



Regular Council Meeting

A G E N D A

September 14, 2021

7:00 p.m.

Administrative

Approval of Minutes
Report of Town Manager
Appearances before Council
Council Comments
Report of Council Committees
Revisions to Agenda

Public Hearings

Consent Agenda (roll call)

- 1-PW-6-1-1--9-14 Request to Close Streets – Liberty High School Homecoming Parade – Liberty High School Student Council Association
- 2-PW-6-1-1--9-14 Request to Close Street – Box Car Derby

Old Business

New Business

- 3-CC-15-1-9-14 Phase II Gateway Sign Installation (roll call)
- 4-CC-15-1-9-14 Memorial to Ed Wennerstrom at Liberty Lake Park (roll call)

Adjourn meeting until September 21, 2021, at 3:30 p.m. for
Conflict of Interest training

Citizens may watch the meeting in real time via the Town of Bedford Live
Stream website: <https://www.bedfordva.gov/1356/Live-Stream>

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Request to Close Streets – Liberty High School Homecoming Parade - Liberty High School Student Council Association

DATE OF COUNCIL MEETING: September 14, 2021

DATE: September 8, 2021

PRESENTATION:

Liberty High School Student Council Association is requesting that Council authorize the closing of the following streets for the Liberty High School Homecoming Parade on October 14, 2021. The parade is scheduled for 6:00 p.m.

College Street, Peaks Street, Bridge Street and right onto Main Street

They will notify the Fire Department, Police Department and Bedford County Fire & Rescue of the street closings. The residents of the affected streets will also be notified and will have ingress and egress to their homes.

ACTION REQUESTED:

Town Council is requested to close the above streets for Liberty High School's Homecoming Parade on October 14, 2021, at 6:00 p.m.

		YES	NO	OTHER	<u>ROUTING</u>	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	HAILEY	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	HARTWICK	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	JOHANNESSEN	()	()	()	ENGINEERING ()	OTHER _____ ()
DEFERRED TO: _____	RUSH	()	()	()	FINANCE ()	
	SHOEN	()	()	()	FIRE DEPT. ()	
	STANLEY	()	()	()	H.R. ()	

Temporary Road Closure Permit/Facility Use Application

Accepted by: D.W.L
Date Rcvd: 8-30-2021

Contact Information

Name: Susannah Allen advisor-Jeanne Wilks
Company: Liberty HS Student Council
Mailing Address: 100 Liberty Minutemen drive

Phone: 434-664-5154
Email: ~~Susannah~~ Susannahallen70@gmail.com
City, Zip: Bedford, 24523

Application Information

Physical Address/Location of Event: College Street, Peaks, Bridge, right onto Main

Description of Event: Parade for homecoming floats & clubs at LHS.

Dates and Times of Event: October 14, 2021 6:00pm

Special Conditions (check all that apply)

- | | | | |
|-----------------------------------|--|---|--|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Inflatables | <input checked="" type="checkbox"/> Signs/Banners | <input type="checkbox"/> Use of Sidewalk |
| <input type="checkbox"/> Food | <input type="checkbox"/> Mechanical Rides | <input checked="" type="checkbox"/> Amplified Sound | <input type="checkbox"/> Tents |
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Town Parking lots | <input checked="" type="checkbox"/> Closing Streets | <input type="checkbox"/> Run/5K |

INDEMNITY: Applicant agrees to defend and indemnify the Town, its officers, agents and employees from all claims of every kind including all costs of defense arising out of, or which would not have occurred but for Applicant's use of the facilities licensed herein. Applicant accepts the facilities (and equipment, if applicable) in "as is" condition. Applicants shall be responsible for proper conduct of any and all persons attending the Event. By my signature on this form, I hereby confirm that the information provided above is accurate.

Applicant's Signature: Susannah Allen [Signature] Date: Aug 30, 2021
Return completed application to Town of Bedford Public Works, 702 Orange St Bedford, VA. For more information call 540.587.6081.

