

**Martinsville Board of
Works & Safety
Meeting Agenda
Monday, March 10,
2025
6:30 PM - Council
Chambers**

THE CITY OF
Martinsville
INDIANA



Call to Order

Roll Call

Consideration of the Minutes

Documents:

[FEBRUARY 24, 2025, BOARD OF WORKS AND SAFETY MEETING MINUTES.PDF](#)

Unfinished Business

- A. Discussion Regarding Appearances by Sewer Adjustment Applicants

New Business

- A. Consideration of Special Event/Street Closing Applications

Documents:

[SPECIAL EVENT-STREET CLOSING APPLICATION - FREE FAMILY FUN FESTIVAL.PDF](#)
[SPECIAL EVENT-STREET CLOSING APPLICATION - INDEPENDENCE DAY PARADE.PDF](#)

- B. Consideration of Lease Agreement - Artesian Little League

Documents:

[LEASE AGREEMENT - ARTESIAN LITTLE LEAGUE 2025.PDF](#)

- C. Consideration of Agreement for Services - Administrative Resources Association

Documents:

[AGREEMENT FOR SERVICERS - ADMINISTRATIVE RESOURCES ASSOCIATION - OOR.PDF](#)

Sewer Adjustment Applications

Documents:

Next Regular Meeting

The next regular meeting of the Board of Works and Safety will be on Monday, March 24, 2025, at 6:30 PM in the Council Chambers.

Adjournment

Any individual who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a public meeting, program, service, or activity of the City of Martinsville, IN contact Ben Merida, ADA Coordinator, 995 Rogers Road, Martinsville, IN 46151, 765-342-6012, as soon as possible, but no later than 48 hours before the scheduled event.

**MARTINSVILLE BOARD OF WORKS & SAFETY
MARTINSVILLE INDIANA
MORGAN COUNTY, INDIANA
MONDAY, FEBRUARY 24, 2025**

CALL TO ORDER

Mayor Costin called the meeting to order.

ROLL CALL

Kenny Costin, Mayor - Present
Kelly Bray, Board Member - Present
John Lillywhite, Board Member - Present
Stacey Williams, Deputy Clerk-Treasurer - Present
Kristopher Fuller, Co-Counsel - Present

MINUTES

The Minutes from the Board of Works meeting of Monday, February 10, 2025, meeting were presented for consideration. A motion to approve the minutes as presented was made by John Lillywhite and seconded by Kelly Bray. The motion passed 3-0.

UNFINISHED BUSINESS

Sewer Adjustment Application – 1375 Maple Court. The tenant appeared before the board and explained her situation. A motion to pass the sewer adjustment was made by John Lillywhite and was seconded by Kelly Bray. The motion passed 3-0.

NEW BUSINESS

Consideration of Special Event Street Closing. Executive Assistant to the Mayor, Mack Porter, presented closing Pike Street from Jefferson Street to Home Avenue for Bubble Fest 2025 and Fun Run on Saturday, August 16, 2025. Crossing guards are to be placed at each intersection, one person on each side. Carmen Elliott, Bubble Fest Chairperson, also spoke and answered questions. A motion to approve the application for street closing was made by John Lillywhite. and was seconded by Kelly Bray. The motion passed 3-0.

Discussion Regarding Appearances by Sewer Adjustment Applicants. Discussion took place among the board members regarding setting parameters on sewer adjustments. A motion was made to table the discussion by John Lillywhite and was seconded by Kelly Bray. The motion to tabled passed 3-0.

SEWER ADJUSTMENT APPLICATIONS

210 East Sumner Ave. - \$131.74
1385 Clore Dr - \$576.50
1290 E. Garfield - \$342.29

A motion to approve the adjustments as submitted was made by John Lillywhite. The motion was seconded by Kelly Bray. The motion passed 3-0.

**MARTINSVILLE BOARD OF WORKS & SAFETY
MARTINSVILLE INDIANA
MORGAN COUNTY, INDIANA
MONDAY, FEBRUARY 24, 2025**

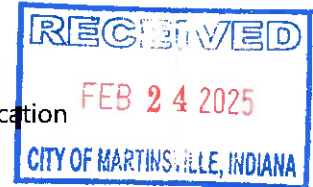
ADJOURNMENT

There being no further business, Mayor Costin declared the meeting adjourned.

