

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JANUARY 13, 2020

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, January 13, 2020, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Due to the absence of Mayor Chuck Vest, Vice Mayor Adam Dickson presided and called the meeting to order. Vice Mayor Dickson led the group in an opening Prayer, and Craig Ford led the pledge to the Flag.

Upon call of the roll those present were: Vice Mayor Adam Dickson, Alderman Stephen Callahan, Alderman Virginia Causey, and Alderman Terry Countermine. Mayor Chuck Vest was absent. Also present were: Town Administrator Bob Browning, Operations Manager Craig Ford, Town Attorney Jim Wheeler, and Donna Freeman, Executive Assistant in the absence of Town Recorder Abbey Miller.

Vice Mayor Dickson said the first item of business was the following additions to the meeting agenda: (1) Water Worker I on the Consent Agenda, and (2) under New Business two appointments to be the Town's representatives on the Jonesborough K-8 School Design Committee. Vice Mayor Dickson asked the Aldermen if they had any comments. There being none, Alderman Countermine made the motion to add the two items to the meeting agenda as requested, seconded by Alderman Callahan and passed unanimously.

The next item was the Consent Agenda. Vice Mayor Dickson asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Alderman Causey requested that Item 9 regarding the approval of the purchase of a used pick-up truck for the Water Distribution Dept. be removed for discussion. Alderman Causey made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the following meetings: October 28, 2019, Called BMA meeting, November 11, 2019, Regular BMA meeting, and December 11, 2019, BMA Regular meeting.
2. Approve the following bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
SUPER PARTY	584.99
A-Z OFFICE RESOURCES	531.18
ACTION RENTALS & SALES	132.00
ADVANCE AUTO PARTS	14.69
ALFAC	3308.96
ALLEN WEEMS	138.43
ALLISON OUTDOOR	200.00
ALSCO	77.40
ALUMINUM & GLASS SYSTEM	306.04
AMERICAN GENERAL LIFE	106.52
ANDY OXY COMPANY, INC.	64.30
APPALACHIAN PRINTING	88.50
APPLIED MAINTENANCE	938.28
ARCHER BROTHER GARAGE	110.00
ARCHER ELECTRIC SERVICE	2115.00
AULICK CHEMICAL SOLUTION	12106.80
AUTO ELECTRIC CO, INC.	109.87
AUTO ZONE #2087	140.43
AXON ENTERPRISE, INC.	256.00

B & H SALES	126.84
<u>VENDOR</u>	<u>AMOUNT</u>
BANK OF TENNESSEE	8982.12
BARBARA L BOGART	252.00
BARTLETT TREE EXPERTS	252.00
BATTERIES PLUS – 551 LLC	186.90
BHMA OCCUPATIONAL MEDIC	275.00
BLUE CROSS-BLUE SHIELD	88562.41
BLUE WATER INDUSTRIES	6471.60
BLUE 360 MEDIA, LLC	79.75
BRIGHT RIDGE	24024.17
BRIGHTRIDGE	316.42
BUCHANAN PUMP SERVICE	6379.58
BUSINESS HEALTH	2821.00
CENTRAL PAPER AND SUPPLY	295.10
CENTURYLINK	762.60
CHAPPELL'S PEST CONTROL	100.00
CINTAS CORPORATION #202	1313.12
CINTAS FIRST AIR & SAFE	83.02
CITY ELECTRIC SUPPLY	165.59
COAST TO COAST COMPUTER	309.98
COMMUNITY DEVELOPMENT	500.00
COMPANION LIFE INSURANCE	993.37
CONSOLIDATED PIPE & SUPPLY	1694.50
CORE AND MAIN	10265.71
CORECHEM	798.60
D. TODD WOOD	5325.00
DENNIS DWAYNE BROOKS	525.00
DICKIE GENE WIENS	80.00
DRY CLEAN CITY	224.00
EAST TN RENT-ALLS	394.40
ECOSAFE LANDFILL YA	6924.78
ENVIRONMENTAL PRODUCTS	88.17
ESC LAB SCIENCE	671.00
FENCE SUPPLY OF JC	18.30
FERGUSON ENTERPRISES #5	1300.58
FIRE EXTINGUISHER CO	1229.55
FITZGERALD PETERBUILT	127.77
FLEENOR SECURITY SYSTEM	130.50
FLOWER CITY NURSERIES	14301.00
FOOD CITY	169.92
FOSTER SIGNS	2252.00
FREE SERVICE TIRE CO.	267.66
FUELMAN	3441.86
G & C SUPPLY COMPANY, IN	1312.00
GALL'S LLC	1006.07
GLOBAL EQUIPMENT CO.	361.47
GRAFIK TOUCH	100.09
GREAT AMERICA FINANCIAL	2120.67
GULF STATE DISTRIBUTORS	238.00
HARBOR FREIGHT TOOLS	262.58
HILLBILLY CABIN	892.00
HUNTER CURTIS	90.00
HYDRODYNE ENGINEERING	73.90
INGLES #4205	226.54
JAMSA	123.00
JEFFERSON SALES SOUTH	2396.07
JOHNSON CITY PRESS	57.20
JONESBOROUGH HRA	3765.00
JONESBOROUGH LOCALLY	367.99

