

**Board of Public Works and Safety
Regular Meeting Minutes
September 08, 2020**

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 & Bob Swinehamer answered roll call.

Chief of Police Kirby Cochran, Fire Chief Matt Culp, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Sally Brown, IT Director Rick Littleton, Community Development Director Krista Linke, City Engineer Mark Richards, Street Commissioner/Fleet Manager 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

There were no announcements, presentations or public comments.

Consent Agenda

Mayor Barnett presented the consent agenda for approval.

1. Approval of Minutes from meeting held August 17, 2020
2. Board of Works Claims.
 - Pension Payroll in the amount of \$54,056.81
 - #082220 Sewer Utilities in the amount of \$2,182.75
 - #082120 BOW Contracts/Utilities in the amount of \$27,097.96
 - #081920 RDC Contracts/Utilities in the amount of \$2,482.17
 - Payroll in the amount of \$409,143.00
 - #082820 BOW Contracts/Utilities in the amount of \$190,939.60
 - #082920 Sewer Utilities in the amount of \$2,332.09
 - #082620 RDC Contracts/Utilities in the amount of \$127,744.89
 - #082520 RDA Lease Revenue Rental Bond in the amount of \$425.00
 - #090820 BOW General Obligations in the amount of \$234,683.65
 - #090620 Sewer General Obligations in the amount of \$89,201.12
 - #090420 BOW Contracts/Utilities in the amount of \$7,792.88
 - #090520 Sewer Utilities in the amount of \$19,655.44

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

Request Approval to Purchase Permitting, Licensing, & Code Enforcement (PLC) Software from OpenGov – Tabled from previous meeting – City Engineer Mark Richards gave a review of this item that was presented at the last meeting, & stated that changes have been made in the paperwork to the satisfaction of the City Attorney. City Attorney Gray stated that she had talked to their legal staff & got all items corrected that she had been concerned about. A discussion was held. Mr. Swinehamer made a motion to approve as modified & authorizing the Mayor to sign on behalf of the Board, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

New Business

Request to Block Five (5) Parking Spaces on the North Side of Madison Street next to Main & Madison for Blood Drive Bus from 7:00 a.m. – 3:00 p.m. Friday, September 25th – Kylee Martin came forward & stated she is from Main & Madison & they are requesting to block five parking spots on the north side of Madison Street in order to park the Blood Drive Bus. The Street Department will block off the spots if approved. 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.

Request Award of 2020 Trail & Parking Lot Sealcoat Project – City Engineer Mark Richards stated that quotes were opened at 11:00 a.m. this morning for sealcoating some of the trails, parking lots & streets in the city. The following quotes were received: Reece Seal Coating \$80,545.00; Pavement Solutions, Inc. \$96,459.47; & Robertson Paving \$62,503.25. Mr. Richards stated he would like to award this project to Robertson Paving as the lowest most responsive & responsible quote. The contract completion date will be June of 2021. A discussion was held. Mr. Swinehamer made a motion to approve awarding the contract to Robertson Paving, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Quotes for Building Repairs at Police Department – Mayor Barnett stated that the Police Department had requested this be tabled. Mayor Barnett made a motion to table this request, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried & the item was tabled.

Request to Award Oxidation Ditch VFD Project to Berry Electric per Quote Evaluation – DPW Superintendent Sally Brown gave an overview of this project & stated that three quotes were received; Majestic Electric \$89,497.00; Berry Electric \$58,938.00 & R&M Electric \$78,170.00. Ms. Brown stated that Berry Electric was the lowest most responsive & responsible quote, & she is requesting to award this contract to them. 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.

