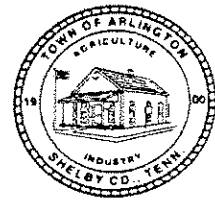


# Town of Arlington

5854 Airline Road, Arlington, TN 38002



**Town Of Arlington  
Board of Mayor and Aldermen  
March 5, 2013**

## **MEETING MINUTES**

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

Present

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

Others Present

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

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

### **II. OPENING PRAYER**

Vice Mayor Harry McKee led the opening prayer.

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

Shelby County Trustee David Lenoir led the Pledge of Allegiance.

### **IV. APPROVAL OF THE MINUTES FROM FEBRUARY 4, 2013.**

**Motion:** Alderman Brooks made a motion to approve the Board of Mayor and Aldermen minutes from the February 4, 2013, meeting with one correction to Section VI., Communications from the Mayor, Item A., change in first sentence, Mayor **Mark** Luttrell instead of Mayor **Mike** Luttrell. Alderman McGee 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 Mark Louderback, 12180 Osborne Grove Drive, who announced that the Taste of Arlington event is scheduled for Sunday, April 7, 2013, from 5 to 7 p.m. and this year will be held at Arlington High School. Mr. Louderback advised that a portion of the proceeds will go to Relay for Life. He encouraged everyone to purchase their tickets and attend. Mr. Louderback stated that the Arlington Chamber of Commerce is pleased to highlight the local restaurants and noted that the restaurants appreciated the business generated by last year's event. Mayor Wissman thanked Mr. Louderback.

There were no further comments from citizens.

## VI. COMMUNICATIONS FROM THE MAYOR

### A. Presentation of Certificate of Appreciation to Earl Clark

Mayor Wissman presented a Certificate of Appreciation to Earl Clark in recognition of his heroic efforts regarding the evacuation of residents of the Arlington Developmental Center housing during the recent grass fire.

### B. David Lenoir, Shelby County Trustee, Present to Address the Board

Mayor Wissman recognized David Lenoir who advised that he has been visiting Shelby County municipalities to talk about tax collection and revenues. He stated that the county budget is about \$1.2 billion and about \$750 million comes through the Trustee's Office. He explained that Shelby County taxes are based on the value of real estate; therefore, the recent decline in values has had a negative impact on taxes. He presented a power point presentation (on file) which included current and delinquent tax collections, the effect housing re-appraisals have on taxes, tax relief and tax freeze programs for Seniors, and sales tax revenues in Arlington. Mr. Lenoir noted that in Shelby County it appears the housing market has bottomed and may be improving. Mr. Lenoir then recognized Chris Sheffield, Communications Director for the Trustee's Office, who assisted him during the presentation. Mayor Wissman called for questions from the Board. Mr. Thompson asked about collecting delinquent taxes. Mr. Lenoir explained that they call owners or they may initiate a tax sale on the property to collect the delinquent taxes. He noted that these methods usually prompt owners, as well as financial institutions who do not want to lose the property, to pay the taxes. Mr. Lenoir noted that the tax collection rate for Arlington is about 98 percent. There was also discussion

regarding personalty taxes and the upcoming switch in collection of Memphis taxes to Shelby County. Mayor Wissman thanked Mr. Lenoir for his presentation.

C. Shelby County Sheriff's Department Incident Report for the Month of February

Mayor Wissman apologized for not notifying the Sheriff's Department regarding the re-scheduling of the BMA meeting from Monday, March 4, 2013, to Tuesday, March 5, 2013. He recognized Officer Fox who was in the audience. Officer Fox agreed to review the incident report for the month of February 2013, noting that crime was down from the previous month. He explained the home burglaries. Mayor Wissman recognized Officer Frasier who also advised that the Sheriff's Department has someone in custody for three of the four burglaries. Mayor Wissman thanked Officers Fox and Frasier for their report. Mayor Wissman advised that the report is on file if anyone wishes to review it.

D. Fire Department Monthly Report

Mayor Wissman recognized Chief Franks who advised that for the month of February the Fire Department responded to 57 calls – 34 were medical, 9 mutual aid on I-40, 2 instances of mutual aid received from other municipalities. He stated that they have made 123 calls for the year with 76 percent being medical and 28 percent of the calls were south of I-40. Chief Franks then advised that regarding the Smoke Detector Program, they have made 189 family contacts, installed 54 units, left flyers at 82 homes, and this month they should start working the homes in the middle part of town. Mayor Wissman briefly explained the Smoke Detector Program. Chief Franks provided an update on the new fire truck noting that it will be two to three weeks before all of the equipment is installed. Chief Franks also advised that the next meeting regarding the ambulance contract is scheduled for March 13, 2013, and Germantown and Collierville must decide whether or not to go with the Shelby County Contract. He also advised that there will be a \$75,000 increase for dispatch fees, noting that this is the first year that Shelby County Fire is charging this fee and it will be on a per-call basis. There was discussion.

E. Other as Properly Presented

1. Mayor Wissman noted that street lights on Milton Wilson have been installed and advised that residents are pleased to have them.
2. Mayor Wissman noted that Ed Haley, Town Superintendent, was unable to attend the meeting; therefore, he advised that the sewer project is moving along even though rain has impacted the project.