JONESBOROUGH POSTMASTER	290.00
JONESBOROUGH SENIOR CENTER	204.35
<u>VENDOR</u>	<u>AMOUNT</u>
JONESBOROUGH/WASHINGTON	3767.50
KIMBALL MIDWEST	1832.94
KINGSPORT PUBLISHING CO	1360.08
L&W SUPPLY CORP.	797.36
LABTRONIX	160.00
LANDON ELECTRIC CO, IN	4769.09
LARRY TAYLOR/BSA 237	720.00
LAVINDER DEVELOPMENT	1500.00
LERETA	589.20
LIBERTY NATIONAL	2811.28
LOWE'S	5546.41
MAHONEY'S SPORTSMAN'S	503.13
MARK DE EDMONDS	350.00
MATTHEW BENDER & CO.	179.46
MCCOY LAND SURVEYING	2700.00
METROPOLITAIN COMPOUNDS	449.10
MIKE OOTEN	524.00
MUNICIPAL EMERGENCY	100.00
N.A.P.W.D. A	45.00
NATURAL PET SUPPLY	168.27
NEWS AND NEIGHBOR	197.00
OFFICE DEPOT BUSINESS	165.88
OLD SCHOOL AUTO PARTS, I	5655.45
OLDE TOWN HARDWARE	47.71
OLDE TOWN SMALL ENGINE	556.15
ORIENTAL TRADING CO. I	204.74
OSBORNE ELECTRIC INC.	2418.40
PACE ANALYTICAL NATIONAL	5884.00
PARDUE PHOTOGRAPHICS	500.00
PARISH NURSING	1175.00
POLLARD WATER	1277.73
PUBLIC ENTITY PARTNERS	367.49
QUALITY TROPHY & ENGRAVING	521.00
REEVES ALIGNMENT & AUTO	71.35
RELIANCE STANDARD (VOL)	488.44
RICHARD K. STOREY, TRUST	516.00
RICOH USA, INC.	11456.23
ROBIN B BEALS	1450.00
SCHAEFFER'S MFG CO	3686.03
SCOTT WILD	150.00
SERENA BLEVINS	30.11
SHARP BUSINESS SYSTEMS	8692.81
SHIRT TAIL DESINGS	174.00
SHRED-IT	68.05
SKYE MCFARLAND	113.07
SOUTHEAST TOURISM SOCIE	545.00
SPECIALIZED OPERATIONS	605.00
STAFFORD CUSTOM GRAPHIC	633.00
STATE OF TENNESSEE	115.00
STOWERS	2335.86
SUMMERS HARDWARE	446.95
SUMMERS-TAYLOR INC.	1279.60
TAUD	1020.00
TAUD	1100.00
TAYLOR'S AUTO BODY REPAIR	127.95
TBI-FISCAL SERVICES	58.00
TENNESSEE FIRE SERVICE	128.00

TENNESSEE MOTOR COACH	275.00
TENNESSEE ONE CALL	2650.30
TERMINIX PROCESSING CEN	55.00
<u>VENDOR</u>	<u>AMOUNT</u>

THE HOME DEPOT	1293.40
THE POSY SHOP OF J'BORO	47.95
THE STOCKPOT	10.27
THE WOOD COTTAGE	195.35
THERESA E HAMMONS	111.88
TN DEPT OF REVENUE	1131.90
TN DEPT OF REVENUE	79.80
TN DEPT OF SAFETY	736.25
TN FEDERATION OF FIRE	100.00
TONYA S VANHOOK	176.00
TOWN OF JONESBOROUGH	240.00
TOWN OF JONESBOROUGH	331.20
TRANSUNION RISK &	150.00
TREASURER, STATE OF TN	1380.00
TREASURER, STATE OF TN	400.00
TRIAD FREIGHLINER	427.64
TRIMBLE COMPANY	534.00
TRUBLU TACTICAL	569.92
TRUCKPRO LLC	40.65
UETBOA	60.00
UNITED PARCEL SERVICE	90.31
UNITED RENTALS	145.26
UNITED WAY	376.00
USA BLUE BOOK	1886.12
UTILITY SERVICE CO., IN	7485.39
V H BLACKINTON CO., INC	12.00
VALLEY EQUIPMENT	18.00
VERIZON CONNECT NWF, IN	1750.10
VERIZON WIRELESS	3421.72
WALTERS STATE COLLEGE	2667.50
WASHINGTON HIGHWAY DEP	5971.02
WASHINGTON COUNTY	164.25
WASHINGTON FARMERS CO-OP	264.00
WASTE MANAGEMENT	410.44
WAYPOINT ANALYTICAL	235.00
WHITE'S AUTO PARTS	309.46
WILLIAM BEAGLE	130.00
WILLIAMS ELECTRIC	347.64
WORLDWIDE – JOHNSON CITY	833.02
	350,240.05

