

# Town of Arlington

5854 Airline Road, Arlington, TN 38002



## **PUBLIC HEARING – Ordinance 2012-08 to further amend the Town of Arlington FY 2011/2012 Budget.**

Mayor Wissman opened the Public Hearing and advised that notice of the hearing was published in The Daily News on May 10, 2012. He invited anyone wishing to speak for or against to please stand to be recognized. State your name and address for the record. Hearing no comments, the Public Hearing was closed.

## **PUBLIC HEARING – Ordinance 2012-09 adopting the Annual Budget, Tax Rate and Board Compensation for fiscal year beginning July 1, 2012, and ending June 30, 2013.**

Mayor Wissman opened the Public Hearing and advised that notice of the hearing was published in The Daily News on May 10, 2012. He invited anyone wishing to speak for or against to please stand to be recognized. State your name and address for the record. Hearing no comments, the Public Hearing was closed.

**Town Of Arlington  
Board of Mayor and Aldermen  
June 4, 2012  
6:30 P.M.**

### **MEETING MINUTES**

#### **I. CALL TO ORDER AND ROLL CALL**

##### Present

Mike Wissman, Mayor  
Harry McKee, Vice Mayor  
Gerald McGee, Alderman  
Oscar Brooks, Alderman  
Glen Bascom, Jr., Alderman  
Brian Thompson, Alderman  
Jeff McKee, Alderman - Late

##### Others Present

Gerald Lawson, Attorney  
Steve Hill, Engineer  
Heather Sparkes, Planner  
Catherine Durant, Recorder  
See List

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

#### **II. OPENING PRAYER**

Alderman Jeff McKee led the opening prayer.

### III. PLEDGE TO THE FLAG

Alderman Oscar Brooks led the Pledge of Allegiance.

### IV. APPROVAL OF THE MINUTES FROM THE BMA Meeting of May 7, 2012; Special Called Meeting of May 17, 2012; and Special Called Meeting of May 29, 2012.

Mayor Wissman called for a motion to approve the minutes from the BMA Meeting of May 7, 2012; Special Called Meeting of May 17, 2012; and Special Called Meeting of May 29, 2012.

**Motion:** Vice Mayor McKee made a motion to approve the Board of Mayor and Aldermen minutes from May 7, 2012, May 17, 2012, and May 29, 2012. Alderman Brooks seconded the motion.

Mayor Wissman called for additions or corrections. Hearing no reply, he called for a vote.

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

### V. GRIEVANCES & COMMENTS FROM CITIZENS

Mayor Wissman asked if any citizen wished to address the Board to please come to the podium, state your name and address for the record. There were no comments from citizens.

### VI. COMMUNICATIONS FROM THE MAYOR

#### A. Shelby County Sheriff's Department Incident Report for the Month of May 2012.

Mayor Wissman recognized Officer Fox who reviewed the report for the month of May 2012 (report on file). There was discussion.

B. Mayor Wissman thanked Ed Haley, Town Superintendent; Dickie Wiseman, Public Works Superintendent; and the volunteers who set up the Pancake Breakfast for Senator Norris. He also thanked the citizens who came out to support the Town and Senator Norris.

C. Mayor Wissman advised that the Arlington Baseball Team won the State Championship. He thanked Vice Mayor McKee being there for support, as well as present at the ball field Graduation Ceremony Saturday night to present the trophy.

D. Mayor Wissman asked for suggestions with regard to putting together a Planning Commission for the school issue should the municipal issue pass on August 2<sup>nd</sup>. He advised that on August 7, 2012, from 5 to 7 p.m. at the Bartlett Municipal Center, there will be a Potential Candidate Forum from the Tennessee School Board Association.

E. Mayor Wissman advised that Mr. Haley met with town superintendents from around the county with regard to getting together an informative mailing to send out to citizens to

help them make an informed decision regarding the school referendum. Mayor Wissman recognized Mr. Haley who added that the flyer will provide the same message concerning the municipal school issue for all municipalities.

