

CITY OF FRANKLIN
BOARD OF PUBLIC WORKS AND SAFETY
Meeting Minutes
January 29, 2008

Opening

Mayor Fred Paris called the regular meeting of the Board of Public Works and Safety to order at 6:00 p.m. in the City Hall Council Room.

Present

The roll was called and Board Members Joe Ault and Steve Hougland were present. Also present were: Police Chief Stan Lynn, Fire Chief Jim Reese, Cemetery Sexton Mark Webb, Sewer Billing Manager Brenda Poe, WWTP Superintendent Rick Littleton, City Engineer Mike Buening, Planning Director Krista Linke, Street Commissioner Steve Compton, City Attorney Robert H. Schafstall, Clerk-Treasurer Janet P. Alexander and Clerk-Treasurer Assistant Kristi Bruther. Members of the local news media were present for this meeting.

Mr. Ault offered an invocation immediately followed by the Pledge of Allegiance.

Public Comments

Mayor Paris asked if anyone from the public wished to comment on anything not listed on the agenda. No one asked to speak. Mayor Paris announced that the fire station round table discussion is scheduled for Wednesday, January 30, 2008 at 2:00 p.m. and invited the public and members of the Board to attend.

Consent Agenda

Clerk-Treasurer Janet Alexander explained that there was an issue with the enrolled minutes and requested that the Board accept the changes in the language to strike the sentence within the Engineer's report relative to the matter: 649 Yandes Street Alley Vacation "There was a motion and a second to table. The motion to table carried." To be replaced with the following statement: "The Board made a motion to forward the request for an alley vacation with a favorable recommendation to the Common Council contingent on the approval of Chief Reese."

Mr. Hougland, made a motion to accept the consent agenda with the necessary changes, seconded by Mr. Ault. The motion carried and the consent agenda was approved.

1. Minutes of the Regular Meeting held January 8, 2008.
2. Accounts Payable Voucher Registers
 - #011008 in the amount of \$32,000.00
 - #011208 in the amount of \$2,442.45
 - #012408 in the amount of \$1,002,729.18
 - #011108 in the amount of \$10,163,527.96
 - #012808 in the amount of \$72,468.69
 - #012908 in the amount of \$171,995.36
 - #013108 in the amount of \$13,298.03

3. Accounts Payable Payroll Vouchers

- General Payroll in the amount of \$791,114.38
- Sewer Payroll in the amount of \$51,324.44

OLD BUSINESS

Request for a Waiver of the \$200 Ordinance Violation Fee-Cecelia Campbell

Township Trustee Cecelia Campbell appeared to request a waiver of a fee for an ordinance violation. Mayor Paris explained that the department recommended that the fee be waived due to the special circumstances and issues with notification.

Mr. Ault, seconded by Mr. Hougland, made a motion to approve the request for a waiver of the violation fee due to the special circumstances in this specific case. The motion carried and the request was approved.

Requesting “No parking on this side of street” signs in Deer Run

Mr. Lance Coleman, representative from Deer Run Homeowners Association, appeared to request a “no parking on this side of the street” signs within the Deer Run subdivision. The City Engineer provided a map of the area and recommended that the Board approve the request and place “no parking” signs along the side of the street with mailboxes, which is consistent with the current standards for all new developments. A discussion was held. Mr. Hougland, seconded by Mr. Ault, made a motion to table the request until the second meeting of March. The motion carried and the request was tabled.

Request for placement of Handicapped Parking Sign

The Petitioner, Ms. Neese, was not present. Mr. Hougland, seconded by Mr. Ault, made a motion to strike the request from the agenda. The motion carried and the request was removed from the agenda.

Request to Lower Ordinance Violation Fee for Mattress Removal

Mayor Paris requested that this matter be tabled until his office has time to review current procedures relative to this issue. Mr. Hougland, seconded by Mr. Ault, made a motion to table the request. The motion carried and the request was tabled.

Contract with Franklin Beautification Committee

Clerk-Treasurer Janet Alexander introduced Alice Curry and Norman Knight. She made a recommendation that the City create a formal organization/committee named the Beautification Committee, similar to the Telecommunications Council that would function under the umbrella of the City. As a committee, the City could establish a petty cash fund to allow for expenses to provide services. Mr. Knight and Ms. Curry explained that their services include planting flowers, shrubs, etc. in the downtown area. Clerk-Treasurer explained that the total amount budgeted in the BOW budget for downtown beautification is \$5,000. Mayor Paris and the Board members thanked Mr. Knight and Ms. Curry for their efforts to beautify the City of Franklin. Mr. Ault, seconded by Mr. Hougland, made a motion to forward a favorable recommendation to the Common Council to adopt an ordinance for the creation of a Beautification Committee and to establish a petty cash fund for the Committee. The motion carried.

NEW BUSINESS

Proposal to Add a Fourth Merit Lieutenant

Chief Lynn appeared before the Board to request approval to create a fourth merit lieutenant position in the Police Department. Mr. Hougland, seconded by Mr. Ault, made a motion to approve the request. The motion carried and the request was approved.

Request to Approve the Purchase of Seven Vehicles from Fletcher Chrysler

Police Operations Commander Jim Hoeing appeared before the Board to request permission to purchase seven vehicles from Fletcher Chrysler. Purchasing the vehicles from the local agency will save the City money on the initial cost of the vehicles as well as projected savings in regard to gas and maintenance. City Attorney Robert H. Schafstall explained that the Indiana purchasing law allows for the City to purchase outside of the QPA if the City obtains a substantial savings with a local vendor and it is at the discretion of the Board to determine “substantial.” Mr. Hougland, seconded by Mr. Ault, made a motion to approve the request. The motion carried and the request was approved.

