

Town of Arlington

5854 Airline Road, Arlington TN 38002



Town Of Arlington
Board of Mayor and Aldermen
December 5, 2016
6:30 P.M.

MEETING MINUTES

I. Call to Order and Roll Call.

Present

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

Others Present

Gerald Lawson, Attorney
Catherine Durant, Town Administrator
Angela Reeder, Planner
Brittney Owens, Recorder

Mayor Wissman called the meeting to order and advised that a quorum was established. All members are present.

II. Opening Prayer.

Opening prayer was led by Hugh Lamar, Alderman.

III. Pledge to the Flag

The Pledge of Allegiance was led by Cheryl Pardue.

IV. Approval of the minutes from November 7, 2016.

Motion: Alderman Lamar made a motion to approve the Board of Mayor and Aldermen minutes of November 7, 2016. Alderman Lamar 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.

There were no further comments.

VI. Communication from the Mayor.

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

Mayor Wissman recognized Sargent Reed and Public Information Officer Earl Ferrell from the Shelby County Sheriff's Department. They explained the crime report for the month of November which was provided to the Board. Sgt. Reed advised that there were two (2) theft from motor vehicles and one (1) stolen vehicle. The full report is on file at Town Hall.

Officer Ferrell complimented the Sheriff's Department for their hard and thorough work. He encouraged residents to be more cautious than usual during the holiday season while shopping. Be mindful of your surroundings and remain undistracted while shopping and traveling, and he also encouraged citizens to report anything that looks or sounds suspicious. Mr. Ferrell then thanked the citizens and members of the Town of Arlington Board for being so supportive of the Sheriff's department. Ms. Cathy Durant thanked the Sheriff County Officers for their presence at the Christmas Parade.

Mayor Wissman thanked Public Office Earl Ferrell and Sargent Reed for their time.

B. Arlington Fire Department report for the month of November.

Mayor Wissman advised that Chief Franks would not be present. However, any questions regarding the report should be directed to Ms. Durant or Chief Franks when he returns. The full report is on file at Town Hall. The Annual Report for the year of 2016 will be presented at the January Meeting.

C. Presentation from University of Memphis Department of Architecture

Mayor Wissman noted that this item has been pulled until January.

D. Other as Properly Presented.

1. Mayor Wissman thanked everyone for their hard work on Christmas on the Square and the Christmas Parade. Mayor Wissman advised that staff made the right decision to have the parade as scheduled.
2. Mayor Wissman advised that LEAD Arlington would be held on Tuesday December 6 at 8:30 AM.
3. Mayor Wissman advised that Ethics Training would be held Tuesday December 6th at 6:30 PM.

4. Mayor Wissman advised that a Preliminary Budget Meeting for the Finance Committee would be held Thursday December 8th at 5:30 PM.
5. Mayor Wissman asked Ms. Owens to state holiday hours which are as follows: Offices will be closed Friday December 23rd and Monday December 26th for Christmas and also Monday January 2nd for the New Year.
6. Mayor Wissman advised that the next Board of Mayor and Aldermen Meeting would be held Tuesday January 3rd.

VII. Committee Reports

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

Mayor Wissman recognized Tammy Mason and Miracle Roberts who presented the Second Quarterly Report. The report is for September 2016, and covers their general fund from July to September 30, which was given to the Board. Ms. Roberts began the presentation discussing the different funds Arlington Community Schools receive, such as the Perkins fund. Alderman McKee requested more information regarding the Perkins fund, to which Ms. Roberts explained it is a Federal Grant Fund for Arlington Community Schools as well as other Municipal School Systems. Alderman Thompson inquired about a Wheel Tax that was listed on the report, which was an expected fund from the Shelby County Government that the Arlington Community Schools will receive annually.

Mayor Wissman asked for comments, questions or concerns from the board. After Hearing no further comments, Mayor Wissman thanked Ms. Mason and Ms. Roberts for their time.

Alderman Thompson read the Treasurer's Report into the record (on file). He advised that the Finance Committee would be December 8th.

VIII. Old Business

A. Second and Final Reading of Ordinance 2016-11 to amend Title 20, Chapter 1, Air Pollution Control Code of the Town of Arlington, Tennessee Municipal Code

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens advised that no changes were made between 1st and 2nd Reading and that staff recommended approval.

