

## BOARD OF PUBLIC WORKS

March 22, 2021

The Board of Public Works and Safety met in a regular meeting on March 22, 2021, at 5:00 PM at the Community Schools of Frankfort Administration Building, 2400 E. Wabash Street, Frankfort, Indiana.

Mayor Sheets called the meeting to order and led the assembly in the Pledge of Allegiance. The following members were present: Mayor Judy Sheets, Megan Sheets, and Greg Miller. Also present were City Attorney Les Bergum, Clerk-Treasurer Carol Bartley, and others as noted in the minutes.

### **MINUTES**

The minutes of the March 8, 2021, regular meeting were presented for approval. M. Sheets moved to approve the minutes of the March 8, 2021, regular meeting as presented, seconded by G Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **CLAIMS APPROVAL**

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

### **PUBLIC COMMENTS**

None

### **BUILDING SERVICES**

Director of Planning and Housing Initiatives Don Stock updated the board on the walkway at 259 E Clinton St proposed by Fred Myers and asked the board to allow Fred to put pots on the walkway. M. Sheets made a motion to approve the placement of pots, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Stock informed the board that 24 permits were issued in the month of February with a total revenue of \$1,555.00 and he believes this will increase in the following months.

### **PARKS DEPARTMENT**

Parks Department Superintendent Bart Kraning presented the board with a watering contract from Phillips Greenhouse. The contract is for \$11,500 and will not include pesticide applications which will be billed separately. 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.

### **ATTORNEY**

#### **RESOLUTION 21-07: A RESOLUTION READOPTING AND REVISING PURCHASING POLICY**

City Attorney Les Bergum presented the board with a resolution that will allow the department heads to make purchases up to \$1000.00. Any purchases by the department head up to \$1500.00 will require approval by the board of works without the requirement of bids or a price check. Any purchases over \$1500.00 will require three bids and approval by the board of works. G. Miller made a motion to pass resolution 21-07, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Bergum opened the bids for the property at 16 N. Main Street. Two bids were received; one from CA Taylor in the amount of \$60,000 and one from Martin Shrader of Digital Forms Management, LLC in the

amount of \$70,000. As this is an open bid process the bidders must be given the opportunity to raise their bid. Mr. Bergum will contact the bidders and update the board at the next meeting.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS:**

Clerk-Treasurer Carol Bartley presented the board with conflict of interest forms for Justin Spears and James Spears, both of whom work for JJ Paving. M. Sheets made a motion to approve the conflict of interest for Justin Spears, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0. G. Miller made a motion to approve the conflict of interest for James Spears, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets informed the board that the meeting locations for the board of works will be changed back to Old Stoney beginning with the meeting on Monday, April 12, 2021. Mayor Sheets expressed her gratitude to the Community Schools of Frankfort for hosting the meetings.

G. Miller made a motion to adjourn the meeting, seconded by M. Sheets. Mayor Sheets adjourned the meeting at 5:22 PM.