

**CITY OF FRANKLIN
BOARD OF PUBLIC WORKS AND SAFETY**

Meeting Minutes
August 26, 2003

Opening:

Mayor Norman P. Blankenship called the regular meeting of the Board of Public Works and Safety to order at 6:00 p.m. on August 26, 2003 in City Hall.

Regular Meeting

Present:

Mayor Norman P. Blankenship, Jr., Mr. Joseph Ault and Mr. Stephen D. Hougland were present. Also present was Clerk Treasurer Janet P. Alexander, City Attorney Robert H. Schafstall, Police Chief John Borges, City Engineer Mike Buening, Fire Chief Mike Herron, Wastewater Treatment Plant Superintendent Rick Littleton, and Planning Director David Weir.

Approval of Minutes

The minutes of the previous meeting were approved as distributed.

Approval of Claims

The following claims were presented. Mr. Ault made a motion to approve, seconded by Mr. Hougland. The motion carried.

Date	Type	Description	Amount
8-8-03	Civil City	Payroll	257,256.57
8-22-03	Civil City	Payroll	244,440.89
8-26-03	Civil City	Pension	48,793.40
		Total Civil City Payroll Claims	550,490.86
8-8-03	Sewer	Payroll	21,947.47
8-22-03	Sewer	Payroll	21,561.75
		Total Sewer Payroll Claims	43,509.22
8-26-03	Civil City	Vendor Claims #	241,360.70
		Total Civil City Vendor Claims	241,360.70
8-28-03	Sewer	Vendor Claims	208,018.87
		Total Sewer Vendor Claims	208,018.87

Following the approval of Claims Mayor Blankenship adjourned the regular meeting in order to convene an executive session.

Executive session

The Board convened an Executive Session at 6:05 p.m. pursuant to Indiana Code § 5-14-1.5-6.1(b) (2) (B), to discuss pending and threatened litigation and to discuss personnel matters classified as confidential under Indiana Code § 5-14-1.5-6.1(B)(6).

Mayor Norman P. Blankenship, Stephen D. Hougland, Joseph R. Ault, Clerk Treasurer Janet P. Alexander, and Robert H. Schafstall Esq. were present at this meeting. A discussion was held. The Executive Session ended at 7:24 p.m. At the conclusion of this meeting the Mayor reconvened the regular meeting of the Board of Works and Safety at 7:25 p.m.

Upon resumption of the regular meeting the Clerk Treasurer asked the Board to approve an FMLA request for an eligible full time employee of the Police Department. Mr. Hougland made a motion to approve seconded by Mr. Ault. The motion to approve carried.

Old Business

Knollwood Farms Homeowners Association – Mr. Austin had come to the meeting but left due to the lengthy executive session. Chief Borges, Mr. David Weir and the Board discussed a policy the Planning Department, the City Engineer and Chief Borges are drafting that would set a consistent policy regarding the placement of no parking signs and stop signs in Knollwood. The Board also discussed the reduction of the speed limit from 30 mph to 25 mph. This matter was tabled to September 9, 2003.

New Business

Discussion of BOW Line Item 215 – Operating Supplies – Gasoline: Mayor Blankenship informed the Board of Works that their budget line item 215 – Operating Supplies which is used to purchase gasoline has been exhausted and due to monthly expenses is overdrawn. He proposed that they approach the City Council for an additional appropriation of \$66,000 in order to meet the anticipated obligations through December of this year. The Mayor also reported that three other line items within the Board of Works budget are under funded and will also need to be looked at in the near future, including: Group Insurance, Hydrant Rental and Rumpke (Curbside Collection and Recycling). He stated that the Clerk Treasurer estimated that the Board will need to request additional appropriation of \$433,000 before the end of this year. The Mayor stated that he would bring this matter back to the Board. Mr. Hougland made a motion to request an additional appropriation of \$66,000 from the Common Council. Mr. Ault seconded this motion. The motion carried.

Analysis of Parking Habits in the Central Downtown and Recommendations for Improvement of the Downtown Parking: Mrs. Krista Linke the City Zoning Administrator presented a parking pattern analysis report concerning the parking in the downtown area. Jesse Rhodes and J.D. Hart the Department's summer interns gathered the data used for this report. The Downtown Merchants Group had asked the Planning Department to address this issue. The report demonstrated that approximately 25% of the street parking in downtown is used by employees of downtown business and government. Mrs. Linke suggested that the Board install signage at the City's parking identifying them as public parking lots. The Mayor directed her to contact Mr. Hughes the Street Commissioner and request a new sign. They also suggested that the City consider angled parking and to employ a safety officer on a part-time basis to monitor and write tickets for parking violations. The Mayor stated that this was an issue that the City has wrestled with for many years and that they should proceed cautiously. He also stated that it would be very important to get a lot more public input before making changes.

