rain throughout the City and reported no major issues as a result of this rain event. He stated that no major roadways were closed and a lot of that is due in part to improvements made by the City of the last decade. He reported that the Ohio River is rising and is expected to crest at 60.3 feet on Saturday afternoon which will cause them to put the levee system into operation. He stated that Water Street is closed and they anticipate closing more roads this afternoon. He noted that they did get a large quantity of rain in a short amount of time but the ground normally absorbs some of that water so it isn't conveyed straight to streams, creeks and rivers. He stated that with the snow melt taking place at the same time the grounds were already saturated so they will see more ponding than normal in certain areas until the land is able to handle extra water. He added that at some point there is only so much planning that you can do when dealing with the weather.

Mr. Thompson thanked Mr. Gardner and his crews and stated that he saw guys out cleaning catch basins during the event.

5. Mickey Thompson re: 50 foot lane Closure for work at State Street and Daisy Lane.

Mr. Thompson explained that Pike (subcontractor for Duke) is requested permission to put a truck in the northbound lane that leads to the on-ramp of 265 to replace a pole at State and Daisy. He stated that they anticipate two days of work to set the pole and move the lines and are requesting tomorrow and Thursday from 9:00 a.m. – 3:00 p.m. He added that they have done as much work as they can from the parking area but to actually set the pole and moved the lines they have to be in the lane.

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

Mr. Nash reminded everyone to continue wearing their masks and to practice social distancing. He stated that we are doing so much better with the numbers and vaccine rollout is going really well.

APPOINTMENTS:

CLAIMS:

APPROVAL OF MINUTES:

Mr. Thompson moved to approve the Regular Meeting Minutes for February 23, 2021 as corrected, Mrs. Cotner-Bailey second, motion carries.

ADJOURN:

There being no further business before the board, the meeting adjourned at 10:42 a.m.

Warren V. Nash, President

Vicki Glotzbach, City Clerk









Special Event Permit Application

2021

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.

Host Organization Name: Arts Alliance of S. Indiana : City of New Albany

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

Event Representative: Brian Beel
Host Organization Website: Saintfoart.org
Address: 820 E Market Street
City: New Albany State: IN Zip Code: 47150
Work Phone: 812-949-4238 Cell Phone: 502-552-8001
Email: brian@artsalliancein.org

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: <u>Lynn Busch</u>	Name: _____
Company: <u>AASI</u>	Company: _____
Email: <u>LYNN@artsalliancein.org</u>	Email: _____
Phone Number: <u>812-949-4238</u>	Phone Number: _____

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

Shakespeare in the Park. Free event to the entire community.

Event Specific Information

Event Name: Shakespeare in the Park (Hamlet)Is this an annual event? ☒ Yes ☐ NoAnticipated Attendance – The estimated amount of people expected at event. 500 - 750Anticipated Participants – If the proposed event has registered participants,
the estimated number expected. _____Anticipated Number of Event Staff/Volunteers - 20

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

Shakespeare in the Park. Performance of Hamlet
and starts @ 5-7 food truck, 7 PM show
starts.

Requested Venue:

☒ Riverfront Amphitheater☐ City Square☐ Bicentennial Park☐ Other (Specify) _____

Type of Event:

☐ Run/Walk☐ Rally☐ Parade☒ Concert☐ Wedding Ceremony/Photos☐ Fair☐ Picnic☐ Other (Specify) _____Proposed Event Date: 5-7-2021Day of the Week: FridaySet-Up Begin Time*: 5 AM/PMSet-Up End Time: 5 AM/PMEvent Begin Time: 5 AM/PMEvent End Time: 10 AM/PMBreak-Down Begin Time: 10 AM/PMBreak-Down End Time**: 10:30 AM/PM

Proposed Rain Date: _____

Day of the Week: _____

* 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:

Event Logistics and 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 admission, Free event

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 street 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 the 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:

Closure Type (full/partial/lane)	Street Name	Start Date	Start Time	End Date	End Time

Food and Beverage:Will there be concessions at your event? ☒ Yes ☐ No

If yes, describe:

Food truck, Popcorn & Soda station and possible
Kona Ice

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

Alcohol:Will alcohol be served at your event? ☐ Yes ☒ No

If yes, a representative from the Host Organization to attend the Board of Public Works meeting at least 60 days in advance to answer any questions regarding their event. 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/.

Security and First Aid:

Describe your internal security procedures:

Ambulance and First Aid station (Baptist Floyd)Will you request the New Albany safety/traffic control services? ☐ Yes ☒ NoWill you have an on-site provider of primary first aid? ☒ Yes ☐ No

Please list the provider of first aid:

Company: Baptist Floyd

Contact Name: _____

Email: _____

Phone Number: _____

Equipment and Decorations:Will you use tents? _____ Yes ☒ No

Will other temporary structures be used? _____ Yes _____ No

If yes, please list specifics and locations:

DO NOT put nails or staples into trees/structures or stake anything in 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.

