

**Board of Public Works and Safety
Regular Meeting Minutes
March 6, 2023**

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 Ken Austin & Tina Gross answered roll call.

Chief of Police Kirby Cochran, Fire Chief Joshua Snyder, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Sally Brown, IT Director Rick Littleton, City Engineer Mark Richards, Street Commissioner/Fleet Manager Brett Jones, Clerk Treasurer Jayne Rhoades, City Attorney Lynnette Gray and Community Development Specialist Dana Monson were also in attendance.

Community Development Director Krista Linke was absent.

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 February 22, 2023
2. Board of Works Claims:
 - Gross Payroll in the amount of \$465,580.80
 - #022123 Sewer Contracts/Utilities in the amount of \$190,658.31
 - #022023 RDC-TIF Contracts/Utilities in the amount of \$10,864.00
 - #022223 BOW Contracts/Utilities in the amount of \$178,739.21
 - Separate Payroll in the amount of \$782.50
 - #030223 RDC-TIF Contracts/Utilities in the amount of \$84,876.15
 - #022723 BOW Contracts/Utilities in the amount of \$161,158.21
 - #030123 Sewer Contracts/Utilities in the amount of \$187,351.63
 - #022423 Sewer General Obligations in the amount of \$47,032.49
 - #022523 BOW General Obligations in the amount of \$61,007.44
 - #030323 RDC-TIF General Obligations in the amount of \$6,740.08

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

Old Business

There was no old business presented.

New Business

Delegation of Payment agreement between the Board of Works and the Redevelopment Commission - Community Development Specialist Dana Monson explained this is a request for delegation of payment for the RDC for multiple projects with INDOT, Crossroad Engineers, GAI Consultants, and Dave O'Mara Contractors. Ms. Gross made a motion to approve the delegation of payment agreement, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Requesting approval of Change Order #6 for Eastside Regional Interceptor and Lift Station indicating an increase of \$51,909.00 - DPW Superintendent Sally Brown explained this is an increase in quantities for materials. City Engineer Mark Richards stated that there were 6 items that required this adjustment. The project required a higher quantity of materials than the original bid listed which is typical for any construction contract. Ms. Gray explained the unit prices for the materials are not changing but rather the quantity of the materials needed to increase. Mr. Austin asked for confirmation about a change order being less than 20% of the contract price. Mr. Richards explained this change order is about 7% of the contract price, so it is lower than the 20% maximum. A discussion was held. Ms. Gross made a motion to approve Change Order #6 indicating an increase of \$51,909.00 and to authorize Sally Brown to sign on the City's behalf, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Approval and Acceptance of Public Right-of-way for Drake Road and Hospital Road (Johnson County Health Department and Coroner's Office) - Senior Planner Joanna Tennell explained that Johnson County is anticipating building a new Health Department building that will also house the Coroner's Office at the northeast corner of Drake Road and Hospital Road. This new building will require the dedication of Right-of-way for both of these roads. Ms. Gross made a motion to approve the acceptance of Public Right-of-way for Drake Road and Hospital Road, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Approval of Festival Country Sponsorship Agreement Ice Skating Rink and Anytime Ice-Skating Professional Services and Event Agreement - City Attorney Lynn Gray & Parks Department Superintendent Chip Orner explained the Parks Department is working with Festival Country to create a program for an ice-skating rink to be at the Amphitheater during the winter. Ms. Gray explained they have an agreement with Anytime Ice-Skating Professional Services that requires the company to get paid, but also requires them to follow the city's rule and requirements. Festival Country has agreed to sponsor this project at an amount of \$50,000.00. Anytime Ice-Skating will be responsible for the insurance. The rink will be run/monitored by Parks Department staff but 90% of the staff will be from Anytime Ice-Skating. The rink will not be fenced in, but the Police Department will patrol the Amphitheater after-hours. Mr. Austin asked what happens if the weather is warm. Mr. Orner explained that the weather does not matter

