

BOARD OF PUBLIC WORKS
October 11, 2022

The Board of Public Works and Safety met in a regular meeting on October 11, 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 and Megan Sheets. Also present were, Clerk-Treasurer Carol Bartley, and others, as noted in the minutes. Greg Miller was absent.

MINUTES

The minutes of the September 26, 2022, regular meeting were presented for approval. M. Sheets moved to approve the minutes as presented, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

CLAIMS APPROVAL

M. Sheets 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

STREET DEPARTMENT

Street Department Superintendent Jason Forsythe presented the board with a training waiver for the new automated trash trucks. M. Sheets made a motion to approve the waiver, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Forsythe advised the board that the new trash totes would be delivered to his department on October 13, 2022, and would be assembled on October 20, 2022.

Mr. Forsythe also updated the board on the State Road 28 project and informed them that the projected completion date for the west side of the project is October 17, 2022. The projected end date for the east side of the project is December 6, 2022. He further advised the board that the paving on the 11 projects in the city is tentatively scheduled to begin on October 24, 2022.

BUILDING SERVICES

Director of Planning and Housing Initiatives Don Stock presented the board with the permit report for the month of September. His department issued 87 permits, for a total revenue of \$5,726.42 which is an increase over the last two years.

Mr. Stock advised the board that his department has worked with HR to post a part-time administrative assistant position in his office to help during the absence of Ashlee Bassett.

PARKS DEPARTMENT

Kimberly Black spoke to the board on behalf of the parks and presented a property use permit from Mary Lynn Peter to have a Christmas tree lighting festival on December 3, 2022, beginning at 4:30 P.M. The event will have alcohol, however, no details were provided. M. Sheets made a motion to approve the event, contingent on the plan for alcohol use, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Black asked the board to approve a property use permit for Daisy Shoemaker to host the community Thanksgiving dinner at the neighborhood center from November 22 through November 24, 2022, and asked the board to waive the fee for the event. M. Sheets made a motion to approve the permit and waive the fee, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Black advised the board that a previously approved event for Kathy Price would now like to have alcohol at the event and it is being provided by Shoups. M. Sheet made a motion to approve the use of alcohol at the event, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Black asked the board to approve a refund of a shelter fee to a citizen who is unable to have their event due to an illness. M. Sheets made a motion to approve the refund, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

COMMUNITY DEVELOPMENT

Director of Community Development and Outreach Kimberly Black provided the board with a mockup of the new app for citizen interaction through GoGov.

FIRE DEPARTMENT:

Fire Chief Matt Stidham presented the board with quotes for new generators for stations 2 and 3. The quotes are as follows:

- Skiles Electric – Station 2 - \$15,431.00 – includes electrical upgrade
- Skiles Electric – Station 3 - \$10,116.00

Chief Stidham asked the board to approve the new generators and the electrical upgrade at station 2. M. Sheets made a motion to approve the bids for stations 2 and 3, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Chief Stidham advised the board that the ladder truck is down and they are still attempting to diagnose the problem, his department is also moving forward with the work being done at 256 S. Clay Street.

ATTORNEY:

City Attorney Les Bergum presented the board with a conflict of interest form for Title Insurance Services for the sale of 1110 N. John Street. M. Sheets made a motion to approve the conflict of interest form, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Bergum presented the board with a request for proposals for maintenance, management, and operation of the public golf course. The agreement would be for a period of five years, and bids would be due to the board of works by November 15, 2022. M. Sheets made a motion to approve the request for proposals and the public notice, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Bergum presented the final lease documents for the two new garbage trucks, one used truck, and the new toters. The lease numbers are as follows:

- Lease number: 001-0695438-301
- Lease number: 001-0695438-302
- Lease number: 001-0695438-303

M. Sheets made a motion to reaffirm the lease documents and authorize Mayor Sheets and Clerk-Treasurer Carol Bartley to sign documents as needed, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

UNFINISHED BUSINESS

Clerk-Treasurer Carol Bartley presented the board with a revised holiday schedule for 2023. The schedule was amended to more closely match the county schedule for the Christmas and New Year holidays. M. Sheets made a motion to approve the revised schedule, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

NEW BUSINESS

Mayor Sheets advised the board that the insurance policies for the city liability and workers compensation were renewed on October 1, 2022. The workers compensation will be with IPEP and the liability insurance will be carried by Travelers Insurance. Mayor Sheets asked the board to ratify the renewal of the policies. M. Sheets made a motion to ratify the liability and workers compensation policy renewals, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

M. Sheets made a motion to adjourn the meeting, seconded by Mayor Sheets. Mayor Sheets adjourned the meeting at 5:41 P.M.