

# Town of Arlington

5854 Airline Road, Arlington TN 38002



Town Of Arlington  
Board of Mayor and Aldermen  
September 2, 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

#### Others Present

Gerald Lawson, Attorney  
Steve Hill, Engineer  
Heather Sparkes, Planner  
Catherine Durant, Recorder/Treasurer  
See List

#### Excused Absence

Glen Bascom, Alderman

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 THE AUGUST 4<sup>TH</sup>, 2014, BOARD OF MAYOR AND ALDERMEN MEETING.

**Motion:** Alderman Brooks made a motion to approve the Board of Mayor and Aldermen minutes of August 4th, 2014. Alderman Thompson 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.

There were no grievances or comments brought before the Board.

VI. COMMUNICATIONS FROM THE MAYOR

A. Shelby County Trustee to give presentation.

Mayor Wissman acknowledged David Lenoir, Shelby County Trustee. Mr. Lenoir stated that the collection rate was at 95.68% and this is the highest it has been in the last fifteen years. He explained the need to collect taxes on time and stated that if all taxes were paid by the due date, the tax rate would drop twenty cents. The full report is on file at Town Hall.

Mayor Wissman thanked David Lenoir for his time.

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

Mayor Wissman recognized Sargent David Rook. He stated that crime was lower during the month of August and incidences were spread out throughout the month. The full report is on file at Town Hall.

Vice Mayor McKee stated that he had been attending the Wednesday morning Commander meetings at the Sub Station and was very impressed with the amount of work that goes on behind the scenes.

Sargent Rook stated that there is one individual in Arlington that is known for burglaries and was released from jail the previous evening. He reiterated that the Sheriff's Department is aware of that and they are keeping an eye on the individual.

Mayor Wissman thanked Sargent Rook for his time.

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

Chief Franks reported on the Fire Department's activity for the month of August 2014. He stated that the gentleman running from Oceanside, CA to Washington, D.C. collecting money for Veterans stopped in Arlington and was spending the night at the Fire Station where they would provide Breakfast and Dinner.

Vice Mayor McKee inquired about the number of fires that was presented. Chief Franks clarified that it was not necessarily structure fires, but incidents that are classified as fire.

Mayor Wissman thanked Chief Franks for his report.

D. Heather Sparkes to give update on Planning.

Mayor Wissman recognized Heather Sparkes, Planner. Mrs. Sparkes advised the Board of the applications for approval that have been presented to the Design Review Committee and Planning Commission. They are an eye clinic on the northeast corner of Airline Road and Cranston, a car wash between Sonic and the railroad tracks, a professional medical office building on the southeast corner of

Cranston and Airline, and a 10,000 square foot addition to Marrs on Commander Drive.

Mrs. Sparkes gave a presentation on the Award that was given to the Town of Arlington for the Loosahatchie Greenway Plan. She stated the criteria that the plans were judged on. She thanked the Board of Mayor and Aldermen for their support and recognized the steering committee.

**E. Kevin Carter to give update on Parks.**

Mayor Wissman recognized Kevin Carter, Parks and Recreation Director. Mr. Carter publicly thanked Bellevue Arlington and Arlington High School Baseball Team for helping to mulch the Playground of Dreams. He also thanked the Arlington Middle School Volleyball Team for painting the Gazebo in Depot Square.

Mr. Carter gave an update of the youth leagues and events going on around town. He also announced that the Town of Arlington will be hosting a basketball league this year and personally thanked Arlington Community Schools for allowing the use of the facilities for the program. Mr. Carter also gave an update on the Forrest Street Park Grant. There was discussion about planning a park for the South Side of I40.

Vice Mayor McKee stated that he was approached about naming one of the parks after Mrs. Debbie Wiseman who is a longtime resident of Arlington. There was discussion and Mayor Wissman asked Mr. Carter to put together a committee that will vote on the naming of a park in honor of Mrs. Wiseman.

Alderman McKee inquired about planting trees and landscaping near residential areas along Milton Wilson. Mayor Wissman advised that it was a thin line between Parks and Public Works and asked Kevin Carter, Parks and Recreation Director and Ed Haley, Town Superintendent to get together and come back to the Board next month with options.

