

**City of Belle Meade
Board of Commissioners Meeting
Belle Meade City Hall
October 19, 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	Louise Bryan
Haley Dale, Vice Mayor	Bob Weigel
Jim Hunt	

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 Rusty Moore

II. PUBLIC COMMENTS

Thom Druffel provided the date, December 10, for Holiday Lights, noting it will be the third year. Druffel stated that Metro Council passed the homeless bill for \$50 million adding the money will be very focused. Druffel introduced Patricia Knight, chairman of the Beautification Committee for District 23.

Hettie Stuart, 213 Deer Park Drive, stated she felt that City Hall needed more security at the main entrance doors, possibly a metal detector, noting at a recent meeting that some residents were uneasy.

PUBLIC COMMENT CLOSED

III. MINUTES

Regular Meeting - September 21, 2022

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

Special Meeting - October 5, 2022

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

IV. PUBLIC WORKS

1. **Monthly reports** - No questions

2. **Bid Results - Public Works Office Renovations Project**

Public Works Director Larry Smith provided details of the project to add office space in the Public Works Building, stating that only one contractor had submitted a bid. The bid, from Music City Electrical Engineering, is \$35,400 which is \$1,530 over the budgeted amount of \$33,870. The memo provided by City Manager Beth Reardon recommended approval of the bid.

**Motion to approve bid from Music City Electrical for \$35,400: Dale
Second: Weigel Vote: All aye**

3. Contract Extension - Street Sweeping Contract

The current Street Sweeping contract with Roadrunner Sweeping expires on November 30, 2022, it includes an option to extend services for two one-year periods. This will be the first one-year extension.

Weigel asked about the frequency; Smith explained it was once a month, and that they covered the entire city. Smith also noted that it was part of the MS4 (Stormwater), and the city is required to do it. He noted the city receives credit for this; the company provides the tonnage removed, of which Smith keeps a record.

Smith and Reardon recommend that the street sweeping contract with Roadrunner Sweeping for one year through November 30, 2023. Smith spoke with the owner of the company, and he will honor the current contract price for the service, which is \$1,520 per month.

Motion to extend street sweeping contract for one year: Weigel
Second: Hunt Vote: All aye

4. Contract Extension - Landscape Maintenance Contract

The City's current Landscape Maintenance & Lawn Mowing Contract with Landscape Services Inc. (LSI) will expire on December 31, 2022. The contract includes an option to extend services for two one-year periods. This will be the first one-year extension.

Smith and Reardon recommend the City extend the landscape maintenance contract with LSI for one-year through December 31, 2023. LIS representative Doug Stacy stated they will honor the current contract price for this service, which is \$6,995 per month.

Bryan asked what the monthly fee includes. Smith explained this is the maintenance contract, it covers the irrigation system, mowing, plantings, this is the basic, and includes some materials.

Motion to extend the landscape maintenance contract for one year: Dale
Second: Weigel Vote: All aye

5. Approval of Consultants for TDOT Harding Road Sidewalk Project

City Manager Reardon stated that the Consultant Selection Committee for the TDOT Harding Road Sidewalk Project had met on Monday, October 17, to review the three proposals submitted by the three consulting firms selected as finalists at the committee's October 5th meeting: Benesch, KCI Technologies and Wiser Consultants. The consultant chosen will be responsible for the design, bid documents and construction management of the TDOT project. The committee ranked the three firms based on the criteria in TDOT's Local Government Guidelines. Using the written proposals and comments from the client references supplied by consultants the committee ranked the firms:

1. Benesch
2. Wiser Consultants
3. KCI Technologies

The Committee requests the Commissioners to approve the consultants as ranked. Staff will proceed with contract negotiations with the #1 consultant Benesch, If the negotiations are unsuccessful they will undertake negotiations with the second ranked firm, and so on.

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

6. Update on TDOT and TDEC grants

Reardon began by stating that the information on TDOT had been shared through the previous item; Reardon informed commissioners that the TDEC ARP grant is in progress and the application must be filed by 4:30 p.m. on November 1, 2022. Reardon stated the infrastructure scorecard had been received identifying the critical needs areas to be addressed as part of the grant application. Those items to address: The city needs an Asset Management Plan, and an Inventory and Condition Assessment. Reardon noted that she and Smith will be meeting with a TDEC consultant to discuss preparing the budget for the projects, this is required by the grant application.

Reardon also provided information on the State and Local Cybersecurity Grant Program, for which she attended a webinar on Sept 22nd that provided details on the program. Reardon stated this is something to watch for in the future as the state, tribal governments will be the first to receive funds, with cities, counties to follow, as of now the city is not eligible to apply.

