

**MARTINSVILLE BOARD OF WORKS & SAFETY  
MARTINSVILLE INDIANA  
MORGAN COUNTY, INDIANA  
MONDAY, APRIL 4, 2016**

**ATTENDANCE**

**THOSE MEMBERS IN ATTENDANCE**

Shannon Kohl, Mayor

Eric Bowlen, Board member

Terry Buster, Board member

Valerie Hugart, Clerk-Treasurer

Becky Tumey, Deputy Clerk

**MINUTES**

A motion concerning the March 7, 2016 minutes was made by Board member Eric Bowlen to pass the minutes as written. Mayor Shannon Kohl seconded the motion. The Motion passes 2-0. Board member Terry Buster abstained due to having been absent.

A motion was made by Board member Terry Buster to pass on the reading of the minutes from March 21, 2016 meeting and to accept the Minutes as written. Mayor Shannon Kohl seconded the motion. The Motion passes 2-0. Board member Eric Bowlen abstained due to having been absent.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Well Pump**

Scott Manley, Water Department employee, along with Eric Williams, Peerless Midwest, was present to speak with the board concerning well pump #3. Mr. Manley stated that well #3 is the largest well the city uses. The decision the board faces is to replace or repair. To repair versus replace the pipe it is only approximately \$800.00 with only a 2-3 year life expectancy. To replace the life expectancy is 10 years. Concerning option 1 a motion was made by Board member Eric Bowlen to replace the pump. Board member Terry Buster seconded the motion. Motion passes 3-0. Option 2, concerning motor, option 1B and 2B with video. Motion was made by Board member Eric Bowlen and seconded by Board member Terry Buster. Motion passes 3-0.

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**I69-Change Order**

Ross Holloway spoke with the board concerning I69 water improvement relocation project. I69 partners wanted it be made public record that the cause for the shut down due to lack of funds promised was due to Isolex Corrsen and were told of extra costs due to shut down. Legendary Hills water main connection is in fact a 3 inch main. To maintain the pressure a 6 inch main must be administered. Mr. Holloway stated that with the I69 funds that have been released will cover these costs for the larger sized main. Mr. Holloway will return with the change order once it is presented to him.

**ARTESIAN ACRES**

Ross Holloway explained the status of Artesian Acres. OCRA funds have been received by the city to help with this project. Atlas Construction had the lowest bid of \$631,400.50. Four cities with past experience with Atlas Construction were presented. Board member Eric Bowlen made the motion to award the Artesian Acres project to Atlas Construction. Board member Terry Buster seconded the motion. Motion passes 3-0.

**OLD BUSINESS**

**Waste Management**

DPW director, Frank Lane, presented the board with the Waste Management with the anniversary date of April 1, 2017. City is only charging \$48.00 a ton while removing the same trash it is costing the city \$50.00 a ton. The following amounts will be in effect for the 4 years.

\$44.00 a ton

\$45.08 a ton

\$46.68 a ton

\$48.08 a ton

A motion was made by Board member Eric Bowlen to accept the contract with Waste Management and the new prices. Board member Terry Buster seconded the motion. Motion passes 3-0.

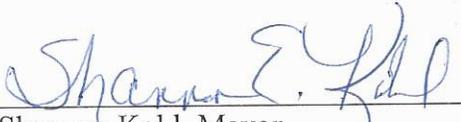
**SEWER ADJUSTMENTS**

- A. 305 E. South St, Buster \$9.97
- B. 360 W. Mitchell, Deckard \$422.94
- C. 739 S. Lincoln, Crafton \$290.60
- D. 602 S. Graham, Richardson \$144.97

A motion was made by Board member Eric Bowlen to allow the sewer adjustments. This was seconded by Board member Terry Buster. Board member Terry Buster abstained from 305 E. South Street. The Motion passes 3-0.

**ADJOURN**

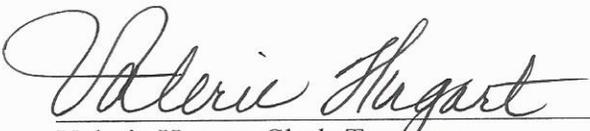
There being no further business, Board member Eric Bowlen made the motion to adjourn. Board member Terry Buster seconded the motion. The motion passes 3-0.

  
Shannon Kohl, Mayor

  
Eric Bowlen, Board member

  
Terry Buster, Board member

ATTEST:

  
Valerie Hugart, Clerk-Treasurer

**MARTINSVILLE COMMON COUNCIL  
MARTINSVILLE INDIANA  
MORGAN COUNTY, INDIANA  
MONDAY, APRIL 18, 2016**

Mayor Shannon Kohl called the Martinsville Common Council to order on Monday, April 18, 2016. Councilman Ben Merida then led those in attendance in opening prayer followed by the Mayor's leading attendees in the Pledge of Allegiance.

