

Board of Works and Safety

November 20, 2023

6:00 P. M.

Minutes

Mayor Craig welcomed the public to the first Facebook Live Board of Works and Safety meeting. He stated that it has been a goal of his for some time. The live meetings are being mandated in 2025, but he decided to begin the process now to give our citizens the opportunity to learn more about the city government and what is taking place. I welcome everyone as the meeting is beginning to start.

Call to Order: Mayor Samuel J. Craig

The Board of Public Works and Safety met on November 20, 2023, at StoneGate Art & Education Center, 931 15th 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

Member Absent:

- Charlene Hall

Reading of Minutes

October 16, 2023-Regular Meeting

- ❖ Judy Carlisle made the motion to approve October 16, 2023, minutes,
- ❖ Mayor Craig seconded the motion,
 - ❖ *All votes were in favor, No one opposed, Passed.*

Old Business:

1. White River Humane Society Proposed Amendments to “Humane Society Agreement”

- ❖ Mayor Craig made the motion to table the agreement that is still be worked out and will need to go to the council before BOW approval.
- ❖ Judy Carlisle seconded the motion,
 - ❖ *All votes were in favor, No one opposed, Approved.*

New Business:

1. Swearing In Ceremony- Officer Stuart Ratcliff

- Mayor Craig swore in Officer Stuart Ratcliff to the Bedford City Police Department.

2. Request Acceptance of New Hire of Firefighter Third Class Clayton D. Evers-Chief Luke Pinnick

- Chief Pinnick reported that Clayton Evers has passed all of his required mental, physical and INPRS requirements and requested the board approve his hiring.
- ❖ Mayor Craig made the motion to approve the hiring of Clayton D. Evers to the Bedford Fire Department.
- ❖ Judy Carlisle seconded the motion,
 - ❖ *All votes were in favor, No one opposed, Approved.*

3. Swearing in Ceremony-Firefighter Clayton D. Evers

- Mayor Craig swore in Firefighter Third Class Clayton D. Evers to the Bedford City Fire Department.

4. Request Approval Of Update Of Policy on Use of Force/Deadly Force-Police Department

- Chief Moore stated that to comply with Indiana Code 5-2-1-1, all Indiana Law Enforcement agencies must adopt a policy that was developed and approved by the Indiana Law Enforcement Training Board. This policy may not be added to, modified, or altered in any way and must be effective no later than January 1, 2024.
- Chief Moore asked the board to approve the policy effective date of December 5, 2023.
- ❖ Judy Carlisle made the motion to approve the policy as presented.
- ❖ Mayor Craig seconded the motion,
 - ❖ *All votes were in favor, No one opposed, Approved.*

5. Request Approval and Acceptance of Mitchell & Stark Construction Inc. Change Order No. 2-State Road 58 Flood Minimization Project -Misty Adams

- The project is now complete, and the change order is a decrease of \$162,444.66.
- ❖ Mayor Criag made the motion to approve the change order as requested,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

6. Request Approval to Submit IFA Pay Application No. 9 for State Road 58 Sewer Project – Misty Adams

- Final invoice in the amount of \$100,718.
- ❖ Judy Carlisle made the motion to approve pay application No. 9,
- ❖ Mayor Craig seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

7. Request Approval and Acceptance of Lochmueller Group Change Order No.6-WWTP Improvements Project- Increase \$241,745.00-Misty Adams

- Misty Adams stated that there were extra funds in the Bond Fund to fund 20-year-old blower.
- \$241745 includes installation and wiring for the blowers.
- ❖ Mayor Craig made the motion to approve change order No 6 as requested,
- ❖ Judy Carlisle seconded the motion,
- All votes were in favor, No one opposed, Approved.*

8. Request Approval And Acceptance of Duke Energy EV Installation Agreement-Ashlynn Bender

- Ashlynn Bender requested approval of the installation of the EV chargers by Duke Energy.
- The site has preapproval, and the installation should be completed by the end of December.
- ❖ Judy Carlisle made the motion to approve the Duke Energy EV Installation Agreement,
- ❖ Mayor Craig seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

9. Request Approval and Acceptance of Renewal of CivicPlus Archival Social Service Agreement-Yearly-Ashlynn Bender

- Ashlynn Bender requested the renewal of the CivicPlus agreement.
- The company organizes the city's recordkeeping on social media for easy access and keeps the city compliant.
- There is an increase in the agreement of \$1,000 for the year.

