

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

OCTOBER 12, 2015

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, October 12, 2015, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order. Alderman Adam Dickson led the group in an opening Prayer and Cadet Captain Tashina Roberts led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Adam Dickson, Alderman David Sell, and Alderman Chuck Vest. Also present were: Town Administrator Bob Browning, Operations Manager Craig Ford, Town Attorney Jim Wheeler and Executive Assistant Virginia Causey.

The next item was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There was none. Alderman Dickson made the motion, seconded by Alderman Countermine and duly passed to approve the following items:

1. Approve the Minutes for the September 14, 2015, Beer Board and Regular BMA meetings.
2. Approve the following September bills for payment:

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
79772-79785 AP	13,694.13		
79786-79796 AP	20,037.04		
79797-79926 AP	143,155.37		
79927-79935 AP	56,543.01		
79936-79954 AP	81,559.88		
79955-79959 AP	8,714.95		
79960-79961 AP	140.00		
79962-79974 AP	3,508.42		
79975-79996 AP	21,966.92		
79997-80017 AP	13,036.17		
80018-80023 AP	10,751.80		
	\$373,107.69		
53561-53565 AP		2,011.15	
53566-53570 AP		613.05 June	
53571-Jonesborough Postmaster		2,709.81	
53572-53638 AP		107,166.57	
53639-53642 AP		2,749.84	
53643-53652 AP		47,374.02	
53653-Liberty National		558.60	
53654-53656 AP		575.00	
53657-53664 AP		6,526.85	
53665-53669 AP		2,047.26	
53670-Jonesborough Postmaster		3,500.00	
		\$175,862.15	
Sanitation			
6835-6836 AP			155.00
6837-6838 AP			26.59
6839-6867 AP			18,493.29
6868-Void			0.00
6869-Centurylink			96.54
6870-6873 AP			1,318.76
6874-6875 AP			832.24
6876-Nationwide Retirement			115.00

3. Approve the following Town Administrator Report:

Wastewater Improvements

The Wastewater Treatment Plant continues to work extremely well. Our average daily flows are just over 500,000 gallons per day which means we have eliminated a tremendous amount of I&I (infiltration – inflow). At one time we were averaging over 700,000 gpd, and we have added a number of new residential units since that time. Cobern Rasnick continues to follow-up with making sure we have all the components of the Wastewater Improvement Project working properly.

The fencing including a number of gates are currently being installed around the Wastewater facility. They should complete the work in the next two weeks. We will be working on constructing additional parking, some concrete steps and rails, and a possible new parts storage building out of the remaining project grant funds.

Ashley Meadows Sewer – We are moving slowly forward on obtaining the sewer line easement across the Brian King property.

Shell Road Pump Station – The sewer pump station on Shell Road close to Persimmon Ridge Road has been taken off-line as part of the Shell Road project. Wastewater in this area now gravity flows down Persimmon Ridge Road.

Water

We received the results from the recent Water System Evaluation undertaken by the Johnson City Field Office of the TN Dept. of Environment and Conservation. The water system received a 97 rating (actually 97.99) which is down slightly from our previous 99 rating. As mentioned in previous correspondence, we lost a point on some testing documentation that was not complete with our Cross-Connection and Back Flow Prevention Program. This occurred with the illness and eventual death of Mark Arwood. We also lost a point on the by-product levels associated with Water Treatment. I talked to Gay Irwin in the Field Office's Water Quality Division about our rating, and she was very complimentary of Jonathan Lucas and the dedication of our staff. She said Jonesborough continued to head in the right direction, and she was confident we would quickly overcome or by-products issues.

Jon Lucas is directing some much needed “house cleaning” projects at the Water Plant. We will continue using the algaecide through this month in the intake wetwell, and then stop for the winter. The Water Treatment staff is completing the fine-tuning of the Rock House Road variable drive pump we had to retrofit. Jon Lucas is working with GRW on a proposal from a third pump at the Rock House Road pump station. This is an important improvement because we always need a back-up pump even if one is down for maintenance or repairs.

Jon Lucas has switched to a new coagulant that seems to be creating a better flock (takes out more solids before filtration), and we are getting much less residual build up in the storage tank. This is an effective improvement.

Water Loss – We have received the Pressure Reducing Valves needed for Zone 3, and Mike McCracken's crew plans to install them next week. Zone 1 and 2 continue to function extremely well. Our water loss was down to 38% which is great because we started our water loss project with over a 60% water loss.

E. Main Street Cast Iron Line – Mike McCracken will begin replacing the cast iron line down E. Main Street from Clay Ave. to Boone Street next week with Board approval of the project.

Transportation

W. Main - Persimmon Ridge Road – The work undertaken to complete work on the Cloyd property was completed before September 30th. The Shell Road work including asphaltting the street was completed this week.

Woodrow Ave/2nd Ave – The BMA has approved the Property Owner/Town Agreement. I have it ready but have not sent it to John Buchanan for his signature because we have been too busy to schedule the work

Jackson Blvd/SR-354 – Status has not changed.

W. Jackson Medians – We are working on a plan to determine an eventual traffic signal location in the N. Cherokee Street/Smith Lane area that will include a master plan for interconnectivity on both sides of Jackson Blvd. This plan will go to the Traffic Advisory Committee in October along with a W. Jackson Blvd median update.

E. Main Sidewalk/Utilities – We have met with homeowners going up E. Main Street from Boone to Clay Ave, and have all the utilities lined up except CenturyLink. We think CenturyLink will work with us, but they had a change in personnel and the new person is getting up-to-date. Water Distribution is ready to start replacing the very old section of cast iron line next week, and the Street Department will start on an updated storm drain. This work needs to be in place before electric, telephone and gas get started. Atmos Energy will be laying a new gas line up E. Main Street.