Restrooms:Will you be requesting use of the amphitheater restrooms? ☒ Yes _____ No(Amphitheater restrooms are closed due to winterization November 1st to March 1st each year.)If yes, what time will you request the restrooms be open? 5 AM/PMIf yes, what time will you request the restrooms be closed? 10 AM/PM

If no, please list the provider of portable restrooms:

Company: _____

Contact Name: _____

Email: _____

Phone Number : _____

Date portable restrooms will be dropped off: _____

Date portable restrooms will be picked up: _____

Total number of portable restrooms on site: _____

Will you have ADA portable restrooms on site? _____ Yes _____ No

*Please attach a map of where the portable restrooms will be located.***Trash Plan (during and after your event):**

Trash will be collected throughout event. All trash to be removed after event

Company: _____

Contact Name: _____

Email: _____

Phone Number : _____

Entertainment Activities:Will you have music? ☒ Yes ☐ No

If yes, list the time(s) of music during the event:

Performance of Shakespeare

If yes, what type of music/amplification?

Will you have inflatables? ☐ Yes ☒ No

If yes, please list the inflatable 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 ☐ NoWill you use generators? ☒ Yes ☐ No*Outdoor extension cords must be 3-prong UL listed extension cords.*

Describe electrical usage:

Speakers, food vendor may need to use generator.**Banner Permit:**Will you be filling out a banner permit? ☒ Yes ☐ No*Please contact the City Clerk's 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 policies, 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 and abilities.

Name of Applicant (please print):

Brian BellSignature: BellDate: 2/19/2021, 2021

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☐ Taken under advisement☐ Approved☐ DeniedSigned: _____
(Board of Works President)

Date: _____, 2021

Notes:



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, Brian Beel [Host Organization Event Representative]
understand and acknowledge the City of New Albany is requiring 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 all whom attend Shakespeare in the Park
[Event Name] on 5-7-2021 [Event Date] at
Riversfront [Event Venue/Location].

The AASF [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 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 AASF [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 AASF [Host Organization Name] understands and
acknowledges that as the City of New Albany, Floyd County Health Department, monitor the
virus, adjustments in the Health and Safety Plan for Shakespeare in the Park [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 Questionnaire and Health Screening:

1. Will it be required for staff, volunteers and attendees to sign a waiver or complete a health questionnaire?

- Staff? ☒ Yes ☐ No
- Volunteers? ☒ Yes ☐ No
- Attendees? ☐ Yes ☒ No

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

2. Will it be required for staff, volunteers and attendees to have their temperature taken prior to entering the event space?

- Staff? ☒ Yes ☐ No
- Volunteers? ☒ Yes ☐ No
- Attendees? ☒ Yes ☐ No

If yes, please list specifics:

Signage

Signage is required at every event to encourage all staff, volunteers and attendees to promote personal prevention practices (such as: social distancing, wearing face masks, frequently washing hands and using hand sanitizer). All signs must be removed after the event is over.

Please attach all signage that will be utilized at the event.

