

BOARD OF MAYOR AND ALDERMAN

REGULAR MEETING

January 13, 2014

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, January 13, 2014, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order. Alderman Dickson led the group in an opening prayer. Tom Pardue led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Adam Dickson, Alderman Homer G'Fellers and Alderman Chuck Vest. Also present were: Town Attorney Jim Wheeler, Town Administrator Bob Browning, Town Recorder Abbey Miller and Operations Manager Craig Ford.

The next item on the agenda was the Consent Agenda. Mayor Wolfe asked if there were any items the Aldermen would like to have moved to the Regular Agenda for discussion. There were none. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Consent Agenda as follows:

1. Approve the minutes of the December 9, 2013, BMA meeting.
2. Approve the following bills:

<u>VENDOR</u>	<u>AMOUNT</u>
A Plus Backflow	78.27
A-Z Office Resources	813.81
Advance Auto Parts	1103.41
Aflac	2627.98
Aggregates USA, LLC	5974.10
Airgas Safety Inc.	1705.05
Allan Dearstone	19.20
American Backflow	80.00
American Tire Distributing	1052.26
Andy Oxy Company, Inc.	159.90
Appalachian Broadcasting	780.00
Aramark *Purchase*	42.78
Aramark Uniform Service	79.91
Aramark Uniform Service	802.74
Archer Brothers Garage	65.00
Archer Electric Service	3726.00
AS Hanging Systems	325.80
Auto Zone #2087	260.96
Banc of America P&I	3073.83
Barbara L. Bogart	108.00
Billie J. Farthing	2250.00
Blackburn, Childers & Steagall	36500.00
Blue Cross-Blue Shield	67786.58
Bob Patton	12.00
Brenntag Midsouth Inc.	4609.33
Campus Chalet	173.75
Carl Gregory	168.75
Central Child Support	1100.08
Central Paper & Supply	780.32
CenturyLink	283.50
Champion Chevrolet	576.32
Chappell's Pest Control	45.00

<u>Chief Supply</u>	801.59
<u>VENDOR</u>	<u>AMOUNT</u>
Christmas Décor by	1100.00
Cintas Corporation #202	549.35
Citizens Security	4202.95
City of Johnson City	6840.00
Community Development	6000.00
Contractor's Machinery	2400.00
Craig's Firearm Supply	491.56
Creative Publishing	115.00
D.Todd Wood	7220.00
Data Supplies Inc.	3079.22
Dearborn National	491.65
Debbie Harbin	128.53
Dennis Dwayne Brooks	875.00
Department of Clinical	112.00
Diamond Ticketing System	231.05
Dry Clean City	90.00
East TN Masonry Supply	487.50
East TN Rent-Alls	3644.45
Emergency Training	200.00
Employee Security	475.00
Equinox Environmental	5176.04
Erwin Utilities/Water Test	240.00
ESC Lab Sciences	3280.00
ETSU Foundation	12.80
F&L Limo and Livery	600.00
Facility Systems Cons.	10000.00
Fenco Supply of JC	71.00
Ferguson Enterprises #5	9830.02
Finley	17000.00
Fire Extinguisher Co	363.00
First Tennessee Bank	4793.77
First Tennessee Bank	3908.30
First Tennessee Bank	4867.16
First Tennessee Bank	5442.76
First TN Bank Series 20	3792.73
Fisher Scientific Co. LL	187.90
Fleenor Security System	3578.02
Food City	438.46
Foster Signs	980.00
Fire Service Tire Co.	1936.14
Fuelman	301.62
G & C Supply Co., Inc.	5918.60
Gall's/Quartermaster	2828.00
General Sessions Court	242.50
General Shale MSC 30523	1748.00
Goodpasture Motor Co.	3315.52
Gouge Masonry	1013.00
Grainger	266.58
Grand Rental Station	33.15
GRW Engineers, Inc.	22603.59
Gus and Anne Palas	480.50
Hach	97.47
Halliday Products, Inc.	1160.51
Harbor Freight Tools	27.53
Hayes Pipe & Supply	57256.98
HD Supply Waterworks, Ltd	1232.38
Henry Schein	1500.90
Holtz Industries, Inc.	364.20

