**City of Belle Meade**

**Board of Commissioners Meeting**

**Belle Meade City Hall**

**September 15, 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

**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

Larry Smith, Public Works Director

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

**II. Public Comments** – Thom Druffel, Metro Councilman, reported on the Hillwood re-purpose meeting. The new high school is scheduled to open in fall 2023 and possible uses for the old school are to keep it as a school, park, library, or senior center. A virtual public meeting is scheduled for Sept. 23rd at 6pm to discuss future improvements at the Hwy 70/100 split. Representative John Ray Clemmons and reps from TDOT and Metro Public Works will join the meeting.

**III. Minutes** – regular meeting held August 18, 2021

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

**IV. Public Works**

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

 **2. Presentation of Annual MS4 Report by Steve Casey of CEC**

Steve presented the report for permit year 5, (2020-2021), which will expire at the end of this month unless TDEC administratively extends it. TDEC is not ready to issue the next 5-year permit because they are working on a stormwater management rule that will be referenced in the new permit. Steve highlighted several points from year 5, including 42 site plans reviewed for compliance with stormwater regulations, and the Belle Meade Together outreach in the past year afforded opportunities for stormwater public education.

 **3. Status of Annual Boulevard Bolt**

George Mabry, Dru Anderson and other members of the Boulevard Bolt Steering Committee were present to answer questions. The Mayor stated the commissioners approved the Parade Permit on June 16th. Louise Bryan asked in absence of live or virtual races, what are other organizations doing? Mabry stated they are watching closely what the Music City Marathon planners are doing and want to take the lead from them; at this point they are still live. Dru Anderson added that safety of the participants is the main concern if the Bolt is in-person. The Mayor stated the commissioners do not want to cancel the Bolt in the event that the Music City Marathon does run their race, so they are relying on the Steering Committee to make the decision that it feels is most appropriate. He asked what the deadline is to make a decision? Mabry replied that by the end of October a decision needs to be made either way. Right now they are planning for a live and virtual race simultaneously. Rusty Moore asked if masks could be required? Anderson stated possibly while everyone was registering and lining up, but not while running. Mabry replied that a little more time will be helpful to their decision, but again, they are looking at what happens with the Marathon.

**Motion to convene a special meeting on Oct. 10th to determine whether the Blvd. Bolt shall be a live event: Weigel Second: Moore Vote: All aye**

**V. City Services**

 **A. Public Safety**

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

 **Statistics Summary August 2021**

 318 Citations Issued 6 Traffic Crashes 29 Alarms

 1 Burglary 6 Theft of Property 11 Arrests

 **License Plate Removal (LPR) Report**

 5 – Stolen Vehicles 0 – Stolen License Plates

 **2. Introduction of New Officer**

Chief Williams introduced Officer Mike Germany, who retired after 33 years at Hendersonville Police Dept. For many of his last years, he was a Sergeant over the motorcycle unit. He will work on day shift under Sgt. Mangrum.

 **3. 2020 Annual Report**

Chief Williams presented the report and answered questions. He stated the report is issued later than normal, due to Chief Eads departure in fall 2020. The report is posted on the City website.

 **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 $17,000.00

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| **2021/2022 Body Camera donations** |
| **Name:**Garlington, III, J. PeekKimbrell, Terry & Laura |
| **2021/2022 AED donations:**(no donations this month) |

 **B. Health and Sanitation**

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

 **C. Building/Zoning/Planning**

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

8 Permits Issued $6,289,057 estimated construction cost

 2 Permits Closed

 0 Grading/Soil/Disturbance Permits

 0 Stormwater Complaints Filed

 2021 permit totals compared to same time last year are $73,828.00 more.

 **D. Waste Collection** – NO MATTERS

 **E. Beautification/Landscape**

 **1.** Monthly Report presented by Laura Katherine Wood. The Beautification Committee met on Sept. 13th, and reviewed the 2001 Bicycle & Pedestrian Plan by Hodgson & Douglas. The members also talked about doing a demonstration project in one of the medians on Belle Meade Blvd, preferably the one closest to the entrance to Warner Park. The project would have a walking path as well as some new plantings. New member Jackie Bellar attended her first meeting. Martha Phipps was recognized for doing such a great job with spring and fall plantings. There is still one opening on the Committee that needs to be filled.

 **2.** **Cost Estimates for Holiday Wreaths**

Three estimates were obtained for the purchase of 140 evergreen wreaths with red bows to decorate the street signposts, as follows:

 Vendor Total Price

 Boy Scouts of America-Troop 6, West Meade $3,710.00

 Maine Holiday Wreaths $6,573.00

 LLBean.com $8,393.00

**Motion to Approve the low bid from Boy Scouts: Moore Second: Weigel**

**Vote: All aye**

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

**VI. Administration**

 **A.** Finance

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

 **2.** Investment Schedule – reviewed

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

 J.R. & Associates - week 7 $14,640.00

 J.R. & Associates - week 8 $15,840.00

 J.R. & Associates - week 9 $15,840.00

 Omnigo Software $ 8,216.83

 Public Entity Partners $ 8,258.00

 Straeffer Pump & Supply, Inc. $14,950.00

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

**Vote: All Aye**

 **B. Facilities**

 **1. Estimates for Phone Service – New Service**

The 3-year contract with the current phone service provider, Windstream Enterprise, will expire November 1st. Estimates for monthly service were obtained:

 Vendor Monthly Recurring Charges

 RVM Communications/CableLink Solutions $273.50

 Comcast $364.95

 Windstream Enterprise $529.23

The cost savings to the city by switching to RVM Communications is $255.73 per month or $2,045.84 through the end of the fiscal year. RVM charges a one-time fee of $1,240 at installation for 8 licenses and system programming. This fee is more than covered by the savings. City Manager Reardon recommends contracting with RVM, based on cost savings and they are a local company with local service techs.

**Motion to approve RVM Communications:** **Weigel Second: Bryan**

**Vote: All Aye**

 **2. Request to Upgrade Voice Recorder for Police Phone Lines**

The Police Dept. budgeted $5,600.00 to replace the 7-year old server and software equipment that serves as the voice recorder for the police telephone lines. In conjunction with the change in phone service providers, we contacted RevCord, who currently maintains the voice recording equipment, to obtain a quote to upgrade our equipment so that it is compatible with the new phone service provider’s equipment.

 Police Dept. budget for new Voice Recorder $5,600.00

 Total Cost for RevCord Hardware, Software, Licensing (5,425.89)

 One-time cost for installation and setup (1,000.00)

 (Over) – Under Budget ( 825.89)

 The cost overage of $825.89 for the voice recorder will be covered by the cost savings of the new phone service from RVM Communications, which I estimate to be $1,022.00 for the remaining eight months of this fiscal year.

 Chief Williams and City Manager Reardon recommend purchasing the voice recorder upgrades from RevCord for a total cost including installation of $6,425.89.

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

 **C. Personnel – No Matters**

**VII. LEGISLATION - No Matters**

**VIII. Other Matters – No Matters**

**Motion to adjourn meeting at 5:32pm: Moore Second: Bryan Vote: All aye**

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 Mayor Jim Hunt

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 City Manager Beth Reardon