

Board of Works and Safety

November 19, 2024

6:00 P.M.

Minutes

Call to Order: Mayor Sam Craig

The Board of Public Works and Safety met on November 19, 2024, at StoneGate Arts & Education Center, 931 15th Street for Regular Meeting. Mayor Craig presided and called the meeting to order at 6:00 P.M.

Members Present:

- Mayor Samuel Craig
- Judy Carlisle
- Charlene Hall

Reading of Minutes

October 15, 2024-Regular Meeting

- ❖ Charlene Hall made the motion to approve the minutes,
- ❖ Judy Carlisle seconded the motion.

All votes were in favor, No one opposed, Approved.

Old Business:

1. Tabled-Request Acceptance of 2025 White River Humane Society Agreement-Pending Common Council Approval- Mayor Sam Craig

- Mayor Craig stated that the council has not acted on the contract and is set to review it at the next meeting.
- ❖ Judy Carlisle made the motion to table the request until councils review is approved.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

New Business:

1. Request Acceptance of Appraisals for Property Located at 1719 J Street- Brandon Woodward

- Melinda Kinser- (Kinser Appraisals LLC) \$9,600
 - Rebacca Decker (Gilbert S Mordoh & Co. Inc) \$12,000
 - Brandon Woodward stated that city obtained 1719 J Street through condemnation last year and city would like to sell the property.
 - Appraisals were received from two appraisers listed with the average of the two being \$10,800
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- ❖ Charlene Hall made the motion to approve the appraisals with the average being \$10,800,
 - ❖ Judy Carlisle seconded the motion.
 - ❖ *All votes were in favor, No one opposed, Approved.*

2. Receiving and Opening of Bids for Property Located at 1719 J Street-Brandon Woodward

- Brandon Woodward received one sealed bid for the property at 1719 J Street.
 - Greg Pittman opened the sealed bid from MAD Properties LLC. For the J Street property in the amount of \$11,000.
 - Brandon Woodward recommended the board accept the bid from MAD Properties due to it being slightly over the average appraisal.
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- ❖ Judy Carlisle made the motion to accept the bid from MAD Properties LLC for \$11,000.
 - ❖ Charlene Hall seconded the motion.
 - ❖ *All votes were in favor, No one opposed, Approved.*

3. Request Approval of Road Closures and Reserving Parallel Parking Spaces for the December 7th Christmas Parade-Sarah Turpen

- Closing J Street Between 16th Street and 15th Street From 7:00A.M. to 8:00 P.M.
- Closing M Street Between 12th Street and 15th Street From 3:00 P.M. to 8:00 P.M.
- Closing 15th Street Between M Street and O Street From 3:00 P.M. to 8:00 P.M.
- Closing 16th Street and 15th Street Between M Street and I Street From 5:30 P.M. to 7:30 P.M
- Reserving Three (3) Temporary Parallel Parking Spaces- 16th Street East of I Street Intersection (Late Friday, December 6th or Early Saturday, December 7th)

- Sarah Turpen requested road closures for the Christmas Parade. The parking spaces will be for the radio station trailer setup.
- A request for the street sign (if not in use) be placed at 15th & J Street stating the street closure on J Street between 15th and 16th Street. There have been issues with cars parked overnight and finding the owners to move them for the event set up.
- ❖ Charlene Hall made the motion to approve the street closures as presented for the December 7th Christmas Parade.
- ❖ Judy Carlisle seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

4. Request Acceptance of Release and Indemnity Agreement-Greg Pittman

- Greg Pittman requested the board accept a release and indemnity agreement with Rosalie Bradford. Mrs. Bradford had a fall on a city sidewalk and is asking for reimbursement of her medical expenses. \$8,433.
- This would save the city from potential exposure from the fall.
- ❖ Judy Carlisle made the motion to approve agreement in the amount of \$8,433.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

5. Request Acceptance of Permanent Status -Fire Department-Chief Luke Pinnick

- Chief Pinnick requested the board approve permanent status for Lieutenant Toby J Tincher.
- ❖ Charlene Hall made the motion to approve Lieutenant Toby J Tincher to permanent status.
- ❖ Judy Carlisle seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

6. Request Approval of Extension of Probationary Year for up to Six Months or Until Completion of EMT Test-Fire Department-Chief Luke Pinnick

- Firefighter Third Class Clayton J. Evers.
- Chief Pinnick stated that Clayton Evers has passed every test but the EMT Test. The reason is because of the limited schedule of EMT testing. Scheduling EMT tests have become an issue for the department.

