

Town of Arlington

5854 Airline Road, Arlington TN 38002



Board of Mayor and Aldermen

June 5th, 2017

6:30 P.M.

MEETING MINUTES

I. Call to Order and Roll Call.

Present

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

Others Present

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

Excused Absence

Hugh Lamar, Alderman

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

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, Arlington Chamber of Commerce.

IV. Approval of the minutes from May 1, 2017.

Motion: Alderman Harmon made a motion to approve the Board of Mayor and Aldermen minutes of May 1, 2017. 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.

Reginald Sisco, 5898 Griffin Road, stated that he has been an Arlington resident since 1999. He came to the Board to ask for help handling a situation concerning teenagers riding four wheelers through Griffin and Chester throughout the day and night. He explained that he has been in contact with Town Staff and the Shelby County Sheriff's Office throughout the month of May and is now asking for the Board to intervene.

Martha Barnett, 5890 Griffin, stated that she also wanted to speak on the situation on Griffin concerning four wheelers. She explained that she has been threatened and harassed by these teenagers and contacted Shelby County Sheriff's Office. She also asked for the Board to intervene and provide assistance. Mayor Wissman advised both residents to contact Catherine Durant, Town Administrator directly concerning the incident.

Adam Bartholomew, 11862 Bridal Lane, expressed his gratitude to the Parks and Recreation Department for all of the work they have done on the Arlington Sports Complex and for assisting Arlington Youth Little League in having a successful year. He stated that Arlington Youth Little League would be hosting two levels of All-Star Tournaments at the end of June. He asked that the Town provide safe coat to the fields and to remove the scoreboards that were blown down during the storm.

There were no further comments.

VI. **Communication from the Mayor.**

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

Mayor Wissman advised that staff would be following up with Shelby County to get the report. The full report will be on file at Town Hall.

B. **Arlington Fire Department Report for the Month of May.**

Mayor Wissman recognized David Franks, Fire Chief. Chief Franks stated that there were ninety-eight (98) calls during the month of May, twenty (20) of the ninety-eight (98) calls were south of I-40. Chief Franks stated that two members of the department became Certified Fire Inspectors during the month. Mayor Wissman thanked Chief Franks for his time and stated that the full report is on file at Town Hall.

C. **Committee Appointments.**

Mayor Wissman recognized Gerald Lawson, Town Attorney. He explained that a bill passed changing the amount of seats on the County Board of Equalization to thirteen (13). This would allow for one of the newly created positions to be an Arlington representative. Mr. Lawson recommended that the representative have a flexible schedule due to the demands of the position. Mayor Wissman appointed Glen Bascom to serve in the Arlington seat.

D. **Other as Properly Presented.**

1. Mayor Wissman recognized Tonia Howell of the Arlington Chamber of Commerce, who stated that the Taste of Arlington will be held on Sunday, April 9th between 5:00 – 7:00 pm at Arlington High School. Twenty-five (25) different food vendors will be in attendance.
2. Mayor Wissman advised that both Baptist and St. Francis had their applications for a Certificate of Need (CON) denied at the state level. He noted that both applicants filed an appeal and a new application.
3. Mayor Wissman recognized Tonia Howell. She reminded citizens of the monthly Chamber Luncheon on June 14th and advised that the APTA would have a groundbreaking ceremony on June 7th at 11:30 AM.
4. Mayor Wissman informed the citizens that the Star Spangled Spectacular would be held on July 1st with the music beginning at 6 PM. There will be food vendors set up and the fireworks are set to begin at 9:15 PM.
5. Mayor Wissman thanked Mr. Perkins along with Town Staff for their hard work cleaning up the damage from the storms.
6. Mayor Wissman stated that staff would be looking into options with current technology to begin videoing the Board Meetings.
7. Mayor Wissman reminded everyone that Petitions for the Election must be filed by June 15th.

VII. Committee Reports

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

The Treasurer's Report and financials for the month of May are on file and have been given 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 2017-04 to further amend the Town of Arlington, Tennessee Budget for Fiscal Year ending June 30, 2017.

Mayor Wissman recognized Brittney Owens, Town Recorder and Treasurer. Ms. Owens advised that there were no changes between first and second reading and that Staff recommended approval.

