

Town of Arlington

5854 Airline Road, Arlington TN 38002



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

MEETING MINUTES

I. Call to Order and Roll Call.

Present

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

Others Present

Gerald Lawson, Attorney
Jason Allen, Engineer
Heather Sparkes, 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 Alderman Jeff McKee.

III. Pledge to the Flag.

The Pledge of Allegiance was led by David Lenoir, Shelby County Trustee.

IV. Approval of the minutes from October 5, 2015.

Motion: Alderman McGee made a motion to approve the Board of Mayor and Aldermen minutes of October 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.

Ron Wickens, 12575 Forrest Street advised that he had been receiving phone calls regarding the plan for the White Oaks Planned Development and stated that no

one was in favor of it and they all believed it should remain for Single Family Residences.

Mayor Wissman thanked Mr. Wickens for his time.

VI. Communication from the Mayor.

A. Presentation from Shelby County Trustee David Lenoir.

Mayor Wissman recognized David Lenoir, Shelby County Trustee. Mr. Lenoir gave a quarterly update regarding the revenue from tax collections. He advised that home sales were increased county wide. He thanked Arlington Residents for paying their taxes on time and reported the 98% of Arlington taxes had been collected. The full report is on file at Town Hall.

B. Shelby County Sheriff's Department Incident Report for the month of October.

Mayor Wissman recognized Lieutenant Lomax from the Shelby County Sheriff's Department. He explained the crime report for the month of October which was provided to the Board. He stated that over 300 participants came to the Halloween Safe Zone at the Substation. He advised that with the holidays approaching, residents can contact the Sheriff's Department to have a Holiday be on the lookout (BOLO) check done while they are out of town. He encouraged citizens to report anything that looks or sounds suspicious. The full report is on file at Town Hall..

Mayor Wissman thanked Lieutenant Lomax for his time.

C. Arlington Fire Department report for the month of October.

Mayor Wissman recognized David Franks, Fire Chief. Chief Franks stated that for the month of October they went on 77 calls with 16 being south of I40. The full report is on file at Town Hall.

1. Swearing in Ceremony and Presentation of Badges for new Paramedics.

Chief Franks asked Mayor Wissman to swear in the new Paramedics. Katrina Stewart, Justin Sutton, Micah Karr, and Dale Estridge received their badges and were sworn in.

2. Driver Promotion.

Chief Franks recognized the Promotion of Chad Wyatt to Driver.

3. Presentation of check to the West Tennessee Veterans Home.

Lieutenant Erik Ross and President of the Arlington Firefighters Association Chad Douglas presented a check for \$2,975 to the

West Tennessee Veterans Home. This money was raised from the pancake breakfast.

Mayor Wissman thanked Chief Franks for his time.

D. Budget Presentation from Arlington Community Schools.

Mayor Wissman recognized Tammy Mason, School Superintendent. Ms. Mason provided the Board with a full quarterly report. She advised that the schools were on track with revenues and expenditures in relation to the budgeted amount. The full report is on file at Town Hall.

Mayor Wissman thanked Ms. Mason for her time.

E. Assign Committees.

Mayor Wissman advised that every November the assignment of Board Members to other committees is revisited. He assigned the Board to the following committees:

BZA-Larry Harmon will replace Gerald McGee to gain experience.

DRC-Brian Thompson will remain Chairman and Jeff McKee will remain on this committee. Josh Holtgrewe will replace Matt Thie

Finance Committee-Harry McKee will remain as Chairman.

Library-Gerald McGee will remain on this committee.

PC-Oscar Brooks will join this committee along with Lee Mills.

Health and Safety-Larry Harmon will join this committee along with Tommy Reyes.

Parks and Recreation-Oscar Brooks will remain on this committee.

Turf Contract with the Schools-Kevin Carter will represent the Town on this committee.

E. Other as Properly Presented.

1. Mayor Wissman recognized Heather Sparkes. Ms. Sparkes advised that part of the Tennessee Downtowns grant money would be spent on a television show that would air on National Television highlighting Depot Square. The filming will take place November 16th. Ms. Sparkes stated that her goal before she leaves is to have the money allocated to

where it will be spent so that the new planner or the Town will not have to worry about it.

