

**Board of Public Works & Safety Meeting
Wednesday, February 26, 2014 - 1:30 p.m.
Ligonier City Hall · 301 S. Cavin St. · Ligonier, IN 46767**

Call to order by: Mayor Fisel

Roll Call

Present: Board Members Earle Franklin, and Mayor Patty Fisel

City Attorney Steve Hagen and Clerk-Treasurer Barb Hawn

Absent: Board Member Tom Janes

Minutes from previous meeting of February 12, 2014

Motion to approve: Earle Franklin

Second: Patty Fisel

Vote: All Ayes

Citizens Comments – None

Unfinished Business

▪ **Awning for City Hall Back Door**

City Engineer Rick Pharis contacted Awnings Unlimited regarding the lighting at the back door. The awning would be above the lighting and therefore lighting would not be an issue. Awnings Unlimited was the low quote at \$2594 and Rick recommended they be awarded the job.

Motion to accept Awnings Unlimited quote of \$2594: Patty Fisel

Second: Earle Franklin

Vote: All Ayes

New Business

▪ **Authorization to Advertise for Bids on Wastewater Project**

City Engineer Rick Pharis asked the board's permission to advertise bids for the Wastewater Phase II project. It is necessary to advertise to be able to meet the deadlines for the SRF second quarter rates.

Motion to allow the engineers to advertise for bids for the Wastewater Project: Earle Franklin

Second: Patty Fisel

Vote: All Ayes

▪ **Pay Increase Request for Street Department Employee**

Street Department Superintendent Mike Burdette asked the board to allow a 50 cent per hour pay increase to Mike Stoner. He is doing a good job and has been beneficial to the department.

The request led to discussion regarding the procedures and consistency in asking for individual pay requests. The department heads will work to clarify the procedure for the future.

Motion to allow a \$0.50/hour increase for Mike Stoner effective the next pay period: Patty Fisel

Second: Earle Franklin

Vote: All Ayes

Clerk-Treasurer Barb Hawn then made a request to increase Robin Galloway's pay. She has been here for almost two years and is doing an excellent job.

Motion to allow a \$1.00/hour Increase for Robin Galloway effective the next pay period: Patty Fisel Second:

Earle Franklin

Vote: All Ayes

- **New Employee Hire for WWTP**

The retirement of Richard Moser will leave an opening at the WWTP. Internal applications were taken. Three current employees applied for the position and were interviewed by Mayor Fisel and WWTP Superintendent Mark Schultz, Kenny Sprague, Josh Snyder, and Kris Funk. Mayor Fisel asked for Schultz's recommendation and he responded Kenny Sprague. Mayor Fisel made the same recommendation.

***Motion to hire Kenny Sprague at the WWTP with a start date of 3/17/14, and starting wage of \$12.00/hour:
Earle Franklin Second: Patty Fisel Vote: All Ayes***

A CDL is required within 90 days. Upon completion of 90 days and CDL, Kenny will be eligible for a \$1.00/hour pay increase.

Mayor Fisel mentioned the possibility of hiring Kris Funk as a temp to scan the city maps. We will look into this further and bring back to the board at a later date.

Department Heads and Members of Administration

Street Superintendent Mike Burdette

- The new dump truck was ordered. It will take 5-6 months to come in.
- Repairs have been made to the current equipment and it is ready to go.

Water Superintendent Jeff Boyle

- Dollar General is doing repairs to their private water lines. The frost line is 4 ½ - 5 feet deep. They have been without water for over a week.
- We currently have about six residents running water in areas we feel the main could freeze. Their billing will be adjusted since we have asked them to run water. Areas where the water lines loop are generally okay. This is the reason we have not asked residents citywide to run water.
- Our rates do not currently specifically address broken meters due to owner neglect. Jeff would like to see this addressed the next time rates are adjusted.

WWTP Superintendent Mark Schultz

- An open house will be held for Richard Moser who is retiring after 40 years of service. The Open House will be on Friday, February 28, 2014 from 11-2.

City Engineer Rick Pharis

- Rick will meet with Mike Burdette to get a package together for the paving program.

Board Member/Building Inspector Earle Franklin

- Thanks to Mark Schultz for setting up Arc reader for the maps. It has been very helpful.
- Thanks to Rick Pharis for his assistance with the letter to the resident operating the unlawful garage on Martin Street. It will be hand delivered by a police officer.
- A letter to the resident at 505 South Cavin regarding the unsafe structure will be sent today.

Clerk-Treasurer Barb Hawn

- The final budget order for 2014 was received today.

Mayor Fisel's Comments

- Thanks to everyone for their good work.

Adjournment

Motion to adjourn: Earle Franklin

Second: Patty Fisel