

**MINUTES OF A MEETING OF
THE BOARD OF COMMISSIONERS OF
THE CITY OF FOREST HILLS**

September 20, 2012

The Forest Hills Board of Commissioners (herein also the “**Board**”) held its regular meeting on September 20, 2012 at the City’s Offices, 6300 Hillsboro Pike, Nashville, Tennessee, beginning at 5:00 p.m. Mayor Bill Coke presided. Also present were Commissioner Lanson Hyde; Matt Foster, City Attorney; and Brad Bivens, City Engineer. 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 from August 16, 2012.** Upon motion by Commissioner Hyde, which was seconded by Mayor Coke, the Members unanimously voted to approve the minutes of the August 16, 2012 meeting.

2. **Appointment of Alternate Members to the Board of Zoning Appeals.** The Mayor announced that he had appointed Mrs. Alison Douglas as an alternate member to the Board of Zoning Appeals. Mrs. Douglas will serve upon request of the Chair of the Board of Zoning Appeals when members of that board are absent or unable to reach a quorum. The Mayor’s appointment requiring confirmation by the Board of Commissioners pursuant to Section 2-102 of the Municipal Code, Mayor Coke made a motion to confirm Mrs. Douglas’s appointment, which motion was seconded by Commissioner Hyde. The Members unanimously voted to confirm Mrs. Alison Douglas’s appointment as an alternate member to the Board of Zoning Appeals effective immediately. Her three (3) year term will expire on September 19, 2015.

3. **Report from the City Attorney.**

(a) **City Hall Landscape Contract for Foundation Plantings and Trees.**

On Wednesday, September 19, 2012, the City accepted bids for certain landscaping services at the City Hall. The sole bidder for the contract was the Parke Company, which bid \$7,745 for plants, materials, and labor. Commissioner Hyde made a motion to accept the bid and award the contract to the Parke Company, which motion Mayor Coke seconded. The Members voted unanimously to award the city hall landscaping contract to the Parke Company.

(b) **Approval of the August 2012 Financial Statements.**

The August 2012 financial statements were circulated to the Members. Commissioner Hyde offered a motion to approve, which motion Mayor Coke seconded. The Members voted unanimously to approve the August financial statements.

(c) **Award Contract for the SR 106 (Hillsboro Road) Sign Replacement and Upgrade.**

On Thursday, August 30, 2012 the City accepted bids for the purchase and installation of new signage for Hillsboro Road. The sole bidder for the contract was Jarrett Builders, Inc. Mayor Coke made a motion to accept the bid from Jarrett Builders, but to convert the contract into a “cost plus” contract, in which the City will pay the actual cost of the labor and materials, plus a fixed contractor’s fee, which motion Commissioner Hyde seconded. The Members voted unanimously to award the sign replacement and upgrade contract to the Jarrett Builders, Inc.

(d) **Other Open Matters.**

Mr. Foster reported that he was close to completing a contract with the legal department for the Metropolitan Nashville Government to address permitting problems for Metro contractors who perform work within Forest Hills streets.

4. **Report from the City Engineer.** The City Engineer updated the Board with regard to progress on the paving and drainage repair contracts. Work on Tyne Boulevard was recently completed, and work on Priest Road would commence the following week.

5. **Citizens' Comments.** Jaron Springer, of 4609 Toddington Drive, and Matt Fisher, of 4604 Toddington Drive, addressed the Board with respect to traffic on Toddington Drive. Following the recent paving, residents of Toddington have noticed a material increase in the number of cars turning onto the dead end street in hopes of bypassing Harding Place. The residents requested that the city post a "Dead End" sign near the corner of Toddington Drive and Harding Place, in a similar fashion to the sign posted on Twinmont Court nearby, to inform motorists that the street is not a cut through. The Board agreed and directed the City Engineer to work with the City Manager to procure and post a dead end sign as soon as possible.

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

City Recorder

Mayor