Home Depot Credit Service	633.66
Howard Alexander	56.00
<u>VENDOR</u>	<u>AMOUNT</u>
Imaging Technology	1402.00
Ingles #4205	177.32
International Municipal	375.00
International Storytelling	276.65
Jamie Amer	141.19
Janette Gaines	320.95
Jennifer Schmidt	2000.00
Jeri Jones	8.00
Jerry Black	294.64
Johnson City Press	84.00
Jonesborough Art Supply	314.20
Jonesborough Pizza Parlor	22.39
Jonesborough Post Master	3400.00
Jonesborough Storytelling	16.00
Jonesborough Water Dept.	453.50
Jonesborough/Washington	3750.00
JRT	656.51
Judy O'Hara	8.00
Kansas State Bank	8962.25
Ken Smith Auto Parts #4	831.78
Kermit Monk	25.00
Kimball Midwest	194.90
Kingsport Publishing Co.	779.50
Larry Verran	108.10
Leisure Publishing Co.	1351.50
Lereta Tax Service	394.23
Liberty National	1207.32
Lilly Hensley	234.92
Lisa Whaley	80.00
Lone Pine Publishing	79.03
Lowe's	3806.76
Mahoney's Sportsman's	69.88
Mar Carter	50.00
Matt Townsend	5.00
MC Septic Services	80.00
McCoy Land Surveying	550.00
Medical Center Homecare	282.00
Medworks Occupational M	30.00
Melinda Copp	97.95
Merkel Brothers Construction, Inc.	8400.00
Microbac A/R	248.70
Nafeco, Inc.	165.81
Napa Auto Parts	775.84
Nationwide Retirement	1517.65
News & Neighbor	1345.00
North American Salt Co	10180.99
Northeast TN Tourism	250.00
Northeast Wisconsin	700.00
Nortrax	430.25
O.G. Hughes & Sons	27.39
OBE First	300.00
Office Depot Credit Plan	232.60
Office of the Chapter 1	877.00
Olde Towne Hardware	969.46
Olde Towne Small Engine	25.85
Oriental Trading Company	235.19
Osborne Electric Inc.	356.16

Pam Johnson	47.07
Pancake House	16.00
Pardue Photographics	40.00
<u>VENDOR</u>	<u>AMOUNT</u>
Perry's Enterprises, Inc.	181.67
Peterbilt of Bristol	464.50
Petersen Industries, Inc.	83.21
Ponder Auto Repair	950.24
PPG Architectural	343.83
Precision Ironworks	2504.95
Print Distribution Service	1842.18
Probuild East LLC	251.22
Progression Electric	500.00
Purity Chemicals, Inc.	98.00
Quality Trophy & Engraving	417.00
Rachel Conger	32.79
Reinhart Food Service LLC	167.91
Reliance Standard (Vol)	350.96
Rhino	355.54
Ricky Mosier	84.49
Ricoh USA, Inc.	2893.68
Ricoh USA, Inc	149.43
RMJ Distributing Co.	75.90
Robert Mushet	28.80
Robin B Beals	1875.00
Robin Goodman	176.88
Saratoga	13756.51
Saratoga Financial	5790.25
Shell Media	190.62
Shred-It	11.40
Snapp's Lawncare	595.00
Southeastern Construction	1520.00
Southern Pipe & Supply	5759.69
Sprint	25.68
Sprout Web Design	700.00
Stafford Custom Graphic	35.00
State of Tennessee	480.00
Stowers	2035.47
Summers-Taylor Inc.	6198.94
Swisher Hygiene	86.85
Taylor Battering East Whs	86.88
TBI-Fiscal Services	58.00
Tennessee Flag Company	6250.00
Terminix Processing Center	77.00
Terry Alexander	36.00
The Chamber of Commerce	416.00
The Chamber of Commerce	80.00
The Dycho Company, Inc.	5275.58
The Eshelman Co., Inc.	3133.56
The Greeneville Sun	195.00
The Stockpot	128.40
Thomson Reuters – West	146.08
TML Risk Management Pool	280.68
TN Cons Retirement System	40064.41
TN Dept. of Health F.S.	450.00
TN Dept. of Revenue	76.00
TN Dept. of Revenue	1079.96
TN Dept. of Safety	722.00
TN Local Dev. Authority	3183.61
Town of Jonesborough	591.43

