Town of Arlington
5854 Airline Road, Arlington TN 38002
Board of Mayor and Aldermen
May 4, 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.

Mayor Wissman read the following statement into the record:

In accordance with Guidance from the Comptroller of the Treasury of the State of Tennessee dated March 20, 2020 the following notice is given:

This meeting is being recorded by Audio and Video means without public access, in accordance with Shelby County Health Directive No. 3 dated May 4, 2020, prohibiting more than 10 people be present. The recording will be made available to the public as soon as practicable after the meeting, but no more than two business days after the meeting.

It has been determined that meeting in this manner is necessary to protect health, safety and welfare in light of the Coronavirus and this statement will become a part of the meeting minutes.

II. Opening Prayer.

Opening prayer was led by Alderman Jeff McKee.
III. Pledge to the Flag.

The Pledge of Allegiance was led by Town Administrator, Catherine Durant.

IV. Approval of the minutes from April 6, 2020; Electronic Meeting.

Motion: Alderman McKee made a motion to approve the minutes from April 6, 2020. Alderman Harmon seconded the motion.

The motion carried unanimously.

V. Grievances and Comments from Citizens read into the record by the Town Recorder.

Mayor Wissman noted that because of COVID-19, there was no public present. Town staff gave the opportunity for public to submit any comments and grievances in writing by mail and/or email to the Town Recorder. No comments were submitted to be read into the record.

VI. Communication from the Mayor

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

Mayor Wissman summarized report from the Sheriff’s office. Mayor Wissman noted that there have been several burglaries from vehicles. He wanted to remind residents to please lock their doors and report any suspicious activity.

He noted that the full report is on file at Town Hall.

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

Mayor Wissman summarized the fire report for the month of April and noted that the full report was on file at Town Hall.

D. Other as properly presented.

1. Mayor Wissman noted that Town Staff have been in constant communication during this period of COVID-19 with the Health Department, State of Tennessee and other municipalities. He stated that between staff and the Board, work schedules were adjusted and Department Heads have continued full communication regarding the best decisions for the Town. Vice Mayor McKee thanked staff for keeping the Board informed with updates as well as thanked the Mayor.
VII. Committee Reports

Mayor Wissman stated that no committees met during the month of April due to COVID-19.

The treasurer’s report for the month of April 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. Consent Agenda

A. Resolution 2020-14 to enter into a Development Agreement with Arlington Development Co, LLC for the construction of the Arlington Falls PD Lot 4 Office Complex, located on the South side of Milton Wilson, roughly 600 feet West of Airline Road.

B. Resolution 2020-15 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, 2020.

C. Resolution 2020-16 to remove uncollectible taxes from the Town of Arlington’s Certified Rolls.

D. Resolution 2020-17 authorizing Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee to enter into a contract with Madden Phillips for construction services for Depot Square Road Realignment.

E. Resolution 2020-18 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee, to authorize the award of bid Bulk Materials.

F. Resolution 2020-19 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee, to authorize the award of bid for the Leaf Vacuum System.

Mayor Wissman called for a motion to approve the consent agenda which was compiled of items approved electronically at the April 2020 meeting. He stated that this action was to ratify the electronic votes.

Main Motion: Alderman Brooks motioned to approve the Consent Agenda. Alderman Biggs seconded the motion.

Mayor Wissman called for discussion and questions. Hearing none, he called for a vote on the main motion.
Vote on Main Motion: The motion carried unanimously.

IX. Old Business

A. Other as properly presented

There was no further business brought forward.

X. New Business

A. First reading of Ordinance 2020-04 adopting the Annual Budget, Board Compensation and Tax Levy for the Fiscal Year beginning July 1, 2020 and ending June 31, 2020

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated that she would provide a summary of the proposed Budget and at the June meeting she would give a detailed presentation for the Second Reading and Public Hearing. She explained the Departmental breakdown of the expenses as well as explained the projected revenues for Fiscal Year 2020-2021. Mrs. Owens advised that staff has been monitoring the economic forecast on a constant basis and projected revenues flat with a slight decrease for the upcoming Fiscal Year. She explained that after major cuts to capital purchases and projects, there were several positions that had to be eliminated within the current workforce. Mrs. Owens also noted that there is no proposed tax increase and the Board’s compensation remained the same for the proposed budget.

Mayor Wissman called for a motion to approve First Reading of Ordinance 2020-04.

Main Motion: Alderman Harmon made a motion to approve the First Reading of Ordinance 2020-04. Alderman Brooks 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 2020-20 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee to renew the contract with WastePro of Tennessee, Inc. to provide Solid Waste, Recycling and Rubbish services to the Town of Arlington for the three one year options.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated the Town has been in a contract with WastePro for the last 5 years.
She stated that over the course of the contract, WastePro has worked with staff to increase the services provided without a rate increase to our residents. She noted that staff has reviewed reports to compare concerns verses compliments throughout the course of the contract. She advised that even during heavy debris seasons such as Spring clean-up, Christmas and New Year’s, the concerns remain low at .02-.06%. She explained that the Town has the option to renew the contract at three (3) one (1) year terms and noted that staff recommended renewal for the entire three (3) year period.

Mayor Wissman called for a motion to approve Resolution 2020-20.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2020-20. Alderman Biggs seconded the motion.