Main Motion: Vice Mayor McKee made a motion to approve Second and Final Reading of Ordinance 2016-11. Alderman Harmon 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 McKee made a motion to suspend the Board of Mayor and Aldermen Meeting and open the Public Hearing. Alderman Lamar seconded the motion.

PUBLIC HEARING: Second and Final Reading of Ordinance 2016-11 to amend Title 20, Chapter 1, Air Pollution Control Code of the Town of Arlington, Tennessee Municipal Code.

Mayor Wissman stated that the notice of public hearing was published in The Daily News on November 11th, 2016. He asked that anyone wishing to speak for or against the request to stand and be recognized by stating 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. Alderman Harmon 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. Second and Final Reading of Ordinance 2012-12 to amend the Town of Arlington Zoning Map by Rezoning from E: Estate Residential and SC: Shopping Center to SC: Shopping Center and B-2: General Business, a portion of land located on the Southwest Corner of Milton Wilson Boulevard and Airline Road.

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder stated that this project is for the request of rezoning 18.88 acres on the southwest corner of Milton Wilson Boulevard and Airline Road. The property consists of two parcels, currently zoned E: Estate Residential and SC: Shopping Center. The proposal is to rezone the front portion SC: Shopping Center along Airline Road and B-2: General Business on the west side of the lot. The purpose of the request is to allow for future commercial development of the property. As commercial property, any

future development of these lots would be required to come back before the Town for site plan review.

Unlike the current Estate residential zoning, this proposal is in agreement with the Future Land Use Plan, which intends for neighborhood serving retail along Airline Road, with an office and employment-supporting commercial buffer to the west. With regards to access, Airline Road adjacent to the site is proposed to have 98 degree right of way, consisting of 4 travel lanes, a center turn lane, bike lanes and sidewalks. Any further development on this site will be required to dedicate right-of-way and construct those proposed improvements on the west half of Airline, as well as improve the south side of Milton Wilson, including sidewalks.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Second and Final Reading of Ordinance 2016-12. Alderman Lamar 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 and open the Public Hearing. Alderman McKee seconded the motion.

PUBLIC HEARING: Second and Final Reading of Ordinance 2016-12 to amend the Town of Arlington Zoning Map by Rezoning from E: Estate Residential and SC: Shopping Center to SC: Shopping Center and B-2: General Business, a portion of land located on the Southwest Corner of Milton Wilson Boulevard and Airline Road.

Mayor Wissman stated that the notice of Public Hearing was published in The Daily News on November 11th, 2016. He asked that anyone wishing to speak for or against the request to stand and be recognized by stating 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 or questions. Alderman Thompson inquired about how much acreage would be used for the SC: Shopping Center portion. Ms. Reeder stated that it is about 6 acres. There was also discussion regarding a construction easement on back of the property

Alderman Thompson expressed wishes for some of the forestry to remain untouched so that there would be a natural barrier between the properties.

After hearing no further discussion, Mayor Wissman called for a vote on the Main 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. First Reading of Ordinance 2016-15 to further amend the Town of Arlington Budget for Fiscal Year 2016-2017

Mayor Wissman recognized Brittney Owens, Town Treasurer/Recorder. Ms. Owens stated that this is the second set of Budget Amendments for Fiscal Year 2016-2017 which includes Development Fees and the Purchase of Lake Property by the Wastewater Treatment Plant. Ms. Owens Stated that staff recommended approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Lamar made a motion to approve First Reading of Ordinance 2016-15. Vice Mayor McKee 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.

B. Resolution 2016-43 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee, to execute a Warranty Deed and any other Necessary Documents to convey to the Arlington Community Schools Board of Education 6,242 square feet adjacent to the 2.16-acre parcel deeded by Resolution 2015-41 for the purpose of constructing a Central Office.

Mayor Wissman recognized Mr. Gerald Lawson, Town Attorney. Mr. Lawson explained that this parcel of land is behind the original 2.16 acres that was deeded to the Arlington Community School Board by Resolution 2015-41. In order to square the property, the 6,242 square feet needs to be deeded to them to give them room for drainage and detention on their site. This deed will give the Arlington Community Schools Central Office the same restrictions as the

other deeds granting the original property. Mr. Lawson stated that in the deed it was determined that if the Arlington Community Schools did not use the land within the next 10 years, it would default back to the Town for them to do with it what they like.

