

Board of Works and Safety

May 20, 2025

6:00 P.M.

Minutes

Call to Order: Mayor Sam Craig

The Board of Public Works and Safety met on May 20, 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.

Members Present:

- Mayor Samuel Craig
- Judy Carlisle
- Charlene Hall

Reading of Minutes

April 15, 2025-Regular Meeting

April 22, 2025-Special Meeting

April 22, 2025-Executive Session Adoption of Memorandum

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

New Business:

1. Receiving And Opening of Bids For Concrete Restoration -Restoring City Street and Alleys Due to Infrastructure Repair and Related Work Through December 31st -Misty Adams

- Misty Adams stated that on May 3rd and 10th advertisement for concrete restoration bids were in the Times Mail. On May 8th eleven contracts were emailed the bid information.
- Attorney Greg Pittman opened three bids that were received.
- Travis Harrison-\$6.00 per square foot
- Marlow Concrete LLC-\$13.00 per square foot.
- SMS Concrete LLC-\$80.00 per square foot.

- Misty Adams reviewed the bids and stated that Travis Harrison bid was the lowest bid. He provided a bank letter as his financial statement.
- Mr. Pittman recommended that the bids be tabled and have a special meeting to review the regulations on the financial statement.

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

2. Request Approval and Acceptance of CFC Cyber Liability Policy Renewal-Brandon Woodward

- Cyber Liability Option-No Deductible-Total Premium \$27,398.25
- Cyber Liability Option-\$25,000 Deductible-Total Premium \$22,960
- Brandon Woodward received the quotes for the Cyber Liability Insurance. Mr. Woodward recommended the Board approve the option with the \$25,000 deductible due to the history of the city's risk.
- A question about taxes listed on the quote was raised. The taxes will be removed from the quote if it is not applicable to the city.

- ❖ Judy Carlilse made the motion to approve the \$22,960 dependent on the tax question.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

3. Request Code Enforcement Approval of Chapter 90: Abandoned Vehicles of City Ordinance Under Definition of "Officer" --Chief Terry Moore

- Chief Moore addressed the Board and explained that in the Code Enforcement Ordinance, Chapter 90: Abandoned Vehicles of the city ordinance under the definition of "Officer" states that a member of the City Police Department, the Chief of Police or the Chief of Police's designee can enforce this Chapter.
- Chief Moore proposes that the City Planning and Zoning Director or his/her designee have the authority to tag "vehicles" as described in the chapter. The Bedford Police Department will continue to tow required vehicles after being tagged by the Planning and Zoning Director or designee.
- The police will proceed with the tow after the vehicle is tagged by the Planning and Zoning Department. Currently when the Planning and Zoning Department are at a residence dealing with high weeds, trash or other ordinance violations, they contact the police to tag a vehicle. This will eliminate that step. Police can continue to tag vehicles if necessary.

- ❖ Charlene Hall made the motion to approve the Zoning and Planning Director or designee to tag vehicles to be towed.
- ❖ Judy Carlisle seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

4. Request Approval and Acceptance of Minor Subdivision-First Church of God-3131 West 16th Street-Kevin Jones

- Kevin Jones addressed the Board and explained that he received a request from the Trustees of the First Church of God to do a minor subdivision for the property at 3131 W. 16th Street. They are requesting to divide one of their parcels into two separate parcels. Starbucks has agreed to purchase .59+/- acres of a 2.29-acre parcel for purpose of reconfiguring their drive thru area to help alleviated traffic backup on 16th St.
- On April 8, 2025, a preliminary hearing was held with the Planning Commission for the request. The request was approved and moved to public hearing.
- Prior to the public hearing public notices were sent out to adjoining property owners and advertised.
- On May 13, 2025, a Public Hearing was held with the Planning Commission for the request. No concerns or objections were heard form the public or adjoining property owners, and the Commission approved the request sending it to the Board of Works.
- ❖ Judy Carlisle made the motion to approve the request for the minor subdivision.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

5. SOP 206-Amended Multi-Gas Detector-Chief Luke Pinnick

- Chief Pinnick addressed the Board and requested that they approve an amendment to the Multi-Gas Detector SOP.
- When reviewing SOP 206, they saw the need to add that detectors must be calibrated by manufacturers' recommendations.
- ❖ Charlene Hall made the motion to amend SOP 206 to include the detectors must be calibrated by the manufacturer's recommendation.
- ❖ Judy Carlisle seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

6. SOP 501-Amended-Use of Knox Box Master Keys-Chief Luke Pinnick

- Chief Pinnick addressed the Board and requested the they approve an amendment to the Knox Box SOP.
- When reviewing SOP 501, it was noticed that vehicles listed had changed. The amendment will add the current vehicles at the department.

