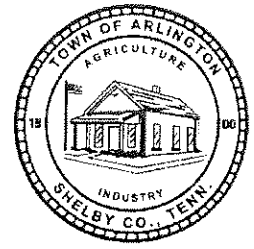


Town of Arlington

5854 Airline Road, Arlington TN 38002



Board of Mayor and Aldermen

July 2, 2018

6:30 P.M.

MEETING MINUTES

I. Call to Order and Roll Call.

Present

Mike Wissman, Mayor
Larry Harmon, Alderman
Cheryl Pardue, Alderman
Jeff McKee, Alderman
Oscar Brooks, Alderman
Harry McKee, Vice Mayor
Jeremy Biggs, Alderman

Others Present

Catherine Durant, Town Administrator
Brittney Owens, Recorder/Treasurer
Angela Reeder, Town Planner
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 Kevin Carter, Parks and Recreation Director.

IV. Approval of the minutes from June 4, 2018

Motion: Alderman McKee made a motion to approve the Board of Mayor and Aldermen minutes from June 4, 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 is not a question and answer session.

Mr. Hugh Lamar, 5685 Hayes Road, came forward and discussed his work for the West Tennessee Veterans Home, which began over 3 years ago. He noted that they were challenged to raise \$50,000, which seemed daunting, but have instead raised \$116,000. With the Town's donation, he said he was proud to say \$316,000 would come from the Town to support the Veteran's Home. He thanked the various team members and described the various activities that have helped raise that money.

The Mayor thanked everyone for their efforts.

Mr. Steve Glenn, 11880 Douglas Street, came forward and stated he moved to Arlington 2 years ago and loves the Town. He bought a house on the corner of Douglas and expected a nice, quiet town, but has never lived in a noisier place in his life, due to car mufflers, horns, backup beepers, etc. He said the Town has ordinances against unnecessary noise from vehicles and asked if the town could work harder to enforce the Code.

VI. Communication from the Mayor.

A. Shelby County Sheriff's Department Incident Report for the Month of June.

Mayor Wissman recognized Lt. Crowder, Shelby County Sheriff's Department. Lt. Crowder noted that in response to the previous comment, there is a device that can be used for noise issues, and she will send the concern to the Traffic division to follow up. She noted that there were three (3) motor vehicle thefts from unlocked cars, in those thefts two (2) weapons were stolen from the vehicles. The full report is on file at Town Hall.

Mayor Wissman thanked Lt. Crowder for her time.

B. Recognition of Kevin Carter, Parks and Recreation Director

Mayor Wissman recognized Kevin Carter, who is leaving the Town and moving. He highlighted Kevin's time at the Town and his many accomplishments, noting he was the first Parks Director in the Town. The Board wished him the best moving forward. Ms. Durant added that a reception will be held for Mr. Carter on Friday at 2pm to celebrate his time at the Town and wish his family well in their new position. Alderman McKee noted that the entire Carter family was a benefit to the Town and wished them all well.

C. Arlington Fire Department Report for the Month of June.

Mayor Wissman recognized Jim Harvill, Fire Chief. Chief Harvill stated that there was a total of 78 responses, with 42 being fire responses, and 36 being EMS responses. There were 20 calls on or south of I-40. Two commercial fires at one site this month. The full report is on file. They are looking at applying for a no-match grant for swift water materials. Chief Harvill thanked the Board for allowing them to present a draft proposal for a second station and company during a recent work session.

Mayor said that the Board still needs to provide direction for the staff on how to move forward with this topic. The Mayor asked if the Board had any reservations about letting staff continue to look into what would be required to have a second company. Alderman McKee said that he felt the Board was 100% behind the proposal and giving staff direction to continue working on details. Alderman Brooks agreed on the quality of their presentation.

D. Other as properly presented.

1. Mayor Wissman noted the Chamber luncheon was upcoming on July 11th.
2. Mayor Wissman and Vice Mayor McKee thanked everyone for their hard work and great job during the Town Fireworks Show, noting there were no incidents at this year's event. Ms. Durant acknowledged Tom Braswell of the Parks Department who she noted seemed to be Kevin Carter's right-hand at the event in getting everything done.
3. Mayor Wissman noted that the Annual Budget was adopted, keeping us in compliance with State requirements, and he acknowledged staff's hard work in getting that done.
4. Mayor Wissman recognized Ms. Owens regarding upcoming Early Voting. She noted that staff has been working with the Election Commission to see if our Safe Room can accommodate them for early voting this year.

