City of Belle Meade Board of Commissioners Meeting Belle Meade City Hall June 22, 2022

Call to order

The meeting was called to order by Mayor Rusty Moore at 4:00 p.m.

Commissioner's present

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

Staff members present

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

I. Pledge of Allegiance - led by Mayor Moore

II. Public Comments

Metro Councilman Thom Druffel provided an update on the newly passed Metro budget.

Edie Orr, resident at 1001 Belle Meade Boulevard, spoke regarding speed limits stating that all the residents on West Tyne Boulevard were in favor of speed tables to slow down the traffic on West Tyne Boulevard.

Leslie Hooper, resident at 4410 Gerald Place, asked for consideration for speed tables on Gerald Place, stating it was a cut through, most drivers ignore the 3-way stop and something needs to be done to slow the traffic on Gerald Place.

Public Comments Closed

IV. Minutes - Regular meeting held May 18, 2022

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

- V. Public Works
 - 1. Monthly reports no questions
 - 2. Update on Speed Limit Reduction Relative to Metro Changes

Commissioner Bryan stated that Metro Nashville had reduced the speed limit on residential area streets in February of 2021. Bryan noted that part of the Belle Meade Master Plan addresses this speed reduction, as there are Metro streets that continue into Belle Meade; including, but not limited to, Westover, Trimble, Leake, Iroquois and Lynwood. The master plan does recommend that any metro street coming into Belle Meade at 25 miles per hour a Belle Meade street should also be changed to 25 miles per hour. Bryan also stated there are some streets in Belle Meade that are known hotspots, noting that speed is one of the tenants of the master plan. Bryan stated that it was critical that the city immediately consider reducing the speed limit to 25 where metro has reduced their speed limits. Bryan also stated that the city should look at other streets as well to make sure we have the right speed limits posted. Bryan stated that she strongly supported "immediately" lowering the Belle Meade speed limit on those streets that come in from Metro Nashville, speed tables for West Tyne and Gerald Place; as well as looking at other streets in Belle Meade.

Bryan proposed a committee that would include Jim Hunt to look at all the streets in Belle Meade to determine what other speed limits should lowered and what traffic calming measures would most benefit Belle Meade.

Motion to create an ad hoc traffic calming committee to include Commissioner Hunt, Commissioner Bryan, Chief Williams and Public Works Director, Larry Smith and city residents Edie Orr and Leslie Hooper, to look at specific speed limits and immediate projects for traffic calming: <u>Bryan</u> Second: <u>Dale</u> Vote: <u>All aye</u>

3. Update on TDOT and TDEC grants

City Manager Reardon stated, in reference to the sidewalk project, that she had received the signed and dated contracts for the project, Reardon explained the next steps and that she would be working with TDOT on the project over the next several months.

Reardon stated, in reference to the TDEC grant, that the application period with TDEC opened last month and closes on November 30, 2022; she has met with Public Works Director Smith and the Steve Casey with CEC, the city engineering firm, and they believe the best approach is to apply for funds to continue the sewer modeling project and to create a map of the sewer system that will be accessible online. Reardon stated that this was chosen due to the fact that infrastructure projects can be problematic with supply chain issues, and so many cities are applying for infrastructure project funds, obtaining bids could be difficult as well. Reardon noted that the city will be funding the storm water infrastructure projects through the fund balance and ARPA funds.

VI. City Services

A. Public Safety

1. Monthly Reports - submitted by Police Chief Williams

Statistics Summary March 2022

371 Citations Issued	8 Traffic Crashes	44 Alarms		
0 Burglary	3 Theft of Property	8 Arrests		
License Plate Recognition (LPR) Report				
2 - Stolen Vehicles	s 1- Stolen License	Plates		
<u>2</u> – Missing Person	0 - Wanted Person			

- Mayor Moore inquired if the temporary signage placed on Belle Meade Boulevard about lane restrictions was beneficial, and if the officers enforcing them.
- Chief Williams stated that it does seem to help and that the officers are enforcing it.

B. Health and Sanitation

1. Monthly Reports - submitted by Dylan Hood

C. Building/Zoning/Planning

1. Monthly Reports - submitted by Building Official Lyle Patterson, reviewed

7 Permits Issued \$5,166,400.00 estimated construction cost

3 Permit Closed

1 Grading/Soil/Disturbance Permits

0 Stormwater Complaints Filed

2. Appointment to Boards/Commissions

Motion to appoint Chris Tardio to a second term on Board of Zoning Appeals: <u>Hunt</u> Second: <u>Dale</u> Vote: <u>All aye</u>

Motion to appoint Mal Wall to a second term on the Historic Zoning Commission: <u>Weigel</u> Second: <u>Bryan</u> Vote: <u>All aye</u>

Mayor Moore stated that the members of the Municipal Planning Commission are appointed by the mayor, noting that he wanted to make the commissioners aware of these appointments, and address any concerns or issues if necessary. Reappointments to the MPC: Steve Horrell, John Eason, Larry Wieck, Gavin Duke and Scott Kendall.

D. Waste Collection - No Matters

E. Beautification/Landscape

1. Monthly Report - Laura Katherine Wood

Wood provided information on the recent fund drive for the Ceres Society stating that as of May 26, 2022 they had raised \$95,822, the most ever raised and a 28% increase over the previous year. Wood also stated that the website information for the society was ready to be submitted to the IT consultant.