- | | |
|--|---|
| <input type="checkbox"/> Public Works | <input type="checkbox"/> Building Inspections |
| <input checked="" type="checkbox"/> Police Dept. | <input type="checkbox"/> Admin |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> Health Dept. |

Approved Denied
Comments:

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Request to Close Street – Box Car Derby

DATE OF COUNCIL MEETING: September 14, 2021

DATE: September 8, 2021

PRESENTATION:

Ms. Jennifer Overstreet, who owns Overstreet Cities Service, is requesting to host a Box Car Derby on October 1, 2022, and close South Bridge Street from the Centertown Clock to the Bedford County School Board office for the event. She is requesting approval for a time frame between 11:00 a.m. to allow for set up time; race times to begin at 1:00 p.m. and run through 6:00 p.m. and then allow for breakdown and clean-up until 8:00 p.m.

The Derby is a fun event where parents can work with their children to build a box car. She is planning to identify a local charity and give 90% of the proceeds towards the charity.

They will notify the Fire Department, Police Department and Bedford County Fire & Rescue of the street closings. The residents of the affected streets will also be notified and will have ingress and egress to their homes.

ACTION REQUESTED:

Town Council is requested to approve the closing of South Bridge Street on October 1, 2022, for a Box Car Derby with time as noted above.

		YES	NO	OTHER	ROUTING	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	HAILEY	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	HARTWICK	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	JOHANNESSEN	()	()	()	ENGINEERING ()	OTHER _____ ()
DEFERRED TO:	RUSH	()	()	()	FINANCE ()	
_____	SHOEN	()	()	()	FIRE DEPT. ()	
	STANLEY	()	()	()	H.R. ()	

Overstreet's Cities Ser. Inc.
301 South St.
Bedford, VA 24568

September 7th, 2021

To Whom it May Concern:

My name is Jennifer Overstreet. I am not a town resident, however, I do own a business in town. My family has a long established business with Overstreet Cities Service.

I am requesting to host a Box Car Derby event on the first Saturday of October 2022. I am requesting approval for a time frame between 11:00AM to allow for set up time; race times to begin at 1:00pm and run through 6:00pm and then allow for breakdown and clean up until 8:00pm.

If that interferes with the annual Centerfest festival, the date can be changed.

I requesting host the Derby as a fun event where parents can work with their children to build a box car. I am also planning to identify a local charity and give the 90% of the proceeds towards the charity.

I hope this request finds you well and I look forward to talking with you all in depth about this possible future event.

Thank you,

Jennifer Overstreet

540-425-4080 OverstreetCSInc@gmail.com

Temporary Road Closure Permit Application

Accepted by: DWL
Date Rcvd: 9-7-2021

Contact Information

Name: Jennifer Overstreet
Company: Overstreet City Service, Inc
Address: 301 South Street, Bedford, VA

Phone: (540-586-9487)
Email: OverstreetCSInc@gmail.com
City, Zip: Bedford, VA 24523

Application Information

Description of Event: Box Car Derby

Dates and Times of Event: October 1st, 2022

Special Conditions (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Festival | <input checked="" type="checkbox"/> Signs/Banners | <input checked="" type="checkbox"/> Use of Sidewalk |
| <input checked="" type="checkbox"/> Food | <input type="checkbox"/> Amplified Sound | <input checked="" type="checkbox"/> Tents |
| <input checked="" type="checkbox"/> Alcohol
NA
NOV | <input checked="" type="checkbox"/> Closing Streets | <input type="checkbox"/> Run/5K |

INDEMNITY: Applicant agrees to defend and indemnify the Town, its officers, agents and employees from all claims of every kind including all costs of defense arising out of, or which would not have occurred but for Applicant's use of the facilities licensed herein. Applicant accepts the facilities (and equipment, if applicable) in "as is" condition. Applicants shall be responsible for proper conduct of any and all persons attending the Event. By my signature on this form, I hereby confirm that the information provided above is accurate.

Applicant's Signature: [Signature] Date: 9/7/2021
Return completed application to Town of Bedford, 215 E. Main St Bedford, VA. For more information call 540.587.6001.

Temporary Road Closure Permit and Application Instructions

A Temporary Road Closure Permit is required for all outdoor special events that require the closure of a public road as part of the event.

