

# Town of Arlington

5854 Airline Road, Arlington TN 38002



Town of Arlington  
Board of Mayor and Aldermen  
February 1, 2016  
6:30 P.M.

## MEETING MINUTES

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

#### Present

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

#### Others Present

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

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

### II. Opening Prayer.

Opening prayer was led by Vice Mayor McKee.

### III. Pledge to the Flag.

The Pledge of Allegiance was led by Kay Williams, School Board Chairman.

### IV. Approval of the minutes from January 4, 2016 as amended.

**Motion:** Vice Mayor McKee made a motion to approve the Board of Mayor and Aldermen minutes of January 4, 2016 as amended. Alderman Harmon seconded the motion.

Resolution 2016-01 should have read General Development instead of Master Development.

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 advised that this was not a Question and Answer session.

There were no comments.

**VI. Communication from the Mayor.**

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

Mayor Wissman recognized Lt. Terry Lomax from Sheriff's Department. On the incident report for January there were 23 total reports for the month. The full report is on file at Town Hall.

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

Mayor Wissman recognized James McMillen, Fire Chief. Chief McMillen stated that there were seventy-five total runs, and twenty-three runs being on South of I-40. The full report is on file at Town Hall.

**C. Committee Appointment – Library Board by Terry Louderback.**

Mayor Wissman stated the vacancy on the Library Board and appointed Terry Louderback to the position. Catherine Durant, Town Administrator stated Chairman McGee is aware of the recommendation from the Library Board.

Mayor Wissman thanked Ms. Louderback for her willingness to serve on the Board.

**D. Audit Report Year Ending June 30, 2015.**

Mayor Wissman recognized Mike Hewitt with Alexander Thompson Arnold. Mr. Hewitt stated last year's audit report and financials are different due to the addition of the schools. Mr. Hewitt explained the statement of the general fund's revenues and expenditures and the operations of the sewer fund. Mr. Hewitt advised that the statement of the internal controls and compliance and the schedule of federal financial systems were included.

Mayor Wissman asked Mr. Hewitt if there was anything uncommon with the audit. Mr. Hewitt stated only change needed to be is to have the actuary done earlier from the schools. The full report is on file at Town Hall.

Mayor Wissman thanked Mr. Hewitt for his time and for preparing the audit.

**E. Other as properly presented.**

1. Mayor Wissman stated that Mr. Dickie Wiseman, Public Works Superintendent has retired with the Town and publications would be posted for the new position.

2. Mayor Wissman stated the Finance committee meetings are every third Thursday of the month during budget seasons.
3. Mayor Wissman expressed a desire for a work session/retreat to discuss the Capital Improvement Plan, and projects to get a clearer vision from the Board.

## **VII. Committee Reports**

Mayor Wissman advised that the Finance Committee met during the month of January. The reports are on file at Town Hall and have been provided to the Board.

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

## **VIII. Old Business**

### **A. Other as properly presented.**

There was no further business.

## **IX. New Business**

### **A. First Reading of Ordinance 2016-01 to establish a Hotel/Motel Occupancy Tax for the Town of Arlington, Tennessee.**

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson explained that Arlington is the only city in Shelby County that has not adopted a Hotel/Motel tax. Mr. Lawson advised that the Town and Recorder/Treasurer would have the right to audit monthly reports from the Hotel/Motel collecting the tax. Mr. Lawson recommended approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman McGee made a motion to approve Ordinance 2016-01. Alderman Brooks seconded the motion.

Mayor Wissman called for questions and comments from staff. Aldermen McGee asked about the proceeds deposition of the tax that goes to the general fund. Catherine Durant, Town Administrator stated the collection goes to a monthly statement like the liquor, beer, and similar to segregate the funds. Mr. Lawson stated there are restrictions to how the money can be spent.

Mayor Wissman called for a vote. There was no further discussion.

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

**B. Resolution 2016-02 to enter into a contract with Sweeping Corporation of America, Inc. to provide street sweeping services to the Town of Arlington.**

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant stated that after looking at the cost needed to provide the service it was more beneficial to outsource at this time. Ms. Durant recommended approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Thompson made a motion to approve Resolution 2016-02. Alderman McKee seconded the motion.

