

**Martinsville Board of Works and Safety**  
**Meeting Agenda**  
**Monday, November 24, 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 Monday, November 10, 2025, Meeting Minutes

**Unfinished Business**

- A. Tabled Sewer Adjustment Application from the November 10, 2025, Meeting - 1149-1159 E. Gray St.

**New Business**

- A. Consideration of Agreement for Services - Pros Consulting
- B. Consideration of Change Order Number 7 - Banning Engineering

**Consideration of Sewer Adjustment Applications**

- A. 110 E. Morgan St. - \$507.83
- B. 1600 Williamsburg Ct. - \$676.72
- C. 440-446 S. Graham St. - \$9.01
- D. 950 Cloverleaf Ct. - \$6,324.74

**Next Regular Meeting**

- A. The next regular meeting will be on Monday, December 8, 2025, beginning at 6:30 PM in the Council Chambers (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  
NOVEMBER 10, 2025**

**Call to Order**

**Roll Call**

**Consideration of the Minutes**

- A. Consideration of the October 27, 2025, Board of Works and Safety Meeting Minutes

The minutes were amended to include no parking in front of patio.

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

**New Business**

- A. Consideration of Sending Tort Claim to Insurance Provider - Sabrina Brust

Mr. Coffey presented the tort claim to the board for their consideration.

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 Lease Agreement Renewal - Artesian Little League

Mr. Coffey presented the agreement to the board for their consideration.

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

- C. Consideration of Quote 132642 - Fusion Mixers and Agitator Bridges

Mr. Oakes presented the quote to the board for their consideration. The equipment is for the waste water treatment plant. The total for the equipment is \$31,860.00.

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 Passed 3-0.

**Consideration of Sewer Adjustment Applications**

- A. Sewer Adjustment Application - 440 S. Graham St. - \$18.02

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

B. Sewer Adjustment Application - 1149-1159 E. Gray St. - 308.52

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

**Next Regular Meeting**

A. The next regular meeting will be on Monday, November 24, 2025, at 6:30 PM in the Council Chambers (Room 202), City Hall, 59 S. Jefferson St., Martinsville, IN

**Adjournment**

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"/>	
<b>ATTEST</b>		
Name	Signature	Date
Benjamin K. Merida, Clerk-Treasurer		



\* current application \*

### Online Form Submittal: Sewer Adjustment Application

From noreply@civicplus.com <noreply@civicplus.com>

Date Sun 10/19/2025 11:27 PM

To Katelynn Brummett <kbrummett@Martinsville.in.gov>; Jamie Kenworthy <jkenworthy@Martinsville.in.gov>; Heather Staggs <hstaggs@Martinsville.in.gov>

### Sewer Adjustment Application


Account Number	13 04840 04
Date	10/19/2025
Name	John Tran
Phone Number	2703141293
Email Address	Chemchetem@yahoo.com
Service Address	1149-1159 East Gray Street
City	Martinville
State	IN
Zip Code	46151
Month of Excessive Bill	8/21/25-9/22/2025
Excessive Bill Amount	\$611.72
Did the water pass through the sewer?	No
Detailed description of leak	The pipe was broken under the crawl space and was repaired by my manager Steve.

#### Repair Company Information

Name	Steve Lane
Phone	765-346-9057
Address	Field not completed.
City	Field not completed.
State	Field not completed.
Zip Code	Field not completed.
Please attach copy of repair bill	<a href="#">IMG_2957.png</a>



8/25/25 Application

 Outlook

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**Online Form Submittal: Sewer Adjustment Application**

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From noreply@civicplus.com <noreply@civicplus.com>

Date Wed 8/6/2025 3:53 PM

To Katelynn Brummett <kbrummett@Martinsville.in.gov>; Jamie Kenworthy <jkenworthy@Martinsville.in.gov>; Heather Staggs <hstaggs@Martinsville.in.gov>

### Sewer Adjustment Application

Account Number	130484004
Date	8/6/2025
Name	John Tran
Phone Number	270-314-1293
Email Address	Chemchetem@yahoo.com
Service Address	1149-1159 East Gray Street
City	Martinsville
State	IN
Zip Code	46151
Month of Excessive Bill	06/23/2025-07/21/2025
Excessive Bill Amount	\$501.92
Did the water pass through the sewer?	No
Detailed description of leak	The water was leaked through a broken pipe and was repaired by my manager.

