

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

March 16, 2017

The Forest Hills Board of Commissioners (also referred to herein as the "Board") held its regular monthly meeting on Thursday, March 16, 2017 at the City's Offices located at 6300 Hillsboro Pike, Nashville, TN, commencing at 5:00 p.m. Mayor John Lovell presided. Also present were Vice-Mayor Lanson Hyde, Commissioner Henry Trost, Brad Bivens, City Engineer, Chad White, City Attorney and Amanda Deaton-Moyer City Manager. Others present at the meeting are as shown on the attached sign-in sheet. A copy of the agenda for the meeting is also attached to these Minutes.

1. **Approval of the minutes of the February 16, 2017 meeting.** Vice-Mayor Hyde motioned to approve the minutes from the February 16, 2017 meeting. Commissioner Trost seconded the motion, and it passed unanimously.
2. **Approval of the minutes of the March 2, 2017 special called meeting.** Commissioner Trost motioned to approve the minutes from the March 2, 2017 meeting. Vice-Mayor Hyde seconded the motion, and it passed unanimously.
3. **Approval of the financial statements from February, 2017.** Commissioner Trost motioned to approve the February financials. Mayor Lovell seconded the motion, and it passed unanimously. Vice-Mayor abstained as he did not have time to review the financial reports.
4. **Report from the City Manager, Amanda Deaton-Moyer**
 - a. **Building Permit report.** Mrs. Deaton-Moyer reported that 43 permits had been issued to date in 2017. Eleven of the permits were excavation permits pulled primarily by Ervin Cable who was working for Comcast. There were eight interior renovations and four new constructions. The new constructions were located at 4505 Wayland, 2023 Otter Creek, 6034 Sherwood, and 2608 Tyne. Of those, three had been demolition-rebuilds and only one had gone to the Board of Zoning Appeals. The remaining permits were a smattering of fences, pools, additions, and others.
 - b. **Outstanding/Upcoming Projects.** Mrs. Deaton-Moyer detailed a number of projects that were either in process or slated to begin. Several contracts were upcoming for rebid: the Indefinite Delivery, Indefinite Quantities (IDIQ) contracts, the Paving Contract, as well as the Landscaping Contract. The Audit also needed to be rebid. Mrs. Deaton-Moyer said that while the auditor for the City was fine, it was always good to get a new one every so often to check controls.

The Richland Creek Initiatives would be taking place throughout April. Mrs. Hackett has every aspect organized for those events, but they would take a great deal of staff time.

The upcoming Planning Commission issues would be a large consolidation on Tyne and the first open space subdivision on Tyne. Each of the projects would be taking significant staff time to review. Richland Country Club would be coming before the Board of Zoning Appeals for approval to build in the Hillside protection overlay and thereafter before the Board of Commissioners and Planning Commission for masterplan approval.

Another item outstanding was the Forest Hills Subdivision Regulations. She and staff had been working on their revisions since November, but still had some detail work to complete on the more technical areas of the regulations. Generally, the revisions were for housekeeping, updating definitions, and bringing the City into compliance with the State's vested rights laws.

Mr. Trost asked about the status of 2112 Timberwood Drive. Mrs. Deaton-Moyer said that their permit would be ending soon and that they would not be allowed to continue without express permission from the City. They could expect fines. She reminded the Board that they had asked for her to send the Resident a letter to this effect and she planned on doing that before she left.

- c. **Transition Update.** Mrs. Deaton-Moyer outlined the plan for the City Attorney and City Engineer to hold office hours at the office twice a week for a total of eight hours to answer all zoning questions, permit requests, BZA applications, and respond to other similar matters. Financials would be covered by John Sawyer and Regina Garrett. John Sawyer had been reconciling the books for several years and knew the financial system. Regina Garrett would be coming in once a month to reconcile the books with the bank statements. All this would be outlined in a shared calendar for everyone to review and make adjustments.

Mayor Lovell stated that he had talked to Jeff Broughton that day and he had received 24 applications so far. John felt that was positive and he expected a few more before the first review of applications on March 27th. Vice-Mayor Hyde asked how they would be receiving applications. He noted that he wanted to look through all applicants, not just the recommended applicants from Mr. Broughton. Mayor Lovell responded that he thought they would be in binders. Commissioner Trost asked if they could be sent electronically. Mrs. Deaton-Moyer said she would inquire.

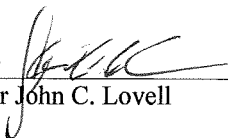
5. **Report from Brad Bivens, City Engineer**

- a. **On-going Drainage projects.** Mr. Bivens detailed recent projects on, Chickering Lane, Tara Drive, and Edenbridge Roads. He noted that each of the projects had been recently completed or were underway. He also explained that a large project Chickering Court had been cleaned. Now they would analyze how to best repair the pipe-cementitious pipe or otherwise.
- b. **Upcoming Capital.** Mr. Bivens stated that they were on track to pave Hemingway and some of the connected streets. Everett would probably be put off into the next cycle, because there was a new construction that would immediately damage a new road. In place of Everett, Mr. Bivens was considering adding Timberwood Drive, which had declined in recent years. He was reviewing drainage and working out costs for the capital budget.
- c. **Upcoming Contracts.** Mr. Bivens acknowledged the contracts Mrs. Deaton-Moyer referred to earlier and offered detail. The IDIQ needed some work to add a few items and figure out how to best handle traffic control which had recently been the costliest item on projects. While this was not uncommon, bidding it differently might reduce the cost. Additionally, he wanted to sit down with both vendors and discuss what worked and did not work under the contract. Mr. Bivens also said he would be contacting vendors in preparation for the paving contract.


- 6. **Resolution 2017-03 Recognizing Amanda Deaton-Moyer, City Manager.** Vice-Mayor Hyde motioned to approve the Resolution by caption. Commissioner Trost seconded the motion, and it passed unanimously. The Resolution was to be read in its entirety during the Planning Commission following the Board of Commissioners meeting.

- 7. **Citizens comments.** There were none. Mrs. Deaton-Moyer stated that she expected a group of citizens to come and request lighting on Kingsbury near Kenwood. Additionally, she said a group of residents along Ashland Drive interested in sidewalks may come in the coming months.

- 8. **Adjournment.** The meeting was adjourned.



Mayor John C. Lovell



Recorder, Amanda Deaton-Moyer City Manager

**City of Forest Hills Board of Commissioners
March 16, 2017
5:00 p.m. at City Hall**

Mayor John Lovell Presiding

1. Approval of the Minutes of the February 16, 2017 Meeting.
2. Approval of the Minutes of the Special Called March 2, 2017 Meeting.
3. Approval of Financial Statements from February, 2017
4. Report from City Manager, Amanda Deaton-Moyer
 - (a) Building Permit Report
 - (b) Outstanding/Upcoming Projects
 - (c) Transition Update
5. Report from Brad Bivens, City Engineer
6. Resolution 2017-03 Recognizing Amanda Deaton-Moyer, City Manager (approved by caption)
7. Citizen's Comments.
8. Adjourn.

SIGN IN SHEET

**City of Forest Hills
Board of Commissioners Meeting
Date: March 16, 2017**

NAME:

ADDRESS:

John Lee

City

Brian Brown

City

HENRY TROST

City

Glenn White

City

Jim O'Connor

City

John

City