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

7. Request approval and Acceptance of Quote for John Deere 325 G Compact Skid Track Loader, and Approval of Payment-Street Department-David Flinn

- David Flinn stated that the current skid loader is too small for the jobs of fixing the roads. They use it to plain down the road.
- He is requesting to trade the current one for a new John Deere 325 G Compact Skid Track Loader for a difference of \$37,989.83

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

8. Request Acceptance of Updated Waivers for Agencies' use of Fire Tower-Chief Luke Pinnick

- Chief Pinnick requested the board approve an updated waiver for outside agencies' use of the city fire tower.
- ❖ Judy Carlisle made the motion to approve the updated waiver as requested.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

9. SOP 503-Request Acceptance of SOP for False Alarms and Calls, and Fee Schedule Pending Council Approval of Ordinance 20-2024-Chief Luke Pinnick

- Chief Pinnick stated that the department is having an issue with false alarms. He added that it had slowed down but it is starting to pick up again.
- They have warned the property owners in the past but a fine for multiple false alarms may help with the problem.
- Every time a call is made, the department is called out to the location and has to pack up and go back when it is false.
- ❖ Charlene Hall made the motion to approve the request pending council approval.
- ❖ Judy Carlisle seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

10. SOP 104A-Compensatory Time Use Policy -Chief Luke Pinnick

- Chief Pinnick requested the board approve SOP 104A for compensatory hours add a 4-hour increment.
- Currently the comp-time is allowed at 12- and 24-hour increments.
- The staffing level will be maintained.

- ❖ Judy Carlisle made the motion to approve SOP 104-A as requested.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

11. Request Acceptance of Officer Resignation- Officer Jarrett Tedrow-Chief Terry Moore

- Chief Moore received Officer Jarrett Tedrow resignation letter effective October 21, 2024. He requested the board accept the resignation letter.
- Officer Tedrow is going to the IU Police Department.

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

12. Request Acceptance of Officer Resignation-Officer Christian Anderson-Chief Terry Moore

- Chief Moore received Officer Christian Andersons resignation letter effective October 21, 2024. He requested the board accept the resignation letter.
- Officer Anderson is going to the IU Police Department.

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

13. Request Approval Acceptance of Hiring Architect for Old Police Station- Brandon Woodward

- Brandon Woodward requested the board approve hiring Bruce Tabor as the architect for the new council chambers in the old police station building.
- The fee is not to exceed \$15,680.
- When construction is started, the mayor or his appointed contact may approve additional work if required.

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



**TABOR
BRUCE**
ARCHITECTURE & DESIGN INC.
1101 S. WALNUT STREET - BLOOMINGTON, IN. 47401
TELEPHONE: (812) 332-6258 FACSIMILE: (812) 332-8658

November 14, 2024

Bedford Board of Public Works
1102 16th St
Bedford Indiana 47421
Client contact: Brandon Woodward 1-812-275-1631 bwoodward@bedford.in.us

Re: 1617 K Street 1st floor renovation

Brandon,

I have some numbers for you to convert the first floor only of the K Street PD structure to a council chambers. I can write up the final letter of agreement-but first I wanted to get through what our time and costs would be.

Our staff would have around 75-85 hours for the drawings. I would have as architect, 43-53 hours. This would take an amount not to exceed \$15,680.00 Then, the Mechanical engineer for Plumbing, electrical, and HVAC (Fresh air possible for an assembly space to meet code), adds another amount not to exceed \$10,800.00. We should have a line item for an additional \$800.00 for structural work if needed, this amount will not be billed if no structural work is performed.

This then gets us the construction documents for bidding and building permits at the state and local level. Then for bidding and contractor selection, I would have a fee not to exceed \$1,500.00. Any construction administration during the project would be at our hourly rates listed below, and as needed. The construction administration would be only occur upon approval of the Mayor or other designee as requested.

The hourly rates are as follows:


Draftsperson is \$68.00 per hour.

Design architect is \$168.00 per hour.

Associate architect is \$148.00 per hour.

Please let me know what questions you may have for me.

Sincerely,


Doug Bruce, LEED AP, NCARB
President-Architect
Tabor/Bruce Architecture & Design, Inc.

