

**Board of Public Works and Safety
Regular Meeting Minutes
September 16, 2019**

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 Kirby Cochran, Fire Chief Dan McElyea, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, Interim DPW Superintendent Sally Brown, IT Director Rick Littleton, Community Development Director Krista Linke, City Engineer Mark Richards, Street Commissioner Brett Jones, Clerk Treasurer Jayne Rhoades, Records Clerk Kathy Cragen, and City Attorney Lynnette Gray were also in attendance.

Mayor Barnett led the Pledge of Allegiance.

Announcements, Presentations & Public Comments

Marty Williams of Discover Downtown Franklin thanked everyone for their support for the DDF Art Ethos Event.

Consent Agenda

Mayor Barnett presented the consent agenda for approval.

1. Approval of Minutes from meeting held August 19, 2019
2. Board of Works Claims.
 - Pension Payroll in the amount of \$56,905.47
 - #082219 RDC Contracts/Utilities in the amount of \$76,198.81
 - #082319 BOW Contracts/Utilities in the amount of \$40,910.14.
 - #082419 Sewer Utilities in the amount of \$976.34
 - Payroll in the amount of \$396,078.62
 - #082719 RDC Contracts/Utilities in the amount of \$13,466.48
 - #083019 BOW Contracts/Utilities in the amount of \$5,871.62
 - #082919 Sewer Utilities in the amount of \$109.23
 - #090719 Sewer Utilities in the amount of \$27,461.92
 - #090519 RDC Contracts/Utilities in the amount of \$125.00
 - #090619 BOW Contracts/Utilities in the amount of \$30,476.47
 - Pool Party Rental Payroll in the amount of \$4,282.50
 - Payroll in the amount of \$393,441.79
 - #091419 Sewer Utilities in the amount of \$4,095.13
 - #091319 BOW Contracts/Utilities in the amount of \$100,191.54



- #091619 BOW General Obligations in the amount of \$170,778.04
- #091519 Sewer Utility General Obligations in the amount of \$150,648.51

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

Old Business

There was no old business presented.

New Business

Annual Request for Street Closures & Suspending Parking Restrictions for Franklin College Football Games – Mayor Barnett stated he had spoken with Steve Leonard of Franklin College, and that this request is the same as previous years. They are requesting to have street closures and to suspend parking restrictions for all Franklin College football games this fall. 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 to Waive Building Permit Fee for 420 W. Jefferson Street Renovation - Request to Waive Building Permit Fee for 420 W. Jefferson Street Renovation - Community Development Specialist Rhoni Oliver & Paul Ambrose came forward to present this request to waive the building permit for renovations at 420 W. Jefferson Street. Ms. Oliver stated this was an abandoned property and the City of Franklin received this property from the county when it did not sell at tax sale. The property was then passed to the Franklin Development Corporation for disposal. Ms. Oliver stated that she was approached by Mr. Hessman from Franklin High School regarding using the house as a construction renovation teaching opportunity for his class. Mr. Ambrose is the person who purchased the property, and is working with the high school construction class to make renovations to the house. Mr. Ambrose stated they will have to contract some of the work that will need to be done for safety reasons, but this will be a great opportunity for the students to get hands on construction experience. A discussion was held. Mr. Swinehamer made a motion to waive the building permit fees, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Board of Works Budgetary Resolution No.: 19-01 Authorizing an Additional Appropriation to Sewer Maintenance Services to pay for Repairs done by Brusco, LLC in the amount of \$92,000.00 - Interim DPW Superintendent Sally Brown stated this is to request an additional appropriation in order to cover invoices for services and repairs done by Brusco, LLC that were not billed in a timely manner. 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 Consideration of Pre-Employment Drug Screening & Costs - City Attorney Lynn Gray stated she had a meeting with Parks Superintendent Orner & Clerk Treasurer Rhoades because it had been brought to her attention that part-time employees were not having pre-employment drug screenings done. Ms. Gray stated that our Employee Manual states that all employees whether part-time or full-time must have a pre-employment drug screening. Mr. Orner stated it would run about \$6-\$7,000.00 per year for his department to do all part-time & full-time pre-employment drug screenings, and that in the past they have only done pre-employment drug screenings for safety sensitive positions. A discussion was held. It was agreed to keep the pre-employment drug screening for all part-time & full time employees no matter what their position may be as the Employee Manual states.

