

# Town of Arlington

5854 Airline Road, Arlington TN 38002



Town Of Arlington  
Board of Mayor and Aldermen  
September 8, 2015  
6:30 P.M.

## MEETING MINUTES

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

#### Present

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

#### Others Present

Gerald Lawson, Attorney  
Steve Hill, Engineer  
Heather Sparkes, Planner  
Catherine Durant, Interim Town Administrator  
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 McKee.

### III. Pledge to the Flag.

The Pledge of Allegiance was led by Lieutenant Lomax from the Shelby County Sheriff's Department.

### IV. Approval of the minutes from August 3, 2015.

**Motion:** Alderman Brooks made a motion to approve the Board of Mayor and Aldermen minutes of August 3, 2015. Alderman McKee 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 Rummel, 5994 Milton Wilson Boulevard, expressed his concerns regarding the speeding on Milton Wilson. He stated that children play and cross the road in that area and he is concerned for their safety. He explained that he has visited the Sheriff's Department and they have sent patrol out to monitor the speeding. However, he did not feel that it was enough. He asked the Board to consider adding speed bumps and/or stop signs to help with the speeding. He asked the Sheriff's Department to have more cars patrolling the area at all times, especially when school buses were picking up and

dropping off the children. He explained that there was video of cars speeding past stopped school buses.

Mayor Wissman thanked Mr. Rummel for his time. He reminded all citizens to notify the Town of any issues so that the information can be put on file and to notify the Sheriff's office for anything pertaining to the law.

**VI. Communication from the Mayor.**

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

Mayor Wissman recognized Lieutenant Lomax from the Shelby County Sheriff's Department. He explained the crime report for the month of August which was provided to the Board. He advised that the most frequent time that incidents were reported were between the hours of 10 PM and 2 AM and took place on Sunday nights. He encouraged citizens to report anything that looks or sounds suspicious. The full report is on file at Town Hall.

Mayor Wissman asked Lieutenant Lomax to address the concerns of speeding on Milton Wilson. Lieutenant Lomax stated that residents need to contact the Neighborhood Patrol unit when there is a problem with speeding. The unit then dispatches patrol to an area where radar can be set up. He explained the process of setting up radar. Mayor Wissman asked if he could explain the law concerning a stopped school bus. Lieutenant Lomax explained that traffic flowing in the same direction must stop when a school bus stops, no matter how many lanes are on the road. He stated that traffic flowing in the opposite direction is not required by law to stop when there is a median dividing traffic.

Alderman Thompson requested that patrol cars sit where the speed limit changes from 40 mph to 30 mph to help with the speeding issue. Lieutenant Lomax will take that into consideration for future patrolling. Alderman McKee explained the Arlington CopStop program and how it was established. He stated that the first one was held this month at his home and they look to include the Fire Department in the future along with other neighborhoods.

Mayor Wissman thanked Lieutenant Lomax for his time.

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

Mayor Wissman recognized David Franks, Fire Chief. Chief Franks stated that for the month of July there were 86 calls with 25 being south of I40. He advised that his three new full time employees are on shift and working at establishing ALS status. He will be hiring one position from the Reserves to fill an upcoming vacancy. He gave an update about the renovations at the Fire Department.

Mayor Wissman thanked Chief Franks for his time.

**C. Presentation for Alderman Glen Bascom.**

Mayor Wissman recognized Alderman Glen Bascom and stated that this would be his last meeting due to not running for re-election. He thanked Alderman Bascom for serving Arlington for twelve years and asked if any other Alderman would like to say something. Alderman Thompson stated that he was grateful for the time that he was able to serve with Mr. Bascom. He said that serving behind the scenes and when no one else can see is what matters most and he felt Mr. Bascom went above and beyond that call of duty by working late nights for the set up and cleanup of many events.

Vice Mayor McKee thanked Mr. Bascom for his service and friendship. He stated that Mr. Bascom's knowledge of Real Estate has been very helpful to the Board. Alderman Brooks thanked Mr. Bascom for being the driving force behind Zoning Ordinance changes and Design Review changes. Alderman McKee and Alderman McGee also shared their well wishes.

Mayor Wissman presented Alderman Bascom with a plaque from the Town thanking him for his years of service.

