

# Town of Arlington

5854 Airline Road, Arlington TN 38002



Board of Mayor and Aldermen  
November 5, 2018  
6:30 P.M.

## MEETING MINUTES

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

#### Present

Mike Wissman, Mayor  
Larry Harmon, Alderman  
Jeff McKee, Alderman  
Oscar Brooks, Alderman  
Harry McKee, Vice Mayor  
Jeremy Biggs, Alderman  
Cheryl Pardue, Alderman

#### Others Present

Brittney Owens, Recorder/Treasurer  
Angela Reeder, Town Planner  
Gerald Lawson, Town Attorney  
See List

#### Excused Absence

Catherine Durant, Town Administrator

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

### II. Opening Prayer.

Opening prayer was led by Jeremy Biggs, Alderman.

### III. Pledge to the Flag.

The Pledge of Allegiance was led by Julie Moultrie.

### IV. Approval of the minutes from October 1, 2018

**Motion:** Vice Mayor McKee made a motion to approve the Board of Mayor and Aldermen minutes from October 1, 2018 Alderman Brooks 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 his/her name and address for the record. He reminded everyone this was not a question and answer session.

There were no comments.

## **VI. Communication from the Mayor.**

### **A. Shelby County Sheriff's Department Incident Report for the Month of October.**

Mayor Wissman recognized Lt. Crowder. Lt. Crowder stated that there have been 5 motor vehicle thefts; 3 of the vehicles had been left unlocked. One theft included a handgun being stolen. Last month there was a total of 8 motor vehicle thefts. Numbers have gone down. There was 1 burglary, and they found out that the garage was left open. The Sheriff's office is continually working on increasing patrols and have had units with radar on school sites lately.

### **B. Arlington Fire Department Report for the Month of October.**

Mayor Wissman recognized James Harvill, Fire Chief. Chief Harvill stated that there was a total of 82 responses, with 34 being fire responses, and 48 being EMS responses. There were 13 calls south of I-40 and 7 on I-40. One member completed master's degree in Emergency Management. Three of the five town sirens were currently down, Chief Harvill updated the board that they have been working with contractors to get them up and running. Two of the three sirens that were down have been completed and are back up and running as of today. The third is waiting on a motherboard. Town residents will be informed via website and Facebook of any updates.

Vice Mayor McKee requested for a report of the Tennessee Task Force. Chief Harvill said he will work on that.

Mayor Wissman pointed out that Channel 13 was present to get information on the storm warning sirens. Chief Harvill revisited previous statements regarding the sirens for public information.

### **C. Committee Appointments.**

Mayor Wissman asked for any nominations for a Board member to the Planning Commission. Alderman Jeff McKee was nominated by Alderman Brooks.

Mayor Wissman asked for a motion to approve the nomination. Board of Mayor and Alderman passed motion unanimously.

Mayor Wissman noted there are two seats on the Planning Commission coming open, Tommy White and Glen Bascom. He appointed Nycole Alston and Dwight Barker to replace them. Mrs. Alston has a PHD in planning along with serving the Sheriff's office in the planning. Mr. Barker has a familiarity and knowledge in planning and the Town. Russ Campbell was reappointed.

For the Design Review Committee (DRC) the Mayor appointed Jeanne Myers to replace Jennifer Walls, whose term expired. Philip Fung's term also expired. A replacement was planned, but he had to back out last minute. A new replacement for him will be appointed shortly. Daniel Davidson and Jeremy Biggs were reappointed.

For Board of Zoning Appeals (BZA) the Mayor reappointed are Russ Campbell, Victor Ghosheh and Oscar Brooks. Russ Campbell serves as the planning commission liason.

For the Parks Advisory Board, the Mayor appointed Larry Harmon, and reappointed Kirk Wise and DJ Daughtery.

For Library/Health and Safety the Mayor reappointed Cheryl Pardue.

For the Finance Advisory Board, the Mayor reappointed Oscar Brooks and appointed Don Hinkle as a new member.

#### **D. Other as properly presented.**

1. Mayor Wissman noted that Tonia Howell, Director of the Chamber of Commerce is meeting with the Shelby County Mayor on behalf of the Town regarding a presentation about hist future plans for the area. Also noted that the Chamber luncheon will be held on November 14<sup>th</sup>. Veterans program will be at depot square on November 11<sup>th</sup> at 3pm.
2. Christmas on the Square November 17, 2018.
3. Christmas Parade will be on December 1, 2018
4. Tammy Mason will be flying to Washington to receive a National Blue-Ribbon award for Donelson Elementary.
5. Vice Mayor McKee suggested to move the Board's appointment to the Planning Commission to October instead of November.
6. Mayor Wissman suggested prior to meetings do a consent agenda for easier breakdown and discussions on points in the agenda. Individuals to get with staff for details.