**ATTENDANCE**

**THOSE MEMBERS IN ATTENDANCE**

Shannon Kohl, Mayor  
Terry Buster, District 1  
Ben Merida, District 2  
Mike Lanam, District 3  
Chip Keller, District 4  
Phil Deckard II, District 5  
Eric Bowlen, Councilman-at-Large  
David Trout, Councilman-at-Large  
Frank Lane, DPW  
Dale Coffey, City Attorney  
Terry Anderson, Fire Chief  
Rick Lang, Police Chief  
Matt Long, Assistant Police Chief  
Valerie Hugart, Clerk-Treasurer  
Becky Tumey, 1<sup>st</sup>Deputy Clerk

A quorum was declared present.

**MINUTES**

A motion was made by Councilman Dave Trout to waive the reading of the minutes of April 4, 2016 and to accept the minutes as written. Councilman Eric Bowlen seconded the motion. The Motion passes 7-0.

**MAYORS REPORT**

**Beautification Program**

Mayor Shannon Kohl has established a beautification of Martinsville during May 16-20. Mayor Kohl encouraged everyone to participate in this program.

**Youth Council**

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Mayor Kohl has established a youth council with members from Martinsville High School.

**COMMITTEE REPORTS**

**Rediscover Committee-John Badger**

The annual meeting of the rediscover committee will be May 10, 2016. Mr. Badger invited everyone to come.

**MCED**

Mike Dillenger was hired as the new Morgan County Economic Development.

**OLD BUSINESS**

**Unsafe Housing Authority**

Judge Gray, unsafe housing authority board member, spoke with the council concerning the newly formed board. Judge Gray explained the procedures for the unsafe housing authority and the actions that this board will take when problems arise. Also discussed was the difference between unsafe living conditions and unsightly conditions. A motion was made by Councilman Phil Deckard II and second by Councilman Dave Trout to approve the unsafe housing authority committee and to appropriate funds for the start of the program of \$25,000.00 from edit line item within the council's budget and move to the unsafe building line item.. Motion passes 7-0.

**NEW BUSINESS**

**Resolution 2016-459-**

**Add line item-DPW Teamsters Pension**

Resolution 2016-459 was presented to the council via Clerk-Treasurer, Valerie Hugart, to create line item 101007126, Teamsters Pension within the Department of Public Works budget. This line item was not originally with the 2016 budget when passed in 2015. A motion was made by Councilman Ben Merida to approve Resolution #2016-459. Councilman Chip Keller seconded the motion. Motion passes 7-0.

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**Resolution 2016-460-**

**Add line item-Building Inspector Perf**

Resolution 2016-460 was presented to the council via Clerk-Treasurer, Valerie Hugart, to create line item 101010121, PERF within the Building Inspectors budget. This line item was not originally with the 2016 budget when passed in 2015. A motion was made by Councilman Chip Keller to approve Resolution #2016-460. Councilman Mike Lanam seconded the motion. Motion passes 7-0.

**Ordinance 2016-1716**

**Additional Appropriations**

Ordinance 2016-1716 was presented to the council via Clerk-Treasurer, Valerie Hugart, to ask for approval from the council to proceed with asking the Department of Local Finance for additional appropriations for the general, LOIT, and EDIT, funds. A motion was made by Councilman Ben Merida to approve ordinance 2016-1716 for additional appropriations. Councilman Mike Lanam seconded the motion. Motion passes 7-0.

**2016-1713**

**Municipal Code Repealing-Park**

City Attorney, Dale Coffey, presented an ordinance to disband the park board. Many members of the public spoke concerning this issue both for and against the issue. Mayor Kohl and council members spoke in appreciated of the park board and all the members have done to improve all of our city parks. The purpose of this ordinance is to disband the board and the control of the parks would now be the responsibility of the council. A motion was made by Councilman Ben Merida to approve the ordinance as written. Councilman Terry Buster seconded the motion. Motion passes 6-1. Councilman Phil Deckard II opposed.

**2016-1714**

**Ordinance Establishing Department of Parks & City Properties**

Attorney Dale Coffey explained the ordinance 2016-1714. This ordinance consists of establishing the department of Parks and City properties. A motion was made by Councilman Phil Deckard to approve the ordinance as written. Councilman Dave Trout seconded the motion. Motion passes 7-0.