- F. Mayor Wissman recognized Vice Mayor McKee who suggested putting up a 2' x 2' sign on Airline Road to recognize Arlington High School's winning the State Baseball Championship. Mayor Wissman stated that he and Ms. Sparkes will talk about what can be done.
- G. Mayor Wissman advised that Chamber of Commerce member Terry Louderback is present. He stated that he is working with the school and the Chamber on a Friday Night Lights idea to showcase the Town when out-of-town football teams come to play football at AHS.
- H. Mayor Wissman asked Chief Rutledge to report on the recruitment screening for three new firefighters. Chief Rutledge replied that there were 19 applicants that met the qualifications, 15 showed up for the physical and agility assessment and 11 passed. He noted that they have a real good group of candidates and will start interviews on Wednesday. Mayor Wissman asked for an update on the ISO. Chief Rutledge advised that due to the TN field representative being promoted, an out-of-state representative was brought in to guide them through the process and results will be available in November. Chief Rutledge stated that the representative was very helpful and everything went well.
- I. Other as Properly Presented

There was nothing further to come before the Board.

## VII. COMMITTEE REPORTS

All committee reports, including the Treasurer's Report and financial reports, for the month of May are on file at Town Hall and have been provided to the Board. Mayor Wissman asked if anyone wished to report on their committee. Vice Mayor McKee read the Treasurer's Report into the record. Alderman McGee asked why the revenues were low for the Sewer Fund. Ms. Durant responded that the MLGW payment had not come in yet, and the expenditures were high because of the once-a-year principal payment for the sewer treatment plant.

## VIII. OLD BUSINESS

- A. Second and Final Reading Ordinance 2012-08 to further amend the Town of Arlington, FY 2011/2012 Budget.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman McGee made a motion to approve the second and final reading of Ordinance 2012-08. Alderman Bascom seconded the motion.

Mayor Wissman called for discussion. Hearing no reply, Mayor Wissman called for a vote.

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

- B. Second and Final Reading Ordinance 2012-09 adopting the Annual Budget, Tax Rate and Board Compensation for Fiscal Year beginning July 1, 2012, and ending June 30, 2013.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Brooks made a motion to approve Second and Final Reading of Ordinance 2012-09. Alderman Thompson seconded the motion.

Mayor Wissman called for discussion. Vice Mayor McKee noted that the property tax rate was increased by 15 cents. Mayor Wissman noted that the Town has been very transparent regarding this rate increase. Hearing no reply, Mayor Wissman called for a vote.

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

- C. Other as Properly Presented

There was no old business brought forward.

## IX. NEW BUSINESS

- A. Resolution 2012-15 to establish a Town of Arlington, Tennessee Internal Financial Control Policy, in accordance with the Internal Control and Compliance Manual for Tennessee Municipalities known as the "City Manual."

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2012-15. Alderman Thompson seconded the motion.

Mayor Wissman called for discussion and recognized Ms. Durant who advised that the Tennessee Municipal League Risk Management Pool recommended that specific internal financial controls to be in writing. She explained that the Town already follows the State of Tennessee, Internal Control and Compliance Manual for Municipalities and that this and other policies already adopted by the Board will serve as a guideline for her staff to follow as well as evidence of dual control for the auditors. Hearing no further comments, Mayor Wissman called for a vote.

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

- B. Resolution 2012-16 to authorize a contract with Tennessee Emergency Management Agency for the Town of Arlington Safe Room, FEMA Project #1909-00034, TEMA ID #0268.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Bascom made a motion to approve Resolution 2012-16. Alderman McGee seconded the motion.

