

**Board of Public Works and Safety
Regular Meeting Minutes
March 1, 2021**

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 member Lisa Jones answered roll call. Board member Bob Swinehamer answered remotely.

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, and City Attorney Lynnette Gray were also in attendance.

Mayor Barnett led the Pledge of Allegiance.

Announcements, Presentations & Public Comments

Steve Leonard of Franklin College came forward to request street closures of Branigin Blvd. to First St. from 11:30 a.m. to 6:00 p.m. & to suspend parking restrictions around campus from 11:30 a.m. to 6:00 p.m. including the north & south sides of Park Avenue between First St. & Forsythe St., the west side of Forsythe St. from Park Avenue to the service drive north of the Spurlock Center, & First St. from Park Avenue south to the end on the following Saturdays March 6, March 20, April 10 & April 17th for home football games. Mr. Leonard stated they would only be allowing 25% capacity & no tailgating at the football games at this time. Ms. Jones made a motion to approve, seconded by Mr. Swinehamer. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Chad McCullough came forward & stated they would be hosting the Annual Memorial Day Mile Run/Walk on May 31st before the Memorial Day Service. Mr. McCullough stated he had been talking to the Parks Department concerning this event.

Consent Agenda

Mayor Barnett presented the consent agenda for approval.

1. Approval of Minutes from meeting held February 17, 2021
2. Board of Works Claims.
 - o #022021 Sewer Utilities in the amount of \$35,908.93
 - o #021921 BOW Contracts/Utilities in the amount of \$206,670.49

- Payroll in the amount of \$406,104.36
- #022721 Sewer Utilities in the amount of \$43,541.96
- #022621 BOW Contracts/Utilities in the amount of \$21,933.35
- #022421 RDC Contracts/Utilities in the amount of \$105,267.61
- #030121 BOW General Obligations in the amount of \$110,840.46
- #030121 Sewer General Obligations in the amount of \$17,380.07
- #022321 RDA Lease Rental Revenue Bond in the amount of \$530,488.56

Ms. Jones made a motion to approve the consent agenda as presented, seconded by Mr. Swinehamer. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Old Business

There was no old business presented.

New Business

Requesting Permission to Advertise for the US31 Sanitary Interceptor Cleaning & CCTV Inspection Project bids in the Daily Journal to be Accepted on March 30, 2021 - Brent Siebenthal, Wessler Engineering came forward & stated he is asking permission to advertise for the US31 Sanitary Interceptor Cleaning & CCTV inspection project bids in the Daily Journal with bids to be opened on March 30, 2021. Mr. Siebenthal stated the engineers estimate for this project is around \$330,000.00. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Ms. Jones. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Request Approval of Professional Services Agreement with Wessler Engineering, Inc. for Assistance in Preparation of an Asset Management Plan & Program Management Plan for the Sanitary Sewer Collection System - Brent Siebenthal, Wessler Engineering stated they are requesting approval of a Professional Services Agreement for the assistance in preparation of an Asset Management Plan & Program Management Plan for the Sanitary Sewer Collection System. A discussion was held. Mr. Swinehamer made a motion to approve, seconded by Ms. Jones. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Request an Increase in the House Count for Curbside Solid Waste & Recycling Services - Calvin Davidson, Rays Trash Service came forward & stated they are requesting an increase in the house count for solid waste & recycling services due to new houses being built in the city. Mr. Davidson stated as of today there are an additional 198 homes that need to be added to the trash & recycling service. A discussion was held. Ms. Jones made a motion to approve, seconded by Mr. Swinehamer. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Request Approval & Execution of Outdoor Lighting Service Agreement for Branigin

Preserve - Senior Planner Joanna Myers stated this is to request the approval & execution of an Outdoor Lighting Service Agreement for Branigin Preserve. Ms. Myers stated this agreement would be for 3 lights at a cost of \$11.47 per month. A discussion was held. Ms. Jones made a motion to approve & authorizing the Mayor to sign, seconded by Mr. Swinehamer. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Requesting Permission to Pay Upfront Equipment Costs of \$13,607.50 for Station 21

Generator - Fire Chief Matt Culp stated he is requesting approval to pay upfront equipment costs of \$13,607.50 for the new generator for Station 21. Chief Culp stated this would be a payment up front for the new generator. A discussion was held. Ms. Jones made a motion to approve, seconded by Mr. Swinehamer. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Request Renewal of Technology Consulting & Joint Purchasing Agreement with FCSC - IT

Director Rick Littleton stated this is to request renewing of the Technology Consulting & Joint Purchasing Agreement with the Franklin Community School Corporation. Mr. Littleton stated there is no cost increase at this time, this is just a continuation of our current contract for the next three years. A discussion was held. Ms. Jones made a motion to approve & authorizing the Mayor to sign, seconded by Mr. Swinehamer. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Request Approval of Body Worn Camera SOP 3.11 - Police Captain Scott Carter stated this is

to request approval of SOP 3.11 which is to cover the usage, document retention, & safety procedures of the new Body Worn Cameras to be used by the Police Department. City Attorney Gray stated they had been working on this SOP for several months. A discussion was held. Ms. Jones made a motion to approve, seconded by Mr. Swinehamer. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Request Approval of Service Order with Mitel for the Upgrade of VOIP Communications Services & Equipment

- It Director Rick Littleton gave an overview of this service order with Mitel for the upgrade of VOIP communications services & equipment. Mr. Littleton stated this was recommended by the Telecommunications Council & that new phones would be installed by July if this is approved. Josh Prine who is the Vice-President of the Telecommunications Council was present to answer any questions. Mr. Prine stated the current system we have is five years old & this is just to upgrade the system. City Attorney Gray stated in the contract there were items that needed to either be noted or changed, Ms. Gray stated they agreed to these changes late today, so it is good to go. A discussion was held. Ms. Jones made a motion to approve & authorizing the Mayor to sign, seconded by Mr. Swinehamer. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Proposed Revision to Job Description - City Attorney Lynn Gray & Mayor Steve Barnett stated this is to show the current job description for the Public Relations Director & the new job description for the new position of Chief of Staff. Mayor Barnett stated there is no change in salary, just a change of duties, & title. A discussion was held. Mayor Barnett made a motion to approve, seconded by Ms. Jones. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Other Business

There was no other business presented.

Department Reports / Staff Reports

Community Development Director Linke stated she was asking for approval to apply for the OCRA Grant which is to help small businesses at the City Council meeting later this evening. Ms. Linke said this grant would be for \$250,000.00, & stated there was a public hearing at the previous meeting. Ms. Linke stated she is asking for the Boards approval for the Mayor to sign the document. Ms. Jones made a motion to approve the Mayor to sign the document, seconded by Mr. Swinehamer. A roll call vote was taken with Ms. Jones stating aye, Mr. Swinehamer stating aye, & Mayor Barnett stating aye. The motion carried.

Public Relations Director Payne stated they are looking for nominations for Volunteer of the Year Award & it will be on Facebook for people to share & make nominations.

City Attorney Gray stated Mayor Barnett asked her to look into sewer insurance for our residents. Ms. Gray stated this might happen in the futures & that AIM will be coming to present this item in the future.

Adjournment

As there was no further business to come before the Board of Works, a motion and a second were made to adjourn at 5:47 p.m.

Respectfully submitted,

Jayne Rhoades, Clerk-Treasurer
Enrolled:3/9/2021

Steve Barnett, Mayor

Attest:

Jayne Rhoades, Clerk-Treasurer