

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

JANUARY 14, 2019

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, January 14, 2019, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing agenda was an Ordinance to rezone the property along East Main Street owned by the Philips heirs from R-1 (Low Density Residential) District to PRD (Planned Residential Development) District. There were no comments.

The next item on the Public Hearing agenda was an Ordinance to rezone certain property off Hillrise Drive from R-1 (Low Density Residential) District to PRD (Planned Residential Development) District. Dan Eldridge, 200 John France Rd., owner of the property, addressed the Board stating that he is planning to develop a community of 40 patio homes in the spring and part of his property is already zoned PRD, and he wants to keep the zoning consistent with the rest of his property. There were no other comments.

Mayor Vest closed the Public Hearing.

ABBEY MILLER, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JANUARY 14, 2019

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, January 14, 2019, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Adam Dickson led the group in an opening Prayer, and Phil Fritts led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Stephen Callahan, Alderman Virginia Causey, Alderman Terry Countermine, and Alderman Adam

Dickson. Also present were: Town Administrator Bob Browning, Town Recorder Abbey Miller, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Mayor Vest said he would like to pull Item 7-f – Personnel: Building Inspector to address separately. There being no further discussion for the Consent Agenda, Alderman Callahan made the motion, seconded by Alderman Dickson, and duly passed to approve the following items on the Consent Agenda:

1. The December 10, 2018, BMA meeting minutes were deferred until the February 11, 2019, Regular BMA meeting.
2. Approve the following December, 2018, bills for payment:

| <u>VENDOR</u> | <u>AMOUNT</u> |
|-------------------------------|---------------|
| A Plus Towing & Recover | 100.00 |
| A-Z Office Resources | 3413.99 |
| Advance Auto Parts | 272.68 |
| AFLAC | 2783.77 |
| Allan Dearstone | 23.00 |
| Allen Weems | 143.35 |
| Allison Outdoor | 200.00 |
| Alsco | 113.33 |
| Andy Oxy Company, Inc. | 190.00 |
| Angi Sheek | 13.00 |
| Archer Brothers Garage | 195.00 |
| Archer Electric Service | 3650.00 |
| Aulick Chemical Solution | 13802.10 |
| Auto Zone #2087 | 43.34 |
| B & H Sales | 618.37 |
| Bank of Tennessee | 8982.12 |
| Barbara L Bogart | 270.00 |
| Barnes Exterminating Co. | 40.00 |
| Blackburn, Childers & Stegall | 43500.00 |
| Blue Cross-Blue Shield | 83458.08 |
| Blue Ridge Medical Mgmt | 5522.00 |
| Blue Water Industries | 8461.86 |
| Blue 360 Media,LLC | 74.25 |
| Bobcat | 445.80 |
| Boomtown & Co. | 740.00 |
| Boones Creek Starter | 40.00 |
| Botach Tactical | 2399.00 |
| Branham Corporation | 63.74 |
| Budget Office Furniture | 322.98 |

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| Builders First Source | 13161.65 |
| Building Systems | 1389.75 |
| Cargill Incorporated | 12346.53 |
| <u>VENDOR</u> | <u>AMOUNT</u> |
| Celebrate | 125.00 |
| Central paper and Supply | 1521.06 |
| Central Salt, LLC | 188.96 |
| CenturyLink | 737.72 |
| Chappell's Pest Control | 50.00 |
| Cindy Lees | 9.60 |
| Cintas Corporation #202 | 690.31 |
| Cintas First Aid & Safe | 334.17 |
| City Electric Supply | 429.00 |
| Climate Changer | 425.00 |
| Coast to Coast Computer Ink | 99.99 |
| Comcast C/O 3PPP | 177.07 |
| Community Development | 3000.00 |
| Companion Life Insurance | 959.72 |
| Consolidated Pipe & Supply | 1993.81 |
| Core and Main | 2109.17 |
| Corechem | 781.00 |
| Courtney Cevallos | 150.00 |
| D.Todd Wood | 8100.00 |
| Debbie Alvis | 245.60 |
| Denis Dwayne Brooks | 700.00 |
| Diane Thompson | 16.00 |
| Dry Clean City | 145.00 |
| East TN Chemicals | 64.00 |
| East TN Rent-Alls | 580.00 |
| Ecosafe Landfill YA | 7163.22 |
| Electric Motor Repair | 79.05 |
| Erwin Utilities/Electric | 66.28 |
| Fed Ex | 19.72 |
| Fenco Supply of JC | 20.69 |
| Ferguson Enterprises #5 | 3176.43 |
| First Tennessee Bank | 3492.73 |
| Fleenor Security System | 330.00 |
| Food City | 157.20 |
| Foster Signs | 375.00 |
| Free Service Tire Co. | 212.76 |
| G & C Supply Co. | 24,729.56 |
| Gall's LLC | 7296.30 |
| Grainger | 1068.78 |
| Green Pastures Wholesale | 229.37 |
| GRW Engineers, Inc. | 165.94 |

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| Hayes Pipe and Supply | 239.49 |
| Heisse Johnson Hand Up | 132.21 |
| Henry Schein, Inc. | 193.98 |
| <u>VENDOR</u> | <u>AMOUNT</u> |
| Hunter Curtis | 675.00 |
| HY-Country Hydraulik | 56.38 |
| Industrial Scientific | 678.25 |
| Ingles #4205 | 555.72 |
| International Storytelling | 335.50 |
| James Wheeler | 7300.50 |
| James River Equipment | 1155.71 |
| JC Electric Co | 145.00 |
| Jefferson Sales South | 2259.20 |
| Jeri Jones | 84.80 |
| Jocelyn Jones | 47.20 |
| Jonesborough HRA | 7495.00 |
| Jonesborough Senior Center | 334.71 |
| Jonesborough Storytelling | 8.80 |
| Jonesborough Water Dept | 108.48 |
| Jonesborough/Washington | 3782.00 |
| JRT | 649.19 |
| Judy O'Hara | 12.80 |
| Kenneth Rawls | 18.36 |
| Kimball Midwest | 200.60 |
| Kingsport Publishing Co. | 1489.20 |
| Knock Out Chemicals, IN | 931.30 |
| Liberty National | 2249.56 |
| Logic I Engineering | 637.00 |
| Lora Darlene Hatley | 286.00 |
| Lowe's | 10503.81 |
| Madelyn Rohrer | 77.52 |
| Mahoney's Sportsman's | 262.09 |
| Mark D. Edmonds | 175.00 |
| Matthew Bender & Co. | 90.08 |
| Matthew Byrd | 20.80 |
| Medworks Occupational | 90.00 |
| Michael Braswell | 12.00 |
| Mirobac A/R | 283.90 |
| Miriam Blanton | 84.69 |
| National Meter & | 3320.00 |
| Networkfleet, Inc. | 1676.25 |
| Newman Heating & Air | 26.40 |
| News and Neighbor | 394.00 |
| Office Depot Business | 139.89 |
| Old School Auto Parts I | 2997.48 |

