

City of Forest Hills Board of Commissioners
June 16, 2016
5:00 p.m. at City Hall
Mayor John Lovell presiding

- 1. Approval of the Minutes of the May 19, 2016**
- 2. Approval of Financial Statements: May, 2016**
- 3. Old Business:**
 - (a) Ordinance 2016-224- An ordinance adopting the budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017.
- 4. Report from City Manager, Amanda Deaton-Moyer.**
 - (a) August Board of Commissioners Meeting: Proposed for August 25, 2016.
 - (b) Internal Controls and transitioning to ADP for Payroll
- 5. Report from the City Engineer, Brad Bivens.**
 - (a) Street Preservation Update
 - (b) Cementious Pipe Lining at Cherry Blossom.
- 6. Citizen's Comments**
- 7. Adjourn**

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

June 16, 2016

The Forest Hills Board of Commissioners (the "Board") held its regular monthly meeting on June 16, 2016 at City Hall, 6300 Hillsboro Pike, Nashville, Tennessee, beginning at 5:00 p.m. Mayor John Lovell presided. Also present were Vice-Mayor Lanson Hyde, Commissioner Henry Trost, and City Manager, Amanda Deaton-Moyer. 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 May 19, 2016 Meeting. Vice-Mayor Hyde motioned to approve the minutes as submitted. Commissioner Trost seconded the motion. The Board voted unanimously to approve the minutes of the May meeting.

2. Approval of Financial Statements from May, 2016. Commissioner Trost motioned to approve the May financial statements as submitted. Vice Mayor Hyde seconded the motion and it passed unanimously.

3. Old Business.

a.) Ordinance 2016-224- An ordinance adopting the budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017. Mrs. Deaton-Moyer highlighted points of interest in the revenue and expenditures of the proposed budget. The overall budget was decreased from the previous year. After discussions Commissioner Trost motioned to approve Ordinance 2016-224 on second reading. Vice-Mayor Hyde seconded the motion and it was approved unanimously.

4. Report from City Manager, Amanda Deaton-Moyer.

a.) August Board of Commissioners Meeting. Mrs. Deaton-Moyer indicated that two members of the Board would be absent at the regularly scheduled Board of Commissioners Meeting. The Board would not have a quorum to meet on August 18th. After discussing their schedules, she recommended that the Board make a motion to move the August meeting to August 25th. The Board discussed the date briefly and Vice-Mayor Hyde made a motion to schedule the August Board of Commissioners meeting for August 25th, 2016. Commissioner Trost seconded the motion and it was approved unanimously.

b.) Internal Controls and transitioning to ADP. Mrs. Deaton-Moyer stated that the state was requiring that municipalities adopt more rigorous internal control polices. Forest Hills already had a good set of internal control policies in place, but the State is requiring cities to make them more comprehensive. She gave a few example of the internal control policies. She said she had been to training on the topic and was reviewing their current polices to ensure compliance. As a result of this review, the City was transitioning to ADP for payroll services instead of Quickbooks. This would free the City of the responsibility of filing taxes and give another level of oversight to the process. She said they had completed the first payroll with ADP and it had gone smoothly.

5. Report from City Engineer.

a.) **Street Preservation.** Mrs. Deaton-Moyer said that reclaimite preservation sealant had been applied to most of the streets on the FY2016 list with a bit more to finish the following day. Residents were informed via tag on their front door. So far, she had only one complaint and a small handful of calls asking questions. The process had otherwise gone smoothly. Mayor Lovell discussed the step by step process that included applying the sealer then sand for traction and setting.

b.) **Cementious Pipe Lining.** Mrs. Deaton-Moyer described the process by which they repaired the large pipes underneath Cherry Blossom Trail. They used a device to coat the inside of the pipe with a low viscosity cement. This should extend the pipes lives for nearly 30 years. There were two 44-inch pipes and one 24 inch pipe. Replacing them conventionally would have cost nearly \$180,000. This process cost about \$60-75,000 and would have the same life as new pipes. Residents were notified before the project began. The project was successful and staff will be looking for other opportunities to use this construction process.

c.) **Progress Update on Otter Creek, Radnor Lake Entrance.** Vice-Mayor Hyde asked about the progress with Metro regarding the northeast side. Mrs. Deaton-Moyer said that Metro Public Works had approved Mr. Bivens plan, but that Metro had not yet committed to construction. She was staying on top of the person responsible who was presently out on vacation. She would call him the day he returned. On a similar note, Commissioner Hyde asked about the Granny White Market on the southwest side of the intersection. He asked about the environmental concerns with the pipeline replacement. Mrs. Deaton-Moyer said she was aware of the line replacement, but had not secured the TDEC approvals. She said she would be happy to ask TriStar for their TDEC documents. She said she would keep the Board abreast of any future environmental concerns as well.

6. Other

a.) Commission Trost gave an update on the recent Cultural and Natural Resources Committee (CNRC) meeting. He said they had asked to appoint three new members: Fiona King, Linda Doochin, and Susan Andrews. Mayor Lovell had appointed these new members. They also discussed their next education session: this session would go deeper into what could be done for the Richland Creek Watershed. He said he had reconnected with the Cumberland River Compact to determine next steps. The CNRC could sponsor clean-up days and planting days etc. They also talked about Belle Meade's decorations for the Fourth of July Holiday. They had asked Mrs. Deaton-Moyer to purchase bunting to adorn the City entrances and consider placing flags on the electric polls like Belle Meade. Mrs. Deaton-Moyer said bunting had been purchased, and she had talked to Belle Meade about the poll decorations, but would have to explore that option further.

7. Citizens Comments.

There were no citizen's comments.

8. The meeting was adjourned.

Mayor

Recorder

SIGN IN SHEET

**City of Forest Hills
Board of Commissioners Meeting**

Date: June 16, 2016

NAME:

ADDRESS:

[Signature]

4005 Anderson Dr

[Signature]

City

[Signature]

city

Cynthia Dwyer

City Assistant

Jana Stinson

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