

BOARD OF PUBLIC WORKS
December 22, 2025

The Board of Public Works and Safety met in a regular meeting on December 22, 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 December 8, 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

STREET DEPARTMENT

Street department superintendent Brian Killman informed the board of three job description changes. G. Miller made a motion to approve the job descriptions and position titles as presented for Labor Operations Support, Inventory & Asset Control/Laborer, and Gatehouse Attendant/Laborer, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

ATTORNEY

City Attorney Alicia Albertson informed the board that she received quotes for appraisers to perform appraisals on the old police department. The first quote is from Don R. Scheidt and Company for \$3750, the second one is from RPM Asset Valuation Services for \$2750, and the third one is from Appraisal First LLC for \$3,500. J. Skinner made a motion to go with RPM Asset Valuation Services for \$2,750, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

City Attorney Alicia Albertson explained to the board the process to sell or transfer to adjacent landowners the city owned property at 455 E Washington Street property. Board of Works would then make a recommendation to City Council to authorize the sale. J. Skinner made a motion to recommend authorizing Alicia Albertson to explore the process to sell to the adjacent property owners, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

City Attorney Alicia Albertson informed the board that she and street superintendent Brian Killman have been working on documentation for the CCMG paving grant. Attorney Albertson asked the board to approve the notice of the bid and scope of work. G. Miller made a motion to approve the invitation to bid and scope of work, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

NEW BUSINESS

RESOLUTION 25-10: ESTABLISHING RENTAL RATES FOR PARKING LOTS

City Attorney Alicia Albertson informed the board that Police Chief Scott Shoemaker had asked that she prepare a resolution for people who rent parking spaces can have the opportunity to pay one annual installment instead of monthly, and if they did that then they would get a 10% discount. G. Miller made a motion to approve the resolution, 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 to approve the 2026 encumbrance requests for each department. Clerk Treasurer Bartley informed the board that she and the Mayor asked each department to examine their budget and make sure that funds are available for the encumbrance requests. J. Skinner made a motion to approve the 2026 encumbrance requests, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets informed the board that she and Greg Miller met with Jonathan White regarding the fire station change orders for the new station. Mayor Sheets asked that board to ratify the change orders. G. Miller made a motion to approve the ratification for the change order request, seconded by J. Skinner. 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 5:20PM.