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
94637-94681 AP	12,948.03		
94682-94809 AP	201,517.27		
94821 VOID	0.00		
94822-94829 AP	18,449.75		
94830-94849 AP	13,754.13		
94850-94857 AP	27,732.87		
94858-94860 AP	13,492.60		
94861 AP	1,000.00		
94862-94863 AP	107,724.48		
94864-94884 AP	126,137.05		
94885-94898 AP	9,558.56		
94899 AP – VOID	0.00		
94900-94925 AP	11,143.51		

94926-94936 AP	3,610.50		
	561,944.18		
60134-60139 AP		11,223.39	
60140-60222 AP		119,357.87	
<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
60223-60224 AP		2,186.28	
60225 AP		5,192.29	
60226-60231 AP		1,934.82	
60232-60236 AP		56,075.93	
60237-60240 AP		2,689.99	
60241-60242 AP		317.00	
60243-60249 AP		3,920.71	
60250-60256 AP		13,538.73	
		216,437.01	
8572-8573 AP			230.00
8574-8599 AP			18,205.03
8600 AP			3,669.16
8601-8602 AP			713.50
8603-8604 AP			432.45
8605 AP			190.89
8606-8607 AP			1090.00
			24,531.03

3. Approve the following Town Administrator Report:

Wastewater

We were in “maintain mode” in December dealing with a good deal of rainfall and holidays/vacations. We had a couple of very high-flow days at the Wastewater Plant, but the effluent pump station did not overflow nor did any of our pump stations in our collection system.

The sewer line work on the eastside of the Boones Creek Rd near Newman’s Heating and Air is operational. This line allows gravity connections to our sewer system, and we bored under SR-354 to connect the additional collection line into our pump station near the Farm Bureau. We have to do surface clean-up and stabilization when it dries up enough.

We have work to do with the pump station at Wakefield Village off Miller Drive, and with the Persimmon Ridge sewer pump station with odor control that will help State of Franklin Condos.

We are now in the new Wastewater Building and focused on our normal operation and projects. We need to address the infiltration/inflow issue in our collection system during major rain events. We are going to undertake some Sewer System Evaluation study work as much as we can. We have flow monitors and gauges that can calculate the increase in flows from one manhole to the next. If we see unaccounted for increases in flow between manholes, then we know there is I&I coming from somewhere. We can camera that section of line to determine where the I&I is coming from and then determine the corrective action needed. With the ground wet and saturated, it is a good time to locate problem areas. We will likely wait for better weather to fix the problems.

Water

Mike McCracken, Kevin Brobeck, and I went to Knoxville in December to meet with GRW Engineering staff about some issues in our water system. We talked about water service to the new industry in Washington County Industrial Park. We spent most of the time talking about the expansion of our Water Treatment Plant and how we would bring more water from the Water Treatment Plant into

Jonesborough. As I mentioned before, we are operating at 75% capacity at our Water Treatment Plant, and when we have a significant leak, we are pumping close to full capacity. In discussing improvements needed, the following factors impact our decisions:

Existing Factors

- We are limited in what we can pump out (4 mgd) of the Water Plant by the size pumps we have at the plant. We need to have redundancy, and we cannot use all three pumps at one time.
- We pump from the Water Plant to the Rock House Road Booster Pump Station which pumps water into Jonesborough and into Persimmon Ridge Reservoir. The main water transmission line is a 16" line that comes up Mill Spring Road, cuts across Stage Rd to S. Cherokee St. and connects into a 24" line at the intersection of S. Cherokee St. and Forestview. This 24" line goes down Forestview to 4th Ave. across to Depot Street to 3rd Ave and over to Main St./Persimmon Ridge Rd to US-11E and Persimmon Ridge Reservoir.
- There is a limit as to how much we can pump through that 16" line. We know that as we increase our capacity to treat water at the Treatment Plant, we will shortly thereafter have to increase our ability to pump water into Town.
- Our existing water intake has the capacity to pump 8 million gallons per day to the Water Plant. We can currently treat a max of 4.2 million gallons per day. Our planning process needs to be based on ultimately being able to treat and distribute 8 million gallons per day.

