

**CITY OF FRANKLIN**  
**BOARD OF PUBLIC WORKS AND SAFETY**  
Meeting Minutes  
May 23, 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 Stephen Hougland were present. Also present were Police Chief John Borges, Fire Chief Jim Reese, Street Commissioner Richard Hughes, Sewer Billing Office Manager Brenda Poe, WWTP Superintendent Rick Littleton, City Engineer Mike Buening, Planning Director David Weir, City Attorney Robert H. Schafstall, Clerk-Treasurer Janet Alexander, and Clerk-Treasurer Assistant Kristi Bruther.

An invocation and the Pledge of Allegiance to the flag were offered.

**Presentations/Special Announcements**

WWTP Superintendent Rick Littleton introduced Mr. Doug Maupin and Mr. Evan Hart, two new employees working for the City at the Waste Water Treatment Plant.

**Consent Agenda**

Mr. Ault, seconded by Mr. Hougland, made a motion to approve the consent agenda as presented.

1. Approval of Minutes – May 9, 2006
2. Approval of Claims

The motion carried and the consent agenda was approved.

**New Business**

**Request for the “No Parking Anytime” or “Handicapped” sign in front of Residence**

Petitioner Deloris Atwood was not present. Mr. Ault made a motion to table the matter, seconded by Mr. Hougland. The motion carried and the request was tabled.

**Request for Approval of Inspection & Testing Agreements for Cumberland Commons Sec. 2**

James Fischer, a representative of Meadows at Simon Farms, appeared before the Board to request approval of inspection and testing agreements for the subdivision known as Cumberland Commons Section 2, allowing them to start construction. The City Engineer, Mike Buening, reported that the following inspection and testing agreements were submitted for the Boards’ acceptance:

- Earthwork and Paving Testing - \$7,560
- Earthwork and Paving Inspection - \$5,400
- Storm and Sanitary Inspection - \$1,800

Mr. Buening recommended that the Board approve the request and accept the agreements.

Mr. Ault made a motion to approve the request as recommended by the City Engineer, seconded by Mr. Hougland. The motion carried and the request was approved.

### **Request Permission to Modify/Update the Current List of Approved Vendors used For Clothing Allowance Purchases**

Clerk-Treasurer, Janet Alexander, presented a proposed BOW Resolution 06-01 to update the list of authorized vendors and product lines for police and fire clothing allowance purchases. The proposed resolution expands the approved list to include all public safety uniform and equipment vendors and allow for purchases from approved product lines included in Exhibit "A" from any vendor. The proposed BOW Resolution 06-01 also repeals and replaces BOW Resolution 04-02.

Mr. Hougland made a motion to approve the request as presented by the Clerk-Treasurer, and adopt BOW Resolution 06-01, seconded by Mr. Ault. The motion carried and the request was approved.

### **OTHER BUSINESS**

Mr. Rob Shilts, Executive Director of Franklin Heritage, appeared before the Board to give the members an update on the restoration of the property located at 198 S. Main Street. Mr. Shilts explained that work has started on the property and that the future owner(s) will abide by regulations established for homes within the Heritage organization as part of "Restore Historic Downtown Franklin."

Mayor Brenda Jones-Matthews presented a letter from a City of Franklin employee, William Keller, who recently learned that his son, a full time student, may not be covered under the current insurance plan due to age restrictions. Mr. Keller requested a reimbursement for the difference paid between insurance co-pays for the family plan versus the employee plan from the beginning of January 2006 through the present time. Mr. Hougland, seconded by Mr. Ault, made a motion to approve the request to refund his money for cost of the difference in the insurance coverage. The motion carried and the request was approved.

Clerk-Treasurer, Janet Alexander, presented a request from the Principal Financial Group that designates and authorizes the President of the Board of Public Works and Safety to approve authorizations/requests outside the Health Plan. Mayor Jones-Matthews signed the document.

### **REPORTS BY DEPARTMENTS**

#### **Fire Department**

Chief Jim Reese provided the Board with an update in regard to the mechanical condition of Engine 22. He explained that the repairs for Engine 22 will cost between \$24,000 and \$33,000, and will take approximately 8-10 weeks for it to be returned to service.

Chief Reese stated that it is his opinion that this is an emergency situation and that it warrants an emergency purchase in order to provide the necessary fire services to the City of Franklin.

Board Member Joseph Ault presented information from other companies including short-term rentals of fire engines for \$5,000 per month. Mr. Ault also had obtained quotes for the purchase of a new engine from E-1 in which the amount quoted is \$36,000 less than the Ferrara.

