Town of Arlington
5854 Airline Road, Arlington TN 38002

Board of Mayor and Aldermen
April 1, 2019
6:30 P.M.

MEETING MINUTES

I. Call to Order and Roll Call.

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

Others Present
Catherine Durant, Town Administrator
Brittney Owens, Town Recorder/Treasurer
Gerald Lawson, Town Attorney
See List

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

II. Opening Prayer.

Opening prayer was led by Jeff McKee, Alderman.

III. Pledge to the Flag.

The Pledge of Allegiance was led by D.J. Daughtery, Parks Advisory Board Chairman.

IV. Approval of the minutes from March 4, 2019.

Motion: Alderman Pardue made a motion to approve the Board of Mayor and Aldermen minutes from March 4, 2019. Alderman McKee seconded the motion.

The motion carried unanimously.

V. Grievances and Comments from Citizens:

Kim and Bobby Winstead, 11888 George R James, Eads, expressed to the Board that continuing the project of the Forrest Street Campus and the soon to be Amphitheatre is a large need in the community. The investment of the projects will mean a great deal to the people of Arlington and surrounding areas.
Nothing further was presented, Mayor Wissman closed public comments.

VI. Communication from the Mayor.

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

Mayor Wissman stated that Lt Crowder whom normally delivers the report could not attend the meeting. Mayor Wissman stated that the full report is on file at Town Hall.

B. Arlington Fire Department Report for the Month of August.

Mayor Wissman recognized James Harvill, Fire Chief. Chief Harvill stated that there was a total of 83 responses, with 46 EMS responses and 37 Fire responses. There were 8 calls south of I-40 and 6 calls on I-40. Fire Department assisted aid in several special calls.

Chief Harvill noted that the SAFER Grant was submitted on March 19th. The fire department applied for this grant in efforts to help support the new hiring of firefighters for the new station. The department is expected to hear in early fall if the grant is awarded.

The installation of the Motorola Radios for the department were completed. The department also received the Firehouse Subs Grant in the amount of $17,990. This grant helped provide ballistic vest and helmets. The full report is on file at Town Hall.

C. Other as properly presented.

1. Mayor Wissman recognized Tonia Howell, Director of the Chamber of Commerce who reminded everyone that the Taste of Arlington is going to be held on Sunday, April 7th at Arlington HS from 5-7 pm. Also, on April 10th the Chamber will be hosting the monthly luncheon. Guest speaker will be a St. Jude Physician.

2. Mayor Wissman advised that Arlington in April will be held on April 27th with the dedicated rain date of April 28th.

3. Mayor Wissman stated that it is election year. Between April 22nd-June 20th petition packets can be picked up. Election Day is September 19th, with early voting taking place August 30th – September 14th. Last day to register to vote will be August 20th.

4. Mayor Wissman stated that he along with Commissioner Amber Mills, and Sheriff Floyd Bonner hosted a discussion forum for the community on March 19th, regarding crime prevention, economic development and community resources. He stated that there was a great turn out and it seemed that the community got a great deal of information.

5. Mayor Wissman noted that a new program, Educational Business Partners, has been initiated with the schools. It is in the beginning phases. Next meeting will be on May 6th, and the initiative is to provide workforce development in schools. More information will follow once received.

VII. Committee Reports
Mayor Wissman advised that the Planning Commission, Health and Safety Committee, Parks and Recreation Advisory Board, Financial Advisory Board, and Arlington Community School Board met during the month of March.

The Treasurer's report for the month of March and the financial reports are on file and have been given to the Board.

Alderman Brooks read the Treasurer's report into the record.

Alderman Pardue noted that the Health and Safety Committee is going to institute an “Officer of the Year” award. The award will be presented before the Board of Mayor and Alderman meeting in May. Also, there is a Community Clean Up day scheduled for April 13th. More information to follow.

Mayor Wissman spoke with Dana Viox, whom is on the Health and Safety committee regarding vaccinations and the community. Mayor Wissman would like to know about getting an immunization clinic or blood drive together for the community.

Alderman Biggs stated that the Design Review Committee did not meet but they are in the process of reviewing guidelines. He asked that any items that need to be addressed to be submitted to Angela Reeder before the next meeting.

Alderman Harmon stated that the Parks Advisory Board met to discuss the rebuilding of the Playground at College Hill Park. Alderman Harmon commends the committee and staff regarding work on new design ideas.

VIII. Old Business

There was no old business brought forward.

IX. New Business

A. Resolution 2019-13 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee, to enter into a contract with, Kimley Horn for Traffic Engineering Services.

