

Town of Arlington

5854 Airline Road, Arlington TN 38002



**Town Of Arlington
Board of Mayor and Aldermen
April 7, 2014**

MEETING MINUTES

I. CALL TO ORDER AND ROLL CALL

Present

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

Others Present

Gerald Lawson, Attorney
Steve Hill, Engineer
Heather Sparkes, Planner
Catherine Durant, Recorder/Treasurer
Kevin Carter, Parks Director

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 Mr. David Lenoir, Shelby County Trustee.

IV. APPROVAL OF THE MINUTES FROM THE MARCH 10TH, 2014, BOARD OF MAYOR AND ALDERMEN MEETING.

Motion: Alderman Brooks made a motion to approve the Board of Mayor and Aldermen minutes of March 10th, 2014. Alderman McKee seconded the 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.

Mr. Ryan, 5349 Lamb Valley Drive Arlington, TN, asked if there were any new businesses coming to Arlington.

Mayor Wissman apologized and advised that this was not a Question and Answer session.

Mayor Wissman thanked Mr. Ryan for his time.

VI. COMMUNICATIONS FROM THE MAYOR

A. Presentation by David Lenoir-Shelby County Trustee

Mayor Wissman acknowledged David Lenoir, Shelby County Trustee to give a presentation. Mr. Lenoir stated that the main job of the office is to track and collect property taxes. He gave a breakdown of amount collected thus far. He also reported on the sale of houses and percentages of collections. His full report is on file at Town Hall.

Mayor Wissman thanked Mr. Lenoir for being there and asked for any comments or questions. Vice Mayor McKee asked regarding sale prices going up and down, if foreclosures had an impact on the median price. Mr. Lenoir stated additional research would be necessary to answer that question. Alderman Thompson inquired about personalty tax. Mr. Lenoir explained the tax and stated it was worth discussing in the future.

Mayor Wissman asked Mr. Lenoir how long it would take for the sales tax to come in for the schools. Mr. Lenoir stated that an attorney's opinion is being sought because there are questions about when the money will be distributed to the schools. Since the schools do not exist until July, there are discrepancies about whether the money from May that is being remitted in July should be given to them or if they should receive the money that is collected beginning in July which is not remitted until September. Mayor Wissman stated that all of the schools have received their LEA ID numbers that they will need. Mr. Lenoir advised that the majority of property tax is collected in December and February.

B. Shelby County Sheriff's Department Incident Report for the month of March

Mayor Wissman advised that there was not a representative at the meeting from the Sheriff's Department, however the monthly report was on file at Town Hall if anyone would like to view it.

C. Arlington Fire Department Report for the month of March

Chief Franks reported on the Fire Department's activity for the month of March 2014 (on file). He advised that there were 79 runs in March and broke them down by type. Chief Franks advised that in the month of April they will be flushing and testing all Fire Hydrants as well as begin their yearly building inspections. He advised that they are having a survey done for possible expansion of the current fire station. The full report is on file at Town Hall.

Mayor Wissman reminded everyone that water may be a little brown at first after a hydrant is flushed caused by stirring up of the sediment. Vice Mayor McKee

had an emergency during church and commended the Fire Department for their hard work.

D. Other as Properly Presented

1. Mayor Wissman advised that Arlington in April is April 26th and the rain date is April 27th.
2. Mayor Wissman stated that A Taste of Arlington is April 13th and that tickets are still available for purchase.
3. Mayor Wissman stated that the Chamber lunch is Wednesday April 9th and Mayor Luttrell will be speaking.
4. Mayor Wissman advised that April is a busy month for the Town and committees.
5. Mayor Wissman stated that April 28th there will be a ribbon cutting ceremony for the Community Safe Room. It will begin at 5:30 PM with a Question and Answer session following at 6:00 PM.
6. Mayor Wissman asked Ed Haley, Town Superintendent for an update on road projects. Mr. Haley stated that the SIA project is behind because of the weather and they have a meeting with MicroPort on Tuesday. He gave an update on Hall Creek Bridge, Douglas at Airline, Hayes Street, the Pedestrian Bike Trail, and Donnelson Farms Parkway.
7. Alderman McKee announced that Relay for Life is May 3rd, the Saturday after Arlington in April and invited everyone to come donate money.
8. Mayor Wissman stated that this is Kevin Carter's first spring with the Town and that there has been many cancellations with the recreational programs due to the weather. Alderman Brooks thanked Mr. Carter for his hard work and stated that the fields looked great.
9. Mayor Wissman thanked the School Board for being present and for their hard work.