### Repair Company Information

Name	John Tran
Phone	2703141293
Address	330 Links Cove
City	Owensboro
State	KY

Zip Code 42303

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



**UTILITY DEPARTMENT USE ONLY**

Number of claims filed in previous 12 months 1

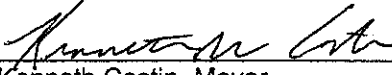
Excessive Usage 269 Excessive Sewer Amount \$310.26

Average Usage 108 Average Sewer Amount \$8394

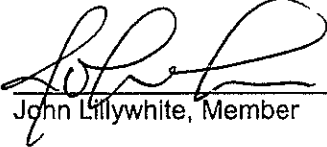
Requested Adjustment Amount \$2712.32

**BOARD OF PUBLIC WORKS AND SAFETY USE ONLY**

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

 08-25-2025  
Kenneth Costin, Mayor Date

\_\_\_\_\_  
Kelly M. Bray, Member Date

 8-25-25  
John Lillywhite, Member Date

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

- Caution: This is an External Email -

12/23/24 Application

**Heather Staggs**

**From:** noreply@civicplus.com  
**Sent:** Wednesday, December 11, 2024 3:10 PM  
**To:** Katelynn Brummett; Jamie Kenworthy; Heather Staggs  
**Subject:** Online Form Submittal: Sewer Adjustment Application

**Sewer Adjustment Application**

Account Number	130484004
Date	12/11/2024
Name	John Tran
Phone Number	2703141293
Email Address	Chemchetem@yahoo.com
Service Address	1149-1159 East Gray Street
City	Martinville
State	IN
Zip Code	46151
Month of Excessive Bill	\$145.00
Excessive Bill Amount	\$\$695.87
Did the water pass through the sewer?	No
Detailed description of leak	The water leak at the shutoff valve
Repair Company Information	
Name	Hudson Plumbing
Phone	765-349-0900
Address	435 West Morgan street
City	Martinville
State	IN
Zip Code	46151
Please attach copy of repair bill	<a href="#">IMG_9956.png</a>

**UTILITY DEPARTMENT USE ONLY**

Number of claims filed in previous 12 months 0


Excessive Usage 397 Excessive Sewer Amount \$454.39

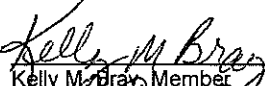
Average Usage 56 Average Sewer Amount \$70.43

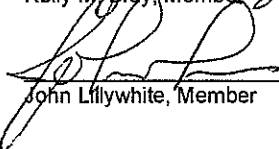
Requested Adjustment Amount \$383.96

BOARD OF PUBLIC WORKS AND SAFETY USE ONLY

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

 12-29-24 Mayor  
Kenneth Costin, Mayor Date

 12-23-24 Bow  
Kelly M. Bray, Member Date

 12-23-24 Bow  
John Lflywhite, Member Date

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- Caution: This is an External Email -

(765) 349-0900  
Plumbing Lic. #PC88900021

**Billing Location**

**John Tran**  
30 Links Cove  
Owensboro KY 42303  
chemchetem@yahoo.com  
(270) 314-1293

**Service Location**

**John Tran**  
1149 E Gray St  
Martinsville IN 46151  
(270) 314-1293

**Description of Work by Josh Tignor \***

Service Provided	Quantity	Price	Discount	Total
<b>SVC89</b> Service Fee	1.00	\$89.00	\$0.00	\$89.00
<b>SERVICE</b> Pump out flooded crawlspace	1.00	\$100.00	\$0.00	\$100.00
<b>PS5A</b> Replace main shut off valve in crawlspace	1.00	\$500.00	\$0.00	\$500.00
				Total \$689.00
				Discount \$0.00
				Subtotal \$689.00
				Tax \$0.00
				Due \$689.00
				Paid \$689.00
				Balance \$0.00

**Memo**

Thank you for choosing Hudson Plumbing!

**Payments Applied**

Date	Type	Amount
Dec 11, 2024	MASTERCARD (6144) (02 / 2028)	\$689.00

**Summary of Work**

**Trip # 1**

- Greeted customer
- Entered crawl to get eyes on leak
- Couldn't locate leak, called water company to crack water on to help find leak
- Found leak to be on main water line fitting above where line enters crawl
- Couldn't see if line comes through wall or ground
- There's still 3" of standing water in crawl

**Trip # 2**

- dispatched to home for leak in crawlspace which caused a flood.
- With our pump removing water we had access later in our day to evaluate and repair the water line.
  - The repair was made on the main as it enters the home through the ground.
  - We adapted from copper and pex b to pex a
  - Replaced main shut off valve
  - Once we made our connections we called the water company in to turn the water on.

\*\* Payment due at completion of job

\*\* Thank you for choosing Hudson, we appreciate your business John

**AGREEMENT**  
**For**  
**PROFESSIONAL CONSULTING SERVICES**  
**Between**  
**City of Martinsville and**  
**PROS Consulting, Inc.**

THIS AGREEMENT made as of \_\_\_\_\_, 2025 and between the City of Martinsville (hereinafter called OWNER) and PROS Consulting, Inc., an Indiana S-Corporation specializing in consulting services (hereinafter called CONSULTANT). This contract is for Professional Consulting Services for the *Parks and Recreation Master Plan* (hereinafter called PROJECT) as described in EXHIBIT A.

**Chapter I. Employment of Consultant**

The OWNER agrees to retain the CONSULTANT and the CONSULTANT agrees to furnish consulting services in connection with the PROJECT as stated in Section II following, and for having rendered such services the OWNER agrees to pay to the CONSULTANT compensation as stated in Chapter V following.

**Chapter II. Character and Extent of Services**

The Professional Services to be rendered by Consultant shall be performed as described in EXHIBIT A.