Mayor Wissman called for discussion. He started by saying that he, Mr. Haley and Ms. Sparkes met with Vic Young of Fisher and Arnold to discuss this project. He explained that there were discussions regarding location, aesthetics, and whether or not FEMA would dictate what the Town can do with the safe room. Mayor Wissman called on Ms. Sparkes, Town Planner, to provide an analysis. Ms. Sparkes advised that the contract for a community safe room is actually with TEMA, and will be a dual-use safe room that would be available for use as a tornado shelter, as well as a temporary shelter for other disasters. She noted that the room will accommodate 1,300 people. Ms. Sparkes advised that this project is funded by a matching grant, with 75 percent from FEMA and 12.5 percent from the State of Tennessee and 12.5 percent from the Town of Arlington. She stated that the safe room will be located at Douglas Street Park and a couple of locations have been staked out and aerials have been provided for the Board to review and consider. She commented that she, Mr. Haley, and Chief Rutledge walked the area and they recommend the east side of the park, south of the basketball court because it would require only the removal of a few dead or dying trees. She advised that other locations would impact the ball field and drainage, and some healthy trees would have to be removed. Ms. Sparkes advised that regarding the question of FEMA dictating how the Town uses the safe room, she has talked with several individuals at TEMA and received the same answer, which is that the safe room will be under complete control of the Town of Arlington. She stated that the Town will own the building and land outright. She advised that the Town must adopt an operations and management policy. Ms. Sparkes provided conceptual drawings of the safe room and reviewed the specifications. Mayor Wissman requested clarification on the Town's 12.5 percent contribution. Ms. Sparkes replied that it would be approximately \$39,000 cash and that most of the 12.5 percent was in in-kind services such as pre-planning, meeting with TEMA, etc. There is also site work that will be done by the Town. Mayor Wissman asked about the deed of the land with the county. Mr. Haley replied that he had contacted the county attorney, Kelley Raine, who advised him that all paperwork will be processed. Mr. Haley advised that a provision in the contract states that the property must continue to be used as a park, and as far as legal issues are concerned, there is no problem with this project going forward. Mayor Wissman asked Mr. Lawson if the Town needs the deed in writing prior to the BMA approving this project. Mr. Lawson responded that the main question is if the safe room is a park purpose. He suggested that a title search be done, and do a quit claim deed to clear up any title issues if necessary. There was discussion regarding who can use the safe room which will be on a first-come, first-serve basis. He noted that the room can be used for Town functions as long as it is emptied out after the function. Mr. Haley advised that the safe room heating and air conditioning, as well as a sprinkler system, has been approved and there will be no showers. Mayor Wissman commented that a lot of municipalities have actually attached their safe room to the school buildings for ancillary uses; however, this is not possible in Arlington as we do not own the schools. He called for further discussion. It was asked if there would be a generator and the reply was yes. It was asked if food supplies would need to be on hand, and Ms. Sparkes replied that there would need to be only water. Alderman Brooks asked if the building would be LEED Certified. Ms. Sparkes replied that they do not plan on doing a LEED Certified building; however, we can look into certain types of energy efficiency. Alderman

Bascom stated that he preferred the location that Staff recommended south of the basketball court. There was discussion. Alderman Thompson expressed his concern that the Town needs a written policy stating what the safe room can be used for. It was advised that there is a manual containing an operations management policy. Ms. Sparkes advised that this will be a town building on town property, and the BMA can adopt a policy regarding what the safe room can and cannot be used for. It was noted that there will be a time limit of up to two hours for use as a temporary shelter during a disaster. It was noted that the safe room will be under Fire Department control. Mayor Wissman asked if this item is approved tonight, can changes be made should something come up in the future. Ms. Sparkes advised that the Town has three years to complete the project and close out the grant. Vice Mayor McKee asked Mr. Haley about the difference in the \$39,000 contract amount advised tonight and the amount noted in the contract. Mr. Haley replied that in a worse case scenario, the amount will be \$89,000; however, the way Ms. Sparkes has the amount calculated, it should be \$39,000. Mayor Wissman recognized Vic Young of Fisher and Arnold who commented on the concerns of other communities. He stated that it is important for Fire and Police to be in on the process because of the amount of vehicles and people who would show up during an emergency. Vice Mayor McKee asked if there are any negatives to having the safe room. Ms. Sparkes replied that the negatives are how do you manage opening the facility to the public and who cleans the facility afterwards. Ms. Durant commented that the public will see this building which is owned by them and will want to know why they cannot use it for their functions. She suggested getting the word out regarding the purpose and policy of the building and manage it accordingly. There was discussion regarding the contracting and warranties for the HVAC, etc. Mayor Wissman asked the members if they are comfortable voting on this tonight because the grant goes away in May 2015 and the clock is ticking. Ms. Sparkes advised that the federal money has been allocated to the Town, and Ms. Durant advised that the funding has been approved and is in the budget. There was discussion. Alderman McGee asked if this would have to go before the Design Review Committee. Mayor Wissman replied no; however as a courtesy, this could go before the committee. Alderman McGee called for a vote. Mayor Wissman stated that this vote will authorize the Town to move forward.