VII. Committee Reports

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

Alderman Brooks read the Treasurer's Report into the record (on file).

VIII. Old Business

There was no further business brought forward.

IX. New Business

A. Presentation of Sewer Rate Study by University of Tennessee Municipal Technical Advisory Service.

Mayor Wissman recognized Steve Wyatt, a Utility Operations Consultant from UT MTAS, to present a Sewer Rate Study. Mr. Wyatt gave a presentation based on the UT MTAS Sewer Study provided to the Board. Study is on file. Mr. Wyatt gave a breakdown of current and past audit reports. He presented the findings. Full report is on file. Alderman Brooks stated he had no idea about the seriousness of financials of the Wastewater Department until he participated in the Finance Committee this year. Alderman Biggs stated that he appreciated staff being present. He inquired about an increase of rates for the 2022-23 Plant Project, asking if this was included in the review. Mr. Wyatt stated that it was not.

B. Resolution 2018-37 to enter into a contract with Wagner General Contractors, Inc. for construction services for Forrest Street Park, Phases 2 and 3, in accordance with Local Parks and Recreation Grant (LPRF) requirements.

Mayor Wissman recognized Steve Hill, Town Engineer. Mr. Hill stated bids for Phases 2 and 3 of the Forrest Street Park project on June 22nd, where three bids were accepted. The lowest and best bidder was Wagner General Contractors. He stated they have reviewed the bids and the contractor and are comfortable they can do the project. With regard to the costs being above the Town estimate, he noted one impact is the busy construction time resulting in increased pricing. He recommended they proceed with the award.

Mayor Wissman called for a motion.

Main Motion: Alderman Pardue made a motion to approve Resolution 2018-37. Alderman Biggs seconded the motion.

Mayor Wissman called for discussion or questions. Mr. McKee asked the shared percentage of the grant. Mr. Hill stated the Town has a \$500,000 from LPRF. Ms. Owens clarified that any amount above our 50/50 match of \$500,000 would be made up by the town. Mr. Biggs asked what we realistically expect to get out of our money on the Municipal Complex portion of the project, given the increased costs now being charged in the market. Mr. Hill said that the building portion is the more unpredictable portion of the estimate and that we are paying close attention, considering these most recent bids, to make sure we can do as much as possible. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

C. Resolution 2018-38 to enter into an Arlington Athletic Facility provider agreement with Arlington Youth Sports/Arlington Football League.

Mayor Wissman recognized Kevin Carter, Director of Parks & Recreation. Mr. Carter stated the lease agreement proposed includes dates and times, which may need to be amended as other lease agreements are accepted from other organizations. Arlington Youth Sports/Arlington Football League are requesting Arlington Sports Complex football and soccer field as well as Douglas Park when available. Mr. Carter recommended approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2018-38. 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.

D. Resolution 2018-39 to authorize the first amendment to the purchase and sale agreement for Town property, for 1.75 acres, amended to add .23 acres for a total of 1.98 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 stated Resolution 2018-39 had been pulled from the agenda due to language in the agreement needing to be reworded.

E. Resolution 2018-40 to amend the Personnel Policy for the Town of Arlington, Tennessee to include Section VII. Substance Abuse Policy.

Mayor Wissman recognized Brittney Owens, Town Recorder and Treasurer. Ms. Owens stated this was a resolution to amend the current policy Section 7. Staff worked with Mid-South Drug Testing to update the policy, which had not been updated since 2011. Changes were made to keep up with societal trends and also to keep in compliance with DOT regulations. She stated that staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Alderman Pardue made a motion to approve Resolution 2018-40. Alderman McKee 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.

F. Resolution 2018-41 to authorize the transfer of monies set aside in FY ending June 30, 2018 for projects listed in Section 1 to make the funds available for project completion in FY 2018-2019.

Mayor Wissman recognized Brittney Owens, Town Recorder and Treasurer. Ms. Owens stated this Resolution was to transfer the \$150,000 set aside for Fire Department radios to make it available for the expense in the new fiscal year.

