

BOARD OF PUBLIC WORKS

June 8, 2020

The Board of Public Works and Safety met in a regular meeting on June 8, 2020, at 5 p.m. in the Frankfort Municipal Utilities IT Building at 1050 Washington Ave, 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 were Mayor Judy Sheets and Board members Greg Miller and Megan Sheets. Also present were City Attorney Les Bergum, Clerk-Treasurer Carol Bartley, Annie Bacon, Scott Shoemaker, Jason Forsythe, John Kirby, Bart Kraning, Don Stock and others as mentioned in the minutes.

MINUTES

The minutes of the May 26, 2020, regular meeting were presented for approval. M. Sheets moved seconded by G. Miller to approve the minutes of the May 26, 2020, regular meeting as presented. Upon roll call vote three ayes were recorded. Motion carried 3-0.

PUBLIC COMMENT None

DEPARTMENT UPDATES:

POLICE

K9 Athena was sworn in as a new officer.

Ed Russell was selected for hire as a code enforcement officer. Deputy Chief Shoemaker requested Russell's hire to be effective June 2nd. M. Sheets made a motion to hire and G. Miller seconded. Upon roll call, three ayes were recorded. Motion carried 3-0.

Deputy Chief Shoemaker requested approval for an appraisal of the CVS building as an option for the new police station. The appraisal will cost \$3475.00. G. Miller made a motion and M. Sheets seconded. Upon roll call three ayes were recorded. Motion carried 3-0.

Discussion about fireworks and additional officers at the park for the fourth of July in the event of an increase in visitors. The city will be celebrating with fireworks but per the mayor, the playgrounds will be closed until the Governor opens them. Parks will be open, but there will be no vendors.

COMMUNITY DEVELOPMENT

Community Development Director Annie Bacon has been working with Mayor Sheets on a Positive Outreach Campaign. Next week, June 15-19th the city is running a "Be Kind" Campaign to promote kindness in the community. More information will be released on the initiative later this week.

Several people have been asking about the city rules governing personal fireworks. Annie will be working with Chief Kirby on distributing information and sharing the rules for fireworks displays within city limits.

FIRE

Fire Chief John Kirby asked the board to ratify waiving the building permit for the new headquarters restroom. He has discussed this with Don Stock and this is a common practice. M. Sheets moved seconded by G. Miller. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Chief Kirby requested a second draw for the tile and fixtures of \$21,346.00 which is 40% of the total project cost. M. Sheets moved seconded by G. Miller. Upon roll call vote three ayes were recorded. Motion carried 3-0

Chief Kirby met with the Union and Jackson Township trustees regarding the 2020-2021 fire contracts. Both townships have added a line to the contacts adding a fire CUM fund to help with fire equipment. Upon approval, both would be signed and returned to the trustees. G. Miller moved seconded by M. Sheets. Upon roll call vote three ayes were recorded. Motion carried 3-0.

The lieutenant promotion interviews will begin 6-9-2020. The board will submit names to Chief Kirby and he will start the fireman as a lieutenant and then ratify his promotion at the next board of works meeting on June 22nd. Per Mayor Sheets, she discussed that with Les and that is not a problem.

Engine 2 is having electrical issues that are being worked on by McQuinn, as a result, they are using a backup engine until those issues are resolved.

Live burn training will take place at 550 W. on 6/9, 6/10, and 6/11.

Chief Kirby presented a conflict of interest for approval for Lt. Ryan Weaver who does remediation for Bio Recovery Specialists. M. Sheets moved to formally accept G. Miller seconded. Upon roll call vote three ayes were recorded. Motion carried 3-0.

STREET

Street Department Superintendent Jason Forsythe stated he would like to start advertising for paving contracts June 26th to July 3rd and have all bids turned in by July 13th. He would like to award the contract that same day and let the board know. Miller moved seconded by M. Sheets to approve. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Mr. Forsythe presented three bids for a new leaf machine. The first bid for an Xtreme Vac by ODB was \$79,500. The second bid from Key Equipment was \$86,440.31. The final bid from Best Equipment was \$74,132.17. The leaf machine is a 30-yard vacuum which will give the street department extra space to collect leaves and cut down on trips to the dump. Mr. Forsythe recommended a bid from Best Equipment in the amount of \$74,132.17 to be paid out of the sanitation account. M. Sheets moved to accept seconded by G. Miller. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Mr. Forsythe provided an update on the Washington Avenue project phase II. Phase II will be utilities only with an estimated completion date of April 2021.

The street department will be putting signs in the above-ground parking lot starting 6-9-2020. Speed bumps have been placed at Dorner and Center parks and additional work will be done on Hackett Street to improve deterioration in the road.

Mr. Forsythe stated that the Clerk-Treasurer has received the contact for the city auction on July 18th. He has sent emails to all department heads because the auctioneer would like to come to take pictures of any items for sale to post on his website. G. Miller moved to approve the contract seconded by M. Sheets. Upon roll call vote three ayes were recorded. Motion passed 3-0.

BUILDING SERVICES

Director of Planning and Housing Initiatives Don Stock presented a list of permits for the month of May. The building services department issued 107 permits with a total revenue amount of \$4,350.75.

Mr. Stock advised that information has been posted on Facebook regarding the installation of swimming pools. They need to be permitted as they are an accessory building. He also said they are having issues with certificates of occupancy as businesses are starting up.

June 8th was the final day to receive bids for John Redmond Park and Dorner Park restroom renovations and those bids were turned in to City Attorney Les Burgum. The bid from Perlee Construction for building A and B at Redman Park was \$20,109. Their bid for Dorner Park is \$19,955.00. The bid from Denmark Homes for Redman Park building A was \$59,300.00 and building B was \$37,400.00. Their bid for the restroom at Dorner Park is \$36,200.00. M. Sheets made a motion to take the bids under advisement and have Mr. Stock and Bart Kraning work together to review the bids so a decision can be made at the next board of works meeting. G. Miller seconded. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Don Stock received an invoice from Wessler Engineering related to the swimming pool. Don would like to know if the city has filed a notice of intent which will last 4 years. Les recommended that the notice be filed with the state.

Building Inspector Daniel Howe and Fire Marshall Kevin Catron reviewed Prairie Creek Park to look at fire caulking for holes for electrical and plumbing. The department of building services provided the construction team with the ordinances showing the requirement to caulk the holes. They will follow up and keep an eye on that at the park. Don also discussed the need for contractors to replace sidewalks they may have moved during construction as an update to the board.

PARKS

Park Superintendent Bart Kraning presented a special event form for Curt Day Horseshoe Court on June 20th from 8 AM to 7 PM. M. Sheets made a motion to officially approve the activity seconded by G. Miller. Upon roll call vote three ayes were recorded. Motion carried 3-0.

The petting zoo and aviary are going to open on June 14th. Visitors will not be allowed to feed the animals this year and sanitizing stations have been set up. Plexiglas has been installed in the sloth and lemur enclosure. M. Sheets made a motion to proceed with the aviary and petting zoo opening as planned, seconded by G. Miller. Upon roll call vote three ayes were recorded. Motion carried 3-0.

HUMAN RESOURCES None

CITY ATTORNEY None

UNFINISHED BUSINESS None

NEW BUSINESS None

CLAIMS APPROVAL

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

ADJOURNMENT Meeting adjourned at 6:10 p.m.