Board Member Steve Hougland said that the City's financial situation must be taken into account when considering the options regarding the purchase of a new engine. Mr. Hougland explained that his preference would be to have the purchase of a new engine included in the budget for 2007.

Clerk-Treasurer, Janet Alexander, was asked about financing options. Ms. Alexander explained that financing options are available through local banks, the Indiana Bond Bank, and from the Sewer Utility funds. A discussion was held. WWTP Superintendent, Rick Littleton, stated that existing and planned capital projects for the WWTP need to be considered if the Board intends to recommend borrowing money from the Sewer Utility. Mr. Littleton requested that the Utility's accountant and financial advisor, Jeff Birk, be consulted before moving forward on the suggested loan. Mayor Jones-Matthews agreed to meet with Jeff Birk.

City Attorney, Robert H. Schafstall, stated that in his opinion that the City should defer to any recommendation made by either the Fire or Police Chief in regard to matters of public safety. Mr. Schafstall said that the purchase should not be delayed for seven months if the need for the new engine is an emergency and that the funding is available from the Sewer Utility.

Mr. Hougland made a motion seconded by Mr. Ault, that the Board declares the condition of the City's fire engine and the situation of the Fire Department as an emergency. The motion carried and the request was approved.

Mr. Hougland, seconded by Mr. Ault, made a motion for Mr. Ault and Chief Reese to submit the information regarding the specification for a new fire engine to the City Attorney, Rob Schafstall, to negotiate the best deal on behalf of the City. The motion carried and the request was approved.

Mr. Hougland, seconded by Mr. Ault, made a motion to authorize the Fire Chief to rent a piece of equipment prior to the acquisition of a new engine or repair of the old engine. The motion carried and the request was approved.

### **Police Department**

Police Chief John Borges requested that the Board extend short-term disability leave for Christine Miller. Mr. Ault, seconded by Mr. Hougland, made a motion to approve the request of the Chief to extend the short-term disability. Mr. Ault amended the motion to approve the extension for the short-term disability to be retroactive to May 16, 2006, seconded by Mr. Hougland. The motion carried and the request was approved.

Chief Borges presented the annual Simplex maintenance and service agreement to the Board for approval and signature. Mr. Hougland, seconded by Mr. Ault, made a motion to approve the agreement and authorize the Mayor to sign on the Board's behalf. The motion carried and the agreement was signed.

Chief Borges explained that the Evidence Technician stores bicycles at the Street Department and that space is limited. He explained that there are approximately 233 bicycles currently in storage and recommended that the bicycles be declared surplus and be available at auction. The WWTP Superintendent reported that the County is currently not in a position to host an auction and he doesn't know when they will be ready to host an auction. The Board's consensus was to request that departments provide lists of surplus items that may be sold at a future auction and to move forward and plan an auction to clear out the storage areas.

Deputy Chief Hood appeared before the Board to explain a planned change in the manner in which the department schedules dispatchers. The dispatchers are currently covered under both the Civilian Personnel Manual and the Police Merit Procedure Manual. Chief Hood explained that dispatchers will continue to work 40 hours per week, but the number of hours worked per day may vary. Chief Hood presented an amended procedure manual applicable to dispatchers to address the language related to the accrual of benefit time and requested that the Board approve the existence of the special manual for the dispatchers.

Mr. Ault, seconded by Mr. Hougland, made a motion to accept the new personnel manual for the City of Franklin Police Department Dispatchers. The motion carried and the request was approved.

Deputy Chief Hood also reported that there is a concern about how to efficiently and economically test the tornado sirens. Chief Hood explained that he is currently in the process of obtaining quotes for a system that can monitor the sirens. Chief Hood said that he will bring the quotes to the Board for their approval.

### **Sewer Billing Department**

Sewer Billing Manager Brenda Poe had nothing to report.

### **Street Department**

Street Commissioner Richard Hughes reported that the storage facility for City excess/surplus equipment and property is approaching full capacity and was in favor of a City auction in the near future.

### **WWTP**

Superintendent Rick Littleton requested the Board's approval to run an advertisement requesting bids for an ATAD system expansion. Mr. Hougland, seconded by Mr. Ault, made a motion to move forward with the bid ad. The motion carried and the request was approved.

### **Engineering Department**

City Engineer Mike Buening presented a memorandum dated May 23, 2006 to the Board updating them on the following matters:

1. Dohan Medical Clinic
  - Site plan review of this site required a sanitary easement for the sanitary line stubbing north from Hospital Road. The final sanitary easement has been submitted for approval.

Mr. Hougland, seconded by Mr. Ault, made a motion to accept. The motion carried and the easement was accepted and signed.