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|----------------------------|---------------|
| Olde Towne Hardware | 434.38 |
| Olde Towne Small Engine | 300.00 |
| Osborne Electric Inc. | 1025.55 |
| <u>VENDOR</u> | <u>AMOUNT</u> |
| Overmountain Press | 717.16 |
| Pace Analytical National | 1940.00 |
| Pamela Gail Johnson | 1115.36 |
| Pamela Jean Smith | 60.00 |
| Pardue Photographic | 520.00 |
| Parish Nursing | 655.00 |
| Peter Montanti | 39.20 |
| Porter's Tire Stores | 5254.80 |
| PPG Architectural | 102.47 |
| Print Distribution Serv | 1862.50 |
| Public Entity Partners | 44275.00 |
| Quality Trophy & Engraving | 516.10 |
| Red Wing Shoe Store | 100.00 |
| Reinhart FoodService LL | 59.00 |
| Retha Pugh | 84.69 |
| Ricoh USA, Inc. | 7260.87 |
| Ricoh USA, Inc. | 149.43 |
| Robin Goodman | 60.00 |
| Rosemary Edna McVeigh | 320.00 |
| Saratoga | 613.10 |
| Saratoga Financial | 9732.67 |
| Sesac | 63.84 |
| Shred-It | 47.73 |
| Snapp's Lawncare | 925.00 |
| Southern Seeding | 880.00 |
| Stafford Custom Graphic | 66.00 |
| Stowers | 835.41 |
| Summers Hardware | 2088.77 |
| Supplyworks | 3116.30 |
| Terminix Processing Cen | 169.00 |
| The Chamber of Commerce | 506.00 |
| The Stockpot | 91.31 |
| The University of TN | 4920.00 |
| Thomson Reuters – West | 170.91 |
| TN Dept of Labor | 55.00 |
| TN Dept of Revenue | 87.40 |
| TN Dept of Revenue | 1239.70 |
| TN Dept of Safety | 926.25 |
| TN Dept of Environment | 3460.00 |
| Town of Jonesborough | 7950.00 |
| Tractor Supply Credit | 33.98 |

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| Trane US Inc | 79.05 |
| Transunion Risk & | 51.00 |
| Treasurer, State of TN | 1380.00 |
| <u>VENDOR</u> | <u>AMOUNT</u> |
| Truckpro LLC | 61.48 |
| UETBOA | 30.00 |
| United Parcel Services | 182.58 |
| United Rentals | 67.98 |
| United Way | 240.50 |
| USA Blue Book | 1689.69 |
| Verizon Wireless | 3417.53 |
| Wash County Highway Dep | 25649.33 |
| Washington Farmers Coop | 1485.30 |
| Washington Farmers Coop | 8417.22 |
| Waste Management | 1342.30 |
| White's Auto Parts | 618.30 |
| William Beagle | 285.00 |
| Williams Electric | 2883.33 |
| Worldwide Equipment In | <u>257.60</u> |
| Total: | \$486,327.09 |

| <u>VENDOR</u> | <u>GENERAL</u> | <u>WATER</u> | <u>SANITATION</u> |
|----------------|---------------------|-----------------|-------------------|
| 91213-91373 AP | 192,717.67 | | |
| 91374-9183 AP | 8,421.95 | | |
| 91384-91396 AP | 13,323.37 | | |
| 91397-91408 AP | 35,395.02 | | |
| 91409-91413 AP | 3,303.25 | | |
| 91415-91421 AP | 18,121.34 | | |
| 91422-91441 AP | 13,593.46 | | |
| 91442 AP | 750.00 | | |
| 91443-91448 AP | 1987.76 | | |
| 91449-91452 AP | 5,745.22 | | |
| 91453-91455 AP | <u>2,033.65</u> | | |
| | \$295,392.69 | | |
| 58510-58611 AP | | 194,622.40 | |
| 58612-58616 AP | | 32,253.10 | |
| 58617-58623 AP | | 2,755.54 | |
| 58624 AP | | 53,898.52 | |
| 58625-58626 AP | | 1,605.69 | |
| 58627-58631 AP | | 8,309.26 | |
| 58632-58633 AP | | 188.82 | |
| 58634-58636 AP | | <u>1,416.14</u> | |

\$295,049.47

| <u>VENDOR</u> | <u>GENERAL</u> | <u>WATER</u> | <u>SANITATION</u> |
|---------------|----------------|--------------|--------------------|
| 8164-8186 AP | | | 22,138.44 |
| 8187 AP | | | 4,595.84 |
| 8188AP | | | 82.72 |
| 8189 AP | | | 95.00 |
| 8190 AP | | | <u>321.73</u> |
| | | | \$27,233.73 |

3. Approve the following Town Administrator Report:

The constant wet weather continues to be a factor in our collection system. We had some I&I problems associated with one of the pump stations in the Industrial Park area, and that issue was corrected. The elimination of the I&I also reduced flows in the two pump stations moving sewer flows towards Jonesborough. We have had some “high flow” levels in some of our pump stations, but no station overflows. We are able to deliver what is in our system to the Wastewater Treatment Plant. We have had a couple of by-passes of our effluent pump station, which means we are treating the waste and I&I coming into the treatment plant, but even using the equalization basins (to hold waste), we have more flow coming out of the plant than the effluent pump station can pump to the river.

Cobern Rasnick says he thinks we should be able to pump about 3.5 million gallons per day through the effluent line going to the river, but we are getting about 2.2 million maximum. Even that is about four (4) times what we normally flow. The problem is with the levels of I&I coming into the WWTP with heavy rain events; we are getting over 3 million gallons per day on occasion. As a result, Cobern Rasnick is working with GRW Engineering to see if we can pump more flow out of the effluent pump station. Mr. Rasnick feels we should be able to modify existing pumps to increase the flow. One factor in increasing flow to the river is the step aerator that is near the discharge point in the river that puts oxygen back into the effluent before it flows into the river. We cannot increase flow without making sure we meet required oxygen levels at the same time.

We are not solving I&I problems by working to increase flow from the effluent pump station. It is working around the I&I flows to avoid violations until we bring I&I under control. By putting in the back-up diesel pump associated with the influent pump station, we have solved overflow issues on all pump stations before sewer flows enter the treatment plant itself. Cobern Rasnick is working with GRW to see if we can work on the discharge side of the plant operation to avoid violations while we work on reducing I&I.

Current Projects – The sewer construction staff is working on the sewer connections to the Fleet Maintenance Facility and the Wastewater Building. This should take between 2-3 weeks to complete. The manholes being put in place

for the Fleet Maintenance Facility are being located where they can accept a gravity flow line coming from the 5-Points traffic circle area that would eliminate the 5-Points sewer pump station. (Note: We have already eliminated two pump stations.)

After the new buildings are connected to the sewer system, the construction crew will move to extending sewer at S. Cherokee St. and Stage Rd. Then the crew will move to Boones Creek Rd. and a reworking of the sewer line there under the SR-354 highway. If the Wakefield Village Agreement is approved, I do not believe the construction crew is necessary to bring the Wakefield sewer pump station up to standard.

Water

With the constant rain events, Water Treatment staff have had to deal with high levels of turbidity. They are doing a good job, and we have not had any major problems. Mark Brumback is periodically working on the long-range improvement plan for the treatment plant that potentially involves a change in our existing filters to charcoal as a phase and additional Paul Membrane Filters as a follow-up phase.

By-Products Reduction – We had really good results in our quarterly by-products test results taken in early December. That is great. Mark Brumback and Mike McCracken are looking at some in-line reduction methods that might be useful with the dead-end lines that have few customers, which are the most likely locations for by-product build-up.

Water Loss – The Distribution crew is working on E. Main Street, constructing a new ductile iron line down the northside of E. Main Street (11E side) from the location where our 24” ductile iron line crosses E. Main Street east of Vines Drive. The crew will construct the new 8” ductile iron line down past the new entrance to Vines Drive Subdivision past the location that recently “fell-in” on E. Main Street. The street in this area apparently fell in because of a sink hole. The Street crew filled the hole with gravel but did not repave the area. We are going to pull the small gravel back out and with a combination of flowable concrete fill, fabric and a combination of different sized stone, seal the sink hole so that it will not drop out in the street again. I believe this is the second time an area close to the location has dropped out. We want to get the new ductile iron water line past this point before the street is repaired correctly. We will tie in services to the new line, so we want to repave everything at the same time. This ductile iron line is replacing the 8” cast iron line on the southside of the street that is 80 years old and has been breaking fairly regularly along E. Main Street. Once we get all the houses tied into the new line we are extending now, our goal is to build the new line all the way down to Longview Ave. above the Senior Center.

