

**City of Belle Meade
Board of Commissioners Meeting
Belle Meade City Hall
January 19, 2022**

Call to order

The meeting was called to order by Mayor James Hunt at 4:04 p.m.

Commissioner's present

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

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 -

Tom Druffel, Metro Council: Thanked Chief Williams and everyone who participated and assisted with the Christmas event at Parmer Park. Update on Nashville LPR: Bill passed on second reading at Jan. 18, 2022, Metro Council Meeting; Nashville will be getting the other new homeless commissioner, Jay Servais. Noted that \$1.2 million bill passed to restore Brookmeade Park. Council members Kathleen Murphy and Angie Henderson are working on a bill that would minimize tree canopy loss. Druffel also provide update on items that will be part of the work at the Highway 100 and 70 split. Druffel also stated that the redistricting plans did not affect his district..

Public Comments Closed

III. Minutes - Regular meeting held December 15, 2021

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

IV. Public Works

1. Monthly Reports - submitted by Director Smith reviewed.

At the request of Mayor Hunt, Director Smith updated the Commissioners on the two recent snow events and keeping city streets cleared for residents. Smith also noted the assistance the Police Department provides. Hunt noted that we have spent the majority of the budget for snow removal. Hunt inquired about weather related accidents, and Chief Williams noted that there was one bumper bender. Hunt inquired about delineators, Smith noted they are a maintenance issue, at this time all delineators in the city have bright orange tape to help increase visibility.

2. TDOT Multi-Modal Grant Awards - Harding Road. Sidewalk

City Manager Reardon stated that we have been awarded a grant for a Multi-Modal project for the sidewalk connecting Belle Meade Boulevard to the existing Metro sidewalk on Harding Road just past the Eskind property. Reardon noted that the process for the contract and project initiation will be extensive (there is a 171-page guideline) and that meetings have already been set with Kimley Horn; it is a 95% grant, and the project could take up to two years.

3. Progress Update-State & Local Fiscal Recovery Funds/ARPA

Reardon provided a brief update on the process and that the next step is to develop a spend plan. While the deadline is April 30, 2022, she and Finance Director Mills will prepare paperwork to submit the state Finance and Administration for assistance in assuring that any projects fit within the guidelines established by the Federal Government. She noted the city will use the funds for stormwater/sewer projects.

- Bryan: How are we prioritizing projects and how will we communicate this to the residents?
- Reardon: We are going to see the scope of what we can do, sewer and stormwater or just one.
- Reardon asked Steve Casey to address stormwater issues identified around the city.
- Casey: I did a presentation for you last month and it helps to prioritize. For items recently identified, you have critical, non-critical, major, and minor, a matrix that issues go through. When I meet with staff, we will filter through the issues.
- Bryan: Who is going to manage this process? We’ve listened to residents about their issues, and I understand we cannot do anything on private property. But there still seems to be a disconnect between prioritizing what we are doing and the planning. What exactly is the process of the leadership?
- Casey: There is a public meeting scheduled, February 25, at 5 p.m. This is where I will share a presentation targeted at residential development, the review process, how stormwater complaints are tracked and addressed. Once the funding is in, and we have the list of projects, I think there will be the need for additional public outreach.
- Dale: Is there a way to add to the list of issues, a “What Happens” if we don’t address this issue. I think that would help in making decisions. Is it correct to say that some of the projects that we are talking about may not fit the criteria for using those funds?
- Reardon: It is possible. There is not enough information at this time about how detailed the criteria is for each option in this AARPA funding.
- Dale: Are there any costs associated with all the projects.
- Reardon: Not at this time.

