

Town of Arlington

5854 Airline Road, Arlington TN 38002



Board of Mayor and Aldermen
August 7th, 2017
6:30 P.M.

MEETING MINUTES

I. Call to Order and Roll Call.

Present

Mike Wissman, Mayor
Larry Harmon, Alderman
Oscar Brooks, Alderman
Brian Thompson, Alderman
Jeff McKee, Alderman
Harry McKee, Vice Mayor
Hugh Lamar, Alderman

Others Present

Catherine Durant, Town Administrator
Brittney Owens, Recorder/Treasurer
Angela Reeder, Town Planner
See List

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

II. Opening Prayer.

Opening prayer was led by Scott Benjamin.

III. Pledge to the Flag.

The Pledge of Allegiance was led by Cheryl Pardue.

IV. Approval of the minutes from July 5, 2017

Motion: Alderman Lamar made a motion to approve the Board of Mayor and Aldermen minutes of July 5, 2017. Alderman McKee 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 his/her name and address for the record. He reminded everyone it this is not a question and answer session.

Mayor Wissman recognized Bobby Clark, 6100 E Everett Hill. Mr. Clark noted that he has lived in his neighborhood for 12 years and he loves area of Buckshot Hills. The area is modestly priced and they have been standing up for that. However, they have started to fight some battles in regards to Utility Trailers, RV's and property maintenance. There's a lot of tension and stress in the neighborhood because of it and two police reports have been filed. They are just trying to get an RV moved out of a person's driveway and it caused a lot of pain and suffering. We have codes but sometimes we don't enforce them and sometimes we only enforce them when we raise our hands and call in. It's a real challenging situation for his wife and himself. He is sorry for the police reports and things that have happened, but he asks that if we're going to write the codes, let's enforce them and make sure they keep an eye on the neighborhood. The gentleman is now taking the RV across his front yard and going into the side yard and parking it behind the fence. He thinks that is still unsightly. Please make sure it is within the code and that's all he can ask you to do to help them keep the neighborhood looking right.

There were no further comments.

VI. Communication from the Mayor.

A. Shelby County Sheriff's Department Incident Report for the Month of July.

Mayor Wissman recognized Sgt. Cockman representing the Sheriff's Department, who presented the report for the month of July. The full report is on file at the Town Hall.

B. Arlington Fire Department Report for the Month of July.

Mayor Wissman recognized Assistant Chief McMillen, who stated that there were eighty-eight (88) calls for service in July, with 46 being fire responses, and 42 being EMS responses. There were 32 calls on or south of I-40. The full report is on file at Town Hall.

C. Committee Appointments

Mayor Wissman explained that we are starting a Tennis Committee which will be a short-term committee to check on the feasibility of a location for courts and the option of working with the schools. This committee will be comprised of ACS staff and board members, Arlington staff and board members and members of the Tennis Association from the community. The following make up the Tennis Committee from ACS: Superintendent Mason, Chairman Kay Williams, Chief of Operations Tim Ruff, and district representative Chris Duncan. From the Tennis Association: Hugh Lamar, Julie Moultrie and Dan Estes. From the Town of Arlington: Town Administrator Cathy Durant, Alderman Oscar Brooks, Parks Director Kevin Carter and Mike McKee. August 31st will be the first meeting and following will meet the 3rd Thursday of each month.

D. Other as properly presented.

1. Mayor Wissman advised there is a candidate forum on August 15th at Arlington High School at 6:30 PM. Early voting begins September 1st at Town Hall and Election Day will be September 21st.
2. Mayor Wissman advised the Certificate of Need hearing with Baptist in Nashville will be on August 23rd and several staff and Board members will attend.
3. Tuesday September 5th will be the next Board of Mayor and Alderman meeting due to the Labor Day holiday.
4. James Harvill will start his position as the Town's new Fire Chief on September 25th.
5. Mayor Wissman recognized Tonia Howell of the Chamber of Commerce, who announced the Arlington 5K will be Saturday, September 9th benefitting the Arlington Education Foundation.
6. Mayor Wissman recognized Ms. Mason, Superintendent of Arlington Community Schools to give a report on the first week of school. Ms. Mason reported they had a great opening to the school year. They have a total of 4, 487 students registered and by the end of the year they will meet the projection of 4,563 students for all schools. They have 3,000 students with IPADS this year. The School Board will be having their forum August 17th for School Board candidate at 6:30 PM at the high school.