Transportation

Jackson Blvd – Boones Creek Rd Intersection – The project is complete. The signage related to the 30mph speed limit has been installed.

Persimmon Ridge Road & W. Main Street – Project is complete.

Franklin Ave – Project is complete, but we need some striping at the top of the hill near the entrance to the McKinney Center.

2nd Ave and Jackson Blvd – Still trying to work this project into the schedule.

Paving. – The County asphalt plant is closed. We will get pavement from Summers-Taylor and pave the area around the Fleet Maintenance Facility and Equipment ourselves. However, will still have grading and gravel work to undertake first, and the area has to dry up first to get it in shape for paving.

We need to re-pave the area on E. Main Street where the surface fell out due to a sink hole. We have to properly seal the sink hole first.

Grants

LPRF Grant – We are ready to take down the equipment shed at the existing garage that has to be removed in order to begin grading and filling. We will take down the shed carefully, labeling sections so we can build it back at the top of the hill above the Recycling Center. The shed is in good shape, and our plan calls for an equipment shed at the top of the hill at Recycling for equipment we do not use very often. The fuel island and tanks have to be moved as well, and we have been working the last two months on the plan to install a new fuel island operation at the Recycling Center. We are close to getting this plan put together. Staff has been clearing out the second-floor storage area at the existing garage.

CDBG Façade Grant – The marquee and signage for the Jackson Theatre was bid out again, and will still receive one bid. There is an agenda item approving the bid subject to funding agency approval.

Jackson Theatre – The fire suppression bid from East Tennessee Sprinkler has been approved by Rural Development, and East Tennessee is supposed to be working on shop drawings that have to be approved by the State Fire Marshall's office. We want East Tennessee to put in the piping needed for the Stage Door building as soon as possible, but the plans for all three buildings have to be submitted and approved first.

Herman Archer is working on the electrical in the Stage Door building. The framing work on the first floor is essentially complete, and the second floor is in as well. The Carter County Crew is working on the Fleet Maintenance Facility while electrical work is underway. We need to raise the back section of the roof in the Stage Door building, and we cannot do that without some decent (not

raining or snow) weather for at least a week. The Carter County Crew will return to knock out the roof work if we get a break in the inclement weather.

We are waiting on approval from Rural Development on the structural steel bid. Again, the Marquee and Jackson Theatre sign bid is on the January meeting agenda. Rural Development staff has been furloughed because of the federal in pass, so who knows when we will get the okay to move forward.

Maintenance Buildings Project – The framing in the Wastewater Building is essentially complete as well as the electrical work. They are ready to put up sheet rock. The second-floor storage area is in place and quality shelving is in place all around the exterior of this space. The shelving is military surplus. Safety railing up the steps and on the open edge of the second floor is in place. A good bit of the duct work has been put in place by Raymond Yoakley. We have the heating/cooling unit on site, and heating fans have been installed in the bay area.

In the Fleet Maintenance Facility, a lot of the framing is complete and some wall sheeting installed. The transformer pad is in place, and conduit is being put in place for utility installation. A lot of the flooring on the second-floor area of Water Distribution has been installed.

The quality of the buildout work in both buildings is excellent. The buildings are going to be outstanding and there will be a 40-50-year impact. We are frustrated with our lack of ability to clean up and complete the outsides of the buildings. The weather continues to be our major roadblock. It looks like we are making no progress because of the outside condition, but we are making some good headway inside on both buildings.

JRT Wearhouse – This structure is under construction. The rafters should be in place today, and the contractor will start roofing and siding this week. Our staff is currently stubbing in utilities and conduit.

Community 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:

Although December was a short month with respect to holidays, we were still able to get a lot accomplished. As you are aware, I pulled the Inmate Crew from the Stage Door to begin work on the offices at the Fleet Maintenance Building. We were at a point at the Stage Door that we felt we couldn't continue further work on the inside of the building as we need to raise the roof on the back section of the building. Unless we have at least two good weeks of dry weather, we were just afraid at this point to attempt it.

Work has continued at Stage Door though. The electrician has been wiring the entire building while the inmate crew is away. I ordered both electrical panels for the building as well; however, there was a delay in production and they will not arrive until January 14, 2019.

When we are able to bring the inmate crew back to the Stage Door, we will be able to begin the finish work once the roof is raised as the wiring will already be in place.

Work has continued on the Fleet Maintenance Building. The "rough-in" construction of the downstairs tool storage room and the Fleet Maintenance Director's Office has been completed. The "rough-in" construction is also completed on the first-floor office space and construction will begin the week of January 14, 2019 on the upstairs space.

All the underground electrical and communications conduit has been installed on the exterior of the building as well. I also have the Street Department and the Wastewater Department completing all utilities and final grade at the site. This is to be completed by the end of January 20129.

The Water Distribution Department has moved their materials from the storage shed at the current garage to the new storage shed. We needed to get this material moved in order that we can begin to remove the storage building at the current garage before construction can begin on that park. We will just have to move the material out of the way at a later date in order to pave.

I have participated in numerous meetings regarding the new fuel site. I believe we are nearing a point in which we can get this project started; hopefully by the end of January.

Toward the end of December, a large hole fell out on East Main Street near Vines Drive. We experienced a similar problem in the yard next to the roadway last year. I requested an inspection by a soil engineer and he has determined that this is a sink hole. That was certainly my fear; however, I needed to be sure in order to safely and effectively make the correct repairs.

I have consulted with Todd Wood and we feel this project will take at least one week of dry weather to complete. The short version is we are going to have to remove the stone that has been dumped in the hole, find the "throat" of the sink hole, properly plug it, then properly fill and compact the area prior to resurfacing the roadway.

Again, this repair will take approximately one week of dry weather. While this repair is taking place, we will have to close the roadway to traffic and we will not be able to re-open it until the repair is completed. It will be an inconvenience for the neighborhood, but we have Forrest Drive and Headtown Road that intersects with Jackson Boulevard at a traffic signal. Traffic can be re-routed down these streets until the repair is completed.

I met with Mike McCracken and requested he get started on replacing the old cast iron water line along Main Street with the 8-inch ductile iron line. This project was approved for the 2018/2019 budget year. I requested they begin at the 24-inch main and work their way back toward the Senior Center as I wanted the water line in place prior to repairing the sink hole.

Director McCracken was able to make that happen and work has begun on this project. At the rate they are progressing, the water line will be replaced prior to the Street Department making the necessary repairs to the sink hole.

I was contacted by BrightRidge at the end of November requesting lane closures downtown to pull fiber optic through their underground conduit. They wanted to begin this work in December, but I put them off until January, they began their work on January 02.

On Wednesday, BrightRidge ran into a problem with their conduit and requested the crosswalk be taken up across Main Street at Old Town Hall. I refused at the time unless all other options failed. We were able to make a cut in the asphalt between the manhole and crosswalk and make the repairs without removing the crosswalk. They are back on track to finish the fiber optic installation downtown. They are hopeful they can finish by the end of next week.

We had a difficult year with respect to the completion of projects in 2018. A recent report indicated that 2018 was the wettest on record for our area. We are certainly hoping this trend does not continue into 2019. We still have numerous projects to begin and complete and the weather has made it difficult on us this past year.

Finally, I wanted to point out the different look of Joshua Cloyd's application. I met with Terry Alexander and Whitney Williams in early November regarding the Town doing more, or at the least do a better job, of posting job listings on the Town's website and social media outlets. It was also discussed that individuals wishing to apply should be able to apply and submit an application on line.

