

# Board of Works and Safety

---

January 16, 2024

6:00 P. M.

## *Minutes*

---

### *Call to Order: Mayor Samuel J. Craig*

**The Board of Public Works and Safety** met on January 16,2023 at StoneGate Art & Education Center, 931 15<sup>th</sup> Street for Regular Meeting. Honorable Mayor Samuel J. Craig presided and called the meeting to order at 6:00 P.M.

#### *Members Present:*

- Mayor Samuel J. Craig
- Judy Carlisle
- Charlene Hall

#### **Reading of Minutes**

December 18, 2023-Regular Meeting

- ❖ Charlene Hall made the motion to approve,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Passed.*

#### *Old Business:*

##### **1. Awarding of Bid for Spider Creek Force Main & Spider Creek SSO Storage Project-Misty Adams**

- Lochmueller Group bid Recommendation Letter-Spider Creek SSO Storage and Pump Station Project
- Lochmueller recommended accepting the lowest bid Reynolds Construction in the amount of \$14,927,000 for the Spider Creek Force SSO Storage Project
  - ❖ Judy Carlisle made the motion to approve Reynolds Construction bid for the Spider Creek SSO Storage Project in the amount of \$14,927,000,
  - ❖ Charlene Hall seconded the motion,
  - ❖ *All votes were in favor, No one opposed, Passed.*
- Lochmueller Group bid Recommendation Letter-Spider Creek Force Main Project
- Misty Adams stated that Lochmueller recommended accepting Mitchell & Stark Construction bid in the amount of \$1,682,615.

- The bid from Infrastructure Systems, Inc (ISI) for \$1,443,000 did not meet the bid specifications for the project.
- The ISI bid was not a valid bid.
  - ❖ Charlene Hall made the motion to approve the bid from Mitchell & Stark for the Spider Creek Force Main Project,
  - ❖ Charlene Hall seconded the motion,
  - ❖ *All votes were in favor, No one opposed, Passed.*

### ***New Business:***

**1. Presentation of “Coldest Night of the Year” 5K Event for Stone City Alliance For Recovery and Hope (Men’s Warming Shelter)-Saturday, February 24<sup>th</sup>-Sign in begins at 4:00pm with Race Starting at 5:00pm at First Christian Church-Heather Flynn**

- Heather Flynn requested approval to hold a 5K event for the Men’s Warming Shelter.
- This is a new fund raiser for the shelter.
- The event will not cross 16<sup>th</sup> Street.
- The event should be completed before dark.

- ❖ Judy Carlisle made the motion to approve the request,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**2. Request Approval and Acceptance of Event Agreement for Insurance Purposed With Stone City Alliance for Recover and Hope, Inc., -5K Walk/Run Event-Denise Henderson**

- Denise Henderson stated that the city requires a certificate of insurance for the 5 K event.
- An event agreement is required for the event to proceed.
- Heather Flynn stated that she gave her board, and she has not heard back from them. She will keep the city updated.

- ❖ Charlene Hall made the motion to accept the agreement for the 5K event subject to the approval of the insurance coverage,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**3. Request Approval and acceptance of Personnel Replacement -New Hire Police Officer Candidate Aaron Manke-Chief Terry Moore.**

- Aaron Manke has been approved by the Local Pension Board and PERF.

- Aaron Manke has met the 1977 Fund requirements after receiving a medical and psychological evaluation.
- Chief Moore is requesting the board to approve the hiring of Aaron Manke.

- ❖ Judy Carlisle made the motion to approve the hiring of Aaron Manke,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**4. Request Approval and Acceptance of New Hire Bonus and Reimbursement Agreement for Officer Aaron Manke-Chief Terry Moore.**

- Chief Moore requested approval of the hiring agreement for Officer Manke.
- ❖ Charlene Hall made the motion to approve the agreement,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**5. Request Approval and Acceptance of Personnel Promotion-Permanent Status-Major Clint Swanson-Chief Terry Moore**

- On July 22, 2023, the board approved the promotion of Officer Swanson to Major with a 6-month probationary status. He has completed the probation status.
- Request approval to permanent status.
- ❖ Judy Carlisle made the motion to approve the permanent status,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**6. Request Approval and Permission for Bedford Police Department to Participate in Operation Pullover/DUI Taskforce and Acceptance of 2024 Grant Funding - \$25,850.00-Chief Terry Moore**

- Lawrence County Sheriff Department was awarded the Operation Pullover Grant.
- The Bedford Police Department and Sheriffs Department share the grant.
- The Clerk/Treasurers Office invoices the Auditors Office for reimbursement.
- ❖ Charlene Hall made the motion to approve the grant,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**7. Request and Acceptance of Jay Nelson Major Subdivision-26<sup>th</sup> & U Street-Brandon Woodward**

- Brandon Woodward stated that on December 12 the Plan Commission held a preliminary hearing on an amendment to the plat of the Jay Nelson Major Subdivision.
  - The amendment changes the name of the road, size of lots and a plan for 5 duplexes instead of family homes.
  - On January 9<sup>th</sup>, the Plan Commission held a public hearing for the amendment.
  - Several residents spoke up against the change from family homes to duplexes and Jay Nelson agreed to go back to the family home plan.
  - The request for the amendment changes from family homes to duplexes was denied.
  - The request for the road name changes and size of the lots were approved by the Plan Commission.
- 
- ❖ Judy Carlisle made the motion to approve the amendment to the subdivision as approved by the Plan Commission.
  - ❖ Charlene Hall seconded the motion,
  - ❖ *All votes were in favor, No one opposed, Approved.*