Name		Signature
Kelly Bray, Member	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
John Lillywhite, Member	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Kenny Costin, Mayor	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
ATTEST		
Name	Signature	Date
Benjamin K. Merida, Clerk-Treasurer		

Mack Porter

From: noreply@civicplus.com
Sent: Monday, February 24, 2025 10:22 AM
To: Mack Porter
Subject: Online Form Submittal: Special Event / Street Closing Application



Special Event / Street Closing Application

Note:

It will be the responsibility of the organization to provide personnel at **every** blocked intersection to ensure that no vehicles enter or cross the designated route during the time of the closure. It will be the responsibility of the event organizer to notify all residents and businesses in the affected area of the closures. Failure to do so may result in future requests being declined.

This form must be submitted not less than 45 days in advance of the event.

Terms & Conditions

1. Applications must be received not less than forty-five (45) days in advance of the event date to allow time for processing and presentation to the Board of Works for consideration.
2. The organization shall be responsible for providing:
 - a. A representative to be present at the Board of Works meeting when the application is presented for consideration
 - b. Someone at every blocked intersection to provide traffic control.
 - c. Any stages; reviewing stands; chairs; sound projection equipment; podiums; flags; decorations; portable restrooms; etc. - should any of these be required.
3. The city will have barricades placed near the intersections.
 - a. It will be the organization's responsibility to set the barricades to block the intersection not more than one hour in advance of the event start time.
 - b. Barricades are to be pulled by the organization and returned to the curbs as soon as the last runner/unit passes the intersection.
4. The organization will be responsible for notifying all residents/businesses along the route not less than forty-eight (48) hours in advance of the event.

5. When "No Parking" is required, the city will have no parking signs posted not less than three days in advance of the event.
 - a. The city will be responsible for removing the no parking signs.
 - b. Failure to comply with these Terms and Conditions may result in future requests being declined.

Name of Event	Free Family Fun Festival
Sponsoring Organization	First Christian Church Martinsville
Organizer's Address	PO Box 1675
City	Martinsville
State	Indiana
Zip Code	46151
Dates and Times of Event	6/7/2025 8:30 AM - 6/7/2025 2:00 PM
Location of Event / Route	Jackson Street from Jefferson to Main St
Primary Contact Person	Linda Presley
Telephone	541-400-0080
Email Address	revlindapresley@gmail.com
Confirm Email	revlindapresley@gmail.com
Secondary Contact Person	Jenny Blakley
Telephone	765-342-3461
Email Address	churchoffice@fccmartinsville.org
Confirm Email	churchoffice@fccmartinsville.org
Event Description	Games, bounce house, drama, story telling, puppets, food for the whole family FREE
City Services Requested	signs for no parking, barricades
Streets to Be Closed:	

Street Name	Jackson St
Between (Street Name)	Jefferson
Street Name	Jackson St
Between (Street Name)	Main St
Street Name	<i>Field not completed.</i>
Between (Street Name)	<i>Field not completed.</i>
Time of Closure	8:30 AM - 2:00 PM
Additional Information	<i>Field not completed.</i>
Electronic Signature	On behalf of the applying organization, I have read the terms and conditions and by submitting this application, I and the organization accept and agree to the terms and conditions as stated.

