

# Town of Arlington

5854 Airline Road, Arlington TN 38002



Town Of Arlington  
Board of Mayor and Aldermen  
February 2, 2015  
6:30 P.M.

## MEETING MINUTES

### I. Call to Order and Roll Call

#### Present

Mike Wissman, Mayor  
Harry McKee, Vice Mayor  
Glen Bascom, Alderman  
Oscar Brooks, Alderman  
Brian Thompson, Alderman  
Gerald McGee, Alderman  
Jeff McKee, Alderman

#### Others Present

Gerald Lawson, Attorney  
Steve Hill, Engineer  
Heather Sparkes, Planner  
Catherine Durant, Recorder/Treasurer  
Kevin Carter, Parks and Recreation Director  
See List

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

### II. Opening Prayer

Opening prayer was led by Alderman Jeff McKee.

### III. Pledge to the Flag

The Pledge of Allegiance was led by Ed Haley, Town Superintendent.

### IV. Approval of the minutes from January 5, 2015

**Motion:** Alderman McGee made a motion to approve the Board of Mayor and Aldermen minutes of January 5, 2015. 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.

John Laiche, 4199 Hickory Run Place, stated the he would be speaking on behalf of Hickory Grove Subdivision. He stated that the citizens from the neighborhood would like to request help from the Town is ensuring that the road to their subdivision was repaved according to the plans that were approved by the Town. He requested that the Town complete a survey and allow for members of the HOA to be present. He thanked the Board for their time.

Benjamin Hilton, 12145 Preserve Woods Lane stated that he was also from the Hickory Grove Subdivision. He stated that the road has become a safety concern because at this

point there is no guarantee that emergency vehicles can reach every citizen of the neighborhood. He stated that there were issues with large heavy vehicles getting down the road such as school buses.

Mayor Wissman thanked Mr. Laiche and Mr. Hilton for their time and stated that the Town Staff and Attorney met with representatives from the subdivision the previous week.

**VI. Communication from the Mayor**

**A. Shelby County Sheriff's Department Incident Report for the month of January**

Mayor Wissman recognized Lieutenant Lomax who presented the report for the month of January. He apologized that there was not a report on file for the month due to the IT department being moved to a different location. He summarized the report that will be distributed as soon as possible.

Mayor Wissman thanked Lieutenant Lomax for his time.

**B. Arlington Fire Department report for the month of January**

Mayor Wissman recognized Chief Franks who presented the report for the month of January. He stated that for the month there were 92 calls and he broke them down by type. He stated that the ambulance is now on twenty-four (24) hour shifts at the Arlington Fire Department. They have moved to the old Public Works Building and the contractor received a notice to proceed. They will be starting demolition early on February 3, 2015. The full report is on file at Town Hall.

Alderman McKee thanked the Fire Department for their hard work with a citizen who had multiple heart attacks and for saving his life. He will be released from the hospital to go home later in the week. Chief Franks stated that on Thursday February 5, 2015 there will be a presentation for B shift where they will receive Certificate of Honor for their hard work on saving a life.

Chief Franks stated that AED training took place for Town staff during the month of January and they are currently in the process of installing the machines throughout Town.

Mayor Wissman thanked Chief Franks for his time.

**C. Quarterly update Arlington Community Schools**

Mayor Wissman recognized Tammy Mason, School Superintendent and Miracle Meeks, Chief Financial Officer who gave the quarterly report for Arlington Community Schools. Ms. Mason stated that the schools have currently collected 52% of their revenue and spent 40% of their anticipated expenditures. She stated that Nutrition is still in the negative and they are currently working to find way to shorten the gap. The biggest area of deficit that they have identified is the

Breakfast Revenue. They are reevaluating some areas and scheduling meetings with each school to provide an action plan.

Mayor Wissman thanked them for being at the meeting and notified the Board that the Schools would be giving a full budget presentation for the 2015-2016 school year at the April Board meeting. He stated that there had been discussion about the Capital Improvement Plans and space for a bus lot and central offices. He asked for approval from the Board for Heather Sparkes, Town Planner to be the point person to facilitate the discussion since it involved construction. The Board approved Mrs. Sparkes as the point person.