VII. COMMITTEE REPORTS

Mayor Wissman advised that the Finance Committee, Design Review Committee, Parks and Recreation Committee and Planning Commission all met during the month of March. They are on file at Town Hall and have been provided to the Board. Mayor Wissman asked if anyone wished to report on their committee. The Finance Committee will meet on April 24, 2014 at 5:30 P.M. to finalize the Budget process for the 2014/2015 Fiscal Year after certified tax rolls.

Mayor Wissman recognized Vice Mayor McKee who read the Treasurer's Report into the record (on file). He asked Mrs. Cathy Durant, Town Recorder to explain the footnotes listed on the report.

VIII. OLD BUSINESS

A. Other as Properly Presented

There was nothing further to come before the Board.

IX. NEW BUSINESS

A. Resolution 2014-10 to authorize the submittal of an application for a Local Parks and Recreation Funds Grant (LPRF) for recreational fields on a portion of the 25 acre parcel on Forrest Street, and authorize entering into a Notice of Limitation of Use.

Mayor Wissman recognized Kevin Carter, Parks and Recreation Director, who explained the resolution to be authorized to apply for the grant of \$250,000 which would be matched by the Town of Arlington. He has been working closely with Steve Hill, Engineer and Ed Haley, Town Superintendent on developments of the project site to utilize around 16 acres. Mr. Carter informed the Board that if the Town was to be awarded the grant, there is a Notice of Limitation of Use stating that 16.48 acres would have to remain Parks and Recreation use.

Mayor Wissman called for a motion.

Main Motion: Alderman Bascom made a motion to approve Resolution 2014-10.
Alderman Brooks seconded the motion.

Mayor Wissman asked for discussions or questions. Mayor Wissman asked if the Town was to be awarded the grant, would changes be allowed to the property in the future. Mr. Carter responded stating that there can be changes and improvements as long as the sole use is for Parks and Recreation. He stated that the plan has phases and the first phase is being looked at now. With the second phase, he is looking at pursuing future grants to develop walking trails. Alderman Bascom asked if the money being applied and the match took into consideration credit for land. Mr. Carter responded by stating that it did not and the Town would have to match an investment of \$250,000. He stated that the cost of fields and Earth work would be in excess of \$500,000. If the Town was awarded the grant and the matching costs, it would pay for the first phase. Alderman Brooks asked if this phase included the parking area near Depot Square behind Vinegar Jim's. Mr. Carter responded that those parking spaces were on a future phase.

Alderman Brooks asked Cathy Durant, Town Recorder, what the cost of the land was when the Town acquired it. Mrs. Durant stated \$600,000. Alderman Brooks stated that when this first phase is completed, the Town would have invested over 1,000,000 in this property. Mayor Wissman asked Heather Sparkes, Town Planner, if this was in compliance with the Master Plan for Depot Square. Mrs. Sparkes stated that it is and explained the three options of plans when the Master Plan was developed.

Alderman Thompson asked Mrs. Sparkes if the nine acres that are left can be developed for what the Town needs. She replied that it will be consistent with the Master Plan and would accommodate future needs. Vice Mayor McKee asked if the Town had received LPRF grants before. Mrs. Durant responded that Hughes College Hill Park and part of Arlington Sports Complex were developed with LPRF grants. Mr. Carter stated that the grant application is due by April 11th, 2014 and they will award the grant before the end of this fiscal year. Alderman Thompson asked if the total amount of grant money and money matched from the Town will completely pay for this phase. Steve Hill, Engineer responded that the money collected would pay for the fields, parking area, and driveway to parking area. Alderman Thompson asked if the parking issue mentioned by citizens during public meetings had been addressed. Kevin Carter stated that the concern had been addressed and that parking will be added in future phases. Vice Mayor McKee expressed concern about the number of fields versus the parking available. Mr. Carter stated that instead of the original ten (10) fields planned, there will only be seven (7). Vice Mayor McKee asked if this project would be completed before the end of the next fiscal year. Mr. Carter stated that they hoped to have the first phase complete by June 2015 and that the grant stated it has to be done within two (2) years of receiving. Vice Mayor McKee asked what was to happen if the Town was not awarded the grant. Mr. Carter said it would be revisited and consideration of part of the fields to be constructed would take place.