2. Mayor Wissman recognized Kevin Carter, Parks and Recreation Director. Mr. Carter stated that the Christmas Tree Lighting would take place on November 21st from 4-7 PM in Depot Square. He advised that the Christmas Parade would be December 5th at 3 PM. Registrations for the Christmas Parade are still taking place and forms can be found online.
3. Mayor Wissman congratulated the Arlington High School Football Team for making it to the first round of State Playoffs.
4. Mayor Wissman stated that the Veterans Day Celebration would take place in Depot Square Sunday November 8th at 3 PM.
5. Mayor Wissman advised that Arlington High School Cross Country teams were Regional Winners and would be advancing to the State Playoffs as well.

VII. Committee Reports

Mayor Wissman advised that the Board of Zoning and Appeals, Parks and Recreation Committee, Planning Commission and Design Review Committee met during the month of October. 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. **Second and Final reading of Ordinance 2015-10 to amend the Arlington Zoning Ordinance Chapter 10, Section 10.4.1 Composition and 10.4.6 Meetings, to change the number of Design Review Committee members from nine (9) members to seven (7) members and the required number of members to establish a quorum.**

Mayor Wissman recognized Heather Sparkes, Town Planner. Ms. Sparkes advised that there was no change between first and second reading. She recommended approval along with the Planning Commission.

Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve second and final reading of Ordinance 2015-10 to amend the Arlington Zoning Ordinance. Alderman McKee 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 a Public Hearing. Vice Mayor McKee seconded the motion.

PUBLIC HEARING ORDINANCE 2015-10 to amend the Arlington Zoning Ordinance Chapter 10, Section 10.4.1, Composition and 10.4.6 Meetings, to change the number of Design Review Committee members from nine (9) members to seven (7) members and the required number of members to establish a quorum.

Mayor Wissman stated that notice of public hearing was published in The Commercial Appeal on October 9th, 2015. 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. 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 Meeting. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Harmon advised that he did not want to reduce the number of committee members and that he believed it was originally bumped up to increase citizen involvement. Cathy Durant, Town Administrator stated that the Town has problems finding people to serve that are qualified. Mayor Wissman stated that this committee will eventually only have one board member which will leave six citizen spots. Alderman McGee inquired about the qualifications for this committee. Ms. Sparkes stated that this committee does have certain qualifications that have to be met before an individual can serve. She stated that this is the most difficult committee to fill because individuals need to be engineers, architects, planners, etc. Alderman Harmon advised that they best qualified do not always make the best decisions. There were no further questions.

Mayor Wissman called for a vote on the Main Motion.

Vote on Main Motion: The motion passed. Alderman Harmon voted against.

B. Other as properly presented.

There was no further business brought forward.

IX. New Business

A. Resolution 2015-43 to amend the Arlington Community Schools Board of Education 2015-2016 General Fund Operating Budget.

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson advised that the School Board approved this amendment and that the Board of Mayor and Aldermen have to approve the budget and any amendments.

Mayor Wissman called for a motion.

Main Motion: Alderman McGee made a motion to approve Resolution 2015-43. 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. Resolution 2015-44 to amend the Personnel Policy for the Town of Arlington, Tennessee.

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant advised that these changes reflected the change in duties of the Town Administrator. She deferred to Brittney Owens, Town Recorder and Treasurer. Ms. Owens discussed other changes to the policy which include a change in the probationary period for new hires and a change in the purchasing policy regarding Purchase Orders.

Mayor Wissman called for a motion.

Main Motion: Alderman McKee made a motion to approve Resolution 2015-44. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions. Alderman McGee inquired about the change in probationary period from 180 days to 90 days. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

C. Resolution 2015-45 to execute a Certificate of Compliance for The Kroger Company located at 11635 Highway 70 to sell wine in grocery stores in accordance with Public Chapter 554.