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

- C. Resolution 2012-17 to authorize a contract with Fisher & Arnold, a Professional Architectural/Engineering Firm, to provide Consulting Services related to the design of a Community Safe Room at the Douglas Street Park.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2012-17. Vice Mayor McKee seconded the motion.

Mayor Wissman called for discussion. After a brief discussion, Mayor Wissman called for a vote.

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

- D. Resolution 2012-18 to authorize the transfer of reserve funds collected as a payment in lieu of improvements for Lots 6, 7 and 8 of Harrell's Ridge Subdivision.  
Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman McGee made a motion to approve Resolution 2012-18. Vice Mayor McKee seconded the motion.

Mayor Wissman called for discussion. Alderman Brooks asked for an explanation. Ms. Durant responded that in 2006 plans were underway for Milton Wilson South when Harrells Ridge Subdivision was approved. She stated that three lots were in the area where Milton Wilson S. was planned to tie into the stretch of Milton Wilson along the subdivision. Therefore, building permits were not allowed to be issued for Lots 6, 7, and 8 until Milton Wilson S. was completed. She stated that a \$20,000 payment in lieu of improvements was approved by the BMA at the time the subdivision contract was entered into. She advised that this money has been held in a reserve line item; however, the improvements have been made so the money can be transferred into Street Aid where it was spent. Mayor Wissman called for further discussion. Hearing no reply, he called for a vote.

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

- E. Resolution 2012-19 to remove uncollectible taxes from the Town of Arlington's Certified Tax Rolls.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman Bascom made a motion to approve Resolution 2012-19. Alderman Thompson seconded the motion.

Mayor Wissman called for discussion. Hearing no reply, he called for a vote.

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

- F. Town of Arlington Sewer Development Agreement.

Mayor Wissman called for a motion to approve.

**Main Motion:** Alderman McGee made a motion to approve the Town of Arlington Sewer Agreement. Alderman Brooks seconded the motion.

Mayor Wissman called for discussion and recognized Gerald Lawson, Town Attorney, who advised that this is a modification of a standard Site Plan Agreement to a Sewer Development Agreement for improvement and construction of the sanitary sewer along the Hall Creek sewer interceptor by the owners of tracts of land along Milton Wilson Blvd. and Airline Road. It was advised that there is no cost the Town, and once completed it will be dedicated to the Town.

He called for further comments. Hearing no reply, he called for a vote.

**Vote on Motion:** The motion passed with 6 – Yes and 1 – Abstain.

G. Other as properly presented.

There was no other new business to come before the Board.

**X. APPROVAL OF BILLS**

**Motion:** Alderman Thompson made a motion to approve bills for payment. Alderman Brooks seconded the motion.


Mayor Wissman called for discussion. Hearing no reply, he called for a vote.

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

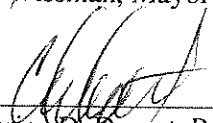
**XI. ADJOURNMENT**

**Motion:** Vice Mayor McKee made a motion to adjourn. Alderman Thompson seconded the motion. The motion carried unanimously.

Meeting adjourned.

  
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Mike Wissman, Mayor

7/2/12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Catherine D. Durant, Recorder

7/2/12  
\_\_\_\_\_  
Date

Submitted By: Theresa Smith, Planning Clerk