Staff Reports

Planning Department: Planning Director David Weir reviewed his report titled Board of Works Status Report dated August 26, 2003. Mr. Weir and the Board discussed a request from the Jeff Street Pub for permission to add outdoor seating using the sidewalks, which are public-right-of

ways. Discussion held. The Board asked Mr. Weir to have the owners contact Excise, then approach the Plan Commission for a recommendation.

Mr. Weir also presented a request by the developers of City View Farms, which the Board tabled.

Engineering – Mr. Mike Buening provided the Board of Works his Status Report dated August 26, 2003. He discussed the following matters.

Heritage (Brookhaven) Subdivision

Inspection and testing agreements were submitted for board approval including Storm & Sanitary Inspection agreement (\$9,000); Earthwork and Paving Inspection agreement (\$7,200) and Earthwork and Paving Testing agreement (\$17,280) have been executed by the developer. Mr. Houglund seconded by Mr. Ault made a motion to accept the agreements submitted. The Motion carried. Approved.

Crack Sealing Police Parking Lot

Reported that representatives of Rejuv Tec Inc. have met with him regarding crack sealing at the Police Department lot. The vendor, Mr. Hedges agreed to crack seal city lots for one day for a not to exceed cost of \$1200. This does not include cleaning cracks prior to the sealing. Mr. Buening stated that the Police Chief suggested using Community Corrections to clean the cracks. Mr. Houglund seconded by Mr. Ault made a motion to approve crack sealing the Police Department parking lot. The motion to approve carried.

Waste Water Utility – Mr. Rick Littleton asked the Board when the Telecommunications bid opening would be rescheduled. The Board extended the bid to September 5, 2003 at 10:30 A.M. Mr. Littleton asked the Board to direct Mr. Johnson to remove the instruction from the specifications directing bidders to send the bids to his office. The Clerk Treasurer also asked that Mr. Johnson be directed to send the addendum by certified mail to all bidders. The Board agreed with both requests and directed Mr. Littleton to communicate this to Mr. Johnson. The City Attorney cautioned the Board that if any bids are delivered this Friday as advertised, they might be compelled to re-bid the entire project.

Mr. Littleton also reminded the Board that at the last meeting he provided sample specifications for curbside trash collection and recycling. A discussion was held. The Board approved re-bidding the contract for two (2) years with a one (1) year renewal option.

Fire Department – Chief Mike Herron requested an exemption from City's Solicitation Ordinance No. 03-04 in order to allow fire fighters to collect money for Muscular Dystrophy this coming Friday from 1:00 p.m. until 5:00 p.m. and Saturday from 12:00 Noon until 3:00 p.m. Mr. Ault made a motion to approve, seconded by Mr. Houglund. The motion carried. Approved.

Police Department – Chief John Borges reported on the following matters: He met with Bob Schofield the owner of The Willard Restaurant about securing the outdoor bar which they plan to put in the tent on Main street for the Heritage Festival and the College Homecoming. The Chief recommended snow fencing to Bob to restrict traffic to the bar by minors.

The Chief reported that the department has not received any complaints about downtown truck traffic due to the detours.

The Chief reported that the new drug sniffing dog Boris is back from training. He reported that Crack is retiring and the K-9 Police Officer Tim Coy is taking him home.

The new skate park has created problems for the Police Department including kids loitering in the department parking lot after hours, requests for entry into the station to use the phone or bathroom. The Chief asked the Board to allow signs restricting this activity. Discussion held. No action taken.

Concerning enforcement of City ordinances and prosecution of violators the Chief reported that in Greenwood officers write tickets, a copy of the ticket is given to the Clerk, if the fine is not paid as required the Clerk turns the matter over to the City Court Judge and the City attorney for prosecution. According to the Chief the City of Greenwood has operated this way for years without a written procedure. The Mayor asked Chief Borges to get a copy of the ticket used by the police department to cite violators. Tabled.

Clerk Treasurer – Mrs. Janet P. Alexander reported on the revenue collected from the auction.

Total auction proceeds were \$19,436.50.

Cemetery Fund	\$	150.00
Sewer Control Fund	\$	808.00
General Fund (Fire & Police)	\$	10,830.00
Park Control Fund	\$	819.50
MVH Fund (Street)	\$	6,829.00
	\$	19,436.50

Total expenses were \$1,351.06 to Findley Auctioneers

Commission	\$ 971.83	(5% of gross auction)
Advertising	\$ 379.23	
Total	\$1,351.06	

Mayor Norman Blankenship had no additional comments.

Adjournment

The meeting adjourned at 8:45 pm. The next regular meeting will be held September 9, 2003 at 6:00 p.m. in City Hall.

Respectfully submitted by,
Janet P. Alexander, Clerk Treasurer

Approved by the Board of Works: _____

Norman P. Blankenship, Mayor