**Chapter III. Authorization of Services**

No professional services of any nature shall be undertaken by the CONSULTANT under this agreement until he has received authorization from the OWNER.

**Chapter IV. Period of Service**

This AGREEMENT shall be effective upon execution by the OWNER and the CONSULTANT and shall remain in force until terminated under the provisions hereinafter provided in Chapter VII or the CONSULTANT completes the work as provided in Chapter XI or whichever occurs first.

**Chapter V. The Consultants' Compensation**

For and in consideration of the services to be rendered by the CONSULTANT, the OWNER shall pay, and the CONSULTANT shall receive the compensation hereinafter set forth for the Tasks as described in Exhibit A, Scope of Services. Compensation shall be \$48,080 for tasks as presented in Exhibit A, Scope of Services, which does not include the additive/optional services. CONSULTANT shall submit monthly statements for services rendered paid within 30 days, based on percentage of major work elements completed as identified in the Scope contained in EXHIBIT A attached to and made part of this contract.

**Chapter VI. Ownership of Documents**

All work performed by the CONSULTANT pursuant to this agreement shall be deemed to be owned by the OWNER and, to the extent applicable, the CONSULTANT hereby conveys to the OWNER all right, title, and interest in and to the final work product. Work product means any and all plans, specifications, drawings, designs, models, ideas, reports, software programs and the object code,

source code, reports and executables related thereto. Should this agreement be terminated, any and all work products and electronic files will be delivered to the OWNER upon completion of payment provided in Chapter V. All work product will be updated and delivered to the OWNER on a regular basis.

## **Chapter VII. Termination**

OWNER may terminate this contract at any time by notice, in writing, to CONSULTANT. If the contract is terminated by OWNER, as provided herein, CONSULTANT shall be compensated for actual work performed to the date of such notification. Upon delivery of such notice by the OWNER to the CONSULTANT, the CONSULTANT shall discontinue all services in connection with the performance of the AGREEMENT and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to the AGREEMENT. The CONSULTANT shall submit a statement of billing within 30 days of receipt of notice to terminate from OWNER, showing in detail the services performed under the AGREEMENT less such payments on account of the charges as have been previously made.

## **Chapter VIII. Successors and Assignments**

OWNER and CONSULTANT each binds itself and its successors, agents, employees, and assigns to the other party of this contract and to the successors, agents, employees, and assigns of such other party in respect to all, covenants of this contract. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be in a party hereto. CONSULTANT shall not assign this agreement to the successors, agents, employees, and assigns without prior approval of the OWNER.

## **Chapter IX. Owner Indemnified**

The CONSULTANT shall hold harmless, defend and indemnify the OWNER from all claims and liability due to activities of himself, his agents, or employees, performed under this contract and which results from a negligent act, error, or omission of the CONSULTANT or any person employed by the CONSULTANT. The CONSULTANT shall also save harmless the OWNER from any and all expenses, including attorney fees which might be incurred by the OWNER in litigation or otherwise resisting said claim or liabilities which might be imposed on the OWNER as the result of such activities by the CONSULTANT, his agents, or employees.

## **Chapter X. Professional Liability Insurance**

CONSULTANT shall maintain, in force, during the period of this contract, Professional Liability Insurance (errors and omissions insurance) with limits as follows: Aggregate Limit of Liability- \$300,000; Per Claim Limit of Liability - \$300,000 Worker's Compensation to Statutory Limits. Simultaneously with execution of this contract, CONSULTANT shall furnish to OWNER, a certificate of insurance showing aforesaid coverage of CONSULTANT, as well as OWNER named as insured.

## **Chapter XI. Services by Owner**

OWNER shall perform the following services related to PROJECT. Make available to CONSULTANT information and data pertinent to the assignment including previous reports and any other data relative thereto. Provide reasonable access to and make all provisions for CONSULTANT to enter upon public property as required for CONSULTANT to perform its services under this agreement. Furnish OWNER'S own legal, accounting, financial, and insurance counseling services as may be

required for the PROJECT. Designate an individual to act as OWNER'S representative with respect to the services to be performed under this agreement. Said person shall have the authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect to the PROJECT, and other matters pertinent to the services covered by this agreement.

### Chapter XII. Miscellaneous

For the purposes of this AGREEMENT, all written correspondence shall be directed to the addresses listed below:

OWNER:  
Kenny Costin  
Mayor  
City of Martinsville  
59 S. Jefferson St.  
Martinsville, IN 46151

CONSULTANT:  
Leon Younger  
President  
PROS Consulting, Inc.  
35 Whittington Dr., Suite 300  
Brownsburg, IN 46112

IN TESTIMONY of which this instrument is executed on behalf of the above-named CONSULTANT, it has been executed on behalf of OWNER, on the day and year first above written.

Signed:

City of Martinsville

By:

PROS CONSULTING, Inc.

