CITY OF FRANKLIN
BOARD OF PUBLIC WORKS AND SAFETY
Meeting Minutes
February 14, 2006

Opening
Mayor Jones-Matthews 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
Mayor Jones-Matthews and board members Joe Ault and Steve Hougland were present. Also present were Police Deputy Chief Steven Hood, Fire Chief Jim Reese, Sewer Billing Manager Brenda Poe, WWTP Superintendent Rick Littleton, City Engineer Mike Buening, Planning Director David Weir, Street Commissioner Richard Hughes, City Attorney Robert H. Schafstall, Clerk Treasurer Janet Alexander, and Clerk Treasurer Assistant Kristi Bruther.

An invocation and the Pledge of Allegiance were offered.

Consent Agenda
Mr. Ault seconded by Mr. Hougland made a motion to approve the consent agenda items.

1. Minutes of the meeting held January 24, 2006
2. Approval of Claims presented by the Clerk Treasurer.

The motion carried and the consent agenda was approved.

New Business
Request to Waive Building & Sewer Permits for 999 Creekwood Lane
Mike Gorman and Doug Grant, Habitat for Humanity, did not appear.
Mr. Hougland made a motion to table the request, seconded by Mr. Ault. The motion carried and the request was tabled.

Request for Wrecking & Building Permits for a Home in Knollwood Farms
Mike Gorman and Doug Grant, Habitat for Humanity, did not appear. Mr. Hougland made a motion to table the request, seconded by Mr. Ault. The motion carried and the request was tabled.

Request for Approval to Build a Home Addition in the Easement
Mr. & Mrs. Kevin and Lisa Fishburn, Franklin residents living at 1077 Spring Meadow Court, appeared before the Board to request permission to build an addition onto the back of their home. Mr. Fishburn explained that the planned addition will encroach on the easement. Mr. Fishburn stated that he has releases from the utility companies and approval from their Homeowner's Association. Mr. Buening said he is uncertain about the actual distance, but once that had been determined, then he would also approve the request. Mr. Ault made a motion to approve the request based on the review of the distance by the city engineer, seconded by Mr. Hougland. The motion carried and the request was approved.

Request for Permission to have the Franklin Little League Parade on 4-15-06 @ 3:00 p.m
Fire Chief Jim Reese; on behalf of Tina MacLennan, requested permission for the Franklin Little League Parade to be held April 15, 2006 at 3:00 p.m. Chief Reese said that according to Tina, the route will be the same as last year. The parade starts in the Franklin Community High School parking lot and ends at the Franklin Law Enforcement Facility / City Court building. Deputy Chief Hood stated that providing police enforcement during parades is expensive due to overtime paid to officers called in to work for that purpose only. Department policy requires that officers are paid a minimum of two hours for parade duty. Mr. Hougland made a motion to approve the request to hold a parade on April 15th for the Franklin Little League, seconded by Mr. Ault. The motion carried and the request was approved.

Presentations

Best Way Disposal Service
Ms. Colleen Mason, an account representative from Best Way Disposal Service, reviewed the January solid waste and recycling collection reports. Mr. Rick Littleton reported that Best Way submitted a house count which increased from 6900 to 7100 homes. Mr. Ault, seconded by Mr. Hougland, made a motion to approve the request to increase the house count from 6900 to 7100 retroactive to January of 2006. The motion carried and the request was approved.

Other Business

Extension of Disability Benefits
Sewer Utility Superintendent Rick Littleton explained that Mr. Sneed has requested an extension of his leave of absence without pay be approved for an additional three months. The Clerk-Treasurer, Janet Alexander, explained that Mr. Sneed has been required to pay the premium for his health insurance similar to the procedure used for former employees on COBRA. Clerk-Treasurer Janet Alexander also asked that the motion to allow the extension of the leave of absence include the continuation of City insurance benefits. Mr. Ault, seconded by Mr. Hougland, made a motion to approve the request to extend the leave of absence that includes the continuation of insurance benefits. The motion carried and the request was approved.

