

Minutes of a meeting of the Board of Commissioners of the City of Forest Hills

February 3, 2011

The Forest Hills Board of Commissioners (herein also the "Board") held its regular meeting on February 3, 2011 at the City's Offices, 4012 Hillsboro Road, Nashville, Tennessee, beginning at 5:00 p.m. Mayor Coke presided. Also present were Vice Mayor Lovell; Matt Foster, City Attorney; and Al Deck, City Manager. Others present are shown on the attached sign-in sheet. A copy of the Agenda is also attached to these minutes.

1. Approval of the Minutes: Upon motion by Mayor Coke, which was seconded by Vice Mayor Lovell, the Board unanimously voted to approve the minutes of the January 20, 2011 meeting.

2. Report from the City Manager, Al Deck.

(a) Audit Update: Parsons & Associates has completed and delivered the annual audit for 2010. Only one finding was noted, which is the lack of personnel to properly segregate the duties of purchasing, receiving bills, approving payment of bills, signing checks, and reconciling bank accounts. This finding has been noted and carried over each year for more than a decade. The auditors noted that the system has improved through the involvement of the Commissioners in reviewing and approving payment of bills. Only the addition of an employee can completely remove the finding and improve internal controls over expenditures of funds.

(b) City Hall contracts: Two contracts remain outstanding for construction of City Hall.

1. Package #28 General Trades was rebid. The lowest and best

of the three bids was submitted by Phipps Construction at \$69,731. Upon motion by Vice Mayor Lovell, which was seconded by Mayor Coke, the Members unanimously voted to approve the bid by Phipps Construction.

2. Package #10—Specialties is still not complete and not ready for action by the members.

(c) Correction of Listed Gateway Markers: January 20, 2011 the Board Members approved placing an additional seven markers throughout the city. One location was mislabeled as Granny White Pike @ Tyne. The G.W.P. & Tyne intersection is not within the city limits of Forest Hills and the location of the marker was changed upon motion by Vice Mayor Lovell, which was seconded by Mayor Coke, and the Members unanimously voted to approve the correction of Granny White Pike @ Tyne to Tyne @ Roselawn Drive.

3. Report from the City Attorney, Matt Foster:

(a) Second & Final Reading of Ordinance No. 2011-192—Creation of a Municipal Court. Upon motion by Mayor Coke, which was seconded by Vice Mayor Lovell, the Members unanimously voted to approve Ordinance No. 2011-192 on second and final reading.

(b) Open Matters: The City Attorney addressed the issue of various locations which require maintenance of landscaping material and trees, as well as watering, mulching, weeding, and mowing. His goal is to consolidate all such projects into one contract, advertise and put this work out for bid, then have one contract, vendor responsible for all efforts in the area of landscape management and maintenance.

4. Public Comment: Mr. Wolf commented on the recent installation of a gas meter at the Hillsboro Church of Christ. Other than being unattractive, Mr. Wolf expressed concern that the installation poses a safety hazard, due to its proximity to Tyne Blvd. The City Manager agreed to visit the site and report to the members.

There being no further matters to be discussed and no further business to come before the Board, the meeting was adjourned.