Town of Jonesborough (T	1749.14
Tractor Supply	570.35
Treasurer State of TN	3460.00
Tri City Title	2.20
<u>VENDOR</u>	<u>AMOUNT</u>
Tri City Transmissions	100.40
Tri City Waste Paper	54.50
Tri-City Rubber &Gasket	147.62
Tri-State Auto Glass Inc.	225.00
Trimble Company	396.60
Truck Toy's & More	1057.90
United Parcel Service	123.73
United Rentals	781.53
United Utilities Inc.	2123.35
United Way	534.00
USA Blue Book	688.10
Valley Equipment Co	97.50
Valley Trailer Repair	90.00
Verizon Wireless	3136.90
Wal-Mart Store / GEMB	1282.91
Washington Farmers Co-op	746.01
Washington Farmers Co-op	21869.95
Waste Management	1232.19
Weems Florist	75.00
Wells Fargo Equipment	3451.00
Wells Fargo Re Tax Serv	957.54
WEMB-AM 1420	352.50
Wheeler & Seeley	7778.36
White's Auto Parts	1143.67
Wholesale/Advertising	325.16
Williams Electric	2356.20
WKPT Radio	199.00
Workman Publishing Co.	210.12
WPWT 870 AM	400.00
ZFX, Inc.	190.00
TOTAL	\$1437981.66

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
73292 Ken Ross	2,279.00		
73293-73465 AP	244,275.46		
73466-73515 AP	58,543.05		
73516-73518 AP	12,112.70		
73519-73530 AP	13,853.27		
73531-73546 AP	15,815.11		
73547-73554 AP	7,916.66		
73555-73568 AP	214,573.78		
73569 Public Drainage	2,331.10		
73570-73571 AP	1,865.20		
		\$573,565.33	
50723-50824 AP		369,327.58	
50825-50833 AP		51,355.18	
50834 Judy Construction		81,503.35	
50835-50844 AP		14,956.08	
50845-50848 AP		1,831.89	
50849-50853 AP		236,141.85	
			\$755,115.93
Sanitation			
5959-5992 AP			30,115.14
5993-5994 AP			300.01

5995-5996 AP	218.31
5997 Nationwide Retirement	120.00
	\$30,753.46

3. Approve the following Town Administrator Report:

Wastewater Improvements

As you know we are operating with one of the new oxidation ditches at the Wastewater Plant. Both new basins are operable, but we currently only need to use one. We have not had a violation at the WWTP since September. TDEC recently conducted a compliance inspection at the WWTP, and issued no violations. They made some operational suggestions for improvement, and almost all of those have already been addressed. They took their own suspended solids and e-coli samples in the effluent, and they registered below the minimum recording levels.

Smith Contracting out of Kentucky is working as weather permits on the Phase II Wastewater Plant work. They are currently working on the Effluent Pump Station that will eventually pump treated water through the outfall line to the Nolichucky River. Smith is also beginning to increase to size of the chlorine contact chamber. This is the area where treated water is injected with chlorine disinfectant. The chlorine is later removed from the water through a cascade system (we already increased in size in Phase I) before it is discharge into the creek (or river when the outfall line is in place).

Merkel Brothers Construction has constructed about 2.5 miles of the sewer outfall line (about 1/3 of the project). The recent weather has slowed down construction substantially. They are at the point of going down Bacon Branch Road.

The Persimmon Ridge Pump Station is out to bid, and we will receive bids in time (January 23rd) to make a recommendation to the BMA at the February meeting. We have been experiencing some overflows in manholes close to this station, and we will correct all the problems in this area when the pump station is replaced.

Water

The new intake pump has been shipped to Jonesborough, and will be installed when the weather improves, and all preparation is complete.

The MIOX disinfection system continues to work well.

The Water Distribution Crew has made the tie in of the 12" ductile iron line down US-11E to Matthews Mill Road. Mike McCracken's crew filled and flushed the 12" line this week, and they have to run samples before water can be used. The pressure reducing valves have been received, and these will be installed when the weather improves. Water Distribution has been dealing with a number of leaks due to the extremely cold temperatures. Once the pressure reducing valves are installed, we will open up valves at Matthews Mill Road with the intent of equalizing and lowering pressure in Zone 2 to reduce the number of broken lines. If this works as planned, we should greatly reduce our line repair work in Zone 2. Mike's crew will then continue to lay the 12" ductile iron line down US-11E to the area of Washington College Station Road.

Transportation

Five Points –Summers-Taylor has started the project, the grocery building is down, but the weather has stalled work this last month.

