

Town of Arlington

5854 Airline Road, Arlington, TN 38002



**Town Of Arlington
Board of Mayor and Aldermen
October 7, 2013**

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

Others Present

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

Absent

Gerald McGee, Alderman – Excused
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 Bob Vierkandt.

IV. APPROVAL OF THE MINUTES FROM THE SEPTEMBER 3, 2013, MEETING.

Motion: Alderman Thompson made a motion to approve the Board of Mayor and Aldermen minutes from the September 3, 2013, meeting. 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. There were no comments from citizens.

VI. COMMUNICATIONS FROM THE MAYOR

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

Mayor Wissman recognized Lt. Lomax, Sheriff's representative, who presented the September incident report (on file). After discussion, Mayor Wissman thanked Lt. Lomax for his report.

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

Chief Franks reported on the Fire Department's activity for the month of September 2013 (on file). He noted that they responded to 76 runs and broke them down by type. Chief Franks advised on training completed by his firefighters. After a brief discussion, Mayor Wissman thanked Chief Franks for his report.

C. Other as Properly Presented

1. Mayor Wissman congratulated Aldermen, Harry McKee, Oscar Brooks, and Brian Thompson who were re-elected to their positions on September 19, 2013. He expressed appreciation for their service.
2. Mayor Wissman addressed the construction underway on Airline Road and advised that currently it is running smoothly, with very few complaints. Aldermen Thompson asked about the parking spaces being lost by Wright Medical. Heather Sparkes, Town Planner, advised that they will be gaining more parking behind the white building on their property.
3. Mayor Wissman advised that Ms. Sparkes recently attended an Economic Development Conference in Nashville.
4. Mayor Wissman advised that Governor Haslam's Chief of Staff, Mark Cate, will be attending a Mayor's Round Table Discussion on Tuesday, October 8, 2013, hosted by Arlington. The purpose of the discussion is to provide the suburban Mayor's a forum to address legislative issues.
5. Mayor Wissman advised that the school negotiations are progressing. He noted that the confusion over the agreement with Lakeland has been resolved. He stated that the County Commission has until the end of the month to approach the Judge as to why this case is still relevant, and this means that once the Judge has ruled, we will know where the case is headed. He advised that negotiations with the Shelby County School Board have gone well, and they will be holding a public presentation in the near future regarding the financial impact of students inside and outside of the municipalities. Mayor Wissman commented that everyone is ready to move forward.
6. Mayor Wissman called for further comments and recognized Alderman Thompson who acknowledged Joshua Fox, Brian Elder and Larry Harmon,

who also ran for Aldermen positions 4, 5 and 6. He noted that during the campaign they brought up some important issues. Alderman Thompson stated that after the election he talked with his opponent, Larry Harmon, regarding how to better serve the Town. He stated that he is honored that he has been given the opportunity to serve another four years. Mayor Wissman recognized Alderman Brooks who asked Mr. Ed Haley, Town Superintendent, to advise on the progress of the Sewer project and the Safe Room construction. Mr. Haley responded that the Sewer project is 99.9 percent complete and it should be finished by Thanksgiving. He reviewed what needs to be done to complete the project. Mr. Haley advised that the Safe Room is about 70 percent complete. He reviewed the remaining items that need to be completed. He stated that the project is moving along and may be done sooner than the February 2014 projected completion date.

7. Mayor Wissman called for further comments. There were no further comments.

VII. COMMITTEE REPORTS

Mayor Wissman advised that committee reports, including the Treasurer's Report and financial reports, for the month of September 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. Hearing no reply, he recognized Vice Mayor McKee who read the Treasurer's Report into the record (on file). Catherine Durant, Recorder/Treasurer explained that \$365,416.19 was transferred from the General Fund to Solid Waste to re-establish the Solid Waste Fund, and is included in the Budget Amendments which is also on the agenda. She advised that \$199,047.50 was paid on the Safe Room construction, and explained that \$204,034.20 in Grants and Water Development Fees are just pass-through in the General Fund. Mayor Wissman called for questions. There were no questions.

VIII. OLD BUSINESS

- A. Other as Properly Presented

There was no old business brought forward.

IX. NEW BUSINESS

- A. Resolution 2013-37 to authorize a Land Disturbance Permit for property known as the Villages at White Oak PD, Phase 2A, located generally south of the Kensington PD and north of The Villages at White Oak, Phase 1.

Mayor Wissman recognized Heather Sparkes, Town Planner, who advised that the project is going through the Planning Commission and Design Review Committee processes and this Land Disturbance Permit will allow the developer to begin dirt moving to prepare for construction.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2013-37. Vice Mayor McKee seconded the motion.

