

**Board of Public Works & Safety Meeting  
Wednesday, August 8, 2012 - 1:30 p.m.  
Ligonier City Hall · 103 W. Third St. · Ligonier, IN 46767**

**Call to order by:** Mayor Fisel

**Roll Call**

Present: Board Members Bonnie Edgell, Tom Janes, Mayor Patty Fisel and Clerk-Treasurer Barb Hawn

Absent: City Attorney Steve Hagen

**Minutes from previous meeting of July 25, 2012**

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

***Seconded by: Earle Franklin***

***Vote: All Ayes***

**Citizens Comments - None**

**Unfinished Business**

**1. Public Safety Director**

In the last meeting the position of Public Safety Director was created with discussion of naming Police Chief Bryan Shearer to the position. It was proposed that Shearer be named Police Chief/Public Safety Director effective August 8, 2012 with an annual combined salary of \$60,000. The salary difference for 2012 would be approximately \$6000.

Discussion resulted in the following:

***Motion to appoint Bryan Shearer as Chief of Police/Public Safety Director effective August 8, 2012 at an annual salary of \$60,000 by: Patty Fisel***

***Seconded by: Tom Janes***

***Vote: All Ayes***

**2. Building Inspector**

Jonas Gingerich resigned as building inspector on July 26, 2012. Water Dept. Superintendent Jeff Boyle stepped to help with inspections on an interim basis. The building inspector position is a mayoral appointment. Mayor Fisel appointed Earle Franklin effective August 6, 2012. Pay for the position is \$13.00 per hour for hours worked. Franklin currently sits on the Board of Works. These are two separate appointed positions and it is not believed that a conflict exists between the two. The mayor is awaiting confirmation from City Attorney Steve Hagen. Mayor Fisel thanked the clerk's staff and Jeff Boyle for helping out until the position was filled.

**3. Ravine Fill**

At their last meeting, the BOW gave City Attorney Steve Hagen the authority to draft a hold harmless agreement between the city and Jose Cruz Torres allowing the city to fill the ravine on his property at 408 Ravine Park Drive. Hagen completed the agreement and Torres provided an original notarized copy for approval.

***Motion to give Mayor Fisel authority to sign the hold harmless agreement with Jose Cruz Torres by: Tom Janes***  
***Seconded by: Earle Franklin***

***Vote: All Ayes***

**New Business**

**1. Easement Agreement with Casey's**

A utility easement agreement with Casey's was received. The agreement was forwarded to the city attorney for review when he returns from vacation.

***Motion to approve the agreement pending City Attorney Steve Hagen's review and recommendation by: Earle Franklin***

***Seconded by: Tom Janes***

***Vote: All Ayes***

**2. Utility Bill – Write Off Request**

Request to write off a utility bill at 715 North Main Street. The resident moved with no forwarding address. The property was purchased at a tax sale. Permission to write off the June and July 2012 balance in the amount of \$191.80 was requested by the clerk

***Motion to approve the write off of \$191.80 for 715 North Main Street by: Tom Janes***

***Seconded by: Earle Franklin***

***Vote: All Ayes***

**Department Heads and Members of Administration**

*City Engineer:* Rick Pharis reported that the contract for the police building build out for city hall offices and council chambers would be signed on Friday. He also reported that the separation projection on the north side required additional detour signs to avert traffic tie ups near Star of the West Mill.

*Water Department:* Superintendent Jeff Boyle reported that the diving to clean the retention tank will take place in the next few weeks and invited members to come and watch. Jeff also reported that the south tower experienced down time during the recent storm due to a broken wire. ERS was able to make the repair at a cost of approximately \$1500 in labor. They used a better quality wire than what was currently in place.

The department is also experiencing problems with an old computer program using WIN 95 software and serial ports. He will be obtaining quotes for upgrades. This will require action in the next six months.

Jeff also provided a quotation from Utility Supply to replace the remaining hand read meters with radio reads. A total of 993 meters still need replacing. The quote is \$161,840.97. No action was taken at this time.

Jeff will also be putting a spec sheet together for cleaning, inspection, and painting of the water towers in order to obtain quotes for a service agreement.

*Board Member:* Earle Franklin reported that he will work to have consistency in the paperwork for the building permits and follow up on inspections.

*Board Member:* Tom Janes commented that ERS, who was used to repair the tower wiring, has been good to the city and he advocates using them when we can.

*Clerk-Treasurer:* Barb Hawn reported that the courtesy letter sent to past due customers worked well. Of 138 letters, only 12 shut offs were necessary. The next month's disconnection list then resulted in only one shut off. The budget meeting with the DLGF went well. The proposed budget will be advertised and sent to council for approval.

*Mayor:* Patty Fisel reported that an income study would be needed for the storm water planning grant as the 2012 study has expired. Region III A is working on the grant and can actually have Dr. Guthrie recertify the 2010 income survey at a cost of \$50.

***Motion to authorize Dr. Guthrie to recertify the 2010 income study at a cost of \$50 by: Patty Fisel***

***Seconded by: Tom Janes***

***Vote: All Ayes***

The city has an appointment to the Noble County Convention and Visitor's Bureau. The mayor appointed Daric Weimer effective August 2, 2012.

The city also has an appointment to the Noble County Emergency Management Agency Advisory Council. The mayor appointed Fire Chief Jeremy Weaver to this position.

The city received notification that Media Com will be raising their rates.

The city received notification from IDEM of the approval of an air quality permit for Guardian Industries effective July 30, 2012.

**Adjournment**

***Motion to adjourn by: Patty Fisel***

***Seconded by: Tom Janes***