

REGULAR MEETING OF THE MISHAWAKA
BOARD OF PUBLIC WORKS AND SAFETY/UTILITY BOARD
September 17, 2013

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 September 10, 2013, and accept them as circulated. Mr. Watson seconded; motion carried.

Quote Opening:

One quote was received for the installation and relocation of heating units at 700 S. Union Street and is summarized below:

QUOTER	TOTAL QUOTE
Facility Mechanical Services, Mishawaka, IN	\$38,100.00

Mr. West said this quote will be taken under review by Central Services Department.

Mayor's Comments:

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

Department Head Reports:

Police Chief Ken Witkowski requested approval of Mishawaka Police Department "Use of Force" Standard Operating Procedures to be effective September 17, 2013. Mr. Watson moved to approve as presented. Mr. Prince seconded; motion carried.

Park Superintendent Terry Zeller submitted a request to trim several trees in the right of way at 1315 Milburn Boulevard, and remove two trees and stumps in the right of way and plant new at 636 Indiana Avenue. The trees have been analyzed and recommended for trimming and removal by the Park Department Landscaper. Mr. Prince moved to approve as presented. Mr. Watson seconded; motion carried.

City Planner Ken Prince requested the Board receive quotes for 2013 City Digital Sign Improvements to be opened October 1, 2013, and moved for its approval. Mr. Watson seconded; motion carried.

Engineering Director Gary West presented Supplemental Agreement No. 2 from CHA for additional engineering services on Main Street Whitetopping Project for an increase of \$27,920.00 for a new not-to-exceed amount of \$133,820.00 and moved for its approval. Mr. Watson seconded; motion carried.

Mr. West presented Supplemental Agreement No. 2 from Lawson-Fisher Associates for additional construction engineering services and GIS updates for an increase of \$66,000.00 for a new not-to-exceed amount of \$614,900.00, and moved for its approval. Mr. Prince seconded; motion carried.

Mr. West presented a Memorandum of Understanding with St. Joseph County Soil and Water Conservation District, St. Joseph County, City of Mishawaka, and City of Mishawaka, approving the Intergovernmental Partnering Agreement for MS4 Education (second renewal), and moved for its approval. Mr. Watson seconded; motion carried.

Approval of Claims:

Mr. Watson moved to approve seventeen (17) Claim Dockets for Utilities and Civil City as submitted by City Controller Becky Miller for a total amount of \$9,502,008.09. Mr. Prince seconded; motion carried.

New Business:

There was no new business.

Old Business:

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 10:15 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