

**BOARD OF MAYOR AND ALDERMEN**  
**July 8, 2024**

The regular meeting of the Board of Mayor and Aldermen was held on Monday, July 8, 2024, at 6 p.m., in the Council Chambers at City Hall.

Mayor Palazzolo was present and presiding.

The following aldermen were present: Scott Sanders, Mary Anne Gibson, Sherrie Hicks, Brian Ueleke and Jon McCreery. Staff present: Michele Betty, Stacey Crockett, Erin Figg, Mike Fisher, Jason Huisman, Mac McCarroll, Lisa Piefer, Sheila Pounder, Cameron Ross, Natalie Ruffin, Andy Sanders and Ben Sharp.

**Call to Order**

The Mayor called the meeting to order.

**Invocation**

The invocation was led by Andy Sanders.

**Pledge of Allegiance**

Alderman McCreery led the Pledge of Allegiance.

**Set Agenda**

The Board is asked to set the agenda for the meeting. Any changes are to be made at this time.

Motion by Ms. Gibson, seconded by Mr. Sanders, to approve the July 8, 2024 agenda.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

**Approval of Minutes**

Approval is requested of the minutes of the regular meeting held June 24, 2024.

Motion by Mr. Ueleke, seconded by Mr. McCreery, to approve the minutes of the Board of Mayor and Aldermen regular meeting held June 24, 2024.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

**Citizens to be Heard**

Sarah Freeman, 7684 Apahon Lane, came forward to announce her candidacy for US Congress District 8.

Mayor Palazzolo recessed the Board of Mayor and Aldermen and reconvened as the Beer Board.

**BEER BOARD – Public Hearing – Beer Permit – On-Premise Application – Thornwood Lot 5, LLC**

The City has received a request from Thornwood Lot 5, LLC. for a permit to sell beer for on-premise consumption at TownePlace Suites by Marriott Memphis Germantown, located at 7800 Neshoba Rd.

Mayor Palazzolo opened the floor for the public hearing.

Having no one come forward, Mayor Palazzolo closed the public hearing.

Motion by Mr. Sanders, seconded by Ms. Gibson, to approve the request of Thornwood Lot 5, LLC. for a permit to sell beer for on-premise consumption at TownePlace Suites by Marriott Memphis Germantown, located at 7800 Neshoba Road.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Mayor Palazzolo recessed the Beer Board and reconvened as the Board of Mayor and Aldermen.

**SPECIAL RECOGNITION**

**Neighborhood Grants Award Winners – FY24**

The Neighborhood Preservation Commission led the charge in awarding a total of \$25,000.00 in grants to neighborhoods that submitted projects focused on engagement, beautification, safety and communication.

This year’s winners include the following neighborhoods:

<b>Neighborhood</b>	<b>Amount/Project</b>
Dogwood Creek South	\$5,000.00, Creek clean-up
Germantown Park	\$5,000.00, Repair and renew street signs
Allenby Westfair	\$5,000.00, Upgrade street lamps
Duntreath East	\$1,500.00, Holiday luminaries
Shady Creek	\$5,000.00, Update landscaping
Somerset	\$3,500.00, Repair damaged landscaping

**Proclamation – Designation of July as Parks and Recreation Month**

Mayor Palazzolo proclaimed July as Parks and Recreation Month in Germantown.

**Recognition of Employees – Police Department**

On Monday May 27, 2024, Officers Tremmel and Bernades were dispatched to a home for a five-day old child not breathing. Prior to the officer’s arrival, Public Safety Dispatcher Jailer Martinelli was giving lifesaving instructions. Officer Tremmel and Bernades arrived at the residence within two minutes. Officers observed the child to be red in the face with purple lips and baby formula over the mouth. Without hesitation, Officer Tremmel picked up the infant and placed his stomach on the Officer’s forearm to start back blows. Officer Tremmel started giving back blows to the infant in an attempt to release the formula that was stuck in the infant's airway. Officer Bernades swapped with Officer Tremmel and continued to administer back blows. After several attempts the child spit out formula and started to cry, ensuring the officers that the child’s airway was clearing up. Germantown Fire arrived shortly after and continued medical care. Germantown EMS would go on to transport the child to Baptist East for further medical evaluations. A follow up confirmed that the child was doing well.

