

**Board of Public Works & Safety  
and Park Authority Meeting**  
**Wednesday, September 11, 2024 – 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  
City Attorney Jack Birch and Clerk-Treasurer Barb Hawn

**Minutes from previous meeting of August 28, 2024**

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

**New Business**

**Niblock Excavating – Change Order #1 – Paving Project**

Change Order #1 for the Community Crossings Paving Project was received from Niblock and verified by Triad. The Change order adds \$18,928.26 to the contract for additional quantities and patching.

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

**Niblock Excavating – Pay Application #1 – Paving Project**

Pay Application #1 for the Community Crossings Paving Project was received from Niblock and verified by Triad. The total amount is \$263,768.10.

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

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

Pay Application #2 for the Community Crossings Paving Project was received from Niblock and verified by Triad. This is the final pay application for the retainage and the total amount is \$29,307.57.

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

**Niblock Excavating – Pay Application #1 – Alternate Project**

Pay Application #1 for the Alternate Paving Project was received from Niblock and verified by Triad. The total amount is \$54,720.00.

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

**Niblock Excavating – Pay Application #2 – Alternate Project**

Pay Application #2 for the Alternate Paving Project was received from Niblock and verified by Triad. This is the final pay application for the retainage and the total amount is \$6,080.00.

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

**Triad Associates – Engineering Services Agreement for 2024-2 Community Crossings Project**

Triad Associates provided their Engineering Services Agreement for the 2024-2 Community Crossings project. The full amount of the agreement is \$200,000, ten percent of the total project.

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

**Park Department – Quotes for Sealing Trails**

Two quotes were received for sealing the trails, both the one-mile track Kenney Park and the 800 feet trail along the river. The quote includes striping and stenciling.

Steel Curtain Asphalt Maintenance	\$18,823.00
Pavement Solutions	\$34,228.00

Park Director John Parrish recommended the job be awarded to Steel Curtain Asphalt Maintenance at half the price of Pavement Solutions. They are able to complete the project this year. There are funds in the Strawberry Valley Trail Non-Reverting Fund to cover the cost.

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

**Wage Recommendations**

We identified two additional employees we believe should receive a pay increase due to the increase in the starting wage to \$18.00 per hour. Would recommend that the raises go into effect on 9/1/2024, the same effective date as the raises approved at the last meeting.

Employee	Current Wage	Recommended Wage
Kelly Janes	18.80	19.25
Robin Galloway	21.40	22.50

Bryan Shearer commented that this is the first time he has come mid-year to ask for someone in the police department but considering the increase in starting feels it is important to look at current people. He stated that much more has been put on Kelly Janes than what we hired her for, and she is doing an excellent job, and we are paying her just above the minimum, so the increase is also based on performance. Barb Hawn commented that she feels the role Robin

Galloway plays in the clerk's office is vital and the recommendation for her increase is based on performance as well as length of service.

***Motion to approve: Ron Terry***

***Second: Earle Franklin***

***Vote: All Ayes***  
***with Tom Janes Abstaining***

**Comments by Members of Council and Administration**

**Fire Chief Jeremy Weaver**

- The department had a good festival and is getting ready for fire prevention next month.

**Street Superintendent Mike Burdette**

- Thanks to everyone for their help with the festival cleanup, it only took about four hours.
- Streetlights will be installed by AEP in the new portion of Park Meadow within the next month.
- The outlets for the Christmas décor were installed on the light poles. Just need AEP to install the electrical connections. This put Christmas décor from near the US6/US33/SR5 intersection down through town to just before the curve at SR 5 North.

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

- Updated the council on Monday on the two department vehicles in the 2025 capital with a budget of \$120,000. Received two quotes for the vehicles. Asking today to move forward with the purchase of a new 2023 Dodge pickup truck on the lot which will be a fully marked police vehicle. The purchase cost is \$41,871.00 (which includes a \$3,000 trade for a 2014 Ford Explorer). We are doing additional appropriations to allow the vehicle to be purchased this year before the price goes up. Asking permission to place the order from John Jones.

***Motion to approve: Tom Janes***

***Second: Ron Terry***

***Vote: All Ayes***

- For the second vehicle, received a couple of quotes. Ken Cook at BZ Autos was able to provide fleet pricing for a Chevy Traverse all-wheel drive. Chevy will begin making a police packet in the next few years and want to evaluate it. It is comparable in size to the Dodge Durango, which we have decided to stay away from at this time due to a serious engine problem that has not been resolved. The State Police have over 30 new Durango's that have had the issue which is not being addressed by Dodge. It takes 12-16 weeks to deliver the new vehicle so would ask for permission to place the order now for delivery in 2025. The Fleet price is \$45,153 and a trade of \$10,000 for a 2019 Durango brings the purchase price to \$35,390.51 with the doc fee.

***Motion to approve: Earle Franklin***

***Second: Ron Terry***

***Vote: All Ayes***

Bryan commented that he will be bringing approximately \$35,000 back to the capital budget.

- Had a conversation with Troy Chaffee, the owner of BRC building on North Cavin Street. They have a buyer interested in the land. They plan to tear the building down by the end of the year. A huge dumpster was delivered there this week. They will be coming for a demo permit.

**WWTP Superintendent Benjamin Glowinski**

- The blowers did not get set up due to a scheduling error by the vendor. They are now scheduled to be installed on September 24.
- Would like to start looking for a new employee as we still have one open position. Will not plan to hire until construction gets back on track because we do not have room for the person in the office at this time.
- Was contacted by Trine University to potentially set up an intern program for someone in the lab and would like to pursue that as well. John Nelson of Triad commented they pay their intern as a contractor and not through payroll. Will contact Trine for further information.

**Park Director John Parrish**

- Flag football has started.

**Building Administrator Elroy Mast**

- Burnout house on Martin is still not progressing. It is unsafe for habitation. The owner intends to tear it down but has not made any progress towards doing so. We have not yet sent a notice to demolish. City Attorney Birch will draft a letter letting the owner know it must be demolished within 30 days.
- The owner of the home on Main Street stopped by City Attorney Birch's Office when he was not in and let his staff know he roped off the porch. Tape across handrails not a fix. We will prepare a list of what needs to be done within the safe building code. It will be up to him to do the repairs and worst case scenario is for the city to condemn it. It is structurally unsafe.

**City Engineer Rick Pharis**

- Regarding the trails project, Jonathan Moen knows it is a priority and has passed that information on to the CAD people. Hope to have the complete plan very soon.
- Commerce Drive Project – Niblock has ordered the structures for the project. We should have a written schedule this week and they can hopefully start within two weeks.

**Mayor Earle Franklin**

- We will hold a dedication of the Fountain at Triangle Park on Monday, September 23 at 6:00 pm prior to the council meeting.

**Adjournment**

*Motion to adjourn: Tom Janes*

*Second: Ron Terry*

*Vote: All Ayes*

Barbara J. Hawn

Barbara Hawn, Clerk Treasurer

Earle Franklin

Earle Franklin, Mayor