

**Martinsville Board of
Works & Safety
Meeting Agenda
Monday, June 23,
2025
6:30 PM - Council
Chambers**

THE CITY OF
Martinsville
INDIANA



Call to Order

Roll Call

Consideration of the Minutes

Documents:

[JUNE 9, 2025, BOARD OF WORKS AND SAFETY MEETING MINUTES.PDF](#)

New Business

A. Consideration of Lease Agreement - 56 North Main Street

Documents:

[LEASE AGREEMENT - 56 NORTH MAIN STREET.PDF](#)

B. Consideration of Expenditures of 2021 Redevelopment Commission Bond Monies

C. Consideration of Agreement for Services - Proactive MD

Documents:

[AGREEMENT FOR SERVICES - PROACTIVE MD.PDF](#)

D. Consideration of Job Descriptions

Documents:

[CITY COURT CLERK - FULL TIME.PDF](#)
[CITY COURT CLERK PART TIME.PDF](#)

E. Consideration of Restricting Alley Beside the Civic Theatre to Pedestrians Only

Next Regular Meeting

The next regular meeting of the Board of Works and Safety will be on Monday, July 14, 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 JUNE 9, 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
Ben Merida, Clerk Treasurer - Present
Dale Coffey, Attorney - Present

MINUTES

Mayor Costin presented the Minutes from the Board of Works meeting of Tuesday, May 27, 2025. A motion to approve the minutes as presented was made by Kelly Bray. The motion was seconded by John Lillywhite. The motion passed 3-0.

UNFINISHED BUSINESS

Consideration of Request by Artesian Little League to Repurpose Shelter House - Representatives Chris Arthur and John Lapossa presented their proposal to the board for their consideration. A motion to table so further discussion could be had with City Administration was made by Kelly Bray. The motion was seconded by John Lillywhite. The motion passed 3-0.

NEW BUSINESS

Consideration of the City of Martinsville Personnel Policies Handbook - HR Clerk Brandy Simpson presented the handbook to the board for their approval. A motion to approve the handbook as presented was made by John Lillywhite. The motion was seconded by Kelly Bray. The motion passed 3-0.

SEWER ADJUSTMENT APPLICATIONS

789 North Mulberry Street - \$827.61
390 West Douglas Street - \$307.40
535 Eric Court - \$623.80
47 Merideth Place - \$533.73
1621 Josephine Street - \$335.51
1630 Plantation Drive - \$113.73

A motion to approve the adjustments as submitted 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 JUNE 9, 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		

COMMERCIAL LEASE

This Lease entered into this ____ day of _____, 2025, by and between 56 N. Main Street Rental, LLC, hereinafter referred to as “Lessor” and the City of Martinsville Board of Public Works and Safety, hereinafter referred to as “Lessee.”

WITNESSETH:

That the Lessor leases to the Lessee and Lessee takes as Lessee, the following described property and appurtenances thereto, to-wit:

USE. Premises is to be used for office space, and, is for the first floor of the real estate commonly located at 56 North Main Street, Martinsville, Indiana 46151.

TERM. The term of this Lease shall be for a period of one (1) year, said term to commence on July 1, 2025, and to expire on June 30, 2026, subject to, however, the Lessee having the option to renew said Lease for an additional one (1) year term.

RENT. Lessee covenants, commencing the 1st day of July, 2025, the sum of Three Thousand Five Hundred Dollars (\$3,500.00) shall be paid on the 1st day of each month thereafter during the term of the Lease, at such place or places as Lessor may from time to time designate. Lessor and Lessee, however, agree that for the month of July and August 2025 the (\$3,500.00) fee shall be waived, as Lessee, will be performing certain renovations to the property in lieu of the payment of rent.

SECURITY DEPOSIT. Lessee shall pay a security deposit of Three Thousand Five Hundred Dollars (\$3,500.00) within fifteen (15) days of the date in which this Lease is signed. The security deposit will be held by Lessor according to applicable statute.

REAL ESTATE TAXES. Lessor shall be responsible for all real estate taxes during the term of this Lease.

