

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JANUARY 14, 2013

The Board of Mayor and Aldermen (BMA) met in a regular session on Monday, January 14, 2013, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order and led the group with the opening prayer. Kathy Dameron 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: Attorney Jim Wheeler, Town Administrator Bob Browning, Operations Manager Craig Ford and Executive Assistant Virginia Causey in the absence of Abbey Miller, Town Recorder, who was not present due to illness.

The next item on the agenda was the Consent Agenda. Mayor Wolfe asked if there were any items any Board member would like to have pulled from the Consent Agenda for further discussion. There was none. Motion was made by Alderman Vest, seconded by Alderman G'Fellers and duly passed to approve the following items on the Consent Agenda:

- Approve the minutes of November 26, 2012.
- Approve the following bills:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z Office Resources	651.45
Adam Johnson	85.00
Administrative Office	95.00
Advance Auto Parts	205.91
Aflac	1173.50
Aggregates USA, LLC	1584.10
Albert Geroge Laframboise	500.55
Alicia Phelps	72.84
Andrew S. Metcalf	50.00
Appalachian Gypsum	1416.08
Aramark Uniform Service	215.67
Aramark Uniform Service	11.00
Archer Electric Service	5307.00
Auto Electric Co., Inc.	18.74
Auto Zone #2087	13.78
B/W Downtown Convention	128.09
Banc of America P&I	3073.83
Banjoman, Inc.	127.71
Banjoman, Inc.	732.90
Barbara L. Bogart	144.00
Barnard Roofing Co, Inc	8545.25
BKT Uniforms	474.90
Blackburn, Childers & Steagall	17400.00
Blue Cross-Blue Shield	31792.89
Brandon Greene	40.00
Branham Corporation	18.19
Bray's Recapping Service	2492.56
Britt Landscaping	32.40
Brody Duncan	65.00

Carolina Native Nursery	140.00
Catherine R. Metcalf	50.00
<u>VENDOR</u>	<u>AMOUNT</u>
Celebrate	230.00
Central Child Support	477.24
Central Paper & Supply	432.74
Centurylink	2950.86
Centurylink	429.34
Champion Chevrolet	151.40
Cherry Smith	403.00
Chief Supply	764.93
Cintas Corporation #202	69.60
Citizens Security	2045.86
City of Johnson City	425.00
City of Johnson City	5250.00
Community Development	3541.40
Community Performance	373.07
Corey Tittle	350.00
Cumulus Tri-Cities	192.00
CW Environmental Services	180.00
D.Todd Wood	3187.50
Data Supplies Inc.	211.75
DCHS Band	100.00
Dearborn National	219.60
Diamond Ticketing System	388.50
Diane Thompson	72.00
Diesel Sales & Service	329.12
Down to Earth	944.30
Dustin Hinkle	160.00
Earth & Sky Confections	60.00
East TN Rent-Alls	518.93
Equine Elegance, Inc.	450.00
Equinox Environmental	1906.25
ETSU/Cass	64.00
F & L Limo and Livery	600.00
Facility Systems Cons.	1750.00
Federal Express	17.57
Federal Signal Corp.	3764.54
First Tennessee Bank	8841.36
First Tennessee Bank	2871.15
First Tennessee Bank	3908.30
Food City	253.73
Foster Signs	252.00
Frank Potter	40.00
Friendship Quilts	36.00
Fuelman	38.09
Gall's LLC	148.71
Gardner Paint Services	4935.00
Gary Varner	7.96
Gay Whitt	403.00
GCR Tire Centers	1107.16
General Sessions/J'boro	242.50
General Shale MSC	305238400.10
Girl Scout Troop 84	100.00
Goodpasture Motor Co.	129.82
Gus & Anne Palas	203.00
Herald & Tribune	732.50
Herman Kenneth Story	800.00
Historic Jonesborough	150.00
Ingles #4205	60.26

International Municipal	375.00
International Storytell	69.00
J.L. Jacobs & Associates	8820.00
<u>VENDOR</u>	<u>AMOUNT</u>
Jasper Engines	130.94
Jennifer Schmidt	2000.00
John Rambo	875.00
Johnson City Chamber	416.00
Johnson City Power Board	17161.06
Johnson City Press	461.61
Jonesborough Postmaster	190.00
Jonesborough Visitor's	800.00
Jonesborough Water Dept	245.25
Judy O'hara	9.60
Ken Ross Architects, Inc.	2885.00
Kimball Midwest	397.15
Kingsport Publishing Co.	208.16
L&S Electronics	57.32
Liberty National	602.92
Lilly Hensley	76.00
Lisa Hall	7.96
Lisa Whaley	450.00
Lou's Gloves, Inc.	81.50
Lowe's	690.11
Lowe's	299.15
Lowe's	474.54
Lowe's	1577.87
Lowe's	237.28
Lowe's	1233.19
Lubrication Equipment	156.11
Mackenzie Clark	75.00
Mahoney's Sportsman	100.00
Matt Rice	22.50
Matthew Bliss Hawkins	138.33
MC Septic Services	100.00
McCoy Land Surveying	100.00
Medical Center Homecare	36.00
Medworks Occupational M	890.00
Melinda Copp	28.00
Mid-State Equipment Co. Inc.	308.73
MSHA	2392.09
Nafeco, Inc.	22.00
Nancy Lester	22.50
Napa Auto Parts	904.69
Napa Auto Parts	2501.44
National Retirement	447.65
New Victory Baptist Church	200.00
News & Neighbor	530.00
Northeast TN Tourism	250.00
Office of the Chapter 13	877.00
Olde Towne Hardware	171.11
Olde Towne Hardware	152.55
Olde Towne Hardware	180.79
Olde Towne Hardware	22.04
Olde Towne Small Engine	39.45
On A Roll, Inc.	272.50
Pardue Photographics	170.00
Peter Montanti	23.20
Peterbilt of Knoxville	642.93
Pocket Press, Inc.	287.68