West Main Street/Persimmon Ridge Road – We have all the approvals from the property owners along Shell Road, and the BMA will have the two final agreements to approve at the January meeting. After those, we just have to be ready to go by June, 2104.

Jackson Blvd/Boones Creek Road – This is still in design and will be for the next few months.

Woodrow Ave Speed Tables/Drainage – We will see if we can get this work scheduled and completed before June.

E. Main Street Sidewalk/Utilities – I will be working this month on bringing the utility companies together so plans can be finalized. Then I will have to work out agreements with property owners.

Grants

LPRF Walkway/Playground Grant – The lights have been installed in the tunnel under Jackson Blvd. The pavilion is under construction at Golden Oak Park. The Street crew is working on the walkway construction. There are some materials bids on the agenda for approval, along with the Playground components.

T-21 Grant – We received notice that we have been given a 3-year extension on this grant. We have to have some easements appraisals undertaken, and we had to use a TDOT approved appraiser. The closest one is in Dandridge, TN, and he is supposed to undertake the appraisals this month.

2nd Ave Railroad Crossing – Even after repeated attempts in December, I was not able to connect with the contact I have to go through at Norfolk-Southern to find out why they have not sent our construction contracts.

ARC Grant – We have just received word from Senator Alexander's office that our initial ARC grant was approved. However, I am trying to verify that the award is official.

Safe Routes to School – I am working with Todd Wood and Equinox Environmental to move the design along. The layout is about complete on the walkway location, and Todd Wood is working on drainage. We have approval from the Washington County Schools on being able to fill an area along Forrest Drive at the intersection of Forrest Circle in order to be able to construct the walkway through that area.

Farmers Market – I was successful at appealing the eligibility of the Farmers Market Project for a Rural Business Enterprise Grant from Rural Development. The initial determination in that the project would not be eligible, and I was able to successfully appeal that decision. This grant, if awarded, will be used to purchase large coolers & freezers, commercial equipment, and point-of-sale computer/cash register equipment. This grant is really important to the Farmers Market operation, and I am working on what will hopefully be a quality submittal. I am also working on a March grant submittal to the TN Dept. of Agriculture for a Farmers Market Capital Development Grant.

Home Grant – We have received bids on the last house with the Home Grant, and a contract should be signed next week.

Downtown Streetscape Plan

Wayfinding Signage – Precision Ironworks is currently working on the sign brackets. We have the signage to install, and will likely have the Recreation staff put up the signs if we get the brackets before March.

Boone Street Market – We have made some additional electrical improvements in order to get outside lighting installed in the Plaza area. The wrought iron work is complete. We need to determine how we do the four (4) murals. I am working on two grant applications at the same time. I have mentioned the Rural Business Enterprise Grant Program with Rural Development which we intend to use to purchase equipment, if awarded. The other grant program is a Farmers Market Capital Development Grant through the Tennessee Department of Agriculture. It is a 50% match program, and you can apply for up to \$100,000. We will be applying for funds for building improvements. This application is due in March.

McKinney Center

Theresa Hammons and Pam Daniels are both supposed to begin work on January 15th, next Wednesday. I will be working with them on proposed membership of the McKinney Center/MBM Advisory Committee to submit to the Mayor. We need to get this Advisory Committee active again, and with the Mayor's approval we will have names to review for the February meeting of the BMA. The Christmas party for Town employees was held at the McKinney Center and went very well. Thanks to Terry Counterline and the Novelty Band for their participation and Mayor Wolfe did a great job being the MC for the event.

Senior Center

Work is been very slow due to weather. I have asked J. Greene to actively be involved in the oversight of the construction project. It will proceed slowly until the weather improves.

Jackson Theatre

If the ARC grant has been approved, I will be corresponding with the BMA about the next steps involved in the building acquisition.

Economic Development

I have been working on a couple of commercial projects. We have a unique commercial enterprise interested in the Salt House. I will be working a zoning issue and some other oversight measures associated with the Salt House project that hopefully will go to the Planning Commission this month. We continue to pursue restaurant opportunities.

Committee Meetings

I have continued preparing agenda presentations for the BMA meetings, the Planning Commission, Tree & Townscape Board, Traffic Advisory Committee, JRT Board of Directors, and minutes for most.

4. Approve the following Operations Manager Report:

The weather was a factor in accomplishing a great deal of projects in December. I was also off on vacation due to being in jeopardy of losing the time. By choice, I typically have not taken time off in the warm weather months because of the projects we have going on.

