

**Board of Public Works and Safety
Regular Meeting Minutes
January 17, 2024**

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, Community Development Director Krista Linke, City Engineer Mark Richards, Street Commissioner/Fleet Manager Brett Jones, Records Clerk Lyv Sundheimer, Clerk-Treasurer Jan Jones, City Attorney Lynnette Gray were also in attendance.

IT Director Rick Littleton was absent.

Mayor Barnett led the Pledge of Allegiance.

Announcements & Public Comments

There were no announcements or public comments.

Consent Agenda

Mayor Barnett presented the consent agenda for approval.

1. Approval of Minutes from meeting held January 2, 2024
2. Board of Works Claims.
 - #010124 BOW Contracts/Utilities in the amount of \$635,298.33
 - #010224 Sewer Contracts/Utilities in the amount of \$23,266.20
 - #010424 RDC-TIF Contracts in the amount of \$293,770.01
 - Gross Payroll in the amount of \$503,866.85
 - #011024 Clothing Allowance in the amount of \$47,000.00
 - Pension Payroll in the amount of \$54,629.35
 - #010824 BOW Contracts/Utilities in the amount of \$132,382.49
 - #010924 Sewer Contracts/Utilities in the amount of \$76,475.73
 - #011224 RDC-TIF Contracts/Utilities in the amount of \$800,197.43
 - #011324 Sewer General Obligations in the amount of \$76,484.99
 - #011424 BOW General Obligations in the amount of \$116,395.99

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

Request approval of sidewalk and parking closure at 40 E. Jefferson Street for Construction from February 19th to February 26th - MADOLI Corporation Jeremy Helms explained his company is doing demolition on the second floor at 40. E Jefferson Street. All of the material will go out the window. Mr. Helms is requesting a trash chute and a dumpster be placed outside the building. Mayor Barnett explained he needs to be place plywood under the dumpster. The plan is to do preliminary demolition and then determine what kind of apartment/offices will be put there. Ms. Gross made a motion to approve the sidewalk and parking closure from February 19th to February 26th, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Request for consideration and approval of design supplement for Wastewater Treatment Plant Expansion - Wessler Engineering Gary Ruston gave a brief overview of the plan for additions to the Wastewater Treatment Plant. Mayor Barnett explained this will be presented at City Council as well and then it will go for approval. Mr. Ruston stated the current Wastewater Treatment Plant was built in 1996. In 2023, the WWTP was at 82% capacity. The goal of the project is to improve efficiency and increase the maximum capacity by 50%. The total cost of the project is \$32.2 million with a time frame of 40 months. Mayor Barnett gave an overview of the expenses for 2024 and the improvements made at the Wastewater Treatment Plant so far. A discussion was held. Mr. Ruston will present at the City Council meeting as well and the Board will make a decision at a future meeting.

Revised Police Department SOP 1.16.1 - SOP 1.16.5 - City Attorney Lynn Gray & Police Chief Cochran explained there was a need to review the evidence collection, retention and disposition policies. The property room at the Police Station was overflowing and needed to be evaluated. These revised SOPs will help clean out the property room so it does not have to be expanded. Ms. Gray thanked Lieutenant Tennell and Kaidon Carter for their help. They reached out to the State Police and other cities to determine the best policies for evidence. Ms. Gross made a motion to approve the revised SOPs including the additions described by Ms. Gray, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Acceptance and execution of Sanitary Sewer Easement (Newkirk Square Townhomes) - Senior Planner Joanna Tennell explained this is due to a sewer main running from the alley to be connected to the units at Newkirk Square Townhomes. Ms. Gross made a motion to approve the

Sanitary Sewer Easement, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Request for approval of Change Orders 5-7 for the Graham Road and Commerce Parkway Roundabout Project - City Engineer Mark Richards stated these 3 change orders will close out the project. Change Order 5 is for a decrease of \$39,311.04. Change Order 6 is for a decrease of \$11,220.00. Change Order 7 is for a decrease of \$2,500.00. Ms. Gross made a motion to approve Change Orders 5-7, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Approval of Resolution 24-01 Resolution Approving the Transfer of Funds to Johnson County, Indiana for Johnson County Public Transportation Service - City Attorney Lynn Gray explained this is a standard payment of \$18,500.00 that the city makes every year. Access Johnson County is now governed by the federal requirements due to an increase in size. The payment now has to go to Johnson County rather than directly to Access Johnson County. Ms. Gross made a motion to approve Resolution 24-01, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Request Approval of Escrow Agreement with Mutual Savings Bank and Envoy Construction - City Attorney Lynn Gray explained this has been in the works for several months. This escrow agreement is for payments for renovations to Fire Station 21 through Mutual Savings Bank. The money is already at Mutual Savings Bank. Ms. Gross made a motion to approve the Escrow Agreement, seconded by Mr. Austin. A voice vote was taken with all members stating aye. The motion carried.

Request approval of Clerk-Treasurer Support Specialist Job Description - Clerk-Treasurer Jan Jones explained all of the Clerk-Treasurer's staff will have the same job description that includes all of the duties of the office. The goal of the new job description is to help promote cross training. Ms. Gross made a motion to approve the job description, 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

Parks Department Superintendent Chip Orner stated the concert series for Summer 2024 will be released on February 1st. The switch to online reservations/memberships has been very successful and has increased activity!

Fire Chief Joshua Snyder stated the fire station remodel is going well.

Community Development Director Krista Linke stated the amount for the economic development fees was received and there will be grant funding opportunities.

Street Commissioner/Fleet Manager Brett Jones stated things have been going well so far with the bad weather.

City Engineer Mark Richards stated an application for the first round of community crossings for 2024 has been submitted. Total cost of the project is about \$2.37 million, and the award would be for 50% of the project cost, if granted. The matching portion by INDOT has been increased from \$1 million to \$1.5 million for 2024. There will be an opportunity to apply for funding up to the \$1.5 million limit during the second call for projects this year. The first call application has been reviewed and accepted by INDOT. Mr. Richards introduced the new Assistant City Engineer Matt McElroy.

DPW Superintendent Sally Brown explained there has been no issues with equipment/water freezing at the WWTP so far.

Chief of Staff Tara Payne reminded everyone to get their tickets for the State of the City Address at the Garment Factory on February 8th.

Ms. Gross and Mr. Austin welcomed Matt McElroy to the city!

Adjournment

As there was no further business to come before the Board of Works, a motion and a second were made to adjourn at 5:43 p.m.

Respectfully submitted,

Jan Jones, Clerk-Treasurer
Enrolled: 01/22/2024

Steve Barnett, Mayor

Attest:

Jan Jones, Clerk-Treasurer