Mayor Wissman called for a motion.

Main Motion: Alderman Pardue made a motion to approve Resolution 2018-17. Vice Mayor McKee seconded the motion.

Vote on Main Motion: The motion carried unanimously.

G. Resolution 2018-42 to authorize the transfer of monies set aside in a liability line item to help fund the West Tennessee Veterans Home to make the funds available for expense in FY 2018-2019.

Mayor Wissman recognized Brittney Owens, Town Recorder and Treasurer. Ms. Owens stated that a Resolution was passed in 2015 for the Town to set aside \$150,000 in reserves, and the Town would then match up to \$50,000 raised by the community. The community has met their goal. This Resolution will transfer that money and help move the project forward. Ms. Owens stated staff recommends approval.

Mayor Wissman called for a motion.

Main Motion: Alderman McKee made a motion to approve Resolution 2018-42. 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.

H. Resolution 2018-43 to adopt a Fund Balance Policy in accordance with Governmental Accounting and Financial Standards Board (GASB) Statement No. 54.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens stated a lot of thought and work had gone into the different options for this Resolution. She said that she compiled her research and the opinions of the Board and the Finance Committee when drafting this Resolution. The policy outlines the classifications of fund balance. She stated that the credit rating agencies do monitor fund balance. The Town just went under a full review for the credit rating and received and upgrade to a rating of AA2 from AA3. The Resolution as presented includes the unassigned General Fund balance will remain at 75-125% of General Fund Revenues, with target to be 100%. The policy includes information on how the funds will be replenished if funds are pulled for use, as well as procedures on how to adopt and amend the policy. Ms. Owens stated staff recommends the policy be a minimum of 75% of operating expenses with target to be 100%.

Mayor Wissman called for a motion.

Main Motion: Alderman Biggs made a motion to approve Resolution 2018-43. Alderman Pardue seconded the motion.

Mayor Wissman called for discussion or questions.

Mayor Wissman thanked staff and the Finance Committee for their work on this Resolution. Alderman Brooks asked what our current balance is. Ms. Owens said that we are currently at 150%, with three large projects planned for the near future. Alderman Biggs stated that he is concerned with adopting a policy and then having to break it due to the large projects such as the new Fire Station.

Ronald Neil, UT MTAS Consultant offered to answer any questions regarding the fund balance. Alderman Biggs asked Mr. Neil for his opinion on a minimum fund balance. Mr. Neil said that while all municipalities are different, you do have to have approximately 60% just to cover cash flow. Discussion continued regarding the minimum undesignated fund balance.

Motion to Amend: Alderman Brooks made a motion to amend Resolution 2018-43 to show a minimum undesignated fund balance of 100% with no maximum undesignated fund balance. Vice Mayor McKee seconded the motion.

Vote on Amendment: The motion passed with 6 yes and Alderman Biggs voting no.

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

I. Other as properly presented.

Vice Mayor McKee asked for clarification on what needs to be done to purchase the property for the future Fire Station. Gerald Lawson, Town Attorney replied that the property has been chosen, but there are issues with the title search. They may be required to file a friendly imminent domain. This process will be different than a regular closing. Mr. Lawson recommended that the Board allow staff to proceed with the process as the price may change slightly. He stated that a motion was needed to allow staff to proceed.

Main Motion: Vice Mayor McKee made a motion to allow staff to proceed to friendly imminent domain. Alderman Brooks seconded the motion.

Mayor Wissman asked for any questions or concerns. Alderman McKee stated that this process would need to move as quickly as possible. After hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

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. Alderman McKee seconded the motion.

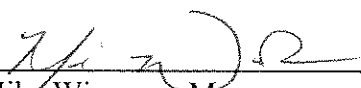
Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

XI. Adjournment:

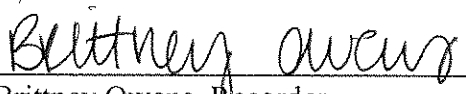
Main Motion: Alderman McKee made a motion to adjourn. Alderman Brooks seconded the motion.

Meeting Adjourned.



Mike Wissman, Mayor

August 6th, 2018
Date



Brittney Owens, Recorder

August 6th, 2018
Date