**F. Other as properly presented.**

1. Mayor Wissman congratulated Alda Boster, Librarian on her promotion within LSSI.
2. Mayor Wissman stated that he had received several calls about Erosion from the rain over the Holiday weekend. He thanked the employees who came in over the weekend to fix the issues.
3. Mayor Wissman stated that the schools are open and he has heard nothing but good things. He also stated that the high school games have had good attendance.
4. Mayor Wissman asked for everyone to remember the Wiseman family in their prayers.

## VII. COMMITTEE REPORTS

Mayor Wissman advised that the Parks and Recreation, Planning Commission and Board of Zoning Appeals met during the month of August. 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).

Cathy Durant, Town Recorder asked that everyone be reminded that the Town's Audit will take place September 8<sup>th</sup>-12<sup>th</sup> and if anyone wishes to come by and speak to them they may.

## VIII. OLD BUSINESS

### A. Other as properly presented.

1. There was no business brought before the board.

## IX. NEW BUSINESS

### A. Resolution 2014-33 to authorize an agreement with \_\_\_\_\_ for consultant engineering services, related to the design, environmental, ROW, permits and bidding, of Airline Road widening project from I-40 to north of Milton Wilson Blvd., TDOT project ID #120178.00.

Mayor Wissman recognized Gerald Lawson, Attorney. Mr. Lawson stated that Item A and B were not ready to be reviewed by the Board. His understanding was that the Bid packets had not been reviewed. Mayor Wissman asked if these items needed to be tabled until the next month's meeting. Mr. Lawson confirmed that they needed to be tabled until the October meeting. Heather Sparkes, Town Planner advised that ten submittals were received for both projects and the staff needed more time to review.

Mayor Wissman asked for any objections from the Board on tabling these items until the October Meeting. Hearing no objections, these items were tabled.

### B. Resolution 2014-34 to authorize an agreement with \_\_\_\_\_ for consultant engineering services, related to design, Environmental, ROW, permits, and bidding, of Highway 70 widening from SR 385 to Airline Road, TDOT Project ID # 120444.00.

This item was tabled until the October meeting.

C. **Resolution 2014-35 to authorize a contract with, Westenn Fence Company Inc., for the installation of 6 foot chain link fence around the perimeter of the new Public Works Facility.**

Mayor Wissman recognized Ed Haley, Town Superintendent. Mr. Haley advised that four bids were received and three of them were acceptable. He stated that the lowest bidder was Westenn Fence Company at \$29,790. He advised that the staff recommended this bid for security of the 16 Acres.

Mayor Wissman called for a motion.

**Main Motion:** Alderman McKee made a motion to approve Resolution 2014-35.  
Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Brooks asked if the wrought iron would still be at the front. Mr. Haley responded that it would remain and the rest would be chain linked with barbed wire for security. Vice Mayor McKee noted that this bid was under the projected amount. Hearing no further comments, Mayor Wissman called for a vote on the main motion.

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

D. **Resolution 2014-36 to authorize the acceptance of a proposal by the State of Tennessee Department of Transportation, State Project # 79011-2266-94, SR-1 (US 70) Bridge and Approaches over Loosahatchie River.**

Mayor Wissman recognized Ed Haley, Town Superintendent. Mr. Haley stated that this is a standard form for May of 2015 for TDOT to start the Bridge on Hwy 70 that covers liability stating that if anything were to happen, the Town of Arlington will not be held responsible. He recommended approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2014-36.  
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.

E. **Resolution 2014-37 to authorize a contact to sell .58 acres of land, owned by the Town of Arlington, adjacent to Arlington Automotive for the appraised value of \$23,500, to Brian and Cindy Sorenson.**

Mayor Wissman recognized Ed Haley, Town Superintendent. Mr. Haley stated that he was approached by Mr. Sorenson about the property adjacent to Arlington Automotive. He advised the Sorenson's to have the property appraised and Mr. Haley would bring it to the Board for approval. He explained that the Sorenson's agree to pay the value that is listed and that he recommends approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2014-37.  
Alderman McGee seconded the motion.

