



Regular Council Meeting
A G E N D A

October 11, 2022

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

- 1-PW-6-1-1-10-11 Request to Close Streets – YMCA’s Annual Peaks Otter Christmas
Classic Foot Race – Bedford Area Family YMCA
- 2-PW-6-1-1-10-11 Request to Close Street – Christmas in Centertown and Tree Lighting

Old Business

New Business

- 3-PW-17-1-10-11 Memorandum of Understanding - Bays Trash Removal, Inc. (roll call)
- 4-P/CD-13-1-10-11 Resolution - CDBG “Hilltop Community Revitalization Project” Housing Grant –
Revised Documents (roll call)

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 - YMCA's Annual Peaks Otter Christmas Classic Foot Race - Bedford Area Family YMCA

DATE OF COUNCIL MEETING: October 11, 2022

DATE: October 4, 2022

PRESENTATION:

The Bedford Area Family YMCA is requesting permission to hold the 43rd YMCA's Annual Peaks Otter Christmas Classic Foot Race on Saturday, December 3, 2022, and to close the following streets:

The 5K course will start at the Bedford Baptist Church. Starting at the exit, enter across Oakwood St. and turn left then continue on Oakwood, turn right on Longwood, then right onto Hampton Ridge, left turn on Locust St. then left onto Elm St., right turn back on Longwood Ave., turn right into Old Bedford Middle School parking lot, across parking lot then turn right onto Peaks St., right onto Whitfield Dr., right on Oakwood St., cross over Oakwood St and back into the exit of Bedford Baptist Church. They are also requesting the use of Newton Cir. as part of the Kids Fun Run 1 mile.

They are requesting that the right lane of traffic be closed off using cones beginning at Longwood Baptist Church, and continuing to Elm Street on Longwood. This will provide our participants with an extra margin of safety on Longwood Street. This road will need to be coned off for the inside line to be used for participants from 7:30am- 11:00am.

The race start time will remain the same in years past, 8:30 a.m. with approximately 500 runners participating. A letter will be sent to the residents of that area.

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 the above streets for the 43rd YMCA's Annual Peaks Otter Christmas Classic Foot Race from 7:30 a.m. to 11:00 a.m. on December 3, 2022.

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

BEDFORD AREA FAMILY YMCA

6162

Vendor: Town of Bedford

Payee: Town of Bedford

Date: 09/08/2022

Account:

Date Invoice

Description

PO Number

Amount

09/08/2022

100.00

Check Amount

100.00

the Y **BEDFORD AREA FAMILY YMCA** **6162**
P.O. BOX 1026
BEDFORD, VA 24523
(540) 586-3483

BANK OF THE JAMES
LYNCHBURG, VA 24504
68-901/514

PAY **DATE** **AMOUNT**
Town of Bedford 09/08/2022 100.00
One hundred and 00/100
Town of Bedford
Bedford, VA 24523

TO THE ORDER OF

AUTHORIZED SIGNATURE

Security Features. Details on back.

⑆006 16 21⑆ ⑆05 14090 16⑆080 100000060 7 1⑆

Temporary Road Closure Permit/Facility Use Application

Accepted by: _____
Date Rcvd: _____

Contact Information

Name: JOSHUA RANES
Company: Bedford Area Family YMCA
Address: 1111 TURNPIKE RD

Phone: 540-586-7483
Email: jdranesymca@gmail.com
City, Zip: Bedford, VA

Application Information

Description of Event: 5K Run/Walk and 1 mile kids run

Dates and Times of Event: Dec. 3, 2022 / 8:30 AM

Special Conditions (check all that apply)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Inflatables | <input checked="" type="checkbox"/> Signs/Banners | <input checked="" type="checkbox"/> Use of Sidewalk |
| <input checked="" 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 checked="" 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: 09-07-2022

Return completed application to Town of Bedford Public Works, 702 Orange St Bedford, VA. For more information call 540.587.6081.

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

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Comments:	

Temporary Road Closure Permit and Town Property/Facility Use Application Instructions

A Temporary Road Closure and Town Property/Facility Use 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 and Property/Facility Use Permit, please submit the following to the Town of Bedford at least 30 days prior to the event:

- A completed application form
 - A Facility use agreement
 - A map or site plan of the location and event (may be hand drawn)
 - Map must show location of Food Vendors, Vendors, Bathrooms, Trash Receptacles, & Rides
 - A copy of an ABC license if alcohol will be served
 - Health Department permit if required for food service
 - If inflatables or mechanical rides are being used a building permit is required
 - Tent(s) may require a building permit depending on size or arrangement
 - 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.

Food Service: Must be inspected and approved by the Health Department prior to the event.