VII. Committee Reports:

Mayor Wissman advised that the Planning Commission, Parks and Recreation Committee, and Arlington Community School Board met during the month of July. The reports are on file at Town Hall and have been provided to the Board.

Alderman Thompson read the Treasurer's report into the record (on file).

VIII. Old Business

A. Second and Final Reading of Ordinance 2017-09 to further amend the Town of Arlington, Tennessee Budget for Fiscal Year ending June 30, 2017.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens stated this is the second and final reading of the final budget amendments from Fiscal Year 2016-2017 to account for the County Commission money that the schools received. There are no changes between the first and second reading and staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Second and Final Reading of Ordinance 2017-09. Aldermen Harmon seconded the motion.

Motion: Alderman McKee made a motion to suspend the Board of Mayor and Aldermen Meeting and Open a Public Hearing. Alderman Brooks seconded the motion.

Motion Carried

Public Hearing: Second and Final Reading of Ordinance 2017-09 to further amend the Town of Arlington, Tennessee Budget for Fiscal Year ending June 30, 2017.

Mayor Wissman stated a Notice of public hearing was published in The Commercial Appeal on July 18, 2017. Anyone wishing to speak for or against this request, please stand to be recognized. State your name and address for the record.

After hearing no further comments, Mayor Wissman called for a motion to close the Public Hearing and resume the Board of Mayor and Aldermen Meeting.

Motion: Alderman Harmon made a motion to close the Public Hearing and resume the Board of Mayor and Alderman Meeting. Alderman McKee seconded the motion.

Motion Carried.

Mayor Wissman called for any further discussion. Hearing none he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

B. Second and Final Reading of Ordinance 2017-10 to designate an additional depository, and to amend the Town of Arlington Municipal Code, Title 5, Chapter 1, Section 5-101, Official Depository for Town Funds.

Mayor recognized Brittney Owens, Town Recorder and Treasurer, who explained this Ordinance is a request to amend the Municipal Code to remove Arlington Community Bank, which is no longer in business, and add First Tennessee Bank as authorized depositories for the Town. This will bring the Town to a total of 3 depositories for town funds. There are no changes between first and second reading and the staff recommends approval.

Main Motion: Alderman Brooks made a motion to approve Second and Final Reading of Ordinance 2017-10. Alderman Thompson seconded the motion.

Mayor Wissman called for a motion to suspend the Board of Mayor and Aldermen Meeting and open a Public Hearing.

Motion: Alderman Thompson made a motion to suspend the Board of Mayor and Aldermen Meeting and open the Public Hearing. Alderman McKee seconded the motion.

Motion Carried

Public Hearing: Second and Final Reading of Ordinance 2017-10 to designate an Additional depository, and to amend the Town of Arlington Municipal Code, Title 5 Chapter 1, Section 5-101, Official Depository for Town Funds;

Mayor Wissman stated notice of this public hearing was posted in The Commercial Appeal on July 18, 2017. Anyone wishing to speak for or against this request, please stand to be recognized. State your name and address for the record.

After hearing no comments, Mayor Wissman called for a motion to close the Public Hearing and resume the Board of Mayor and Aldermen Meeting.

Motion: Alderman Thompson made a motion to close the public hearing and resume Board of Mayor and Alderman Meeting. Alderman Lamar seconded the motion.

Motion Carried.

Mayor Wissman called for any further discussion. Hearing none, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

C. Other as properly presented

There was no further business brought forward.

IX. New Business

Mayor Wissman asked if there was any objection to moving Item L to be heard first, as Mr. Benjamin was present. Hearing no objection from the Board, Item L was heard first.

L. Resolution 2017-43 to appoint Scotty W. Benjamin to fill the unexpired term for School Board Position Number 1, until the next municipal election in September 2017

Mayor Wissman recognized Gerald Lawson, Town Attorney.

Main Motion: Alderman Lamar made a motion to approve Resolution 2017-43. Alderman Brooks seconded the motion.

Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

A. Resolution 2017-32 to enter into an agreement with Powers Hill Design, LLC (PHD) to perform professional services for the project know as Forrest Street Park Phase 2.

