

Town of Arlington

5854 Airline Road, Arlington TN 38002



Board of Mayor and Aldermen
December 3, 2018
6:30 P.M.

MEETING MINUTES

I. Call to Order and Roll Call.

Present

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

Others Present

Catherine Durant, Town Administrator
Brittney Owens, Town Recorder
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 Tonia Howell.

IV. Approval of the minutes from November 5, 2018

Motion: Alderman Cheryl Pardue made a motion to approve the Board of Mayor and Aldermen minutes from November 5, 2018 Alderman Harmon 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 was not a question and answer session.

There were no comments.

VI. Communication from the Mayor.

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

Mayor Wissman recognized Lt. Crowder. Lt. Crowder stated that there have been 28 incidents with 3 being thefts from cars. Lt. Crowder stated that those vehicles were left unlocked. One of those unlocked vehicles had a handgun and it was stolen. Shell Gas Station on Airline was broken into on 11/22/2018. Suspects are on surveillance, working on apprehending them. Lt. Crowder noted that the U.S Post Master wanted to notify the public that if they are missing any packages please report it to the post office.

B. Chamber of Commerce Presentation

Mayor Wissman introduced Tonia Howell, Chamber Director. Mrs. Howell wanted to share a PowerPoint about what is going on with the chamber such as member status, events, grants, fundraising, and promotion. Currently the Chamber is serving 238 business members, this is an increase of 38 in 2018. Twenty of the Chamber members serve as Chamber Ambassadors. Due to growth, Mrs. Howell stated that they are looking into hiring a part-time employee. The monthly Chamber Membership luncheon continues to be a success. The Chamber is also using ribbon cutting for new businesses that in turn promotes growth, there have been 10 so far in 2018. In Economic growth ECD there have been several round table events for community leaders to gather for discussions. The Chamber has also been meeting and contacting developers to discuss Arlington assets and opportunities. Grants and Fundraising has been busy with the Chamber partnering up with Town and other programs to strive to make the community better. For instance, one partnership is with Arlington Community Schools (ACS) to use grant funds for the AgCenter STEM program and ACS Youth Safety Training program. The newest partnership is with ACS Tennessee Pathways Council to develop an internship and guidance program. The Chamber is currently directing \$47,400.00 in grant funds to partnerships with Town and ACS. On the promotional side of the Chamber they are continuing to invest funds in promotion, advertising, and collateral material to promote and showcase Arlington.

The next luncheon will be held on December 12, 2018.

A full report is on file at Town Hall or Chamber of Commerce

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

Mayor Wissman recognized James McMillen, Assistant Fire Chief. Chief McMillen stated that there was a total of 88 responses, with 46 being fire responses, and 42 being EMS responses. Total responses for the year are 900. There were 17 calls south of I-40 and 12 on I-40. The tornado siren on Chester is sounding but needs new drivers, the parts for repairs should be in next week. The installation of the exhaust system for Station 71 has been

completed. Station 71 is also the recent recipients of the FM Global grant and will be working with Town Hall to purchase needed iPads with the grant money, totaling \$3,150.00. The fire department is currently promoting a Close the Door campaign around the community. This campaign is about how to get out safely from a fire. The A-shift conducted a fire safety and extinguisher training for the Arlington Senior Center.

D. Departmental Presentations

Engineering Department

Steven Hill, Town Engineer presented several updates of the ongoing projects in and around Arlington.

1. Highway 70 widening project is up for bid January 2019.
2. Airline Widening, waiting on right away acquisition. Town currently filling out all proper documentation so that bid can be put out early spring/summer. The widening will be 5 full lanes from the high school to I-40.
3. Forrest Street Campus 1st phase has been awarded to include parking, landscaping, lighting, grading, drainage, and walking trail. Phase 2 and 3 is the Farmers Market and Amphitheater buildings are in the design phase. Starting to create walkways and assembly buildings.
4. Memphis Arlington Bike Pedestrian the environmental documents have been approve, we are proceeding to the design. This is an 80/20 matching grant project through the state.
5. Donelson Farms Parkway is in the process of updating its NEPA Documents and will then proceed to Right of Way.
6. Depot Square road realignment will be ready for bids very soon.