Inflatable or Mechanical rides: Must be inspected and approved prior to the event.



We build strong kids, strong families, strong communities.

Executive Director
Mary Jo Boone

Mr. Bart Warner
Town Manager, Bedford City
P.O. Box 807
Bedford, VA.
24523

Sep. 7, 2022

Dear Mr. Warner,

I would like request permission to conduct the 43rd YMCA's Annual Peaks Otter Christmas Classic foot race. The course will be the downtown loop, which is the same as in years.

The 5K course will start at the Bedford Baptist Church. Starting at the exit, enter across Oakwood St. and turn left then continue on Oakwood, turn right on Longwood, then right onto Hampton Ridge, left turn on Locust St. then left onto Elm St., right turn back on Longwood Ave., turn right into Old Bedford Middle School parking lot, across parking lot then turn right onto Peaks St., right onto Witfield Dr., right on Oakwood St., cross over Oakwood St and back into the exit of Bedford Baptist Church. I am also requesting the use of Newton Cir. as part of the Kids Fun Run 1 mile.

I would like to request that the right lane of traffic be closed off using cones beginning at Longwood Baptist Church, and continuing to Elm Street on Longwood. This will provide our participants with an extra margin of safety on Longwood Street. This road will need to be coned off for the inside line to be used for participants from 7:30am- 11:00am.

The Date for this is Saturday, December 3, 2022. The race start time will remain the same in years past, 8:30 AM with approximately 500 runners participating. Also a letter will be sent to the residents of that area. I have enclosed the letter and a racecourse map.