By: *Leon Younger*

Printed Name: Kenny Costin

Printed Name: Leon Younger

Title: Mayor

Title: President

Date:

Date: 10/30/2025

## Martinsville Parks and Recreation 5-Year Master Plan Scope, Schedule and Fees

### Exhibit A

#### Task 1 – Project Kick-Off, Existing Conditions Analysis, Key Person Interviews

**A. Kick-off Meeting, Data Collection & Project Management** – A kick-off meeting should be attended by the City’s core leadership team and Consulting Team members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the Consulting Team. Detailed steps of this task include:

- **Confirmation** – The project goals, objectives, scope, and schedule will be confirmed.
- **Outcome Expectations** – Discuss expectations of the completed project.
- **Communications** – Confirmation on lines of communication, points of contact, level of involvement by City and local leaders, and other related project management details. Also, protocols and procedures for scheduling meetings should be agreed to.
- **Data Collection** – The Consulting Team will collect, log, and review key data and information to facilitate a thorough understanding of the project background.
- **Progress Reporting** – The Consulting Team will develop status reports to the City monthly. More importantly, we will be in close and constant contact with your designated project coordinator throughout the processes of the project.
- **Prepare database of stakeholders** – The Consulting Team will work with the City who will gather contact information from a variety of sources. This information will be used in the key person/focus group interview portion of the scope. The City will review meetings within the scope and schedule. The Consulting Team and the City’s project manager will hold progress meetings via conference call as often as necessary, but no less than once per month until the final plan is approved by the elected/appointed officials for the purpose of progress reporting. Lastly, the Consulting Team will complete a progress review of previous planning efforts and will meet with the City’s project manager at important milestone dates during the planning process, which will be finalized at the kick-off meeting with specific dates outlined.

**B. Parks and Facilities Inventory and Assessment** – A park and facility tour will be performed with the Operations and Maintenance staff, and Programming staff. The findings from this review will be documented in a prepared data collection form. During this tour, general observation of park and recreation facilities will include:

- Park type, purpose, location, and acreage
- Photographs along with text to illustrate key environmental features in the service area
- General state , condition, compatibility with neighborhoods, and compatibility of amenities offered throughout the system
- Aesthetics/Design
- Safety/security using Crime Prevention through Environmental Design (CPTED) principles
- Public access to parks, facilities, and trails including ADA requirements and Universal Design principles
- Program capacity and compatibility with users
- Community Recreation Provider Inventory
- Partnership opportunities
- Revenue generation opportunities

As part of this review, we will assess whether there is enough balance between conservation and recreational facilities in the City’s park system. The assessment will include a rating of the natural

## Martinsville Parks and Recreation 5-Year Master Plan Scope, Schedule and Fees

resource qualities of existing park land and evaluate the potential recreational use of undeveloped park land and to a lesser extent developed parks. All analyses will be performed from this review and incorporated into a comprehensive *Assessment Summary Report* and ultimately used to develop a capital improvement plan, mapping the location of all parks, and mapping all forms of access to each park.

- C. Key Person/Focus Group Interviews** – The Consulting Team will perform focus groups and key leadership interviews with the community to evaluate their vision for recreation in the community. Up to six (6) focus group meetings and key leadership interviews and other key leaders (up to 12) will be held. Also, during these interviews/focus groups, the Consulting Team will gain an understanding of community values, as well as determine the priority for recreation facilities and programming needs of the City.

### Task 2 – Review of Existing Plans and Public Documents

- A. Data Review** – We will review the Martinsville Parks Master Plan (2022), City Comprehensive Plan (2025), existing site plans, financial, and GIS data.

### Task 3 – Community Profile, Demographics, and Socio-Economic Analysis

- A. Demographic & Recreation Trends Analysis** – The Consulting Team will utilize the City’s projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI). The demographic analysis will be based on US 2020 Census information, 2025 updated projections, and 5 (2030) and 10 (2035) year projections. For comparison purposes data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment to understand the market areas served by the City and distinguish customer groups.

- Determine changes occurring in the City and the region and assist in making proactive decisions to accommodate those shifts.
- Population density; Age Distribution ; Households; Gender; Ethnicity; Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community.

**Deliverables:** A Demographic & Recreational Trends Analysis and build out of Community Profile including socio-economic factors impacting the services in compliance with IDNR Master Plan submission requirements.

### Task 4 – Public Engagement

The Consulting Team will utilize a robust public input process to solicit community input on how the recreation system and programs meet the needs of residents in the future. This task is an integral part of the planning process. A wide range of community/participation methods may be utilized with traditional public meetings. The Consulting Team will prepare a community outreach agenda to include the number and types of meetings which will be held. Our PHILOSOPHY, “We Go Where the People Are” and our engagement PROMISE is:

- Equitable and accessible
- Tailored to the project and what methods that worked successfully in the past
- Geographically balanced
- Virtual and traditional in-person approaches
- Responsive and flexible –adapt based on what we hear process.

- A. Public Engagement/Advocacy Strategy** – The public engagement process will work together with the development of an advocacy strategy for the Master Plan. This strategic process is a series of workshops at each milestone of the phase as shown:

## Martinsville Parks and Recreation 5-Year Master Plan Scope, Schedule and Fees

- Workshop Series #1 – Overview of project and processes to achieve successful, sustainable implementation
- Workshop Series #2 – Present Recommendations and Implementation Plan
- Workshop Series #3 – Present Final Plan for Adoption

Each Workshop Series includes outreach/presentations and opportunities for feedback from the community, Advisory Committee, City Council and Park Board.

