Town of Arlington
5854 Airline Road, Arlington TN 38002

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

MEETING MINUTES

I. Call to Order and Roll Call.
   Present
   Mike Wissman, Mayor
   Harry McKee, Vice Mayor
   Larry Harmon, Alderman
   Jeff McKee, Alderman
   Oscar Brooks, Alderman
   Jeremy Biggs, Alderman
   Cheryl Pardue, Alderman

   Others Present
   Catherine Durant, Town Administrator
   Britney Owens, Recorder/Treasurer
   Angela Reeder, Town Planner
   See List

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

II. Opening Prayer.

   Opening prayer was led by Alderman McKee.

III. Pledge to the Flag.

   The Pledge of Allegiance was led by Lt. Erik Ross.

IV. Approval of the minutes from July 2, 2018

   Motion: Alderman Harmon made a motion to approve the Board of Mayor and Aldermen minutes from July 2, 2018. Alderman Brooks seconded the motion.

   The motion carried unanimously.

V. Grievances and Comments from Citizens:

   Mayor Wissman asked if any citizen wished to address the Board to please come to the podium, state his/her name and address for the record. He reminded everyone this was not a question and answer session.
There were no further comments.

VI. Communication from the Mayor.

A. Shelby County Sheriff’s Department Incident Report for the Month of July 2018.

Mayor Wissman recognized Lt. Crowder, Shelby County Sheriff’s Department. Lt. Crowder noted that there were 27 total reports for the month of July. There were 5 motor vehicle thefts, with 3 of the vehicles left unlocked, and 1 handgun stolen. Two of the victims had video footage from the burglaries and have turned it over to Shelby County to be reviewed by detectives. She stated that there was 1 burglary from a residence, in which the garage door was left open. There was also 1 burglary from a construction site.

Mayor Wissman thanked Lt. Crowder for her time.

B. Town of Arlington Departments Report.

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant reported on positive things going on in the various Town departments.

Regarding Town Projects, there has been activity on the LPRF Grant project at Forrest Street Park, Phases 2 & 3. Forrest Street Campus is still in Design phase and will be out for bid soon. The Highway 70 Widening project is in NEPA phase. The Airline Road Widening project is in the ROW/Acquisition phase. The Bike/Pedestrian Trail is in NEPA and Design phase. The Lillian Bend Station project is in Design phase. The Depot Square Road Realignment is in the ROW/Acquisition phase. Hall Creek Sewer Extension project is in the Design phase. The Tennis Facility project is being reviewed by Shelby County Code Enforcement prior to putting out for bids.

In Public Works, Forrest Street paving and restriping has been completed. Milton Wilson Boulevard paving and patching is currently underway. The access control system is being reviewed by the Fire Department and Public Works to provide controlled access to the Safe Room. Terry Perkins, Director of Public Works will be working with UT MTAS to develop a street inventory, as well as a process to evaluate and grade the streets in the future. Shared Services are being developed in all Town departments, including Fleet Maintenance and Building Maintenance. The new maintenance software has been installed and is in use. Public Works has also recently purchased 2 new dump trucks, a bucket truck, a claw truck, and various tools and equipment to enable employees to work smarter not harder.

In Sewer, the staff has grown from 2 members to 5 members. Kasey Jones will be attending a Pretreatment Certification in August. Meetings are continuing regarding sludge removal at the wastewater lagoon. A new camera system has been purchased and is currently in use for Sewer and other areas of the Town for drainage systems and other needs. The new SCADA system has been ordered. New security cameras have also been installed, which is part of the process to open the lake property up for public use. The WWTP been 15 months without a permit.
violation. There will be a FOG (Fats, Oils and Grease) class on August 28, 2018. Collection system repairs are ongoing, including manhole covers, sewer lines, and various equipment purchases.

In Parks and Recreation, we have made an offer to Mr. Daniel Carson for the position of Director of Parks and Recreation. He will begin on October 1, 2018, pending his signed offer acceptance. The LPRF Grant project at Forrest Street Park is proceeding. The project includes landscaping, lighting, parking, playground equipment, a sprinkler system, a walking trail, a concession pavilion, a fountain in the lake, and on-street improvements including on street parking. Youth Soccer was disrupted due to construction at Forrest Street Park, but Mr. Tom Braswell made arrangements for them to share Douglas Street Park and Arlington High School to accommodate the teams this season. The football field has been re-sodded with a new species of grass to withstand high traffic. The Parks department has purchased a new turf tank, truck, mower, and various equipment. The Lake Property improvements to this point have included parking, fencing, signage; guard rails have been ordered and should be installed shortly to provide safe access to the property for the general public, once installed the property can be opened to the public.

