

---

**MINUTES OF THE WORK SESSION  
BOARD OF MAYOR AND ALDERMEN  
FRANKLIN, TENNESSEE  
CITY HALL BOARDROOM  
TUESDAY, FEBRUARY 24, 2009 – 5:00 P.M.**

---

**Board Members**

Mayor John Schroer	P	Alderman Dana McLendon	P
Alderman Clyde Barnhill	<b>A</b>	Alderman Ken Moore	P
Alderman Pearl Bransford	P	Alderman Ann Petersen	P
Alderman Beverly Burger	P	Alderman Michael Skinner	P
Alderman Dan Klatt	P		

**Department Directors/Staff**

Eric Stuckey, City Administrator	P	Eric Gardner, Engineering Director	P
Vernon Gerth, ACA Community & Economic Development	P	Shirley Harmon, HR Director	P
Russell Truell, ACA Finance & Administration	P	Mark Hilty, Water/Wastewater Director	P
David Parker, City Engineer	<b>A</b>	Gary Luffman, Planning Director	P
Shauna Billingsley, Interim City Attorney	P	Tom Marsh, Interim Codes Director	P
Rocky Garzarek, Fire Chief	P	Joe York, Streets Director	P
Jackie Moore, Police Chief	P	Brad Wilson, Facilities Project Manager	P
Fred Banner, MIT Director	P	Lanaii Benne, Assistant City Recorder	P
Lisa Clayton, Parks Director	P	Linda Fulwider, Board Recording Secretary	P
Becky Caldwell, Solid Waste Director	P		

**1. Call to Order**

Mayor John Schroer called the BOMA Work Session to order on Tuesday, February 24, 2009 at 5:00 p.m. in the City Hall Boardroom.

**2. Citizen Comments**

None

---

● **NON-AGENDA ITEM**

Eric Stuckey introduced Jeff Frye who explained the system being put together to track project accounting on capital projects.

Mr. Frye said they are combining all information for the full scope of project management. This accounting system will be at a single location to track estimated and actual costs of projects, and spending timelines of in progress projects. The system will eliminate duplication of effort by the Engineering and Finance departments. Each job assigned a set of cost codes, MFO4 job codes used by R. G. Anderson and most builders and contractors.

The single database of project information will be for citizens, managers, employees, contractors, BOMA, and instant access for auditing and variance analysis.

WennSoft System software chosen as an add-on module, at a cost of approximately \$30,000. The system will generate all financial reports that become part of the Great Plains System. Reports include start date, estimated completion date, vendors, change orders, etc, and costs within the project. The system is useful for project-to-project comparisons as well. He emphasized the system is project accounting for active jobs. Projects in the planning stages will not be included. Information is available as soon as entered in the system by Engineering.

Mayor Schroer asked if Engineering enters the information, does that mean Engineering approves the invoices to be entered. Would this be a process for approval? Mr. Frye responded it would be, but a decision has not been made whether it will be Engineering or Finance. The Mayor said whoever is responsible for construction should enter the information because that person would know if it should be paid. Must assure only approved invoices are paid. To answer the Mayor's question about security, Mr. Frye assured it is the same as in Great Plains; extremely safe.

Major projects reports will be generated each month. Mr. Frye said they would like to implement the system in March if possible. Alderman Petersen asked that the estimated time and completion time be included in the executive summary. Those working on the project were recognized, Wayne Goode, Kevin Comstock, and Jonathan Marston.

### **WORK SESSION DISCUSSION ITEMS**

**3.\* Consideration of the Proposed Comcast of Nashville II, LLC Franchise Agreement (Deferred WS 2/10/09)  
Shauna Billingsley, Interim City Attorney**

The Comcast draft presented last work session now includes City recommendations. Comcast is in agreement with changes in 3.2.1 and 3.2.3, New Grades or Lines and Restoration of Public Ways respectively. They take issue with 3.2.6 and 3.2.7.

3.2.6. Aerial and Underground Construction: they want to be treated as other utilities if funds are available. Often funds must come from grants. Cable is not necessarily like water and other utilities.

3.2.7 Undergrounding and Beautification Projects: they want the ability to decide if cable goes underground. City policy is if it is new development, it goes underground. Although Comcast and the City are not in full agreement, the current agreement expires in mid-March and the new agreement should be approved with the proviso staff will continue to work with Comcast.

Alderman Burger commented when infrastructure is improved and there is already digging, it makes sense to put cable underground. Comcast is in City right-of-way. Shauna Billingsley related that is what the City is trying to emphasize. Part of the State law indicates there is no reimbursement. Mayor Schroer said the concern is overhead/underground. The City does not want Comcast to make a side agreement with a developer to put cable on small utility poles.

**4.\* Consideration of the Proposal from Hazen and Sawyer for a Professional Services Agreement to Develop the 2009 Water Demand Projections for the Harpeth Valley Utility District in the Lump Sum Amount of \$7,100.00 {FY 2009, Water Distribution 110-82560, Consultant Services}  
David Parker, City Engineer**

Mark Hilty feels there is sufficient information within studies done to do the forecasting in-house. The item will be pulled from the BOMA consent agenda.