Print Distribution Service	1838.50
Probuild East LLC	56.58
Progression Electric	719.95
Quality Trophy & Engraving	152.50
<u>VENDOR</u>	<u>AMOUNT</u>
Qwik Pack & Ship	160.36
Rachel Conger	20.97
Red Bud Supply, Inc.	238.50
Reeves Alignment & Auto	90.90
Register of Deeds	27.00
Reliance Standard (Vol)	296.31
Rhode Island Novelty	130.12
Ricoh USA, Inc.	3013.11
Robert K Griffith	25.00
Robin Beals	1425.00
Saratoga	116.81
Sesac	327.00
Shabby Allie's Boutique	150.00
Shamrock Industrial Fas	75.00
Shell & Son Farms	329.00
Shred-It	21.30
Speedway Seat Covers	175.00
Sprint	25.71
Stafford Custom Graphics	82.00
State of Tennessee	120.00
Summers Hardware	85.70
Summers-Taylor, Inc.	311.08
Swisher Hygiene	57.90
T Amos Potter	20.78
TACVB	99.00
TACVB Membership Committee	150.00
Tami Moore	36.00
Taylor Battery East Whs	353.11
TBI-Fiscal Services	58.00
Terminix Processing Center	314.00
The Detail Shop	50.00
The Dining Room	265.15
The Stock Pot	182.87
TML Risk Management Pool	777.52
TN Dept Env &	3460.00
TN Dept of Commerce	4315.00
TN Dept of Labor	189.21
TN Dept of Revenue	983.67
TN Dept of Revenue	69.35
TN Dept of Safety	788.50
Town of Jonesborough	412.00
Town of Jonesborough (TR)	2976.26
Trafficguard Direct, Inc.	2830.00
Transit-Mix Concrete	506.30
Truckers Lighthouse	1144.00
United Parcel Service	34.89
United Way	284.00
Valley Trailer Repair	180.00
Verizon Wireless	1893.80
Victor Stanley Inc.	32715.00
Walmart Store / GEMB	1151.77
Washington Farmers Co-op	371.50
Washington Farmers Co-op	8464.52
Weems Florist	236.68
West Group	208.68

Wheeler & Seeley	1557.50
White's Auto Parts	249.99
White's Auto Parts	345.47
Williams Electric	2448.65
Wilma Y (Sally) May	60.00
<u>VENDOR</u>	<u>AMOUNT</u>
WNCW Accounts Receivable	200.00
Wolfe Development	380.46
Worldwide Equipment, Inc.	<u>54.29</u>
<b>TOTAL</b>	<b>\$276,640.55</b>

A-Z Office Resources, Inc.	417.55
Advance Auto Parts	412.89
Aflac	1106.22
Aggregates USA, LLC	2191.62
American Backflow	80.00
American Waterworks Assoc.	187.00
Aramark "Purchase"	88.49
Aramark Uniform Services	354.32
Aramark Uniform Services	302.84
Archer Brothers Garage	84.70
Archer Electric Service	380.00
Auto Zone #2087	48.48
Bachman-Bernard	119.82
Blackburn, Childers & Steagall	17400.00
Blue Cross-Blue Shield	36544.78
Branham Corporation	161.69
Brenntag Midsouth, Inc.	1678.32
Carus Phosphates, Inc.	3361.61
Central Child Support	368.77
Centurylink	1148.29
Centurylink	137.66
Certified Lab	242.31
Champion Chevrolet	36.22
Cintas Corporation #202	424.30
Citizens Security	1901.20
Community Development	3000.00
D.Todd Wood	2087.50
Data Supplies, Inc.	125.37
Dearborn Nationals	205.20
Employee Security	475.00
Erwin Utilities/Electric	64.32
Erwin Utilities/Water Test	160.00
ESC Lab Science	772.00
ECS Lab Science	1256.00
Federal Express	17.57
Ferguson Enterprises #56	2090.55
First Tennessee Bank	4793.77
First Tennessee Bank	5442.76
First Tennessee Bank	4867.16
Fleet Pride	370.80
Free Service Tire Co.	1000.00
G & C Supply Company, Inc.	328.00
GCR Tire Centers	1085.50
General Sessions/J'boro	217.50
Glenn Allen Shelnett	2950.00
Grainger	120.90
GRP	452.16
GRW Engineers, Inc.	33022.00
Guthrie Sales & Service	977.00

