MEETING MINUTES

I. Call to Order and Roll Call.

Present
Mike Wissman, Mayor
Harry McKee, Vice Mayor
Larry Harmon, Alderman
Cheryl Pardue, Alderman
Jeff McKee, Alderman
Oscar Brooks, Alderman
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 Ruby Hannah.

IV. Approval of the minutes from April 1, 2019.

Motion: Alderman Pardue made a motion to approve the Board of Mayor and Aldermen minutes from April 1, 2019. Alderman McKee seconded the motion.

The motion carried unanimously.

V. Grievances and Comments from Citizens:

Mark Woodlock, 5892 Windsor Falls Loop. Mr. Woodlock has recently purchased 5823/5826 Airline. These parcels are zoned for residential but would like to see them rezoned for commercial. Mayor Wissman noted that the Town Planner was available to speak with after the meeting regarding his inquiry.
VI. Communication from the Mayor.

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

Mayor Wissman stated that the Sheriffs Report will not be available until tomorrow. The full report will be 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 84 responses, with 48 EMS responses and 36 Fire responses. There were 6 calls south of I-40 and 4 calls on I-40. Fire Department assisted aid in several special calls.

Chief Harvill noted that all three shifts have completed two days of extrication in-service training. Chief Walls with the Oakland Fire Department led the training. The full report is on file at Town Hall.

Mayor Wissman thanked him for his time.

C. Other as properly presented.

1. Mayor Wissman noted that an event hosted by the Arlington Senior Center in conjunction with the Shelby County Emergency Management Team and Arlington Fire Department will be taking place on May 31st at 11:30 AM. This training will educate participants on how to plan for the unexpected and prepare for any emergency situation. The training is targeted for the 50 and up crowd.

2. Mayor Wissman noted that the First Annual Officer of the Year was awarded by the Health and Safety Committee. Mayor Wissman thank Alderman Pardue and her committee for making this possible.

3. Mayor Wissman noted that there was a work force development event at Arlington High School. This event is to help shape the idea of development of work through other programs such as welding, tech skills, STEM, and nursing programs. This program will be geared towards students obtaining a skill set, getting certifications and/or obtaining qualifications that they can use in the work force. In attendance was about 60 business leaders.

4. Mayor Wissman noted that the Chamber of Commerce luncheon will be Wednesday May 8th at 11:30 AM.

5. Mayor Wissman stated that Arlington in April was the previous weekend and it was very successful. Mayor Wissman thanked staff that helped put it together along with participating.
6. Mayor Wissman advised that the 5th class will be graduating from Arlington Community Schools.

7. Mayor Wissman stated that it is election season; petitions are going around and will continue through June 20th.

8. Alderman Pardue stated that the Health and Safety Committee would like to remind residents not to shoot off any firearms in the town limits and comply with all ordinances.

9. Vice Mayor McKee noted that Arlington Fireworks are coming up, June 29th.

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 April.

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

Alderman Brooks read the treasurer’s report into the record. Full report is on file at Town Hall.

VIII. Consent Agenda

A. Resolution 2019-17 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee to enter into a contract with Alexander Thompson Arnold, PLLC, to conduct the annual financial audit for the fiscal year ending June 30, 2019.

B. Resolution 2019-19 of the Town of Arlington, Tennessee Board of Mayor and Aldermen to amend the Arlington Community Schools Board of Education 2018-2019 operating budget.

C. Resolution 2019-20 of the Town of Arlington, Tennessee, Board of Mayor and Aldermen, to reappoint Terry Perkins to fill a six-year term to serve on the Shelby County Municipal Solid Waste Planning Board.

D. Resolution 2019-21 the Arlington Board of Mayor and Aldermen to authorize a land disturbance permit for property located on the Northeast corner of Memphis-Arlington Road and Gerber Road, known as the Myer’s Park PD.
E. Resolution 2019-22 Arlington Board of Mayor and Aldermen to authorize Mike Wissman in his capacity as Mayor, to enter into a development agreement with Faith Baptist Arlington for the construction of the Faith Baptist Arlington Site Plan.

F. Ordinance 2019-04 to amend the Town of Arlington Zoning Map by rezoning two lots totaling roughly 4.35 acres of property located on the west side of Airline Road across from Brooks River Drive from E; Estate Residential to SC: Shopping Center Commercial.

