

**City of Belle Meade  
Board of Commissioners Meeting  
Belle Meade City Hall  
December 15, 2021**

**Call to order**

The meeting was called to order by Mayor James Hunt at 4:01pm

**Commissioner's present**

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

**Staff members present**

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

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

**II. Public Comments** -

Gray Thornburg, resident at 1212 Nichol Lane, congratulated the residents of Belle Meade for having raised almost \$11,000 for AEDs, and requested that the Board of Commissioners match the contributions so each police vehicle could have an AED. Mayor Hunt asked Chief Williams to comment on how many we have, and how many we need and the status. Williams stated that an additional \$5,000 to \$7,000 was needed, based on pricing he has seen. Mayor Hunt suggested it was time to request bids so we can determine how many AEDs can be purchased with the current donation balance. Chief stated he will do so and have the results at next month's meeting.

Thom Druffel, Metro Council: Update on the Hwy. 70 & 100 split: NDOT engineers have 15 action items to improve the safety of the intersection. He will provide the details of these in an upcoming newsletter. Progress is being made on the homeless issue; Druffel co-sponsored a bill for the Parks Department to provide \$1.2 million to clean up the park once the homeless have been re-housed. Druffel co-sponsored the emissions testing requirement for Davidson County to end, it was deferred at the last Metro Council meeting, noting that the testing will probably go away late January, early February.

**III. Minutes** - Regular meeting held November 17, 2021

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

**Minutes** - Special Work Session held November 1, 2021, at City Hall.

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

**IV. Public Works**

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

**V. City Services**

A. **Public Safety**

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

**Statistics Summary September 2021**

372 Citations Issued      8 Traffic Crashes      25 Alarms  
0 Burglary                      2 Theft of Property      3 Arrests

**License Plate Removal (LPR) Report**

5 - Stolen Vehicles      10 - Stolen License Plates  
0 - Missing Person      0 - Wanted Person

Weigel inquired about non-residential checks, Williams explained that these include Belle Meade Country Club, Belle Meade Historic Site and the churches in Belle Meade. Mayor Hunt inquired about how Community Contacts are tracked. Williams stated that the officer calls these into dispatch. Mayor Hunt asked if there were any reports on homeless people. Williams noted they do encounter them and will offer assistance but have had no problems with them.

**2. Estimates for New Patrol Vehicle & Lighting Equipment**

Williams provided background on the need for a new patrol vehicle, presenting two options to replace the vehicle damaged during an on-duty chase on September 7, 2021. He noted that with option 2, third party vendors run 3 and 4 months behind, and that going with option 1, while more expensive, provides the vehicle ready to roll out for duty (following in-house installation of radar and camera equipment).

**Option 1. 2022 Police Interceptor Utility AWD with lighting package, cage, and push bumper from Lonnie Cobb Ford (State Contract)**

**\$41,839.00**

**Option 2. 2022 Police Interceptor Utility AWD without any equipment from Lonnie Cobb Ford (State Contract)**

**\$33,694.00**

**If Option 2. Lighting package, cage, and push bumper to be done by a third-party vendor:**

|                      |                            |                         |
|----------------------|----------------------------|-------------------------|
| <b>On Duty Depot</b> | <b>Truckers Lighthouse</b> | <b>CDJR of Columbia</b> |
| <b>\$7,523.00</b>    | <b>\$7,167.96</b>          | <b>\$7,029.00</b>       |

---

**Totals for Option 2:**

|                    |                    |                 |
|--------------------|--------------------|-----------------|
| <b>\$41,217.00</b> | <b>\$40,861.96</b> | <b>\$40,723</b> |
|--------------------|--------------------|-----------------|

**Motion to approve option 1 for \$41,839 based on Chief Williams' recommendation: Moore      Second: Dale      Vote: All aye.**

Williams explained that the tablet survived; the in-car video camera, radar unit and tablet mount were damaged, he presented replacement cost information for those items:

**3. Estimate for In-Car Camera**

The In-Car Video System in Unit 1708 was damaged in the above stated traffic crash. This new system will be installed in the new Ford SUV. This camera will be purchased through federal contract #GS-07F-095CA, which relieves us of the requirement to obtain competitive bids. The camera installation will be completed in-house and will alleviate any other up-fitting charges.

