



Regular Council Meeting

A G E N D A

September 12, 2023

7:00 p.m.

Administrative

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

Public Hearings

Consent Agenda (roll call)

1-PW-6-1-1-9-121

Request to Close Streets – YMCA's Annual Peaks Otter Christmas
Classic Foot Race – Bedford Area Family YMCA

Old Business

New Business

2-PW-6-1-1-9-12

Liberty High School Homecoming Parade - Liberty High School SCA

3-CC-15-1-9-12

Presentation - Bedford Regional Water Authority

4-CC-15-1-9-12

Special Events Policy (roll call)

5-FIN-2-42-9-12

Solid Waste Budget Amendment FY2024 (roll call)

Citizens may watch the meeting in real time via the Town of Bedford Live
Stream website: <https://www.youtube.com/@townofbedford>

The Town will strive to provide reasonable accommodations and services for persons who require special assistance to participate in this public involvement opportunity. Contact (540) 587-6001 for more information.

**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: September 12, 2023

DATE: August 30, 2023

PRESENTATION:

The Bedford Area Family YMCA is requesting permission to hold the 44th YMCA's Annual Peaks Otter Christmas Classic Foot Race on Saturday, December 2, 2023, 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 44th YMCA's Annual Peaks Otter Christmas Classic Foot Race from 7:30 a.m. to 11:00 a.m. on December 2, 2023.

		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.	()



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

Aug. 30, 2023

Dear Mr. Warner,

I would like request permission to conduct the 44th 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 2, 2023. 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 maps.

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

5K Course Map



Peaks Junior 1 mile Course



Temporary Road Closure Permit/Facility Use Application

Accepted by: DWL
Date Rcvd: 8-30-2023

Contact Information

Name: JOSHUA RANKS
Company: Bedford YMCA
Mailing Address: 1111 Turnpike Rd

Phone: 540-586-3483
Email: jdcaresymyw@gmail.com
City, Zip: Bedford 24523

Application Information

Physical Address/Location of Event: 1516 Oakwood St. Bedford, VA 24523

Description of Event: 5K and 1 mile run/walk event

Dates and Times of Event: Dec. 2, 2023 / 8:30 AM start time to 11:00 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 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: 8-30-2023

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. |

Approved
 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.

BEDFORD AREA FAMILY YMCA

Vendor: TOWN OF BEDFORD, VIRGINIA

Payee: TOWN OF BEDFORD, VIRGINIA

Account:

Date Invoice

08/30/2023

Description

Date: 08/30/2023

PO Number

100.00

Check Amount

100.00

6631



BEDFORD AREA FAMILY YMCA

P.O. BOX 1026
BEDFORD, VA 24523
(540) 596-3483



68-901/514

PAY

TOWN OF BEDFORD, VIRGINIA

One hundred and 00/100

TO THE
ORDER
OF

TOWN OF BEDFORD, VIRGINIA
215 EAST MAIN STREET
BEDFORD, VA 24523

DATE

08/30/2023

AMOUNT

100.00

Ray Spore
AUTHORIZED SIGNATURE

6631

Security Features. Details on back.

⑈00663⑈ ⑆051409016⑆08010000008585⑈

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

ITEM: Special Events Policy

DATE OF COUNCIL MEETING: September 12, 2023

DATE: August 25, 2023

PRESENTATION:

Historically the Town hosts several special events on a routine and regular basis. Some of these have a long history and have become somewhat institutionalized (examples include Centerfest and the 5K race sponsored by the YMCA on the first weekend in December) and there have been some recent additions in the past few years that appear to be trending toward similar status (such as the Liberty High School homecoming parade). In between there are increasingly random requests for events requiring restriction of public property such as streets and commitment of Town staff and resources.

To address the issues related to these events – primarily the cost borne by the Town and its taxpayers as well as logistical matters such as traffic management – staff has drafted a comprehensive special events policy as directed by Council. The draft was reviewed and discussed by the Property Committee at its meeting on July 25, 2023. As part of the discussion, Committee members recommended inclusion of language related to events that coincide with recognized Town holidays as well as sponsorship considerations and voted unanimously to recommend the proposed policy with those changes. Staff has edited the draft to include these recommendations and is now presenting the policy document for formal action by Council.

ACTION REQUESTED:

Town Council is requested to approve the attached Special Events Policy as recommended by staff and the Property Committee.

