

**Martinsville Board of Works and Safety
Meeting Agenda
Monday, October 27, 2025
6:30 PM - City Hall, Council Chambers (Room 202)**

THE CITY OF
Martinsville
INDIANA



Call to Order

Roll Call

Consideration of the Minutes

- A. Consideration of the Tuesday, October 14, 2025, Board of Works and Safety Meeting Minutes

New Business

- A. Consideration of Special Event/Street Closing Application - Bobby Helms Jingle Bell Rock Christmas Music Spectacular
- B. Consideration of Quote AB00090 - Ford F550 Truck - Brown Equipment Company
- C. Consideration of Position Description - Laborer - Wastewater Treatment Plant
- D. Consideration of Change Order 08 - Reed and Sons Construction, Inc.
- E. Consideration of Request to Modify Parking on North Wayne St.

Consideration of Sewer Adjustment Application

- A. 310 E. Morgan St. -- \$754.42

Next Regular Meeting

- A. The next regularly scheduled meeting will be on Monday, November 10, 2025, beginning at 6:30 PM in the Council Chamber (Room 202), City Hall, 59 S. Jefferson St., Martinsville, IN

Adjournment

Any individuals who requires 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 Meridia, ADA Coordinator, 56 North Main Street, Martinsville, IN, 46151, 765-342-6012, as soon as possible, but no later than 48 hours before the scheduled event.

**MARTINSVILLE BOARD OF WORKS AND SAFETY
MARTINSVILLE INDIANA
MORGAN COUNTY, INDIANA
OCTOBER 14, 2025**

Call to Order

Roll Call

Member Kelly Bray
Member John Lillywhite
Mayor Kenneth Costin

A quorum was declared present.

Consideration of the Minutes

A. September 22, 2025, Board of Works and Safety Meeting Minutes

A motion was made by John Lillywhite and seconded by Kelly Bray to approve the September 22, 2025, meeting minutes as presented. The motion passed 3-0.

New Business

A. Consideration of the Recommendation for the Awarding of the Bid -Wastewater Treatment Plant Work

Gary Oakes presented the recommendation to the board for their consideration. The recommendation is to award the bid to Gentry Construction in the amount of \$58,500.

A motion to Approve was made by Board of Works John Lillywhite. Kelly Bray seconded the motion. The motion was Passed 3-0.

B. Consideration of Change Order 07 - Reed and Sons Construction, Inc.

Presented by Gary Oakes. The request is to approve a change order (#7) at the North Levee in the amount of \$19,257. The request is from the contractor that made an error. A discussion ensued.

C. Consideration of Vehicle Quote Q15900 - RamVac Truck - Brown Equipment Company

Mac Dunn presented the quote to the board for their consideration. The quote is for a RamVac Truck in the amount of \$629,452.40. The truck would be paid from the Water/Sewer Fund. BEC company presented the quote.

A motion to Approve was made by Board of Works John Lillywhite. Kelly Bray seconded the motion. The motion was Passed 3-0.

Consideration of Claims

A motion to Approve was made by Board of Works Kelly Bray. John Lillywhite seconded the motion. The motion was 3-0.

Consideration of Sewer Adjustment Applications

A. 310 E. Morgan St. - \$1,451.41

A motion to Approve was made by Board of Works Kelly Bray. John Lillywhite seconded the motion. The motion was Passed 3-0.

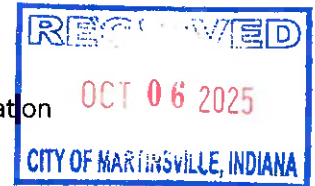
Next Regular Meeting

The next regular meeting will be on Monday, October 27, 2025, beginning at 6:30 PM in the Council Chambers (Room 202), City Hall, 59 S. Jefferson St., Martinsville, Indiana

Adjournment

Name		Signature
Kelly Bray, Member	Aye ☐ Nay ☐ Abstain ☐	
John Lillywhite, Member	Aye ☐ Nay ☐ Abstain ☐	
Kenny Costin, Mayor	Aye ☐ Nay ☐ Abstain ☐	
ATTEST		
Name	Signature	Date
Benjamin K. Merida, Clerk-Treasurer		