Grants

T-21 Walkway Grant – The project has been authorized to go to bid and it has been advertised. Bids are due in Thursday, October 29th. The 2nd Ave railroad crossing is complete. Hopefully we can move forward more quickly with construction.

Jackson Theatre

We have not received the structural engineer's report that will direct us on support improvements we need to undertake on the front-end of construction. We have to finish the Senior Center and then complete the Chucky Depot, and we will move the Work Camp Crew to the Jackson. I will be working with C.W. Parker of Ken Ross Architects to move the rest of design along. We still have not received any word to-date on our CDBG façade grant application.

Senior Center

The substantial completion date for the new Center is still November 20th. The ceilings are all in upstairs, the electric is in and operable, and the floor will be installed beginning next week. They will start with the bathrooms so the commodes can be set. All other bathroom fixtures are in place. The HVAC system upstairs is totally operable and all the lighting installed. The case work is complete inside except a couple of counter tops. All cabinets are in except we are looking at some changes in the Arts and Crafts Room. All the interior glass is installed, and they are finalizing the painting. The doors and hardware are scheduled to be delivered October 16th and Landmark has a subcontractor lined up to immediately start installing the doors.

They will be moving faster on the exterior. Guttering and soffits are going up, and the hardy plank (weatherboard type finish) will be a focus next week. Landmark will work on Saturdays, weather permitting, until the exterior is complete.

The furnishings will be delivered either Friday, October 23rd or Monday, October 26th. It is very likely most of the flooring will be in by then, but if not the furnishings, desks, couches, tables, chairs, etc. will be placed in a room like the Arts & Crafts rooms until they can be put in place.

Downstairs, the electrical work and plumbing work is moving along with the sheetrock work. S.B. White is ready to move forward with the HVAC upon BMA approval. (They are working on shop drawings). We are working on developing the materials list for flooring, ceiling tiles, lighting, etc. downstairs. The doors and hardware have been ordered from the same vendor as upstairs. We cannot complete the exterior site work along Main Street until the building exterior is complete.

Chuckey Depot

The inmate crew has moved to the Senior Center, and in the meantime we are working on contracted work to the extent possible. The metal roof is the most critical next step, and we are talking to Milton Tunnel, who was recommended to install the roof by Bill Kennedy. He can't start until after Thanksgiving, but he has been working with me to get the metal roofing material from Berridge Roofing who make a shingle very close to what was on the building originally. We will be doing all of the HVAC installation ourselves, and we have the unit already. The Street Dept. did a really good job of leveling and cleaning up the lot next to the Depot before the Storytelling Festival. Bill Kennedy has been taking paint samples on the building, and next week we should land on a painting scheme.

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, Jonesborough Community Chest, and minutes for most.

4. Approve the following Operations Manager Report:

We were able to complete some projects for the month of September. The new detention pond at New Halifax was constructed and completed. This includes the landscaping as well. The work was also completed in the alleyway of New Halifax that the Town had agreed to do.

We completed the Cloyd project and Persimmon Ridge and Shell Road. The finish product looks really good. I will meet with Ms. Cloyd at the site as soon as I can to make sure she is happy with the completed project.

The inmate crew is continuing finish work on the downstairs section of the Senior Center. Approximately 97% of the drywall is hung and finish prep work has begun. The rough-in wiring is complete. The rough-in plumbing is complete to the fixtures.

The door frames have been installed and the finish hardware and door have been ordered. Work is progressing on the exterior of the building by Landmark. As soon as they are completed with their work, I will send the Street Department back in to finish the grade work. Once complete, we can finish the patio, landscaping and sidewalks.

I pulled the inmates off of the Senior Center for a week to do some prep work at the Train Depot and to get the parking lot cleaned up for the Methodist Church prior to the Storytelling Festival.

I attended a meeting with the property owners affected by the underground project on Main Street from Spring Street to Clay Avenue. I also went back with the electrician for the purpose of completing price estimates for each homeowner.

With respect to this project, we will begin on Wednesday, October 14, 2015. The street will be closed during this time. I have met with the departments involved in this project and advised them that I want to have the project completed by Thanksgiving, 2015. We should be able to complete the work in the roadway, but I am not confident we can have all the sidewalks completed. We may want to bid out the paving on this project as the County Highway Department will be shut down by that time.

I will have the inmates working on the Senior Center through the end of this year. Although they are making good progress, there is still a lot of work to be completed.

I have included a pending projects list with my report, as well as, the current paving list. The County was not able to do any paving for us last year and it is not looking promising for this year. At any rate, I thought I would add the list as a reminder and to give the Board an opportunity to change the list if they so desire.

WORK SCHEDULE

October 14 - 30, 2015

East Main St underground project (Departments: Street and Water Distribution)

Inmate Crew – finish downstairs at Senior Center

November 2 – 6, 2015

East Main St underground project (Departments: Street and Water Distribution)

Inmate Crew – finish downstairs at Senior Center

2013 APPROVED PAVING LIST

<u>Streets Paved</u>	<u>Length</u>	<u>Tons</u>	<u>Width</u>	<u>Cost</u>
East Main (Headtown to Town Limits)	5,380	1,500	22.5	\$50,000
Scott Lane	2,075	386	17	\$27,985
Jefferson Drive	1,080	190	16	\$13,775
North Lincoln Ave	1,625D	395	22	\$31,600
South Cherokee (Bowman to Town Limits)	2,350	515	20	\$37,337
Sunset Drive	435		18	\$ 5,321
Walnut Grove Rd	2,210	535	23	\$38,787
Oakwell Lane	1,360	345	23	\$25,102
Walnut Grove Court	538	180	30	\$13,050
Woodrow (S Cherokee to 2 nd Ave)	890D	195	20	\$15,600
West Main (2 nd to Oak Grove)	2,371	470	18	\$34,075
Meadowbrook Drive	1,270	280	20	\$20,300
Louise Lane	275	70	23	\$ 5,075

