

BOARD OF PUBLIC WORKS
July 26, 2021

The Board of Public Works and Safety met in a regular meeting on July 26, 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, Megan Sheets, and Greg Miller. Also present were City Attorney Les Burgum, Clerk-Treasurer Carol Bartley, and others, as noted in the minutes.

MINUTES

The minutes of the July 12, 2021, regular meeting were presented for approval. G. Miller moved 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 moved to accept the claims as presented, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

PUBLIC COMMENTS

Matt Stidham presented the board with an update on the construction of the EMS training facility. They have several containers done and are currently projecting a completion date of October 1, 2021. With the assistance of donations and a state grant, the EMS has raised \$138,000 of their approximate total cost. However, they still need at least \$50,000 to complete the project. Mr. Stidham requested the city release the remainder of the funds previously authorized. The total amount of authorized funds remaining is \$15,000.00. M. Sheets made a motion to approve the release of funds, 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 presented the board with the permit report for the month of June. His department issued 108 permits for total revenue of \$13,230.83.

G. Miller inquired about the requirements for sidewalks at residences in the subdivision on Kelly Road and if those were the responsibility of the developer. Per Mr. Stock, those are the responsibility of the builder or the homeowner, and the subdivider should have a plan for that. His department will follow up to make sure they are installed when any new homes are built. They cannot require sidewalk installation for existing homes. He did indicate that next year they will be putting signs in yards of homes that are using the 50/50 sidewalk program in an effort to encourage the installation of sidewalks.

G. Miller also asked about utility cuts in sidewalks being part of the 50/50 sidewalk program. Mr. Stock informed him that a permit is required by the individual making the cut so that his department can follow up and make sure it is repaired.

PARKS DEPARTMENT

Parks Department Superintendent Bart Kraning asked the board to approve a property use permit application for Dennis Humana. He would like to use the neighborhood center for a baptism reception on October 9, 2021, from 4:00 P.M. to 12:00 A.M. M. Sheets made a motion to approve the permit, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

COMMUNITY DEVELOPMENT

Community Development Director Annie Bacon asked the board for approval to schedule the 2022 Hispanic Heritage Festival for September 17, 2022, at Prairie Creek Park. The event is city-sponsored. Organizers would prefer to keep the event on the third Saturday in September unless that date falls before September 15. Hispanic Heritage Month runs from September 15 - October 15. They would like to keep the event within that timeframe. M. Sheets made a motion to approve the scheduling of the festival, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0. Mayor Sheets thanked Annie Bacon for all she has done for the city and informed the board that her last day in office would be Friday, July 30, 2021 and her last official day will be August 12, 2021.

ATTORNEY

City Attorney Les Bergum informed the board that they will be closing on the property at 352 S. Main Street, a former Rapp Property. The city has a grass lien on the property. The net proceeds of the sale will be divided between the city and the county. Each entity is expected to receive \$4,488.23. G. Miller made a motion to authorize Les Bergum to sign off on the sale of 352 S. Main, 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 an agreement for communication services at a rate of \$30.00 per hour on an as-needed basis. This agreement allows the city to utilize the services of Annie Bacon between her departure from the city and her replacement being trained and ready to go. 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.

Clerk-Treasurer Carol Bartley informed the board that in June, a new federal holiday was approved that is not currently on the 2022 Board of Works approved holiday schedule. She asked the board to add the observance of Juneteenth on Monday, June 20, 2022, to the city holiday schedule. G. Miller made a motion to approve adding Juneteenth observance on June 20, 2022, to the holiday schedule, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets informed the board that the city has received a request to install a street light on utility pole #12006 on Pratt Street between Blinn and Morrison St. Chief Shoemaker and Street Department Superintendent Jason Forsythe have advocated the installation of the light. The board can forward the request to Utility General Manager Todd Corrie, and they will install the light. M. Sheets made a motion to approve the request to install the light, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

G. Miller made a motion to adjourn the meeting, seconded by M. Sheets. Mayor Sheets adjourned the meeting at 5:21 P.M.