

MINUTES
 BOARD OF COMMISSIONERS OF
 THE CITY OF BELLE MEADE
 MARCH 15, 2017

Call to Order

The meeting was called to order by James Hunt, Mayor, at 4:00pm.

Commissioners present

James Hunt, Mayor Gray Thornburg Bob Weigel
 Cathy Altenbern

City staff members present

Beth Reardon, City Manager/Treasurer Tim Eads, Police Chief
 Aspen Collins, Finance Director Kemishia Sadler, City Recorder
 Bob Patterson, City Attorney Lyle Patterson, Building Official
 Larry Smith, Public Works Director

I. **Pledge of Allegiance** - led by Mayor Hunt

II. **Public Hearing** - None

III. **Minutes** -

 Regular Meeting held February 22, 2017

Motion to approve: Thornburg Second: Altenbern Vote: All aye.

 Special Meeting held February 24, 2017

Motion to approve: Altenbern Second: Weigel Vote: All aye.

IV. **Public Works** - Reports submitted by L. Smith Reviewed.

V. **City Services**

A. **Public Safety** - Reports submitted by T. Eads reviewed.

342 Traffic citations 5 Traffic crashes 52 Alarm calls
0 Burglaries 11 Incident reports 6 Theft reports
 Arrests 7

B. **Health and Sanitation** - Reports submitted by L. Smith reviewed.

2. **Estimates for Installation of Air Relief Valves**

This maintenance project was budgeted in the Sewer Fund for the purchase (5) valves and their installation. The valves will be purchased from Hayes Pipe for \$4,060.00. Three contractors provided estimates for installation as follows:

CONTRACTOR	INSTALLATION LABOR/ MATLS.	BACKHOE (IF NEEDED)	DE-WATERING PUMP, (IF NEEDED)	TOTAL
Dixon Plumbing Co	\$2,315.00	\$500.00	\$150.00	\$2,965.00
Myers Plumbing	\$2,340.00	\$500.00	\$150.00	\$2,990.00
Mid-South Plumbing	\$2,500.00	\$500.00	\$150.00	\$3,150.00

After review of the bids, Smith and McVay recommended Dixon Plumbing for the installation.

Motion to approve: Thornburg Second: Weigel Vote: All aye.

3. Proposal from CEC for Sewer System Modeling

The City budgeted \$21,500.00 in the Sewer Fund for professional engineering services to begin the study of high pressure areas in the City's sanitary sewer system and develop recommendations for modifying and improving the system. This will be the first phase of a three year capital improvement program. Smith and McVay recommended Civil & Environmental Consultants to develop the hydraulic model, at a not to exceed cost of \$12,000, which is \$9,500 below budget.

Motion to approve: Thornburg Second: Weigel Vote: All aye.

C. Zoning/Planning - Reports submitted by L. Patterson reviewed.

15 Permits issued ** \$1,296,675.00 Estimated construction cost
6 Permits closed ** 0 Grading/soil permits issued ** 0 Closed
0 Stormwater complaints filed

D. Waste Collections -

1. Bids Advertised for Trash/ Recycle Contract

B. Reardon announced that the current contract with Red River Waste will expire on June 30, 2017 and the City will not request an extension of services. The bids will be advertised beginning March 20, 2017 and close April 10, 2017.

E. Beautification/Landscape - No Matters

F. City Communications -

1. RFP for Website Design & Maintenance

Requests for proposals were sent to six firms. Three firms replied with a proposal as follows:

	<u>Design/Setup</u>	<u>Annual Hosting/ Maint.</u>
Aha! Creative, Florence Alabama	\$14,950	\$3,025
Civicplus, Manhattan, Kansas	\$11,790	\$4,700
Keystone Business Solutions, Hendersonville, TN	\$14,500	\$1,500

Reardon and Collins evaluated each proposal and recommended Keystone Business Solutions.

