

## BOARD OF PUBLIC WORKS

November 9, 2020

The Board of Public Works and Safety met in a regular meeting on November 9, 2020, at 5:00 PM at the Frankfort Community Public Library, 208 W Clinton Street, Frankfort, Indiana.

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 City Attorney Les Bergum, Clerk-Treasurer Carol Bartley, and others as noted in the minutes.

### **MINUTES**

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

### **CLAIMS APPROVAL**

M. Sheets moved to accept 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 informed the board that they would be postponing the swearing-in of their new K9 officer due to the increase in Covid-19 cases in the county.

He also informed them that the police department is currently closed to the public, including family of officers and off-duty officers.

### **FIRE DEPARTMENT**

Fire Chief John Kirby asked to board for permission to allow Deputy Chief Ed Cripe and Aaron Kinslow to travel to Florida from November 17<sup>th</sup> through the 20<sup>th</sup> for a final inspection of the new fire truck. All expenses will be paid by MacQueen Emergency and there will be no cost to the city. The travel was approved by board consensus.

Chief Kirby presented the board with a quote from John Deere in the amount of \$1,163.92 which would purchase two new chain saws and four new spare chains. G. Miller made a motion to approve the purchase, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Kirby also told the board that due to the cancellation of other Christmas activities, he has been working with Cindy Chambers of Frankfort Main Street and Police Chief Shoemaker on a plan to have Santa driven on a route through Frankfort with a police escort. The route will be large to avoid any crowding, and all safety precautions will be taken. The board approved the event by consensus.

### **STREET DEPARTMENT**

Street Department Superintendent Jason Forsythe asked the board for approval on special needs signage for 654 Catterlin Street. M. Sheets made a motion to approve the purchase, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe invited the board to attend an event at the Street Department on December 11<sup>th</sup> at 2 P.M. to rename the recycling building after former employee Russ Anderson.

He also updated the board on the Washington Avenue Phase II project and informed them that AT&T and Vectren are expected to start work soon and should have work completed by the end of 2020. The work will involve road closures from Williams Road to the Post Office but those will be announced and efforts will be made to reduce any impact on local businesses in that area.

### **BUILDING SERVICES**

Director of Planning and Housing Initiatives Don Stock presented the board with the permit report for the month of October. The building services department issued 79 permits with a revenue amount of \$5,625.00.

Mr. Stock informed the board that certificates of occupancy for new businesses in Frankfort will now be reported on the Facebook page for the city in order to give them more exposure and welcome them to the community.

Mr. Stock asked the board to waive the permit requirement for the EMS, they are constructing a four-foot fence at 1501 S. Jackson Street. M. Sheets made a motion to waive the permit requirement, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Stock asked the board for a permit extension at 751 Walsh Avenue for home construction. G. Miller made a motion to approve the extension, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **PARKS**

Parks Superintendent Bart Kraning informed the board that the parks department has installed approximately eighty percent of the Christmas displays and has been working with City Light and Power on getting the larger displays completed.

All of the outside park utilities have been winterized for the year and have been shut down including the irrigation at Prairie Creek Park. The splash pad at Prairie Creek Park will be winterized this week.

Lastly, Mr. Kraning thanked the community for food donations for the animals. Several community members have donated their fruits, vegetables, and pumpkins.

### **CITY ATTORNEY**

City Attorney Les Bergum informed the board that the bids for the vacant lot at 1059 W Walnut will be finalized in person on November 23<sup>rd</sup>, in Mr. Bergum's office.

He also advised the board that he has been working on extending the golf contract and is also working on the demolition of a vacant property on East Clinton Street.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS:**

Clerk-Treasurer Carol Bartley advised the department heads that claims need to be turned in to her office by December 10<sup>th</sup> for approval at the December 14<sup>th</sup> meeting. Any bills received after that would be

addressed on a case by case basis. Encumbrances for this year will be limited and will also be addressed on a case by case basis.

Mayor Sheets noted that the Board of Works and City Council meetings scheduled for November 23<sup>rd</sup> will take place at the community schools of Frankfort administration building. Seating will be limited and the meetings will be broadcast on YouTube to reduce crowding.

G. Miller encouraged everyone to abide by guidelines provided by health officials and to take precautions to keep everyone healthy and safe.

G. Miller made a motion to adjourn the meeting, seconded by M. Sheets. Mayor Sheets adjourned the meeting at 5:35 PM.