

REGULAR MEETING OF THE MISHAWAKA
BOARD OF PUBLIC WORKS AND SAFETY/UTILITY BOARD
April 2, 2013

The regular meeting of the Board of Public Works and Safety/Utility Board was called to order by President Gary West at 10:03 a.m. All members were present except Mr. Watson. Mr. Prince moved to dispense with the reading of the minutes of March 26, 2013, and accept them as circulated. Mr. West seconded; motion carried.

Bid Openings:

Bids were opened for West Street Storm Sewer Phase IB and are summarized below:

CONTRACTOR	BASE BID
John Boettcher Sewer & Excavating	\$638,416.79
C & E Excavating, Inc.	\$573,016.71
HRP Construction, Inc.	\$535,500.00
Niblock Excavating, Inc.	\$589,601.70
Phend & Brown, Inc.	\$579,383.05
Rieth-Riley (South Bend)	\$611,791.35
Selge Construction	\$578,055.25

Mr. West indicated these bids will be forwarded to the City's consultant for their review and consideration.

Mayor's Comments:

Mayor Wood was not available for today's Board meeting. Mr. West announced a brief staff meeting would follow today's Board meeting.

Department Head Reports:

Police Chief Ken Witkowski requested the Board award the bid for one (1) all-wheel drive patrol vehicle to Jordan Motors, Mishawaka, the lowest most responsive, responsible bidder in the amount of \$23,615.00. Mr. Prince moved to approve as presented. Mr. West seconded; motion carried.

Chief Witkowski requested the Board adopt Standard Operating Procedures – Additions and Revisions for the Police Department. He said the most notable revisions are "job descriptions", "assigned vehicle program", "vehicle operation", and "pursuit and emergency response", and he indicated said revisions have been reviewed by both Legal and Human Resources. Mr. Prince moved to approve as presented. Mr. West seconded; motion carried.

Building Commissioner Brock Hundt presented the Building Department statistics for the month of March, 2013. He said 393 permits have been issued so far this year vs. 351 at this time.

Park Superintendent Terry Zeller submitted a request to remove one tree and stump in the right of way at 416 N. Mason Street. The tree has been analyzed and recommended for removal by the Park Department Landscaper. Mr. Prince moved to approve as presented. Mr. West seconded; motion carried.

City Planner Ken Prince presented Professional Services Agreement Amendment No. 1 from DLZ for new Central Park Master Planning for an increase of \$5,000.00 for a new not-to-exceed amount of \$27,500.00, and moved for its approval. Mr. West seconded; motion carried.

Engineering Director Gary West presented Change Order No. 1 from C & E Excavating for Battell Street Storm Sewer and CSO 016 Erosion Repair for an increase of \$25,320.00 for a new contract amount of \$789,085.00, and moved for its approval. Mr. Prince seconded; motion carried.

Approval of Claims:

Mr. Prince moved to approve fifteen (15) Claim Dockets for Utilities and Civil City as submitted by City Controller Yvonne Milligan for a total amount of \$2,283,804.17. Mr. West seconded; motion carried.

Approval of SRF Pay Applications:

There were no applications to approve.

New Business:

Mr. Prince moved to approve a request from Office Lounge, 1813 E. 12th Street, for a Waiver of Noise Ordinance to hold a Hog Roast on Saturday, May 25, 2013 with live band from 6:00 p.m. to 10:00 p.m., subject to normal public safety conditions and that live music end at 10:00 p.m. Mr. West seconded; motion carried.

Mr. Prince moved to approve a request from Office Lounge, 1813 E. 12th Street, for a Waiver of Noise Ordinance to hold a wedding reception on Saturday, August 10, 2013, with live band from 6:00 p.m. to 10:00 p.m., subject to normal public safety conditions and that live music end at 10:00 p.m. Mr. West seconded; motion carried.

Old Business:

Mr. West moved to approve the request from Bike the Bend to hold their annual family event on Sunday, May 19, 2013, using Riverwalk, Central, Merrifield, and Crawford Parks between 6:30 a.m. and 11:30 a.m. Mr. Prince seconded; motion carried.

A request for Notice of Recognition of Encroachment submitted by Bethel College for installation of a directional sign on Lowell Avenue continued under advisement.

Administrative approval of Second Hand Store License Renewal received from Julie's Used Appliances, 2302 Lincolnway West, continued under advisement due to previous building and zoning deficiencies identified on the property.

A request submitted by ASAP Towing Services for Towing Services Contract continued under advisement.

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