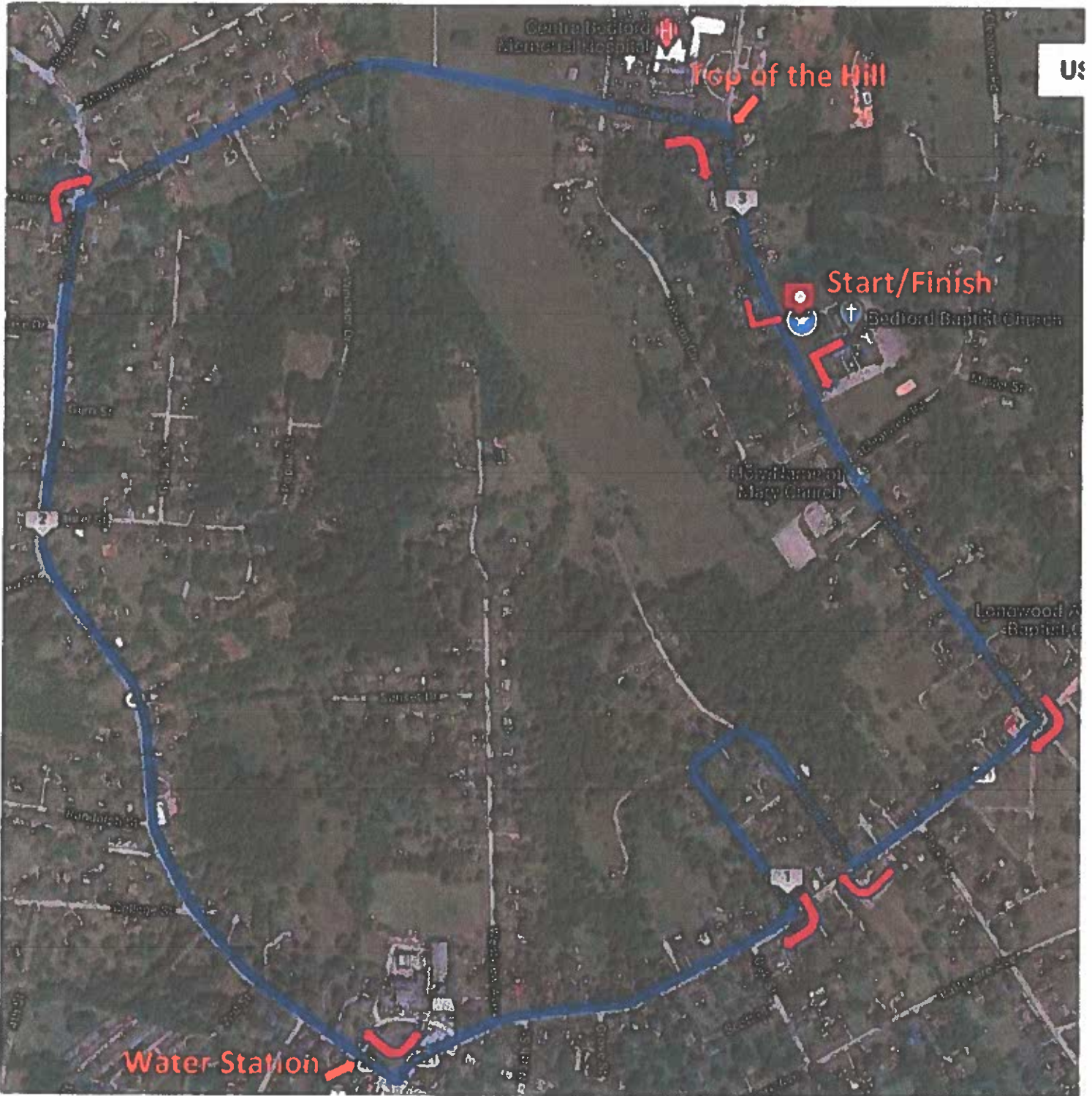
Sincerely,

Joshua D. Ranes
Race Director
Bedford Area YMCA
540-586-3483



Bedford Area Family YMCA
1111 Turnpike Rd., P.O. Box 1026, Bedford, VA 24523
540 586-3483 Fax: 540 587-5310

Christmas Classic 5K Course



Peaks Junior 1 mile



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

ITEM: Request to Close Street – Christmas in Centertown and Tree Lighting

DATE OF COUNCIL MEETING: October 11, 2022

DATE: October 4, 2022

PRESENTATION:

Jonathan Hayden is hosting the Christmas in Centertown and Tree Lighting event on Saturday, December 3, 2022, from 2:00 p.m. to 7:00 p.m. The end of the event will be the lighting of the 16-foot tree at 6:00 p.m. He is requesting the following road closure:

South Bridge Street to be closed beginning at 1:30 p.m. and reopening at 7:00 p.m.

He will notify the Fire Department, Bedford County Fire and Rescue and Police Department of the street closings.

ACTION REQUESTED:

Town Council is requested to close the above street for the Christmas in Centertown and Tree Lighting event on Saturday, December 3, 2022, from 2:00 p.m. to 7:00 p.m.

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


TOWN OF
BEDFORD
LIFE. LIBERTY. HAPPINESS.

**APPLICATION FOR
LOUDSPEAKER/SOUND AMPLIFICATION PERMIT**

NAME Jonathan Hayden

BUSINESS/ORGANIZATION JS Showtime

ADDRESS 1013 Windy Bridge Drive PHONE NO. _____

TYPE OF EVENT Tree Lighting

DATE OF EVENT 12.3.22

LOCATION WHERE LOUDSPEAKER OR AMPLIFICATION EQUIPMENT IS TO BE USED: Down town Bedford

HOURS WHEN LOUDSPEAKER/AMPLIFICATION EQUIPMENT WILL BE USED:
FROM 3 (AM) (~~PM~~) TO 6 (AM) (~~PM~~)

WHY IS LOUDSPEAKER/AMPLIFICATION EQUIPMENT NEEDED:
Music

CROWD EXPECTED: 300 ABC SERVED: X

I agree to follow all regulations and conditions as listed on the loudspeaker/amplification permit. In addition, should the regulations and conditions not be complied with, I will cease operation of the loudspeaker or amplification equipment. I understand that failure to do so will be in violation of Section 26-221 of the Bedford Town Code.

[Signature]
Applicant

Date

PERMIT FOR LOUDSPEAKER/AMPLIFICATION EQUIPMENT

The following conditions will be met by the applicant(s):

1. The only sound permitted will be that of music and/or human speech no later than 9:00 p.m.
2. May operate during the following hours: From _____ (AM) (PM) to _____ (AM) (PM).
3. Human speech and amplified music shall not be lewd, indecent, slanderous or inciting to riot or other unlawful conduct.
4. Must operate within any other restrictions as noted on this permit by the Town Manager.
5. Should complaints be received, the sound level shall be adjusted to a level that the on-duty police supervisor deems responsible.
6. Failure to comply with the above provisions will result in revocation of the permit.

NOT APPROVED: _____

DATE APPROVED: _____

BY: _____
Town Manager

Temporary Road Closure Permit and Town Property/Facility Use Application Instructions

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

- A completed application form
- A Facility use agreement
- 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
- Health Department permit if required for food service
- If inflatables or mechanical rides are being used a building permit is required
- Tent(s) may require a building permit depending on size or arrangement
- 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.

Food Service: Must be inspected and approved by the Health Department prior to the event.

Inflatable or Mechanical rides: Must be inspected and approved prior to the event.

