

# Town of Arlington

5854 Airline Road, Arlington, TN 38002



## **PUBLIC HEARING – Resolution 2014-01 to amend the Master Development Plan for property known as the Windsor Place Planned Development.**

Mayor Wissman opened the Public Hearing and advised that notice of the hearing was published in The Commercial Appeal on December 20, 2013. He invited anyone wishing to speak for or against to please stand to be recognized. State your name and address for the record.

Hearing no comments, Mayor Wissman closed the Public Hearing.

### **Town Of Arlington Board of Mayor and Aldermen January 6, 2014**

#### **MEETING MINUTES**

#### **I. CALL TO ORDER AND ROLL CALL**

##### Present

Mike Wissman, Mayor  
Harry McKee, Vice Mayor  
Glen Bascom, 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

##### Absent

Jeff McKee, Alderman - Excused

Mayor Wissman called the meeting to order and advised that a quorum was established.

#### **II. OPENING PRAYER**

Opening prayer was led by Alderman Thompson.

#### **III. PLEDGE TO THE FLAG**

The Pledge of Allegiance was led by Commissioner Terry Roland.

Mayor Wissman thanked Commissioner Roland for attending and then introduced the new Arlington School Superintendent, Ms. Tammy Mason.

**IV. APPROVAL OF THE MINUTES FROM THE DECEMBER 2, 2013, BOARD OF MAYOR AND ALDERMEN MEETING.**

**Motion:** Alderman McGee made a motion to approve the Board of Mayor and Aldermen minutes of December 2, 2013. Vice Mayor McKee 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.

Mayor Wissman recognized Commissioner Terry Roland who thanked Arlington for allowing him to serve. He expressed his pleasure in supporting the new school system in Arlington. There were no further comments from citizens.

**VI. COMMUNICATIONS FROM THE MAYOR**

A. Shelby County Sheriff's Department Incident Report for the Month of December 2013.

Mayor Wissman advised that the Shelby County Sheriff's Department representative was not present. He stated that the December incident report is on file at Town Hall for review.

B. Arlington Fire Department Report for the Month of November 2013.

Chief Franks reported on the Fire Department's activity for the month of December 2013 (on file). He advised that there were 83 runs in December and broke them down by type. He also noted that for 2013, they had a total of 848 runs. Chief Franks advised that one member attended the Fire Academy. He also noted that the Fire Department now has six new reserves, and when they are called in, the Fire Department will have two (2) manned companies.

C. Other as Properly Presented

1. Mayor Wissman stated that the Town faces some challenges as we move forward with the budget process of funding and getting the doors open for the new school system. He asked Gerald Lawson, Town Attorney, to provide an update on the School Settlement Agreement. Mr. Lawson advised that he has received the signed agreement and noted that the motion to dismiss the federal lawsuit has been prepared. Mr. Lawson then explained the process for moving forward. Mayor Wissman thanked Mr. Lawson for his work on this issue.

2. Mayor Wissman advised that the Town has two new employees, Kevin Carter, Parks Director, who started on January 2, 2014, and Brittany Owens, Town Hall Clerk, who started on January 6, 2014.

3. Mayor Wissman asked for an update for the Airline Road and Douglas Road projects and recognized Ed Haley, Town Superintendent. Mr. Haley reported that the weather has held up the project on Airline Road by Wright Medical; however, it should be finishing up in the next 90 days and the Douglas Road project should start around February 15, 2014. Mr. Haley then provided the status of other projects around town, including the completion of Milton Wilson Middle, the awarding of the contract to Ford Construction for the Airline Road Bridge Project. He also noted that the Bike Pedestrian Trail on Memphis-Arlington and Donelson Farms Parkway are both in the design phase and going through the environmental process. Mayor Wissman thanked everyone for their hard work.
4. Mayor Wissman asked Mr. Haley for the status of the ball field lights. Mr. Haley responded that the job is complete except for covering the excavation that was necessary for laying the conduit, and they are waiting for MLGW to hook up the transformer. He estimated that the lights are 95 percent complete.
5. Mayor Wissman recognized Heather Sparkes, Town Planner, and requested an update on the Safe Room. Ms. Sparkes advised that she spoke with the contractor who advised that they are about three weeks out from completing the roof, grading and sodding the site, and completing some interior work. She noted that once this is done, the Town will install cabinets in the kitchen area and order furnishings. She noted that they anticipate taking occupancy in February.
6. Mayor Wissman recognized Mr. Lawson and asked for an update on the Allen Steel property. Mr. Lawson responded that a modified contract for Allen Steel is on tonight's agenda for an adjustment to the cost which turned out to be about \$60,000 less than originally contemplated. He advised that the property is now owned by the Town.
7. Mayor Wissman advised that the first Finance Committee meeting is scheduled for January 16, 2014, at 5:30 p.m. and is open to anyone who would like to attend.