V. City Services

A. Public Safety

1. Monthly Reports - submitted by Police Chief Williams, reviewed

Statistics Summary September 2021

<u>307</u> Citations Issued	<u>3</u> Traffic Crashes	<u>24</u> Alarms
<u>1</u> Burglary	<u>3</u> Theft of Property	<u>4</u> Arrests

License Plate Removal (LPR) Report

<u>3</u> - Stolen Vehicles	<u>5</u> - Stolen License Plates
<u>0</u> - Missing Person	<u>0</u> - Wanted Person

2. Bid Results for 12 AEDs for Patrol Cars

Sealed bids were conducted and opened on January 11, 2022, at 10 AM by Williams and Reardon. Seven bids were received before the publicly advertised deadline.

VENDOR NAME	BID AMOUNT
Master Medical Equipment	\$11,820.00
Cardio Partners	\$12,372.00
Rescue One Training for Life	\$12,840.00
Supply Store Now LLC	\$13,188.00
CPR Choice	\$13,860.00
Dipietro & Associates Inc.	\$14,220.00
AED Brands	\$16,368.00

After reviewing the bids and checking with references, Williams recommended purchasing from Master Medical Equipment for \$11,820. Williams noted that the Police Department had received donations in the amount of \$11,205 from the residents of Belle Meade to assist with the purchase. Every vehicle assigned to patrol will be equipped with an AED. Training will be conducted by Franklin Fire Department. We have 2 AED's one will be left In the Police Department, the other will be placed in city hall offices.

Motion to purchase 12 AED's for \$11,820: Moore **Second Bryan
Vote: All aye.**

3. **2021 Annual Report Review**-submitted by Williams reviewed
The annual report shows that our statistics across the board look good, we had a large increase, not only in calls for service, but the citation count went up over 50 percent. We had less injury crashes and less overall crashes, 55 total for the year.
Hunt shared an email from Mina Johnson, sent to Reardon and the Chief, commending David Read assisting a motorist whose vehicle had ceased to operate on Harding Pike near Davidson Road.

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

<u>8</u>	Permits Issued	\$4,934,200.00	estimated construction cost
<u>2</u>	Permits Closed		
<u>0</u>	Grading/Soil/Disturbance Permits		
<u>0</u>	Stormwater Complaints Filed		

2. **Estimate from Kimley-Horn-Zoning Code Re-Write**

Kimley-Horn has proposed a fee of \$74,200.00 for their services to complete the re-write of the entire Belle Meade Zoning Code. Kimley-Horn completed their review of the City's Zoning Code during summer and fall of 2021, during which time they met with and interviewed staff, city attorney and members of the BZA, MPC, as well as the Commissioners to review issues with the current Code. A "Notes Compilation" report was prepared based on the information collected at these meetings and in October they met with staff to review a draft "Proposed Ordinance Framework". The Kimley-Horn staff is now ready to undertake the complete re-write of the Zoning Code, pending Commissioner approval.

Reardon noted that Kimley-Horn has re-written codes for Oak Hill and Berry Hill as well as other municipalities in Tennessee. It is a lengthy process, and most likely will not be completed before 2023, and at that time it will be presented to the Commissioners for a first reading as an ordinance,

followed by review of the Municipal Planning Commission and then a public hearing.

Motion to approve Kimley-Horn's proposal for \$74,200 to re-write the City Zoning Code: Bryan Second: Dale Vote: All aye.

D. Waste Collection NO MATTERS

E. Beautification/Landscape

1. Monthly Report - presented by Laura Katherine Woods

The Beautification Committee met on January 10, 2022, and reviewed the Commissioners responses to the demonstration project, and will have a plan to present to the Commissioners at the February meeting.

The committee hopes to apply for TAEP, Tennessee Agricultural Enhancement Program, grant. The hinderance is their requirement for trees with canopies, and this is not possible on Belle Meade Boulevard so they will be looking at other areas.

The Education Committee will be gearing up again, we will have articles in the Newsletter, hoping to get Belle Meade Living revved up again as well.