Mayor Wissman recognized Catherine Durant, Town Administrator. Mrs. Durant stated that the Town wishes to enter into a contract with Kimley Horn to evaluate three traffic related areas. The first is to provide a traffic analysis at the southwest corner of Airline Rd and Douglass Street/Memphis Arlington Rd. The second and third is to evaluate left turn movements at two intersections along Hwy 70. Those intersections are Hwy 70 at Airline and Hwy 70 at Chester.

Mayor Wissman called for a motion.
Main Motion: Alderman Brooks made a motion to approve Resolution 2019-13. Alderman Harmon 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 2019-14 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee to execute the Third Amendment of Agreement to purchase and sale of Real Estate with D3, LLC.

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson stated this is the ABRA autobody site. Staff will be meeting with lawyers to get the closing completed in the next week. Their lender required permitting prior to closing. D3, LLC extended the terms of the agreement to allow closing to be completed by April 15th, 2019. Staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Pardue made a motion to approve Resolution 2019-14. Vice Mayor McKee seconded the motion.

Mayor Wissman called for discussion or questions.

Mayor Wissman wanted to note that there are several parcels for sale in the same location. After sale, the total will be about $1 million back into the Town Fund Balance.

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

Vote on Main Motion: The motion carried unanimously.

C. Resolution 2019-15 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee to enter into a Memorandum of Understanding with Shelby County Government through the Shelby County Health Department.

Mayor Wissman recognized James Harvill, Fire Chief. Chief Harvill stated that Shelby County approached the Town of Arlington with the noted program. The program is between 5 and 6 years old. Presented tonight is to discuss a closed point of access for immunizations for town employees and their families to continue government operations in a disaster.

Mayor Wissman called for motion to approve.
Main Motion: Alderman Brooks made a motion to approve Resolution 2019-15. Alderman McKee seconded the motion.

Alderman Harmon asked if the Town is responsible for picking up the product from Shelby County. Chief Harvill responded that Shelby County will deliver and help administer the immunizations.

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

Vote on Main Motion: The motion carried unanimously.

D. Resolution 2019-16 to adopt a Mission Statement and establish Organizational Goals for the Town of Arlington, its employees, and citizens.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated in December the Board approved a contract with HRO partners for consulting services in Human Resources. Staff met with HRO on March 6th and discussed the need for a Mission Statement and Organizational Goals to ensure the Town’s values are accurately outlined. Staff did research from other municipalities including cities in California, Colorado and Texas. Before the Board tonight is staff’s recommendations for approval of a Mission Statement and Organizational Goals.

Main Motion: Vice Mayor McKee made a motion to approve Resolution 2019-16. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions. Mayor Wissman recognized all the hard work staff put in doing research and coming up with the statement and goals.

Alderman Biggs inquired about the wording; “for employees to remain safe and have a quality of life” and stated that he would like it to read “healthy quality of life”. Alderman McKee recommended the wording “work/life balance” instead of “quality of life”. Board and staff corrected paragraph in organizational goals to reflect the Board’s recommendation. Staff changed the statement to read “maintain a healthy quality of work life balance.”

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

Vote on Main Motion: The motion carried unanimously.

E. First Reading of Ordinance 2019-02 to further amend the Town of Arlington, Tennessee, Budget for Fiscal Year ending June 30, 2019.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated this was the first reading of Ordinance 2019-02 to amend the budget. These budget amendments include the Revenue & Expense of the new Quint along with expenses for grant
projects. The default shown in General Fund will be offset from the Reserves accordingly from Assigned and Committed Fund Balances. Staff recommends approval.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman Pardue made a motion to approve Ordinance 2019-02. Alderman Biggs 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. First Reading of Ordinance 2019-03 to amend Title 8, Chapter 1 and Chapter 2 of the Arlington Municipal Code by amendment, deletion and addition of certain sections.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated this is the first reading to amend Title 8, Chapter 1 and Chapter 2. This is a general cleanup of our Ordinance regarding Hours of Sale and Limit of alcoholic content to be in accordance with new state laws.

Chapter 1 is regarding compliance of issuing liquor licenses. It is written currently that the number of retail licenses issued and outstanding in the Town shall be restricted to one for every fifteen thousand (15,000) residents. Wording being proposed would amend this to one for every twenty-five thousand (25,000) residents. (Section 8-111)

For Chapter 2 the addition to Title 8 is the allowance of Growlers. The definition for a Growlers Permit in section 8-217. As it is written currently, it is allowing a certified container not to exceed 64ozs. There has been discussion on the allowed ounces per Growler. The amendment will also include that the Growlers will be sold using an OFF-Premise license only and be restricted to the B-3 Zoning District.