Hach	505.30
Harbor Freight Tools	52.39
Hayes Pipe & Supply	1070.90
Herald & Tribune	182.50
Ingles #4205	117.06
JCI Jones Chemicals Inc.	6893.81
<u>VENDOR</u>	<u>AMOUNT</u>
Jefferson Sales South	187.65
Johnson City Power Board	39770.40
Johnson City Press	111.47
Johnson City Utility System	16.52
Jonesborough Postmaster	190.00
Jonesborough Water Dept	52.15
Kimball Midwest	224.50
Kingsport Publishing Corp	49.44
L&S Electronics	8.40
Labtronix	686.14
Liberty National	368.28
Lisa Whaley	450.00
Lowe's	369.35
Lowe's	379.67
Mahoney's Sportsman's	274.99
McCollum Bottled Water	7.29
Medworks Occupational Med	270.00
Microbac A/R205.70	
MSHA2000.96	
Napa Auto Parts	2383.46
Nationwide Retirement	725.00
Nortrax	1170.00
NSI Solutions	73.60
Office Depot Credit Plan	198.05
Olde Towne Hardware	211.37
Olde Towne Small Engine	56.85
Pardue Photographics	150.00
Quality Trophy & Engraving	181.00
Qwik Pack & Ship	55.91
Rambo Law Firm	64.01
Red Bud Supply, Inc.	477.00
Reliance Standard (Vol)	32.30
Rhino	1895.68
Ricoh USA, Inc.	908.24
S.B. White Company	80.00
Smoky Mountain Truck Ctr	81.07
Southern Pipe & Supply	1164.00
Southern Water Service	2979.10
Summers Hardware	77.87
Summers-Taylor	380.00
TBI-Fiscal Services	87.00
Tech Coat, Inc.	17065.67
Tekwell Services	2818.02
Teledyne ISCO, Inc.	99.40
The State of Tennessee	508.00
TML Risk Management	56.00
TN Dept of Health F.S.	450.00
TN Dept of Labor	210.63
TN Dept of Environment	1380.00
TN Local Development Authority	3183.61
Town & Country Hospital	149.16
Treasurer, State of TN	510.00
Tri-City Rubber & Gasket	31.50

Trimble Company	1437.00
United Parcel Service	90.55
United Way	182.50
USA Blue Book	640.26
Utility Service Co, Inc.	5473.25
Valley Equipment Co.	914.66
Verizon Wireless	871.63
<u>VENDOR</u>	<u>AMOUNT</u>
Walmart Store/GEMB	42.62
Washington Farmers Co-op	111.24
Washington Farmers Coop	7535.90
Water & Waste Equipment	155.50
Weems Florist	120.50
West Group	208.68
Wheeler & Seeley	1557.50
White's Auto Parts	259.71
White's Auto Parts	39.40
Williams Electric	1079.11
Worldwide Equipment, Inc.	1819.43
ZFX, Inc.	<u>33.92</u>
	<b>\$251,971.87</b>
A-Z Office Resources, Inc.	18.99
Aflac	170.36
Andy Oxy Company, Inc.	97.08
Aramark Uniform Services	334.30
Blue Cross-Blue Shield	4189.88
CenturyLink	103.33
Citizens Security	262.79
Data Supplies, Inc.	30.00
Dearborn National	18.60
Ecosafe Landfill	3994.19
First TN Bank Series 2005	3030.50
Free Service Tire Co.	2719.65
GCR Tire Centers	460.08
Liberty National	39.24
Lowe's	138.16
MSHA	212.68
Nationwide Retirement	30.00
Olde Towne Hardware	83.46
Red Bud Supply, Inc.	238.50
Reliance Standard (Vol)	16.02
Ricoh USA, Inc.	58.22
Smoky Mountain Truck Center	412.92
Taylor Battery East Whse	324.84
United Way	27.00
Valley Equipment Co.	15.13
Verizon Wireless	121.29
Washington Farmers Coop	3495.22
Waste Management	1205.79
Western Refuse & Recycling	566.50
White's Auto Parts	50.22
ZFX, Inc.	<u>6.79</u>
	<b>\$22,471.73</b>

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
69815-69983 AP	334,366.81		
69984-69994 AP	15,885.89		
69995-70014 AP	49,087.92		

70015-Robert Browning	400.00			
70016-70024 AP	9,120.58			
70025-70040 AP	23,711.53			
70041-70048 AP	61,536.87			
	<b>\$494,109.60</b>			
49063-49172 AP	280,084.76			
49173-49176 AP	12,119.15			
49177-49185 AP	52,353.71			
<u>VENDOR</u>		<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
49186-49187 AP	119.78			
49188-49197 AP	269,698.61			
49198-Aecom	2,100.00			
	<b>\$616,476.01</b>			
<b>Sanitation</b>				
5497-5531 AP		18,877.43		
5522-5524 AP		272.02		
5525-5527 AP		189.50		
5528-Nationwide Retirement			30.00	
	<b>\$19,368.95</b>			

- Approve the following Town Administrator Report:

## TOWN ADMINISTRATOR'S REPORT

JANUARY 2013

### Wastewater Improvements:

The concrete work on the exterior walls of both clarifiers is done, and the contractor has been framing up for the internal ring where the effluent runs over a weir and flows to the chlorine contact chamber at the final stage of treatment. Equipment for the clarifier was received this week. The project continues to move along very well, and we have had very little problem other than the weather.

