

Minutes
Board Of Commissioners Meeting
Belle Meade City Hall
May 26, 2021

Call to Order

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

Commissioner's present

James Hunt, Mayor	Rust Moore, Vice Mayor	Louise Bryan
Bob Weigel	Haley Dale	

Staff members present

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

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

II. **Public Comments** - None

III. Mayor Hunt announced National Police Week was May 9-15th and National Public Works week was May 16-22nd. Mayor Hunt addressed Public Works Director Smith and Chief of Police Williams to thank them and congratulated them on the outstanding job their departments do for the City of Belle Meade.

IV. **Minutes** - regular meeting held April 21, 2021

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

V. **Public Works**

1. Monthly Reports - submitted by Director Smith reviewed.

VI. **City Services**

A. **Public Safety**

1. **Monthly Reports** - submitted by Chief Williams - Williams stated that Sergeant David Wright and Sergeant Keith Samol were promoted this month from Patrol Officers to Sergeants. He is actively interviewing to fill one Police Officer position for the Department.

Statistics Summary April 2021

<u>329</u> Citations Issued	<u>7</u> Traffic Crashes	<u>19</u> Alarms
<u>0</u> Burglary	<u>0</u> Theft of Property	<u>6</u> Arrests

License Plate Removal (LPR) Report

<u>1</u> - Stolen Vehicle	<u>2</u> - Stolen License Plate
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2. **Request to Purchase Stalker Radar Unit** - The Police Department has two newly equipped Ford Explorer SUV's. These new vehicles do not have a radar unit installed in them. One radar unit can be taken from the spare Dodge Charger police vehicle. Chief Williams request the other one be purchased with the THSO grant money. With this purchase it will equip all active patrol units with radar. The cost for the RADAR is \$1,900.00. This is on state contract that relieves the City from having to obtain two other cost estimates.

Stalker Radar, 1 - dual-2 antenna radar system, all mounting equipment included 36 month warranty.
Total: \$1,900.00

Motion to purchase the Radar equipment for \$1,900.00 under the state contract: Moore **Second:** Weigel **Vote:** All aye

3. Declaration of Surplus Property - Chief Williams stated that two police vehicles will be taken out of service before the end of this fiscal year. They are the oldest or highest mileage Dodge Chargers in the fleet that are currently not being used since the city purchased two new Ford Explorer SUV's earlier in the year.

Motion to approve the two vehicles as surplus: Weigel **Second:** Dale
Vote: All aye

B. Health and Sanitation

1. Monthly Reports - submitted by Nathan McVay reviewed.
Director Smith stated that they are currently working on storm drain clean outs. They have a running list they work from of storm drains and cross drains in the city. These drains are located in the right of way. Nichol Lane is a Metro street. The right of way and the city sanitary easement starts thirty feet from the center lane. All drainage on Nichol Lane is under Metro Stormwater Authority.

C. Building/Zoning/Planning

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

15 Permits Issued \$9,829,735.00 estimated construction cost
4 Permits Closed
4 Grading/Soil/Disturbance Permits
0 Stormwater Complaints Filed

2. Amend Kimley-Horn Contract to add Zoning Code Review/Rewrite - City Manager Beth Reardon and Building Official Lyle Patterson recommend approval of Kimley-Horn's proposal to amend their current agreement to include a Zoning Code Ordinance Review for the total price of \$26,000.00.

The scope of this proposal will give the City an outline of the changes needed within the Code to satisfy the needs of staff, BZA, MPC, Board of Commissioners and legal counsel.

Motion to approve the Kimley Horn Proposal to Amend Current Contract to include Zoning Code Review for an addition \$26,000.00: Dale
Second: Moore **Vote:** All aye

3. Approval of Updates to BZA Regular/Alternate Members

Erick Clifford will move from an Alternate Member of the BZA to a Regular Member (term expires 6/2023)
Joe Dughman will move from Chairman of the BZA to Vice Chairman (term expires 6/2024)
Doug Hale will move from an Alternate Member of the BZA to Chairman (term expires 6/2023)
Pete Zabaski will move from Vice Chairman of the BZA to an Alternate Member (term expires 6/2021)

Johnny Phipps has renewed his term as an Alternate Member on the BZA (term expires 6/2024)
Craig Andreen and Jeannette Whitson will roll off the BZA Board as of July 1, 2021.