- B. Social Pinpoint Website/ Online Survey** – We will develop a customized project website that will provide on-going updates and will serve as the avenue to crowd-source information throughout the project for the entire community. It will also be a community input tool that will allow for online surveys, vision boards, as well as feedback on existing parks and trails. This could be combined with input through Social Media and could also host videos through a dedicated YouTube Channel and utilize the City’s website (e. g. <https://engagepros.mysocialpinpoint.com/noblesville>) It has proven to be a very effective tool in engaging the community on an on-going basis as well as maximize outreach to an audience that may not traditionally show up at public meetings.
- C. Statistically-Valid Survey (OPTIONAL)** – The Consulting Team will work with ETC Institute to perform a random, scientifically valid City-wide household survey to quantify knowledge, need, unmet need, priorities and support for system improvements that include facility, programming, and the park needs of the City. The survey will be administered by phone or by a combination of a mail/phone survey and will have a minimum sample size of 300 completed surveys at a 95% level of confidence and a confidence interval of +/- 4.9%. Prior to the survey being conducted, it will be reviewed by the City and Steering Committee.

This includes ensuring the survey instrument is worded to obtain statistically valid and reliable results, fine-tuned to shorten the survey instrument yet obtain the vital information needed, and formatted to meet all coding requirements. It is anticipated that 3-4 drafts of the survey will be prepared before the final draft is approved by the City. ETC Institute will ensure that the results of the survey will be statistically representative of residents. ETC will also ensure that the survey results are statistically significant based on the population of the City service area and potentially increased service area in the future.

**Deliverables:** The Consulting Team will act as professional facilitators to gather information about services, use, preferences and any agency strengths, weaknesses, opportunities, and threats. Well organized and directed activities, techniques, and formats will be provided to ensure that a positive, open, and proactive public participation process is achieved. A written community meeting report for each meeting will be provided.

### Task 5 – Existing Conditions

- A. Recreation Program Assessment** - This assessment will evaluate the City’s current recreation programs, services, and events, including third-party offerings, to identify alignment with community needs and existing service and facility gaps.
- B. Benchmark Analysis (OPTIONAL)** – A benchmark analysis will compare the City’s park system to three (3) other relevant peer agencies. The Consultant Team will work with the City to identify the 15 key metrics to be surveyed and analyzed, as well as the benchmarked communities.
- C. Preventative Maintenance Plan** – We will work with the department to create a Preventative Maintenance Plan (PMP) to improve the quality and efficiency of park maintenance. The PMP should be designed to outline preventative tasks and to identify the frequency of occurrence. The plan should apply to all City-owned or operated facilities, equipment, and vehicles to help mitigate risk and reduce the occurrence of more costly reactive maintenance.

## Martinsville Parks and Recreation 5-Year Master Plan Scope, Schedule and Fees

- D. Park Classifications and Level of Service Analysis** - The Consulting Team will collaborate with the City to review, modify, or establish park classifications and facility standards for parks, trails, open spaces, common areas, and indoor/outdoor amenities, considering size, population served, length of stay, and available amenities. Facility standards will include level-of-service guidelines and population metrics per recreational facility or amenity, benchmarked against regional, statewide, or nationally accepted standards, peer agencies, and the Consulting Team's national experience, and adapted to reflect the specific needs and expectations of the City of Martinsville.

### Task 6 – Priorities and Implementation Strategy

- A. Funding and Revenue Strategies** – Funding strategies will be developed based in part to our review and analysis of the facilities as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the Parks and Recreation Master Plan based on the community values.
- B. Prioritized Park and Facility / Program Priority Rankings** – The Consulting Team will synthesize the findings from the community input, survey results, standards, demographics and trends analysis, park and facility assessment, and service area mapping into a quantified park and facility / program ranking. This priority listing will be compared against gaps or surplus in facilities and amenities. This will include amenity recommendations for parks and best use of properties, as well as list and prioritize facility, infrastructure, amenities, and program needs for the recreation system and **provide guidance** for the Capital Improvement Plan. The analysis will include probable future recreation facilities, program needs based on community input, as well as state and national user trends. The Team will conduct a work session with the City to review the findings and make revisions as necessary.
- C. 10-year Capital Improvement Plan** – We recommend the development of a three-tier capital improvement plan that will assist the City in the inevitable and continuous rebalancing of priorities and associated expenditures. Each tier reflects different assumptions about available resources.
- The **Sustainable Alternative** has plans for prioritized spending within existing budget targets and focuses on deferred maintenance and lifecycle replacement of assets and amenities within the City's existing parks system. The intention of this alternative is to refocus and make the most of existing resources with the primary goal being for the City to maintain high quality services.
  - The **Expanded Services Alternative** describes the extra services or capital improvement that should be undertaken when additional funding is available. This includes strategically enhancing and renovating existing parks and facilities to better meet the park and recreational needs of residents that would require additional operational or capital funding. In coordination with City Council, Park Board and City staff the Consulting Team will evaluate and analyze potential sources of additional revenue, including but not limited to capital bond funding, partnerships, grants, and existing or new taxes.
  - The **Visionary Alternative** represents the complete set of services and facilities desired by the community. It is fiscally unconstrained but can help provide policy guidance by illustrating the ultimate goals and by providing a long-range look to address future needs and deficiencies. In the Master Plan, the Visionary Alternative addresses complete renovations of aging parks and facilities and the development of new parks and facilities. Funding for visionary projects would be derived from partnerships, private investments, and new tax dollars.
- D. Action Plan Development** – We will develop an action plan which includes strategies, priorities, and budget support and funding mechanisms for short term (1-2 years), mid-term (3-5 years), and long-