The Phase Two loan/grant is being worked aggressively by Rural Development. RD is trying to get the funds obligated by February.

The design of the Phase Two outfall line is essentially complete. There is one area that they are looking at going behind an obstruction instead of in front of it on a County road. The work on easements is still in motion. With the holidays, there was a major gap in contact time, but Hugh Thomason is back working on easements. We are having the areas needed for the six permanent easements appraised by Bullington Appraisals. John Bullington is supposed to have most of these appraisals to us by mid-January. We have to follow strict guidelines on the acquisition of permanent easements, but we should know where we stand by February.

We have not had much time to work on the potential of sewer service to David Crockett High School.

We now have the easement for the Conley property that is needed to get sewer from SR-81N at Ashley Meadows to the Meadows Subdivision where we have existing sewer. We will not move forward with construction until Orth Constructions pays the materials costs.

### Water:



The BMA has approved moving forward with the bids on the third pump at the water intake. The two pumps at the river are both operating fine at this point.

We are trying to move forward with the acquisition of the MIOX system. We are currently dealing with forms with Wells Fargo, the leasing agency, and there is currently a discrepancy with the calculation of our monthly lease payment that must be addressed before any documents are signed. The BMA is being asked to approve the resolution document provided by Wells Fargo in anticipation that we work out the monthly payment discrepancy.

The main pressure reducing valve (PRV) has been installed in the Bowmantown line this week, and Mike McCracken's crew will be monitoring the impact on pressure for the next few days. We will move an existing smaller PRV in the Bowmantown area to Limestone, and install two master meters. That will complete the work on Zone 1 of our Water Loss Reduction Program.

### Transportation

Projects Completed – Woodrow Ave, Persimmon Ridge & 11-E, and service roads at Headtown are all complete.

Persimmon Ridge & W. Main – Progress with this intersection improvement requires us to do grading work on the Cloyd property prior to TDOT's involvement. Todd Wood is working on a plan that can be used as an exhibit with the agreement with Peggy and Tammy Cloyd. This agreement will need to be approved by the BMA before we schedule any work. This grading project also impacts improvements that need to be made on the section of Shell Road that is adjacent to the Cloyd property near Persimmon Ridge Road.

Boone Street/11-E – TDOT has recommended that we have a local engineer undertake an engineering report on possible improvements to this intersection. This will be a complicated project, and Todd Wood has been asked to submit a proposal. TDOT states that it will be a while before they could address any options in improving this intersection because of their work load.

### Grants

Home Grant – The four homes involved in the initial effort are near completion except for the John Paul Price house. Mr. Price died very unfortunately. However, the house will still be built and his bother Robby, who is also eligible, will live in the house.

LPRF – We are working when we can, trying to get the walkway under 11-E open for use. As time allows we will complete the walkway connection from 11-E to the ballfields, and then begin moving towards the Meadows Subdivision.

There are people that want us to open up the walkway tunnel under 11-E even if the walkway is not complete. We don't want to do that until we can keep people from driving a 4-wheeler through it. We have the bollards, we just have to be able to get the time to get them installed. We will be working on the tunnel lighting.

Safe Routes – Todd Wood is working with us on drawings we can use to talk to individual homeowners. We are also working on a plan to get the walkway through the intersection of Franklin Ave, Spring Street, and Sevier Street.

### Senior Center

The Senior Center plans have been sent to the State Fire Marshal in Nashville for review. Ken Ross Architects is working on the specifications and hope to

send them and the plans to Rural Development in the next two weeks. We are working on getting the house taken down at 309 E. Main, and we are developing a strategy to take down the old water tank. Mike McCracken is preparing to valve off some old lines through the site that carry water because there are no valves, but the lines are not needed.

### Downtown Streetscape Plan

Craig Ford, the Street Department and inmates completed the sidewalk repairs downtown where the brick was removed. We still have some work along Fox Street to do, and the Street Crew has been working on much needed improvements to the area near the creek at Dogwood Lane and Fox Street.

