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**MINUTES OF THE WORK SESSION  
BOARD OF MAYOR AND ALDERMEN  
FRANKLIN, TENNESSEE  
CITY HALL BOARDROOM  
TUESDAY, OCTOBER 8, 2013 – 5:00 P.M.**

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**Board Members**

Mayor Ken Moore	P		
Alderman Brandy Blanton	P	Alderman Margaret Martin	P
Alderman Clyde Barnhill	P	Alderman Dana McLendon, Vice Mayor	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	Lisa Clayton, Parks Director	P
Vernon Gerth, ACA Community/Economic Dev.	P	Shirley Harmon, HR Director	P
Russell Truell, ACA Finance & Administration		Mark Hilty, Water Management Director	P
David Parker, CIP Executive/City Engineer		Paul Holzen, Engineering Director	P
Shauna Billingsley, City Attorney	P	Catherine Powers, Planning/Sustainability Dir.	P
Rocky Garzarek, Fire Chief		Joe York, Streets Director	P
David Rahinsky, Police Chief	P	Brad Wilson, Facilities Project Manager	P
Fred Banner, IT Director		Lanaii Benne, Assistant City Recorder	P
Chris Bridgewater, BNS Director		Linda Fulwider, Board Recording Secretary	P
Becky Caldwell, Sanitation Services Director			

**1. Call to Order**

Mayor Ken Moore called the Work Session to order at 5:00 p.m.

**2. Citizen Comments**

None

**WORK SESSION DISCUSSION ITEMS**

**3. Presentation by Granicus of Agenda Management Software**

**Vernon Gerth, ACA Community & Economic Development  
Lanaii Benne, Assistant City Recorder**

Eric Stuckey related this is an opportunity to look at an agenda management process to develop and distribute agendas and convey the information to the public. Granicus is a widely used product that matches City needs. The software can be purchased through a State Contract. At this point, only the software is being considered. Hardware will be considered later.

Lanaii Benne commented that the software program would help sustainability as well by eliminating the almost two-day process of preparing packets using reams and reams of paper. Ms. Benne introduced Michelle Cooper of Granicus who joined the meeting via electronic means.

Ms. Cooper gave a brief history of the company. The software for agenda assembly and

management is Legistar (Legislative Management Suite). The process was displayed on the SmartBoard as she explained how the software works and the many advantages associated with its use.

Questions included:

- Hardware to view large plans and maps (that will be looked at when hardware is considered).
- How can the Aldermen make notes on different pages of the paperless agenda as they now do when they write on the various documents? Ms. Cooper explained how that can be done as well as the features that allow e-mailing notes, searching for old meetings, etc.

The State of Tennessee uses this software as well as several cities in Tennessee. It is a very successful program.

**4.\* Consideration of Event Permit Application from Ragnar Events for Ragnar Relay Tennessee on October 26, 2013**

**David Rahinsky, Police Chief**

No questions or comments.

**5. Consideration of Contract Award to Kronos, Inc. of Chelmsford, MA in the Estimated Total Approximate Amount of \$384,394.50 Non-Recurring Cost and \$58,270 Per Year Recurring Cost for Kronos Workforce Central Suite Human Resources Information System (Purchasing Office Procurement Solicitation No. 2013-003; \$100,000 Budgeted in 110-89550-41650 for Fiscal Year 2014; Contract No. 2013-0127)**

**Shirley Harmon, Human Resources Director**

Postponed to November 12, 2013.

**6.\* Consideration of RESOLUTION 2013-68, A Resolution to Amend the Table of Organization for the Human Resources Department Relative to Assistant Human Resource/Benefits Division**

**Shirley Harmon, Human Resources Director**

Human Resources requests:

- The positions of Assistant Human Resources Director and Benefits Manager be combined to the position of Assistant Human Resources Director/Benefits Manager
- Reclassify (rename) the Human Resources Analyst and the Benefits Analyst to the more appropriate title of Human Resources Generalist
- Add position of Benefits Technician in place of the Benefits Manager position
- Have the two Human Resources Technicians report to the Employee Relations Manager

No additional funding required; should actually reduce the cost of personnel in HR. Personnel realignment necessary because of numerous changes in benefits due to the Health Care Reform Act.

**7.\* Consideration of the Maintenance Agreement (COF Contract No. 2013-0183) with the United States Geological Survey (USGS) for the Operations and Maintenance of the Harpeth River Gauging Stations at a Cost of \$14,460.00**

**David Parker, City Engineer/CIP Executive**

Continues arrangement with the USGS. There was some discussion regarding the possibility

of putting a gauging station at the withdrawal site.

**8.\* Consideration of Engagement Contract with Hall and Associates (COF Contract Number 2013-0185)**

**Shauna Billingsley, City Attorney**

Postponed to November 12, 2013.

**9.\* Consideration of ORDINANCE 2013-49, To Be Entitled “An Ordinance to Rezone +/- 43.20 Acres to the Height Overlay District (HTO) for the Property Located at 9009 Carothers Parkway”**

**Alderman Ann Petersen, FMPC Representative**

Catherine Powers noted all the area around this property is zoned HTO.

**10.\* Consideration of ORDINANCE 2013-37, To Be Entitled “An Ordinance to Rezone ±.29 Acres From Historic Core Residential District (R-6) To Residential Variety District (RX) for the Property Located at 411 Cummins Street”**

**Alderman Ann Petersen, FMPC Representative**

Favorable recommendation from the Planning Commission.

