

Minutes
Board of Commissioners "Zoom" Meeting
January 20, 2021

Call to order

The meeting was called to order by James Hunt at 4:00pm via "Zoom"

Commissioners present by "Zoom" software platform

James Hunt, Mayor Rusty More, 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 Comment** -

III. **Minutes** - regular scheduled meeting held December 16, 2020

Motion to approve the minutes: Moore **Second:** Weigel **Vote:** All aye

Minutes of the Special Meeting minutes held December 28, 2020

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

IV. **Public Works**

1. Monthly Reports submitted by Director Smith reviewed.
2. Final Settlement Agreement Concerning Pendleton Avenue.

The City Board of Commissioners on June 26, 2019 passed Ordinance 2019-1, abandoning the right of way of Pendleton Avenue. The Allen's, 326 Lynwood Boulevard, would undertake the repaving, construction, and other remediation of Pendleton Avenue with the City paying \$5,000 to the Allen's to cover a portion of the cost and any amounts in excess thereof. The Allen's have completed all construction work on the driveway required by the City and such work has been inspected and approved by the City and found to be in compliance with all City ordinances and regulations.

Motion to approve the Final Settlement Agreement concerning Pendleton Avenue removing, reconstruction and installation of all landscaping in the green space required from the City, from the agreement: Moore

Second: Weigel **Vote:** All aye

3. **Update on Haring Place Sidewalk Project - Phase 2**

Hodgson Douglas Landscape Architects completed the plans and bid documents. The City has advertised for this project and posted the documents on the website. The bid opening will be held on Thursday, February 11, 2021. The staff will have a recommendation to award the bid at the February Commissioners meeting. Construction to begin as soon as weather permits. Completion prior to fiscal year end. The project is being funded with a portion (\$61,125) of the Local Revenue Grant funds received from the State of Tennessee. Grant requires funds be spent before June 30, 2021.

4. **Belle Meade Together Master Plan** - Urban Transportation Planning Grant. The City of Belle Meade has applied for a \$70,000 Planning Grant to the Tennessee Department of Transportation. The Grant has been applied for and received by TDOT for fees related to studying the intersection at Harding Place and Lynwood Boulevard. If grant is received the City of Belle Meade is required to put up a 10% match of \$7,000.00 and adopt a resolution stating our intent to endorse the plan.

5. **Millrace Lane Homeowner's Association** - Tee Zerfoss, current President of the Millrace Lane HOA and Doug Berry, City Attorney, have reviewed the HOA documents and determined that the Millrace Lane property owners are free to dissolve the HOA at any time and the City of Belle Meade has no regulatory or administrative powers over the HOA. Dissolving the HOA will not eliminate the Association's obligation for the landscape maintenance unless the City agrees to terminate this obligation. The HOA is requesting the termination of this obligation.

Motion to approve the request from the Millrace HOA to dissolve their HOA and they no longer be responsible for maintaining the landscaping in the right of way: Moore Second: Weigel Vote: All aye

6. **Update on the new NES Light Fixtures for Belle Meade Boulevard.**

Total Cost estimate to purchase and install 114 new light fixtures on Belle Meade Boulevard is \$463,259.03(Capital \$342,148.28, Installation \$121,110.75). No financing available. Options are to pay NES in full or pay a portion at the start of work and the completion of work. This would require a MOU.

Commissioner Bryan requests to defer this for one month to allow Belle Meade resident and Belle Meade Together Committee member Scott Kendall to review the sketch design.

Commissioner Moore asked Public Works Director Smith how many poles currently needed to be replaced and should we consider having them replaced before the installation of the new arm and light fixtures? Director Smith answered that NES maintains the poles. If a pole is replaced it is at no cost to the City. Beth Reardon stated that the City is billed an investment charge monthly for the 57 NES poles on the Boulevard and some on the side streets that we have light fixtures attached to and some with cameras.

Commissioner Bryan commented that we need to be careful when making these infrastructure changes without seeing exactly what all the options are. She does not believe we should initially let NES make any design or aesthetic decisions for us in Belle Meade.

Mayor Hunt stated NES is not making any pole decisions for us. We made the decision to take the other lights down and replace them with the new. The poles did not come into it because we assumed that NES would be using the same type of pole being used now.

Motion to defer for one month: Bryan Second: Weigel Vote: All aye

7. **NES Poles** - Installation of new Fiber Lines - (images displayed)

Public Works Director Smith stated the NES poles carry power, cable, and fiber. There are ten different fiber companies on the poles on Belle Meade Boulevard. We receive an exercise and franchise fee on those. Finance Director Leigh Mills stated for Franchise Tax annually in the budget is \$77,000.00.

Beth Reardon stated the City is not charged by NES for the removal of a light fixture on an old pole or the install of that light fixture to a new pole. The pole attachment fee is pretty standard, and we budget for it.

Director Smith stated there are two options for the poles, shiny silver, or rust.

Scott Kendall, 104 Clarendon Avenue, stated he had been on the call and wanted to say he has true experience with NES. There are choices. His concerns are not personal they are looking out for the City. The spine of our City is the Boulevard and he wants to make sure the design is the best among the options available. There are others that are high design experts in the Community, that live in Belle Meade that should be consulted on this as well. He thinks it's worth exploring. Mayor Hunt commented we have already ordered and purchased lights.

8. Tentative Meeting with NES - Burying Power Lines on BMB

The Commissioners will attend a meeting via "Zoom" with NES Friday, January 22, 2021 to discuss the possibility of burying the power lines on Belle Meade Boulevard.