Streets Pending

South Lincoln Ave	1,260D	290	21	\$23,200
College (Washington to Sabine)	2,100D	415	18	\$33,200
Parsons Circle	1,620	320	18	\$23,200
Shell Road	2,470	650	24	\$47,125
Meadowview Court	950D	190	18	\$15,200
Greenback	300D	80	24	\$ 7,500
McCoy Circle	1,700	335	18	\$24,287
East Main St (Boone to Headtown)				

New Request

Heritage Place Drive
Heritage Place Court
Duel Lane

PROJECTS PENDING

1. Completion of the Senior Center Project
 2. Completion of the Underground Project (Main Street from Spring to Clay)
(This project consists of replacing the Town's water lines, updating storm sewer, adding gas line of which Atmos will complete, and putting power, phone, and cable underground)
 3. Completion of Chuckey Depot
 4. Construction of Restrooms at Chuckey Depot
 5. Construction of Parking Lot at Chuckey Depot
 6. Renovation of Jackson Theatre
 7. Renovation of Repertory Theatre Roof
 8. Construction of Crosswalk at Sabine (Farmers Market)
 9. Construction of Pedestrian Island at Boone and Main
 10. Sidewalk and Beautification Project at Roach Property (Fox and Main)
 11. Installation of Roof on Recycling Building
 12. Construction of Brick Sidewalk on Second (Main to Chuckey Depot lot)
 13. Road and Parking Construction (Willow Creek Lane)
 14. Sidewalk Construction (Main Street from Clay Avenue to Forrest Drive)
 15. Parking Lot Construction at McKinney Center
 16. On-Street Parking and Drainage Construction on Franklin Avenue
 17. Drainage Construction on Headtown Road (Cradic Chiropractic Center)
 18. Drainage and Streetlight Stabilization in Walnut Grove
 19. Drainage and Street Widening (Woodrow at Depot)
 20. Construction of Two Speed Tables on Spring Street
 21. Construction of Footbridge at Stage Road Park
 22. Repairs to Slemmons House
 23. Construction of New Water, Sewer, and Power Lines at Persimmon Ridge RV Park
 24. Construction of New Parking Lot at Persimmon Ridge RV Park
 25. Repair Brick Crosswalks Throughout Downtown
 26. Turn Lane Installation on West Jackson Boulevard (Family Dollar)
(As a note: I was notified that TDOT had plans to pave 11-E throughout the Town's corporate limits in 2016. It would be prudent to try to complete any work on that stretch of roadway prior to paving.)
5. Approve the following Committee Report: Jonesborough Planning Commission
 6. Approve the following Supervisor Reports: Visitor Center Manager, Director of Tourism and Marketing, Water Distribution, Building Inspector, Street Department, Animal Control, Solid Waste and Recycle, Fire Department, Senior Center, McKinney Center, Environmental Services, JRT Artistic Director, Police Department, Water Plant, Water Park, Park and Recreation, and Fleet Management.
 7. Approve Roy Roberts and John Moore as volunteer van drivers for the Jonesborough Senior Center, and Debbie Moore as a Senior Center staff member van driver, meeting all requirements established in the Volunteer Van Driver Policy.
 8. Approve a change in position description from a currently vacant Senior Center Assistant Program Specialist to the Senior Center Wellness Coordinator, at Grade 1 Step 1, as follows:

Senior Center Wellness Coordinator

General Description: The employee in this class assists in overseeing the senior center wellness programming. The Wellness Coordinator will work closely

with the Program Director, fitness instructors, and volunteers; to develop and implement wellness activities of interest to the senior citizens in areas related to exercise, and wellness. Tasks of this position include recruitment of instructors, volunteers, scheduling events and activities. This position facilitates instruction, arranges for equipment, supplies, and facilities. The position also includes evaluating program effectiveness and participation. Supervision is received from the Program Director. The employee in this class is considered part time and works 20 hours per week.

Essential Functions of the Job:

Works with fitness instructors, health professionals and volunteers to develop exercise classes, support groups, health counseling, and to conduct initial screenings.

Responsible for overall wellness programming.

Assists in promotion of community involvement and participation.

Assists in set up and break down of furniture and accessories required for program events.

Assists in oversight and orientation for fitness space, to include open exercise and equipment room.

Attends trips with seniors as needed.

Assists in interaction with senior center participants to help determine needs and keep participants aware of services available through the center.

Completes other duties as assigned.

Required Knowledge, Skills and Abilities: General knowledge of the overall coordination of wellness activities. Must possess ability to inform the staff/ members involved about the rules and procedures to be observed, ability to plan and execute a well-rounded program of wellness activities. This applicant must possess the ability to develop and maintain effective working relationships with coworkers, and to promote and maintain high morale and enthusiasm. This candidate must possess a willingness and ability to deal courteously and patiently with senior citizens.

Acceptable Experience and Training: Must possess a high school diploma or GED, a minimum of two years' experience in program activity work; or equivalent combination of experience and training certifications which provides the required knowledge, skills and abilities. Possession of a valid Class F, for hire driver's license issued by the State of Tennessee, and ability to pass Town of Jonesborough Senior Center vehicle driving course.

Other Requisites: From time to time the incumbent may be assigned special duties by a superior, or on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, and weekends, holidays and be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstance are intended to constitute a demotion.

ADA Requirements:

Physical Requirements: Requires walking, bending, light lifting, or other restricted physical activities.

Environmental Requirement: Task is regularly performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes).

Sensory Requirements: Task requires visual perception and discrimination. Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires oral communication ability.