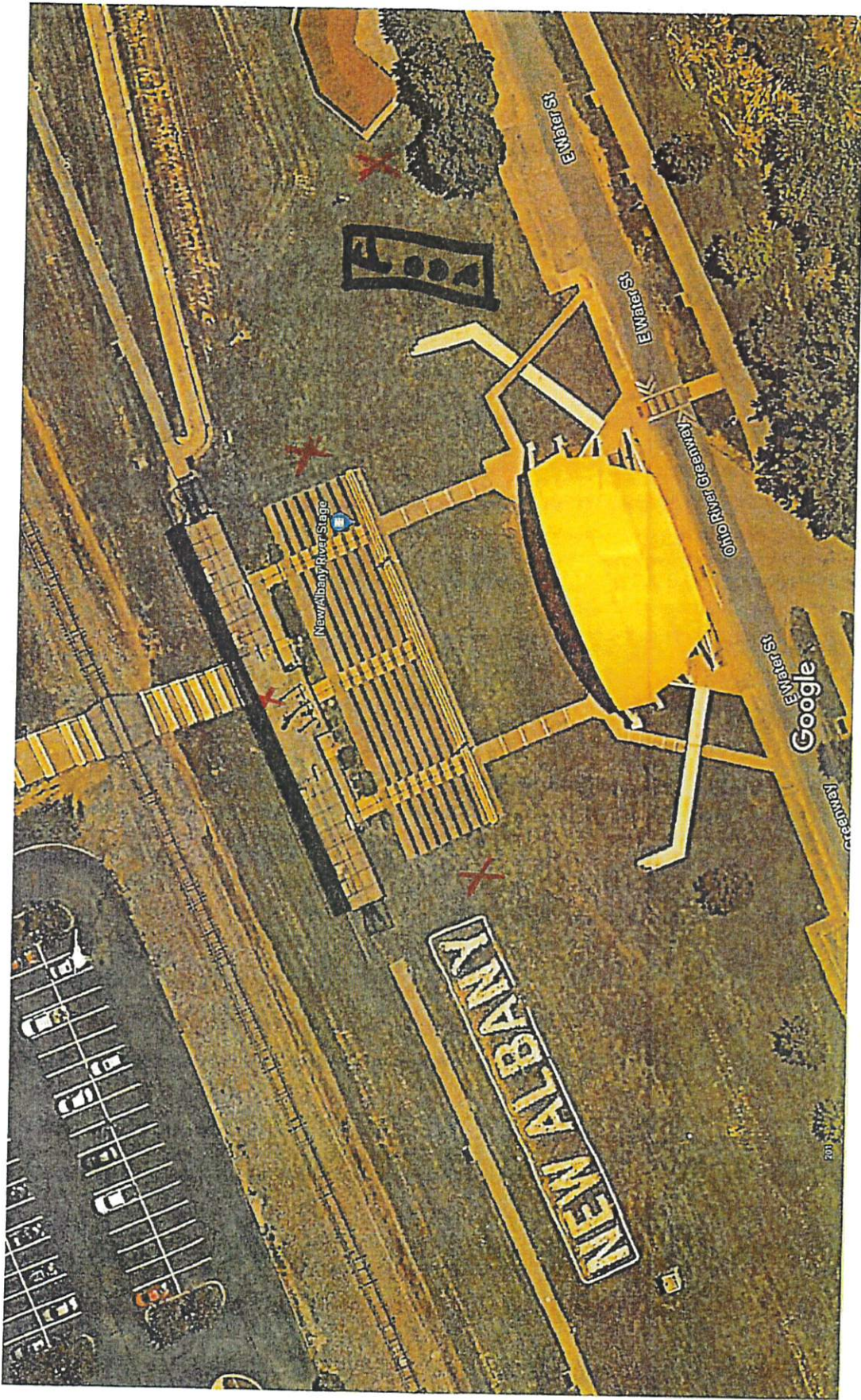
Hand Washing and Sanitation Stations

It is required to have either hand washing stations or sanitation stations during the duration of the event.

Please attach a map with specific locations of where the stations will be located

Sanitation Supplies

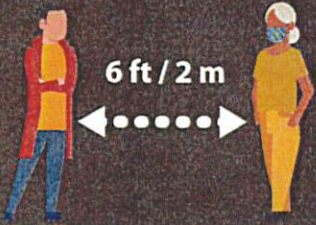
What other sanitation supplies will be provided to all staff, volunteers and attendees? Please list specifics:



GLOBAL HEALTH ALERT: COVID-19

You may have been exposed to COVID-19 while traveling. Even with no symptoms, you can spread the virus to others.

Protect others from getting sick:



- Keep at least 6 ft/2 m apart from others.
- Wear a mask.
- Wash your hands often.



Watch your health for symptoms.

Take care after travel:

- Get tested at 3-5 days AND stay home for 7 days.
- If you don't get tested, stay home for 10 days.



Whether or not you get tested, avoid being around people at increased risk for severe illness for 14 days.

If you test positive or get sick, isolate yourself from others.

www.cdc.gov/COVIDtravel

For information about COVID-19 and how to monitor your health after travel, open your cell phone camera and scan this code:

Для получения информации о COVID-19 и о том, как контролировать состояние вашего здоровья после путешествия, включите камеру на вашем мобильном телефоне и отсканируйте этот код:

Pour obtenir des informations relatives à COVID-19 et à la manière de surveiller votre santé après un voyage, ouvrez la caméra de votre téléphone portable et scannez le code suivant :

للحصول على معلومات حول فيروس كورونا المستجد COVID-19 وكيفية مراقبة حالتك الصحية بعد السفر، افتح كاميرا هاتفك الخليوي واسح هذا الرمز ضوئياً:

新型コロナウイルス感染症 (COVID-19) に関する情報、および旅行後の自身の健康状態を観察する方法については、携帯電話のカメラを起動して、このコードをスキャンしてください:

Para obter informações sobre o COVID-19 e como monitorar sua saúde após a viagem, abra a câmera do seu celular e digitalize este código:

לקבלת מידע על COVID-19 וכיצד לנטר את המצב הבריאותי שלך לאחר נסיעה, הפעל את מצלמת הטלפון שלך וסרוק את הקוד הבא:



코로나바이러스감염증-19(COVID-19) 및 여행 후 건강 상태를 모니터링하는 방법에 대한 정보를 보려면, 휴대폰 카메라로 이 코드를 스캔하십시오:

COVID-19 के बारे में और यात्रा के बाद अपने स्वास्थ्य को मॉनीटर कैसे करें, के बारे में जानकारी के लिए, अपने सेल फ़ोन का कैमरा चलाएं और इस कोड को स्कैन करें:

Für Informationen über COVID-19 und wie Sie Ihre Gesundheit nach der Reise überwachen können, öffnen Sie bitte Ihre Handykamera und scannen Sie diesen Code:

COVID-19 ve seyahatten sonra sağlığınızı nasıl izleyeceğinize dair bilgi için, cep telefonu kameranızı açın ve bu kodu tarayın:

Para obtener información sobre el COVID-19 y cómo monitorear su salud después de un viaje, abra la cámara de su teléfono y escanee este código:

如需获取有关 COVID-19 的信息以及旅行后如何监测您的健康状况，请打开手机摄像头并扫描该码:

W celu uzyskania informacji na temat COVID-19 i tego, w jaki sposób kontrolować swój stan zdrowia po podróży, proszę użyć aparatu wbudowanego w telefon komórkowy i zeskanować ten kod:



www.cdc.gov/COVIDtravel

CS-RTS049-010 February 9, 2021 1:08 PM



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.

Host Organization Name: City of New Albany Parks and Recreation

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

Event Representative: Kayla Tatgenhorst

Host Organization Website: <https://letourdegreenway.com/>

Address: 2043 Silver Street

City: New Albany State: Indiana Zip Code: 47150

Work Phone: ext. 605

Cell Phone: 812.704.0825

Email: ktatgenhorst@cityofnewalbany.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: City of Jeffersonville Parks Department

Name: Town of Clarksville Parks Department

Company: _____

Company: _____

Email: _____

Email: _____

Phone Number : _____

Phone Number: _____

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

This will be our 2nd Le Tour de Greenway since last years was cancelled. We will be hosting this event virtually this year.

We will need to put the signs along the Greenway that we used in 2019 so people are aware of the event and the stops.

Event Specific Information

Event Name: Le Tour de GreenwayIs this an annual event? ☒ Yes ☐ NoAnticipated Attendance – The estimated amount of people expected at event. 100Anticipated Participants – If the proposed event has registered participants,
the estimated number expected. 164Anticipated Number of Event Staff/Volunteers - 0

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

The parks departments of New Albany, Jeffersonville, and Clarksville invite the public to Le Tour de Greenway, a family-friendly fun bike, walk or run along the Ohio River Greenway. Participants can print the 'passport' with information about the Greenway and locations of the stops along the way.

Requested Venue:

☒ Riverfront Amphitheater
☐ Bicentennial Park

☐ City Square
☐ Other (Specify) _____

Type of Event:

☒ Run/Walk ☐ Rally ☐ Parade ☐ Concert ☐ Wedding Ceremony/Photos
☐ Fair ☐ Picnic ☐ Other (Specify) _____
Proposed Event Date: May 15th - May 22nd, 2021Day of the Week: Saturday through SaturdaySet-Up Begin Time*: 12 AM/PM ☒ PMSet-Up End Time: 12 AM/PM ☒ PM

Event Begin Time: _____ AM/PM

Event End Time: _____ AM/PM

Break-Down Begin Time: _____ AM/PM

Break-Down End Time**: _____ AM/PM

Proposed Rain Date: _____

Day of the Week: _____

* 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:

Event Logistics and 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?

The event is free.

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 street 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 the 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:

Closure Type (full/partial/lane)	Street Name	Start Date	Start Time	End Date	End Time

Food and Beverage:Will there be concessions at your event? _____ Yes ☒ No

If yes, describe:

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

Alcohol:Will alcohol be served at your event? _____ Yes ☒ No

If yes, a representative from the Host Organization to attend the Board of Public Works meeting at least 60 days in advance to answer any questions regarding their event. 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/.

Security and First Aid:

Describe your internal security procedures:

Will you request the New Albany safety/traffic control services? _____ Yes ☒ NoWill 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 : _____

Equipment and Decorations:Will you use tents? _____ Yes ☒ NoWill other temporary structures be used? _____ Yes ☒ No

If yes, please list specifics and locations:

We will just have temporary signs along the Greenway.

DO NOT put nails or staples into trees/structures or stake anything in 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.