#### **VII. Committee Reports**

Mayor Wissman advised that the Planning Commission, Library Board, Health and Safety Committee, and Arlington Community School Board met during the month of October. The reports are on file at Town Hall and have been provided to the Board.

Alderman Brooks read the Treasurer's Report into the record (on file).

#### **VIII. Old Business**

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

There was no further business brought forward.

**IX. New Business**

**A. First Reading of Ordinance 2018-12 to amend Title 5 Municipal Finance and Taxation, Chapter 5 of the Arlington Municipal Code Public Advertisement and Competitive Bidding.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated that currently three quotations are required for cumulative annual amounts over \$1000. Tennessee state law permits municipalities to increase that up to 40%. Staff is recommending an increase is needed due to multiple common purchases that end up exceeding this, and to reduce workload on staff, if the Board agrees.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve First Reading of Ordinance 2018-12. Alderman Pardue seconded the motion.

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

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

**B. Resolution 2018-70 to authorize Mike Wissman in his capacity as Mayor of the Town of Arlington, Tennessee, to approve amendment to the agreement between the Town of Arlington and Fisher Arnold Design Services for Airline Road Widening, TDOT Project ID # 120178.00.**

Mayor Wissman recognized Steven Hill, Town Engineer. Mr. Hill explained the project is still on the books, but the project NEPA document will expire in December and needs to be re-evaluated. TDOT standards related to this project have changed. He said the sooner the re-evaluation starts, the less delay in the project.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Pardue made a motion to approve Resolution 2018-70. Alderman Brooks seconded the motion.

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

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

- C. **Resolution 2018-71 to authorize Mike Wissman in his capacity as mayor of the Town of Arlington, Tennessee, to enter into an agreement with Smith Seckman Reid, Inc as a Professional Consultant Engineering Firm, to provide services related to construction of improvements to S.R. 205 (Airline Road), from I-40 to North of Milton Wilson Boulevard, TDOT Pin # 120178.00, in accordance with TDOT requirements for locally managed projects.**

Mayor Wissman recognized Steven Hill, Town Engineer. Mr. Hill stated in anticipation of the Airline Road Project, the Town will need to enter into a contract with Smith Seckman Reid for professional engineering services related to construction in accordance with TDOT requirements. Staff recommends approval of contract.

Mayor Wissman called for motion.

**Main Motion:** Alderman Pardue made a motion to approve Resolution 2018-71. Alderman Harmon 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 2018-72 to authorize Mike Wissman in his capacity as Mayor of the Town of Arlington, Tennessee to authorize the award of bid and enter into a contract with Grinder Taber Grinder for Project known as Forrest Street Campus Phase I.**

Mayor Wissman recognized Steven Hill, Town Engineer. A total of 9 bids were received, with the lowest and most qualified successful bidder being Grinder Taber Grinder, based on bid, total bid amount of \$1,833,196.84. The contract is to include grading, drainage, landscaping, lighting, parking and walking trail. Staff has reviewed all bidders and recommends Grinder Taber Grinder.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2018-72. Alderman Biggs seconded the motion.

Mayor Wissman called for discussion and questions.

Alderman Biggs asked if the lighting is to include trail and parking lot lighting. Mr. Hill responded that it will mostly be in the parking lot due to the fact the trail between the project and depot square is not yet complete. Some of the trail will be lit, but more will come when the depot square project is complete.

Mayor Wissman asked about the projected time frame for the second phase. Mr. Hill said the phases will overlap, and they look at the first of the year to start phase 2, and at spring/early summer of 2020 to complete.

Alderman Biggs asked about the contracts for items such as the amphitheater and/or farmers market whether they are going to be separate or combined in the overall bid. Mr. Hill noted each is a case by case, as cost will be an influencer. Vice Mayor McKee asked if splitting up bid items would result in more cost to the bottom line of the project. Mr. Hill said there are different ways that bids can be structured to avoid that.