From: noreply@civicplus.com
Sent: Monday, October 6, 2025 1:38 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	Bobby Helms Jingle Bell Rock Christmas Music Spectacular & Christmas Tree Lighting Ceremony
Sponsoring Organization	City of Martinsville & The JBR Committee
Organizer's Address	290 N. Jefferson St
City	Martinsville
State	Indiana
Zip Code	46151
Dates and Times of Event	12/6/2025 3:00 PM - 12/7/2025 8:00 PM
Location of Event / Route	The Venue, downtown Martinsville 183 N. Jefferson St, Martinsville Indiana. The event will need Morgan Street closed from Sycamore to Main St., Jefferson St. Closed from Washington to Pike St. & Pike St. form Sycamore to Main St.
Primary Contact Person	Rob Helms
Telephone	317-965-8201
Email Address	rhelms@rdproductionsllc.com
Confirm Email	rhelms@rdproductionsllc.com
Secondary Contact Person	Bethany Latham
Telephone	317-408-0455
Email Address	blatham@rdproductionsllc.com
Confirm Email	blatham@rdproductionsllc.com
Event Description	The Annual Bobby Helms Jingle Bell Rockin Christmas Music Spectacular & Tree Lighting Ceremony 2025, Entertainment,

Skating Rink, Bounce Houses, Christmas Characters, Carriage Rides, Trackless Train rides, Christmas Tree

City Services Requested Street Closures, Porta-Pots, The Venue

Streets to Be Closed:

Street Name Morgan St

Between (Street Name) Sycamore St. and Main St.

Street Name Jefferson St

Between (Street Name) Washington St. and Pike St.

Street Name Pike St.

Between (Street Name) Sycamore and Main St.

Time of Closure 9:00 AM - 10:00 PM

Additional Information Thank you very much.

