

BOARD OF PUBLIC WORKS
October 14, 2025

The Board of Public Works and Safety met in a regular meeting on October 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 and Greg Miller. Jim Skinner was absent. Also present were Clerk Treasurer Carol Bartley, Attorney Alicia Albertson and others, as noted in the minutes.

MINUTES

The minutes of the September 22, 2025, regular meeting were presented for approval. G. Miller 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 APPROVALS

G. Miller 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 approval of a quote from Donley Safety for 2 new air packs, 2 new masks, and 7 cylinders. The total is \$22,842.38. G. Miller made a motion to accept the Donley Safety quote, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Chief Stidham asked the board approval for a Release of Liability Form for the fire department to hang a large flag on back of their trucks during funerals. The flag is owned by the funeral home. G. Miller made a motion to approve the liability form, 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 Mutual Aid Agreement Form. This agreement will be presented to every fire department in Clinton County. They have the option to sign it or not to sign it, meaning that they will provide the Frankfort Fire Department with mutual aid and such will be reciprocated. G. Miller made a motion to approve mutual aid agreement form, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Fire Chief Matt Stidham asked the board approval for a new hire fire fighter, Cohen Dunn, for the fire department, effective October 22, 2025. G. Miller made a motion to approve the new hire, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Mayor Sheets swore in Cohen Dunn as firefighter for the City of Frankfort.

POLICE DEPARTMENT

Police Chief Scott Shoemaker presented the board with department reports. This past week the department retired canine Athena. He presented the code enforcement statistics. Overall stats are up 66%, citations are up 72%, and warnings are up 44%. There have been 7 property clean ups.

Chief Shoemaker asked the board approval permission for a food truck to be parked downtown for more than 3 hours for Hope Collective. It will be on 10/29/25 from 10am-5pm. G. Miller made a motion to approve the request for the food truck to be parked for more than 3 hours, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

STREET DEPARTMENT

Street Superintendent Brian Killman asked the board approval for the BFS contract for the Community Crossings matching grant. The estimate is \$2,500. G. Miller made a motion to approve the contract, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Superintendent Killman asked the board approval for street closure for a F.U.N. event for trunk or treat. They want to occupy the section of Veterans Park on Washington Ave to Columbia. G. Miller made a motion to approve the closure, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Superintendent Killman asked the board approval to close downtown streets Jackson to Washington to Clinton and Walnut, Main to Veterans Park Alley for the downtown Trick or Treating. They will close the roads around 4:15 pm on 10/31/25. G. Miller made a motion to approve the closures, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Superintendent Killman presented the board with department reports.

BUILDING SERVICES

Building Inspector Rob Bogue asked the board to waive the \$35 permit fee for a ramp for Dale Luper with SAWS. G. Miller made a motion to waive the permit fee, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Building Inspector Rob Bogue asked the board to waive the \$200 fee for an asphalt parking lot for Wesleyan Church. G. Miller made a motion to waive the fee, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

PARKS DEPARTMENT

Event Coordinator Emily Gray asked the board to waive the fee for the 2026 Car Shows held by Randy West on the following dates: 5/24/26, 8/9/26, and 9/5/26 for shelter 1 and 7/4/26 for shelter 4. G. Miller made a motion to waive the fees, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Event Coordinator Emily Gray asked the board to waive fees for the Humane Society for the Neighborhood Center. They are holding their CPR and AED training on 10/27/25. G. Miller made a motion to waive the fees, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Event Coordinator Emily Gray presented the board with department reports.

Park Superintendent Ryan Edgar asked the board to ratify two part-time new hires, Max Ware and Jesse Vanhook. G. Miller made a motion to ratify the two part-time new hires, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Park Superintendent Ryan Edgar asked the board to ratify the changes that were made to the job descriptions of the park facility grounds supervisor and the park operations supervisor. G. Miller made a motion to ratify the job description changes, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Park Superintendent Ryan Edgar asked the board for approval to move Emily Gray to the Operations Supervisor position and Ellen Osbourne to the Event Coordinator position effective 10/20/25. G. Miller made a motion to approve the move of the two employees to different positions, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

COMMUNITY DEVELOPMENT

Community Development Director Kimberly Black asked the board for approval for the Duke contract for street lighting services in Jefferson/Annexation area. G. Miller made a motion to approve the contract, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Director Kimberly Black asked the board for approval for a program called the Neighborhood Voices of Frankfort. The program is to foster a two-way communication with all the city stakeholders. It ensures all to be considered in local government decision making. Mayor Sheets decided to table the decision since Jim Skinner was absent at the meeting.

Director Kimberly Black presented the board with department reports.

ATTORNEY

City Attorney Alicia Albertson asked the board to approve the notice of 2026 fuel bids. G. Miller made a motion to approve the notice of fuel bids, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

City Attorney Alicia Albertson asked the board to approve the lease agreement with Clinton County for the Prosecutor's office to move into Old Stoney where Area Plan Commission is currently. G. Miller made a motion to approve the lease agreement, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

City Attorney Alicia Albertson asked the board to approve the concession agreement with Danyelle Eason for the winter season at the TPA Park. She will be open Thursday through Sunday from 5pm-8pm throughout the festival of lights. She will be closed 11/27/25, 11/30/25, 12/24/25, 12/25/25, 12/30/25, 12/31/25 and 01/01/26. She will be serving different soups. The contract will go from November 1, 2025 to May 1, 2026, but could be extended from May 1, 2026 to October 31, 2026. G. Miller made a motion to approve the concession agreement, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

City Attorney Alicia Albertson asked the board for approval to extend the contract for the golf course at Arborwood. G. Miller made a motion to approve extending the contract with the golf course at Arborwood for 2026, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

UNFINISHED BUSINESS

None

NEW BUSINESS

Development Manager for Habitat for Humanity of Lafayette, Kim Deck, asked the city to donate or sell three properties in Frankfort at low cost. The three properties are 509 Delphi Ave, 455 E Washington St, and 758 Magnolia Ave. She handed out building plans to the board, of the three properties. City Attorney Alicia Albertson explained the process of hooking up utilities and selling or donating the city owned lots. Board of Works has to approve then council also must approve. G. Miller expressed interest in donating but would like to wait on J. Skinner's input. Mayor Sheets would like to determine if the Washington St. property is buildable.

G. Miller made a motion to adjourn, seconded by Mayor Sheets. Mayor Sheets adjourned the meeting at 5:59PM.