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

February 20, 2014

5 The Forest Hills Board of Commissioners (the "Board") held its regular meeting on
6 February 20, 2014 at City Hall, 6300 Hillsboro Road, Nashville, Tennessee, beginning at
7 5:00 p.m. Mayor Bill Coke presided. Also present were Vice Mayor John Lovell, City
8 Attorney, Matt Foster, City Engineer, Brad Bivens and City Manager, Amanda Deaton
9 Others present are shown on the attached sign-in sheet. A copy of the Agenda is attached
10 to these minutes.

11 **1. Approval of the Minutes of the January 16, 2014 Meeting.** Vice Mayor Lovell
12 made a motion to approve the minutes as submitted. Mayor Coke seconded the
13 motion. The Board voted unanimously to approve the minutes of the January 16,
14 2014 meeting.

15 **2. Approval of Financial Statements from January 2014.** Vice Mayor Lovell
16 made a motion to approve the January Financial Statements. Mayor Coke
17 seconded the motion and it passed unanimously.

18 **3. Report from City Manager, Amanda Deaton**

19 a.) **Update on See Click Fix-** Mrs. Deaton told the Board that the contract
20 had been signed and the City had begun submitting test issues. A meeting
21 for configuration of issues (potholes, drainage problems, chipper
22 questions) was set for the following day. She indicated that the City would
23 be taking this slow and testing it at different stages to ensure a smooth roll
24 out. Once the issues were input, staff would have a meeting learning how
25 to use the system. Staff would test the system for some time before a Mid-
26 April roll-out. She added that there was little expectation for residents to
27 use the online system in droves, but the system allowed for this option.
28 Generally, staff is expected to enter issues for residents.

29 b.) **Update on Investment Strategies from Investment Portfolio**
30 **Consultants (IPC).** Mrs. Deaton gave an update on the trip she took to
31 visit during the last week in January. She said that IPC was a national firm
32 that managed institutional accounts from across the country from giant
33 pension funds to small cities like Forest Hills. She noted that she was
34 impressed with the presentation and platform. They were very receptive to
35 liquidity needs. IPC had done a good job of researching the investment
36 environment for municipalities in Tennessee. In doing so, they found that
37 restrictions regulating municipal investment were strict and in the current
38 environment, prohibits making much more than our current investment
39 account. The key issue was that the state limits investments in federally
40 backed agencies to those having a maturity of not more than four years as
41 opposed to an average four year duration. This causes problems when
42 trading federally backed mortgage securities and other investments of this
43 type.

44 Mrs. Deaton concluded that it was really good to hear professionals
45 discuss our options and this should be done periodically. Mayor Coke said
46 that it was good to know where we stand.

47 c.) **Newsletters.** Mrs. Deaton asked Mrs. Jan Stinson to explain the issue with
48 Newsletter Delivery. Mrs. Stinson explained that there was a technical
49 glitch where the addresses were incorrect for 850 households. She said
50 that she had received an updated address list from the City. She had
51 manually merged the “Do Not Send” list with the updated list and deleted
52 a cell rather than a row throwing the whole spreadsheet off by
53 approximately one line. To correct the issue, she proposed to get all of the
54 returned newsletters from the post office and place labels on them and
55 resend them. She would report back to the City Manager next week with
56 progress resolving this issue.

57 **4. Report from Matt Foster, City Attorney.**

58 a.) **Second Reading: An Ordinance to Amend Title 10, Chapter 1 of the**
59 **Municipal Code to Modify the Regulations and Standards Pertaining**
60 **to the keeping of Domesticated Hens.** Mr. Foster asked Mayor Coke to
61 open up the public hearing on the issue which had been advertised the
62 week prior. Mayor Coke opened the public hearing and asked if there was
63 anyone there to speak about the issue. No spoke. Mayor Coke closed the
64 public hearing. Mr. Foster reiterated the changes proposed. They were to
65 remove the sunset clause, remove the requirement of a Metro-Nashville to
66 receive a Forest Hills permit, and to increase the number of hens allowed
67 per acre. The code would increase the number of hens allowed from two
68 (2) for lots less than one (1) acre to four (4) for lots less than three (3)
69 acres. The maximum would remain at six (6) hens and that would be
70 allowed on lots more than three (3) acres. The Board briefly discussed it
71 ensuring this is what had been discussed and that the change met
72 Commissioner Hyde’s intent. Instead of voting on the issue at that time the
73 Board chose to move forward and wait for the opinion and or certification
74 from the Planning Commission. The Board would reconvene after the
75 Planning Commission to make a decision. (Located at the end of these
76 minutes).

