

**City of Belle Meade
Board of Commissioners Meeting
Belle Meade City Hall
September 21, 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

Staff members present

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

I. Pledge of Allegiance - led by Mayor Moore

II. Public Comments

Thom Druffel, Metro Councilman District 23, updated the commissioners on the attempt to have a forum for State and U.S. Congressional candidates, stating they were unable to get commitments and were not able to have that forum. Druffel updated commissioners on the homeless encampment at Brookmeade Park, providing information about funding, plans for relocating and clean-up of the park.

Public Comment Closed

III. Minutes

Regular Meeting - August 17, 2022

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

IV. PUBLIC WORKS

1. Monthly reports - no questions

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

Casey provided an update on the Municipal Separate Storm Sewer System Permit, documenting how the city has complied with the requirements of the permit in year six, noting that it was originally to have been a 5-year permit but was administratively extended for one year. Casey stated there is a new permit out and the city will be applying for coverage under a new permit.

3. Update on TDOT, TDEC Grant Projects

Reardon, referring to a handout provided, City Manager Reardon, provided an update on the TDOT Multimodal Sidewalk Grant, progress and what next steps are.

- Commissioner Bryan raised concern over existing stormwater issues around the Cowan property near the sidewalk grant project.
- Steve Casey of CEC stated that TDOT should be made aware of those issues and would work to mitigate what could be mitigated, and that the city could work with TDOT in the process.

Reardon provided an update on the progress of the TDEC ARP Grant, stating that the Scorecard should be submitted by the end of the week, and then the grant application work will begin. Reardon noted that the funds received would be used for an Asset Management Plan and mapping of underground sewer lines, as well as other items.

Reardon provided information on a new state and local Cybersecurity Grant Program that had been announced by The Department of Homeland Security. Reardon will be attending a webinar on the program that will provide information on the application process and is hopeful the city will qualify for funding.

V. CITY SERVICES

A. Public Safety

1. Monthly reports - reviewed by Chief Williams

Statistics Summary July 2022

<u>380</u>	Citations Issued	<u>15</u>	Traffic Crashes	<u>26</u>	Alarms
<u>0</u>	Burglary	<u>3</u>	Theft of Property	<u>10</u>	Arrests

License Plate Recognition (LPR) Report

<u>4</u>	- Stolen Vehicles	<u>4</u>	- Stolen License Plates
<u>0</u>	- Missing Person	<u>0</u>	- Wanted Person

2. Estimates for replacement LPR Camera (Harding Rd/Jackson)

Chief Williams stated that SkyCop had informed him that the LPR at the intersection of Jackson Boulevard and Harding Road had ceased to function and was not repairable and needed to be replaced. Williams recommended purchasing from SkyCop as the reader will be provided, installed and maintained by SkyCop.

SkyCop

Genetic Shite AutoVu SharpV Camera kit:
Sharp V Dual motorized lenses with 740nm illuminator, mounting bracket and Sharp Camera.

TOTAL \$5,239.00

Convergint

Genetic Shite AutoVu SharpV Camera kit:
Sharp V Dual motorized lenses with 740nm illuminator, mounting bracket and Sharp Camera.

TOTAL \$7,702.96

Mobile Communications America

Did not return a quote

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

3. David & Cindy Wilds Outstanding Service Award

Resident Julie Stadler nominated Detective Tom Sexton for his assistance and diligence during an investigation which was resolved due to his efforts.

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

B. Health and Sanitation

1. **Monthly reports - no questions**

C. Building/Zoning/Planning

1. **Monthly Reports - no questions**

9 Permits Issued \$1,999,200.00 estimated construction cost
2 Permit Closed
0 Grading/Soil/Disturbance Permits
0 Stormwater Complaints Filed

2. **Update on Zoning Code Re-write**

City Attorney Berry provided information on the background for the re-write, and issues with the firm Kimley Horn, the company that prepared the Belle Meade Together Master Plan; noting that they did a good job on the master plan but had failed to meet expectations for the re-writing of the Zoning Code. Berry stated that Kimley Horn had been told to stop working on the zoning code, noting that it would not be possible to take an ordinance based on their draft to the Planning Commission. Berry recommends sending a written notice to Kimley Horn stating the City wishes to terminate the contract with convenience. Berry will establish a new review committee consisting of himself, staff members and one member from each board.

