

Board of Works and Safety

October 21, 2025

6:00 P.M.

Minutes

Call to Order: Mayor Sam Craig

The Board of Public Works and Safety met on October 21, 2025, 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.

Live Streaming VIA Facebook: www.facebook.com/Bedford.in.gov

VIA YOUTUBE: [https://www.youtube.com/@City of Bedford-812/streams](https://www.youtube.com/@CityofBedford-812/streams)

Members Present:

- Mayor Samuel Craig
- Judy Carlisle
- Charlene Hall

Reading of Minutes

September 16, 2025-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.

New Business:

1. Request Approval and Acceptance of Agreement For CPR Training-Denise Henderson

- Denise Henderson requested the board approve an agreement with the Lawrence County Health Department to administer CPR training for City workers. The fee will be \$15 per participant, and a certification card will be issued for each participant that completes the training.

- ❖ Judy Carlisle made the motion to approve the agreement with the Lawrence County Health Department for CPR training,
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

2. Request Approval Of Memorandum Of Understanding Between City Of Bedford And Feral Cat Friends-Trap-Neuter-Return (TNR) Program-David Flinn

- David Flinn stated that the city is proposing a Trap-Neuter-Return program in partnership with Feral Cat Friends and Pets Alive to humanely manage free-roaming cats in our city. Feral Cat Friends will handle citizens requests, trap and transport the cats, and Pets Alive will provide spay/neuter surgeries, vaccinations, and ear-tipping. The City will fund about fifteen or more surgeries per month, more as needed, but not to exceed \$25,000 per year. We're also providing \$2,000 annually to help Feral Cat Friends with overhead costs associated with overseeing the program.
 - Mr. Flinn asks the board to approve the Memorandum of Understanding, which spells out responsibilities, funding and reporting. This program is practical, humane way to care for the cats in our community, reduce nuisance complaints, and help stabilize colonies over time.
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- ❖ Charlene Hall made the motion to approve the MOU with Feral Cat Friends and Pets Alive as presented.
 - ❖ Judy Carlisle seconded the motion.
 - ❖ *All votes were in favor, No one opposed, Approved.*

Memorandum of Understanding

Between the City of Bedford and Feral Cat Friends

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative Trap-Neuter-Return (TNR) program within the City of Bedford (City). The City will provide funding for spay/neuter, vaccination, and ear-tipping services through Pets Alive, while Feral Cat Friends (FCF) will coordinate trapping and transportation. This program is intended to humanely reduce the population of free-roaming cats within city limits.

1. The City shall provide funding for the cost of feline spay/neuter appointments at Pets Alive, including rabies vaccination, basic feline vaccinations, and ear-tipping. The City shall set up an account with Pets Alive and shall pay for services rendered under this program. Total City payments to Pets Alive shall not exceed \$25,000 per calendar year.
2. The City shall also provide FCF \$2,000 per calendar year to assist with other costs associated with the City of Bedford TNR program for felines within Bedford city limits. This payment shall be paid one-half in January and one-half in July, with FCF invoicing the City for said payments in December and June. If FCF is unsure whether an address is within city limits, they can reach out to the Street Commissioner or his/her designee at (812) 279-9222.
3. FCF shall serve as the primary point of contact for citizens requesting TNR services. They shall coordinate humane trapping of stray/feral cats and transport them to Pets Alive for spay/neuter, vaccination and ear tipping, and then return the cats to their original outdoor location upon appropriate post-surgery recovery. Citizens may request services by emailing FCF at communitycatstnr@gmail.com or completing an online trap request form once same is available.
4. FCF shall maintain records of cats trapped, transported, and returned, and provide quarterly reports to the City.

5. FCF shall submit quarterly reports to the City via email to dflinn@bedford.in.gov and dgeorge@bedford.in.gov including:
 - a. Number of cats trapped and transported.
 - b. Number of cats sterilized, vaccinated, and returned.
 - c. General geographic distribution of colonies (no private addresses disclosed).
6. This MOU shall take effect on November 18, 2025 and remain in effect until November 18, 2026 with a year-to-year automatic renewal unless terminated by any party with thirty (30) days' written notice.
 - a. Notice shall be given to the City at 1102 16th Street, Bedford, IN 47421
 - b. Notice shall be given to FCF at communitycatsinc@gmail.com
7. This MOU does not create a legal partnership, joint venture, or employment relationship among the parties. Each party is responsible for its own employees, volunteers, and agents. All services will comply with applicable state and local animal welfare laws.
8. Each party agrees to hold harmless, indemnify, and defend the other parties, their officers, employees, and agents, from and against any and all claims, damages, liabilities, losses, or expenses (including reasonable attorney's fees) arising out of or related to the performance of this MOU, except to the extent caused by the gross negligence or willful misconduct of the party seeking indemnification.

3. SOP-Sick Absence Policy Update-Police Department-Chief Terry Moore

- Chief requested the board approve an update to the Sick Leave Policy for the Police Department.
 - Currently the SOP states: After an absence of three days for illness, a doctor's excuse should be submitted.
 - Amended SOP requested: The Chief of Police or their designee may request that an employee provide a medical leave letter from their licensed healthcare provider.
- ❖ Judy Carlisle made the motion to update the SOP as requested.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

4. Request Acceptance of Information Security Program For City of Bedford-Denise Henderson

- Denise Henderson requested the board approve the Information Security Program for the City
 - The program identifies procedures for the IT program, allows for employee training and identifies key personnel in the event of an IT emergency.
 - Charlene Hall questioned the portion of the program that identifies "Reportable Event Policy". Ms. Henderson stated that in the policy, Ms. Henderson and Brandon Woodward are the DCS for any event.
- ❖ Charlene Hall made the motion to approve Information Security procedure as presented.
- ❖ Judy Carlisle seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

5. Request Approval And Acceptance of Westview Nursing & Rehabilitation Center Agreement For Transportation-TASC Department-Dennis Parsley

- Dennis Parsley requested the board approve the agreement with Westview Nursing and Rehabilitation Center . For many years the City has had an agreement with Westview for emergency transportation of residents due to an unforeseen emergency event.
- The last sentence of the agreement was removed because it required the City to respond within 24 hours of the request. There was concern that the City may not be able to comply with the time listed.
- The goal is to have one or two buses in operation at the same time as two or three buses dedicated to an event that may occur. The buses are 16 passenger buses but can

- hold up to 35 passengers.
- It is unknown how many residents are at Westview Nursing & Rehabilitation Center.
- ❖ Judy Carlisle made the motion to approve the agreement with Westview Nursing & Rehabilitation Center..
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approve*

6. Approval to Sign Claims

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

7. Discussion-

8. Adjourn

- ❖ Judy Carlisle made the motion to adjourn,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one Opposed, Passed, Meeting Adjourned*

Board of Works & Safety 2025

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

Attest: Billie Tumey







