

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

OCTOBER 14, 2019

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

The first item on the Public Hearing Agenda was the Ordinance re-adopting the electronic citation fees and regulations in the Town of Jonesborough. Mayor Vest asked if there were any comments. There were none.

The next item on the Public Hearing Agenda was the Ordinance repealing the privilege tax on establishments licensed to manufacture intoxicating liquors within the Town of Jonesborough. Mayor Vest asked if there were any comments. There were none.

The Public Hearing was closed.

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ABBAY MILLER, RECORDER

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CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

OCTOBER 14, 2019

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

Mayor Chuck Vest called the meeting to order. Alderman Adam Dickson lead the group in an opening Prayer, and Jay Jarman 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, and Operations Manager Craig Ford. Town Attorney Jim Wheeler was absent.

The next item was the Consent Agenda. Mayor Vest asked the Aldermen if there were any items they wished to have pulled from the Consent Agenda. Alderman Causey asked to pull for discussion Consent Item 7-c regarding the Water Distribution Equipment Operator III and Equipment Operator II positions. Alderman Dickson made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes of the August 12, 2019, Regular Meeting and the August 22, 2019, Called Meeting of the BMA.
2. Approve the following bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z OFFICE RESOURCES	1721.03
ACE EQUIPMENT REPAIR	1523.70
ADVANCE AUTO PARTS	83.88
ALFAC	3384.62
ALL HOURS TOWING	110.00
ALLEN WEEMS	282.85
ALSCO	77.96
AMERICAN GENERAL LIFE	106.52
AMERICAN LIGHTING	254.95
ANDY OXY COMPANY, INC.	59.68
APPLIED MAINTENANCE	208.71
ARCHER BROTHERS GARAGE	238.23
ARCHER ELECTRIC SERVICE	2000.00
AUGUST HOUSE, INC.	451.42
AULICK CHEMICAL SOLUTION	28571.80
AUTO ZONE #2087	60.80
BANK OF TENNESSEE	8982.12
BARBARA L BOGART	288.00
BATTERIES PLUS-551 LLC	79.86
BHMA OCCUPATIONAL MEDIC	60.00
BLUE CROSS BLUE SHIELD	89691.77
BLUE TARP FINANCIAL, IN	50.30
BLUE WATER INDUSTRIES	4735.80
BOBCAT	821.45
BRANHAM CORPORATION	1008.45
BRETT SEAN MCCLUSKEY	50.00
BRIGHT & ASSOC.	800.00
BRIGHTRIDGE	22749.11
BUSINESS HEALTH	2679.00
CAROL BURLEY	43.33
CELEBRATE	75.00
CENTRALIZED CHILD SUPPORT	646.77

<u>VENDOR</u>	<u>AMOUNT</u>
CENTURYLINK	917.81
CHAPPELL'S PEST CONTROL	50.00
CINTAS CORPORATION #202	1271.76
CINTAS FIRST AIR & SAFE	208.08
COAST TO COAST COMPUTER	845.97
COMPANION LIFE INSURANCE	1019.42
CONSOLIDATED PIPE & SUPPLY	72745.17
CORE AND MAIN	4164.07
CORECHEM	7450.87
CRAZY TOMMY'S	416.00
D. TODD WOOD	6225.00
DAVID THOMPSON PRODUCE	120.00
DENNIS DWAYNE BROOKS	700.00
DOORWAY SERVICES	162.50
EAST TN CHEMICALS	347.00
ECONOMYPRINTING, INC.	190.95
ECOSAFE LANDFILL YA	6748.83
EDWARD WOLFF	50.00
ELEAS SIGN INC.	1803.00
ERWIN UTILITIES/ELECTRIC	85.08
FAIRWAY MANUFACTURING	70.37
FERGUSON ENTERPRISES #5	15318.87
FIRE EXTINGUISHER CO	145.80
FIRST TENNESSEE BANK	3792.73
FLEENOR SECURITY SYSTEM	1170.74
FOSTER SIGNS	760.00
FREE SERVICE TIRE CO.	2808.54
FSC	542.50
FUELMAN	3938.32
G & C SUPPLY COMPANY, IN	15330.90
GALL'S LLC	547.20
GOUGE MASONRY	1412.00
GOVDEALS, INC.	1200.35
GRAINGER	77.70
GRAY GLASS	122.85
HARBOR FREIGHT TOOLS	214.08
HAYES PIPE AND SUPPLY	44534.81
HEISSE JOHNSON HAND UP	155.72
HENRY SCHEIN, INC.	183.94
HIGHWATER CLAYS	95.00
HOUSE & HOME BUILT-INS	180.00
HUTTON ADVERTISING	1857.00
INGLES #4205	117.68
INTERNATIONAL STORYTELLING	203.55