**5. Projects for Potential Federal Stimulus Funding**

**Eric Stuckey, City Administrator**

Mr. Stuckey advised the City submitted a list of projects to the MPO. Local area allocation to MPO expected to be around \$16 million. There are options to consider on how the money will be used.

The Executive Board of the MPO (Mayor Schroer is a member) will meet in March to see how this will work. The MPO sent a ranking today and there are well over 100 total highest rated. Those submitted by the City of Franklin: Hwy 96/Royal Oaks at 27<sup>th</sup> overall, Mack Hatcher 37<sup>th</sup>, ITS Project 44<sup>th</sup>, South Carothers 46<sup>th</sup>, McEwen 57<sup>th</sup>, Cool Springs/Aspen 61<sup>st</sup>, Cool Springs at Carothers 70<sup>th</sup>, Nichol Mill 87<sup>th</sup>. The City has one day to review and confirm or dispute the rankings. The MPO will rank the projects and submit the rankings to TDOT.

Alderman Klatt commented the MPO would not have that much money to spread around. Are they considering a grant? Would the MPO contribute a million extra? Mr. Stuckey said he thought it would be more likely that they designate a funding level. The City would then decide if would commit to the project.

**6. Consideration of the Proposed Mallory Valley Utility District Water Line and Temporary Construction Easements on the Property Known as Tax Map 36, Parcel 52.00 at the Corner of Moore's Lane and Franklin Road**

**Eric Gardner, Engineering Director**

Upgrades

**7. Request Approval of Proposal for Removal of at Least 3 UST's Located at New Police Headquarters Site at 9<sup>th</sup> and 31<sup>st</sup> Under a Contract with First Response, Inc. \$14,995.00 to Come From Owner Contingency**  
**Brad Wilson, Facilities Project Manager**

Required removal of underground tanks discovered on the property.

**8. Approval of ASI-30 Pertaining to Sump Pumps being Located in Elevator Pits Per the State Elevator Inspector \$9,709.00 Not Required Per Local Code to Come From Owner Contingency**  
**Brad Wilson, Facilities Project Manager**

Required

**9. Approval of Additional Services for Revisions to Landscape and Hardscape Documents Due to Value Engineering that was Approved by Board based on Facilities Office Recommendation for Cost Cutting Measures \$2,000.00 to Come From Owner Contingency**  
**Brad Wilson, Facilities Project Manager**

Mr. Wilson recommended modifications in Area One for a savings of \$2000: delete benches, delete light bollards, reduce planting.

Alderman Klatt noted discussions early on earmarked this back area (nearly one acre facing the neighborhood) as ideal to create a park. The residents need to be considered. Mr. Wilson said there would still be a sidewalk and lighting. Alderman Skinner added the neighborhood is counting on that area being a park with benches and lighting. Mr. Wilson advised this could be looked at again when the project gets to that point.

**10. Approval of Additional Services for the Columbia Streetscape Program Located on Highway 31 and Downs Boulevard Partially Plaza and Ninth. Request is to Move Certain Parts of Streetscape Package into Contract of Police Headquarters with RG Anderson Additional Services Total \$9,400.00 from Owner Contingency**

**Brad Wilson, Facilities Project Manager**

\$3,000 cut out of financial impact.

**11. Status Report**

**Brad Wilson, Facilities Project Manager**

Police Headquarters Building

On Friday, March 20 at 10:00 a.m., Mr. Wilson will take BOMA on a tour of the site.

Project budget status provided. Substantial completion date projected November 9, 2009. Current projected completion date December 9, 2009.

Update on Harlinsdale

Budget report submitted. Opening this Park is a priority of Lisa Clayton and Mr. Wilson.

Update on Liberty Park

Projected completion date is April 11, 2009. Some change orders have yet to come through the Board. Full report submitted.

**12. Consideration of Civil Treatment Program Training Program**

**Eric Stuckey, City Administrator**

Mr. Stuckey elaborated on a training program he would like to institute for managers and employees. The program focuses on appropriate behavior, promotes vision, supports a common level of dignity, respect for those with whom we work, and on good business behavior and practices. He noted the program was a success in Hamilton County, Ohio.

Four employees (two from HR, one Fire trainer, one Police trainer) would go to Atlanta to become certified trainers for the City. Managers would be the first trained. It would probably take 1-2 years to train all employees. The program includes a wide spectrum of videos with many scenarios in gray areas to demonstrate ways to react in particular situations. An online course to take every two years is included. The training would become part of new employee orientation as well. Length of the course is approximately six hours.

There is a one-time cost to own the program, and the City would purchase course material. Costs fit within the existing training budget.

With no objections from BOMA, Mr. Stuckey would like to move forward with the program and send the four designated employees to Atlanta for training in mid-March. No objections were forthcoming.

**ADJOURN**

Work Session adjourned 6:02 p.m. Executive Session to convene at 6:30 p.m.

---

Mayor John C. Schroer

Minutes prepared by: Linda Fulwider, Board Recording Secretary, City Administrator's Office - 3/25/2009 9:03 AM