Mayor Wissman called for questions and discussions. Ms. Durant stated the scope of services and streets would be swept three times but not during leaf season. Alderman Thompson inquired about the neighborhoods under construction. Alderman Brooks inquired if the sweeper would only sweep the streets with curbs and gutters. Ms. Durant stated the service provided would only sweep the curb and gutter of the streets. Ms. Durant stated that the company will give reports of how much debris is being swept to comply with MS4. Ms. Durant stated in the next fiscal year it will be budgeted under Storm Water and this year will be an amendment to the Street Aid budget. Mayor Wissman addressed to the crowd these are the new government regulations for Storm Water by 2017 that must be in place.

Mayor Wissman called for a vote on the main motion. There was no further discussion.

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

**C. Resolution 2016-03 to approve a Master Development Plan for the Airline Road, Phase 1, also known as the Shops of Arlington PD, a 24-acre development located on the southeast corner of Milton Wilson Boulevard and Airline Road.**

Mayor Wissman stated that this item had been pulled by the applicant at their request.

**D. Resolution 2016-04 to approve a General Development Plan for the Villages of White Oak PD, 1<sup>st</sup> Addition, a 273.57-acre development located on the east and west sides of Milton Wilson Boulevard, south of Kensington PD, and north of Harrell Road.**

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder stated the item has been before the Planning Commission with public hearings on November 16<sup>th</sup> deferred by the applicant and December 21<sup>st</sup> recommended approval with conditions. Ms. Reeder stated the applicant wanted to give two

acres to the current White Oak S/D to use as common open space. Ms. Reeder stated the houses are larger than current Planned Development would allow and applicant included different architectural options. Ms. Reeder stated the applicant wanted to add an urban greenway path. Ms. Reeder mentioned the street scape will match with the previous subdivision. Ms. Reeder stated there would be 567 lots on average.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Harmon made a motion to approve Resolution 2016-04. Alderman Brooks 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 McGee made a motion to suspend the Regular Board of Mayor and Aldermen Meeting and open a Public Hearing. Aldermen Brooks seconded the motion.

**PUBLIC HEARING Resolution 2016-04 to approve a General Development Plan for the Villages of White Oak PD, 1<sup>st</sup> Addition, a 273.57-acre development located on the east and west sides of Milton Wilson Boulevard, south of Kensington PD, and north of Harrell Road.**

Mayor Wissman stated that notice of public hearing was published in The Commercial Appeal on January 15<sup>th</sup>, 2016. He asked that anyone wishing to speak for or against this request, to please stand to be recognized and state their name and address for the record.

Van Watkins at 12557 Magnolia Bend Drive inquired about the movement of the playground equipment.

Ron Wickens at 12575 Forrest Street advised that stated the seventeen lots located on Milton Wilson with the telephone poles have no parking signs. He expressed his concerns about adding future lots to this street because he felt it would make the parking situation worse.

Ben Knoernscheld at 12570 Bonsai Bend asked if the bond of developer had already been released. Mr. Knoernscheld inquired about the alley ways on Bonsai Bend along with the top layer. Mr. Knoernscheld inquired about the Milton Wilson streetscape and if the residents will continue to pay for the irrigation. Mr. Knoernscheld inquired about the west side of Milton Wilson's common open space sewer stubs.

Mayor Wissman called for a motion to close the Public Hearing and resume the Board of Mayor and Aldermen meeting.

**Motion:** Alderman McGee made a motion to close the Public Hearing and resume the Board of Mayor and Aldermen Meeting. Alderman Thompson seconded the motion.

Catherine Durant, Town Administrator advised that she was not aware of any sewer stubs but there are sewer man-holes on the street. Ms. Durant advised that there was a bond on the detention basin which had recently been repaired. Ms. Durant stated that the bond for Phase 1 Subdivision was called by the Town to improve public right of ways. Ms. Durant stated the bond did not have enough money to improve the private alleyways.

Keith Grant at 177 Crescent Drive stated the reasoning of facing the homes towards Milton Wilson and to not do a fence line is because of the aesthetics and appearance. Mr. Grant stated there would be a white picket fence in front of the homes with columns on corner lots. Mr. Grant stated the responsibility of the islands within the subdivision.