Solutions

- The cost of expanding the treatment plant will be substantial, but it can be done in phases. For example, we have sedimentation basins that will allow us to treat 6 million gallons per day. We need to install Paul Membrane filters that are extremely efficient, take up less space, and have an excellent maintenance record. We can construct a building extension to handle membrane filters that will treat 8 million a day, but only install filters to treat 6 million gallons. We want to use the existing filters to "touch up" water going out of the plant, and even though we can only filter 4 million a day, the membrane filters will treat the water where it meets drinking water standards (better than our existing filters), but we can change the anthracite media in the filters to charcoal and run 6 million gallons through the existing filters to improve taste and odor. We will have a great finished product. Both the membrane filters and charcoal touch up will greatly reduce disinfectant by-product build up.
- We have a very large debt service payment being closed out next fiscal year. We need to have an overall plan in place regarding improvements needed, and make sure that we hold back the funds becoming available that will allow us to pay for these improvements without a water/sewer rate increase.
- If we start planning/design now on long term improvements needed at the Water Plant, it will be a minimum of three years later when those improvements are operational. Also, interest rates are really low, and they can be locked in now through Rural Development, even if construction does not start for another two years.

Additional Transmission – We are looking at putting in a new pump station up State Route 81 that would move water an additional route into Jonesborough. We would want to connect to the 24" line at Forestview and 4th Ave. There is a separate twelve (12") transmission line from the Water Plant that comes up SR-81 past the Mt. Zion Pump Station to Mt. Zion Road. One phase of a project could be to construct a 24" line from Mt. Zion Rd up the rest of SR-81 to Forestview Drive and then take it over to our existing 24" line. A new pump station and 24" line up SR-81 would give us an alternate source of water to compliment our existing 16" line coming up Mill Spring Rd. This new line would

also not be inexpensive, but it would likely move 6 million gallons from the plant that would last us a couple of decades.

By-Products Reduction – Our December test results came back fine and we are well under our four-quarter limits. We did have one test area come back a little over the maximum limit that had never been high before. We did not get test results back for over two weeks, and it makes one think the test samples sat around for quite a while before the analysis was initiated. If that occurred, we will very likely get higher test results. The four-quarter average was fine, but we need to make sure they run our analysis when they get our samples.

We are still working on getting power to the Persimmon Ridge Reservoir so we can install a mixing/venting unit in the tank that will reduce by-product build up.

Transportation

Smith Lane – I am trying to finalize the information submitted necessary to move the project forward. I will have it into TDOT by the end of January. We have the connector complete but still blocked off. We have to make some shoulder improvements on N. Cherokee St. when we cut down the high point of N. Cherokee above Wolfe Development's apartment development. We need to let the shoulder settle and then fix it during dry weather.

We are looking at the pros and cons of activating the connector before the traffic signal is installed at Smith Lane and US-11E. It will take over a year to go through TDOT's process to get the signal installed.

New Hope Road – We are getting to the point we could start some joint planning with the County and State.

Shell Road – We are looking at spring to possibly implement the widening and repaving the lower section of Shell Road.

Grants

LPRF Grant – We have cleared the entire park site, and have a sequenced implementation plan. We have some additional compacting to do, then will install utilities. We are prepared to move forwards to the extent weather permits.

CDBG Façade Grant – We have focused design efforts on the new school, the structures at the community park, as well as the Stage Door building. KRA is finalizing details on the front façade of the Jackson Theatre and the Stage Door building.

Jackson Theatre – GRC Contracting is currently working on the addition to the Jackson Theatre. They expect to be through excavation work by Friday. The Carter County Work Camp Crew is making progress in the Stage Door building. Sheet rock is being installed and the overall layout upstairs and downstairs is being finalized. Much of the insulation is in place, and a revised HVAC plan has been developed that will allow the Stage Door building to be fully functional before the JRT building roof improvements are initiated.

4. Approve the following Operations Manager Report:

For the month of December, my main focus with respect to projects, has been the Stage Door. I had several meetings and conversations with Ken Ross Architect staff regarding changes to the plans. I did not have the revised plans at the site and it was difficult to proceed. I now have the updated plans.

I did not have the inmate crew the first two weeks of December. They also missed three days during the holidays. We have finished the majority of the insulation in the building and we have hung over two-thirds of the drywall.

I conducted a "walk-through" with the electrician with respect to the "rough-in" wiring. After pointing out a few minor changes, he should be completely finished with the "rough-in" by January 10, 2020.

We also began the plumbing "rough-in" with the assistance of staff members from Water Distribution. We should complete the "rough-in" plumbing by January 10, 2020 as well.

GRC Construction has finally started digging the basement of the Jackson Theater. I have spoken to the site foreman and he feels like they can have the basement dug by January 10, 2020. Between the crane, the tandem dump-trucks and concrete trucks there has been significant damage done to the alley I have spoken with the site foreman about this and he assured me they would make temporary repairs throughout the project until the permanent repairs can be completed.

I worked with a local contractor to get price quotes on several striping projects throughout town. I am hoping we can start this project within the next week; weather permitting.