Section 8-232 is also recommended for amendment to include language of what type of restaurants there are and what they include when dealing with alcohol buying or consumption.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Ordinance 2019-03. Alderman McKee seconded the motion.

Mayor Wissman called for discussion or questions. Alderman Brooks stated that most of the research put in this is well laid out. He stated that he is not very fond of the 25,000 resident cutoff but will discuss later.
Alderman Harmon stated this will benefit depot square.

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

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

**G. Playground Replacement at College Hill Park:**

Mayor Wissman recognized Catherine Durant, Town Administrator. Mrs. Durant stated that both vendors; Great Southern Recreation and Miracle Recreation of Kentucky and Tennessee, recommended by the Parks Advisory Board, are both in attendance to present each of their projects. The vendors have been given 3-5 minutes to present their project before the board. Mayor Wissman also stated that he will extend the courtesy of speaking to D.J. Daughtery, Parks Advisory Board Chairman, in case he has any statements to add or make.

Nathan Chance with Great Southern Recreation introduced their project layout. Mr. Chance stated this is a family owned business that takes great pride in building and supplying a quality structure play environment that is safe and useful for all ages. Mr. Chance explained this is a maintenance friendly playground and pointed out different parts of the playground design. He explained the playground is a unitary surface design with most of the playground surrounded by turf with several poured rubber paths. The design includes several sensory areas. Mr. Chance pointed out some of the other comparisons to different vendors like the inclusion of swings, shady areas, slides, etc. This playground is also ADA compatible. Mr. Chance also provided all warranty options that the Town can choose from. The company also offers a lifetime warranty on the project, meaning if something were to break, they would come out and repair it.

Tammy Phillips with Miracle Recreation of Kentucky and Tennessee stated that this is a family owned business that has been doing playground design and installation for over 90 years. Installs and designs are all done in house. They have had to replace several of the Leather and Associates units in the past (prior playground design). Mrs. Phillips stated that the company wanted to keep several characteristics of the old wooden one so in doing so she mentions that the roofs are a wooden look alike. This design includes a full pad of turf for entire playground. The design is a very see through playground so that parents can monitor and see around structures at any given time. There is an 8-foot fall pad across the entire playground instead of different areas as some companies do. Several areas include ADA compatibility. There are several 27-foot shaded protection canopies provided in several areas.

Mayor Wissman introduced D.J. Daughtery, Chairman of Parks Advisory Board.

Mr. Daughtery stated that the committee was tasked with the project. The committee knew that at some point in time there was going to be some work needing to be done in effort to keep it safe. In January Daniel Carson, Parks Director approached the committee and notified
the committee that there is a playground inspector coming to inspect the Playground of Dreams. In February the inspector came and declared the playground unsafe.

Mr. Daughtery wanted to make note that staff did an incredible job on getting the presentations together for the committee in effort to help with the decision on rebuilding the playground. Their efforts and time did not go unnoticed. Mr. Daughtery briefly educated everyone on how they finally decided on these two vendors, because there was no budget to work with due to circumstances. The Advisory Board started by comparing how much the previous playground was and then added in the extra cost of labor and turf. The request by the committee was also that they have a vendor that can use the existing footprint of the area, in which the two vendors have done. Once the board has approved the budget and vendor, the Advisory Board asks that it be forwarded to them and Town staff so that they can move forward with the project.

Mrs. Durant noted that many things were considered when choosing the vendors. The Advisory Board had asked staff to compare to what was previously there along with comparing the products of both companies.

Mayor Wissman pointed out that the Advisory Board and staff has done a diligent job in working on a project of this magnitude without a budget which presented a challenge. Mayor Wissman asked what was in the install time. Mrs. Durant said 6-10 weeks weather permitting. Looking at August at the earliest to be completed.

Alderman Biggs asked staff if everything that the Advisory Board wanted were in the vendors diagrams. Mrs. Durant stated that in several areas some things had to be given up because we were working around a certain dollar amount. Some other items on each of the playgrounds were not warranted and was not worth the extra cost. Largely both vendors supplied a majority of what the Advisory Board asked for.

Mayor Wissman wanted to inform the public that there were 3 monetary guidelines that were suggested by staff in which to follow. Mrs. Durant stated that a targeted budget was around $400 thousand and both vendors are providing in the $350 thousand target.

Alderman Biggs wanted to know if the public survey had a recommendation as well as if the Parks Advisory Board had a recommendation. Vice Mayor McKee stated in his opinion that the board is only to decide on a budget and have staff, Parks Advisory Board and Department choose the design. Vice Mayor McKee also wanted to note that for the budget the board needed to keep in mind insurance on both designs. Insurance costs may be higher on one over the other.

