

**Board of Public Works & Safety  
and Park Authority Meeting  
Wednesday, December 11, 2019 – 10:00 a.m.  
Ligonier City Hall · 301 S. Cavin St. · Ligonier, IN 46767**

**Call to order:** Mayor Fisel

**Roll Call**

Present: Board Members Earle Franklin, Tom Janes, and Mayor Patty Fisel  
City Attorney Steve Clouse and Clerk-Treasurer Barb Hawn

**Minutes from previous meeting of November 27, 2019**

***Motion to approve: Tom Janes                      Second: Earle Franklin                      Vote: All Ayes***

**New Business**

**Adjustment Request – 509 Water Street**

A water leak in the basement did not go down the drain and was verified by water employees. Asking for an adjustment to the average. The amount of the request is \$63.91.

***Motion to approve: Tom Janes                      Second: Earle Franklin                      Vote: All Ayes***

**City Attorney Contract for 2020**

The new contract for the 2020 from City Attorney Clouse was available for approval. There were no changes from the 2019 contract.

***Motion to approve: Tom Janes                      Second: Earle Franklin                      Vote: All Ayes***

**Revised Fire Dept. SOP**

The Fire SOP were updated to include Mandatory Business and Training Meetings and Agility Testing.

***Motion to approve: Patty Fisel                      Second: Earle Franklin                      Vote: All Ayes***

**City Engineer – Contract for 2020**

The new contract for the 2020 from City Engineer Rick Pharis and Triad was available for approval. There were no changes from the 2019 contract.

***Motion to approve: Tom Janes                      Second: Earle Franklin                      Vote: All Ayes***

**Utility Supply Quote for Water Department**

A quote for meters and updates to software in the amount of \$44,400 was received from Utility Supply. The major cost was for meters and is included in the 2019 budget. The quote includes a few no charge items if accepted by 12/23/2019. The cost will be split between Water and Wastewater.

***Motion to approve: Patty Fisel                      Second: Earle Franklin                      Vote: All Ayes***

**Boyce -Key Tracks Electronic Time Clock Quote**

Information on an electronic time clock system was distributed to the board for their review and consideration. Clerk-Treasurer Barb Hawn, Payroll Deputy Robin Galloway, and IT Director Gary Cox have all viewed a demo and believe it will be beneficial to the city and streamline the payroll process for everyone. The department heads will be viewing a demo on December 17. Will bring back to the board in January.

**Department Heads and Members of Administration**

**Fire Chief Jeremy Weaver**

- Received an application for Eric Moser as a volunteer. He is fully trained and was a former member.

***Motion to approve: Tom Janes                      Second: Patty Fisel                      Vote: All Ayes***

- Thanks to the community and chamber for their support of Breakfast with Santa.

**Street Superintendent Mike Burdette**

- Finished the leaves and got the leaf vac cleaned up.
- Power washer is in and working.

**Public Safety Director/Police Chief Bryan Shearer**

- Notified yesterday that we did not receive the criminal justice institute grant. It is a very competitive grant. We will apply again next year.

**Park Director Travis Brimhall**

- Continuing to clean the garage and the back of the rec center.
- New hot tub is in and working.
- Paving projects were completed. The Jennie Thompson Garden parking was made wider. Walk to the ball diamonds is eight feet wide and handicap accessible.

**WWTP Superintendent Kenny Sprague**

- Press is in the building and working well.
- Everything ready for cold weather.

**City Engineer Rick Pharis**

- API has been clearing for the trail, getting trees cut out. Will get an updated schedule from them.
- Park Meadow III got their base down on the roads in the new addition. The surface won't go down until warmer weather.
- Thanks to the board for signing the new contract.

**Mayor Fisel's Comments**

- Jeff Boyle is at AWWA conference. Jeff received the IRWA (Indiana Rural Water Association) Operator of the Year Award. Appreciate Jeff and his award. It reflects positively on the city. Congratulations to Jeff.
- Applied for the stormwater grant using grant writer Shannon McLeod. Very impressed with the completed grant and optimistic we will be awarded.

**Adjournment**

*Motion to adjourn: Tom Janes*

*Second: Earle Franklin*

  
Barbara Hawn, Clerk Treasurer

  
Patricia Fisel, Mayor