

BOARD OF PUBLIC WORKS

August 8, 2022

The Board of Public Works and Safety met in a regular meeting on August 8, 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, and others, as noted in the minutes. Greg Miller and City Attorney Les Bergum were absent.

MINUTES

The minutes of the July 25, 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, two ayes were recorded. G. Miller abstained. Motion carried 2-0.

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

Mr. Randall Ford of 651 Rossville Avenue spoke to the board about his concerns with increased traffic on Rossville Avenue due to construction and asked that the board install stop signs at McClurg and Jefferson Streets to slow down cars. The board received input from Police Chief Scott Shoemaker, and Street Department Superintendent Jason Forsythe and determined that an officer will be placed on Rossville Avenue effective August 9, 2022, and children at play signs will be posted. The construction is due to be completed at the end of August and the traffic will be reevaluated at that time.

Mary Lynn Peter spoke to the board and asked them to allow her to organize a farmers market at Veterans Park every Saturday from 9:00 A.M. to 2:00 P.M. beginning August 13, 2022, and continuing until winter. Kaytianne Rottler of the parks department presented the board with the property use permit for the event and advised the board that no street closures or police presence would be needed. M. Sheets made a motion to approve the property use permit, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

POLICE DEPARTMENT

Police Chief Scott Shoemaker asked the board to permit him to remove the duty weapon used by former Deputy Chief Skinner as a city asset and transfer ownership to him. M. Sheets made a motion to permit the removal of the asset, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker asked the board to approve the retirement of Officer Michael Cesare effective October 3, 2022. G. Miller made a motion to approve the retirement, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets expressed her appreciation to Officer Cesare for his years of service to the City of Frankfort.

Chief Shoemaker asked the board to approve the promotion of Officer Bret Dale to Sergeant effective August 8, 2022. M. Sheets made a motion to approve the promotion, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker asked the board to approve the promotion of Sergeant Christopher Salaba to Lieutenant effective August 8, 2022. G. Miller made a motion to approve the promotion, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker introduced William M. Henley to the board as a new officer. Mayor Sheets performed the oaths of office for the newly hired and promoted officers.

FIRE DEPARTMENT

Fire Chief Matt Stidham presented the board with a preliminary draft of the Washington Township fire contract he has been working on with Les Bergum. He asked the board for their input and will present a finalized copy at a later date.

Chief Stidham provided the board with an update on the foundation work for Station 2 and informed them that the light tower for engine 1 has been installed and is operative.

Chief Stidham advised the board that his department currently has 14 applicants for employment and will continue to accept applications for the next week and a half.

STREET DEPARTMENT

Street Department Superintendent Jason Forsythe presented the board with the 2022 Street Paving Project Contract that was awarded to E&B Paving LLC for their approval before it is submitted to the Indiana Department of Transportation for their approval. M. Sheets made a motion to approve the 2022 street paving project, subject to the approval of the Indiana Department of Transportation, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve the invitation to bid for the 2022 supplemental paving project. The streets included in the paving are Bill Goodwin Drive and Taylor Street. G. Miller made a motion to approve the invitations to bid, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0. Per Mr. Bergum, the notice will be posted on August 13, 2022, and August 20, 2022, and bids will be opened on September 12, 2022.

Mr. Forsythe asked the board to approve the hiring of one full-time employee and one part-time employee pending their background check and drug screening. M. Sheets made a motion to approve the hiring of the employees pending background checks and drug screens, 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 July. His department issued 93 permits, for a total revenue of \$11,004.63 which is an increase over the last two years.

Mr. Stock updated the board on several projects coming into the city including an Indiana Packers expansion and a multi-family dwelling at the intersection of Main and South Street. He also provided an update on the Culver's restaurant construction and the Weber and Riley Subdivisions.

PARKS DEPARTMENT

Parks Department Events Coordinator Kaytianne Rottler informed the board that the Christmas light display of poinsettias that sustained damage last year during severe weather has been repaired and picked up and will be in the Christmas display.

Ms. Rottler advised the board that the fencing at Prairie Creek Park under the parking garage will be installed this week, and the fencing for the dog park will be installed next week.

Ms. Rottler asked the board to approve the hiring of two part-time laborers at the park, pending background checks and drug screens. M. Sheets made a motion to approve the hiring, pending background checks and drug screens, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

COMMUNITY DEVELOPMENT

Director of Community Development and Outreach Kimberly Black spoke to the board about the United Way pacesetter program and asked the board to approve a contribution-based incentive program. G. Miller made a motion to approve the program, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Ms. Black informed the board about the bake sale being held at Old Stoney on August 19, 2022, from 8:00 A.M. to 4:00 P.M. which will benefit the United Way.

Ms. Black advised the board that Isaac Rudd will be performing Saturday, August 13, 2022, at Prairie Creek Park and all are invited to attend.

Mayor Sheets informed the board that the city would be donating some of the American Rescue Plan funds to the Frankfort YMCA. Krista Stillwell of the Frankfort YMCA addressed the board and informed them of the changes and improvements they are planning on doing.

ATTORNEY:

RESOLUTION 22-12: A RESOLUTION AUTHORIZING THE SPECIAL PURCHASE OF FENCING FOR DORNER PARK

City Attorney Les Bergum informed the board that this resolution is to ratify the special purchase of fencing for the new dog park. M. Sheets made a motion to approve resolution 22-12, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

HR:

Clerk-Treasurer Carol Bartley presented the board with an amended travel and expense policy. The policy would be changed to require a copy of the meeting agenda or documentation proving that city business was conducted in order for a reimbursement claim to be issued. G. Miller made a motion to approve the change in travel policy, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Ms. Bartley also advised the board that the employee handbook would be completed in the next few weeks and security issues at Old Stoney will be addressed at a later meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

M. Sheets made a motion to adjourn the meeting, seconded by G. Miller. Mayor Sheets adjourned the meeting at 6:07 P.M.