I. Call to Order and Roll Call.

Present
Mike Wissman, Mayor
Larry Harmon, Alderman
Russell Wiseman, Alderman
Jeff McKee, Alderman
Oscar Brooks, Alderman
Harry McKee, Vice Mayor
Jeremy Biggs, 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 Alderman Jeff McKee.

III. Pledge to the Flag.

The Pledge of Allegiance was led by Arlington Community Schools Superintendent, Tammy Mason.

IV. Approval of the minutes from May 4, 2020.

Motion: Alderman Brooks made a motion to approve the minutes from May 4, 2020. Alderman McKee seconded the motion.

The motion carried unanimously.

V. Grievances and Comments from Citizens.

Kim Winstead, owner of SY Wilson and Joel Stark, owner of Stark Collection. Both parties expressed the desire for a variance regarding food trucks in depot square to create more foot traffic due to businesses shutting down due to low foot traffic and the current pandemic. Both Ms. Winstead and Mr. Stark believe that if a variance was
approved to allow food trucks in Depot Square from 11-4 on Saturdays and Sundays, it would allow businesses to gain back some revenue and clientele.

Mayor Wissman noted that staff has been instructed to do research to see what can be done, if anything, about the request.

VI. Communication from the Mayor

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

Mayor Wissman noted that there was no one present to read the report. Brittney Owens, Town Recorder stated that the report will be available within the week. At this time, the report is delayed due to limited staff.

The full report will be on file at Town Hall.

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

Mayor Wissman recognized James Harvill, Fire Chief. Chief Harvill stated there were a total of 49 responses with 17 south of I-40 and 4 on I-40. All apparatus is being disinfected regularly and at this time no one has had to be quarantined. The fire station is disinfected every Monday by Patton Plumbing in addition to daily cleaning. Chief also stated that Truck 71 was back in the shop due to a bent wire bracket on the ladder.

Mayor Wissman noted that the runs were down for the department the last two months due to COVID-19. Chief explained during the month of April calls were low because only the ambulance ran. In the month of May, more calls where put back on the apparatus. Mayor Wissman noted that this was county wide.

The full report is on file at Town Hall.

C. Presentation from PMG Pavement Management Group.

PMG presented the final report for the road maintenance survey. This report prioritizes the maintenance needed for all streets in the Town of Arlington. A copy of the full report is at Town Hall.

D. Committee Appointments.

Mayor Wissman explained that Alderman Wiseman was appointed but cannot be a voting member. He will instead be acting as a liaison for the committee. Mayor Wissman appointed Tom Fletcher with the expiration date of 1/2023.

E. Other as properly presented.
1. Mayor Wissman wanted to thank the Town staff for all that they have done the last couple of months regarding COVID. He wanted to thank Catherine Durant, Town Administrator and all her department heads for all their hard work.
2. Mayor Wissman stated that there was a curfew set in place for the City of Memphis. This curfew has no effect on the Town of Arlington.
3. Mayor Wissman noted that himself, the Town Attorney and Town Administrator continue to be on the morning Task Force three times a week as well as a Mayor’s conference call every Thursday to monitor the progress going forward for the Town and its residents. Mayor Wissman addressed Town Attorney, Gerald Lawson referencing that the most current Health Directive was set to expire this evening. Mr. Lawson said they are waiting for the new directive to be released and will most likely extend Phase II out another seven days.
4. The Town of Arlington has been contacted by Shelby County Health Department to organize a testing facility for Lakeland and Arlington areas. Mayor Wissman noted that the point of contact for this project will be Chief Harvill and Catherine Durant.
5. Mayor Wissman stated that the Back to Business plan continues to be updated.
6. Mayor Wissman noted that there will be a special called meeting that will be held on June 30th. This meeting will primarily be for the second reading of the budget amendments. Mayor Wissman inquired about the cancellation of the July meeting. The Board had no concern with cancelling since there was no business to be brought forward.
7. Tonya Howell with the Arlington Chamber of Commerce stated that there is a scheduled monthly meeting, however it will be virtual. Those that would like to attend can contact the Chamber for information or find it in their monthly newsletter.