I have met numerous times with staff and engineers regarding the park project on Lincoln Avenue. We have a plan in place and hope to get this project completed in a timely manner.

5. Approve the following Committee Reports: Board of Zoning Appeals, Planning Commission and Historic Zoning Commission.
6. Approve the following Supervisor Reports: Parks and Recreation, Senior Center, Building Inspector, Water Treatment, McKinney Center, MBM Outreach Program Director, Recreation Capital Project Planner, Water Distribution, Visitor Center Manager, Police Department, Event Coordinator, Environmental Services/Wastewater, Fire Department, Marketing and Promotions Coordinator, Director of Tourism and Main Street, Animal Control, and Solid Waste and Recycling.
7. Approve the hiring of Jeffrey Stone as a Public Safety Officer at Grade 10 Step 1 (\$33,067), subject to meeting all pre-employment conditions including WorkSteps, and with the understanding he will be moved to Grade 10 Step 2 (\$34,059) upon graduating from the Police Academy.
8. Approve Mike Kirk as a volunteer van/bus driver for the Jonesborough Senior Center subject to compiling documentation that all driver criteria have been met including the Police Department training review.
9. Accept the retirement of Mike McCracken, Water Distribution Superintendent, with an effective date of April 21, 2020.
10. Approve the hiring of Savanna Lusk as a Water Worker I in the Water Distribution Department at Grade 1 Step 1 (\$21,315), subject to meeting all pre-employment conditions including WorkSteps.
11. Approve the Saint Patrick's Day Celebration events to be held on Saturday, March 14, 2020, with the St. Paddy's Fun Run kick-off at 4:00 p.m. beginning and ending at the Storytelling Center and Shamrockin' on the Plaza scheduled from 5:00 p.m. – 7:00 p.m., with a Celtic Band and Main Street Café and Catering selling Depot Street beer and serving Irish foods.

The next item for discussion was approval for the purchase of a used pick-up truck for the Water Distribution Department. Vice Mayor Dickson asked the Aldermen if they had any questions. Alderman Causey said her only concern is that when equipment is purchased, even used vehicles, three written quotes should be obtained instead of just going to one dealership. Ms. Causey said she would like to make that in the form of a motion that three written quotes must be obtained for any purchase over

\$5,000. She added that the Town's purchasing policy requires that any purchase over \$5,000 needs to be bid. Vice Mayor Dickson asked Bob Browning if he had comments. Mr. Browning said that is reasonable. He said the contacts were made, and what Kevin Brobeck didn't end up with was written quotes, but he did communicate with three dealerships and went on-line. Mr. Browning said this is partly his fault for letting it go through. He said sometimes it is hard to get an apples-to-apples comparison on used equipment, but we still need to get written quotes. Vice Mayor Dickson asked if the Board would need to wait to get written quotes together or can we proceed tonight. Mr. Browning pointed out that Mr. Brobeck provided the Board with written information on who he contacted and the amounts that were available; Mr. Brobeck also provided Kelly Blue Book information that states that even the low range in the pricing was at least \$2,000 above the asking price on this vehicle. Mr. Browning said the intent of the policy is that we are seeking additional prices and that the Town is getting the best deal possible for what we need. He said he feels that has occurred in this situation, but the documentation step was missed. Vice Mayor Dickson asked Alderman Causey if she was satisfied. Mr. Browning added that he needs to pay more attention when purchase documentation comes through. He said Mr. Brobeck did not misfire on purpose and added that Mr. Brobeck is relatively new. Mr. Browning said he needs to make sure supervisors clearly understand the policy. Alderman Countermine asked if Mr. Brobeck got other quotes. Mr. Browning said Mr. Brobeck did get other quotes, but they weren't in writing and that is the point that Alderman Causey is making, that we should have that documentation. Alderman Causey said they were not detailed in the quotes that he documented. Alderman Callahan made the motion to approve the purchase of a used 2014 Ford F-150 pick-up truck from Olde Town Motors in the amount of \$10,400 and with the recommendation of the Town Administrator that it be paid from the Water Distribution budget by moving the purchase amount from the Safety line item to Capital Outlay. Alderman Countermine seconded the motion, and it was duly passed.

The next item on the agenda was the approval of the Financial Report. Due to the illness of the Town Recorder, the Financial Report was not available for approval and will be presented at the February 10, 2020, meeting.

Communications from the Mayor was the next item on the agenda. Vice Mayor Dickson said he was very happy to step in for Mayor Vest who is enjoying a well-deserved vacation. Vice Mayor Dickson then presented Anna Konstantopoulos, Miss Historic Jonesborough, 2020, with a proclamation making her an honorary citizen of the Town of Jonesborough, presented her with a key to the city and officially invited her to represent Jonesborough at all Town functions.