V. City Services

A. Public Safety - Reports submitted by Interim Police Chief Vince Higgins reviewed.

Statistic Summary December 2020

<u>217</u>	Citations Issued	<u>13</u>	Traffic Crashes	<u>39</u>	Alarms
<u>0</u>	Burglary	<u>7</u>	Theft of Property	<u>12</u>	Arrests

License Plate Removal (LPR) Report

<u>6</u>	Stolen Tags	<u>0</u>	Stolen Vehicle	<u>2</u>	Arrests
----------	-------------	----------	----------------	----------	---------

2. Estimates for Vehicle Equipment Installation for Lighting and Police Equipment for the 2020 Ford Explorer police vehicles. Chief Higgins recommends On-Duty Depot to do the work. Two installations will be conducted for a total of \$2,200.00. Estimates received as follows:

- On-Duty Depot \$1,100.00 each
- Trucker's Lighthouse \$1,330.00 each
- CDJR of Columbia \$1,290.00 each

3. Purchase of Digital Ally In-Car Cameras - Included in the 2020-2021 budget the police department requested two Digital Ally In-Car Cameras to be installed in the two Ford Explorer police vehicles. The total cost of the two cameras is \$5,338.94. These cameras will be purchased through a federal government contract which relieves us of the requirement to obtain competitive bids.

4. Purchase of Ticket Writer Printers - Included in the 2020-2021 budget was the purchase of five new printers for the ticket writers at an estimate of \$500.00 each. Chief Higgins recommends Tyler Technologies for the purchase of four ticket writer printers for a grand total of \$2,444.00.

- Tyler Technologies \$611.00 each
- Barcode Factory \$670.79 each
- Barcodesinc \$713.10 each

Motion to approve all three items, the installation of the lighting, the purchase of the InCar Cameras and the purchase of the printers for a total of \$9,982.94: Moore Second: Bryan Vote: All aye

5. Officer of the Quarter - Awarded to MPO David Wright. Congratulations on being selected.

VI. B. Health and Sanitation -

1. Monthly Reports - submitted by Nathan McVay reviewed.
2. Update on Sewer Rate Study - Buddy Petty has received the past five years of annual audits, the current budget for the sewer fund, and current financial statements, for the Sewer Rate Study. A meeting time and date will be scheduled soon with Mr. Petty on the study.

C. Building/Zoning/Planning

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

- 11 Permits Issued \$6,233,790.00 estimated construction cost
- 3 Permits Closed
- 0 Grading/Soil/Disturbance Permits
- 0 Stormwater Complaints Filed

D. Waste Collection - NO MATTERS

E. Beautification/Landscape - Report by Laura Katherine Wood, the Strategy and Development sub committee will be meeting to discuss fundraising. Fundraising is down from last year. The Beautification Committee will be submitting questions to the Commissioners for their Retreat after their meeting on February 8th.

F. City Communications - NO MATTERS

IV. ADMINISTRATION

A. Finance

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

• Commonwealth Chemical Inc.	\$24,360.00
• Kimley-Horn (Master Plan)	\$ 6,608.00
• Straeffer Pump and Supply	\$12,455.00
• Wascon, Inc.	\$ 5,845.26

Motion to approve all invoices over \$5,000: Dale Second: Weigel
Vote: All aye

B. Facilities - Security cameras have been installed at City Hall.

1. Security Doors at City Hall Lobby - Two bids were received to install double security doors in the City Hall vestibule that are activated by remote switch to allow public entry. Doors will match the existing entry doors to courtroom but with clear glass.

1) McCarthy Jones and Woodard	Doors	\$4,419.22
(includes all hardware, electronic lock, Closer, drilling, power hinge.)		
Paragon Security Alarm		\$1,763.31
The Parent Company Installation		\$3,078.78
(Provide install of hinges, knobs, closer, surface bolts, shimming, setting paint)		
	Total	\$9,261.31

2) Warren Brothers	Doors	\$2,845.50
Door Closer		200.00
Paragon Security Alarm		\$3,195.68
(includes onsite install of electronic lock, horizontal drilling, power hinge.)		
The Parent Company Installation		\$3,078.78
(Provide install of hinges, knobs, closer, surface bolts, shimming, setting, paint)		
	Total	\$9,319.96

Assistant City Manager and Building Official Lyle Patterson recommends acceptance of the proposal from McCarthy Jones and Woodard. The lead time would be 8-10 weeks.

Motion to approve the purchase of the security doors and installation from McCarthy Jones and Woodard for a total of \$9,261.31: Weigel
 Second: Dale Vote: All Aye

C. Personnel -

1. Change of status - Officer David Read has gone from a part time employee to full time.

VII. LEGISLATION - NO MATTERS

VII. OTHER MATTERS

1. Mayor Jim Hunt and Vice Mayor Rusty Moore met with Nashville Mayor John Cooper on January 15, 2021 to discuss the future of Parmer Park. Parmer Park is located in the City of Belle Meade but is not a Belle Meade asset. It is run by Metro Parks. Discussions were made for Belle Meade acquiring the Park so that it becomes a part of Belle Meade. Vice Mayor Moore stated more discussion on this will take place at the Commissioners Retreat in February with possibly a proposal from Metro.

2. Commissioners Retreat will be Wednesday, February 17 and Thursday, February 18th at Belle Meade Historic Site.

Meeting adjourned 5:55pm

 Mayor Jim Hunt

 City Recorder Edie Glaser