ALL OTHER TAXES. Lessee shall be responsible for any and all other taxes assessed against the business conducted upon said real estate, including, but not limited to, Indiana Employment Taxes, etc.

UTILITIES. Lessee shall be responsible for any and all utilities that may be due and payable for the use of said premises during the term of this Lease, including electricity, gas, water, sewer, telephone service, internet, and trash disposal.

ASSIGNMENT AND SUBLETTING. Lessee shall not assign or sublet its interest under the Lease or in the leased premises, or any part thereof, without the express written consent of the Lessor.

REPAIR AND MAINTENANCE. Lessee shall maintain the premises in good repair. As referenced above, Lessee shall be making some renovations to the property which would include, mainly, painting, and constructing potential partition walls, but, will not disturb any major standard components of the space. Lessor shall be responsible for the exterior of the building, and also for the foundation, outside common areas, adjacent sidewalks, windows, doors, and electrical. Lessee shall be responsible for the maintenance and upkeep on the plumbing and heating and cooling systems. Lessee shall further keep said premises in an attractive physical appearance and be responsible for removal of all trash, litter or other debris on a timely basis.

DECORATIONS, ALTERATIONS AND ADDITIONS. The Lessee shall surrender said premises at the termination of the Lease in as good of a condition as it is as the date of this Lease, ordinary wear and tear excepted.

NUISANCES. Lessee shall keep and preserve the premises free from nuisance and not use or permit the use of the premises, or any part thereof, for any purpose forbidden by law or by this Lease.

INSPECTIONS. Lessor may, at reasonable hours, enter the premises to perform inspections, however, agrees to give Lessee forty-eight hour (48) hour notice prior to said inspection. DAMAGE TO LESSEES' PROPERTY. Lessor shall not be liable to Lessee or any other person, including employees, for any damage to his person or property, caused by water, rain, snow, frost, fire, storm or accident, or by breakage, stoppage, or leakage of water, gas, heating and sewer pipes or plumbing upon, about or adjacent to said premises.

CLAIMS OF THIRD PARTIES. Lessor shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the premises by Lessee, including those arising out of damages or losses occurring on the sidewalks and other areas adjacent to the leased premises during the term of this Lease or any extension thereof. Lessee shall indemnify and defend Lessor from all liability, loss, or other damage claims or obligations resulting from any injuries or losses of this nature.

LIABILITY INSURANCE. Lessee shall procure and maintain during the term of this Lease, at their own cost and expense, a policy or policies of insurance, with a solvent and responsible company or companies authorized to do business in a state in which the leased premises are located, insuring Lessor and Lessee, as their interest may appear, against (a) Public Liability covering the Leased premises and the use and operation thereof with limits of not less than One Million Dollars (\$1,000,000.00) for each person for bodily injury and Fifty Thousand Dollars (\$50,000.00) for property damage.

FIRE INSURANCE. Lessor agrees to carry fire insurance with an extended coverage endorsement including, but not limited, windstorm and tornado damage, and damage from boiler explosion (if the premises include a boiler), on the leased premises with a solvent and responsible company or companies authorized to do business in the state in which the leased premises are located in the name of Lessor and Lessee as their interests shall appear. Such insurance shall be equal to at least eighty percent (80%) of the insurable value of the leased premises, excluding trade fixtures and store equipment. However, Lessee shall pay any increase in any insurance premium on the demised premises covered by this Lease caused by directly or indirectly, any act conducted by the Lessee upon said real estate, or by an additional activity so conducted by Lessee upon the real estate that would increase said premium for insurance, either directly or indirectly.

