

City Clerk

Deborah S. Block, City Clerk, IAMC, MMC, CMO

Raven S. Boston, Chief Deputy Clerk

Michael Hixenbaugh, Deputy Clerk

The City Clerk's Office has the responsibility of handling all Council business as well as running the Ordinance Violation Bureau and Maintaining the Municipal Code. This office prepares Council agendas, minutes, ordinances and resolutions. It is also the responsibility of the Clerk's Office to follow all State Statutes and Council Rules on posting notices and preparing legal advertisements regarding Council business. We also register voters.

With the ongoing pandemic during 2021 we would like to again acknowledge the City of Mishawaka IT Staff led by Patrick Stokes and assisted by Phillip Stokes for working closely with the Clerk's Office, Council President Gregg Hixenbaugh and Nicholas Ramirez, Jr. the Coordinator for Michiana Access TV to make our Council Meetings available to the public and those doing business with the Council. Because of their work we are able to make our Council meetings available in a secure and transparent manner through WebEx, the City of Mishawaka Facebook page, the City Website, the City YouTube Page along with the Michiana Access TV/WNIT Facebook page.

In February of 2022 working with the City Information Technology Director Patrick Stokes we formed a "Mishawaka City Clerk Facebook Page". We will be posting all Council notices of Informational Meetings, Neighborhood Meetings and Council Meeting Agendas and Packets to that page.

The Clerk's Office works diligently to make sure that all Council business and documents are easily accessible to the public in a transparent manner.

Ordinance Violation Bureau fines are collected in the Clerk's Office with the exception of Parking Violations. We continue to work with the Police Department regarding this matter. The Clerk's Office assists the Police Department in sending out False Alarm Citations.

As we continue during these unpredictable times we work to adapt and provide professional services to the public and make meetings and information more available to our citizens. Thank you to all that have helped in this process.

Conducting the Legislative Business of the City

During 2021 the City Clerk’s Office and Council handled the legislative business of the City which included:

COUNCIL BUSINESS 2021 REPORT

Ordinances	
Proposed Ordinances	52
Carried over from 2021	0
Ordinances Withdrawn	2
Tabled Indefinitely	1
Ordinances Passed	46
Proposed Ordinance Failed	0
Annexations	3
Alley Vacations	1
Carried over to 2022	3
Ordinances Enacted	46

Resolutions	
Resolutions	32
Carried over from 2021	0
Carry over to 2022	1
Resolutions passed	31
Withdrawn	0
Failed	0
Honoring Individuals or Schools	0

Ordinance Violations Bureau

The Ordinance Violation Department collected \$4,582.52 in fines and fees during 2021.

2021 Violation Fees	
Code Enforcement Citations	\$1,675.00
Animal Citations	\$425.00
Police Citations	\$25.00
Police False Alarms	\$600.00
Fire Prevention Citations	\$0.00
Planning Code Violations	\$25.00
Krisor & Associates	\$1,832.52

Once again in 2021 most of these fines were written from the Code Enforcement Department who diligently keeps an eye out for violators of the Municipal Code/Ordinances. They also work with the St. Joseph County Humane Society who writes citations for animal violations. Police Citations consist of the Noise Ordinance, Curfew Violations, and False Alarms just to name a few. The Fire Department enforces fire lane violations and False Alarms.

Krisor and Associates continues to set hearings and try to collect outstanding citations for the Ordinance Violation Bureau. \$1,832.52 was collected by Krisor and turned over to the City in 2021.

Clerk Block would like to acknowledge Chief Deputy Clerk Raven Boston and Deputy Clerk Michael Hixenbaugh for their continued commitment to the Clerk’s Office, Council, City

Departments and the Administration. Their efforts to make city records and meetings more accessible and transparent help our Citizens to stay informed and engaged.

The Clerk's Office will continue to support the Common Council, City Departments, the Administration, and our citizens. We strive to find ways to increase efficiencies and elevate the level of service we provide. Much of the Princess City History is in the Clerk's Office and it is our duty and privilege to maintain these records for future generations