



Meeting Minutes

Work Session

Tuesday, June 11, 2024

5:00 PM

Board Room

CALL TO ORDER

Mayor Ken Moore called the meeting to order at 05:00 PM

Board Members Present: Clyde Barnhill, Patrick Baggett, Brandy Blanton, Matt Brown, Beverly Burger, Greg Caesar, Ann Petersen, Jason Potts

Board Members Absent: None

Staff Present: Eric Stuckey, Mark Hilty, Vernon Gerth, Shauna Billingsley, Angie Skarp

CITIZEN COMMENTS

Comments on agenda items may be made in person at City Hall or by emailing recorder@franklintn.gov before noon on the day of the meeting. Comments will be submitted for the record.

WORK SESSION DISCUSSION ITEMS

1. ***Consideration Of Ordinance 2024-24, An Ordinance To Add A New Chapter 11 To Title 5 Of The Franklin Municipal Code To Create A Billing And Licensing Department And An Office Of The Billing And Licensing Director**

Sponsors: Eric Stuckey

Mr. Stuckey proposed adjustments to the City organizational chart as part of the FY2025 budget that will reclassify the Revenue Management office to the Billing and Licensing Department. Currently, the office of Revenue Management exists as a division of the Finance and Administration Department of the City. The office consists of 14 full-time and 2 part-time employees who are responsible for many functions, including timely collection, recording, and depositing of all utility payments, various taxes and fees, and miscellaneous receipts of the City, administering the City's business license program, overseeing and managing the City's beer permitting process, and assisting in the development of financial policies and procedures for the City. Additionally, the City Court office, which consists of 2 full-time and 1 part-time employee, is included in the Revenue Management organizational chart. There are a total of 19 employees within the proposed department.

Vice Mayor Brown expressed support for this proposed organizational change.

Alderman Burger asked about the financial impact of this change, since Ms. Davey will now be a director. Would there not be a bump in compensation?

Answer: Her role remains the same, so there are no changes to her pay grade at this time. However, it will be looked at next fiscal year.

The item is planned for the June 11, 2024 Board of Mayor and Aldermen Meeting for consideration on First Reading.

2. ***Consideration Of Resolution 2024-44, A Resolution Authorizing Staff To Pre-Order Certain Equipment Proposed To Be Appropriated In The FY 2025 Budget**

Sponsors: Mark Hilty

Mr. Stuckey introduced the item. As the City of Franklin continues to refine a sustainable fleet replacement program, staff has identified ongoing ordering issues associated with larger equipment including vacuum trucks and platform trucks. In interactions with vendors for these types of equipment, the issue continues to be the lead time for ordering, assembling and delivering the equipment, which can take the majority of a fiscal year, resulting in the continued use, maintenance and incurred expenses associated with older equipment.

The vacuum truck used by the Streets Department Stormwater Division is 20 years old and is a necessary piece of equipment to maintain the municipal separate storm sewer system (MS4). The platform truck is used for traffic signal maintenance and is also approximately 20 years old. It is anticipated that the total financial impact will be \$183,970 (General Fund) for the platform truck and \$498,536 (Stormwater Fund) for the stormwater vacuum truck, totaling \$682,506.00. Funding is proposed to be incorporated into the FY25 budget.

Staff recommends that the Board of Mayor and Aldermen approve Resolution 2024-44, authorizing staff to pre-order the specified equipment for delivery in FY 2025.

The item is planned for the June 11, 2024 Board of Mayor and Aldermen Meeting for consideration.

3. ***Consideration Of COF Contract No. 2023-0182, With PMA Management Group To Extend Third-Party Administrator Services For City Of Franklin Self-Insured Workers Compensation Program**

Sponsors: Kevin Townsel, Sara Sylvis

Mr. Stuckey introduced the item. The City of Franklin implemented a self-insured workers compensation program on July 1, 2020. After an RFP process, City staff recommended and the Board approved the award of COF Contract No. 2020-0120 for third party administrator services to PMA Management Group. Contract 2023-0182 was issued to provide for the anticipated extensions of the contract with PMA Management Group for FY24 and FY25.

The item is planned for the June 11, 2024 Board of Mayor and Aldermen Meeting for consideration.

4. ***Consideration Of Amendment 1 To COF Contract No. 2023-0182, With PMA Management Group To Extend Third-Party Administrator Services For City Of Franklin Self-Insured Workers Compensation Program**

Sponsors: Kevin Townsel, Sara Sylvis

The item was heard concurrently to Item 3. This item is planned for the June 11, 2024 Board of Mayor and Aldermen Meeting for consideration.

