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
   Others Present
   Catherine Durant, Town Administrator
   Brittney Owens, Town Recorder
   Gerald Lawson, Town Attorney
   See list
   Absent: Cheryl Pardue, Alderman

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 Donnie Mayo.

IV. Approval of the minutes from January 7, 2019.

Motion: Alderman Harmon made a motion to approve the Board of Mayor and Aldermen minutes from January 7, 2019. Alderman Biggs seconded the motion.

Mayor Wissman called for discussion or questions. Alderman McKee stated that last month the Board approved for Resolution 2019-05 but he did not have clarification. Alderman McKee would like to make an amendment to add a condition that the only colors allowed be black or white lettering to match throughout the development. Gerald Lawson, Town Attorney, advised that a motion for reconsideration for approval was needed if in majority opinion.

Alderman Biggs withdrew the motion to approve the minutes.
Motion: Alderman McKee made a motion to reconsider Resolution 2019-05. Alderman Brooks seconded the motion.

Alderman McKee wanted to discuss the color of the signage allowed. From his understanding, the background colors were only discussed. He expressed that he agrees with the lighting on all signage but wants all the lettering to match so that all signage in the complex is uniform.

Mayor Wissman called for a vote on the motion to reconsider Resolution 2019-05.

Vote on Motion: The motion carried unanimously.

Motion to Amend: Alderman McKee made a motion to amend Resolution 2019-05 to add a condition that the only colors allowed be black or white lettering to match throughout the development on all additional buildings, other than hotel; building and ground signs would all be black or white lettering. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion on the amendment. Vice Mayor McKee asked if this was already discussed at DRC. Alderman Biggs can’t specifically say if this was discussed at DRC but agrees that DRC would agree with Alderman McKee.

Catherine Durant, Town Administrator clarified per Angela Reeder, Town Planner that all text must be one of the five (5) approved colors; black, white, bronze, beige and gold. Vice Mayor McKee asked if there was going to be some white and some black if colors are approved for signage. Mr. Lawson stated that on multi-tenant building complexes all signs must match. This decision on color will just be directed to all other than the hotel signage, that has already been agreed upon. This motion is to be sure that all other signage matches.

Mayor Wissman called for vote on motion as amended.

Vote on Motion as Amended: The motion carried unanimously.

Mayor Wissman called for a motion to approve the minutes which will show the amendment in February’s minutes.

Motion: Alderman Biggs made a motion to approve the minutes from January 7, 2019. Alderman McKee seconded the motion.

Mayor Wissman called for a vote on the motion.

Vote on 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.

Donnie Mayo, 5333 Shetland Trail. First announcement, the Northeast Kiwanis Club is partnering up with Arlington Community Schools to put together backpacks that are filled with usable school items and food for students. The backpacks will be full of stuff that students can take home with them during the weekends. Second announcement, Shepard’s Haven is hosting their 2nd Annual pancake dinner. The event will be hosted at Arlington Elementary on February 25, and dinner will be $5.00 a person.

VI. Communication from the Mayor.

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

Mayor Wissman recognized Lt. Crowder. Lt. Crowder stated that there was a total of 27 reports for the month of January. Of those 27 reports, 7 were motor vehicle break ins which are 4 less than December. 2 of those were unlocked in which weapons were stolen. On January 30th there was a report of vandalism, which included suspects driving around town and paintballing local buildings and residences. She reported that they have identified the vehicle type and model, continuing to monitor. Lt Crowder introduced a contact that will volunteer to help set up neighborhood watch programs if they are needed, just contact the Sheriff’s office.

Mayor Wissman thanked the department for their dedication.

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

Mayor Wissman recognized Lt Chad Wiseman. Lt Wiseman stated there were a total of 78 responses, with 32 being fire responses, and 46 being EMS responses. There were 9 calls south of I-40 and 7 on I-40. He noted that they responded to a structure fire on Summer Meadow Ln. and also responded to an apartment fire in Lakeland off Champions Dr.

Mayor Wissman personally thanked the crews, especially in response to a family member’s address.

C. Other as properly presented

1. Mayor Wissman stated it is budget season and asked that the Board please work with staff if there were any inquiries. He noted that the next budget meeting is February 28th at 5:30 PM.

2. Mayor Wissman noted that the Playground of Dreams has been declared unsafe. He stated that we had a certified Playground Inspector come onsite and we were waiting for further information before discussion of rebuilding begins.
3. Mayor Wissman noted that he has attended several luncheons including one with Senator Marsha Blackburn and one with Congressman Kustoff. At both lunches he asked about several committees especially about the Veteran’s Home funding. Both parties have put it on their agenda.

4. Mayor Wissman noted that Paul Rose has won the nomination for primary for our district. He has an event on February 16th from 8-10 AM at the Millington Banquet Center.