<u>VENDOR</u>	<u>AMOUNT</u>
INTERSTATE GRAPHICS, IN	1129.03
JAMES RIVER EQUIPMENT	1327.60
JANI-KING TRI-CITIES	3250.00
JARED L CHRISTIAN	50.00
JD METALS	1962.34
JESSICA PARKS	90.44
JIMMY NEIL SMITH	1200.00
JOHNSON CITY FORD	2001.65
JONESBOROUGH HRA	3765.00
JONESBOROUGH POSTMASTER	4500.00
JONESBOROUGH SENIOR CENTER	697.28
JONESBOROUGH/WASHINGTON	6202.53
JRT	268.95
JULES CORRIERE	15.41
KAREN SUE HITCHOCK	255.50
KIMBALL MIDWEST	1513.18
LABTRONIX	1574.55
LANDMARK INTERNATIONAL	14.01
LIBERTY NATIONAL	2811.28
LORA DARLENE HATLEY	132.00
LOWE'S	3651.56
MAHONEY'S SPORTSMAN'S	2430.97
MAIN STREET CAFÉ	90.00
MARK D EDMONDS	175.00
MATTHEW BENDER & CO.	92.87
MCCOY LAND SURVEYING	600.00
MEADE EQUIPMENT	205.00
MICROBAC LABORATORIES	41.00
MIKE HAGIE	1317.50
MUNICIPAL EMERGENCY	709.79
NAFECO, INC.	604.78
NATIONAL MAIN ST CENTER	375.00
NATIONAL METER &	7318.96
NATIONWIDE RETIREMENT	1885.00
NATURAL PET SUPPLY	82.43
NECESSARY OIL COMPANY I	458.00
NEWS AND NEIGHBOR	197.00
NOLICHUCKY PRODUCE	1192.50
O'REILLY AUTOMOTIVE INC	18.99
OFFICE DEPOT BUSINESS	22.99
OFFICE MAX #233	365.86
OLD SCHOOL AUTO PARTS, I	5314.43
OLDE TOWN HARDWARE	540.14
OLDE TOWN SMALL ENGINE	199.85

<u>VENDOR</u>	<u>AMOUNT</u>
ORIENTAL TRADING CO.	77.85
OSBORNE ELECTRIC INC.	235.21
PACE ANALYTICAL NATIONA	201.00
PARDUE PHOTOGRAPHICS	520.00
PARISH NURSING	1345.00
PAULINE B FRANCIS	84.90
PAVE-WELL PAVING COMPANY	15485.50
PHYLLIS ANNE FABOZZI	150.00
PORTER'S TIRE STORES	5869.84
PUBLIC ENTITY PARTNERS	1407.30
QUALITY TROPHY & ENGRAVING	22.00
RED WING SHOE STORE	200.00
REEVES ALIGNMENT & AUTO	142.70
REINHART FOODSERVICE LL	2238.91
RELIANCE STANDARD (VOL)	475.60
RICOH USA, INC.	5418.39
SANDRA SAULTS	95.00
SARATOGA	7466.64
SCHAEFFER'S MFG CO	1949.90
SHELBY N KING	117.50
SHRED-IT	51.20
SITEONE LANDSCAPE SUPPLY	931.70
SMART SOURCE OF GA, LLC	2286.36
SPECIALIZED OPERATIONS	1209.00
STAFFORD CUSTOM GRAPHIC	1130.00
STOWERS	3161.28
SUMMERS-TAYLOR INC.	1162.31
TARGET SOLUTIONS LEARNING	1463.00
TAYLOR'S AUTO BODY REPA	3116.28
TBI-FISCAL SERVICES	174.00
TENNESSEE GUARDRAIL, IN	10622.50
TENNESSEE LOGOS, INC.	1294.15
TENNESSEE ONE-CALL	94.00
THE NAKED BEE	638.00
THE STOCKPOT	83.63
THOMPSON REUTERS – WEST	179.46
TN DEPT OF REVENUE	81.70
TN DEPT OF REVENUE	1158.85
TN DEPT OF SAFETY	950.00
TNVA ENGERGY SOLUTIONS	30.00
TONYA S VAN HOOK	440.00
TOWN OF JONESBOROUGH	1045.50
TOWN OF JONESBOROUGH	7950.00
TOWN OF JONESBOROUGH	2327.10

<u>VENDOR</u>	<u>AMOUNT</u>
TRANSUNION RISK &	50.00
TRI-CITY BEVERAGE CORP	228.00
TRIMBLE COMPANY	130.00
TRUBLU TACTICAL	145.97
TRUCKPRO LLC	493.39
TUSCULUM UNIVERSITY	120.00
UNITED PARCEL SERVICE	48.24
UNITED WAY	618.50
USA BLUE BOOK	2175.62
UTILITY SERVICE CO., IN	6743.60
VALLEY EQUIPMENT CO	149.00
VERIZON CONNECT NWF, IN	1346.55
VERIZON WIRELESS	2456.50
VOLUNTEER FLAG & SAFETY	184.94
WASHINGTON COUNTY HIGHWAY DEP	11293.26
WASHINGTON FARMERS CO-OP	1327.39
WASTE MANAGEMENT	4187.21
WAYNE WINKLER	100.00
WAYPOINT ANALYTICAL	220.00
WHITE'S AUTO PARTS	672.28
WILLIAMS ELECTRIC	1692.34
WISEMAN'S INC	798.99
WORLDWIDE EQUIPMENT, IN	143.26
	<b>553,377.53</b>

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
94058-94216 AP	172,679.97		
94217-94247 AP	17,305.15		
94248-95253 AP	35,272.95		
94254-94266 AP	16,747.86		
94267-94283	108,369.09		
94284-94295 AP	86,890.05		
94296-94314 AP	10,081.40		
94315-94352 AP	13,299.03		
94353-94356 AP	305.70		
	<b>460,951.20</b>		
59884-59970 AP		180,011.18	
59971-59978 AP		7,237.69	
59979-59983 AP		21,226.60	
59984-59986AP		38,160.57	
59987-59989 AP		580.86	
59990-59991 AP		1013.45	
59992-59995 AP		3694.37	
59996-60003 AP		2,727.67	

<u>VENDOR</u>	<u>GENERAL</u>	<b>254,652.39</b> <u>WATER</u>	<u>SANITATION</u>
8492-8514 AP			17,498.93
8515 -8518 AP			376.10
8519-8520 AP			3,759.87
8521 AP			47.49
8522 AP			46.00
8523-8524 AP			380.85
			<b>22,109.24</b>

3. Approve the following Town Administrator Report:

**Wastewater**

The Wastewater crew has been working on the sewer line improvements needed on the Boones Creek Rd. across from the Farm Bureau. The crew has also re-worked any sewer lines necessary to cut down the hill on N. Cherokee Street above the Justice Center in order to create better sight distance and improve traffic safety. When staff has had a chance, they have worked to complete the Wastewater Building recently constructed.