Request Approval of Quotes from Dukate Fine Remodeling, Inc.
Mayor Brenda Jones-Matthews asked the Board to consider a quote for repairs to the City Hall building. Mike Dukate was present to explain the specifications and answer questions.

Bid Item	Location	Amount
1	Mayor's office	$1,075.89
2	Entry	$2,032.02
3	Front Bathroom	$1,346.30
4	Administrative Assistant's office	$1,394.60
5	Treasurer's office	$988.97
6	Stairway to Basement	$1,520.15
7	Basement office	$1,800.23
8	Women's restroom	$2,339.13
9	Roof repair (Cornett quote – option 1)	$836.50
	Total	**$13,333.79**

Mayor Jones-Matthews requested that the Board approve the quote to complete the work items listed within City Hall. The total for the repairs is $13,333.79. The Board members asked for a recess at 6:16 p.m. to tour City Hall and look at areas which are in need of repairs. Board members returned to Council Chambers at 6:27 p.m. A discussion was held. The consensus of the Board was that the roof problem and outside work needed to be thoroughly investigated, problems identified, and repaired. Mayor Jones-Matthews explained that she had authorized Dukate Remodeling to repair the front steps because water is coming into the basement from that point. The Board approved the Mayor to move forward with bid item 9 in regard to identifying the specific cause of the problem and repairing the roof.

Elvis at the Artcraft
Mayor Jones-Matthews explained that Mr. Woody Burton requested to park two antique fire trucks in front of the Artcraft on Saturday, February 18, 2006. This is related to a performance by an Elvis impersonator at the Artcraft. A discussion was held. Mr. Ault made a motion to approve the request of parking two antique fire trucks, seconded by Mr. Hougland. The motion carried and the request was approved.

Fire Services Agreement
Mayor Jones-Matthews also presented documents for signature from Franklin Township. The agreement for fire protection services in Franklin Township was recently signed by the Board but the Township Trustee requested that several additional copies be signed for her records.

Reports by Departments

Police Department
Deputy Chief Steven Hood had nothing to report.

Fire Department
Chief Reese reported that the annual test of the tower was today, in which the tower failed portions of the inspection in seven to eight areas. Chief Reese explained that the tower is approximately two years old and passed the inspection last year. The tower is back in service.

City Attorney requested that Chief Reese explain the situation regarding certified paramedic shortages. The third paramedic is preparing to resign from the department in March. Chief Reese has approached the Merit Board in regard to putting together a certified list that consists of only paramedics in addition to the current firefighter certified list that is currently in effect for two years. The City Attorney explained that the reason for the discussion was to alert the Board that changes in the Fire Department policies and procedures may be required in order to hire from the paramedic certified list rather than the firefighter certified list.

Sewer Billing
Ms. Brenda Poe had nothing to report.

WWTP
Mr. Rick Littleton had nothing to report.

Engineering

City Engineer Mike Buening referred to his memorandum dated February 14, 2006 and reported on the following items:

1. Heritage Section 3

   Cinergy has submitted a lighting agreement for 23 street lights at a monthly charge of $5.50 per light. The light locations have been reviewed and corrected as shown on the drawing. The City Engineer recommended that the agreement be accepted. Mr. Hougland, seconded by Mr. Ault made a motion to approve the City Engineer's request. The motion carried and the request was approved and the agreement was signed.

2. Eastside Sewer Interceptor Project

   Change Order #3 has been submitted for approval. The change order increases the contract $10,665 to a new contract amount of $2,697,358. This change order covers the force main connection from the trailer court along Old US 31 and placing a core and boot stub out of Structure #33. The City Engineer recommended that the change order be approved. Mr. Hougland, seconded by Mr. Ault, made a motion to approve the City Engineer's request. The motion carried and the request was approved and the contract was signed.

   Mr. David Brown has submitted a request for reimbursement of $696, for repairs to his combine, caused by a steel band picked up in the farm field next to the sewer installation. The City Engineer recommended that the Board approve the request for the reimbursement. Mr. Ault, seconded by Mr. Hougland, made a motion to approve the City Engineer's request. The motion carried and the request was approved.

