

**Board of Public Works and Safety  
Regular Meeting Minutes  
December 2, 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 member Bob Swinehamer answered roll call. Board member Lisa Jones was absent.

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 stated the Discover Downtown Franklin Winter Market will be this Saturday, December 7<sup>th</sup> from 2:00 p.m. to 8:00 p.m., & the Holiday Lighting will also be that evening.

Mayor Barnett stated that the following personnel changes will be made: Deputy Police Chief will be Scott Summers starting December 7<sup>th</sup>; Sally Brown will be DPW Superintendent as of December 24<sup>th</sup>; Matt Culp will be Fire Chief as of January 1<sup>st</sup>; & Justin Lollar will be Deputy Fire Chief as of January 1<sup>st</sup>. The new Community Development Specialist will begin as of January 6<sup>th</sup>.

**Consent Agenda**

Mayor Barnett presented the consent agenda for approval.

1. Approval of Minutes from meeting held November 18, 2019
2. Board of Works Claims.
  - Pension Payroll in the amount of \$54,686.31
  - Payroll in the amount of \$391,787.77
  - #112319 Sewer Utilities in the amount of \$10,273.45
  - #112019 RDC Contracts/Utilities in the amount of \$1,667.93
  - #112219 BOW Contracts/Utilities in the amount of \$154,057.31
  - Old Fire Longevity in the amount of \$77,701.15
  - Old Policy Longevity in the amount of \$66,983.75
  - #120119 Sewer Utility General Obligations in the amount of \$68,664.14
  - #120219 BOW General Obligations in the amount of \$63,690.84

- #112819 Sewer Utilities in the amount of \$721.05
- #112719 RDC Contracts/Utilities in the amount of \$10,049.05
- #112919 BOW Contracts/Utilities in the amount of \$2,279.29

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

### **Old Business**

There was no old business presented.

### **New Business**

**Request to have Two Alleys Paved** - Jordan Riley a resident who lives on Terre Haute Street came forward and stated that he is requesting that the City pave two alleys on this street. Mr. Riley stated there is not much street parking available, and if these two alleys were paved he, and his neighbors could put in garages for off street parking. A discussion was held. Mr. Swinehamer stated that the budget has already been set for alley paving next year, and he thinks that we can have our engineer look over these areas to see if it was possible to get these two areas on a list for the future depending on utilities in the area, and other possible issues. No action was taken at this time.

**Request to Waive the Building Permit Fee for the Johnson County Justice Center Expansion Project** - Kevin Walls, County Commissioner came forward and stated that the county is requesting the City waive the building permit fee for the new Justice Center Expansion Project. A discussion was held Mr. Swinehamer made a motion to approve, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Board of Works Resolution No.: 19-09 Authorizing the Purchase of Cemetery Plots from Indiana Masonic Home** - City Attorney Lynn Gray stated that the Indiana Masonic Home currently owns almost 1000 plots in Greenlawn Cemetery that they are willing to sell to the City at a cost of \$150,000.00. Ms. Gray stated that the agreement would be that the City would pay \$50,000.00 in 2019, and \$25,000.00 on or around January 1<sup>st</sup> of each year for the next four years. A discussion was held. Mayor Barnett stated that the funds for the \$50,000 due this year have been appropriated in the City Council budget. Mr. Swinehamer made a motion to approve subject to appraisal being completed, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Board of Works Budgetary Resolution No.: 19-04 Authorizing an Additional Appropriation for Sewer WWTP 810-001-300 in the amount of \$40,000.00** - Interim DPW Superintendent Sally Brown stated this is a request to authorize an additional appropriation for