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**2016-1715**

**Ordinance Eliminating the Titles of Directors**

Councilman Phil Deckard II made a motion to table Ordinance 2016-1715 until an executive session concerning employees currently employed at the park as directors. Councilman Dave Trout seconded the motion. Motion was tabled 7-0.

**CLAIMS**

A motion to accept the claims as reported was made by Phil Deckard II. Councilman Eric Bowlen seconded the motion. The Motion passes 7-0. Councilman Chip Keller abstained from all KOS claims.

**ADJOURNMENT**

There being no further business, Councilman Dave Trout made the motion to adjourn. This was seconded by Councilman Phil Deckard II. The Motion passes 7-0.

## PROCEDURE OF HANDLING OF UNSAFE PROPERTIES

### CITY OF MARTINSVILLE

#### Step 1

Building Inspector's Office should inspect problem properties; get permission by owner or if owner does not cooperate, you can acquire an inspection warrant.

#### Step 2

Building Inspector's Office should send out ordinance violations for problem properties. (with detailed list) Once the owner does not respond or is not willing to cooperate, then at that time you may place the property on the list for problem properties.

#### Step 3

Building Inspector's Office should use inspections performed on properties to prioritize the properties from most urgent to least urgent and prepare a detailed report of deficiencies; recommendations for corrective actions, cost feasibility of repairs vs. demolition. If estimate cost of work would exceed \$10,000.00 it must be publicly bid. Estimates under \$10,000.00 may be awarded by the Board of Works and Safety. The property is to be checked to see if any of the properties are in the historical area.

#### Step 4

Determine if cooperation from property owner without need for formal action may be possible (based upon previous correspondence, financial resources, experience with Engineer's office) or whether a community organization such as Neighbors Helping Neighbors could be utilized. If you can't get cooperation or they are not willing to fix up, send file to Attorney Office. If at any time you receive any information on a property that you have sent to the attorney office notify them promptly. (Correspondence, work done, permits, etc.)

#### Step 5

The City Attorney's office will determine which properties need to have a title search ordered. Properties with no mortgages or other liens will be easiest to deal with and recover costs. Properties with multiple liens will be easiest to deal with and recover costs. Properties with multiple liens can be burdensome both in the requirements for giving notice and financially.

#### Step 6

If at any time you received any information on any properties, before or after it goes to the Hearing Authority, that have been sent to the Attorney's Office (correspondence, work done, permits, etc.) notify the Attorney's Office with that update.

Step 7

Attorney Office will then either send out an Oder to comply or Order for Demolition.

Step 8

Order to Comply does not have to be recorded in the Recorder's Office. The Order to Comply will be recorded with the Morgan County Recorder with a demolition notice.

Step 9

At least five days prior to the hearing, provide Hearing Authority with Order to Comply and supporting documentation.

Step 10

At least 48 hours prior to hearing, Clerk's Office to give Open Door Notice. City Attorney to prepare agenda.

Step 11

48 hours prior to hearing the Engineer's Office should get update on if any work has been performed for the meeting and update the Attorney's Office.

Step 12

Conduct Hearing. City Attorney prosecutes case through testimony by City Engineer or Inspector. Cross-Examines homeowner.

Step 13

Hearing Authority

Make findings as to unsafe structure and affirm, rescind or modify

Order

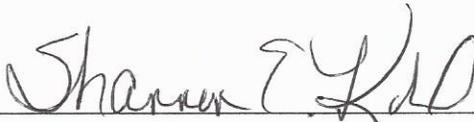
Impose Civil Penalty, if appropriate or requested

Require Cash Bond for extension of time for performance

Decision of hearing authority with regard to any demolition order must be recorded with County recorder (i.e. Affirmed, rescinded)

Step 14

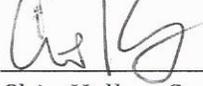
If work not completed by expiration of time to complete proceed with process for the City to perform the work. (See separate procedure for performance or work and collection cost)

  
Shannon Kohl, Mayor

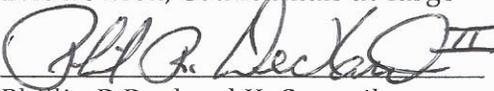
  
Terry Buster, Councilman

  
David Trout, Councilman-at-Large

  
Michael Lanam, Councilman

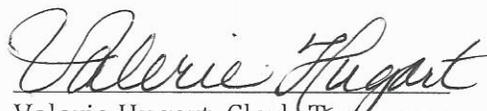
  
Chip Keller, Councilman

  
Eric Bowlen, Councilman-at-large

  
Phillip R Deckard II, Councilman

  
Ben Merida, Councilman

ATTEST:

  
Valerie Hugart, Clerk-Treasurer