5. **Discussion Regarding The City Of Franklin Capital Investment Program**

Sponsors: Eric Stuckey, Paul Holzen, Lisa Clayton

Mr. Stuckey explained that the purpose of this discussion was to review the CIP ranking sheet results and determine which projects need to be removed or reprioritized. Paul Holzen, Engineering Director, added some urgency because a few projects currently on our approved capital program are ready to move into the right-of-way acquisition phase. These projects include the Long Lane Overpass Project and the Mallory and Liberty Intersection Project. To keep these projects moving forward, it's critical for the Board to provide guidance on our current list of projects. Once complete, staff can work with the Board to evaluate funding and select additional projects to be included in the Capital Investment Program.

After discussions, the Board decided to keep the Long Lane and Old Peytonsville Connector in the Capital Investment Program. However, it shall be reduced in size and scope. This reduced project would still provide the intended connectivity, while reducing the estimated total completion costs from \$45,700,000 to \$28,200,000.

The Board unanimously decided not to proceed with the Carlisle Lane Project. It will be removed entirely from the upcoming FY 2024-2033 CIP, as the total estimated completion costs had risen to about \$20,000,000.

The following sidewalk/multi-use trail projects shall be funded through the environmental, design, and right-of-way phases, to best position these projects to pursue and obtain state and/or federal grant funding:

- Greenway Aspen Grove Park to Mack Hatcher
- Mack Hatcher Parkway Trail
- Greenway from Pinkerton Park to Franklin Road Bridge
- Lewisburg Multiuse Trail Phase 2 (Carriage Park Drive to Collins Farm)
- Lewisburg Multiuse Trail Phase 3 (SR397 to Carriage Park Drive)

6. Presentation On And Discussion About The Draft Right-Of-Way Plans For The "Liberty Pike & North Royal Oaks Boulevard/Mallory Lane Intersection Improvements" Project (COF Project No. 2017-005)

Sponsors: Paul Holzen, Jonathan Marston, David Hodnett, William Banks

Paul Holzen, Engineering Director, and Jonathan Marston, Assistant Director of Engineering, introduced the item. Following the approval of the 2019-2028 Capital Investment Program (CIP), the Board approved a Professional Services Agreement (PSA), COF Contract No. 2019-0261, with Volkert on September 10, 2019, to redesign the Mallory-Liberty project with multi-lane roundabout intersections at the primary intersection of Liberty Pike and North Royal Oaks Boulevard / Mallory Lane and the secondary intersection of Liberty Pike and Stanwick Drive. This PSA also included an update to the survey, basic utility relocation designs, subsurface drainage investigation & design along North Royal Oaks Boulevard, and landscape plans for the roundabout center islands. The total contract ceiling of this PSA is \$466,295.

As design was progressing, staff requested additional services, specifically Subsurface Utility Engineering (SUE), to better determine the location of existing underground utilities, which should help mitigate potential conflicts with proposed infrastructure. The primary goal being to avoid costly delays during construction due to unnecessary design conflicts. Therefore, the BOMA approved a PSA, COF Contract No. 2021-0271, with Ground Penetrating Radar Systems, LLC (GPR) on November 23, 2021 for the amount of \$44,250. This information has been integrated into the current design.

City staff worked with the designer to get the project ready for the presentation of draft right-of-way plans at a public meeting. After review of the plans by staff and corrections by the designer, the right-of-way plans are ready to be presented to the public. Following any minor revisions and coordination with affected utility providers, the next major step is to move into right-of-way and easement acquisition. However, staff first wanted to present the draft right-of-way plans to the BOMA and allow them to finalize the ongoing re-prioritization of the CIP, before moving the project forward.

Mayor Moore asked the Board for guidance on how to direct Staff to proceed with these right-of-way plans.

Vice Mayor Brown would love to see some examples of roundabouts being used in such proximity to schools.

Alderman Blanton does not support the roundabout in a densely populated area such as this. She also expressed concern about the kids leaving school navigating this roundabout. It is a safety issue.

Alderman Burger argued that the entire point of utilizing roundabouts is to increase safety. Hence, she would also like to see examples of their use in school zones.

Alderman Caesar and Alderman Potts agreed that safety is the main issue to consider for this project.

- Alderman Potts suggested adding educational material on roundabouts to the new driver education at nearby high schools.

7. Discussion Of Board Of Mayor And Aldermen Pay

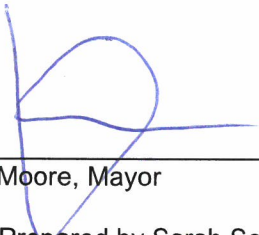
Sponsors: Alderman Beverly Burger

This item was not discussed due to time constraints.

OTHER BUSINESS

ADJOURN

Work Session Adjourned @ 6:56 PM



Dr. Ken Moore, Mayor

Minutes Prepared by Sarah Schilling, Assistant Deputy City Recorder, City Administrator's Office - 6/18/24, 3:00PM