## **VII. COMMITTEE REPORTS**

Mayor Wissman advised that committee reports, including the Treasurer's Report and financial reports, for the month of December 2013 are on file at Town Hall and have been provided to the Board. Mayor Wissman asked if anyone wished to report on their committee. Alderman Thompson, Chairman for the Design Review Committee, advised that the site plan for Wright Medical's facility expansion on Memphis-Arlington was presented and approved.

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 old business brought forward.

## IX. NEW BUSINESS

### A. June 30, 2013, Audit Report, Alexander Thompson Arnold PLLC – Mike Hewitt.

Mayor Wissman recognized Mike Hewitt who presented the audit report (on file). He noted that the Town's financial position looks good and reviewed several key components of the audit. He noted that they found internal controls to be in good shape with the exception of one finding regarding a compliance issue with state law, and noted that on the Schedule of Findings and Questioned Costs, the finding was about the Sanitation Fund, which needs to be a separate fund and not in the General Fund. He noted that this was probably due to a miscommunication from the Auditor to the Town and as of July 2013, the Town has complied. Mr. Hewitt stated that the Town's Staff does a great job and are to be commended.

Mayor Wissman thanked Mr. Hewitt for his report and thanked Mr. Haley, Ms. Durant and staff for their hard work in keeping the Town fiscally sound. He called for discussion and recognized Alderman Thompson who asked what will change with the inception of the new school system. Mr. Hewitt responded that the Town's school system will be a component of the Town's audit and can either be audited together or separately.

### B. Resolution 2014-01 to amend the Master Development Plan for property known as the Windsor Place Planned Development.

Mayor Wissman recognized Heather Sparkes who advised that this is a request to amend the Windsor Place Planned Development (PD) by eliminating condition #8 placed on the PD when it was approved in 2006. She noted that this condition placed a limit on construction to 100 single-family dwelling units until connection of Milton Wilson Highway 70 or Airline Road and until there was at least one street connection from an adjacent development. Ms. Sparkes noted that the developer is asking for this condition to be removed so that 29 lots can be developed. She advised that the Planning Commission has recommended approval and Staff is in support of the request. Ms. Sparkes advised that the developer and his representative are present to answer questions.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2014-01.  
Alderman Thompson seconded the motion.

Mayor Wissman called for discussion and recognized Vice Mayor McKee who asked if this is the same as what was presented at the Planning Commission. Ms.

Sparkes replied yes. Alderman Thompson asked Steve Hill, Town Engineer, if he had any issues. Mr. Hill replied that he is comfortable with this request. There was a brief discussion. Hearing no further comments, Mayor Wissman called for a vote on the main motion.

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

C. Resolution 2014-02 to amend the Town of Arlington Facility Use Policy.

Mayor Wissman recognized Heather Sparkes, Town Planner, who advised that this is to add provisions for use of the Community Safe Room. She reiterated that the Safe Room will be ready for use in February 2014, and in order to protect the Town and individuals who will utilize the room, she and Mr. Lawson have been working on incorporating language to make sure that anyone who uses the room complies with the Town's rules, any federal regulations that were required as part of the Safe Room Grant, and provides the Town leverage. Ms. Sparkes advised that she also defers to Mr. Lawson to answer the Board's questions.

Mayor Wissman called for a motion.