- ❖ Mayor Craig made the motion to approve request,
- ❖ Judy Carlisle seconded the motion,

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

10. Request Approval and Acceptance of Amending Comcast Phone Contract-City of Bedford Phone System-Mayor Sam Craig

- Mayor Craig requested the board approve amending the Comcast agreement that was approved in the October meeting.
- When reviewing the contract, the amounts had changed from what the original agreement had been quoted.
- Comcast Enterprise Services-Business Voice Edge- Installation from \$649 to \$549 and the monthly charge of \$1,797.55 to \$1,790.70.

- ❖ Judy Carlisle made the motion to approve amending phone contract with Comcast as presented,
- ❖ Mayor Craig seconded the motion,

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

11. Request Approval and Acceptance of GAI Contract Amendment Request No. 1- John Williams & Beech Street Roundabout-\$13,590.00-DES# 1902792-David Flinn

- David Flinn stated the amendment to the GAI contract consists of 3 items.
- Environmental services, road design and utility conditions
- The project is estimated to go to the bidding process in late 2024.

- ❖ Mayor Craig made the motion to approve the contract amendment as presented,
- ❖ Judy Carlisle seconded the motion,

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

12. Request Approval and Acceptance of Promotions-Probationary-Fire Department - Chief Luke Pinnick.

- Toby J. Tincher to Lieutenant
 - Dane N. Fountain to Lieutenant
 - John T. Porter to Lieutenant
 - All promotions have a year's probation.
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- ❖ Judy Carlisle made the motion to approve,
 - ❖ Mayor Craig seconded the motion,
 - ❖ *All votes were in favor, No one opposed, Approved.*

13. SOP Take Home Vehicle-Chief Luke Pinnick

- In the current SOP for take home vehicles, the Assistant Chief is not addressed.
 - The updated policy will include the Assistant Fire Chief for approval of a take home vehicle.
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- ❖ Mayor Criag made the motion to approve request,
 - ❖ Judy Carlisle seconded the motion,
- All votes were in favor, No one opposed, Approved.*

14. Request Approval and Acceptance of TASC Equal Employment Opportunity Policy-Dennis Parsley

- Dennis Parsley stated that INDOT has mandated the personnel policy.
 - The city policy was adapted to the template from INDOT
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- ❖ Judy Carlisle made the motion to approve as policy as presented,
 - ❖ Mayor Craig seconded the motion.
- All votes were in favor, No one opposed, Approved.*

15. Request Approval and Acceptance of Amendment to TASC Drug and Alcohol Testing Policy-Dennis Parsley

- Dennis Parsley stated that the amendment that the board passed in a prior meeting this year has now been incorporated into the entire Drug and Alcohol Testing Policy by the Transit Agency.
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- ❖ Mayor Craig made the motion to approve the policy as presented,
 - ❖ Judy Carlisle seconded the motion,
- All votes were in favor, No one opposed, Approved.*

16. Request Approval and Acceptance of Minor Subdivisions-Brandon Woodward

- Bubba's Pizza -2717 John Williams Blvd-Requested by Jennifer King
- Larry Blackburn-2410 29th Street-Requested by Larry Blackburn.
- Brandon Woodward stated that the two minor subdivisions had a preliminary hearing with the Planning Commission on October 10th with no objections.
- A public hearing by the Planning Commission was held on November 4th with no objections.
- The Planning Commission passed the requests to the BOW for their approval.

- ❖ Judy Carlisle made the motion to approve the new minor subdivision,
- ❖ Mayor Craig seconded the motion,

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

17. Request Acceptance of quote for Sewer Line for Fire Department Headquarters- Chief Luke Pinnick

- SLB Pipe Solutions-\$5,625.00
- Nu-Flow Indy-\$6,785.00
- BLD Services LLC-Did Not Respond.
- Chief Pinnick stated that a year ago, the utility department worked on the sewer line at the main headquarters. They told them that the line needed additional attention that they could not provide.
- Chief Pinnick requested the board accept the lowest quote from SLB Pipe Solutions to complete the necessary repairs.

- ❖ Mayor Craig made the motion to approve the quote from SLB Solutions,
- ❖ Judy Carlisle seconded the motion,

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

18. Request Approval and Acceptance of Paramount Dental Contract-Denise Henderson

- Denise Henderson stated that the city's dental insurance is set to renew.
- The city currently uses Delta Dental, but it had an increase and a one-year agreement.
- A quote from Paramount Dental had a decrease and had a three-year agreement with the same rate.
- The change in dental providers will save the city approximately \$10,000 in the three-year period.