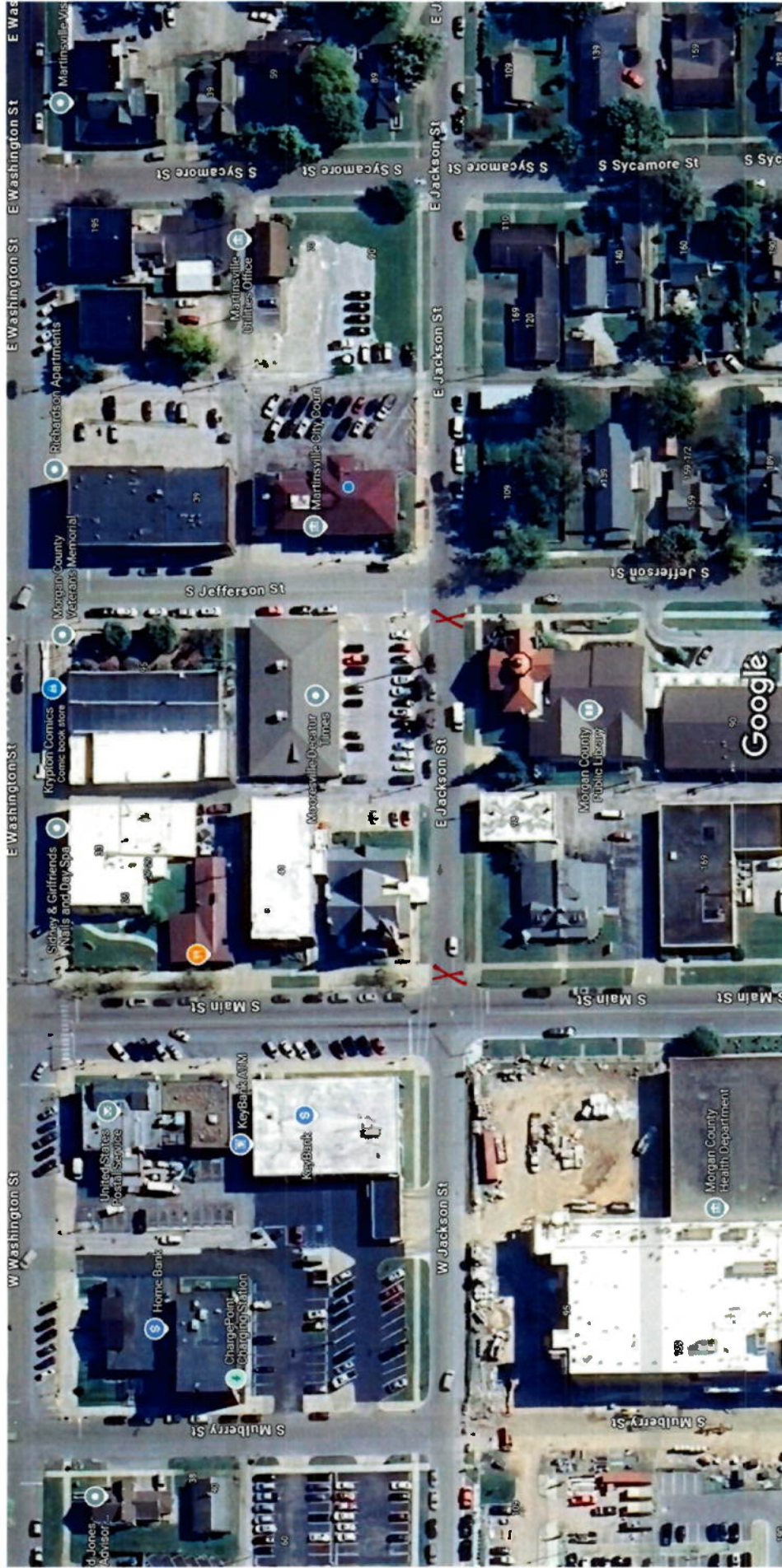
BOARD OF PUBLIC WORKS AND SAFETY USE ONLY

We, the Board of Public Works and Safety, approve this street closure request.

_____	_____
Kenneth Costin, Mayor	Date
_____	_____
Kelly M. Bray, Member	Date
_____	_____
John Lillywhite, Member	Date

Email not displaying correctly? [View it in your browser.](#)

- Caution: This is an External Email -



Mack Porter

From: noreply@civicplus.com
Sent: Tuesday, February 25, 2025 1:04 PM
To: Mack Porter
Subject: Online Form Submittal: Special Event / Street Closing Application



Special Event / Street Closing Application

Note:

It will be the responsibility of the organization to provide personnel at **every** blocked intersection to ensure that no vehicles enter or cross the designated route during the time of the closure. It will be the responsibility of the event organizer to notify all residents and businesses in the affected area of the closures. Failure to do so may result in future requests being declined.

This form must be submitted not less than 45 days in advance of the event.

