

**MINUTES OF THE WORK SESSION
BOARD OF MAYOR AND ALDERMEN
FRANKLIN, TENNESSEE
CITY HALL BOARDROOM
TUESDAY, SEPTEMBER 9, 2014 – 5:00 P.M.**

Board Members

Mayor Ken Moore	P		
Vice Mayor Ann Petersen	P	Alderman Beverly Burger	P
Alderman Clyde Barnhill	P	Alderman Dana McLendon	P
Alderman Brandy Blanton	P	Alderman Margaret Martin	P
Alderman Pearl Bransford	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, Human Resources Director	P
Russell Truell, ACA Finance & Administration	P	Mark Hilty, Water Management Director	P
David Parker, City Engineer/CIP Executive	P	Paul Holzen, Engineering Director	P
Shauna Billingsley, City Attorney	P	Catherine Powers, Planning & Sustainability Director	P
Rocky Garzarek, Fire Chief	P	Joe York, Streets Director	P
Deb Faulkner, Interim Police Chief	P	Brad Wilson, Facilities Project Manager	
Fred Banner, IT Director		Jonathan Marston, Staff Engineer III	P
Chris Bridgewater, BNS Director	P	Lanaii Benne, Assistant City Recorder	P
Becky Caldwell, SES Director	P	Linda Fulwider, Board Recording Secretary	P

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. **Update Regarding Replica Gun Carriages on the Square**
Joe York, Streets Director
Eric Stuckey noted this is a combined effort with the community, preservation organizations, in-kind donations and the City and thanked all involved. The inner circle of the square will be closed tomorrow morning at 5:00 a.m. A crane will be in place, and work will begin at 6:00 a.m. to remove the concrete on which the cannons currently rest. Randy Whidby constructed wooden frames to hold the cannons until the carriages are in place.

Sam Whitson thanked all involved. The carriages are being cast this week and will be delivered in mid-October. A dedication ceremony is planned at the end of the Veteran's Day Parade on Tuesday, November 11, 2014.
4. **Consideration of Event Permit Application for Pumpkinfest to be Held in Downtown Franklin on October 25, 2014.**
Deb Faulkner, Interim Police Chief
Krista Dial, Heritage Foundation and Kristy Williams, Downtown Franklin Association were present. There were no questions or comments.

5. Discussion Regarding City Judge Appointment Process

Eric Stuckey, City Administrator

The City posted notice of its intent to appoint a City Judge and 19 applications were received. Nine applicants met or exceeded qualifications and were interviewed by a panel consisting of Shauna Billingsley, Chris Bridgewater, Lawrence Sullivan David Prather, and Chris Clausi. The top four applicants, based on score, were invited for a second interview with Eric Stuckey, Shauna Billingsley, Lawrence Sullivan, and Shirley Harmon. One of the candidates was chosen by unanimous vote to be recommended to BOMA to serve as City Judge for a term of four years. Any of the final four would do an outstanding job, but they felt this candidate (Deana Hood) was the best match overall. Term limits were not specified when the last judge was appointed 27 years ago; therefore, it was deemed appropriate to add a term limit. A judge could be reappointed, if the Board so desired, at the end of the four-year term. The interviews were videotaped and were available for aldermen review.

Mayor Moore asked if the aldermen were comfortable proceeding with this recommendation. If so, an ordinance for appointment and term will be drafted.

Discussion:

- Alderman Burger took issue that staff acted and made a recommendation without the Board first seeing the videos and providing input. She wondered if BOMA was just a rubber stamp. She added that most of the candidates are well-qualified and are upstanding people in the community. At this point, after viewing the videos and recommendations she was not sure she would support the recommendation of the committee.
- Alderman Martin said she appreciated the work the committee did and the recommendation.
- Alderman Barnhill liked the addition of the four-year term, and had no problem with the recommendation or any of the other candidates.

6.* Consideration of Agreement Between the City of Franklin and Milcrofton Utility District to Provide Electrical Service to a City of Franklin Emergency Siren Located at 9336 Clovercroft Road (Tax Map 061, Parcel 9.03) (COF Contract No. 2014-0212)

Rocky Garzarek, Fire Chief

Todd Horton, Deputy Fire Chief

The cost is \$16.60 per month for the power feed. Probably the same cost the City would incur if the power were on a pole. The power will come from Milcrofton's pump station at that location.

