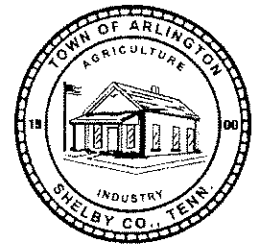


Town of Arlington

5854 Airline Road, Arlington TN 38002



**Board of Mayor and Aldermen
December 4, 2017
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
Jeremy Biggs, Alderman

Others Present

Catherine Durant, Town Administrator
Brittney Owens, Recorder/Treasurer
Angela Reeder, Town Planner
Gerald Lawson, Town Attorney
See List

Excused Absence

Harry McKee, Vice Mayor

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 Steve Hill, Town Engineer.

IV. Approval of the minutes from November 6, 2017

Motion: Alderman McKee made a motion to approve the Board of Mayor and Aldermen minutes from November 6, 2017. 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.

1. Mayor Wissman recognized Jon Moultrie, 11939 Henning Oaks Lane. Mr. Moultrie stated that he and his partners are in the process of developing a new site in the Depot Square Area. He has gotten final approval on financing and ordering an appraisal. He encourages the Town to go forward with plans for future development in the Depot Square area and supports the issuance of a bond.
2. Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer to discuss the new camera system installation and recording of the Board of Mayor and Alderman Meeting. Ms. Owens explained that all installation has been completed and this would be the first meeting to use the camera. She advised that the recording will be posted on the website the day after the meeting for now and will eventually move to a live broadcast on the Town website.
3. Mayor Wissman recognized Bob Wilson, 6065 Ewing Blvd. Mr. Wilson spoke in support of the Bond Issuance to move forward with Depot Square plans. He stated that he has invested a lot of money in Arlington and will continue to in the future. He feels strongly about the infrastructure plans as it seems in agreement with the Master Development Plan.

VI. Communication from the Mayor.

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

Mayor Wissman recognized Sergeant Cockman, Shelby County Sheriff's Department. Sgt. Cockman noted that as soon as available, a report would be submitted to Town Hall for the month of November. He also stressed that all residents need to make sure garages are closed and their doors are locked.

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

Mayor Wissman recognized Chief Harvill. Chief Harvill stated that there were eighty-nine (89) responses, with fifty-four (54) being fire responses, and thirty-five (35) being EMS responses. There were twenty-one (21) calls on or south of I-40. The full report is on file.

Chief Harvill stated that the schools participated in the Fire Safety Poster Contest and entries have been submitted to the State. Also, the Fire Department participated in Extrication Training.

Alderman Biggs asked for clarification of how a situation is handled if we are unavailable for calls. Chief Harvill explained that when our staff is on a call, it means that we are unavailable to respond to another call until we are back in service. He stated that unavailable does not mean that no one responds, it means that mutual aid is given from another fire station. The Town of Arlington has a mutual aid agreement in place with Memphis and Shelby County and we offer mutual aid when other stations are unavailable as well.

C. Committee Appointments.

Mayor Wissman appointed members to the Health and Safety Committee. New appointments included Alderman Pardue, Chief Harvill, Jim Voelker and Dana Viox. Reappointments included Roger Mathison and Steve Bierbrodt. This committee will meet on the forth Tuesday of each month as needed.

D. Other as properly presented

1. Mayor Wissman stated that the next Chamber meeting would be Wednesday December 13th with Tonia Howell as the speaker.
2. Mayor Wissman stated that the Arlington Community Schools ribbon cutting for the new administration building would be held on December 14th, at 10:30am.
3. Mayor Wissman advised that January's meeting would be held on January 2, due to the holiday.
4. Mayor Wissman stated that Christmas on the Square has been rescheduled for December 9th. He also recognized Town staff for their hard work on the Christmas Parade.
5. Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant noted that Kasey Jones passed the Class III Wastewater Certification and we now have 3 licensed operators at the Waste Water Treatment Plant. She advised that Brittney Owens passed all 11 tests and now has completed her Certified Municipal Finance Officer (CMFO) Certification. She will be appointed Town CMFO at the next BMA Meeting.

VII. Committee Reports:

Mayor Wissman advised that the Planning Commission, Design Review Committee, Parks and Recreation Committee, Health and Safety Committee and Arlington Community School Board met during the month of November. 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

A. Other as properly presented.

There was no old business brought forward.

IX. New Business

A. First Reading of Ordinance 2017-12 to amend the Town of Arlington, Tennessee Budget for Fiscal Year ending June 30, 2018.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Ms. Owens stated that this is the first set of budget amendments for 2017-2018 fiscal year. She noted one error that was

sent out with the original packet. The original stated that we would be going \$199,000 into reserves and that was incorrect. It should only be a \$1800 difference. The Board was provided with corrected work papers. These are standard budget amendments that have already been approved for the year. She advised that staff recommended approval.

Main Motion: Alderman Harmon made a motion to approve First Reading of Ordinance 2017-12. 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 2017-67 to authorize purchase of a Maintenance Software through the National Joint Powers Alliance (NJPA) from Dude Solutions to be utilized by Town Employees.