Restrooms:Will you be requesting use of the amphitheater restrooms? _____ Yes ☒ No*(Amphitheater restrooms are closed due to winterization November 1st to March 1st each year.)*

If yes, what time will you request the restrooms be open? _____ AM/PM

If yes, what time will you request the restrooms be closed? _____ AM/PM

If no, please list the provider of portable restrooms:

Company: _____

Contact Name: _____

Email: _____

Phone Number : _____

Date portable restrooms will be dropped off: _____

Date portable restrooms will be picked up: _____

Total number of portable restrooms on site: _____

Will you have ADA portable restrooms on site? _____ Yes _____ No

*Please attach a map of where the portable restrooms will be located.***Trash Plan (during and after your event):**

Company: _____

Contact Name: _____

Email: _____

Phone Number : _____

Entertainment Activities:Will you have music? _____ Yes ☒ No

If yes, list the time(s) of music during the event:

If yes, what type of music/amplification?

Will you have inflatables? _____ Yes ☒ No

If yes, please list the inflatable 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 ☒ NoWill you use generators? _____ Yes ☒ No*Outdoor extension cords must be 3-prong UL listed extension cords.*

Describe electrical usage:

Banner Permit:Will you be filling out a banner permit? _____ Yes ☒ No*Please contact the City Clerk's 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 policies, 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 and abilities.

Name of Applicant (please print): Kayla Tatgenhorst

Signature: Kayla Tatgenhorst

Date: March 1, 2021

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

_____ Taken under advisement

_____ Approved

_____ Denied

Signed: _____
(Board of Works President)

Date: _____, 2021

Notes:



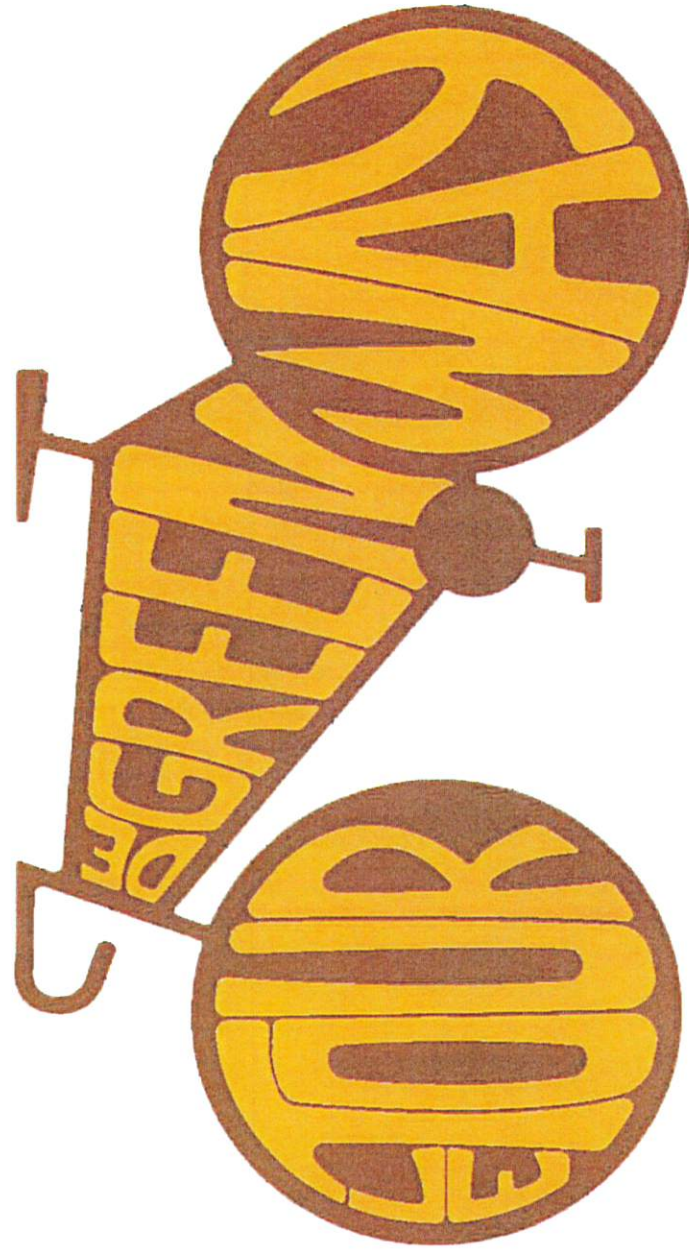
Follow the Greenway Trail and get your passport stamped at one stop in each community to receive a free t-shirt (while supplies last). Get stamped at all 10 stops to be entered into a drawing for a family pool pass.