The police department awards committee determined that the swift actions taken by Officers Tremmel and Bernades satisfied the criteria established for the Life Saving Award, which reads as follows: *Life Saving Award* - This award may be presented to personnel who, in the performance of their duties, physically rescue a person from the likelihood of certain death; or render first aid in a distinguished or unusually creditable nature to a person whose life is in immediate jeopardy; or render first aid in a manner that sustains the person and enables the person to be delivered alive to a medical facility.

Body worn camera footage reveals Officers Tremmel and Bernades acted swiftly and confidently. They relied on their training to render immediate aid which had a direct positive impact on the wellbeing of the infant. In a phone interview with the child’s family, the father expressed tremendous gratitude noting “If it wasn’t for these officers, my child might not be here today.”

**CONSENT AGENDA**

**Agreement – Center for Applied Earth Science and Engineering Research (CAESER)**

Under this agreement, CAESER, formerly the University of Memphis - Ground Water Institute, serves the City by providing expertise in the areas of groundwater quantity and quality. This agreement also provides a technical staff that consults with the City’s Public Works and Engineering departments on water system issues.

MOTION: To authorize an agreement with the University of Memphis Center for Applied Earth Science and Engineering Research (CAESER) in the amount of \$48,805.00 for the period of July 1, 2024, through June 30, 2025.

**Contract Extension No. 1 – Library Operations**

On April 12, 2021, after completing the RFP process, the Board of Mayor and Aldermen approved a three-year agreement with Avenu as the provider of library services for the City. Additionally, pricing was established for three (3) one-year extensions at the City’s option. On July 12, 2023, the BMA approved Amendment No.1 of the Library Services Agreement with Avenu increasing the acquisitions amount by \$12,000.00 for the Germantown Community Library for period of July 1, 2023, through June 30, 2024; and by three percent for extension years if the City exercises its option to extend.

MOTION: To approve Contract Extension No. 1 with Avenu Insights & Analytics, LLC. in the total amount of \$1,437,984.00 for the management of the Germantown Community Library and Germantown Regional History and Genealogy Center

**Memorandum of Understanding – Germantown Municipal School District and Germantown Police Department – Confidentiality in the School Resource Officer Program**

This MOU sets guidelines to ensure that the Police Department and the GMSD have a shared understanding of the role and responsibilities of each in maintaining safe schools, improving school climate, and supporting educational opportunities for all students. The MOU is a key component of the City’s application to the TN Department of Safety and Homeland Security’s Statewide School Resource Officer Program Application. This grant will fund up to \$75,000.00 in wages and benefits of one (1) School Resource Officer at each of the six (6) GMSD schools.

The Board of Mayor and Alderman approved the original MOU on August 28, 2023; the MOU expired on June 30, 2024. As a requirement of the continuing grant application, an MOU is required annually to receive grant funding. The City Attorney, Police Department and GMSD have reviewed the MOU.

MOTION: To approve the Memorandum of Understanding between the Germantown Municipal School District and the Germantown Police Department regarding confidentiality in the School Resource Officer Program.

**Purchase – Bulk Crushed Aggregates**

Screened sand and crushed aggregates are primarily used as backfill material for utility cuts and stormwater maintenance projects and repairs. The vendor will coordinate delivery of the requested materials to the Public Works Complex to be stored, so materials are readily available to provide an efficient and effective operation.

MOTION: To authorize the purchase of 1,200 tons of crushed aggregates and 500 tons of screened sand from Fullen Dock & Warehouse in the amount of \$35,400.00 and to pay North Memphis Logistics for transport of the materials in an amount not-to-exceed \$13,600.00, for a total amount of \$49,000.00.

