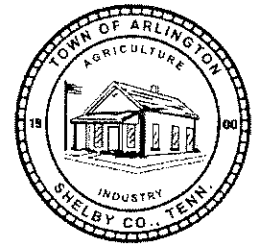


# Town of Arlington

5854 Airline Road, Arlington TN 38002



Board of Mayor and Aldermen

March 5, 2018

6:30 P.M.

## MEETING MINUTES

### I. Call to Order and Roll Call.

#### Present

Mike Wissman, Mayor  
Larry Harmon, Alderman  
Cheryl Pardue, Alderman  
Jeff McKee, Alderman  
Oscar Brooks, Alderman  
Harry McKee, Vice Mayor  
Jeremy Biggs, Alderman

#### Others Present

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

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

### II. Opening Prayer.

Opening prayer was led by Harry McKee, Vice Mayor.

### III. Pledge to the Flag.

The Pledge of Allegiance was led by Reagan Moss, Fire Poster Winner.

### IV. Approval of the minutes from February 5, 2018

**Motion:** Alderman Harmon made a motion to approve the Board of Mayor and Aldermen minutes from February 5, 2018. Alderman Brooks 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 this is not a question and answer session. There were no further comments.

**VI. Communication from the Mayor.**

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

Mayor Wissman recognized Lt. Crowder, Shelby County Sheriff's Department. Lt. Crowder noted that there were two (2) burglaries under investigation, and thanked citizens for locking their vehicles because the numbers have gone down. The full report is on file at Town Hall.

Mayor Wissman thanked Lt. Crowder for her time.

**B. Presentation for State Fire Prevention Poster Winner**

Mayor Wissman recognized Jim McMillen, Assistant Fire Chief. McMillen stated that Reagan Moss won first place in the state Fire Prevention Poster contest for the 6<sup>th</sup> grade. The Fire Department presented her with a certificate of achievement and she was recognized by the state of Tennessee in Nashville.

**C. Arlington Fire Department Report for the Month of February.**

Mayor Wissman recognized Jim Harvill, Fire Chief. Chief Harvill stated that there were a total of 74 responses, with 37 being fire responses, and 37 being EMS responses. There were 23 calls on or south of I-40. The full report is on file. Chief Harvill added they are in the process of updating the Community Safe Room Operations Manual.

**D. Special Census Update.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens gave an update that the final numbers of 13,218 citizens were submitted and thanked everyone for their participation.

Mayor Wissman thanked staff for all their hard work.

**E. Bond Notification from the Comptroller**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer.

Ms. Owens informed the board that the Bond Issuance had been approved by the state of Tennessee Comptroller of the Treasury. She noted completion of form CT-0253 and that it would be filed with the Office of State and Local Finance.

**F. Other as properly presented.**

1. Mayor Wissman thanked the Public Works staff for their hard work during all the rain and bad weather.
2. Mayor Wissman stated that the Kiwanis Gala was successful.
3. Mayor Wissman noted that spring break is next week for Arlington Community Schools.
4. Mayor Wissman reminded everyone of the Chamber lunch would be Wednesday, March 14<sup>th</sup>.next week and the speaker will be the General Manager from Maines.
5. Mayor Wissman stated the girl's basketball team is in the state finals.
6. Mayor Wissman stated he had an impromptu meeting with Ms. Mason and the head of security from Bellevue regarding safety in our schools.
7. Mayor Wissman stated that Arlington in April is April 28<sup>th</sup> and the APTA is accepting volunteers.
8. Mayor Wissman reported that the basketball league wrapped up this weekend and it was a great program. He thanked Kevin Carter and Darlon Wakefield for their hard work on the program.

**VII. Committee Reports**

Mayor Wissman advised that the Planning Commission, Design Review Committee, Finance Committee, Parks and Recreation Committee, Health & Safety Committee, Tennis Committee and Arlington Community School Board met during the month of February. The reports are on file at Town Hall and have been provided to the Board.

Mayor Wissman recognized Alderman Pardue. Alderman Pardue stated the Health and Safety Committee is looking for a new member to fill a vacancy.

Alderman Brooks read the Treasurer's Report into the record (on file).

**VIII. Old Business**

**A. Second and Final Reading of Ordinance 2018-01 to further amend the Town of Arlington, Tennessee, Budget for Fiscal Year ending June 30, 2018. (PUBLIC HEARING)**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens noted that this was the second and final reading of the second set of Budget Amendments for Fiscal Year 2018. She noted the changes between first and second reading to include the Arlington Community Schools Amendments previously approved by Resolution She stated that staff recommended approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Pardue made a motion to approve Second and Final Reading of Ordinance 2018-01. Alderman McKee seconded the motion.

Mayor Wissman called for a motion to suspend the Board of Mayor and Alderman Meeting and move into a Public Hearing

**Motion:** Alderman Biggs made a motion to suspend the meeting and open a Public Hearing. Alderman McKee seconded the motion.