Upon completion of the Booker T Washington project, I began focusing on the pavilion and trail at Goldenrod and "The Meadows." The new power pole was set

and the lights have been installed through the culvert. A streetlight was also added on the north side on the culvert entrance.

Three drainage tiles have been installed and grade work on the trail has begun. Now that we have the proper equipment on site, this project should go at a much quicker pace. At the time of this report, the initial trail layout has received initial grade work. There is still final grading, stone work and paving to be completed.

The inmates began laying the block wall at the pavilion. They lack one run of block and the block work will then be completed. The drainage tiles have also been installed.

The materials needed in the construction of the pavilion was sent out for bids. That material will be delivered to the site prior to construction.

The metal fencing, town tourism logo, and mural panels were installed on the brick wall at the Farmer's Market site. The electrical panel was also upgraded and the spot lights were installed in front of the logo and mural panels. This work has been completed and we are awaiting installation of the new meter by the Power Board.

We also had new wreath holders constructed and the Park and Recreation staff assisted Precision Ironworks in the installation of these holders. I am not sure whether you noticed the fact that each of the wreaths this year were nice and straight. This has been an issue for years and I hope we have now found the permanent solution.

As requested, Boone Street was striped. We had a complaint at the last Board meeting about the lack of striping on this roadway. Payne Road was also striped as well.

As a note, there was a two-week period in December in which we did not have the Carter County Inmate Crew.

5. Approve the following Committee Reports: JRT and Historic Zoning Commission.
6. Approve the following Supervisor Reports: Director of Tourism & Marketing, Visitor Center Manager, Building Inspector, Water Distribution, Environmental Services, Police Division, Water Park, Fleet Management, Solid Waste, Event Coordinator, Fire Division, Water Treatment, JRT, Street Department, Animal Control, Senior Center and Park and Recreation.
7. Approve the appointment of Matthew T. Kidd as a Jonesborough volunteer pay-per-call firefighter subject to all pre-appointment conditions.
8. Approve the appointment of Treveric Rees as a Jonesborough volunteer pay-per-call firefighter subject to all pre-appointment conditions.
9. Accept the resignation of JoAnn Holley (Hostess at the Visitor Center), Betty Jarrett (Hostess at the Visitor Center) and the retirement of Charles Lyons (Water Plant Operator) with regrets.

10. Approve the hiring of Tammy Williams and Skye McFarland each as a part-time Visitor Center Hostess I at Grade 1 Step 1 (\$9.29 per hour), subject to all pre-employment conditions.
11. Approve the hiring of Thomas Madison and Michael Kincheloe each as a Water Distribution Worker I at Grade 1 Step 1 (\$19,333), subject to all pre-employment conditions including WorkSteps.
12. Approve the hiring of Kenneth Harris as a Custodian, at Grade 1 Step 1 (\$19,333), subject to all pre-employment conditions including WorkSteps.
13. Approve the hiring of Ryan Daugherty and James Walden each as a Street Worker I at Grade 1 Step 1 (\$19,333), subject to all pre-employment conditions including WorkSteps.
14. Approve the Intergovernmental Agreement that more clearly formalizes the Washington County Economic Development Council, and Jonesborough's participation on said Council.

INSERT AGREEMENT

The first item on the Regular Agenda was the approval of the Financial Report. Mayor Wolfe asked Recorder Miller if she had any comments on the report. Ms. Miller said property taxes are coming in at a steady pace which has helped with our cash flow issues. She added that we are half way through the budget year so most of the budget line items should have about 50% of the budgeted funds remaining for the last half of the year. Mayor Wolfe said the Water Park ended up in the negative due primarily to the wet season this year. He said that as reflected in the Park and Recreation Report there has been a committee formed to discuss potential water park additions. He said he would like to caution the committee that we might want to temper any request at this point based upon depressed revenues last year, and the current financial situation should be kept in mind when any recommendations are made for additions to the Water Park. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve the Financial Report as presented.

Mayor Comments was the next item on the agenda. Mayor Wolfe announced that Leslie Hammond, Water Plant Operator, has passed the Grade I Water Operator Certification Exam taken on November 7th. Mike Jackson said this test is very difficult and Leslie did very well. Mayor Wolfe said we are proud of Ms. Hammond for passing this exam.