|  |                   |
|--|-------------------|
| (1) Digital Ally DVM-800 Complete Kit, V2 LITE | \$2,395.00        |
| (1) camera, Surface Mount w/ Image Switch      | \$ 195.00         |
| Activation Fee                                 | \$ 30.00          |
| Freight  | \$ 30.00          |
| Wi-Fi Dongle                                   | \$ 150.00         |
| Total cost:                                    | <u>\$2,800.00</u> |

**4. Estimate for In-Car Radar Unit**

This RADAR Unit was deemed damaged by an insurance adjustor from the above stated crash. PEP has settled the insurance claim for \$33,074.85. This RADAR will be used in the new Patrol SUV. If approved, the installation will occur by Officer Mike Germany, which eliminates additional installation costs. This is on state contact, which relieves us of the requirement to obtain competitive bids.

The cost for the RADAR unit is \$1,900.00.

**5. Estimate for In-Car Tablet Mount & Keyboard**

The computer mount for unit 1708 was damaged in the above stated crash on September 7, 2021. PEP settled the claim and issued a total of \$33,074.85 for the patrol car and all equipment.

Chief Williams is requesting the purchase of one computer mount, keyboard, and mounting brackets from Data Source Mobility. This equipment will be used for the new 2022 Ford SUV. The City is not required to go through a bid process for this purchase because Data Source Mobility has the NCPA cooperative purchase agreement, NCPA contract #01-97, that fulfills this requirement.

|  |                  |
|--|------------------|
| (1) GETAC: A140 Havis Vehicle Docking w/ Tri-passthrough and bracket | \$ 817.95        |
| (1) GETAC: TG3 83 Key Backlit Touchpad                               | \$ 206.69        |
| (1) Heavy-duty computer monitor/keyboard and motion device           | \$ 330.03        |
| (1) Pole Only, telescoping device mounting base, Heavy duty mount    | \$ 130.84        |
| (1) Havis Vehicle mount for keyboard                                 | <u>\$ 116.38</u> |
| Total Equipment Cost:  | \$1,601.89       |

Motion to purchase In-Car Camera, \$2,800, In-Car Radar Unit, \$1,900 and In-Car Tablet Mount and Keyboard, \$1,601.89: Moore Second Dale

Vote: All aye.

**6. Approval of VSS Annual Service Agreement with SkyCop**

Reardon stated this is a renewal of the existing contract for maintenance of the video camera system, at an increase \$1,500 over the previous year.

Motion to approve service agreement with SkyCop in the amount of \$40,500:

Bryan Second: Moore

Weigel questioned the amount of money, asking if we had received bids from anybody local. Bryan responded that SkyCop is the manufacturer, and Mayor Hunt added that it is their equipment. Weigel asks if we have tested the market. Reardon noted that previously there were no local options. Chief will contact other cities with camera systems and find out who they use for maintenance, and we will obtain bids in the fall for this service.

Vote: All aye.

**7. Engagement of Attorney for Traffic Court Appeals**

Reardon explained the previous attorney, Marshall Ellis, retired and Chief contacted Mr. John M. L. Brown about representing our officers in Metro court for appeals from our traffic court. Mr. Brown's hourly rate is \$250.00.

**Motion to accept Mr. Brown's offer:**            Weigel            **Second:**            Dale  
**Vote:** All aye.

**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.

|           |                                  |                 |                             |
|-----------|----------------------------------|-----------------|-----------------------------|
| <u>11</u> | Permits Issued                   | \$17,807,640.00 | estimated construction cost |
| <u>5</u>  | Permits Closed                   |                 |                             |
| <u>3</u>  | Grading/Soil/Disturbance Permits |                 |                             |
| <u>0</u>  | Stormwater Complaints Filed      |                 |                             |

Dale asked for an update on the Stop Work order issued to 4417 Harding Place. Building Official, Patterson provided an update and that the issue had been resolved at the HZC meeting on December 14, 2021.

**2. Presentation: Understanding Residential Stormwater Issues**

Steve Casey gave a brief overview of Stormwater Management in Belle Meade, followed by questions, comments, and discussion by board members. Resident Phil Trella, 328 Walnut Drive, also had questions and concerns which he pointed out the issues on Walnut Drive. Lyle Patterson stated the City will host a public presentation on residential stormwater early next year for residents to attend.

