**City of Belle Meade**

**Board of Commissioners Meeting**

**Belle Meade City Hall**

**August 18, 2021**

**Call to order**

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

**Commissioner’s present**

James Hunt, Mayor Rusty Moore, Vice Mayor Louise Bryan

Bob Weigel Haley Dale

**Staff members present**

Beth Reardon, City Manager Charles Williams, Chief of Police

Lyle Patterson, Assistant City Manager and Building Official

Doug Berry, City Attorney Leigh Mills, Director of Finance & HR

Edie Glaser, City Recorder Larry Smith, Public Works Director

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

**II. Public Comments** – Tennessee Municipal League Executive Director Anthony Haynes and Tennessee Municipal Bond Fund President Wade Morrell each spoke about the services they and their staff provide to Tennessee municipalities. Mr. Haynes introduced Kevin Krushenski, research analyst at TML. Mayor Hunt thanked them for their presentation and the tremendous support they provide to local governments across the state.

**III. Minutes** – regular meeting held July 21, 2021

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

**IV. Public Works**

**1. Monthly Reports –** submitted by Director Smith reviewed.

**2. Proposal to Add Delineators on Tyne Blvd. at Lynwood**

Commissioner Bryan recounted the accident at Tyne and Lynwood recently where a car ran the stop sign and hit a teenager on a bicycle. The driver was on Tyne, turning onto Lynwood. A similar accident involving two cars occurred about 2 years ago at the same intersection. Commissioner Bryan feels the City should be responsive to the neighbors’ concerns about safety and speeding in this area and suggested adding some delineators on Tyne Blvd. near its intersection with Lynwood. The is a small, inexpensive and reversable project that will help to slow vehicles down. She suggests four delineators be installed. Director Smith noted that the delineators would have to be spaced so that they do not obstruct access to the nearby driveways. Commissioner Bryan also stated that Chief Williams is having conversations with Metro PD to approve an MOU that will allow our Belle Meade officers to patrol on all Metro streets that border us and also give them permission to issue tickets.

**Motion to approve installation of four delineators: Weigel**

**Second: Dale Vote: All aye**

**3. TDOT Multi Modal Grant Application discussion**

Commissioner Bryan stated we are seeking different options for funding some of the Master Plan projects. We are proposing to complete a sidewalk gap connecting Belle Meade Blvd. to Lynwood Blvd. and the existing Metro sidewalk on Harding Place and feel this is a potential opportunity for a TDOT Multi Modal grant. We are currently working with Kimley Horn to complete the grant application and are optimistic that this project will check the boxes for connectivity, safety and public accessibility.

**4. Retroactive Approval of Emergency Tree Work Invoice**

Director Smith explained that an emergency decision had to be made about a portion of a dead tree that was hanging over Jackson Blvd. near Harding Road and in danger of falling into the roadway. He requested The Parke Company to perform this work and they responded the same day. The cost was $1,100, which is above the amount the City Manager can approve.

**Motion to approve the $1,100 cost of emergency tree removal: Moore Second: Dale Vote: All aye**

**V. City Services**

**A. Public Safety**

**1. Monthly Reports** – submitted by Police Chief Williams

**Statistics Summary July 2021**

308 Citations Issued 4 Traffic Crashes 26 Alarms

0 Burglary 3 Theft of Property 7 Arrests

**License Plate Removal (LPR) Report**

2 – Stolen Vehicles 6 – Stolen License Plates

**2. Request to Purchase Safety Equipment – Safety Partners Grant**

The Police and Public Works Department request approval to purchase safety signage from Econo Signs to use in emergency situations such as road closures or detours. The signage is collapsible and can be stored in the police and public works vehicles for quick assembly when needed. This signage is eligible for the Public Entity Partners Matching Safety Grant, which will reimburse 50% of the total cost of equipment. The requested signage will cost $1,990.00, as follows:

