

BOARD OF PUBLIC WORKS

November 24, 2025

The Board of Public Works and Safety met in a regular meeting on November 24, 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 Sheet, Greg Miller, and Jim Skinner. Also present were Clerk Treasurer Carol Bartley, Attorney Alicia Albertson and others, as noted in the minutes.

MINUTES

The minutes of the November 10, 2025, regular meeting were presented for approval. J. Skinner made a motion to approve the minutes as presented, seconded by Mayor Sheets. G. Miller abstained. Upon a roll call vote, two ayes were recorded. Motion carried 2-1-0.

CLAIMS APPROVALS

G. Miller made a motion to approve the claims as presented, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

PUBLIC COMMENTS

None

POLICE DEPARTMENT

Police Chief Scott Shoemaker asked the board to approve the hire of Laura Mendoza for the records clerk position, effective December 1, 2025. G. Miller made a motion to approve the new hire, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets swore in Noah Dubree as police officer for the City of Frankfort.

BUILDING SERVICES

Building Inspector asked the board to approve the permit extension for Frankfort Middle School through 12/31/26. J. Skinner made a motion to approve the extension, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Inspector Bogue asked the board to approve 7 permit fee waivers for the new homes for Habitat for Humanity. G. Miller made a motion to waive the fees, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried. 3-0.

PARK DEPARTMENT

Park Superintendent Ryan Edgar asked the board approval for the list of animals that need rehomed.

Animal Rehoming: 4 silver foxes, 2 tortoises, 3 lemurs

G. Miller made a motion to approve the list of animals to rehome, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Superintendent Ryan Edgar asked the board to waive the fee for the Girl Scout event at the Neighborhood Center on 12/3/25. 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.

Superintendent Ryan Edgar asked the board approval to close the roads at the TPA park for the Christmas lights so there is only one entrance for the lights. J. Skinner made a motion to approve the closure, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

HR

Community Development Director Kimberly Black asked the board approval for her to hire a part time assistant. J. Skinner made a motion to approve the position, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

City Clerk Treasurer Carol Bartley asked the board to approve the updated bereavement policy. J. Skinner made a motion to approve the policy, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

ATTORNEY

City Attorney Alicia Albertson asked the board approval for the lease agreement to let the Prosecutor's office to use the Council Chambers for Court. G. Miller made a motion to approve the agreement, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

City Attorney Alicia Albertson asked the board to approve the tear down of 308 N. Main St per request of the Redevelopment Commission board. J. Skinner made a motion to approve the demolition of the property, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

UNFINISHED BUSINESS

City Attorney Alicia Albertson asked the board if they would like to move forward with the fuel bid for 2026 from Keystone Cooperative. J. Skinner made a motion to approve the fuel bid, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

NEW BUSINESS

None

J. Skinner made a motion to adjourn, seconded by G. Miller. Mayor Sheets adjourned the meeting at 5:28PM.