F. City Communications

1. Update from May meeting discussion - City Manager Reardon updated the commissioners on the progress with a system to film and record commission meetings, stating that there would be more work after July 1, and the budget is adopted.

Reardon also updated on the progress of a new system which would allow property tax records to be available online, as well as the ability to pay by other means than a credit card online.

Reardon stated that a push notification system is also under review, and this to will be explored further after the beginning of the fiscal year.

VII. Administration

- A. Finance Submitted and reviewed by Finance Director Leigh Mills
 - 1. Financial Statements April 2022 reviewed
 - 2. Investment Schedules reviewed
 - 3. Approval of Invoices over \$5,000:

Baker Tilly	\$ 7,350.00
CEC	\$ 5,551.16
CEC	\$ 6,180.75
CITCO Water	\$ 13,289.36
Kimley Horn	\$ 5,200.00
Local Government	\$ 27,941.00
Sessions Paving Co.	\$249,607.00
SkyCop, Inc	\$ 6,704.00

Commonwealth	Chemical,	Inc	\$ 7.606.84
Kimley Horn			\$ 9,820.00

Motion to approve invoices: Hunt Second: Weigel Vote: All aye

4. Request to Award lease Contract for Copier and Postage Meter -Finance Director Mills stated the City currently leases a copier with Novatech at \$199.06 per month. The lease will be expiring in June. The City requested quotes for the lease of a copier and a maintenance agreement that provides service and supplies. Three companies responded to the request. A summary of the quotes are as follows:

		Monthly Lease	Overage	
Vendor	Equipment	Incl. Service	Black	Color
MCC Solutions	Toshiba eStudio	\$285.00 (63 mos.)	\$.0115	\$.06325
Novatech KM C250i		\$236.11 (60 mos.)	\$.0099	\$.0599
RJ Young	Ricoh IM C3500	\$245.70 (60mos.)	\$.008	\$.052

After review of the bids with the City Manager, Beth Reardon, it is our recommendation to award the lease and maintenance agreement to Novatech.

Motion to approve lease of copier from Novatech: Bryan Second: Dale Vote: All aye

The City currently leases a postage meter with Quadient Leasing at \$116.32 per month. The lease will be expiring in June. Finance Director Mills requested quotes for the lease of a postage machine and a maintenance agreement that provides service. Three companies responded to the request. A summary of the quotes are as follows:

		Monthly Lease		
Vendor	Equipment	Incl. Service		
MCC Solutions	IX-7	\$199.00 (63 mos.)		
Pitney Bowes	SendPro C	\$187.34 (60 mos.)		
Quadient Leasing	IX-5	\$205.89 (60 mos.)		

After review of the bids with the City Manager, Beth Reardon, it is our recommendation to award the lease and maintenance agreement to Quadient Leasing. The reasons for this choice are that the price difference in the quotes is relatively small and we have used Quadient Leasing for five years with positive results. Pitney Bowes does not have a physical location in Tennessee and any repairs or maintenance will need to be dispatched to an available technician. MCC Solutions is based in Memphis and is attempting to grow their middle Tennessee customers.

Motion to approve lease of postage meter from Quadient Leasing: Dale Second: Weigel Vote: All aye

B. Facilities - NO MATTERS

C. Human Resources / Personnel

1. Progress Update on Baker Tilly Executive Search - City Manager Reardon stated that she will be working on the changes to the draft of the brochure that would be used in the search for a new city manager for the City of Belle Meade. Reardon noted that Patti Heminover will make the changes once she receives them. Once the brochure goes out that will start the thirty-day period required for application submission. Reardon requested if any of the commissioners had additional changes or suggestions, to let her know.

VIII. LEGISLATION

1. Ordinance 2022-2, Amending Section 12-302 (5) of the Belle Meade Municipal Code to Increase the Stormwater User Fee from \$7.47 per Equivalent Residential Unit ("ERU") to \$22.41 per ERU, on second reading

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

 Ordinance 2022-3, Budget Appropriations for Fiscal Year 2022-2023, on second reading

Motion to approve: <u>Weigel</u> Second: <u>Hunt</u> Vote: <u>All aye</u> PUBLIC HEARING - CONSIDERATION OF ORDINANCE 2022-4, FIX TAX RATE FOR FISCAL YEAR 2022-2023, ON SECOND AND FINAL READING

NO PUBLIC COMMENT

PUBLIC HEARING CLOSED

3. Ordinance 2022-4, Fix Tax Rate for Fiscal Year 2022-2023, on second reading. The tax rate is set at \$0.50 cents per \$100 of assessed value.

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

4. Ordinance 2022-5 Amending Section 5-109 (3), (4) of the Belle Meade Municipal Code Regarding Purchasing and Competitive Bidding on first reading

Motion to approve: <u>Hunt</u> Second: <u>Dale</u> Vote: <u>All aye</u>

 Resolution 2022-07, Amending Ordinance 2021-1, Budget Appropriations for Fiscal Year 2021-2022

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

VIII. Other Matters

- 1. Early Voting Schedule for July
- 2. Executive Session Meet with City Attorney Concerning Pending or Threatened Litigation. (Conference Room)

Meeting Adjourned at 6:30 p.m.

Mayor Rusty Moore

City Recorder Rusty Terry