1101 S Walnut St. Bloomington, IN 47401 812-332-6258 www.taborbruce.com

14. Request Acceptance of Amending 2016 Duke Energy Payment Agreement for Downtown Outdoor Street Lighting-Mayor Sam Craig

- Mayor Craig stated that in 2016, Duke Energy installed lighting around the square. The prior administration signed a contract with Duke Energy for a 10-year payment plan for the equipment. Another option was to pay the cost in one lump sum in the amount of \$123,223.11, but that option was not selected.
 - The city was recently contacted by Duke Energy and stated that they had failed to bill the city for the equipment as agreed in the contract.
 - Mayor Craig requested Duke Energy to accept the lump sum amount of \$123,223.11 instead of 10-year payment. They agreed to the lump sum payment.
 - Mayor Craig is requesting the board approve the payment for the equipment which will save the city \$60,000 to \$70,000 compared to the 10-year payment.
- ❖ Judy Carlisle made the motion to approve the paying Duke Energy the lump sum of \$123,223.11.
 - ❖ Charlene Hall seconded the motion.
 - ❖ *All votes were in favor, No one opposed, Approved.*

15. Request for Acceptance of Paternal Leave Policy and Handbook Revision-Pending Council Approval-Denise Henderson

- Denise Henderson stated that the city needs to update the Paternal Leave Policy. Currently, employees are using FMLA and sick leave.
 - The new policy will give paternal leave to non-uniformed employees and uniform police officers 3 days or 24 hours of paid paternal leave. Uniformed firefighters will receive 1 day or 24 hours of paid paternal leave.
 - This is to be taken immediately after birth or adoption of the child for bonding.
 - Any additional days needed, the employee may file for FMLA unpaid or use compensatory time or vacation time.
 - This is a new benefit for employees.
- ❖ Charlene Hall made the motion to approve the Paternal Leave Policy and handbook revision.
 - ❖ Judy Carlisle seconded the motion.
 - ❖ *All votes were in favor, No one opposed, Approved.*

16. Request Approval and Acceptance of CivicPlus Archive Social Service Agreement - Yearly Subscription-\$4,397.40 Ashlynn Bender

- Mayor Craig stated that the agreement has not been received and request it be tabled.
- ❖ Judy Carlisle made a motion to approve the table the agreement.
 - ❖ Charlene Hall seconded the motion.
 - ❖ *All votes were in favor, No one opposed, Approved.*

17. Resolution 7-2024-Approving Advance Purchase-Greg Pittman

- Greg Pittman presented the board with an Advance Purchase Policy for advance purchases based on 5-11-10-1.6(d)(3).
 - The policy is for approval of advance payments to contractors to enable the contractors to purchase materials needed for public works projects that are awarded by the board at a cost of \$50,000 or less. The advanced payment must not exceed fifty percent of the entire cost of the contract.
 - Each city department head will be responsible for seeing the contract and payment follow the policy for their department's contracts.
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- ❖ Charlene Hall made the motion to approve Resolution 7-2024 as presented.
 - ❖ Judy Carlisle seconded the motion.
 - ❖ *All votes were in favor, No one opposed, Approved.*

RESOLUTION NO. 7-2024
A RESOLUTION OF THE CITY OF BEDFORD BOARD OF PUBLIC WORKS AND
SAFETY APPROVING CERTAIN ADVANCE PURCHASES IN ACCORDANCE WITH
INDIANA CODE § 5-11-10-1.6(d)(3)

WHEREAS, the City of Bedford Board of Public Works and Safety of the City of Bedford, Indiana, pursuant to Indiana Code § 5-11-10-1.6(d)(3), wishes to approve advance payments to contractors to enable the contractors to purchase materials needed for public works projects that are awarded by the Board of Public Works and Safety at a cost of \$50,000 or less;

WHEREAS, the City of Bedford Board of Public Works and Safety may state limitations on the dollar amount of advance payments that will be made; and

WHEREAS, the City of Bedford Board of Public Works and Safety of the City of Bedford, Indiana will require documentation relating to making advance payments to contractors for materials.

