Town of Arlington
5854 Airline Road, Arlington TN 38002
Board of Mayor and Aldermen
March 2, 2020
6:30 P.M.

MEETING MINUTES

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 Jeremy Biggs.

III. Pledge to the Flag.

   The Pledge of Allegiance was led by Gerald Turner.

IV. Approval of the minutes from February 3, 2020

   Motion: Alderman McKee made a motion to approve the minutes from February 3, 2020. Alderman Harmon 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 comments or grievances stated.
VI. Communication from the Mayor.

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

Mayor Wissman introduced Deputy Mercer. Deputy Mercer stated last month the crime report showed there were 2 thefts from motor vehicles, and someone is in custody. There also was a report filed on vandalism at Forrest Street Park, and it is still being investigated. The Town did turn over video surveillance that has identified two suspects. Mayor Wissman noted that there were several vandalisms at different facilities. The full report is on file at Town Hall.

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

Mayor Wissman recognized James Harvill, Fire Chief. Chief Harvill stated that there were a total of 77 responses with 49 of them being EMS calls. There were 12 calls south of I-40 and 6 calls on I-40. Chief Harvill stated that the department responded to two large grass fires, one in Arlington and the other in Shelby County. Engine 71 also assisted with a residential structure fire. He noted that the remodel of Engine 49 is exceeding the original estimate due to its age and poor condition. Chief stated that all shifts have completed their “Attic Fires” course. Chief noted that TOSHA completed their inspections for the Town of Arlington with Wastewater and Solid Waste being the selected departments. The inspector noted that Wastewater had the fewest findings he has ever found in a wastewater treatment plant. The full report on file at Town Hall.

Alderman Harmon inquired if a truck is being requested from our station in regards to mutual aid. Chief stated that Shelby County is normally responsible, however, they are currently down a truck so the AFD is supplying one until their truck is back in operation.

C. Presentation of Audit Report by Alexander Thompson Arnold.

Mayor Wissman introduced Mike Hewitt, Head Auditor from Alexander Thompson Arnold. Mr. Hewitt gave a presentation that is on file at Town Hall. He explained that state law requires an audit as well as federal law which require an audit for administrations that receive grant funds. Mr. Hewitt continued to explain that the audit includes such areas as: what the responsibility of the auditor is and how the results are explained. The main purpose of the audit is to assure management has presented a true and fair view of their financials. An audit also will show where management can make improvements in their processes. Responsibilities of the auditors are to plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An auditor’s job is also to make sure management is complying with professional standards financially. Mr. Hewitt proceeded to state that for this past fiscal year; 2018-2019, there were no
findings, however there was a management letter issued for items that need to be assessed including comments and suggestions from Alexander Thompson Arnold.

Mr. Hewitt explained the management letter presented included specific concerns. Full report is on file at Town Hall

Mayor Wissman thanked Mr. Hewitt and his staff for their time. Mayor Wissman asked if there were any comments or questions. There was none noted from the Board.

D. Committee Appointments.

Mayor Wissman appointed Brian Thompson to fill in a vacant seat with an expiration of January 2024.

E. Other as properly presented.

1. Mayor Wissman welcomed Tonia Howell from the Town of Arlington Chamber of Commerce. She stated that the monthly chamber luncheon will be held on March 11th. She also stated Taste of Arlington will be happening in April in which they are sponsoring.
2. Mayor Wissman noted the TML conference, himself along with Vice Mayor McKee will be attending.
3. Mayor Wissman explained that Lead Arlington will be held at Town Hall with a tour around Town facilities with the bonus tour of the most important system in the Town, the Wastewater Treatment Plant on March 10th.
4. Mayor Wissman stated that Spring Break is March 16th-20th.
5. Mayor Wissman noted that the discussion regarding MATA in Shelby County and the Shelby County Mayor’s proposal is still on going.

VII. Committee Reports.

Mayor Wissman noted that the following committees met during the month of February: Planning Commission, Design Review Committee, Financial Advisory Board and Health and Safety Committee. He noted that the Parks and Recreation Committee was cancelled.