Motion to approve the renewals of terms for the Board of Zoning Appeals with the exception of Jeanette Whitson who would be given an opportunity to not serve on this Board: Moore Second: Dale Vote: All aye

Motion to appoint Doug Hale as Chairman of the Board of Zoning Appeals and Joe Dughman as Vice Chair: Moore Second: Dale Vote: All aye

D. Solid Waste Collection

1. Solid Waste and Recycle Collection Contract Extension - City
Manager Beth Reardon stated this is the last year beginning July 1 of the solid waste contract with Franklin Disposal. The contract calls for an annual increase, equal to the lesser of the current CPI or 4%, and the lesser this year is the 4%, which is calculated to be an extra \$960.00 per month to the current contract. She and Public Works Staff agree that Franklin Disposal has done an excellent job and would appreciate the Commissioners to extend the contract for this last year.

Current contract monthly amount:	\$24,000.00
Monthly increase of 4%	960.00
New monthly eff. 7-1-21	\$24,960.00

Annual Contract Amount	\$299,520.00
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**Motion to approve the extended contract of Franklin Disposal for one more year at an increase of \$960.00 a month: Weigel Second: Dale
Vote: All aye**

E. Beautification/Landscape

1. Monthly Report - City Manager Beth Reardon reported that donations to date to the Ceres Society total \$88,270.00. This is ahead of last year.

F. City Communications - NO MATTERS

VII. Administration

A. Finance

- 1. Financial Statements - March 2021 presented by Leigh Mills**
- 2. Investment Schedules - reviewed**
- 3. Approval of invoices over \$5,000**

Gibbs Brothers Construction	\$ 5,129.25
Kimley-Horn	\$21,635.00
Landscape Services Inc.	\$ 9,650.00
Nsite Inc.	\$77,900.00
Westfield Insurance Co.	\$ 7,124.00
Applied Concepts, Inc.	\$ 5,850.00
Straeffer Pump & Supply Inc.	\$12,455.00

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

B. Facilities - No Matters

C. Personnel - Police Chief Williams introduced Belle Meade Police Department new hire Officer Alexis Duncan who started May 3, 2021. Officer Duncan was formerly with the Pleasant View Fire Department as a Community Risk Reduction Coordinator and worked 2 years at Ashland City Police Dept.

Chief Williams commented that during a recent Neighborhood Watch gathering the Block Captain approached him with an offer to donate \$20,000 to purchase body cameras for the Belle Meade Police Department. Mayor Hunt and all the Commissioners were pleased with the generous offer. Mayor Hunt stated a Resolution will be created for the donation and discussed at the next Commissioners meeting.

VII LEGISLATION -

1. Ordinance 2021-01, Budget Appropriations for Fiscal Year 2021-2022, on first reading. Proposed budget includes a property tax increase of 0.50 cents in order to create a balanced budget.

Motion to approve Ordinance 2021-01: Moore **Second:** Dale
Vote: All aye

2. Ordinance 2021-02, Amend Title Two of the Belle Meade Municipal Code to Increase the Number of Commissioners on The Historic Zoning Commission from Five (5) to Seven (7) on the first reading.

Attorney Doug Berry stated that with the initial Ordinance a number was not set. Five were appointed to get started and we are now setting the number. Renewals will be a five year term.

Motion to approve Ordinance 2021-02: Dale **Second:** Bryan **Vote:** All aye

3. Ordinance 2021-03, Fix Tax Rate for Fiscal Year 2021-2022, on first Reading.

City Manager Reardon explained that, by law, the Commissioners must accept the revenue neutral Certified Tax Rate of \$0.2388 calculated by the Metro Assessor's Office. This must be done prior to making any adjustments or adopting an actual (final) tax rate on second reading of the Ordinance.

Motion to approve the Certified Tax Rate of \$0.2388: Bryan
Second: Dale **Vote:** All aye

4. Resolution 2021-04, Amend Sewer User Charge and Adopt Proposed Five-Year Sewer Rate Plan

The City engaged Rate Studies Inc. to conduct an analysis of the Sewer Enterprise Fund and recommend any necessary rate increases. The sewer user rate was previously set in 2016 and had not been adjusted in 5 years. Rate Studies recommended a 10% increase in the rate from current \$2.85 to \$3.14 per 100 cubic feet of water consumed, with a minimum of \$28.88 per month.

Motion to approve the rate increase to \$3.14: Moore **Second:** Weigel
Vote: All aye

5. Resolution 2021-05, Amending Resolution 2021-03, Establishing Amounts of Fees to be Charged by the City of Belle Meade for Permit Applications and Other Taxes (Excavation and Street Cut Permits)

This Resolution adjusted the fees charged for Street Cut and R-O-W Excavation permits.

Motion to approve Resolution 2021-05: Weigel

Second: Moore

Vote: All aye

IX. Other Matters - possible early voting, Thursday July 15 - Thursday, July 22 at Belle Meade City Hall.

City Manager Reardon reported that the matter is still in trial and no decision had been made by the court yet.

Meeting adjourned at 5:40pm

Mayor James Hunt

City Recorder Edie Glaser