Industrial Park – We have been working on the planning for utility expansion at the Industrial Park. Cobern Rasnick is working on cost estimates for materials, and has been meeting with other utilities in the planning process. We are shooting to submit an EDA (Economic Development Administration – Federal Agency in Atlanta) application by January to fund materials for both water and sewer expansion related to the new industry EBM-Pabst. We have discussed Town crews installing the water and sewer lines to help provide the required matching funds, but the County would have to provide any cash match.

Sewer Planning – I asked Cobern Rasnick to get with Todd Wood to detail out the construction of a new gravity sewer line from Thompson Meadow Lane down to the A-Station off College Street. Although we are not necessarily in a hurry, when we have the chance, we need to construct a new line down the drainage way through North Jonesborough Subdivision. That will be necessary to serve the new school facilities and athletic facilities. We will need a new easement between N. Cherokee Street and North. Jonesborough Subdivision, and we need to start working on that now.

We are also looking at a possible CDBG application for funding to reduce infiltration/inflow into the Town's sewer system. While we have been working to reduce I&I and have made some progress, we still get a tremendous amount of ground water and stormwater flow into our system with major storm events. Block Grant funding has changed somewhat so there is more emphasis on reducing I&I using grant dollars. We really need to undertake a Sewer System

Evaluation Survey (SSES) which locates the major sources of non-sewer flows into the collection system. We are looking at the cost of contracting that work, and seeing if we could put together a fundable grant application. I&I is our major issue now in our sewer system.

## **Water**

In Water Treatment we are slowly working on a plan to expand the treatment facility. We are operating at about 80% of our treatment capacity, and we have to be prepared to expand our treatment capability. I have mentioned in the past that along with the increased ability to treat water at the filter plant, we have to be able to increase flow at the intake and to move water out of the plant towards Jonesborough. The intake was designed to get 8 million gallons per day out of the Nolichucky. Our treatment plant capacity is 4.2 million gallons per day, so we could double the capacity of the plant based on our intake. The plant was built in 1979, forty years ago, so going to an 8 million gallons capacity daily should put us in good shape for a long time.

Our problem is moving water from the treatment facility towards Town. We are currently looking at the possibility of re-activating the Mt. Zion Pump Station off SR-81 South and constructing a new line up SR-81 that would connect into the 24" transmission line in Jonesborough. We are also looking at a small reservoir on the northside of US-11E that would provide needed pressure in a major growth area between our town limits and Hairetown Road.

By-Products Reduction – One of the improvements we need to make in our by-products reduction process is reducing by-product formation in the 3 million gallon Persimmon Ridge Reservoir. We have run some tests on the water tank, and know we are getting some build up. One solution is to put in a mixing unit and venting system at Persimmon Ridge like we did at our 2 million-gallon Woodlawn tank. The problem is we have to have electricity at the Persimmon Ridge tank and there is none currently. Craig Ford has permission from the adjoining property owner for an electrical line to be run from the cell tower area on adjoining property near our tank, but an easement needs to be developed. BrightRidge has boiler plate easement documents and is supposed to be preparing the paperwork necessary for them to get service over to the reservoir. (Note: If we can get power to the Persimmon Ridge tank, we can bring it down to the training building we have near our firing range.) Once we get power to the tank, we can price out the installation of the by-products reduction system we want to install.

Water Distribution has completed a number of extensions. Staff is currently working with GRW on the planning of water service for the new industry at the Industrial park, and we are looking at an EDA grant application to go in the first of the year. Distribution is trying to get caught up so they can continue with cast iron line replacement. We have the materials; we just have to get to it.



## **Transportation**

Smith Lane – The connector between Smith Lane and N. Cherokee Street is in place and essentially complete. Water and sewer lines are in place, which was necessary to serve the Ivy Trace Subdivision that is going in at the top of the ridge off N. Cherokee Street. The Street Department worked this week on cutting down N. Cherokee St. as much as possible to improve sight distance and traffic safety. That has gone well, and they are working to repave the area in which they have been working by the end of the week.

New Hope Road – We are waiting until we can invest time in improving the way in which traffic on New Hope can get into the east bound lanes of US-11E. That improvement will be in Washington County outside of our Town limits.

2<sup>nd</sup> Ave Turn Lane & Jackson Blvd Re-paving – That work is complete, and Summers Taylor did a very good job.

Shell Road – Another project on the list that we cannot get to soon.

## **Grants**

LPRF Grant – We have been moving along on the Community Park project. We will get a grant extension until August, 2020, but we are trying to get all of the site work completed before it turns too cold. Most of the old garage has been removed. There is a little left, and we will not be surprised if the person buying the building leaves us with some of the remains. He is not supposed to, but there is not much we can do about it if he does; but there is not much left. Plant material has been bid, and there is a bid recommendation on the November Board agenda. We are also working on a work task sequencing plan with projected dates that should help address priorities and timing with the park development.

CDBG Façade Grant – We are close to the point we can start working on the front of the Jackson Theatre. We have the marquee work under contract, but Snyder Signs will not start building it until we are within 30 days or so to their being able to install. We have to undertake work in the front of the building (doors, box office, windows) before the Marquee can be installed.

