

BOARD OF PUBLIC WORKS
April 12, 2021

The Board of Public Works and Safety met in a regular meeting on April 12, 2021, at 5:00 PM. 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, 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 22, 2021, regular meeting were presented for approval. M. Sheets moved to approve the minutes of the March 22, 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

POLICE DEPARTMENT

Police Chief Scott Shoemaker announced he will be attending the City council meeting with KJG Architecture and Reedy Financial this evening to present what the new police department building will look like and to get the building corporation started. He hopes to have everything in order by the end of this week and plans to open bids at the second meeting in May.

Chief Shoemaker advised the board that Officer Charles Baetz has graduated from the police academy, and Officer Marisol Douglas has reported to the academy and should graduate in June of this year.

Chief Shoemaker presented the board with quotes for a new server switch to provide phone service at the police department. The money for this will come out of the building budget, and the server switch will be moved to the new building upon completion. The bid from CDW was \$7,040.60, Visual Edge IT for \$6,631.70, and ACCS for \$9,955.65. Chief Shoemaker recommended the quote from Visual Edge IT as they are currently providing IT services for the police department. The board inquired about the difference in quotes and the license being included in each quote. M. Sheets made a motion to approve the server switch for the police department with Visual Edge IT, provided the quote from ACCS without a 3-year term license would be more cost-efficient, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker thanked the Street Department and Jason Forsythe for all their work with the road construction this week and with the ongoing construction projects.

FIRE DEPARTMENT

Fire Chief John Kirby asked the board to approve the invoice from Hastings Air Energy Control for the Plymovent Replacement and Repair in the amount of \$13,363.00. M. Sheets made a motion to approve the payment of the invoice, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Kirby presented the board with a response guideline for the new NHK plant located on West State Road 28. The response guideline is to make sure that in the event of an emergency at the plant, the city will still be covered adequately. G. Miller made a motion to approve the NHK response guidelines with the addition of language to add other emergency response vehicles such as ambulances, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Kirby advised the board that the Purdue Learning Network will be having a youth fire academy class in June. All Covid 19 protocols will be followed. The board approved the fire department's assistance with the class by consensus.

Chief Kirby informed the board that Stations 2 and 3 will be doing their spring cleaning and attempting to complete a list of small tools and items needed for the stations.

Chief Kirby told the board that they currently have 22 applicants for the fire department and the last day to submit an application is May 3. The written test will take place at Frankfort High School on Sunday, May 23. There are no openings within the department currently. They are just working to create a new hiring pool of quality applicants.

BUILDING SERVICES

Director of Planning and Housing Initiatives Don Stock informed the board that his department had issued 79 permits in the month of March, with a total revenue of \$4,081.24.

Mr. Stock asked the board to approve the hiring of a part-time clerical assistant who can fill in when someone is out of the office. M. Sheets made a motion to approve the posting of a part-time position in the building services department, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Stock asked the board to waive the permit fee for Abilities Services Inc. as they are building a group home in the Habitat for Humanity addition on John Street. G. Miller made a motion to approve waiving the permit fee for Abilities Services Inc., seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Stock advised the board that he will be working next week on obtaining a certificate of occupancy for Prairie Creek Park so that it can open on schedule.

Mr. Stock advised the board that one bid for the sidewalk program has been received. Don Stock asked Mr. Bergum if he would like it as the bids are set to be opened at the April 26 board of works meeting. Mr. Bergum advised Mr. Stock to hold onto it. Mayor Sheets asked if the bids were advertised. Mr. Stock said that he believes the sidewalk program bids have been advertised, but he will verify.

PARKS DEPARTMENT

Parks Department Superintendent Bart Kraning asked the board to approve a special event form for Good Times Professional Audio. They would like to have a gospel worship service on June 11, 2021.

M. Sheets questioned the accuracy of the date as it falls on a Friday. G. Miller made a motion to approve the event for Good Times pending the verification of the date, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Kraning also asked the board to approve the Thursday Thunder events that will be held at Veterans Park beginning on the first and third Thursday in June and will run through October. M. Sheets made a

motion to approve the Thursday Thunder events, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Kraning advised the board that he passed his training, and now the parks have a certificate from the state to operate the splash pad at Prairie Creek Park. Another parks employee will receive the training in the next few weeks. They are also working on obtaining a permit from the health department for the splash pad.

Mr. Kraning told the board that NHK will be sending volunteers out to assist the parks department the week of April 19 and April 26. There will be approximately 25 to 70 people who will help repaint the playground equipment and assist with mulch planting along with other tasks.

Mr. Kraning informed the board that the parks department has completed their MS4 stormwater drainage training, and the MS4 inspector will be coming in May. They should have no problems passing the inspection. He will also be working on remodeling the muntjac enclosure as a part of it fell. It will be remodeled so that the zookeepers can walk inside it.

Mr. Kraning asked the board for permission to apply for a grant through SIA for up to \$10,000 for a dog park. The board briefly discussed various options for the dog park in the city. M. Sheets made a motion to approve the parks department applying for the SIA grant, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets inquired as to the status of the concessions being remodeled. Mr. Kraning said the remodeling is back in process. Upon completion, bids will be taken for people interested in providing their services.

COMMUNITY DEVELOPMENT

Community Development Director Annie Bacon updated the board about the new city website that will be launched this week. Shane Jacoby with FMU is reviewing any changes that need to be made and will let us know when he has a good date to make the switch. It will take at least 24 hours for the site to update. If the board members receive any calls or complaints, they should be aware that problems will be short-term. Website training has been provided to all departments, and additional training is available if needed.

Mrs. Bacon reported hearing some complaints that people aren't receiving enough information from the mayor and city officials. She confirmed that we are updating the community regularly via social media, radio, the city website, and the local paper and said that if any community member would like the city to pursue additional avenues of information dispersal, she is always happy to update the community in any way she can.

Mrs. Bacon reminded the board of the Free Landfill day on April 24, 2021 the spring cleanup April 26 to May 1, 2021.

She is also working with Carol Price and Healthy Communities on a possible grant to provide health literacy strategies that will benefit minority populations and other socially vulnerable populations. She will also be attending a meeting this week to discuss the possibility of the city applying for a Community Development Block Grant.

ATTORNEY

Mr. Bergum opened a counter bid for the property at 16 N. Main Street from CA Taylor in the amount of \$70,000. Mr. Bergum will notify the bidders and update the board at the next meeting.

Mr. Bergum provided the board with an update on the State Road 28 project at the Ivy Tech Corner and indicated that the city and the county will both be receiving \$1,000 in order to begin work earlier.

UNFINISHED BUSINESS

None

NEW BUSINESS:

G. Miller addressed the board and expressed his thanks to all city departments for their work and doing a great job during the construction and traffic issues. Mayor Sheets expressed her appreciation as well. G. Miller made a motion to adjourn the meeting, seconded by M. Sheets. Mayor Sheets adjourned the meeting at 5:54 PM.