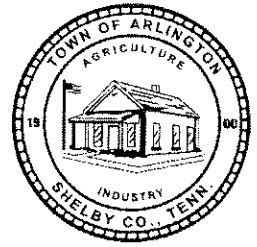


Town of Arlington

5854 Airline Road, Arlington TN 38002



Board of Mayor and Aldermen

February 5, 2018

6:30 P.M.

MEETING MINUTES

I. Call to Order and Roll Call.

Present

Mike Wissman, Mayor
Larry Harmon, 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

Excused Absence

Cheryl Pardue, Alderman

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

II. Opening Prayer.

Opening prayer was led by Phil Newberry, Pastor of Bellevue Arlington.

III. Pledge to the Flag.

The Pledge of Allegiance was led by Phil Newberry, Pastor Bellevue Arlington.

IV. Approval of the minutes from January 2, 2018

Motion: Vice Mayor McKee made a motion to approve the Board of Mayor and Aldermen minutes from January 2, 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 was 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 January.

Mayor Wissman recognized Lt. Crowder, Shelby County Sheriff's Department. Lt. Crowder noted that there were nine (9) thefts from motor vehicles, all of which were left unlocked. Also, three (3) weapons were stolen from the vehicles. The full report is on file at Town Hall.

Mayor Wissman thanked Lt. Crowder for her time.

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

Mayor Wissman recognized James Harvill, Fire Chief. Chief Harvill stated that there was a total of 107 responses, with 59 being fire responses, and 48 being EMS responses. There were 32 calls on or south of I-40. The full report is on file.

Chief Harvill stated that two grants have been applied for. The Fire Department was awarded one grant for an ATV insert and the equipment will be installed in the following weeks. The Tornado Siren currently at the Fire Station will be replaced with a larger siren and moved to the parking lot behind Town Hall. This siren will cover a larger area than the current siren.

Alderman Biggs inquired about the timing of grant approval. Chief Harvill responded that grants would be awarded in the Spring.

C. Special Census Update.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens gave an update that the Town was currently at 60% response rate and encouraged citizens to turn in their forms. She noted that forms are posted on the Town Facebook page, website and at Town Hall.

D. Committee Appointments.

Mayor Wissman made a nomination to appoint Jason Wallace, Russell Calame, and Christopher Moore to the Industrial Development Board with Term Expiration dates of January 2022.

Main Motion: Alderman Brooks made a motion to approve the nominations. Alderman Harmon seconded the motion.

Vote on Main Motion: The motion carried unanimously.

E. Other as properly presented.

1. Mayor Wissman recognized Phil Newberry, Pastor of Bellevue Arlington. Mr. Newberry gave the funeral arrangements for Ms. Geri Benjamin, wife of School Board Member Scott Benjamin.
2. Mayor Wissman reminded everyone of the Chamber lunch that will take place on February 14th at 11:30 AM. It will be a State of the Town Presentation.
3. Mayor Wissman recognized Tammy Mason, Superintendent of Arlington Community Schools. Ms. Mason informed every one of the new academy at the high school called PAVE. It is a Fine arts academy that will begin next school year. More information can be found on their website.
4. Mayor Wissman thanked the APTA members for their hard work on the Arlington Historic Display downtown at the Shelby County Building. He encouraged citizens to stop by if they had time to view the great artifacts.
5. Mayor Wissman noted that the APTA will oversee Arlington in April this year and directed all questions regarding the event to Ms. Debra Wiseman.
6. Mayor Wissman thanked Tonia Howell, Chamber of Commerce for scheduling Economic Development training for staff and committee members of the Town.

VII. Committee Reports

Mayor Wissman advised that the Planning Commission, Design Review Committee, Parks and Recreation Committee, Finance Committee, and Arlington Community School Board met during the month of December. The reports are on file at Town Hall and have been provided to the Board. Brittney Owens, Recorder/Treasurer reminded everyone that the next Finance Committee would be held on February 22nd at 5:30 PM.