		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 SPECIAL EVENTS POLICY
Presented for Consideration by Town Council
September 12, 2023

I. PURPOSE

The Town of Bedford (hereinafter the “Town”) seeks to regulate the use of streets, sidewalks, and greenways in the Town for all organized special events, with the purpose of protecting the health and public safety of citizens, and limiting the inconvenience to residents, businesses, and places of worship and learning. Furthermore, the Town desires to establish a straightforward and accountable process for event organizers and enable public agencies to manage these events in a cost-effective and coordinated way.

II. ELIGIBILITY/APPLICABILITY

Special Event Permits are required for all events when any portion of the event occurs on or in a Town of Bedford public street, plaza, park, trail, greenway, or sidewalk and not held entirely within a Bedford County Park or on privately maintained property or roads.

III. DEFINITIONS

- A. Special Events: Organized activity occurring for a limited or fixed duration and presented to a live audience that utilizes, impedes, or has impact on Town of Bedford property or right-of-way for entertainment, commercial, cultural, recreational, educational, or social purposes. Examples of special events are general events, road races and parades, and neighborhood events.
- B. General Events: Organized activity that has a stationary footprint in an identifiable location for a specific duration of time, often involving amplified noise, food, beverage, merchandise, and/or other forms of entertainment. Examples include festivals, performances, rallies, markets, parties, tournaments, and other similar events.
- C. Road Races and Parades: Organized activity involving running, biking, walking, or other means of transportation, involving three or more participants and utilizing

a fixed course that involves the use or obstruction of Town street right-of-ways, sidewalks, and/or greenways.

- D. Neighborhood Events: Organized small-scale activity that closes an individual block or a small number of blocks on a local-service residential street. These small-scale gatherings are initiated by and are intended to attract only local residents who live on or in close proximity to the street(s) being closed. They are not intended for the general public.

IV. ADMINISTRATION

- A. The Public Works Director or his/her designee shall serve as the Town's designated agent with regard to administration and enforcement of this policy and also as a liaison between Town departments, event producers, and members of the community as he/she oversees organized events through the coordination of enterprise wide functions. All special event productions within the Town require the issuance of a permit. The Public Works Director will be the primary point of contact for all events covered in this policy and will review each event for compliance with this policy. The Town Council shall either approve an event permit or may place conditions upon, reschedule, relocate, or deny any requested event that does not meet the requirements of this policy.
- B. The Public Works Director will consult with representatives from the following Town administrative departments: Police, Fire, and Planning and Community Development as well as the Town Attorney and/or any other agency or organization necessary to the coordination of the specific event(s).

V. APPLICATION AND PERMITTING PROCESS

- A. The Town will establish an event application that will outline the process, deadlines, application materials, notification requirements, and the additional information necessary to allow event organizers to submit proposed events for approval. This will allow a more predictable timeframe for approval, with the additional goal of allowing agencies to effectivity anticipate the impact of an event and plan accordingly.
- B. Submittal Timeframe. Event applications must be submitted according to the deadlines for each specific event type as outlined below and will be accepted no more than one year prior to the date of the event. Submission of an application does not guarantee the issuance of a permit. Applications are not considered submitted until the application fee has been received. In the event that an activity can be classified as more than one type of event, the organizer will be required to pay whichever application and permit fee is determined to be the most appropriate by the Public Works Director.

1. Road Races and Parades. Applications must be received at least 60 days prior to the proposed date of the event. Processing and approving a race, parade, or walk route is a complex process that requires coordination with numerous Town departments and other entities. The Town does not guarantee that any event application will be reviewed if it is submitted after the deadline. Road races that include events of more than one distance shall only be required to pay the fee(s) for the longest distance.
 2. General Events. Applications for general events with more than 1,000 people must be received at least 90 days prior to the proposed date of the event. Applications for general events with 1,000 people or less must be received at least 60 days prior to the proposed date of the event. The Town does not guarantee that any event application will be reviewed if it is submitted after the deadline.
 3. Neighborhood Events. Applications for neighborhood events must be received at least 30 days prior to the proposed date of the event. It is recommended that organizers apply at least 45 days prior to the event date if the neighborhood event might require special permitting for the use of tents, amusement structures, fireworks, etc. The Town does not guarantee that any event application will be reviewed if it is submitted after the deadline.
- C. Application Fee. An application fee of \$50 shall be due when the application is submitted. Applications will not be reviewed until the application fee is received. Upon payment of the fee, the application will be routed through the various departments for review and approval. Payment of the application fee is nonrefundable and does not guarantee event approval. However, event organizers will have the option to modify dates and locations at no additional cost if they are denied approval due to a scheduling conflict.
- D. Permit Fee. The permit fee will be calculated by the Public Works Director and be assessed at a minimum rate of 20% of the Town's projected costs related to the event (this minimum rate will be increased to 25% for events coinciding with any officially recognized Town holiday). Upon recommendation of approval of the event by the Public Works Director, the associated permit fee will be required before a permit is considered by Town Council or issued. All requirements for the issuance of a permit, including payment of the permit fee, must be completed prior to consideration of the application by Town Council. If a permit is denied by Council, the applicant will receive a full refund of the permit fee. Permit fees will be fully reimbursed if an event is cancelled at least 15 days prior to the event date. There is no reimbursement of permit fees if an event is cancelled within 15 days of the event date. Fees may be transferable towards future event applications/permits if an event is cancelled due to inclement weather or other emergency situations, which will be determined at the discretion of the Town.

