

Town of Arlington

5854 Airline Road, Arlington TN 38002



Town Of Arlington
Board of Mayor and Aldermen
November 3, 2014
6:30 P.M.

MEETING MINUTES

I. CALL TO ORDER AND ROLL CALL

Present

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

Others Present

Gerald Lawson, Attorney
Steve Hill, Engineer
Heather Sparkes, Planner
Catherine Durant, 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 Brownie Troop 13377.

IV. APPROVAL OF THE MINUTES FROM THE OCTOBER 6, 2014, BOARD OF MAYOR AND ALDERMEN MEETING.

Motion: Vice Mayor Harry McKee made a motion to approve the Board of Mayor and Aldermen minutes of October 6, 2014. Alderman Brooks seconded the motion.

The motion carried unanimously.

V. GRIEVANCES & 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.

Larry Harmon, 6171 Greenlee, asked if the tax rate was looking to be lowered. Mayor Wissman advised that this was not a Q & A. Mr. Harmon stated that he would like to ensure the police and fire protection had adequately been addressed before the tax rate was lowered.

Mayor Wissman thanked Mr. Harmon for his time.

VI. COMMUNICATIONS FROM THE MAYOR

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

Mayor Wissman recognized Sargent Cragg. He presented the report for October stating that crime was down from October of last year. The full report is on file at Town Hall.

Vice Mayor McKee clarified that there were two vehicle break-ins at the Arlington Barbeque Fest, stating that they both took place early Saturday morning and not during the evening hours. Sargent Cragg verified that reports were filed between 1-3 PM.

Mayor Wissman thanked Sargent Cragg for his time

Mayor Wissman asked for any objection on moving the Arlington Community Schools presentation in front of the Arlington Fire Department Report.

B. Arlington Fire Department report for the month of October and Fire Station improvements and addition.

Mayor Wissman recognized David Franks, Fire Chief. Chief Franks presented the Fire Report for the month of October. He stated that all of the AED machines have arrived and they will begin training on them before placing them in different locations in town. The full report is on file at Town Hall.

Mayor Wissman asked for any questions. Alderman McKee asked which employees would be trained on the AED machines. Chief Franks stated that all employees would be trained and they are simple ABC type procedures with directions.

Chief Franks presented a plan for expansion of the Arlington Fire Station. These plans are on file at Town Hall. He explained the need for an additional \$300,000 in the budget to complete the addition and renovations. These renovations would allow for three shifts with ten men on each shift. Alderman Brooks inquired about the need of a Fire Station south of I40 being held to five years in the future with these improvements. Chief Franks wanted to make clear that the renovations of this building will **not** help with the response time issues south of I40.

Mayor Wissman clarified that this expansion will allow for two companies to be housed and two pieces of equipment to respond to calls. Chief Franks stated that with this expansion, it will allow for more personnel to respond to calls. As of right now, they can only house the five on shift with one reserve. Mayor Wissman added that with this renovation, all of the Town buildings will have had some sort of renovation and updating.

Vice Mayor McKee inquired about the \$100,000 set aside for this renovation. Chief Franks clarified that the \$10,000 spent on the plans was accounted for in the 2013-2014 budget and did not affect the \$100,000 that is in the 2014-2015

budget. Cathy Durant, Town Recorder and Treasurer explained that what is being requested is that \$80,000 of the \$100,000 be moved to a capital outlay line item. Currently, the \$100,000 is in the Repair & Maintenance line item. This will make the total in Capital Outlay \$380,000 for the expansion. She explained that this project will go out to bid before we know a firm total.

Alderman McKee stated that he would feel more comfortable approving a final number instead of an estimate. Ed Haley, Town Superintendent advised that this project has a lot of moving parts by explaining the movement of Public Works to their new facility and the Fire Department needing to function while their building is being renovated. They will move to the old Public Works building while the renovation takes place. Mr. Haley stated that this project can go out to bid by December and they can have a firm number by the 2nd reading of the Budget Amendments in January. Alderman Thompson believes this is an investment and will better the facilities for the men and women who stay on twenty-four hour shifts.

Mayor Wissman reminded everyone that this was a presentation and that it would be addressed during the Budget Amendments.

C. Presentation-Arlington Community Schools first quarter financials.

Mayor Wissman recognized Tammy Mason, Superintendent and Miracle Meeks, Chief Financial Officer. Ms. Mason stated that this was a quarterly report to the Town to show the financials of the schools this far into the school year. She recognized Miracle Meeks who presented the report. The full report is on file at Town Hall. She explained that originally they projected to be in the negative \$1.2 million dollars and reported that they are \$435,000 in the positive. Mayor Wissman asked if there was anything that the Town needed to do differently in their budget for the upcoming year. Ms. Mason responded by saying that at this time the School Board does not anticipate any additional funds needed from the Town. She stated that with the additional revenue they have received they are looking to hire one position that was not filled at the start of school due to unknown funding. She reported that the first payment of \$333,333 has been made to Shelby County Schools in the settlement of the lawsuit.

