

UTILITY SERVICE BOARD MEETING March 03, 2025

The Utility Service Board met in regular session on Monday, March 03, 2025 in person at the IT building located at 1000 Washington Avenue at 4:00 p.m. and the following action was taken.

Chairman Kent Brewer called the meeting to order with the Pledge of Allegiance. The following members were present: Mike Reeder, Krista Stillwell, Rick Gunyon, Mike Kelley, and Kent Brewer.

MINUTES: The minutes of the February 03, 2025 meeting were presented. Mike Kelley made a motion to accept the minutes as presented. Krista Stillwell seconded the motion. Motion passed 5-0.

PUBLIC PARTICIPATION: None.

SAFETY MINUTE: Phil Ferrel discussed job briefings. Discussions around what the job for the day is, where the job is, materials for job, etc.

AUDITOR: Andrew Day updated the Board regarding 2024 year-end closing and IURC report completion.

BILLING OFFICE: Karen Milam updated the Board regarding Jefferson trash billing prep, Munis upgrade scheduled for March 21, February billing numbers.

ELECTRIC: Phil Ferrel updated the Board regarding moving overhead to underground, Arnis alley update, wind damage, energized and finalized 3ph to farmer, Indiana Packers hot spots work, Williams Rd.

IT: Shane Jacoby updated the Board regarding support calls, deploying Microsoft Office 365 to City.

WATER: Chase Thompson updated the Board regarding sanitary survey inspection complete "Frankfort is setting the example for all other facilities", 90% design for Armstrong Rd with Wessler, monthly sampling, lab proficiency test, maintenance crew work.

WASTE WATER/SEWER MAINTENANCE: PJ Whitaker updated the Board regarding maintenance crew call outs, pressure testing chemical stations for upcoming disinfection season, failed actuator replaced, Skiles rebuild Lagoons breaker.

LAGOONS WILDLIFE SANCTUARY: Rick Gunyon presented transformation plans and opportunities for Lagoons Wildlife Sanctuary. Discussion followed. Unanimous agreement that automatic gate at entrance needs to be implemented. Rick Gunyon requested the 2025 budget be increased by \$5,000 due to 2024 work being invoiced and paid in 2025. Kent Brewer suggested \$10,000 increase, will look over numbers and updated next meeting.

GENERAL MANAGER: Todd Corrie updated the Board regarding meetings with a potential large user, Burges and Niple meetings, discussions with Mayor, Parks, and supplier regarding Parks purchasing lights, IMPA monthly meeting update

CLAIMS: The regular claims for the February 18 cancelled meeting were presented. Mike Reeder made a motion to accept those claims as presented. Rick Gunyon seconded the motion. Motion passed 5-0. The regular claims for March 03 were presented. Mike Kelley made a motion to approve the claims as presented. Krista Stillwell seconded the motion. Motion passed 5-0.

LEGAL BRIEFING: Alicia Albertson discussed 2025 engagement letter; rates will be increasing by \$10/hr. Krista Stillwell made a motion to accept the letter. Mike Reeder seconded the motion. Motion passed 5-0.


OLD BUSINESS: Mike Kelley and Krista Stillwell updated the Board regarding the employee handbook. Discovered the need for two separate handbooks, one for City and one for Utilities. Discussion followed. Rick Gunyon discussed further technology upgrades in meeting area; wireless connectivity to smart TVs. Rick Gunyon requested an update on the status of the Master Service Agreement with ACCS (updated July 2, 2024).

NEW BUSINESS: Kent Brewer presented the Request for Proposals and Qualifications for the Jefferson Force Main project. Discussion followed. A flow design will be made available to the Board. Rick Gunyon made a motion to accept the RFPQ for Jefferson Force Main. Mike Kelley seconded the motion. Motion passed 5-0. Kent Brewer discussed State Board of Accounts recommending setting Resolutions for monthly transfers. An executive session will be held after the regular meeting and work session on March 17.

ADJOURNMENT: Mike Reeder made a motion to adjourn. Meeting was adjourned.



Andrew Day, Secretary



Kent Brewer, Chairman