- E. Display of Permit. The event organizer shall be responsible for maintaining and producing the permit upon request by any Town official throughout the duration of the event.
- F. Extraordinary Costs. The Town reserves the right to recover from the event organizer any extraordinary costs in conjunction with the event for such things as on-site structure repair, trash pickup, and/or damage to Town-owned property during the event. Such cost shall be determined on a case by case basis and shall be in addition to any applicable fees charged in conjunction with the event. All bills for such costs must be paid within 15 days of receipt.
- G. Clean-up. Event organizers are responsible for making arrangements for litter and debris clean-up of the entire event area and restoring the site to its original condition. All litter should be disposed of off-site. Clean-up activities must take place within the specified time determined by the Town. The specified time will be communicated to the applicant during the review process and will be appropriate to the conclusion and location of the event. Any clean-up and/or repair costs incurred by the Town, or if necessary, contractor's fees incurred by the Town due to the applicant's failure to clean and restore the site following the event will be borne by the applicant. Additionally, it is the responsibility of the applicant to clean, clear, repair, or pay to repair damage to surrounding properties resulting from the event's attendees.
- H. Reservation of Dates. Reservation of dates for special events shall be in the sole discretion of the Public Works Director. The Public Works Director shall consider whether the special event is an annual recurring event, the date the special event application was filed, the number of participants, and whether the event has historically enhanced the quality of life within the community and fostered economic benefit.
- I. Priority of Scheduling. Determining first priority for date reservations is as follows:
 - 1. Town sponsored events
 - 2. Recurring events
 - 3. New events
- J. Notification Policy. In order to keep citizens, businesses, and other establishments fully informed of events that will potentially impact them, the Town requires organizers to follow a notification procedure to be determined by the Public Works Director. All costs related to notification requirements shall be borne by the event organizer. Failure to comply with these requirements will affect an event organizer's ability to host future events within the Town.

VI. USE OF TOWN FACILITIES

- A. Permission to use Town facilities in conjunction with this policy will be granted on a “first-come, first-served” basis under the provisions of the Town’s Facility Use Policy.
- B. Where instances occur in which more than one party requests use of a particular facility on a particular date and time, resolution of the scheduling conflict shall occur based on the following considerations and ranks of priority (with “1” representing the position of highest priority):
 - 1. Programs or services that are performed for the benefit of Town citizens;
 - 2. Programs or services provided by Bedford County Public Schools that benefit students and their families in the attendance zones designated to serve the Town of Bedford;
 - 3. Programs or services provided by Bedford County Public Schools generally;
 - 4. Programs or services provided by Bedford County Department of Parks and Recreation that benefit Town citizens;
 - 5. Programs or services provided by Bedford County Department of Parks and Recreation generally;
 - 6. All other requests for use of facilities.
- C. Programs or services provided by Bedford County Department of Parks and Recreation are defined as activities for which that particular department charges and receives a fee administered through its applicable operating policy and procedure. Programs or services offered by private providers shall not be given priority consideration as being provided by Bedford County Department of Parks and Recreation (under the provisions listed above as part of Section B), regardless of their endorsement status by the Bedford County Department of Parks and Recreation.

VII. ADMINISTRATIVE MATTERS

- A. Approved events will be recorded on an official calendar maintained by the Public Works Director or his/her designee. This calendar shall be published on the official Town of Bedford web site, although the Town offers no guarantee or warranty regarding the timeliness or accuracy of the published content.
- B. No group may consider the Town’s facilities to be its permanent meeting place.
- C. An authorized representative or agent of the group must be designated as part of any application for a reservation.
- D. The group’s authorized representative or agent must take responsibility for and be physically present at the event to ensure that policies are being appropriately observed.
- E. The group’s authorized representative or agent will be held liable for any damage and the condition of the facility after its use.

