

Town of Arlington

5854 Airline Road, Arlington TN 38002



Town of Arlington
Board of Mayor and Aldermen
January 3, 2017
6:30 P.M.

MEETING MINUTES

I. Call to Order and Roll Call.

Present

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

Others Present

Gerald Lawson, Attorney
Angela Reeder, Planner
Catherine Durant, Town Administrator
Brittney Owens, Recorder

Mayor Wissman called the meeting to order and advised that a quorum was established. All members are present.

II. Opening Prayer.

Opening prayer was led by Jeff McKee, Alderman.

III. Pledge to the Flag.

The Pledge of Allegiance was led by Tonia Howell, from the Chamber of Commerce.

IV. Approval of the minutes from December 5, 2016.

Motion: Vice Mayor McKee made a motion to approve the Board of Mayor and Aldermen minutes of December 5, 2016. 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 your name and address for the record. He stated that 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 December.

Mayor Wissman recognized Lieutenant Crowder with the Sheriff's Office. Lt. Crowder discussed the various types of crimes committed in the Town, which included burglary from residence, vandalism, shoplifting and theft. There were five (5) reported burglaries, two (2) of which were unlocked homes and the remaining three (3) were forced break-ins. Lt. Crowder proceeded to explain that this month the highest number of crimes were committed between the hours of 10 AM and 2 PM. and on Thursdays. Lt. Crowder also informed the Board that since the Sheriff's office adheres to a calendar year instead of a fiscal year, the Public Information Officer will attend the meetings quarterly to present the reports. Alderman Lamar inquired about the stolen barber pole from Depot Square, to which Lt. Crowder said there was no update as of now

Mayor Wissman thanked Lieutenant Crowder for her time.

B. Presentation of Audit Report for Fiscal Year end June 30th, 2016 by Alexander Thompson Arnold.

Mayor Wissman recognized Mike Hewitt with Alexander Thompson Arnold. Mr. Hewitt advised that Arlington Community Schools had an independent auditor for 2015-2016 fiscal year. Mr. Hewitt explained the Statement of Net Position for the Town of Arlington with the two types of activities being Governmental and Business-Type. Mr. Hewitt clarified that the Business-Type activities are solely Sewer which is designed to be self-supporting, whereas Governmental includes Arlington Community Schools and all other Town Funds. Alexander Thompson Arnold issued a management letter regarding the Sam T. Wilson Library due to some over/under issues regarding their daily cash totals. Once Mr. Hewitt finished his report, Alderman Lamar and Alderman Thompson inquired about the efficiency of the Town. Mr. Hewitt praised the arrangement with the Shelby County Sheriff's Office, stating that is one of the many reasons the Town is as efficient as it is. The Mayor thanked Mr. Hewitt and his staff for being so detailed and thorough on their reports and thanked him for his time.

The full report is on file at Town Hall.

C. Arlington Fire Department Report for the Month of December.

Mayor Wissman recognized David Franks, Fire Chief. Chief Franks stated that for the month of December there were a total of one hundred and

fifteen (115) calls, bringing the yearly total to one thousand two hundred five (1,205) calls. Of those 115 calls, forty-eight (48) were for EMS and sixty-seven (67) were fire and motor vehicle calls. Chief Franks did inform the Board that he would get the exact number of motor vehicle accidents and include that on next month's report, since both fire and motor vehicle accidents are grouped together. Chief Franks informed the Board that the fire department responded to a meth lab fire outside of their jurisdiction. All equipment and men were decontaminated by Germantown Fire Department. Mayor Wissman thanked Chief Franks and the entire Arlington Fire Department for the smooth transition from AMR ambulance services to Shelby County Ambulance services. The full report is on file at Town Hall.

D. Committee Appointments

Mayor Wissman appointed Mrs. Andrea Cotner from Arlington Community Schools Administration to the vacant position on the Library Board. Her term will expire May of 2017.

E. Other as Properly Presented.

1. The Mayor informed the Board of the Annual TML Meeting in Nashville and that Ms. Owens would send out the information.
2. During the Chamber of Commerce Lunch in February, the Mayor among others will speak about things going on in the Town.
3. Mayor Wissman advised that security cameras have been set up throughout Town Hall to ensure the safety of the employees and the citizens.
4. Mayor Wissman advised that he has relocated his office from Town Hall to Public Works Office due to overcrowding at Town Hall.
5. Alderman Lamar stated that Arlington has raised over ninety-four thousand dollars (\$94,000) to go toward the West Tennessee Veterans Home. Vice Mayor McKee stated that including the recent amount raised, there is still 5.2 million dollars left to raise before it can be built.

VII. Committee Reports

Mayor Wissman advised that the Planning Commission 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.

The Treasurer's report for the month of December and the financial reports are on file and have been given to the Board. Alderman Thompson read the Treasurer's

Report into the record (on file). He advised that the Finance Committee would meet January 19th and they would discuss the first draft of the budget.

VIII. Old Business

A. **Second and Final Reading of Ordinance 2016-15 to further amend the Town of Arlington Budget for Fiscal Year 2016-2017.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens advised that there were a few changes between the First and Second Reading, one being the six thousand five hundred and thirty-eight-dollar (\$6,538) dollar increase to repair and maintenance for Parks and Recreation. This is due to an insurance claim for arson at the Douglas Park restroom. She advised that staff recommended approval.