Reasonable Accommodation: Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

9. Approve the change in the position title of the Jonesborough Senior Center Program Specialist to Senior Center Program Coordinator as follows:

SENIOR CENTER PROGRAM COORDINATOR

JOB DESCRIPTION

General Description: The employee in this class assists in overseeing the senior center arts programming; works directly for and with the Program Director. This employee also works with other activity instructors, senior citizens and other interested parties in order to plan, develop and implement and evaluate a variety of classes, programs, and activities of interest to senior citizens in areas related to arts, performing arts and crafts. This includes recruitment of instructors and volunteers, scheduling events and activities; facilitating instruction, arranging for equipment, supplies and facilities. The position also includes evaluating program effectiveness and participation. Supervision is received from the Program Director. Employee in this class works 40 hours per week.

Essential Functions of the Job:

Assists with monthly newsletter planning, preparation and distribution.

Assists in promotion of community involvement and participation.

Assists in set up and break down of furniture and accessories required for program events.

Assists in decorating and the preparation of holiday displays.

Help develop card games, board games, musical activities, craft activities and speakers.

Drives Center van as needed for trips.

Attends trips with seniors as needed in coordination with Program Director.

Assists in interaction with senior center participants to help determine needs and keep participants aware of services available through the Center.

Responsible for ongoing recruitment and maintenance of volunteers that includes Senior Center members and the community.

Responsible for maintaining the Retired Senior Volunteer Program (RSVP) database and record keeping.

Maintains communication and encourages positive reinforcement of Volunteers.

Required Knowledge, Skills and Abilities: General knowledge of the overall coordination of arts and crafts activities. Ability to plan for adequate staffing of all these activities by qualified volunteer personnel; ability to inform the staff involved about the rules and procedures to be observed; ability to plan and execute a well-rounded program of center activities; ability to develop and maintain effective working relationships with coworkers, and to promote and maintain high morale and enthusiasm; willingness and ability to deal courteously and patiently with senior citizens. Willingness and ability to follow and perform assigned instructions and tasks; ability to properly operate Senior Center vehicles.

Acceptable Experience and Training: Must possess a high school diploma or GED; a minimum of two years' experience in the arts and in program activity work; or any equivalent combination of experience and training certifications which provides the required knowledge, skills and abilities. Possession of a valid Class F, for-hire driver's license issued by the State of Tennessee, and ability to pass Town of Jonesborough Senior Center vehicle driving course.

Other Requisites: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays and be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstance are intended to constitute a demotion.

ADA Requirements:

Physical Requirements: Requires walking, bending, light lifting, or other restricted physical activities.

Environmental Requirement: Task is regularly performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes).

Sensory Requirements: Task requires visual perception and discrimination. Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires oral communication ability.

Reasonable Accommodation: Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Grade 2, October 2015

10. Approve the retirement of Marcia Rountree as Program Director at the Senior Center, effective January 8, 2016, with regrets.
11. Approve the low bid of \$88,825 from S.B. White Co., Inc. to install the HVAC system in the lower floor of the new Senior Center, authorizing the Mayor to sign contract documents, with funding coming from Rural Development and Washington County funds already received.
12. Approve the Special Event Permit for the "Race for Ian" to be held Saturday, November 7, 2015, from 8:00 a.m. beginning at Trinity Baptist Church, Headtown Road and Walnut Grove Subdivision, with Police Department assistance, subject

to the Town Attorney's review and acceptance of the Hold Harmless Agreement and Proof of Insurance as required.

The next item on the agenda was the approval of the Financial Report. Bob Browning said they are working with Rural Development on reimbursements for General Fund projects and hope to close on the community facilities loan within thirty days and at that time we will replenish the fund balance in the General Fund. Mayor Wolfe said we continue to maintain a positive cash flow at Wetlands. He said the first show for JRT this year was a financial success and a great show. Bob Browning pointed out that revenues and expenditures on projects such as the Senior Center must be recorded when the revenues are received and the costs are incurred; therefore, the revenues from the RD loans and County contributions were recorded in the last fiscal year when the funds were received. He added that Ms. Miller's breakdown explains this in detail. Alderman Vest said that even though we still need to make improvements at Wetlands, there was a \$100,000 improvement this year over last year and would like to see that continue. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Financial Report as presented.

Mayor Comments was the next item on the agenda. Mayor Wolfe said the Town of Jonesborough received a water rating of 97.9999% from the State. He thanked the Water Plant and Water Distribution employees for a good job and said he appreciated what they do on a daily basis.

Mayor Wolfe read a thank you note from Walters State addressed to Chief Hawkins from Tim Strange, Dean of the Division of Public Safety. He thanked Chief Hawkins for a most heartfelt commencement address that he gave to the graduates of the 97th Class. He said his presence and participation was very much appreciated and thanked him for his support of the program.

Mayor Wolfe read the following prayer list: Jason Rounds' mother had a heart attack; Larry Baines had an accident; JoAnn Holly had heart surgery; Adam Dickson's mother; Clint Hoilman's son fell but is doing fine; Lisa Rice's mother; Tom Pardue; and Mayor Wolfe's grandmother. Virginia's friend Ann Morelock passed away.

Mayor Wolfe then presented the Employee of the Month to Bobby Oliver. He read the following nomination letter submitted by Rachel Conger, Parks and Recreation Director:

"Like many communities the size of Jonesborough, we can never be accused of being overstaffed. Our Parks and Recreation Department definitely falls in that category. The department has three full time staff who are responsible for the upkeep of all of the parks, landscaped and open spaces, athletic fields, Wetlands, McKinney Center, Jonesborough Repertory Theatre, etc. This is a lot for three people to keep up with year round, but somehow they manage to do it. Bobby Oliver is the supervisor over these staff (and he is one of the worker bees as well) and he keeps the wheels moving every day. No matter what is going on, what project has to be completed, or the deadline, he is going full force and he expects his guys to do the same. He sets a wonderful example of a hard-working and dedicated employee who is proud of the work he does and expects the same of his staff. Bobby Oliver is a dedicated Town employee who should be recognized for the hard work he does every day."