**Public Hearing: Second and Final Reading of Ordinance 2018-01 to further amend the Town of Arlington, Tennessee Budget for Fiscal Year ending June 30, 2018.**

Mayor Wissman stated that notice of public hearing was published in The Daily News on February 13, 2018. Anyone wishing to speak for or against this request, please stand to be recognized. State your name and address for the record.

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 Aldermen Meeting. Alderman Biggs seconded the motion.

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

**Vote on Main Motion:** The motion carried unanimously.

**B. Other as properly presented.**

There was no further business brought forward.

**IX. New Business**

**A. First Reading of Ordinance 2018-02 to amend the Arlington Zoning Ordinance, Chapters 2 (Definitions), 4 (Zoning District, Bulk Regulations and Uses), and 6 (Development Standards) to incorporate Temporary and Special Events and add clarification on uses, rear yard coverage, and fence heights.**

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder stated that staff has identified several sections of the Zoning Ordinance that required additional clarification or language to further the Town's goals. She noted that Chapter 2 adds a definition of special events and clarifies it is for temporary activities that would not otherwise fall within standard uses on a site. She explained the changes in Chapter 4 to permit 'Indoor, Climate-Controlled Self-Storage' in General Commercial (B-2) zones with a Conditional Use Permit and subject to a set of guidelines. She explained the addition of language in regard to Temporary Uses such as Construction Offices, Real Estate Sales Offices, Yard Sales, Construction Dumpsters, and Portable Storage Units.

The language for Special Events is in direct response to the Special Event Application that was adopted by the BMA in November 2017. She noted that the performance standards address location, compatibility, compliance with other regulations, duration, street closings, public safety, litter control and other nuisances, and Town services.

Ms. Reeder explained changes in Chapter 6 and stated that this amendment would clarify all impervious surfaces should not be more than 30%. Currently, this requirement does not include concrete patios.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve the First Reading of Ordinance 2018-02. Alderman Biggs seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Brooks inquired about the distance that a fence should be set back some from the retaining walls. Ms. Reeder explained the recommendation is 4 feet. Alderman McKee inquired about the current code in regard to pools and the required rear-yard setbacks. Ms. Reeder explained that the code requires that no more than thirty (30) percent of a required rear-yard be used for accessory structures. She noted that the amendment proposed would only ask that any concrete be added into the required rear-yard to help a homeowner retain water on their own site. The Town is becoming an MS4 community and to meet certain stormwater regulations, homeowners must be able to retain one inch of water on their site. She stated that previously the Town has not calculated the concrete into the required rear-yard and it has shown some concern of drainage issues at several sites. Alderman McKee explained that outdoor living space is a big trend and thinks there should be a better way to handle drainage. Ms. Reeder stated that one alternative to concrete is landscaping. The discussion continued.

Hearing no further comments, Mayor Wissman called for a vote on the main motion.

**Vote on Main Motion:** The motion passed. Alderman Harmon voted no.

**B. First Reading of Ordinance 2018-03 to Abandon certain parcels of Excess Right-of-Way Mott Street, in Arlington, Tennessee, and Transfer the Underlying Right-of-Way to the Adjoining Property Owners.**

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder stated that the applicant for Haysville-Arlington Commons PD submitted a request to the Planning Commission for the abandonment of a portion of Mott Street to include roughly .249 acres. She noted that this request was approved on December 18<sup>th</sup>, 2017 pursuant to Sections 13-4-104 of the Tennessee Code Annotated. She stated that staff recommended approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman McKee made a motion to approve the First Reading of Ordinance 2018-03. Alderman Brooks seconded the motion.

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

**Vote on Main Motion:** The motion carried unanimously.

**C. First Reading of Ordinance 2018-04 to abandon certain parcels of Excess Right-of-Way of Quintard Street, in Arlington, Tennessee, and Transfer the Underlying Right-of-Way to the Adjoining Property Owners.**

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder stated that the applicant for 6299 Quintard Street submitted a request to the Planning Commission for the abandonment of a portion of Quintard Street to include roughly .15 acres. She noted that this request was approved on October 16, 2017. She stated that staff recommended approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Biggs made a motion to approve the First Reading of Ordinance 2018-04. Alderman McKee seconded the motion.

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

**Vote on Main Motion:** The motion carried unanimously.

**D. Resolution 2018-15 to authorize Mike Wissman, in his capacity as Mayor, to enter into an agreement with the University of Tennessee Municipal Technical Advisory Service to complete a Sewer Rate Study.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens stated that this agreement is to conduct a Sewer Rate Study to ensure the Town can adequately fund all wastewater operations and responsibilities. She advised that the last study took place in 2011. She stated that staff recommended approval.

Mayor Wissman called for motion.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2018-15. Alderman Harmon seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Brooks stated that he agreed with this study because he wants to ensure sewer is paying for itself. Vice Mayor McKee

inquired if there was a not to exceed amount for this study. Ms. Owens advised that there was a not to exceed amount of \$3,000.

