

**Common Council Meeting – Monday, August 22, 2011 – Held at Ligonier City Hall – 7:00 pm – Audio Available**

**Call to order by Mayor Fisel**

**Pledge of Allegiance to the Flag**

**Roll Call**

Present: Council President Ken Schuman, Council members John Pettit, Gary Bishop, Karen Richendollar, and John Lutton

Also Present: Mayor Patty Fisel, City Attorney Steve Hagen, and Clerk Treasurer Barb Hawn

**Minutes from previous meeting of August 8, 2011**

***Motion to approve by: John Lutton      Seconded by: Gary Bishop      Vote: All Ayes***

**Citizens Comments**

Maria Marquez, Ligonier: Maria, along with the Future Ligonier Alliance, presented information regarding a third Friday's program for Ligonier. They would be an opportunity to showcase the business in Ligonier and provide the opportunity for other vendors to set up. A live band would play music. The time would be from 6:00 – 9:00 pm. They are suggesting a trial in October 2011. During the winter months they would sponsor some type of contest to keep interest, but not an organized event. April through October would then be the months scheduled for the event.

FLA is asking to have a banner permit application sent to INDOT, to go across State Road 5 near Ligonier Telephone along with blocking off East Third Street east of Cavin for the band set up.

***After discussion, motion as a City and Council to support and allow the Third Friday Events in Ligonier by: John Pettit      Seconded by: John Lutton      Vote All Ayes***

***Motion to allow block off of East Third Street east of Cavin (on the north side of the Police Station) for the Third Fridays event in October 2011 by: John Pettit      Seconded by: John Lutton      Vote: All Ayes***

Members of Council along with the audience added a thank you to Maria for the idea and organization of the event as a positive for Ligonier.

**Unfinished Business**

**1. 2012 City Employee Raise**

At the Council meeting of July 11, 2011, Council approved a 2% pay increase for City employees in 2012. Question arose during the budgeting process as to whether the approval included part time employees. It was determined that increasing part time pay would have a minimal impact.

***Motion to approve the 2% pay increase for part time and full time employees in 2012 by: Gary Bishop Seconded by: Ken Schuman      Vote: All Ayes***

**New Business**

**1. Salary Ordinance for 2012**

Ordinance 795A-2011 was introduced, salary ordinance for 2012.

***Motion to pass ordinance 795A-2011A on the first reading by: Gary Bishop Seconded by: Ken Schuman      Vote: All Ayes***

***Motion to suspend the rules and pass ordinance 795-2011A on the second reading by: Gary Bishop Seconded by: Ken Schuman      Vote: All Ayes***

***Motion to further suspend the rules and pass ordinance 795-2011A on the third and final reading By: Gary Bishop      Seconded by: Ken Schuman      Vote: All Ayes***

## Ordinance 795A-2011

### 2012 Salary Ordinance

**Whereas**, The City of Ligonier, Indiana, wishes to fix the salaries of appointed Officers, Deputies, and other Employees of the city for the period beginning, January 2012, consisting of twenty-six (26) bi-weekly pay periods, each bi-weekly pay period consisting of eighty (80) working hours (except for Elected Officials, Board of Public Works members, Plan Commission, Board of Zoning Appeals, and as other noted) and

**Whereas**, The first 2012 bi-weekly pay period shall begin on December 25, 2011 and end on January 7, 2012, with pay checks for the first 2012 bi-weekly pay period to be issued on January 20, 2012: and

**Whereas**, The last 2011 biweekly pay period shall begin on December 11, 2011 and end on December 24, 2011, with pay checks for the last 2011 bi-weekly pay period to be issued on January 6, 2012: and

**Whereas**, The Mayor, as Chief Executive Officer of The City of Ligonier, has made certain proposals to The Common Council of The City of Ligonier: and

**Whereas**, The Common Council has duly deliberated upon the Mayor recommendation and independently discussed said proposals:

**Now therefore**, the following wages and salaries are hereby adopted for The Officers and Employees of The City of Ligonier for 2012.

| Police Dept                            | Hourly | Bi-Weekly | Annual    |
|--|--------|-----------|-----------|
| Police Chief                           |        | 1,781.37  | 46,315.62 |
| Police Sgt. (Detective)                |        | 1,678.21  | 43,633.36 |
| Police Sgt.                            | 19.88  | 1,590.40  | 41,350.40 |
| 1 <sup>st</sup> Class Patrol           | 18.41  | 1,472.80  | 38,292.80 |
| 1 <sup>st</sup> Class Code Enforcement | 18.41  | 1,472.80  | 38,292.80 |
| Police Secretary *                     | 13.26  | 928.20    | 24,133.20 |
| *Bi-weekly pay period of 70 hours      |        |           |           |
| Primary Relief                         | 13.26  |           |           |
| Secondary Relief                       | 10.71  |           |           |

