

BOARD OF PUBLIC WORKS
February 13, 2023

The Board of Public Works and Safety met in a regular meeting on February 13, 2023, 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.

MINUTES

The minutes of the January 23, 2023, 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. G. Miller abstained. Motion carried 2-0.

CLAIMS APPROVAL

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

M. Sheets made a motion to approve a claim for the Frankfort Police Station Building Corporation to Envoy for a total amount of \$607,324.90, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

M. Sheets made a motion to approve two requisition certificates from the City of Frankfort Redevelopment Authority for the aquatic center and ratify a previous claim for a total amount of \$643,746.12, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

PUBLIC COMMENTS

None

PUBLIC HEARING: GOLF COURSE AGREEMENT

Mayor Sheets called a recess of the meeting at 5:08 P.M. and opened a public hearing to discuss any comments or questions about the golf course agreement with Arborwood for the maintenance of the course. There were no objections or questions. Mayor Sheets closed the public hearing at 5:09 P.M. and reopened the board of works meeting.

G. Miller made a motion to accept the golf course management agreement with Arborwood, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets presented the board with a one-year lease agreement with Wesley Manor for a portion of the golf course. M. Sheets made a motion to approve the lease agreement, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets presented the board with a two-year maintenance agreement with Wesley Manor for the golf course. M. Sheets made a motion to approve the maintenance agreement, 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 ratify the purchase of a projection screen and housing in the amount of \$11,920.00. G. Miller made a motion to ratify the purchase as presented, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker asked the board to approve the purchase of two drone kits for \$1,766.00 each. If the drones are damaged they will be replaced for \$500.00. M. Sheets made a motion to approve the purchase of two drones, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker asked the board to approve an estimate from Rogue Fitness for a fitness center at the new police station. The equipment they have is severely outdated and they have had it for over thirteen years. In his estimation, the equipment would cost no more than \$40,000.00. M. Sheets made a motion to approve the purchase of the fitness equipment, not to exceed \$40,000.00, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker provided the board with an update on the construction of the police station and informed them that the building is ahead of schedule. He and his department are working on obtaining furniture, equipment, and appliances at this time and recently gave the Mayor and other department heads a tour. Mayor Sheets thanked Chief Shoemaker for all the work he has done on the new station.

FIRE DEPARTMENT

Fire Chief Matt Stidham updated the board on the repairs to engine three and informed them that the upgrades his department has done to the station will be completed by the end of March. The board had a brief discussion about the location of the new fire station and Mayor Sheets thanked Chief Stidham for all the work he has done with the fire department.

STREET DEPARTMENT

Street Department Superintendent Jason Forsythe updated the board about his plans for the city spring cleanup which will be held in May or June and also advised them that he is working on setting up the date for the city auction. He informed the board that he now has five drivers rotating the driving of the automated trash trucks.

PARKS DEPARTMENT

Interim Parks Department Superintendent Jason Forsythe asked the board to approve a pool camera contract with The Cottage Watchman, formerly Apex Security, which will provide cameras and monitoring. The amount of the contract is \$27,597.41 and will place cameras in all necessary places. G. Miller made a motion to accept the contract as presented, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe updated the board on the purchase of new ADA equipment and informed them that new bleachers will be installed by the horseshoe courts by his staff. He also advised the board that fencing and painting bids will be taken for the new pickleball courts.

Mr. Forsythe asked the board for approval of the Suncrest Elementary Dog Jog 5K to be held on May 12, 2023, with a possible rain date of May 19, 2023. M. Sheets made a motion to approve the 5K, 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 Healthy Communities community softball game and family picnic day to be held at TPA Park on August 16, 2023. He also asked that they waive the fee as Healthy Communities is a not-for-profit organization. G. Miller made the motion to approve the event and waive the fee, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve a public property use permit for George Ponton and the Fun Time Band to use the Encompass Event Center for a practice session on April 30, 2023, and also waive the fee as this is not a public event. M. Sheets made a motion to approve the practice and waive the fee, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve an entertainment contract with CMS Entertainment, known as Toy Factory in the amount of \$1,250.00, to perform on May 11, 2023, for a Downtown Tunenight event at Prairie Creek Park. M. Sheets made a motion to approve the entertainment contract, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve an entertainment contract with the Time Travelers in the amount of \$1,500.00, to perform at TPA Park on July 4, 2023. M. Sheets made a motion to approve the entertainment contract, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve an entertainment contract with 90 Proof in the amount of \$1,800.00, to perform at TPA Park on July 4, 2023. G. Miller made a motion to approve the entertainment contract, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve an entertainment contract with Hank Ruff in the amount of \$2,800.00, to perform at Prairie Creek Park on August 12, 2023. M. Sheets made a motion to approve the entertainment contract, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve an entertainment contract with Johnny James in the amount of \$3,000.00, to perform at Prairie Creek Park on August 12, 2023. M. Sheets made a motion to approve the entertainment contract, contingent upon the removal of the alcohol provision, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve an entertainment contract with Heartland in the amount of \$2,550.00, to perform at Prairie Creek Park on September 23, 2023. G. Miller made a motion to approve the entertainment contract, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve an entertainment contract with Like Mother Like Daughter in the amount of \$1,550.00, to perform at Prairie Creek Park on September 23, 2023. M. Sheets made a motion to approve the entertainment contract, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve an entertainment contract with Cody Eicherd and the Sidewinders in the amount of \$2,000.00, to perform at Prairie Creek Park on June 24, 2023. M. Sheets made a motion to approve the entertainment contract, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve an entertainment contract with the Phil Pierle Trio in the amount of \$3,000.00, to perform at a Downtown Tunenight event on June 8, 2023. G. Miller made a motion to approve the entertainment contract, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve an entertainment contract with The Bishops in the amount of \$4,000.00, to perform at Prairie Creek Park on August 26, 2023. M. Sheets made a motion to approve the entertainment contract, 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 28 permits for a total revenue of \$2,395.00. Mr. Stock indicated that this amount is lower than it has been in the last two years.