Mayor Wissman called for a motion.

Main Motion: Vice Mayor McKee made a motion to approve Resolution 2016-43. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions Alderman McKee asked if this would be enough land and space to completely finish the detention and drainage area. Per Mr. Lawson's understanding Ms. Reeder and Mr. Allen determined it would be sufficient.

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

Vote on Main Motion: The motion carried unanimously.

C. Resolution 2016-44 to amend the Arlington Facility Provider Policy and the Lease Agreement

Mayor Wissman recognized Brittney Owens. Ms. Owens advised that this is an amendment-to the Facility Use Agreement for any outside 3rd party that would like to use any of the Town's facilities, which includes parks and the safe room. She noted that the changes include:

1. Minimum for all leagues is 75% for Residents versus the current 90% Residents. Lakeland Residents, Unincorporated Shelby County Residents and Fayette County Residents use our youth leagues due to a lack of opportunities in their area.
2. Included the language, "Organizations shall provide documentation of 501(c)(3) tax exemption"
3. The Board shall approve a formal agreement for any event or group lasting longer than 48 hours.
4. Add a \$50 single use permit for anyone wishing to rent the fields during down time. The Town currently charges \$25 depending on availability.
5. Include a deadline of 10 days from end of contract to remove all property from the premises. This will allow for staff to do the necessary maintenance.

Ms. Owens advised that staff recommended approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2016-44. Alderman Harmon seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Brooks inquired about the One-Time Use Fee of \$50 and what time frame that would allow. Ms. Owens stated that the cost covers 2 hours. Alderman McKee voiced a concern involving future youth sports and spots available to sign up. He was concerned about first come, first serve and what that meant for the Citizens of Arlington. Ms. Durant stated that Mr. Bob Kendall and Mr. Kevin Carter would be sitting down with new contracts in January, which would then be on the Board of Mayor and Aldermen's Agenda for the month of February. She also went in to detail to explain that Arlington Citizens receive preference, but if there is any available space it would open up for non-residents which would be a first come first serve basis. Alderman McKee inquired as to how Ms. Owens and her staff determined if an address was indeed from Arlington or from another city. Ms. Owens advised that her staff goes through each application and verifies whether or not the address is in the limits of Arlington. Alderman McKee expressed his desire for only Arlington Residents to have a 1-2 week sign up before it is opened to non-residents. He also recommended raising the price for the nonresident fee from the \$30 fee it is currently. It was discussed that many non-residents are those from Lakeland, and since the City of Lakeland has been attempting to expand their Park and Recreation Department to include different sports, that number will decrease over the next few years.

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

Vote on Main Motion: The motion passed unanimously.

D. Resolution 2016-45 to amend the Personnel Policy for the Town of Arlington, Tennessee to include Section XI- Miscellaneous Personnel Policies P. Personal Appearances of Employees.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens stated that it is vital to have an up-to-date set of policies and procedures to establish a fair and uniform system of personnel administration for all employees in order that the most effective services may be delivered. The Town of Arlington strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, we would like to require employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Ms. Owens stated that staff recommended approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2016-45.
Alderman McKee 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 of Main Motion: The motion passed unanimously.

E. Other as Properly Presented

Mayor Wissman recognized Molly Antoine, new Town Librarian. Ms. Antoine introduced herself and stated that she is excited to be a part of the Arlington Community and looks forward to the future.

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 McKee seconded the motion.

Alderman Lamar noted that Hayes Road would be closed from December 5th to the 16th and wanted to make sure that was public knowledge and posted by the appropriate means.

Alderman Lamar inquired about information regarding the revision of garbage pickup system and how the Town respond to the concerns. Mr. Kendall described how the call traffic was much lower than expected for complaints and the positive feedback was significantly higher than the negative.

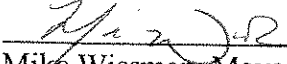
Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

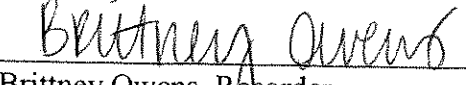
XI. Adjournment

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

Meeting adjourned.


Mike Wissman, Mayor

1/3/17
Date


Brittney Owens, Recorder

1/3/17
Date