– even if it ends up being warm, the rink will still be open. There will be a waiver and release that patrons will be required to sign before they can skate. Patrons will also be required to rent the ice skates provided by Anytime Ice-Skating. Ms. Gross made a motion to approve the Sponsorship Agreement and the Professional Services Agreement, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Mandatory Direct Deposit of Pay - Notice for all Employees - Clerk-Treasurer Jayne Rhoades explained there are only a few city employees that are not signed up for direct deposit. When the Clerk-Treasurer's office is audited, they recommend that all employees have direct deposit. By doing this, everyone will get paid on the same day and there will not be a delay for those who are waiting on a check in the mail. Ms. Rhoades explained this does not mean the Clerk-Treasurer's office will never write a check, but payroll will be more efficient with mandatory direct deposit. Ms. Gross made a motion to approve the mandatory direct deposit of pay, seconded by Mr. Austin. 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

DPW Superintendent Sally Brown stated her and Mayor Barnett went to the Masonic Home for their monthly meeting to give an update and answer questions about the Wastewater Treatment Plant. Ms. Brown stated Greg Pence was in attendance as well. The meeting went well and individuals asked great questions. Mayor Barnett explained that they have had conversations with Enviroforensics about solar energy and the tax credit the city could potentially receive from the state. Enviroforensics is completing a study about where to put the panels and how much money we can save from solar energy.

City Engineer Mark Richards stated he has the list of 15 alleys for advertisement for paving and reconstruction. The cost estimate for the project is \$310,000.00. There are 3 alleys that will not be completed this year: the alley by Bemis, 150 S Main St, and Yandes street. Mr. Richards requested approval to advertise for the alley project bids. Mayor Barnett made a motion to approve advertisement for bids for the alleys, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried. The second project is for the Community Park basketball and tennis courts. There are significant cracks in the pavement that need repaired. The tennis courts will be converted into pickleball courts. The estimated cost is a little less than \$150,000.00. There will be 2 phases: the asphalt phase and then the reinstallation of equipment. There will likely be 2 different quotes that the city will need to solicit. The city did not receive any bids for this project last year. The project will be paid out of the Board of Works budget and not the Parks Department budget. Mr. Richards requested approval to solicit quotes for this project. Ms. Gross made a motion to approve Mr. Richards moving forward to solicit quotes for the project, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Street Commissioner/Fleet Manager Brett Jones stated there were 5 trees lost after the storm on Friday. Earlywood Drive had a significant amount of debris that the County began to clean up with a snowplow that unfortunately scratched up the road. There was no permanent damage. Mr. Jones stated that overall, the Street Department employees did a great job with clean up.

Sewer Billing Office Manager Sherry Phillips stated she is working on liens for the next meeting.

Chief of Police Kirby Cochran stated they are in the process of hiring 3 officers.

Parks Department Superintendent Chip Orner thanked Mark Richards for his help with the tennis and basketball court repairs. Also, Mr. Orner stated they had more people apply for summer jobs and now the pool is fully staffed for the summer.

City Attorney Lynnette Gray stated the Board of Works needs to address and issue with the drug screening policy in the employee manual. The employee manual does not cover the question of: if someone fails the drug test, when can they reapply for a city job? The drug tests do cost \$35 for new employee screenings. Ms. Gray explained it is up to city officials to decide the policy due to there not being a standard for all municipalities to follow. Board Members agreed that at least a year in between tests would be appropriate. Ms. Gray stated she would work on a resolution to bring back to the Board.

A member from the audience asked about the Yandes Street Project. City Engineer Mark Richards stated they are still dealing with the gas line that Miller Pipeline will be working on this week. The contractor plans to start working on the curbs in 2 weeks. They will begin working on sub-grade this week and next week to create a strong base. The storm sewer work is complete. The completion date is scheduled to be December 1, 2023.

Adjournment

As there was no further business to come before the Board of Works, a motion and a second were made to adjourn at 5:40 p.m.

Respectfully submitted,

Jayne Rhoades, Clerk-Treasurer
Enrolled:3/13/23

Steve Barnett, Mayor

Attest:

Jayne Rhoades, Clerk-Treasurer