

Town of Arlington

5854 Airline Road, Arlington TN 38002



Town Of Arlington
Board of Mayor and Aldermen
December 7, 2015
6:30 P.M.

MEETING MINUTES

Public meeting for potential projects the Town of Arlington may seek funding for under the 2017-2020 Transportation Improvement Program (TIP) of the Memphis Metropolitan Planning Organization (MPO).

The Town of Arlington will be requesting Federal Surface Transportation Program funding for the following projects in the upcoming 2017-2020 funding cycle:

Airline Road widening to 5-lanes from 1,100' North of Milton Wilson Blvd. to I-40. Right of Way in 2017, with local share costing \$50,000 and Construction in 2017, with local share costing \$550,000.

Highway 70 widening to 5-lanes from SR-385 to just west of Airline Road with traffic signal at Jetway Road. Right of Way in 2017, with local share costing \$20,000 and Construction in 2018, with local share costing \$288,000.

Donelson Farms Parkway from Airline Road to SR-385, new 2-lane Roadway. Construction in 2019, currently working on an estimate.

Mayor Wissman asked if any citizen wished to address the Board to please come to the podium, state your name and address for the record.

No comments were made.

Aldermen McGee inquired about the Town's share on the projects. Jason Allen stated the Town's share is twenty percent.

Vice Mayor McKee inquired if the estimate for the Highway 70 widening to Airline Road with the traffic signal included improvements of the current intersection. Mr. Allen stated the improvement will have to have Right of Way improvements.

Aldermen McKee inquired about how the estimates were configured since the projects are in the near future. Mr. Allen mentioned the estimates were configured from past projects, and TDOT bid prices including inflation costs.

Vice Mayor McKee inquired about the project of Airline Road and if it would be on one or both sides of Milton Road. Catherine Durant, Town Administrator stated the project would be on both sides of the road.

Public Meeting Closed.

I. Call to Order and Roll Call.

Present

Mike Wissman, Mayor
Gerald McGee, Alderman
Jeff McKee, Alderman
Brian Thompson, Alderman
Harry McKee, Vice Mayor
Oscar Brooks, Alderman
Larry Harmon, Alderman

Others Present

Gerald Lawson, Attorney
Jason Allen, Engineer
Heather Sparkes, Planner
Catherine Durant, Town Administrator
Brittney Owens, Recorder/Treasurer
See List

Mayor Wissman called the meeting to order and advised that a quorum was established.

II. Opening Prayer.

Opening prayer was led by Alderman Jeff McKee.

III. Pledge to the Flag.

The Pledge of Allegiance was led by Hugh Lamar.

IV. Approval of the minutes from November 2, 2015.

Motion: Alderman Harmon made a motion to approve the Board of Mayor and Aldermen minutes of November 2, 2015. Alderman McGee seconded the motion.

The motion carried unanimously.

V. Grievances and Comments from Citizens.

Mayor Wissman asked if any citizen wished to address the Board to please come to the podium, state your name and address for the record. He stated that this was not a Question and Answer session.

Mike Wissman Sr., 12725 Pinckley gave a congratulations to Kevin Carter and the Board of Mayor and Aldermen on the successful events including the Christmas Tree Lighting and Christmas Parade.

Mayor Wissman thanked Mr. Wissman for his time.

VI. Communication from the Mayor.

A. Shelby County Sheriff's Department Incident Report for the month of November.

Mayor Wissman stated the full report will be on file at Town Hall. He advised citizens to contact Brittney Owens, Town Recorder/Treasurer for the report.

B. Arlington Fire Department report for the month of November.

Mayor Wissman recognized David Franks, Fire Chief. Chief Franks stated that there were ninety-nine total calls with eight hundred and seventy-seven for the year, seven blood pressure checks, and sixteen fire inspections. He stated that Engine 71 was hit while responding to a call at 385 and Milton Wilson on Friday, November 13th. As a result of the accident, the Engine had a busted fuel tank and the Town had to call Hepaco to clean up the accident. Discussed was taking it back to Pierce with an initial estimate of \$80,000. Chief Franks stated that Engine 71 will be inspected by two people before it is returned. Chief Franks stated that Millington's Fire Department has a fully loaded apparatus available for the Town to borrow if needed. The full report is on file at Town Hall.

Mayor Wissman thanked Chief Franks for his time.

C. West Tennessee Veterans Home Update by Hugh Lamar.

Mayor Wissman recognized Hugh Lamar. Mr. Lamar thanked the Town for the theme of the parade. Mr. Lamar stated that \$25,000 has been raised for the West Tennessee Veterans Home.

Mayor Wissman thanked Hugh Lamar for his time.

D. Committee Appointment.

Mayor Wissman appointed Russell Wiseman to the Planning Commission to fill the vacancy due to Angela Reeder being hired as Town Planner. Mayor Wissman welcomed Ms. Reeder. Mayor Wissman stated Town Hall would have a farewell party for Ms. Sparkes Friday from 2-4 p.m.

E. Other as properly presented.

1. Mayor Wissman stated the Christmas Employee lunch will be December 18th at the Safe Room.
2. Mayor Wissman congratulated Kevin Carter, Dickie Wiseman and Town staff for the parade and the Tree lighting.