In the Fire Department, they were called to a structure fire recently in Lakeland that included a partial collapse of the building with Arlington Fire inside. The study for the second fire company and fire station has been completed. The Town is in the process of acquiring land for the new station. Chief Harvill and Assistant Chief McMillen both attended the Chiefs' Conference, allowing them to access ongoing education and training as well as networking with other Fire Departments. Two Department members passed their hazmat course this month. Also, AFD responded to a child drowning, which resulted in a full recovery. Active Shooter Training will be conducted in the Board Room August 21-24, 2018 for all Town employees. The Fire Department has been awarded an AFG grant for the Exhaust System project of $44,667.00, or a 5% match by the Town. This is the second grant awarded to AFD in the last 2 months. The Department is in the process of working through specifications for the Quint truck, the second piece of aerial equipment needed in order to fight structure fires in multi-story buildings.

In the Planning Department, Angela Reeder, Town Planner and Mary Helen Carmack, Planning Clerk have been working on the 2017 Census Review. They have added 538 new residences to the 2020 Federal Census list of addresses to be certified. The Administrative Assistant position has been hired, and Janet Lucci will start on August 16, 2018. The August Planning Commission meeting will address the following items: Myers Park, Arlington Trail, a rezoning on Highway 64, a site plan for Rich Products, and an expansion for the equine hospital. The Design Review Committee will be reviewing an expansion for Wright Medical, expansion on Commander Drive and landscaping at Forrest Street Park. On Depot Square there are multiple projects underway including Brendalay Restaurant, A-Town Crossfit, Arlington Depot Square, Greenlee Offices, and several residential lots. In the month of July there were 29 building permits issued, 1 new construction foresight plan, 6 preliminary meetings and 18 new homes were built.
In the Finance Department there were 2 reviews for Bond Ratings, one for General Fund and one for Sewer Fund. The Bond Rating for General Fund was increased to AA2 from AA3. The Bond Rating for Sewer Fund maintained A2 rating. The Board of Mayor and Alderman have adopted the proposed Fund Balance policy. There will also be recommendations to the Board for money to be set aside for specific projects tonight on this agenda. The Town Drug Policy has also been revised and reviewed with all Town employees. The books have been closed for June and are being prepared for audit in September. The Finance Department has also assisted with job descriptions for the Building Maintenance and Administrative Assistant positions. The Department also performs ongoing Grant Administration for all grant-funded projects. The Senior Citizens Center and Library are also under the purview of the Finance Department. Ms. Durant reiterated that the Town has many positive things to be proud of, including the employees and department heads that make it all possible.

Vice Mayor Harry McKee asked that the Fire Department start including with their monthly report the cause of accidents on I-40.

C. Other as properly presented.

1. Mayor Wissman stated the Chamber Luncheon will be Wednesday, August 8 at 11:30am.
2. Mayor Wissman advised of the flyer that had been distributed regarding the 5k on September 8th, with more information on the Town website and Facebook page.
3. Mayor Wissman reminded everyone that school starts Monday, August 13, and to be prepared for an increase in traffic during school hours, as well as increased traffic on Friday nights due to football games at Arlington High School.
4. Mayor Wissman sent his thoughts and prayers to the Lollar family after the passing of State Representative Ron Lollar. He advised that there was a meeting underway to appoint a replacement to fill that seat.

VII. Committee Reports

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

Alderwoman Brooks read the Treasurer’s Report into the record (on file).

VIII. Old Business

A. Other as properly presented.

There was no old business brought forward.

IX. New Business
A. **First Reading of Ordinance 2018-08 of the Town of Arlington, a Municipal Corporation of the State of Tennessee, creating the Fire Department Committed Fund Balance in order to ensure Fund availability for the Development of a future Fire Station.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. She advised that last month the Board approved a Fund Balance policy outlining different types of fund balance and the steps to approve. The Fire Department completed a study and proposal to recommend a second fire company and station, presented in a work session on June 27, 2018. This Ordinance states that the Board of Mayor and Alderman are electing to segregate funds which are reflected in the undesignated fund balance of the General Fund, to be allocated to the building of a future fire station as committed funds in the amount of $4 million. Ms. Owens reminded that if this Ordinance does pass it will create the Committed Fund Balance and any revisions would need to be brought back before the Board to be decided. Ms. Owens stated that staff recommends approval.