the Sewer WWTP Services in the amount of \$40,000.00 from the Sewer fund to get them through the end of the year. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval & Execution of Outdoor Lighting Service Agreement for Heritage South** - Senior Planner Joanna Myers stated she is requesting approval & execution of an Outdoor Lighting Service Agreement for Heritage South. Ms. Myers stated there would be seven lights to be added with a cost of \$22.99 per month. A discussion was held. Mr. Swinehamer made a motion to approve & authorizing the Mayor to sign on behalf of the board, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval & Acceptance of Subdivision Performance & Maintenance Bonds & Secondary Plat for Deer Meadows, Section 3** - Senior Planner Joanna Myers stated she is requesting approval & acceptance of the following Subdivision Performance Bonds & Maintenance Bonds for Deer Meadows, Section 3 this for 23 lots: PB18719000454 Street Trees & Street Lights \$34,200.00; PB18719000455 Storm Sewer, Swale & Underdrain \$35,793.12; PB18719000456 Earthwork & Erosion Control \$55,915.50; PB18719000457 Sidewalks \$35,659.20; PB18719000458 Survey Monuments & Street Signs \$8,022.00 – Maintenance Bonds: #7661878 Sanitary Sewer \$8,617.63; #PB18719000460 Curbs \$7,920.00; #7661880 6” Underdrain w/Geotextile \$5,280.00; #7661881 Street Subgrade Lime Stabilization \$4,023.50; #7661794 Streets \$16,412.00. Ms. Myers stated she is also requesting approval of the Secondary Plat for this same area. A discussion was held. Mr. Swinehamer made a motion to approve all bonds & the secondary plat for Deer Meadows, Section 3, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval & Acceptance of Subdivision Performance Bonds & Secondary Plat for Heritage South** - Senior Planner Joanna Myers stated she is requesting approval & acceptance of Subdivision Performance Bonds & Secondary Plat for Heritage South for 60 lots. Ms. Myers read the Performance Bonds; #70NGP184783 Storm Sewers, Swales & Underdrains \$331,267.20; #70NGP184784 Streets (less passing blister & less asphalt surface) \$318,708.00; #70NGP184785 Sanitary Sewers \$213,889.40; #70NGP184786 Street Trees, Landscaping & Street Lights \$139,980.00; #70NGP184787 Sidewalks \$111,628.80; #70NGP184788 Earthwork & Erosion Control \$89,560.08; #LPM 0505725 Survey Monuments & Street Signs \$25,920.00; #LPM 0505726 Passing Blister & Asphalt Surface \$61,150.80. A discussion was held. Mr. Swinehamer made a motion to approve all bonds & the secondary plat for Heritage South, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval to Rename the Following Streets Within the City Limits: CR 525 E from SR44 to CR 50 S - Forest Road; CR 50 S from CR 525 E to CR 550 E - Mitchell Road; CR 550 E from 50 S to City Limits – Hamm Road** – Mayor Barnett stated the names for these roads are for the families that have lived on these roads for many years, and the name Forest Road is due to a wooded area along that road which has been dedicated to the college. A discussion was held regarding residents being notified about changing of their addresses. Senior Planner Myers stated that according to the post office their addresses can stay the same or change if they so choose. Mayor Barnett stated the reason behind doing this now is due to the Community Crossing Grant in which we are going to be applying for CR 525 E which needs to be rebuilt so it would be to our benefit to get this as a city named road at this point before applying for this grant. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Approval to Amend Agreement with Cartegraph Systems, LLC for the Purchase Cost of Additional User Licenses** - IT Director Rick Littleton stated this is a request to amend our agreement with Cartegraph Systems, LLC for the purchase of additional user licenses. Mr. Littleton stated that since more departments are now using the Cartegraph system it is necessary to purchase more user licenses. There will be a total of 50 user licenses if this is approved, there are currently only 10. A discussion was held. Mr. Swinehamer made a motion to approve & authorizing the Mayor to sign, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Board of Works Budgetary Resolution No.: 19-05 Authorizing a Transfer from Sewer Maintenance Laborer 112 in the amount of \$37,450.00; Sewer Maintenance Inspector/Laborer 114 in the amount of \$25,550.00 to Sewer Maintenance Capital 400 in the total amount of \$63,000.00** - Fleet Manager Brett Jones stated he is requesting permission to transfer money from the Sewer Maintenance Laborer Fund 112 & Sewer Maintenance Inspector/Laborer Fund 114 to Sewer Maintenance Capital 400 in the total amount of \$63,000.00 in order to purchase two new trucks for the DPW. Mr. Jones stated that not all of this money will be needed as they are asking to trade in vehicles to help with costs also. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request the Following Vehicles be Approved for Trade-In for Credit Towards Purchase of New DPW Vehicles: (Last 4 #'s of VIN Listed) 2001 Ford Expedition VIN#7886; 2008 Ford F-250 Truck VIN#6711; 1993 Ford F-Super Duty Truck VIN#1323; & 2002 Chrysler Town & Country Van VIN#7720** - Fleet Manager Brett Jones stated he is asking approval to trade in the vehicles listed above to use as credit towards the purchase of two new trucks for the DPW. Mr. Jones stated that he would like to remove the 1993 Ford F-Super Duty Truck from this list as he can sell it to a local utility for more than he will get as a trade in. A discussion was held. Mr.

Swinehamer made a motion to approve sale or trade in of all vehicles listed, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request Transfer of 2012 Dodge Grand Caravan Cargo Van from DPW to Parks (Last 4 # of VIN listed) VIN#4087** - Fleet Manager Brett Jones stated he is requesting approval to transfer the 2012 Dodge Grand Caravan Van VIN#4087 from the DPW to the Parks Department. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

**Request to Transfer Dodge Durango (Last 4# of VIN) VIN#2636 from Mayor to IT Department** - Fleet Manager Brett Jones stated he is requesting to transfer the 2018 Dodge Durango VIN#2636 from the Mayor to the IT Department, as the vehicle the IT Director is currently driving belongs to the DPW. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

### **Other Business**

There was no other business presented.

### **Department Reports / Staff Reports**

Parks Superintendent Orner stated that this Saturday will be the Holiday Lighting.

Police Chief Cochran stated that this Thursday at 5:00 p.m. there would be a group of IMPD officers coming to the Franklin College Football field for a celebration of life for Officer Tice's brother who was an IMPD Officer, and had played football at Franklin College.

Fire Chief McElyea stated he is asking for permission to declare a GE Range Model JBG25DEM4BB Serial TR217682P at Station 21 to be deemed worthless & to be scrapped. Mr. Swinehamer made a motion to approve deeming the range worthless & approving it to be scrapped, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

Interim DPW Superintendent Brown stated that construction is still going well at the WWTP and everything is on schedule.

IT Director Littleton stated that he is working with Metronet on the PEG channel with the high school.

Community Development Director Linke stated she has two Economic Development agreements regarding Brookhaven Dr. which is a project the RDC has approved, and they just need to be signed by the Board of Works members also.

## Adjournment

As there was no further business to come before the Board of Works, a motion and a second were made to adjourn at 5:50 p.m.

Respectfully submitted,



Jayne Rhoades, Clerk-Treasurer

Enrolled: 12/4/2019



Steve Barnett, Mayor

Attest:



Jayne Rhoades, Clerk-Treasurer