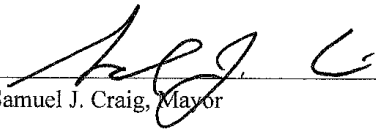
NOW, THEREFORE, BE IT RESOLVED by the City of Bedford Board of Public Works and Safety, as follows:

1. The solicitation for the public works contract providing for advance payment for contractors must include the following information:
 - a. That the City will make advance payments to contractors to enable contractors to purchase materials.
 - b. Any limitations on the amount of advance payments that will be made.
 - c. Requirements for documentation relating to making advance payments to contractors for materials.
 - d. Any other information about advance payment for materials the city considers useful to contractors that make offers.
2. Each advance payment must be recommended and approved by the Mayor or the Mayor's designee who is supervising the public works project.
3. A prepayment invoice shall be created associated with the purchase order.
4. The contractor shall provide the City with insurance, surety bond or letter of credit in the amount of the prepayment.
5. Advance payments may not exceed fifty percent (50%) of the entire cost of the contract.
6. The Clerk-Treasurer shall issue checks or warrants for claims or submit to the proper authority that directly makes payments to the contractor or vendor provided all of the requirements are met.
7. The Clerk-Treasurer does not incur personal liability for disbursements:

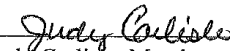
- a. Processed in accordance with this section.
- b. For which funds are appropriated and available.

This resolution shall take effect immediately upon adoption by the Bedford Board of Public Works and Safety. Adopted this 19 day of November, 2024.

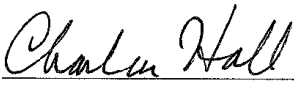
BEDFORD BOARD OF PUBLIC WORKS AND SAFETY



Samuel J. Craig, Mayor

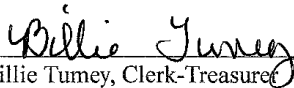


Judy Carlisle, Member



Charlene Hall, Member

ATTEST:



Billie Tumey, Clerk-Treasurer

18. Request Approval and Acceptance of Lochmueller Group Change Order No. 3- Infrastructure Systems-East/West Sewer Project-Increase \$14,961.23-Misty Adams

- Misty Adams presented the board with change order 3 for the East/West Sewer Project.
- The original plans did not include Bedford Heights and Glen Meadows. They decided to include them in the project with a cost of \$14,961.23

- ❖ Judy Carlisle made the motion to approve Change Order 3 from Infrastructure Systems.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

19. Request Approval and Acceptance of Lochmueller Group Change Order No. 2- Spider Creek Lift Station-Misty Adams

- Misty Adams presented the board with Change Order 2 for the Bedford Spider Creek Project.
- PLC Modification- add \$9,070.53
- 4 Inch tank flushing line modification -add \$18,116.94
- Flushing system conduit modification -add \$9,990.04
- 4 Inch odor control system drain addition-add \$21,409.15
- Monorail beam modification-add \$12,923.98
- Install KSB pumps in lieu of Hidrostral pumps-deduct \$23,935.70
- With a total increase of \$47,574.94
- Mayor Craig asked how the labor is monitored. Misty Adams stated that it is by the agreement, there is a set markup allowed. Lochmueller monitors the project.
- The project is on schedule and is scheduled to be completed in December 2025.

- ❖ Charlene Hall made the motion to approve Change Order 2 on the Spider Creek Project.
- ❖ Judy Carlisle seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

20. Request Approval and Acceptance of Contract Agreement with Blue Moose Environmental for Environmental Study on Salvation Army and Old Police Station-Brandon Woodward

- Brandon Woodward requested the board accept an agreement with Blue Moose for the inspection of two buildings for lead in the paint and asbestos.
- One is for the old police station at 1617 K Street which is being renovated for the new council chambers.
- The second building is at 1629 K Street which is to be razed.

- ❖ Charlene Hall made the motion to approve the agreement not to exceed \$1,900 for 1617 K Street.
- ❖ Judy Carlisle seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

- ❖ Charlene Hall made the motion to approve the agreement not to exceed \$1,500 for 1629 K Street.
- ❖ Judy Carlisle seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

21. Request for Approval and Acceptance for the Implementation of Inspection Procedures and Fees Pending Council Approval of Ordinance 21-2024

- Chief Pinnick requested approval of inspection fees pending council approval.
- Currently when an inspection is completed and there are violations, the violations are not always being corrected.
- A fee for not completing the violations found during the fire inspections should help the violations being corrected.

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

22. Approval to Sign Claims

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

23. Discussion- None

24. 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 _____