

**Minutes  
Board of Commissioners  
Of the City of Belle Meade  
August 19, 2020**

**Call to order**

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

**Commissioners present by "Zoom" Software platform**

James Hunt, Mayor            Louise Bryan, Vice Mayor    Cathy Altenbern  
Rusty Moore                    Bob Weigel

**City Staff Members present**

Beth Reardon, City Manager                    Tim Eads, Police Chief  
Lyle Patterson, Assistant City Manager and Building Official  
Doug Berry, City Attorney                    Leigh Mills, Finance and HR Director  
Larry Smith, Public Works Director    Edie Glaser, City Recorder

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

**Officer of the Quarter Recognition for First Half of 2020**

1<sup>st</sup> Quarter 2020 Award given to MPO Dee Howell  
2<sup>nd</sup> Quarter 2020 Award given to MPO Keith Samol  
2<sup>nd</sup> Quarter 2020 Award given to MPO David Wright

These outstanding officers' names will be displayed on the City of Belle Meade Officer Recognition plaque located in City Hall.

**II. Public Comment**

Metro Council Member Thom Druffel gave an update on Metro Council Activities. Metro continues to show support for their Police Department by voting down several bills that came along that did not have the right direction that we needed. I am currently working with Judith Tackett with the Metro Homeless Impact Division regarding the homeless at Charlotte Avenue.

**III. Minutes - regular meeting held July 15, 2020**

**Motion to approve: Moore                    Second: Bryan                    Vote: All aye**

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

**2. Recommendations for Master Plan Consultant**

Vice-Mayor and Master Plan Chair Louise Bryan stated that in April 2020 City Manager, Beth Reardon created a request for qualifications for a long term Master Plan for the City of Belle Meade. The City received two proposals and at the Selection Committee's request, the deadline was extended to allow more firms to submit and a third RFQ was received. The Selection Committee conducted a significant amount of due diligence on the three firms. The Committee created a series of questions and qualifications which were scored from 1 to 5 by each Committee member. "Zoom" platform meetings were held with the three firms and their entire teams. In person meetings were held with two of the top firms with their proposed project leaders at City Hall. This was done to get to know the person that will be the face of the proposed long term Master Plan. The Selection Committee unanimously decided and recommends

the proposal from the firm Kimley-Horn as the consultant to assist the City in the preparation of a Master Plan. The estimated cost of the plan is \$124,000.00. We feel this is reasonable based on months of research and due diligence.

**Motion to approve the Selection Committee's recommendation of Kimley-Horn to develop the City's Master Plan:**        Bryan                      **Second:** Moore  
**Vote:** All aye

**V. City Services**

**A. Public Safety** - Reports submitted by Chief T. Eads reviewed.  
Statistics Summary July 2020

<u>3</u> Citations Issued	<u>5</u> Traffic Crashes	<u>43</u> Alarms
<u>0</u> Burglary	<u>3</u> Theft of Property	<u>1</u> Arrest

**License Plate Removal (LPR) Report**

1- Stolen Vehicle                      4- Stolen Tags

**2. Request to Purchase Night Vision Equipment**

Chief Eads obtained a quote for six (6) Noptic Night Vision thermal imaging cameras to equip six patrol units that are assigned to the night shift. These devices mount to the spotlight system on the patrol unit, allowing officers to scan areas during the night to indicate persons that may be lurking in the wooded areas of the City and detect vehicles that have been in recent use. It is a proactive tool to aid with any potential vehicle burglaries and a valuable officer safety tool in spotting potential suspects of other crimes that may be trying to allude detection from the police. Chief Eads displayed a short video about the light on the screen for the Commissioners to view.

NOPTIC NV3 Camera with LED Spotlight, three year warranty, operating software, install support, and operational support and training.

Cost each: \$2,995.00        Total for six (6): \$17,970.00

This is a sole source provider; therefore, no competitive bidding required.

**Motion to approve the purchase of 6 NOPTIC NV3 Camera's with LED Spotlight at \$17,970.00:**        Altenbern                      **Second:** Bryan                      **Vote:** All aye

**3. Request to Purchase Dispatcher Chair**

Chief Eads obtained three quotes for the replacement of the damaged dispatch chair. He recommends purchasing the 911 Chair as the new dispatch chair.