Jackson Theatre – We are having a difficult time getting a construction easement from Shane Adams. I have worked to accommodate him, but his response time to changes he has asked for has become a major roadblock. Work on the addition is not possible until he signs the construction easement, and GRC has been ready to go. We also have a sprinkler system agreement with East Tennessee Sprinkler, and we are close to having the sprinkler system installed in

the Stage Door building. The installation would not become active until the Jackson Theatre sprinkler system is installed. East Tennessee Sprinkler has to wait until all the structural support is complete and the new floors put in the Jackson building to develop the shop drawings that have to be approved by the architect and State Fire Marshall. So they are on hold. We cannot make any connections between the buildings until the sprinkler system is active. That is not really a problem at this point.

We have the Carter County Work Crew back under a new guard, and Craig Ford intends to have them back in the Stage Door Building next week. We will be trying to move along with some additional improvements to the JRT building in between the USO Christmas Show the first show of 2020. Our goal is to get those two buildings completed asap with the Carter County Crew.

### **Maintenance Buildings Project**

Wastewater is working on their finishes when they can, but both new buildings are operational and functional. Great facilities!

### **Dog Park**

The Dog Park area has been “grubbed out” of invasives and under growth. We will be selecting any existing scrub trees for removal and grading the fence line so we can bid out the dog park fencing.

### **School Project**

Another month with a large amount of time spent on working with Washington County to develop mutually acceptable agreements and lease documents.

### **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:

During the month of September, we moved the inmate crew to the Repertory Theater. The old theater seats and old carpet was removed. Once removed, we began the process of restructuring the risers for the new carpet and seats.

Each riser was at a different elevation and did not meet current building or fire code standards. We also had to ensure that we had at least one and a half inches of wood on the floor in order to properly install the new theater seats.

An additional step had to be added at the bottom in order to make each riser height 4 inches. This took several days to complete. We also added floor joists to the floor in front of the stage and made the subfloor one and a half inches as well.

In order to accomplish this, the ramp had to be removed that leads into the theater. Once the new ramp was in place, we had to remove the emergency exit door on the west side of the building and raise it approximately one foot. The brick steps at the exit also had to be raised.

In addition to this work, there was some electrical work that had to be completed and we removed the curtain around the bottom of the stage and replaced it with wainscot. We were not able to complete the wainscot work as the prison crew was recalled for lockdown.

The work on the risers was completed on time. We were also able to repaint the auditorium walls and the ceilings. The new carpet was installed and the new theater seats have been installed as well. The end result looks great.

BrightRidge completed installation of a vehicle charging station at the Visitors Center on the east side of the building near the UPS drop off. Staff from Water Distribution completed a bore from that location under the current parking lot to a pad-mount transformer behind the Visitors Center. We also repaved the area in the parking lot that had to be cut for the installation.

I am currently working on a striping plan for two spaces at the charging station to designate them as spaces for car charging only.

Work has progressed rapidly on the Smith Lane connector. I had to meet with BrightRidge in order to have a pole moved at this site. Developer Kelly Wolfe has been very helpful on this project. The rough grade and drainage were completed by his staff. The Street Department has paved the binder coat of asphalt and the curbing has been completed. The guardrail is scheduled to be installed the week of October 14.

The Street Department has also been working on the new park site off Lincoln Avenue. They have hauled and graded several loads of dirt. I have met on the site with Gerald Sparks and we have developed a plan for moving the two fuel tanks from the site. The additional vent pipe has already been installed and we will be venting a moving these tanks in the next couple of weeks.

The Street Department has also been working at the current Britt Drive site to complete bins for storage of stone, leaves, mulch, etc. The curb and sidewalk work have also been completed at the new Wastewater Treatment Facility.

Much planning and preparation went into our town for the Storytelling Festival. Our staff should be commended for how great the Town looked and for how well our employees represented the Town during the festival.

A lady and her two adult daughters from North Carolina stopped by Tuesday morning to thank the Fire and EMS staff for saving her husband's life. They were leaving the festival when he suddenly became ill near the Fire Hall.

They stopped and our staff immediately provided assistance that no doubt saved his life. He was having a heart attack. He was transported to the Johnson City Medical Center. He underwent triple bypass surgery on Monday and should make a full recovery. She felt the actions of our staff saved his life. That was actually the second heart attack victim our staff assisted during the festival.

I also received many positive remarks on the Police Department and Facility Maintenance crew. Jonesborough is truly a special place and we are blessed to have the staff we have.

GRC Construction continues to make progress. They have installed the new roof structure on the Jackson.

5. Approve the following Committee Reports: Historic Zoning Commission, Board of Zoning Appeals, Jonesborough Planning Commission, and the McKinney Center Diversity and Inclusion Subcommittee.
6. Approve the following Supervisor Reports: Building Inspector, Visitor Center Manager, Fire Department, Water Distribution, Police Department, Solid Waste and Recycling, Parks and Recreation, Water Treatment, Street Department, Fleet Maintenance, Marketing and Promotions Coordinator, Director of Tourism and Main Street, JRT Artistic Director, Senior Center, McKinney Center, MBM Outreach Program Director, Website Manager, Events Coordinator, and Environmental Services/Wastewater.
7. Accept the resignation of Dana Thomas, Water Quality Specialist in the Water Distribution Department, with an effective date of October 21, 2019, with regrets.
8. Approve the hiring of Scott Elliott and Kevin McCloud as Water Treatment Operator I's (non-certified) at Grade 7, Step 1 (\$28,564), subject to all pre-employment conditions including WorkSteps, with the condition both employees have two (2) years to obtain their Water Treatment Operator I certification to continue employment.
9. Approve the 2019 Music-on-the-Square season report and authorize the contract payment to Steve Cook in the amount of \$12,000 for managing the five-month program.