Mayor Wissman recognized Cathy Durant, Town Administrator who stated the Local Parks and Recreation Fund grant has been executed and that completed contract is in hand. The

next steps would be to finalize the design. This contract is with Powers Hill Design, LLC and it would allow them to create the construction documents to go out for the bidding process and ultimately bring it back to the Board for award. Staff recommends approval of the resolution.

Main Motion: Alderman Lamar made a motion to approve Resolution 2017-32. Alderman McKee seconded the motion.

Vote on Main Motion: This motion carried unanimously.

B. Resolution 2017-33 to enter into an agreement with CSX Transportation, Inc for Construction and Engineering and Inspection for Crossing Safety Improvements at Lamb Road.

Mayor Wissman recognized Jason Allen, Town Engineer who stated that this is an agreement with CSX railroad to perform the construction of the safety improvement projects at Lamb Road to raise the grade to a smoother crossing. In order to do work within the railroad's right of way flagmen have to be provided. This is an agreement with CSX in order to provide that flagman during construction. Staff recommends approval.

Main Motion: Alderman Brooks made a motion to approve Resolution 2017-33. Alderman Harmon seconded the motion.

Vote on Main Motion: The motion carried unanimously.

C. Resolution 2017-34 authorizing the award of bid for project known as Lamb Road and CSX Railroad Crossing Safety Improvements, Federal Project No. HSIP-ROOS (309), PIN 123248.00

Mayor Wissman recognized Jason Allen, Town Engineer, who noted the bid opened on July 21st for the Lamb Road railroad safety project. The Town received two bids from Standard Construction and White Construction out of Byhalia, MS. Standard submitted the lowest and most responsive bid at \$124,335. Staff has reviewed the bid along with TDOT and recommends approval.

Main Motion: Alderman Lamar made a motion to approve Resolution 2017-34. Alderman Thompson seconded the motion.

Vote on Main Motion: The motion carried unanimously.

D. Resolution 2017-35 to acknowledge and authorize an emergency purchase for Air Conditioning Unit at the Public Works Facility from Temperature, Inc.

Mayor Wissman recognized Terry Perkins, Public Works Director, who stated this request is to purchase a replacement of the rooftop HVAC unit which served the office space at Public

Works shop building. The old unit is 20 years old and has been serviced many times in recent years. Staff solicited several bids and the lowest and most qualified was Temperature, Inc. Mr. Perkins stated that staff recommends approval of this emergency purchase in the amount of \$10,625.

Main Motion: Alderman McKee made a motion to approve Resolution 2017-35. Alderman Brooks seconded the motion.

Vote on Main Motion: The motion carried unanimously.

E. Resolution 2017-36 to enter into an Intergovernmental Agreement for Inspection of Fire Department Equipment.

Mayor Wissman recognized Brittney Owens, Town Recorder, who stated the City of Collierville published legal notice for fire ladder testing services and they received bids until Wednesday, May 17 at 2:00 PM. This is the same agreement entered into in 2012; it's a five-year agreement. It does cover the provision for services for inspections, testing and certification for all fire department ground and aerial equipment. Staff recommends approval.

Main Motion: Alderman Lamar made a motion to approve Resolution 2017-36. Alderman Harmon seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Thompson inquired about how the cost was determined to test the equipment. Ms. Owens stated that it is cost per foot for your ground ladder and cost per foot of the aerial ladder. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

F. Resolution 2017-37 to authorize the acceptance of a proposal by the State of Tennessee Department of Transportation, Federal Project #HSIP-205(26), State Project #79035-2218-94, to construct road improvements on Airline Road from Brooks River Drive to South of I-40.

Mayor Wissman recognized Gerald Lawson, Town Attorney. He noted TDOT right of way is maintained from Hwy 64 through I-40. He advised that staff recommended approval with exception of item #6.

Main Motion: Vice Mayor McKee made a motion to approve Resolution 2017-37. Alderman Brooks seconded the motion.

Vote on Main Motion: The motion carried unanimously.

G. Resolution 2017-38 to enter into an Arlington Athletic Facility Provider Agreement with Arlington Youth Sports/Arlington Football League

Mayor recognized Kevin Carter, Parks Director. He stated that this is a standard Facility Use Agreement for the Arlington Youth Sports and Arlington Football League for the fall season. He stated that staff recommended approval.