Mayor Wolfe thanked Mr. Oliver for his hard work and dedication to his Department and the Town.

Aldermen Communications was the next item on the agenda. Alderman Vest said he appreciates Chief Matt Hawkins, Operations Manager Craig Ford and staff for getting information to the Board concerning the value of NCIC services provided to Johnson City. He said this is a good start toward getting reimbursed for the services provided.

Adam Dickson invited everyone to come to the McKinney Center at Booker T. Washington School for the Booker T. Alumni event from 5:00 p.m. to 10:00 p.m., this coming Saturday, October 17th. He said many people have worked very hard to revitalize the school and have worked hard on this event. He added that this is a reunion of former students. Mr. Browning said over one-hundred people have registered so far.

Ruth Verhegge announced that the 13th Annual Flag Retirement Ceremony will be held on Sunday, October 25th, 2015, at 2:00 p.m. at the Post Office flag pole. She added that this is a very moving ceremony.

Alderman Countermine thanked the staff for all their hard work during the Storytelling Festival. Mayor Wolfe said he did not think the rain dampened the spirit of the festival at all because the tents were full all weekend.

Attorney Comments was the next item on the agenda. Attorney Wheeler said he is working on several things on behalf of the Town: condemnations, various agreements and RD loan documents.

Citizen Comments was the next item on the agenda. Carol Lyle, 303 W. Main Street, said that on Saturday, November 7, 2015, at Sycamore Shoals, there will be a re-enactment of the American Revolutionary War through the Vietnam War; this event will take place all day.

The only item under Old Business was an update and resolutions on the lease of Public Safety radio system equipment. Mayor Wolfe asked Attorney Wheeler if he was comfortable with the documents as presented. Attorney Wheeler said Section 5.05 "Indemnification Agreement" needs to come out of each contract because the Town by law is not allowed to indemnify a company. Mayor Wolfe asked if all employees in the police department, water department and street department are given radios from this system, will the Town be able to eliminate some of the cell phones provided by the Town. Mr. Ford said this lease covers only police and fire divisions in Public Safety; there are no radios included for any other departments. He said any additional radios would be add-ons, but once the additional equipment is purchased, there could be some cell phones eliminated. Bob Browning said the equipment, antenna and console have been set up to allow use by other departments, and the price of these VHF radios will be considerably less than the previous ones used. Mayor Wolfe asked if the backup system and the activating system are included in this proposal being considered. Mr. Browning said they are not. Mr. Ford said the activating system is a program that allows up to 20 cell phones to access the radio service which is nice but not a must. He said in the future the Town needs to look at a backup system; if the system goes down, the Town would be without service without the backup system. Mayor Wolfe said there is a cost of \$7,500 for a transfer switch recording system, and asked if this is included in the proposal or is it an add-on. Mr. Browning said that item is not in the \$85,000 for the console and would be an additional cost. Mayor Wolfe said he felt this was an essential cost and not an option to purchase because you have to have a transfer switch to turn the generator on. Mr. Browning said that can be done manually. Mr. Browning said the hope is with the sale of the radios we can do some of these additional items. Mr. Ford said one thing that can be done is as long as the Town has the generator, we can have an electrician to price and possibly install the transfer switch. Mr. Ford said if there is an electronic problem at the tower site and if there is a loss of power, that is when the police and fire are usually the busiest. He said Public Safety is working on getting generators to the traffic signals and it would be difficult to send someone to the radio tower to start the generator manually. He emphasized that this really needs to be automated. Mr. Ford said a program can be installed that would record the auto start when the power goes out which is a big issue for ISO when they come in to inspect the system. Alderman Sell asked when this system will be installed and ready. Mr. Ford said hopefully before December. Mr. Browning said he talked with Motorola and once the documents are executed and sent back, the equipment would be ordered and received within a week, and the installation completed by the first of December. Mayor Wolfe asked if the sale of the radios would be done immediately. Mr. Ford said all the new equipment has to be installed in the cars prior to that. Alderman Dickson thanked

Mr. Ford and Mr. Browning for all the work put into this. He also said it was shameful that Johnson City, Washington County, and Jonesborough could not work together to get one central system knowing that other budgets are tight. He said it would be in the public safety interest to have done so. Mayor Wolfe said he participated in discussions, and it was not because of lack of trying to cooperate on the part of the Town. He added that this will enable the Police, Fire, Street, Water Distribution, and other departments to all be on the same system, and this will be more cost-effective than what Johnson City was proposing to charge the Town. Alderman Vest said if the Town comes up with a charge for the services we provide to Johnson City, the Town could come out ahead by offsetting the cost of the new radio system. Mr. Ford said another good thing about this system is once it is paid for it belongs to the Town and the monthly and annual fees will be gone. He added that there may have to be a contract with Motorola to service the equipment. Mr. Browning said we should also thank Chief Matt Hawkins and Chief Fritts for their work on this. Motion was made by Alderman Countermine, seconded by Alderman Vest, and duly passed to approve the Resolution authorizing the five year lease contract with KSA State Bank for Motorola radio equipment, as detailed in the equipment breakdown sheets attached, for an amount totaling \$103,857.83 to be paid from budgeted funds, and authorizing the Mayor to execute all documents required, and approve the Resolution authorizing a lease contract with KS State Bank for a Motorola radio console, radios and system bridging equipment, as detailed in the equipment breakdown sheets attached, for an amount not to exceed \$85,000 to be paid from the sale of surplus radios and if necessary budgeted funds, and authorizing, the Mayor to execute all documents required.

INSERT 2 RESOLUTIONS

The first item under New Business was the Automotive Lift Agreement with Washington County EMS. Motion was made by Alderman Dickson seconded by Alderman Sell, and duly passed to approve the Automotive Lift Agreement with EMS allowing use of lift equipment belonging to the Town by EMS under the terms presented.

