



## Planning Department Report

**To:** Board of Public Works and Safety

**From:** Department of Planning & Economic Development

**Date:** June 15<sup>th</sup> for the June 21<sup>st</sup>, 2011 Board of Works Meeting

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- As of June 15<sup>th</sup>, the City of Franklin owns 57 of the 67 homes in the Buyout Project. Two additional offers to purchase are currently pending.
  - Seed and straw mats have been being placed throughout the Buyout Project. Beaty Construction has completed the third phase of demolition and has begun on phase four. To date, 48 properties have completed the demolition phase.
  - We are confident we will be able to purchase the remaining homes in the Acquisition Project but progress will be slow due to foreclosures and other bank related problems which require negotiations with many bank personnel. The remaining cases have been forwarded to Lynn Gray for her assistance.
  - The Flood Area Re-Use Committee will be at each 4<sup>th</sup> Friday event receiving public input on what they would like the Buyout areas to look like. We will then be presenting the ideas to the Park Board in early 2012.
  - The Board of Zoning Appeals heard one case at the June 1<sup>st</sup> meeting:
    1. Joe Baker Enterprises, Inc. at 360 Province Street: minimum setbacks. Approved with modifications.
  - The Plan Commission will hear one case at the June 21<sup>st</sup> meeting:
    1. Sister's Self Storage – north side of Westview Drive and immediately west of Canary Ditch. Waiver requests from minimum pipe flow velocity and minimum required surface area of a pond.
  - The June 14<sup>th</sup> Economic Development Commission Meeting was cancelled.
  - The first annual Smoke on the Square BBQ Competition will be held on Saturday, June 25<sup>th</sup>. Twenty teams from across the country will compete. There will also be a dessert competition and an "Anything But" competition as well as a "Backyard BBQ" competition for local entries.

The public will have a chance to taste the BBQ from the professionals through the People's Choice Competition. Professional teams will have BBQ for sale and other food vendors will be present as well.

- Krista Linke presented the 2010 Annual Report to Franklin Rotary at their June 14<sup>th</sup> meeting.
- Training began on the new eGov module, Agenda Builder. Formats for the various commissions and boards are being finalized.
- Krista Linke attended a Building Better Communities Regional Economic Impact workshop on June 8, 2011.
- Rhoni Oliver and Kim Van Valer attended a LandBanking Conference in Detroit Michigan June 6<sup>th</sup> through June 8<sup>th</sup>.
- Kevin Tolloty has been hired as the new Associate Planner. His first day will be July 11<sup>th</sup>.
- David Parsley is reviewing the building plans for the new McDonalds on US 31.
- The steel frame work for the new dance studio building under construction on Amy Lane is nearing completion. The underslab plumbing was inspected today.
- Krista and Todd reviewed the final plans for the 14 way finding signs being proposed throughout the community. Krista will request permission from the RDC to bid the project at their June 16<sup>th</sup> meeting.
- A letter will be going out soon requesting proposals from economic development type non-profit organizations in Franklin. The Economic Development Commission will review the proposals and make a recommendation to City Council regarding which non-profits should receive the 2011 Economic Development Fees collected from tax abatements. Krista is waiting for a total dollar amount collected from the Johnson County Auditor's Office.



# Memorandum

To: Board of Public Works and Safety

From: Rick Littleton, Superintendent

Date: June 16, 2011

Re: Status of Tasks

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## Collection System/WWTP

- Work is progressing on the WWTP project. A construction progress meeting was held on June 8<sup>th</sup>. Presently, Reynolds Inc. is ahead of their project schedule.
- Crews are working with the street and storm water divisions on investigating problem areas in the storm sewer systems.
- Lightening from the recent storms damaged the main PLC in the Operations Control Panel at the WWTP. Some other minor equipment sustained damage as well.
- Todd and I met with M.D. Wessler regarding the alley beside the Artcraft on June 14<sup>th</sup>. A proposal is forthcoming.

## Interlocal Agreement for Fueling of City Vehicles

- A meeting has been scheduled for June 28<sup>th</sup> with the county to finalize the insurance and indemnification language of the agreement.

## IT/Telecommunications

- eGov Strategies conducted training with city staff on the new agenda builder just added to the city website.
- Working with city court and the state court administration on deployment of the new state wide court administration software, Odyssey.

\*No upcoming special events, contracts, or updates to volunteer roster



## **DEPARTMENT REPORT**

**To: Board of Public Works and Safety**  
**From: Richard L. DeWitt / Cemetery and MS4 Utility**  
**Date: June 15, 2011**

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### **Cemetery Report**

#### **CIMS – Ancestral Updates – Grave Markers**

Section M is complete. Seventy-five percent of 2010 obituaries are completed and entered into CIMS.

#### **Foundation Installation**

Seven new orders were received, with fifteen installed.

#### **General Maintenance**

Maintenance activity is confined to mowing and trimming, with one stone repair made.

#### **Veteran Graves Listing**

CIMS data allowed us to generate a listing of all veterans buried in Greenlawn to be registered on the Indiana Military Website. This site allows online assistance to find all Indiana veterans. Prior to CIMS, it was all on hardcopy with many veterans not recorded.

#### **Funerals**

Four (4) Inurnments  
Fifteen (15) internments

#### **Current staffing level:**

Two (2) - Full Time  
Five (5) - Part Time  
One (1) – Administrative

**Revenue Report**

Opening/Closing	\$2,800.00
Grave Sales	4,800.00
Foundation Orders	2,200.00
Other	<u>.00</u>
Total	\$9,800.00

**Upcoming Events/Contracts**

Coordinating start date with contractor for chapel repairs to begin this month; contracts and insurance requirements have not been confirmed.