Mayor Wissman called for discussion and recognized Alderman Thompson who requested clarification of the phase location with regard to Milton Wilson Blvd. Ms. Sparkes advised that this phase will be on the east side. She noted that a common open space area with a pool, pool house and area for passive recreation is included in this phase, and will go before the Design Review Committee for approval. Alderman Thompson noted that the lot sizes increase to around 15,000 square feet, and Ms. Sparkes responded that there will be a mix of lot sizes in this phase. Vice Mayor McKee asked about the agreement regarding the reimbursements to the Town for the Milton Wilson Blvd. construction. It was advised that the Town's agreement with the Villages at White Oak is for \$110,000 per phase for five phases and is connected to the subdivision, not the Land Disturbance Permit. Mayor Wissman called for further discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

- B. Resolution 2013-38 to authorize a contract with B & C Construction Co., Inc., for construction service related to a Community Development Block Grant (CDBG), for drainage improvements to the Dixon Robinson Subdivision.

Mayor Wissman then recognized Steve Hill, Town Engineer, who advised that the two bids presented were opened on September 27, 2013. He stated that B & C Construction had the low bid and was awarded the contract.

Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve Resolution 2013-38. Alderman Bascom seconded the motion.

Mayor Wissman called for discussion. It was noted that there was a large gap between the two bid prices. Mr. Haley advised that the Engineer's estimate was \$85,000; therefore, the high bid was puzzling. Mayor Wissman called for further discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

- C. Resolution 2013-39 to authorize a contract with Advanced Electric Co., Inc., for layout and installation of lighting for the soccer and football field located at the Arlington Sports Complex at 11307 Memphis Arlington Road.

Mayor Wissman recognized Mr. Haley who advised that the Town received four bids, with the low bid at \$194,900, for Advanced Electric, with a 25-year

warranty to cover both parts and labor, including light bulbs. He noted that MLGW will install a transformer for an estimated \$24,000. He advised that MUSCO Lighting will be used and that this product is state-of-the-art. Mr. Haley recommended approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2013-39.
Alderman Thompson seconded the motion.

Mayor Wissman called for discussion and clarified that the warranty also covers light bulbs. Mr. Haley responded that it covers 300 hours per bulb, and added that each field is individually controlled and can be monitored via computer. Vice Mayor McKee asked about the remote option. Mr. Haley responded that the Town did not ask for the remote – the main reason being the lighting can be manipulated if the remote is broken into. Mayor Wissman asked if the remote could be added later. Mr. Haley replied yes. It was noted that the lighting would extend the time the fields could be used. Alderman Thompson asked about the impact on the budget. Mr. Haley responded that the Town has the funds to do the project now if approved. Mayor Wissman called for further discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

D. Resolution 2013-40 to authorize the hiring of a full time Parks Director and subsequent Budget Amendments associated with the position.

Mayor Wissman advised that the Town has discussed hiring a full time parks director for some time, and as Mayor, he hesitated to include the position in this year's budget because of the unknowns associated with the schools. He stated that these unknowns will continue for several years; therefore, he believes it is time to move forward on this issue. He advised that he, Mr. Haley, Mr. Lawson and Ms. Durant discussed this position, and noted that even though he did not have to bring this before the Board, he decided it was the proper thing to do. Mayor Wissman noted that the budget does not have to be amended at this time because money has been allocated for an undefined position. He added that if the Board approves hiring a parks director, the cost will be included in next year's budget.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2013-40.
Alderman Thompson seconded the motion.

Mayor Wissman called for discussion and recognized Alderman Thompson who noted that it is a big step and is glad to see a job description has been developed. Mayor Wissman suggested that the position be posted and hopefully have a decision by December, with a start date in either December or January. He advised that the position would be determined by a panel consisting of him, Mr.

Haley, and Ms. Durant. Alderman Thompson noted that the candidate needs to be a people person, organized, and hands-on. He asked about maintenance. Mayor Wissman responded that the Town already has public works personnel who are assigned to maintain parks and common areas around town, and it would come down to who they would report to. There was further discussion regarding the scope and limitations of the position. Mr. Haley advised that the parks director would report to him; therefore, he believes that the person selected needs to be organized and capable of getting the system up and running in a timely manner. Mayor Wissman called for further discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

E. First reading Ordinance 2013-10 to amend the FY 2013-2014 Budget.

Mayor Wissman recognized Ms. Durant who advised that they will have one finding in the fiscal year ending June 30, 2013, budget. She noted that in 2011 the auditors recommended that the Town combine the Solid Waste Fund with the General Fund; however, as of June 2013, the law that allowed Solid Waste not to be designated as a Special Revenue Fund did not pass. It is still considered a Special Revenue Fund, so the auditors have asked that the Town separate the money. She advised that the money has been pulled out of the General Fund to re-establish the Solid Waste Fund. Ms. Durant noted that this is included in this budget amendment as well as other amendments which she reviewed for the Board.

Mayor Wissman called for a motion.

