

**Minutes
Board of Commissioners
Of the City of Belle Meade
November 18, 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 Rusty Moore
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 HR and Finance
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 commented that the referendum to repeal the property tax increase failed.

Mayor Hunt commented that overall, at Belle Meade City Hall, the total votes cast for the 2020 Presidential Election was 16,843.

III. **Minutes** - regular scheduled meeting held October 21, 2020.

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

IV. Commissioners' Oath of Office

Jim Hunt and Haley Dale were sworn in as Commissioners.

V. Election of Mayor and Vice-Mayor

Commissioner Rusty Moore nominated Jim Hunt as Mayor

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

Louise Bryan nominated Rusty Moore for the office of Vice-Mayor

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

VII. City Services

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

2. Consideration of Bids for Street Maintenance Contract

On November 9, 2020 the City held a public bid opening for its two year Street Maintenance Contract. This is a comprehensive contract broken down by unit prices within categories for equipment, materials, labor and infrared paving. Gibbs Brothers Construction and Sessions Paving Company submitted a bid packet. Gibbs Brothers has a lower total in three of the four categories in the items the City uses the most, including asphalt, cold mix, crushed stone, topsoil, seed, straw, trucks, paving machine, roller and bobcat

loader. Gibbs Brothers has had the Street Maintenance Contract with the City for about twenty years. They are very responsive when the City has a project, work well with the Public Works staff, and consistently meet our high standards for workmanship. City Manager Beth Reardon and PW Director Smith recommend Gibbs Brothers be awarded the Street Maintenance Contract for 2021-2022.

**Motion to approve Gibbs Brothers Construction the City of Belle Meade Street Maintenance Contract for 2021-2022: Moore Second: Weigel
Vote: All Aye**

3. Consideration of Bids for Landscape Maintenance Contract

On November 9, 2020 the City held a public bid opening for its two-year Landscape and Maintenance Contract. This is a comprehensive contract including lawn mowing, turf maintenance, spring and fall flower planting, fertilization, pruning, irrigation repairs and hand watering areas with no irrigation throughout the City. Two contractors submitted bids as follows:

LSI (Perf. Bond) 24 month	\$171,600.00
LSI (Letter of Credit) 24 month	\$167,880.00
Parke Co (Perf. Bong) 24 month	\$160,850.00

Because the Parke Company did not submit a bid with the Letter of Credit pricing, the City could not make a fair comparison with the LSI bid prices. Some of the unit prices were lower for LSI in some cases and lower for the Parke Company in other cases. Ultimately, because this is a labor intensive contract and LSI has such a long history of experience with Belle Meade, City Manager Beth Reardon and PW Dir. Smith recommend LSI be awarded the City's Landscape Maintenance Contract for two years.

Motion to accept the bid from LSI and award them the City's Landscape Maintenance Contract for two years: Bryan Second: Moore Vote: All Aye

4. Estimates to Repair Stone Wall on Harding Road

L. Smith explained there is a section of the stone wall on Harding Road near Jackson Boulevard that was recently damaged from an accident on October 30th and is needing repair. We are filing a claim with the driver's insurance company for reimbursement of the cost to rebuild the wall. Three estimates were received for the repair work.

Slaughter Stone and Masonry	\$2,800.00
Anthony Thompson Masonry	\$3,500.00
PC Masonry Group	\$3,900.00

Director Smith recommends the approval of the cost estimate from Slaughter Stone and Masonry for \$2,800.00.

Motion to approve estimate of \$2,800.00 from Slaughter Stone and Masonry for wall repair: Moore Second: Weigel Vote: All Aye

5. Request Approval for Repair to Guardrail on Hillwood Boulevard

L. Smith explained the metal guardrail on the east side of Hillwood Boulevard was recently damaged from a hit and run accident on October 26th and must be repaired according to TDOT regulations. We are in the process of filing a claim with the City's insurance carrier for reimbursement of the repair cost. Metro Nashville has a guardrail repair contract that we can piggy-back off of and eliminate the requirement to obtain cost estimates from three vendors.

Lu, Inc of Kingston Springs, Tennessee has the contract with Davison County/Metro. Lu, Inc estimated cost to remove and repair the guardrail is \$3,447.10. Director Smith recommends approval of the cost estimate from Lu, Inc.

Motion to approve the cost estimate from Lu, Inc at \$3,447.10: Weigel
Second: Moore Vote: All Aye

6. Request to Extend Brush and Chipper Contract

L. Smith and City Manager Beth Reardon recommend to the Commissioners that the City extend the Chipper and Brush Collection Contract with The Parke Company at the same price of \$12,700.00 a month for one year through November 30, 2021.