Vice Mayor McKee voiced that he was very impressed with how much the staff has put into this project in a short amount of time.

Alderman Brooks stated that everything was done properly in a time mannerly way.
Alderman Harmon noted that he watched and participated via Parks Advisory Board, and noticed that $200 thousand was spent 12 years ago on the old playground and we can’t build anything with the same budget that isn’t compliant or as nice. We need these vendors to do the project simply because there are larger standards than what a community-built playground can be built for. If we are going to put back into the Town, then these vendors are supplying ample choices. The cost is large but and it doesn’t entail the whole wish list, but it is close.

Alderman Pardue thanked the staff and Parks Advisory Board for the effort and time put into this project. She noted that she was a little worried about the process because of the magnitude of the project and getting it done but is impressed of what is presented to the board.

Alderman McKee also thanked the staff. He wanted to note that there were a variety of vendors and the staff were very mindful of what the Town needed to get back and were able to present two viable designs. Noted that he is okay with letting the staff decide on the design and move forward with the project once the budget is agreed on.

Main Motion

Mayor Wissman made motion to direct staff to work with both vendors with the budget not to exceed $400,000. The money is to be pulled from reserves. Alderman Harmon seconded the motion.

Mayor Wissman called for discussion or questions. Mrs. Durant stated that dirt work will need to be included in that budget. Staff is working to get an estimate.

Mayor Wissman asked if this is an immediate spending item or something that needs to be put off until next fiscal year. He recommended that this should be a priority. Vice Mayor McKee asked if there were unforeseen costs how is that going to be handled going forward.

Board agreed that the staff will have authority to make decisions on the unforeseen costs if needed. They advised staff to inform the Board if this situation occurs.

Alderman McKee clarified that the $400,000 will be all inclusive with the playground and dirt work. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously

Mayor Wissman informed the board that the Parks Advisory Board will bring on a student representative, Riley Hatry, to give input that younger generations may enjoy or want to see happen.

Meeting went to recess for ten minutes while both vendors were able to gather their belongings.

H. Authorization to advertise for bids, Forrest Street Campus Phase II (Amphitheater and Farmer’s Market)
Mayor Wissman introduced Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated that this is brought before the board to ask for Phase II of Forrest Street Campus project to be allowed to go to bid. Phase I is underway but has had a few delays due to weather. This is not a resolution this is just a discussion.

Mayor Wissman asked for an update on where the project is at this time and to get a brief summary of the whole project for those that were not aware.

Catherine Durant, Town Administrator, stated that the Town took out a $6 million-dollar bond. To date, the Town has incurred cost for the design, engineering, architectural and construction fees. Phase I is being completed by Grinder Taber and Grinder. $2.5 of the $6 million is currently committed to contracts at this time. There has also been a lot of rain, so the contractor is running into some very soft soupy areas. This issue is prolonging Phase I so the timeline of completion will be adjusted. The request to advertise for bid will help determine the cost of Phase II. The bid will not be approved right away due to the issues of weather in Phase I but will give staff time to get a firm cost on Phase II. This cost will include the amphitheater, two restroom facilities and a multi-purpose pavilion (farmers market).

Steve Hill, Town Engineer and David Barker with Fisher and Arnold are here to answer any questions regarding the structures that are going to be bid. Designs have also been given to Debra Wiseman APTA chairman for review because the amphitheater is going to be a functional use for ACS schools, music on the square, churches, libraries, etc.

Mayor Wissman noted that back in 2012 staff started a Master Development Plan (MDP) process. This project was vetted through numerous public hearings for input.

Mrs. Durant stated that staff wanted to see what would be a good in the project as a multipurpose use and that public hearings input helped. Parking has been an issue for Depot Square and surrounding areas and the Forrest Street Campus Project will help with overflow parking. This 25-acre area went through three different revisions. The Board at the time chose to keep it as a municipal and park use. The MDP has been followed since the adoption of it and it continues to follow all guidelines.

Vice Mayor McKee wants to be sure that the Board gets to see the bids once they come in.

Mayor Wissman called for a motion.

**Main Motion:** Vice Mayor McKee made a motion to authorize the advertisement of bids for Forrest Street Campus Phase II. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions. Mayor Wissman noted that the payment on the bond is the same no matter the length of time. Alderman Pardue inquired about the cost to put the project out to bid. Mrs. Durant answered that it is around $700 for publication. The cost will be recouped by having the bidders purchase plans of a flat rate that staff will decide on.
Alderman Brooks wanted to know if the Town chooses to do the project in partial steps can the bids received be broken down via cost.

