

**BOARD OF PUBLIC WORKS**  
November 10, 2025

The Board of Public Works and Safety met in a regular meeting on November 10, 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 Jim Skinner. Greg Miller was absent. Also present were Clerk Treasurer Carol Bartley, Attorney Alicia Albertson and others, as noted in the minutes.

**MINUTES**

The minutes of the October 27, 2025, regular meeting were presented for approval. J. Skinner 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**

J. Skinner 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

**POLICE DEPARTMENT**

Clerk Treasurer Carol Bartley spoke on behalf of Chief Shoemaker. The police department would like to ask board approval to hire Noah Dubree as a police officer. J. Skinner made a motion to approve the hiring of Noah Dubree, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

**FIRE DEPARTMENT**

Fire department Chief Matt Stidham informed the board about a memorandum of understanding with Covestro. This is an agreement that the Frankfort Fire department responds to emergency calls, hazmat calls, confined space, etc. It is done every two years with Covestro for their records. Chief Stidham asked the board for approval to sign the memorandum for the year 2026-2027. J. Skinner made a motion to approve the renewal of the memorandum, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Chief Stidham presented the board with department reports.

**STREET DEPARTMENT**

Street Department superintendent Brian Killman presented the board with department reports. The State has made some changes to the CCMG grant regarding ADA compliant sidewalks. . Any sidewalks that enter into the roadway paved by the City will require the installation of ADA curve ramps. He informed the board that they are in week 3 of leaf collection. The department is still working with Crenshaw to remove the railroad tracks on Williams Street, but depending on the weather it could be moved to next spring.

Superintendent Killman asked the board approval to ratify the LPA contract with American Structure Point for the Maish Road and Kelly Road phase 3 project. J. Skinner made a motion to approve the ratification, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

### **BUILDING SERVICES**

Clerk Treasurer Carol Bartley spoke on behalf of Building Services department. She asked the board to waive the \$25 permit fee for the sidewalk in Meadowbrook for the mailboxes, a \$35 permit fee for a 30-foot ramp for the post holes, a \$35 permit fee for 3 post holes for another ramp at a different location. J. Skinner made a motion to waive the permit fees for all three, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

### **PARK DEPARTMENT**

Park supervisor Emily Gray presented department reports. They are currently working on Christmas lights. They are in the process of winterizing all the restrooms. On Saturday the Lions Club and the Crash Club are planting daffodils at Dorner Park.

### **COMMUNITY DEVELOPMENT**

Community Development director Kimberly Black informed the board that Clinton County Government will be having a ribbon cutting on November 18<sup>th</sup> at the new Annex building. Kimberly asked the board to approve the road closure on Washington Street in front of the building from 7:30am-9am. J. Skinner made a motion to approve the road closure, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Community Director Kimberly Black asked the board to ratify the language access plan. The document is required for the OCRA Community Block grant. J. Skinner made a motion to ratify the language access plan, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

Ms. Black presented department updates.

### **ATTORNEY**

City Attorney Alicia Albertson opened the fuel bids for 2026. The single bid is from Keystone Cooperative for the fixed price contract for 60,000 gallons of 87 octane E10 gasoline for \$2.39, the PDX offroad for 50,000 gallons would be \$2.74, and the PDX on road for 50,000 gallons would be \$2.74. J. Skinner made a motion to table it at this time to look more into it, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

J. Skinner made a recommendation to forward the two properties that Habitat for Humanity was interested in, to the Council to determine whether to donate or sell them at an affordable price to Habitat for Humanity. The two property addresses are 509 Delphi Ave. and 758 Magnolia Ave.

Clerk Treasurer Carol Bartley presented the board with the 2026 meeting schedule to look over and approve. J. Skinner made a motion to approve the schedule, seconded by Mayor Sheets. Upon a roll call vote, two ayes were recorded. Motion carried 2-0.

J. Skinner made a motion to adjourn, seconded by Mayor Sheets. Mayor Sheets adjourned the meeting at 5:40 PM.