

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

**July 18, 2013**

The Forest Hills Board of Commissioners (the "Board") held its regular meeting on July 18 2013 at City Hall, 6300 Hillsboro Road, Nashville, Tennessee, beginning at 5:00 p.m. Mayor Bill Coke presided. Also present were Vice Mayor John Lovell, Commissioner Lanson Hyde, City Attorney Matt Foster, City Engineer Brad Bivens and City Manager, Amanda Deaton. Others present are shown on the attached sign-in sheet. A copy of the Agenda is attached to these minutes.

1. **Approval of the Minutes of the June 20, 2013 meeting.** Mr. Hyde made a motion to approve the minutes as submitted. Vice Mayor Lovell seconded the motion. The Board voted unanimously to adopt the minutes of the June 20, 2013 meeting.
  
2. **Report from City Manager, Amanda Deaton**
  - (a) **Technology Contract with Digital Minds.** Ms. Deaton informed the commissioners of the upcoming agreement with Digital Minds Systems to create a network and monitor and back-up the City Data. No Motion was necessary.
  
  - (b) **Discussion of Health Insurance Options and Recommendation.** Ms. Deaton explained a number of policy decisions that would need to be made in the future regarding health insurance and retirement. The City has to offer all options of the Tennessee Local Government Health Insurance Plan but can decide whether or not to offer Dental and Vision. Ms. Deaton recommended offering both at a shared rate, 25-75 employer/employee; 50-50, or 75-25.  
  
Mr. Hyde made a motion to offer dental and vision benefits at the 50% employer paid 50% employee paid rate. Mayor Coke seconded the motion. The Board voted unanimously to offer dental and vision benefits at a 50-50 shared rate.
  
  - (c) **Discussion of City Vehicle and State Standing Contracts.** Ms. Deaton explained that the City has a need for a new vehicle. The current truck is over 10 years old, mucky, and does not optimally represent the City. Ms. Deaton had previously listed four vehicles that are currently on the state contract. For discussion purposes, Commissioner Hyde eliminated the most expensive option. Mayor Bill Coke asked if there is a preference. Ms. Deaton stated that there was no significant preference, but that the Ford Explorer looked to be a good option. Mr. Foster advised that the commissioners could make a motion to approve the expenditure that evening and follow it up with a budget resolution at a later meeting.  
  
Mr. Hyde made a motion to authorize up to \$35,000 to be spent on a Ford Explorer. Vice Mayor John Lovell seconded the motion. The Board voted unanimously to authorize spending up to \$35,000 on a new vehicle.
  
  - (d) **Discussion of Consolidated Retirement System Agreement.** Ms. Deaton informed the Commission that she was researching retirement pool options and would bring a recommendation next month.
  
3. **Report from the City Attorney, Matt Foster.**
  - (a) **Update on International Code Adoption.** Mr. Foster stated the City is currently waiting to see which direction Metro-Nashville-Davidson County will go regarding the new code adoption. Metro-Nashville-Davidson County is reviewing how Chattanooga has adopted their codes. A major issue being debated revolves around the environmental standards contained in the 2012 Codes. Many municipalities are adopting the 2012 codes with amendments reducing or revising the environmental requirements.
  
  - (b) **Discussion of Updates to the Zoning Code.** Mr. Foster has received comments from City Staff and Mr. Hyde and Ms. Rowland, Chairperson of the Board of Zoning Appeals. He asked for Mayor Coke and Vice Mayor Lovell to submit any comments as well. Mr. Foster noted that he

had a staffer working on an analysis of the most common variances requested and that he was reviewing the application and checklist process.

(c) **Open Matters.**

- Mr. Foster provided updates on subdivision regulation revisions which are to be recommended to the planning commission.

- He also discussed that progress of revising the planning application that outlines what to submit by when.

- The letter agreement with Piedmont Natural Gas had been signed and the performance bond was forthcoming in the next couple days.

- Resolution 2013-04 appointing David McMackin as City Judge for the City of Forest Hills, Tennessee was introduced, seconded and passed unanimously. Mr. Foster outlined the resolution explaining that there would be no compensation, but that the City would be responsible for training and continuing education needed for the Judge to fulfill his duties.

- Vice Mayor Lovell requested that staff keep a spreadsheet on open matters. Mr. Foster and Ms. Deaton agreed.

**4. Report from City Engineer, Brad Bivens**

(a) **Paving Contract.** Mr. Bivens explained that all documents had been signed and were in place. A preconstruction meeting was ready to be planned and the notice to proceed would be given by the end of the following week.

(i) **Pavement Markings.** Mr. Bivens noted that the City could use the Manual on Uniform Traffic Control Devices (MUTCD). Mr. Bivens recommendation was that each road be evaluated individually with guidance from the MUTCD to determine how striping needs to be placed. Mr. Hyde asked about the status of the Bike Lane in Hounds Run. Mr. Bivens noted that there would be room for a bike lane but that bicycle markings would not be necessary immediately and that the City could wait to see how the path was used- perhaps pedestrians would use it. Mr. Hyde asked that Mr. Bivens touch base with Patty Czarnik about that plan. Mr. Foster added that four foot white lines had brought out walkers in other areas in Nashville.

(ii) **Multiuse Path.** Mr. Bivens said he was meeting with appropriate parties the following day and that plans had been sent for review. He also noted that Parke's tree plan would work in accordance with the Path.

(b) **Speed Humps- Otter Creek Road.** The Speed humps along Otter Creek have been surveyed. In some cases the humps are two to three inches too high. The contractors have been instructed to have them corrected and the City will not release retainage until they are completed correctly and approved.

(c) **Piedmont Gas Line Update.** Mr. Bivens expressed concern regarding the accidental bentonite clay releases that had occurred in other parts of the gas line implementation. A meeting was set-up for the following day to hear from Piedmont regarding these accidents. Bentonite clay, Mr. Bivens informed, was not dangerous to humans but was not healthy for fish and other marine wildlife. Mr. Bivens intended to ask Piedmont for an action plan if a release did occur and what Tennessee Department of Environment and Conservation (TDEC) required in the incident of a release. Mr. Hyde asked when the project would be concluded and Mr. Bivens responded that they have an order to be done by the end of the calendar year.

5. **Update on Kellytown, Mayor Bill Coke.** Mayor Coke provided a recap of the Kellytown meeting that occurred on June 25th. Several groups were in attendance including Congregation Micah, Metro Historical Commission, Metro Parks and several people from Forest Hills. There is much conversation over creating green space that could ultimately connect to other greenways. The Brentwood

Greenway could be the model. Another meeting is scheduled for Tuesday, July 23rd at 4:00pm in Forest Hills City Hall. All are welcome to attend.

6. **Report from Jan Stinson, Website Update.** Mrs. Stinson presented a one page chart (attached to these minutes), outlining consistent increase in unique visitors to the Website. The chart also outlines the most common pages viewed. Per month, there is an average of 1,193 unique views to the website.
7. **Citizens Comments.** Richard Chapman of 16 Tyne Blvd suggests that the City consider striping the eastern portion of Tyne Blvd with white stripes because the drop-off on each side are steep.
8. **Adjournment.** The Board adjourned.

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Mayor

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City Recorder