Steve Hill, Town Engineer stated that the current contract with Grinder Taber Grinder includes grading and drainage for the amphitheater footprint. They are doing ALL site work including grading and drainage, next phase will be the structures. When the Town ask for bids it is important to know the guidance given by staff and the Board so that staff can focus on what will get accomplished on time or on a later date. This project is designed as a continuous layout so, if we don't do all but partial, we will have to reengineer items such as walkways and paving. If done at one time the process will be simpler. Doing it partial will make it more complicated for the staff and contractors.

Alderman McKee, asked if there is a way to put in a request to bid it as a whole with the farmers market but without the structure. Parting out the structures but get all the area around it prepped. Mr. Hill stated this can be done, but it would be something to work out with the selected contractor.

Alderman Harmon would like to see a breakdown for all structures; amphitheater and farmers market. He stated that staff and Board should make sure that the priorities of the project are established.

Mrs. Durant noted that the overall dirt work will be done but the complication is the way the parking lot is laid out per structure. If done partially it will change the dynamic of the paving. If it is going to be partial the infrastructure should still be completed, and structure can be done later. Anything partial will impact all surrounding areas. For those that are bidding, there needs to be clear outlines of what needs to be done. Doing it partial can complicate and lead to a whole lot of miscorrespondence between the Town and the contractors. Mrs. Durant advises that the bid be for the whole project and then bring it back to before the Board to see if there are changes that can be made going forward.

Alderman McKee wanted to know if the project goes up as a whole, will there be a breakdown of costs per structure. Mrs. Durant stated that there will be an itemized list from the contractors. The bid tab will also have all information broken out.

Alderman Biggs wanted to know what we have already approved with the 2.5 million, as well as what parking has already been approved. He stated that he would like to see 3 different layouts, one with everything, one without the amphitheater and one without the farmers market.

Alderman Brooks stated that no one should have to redo the design, just do it with the infrastructure so that if the structure is to be built later then the pad is there, and the structure can be done later. He noted that he would like to see this project done and finished as promised. The private merchants in the square that choose this location choose based of the development of this project and the Town needs to deliver.
Alderman Biggs understands the extra parking for the soccer fields, it is a big need. He stated that even though the amphitheater and farmers markets are a great addition they are more of a want instead of a need. He said that he is having a lot of heartburn with taking out this large loan for stuff that is not a need, the Town should have saved the money for the project verses taking out the loan and paying into all the interest.

Mrs. Durant educated the Board the Town’s history and taking out loans. In the last 22 years, the Town has remained debt free with the recent exception of the two fire trucks. The need to complete this project was when the Board showed interest in the development of Depot Square. A lot of the Town’s functions are centralized in that area, Arlington in April for example. The addition of Forrest Street Campus is a necessity. Staff see this as a need, the Town will gain extra parking and extra walkways connecting the Forrest Street Park through the Campus into Depot Square. Arlington has been able to save up for this project.

Alderman Biggs stated that when talking to people he understood the want for the project but then asked if the citizens do they want their taxes to go up in gain of the project.

Mayor Wissman quickly corrected Alderman Biggs and said that is a whole different topic of conversation. The cost for this project has been absorbed in the budget. The tax increase is due to adding town personnel such as firefighters and the new station. If the town wasn’t building a new station, the tax increase would not be happening.

Alderman Harmon stated that the Town’s priorities are mixed up. Is priority developing a play area or putting a house fire out.

Mayor Wissman redirected the conversation that the tax issue has been brought up and it has nothing to do with the bond of the Forrest Street Campus project, wants to make it clear that this topic is not up for discussion at this time and not what the motion is about.

Alderman Harmon states that he is clear on that.

Vice Mayor McKee agrees this subject is for another time, this is not the current motion. He stated that this motion is whether or not to put the project out to bid.

Mayor Wissman cordially agreed and acknowledges DJ Daughtery again from the Parks Advisory Board to see if he had any input about the project.

Mr. Daughtery states that the Advisory Board has supported this project from the beginning when the previous Parks Director put the project in for a grant. He agrees with Alderman Brooks about not piecing together this project. He stated that the Town should learn from past mistakes on projects that were done that way, like Arlington Sports Complex. Either we do the project and afford it with full completion, or the Town doesn’t do anything at all. The Advisory Board doesn’t want to piece together projects. The Advisory Board agrees that this is a Municipal Complex that all citizens can enjoy, and it invests back into Depot Square and
benefits all the business owners that are there. Mayor Wissman thanked Mr. Daughtery for his time.

