

Central Services

Tim Ryan, Director

The Central Service Division was created in 2010 with the merging of street maintenance, grounds maintenance, building maintenance, fleet maintenance and the traffic divisions.

Sub-heading

Motor Vehicle Highway, more commonly known as Street Department, is an essential part of the Central Services Division. The Street Department is responsible for the maintenance of all the public streets in the City of Mishawaka. The type of street maintenance work depends on the season. In the spring, three street sweepers begin cleaning up the debris left from the winter. Once sweeping begins, it will continue for approximately 9 months out of the year. A complete cycle is made throughout the city every nine to eleven days; in 2021 we removed 2,855, cubic yards of debris from city streets. Spring street maintenance also includes pothole repair which generally keeps six to eight employees busy making these repairs.

Warmer weather allows the department to work on many jobs such as alley grading, street painting, street sweeping and resurfacing the roads that didn't fare well over the winter.

As fall approaches, we gear up for our annual leaf pick-up program. The leaf pick-up program begins in mid-October and continues through the first week in December. During this time, we make one complete pass through the city on a weekly basis. This program is one of the most successful programs in the area, serving the citizens of Mishawaka with pick up opportunities up to seven times over the course of the year. During the 2021 season, we removed 8,775 cubic yards of leaves from residential homes.

Once leaf pick-up is completed, we gear up for the winter months. With 360 lane miles of roadway, snow removal is one of the most important tasks we perform, utilizing 11 main-line plow trucks and 3 Anti-Icing Units along with various other types of equipment. Our goal is to have all the streets cleared 24-36 hours after the snow has stopped.

Traffic Department

The Mishawaka Traffic Department completed 900 tasks in 2021. These tasks consisted of sign repairs, new sign installations, inspections, field data collection and manufacturing of signs.

Along with the daily maintenance and installation of signs, the Traffic Department is also responsible for the pavement markings applied to the road surfaces, such as center lines, skip lines, fog lines, stop bars, crosswalks and directional arrows.

As in past years, we continue to support the various departments in the City with their graphic needs, utilizing our high definition printer to create banners, backgrounds and specialized graphics.

Grounds Maintenance

It is the responsibility of the Central Services Department to maintain all green areas of city-owned properties consisting of nearly 700 acres. We are currently on a 5-day mowing schedule that has 8 full-time employees and up to 8 seasonal workers. Some of our smaller projects include weed

eating, edging, blowing off sidewalks, picking up trash and tree removal in all City parks. Some of our larger projects include stump grinding, cutting down trees along the Riverwalk and pouring concrete bases for new benches and trash cans. We are also responsible for maintaining the City's baseball/softball diamonds and the set-up and breakdown for special events within the City.

During the winter months, we remove snow from 19 miles of sidewalks. These areas include the Riverwalk, all city-owned property, Business Offices, sidewalks on bridges and all other walkways adjacent to city-owned property.

Building / Facilities Maintenance

It is the responsibility of the Central Services Facilities Maintenance Department to service and maintain over 300,000 square feet of city owned buildings. Some examples are the Fire Stations, Police Department, City Hall and other business offices. The Maintenance Department addresses plumbing, electrical, lighting, and general environmental issues in and around these facilities. In addition, we maintain an extensive amount of irrigation systems surrounding these buildings and parks within the city.

Our department is also responsible for janitorial services in each of these buildings on a daily basis. In the past year we have revamped the cleaning procedures with a new check-off system. This allows our employees to be able to perform in a more efficient and timely manner. It also allows our employees to be better able to address other areas within the facilities, helping make these environments cleaner and safer for everyone.

Fleet Maintenance

The Fleet Maintenance Division is responsible for the maintenance, repairs and fueling of all City of Mishawaka and Mishawaka Utilities vehicles. These services range from oil changes to engine rebuilds. In 2021, Fleet Maintenance recorded 1,023 repairs at a cost of \$371,632.94. The City of Mishawaka also used 182,902 gallons of unleaded gas and 94,630 gallons of diesel fuel at total cost of \$566,594.