

BOARD OF PUBLIC WORKS  
July 24, 2023

The Board of Public Works and Safety met in a regular meeting on July 24, 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 July 10, 2023, regular meeting were presented for approval. M. Sheets moved to approve the minutes as presented, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

**CLAIMS AND REQUISITIONS APPROVAL**

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

**PUBLIC COMMENTS**

None

**PUBLIC HEARING: COMMITTEE RECOMMENDATION FOR FIRE STATION BUILD  
OPERATE TRANSFER PROCESS**

Mayor Sheets called a recess of the meeting at 5:05 P.M. and opened a public hearing to discuss the recommendation of the committee to enter into a Public-Private Partnership Agreement with Envoy to complete the new fire station. City Attorney Alicia Albertson noted that the public could speak about any opposition they have to the city undertaking the project with Envoy. There were no public comments or questions. Mayor Sheets closed the public hearing at 5:052 P.M. and reopened the Board of Works meeting.

M. Sheets made a motion to approve the recommendation of the committee and accept the proposal from Envoy, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

City Attorney Alicia Albertson noted that the city will need to appoint someone to be the point of contact for the project who will also have the authority to negotiate with Envoy on behalf of the city. M. Sheets made a motion to appoint Eric Woods as the point of contact, with negotiation authority, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

G. Miller made a motion that Megan Sheets be named alternated for Eric Woods, should he be unavailable, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

**POLICE DEPARTMENT**

Police Chief Scott Shoemaker presented the board with a canine ownership transfer agreement to allow Beau Smith to take ownership of K9 Bane upon his retirement on August 3, 2023, at 5:00 P.M. G. Miller made a motion to approve the canine ownership transfer agreement, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

**RESOLUTION 23-09: A RESOLUTION AUTHORIZING DISPOSAL OF VEHICLE TO ROSSVILLE  
SCHOOLS**

Chief Shoemaker presented the board with resolution 23-09, which will allow him to donate a 2015 Ford Explorer to the Rossville Police Department in exchange for a vehicle of similar value to be used in crisis negotiations. M. Sheets made a motion to pass resolution 23-09, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **FIRE DEPARTMENT**

Fire Chief Matt Stidham presented the board with the fire protection contracts for Center, Washington, Jackson, and Union townships. He advised the board that the only notable change was that the contracts would have a two-year rather than a one-year term. G. Miller made a motion to accept the contracts for all four townships, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Stidham presented the board with the EMS and City of Frankfort interlocal agreement for transporting patients. He noted that the EMS will be helping with the resupply of items used during transport. M. Sheets made a motion to approve the agreement, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Stidham and the board had a brief discussion regarding new ladder trucks for the new fire station and the possibility of locking in prices before they increase.

### **PARKS DEPARTMENT**

Interim Parks Department Superintendent Jason Forsythe presented the board with a property use permit for the Frankfort Jaycees to hold an Oktoberfest event at Prairie Creek Park on October 21, 2023. There will be alcohol served, and fireworks at the end of the day. M. Sheets made a motion to approve the event, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe presented the board with a property use permit for the United Way to have their kick-off event at Prairie Creek Park on August 30, 2023, from 8:00 A.M. to 10:00 P.M. and asked that the fee be waived. G. Miller made a motion to approve the event and waive the fee, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe presented the board with a property use permit for Center Township of Clinton County to hold their overdose awareness event at Prairie Creek Park on August 31, 2023, from 8:00 A.M. to 10:00 P.M. M. Sheets made a motion to approve the event, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe presented the board with a property use permit for Morgan Crum to have a wedding reception with alcohol, at Prairie Creek Park on November 4, 2023. G. Miller made a motion to approve the event, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe also updated the board on the new pickleball courts and repaired tennis courts are completed and officially open. A ribbon-cutting ceremony is being planned and will be announced at a later date.

### **BUILDING SERVICES**

Director of Planning and Housing Initiatives Don Stock presented the board with a contract from INTAC management group to assist him and Community Development Director Kimberly Black with the ADA transition plan. M. Sheets made a motion to approve phase 1 and phase 2 of the project, subject to council appropriation of funds and approval of the council, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Stock presented the board with a contract for Willdan Engineering and the City for them to provide occasional building inspections. The contract will need minor language modifications per city attorney Alicia Albertson. G. Miller made a motion to accept the contract with Willdan Engineering, pending changes to the contract, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

#### **CITY ATTORNEY**

City Attorney Alicia Albertson presented the board with an invitation to bid for the Dorner Park pickleball courts asphalt reconstruction project. The bids will be due on August 14, 2023, by 5:00 P.M. M. Sheets made a motion to approve the invitation to bid, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

#### **UNFINISHED BUSINESS**

The board had a brief discussion with Rodney Mounts of C&R Catering regarding his intentions to have a sidewalk café and grilling. The board of works will allow the business to proceed with the plan on specific dates and possibly allow other businesses to follow suit. At this time the board will allow him to have the sidewalk in use during the Hot Dog Festival and on Labor Day and will reevaluate at a later time.

#### **NEW BUSINESS**

The board reviewed the amended job description for the senior building inspector to now report directly to the board of works. M. Sheets made a motion to approve the amended description, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

G. Miller made a motion to adjourn the meeting, seconded by M. Sheets. Mayor Sheets adjourned the meeting at 5:52 P.M.