DAMAGE TO OR DESTRUCTION OF BUILDINGS. (a) If during the term of this Lease any principal building on the premises is totally destroyed from any cause, this Lease shall become void. (b) In case any such building is damaged to the extent that it is wholly untenable, Lessor may, at its option, terminate this Lease by giving Lessee written notice thereof within ten (10) days after such damage. (c) In case any such building is damaged to the extent that it is wholly untenable but Lessor does not terminate this Lease as provided above, and if such damage is repairable within sixty (60) days from the date of damage, or in case any such building is damaged to an extent that it is not wholly untenable, Lessor shall repair any such building with all reasonable speed, and for that purpose shall have the right to enter said premises. (d) In case any such building, without fault of Lessee, is damaged to the extent that it is wholly untenable and if such damage is not repairable within sixty (60) days from the date of damage, Lessee may, at their option, terminate this Lease by giving Lessor written notice thereof within ten (10) days after such damage. (e) IN case any such building, without fault of Lessee, shall be destroyed or damaged,

prepaid rent shall be refunded or credited in whole or in part, and future rent shall abate in whole or in part, as may be equitable under all the circumstances.

FIXTURES. Any trade fixtures belonging to and installed by Lessee in the leased premises prior to or during the term of this Lease, or any extensions hereof, are to be and remain the property of Lessee, no matter how they may be attached to or incorporated in the leased premises, and Lessee shall have the duty to remove same at the termination of this Lease, or any extension hereof, and to repair, at their own expense, any damage to the leased premises caused by the installation or removal of such fixtures.

TERMINATION BY LESSOR. If any default shall be made in the payment of rent, or any part thereof at the time provided, or if Lessee shall abandon or vacate the premises, or shall become bankrupt or shall make a general assignment for the benefit of creditors, or if, after thirty (30) days written notice setting forth the default, default shall continue by Lessee in the performance or observance of any other covenant, term or condition herein contained to be performed on Lessee's part, Lessor may at its election terminate this Lease by giving Lessee written notice thereof; and thereupon Lessee shall pay Lessor all sums due under this Lease, or Lessor may, with or without demand, re-enter and take possession of the demised premises, and in either case Lessee shall peacefully surrender possession thereof to Lessor, and all rights and interests of Lessee to possession and control hereunder shall cease and terminate, but nothing herein contained shall affect Lessor's right to the rental for the term herein specified. Upon taking possession hereunder, Lessor may at its election terminate this Lease by given Lessee written notice thereof, or Lessor may re-let said property and Lessee shall be liable for and will pay as it accrues the difference in the rent for the balance of the term and all other sums due under this Lease.

NO CONSTRUCTIVE WAIVER. No waiver or any right to re-enter or terminate, by acceptance of rent or otherwise, shall waive any subsequent right to re-enter or terminate for subsequent breach of any covenant, term or condition of this Lease, nor shall any consent by Lessor to any assignment or subletting of the premises, or any part thereof, waive any of the covenants, terms or conditions of this Lease, and Paragraph 4 on Assignment and Subletting shall remain in full force and effect as to all subsequent assignments and subletting.

NOTICES. Any notice or demand provided for herein may be given to the party to be served by personal service, or by registered or certified mail addressed to Lessor at 2905 Morgan Trail, Martinsville, Indiana 46151 and Lessee at 59 South Jefferson Street, Martinsville, Indiana 46151.

DEFINITIONS. Whenever the word "Lessor" is used herein it shall be construed to include the heirs, executors, administrators, successors, assigns or legal representatives of Lessor and the word "Lessee" shall include the heirs, executors, administrators, successors, assigns or legal representatives of the lessee. The words "Lessor" and "Lessee" shall include the singular and plural, and the individual or business organization; subject always to the provisions herein contained as to assignment or subletting.

BREACH OF LEASE. Upon a breach of this agreement by either party, the non-breaching party shall have the right to enforce the terms and conditions of this Contract through legal process and the breaching party shall be responsible for the payment of the costs of such legal process and for the non-breaching party's attorney fees.

FURTHER CONDITIONS. If Lessee wishes to exercise its right to renew the Lease for an additional one (1) year term, it shall notify Lessor in writing of its intent sixty (60) days before the

expiration of the Lease term. If Lessor would wish to sell the property at any time during the time that Lessee is in possession, Lessor shall give Lessee first right to purchase the property.

IN WITNESS WHEREOF, the parties hereto have duly executed the foregoing instrument in duplicate the day and year first written.