Alderman Biggs understands that the discussion is about the bidding, but states he is bringing his concerns to the forefront and he does not want to surprise citizens.

Alderman Harmon again notes that he wants to break up the bids to see where the spending will be going. He is still concerned that the tax money or any other money issue may be increased for this project. He states that the second firehouse shouldn’t cost money from the taxpayers. The second fire station should have been already figured in the budget when staff knew that this project was going to be on the table as well.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens advised that there was confusion between three different projects. She explained that Forrest Street Park was grant funded and would be spent out of reserves for the Town’s matching funds. She noted that Forrest Street Campus is in association with the $6 million bond issuance which the annual debt service had been absorbed into the budget for the last two years. She explained that the tax increase being proposed is for personnel costs associated with the second Fire company because reoccurring personnel costs cannot be spent out of reserves. The only way to pay for the personnel is to cut out capital projects or cut out the current staffing to offset the increase. She also noted that staff has cut around $2,000,000 in capital projects and proposed expenses during the budget cycle.

Mayor Wissman noted that two things are coming into play at this time and wants it to be clear that this project does not have to do with the tax increase. If the Town was not working on this project the tax increase will still happen due to the added personnel.

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

Vote on Main Motion: The motion carried unanimously.

I. Resolution 2019-18 to approve a Master Development Plan for Providence Square, a 45-acre Mixed-Use Planned development located on the South side of Milton Wilson, East of Hall Creek and the Shops of Arlington Village.

Mayor Wissman recognized Catherine Durant, Town Administrator. Mrs. Durant informed that this project sits on the south side of Milton Wilson Blvd, east of Hall Creek. The Master Plan establishes a layout for a “mixed-use Professional area” on the 45-acre site as well as a set of guidelines to shape all future development there. The Planning Commission held duly advertised public hearings in January and February and considered the request for a Master Development Plan as well as comments from citizens. The Planning Commission recommends approval with a list of conditions. Mrs. Durant introduces Bob Dalhoff with Dalhoff Thomas Design Studio.
Bob Dalhoff also introduces Chris Willaby with Bank of Bartlett. Mr. Dalhoff went over the new design with the incorporated conditions that the Planning Commission implemented. Mr. Dalhoff stated the Planning Commission agreed to the architectural design put before them with no changes since first review. There will be an Architectural review committee put in place to make sure all guidelines are followed and consistent throughout the design. Mr. Dalhoff touched on some of the changes including the larger common green space, it is almost an acre of size itself. A roundabout had also been added at the intersection of the primary and secondary access road. The design was also revised to increase the east/west pedestrian corridor by 45% and to add a raised tabletop crosswalk to the village center which will help decrease the speed of traffic.

Mayor Wissman called for a motion

Main Motion: Alderman Brooks made a motion to approve Resolution 2019-18. Alderman McKee seconded the motion.

Mayor called for discussion or questions.

Alderman Brooks stated that he doesn’t have a lot of changes from what the presentation shows. To him, development could offer a long life compared to other strip malls in different cities. He inputs that this is how a project like this should be developed. He does see a need for the hotel. He greatly appreciates the amount of research and design that has gone into this project.

Mr. Dalhoff explains that this design plan for this space has taken a little over a year. The Sustainability of this project is important them.

Alderman Harmon asked since this is a large project, can the phases be broken down. By looking at Phase 1 will the apartments, hotel and restaurants be done all at one time or separate. Mr. Dalhoff stated not necessarily, the lofts and the retail is Phase 1. In the Plan Development, the phasing can change as the project moves on. They will need to consider a little flexibility to match the market.

Alderman Harmon states he only understood that sections would be done at the same time, also wanted to know who is going to be the brand for the hotel. Mr. Dalhoff couldn’t not say who was considering hotel space at this time. Alderman Harmon noted that there is a lack of information on who may be considered for the hotel. Mr. Willoughby stated that two major hotels are showing interest, including references to a Hilton.

Alderman Harmon inquired about the timeline for the buildout. Mr. Dalhoff stated that was undetermined based off the corrections of the design and demand for market at this location. Once we see the demand and approval is given, we will get started on the development.

Alderman Harmon stated that he wanted to be ensured things in the design are not
going to change due to lack of interest. He is also very concerned with the definition of mixed use for this project.

Mr. Dalhoff stated the investment for this project will be selective and protective. Strict use covenants will be governed. This development will have very expensive elements and amenities that these buyers are going to have to abide by otherwise they will have to come before the board to amend. It is industrial, but we want something that is better, a place to live.

Alderman Harmon stressed the again the important of the definition because industrial is part of that mixed use. Mr. Dalhoff noted that this is a very personal project and will make sure the town interests are protected.

