

**BOARD OF PUBLIC WORKS AND SAFETY**  
**May 11, 2020**

The Board of Public Works and Safety met in a regular meeting on Monday, May 11, 2020, at 5 p.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 City Attorney Les Bergum, Clerk-Treasurer Carol Bartley, Annie Bacon, Katelyn Smith, Don Stock, Ken Hartman, and others via GoToMeeting and as mentioned in the minutes. Cheryl Martin, Payroll Deputy/HR Coordinator was present to take minutes.

**MINUTES**

The minutes of the April 22, 2020, special meeting and the April 27, 2020, regular meeting were presented for approval.

Board member M. Sheets moved seconded by Board member Mitchell to approve the minutes of the April 22, 2020, special meeting. 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 minutes of the April 27, 2020, regular meeting as presented. Upon roll call vote three ayes were recorded. Motion carried 3-0.

**PUBLIC COMMENT** None

**COMMUNITY DEVELOPMENT**

Community Development Director Annie Bacon presented the City of Frankfort Safeguard Plan to be effective May 11, 2020. This is to ensure a safe environment for employees, customers, clients, and members and is required by Governor Holcomb's 5 step plan. This will be provided to all employees and posted publicly.

Board member Mitchell moved seconded by Board member M. Sheets to pass the City of Frankfort Safeguard plan as presented. Upon roll call vote three ayes were recorded. Motion carried 3-0.

**POLICE**

Deputy Chief of Police Scott Shoemaker resented Resolution No. 20-04 A Resolution Authorizing Sale of Used Cell Phones at Private Sale. He stated the estimated price arrived at was \$40 per phone.

Board member M. Sheets moved seconded by Board member Mitchell to approve Resolution No. 20-04 A Resolution Authorizing Sale of Used Cell Phones at Private Sale as presented. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Deputy Chief Shoemaker stated this week is Police Week where we take the time to honor those officers killed in the line of duty including Frankfort Police Officer Amos Hamilton who was killed in the line of duty in 1929. There will be no public gathering organized this year due to COVID-19 pandemic.

Code Enforcement Officer Hernan Cruz has turned in his resignation effective May 15, 2020. The position has been posted online on the City's website and will remain open until May 15<sup>th</sup>.

Board member Mitchell moved seconded by Board member M. Sheets to accept the resignation of Code Enforcement Officer Hernan Cruz effective May 15, 2020. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Deputy Chief Shoemaker reported there were three different groups that went through the application process for police officer hiring this past weekend.

Starting May 18, 2020, the new process to change all body cameras and car cameras will start.

Complaints have been reported about softball games being played at 3<sup>rd</sup> street park. Large groups are gathering and not practicing social distancing. Deputy Chief Shoemaker stated there are signs posted as to the park being closed. He asked Park Superintendent Bart Kraning if he could investigate this.

## **FIRE**

Fire Chief John Kirby asked the Board to ratify the new firefighter Zane Cook whose start date was May 9, 2020. His hire date was originally approved at the last Board of Works meeting as May 12, 2020. The Fire Department Training Reimbursement Agreement for Zane Cook also needs to be approved and signed by the Board.

Board member M. Sheets moved seconded by Board member Mitchell to ratify the hiring of Zane Cook as the 39<sup>th</sup> Firefighter with a start date of May 9, 2020. 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 Fire Department Training Reimbursement document for Zane Cook. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Chief Kirby also asked that Jeff Moore be ratified as Division Captain of Special Operations.

Board member M. Sheets moved seconded by Board member Mitchell to ratify Jeff Moore as Division Captain of Special Operations. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Chief Kirby presented three quotes from Pro-Byte Computers for a training laptop. The first estimate is for an HP 225 G7 at a cost of \$735.00. The second is for an HP Probook 455R G6 for \$720.00 and the third is for an HP 15 Series. Discussion followed. Chief Kirby recommends estimate number three for the HP 15 series computer at a cost of \$650.00 to be paid out of the Cum Fire fund.

Board member Mitchell moved seconded by Board member M. Sheets to approve estimate number three from Pro-Byte Computers for the HP 15 series in the amount of \$650.00 to be paid for from the Cum Fire fund. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Chief Kirby also stated there will be confined space training held on the Hannah Kessler Open Drain. Jeff Moore will be conducting this training.