Vice Mayor McKee asked about the deficit in the Nutrition Fund. Ms. Mason stated that they may have to pull monies from the General Fund this year to account for the deficit. They are reviewing monthly and will make the decision at a later date. Alderman Thompson inquired about the number of students buying lunches. Ms. Meeks stated that the amount of children purchasing lunches is increasing. The discussion continued.

Ms. Mason stated that the School Board recently approved changes to the Non-Resident Policy to reflect the grades, behavior, and attendance of those students and open enrollment.

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

D. Other as properly presented

1. Mayor Wissman recognized Tonya Howell from the Chamber of Commerce. Ms. Howell stated that she applied for Arlington to participate in the Shop Local Saturday on November 29th. Arlington was accepted into the program and she has distributed banners, buttons, tote bags and a lot of other items to local businesses to encourage people to spend their money locally.
2. Mayor Wissman thanked Mr. Lawson, Mr. McKee, Mr. Thompson, Mr. Bascom, Kevin Carter, Chief Franks and all the staff for their hard work on the Barbeque Fall Fest and applauded the success of the event. He stated that this is a festive time of year with the Holidays and Heather Sparkes has the banners for Depot Square and the Parade going up. He also stated that the Arlington High School football team will begin the state playoffs at home against the Bartlett Panthers. He advised that Ms. Mason will be the Grand Marshall for the Christmas Parade this year.
3. Mayor Wissman recognized Chris Burkey from Main Street Arlington. Mr. Burkey gave a presentation to Heather Sparkes, Town Planner and thanked her for her hard work on the Tennessee Downtown's Program. He asked for the Town to contribute to the cost of a number of signs requested to go around town directing visitors to Depot Square.
4. Mayor Wissman reminded everyone that Election Day was November 4th, 2014.
5. Mayor Wissman stated that paving will begin this week on Airline Road and the Traffic Signal is operational.
6. Mayor Wissman advised that Kevin Carter, Parks Director was not at the last meeting and wanted to give the opportunity to the Alderman to ask any questions that were not answered. Mr. Carter explained that to install trees in the medians from White Oak to Airline Road the Town was looking at a 54-55,000 investment. Alderman McKee asked about the cost for only placing trees in the medians where the 30MPH zone begins to White Oak. Mr. Carter stated that he would have to break them down by median cost, however he would estimate it would cost about half of that amount. The discussion continued.

Ed Haley, Town Superintendent went on record stating that he was opposed to planting any trees in the medians. He stated the liabilities and maintenance that it would add to the Town Staff and that an irrigation system is not in those areas. Vice Mayor McKee asked Heather Sparkes if it could be required for the developers to have to install trees and landscaping. Mrs. Sparkes stated that it could be asked however they would not be required to maintain them once built. Cathy Durant, Town Recorder and Treasurer advised all Department Heads and the Board to start thinking forward on projects so that they can be budgeted in advance. She suggested this project be budgeted for 2015/2016 fiscal year.

VII. COMMITTEE REPORTS

Mayor Wissman advised that the Parks and Recreation, Planning Commission and Board of Zoning Appeals met during the month of October. The Treasurer's report is on file at Town Hall and had been provided to the Board. Mayor Wissman asked if anyone wished to report on their committee.

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

VIII. OLD BUSINESS

A. Other as properly presented.

1. There was no business brought before the board.

IX. NEW BUSINESS

A. Resolution 2014-42 to authorize a contract with Shelby County Tennessee, for Community Development Block Grant Funds (CDBG), for drainage improvements to the Dr. Logan subdivision.

Mayor Wissman recognized Ed Haley, Town Superintendent. Mr. Haley stated that the Town asked for an \$85,000 non-matching grant for consideration and approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve Resolution 2014-42. Alderman Bascom seconded the motion.

Mayor Wissman called for any discussion or questions. Hearing none, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

B. Resolution 2014-43 to authorize a contract with Shelby County Tennessee, for Community Development Block Grant Funds (CDBG), for construction of a basketball court in the Dr. Logan Subdivision.

Mayor Wissman recognized Ed Haley, Town Superintendent. Mr. Haley advised that this is a \$10,000 non-matching grant to restore the Basketball Court that has to be removed due to the road widening at Airline.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2014-43. Alderman McGee seconded the motion.

Mayor Wissman called for discussion and questions. There was discussion about where the court would be placed in the park and if the current court would be torn down. Hearing no further discussion, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

C. **First Reading Ordinance 2014-11 to amend the Budget for Fiscal Year ending June 30, 2014.**

Mayor Wissman recognized Cathy Durant, Town Recorder and Treasurer. Mrs. Durant explained the Budget Amendments to the different departments. She stated that typically Amendments are not made this early in the fiscal year but that it was felt to be needed for the Basketball Program that started this year before any checks were cut for expenses. Mayor Wissman asked if the amount budgeted would cover the changes in the Shelby County Insurance. Mrs. Durant responded by saying that a 20% increase was budgeted and there was only a 5% increase. Vice Mayor McKee directed a question to Mr. Haley about whether or not the figures would be back by December regarding the renovations to the Fire Department. Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve First Reading of Ordinance 2014-11. 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. **Committee Appointments.**

1. **Industrial Development Board (IDB)**

Mayor Wissman called for a motion to re-appoint R.L. Achelpohl and Gene Hinders to 6 year terms.

