

BOARD OF PUBLIC WORKS
November 13, 2023

The Board of Public Works and Safety met in a regular meeting on November 13, 2023, at 5:00 P.M. in the Council Chamber, 301 East Clinton Street, Frankfort, Indiana.

The following action was taken: Mayor Sheets called the meeting to order and led the assembly in the Pledge of Allegiance. The following members were present: Mayor Judy Sheets, Greg Miller, and Megan Sheets remotely. Also present were, Clerk-Treasurer Carol Bartley, and others, as noted in the minutes.

MINUTES

The minutes of the October 23, 2023, regular meeting and October 23, 2023 special meeting were presented for approval. G. Miller made a motion to approve both of the minutes as presented, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

CLAIMS APPROVAL

G. Miller made a motion to approve the claims as presented, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

PUBLIC COMMENTS

None

Mayor Judy Sheets presented Trinity Hope Center with recognition as an organization that goes “the Extra Mile.” The City of Frankfort nominated Trinity Hope Center staff to the Extra Mile America, which is a national movement to highlight those that go the extra mile to better their community.

POLICE DEPARTMENT

Police Chief Scott Shoemaker asked the board to approve the job description for the position of building custodian who will work at Old Stoney and the Police department. He asked them to change the job description to a six hour day. G. Miller made a motion to approve the change, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker asked the board to approve the job description for the position of maintenance position which will take care of all city vehicles, excluding the street department. M. Sheets made a motion to approve the job description, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker asked the board to approve the job description for the position of records clerk/receptionist. M. Sheets made a motion to approve the job description, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker asked the board to approve the job description for a crime scene investigator for his department. G. Miller made a motion to approve the job description, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker presented the board with a letter of resignation from Jordyn Kuglarz effective November 16, 2023, and asked them to accept it. M. Sheets made a motion to accept the resignation, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0. The board asked Chief Shoemaker to express their gratitude to Officer Kuglarz for all of her work for the city of Frankfort.

Chief Shoemaker advised the board that he will be bringing three new individuals to the board in December that he would like to hire as new police officers.

FIRE DEPARTMENT

Fire Chief Matt Stidham asked the board to accept the resignation of Division Captain Aaron Kinslow in preparation for his new day shift training position beginning in January of 2024. G. Miller made a motion to accept the resignation, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Stidham asked the board to take Michael Cline off probation and promote him to a first class firefighter. M. Sheets made a motion to accept the promotion, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Stidham updated the board on the repairs to engine three and informed them that the repairs are still ongoing.

STREET DEPARTMENT

Street Department Superintendent Jason Forsythe asked the board to approve the purchase of a tire changer in the amount of \$18,949. G. Miller made a motion to approve the purchase, seconded by M. Sheets. On a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve the job description for the mechanic/building and grounds position. M. Sheets made a motion to approve the description, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve the job description for equipment operator/mechanic. G. Miller made a motion to approve the description, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve the job description for administrative assistant. M. Sheets made a motion to approve the description, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve a mowing contract with CSX for \$1500.00 per year. G. Miller made a motion to approve the contract, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve a contract from BF&S to assist with MVH analysis, road mapping, and an asset management plan. These services are all needed in order for the city to obtain the Community Crossings Grant. G. Miller made a motion to accept the agreement, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe informed the board that during the course of mapping streets for the Community Crossings Grant they discovered 46 stretches of roadway that were not currently included in the city's MVH funding. The state will now send funding to the city for those roads.

BUILDING SERVICES

Director of Housing and Planning Initiatives Don Stock provided the board with a department update.

BUILDING INSPECTOR

Building Inspector Bud McQuade provided the board with a department update.

PARKS DEPARTMENT

Parks Department Superintendent Joel Tatum asked the board to ratify an event request permit from the Clinton County Republican party for their election watch party on November 7, 2023 at the Neighborhood Center, and also asked that the fee be waived. M. Sheets made a motion to ratify the event and waive the fee, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum presented the board with a property use permit for Ashley Sheets for a birthday party on March 16, 2024 at the Encompass Event Center. G. Miller made a motion to approve the event, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum presented the board with a property use permit for Kerry Kiphart to use the Neighborhood Center for volunteer free tax preparation on Wednesday and Thursday's from January to April, and asked that the fee be waived. M. Sheets made a motion to approve the event, and waive the fee, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum presented the board with an estimate from Phillips Greenhouse for repairs to the greenhouse in the amount of \$4,299.00. G. Miller made a motion to approve the estimate, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum updated the board on his department and also informed them that the festival of lights will begin in ten days.

COMMUNITY DEVELOPMENT

Community Development Director Kimberly Black provided a department update.

HR

Clerk-Treasurer Carol Bartley presented the board with an updated copy of the employee handbook and informed them the changes were made to correct the information regarding the

PERF fund. G. Miller made a motion to accept the handbook revisions, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

ATTORNEY

City Attorney Alicia Albertson opened a bid for fuel from Co-Alliance. The fixed bid for fuel price is as follows:

- Gasoline – 70,000 gal - \$2.78
- Diesel – 60,000 gal
- On-Road Premium - \$3.1869
- Off-Road Premium - \$3.1899

M. Sheets made a motion to accept the fixed rate bid, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

RESOLUTION 23-12: A RESOLUTION AUTHORIZING THE SPECIAL PURCHASE OF A FIRE TRUCK

City Attorney Alicia Albertson explained to the board that this resolution will allow the city to purchase a Pierce Enforcer 107' Ascendant Quint for \$1,723,300.00. The truck has a build time of 44 to 47 months and will be financed in the future.

RESOLUTION 23-13: A RESOLUTION AUTHORIZING THE SPECIAL PURCHASE OF A FIRE TRUCK

City Attorney Alicia Albertson explained to the board that this resolution will allow the city to purchase a Pierce Saber Pumper for \$876,937.00. The truck has a build time of 27 to 30 months and the council is going to provide additional appropriations for this purchase and the truck will be purchased immediately.

G. Miller made a motion to pass resolution 23-12 and resolution 23-13, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mayor Sheets asked the board to accept the resignation of Tina Stock. M. Sheets made a motion to approve the resignation, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

G. Miller made a motion to adjourn the meeting, seconded by M. Sheets. Mayor Sheets adjourned the meeting at 6:20 P.M.