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

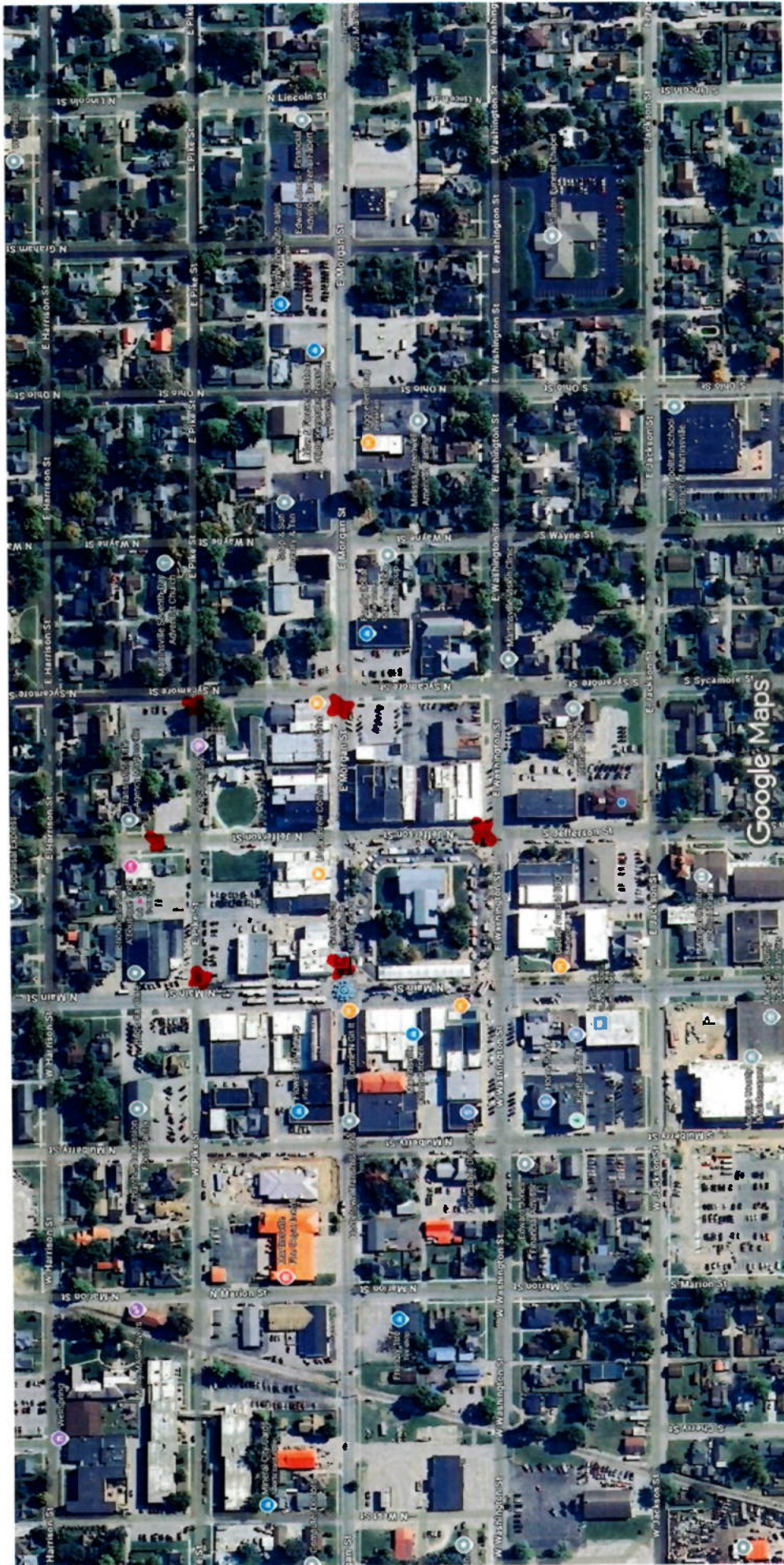
Date

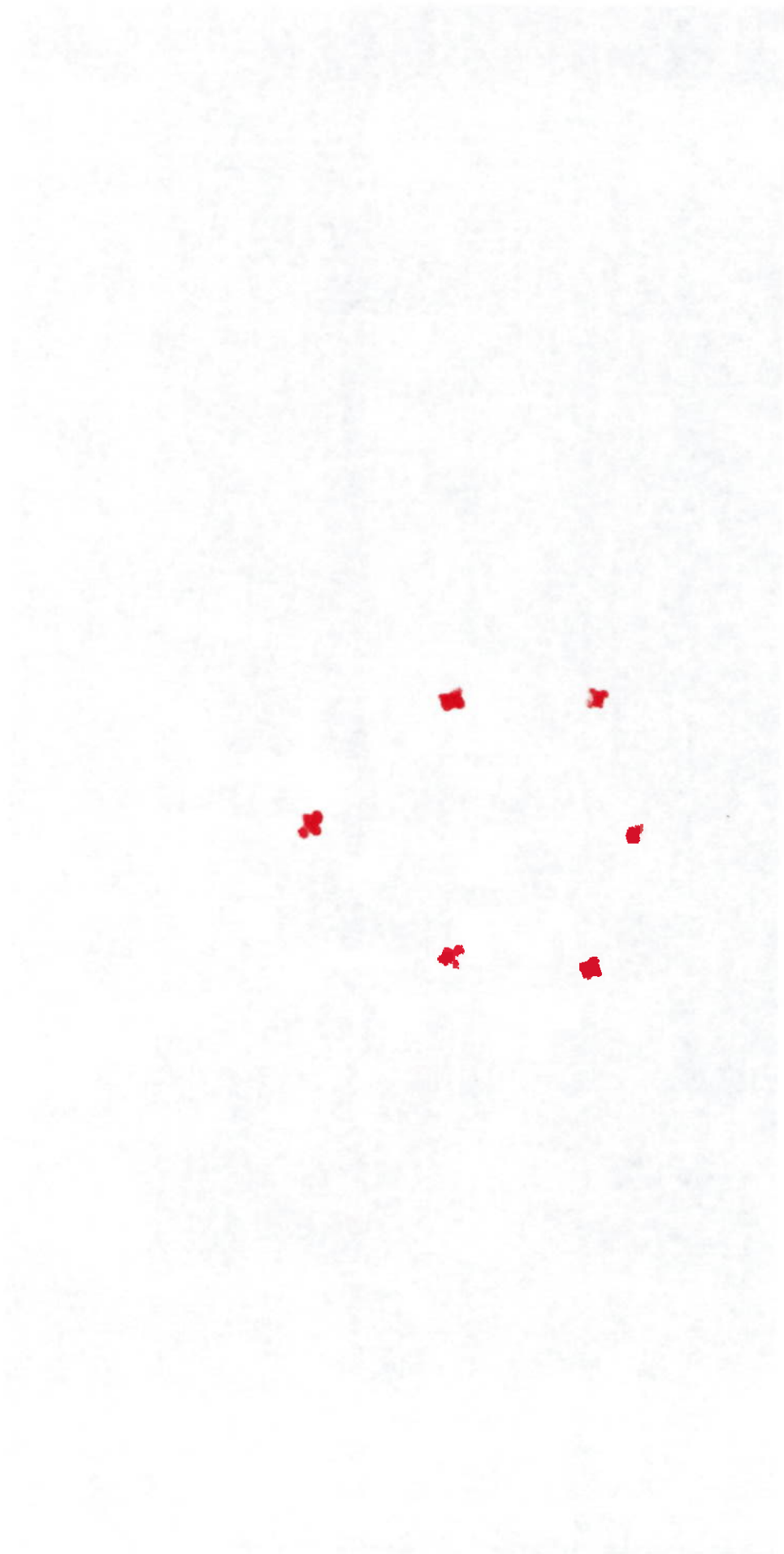
John Lillywhite, Member

Date

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

- Caution: This is an External Email -







Brown Equipment Company
2501 S Kentucky Ave
Evansville IN 47714
Ph:800-747-2312
www.brownequipment.net

EQUIPMENT BUDGET PROPOSAL
#QB00090
9/29/2025

Bill To
MARTINSVILLE STREET DEPT.
1349 BLUE BLUFF ROAD
MARTINSVILLE IN 46151
United States

Ship To
MARTINSVILLE STREET DEPT.
1349 BLUE BLUFF ROAD
MARTINSVILLE IN 46151
United States

TOTAL

\$122,500.00

Sales Rep: Jon-Erik Bennett

Expires	Budget Information	Shipping Method
10/29/2025	2024 RED F-550 - GAS	

Item	Description	Qty	Price	Extended Price
FORD-F550-CHASSIS	FORD 550 TRUCK CHASSIS FOR MODULAR UPFIT - 2024 RED F-550 - GAS 1539.3 MILES SOURCEWELL PRICING SOURCEWELL #032824-TRK IN STOCK UNIT VIN - 1FDUF5HN7RDA18333	1	\$124,000.00	\$124,000.00
BEC SALES ALLOWANCE - WINTER	\$1500 DISCOUNT FOR 2024 CHASSIS	1	(\$1,500.00)	(\$1,500.00)

Disclaimer:
The information, prices, and specifications provided are for “Budgeting” purposes only and should not be construed as a final selling price.

For an official quote and detailed terms of sale, please contact your local Brown Equipment Company equipment consultant.

Subtotal	\$122,500.00