I am of the opinion that a large job market is missed by only advertising our job openings in the Johnson City Press. A vast majority of our target audience do not get their news from the printed news media. They get it from the web or through social media.

I am happy to report that not only did Joshua Cloyd get the job information on line; he was able to complete and submit the application on line. That is the reason his application looks so much different than the traditional applications you are used to seeing. I certainly see this as a plus for the Town.

PROJECTS PENDING

1. **Bridge Replacement @ Main Street Café**

2. Complete Franklin Avenue Project (500' of tile, 3 catch basins, move waterline to west side of street, curb, & pave)
3. Complete grade work at McKinney Center
4. Move Garage operation to Rosenbaum property and/or old Wastewater facility
5. Renovate or permanently close camp site
6. Replace or repair Visitors Center sign
7. Paving list
8. Stage Door Renovation
9. Remove any and all signage in town and/or repair
10. Replace signage on 11-E to MUTCD standards
11. Plan to replace remaining cast-iron line on East Main with DI. (We should at least replace line from Clay up to Franklin and tie onto new line up Franklin prior to constructing speed table.)
12. Resolution of Public Safety radio problems
13. Resolution on County fire service
14. Resolution on RMS system for police
15. Landscape the McKinney Center
16. Pave rest of street and parking area @ Willow Creek
17. Construct new speed table for sidewalk at Main and Franklin
18. Stripe new stop configuration at Franklin and Main
19. Repaint most speed tables and intersections
20. Construct spaces at Wastewater for salt, mulch, and/or compost
21. Construct speed table on Spring Street
22. Replace speed tables on South Lincoln Avenue
23. Construct speed table on Main Street west of Second Avenue
24. Repair all speed tables downtown
25. Construct sidewalk and/or trail on Main Street from Clay Ave. to Forrest
26. Construct drainage on North Cherokee down High Street (Property flooding)
27. Construct retention wall @ Senior Center
28. Construct park @ Senior Center
29. Construct brick and granite sidewalk from Main Street down Second Avenue to Depot
30. Move Jackson sign from Oak Grove to Second Avenue
31. Re-construct Oak Grove Road after water line replacement
32. Construct or install over 1,000' of drain tile, various catch basin installation, stone, curbing and asphalt to widen Shell Road to County line and correct drainage issues
33. Replace or repair scales at Wastewater plant
34. Adopt Boones Street landscape plan and implement
35. Move DAR sign @ Main & Second
36. Jackson Theatre project (Personnel – cleaning)
37. JRT Renovation
38. Construct bridge in park @ Stage Road Park
39. Demolish Mears house and construct storage facility

40. Repair deep drainage basin on Forrest
41. Drainage project @ Dean Chestnut's property
42. Pave parking lot @ Persimmon Ridge park
43. Construct utilities @ Firing Range
44. Construct additional parking @ Town Hall at a minimum if we are not going to expand public safety any time soon
45. Repair and/or replace sidewalks on Main Street west of Second Avenue
46. Replace sidewalk on Oak Grove Road
47. Repair sidewalk @ Slemmons House (?)
48. Restripe Parson's Table parking lot
49. Construct handicap spaces on Fox Street
50. Construct turn lane at property on West Jackson near Persimmon Ridge
51. Construct left turn lane into Meadow Creek off Hwy 81N
52. Restroom construction @ Train Depot (?)
53. Construct ramp @ Storytelling Center off Cherokee
54. Replace medians from Lowes east to Headtown Road
55. Landscape triangle on Jackson in front of Bank of Tennessee
56. Landscaping @ Barkley Creek Park entrance on Main Street
57. Replace trees in Post Office sidewalk planters
58. Design and install Town limits signs for major and minor arterial routes into Jonesborough
59. Construct connector road from North Cherokee to Smith Lane (future project)
60. Construct right turn lane on Jackson @ Second Avenue
61. Construct frontage road behind Medicine Shop
62. Drainage problem that has never been corrected at Headtown/President's Way/East Jackson
63. Construct Dog park on Rosebaum site
64. Pave parking lot and construct sidewalks and curb @ Senior Center/Town Garage
65. Repair 27' of sidewalk in New Halifax
66. Re-evaluate drainage repairs in Walnut Grove
67. Flow fill sink hole in Water Park
68. Removal of large maple tree on common area of New Halifax across from Senior Center
69. Reconstruction of A-frame roof section in Christopher Taylor Cabin
70. Construct left turn lane into Dollar Tree
71. Easement Improvements on Fourth Avenue to Wastewater pump station
72. Bridge Replacement @ Barkley Creek
73. Complete renovation of Storytelling Center (downstairs)
74. Drainage and widening project @ Woodrow & Second Avenue
75. Construct speed tables on Scott Lane
76. Construct stone shoulders on Scott Lane
77. Repair curbing for drainage issues in Timber Ridge Subdivision
78. Construct guardrail on Spring Street (Contract)
79. Repair guardrail @ Forrest and Old Boones Creek (Contract)
80. Curb cut at Old Stephenson House (Billington) (Brick repair by Jim Gouge)

81. Construct curbing and/or sidewalk from Central School Board office to Main Street on Dr. Kennedy's property (perimeter flooding issues)
82. Replace roof @ Visitors center (Contract)
83. Construct remaining walking trail @ Persimmon Ridge Park
84. Get truck route signage fixed
85. Comcast removal of poles @ Library (Contract)
86. Repair yard @ Nansee William's residence

COMPLETE
STARTED

Water Distribution

FYI a list of line extensions and etc. are listed below.

1. Subdivision by Wolfe Development off Vines Drive in planning stage. This project will consist of six-inch water main. **(Project Started 09/04/19)**
2. Three Inch meter connection to the JRT on Main Street. **(Materials on hand)**
3. ST. RT. 353 Water line replacement, Plans expire Dec. 21st of this year. This is a feed to the New Office location near Judge Vines Drive. This is very important connection that needs to happen. 400 feet in length.
4. Hwy. 11-E / Precision Blvd. – Stockyard Road at the Industrial Park. This connect will be connected to the Stockyard line to make another feed to the Industrial Park. These plans expire July 5th 2018. Total footage 1,800 feet with a 12 inch bore under Hwy. 11-E. **(Had to renew permit for an additional year.)**
5. The new city garage off of Old State Rt. 34, relocating of 1,535 of six-inch water main.
6. Carter S/D, off Slate Hill Road, 3,160 feet of six-inch water line to be installed. Plans approved. **(This project has received state approval. Town has not received payment to purchase material or begin installation.)**
7. Roy Phillips Road, water line extension, in the design stage, total length 260 feet. **(In design)**
8. West Hill Drive, water line extension for Abounding Grace Church. In the planning stage. We have the permit for the road bore from TDOT. Total footage 820 feet. **(Casing has been installed under road, connection has not been made as material and installation has not been paid.)**

9. West Main Street from Oak Grove to North 3rd avenue, material purchased, plans approved. Total footage 600 feet. **(Had to apply for an extension. Plans approved, materials purchased.)**
10. Thornburgh Hills Road off Bowmantown Road, this is a County project. Total footage 1,890 feet in length. **(Material purchased, no TDEC approval yet.)**
11. East Main Street from Forest Drive to the 24-inch connection. Total footage 2,120 feet. Material purchased, working on plans for TDEC to approve. **(Materials purchased, awaiting plans from Nashville.)**
12. East Main Street from Longview Ave to Forest Drive, total footage 1100 feet. **(Materials purchased working on getting approved plans through TDEC.)**
13. East Main Street to South Lincoln Ave. water line replacement, this is in the Budget this year, total footage 1,700 feet, if approved. **(Materials in storage.)**
14. Russell Circle galvanized replacement in this year's budget, total footage 1,020 if approved.
15. Grandview Drive galvanized replacement in budget, total footage 360 feet, if approved.
16. Campground, not sure what that may involve. **(Materials on hand)**
17. We are currently working with GRW on making Zone 1 larger with a PRV installed somewhere on Old Stagecoach Road Area. **(State approval received, in budget process for 18/19)**
18. Water line for the Jonesborough Fire / Police Department for training off Persimmon Ridge going to the water tank.
19. Sliger Road off Spider Barnes Road water line extension, 1,680 feet, paid in full with approved plans. Tenn. one ticket call for utilities to be located. This is for Mr. Caple who is building a home, waiting on the line to be installed.
20. Taylor Bridge Road line extension off Jackson Bridge Road, for Joe Wilson and Jason Day. Plans approve, paid in full with 300 feet of pipe.
21. Taylor Drive off Sycamore Drive, 380 feet in length. This line extension is paid in full and material has been bid out, with approved plans. Jack White has his service line installed waiting on Jonesborough. Waiting on material to arrive.