Mayor Wissman called for a motion to approve Items A-F on the consent agenda.


Mayor Wissman called for discussion or questions. Hearing no further comments, 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 2019-02 to further amend the Town of Arlington, Tennessee, Budget for Fiscal Year ending June 30, 2019.

Mayor Wissman recognized Brittney Owens, Recorder/Treasurer. Mrs. Owens stated that this is the second reading of the second set of amendments. There have been no changes between 1st and 2nd reading. Staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Second and Final reading of Ordinance 2019-02. Alderman Harmon seconded the motion.

Mayor Wissman called for a motion to suspend Board of Mayor and Aldermen 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.

Mayor Wissman stated that a notice of a public hearing was published in The Daily News on April 5, 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 Public Hearing and resume the Board of Mayor and Aldermen meeting. Alderman Brooks seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

B. Second and Final Reading of Ordinance 2019-03 to amend Title 8, Chapter 1 Intoxicating Liquors and Chapter 2 Beer of the Arlington Municipal Code by the amendment, deletion and addition of certain sections.

Mayor Wissman recognized Brittney Owens, Recorder/Treasurer. Mrs. Owens stated this is the second reading, noting there have been a few changes between 1st and 2nd. In section 8-212, there has been a correction in which sales can be made. The times were written into the ordinance backwards, it is now corrected. In section 8-217 there have been changes to some of the language to allow only legal conforming businesses to have a permit for growlers. Also, the removal of the last two sentences in that section. Also, section 8-232 language was added to include “Drive-Through Restaurants.” Staff recommends approval.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman Pardue made a motion to approve Second and Final Reading of Ordinance 2019-03. Alderman McKee seconded the motion.

Mayor Wissman called for a motion to suspend the Board of Mayor and Aldermen meeting for Public Hearing.

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

Public Hearing: Second and Final reading of Ordinance 2019-03 to amend Title 8, Chapter 1 Intoxicating Liquors and Chapter 2 Beer of the Arlington Municipal Code by the amendment, deletion and addition of certain sections.
Mayor Wissman stated that a notice of a public hearing was published in The Daily News on April 5, 2019. He further stated that anyone wishing to speak please state your 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 motioned to close the Public Hearing and resume the Board of Mayor and Aldermen meeting. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion on main motion.

Alderman Brooks inquired about the change of the number of resident’s in order to build another liquor store. Town Attorney, Gerald Lawson stated that some Board members suggested the change from 15 thousand to 25 thousand residents. He explained how the original number of 15,000 was arrived at and that every city does it different based on their growth and ordinance. Some cities limit so many liquor stores in their towns, for example Millington limits theirs to only allowing 3. At the time, the Town of Arlington was roughly 6 thousand residents. By looking at surrounding areas based on their residencies Arlington did the math and saw that roughly 15 thousand per one store were in most areas.

Alderman Brooks would like to see that change removed from the Ordinance and see how that change effects the Town. He stated that he doesn’t foresee how another store could be detrimental to the Town. Mayor Wissman commented that it seemed premature because of the state moratorium currently in effect. Mayor Wissman asked for staff to explain the process of getting a liquor store. Mr. Lawson explained that some kind of lottery system would be set up in order to pick who would get the chance to open the next liquor store as it would be more of a first come first serve on the application process with the state.

Alderman McKee stated his concern that the number should be pushed up and if it is necessary reamend it for a lower number. Alderman McKee stated he would agree that if the vote was to remove the statement, that the Board agrees to revisit the topic before next census is certified. Alderman Biggs asked what the legal ramifications are of changing the numbers after the census. Mr. Lawson stated if the census came back at 15,001 someone may have any argument to open a liquor store.

Mayor Wissman stated that by comparing with other Mayors, limiting businesses isn’t a preferred method. Alderman Harmon stated that the Board needs to make a decision and also agrees that limiting a certain type of business isn’t practical. Alderman Harmon suggests that the Board leave it as is with a revisit in the future.

Mayor Wissman called for a motion to delete proposed changes in section 8-111.
Motion: Alderman McKee motioned to delete all proposed changes in section 8-111 of Ordinance 2019-03. Alderman Brooks seconded the motion.

Mayor Wissman called for a vote on the main motion as amended.