INSERT AGREEMENT

The next item under New Business was the Resolution for a TML Drivers Safety Grant. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Resolution authorizing a TML Drivers Safety Grant application for CDL examination materials and equipment and GPS units for Town vehicles.

INSERT RESOLUTION

The next item under New Business was the approval of Mural Panels for 2016 at the Boone Street Market Place. Mayor Wolfe said that Bill Bledsoe has been busy and he likes the idea of community participation. He said one of his daughters helped paint the first set of murals. Motion was made by Alderman Countermine, seconded by Alderman Dickson, and duly passed to approve the themes and design for the four seasons of murals to be displayed in 2016 at the Boone Street Market Place.

The next item under New Business was the approval of the payment to Steve Cook for the 2015 Music on the Square (MOTS) season. Mayor Wolfe said Steve Cook does a good job with MOTS. Motion was made by Alderman Countermine, seconded by Alderman Dickson, and duly passed to approve paying Steve Cook \$12,000 for directing Music on the Square for the 2015 season, and express a hearty congratulations on another good MOTS season.

The next item under New Business was the request for assistance from Main Street Jonesborough. Mayor Wolfe said this is a potential park area at the corner of Fox Street and East Main Street where the old gas station used to be and is a barren concrete slab and gravel at the present time. Mayor Wolfe thanked Melinda Copp for working with Mr. and Mrs. Roach, who are the property owners who have agreed to lease this property to Main Street Jonesborough for \$1.00 per year for ten years. He

said once the property improvements are completed, there will be a review of the agreement after three years. Mayor Wolfe said the BMA has an opportunity to make an impact on this property as we did when we renovated the Exxon station for the Farmers Market. He added that this is part of the gateway to Jonesborough. Mayor Wolfe asked if the old metal pole at the edge of the property from a sign that is no longer there was going to be removed. Mr. Browning said it needs to come down. Dr. William Kennedy said the Jonesborough Historic Zoning Commission approved a sign to be placed on the pole for Old Towne Hall, and the proposal is to repaint it and make it attractive. Bob Browning said it needs to be determined if the pole is on the Roach property or not. Alderman Sell asked what the estimated cost of this project is. Mr. Browning said the only thing the Town would provide is labor and equipment. He added that Melinda Copp, Main Street Coordinator, has been raising money for this project and the estimated cost is about \$10,000. Ms. Copp said she is working to get plant material donated from Lowes and John Deere. Alderman Vest asked if there was a concern that the lease would be terminated after three years by the Roach family because three years is a short amount of time for a \$10,000 investment. Ms. Copp said she does not foresee a problem with the lease and said the Roaches are very excited about this plan. Mr. Browning said there was a discussion about an appropriate length of time. He said one thing on the Roaches' side was if someone wanted to come in and build a building that would be helpful for downtown, then they would want to be able to sell the property. He said if there is a problem with the lease, this is a way for both parties to have an out if necessary. Mayor Wolfe said this is an opportunity to make an impact on the downtown area and will be a huge asset for that corner. Mayor Wolfe said he feels this is a homerun for the Town. Alderman Sell said his concern is we are spending taxpayer money to improve private property but that he agrees it needs to be done. Bob Browning said there is a benefit to the Town because this becomes a public space. He said the lease creates a public space, and the Town of Jonesborough is assisting Main Street Jonesborough in developing a space that anyone can enjoy. He said for the amount of investment, it is a good value for the Town. Mayor Wolfe said look at what was invested in the Exxon Station and it turned into an attractive part of Town. He said he feels the impact will be as significant as the Exxon Station has been. Mr. Ford said he had met with Melinda Copp on this project and the majority of the brick work will be done on Town property. He said one of the issues with that area is that a lot of the sidewalk needs to be replaced anyway; another issue with respect to the way that lot currently lies is there is nothing backing that section of the sidewalk. He said the main work on the private property will be removing the concrete and putting dirt back in with the plants. Mr. Ford stated that if the property owner is inclined to build another building at this location, he will have an added cost to remove the dirt and the plants. He reiterated that the majority of the brick and granite work will be on Town property. Mayor Wolfe said the grass and plantings will be on the Roach property. Alderman Vest said he agrees that this project is a homerun for the Town but his issue is with the three years and feels that it should be for five years. Alderman Countermine said Melinda Copp has gotten citizens to help pay for the work to be done which shows commitment from the residents of the Town. He said things like this have been done before and that Alderman Sell was a benefactor of the Town dispersing property that resulted in something nice for Alderman Sell. Alderman Countermine said Alderman Sell has a nice store, and it is wonderful, but the Town could have sold the property; so thinking about that he feels this project will help the aesthetics of the downtown. Alderman Sell said he did not understand Alderman Countermine's statement. Alderman Countermine said he was referring to the property that was provided to Alderman Sell's dad for the hardware store when High Street was closed. Alderman Sell said that property was paid for. Alderman Countermine said market value was not paid for that property. Alderman Countermine said his point is that Ace Hardware is a nice store and is a good thing for Jonesborough. He said that was an investment by the Town to help business, and this is also an investment, with the Town only providing labor and equipment. Alderman Vest asked how long the Roach family had owned that property. Dr. Kennedy said Roger Roach inherited the property. Alderman Dickson said he thought the lease was for ten years and asked what the three years is. Alderman Vest said after three years if someone gets upset or the owners want sell the property, the lease can be broken. A resident suggested splitting the cost with the Roaches because it would be beautifying their building. Alderman Vest made a motion to accept the recommendation