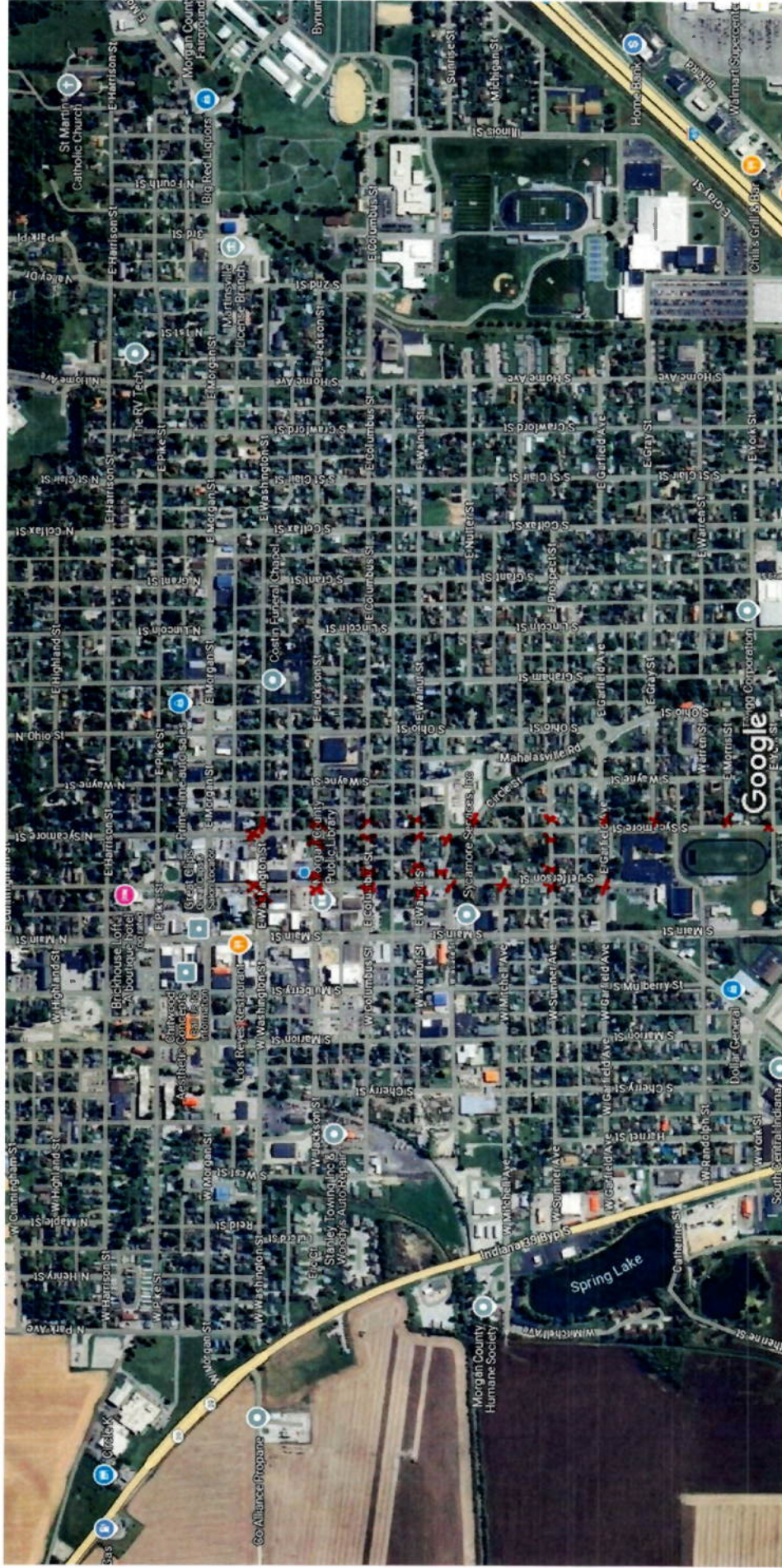
Terms & Conditions

1. Applications must be received not less than forty-five (45) days in advance of the event date to allow time for processing and presentation to the Board of Works for consideration.
2. The organization shall be responsible for providing:
 - a. A representative to be present at the Board of Works meeting when the application is presented for consideration
 - b. Someone at every blocked intersection to provide traffic control.
 - c. Any stages; reviewing stands; chairs; sound projection equipment; podiums; flags; decorations; portable restrooms; etc. - should any of these be required.
3. The city will have barricades placed near the intersections.
 - a. It will be the organization's responsibility to set the barricades to block the intersection not more than one hour in advance of the event start time.
 - b. Barricades are to be pulled by the organization and returned to the curbs as soon as the last runner/unit passes the intersection.
4. The organization will be responsible for notifying all residents/businesses along the route not less than forty-eight (48) hours in advance of the event.

5. When "No Parking" is required, the city will have no parking signs posted not less than three days in advance of the event.
 - a. The city will be responsible for removing the no parking signs.
 - b. Failure to comply with these Terms and Conditions may result in future requests being declined.