Alderman Brooks 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 2018-01 to further amend the Town of Arlington, Tennessee, Budget for Fiscal Year ending June 30, 2018.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens stated that this is the second set of budget amendments for the 2018 Fiscal Year. She advised that it is a standard cleanup of line items to account for prior purchase approvals and additional revenue. She stated that staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Vice Mayor McKee made a motion to approve First Reading of Ordinance 2018-01. 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.

B. Resolution 2018-05 to approve a Master Development Plan for the Haysville-Arlington Commons PD, a 1.29 acre, mixed Commercial/Residential Project located on the Eastern end of Mott Street.

Mayor Wissman recognized Ms. Angela Reeder, Town Planner, who presented the staff report for the project (on file) for approval of a Master Development Plan for a Mixed-Use PD on 1.29 acres of property located on the south side of the far eastern end of Mott Street and most recently the Town's Community Garden.

The property is zoned B-3, Downtown Business District, within the Depot Square Overlay Historic District. The project includes 25,000 square feet of mixed-use space. Office and retail will be on the ground floor with 10 single-family residential units above. She stated these are allowable uses in the B-3 Zone, and no exceptions are requested. There are also no exceptions to the bulk regulations being requested.

Ms. Reeder stated this PD meets the residential requirements as the units will exceed the minimum size, have reserved parking spaces, designated trash collection areas, and access points to their homes that are separate from the commercial users with stairs and an elevator.

The PD obligates the project to several design features, including green infrastructure, bike racks, outdoor patios, rooftop gardens, and native plantings. The PD calls for historic architecture and design, with nine (9) different facades for the appearance of individual buildings, four (4) different brick colors, metal canopies, balconies, and awnings to be incorporated. The PD identifies specific colors and historic lighting styles to be used. Ms. Reeder said the PD also notes restrictions will be placed on the use of balconies and patio areas on the second floor to maintain a quality appearance and ensure they are only used for plantings and temporary seating.

Access is proposed through Mott Street and a shared driveway from Chester. The applicant must obtain an access easement from the adjacent property owner for the shared driveway. Pedestrian access is also proposed with a sidewalk added on the north side of the driveway.

Mr. Jason Allen, Town Engineer, stated there are minor road improvements proposed. Curb, gutter, and sidewalks are proposed along the east side of Chester Street at the

driveway. The developer is proposing to abandon approximately 200' of the eastern right of way (ROW) of Mott Street to be incorporated into the proposed site plan. A recorded Plat is required and will show the abandonment of ROW, dedicate the northern and southern halves of the ROW to each respective property owner, and reflect the new ingress/egress easement off of Chester Street.

Mr. Allen explained the main drainage way in this basin is an open ditch that flows north under the railroad, along the east edge of this site, then under Highway 70 between Dollar General and TDOT. He said the drainage structure under Highway 70 is undersized and can only carry a 2-year storm event. Town Staff analyzed the basin and determined that the Town's Forrest Street Campus detention basin can be sized such to offset increased runoff for the proposed PD. He noted this approach aligns with the Town's goal to use regional stormwater detention where feasible and the applicant will be required to pay for their portion of the detention being installed on the Forrest Street Campus.

Ms. Reeder resumed, stating this project is consistent with our Future Land Use Plan, Zoning Map, and Depot Square Master Plan. She said it also accomplishes several of the identified objectives for a PD. The Planning Commission considered the item at a Public Hearing and recommended approval. Staff added two minor conditions since then regarding parking and balcony uses, and also recommended approval.

Mayor Wissman called for a motion.

Main Motion: Alderman McKee made a motion to approve Resolution 2018-05.
Alderman Biggs seconded the motion.

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

Motion: Alderman Harmon made a motion to suspend the Board of Mayor and Alderman Meeting and open a Public Hearing. Alderman Biggs seconded the motion.

PUBLIC HEARING: Resolution 2018-05 to approve a Master Development Plan for the Haysville-Arlington Commons PD, a 1.29 acre, mixed Commercial/Residential Project located on the Eastern end of Mott Street.

