

BOARD OF PUBLIC WORKS
February 14, 2022

The Board of Public Works and Safety met in a regular meeting on February 14, 2022, 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, City Attorney Les Bergum, and others, as noted in the minutes.

MINUTES

The minutes of the January 24, 2022, regular meeting were presented for approval. M. Sheets moved to approve the minutes as presented, seconded by G. Miller. 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

None

POLICE DEPARTMENT

Police Chief Scott Shoemaker presented the board with a quote for a scheduling app through PlanIt Schedule, which the police department would like to try for a year and then reevaluate before renewing the contract. The cost for the program would be \$2285.00 per year for fifty employees and would significantly improve the payroll reporting process. G. Miller made a motion to approve the quote as presented, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker presented the parking contracts for 2022 to the board for approval. M. Sheets made a motion to approve the packet of parking contracts and give Mayor Sheets the authorization to sign them, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker updated the board on the department's current hiring process and informed them that there will be two positions available in March. Mayor Sheets thanked Chief Shoemaker and the entire department for all their assistance during the recent snowstorm.

FIRE

Fire Chief Matt Stidham presented the board with quotes to replace three positive pressure ventilation fans. The quotes are as follows:

- Donley Safety - \$11,524.38
- Dinges Fire Company - \$12,150.00

M. Sheets made a motion to approve the quote from Donley Safety, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Stidham presented the board with quotes to improve the power equipment on the fire trucks. The quotes are as follows:

- Kirby Risk – \$5388.06
- Home Depot - \$6138.00
- Gillman – Partial quote - \$1,319.94
- Dinges Fire - \$8276.40

G. Miller made a motion to approve the quote from Kirby Risk, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Stidham presented the board with a quote to purchase a supervac battery chainsaw conversion kit to equip the new saws for the department in the amount of \$1200.00. M. Sheets made a motion to approve the purchase, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Stidham presented the board with quotes to purchase thermal imaging cameras. The quotes are as follows:

- Dinges Fire Company - 2 cameras - \$11,156.00
- MES – 4 cameras - \$10,900.00
- 5 Alarm – 4 cameras - \$31,884.00

G. Miller made a motion to approve the quote from MES, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Stidham asked the board for permission to purchase the materials needed to construct gear drying kits for the department. The materials can be purchased at Circle Supply and the units will be constructed by the firemen. G. Miller made a motion to approve the purchase, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Stidham presented the board with quotes to purchase a commercial-grade stove for headquarters. The quotes are as follows:

- Ikon - \$3,918.06
- CFG - \$2,629.00
- Seagate - \$2,799.00

M. Sheets made a motion to approve the purchase of the Seagate stove, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

STREET DEPARTMENT

Mayor Sheets expressed her thanks to Street Department Superintendent Jason Forsythe and his entire department for all their hard work on snow removal during the recent bout of inclement weather.

Street Department Superintendent Jason Forsythe informed the board that the purchase of a new one-ton truck for the street department is on hold due to the chip situation. He will update the board as the situation changes.

Mr. Forsythe informed the board that the final walkthrough of the Washington Avenue project had taken place and he will email the list of issues to the board of works and let them know when they are resolved.

Mr. Forsythe advised the board that a portion of McKinley Avenue has become damaged due to the increased construction traffic. He has been in contact with INDOT and they may assist with the repairs.

Mr. Forsythe asked the board to approve the hiring of a part-time employee pending a background check and drug test. M. Sheets made a motion to approve the employee, pending background check and drug test results, 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 January. His department issued 40 permits for total revenue of \$3,872.90, which is a decrease from the last two years.

Mr. Stock informed the board that his department is working on obtaining bids for scanning over 12,000 building plans and will present those when they are received. His department has also issued permits for the Riley subdivision plots and is working with Les Bergum and Patty Kidwell on the 50/50 sidewalk program for 2022.

COMMUNITY DEVELOPMENT

Director of Community Development and Outreach Kimberly Black presented the board with a quote for an open mic night at Prairie Creek Park from Good Times Professional Audio. They would like to have the event on the last Thursday of every month from March through October, weather permitting at a cost of \$2,800.00 for all events. M. Sheets asked that a contract with specific dates be submitted for approval, and Ms. Black will present it at a future meeting.

Ms. Black informed the board that Kaspar Broadcasting/Hoosierland TV would like to rebroadcast the board of works and city council meetings on their station. M. Sheets made a motion to allow Kaspar Broadcasting to rebroadcast the meetings, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Ms. Black also invited the board of works and department heads to attend the Coffee and Conversation event at Gem City Junction on February 17, 2022, from 2:00 to 4:00 P.M.

ATTORNEY

City Attorney Les Bergum opened the bids for the 2022 landscaping contract. The bids are as follows:

- Smith's Lawn Care LLC. - \$8,478.00 per year
- Warren Lawn and Landscaping Inc. - \$6,000.00 per year

M. Sheets made a motion to award the landscaping bid to Warren Lawn and Landscaping, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Bergum informed the board that he has been working on the fire-damaged structure at 850 S. First Street and has drafted a complaint to file in circuit court to have the property cleaned up. He also advised the board that the will for the property at 604 N. Jackson Street has been resolved and the new owners are planning on bringing the building up to code and selling it.

RESOLUTION 22-03: A RESOLUTION APPROVING AGREEMENT TO EXTEND GOLF COURSE OPERATIONS MANAGEMENT AGREEMENT

The board of works agreed by consensus to take resolution 22-03 under advisement and address it at another time.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mayor Sheets asked the board to amend the job descriptions for the Fire Chief and Deputy Chief positions from exempt to non-exempt. G. Miller made a motion to change the exempt status for both positions, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Clerk-Treasurer Carol Bartley asked the board to amend the job description for the HR coordinator position as the requirements have changed due to the use of an outside consulting agency. M. Sheets made a motion to approve the change in the job description, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

The board reviewed conflict of interest forms for Carol Bartley, the part-time bookkeeper for ACCS, Justin Spears, and James Spears, both of whom work for JJ Paving. G. Miller moved to formally accept, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0. Mayor Sheets reminded the department heads to turn in any additional conflict of interest forms as soon as possible.

M. Sheets made a motion to adjourn the meeting, seconded by G. Miller. Mayor Sheets adjourned the meeting at 5:55 P.M.