For a Temporary Road Closure Permit, please submit the following to the Town of Bedford at least 30 days prior to the event:

- A completed application form
 - A map or site plan of the location and event (may be hand drawn)
 - A copy of an ABC license if alcohol will be served
 - Attach a cover letter describing your event
 - Payment for permit (\$100)
 - If the event will be held on public (Town) property, a certificate of insurance listing the Town as a certificate holder (not as additional insured)
-

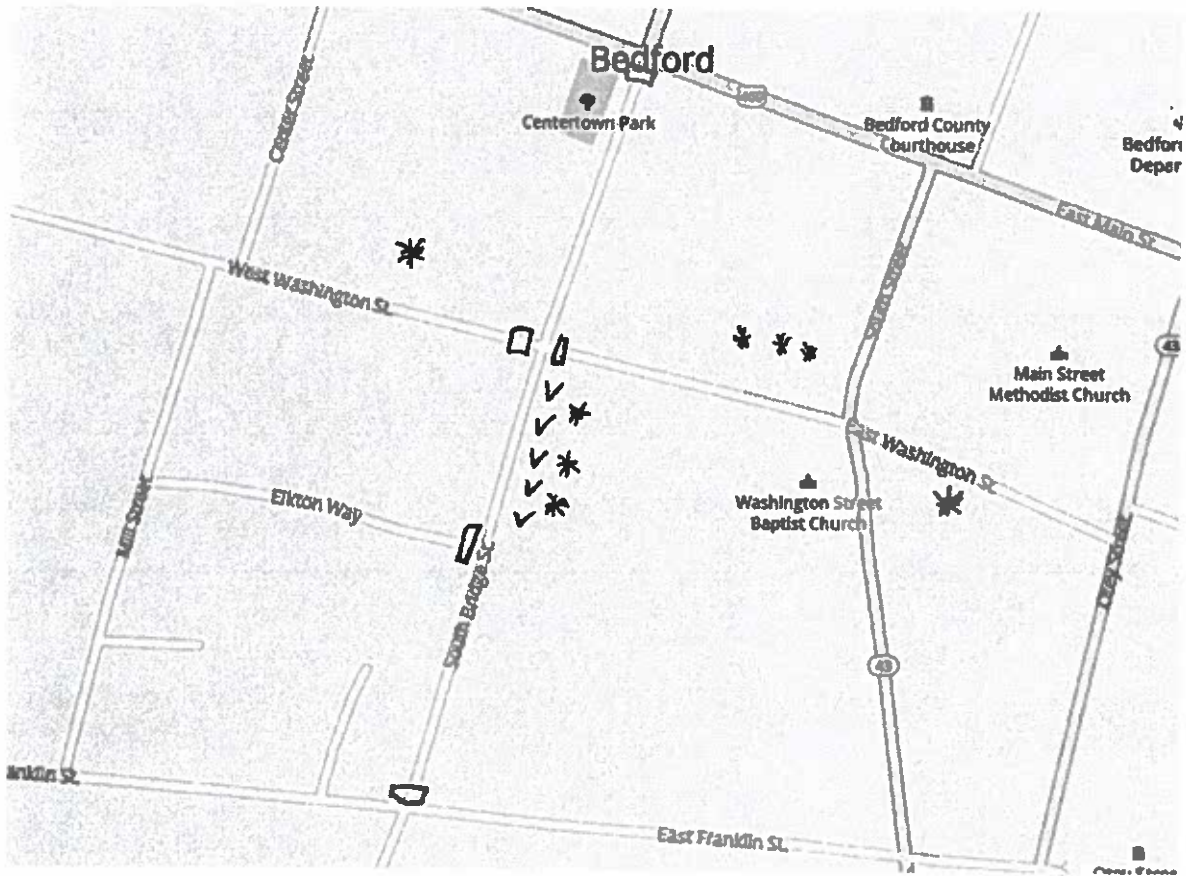
Potential Conditions of Temporary Road Closure Permits

After event, return site to its original condition

Leave sufficient room on sidewalk for pedestrian traffic

Make sure any tent is securely fastened and safe

Electrical service: For any use that requires electrical service, a safety inspection by the Town's Building Inspector must be completed prior to the start of the event.

