

## BOARD OF PUBLIC WORKS

February 24, 2025

The Board of Public Works and Safety met in a regular meeting on February 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 Sheets, 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 February 10, 2025, regular meeting were presented for approval. G. Miller made a motion to approve the minutes as presented, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

The revised minutes from meetings 11/25/24, 12/09/24, 12/30/24, 01/13/25, 01/27/25 were presented for approval. G. Miller made a motion to approve the revised minutes, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **CLAIMS APPROVAL**

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 Department Chief Scott Shoemaker asked the board to accept resignation of Sergeant Freddy Martinez that was submitted effective 02/21/25. J. Skinner made a motion to approve the resignation of Sergeant Freddy Martinez, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Chief Shoemaker stated there were 16 applicants for the part time code enforcement position.

Chief Shoemaker presented the board with a grant for Datapilot. The device will allow cloning of phones so officers don't have to confiscate the phone for evidence purposes. Total cost for the package is \$12,785, with \$5,790 covered through grant funding, leaving a remaining balance for the city of \$6,995. G. Miller made a motion to accept the program as presented, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **PARKS DEPARTMENT**

Park interim Superintendent Ryan Edgar wanted to let the board know about some employee changes. Brandon Eimen went from construction labor to facility grounds supervisor effective 02/17/25. Ellen Osborne went from part time zookeeper to full time zoo keeper effective 02/17/25. Zach Cook went from full time zookeeper to part time labor effective 02/17/25. Devin

Henry was moved to code enforcement effective 02/24/25. Emily Gray will start 03/03/25 as Admin/Events Coordinator. Interim Superintendent Ryan Edgar asked the board for approval of two new part time laborers at 28 hrs per week for \$16 an hour. J. Skinner made a motion to approve the employee changes and the new part time laborers, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Interim Superintendent Ryan Edgar asked for board approval to waive the fee for shelter one for Gena Carson on 04/26/25 for a walk for Autism event. J. Skinner made a motion to waive the fee for the shelter, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Interim Superintendent Ryan Edgar informed the board of Danyelle Eason's request for a canning class at the concession stand on 03/01/25 at 10 am by Sandy Brennan. Danyelle is currently under contract until May 2025. G. Miller made a motion to approve the canning class, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Interim Superintendent Ryan Edgar asked board approval for the application for MaryLynn Peter for the use of Veteran's Park. She is organizing the Frankfort Market for the summer for the months of May through September on the second and forth Saturday, weather permitting. G. Miller made a motion to approve the application for MaryLynn Peter, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Interim Superintendent Ryan Edgar asked board approval of the donation of a Sapphire Bay Family Pass for 5 for the We Care Gala raffle. The value will be \$250. J. Skinner made a motion to approve the donation, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Frankfort Commons is requesting the donation of a lawn roller that is no longer used by the park. A. Albertson advised that we allow them the use of the roller, and the ability to store it on their site.

## **HR**

Clerk Treasurer Carol Bartley asked the board approval for a change in the job description for the Director of Planning and Housing Initiatives. G. Miller made a motion to approve the change for the job description as presented, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets asked the board approval of a handbook change to the sick leave policy that would allow employees to use and accrue sick leave time hourly. J. Skinner made a motion to approve the sick leave policy to the handbook, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

## **ATTORNEY**

City Attorney Alicia Albertson presented the board with a bid notice and scope of work for the CCMG Grant. She informed them that the State wanting all CCMG information prepared prior to receiving the grant. Attorney Albertson asked the board approval for CCMG bid notice and

the scope of work. G. Miller made a motion to approve the bid and the scope of work and specifications, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

City Attorney Alicia Albertson presented the board with a letter from Envoy asking for the utility accounts to be in city's name rather than their name during the BOT process and construction of the new fire station. . J. Skinner made a motion to agree to ratify the letter for the utilities be in the city's name, seconded by G. Miller. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

### **NEW BUSINESS**

Clerk Treasurer Carol Bartley presented the board with two conflict of interest forms for Marisol Douglass and Justin Spears. G. Miller made a motion to approve the conflict of interest forms, seconded by J. Skinner. Upon a roll call vote, three ayes were recorded. Motion carried 3-0.

Mayor Sheets stated they are going to table the Cottage Watchman to upgrade the system at Old Stoney.

Mayor Sheets asked the board to ratify the resignation of Jason Forsythe. J. Skinner made a motion to approve the ratification of Jason Forsythe, 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 5:26 PM.