

**Martinsville Board of
Works & Safety
Meeting Agenda
Monday, February
24, 2025
6:30 PM - Council
Chambers**

THE CITY OF
Martinsville
INDIANA



Call to Order

Roll Call

Consideration of the Minutes

Documents:

[FEBRUARY 10, 2025, BOARD OF WORKS AND SAFETY MEETING MINUTES.PDF](#)

Unfinished Business

A. Sewer Adjustment Application - 1375 Maple Court

Documents:

[SEWER ADJUSTMENT APPLICATION - 1375 MAPLE CT..PDF](#)

New Business

A. Special Event/Street Closing Application - BubbleFest 2025

Documents:

[SPECIAL EVENT-STREET CLOSING APPLICATION - BUBLEFEST 2025.PDF](#)

Sewer Adjustment Applications

Documents:

[SEWER ADJUSTMENT APPLICATIONS FOR MARCH 24, 2025.PDF](#)

Next Regular Meeting

The next regular meeting of the Board of Works and Safety will be on Monday, March 10, 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 10, 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 Monday, January 27, 2025. A motion to approve the minutes as presented was made by John Lillywhite. The motion was seconded by Mayor Costin. The motion passed 2-0. Kelly Bray abstained.

NEW BUSINESS

Consideration of Artist Commissioning Agreement – Executive Assistant to the Mayor Mack Porter presented the agreement to the board for their consideration. The agreement would award the commission to Art Seed Group. A motion to approve the agreement as presented was made by John Lillywhite. The motion was seconded by Kelly Bray. The motion passed 3-0.

Consideration of Professional Services Agreement – United Engineering - Director of Planning and Engineering Gary Oakes presented the agreement to the board for their consideration. The agreement is to extend water/sewer services east of SR44. The agreement is in the amount of \$223,550. A motion to approve the agreement as presented was made by Kelly Bray. The motion was seconded by John Lillywhite. The motion passed 3-0.

Consideration of Memorandum of Understanding - IDEM - City Attorney Dale Coffey presented the memorandum to the board for their consideration. The memorandum is to allow IDEM to reimburse the city for the cost of the carbon filters at the Cunningham Plant location. A motion to approve the memorandum as presented was made by Kelly Bray. The motion was seconded by John Lillywhite. The motion passed 3-0.

**MARTINSVILLE BOARD OF WORKS & SAFETY
MARTINSVILLE INDIANA
MORGAN COUNTY, INDIANA
MONDAY FEBRUARY 10, 2025**

SEWER ADJUSTMENT APPLICATIONS

- A. 886 Lincoln Heights Drive - \$36.04
- B. 1375 Maple Court - \$871.51
- C. 940 East York Street - \$258.98
- D. 570 Duo Drive - \$820.86
- E. 135 Kitchen Place - \$249.98

A motion to approve the applications A, C, D, & E and table application B until the customer appears before the board was made by John Lillywhite. The motion was seconded by Kelly Bray. The motion passed 3-0.

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 | | |

Heather Staggs

From: noreply@civicplus.com
Sent: Wednesday, January 29, 2025 11:15 AM
To: Katelynn Brummett; Jamie Kenworthy; Heather Staggs
Subject: Online Form Submittal: Sewer Adjustment Application

Customer name: Heather Staggs
Address: 11111 Main St
City: Nashville
State: TN
Zip: 37203
Phone: 615-555-1234
Email: hstagg@abc.com

Sewer Adjustment Application

Account Number: 123456789
Date: 1/29/25
Name: Heather Staggs
Phone Number: 615-555-1234
Email Address: hstagg@abc.com
Service Address: 11111 Main St
City: Nashville
State: TN
Zip Code: 37203
Month of Excessive Bill: December through January
Excessive Bill Amount: request bill is 240.00
Did the water pass through the sewer? No
Detailed description of leak: The main waterline was leaking in the amount and routing water. We had a plumber come out to dig and find the leak and then fix the leak.