## **Martinsville Parks and Recreation 5-Year Master Plan Scope, Schedule and Fees**

term (5+ years) goals. The action plan will be phased with prioritized recommendations, level-of-service/reoccurring capital needs prioritization, staffing level of service strategy, and a capital projects prioritization process/ranking system. The Action Plan should include land acquisition strategies, an accessibility improvement plan, and an asset lifecycle replacement plan. Action plans will be established in the following key areas:

- **Park and Facility Improvements** – Recommendations that provide for short and long-term enhancement of park development, improvements. This will include amenity recommendations for parks and best use of properties.
- **Operations and Maintenance**– Recommendations that provide for short and long-term enhancement of park, facility, and natural management practices of the City.
- **Programs and Services** – Recommendations that provide for short and long-term development and maintenance of programs and services provided by the City, including opportunities to improve meeting user needs.
- **Financial and Budgetary Capacity Development** – Recommendations that provide for short and long-term enhancement of the financial and budgetary capacity of the City related to facilities and lands.

### **Task 7 - Deliverables and Final Document**

The Master Plan will be framed and prepared through a series of workshops with the City. The overall vision and mission statements will be affirmed or modified, and direction for the City will be established along with individual action strategies that were identified from all the research work completed. Specific tasks include:

- A. Draft Report Preparation and Briefings**– The Consulting Team will prepare a draft Master Plan with strategies taking into account all analyses performed and consider the fiscal and operational impacts to the City. A presentation of the draft report will be completed to the Parks and Recreation City Board and City Council. We will coordinate with IDNR on approval of the proposed document.
- B. Final Master Plan Presentations, Preparation, and Production** – Upon comment by Parks and Recreation City staff, the Parks & Recreation City Board and City Council, as well as the residents, the Consulting Team will revise the Draft Master Plan to reflect all input received. Once the draft Master Plan is approved by the Parks and Recreation City Board and City Council, the Consulting Team will prepare a final summary report and present to the City for final approval and adoption. The final plan will be prepared with a Summary Report delivered along with associated appendices (technical reports).

**Meetings:** Meetings with the City on vision/mission and workshop on strategic action plan. Presentations to the Parks & Recreation City Board and City Council (one during the draft master plan and one for the adoption of the final Master Plan). The Consulting Team will meet with the City for review of changes.

**Deliverables:** The report will be in an easy-to-understand format with charts, graphs, maps, renderings, and other data as needed to support the plan and its presentation to appropriate audiences. The final report must be submitted as follows:

- A color version of the draft Master Plan document consisting of one (1) printed and bound color copy and an electronic copy in a format compatible with the City and City’s software.
- A color version of the final Master Plan document consisting of (5) printed and bound color copies and an electronic copy in a format compatible with the City and City’s software.

Two (2) on-site final report presentations will be held at a regular meeting for the Park and Recreation City Board and the Mooresville City Council. Presentation to highlight operational and capital costs, asset replacement strategy, land acquisition strategy, accessible park strategy, staffing needs, park impact fee funding strategy, funding alternatives, and implementation schedule.