Vote on Main Motion as Amended:

Motion carried 5 to 2 with Vice Mayor McKee and Alderman Biggs voting NO.

X. New Business

A. Resolution 2019-23 to amend and adopt certain submittal and review fees for the Administrative and Technical processing and review of Applications for Residential and Non-Residential Development

Mayor Wissman recognized Angela Reeder, Town Planner. Mrs. Reeder proposed a consideration to amend the fee schedule. Staff has noticed over the last several years that applications have taken more time consumption for staff then the fee covers as they are reviewing items more than the included three reviews. Applications that require a lengthier process is costing more from the town. Mrs. Reeder proposes two new fees to compensate for the time to process these applications. First fee is adding an additional Civil Engineering Fee that would only apply if the application needed more than the initial three reviews. Currently the Town is not recapturing the cost and is having to give it to third parties for reviews. Research has been done to show that other municipalities have similar fees in place. The proposal would be if an application took more than three reviews the applicant would pay an additional fee of $250.00.

The other fee proposed is for the sign permit fee which is currently $50.00. This will stay the same for normal routine sign permit but if applicants would appeal a permit or sign then the process would lengthen, and there is not a cost associated with that process at this time. The proposal would be to add a fee of $100.00 to cover the staff as they would need to prepare additional documents and packages. Staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Pardue made a motion to approve Resolution 2019-23. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions.

Mayor Wissman asked how this proposal compared to other municipalities review fees. Mrs. Reeder explained that all are comparable. Collierville only allows two (2) reviews and charges an additional $500 for anything past those reviews. Collierville is the most aggressive, so Arlington's proposed fee is reasonable.
Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

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

**B. Resolution 2019-24 to approve a Master Development Plan for the Wilson Lake PD, a residential planned development on a 38.39-acre site north of Forrest Street, between Forrest St Park and Maple Grove. (Public Hearing)**

RESOLUTION PULLED PER APPLICANT’S REQUEST.

**C. First Reading of Ordinance 2019-05 to further amend the Town of Arlington, Tennessee, Budget for Fiscal Year ending June 30, 2019.**

Mayor Wissman recognized Brittney Owens, Recorder/Treasurer. She noted that this is the first reading of the third set of amendments for Fiscal Year ending June 30, 2019. This includes a clean up of line items and accounting for the sale of property to ABRA and Wendelta. Staff recommends approval.

Mayor Wissman called for a motion.

**Main Motion:** Alderman Brooks made a motion to approve First Reading of Ordinance 2019-05. Alderman Pardue seconded the motion.

Mayor Wissman called for discussion or questions.

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

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

**D. First Reading of Ordinance 2019-06 adopting the Annual Budget, Board Compensation and Tax Levy for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.**

Mayor Wissman recognized Brittney Owens, Recorder/Treasurer. Mrs. Owens began with the reading of the Financial Breakdown from the Fiscal Year (FY) of 2018. She explained that $1,950,819 was put into Reserves and gave a breakdown for each department along with additional revenues received. In total $892,554 was put back into reserves from departmental savings. Staff did know that $150,000 from Fire and $200,000 for Debt Payment were already set aside to go into reserves. The biggest savings in all departments came from the total salary and benefits not paid to positions not filled in gap periods.

The Town did have an additional one-time Revenue which came in at a total of $500,788. That is a variation of fees from street lighting fees; $180,988 to water development fees;
$252,000. These fees actually come to us but are turned around to MLGW. There was also the sale of land and equipment; land $25,000 and equipment at $7,385. Insurance recoveries came in at $27,857 for the two scoreboards that were damaged by a storm. Advent Church also donated $5000 for a scoreboard along with $3000 for early literacy computers at the library. Arlington Baseball and Softball Youth League also donated money for batting cages.

The Town did have additional tax revenue. State income tax was at $382,453. This is not all for Arlington, we must go through monthly and check addresses to ensure the state has properly allocated the money. Some revenue was accounted for through Budget Amendments and the total overage for additional Revenue not budgeted was $726,077. All these numbers can be found in the Audit Report on pages 18-23. Mrs. Owens stated that Audit Reports for the last 5 years can be found on the Town’s website along with 3 years of budget documents. All documents prior to that may be obtained at Town Hall.