3. Mayor Wissman advised that the following events are scheduled: Arlington in April on April 27th, the Easter Egg Hunt on March 30<sup>th</sup> and Relay for Life on May 4<sup>th</sup>.
4. Mayor Wissman reported on the school issue, noting that legislation is moving forward and one of the bills will be heard in sub-committee next week. He noted that no matter what happens, the Town will be in the Unified System for the 2013 school year. Mayor Wissman concluded by stating that any legislation the Town is able to take advantage of will be applied to the 2014-2015 school year.
5. Mayor Wissman thanked Vice Mayor McKee and Alderman McGee for attending the TML Conference in Nashville.
6. There was nothing further to come before the Board.

## VII. COMMITTEE REPORTS

Mayor Wissman advised that committee reports, including the Treasurer's Report and financial reports, for the month of February are on file at Town Hall and have been provided to the Board. Mayor Wissman asked if anyone wished to report on their committee. Vice Mayor McKee advised that the Finance Committee met last month and will not meet again until the third Thursday in April because they are awaiting receipt of the Certified Tax Rolls. Vice Mayor McKee read the Treasurer's Report into the Record. There was a brief discussion regarding revenues.

## VIII. OLD BUSINESS

### A. Other as Properly Presented

There was no old business brought forward.

## IX. NEW BUSINESS

### A. Resolution 2013-04 to Amend the Arlington Design Guidelines Manual Regarding Sign Materials and Illumination, and Streetscape

Mayor Wissman called for a motion.

**Main Motion:** Vice Mayor McKee made a motion to approve Resolution 2013-04. Alderman Thompson seconded the motion.

Mayor Wissman recognized Heather Sparkes, Town Planner, who advised that last month the Design Review Committee approved a recommendation to the Board of Mayor and Aldermen for an approval of an amendment to the Design Guidelines Manual regarding sign materials and illumination – specifically, that plastic-faced cabinet signs are not permitted for wall or ground signs and illuminated translucent sign backgrounds are not permitted on ground signs (analysis on file). Ms. Sparkes then reviewed the amendment regarding the depth requirements for the Landscaping and Screening – Streetscape (on file), advising that it actually makes the Design Guidelines Manual consistent with what is allowed in the amended Zoning Ordinance.

Mayor Wissman called for discussion and recognized Alderman McGee who asked if existing signs that do not match the new guidelines have to be changed now or when the sign is replaced. Ms. Sparkes replied that existing signs are grandfathered; however, if a business owner changes anything on a sign, then it must comply with current requirements. Alderman Bascom asked about Grouping Sign requirements and Ms. Sparkes responded that because of the sign type, grouping signs are still allowed to have the dark background with the white lettering. It was noted that there are about six ground signs that could be affected by this amendment. There was discussion. Mayor Wissman called for a vote on the main motion.

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

- B. Resolution 2013-05 to Authorize a Contract with Argo Construction Corp., for Construction Services for Milton Wilson Middle in Accordance with TDOT Requirements for Locally Managed Projects, TDOT Pin 115471.00.

Mayor Wissman recognized Steve Hill, Town Engineer, who advised that bids were opened on February 12, 2013, for what will be the last section of Milton Wilson Blvd. from Villages at White Oak to Kensington PD. Mr. Hill advised that out of a total of nine (9) bids, the lowest responsive bidder was Argo Construction Corporation at \$1,999,707.50, and recommended contracting with Argo subject to funding by TDOT.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Thompson made a motion to approve Resolution 2013-05. Alderman Bascom seconded the motion.

Mayor Wissman called for discussion. The Board and Staff discussed the construction timeline. Mayor Wissman called for a vote on the main motion.

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

- C. Resolution 2013-06 to Authorize Memorandum of Understanding, between Shelby County and the Town of Arlington, with Respect to Funding for Fire Department Emergency 911 Call Processing and Dispatching Services, Beginning July 1, 2013.

Mayor Wissman advised that Mr. Haley was absent; however, Chief Franks explained this item in his presentation earlier and Catherine Durant, Town Recorder, advised that she did not have any additional information to present.

Mayor Wissman called for a motion.

**Main Motion:** Alderman McGee made a motion to approve Resolution 2013-06. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and hearing no reply, called for a vote on the main motion.

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

- D. Resolution 2013-07 to Authorize a Contract to Purchase Four (4) Parcels of Property on Memphis-Arlington Road Known as the Allen Steel Property.

Mayor Wissman recognized Gerald Lawson, Town Attorney, who advised that this is a contract to purchase the Allen Steel Property which is approximately 17 acres and includes the existing buildings for \$900,000. He noted that the appraisal has come in, but the survey needs to be completed. Mr. Lawson requested that the Board table this item for a few weeks to work out all appropriations and due diligence and then schedule a Special-Called Meeting to vote.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Thompson made a motion to table Resolution 2013-07 to a future meeting. Alderman McKee seconded the motion.

Mayor Wissman called for discussion and hearing no reply, called for a vote on the main motion.

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

E. Other as Properly Presented

1. Mayor Wissman recognized Ms. Durant who provided a clarification to a question brought up during the Treasurer's Report regarding the Revenues versus Expenditures in General Fund.
2. There was no other new business presented.

**X. APPROVAL OF BILLS**

**Main Motion:** Alderman McGee 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.

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

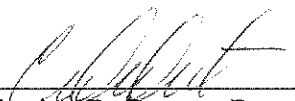
**XI. ADJOURNMENT**

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

Meeting adjourned.

  
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Mike Wissman, Mayor

4-1-13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Catherine D. Durant, Recorder

4-1-13  
\_\_\_\_\_  
Date

Submitted By: Theresa Smith, Planning Clerk