Motion to approve: Thornburg Second: Altenbern Vote: All aye.

VI. Administration -

A. Finance

1. Financial Stmt's - Reports submitted by A. Collins reviewed.
2. Investment Schedules - Reports submitted by A. Collins reviewed.
3. Approval of invoices over \$5,000 - None

B. Facilities -

1. Estimates to Install Concrete Handicap Ramp

The current handicapped ramp only leads to the City Hall front entrance. As a safety concern, it was recommended that a ramp be

constructed leading to the entrance of the police department. Four estimates for this project were obtained as follows:

Wayne Gray Construction, Inc	\$2,500.00
Johnson's Masonary, Inc	\$2,500.00
Sammie Gibbs Construction	\$3,500.00
Gibbs Brothers Construction	\$4,000.00

L. Smith and L. Patterson recommended Wayne Gray Construction at the cost of \$2,500.

Motion to approve: Weigel Second: Thornburg Vote: All aye

2. Estimates to Pressure Wash Building Exterior

The City received four estimates to pressure wash the exterior of City Hall and the Maintenance Garage as follows:

Pro Wash, LLC	\$975.00
CertaPro Painters	\$1,150.00
The Maintenance Company, LLC	\$1,200.00
Hydro-Pro Pressure Washing, LLC	\$1,525.00

L. Smith recommended Pro Wash, LLC.

Motion to approve: Thornburg Second: Weigel Vote: All aye.

C. Personnel-

1. RFP for Salary & Benefit Study

Requests for proposals were sent to four firms. Three firms submitted proposals as follows:

Burris, Thompson, & Associates, Murfreesboro, TN	\$8,850.00	\$125/hour
Aruthur J. Gallagher, Brentwood, TN	\$9,955.00	\$220/hour
F & H Solutions Group, Memphis, TN	\$23,900.00	\$275/hour

After review and evaluation of each proposal, Reardon and Collins recommended Burris, Thompson, & Associates. Thornburg questioned whether the Salary and Benefit Study included the development of a program to evaluate employees in the future. Reardon answered that the City has the option to decide that at a later date after the study has been completed for the hourly rate of \$125.00.

Motion to approve: Weigel Second: Altenbern Vote: All aye.

VII. Legislation -

1. Resolution 2017-02, Reduce Speed Limit on Harding Place from Lynwood Boulevard to Westover Avenue

This resolution will lower the speed limit on Harding Place between Lynwood Boulevard and Westover Avenue to 25 miles per hour for vehicles and will retain the speed at 20 miles per hour for trucks. This resolution will take effect on April 15, 2017.

Motion to approve: Thornburg Second: Altenbern Vote: All aye.

2. Ordinance 2017-2, Amending Title 12, on first reading, Chapter 4 of the City Code Regulating Development Within the Corporate Limits of City of Belle Meade, Tennessee, To Minimize Danger to Life and Property Due to Flooding, and to Maintain Eligibility for Participation in the National Flood Insurance Program, By Adopting the New FEMA Flood Insurance Rate Map, ("FIRM") Dated April 5, 2017.

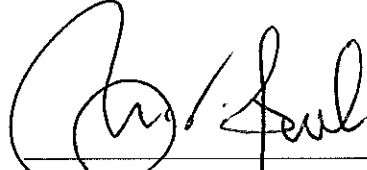
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In order to maintain eligibility in the National Flood Insurance Program, the City must adopt the new FEMA Flood Insurance Rate Map ("FIRM"), to take effect April 5, 2017 according to the Code of Federal Regulations established by the National Flood Insurance Program.

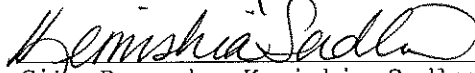
Motion to approve: Thornburg Second: Weigel Vote: All aye.

VIII. Other matters - No Matters

Meeting adjourned at 5:01pm.



Mayor James Hunt



City Recorder Kemishia Sadler