

CITY OF FRANKFORT
BOARD OF PUBLIC WORKS AND SAFETY
301 EAST CLINTON STREET, FRANKFORT, IN 46041

APRIL 27, 2020 5:00 P.M.

The Board of Public Works and Safety met in a regular meeting on Monday, April 27, 2020 at 5p.m. in the Council Chamber at 301 East Clinton Street, Frankfort, Indiana. The meeting was also presented via GoToMeeting. The following action was taken:

Mayor Sheets called the meeting to order and led the assembly in the Pledge of Allegiance. In attendance upon roll call were Mayor Judy Sheets, and Board members Mark Mitchell and Megan Sheets. Also present were Clerk-Treasurer Carol Bartley, Annie Bacon, Ken Hartman and others via GoToMeeting as mentioned in the minutes. Cheryl Martin, Payroll Deputy/HR Coordinator was present to take minutes.

MINUTES

The minutes of the April 13, 2020 meeting were presented. Board member M. Sheets moved seconded by Board Member Mitchell to approve the minutes of the April 13, 2020 meeting. Upon roll call vote three ayes were recorded. Motion carried 3-0.

PUBLIC COMMENT None

COMMUNITY DEVELOPMENT

Community Development Director Annie Bacon stated she is continuing to update the city's website on a daily basis with information regarding Covid-19. If any departments or Board of Works members come across information they feel would be relevant to the community at-large please let her know and she will add it to our webpage.

The Governor's current stay-at-home order is set to expire this Friday. That could be extended but it will expire at some point. And, as our departments work on expanding daily operations, or opening back up to the public, please be sure to share your plans with her so that she can keep our community informed.

POLICE

Deputy Chief of Police Scott Shoemaker discussed new applicant testing with the Board. This has been rescheduled due to COVID-19 pandemic for May 9, 2020. There are eighteen applicants that will be broken up into three groups for their written and physical exams. A plan in place to clean the exam area. Board consensus was given and Mayor Sheets stated to go ahead with the new applicant testing on May 9, 2020.

FIRE

Fire Chief John Kirby stated his new applicant Zane Cook has passed his PERF physical and is ready to be hired as the 39th Firefighter for Frankfort. He is asking the Board for approval for a start date of May 12, 2020. The new hire paperwork is done and submitted to HR and his

background check is done. Mayor Sheets stated they are working a way to swear him in so his family can attend.

Board member M. Sheets moved seconded by Board member Mitchell to approving hiring Zane Cook as the 39th Firefighter with a start date of May 12, 2020. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Chief Kirby also reported that with the retirement of Craig Rutledge there is a lieutenant position open. He would like to move forward with posting this position and starting the application process. The Board gave their consensus to move forward.

STREET

Street Department Superintendent Jason Forsythe has two part time new hires to get Board approval on, Parker Acred and Dirk Shaw. The background checks are done and new hire paperwork has been filled out and submitted to HR. A current part time employee moved from part time to full time and one other part time employee left the department. Dirk Shaw started on April 20th and Parker Acred on April 22, 2020.

Board member M. Sheets moved seconded by Board member Mitchell to approve both part time Street Department new hires. Upon roll call vote three ayes were recorded. Motion carried 3-0.

PARKS

Park Superintendent Bart Kraning presented request for proposals for TPA concessions and for watering/pest control. Per City Attorney, Les Bergum, these must be advertised in the paper two times, one week apart and at least ten days before bid opening by Board of Works. He also stated there is no reason why these cannot be emailed to vendors who might be interested.

Board member Mitchell moved seconded by Board Member M. Sheets to approve the request for proposal for TPA Concessions. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Board member M. Sheets moved seconded by Board Member Mitchell to approve the request for proposal for watering/pest control. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Mr. Kraning stated some plants will be delivered to TPA Park on May 4th. Also, one part time laborer that was approved for hire at the last meeting did not get hired as he took another position elsewhere. He is advertising this position for two more weeks.

HUMAN RESOURCES

Nothing to report

CITY ATTORNEY

Nothing to report

UNFINISHED BUSINESS

GOLF COURSE

Board member Sheets said she appreciated the efforts of Jessie Casey and the information he presented to the Board at the last meeting.

Board member Mitchell moved seconded by Board Member M. Sheets to approve a one person one cart protocol for the Frankfort Commons golf course effective today. Upon roll call vote three ayes were recorded. Motion carried 3-0.

NEW BUSINESS

Mayor Sheets stated any employee vacation requests are still to be approved by department heads.

CLAIMS APPROVAL

Board member M. Sheets moved seconded by Board member Mitchell to accept the claims as presented. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Meeting adjourned at 5: 20 p.m.