



**BOARD OF BUSINESS & NEIGHBORHOOD SERVICES  
VONNEGUT CONFERENCE ROOM  
INDIANAPOLIS-MARION COUNTY, INDIANA**

**December 1, 2022**

**ATTENDANCE:**

The following Board of Business and Neighborhood Services members were present:

Brian Madison, Director  
Belinda Drake  
Katherin Chi  
Camille Blunt  
Barato Britt

The following staff members were present:

Jessica Knight	Board Liaison
Courtney Bennett	Deputy Director, Construction and Business Services
Jacqie Heikes	Deputy Director, Property and Land Use Services
Katie Trennepohl	Deputy Director, Animal Care Services
Katelyn Campbell	Assistant Corporation Counsel

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**INTRODUCTIONS:**

Mr. Brian Madison called the meeting to order at 3:04 p.m. and board members Ms. Belinda Drake, Ms. Katherin Chi, Ms. Camille Blunt, and Mr. Barato Britt were announced.

The following staff introductions were also made: Ms. Jessica Knight, Board Liaison, Ms. Courtney Bennett, Deputy Director, Ms. Jacqie Heikes, Deputy Director, Ms. Katie Trennepohl, Deputy Director, and Ms. Katelyn Campbell, Assistant Corporation Counsel.

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**ADOPTION OF MINUTES:**

The Board of Business and Neighborhood Services approved the business meeting minutes of October 27, 2022. Motion made by Mr. Britt. Motion seconded by Ms. Chi. Motion carried with Ms. Drake, Ms. Chi, Mr. Britt, and Mr. Madison in favor. Ms. Blunt Abstained.



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## REPORTS:

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### **2022-C10-039                      Certification: Trash Liens**

Under Chapter 361 of the Revised Code of the Consolidated City of Indianapolis and Marion County the Department of Business and Neighborhood Services (“DBNS”) is responsible for the inspection, abatement, and enforcement of environmental public nuisances. In the event that the property owner does not correct the violation or cannot be found, the City enlists a contractor to abate that property. Section 361-107 of the Revised Code authorizes DBNS to abate the violation and charge the costs related to abatement to the responsible property owner.

Section 361-107(b)(3) of the Revised Code provides that in the event these abatement costs are unpaid, the City shall place a lien upon the property.

Financial Information:                      There are a total of 67 trash cases with a total amount owed of \$35,450.66. The cases reflect outstanding fees 30 days past due as of December 1, 2022.

Funding Source:                              N/A

Mr. Daniel Smith, Lien Analyst, reviewed the October Trash Lien Presentation with the Board. The average case amount was \$529.11, and the highest lien case was VIO22-005702 located at 563 Harris Avenue. This is a single-family residential property owned by a business. The abatement consisted of 11.5 hours of labor and 4 hours of bobcat service to abate 1.3 tons of trash. The highest three zip code areas for this abatement cycle were 46201, 46208, and 46222.

The year-to-date comparison of December 2022 to December 2021 lien cases showed a reduction of 66 trash cases in 2022, resulting in a decrease of \$18,160.00.

MOTION: Ms. Blunt moved to adopt Resolution 2022-C10-039. Seconded by Ms. Chi. Motion carried.

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### **2022-C10-040                      Certification: High Weeds and Grass Liens**

Under Chapter 575 of the Revised Code of the Consolidated City of Indianapolis and Marion County the Department of Business and Neighborhood Services (“DBNS”) is responsible for the inspection, abatement, and enforcement of environmental public nuisances. In the event that



the property owner does not correct the violation or cannot be found, the City enlists a contractor to mow and/or clean that property. Section 575-7(a) of the Revised Code authorizes DBNS to abate the violation and charge the costs related to abatement to the responsible property owner.

Section 575-7(3)(b) of the Revised Code provides that in the event these abatement costs are unpaid, the City shall place a lien upon the property.

Financial Information:            There are a total of 314 mowing cases with a total amount owed of \$211,475.00. The cases reflect outstanding fees 30 days past due as of December 1, 2022.