**Martinsville Parks and Recreation 5-Year Master Plan  
Scope, Schedule and Fees**

**Fees**

<b>Task 1 - Project Kick-off, Existing Conditions Analysis, Key Persons Interviews</b>	
A. Kick-off Meeting & Project Management	\$ 1,520
B. Parks and Facilities Inventory and Assessment	\$ 4,360
C. Key Person/Focus Group Interviews	\$ 3,180
<b>Subtotal Dollars</b>	<b>\$ 9,060</b>
<b>Task 2 - Review of Existing Plans &amp; Public Documents</b>	
A. Existing Data Review	\$ 1,660
<b>Subtotal Dollars</b>	<b>\$ 1,660</b>
<b>Task 3 - Community Profile, Demographics, and Socio-Economic Analysis</b>	
A. Demographic & Recreation Trends Analysis	\$ 1,600
<b>Subtotal Dollars</b>	<b>\$ 1,600</b>
<b>Task 4 - Public Engagement</b>	
A. Public Engagement/Advocacy Strategy	\$ 3,050
B. Social Pinpoint Website / Online Survey	\$ 3,200
C. Statistically Valid Survey (OPTIONAL)	\$ -
<b>Subtotal Dollars</b>	<b>\$ 6,250</b>
<b>Task 5 - Existing Conditions</b>	
A. Recreation Program Assessment	\$ 3,980
B. Benchmark Analysis (OPTIONAL)	\$ -
C. Preventative Maintenance Plan	\$ 2,160
D. Park Classifications and Level of Service Analysis	\$ 2,240
<b>Subtotal Dollars</b>	<b>\$ 8,380</b>
<b>Task 6 - Priorities and Implementation Strategy</b>	
A. Funding and Revenue Strategies	\$ 1,160
B. Prioritized Park and Facility/Program Priority Rankings	\$ 1,120
C. 10-Year Capital Improvement Plan	\$ 4,110
D. Action Plan Development	\$ 1,680
<b>Subtotal Dollars</b>	<b>\$ 8,070</b>
<b>Task 7 - Deliverables and Final Document</b>	
A. Draft Report Preparation and Briefings	\$ 3,740
B. Final Master Plan Presentations, Preparation, and Production	\$ 9,320
<b>Subtotal Dollars</b>	<b>\$ 13,060</b>
<b>Task 8 - Compliance with IDNR Planning Guidelines</b>	
<b>TOTAL DOLLARS</b>	<b>\$ 48,080</b>
<b>ADDITIVE / OPTIONAL SERVICES</b>	
Benchmark Analysis	\$ 2,145
Statistically Valid Survey	\$ 13,000

**SECTION 00 63 63 - CHANGE ORDER NO. 7**

Owner:	City of Martinsville, Indiana	Owner's Project No.:
Engineer:	Banning Engineering	Engineer's Project No.:
Contractor:	Striegel Design and Construction, Inc.	Contractor's Project No.:
Project:	Levee Improvements Project	
Contract Name:	City of Martinsville – South Levee	
Date Issued:		Effective Date of Change Order:

The Contract is modified as follows upon execution of this Change Order:

Description:

**See attached description and justification.**

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>11,011,011.00</u>	Original Contract Times: Substantial Completion: <u>337 days (June 27, 2025)</u> Ready for final payment: <u>485 days (November 21, 2025)</u>
<b>Increase</b> from previously approved Change Orders No. 1 to No. 6: \$ <u>712,173.98</u>	<b>Increase</b> from previously approved Change Orders No. 1 to No. 6: Substantial Completion: <u>0 days</u> Ready for final payment: <u>0 days</u>
Contract Price prior to this Change Order: \$ <u>11,723,184.98</u>	Contract Times prior to this Change Order: Substantial Completion: <u>337 days (June 27, 2025)</u> Ready for final payment: <u>485 days (November 21, 2025)</u>
<b>Increase</b> this Change Order: \$ <u>17,472.00</u>	<b>Increase</b> this Change Order: Substantial Completion: <u>0 days</u> Ready for final payment: <u>0 days</u>
Contract Price incorporating this Change Order: \$ <u>11,740,656.98</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>337 days (June 27, 2025)</u> Ready for final payment: <u>485 days (November 21, 2025)</u>

<b>Recommended by Engineer (if required)</b>		<b>Authorized by Contractor</b>	
By: _____	_____	_____	_____
Title: <u>Construction Engineering - Project Engineer</u>	_____	<u>Striegel Design &amp; Construction - Owner</u>	_____
Date: _____	_____	_____	_____
<b>Authorized by Owner</b>		<b>Approved by Funding Agency (if applicable)</b>	
By: _____	_____	_____	_____
Title: _____	_____	_____	_____
Date: _____	_____	_____	_____



**Confidence in the built environment.**

**City of Martinsville, Indiana  
Levee Improvements Project  
Phase II – South Levee  
Change Order No. 7 Justification  
November 17, 2025**

**Issue #1 (Modifications to Pump Station Trash Rack)**

After the occurrence of a few large rain events producing large amounts of debris within Nutter ditch, modifications to the pump station trash rack were proposed to keep the trash rack clear of debris and create a flow bypass. A portion of the trash rack is to be cut and hinged to alleviate the build-up of debris and flow. A davit crane is to be installed at the railing on the east side of the pump station building. The crane will be used to lift the hinged portion of the trash rack and allow flow to bypass the trash rack in certain situations. **The cost adjustment to the contract for this change order item is an increase of \$13,272.00. See attached pictures for functionality reference.**

**Issue #2 (20-foot Access Gate)**

The originally proposed 15-foot access gate at the Park Street North Levee crossover was too small for farm equipment accessibility. A 20-foot access gate is proposed to replace the 15-foot access gate. **The cost adjustment to the contract for this change order item is an increase of \$4,200.00.**

Item	Description	Unit	Quantity	Unit Price	Amount
C07-1	Trash Rack Modifications	LS	1	\$13,272.00	\$13,272.00
C07-2	20-foot Access Gate	LS	1	\$4,200.00	\$4,200.00
<b>Total Change Order Amount</b>					<b>\$17,472.00</b>







# SEWER ADJUSTMENT APPLICATION

Please email application and receipts to [hstaggs@martinsville.in.gov](mailto:hstaggs@martinsville.in.gov)  
Questions, call 765.342.2449

Account Number 14-02500-02 Date 10/23/2025  
Name Karen Melaniphy Phone (765) 346 8115  
Email Address vivavoce147@hotmail.com  
Service Address 110 E Morgan Street  
Month of Excessive Bill 8/21 - 9/22/2025 Excessive Bill Amount 776.77  
Did the water pass through the sewer?  Yes  No  
Detailed description of leak Water Heater rusted through at bottom. Water leaked into basement, not through sewer system.