Planning Department

Angela Reeder, Town Planner presented several of the larger items and projects that are ongoing in Arlington.

1. Commercial and Industrial: total square feet of COMPLETED or UNDER CONSTRUCTION is 155,862. Some examples of completed projects are Olympic Steak and Pizza and O'Reilly Auto Parts. Examples of those that are still under construction are projects that are ongoing around depot square. Square footage of NEW retail construction that is in the review phase is a total of 204,860. Examples of some of those businesses are Wendy's, Fairfield Inn & Suites and Arlington Animal Clinic.

2. There were a total 53 development applications received in 2018 as of December 3, 2018.
3. Residential: 226 permits were issues in 2018, an increase from both 2016 and 2017; 120 new home building permits were approved. One Planned Development was approved with up to 146 lots. Over 140 Code Enforcement cases were processed of which 60% have been done over the last 3 months since hiring a new employee to share the workload.
4. Long range: zoning codes and subdivision regulations were amended in April. Updating monthly.

Fire Department

Chief McMillen, Assistant Fire Chief stated the following updates:

1. Call summary is up to 1000 per year. He noted some major calls such as the large Lakeland fire that was a few months ago, a car wreck on I-40 happened at the same time Snorkel 71 was in attendance at Arlington in April, with two companies on duty we were still able to be first on the scene.
2. Fire Department is working on the design and proposal for new first station. Will be working on hiring new firefighters and acquiring equipment needed for second company/station.
3. Purchased a new dryer to help to extract harmful debris on turnouts.
4. Plans and inspections are going on going.
5. Prevention and Education: updating website to reference updated codes, fire prevention, and anything ongoing for the fire department. Sent several firefighters to the National Fire Academy. One firefighter got his master's in emergency service management. Several firefighters passed officer service certification. Department participated in working with the school to gain interest for students that want to be in the EMT and Firefighting fields.

Public Works Department

Terry Perkins, Public Works Director stated the following updates:

1. Installed new fueling system.
2. Implemented new maintenance software.
3. Participated in their first Stormwater Audit. There were several findings in which a Stormwater Coordinator was advised to be hired. The new position will start mid-December.

4. Installed a backup generator.
5. Currently working with UT-MTAS with street and drainage assessment. Will have a more detailed report the first of the year.
6. Installed a 72-inch culvert on the county line on Forrest, this was an emergency purchase to replace a metal culvert that had collapsed.
7. Hired a new facility maintenance position.
8. Purchased new communication system.
9. Assisted Arlington Community Schools with several projects such as moving dirt, rock, repaired asphalt in several areas. Brought ACS on board with fuel program.

Wastewater Department

Gil Rivera, Director of Wastewater Department stated the following updates:

1. Completed the Chester St. sewer rehab consisting of 560 feet of sewer line and tap repair.
2. Purchased a new camera which is used to look at sewer lines to find where issues exist so that they can be addressed.
3. Equipment upgrades and repairs such as new waste water pump installed, stairstep screen repaired, SBR #1 effluent valve repaired and got a new blower.
4. Staff received training on the fats, oil and grease program and are working on a revised based on the training received.
5. Maintenance solutions software has been implemented to help provide a preventive maintenance program for the wastewater treatment plant (WWTP).
6. The TN 811 locates/emergency locates through November were 2048.
7. There has been only one discharge permit violation in the past 18 months.
8. Currently doing research and sludge testing for removal of biosolids from waste water lagoon.
9. A Professional services contract has been issued to Gaines, Williams & Associates to help upgrade the Scada System at the TOA WWTP.
10. Repair to a section of sewer line on Caymus Lane has been complete to change the direction of flow changes to correct issues.