10. a. Approve the Special Event Request from TN Hills Distillery for the Susan G. Komen East TN Fundraising Event to be held on Thursday, October 17, 2019, at the Parsons Table parking lot between 7:00 p.m. – 10:00 p.m., to raise funding for the Susan G. Komen Organization, subject to the Town Attorney's review and acceptance of the required Hold-Harmless Agreement and proof of insurance.
- b. Approve the Special Occasion Permit application to allow alcoholic beverages to be served and consumed at the Susan G. Komen event at the Parsons Table parking lot on the condition that the boundaries where alcoholic beverages are consumed are clearly identified, the crowd control, safety and security measures are discussed and approved by the Police Department, and the Town Attorney reviews and accepts the Hold-Harmless Agreement and proof of insurance that covers the consumption of beverages associated with the event.

Mayor Vest announced that Consent Item 7-c, the promotion of Josh Cloyd to Water Distribution Equipment Operator III at Grade 9, Step 11 (\$43,323) and Cody Hartley to Water Distribution Equipment Operator I at Grade 5, Step 1 (\$25,909) that were pulled from the Consent Agenda would be discussed next. Mayor Vest asked Alderman Causey to lead the discussion for this item. Alderman Causey said she would like to recommend that a six-month position probationary period be added to both employee promotions; she then made the recommendation in the form of a motion. Mayor Vest said there is a motion to add a six-month position probation to the recommendation for promotion of Josh Cloyd to Water Distribution Equipment Operator III at Grade 9, Step 11 (\$43,323) and Cody Hartley to Water Distribution Equipment Operator I at Grade 5, Step 1 (\$25,909). Alderman Countermine asked for clarification as to when the employees would be promoted. Alderman Causey said she is recommending they go into the new positions now, be re-evaluated by Mr. Ford in six months, and then be brought back to the Board. Alderman Countermine asked if their salaries would remain the same. Bob Browning said they would. Abbey Miller asked if the effective date would be today's date. Alderman Causey asked if these two employees would be back-paid to July 1<sup>st</sup>. Craig Ford said what is in the recommendation is that the effective date be when they were moved into the new positions on September 6, 2019. Alderman Callahan seconded the motion, and it was duly passed.

Alderman Callahan said just for the record, Josh Cloyd is a really great employee, and Jonesborough is very fortunate to have an employee of his caliber on staff.

Mayor Vest said the 2019 Music-On-The-Square season was another success and thanked Steve Cook for all his hard work and dedication. He said he appreciates all the residents coming out to support MOTS, and the sponsors as well.

The next item for discussion was the Financial Report. Mayor Vest thanked Town Recorder Abbey Miller for the up-to-date sales tax report. He said it is good to see that

sales tax revenues are up around 6% from the same time period in 2018. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, the motion to approve the Financial Report as presented was made by Alderman Callahan, seconded by Alderman Counterline and duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest asked Mary Regen, Senior Center Director, to come forward and talk about the Brain Games and the team ceremony. Mary Regen said the TN Commission on Aging and Disability (TCAD) invited the Jonesborough Brain Game team to come to the SE4A Conference held in Nashville in September to showcase what Brain Games is all about. She said currently Tennessee is the only state that participates in Brain Games, and they are trying to get other southern states to participate. Ms. Regen said the TCAD issued the challenge, and two other states brought teams, Kentucky and Georgia. She said Jonesborough's team did a great job and won by a land-slide of 80 points. Ms. Regen said it was a nice way for Jonesborough's team to retire with its three-time State Championship. She said they had a great time, did some sight-seeing in Nashville, nightly dinners, and it was a great way to honor the team. Ms. Regen said the Brain Game team retirement ceremony was held at the Senior Center on Wednesday, October 9<sup>th</sup>. Ms. Regen thanked Mayor Vest for the Proclamation and Town Administrator Bob Browning for attending the ceremony and presenting the team with the Proclamation. Ms. Regen said she is so proud of the Brain Games team and what they've meant to the Center and to the Town, with hosting teams from across the State of Tennessee for the past couple of years. She said that has been a really big honor for the team and the Senior Center.

Mayor Vest said the number of building permits from January 1, 2019, through September 30, 2019, is very impressive with 208 building permits versus 109 permits for the same time period in 2018. He said that is almost a 50% increase, and when we talk about why we need improved facilities, there is a reason. Mayor Vest said we have an attractive Town that people want to be a part of. Bob Browning said we have 90 building construction projects permitted that are underway right now that the Building Inspector has to oversee. Mayor Vest said the Marketing and Promotions Coordinator Trevor Rice's report shows an uptick in performance and when you look at all the things they are doing, it is great, because these little things make a difference to the Town. He said he appreciates the efforts of the marketing team.

Mayor Vest said there are several committee appointments that he is recommending, as follows:

Senior Center Advisory Committee – appointment of Pauline Douglas and Diane O'Conner;

Jonesborough Planning Commission – re-appointment of Marion Light, Jim Rhein,  
and Emma Treadway and appointment of Nick Vest;

JRT Board of Directors – appointment of Christina Morgan as the BMA representative.

Mayor Vest asked the Aldermen if they had any questions about the recommendations. There being none, Alderman Dickson made the motion to approve the recommendations for the committee appointments and re-appointments as presented, seconded by Alderman Callahan and duly passed.