VII. Committee Reports

Mayor Wissman stated that the Planning Commission and the Design Review Committee met in the month of May.

Alderman McKee noted that Christ Church will be taking over the old Fred’s building and it was approved at the DRC meeting.

The treasurer’s report for the month of May and the financial reports are on file and have been given to the Board. Vice Mayor McKee read the Treasurer’s report into the record.

VIII. Old Business

A. Second and Final Reading of Ordinance 2020-03 to further amend the Town of Arlington, Tennessee budget for Fiscal Year ending June 30, 2020 (PUBLIC HEARING).
Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated that this was the second and final reading for budget amendments for fiscal year ending June 30, 2020. The first reading was done in March 2020. This amendment is just for general cleanup of line items. Staff recommends approval.

Mayor Wissman called for a motion to approve the second and final reading of Ordinance 2020-03.

**Main Motion:** Alderman Brooks made a motion to approve Ordinance 2020-03. Aldermen Biggs seconded the motion.

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

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

**Public Hearing:** Second and final reading of Ordinance 2020-03 to further amend the Town of Arlington, Tennessee budget for Fiscal Year ending June 30, 2020.

Notice of the public hearing was published in The Commercial Appeal on May 11, 2020. 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 and resume the Board of Mayor and Aldermen meeting.

**Main Motion:** Vice Mayor McKee motioned to close the public hearing and resume the Board of Mayor and Aldermen Meeting. Aldermen Harmon seconded the motion.

Mayor Wissman calls for questions or discussions. Hearing no further discussion, 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 2020-04 adopting the Annual Budget, Board Compensation and Tax Levy for the Fiscal Year ending July 1, 2020 and ending June 30, 2021 (PUBLIC HEARING).**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens gave an overview from the audit report and briefly discussed the current fiscal year. Mrs. Owens informed the Board and public that both the audit and
budget reports for the last 5 years are available on the Town’s website and anything older than 5 years can be obtained at Town Hall.

She explained that revenues are projected flat due to COVID-19, with an increase of only $76,622. Sales Tax is projected to decrease, and interest rates have also decreased. Mrs. Owens stated each penny of the tax rate generates $40,336 which is an increase of $737 over the last Fiscal Year.

Mrs. Owens began to breakdown of General Fund Expenditures. She pointed out that is it more than a million in total compared to revenue. This $1,000,000 is in direct relation to the construction of the 2nd Fire Station and will come from the Committed Fund Balance. The total amount of expenses per resident is $766.50 and does not include sewer and solid waste, which is only an increase of $5.80 over last fiscal year. The largest expenditure is salaries and benefits. Mrs. Owens explained that last year it was at 45% however, due to job eliminations due to COVID this is at 39%. Operating expenses is at 10.55% and capital purchases are only 3% of the proposed budget. Mrs. Owens noted several things that impacted the expenditures for the fiscal year: 1) Decreased the Transfer to other Funds by $298, 000, 2) Increase of Education payment by $11,067, and 3) Debt Services are 5.3% which is 2% below the previous amounts. The fund balance is broken down at $12,199,899 being unrestricted as well as $3,722,091 committed to the 2nd fire station with $2.7 projected to be expensed by June 30, 2020. Mrs. Owens covered the departmental chart and pointed out that the largest department is Fire. There are several decreases such as debt service down 2%, education down 1% and public works down 3%.

Regarding Street Aid Fund, Mrs. Owens stated that most of the revenue is the operating transfer from general fund at $1.5 million. Secondary contributor to revenue is grant money. She explained that the largest expenditure will be grant projects or new road projects at 46%.

Solid Waste’s largest revenue is refuse collection at 93% which comes from the residents. The expenditure is the collection fees at 93%, so it is a wash between the revenue and expenditure.

