

**Board of Public Works and Safety
Regular Meeting Minutes
March 6, 2017**

The regular meeting of the Board of Public Works and Safety of the City of Franklin, Indiana was called to order at 5:00 p.m. at City Hall, 70 E. Monroe Street, with Mayor Steve Barnett presiding. Board members Lisa Jones and Bob Swinehamer answered roll call.

Chief of Police Tim O’Sullivan, Fire Chief Dan McElyea, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Rick Littleton, Community Development Director Krista Linke, Street Commissioner Brett Jones, City Engineer Mark Richards, Clerk Treasurer’s Assistant Stephanie Shepherd, Records Clerk Kathy Cragen, and City Attorney Lynnette Gray were also in attendance.

Mayor Barnett led the Pledge of Allegiance.

Public Comments

There were no public comments.

Consent Agenda

Mayor Barnett presented the consent agenda for approval.

1. Approval of Minutes from meeting held February 6, 2017
2. Board of Works Claims.
 - #021117 Sewer Utilities in the amount of \$200.23
 - #020817 RDC Contracts/Utilities in the amount of \$1,434.00
 - #021017 BOW Contracts/Utilities in the amount of \$528,907.36
 - Payroll in the amount of \$353,749.89
 - #021717 BOW Contracts/Utilities in the amount of \$172,305.87
 - #021817 Sewer Utilities in the amount of \$22,146.65
 - #021517 RDC Contracts/Utilities in the amount of \$118,312.54
 - Pension Payroll in the amount of \$58,175.05
 - #022417 BOW Contracts/Utilities in the amount of \$387,113.62
 - #022517 Sewer Utilities in the amount of \$216,487.98
 - #022217 RDC Contracts/Utilities in the amount of \$707,653.17
 - Payroll in the amount of \$374,576.68
 - #030417 Sewer Utility Contracts/Utilities in the amount of \$3,850.36
 - #030117 RDC Contracts/Utilities in the amount of \$3,680.84
 - #030317 BOW Contracts/Utilities in the amount of \$9,926.94
 - #030517 Sewer Utility General Obligations in the amount of \$59,192.82

- #030617 BOW General Obligations in the amount of \$253,517.25

Mr. Swinehamer made a motion to approve the consent agenda as presented, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Old Business

There was no old business presented.

New Business

Request to Close E. Court Street, from Jefferson to Monroe, and to Close Monroe, from Main Street to Water Street, from 3:00 to 11:00 p.m., Friday, July 14th for the Daily Journal Annual Street Party - Michele Holtkamp from the Daily Journal came forward to present this request. Ms. Holtkamp stated they are asking for the same street closures as previous years. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Request Approval to Allow Parking Spaces; A Loading Berth/Delivery Area; Parking Lot Landscape Islands; and an Interior Drive for the far East Parking Lot to be Located Within the Palmer Street Right-of-Way - Attorney Stephen Huddleston came forward to explain this request from Homeview Center of Franklin, Inc. Mr. Huddleston stated they had met with the Board of Zoning Appeals and all items listed above were approved by them. Mr. Huddleston stated that Homeview Center, Inc. would be spending an excess of 2 million dollars on this renovation. Parking would be located in the Palmer Street right-of-way which is owned by the City of Franklin, this is why they need the Boards approval to move forward with this project. A discussion was held. Mr. Allen Brown of 540 Palmer Street came forward, and stated that he has spoken with Mr. Huddleston, and he has some reservations about this work, but his question was concerning parking in front of his house. City Attorney Gray stated that Mr. Brown would need to speak with Mr. Huddleston regarding this issue. Mr. Swinehamer made a motion to approve, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Truck Turning and Parking Restrictions - Brad Stahley of CrossRoad Engineers came forward to explain this request to the Board. Mr. Stahley stated there was an issue at Home Avenue and Monroe Street with large trucks not being able to make this turn with vehicles parked in the first two parking spots. Mr. Stahley is recommending the restriction of two parking spaces in this area to allow these trucks to make turns onto S. Main Street and

Jefferson Street while downtown construction is ongoing. A discussion was held. Mayor Barnett made a motion to approve, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Change Orders for Work on North Main Street Project from INDOT

- Brad Stahley of CrossRoad Engineers explained this request. Mr. Stahley stated these are INDOT, LPA (Local Public Agency) change orders for the North Main Street Project. Mr. Stahley would like to table change orders 28, 31 & 32 until the next meeting. Mr. Swinehamer made a motion to table change orders 28, 31 & 32 until the March 20th meeting, seconded by Mayor Barnett. Mr. Stahley stated that he would like to have change orders 27 & 29 approved tonight. This is an 80/20 project funded by the federal highway department and INDOT, and will be paid by Indiana American Water. Mr. Swinehamer made a motion to approve change orders 27 & 29, and approving Mayor Barnett to sign, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

Request Release of Performance Bonds for Heritage Section 5 & Request Acceptance of Maintenance Bonds for Heritage, Section 5