V. CITY SERVICES

A. Public Safety

1. Monthly reports - reviewed by Chief Williams

Statistics Summary July 2022

<u>392</u> Citations Issued	<u>4</u> Traffic Crashes	<u>23</u> Alarms
<u>0</u> Burglary	<u>2</u> Theft of Property	<u>12</u> Arrests
License Plate Recognition (LPR) Report		
<u>6</u> - Stolen Vehicles	<u>0</u> - Stolen License Plates	
<u>0</u> - Missing Person	<u>1</u> - Wanted Person	

2. David & Cindy Wilds Outstanding Service Award

Sgt. Keith Samol, Sgt. Chris Roark, Officer Wes Bowker, Officer Tyler Parrish and Dispatcher John Baldwin were recognized for Outstanding Service in the apprehension of two criminals.

B. Health and Sanitation

1. Monthly reports - No questions

C. Building/Zoning/Planning

1. Monthly reports - reviewed by Lyle Patterson

<u>11</u> Permits Issued	\$4,855,950.00 estimated construction cost
<u>1</u> Permit Closed	
<u>3</u> Grading/Soil/Disturbance Permits	
<u>0</u> Stormwater Complaints Filed	

2. Update on Zoning Code Re-Write

City Attorney Doug Berry stated that a notice had been sent to Kimley Horn, under terms of the contract, to cease work on the zoning code re-write. Under the contract the city is allowed to keep the work product they have performed to date and Berry will re-write with Lyle's input as well asking for a committee consisting of a member from the existing boards and staff.

Berry also provided an update on the issue with the Belle Meade Historic Site and Winery and their lack of permits for several construction projects.

D. Waste Collection

1. Bid Results - Brush/Chipper Collection Contract

Smith stated that only two contractors provided bids for the 2022-2024 Chipper Service, Brush & Leaf Collection Contract. Those bids are as follows:

CONTRACTOR	LUMP SUM PRICE/MONTHLY	EMERGENCY RATE/HOUR
Parke Company	\$21,000.00	\$250.00
Clean Earth Collections	\$15,700.00	\$210.00

Smith and Reardon reviewed the bids and recommend Clean Earth Collections. While Parke Company has done an excellent job, Clean Earth Collections had the contract from 2010-2014 and are familiar with the city.

Motion to award Brush and Chipper Service to Clean Earth Collections:

Dale Second: Bryan Vote: All Aye

E. Beautification/Landscape

1. **Monthly report** - no report

F. City Communications -

1. Estimates for Phone Push Notifications

Building Official Patterson, referring to a memo in the Commissioners' packets, noted that after several months of researching and receiving demonstrations from four companies, that GoGov is his recommendation to provide push notification service for Belle Meade residents. Patterson provided a brief video on the product and shared additional details about features available on the GoGov app, these include city branding, resident ability to contact us (if we choose in the future), and geo fencing capabilities for targeted areas.

Alert Media - \$1,200 annually

GoGov - \$2,400 annually

Hoplon - \$6,000 annually

**Reach Alert - Three-year contract (they do not offer branding and residents must register online or call the office)
\$1,240 first year
\$2,480 year two and year three**

- Mayor Moore asked what type of notification we would send out to the residents.
- Patterson: Crime, road closures, street paving, inclement weather; this is for emergency or need to know information.
- Mayor Moore: If I am a resident, what is the process to subscribe?
- Patterson: Once the contract is awarded, they would provide us with a QR code to put on our website, in the newsletter and post here at city hall; residents would take a picture of the code and it automatically adds the app to their phone. You do not have to provide personal information, and they do not sell information.
- Dale: The QR code places the app on the phone, can you choose how to get information?
- Patterson: You can choose four different ways to receive information; text, Twitter, Facebook, email.

Motion to approve contract for \$2,400 annually to GoGov: Dale Second: Hunt Vote: All aye

VI. ADMINISTRATION

A. Finance

1. **Financial Statements** - August 2022 - reviewed by Leigh Mills
2. **Investment Schedules** - reviewed by Leigh Mills
3. **Approval of Invoices Over \$5,000**

Commonwealth Chemical Inc	\$24,920.00
LSI	\$14,525.00
Bakertilly	\$ 7,350.00
CEC	\$ 6,980.00
Miller & Martin PLLC	\$ 5,000.00
Miller & Martin PLLC	\$ 5,000.00
State of Tennessee (payment to schools for mixed drink tax)	\$11,037.50

Motion to approve payment of invoices over \$5,000: Weigel Second:
Dale Vote: All aye

B. Facilities - NO MATTERS

C. Human Resources / Personnel - NO MATTERS

VII. LEGISLATION - NO MATTERS

VIII. OTHER MATTERS

1. **Early Voting Schedule** - Oct. 25th - Nov. 3rd

Meeting adjourned at 5:21 p.m.

Mayor Rusty Moore

City Recorder Rusty Terry