Mayor Vest gave an update on the K-8 Jonesborough School project. He said Attorney Wheeler, Mr. Browning and he met on the school project this afternoon and they are anticipating getting a multi-use facility with recreational facilities approved. Mayor Vest said they have worked hard on the project, and there is an important vote coming up on Thursday, October 17<sup>th</sup>, to approve the leases they have provided the Washington County Commission. He said a few small changes were made today, and Attorney Wheeler is still at his office working on those tonight. He said they have received great cooperation from the school board attorney, and with the feedback from the County, they tweaked the leases. Mayor Vest said he feels there will be a successful vote on Thursday because of the exceptional County Commissioners we have. He said it is exciting to be involved in the school project, and when you see the growth that we have in Jonesborough, there's not a better time to do this.

Mayor Vest asked David Gillenwater to come forward to accept the October, 2019, Employee of the Month Award. Mayor Vest read the following nomination letter:

*I would like to nominate David Gillenwater for Employee of the Month for October. David is the Custodian/Maintenance personnel for the Jonesborough Senior Center and has worked for the Town for over five years. David works behind the scenes making sure everything is kept very clean and enjoyable for our members. Recently David came to me after a discussion about the expense of the wipes we were using in our fitness center. We had discovered they were being used in really high excess and the cost of them was too much for our operating budget. David took it upon himself to research gym wipes and presented me with several options. I was so impressed with his initiative and going the extra mile to make the overall operation better. This is not just a job to him; this Center and the Town matter to him and making sure we had something that was more affordable was important to him as well. The Center services almost 2,000 members, which has more than tripled since opening the doors in December, 2015. David is responsible for the 30,000 square feet of space and does a wonderful job of keeping the building clean and maintained. No matter the job, David tackles everything with the determination to make it better. He is very mindful of the maintenance and keeps up with all the light bulbs, filters, batteries and painting that is needed. He is also handy and many times has fixed broken machines and repaired leaks. With a facility as large and busy as the Senior Center, it takes a person who truly has a passion for their work. David is always thoughtful of the senior members and assists them when needed and does so in a kind and compassionate way. David is praised often by members who let me know how wonderful of a job he does and they appreciate his hard work to keep the place they love so much well-maintained. The*

*Center is bustling with activities every day, the attendance is close to 200 members, daily. David is an essential part of our team and brings a level of professionalism and care that is benefitting the Center and its members tremendously. I am so proud of David being a part of the Jonesborough Senior Center team and he certainly has earned the title of Employee of the Month. Submitted by: Mary Regen, Senior Center Director*

Mayor Vest asked Mr. Gillenwater if he had any comments. David Gillenwater thanked Mary Regen for the nomination.

Mayor Vest said the Town has made some ADA accessibility improvements at Town Hall, and he wants to make sure as a Town that we continue to look for opportunities where we can make all Town facilities ADA accessible. Mayor Vest said he appreciates Operations Manager Craig Ford and Fire Chief Phil Fritts for being involved in this project. He added that the new seats have been installed at the JRT.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey said she would like to verify something from the last BMA meeting. She said on September 9, 2019, when the discussion came up about the additional increases above the 3% given to all employees, the Board consensus was to bring those back at the next meeting. She said she asked at the September meeting if all additional increases above the 3% could be brought back to the October meeting and was told that the two promotions in the Water/Sewer Fund were approved with the Compensation Plan; she had asked the question at the August 29<sup>th</sup> meeting about making changes at the September meeting and was told changes could be made. Alderman Causey said she went to Town Hall and listened to the recording for clarification about what she had asked; she asked at the August meeting, "if we have any changes to the budget, can we do it on the 2<sup>nd</sup> reading"; Mayor Vest said "everything is subject to change". She said she did not realize that when the BMA approved a compensation plan that it was also approving some of the additional increases that had been requested. She said she questions how the Board could approve increases in the Water/Sewer Fund before approving the Water/Sewer Fund Budget. She stated that she does not have a problem with promoting employees when there is justification such as changes in job descriptions. Alderman Causey asked that in the future all additional increases in pay or promotions be submitted separately with an explanation as to the reason for an increase or promotion and a recommendation from Mr. Ford and Mr. Browning be placed on an Agenda presentation with the current Grade and Step of the employee and the recommended Grade and Step and the justification for their recommendations which would eliminate any confusion. She added that she also recommends that in the future the Compensation Plan should be approved along with the second reading of the budget. Lastly, Alderman Causey said she does not want employees to think she is not for increases in pay; she totally supports Town employees and wants them treated fairly. Mayor Vest said he agreed that it makes sense that the Compensation Plan be approved with final budget approval. Alderman Causey said all additional salary increases should be listed on an agenda presentation and not along with the



Compensation Plan because unless you are really looking, you don't understand that an employee is receiving an increase. Mayor Vest said that is why Alderman Causey is a valuable member of the Board, and he appreciates her very much. Mayor Vest asked the other Aldermen if they had comments. Alderman Countermine said the Town had another successful Storytelling Festival, and praised the Town staff and all the volunteers. He said there were a couple of incidents where the staff saved the day; there were a couple of people having heart problems that got taken care of. Alderman Countermine said it was great festival and the festival attendees are a great group of people to have in our Town. Alderman Dickson said he had received notification from the Old Franklin Place Condos Association along Persimmon Ridge Road regarding some issues with the smell emanating from the sewer and asked if this could be addressed. Bob Browning said we have a plan to correct the situation but have not gotten to the point of implementation. Mr. Browning said Cobern Rasnick, Environmental Services Director, has looked at that situation, and it has to do with the venting of the sewer force main going up before it gets to the top of the hill. Mr. Browning said he would talk with Mr. Rasnick to see where he is in getting the plan implemented. Mayor Vest asked Alderman Callahan if he would like to speak about the Hog Rally held in Town on September 19, 2019. Alderman Callahan said the Town staff including Public Safety, Street Dept., Parks & Recreation, and Cameo Waters and her staff did an outstanding job. He said it was basically a handshake deal to get the motorcycle group to come through Town for a poker-run stop, and then the group inquired about coming to Main Street Jonesborough to have an event. He said he honestly had no idea so many people would attend, and there were motorcycles lined up on both sides of Main Street as far as you could see. Alderman Callahan said then four tour buses came into Town loaded with people. He said Jonesborough looked so good, and he thanked the community for coming together so well for the event. He said everybody that attended just absolutely loved Jonesborough and said they would come back.