**8. Request Approval and Acceptance of Lochmueller group Contract Amendment No.1-East /West Sewer-Gravity Line Replacement-Misty Adams**

- Misty Adams requested design approval of the gravity line from 6<sup>th</sup> Street to O Street amendment with Lochmueller.
  - The amendment adds inspections and changes the amount from \$101,000 to \$157,500.
  - The project is not to exceed \$350,300.
- 
- ❖ Charlene Hall made the motion to approve the amendment,
  - ❖ Judy Carlisle seconded the motion,
  - ❖ *All votes were in favor, No one opposed, Approved.*

**9. Request Approval and Acceptance of New Hire-Fire Department-Parish England-Chief Luke Pinnick**

- Chief Pinnick requested permission to hire Parish England as a fire fighter.
  - Parish England has met all the requirements for hiring.
- 
- ❖ Judy Carlisle made the motion to approve the hiring of Parish England to the Fire Department,
  - ❖ Charlene Hall seconded the motion,
  - ❖ *All votes were in favor, No one opposed, Approved.*

**10. Request Approval and Acceptance of Tammi Hall's Leave of Absence-Denise Henderson**

- Denise Henderson requested the board to accept a leave of absence for custodian Tammi Hall for medical reasons.
- The requested time is 4 weeks but will revisit the request at the next meeting if necessary.
  
- ❖ Charlene Hall made the motion to approve the leave of absence,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**11. Request Approval and Acceptance of Agreement for Contracted Services Between the City of Bedford and Independent Contractor -Betty Arthur-Janitorial Work-Denise Henderson**

- Denise Henderson requested the board approve a temporary contract with Betty Arthur for janitorial work.
- The work will cover the custodial duties of Tammi Hall while she is on leave.
- The contract can be revisited at the next meeting if necessary.
  
- ❖ Judy Carlisle made the motion to approve the contract,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**12. Resolution 1-2024-Amending FSLA Exempt Positions-Denise Henderson**

- Denise Henderson presented the resolution that adds the Assistant Fire Chief as an exempt employee.
  
- ❖ Charlene Hall made the motion to approve Resolution 1-2024,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**13. Resolution 2-2024-Amending Hours of Operation and Pay Schedule-Denise Henderson**

- Denise Henderson presented Resolution 2-2024 that will change the hours for the fire department to extend working hours if necessary.
- Also change the hours for the Street and Sanitation rear loader to start later in the winter and earlier in the summer.

- ❖ Judy Carlisle made the motion to approve Resolution 2-2024,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**14. General SOP 101-Request Approval and Acceptance of Animal Control Policy - Denise Henderson**

- Denise Henderson requested a change in the Animal Control Policy for the steps to find an owner for a lost dog
- After 5 days, a lost dog can be placed for adoption.
- The city purchased a chip reader that will allow the Animal Control Officer to locate an owner before taking the animal to the local shelter.
- If approved by the Board of Works, an Ordinance will be taken to the Council for their approval.

- ❖ Charlene Hall made the motion to approve as requested,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**15. General SOP 103-Request Approval and Acceptance of Amendment to Sick Leave Policy-Denise Henderson**

- Denise Henderson requested the change in the SOP to remove the requirement of employees to take sick leave in 4-hour increments.
- Some employees only need one hour for appointments.
- It also changes the time keeping for sick time from days to hours.

- ❖ Judy Carlisle made the motion to approve as presented.
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**16. Request Approval and Acceptance of Agreement for Contracted Services with K&K Emergency Light Upfitters, LLC-Denise Henderson**

- Denise Henderson presented a contract with K&K Emergency Light Upfitters to install emergency lights on city vehicles.
- The company is a local company and avoids the issue of taking emergency vehicles out of town to have the emergency lights installed or repaired.
- The board noticed that the contract does not have an expiration date.

- ❖ Charlene Hall made the motion to approve the contract with an amendment for it to be for one year term with auto renewal unless terminated by either party,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**17. Request Approval and Acceptance of Sewer Lines Easements-From 16<sup>th</sup> St to U Street-Misty Adams**

- Daniel J. Kirkman and Verona A. Kirkman-\$2,500
  - Hanrahan, Hall and Bright-Damon Hall, President-\$2,500
  - Jeffrey W. Bland and Teresa J. Bland-\$850
  - Jeffery P. Bland and Heidi L. Bland-\$850
  - The easements are for a water line that needed emergency repairs.
- ❖ Judy Carlisle made the motion to approve all easements as presented,
  - ❖ Charlene Hall seconded the motion,
  - ❖ *All votes were in favor, No one opposed, Approved.*

**18. Request Approval and Acceptance of Spider Creek Lift Station Duke Energy Easement-Misty Adams**

- City of Bedford to Duke Energy.
  - The easements with Duke Energy is for Duke to run the lines for the Spider Creek Project on city property.
- ❖ Charlene Hall made the motion to approve easement with Duke Energy,
  - ❖ Judy Carlisle seconded the motion,
  - ❖ *All votes were in favor, No one opposed, Approved.*

**19. Approval to Sign Claims**

- ❖ Judy Carlisle made the motion to approve,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**20. Discussion**

- No Discussion

**21. Adjourn**

- ❖ Charlene Hall made the motion to adjourn,
- ❖ Judy Carlisle seconded the motion,

❖ *All votes were in favor, No one Opposed, Passed, Meeting Adjourned*

*Board of Works & Safety 2024*

• *Samuel J. Craig, Mayor* \_\_\_\_\_

• *Judy Carlisle* \_\_\_\_\_

• *Charlene Hall* \_\_\_\_\_

*Attest: Billie Tumeey* \_\_\_\_\_