

BOARD OF PUBLIC WORKS
December 11, 2023

The Board of Public Works and Safety met in a regular meeting on December 11, 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. Also present were, Clerk-Treasurer Carol Bartley, and others, as noted in the minutes.

MINUTES

The minutes of the November 27, 2023, regular meeting were presented for approval. M. Sheets made a motion to approve the minutes as presented, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

CLAIMS APPROVAL

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

PUBLIC COMMENTS

None

POLICE DEPARTMENT

Police Chief Scott Shoemaker asked the board to approve the hiring of a new maintenance and mechanic employee effective January 1, 2024, and asked the board to approve giving the employee his tenured vacation time that he is eligible for with his current employer. G. Miller made a motion to approve the hiring and vacation time, 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 hiring of a records clerk effective January 9, 2024. M. Sheets made a motion to approve the hiring, 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 hiring of three new police officers effective January 1, 2024, and asked for the Mayor to swear them in on December 29, 2023. G. Miller made a motion to approve the hiring of the officers, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

FIRE DEPARTMENT

Fire Chief Matt Stidham asked the board to approve the job description for a new day shift training officer. The position will not exclude the employee from firefighting, the responsibilities will include the training. 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 Stidham asked the board to approve the job description for an engineer 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 Stidham provided the board with an update on the renovations at the different stations, and also on the work being completed on Engine 3.

STREET DEPARTMENT

Street Department Superintendent Jason Forsythe spoke to the board about the request for a street light at 505 Hot Dog Street. He informed the board that all of the electrical systems are underground in that area and a light would not be cost-effective to install.

Mr. Forsythe presented the department with the Pazer rating on the roads in Frankfort and informed them that over half of the roads are rated in good condition. He also spoke to the board about the importance of rejuvenation to keep the newly paved roads in good condition

BUILDING SERVICES

Director of Housing and Planning Initiatives Don Stock provided the board with the permit report for the month of November. His department issued 72 permits with a total revenue of \$6,146.00.

Mr. Stock provided the board with a department update as well as updates on the Meadowbrook subdivision and the middle school addition.

Mr. Stock presented the board with the Sharp Services contract for 2024. M. Sheets made a motion to approve the contract, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

PARKS DEPARTMENT

Parks Department Superintendent Joel Tatum asked the board to approve a property use application for Robert Janz to hold a wedding at Prairie Creek Park on August 3, 2024. G. Miller made a motion to approve the application, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum asked the board to approve his hiring of a full-time employee in his department. He would like to move a part-time employee to full-time to fill the vacancy. M. Sheets made a motion to approve the hiring, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum provided the board with an update on the Festival of Lights and other happenings in his department.

COMMUNITY DEVELOPMENT

Community Development Director Kimberly Black provided the board with a department update.

HR

Clerk-Treasurer Carol Bartley provided the board with the handbook revision with the ¾ time off language included in it. M. Sheets made a motion to approve the handbook change, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Clerk-Treasurer Carol Bartley presented the board with the HR consulting contract with InvigorateHR. 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.

Clerk-Treasurer Carol Bartley presented the board with the Board of Works meeting schedule for 2024. M. Sheets made a motion to approve the meeting dates, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Clerk-Treasurer Carol Bartley presented the board with the Board of Works planning session meetings for 2024. G. Miller made a motion to approve the planning session meetings, 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 ratify the hiring of Bethany Sheets as a part-time employee for her office to be used to cover vacations and any other scheduling conflicts. G. Miller made a motion to ratify the hiring, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Clinton County Chamber of Commerce President Shan Sheridan spoke to the board and provided them with an update on the READI grant application.

M. Sheets made a motion to adjourn the meeting, seconded by G. Miller. Mayor Sheets adjourned the meeting at 6:05 P.M.