

## BOARD OF PUBLIC WORKS

August 14, 2023

The Board of Public Works and Safety met in a regular meeting on August 14, 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 24, 2023, regular meeting were presented for approval. G. Miller made a motion to approve the minutes as presented, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **CLAIMS 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.

### **PUBLIC COMMENTS**

Sam Payne discussed the 75<sup>th</sup> anniversary of the horseshoe courts and the upcoming tournament. He requested permission to have a party on the city lot near the cemetery. G. Miller made a motion to accept the request to park on the city lot, 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 following list of assets sold during the city auction for approval to be removed.

- 2012 Dodge Charger 5444
- 2012 Dodge Charger 5447
- 2015 Ford Explorer 1628
- 2012 Dodge Charger 5441
- 2013 Dodge Charger 9960

G. Miller made a motion to remove assets sold at the city auction, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker asked the board to approve the hiring of a new crossing guard for the school year which started on August 3<sup>rd</sup>. M. Sheets made a motion to ratify the hiring of the new crossing guard, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker discussed K. Harshbarger's retirement, stating that his last day would be September 8, 2023. Shoemaker requested that the board permit him to pay half of Harshbarger's

sick time. Sheets made a motion to accept his retirement and pay him half of his sick time, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker also updated the board about potential hiring prospects and will update them at a later date.

### **FIRE DEPARTMENT**

Fire Chief, Matt Stidham presented information on the recent repairs to Station 2 and reported that they plan to start getting quotes for cleaning one to two times a year for maintenance on beds, chairs, and carpets.

### **STREET DEPARTMENT**

Street Department Superintendent Jason Forsythe presented information on the Snow Olympics occurring on September 6-7 in Lafayette. He would like to send six to eight guys on Wednesday and possibly a few more on Thursday. The cost for one team to compete is \$375.00 for both days. The Board agreed by consensus that as long as he has the funds available, it would be a great idea to send a team to compete.

Mr. Forsythe also informed the board that Reith Riley would be in town soon for five paving projects.

### **BUILDING SERVICES**

Director of Planning and Housing Initiatives, Don Stock presented an agreement with INTAC and requested the contract be approved, pending Council approval of the transfer of funds. G. Miller made a motion to approve the agreement pending Council approval of the funds transfer, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Stock also gave a report on July building permits.

### **PARKS DEPARTMENT**

Mayor Judy Sheets swore in Joel Tatum as the new Parks Department Superintendent.

Mr. Tatum presented an event approval for the Neighborhood Center for Melody Tolley. She is requesting to hold a wedding at the Neighborhood Center and requests to have alcohol served by the Angry Donkey. M. Sheets made a motion to approve the request for alcohol, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum also presented an event application and a fee waiver for the Frankfort Volleyball team who would like to hold a team dinner at Prairie Creek Park. G. Miller made a motion to waive the fees for the event, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **COMMUNITY DEVELOPMENT**

Community Development Director Kimberly Black presented a contract with CORE to add translation to the City's website, consisting of a one-time fee of \$300. M. Sheets made a motion

to approve the contract with CORE for translation services, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Ms. Black presented a contract with the Flying Toasters who will be performing at Prairie Creek Park on September 9, 2023. G. Miller made a motion to accept the contract with the Flying Toasters, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **HUMAN RESOURCES**

Clerk-Treasurer Carol Bartley presented a new job description for the Administrative Assistant for Building Services. G. Miller made a motion to approve the Administrative Assistant job description, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **ATTORNEY**

City Attorney Alicia Albertson discussed Requisition Certificate 15-P for the Police Department, and FFE-32 and FFE-33 for the Aquatic Center. M. Sheets made a motion to approve Requisition Certificate 15-P, FFE-32, and FFE-33, seconded by G. Miller. Upon a roll call vote, 3 ayes were recorded. Motion carried 3-0.

Ms. Albertson opened and read aloud the bids for the paving of pickleball courts at Dorner's Park. Crenshaw Paving submitted a bid of \$72,315.00. Reith Riley submitted a bid of \$104,000.00, and PCC Sports submitted a bid of \$272,089.45. M. Sheets made a motion to award the bid to Crenshaw Paving, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Megan Sheets made a motion to adjourn the meeting, seconded by Greg Miller. Meeting adjourned at 5:39 PM.