3. Vectren Street Closing

   Vectren has submitted a request to close North Main Street between Martin Place and Banta Street on February 16, 2006 for gas line repairs. Mr. Hougland requested that the City Engineer assure that all street cuts will be properly repaired. Mr. Ault requested that the Fire and Police Departments be made aware of the street closure. Mr. Ault, seconded by Mr. Hougland, made a motion to approve the City Engineer's request. The motion carried and the request was approved.

4. INDOT Jefferson Street Project

   INDOT provided an agreement concerning the installation of street light conduit along Jefferson Street. The cost of the installation has been estimated at $45,000 for the street light conduits. The agreement needs to be finalized by February 17, 2006 in order for INDOT to proceed with a May bid letting. The City Engineer recommended that the Board approve the agreement with INDOT, pending the review and approval from the City Attorney. Mr. Ault, seconded by Mr. Hougland made a motion to approve the City Engineer's request pending approval by the City Attorney. The motion carried and the request was approved.

Planning Department
Planning Director David Weir referred to his memorandum dated February 14, 2006 and reported that the City of Franklin has funds available from the EPA Environment Grant to conduct Phase 1 and Phase 2 environmental studies of properties throughout the City. To date, only three (3) properties have utilized the grant. The grant will pay all costs associated with the studies at no cost to the property owners. If the money is not used, the City may have to return any amounts unexpended.

Street Department
Street Commissioner Richard Hughes requested direction from the Board in regard to surplus equipment which is getting in the way at the Street Department. Mayor Jones-Matthews stated that the items should be transferred to Christy's for auction. Mayor Jones-Matthews directed the department heads to submit lists of surplus items to the Clerk-Treasurer to be declared surplus by the Board.

Clerk-Treasurer
Clerk-Treasurer Janet Alexander requested that the Board review and sign the plan documents for the administration of the City's Section 125 Flexible Spending Account Program. The City Attorney stated that he has reviewed the documents and that they need to be signed by the Mayor. Mr. Hougland, seconded by Mr. Ault made a motion to approve the request. The motion carried and the request was approved.

City Attorney
City Attorney Rob Schafstall reported that he had reviewed the INDOT agreement provided by the City Engineer in regard to the Jefferson Street conduit installation and approves the agreement. This agreement had been voted on earlier and was approved pending the attorney's approval.

Board Members
Mr. Hougland reported that he observed an ash tree that borders the alley before King Street, south of the basketball and tennis courts, and that it may appear that we have a case of emerald ash borer. The City Attorney reported that the State is no longer responsible for cutting them down. The City Attorney inquired about the role of the Tree Board and recommended that we take a proactive role in dealing with the ash trees within the City by contacting the Tree Board.

Mayor Jones-Matthews presented the Drug and Alcohol Policy for review and outlined a few changes that had been made and requested that the Board approve the amended policy. Mr. Hougland, seconded by Mr. Ault, made a motion to approve the updated drug and alcohol policy. The motion carried and the policy was approved.

Clerk-Treasurer Janet Alexander requested that the policy document include a date. Mr. Hougland requested that all old copies of the policy be removed and destroyed.

Mr. Ault made a motion to amend the drug and alcohol policy to include today's date (February 14, 2006). The motion carried and the policy was approved.

City Engineer, Mike Buening, presented a sanitary sewer service agreement with B & B Real Estate for sewer service to Alaina Minor Subdivision on Davis Drive. The Board requested that the agreement be tabled to allow the City Engineer to discuss Exhibit "A" with Franklin Engineering. The matter was tabled.

Adjournment
The meeting adjourned at 7:10 p.m. The next regular meeting will be held on February 28, 2006 at 6:00 p.m. in City Hall.

Respectfully submitted by,
Janet P. Alexander, Clerk Treasurer

Approved by the Board of Works: 2-28-06