2. FEMA Revised Flood Insurance Study
  - FEMA held a June 8, 2005 public hearing for the flood mapping.
  - Follow up meetings with Land Water Group have identified floodways that we plan to request IDNR to revise.
  - A meeting with IDNR was held 9/1/05 to inform IDNR of the concerns.
  - Staff with help from Land Water Group submitted an appeal letter on December 16, 2005.
  - FEMA replied 2/3/06 with acknowledgment of the appeal.

- On 4/21/06 IDNR requested FEMA to not publish the new flood maps and allow for correcting problems with the Canary Ditch modeling.
- A 5/10/06 meeting with IDNR was held to discuss correcting the Canary Ditch Modeling. Staff has received quotes to prepare new 1 foot contour mapping (\$20,790 from Accu-Air Surveys, Inc.) and revise the flood model (\$10,000 from Land Water Group) for Canary Ditch. IDNR is not willing to correct the flood mapping and will accept revision prepared by the City. Staff would request that the Board proceed with the quotes.
- A 5/15/06 letter from FEMA indicates the Canary Ditch updates will be removed from the new Johnson County study with the future revisions to Canary Ditch to be added after a new study is prepared by the City.

Mr. Houglan, seconded by Mr. Ault, made a motion to approve the City Engineer's recommendation. The motion carried and the request was approved.

Mr. Houglan inquired about the status of the repairs to the turn lanes and the intersection of Westview Drive and Jefferson St. Mr. Buening explained that the company has been contacted and stated that they plan to work on the intersection once the area has been dried out, which should be this week. The Board's consensus was that the repairs must be completed this week or they may have to consider other measures to correct the situation.

Mayor Jones-Matthews requested information from Mr. Buening about the parking problems at The Checkered Flag Restaurant. Mr. Buening stated that he had been in contact with the owner's wife, and he told her that the parking situation needs immediate attention.

### **Planning Department**

Planning Director David Weir presented a memorandum to the Board dated May 23, 2006 and commented on legislation and other matters concerning management of unsafe structures:

1. Contractor Listing Program - Staff would like the Board of Works & City Council to review & consider establishing a *Contractor Listing Program* or enter an inter-local agreement with Johnson County to utilize the *Johnson County Contractor Listing Program*. Such a program could be used to assist with the maintenance & repair of dwellings & structures in the city. The Johnson County Program requires a building or remodeling contractor to provide a bond or other surety (\$20,000) with Johnson County prior to obtaining a building permit. If the project is not completed, the bond can be used to complete the project. The County can also revoke a contractor's listing with the program & prevent the contractor from working in Johnson County. An individual can request an exemption from the listing requirement when conducting do-it-yourself projects on their own property.

A *Contractor Listing Program* would not resolve all problems with unsafe properties but it could address properties that obtain permits & never complete the improvements. Attached for the Board's review is the packet used for the Johnson County Program. The Towns of Whiteland & Trafalgar currently participate in the County's program.

Also attached for the Board's information is Senate Act No. 35 (2006). This legislation sets the time a development permit shall be allowed to remain valid & under what development zoning & building standards construction is required. The statute appears to

allow a permit to be valid up to three (3) years before construction must begin & allows up to seven (7) years after the construction has started for the construction to be completed.

2. Electric Meter Tag Program - Staff would like the Board of Works & City Council to review & consider establishing an *Electric Meter Tag Program*. This program would require the City Building Official to tag an electric meter before the utility company installed the meter & started supplying electricity to a property. This type of program would allow the city to monitor upgrades to properties. More specifically, it can be used to monitor & discourage the conversion of single-family residents to multi-family dwellings (apartments). Meter tags could be made a requirement of electrical upgrade building permits & new construction building permits and administered as part of the City's building permit program.

The Board's consensus was to move forward with adopting additional programs and requested that Mr. Weir provide this information for the Board's approval when it is available.

Mr. Ault inquired about a property located on 14<sup>th</sup> Street near the post office that needs to be addressed. Mr. Weir explained that the property has been tagged as unkempt property and the owner has five days to comply prior to the Street Department taking action.

#### **Board Member Comments**

Mr. Hougland inquired about Best Way Services arriving in the City approximately 45 minutes early and parking their vehicles until it is time to start trash collection. WWTP Superintendent Rick Littleton agreed to contact Best Way regarding this matter.

#### **Adjournment**

The meeting adjourned at 7:35 p.m. The next regular meeting will be held on June 13, 2006 at 6:00 p.m. in City Hall.

Respectfully submitted by,  
Janet P. Alexander, Clerk Treasurer

Enrolled: 5-30-06 jpa

Approved by the Board of Works: \_\_\_\_\_