

**Board of Public Works and Safety
Regular Meeting Minutes
November 4, 2019**

The regular meeting of the Board of Public Works and Safety of the City of Franklin, Indiana was called to order at 5:00 p.m. at City Hall, 70 E. Monroe Street, with Mayor Steve Barnett presiding. Board members Lisa Jones and Bob Swinehamer answered roll call.

Chief of Police Kirby Cochran, Fire Chief Dan McElyea, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, Interim DPW Superintendent Sally Brown, IT Director Rick Littleton, Community Development Director Krista Linke, Senior Planner Joanna Myers, Street Commissioner Brett Jones, Clerk Treasurer Jayne Rhoades, Records Clerk Kathy Cragen, and City Attorney Lynnette Gray were also in attendance.

Mayor Barnett led the Pledge of Allegiance.

Announcements, Presentations & Public Comments

Mayor Barnett welcomed the Franklin College students that were present.

Consent Agenda

Mayor Barnett presented the consent agenda for approval.

1. Approval of Minutes from meeting held October 21, 2019
2. Board of Works Claims.
 - Payroll in the amount of \$397,063.52
 - #102619 Sewer Utilities in the amount of \$69,169.66
 - #102319 RDC Contracts/Utilities in the amount of \$61,268.47
 - #102519 BOW Contracts/Utilities in the amount of \$160,974.95
 - #110419 BOW General Obligations in the amount of \$81,354.35
 - #110319 Sewer Utility General Obligations in the amount of \$40,703.33
 - #110219 Sewer Utilities in the amount of \$27,020.86
 - #110119 BOW Contracts/Utilities in the amount of \$113,969.15

Ms. Jones made a motion to approve the consent agenda as presented, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Old Business

There was no old business presented.

New Business

Request Permission to Deem LifePak 12 Monitor (Serial #36047377) to be Surplus & of Worthless Value - Fire Chief Dan McElyea stated the Fire Department would like for the Board to declare a LifePak 12 Monitor (Serial #36047377) to be surplus & of worthless value, so it can be disposed of. A discussion was held. Ms. Jones motion to approve, seconded by Swinehamer. Carried.

Request Approval of 2020 Johnson Memorial Hospital Wellness Program Service Agreement – Wellness Community Chairperson Julie Parsley stated this is the annual Wellness Program Service Agreement for 2020. City Attorney Gray stated there were no changes from the 2019 contract. A discussion was held. Ms. Jones made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Professional Services Agreement between City of Franklin & Wessler Engineering for Services – Gary Ruston of Wessler Engineering came forward to request approval of a Professional Services Agreement with Wessler Engineering for their design phase for work on the Eastside Interceptor & Lift Station located east of I65. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Change Order 001-FINAL for the 2018 Maintenance Improvement Program - Asphalt Milling, Patching & Overlay, Phase 2 – Mayor Barnett stated he is requesting approval of Change Order 001-Final for the 2018 Maintenance Improvement Program since this project did not get finished until this spring due to weather. A discussion was held. Mr. Swinehamer made a motion to approve, and stated that this was actually a reduction of \$18,100.78 and authorize the Mayor to sign on behalf of the board, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Design Contract Supplement No.1 with CrossRoad Engineers, PC to Expand Scope for Full Design Services – Trent Newport of CrossRoad Engineers stated this is a request of approval of the Design Contract Supplement #1 with CrossRoad Engineers, PC in order to expand scope for full design services. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Ms. Jones. A voice vote was taken with all members stating

aye. The motion carried.

Request Approval of Revised Building Official Job Description – Senior Planner Joanna Myers stated they are requesting approval of the revised Building Official Job Description. Adding duties to administer & manage Unsafe Building Program, and other items that the former Community Development Specialist used to be in charge of. City Attorney Gray stated that she would like to suggest under primary job functions that it be added that regular and dependable attendance is required, and would like to see this added to all job descriptions in the future. Ms. Jones made a motion to approve with changes recommended by City Attorney Gray, seconded by Mr. Swinehamer. The motion carried.