**D. Other as Properly Presented.**

1. Mayor Wissman advised that Early Voting for the upcoming elections would take place on Saturday September 12<sup>th</sup>, 2015 from 10 AM until 4 PM at the Arlington United Methodist Church. Election Day is September 17<sup>th</sup>, 2015.
2. Mayor Wissman recognized Tonia Howell from the Arlington Chamber of Commerce who gave an update on the Arlington 5K. The race will take place Saturday September 12<sup>th</sup> at 8 AM at Arlington Elementary School. All of the proceeds will go to benefit the Arlington Education Foundation.
3. Alderman Thompson advised that the Arlington BBQ Fallfest will be held on October 2<sup>nd</sup> and 3<sup>rd</sup> at the Douglass Street Park.
4. Mayor Wissman stated that a sign has been installed on the corner of Douglass and Airline to track the money that is raised for the West Tennessee Veterans Home.
5. Mayor Wissman informed everyone that the Arlington High School Football team is ranked 4<sup>th</sup> in the state after beating 2<sup>nd</sup> ranked Whitehaven.
6. Steve Hill, Town Engineer introduced a new employee from Powers Hill Design, Jason Allen. Mr. Allen will be helping in Arlington with projects and working closely with staff.
7. Mayor Wissman recognized Tammy Mason, Arlington Community Schools Superintendent. Ms. Mason stated that out of 144 school districts in the State of Tennessee, Arlington Community Schools was selected as one of the twelve that received exemplary status. Arlington Elementary and Donelson Elementary both were named Reward Schools that operate within the top 5% of the State.

## VII. Committee Reports

Mayor Wissman advised that the Planning Commission and Design Review Committee met during the month of July. 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 old business brought before the Board.

## IX. New Business

### A. Resolution 2015-35 to approve the Planned Development Zoning Overlay and Master Development Plan for Property located on the North Side of Memphis-Arlington Road, West Side of Airline Road, referred to as the High Point Planned Development.

Mayor Wissman recognized Heather Sparkes, Town Planner. Ms. Sparkes advised that this Planned Development located on 3.855 acres, zoned SC passed at the Planning Commission. She stated that the applicant did not request any deviations from the uses permitted however the Planning Commission added that no funeral homes could be located on site. The applicant requested a 26% open space versus the 30% required for Commercial. She advised that this Planned Development would be built in two phases with the first phase including a gas station and a convenient store. The second phase would be a large multitenant retail building. She stated that the applicant would like to put in underground storage for the Storm Water which is why they are asking for the variance in the 26% common open space.

Mayor Wissman called for a motion.

**Motion:** Alderman Bascom made a motion to approve Resolution 2015-35. Alderman Thompson 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 Meeting and open the Public Hearing. Alderman Bascom seconded the motion.

### PUBLIC HEARING: Resolution 2015-35 to approve the Planned Development Zoning Overlay and Master Development Plan for Property located on the North Side of Memphis-Arlington Road, west of Airline Road, referred to as the High Point Planned Development.

Mayor Wissman stated that notice of public hearing was published in The Commercial Appeal on August 22, 2015. He stated 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. Hearing no 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 Bascom seconded the motion.

Mayor Wissman called for discussion or questions. Ms. Sparkes explained the process for the Planned Development once it is approved by the Board of Mayor and Aldermen. She stated that the Planning Commission added seven conditions to their approval and explained them. Alderman Thompson expressed his concerns with the compromise of common open space. He stated that the drawings did not show adequate reason to grant the variance and he did not see the benefits from it. He stated that it looked like too much building for this lot and that the parking could be decreased. Kevin Ledford, Ledford Engineering and Design 5567 Commander Drive addressed the Board. He gave examples of items that he felt benefitted the Town and made this project stand out. He stated that his company and client have worked with staff from the very beginning and have changed the design from the original. He stated that this would not be developed to pull traffic away from Highway 70 or Interstate 40 that it was being strictly built for the community. He addressed the revenue that the Town would see from the development of this property. He explained that this development would have common areas for the community to gather and larger parking spaces.

Alderman Thompson explained that he would like to see more walkability and inquired if the patios were factored in to the Common Open Space. Ms. Sparkes confirmed that they were calculated into the 26%. Alderman Thompson stated that he did not agree that the patios should be counted as Common Open Space because they will be reserved to the Tenant that Leases the space. The discussion continued.

Alderman McKee advised that he would feel more comfortable moving away from the 30% if he could see a more definite drawing of the project. He wants to see examples or the façade of the building. Alderman Brooks expressed his concern for the streetscape to be universal on Airline Road. The applicant withdrew this item to better prepare information for the Board of Mayor and Aldermen. They will work on getting examples of what the buildings will look like, and more definite drawings addressing the concerns.

