



CITY OF SOUTH BEND

BOARD OF PUBLIC WORKS

July 28, 2026

Jennafer Jenner
2502 Mishawaka Ave.
South Bend, IN 46615
Jennafer2017@gmail.com

RE: Request for Traffic Control Device – Deaf Child Sign

Dear Jennafer:

At its July 28, 2026 meeting, the Board of Public Works **approved** your request for the installation of a deaf child sign in front of your home at 2502 Mishawaka Ave.

Sincerely,
/s/Hillary Horvath
Hillary Horvath, Clerk



BOARD OF PUBLIC WORKS
Request for Approval of
Traffic Control Device(s)

Date: July 28, 2026

I hereby submit the following installation or change of traffic control devices for review:

☒ New Installation	☐ Removal	☐ Revision
☐ Stop Sign	☐ Stop Sign	☐ Stop Sign
☐ Yield Sign	☐ Yield Sign	☐ Yield Sign
☐ Speed Limit, ___ mph	☐ Speed Limit, ___ mph	☐ Speed Limit, ___ mph
☒ Other, List	☐ Other, List	☐ Other, List

Deaf Child _____

Location(s): 2502 Mishawaka Ave

This has been submitted:

- ☒ In response to request by a citizen/ neighbor/ passerby: Resident
☐ In response to contracted reconstruction or improvements
☐ In response to developer-provided reconstruction or improvement
☐ In response to an internally-generated concern from

Remarks: Jennafer Jenner (mother) has provided all the necessary information; sign will be removed in March of 2030 when the child reaches age 13

Submitted by:
(Field Checked 07/17/2026)

Caitlin M Wyant
Caitlin Wyant, EI
Project Engineer

Recommend Approval/Denial:
Reviewed by:

Leslie Biek
Leslie Biek, PE
Assistant City Engineer

☒ APPROVED ☐ DENIED

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

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Hillary R. Horvath
Attest: Hillary R. Horvath, Clerk

Date: July 28, 2026

Distribution:

Bureau of Traffic and Lighting
Police Department Traffic Division

**BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM**

Date	07/21/2026		
Name	Caitlin Wyant, EI	Department	Public Works
BPW Date	07/28/2026	Phone Extension	7483

Required Prior to Submittal to Board

BPW Attorney	☐	Attorney Name	
Dept. Attorney	☐	Attorney Name	
Purchasing	☐		

Check the Appropriate Item Type – Required for All Submissions

☐ Professional Services Agreement	☐ Contract	☐ Proposal
☐ Open Market Contract	☐ Amendment/Addendum	☐ Special Purchase, QPA
☐ Bid Opening	☐ Bid Award	☐ Req. to Advertise
☐ Quote Opening	☐ Quote Award	☐ Reject Bids/Quotes
☐ Proposal Opening	☐ C/O & PCA No. _____	☐ PCA
☐ Chg. Order, No. _____	☒ Traffic Control: <u>Deaf</u>	☐ Resolution
	<u>Child</u>	
☐ Other: _____		☐ Ease./Encroach

Required Information

Company or Vendor Name			
New Vendor	☐ Yes ☐ If Yes, Approved by Purchasing		
	☐ No		
MBE/WBE Contractor	☐ MBE	Completed E-Verify Form Attached	☐ Yes
	☐ WBE		☐ No
Project Name	2502 Mishawaka Ave Deaf Child Sign		
Project Number			
Funding Source			
Account No.			
Amount			
Terms of Contract			
Purpose/Description	<u>Recommend Approval</u>		

For Change Orders Only

Amount of	☐	Increase	\$	
	☐	Decrease	(\$)	
Previous Amount			\$	
		Increase	%	
Current Percent of Change:		Decrease	(%)	
New Amount			\$	
		Increase	%	
Total Percent of Change:		Decrease	(%)	
Time Extension Amount:				
New Completion Date:				