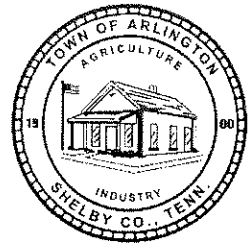


# Town of Arlington

5854 Airline Road, Arlington TN 38002



Board of Mayor and Aldermen  
March 4, 2019  
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  
Gerald Lawson, Town Attorney  
See List

Absent: Brittney Owens, Town Recorder

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 Tonia Howell, Chamber of Commerce.

### IV. Approval of the minutes from February 4, 2018 and Special Called February 12, 2019

**Motion:** Alderman McKee made a motion to approve the Board of Mayor and Aldermen minutes from February 4, and Special Called from February 12, 2019. Alderman Brooks seconded the motion.

### 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 was not a question and answer session.

Hearing no comments, Mayor Wissman continued the meeting.

**VI. Communication from the Mayor.**

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

Mayor Wissman recognized Lt. Crowder. Lt. Crowder stated there were a total of 18 reports for the month of February. Lt. Crowder stated this was a big decrease from January's report which was 27. The continuous reporting by Arlington residents is very evident, and the Sheriff's department would like the residents to keep it up. There were no thefts of motor vehicles. There were also no thefts from homes or businesses. A few highlighted cases out of the 18 reports; had two arrests from prior thefts. Thanks to the citizens for providing information on suspects so that arrests could be made. Lt. Crowder stated to please continue to provide any traffic complaints to the department so that they can continue to monitor and take care of concerns. She also wanted to note if anyone is still in need of setting up neighborhood watches to please contact the Sheriff's department so that they can assist and provide point of contacts.

Alderman Pardue asked about the ticketing at the middle school over the past week. There seems to be some confusion on why certain cars were ticketed and some were not.

Lt. Crowder stated that she did not have any information specifically on this situation. She will ask the traffic division for insight and then will provide the information as given.

Mayor Wissman spoke with Tammy Mason and she informed him that this is not something that they are enforcing and don't have any knowledge of it.

Catherine Durant mentioned that there has been an issue with people parking during certain hours of the day in which they are not allowed to park.

Mayor Wissman said that there have been a few incidents, but the Sheriff's department is doing their job. Also stated that there will be a Town Hall Meeting on March 19. Commissioner Mills and the Sheriff's department will be there to present several topics and to answer any questions that have to do with the department. It will be open to the public. The Mayor stated he will get more information from Commissioner Mills so that it can be posted on the website and the Town's Facebook page.

**B. Presentation of Audit Report by Alexander Thompson Arnold.**

Mayor Wissman introduced Mike Hewitt, Lead Auditor. The Town's audit report was delayed longer than usual due to the delay of the school's report. There was also a new implementation of accounting standards for "Other Post Employee Benefits". In the Management Responsibility section of the Auditor's Report it states that it is Management's Responsibility for the preparation and fair presentation of these financial statements in accordance with accounting principles. The firm does not audit the school systems report so when it comes to their financial responsibility the firm relies solely on

the school's auditor to conclude that all financial statements are accurate. In the opinion of the firm the conclusion is a clean option, which means the statements are all accurate and in accordance with accounting principles.

Mr. Hewitt went over several of the detailed financial reports to note the following: Total cash was \$29 million for governmental activity and \$4 million business type activities which is the sewer system. Total investments were \$13.4 million for governmental activities and \$7 million for business activities. Assets for governmental and business type activities were \$81 million and \$33 million. Liabilities for governmental and business type activities were \$11 million and 10.6 million. Also disclosed in the report is a Net OPEB (Other Post Employee Benefits) obligation for schools. The school has committed to \$4.3 million to fund OPEB.

Report also included an audit of internal controls which showed all internal controls were found to be in compliance. There was one finding in the sanitations fund, which was an over expense in budget of \$50,000.00, this was an oversight in amending the budget and not an intentional over expense of monies. A new requirement from the State requires a corrective action plan for any findings. The Town will need to be sure to account of all budget amendments intended and approved by the end of the Fiscal Year.

In conclusion, Mr. Hewitt pointed out that in the Management Letter, there are two issues that were not findings but needed to be noted: 1) Gas Usage Logs were not done in a timely manner and were not available at the time of audit; 2) Contributed Capital from development for infrastructure was not recorded in the prior year. He went on to say that the Financial Staff for the Town does a very good job in all aspects of day to day operation and preparation of the financial statements. Which makes it very easy for his staff and a present environment to conduct a thorough audit, they are to be commended.

The Full Report is on file at Town Hall.

### **C. Arlington Fire Department Report for the Month of February.**

Mayor Wissman recognized James Harvill, Fire Chief. Chief Harvill stated there were a total of 89 responses, with 48 being fire responses, and 41 being EMS responses. There were 15 calls south of I-40 and 6 on I-40.

The department completed the pre-build for Quint. All department members completed 8 hours of in-service training for residential concerns and decision making. The department started the SAFER Grant process to request funding for 12 new firefighters. The department is using a third-party grant writer. As a department they also supported the sudden in the line of duty loss of Chief Byrd with the Hickory Withe Fire Department.

There will also be an Active Shooter Training open to the public on March 9<sup>th</sup>. After the training the department is also giving an orientation of the Safe Room.

