

**BOARD OF PUBLIC WORKS**  
September 11, 2023

The Board of Public Works and Safety met in a regular meeting on September 11, 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 August 28, 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**

None

**PARKS DEPARTMENT**

Parks Department Superintendent Joel Tatum presented an entertainment contract for Chris Bandi to perform on September 30, 2023, as an opener for Chase Wright. 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. Tatum presented an event application for the VFW to hold their Veterans Day event at Veterans Park on November 11, 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. Tatum presented an event application for Randy West to hold his 2024 car shows at shelters one and four at TPA Park. The shows will be held on May 26, June 23, July 4, and August 11, 2024. M. Sheets made a motion to approve the events, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum presented an event application for Carrie Hackerd to hold a Girl Scout event at the Frankfort Neighborhood Center on November 4, 2023, and asked that the board waive the fee. 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. Tatum presented an event application for the fall farmers market to be held at Veterans Park on October 7, 2023, October 14, 2023, October 21, 2023, and October 28, 2023. M. Sheets made

a motion to approve the dates for the farmers market, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum updated the board on the progress of the pickleball courts. The paving is done and will have to cure for 30 days before it can be used. His department is now looking at fencing to be placed on the courts and will be waiting for the courts to cure before beginning striping.

### **POLICE DEPARTMENT**

Police Chief Scott Shoemaker asked the board to approve a list of assets he will be transferring to the parks department. The items are from the old police station and his department has no further use of them. G. Miller made a motion to approve the asset transfer, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker updated the board on his new building and advised them that he would be working on any issues they have before the warranty expires in June of 2024.

### **FIRE DEPARTMENT**

Fire Chief Matt Stidham informed the board that Engine 3 is still being serviced due to issues with the injector pump and he will update the board as soon as the repairs are completed.

Chief Stidham also advised the board that Station 2 received new gutters and that the Rotary Club donated defibrillator devices to the Fire Department, Police Department, and Arborwood.

### **STREET DEPARTMENT**

Street Department Superintendent Jason Forsythe provided the board with an update on the paving projects around the city and informed them of railroad work being done on several intersections in September and October, and that his department is working on preparedness for fall and winter.

### **RESOLUTION 23-11: A RESOLUTION AUTHORIZING THE SPECIAL PURCHASE OF PAVING SERVICES**

Mr. Forsythe informed the board that this resolution is to allow Reith Riley to complete the paving project on West Clinton Street while in the area working on other paving projects. G. Miller made a motion to pass resolution 23-11, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe presented the board with a construction contract between the City and Reith-Riley to perform the work on West Clinton Street. 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.

### **BUILDING SERVICES**

Director of Planning and Housing Initiatives Don Stock updated the board on his new employees and their progress in his department.

Mr. Stock presented the board with the ADA analysis transition plan and Title VI policies agreement form. Mr. Tim Clark with INTAC management group addressed the council and informed them of the help his company would provide with the transition. City Attorney Alicia Albertson informed the council that she had made minuscule changes to the agreement. M. Sheets made a motion to approve the amended contract seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **COMMUNITY DEVELOPMENT**

Community Development Director Kimberly Black informed the board that there would be no fireworks at the Hispanic Festival, however, Sterler Productions will be able to place eight cold spark boxes which will be monitored by them as well for \$1,917.50. G. Miller made a motion to approve the services, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **HR**

Clerk-Treasurer Carol Bartley presented a modified job description for the Director of Planning and Housing Initiatives job description. The job description was modified to remove unneeded items. M. Sheets made a motion to approve the job description, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Clerk-Treasurer Carol Bartley presented the board with the revised travel and expense policy and informed them that it had been amended to remove the ability for employees to use city credit cards to purchase meals. The mileage for any employee trip has been amended so that any distance traveled will be measured from Old Stoney to the destination by car. M. Sheets made a motion to approve the amended policy, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **ATTORNEY**

#### **RESOLUTION 23-10: A RESOLUTION TO UPDATE COVID PAY AND PROTOCOLS**

City Attorney Alicia Albertson informed the board that this resolution is being presented because most COVID policies and procedures have been repealed by the CDC. This resolution also removes the quarantine pay protocol and any employee with Covid will now use their sick time in the event of illness. G. Miller made a motion to approve resolution 23-10, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

Mayor Sheets presented the board with an agreement with Stifel as part of the bonding process for the new fire station. 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.

Mayor Sheets presented the board with the swimming pool management agreement with Aquatic Management of Indianapolis for 2024. The aquatic center will be open from Memorial Day to

Labor Day and that is the only change from 2023. G. Miller made a motion to accept the agreement, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets presented Sam Payne with a certificate of recognition for all his efforts with the Dorner Park horseshoe courts and for organizing the events. Mayor Sheets thanked him profusely and declared him an outstanding citizen of Frankfort.

G. Miller made a motion to adjourn the meeting, seconded by M. Sheets. Mayor Sheets adjourned the meeting at 5:50 P.M.