Mayor Vest said he failed to mention one thing when talking about the JRT seating. He said he continues to be impressed with Craig Ford's leadership over the Jackson Theatre project. He said it is a big project, and we now have the roofing on the Jackson Theatre. Craig Ford commented that the decking is now on the old section of the roof, and they are "chomping at the bit" to start digging the basement for the new addition in the back. He said they ran into a little snag there but are working through that and hopefully will soon get back to making real progress. Mr. Ford said the GRC crew has been very good to work with. Mayor Vest said he appreciates all the work Mr. Ford and GRC are doing on the Jackson Theatre.

There was no Town Attorney comments due to the absence of Attorney Jim Wheeler.

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

Gary Degner, 61 New Halifax Street, commented on the Storytelling Festival regarding the quality of Police Officers in Jonesborough. He said Officers took care of the incident of a person trying to sell posters and items in the tents without the situation getting out-of-hand. Mr. Degner said Officers attended a lady who tripped over one of the guidewires and twisted her ankle very badly; the EMS had to be called and two of the Police Officers helped guide EMS personnel through the maze of people to get to the lady to attend to her; another incident Mr. Degner observed was a vehicle trying to drive in an area that was prohibited; the Officer approached this person and talked to him. Mr. Degner said he did not know if the person driving was just trying to be belligerent, but it appeared that that the driver did not want to follow the Police Officer's instructions. He said the Officer was very professional and firm and just took care of the situation. Mr. Degner said the Town is very fortunate to have the quality Police force that we have to make these events possible, not only the Storytelling Festival, but all the other events and festivals in Town. Mayor Vest said he agreed with Mr. Degner and thanked him for his comments.

Ruth Verhegge, 601 West Main Street, Chairman of the Flag Committee, invited everybody to the 17<sup>th</sup> Annual Flag Retirement Ceremony, on Sunday, October 27, 2019, at 2:00 p.m., to be held in the parking lot of the Post Office. Ms. Verhegge said the Committee has retired over 25,000 flags in the 17 years the Flag Committee has been hosting this event. She said the Daniel Boone High School Marine Corp Jr. ROTC will be conducting the ceremony. Ms. Verhegge encouraged everyone who hasn't seen the ceremony in the past to attend; it is really quite impressive to watch these young people. Ruth Verhegge commended the BMA for trying to take some action on the Jonesborough schools. She said it is a big step and she has her concerns, but she wanted to commend the Board for at least trying to do something. Mayor Vest thanked Ruth Verhegge for her comments.

The first item under Old Business for discussion was second and final reading of an Ordinance re-adopting traffic citation regulations and fees. Mayor Vest said this addresses the \$5.00 fee that the State allows cities to add to citations in order to afford electronic equipment such as hand-held devices. Bob Browning said he wanted to clarify that the electronic citation fee is something that we have had for five years and we are not adding anything new to the fee structure. Mr. Browning said the State Legislature allows the Town to collect a \$5.00 fee to help fund electronic equipment that our Police Officers use. He said the hand-held units save a tremendous amount of time and keep the Officers out on patrol as opposed to having to come back to the office to fill out paperwork. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Callahan made the motion, seconded by Alderman Countermine, to approve on second and final reading the Ordinance re-adopting traffic citation regulations and fees. The motion was duly passed.

## **INSERT ORDINANCE**

The next item for discussion was second and final reading of an Ordinance repealing the privilege tax on establishments licensed to manufacture intoxicating

liquors within the Town of Jonesborough. Mayor Vest said the State of Tennessee repealed this privilege tax for manufacturer's of intoxicating liquors and because of that, the Town cannot collect the tax anymore. Mayor Vest asked the Aldermen if they had any comments. Alderman Callahan recused himself from the vote. There being no further discussion, Alderman Countermine made the motion, seconded by Alderman Causey, to approve on second and final reading the Ordinance repealing the privilege tax on establishments licensed to manufacture intoxicating liquors within the Town of Jonesborough. The motion was duly passed.