Lessor, 56 N. Main Street Rental, LLC
By: Crystal Cooper, Member

City of Martinsville Public Works and Safety
By: Kenneth W. Costin, Member
Lessor

STATE OF INDIANA)
) SS:
COUNTY OF MORGAN)

Before me, a Notary Public in and for said County and State personally appeared **56 N. Main Street Rental, LLC, By, Crystal Cooper, Member**, who acknowledged the execution of the foregoing.

WITNESS my hand and Notarial Seal, this ____ day of _____, 2025.

My commission expires:

Notary Public
Residing in Morgan County

STATE OF INDIANA)
) SS:
COUNTY OF MORGAN)

Before me, a Notary Public in and for said County and State personally appeared **City of Martinsville Public Works and Safety, By, Kenneth W. Costin, Member**, who acknowledged the execution of the foregoing.

WITNESS my hand and Notarial Seal, this _____ day of _____, 2025.

My commission expires:

Notary Public
Residing in Morgan County

PROJECT IMPLEMENTATION COMMITMENT

This Project Implementation Commitment (this “**Agreement**”) is entered into by Service Provider and Clients (together, the “**Parties**”) on the Effective Date (as each such term is identified in the signature page below). WHEREAS, Clients desires to engage Service Provider to provide primary care medical services to Clients’ eligible health plan members (the “**Engagement**”), and the Parties intend in good faith to mutually negotiate such Engagement and then enter into written, definitive agreement with respect to the Engagement to be executed and delivered by authorized representatives of Service Provider and Clients (the “**Definitive Agreement**”); and

WHEREAS, prior to execution and delivery of the Definitive Agreement, the Parties agree to have Service Provider commence performance of certain Implementation Activities for Clients, on the terms and conditions set forth herein. “**Implementation Activities**” mean certain planning, purchasing, setup, configuration, recruiting, travel, and other activities as Service Provider believes, in its commercially reasonable discretion after consultation with the Clients, that are necessary or desirable for a successful Engagement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the Parties hereto agree as follows with respect to Implementation Activities:

1. Recitals; Payments. The recitals to this Agreement are incorporated by this reference as if fully set forth herein.
2. Service Provider’s Commitments. After the Effective Date, Service Provider shall:
 - a. conduct Implementation Activities. Clients understand and agree that Implementation Activities may be performed by an affiliate, contractor, sub-contractor, or other agent of Service Provider.
 - b. submit to Client the following; all amounts are in U.S. dollars:
 - i. an invoice in the fixed sum of \$30,000 (“**Implementation Fee**”), payable by Client as follows: (A) 50% of the Implementation Fee shall be due upon Client’s receipt of such invoice; (B) the remaining 50% of the Implementation Fee shall be due within 60 days of the date of such invoice;
 - ii. a good faith estimate (“**Initial Budget Estimate**”) of Service Provider’s anticipated reimbursable expenses to be incurred in connection with the Implementation Activities which are not included in the Implementation Fee. “**Reimbursable Expenses**” are Service Provider’s out-of-pocket costs and expenses related to the procurement of equipment, technologies, furnishings, supplies, medications, and other items in connection with Implementation Activities. Clients will not incur non-budgeted Reimbursable Expenses absent Clients’ consent; and
 - iii. an invoice in a sum equal to 25% of the total Initial Budget Estimate, which shall be payable by Clients within 30 days of the date of such invoice.
 - c. As Implementation Activities are performed after the Effective Date, Service Provider shall submit to Clients periodic invoices in arrears for Reimbursable Expenses incurred by Service Provider, which shall apply a credit in the amount of Client’s payment pursuant to Section 2(b)(iii) against such invoices until such credit has been exhausted.
3. Each Client’s Commitments. After the Effective Date, each Client shall:
 - a. exercise its good faith best efforts to collaborate with Service Provider, including, without limitation, promptly responding to requests for approvals and further information as Service Provider may reasonably request.
 - b. Pay all invoices from Service Provider when due.