Mayor Wissman called for a motion.

Main Motion: Vice Mayor McKee made a motion to approve Ordinance 2017-04. Alderman Harmon seconded the motion.

Mayor Wissman called for a motion to suspend the meeting and open a Public Hearing.

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

Mayor Wissman noted that the public hearing was published in the Commercial Appeal on May 5, 2017. He asked anyone wishing to speak for or against the request to stand and be recognized by stating his/her name and address for the record.

Hearing no response, 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 meeting. Alderman McKee seconded the motion.

Mayor Wissman called for further discussion and hearing no reply, he called for a vote on the motion.

Vote on Main Motion: The motion carried unanimously.

B. Second and Final Reading of Ordinance 2017-05 to adopt the Town of Arlington, Tennessee Budget and Board Compensation for Fiscal Year ending June 30, 2018.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer, who explained that this was the second reading to adopt the Budget and Board Compensation for Fiscal Year ending June 30, 2018. She stated that there were no changes to the proposed budget between the first and second readings, and the budget was based off of the proposed tax rate of \$1.15. She advised that staff recommended approval.

Main Motion: Vice Mayor McKee made a motion to approve Ordinance 2017-05. Alderman Brooks seconded the motion.

Mayor Wissman called for a motion to suspend the meeting and open a Public Hearing.

Motion: Alderman Thompson made a motion to suspend the meeting and open the Public Hearing. Alderman Harmon seconded the motion.

Mayor Wissman noted that the public hearing was published in the Commercial Appeal on May 5, 2017. He asked anyone wishing to speak for or against the request to stand and be recognized by stating his/her name and address for the record.

Hearing no response, 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 meeting. Alderman McKee seconded the motion.

Mayor Wissman called for discussion and hearing no reply, he called for a vote on the motion.

Vote on Main Motion: The motion carried unanimously.

C. Other as Properly Presented.

There was no further business brought before the Board.

IX. New Business

A. Certified Tax Rate Determination and authorize Recorder to publish notice of intent to exceed the Certified Tax Rate.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens advised that the Board was presented with the Certified Tax Rate calculation worksheet as approved by the Shelby County Assessor's Office and the State Board of Equalization. It has been determined that the certified tax rate is 1.0748.

Mayor Wissman called for a motion to authorize the Town Recorder to publish notice of intent to exceed the Certified Tax Rate.

Main Motion: Vice Mayor McKee made a motion to approve the authorization for the Town Recorder to publish notice of intent to exceed the Certified Tax Rate. Alderman Brooks seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

B. First Reading of Ordinance 2017-06 to adopt the Town of Arlington, Tennessee actual tax rate for 2017.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer, who explained that this was the first reading to set the actual tax rate. She advised that staff and the Finance Committee recommend this rate be set at 1.15.

Main Motion: Vice Mayor McKee made a motion to approve First Reading of Ordinance 2017-06. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions. Alderman Thompson stated that he would have liked to lower the tax rate, however he understood do to the budgeting process that it needed to remain at \$1.15. Vice Mayor McKee suggested that everyone go through the Finance Committee process to see what budget items have to be cut to present a balanced budget based off of the revenue. Catherine Durant, Town Administrator explained that the

budget being presented was an operation and maintenance with very little excess. Alderman Harmon stated that while he would like to lower the rate, he felt it would be doing the citizens a disservice. He stated that he understood the reality of keeping the tax rate at \$1.15 to meet the needs of the Town. After 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 2017-07 to further amend the Town of Arlington, Tennessee Budget for Fiscal Year ending June 30, 2017.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. She advised that this was the first reading of the final set of Budget Amendments to account for an additional \$118,000 in revenue. She stated that staff recommended approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve First Reading of Ordinance 2017-07. Alderman Harmon seconded the motion.

Mayor Wissman called for discussion or questions. After hearing none, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

D. First Reading of Ordinance 2017-08 to amend and readopt the Town of Arlington, Tennessee Sewer Use Ordinance in compliance with National Pretreatment Regulations (40 CFR Part 403), to incorporate the Pretreatment Streamlining Rule.