22. Sliger Road / Sliger Drive off Treadway Trail. This line extension is 4,200 feet in length. We have around 1,000 feet installed. It has two 12-inch bores on this project. It is funded by Washington County. (Appx. 70% complete.) (The crew hit rock and is going to have to rent a rock hammer.)
23. Eden Estates off Sugar Hollow Road for Kelly Wolfe. This is in the planning stage consisting of 1,345 feet of water main. Roads will be cut in the near future for this project. **(Awaiting plans.)**
24. Boones Creek / East Jackson Blvd. TDOT project. We have 400 feet to relocate, once a decision is made pertain to the bridge going to the Dollar Store. We have already relocated several water valves and water meters, on this project.
25. Fire Hydrant installation at intersection of Rhudy Lane. (County approved and paid for materials. Installation complete)

We currently have a total of 170 yards that need to be sown back due to line repairs and extensions. This doesn't include the meters, taps, work orders etc. on a daily basis. Water Distribution began working on the yards the week of September 04.

Complete
Started

5. There were no Committee Reports submitted.
6. Approve the following Supervisor Reports: Fire Department, Building Inspector, Water Distribution, Director of Tourism & Main Street, Recreation/Water Park, Water Treatment Plant, Visitor Center Manager, Solid Waste & Recycling, Police Department, McKinney Center, Environmental Services/Wastewater, Street Department, Animal Control, Fleet Maintenance, Event Coordinator, and Marketing Director.
7. Accept the following personnel actions:
 - 1) Resignation of David Parrott, Custodian/Maintenance, effective December 19, 2018;
 - 2) Resignation of Jason Bailey, Water Distribution Worker, effective January 17, 2019.
8. Approve the appointments of David White and David Searles as Wastewater Collection System Operator 1, Grade 2, Step 1 (\$22,381), subject to all pre-

employment conditions including having a Tennessee driver's license, a WorkSteps evaluation and clean background checks.

9. Approve the appointment of Joshua Cloyd as Water Equipment Operator II, Grade 7, Step 10 (\$37,270), subject to all pre-employment conditions including WorkSteps.
10. Approve the promotion of Shane Atkins as Fleet Maintenance Director, Grade 18, Step 1 (\$48,854) and authorize staff to advertise for a Mechanic I position.

Mayor Vest addressed item 7-f Personnel: Building Inspector position which was pulled for discussion from the Consent Agenda and asked the Town Administrator for his recommendation. Mr. Browning said he is recommending that JW Greene be hired as full-time Building Inspector at the same compensation level Mr. Greene was paid when he retired in May, 2018, plus the 3% increase all employees received as of July 1, 2018, effective January 1, 2019. Mr. Browning said Mr. Greene came back to work full time on January 2, 2019, and it would be good to give him the paid New Year's Day holiday, and having him back full time is well worth paying Mr. Greene for the holiday. There being no further discussion, Alderman Causey made the motion to approve JW Greene being hired as the full-time Building Inspector at Grade 16, Step 11 (\$59,552) retroactive to January 1, 2019, paying him for the holiday. The motion was seconded by Alderman Callahan and duly passed. Mayor Vest said he was pleased to have Mr. Greene back.

The next item on the agenda was the approval of the Financial Report. Mayor Vest said it looks like there has been a modest sales tax increase compared to past years. He said sales tax has increased 6.5% or \$40,000 over last year. Alderman Dickson said the Chuckey Depot and the Repertory Theatre are doing well and added that there has been good marketing for those venues. Mayor Vest said Brews and Tunes which will be coming back this year has been a great event for our Town and maybe we can improve the event with selling t-shirts. He said MOTS is a great event and added that the profit was down a little bit in 2018 and said he feels there are some areas that can use improvement. There being no further discussion, the motion was made by Alderman Callahan, seconded by Alderman Countermine and duly passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Vest said the first item under Mayor's Communication was the recognition of two very special people who have been nominated for the Governor's Volunteer Star Award for Washington County; first, Karen Childress, who does great work at the Jonesborough Locally Grown which is a great venue for our Town and where Ms. Childress puts in a lot of effort that has led to an expansion of the facility; Jonesborough is very fortunate to have her. Mayor Vest said the second nomination is Makayla Campbell who is a member of the Jonesborough Middle School Council and has done great work in the Builders Club. Mayor Vest congratulated both nominees and thanked them for their service and dedication to the community.

Mayor Vest recognized Lieutenant Chason Freeman and Firefighter Corey Tittle for passing on the first try the difficult exam for Fire Inspector I Certification for the State of Tennessee. He congratulated them on a wonderful achievement.

Next, Mayor Vest announced a Proclamation for School Choice Week in Jonesborough. He said many times he is asked what's happening with the Jonesborough schools, and he answers that the Town really doesn't have any control over what happens with the schools because the County oversees the school system. He added that whatever the School Board decides to do, we will support their decision, and he is sure the educational future will be bright for the children here in Jonesborough. Mayor Vest then read the following Proclamation:

INSERT PROCLAMATION:

Next, Mayor Vest congratulated Jeff White on his promotion to Sergeant and said Sergeant White has been a very valuable member of the police force. He added it's a tough job and the people in Jonesborough are comforted by all our Police Officers do for the Town.

Mayor Vest asked Mike Hyatt to come forward to accept the January, 2019, Employee of the Month Award. Mayor Vest read the following nomination letter from Mike McCracken:

INSERT LETTER

Mayor Vest thanked Mr. Hyatt for his hard work and dedication to the Town. Mr. Browning added that Mike McCracken, Artie White, and Mr. Hyatt have seen how far the Town has come in 36 years and these men and some of the other water workers are the ones who got us where we are today.

Mayor Vest thanked the Street and Police Departments for getting the 30 mph signs up along Boones Creek Road. Mayor Vest said it will be an adjustment getting used to the lower speed limit at this location. He added that there were some great events in Town for Christmas; he enjoyed the party with the Heritage Alliance at the McKinney Center, and he'd like to see a New Year's Eve celebration in the future.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had anything they would like to address.

Alderman Callahan thanked Melinda Copp and her staff for an awesome month of events in December, 2018. He said it was great for the local businesses.

Town Attorney Comments was the next item on the agenda. Attorney Jim Wheeler said there was one new litigation matter, and he hoped it would be resolved soon.

Mayor Vest asked if there were any citizens or water customers who would like to make comments at this time. There were no comments.