Temporary Road Closure Permit/Facility Use Application

Accepted by: _____
Date Rvd: _____

Contact Information

Name: Jonathan Hayden Phone: 540 425 4675
Company: WJ Showtime Email: _____
Address: _____ City, Zip _____

Application Information

Description of Event: Tree Lighting
Dates and Times of Event: 12.3.22 1:30pm 6:30pm

Special Conditions (check all that apply)

- Festival
- Inflatables
- Signs/Banners
- Use of Sidewalk
- Food
- Mechanical Rides
- Amplified Sound
- Tents
- Alcohol
- Town Parking lots
- Closing Streets
- 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: _____ Date: _____
Return completed application to Town of Bedford Public Works, 702 Orange St Bedford, VA. For more information call 540.587.6081.

Approved Denied
Comments:

- Public Works
- Building Inspections
- Police Dept
- Admin

Town Council-

I am writing you to request permission for a road closure on Saturday, December 3, 2022.

The closure would be for "South Bridge Street" from the times of 1:30pm-6:00pm.

On this date I will host the Annual Community Christmas Tree Lighting. This event will have Live Music, Arts & Craft vendors, Food & Kid activities.

We ask you to come out and support this festive gathering.

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

ITEM: Memorandum of Understanding – Bays Trash Removal, Inc.

DATE OF COUNCIL MEETING: October 11, 2022

DATE: October 4, 2022

PRESENTATION:

Since January 2020, the Town of Bedford has had an agreement through a MOU with Bays Trash Removal, Inc. to haul the Town's commercial solid waste to a landfill in Pittsylvania County. The only cost to the Town would be reimbursement of disposal fees by the Town to Bays. There would be no cost to the Town for hauling. In addition, Bays had its own agreement with the Pittsylvania site which had a very low disposal fee. The MOU is limited to 12 months in duration at which time the parties could enter into further agreement or terminate the agreement.

ACTION REQUESTED:

Town Council is requested to approve the MOU.

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN TOWN OF BEDFORD, VA
AND BAYS TRASH REMOVAL INC.**

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between the Town of Bedford, VA, whose address is 215 East Main Street, Bedford, VA 24523, and the Bays Trash Removal Inc., whose address is 2432 Headens Bridge Road, Bedford, VA 24523.

2. **Purpose.** The purpose of this MOU is to establish the terms and conditions under which the Town of Bedford, VA and Bays Trash Removal Inc. will enter into a mutual agreement for commercial refuse transport to a specified landfill for disposal.

3. **Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties’ respective locality or ownership and shall remain in full force and effect for not longer than 12 months. At the end of the 12 month term, both parties may negotiate to extend or to terminate this agreement. The termination or extension of this agreement shall be made in writing and shall require signatures by authorized representatives of both parties. Additionally, this MOU may be terminated, without cause, by either party upon 30 days written notice, which notice shall be delivered by hand or by certified mail to the address listed above.

4. **Responsibilities of the Town of Bedford, VA.** The Town of Bedford agrees to allow Bays Trash Removal Inc. to bring the entire collection of their commercial waste to the Town of Bedford Landfill located at 856 Orange Street, Bedford, VA 24523. The Town agrees to waive all tipping fees associated with the processing of the entire collection of commercial refuse brought by Bays Trash Removal Inc.

5. **Responsibilities of Bays Trash Removal Inc.** Bays Trash Removal Inc. will transport all of the Town’s commercial refuse waste in conjunction with Bays Trash Removal Inc. commercial refuse waste to a specified landfill at no cost to the Town of Bedford, VA. The Town will be responsible for the tipping fees at the specified landfill for commercial waste associated with Town collection only. Bays Trash Removal Inc. will be responsible for tipping fees at the specified landfill for commercial waste associated with Bays Trash collection only. Bay’s Trash Removal Inc. will pay the total tipping fee expense at the specified landfill location and will then invoice the Town of

Bedford, VA for the portion of the cost associated with Town's contribution of commercial refuse waste.

6. General Provisions.

A. Amendments. Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

B. Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Virginia. The courts of the State of Virginia shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Bedford General District Court, Bedford County, State of Virginia.

D. Entirety of Agreement. This MOU, consisting of three pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

E. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

F. Sovereign Immunity. The Town of Bedford, VA and its respective governing body does not waive its sovereign immunity by entering into this MOU, and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

G. Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to

enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

7. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

TOWN OF BEDFORD, VIRGINIA

[Signature]

[Date]

Bart Warner

Town Manager

[Printed Name]

[Title]

BAYS TRASH REMOVAL INC.