Tax (0%)	\$0.00
Total	\$122,500.00

THANK YOU FOR CHOOSING BROWN EQUIPMENT COMPANY

**POSITION DESCRIPTION
CITY OF MARTINSVILLE, INDIANA**

POSITION: Laborer
DEPARTMENT: Sewer – wastewater treatment plant
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M-F
LOCATION: 995 Rogers Rd and other locations within the City of Martinsville
JOB CATEGORY: LTC (Labor, Trades, Crafts), Non-supervisory

DATE WRITTEN: May 2013

STATUS: Full Time, Regular

DATE REVISED: September 2025

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required for the position. In accordance with applicable law, the City of Martinsville provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would impose an undue hardship.

Incumbent serves as Laborer for the City of Martinsville Sewer Department – wastewater treatment plant and is responsible for assigned tasks relating to daily operation, maintenance, and repair of the wastewater treatment plant, grounds, lift stations, and storm sewers.

DUTIES:

Check all lift stations and drains, clean, repair and/or replace tanks and pumps as needed.

Cleans, repairs, and maintains storm sewers.

Troubleshoots electrical, mechanical, and hydraulic problems at plant and lift stations.

Maintains plant and lift station grounds, including picking up trash, painting, mowing, removing weeds, leaves, debris, and clearing snow and ice in winter months.