- 911 Chair                      \$1,469.00
- Husky Office Chair        \$2,279.14
- Concept Seating Chair    \$2,093.00

**Motion to approve the 911 Chair for \$1,469.00:**        Moore                      **Second:** Weigel  
**Vote:** All aye

**B. Health and Sanitation** - Reports submitted by Nathan McVay reviewed

**C. Building/Zoning/Planning**

**1. Monthly Reports** submitted by Assistant City Manager and Building Official Lyle Patterson reviewed.

6 Permits Issued \$261,300.00 estimated construction cost

7 Permits Closed

0 Grading/Soil/Disturbance Permits  
0 Closed  
0 Stormwater Complaints Filed

2. Re-appoint Board of Zoning Appeals (BZA) Member Gloria Sternberg, through June 2023

Motion to approve reappointment of Gloria Sternberg to the (BZA) through 2023: Altenbern Second: Moore Vote: All aye

3. Re-appoint Board of Zoning Appeals (BZA) Alternates Charlie Atwood and Mal Wall, through June 2023

Motion to approve reappointment of Charlie Atwood and Mal Wall as alternates to the (BZA) through June 2023: Weigel Second: Moore Vote: All aye

**D. Waste Collection - NO MATTERS**

**E. Beautification/ Landscape** - Monthly report by Laura Katherine Wood. Donations are over \$58,000.00 to date. We are 23% percent down from last year. We expected this due to Covid. The Committee is planning fundraising for next year and thinking of creative ways to make up the difference. The Committee met and walked the Boulevard making notes on our goals moving forward and working with the Selection Committee on the City's Master Plan. Special thank you to Caroline Stevens and Gavin Duke for their expertise. We are working on the application for Tree City USA. Once this is approved, we will be eligible for grants. Our next meeting will be held September 14<sup>th</sup>, 2020.

**F. City Communications - NO MATTERS**

**VI. Administration**

**A. Finance**

1. Financial Statement - June 2020

2. Investment Schedules

3. Approval of Invoices over \$ 5,000.00

• J.R. & Associates (week 2)	\$15,080.00	
• J.R. & Associates (week 3)	\$14,940.00	
• J.R. & Associates (week 4)	\$14,703.00	
• J.R. & Associates (week 5)	\$15,080.00	
• J.R. & Associates (week 6)	\$14,552.00	
• Martin and Zerfoss	\$ 4,000.00	
• Public Entity Partners	\$17,243.00	
• Public Entity Partners	\$30,509.22	
• Public Entity Partners	\$12,702.00	
• TN Dept. of Transportation	\$ 5,817.65	(Per Beth Reardon HOLD)
• Wascon	\$ 6,122.40	

Motion to approve Invoices over \$5,000.00: Weigel Second: Moore  
Vote: All aye

**B. Facilities**

1. **Estimates for Sealing asphalt parking lot at City Hall -**

Public Works Director Larry Smith stated that it has been 7 years since the parking lot was sealed and striped. He sent the RFP to five contractors, of

which four submitted proposals for the work. Director Smith recommends the proposal of \$3,962.00 submitted by Kerr Brothers and Associates to do the work.

They did this work for the City in 2013 and the City has a good relationship with them.

Kerr Brothers and Associates Inc. proposed price	\$ 3,962.00
Sessions Sealing and Maintenance Co. proposed price	\$ 6,145.00
Wright Construction Company proposed price	\$ 7,964.00
PavePro proposed price	\$ 8,650.00

**Motion to approve Kerr Brothers and Associates: Bryan Second: Altenbern  
Vote: All aye**

**2. Estimates for LED Parking Lot Lighting Replacements-** Public Works Director Larry Smith stated they would like to change the lighting fixtures on the three light poles in the City Hall parking lot to LED lighting. This will reduce electrical costs as well as make the parking lot area much brighter and safer after dark. Director Smith received three cost estimates. He and Assistant Director McVay recommend purchasing the LED fixtures from Border States Electric at a total cost of \$2,013.00.

Border States Electric (Holophane)	\$671.00 each	\$2,013.00 total cost
Stuart C. Irby Co. (Holophane)	\$728.00 each	\$2,184.00 total cost
Grainer (GE lighting)	\$888.00 each	\$2,664.00 total cost

**Motion to approve Border States Electric for a total cost of \$2,013.00:  
Moore Second: Weigel Vote: All aye**

**3. Estimates for LED Lighting Replacements in Public Works Garage -** Public Works Director Larry Smith stated the ancient and aging fluorescent lights need to be replaced in the garage with LED fixtures. He obtained three estimates for 20 Light fixtures. He and Assistant Director McVay recommend purchasing the LED High Bay light fixtures from Amazon for the lowest total cost of \$599.96.