Alderman Pardue thanked Mr. Dalhoff and stated that she appreciated the 24% more of open space on the west side of development but would like to see more of that space in areas 7 & 8. Also stated that the proposal had a 75 ft buffer between residential properties and this property. She stated her concerned about all the asphalt on the east side of the development, seems to be not enough green could be an eyesore.

Mr. Dalhoff says the asphalt in the design is undetermined due to size the building that may be built there in the future, suggests that the green wall of evergreens could be extended. Alderman Pardue also stated concern the parking for loft residents. Explained she understands that parking spots were calculated using the proper system, but will there be any designated parking for the residents that live in the lofts. Mr. Dalhoff stated that has not been considered at this time, but it can be once the plan is in the final design phase.

Alderman Pardue also pointed out regarding the facilities of the loft over retail. Parcels should be set in phases so that it flows with the market. Mr. Dalhoff advised that the plaza needs to come together as a whole, ideally for developer piecing it together would be great, but this is not the case and overall the buildings will be breaking ground together at one time.

Lastly, Alderman Pardue explained that the number of lofts being built is too many. Alderman Pardue stated that with an area like this she would like to see a smaller number of lofts and add a home residential space for it. Residential seem to help with retail so consider incorporating family homes in to the design. Mr. Dalhoff explained that in the past most people that want to live in homes will not do so in a development like this. Mr. Dahloff respectfully advised against it.

Mayor Wissman inquired that if this was considered would the homes be in a gated like community. Mr. Dalhoff stated no.

Alderman McKee noted at the Planning Commission meeting the community garden was a little concerning as the Town already has one. Alderman McKee’s concern is that it can become unkept and unsightly.
Mr. Dalhoff explained that most of the neighborhoods that are being developed are creating spaces for things like a community garden. He states that this is not something that is a necessity for the development, completely optional.

Alderman McKee stated it is something to be mindful and can Area 8 become an extension of the green space. Mr. Dalhoff answered yes, this doable it would just be a loss of parking space. Alderman McKee asked if the turf in the plaza is going to be real or artificial. He recommends artificial turf.

Mr. Dalhoff agrees that artificial would look better but then there are problems with water drainage. He states you also must keep in mind it can cause more damage, in the long run costing more upkeep. This is a topic for later discussion in the future phases and research can be done to help determine which would be better to use.

Alderman McKee also wanted to point out that the buildings in the development should not contain any stucco material. He recommends that it be included as a change to the MDP.

Alderman Biggs, as a committee member of the Design Review Committee agrees with Alderman McKee but would like clarification if he is stating the whole development will not have any stucco or portions. Alderman McKee states entire development. Mr. Dalhoff agrees with the with exterior recommendation.

Alderman Biggs expressed his pros and cons of the project. He noted that projects like these are very hard to decide on. He stated that he spoke with residents that are for and against the development. Alderman Biggs has also sat down with developers and site planners about mixed use. He stated that there are few concerns but many positives to the project. A positive on this project is that this is not an apartment complex but instead lofts over retail. Alderman Biggs is concerned about the percentage of Mixed Use, with hardly to no ordinance in place but stated that the Board can place a percentage of retail versus commercial verses residential that would be appropriate. One of his concerns is that there is not a plan for a large-scale project of this size for a Mixed Use space for the Town. If there was a plan already in place the research for that plan would help greatly with the decision making of the Board for approval. The Board is having to figure out their own research. Alderman Biggs states that he is feeling that he is doing a lot of his own research. Overall size of the project is a big concern in the fact that Alderman Biggs notes that he couldn’t find another town of Arlington’s size with a 45-acre mixed use development and he doesn’t want to see Arlington be the guinea pig. Alderman Biggs stated he is concerned with the number of lofts proposed, does commend that it isn’t an apartment complex but feels that it may feel that way with so many lofts in place. Another concern that Alderman Biggs expressed is the retail space of 57 thousand square feet. He stated that he did drive around to see what Arlington had currently vacant and counted 16 locations. His concern is the Town may not be able to support the extra space without looking empty. He explained the research he had completed. Alderman Biggs states that he does not want to see these spaces empty. Last issue of concern by Alderman Biggs is the height ordinance. Two of the buildings do not meet the ordinance but exceed it. Alderman Biggs would like to see the
Board make either an adjustment on the ordinance or follow it. If the ordinance needs to be amended this is something the Board should consider. Alderman Biggs also stated he would like to see more office space availability in the design.