Mayor Wissman asked for any further comments or questions. After hearing no further comments, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

B. Resolution 2014-11 to authorize a contract with Alexander Thompson Arnold, PLLC, to conduct the annual financial audit for fiscal year ending June 30, 2014.

Mayor Wissman recognized Cathy Durant, Town Recorder. Mrs. Durant noted an increase of \$550.00 and expressed the need for a single audit because anytime there is more than \$500,000 in Federal Grant expenditures there has to be a single audit to be in compliance with the grant regulations. Mrs. Durant stated that the Town has been with Alexander Thompson Arnold, PLLC for many years and they are in compliance with general government accounting standards by changing Audit teams and Audit partners every 2 years.

Mayor Wissman called for a motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2014-11.
Alderman McKee seconded the motion.

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

Vote on Main Motion: The motion carried unanimously.

C. Resolution 2014-12 to adopt a Facility Provider Policy for the Arlington Dual-Use Community Safe Room.

Mayor Wissman recognized Heather Sparkes, Town Planner, and Gerald Lawson, Attorney. Mrs. Sparkes stated that the Facility Use Agreement was amended previously. After further discussion, the Town staff felt the need to have a Facility Use Agreement solely for the Community Safe Room.

Mayor Wissman called for a motion.

Main Motion: Alderman McGee made a motion to approve Resolution 2014-12.
Alderman Thompson seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Brooks asked if the current insurance requirements placed on recreational leagues cover the use of this facility if they were to rent it out. Gerald Lawson, Attorney stated that use of this facility will not be an extension to their current Facility Use Agreement it will be a completely separate agreement. He believed their insurance policy would still cover the rental of the Safe Room. Mayor Wissman reiterated that Emergency situations will take precedence to all events. He asked for clarification that the schools would fall under Town employees. Mr. Lawson stated that they will not be Town employees however, there is an umbrella that the School Board would fall under being that they are a division of the Town. He advised that anyone who is not part of the Town is subject to the fees and insurance requirements.

Alderman Thompson asked how the hours of operation were determined since meetings will not be held past 6:00 PM. Mrs. Sparkes responded that there is not a conference staff that can work around these time so all hours worked will be overtime hours. Alderman Thompson asked how the fees were determined. Mrs. Sparkes stated that actual costs to operate the building were examined including overtime hours, cleaning services, hard costs, and utilities. Mr. Lawson stated that these fees are in line with other community rooms. Alderman Thompson inquired about waiving fees for facility use. Mayor Wissman reiterated that he and Kevin Carter would be able to oversee usage to prevent every rental coming before the board. Mayor Wissman stated that the policy can be changed in the future if the need for more nights is seen.

Alderman McKee asked if the Fire Department would be responsible for opening and closing of the facility. Mrs. Sparkes responded that they will still be responsible during Emergency situations. The reason for overtime hours is because a Town employee will have to be there to close the facility to ensure there is no vandalism. Alderman McKee expressed concern about what will be allowed inside the facility due to liabilities. He reiterated that this is not a community center and should not be used for things that it was not built for such as sports. There was debate about use and restrictions in use from FEMA. Ed Haley, Town Superintendent, stated that this was built with grant money and there are restrictions on how this building can be used.

Vice Mayor McKee expressed concern about elected officials being able to waive fees and suggested that it be a staff member. Gerald Lawson, Attorney stated problems with waiving fees and explained the discriminatory nature of picking who has fees waived.