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:

Commonwealth Chemical, Inc	\$21,560.00
Kimley-Horn	\$ 5,750.00
KraftCPAs PLLC	\$ 5,500.00
McNaughton & Gunn	\$ 7,893.18
Lonnie Cobb Ford, LLC	\$41,839.00
Sammie Gibbs Construction	\$28,195.00
Sammie Gibbs Construction	\$25,150.00
SkyCop	\$40,500.00
Wascon, Inc.	\$ 6,899.32

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

4. CD Laddering Program - CD Purchase Price

The CD Laddering Program with First Horizon uses a purchase price of \$248,000 per CD. During our most recent audit, Julie Evans with KraftCPAs noticed a few CD's that had a market value exceeding the \$250,000 FDIC insurance threshold. She noted this makes the city technically not in compliance. This issue was stated in the notes to Financial Statements in the Audit Report for the year ending June 30, 2021, page 34 as follows: "Due to changing interest rates, at June 30, 2021, \$26,937.00 of the balance held in C.D.s exceeded FDIC insurance."

Evans recommended we consider dropping the purchase price per CD to allow for the interest to accumulate on the CD and still keep the market value below the \$250,000 maximum. She suggested \$245,000.00 as a possibility for consideration as the purchase price.

In the discussion about changing the CD purchase price from \$248,000 to \$245,000, Dale asked what happened with the interest funds. Mills explained that the interest over the \$245,000 would be moved into an account, as it

currently is, and when that account reached \$245,000 a CD would be purchased. Mill noted that it is a rolling process.

Motion to approve changing the purchase price of CDs from \$248,000 to \$245,000: Bryan Second Moore Vote: All aye.

B. Facilities - NO MATTERS

C. Personnel - NO MATTERS

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, on second reading

Motion to approve Ordinance 2021-4, Second Reading: Dale Second: Bryan Vote: All aye.

2. Ordinance 2022-1, To Close, Vacate and Abandon the Pedestrian Walkway Easement as Shown on Plat for the Resubdivision of Royal Oaks Section B, on first reading

- Berry: A request was presented to the Planning Commission at the December 15, 2021 meeting to approve the abandonment by the city of a pedestrian walkway. The Planning Commission approved the request, and the ordinance is before you for first reading. The walkway, which is not maintained by the city, extends from Westview Avenue to Lynwood Boulevard. The process is once you approve the abandonment, it goes back to the Planning Commission for their recommendation, if approved it returns to the Board of Commissioners for the second and final reading. The city is not conveying anything to anyone, the city is simply abandoning the land, and by operational law it will be divided down the middle with 50 percent going to the residence on either side of the walkway.
- Dale: How much space is that?
- Berry: 10 feet.
- Dale: Before we abandon this property is this something we may need for a future infrastructure project.
- Berry: That is a determination, you would need to make. There is a sense that this is not the case for this property.
- Dale: To Steve Casey, is this something we would need for a stormwater project.
- Casey: The location does not appear to be an issue.
- Dale: Can we say it goes fifty-fifty between the adjacent owners?
- Berry: We could, but all we are saying is that it is not the City's anymore. There is a plat that the Planning Commission approved, but we discovered that the walkway did not affect just the residents who made the request, It extends from Westview to Lynwood. It was determined it would be best to abandon the entire walkway.
- Bryan: Can you abandon only one section.
- Berry: Yes, you can.
- Moore: It makes sense to abandon the entire walkway.

Motion to approve Ordinance 2022-1, First Reading: Moore

Second: Bryan Vote: All Aye.

3. Resolution 2022-01, Amending Ordinance 2021-1 to Provide for the Increase Or Decrease in the Various Appropriations and Increase Or Decrease in the Revenue Items.

Finance Director Mills presented both original revenue and expense items, and revenue and expense items to be amended, and reviewed these with the Commissioners.

Motion to approve Resolution 2022-01: Moore Second: Bryan
Vote: All aye.

VIII. Other Matters -

Board of Commissioners Retreat dates were confirmed for February 15 and 16, 2022, to be held at Belle Meade Country Club.

Meeting Adjourned at 6:00 p.m.

Mayor Jim Hunt

City Recorder Rusty Terry