She then explained the break down for the proposed budget for Fiscal Year ending June 30, 2020. In General Fund, the total revenue proposed is $10,054,179 for next fiscal year. Majority of the revenue is property taxes at 42%. Additional revenue is broken down into various parts. Last year a special census was done, which has now been completed, but was not certified until June and the budget was already adopted. This is a first year of a full budget cycle with new appraisal rates since the appeals period closed. Reappraisal took place in 2017. During 2017-2018 numbers were budgeted with appeals allowance. The Board was able to nominate an Arlington Resident with real estate background to go serve on the Shelby County Board of Equalization during the appeals process. Arlington got a notice that not many residents appealed or got approved so that was more money that the Town got back. The budget is being balanced with a proposed tax increase of .22 which will make the new tax rate $1.37, per $100 of the assessed value.

She stated that the Expenditure proposed is $10,054,179. The breakdown of the expenditures amount to $760.70 per resident for the year. This is how much money the Town spends per resident to provide all general fund services for the entire year, apart from sewer and solid waste. This is an increase of $122.31 from the prior year. The proposed expenditures are broken down to 44.82% pertaining to salaries and benefits, 9.16% in operating expenses and 2.29% in capital purchases. Some noted items in expenses of the projected budget is the increase in staffing by 27% totaling $902,323.44. This increase of staffing includes the new hires for the 12 positions at a 1 year pay scale for the Fire Department second company along with one new position for Public Works and one new position for Parks. She noted that there is an increase in Education for the payment made to Arlington Community Schools of $9,424. This is for the .15 equivalent of the tax rate. She explained the increase for the Transfer to other Funds by $802,000, the increase in insurance for new personnel and a new Fire Quint. Mrs. Owens explained the debt services are 6.75% of the expenses, included with that is the payment for Forrest Street Campus, payment of the fire engine and payment for the Fire Quint. She explained that all debt has to be approved by the Tennessee Comptroller of the Treasury. She stated that Forrest Street Campus is a General Obligation Bond. This means that the debt is
repaid by revenue sources nonspecific to the projects. This bond has a three-year draw period and is not carried as a $6 million debt on the Town’s books. Currently, the Town is committed to $2.5 million in contracts with the interest that equates to 7.5 years. To date, the Town has drawn down $500,000. Fire Engine 71 and Fire Quint are both Capital Outlay Notes. Engine 71 will be paid off in August and the Quint is a 7-year note with its first payment beginning in August. She noted the total for the Quint is $1,125,026.

Mrs. Owens stated that operating expenses were decreased by $150,000 along with Capital Outlay purchases by $656,000. She explained that the Tennis Courts and Second Fire Station will be paid from reserves in the upcoming fiscal year. Unrestricted fund balance is currently $9,334,004.03, assigned fund balance to the Tennis Court is $1,769,261 and $4,000,000 has been committed to the fire station. We are on track to put money back into reserves as the two sales of land to ABRA and Wendelta, will help cover the unrestricted fund balance to meet the requirements (100%) for the current year revenues proposed.

The departmental breakdown shows that Fire has the largest percentage of 30% at $2,978,287, this is normal being that it is Public Safety. Transfer to Street Aid is at 18%, $1,800,000. Mrs. Owens explained that the pie chart section labeled General Administration and Shelby County Trustee Employee also include legal, engineering, and auditing services along with Elected Officials, administration, Finance and Planning and Development.

Street Aid revenue breakdown shows that transfer from General Fund is 59% of revenue. On Street Aid expenditures, 39% are for Grant and New Road projects, 39% is for repair and maintenance of current infrastructure and Utility services at 11%.

Solid Waste’s main revenue comes from refuse collection at 93%. Largest expenditures are the collection fees at 83%. Mrs. Owens stated that staff is proposing spending from reserves in this fund to purchase a truck with a lift gate and leaf vac totaling $56,250. The leaf vac will be used only on Town owned property.

Mrs. Owens explained that the Sewer Fund is an Enterprise Account and operates like a business. The sewer revenue includes the sewer rate increase adopted by Resolution 2018-49. She noted that staff is proposing to spend from reserves in the Sewer Fund in the amount of $600,000, which includes $200,000 for Lillian Bend Lift Station removal and conversion to gravity flow and $400,000 is for biosolids removal. She explained the debt service in this account which consists of two loans totaling 9.34% of expenses, one will be paid off in 2024 and the other will be paid off 2038. Depreciation is the largest expense at 30.36%, this is something that forces money be put back into reserves to help with the infrastructure and repairs of infrastructure.

