

BOARD OF PUBLIC WORKS  
December 08, 2025

The Board of Public Works and Safety met in a regular meeting on December 8, 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 24, 2025, regular meeting were presented for approval. G. Miller made a motion to approve the minutes as presented, seconded 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 an update about a stop sign request at Clay and Morrison regarding a resident complaint. After researching Chief Shoemaker concluded that a stop sign is not needed. J. Skinner made a motion to approve Chief Shoemaker's recommendation that a stop sign is not needed at Clay and Morrison, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker asked the board approval to proceed with a resolution to update the downtown parking rental contract. The contract would allow for early termination and discounted annual billing. J. Skinner made a motion to proceed with the resolution to rewrite the parking space rental contract, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

**FIRE DEPARTMENT**

Fire Chief Matt Stidham presented the board with department reports. He reported that the new engine for station 4 is in the process of getting painted. The projected finish date for station 4 is September 22<sup>nd</sup>. Discussion about inspections for station 4 followed. He reported that Engine 1 is back from repair.

**STREET DEPARTMENT**

Street department superintendent Brian Killman informed the board that last week they were awarded the 50/50 matching grant for the Community Crossings Matching Grant for 2026. Superintendent Killman is heading to Delphi on 12/09/25 to receive the check for the

Community Crossings Matching Grant. Superintendent Killman presented the board with department reports. Street department is looking into using treated versus untreated salt for the roads.

### **BUILDING SERVICES**

Building Inspector Rob Bogue presented the board with permit reports for November.

Director of Planning and Housing Initiatives Don Stock informed the board that there are 12 lots in the Risse subdivision that are ready for sale. The cost of the homes are going to run between two hundred and thirty to three hundred thousand.

### **PARK DEPARTMENT**

Park Superintendent Ryan Edgar presented the board with department reports. Park employees are working diligently to keep the Christmas lights operational in the winter weather season.

### **COMMUNITY DEVELOPMENT**

Community Development Director Kimberly Black presented the board with the new location and time of Muffins with the Mayor. It will be held at the Frankfort Library with a new time of 9 am.

### **ATTORNEY**

City Attorney Alicia Albertson informed the board that she is working on appraisal quotes for the old police station. She will have information for the sale of the city-owned vacant lot at 455 Washington St for the next meeting.

### **UNFINISHED BUSINESS**

City Clerk Treasurer Carol Bartley asked the board to ratify the job description for Community Development assistant position. G. Miller made a motion to approve the ratification of the job description for the Community Development Director's assistant position, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried. 3-0.

### **NEW BUSINESS**

City Clerk Treasurer Carol Bartley presented a Conflict of Interest for Ryan Edgar snow removal work for the city. J. Skinner made a motion to accept the conflict of interest, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

J. Skinner made a motion to adjourn, seconded by G. Miller. Mayor Sheets adjourned the meeting at 5:38 PM.