The first item under Old Business was an Ordinance to rezone property along East Main Street owned by the Phillips heirs from R-1 (Low Density Residential) District to PRD (Planned Residential Development) District. Alderman Causey made a motion to approve on second and final reading the Ordinance rezoning parcels 269 and 270 on Washington County Tax Map 052, property off East Main St. in Jonesborough, from R-1 (Low Density Residential) District to PRD (Planned Residential Development) District, as presented. The motion was seconded by Alderman Dickson and duly passed.

INSERT ORDINANCE

The next item under Old Business was an Ordinance to rezone the Eldridge/Randolph property off N. Cherokee Street from R-1 (Low Density Residential) District to PRD (Planned Residential Development) District. Alderman Countermine made a motion to approve on second and final reading the Ordinance rezoning parcel 31 on Washington County Tax Map 052 from R-1 (Low Density Residential) District to PRD (Planned Residential Development) District, as presented. The motion was seconded by Alderman Callahan and duly passed.

INSERT ORDINANCE

The next item under Old Business was an action concerning approval of sign bids for the Jackson Theatre project. Alderman Callahan asked if Foster Signs declined to bid. Mr. Browning said he doesn't think they have the license needed for this project. Mayor Vest said it is always nice to have three or four bids, especially with jobs in the \$100,000 range, but sometimes companies have limitations. Mr. Browning said Snyder Signs is one of the best around, and they are very capable of doing a great job; they've done signage for many theatres in the area and even do work out of the state. Mayor Vest agreed they are one of the best companies around to do the job. Alderman Callahan made a motion to approve the low bid of \$110,484.00 received from Snyder Sign Company to construct and install the marquee, vertical sign and related façade improvements associated with the Jackson Theatre renovation project, to be paid for through existing grant and Rural Development funding, and authorize the Mayor to execute all related documents including the contract, subject to receiving funding agencies' approval to proceed. The motion was seconded by Alderman Dickson, and duly passed.

Mayor Vest decided to skip the next item under Old Business concerning the Recreation Management positions and go back to it after addressing the last item under Old Business, the Agreement with the Wakefield Village Homeowner's Association related to a sewer pump station. Mayor Vest said this is something we discussed with Mr. Marney in a previous meeting. Mayor Vest asked Town Attorney Jim Wheeler if there was anything else we needed to be concerned with. Mr. Wheeler said we need to make it clear that sewer fees will be added if connected to the Town's sewer system in

the future. Mr. Browning asked Mike McCracken if he knew if there are individual meters there already. Mr. McCracken said the meters are not on a master meter and can be billed individually. He added that homeowners of Wakefield Village are probably paying sewer fees already since they are in the city limits. Terry Counterline made a motion to approve the final sewer pump agreement with Wakefield Village Homeowner's Association and have it sent to the Wakefield Village Homeowner's Association for their review and execution. The motion was seconded by Alderman Callahan and duly passed.

Mayor Vest moved on to discussion and possible action concerning the Recreation Management positions. Mayor Vest said Ms. Conger is breaking our hearts by resigning her full-time position with the Town, but she is taking care of her family, so the Town understands that and values everything she does for the Town and has done for so many years. He said the recommendation is for Matt Townsend to be the Assistant Recreation Director of Parks and Athletics, at Grade 18 Step 5 (\$54,986), for which Mr. Townsend is certainly qualified. Mayor Vest said the next recommendation is to create an Assistant Recreation Director – Arts and Special Events, which is up for discussion, and the third recommendation is for a Recreation Capital Project Planner to oversee several projects coming up that are very important to the Town; we will have the new park behind the Senior Center, the new dog park, planning for the Jackson Theatre and Stage Door, and Bob Browning cannot do it all. Mayor Vest added that Mr. Browning is recommending that Ms. Conger be hired in a part-time position to help with those projects. Mayor Vest said he is looking through these recommendations and he feels that when a full-time staff member requests to be moved to part-time and you allow them to move to part-time without an effective reduction in their hourly rate, in the future you will have more staff members wanting to do the same, so we need to decide if a full-time employee goes to part-time, should that lower his or her hourly rate. Mayor Vest said after looking through what is being recommended with this position, he feels the recommended hourly rate is higher than what he would expect, but he'd like to see what the Board members think. Mayor Vest said after reading over Mr. Browning's recommendations, he doesn't agree that the changes will result in an annual savings of \$7,000 under what is currently budgeted because he doesn't think that takes into account that there has to be a new Water Park manager hired at a cost of at least \$10,000; he does not see how this plan would have any savings. Mr. Browning said he sent a memo to the Board detailing this plan with the Water Park manager for 24 weeks based on someone coming in at entry level without paying family benefits. He said the grade level depends on who applies and their experience. Mayor Vest asked Mr. Browning what he thinks the Water Park manager will cost. Mr. Browning said he didn't have the breakdown with him but it was in the neighborhood of a Grade 16, Step 1 for 24 weeks which is a little over \$24,000. Mayor Vest said he'd be interested in seeing how the savings will be realized.

Mayor Vest asked the Aldermen for their comments. Alderman Causey said she feels that Matt Townsend should be made Recreation Director over the areas specified in the revised job description at Grade 18, Step 5. Ms. Causey said she feels the Assistant Recreation Director for the Arts and Special Events should be put on hold at

this time, but let the McKinney Center staff oversee the arts and then re-evaluate this position in three to six months before we hire another director. She said that would save some money which can be used to hire a couple of seasonal workers to help with park areas and green spaces. Mayor Vest thanked Alderman Causey for her opinion, and he asked if any other Aldermen had any thoughts. Alderman Callahan asked Mr. Ford for his input on the recommended re-structuring of the Parks and Recreation Dept. because the employees would be answering to Mr. Ford on a daily basis. Mr. Ford said he's had some discussion with Mr. Browning this past week with respect to this recommendation and there are very distinct differences from what goes on in the arts opposed to what goes on with the Water Park, athletics, and the green spaces and typically there are different personalities doing these jobs. Mr. Ford said if you look at the eight full time positions in Parks and Recreation, seven of those positions have some type of title. He said he believes Matt Townsend deserves the title Recreation Director. He added that at budget time it has come up over the years that there are more workers needed for the upkeep of these spaces, especially when we are adding additional parks at the current garage site as well as the dog park. Mr. Ford said the amount of green spaces that have been added since he has been in his position have greatly increased without increasing staff to maintain them. Mr. Ford said separating the positions of arts and leisure from athletic programs and green space maintenance is a wise decision going forward, but it's just when you add a position that is being paid roughly \$50,000 a year, you could add two employees paid at a lower salary at Worker I positions who would help maintain those parks and green spaces. Mayor Vest thanked Mr. Ford for his comments and said he agrees with the need to separate the recreation duties, and the Board needs to decide the best way to do that. Alderman Countermine said we definitely need to have two areas. He said he has been on several boards in these areas and finds that people who work in the arts think differently and should be managed differently. Alderman Countermine said he feels there needs to be the restructuring in the Recreation Department recommended by Mr. Browning. He said supervisors recommend to the Operations Manager and the Town Administrator what personnel actions are needed. He said he feels the Board should approve the recommendations on personnel as presented but not make the decisions about who is hired. He said if Mike McCracken has someone he wants to hire, then the Board should approve who is being recommended for hire. He said the Town Administrator and staff over the years have done a wonderful job, and he feels the staff knows best when hiring employees.

Alderman Dickson said he supports the recommendation based on the economic development of the arts and downtown. He said the arts and downtown activity have been very positive and continue to grow. He said the proof is what we just saw in the Financial Report; we've just begun seeing the progress and will see more once the Jackson Theatre is up and running. He said former Alderman Sell always emphasized we need a game plan in place for the Jackson Theatre and that it will be an anchor for downtown. He said we need to cultivate and build on the arts and to embrace the arts as an economic development tool. He said it would be wise to have a Director of Arts and a Director of Park Maintenance.