**Withdrawn:** The applicant withdrew this item.

**B. Resolution 2015-36 to appoint Catherine Durant as the Town Administrator and authorize an employment contract.**

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson explained that Ms. Durant has been serving as the Interim Town Administrator since March and has embraced the role along with continuing to be the Recorder and Treasurer. Mr. Lawson reminded the Board that if this contract is approved that Ms. Durant will still be the Town Recorder and Treasurer until another person is appointed. He recommended approval of Resolution 2015-36.

Mayor Wissman called for a motion.

**Main Motion:** Vice Mayor McKee made a motion to approve Resolution 2015-36.  
Alderman McGee seconded the motion.

Mayor Wissman called for discussion or questions. Mayor Wissman stated that Ms. Durant was placed as the Interim after the retiring of Mr. Haley. He stated that she has done a fabulous job in the position and continues to be concerned about the citizens. He said that she has shined in the role and embraced everything that she has faced with a smile and given a level of comfort to the Board and Staff. Mayor Wissman highly recommended Catherine Durant for the position. Alderman Thompson stated that ultimately the decision came down to experience and knowledge and that he has 100% faith and confidence in Ms. Durant. Vice Mayor McKee expressed that he felt she was the best decision for the Town and for staff. Alderman Brooks said that he could not think of a better person for the job and she was the most honest person that he has had the pleasure of meeting. Alderman McGee noted that she always conducted the business of the Town in the best interest of the citizens and employees and not to serve herself. Alderman Bascom and Alderman McKee expressed their approval. Mayor Wissman advised that this would mean some changes for the Town with the Recorder/Treasurer and Planner positions becoming open. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

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

C. Resolution 2015-37 to authorize the transfer of monies set aside for FY ending June 30, 2015, to make the funds available for the project completions.

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant explained that this money was set aside in June for the completion of the projects to be able to take place during the 2015-2016 Fiscal Year. She stated that this Resolution was necessary to make the money available during the current fiscal year.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2015-37.  
Alderman McGee 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. First Reading of Ordinance 2015-09 to amend the Town of Arlington, Tennessee Budget for Fiscal Year Ending June 30, 2016.

Mayor Wissman recognized Catherine Durant, Interim Town Administrator. Ms. Durant explained that this Ordinance coincides with Resolution 2015-37 and will have to come back for a Second and Final reading. She recommended approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman McGee made a motion to approve Ordinance 2015-09.  
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 of Main Motion:** The motion carried unanimously.

**E. Discussion from Kevin Carter, Parks and Recreation Director on Parks, Tree Lighting, and Christmas Parade.**

Mayor Wissman recognized Kevin Carter, Parks and Recreation Director. Mr. Carter gave an update on the Christmas Tree Lighting. He advised that more details would be available closer to time and that the Town was partnering with Local Businesses, Churches, and the APTA to make this event possible.

Mr. Carter advised the Board that he would like to start the discussion of moving the Christmas Parade from the Historic District to Airline Road. With the dismemberment of Main Street Arlington, the Town will be taking over the Christmas Parade and Arlington in April. He stated that with the event continuing to grow he felt that moving the event to a safer location was the best option and would allow for better participation. He stated that he did not want to break tradition but that he wanted to build on it. Mayor Wissman stated that he understood the emotional side of not wanting to break tradition, however he felt that safety was a major concern with the Town growing to over 13,000 residents. The discussion continued. Catherine Durant, Town Administrator recommended that the Parade be kept at the previous location this year and moved to Airline next year to allow the Town to work out any kinks and allow for a longer timeline to prepare. The Board unanimously agreed to move the parade to Airline Road beginning in 2016.

Mr. Carter asked for input on raising the player resident and non-resident fees from 10 and 20 dollars to 15 and 30 dollars. The Resident Fee would go from \$10 to \$15 and the Non-Resident would go from \$20 to \$30. The Board agreed with the increase, however it will have to be changed by Resolution in the future months. Mr. Carter will bring forward a Resolution addressing this concern at the October Meeting.

There was no further discussion.

**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 McGee seconded the motion.

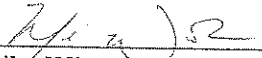
Mayor Wissman called for a vote on the main motion.

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

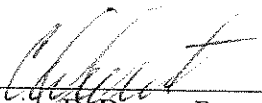
**XI. Adjournment**

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

Meeting adjourned.

  
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Mike Wissman, Mayor

10-5-15  
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Date

  
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Catherine D. Durant, Recorder

10-5-15  
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Date

Submitted By: Brittney Owens, Town Clerk