Cleans office, lab, and all buildings at plant and lift stations.

Operates various equipment/machinery/tools in performance of duties, including, but not limited to, hammer, screwdrivers, wrenches, drills, ratchet, wire brushes, shovel, rake, mop, broom, belt filter press, backhoe, overhead winch, pumps, control panels at lift stations, mower, and weed eater.

Occasionally serves on-call on a rotation basis.

Performs related duties as assigned.

This job description is not intended to be a comprehensive list of the duties and responsibilities of the position, and responsibilities and duties may change without notice.

utility\laborer

I. SKILLS, KNOWLEDGE, AND REQUIREMENTS:

High school diploma or HSE.

Must be at least 18 years of age.

Ability to meet all Department hiring requirements, including verification of eligibility to work in the United States and passage of a medical exam and a drug test.

Knowledge of and ability to make practical application of IDEM, EPA, sanitary sewer, combined sewer, and storm sewer regulations and applicable safety policies and procedures and applicable OSHA safety policies and procedures.

Ability to properly operate various equipment/machinery/tools in performance of duties, including, but not limited to, hammer, screwdrivers, wrenches, drills, ratchet, wire brushes, shovel, rake, mop, broom, belt filter press, backhoe, overhead winch, pumps, control panels at lift stations, mower, and weed eater.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to City policy and state or other applicable requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with disgruntled/irate persons.

Ability to read and interpret City maps to locate sanitary lines, and read and understand work orders, instruments, gauges and dials.

Ability to understand, memorize, retain, and carry out oral and written instructions.

Ability to effectively communicate with co-workers, other City departments, utility personnel, and the public, including adhering to City policies and applicable law with respect to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for extended periods, often under time pressure, and on several tasks at the same time.

Ability to count/make basic arithmetic additions and subtractions.

Ability to regularly work extended hours, occasionally work evenings and/or weekends, and regularly respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and a Commercial Driver's License (CDL) with required endorsements, a demonstrated safe driving record, and ability to be insurable to drive assigned vehicles under the City's insurance policy.

II. RESPONSIBILITY:

Incumbent establishes daily work assignments with supervisor based on service needs of the public. Incumbent works according to standard operating procedures and safety requirements, referring unusual or unprecedented situations to supervisor. Errors in work are prevented through standard safety procedures and procedural safeguards. Care and skill are required to protect equipment, vehicles, and tools.

Incumbent reports directly to City Superintendent.

III. PHYSICAL EFFORT:

Incumbent's duties involve driving, sitting and walking at will, standing/walking for long periods, hearing sounds, close/far vision, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, shoveling, reaching, crouching/kneeling, bending, depth/color perception, and handling/grasping/fingering objects. Duties may involve continuous physical exertion, but strain is not prolonged and effort is exerted for short to moderate periods of time, usually in connection with such duties as shoveling sand and sludge and clearing snow and ice from walkways.

IV. WORKING CONDITIONS:

Incumbent performs duties in a wastewater treatment plant and outdoors, involving exposure to toxic chemicals, odors, fumes, bacteria, diseases, heights, heavy machinery, excessive noise, moving parts, working in confined areas, extreme temperatures, wet/icy surroundings and adverse weather conditions. Safety precautions and universal health precautions must be followed at all times to avoid injury to self or others and protective gear must be worn according to Department policy.

Incumbent regularly works extended hours and occasionally works evenings and/or weekends. Incumbent serves on 24-hour call for emergencies on a rotation schedule.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Laborer in the Sewer Department – wastewater treatment plant describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that employment with the City is at will and that this Position Description is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Are you able to perform the essential functions of this position, with or without reasonable accommodation?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name

Reed & Sons Construction, Inc.

299 W Moorman Road
Bloomington, IN 47403
Phone: (812) 824-9237
Fax: (812) 824-6616

Request for Change Order

To: City of Martinsville
59 S Jefferson Street
Martinsville, IN 46151
Project: Martinsville Levee North

RFC No: 08
Date: 9/24/2025
Description: T&M to complete work required by engineering on the levee.

The above work is subject to the same conditions as specified in the original contract unless otherwise stipulated.

Upon approval the sum of \$103,413.64 will be added to the contract price.