Mayor Wissman called for discussion and questions. Mayor Wissman stated that he has had conversations with Harry McKee and the owners of the property prior to this meeting and that he requested a letter from the homeowners explaining what the property would be used for. Vice Mayor McKee disclosed that a year ago Mr. Sorenson approached him about this matter and he directed him to Mr. Ed Haley, Town Superintendent who conducts day to day operations. Alderman Thompson inquired about the usage of the property and what guidelines this property would be under, if sold. Heather Sparkes, Town Planner answered questions that Alderman Thompson had. She stated that fencing can be approved administratively and that the property would be subject to guidelines for outside storage. She explained that this property would not be grandfathered in and that a minor plat would be necessary to combine the two parcels. Alderman Thompson inquired about future easements. Gerald Lawson, Attorney stated that there are no existing utilities and he does not see a need to reserve easements. He stated that an access easement would need to be decided upon, however both parcels had road frontage.

Alderman Thompson inquired about the usage of this property. Brian Sorenson, 5769 Airline Road, owner of Arlington Automotive, stated that the area would be used for parking since they are overflowing onto the South Side which is Town Property. He advised that they have had issues with security because of parking on the other side of the fence. Purchasing this property would allow for the company to extend the fence and have better sight over the security. Alderman Thompson asked if there was a desire to extend the building. Mr. Sorenson stated that there was not a desire at this time. The discussion continued.

Steve Hill, Engineer and Heather Sparkes, Town Planner made the recommendation to postpone this Item until a later date so that logistics could be figured out for future development. Mayor Wissman asked for any objections from the Board. Seeing none, he called for a motion.

**Secondary Motion:** Alderman Thompson made a motion to postpone Item E until the October Meeting. Vice Mayor McKee seconded the motion.

**Vote on Secondary Motion:** The motion carried unanimously and the Item was tabled.

**F. Employment Contract for Ed Haley.**

Mayor Wissman recognized Gerald Lawson, Attorney. Mr. Lawson noted there were provisions to this contract that had changed from the previous contract. He stated that MTAS conducts a study for each position. This pay increase will put him in line with the high-end of the Pay Scale.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve Employment Contract for Ed Haley. Alderman McKee seconded the motion.

Mayor Wissman called for discussion and questions. Mayor Wissman noted that he looked over the evaluations in July and wanted options to increase pay over 3%. The time frame for his contract would remain the same. He brought this discussion forward to allow for Mr. Haley to receive the max salary. Alderman Thompson asked what this contract would allow. Mayor Wissman explained that this change in contract would increase Mr. Haley to his max pay allowed based on the MTAS salary survey. Seeing no further discussion, Mayor Wissman called for a vote on the motion.

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

**G. Other as properly presented.**

1. There was no other business brought before the Board.
- 2.

**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 Thompson seconded the motion.

Mayor Wissman called for a vote on the main motion.

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


Mayor Wissman recognized Ed Haley, Town Superintendent and asked for updates on projects around Town. Mr. Haley thanked the Board for allowing him to work for the Town of Arlington. He stated that Airline Road in front of Microport would be finished by Mid-November, while the Bridge work was restarted on September 2<sup>nd</sup>, 2014. He advised that the new Public Works building would be ready for move in by December if it stays on schedule. He recognized Cathy Durant, Town Treasurer who gave an update on the financials from the last fiscal year. The estimated amount to be used from the fund balance was 1.1 million dollars. She advised that the amount used from the fund balance for the last fiscal year was 303,000 dollars. She stated that all departments stayed within budget and the Audit Report will be available by January at the latest.

**XI. ADJOURNMENT**

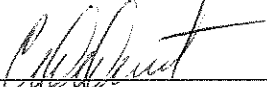
**Motion:** Alderman Brooks made a motion to adjourn.  
Vice Mayor McKee seconded the motion.

The motion carried unanimously.

Meeting adjourned.

  
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Mike Wissman, Mayor

10-6-14  
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Date

  
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Catherine D. Durant, Recorder

10-6-14  
\_\_\_\_\_  
Date

Submitted By: Brittney Owens, Town Clerk