

BOARD OF PUBLIC WORKS  
May 10, 2021

The Board of Public Works and Safety met in a regular meeting on May 10, 2021, 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 and Greg Miller. Also present were City Attorney Les Bergum, Clerk-Treasurer Carol Bartley, and others as noted in the minutes. Megan Sheets was absent.

**MINUTES**

The minutes of the April 26, 2021, regular meeting were presented for approval. G. Miller moved to approve the minutes of the April 26, 2021, regular meeting as presented, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

The minutes of the April 29, 2021, special meeting were presented for approval. G. Miller moved to approve the minutes of the April 29, 2021, special meeting as presented, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded.  
Motion carried 2-0.

**CLAIMS APPROVAL**

G. Miller moved to accept the claims as presented, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

**PUBLIC COMMENTS**

None

**POLICE DEPARTMENT**

Mayor Sheets presented the police department with a proclamation in honor of National Police Week in recognition for all the hard work and sacrifice of the Frankfort Police Department.

Police Chief Scott Shoemaker updated the board with the crime and traffic stop statistics for 2021. The number of traffic stops has substantially increased this year when compared to 2020. This increase is due primarily to the lack of travel last year during the COVID-19 pandemic.

Chief Shoemaker invited the board to attend a police memorial service at the police department on Friday, May 14, 2021, at 2 P.M. He informed them that a replica of the tomb of the Unknown Soldier would be coming through Frankfort that day as well.

Chief Shoemaker advised the board that the Drug Take Back Day will take place Saturday morning, May 22, 2021, in the Frankfort High School parking lot.

**FIRE DEPARTMENT**

Fire Chief John Kirby updated the board on the current hiring process. The fire department had 36 applications. Of those applicants, only 16 have turned in the required paperwork. Chief Kirby recommends the pension board extend the application process by a few weeks in order to obtain more applicants. He will let the board know if the dates are extended and have the HR department put the position back on the website.

Chief Kirby updated the board on the window replacement quote for headquarters. Per Chief Kirby, Town and Country Glass is not interested in the job. As a result, the only available quote is from Window World in the amount of \$1,611.00. Les Bergum advised the board that they could proceed with the repair. G. Miller made a motion to accept the quote from Window World, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Chief Kirby presented the board with a conflict of interest form for Jeremy Warren of Better Sign Company. He provides uniforms and signs for the fire department. G. Miller made a motion to accept the conflict of interest form, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

### **BUILDING SERVICES**

Director of Planning and Housing Initiatives Don Stock informed the board that his department had issued 98 permits for the month of April for a total revenue of \$4,445.86.

Mr. Stock updated the board on the hiring process for the part-time position in his office. They had nine applicants. From those applicants, they have chosen four to be interviewed next week. He will present the choice to the board at the next meeting once all the interviews have been completed.

### **STREET DEPARTMENT**

Street Department Superintendent Jason Forsythe informed the board that he will be moving Gilberto Rivera from his current part-time position into a full-time position. He also presented the board with a prospective employee for the available part-time position, pending the results of his background check and drug test. G. Miller made a motion to accept the hiring of the employee, pending their background check and drug test seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Forsythe presented the board with the city auction contract with Rick Gates for 2021. The auction will take place on June 26, 2021, at 10:00 A.M., with a pre-show Friday, June 25, 2021. Mr. Gates will receive 25% of the profits from the sale. G. Miller made a motion to approve the contract, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Forsythe also presented the board with a list of seventeen paving projects he would like to do this year. He will be applying for the community crossings grant on July 1, 2021, and will meet with the board to determine which of the projects they would like to prioritize before that date.

### **PARKS DEPARTMENT**

Parks Department Superintendent Bart Kraning presented the board with a special event request from the Clinton County Memorial Committee for a Memorial Day Service on May 31, 2021, at 10:30 A.M. on the south side of the courthouse. G. Miller made a motion to approve the special event, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Kraning presented the board with a special event request from Frankfort United Neighborhood for a Halloween Jamboree Drive Thru event on October 30, 2021, with a possible rain date of October 31, 2021. The event will take place at TPA Park, and the parks department employees will assist with directing traffic and have additional exits available. G. Miller made a motion to approve the event, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Kraning presented the board with a special event request from Standup Don't Standby for a community picnic and fundraiser at Prairie Creek Park on July 10, 2021. They will have vendors and possibly fireworks. Per Chief Kirby, they will need to go through the State Fire Marshall in order to get approval for the fireworks. They can then return to the board for final approval. The group would like to use the entire park and will bring all of their own equipment. They are asking that the board waive the \$1000.00 fee for them to use the park for the event. G. Miller asked for more information about their plans for the event prior to approving it. Mr. Kraning will report back at the next meeting.

Mr. Kraning asked the board to approve the Rose Pest Solutions contract for Prairie Creek Park. Rose Pest Solutions already provides pest control for all City Parks. This contract would add Prairie Creek Park. G. Miller made a motion to approve the contract, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Kraning presented the board with the Koorsen Fire Contract for Prairie Creek Park Event Center. The contract will run for three years with an annual cost of \$938.00. G. Miller made a motion to approve the contract, subject to appropriation of funds for each subsequent year, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Kraning informed the board of his desire to hire four seasonal zookeeper employees. G. Miller made a motion to accept the hiring of the seasonal employees, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Kraning told the board that people have been driving around the speed bumps at Dorner Park, and a path had been created in the grass. In order to prevent people from driving around them, the parks department has moved large rocks next to the speed bump.

### **HUMAN RESOURCES**

Clerk-Treasurer Carol Bartley presented the board with a revised quarantine pay protocol. Under the new protocol, quarantine pay will be terminated effective July 1, 2021. After that date, any employee absent from work due to illness will be required to use sick time, vacation time, or opt for no pay. Employees who have received the COVID-19 vaccine may be eligible for up to 10 days of paid leave if they provide proof of a positive COVID-19 test and proof of a vaccination record card. G. Miller made a motion to accept the protocol, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mayor Sheets proposed removing page one, section one of the employee handbook, which is the introduction. They are also working on additional revisions. G. Miller made a motion to accept the revision of the handbook, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

### **ATTORNEY**

Mr. Bergum informed the board that the pre-bid meeting for the contractors on the new police station will take place at 9 A.M. on May 11, 2021, at the utilities IT building.

Mr. Bergum advised the board that the closing on the Donmar property took place May 10, 2021, and the city will be receiving \$17,000.00 this week.

Mr. Bergum also advised the board that he will be working with Don Stock on the Exide property as there is some interest in it. The property is currently being held in a trust.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS:**

None

G. Miller made a motion to adjourn the meeting, seconded by M. Sheets. Mayor Sheets adjourned the meeting at 6:11 P.M.