[Signature]

[Date]

Brad Bays

Owner

[Printed Name]

[Title]

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

ITEM: Resolution - CDBG "Hilltop Community Revitalization Project" Housing Grant – Revised Documents

DATE OF COUNCIL MEETING: November 15, 2022

DATE: November 9, 2022

PRESENTATION:

In October 2021, Town Council passed a Resolution adopting documents required by the Department of Housing and Community Development (DHCD) for the "Hilltop Community Revitalization Project". Since those documents were approved, there have been changes in staff at the Central Virginia Planning District Commission (CVPDC), at the Town, at DHCD, as well as in Housing Authority membership. In addition, the Housing Rehabilitation Policy Board in the Program Design document was changed to reflect voting and non-voting members by position.

Revisions are required to the Housing Program Design (revised pages 1-5 included here) and the Project Management Plan documents to reflect these changes.

ACTION REQUESTED:

Town Council is requested to adopt the attached Resolution that revises these two program documents and previous action taken on Board composition.

Attachments:

- Housing Program Design, revised pages 1-5 – October 2022
- Project Management Plan – October 2022

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

RESOLUTION

APPROVING REVISIONS TO DOCUMENTS FOR THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT

WHEREAS, the Town of Bedford (“Town”), in cooperation with the Town of Bedford Redevelopment and Housing Authority (the “Authority”), accepted the Community Development Block Grant 21-21-06 from the Virginia Department of Housing and Community Development (“DHCD”) relating to the rehabilitation of the Hilltop community within the Town (the “Project”); and

WHEREAS, the Council of the Town adopted and approved certain policies and documents under state and federal policy, to carry out the Project on October 26, 2021; and

WHEREAS, revisions to these documents are required to update changes in staff from the Town, the Central Virginia Planning District Commission, DHCD, as well as a change in Housing Authority membership, and to update reduction in the number of voting members of the Housing Rehabilitation Policy Board members that were designated by Council resolution on August 24, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Bedford, Virginia, that the following actions are hereby authorized:

- The Council hereby re-adopts the Housing Program Design document with revisions for the Hilltop Project.
- The Council hereby re-adopts the Project Management Plan with revisions.
- To reflect changes in positions, the Council officially designates these positions as members of the Housing Rehabilitation Policy Board:
 1. Town Manager or designee – Bart Warner
 2. Town Planning Director – Mary Zirkle
 3. Town Council Member – C.G. Stanley
 4. At least one community area representative not receiving assistance from the program – Robert Carson, Gail Davis
 5. Town Finance Director – Anne Cantrell
 6. Town Building Official – Gary McIver
 7. Program Administrator from the Planning District Commission – Jefrado Granger
 8. Rehabilitation Specialist contracted for the grant – Brian Goldman

TOWN OF BEDFORD

*Town of Bedford Hilltop
Community Revitalization Project*

CIG # 21-21-06

PREPARED BY:

Jefrado Granger
Central VA Planning District Commission
and
Town of Bedford

PREPARED FOR:

Project Management Team &
Housing Rehabilitation Oversight Board
Town of Bedford, Virginia

ADOPTED BY TOWN COUNCIL:

Original: October 26, 2021
Revision: October 11, 2022

FUNDED BY:

VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

GENERAL PROVISIONS

The following covers the residential rehabilitation program for the Town of Bedford's (Town) Hilltop Community Revitalization Project, a targeted housing Community Development Block Grant (CDBG) project funded by the Department of Housing and Community Development (DHCD). This document is the housing policy and procedural guide for the orderly and equitable implementation of the housing rehabilitation element of the CIG # 21-21-06.

Purpose and Objectives

The purpose of this project is to improve the living conditions of low- and moderate-income households living in Phase 1 of the Hilltop Community and to enhance the economic vitality and quality of living for the entire Hilltop Community neighborhood. Specifically, the project will:

- Improve housing characteristics to safe, decent, and standard conditions
- To preserve the existing housing stock, and
- To improve the environment and overall living conditions for low and moderate-income persons in the project area.

Definition of the Project Area

The Town of Bedford Hilltop Community Revitalization Project Phase 1 is defined as an area between Franklin Street to the north and Cook Street to the south and contained by Crenshaw Street to the west and South Street to the east. Though the homes subject to this grant have already been identified in the planning phase, should funding become available for additional rehabilitation activities, any home occupied by a low-to moderate and program eligible family that has provided all program required information and completed an application and has housing needs may be eligible for project assistance. See Project Area Map as EXHIBIT D.

Program Income funds – if generated from the project - after the completion of the project may be used in any part of the Hilltop Community or the Town. Under current CDBG guidelines, no program income generated at this time. See Exhibit C.

ORGANIZATION FOR PROGRAM OVERSIGHT

The Town will contract with Central Virginia Planning District Commission (CVPDC) for Program Administration. As such, the CVPDC will be responsible for assuring that all DHCD and federal regulations are followed.

The Town will establish both a Project Management Team and a Housing Oversight Board. The Program Management Team (PMT) to guide the regular housing rehabilitation program activities. The Housing Oversight Board (Housing Board) is the policy board for the Project.

