



OFFICE OF THE CITY CLERK

BIANCA L. TIRADO, CITY CLERK

PUBLIC WORKS & PROPERTY VACATION

JANUARY 27, 2025 4:20 P.M.

Committee Members Present:

Troy Warner, Dr. Oliver Davis, Ophelia Gooden-Rodgers, Sheila Niezgodski

Committee Members Absent:

None

Other Council Present:

Sherry Bolden-Simpson, Canneth Lee, Rachel Tomas Morgan, Karen L. White

Others Present:

Bianca L. Tirado, Elivet Quijada-Navarro, Matthew Neal, Bob Palmer

Presenters:

Chris Dressel, Michael Schmidt

Agenda:

Organizational Meeting

Update – Alley Vacation Process and Ordinance

Bill No. 25-05 – Resolution Appointing the Board of Public Works and Its Delegees as the Common Council's Agent for Overseeing the Guaranteed Energy Savings Contract for Improvements for the South Bend Fire Department

Please note the attached link for the meeting recording:

<http://docs.southbendin.gov/WebLink/browse.aspx?dbid=0&mediaid=390595>

Committee Chair Sheila Niezgodski called to order the Public Works and Property Vacation Committee meeting at 4:20 p.m.

Organizational Meeting

Committee Chair Niezgodski stated that the Public Works & Property Vacation Committee oversees various activities performed by the Department of Public Works, billing department and various Public Works and property vacation issues.



Update – Alley Vacation Process and Ordinance

Chris Dressel, Senior Planner of Community Investment, with offices on the 12th floor of the County-City Building, presented an update regarding the Right-of-Way (ROW) vacation ordinance. Chris Dressel summarized the 2024 Ordinance Changes and proposed the 2025 Updates to include fee payments, envelope preparations, and adjacent property owner notifications. An early engagement process will be added, as well as criteria set by the Board of Public Works (BPW). In addition to the existing one hundred and fifty dollar (\$150) publication fee, a three hundred dollar (\$300) fee for staff processing was added. There is now a ninety (90) day expiration date for petition requests following BPW review. The updated ROW Vacation ordinance seeks to help petitioners and improve efficiency regarding the alley vacation process. The ordinance corrects a scrivener's error, adds a fee to cover filing assistance, updates requirements for certified envelopes, and makes it so petitioners must receive signatures from fifty-one percent (51%) of adjacent property owners.

Committee Chair Niezgodski opened the floor to committee members for questions.

Committee Member Dr. Oliver Davis stated appreciation for the update regarding adjacent property owner notifications.

Committee Vice Chair Ophelia Gooden-Rodgers asked what will be done to publicize the changes once they are made.

Chris Dressel responded that there would be updates made to the forms required for the ROW vacation procedure.

Committee Chair Niezgodski stated that the updated procedures add clarity to the process for residents.

Council Vice President Rachel Tomas Morgan asked what would be considered acceptable evidence that a petitioner reached out to surrounding property owners.

Chris Dressel responded that a written statement from the petitioner signed that they have attempted to contact the owner would most likely suffice.

Council Vice President Tomas Morgan stated that the burden to receive signatures lies with the petitioner, not the City.

Committee Chair Niezgodski confirmed that the City will help clarify the process for the petitioner, but the onus is on the petitioner to further the ROW vacation.

Council President Canneth Lee asked how soon the changes will be made and enacted.

Chris Dressel responded that a draft schedule will be given at the next council session.

Committee Chair Niezgodski commented on her involvement with the process and stated that questions may be directed to her or Mr. Dressel.



Bill No. 25-05 – Resolution Appointing the Board of Public Works and Its Delegees as the Common Council's Agent for Overseeing the Guaranteed Energy Savings Contract for Improvements for the South Bend Fire Department

Michael Schmidt, Assistant City Attorney, with offices on 12th floor of the County-City Building, stated that Bill No. 25-05 authorizes the City's Board of Public Works and an internal team to seek a guaranteed energy savings company to analyze and assess the City's needs. Request For Proposals (RFP's) will be solicited, and an interview process will occur. A scoring matrix will be implemented, and negotiations will ensue with the highest-scoring respondent.

Committee Chair Niezgodski asked committee members for comments and nobody spoke.

Committee Chair Niezgodski held the public hearing and nobody spoke.

Committee Member Troy Warner moved to send Bill No. 25-05 to the Full Council with a favorable recommendation, which was seconded by Committee Vice Chair Gooden-Rodgers and carried by a vote of four (4) ayes.

Committee Chair Sheila Niezgodski - <i>Aye</i>	Committee Vice Chair Ophelia Gooden-Rodgers– <i>Aye</i>
Committee Member Dr. Oliver Davis - <i>Aye</i>	Committee Member Troy Warner – <i>Aye</i>

With no further business, Committee Chair Niezgodski thanked the Council and adjourned the Public Works and Property Vacation Committee meeting at 4:42 p.m.

Respectfully Submitted,

Sheila Niezgodski, Committee Chair

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