Parks and Recreation Department

Daniel Carson, New Director of Parks and Recreation presented the following updates:

1. Mr. Carson is recently hired as director of department.
2. The Lake property opened in September for fishing, after installation of guardrail, parking, fencing, and signage and several levee repairs.
3. Forrest Street Park phases 2 and 3 are under construction. We are hopeful construction stays on track so that the soccer fields are ready for spring. The Parks department is working on a backup plan just in case.
4. The Tennis complex construction underway consisting of 6 courts, includes parking, landscaping, lighting, fencing and restrooms. Arlington Community Schools will be using the facility for their matches and practices
5. An 18-hole Disc Golf course is being built at Sportsplex.
6. Re-surfaced the walking trails at Arlington Sports complex and College Hill. Added a section of new trail on the west side of the sports complex.
7. Purchased top dresser, mower, and turf tank. The turf tank was purchased in an effort to work smarter and to eliminate the need for additional employee for the 18/19 budget.
8. Series of successful events which include Arlington in April, Star Spangled Specular, Christmas on the Square and Christmas Parade.

Finance/Administrative Department

Brittney Owens, Town Recorder/Treasurer presented current updates for Town Hall

1. New accounting software demo was just completed with all Finance staff and will be placed by late January, early February. The software will include an online pay stub for employees.
2. Computer upgrades have been completed, this enables better communication with documents and calendars.
3. Website updates have been on going. Instead of Town Hall doing all the updates, each department has been given access to update their own pages, interactive maps have been provided for development updates.
4. Business Licenses have increased, we currently have 849 active businesses which an increase of 92 last year.

5. There have been 3 new beer licenses that have been issued this year, two in the last couple of months.
6. There has been town wide employee training which included workplace discrimination, drug policy, active shooter, purchasing and safe room orientation. Four employees complete ROW certification through TDOT. The Finance staff, has completed over 50 hours of individualized training that includes Municipal Legislative updates, Essentials of Interviewing and Hiring, ADA compliance Officer Training, and 4 leadership conferences.
7. Staff has written a Fund Balance Policy and successfully created both assigned and committed Fund Balances per the policy. Staff revised the Drug policy, purchasing policy and created a new beer policy.
8. Staff went through two credit ratings with General Purpose Funds and Sewer Funds. Upgraded on the General Purpose from an Aa2 to Aa3 while maintaining our current rating in the Sewer Fund of A2.
9. Two new plans were offered to employees, one for dental and one for vision, with an increase in enrollment. Currently we have a 92% participation in our retirement plan which is maintained from previous years.
10. The BMA approved 76 resolutions in 2018 up from 51 from last year.
11. Due to increase programming and participation at the Senior Center we are proposing to take the Director position full time beginning January 1st as the costs can be absorbed in the current budget. The increased participation is in due to the leadership and management at the Senior Center.

E. Other as properly presented

1. Mayor Wissman mentioned that Christmas on the Square and the Christmas parade were a success. About 5-6,000 people attended the parade as estimated by Sheriff's office.
2. Senator Norris is no longer a TN senator, he was appointed as a Federal Judge. Which means that an Election coming up to replace him in the Senate, early voting begins January 3rd, 2019 and January 24th is the primary.
3. TLM meeting on district December 11th, all elected officials are invited.
4. A new business is opening behind the climate storage business, it is a turf all purpose facility for things such as sports. It is set to open mid-January to early February, the business will be called "The Yard."

VII. Committee Reports

Mayor Wissman advised that the Planning Commission, Design Review 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.

There was a vacant seat on the DRC at the end of November, Deadrick Turner who is a civil engineer will be filling the position.

For the Health and Safety committee, Alderman Pardue stated that Roger Mathison will be stepping down due to retirement. There are currently two applicants that seemed very qualified. The committee will not be meeting in December due to the holidays, they will meet again in January.

