

BOARD OF PUBLIC WORKS

July 14, 2025

The Board of Public Works and Safety met in a regular meeting on July 14, 2025, 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, Attorney Alicia Albertson and others, as noted in the minutes.

MINUTES

The minutes of the June 23, 2025, 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 APPROVALS

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 department reports. Chief Shoemaker stated that since they added a part time code enforcement officer, it has increased enforcement on citations up by 52% and warnings were up 4%. Chief Shoemaker stated July 4th went well at the park. Chief Shoemaker stated the fair parade also went well with the help of the Street and Fire Departments for street closures.

FIRE DEPARTMENT

Assistant Fire Chief Jamie Michael presented the board with department reports. He stated tanker 1 is almost completed. At that time it will be sent to Indianapolis to have pump repair. They received engine 3 back last week. There will be a firefighter 1 and 2 training class at headquarters starting at the end of July, which will be about 3-4 months long.

STREET DEPARTMENT

Street Superintendent Brian Killman presented the board with department reports. The city will have unused paving funds since CCMG was under the bid amount. He is recommending purchase of 3 permanent speed bumps on Kyger Street in between Given and Clay, Dorners Park, and Third Street park. They are finishing up alley work in the Northeast quadrant and once finished there they will start on the Northwest.

BUILDING SERVICES

Building Inspector Rob Bogue presented the board with department reports. They issued 2 new COs at Xinia Furniture and Avery Home Appliance.

Building Inspector Rob Bogue asked the board for approval to waive the sign fee for \$60 for St Matthews Church. J. Skinner made a motion to waive the fee, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Building Inspector Rob Bogue asked the board for approval to waive the new ramp fee for \$50 for Garcia's Concrete. G. Miller made a motion to waive the fee, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Building Inspector Rob Bogue asked the board for approval to waive the fee to pave the lot for St Mary's Church for \$200. G. Miller made a motion to waive the fee, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Building Inspector Rob Bogue asked the board for approval to waive the structure fee for Community Schools of Frankfort for a salt storage barn for \$55. J. Skinner made a motion to waive the fee, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Director of Planning and Housing Initiatives Don Stock presented the board with building updates on McCollum's and the old Mack Machine building. He also presented the board with the County Annex building update. Tim Clark presented the board with an ADA presentation report update.

PARKS DEPARTMENT

Event Coordinator Emily Gray asked the board for approval to close Washington Street for a Fun, Food, Festival Chamber of Commerce event on August 9th from 4-6:30pm. G. Miller made a motion to approve the street closure for the event, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Event Coordinator Emily Gray asked the board for approval for Countrymen without Borders band to perform at the Raices Festival on 9/13/25. The total amount is \$700. G. Miller made a motion to approve the contract, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

City Clerk Treasurer Carol Bartley asked the board for approval to do a refund for a patron at the aquatic center who paid for 3 cabanas to reserve them in advance, but had to cancel due to unforeseen circumstances. J. Skinner made a motion to approve the refund, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

COMMUNITY DEVELOPMENT

Community Development Director Kimberly Black asked the board for approval for a Veteran's Day Parade at 9:30am from Wesley Manor to Veteran's Park. G. Miller made a motion to approve the parade, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Community Development Director Kimberly Black informed the board of the groundbreaking for the new fire station on 07/24/25 at 10:30am. She also gave an OCRA grant update.

Community Development Director Kimberly Black asked the board for approval for the decal policy of the City logo on city owned vehicles. J. Skinner made a motion to approve the decal policy, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

ATTORNEY

City Attorney Alicia Albertson spoke about the SS4A bids.

The first was from American Structurepoint and the second from WFP USA Inc. There is no pricing as it is a letter of intent and will go before a committee for selection. The committee will be Attorney Albertson, K. Black, B. Killmand and the BOW. Attorney Albertson recommended taking it under advisement. J. Skinner made a motion to take them under advisement pending review by the committee, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

UNFINISHED BUSINESS

None

J. Skinner made a motion to adjourn, seconded by G. Miller. Mayor Sheets adjourned the meeting at 5:45PM.