Letter of Proposals for Providing Geotechnical Engineering Services for the Eastside Interceptor Project – Gary Ruston, Wessler Engineering came forward & gave an overview of these quotes for soil boring fees. Mr. Wessler stated they had sent out request for quotes & received three: Patriot Engineering \$7,950.00; Alt & Witzig Engineering \$9,850.00; & ATC Group Service \$11,930.00. Mr. Ruston stated they would like to award this proposal to Patriot Engineering as the lowest most responsive & responsible proposal. 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 of Lease Documents for a new DPW 2019 Dodge Ram 5500 Crane Truck – Fleet Manager Brett Jones presented the lease documents for this Crane Truck & stated this is to replace a 1994 Crane truck that is primarily used for lift station pump repairs when they are needed, & it is also used for work around the plant. A discussion was held. Ms. Jones made a motion to approve the request for the lease as presented by legal counsel, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Request Approval for Reduced Speed Limit Signs on Windstar Blvd. & adding Additional Signage – Hill Blocks View – Street Commissioner Brett Jones stated there had been concern by a resident in Windstar regarding the speed limit, & blocked view due to a hill. Mr. Jones stated that he is in agreement with the resident & would like to add the Hill Blocks View & change the speed limit to 25 mph from Northshore to Nineveh Rd. & additional signage on Windstar Blvd. & Change two signs on Capricorn to the same verbiage. 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 of Automated Door Quotes per Building – Director of Public Relations, Tara Payne presented quotes that were received per building for adding automated doors. This can be paid for by the Cares Act. The Quotes received were Police Department: Suburban Glass \$10,770.00; ADA \$12,387.00; Johnson Controls – Incomplete; Door Closer Services \$12,995.00. Parks Department: Suburban Glass \$18,750.00; ADA \$21,390.00; Johnson Controls No Response; Door Closer Services N/A. City Hall: Suburban Glass \$25,700.00; ADA \$29,998.00; Johnson Controls No Response; Door Closer Services N/A. Fire Department: Suburban Glass \$23,300.00; ADA \$38,129.00; Johnson Controls No Response; Door Closer Services \$32,575.00. Department of Public Works: Suburban Glass \$8,975.00; ADA \$8,500.00; Johnson Controls No Response; Door Closer Services N/A. Ms. Payne stated that they would like to go with Suburban Glass for all departments except City Hall & DPW as the lowest most

responsive & responsible. Ms. Payne stated they would like to go with ADA for City Hall as they quoted with using key fobs & Suburban Glass did not. They would like to go with ADA for DPW as it was the lowest most responsive & responsible. A discussion was held. Ms. Jones made a motion to approve as follows: Police Department – Suburban Glass \$10,770.00; Parks Department – Suburban Glass \$18,750.00; City Hall – ADA \$29,998.00; Fire Department – Suburban Glass \$23,300.00; DPW – ADA \$8,500.00, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Board of Works Resolution No.: 20-07 A Resolution Authorizing Single Source Purchase – City Attorney Lynn Gray stated there had previously been an item brought forward about purchasing body worn cameras for the Police Department which only presented one vendor. Ms. Gray stated that this was found to be the only company that provides the type of cameras that we need for our police department. Ms. Gray stated the company provided her with a letter stating they are the only company that provides the fully integrated body cameras, & in order to proceed without going through a public bidding for the amount of these cameras the Board of Works must make a determination that they are the sole source provider of this equipment. Ms. Gray stated this resolution sites the statutory criteria that when you determine what you need is only produced by one single manufacturer than that's a sole source & you may proceed with a purchase from them. Ms. Gray stated that once this is approved we can move forward with a purchase from this company. 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.

Deferral of Payroll Taxes per President Trumps Executive Memorandum – City Attorney Lynn Gray stated President Trump issued a memorandum that would offer to defer the employees portion of FICA tax from September to December of this year. This was to help employees due to COVID-19. This creates a tremendous amount of work for the Clerk Treasurers office, & this is a deferral only not a forgiveness. Most employers are declining this option, but it was something we thought the board should consider. Ms. Gray stated this is not something she is in favor of. A discussion was held. Ms. Jones made a motion that we do not defer payroll taxes, seconded by Mr. Swinehamer. A voice vote was taken with all members stating aye. The motion carried.

Other Business

There was no other business presented.

Department Reports / Staff Reports

Parks Superintendent Orner stated they have a situation in which they need to replace the yellow bucket in the kiddie pool which has a crack in it, at a cost of \$13,881.22. This would be a single

source purchase as there is only one company that produces this item. Mr. Swinehamer made a motion to approve, seconded by Ms. Jones. A voice vote was taken with all members stating aye. The motion carried.

Police Chief Cochran stated they would be starting the hiring process September 26th & 27th. Chief Cochran stated they had 44 applicants & are now down to 27. Chief Cochran stated there are several females on the list.

Fire Chief Culp stated that Administrative Assistant Dawn O'Sullivan is leaving this Friday, & they will be doing interviews this week for her replacement.

DPW Superintendent Brown gave an update on the Phosphorus Removal Project at the DPW.

Sewer Billing Manager Phillips stated that 159 liens had been released.

Community Development Director Krista Linke gave an overview of the pedestrian alley arches that are to be installed downtown. These will be known as the Kuji Alley, Artcraft Alley & Veterans Walk Alley.

City Engineer Richards spoke about the damage that was received at the new roundabout, & about getting it repaired. Mr. Richards stated these repairs will not be paid by the taxpayers, it will be paid for by the insurance of the person responsible for the damage.

Adjournment

As there was no further business to come before the Board of Works, a motion and a second were made to adjourn at 6:00 p.m.

Respectfully submitted,

Jayne Rhoades, Clerk-Treasurer
Enrolled:9/14/2020

Steve Barnett, Mayor

Attest:

Jayne Rhoades, Clerk-Treasurer