Town of Arlington
5854 Airline Road, Arlington TN 38002
Board of Mayor and Aldermen
January 6, 2020
6:30 P.M.

MEETING MINUTES

I. Call to Order and Roll Call.
   Present
   Mike Wissman, Mayor
   Larry Harmon, Alderman
   Jeff McKee, Alderman
   Harry McKee, Vice Mayor
   Jeremy Biggs, Alderman
   Russell Wiseman, Alderman
   Oscar Brooks, Alderman
   Others Present
   Catherine Durant, Town Administrator
   Gerald Lawson, Town Attorney
   Brittney Owens, Town Recorder/Treasurer

   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 Bill Steele.

IV. Approval of the minutes from December 2, 2019.

   Motion: Alderman Brooks made a motion to approve the minutes from December 2, 2019. Alderman McKee seconded the motion.

   The motion carried unanimously.

V. Grievances and Comments from Citizens.

   None were presented.
VI. Communication from the Mayor.

A. Shelby County Sheriff’s Department Incident Report for the Month of December.

Mayor Wissman introduced Deputy Mercer. Deputy Mercer stated there was one theft from a motor vehicle and a theft of a package; an arrest was made. Deputy Mercer also stated that there were quite a few motor vehicle break ins, but it was contributed to unlocked doors. Full report is on file at Town Hall.

Alderman McKee acknowledged his appreciation for the sheriff’s department and their current presence at the schools. Alderman Harmon noted that there is not an indication of a school limit ahead sign prior to school traffic near Arlington Elementary. Alderman Harmon indicated that there is no warning for when pedestrians want to cross the road with the exceptions of teachers and officers. Catherine Durant, Town Administrator explained that this is a budget item that will need to be discussed and brought before the Board. She also noted that the Town Engineer did a crossing study for the Town the previous year.

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

Mayor Wissman recognized James Harvill, Fire Chief. Chief Harvill stated that there was a total of 63 responses with 31 of them being EMS calls. There were 14 calls south of I-40 and 8 calls on I-40. Twelve new firefighters/paramedics have accepted positions with department. Their start date will be January 6, 2020. Engine 72 will also be placed in service beginning January 20, 2020 at 0700. Promotions for three lieutenants and four drivers will take place on Thursday, January 16th at 5:30PM, as well as a swearing in ceremony for the twelve new members. Lastly, Chief Harvill noted that he sent the Board the year end results. Full report is on file at Town Hall.

Alderman Harmon asked if Arlington has been approached by the county due to some de-annexation movement. Chief Harvill responded that the department will be part of the corridor south of HWY 64 area. Normal rotation will take place for the area but will move the department up one piece of equipment. Alderman Harmon asked which equipment will be used for that area. Chief Harvill responded that engine 72 will be the piece of equipment to cover that area.

C. Other as properly presented.

1. Mayor Wissman expressed that the last month was a busy time for staff but greatly appreciated all the work done.
2. Mayor Wissman noted that there will be a Shelby County Commission meeting on Thursday in which Mayor Wissman plans on attending to see what changes may affect Arlington.
3. Mayor Wissman noted that Hugh Lamar had a representative from the Veteran’s Home come meet with himself, the Town Planner and the Town Administrator. There were some questions regarding the land and fees.

4. Tonia Howell stated the monthly luncheon will be on the 8th; guest speaker will be Arlington Superintendent Ms. Tammy Mason.

5. TML is in the middle of March. To register please contact Brittney Owens at Town Hall.

6. Mayor Wissman noted that he plans on sitting down with the Town Administrator to set some goals and projects for the Town in the upcoming year.

7. Mayor Wissman noted that he no longer has an office due to departmental growth. Space is running out and he would like the Board to start to entertain the idea with a starting point of numbers and design for a new Town Hall.

VII. Committee Reports

Mayor Wissman stated the Planning Commission and Design and Review Committee, met during the month of December.


The Treasurer’s report for the month of December and the financial reports had been given to the Board. Treasurer report for the month of December was read aloud by Vice Mayor McKee for recording purposes. Full report is on file at Town Hall.

IX. Old Business

A. Second and Final reading of Ordinance 2019-09 to amend the Arlington Zoning Ordinance, Chapter 5, Section 5.4 to amend guidelines regarding Mixed Use Planned Developments. (PUBLIC HEARING)

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated there have been no changes between readings. Staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks motioned to approve Ordinance 2019-09. Alderman Biggs seconded the motion.

Mayor Wissman called for a motion to suspend the Board Meeting and open a public hearing.