Mayor Vest said one thing to consider is if we split the recreation positions, are we going to be effective. Mayor Vest said Ms. Conger has done a very good job but as the Town has grown, that splitting up the duties may be wise. Mayor Vest said he doesn't see there is a savings with what has been recommended. Mayor Vest said if we have two positions making over \$50,000 each, and we have a Capital Project Planner making over \$32,000, we're looking at \$136,000, and in the budget, there is \$134,000, which is close to breaking even but does not account for the hiring of a Water Park Manager, the cost of which will be split between this year's budget and next year's budget. Mayor Vest added we are basically trading two positions for three positions in the \$136,000 range, and then adding a fourth position with increases year after year. Mr. Browning pointed out that we are not filling Bobby Oliver's position which was a \$40,000 position. Mayor Vest pointed out that Mr. Browning has presented a break down scenario without the additional Water Park Manager. Alderman Countermine said we need to grow and that costs money, and we certainly have grown in the last 15 years. He also said the Parks and Recreation Department has grown and we want to provide more services so that will cost more money. Alderman Callahan said Mr. Browning said the Town will be reducing Ms. Conger's wages as part of this, but he said he is trying to determine where she started and where she will end up as far as her wages are concerned. Mr. Browning said the reduction in salary and benefits will save around \$40,000. Mayor Vest said the savings will depend on the salary level of the person that gets hired as the Assistant Recreation Director for the Arts. Mr. Browning said he factored in the new Assistant Recreation Director coming in with the most expensive benefits package which includes family health coverage. Mr. Browning said with hiring a seasonal Water Park Manager, there is savings since this position will not have benefits, including health insurance which runs about 30 percent of salary. Mr. Browning said he calculated the savings and would be surprised if they weren't accurate. Mayor Vest asked Town Recorder Abbey Miller if she sees this as a savings. Ms. Miller said that in the recommendations being made everyone is in a supervisory position and we need to look at the compensation plan as a whole because having all of these positions in higher pay grades without a thorough vetting of the position, puts the plan at risk. Mayor Vest said we need to be careful not to make exceptions. Ms. Miller said the issue is Ms. Conger's position at Grade 18 Step 4 with an hourly rate of \$25.67; no employee in a part-time position is paid at this grade level.

Alderman Callahan suggested since Matt Townsend has a lot of experience with the Town, he should have a slight increase in his wages. Alderman Callahan questioned the Town hiring a new person at a high-grade level. Mr. Browning said it is best to hire someone with experience and with the capabilities to carry out the duties of an arts director, and it would be a step back to not hire a qualified person because there is a lot at stake, and we should not hire anyone until we find a qualified person that has the background to supervise. Mr. Browning said he agrees with Mayor Vest that we should separate the responsibilities so we can improve the different areas of Recreation. Mr. Browning said Ms. Conger has been spread thin with all the different areas she managed and that it's to the Town's benefit that we separate the areas so we can improve them. Mr. Browning added we are looking to hire a supervisor who can be with us for the long term and that it's not just for supervising, but someone providing

support and ideas to expand the programs. Mr. Browning said he spends a lot of time working on the arts side including the JRT and has been having discussions about how we move things forward. He said we need to have the right people in place, and then it doesn't matter if he is here or not. Mr. Browning said he is looking at the long term to set up the support our staff needs, and he provided the Board with what he feels is in the best interest of the Town. Mayor Vest said if we find someone new, we should not necessarily bring them in at the same grade as someone who has worked for the Town for ten years, and asked if we can bring a qualified person in at a Grade 15 and not commit to a Grade 18. Mr. Browning said we need to try to hire someone qualified enough to go into a Grade 18. Mayor Vest said we are splitting the responsibilities of the Recreation Director into two positions, so there will be fewer duties than what Ms. Conger had. Mayor Vest said he sees no savings in this proposal and by adding more supervisors and hiring a Water Park Manager, it will cost \$50,000 more year after year. Mayor Vest said he is certainly okay with splitting Recreation duties and is happy with Ms. Conger doing what she can for the Town, but we have to know if there will be an increase in expenses. Mayor Vest asked Abbey Miller if she sees an increase in expenses with this proposal, and Ms. Miller said she did.

Mayor Vest said Alderman Causey asked to hold off hiring another employee to see how things work out with Theresa Hammons and her staff running the McKinney Center and others handling events; if in three to six months we see that we need to fill the Assistant Recreation Director – Arts and Special Events position, the BMA can address the position again. Mayor Vest said he appreciates Alderman Causey sharing her thoughts about this and asked her what she thinks after hearing the discussion. Alderman Causey said she would recommend that Matt Townsend be promoted to the Recreation Director and not Assistant Director, and put the Assistant Recreation Director – Arts and Special Events position on hold to see what the current staff can do. The BMA can re-evaluate the situation in three to six months and at that time if the current staff is not able to do what is needed, then the BMA can address filling this new position. Alderman Causey said as Mr. Ford stated we have more Directors than workers in the Recreation Department, and it's not against any of the Directors, but just how the job descriptions were written. She reiterated that we should monitor the situation over the next three to six months. Mayor Vest asked Theresa Hammons to speak to the Board about what is going on at the McKinney Center, what she and her staff can do, what they need help with and how this will impact them. Ms. Hammons said Ms. Conger has been a part of the programs at the McKinney Center and has helped to lead them through project after project. Ms. Hammons said when she was hired, Ms. Conger had everything lined up for the McKinney Center and the staff and programs have continued to expand and grow; their classes have grown from 60 students in 2015 to 200 students currently, and they continue to grow every semester. She said they have a faculty of 17 and are involved in all the Town events and countless events and programs of their own at the McKinney Center. She said they have a great Advisory Committee and are capable of doing well and will continue expanding. Ms. Hammons said there will be a transition period since Ms. Conger has done so much for the McKinney Center from setting meetings, making programs, having great ideas and being a good leader. Ms. Hammons said like any change, they can

adapt, see what they need, and move forward. Mayor Vest asked Ms. Hammons if she feels she needs that supervision from someone else without Ms. Conger's involvement because the McKinney Center needs to flourish and continue its success. Ms. Hammons said she feels they will do well, and she hopes Ms. Conger will be available to answer questions and give her advice when she needs it. Alderman Dickson said he understands what Alderman Causey is proposing, but asked Ms. Hammons if she and her staff will be willing to take on the responsibilities of not only the needs of the McKinney Center, but also the JRT, Chuckey Depot, the Jackson Theatre, knowing it hasn't opened yet, but we still need a plan for the Jackson. Ms. Hammons said she thinks it's a lot, and she would need to have conversations with Mr. Browning. Mayor Vest said it doesn't make sense for Ms. Hammons to get involved in what goes on at the Theatre when she is already responsible for the McKinney Center including fundraising and all the programs. Mayor Vest added that we are about two years away from opening the Jackson Theatre. Alderman Countermine said he is concerned about the McKinney Center suffering if Ms. Hammons has other responsibilities added such as the Chuckey Depot and the Theatre. Alderman Causey said Jennifer Ross-Bernhardt has done a great job at the JRT and doesn't need a supervisor. Alderman Causey made a motion to make Matt Townsend the Recreation Director – Parks and Athletics at Grade 18 Step 5 (\$54,986), with the new job description, and to delay hiring the Assistant Recreation Director – Arts and Special Events. Mayor Vest asked Alderman Causey what her recommendation is for the second item being recommended which was the position description for the Recreation Capital Project Planner (Part-time) and Rachel Conger filling the position at Grade 18 Step 4 (\$25.67 per hour). Alderman Causey asked to go ahead with the two items in her motion and address the other recommendation related to the Recreation Capital Project Planner separately. Mayor Vest questioned the grade and hourly pay rate being recommend for Ms. Conger. Abbey Miller said Melinda Copp is in a similar position and is at Grade 15. Craig Ford said Melina Copp is at a Grade 15 Step 4 which is \$22.17 per hour. Alderman Countermine asked Mr. Townsend how he felt about the recommendation. Mr. Townsend said it's just a title change and he was fine with that as long as the duties/job description remain the same. Mayor Vest said we can take the appointment of Matt Townsend as Recreation Director – Parks and Athletics and delaying the Assistant Recreation Director – Arts and Special Events separately if the Board desires. Alderman Callahan seconded Alderman Causey's motion. He said he agrees with creating the new position for Assistant Recreation – Arts and Special Events but to wait and evaluate the need for filling the position in three to six. Alderman Countermine asked for clarification about who will be responsible for the Chucky Depot and other responsibilities set forth in the new position being created. Mayor Vest said it would fall on existing staff members. Alderman Dickson asked if that meant that the arts programs will basically oversee themselves. Mayor Vest said the JRT is fine and doesn't need anything more, and the Events Coordinator, Melinda Copp, is quite capable of handling any event going on, and we have Rachel Conger as the Project Planner, and Theresa Hammons, Jules Corriere, Skye McFarland, and Hannah Justice running the McKinney Center. Mayor Vest said we will monitor this over the next few months.