Mr. Stock asked the board to approve sign toppers to be placed in the Christian Ridge historic district on top of the existing street signs. There will be approximately 80 signs and will cost around \$1,600.00. G. Miller made a motion to approve the street sign toppers, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Stock informed the board that Clinton Taylor is doing renovations at the Copper Penny and has requested permission to close the sidewalk and three parking spaces at various times between February 27, 2023, and April 1, 2023, during construction. M. Sheets made a motion to approve the closure of the sidewalk and parking spaces, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Stock asked the board to ratify the Mayor's approval for the placement of a refrigerated trailer placed outside of Heather's flowers in anticipation of additional storage for Valentine's Day. M. Sheets made a motion to ratify the placement of the refrigerator unit, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Stock asked the board to approve the placement of a dumpster at the curb on Main and Clinton Street for use by Dr. Snyder. G. Miller approved the placement of the dumpster, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Stock advised the board that his office would be closed on Wednesday, February 15, 2023, for an annual design standards class. He also informed the board that the bid process for the 50/50 sidewalk process would begin in April of this year.

COMMUNITY DEVELOPMENT

Director of Community Development and Outreach Kimberly Black provided the board with an update on the upcoming events in her department and advised them that she will be providing the annual report to the board at the next meeting.

HR

Clerk-Treasurer Carol Bartley presented the board with the completed employee handbook including updates and asked the board to approve the amendments. M. Sheets made a motion to approve the revised copy of the handbook, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Clerk-Treasurer Carol Bartley asked the board to approve the emergency closure policy which outlines how employees will be paid in the event of a closure. G. Miller made a motion to approve the emergency closure policy, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

The board reviewed conflict of interest forms for the following:

- James Spears
- Justin Spears
- Mike Henry
- Alison Robinson
- Daniel Davis
- Sarah King
- Kaytianne Gellenbeck
- Kimberly Black
- Carol Bartley
- Judith Sheets

M. Sheets moved to formally accept the listed conflicts of interest, seconded by G. Miller. 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 to the Clerk-Treasurer as soon as possible.

ATTORNEY:

RESOLUTION 23-02: A RESOLUTION AUTHORIZING DISPOSAL OF CONFERENCE TABLE TO CENTER TOWNSHIP, CLINTON COUNTY, INDIANA.

City Attorney Alicia Albertson advised the board that this resolution is to donate the conference table formerly used by the city of Frankfort Police Department to Center Township of Clinton County. G. Miller made a motion to pass resolution 23-02, 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 the board with a swimming pool management agreement with Aquatic Management of Indianapolis. They will employ and train the staff, handle all training and interviewing, and cover all worker's compensation and liability claims that may arise as a result of the aquatic center. They will also take care of all chemicals and supplies necessary for the upkeep of the center and the city will not have any additional burden from that. Clerk-Treasurer Carol Bartley noted that local citizens can

also apply for the many lifeguard positions they will have available. G. Miller made a motion to approve the contract, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets advised the board that the advertising for the landscaping contract and gateway sign maintenance bids would be posted at the next board of works meeting.

Clerk-Treasurer Carol Bartley presented a new meeting schedule for department head meetings and planning sessions to be approved by the board. M. Sheets made a motion to approve the revised meeting schedule, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

M. Sheets made a motion to adjourn the meeting, seconded by G. Miller. Mayor Sheets adjourned the meeting at 6:35 P.M.