Name of Event	Independence Day Parade
Sponsoring Organization	Indiana Spirit of 45
Organizer's Address	3010 Ballinger Rd
City	Martinsville
State	IN
Zip Code	46151
Dates and Times of Event	7/4/2025 9:00 AM - 7/4/2025 12:30 PM
Location of Event / Route	Sycamore at York to Washington St. Washington St to Jefferson St. Jefferson St to Garfield St
Primary Contact Person	Jerry Vest
Telephone	3174082043
Email Address	jvest35@hotmail.com
Confirm Email	jvest35@hotmail.com
Secondary Contact Person	Bruce McKee
Telephone	7653158634
Email Address	Bmac86@yahoo.com
Confirm Email	Bmac86@yahoo.com
Event Description	Independence Day Parade celebration
City Services Requested	Road blocks set at all intersections. No parking signs along the route. Media release to local media about road closures.

Streets to Be Closed:



1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

LEASE AGREEMENT

Comes now the City of Martinsville Board of Public Works and Safety, hereinafter referred to as “the city” and the Artesian Little League, hereinafter referred to as “the Artesian Little League,” and enter into this lease agreement and in so doing, respectfully agree as follows:

Property and Term of Lease

The city owns and controls certain real estate that is located on West Cunningham Street, in the City of Martinsville, which contains dedicated well fields for the city’s water supply and other recreational land. The Artesian Little League intends to lease said property for recreational purposes, that being to operate ball fields for their Artesian Little League activities. The term of this lease shall be for a period of 12 months, and in consideration therefore of this lease, the Artesian Little League hereby tenders \$1. The 12-month period will commence on January 1, 2025, and end on December 31, 2025.

Use of Premises

Lessee does covenant and agree that the premises shall be used only for Little League recreational purposes and for no other purposes, and Artesian Little League agrees that it will not sublet the premises to any other organization without prior written consent of the city.

Lessee Accepts Premises

The Artesian Little League has examined the premises prior to entering into this lease agreement and accepts the premises in their current condition.

Lessee to Maintain Premises

The Artesian Little League shall keep said premises in a clean, sightly, and healthful condition. The Artesian Little League agrees that it will be its sole responsibility for maintenance of the property during the term of the lease, with the exception that any fixtures or other structures located on the land which operate or aid in the operation of the city’s well field shall be maintained by the city and the Artesian Little League agrees that the City of Martinsville shall

maintain and have the ability to maintain those fixtures and structures without further consent or acknowledgement of Little League.

Further Covenants of Lessee

The Artesian Little League agrees that it will not cause or allow any illegal activities to occur on the premises and agrees not to conduct activities which would be a disturbance of the peace of the neighbors, with the exception, as understood, that the purpose of this lease is to operate a recreational facility.

The Artesian Little League shall further be responsible for any utility bills including electricity and water to the site. The Artesian Little League shall keep and maintain liability insurance in an amount of not less than \$1,000,000 and shall name the City of Martinsville as an additional insured. Further, said the Artesian Little League shall indemnify and hold harmless the City of Martinsville for any and all actions including, property damage, personal injury or death, that arise from the activity of said the Artesian Little League on city property. The Artesian Little League shall make the city aware of any permanent improvements to the property.

The Artesian Little League agrees that parking for its activities shall not interfere in any manner with the city's easements for storm water drainage, well drainage, or street right of ways.

Covenants of Lessor

The city agrees that it will allow the Artesian Little League to perform its activities on the property without interruption, except if the city needs to interrupt the activities in order to repair, replace, operate or maintain any of its fixtures or facilities concerning its well field, it has the ability to do so, and has the ability to do so in a reasonable time frame, and do so in a manner which attempts to not interfere with the Artesian Little League activities. If the city must disturb the property, it agrees to repair and replace property in the condition it was in prior to its maintenance or replacement of its fixtures or structures.

Remedies of Lessor

Should the Artesian Little League not adhere to its covenants in this agreement, the city shall have the right to seek eviction of the Artesian Little League from property, and should that become necessary, and default on behalf of the Artesian Little League is determined by a court, the city shall have the right for costs including reasonable attorney fees incurred in enforcing its rights under this agreement.

Risk of Loss

In the case that the premises shall be destroyed by an act of God and be beyond repair to be used for the purpose of this agreement, then this agreement shall be cancelled and terminated by either party.