D. Waste Collection - No Matters

E. Beautification/Landscape

1. **Monthly report - Laura Katherine Wood**

Wood stated that she, along with Committee members, Public Works Director Smith and City Manager Reardon had met with LSI and that the Fall plantings had been chosen. Wood also provided additional information about the sub-committees within the Beautification Committee and their plans that included resuming articles for the newsletter as well as: the events committee was planning garden events for spring; the committee will use their Christmas party as a reception for Ceres Society Oak level donors. Wood also stated that Stroll Belle Meade Magazine would like to sponsor an event with the Beautification Committee.

2. **Cost Estimates for Holiday Wreaths**

City Manager Reardon provided estimates and a recommendation, in a memo, for 140 evergreen wreaths with red bows to be placed on the street signposts and at city hall during the holiday season. The wreaths are paid for from the Beautification Fund with monies donated by citizens for City beautification projects.

1. **Boy Scouts of America - Troop 6, West Meade**

28" balsam fir wreath with red bow \$32.00 ea.

TOTAL BID PRICE= \$4,480.00

2. Maine Holiday Wreaths.com
 30" traditional balsam wreath
 with red bow \$46.95 ea.
TOTAL BID PRICE= \$6,573.00

3. My Vermont Wreaths.com
 28" traditional balsam fir wreath
 with red bow \$53.00 ea.
TOTAL BID PRICE= \$7,420.00

Reardon recommended to purchase the wreaths from the Boy Scouts as has been done in previous years. They provide excellent service, and the wreaths are good quality.

Motion to purchase holiday wreaths from the Boy Scouts: Bryan
Second: Dale Vote: All aye

F. City Communications - No Matters

VI. ADMINISTRATION

A. Finance - Submitted and reviewed by Leigh Mills

1. Financial Statements - June 2022
2. Investment Schedules
3. Approval of Invoices Over \$5,000

CEC	\$ 7,047.00
CEC	\$ 10,199.38
J.R. & Associates	\$ 15,240.00
J.R. & Associates	\$ 15,265.00
J.R. & Associates	\$ 15,840.00
LSI	\$ 5,040.00
Omnigo Software	\$ 9,038.51
Wascon, Inc.	\$ 8,254.78
Wascon, Inc.	\$ 8,333.36
Wascon, Inc.	\$ 8,002.26
Wascon, Inc.	\$ 8,002.26
Wascon, Inc.	\$ 7,978.78
Wascon, Inc.	\$ 8,254.78
Planet Technologies	\$ 7,877.76
Kimley Horn	\$ 8,895.00

Motion to approve invoices over \$5,000 excluding Kimley Horn: Bryan
Second: Dale Vote: All aye

Motion to approve Kimley Horn invoice in the amount of \$8,895.00: Bryan
Second: Dale

- City Attorney Berry: If they did not perform under their contract then it should not be paid. If they have done work then they have performed.
- Bryan: Is there an option to pay this invoice and then notify them that we are terminating our agreement.
- City Attorney Berry: I suggest approving the invoice amount, I will review the contract to make sure that terminating the contract poses no issues.

**Motion to discuss Kimley Horn invoice in the amount of \$8,895.00: Dale
Second: Bryan Vote: Dale Aye Bryan Aye Moore No**

B. Facilities

1. Estimates for Meeting Room Audio/Video System

City Manager Reardon, referencing the memo in the Agenda packet, stated that she and City Recorder Terry had met with Champion Data Systems to determine equipment needs to live stream city board meetings. Three other companies were also contacted, Tristar Digital passed on providing a quote, SpringTree Media did not respond, Clearline Networks responded that part of the proposal fell outside of their service and would also pass providing a quote. The proposal from Champion Data Systems is \$16,850, Reardon stated that she and Terry recommend going with Champion, noting they are a full package company, they provide the software, provide installation at no charge, provide equipment and provide training. This fee is also under the budgeted amount.

Motion to approve contract with Champion Data Systems for \$16,850 and prorated amount for software and support services: Dale

Second: Bryan Vote: All aye

C. Human Resources - No matters

VII. Legislation - No matters

VIII. OTHER MATTERS - NONE

1. Forum date for Commissioner Candidates

Commissioners and City Manager Reardon discussed dates to hold a forum for Belle Meade City Commissioners running in the upcoming election. A decision was to be made on the exact date at a later time.

Meeting Adjourned at 5:42 p.m.

Mayor Rusty Moore

City Recorder Rusty Terry