Mayor Wissman asked for any other comments and stated that this can be brought before the board as many times as needed, hearing no further comments, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

D. Resolution 2014-13 to authorize an application to participate in the Tennessee Downtown Programs.

Mayor Wissman recognized Heather Sparkes, Town Planner. Mrs. Sparkes stated that this is a request to apply for Tennessee Downtown Programs. She advised that this program is a State of Tennessee Department of Economic and Community Development Program and the Town applied once before. They were not awarded the last time however she feels there is a better chance this time because of community developments and development of the Depot Square Master Plan. This program is a twenty-four (24) month program with the first twelve (12) months being educational and the second twelve (12) months selecting of a project to promote the area.

Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve Resolution 2014-13.
Alderman Brooks seconded the motion.

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

Vote on Main Motion: The motion passed unanimously.

E. First Reading Ordinance 2014-03 to further amend the Town of Arlington, Tennessee, budget for fiscal year ending June 30, 2014.

Mayor Wissman recognized Cathy Durant, Town Recorder. Mrs. Durant stated that the Arlington Community Schools have come forward asking for additional monies. She stated that the school category budget has been broke down into the Town's line item budget. She advised that this amendment dealt with education, development fees and adding money to the Street-Aid department.

Mayor Wissman called for a motion.

Main Motion: Alderman McGee made a motion to approve Ordinance 2014-03.
Alderman Thompson seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Thompson asked Mrs. Durant where this money would be pulled from. Mrs. Durant stated that money would come from reserves in General Fund and Street Aid. Alderman Thompson asked when the school building expenses would become a responsibility of the Town. Mayor Wissman confirmed June 2014. Mayor Wissman called Tammy Mason, School Superintendent, forward to answer any questions that the Board may have. Alderman Thompson inquired concerning some of the funds being requested and staffing needs. Ms. Mason advised that some of the monies being requested would not be needed if they were to take possession of the school buildings July 1st instead of June 2nd. She stated that they had three departments to hire still and they were looking at outsourcing electrical and other contracted work from local businesses to cut down on the cost of employees. Vice Mayor McKee questioned the start date of the Plant Managers. Ms. Mason stated that Shelby County Schools has opted to discontinue their employment May 31st, 2014 because the schools will be turned over June 2nd, 2014.

There was discussion about future budgets and monies for the schools which Mayor Wissman confirmed that the Arlington Community Schools will have their own budget that will come before the Board every year for approval. Alderman Thompson inquired about future monies for the budget asking if the schools would always be in the Town budget. Mrs. Cathy Durant responded stating that in future budgets, the only line item for schools will be the Town's share and everything else will be reflected in the school's budget. Mrs. Durant stated that the share is determined by the certified tax rolls. Alderman Thompson asked for the date that initial cash flow would come in. Ms. Mason stated that they will receive first payment mid to late August. Alderman McKee asked about enrollment with pre-enrollment numbers. Ms. Mason advised that the School System is at ninety-four (94) percent based on Dr. Mitchell's projection.

The discussion continued. Mayor Wissman called for a vote on the motion.

Vote on Main Motion: The motion carried unanimously.

F. Other as properly presented.

1. Approval of Library Board Members

LeAnne Hinkle	Exp 5/17
Kristeanna Shelton	Exp5/17
Lynda Williams	Exp 5/18

Re-Appoint

Melissa Leatherwood	Exp 5/18
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Mayor Wissman called for a motion.

Main Motion: Alderman Thompson made a motion to approve Library Board Members. Alderman McGee seconded the motion.

Mayor Wissman called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

2. Mayor Wissman recommended that the Beer Board meetings be held at 6:00 PM to prevent the public from waiting on the Board of Mayor and Alderman meeting to begin.

X. APPROVAL OF THE BILLS FOR PAYMENT

Mayor Wissman called for a motion.

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

Mayor Wissman called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

XI. ADJOURNMENT

Motion: Alderman Thompson made a motion to adjourn.
Alderman McGee seconded the motion.

The motion carried unanimously.

Meeting adjourned.



Mike Wissman, Mayor

5-5-14

Date



Catherine D. Durant, Recorder

5-5-14

Date

Submitted By: Brittney Owens, Town Clerk