Mayor Wissman stated that notice of public hearing was published in The Commercial Appeal on January 20, 2018. Anyone wishing to speak for or against this request, please stand to be recognized. State your name and address for the record.

Mayor Wissman called for a motion to close the Public Hearing and resume the regular Board of Mayor and Alderman Meeting.

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

Mayor Wissman called for discussion or questions. Alderman Brooks inquired about the runoff at the site. Mr. Allen stated that anything over the current runoff amounts would be detained on the Town's property at Forest Street Campus. Mayor Wissman inquired about the maintenance of the access easement from Chester Street. Kevin Ledford, Ledford Engineering, stated that current and future property owners would be required to maintain that driveway.

Alderman McKee stated that he was concerned about property coming north making the right turn into the driveway. He felt it would be difficult for large trucks making deliveries. Mr. Ledford stated they had done a review of the site to show that large vehicles, such as our fire trucks could maneuver through the site, and he didn't anticipate many large vehicle deliveries. Alderman McKee then inquired about needed improvements to the box culvert and if the Town was considering doing that work. Mr. Allen noted other culverts on 70 were improved with widening projects and that would be anticipated here as well. Ms. Durant noted staff could approach TDOT about a replacement earlier.

Alderman McKee asked if furniture placed on the patio could be made consistent, through the applicant purchasing sets for each unit. Mr. Ledford said he would hesitate to impose a requirement on the owner to continually purchase matching patio furniture and noted not all units have patios or may want the furniture. Ms. Reeder noted that a condition was proposed to require only plantings and temporary seating of a quality appearance. It was agreed that the applicant could work with staff to confirm what is "quality" for their enforcement of this requirement. Lastly, Mr. McKee asked if the restriction on grills would apply to the rooftop patio, to which Ms. Reeder stated it would not. Mr. Ledford noted it was their intent to offer grills and they are working with the Fire Department and Codes to meet requirements. Hearing no further discussion, Mayor Wissman called for a vote on the Main Motion.

Vote on Main Motion: The motion carried unanimously.

C. Resolution 2018-06 to authorize Mike Wissman, in his capacity as Mayor, to enter into a Development Agreement with Meridian Properties, LLC for the construction of the Greenlee Street Offices Site Plan.

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder stated this agreement is for an office building project on the west side of Greenlee Street. She noted that this project was approved by the Planning Commission with two single-story office buildings with roughly 6,000+ square feet each. There will be site improvements along Greenlee and public drainage improvements. She advised that staff recommends approval.

Mayor Wissman called for motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2018-06. Alderman Harmon 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 2018-07 to declare equipment owned by the Town to be surplus to the Town's needs and directing disposal of the same

Mayor Wissman recognized Terry Perkins, Public Works Director. Mr. Perkins explained the need to surplus six (6) pieces of equipment that were no longer serviceable or safe for our employees. He advised that staff recommended approval.

Main Motion: Alderman Biggs made a motion to approve Resolution 2018-07. Alderman Harmon seconded the motion.

Mayor Wissman called for discussion or questions. Brittney Owens, Town Recorder/Treasurer stated that these items would be sold through a sealed bid process. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

E. Resolution 2018-08 to authorize Mike Wissman, in his capacity as Mayor, to authorize the award of bid for project known as Chester Street Sewer Line Repair and CIPP Lining.

Mayor Wissman recognized Terry Perkins, Public Works Director. Mr. Perkins explained this resolution would allow for repair to be done to a sewer line located on Chester Street that is a known problem area. Staff recommends award the bid for repair to the lowest most qualified bidder being Insituform Tech, LLC based on the total lump sum bid amount of \$41,000.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman Brooks made a motion to approve Resolution 2018-08. Alderman Biggs 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 2018-09 to authorize Mike Wissman, in his capacity as Mayor, to enter into an agreement with Lose & Associates, Inc, for Consultant Architectural and Engineering Services related to the Design and Construction of a Tennis Facility at the Sports Complex on Memphis Arlington Road.