Mrs. Owens continued onto the Sewer Fund. She noted that last fiscal year the Town adopted a sewer increase of 15% as well as a cost of living increase of 2%. For expenditures, staff has proposed to spend $157K for a blower and $400K for Biosolids Removal. Debt services have also gone down 8.28%.

Lastly, Mrs. Owens noted that in the Ordinance it does show a detailed breakdown of all the funds which includes the school’s figures. Included in the breakdowns are specifics to debt. These debts include two revenue bonds, note for the fire quint and the Forrest Street drawdown. Staff recommends approval.

Mayor Wissman called for a motion to approve the second and final reading of Ordinance 2020-04.
Main Motion: Alderman Brooks made a motion to approve Ordinance 2020-04. Alderman McKee seconded the motion.

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

Main Motion: Vice Mayor McKee made a motion to suspend the Board of Mayor and Aldermen meeting and open a public hearing. Alderman Biggs seconded the motion.


Notice of the public hearing was published in The Commercial Appeal on May 11, 2020. 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 and resume the Board of Mayor and Aldermen meeting.

Main Motion: Vice Mayor McKee motioned to close the public hearing and resume the Board of Mayor and Aldermen Meeting. Alderman Biggs seconded the motion.

Mayor Wissman calls for questions or discussions.

Alderman Biggs inquired about the PMG presentation regarding the road improvements and their recommendations. He stated that the chart that was shown showed that if $1 million was spent on roads then in five years our roads would be worse than they are today. He noted that the chart showed that but that we are only spending $900K for repair and maintenance. He stated that if we were to spend $1.25 million on our roads then they would be in the same condition in five years as they are now. He sees this as a red flag that what the Town is only allocating $900K and the roads are going to be worse than they are today. He stated this is a concern for him. Terry Perkins, Public Works Director explained the chart provided by PMG and that it was only a guided plan to help us get to where we need to be. Alderman Biggs stated that he was not criticizing the department but wanted to ask the Board if they are comfortable continuing to only spend $900k when it is not going to help the condition of the roads. Mayor Wissman stated that everyone would like to spend more money on roads if we could. He noted it has taken years to get to the point of this budgeted dollar amount. Mr. Perkins noted that the department has already spent over $1 million in preventive maintenance, which was not included in the numbers presented. He noted that once this software
is installed and staff inputs the information for projects that have already been complete, it could change the scoring on several items. Catherine Durant, Town Administrator explained that with the help of the pavement program, staff will not have to guess the cost of what to budget and will instead be able to allocate the correct funds to the right projects. Alderman Brooks stated that staff will now know where to put the funds whereas the last 8-10 years the funds have not been allocated correctly. Alderman Wiseman inquired about the reporting periods. Mr. Perkins stated that every time there is work done it will be input into the system and that will change the score, along with every 2 to 3 years PMG will come back and reassess the roads and give it a new score. Alderman Wiseman confirmed that staff does have the ability to change the score with every improvement. Alderman Biggs stated that he appreciated the document that staff provided and noted that with the current budget it showed the completion of documented streets, a total of 8 lanes miles where completed. Alderman Biggs stated he was pleasantly surprised that for that many roads they could be taken care of within the budget proposed for the current year. Mrs. Durant also noted that paving is a sensitive season project. Vice Mayor McKee stated it is a timing issues and if staff knows what the budget will provide and only if needed, the Board can make an emergency amendment. Vice Mayor McKee noted that with the insight from the software and PMG, staff can budget correctly. Alderman McKee inquired about what the contract with PMG included. Alderman McKee noted that this is a great guide for staff and is interested in seeing what the happens in two years.

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

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

C. **Other as properly presented**

There was no further business brought forward.

IX. **New Business**

A. **First Reading of Ordinance 2020-05 to further amend the Town of Arlington, Tennessee budget for Fiscal year ending June 30, 2020 by the Final set of Amendments.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated that this was the first reading of the final set of budget amendments for Fiscal Year 2020. Mrs. Owens explained the projected overages and stated that several projects had been completed. Staff recommended approval.