Mayor Wolfe suggested the following committee appointments to be approved by the Board:

Traffic Committee – reappoint Bill Kennedy and Steve Alexander and appoint Tom Whitson with terms expiring January, 2017.

Tree & Townscape Committee – reappoint Sue Henley and Bill Hunt and appoint Mark Barger with terms expiring January, 2017.

Senior Center - appoint Hontas Bailey to fill unexpired term expiring August, 2016, appoint Lori Goodman to fill unexpired term expiring August, 2014, and appoint Jim Wheeler as an alternate.

Motion was made by Alderman G'Fellers, seconded by Alderman Vest and duly passed to approve the committee appointments as presented. Mayor Wolfe said there is still a vacancy on the Tree and Townscape Committee and he will try to have a recommendation soon.

Mayor Wolfe said we are a family here in the Town and we have some family members who need our thoughts and prayers. He said Paul Blankenship who worked for Jeff Thomas in the Street Department passed away this weekend, Kathy Crawford's father, Dewey "Eddie" Ryans, passed away today, and Jack McKee's mother-in-law passed way last week.

Mayor Wolfe said the Town received a thank you note from Mike and Marilyn McCracken for the flowers and other kindnesses during the death of Marilyn's mother.

Mayor Wolfe asked Mike McPeak and K-9 Gregor to come forward. Mayor Wolfe read the following:

On behalf of the men and women at the Department of Public Safety, I would like to nominate PSO Michael McPeak for the January, 2013, Employee of the Month. I am in receipt of a letter from Sgt. Chad Proffitt detailing the efforts and actions of PSO Michael McPeak prior to, during, and after K9 certifications completed at the end of November. The certification process entailed PSO McPeak: coordinating with the North American Police Work Dog Association and their Master Trainers from Chicago, obtaining facilities, vehicles, training aids, and working with the four (4) K9 teams from the Johnson City Police Department, as well as certifying both of our teams. The certifications were successful but the work did not end there. PSO McPeak personally "washed and detailed" all the equipment including six (6) vehicles and various areas of Town Hall. The actions demonstrate PSO McPeak's professional dedication to the Town of Jonesborough, the Department of Public Safety, working with area law enforcement agencies, and service to the public. Submitted by: Matt Hawkins, Police Chief. Mayor Wolfe thanked PSO McPeak for his service and dedication to the Town.

Alderman Comments was the next item on the agenda. Alderman Dickson made the motion that the Town formerly recognize Martin Luther King Day in the Town of Jonesborough, seconded by Alderman Countermine and duly passed. Alderman Dickson read the following Proclamation:

INSERT PROCLAMATION

Attorney Comments was the next item on the agenda. Attorney Wheeler said a few months ago that a neighbor complained about the Metcalfe property inside the city limits. He said this has been to court and there is a Court Order that the property be cleaned up by next month or the Town will be authorized to go in and clean it up. He added that Ms. Metcalf has made strides in the clean-up process.

Citizen Comments was the next item on the agenda. Mayor Wolfe said any resident of the Town of Jonesborough could come forward and address the Board.

Ed Wolfe, 1103 Miller Drive, addressed the Board and stated he had previously asked the Board about the use of solar energy at the new Senior Center. He said comments were made that it would be too expensive. He said he had done some research, and although there are no grants available, there may be other ways to accomplish this through other agencies.

Carol Lyle, 303 W. Main Street, addressed the Board and thanked them for striping Boone Street. Mayor Wolfe thanked Wally Sparks and Craig Ford for getting this accomplished.

Mayor Wolfe said the Shell Road Agreements will be on the agenda for February.

The next item for discussion was the approval of the use of Litigation Tax Funds for the purchase of equipment for the Police Department. Mayor Wolfe said there will be a substitution of funding and instead of Litigation Tax Funds, the balance of funds from the police vehicle capital lease will be used. Mayor Wolfe said the new cruisers look awesome and he is glad all of the police cruisers will have the new logo. Mayor Wolfe asked the Aldermen to approve Item 1 as presented and in Item 2 change the funding source to left over capital lease funds from the purchase of the police vehicles. Motion was made by Alderman Countermine, seconded by Alderman Dickson, and duly passed to approve the use of capital lease funds for the purchase of a new cruiser radio, rifle magazines for the Police Department, and the re-lettering of nine additional vehicles.