Town of Bedford Project Management Team

The Town of Bedford's Redevelopment Housing Board will serve also as the members PMT for this project with the addition of community area representatives, or sparkplugs. The duties of the PMT include, but are not limited to, the following:

- Conduct meetings as outlined in the Housing Program Design
- Monitor the Project's Progress and to assure Project's success.

- Review Program Administrator and Rehabilitation Specialist work progress and help in the case of any potential delays or challenges to successful completion of the project
- Assure project benefits are being accomplished in accordance with developed program guideline
- Approval of and adherence to the Program Management Plan and all revisions
- Approval and adherence to the Program Income Plan and all revisions
- Ensure program activities are carried out in a fair and equitable manner

Town of Bedford Housing Oversight Board

The Town of Bedford Housing Rehabilitation Board, appointed by the Town Council. Generally, the Housing Board conducts meetings on an as needed basis, whether in person or virtually, and implements policies as outlined in the Housing Program Design. CVPDC staff shall serve to guide the proceedings of the Board and meet all requirements of DHCD as well as ensure minutes are kept which include at least the time and place of the meeting, the members in attendance and any subjects discussed or votes taken. The Town of Bedford Housing Board will consist of at least 4 voting members which are the Town Manager or designated alternative, Town Council representative, Town Planning Director, and at least one community area representative who is not receiving assistance from the program, or sparkplug. The other Housing Board members consist of the Locality Building Official, Program Administrator, and Rehabilitation Specialist.

The Housing Board will be responsible, at a minimum, for:

- Conduct meetings and policies as outlined in the Housing Program Design
- Approve Town of Bedford Housing Rehabilitation Program Design and all revisions
- Approve applications for assistance based on objective rating system, as needed
- Approve contractors qualified as eligible to bid on CDBG eligible homes
- Approve bids and award contracts for construction work to be performed
- Review Program Administrator and Rehabilitation Specialist work progress and performance
- Resolve complaints or disputes not alleviated through Rehab Specialist and Program Administrator
- Approval of and adherence to the Program Management Plan and all revisions
- Approval and adherence to the Program Income Plan and all revisions
- Ensure program activities are carried out in a fair and equitable manner

Housing Program Primary Personnel

The following individuals will guide the day-to-day housing program. All primary program staff, except Anne Cantrell and Mary Zirkle, are contracted by the Town to provide program specified assistance.

Housing Program Administrator: Jefrado Granger

The Housing Program Administrator is the individual designated by the Grantee to undertake the daily grant management functions to include, but not limited to, the following:

- Solicit housing assistance applications and maintain waiting lists, as applicable
- Interview applicants and verify information

- Apply approved priority ranking and criteria when reporting findings to the Housing Board
- Ensuring the application process is fully completed to DHCD guidelines, including intake, title search, income verification, and calculation of ability-to-pay
- Present applications to the Housing Board for review and approval
- Prepare contracts and drawdown request
- Provide and assist rehabilitation specialist in coordination of program activities
- Arrange for home maintenance activities
- Provide regular financial reports to the rehabilitation board
- Perform all daily administrative activities and reports necessary to carry out the program in accordance with DHCD guidelines, including program file maintenance

Rehabilitation Specialist: Brian Goldman

A has a contract agreement with a Rehabilitation Specialist, Brian Goldman of Architectural Partners, whose responsibilities shall include, but are not limited to, the following:

- Perform DHCD Housing Quality Standards assessment including electrical, chimney, and pest inspections
- Develop work write-ups for rehabilitation construction, develop bid packages for houses, conduct pre-bid meeting with potential contractors (including the discussion of regulatory info)
- Accept, review and recommend bids and bid awards from qualified contractors for performance of activities in work write ups.
- Inspect and manage rehabilitation construction progress
- Initiate, review and recommend approval of change orders and payments to contractors
- Perform and coordinate initial and post rehabilitation blower door test
- Perform and coordinate lead-based paint interim control inspections, write-up, and clearance testing
- Act as a liaison between the contractors and the Town
- Perform final inspection of each home receiving work to ensure the desired intent and compliance with HUD Section 8 Housing Quality Standards, local standards, and DHCD Supplemental Housing Standards.

Finance Director: Anne Cantrell

- Set up and maintain accounting system and all necessary accounts for the program
- Have a general oversight for program budget
- Submit CAMS documentation to DHCD
- Notify Program Administrator of any budget discrepancies

Planning & Community Development Director, Mary Zirkle

- Serve as the primary Town of Bedford contact for the project
- Confirm all documentation and serve as liaison on behalf of the project to the Town of Bedford Town Council and Town Manager
- Review and approve invoices
- Responsible to any locality specific questions that the Project Administrator or Rehabilitation Specialist are unable to answer.

