

BOARD OF PUBLIC WORKS
March 13, 2023

The Board of Public Works and Safety met in a regular meeting on March 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 February 27, 2023, 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 made a motion to approve the claims as presented, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

City Attorney Alicia Albertson presented a requisition in the amount of \$560,087.80 for the Police Station Building Corporation and two requisitions from the Frankfort Redevelopment Commission for the aquatic center in the amount of \$523,367.56 and \$4,313.89. G. Miller made a motion to approve the requisitions as presented, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

PUBLIC COMMENTS

None

PROMOTIONS

Police Chief Scott Shoemaker asked the board to approve the promotion of Officer Andrew Snyder to the rank of Sergeant effective March 13, 2023. 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.
Mayor Sheets swore in the newly promoted Sergeant.

Fire Chief Matt Stidham advised the board that Captain Tony Snyder will be retiring from the Frankfort Fire Department effective March 15, 2023, after serving the city for thirty years. Chief Stidham and Mayor Sheets both extended their thanks to Captain Snyder for this many years of service to the city.

Chief Stidham asked the board to approve the promotion of Lieutenant Scott Freeman to the rank of Captain effective March 15, 2023. 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.
Mayor Sheets swore in the newly promoted Captain.

STREET DEPARTMENT

Street Department Superintendent Jason Forsythe presented the board with quotes for the repair of his fuel tank. The quotes are as follows:

- Skiles Electric \$4,848.00

- Campbell Electric \$4,700.00
- Wills Electric Group \$4,000.00

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

Mr. Forsythe asked the board to approve the spring cleanup for the dates of May 1, to May 6, 2023. M. Sheets made a motion to approve the dates for the spring cleanup, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe advised the board that he is expecting to receive the money from Community Crossings Grant soon and will let them know when it does.

PARKS DEPARTMENT

Interim Parks Department Superintendent Jason Forsythe asked the board to approve the vendor contract template form for clients and the parks. M. Sheets made a motion to approve the template, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve a contract with Penny Lane VW Photo Bus to perform at Prairie Creek Park on May 20, 2023, for \$1933.00. G. Miller made a motion to approve the contract with Penny Lane VW Photo Bus, 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 booking agreement with Levi Riggs to perform at Prairie Creek Park on September 14, 2023, for \$5,000.00. M. Sheets made a motion to approve the contract with Levi Riggs, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe asked the board to approve a property use application for the FHS CRASH Club end-of-year social to take place at Prairie Creek Park on May 17, 2023, from 3:00 to 5:30 P.M., and also asked them to waive the fee as they are a not for profit group. G. Miller made a 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 property use application for the Clinton County Chamber of Commerce to have their legislative breakfast at Prairie Creek Park on March 18, 2023, from 8:00 to 10:00 A.M., and also asked them to waive the fee. M. Sheets made a motion to approve the event 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 a property use application for COACH Kids to have their Friends For Life celebration at Prairie Creek Park on May 3, 2023, from 5:00 to 7:00 P.M., and also asked them to waive the fee. G. Miller made a 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 property use application for Healthy Communities of Clinton County to have their recovery event and walk at Prairie Creek Park on September 6, 2023, from 8:00 to 10:00 A.M., and also asked them to waive the fee. M. Sheets made a motion to approve the event and waive the fee, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forysthe updated the board on the pickleball court progress and the ongoing projects at the Park.

COMMUNITY DEVELOPMENT

Community Development Director Kimberly Black updated the board on the community outreach events happening this week and informed them that a sign will be added to the gateways of Frankfort honoring Emma Pillion.

Ms. Black asked the board to approve the naming of the aquatic center at TPA Park and asked them to approve naming it Sapphire Bay at TPA Park. M. Sheets made a motion to approve the new name, 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 February. His department issued 52 permits for a total revenue of \$3,313.40.

Mr. Stock presented the board with a sample of the historic district sign toppers and also advised them that Culvers will be opening its Frankfort location on March 20, 2023.

POLICE DEPARTMENT

Police Chief Scott Shoemaker presented seventeen parking agreements for the downtown parking areas to the board for Mayor Sheets to sign. G. Miller made a motion to approve the agreements and allow Mayor Sheets to sign them, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker and Captain Evan Hall gave the board a presentation regarding the Indiana Law Enforcement Accreditation Commission and their desire to work with them to improve the standards of the Frankfort Police Department. Chief Shoemaker advised the board that the program will take at least two years to complete and will assist the department with the use of force, training, evidence, and records. Mayor Sheets thanked Chief Shoemaker and Captain Hall for being proactive and presenting the information to the board.

FIRE DEPARTMENT

Fire Chief Matt Stidham provided the board with an update on the construction at the fire stations and the training his department will be completing. He also advised the board that he is working on a prospective grant for the new fire station. Mayor Sheets thanked Chief Stidham for being proactive with his training of the firefighters and his initiative for the new fire station grant.

ATTORNEY

City Attorney Alicia Albertson opened a bid from Warren Lawn and Landscape Inc., to provide watering services for the city for \$17,500.00. M. Sheets made a motion to approve the bid for watering, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0

Ms. Albertson opened the bids for Old Stoney landscaping, and the bids are as follows:

- Platinum Landscaping - \$2,645.00

- Warren Lawn and Landscape, Inc. - \$6,000.00
- C&A Landscaping - \$16,200.00
- Smith's Lawn Care - \$7,533.00

M. Sheets made a motion to take the bids under advisement until the clarification of the gateway sign maintenance in the bids is addressed, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Ms. Albertson informed the board that she is working on a request for quotes for the pickleball court fencing and will present it at a later meeting.

Ms. Albertson advised the board that Wesley Manor had made minor verbiage changes to the agreement for operation and management of the golf course and asked the board to approve the agreement. G. Miller made a motion to approve the agreement, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

UNFINISHED BUSINESS

Mayor Sheets and the board discussed the golf course rates and she advised them that the rates had been approved by the common council golf course committee. This is also the first time the rates have increased in quite some time. G. Miller made a motion to approve the rates for the 2023 season, seconded by M. Sheets. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

NEW BUSINESS

The board reviewed a conflict of interest form for Matt Stidham. M. Sheets made a motion to formally accept the conflict of interest, 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 6:10 P.M.