- F. Groups or individuals shall be required to provide proof of general liability insurance coverage for the proposed activity and/or event.
- G. Public access (including ingress and egress) shall be preserved to Town owned facilities that are not otherwise reserved under the provisions of this policy in all circumstances.
- H. The Town reserves the right to recover its costs incurred in conjunction with any event held within a Town-owned facility or public right-of-way.
- I. No reservation of any Town-owned facility shall be guaranteed for any event or activity of less than two (2) hours in duration.
- J. If a transfer of key access is necessary for an event or activity, a security deposit will be required. In addition, the key(s) shall be checked out from the Public Works Department on the last business day prior to the date of the event or activity and returned within twenty-four (24) hours after the conclusion of the event or activity. Late return of key(s) shall result in forfeiture of the security deposit.
- K. The Town of Bedford will be identified as a title sponsor (or the highest corresponding level of sponsorship designation) of all road races and general events as defined by this policy.

VIII. GUIDELINES

In order to support special events in a cost effective manner with public staff, protect the interests of community members who are regular users of streets, sidewalks, greenways, and/or public property from undue inconvenience, and to support events that are positive for the health, recreation, and well-being of participants and for the economic benefit of the Town, the following criteria shall be considered by the approving entities in the reservation process:

- A. While there is no cap on the number of special event permits that may be issued, Town Council has the discretion to disallow any event if it will create an undue burden upon a particular geographic area, the Town as a whole, or the reasonable conduct of Town operations.
- B. Events using the same or similar routes and/or including the same geographic area (and particularly involving heavily used thoroughfares) should be discouraged from being scheduled on the same day, subsequent days, or on subsequent weekends within the year absent compelling circumstances to the contrary.
- C. Events requested to take place in certain high-impact areas are subject to additional limitations as determined at the discretion of the Town.
- D. Town Council has the discretion to disallow any event that is not in the best interests of the Town of Bedford. This can include events that have unfavorable reviews from other communities.

- E. In the event of natural or civil disasters, the Town reserves the right to cancel all outstanding permits within Town limits. Should evacuation of a street, neighborhood, or other designated area be deemed necessary by Fire, Police, or other emergency authorities then all outstanding permits are null and void. Permits will be reinstated as soon as possible after a state of emergency proclamation has been lifted.
- F. The Town reserves the right to change, modify, update, or waive provisions of this policy where necessary for the public's health, safety, or welfare.
- G. The Town reserves the right to cancel permits and/or take further restrictive action where necessary to assure adherence to this policy.

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

ITEM: Solid Waste Budget Amendment FY2024

DATE OF COUNCIL MEETING: September 12, 2023

DATE: August 28, 2023

PRESENTATION:

At the Council work session for solid waste on July 11, 2023, the revised budget forecast and methodology for re-balancing the FY2024 budget was presented and accepted. Based on the opt-in and opt-out information, the anticipated revenue shortfall was \$172,900. By allocating the two new refuse positions partially to streets, reducing the administration allocation, and closing the landfill operation on Saturdays, the Town was able to reduce the Solid Waste expenditure budget by \$164,009. The difference between the forecasted revenue shortfall and the budget reduction is within a 5-6% margin of difference. Staff is requesting for Town Council to formally amend the FY2024 Budget for the items described above.

ACTION REQUESTED:

Town Council is requested to approve the below budget amendment which will appropriate budget to the general ledger accounts listed.

Budget Entry:

Revenue Decrease		
170047-416702	Refuse Collection Charges	164,009

Expenditure Decrease		
17964210-511000	Compensation	37,303
17964210-521000	FICA	2,854
17964210-522100	VRS – Retirement	7,989
17964210-522150	VRS – Life Insurance	499
17964210-522160	VLDP – Hybrid Disability	67
17964210-523000	Hospital Insurance	4,363
17964210-527000	Worker’s Compensation	1,809
17964230-511000	Compensation	63,016
17964230-521000	FICA	4,821
17964230-522100	VRS – Retirement	13,450
17964230-522150	VRS – Life Insurance	838
17964230-522160	VLDP – Hybrid Disability	533
17964230-523000	Hospital Insurance	15,514
17964230-527000	Worker’s Compensation	5,078
17964240-512000	Overtime	5,457
17964240-521000	FICA	418
10044121-560178	Blacktop	158,823

Expenditure Increase		
10044121-511000	Compensation	100,757
10044121-521000	FICA	7,707
10044121-522100	VRS – Retirement	21,532
10044121-522150	VRS – Life Insurance	1,342
10044121-522160	VLDP – Hybrid Disability	722
10044121-523000	Hospital Insurance	19,876
10044121-527000	Worker’s Compensation	6,887

		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. ()	