Request Approval of Reserving Parking Spaces for the Winter Market on December 7th - Community Development Director on Behalf of DDF Krista Linke stated she is requesting permission to reserve five parking spaces in front of the Elks Club along Jefferson Street for the Winter Market which will be held December 7th. A discussion was held. Mr. Swinehamer made a motion to approve blocking five parking spaces from 4:00 p.m. to 8:00 p.m. on Friday, December 6th, and from 9:00 a.m. to 9:00 p.m. on Saturday, December 7th for the Winter Market, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Revised Job Description for Community Development Specialist - Community Development Director Krista Linke stated she is requesting approval of the revised Job Description for the Community Development Specialist before this position is filled. Ms. Linke gave an overview of some of the changes to this position. Ms. Linke would also like permission to post this position. A discussion was held. Ms. Jones made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Other Business

Request to File Liens on Unkempt Property – Mayor Barnett made a motion to approve, seconded by Ms. Jones. A voice vote was taken with all members stating aye.

2020 Holiday Schedule & Council & Board of Works Meeting Dates - For Informational Purposes Only - Mayor Barnett stated these lists are for informational purposes so the Board can see the meeting dates for BOW and Council for 2020, and the Holiday Schedule for 2020. The Mayor stated if extra meetings are necessary in Jan. & Feb. they can be added.

Department Reports / Staff Reports

Community Development Specialist Linke stated that Franklin had been selected as the favorite Main Street in Indiana by "Visit Indy" in their online voting.

IT Director Littleton stated they are wrapping up the redesign of the City website, and it should be up next week. Mr. Littleton stated that currently council meetings are recorded by the high school. These meetings are also on the PEG (Public Education in Government) channel with Comcast and will soon have a PEG channel with Metronet, and there is also a City YouTube Channel available. Mr. Littleton stated they are planning to install cameras and broadcast live in the future on these channels.

Mr. Swinehamer stated the Board had received a letter from resident Linda Teter regarding traffic on Hospital Rd., and stated there will be even more traffic as the hospital expands. Ms. Teter would like to see more lighting, and turn lanes installed along this road. Mr. Swinehamer would like the MVH & City Engineer to take a look at this area for changes in the future.

City Attorney Gray stated she received a copy of a mortgage foreclosure on 249 & 255 Youngs St., and that she had been notified by the Sewer Billing Manager that we have sewer liens on file for around \$2,000. Ms. Gray stated that this foreclosure is being brought forward by Mutual Bank, and since she is on the Board of Mutual Bank she wanted to bring that information forward so there is no conflict of interest. Ms. Gray stated that she has presented our interest to the county so we should get our money once everything is completed.

Interim DPW Superintendent Brown construction going well on the Phosphorus UV Project.

Police Chief Cochran stated Detective Ray Tice has had a terrible year, he lost a brother who was an IMPD officer to cancer, and stepmother shortly thereafter, and recently found out his other brother has cancer. Chief Cochran stated Detective Tice has had to miss a lot of work due to these tragedies and he would like to ask the Board to approve three additional bereavement days for Detective Tice. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Fire Chief McElyea stated they were called to a fire on Earlywood Drive at BCC Corporation which uses hazardous materials. Chief McElyea stated that since there were hazardous materials involved a lot of their gear was contaminated. The Chief stated that we do not have back up bunker boots for the firemen. The Chief would like to move forward with purchasing eleven pairs of bunker boots that need to be replaced. City Attorney Gray stated these bunker boots would cost approximately, \$500.00 per pair, and this would qualify as a small purchase. The Chief stated they would have money to pay for the bunker boots in their 200 series. A discussion was held. Mr. Swinehamer made a motion to approve purchasing the bunker boots, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

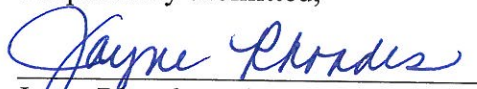
Mayor Barnett stated that the Greenwood Hazmat Team, and IDEM were present at the scene to oversee contamination issues.

Fire Chief McElyea stated that he will be stepping down as Chief on January 1st, and will go back as a Fire Merit Captain. Chief McElyea gave an overview of everything that has happened during his tenure as chief. The Chief also thanked everyone for all their help in the time he has been chief. Mayor Barnett thanked Chief McElyea for a job well done.

Adjournment

As there was no further business to come before the Board of Works, a motion and a second were made to adjourn at 5:51 p.m.

Respectfully submitted,



Jayne Rhoades, Clerk-Treasurer

Enrolled: 11/13/19



Steve Barnett, Mayor

Attest:



Jayne Rhoades, Clerk-Treasurer