**11. Consideration of RESOLUTION 2013-54, To Be Entitled “A Resolution Approving a Development Plan for the Cottages on Cummins Street PUD Subdivision, Located at 411 Cummins Street, by the City of Franklin, Tennessee”**

**Alderman Ann Petersen, FMPC Representative**

Development Plan received favorable recommendation from the Planning Commission.

**12. Discussion and Consideration of Establishing a Fire Suppression System Access Recapture Program for Several Historic Properties Located on the West Side of Main Street Between Third and Fourth Avenues**

**Vernon Gerth, ACA Community & Economic Development**

Small business owners encounter challenges when expanding the use of an existing building in the City’s historic downtown. Seeking direction from the Board on establishing a Fire Suppression System Access Recapture Program for owners of property located on the west side of Main Street between Third and Fourth Avenues.

◆ Vice Mayor McLendon joined the meeting at 5:54 p.m.

The renovation of the former Gray’s Drugstore brought to light this need since the existing water service was not adequate to service the property and its expanded use. A new water line was needed in the alley located behind the building. John Ring, the owner of the adjacent building, agreed to install the new water line at a cost of \$100,000. After Mr. Ring installed the new water line, the line was dedicated to the City for future maintenance. The line is accessible to the other building owners in the area should they elect to expand or increase the use of their building.

The majority of the historic structures share common walls and are wood frame construction, which are very susceptible to fire. When owners consider changing the existing use to a more intensive use and expand to upper floors, renovation plans typically require the installation of a fire suppression system. In this instance, a Fire Suppression System Access Recapture Program would include the ability for Mr. Ring to recapture cost from other property owners that benefit from the water line, although Mr. Ring understands he may not recoup the costs.

Discussion ensued on various aspects of the program.

Staff requests BOMA allow further research into establishing a Fire Suppression Program and bring it back to a future work session.

### **13. Discussion Regarding Annexation Process**

**Vernon Gerth, ACA Community & Economic Development  
Catherine Powers, Planning & Sustainability Director  
Jonathan Langley, Long-Range Planning Supervisor**

The City has not had a request for annexation of a large tract for quite some time and not since the new Zoning Ordinance has been in place. There is now a request to annex roughly 400 acres of the property known as the Rogers Property. Staff would like to review a recommended procedure for annexation by implementing a checklist from the MTAS Annexation Manual, and information gleaned from a staff trip to Cary, North Carolina.

The first steps would be:

1. Applicant/owner submits a letter to city requesting annexation
2. Annexation Review Team meeting coordinated by the Planning Department
3. Draft Plan of Services prepared by the Annexation Review Team

The Plan of Service is done by Resolution and outlines the services to be provided to the annexed area, and the timing of those services (Police and Fire protection, water and sanitary sewer services, road and street construction and repair, recreational facilities, street lighting, zoning, etc.).

Staff plans to introduce the draft Plan of Service for discussion at a Work Session (possibly November 12). Comments will be taken during the Public Hearing on the Resolution.

### **14.\* Consideration of Change Order in the Approximate Amount of \$17,246.00 to COF Contract 2012-0195 with Southeast Contractors, Inc. to Provide Additional Electrical Service Work for the City of Franklin Data Center Expansion Project Located at the Police Department**

**Brad Wilson, Facility Projects Manager**

The Change Order is to finish the Server Room Project that was in last year's budget.

### **15. Discussion Regarding Stormwater Regulation Reviews**

**David Parker, City Engineer/CIP Director  
Paul Holzen, Engineering Director**

This is to consider updating and modifying Ordinance 2013-48 regarding the City's Green Infrastructure Runoff Reduction Requirements and clarifying existing terms. Target date for implementation is January 2014.

Staff recommends approval of Ordinance 2013-48 as presented, and that staff work to establish a professional services agreement with an outside resource to support further review of the City's stormwater regulations, particularly as it relates to stream buffers. This review would involve input from an advisory group that would be open to design professionals, developers, and citizens. Mr. Holzen said the ordinance change was published for comment for 25 days and they did get some comments on smaller things they will implement. They need to look at issues to clarify, clean up, and bring back to committee.

Discussion:

- Important to have someone on board to fill the vacancy of Stormwater Coordinator.
- Mr. Holzen noted Jeff Willoughby has been named Interim Stormwater Coordinator.
- Alderman Burger recommended hiring a stormwater engineer rather than a biologist.
- Alderman Skinner disagreed saying evaluation of streams is not just about engineering, biological concerns come into play as well. Most of the streams and rivers here are impaired, so need both for recovery.

**16. Consideration of Term Amendment to Harpeth Valley Utility District Contract  
David Parker, City Engineer/CIP Executive**

HVUD expressed interest in amending the City's contract with them to a term of 40 years. Per Franklin City Charter, the City is limited to a 30 year contract term. Since the current 30 year contract has 15 years left, staff recommends BOMA approve the contract amendment contingent on adding 15 years thereby changing the contract term to 30 years. Overall, the City purchases approximately two-thirds of its water annually from HVUD.

**17. Acknowledge Report of Sole-Source Purchase of 500 Sensus Model 520M Water Meter Transceiver Units (MXUs) from the C. I. Thornburg Co., Inc. of Nashville, TN in the Total Amount of \$67,500 for the Water Distribution Division of the Water Management Department (\$100,000 Budgeted for Water Meter Supplies in 421-83680-52102 for Fiscal Year 2014)**

**Mark Hilty, Water Management Director**

These MXUs work with the present system and will work with the newer system as well.

**ADJOURN**

Work Session adjourned @ 6:45 p.m.

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Dr. Ken Moore, Mayor

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - 11/26/2013 1:35 PM