- Senior Planner Joanna Myers presented the bonds to be released, and accepted to the Board. Performance Bonds to be released are: #5042176 for Monumentation in the amount \$2,700.00; and #5042178 for Sidewalks in the amount of \$26,400.00. Maintenance Bonds to be accepted: PB18719000127 for Monumentation in the amount of \$675.00; and PB18719000126 for Sidewalks in the amount of \$6,600.00. Mr. Swinehamer made a motion to approve the release of all performance bonds listed, and the acceptance of all maintenance bonds listed, this was seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Request Acceptance & Execution of Duke Encroachment Agreement - Commerce Drive Trail

- Senior Planner Joanna Myers explained this encroachment on Commerce Drive to the Board. Ms. Myers stated this is the trail project from King Street to U.S. 31, and is encroaching on the Duke Energy easement. This agreement has been reviewed by the Engineering Department and City Attorney Gray. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried. Ms. Gray stated that the two signatories should be the Mayor and one other Board of Works member.

Request to Designate the south side of Brookshire Drive Between Cedarmill Drive and Bridlewood Drive as "No Parking" instead of the north side

- Senior Planner Joanna Myers explained she received a request from resident Daniele Smith regarding changing the parking in this area due to difficulties in mail delivery. A discussion was held. Mr. Swinehamer made a motion to approve changing the "No Parking" from the north side to the southside, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Request Permission to Complete Credit Application for Brehob Nursery for a \$5,000.00

Line of Credit for the Parks Department – Parks Superintendent Orner stated he is requesting this credit application for the Parks Department for landscaping purchases. Mr. Orner would like to increase the line of credit amount to \$7,500.00. A discussion was held. Mr. Swinehamer made a motion to approve increasing the amount to \$7,500 and deleting the section on the application stating “personal responsibility” and authorizing Mr. Orner to sign on behalf of the city, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

Request Permission to Pay Travis Richey \$500.00 for Destruction of Property in Error -

Police Chief O'Sullivan stated it was brought to his attention that this gun was destroyed in error, and should have been returned to the owner. Therefore, Chief O'Sullivan thinks the Police Department should be responsible for replacing this weapon in the amount of \$500.00, which would be paid from the Police Department budget. A discussion was held. Mayor Barnett made a motion to approve, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Updated SOP 1.8 & New SRO Job Description - Police Chief

O'Sullivan explained that SOP 1.8 is regarding vehicle accident reports, and the job description is to add a job description for their new School Resource Officer. Chief O'Sullivan stated that both of these items have been reviewed by City Attorney Gray. Mayor Barnett made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Request to Transfer FitDesk/Pedal Desk from Mayor to Parks Department - Mayor Barnett stated the previous Mayor had this desk in his office, and he currently has no use for it so he would like to transfer this item to the Parks Department. A discussion was held. Mayor Barnett made a motion to approve, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Other Business

Ray's Trash & Recycling Reports - For Informational Purposes Only

Department Reports / Staff Reports

Police Chief Tim O'Sullivan stated they had set a date of May 10th for the City Surplus Auction to be held at the Police Department. Chief O'Sullivan stated that Deputy Chief Chris Tennell and Lt. Kerry Atwood would be in charge of the auction. Deputy Tennell stated that all

department heads need to put their lists of surplus items together, and exchange information as soon as possible to see if they want to exchange any items between departments. The auction is tentatively set for 10:00 a.m. Mr. Swinehamer made a motion to approve May 10th at the Police Department at 10:00 a.m., and hiring Hughes Auctioneers, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

Chief O'Sullivan also told the Board that he had three officers getting ready to retire. Officer Rick Sharp, Officer John Borges and Officer Pete Ketchum. Chief O'Sullivan stated that he would like to have their service weapons declared surplus and awarded to them upon their retirement. Chief O'Sullivan stated that these weapons have a trade in value of \$250.00 each. Chief O'Sullivan stated that Officer Sharp was issued a Glock .40 Cal Model 22 Serial Number TYW203; Officer Borges was issued a Glock .40 Cal Model 23 Serial Number TZB448; and Officer Ketchum was issued a Glock .40 Cal Model 22 Serial Number TYW208. Mr. Swinehamer made a motion to approve awarding these weapons valued at \$250.00 upon retirement to each officer, seconded by Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

Mayor Barnett introduced City Engineer Mark Richards. City Engineer Richards gave an update on Jefferson Street Phase 2, and the South Main Street Bridge. Mr. Richards also stated that a letter had been sent to Reith-Riley regarding an HMA issue with the King Street Project.

Adjournment

As there was no further business to come before the Board of Works, a motion and a second were made to adjourn at 5:55 p.m.

Respectfully submitted,

Jayne Rhoades, Clerk-Treasurer
Enrolled: 3/13/17

Steve Barnett, Mayor

Attest:

Jayne Rhoades, Clerk-Treasurer