Notices

Any notice to be given under this lease shall be made in person or by certified mail to the City of Martinsville, Office of the Mayor, 59 South Jefferson Street, Martinsville, IN 46151, or to the Artesian Little League , c/o Chris Arthur, 2042 Ballinger Road, Martinsville, IN 46151.

In Witness Whereof

Said parties have agreed this _____ day of _____, 20____

Lessors:

Lessees:

City of Martinsville Board of Public Works and Safety

Artesian Little League

by Kenneth W. Costin, Mayor

by _____, President

by Kelly M. Bray, Member

by _____, Secretary

by John Lillywhite, Member

SEWER ADJUSTMENT APPLICATION

Please email application and receipts to hstaggs@martinsville.in.gov
Questions, call 765.342.2449

Account Number 2 14200 03 Date 2-21-25
Name NICOLE LAINF Phone 765-343-2027
Email Address SMITH NICOLE 800 @ G MAIL . COM
Service Address 240 EAST GREEN ST. MARTINSVILLE, IN, 46151
Month of Excessive Bill 100.30 Excessive Bill Amount 127.59
Did the water pass through the sewer? NO Yes NO No
Detailed description of leak THE WATER HEATER RELIEF VALVE WENT BAD

Repair Company Information (Please attach a copy of repair bill.)

Name ROGER O'CONNOR Phone 765-341-5509
Address 1139 EAST GRAY ST. MARTINSVILLE, IN, 46151
PAID - MR O'CONNOR FOR PARTS AND REPAIRS \$100.00

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0
Excessive Usage 47 Excessive Sewer Amount \$100.29
Average Usage 35 Average Sewer Amount \$46.78

Requested Adjustment Amount \$13.51

BOARD OF PUBLIC WORKS AND SAFETY USE ONLY

We, the Board of Public Works and Safety, approve this sewer adjustment request.

Kenneth Costin, Mayor

Date

Kelly M. Bray, Member

Date

John Lillywhite, Member

Date

SEWER ADJUSTMENT APPLICATION

Please email application and receipts to hstaggs@martinsville.in.gov
Questions, call 765.342.2449

Account Number 400500 05 Date 2/18/25

Name Paul J Cauck Jr Phone 765-318-5405

Email Address _____

Service Address 789 S. Ohio St. Martinsville, IN 46151

Month of Excessive Bill 12/31/24-2/3/25 Excessive Bill Amount \$161.30

Did the water pass through the sewer? _____ Yes _____ No

Detailed description of leak Pin hole leak in Copper line.

Repair Company Information (Please attach a copy of repair bill.)

Name Under Cutters Plumbing Phone 765-341-1823

Address 818 East Chapel Rd Martinsville, IN 46151

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0

Excessive Usage 68 Excessive Sewer Amount \$83.94

Average Usage 31 Average Sewer Amount \$42.28

Requested Adjustment Amount \$46.66

BOARD OF PUBLIC WORKS AND SAFETY USE ONLY

We, the Board of Public Works and Safety, approve this sewer adjustment request.

Kenneth Costin, Mayor Date _____

Kelly M. Bray, Member Date _____

John Lillywhite, Member Date _____

SEWER ADJUSTMENT APPLICATION

Please email application and receipts to hstaggs@martinsville.in.gov
Questions, call 765.342.2449

Account Number 51130001 Date 2/28/25

Name Janet Pittman/MARIA Whitaker Phone 765-318-1584

Email Address whitakermaria@att.net

Service Address 339 S. St. Clair Str.

Month of Excessive Bill Dec, Jan, Feb, Nov, 2024 Oct Excessive Bill Amount 0.00 *began*

Did the water pass through the sewer? Yes No *Sept 2024*

Detailed description of leak 2 separate water line leaks

Repair Company Information (Please attach a copy of repair bill.)

Name Drain-Tek LLC Phone _____

Address _____

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0

Excessive Usage ^{1/25} 84 ^{2/25} 933 Excessive Sewer Amount ^{1/25} \$101.95 ^{2/25} \$1057.93

Average Usage 11 Average Sewer Amount \$19.76

Requested Adjustment Amount \$1120.36

BOARD OF PUBLIC WORKS AND SAFETY USE ONLY

We, the Board of Public Works and Safety, approve this sewer adjustment request.