7. Consideration of Amendment No. 1 to Professional Services Agreement (COF Contract No. 2013-0135) with Clough, Harbour & Associates (CHA) Consulting, Inc. for the Major Thoroughfare Plan – A Comprehensive Transportation Network Approach Project for an Additional Not to Exceed Fee of \$124,900.

Catherine Powers, Planning & Sustainability Director

Paul Holzen, Engineering Director

Emily Hunter, Planning & Sustainability Supervisor

The City experienced a substantial rise in development over the past two years that is expected to continue over the next several decades. For that reason, it imperative to coordinate land use planning, including density distribution to the Transportation Network to manage further growth.

★ Alderman McLendon joined the meeting at 5:22 p.m.

Key elements of the contract amendment will include the following:

- Analysis of existing land use and coordination with the Transportation Study.
- Character Analysis for context massing and density of existing developments.
- Future Land Use Mapping coordinating with the Transportation Study, Build-Out analysis, and graphics of character and road sections
- Recommendations for Land Use revisions, possible zoning changes, recommended development patterns tied to infrastructure and transportation.

- Public engagement and coordination of mini-Charrettes as well as online collaboration project website and social media integration.
- Report to FMPC and BOMA regarding the results of all activities described above.

The amount budgeted was \$150,000 and the amendment is not to exceed \$124,900, making it about \$25,000 less than budgeted.

8.* Consideration of Joint Funding Agreement (COF Contract No. 2014-0232) with the U.S. Department of the Interior Geological Survey for the Operation of Gauging Stations in the Amount of \$14,460.00.

David Parker, City Engineer/CIP Executive

The City is required to approve this contract annually as it is not renewable. There are two gauging stations, one at Murfreesboro Road @ Highway 96 bridge, and one just west of Franklin Road. The information from the two stations is used to determine the discharge limits for the Franklin Water Reclamation Plant, the withdrawal rate for the Franklin Water Treatment Plant, for the historical records of the daily flows in the river, and to meet permit elements. These gauging stations have been in place for many years.

9.* Consideration of RESOLUTION 2014-63 To Be Entitled: "A Resolution to Submit the Project Initiation Form and Checklist to the Tennessee Department of Transportation Local Programs Development Office for the Columbia Avenue (SR 6/US 31) Widening Project."

David Parker, City Engineer/CIP Executive

Paul Holzen, Engineering Director

Jonathan Marston, Engineer III

The process has started with TDOT. They have committed to covering the required 20% match associated with the cost of this project. The 80% match will come from federal sources. The Project Initiation Form and Checklist must be submitted prior to receiving a contract with TDOT.

There was some discussion whether this was being put ahead of Mack Hatcher. It is not. Mack Hatcher is much closer to being ready for bid. It will take at least five years to start on Columbia Avenue. Staff is trying to keep this going forward to make it ready for bid when the funding comes. Funding comes in at different times for different projects. Should there be a huge cut of federal highway funding, projects across the United States will be stalled. The important thing is to have these projects ready when the funding is available.

Paul Holzen provided an overview of the project that begins at Mack Hatcher Parkway and ends at Downs Boulevard:

Mack Hatcher to Southeast Parkway

Sidewalk	Grass Strip	Curb & Gutter	Bike Lane	Traveled Way (2 Lanes)	Turn Lane	Traveled Way (2 Lanes)	Bike Lane	Curb & Gutter	Grass Strip	Sidewalk
5'	3.6'		4'	24'	12'	24'	4'		3.6'	5'
92' Proposed Right-of-Way										

* Alderman McLendon left the meeting

Southeast Parkway to Alpha Drive

Sidewalk	Grass Strip	Curb & Gutter	Bike lane	Traveled Way (2 Lanes)	Curb & Gutter	Grass Median	Curb & Gutter	Traveled Way (2 Lanes)	Bike Lane	Curb & Gutter	Grass Strip	Sidewalk
5'	6'		4'	24'		14'		24'	4'		6'	5'
105' Proposed Right-of-Way												