Mayor Wissman called for a motion to approve First Reading of Ordinance 2020-05.
Main Motion: Alderman McKee made a motion to approve Ordinance 2020-05. 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 2020-22 to approve the Arlington Community Schools Board of Education 2020-2021 Operating Budgets.

This item was approved before the passing of Ordinance 2020-04 on the agenda. Mayor Wissman recognized Britney Owens, Town Recorder. Mrs. Owens stated that the Board has a full budget packet as well as there is one on file at Town Hall. Tammy Mason, Superintendent of Arlington Community Schools introduced Mr. Jeff Mayo who has been hired as the new Superintendent effective July 1, 2020.

Ms. Mason began to go over the school budget starting with the number of students projected to enroll into the ACS system for the 2020-2021 school year targeting approximately 4,800. Several highlights of the major changes that will take place during the 2020-2021 school year for Improving Student Achievement:

- Adding a new JROTC Instructor, has been a very successful program
- Adding 2 new teaching positions
- Hiring an additional guidance counselor, which will allow one to be at each elementary school
- Hiring 4 new educational assistance to AES and DES, for grades 4 and 5
- iPads Refresher for grades 9 and 5
- Machining Technology Program, working in conjunction with Southwest TN, lab should be complete by early fall
- ELA textbook upgrade for teachers and students
- Additional Coding Curriculum for the middle schools

Improvements to efficiency and effectiveness will include:

- A HVAC partial replacement at Arlington High
- Bus lane asphalt repair at Donelson Elementary
- Asphalt repair at Arlington High
- Front office reconfiguration to include safety and security portion at Arlington Elementary, demolition began the first of June

Ms. Mason stated that for General Fund Revenue the main source of revenue is the State of Tennessee, Shelby County, and utilization of fund balance and the Town of Arlington. There is a decrease in the revenue due to a decrease in capital
projects. Ms. Mason continued into General Fund Expenditures that include 77% instruction and instruction support, 16% school support, 6% central office and 5% other. Ms. Mason stated that in Other Funds, which is an accumulation of federal projects, school nutrition, discretionary grants, educational capital projects and private purpose trust funds. There are capital projects in the General Fund which cover items like the office remodel and HVAC repair. The capital projects in Other Fund is solely for the new wrestling facility. Total budget for other capital outlay will be $3.7 million. Five hundred thousand has also been set aside for employee benefits.

Ms. Mason noted that this budget was tight but was able to decrease revenue and sales tax by 25% due to COVID-19. The School Board has been very conservative with leaving $20 million in Fund balance because they know the town can’t help out with building construction like other municipalities do.

The full report is on file at Town Hall. Mayor Wissman called for a motion to approve Resolution 2020-22.

Main Motion: Alderman Wiseman made a motion to approve Resolution 2020-22. Alderman Biggs seconded the motion.

Mayor Wissman called for discussion and questions. Mayor Wissman thanked Ms. Mason for everything that she has done for the school system. Mayor Wissman inquired about the need for a second JROTC instructor. Ms. Mason explained that the program is growing, and they want to be able to allow more kids to join and make the program more effective. Currently there were over 100 students enrolled, typically there are 70-75 students per instructor.

Aldermen Biggs inquired about the addition from 1 to 2 for school directors. Ms. Mason explained that Mr. Mayo was her chief of staff and ran human resources. When Mr. Mayo accepted the Superintendent’s position, he would not have a chief of staff. That budget was dismantled and now everyone is under the superintendent budget with the new hire of the Human Resources Director, which will be his second in command.

Aldermen Biggs inquired about what the school year would look like for the students due to COVID. Mr. Mayo explained they are looking at 3 scenarios currently and working in conjunction with other municipalities. There has been a committee formed with key people with backgrounds that include academics, health, human resources, a parent, a teacher and school board member. This committee will build out what the 3 scenarios can and will be in case of any event to include disasters from tornados to COVID. Mr. Mayo stated what happened in spring will not be an option, the kids need to go back to school. Parents will be sent a survey this month and this will allow the committee to gage what parents are willing to do and what they can do.
Aldermen McKee thanked Ms. Mason for all that she has done and how the school system handled the situation that happened in the spring. Ms. Mason stated that it has been an honor and pleasure to lead the school system and thanked the Board for their support.