### McKinney Center

Work is progressing at the McKinney Center. The following summarize the work status on the project:

- The sheet rock and wainscoting is up in all rooms including the gym in the old part of the building, except the classroom with the concrete floor and garage door. We are using the concrete classroom as a staging area, and we want to wait until the end of our project to finish it out.
- The sheet rock has been finished in the two classrooms and hall, and both classrooms have been painted.
- The sheetrock has been installed in the gym but not finished and painted. We began installing sheetrock in the addition this week.
- The ceiling work is complete in the gym and the spray foam insulation installed. The center flat portion of the gym roof has been painted black, and it will remain open so there is flexibility with lighting, etc.
- Almost all of the electrical work in both the old building and new addition is complete.
- We are trying to complete discussions on reducing HVAC cost so the contract can be signed and installation work begin.
- The new exterior doors for the building have been bid, including the tri-fold door replacement for the garage door, and we hope to have them installed in February.
- We are currently bidding out the lighting fixtures, and should have them installed in February.
- The plans for the sprinkler system have been sent to the State Fire Marshall, and when we get the State approval we will bid out the sprinkler system.
- The construction of the new addition is in progress. It is framed and sided with OSB board, and the membrane roof has been installed. Most of the electrical is in place, and we have started on the plumbing. Sheet rock has been installed but not finished. We hope to be bricking the sides in January weather permitting. The doorway has been cut into the upper hallway and into the gym as well, and the ramp has been built through the addition.
- We will be pouring concrete footers needed for the front exterior access ramps to the front doors to the hallway and gym areas. We hope to have

these new brick ramps constructed immediately after we complete the bricking of the exterior walls of the addition.

- We will refinish the floors in the old building when we get all of the work completed.
- We will install tile in the bathrooms, kitchen and waiting area. We will use an industrial carpet on the ramp for safety purposes.

#### 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.

- Approve the following Operations Manager Report:

To: Bob Browning, Town Administrator

From: Craig Ford, Operations Manager

Ref: December 2012 Monthly Report

Date: January 11, 2013

The construction downtown was substantially completed this month. The alleyway to Old Quarters has been repaired and the sidewalk on Fox Street at Central Christian Church is almost complete. I worked with the Street Department to re-design the corner that ties in the bridge, Dogwood Lane and the Fox Street sidewalk.

If you will recall, the old Power Board transformers sat behind a fence in this corner. Those transformers were replaced with new transformers at the corner of the Central Christian Church lot. Once the old transformers were removed, there was a concrete pad and multiple runs of conduit exposed.

To fix this, we removed the fence and a section of sidewalk north of the bridge. We added a stone wall at the corner of the bridge abutment. This was completed in order to stop, or at least curtail erosion of the bank into the creek. This was a problem at this corner. We cut off the conduit and covered this in stone. A new fence will be added to run parallel to the top of the stone wall. New brick will be added where the old transformers once sat. Landscaping will be added between the back of the brick and the new fence. This will allow for a large, new section of brick sidewalk that will make a perfect sitting area or a possible new location for an additional kiosk. I hope to have this finished within the next couple of weeks; weather permitting.

We will do a lengthy speed study within the next month in the downtown area. One of the final pieces to the downtown project is the installation of the speed tables. This has already received discussion in the Traffic Committee, so we will attempt to take a longer term count. Speed table installation will not be scheduled until it gets a little closer to spring. Once we close the street to install the speed tables, we will not be able to open it back up until the speed table is completed. With weather changes as they are in the winter, I am too concerned to start a project such as this, and not be able to get it completed in short order.

I also completed a project at the Repertory Theater. The interior walls in the audience area, hereinafter referred to as the auditorium, were removed. The old material was wood. The firing strips utilized to attach the siding were installed horizontally, and there was no insulation behind the walls. Once the siding and

fir strips were removed, it was replaced with 2" x 2" fir strips and the wall was insulated. New drywall was then installed.

The inmate crew completed this labor in about six hours. This was completed on a short week for the inmate crew. The drywall was finished and textured by a commercial vendor. The walls are currently being painted by JRT volunteers and the Washington County female inmate crew.

We have proceeded with work on the Booker T project. We now have most of the drywall hung on the interior walls of the new addition. A majority of the plumbing has been completed. We have backfilled the west wall of the new addition with stone. This was filled then compacted each foot due to a sidewalk to be constructed against that wall.

The roofing contractor has installed the new roof on the addition. I am in the process of securing the brick in order that we can brick the new addition and the walls for all the walkways in the front of the building. The Street Department is completing the footers on the front section and a sleeve for the Fire Department connection to the sprinkler system was put in place. This connection had to be completed prior to pouring the footers.

We have the trailer for the prison work crew and one of the inmates has completed construction of the various bins needed for their equipment. I am now in the process of securing the tools needed for the crew. Once this is completed, we will have our own trailer and the guard will no longer have to pull their trailer from Carter County. This will save time and money.

I have met with Todd Wood and the Fire Sprinkler specialist at Booker T in order to get the design of the sprinkler system finalized. I also met with an HVAC contractor in order to get that project moving. The electrical rough-in has been completed, with the exception of the final classroom. Once we complete the majority of the project, we will start on this last room.

I met with the EOM committee for their selection of the employee of the month for December and employee of the year for 2012. I am glad to have the opportunity to be the Town's liaison to this committee because we have so many employees who do such a good job each and every day.

I also served as one of the master chef's for the Town's employee Christmas party. Our employees have a great time and look forward to this event every year. This is certainly a great opportunity for me to thank the Mayor, Alderman, and Town Administrator for giving me the opportunity to do a job I love with the Town I love, each and every day. I couldn't think of anywhere else I would want to be.