- STOP 1** OVERLOOK
Jeffersonville Registration Site
- STOP 2** WAR MEMORIAL
- STOP 3** FLOODWALL / SoIn
- STOP 4** ASHLAND PARK
Clarksville Registration Site
- STOP 5** FALLS OF THE OHIO
- STOP 6** LEWIS AND CLARK PARK
- STOP 7** SILVER CREEK BRIDGE
- STOP 8** LOOP ISLAND WETLANDS
- STOP 9** 18TH STREET
- STOP 10** AMPHITHEATER
New Albany Registration Site

LEGEND

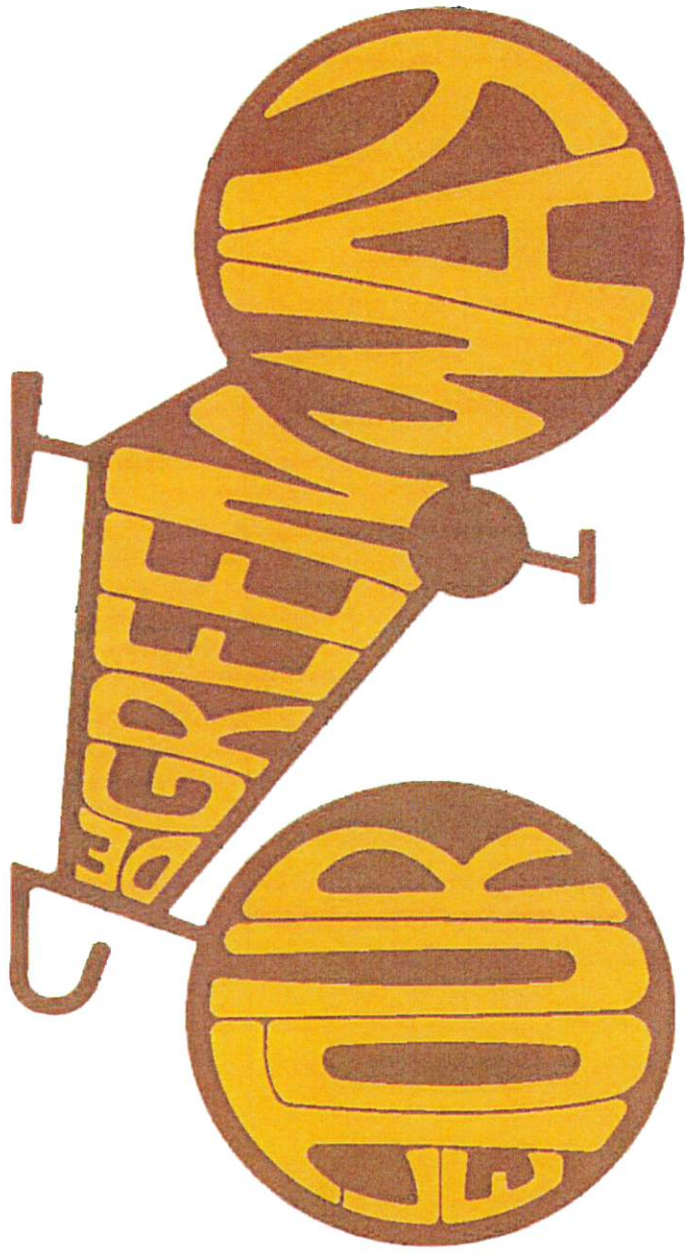
- Le Tour de Greenway Trail and Passport Stops
- Parking
- Parks
- Hospital
- 1/4 Mile Path Marker
- Restrooms at all stops except stops #2, #7 and #8





