

**Board of Public Works & Safety
and Park Authority Meeting
Wednesday, September 28, 2022 – 10:00 a.m.
Ligonier City Hall · 301 S. Cavin St. · Ligonier, IN 46767**

Call to order: Board Member Tom Janes

Roll Call

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

Minutes from previous meeting of September 14, 2022

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

New Business

Water Fountain at the Rec Center

Water fountain has been there over 20 years and would like to purchase a new water fountain with a bottle filler. Quotes have not yet been obtained. Jeff Boyle offered research and said his department could install.

Motion to approve a purchase up to \$2,000: Tom Janes Second: Patty Fisel Vote: All Ayes

Street Dept. Backhoe Quote

The backhoe is on the capital plan for 2023 and included in the budget. Street Superintendent Mike Burdette received a quote from RPM Machinery for \$136,019. They will include a trade but cannot give the amount until we are ready to trade. The current timeframe for orders is 9-12 months. Mike asked permission to go ahead and order at this time.

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

Personnel

Personnel Hiring Policy

A policy was discussed as we have not been consistent in the past. This is the suggested policy going forward: The department head reviews applications and undertakes a first round of interviews. After evaluation, the department head should then present one or more candidates that they want considered for the position to the Board of Works and Public Safety/Park Authority for a second interview in executive session. We will eliminate the priority for existing employees. They can apply for the position along with other applicants.

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

Employment for Wastewater Department

Brandon Rarick, a current seasonal park employee, was interviewed for the opening in the Wastewater Department. Kenny Sprague recommended hiring Brandon with a starting wage of \$15.50. He would begin at the beginning of the new pay, Monday, October 3, 2022. Until the seasonal park activities are complete, he will share the park duties and wastewater duties as needed.

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

Department Heads and Members of Administration

Public Safety Director/Police Chief Bryan Shearer

- Safety Day is Saturday, October 8 at Fashion Farm.

Fire Chief Jeremy Weaver

- Scheduling the open house date for the fire station for November 5. Will get times together and let everyone know.

Street Superintendent Mike Burdette

- The department is preparing to trim trees where branches are hitting school buses.

Water Superintendent Jeff Boyle

- Water tower work is going well. Dependent on the weather, hope to be completed in 2-3 weeks. The city logo will be on both sides of the tower.
- Struggling to get parts right now. The lead time on brass parts is 6-8 weeks. Houses at Park Meadow have used up our supply of meters. We only have about five meters on hand at this time. The supplier will guarantee a 30 day turnaround if we buy a skid of 140 meters, but we don't need that many. We are going with two cases, but it could be 6-8 weeks to receive them.
- Received an email from INDOT regarding the intersection at 6/33/5. They plan to bid the project in March or April with construction in the fall. We have not seen the final project plan and will contact them for a copy to review.

WWTP Superintendent Kenny Sprague

- Working on a few fixes in town with John Nelson and Jonathan Moen of Triad. The costs should fit into the existing capital plan expenses.

City Engineer John Nelson

- Niblock will be back the last two weeks of October to finish the paving project.

Building Inspector/Board Member Earle Franklin

- Housing has slowed down at Park Meadow right now. No indications of new starts at this time. Other projects have increased.

Board Member Tom Janes

- Just wanted to say how proud he is to be part of the city and how proud he is of the city employees, council, and boards.

City Attorney Jack Birch

- Appreciate everyone pulling together.

Mayor Fisel's Comments

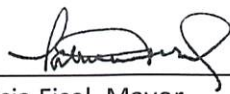
- Checked to be sure everyone received a copy of the Commerce Drive project from Jonathan Moen of Triad.

Adjournment

Motion to adjourn: Patty Fisel

Second: Earle Franklin


Barbara Hawn, Clerk Treasurer


Patricia Fisel, Mayor