Main Motion: Alderman Brooks made a motion to approve appointments to the IDB. Alderman McKee seconded the motion.

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

Vote on Main Motion: The motion passed unanimously.

2. **Planning Commission**

Mayor Wissman recognized Heather Sparkes, Town Planner. Mrs. Sparkes stated that Zoe Anderson stepped down from her position and Don Hinkle, who is currently serving on the Board of Zoning Appeals, expressed an interest in becoming a part of the Planning Commission. Mayor called for a motion to appoint Don Hinkle to the Planning Commission on a 3 year term.

Main Motion: Alderman Bascom made a motion to appoint Don Hinkle to the Planning Commission. Alderman McGee seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

3. Board of Zoning Appeals

Mayor Wissman recognized Heather Sparkes, Town Planner. Mrs. Sparkes recommended the re-appointment of Samuel Murrell to a 3 year term and to appoint Tim Carter which would move him from the DRC to BZA. It was noted that Mr. Carter had served on the BZA in the past. Mayor Wissman called for a motion.

Main Motion: Alderman McGee made a motion to approve appointments to the BZA. Alderman Brooks seconded the motion.

Mayor Wissman called for any discussion or questions. Hearing no further comment, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

4. Design Review Committee

Mayor Wissman recognized Heather Sparkes, Town Planner. Mrs. Sparkes recommended re-appointment for Chris Burcky and Daniel Davidson. She stated that with the move of Tim Carter to the BZA, she would like to recommend appointment of Chris Bailey who has a background in construction of residential and commercial properties. Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve appointments to the DRC. Alderman McKee seconded the motion.

Mayor Wissman called for any discussion or questions. Hearing none, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

E. Discussion pertaining to allocation of future funds as it relates to any cellular tower leases on public property.

Mayor Wissman recognized Vice Mayor McKee.

Main Motion: Vice Mayor McKee made a motion that a Resolution be drafted pertaining to earmarking future funds on any cellular tower leases on public property, up to the first \$100,000 in revenue, for the Depot Square Master Development Plan. Alderman McGee seconded the motion.

Mayor Wissman called for discussion and questions. Vice Mayor McKee asked Gerald Lawson, Town Attorney to write a resolution with this wording. Mr. Lawson clarified the motion and asked Mrs. Durant what line item this would fall under within the Towns Chart of Accounts. Mrs. Durant responded that this would fall under the Capital Outlay line item in General Administration which is 41000-900. She stated that before any revenues could be receipted, a special revenue fund may be necessary to segregate the monies. Mayor Wissman asked

Vice Mayor McKee to clarify the amount being requested. Vice Mayor McKee stated that he based his amount on a five year monthly sum to get his final number. There was further discussion. Mayor Wissman posed the question of conducting a study and withdrawing the motion until a more concrete plan can be put into place. Mrs. Durant explained that this would simply offset the money that is already being budgeted and expensed on this area of town. She encouraged the staff to make a priority list, much like the CIP, for the Master Development Plan in Depot Square to prioritize and plan for expenses moving forward, to aid in future budgeting. Alderman Thompson requested that a draft resolution be presented before a vote for better understanding.

Secondary Motion: Vice Mayor McKee withdrew the motion until the December meeting. Alderman McGee withdrew his second.

Vote on Secondary Motion: The motion was withdrawn.

F. Other as properly presented.

1. Road Deferral Agreement- R&L Carriers

Mayor Wissman recognized Ed Haley, Town Superintendent. Mr. Haley explained that for the past fifteen years R&L Carriers has had a Road Deferral Agreement with the Town of Arlington, for the entire 98 acres site between Gulfstream and Memphis-Arlington Road, to ensure road improvements were made with future development of the property. He went on to inform the Board that the Town is need of right of way and easements from R&L Carriers for the Bike and Pedestrian Trail along Memphis-Arlington Road. He made the recommendation to release the Road Deferral Agreement and the annual Bond renewal due to the amount of time lapse and increased costs in exchange for the easements required. He stated that the release of the bond will not change the fact that the Subdivision Regulations will dictate what improvements will be required with future developments on the site at the time of Site Plan approval. Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to release R&L Carriers from the Road Deferral Agreement and the bonding requirements. Alderman Bascom seconded the motion.

Mayor Wissman called for discussion and questions. Mayor Wissman asked Gerald Lawson, Town Attorney to advise the Board of his recommendation. Mr. Lawson agreed that it was time to release the Road Deferral Agreement and that any future development would still have to meet current guidelines. Hearing no further discussion, Mayor Wissman called for a vote on the motion.

Vote on Main Motion: The motion carried unanimously.

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 Thompson seconded the motion.

Mayor Wissman called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

XI. ADJOURNMENT

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

The motion carried unanimously.


Meeting adjourned.



Mike Wissman, Mayor

12-1-14

Date



Catherine D. Durant, Recorder

12-1-14

Date

Submitted By: Brittney Owens, Town Clerk