

REGULAR MEETING OF THE MISHAWAKA  
BOARD OF PUBLIC WORKS AND SAFETY/UTILITY BOARD  
May 10, 2011

The regular meeting of the Board of Public Works and Safety/Utility Board was called to order by President Gary West at 10:00 a.m. All members were present. Mr. Prince moved to dispense with the reading of the minutes of May 3, 2011, and accept them as circulated. Mr. Watson seconded; motion carried.

Bid Openings:

There were no bid openings.

Mayor's Comments:

Mayor Wood indicated a brief staff meeting would follow today's Board meeting.

Department Head Reports:

Police Chief Ken Witkowski announced that Sheri Wass has been named the Mishawaka Police and Fire Department's Dispatcher of the Year for 2011. Ms. Wass is a 5 ½-year veteran of the Communications Center and is presently assigned to the midnight shift and holds the position of Communications Training Officer. Chief Witkowski said in addition to her responsibilities involving training, monitoring, and evaluation of all new employees in the Communication Center, she keeps a sharp eye towards the changing trends in the Dispatch arena and volunteers ideas for the training program. He also indicated the City is fortunate to have an employee of her caliber as a front line first responder.

Chief Witkowski presented specifications and requested the Board's approval to advertise to receive bids for one (1) Intermediate Size Vehicle for the Investigative Division to be opened Tuesday, June 7, 2011. Mr. Prince moved to approve the request to advertise for one (1) Intermediate Size Vehicle to be opened July 7, 2011. Mr. Watson seconded; motion carried.

Building Commissioner Brock Hundt presented the Building Department statistics for the month of April. He indicated permits were issued for four (4) new single family homes for a total of twelve (12) this year compared to six (6) through April of last year.

Park Superintendent Mike Faulkner requested the Board's approval of the following Summerfest 2011 traffic restrictions:

1. Mishawaka Avenue and Bridge closure; 4:00 p.m. Thursday, June 23<sup>rd</sup> thru midnight Sunday, June 26<sup>th</sup>.
2. Closure of Studebaker, Prospect, Linden, Homewood Saturday, June 25<sup>th</sup> at 8:00 a.m. for Summerfest 5K Run/Walk. Mr. Prince moved to approve the closures as presented. Mr. Watson seconded; motion carried.
3. Request for the following: Indiana Avenue between Lincolnway East and Mishawaka to be one-way north from Thursday, June 23<sup>rd</sup> thru Sunday, June 26<sup>th</sup>; Indiana Avenue north of Mishawaka Avenue to Prospect be closed on Thursday, June 23<sup>rd</sup> from 5:00 p.m. to 7:30 for the Kids Triathlon and remain restricted until Sunday, June 26<sup>th</sup> with access only to those with parking passes and Transpo Trolley; and Edgewater Drive to be closed from Cedar Street to Mishawaka Avenue Thursday, June 23<sup>rd</sup> from 5:00 p.m. to 7:30 p.m. for the Kids Triathlon. In addition, all vendor parking including food, craft, games, will be issued one parking pass for the Merrifield Complex Parking Lot. Additional vendor vehicles will be required to park in the general parking area in Mishawaka High School parking lot.

Mr. Watson moved to approve the above as presented. Mr. Prince seconded; motion carried.

Mr. Faulkner submitted a request to remove a tree and stump in the right of way at 802 Alabama and trimming of three (3) trees at 819 Liberty Drive. The trees have been analyzed and recommended for removal and trimming by the Park Department landscaper. Mr. Watson moved to approve as presented. Mr. Prince seconded; motion carried.

City Planner Ken Prince presented Professional Service Agreement Amendment No. 3 from Lehman & Lehman for Hillis Hans Park Improvements for an increase of \$1,130.00 for a new not-to-exceed amount of \$35,211.22 and moved for its approval. Mr. Watson seconded; motion carried.

Engineering Director Gary West presented a Professional Service Agreement with DLZ for Milburn CIPP, Phase I, Construction Services for a not-to-exceed amount of \$41,200.00 and moved for its approval. Mr. Watson seconded; motion carried.

Mr. West moved to approve plans and sign the cover sheets for four (4) Highway Safety Improvement Projects (HSIP) for Dragoon Delineators, Dragoon Guardrail, Dragoon and Logan signal, and ten (10) school flasher upgrades, and moved for its approval. Mr. Prince seconded; motion carried.

Mr. West presented an extension of the current Centrex Contract for 209 telephone lines for one year through June, 2012, and moved for its approval. Mr. Watson seconded; motion carried.

Mr. West presented Professional Service Agreement Amendment No. 1 with DLZ for design services for new Fire Station No. 4 for an increase of \$38,750.00 for a new not-to-exceed amount of \$311,250.00 and moved for its approval. Mr. Prince seconded; motion carried.

Approval of Claims:

There were no claims to approve.

Approval of SRF Payments:

There were no applications to approve.

Hearings:

Mr. West said a request for renewal of Secondhand Store License has been received from Disc Replay, 5916 Grape Road, Mishawaka. Mr. Watson moved to approve the renewal as presented. Mr. Prince seconded; motion carried.

Old Business:

A request from Pone Express to close Meridian Street between Milburn Boulevard and the alley (south) on Saturday, July 23, 2011 from 1:00 p.m. to 8:00 p.m. for a benefit has been reviewed and approved by the Police Department. Mr. Watson moved to approve subject to the standard conditions regarding public safety and noise control. Mr. Prince seconded; motion carried.

Open Items:

Grievance Hearings #10-01 and #10-02 originally scheduled for February 22, 2011 have been continued indefinitely until such a date that the City's witness is available.

Mr. West indicated the hearing for Grievance 2011-1 filed by the Mishawaka Professional Firefighters Local #360 originally scheduled for April 26, 2011 has been postponed indefinitely.

A hearing for Police Dispatch Grievance 2011-1 has been scheduled for Tuesday, June 7, 2011 at 11:00 a.m. in Room 106.

Unfinished Business:

There being no additional business brought before the Board, the meeting was adjourned at 10:28 a.m.

Gary West – President of the Board of  
Public Works and Safety/Utility Board

Kari Myers, Clerk of the Board of  
Public Works and Safety/Utility Board