Original Contract	\$3,442,900.00
Other Approved Change Orders	\$24,218.01
Total Contract to Date	\$3,467,118.01
This Request	\$103,413.64
Other Pending Requests	\$19,257.00
Total Contract plus Pending RFCs	\$3,589,788.65

Authorized Signature: _____ Date: _____
Reed & Sons Construction, Inc.

Authorized Signature: _____ Date: _____
City of Martinsville

Reed & Sons Construction, Inc.

299 W Moorman Road
Bloomington, IN 47403
Phone: (812) 824-9237
Fax: (812) 824-6616

Request for Change Order

To: City of Martinsville
59 S Jefferson Street
Martinsville, IN 46151
Project: Martinsville Levee North

Labor	Hours	Rate	Burden	Fringes	Total
Foreman	94	80.13	0.00	0.00	7,532.22
Operator	206	76.13	0.00	0.00	15,682.78
Common Laborer	358	56.99	0.00	0.00	20,402.42
	658				43,617.42

Material	Qty	Cost	Tax	Total
12" PC350 DUCTILE W/ P401 LINING	100LF	100.64	0.00	10,064.00
12 RED RUBBER FLANGED GASKET 1/8 THICK FULL FACE	6EA	15.56	0.00	93.36
12 MJ BOLT & GASKET KIT IMPORT	72EA	50.03	0.00	3,602.16
12 X 12 MJ SOLID SLV - IMPORT	8EA	363.01	0.00	2,904.08
12 X 12 MJ SOLID SLEEVE DOM	6EA	407.56	0.00	2,445.36
12 LUG STYLE RETAINER FOR DIP	20EA	119.53	0.00	2,390.60
SPECCOPATFCH RS 20 MIN PATCH	14EA	23.00EA	0.00	322.00
4x8x16 - SOLID CONCRETE BLOCK	30EA	2.63	0.00	78.90
EROSION CONTROL MATTING	13	89.00	0.00	1,157.00
STRAW BALES	80	5.00	0.00	400.00
DAYBREAK GRASS SEED	4	148.99	0.00	595.96
COMMON FILL - DELIVERED	5	175.00	0.00	875.00
			0.00	24,928.42

Equipment	Hours	Rate	Total
2017 Chevy 3500	94	30.00	2,820.00
2012 Case CX350 Excavator	66	125.00	8,250.00
2019 Case CX80 Excavator	62	45.00	2,790.00
2013 Linkbelt CX210LX	56	80.00	4,480.00
2001 Case 550H Dozer	12	45.00	540.00
2007 Case 440 Skid Steer w/attachment	14	50.00	700.00
2006 Mack w/Trailer	5	65.00	325.00
2017 Case TR380 Skid Steer	4	40.00	160.00
2006 Finn B-70 Straw Blower	12	30.00	360.00
	325		20,425.00

Subcontracts	Number	RFC	Total
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Reed & Sons Construction, Inc.

299 W Moorman Road
Bloomington, IN 47403
Phone: (812) 824-9237
Fax: (812) 824-6616

Request for Change Order

To: City of Martinsville
59 S Jefferson Street
Martinsville, IN 46151
Project: Martinsville Levee North

Subcontracts	Number	RFC	Total
Core Drilling			2,232.00
			2,232.00

Description	Pct	Amount
Labor		43,617.42
Material		24,928.42
Equipment		20,425.00
Subcontracts		2,232.00
Total Cost		91,202.84
Labor OH/Profit	15%	6,542.61
Material OH/Profit	10%	2,492.84
Equipment OH/Profit	15%	3,063.75
Sub OH/Profit	5%	111.60
Contract Amount		\$103,413.64



SEWER ADJUSTMENT APPLICATION

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

Account Number 6 12900 00 Date 10/18/2025

Name Soap and Sun (Troy Gill) Phone 765-913-8474

Service Address 310 E. Morgan Street

Month of Excessive Bill October 2025 Excessive Bill Amount _____

Did the water pass through the sewer? _____ Yes X 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 2635 Excessive Sewer Amount \$2974.38

Average Usage 1965 Average Sewer Amount \$2219.96

Requested Adjustment Amount \$754.42

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 _____