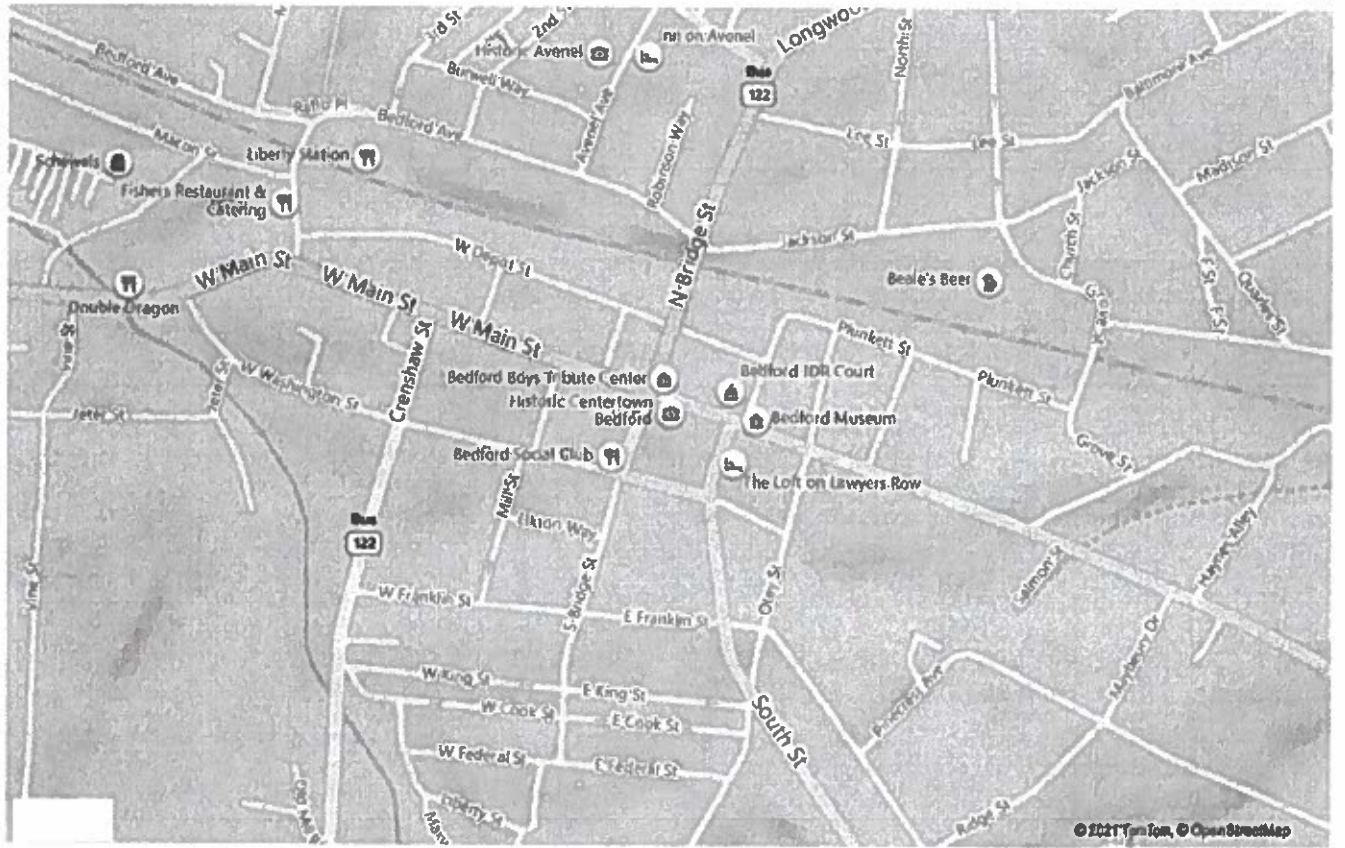


□ - road block/closure

* - parking

∨ - vendor parking

Bedford, VA



Data from: Wikipedia · Census



CERTIFICATE OF GARAGE INSURANCE

DATE (MM/DD/YYYY)
06/24/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Scott & Bond, Inc. P.O. Box 125 Bedford VA 24523	CONTACT NAME: John A Bond PHONE (A/C No. Ext): (540) 586-3131 E-MAIL ADDRESS: jbond@scottandbond.com	FAX (A/C No.): (540) 586-4015
	INSURER(S) AFFORDING COVERAGE	
INSURED Overstreet's Cities Service, Inc. 301 South Street Bedford VA 24523	INSURER A: Auto-Owners Insurance Company	
	INSURER B: Owners Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES PROD / CUSTOMER ID1886 CERTIFICATE #: REVISION #:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD INSD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS USED IN GARAGE BUSINESS		48-303-328-01	02/15/2021	02/15/2022	AUTO ONLY (Ea accident) \$ 1,000,000 OTHER THAN AUTO ONLY EA ACCIDENT \$ AGGREGATE \$
A	<input type="checkbox"/> GARAGE KEEPERS LIABILITY <input type="checkbox"/> LEGAL LIABILITY <input checked="" type="checkbox"/> DIRECT BASIS <input checked="" type="checkbox"/> PRIMARY <input type="checkbox"/> EXCESS		48-303-328-01	02/15/2021	02/15/2022	<input checked="" type="checkbox"/> COMP/OTC SPECIFIED PERILS LOC \$ 150,000 <input checked="" type="checkbox"/> COLLISION LOC \$ 150,000 LOC \$
A	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		43303328	02/15/2021	02/15/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under REMARKS below	Y/N N/A	43017918	02/15/2021	02/15/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 100,000 E L DISEASE - EA EMPLOYEE \$ 100,000 E L DISEASE - POLICY LIMIT \$ 500,000

REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Town of Bedford 215 E. Main Street Bedford, VA 24523	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>John A. Bond</i> <JAB>
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**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Phase II Gateway Sign Installation

DATE OF COUNCIL MEETING: September 14, 2021

DATE: September 10, 2021

PRESENTATION:

Based on prior discussions and direction from Council, staff has developed a proposal for Phase II of the Gateway Signs as follows:

1. The design, size, and appearance for these particular signs will be in accordance with the sample on display at the September 14, 2021 Council meeting;