Mayor Wissman recognized Terry Perkins, Interim Public Works Director. Mr. Perkins stated that every five years, TDEC requires us to revisit our local limits and the permit processes. With the assistance of TetraTech, staff developed revisions to the Sewer Use Ordinance to include the Pretreatment Streamlining Rule. Staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve First Reading of Ordinance 2017-08. Alderman Thompson seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

E. **Resolution 2017-16 to approve the Arlington Community Schools Board of Education 2017-2018 Operating Budget.**

Mayor Wissman recognized Tammy Mason, Superintendent. Ms. Mason presented their budget which included a five year strategic plan. She noted decreases in revenues due to the drop in students with the creation of Lakeland Middle School. She stated that there would be an increase in Shared Services for Fiscal Year 2017-2018, with hopes that they would see a reduction in this area in the coming years. After presenting a balanced budget, Ms. Mason stated that staff along with the School Board recommended approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve Resolution 2017-16. Alderman Harmon seconded the motion.

Mayor Wissman called for further discussion. Mayor Wissman asked for clarification in regards to the Other Post-Employment Benefits funding. There was discussion about the creation of Lakeland Middle School and how that would affect the number of students moving forward. After hearing no further discussion, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

F. **Resolution 2017-18 to authorize a Development Agreement with Belmont, LLC for the construction of Belmont PD Phases 2 and 3, located north of Forrest Street, west of the Shelby/Fayette County line.**

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder explained that this Resolution allows for the execution of a Development Agreement for Phases 2 and 3 of the Belmont Planned Development (PD). She stated that this development is located on the North side of Forrest Street, along the Shelby/Fayette County line. These phases will be located immediately to the north of Phase 1. She advised that this development would include fifty-eight (58) single-family residential lots. The Planning Commission approved a Final Plat and Construction Plans at the May 2017 meeting. She stated that staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Vice Mayor McKee made a motion to approve Resolution 2017-18. Alderman Harmon seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

G. Resolution 2017-19 to authorize a Development Agreement with Wilsons Crossing Partners, LLC for the construction of Wilsons Crossing PD Phase 3, located east of Milton Wilson and north of Wilsons Crossing Phase 2.

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder explained that Resolution 2017-19 was to enter into a Development Agreement for Phase 3 of Wilson's Crossing Planned Development (PD). She stated that this development includes thirty-six single-family residential lots and an approximately 20.76 acre open space lot. The Planning Commission approved a Final Plat and Construction Plans for Phase 3 at their March 2017 meeting. She stated that staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2017-19. Alderman Harmon seconded the motion.

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

Vote on Main Motion: The motion passed carried unanimously.

H. Resolution 2017-20 to authorize a Development Agreement with Wilsons Crossing Partners, LLC for the construction of Wilsons Crossing PD Phase 4, located east of Milton Wilson and west of Wilsons Crossing Phase 3.

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder explained that this Resolution was to enter into a Development Agreement for Phase 4 of Wilson's Crossing Planned Development (PD). She stated that this development includes thirty-four single-family residential lots and a small open space lot. The Planning Commission approved a Final Plat and Construction Plans for Phase 4 at their March 2017 meeting. She stated that staff recommends approval.

Mayor Wissman called for a motion.

Motion: Aldermen Brooks made a motion to approve Resolution 2017-20. Alderman McKee seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

I. Resolution 2017-21 to authorize a Land Disturbance Permit for property located east of Milton Wilson, south of Kensington PD, known as Phase 2 of the Villages of White Oak 1st Addition.

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder explained that this Resolution was to approve a Land Disturbance Permit for work intended as Phase 2 of the Villages of White Oak 1st Addition. The Planning Commission approved the Land Disturbance Permit at their May 2017 meeting. She stated that while development fees would not be required, the applicant is to post an \$80,000 bond for the work. She advised that staff recommends approval.

Mayor Wissman called for a motion.

Motion: Aldermen Brooks made a motion to approve Resolution 2017-21. Alderman Harmon seconded the motion.