Funding Source:                 N/A

Mr. Daniel Smith, Lien Analyst, discussed the High Weeds and Grass portion of the lien presentation with the board. The average lien case amount was \$673.49. The highest lien amount for this certification cycle was for HWG22-02534 located at 1454 North Mitthoefer Road. This is a single-family residential property that is roughly 1.4-acres in size and was offered in the 2022 Tax Lien sale. The three highest zip code areas for this cycle were 46208, 46218, and 46222.

The year-to-date comparison of December 2022 to December 2021 High Weeds and Grass lien cases showed a reduction of 378 cases in 2022, resulting in a decrease of \$349,867.00.

MOTION: Ms. Blunt moved to adopt Resolution 2022-C10-040. Seconded by Ms. Chi. Motion carried.

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## **2022-C10-041                      Contract: Language Services**

Authorizes the Director of the Department of Business and Neighborhood Services to renew the Department's agreement with Indianapolis Interpreters Inc. d/b/a LUNA Language Services for one additional year.

Financial Information:            \$95,000.00 compensation limit (no increase)

Funding Source:                 Permits Fund / General Fund

Mr. Jacob Miller, Chief Project Coordinator—Financial Operations, informed the Board that DBNS was requesting board approval to renew the agreement with Indianapolis Interpreters Inc. d/b/a LUNA Language Services for one additional year. Under this agreement, LUNA has provided language translation and interpretation services to the various service areas of the department. DBNS has utilized this vendor's in-person interpreting for hearings and events, while our staff



and inspectors in the field have enjoyed access to virtual and over-the-phone interpreting on command. Document translation is included in the scope of services with several projects completed in 2022 and more planned for 2023. LUNA offers services to DBNS in over 200 languages, including Spanish, ASL, and many more. Over the course of the year, DBNS staff monitored and evaluated the vendor's performance. There was one incident early in the term of the contract where LUNA scheduled incorrect personnel to a DBNS assignment. The vendor addressed the issue and has consistently provided reliable professional services to DBNS following that early "hiccup." In the last 30+ interpreting appointments scheduled with LUNA, zero appointments were flagged as unfilled, late, or no show. The term of the renewal shall commence January 1, 2023 and expire at the end of the year, December 31, 2023. The contract compensation was previously established at \$95,000.00. The pricing and compensation not to exceed limit will remain unchanged for the duration of the renewal term.

Ms. Chi asked Mr. Miller what languages were most requested. Ms. Brandi Pahl stated that Spanish has been the main language requested. DBNS did translate some documents for the Office of Public Health and Safety in Haitian Creole. Ms. Chi asked if document translations were made available online for people to download. Ms. Pahl stated that the translated documents were not accessible online yet, but that is a goal. Ms. Chi asked for clarification if the translated documents online would mainly be in Spanish. Ms. Pahl stated that the translated documents provided online will likely be in Spanish. Mr. Madison shared that the benefit to LUNA's services is that the department can access languages on an as needed basis.

MOTION: Ms. Drake moved to adopt Resolution 2022-C10-041. Seconded by Ms. Blunt. Motion carried.

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#### **NEW BUSINESS:**

Mr. Madison shared that Mr. Sam Khosrawi was leaving DBNS and personally extended his gratitude and thanks for Mr. Khosrawi's contributions to the department. Especially Mr. Khosrawi's contributions in cost savings for ACS shelter purchases. It is very difficult to manage the type of resources the shelter has, especially when the shelter is at full compacity. Any cost savings has been extremely helpful.

Mr. Madison shared that he was leaving the City of Indianapolis and that he had worked in local government for ten years. Almost five of those years have been spent as the Director for the Department of Business and Neighborhood Services. Mr. Madison will be leaving at the end of the month and there will likely be an announcement to staff with more information. Mr. Madison wanted to thank the Board and staff for being incredible and working tirelessly every day. Mr. Madison shared that it has been an amazing opportunity for him, and he looks forward to seeing what the department continues to achieve going forward. There are amazingly passionate people on the board, on staff, and throughout the building.

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**ADJOURNMENT:**

It was taken by consensus of the Board of Business and Neighborhood Services that the meeting adjourns at 3:21 p.m.

Respectfully submitted,

Jessica Knight  
License & Board Liaison