Each Client agrees that: (i) Service Provider shall not be responsible for any indirect damages sustained by such Client arising out of or in connection with this Agreement, including, without limitation, special, incidental, exemplary, punitive, and/or consequential damages of any kind or nature, and (ii) Service Provider’s aggregate liability to such Client under this Agreement shall not exceed the Implementation Fee, or portion thereof, paid by such Client and retained by Service Provider.

Client’s share of each such invoice shall be as indicated on the invoice, based on the estimated number of patients such Client’s population will have when the health center opens divided by the total estimated number of patients’ both Client’s population will have when the health center opens. Each Client is responsible to give a good faith estimate to Service Provider of its total number of eligible employees, spouses, and dependents.

4. Definitive Agreement. This Agreement sets forth the Parties’ commitments with respect to the Implementation Activities but does not bind either Party to enter into the Definitive Agreement or any other business transaction with

respect to the Engagement or otherwise. In the event a Definitive Agreement has not been executed and delivered and either Party notifies the other Party that it is discontinuing efforts towards negotiating the Engagement and entering into a Definitive Agreement, then:

a. Service Provider will be entitled to retain, or if not yet paid by Clients, to collect, an aggregate sum equal to 40% of the full Implementation Fee. If more than 40% of the total Implementation Fee has been paid by Clients at such time, upon full resolution of remaining amounts due pursuant to Section 4(b), Service Provider will refund to Clients any amount it has received with respect to the total Implementation Fee in excess of such 40%.

b. To the extent feasible, as determined by Service Provider in its reasonable discretion, Service Provider will attempt to return equipment and supplies purchased during Implementation Activities for "**Refund**." If the aggregate amount incurred by Service Provider with respect to Reimbursable Expenses is greater than the sum of (i) the aggregate net compensation already received by Service Provider via Refund, and (ii) the aggregate prior payments by Clients with respect to Reimbursable Expenses (the difference being a **Shortfall**), then upon Service Provider's request therefor, Clients shall pay Service Provider a sum equal to the Shortfall upon receipt of invoice. In the event the sum of (i) and (ii) exceed the aggregate amount incurred by Service Provider with respect to Reimbursable Expenses (the difference being an **Excess**), then Service Provider shall return a sum equal to the Excess to Clients.

5. Target Opening Date; Facilities. In the event Engagement is delayed beyond the "**Target Opening Date**" indicated below, Service Provider shall exercise its commercially reasonable efforts to adhere thereto, but Service Provider shall not be liable for any losses, damages, costs, or expenses of such a delay, whether foreseeable or unforeseeable. Service Provider assumes no liability related to facilities subject to this Agreement, and Clients alone are responsible for losses, damages, costs, or expenses related to facilities subject to this Agreement, including, without limitation, any expenses related to design, construction, security, maintenance, repair, or other similar expenses, whether foreseeable or unforeseeable.

6. Miscellaneous. This Agreement constitutes the entire and exclusive agreement among the Parties relating to the subject matter hereof and supersedes any and all previous agreements and understandings, oral or written, relating to the subject matter hereof, including those contained in any Client-provided purchase orders, and each Client acknowledges it has not relied on any statement given by or on behalf of the Service Provider not set forth herein. Any reference to a purchase order or similar documentation is solely for each such Client's convenience in record keeping, and no such reference or the provision of Implementation Services by Service Provider shall be deemed an acceptance or agreement to any terms or conditions contained in such documentation, which shall be of no force and effect. No modification or amendment of this Agreement shall be effective unless in writing and signed by the Parties. This Agreement shall be construed in accordance with and governed by the Law of the State of Indiana, without regard to the conflicts of law rules of such state. If any provision of the Agreement is declared by a court of competent jurisdiction to be illegal or otherwise invalid, the validity of the remaining terms and provisions shall not be affected, and this Agreement shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid. This Agreement may be executed in multiple counterparts, including by facsimile or electronic signature, each of which shall be deemed an original but all of which together constitute one and the same instrument.

Morgan County Government Contact Information for Legal and Clinic Operation Purposes.

Client Name:

Attention Of (if applicable):

Daree Fry

Department (if applicable):

Human Resources

Street Address:

180 S. Main Street

City, State, ZIP:

Martinsville, IN 46151

Morgan County Government Contact Information for Accounting and Payment Purposes.