Mayor Wissman recognized Terry Perkins, Public Works Director. Mr. Perkins explained that staff researched many different maintenance software's and thanked staff Kevin Carter and Dana Salabor for their hard work. Currently the town is using pen and paper, dry erase boards, spreadsheets, etc. and the purchase of this software would allow for staff to utilize work orders and update maintenance records electronically. He stated that staff recommended approval.

Main Motion: Alderman Brooks made a motion to approve Resolution 2017-67. Alderman Biggs seconded the motion.

Mayor Wissman called for discussion or questions. Alderman Brooks asked if the software was good for generating plant maintenance and annual reminders. Mr. Perkins advised that this software has capabilities to generate from the field as well as in the office. Mayor Wissman stated that this software will be great to streamline processes and move forward with technology as a Town. Hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

C. Resolution 2017-68 an initial resolution authorizing the Town of Arlington to borrow funds and incur indebtedness in the principal amount of not to exceed \$6,000,000, by obtaining a loan from the Public Building Authority of the City of Clarksville, Tennessee, for certain Public Works Projects, and to fund the incidental and necessary expense related thereto.

Mayor Wissman recognized Catherine Durant, Town Administrator. Ms. Durant stated there are two resolutions 2017-68 and 2017-69; one is the initial resolution and one is to authorize the issuance of the Bond. She stated that in 2005, the Town purchased the property on Forrest Street and the Town began the process of creating a Master Development Plan in 2012. The Depot Square Master Development Plan was adopted in 2013. In 2014, the Town was awarded a Local

Parks and Recreation Fund Grant for Phase 1 of Forrest Street Park. Phase 1 created the soccer field, drainage and grading of the site and some parking. The Town has recently been awarded a grant for Phase 2 and 3 with hopes to go out to bid in January. Phase 2 and 3 consist of a concession stand, walking trails, irrigation and lighting. The current parking at the park is insufficient for activities that take place. Recently, the Board of Mayor and Aldermen approved standards for municipal facilities and the Forrest Street Master Development Plan for the balance of the 10-acre site. She stated that staff recommended approval.

Main Motion: Alderman Pardue made a motion to approve Resolution 2017-68. Alderman McKee seconded the motion.

Mayor Wissman called for discussion and questions. Alderman Harmon expressed his desire to invest money into the remaining acreage at the Forrest Street Campus as Depot Square is where Arlington began. Mayor Wissman inquired about the price and asked Steve Hill, Town Engineer to explain challenges with the site. Mr. Hill explained that it would cost between \$600,000 and \$700,000 for grading and drainage to improve the site. He stated that his staff will be refining estimates and providing more information once detailed plans have been finalized.

Ms. Durant noted that development is occurring in Depot Square and vacant land is no longer available. She stated that the amphitheater is the most crucial piece along with parking because of special events such as Arlington in April and Music on the Square.

Alderman Biggs stated the park is beautiful and some day it will come to fruition. He expressed his concerns about borrowing funds. He felt that the amphitheater, library and walking trail are wants and not needs. He stated that the Town just hired a new Fire Chief and until his recommendations for a second company were presented, there are a lot of unknown costs. He stated that he wants to wait until we get the recommendations so there are no surprises in cost before issuing debt.

Alderman Harmon explained that he understands the concerns about a second company however, he feels that the Town needs both. He stated that the Board will do our due diligence.

Alderman McKee noted that nothing works fast in government and this will not be speeding through at 90 miles per hour with no control. He stated that the Town is being financially frugal because of interest rates. He wants to move forward with the Bond Issuance because there are several projects moving in Depot Square. He feels that this is an investment in the town and explained the issues at the current Library. Ms. Durant stated that there's a list of projects listed on the bond. She stated that the Town does not have to spend all the money or complete every item.

Alderman Brooks stated we've done a tremendous job to build reserves which helps us to complete projects and borrow money at a lower interest rate. He is ready to move forward by utilizing the money smart and do due diligence. Mayor Wissman added that the timeline will be at our pace and up to \$6,000,000 with no current tax increase. After hearing no further discussion, Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

D. Resolution 2017-69 a resolution authorizing a loan pursuant to a Loan Agreement between the Town of Arlington, Tennessee, and the Public Building Authority of the City of Clarkesville, Tennessee, in the principal amount of not to exceed \$6,000,000; authorizing the execution and delivery of such loan agreement and other documents relating to said loan; approving insurance of said bond by such public building authority, providing for the application of the proceeds of said loan and the payment of such indebtedness; consenting to the assignment of the Town's obligation under such loan agreement; and, certain other matters.

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson stated that this Resolution goes with the loan agreement. It's a 3 year draw down and locks the Town in the fixed rate as of now. He stated that staff recommended approval.

Main Motion: Alderman Brooks made a motion to approve Resolution 2017-69. Alderman Biggs seconded the motion.

Vote on Main Motion: The motion carried unanimously.

E. Other as properly presented.

There was no further business brought forward.

X. Approval of the bills for payment.


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

Vote on Main Motion: The motion carried unanimously.

XI. Adjournment:

Main Motion: Alderman Harmon made a motion to adjourn. Alderman Biggs seconded the motion.

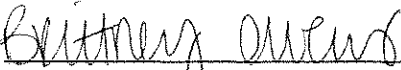
Meeting Adjourned.



Mike Wissman, Mayor

11/2/18

Date



Brittney Owens, Recorder

11/2/18

Date