Alpha Drive to Confederate Drive

Sidewalk	Grass Strip	Curb & Gutter	Traveled Way (2 Lanes)	Curb & Gutter	Grass Median	Curb & Gutter	Traveled Way (2 Lanes)	Curb & Gutter	Grassy Strip	Sidewalk
5'	6'		24'		14'		24'		6'	5'
97' Proposed Right-of-Way										

As proposed at Alpha Drive, with the close proximity to Century Court – a right in-right out. No left turn both ways between Southeast Parkway and Alpha Drive. Potential for additional roadways because of this. Bike lanes dropped. Beasley Drive right in-right out. Alderman Barnhill asked why the grass median couldn't be a turn lane. Mr. Parker responded the grass median is for safety.

Confederate Drive to Downs Boulevard

Sidewalk	Grass Strip	Curb & Gutter	Traveled Way (2 Lanes)	Turn Lane	Traveled Way (2 Lanes)	Curb & Gutter	Grass Strip	Sidewalk
5'	3.6'		24'	12'	24'		3.6'	5'
84' Proposed Right-of-Way								

At Confederate Drive road transitions to five lanes to Downs Boulevard.

10. Discussion Regarding the Nashville Area Metropolitan Planning Organization 2040 Regional Transportation Plan Call-for-Projects.

Paul Holzen, Engineering Director

Mr. Stuckey said the City had received a project call. Staff took existing projects as a starting point and it is still a working list. The 25-year outlook was updated in terms of the Regional Transportation Plan (RTP). Jonathan Marston is involved with the RTP, and Mayor Moore with the MPO.

The prioritized list of current projects listed in the City of Franklin in the current Transportation Improvement Program (TIP) and 2035 Regional Transportation Plan:

1. Columbia Avenue (SR-6/US-31) South Widening
2. Franklin Greenway Bicentennial Park
3. Franklin ITS Infrastructure
4. McEwen Drive Widening – Phase 4
5. Hunters Bend Elementary School
6. Goose Creek Bypass (SR-248) Widening
7. Lewisburg Pike (SR-106/US-431) Widening – Phase 3

The prioritized listing of proposed projects located in and adjacent to the City of Franklin requesting inclusion in the 2040 Regional Transportation Plan:

1. Mack Hatcher Parkway (SR-397) – Northwest Quadrant
2. Mack Hatcher Parkway (SR-397) Widening – Southeast Quadrant
3. Lewisburg Pike (SR-106/US-431) Widening – Phase 1
4. Long Lane & Old Peytonsville Road Connector Bridge and Approaches
5. Murfreesboro Road (SR-96) Sidewalk
6. New Highway 96W (SR-96W) Sidewalk
7. Harpeth River Greenway – Pinkerton Park to Eastern Flank Battlefield
8. Spencer Creek Greenway – Aspen Grove Park to Mack Hatcher Parkway (SR-397)
9. McEwen Drive East Extension (Phase 5)
10. Peytonsville Road Extension – Long Lane to Carothers Parkway Extension
11. Carothers Parkway Extension - Long Lane to Peytonsville Road Extension
12. Harlinsdale Park Pedestrian/Bicycle Connector

Discussion:

- Alderman Martin pointed out Franklin Road is not listed. Mr. Stuckey said what she is referring to is Streetscape which is not eligible for federal dollars. The State has enhancement funding. State and federal funding are not the same.
- Mr. Marston pointed out that there are 10 member counties, each with lists. Probably not all the 15 already on our list will make the MPO list.
- Alderman Burger asked about McEwen Phase IV. Mr. Marston responded that several projects are not eligible. Phase IV isn't eligible even though it is regionally important. Alderman Burger wants it on the 2025 list so the State can look at the one lane tunnels, school, and the additional development. Mr. Parker said most of that road is in the County and they should put it on their list.
- Mr. Marston will advise the Board when the MPO and RTP meetings are scheduled.
- Vice Mayor Petersen asked if any of the Carothers Corridor between Highway 96 and Moores Lane is eligible for funding. Mr. Holzen replied there are no major issue there now, it will take a while for the whole area to develop out.
- Mr. Marston encouraged to Board to go to the MPO website and read the explanations of eligibility. It is important to make sure to match up with funding levels.
- Mr. Stuckey recapped what the aldermen want on the lists: Franklin Road Streetscape (not optimistic), Wilson Pike Overlay with Brentwood, Williamson County and the State, Carothers Corridor, and McEwen Phase IV.
- Alderman Barnhill added that South Carothers needs priority now; Mack Hatcher first and then South Carothers.