- ❖ Judy Carlisle made the motion to approve the contract with Paramount Dental,
- ❖ Mayor Craig seconded the motion,

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

**19. Request Approval and Acceptance of IVY TECH Statement of Work Agreement-
Denise Henderson**

- Denise Henderson stated that Ivy Tech can be contracted to provide proper training to city department heads and managers.
- Training will provide city workers with proper training in best practices in dealing with issues and the public.
- A 5-hour training session will be \$1,000 which includes travel for the trainer.

- ❖ Mayor Craig made the motion to approve the agreement with IVY TECH,
- ❖ Judy Carlisle seconded the motion,

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

**20. Request Acceptance of Staublin Technology Services inc. Quote for Installation of
Fire Alarm System at City Hall (\$4,965) And Invoice 23706 For Monthly Fire Alarm
System Monitoring Fee (\$25)-Brandon Woodward**

- Brandon Woodward stated that the city needs to install a fire alarm system for City Hall.
- A current vendor, Staublin Technology Services, is used by the city for reporting and uses the Keltron System in the police department.

- ❖ Judy Carlisle made the motion to approve the quote as presented,
- ❖ Mayor Craig seconded the motion,

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

**21. Request Approval of Road Closures and Reserving Parallel Parking Spaces for the
December 2nd Christmas Parade-Sarah Turpen**

- Sarah Turpen addressed the board and stated that the Christmas Parade is December 2nd and the following road closures are needed for vendor setups and parade lineup and parade activities.
- Closing J Street Between 16th Street and 15th Street From 7:00 A.M. To 8:00P.M.
- Closing M Street Between 12th Street and 15th Street From 3:00P.M. to 6:00P.M..
- Closing 15th Street Between M Street and O Street From 3:00P.M. to 6:00P.M..
- Closing 16th Street and 15th Street Between M Street and I Street From 5:30P.M. to 7:30P.M.
- Reserving Three (3) Temporary Parallel Parking Spaces-16th Street East Of I Street Intersection (Late Friday, December 1st or Early Saturday, December 2nd)

- ❖ Mayor Craig made the motion to approve the road closures as presented,
- ❖ Judy Carlisle seconded the motion,

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

22. SOP-Amended-Police Department Holidays-Denise Henderson

- Denise Henderson stated the current SOP for the police department for the use of holidays state that they must use the holidays by the end of the year.
- This is difficult to enforce because of the many holidays in November and December.
- Amending the SOP would allow the department employees to carry-over holidays until February 28th would be beneficial to the department.

- ❖ Judy Carlisle made the motion to approve the amendment as presented,
- ❖ Mayor Craig seconded the motion,

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

23. Request Approval and Acceptance Of Engagement Letter-Between City of Bedford and Baker Tilly-Municipal Sewage works 2024-Revenue Bonds (SRF)-Misty Adams

- Misty Adams stated that Spider Creek Project and East West Sewer Storage will be issuing a bond for the project in 2024.
- Baker Tilly will be used for the financial statements for the bond.

- ❖ Mayor Craig made the motion to approve the engagement letter with Baker Tilly,
- ❖ Judy Carlisle seconded the motion,

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

24. Request Approval and Acceptance Of Engagement Letter-Between City of Bedford and Bose McKinney & Evans-Municipal Sewage works 2024-Revenue Bonds (SRF)-Misty Adams

- Misty Adams stated that Bose McKinney & Evans would serve as bond council from the above-mentioned bond if approved by the board.

- ❖ Judy Carlisle made the motion to approve the engagement letter with Bose McKinney & Evans,
- ❖ Mayor Craig seconded the motion,

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

25. Request Acceptance of Fire Inspector Appointment-Lieutenant Shane S. Nolan-Chief Luke Pinnick

- Chief Pinnick ask for board approval of his appointment of Shane Nolan as Fire Inspector.

- ❖ Mayor Craig made the motion to approve the appointment as requested.
- ❖ Judy Carlilse seconded the motion,

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

26. Request Acceptance of Sergeant Toby Gerkin Return from Administrative Leave- Chief Terry Moore.

- Chief Moore requested approval of Sergeant Gerkin return to duty after administrative leave.
- Leave began on September 28th, and he returned to duty on October 31st.
- He has passed medical clearances.

- ❖ Mayor Craig made the motion to approve the policy update as presented.
- ❖ Judy Carlisle seconded the motion,

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

27. Approval to Sign Claims

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

28. Discussion

- None.

29. Adjourn

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

Board of Works & Safety 2023

- *Samuel J. Craig, Mayor* _____

- *Judy Carlisle* _____

- *Charlene Hall* _____

Attest: Billie Tumeey
