

# Town of Arlington

5854 Airline Road, Arlington TN 38002



Town Of Arlington  
Board of Mayor and Aldermen  
July 6, 2015  
6:30 P.M.

## MEETING MINUTES

### I. Call to Order and Roll Call.

#### Present

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

#### Others Present

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

#### Excused Absence

Gerald McGee, Alderman

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

### II. Opening Prayer.

Opening prayer was led by Alderman McKee.

### III. Pledge to the Flag.

The Pledge of Allegiance was led by Bob Vierkandt.

### IV. Approval of the minutes from June 1, 2015 and Special Called Meeting June 25, 2015.

**Motion:** Alderman Brooks made a motion to approve the Board of Mayor and Aldermen minutes of June 1, 2015 and Special Called Meeting June 25, 2015. Alderman McKee seconded the motion.

The motion carried unanimously.

### V. Grievances and 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. There were no further comments.

**VI. Communication from the Mayor.**

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

Mayor Wissman recognized Lieutenant Lomax who presented the full report for the month of June. Lieutenant Lomax advised that there were 24 reports filed and that 8 of the reports were for theft from unlocked property such as trailers, garages, and vehicles. He expressed the need for citizens to keep all property locked and advised that the majority of property theft happened between the hours of 10:00 AM and 2:00 PM. He stated that the majority of theft from vehicles happened between the hours of 10:00 PM and 2:00 AM. The full report is on file at Town Hall.

Vice Mayor McKee thanked the Sheriff's Office for the assistance during the Star Spangled Spectacular.

**B. Arlington Fire Department report for the month of June.**

Mayor Wissman recognized David Franks, Fire Chief. He stated that there was a total of 71 calls and broke down the report by type. He advised that 17 of the calls were south of I40. Chief Franks gave an update on the building renovations and stated that after meeting with the contractors, the project is behind schedule to be completed August 1<sup>st</sup>, 2015 and they are hopeful for September 1<sup>st</sup>, 2015. He stated that they were moving forward in the interview and agility testing process with 17 potential candidates. The full report is on file at Town Hall.

Alderman Thompson thanked the Fire Department for the hard work they put into the Star Spangled Spectacular.

**C. Other as Properly Presented.**

1. Mayor Wissman thanked staff, committee members, Fire Department and the Sheriff's Office for the hard work and effort that went in to planning the Star Spangled Spectacular.
2. Mayor Wissman advised that he had reached out to Tammy Mason, School Superintendent and Chris Duncan, Arlington High School Principal about scheduling a tour for the TV Station for the Board once school was back in session.
3. Mayor Wissman reminded everyone that elections will take place on September 17th.
4. Mayor Wissman recognized Catherine Durant, Town Recorder and Treasurer who gave an update on current projects around Town. Ms. Durant advised that the Hall Creek Bridge project was now complete and Summers Road has reopened. She also reported that Douglas at

Airline was now complete. The Bike and Pedestrian Trail is now under construction. Forrest Street Park and the Fire Department Renovation have been delayed due to weather and some issues that developed during the construction process.

5. Mayor Wissman advised that the Depot Square Community Garden was under construction. Vice Mayor Harry McKee stated that a work day would take place on July 7<sup>th</sup> with volunteers that would lay mulch and start to build the gardening beds.
6. Mayor Wissman thanked Catherine Durant for her hard work as Interim Town Administrator.
7. Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson advised that the County Commission has approved for each district to receive \$100,000 to use for grants and projects in their jurisdiction. He noted that the money would be split between Millington, Rosemark and Arlington with Arlington receiving \$45,000. There was discussion about what the money would be used for to coincide with the guidelines of a community enhancement project. It was decided that Ms. Durant will inform the Board of the staff recommendation and the Board will request approval from the Shelby County Commission.

## **VII. Committee Reports**

Mayor Wissman advised that the Planning Commission, Design Review Committee and Finance Committee met during the month of June. The reports are on file at Town Hall and have been provided to the Board.

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

## **VIII. Old Business**

### **A. Other as properly presented.**

There was no further business brought before the Board.

## **IX. New Business**

### **A. Presentation by Glenda Brown.**

This item was removed from the Agenda.

### **B. First Reading of Ordinance 2015-07 to amend the Town of Arlington Zoning Map by Rezoning from M-1: Light Industrial to SC: Shopping Center, a portion of land located on the South side of Memphis-Arlington Road, West of Airline Road, owned by the Town of Arlington.**

Mayor Wissman recognized Heather Sparkes, Town Planner. Ms. Sparkes explained that the rezoning of this part of the property would allow for the entire parcel to have the same zoning.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Thompson made a motion to approve First Reading of Ordinance 2015-07. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions. Alderman McKee inquired about the accordance with the Land Use Plan. Ms. Sparkes verified that the rezoning of this parcel is in accordance. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

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

**C. Resolution 2015-28 to enter into a development agreement with Memphis Restaurant Holdings, LLC for the construction of the site for Zaxby's Restaurant, Landvest Partners Highway 70 subdivision, Phase 2, Lot 4, located on the North side of Highway 70, East of Airline Road.**

Mayor Wissman recognized Heather Sparkes, Town Planner. Ms. Sparkes explained that this was a standard development agreement for a one acre parcel next to the First Tennessee property. She stated that the Planning Commission and the Design Review Committee recommended approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2015-28. Alderman McKee seconded the motion.