- Approve the following Committee reports: Historic Zoning Commission, Traffic Advisory Committee, and Planning Commission.

- Approve the following Supervisor Reports: Director of Tourism/Marketing, Visitor Center Manager, Building Inspector, Water Distribution, Environmental Services, Police Division, Street Department, Water Park, Fleet Management, Solid Waste, Park and Recreation, Event Coordinator, Senior Center, Fire Division, Water Treatment, Animal Control, and JRT.

- Approve hiring Corey Title as a Firefighter I on a temporary or interim basis until Mickey Tesnear returns from military duty, at Grade 9 Step 1 (\$13.08 per hour), subject to all pre-employment conditions including WorkSteps.

The next item on the agenda was the approval of the Financial Report. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe said the Town had received a thank you card from Mike and Amy Hyatt for flowers sent by the Town when her mother, Bootsie Sparks, passed away, a thank you card from the family of Steve Hendrickson, who was on the Visitor Center Committee, and a thank you card from the family of Bobby Howell.

Mayor Wolfe announced that on January 23<sup>rd</sup> from 12 noon – 4:00 p.m. there will be a training session at the Visitor Center for the Keep Jonesborough Beautiful (KJB) program. He said the session will be for sharing the Keep America Beautiful national objectives, programs, benefits and network as well as the Keep Tennessee Beautiful program. He said the first hour of this session will be for Mayor, Board members, media, business representatives, interested citizens, and the Keep Jonesborough Beautiful Council, and the remainder of the session will be for training of the council members. The Mayor asked that those interested to please mark the date and time on their calendars.

Mayor Wolfe asked Operations Manager Craig Ford and Police Chief Matt Hawkins to come forward to recognize Chad Proffitt as 2012 East Tennessee Officer of the Year and Scottie Greene as 2012 East Tennessee DUI Officer of the Year. Chief Hawkins read the following:

*On December 11<sup>th</sup> in Greeneville, TN, Sgt. Chad Proffitt and PSO Scottie Green were both individually recognized by the Governor's Highway Safety Office for their efforts in highway traffic safety during the calendar year 2012.*

*Sgt. Chad Proffitt was nominated by the Department and received the "2012 East Tennessee Officer of the Year" award for distinguished police performance. Sgt. Proffitt was one of six (6) law enforcement officers in the twenty-six (26) county N.E.T.T.S. network who received this award. Further, Sgt. Proffitt achieved this level of performance while assigned the additional responsibilities and duties of the General Department Instructor and Platoon 4 Supervisor.*

*PSO Scottie Greene was nominated by the Department and received the "2012 East Tennessee D.U.I. Officer of the Year" award for his efforts in DUI enforcement. PSO Greene was one of six (6) law enforcement officers in the twenty-six (26) county N.E.T.T.S. network to receive this award. Further, PSO Greene accomplished this with the additional responsibilities and duties of a K-9 assignment.*

*We are all very proud of the accomplishments and efforts these two officers have contributed to our agency and community. Sgt. Proffitt and PSO Scottie Greene continue to set the example for professional law enforcement officers, not only within this agency, but across the region.*

Mayor Wolfe then recognized Officer Mike McPeak as Jonesborough Officer of the Year and Frank Branch as Jonesborough Reserve Officer of the Year. Chief Matt Hawkins read the following:

*I would like to recognize the Jonesborough Department of Public Safety "Officer of the Year" and "Reserve Officer of the Year" for the year 2012.*

*Officer Mike McPeak has been selected by the agency Sergeants as the "Officer of the Year" for his consistent daily performance, high level of productivity, and positive attitude throughout the year. Officer McPeak is a true team player who seeks out extra duties and is always willing to assist fellow members of the*

*department. In 2012, Officer McPeak continued his outstanding progress with K-9 Gregor achieving the N.A.P.W.D.A. certification in: obedience, article search, area search, tracking, and as a Narcotics Detection Team.*

*Frank Branch was selected by the agency Officers as the "Reserve Officer of the Year" for his dedicated service to the agency and Town of Jonesborough. RPSO Branch completed 211 hours of volunteer service working Town special events, attending agency training, and performing patrol duties with full time officers. All of RPSO Branch's duty details were completed as a volunteer without compensation.*

*On behalf of the Jonesborough Department of Public Safety, I would like to recognize and thank both Officer Mike McPeak and Reserve Officer Frank Branch for their steadfast dedication and outstanding service to the Town of Jonesborough. We are all very proud to have these two as integral members of our team.*

Mayor Wolfe said we have a fine Police Department and are well protected in our Town.

Mayor Wolfe then asked Ms. Historic Jonesborough, Emilee Ketron, to come forward and he then read the following Proclamation:

Ms. Ketron said she was proud to represent the Town of Jonesborough.