* (2) Hinged signs at $78.90 each to be deployed on Clarendon and Evelyn Avenues to alert drivers that the creek gates are closed.
* (3) “Work Crew Ahead” signs at $79.95 each
* (2) “Water Over Road” signs @ $59.85 each
* (4) “Road Closed” signs at $79.95 each
* (9) tripod stands at $59.60 each
* (9) carry bags at $22.00 each
* (2) “Detour Left” signs at $79.95 each
* (2) “Detour Right” signs at $79.95 each
* (1) Fixed Base Right Stripe at $98.65 each

**Motion to approve the Purchase of Safety Equipment: Moore Second: Weigel Vote: All aye**

**3. Formal Acknowledgement of Donors Who Gave Monetary Gifts for the Purchase of Police Equipment.**

Finance Director Leigh Mills reported on contributions made to the Police Department for AEDs and Body Camera equipment.

AEDs – total $10,605.00 Body Cameras – total $15,000.00

|  |
| --- |
| **2021/2022 Body Camera donations:**(no donations this month) |
|  |
| **2021/2022 AED donations:** |

**Name**

Blackmon, Jr. Stephen

Decamp, William & Emily

Doubleday, Josephine

Ohlmeyer, Kemper & Lisa

Stevens, Caroline Boyd

Thomas, Ferris Sloan & Jim

Trella, Pamela

Wood, Laura Katherine

**B. Health and Sanitation**

**1. Monthly reports –** submitted by Dylan Hood reviewed.

**C. Building/Zoning/Planning**

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

15 Permits Issued $7,431,250 estimated construction cost

2 Permits Closed

1 Grading/Soil/Disturbance Permits

0 Stormwater Complaints Filed

**D. Waste Collection** – NO MATTERS

**E. Beautification/Landscape**

**1.** Monthly Report presented by Laura Katherine Wood. The Ceres Society has reached its highest donation collections to date at $85,520. At this month’s meeting the committee members were given copies of an arial scan of the medians on the Boulevard and did a mock-up of some of the options mentioned in the Belle Meade Together Plan.

**2.** Laura Katherine announced that Jackie Bellar had agreed to serve on the Beautification Committee. She is well qualified as she is a Master Gardener and has beautiful gardens at her home on Harding Place. Jackie will replace Caroline Stevens.

**Motion to Approve Appointment of Jackie Bellar: Moore Second: Bryan**

**Vote: All aye**

**F.** **City Communications** – NO MATTERS

**VI. Administration**

**A.** Finance

**1.** Financial Statements – June 2021 presented by Leigh Mills

**2.** Investment Schedule – reviewed

**3.** Approval of Invoices over $5,000:

Digital Ally 17,443.50

J. R. & Associates 15,240.00

J. R. & Associates 15,240.00

J. R. & Associates 15,040.00

J. R. & Associates 14,640.00

Kimley-Horn 7,020.00

**Motion to approve invoices over $5,000: Bryan Second: Dale**

**Vote: All Aye**

**B. Facilities**

**1. Extension of Janitorial Services Contract** – City Manager Beth Reardon recommends that the current Janitorial Services contract with ProImage Facility Services LLC be extended for one more additional year, maintaining the current contract pricing of $1.402.49/month. The is the second and final extension on their original two-year contract. Mrs. Reardon states the city staff has no complaints or concerns with the contractor’s performance.

**Motion to approve extension of contract: Moore Second: Weigel**

**Vote: All Aye**

**C. Personnel – NO MATTERS**

**VII. LEGISLATION**

**1. Resolution 2021-08, authorizing Participation in the “Safety Partners” Matching Grant Program Sponsored by Public Entity Partners**

City Manager Reardon explained this resolution was required by “PEP” in order to participate in their grant program

**Motion to approve Resolution 2021-08: Moore Second: Weigel**

**Vote: All Aye**

**Motion to adjourn meeting at 5:45pm: Moore Second: Bryan Vote: All aye**

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Mayor Jim Hunt

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City Manager Beth Reardon