The Treasurer’s report for the month of February was read into the record by Vice Mayor McKee. All financial reports are on file at Town Hall.

Brittney Owens, Town Recorder/Treasurer also noted that Arlington Community Schools provided the Board with a quarterly budget report.

IX. Old Business.
A. Second and Final reading of Ordinance 2020-02 to rescind Ordinance 2010-09 and the Town of Arlington Land Use Plan adopted in October of 2010. (PUBLIC HEARING)

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson stated that this was the second and final reading to rescind the previous Land Use Plan that was adopted in 2010. He noted that last month there was a resolution to approve a new Land Use Plan and this Ordinance ties up loose ends. Staff recommends approval.

Mayor Wissman called for a motion to approve Ordinance 2020-02.

Main Motion: Alderman Brooks motioned to approve Second and Final Reading of Ordinance 2020-02. Alderman McKee 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 Biggs seconded the motion.


Mayor Wissman stated that notice of a public hearing was published in The Commercial Appeal on February 7, 2020. 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 Biggs seconded the motion.

Mayor Wissman called for discussion or questions. Mayor Wissman noted that staff is here to answer any questions. Hearing no further discussion or questions, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried 6 to 1 with Alderman Harmon voting No.

IX. New Business.

A. First reading of Ordinance 2020-03 to further 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 that this is a first reading of the second set of amendments to the Budget. The majority of the line items presented are general clean up. The bulk of the cleanup is for expenses that were allocated for the new fire station and Forrest Street Campus. The second fire station will come out of its Committed Fund Balance at the end of year. The Town did receive a payment for $1.4 million for the draw down for the loan for Forrest Street Campus. Mrs. Owens requested that the overage of money budgeted for the new firefighter’s salary for a full year be reallocated to purchase the new phone system, PA system and all remaining low voltage. The paid vendors have agreed to store the materials until the building is built at no charge. Staff recommends approval.

Mayor Wissman called for a motion to approve First Reading of Ordinance 2020-03.

**Main Motion:** Alderman McKee made a motion to approve Ordinance 2020-03. Alderman Biggs 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 2020-13 of the Arlington Board of Mayor and Alderman to declare equipment owned by the Town to be surplus to the Town’s need and directing disposal of the same.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated there were several pieces of equipment that are no longer operable for the Town’s needs. Staff is requesting to either sell the equipment or to dispose of them if the equipment is not salvageable. Staff recommends approval.

Mayor Wissman called for a motion to approve Resolution 2020-13.

**Main Motion:** Alderman Biggs made a motion to approve Resolution 2020-13. Alderman Harmon seconded the motion.

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

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

**C. Discussion for Election Cycle.**
Mayor Wissman noted that this past election cycle has cost the Town about $54,000 and staff has recommended reconsidering the process going forward. Mayor Wissman noted that Cathy Durant, Town Administrator and Britney Owens, Town Recorder/Treasurer are going to meet with the Shelby County Election Commission to discuss options. The commission recommendations the Town coincide with Shelby County so the Town will share a cost instead of paying for it all. This would extend terms for 10 months Catherine Durant, Town Administrator explained this would change the Town’s Municipal Code and process of election. Gerald Lawson, Town Attorney agreed with the County’s recommendation and explained this would change the process of ballots but would be doable if approved by the Board. Staff stated this would take two readings and a Public Hearing to approve and once they met with the County they would come back with written recommendations in April 2020. The recent election cost the Town 5 times more money than in the past. Mr. Lawson recommended some options as well as some Alderman. Mrs. Owens noted that the Town provided lunches to the election employees but stated the Town will no longer due to cost. Mayor Wissman wanted to make it clear that once all the information from staff was received, the Board can consider staff recommendations going forward.

Mayor Wissman stated that this discussion would be handled further once staff gave guidance.

D. **Other as properly presented.**

No further business was brought forward.

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

Mayor Wissman called for a motion to approve the bills for payment.

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

**Meeting Adjourned.**
Mike Wissman, Mayor

Brittney Owens, Recorder

4/6/2020
Date

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Date