Motion: Vice Mayor McKee made a motion to suspend the meeting and open a public hearing. Alderman Brooks seconded the motion.
Public Hearing: Second and Final Reading of Ordinance 2019-09 to amend the Arlington Zoning Ordinance, Chapter 5 Section 5.4, to amend guidelines regarding Mixed Use Planned Developments.

Mayor Wissman stated that notice of a public hearing was published in The Commercial Appeal on December 9, 2019. He further stated that anyone wishing to speak for or against this request to please stand and be recognized.

Hearing no further discussion Mayor Wissman called for a motion to close the public hearing.

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

Vote on Main Motion: The motion carried unanimously

B. Other as properly presented.

No further business was brought forward.

X. New Business


Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated that the U.S. Postal Service is now changing the method and mode of delivery from private single-family home mail delivery to a centralized mail kiosk or delivery systems. The Town of Arlington does not support or agree with this change. The Town of Arlington would like to keep maintaining a single use system with private home mailing and package delivery. Staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2020-01. Alderman Harmon seconded the motion.

Mayor Wissman called for discussion or questions. Mayor Wissman stated that he called several other municipalities and understood that they were doing this.

Alderman Biggs asked if approved what is the outcome. Mayor Wissman stated that the Town does not have to make this a requirement. The Town does not support this but if a developer were to come in, they would be allowed to do this.
Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

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

B. **First Reading of Ordinance 2020-01 to amend the Town of Arlington, Tennessee Budget for Fiscal year ending June 30, 2020.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated this is the first reading for the budget for Fiscal Year 2020. This is a general clean-up of line items specific to insurance for all departments across the board due to a property value increase. There have also been expenses added in for the tennis court, the new fire station and Forrest Street Campus. The budget shows that there has been some money spent out of reserves. Full report is on file at Town Hall. Staff recommends approval.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman McKee made a motion to approve First Reading of 2020-01. Alderman Biggs seconded the motion.

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

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

C. **Resolution 2020-02 for the Arlington Board of Mayor and Alderman to amend fees for the Depot Square Community Garden.**

Mayor Wissman recognized Daniel Carson, Parks and Recreation Director. Mr. Carson stated that his staff has come together and looked at all the parks including the Community Garden. Mr. Carson stated that the garden is costing the Town about $4000.00 a year to maintain, but only making around $800. The garden needs some work done on it and with the money coming in to care for it, it is not enough. The Parks department and the Parks and Recreation Advisory Board recommend for the upcoming growing season, that it be divided into two (2) six month periods charging $10.00 per box for each period, in accordance with the proposed Fees Schedule which has been included before the Board. Staff recommends approval.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2020-02. Alderman McKee seconded the motion.
Mayor Wissman called for comments or questions. Vice Mayor McKee asked when the dates will begin for the six-month periods. Mr. Carson stated that it will be January through June and July through December. Mr. Carson stated that once approved, the dates will be adjusted based off growing seasons. Mr. Carson also noted that current box holders have the first say in what box they want. The non-resident fee will be $30.00 as stated in the fee schedule.

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

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

**D. Resolution 2020-03 to authorize Mike Wissman in capacity as Mayor of the Town of Arlington, Tennessee to enter into an easement agreement with Bellsouth Communications, Inc d/b/a AT&T Tennessee.**

Mayor Wissman recognized Catherine Durant, Town Administrator. Mrs. Durant stated that 6 weeks ago AT&T approached the Town and desired an easement for utilities (utility cabinet) consisting on a parcel of land 15”x15’ plus 4”x28.12’ access on a part of land owned by the Town of Arlington which is a part of the Arlington Sports Complex. The utility cabinet could not be located in the public right of way therefore the Town met with AT&T on site to determine the best location for the sight visibility, safety, aesthetics, maintenance and accessibility. The installation of these utilities is necessary to continue to serve citizens seeking more capability of services. Staff recommends approval.

Mayor Wissman called for a motion to approve.

**Main Motion:** Vice Mayor McKee made a motion to approve Resolution 2020-03. Alderman Wiseman seconded the motion.

Mayor Wissman called for comments and questions. Mayor Wissman asked for clarification the location. Mrs. Durant referenced an area map that was presented before the Board. Mrs. Durant also stated that AT&T will be screening the cabinet with tall evergreens. Hearing no further comments or questions Mayor Wissman called for a voted on the motion.

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

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

Mayor Wissman called for a motion to approve the bills for payment.
Main Motion: Alderman Brooks made a motion to approve the bills for payment. Alderman McKee 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 Harmon made a motion to adjourn. Alderman McKee seconded the motion.

Meeting Adjourned.

Mike Wissman, Mayor  2/3/2020

Brittney Owens, Recorder  2/3/2020