Housing Program Support Personnel

Town Attorney, Michael Lockaby

The Town Attorney is called upon from time to time to review and approve all contractual documents and aides, as necessary, in the review of ownership documentation or drafting responses to any program complaints filed by residents or other persons relative to the project.

Building Official, Gary McIver

The Building Official is responsible for assisting and reviewing of homes for rehabilitation construction, where deemed necessary per scope of work. Upon completion by the housing contractor, building official shall ensure compliance with local and state building codes and issue any relevant certificates to establish legal occupancy. An inspection report must be filled out after each visit and must also be submitted to the Program Administrator

PROGRAM ELIGIBILITY REQUIREMENTS

The eligibility of project applicants shall be based upon a positive finding that the applicants meet residency requirements, income and asset limitations, property eligibility requirements, and program property eligibility requirements.

Applicants Eligible for Assistance

Applicant eligibility for receiving housing rehabilitation assistance under this program requires that the applicant meet all the following criteria:

1. The applicant and/or dwelling needed to be occupied on a regular basis as of August 1, 2020.
2. The applicant must be an owner of a residential dwelling existing in the Project Area or have life-time rights to the property. In the case of individuals with lifetime rights to the property, the lifetime right must be legally recorded in the governing locality and both the owner and resident must sign the Deed-of-Trust.
3. Renters may initiate a request for assistance, but only property owners may receive direct rehabilitation assistance.
4. The household shall not have assets totaling more than \$30,000. The value of the house to be rehabilitated, its recorded plat, normal household contents and two vehicles will not be counted as assets. Additional guidelines for other assets categories can be found in the DCHD manual.
5. Gross household income must be at or below 80% of the area median income adjusted for family size. The HUD Section 8 Income Limits as adjusted for household size can be found attached as Exhibit A.

Town of Bedford
Hilltop Community Revitalization Project 2021
Targeted Site Housing - Phase 1
CDBG Project # 21-21-06

Project Management Plan

Section I. Purpose of Plan

The Project Management Plan (PMP) is a contract document that identifies all major responsibilities and tasks involved in successfully completing the project. It stipulates the person(s) responsible for all tasks and schedules and includes projected completion dates for all tasks. The PMP also provides the management team with a tool for monitoring the project's progress to help ensure its completion within the established timeframe approved and agreed to by DHCD. It must be maintained and updated throughout the course of the project.

Section II. Overview and Project Area Description

The Town of Bedford has received Community Improvement Grant (CIG) funding from the Virginia Department of Housing and Community Development (VDHCD). The purpose of the CDBG CIG is to improve the living conditions of 11 households, all of which are low- to moderate-income households, through the provision of housing rehabilitation. The Project will benefit 26 persons, all of whom are LMI individuals.

Specific project activities include:

- A. Rehabilitation of 4 LMI single-family owner-occupied housing units to DHCD Housing Quality Standards (HQS); and
- B. Rehabilitation of 1 LMI investor-owned housing units to DHCD HQS; and
- C. Substantial reconstruction of 6 LMI single-family owner-occupied housing units; and
- D. Clearance of all junk, debris, overgrown brush, and tree removal that may be impeding sidewalks, utility access, line of sight on roadways, or endangering residential structures, as practical and inoperable vehicles, and dilapidated structures from the project area, including two neighborhood cleanup sessions to assist residents to dispose of outside debris.

The geographic project area is generally defined as the area between Franklin Street to the north and Cook Street to the south and contained by Crenshaw Street to the west and South Street to the east.

Section III. Project Funding

DHCD has awarded a CIG to the Town of Bedford, as follows:

- Total Project Costs: \$963,983
 - \$921,983 in CDBG funding
 - \$42,000 in Leverage Funding
- CDBG Project #:21-21-06
Project Budget: **See Attachment 1**

Contract Date: February 04, 2022
 Contract Complete Date: February 03, 2024

Section IV: Project Implementation

This grant will be guided by the Hilltop Community Revitalization Project Management Team (“PMT”) and supporting partners. The following persons or groups will coordinate the project implementation.

