

**Minutes  
Board of Commissioners  
December 16, 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                      Rusty Moore, Vice Mayor                      Louise Bryan  
Bob Weigel                                      Haley Dale

**Staff Members Present**

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

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

II.    **Public Comments** -

Metro Council Member Thom Druffel stated the Transportation Plan was approved as a Resolution. They can now begin applying for Federal and State Grants.

III.   **Minutes** - regular scheduled meeting held November 18, 2020.

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

IV.    **Public Works**

1.    Monthly Reports submitted by Director Smith reviewed.

V.     **City Services**

A.    **Public Safety** - Reports submitted by Interim Police Chief Vince Higgins reviewed. Chief Higgins stated the November patrol miles are lower due to officers out for Covid or waiting on Covid results. Commissioner Moore emphasized he would like to see more enforcement on the Left Lane Turn Only rule on Belle Meade Boulevard.

**Statistic Summary November 2020**

<u>225</u> Citations Issued	<u>13</u> Traffic Crashes	<u>34</u> Alarms
<u>3</u> Burglary	<u>1</u> Theft of Property	<u>5</u> Arrests

**License Plate Removal (LPR) Report**

<u>7</u> Stolen Tags	<u>1</u> Stolen Vehicle	<u>2</u> Arrests
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B.    **Health and Sanitation** -

1.    **Monthly Reports** submitted by Nathan McVay reviewed. Director Larry Smith stated when they receive a Tennessee One call, they have to mark it at the location if there is a sewer force main or grinder tank at the location. Commissioner Weigel requested that Mr. Petty include all current price increases in the sewage rate study.

**C. Building/Zoning/Planning**

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

- 3 Permits Issues \$1,139,000.00 estimated construction cost
- 2 Permits Closed
- 0 Grading/Soil/Disturbance Permits
- 0 Stormwater Complaints Filed

2. Appointment of Doug Hale as BZA Alternate

**Motion to approve Doug Hale as an alternate to the BZA: Moore**

**Second: Dale                      Vote: All aye**

**D. Waste Collection -**

1. Special Christmas week trash pick-up schedules have been left at all resident's home on their trash bins, on the City website, in the City Newsletter and through the City email blasts.

There will be no change to the residents on the new recycling pick up procedure and no additional charge to the City of Belle Meade from Franklin Disposal.

**E. Beautification/Landscape**

1. Monthly Report by Laura Katherine Wood - The Ceres Society meeting was held December 14. Financials were discussed with Finance Director Leigh Mills. Ceres would like to have a page added to the City of Belle Meade website that is dedicated to them. They would like to launch the page prior to the 2021 Fundraising Letter that is due to go out in March. The safety of Jackson Boulevard bridge was discussed and the suggestion to add an arch above it. This would eliminate very large trucks entering the street. Further discussions on this with Kimley Horn is scheduled for the January meeting.

The Planting Committee installed and completed all of the Fall plantings in November and provided planters at the entrance of City Hall. Christmas Ball Lights for 2021 and rain barrels were discussed for possible Ceres fundraising in the future.

**F. City Communications - No Matters**

**VI. Administration**

**A. Finance**

1. Financial Statements - November 2020
2. Investment Schedules
3. Approval of Invoices over \$5,000

- Hodgson/Douglas Landscape Architects      \$ 5,581.80
- Kimley-Horn (Master Plan)                      \$ 10,585.00
- Jones Brothers Construction (paving)      \$203,665.00

**Motion to approve invoices over \$5,000: Moore                      Second: Weigel**

**Vote: All aye**

4. Approval of Annual Audit Report - FY 2019-2020

**Motion to approve Annual Audit Report FY 2019-2020: Moore      Second: Bryan  
Vote: All aye**

5. Proposal from Kraft CPA Services for a 3-year engagement for audit services. Finance Director Leigh Mills stated she was pleased with their service. Kraft CPA Services has been working for the City for seven years.

**Motion to approve Kraft CPA Services for a 3-year engagement for audit services: Bryan      Second: Moore      Vote: All aye**

6. Consideration of Employee Salary increases

**Motion to defer the consideration of employee salary increases and bonus with a Commissioners Special Meeting Scheduled for Discussion: Moore  
Second: Dale      Vote: All aye**

#### **B. Facilities**

1. Report by Lyle Patterson on facility security upgrades. Lyle Patterson reported that six cameras were purchased to go throughout City Hall. These cameras are not monitored. The video is stored in the cloud and rotated every seven days. This will allow to go back and pull up video evidence if needed. As an additional security measure estimates are being collected to purchase and install doors for the interior entrance to the offices at City Hall. Employees will be able to access these doors by a key fob. The public will have to be buzzed in. Cameras will be installed at the City dumpsters and parking lot as well. These cameras will be monitored by dispatch. Updating the panic button devices in each office is being researched.

2. Consideration of security door installation in City Hall lobby

**Motion to put in the budget the purchase of security cameras and install security doors for Belle Meade City Hall: Bryan      Second: Moore  
Vote: All aye**

#### **C. Personnel**

1. New Hire - Dispatcher Mason Cauthen was welcomed to the City of Belle Meade as a full time employee. Mason will be working the midnight shift as an operator.

#### **VII. LEGISLATION - NO MATTERS**

**VIII. Other Matters** - Commissioner Retreat dates to consider are February 17 and 18<sup>th</sup>. Louise Bryan to prepare the Agenda.

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

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Mayor Jim Hunt

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City Recorder Edie Glaser