Mayor Wissman recognized Cathy Durant, Town Administrator. Ms. Durant stated that Hugh Lamar called a meeting of the Tennis Community to discuss construction of a facility. In August, Mayor Wissman appointed to a committee because of this meeting. She noted that this Resolution is a request to enter into a contract for Architectural and Engineering for the preliminary design of the facility. If this is approved, it can be moved forward into construction documents.

Mayor Wissman called for a motion.

Main Motion: Alderman McKee made a motion to approve Resolution 2018-09. Vice Mayor McKee seconded the motion.

Mayor Wissman called for discussion or questions. Vice Mayor McKee inquired about the cost for the preliminary design and cost estimate. Ms. Durant stated it would be about \$20,000. Alderman Biggs inquired about the time frame that the Tennis Courts had been on the Capital Improvement Plan. Ms. Durant noted that it was first added during the first administration of Mr. Wiseman in 2003.

Alderman McKee stated that he would like to work with the schools on this project. Alderman Harmon stated that staff has done their homework and thanked them for their hard work. Mayor Wissman stated this has been talked about for a long time and wants to look at the big picture of the need. Vice Mayor McKee inquired about the number of tennis courts that would be designed. Ms. Durant stated that there would be a total of six which is the need of the schools for a tournament. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

Mayor Wissman requested to put items G. through J. onto a Consent Agenda. Hearing no objection from the Board, these items were combined onto a Consent Agenda.

Mayor Wissman recognized Kevin Carter, Parks Director. Mr. Carter gave a brief presentation of the scheduling of facilities and program changes. He stated that a Block Schedule was available however a more detailed schedule is forthcoming.

- G. Resolution 2018-10 to authorize Mike Wissman, in his capacity as Mayor, to enter into an Arlington Athletic Facility Agreement, with Arlington Arsenal Baseball.**
- H. Resolution 2018-11 to authorize Mike Wissman, in his capacity as Mayor, to enter into an Arlington Athletic Facility Agreement, with Arlington Recreational Soccer.**
- I. Resolution 2018-12 to authorize Mike Wissman, in his capacity as Mayor, to enter into an Arlington Athletic Facility Agreement, with Arlington Lacrosse.**
- J. Resolution 2018-13 to authorize Mike Wissman, in his capacity as Mayor, to enter into an Arlington Athletic Facility Agreement, with Arlington Softball Baseball League.**

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve the Consent Agenda which consisted of Resolution 2018-10, 2018-11, 2018-12, and 2018-13. Alderman Harmon seconded the motion.

Mayor called for questions and discussion. Alderman Biggs stated that complaints have been heard about practice times and fields not being available to get enough practice. Mr. Carter noted the rate of growth is on a good path and issues have been discussed with all league organizers. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously

K. Resolution 2018-14 to appoint Brittney Owens as the Certified Municipal Finance Officer for the Town of Arlington

Mayor Wissman recognized Cathy Durant, Town Administrator. Ms. Durant stated that Ms. Owens was appointed as the Recorder/Treasurer in October 2015. She noted the Ms. Owens has successfully completed her education and training as required by the Municipal Finance Officers Certification and Education Act of 2007 and earned the designation as a Certified Municipal Finance Officer. She noted that Ms. Owens would be replacing her in the CMFO position for the Town.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman McKee made a motion to approve Resolution 2018-14. Alderman Harmon 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.

L. 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 Biggs seconded the motion.

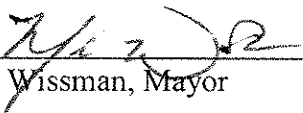
Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

XI. Adjournment:

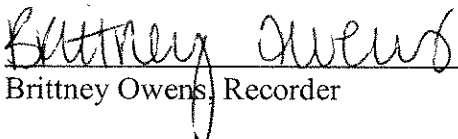
Main Motion: Alderman McKee made a motion to adjourn. Vice Mayor McKee seconded the motion.

Meeting Adjourned.



Mike Wissman, Mayor

3/5/18
Date



Brittney Owens, Recorder

3/5/18
Date