| Fire Dept  | Hourly | Bi-Weekly | Annual    |
|--|--------|-----------|-----------|
| Fire Chief   |        | 1,679.37  | 43,663.62 |
| Fireman 1 <sup>st</sup> Class  |        | 1,465.57  | 38,104.82 |
| Primary Relief   | 10.88  |           |           |
| (With 1 <sup>st</sup> Class Qualifications<br>Firefighter I/II & Minimum of 1 <sup>st</sup> Responder) |        |           |           |
| Secondary Relief   | 8.84   |           |           |
| Volunteers   |        | Aggregate | 34,000.00 |

| Street Dept                        | Hourly               | Bi-Weekly | Annual    |
|------------------------------------|----------------------|-----------|-----------|
| Street Superintendent              | 19.95                | 1,596.00  | 41,496.00 |
| Operator-Maintenance – Range       | 10.00 to 16.44       |           |           |
| 1) Current                         | 16.44                | 1,315.20  | 34,195.20 |
| 2) Current                         | 15.72                | 1,257.60  | 32,697.60 |
| 3) Current                         | 15.19                | 1,215.20  | 31,595.20 |
| <b>Laborer – Entry Level Range</b> | <b>7.50 to 10.00</b> |           |           |

| Clerk-Treasurer's Office              | Hourly         | Bi-Weekly       | Annual      |
|---------------------------------------|----------------|-----------------|-------------|
| Clerk's Staff Range *                 | 10.00 to 14.95 |                 |             |
| Current                               | NA             |                 |             |
| Billing Clerk Range *                 | 10.00 to 14.95 |                 |             |
| Current Billing Clerk                 | 14.95          | 1,046.50        | 27,209.00   |
| Billing Clerk Salary to be paid:      | 43% Water Dept | 57% Sewage Dept |             |
| Chief Deputy Clerk Range *            | 12.00 to 16.50 |                 |             |
| Current Chief Deputy Clerk            | 13.80          | 966.00          | 25,116.00   |
| Chief Deputy Clerk Salary to be paid: | 1/3 Water Dept | 1/3 Sewage Dept | 1/3 General |
| *Bi-weekly pay period of 70 hours     |                |                 |             |

| Park & Recreation Dept       | Hourly        | Bi-Weekly | Annual    |
|------------------------------|---------------|-----------|-----------|
| Park & Recreation Director   |               | 750.00    | 19,500.00 |
| Park & Recreation Admin Asst |               | 326.92    | 8,500.00  |
| Park & Recreation Staff      | 7.25 to 10.00 |           |           |
| Sports & Recreation Center   | Hourly        | Bi-Weekly | Annual    |
| Sports & Recreation Director |               | 903.85    | 23,500.00 |
| Sports & Recreation Asst     |               | 673.08    | 17,500.00 |
| Sports & Recreation Staff    | 7.25 to 10.00 |           |           |

Combined Park & Recreation/Sports & Recreation Director Salary Range      40,000.00 to 45,000.00 Annually  
 Combined Park & Recreation/Sports & Recreation Admin Asst Salary Range      23,000.00 to 26,000.00 Annually

| Building & Zoning                   | Hourly | Bi-Weekly | Annual    |
|-------------------------------------|--------|-----------|-----------|
| Inspector/Administrator (Part Time) | 13.00  | 520.00    | 13,520.00 |

| <b>Wastewater Treatment Plant</b> | <b>Hourly</b>  | <b>Bi-Weekly</b> | <b>Annual</b>             |
|-----------------------------------|----------------|------------------|---------------------------|
| Wastewater Superintendent Range   |                |                  | 40,000.00 to<br>50,000.00 |
| Current Superintendent            | 19.61          | 1,568.80         | 40,788.80                 |
| Operator-Maintenance Range        | 10.50 to 16.23 |                  |                           |
| 1) Current – Certified III        | 16.23          | 1,298.40         | 33,758.40                 |
| 2) Current                        | 13.77          | 1,101.60         | 28,641.60                 |
| Lab Tech Range                    | 10.50 – 16.86  |                  |                           |
| Current Lab Tech                  | 16.86          | 1,348.80         | 35,068.80                 |

WWTP: An employee earning a Certified Operator License may have their pay increased with BOW approval and recommendation, as well as approval by Council in the following amounts:

Certified Operator I \$25/hr      Certified Operator II \$.35/hr      Certified Operator III \$.50/hr

| <b>Waterworks Utility</b>                               | <b>Hourly</b>  | <b>Bi-Weekly</b> | <b>Annual</b> |
|---|----------------|------------------|---------------|
| Water Superintendent Range<br>(Certified WP3 & DSM)     | 17.00 to 23.00 |                  |               |
| Current Superintendent                                  | 19.95          | 1,596.00         | 41,496.00     |
| Plant Operator/System Operator<br>(Certified WP3 & DSM) | 12.00 to 17.25 |                  |               |
| 1) Current  | 17.25          | 1,739.20         | 35,859.20     |
| 2) Current  | 14.88          | 1,190.40         | 30,950.40     |
| Laborer – No Certification – Range                      | 10.00 to 13.25 |                  |               |
| Part-time summer help – Range                           | 8.00 to 9.00   |                  |               |

