

**MINUTES
BOARD OF COMMISSIONERS OF
THE CITY OF BELLE MEADE
AUGUST 15, 2018**

Call to Order

The meeting was called to order by James Hunt, Mayor, at 4:01pm.

Commissioners present

James Hunt, Mayor Blair Wilson Cathy Altenbern
Gray Thornburg Bob Weigel

City staff members present

Beth Reardon, City Manager; Tim Eads, Police Chief; Doug Berry, City Attorney
Aspen Collins, Assistant City Manager/Finance Director; Lyle Patterson,
Building Official; Larry Smith, Public Works Director; Charlotte Hunter, City
Recorder

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

II. **Public Hearing** - None

III. **Minutes** -

Regular Meeting held July 18, 2018

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

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

2. Estimates for Tablets and Accessories

New tablets for the Building Official, Public Works Director and Sewer
Collections Operator for connectivity while out in the City. Staff recommends
purchase from CDW for lowest total cost of \$5,141.73 for three tablets.

	NewEgg	CDW	Best Buy
Surface Pro 4	\$1,399.00	\$1,245.99	\$1,449.00
Docking Station	\$ 179.00	\$ 166.99	\$ 134.99
Stylus	\$ 93.95	\$ 69.95	\$ 88.99
Keyboard	\$ 147.54	\$ 141.99	\$ 124.99
Urban Armor Case	\$ 69.95	\$ 69.95	\$ 57.99
Total	\$1,890.43	\$1,713.91	\$1,855.96

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

V. **City Services**

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

276 Traffic citations 11 Traffic crashes 56 Alarm calls
0 Burglaries 18 Incident reports 1 Theft reports
Arrests 8

2. Estimates for In-Car Video Cameras

Chief Eads recommends the City purchase two in-car video cameras from DHJR of Columbia for a total cost of \$5,650.00. The purchase will be reimbursed by the TN Highway Safety Office Grant PT-0034 for up to \$5,500. The City will need to cover the additional \$150.

<u>CDJR OF COLUMBIA</u>	<u>TRUCKER'S LGHTHOUSE</u>	<u>ON-DUTY DEPOT</u>
\$5,650.00	\$6,280.00	\$5,510.00

Motion to approve: Thornburg **Second:** Wilson **Vote:** All aye

B. Health and Sanitation - Reports will be submitted next meeting due to Sewer Dept. computer failure.

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

17 Permits issued ** \$7,601,192.00 Estimated construction cost
2 Permits closed ** 0 Grading/soil permits issued ** 3 Closed
0 Stormwater complaints filed

Building Official Lyle Patterson compiled an annual summary of building permits fees since 1995 to the present. In 1995, 73 permits were issued totaling \$23,688.18. The highest year was 2017 for 160 permits totaling \$174,165.00. 2018 year-to-date for 94 permits is \$104,224.00. Mr. Patterson also reported we have 298 swimming pools in the City. Jackson Blvd, Chickering Road and Lane are the streets most populated with pools.

2. Short Term Rental discussion

How could we monitor short term rentals? How many do we have now? Maybe three. Attorney Doug Berry advised it is the will of the Commissioners for him to draft an ordinance to ban short term rentals but exempt current ones that are legally registered through Metro.

D. Waste Collections -

1. Estimates to Install Access Control for Dumpster Area

<u>Kimbrell Electric</u>	<u>Stafford Electronics</u>	<u>Select Security</u>
\$2,651.89	\$3,081.25	\$5,495.63

Chief Eads recommends that Kimbrell Electric complete the access control project for \$2,651.89.

Motion to approve: Altenbern **Second:** Wilson **Vote:** All aye

E. Beautification/Landscape

1. 2018 Tree Grant

City Manager Beth Reardon applied and received a grant from the State Department of Agriculture to purchase and plant three trees in the pocket park of Deer Park Circle. The total grant is for \$1,180.00 to cover the cost of trees, shipment, mulch, water bags and planting in the fall. This grant is a

50/50 match, for which the State will cover half of the amount (\$590), the remainder plus any extra costs will come from the Beautification Fund.