Motion to approve to extend the Brush and Chipper Contract with the Park Company for one year: Weigel Second: Bryan Vote: All Aye

VII. City Services

A. Public Safety -

1. Monthly Reports - Reports submitted by Tim Eads reviewed.

Statistic Summary October 2020

223 Citations Issues	10 Traffic Crashes	32 Alarms
0 Burglary	6 Theft of Property	8 Arrests

License Plate Removal (LPR) Report

3 - Stolen Vehicles 3 - Stolen Tags

2. Officer of the Quarter Recognition -

Officer of the Quarter was awarded to MPO Mack Mangrum. Sergeant Mangrum has been serving the City of Belle Meade since 2002.

3. Request to Purchase (5) GETAC Tablets -

Chief Tim Eads and Police Sergeant Chuck Williams are requesting the purchase of five GETAC tablets from Data Source Mobility. The City is not required to go through a formal sealed bid process for this purchase due to the fact that Data Source Mobility has the NCPA cooperative purchaser agreement that fulfills that requirement. This is part of our continuing grant with THSO. The total equipment cost will be reimbursed to us by a grant. This allows us to increase the number of tablets in the car. Currently we have four tablets that are shared by each and every officer. By purchasing additional tablets this allows us to get the electronic devices in the cars in a more permanent way.

5 - GETAC A140 LTE Tablets	\$18,233.05
Total Equipment cost	\$18,233.05

Motion to approve the purchase of the tablets at \$18,233.05 with reimbursement from the grant: 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.

14 Permits Issued \$4,005,880.00 estimated construction cost

4 Permits Closed

0 Grading/Soil/Disturbance Permits

0 Stormwater Complaints Filed

2. Approval of RFQ for Architectural Historic Survey -

In October 2019 the City sent an RFQ (Request for Qualifications) to five consultants and advertised on the website. The RFQ was to retain the service of a professional to perform a Historic Resource Survey of the properties in Belle Meade so that the Conservation Overlay Interim Design Guidelines could be updated to include all applicable properties. The City received a grant from the Tennessee Historical Commission to fund this survey. The budget for the survey project is \$24,000.00 and the grant covers 60% of the project cost, or \$14,000.00.

Two submittals were received.

Thomason and Associates	\$23,760.00
TerraXplorations, Inc.	\$23,978.00

Based on the extensive experience in performing Historical Architectural surveys and the Company's relationship and familiarity with the City of Belle Meade, L. Patterson and B. Reardon recommend the Statement of Qualifications from Thomason and Associates be accepted for the completion of the Historic Survey for \$23,760.00

Motion to approve the contract with Thomason and Associates: Moore
Second: Dale Vote: All Aye

D. Waste Collection

1. Notice from WestRock Recycle-

The City has received notice from WestRock Nashville that effective January 1, 2021 they will no longer be accepting residential materials at their facility. City Manager Beth Reardon and Public Works Director Larry Smith met with Ray Burghard with Franklin Disposal who collects our trash and recycle. Waste Industries is the only other company locally that accepts recycle. They do not accept bag recycle. It must be loose. This will change the way Franklin Disposal collects the recycle at each house beginning January 1, 2021.

E. Beautification /Landscape

1. Monthly Report by Laura Katherine Wood

At our last meeting we had Alicia from Kimley-Horn join us. She is the landscape architect that is going to be working with Belle Meade Together. We will be doing a breakdown of our financials in the weeks ahead.

VII ADMINISTRATION

A. Finance

1. Financial Statements - September 2020 presented by Leigh Mills
2. Investment schedules
3. Approval of Invoices over \$5,000

• Gibbs Brothers Construction	\$ 9,689.29
• Wascon, Inc.	\$ 6,295.50
• Wascon, Inc.	\$ 6,071.26
• Kimley-Horn	\$21,145.00

Motion to approve the invoices over \$5,000: Moore Second: Weigel
Vote: All Aye

B. Facilities

1. Request to Extend Janitorial Contract

City Manager Beth Reardon stated the City's current Janitorial Services Contract with Prolmage Facility Services LLC is a two year contract with an option to extend services for two additional one-year periods. The initial contract has expired, and this is a request for the first twelve month extension. The current contract pricing will remain the same at \$1,402.49 per month for the extension period of one year.

Motion to approve the Janitorial Contract: Bryan Second: Moore
Vote: All Aye

C. Personnel

1. **New Hire** - Mason Cauthen, Dispatcher - Deferred

IX. LEGISLATION -

1. Resolution 2020-08, Honoring Commissioner Cathy Altenbern

Commissioner Louis Bryan read the Resolution honoring the 12 years (2008-2020) Cathy has served the City as Commissioner.

Motion to approve: Bryan Vote: All Aye

Meeting adjourned 6:03pm

Mayor Jim Hunt

City Recorder Edie Glaser