Main Motion: Alderman Brooks made a motion to approve Resolution 2017-38. Alderman Lamar seconded the motion.

Alderman Brooks commended Kevin Carter on the work he is doing.

Alderman Thompson inquired about any changes, such as fees or responsibilities. Mr. Carter responded that the fees and lease agreements have not changed. Alderman Thompson asked if the teams have to do maintenance on the fields. Mr. Carter replied no, the Town is responsible. Alderman Lamar asked if we have the proper staff to meet these requirements. Mr. Carter responded that we can always use more help, but they had 4 part-time seasonal personnel that helped this summer. Alderman Lamar wants to be sure we are not taking on more than we can handle. Cathy Durant, Town Administrator, explained that Parks has received better equipment and is able to work more efficiently than in the past. Alderman Thompson asked if Mr. Carter was comfortable with the amount for fees. Mr. Carter responded that our fees are on the lower end of the scale compared to other municipalities however, he would like to research this moving forward.

Vote on Main Motion: The motion carried unanimously.

H. Resolution 2017-39 to enter into an Arlington Athletic Provider Agreement with Arlington Recreational Soccer:

Mayor Wissman recognized Kevin Carter, Parks Director. He stated that this is a standard Facility Use Agreement for the Arlington Recreational Soccer for the fall season. He stated that staff recommended approval.

Main Motion: Alderman Brooks made a motion to approve Resolution 2017-39. Alderman McKee seconded the motion.

Vote on Main Motion: The motion carried unanimously.

I. Resolution 2017-40 to enter into an Arlington Athletic Facility Provider Agreement with Arlington Youth Little League.

Mayor Wissman recognized Kevin Carter, Parks Director. He stated that this is a standard Facility Use Agreement for the Arlington Youth Little League for the fall season. He stated that staff recommended approval.

Main Motion: Alderman Brooks made a motion to approve Resolution 2017-40. Alderman Lamar seconded the motion.

Vote on Main Motion: The motion carried unanimously.

J. Resolution 2017-41 to enter into an Arlington Athletic Facility Provider Agreement with Arlington Arsenal Baseball.

Mayor Wissman recognized Kevin Carter, Parks Director. He stated that this is a standard Facility Use Agreement for the Arlington Arsenal Baseball for the fall season. He stated that Arlington Arsenal is a competitive baseball team and they have decided to expand from one team to four. Mr. Carter recommends approval for use of Arlington Sports Complex in the early time slots or when time is not being used by the recreational Arlington Youth Little League as well as sharing the field at Douglass along with Arlington Lacrosse on their off nights.

Main Motion: Alderman Brooks made a motion to approve Resolution 2017-41. Alderman Lamar seconded the motion.

Vote on Main Motion: The motion carried unanimously.

K. Resolution 2017-42 to enter into an Arlington Athletic Facility Provider Agreement with Arlington Lacrosse.

Mayor Wissman recognized Kevin Carter, Parks Director. He stated that this is a standard Facility Use Agreement for the Arlington Lacrosse for the fall season. He stated that staff recommended approval.

Main Motion: Alderman Brooks made a motion to approve Resolution 2017-42. Alderman McKee seconded the motion.

Vote on Main Motion: The motion carried unanimously.

L. (discussed earlier in Agenda)

M. Other as properly presented.

Mayor Wissman recognized Cathy Durant, Town Administrator. Ms. Durant explained that there was a staff meeting to discuss the Forrest Street park standards for uniformity. We need to look at financing option for parking lot in late fall to begin in early spring and the remaining 10 acres.

X. Approval for bill for payment

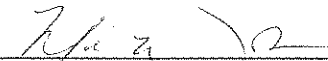
Main Motion: Alderman Thompson made a motion to approve the bills for payment. Alderman Harmon seconded the motion.

Vote on Main Motion: The motion carried unanimously.

XI. Adjournment:

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

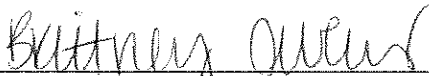
Meeting Adjourned



Mike Wissman, Mayor

9/5/17

Date



Brittney Owens, Recorder

9/5/17

Date