3. Mayor Wissman stated the office will be closed the 24th and 25th of December and New Year's Day.
4. Mayor Wissman recognized Kevin Carter. Kevin Carter thanked the Board of Mayor and Aldermen for their support on the Christmas Tree Lighting and Christmas Parade. Mr. Carter thanked Debra Wiseman, APTA; Arlington for the Arts, Dickie Wiseman, Public Works, Town Hall and Parks staff. Mr. Carter mentioned moving the parade to Airline Road next year. Mr. Carter stated the Forrest Street Park is waiting on soil and it will be moved once the weather clears up. Mr. Carter stated that the playground being installed at Arlington Sports Complex will take place at the end of this month or beginning of January. Mr. Carter stated that he would be meeting with Lakeland and Bartlett regarding the formation of a municipal football league.
5. Mayor Wissman recognized Aldermen McKee. Aldermen McKee congratulated Town staff on the Christmas on the Square event, and thanked them for a fantastic job on the events. Aldermen McKee supported Mr. Carter's decision to move the Christmas Parade to Airline due to safety measures.
6. Mayor Wissman recognized Heather Sparkes, Town Planner. Ms. Sparkes advised that the Tennessee Downtown Productions would make their first run this week, along with the (4) two minute videos for every business which will be highlighted. Ms. Sparkes stated the brochures were paid for with grant money which are placed in the new resident bags. Ms. Sparkes discussed submitting an application to the State of Tennessee to have them displayed at the visitor centers in West Tennessee. Ms. Sparked stated that an ad had been placed in the Clipper Magazine which runs to residents in Arlington, Cordova, Bartlett, and Lakeland. The Town will place another ad in the Clipper in the spring before Arlington in April.
7. Mayor Wissman stated that Tonia Howell with the Chamber of Commerce would give an update at the January meeting.

VII. Committee Reports

Mayor Wissman advised that the Planning Commission and Design Review Committee met during the month of November. The reports are on file at Town Hall and have been provided to the Board.

Vice Mayor McKee read the Treasurer's Report into the record (on file).

VIII. Old Business

A. Other as properly presented.

There was no further business brought forward.

IX. New Business

A. First reading of Ordinance 2015-11 to further amend the Town of Arlington, Tennessee for Fiscal Year ending June 30, 2016.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens advised that this Ordinance was not a request for more money, it was simply a clean-up of line items due to Resolutions that had been passed previously.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2015-11. Alderman J. McKee seconded the motion.

Mayor Wissman called for discussion and questions. After hearing no further questions, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

B. First reading of Ordinance 2015-12 to amend Title 7, Chapter 2, Fire Code, of the Town of Arlington, Tennessee, Municipal Code.

Mayor Wissman recognized David Franks, Fire Chief. Chief Franks advised that adopting the 2012 International Fire Code would bring the Town within the six-year time frame. Chief Franks stated that the Town would have amendments to certain appendices within the Fire Code.

Mayor Wissman called for a motion.

Main Motion: Alderman Harmon made a motion to approve Resolution 2015-12. Alderman Thompson seconded the motion.

Mayor Wissman called for discussion or questions. Alderman Thompson inquired about vacant or abandoned structures that had been standing for a year. Aldermen Thompson inquired about new buildings only and how it could impact certain buildings on Jetway and Highway 64. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

C. Resolution 2015-49 to remove uncollectible taxes from the Town of Arlington Certified Rolls.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens recommended the removal of the uncollectible taxes for Arlington BBQ Company since the business has closed.

Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve Resolution 2015-49. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and questions. Hearing no further questions, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

D. Resolution 2015-50 to authorize the creation of the position of a Wastewater Manager and provide the necessary funding for the position beginning January 2016.

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant stated that the Sewer Department currently has three employees. In addition, this position will not change any of the current employee's job duties. It will provide more education and training, and address issues involving current violations. Ms. Durant advised that the \$70,000 budgeted for contractual services will be decreased because we will be bringing someone in house during business hours and on call at all times. Staff recommended approval.

Mayor Wissman called for a motion.

Main Motion: Alderman McGee made a motion to approve Resolution 2015-50. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and questions. Aldermen McKee inquired about the current testing procedures. Ms. Durant stated that testing would be outsourced, with some to be done in house with a faster response time. Ms. Durant stated that testing would never be completely in house because of expenses. Aldermen Thompson inquired about Tetrattech handing over the enforcement and administration. Ms. Durant advised that Tetrattech will be training Town staff on how to be proactive. Mayor Wissman stated that Tetrattech will bring the Town up to date. Ms. Durant advised that Sewer is the most important service provided to the residents of the Town. She advised that the operator and manager would work together and complement each other.

Vote of Main Motion: The motion carried unanimously.

E. **Other as properly presented.**

There was no further business brought forward.

X. **Approval of the bills for payment.**

Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve bills for payment.
Alderman McKee seconded the motion.

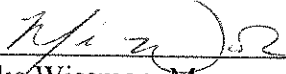
Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

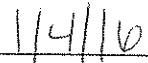
XI. **Adjournment**

Motion: Alderman Thompson made a motion to adjourn.
Alderman Brooks seconded the motion.


Meeting adjourned.



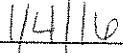
Mike Wissman, Mayor



Date



Brittney Owens, Recorder



Date