**Main Motion:** Alderman Pardue made a motion to approve First Reading of Ordinance 2018-08. Alderman Harmon seconded the motion.

Mayor Wissman called for discussion or questions.

Vice Mayor McKee asked if the amount was $4 million or up to $4 million. Ms. Owens replied that it is $4 million. She stated that if they wished they could come back with another Ordinance to reassign a portion of the funds later on. Once Ordinance 2018-08 is passed, it will be an accounting function which will take $4 million currently in the undesignated fund balance and set it aside in its own line item. If the project comes back less than $4 million the Board can decide to reallocate a portion of the funds. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

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

B. **Resolution 2018-44 to authorize the first amendment to the purchase and sale agreement for Town property, for 1.75 acres, amended to add .42 acres for a total of 2.17 acres of vacant land on the West side of Airline Road, South of Memphis-Arlington Road, adjacent to Arlington Automotive with D3, LLC.**

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson stated this is the first amendment to the purchase and sale agreement for the property adjacent to Arlington Automotive. During the 90-day due diligence period, the buyer inquired about purchasing additional land, adding .42 acres for a total of 2.17 acres. This will increase the sale price of the property and amend the old contract. Mr. Lawson is also asking for an amendment on Item 5 regarding utilities. There needs to be a change to the language to clarify that Town of Arlington is only providing easements through Town of Arlington property.

Mr. Lawson stated that staff recommends approval of the amendment.
Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Harmon made a motion to approve Resolution 2018-44. Alderman McKee seconded the motion.

**Amendment:** Alderman McKee made a motion to approve Resolution 2018-44 with amendment to Item 5 per Mr. Lawson's recommendations. Alderman Brooks seconded the motion.

**Vote on Amendment:** The motion carried unanimously.

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

C. **Resolution 2018-45 of the Town of Arlington, a Municipal Corporation of the State of Tennessee, creating the LPRF Forrest Street Phase 2 and 3 Assigned Fund Balance in order to ensure Fund availability for the completion of said project.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens stated this Resolution is to assign funds for the LPRF Forrest Street Phase 2 and 3 project. The Resolution states that the Board of Mayor and Aldermen of Arlington, wishes to segregate funds currently reflected in the undesignated fund balance of the General Fund, and allocate those funds to the completion of the Forrest Street Park LPRF Grant, as Assigned Funds in the amount of $1,383,552.00. Ms. Owens stated that staff recommends approval.

Mayor Wissman called for motion.

**Main Motion:** Alderman Pardue made a motion to approve Resolution 2018-45. Alderman Harmon seconded the motion.

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

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

D. **Resolution 2018-46 to enter a Memorandum of Understanding with the Tennessee Department of Transportation, Tennessee Department of Safety and Homeland Security, and Tennessee Counties and Cities for an Open Roads Policy.**

Mayor Wissman recognized James Harvill, Fire Chief. Chief Harvill stated a minor accident on a roadway often causes a secondary, more serious accident due to traffic backup. TDOT is currently working closely with law enforcement and fire departments to enter into the Memorandum of Understanding, that THP, TDOT, and county and local agencies work together to reopen the roadways as quickly as possibly in order to minimize the chain reaction that occurs when traffic backs up. TDOT will be teaching a Traffic Incident Management Course for Arlington Fire, as well as Shelby County Sheriff and Shelby County Fire.
Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Biggs made a motion to approve Resolution 2018-46. Alderman McKee seconded the motion.

Mayor Wissman called for discussion or questions.

Alderman Harmon asked if the Memorandum of Understanding still allows for AFD to maintain command on scene. Chief Harvill stated this does not change command or delegate authority.

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

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

**E. Resolution 2018-47 to authorize a Land Disturbance Permit for property located North of Forrest Street and West of the Fayette County Line, known as Phase 4 of the Belmont PD.**

Mayor Wissman recognized Angela Reeder, Town Planner. Ms. Reeder stated this Resolution is to authorize a Land Disturbance Permit for Belmont PD, an item recently considered and approved by the Planning Commission. Phase 1 of the project is currently building homes while Phases 2 and 3 are under construction. The Land Disturbance Permit would allow them to begin work on the lake and allow them to pull dirt and create the area for Phase 4 and a portion of Phase 3. The builder will be required to stabilize the area once the dirt movement is completed. The builder will be required to obtain a bond in the amount of $180,000. Ms. Reeder stated that staff recommends approval.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Pardue made a motion to approve Resolution 2018-47. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions.