Main Motion: Alderman Brooks made a motion to approve Second and Final Reading of Ordinance 2016-15. Alderman Harmon 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.

PUBLIC HEARING: Second and Final Reading of Ordinance 2016-15 to further amend the Town of Arlington Budget for Fiscal Year 2016-2017.

Mayor Wissman stated that the notice of public hearing was published in The Daily News on December 13th, 2016. He asked that anyone wishing to speak for or against the request to stand and be recognized by stating their name and address for the record. There were 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 Thompson made a motion to close the Public Hearing and resume the Board of Mayor and Aldermen. Alderman 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. Other as Properly Presented.

There was no further business brought before the Board.

IX. New Business

A. First Reading of Ordinance 2016-16 to amend the Town of Arlington Zoning Ordinance, chapters 2 (Definitions), 4(Zoning Districts, Bulk Regulations and Uses), 5(Regulations for Planned Development Overlay Districts), 6(Developmental Standards), 7(Regulations Governing Signs), 8(Parking and Loading Regulations) and 10(Administration and Enforcement) to correct typos, add clarification and correct oversight.

Mayor Wissman recognized Angela Reeder, Town Planner, who explained that there were items in the Zoning Ordinances that needed to be both clarified and specified fifteen (15) different sections be amended so that they are more user friendly for citizens and Town employees. She noted that the Planning Department reviewed and studied these changes for the past year before recommending any changes. Ms. Reeder then provided a summary of each of the proposed changes, as noted in the staff report which is on file at Town Hall. She also noted that the two Planning Commission recommended changes, which were the minimum hotel room size being three hundred and twenty square (320) feet and a concession for lots over five (5) acres to only pave fifty (50) feet of driveway. She advised that staff recommends approval. Mayor Wissman thanked Ms. Reeder for such a detailed presentation and for her time.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve First Reading of Ordinance 2016-16. Alderman Thompson seconded the motion.

Mayor Wissman called for discussion and questions. Vice Mayor McKee stated that he did not agree with a fifty (50) foot minimum for driveways for all homes with five (5) acres or more, that it should be a minimum of two hundred (200) feet paved. He believes it is not fair for all citizens and noted a homeowner with a two (2) acre lot and homeowner that has a five (5) acre lot could have their homes in the same location on their property, but the five (5) acre owner would only have to pave fifty (50) feet and the two (2) acre lot would pave more. Mayor Wissman stated this topic was part of an intense discussion from the previous Planning Commission meeting and while he understood the concerns from the Fire Department about access, there could be different reasons homes are set back from the road. He along with several other Board members agreed that not all of the driveway should be paved, but parts of it should be. Both Alderman Thompson and Mayor Wissman made noted that there are not many homes on five (5) acre lots and the majority of those are south of I-40. Mayor Wissman recommended the minimum be set by

setbacks instead of by acreage. Alderman Thompson recommended of researching how other municipalities handle setbacks on large lots. Ms. Durant, Town Administrator, discussed how cove lengths and driveways in new subdivisions must also be taken into consideration, as they are sometimes built differently than infill lots. The Board recommended Ms. Reeder and her staff do some research and clean up the language where it is more specific. Mr. Lawson agreed that staff could present their findings at the Second Reading.

Alderman Harmon then expressed his concern with lowering hotel room sizes, stating he did not approve of the three hundred and twenty (320) square feet and believes they should be larger. He stated that room size requirements determine what type of hotels we attract. Ms. Durant agreed with the smaller room size, stating that the average traveler is more concerned with what amenities are offered such as a larger, more inclusive breakfast or larger exercise room. Alderman Brooks stated with existing requirements and stipulations concerning the future of hotels in the Town, low cost hotels would be discouraged from building. Some of these stipulations include no outdoor corridors, rooms or balconies and only allowing indoor pools. Alderman Thompson stated he would feel more comfortable with an average room size, rather than a minimum. He noted there are nice hotels with smalls such as The Peabody and The Madison, and as long the requirements are followed, he is okay with the smaller room size. Alderman Lamar asked with the West Tennessee Veterans Home arriving, would the Town's stipulations discourage lower cost motels and extended stay hotels. Ms. Reeder stated that it did discourage motels. Alderman McKee said he would like to keep the rooms from going too small, as Baptist Hospital will be building in the future and we should be able to accommodate those customers. Alderman Harmon asked what would make our hotels more desirable rather than other hotels in other towns. Mayor Wissman asked that along with the setbacks and driveway discussion, Ms. Reeder and her staff should address Board concerns and consider a revision at the Second Reading.

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 before the Board.

X. Approval of the bills for payment.

Mayor Wissman called for a motion.

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

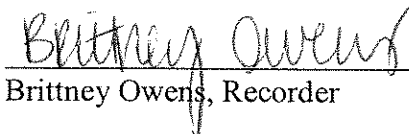
Meeting adjourned.



Mike Wissman, Mayor

2/6/17

Date



Brittney Owens, Recorder

2/6/17

Date