Mayor Wolfe then asked Wes Corder to come forward and presented him with the Employee of the Month award and read the following nomination letter presented by Chief Matt Hawkins:

*On behalf of the Department of Public Safety, I would like to nominate PSO Wesley Corder for Employee of the Month, December 2012. PSO Corder deserves the nomination for both his efforts and attitude during the month of December, and for his consistent everyday performance and high level of professionalism*

*During the week of December 17<sup>th</sup>, I attended a funeral service here in Jonesborough where I was asked by members of the family to please thank PSO Corder for his service that night, saying "I know it's his job, but we know he made a special effort to help and it really means a lot to all of us".*

*PSO Wesley Corder has been with the Department of Public Safety since February 2011 and through his early morning actions with this family, demonstrated the degree of compassionate public service we demand.*

*Police provide a service to their community above all else, and without any doubt, Wesley Corder's effort truly made a difference with this family in a difficult time.*

Alderman Communications was the next item on the agenda. There were no comments.

Town Attorney Comments was the next item on the agenda. Attorney Wheeler said it was good to be back and had no new business to discuss.

Citizen Comments was the next item on the agenda. There were no citizen comments.

The next item on the agenda was the amendment to the Resolution authorizing a \$3,270,000 Water/Sewer Revenue and Tax Bond. Mayor Wolfe said this is an item that bond counsel wanted the Town to amend and is only for clarification. Motion was made

by Alderman G'Fellers, seconded by Alderman Vest, and duly passed to adopt the Resolution amending the September 12, 2011, Resolution authorizing the sale of \$3,270,000 in water and sewer revenue and tax bonds, series 2011, correcting descriptions of previous debt of the Town of Jonesborough.

### **INSERT - RESOLUTION**

The next item on the agenda was the Ordinance rezoning property off Smith Lane at Hillrise Drive. Mayor Wolfe recused himself from any discussion on this item. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve on first reading an Ordinance rezoning parcels 40.00 and 40.01 on Washington County Tax Map 052 off Smith Lane at Hillrise Drive in Jonesborough from R-1 (Low Density Residential) to PRD (Planned Residential District).

### **INSERT - ORDINANCE**

The next item on the agenda was the review of FY2011-2012 Audit report. Kevin Peters of Blackburn, Childers, and Steagall, was present to discuss the audit. He presented the Board with a summary and said the overall audit went very well. He presented to the BMA the Auditor Communication letter, discussing the overall responsibility of the Town in the audit process, the audit adjusting entries and that there were no disagreements or conflicts during the audit. Mr. Peters then presented the Letter of Findings and Recommendations. He said the findings are also in the audit report. Mr. Peters said that two of the findings carried over from the previous year and there was one new finding related to purchasing and bid procedures which has been corrected through Town Policy changes. Mayor Wolfe asked how Mr. Peters would classify the financial health of the Town of Jonesborough and the financial management of the Town of Jonesborough. Mr. Peters said during the last couple of years there has been a lot of improvement in the financial health of the Town in fund balances. He said his firm issued an unqualified clean opinion which is the best you can get. He said at fiscal year end the Town had received quite a bit of grant funds which requires a lot more compliance testing by the Auditors. He said there was also an unqualified opinion on the Federal Grants and he praised Abbey Miller and Virginia Causey for their efforts in the administration of grants. Mayor Wolfe said it was a good team effort. Mr. Browning said there has been a lot of CDBG grant work in water and sewer of which a lot of the work was done in-house. He said a lot of communities are not allowed to do in-house work and said our staff does a tremendous job with the documentation of labor and equipment costs, etc. Alderman Dickson asked about the one finding concerning water loss in our system. Mayor Wolfe said two years ago the Comptroller's Office decided that the amount of water loss in any system in Tennessee would become an issue that they would pursue. He said the Town has diligently addressed the water loss issue for a long time. He said meters are being replaced and the staff is undertaking installing valves in our system and the loss numbers have improved. Mr. Browning said anything over 35% water loss in your water system is deemed a problem by the State and has to be addressed in the audit report. Kevin Peters said water loss is a state wide problem and not just for Jonesborough. Mayor Wolfe thanked Mr. Peters and Town staff for a job well done. Motion was made by Alderman Countermine, seconded by Alderman Dickson, and duly passed to accept the Audit Report for FY2011-2012 from Blackburn, Childers and Steagall, CPA's.

The next item on the agenda was the approval of the Town Recorder Bond. Motion was made by Alderman Vest, seconded by Alderman G'Fellers, and duly passed to approve the required Town Recorder bond of at least \$10,000 of liability being met by the blanket employee crime coverage of \$150,000 already included in the Town's liability insurance coverage through the Tennessee Municipal League.

The next item on the agenda was the agreement with Redflex Traffic Systems. Mayor Wolfe said this is an offer from Redflex to change the financial arrangement for the rest of this year to a 50/50 split of collected fines. Mayor Wolfe said Major Hilton and our Court spend a lot of time with these tickets. He said the State Legislature changed the rules on this a couple of years ago. Mayor Wolfe said this is about safety

and not money and there has been dramatic safety improvements at the three intersections where the cameras are located. Alderman Dickson said he understands that safety is the main concern but asked if when the contract is re-negotiated, will the payment split of 50/50 remain or go back to the tier system. Mayor Wolfe said the 50/50 split is good for the rest of this contract period and after that the Town could renew for two more years at the 50/50 split. Alderman Vest said he is more in favor of Redflex with the 50/50 split than he was the tiered amounts. Mayor Wolfe said the revenue from the cameras is not budgeted and will not be budgeted. He said this money has been used for paving of streets, purchasing weapons for our officers, and purchasing a K-9 vehicle. Motion was made by Alderman Countermine, seconded by Alderman Vest, and duly passed to approve the amendment to the Agreement with Redflex Traffic Systems, Inc. to allow for a 50/50 split of the fines collected.

