

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

Meeting Minutes
September 23, 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 September 23, 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, Deputy Police Chief Steven Hood, City Engineer Mike Buening, Fire Chief Mike Herron, Wastewater Treatment Plant Superintendent Rick Littleton, Street Commissioner Richard Hughes, 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
9-5-03	Civil City	Payroll	232,341.21
9-19-03	Civil City	Payroll	237,986.09
		Total Civil City Payroll Claims	470,327.30
9-5-03	Sewer	Payroll	21,083.90
9-19-03	Sewer	Payroll	21,353.02
		Total Sewer Payroll Claims	42,436.92
9-23-03	Civil City	Vendor Claims #29290–29325	241,224.91
		Total Civil City Vendor Claims	241,224.91
9-23-03	Sewer	Vendor Claims #5856 – 5867	6,735.91
		Total Sewer Vendor Claims	6,735.91

Old Business

Request to Reserve two Parking spaces in front of the Johnson Co. Historical Museum:

Mayor Blankenship reminded the Board that at the last meeting Mrs. Mary Ann Plummer, the Director of the Johnson County Museum of History asked the Board to reserve two spaces in front of the County Museum along North Main Street for school bus parking. The Board took the request under advisement. The City Engineer, Mr. Buening reviewed the site and reported that the site has a 60 ft long area in front of the log cabin that is available for bus parking. He also stated that turning a bus around at the site is not impossible; it just needs to be done with care and possibly someone monitoring traffic. Mr. Hougland seconded by Mr. Ault made a motion to deny the request. The motion carried. Mayor Blankenship asked Mr. Buening to contact the petitioner and relay the decision of the Board.

Final Plat Approval – Jefferson Gardens: Mr. Buening asked the Board to table this matter. Tabled.

Telecommunications Bid Award: Mr. Frank Schumacher the Chairman of the City's Telecommunications Council and Mr. Paul Johnson of Paul Johnson and Associates Consulting presented Mr. Johnson's recommendations concerning the Telecommunications bids. Mr. Johnson reviewed his report titled Executive Summary and Recommendations for the City of Franklin, Indiana, 55 W. Madison Street, Franklin, IN 46131, Part One – Voice Equipment, Part Two – Converged IP Voice/Data Wide Area Network dated September 23, 2003. After reviewing the bids submitted, Mr. Johnson recommended that the Board award Part One and Part Two to Expanets. Discussion held. The Mayor recommended that the Board table the matter for further consideration. There was a motion and a second to table. Tabled.

New Business:

Franklin Community High School Homecoming Parade: Miss Breanne Clephane, a Franklin High School student, requested the Board approve the high school to hold their homecoming parade Friday, October 3, 2003 following their traditional route. Mr. Hougland made a motion, seconded by Mr. Ault, to approve the request. Approved.

Other Business:

Discussion of Board of Works Line Items 336, 337, and 339: Mayor Blankenship suggested that the Board table this matter until the next meeting. The Board agreed. Tabled.

STAFF REPORTS

Street Department: Mr. Richard Hughes reported that two to three weeks earlier a full-time employee resigned from the Street Department. He is currently accepting applications for the position and will present potential candidates to the Board at their next meeting. Mayor Blankenship asked Mr. Hughes to contact the Union Steward at ArvinMeritor to notify him of the job opening. The Mayor also asked Mr. Hughes to schedule a meeting to introduce the newly appointed supervisors in late November or early December.

Planning Department: Planning Director David Weir referred the Board to his status of tasks memorandum titled Board of Works Status Report dated September 23, 2003. Mr. Weir received a request from a resident of Julia Street for a street light in the cul-de-sac and no parking along the south side and in the cul-de-sac. Mr. Weir recommended that the Board approve the request. Mr. Hougland made a motion, seconded by Mr. Ault, to approve the recommendation and the motion was approved. Mr. Weir received a request from a prospective business owner. She originally wanted a variance on a piece of property located at 1203 W. Jefferson Street and paid a Use Fee of \$175.00, then decided she wanted the fee transferred to an adjacent property at 1205 W. Jefferson Street to open a gift shop. The Board approved the transfer.

Engineering: Mr. Mike Buening provided the Board of Works his Status Report dated September 23, 2003. He reported specifically about the following matters.

2003 Paving Program

- Harco Asphalt was sent a Notice to Proceed on 9/15/03 and was accepted on 9/17/03. The original is on file with the Clerk-Treasurer.

- The contractor has started work on Simon Road and will maintain one open lane of traffic.

Hamilton Ave / Hurricane Street Drainage

- The existing drain just east of Hurricane is an open ditch with a long history of backing up in heavy concentrated rain storms. The enclosed system to the west has been in place for over 20 years and the Arvin paved lot has been in place for over 35 years.
- The Street Dept. has cleaned brush and growth out of the ditch recently as well as in past years.
- The street culvert under Hurricane is the upstream end of the city's enclosed drain in the old railroad right of way. This culvert appears to have 8" to 12" of sediment that could be cleaned out to help lower flow in the ditch grade to the east.
- ArvinMeritor contributes the majority of the flow into this ditch. They currently have a plan to install a new culvert at the furthest east end of the ditch to route flows to the east into an existing 60" rcp instead of flowing to the west. This would also alleviate some flow. Arvin has not provided any indication of a time schedule to perform this work. Attempts to meet with Arvin have been futile so far.
- The ownership of the ditch (abandoned railroad right of way) just east of Hurricane Street is shown as belonging to Max Merritt Auto in the County records.
- My search has shown that the increase in flows noticed south of Hamilton Street appears to coincide with the lowering of the south side of the ditch on the Max Merritt property. (This occurred under the previous owner, Randy Brown).
- At this point I would offer two suggestions. First, the Street department could clean the existing sediment in the culvert and replace the trash grates. Secondly, the city could advise the owner of the Max Merritt Auto property of the need to contain higher flows in the ditch. This would entail a retaining structure with a means to drain the area south of the ditch.