Request Approval of Updated Job Descriptions - Deputy Police Chief Chris Tennell brought forward five new updated job descriptions for people in the administrative positions in the Police Department for approval. A discussion was held. City Attorney Gray stated all job descriptions should state regular dependable attendance during normal working hours is required. A discussion was held. Mr. Swinehamer made a motion to approve as amended by the City Attorney, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Requesting Permission to Sell Miscellaneous Scrap Metal to Crossroads Recycling, Inc. - Deputy Police Chief Chris Tennell stated they are requesting approval to sell scrap metal they have collected over the past few years at the Police Department to Crossroads Recycling, Inc., including three metal file cabinets that are no longer usable after it is declared of no value. A discussion was held. Ms. Jones made a motion to approve selling the scrap and declaring it worthless, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Request to Close Martin Place between N. Main St. & N. Water St. on Halloween for Trick or Treating from 6:00 p.m. to 9:00 p.m. - Police Dept. Requests Closures from 5:30 p.m. to 9:30 p.m. - Deputy Police Chief Chris Tennell stated he was asked by residents on Martin Place to request to close Martin Place between N. Main St. & N. Water St. for trick or treating on October 31st from 5:30 to 9:30 p.m. A discussion was held. Ms. Jones made a motion to approve, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried. Mayor Barnett stated that they are not changing the date for trick or treating rain or shine it will be October 31st.

Request Money to be Transferred from City of Franklin General Fund 101 to 101 007 199 (Overtime) - This OPO & DUI Overtime Money is being reimbursed by the ICJI Grant - Captain Scott Carter stated he is requesting to transfer money from the General Fund to Overtime which will be reimbursed by the ICJI Grant. A discussion was held. City Attorney Gray stated she thought this should be a Council approval rather than a Board of Works. Mr. Swinehamer made a motion that Council should make the decision on this item, seconded by

Mayor Barnett. A voice vote was taken with all members stating aye. The motion carried.

Other Business

Request to File Liens on Unkempt Property – Mayor Barnett made a motion to approve, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Department Reports / Staff Reports

Parks Superintendent Orner stated that the Fall Vintage Festival would be September 28th, and that this year it will be the regular Fall Festival combined with the Vintage Festival which is why the name has been changed. Mr. Orner stated that the pool did not set a record this year which is the first time in 4 years.

Community Development Director Linke stated that on September 23rd Kenny Glass is asking to block off two parking spaces in front of 55 E. Jefferson Street in order to install glass in Franks Guitars building. 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. Ms. Linke also stated that work has begun on 40 & 40 ½ E. Jefferson Street.

Street Commissioner Jones asked permission to sell a dump insert from the back of an old pickup truck with less than a \$1,000 value to an employee. Mr. Jones stated that the employee has offered \$250.00 for the item, and if sold for scrap they would probably get \$25. Ms. Jones made a motion to approve the sale of the dump insert for \$250.00, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

City Engineer Richards stated that two quotes were received for the “2019 Crack Seal” project from Robertson Paving in the amount of \$184,963.89 & Reece Seal Coating in the amount of \$220,549.76 both of which were over the engineer’s estimate for the job. Mr. Richards stated that they will need to rebid this project, and extend the completion date to next spring.

Ms. Jones stated she appreciated the parking spot on the corner of Home & Jefferson Streets being striped to block parking. Ms. Jones asked the City Engineer about the crossing signals for this area. City Engineer Richards stated that he has received one quote for the push button pedestrian signals for the crossing in this area, so once more quotes are received the information will be brought to the board.

Adjournment

As there was no further business to come before the Board of Works, a motion and a second were made to adjourn at 5:31p.m.

Respectfully submitted,



Jayne Rhoades, Clerk-Treasurer

Enrolled: 9/19/2019



Steve Barnett, Mayor

Attest:



Jayne Rhoades, Clerk-Treasurer