**D. Other as properly presented**

1. Mayor Wissman stated he is heading to Nashville to participate in a Tennessee Economic meeting. All Mayor's across the state were asked to join.
2. The Board of Mayor and Aldermen annual retreat took place in February. Mayor Wissman thanked all those that came.
3. Mayor Wissman mentioned that the budget meeting is still every month.
4. Mayor Wissman recognized Public Works for all the hard work they have put in with all the recent rain by making sure that all the drainage was working properly.
5. Tonia Howell mentioned that the Chamber luncheon was the following week. The Chamber is also selling Taste of Arlington tickets.
6. Taste of Arlington and Arlington in April are upcoming with more information available at a later date.
7. Mayor Wissman noted that the Planning department is very busy as Regions Bank has put up their sign on property and are moving dirt while Waffle House has submitted plans.
8. Catherine Durant, Town Administrator presented more information about the Playground of Dreams, that has been closed since January. She stated that Daniel Carson, Director of Parks hired a Certified Inspector to come and thoroughly inspect the playground because there were very noticeable deficiencies. The report came back declaring the playground unsafe for the public. She explained that she met with the Board and discussed options to replace the playground. The decision was made to tear everything down including the swings due to the rotting wood and unsafe conditions, the demolition started this morning. The Town is saving the sentimental items that noted names of persons who donated to the construction, for inclusion in the new playground. Review of the budget will determine when the new playground will begin construction. Staff is also discussing with the Board other possibilities for playgrounds in the future.

**VII. Committee Reports**

Mayor Wissman advised that the Planning Commission, Arlington Community School Board, and the Health and Safety Committee met during the month of February.

Health and Safety committee met, and they would like to propose to the Board a program in which the committee and Shelby County Sherriff's department recognize an "Officer of the Year" in appreciation for the work they do for the community.

Vice Mayor McKee considers this a great idea including that the Fire Department should be a part of the program.

Alderman Brooks read the Treasurer's Report into the record.

The Treasurer's report for the month of February and the financial reports are on file at Town Hall and have been given to the Board.

#### VIII. Consent Agenda

**A. Resolution 2019-10 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee to issue a Special Event Permit for Arlington in April for the APTA.**

Mayor Wissman called for a motion

**Main Motion:** Alderman McKee made a motion to approve the Consent Agenda which consisted of Resolution 2019-10. Alderman Biggs 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

#### IX. Old Business

**Other as properly presented.**

There was no further business brought forward.

#### X. New Business

**A. Resolution 2019-11 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee, to enter into a contract with White Construction, for construction services for Hwy 70 Widening from Interstate 385 to Airline road, in accordance with TDOT Requirements for Locally Managed Projects, TDOT PIN # 120444.00**

Mayor Wissman recognized Catherine Durant, Town Administrator. Mrs. Durant stated a notice to contractors was published in the Daily News on January 29, 2019. The Town of Arlington received sealed bids until February 21, 2019 at 2:00pm at which time bids were opened publicly and read aloud. A total of three (3) bids were received, with the lowest responsive bidder being White Construction, based on the total base bid in the amount of \$1,148,696.50. This is a TDOT matching grant which has been approved by the Board. Three items that were not included in the packet but are presented before the Board are

the Bid Tabulation of all bidders on February 21<sup>st</sup>, letter of recommendation from Drake Danley at Kimley Horn, the engineer on the project, and a letter to the State of Tennessee asking for concurrence. Staff recommends and asks for approval pending TDOT concurrence.

Mayor Wissman called for a motion

**Main Motion:** Alderman Brooks made a motion to approve Resolution 2019-11 pending TDOT concurrence. Alderman McKee seconded the motion.

Mayor Wissman called for comments or questions. Alderman Brooks asked for a start and finish time frame on the project. Mrs. Durant responded that once approved by board a notice of award will be presented and a preconstruction meeting will take place, at that time a start date will be selected. The project is to take 180 days.

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

**B. Resolution 2019-12 to authorize Mike Wissman, in his capacity as Mayor, to execute the Second Amendment of Agreement to purchase and sale of Real Estate with Wendelta Property Holdings, LLC**

Mayor Wissman recognized Gerald Lawson, Town Attorney. Mr. Lawson stated the First Amendment was approved by the Board on February 12, 2019 at a Special Called meeting. The Town extended the due diligence period. They are requesting a second amendment in which they would like to restrict the lot next door on Airline to specifically not allow a small list of fast food competitors. The new amendment states that there will be no building for a period of 7 years of any fast food vendor on that list, from the date of closing. The closing on the property will take place early to mid-April.

Mayor Wissman called for a motion

**Main Motion:** Alderman Pardue made a motion to approve Resolution 2019-12. Alderman Harmon seconded the motion.

Mayor Wissman called for comments or questions. Vice Mayor McKee and Alderman McKee both agreed that 7 years is a long time for the restrictions. Mr. Lawson stated this this version had been narrowed down from the first initial contract which stated that it would be unlimited years and no other fast food vendors.

Hearing no further comments Mayor Wissman called for a motion

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

**C. Other as properly presented.**

There was no further business brought forward.

**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 Pardue seconded the motion.

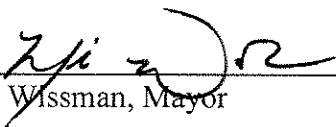
Mayor Wissman called for a vote on the main motion.

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

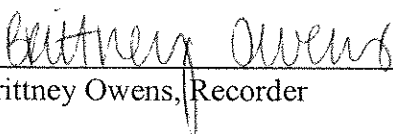
**XII. Adjournment:**

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

**Meeting Adjourned.**

  
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Mike Wissman, Mayor

4/1/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Brittney Owens, Recorder

4/1/19  
\_\_\_\_\_  
Date