Main Motion: Alderman Bascom made a motion to approve the first reading of Ordinance 2013-10. Alderman Thompson seconded the motion.

Mayor Wissman called for discussion and recognized Alderman Thompson who requested clarification that the capital outlay increase in Parks is for the lighting, the increase in Salary is to cover the parks director position, and the \$852,000 is for the Solid Waste Fund transfer. Alderman Thompson stated that he prefers that the Town not get in the habit of frequently amending the budget. Ms. Durant advised that the budget is typically amended twice a year, in January and May; however, since this amendment was needed for the lighting, they took the opportunity to clean up additional items. Ms. Durant advised that they will review the budget for additional amendments in January, and if none are required, they will review again near the end of the fiscal year. Mayor Wissman called for further discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

F. Employment Contract – Ed Haley, Town Superintendent.

Mayor Wissman recognized Gerald Lawson, Attorney, who advised that Mr. Haley's contract has expired and this is essentially the same as the contract as the last fourteen years. Mr. Lawson stated that this contract is for two years with an update in salary.

Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve the employment contract for Ed Haley, Town Superintendent. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and stated that he is pleased to be entering into another contract with Mr. Haley. Alderman Thompson added a vote of confidence by saying that he would put Mr. Haley and Staff up against anyone and is very happy to have him continue with the Town. Mayor Wissman stated that with his contacts, work ethic, and knowledge, Mr. Haley saves the Town money, runs an efficient organization and is worth every penny he earns. Mayor Wissman called for further discussion. Hearing no reply, he called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

G. Election of a Vice Mayor.

Mayor Wissman advised that he wants to address this as there is some confusion as to why this is being brought up. He first called for a motion.

Main Motion: Alderman Bascom made a motion to discuss the election of a Vice Mayor. Alderman Thompson seconded the motion.

Mayor Wissman explained that with Vice Mayor McKee up for re-election, he thought it appropriate that the Board address the fact that there is nothing in the written policy that determines a re-appointment cycle for the Vice Mayor. Mayor Wissman recognized Mr. Lawson who advised that the vice mayor position is in the Charter and provides for the election of the vice mayor, but does not provide for the term. Mr. Lawson explained how this has been handled in the past. Alderman Brooks stated that he preferred to table the discussion until all of the Aldermen were present so that everyone has input. Alderman Thompson stated that he is fine with waiting two years. He commented that Vice Mayor McKee has performed the duties of the Vice Mayor admirably and if a vote were taken now, he would nominate Harry McKee to continue as Vice Mayor. Mayor Wissman stated that he brought this up because with the election, he felt it was an opportunity for the Board to make changes if desired. There was discussion.

Vote on Motion: The motion carried unanimously.

Mayor Wissman then advised that the Board needed to make a motion to table.

Main Motion: Alderman Brooks made a motion to table the discussion regarding the election of a Vice Mayor. Alderman Thompson seconded the motion.

Vote on Motion: The motion carried unanimously.

H. Other as Properly Presented

1. Mayor Wissman recognized Ms. Sparkes, who advised that last year she was given authorization to participate in a Green Print Planning Process, and one of the benefits is being eligible for sub-planning grants on a \$2 million project that the County is working on. She was informed late this evening that they have won one of the grants requested for \$40,000 to develop a master plan for a greenway trail along the Loosahatchie River that may connect to a trail proposed in Lakeland's Parks Plan and go all the way to Depot Square. Ms. Sparkes requested approval of an authorization for the Mayor to enter into a contract with Shelby County for this Green Print Sub-planning Grant for a Master Plan with the approval of the Town Attorney in his review and approval of the contract. Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee, to enter into a contract with Shelby County for a Green Print Sub-planning Grant for a Master Plan with the approval of the Town Attorney in his review and approval of the contract. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion. Hearing no response, he called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

2. It was announced that the Arlington BBQ is scheduled for October 18 and 19, 2013, as well as the Harvest Festival, Fish Fry, and Music on the Square.
3. It was also announced that the Chamber of Commerce 5K Run will be held on October 26, 2013, and Arlington High School will have their last football game at home on Friday, October 11th unless they make the playoffs.
4. There was no other new business presented.

X. **APPROVAL OF BILLS**

Mayor Wissman called for a motion.

Main Motion: Alderman Bascom made a motion to approve bills for payment. Alderman Thompson seconded the motion.


Mayor Wissman called for discussion. Hearing no response, he called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

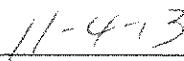
XI. ADJOURNMENT

Motion: Alderman Thompson made a motion to adjourn. Alderman Bascom seconded the motion. The motion carried unanimously.

Meeting adjourned.



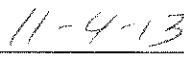
Mike Wissman, Mayor



Date



Catherine D. Durant, Recorder



Date

Submitted By: Theresa Smith, Planning Clerk