Waterworks Utility: An employee earning a Certification may have their pay increased with BOW approval and recommendation, as well as approval by Council.

| <b>Appointed Officials</b>              | <b>Monthly</b> | <b>Quarterly</b> | <b>Annual</b> |
|---|----------------|------------------|---------------|
| City Attorney                           |                |                  | 8,000.00      |
| 1 month – January                       | 666.63         |                  |               |
| 11 months – February thru December      | 666.67         |                  |               |
| Board of Public Works & Safety          |                | 625.00           | 2,500.00      |
| BOW Salary to be paid:                  | 1/3 Water Dept | 1/3 Sewage Dept  | 1/3 General   |
| Plan Commission                         |                |                  |               |
| Per Meeting Attended – paid in December |                |                  | 20.00 each    |
| Board of Zoning Appeals                 |                |                  |               |
| Per Meeting Attended – paid in December |                |                  | 20.00 each    |

Section 1. Reservation of other employment benefits; The City hereby reserves the right to adopt or amend at a later time appropriate rules and provisions for holiday pay, sick leave, vacation time, personal days, uniform allowances, and any other area or subject that touches upon employee benefits, duties and responsibilities during the term of this salary ordinances, until amended or repealed. All currently effective ordinances, rules and provisions for holiday, sick leave, vacation time, personal days, uniform allowances and other employee benefits shall remain in full force and effect during the term of this salary ordinance.

Section 2. Should any section, paragraph, sentence, clause or phrase of ordinance be declared unconstitutional or invalid for any reason, the remainder of said ordinance shall not be affected thereby.

Section 3. This ordinance shall be in full force and effect from and after its adoption.

Passed and adopted by the Common Council of The City of Ligonier, Indiana this 22<sup>nd</sup> day of August 2011.

**2. RDC Resolution Approving New Plan**

Resolution 0822A-2011 is a resolution of the Common Council of the City of Ligonier approving and amending declaratory resolution and economic development plan of the Redevelopment Commission of the City of Ligonier, Indiana, and approving an order of the Ligonier Plan Commission.

The two primary purposes of the amendment to the plan are allowing the RDC to purchase property in the TIF2 (commonly known as Warren TIF) area available from the Warren family, and changing the terms of the TIF plan from 20 years to the statutory 30 years.

*Motion to approve resolution 0822A-2011 by: Ken Schuman      Seconded by: Gary Bishop  
Vote: All Ayes*

**3. 2011 Local Road & Street Reduction Resolution 0822-2011**

Resolution 0822-2011 reduces the budget of the Local Road & Streets fund by \$7000 for the 2011 budget year. This was recommended by the DLGF rep at the budget workshop since the equipment this was budgeted for was paid off and the additional \$7000 is not needed in the budget.

*Motion to approve resolution 0822-2011, appropriation reduction resolution for the Local Road & Streets fund by \$7000 for 2011 by: Ken Schuman      Seconded by: Gary Bishop      Vote: All Ayes*

**Claim Registers – APV # 34270 through 34398**

*Motion to approve by: John Lutton      Seconded by: Gary Bishop      Vote: All Ayes*

**Comments by Members of Council and Administration**

*Park & Rec Director Alan Duncan:* The park's seasonal help have all returned to school, leaving only Alan and one other person for mowing. He asked that everyone bear with them on the mowing projects.

*Police Chief Bryan Shearer:* Bryan thanked Alan and the park department for the mowing being done by the park department for homes not being cut by homeowners.

Bryan also commented to Council regarding the budgets and offered to personally go over any questions they might have regarding his department's budget.

*WWTP Manager Mark Schultz:* Mark provided a report to Council for the WWTP and offered to answer any questions they might have regarding the information provided. Ken Schuman thanked Mark for his foresight as provided in the report to Council.

*Council Member John Pettit:* John also expressed his thanks to the Park Dept.

*Council Member Gary Bishop:* Gary expressed his thanks to Mark for a job well done with his report.

*Council Member John Lutton:* John complimented Mark for the great job he is doing at the WWTP. John also expressed his gratitude to the community for their support of the community mission auction the past weekend sponsored by 13 area churches. The auction netted \$15,000 for the mission cause.

*Mayor Patty Fisel:* The Mayor complimented Maria Marquez for her efforts in getting the third Fridays established. She is happy to see the younger generation stepping up. She also commented that there are a lot of things happening in the City, and we are working hard to address all issues that come up.

*Additional Citizen Comment:* Chris Fought commented that a group of around 200 Classic Ford Cars and Trucks will be driving through Ligonier on Saturday, August 27 about 2:00 pm.

**Adjournment**

*Motion to adjourn by: John Lutton      Seconded by: Gary Bishop*