

**Board of Public Works & Safety  
and Park Authority Meeting  
Wednesday, November 9, 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 Mayor Patty Fisel, Earle Franklin and Tom Janes,  
City Attorney Jack Birch and Clerk-Treasurer Barb Hawn

**Minutes from previous meeting of October 26, 2022**

Board Member Earle noted an error on a motion for the pump repair and asked that it be amended.

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

**New Business**

**L & T Painting – Pay Application #1 Water Tower Project**

Pay application #1 in the amount of \$416,500 for the Water Tower Painting Project was received. Dixon Engineering included a letter recommending approval of the pay application and a Certificate of Substantial Completion as of October 11, 2022. L & T provided a paint supplier Waiver of Lien.

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

**Niblock – Pay Application #2 Street Paving Project**

Pay application #2 for the Street Paving Project was received from Niblock Excavating. The total of the payment is \$239,398.24 leaving a balance of \$69,735.60. John Nelson of Triad reviewed, and Rick Pharis of Triad recommended approval.

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

**WWTP – Hidrostal Pump #3 Repair Quote**

Our third Hidrostal Pump went down. Indiana Pump Works provided a quote to do the repairs at a cost of 10,520. WWTP Superintendent Kenny Sprague stated we normally run two pumps but are only running one at this time since Pump #2 is in the process of being repaired and Pump #3 is not working. He asked the board to approve proceeding with the repair. It will take 10-12 weeks for the repair to be completed.

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

**Sobek Enterprises – UPS for Computer Room**

The IT budget includes a replacement UPS (battery backup) for the Computer Room. The current UPS is the original from when the building was built in 2005. The total cost of the system is \$16,904.

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

**Park & Rec Dept. – Request to Hire for Rec Center PT/Fill in Employees**

We received two applications for Part-time/Fill In Employees for the Park & Rec Center, Dale Slone, and Sherry Byers. The position fills in when the full and/or part-time employees are off. We have done the necessary background checks. Both are members of the Rec Center and familiar. Director John Parrish has done interviews with both, and Patti Nelson personally knows both. He asked permission to hire.

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

**Park & Rec Dept. – Job Description for Full Time Employee**

After consulting with Mayor Fisel, Park & Rec Director made a few suggestions for changes to the full time Park & Rec position. With a title of Park & Recreation Assistant to the Director, the position would assist the Director and Administrative Assistant in the day-to-day operations of the department. The minimum qualifications would include three years of experience in maintenance and one year as a team leader or supervisor. This would move the position to a higher grade eligible for a higher starting wage. Would like to offer the position internally for a lateral move first.

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

**Department Heads and Members of Administration**

**WWTP Superintendent Kenny Sprague**

- Staff is busy preparing the plant for cold weather.

**Building Inspector/Board Member Earle Franklin**

- Had an inquiry from someone needing ground. Initially looking at the restaurant on Lincolnway with the possibility of tearing it down and putting up a new building. If they were to proceed, they would like to ask the city to abandon the section of Chapman Street that runs through the parking lot. Also spoke to them about the annexed land at the south end of town owned by John Coussens.
- Four houses in Park Meadow are ready for the occupancy permits. No other new construction permits have been issued recently.

**Adjournment**

*Motion to adjourn: Tom Janes*

*Second: Earle Franklin*

  
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Barbara Hawn, Clerk Treasurer

  
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Patricia Fisel, Mayor