
**MINUTES OF THE WORK SESSION
BOARD OF MAYOR AND ALDERMEN
FRANKLIN, TENNESSEE
CITY HALL BOARDROOM
TUESDAY, NOVEMBER 22, 2011 – 5:00 P.M.**

Board Members

Mayor Ken Moore	P		
Alderman Clyde Barnhill	P	Alderman Margaret Martin	P
Alderman Brandy Blanton	P	Alderman Dana McLendon	P
Alderman Pearl Bransford	P	Alderman Ann Petersen	P
Alderman Beverly Burger	P	Alderman Michael Skinner	P

Department Directors/Staff

Eric Stuckey, City Administrator	P	Shirley Harmon, HR Director	P
Vernon Gerth, ACA Community/Economic Development	P	Mark Hilty, Water Management Director	P
Russell Truell, ACA Finance & Administration		Paul Holzen, Interim Engineering Director	P
David Parker, City Engineer	P	Gary Luffman, BNS Director	P
Kristen Corn for Shauna Billingsley, City Attorney	P	Catherine Powers, Planning & Sustainability Director	P
Rocky Garzarek, Fire Chief		Joe York, Streets Director	P
David Rahinsky, Police Chief		Brad Wilson, Facilities Project Manager	P
Fred Banner, MIT Director	P	Lanaii Benne, Assistant City Recorder	P
Becky Caldwell, Solid Waste Director		Linda Fulwider, Board Recording Secretary	P
Lisa Clayton, Parks Director	P		

1. Call to Order

Mayor Ken Moore called the BOMA Work Session to order at 6:00 p.m. on Tuesday, November 22, 2011 in the City Hall Boardroom.

2. Citizen Comments

None

WORK SESSION DISCUSSION ITEMS

3. Presentation of GIS System

**Fred Banner, MIT Director
Carl Alexander, MIT Department**

Carl Alexander explained how to navigate the GIS system on the computer. Among information available, along with maps and aerial views, are projects, the major thoroughfare plan, stormwater projects, transportation, and water projects. The system has many capabilities such as drawing and measuring, status of TDOT construction, as well as the status of other projects being done in Franklin. Other options are from the Planning page such as the Zoning Ordinance, property information and zoning. Information on Parks, farmers' markets, recycling drop off points and solar probability for buildings in the City. Maps can be printed with mark-ups. The GIS system is on the City website and available to all citizens.

4. Presentation from Building and Neighborhood Services Regarding Short Term Storage Units

Gary Luffman, BNS Director

Gary Luffman and Molly Pike presented pictures as examples of zoning violations pertaining to pods, tractor-trailers, containers and outdoor storage units converted to permanent storage throughout the

City; 150 were found and 30 were removed. Temporary containers are permitted for specified lengths of time. Some construction dumpsters and storage units almost block access to the buildings. Seasonal materials are allowed if they are not in a fire lane. Grease recycling containers are supposed to be screened. Pictures of correctly screened lots and parked trailers were shown as well.

Alderman McLendon suggested sending letters to the violators telling them that pursuant to City code they are in violation. Ask for compliance, and if there are concerns or hardships let the City know. Alderman Blanton agreed. Mr. Luffman responded that they are doing that, but it is getting out of hand. Alderman McLendon commented that if they want to step up enforcement he is in favor of that. Mr. Luffman added that 95% of these violations are in commercial zoning. Mr. Stuckey noted there would be further discussion on the problem.

5.* Consideration of Event Permit for Dickens of a Christmas (Sponsored by Heritage Foundation/Downtown Franklin Association) in Downtown Franklin on December 10-11, 2011

David Rahinsky, Police Chief

No questions or comments

6.* Consideration of Event Permit for Christmas Parade Sponsored by Kiwanis Club on December 3, 2011

David Rahinsky, Police Chief

No questions or comments.

7.* Consideration of Contract 2011-0162, a Contract Between the City of Franklin and idtplans, LLC for Electronic Plan Application Use and Service Level Lease Agreement in an Amount of \$15,000

Vernon Gerth, ACA Community & Economic Development

Digital plan review will reduce paperwork and save considerable time in plan review. The annual lease cost of \$15,000 is included in the current operating budget. Developers have expressed a desire to submit plans electronically as well. Idtplans.com is hosted off-site meaning no hardware other than existing desktop computers is needed. While under the lease, department directors will monitor customer and staff satisfaction and evaluate the programs' effectiveness before a determination is made to continue to lease or purchase the product. Cost to purchase would be considerably more at about \$100,000 plus hardware.

8.* Consideration of Contract Award to Five Points of Franklin, TN and US Able Life of Little Rock, AR for Both Voluntary Employee Benefits and Section 125 Plan Administration, for an Initial One-Year Term of Service to Commence January 1, 2012, with Options to Extend the Term of Service for Up to Two (2) Additional One-Year Terms, for the Human Resources Department (Purchasing Office Procurement Solicitation No. 2012-009, COF Contract 2011-0183

Shirley Harmon, Human Resources Director

Shirley Harmon and Tammie Pitts addressed this item. An RFQ was sent in September. A review was conducted and City consultant Sherrill Morgan made the recommendation. Tammie Pitts explained the programs and noted employees are educated as to the choices. Employees then decide each year if they want to sign up or waive the benefits. These are offered to employees at no cost to the City.

