

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

October 18, 2012

The Forest Hills Board of Commissioners (herein also the “**Board**”) held its regular meeting on October 18, 2012 at the City’s Offices, 6300 Hillsboro Pike, Nashville, Tennessee, beginning at 5:00 p.m. Mayor Bill Coke presided. Also present were Vice Mayor John Lovell; 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 September 20, 2012.** Upon motion by Commissioner Hyde, which was seconded by Vice Mayor Lovell, the Board unanimously voted to approve the minutes of the September 20, 2012 meeting.

2. **Appointment of Alternate Members to the Board of Zoning Appeals.** The Board deferred this matter.

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

(a) **Approval of September 2012 Financial Statements.** The September 2012 financial statements were circulated to the Board. Commissioner Hyde offered a motion to approve, which motion Vice Mayor Lovell seconded. The Board voted unanimously to approve the September financial statements.

(b) **Second and Final Reading of Ordinance 2012-205,** an Ordinance amending the budget of the City of Forest Hills for the Fiscal Year 2011-2012. Commissioner

Hyde offered a motion to approve, which motion Vice Mayor Lovell seconded. The Board voted unanimously to adopt Ordinance 2012-205 on second and final reading

(c) **Approve Release of Letter of Credit.** The City Attorney recommended that the Board authorize the City Manager to release a letter of credit deposited with the city to secure performance of certain demolition and landscaping obligations. Vice Mayor Lovell offered a motion to approve, which motion Commissioner Hyde seconded. The Board voted unanimously to direct the City Manager to release the letter of credit.

(d) **Update on City Court Litigation.** The City Attorney advised the Board that all dispositive motions in the litigation must be filed by October 19, 2012 and a hearing on those motions is set for November 30, 2012. A trial, if necessary, is scheduled for January 22, 2013.

(e) **Discussion of Municipal Code Violations Within the City.** The City Attorney provided the Board with a list of present violations of the Municipal Code within the city. After some discussion, the Board directed the City Attorney and the City Manager to deliver a written notice to each applicable property owner with a description of the violations and at least a thirty day opportunity to cure the violations. If the code violations remain uncured beyond the 30 day period, the Board directed the City Attorney and the City Manager to issue citations.

4. **Report from the City Engineer.**

(a) **Update on Paving.** The City Engineer discussed the present status of paving projects within the city.

(b) **Update on of Hillsboro Road Left Turn Lane Application.** The City Engineer notified the Board that the city has filed all materials with respect to the city's application to the Tennessee Department of Transportation for new left turn lanes on Hillsboro Road.

(c) **Update on Hillsboro Road Sign Replacement Project.** The City Engineer will hold a preconstruction meeting on October 24, 2012 with the contractor.

(d) **MS4 Annual Storm Water Report.** Neel-Schaffer, Inc. submitted the city's annual report to the Tennessee Department of Environment and Conservation in September. As part of that annual report, the city acknowledged that it needs to provide more educational information and programming with respect to storm water. The city will work with Percy Priest Elementary School to schedule educational programming.

(e) **Sequoia Building Permit.** The City Engineer delivered comments and requests for revisions to Sequoia's building and drainage plans. The City Engineer recommended that no permit be issued until all storm water and lighting concerns are addressed.

(f) **Other Matters.** Vice Mayor Lovell inquired about the status of acquisition of right of way for Andover Drive improvements. Mr. Bivens stated that surveys would be complete within the next two weeks and paving could start shortly thereafter.

Commissioner Hyde requested that the City Engineer and City Manager ensure that a "Dead End" sign be posted on Toddington Drive per the request of residents and the Board at the September Board of Commissioners meeting.

5. **Citizens' Comments.** Jan Stinson of Armour & Armour reported on the status of the special census project. The response rate for the first mailing was approximately fifty percent (50%). A second request will be mailed in the last week of October with responses due by October 30th. Telemarketing to non-respondents will commence on or about November 7th. Any remaining non-respondents will receive a personal visit in December.

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

City Recorder

Mayor