with the change that the lease can be terminated after five years instead of three years. Melinda Copp said the lease agreement has already been signed by the Roaches and Main Street Jonesborough. She said the request is only for assistance from the Town. Alderman Vest withdrew his motion. Mayor Wolfe asked what would happen to this proposal if it is not approved. Bob Browning said Main Street Jonesborough has the responsibility of completing this project with or without assistance from the Town. Mayor Wolfe said there is a micro view and a macro view and he feels it is this Board's job to maintain a macro view. He said we have a vibrant Main Street program, and our coordinator is recognized State-wide and she speaks at State events. He said we have hosted Main Street meetings in Jonesborough and interacted with them here. He said the other Main Street coordinators are very impressed when they come to Jonesborough and see the progress that we have made. He said this project is a small investment and is no different from other improvements we have made and continue to make on Main Street; the only difference is that we are partnering with Main Street Jonesborough and a property owner to make the improvements. Motion was made by Alderman Countermine and seconded by Alderman Dickson to approve the request from Main Street Jonesborough to provide labor and equipment assistance in implementing a landscape project on property Main Street Jonesborough has leased for ten years that allows the property to be used by the general public while eliminating a major "eye sore" in the aesthetics of Jonesborough's historic downtown, and a request that the plan go to the Historic Zoning Commission for review. Alderman Vest asked for clarification on the item in the lease that states that tenants in the Roach building may use the property for any use available to the general public. Ms. Copp said for instance someone could go to Another Touch Bakery and buy a cupcake and go outside to eat it or could coordinate through the Main Street program to come out during special events to sell something. Upon call of the roll those voting aye: Alderman Countermine and Alderman Dickson. Those voting nay: Alderman Sell and Alderman Vest. Mayor Wolfe voted aye and the motion passed.

The next item under New Business was the grant project with the TN Historical Commission for National Register Expansion. Mayor Wolfe said Dr. William Kennedy, Chairman of the Historic Zoning Commission, is present to answer any questions concerning this proposal. Mayor Wolfe said there are two components to this discussion. He said one is about asking people if they want to be placed on the National Historic Registry and as part of being placed on the registry, the resident is not volunteering or obligating themselves for any further regulations from the Town or State; it is simply a recognition of the age of the structure. The next part is a result of a DAR study that was done several years ago which identified several properties around the Historic District that were identified as contributing to the Historic District. He said there are some houses on Clay Avenue, Spring Street, and some on East Main Street that could be in the historic district. Mayor Wolfe said he feels we should accept this grant and work with Dr. Kennedy to study these structures but we need to be careful when we look at expanding the historic zone. He said we need to be inclusive of those residents and hold community meetings with those residents and then build consensus from that. He said this needs to be a methodical process. He said by approving this grant the Town is only agreeing for funding to start the process, and added that the residents in those areas may be in favor of an expansion or against it; there will be community meetings and the process will not move quickly. Alderman Vest asked for clarification of "force account" on this grant. Bob Browning said in the process there will be deed work, mapping, etc., that needs to be done on the local level and that we do not need to hire someone from Nashville to come in and do this work. He said the problem is putting a value on it. There is a substantial portion of work that the Heritage Alliance, Deborah Montanti and others, are capable of doing and we can get credit for which would qualify as the match on this grant. Mayor Wolfe said we are blessed to have Deborah Montanti, Theresa Hammons, Bob Browning, and Dr. Kennedy who are tremendous resources that we can use for this work. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve the \$24,000 grant from the Tennessee Historical Commission, authorizing the Mayor to execute necessary documents, and allowing the study to proceed in order to meet the eleven month deadline for completion beginning November 1, 2015.

INSERT GRANT

The next item under New Business was the first reading of an Ordinance regulating the use and placement of portable storage containers. Mayor Wolfe said he asked for this to be looked at and said Washington County did this about six years ago. He said we are seeing these storage pods being used in residential areas for extended periods of time, and we should consider how this affects the neighbors. He said this is a starting point and will be sent to the Planning Commission and then will come back to the BMA for second and final reading. Alderman Sell ask what about businesses that use them. He said he has them in the back of his building and asked how this Ordinance would affect businesses using these storage pods. Alderman Vest said if a storage pod is behind a building, it would be acceptable with a permit. Mr. Browning said an outbuilding would require you to get a permit. Mr. Browning said there is a question as to whether the pods need to be screened in neighborhoods to make them aesthetically acceptable. Mr. Browning said the location of pods need to be approved by the Planning Commission and needs to be approved just like an out building. Mr. Browning said J.W. Greene has no intention of charging a permit fee but just needs to know the location of the pods. Alderman Dickson said he thought Chapter 5 Section 11-513 applied to R-1 zone only. Mr. Browning said provisions for accessory buildings in the R-1 zone and as other zones build off the R-1 zone; for instance, R-2 incorporates everything in R-1 zone and so on. Mayor Wolfe encouraged the Board members to talk with Bob Browning, Jim Wheeler and Planning Commission members and express any concerns before the next reading. Mayor Wolfe said there is a difference in moving into a home and the pod being there for one month and the pod being there for six months or more. Motion was made by Alderman Vest, seconded by Alderman Countermin and duly passed to approve on first reading the Ordinance regulating the use and placement of portable storage buildings, with the intent it will go to the Planning Commission for review before coming back to the BMA for any changes and for consideration on second and final reading.

ORDINANCE NO. _____

AN ORDINANCE REGULATING THE USE AND PLACEMENT OF PORTABLE STORAGE CONTAINERS

WHEREAS, the Jonesborough Zoning Ordinance regulates the proper placement of outbuildings associated with primary structures, and

WHEREAS, portable storage containers are intended to fill the role of a storage or outbuilding on a temporary basis, and

WHEREAS, it has been determined that regulations need to be established that make the use and placement of portable storage containers compatible and consistent with provisions governing the use of outbuildings within the Town of Jonesborough, then

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough that Title 11, Chapter 5, Sections 11-513 and 11-524 of the Jonesborough Municipal Code be hereby amended as follows:

1. Title 11, Chapter 5, Section 11-513 be amended by adding the following subsection 11-513(8).

11-513(8) Portable Storage Containers are subject to the following provisions and restrictions:

- (a) Portable Storage Containers, also called PODS, Conex Boxes, SAMS or Shipping Containers, are defined as any transportable unit or

container normally used for temporary storage which is typically delivered and removed by truck.

