

**RESOLUTION 2025-4**

**BOARD OF PUBLIC WORKS AND SAFETY OF  
THE CITY OF HUNTINGTON, INDIANA  
RESOLUTION TO AMEND SCHEDULE OF ADMINISTRATIVE COSTS**

The Board of Public Works and Safety of the City of Huntington, Indiana (“Board”), in meeting duly assembled and after considering information deemed by it to be sufficient, finds:

WHEREAS, the Clerk-Treasurer’s Office assists the Citations Officer in processing and mailing of: Notice of Violations, Citations, and Notice of Costs Letters, associated with enforcement of Chapter 98 of the Code of Ordinances;

WHEREAS, the Clerk-Treasurer’s Office also generates Notice of Special Assessment Liens as well as processes the recording and releasing of the same to ensure the City’s recovery of abatement costs advanced in its enforcement of Chapter 98 of the Code of Ordinances;

WHEREAS, I.C. §36-1-6 and I.C. §36-7-10.1 authorize the City to recover its administrative fees in addition to the abatement costs incurred;

WHEREAS, Resolution 2017-8 adopted by the Board on July 10, 2017, established administrative fees of: (a) \$200.00 for properties for which more than one person or entity must be provided notice, and (b) \$100.00 for properties for which only one person or entity must be provided notice;

WHEREAS, the costs incurred by the City for postage has increased precipitously since the adoption of Resolution 2017-8 and, effective January 1, 2025, the cost of obtaining title search reports increased from \$75.00 to \$95.00 per parcel;

NOW, THEREFORE, BE IT RESOLVED, by this Board that the administrative fee charged for ordinance enforcement matters shall be increased as follows:

1. \$125.00 for properties in violation of City Code §98.01(A)(22);

2. \$200.00 for properties in violation of any other provision of City Code §98.01 for which only one person or entity must be provided notice; and
3. \$250.00 for properties in violation of any other provision of City Code §98.01 for which more than one person or entity must be provided notice.

BE IT FINALLY RESOLVED, that this resolution shall take effect immediately upon its adoption by the City Board of Public Works and Safety.

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**RESOLUTION 2025-4**

Adopted this \_\_\_ day of March, 2025.

BOARD OF PUBLIC WORKS & SAFETY,  
City of Huntington, Indiana

By \_\_\_\_\_ as Mayor and  
Richard Strick Member

By \_\_\_\_\_ as Member  
Danielle Albertson

By \_\_\_\_\_ as Member  
Megan Bonbrake

By \_\_\_\_\_ as Member  
Anthony Lisinicchia

ATTEST:

\_\_\_\_\_ as Clerk-Treasurer  
Christi McElhaney