Amazon - LED UFO High Bay Lights	\$149.00 per pack of 5	\$ 599.96 total
Amazon - Hyperlite LED UFO (20)	\$149.99 Each	\$2,999.80 total
Holophane EMS LED	\$375.00 Each	\$4,500.00 total

**Motion to approve the Amazon LED UFO High Bay Light at a total cost of \$599.96: Mayor Hunt Second: Weigel Vote: All aye**

#### C. Personnel - NO MATTERS

#### VII. LEGISLATION

**1. Ordinance 2020-4, Amending Section 14-210 (6) and Appendix F of The Belle Meade Zoning Code to Modify Certain Provisions Concerning Reconstruction of Non-Conforming Structures and Change Legal Use, on first reading**

Assistant City Manager and Building Official Lyle Patterson commented that the goal of this Ordinance is to allow residents to spend as much as they wish on existing accessory structure and change their use. He shared his screen to do a short power point presentation that displayed examples of current accessory structures at homes throughout the City. These structures were garages, at one time or small living quarters that were original to the home. These structures are considered non-conforming and currently cannot be improved for more than 50% of the structures value and cannot change its use.

Patterson took four Streets in Belle Meade and counted eighty of these structures. He stated by allowing residents to change the use of these structures and spend what they wish on them we are giving them what they want and encouraging them to stay in the City of Belle Meade. In addition, this will increase property values and generate more revenue for the City. Commissioner Moore commented he has a concern about changing a use. Changing a use does create more activity and noise that might be a concern to a neighbor. This might be the reason why the Ordinance exists the way it does. Commissioner Altenbern asked Patterson what is the process if this is passed? Patterson responded that this would be treated the same as we would a home. If the structure is changed 35% or more physically on the outside they would have to appear before the Historic Zoning Committee (HZC). If the change was only interior, they would apply for a permit. Commissioner Bryan asked for clarification that what we are discussing are structures that are within the building setbacks? City Attorney, Doug Berry responded yes, structures that are within the building setbacks. Commissioner Moore stated they are outside the building envelope. Patterson agreed.

**Motion to approve on first reading:      Weigel              Second: Moore**  
**Vote: All aye**

**2. Resolution 2020-07, Amending Resolution 2020-05, Establishing Amounts of Fees to be Charged By the City of Belle Meade for Permit Applications and Other Fees.**

City Manager Beth Reardon stated that this Resolution adds two changes to the existing Resolution. In Section 1A.(5) adds Traffic School fees for the Belle Meade Driver's Education class and for online classes. Section 1D. formalizes the fees that are being charged for filing an application to appear before the Historic Zoning Commission (HZC).

**Move to approve as amended: Altenbern              Second: Moore      Vote: All aye**

**VII. OTHER MATTERS**

**1. Request from Harding Place Residents to Complete Portions of Sidewalk near Lynwood Boulevard and Belle Meade Boulevard.**

Harding Place residents Marty and Betty Dickens, Jackie and Jerry Bellar, Garry McGuire, Sam Patel, and Kristin Paine addressed the Commissioners requesting the completion of the sidewalks. It is very inconvenient to not be able to go both ways. If the sidewalk was extended on the North side of Harding Place as it was shown in the original plan, then it would be possible to have a safe entrance or way to turn to get on Belle Meade Boulevard. It is a dangerous intersection. If your walking on the sidewalk as it is now there is not a safe place to turn. Adding the connectors would make it safer and would be a great service to the community.

Mayor Hunt commented that the sidewalks were originally not completed due to no response from two neighbors. It is now not necessary to get a response from these neighbors due to the right of way. There was a concern over cost as well. Mayor Hunt suggested we take the original plans and get an estimate of what it would take to complete the sidewalks. He asked the other Commissioners their opinion. Commissioner Moore commented that the sidewalks are eighty five percent complete. He would be in favor of getting estimates on what it would cost to complete the sidewalks. Vice-Mayor Bryan and Commissioners Altenbern and Weigel all agreed. This would not be made part of the Master Plan, but treated as a separate job.

Mayor Hunt announced that resident John Rochford has agreed to match up to two hundred thousand dollars in contributions to the Belle Meade Historic Site fundraising campaign. COVID-19 has impacted them financially.

Mayor Hunt announced there are three Belle Meade citizens that have qualified to run for the two open seats for Commissioner this year. They are Haley Dale, Charley Thornburg and current Mayor Jim Hunt.

Commissioner Bob Weigel asked City Manager Beth Reardon on the status of the lighting on Belle Meade Boulevard with NES. Reardon responded that at the meeting they had with NES several weeks ago they notified them to proceed with getting their bids done for the lighting fixtures. Once they have the bids, they will have to award the contract and purchase the lighting fixtures for their stock. They are to get back with us on the arrangements of the payment and installation of the fixtures.

Reardon stated that once the Street Resurfacing, Snow Removal and Street Sweeping bids have been completed she will begin working on the sewer rate study with Mr. Petty.

Louise Bryan commented that the left turn signal off Belle Meade Boulevard will be part of the Master Plan and one of the first items they will be addressing along with the right turn only on Jackson Boulevard.

The next Board of Commissioners meeting will be held Wednesday, September 16, 2020 at 4:00pm

Meeting adjourned at 5:30pm.

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Mayor Jim Hunt

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City Recorder Edie Glaser