The next item was the approval of the audit report for fiscal year ending June 30, 2013. Kevin Peters of Blackburn, Childers & Steagall was present to discuss the audit report. Mr. Peters said there are two letters in the audit report – one is a communication letter that is required in all audits and the second one is a listing of findings and recommendations. He added that there were two findings – one was carried over from previous years related to finalizing the loan agreement with Lowe's and one new finding related to the budgeting process. He said the State Comptroller's office has become concerned and more involved in the budgeting and budget amendment process. He said amendments need to be done throughout the year, not just at the end of the fiscal year, with the final amendments being done in June. Ms. Miller said that funds can be moved around within a department without formal amendments. Mr. Peters said the Town received a clean audit opinion which is the best that can be received, and the Management Discussion Analysis on pages 4 – 13 prepared by Mr. Browning and Ms. Miller is a good overall summary of the audit year. He said in 2012-13 the Town had a lot of projects and capital additions such as the purchase of Storytelling Center, renovation of the McKinney Center, and downtown improvements. He added that there was a decline in the General Fund balance. He said in the Water/Sewer Fund there was also a great deal of capital improvement activity, including several grants, capital outlay notes, and Rural Development loans. Mr. Peters said he would like to point out on page 72 of the report the schedule of federal grant funds and reiterated that there was a lot of grant activity in the audit year. Ms. Miller asked Mr. Peters to explain to the Board about additional procedures that have to be performed with funds over \$500,000. Mr. Peters said if the entity spends more than \$500,000 in federal grant funds, there are fourteen additional audit compliance requirements imposed by the federal government. He said that Abbey Miller, Virginia Causey and Donna Freeman do a lot of work on grant documentation. He added that there were no findings related to any of the grants. Mayor Wolfe said we could applaud Abbey Miller and staff, Virginia Causey and Donna Freeman for their good work and record keeping. Mr. Peters said it was a good audit. Ms. Miller said that Kevin and his staff are not around for just a few days during the audit but are available throughout the year and always respond quickly with answers to questions and to lend guidance. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to accept the audit report for the last fiscal year ending June 30, 2013, as presented by Blackburn, Childers, and Steagall.

The next item on the agenda was the approval of the bids for Golden Oak Park. The first item was the approval for pavilion materials. Motion was made by Alderman G'Fellers, seconded by Alderman Countermine and duly passed to approve the block/mortar bid from low bidder Lowe's at \$1,311.26 and approve the remaining construction material bid from the low bidder Lowe's at \$7,755.40 with the purchases to be paid for with Town funds and reimbursed through the LPRF Grant already in place.

The second item was on the bids for the playground equipment. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the playground bid from Grounds for Play out of Mansfield, Texas, for \$109,848.51 which includes a CPSI installer to supervise Town staff/inmates in the installation, with the purchases to be paid for with Town funds and reimbursed through the LPRF Grant already in place.

The next item on the agenda was the agreement with Steve Bacon/New Halifax Homeowners Association on the Alleyway Maintenance Partnership. Mayor Wolfe said the alleyways are graveled. He said he had talked with Mr. Bacon and Mr. Browning concerning this. He said he wanted to make sure there is not an open ended agreement. He added that Wally Sparks would need to evaluate each request by the Homeowners Association to determine if the request was something beyond the scope of routine maintenance. He said the Association would provide materials to freshen up the alleyways and if the need is beyond routine maintenance, the association would bear the full cost. He said Wally Sparks or Bob Browning would determine the cost. Alderman Vest asked if these rock alleyways were being accepted as streets. Mr. Browning said this is the criteria and an agreement would need to be created to go to the Homeowners Association. He said the alleys are used by garbage trucks, mail trucks, etc. Mayor Wolfe asked Attorney Wheeler if he had reviewed this. Attorney Wheeler said there is no agreement at this point and he has some issues that need to be addressed, and one of his concerns is the Town working on the alleyways which are not actual streets. He said he feels the agreement should come back to the Board for approval. Mr. Browning said this is the only subdivision that has gravel alleyways and it would be fine for the agreement to come back to the Board. Alderman Vest asked if there are some liability issues for the Town working on private property. Mr. Browning said there are situations where Town employees go into apartment complexes, etc. Mayor Wolfe said it is Attorney Wheeler's job to make sure this agreement does not leave the Town legally exposed in any way. Attorney Wheeler said he would have to see if the alleyways have been deeded to the Homeowners Association. Mr. Browning said he feels that Steve Bacon wants to do that but he first wants to see what the BMA's overall plan will be concerning the alleyways. Mayor Wolfe asked the Board if this outline is something that Attorney Wheeler could pursue at this time. He asked Attorney Wheeler to proceed on this and try to have it ready to present to the BMA at the February meeting. Attorney Wheeler asked that the minutes reflect that the Board has not agreed to anything at this point and will make a final determination once the agreement has been prepared. Alderman Vest asked what the purpose of this agreement is and asked if it might be to save the Association money. Alderman Countermine said it is to make sure the alleyways are maintained. Mayor Wolfe asked Attorney Wheeler to proceed with the particulars of the agreement and to bring it back for approval. There was no formal action.