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

VIII. Old Business

A. Second and Final reading of Ordinance 2018-12 to amend Title 5 Municipal Finance and Taxation, Chapter 5 of the Arlington Municipal Code Public Advertisement and Competitive Bidding.

Mayor Wissman recognized Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated that there have been no changes between the first and second reading. This ordinance will raise the threshold before quotes will be required (from \$1,000 to \$4,000) prior to purchase. Staff recommends approval.

Mayor Wissman called for a motion

Main Motion: Alderman Brooks made a motion to approve Second reading of Ordinance 2018-12. Alderman Harmon seconded the motion.

Mayor Wissman called for a motion to suspend the regular Board of Mayor and Alderman Meeting and open a Public Hearing.

Motion: Vice Mayor McKee made a motion to suspend the Board of Mayor and Alderman Meeting and open a Public Hearing. Alderman Pardue seconded the motion.

PUBLIC HEARING: Second and Final reading of Ordinance 2018-12 to amend Title 5 Municipal Finance and Taxation, Chapter 5 of the Arlington Municipal Code Public Advertisement and Competitive Bidding.

Mayor Wissman stated that notice of public hearing was published in The Daily News on November 14, 2018. Anyone wishing to speak for or against this request, please stand to be recognized. State your name and address for the record.

No comments or objections were made

Mayor Wissman called for a motion to close the Public Hearing and resume the regular Board of Mayor and Alderman Meeting.

Main Motion: Alderman McKee made a motion to close the public hearing and resume the Board of Mayor and Alderman meeting. Vice Mayor McKee seconded the motion.

IX. New Business

A. PUBLIC MEETING – Memphis Metropolitan Planning organization (MPO), 2020-2023 Transportation Improvements Program (TIP).

Mayor Wissman stated this is a public meeting, no action is required. Mayor Wissman recognized Steve Hill, Town Engineer. Mr. Hill stated that in that order for the Town of Arlington to gain funds from the State of Tennessee a public meeting is to be held. The TIP cycle is a four year, fiscally constrained, short-range program, which provides a prioritized list of multimodal transportation projects (including road, resurfacing, signalization, bridge, bicycle & pedestrian, transit and safety) within the Metropolitan Planning Area. The Town of Arlington will be preparing applications for December deadline, the priority of the projects will be completed in January. There is a ranking criterion for each project and Arlington will be competing with other counties for the budgeting of projects. The new cover period will be from October 1, 2019 through September 30, 2023. There are constraints to the funding, staff will review and make recommendations. Staff recommends asking for funding for road improvements, for example Airline Road to I-40 or Forrest Street to county line from Chester. In the past ten years the Town of Arlington has had 13 projects funded thru this program totaling 22 million, the Town match was 6 million.

Mayor Wissman asked if there were any questions or comments.

Vice Mayor McKee asked if the board will receive the list of what staff recommends priority wise for all the considered projects.

Mr. Hill stated that they will and that the list of projects is a collaborative decision.

B. Resolution 2018-75 authorizing the issuance of interest-bearing Fire Department Capital Outlay Notes, Series 2018, in an amount not to exceed \$1,125,026 and providing for the payment of said notes.

Mayor Wissman recognized Catherine Durant, Town Administrator. This is a fixed rate of

3.88% for a 7-year loan through the Tennessee Municipal Bond Fund. It is to purchase a 107 ft. Quint (areal fire truck) along with all equipment necessary. In order to get the 3.88% rate, the loan needs to be locked in by 12/31/2018 due to rising interest rates in 2019. There is a \$38,000 cash credit towards the purchase price. Staff recommends approval of resolution.

Mayor Wissman called for a motion.

Main Motion: Alderman Pardue made a motion to approve Resolution 2018-75.
Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions.

Alderman Brooks asked Chief McMillian if the Fire Department is getting everything they need for the amount in question.

Chief McMillian stated that they have everything needed within the amount allotted.