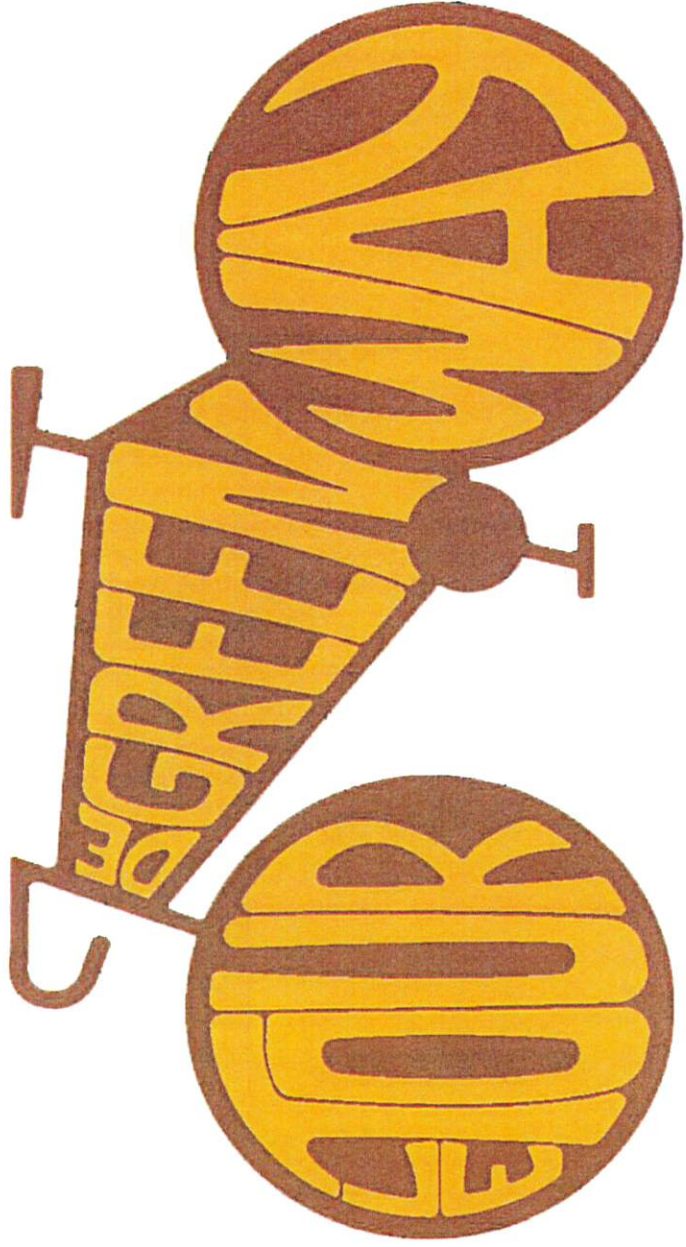
STOP 8

LOOP ISLAND WETLANDS



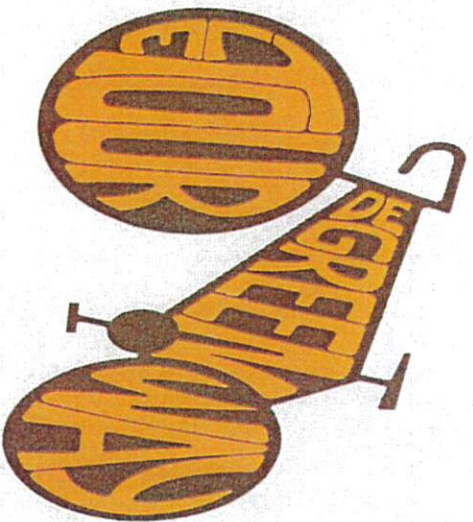
STOP 9

18TH STREET



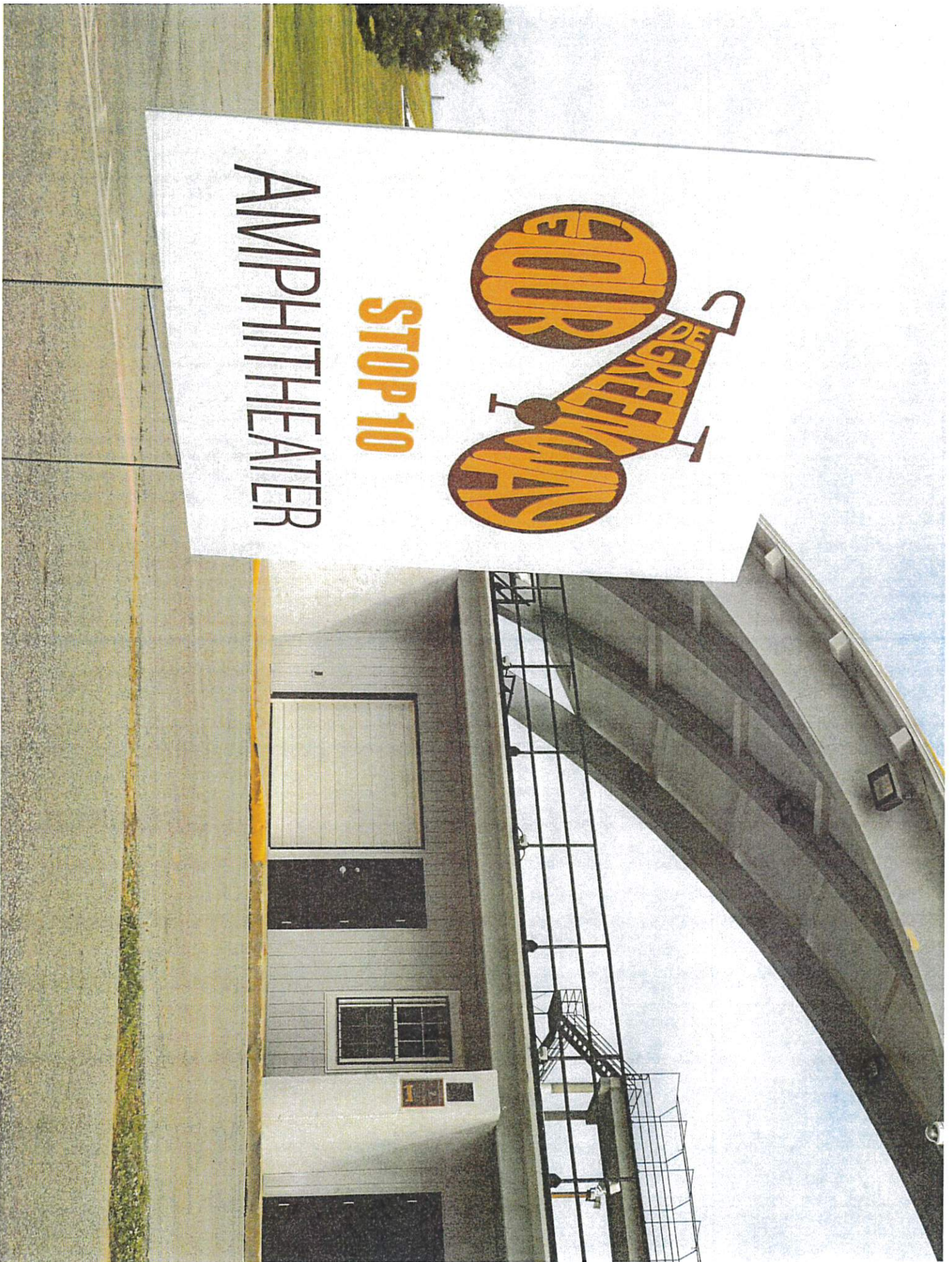
STOP 10

AMPHITHEATER



STOP 10

AMPHITHEATER





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, City of New Albany Parks and Recreation **[Host Organization Event Representative]**
understand and acknowledge the City of New Albany is requiring 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 all whom attend Le Tour de Greenway Virtually
[Event Name] on May 15th - May 22nd 2021 **[Event Date]** at
Ohio River Greenway **[Event Venue/Location]**.

The City of New Albany Parks and Recreation **[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 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 City of New Albany Parks and Recreation **[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 City of New Albany Parks and Recreation **[Host Organization Name]** understands and
acknowledges that as the City of New Albany, Floyd County Health Department, monitor the
virus, adjustments in the Health and Safety Plan for Le Tour de Greenway **[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 Questionnaire and Health Screening:

1. Will it be required for staff, volunteers and attendees to sign a waiver or complete a health questionnaire?

- Staff? _____ Yes ☒ No
- Volunteers? _____ Yes ☒ No
- Attendees? _____ Yes ☒ No

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

2. Will it be required for staff, volunteers and attendees to have their temperature taken prior to entering the event space?

- Staff? _____ Yes ☒ No
- Volunteers? _____ Yes ☒ No
- Attendees? _____ Yes ☒ No

If yes, please list specifics:

Signage