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

2. Update on Beautification Committee

City Manager Beth Reardon gave an update on the Beautification Committee chaired by Laura Katherine Wood. LK has received several confirmations from residents willing to serve on the Committee. Commissioner Thornburg would like the Committee to study the possibility of a Level One Arboretum and would like them to look further into more grants and other ideas for projects.

F. City Communications - No Matters

VI. Administration -

A. Finance

1. **Financial Stmts** - Reports submitted by A. Collins reviewed.
2. **Investment Schedules** - Reports submitted by A. Collins reviewed.
3. **Approval of invoices over \$5,000 -**

• Kraft CPA	\$ 3,500.00
• Hodgson Douglas	\$ 5,750.00
• PRI Pavement	\$129,336.13
• SkyCop	\$102,439.55
• Wascon, Inc.	\$ 5,398.47
• Wascon, Inc.	\$ 4,988.47
• J. R. & Assoc. Week 2	\$ 13,840.00
• J. R. & Assoc. Week 3	\$ 14,560.00
• J. R. & Assoc. Week 4	\$ 14,560.00

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

B. Facilities -

1. Consideration of Bids for Janitorial Services

CONTRACTOR	MONTHLY BASE AMOUNT	CARPET	SPECIAL REQUEST SERVICES	
			Hard surface	Windows
Pristine Building	\$ 840.00	\$.20 SQ FT	\$.35 SQ FT	\$ 500
Eagle Cleaning	\$1,397.00	\$.18 SQ FT	\$.35 SQ FT	\$2,450
Pro Image Janitorial	\$1,402.49	\$.10 SQ FT	\$.38 SQ FT	\$ 550

City Manager Beth Reardon advised our current cleaning company is Prestige and we are less than satisfied with them. They changed crews twice lately and we are still having issues with areas not being cleaned sufficiently and routinely. Eagle Cleaning does not have an office in Nashville. Reardon recommends the contract be awarded to Pro Image Janitorial for \$1,402.49. They have been in business for 19 years. They clean Brentwood City Hall and their Library and all 3 references came back as highly satisfied with their work.

Motion to approve: Altenbern Second: Wilson Vote: All aye

C. Personnel - No Matters

VII. Legislation -

1. Ordinance 2018-4, Amend Certain Sections of Title 14, Chapter 2 of the Belle Meade Zoning to Clarify the Jurisdiction and Powers of the Board of Zoning Appeals, on First Reading.

No Motion necessary, still under Deferral

2. Ordinance 2018-5, Amend Title 14, Section 204 (1)(h)(i)(A) of The Belle Meade Zoning Code to clarify Restrictions for Minimum width of side yards, on first reading.

BZA Chairman Pete Zabaski addressed the Board regarding clarification of the Zoning Code concerning the minimum widths of side yards, especially as they apply to non-conforming structures. This ordinance will require additional review/approval by the BZA that is currently being handled by the Building Official.

Motion to approve: Altenbern Second: Wilson Vote: All aye

3. Resolution 2018-04, Amending Resolution 2014-01, Establishing Amounts of Fees to be charged by the City of Belle Meade for Permit Applications and other fees.

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

4. Resolution 2018-05, Operations Policy for Public Safety Surveillance System.

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

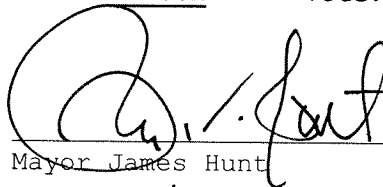
VIII. Other Matters -

City Manager Reardon requested consideration of purchase of a computer for the dispatch office that will be used to view the video from the Video Security System, and recommended the low bid from NewEgg.

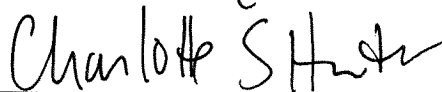
<u>NewEgg</u>	<u>Dell</u>	<u>Best Buy</u>
\$1349.99	\$1,399.99	\$1,429.99

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

Meeting adjourned at 5:42pm



Mayor James Hunt



City Recorder Charlotte Hunter