- ❖ Judy Carlisle made the motion to approve the amendment to the vehicle list on SOP 501.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

7. Request Acceptance of Promotion-Police Department-Chief Terry Moore

- Detective Sergeant Justin Dodd to Detective Captain
- Chief Moore addressed the Board and explained that there is an open captain's spot in the detective division after Captain Max Uebelhoer returned to patrol.
- Sergeant Justin Dodd transferred from patrol to fill the open detective position and has performed to the department standards.
- With the Boards approval, Chief Moore would like to promote Detective Sergeant Dodd to Detective Captain on a six-month probation period.

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

8. Request Approval of Using Unrestricted Opioid Funds for Purchase of Fire Department Pick up Truck Pending Approval of Common Council-Chief Luke Pinnick

- Chief Pinnick addressed the Board and requested approval to purchase a vehicle to replace the Deputy Chiefs vehicle, pending Common Councils approval of funds from the unrestricted opioid fund.
- Three quotes from three local dealerships were obtained, with the lowest of those being from Hubler Chevrolet.
- The quote is for a 2025 Chevy Silverado for \$42,865. The department will be trading in the Deputy Chiefs current vehicle for \$14,000, making the final purchase price \$28,865.

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

9. Request Approval and Acceptance of Vendor for City's Website-Sarah Turpen

- Sarah Turpen addressed the Board and stated the she and her predecessor have been researching new websites for the city. The one that fits the shared vision is Signature Web Creation.
- The cost is \$8,500 (with 50% due up front) \$250 annual fee and \$150 monthly.
- Mayor Craig stated this is something we have been working on for some time. The current webpage is lacking in information on economic development and other professional services. We are eager to get started.
- The fee may be prorated for the year to get started.

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

10. Request Approval and Acceptance of Recommended Quote-Specific Catch Basins, Tops, Grates or Inlets Adjustment, Repair or Replavement-Misty Adams

- Misty Adams addressed the Board and stated that on May 8th and 12th she emailed twelve contractors with a Notice to Quote on specific catch basins, tops, grates or inlet adjustment, repair or replacement.
- A mandatory pre-quote meeting was held on Thursday, May 15th at the Water Treatment Plant at 9am to tour the specific projects. Failure to attend the pre-quote meeting will disqualify the Quoter. Two contractors attended the meeting, Marlow Concrete and Gilland Excavating.
- Only one quote was received from Marlow Concrete LLC in the amount of \$14,100.

- ❖ Judy Carlisle made the motion to approve the quote from Marlow Concrete LLC in the amount of \$14,100.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

11. Request Approval and Acceptance of Recommended Quote-Sidewalk and Tunnel Repair at Water Treatment Plant-Misty Adams

- Misty Adams addressed the Board and stated that on May 8th and 12th she emailed twelve contractors with a Notice to Quote on specific sidewalk and tunnel repair at Water Treatment Plant.
- A mandatory pre-quote meeting was held on Thursday, May 15th at the Water Treatment Plant at 9am to tour the specific projects. Failure to attend the pre-quote meeting will disqualify the Quoter. Two contractors attended the meeting, Marlow Concrete and Gilland Excavating.
- Only one quote was received from Marlow Concrete LLC in the amount of \$9,338.

- ❖ Charlene Hall made the motion to approve the quote from Marlow Concrete LLC in the amount of \$9,338.
- ❖ Judy Carlisle seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

12. Request Approval and Acceptance of Recommended Quote-Culvert Repair-U Street Channel Between Q Street and R Street -Misty Adams

- Misty Adams addressed the Board and stated that on May 8th and 12th she emailed twelve contractors with a Notice to Quote on culvert repair U Street channel between Q St and R St.
- A mandatory pre-quote meeting was held on Thursday, May 15th at the Water Treatment Plant at 9am to tour the specific projects. Failure to attend the pre-quote meeting will disqualify the Quoter. Two contractors attended the meeting, Marlow Concrete and Gilland Excavating.
- Only one quote was received from Marlow Concrete LLC in the amount of \$14,939.

- ❖ Judy Carlisle made the motion to approve the quote from Marlow Concrete LLC in the amount of \$14,939.
- ❖ Charlene Hall seconded the motion.
- ❖ *All votes were in favor, No one opposed, Approved.*

13. 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.*

14. Discussion- None

15. 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