Vice Mayor Dickson asked Shane Atkins to come forward to accept the January, 2020, Employee of the Month Award, and read the following nomination letter:

I would like to nominate Shane Atkins for the distinction of Employee of the Month for January 2020. As you know Shane has been our Fleet Manager for the past year. During a year of flux in the garage following the departure of long time Fleet Manager Gary Lykins, Shane stepped up to the role Gary had vacated. Shane did a great job in attempting to manage the garage, as well as diagnosing and working on vehicles, but ultimately decided he would rather be more single focused and repair fleet vehicles and procure parts. Shane had the foresight and honesty to realize that he was not able to do both 'positions' justice, so Shane stepped back from the Manager duties. But that is not the reason I recommend Shane for the honor of Employee of the Month. I would like to point out a recent example of going well beyond normal expectations and basic job performance. Recently the Water Distribution department was to bring water service into the Stage Door complex, adjacent to the JRT. This involved working in an extremely small area, a brick-paved alley way that is the entrance to the JRT. I was in a meeting that afternoon, but had fielded a couple phone calls from the Water staff concerning traffic control. I answered the traffic control questions, and decided that I would check on the water department staff on my way thru town. My meeting ran a little long, so it was nearly dusk when I drove down Main St. and stopped to check on the Water Distribution guys. Their installation plan was working well for them, but they were perhaps a few 'hands' short. I decided to stay a bit to help direct traffic, empty wheelbarrows, whatever was needed. It was nearly dark, cold and misting rain, typical

*water department working environment! As I was helping empty wheel barrows full of excavated dirt/mud, another pair of hands showed up, it was Shane Atkins. This was a little after 5 pm. I asked Shane what he was doing. and he responded that he had worked over an hour to get a much-needed truck back on the road for the next morning. He had been driving thru on his way home, and had seen the intense work going on by the water department staff. Shane stopped, on his own accord, and helped the water department for a couple hours. A day or so later, Shane and I talked about the water installation project and lending a helping hand, and Shane of course replied, "I'm not adding that to my time, as I was off the clock, I just wanted to help as I could tell they were "short-handed". I must also give kudos to the Water staff. Those guys were cold, hungry, wet and covered with mud. They went about their work, and the water service was ready to go the following morning. That is the spirit of the workers here in Jonesborough. Our guys lend a hand where needed, even on their 'own' time. I only hope I am as good an example as Shane was that rainy night. I would like to nominate Shane Atkins for Employee of the Month for January 2020.
Submitted by: Malcolm Highsmith, Street Director*

Vice Mayor Dickson asked Mr. Atkins if he had anything to say. Mr. Atkins thanked Malcolm Highsmith for nominating him. Vice Mayor Dickson said he is very grateful for all of our Town staff.

Vice Mayor Dickson said the next item was Committee appointments and re-appointments that the Board needed to consider. He said Mayor Vest is recommending the following:

TREE & TOWNSCAPE BOARD

<u>Re-appointments</u>	<u>Term</u>
Breelyn Bomba	January 2022
Jim Eldridge	January 2022
Nancy Kavanaugh	January 2022
Virginia Kennedy	January 2022
John Browning	January 2023
Sue Henley	January 2023
Emma Treadway	January 2023

Appointment: Geoff Hoare January 2023
(fill the vacancy due to the resignation of Josh Conger)

TRAFFIC ADVISORY COMMITTEE

<u>Re-appointments</u>	<u>Term</u>
Steve Alexander	January 2023
Chris Diehl	January 2022
Jeff Dupre	January 2022
David Eldridge	January 2022
William Kennedy	January 2023
Alan Shelton	January 2022
Tom Whitson	January 2023
Kelly Wolfe	BMA Representative

Vice Mayor Dickson asked the Aldermen if they had any comments concerning Mayor Vest's committee recommendations. Alderman Countermine made the motion to approve the appointment and re-appointments to the Tree and Townscape Board and the Traffic Advisory Committee as presented. The motion was seconded by Alderman Callahan and duly passed.

Vice Mayor Dickson said he was sorry that he missed the December 11, 2019, meeting for the Public Safety Lifesaving Award and is very grateful for our first responders and public servants. He said he was really glad in looking at the reports this month to see the positive things going on in our community. He said there are essential

services like police, fire, and water, and it's really good to read some of the positive reports about water service for the new industrial plant in Telford and our relationship with the County. Vice Mayor Dickson thanked Operations Manager Craig Ford for the work being done on the Jackson Theatre. He said he was excited to see about a grant we have received from the federal government for planting new trees, and he congratulated Parks and Recreation for their work on this project. Vice Mayor Dickson said we are moving forward on the new Lincoln Community Park. He then commented that it is important to note that our good friend and anchor among Town staff is retiring, Mr. Mike McCracken. Vice Mayor Dickson said he was thinking and remembering about Mr. McCracken and Mr. Alfred Greenlee working together. He said he knows that Mr. Greenlee really thought a lot of Mr. McCracken and vice-versa and that Mr. Greenlee's wisdom was poured into Mike in regards to the Town's water system.

