

BOARD OF PUBLIC WORKS
February 12, 2024

The Board of Public Works and Safety met in a regular meeting on February 12, 2024, 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 January 22, 2024, regular meeting were presented for approval. M. Sheets made a motion 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 made a motion to approve the claims as presented, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

PUBLIC COMMENTS

None

FIRE DEPARTMENT

Fire Chief Matt Stidham asked the board to approve the reimbursement of 13 air bottles for the Johnson Township Volunteer Fire Department for \$8,450.00. M. Sheets made a motion to approve the purchase, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Chief Stidham asked the board to approve the hiring of Aaron Russell as a firefighter for the City of Frankfort. M. Sheets made a motion to approve the hiring, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0. Mayor Sheets swore in Aaron Russell.

POLICE DEPARTMENT

Police Chief Scott Shoemaker presented the board with a job description for a college student internship in an unpaid position. The job description is necessary for the police department's accreditation. M. Sheets made a motion to approve the job description, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

STREET DEPARTMENT

Street Department Superintendent Jason Forsythe spoke to the board about a driveway that goes into the main hotel that has parking spaces that prevent access to the driveway. Mr. Forsythe asked the board for permission to remove the three parking spaces that are causing the issue. M. Sheets made a motion to remove the parking spots, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Forsythe informed the board that a stop sign at Washington Avenue and Maish Road was not blinking, as well as one at Wilshire and Haven Avenue. Tapco will be sending a new controller which will fix the issue at no cost to the city.

BUILDING SERVICES

Director of Housing and Planning Initiatives Don Stock presented the board with the permit report for January. His department issued 20 permits, with a total revenue of \$1,963.00.

Mr. Stock asked the board to waive the permit fee for work that was done at Grace Baptist Church, and two sidewalks at the fire department. M. Sheets made a motion to waive the permit fees for all three projects, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded.

Mr. Stock presented the board with the final notice of the MS4 erosion control plan review for Meadowbrook Phase 2 and documentation from three utilities who have signed off on the plan. M. Sheets made a motion to approve the plan specific to Meadowbrook Phase 2 contingent upon the drainage board review, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Stock presented the board with the Meadowbrook Phase 2 plan for approval. M. Sheets made a motion to approve the plans, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Stock presented the board with the final notice of the MS4 plan review for the Frankfort Middle School. M. Sheets made a motion to approve the plan for the middle school renovation, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Stock and Tim Clark presented the board with the ADA Title VI plan and asked them to approve a resolution stating that the city would be adopting the plan. All city employees will be required to read the plan and sign a document to be kept in their personnel file stating that they have read the document. M. Sheets made a motion to approve the Title VI implementation and pass resolution 24-01, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

PARKS DEPARTMENT

Parks Department Superintendent Joel Tatum asked the board to approve an event contract from 90 Proof to perform at Prairie Creek Park on June 29, 2024, at a cost of \$1,800.00. M. Sheets made a motion to approve the contract, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Tatum asked the board to approve an event contract from Cadillac Groove to perform at Prairie Creek Park on May 11, 2024, at a cost of \$7,000.00. M. Sheets made a motion to approve the contract, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Tatum asked the board to approve an event contract from the Nauti Yachtys to perform at Prairie Creek Park on June 13, 2024, at a cost of \$4,000.00. M. Sheets made a motion to approve the contract, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Tatum asked the board to approve an event contract from Southern Accents, to perform at Prairie Creek Park on August 24, 2024, at a cost of \$6,500.00. M. Sheets made a motion to accept the contract, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Tatum asked the board to approve an event use agreement from Christian Life Church to use the facilities at Prairie Creek Park on August 9 and 10 2024 for their free community event and asked the board to waive the fees. M. Sheets made a motion to approve the event and waive the fees, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Tatum asked the board to approve an event use agreement from the Frankfort Girl Scouts to hold a lock-in at Prairie Creek Park on March 2 and 3 and asked them to waive the fees. M. Sheets made a motion to approve the event, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mr. Tatum informed the board that all the Christmas decorations on the downtown light poles had been removed and all the Christmas lights at TPA Park had been removed for the season. He also advised the board that the USDA had done an inspection of the petting zoo and aviary and they passed the inspection with no violations.

HR

Clerk-Treasurer Carol Bartley presented the board with an amended job description for the Street Department Superintendent. The job description had not been amended since 2015 and needed to be updated to include all the extra items the superintendent is currently doing. M. Sheets made a motion to approve the amended job description, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Bartley presented the board with an amended job description for the Senior Building Inspector and advised the board the description was amended to make the position exempt. M. Sheets made a motion to approve the amended description, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

ATTORNEY

City Attorney Alicia Albertson presented the board with a public-private agreement between the city and Wildcat Resources and advised the board that the agreement is required for the city to receive Read Grant funds. M. Sheets made a motion to approve the public-private agreement, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Albertson presented the board with her recommendation for the street portion of the bid for the Meadowbrook Phase II project and informed them that her recommendation was to award the

bid to Milestone Contractors L.P. M. Sheets made a motion to award the bid for the street portion to Milestone Contractors L.P., seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Albertson presented the board with her recommendation for the materials portion of the bid for the Meadowbrook Phase II project. She informed them that her recommendation was to award the bid to F&K Construction. M. Sheets made a motion to award the bid for the materials portion to F&K Construction, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Albertson presented the board with an interlocal agreement between the City and the Clinton County Area Plan Commission to allow them to perform their own inspections on county owned projects within the city limits. M. Sheets made a motion to approve the agreement, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Albertson presented the city with a settlement agreement and release of claims between the City and Austin Walker. M. Sheets made a motion to approve the settlement, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Albertson presented the board with an agreement for Envoy to provide the city with a parking and housing study. M. Sheets made a motion to approve the agreement, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Albertson presented the board with a letter terminating the services of MJV Group for their cleaning services effective March 14, 2024. M. Sheets made a motion to approve the letter, seconded by M. Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Albertson presented the board with a letter to Crawford Family Fence requesting that they complete the Dorner Park Pickle Ball fencing project by March 13, 2024. M. Sheets made a motion to approve the letter, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Albertson informed the board that she had inquiries about properties at 409 W. Boone Street and 851/851 ½ S. Third Street and asked the board for permission to move forward with the sale of these properties. M. Sheets made a motion to approve the sale, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mayor Sheets asked the board to ratify the placement of a sidewalk trailer in front of Heather's Flowers on February 12 through the 14th, 2024. M. Sheets made a motion to ratify the trailer placement, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

UNFINISHED BUSINESS

None

NEW BUSINESS

Joel Tatum from the Frankfort Jaycees presented Mayor Sheets with their Sponsor of the Year for 2023. Mayor Sheets thanked the Jaycees for all they do for the City of Frankfort.

Ms. Albertson presented an invitation for quotes for the 2024 landscaping maintenance contract for the Old Stoney Building. M. Sheets made a motion to approve the invitation for quotes, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Albertson presented a request for proposals for watering of city flowers and pest control for 2024. M. Sheets made a motion to approve the request, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Albertson presented a notice to bidders for the 50/50 sidewalk program for 2024. M. Sheets made a motion to approve the notice, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

The board reviewed an amended INTAC contract which will supersede the previous contract and include additional duties. M. Sheets made a motion to approve the contract, 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 6:23 P.M.