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

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

**E. Resolution 2018-73 to authorize the Second Amendment to the Purchase and Sale Agreement for Town Property, for 2.17, amended to adjust the total purchased acreage by .03 acres for a total of 2.14 acres of vacant land on the West side of Airline Road, South of Memphis-Arlington Road, adjacent to Arlington Automotive with D3, LLC.**

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson explained on April 2, 2018, the Town of Arlington authorized a contract with D3, LLC to purchase 1.75 acres. In the first amendment D3, LLC added 0.42 acres to the contract for a total acreage of 2.17, but now with a second amendment D3, LLC wishes to adjust the total acreage by .03 to result in 2.14 acres. This amendment does not adjust the price, only the acreage.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Biggs made a motion to approve Resolution 2018-73. Alderman Pardue seconded the motion.

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

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

**F. Resolution 2018-74 to enter into a Memorandum of the Understanding with the Arlington Community Schools Board of Education for a Facility Usage Agreement for the Tennis Complex.**

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson stated this dealt with a \$400,000 contribution to the Tennis Complex from the Arlington Community School Board. With that contribution comes an agreement from the School Board with a 20-year timeframe, that the school will have exclusive rights of the complex during matches and practice. The school's season will run February through May, with practices and games in the afternoon. They will also observe the right to have exclusive rights to the complex during tournament season, time unknown. Outside the school usage, the community will have full use of the complex.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2018-74. Vice Mayor McKee seconded the motion.

Mayor Wissman called for discussion or questions.

Mayor Wissman introduced Mrs. Mason, School Superintendent. She stated practices for the high school will be from 2:30-4:30, and the middle school would have practice after that. Mrs. Mason pointed out there are three parts that the School Board insist stay in the agreement. First that the Town agrees that no one else other than Arlington Community School students and opponents be on the courts during practices and matches during that four month period. She noted if this cannot be agreed, then the ACS would request the money back. Second, if ACS were to host a district tournament, that ACS would be able to keep all revenue from concession sales. And last, since ACS will not have any property rights, but just the donation of money to the project, that there be an agreement in writing to confirm all this, to ensure their rights and hold the Town accountable for making sure that people cannot be on the courts.

Mayor Wissman thanked Mrs. Mason for her comments and concerns.

Gerald Lawson, Town Attorney received some questions from the board. Mr. Lawson stated the Facility Use Agreement only states 'practices and matches' but not times. Mrs. Mason clarified 2:30-4:30 Monday through Friday will be high school, middle school also Monday through Friday after high school completes their practice. Tournaments and game times are not clarified in the agreement as well. Mr. Lawson said times would consist of a time frame 2-6pm for games, and tournaments would be announced. All 6 courts will be exclusive to ACS and their teams during all matches and practices. Mrs. Mason understands that the word exclusive is a causing concern, but this would only be during the times set aside, not for any times before or after practices, matches or tournaments. Last concern was if there going to be any supervision during these times that are allotted. Mr. Lawson stated that there will be coaches or sponsors that will be supervising any practice, matches and or tournaments.

Vice Mayor McKee wanted to make it clear that other organizations can use the complex around the time frames allotted to the school. One organization is run by Julie Moultrie, special needs and adult league, and she will have an agreement with the Town as well. Mrs. Moultrie understands she will be second priority to the school but she would like to be aware of any cancellations so that she can adjust her programs when they school opts out of the usage for that day.

Alderman Brooks stated this project was ahead by 5 years due to the need of the school. Time frames shouldn't be a problem when the school needs it.

Alderman McKee asked if the signage for the season will be taken down during the off season. Mrs. Mason agreed that is something that can be put in the agreement, but she said that she will be sure to tell the sponsors that the signage will only be up during season.

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

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

**G. Other as properly presented.**

There was no further business brought forward.

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

Mayor Wissman called for a motion to approve.

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

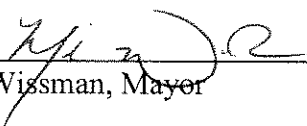
Mayor Wissman called for a vote on the main motion.

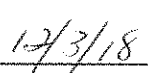
**Vote on Main Motion:** The motion carried unanimously.

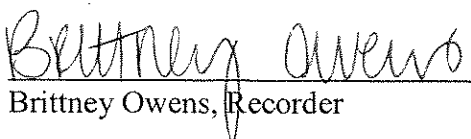
**II. Adjournment:**

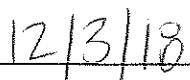
**Main Motion:** Alderman Biggs made a motion to adjourn. Vice Mayor McKee seconded the motion.

**Meeting Adjourned.**

  
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Mike Wissman, Mayor

  
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Date

  
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Brittney Owens, Recorder

  
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Date