Mike McCracken addressed the Board and stated that he really enjoyed working with Alfred Greenlee. Mr. McCracken said he started with the Town when he was 22 years old; he is approaching 67 and the Town has been a great place to work. He said when you have good people supporting you and trying to give you what the department needs to work with, it makes the job much easier. Mr. McCracken said that Bob Browning and Craig Ford have been very supportive, but there comes a point in a person's life that it's time to turn it over to someone else, and he has come to that point. He said he appreciates the Board's support and God for giving him the chance to work as the Water Distribution Superintendent. He said that he told Mr. Browning at one time that he wanted to leave on a positive note, and the Town got a 99 rating on our water system survey this past year so it is time to go. Vice Mayor Dickson congratulated Mike McCracken on a job well done.

Vice Mayor Dickson said they had a really nice celebration this past Wednesday, January 8th, at the McKinney Center, as we celebrated the next step in this really innovative relationship between the Washington County Commission, the County School Board and the Town on our new Jonesborough K-8 School. He said it was really good to see all the hard work that has been done by Jim Wheeler and Bob Browning that will be implemented in the near future.

Alderman Communications was the next item on the agenda. Vice Mayor Dickson asked the Aldermen if they had any comments. Alderman Callahan said he would like to commend Shop With A Cop and all that they were able to accomplish in December. He said compared to some of the bigger cities like Nashville and the number of children we helped at Christmas, and for a small staff of seventeen officers and seven firefighters, the amount of money they raised is something to be proud of. Alderman Callahan said according to Craig Ford's memo, we had 170 children and we essentially gave each one of them \$250 to spend on gifts for themselves and their families. Craig Ford said the Shop With A Cop Program is a national program with an age limit restriction. He said our program has a pizza dinner for the children before they take them shopping at Walmart. He said that when the Town first started with the Shop With A Cop program, we realized that the children selected to participate also had siblings at home. Mr. Ford said Calvary Church volunteered this year to wrap the gifts so that the children would have gifts to open on Christmas morning. He said out of the 170 actually served, 70 of those children that were in that certain age group came down to the Visitor Center; we fed them a pizza dinner and then took them to Walmart to shop and each one of them had \$150 more in a gift card that they got to spend however they wanted. He said you would be surprised that a lot of times these children want to buy something for their mother or father or siblings. Mr. Ford said we also worked, almost on the spur of the moment, with the teenagers at Midway School. Mr. Ford said his memo was in no way to belittle Nashville's program, but Shop With A Cop is a national program, and it's not just our officers and firefighters, but it is also community support. He said obviously we could not do what we do without the community's support, and he is very deeply appreciative of them. Mr. Ford said as an example, Metro Nashville is touting its successful Shop With a Cop when they sponsored 85 children. He said they have 1,900 officers and over 692,000 residents in Nashville. Mr. Ford said Jonesborough with seventeen police officers, seven firefighters and a little over 5,000 resident population, we took care of 170 children and their families, plus the 11

additional students at Midway that we took food to for two weeks so they would have food during the holidays which is phenomenal. Alderman Callahan agreed and said he just wanted to say “thank you guys,” and when you start with the younger generation like that, it really helps grow our community and bring them tighter and that is the tone we want to set. He said he appreciates our officers and firefighters for what they do to grow this program. Alderman Countermine said last Thursday, January 9th, was Law Enforcement Appreciation Day and led the Board and audience in a round of applause for the Town’s law enforcement. There were no further Alderman comments.

Town Attorney Comments was the next item on the agenda. Vice Mayor Dickson asked Attorney Jim Wheeler if he had any comments. Mr. Wheeler said there was nothing new to report on the litigation front and had no further comments.

Citizen Comments was the next item on the agenda. Vice Mayor Dickson asked if there were any citizens who would like to address the Board at this time.

Bill Chapman, 8 Walton Street, and president of the New Halifax Homeowner’s Association addressed the Board. Mr. Chapman said the New Halifax Board wanted to let the BMA know how much they appreciate Malcolm Highsmith and the Street Department and the amount of work they have done for them on the alleys in New Halifax. He said they just show up from time to time to make sure the alleys are kept in great shape. He added that today just happened to be one of those days. Mr. Chapman said the residents of New Halifax would like for the Board to know how much they appreciate the Street Department’s efforts, and he personally thanked Malcolm Highsmith.