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson stated that Legislation passed in 2014 stating the wine could be sold in

grocery stores beginning July 2016. Staff recommended approval because the applicant meets all requirements.

Mayor Wissman called for a motion.

Main Motion: Alderman Harmon made a motion to approve Resolution 2015-45. Alderman Brooks 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 2015-46 to authorize the purchase and installation of playground equipment through the NJPA from Mid-South Recreation to be installed by Custom Recreation at the Arlington Sports Complex.

Mayor Wissman recognized Kevin Carter, Parks and Recreation Director. Mr. Carter advised that this would purchase a Tot Lot for the Arlington Sports Complex and that it was in the budget. Staff recommended approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2015-46. Alderman McGee seconded the motion.

Mayor Wissman called for discussion and questions. Mayor Wissman inquired about the location of the playground. Mr. Carter stated that it would be placed near the walking trails between the football and baseball fields. He advised that the playground would be similar to what is currently at Dixon Robinson Park. Alderman McGee inquired about fencing around the playground. Mr. Carter explained that eventually there will be fencing however it is not included in this contract. Hearing no further comments, Mayor Wissman called for a vote on the main motion.

Vote of Main Motion: The motion carried unanimously.

E. Resolution 2015-47 to authorize the purchase of a 2017 Mack GU432 Claw Truck through the NJPA from Petersen Industries, Inc. for use by Town Employees.

Mayor Wissman recognized Dickie Wiseman, Public Works Superintendent. Mr. Wiseman advised that staff recommended approval of a Claw Truck to be used for trees down in the street after storms, and clean up around town. This will not be used to collect garbage. He advised that currently staff is limited will equipment to be able to serve the citizens during bad weather. Catherine

Durant, Town Administrator advised that this was not budgeted however there is money in Sewer Reserves that could be used for the purchase.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2015-47.
Alderman Thompson seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Thompson clarified that this truck would not be used for pick up of yard waste. Ms. Durant stated that it will be used as the Town needs it by Town employees only. Alderman Thompson inquired about the NJPA prices in comparison to putting this item out to bid ourselves. Ms. Durant advised that the Town saved money and it is an approved method by the Auditors. After no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

F. Resolution 2015-48 to acknowledge and authorize an emergency purchase necessary to bring the Town of Arlington's Industrial Pretreatment Program up to date, and to respond to corrective actions needed, as a result of a notice of violation (NOV), issued by the Tennessee Department of Environment and Conservation (TDEC), by November 30, 2015.

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant advised that a NOV was issued to the Town on October 6th. She stated the staff met with TDEC on October 10th regarding the violation. It has been 15 years since the Industrial Pretreatment Program has been brought up to date. The Town must turn in a response to TDEC by November 30th.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2015-48.
Alderman McGee seconded the motion.

Mayor Wissman called for discussion and questions. Ms. Durant informed the Board that current permits for all industries will expire December 31st. She stated that Tetra Tech is a highly recommended company, which will bring the Town's program up to industry standards and help us catch violations before they reach the Wastewater Treatment Plant. Alderman Brooks inquired about the internal training this contract would provide. Ms. Durant explained that Tetra Tech will design the program and train employees how to enforce it and be proactive instead of reactive. Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

G. 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 McGee 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.

Mayor Wissman asked for nominations for Vice Mayor.

Main Motion: Alderman Thompson made a motion to nominate Harry McKee to
serve as Vice Mayor. Alderman Brooks seconded the motion.

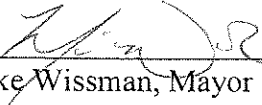
Mayor Wissman called for a vote.

Vote on Main Motion: The motion carried unanimously.

XI. Adjournment

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

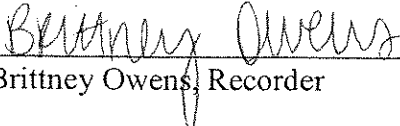
Meeting adjourned.



Mike Wissman, Mayor

12/7/15

Date



Brittney Owens, Recorder

12/7/15

Date