Signage is required at every event to encourage all staff, volunteers and attendees to promote personal prevention practices (such as: social distancing, wearing face masks, frequently washing hands and using hand sanitizer). All signs must be removed after the event is over.

Please attach all signage that will be utilized at the event.

Hand Washing and Sanitation Stations

It is required to have either hand washing stations or sanitation stations during the duration of the event.

Please attach a map with specific locations of where the stations will be located

Sanitation Supplies

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



City of New Albany, Indiana
Slate Run Road Improvement Project – Phase 1
Weekly Report for the Week of 3/1/2021

Project RPR: Larry McIntire

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

Final Completion Date: TBD (Remaining utilities to move off pole at curb island)

Approximate % Complete: 98% (Revised due to anticipated additional work)

Progress for the Week:

- Work is pending AT&T and Spectrum schedule for moving lines.
- JTL Engineering is in contact with utilities concerning work schedules.

Upcoming Activities:

- RPR will continue working on final punch list items.
- Prime contractor will continue working on some early punch list items.
- AT&T and Spectrum will be moving their lines off poles to be removed.

Construction / Safety / Utility Issues:

- Contractor will work on curb island and sidewalk in commercial area once all utilities are relocated.
- Contractor will be extending sidewalk on west side to south Lochwood entrance.

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.



EXISTING POLES TO BE REMOVED SO NEW SIDEWALK CAN BE CONSTRUCTED.



CONTRACTOR TO EXTEND SIDEWALK TO SOUTH ENTRANCE TO LOCHWOOD.