Attention Of (if applicable):

Deb Verley

Email address:

dverley@morgancounty.in.gov

Phone number:

765-342-1007

Street Address:

180 S. Main Street

City, State, ZIP:

Martinsville, IN 46151

City of Martinsville Contact Information for Legal and Clinic Operation Purposes.

Client Name:

Attention Of (if applicable):

Kenny Costin

Department (if applicable):

Street Address:

59 S Jefferson St

City, State, ZIP:

Martinsville, IN 46151

City of Martinsville Contact Information for Accounting and Payment Purposes.

Attention Of (if applicable):

Email address:

kcstin@Martinsville.in.gov

Phone number:

765-342-2861

Street Address:

59S Jefferson St

City, State, ZIP:

Martinsville, IN 46151

[Signature Page Follows.]

IN WITNESS WHEREOF, the Parties have executed this Agreement, effective as of the Effective Date below.

EFFECTIVE DATE: 6/6/2025, 2025.

TARGET OPENING DATE: _____, 2025.

“SERVICE PROVIDER”

PROACTIVE MSO, LLC

By: _____
Name:
Title:

“CLIENTS”

MORGAN COUNTY INDIANA GOVERNMENT

DocuSigned by:
By: Linda Pruitt
9A46019050FD4B9...
Name: Linda Pruitt
Title: County Auditor

CITY OF MARTINSVILLE, INDIANA

By: _____
Name: _____
Title: _____

**CITY OF MARTINSVILLE, INDIANA
JOB DESCRIPTION**

POSITION: Court Clerk
DEPARTMENT: City Court
STATUS: Full-time
FLSA: Non-Exempt
DATE WRITTEN:
DATE REVISED: June 23, 2025

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as the Court Clerk for the City Court, responsible for the supervision and coordination of the business functions of the City Court. Incumbent reports to the Judge of the City Court.

DUTIES:

Maintains various detailed records as required, including but not limited to, quarterly status reports, expense reports, and compiles reports as required.

Responsible for monitoring list of inmates for the Court.

Prepares and manages Court docket, Court hearings, minutes and recordings. Oversees inventory control for department equipment and supplies. This includes interacting with and checking in individuals prior to the beginning of court.

Oversees daily bank deposits and entering of revenue.

Responsible for accounts payable functions of the department. Oversees claims processing in coordination with the schedule and procedures adopted by the Clerk-Treasurer's Office.

Responsible for knowledge and understanding of the daily operations of the City court. Knowledge and understanding of cash bonds. This includes, but is not limited to, the ability to answer customer questions/complaints, basic knowledge of processing tickets and misdemeanors, knowledge of daily ticket download, knowledge to process cases, knowledge to file pleadings, knowledge about issues regarding warrants, mail and sentencing orders.

Prepares and manages budgets, including financial expenditures and financial record maintenance. Performs related duties as assigned.

JOB REQUIREMENTS

Ability to effectively communicate orally and in writing with co-workers, other City department personnel, and the public, including being sensitive to professional ethics,

gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate and maintain various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to effectively communicate orally and in writing with co-workers, other City department, Attorneys, defendants and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, private sector organizations, and the public. The purpose of these contacts is to complete work assignments/responsibilities, provide a service, and answer questions.

Reports directly to City Court Judge.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office and/or standing for long periods, lifting/carrying objects weighing less than 20 pounds, reaching, handling/grasping and close vision. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Court Clerk describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

**CITY OF MARTINSVILLE, INDIANA
JOB DESCRIPTION**

POSITION: Court Clerk
DEPARTMENT: City Court
STATUS: Part-time
FLSA: Non-Exempt
DATE WRITTEN:
DATE REVISED: June 23, 2025

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Prepares and manages budgets, including financial expenditures and financial record maintenance. Performs related duties as assigned.

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Ability to effectively communicate orally and in writing with co-workers, other City department personnel, and the public, including being sensitive to professional ethics,

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Yes _____ No _____

Applicant/Employee Signature

Date