### **INSERT - AGREEMENT**

The next item on the agenda was the engineering agreement with GRW for the Five Points Project. Mayor Wolfe said this is for relocation of water and sewer lines at the intersection of Five Points in anticipation of the TDOT project moving forward. Motion was made by Alderman Dickson, seconded by Alderman Vest, and duly passed to approve an engineering agreement with GRW Engineers, Inc. to develop required water/sewer line relocation plans associated with TDOT's "Five Point" traffic safety improvement project, and submit the plans to TDOT and TDEC for review, with an engineering cost not to exceed \$10,865.68 to be paid from the Water/Sewer fund.

### **INSERT - AGREEMENT**

The next item on the agenda was the landscape design agreement with Equinox for the McKinney Center. Mayor Wolfe said he had expressed some concerns to Mr. Browning before he read the Agenda Presentation. He said there is a site of 2.36 acres and the plan is to do outdoor use type planting. He said if Equinox was just proposing shrubs being planted, he would be opposed to the agreement but basically the Town is hiring a landscape architectural firm that can handle the landscaping to maximize the plan for the area and he is in agreement with the scope of the work. Alderman Countermine said he felt this is something that is needed. Motion was made by Alderman Countermine and seconded by Alderman Dickson to approve the Landscape Design Agreement with Equinox Environmental, Inc. for design landscape plans for the McKinney Center at Booker T. Washington School for a cost not to exceed \$12,000 to be paid by budgeted funds in the Recreation Department. Alderman Vest asked if this is the only landscape firm that the Town is ever going to use. He said this has always been a problem for him and asked if we were ever going to explore other firms. Mr. Browning said you could ask the same about engineers. He said we find someone that does a good job with a good end product and we stick with them. He said Equinox has always been very successful with their projects for the Town and works very well with our staff. Mayor Wolfe asked when we rebid the landscape work for the Safe Route to Schools, did we receive bids from other firms. Mr. Browning said Equinox came in at half the cost of other firms in conjunction with Todd Wood on the SRTS project. Mr. Browning said we could change if the Board so desired. Alderman Vest said he feels it may be troublesome in the future for possible abuse because when a company knows you are not going to bid for services, then they may begin inflating their prices. Mr. Browning said he goes over the proposals carefully and in this case he said he had them rework the proposal and it is \$2,000 less than the original proposal. He said the staff has no trouble working with Equinox. Those voting aye: Alderman Countermine, Alderman Dickson and Alderman G'Fellers. Those voting nay: Alderman Vest. Motion passed.

### **INSERT - AGREEMENT**

The next item on the agenda was the Resolution for the Lease Agreement on the MIOX System Equipment. Mayor Wolfe said the lease was approved at last month's meeting but this is a specific document needing approval. Motion was made by Alderman G'Fellers, seconded by Alderman Vest and duly passed to approve the



Resolution authorizing a lease agreement for the MIOX disinfection system equipment for the Water Treatment Plant through Wells Fargo Equipment Finance, Inc. and authorizing Mayor Wolfe to execute contracts and other associated documents.

**INSERT - RESOLUTION**

The next item on the agenda was the bids associated with McKinney Center at Booker T. Washington School. Mayor Wolfe asked Attorney Wheeler for clarification concerning the waiving of formalities to allow the City Electric bid to be included. Attorney Wheeler said he understood the bids were not made public before the City Electric bid was received so there was no chance for other bidders to know any of the quotes. Motion was made by Alderman G'Fellers, seconded by Alderman Vest and duly passed to waive the formality of the bid deadline due to the fact that bids had not been made public before the City Electric bid was received.

Mayor Wolfe said he applauded staff for recommending that we "cherry pick" the vendors based on the low cost bid on each item. Alderman G'Fellers asked if there would be any concerns from vendors if they did not receive the complete bid. Mr. Browning said he did not feel it would be a problem but he would check on that. Alderman Dickson said in the lighting plan there is reference to an "Item H" but he could not locate it. He said it would be fine to discuss this a later time. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to authorize the staff to "cherry pick" or select low bid vendors for individual lighting fixtures, to negotiate with individual low bidders when appropriate, and to verify the quality of equipment bid; put together a final summary of vendors and cost to send to the Mayor for approval, and to pay for fixtures purchased out of the existing McKinney Center capital outlay note.

Mayor Wolfe said the bid on the doors at the McKinney Center was not ready for discussion.

The meeting was adjourned.

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ABBEY MILLER, RECORDER

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KELLY WOLFE, MAYOR