Vice Mayor McKee asked if we can require the developer to stay away from the creek, and to not remove trees without proper approval. Ms. Reeder replied that there will be some tree removal. Vice Mayor McKee stated he wants us to know what they are removing. Ms. Reeder replied that we can ask them to notify us and that they will be removing some trees due to drainage.

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

**Vote on Main Motion:** The motion carried unanimously.
F. Resolution 2018-48 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee to enter into an Arlington Athletic Facility provider agreement with Arlington Lacrosse.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens stated this is a standard agreement for the Fall Season of Lacrosse. All paperwork is on file with Town Hall. Ms. Owens stated that staff recommends approval.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman Brooks made a motion to approve Resolution 2018-48. Alderman Pardue seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

G. Resolution 2018-49 to amend a schedule of Sewer Charges and Fees relative to Sewer Use pursuant to Title 18, Chapter 2 of the Arlington Municipal Code.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens stated UT MTAS completed a Wastewater System Financial Rate Study, and the results were presented to the Board during the last meeting. The study suggests a rate increase on Sewer Use Charges in order to reduce Arlington’s dependency upon surcharges and inspection fees, reduce the risk of reporting a negative change in net position and increase cash flow for operations necessary to repay debt or enable cash payments instead of borrowing to meet the needs of the Town’s Sewer System; and recommends an automatic Cost of Living Adjustment of 2% annually. Based on the UT MTAS recommendations, the recommendation at this time will be a 15% increase, making the new base rate $8.65 with no minimum volume plus $3.27 per CCF of water usage. Ms. Owens stated that staff recommends approval.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman Brooks made a motion to approve Resolution 2018-49. Alderman Pardue seconded the motion.

Mayor Wissman called for discussion or questions.

Alderman Brooks stated the increase was overdue, as the Sewer Treatment Plant is not funding itself. Vice Mayor McKee added that a nearby municipality had control taken over by the State of TN because their sewer charges were not what they should be. Catherine Durant, Town Administrator explained that more than 2 years with a negative change in net position will require the Wastewater Review Board to come take over control.
Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

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

**H. Resolution 2018-50 to authorize Mike Wissman in his capacity as Mayor of the Town of Arlington, Tennessee to enter into an Arlington Athletic Facility Provider Agreement with Arlington Softball Baseball League.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens stated this is a standard agreement. All of the paperwork is on file with Town Hall. Ms. Owens stated that staff recommends approval.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Pardue made a motion to approve Resolution 2018-50. Alderman McKee seconded the motion.

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

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

**I. Discussion on Property for Sale by Town of Arlington, located at Southwest Corner of Airline Road and Memphis-Arlington Road, to be subdivided from the larger parcel known as Parcel ID A014100382.**

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson stated the larger parcel had been for sale previously for an extended period of time with no offers submitted. There are currently 2 separate offers for approximately 1 acre of the larger 4-acre parcel. While this is not what was originally discussed in regards to the sale of the property, it reflects the current market. Mr. Lawson explained that both offers are for commercial use, one being for office use and the other being retail use. One potential buyer has submitted a letter of intent, the other has submitted a contract. He stated that staff needed the direction of the Board as to which direction to proceed. The offers are both for $13 per square foot with the same due diligence period. Subdividing the property will leave the Town with the remaining portion of the parcel to be subdivided and sold. The large parcel has been on the market for 7 years.

Vice Mayor McKee stated the retail option would make the surrounding property sell more quickly, and it would increase the foot traffic for businesses, making the surrounding properties more valuable. Mayor Wissman agreed. Alderman Harmon added that the retail option will bring in tax dollars.

**Motion:** Vice Mayor McKee made a motion for the Mayor to enter into a contract with Cushman Wakefield Commercial Advisor, in accordance with the terms of the
Letter of Intent, subject to the review and approval of the Town Attorney. Alderman Brooks seconded the motion.

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

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

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

Mayor Wissman called for a motion to approve.

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

**Meeting Adjourned.**

[Signatures]

Mike Wissman, Mayor

Date: 9/4/18

Brittney Owens, Recorder

Date: 9/4/18