

BOARD OF PUBLIC WORKS
July 10, 2023

The Board of Public Works and Safety met in a regular meeting on July 10, 2023, 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, and others, as noted in the minutes.

MINUTES

The minutes of the June 26, 2023, regular meeting were presented for approval. G. Miller moved to approve the minutes as presented, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

CLAIMS AND REQUISITIONS APPROVAL

M. Sheets made a motion to approve the claims as presented, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

City Attorney Alicia Albertson presented the following aquatic center requisitions for approval:

- 14A - \$661,786.66
- FFE-25 - \$1,791.98
- FFE-26 - \$716.79
- FFE-27 - \$1,934.
- FFE-28 - \$2,257.05
- FFE-29 - 28,288.00
- FFE-30 - \$449.00
- FFE-31 - \$772.85

Ms. Albertson also presented the following police station requisition for approval:

- 14P - \$751,708.62

G. Miller made a motion to approve the requisitions as listed, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

PUBLIC COMMENTS

Dave Riggs of 1160 Dolson Street, Frankfort In, addressed the board regarding the retention pond by the aquatic center and his concerns that it could be a danger. Interim Parks Department Superintendent Jason Forsythe addressed the board and informed them that he is working on addressing the issue with the drain in the retention pond with the builders and the problem will be addressed.

PUBLIC HEARING: SALE OF PROPERTY AT 1058 MAGNOLIA AVENUE

Mayor Sheets called a recess of the meeting at 5:10 P.M. and opened a public hearing to discuss the property located at 1058 Magnolia Avenue and if the board would like to pursue the sale of the property. Marcus Hodges spoke to the board about the property having been donated to the city with the intention of making it into a parking lot for Circle Park. M. Sheets and Mayor Sheets thanked Mr. Hodges for donating the property to the city. Mayor Sheets closed the public hearing at 5:16 P.M. and reopened the Board of Works meeting.

M. Sheets made a motion to not proceed with the sale of the property, but instead to pursue options that would further help the parks and neighborhood in that area, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

POLICE DEPARTMENT

Police Chief Scott Shoemaker advised the board that he had completed a traffic study on Main Street and Wesley Manor roads by Kyger Street. At this time he is recommending no changes to the speed limits or speed bumps in that area, but would recommend a letter be sent to Wesley Manor employees to watch their speed on their way to work.

G. Miller made a motion to make no change to the Main Street traffic signage, and also send the recommended letter to Wesley Manor, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker asked the board to accept the resignation of Officer Madison Douglass effective July 3, 2023. M. Sheets made a motion to accept the resignation, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker advised the board that he is now in the process of hiring three new officers and his department may also have lateral transfers. Applications for the available positions are due by August 31, 2023, and he will update the board on the process going forward. Mayor Sheets thanked Chief Shoemaker for all he has done for the department during his tenure.

FIRE DEPARTMENT

Fire Chief Matt Stidham presented quotes to the board for updating the electrical service at headquarters. The quotes he obtained are as follows:

- Campbell Electric – \$2200.00
- Skiles Electric - \$3431.00

Chief Stidham recommended that the board allow him to proceed with the quote from Skiles Electric as their estimate was more compatible with what his department would like to do. G. Miller made a motion to accept the quote from Skiles Electric, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Stidham updated the board on the interlocal agreement and informed them that it had been given to the city attorney for review. Mr. Stidham also advised the board that EMS Captain Russell Sheets and Lieutenant Jeremy Payne had completed their week long training at the National Honor Guard Academy.

PARKS DEPARTMENT

Interim Parks Department Superintendent Jason Forsythe asked the board to ratify an event the Chamber of Commerce held at Prairie Creek Park on July 7, 2023, and waive the fee for the event. M. Sheets made a motion to ratify the event and waive the fee, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe also updated the board on the repairs to the splash pad and the difficulties in finding someone who is able and willing to do the repairs. Mayor Sheets echoed the sentiment of Mr. Forsythe and asked him to update the board on the progress going forward.

STREET DEPARTMENT

Street Department Superintendent Jason Forsythe updated the board on the city wide brush removal project that is going on due to several storms. His teams have been working on the removal and he asked that residents have patience and their brush will be attended to.

Mr. Forsythe also provided an update on the paving projects around the city and on the new stop sign at Third and Freeman Streets.

BUILDING SERVICES

Director of Planning and Housing Initiatives Don Stock presented the board with the permit report for the month of June. His department issued 106 permits for a total revenue of \$16,180.64. Mr. Stock indicated that this amount is higher than it has been in the last two years.

Mr. Stock updated the board about his search for a part-time building inspector and his progress in working with Welden and other companies in order to find a solution that will be most effective for the city. Mr. Stock also provided the board with an update on the 50/50 sidewalk program.

COMMUNITY DEVELOPMENT

Community Development Director Kimberly Black updated the board on the progress with FEMA due to the storm damage, the work on the FFE items for the aquatic center, and the muffins with the Mayor outing on July 11, 2023.

Ms. Black asked the board to approve a United Way Vacation Day for city employees who donate one hour of their pay per month to the United Way in order to earn a vacation day. M. Sheets made a motion to approve the United Way Day, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

CITY ATTORNEY

City Attorney Alicia Albertson presented the board with the recommendation of the committee to enter into a public-private agreement with Envoy to construct the new fire station. Per City Attorney Alicia Albertson, a public hearing will be held at the next meeting before a vote is taken to accept the recommendation of the committee. M. Sheets made a motion to approve the contract, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Triplett presented the board with a construction contract for Campos Construction to complete the Maple Drive project in the amount of \$49,776.50. G. Miller made a motion to approve the contract, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

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 6:09 P.M.