Proposal for Loyalty Day Parade May 3rd

Mr. Steve Beauprez appeared before the Board to request permission to host the Loyalty Day Parade in downtown Franklin on Saturday, May 3, 2008 starting at 10:00 a.m. Chief Lynn explained that parades create staffing stress for the Police Department. Mr. Ault recommended that the Chief contact Sheriff McLaughlin and ask about using Johnson County Sheriff’s reserves to staff parades. Mr. Hougland, seconded by Mr. Ault, made a motion to table the request to provide time to research staffing alternatives. The motion carried and the request was tabled.

Discussion over professional services agreement with Mark Keillor

City Attorney Robert H. Schafstall presented a professional services agreement with Mark Keillor of Mark Keillor and Associates to the Board. Mr. Schafstall explained that the Redevelopment Commission (RDC) has agreed that hiring Mark Keillor to assist in establishing a revolving loan study is an important step in the downtown revitalization efforts, but has no money to pay for these services. The RDC has forwarded a favorable recommendation to the BOW to accept this agreement and requests that the BOW enter into this agreement with Mark Keillor & Associates to pay for his services out of the BOW professional services budget line item. Mr. Keillor will report progress and submit reports to the RDC. Mr. Hougland, seconded by Mr. Ault, made a motion to approve the agreement between the BOW and Mark Keillor and Associates. The motion carried and the agreement was signed.

Request Approval of Uniform Conflict of Interest Disclosure Statements

Clerk-Treasurer Janet Alexander appeared before the Board to request approval of Uniform Conflict of Interest Disclosure statements for herself, firefighter David Porter and for Police Chief Stan Lynn. Mayor Paris also presented two (2) Uniform Conflict of Interest Disclosure statements for himself in regard to both Kohl’s and to Fazoli’s Restaurant due to his involvement in both projects as a real estate agent. Mr. Hougland, seconded by Mr. Ault, made a motion to accept the five (5) conflict of interest statements as presented. The motion carried with a vote of 2-0. The Mayor abstained. Mr. Hougland, seconded by Mr. Ault, made a motion to approve the Clerk-Treasurer to sign the two (2) conflict of interest forms in place of Mayor Paris on the behalf of the Board.

REPORTS BY DEPARTMENTS

Street Department

Street Commissioner Steve Compton had nothing to report.

Planning Department

Planning Director Krista Linke provided the Board with an update regarding heavy trash pickup and the nuisance abatement ordinance. She also told the members that the Downtown Revitalization Grant had been signed and received and they are ready to hire a consulting and engineering firm to prepare drawings and specifications. Ms. Linke also stated that the Grant for EPA Brownfield Assessment received a one year extension from the EPA. If anyone knows of any property owners or any city properties that would like to have environmental work done, they need to get with Krista quickly as this Grant for \$87,000.00 must be spent by September of 2008. Ms. Linke also stated that the Request for Proposals (RFPs) for downtown revitalization project plans will be mailed out next week.

Engineering Department

Mike Buening, the City Engineer reported on the following projects:

70 W. Jefferson Rear Alley

Jerry Moore of Moore Construction Services has requested permission to block the rear alley during the daytime to perform roof repairs at 70 W. Jefferson. Mr. Moore will have a trailer connected to a truck that he will load debris into from the site. Mr. Hougland, seconded by Mr. Ault made a motion to approve the request pending notification of the other tenants. The motion carried and the request was approved.

Right of Way Ordinance

He also reported that the Engineering Department is reasearching an ordinance regulating work inside the City's right of ways. The City Engineer asked for the BOW's concurrence to proceed and coordinate with the City Attorney regarding the preparation of an updated ordinance. Mayor Paris, seconded by Mr. Ault, made a motion to move forward with the preparation of an ordinance relative to this issue. The motion carried.

WWTP & Sewer Maintenance

Mr. Rick Littleton presented the final pay request #12 from Maddox for Bio-Solids work project. Mr. Ault, seconded by Mr. Hougland, made a motion to approve the pay request. The motion carried and the request was approved. Mr. Littleton made a request upon the behalf of Ray's Trash Service to continue pick up trash according to the normal schedule on holidays, including Thanksgiving, Christmas, and New Year's. Mayor Paris, seconded by Mr. Ault, made a motion to approve the vendor to proceed with their normal schedule through the holidays. The motion carried and the request was approved.

Sewer Billing

Billing Manager Brenda Poe stated that she has been in contact with Ray's Trash Service regarding the proper procedures for including their flyers with sewer bills.

Cemetery

Cemetery Sexton Mark Webb thanked Mr. Compton for work that he completed on one of their machines that saved his department money and also for the use of the Street Department's compressor.

Fire Department

Fire Chief Reese also thanked Mr. Compton for salting clearing the department's driveways.

Police Department

Police Chief Stan Lynn stated that the Department's three newest police officers will be out of the academy this week. He explained that he will request permission from the Police Merit Board to advertise for full-time eligible applicants and that the Police Department is starting the process to implement a Police Reserve program.

Clerk-Treasurer

Clerk-Treasurer Janet Alexander told the Board that FMLA has been expanded to include leaves for family of military personnel by Congress.

Adjournment

The meeting adjourned at 7:27 p.m. The next meeting is schedule for February 12, 2008 at 6:00 in the City Hall.

Respectfully submitted by,
Janet P. Alexander, Clerk-Treasurer

Enrolled: 2/7/08

Approved by the Board of Works: 02/12/08