5. Mayor Wissman reminded everyone of the Chamber Luncheon and noted that he will be giving a State of the Town.

VII. Committee Reports

Mayor Wissman advised that the Planning Commission, Design Review Committee, Arlington Community School Board, Park and Recreation Board and the Health and Safety Committee met during the month of January.

Alderman Brooks read the Treasurer’s Report into the record.

The Treasures report for the month of February and the financial reports are on file at Town Hall and have been given to the Board.

VIII. Consent Agenda

A. Resolution 2019-08 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee to enter into an Athletic Facility Provider Agreement with Arlington Youth Baseball and Softball.

B. Resolution 2019-09 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee, to enter into an Athletic Facility Provider Agreement with Arlington Soccer Association.

Mayor Wissman called for a motion

Main Motion: Vice Mayor McKee made a motion to approve the Consent Agenda which consisted of Resolution 2019-08 and 2019-09. Alderman Biggs seconded the motion.

Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

IX. Old Business

A. Second and Final reading of Ordinance 2019-01 to amend the Town of Arlington Tennessee, Budget for Fiscal Year Ending June 30, 2019 (PUBLIC HEARING)
Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated that this was the second and final reading to amend the budget. The only change between first and second reading was to incorporate changes that were already approved regarding School Amendments. Staff recommends approval.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman Harmon made a motion to approve second and final reading of Ordinance 2019-01. Alderman Brooks seconded the motion

Mayor Wissman called for a motion to suspend Board of Mayor and Alderman Meeting and open a Public Hearing.

Motion: Vice Mayor McKee made a motion to suspend the meeting and open a public hearing. Alderman Harmon seconded the motion.


Mayor Wissman stated that notice of the public hearing was published in The Daily News on January 16, 2019. Anyone wishing to speak for or against this request, please stand to be recognized. State your name and address for the record.

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 of Mayor and Alderman meeting. Alderman Harmon seconded the motion.

Mayor Wissman called for discussion or questions. Hearing none, he called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

B. Other as properly presented.

There was no further business brought forward.

IX. New Business

A. Resolution 2019-06 of the Town of Arlington, Tennessee, a Municipal Corporation of the State of Tennessee, creating the Tennis Complex Assigned Fund Balance in order to ensure Fund availability for the completion of said project.
Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated the Town of Arlington entered into a contract with Grinder Taber Grinder, for construction services on October 1, 2018. At this time, staff wishes to segregate funds currently in the undesignated fund balance of the General Fund and allocate those funds to the completion of the Tennis Complex as an Assigned Fund in the amount of $1,769,261.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman Brooks made a motion to approve to Resolution 2019-06. Alderman McKee 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 2019-07 to authorize Mike Wissman, in his capacity as Mayor, to authorize the Award of Bid project known as SCADA System Hardware Upgrade.

Mayor Wissman recognized Gil Rivera, Waste Water Director. Mr. Rivera stated that this project went out to bid on January 3, 2019 with bids being received until January 30, 2019 at 2:00 PM at which time the bids were opened publicly and read aloud. We received a total of 3 bids, with the lowest and most qualified successful bidder being Industrial Controls & Electric, LLC, based on the total bid amount of $152,173. For informational purposes the SCADA system is the brains of the plant. The system tells the plant when to open and close certain areas with also detecting any equipment that is not working properly. Mr. Rivera stated that he has been director for a little over a year and since taking over there have been numerous problems with the system. Mr. Rivera introduced Robert Gaines and Henry Moore. Robert Gaines, who is very knowledgeable in SCADA systems, was hired to help assist staff to determine which bidder was better equipped to complete this project. Mr. Moore is with Industrial Controls & Electric, LLC. Mr. Rivera asked that if the board had any technical questions or project questions to please feel free to direct them to Mr. Gaines or Mr. Moore. Staff has reviewed and recommends award.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman Brooks made a motion to approve Resolution 2019-07. Alderman McKee seconded the motion.

Mayor Wissman called for discussion or questions.
Vice Mayor McKee inquired about the ability for the new system to be monitored remotely. Mr. Rivera stated that once the new system goes in there will be alarms that will sound specific to certain areas to determine the urgency. Several employees will have phones that will send the alarms to them and that will decide on a solution. Some alarms may be fixed remotely while other will require them to go onsite.

Catherine Durant, Town Administrator noted that the scope of the project will include all necessary computer and equipment upgrades.

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

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

C. **Other as properly presented.**

Catherine Durant spoke on the 1st Annual Town of Arlington Employee Family Night. She gave a breakdown of what activities took place, stated it was successful and thanked those that put it together.

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

Mayor Wissman called for a motion to approve.

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

**Meeting Adjourned.**

Mike Wissman, Mayor  
3/4/19  
Date

Brittney Owens, Recorder  
3/4/19  
Date