Center Township Fire Protection Contract was presented for signature. This did not get signed during the last administration. Chief Kirby stated they have been fulfilling this contract even though it was not signed. There was a verbal agreement with prior Center Township Trustee Kevin Evans.

City Attorney Les Bergum asked for clarity on paragraph three concerning the hiring of firefighters. It should say “between Township and said City. The City may hire such additional firefighters...”. This will be written in and initialed before signing.

Board member Mitchell moved seconded by Board member M. Sheets to accept the Center Township Fire Protection Contract with the change in paragraph three to read “between Township and said City. The City may hire such additional firefighters...”. Upon roll call vote three ayes were recorded. Motion carried 3-0.

## **STREET**

Street Department Superintendent Jason Forsythe stated he would like bids for paving to be advertised on May 22<sup>nd</sup> and May 29<sup>th</sup> and opened at the June 8, 2020 Board of Works meeting. Notification to INDOT will be sent after that date. City Attorney Les Bergum asked who was preparing the Notice to Bidders. Superintendent Forsythe stated Butler Fairman and Seufert is preparing and will send it to him as soon as it is ready. The Board needs to approve the notice before it is advertised. Mayor Sheets stated the Board does not meet again before May 22, 2020. Jason stated he will have to move back the advertising dates and the date of opening those bids. The City’s portion for the paving will be \$221,240.50 with a match from the State.

He stated on May 18, 2020, they will be going back to collecting glass at the department.

Superintendent Forsythe will be looking for quotes for a new F250 Truck at an approximate cost of \$30,000 to come out of MVH. These need to be returned in sealed envelopes and opened in a public meeting. City Attorney Bergum will prepare the quote documents.

## **BUILDING SERVICES**

Director of Planning and Housing Initiatives Don Stock presented two building permit extension requests. One for Gustavo Valdes and one for Jesus Cruz. Both are asking for a 90-day extension. Mr. Stock described the process for requesting an extension to the Board.

Board member M. Sheets moved seconded by Board member Mitchell to approve both requests for 90-day extensions. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Mr. Stock presented to the Board the April permit report and updated the Board on the following properties: 7 W. McKinsey, 1001 E. Clinton, and 954 W Barner.

## **PARKS**

Park Superintendent Bart Kraning was present to request approval to build a new Sloth enclosure. The two sloths were purchased last year and have been housed in the bird barn during the winter. They need an enclosure built inside the petting zoo area. This would be at an approximate cost of \$3,000.00 and paid out of Building and Structures in the Park's City General budget. Discussion followed. The only other project is break room expansion and is under budget currently.

Board member M. Sheets moved seconded by Board member Mitchell to approve building a sloth enclosure inside the petting zoo area at an approximate cost of \$3,000.00 to be paid out of Building and Structures in the Park's City General budget. Upon roll call vote three ayes were recorded. Motion carried 3-0.

Mr. Kraning stated they did receive almost all of Prairie Creek Park plants and trees and are expecting one more shipment from Brehob Nursery. Community Development Director Annie Bacon stated Travis Sheets will be back in town on May 26<sup>th</sup> to start with planting. The park's playgrounds and restrooms will open May 24<sup>th</sup>.

## **HUMAN RESOURCES**

Katelyn Smith and Cheryl Martin from Human resources presented a proposal for enhanced membership experience from the Clinton County Family YMCA for approval. Mrs. Smith stated this would be for City employees who are YMCA members and non-members alike. It is an online Facebook-based wellness initiative the YMCA has designed and will monitor to benefit the health and wellness of our employees.

The Clinton County Family YMCA plan was approved by consensus.

Mrs. Smith also presented the City's temperature reading protocol. No-touch thermometers will be given to all departments. HR will keep track of these on a password protected excel sheet. Every department will send the information in sealed envelopes each day to HR and those documents will be destroyed each day.

## **CITY ATTORNEY**

None

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

Mayor Sheets stated the next regular Board of Works meeting was scheduled for Monday, March 25, 2020, and that is the Memorial Day holiday. This meeting will be rescheduled for Tuesday, May 26, 2020, at 5:00 p.m.

### **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 6:00 p.m.