**MS4 Utility Report****Management Ordinance & Technical Standards Manual**

Final review of SOP revisions are not complete.

**Catch Basin Inspection Program**

The Street Department reports 155 storm drain inspections were completed and recorded into CarteGraph.

**MS4 Inspections**

No construction sites were inspected.

**Illicit Discharge Detection and Elimination**

One illicit discharge complaint was investigated. Consultation with contractor resolved the violation.

IDDE (MCM #3) inspection is scheduled in 2012. Currently the MS4 is writing an IDDE SOP to meet Rule 13 requirement for outfall inspections and monitoring. With all outfalls identified in 2010, we now shift to dry-weather monitoring 25% of our outfalls each year during the new permit cycle. In addition, testing is required if pollution is suspected or a flow is detected during dry-weather inspection.

**Annual Audit Inspection Update**

IDEM has notified the MS4 that an audit has been rescheduled in July. No definite date established, but expected to be in the second week of July. The departments reporting documentation is in place.

**Upcoming Events/Contracts**

Nothing to report at this time.



R. L. DeWitt



## **DEPARTMENT REPORT**

**To: Board of Works and Public Safety**

**From: Franklin Fire Department**

**Date: 6/16/11**

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**Please find enclosed activities:**

**Still working with contractors on finishing landscaping issues on new stations.**

**Met with Johnson Memorial Hospital Administrators' and Contractors concerning new addition. The State Fire Marshall has tasked the FFD with briefing them on code requirements during construction including fire watch personnel if needed.**

**Will be hosting 56 applicants on the 18th as part of the Merit Boards process to certify a hiring list. This is for the written examination.**

**All members are currently going through their annual physicals.**

**Thank you, Chief Reese**



## DEPARTMENT REPORT

To: Board of Public Works and Safety

From: *Todd Wilkerson, Project Supervisor*

Date: 6/21/11

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### FEMA Revised Flood Insurance Study Review Professional Services

- Is at IDNR waiting approval

### Main Street TEA21

- Waiting on Approval for FHWA to move project forward
- Meeting with FHWA on 8/2/10
- Submitted Drainage Plans for INDOT review the week of 11/22/10
- Attend meeting about design on 12/6/10
- Held Final Field Check on 1/24/11
- Legal Ad for Rule 5 to be published 2/5/11
- Ready for Signature to Submit Final Tracings to INDOT
- Sent to INDOT for Final Tracing week of 2/28-3/4
- Working on completing Right-of-Way
- INDOT approval of Construction Inspection Consultant

### Gateway Project

- Consultant selection of Crossroad Engineers was approved by RDC on 5/18/10
- Consultant has started Survey work
- Had meeting with Indianapolis MPO on 6/21/10
- Has started working on design work and environmental work

#### South Home Bridge Project

- INDOT has release bid
- County has Invoiced our part of the project
- Scheduled to Start 3/23/11

#### Canary Ditch Detention Facility

- Talked with IDNR about project to set up Meeting
- Talked with FEMA Revised Flood Insurance Study Review Professional Services consultant about floodway area
- Started Delineation of Pond
- Received Delineation Report
- Have meet with USACE and IDEM on 2/15/11 about permitting

#### Westview Drive Pedestrian Bridge

- Advertisement for Design/Build sent out on 12/14/10
- Pre-bid meeting set for 12/21/10
- First proposals due 1/4/11
- Reviewed Proposals
- Going to City Council on 2/7/11
- Finished Sign all Contacts
- Meet with Mike Robertson about location of Bridge
- Working on IDNR Approvals
- Received preliminary design for approval

#### Sign Replacement and Inventory

- Received Notice of Award of a Highway Improvement and Safety Program funding on 12/8/10
- Council approval for money.
- Received RFPs

#### Sanitary Sewer in Franklin Tech Park

- Received Proposals on 2/3/11
- Received Approval of Consultant
- Waiting on to set schedule

#### International Drive Drainage

- Held Pre-con on 5/19/11
- Work began on 5/30/11
- Working on International Drive

#### Other Projects

- Working on cleaning of ditches along Commerce Drive



## Memorandum

To: Board of Public Works and Safety

From: Sherry Phillips, Sewer Billing Manager

Date: June 15, 2011

Re: Update

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**After June billing, it will be again time to notify our customers who are 90 days delinquent. These customers will receive notification letters 3 times before liens will be recorded.**

**The first notification was mailed out June 10<sup>th</sup>. A filing date of August 12 will be used to record those still outstanding.**

**The Johnson Co Auditor's office should be sending us our next "Special Assessment Collections Report" on or by June 30<sup>th</sup>. This report will list liens that have been paid and need to be released.**

**I will be checking our "record of retention" within the next month to see what can be consolidated or destroyed. Filing cabinets, and backroom storage are quite full, so this will help out a lot.**

**\*\*The Sewer Billing Office has no upcoming special events, contracts, or functions involving volunteers, who would need Certificates of Liability Insurance.**



## DEPARTMENT REPORT

**To:** Board of Public Works and Safety

**From:** Deputy Chief Tennell

**Date:** 06/17/2011

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1. Chief O'Sullivan is on vacation. He will return on June 27, 2011.
2. The previously discussed Ordinance Regulating Golf Carts is on the agenda for discussion at the City Council meeting on June 20, 2011.
3. The Franklin Police Merit Commission meeting is scheduled for Wednesday, June 22, 2011 at 7:00 p.m. in open session to discuss the possible reinstatement of Officer Bryan Burton.
4. The Westview Drive speed surveys were completed.
5. Lt. Scott Summers was given a Letter of Special Recognition after Chief O'Sullivan received an email from Caroline Fisher from the Center of Hope commending his level of compassion exhibited with a recent victim of rape.
6. Meg Jones is landscaping in front of the police department.