

## BOARD OF PUBLIC WORKS

June 13, 2022

The Board of Public Works and Safety met in a regular meeting on June 13, 2022, 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, City Attorney Les Bergum, and others, as noted in the minutes.

### **MINUTES**

The minutes of the May 23, 2022, regular meeting, and June 7, 2022, special meeting were presented for approval. M. Sheets moved to approve the minutes for both meetings 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 Shoemaker informed the board that the Frankfort Police Department defeated the Frankfort Fire Department in the battle of the badges basketball game. The event raised over \$3,000.00 for the Boys and Girls Club, and the Special Olympics.

Chief Shoemaker presented a property use permit application to the board for Hillary Guffy of the Clinton County Fair to have their fair parade on Sunday, July 10, 2022, at 2:00 P.M. The parade route will travel from the library to the fairgrounds and Chief Shoemaker will work with the street department on road closures that day. G. Miller made a motion to accept the application and approve the road closures for the fair parade, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker advised the board that his department is ready for the 4<sup>th</sup> of July celebrations at TPA Park, and will be prepared for any overtime that may come up. He also invited all board members and the public to the groundbreaking for the new police station on Monday, June 27, 2022, at 10:00 A.M.

### **FIRE DEPARTMENT**

Fire Chief Matt Stidham congratulated the Frankfort Police Department on their win in the battle of the badges and expressed his gratitude to all who participated and contributed to the money that was raised.

Chief Stidham advised the board that ladder 1 is being repaired, and as of today there are no estimates on what the cost will be. He is also in the process of working on the township fire contracts and will bring them to the board when they are completed.

Chief Stidham informed the board that he is permitting Paul Schutte of 1<sup>st</sup> Class Fireworks to put on a display at the Clinton County Fairgrounds on June 18, 2022. All permits required by the state are in place and the fire department will be on site.

Chief Stidham informed the board that the Fire Department pension board is going to revise their hiring process in the hopes of getting new recruits and asked the board to review the policy and be aware of the changes. Any current applications will be kept on file with the department for two years.

Chief Stidham advised the board that all the conversion kits for the chain saws had been obtained and the new fire gear has been received and will be distributed in the coming weeks.

### **STREET DEPARTMENT**

Street Department Superintendent Jason Forsythe presented the board with an invitation to bid for the Community Crossings Grant for 2022. If approved, the invitation will be posted on June 18, and June 25, 2022. Bids will be due July 11, 2022, by 5:00 P.M. The information regarding the scope of work and the specifications of the project will be available in the Clerk-Treasurers office and at the Street Department. G. Miller made a motion to accept the invitation to bid, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe presented the board with the lease agreement with Wildcat Solid Waste Management District of Clinton County. This agreement will allow the waste district to collect hazardous waste products, electronic waste products, and other solid waste refuse from the City of Frankfort. The agreement also defines the requirements for workers compensation insurance and employee liability coverage. M. Sheets made a motion to approve the lease agreement, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve the city auction on July 16, 2022, at 10:00 A.M. G. Miller made a motion to approve the auction, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe presented the following bids for the downtown line striping and repainting of the parking lines and handicap spots at Old Stoney.

- Moore Seal Coating LLC. \$13,500.00
- CR Line Striping \$14,135.00

M. Sheets made a motion to approve the bid from Moore Seal Coating, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **RESOLUTION 22-10: A RESOLUTION AUTHORIZING THE PURCHASE OF A FORD F350 SUPER DUTY TRUCK BY THE FRANKFORT STREET DEPARTMENT**

Mr. Forsythe informed the board that this resolution will allow the street department to purchase a 2021 Ford F350 from Pearson Ford for \$53,954.00. M. Sheets made a motion to approve resolution 22-10, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe presented the following quotes for a new snowplow for the street departments Ford F350.

- Phoenix Lawn and Garden – Sno-Way 8'6" V-Blade Plow - \$10,477.00
- Clark Truck Equipment – Western 8'6" MVP3 Plow - \$9,284.00

G. Miller made a motion to approve the bid from Clark Truck Equipment, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe informed the board that the speed bumps for Clay Street, Southridge Drive, and Third Street are being shipped and will be installed upon receipt.

Mr. Forsythe and the board had a discussion about Taylor Street and the necessary steps to convert it from a one-way street into a two-way street. Taylor Street will be repaved soon, and Mr. Forsythe suggested painting the road to cover up the current one-way stripes in order to reduce costs. The signage will be updated, and Mr. Forsythe asked that the change be advertised on the city's social media accounts to inform the citizens. Chief Shoemaker also advised that he has a letter to residents on Taylor Street to inform them of the changes, and where they will be able to park.

Mr. Forsythe informed the board that he has \$93,321.00 remaining from the Community Crossings Grant and he will work on a list of roads to be repaired and begin taking bids for the projects.

### **BUILDING SERVICES**

Mayor Sheets presented the permit report for the month of May. The building services department issued 97 permits, with a total revenue of \$2,905.00.

### **PARKS**

Parks Department Superintendent Bart Kraning asked the board to approve a new employee as a full-time laborer effective June 21, 2022. M. Sheets made a motion to approve the full-time laborer, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Kraning asked the board to approve a part-time laborer effective June 21, 2022, however, the potential employee does not have a drug screen completed at this time. G. Miller made a motion to approve the part-time employee, pending a negative drug screen, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Kraning advised the board that he had an applicant for the facility groundskeeper position and would like to begin the hiring process, however he has not received approval from the insurance company in order to insure the individual. M. Sheets made a motion to proceed with the hiring process, pending the decision from the insurance company for the operation of vehicles, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Kraning advised the board that the Zoo and Aviary will be closing at 3:00 P.M. this week due to the heat. He also advised the board that his department has been working on projects and has replaced nets and fixed the basketball courts. The parks department also had volunteers from NHK Seating who assisted with painting fences and posts this week and will be coming back in the next few weeks to assist further. M. Sheets requested Mr. Kraning give updates on all park projects at the next board of works planning session.

### **COMMUNITY DEVELOPMENT**

Director of Community Development and Outreach Kimberly Black advised the board that she will be rescheduling the concerts at Prairie Creek Park that were canceled due to weather.

Ms. Black informed the board that she is working with Esmerelda Cruz and the Purdue Extension office on a grassroots student youth questionnaire to find out what concerns they might have and how to get the youth involved in the city.

Ms. Black advised the board that she is working with the building services department on a new bank that would like to open in Frankfort.

Ms. Black also advised the board that Jason Wells will be in concert Saturday, June 18, 2022, and there will be a new alcohol vendor at the event. She also reminded the board that Monday, June 20, 2022, will be a city holiday and she will be posting on social media regarding the closure and trash pick-up.

#### **ATTORNEY**

City Attorney Les Bergum presented the board with an addendum to the public-private agreement and approval of the police station for the Frankfort Police and Aquatics BOT. This addendum details the additional insureds and adds Capital One as a lender on the project. The board of works will have to approve the addendum and Mayor Sheets will have to sign the document. M. Sheets made a motion to approve the addendum and give Mayor Sheets the authority to sign off on any changes, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Bergum advised the board that another bid was received for 16 N. Main Street and he will be meeting with the two remaining bidders to have a bid off.

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

None

M. Sheets made a motion to adjourn the meeting, seconded by G. Miller. Mayor Sheets adjourned the meeting at 5:58 P.M.