Mr. Dalhoff noted that changes can be made to include office space. As far as the issue with having vacant commercial space really comes down to different reasons, the market being one of them. Mr. Dalhoff stated that his company has completed many projects like this one successfully. This is an $80-90 million-dollar development, so there is a lot at stake to make this work.

Vice Mayor McKee recognized the hard work that Mr. Dalhoff has done and also thanked him for keeping everyone informed and answering any questions over the process of the project.

Mrs. Durant advised that staff has reached out to other cities in regards to a mixed use ordinance and as of today no one has done it well but several municipalities are revising their ordinances. Some cities are doing better than others. Staff is researching language to propose. There will be issues that will present themselves and if so, research will be done, and the changed ordinances will come before the Board again.

Vice Mayor McKee directed a question to Steve Hill in regards to the Hall Creek Sewer Extension in 2012. He stated that the Town spent 6 million on it, and inquired about the purpose. Mr. Hill stated the primary reason was the removal of the Old Summers Rd lift station. However, that extension does provide capacity for everything in the Hall Creek basin. If not for the extension there wouldn’t be anything there.

Vice Mayor McKee stated he would like to see a common open space in Phase 1. He recommends that there be no more than ninety seven 1 or 2 bedroom lofts. Vice Mayor McKee also stated that he went around and saw the vacant business spots but also noted that all the free-standing buildings are rented. He stated that it is just the spaces that are in areas like the commons. He also asked what the outside of the three buildings will look like for retail.

Alderman McKee brought up a discussion which took place at the Planning Commission meeting about the possible need for a traffic light. Per the discussion, it was deemed not necessary but he highly recommends that this is something to consider. Alderman McKee stressed that it would be needed primarily for safety purposes. Mr. Hill noted that traffic studies will need to be done to determine if a light is warranted.

Mayor Wissman interjected that it would be wise to put one in there from a safety and liability standpoint. Mr. Hill commented that once the Town proposes a road intersection, and if it reaches a point that safety is a concern then the Town is responsible to request grant monies through MPO. At this time there is funding for road projects, but the money is being used elsewhere and those projects will be done first.
Mr. Dalhoff in closing stated that this project fully developed will bring in at least $700 thousand in tax dollars for the Town. Mayor Wissman called for a motion to suspend the meeting and open a Public Hearing.

Motion: Vice Mayor McKee made a motion to suspend the meeting and open the Public Hearing. Alderman Brooks seconded the motion.

PUBLIC HEARING: Resolution 2019-18 to approve a Master Development Plan for Providence Square, a 45-acre Mixed Use Planned Development located on the South side of Milton Wilson, East of Hall Creek and the Shops of Arlington Village.

Mayor Wissman noted that the public hearing was published in The Commercial Appeal on Friday March 8, 2019 and by mail notice to all property owners within 500 feet of the subject property.

He asked anyone wishing to speak for or against the request to stand and be recognized by stating his/her name and address for the record.

Hearing no comments, Mayor Wissman called for a motion to close the Public Hearing and resume the Board of Mayor and Aldermen Meeting.

Motion: Vice Mayor McKee made a motion to close the Public Hearing and resume the Board meeting. Alderman Brooks seconded the motion.

Mayor Wissman called for further discussion and questions. Mayor Wissman stated that staff and developers did their due diligence in this project. Also noted that the vote will be on the resolution with the added conditions that have been proposed.

Mrs. Durant recited the added conditions as follows: extend greenspace through area 8 to connect to other parcel on the east side of development, remove stucco from exterior allowable material for entire site and no more than 97 lofts with 1- or 2-bedroom or studios.

Alderman McKee called for an answer to his last question regarding the traffic signal.

Bobby Bryd answered that if an equitable formula were to be developed to include all property owners contribute to the light and it will be equally shared this is something to be considered. It was noted that this does not have a definite answer at this time, will have one when it is up for discussion in the future.

Mayor Wissman called for a vote on the main motion as amended with conditions for Resolution 2019-18. Alderman Harmon requested a Roll Call Vote.

Vote on Main Motion: Roll Call Vote

Harmon-No
Pardue-No
J McKee-Yes
Brooks-Yes
H. McKee-Yes
Biggs-No
Mayor-Yes

Motion carries 4 to 3 in favor to move forward with Resolution 2019-18 amended with conditions.

J. **Other as properly presented.**

There was no further business brought forward.

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

Mayor Wissman called for a motion to approve the bills for payment.

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

Mayor Wissman called for a vote on the main motion.

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

XI. **Adjournment.**

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

**Meeting Adjourned.**

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Signature: Mike Wissman, Mayor
Date: 5/6/19

Signature: Brittney Owens, Recorder
Date: 5/6/19