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

**Vote on Main Motion:** The motion carried unanimously.

**E. Resolution 2018-16 to authorize Mike Wissman, in his capacity as Mayor, to enter into an agreement with Fisher Arnold, as a Professional Consultant Engineering firm, to provide services related to Design and Construction of the Memphis Arlington Bike Ped Project from Gerber to Milton Wilson, TDOT PIN 3126713.00, in accordance with TDOT requirements for Locally Managed Projects.**

Mayor Wissman recognized Brittney Owens, Town Recorder and Treasurer. Ms. Owens stated that a request for letters of interest and qualifications for Consultant Engineers was published in The Commercial Appeal on January 28<sup>th</sup>, 2018. She advised that sealed envelopes were received until February 15<sup>th</sup> at 3 PM. She explained that the Tennessee Department of Transportation requires oversight of Construction Engineering and Inspection by a TDOT pre-qualified firm the Town of Arlington Review Committee recommends Fisher and Arnold as having the highest score based on the review criteria as stated in the publication.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Biggs made a motion to approve Resolution 2018-16. Alderman Brooks seconded the motion.

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

**Vote on Main Motion:** The motion carried unanimously.

**F. Resolution 2018-17 to authorize Mike Wissman, in his capacity as Mayor, to enter into an agreement with Fisher Arnold for professional design services for the preparation of Architectural and associated plans for Forrest Street Campus.**

Mayor Wissman recognized Steve Hill, Town Engineer. Mr. Hill stated that the Master Plan was completed by Powers Hill Design and includes a phasing plan. He explained that Phase 1 would grade the entire site, complete the parking and drainage. He noted that Phase 1 also included a 2,000 square foot Farmer's Market with restroom facilities.

Mayor Wissman called for a motion.

**Main Motion:** Alderman McKee made a motion to approve Resolution 2018-17. Alderman Biggs seconded the motion.

Mayor Wissman called for discussion or questions. Alderman Biggs expressed his concerns for the Architecture and Design cost. Mr. Hill stated the design is included but what's not typical is having an inspector onsite. He noted that staff recommends having an inspector on site at all times during this project. Mr. Hill explained that only actual time will be billed to the Town, so this amount may be lower. Alderman Biggs asked if Fisher and Arnold had any previous experience with Amphitheaters. David Baker, Fisher and Arnold, stated they had designed similar facilities in Olive Branch, University of Memphis and Smyrna, Tennessee. Mr. Baker explained the project has been scaled down to around 700 capacity from the previous 3,000 capacity. Catherine Durant, Town Administrator noted that the amphitheater would be multipurpose and has the ability to be used for several different functions. Ms. Durant explained that the town has a long history with both firms and they have always produced quality work.

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

**Vote on Main Motion:** The motion carried unanimously.

**G. Resolution 2018-18 to authorize Mike Wissman, in his capacity as Mayor, to enter into an agreement with Powers Hill Design, LLC for Professional Design Services for the preparation of Bid Documents for Civil Engineering Components at the Forrest Street Campus.**

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant explained that Powers Hill Design has completed a lot of the work to get to this point. She stated that staff recommended contracting with Powers Hill Design, LLC to complete the design and provide bid documents for a 290-space parking lot and associated drives, walking trail to Depot Square, Forrest Street Improvements, Sanitary Sewer, Grading and Drainage, Regional Stormwater Detention Basin, Erosion Control and ADA Compliance.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2018-18. Alderman McKee seconded the motion.

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

**Vote on Main Motion:** The motion carried unanimously.

**H. Resolution 2018-19 to authorize Mike Wissman, in his capacity as Mayor, to execute a Certificate of Compliance for Vescovo's Arlington Liquors, LLC located at 11949 Highway 70 in Arlington, Tennessee.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer



Ms. Owens stated that the Tennessee Alcoholic Beverage commission requires a Certificate of Compliance each year from the city in which one is domiciled for anyone with a retail liquor license. She noted that Vescovo's Arlington Liquors, LLC has cleared a background check and shows no reason to be deemed non-compliant. She stated that staff recommended approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Pardue made a motion to approve Resolution 2018-19. Alderman Brooks seconded the motion.

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

**Vote on Main Motion:** The motion carried unanimously

**I. Other as properly presented.**

There was no further business brought forward.

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

Mayor Wissman called for a motion to approve.

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


Mayor Wissman called for a vote on the main motion.

**Vote on Main Motion:** The motion carried unanimously.


**XI. Adjournment:**

**Main Motion:** Alderman McKee made a motion to adjourn. Vice Mayor McKee seconded the motion.

**Meeting Adjourned.**

  
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Mike Wissman, Mayor

4-2-18  
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Date

  
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Brittney Owens, Recorder

4-2-18  
\_\_\_\_\_  
Date