Mayor Vest said we have a motion and a second and asked if there were any questions. Alderman Dickson confirmed that he understood the motion.

Alderman Dickson asked if recommendation one appointing Matt Townsend as Recreation Director – Parks and Athletics could be voted on separately. The Aldermen all agreed. Alderman Countermine asked for clarification of the motion. Mayor Vest said Matt Townsend will be the Recreation Director- Parks and Athletics. The motion was amended that was made by Alderman Causey and seconded by Alderman Callahan, to approve Matt Townsend as the Recreation Director – Parks and Athletics, at Grade 18 Step 5 (\$54,986), and was duly passed.

The next item to be voted on was the creation of the Assistant Recreation Director – Arts and Special Events. A motion was made by Alderman Causey and second by Alderman Callahan to approve creating the new position of Assistant Recreation Director – Arts and Special Events and delay advertising for the position for three to six months after re-evaluating the need for the position. Craig Ford asked who was going to be responsible for the Chuckey Depot because it is listed in the new job description which is being put on hold. Mayor Vest said the Chuckey Depot perhaps can be under the Parks and Athletics Director Matt Townsend. Alderman Countermine did not support that plan and said that Matt Townsend said he will be responsible for what is in his new job description. Craig Ford clarified that it is not in Mr. Townsend's job description. Alderman Causey asked Rachel Conger if she would continue to oversee the Depot since she had good rapport with the Watauga Valley people and has done a good job overseeing the operation of the Depot and the exhibits. Ms. Conger replied that she would not.

Alderman Dickson said with all of the different components and how much goes into all of the programs, he is concerned about adding duties to what everyone already has going on. He said he knows Theresa Hammons is capable of handling the Chuckey Depot, but the Chuckey Depot and the McKinney Center are too different entities that require a lot of attention and for this reason he does not agree with postponing the hiring of the Assistant Recreation Director – Arts and Special Events.

Mayor Vest asked Rachel Conger to explain what is involved in overseeing the Chuckey Depot. Ms. Conger said originally it fell under Theresa Hammons while they prepared to get the Depot open, but doesn't feel Theresa should be asked to handle the Depot in addition to her duties at the McKinney Center. Ms. Conger said at the present time there are two exhibits each year, and they are in the middle of changing one of the exhibits now. She said she is more than happy to finish working on the new exhibit. She said there is another exhibit that will open in August which is now requiring one to two meetings a month with the Exhibit Committee and an Education Sub-Committee that oversees programming in the school. Ms. Conger said it is like Alderman Dickson stated, it is a lot of work that someone will have to pay attention to because the Town has invested a lot in the Chuckey Depot. Mayor Vest said the Chuckey Depot is one of the most beautiful venues the Town has and we don't want to see it neglected. Ms. Conger said there is one other thing to consider which is the Chuckey Depot

participates in all Town and JAMSA events and there are also rentals for the venue. Ms. Conger added that Chocolate Fest is a great event that brings 1,000 people to downtown and brought in 400 people to the Depot last year.

Mayor Vest asked Alderman Causey after hearing the discussion if she had any more thoughts about the motion. Alderman Causey said she is not against this position but knows that it's always a struggle with the General Fund at budget time, and now we are adding a new position that will cost more money, and she is concerned how the position will be funded. Mayor Vest concurred that adding this position will increase costs. Mayor Vest said we have a motion from Alderman Causey to approve the job description for the Assistant Recreation Director – Arts and Special Events but to postpone hiring for three to six months, and re-evaluate the need at that time. The motion was seconded by Alderman Callahan. There being no further discussion, Alderman Causey and Alderman Callahan voted aye and Alderman Countermine and Alderman Dickson voted nay. Mayor Vest voted aye to break the tie, and said the position will be re-evaluated in three to six months.

Mayor Vest moved on to the recommendation for the position description for the Recreation Capital Project Planner (Part-time) with Rachel Conger filling the position at Grade 18 Step 4 (\$25.67 per hour) for an average of 24 hours per week. Alderman Dickson made a motion to approve the recommendation as presented. Alderman Countermine seconded the motion. Those voted aye were Alderman Callahan, Alderman Countermine, and Alderman Dickson. Alderman Causey passed. The motion carried.

The first item on the agenda under New Business was the 2019 Barn and Land Lease involving Town property leased to Mitch Triplett for farming purposes; Mr. Triplett maintains and secures the property and grows pumpkins and corn for decorations used in Town in the fall. Alderman Dickson made a motion to approve the 2019 Barn and Land Lease with Mitch Triplett involving approximately 17 acres of Water Plant property as presented. The motion was seconded by Alderman Callahan and duly passed.

The second item on the agenda under New Business was the 2019 Barn Lease with Mitch Triplett and water intake property owned by the Town; this is the same arrangement as the 2019 Barn and Land Lease. Alderman Causey made a motion to approve the 2019 Barn Lease with Mitch Triplett associated with the water intake property off Arnold Road in Washington County as presented. The motion was seconded by Alderman Callahan and duly passed.

The next item on the agenda under New Business was the 2019 Music-On-The-Square Agreement. Mayor Vest said revisions were made in the contract including a section on Standards of Conduct and a section on the use of Town provided equipment. Mr. Browning said the language used in the Standards of Conduct section are expectations we have for regular Town employees; these expectations are the same language as in the Town's personnel policy. Mayor Vest added that contract employees should not use vulgarity and need to be held accountable. Alderman Causey said this type of behavior has already led to a decrease in donations to MOTS. Alderman

Callahan made a motion to approve the 2019 MOTS Agreement with Steve Cook as presented, seconded by Terry Counterline. Upon call of the roll Alderman Callahan, Alderman Counterline and Alderman Dickson voted Aye and Alderman Causey voted Nay. The motion passed.

INSERT AGREEMENT

The last item on the agenda under New Business was the Resolution Authorizing Participation in Public Entity Partners (TML) Matching Grant. Alderman Dickson made a motion to approve Fleenor Security as the low bid contractor to install a video security system at the Town's new Fleet Maintenance Facility and to approve the Resolution authorizing the application for Public Entity Partners grant funding of \$5,000 to assist in the purchase of the security system. The motion was seconded by Alderman Counterline and duly passed.

INSERT RESOLUTION

There being no further business, Mayor Vest adjourned the meeting.

ABBAY MILLER, RECORDER

CHUCK VEST, MAYOR