The Board held a discussion concerning who would be responsible for the drainage problem. The Board asked the Engineer to get a cost estimate and to determine the number of man hours that would be required to improve the public sections of the ditch and to report back to the Board at the next regular meeting. The Engineer was also asked to notify the property owners and petitioners.

Waste Water Utility – Mr. Rick Littleton had no report.

Fire Department – Chief Mike Herron reported that on September 30, 2003, at 7:00 p.m. at Station 22 there would be an Open House for the Explorers, a program sponsored by the American Boy Scouts.

Police Department – Deputy Police Chief Steve Hood reported on the following matters:

- A resident of Oak Leaf Manor requested a three-way stop sign in place of the one-way stop sign at the intersection of Acorn Road and Galaxy. Deputy Chief Hood reported that Police Chief John Borges recommended approval of the conversion from a one-way

to a three-way stop sign. The Mayor made a motion to accept Chief Borges' recommendation pending concurrence with the Planning Department, Engineering and Street Department. Mr. Ault seconded the motion. The motion carried.

- A request was received from the residents of Martin Place to close the street on Halloween. A representative from the Martin Place neighborhood has requested to be on the agenda for the October 14, 2003 meeting. The Mayor stated that the hours for trick-or-treating would be from 6:00 to 9:00 p.m.
- The Police Department is purchasing a speed trailer to track vehicle traveling speeds.
- Police Chief Borges is holding an Ordinance Enforcement Meeting at the Police Department on September 24, 2003. Participants will include the Planning Office Staff, the City Attorney, Clerk's Office Staff, City Court and the Police Chief.
- A Franklin College fraternity member contacted Police Chief John Borges and requested a variance from the City Noise Ordinance for a live band. Chief Borges advised them that they must attend the Board of Works meeting to obtain a variance. The Board agreed.
- Deputy Chief Hood expressed concerns about the new fence installed by the Parks Department adjacent to the skate park.

City Attorney – Robert H. Schafstall explained that the Certificate of Insurance received from the Willard Restaurant was insufficient. He explained that the City of Franklin must be named as an additional insured for both the Franklin College Homecoming and the Heritage Festival. Board Member Hougland will contact Laura Hoover at Franklin College regarding the insurance issue.

Mr. Schafstall also reported that the home of Mr. James Jachimiak was sold at a Sheriff's property tax sale to Franklin College and will likely be bull-dozed in the near future.

Clerk Treasurer – Mrs. Janet P. Alexander reported on the following matters:

- Requested the Board's approval to pay outstanding invoices from Bravo Advertising for radio advertisements. The Police Merit Commission used radio advertisements this summer to attract applicants. Mr. Hougland made a motion to authorize payment for advertising in connection with recruitment of police officers assuming the concurrence of Mr. Denk, the Chairman of the Police Merit Commission, seconded by Mr. Ault. The motion carried.
- Reported that the City received a letter from Indiana American Water, which included a hydrant inventory. The letter stated that the City is billed for 596 hydrants; however, the hydrants inventory shows 647 hydrants. They stated in the letter that they will check on this discrepancy and get back to us.
- Reminded the Board of notices in their packets regarding an IRS ruling that municipalities must pass a Resolution to allow employees to make a pre-tax contribution to their annuity account through the Public Employees' Retirement Fund. We have until November to get this done.
- Intends to contact accounting firms to obtain bids to perform capital assets inventories, including baseline road inventory and other infrastructure assets.
- Informed the Board that advertisements for the Curbside Waste and Recycling Bids will be published September 30, 2003 and October 7, 2003. Several bid specification forms have been picked up already.

- Requested the Board's advice concerning distribution of the City of Franklin's Safety Policy. The Mayor referred her to the Human Resource Consultant, Mitch Ripley.

Mayor – Mr. Norman P. Blankenship

- Asked the Planning Director about the status of the sidewalk located in front of the City View Apartment Complex. Mr. Weir reported that the sidewalk will be removed.
- Stated that downtown City merchant Cindy Jarvis requested to use the alley between her shop and Benjamin's during the Heritage Festival on October 4, 2003, and again on Saturday, October 18, 2003. The Mayor made a motion to allow Cindy Jarvis to utilize the alley for the Heritage Festival October 4, 2003. No final decision was made concerning the request for October 18, 2003. Pending. The Mayor requested that Mr. Weir inform Ms. Jarvis of the approval for October 4, 2003, and also to find out about October 18, 2003.
- Received a report that Street Department employees were seen on Graham Street September 10, 2003 at approximately 11:00 a.m. chipping without safety goggles or safety vests. The Mayor asked Mr. Hughes to re-emphasize the use of safety equipment.
- Commented that the Chamber of Commerce and the City of Franklin will be hosting a Job Fair targeting laid-off ArvinMeritor employees. No date has been set; however, the Mayor intends to coordinate this event to be concurrent with the lay-offs. The Mayor has offered Beeson Hall as a possible site for this Job Fair.

Adjournment

The meeting adjourned at 7:20 p.m. The next regular meeting will be held October 14, 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