77 b.) **A Resolution to appoint a municipal court clerk and set court costs.**
78 Mr. Foster stated that to meet state requirements, the city must pass an
79 ordinance to set costs and appoint the municipal court clerk. The
80 resolution before them appoints Cynthia Despot as the court clerk and
81 assesses \$10.00 as a court fee per case and a \$13.75 litigation fee per case.
82 Judge McMackin, Mrs. Deaton, and he had agreed that Ms. Despot would
83 be the best option because she would not be citing anyone so there would
84 be no conflict. The fees were set to recoup any costs of holding court. One
85 dollar of that fee per case is remitted to the state for continuing education
86 purposes. The \$13.75 fee is a State assessment and the City may retain up
87 to 2% as commission. Vice Mayor Lovell made a motion for approval.
88 Mayor Coke seconded it and it passed unanimously.

89 c.) **Upcoming Ordinance.** Mr. Foster stated that the Board could look for a
90 revised stormwater ordinance for the next meeting.

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92 **5. Report from City Engineer, Brad Bivens**

93 a.) **Easements on Granny White Pike.** Mr. Bivens told the Board he had
94 revised the plan to keep the bike path completely in the right of way. The
95 City will still need a construction easement from Haury and Smith to
96 ensure the pavers have space to work. Vice Mayor Lovell asked by doing
97 this, what is given up as far as landscaping. Mrs. Deaton responded that
98 there are various thoughts on what you can and cannot do in the right of
99 way regarding landscaping- but the general conception is that trees and
100 vegetation should not be very populous in the right of way. With this
101 approach, there would not be very much landscaping initially. She added
102 that this approach may affect the tree grant, but we may be able to redirect
103 the placement. Another option would be to go forward with the bike path
104 and ask for additional easements later for landscaping. Vice Mayor Lovell
105 said he liked the two phase approach. Mayor Coke concurred.

106 b.) **Beddington Park.** Mr. Bivens told the Board that TTL had completed
107 their drillings on the hill. Due to the severity of the slope, drilling rigs
108 were unable to drill on the side. The inclinometer readings are ready to be
109 reviewed. The preliminary results suggest a shallow slide meaning the dirt
110 still may come into the right or way, but the problem likely exists on the
111 private property. Once the final report is out, we expect to bring the board
112 some recommendations.

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114 6. **Report on Kellytown-** Mayor Coke said that he had originally asked for
115 Kellytown to be on the agenda because there was a Parks Grant that required the
116 project to be discussed publically. Since that time, the Friends of Kellytown has
117 elected not to pursue that grant. However, an update for the public record would
118 be useful. He noted that Mr. Foster had been providing pro bono work and had
119 been very helpful in helping the Board work toward 501c3 status. The friends of
120 Kellytown had named a board and to date had raised \$290,000- \$100,000 from
121 City of Forest Hills. The Board plans to ask Regency Group (current property
122 owners) for an extension. They will need more funding before they ask for the
123 extension, but the board is awaiting responses for important funding requests.
124 Mark McNeely, a Forest Hills resident, has been vital in creating publications and
125 securing coverage in the Tennessean and Tennessee Voices.

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128 **The Board Recessed at this time**

129 7. **Second Reading: An Ordinance to Amend Title 10, Chapter 1 of the**
130 **Municipal Code to Modify the Regulations and Standards Pertaining to the**
131 **keeping of Domesticated Hens.** The Board revisited this issue and considered the
132 recommendation of the Planning Commission to increase the number of hens
133 allowed throughout Forest Hills no matter lot size. They agreed to accept the
134 recommendation to amend section three (3) of the ordinance to allow for up to 6
135 hens in Forest Hills despite lot size. Vice Mayor Lovell made a motion, Mayor
136 Coke seconded it, and it was approved unanimously.

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140 Mayor
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144 City Recorder