Kenneth Costin, Mayor Date _____

Kelly M. Bray, Member Date _____

John Lillywhite, Member Date _____

SEWER ADJUSTMENT APPLICATION

Please email application and receipts to hstaggs@martinsville.in.gov
Questions, call 765.342.2449

Account Number 1112800-01 Date 1-27-25
Name RUSSELL SHARP Phone 765-315-8797
Email Address KATonna and RustySharp@yahoo.com
Service Address 535 ERIC CT
Month of Excessive Bill January Dec- Excessive Bill Amount 331.90
Did the water pass through the sewer? Yes ✓ No
Detailed description of leak Copper waterline coming
off of outside spicket under house

Repair Company Information (Please attach a copy of repair bill.)

Name repaired himself Phone _____
Address _____

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0
Excessive Usage 12/24 - 1109 1/25 - 142 Excessive Sewer Amount 12/24 = \$197.10 1/25 = \$167.20
Average Usage 48 Average Sewer Amount \$61.42

Requested Adjustment Amount \$242.08

BOARD OF PUBLIC WORKS AND SAFETY USE ONLY

We, the Board of Public Works and Safety, approve this sewer adjustment request.

Kenneth Costin, Mayor

Date

Kelly M. Bray, Member

Date

John Lillywhite, Member

Date

-SEWER ADJUSTMENT APPLICATION

Please email application and receipts to hstaggs@martinsville.in.gov

Questions, call 765.342.2449

Account Number 12 00200 00 Date 3/3/25

Name Timothy Dunbar Phone 317-294-3056

Service Address 1290 E. Garfield

Month of Excessive Bill February 2025 Excessive Bill Amount _____

Did the water pass through the sewer? _____ Yes _____ No

Detailed description of leak Carryover from previous month

Repair Company Information (*Please attach a copy of repair bill.*)

Name _____ Phone _____

Address _____

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0

Excessive Usage 394 Excessive Sewer Amount \$451.01

Average Usage 66 Average Sewer Amount \$81.69

Requested Adjustment Amount \$369.32

BOARD OF PUBLIC WORKS AND SAFETY USE ONLY

We, the Board of Public Works and Safety, approve this sewer adjustment request.

Kenneth Costin, Mayor Date _____

Kelly M. Bray, Member Date _____

John Lillywhite, Member Date _____

SEWER ADJUSTMENT APPLICATION

Please email application and receipts to hstaggs@martinsville.in.gov

Questions, call 765.342.2449

Account Number 12 20862 06 Date 2-19-25
Name Kelly Sparks Phone 765-346-2182
Email Address Kellywhitecell2323@yahoo
Service Address 1402 Crabapple Ct.
Month of Excessive Bill Jan Excessive Bill Amount _____
Did the water pass through the sewer? _____ Yes No
Detailed description of leak outdoor spicket broke
causing a big leak

Repair Company Information (Please attach a copy of repair bill.)

Name Hammack Rentals Phone _____
Address 600 Randys way

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0
Excessive Usage 157 Excessive Sewer Amount \$184.15
Average Usage 28 Average Sewer Amount \$ 38.90

Requested Adjustment Amount \$ 145.25

BOARD OF PUBLIC WORKS AND SAFETY USE ONLY

We, the Board of Public Works and Safety, approve this sewer adjustment request.

Kenneth Costin, Mayor

Date

Kelly M. Bray, Member

Date

John Lillywhite, Member

Date

-SEWER ADJUSTMENT APPLICATION

Please email application and receipts to hstaggs@martinsville.in.gov

Questions, call 765.342.2449

Account Number 12 22300 04 Date 3/3/25

Name Breonna Woodford Phone 765-318-7599

Service Address 1375 Maple Court

Month of Excessive Bill February 2025 Excessive Bill Amount _____

Did the water pass through the sewer? _____ Yes _____ No

Detailed description of leak Carryover from previous month

Repair Company Information *(Please attach a copy of repair bill.)*

Name _____ Phone _____

Address _____

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0

Excessive Usage 298 Excessive Sewer Amount \$342.92

Average Usage 128 Average Sewer Amount \$151.50

Requested Adjustment Amount \$191.42

BOARD OF PUBLIC WORKS AND SAFETY USE ONLY

We, the Board of Public Works and Safety, approve this sewer adjustment request.

Kenneth Costin, Mayor Date _____

Kelly M. Bray, Member Date _____

John Lillywhite, Member Date _____