9.* Consideration of Purchasing Green Building and Earthquake Insurance Coverage for Police Headquarters for 2011-2012FY (Insurance Provider Travelers Insurance), Premium Cost \$22,735 with a Credit of Approximately \$11,367.50 and a Refund from Current Insurance Provider of \$8,292.50. Total Cost Approximately \$3,075

Rodney Escobar, Risk Manager

Eric Stuckey explained this is a gap identified in insurance overall. The coverage is important in maintaining a green building for certification, and to provide earthquake coverage.

Lengthy discussion ensued regarding certification, bidding out insurance, and coverage on all City buildings. Mayor Moore concluded the conversation by commenting that certification shows all systems are working as they should and being brought to the correct level for maximum efficiency.

10. **Consideration of Franklin Battlefield Access Road Local Agency Project Agreement for Eastern Flank Battlefield Access Improvements; PIN 114978.00 TDOT Contract 2011-0323, COF Contract No. 2011-0174**

David Parker, City Engineer/CIP Executive

David Parker and Paul Holzen addressed this item. Mr. Parker explained they are working with TDOT to get a shorter description in the contract. The current version is incorrect as it pertains more to the original grant description. Plan to present the design at the next Capital Investment Committee meeting.

11. **Consideration of Agreement Between the City of Franklin and the Tennessee Department of Environment and Conservation for the Removal of Low-Head Dam at City of Franklin Water Intake Facility on Lewisburg Pike, Franklin, TN (COF Contract 2011-0164)**

David Parker, City Engineer/CIP Executive

TDEC will be responsible for the dam removal portion of the project in an amount not to exceed \$189,000, which in turn reduces the City's financial obligation to the project as designed at \$309,641. With other expected in-kind contributions, the City's obligation could be reduced to \$275,781. Eric Stuckey added there is a federal grant in addition to this funding.

Alderman Petersen said people who live in the area have asked about blasting. Mr. Parker noted the intent is not to blast. They prefer to use another method. Eric Stuckey reaffirmed the City is not lessening its ability to draw water from the Harpeth. That has been understood from the beginning.

12. **Consideration of Amendment No. 2 to the Professional Services Agreement with TVG Environmental, Inc. for the Harpeth River Greenway Project COF Contract No. 2011-0073**

David Parker, City Engineer/CIP Executive

David Parker and Paul Holzen addressed this item. Testing was done and it was found the material in question is not hazardous and can be hauled away. Other testing is still in progress. Staff recommends approval of Amendment No. 2 to the Agreement with TVG in an amount not to exceed \$4,200.

13. **Consideration of SR 252 (Wilson Pike) and McEwen Drive Intersection Improvements COF Contract No. 2010-0152, Amendment No. 1**

David Parker, City Engineer/CIP Executive

There are no changes in the cost or timeframe of this project. Since the Agreement with Clinard Engineering was approved in October 2010, Clinard merged with Alfred Benesch & Company and is now known as Alfred Benesch & Company.

14. **Consideration of Amendment No. 1 to Professional Services Agreement with SSR for Resident Inspection Services (COF Contract No. 2010-0004) in an Amount of \$22,000.00 for Downs Boulevard Water Line**

David Parker, City Engineer/CIP Executive

The original project completion date (May 15, 2011) was extended by an additional 111 workdays due to many different factors, such as weather delays, issues concerning a previously unknown dumping site

and contractor delays. Staff recommends approval of the amendment for an amount not to exceed \$22,000.

15. **Consideration of Professional Services Agreement with Jackson Thornton Utilities (COF Contract No. 2011-0179) for Cost of Service/Rate Study for Water, Sanitary Sewer & Reclaimed Water Systems in an Amount Not to Exceed \$53,450.00 for that Work as Described by Attachment A (Water and Sewer) and \$35,200.00 for that Work as Described by Attachment B (Reclaimed Water)**
David Parker, City Engineer/CIP Executive

Mark Hilty and David Parker addressed this item. The study is necessary to continue evaluation of the City's rate structure for water and sanitary sewer services and to initiate evaluation of the City's reclaimed water rates and rate structure.

16. **Consideration of a Contract 2011-0176 for \$24,999 Between the City of Franklin and BRIDGES Domestic Violence Center of Williamson County for Delivery of Services Related to the 2011-12 CDBG Homeless Prevention Program**

Vernon Gerth, ACA Community & Economic Development
Kathleen Sauseda, Interim Housing Development Coordinator

No questions or comments

ADJOURN

Alderman Burger moved to enter Executive Session. Seconded by Alderman Barnhill. Motion carried unanimously. Board entered Executive Session at 6:15 p.m.

Mayor Ken Moore

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - 2/14/2012 8:34 AM