Ms. Mason stated that the Capital Improvement Program Fund for Shelby County is 50 million dollars to be divided between seven school districts for the Capital Projects. She stated that an estimated date of funding is not available and explained that it will have to be approved by the Shelby County Commission. She thanked Kevin Carter for being the Town Representative on the Committee and for helping them to determine the needs.

Mayor Wissman thanked Ms. Mason and Ms. Meeks for their time.

**D. TML Conference March**

Mayor Wissman stated that he and Vice Mayor McKee would be attending the TML Conference the first weekend of March. He asked if the board would approve moving the meeting to Tuesday March 3, 2015 to allow for everyone to attend.

The Board approved moving of the Meeting date.

**E. Other as properly presented**

1. Mayor Wissman stated that he and Town staff would be meeting with Republic Services to discuss the Solid Waste contract.
2. Mayor Wissman stated that staff had met to discuss the sound issues in the Safe Room and were meeting with companies to get an estimated cost. He stated that prices have varied and the project could have to go out to bid depending on the cost.
3. Mayor Wissman stated that this meeting would be Ed Haley, Town Superintendent's last meeting with the Town of Arlington. He will be leaving Arlington with his last day being February 27<sup>th</sup>. He addressed Mr. Haley by stating that it has been an honor working with him, beside him and learning from him. Alderman Brooks stated that it will be odd to look back and not see his smile during the meetings. Alderman McGee thanked Mr. Haley for a good job and for getting the Town where it is today. Alderman Bascom stated that Mr. Haley is a friend and will be missed. Vice Mayor McKee thanked him for teaching him and for the hard work he has put into making Arlington what it is. Alderman Thompson wished Mr. Haley good luck in Millington. Alderman McKee stated that Arlington will be forever changed because of Ed Haley and he thanked him for leaving Arlington in good shape and in a good position to move forward. Mayor Wissman recognized Ed

Haley. Mr. Haley stated that his time with Arlington has been a good experience and that it was an honor to work with the Board and the Staff. Mayor Wissman thanked Mr. Haley.

## **VII. Committee Reports**

Mayor Wissman advised that the Planning Commission and Finance Committee met during the month of January. The reports are on file at Town Hall and have been provided to the Board. Mayor Wissman asked if anyone wished to report on their committee.

Mayor Wissman recognized Kevin Carter, Parks and Recreation Director who gave an update within the Parks and Recreation Department. He stated that he is currently working with League and Event organizers to renew all facility use agreements and will provide a schedule to the Board when it is completed. He advised that he has been in discussion with the Arlington Garden Club and staff members about a community garden to go within the Historic Depot Square. He stated that sketches had been given to the Board and stated that this would not be a permanent fixture. He explained his desire to receive grant funding to make this possible and have volunteers that will run it keeping the cost minimal for the Town. The discussion continued and the Board stated that this was a unique idea and expressed their excitement.

Mayor Wissman recognized Vice Mayor McKee who read the Treasurer's Report into the record (on file).

## **VIII. Old Business**

### **A. Resolution 2015-01 to approve the Planned Development Zoning Overlay and General Development Plan for property located north of Forrest Street and east of Cambridge Manor PD, known as the Belmont planned development.**

Mayor Wissman recognized Heather Sparkes, Town Planner. Mrs. Sparkes stated that this Resolution was discussed at the previous month's meeting where the Board expressed concern about the tree preservation area.

**Main Motion:** Alderman Bascom made a motion to approve Resolution 2015-01.  
Alderman Thompson seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Brooks stated that the developer planned to save half of the trees. Mrs. Sparkes stated that there was a lot of underbrush that would have to be removed however, the HOA would still be able to maintain the ditch and preservation area. Mayor Wissman inquired about the first few lots and whether they could be restricted to presale lots to ensure as many trees were saved as possible. Dale Lawrence, Developer stated that ten feet was added to the plan to depict the trees that were 8 inches in diameter or larger. He stated that a few might have to be taken down to place a house, however it was in the developers best interest to save as many trees as possible. Alderman Thompson expressed his concern as to what was going to restrict the 25 foot area when a permit was pulled. Mrs. Sparkes stated that if a tree is removed, it has to be replaced by a tree that is a minimum of 3 inches in diameter on the lot. Ed Haley, Town Superintendent stated

that he has visited the site and that some of the trees that are dead will have to come down, Hearing no further comments, Mayor Wissman called for a vote on the main motion.