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

Name Undercutters Plumbing Phone (765) 341-1823  
Address 818 Nast Chapel Rd, Martinsville

## UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0  
Excessive Usage <sup>9/25</sup> 451 <sup>10/25</sup> 366 Excessive Sewer Amount <sup>9/25</sup> \$515.20 <sup>10/25</sup> \$419.49  
Average Usage 183 Average Sewer Amount \$ 213.43

Requested Adjustment Amount \$507.83

## 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



Outlook

### Online Form Submittal: Sewer Adjustment Application

**From** noreply@civicplus.com <noreply@civicplus.com>

**Date** Sun 11/2/2025 1:06 PM

**To** Katelynn Brummett <kbrummett@Martinsville.in.gov>; Jamie Kenworthy <jkenworthy@Martinsville.in.gov>; Heather Staggs <hstaggs@Martinsville.in.gov>

## Sewer Adjustment Application

Account Number 120195000

Date 11/1/2025

Name Williamsburg Apartments

Phone Number 317-640-2389

Email Address df86@comcast.net

Service Address 1600 Williamsburg Couirt

City Martinsville

State in

Zip Code 46151

Month of Excessive Bill October

Excessive Bill Amount 1948.01

Did the water pass through the sewer? No

Detailed description of leak I found the leak as water was seeping through the ground, a leak that was originally caused by Gradex during the Highway construction. I mowed grass the evening before this day on or about October 1st and there was no water leaking at that time. The next morning a tenant pointed out the water in the ground, I called a couple of plumbers and was able to pay extra and have Mick English plumbing do the work they did it right away as I paid a emergency fee extra to have if fixed by the next morning.

### Repair Company Information

Name Mick or Mike English under new owner "Koorsen"

Phone 317-281-8238

Address 2719 N Arllington Ave,  
 City Indianapolis  
 State IN  
 Zip Code 46218  
 Please attach copy of repair bill [IMG\\_6410.jpeg](#)

**UTILITY DEPARTMENT USE ONLY**

Number of claims filed in previous 12 months 0  
 Excessive Usage <sup>9/25</sup> 952 <sup>10/25</sup> 1181 Excessive Sewer Amount <sup>9/25</sup> \$ 1079.32 <sup>10/25</sup> \$ 1337.18  
 Average Usage 766 Average Sewer Amount \$ 869.89  
 Requested Adjustment Amount \$ 676.72

**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 -

# SEWER ADJUSTMENT APPLICATION

Please email application and receipts to [hstaggs@martinsville.in.gov](mailto:hstaggs@martinsville.in.gov)

Questions, call 765.342.2449

Account Number 3 25700 03 Date 11-12-25  
Name Marilyn L. Griffin Phone 765-318-1850  
Email Address m1griffin95@yahoo.com  
Service Address 440/448 S. Graham St.  
Month of Excessive Bill ~~SEP~~ Sept/OCT Excessive Bill Amount 143.17  
Did the water pass through the sewer?  Yes  No 130.32  
Detailed description of leak Pipe under ground broke

*\*carryover from previous month*

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

Name TNP Plumbing LLC Phone 765-347-9726  
Address 9054 W. Low Gap Rd

## UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months. 0  
Excessive Usage 4x 35 Excessive Sewer Amount \$40.78  
Average Usage 27 Average Sewer Amount \$37.77

Requested Adjustment Amount \$9.01

## 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 \_\_\_\_\_

# Form Center

By signing in or creating an account, some fields will auto-populate with your information.

## Sewer Adjustment Application

Sign in to Save Progress

Account Number\*

157292001

Date\*

10/15/2025

Name\*

Heather Heights Apartments I & 2

Phone Number\*

765-342-9622

Email Address\*

heatherheights@dominionrealty.com

Service Address\*

950 Cloverleaf Court

City\*

Martinsville

State\*

Indiana

Zip Code\*

46151

Month of Excessive Bill\*

9/28/25

Excessive Bill Amount\*

5,470.33

Did the water pass through the sewer?\*

- Yes  
 No

Detailed description of leak\*

Slab Leak Building 6, repair on 09/18/25

Repair Company Information

Name\*

All Pro

Phone

317-721-1227

Address

9175 Harrison Park Ct.

City

Indianapolis

State

Indiana

Zip Code

46216

Please attach copy of repair bill\*

Choose File No file chosen

UTILITY DEPARTMENT USE ONLY

Number of claims filed in previous 12 months 1

Excessive Usage 7862 Excessive Sewer Amount \$8859.98

Average Usage 2245 Average Sewer Amount \$2535.24

Requested Adjustment Amount \$6324.74

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

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