

**Board of Public Works & Safety
and Park Authority Meeting
Wednesday, December 13, 2023 – 10:00 a.m.
Ligonier City Hall · 301 S. Cavin St. · Ligonier, IN 46767**

Call to order by Mayor Earle Franklin

Roll Call

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

Minutes from the Executive Session of November 21, 2023

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

Minutes from previous meeting of November 22, 2023

Motion to approve: Ron Terry Second: Tom Janes Vote: All Ayes

New Business

RG Zachrich Construction – WWTP Project Change Order #1

Change Order #1 from RG Zachrich Construction reduces the amount of the contract by \$422,500.00. The items were removed to fit our budget. Jonathan Moen of Triad recommended approval

Motion to approve: Earle Franklin Second: Ron Terry Vote: All Ayes

Pulver Asphalt Paving – Change Order #1 Main Street Paving Project

Change Order #1 from Pulver Asphalt Paving decreases the amount of the project by \$16,747.45. City Engineer Rick Pharis recommended approval.

Motion to approve: Tom Janes Second: Ron Terry Vote: All Ayes

Pulver Asphalt Paving – Pay Application #2 (Final) Main Street Paving Project

Pay Application #2 (Final) for the Main Street Paving Project was received and is the retainage for the project in the amount of \$13,692.00. City Engineer Rick Pharis recommended approval.

Motion to approve: Tom Janes Second: Ron Terry Vote: All Ayes

Triad Associates Professional Service Agreement for 2024

Triad Associates provided their Professional Service Agreement for 2024. There is an increase this year, but there had not been an increase in about six years.

Motion to approve: Ron Terry Second: Tom Janes Vote: All Ayes

Street Department Pick Up Truck Quote

Street Superintendent Mike Burdette provided a quote from BZ Auto which is the state bid price for a pickup truck in the 2024 capital plan. The cost with trade in is \$49,600 and the budget for the truck is \$60,000.

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

Street Department Plow Quote

A quote for the plow for the new pick up truck was received from WA Jones in the amount of \$9,452.00. There is funding in this year's budget which can be encumbered to pay for the plow. Street Superintendent asked permission to proceed with the order and the encumbrance.

Motion to approve: Earle Franklin Second: Ron Terry Vote: All Ayes

Fire Department Request to Add a Volunteer Firefighter

Chief Jeremy Weaver asked for permission to add Andrew Magdich to the Volunteer Firefighter Roster. He completed all of his training as he took fire one training during high school and fire two afterwards.

Motion to approve: Tom Janes Second: Ron Terry Vote: All Ayes

Regularly Scheduled Meeting of December 27, 2023

Due to the Holiday Week, Board Members were asked if they would prefer to cancel or reschedule the December 27, 2023 meeting.

Motion to cancel: Ron Terry Second: Tom Janes Vote: All Ayes

Comments by Members of Council and Administration

Street Superintendent Mike Burdette

- We are getting the leaves hauled from the compost to a farm outside of town.

Public Safety Director/Police Chief Bryan Shearer

- We were notified that the police department is 43% through the accreditation process. We will have an onsite visit January 16-17 to go through facility. We hope to have the accreditation process completed by end of January 2024.

WWTP Superintendent Kenny Sprague

- New employee Kris Funk started Monday and so far, he likes the job.
- Looking at the schedule for the construction of the project. It is expected to start in April 2024.

Park Director John Parrish

- Countryscapes planted the trees in Woodlawn and Kenney Parks.
- Working on Rotary for grant fund to purchase a self-supporting swing
- Looking to add events at the Rec Center next year. We will host a 17-week cheerleader camp and a weeklong soccer camp when our soccer ends in May.

Building Administrator Elroy Mast

- Update on the six unsafe houses and burnout in the city.
 - 410 W Second – had a conversation with the homeowner and they plan to tear down in the spring.
 - 705 N Main – the homeowner wants to get the tear down started but no date is set at this time.
 - 408 Lincolnway West – teardown is complete and is being hauled away.
 - US 6 – teardown is complete and is being hauled away.
 - 303 S Martin – Granite Ridge looked at the house and the existing foundation cannot be built on. They are working with their insurance company. They will have to come up with additional funds to rebuild.
 - 605 N Main – have had conversations with the homeowner. They are looking for someone to do the teardown at a reasonable amount as the insurance is not giving the homeowner enough funding for the teardown.
 - Bryan Shearer recommended that City Attorney Jack Birch get involved and send letters since many of these homes have been sitting for over a year. They are in violation of the city code, and it needs to be taken care of right away.

Clerk-Treasurer Barb Hawn

- Provided information about 2024 CCMG Program. New for just 2024, the maximum grant dollars per project has increased to \$1.5 million instead of \$1.0 million. It would be a good opportunity to do a larger project. Street Superintendent Mike Burdette can work with Triad to come up with the streets and apply for the full amount. We can postpone another project scheduled for next year and use the funding for the CCMG project.

Mayor Earle Franklin


- Attended Newly Elected Officials Training with council member Matt Kreager and incoming council members Brian Hite and David Cisney. Learned a lot from the conversations they had, and they see the importance the role of council members positions are for the city, the need to be involved, and understanding what is going on. It was also reiterated that department heads do not need to use all of the money in the budget if they do not need to use it, the funds carry over. It is important to look at needs rather than wants.
- Appreciate the work you do all year long and appreciate you taking time to come to the oath of office ceremony. We have a good team so there is no sense in messing with it. We have been able to maintain the same team for several years and appreciate it.
- Want to wish everyone a Merry Christmas and hope to see everyone at the luncheon on December 21.


Adjournment

Motion to adjourn: Tom Janes

Second: Ron Terry

Vote: All Ayes


Barbara Hawn, Clerk Treasurer


Earle Franklin, Mayor