Mayor Wissman called for discussion and questions.

Mayor Wissman noted that staff has worked diligently with WastePro over the last few months concerning the feedback from the residents. He also noted that most other municipalities have their pros and cons with who they use and believes that the Town’s is minimal compared to some companies.

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

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

C. **Resolution 2020-21 to authorize Mike Wissman in his capacity as Mayor of the Town of Arlington, Tennessee to enter into an extension to the original agreement with Library Systems & Services, LLC to provide Library management and Operations Services, for the Town of Arlington, Sam T Wilson Library.**

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated that this is a contract extension request. She explained that the current contract is set to expire on May 31, 2020 and staff recommends extension of the current contract for two one (1) year terms of the services. Mrs. Owens noted there would be an annual increase of 2.95%.

Mayor Wissman called for a motion to approve Resolution 2020-21.

**Main Motion:** Alderman Biggs made a motion to approve Resolution 2020-21. Alderman McKee 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 recognized Catherine Durant, Town Administrator. Mrs. Durant explained that the contracted vendor, PyroShows, required a 50% deposit thirty (30) days prior to the event. After talking with the Mayor, Mrs. Durant called the company and asked if there was any flexibility for the Town and the payment requirements due to the current COVID-19 pandemic. The company has agreed to allow the Town up to three (3) weeks prior to the event to cancel and pay all funds. Mrs. Durant has stated that at the June Board meeting this will be revisited so the Board and staff can access what will need to happen with the given circumstances.

Alderman Brooks stated that staff has done a great job trying to work with the company and thinks that it is a great idea to wait and see.

Vice Mayor McKee stated that staff will have to let the band know so they can plan accordingly. He also wanted to know what the rest of the Board thought about holding the event.

Mayor Wissman stated, speaking on behalf of himself that he can’t see a reason that the event should be cancelled when it is outside, and residents can do their part by social distancing. He stated he is hoping for the best outcome.

Alderman Biggs agreed with the Mayor and noted that this is a time in which this show would be very special for the Town considering what everyone has been put through the past couple of weeks. It would be the best time to celebrate freedom.

Mayor Wissman noted that some things may have to be adjusted to have the event.

Mayor Wissman asked for any other input. Hearing no other input, Mayor Wissman noted that the Board would revisit this topic at the June Board meeting to make a final decision.

E. Other as properly presented

Mayor Wissman wanted to touch base on the food trucks that have been congregating at Depot Square the last few weeks. He noted that having a gathering of people at the square has caused some concerned. He stated that other cities are having the same issues. Mayor Wissman advised that while there is a permit process in place, he would like staff to research the topic further to see if there are some adjustments the Town can make. He inquired about what the current policy states and how it is being enforced in regards to Frozen Ice and Ice Cream Trucks. Brittney Owens, Town Recorder/Treasurer stated that after refreshing her memory on the Food Truck Ordinance, and reading all of the comments from the posts on
Facebook, she wanted it to be known to the Board that staff has never denied a Food Truck Permit, Special Event permit, and anything that has gone through the proper channels has not been denied. She explained that staff has had to waive fees and if it is a fundraising event, or non-profit the Town always tries to work with them. She noted that many businesses call and go through the right channels. Some do not, some choose not to, but Ice Cream Trucks and Frozen Ice Vendors are called out separately than Food Trucks in the Ordinance. They are actually allowed to go anywhere in Arlington as long as they do not stop at one spot for longer than ten (10) minutes. They can drive through the neighborhoods, they can stop and sell ice cream or frozen treats to anybody they want to, they just can’t park for longer than ten (10) minutes. Anyone that has a Business License is exempt from the Food Truck Permit which is $100 per event but they still have to follow the guidelines as to where they can and can’t set up. A lot of Food Trucks right now are actually setting up on Town property and she believes that is where the issue lies. The Ordinance reads that on Town property, it has to be a Town sanctioned Special Event or an approve Special Event approved by the Town. On private property, they are allowed for catered events. For example, MicroPort does things once every quarter where they pay for the employee to eat and that is permitted on private property. She noted that with School and Town Events, the only reason the Town does not charge money for those Food trucks is because the Town is in essence in paying ourselves. She advised that a lot of comments that she read are individuals that probably do not understand fully what is out there. She encouraged anyone to call and talk to Town staff at Town Hall. She explained that staff talked to one vendor earlier in the day and they just did not understand. She noted that staff was able to get them the permit, they are going to turn it in tomorrow and that she did not see a reason why it would not be processed.

Mayor Wissman noted that staff has seen some creative solutions during this time. For instance, people selling goods on private property or in parking lots, etc. Mrs. Owens responded that the Town has actually had a business that does not serve food, and their business license is not anywhere near a Restaurant, Bar or that atmosphere, that is inviting businesses in their front door to pass out food. That is not what the Business License covers and that is something that we have to address separately. She explained that just because it is your private property does not mean you can allow things that you are not licensed to do.

Mayor Wissman asked the Board members to get with Mrs. Owens if they had any questions or wanted any changes to the Ordinance.

**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 McKee 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: Alderman McKee made a motion to adjourn. Alderman Harmon seconded the motion.

Meeting Adjourned.

Mike Wissman, Mayor
Date 6/11/2020

Brittney Owens, Recorder
Date 6/11/2020