**Vote on Main Motion:** The motion carried unanimously upon a condition that would allow for the homeowners and HOA to work with the Town staff for removal of trees in the restricted preservation area if the trees need to come down.

**B. Other as properly presented**

There was no other business brought before the Board.

**IX. New Business**

**A. Resolution 2015-04 to authorize a Development Agreement with TFB, LLC for the construction of the Windsor Place, 1<sup>st</sup> Addition Subdivision, located on the south side of Forrest Street, west of Windsor Place Planned Development.**

Mayor Wissman recognized Heather Sparkes, Town Planner. Mrs. Sparkes stated that this is a request to approve the standard Residential Subdivision Development Agreement for Windsor Place 1<sup>st</sup> Addition, a 32 plat subdivision. She stated that the Planning Commission has reviewed this plat and recommends it for approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2015-04. Alderman Bascom seconded the motion.

Mayor Wissman called for discussion or questions. Alderman Thompson inquired about plans for the ditch and preservation areas. Mrs. Sparkes stated that the developers had already gone through the United States Army Corps of Engineers and had addressed the issues in the engineering plans. Hearing no further discussion, Mayor Wissman called for a vote on the motion.

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

**B. Resolution 2015-05 to amend and re-adopt the Personnel Policy for the Town of Arlington, Tennessee.**

Mayor Wissman recognized Cathy Durant, Town Recorder and Treasurer. Mrs. Durant stated that the Resolution states all changes that have been made to the Personnel Policy and that she would answer any questions that the Board may have. Mayor Wissman called for a motion.

**Main Motion:** Alderman McGee made a motion to approve Resolution 2015-05. Vice Mayor McKee seconded the motion.

Mayor Wissman called for discussion and questions. Mayor Wissman stated that every couple of years the Personnel Policy is reviewed for changes and additions.

Mayor Wissman inquired about the Accrued Leave. He asked for clarification about the payout of accrued leave upon termination of employment. Mrs. Durant stated that with the new revisions to the personnel policy that an employee may be paid for up to 20 days of accrued leave regardless of vacation or sick. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

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

C. **Resolution 2015-06 to remove uncollectable taxes from the Town of Arlington's Certified Tax Rolls.**

Mayor Wissman recognized Cathy Durant, Town Recorder and Treasurer. She explained that the Trustee's office will ask the Town to purge taxes that have been on the Certified Tax Rolls for too long from businesses that have gone out of business and there is no way to collect the taxes. She stated that there could be more to come before the Board within the next months. Mayor Wissman called for a motion.

**Main Motion:** Alderman McGee made a motion to approve Resolution 2015-06. Alderman Brooks seconded the motion.

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

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

D. **Other as properly presented.**

1. **Resolution 2015-07 to authorize a contract with B & C Construction Company Incorporated for Construction Services for Forrest Street Park, Phase I in accordance with Local Parks and Recreation Grant (LPRF) Requirements.**

Mayor Wissman recognized Kevin Carter, Parks and Recreation Director. Mr. Carter stated that a bid notice was published on January 13, 2015 and they opened the three bids on January 27, 2015. He stated that the lowest bid was B & C Construction and explained the bid results to the Board. He stated that they had to choose between two alternatives. The first alternative is to sprig, and the second alternative was to sod the fields which would also allow for availability to play on the fields in the fall.

Mayor Wissman called for a motion.

**Main Motion:** Vice Mayor McKee made a motion to approve Resolution 2015-07 for the base bid and alternate number two. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Brooks inquired about the amount of acreage that would be sodded. Mr. Carter responded that it would be 5 ½ acres or 26,200 feet. Vice Mayor McKee stated that this would put the Town over budget with this option. Mr. Carter agreed that it would put the

total budget over however, it will reduce the cost in Phase II. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

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

**2. Other as properly presented.**

There was no other business brought forward.

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

Mayor Wissman called for a motion.

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

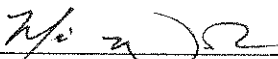
Mayor Wissman called for a vote on the main motion.

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

**XI. Adjournment**

**Motion:** Alderman Brooks made a motion to adjourn.  
Alderman McGee seconded the motion.

Meeting adjourned.

  
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Mike Wissman, Mayor

3-3-15  
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Date

  
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Catherine D. Durant, Recorder

3-3-15  
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Date

Submitted By: Brittney Owens, Town Clerk