Vice Mayor McKee stated he would like a condition to be added for the responsibility of the upkeep and maintenance of the medians to be the Homeowner's Association.

Alderman Thompson stated that he does not believe it is Mr. Grant's responsibility to move the playground equipment.

Mr. Grant stated there would be separate Home Owner's Associations for the existing Villages of White Oak and Villages of White Oak 1<sup>st</sup> Addition.

Bob Dalhoff, Dalhoff Design Studio commented on the commercial use of the property stating that it would be for daycare for the convenience of the homeowners, laundry cleaners, and mixed use for offices.

There was discussion about the Home Owner's Association and the covenants.

Alderman Thompson asked about the size of the detention ponds and the greenway trail's responsibility. Mr. Grant stated the greenway's trails responsibility would be the homeowner's.

There was discussion about the differences between age restricted and age targeted.

**Motion:** Alderman Harmon made a motion to amend to age restricted. Motion failed due to lack of second.

**Motion:** Vice Mayor McKee made a motion to approve Resolution 2016-04 as amended to add condition number eight. Aldermen Brooks seconded the motion.

Mayor Wissman called for discussion and questions. There were no further questions.

Mayor Wissman called for a vote on the Main Motion as amended.

**Vote on Main Motion:** The motion passed. Aldermen Harmon opposed.

**E. Resolution 2016-05 to enter into a Development Agreement with Wilson Crossing Partners, LLC for the construction of the Wilson's Crossing Planned Development, Phase 2, located on the North side of Forrest Street, East of Milton Wilson Boulevard.**

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder stated the Development Agreement with Wilson Crossing Partners, LLC. Ms. Reeder stated the Standard Development Agreement was approved at the December 21<sup>st</sup> 2015 Planning Commission meeting. Ms. Reeder stated staff recommends approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Thompson made a motion to approve Resolution 2016-05. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and questions. After hearing no further discussion, Mayor Wissman called for a vote on the Main Motion.

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

**F. Full, Final and Absolute Release of Claim Windsor Phase II**

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson advised that the Town called the Letter of Credit to complete the final coat of asphalt, detention basin, and French drain for Windsor Phase II.

Mayor Wissman called for a motion.

**Main Motion:** Alderman McKee made a motion to approve the full, final, and absolute Release of Claim for Windsor Phase II. Alderman McGee seconded the motion.

Mayor Wissman called for discussion and questions. After hearing no further discussion Mayor Wissman called for a vote on the Main Motion.

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

**G. Resolution 2010-06 to amend the Solid Waste Contract with Waste Pro of Tennessee, Inc. to include weekly recycling pick up.**

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant stated that the Town entered into a contract in August with Waste Pro to include every other week recycling.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve the Resolution 2016-06. Alderman McKee seconded the motion.

Mayor Wissman called for discussion and questions. Brittney Owens, Town Recorder/Treasurer stated that weekly recycling would be effective March 1<sup>st</sup> if approved.

**Vote on Main Motion:** The motion carried unanimously. Mayor Wissman called for a vote on the Main Motion.

**H. Resolution 2016-07 to amend a schedule of Sewer Charges and Fees relative to sewer use pursuant to Title 18, Chapter 2 of the Arlington Municipal Code.**

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant stated that concurrent with the Audit report, the Town is not fully funding its debt of \$942,000.00. Staff is requesting a 4% increase in order to reduce dependency upon surcharges and inspection fees. Staff recommends approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Thompson made a motion to approve the Resolution 2016-07. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and questions. After 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.

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

Mayor Wissman called for a vote on the main motion.

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

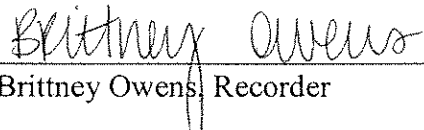
**XI. Adjournment**

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

Meeting adjourned.

  
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Mike Wissman, Mayor

3/7/16  
Date

  
\_\_\_\_\_  
Brittney Owens, Recorder

3/7/16  
Date