**Purchase – Cement Treated Base Mix**

Cement treated base mix is used primarily for street maintenance base repairs, utility cuts and storm water maintenance. Public Works crews pick up the amount required each day, as needed, at the vendor’s distribution plant for immediate application. Delivery is provided at the City’s request, if necessary, for an additional fee.

MOTION: To authorize the purchase of 3,000 tons of cement treated base mix in the amount of \$129,180.00 from Metro Materials of Memphis, Inc. (primary provider) and 500 tons of cement treated base mix, as needed, with Standard Construction Co, Inc. (secondary provider) in the amount of \$24,325.00, for a total amount of \$153,505.00.

**Supplemental Amendment No. 1 Update – Comprehensive Parks and Recreation Master Plan**

The Parks and Recreation Department is nationally accredited by the Commission for Accreditation of Parks and Recreation Agencies. A standard requirement for all agencies is to utilize comprehensive community-supported planning documents as a guide for the growth, improvement and management for the park system and recreation services.

In 2017, the BMA selected Lose and Associates to facilitate the planning process for the development of a robust Comprehensive Parks and Recreation Master Plan. In 2018, this plan was adopted by the BMA to be used as a guide for implementing park improvements. The plan includes an executive summary, community profile, public engagement, agency assessment, facility assessments and concept plans, as well as budget assessment and funding recommendations.

Since 2018, conditions have changed which could impact the progression of the plan and many of the recommendations made in the plan are contingent on the development of a new long-field complex. Additionally, an update to the plan is necessary to remain eligible for state/federal grant funding, which requires an update every five years. This funding request will provide professional services to update the existing plan.

Supplemental Amendment No. 1 will provide an update to the plan in alignment with the City’s top priorities within a framework that includes project management and meetings, existing conditions and needs assessments, program assessment, draft comprehensive plan, implementation plan, capital improvement plan, TDEC grant requirements, and a final master plan report. The cost of these supplemental professional services is \$70,000.00.

MOTION: To approve Supplemental Amendment No.1 to the PSA with Lose Design for an update to the Comprehensive Parks and Recreation Master Plan in the amount of \$70,000.00.

Motion by Ms. Gibson, seconded by Mr. Ueleke, to approve the Consent Agenda as read.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

**REGULAR AGENDA**

**Ordinance 2024-10 – Amendments to Chapter 14 of the Municipal Code (Sign Ordinance) – Parking Lot Signage – Second Reading and Public Hearing**

During the COVID-19 pandemic, many restaurants and other businesses adapted their business models by installing temporary curbside pick-up signs at designated parking spaces. With businesses having since returned to normal operations, many businesses have requested to formalize curbside pick-up with permanent signage. Additionally, businesses in multi-tenant commercial centers have increased signage of parking spaces dedicated only for their customers or for a specific time limit (e.g., 15 min. parking). Currently, these signs are also regarded as temporary and are regulated as per the City’s Municipal Code. At their meeting on April 23, 2024, the DRC recommended approval of these proposed text amendments.

Mayor Palazzolo opened the floor for the public hearing.

Having no one come forward, Mayor Palazzolo closed the public hearing.

Motion by Ms. Hicks, seconded by Mr. McCreery, to approve Ordinance 2024-10 on second reading, amending Sections 14-1 and 14-34 of Chapter 14 (Signs).

The City received an email from Nancy Edwards, Director of Property Management, representing the owner of Shops at Forest Hill. The Mayor read the following excerpt directly from the email.

“Again, we truly felt that during this entire process the city representatives really listened to the property owners and used the information gleaned during the various calls and meetings to tailor a solution that

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would benefit the most owners as well as still meet the goals of the City of Germantown. We appreciate being heard and being a part of the process.”

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

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Mike Palazzolo, Mayor

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Michele Betty, City Clerk/Recorder