

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

**April 20, 2017**

The Forest Hills Board of Commissioners (also referred to herein as the “Board”) held its regular monthly meeting on Thursday, April 20, 2017 at the City’s Offices located at 6300 Hillsboro Pike, Nashville, Tennessee, commencing at 5:00 p.m. Mayor John Lovell presided. Also present were Commissioner Henry Trost; Chad White, City Attorney; Brad Bivens, City Engineer; and Jamie Dupre, City Assistant. 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 March 16, 2017 Meeting.** Mr. Trost motioned to approve the minutes from the March 16, 2017 meeting. Mr. Lovell seconded the motion, and the motion passed unanimously.
2. **Approval of the Minutes of the Specially Called March 30, 2017 Meeting.** Mr. Trost motioned to approve the minutes from the March 16, 2017 meeting. Mr. Lovell seconded the motion, and the motion passed unanimously.
3. **Approval of the Minutes of the Specially Called April 6, 2017 Meeting.** Mr. Trost motioned to approve the minutes from the March 16, 2017 meeting. Mr. Lovell seconded the motion, and the motion passed unanimously.
4. **Approval of Financial Statements from March, 2017.** Mr. Lovell reported that the March 2017 Financial Statements had not been available until just prior to the meeting and that as such, it would be advisable to pass the approval of the March 2017 Financial Statements to the next meeting. Mr. Lovell motioned to postpone approval of the March 2017 Financial Statements to the next meeting. Mr. Trost seconded the motion, and the motion passed unanimously.
5. **Report from City Attorney, T. Chad White.**
  - a. **Report on Interim Staffing Pending New City Manager Hire.** Mr. White reported that the interim procedures for processing permits, building inquiries, Planning Commission and Board of Zoning Appeals applications, and other City business have been successful. Ms. Dupre served as intake for all such matters. She would email Mr. White and Mr. Bivens details about the inquiry or matter, and Mr. White and Mr. Bivens would respond to same during scheduled office hours Tuesdays from 8:30 a.m. to noon and Thursdays from 1:30 p.m. to 4:30 p.m. or as time allowed in between regular

office hours. Mr. Trost asked Ms. Dupre her thoughts, and she agreed that the interim procedures were working well. There was discussion about how beneficial regular office hours for addressing City business with the public would be on a going forward basis. This allows the City's Manager or other staff to investigate the matter and appropriate response resulting in an efficient and informed meeting or response to the matter, and most importantly, would allow the Manager to focus on other City business outside of such set times.

- b. **Report on hiring of new City Manager, Amanda Rhinehart.** Mr. White reported that following search efforts and interviews, the City offered the City Manager position to Amanda Rhinehart, who accepted the offer. For the past several years, Ms. Rhinehart has served as a Planning and Development Director for the City of Shelbyville. There was discussion about how this experience makes Ms. Rhinehart well-suited for the City Manager position. Mr. Lovell indicated that Ms. Rhinehart would begin work on May 1, 2017 and that she had already secured living accommodations and childcare in anticipation of the move. The City is excited to welcome Ms. Rhinehart.
- c. **Plant Sale Report.** Mr. White reported that the Plant Sale event was a great success. Fifty people registered for the event and more than eighty people participated. Staffing for the event was terrific, and all but four tiny plants were sold by the end of the event. Mr. Trost commented on his observations of how successful the event was and noted that he had received many emails and other compliments on how well the event had been run and requests for future plant sale events.
- d. **Recycle Day Report.** Mr. White reported that once again the Recycle Day event was bigger and better than all prior Recycle Days. 360 vehicles passed through the event, being thirty more than the past record of 330 vehicles. It was also notable that there was 1,300 lbs. of paper shredding, which more than doubled the past record for paper shredding and required a second truck mid-event to accommodate the excess.
- e. **Creek Stomp Report.** Mr. White reported that for the upcoming Creek Stomp event on April 29, 2017, a property owner had objected to the event traversing that owner's property. To avoid any problems with the intended community building and educational event aimed at improving the condition of Richland Creek, the City changed the route for the event so as not to cross the particular property. Mr. White also noted that a waiver and release form had been prepared in connection with the event indemnifying the City, Cumberland River Compact and owners of the properties to be traversed.

6. **Report from the City Engineer, Brad Bivens.**

- a. **Paving Report.** Mr. Bivens reports that paving effort were progressing on Hemmingway, Carlton Alcott and Timberwood. Mr. Bivens reported that there were certain culvert and pipes being identified for repair or replacement prior to paving to avoid disturbing the new paving once it is installed.

Mr. Bivens spoke about the drain on Hemmingway near Bison Meadows and the needed improvements for that drain. There was discussion about the conditions and the need for the owner of the property to participate in the improvement. Mr. Trost requested that Mr. Bivens work on a proposed plan and estimated costs for improving the area and to communicate same with the owner. It was noted that while maintenance of conditions on private property is not the City's responsibility, having the drainage in this area improved would be beneficial to the City.

Mr. Bivens also reported an AT&T line obstructing a pipe on Hemmingway in need of replacement. There was discussion on means by which to have AT&T work with the City concerning its line and the need to replace the pipe.

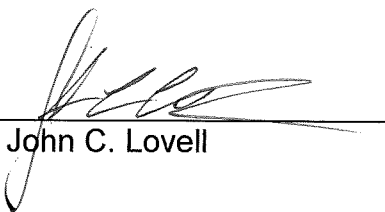
- b. **Other Reports.** Mr. Bivens reported that given the recent heavy rains there had been 13 stormwater and drainage complaints to which the City was responding. One ditch in particular on Tara was particularly bad, which resulted in water entry into a basement from failed erosion control measures on a construction site. Mr. Bivens reported communicating with necessary parties and contractors to respond to the conditions.


There was discussion about congested ditches along Tyne and Tara. Mr. Bivens also reported on efforts to have the contractor address water and other issues affecting 1400 Old Hickory Blvd. and mud near the Otter Creek bridge to be cleaned.

Mr. Bivens reported that the radar trailer had arrived and that the City would be deploying same on Tuesday, April 25<sup>th</sup>. Mr. Trost reported that the more narrow lane stripping on Tara was useful in slowing traffic.

7. **Citizen Comments.** There were no citizen comments.

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

  
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Mayor John C. Lovell

  
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Recorder, T. Chad White City Attorney

**City of Forest Hills Board of Commissioners**

**April 20, 2017**

**5:00 p.m. at City Hall**

**Mayor John Lovell Presiding**

1. Approval of the Minutes of the March 16, 2017 Meeting.
2. Approval of the Minutes of the Specially Called March 30, 2017 Meeting.
3. Approval of the Minutes of the Specially Called April 6, 2017 Meeting.
4. Approval of Financial Statements from March, 2017.
5. Report from City Attorney, Chad White.
  - (a) Report on Interim Staffing Pending New City Manager Hire.
  - (b) Report on hiring of new City Manager, Amanda Rhinehart.
  - (c) Plant Sale Report.
  - (d) Recycle Day Report.
6. Report from City Engineer, Brad Bivens.
  - (a) Paving Report.
  - (b) Other Updates.
7. Citizen's Comments.
8. Adjourn.

**SIGN IN SHEET**

**City of Forest Hills  
Board of Commissioners Meeting  
Date: 4-20-17**

**NAME:**

**ADDRESS:**

BROD BLOWS

CITY

John Houck

city

HENRY TROST

city

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