2. These signs will be posted at the "secondary" entrances to Town along all routes designated as state routes (specifically Routes 122, 221, and 43) at the discretion of Council;
3. It is not anticipated that any of the signs will be artificially illuminated; and
4. The Building Official has issued a current estimated cost for each sign at approximately \$1,600. This does not include additional expense related to brick bases and footings (which would be approximately \$2,500 for each sign) or the cost of obtaining easements on private property (where that may be necessary).

ACTION REQUESTED:

Town Council is requested to authorize the installation of Phase II Gateway Signs at specific locations under the parameters recommended by staff.

		YES	NO	OTHER	ROUTING	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	HAILEY	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	HARTWICK	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	JOHANNESSEN	()	()	()	ENGINEERING ()	OTHER _____ ()
DEFERRED TO:	RUSH	()	()	()	FINANCE ()	
_____	SHOEN	()	()	()	FIRE DEPT. ()	
	STANLEY	()	()	()	H.R. ()	

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Memorial to Ed Wennerstrom at Liberty Lake Park

DATE OF COUNCIL MEETING: September 14, 2021

DATE: September 10, 2021

PRESENTATION:

The Bedford Rotary Club has submitted a request to honor the memory of Mr. Ed Wennerstrom by naming the press box at the main baseball/athletic field at Liberty Lake Park for him. Mr. Wennerstrom passed away several months ago. According to the club the press box was built with a grant from Rotary International. Mr. Wennerstrom was the individual who designed it, secured the materials, organized the work force, and was the lead carpenter for the project.

ACTION REQUESTED:

Town Council is requested to designate the press box at the main baseball/athletic field at Liberty Lake Park as the "Ed Wennerstrom Memorial Press Box."

		YES	NO	OTHER	<u>ROUTING</u>	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	HAILEY	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	HARTWICK	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	JOHANNESSEN	()	()	()	ENGINEERING ()	OTHER _____ ()
DEFERRED TO:	RUSH	()	()	()	FINANCE ()	
_____	SHOEN	()	()	()	FIRE DEPT. ()	
	STANLEY	()	()	()	H.R. ()	