Repair Company Information:

Name: ABC Repair Services
Phone: 615-555-5678
Address: 111 West Main St
City: Nashville
State: TN
Zip Code: 37203

Please attach copy of repair bill: [IMG_8989.jpg](#)

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months 0
Excessive Usage ^{11/24} = 317 Excessive Sewer Amount ^{11/24} = \$364.31
^{12/24} = 369 ^{12/24} = \$422.86
^{1/25} = 472 ^{1/25} = \$538.84

Average Usage 128 Average Sewer Amount \$151.50
Requested Adjustment Amount \$871.51

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 _____

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

- Caution: This is an External Email -

Mack Porter

From: noreply@civicplus.com
Sent: Wednesday, February 5, 2025 3:33 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 | Bubble Fest 2025 |
| Sponsoring Organization | Rediscover Martinsville |
| Organizer's Address | Martinsville IN USA |
| City | Martinsville |
| State | IN |
| Zip Code | 46151 |
| Dates and Times of Event | 8/16/2025 9:00 AM - 8/16/2025 11:00 AM |
| Location of Event / Route | The Venue to the intersection of Pike street and Home Avenue and back. So JUST East Pike Street |
| Primary Contact Person | Carmen Elliott |
| Telephone | 7653462943 |
| Email Address | carmen@cscapetravel.com |
| Confirm Email | carmen@cscapetravel.com |
| Secondary Contact Person | Gannon Myers |
| Telephone | 7653159786 |
| Email Address | gannonmyers@kw.com |
| Confirm Email | gannonmyers@kw.com |
| Event Description | Bubble Run 2025 A family oriented run/walk to start off the Bubble Fest 2025 event. Participants will start at The Venue and run/walk down East Pike Street to Home Avenue and Back. Ending in a Foam Machine Finish Line! |
| City Services Requested | Blocking off all intersections along East Pike and at Home Avenue. |

Streets to Be Closed:

| | |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Street Name | Pike |
| Between (Street Name) | Home |
| Street Name | <i>Field not completed.</i> |
| Between (Street Name) | <i>Field not completed.</i> |
| Street Name | <i>Field not completed.</i> |
| Between (Street Name) | <i>Field not completed.</i> |
| Time of Closure | 9:00 AM - 11:15 AM |
| 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