**Main Motion:** Alderman McGee made a motion to approve Resolution 2014-02. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and recognized Alderman Brooks who asked about a fee. Ms. Sparkes responded that the fee will be a cleaning fee, and because of the federal funds involved, the fee cannot be a rental fee. Alderman Thompson asked what will constitute an emergency situation. Ms. Sparkes responded that the Fire Chief is the administrator of the Safe Room and makes that determination. She noted that for a weather-related emergency, there is an Operations and Management Plan required by FEMA that defines weather-related events and this will aid the Fire Chief in making a determination to open the Safe Room. Ms. Sparkes also noted that the room can be opened for other emergencies as determined by the Town of Arlington. Ms. Sparkes stated that the policy makes it clear that if there is an emergency event declared, any scheduled event would be stopped and the Safe Room would be cleared to accommodate citizens seeking shelter. Alderman Thompson asked about rules and guidelines for use of the Safe Room and Ms. Sparkes replied that they will be posted. Mayor Wissman and Alderman Brooks noted that the section of the policy regarding Concessions needs to be revisited. Ms. Lawson responded that the guideline needed to be in place for now; however, after the Parks Director comes on Board, the policy can be revisited. Mayor Wissman noted that the Safe Room is an impressive space and an addition to the Town. Alderman Thompson asked who will manage the Safe Room with regard to scheduling and overseeing events. Ms. Sparkes responded that she and the Parks Director will work together. There was discussion. Ms. Sparkes advised that she will keep the Board posted on the progress of the Safe Room. Mayor Wissman called for further discussion. Hearing none, he called for a vote on the main motion.

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

- D. Resolution 2014-03 to authorize a contract to purchase three (3) parcels of property on Memphis-Arlington known as Allen Steel property, previously approved by the Board on October 14, 2013, by Resolution 2013-07.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Thompson made a motion to approve Resolution 2014-03.  
Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and recognized Alderman McGee who asked about the reason for the reduction in price. Mr. Lawson responded that originally there were four parcels, now there are three. One parcel has an issue with back taxes and the Town will look at acquiring this parcel once the tax issue is resolved. Mayor Wissman called for a vote on the main motion.

**Vote on Main Motion:** The motion passed with 5 – Yes and 1 – Abstain by Bascom.

- E. Other as Properly Presented

There was no other new business presented.

## X. APPROVAL OF BILLS

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 discussion. Alderman Thompson noted that in November we paid SES \$12,000 and wanted to know if they are still doing anything for the Town. Ms. Durant responded that this bill actually goes back several months. Mr. Lawson advised that SES had not billed the Town for the better part of the year and this was for miscellaneous consulting through settlement negotiations. There was discussion. Mayor Wissman called for further discussion and hearing no response, he called for a vote on the main motion.

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

Mayor Wissman addressed the Superintendent contract and the discussion of purchasing a vehicle by the School Board. He stated that part of this contract and other superintendent contracts include car allowances, expenses, etc. He noted that a lot of people are saying there are four schools, so how much traveling will be needed. Mayor Wissman advised that he, Mr. Haley and Chairman Viox met about the contract and calculated just how much travel during the first 18 months may be done back and forth to Nashville, noting once and maybe even twice a week for the first five or six months. He noted that this figured was in excess of what purchasing a car would cost. Mayor Wissman advised that the Town has

capital outlay budgeted for this year that has not been spent, so they decided to purchase a vehicle to be used at the Superintendent's discretion. He suggested that the use can be monitored, allowing the School Board to later determine if the vehicle is necessary. Alderman Thompson asked why the Town is purchasing the vehicle if it will be for the School Board. Mr. Haley responded that the Town is purchasing the vehicle because the money is available in the capital budget and the Town advertised for bids. Mr. Haley noted that this will be a Town vehicle to be used by the Superintendent who is currently a Town employee. Mayor Wissman advised that they felt this to be the most efficient way to move forward. Alderman Thompson asked if there will at some point be a transfer of the expenditure. Ms. Durant advised that this will be an asset that will eventually be transferred from the Town's assets to the School's assets. Mayor Wissman advised that the specifications were set on the state bid for a Ford Explorer at around \$24,000 or \$25,000. There was discussion about who and for what purposes this vehicle should be utilized. Mr. Haley reminded the Board that this vehicle is per the Superintendent's contract. There was discussion on the impact to the Town's budget. Ms. Durant reminded the Board that the citizens voted for the schools and the Town has to do the best it can to make it happen, noting that is why \$1.8 million was put into Reserves. There was discussion regarding what will be required for teacher salaries from August to approximately October. Alderman McGee asked if the Town will be reimbursed for money spent. Mr. Lawson advised that the Town will not receive any money until the School Board has its funds. He noted that the School Board can spend anything that is allocated in the Town's budget for education and it does not have to come before the Board. There was discussion about the upcoming Town budget.

## XI. ADJOURNMENT

**Motion:** Alderman McGee made a motion to adjourn.

The motion carried unanimously.

Meeting adjourned.

  
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Mike Wissman, Mayor

2-3-14  
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Date

  
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Catherine D. Durant, Recorder

2-3-14  
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Date

Submitted By: Theresa Smith, Planning Clerk