Alderman McKee asked when the turn around for the fire truck will be, Chief answered it will be about 12-13 months

Alderman Biggs asked if there is any penalty for early payoff, Mrs. Durant answered no there is no penalty. Alderman Biggs expressed his desire in paying off the loan early if possible.

Hearing no further discussion, Mayor Wissman called for a motion.

Vote on Main Motion: The motion carried unanimously.

C. Resolution 2018-76 to authorize Mike Wissman in his capacity as mayor of the Town of Arlington, Tennessee, to enter into a contract with HRO Partners to provide consulting services in Human Resources.

Mayor Wissman recognized Catherine Durant, Town Administrator and Brittney Owens, Town Recorder/Treasurer. Mrs. Owens stated that staff has been looking to outsource some of the Human Resources responsibilities. The scope of work that was requested from HRO includes Cultural Understanding specific to Arlington, Culture Change training, Pulse survey which are anonymous surveys done by the employees so that staff can see where improvements are needed, HR consulting Hours along with Training Courses and opportunities for continued education and engagement amongst all employees. They will also provide 3rd party workplace investigations they will handle the complaint as an unbiased party.

All HR staff has met with HRO and recommend approval to enter the contract totaling \$8,130 with any additional hours required over the estimate at a rate of \$195 per hour as needed. Mrs. Owens stated this is a first stepping stone with the program by starting small then seeing where the growth of the town goes as far as employees to see if there are any additional services that will need to be provided in the years to come.

Mayor Wissman called for motion.

Main Motion: Alderman Brooks made a motion to approve Resolution 2018-76. Alderman Pardue seconded the motion.

Mayor Wissman called for discussion and questions.

Shawn King, 705 Fishersville Rd Collierville TN was introduced by Mrs. Owens. Mrs. King representing HRO, gladly offered to answer any questions.

Alderman Biggs asked if the 25 hours is part of the retainer fee and if staff will be notified if we get close to exhausting the hours. Mrs. King stated that staff will always be informed of how much of those hours are used. Alderman Biggs also asked how the poll surveys worked and how they are going to be effective for staff. Mrs. King stated that with the surveys HRO is looking at each survey individually such as where they are working, the job criteria, etc. Mainly questions about the work environment and any staffing issues. The surveys will be given out to everyone from the top to the bottom. Alderman Pardue asked what measures does HRO take to make sure that employees remain anonymous because many companies promise this but, in the end, employees figure out where the complaint or survey came from. Mrs. King stated that they have a system that doesn't track any emails from participants. The results are summarized for staff so that things don't get so specific to where the complaint is focused.

Mrs. Durant was asked if the proper vetting had been done and legal was consulted to make sure that this program is something that is needed for staff. Mrs. Durant stated that everything has been looked over professionally and Mrs. Durant recommends this program simply because their program can cater to a lot of the Town needs. Aldermen McKee asked if this was a service that was already provided by MTAS. Mrs. Durant stated that the main attraction was the unbiased 3rd party and that is something MTAS cannot provide. MTAS is more of a general overview of operations per charter and State Law. HRO will go more in depth and be more Arlington specific, they will also be able to respond in a timelier manner when urgent situations occur.

Hearing no further comments, Mayor Wissman asked for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

G. Other as properly presented.

Vice Mayor McKee asked about making Elizabeth Equi a full-time employee and if the budget will allow it. Mrs. Owens stated that her pay to full time will be absorbed in the budget. It is planned that she will be full time effective January 1, 2019.

Mrs. Owens also stated that budget meetings will commence this month.

I. Approval of the bills for payment.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman Harmon 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.

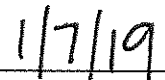
II. Adjournment:

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

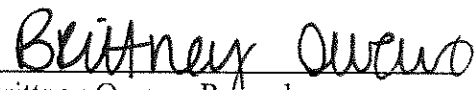
Meeting Adjourned.




Mike Wissman, Mayor



Date



Brittney Owens, Recorder



Date