The next item on the agenda was the Resolution for a Youth Sports Concussion Policy. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Resolution establishing a Youth Sports Concussion Policy for the Town of Jonesborough as presented by Attorney Wheeler. Alderman Dickson asked if all the associations have a health care professional present. Mr. Browning said there are different options – if you have a professional there, then they can make an assessment on the spot to determine whether the child has symptoms of a concussion and if there is no health care professional on site, then the child has to be cleared by a medical person at the hospital, etc. before he or she can play.

INSERT RESOLUTION

The next item on the agenda was the Ordinance amending the Animal and Fowl Chapter of the Municipal Code, clarifying provisions for hog pens and animal enclosures. Mayor Wolfe said this issue came about as a result of a citizen's comments and concerns at the December meeting. He added that this would limit hogs to five acres, 200 feet from property lines and establish that the Building Inspector must approve pens. Alderman Countermine asked whether residents that already have chickens and roosters are grandfathered. Attorney Wheeler said he does not believe that they would be grandfathered in. Mr. Browning said some of this could be enforced under the Town's nuisance ordinance. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve on first reading an Ordinance amending Title 3, Chapter 1, Section 102 of the Jonesborough Municipal Code in its entirety, and adding Section 3-102A which revises regulations governing hog pens, and adds a requirement that fowl and livestock enclosures must be permitted.

ORDINANCE NO. _

AN ORDINANCE AMENDING THE ANIMAL AND FOWL
CHAPTER OF THE MUNICIPAL CODE CLARIFYING
PROVISIONS FOR HOG PENS AND ANIMAL ENCLOSURES

WHEREAS, provisions in the Jonesborough Municipal Code related to hog pens and animal enclosures have not been updated since 1911, and

WHEREAS, there are certain safe guards related to keeping hogs and livestock that need to be in place to protect the health and safety of the general public, then

NOW THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, that Title 3, Chapter 1, Section 3-102 of the Jonesborough Municipal Code is hereby amended in its entirety and new section 102A is hereby adopted as follows:

Section 102 Hog Pens. It shall be unlawful within the city limits to erect, keep or maintain any hog pen or place where hogs are kept, penned or confined except under the following conditions:

- (1) The hog pen or enclosure must be within an R-1 zone.
- (2) No part of the hog enclosure, including fencing, may be within 200 feet of the property line, and must be located behind the primary structure on the property and away from the street.
- (3) There must be a minimum of five (5) acres of property on which the hog pen is located.
- (4) The housing and feeding area must have a concrete base.
- (5) The hog pen and enclosure must be permitted by the Jonesborough Building Inspector, and must meet the criteria established in Section 3-102A of this Chapter.

Section 3-102A Pens, coops, stalls, stables, barns, etc. must be permitted. The location and construction of pens, coops, stalls, stables, barns, corrals, etc. must be permitted by the Jonesborough Building Inspector. The Building Inspector shall consider proper drainage; the adequate construction and safety of any enclosure; the proper protection of animals housed; the accessibility and water source to provide proper maintenance, care and cleanliness; manure storage and disposal; as well as provisions for fly, rodent and odor control when making the determination to issue a permit. The Building Inspector has the authority to deny a permit if it is determined to be necessary to protect the health and safety of the general public.

This ordinance shall become effective after its passage on second and final reading.

Motion was made by Alderman Vest and seconded by Alderman Countermine that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: A l d e r m a n Vest,

 Alderman Countermine, Alderman Dickson, Alderman G'Fellers

Those voting against:

PASSED ON FIRST READING January 13,

2014

KELLY WOLFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against:
PASSED ON SECOND READING

KELLY WOLFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The meeting adjourned.

ABBEY MILLER, RECORDER

KELLY WOLFE, MAYOR