Mayor Wissman called for a motion to approve.
Main Motion: Alderman Pardue made a motion to approve First Reading of Ordinance 2019-06. Alderman Biggs seconded the motion.

Mayor Wissman called for discussion or questions.

Mayor Wissman reminded the Board that this is a first reading. Mayor clarified that the second reading will be at the June 3rd meeting along with a Public Hearing.

Alderman Brooks pointed out the fluctuation of the tax increases and decreases over the course of his time on the Board. He stated that the tax increase will be help fund the new Fire Station and is fully supportive of it. He is also supportive for commercial growth simply because that is where the town can increase revenue.

Alderman Biggs stated the second company has been needed for a while. He stated that the tax increase is not an easy decision, but the priority is the fire station and that is where the funding will come from. Alderman Biggs pointed out that there are also several older neighborhoods with roads that need to be repaved and not just potholes filled. He stated that road repair is a necessity and if the taxes aren’t raised, then the main necessities such as road repair will not happen.

Vice Mayor McKee agrees that the tax increase needs to happen to fund the Town’s necessities. He stated that in the next 3 years, there is a possibility that it could go down simply because of the commercial growth that will benefit Arlington. Vice Mayor McKee also pointed that he is against cutting any money from the transfer to Street Aid.

Alderman Pardue appreciated transparency by staff. She stated that she believes that public safety should be a large priority and she firmly supports that street improvements are a must; tax increase is necessary, and that commercial growth will help the Town.

Alderman McKee echoed most of what has already been stated with the budget. He appreciates the staff and the job that they did in figuring out the budget and supports the decisions that staff is proposing.

Alderman Harmon stated the biggest thing that stood out was the fire protection being that there is only one fire station. He firmly believes that a second house is needed and agrees that infrastructure is the most important thing. He stated that having the second house will make Arlington more desirable for big businesses because it will save them percentages on certain insurance.

Mayor Wissman wanted to note that the Town isn’t growing for just revenue sake. It is inevitable that a tax increase was going to happen, just based off the growth of the town and staff. Mayor Wissman also appreciated the Board for all being supportive and understanding what priorities are needed for the Town and the need of the tax increase.

Hearing no further discussion, Mayor Wissman called for a vote on the main motion.
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Vote on Main Motion: The motion carried unanimously.

E. Discussion of Debt Policy

Mayor Wissman recognized Alderman Biggs. Alderman Biggs stated his concern about the debt that the Town is taking on and the potential of debt in the future. Alderman Biggs would like to know how much interest is being paid on the current bond issuances. These loans are for the 2012 fire truck, the new fire truck and the Forrest Street Campus project. Alderman Biggs sees that the town is growing but, in the future, can foresee that there will be a new Town Hall, and then it will accumulate on top of the loans currently standing. Alderman Biggs proposed that language be added to the debt policy in which the Town should pay anything over 100% of the undesignated Fund Balance toward debt services while still complying with the fund policy. Any extra revenue should be used to pay down the debt.

Alderman McKee supports having no debt, but the Town needs to be logical about spending anything extra outside of necessity. He suggested starting with paying off the smaller loans and still save some money for projects in the future like a new Town Hall. Alderman McKee stated he is not comfortable 100% to pay off all debt with reserves. Alderman Biggs suggests that the language be changed that the debt will be paid or addressed in the future, he just wanted to get the discussion started. Vice Mayor McKee stated that the Board needs to rely on the Financial Advisory Board for direction.

Mayor Wissman suggested that as a Board they should request to see the status once a year so that a decision can be made if the opportunity arises that money can be put towards debt. Vice Mayor McKee agrees that getting direction from the Financial Advisory Board is a must. Vice Mayor McKee also asked staff prior to meeting about how much will the loan decrease if the Board were to put money towards it, maybe save for it and pay it down. Staff answered a couple of years would fall off. Alderman McKee suggested at the time of budget season, this is where this process or discussion should start. Mayor Wissman made a point that as a growing community, Arlington has a very low debt ratio county and statewide compared to most multiplicities of the same size.

F. 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.

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

**Meeting Adjourned.**

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Mike Wissman, Mayor

June 3, 2019

Brittney Owens, Recorder

June 3, 2019