PROJECT ROSTER

Team Member	Grant Role	Email
Bart Warner	Town Manager	bwarner@bedfordva.gov
Mary Zirkle	Economic Development Coordinator, primary Town oversight	mzirkle@bedfordva.gov
C.G. Stanley	Town Council Member	cstanley2@bedfordva.gov
Gary McIver	Building Official; inspections	gmciver@bedfordva.gov
Anne Cantrell	Finance Director; manage project funding	acantrell@bedfordva.gov
Rusty Mansel	Re-development Housing Authority Member	rmansel@bedfordva.gov
Jim Messier	Re-development Housing Authority Member	jmessier@bedfordva.gov
Frances Coles	Re-development Housing Authority Member	fcoles@bedfordva.gov
Ann Duncan	Re-development Housing Authority Member	dann@bedfordva.gov
Gail Davis	Community Liaison	gdavis@bedfordva.gov
Bob Carson	Community Liaison	robertcarson@gmail.com
Brian Goldman	Rehabilitation Specialist	bgoldman.plgb@gmail.com
Kathryn Bique	DHCD representative; technical assistance	kathryn.bique@dhcd.virginia.gov
Jefrado Granger	Project Administrator; Grant Management	jefrado.granger@cvpdc.org

The PMT is to monitor grant project progress to ensure success (on time, in budget, benefits delivered). Monthly meetings should compare the initial timeline with reality, and to identify corrective measures if needed to get the project back on track for completion within the determined time frame. This group should always be looking at the “big picture” to be sure actions taken or not taken now will not create costly delays in the future.

Section V: Project Schedule

The grant Project Schedule serves as a roadmap for timely completion of project activities. It should be reviewed at each PMT meeting and updated to reflect any changes or actual implementation timing.

Attachment 2a and **Attachment 2b** presents the Hilltop Community Revitalization Project Grant (CDBG# 21-21-06) Master Project Schedule and the Project Activity Specific Timeline, which together include responsible and supporting parties, scheduled completion, and anticipated completion dates.

Section VI: General Program Monitoring

The PMT will meet monthly (generally) to guide and monitor project implementation. During these meetings, updates will be provided and any complications or changes in scope will be discussed. Each

meeting shall include a review of the Project Schedule to ensure project is on target, and if not, adjustments to the Project Schedule will be reflected.

Each PMT meeting will be recorded by the Project Administrator. The meeting summaries will be uploaded onto CAMS as a component of the monthly project reports submitted to DHCD. The PMT meeting will be held, unless extenuating circumstances require an adjustment, the 2nd Thursday of each month beginning at 5:00 pm and held at 215 E. Main Street, Bedford, VA 24523 in Council Chambers. The meeting is held in Town of Bedford Municipal Building to ensure ease of local stakeholders and sparkplugs attendance.

Section VII. Review, Approval, and Payment of Invoices

The Program Administrator, Jefrado Granger, will receive and approve all project invoices. With approval from Mary Zirkle, Finance Director, Anne Cantrell, will process payment and forward payment confirmation to Jefrado Granger. Payments written against CDBG CIG project account will be signed by those individuals authorized by the Town of Bedford.

Section VIII. Potential Project Challenges

- a. Heir Property. There are two identified properties in the Project Area that are Heir properties. Though the Project Administrator has obtained preliminary indications that the families are willing to provide the necessary level of assistance and agreement to secure property ownership, it is understood that family dynamics are subject to change quickly and the property owners must still agree to participate in the project. Project Administrator will be working to identify any conflicts early in the process.
- b. Lead-Based Paint Training. Through the work of the Project Team, interested contractors have been identified that have expressed interest in participating in housing rehabilitation activities. There are several homes in the project area that have the potential to become project activities should funds allow, that were built prior to 1978. Not having a full list of eligible, Renovate, Remove, Paint certified contractors may diminish the effectiveness of completing homes in a timely and well-coordinated manner.
- c. Construction Timing on Substantial Rehabilitation Projects. It is understood that the DHCD guidance expresses a sixty- to ninety- day window for construction activities to be completed. Realizing that reliable, experienced, and properly certified contractors are often hard to draft into the CDBG program, there may be instances where the extension of time may become necessary to complete a project with a contractor who is a positive ambassador for the program and provides the level of professionalism in workmanship that is expected.

Section IX. Management Plan – Amendments

This Project Management Plan is a fluid document. As such, changes that occur through the implementation of the grant project should be reflected. All changes and/or amendments to the Plan will be submitted to DHCD for approval.

Section X. Management Plan Approval

This Town of Bedford Hilltop Community Revitalization Project 2021 – Phase 1 (CDBG# 21-21-06) Management Plan document represents the guiding document to implement the completion of the awarded CDBG Community Improvement Grant from the Virginia Department of Housing and Community Development.

Section XI. Signatures

Signatures indicate concurrence with Plan and Project Schedule Timeline:

Barrett "Bart" Warner, Town Manager

Date

Mary Zirkle, Economic Development Director

Date

Anne Cantrell, Finance Director

Date

Jefrado Granger, Program Administrator

Date

Kathryn Bique, DHCD Representative

Date