Carol Salinas, 301 West Main Street addressed the Board. Ms. Salinas said around the first of December, 2019, before the Christmas parade, the streetlight at the corner of Second Avenue and West Main Street went out. She said she called BrightRidge who informed her they would repair the light, and it still has not been fixed. Ms. Salinas said she has previously reported lights out through the Police Department, but this time she decided to contact BrightRidge directly. Ms. Salinas said that streetlight is directly across the street from her house and if it is working, then she doesn’t have to turn her porch light on, and with her husband having some mobility issues, it is rather difficult sometimes. Ms. Salinas said she just wanted to bring that to somebody’s attention to get the light repaired.

The first item under New Business on the agenda was the FY2018-19 Audit Report. David Babb, Audit Manager for Blackburn, Childers and Steagall, presented the Town’s FY18-19 Audit Report. Mr. Babb said the overall report for the General Fund, Water/Sewer Fund and the Solid Waste Fund was a “clean” report with no audit findings. He said 340 hours were spent on the Town’s audit. Town Administrator Bob Browning said Blackburn, Childers and Steagall does a great job and is very thorough in its audit procedures. Vice Mayor Dickson asked the Aldermen if they had comments. Alderman Callahan said sale taxes exceeded property taxes and that is very good for the Town. There being no further comments, Alderman Causey made the motion to accept the FY2018-19 Audit Report as presented, seconded by Alderman Countermine and duly passed.

The next item on the agenda was approval of the Procurement of Engineering and Administrative Services on a potential Economic Development Administration (EDA) grant application for the expansion of water and sewer services associated with a new industry at the Washington County Industrial Park. Bob Browning said in order to file an application, the Town has to go through a procurement process to select an engineering firm and an administrative agent for the project. Mr. Browning said we advertised a Request for Proposals (RFP’s) and received responses from Community Development Partners for the administrative services and GRW Engineers for the engineering services. He said that GRW Engineers and Community Development Partners operate where they do not charge for their involvement in the application process, but if the grant is funded, they are selected to help implement the project. Mr. Browning said that if the EDA application is funded, then both firms will submit contracts to the BMA for approval. Mr. Browning said they are paid with grant funds, and the EDA grant funding

is based on a 50/50 match. He said we can use Town staff labor and equipment to implement the water and sewer lines construction. Mr. Browning said the documentation for labor and equipment normally over matches the 50-50 grant, but if it does not, then the match would have to be worked out with Washington County. Vice Mayor Dickson asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion, seconded by Alderman Callahan and duly passed, to approve the involvement of Community Development Partners and GRW Engineers in the development of an EDA grant application for the expansion of water and sewer services associated with a new industry at the Washington County Industrial Park and their involvement in the implementation of the project if it is funded, subject to the approval of contracts.

The next item on the agenda was first reading of an Ordinance annexing property located at 115 Stage Road. Vice Mayor Dickson said that there are some houses outside the city limits that have received Town services. He said at some point the Town had to notify those residents that they were not in the Town limits and their fees would increase, and we have one resident who wants to be annexed into the Town. Bob Browning said that is correct. Vice Mayor Dickson asked the Aldermen if they had any comments. There being none, Alderman Callahan made the motion to approve on first reading the annexation of the property at 115 Stage Road into the Town's corporate limits. The motion was seconded by Alderman Counterline and duly passed.

Insert Ordinance

The next item on the agenda was the two appointments of the Town's representatives on the Jonesborough K-8 School Design Committee. Vice Mayor Dickson asked the Aldermen if they had recommendations. Alderman Callahan nominated Laura Cusick who is a life-long resident of Jonesborough and has three children in the Jonesborough schools. Alderman Counterline nominated Bryan Barnett, who lives outside the city limits, but is on the Jonesborough Planning Commission and has children who attend the Jonesborough schools. He said Mr. Barnett is very knowledgeable of the school system due to his volunteering his time with the schools. Vice Mayor Dickson asked the Aldermen if there were any other nominations. Attorney Wheeler addressed Vice Mayor Dickson and said for the purpose of the minutes, we should have on the record that there has been some discussion at the Board of Education meeting about School Board member Jason Day serving as one of Jonesborough's representatives on the Design Committee. Attorney Wheeler said he spoke to Jason Day today upon the request of Mayor Vest and asked Mr. Day if he was interested in serving on the Design Committee. Mr. Wheeler said Jason Day declined to accept that appointment which allows someone else to serve as the Town's representative on the Design Committee. He said Mr. Day was very complimentary of Bryan Barnett. Mr. Wheeler said it is not required to be on the record, but in his opinion, it would be good to have it noted that Mr. Day had been contacted. Vice Mayor Dickson asked the Aldermen if they had any further comments. There being none, Alderman Callahan made the motion to approve Laura Cusick and Bryan Barnett as the Town's representatives on the Jonesborough K-8 School Design Committee. Alderman Counterline seconded the motion, and it was duly passed.

There being no further business the meeting was adjourned.

ABBEY MILLER, RECORDER

ADAM DICKSON, VICE MAYOR