Mayor Wissman called for further discussion or questions. Alderman McKee stated that he received a call from a resident in the original White Oak Subdivision about the green space agreement between Keith Grant and the Homeowner's Association, stating that they were under the impression this would take place during Phase 1. Ms. Reeder stated that there were no stipulations stating it would be done with Phase 1. Keith Grant, 177 Crescent Drive, stated that the HOA would also have to formally accept the property before it could be transferred. He explained that the Master Plan lays out the order or phasing of development and that it makes more sense financially to grade the area in question during development of that phase. After hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

J. Resolution 2017-22 to readopt the Town of Arlington Open Records Policy.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens explained that this Resolution was to readopt the Town of Arlington Open Records Policy to include necessary changes recommended by the State of Tennessee Comptroller of the Treasury Office of Open Records Counsel. She stated that the current policy is based off of a model provided by University of Tennessee Municipal Technical Advisory Service where the new policy would model the states recommendations. She advised that staff recommends approval.

Mayor Wissman called for a motion.

Motion: Aldermen McKee made a motion to approve Resolution 2017-22. Alderman Thompson seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

- K. **Resolution 2017-23 to enter into a contract with Smith Seckman Reid, Inc., as professional consultant engineering firm, to provide construction engineering inspection (CEI) services, for the project known as Highway 70 Widening from SR-385 to west of Airline Road, TDOT PIN # 120444.00 in accordance with TDOT requirements for locally managed projects.**

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant stated that this was a request to enter into a contract with Smith Seckman Reid, Inc. to provide construction engineering inspection (CEI) services for Highway 70 Widening project. She explained that sealed bids were accepted until April 7th and then forwarded to the Review Committee for scoring. She advised that staff recommends approval.

Mayor Wissman called for a motion.

Motion: Aldermen Harmon made a motion to approve Resolution 2017-23. Alderman McKee seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

- L. **Resolution 2017-24 to enter into an agreement with Fisher & Arnold for Consultant Planning and Architectural services, related to the building standards and streetscape design manual for Forrest Street Campus.**

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant stated that this was a request to enter into an agreement with Fisher & Arnold to provide consultant Planning and Architectural Services for the ten acres remaining on Forrest Street. She explained that staff is hoping to develop standards for the Town which it comes to building, design, and amenities. She noted that three Engineering/Architectural Firms submitted qualifications for consideration of the Town of Arlington review panel consisting of the Town Engineer, Town Planner, and Town Administrator. All scores were compiled with Fisher & Arnold being the highest score. She advised that staff recommends approval.

Mayor Wissman called for a motion.

Motion: Aldermen Thompson made a motion to approve Resolution 2017-24. Alderman McKee seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

M. Motion to amend the agreement known as Shelby County Dispatch Fee Contract.

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson stated that this was a request to amend the agreement known as Shelby County Dispatch Fee Contract, with the fees being slightly lower. He advised that staff recommends approval.

Mayor Wissman called for a motion.

Motion: Vice Mayor McKee made a motion to amend the agreement known as Shelby County Dispatch Fee Contract. Alderman Brooks seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

N. Resolution 2017-25 to authorize the award of bid for project known as Lagoon Surface Aerators.

Mayor Wissman recognized Terry Perkins, Interim Public Works Director. Mr. Perkins stated that publication for request of sealed bids was advertised in The Commercial Appeal on May 15, 2017 and bids were accepted until May 26th, at which time two bids were publicly opened and read aloud. He advised that staff recommends approval in the lump sum bid amount of \$15,200 to RevO2 Solutions, LLC DBA Aerator Solutions.

Mayor Wissman called for a motion.

Motion: Aldermen Harmon made a motion to approve Resolution 2017-25. Alderman Brooks seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

O. 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 Thompson seconded the motion.

Mayor Wissman called for a vote on the main motion.


Vote on Main Motion: The motion carried unanimously.

Alderman McKee requested that staff look into Board Compensation for cities or towns comparable to the Town of Arlington. He would like to see a compensation study to show citizens that the Board is willing to take cuts if it will help with budgeting.

XI. Adjournment

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

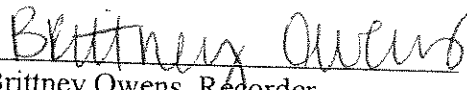
Meeting adjourned.



Mike Wissman, Mayor

7/5/17

Date



Brittney Owens, Recorder

7/5/17

Date