- (b) Portable Storage Containers to be placed on non-public property in all zones except a designated manufacturing zone require a permit.
- (c) Except in a manufacturing zone, there should be no more than one portable storage container per parcel without a variance from the Jonesborough Regional Planning Commission/Board of Zoning Appeals.
- (d) Placement of Portable Storage Containers must meet setback requirements of the zone in which they are located.
- (e) A Portable Storage Container permitted in association with a construction project with a building permit may not remain on the property in any zoning district, except manufacturing, in excess of six (6) months in any twelve (12) month period. Portable Storage Containers used for storage and not associated with a project and with a building permit may not remain on the property in any zoning district, except manufacturing, in excess of two (2) months in any twelve (12) month period, with the following exceptions:
 - i) A variance is approved by the Jonesborough Regional Planning Commission extending the time period beyond six (6) months with a building permit or two (2) months without a building permit.
 - ii) A plan is submitted and approved by the Planning Commission that allows the Portable Storage Container to be classified as an accessory or outbuilding.
- (f) Placement of Portable Storage Containers must be on a hard surface, solid or compacted stone that is approved by the Jonesborough Building Inspector.
- (g) Portable Storage Containers can be placed in the front yard upon approval of the Building Inspector when the topography of the site and the materials to be stored dictate the front yard to be the most appropriate location for placement.
- (h) Signage or advertising on Portable Storage Units is not permitted except when already permanently applied by the container manufacturer. The Building Inspector has the authority to require container signage to be covered or removed depending on the container location and aesthetic impact on adjoining properties.
- (i) Portable Storage Containers used by residents, property/business owners, or contractors may not be placed on public streets or right-of-ways.
- (j) Portable Storage Containers may not be used to store illegal or hazardous materials.
- (k) A variance on the placement and time period allowed for a Portable Storage Container may be considered by the Planning Commission/Board of Zoning Appeals based on the following criteria:
 - i) A demonstrated and justifiable need to continue storage based on an active project.

- ii) Hardship circumstances like a loss due to fire, flood or other such catastrophic event that requires extended but still temporary storage.
- iii) The topography of the property that limits the appropriate placement of the Portable Storage Container and reasonable access to said container.
- iv) A request is made to the Planning Commission to change the status of a Portable Storage Container from temporary or limited use to an accessory or outbuilding along with the submittal of a schematic showing how the container will be screened or retrofitted into an appropriate secondary structure that is compatible to adjoining properties. If the front yard is being requested for such a variance, the submittal must demonstrate that the front yard is the only reasonable location for the container based outbuilding to be located long-term, and a schematic detailing the screening or encapsulation of the container must be reviewed and approved by the Planning Commission.

(l) Portable Storage Containers must be removed immediately upon completion of a project with a building permit or at the end of the six month period, whichever comes first, without a variance approved by the Planning Commission/Board of Zoning Appeals. Portable Storage Containers with a two month permit for storage without a building permit must be removed immediately at the end of the two month period without a variance from the Planning Commission/Board of Zoning Appeals.

(m) Portable Storage Containers may not be retrofitted into an outbuilding or screened for possible long-term use within a historic zone.

2. Title 11, Chapter 5, Section 11-524 be amended by adding the following subsection 11-524(3):

11-524(3) Portable Storage Containers, as defined in subsection 11-513(8) (a), are allowed in the M-1 Zone without permit provided:

- a) All setback requirements must be met in the placement of containers.
- b) Containers are placed behind any primary building on the property.
- c) On lots abutting residential property, the Jonesborough Regional Planning Commission may require containers placed on the site to be properly screened.
- d) Portable Storage Containers to be placed in the front of a lot or in front of the primary building on the lot must have the location approved in advance by the Planning Commission.
- e) There is no time restriction on placement of Portable Storage Containers placed within an M-1 Zone, unless a time limitation related to an individual site has been established by the Planning Commission.
- f) More than one container may be used, and there are no time restrictions.
- g) The Building Inspector may require signage on any container remaining on the manufacturing property more than six (6) months to be covered or removed.

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

Motion was made by Alderman Vest and seconded by Alderman Countermine that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: Alderman Vest, Alderman Countermine, Alderman Dickson, Alderman Sell

Those voting against: _____

PASSED ON FIRST READING October 12, 2015

KELLY WOLFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The next item under New Business was concerning approval of the Property Owner Agreement for Safety and Access Improvements along East Main Street from

Boone Street to Clay Avenue. Mayor Wolfe said this is the next component of the downtown improvement project. He said Jonesborough Water, Street, and Sewer Departments, Johnson City Power Board, Century Link, and Atmos Energy will be working together to complete this project, and the project will be started on October 14, 2015, and hopefully be completed by Thanksgiving. Mayor Wolfe said Johnson City Power Board has agreed to pay the majority of the cost in putting the power underground. He said the Town will work with the homeowners to get power underground, and then reconstruct the sidewalk up East Main Street. Mayor Wolfe said this is a great project. Mr. Ford said the street will be closed from Spring Street up East Main Street to Clay Avenue but the intent is to detour at North Lincoln and Franklin Avenue. Alderman Sell asked if all the other utilities are ready to start this project and work together to get the job completed. Mr. Ford said the Town will be doing the digging to assist and will push the utility companies to get this completed as quickly as possible. He said he would like to look at bidding the paving for this section. Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to approve the Property Owner Agreements involved in the East Main Sidewalk Improvement Project which includes comprehensive utility line work based on the plans submitted.

INSERT AGREEMENT

The meeting was duly adjourned.

ABBEY MILLER, RECORDER

KELLY WOLFE, MAYOR