

**Board of Public Works & Safety  
and Park Authority Meeting  
Wednesday, December 8, 2021 – 10:00 a.m.  
Ligonier City Hall · 301 S. Cavin St. · Ligonier, IN 46767**

**An executive session pursuant to IC5-14-1.6-6.1 (b) (5) was held prior to the meeting.**

**Call to order:** Mayor Fisel

**Roll Call**

Present: Board Members Earle Franklin, Tom Janes, and Mayor Patty Fisel  
City Attorney Steve Clouse and Clerk-Treasurer Barb Hawn

**Minutes from previous meeting of November 10, 2021**

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

**New Business**

**Park Dept. Employee**

The board met in executive session prior to the meeting to interview a prospective employee for the new park department position. Discussion led to the following.

***Motion to hire Casey Runyon for the new park position at a starting wage of \$15.00 per hour with a start date of January 3, 2022, pending all pre-employment testing: Tom Janes  
Second: Earle Franklin                      Vote: All Ayes***

**Jack Birch – City Attorney Contract**

New City Attorney Jack Birch provided a contract for legal services. The contract is effective beginning on December 9, 2021. The contract outlines the fees for services rendered to the city including meeting attendance.

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

**Herrman & Goetz Generator Contract**

A generator service agreement for maintenance was received from Herrman & Goetz in the amount of \$3,255.00. The breakdown per generator was provided. They have provided services to the city for numerous years. Discussion led to the following.

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

**Triad – 2022 City Engineer Contract**

A new city engineer contract from Triad Associates for 2022 was available for approval. The breakdown of fees for services was included and did not increase from the 2021 contract.

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

**Triad – Contract for Community Crossings Project**

Triad provided an engineering services agreement for the 2021-2 Community Crossings Resurfacing Project. The grant was awarded to the city in November. The fee to provide the engineering, review and inspections, and other related services is \$127,380.00.

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

**Baker Tilly Wage Study**

The Wage and Compensation study was completed by Baker Tilly. City Council approved scenario two which allowed for a 2.5% increase to employees and for nine employees who fell below the minimum for their grade to receive a higher percentage increase. Board Members were provided with a list of the nine employees, their current rate, the percentage increase, and the new wage for 2022 and asked to approve the specific wages. Discussion led to the following.

***Motion to adopt the memo presented with the wages for 2022: Patty Fisel  
Second: Tom Janes                      Vote: All Ayes***

**Department Heads and Members of Administration**

**Street Superintendent Mike Burdette**

- Will be finished with leaf pick up on Friday, December 17.

**Park Director Travis Brimhall**

- Grades 3/4/5 Basketball has 2 more weeks. Sign ups for the younger kids is currently in progress.
- Have had problems with the heat at the Rec Center. DePews is working on quotes for repair/replacement. They are also checking on the cooling units.

**Building Inspector/Board Member Earle Franklin**

- Construction is continuing at Park Meadow in the new section.
- The downtown building that received an unsafe building notice is being repaired this week.

**Board Member Tom Janes**

- Enjoyed working with Steve Clouse on the BOW. Look forward to working with Jack Birch. Fortunate to have the caliber of attorneys in a small city.

**City Attorney Steve Clouse**


- Appreciate the chance to work with Ligonier. City is in good hands going forward.

**Clerk-Treasurer Barb Hawn**

- Thanks to Steve Clouse for service to the city and congratulations on the judicial appointment.

**Mayor Fisel's Comments**

- Mayor Fisel made a presentation of a plaque to Steve Clouse for his service to the city with congratulations on his new judicial appointment.
- Mayor Fisel welcomed Jack Birch as the new city attorney.

**Adjournment***Motion to adjourn: Tom Janes**Second: Earle Franklin*  
Barbara Hawn, Clerk Treasurer  
Patricia Fisel, Mayor