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

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

**D. Resolution 2015-29 to authorize Mike Wissman in his capacity as Mayor of the Town of Arlington, to enter into an agreement with Argo Construction Corp. to restore faulty drainage structures in the Summer Meadows Subdivision.**

Mayor Wissman recognized Steve Hill, Town Engineer. Mr. Hill advised that there were 5 bidders with Argo Construction Corporation being the lowest bidder. He stated that the total bid came in under the estimated amount.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Bascom made a motion to approve Resolution 2015-29. Alderman Thompson 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 of Main Motion:** The motion carried unanimously.

**E. Resolution 2015-30 to authorize monies be set aside in a liability line item to help fund the West Tennessee Veterans Home.**

Mayor Wissman recognized Catherine Durant, Town Recorder and Treasurer. Ms. Durant advised that after speaking with each Board member, the conclusion was to set aside \$150,000 with the possibility to match an additional \$50,000 raised by the community. This would make the total donated from the Town of Arlington not to exceed \$200,000. She informed the Board that Betty Russell, Senior Citizens Center Director and Kevin Carter, Parks and Recreation Director were planning fund raisers to be tracked individually and by the West Tennessee Veterans Home. She also stated that the Town is working on getting Corporate Donations from Wright Medical, Microport, and Rich Products.

Mayor Wissman called for a motion.

**Main Motion:** Vice Mayor McKee made a motion to approve Resolution 2015-30. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions. Vice Mayor McKee stated that Phyllis Kennedy, former president for the APTA in Arlington, was the donation tracker for the West Tennessee Veterans Home. He expressed his full confidence that she would be able to provide accurate numbers for Arlington. Mayor Wissman expressed his desire to remove the match and move forward with donating the \$200,000. He inquired about how the money would be tracked through the community. Ms. Durant stated that the Town would have to trust the organization and their tracking because the money would not be coming through the Town. Mayor Wissman recommended to approve \$200,000 and continue to raise money through the community. Alderman McKee stated that he would like to leave the Resolution as is because he feels that it encourages citizens to get involved and will give them an incentive. Vice Mayor McKee stated that he is out telling people about the program and the fact that the Town is matching the funds helps him to encourage people to donate. Mayor Wissman advised that he understood what the Board was saying, however he wanted to make it clean on the books. Hearing no further comments, Mayor Wissman called for a vote on the main motion.

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

**F. First Reading of Ordinance 2015-08 to amend Title 1, of the Arlington Municipal Code by the Addition of Title 1 Chapter 6, Office of Town Administrator.**

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson advised that during the work session on June 25<sup>th</sup> the discussion took place about the Town Administrator position and Job Description. He explained that the Town had a Job Description however did not have an Ordinance outlining the duties and responsibilities of the Administrator. He stated that he incorporated duties that were explained in the Ordinance from the Municipal Charter, MTAS and additional functions that the Board can choose to delegate to the Town Administrator.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve First Reading of Ordinance 2015-08. Alderman McKee seconded the motion.

Mayor Wissman called for discussion or questions. Mayor Wissman inquired about section 1-602. Mr. Lawson explain that under TCA code, the Mayor has certain duties, and the purpose of this Ordinance is to delegate and define the duties and responsibilities of this position by Ordinance. He explained that by adopting the Ordinance, it would not change the Charter and that it can be amended by Ordinance. Alderman Thompson stated that he was for this Ordinance because it would take the politics out of the day to day operations. Mayor Wissman stated that he supported every item except for number sixteen (16) under 1-603. He would like to take the department heads off of the wording and leave that duty for the Mayor. Alderman Brooks stated that he agreed with the way that it read because the Administrator would only be able to hire and fire based on the personnel policy and procedures. Mayor Wissman stated that he would like for the Board to think about this item before it passes on Second and Final Reading because he has researched how it has affected other municipalities. The discussion continued. Alderman Bascom asked for clarification on how this will change the current procedures. Mr. Lawson stated that currently, the Mayor has the capability to hire and fire without consent of the Board. This Ordinance will take the capability to hire and fire employees, including Department Heads and place it on the Town Administrator. The discussion continued. Alderman Thompson advised that the question lies with whether the Board should have any input or not. He stated that if the Board was to hire the correct person for

the job, this should no longer be a concern. Hearing 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. Approve an interlocal agreement between the Town of Arlington and the City of Lakeland for the repair and maintenance of Chambers Chapel Road.**

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson explained that the Town of Arlington annexed over to the right of way of Chambers Chapel Road West while the City of Lakeland annexed to the East. Shelby County has since determined that they are not responsible for the repair and maintenance of the road. The interlocal agreement with Lakeland states that the municipalities will share the cost of the repair and maintenance of Chambers Chapel Road with Arlington being required to maintain from Sumac South to Highway 64 and Lakeland to maintain from Sumac North to Highway 70.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve an interlocal agreement between the Town of Arlington and the City of Lakeland. Alderman McKee 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.

**X. Approval of the bills for payment.**

Mayor Wissman called for a motion.

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

Mayor Wissman recognized Catherine Durant, Town Recorder and Treasurer. Ms. Durant explained that the Fiscal Year Books were not ready to be closed however there will be a finding in the Audit because there was an over expense in the Street Aid Fund.

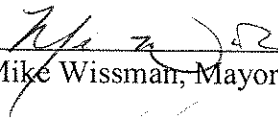
Mayor Wissman called for a vote on the main motion.


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


**XI. Adjournment**

**Motion:** Alderman Thompson made a motion to adjourn.  
Alderman Brooks seconded the motion.

Meeting adjourned.

  
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Mike Wissman, Mayor

  
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Date

  
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Catherine D. Durant, Recorder

  
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Date

Submitted By: Brittney Owens, Town Clerk