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

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

**C. Resolution 2020-23 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee to enter into a cooperative agreement between Shelby County Government Division of Planning and Development, Shelby County Government and the Town of Arlington with respect to utilization of the Accela software system.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. She explained that the Town contracts with Shelby County Code Enforcement for building permits and code inspections. Shelby County has updated their software and since the Town is contracted with them, the Town needs to gain access to their software for permitting reasons. Staff recommends approval.

Mayor Wissman called for a motion to approve Resolution 2020-23.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2020-23. Alderman Harmon seconded the motion.

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

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

**D. Discussion of Star-Spangled Spectacular on June 27, 2020.**

Mayor Wissman noted that this topic was brought before the Board last month and the Board decided to wait and see what the next few weeks looked like before making a decision on if the Town was going to allow the spectacular. He stated that he has been on weekly conference calls with Task Force, last week the director stated that they did not foresee any large gatherings for the rest of the year. Mayor Wissman noted that he asked what was considered large gatherings, was it school sporting events, etc. The Task Force made a reference that Memphis in May would be considered a large gathering. Currently, the Town is in Phase 2 which means gatherings are limited to 50 people. Mayor Wissman explained that the Board thought that there was a possibility that the Town would be in Phase 3 but from
looking at the last couple of weeks realistically, the Town will most likely not be in Phase 3 for the July 4th weekend. Mayor Wissman has spoken with staff and the sheriff’s department and as much as they would like to see the event take place, the issue would be enforcing security and safety. Catherine Durant, Town Administrator stated that the staff’s concern was that the surrounding municipalities have cancelled and if the Town proceeds, this would cause issue with attendance. She also stated that there were a lot of other logistics if the event is to proceed and how it would affect the Town not just limited to attendance. Mayor Wissman stated the options are to move forward, to postpone to another date or cancel completely.

Vice Mayor McKee stated that he has talked with Fire and the Sheriff’s departments and it was determined that if the event proceeded, there would be many meetings because the footprint of the event would change every week. He stated that the Town should not put anyone at risk. Vice Mayor McKee made the recommendation to cancel the event.

Alderman Biggs stated he was onboard last month but upon reading several committee reports and their suggestions are to cancel because it is not safe, he is in favor of cancelling. Alderman Harmon stated that he is on the Heath and Safety committee and per discussion within the committee, he recommends cancelling as well. Alderman McKee agrees that cancelling is the best option because it is not worth risk of the unknown numbers of people that will show up. Alderman Brooks agreed that cancelling is best for the Town.

Mayor Wissman noted that a vote was not necessary, but the Board is in agreeance to direct staff to cancel event and prepare for next year.

E. Other as properly presented.

Resolution 2020-24 to authorize Mike Wissman in is capacity as Mayor of the Town of Arlington, Tennessee to enter into a memorandum of understanding between Shelby County Government and the Town of Arlington for the transfer and spending of CARES act funding.

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson stated that Shelby County applied for, was awarded and formally accepted CARES Act funding through Resolution No.13 which was adopted May 4, 2020. The portion of the funds that are going to be allocated to Arlington is in the amount of $433,000.00. Mr. Lawson stated that these funds need to be allocated directly towards COVID related items. This money is good to use until the end of December 2020.

Mayor Wissman called for a motion to approve Resolution 2020-24.
Main Motion: Vice Mayor McKee made a motion to approve 2020-24. Aldermen Biggs seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

XI. 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 Biggs seconded the motion.

Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

XII. Adjournment

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

Meeting Adjourned

Mike Wissman, Mayor

8/3/2020

Date

Brittney Owens, Recorder

8/3/2020

Date