**D. Waste Collection** NO MATTERS

**E. Beautification/Landscape**

- 1. **Monthly Report** - NO REPORT
- F. City Communications** - NO MATTERS

**VI. Administration**

**A. Finance**

- 1. Financial Statements - September 2021 presented by Leigh Mills
- 2. Investment Schedules - reviewed
- 3. Approval of Invoices over \$5,000:

|                                     |             |
|-------------------------------------|-------------|
| CEC                                 | \$ 6,484.75 |
| KraftCPA's PLLC                     | \$ 5,000.00 |
| McNaughton & Gunn                   | \$ 2,961.08 |
| Stonehenge Properties LTD - Revcord | \$ 7,077.00 |
| SkyCop                              | \$ 5,025.00 |
| SkyCop                              | \$ 5,088.75 |

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

**4. Approval of Annual Financial Audit Report**

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

## **B. Facilities**

### **1. Emergency Expense for Replacement of Pressure Reducing Valve**

Director Smith contacted five plumbers, but only Wehby Plumbing submitted an estimate for repairs in the amount of \$1,620.10. Due to the possibility of pipes bursting and causing damage, City Manager Reardon had Wehby Plumbing make the repairs and is asking for Board approval after the fact.

**Motion to approve:**            Dale    **Second:**            Weigel            **Vote:** All aye.

## **C. Personnel**

### **1. Approval of RFP for Executive Search Service for City Manager**

Reardon stated the Request for Proposals will be sent out to prospective search firms after mid-January.

**Motion to approve:**            Weigel            **Second:**            Dale    **Vote:** All aye.

### **2. Consideration of Employee Health Insurance Benefits Change**

Mayor Hunt stated this will change the contribution rate of the City to 100 percent for employee-only medical coverage. Reardon reminded everyone that this issue was discussed in June budget meetings prior to finding out the 2022 premium increase amounts. Premiums increased in 2021 by an average of 5.26% and the 2022 increases average 4.40%. She and Finance Director Mills polled over a dozen local cities to survey how much they pay vs. the employee for health insurance. A table showing the results of the survey was provided. Most of the cities pay all the employee-only cost and a portion of the dependent coverage cost. Some pay 100% of employee and dependent cost. Currently, Belle Meade pays 70% of the total cost of health premiums and the employee pays 30%. To stay competitive and attract good employees, Reardon and Mills recommend the City pay 100% of the employee-only cost of premiums and continue having the employee pay 30% of any dependent coverage. This option will increase the City's current monthly health insurance expense by \$3,844.80, and the annual expense by \$46,137.60. Nineteen employees are currently enrolled in the health insurance plan.

- Dale: Is the increase inclusive of the current rate change?
- Reardon: That includes the increase that goes into effect January 1, 2022.
- Dale: And that was just over or around 5 percent.
- Reardon: The average is 4.4 percent this year. In 2021 it averaged about 5 percent. We have had two years of significant increases.
- Moore: You have provided a chart on what other cities pay; do you know about Metro Nashville?
- Reardon: They are self-funded, so we did not reach out to them.
- Hunt: They do have employee contributions.
- Dale: We have looked at the numbers on paying for dependents? I am not suggesting that we do but I would like to look at those numbers.
- Reardon: We have not looked at that as of this time.
- Hunt: If we vote to approve this will only affect those currently enrolled?
- Reardon: Yes, at this time our insurance is locked in for 2022. An employee would have to have a qualifying life change to make any changes.
- Dale: And, of course, any new hires?
- Reardon: Yes, that is true.

- Moore: I am in favor of this proposal and would make a motion if that is appropriate.
- Bryan: I agree.

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

**VII. LEGISLATION**

**1. Ordinance 2021-4, Amending Section 5-109 (3) of the Belle Meade Municipal Code to Increase the Limits for Expenditures Requiring Commission Approval from \$1,000 to \$3,000.**

Mayor Hunt asked the City Manager what the purpose of this ordinance was. Reardon stated the previous item on the agenda for the emergency expense was a perfect example. The \$1,000 limit has been in place for decades and needs to be adjusted to more current cost and expenditure levels.

**Motion to approve Ordinance 2021-4, on First Reading: Weigel  
Second:            Dale            Vote: All aye.**

**VIII. Other Matters**

**1. Discussion of Potential 2022 Commissioner Retreat Dates**

Mayor Hunt asked for each commissioner to send him and Reardon their preference of either the 15<sup>th</sup> and 16<sup>th</sup> or 16<sup>th</sup> and 17<sup>th</sup> of February 2022.

**Meeting Adjourned at 6:09 p.m.**

---

Mayor Jim Hunt

---

City Recorder Rusty Terry