

BOARD OF PUBLIC WORKS
September 9, 2024

The Board of Public Works and Safety met in a regular meeting on September 9, 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, Jim Skinner and Greg Miller. Also present were, Clerk-Treasurer Carol Bartley, and others, as noted in the minutes.

MINUTES

The minutes of the August 26, 2024, regular meeting were presented for approval. G. Miller made a motion to approve the minutes as presented, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

CLAIMS APPROVAL

J. Skinner 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.

PUBLIC COMMENTS

None

POLICE DEPARTMENT

Police Chief, Scott Shoemaker, presented the board with a resignation letter from Jason Albaugh with the intention to retire from the City of Frankfort as of October 18, 2024. J. Skinner made a motion to accept Albaugh's retirement as of October 18, 2024, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker presented the board with a lateral transfer from the Anderson Police Department, Austin Gibson. He asked the board to approve the lateral transfer pending a background investigation. G. Miller made a motion to accept Austin Gibson's lateral transfer pending a background investigation, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

STREET DEPARTMENT

Street Department Superintendent Jason Forsythe spoke to the board about a road closure request from Envoy, who will be installing a storm drain at Washington Street near Main Street. Mr. Forsythe requested the intersection east of Washington Street be closed October 7 – 11, 2024. G. Miller made a motion to approve the road closure east of Washington Street as requested, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe also spoke to the board about the \$39,000 remaining in his paving budget. He requested Avery Street be paved as it would cost \$36,500 to complete. J. Skinner made a motion

to approve the paving of Avery Street, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Forsythe spoke to the board about having an intern from Ivy Tech. He has spoken with HR and the insurance company to determine if an intern would be covered by our insurance and found an intern would indeed be covered. Mr. Forsythe requested the board approve a civil construction student be allowed to intern at the Street Department for on-the-job training. J. Skinner makes a motion to approve an intern at the Street Department, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

BUILDING SERVICES

Director of Housing and Planning Initiatives Don Stock presented the board with the permit report for August. Building Services issued 165 permits. He also gave an update on Popeye's Chicken. Their design has been approved and they expect to start working on the building in the next two week. They anticipate a December opening date.

PARKS DEPARTMENT

Parks Department Superintendent Joel Tatum presented the board with an estimate for spray foam for TPA concession stand roof deck totaling \$3,500. The estimate was cheaper than replacing with batt insulation. J. Skinner made a motion to allow Thermolators to apply spray foam to the roof deck of the concession stand, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum presented the board with an estimate from Tornado Roofing to replace the roof on the concession stand totaling \$10,486.85. This price includes gutters as well. G. Miller made a motion to replace the roof on the concession stand and accept the bid of \$10,486.85, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mr. Tatum informed the board that the Parks Department needs a full-time zoo keeper and requested to move the part-time zookeeper to full-time. J. Skinner made a motion to move the part-time zookeeper to full-time, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

COMMUNITY DEVELOPMENT

Community Development Director, Kimberly Black presented the board with information on a flag pole purchase. Ms. Black took advantage of the savings from a Labor Day sale at Carrot-Top Industries and requested the board ratify the purchase a new flag pole totaling \$1746.58. G. Miller made a motion to approve the purchase totaling \$1746.58 for the flag pole, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Ms. Black also presented the board with a contract with Fuego Nuevo who will perform at the Raices Festival for \$750. J. Skinner made a motion to accept the contract with Fuego Nuevo for September 26, 2024, 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 job description for the Deputy Clerk/Treasurer, Operations/Accounts Payable, as she is looking to fill this position soon. G. Miller made a motion to approve the amended job description, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

ATTORNEY

City Attorney Alicia Albertson presented the board with information on an extended lease for Ivy Tech. Originally the lease was with the City of Frankfort, Clinton County, Ivy Tech and CEAF. The proposed updated agreement would extend the lease two additional years and remove CEAF as they no longer want to be involved. J. Skinner made a motion to accept the new lease agreement, seconded by G. Miller. Upon a roll call vote, two ayes were recorded. Motion carried 3-0.

UNFINISHED BUSINESS

None

NEW BUSINESS

Clerk-Treasurer Carol Bartley presented the board with an updated Travel Policy/ Per Diem. The new travel policy would allow employees to be reimbursed for meals as follows: \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Employees will need fill out a form to request reimbursement and submit an agenda from the conference/training attended, but receipts will no longer be required. G. Miller made a motion to approve the updated travel policy, seconded by J. Skinner. Upon a roll call vote, three ayes are recorded. Motion carried 3-0.

The Mayor's Assistant, Andrea Sheese presented information on a new monthly preventative maintenance contract with ATOM Chemical, Inc. The maintenance contract includes water treatment that has to be done to comply with our other contracts with them. The cost increased from \$104 to \$125. J. Skinner made a motion to approve the \$125 monthly contract for water testing, seconded by G. Miller. Upon a roll call vote, three ayes are recorded. Motion carried 3-0.

J. Skinner made a motion to adjourn the meeting, seconded by G. Miller. Meeting adjourned at 5:52 PM.