11. **Consideration of RESOLUTION 2014-38, a Resolution to Adopt a Sponsorship Policy to Encourage Contributions and In-Kind Support for Specific City Properties and City Sponsored Events.**

Lisa Clayton, Parks Director

Monique McCullough, Public Outreach Specialist

Lisa Clayton and Monique McCullough are working on a Sponsorship Policy for City Properties and City-Sponsored Events and have consulted with the Law Department as well. They presented a draft policy for review and seek the go-ahead to move forward with the resolution.

With all of the programs and events that take place and as the City continues to grow, it is important to have a policy in place when these opportunities arise. Guidelines are especially important for City property with conservation easements. The policy defines "Sponsor", "Sponsorship", and "Sponsorship Agreement". Authorization, Responsibility, Third Party Fund Raising, Criteria for Sponsorships, Prohibited Sponsors, Recognition of Sponsors, Changes and Replacements, and Additional Rights and Limitations of City and Sponsor are all covered in the policy.

Mr. Stuckey mentioned such sponsorship occasions have included Hyundai enhancing the Fourth of July fireworks and Nutro providing City dog park enhancements.

In the proposed program, a committee would periodically recommend to the City Administrator which special events and public improvements to include and possible sponsors. Approved sponsors would enter into an agreement with the City. The City Administrator would notify the Board of any sponsorships under \$25,000. Sponsorships over \$25,000 would require Board approval.

Alderman Burger referred to page 2 regarding donations received by the City from sponsors accounted for in a "Sponsorship Reserve" account maintained by the Finance Department and asked what would be done with those funds. Would they be used for parks?

Ms. McCullough noted they would be held for a fiscal year and then go into the General Fund. Ms. Clayton said there is rarely any money left over with sponsorships and events.

Alderman Bransford referred to "Prohibited Sponsors" and asked if there is the potential for conflict of interest of those who want to do business with the City, mainly if there would be a large bid coming in or something of that kind. Mr. Stuckey responded they would need to very aware of that.

At this point they are asking for approval to keep going forward to bring back to BOMA.

12. **Presentation of 2013-2014 Consolidated Annual Performance Evaluation Report (CAPER).**

**Chris Bridgewater, Building & Neighborhood Services Director
Kathleen Sauseda, Housing Coordinator**

The City is an "entitlement city" as recognized by HUD, making the City eligible to receive Community Development Block Grant (CDBG) funding. One of the responsibilities is creating an outline of how the City plans to spend the funds and at the end of the fiscal year report exactly how the funds were spent. The program benefits low and moderate income families. The only action required by BOMA is to acknowledge the report is accepted for the record.

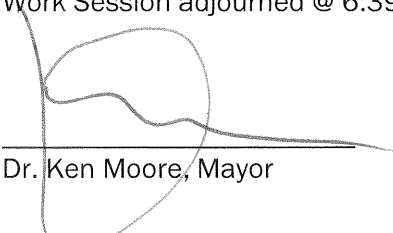
13. **Discussion Regarding Declared Official Holidays for City of Franklin Employees (Article XVIII, Section A. Holidays of the Human Resources Manual).**

Eric Stuckey, City Administrator

For many years the City has declared 11 official holidays when City offices are closed, with the exception of employees involved in 24-hour operations (Police, Fire, Water/Sewer plant operations). The proposal is to eliminate Presidents' Day (the third Monday in February) as a holiday and in its place offer employees two personal days. Financially it benefits the City because the two days are spread throughout the year and helps employees when it comes to family needs or unexpected bad weather. This would be effective January 1, 2015.

ADJOURN

Work Session adjourned @ 6:39 p.m.



Dr. Ken Moore, Mayor

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - updated 9/22/2014 4:33 PM