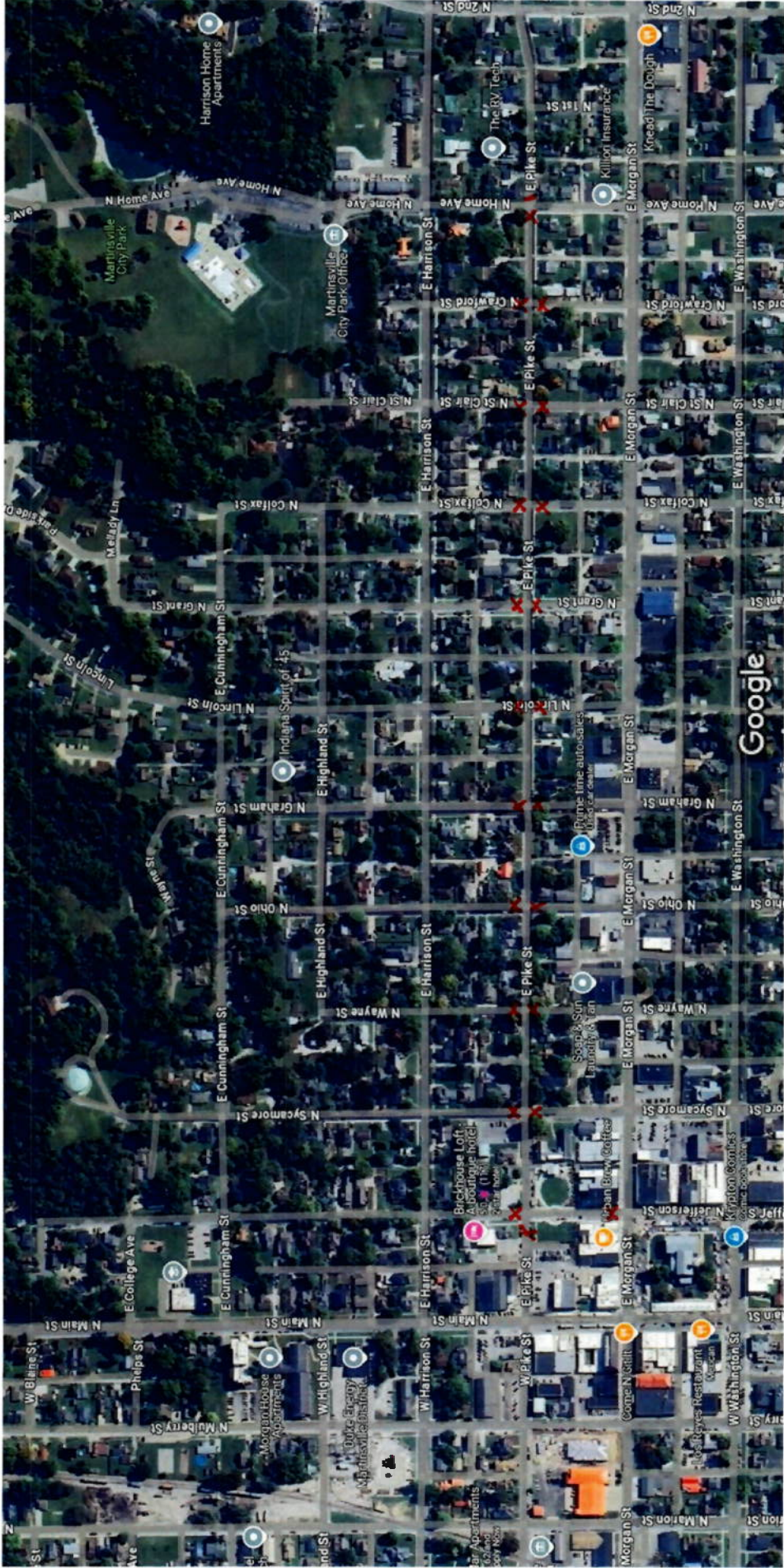
Date

John Lillywhite, Member

Date

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- Caution: This is an External Email -



Saturday, August 16, 2025

9:00AM - 11:00AM

No Parking
8:00AM - 12:00PM

SEWER ADJUSTMENT APPLICATION

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

Account Number 30400004

Date 2-13-25

Name KEVIN L. CLAPPER

Phone (765) 413-2462

Email Address KLCL46151@YAHOO.COM

Service Address 210 E. SUMNER AVE. MART. IN 46151

Month of Excessive Bill JANUARY

Excessive Bill Amount \$297²⁶

Did the water pass through the sewer? Yes

No

Detailed description of leak WATER LEAK WAS A CRACKED FITTING ON AN OUTSIDE HOSE BIB IN THE FRONT OF THE HOUSE.

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

Name N/A

Phone N/A

Address N/A

I REPLACED THE FITTING MY SELF I HAD THE PART DID NOT HAVE TO BUY

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0

Excessive Usage 153

Excessive Sewer Amount \$179.65

Average Usage 36

Average Sewer Amount \$47.91

Requested Adjustment Amount \$131.74

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 4 23600 01 Date Feb 6, 2025

Name Sue Whitaker Phone 765-341-5165

Email Address 1385 Clore Drive whitaker_sue@yahoo.com

Service Address 1385 Clore Drive

Month of Excessive Bill _____ Excessive Bill Amount _____

Did the water pass through the sewer? _____ Yes No

Detailed description of leak Pipe under house

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

Name Hudson Phone _____

Address _____

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0

Excessive Usage 1/25 105 2/25 529 Excessive Sewer Amount 1/25 \$125.00 2/25 \$603.02

Average Usage 61 Average Sewer Amount \$76.00

Requested Adjustment Amount \$576.50

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 2-12-25
Name Timothy Dunbar Phone 317-8294-3056
Email Address TricountyMotor1@yahoo.com
Service Address 1290 E. Garfield
Month of Excessive Bill 1-21-25 Excessive Bill Amount 422.76
Did the water pass through the sewer? Yes No
Detailed description of leak Water Line In Crawlspace

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

Name Drain Check Phone _____
Address _____

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0
Excessive Usage ^{12/24} 204 ^{1/25} 232 Excessive Sewer Amount ^{12/24} \$237.07 ^{1/25} \$268.60
Average Usage 166 Average Sewer Amount \$81.69

Requested Adjustment Amount \$342.29

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