## **INSERT ORDINANCE**

The next item for discussion was the personnel actions recommended in the FY2019-20 budget process. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey asked if the employees changing to different jobs are going to be on position probation. Bob Browning said a six-month probation is a Town policy, but he should have put that in the agenda presentation. Alderman Causey asked if these employees would get back pay to July 1<sup>st</sup> because they were in the initial budget. She said the Board chose to wait until this meeting to approve the recommendations, and she feels it is only fair that they get back pay. Bob Browning said it's not in the recommendation, but it is up to the Board to make that decision. Mayor Vest asked if the 3% salary increases went back to July 1<sup>st</sup>. Bob Browning said they did. Mayor Vest asked Town Recorder Abbey Miller what her understanding is. Ms. Miller said back pay would not apply to a position such as the part-time Fleet Maintenance Assistant because it is an hourly position, so it would depend on if it's a part time or full-time position. She said on the supplements, it is up to the BMA whether to go back to July 1<sup>st</sup> or implement those going forward. Alderman Countermine asked if there is money in the budget. Ms. Miller said the supplements are included in the budget. Alderman Callahan asked for clarification that the back pay would not apply to the hourly rate part time positions. Ms. Miller said that is correct. Mayor Vest said the Board needs to clarify that all position increases and supplements would be retroactive to July 1<sup>st</sup> but would not impact the hourly part time positions. Alderman Causey asked if the full-time employees would be the ones to get back pay if the motion is made. Bob Browning agreed. Abbey Miller asked if the back pay would include the employees receiving supplements. Mayor Vest asked if the Board wanted the supplements to go back to July 1<sup>st</sup> or September 1<sup>st</sup>. Alderman Causey said it is only fair for those receiving supplements to receive back pay because other employees were back paid to July 1. Ms. Miller asked if the recommendation is that all salary increases and supplements for full-time employees be retroactive to July 1, 2019. Mayor Vest said that is correct. Alderman Causey said she would like to make that recommendation in the form of a motion. Alderman Countermine second the motion. Mayor Vest said the motion is to approve the following personnel actions as submitted by staff and the back pay for full-time employees as discussed be retroactive to July 1, 2019:

1. Approve the position description for a GIS Technician/Water Maintenance Technician at Grade 5.

## **INSERT JOB DESCRIPTION**

2. Approve promoting Chris Lawson, in the Water Distribution Department, to the GIS Technician/Water Technician position at Grade 5, Step 1 (\$25,909) on the condition Mr. Lawson obtains his cross-connection and Grade 2 Distribution License within one year.
3. Approve Tyler Briggs in Water Distribution being promoted to Back-up Equipment Operator (non-certified) in Grade 3, Step 4 (\$25,679).
4. Approve the new position in the Water Distribution Department in the Compensation Plan of Back-up Equipment Operator (certified) in Grade 4.
5. Approve the position description for a part-time Fleet Maintenance Coordinator.
6. Approve the hiring of Gary Lykins as a Part-Time Fleet Maintenance Coordinator at Grade 17, Step 1 (\$22.37 per hour), with compensation split equally between the Water/Sewer, General and Solid Waste funds.
7. Approve the additional step increase for Building Inspector J.W. Greene, in order to bring him closer to the market value of his scope of work as Building Inspector in association with the tremendous increase in permits/inspections required to be performed by one person.
8. Approve the \$2,500 supplement for Fire Chief Phil Fritts associated with his extra duties and the scope of work detailed outside of his position description as Chief including insurance claims, ADA compliance, Safety Officer, and stormwater.
9. Approve the \$2,500 supplement for Facility Maintenance Supervisor Raymond Yoakley for his extended service to the Town in performing a scope of work outside his position that results in actual repair, replacement and installation of the 60 plus HVAC units within the Town operation.
10. Approve Stacy Cochran moving to full-time status as a Park Maintenance Worker at Grade 1, Step 2 (\$21,954).

Mayor Vest asked if there was any further discussion. There being none, Mayor Vest called for the vote and the motion was duly passed.

The first item under New Business was approval on first reading of an Ordinance rezoning property across from the entrance to the Jonesborough Schools on US-11E (East Jackson Blvd) from B-1 (Neighborhood Business) to B-3 (Arterial Business). Mayor Vest said that is the old Younce grocery store. Mayor Vest asked Bob Browning to explain his recommendation to the Board in order to have a better understanding of the rezoning request. Bob Browning said there is property across from the

Jonesborough Middle School that apparently because it was across from the two Jonesborough schools was zoned B-1 (Neighborhood Business). Mr. Browning said those properties have access to 11-E and have always been in commercial use. He said the Younce grocery store property which became Dr. Kenneth Weaver's office is a very large building and parking lot area, and the owner is requesting that it be rezoned from the B-1 Zone (Neighborhood Business) to the B-3 Zone (Arterial Business). He said the B-3 zone is consistent with the neighboring Food City property and consistent with what the zoning should be along 11-E, and the Planning Commission has reviewed the request and is recommending it to the BMA. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Dickson made the motion to approve on first reading an Ordinance rezoning a 3.19-acre tract located at 1103 East Jackson Boulevard, Parcel 027.00 on Washington County Tax Map 052K, from B-1 (Neighborhood Business) to B-3 (Arterial Business), seconded by Alderman Callahan, and duly passed.

### **INSERT ORDINANCE**

The next item for discussion was first reading of an Ordinance annexing 32.6 acres of Wolfe Development property off Vines Drive for the Vines Farm Subdivision Phase 2. Mayor Vest said this is another phase of a successful Phase 1 development. Bob Browning stated this annexation is being requested by the property owner. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson said it is really good to see smart growth with these planned residential developments being developed the right way. Mayor Vest agreed with Alderman Dickson and said he felt the PRD zoning is the best the Town could ask for with the benefits of underground utilities and sidewalks possibly being tied into the Town's walkway system in the future. Bob Browning said the BMA passed that PRD zone 13 years before any developer used it. There being no further comments, Alderman Causey made the motion to approve an Ordinance on first reading annexing parcel 26.00, parcel 26.01, and 3.8 acres of parcel 22.02, totaling 32.6 acres on Washington County Tax Map 060, and with the property being zoned Planned Residential Development (PRD) for Phase 2 of the Vines Farm Subdivision, upon the request by Wolfe Development as presented, seconded by Alderman Countermine and duly passed.

### **INSERT ORDINANCE**

The next item for discussion was approval of a Resolution establishing a loading zone in the portion of East Courthouse Square over Little Limestone Creek. Mayor Vest said there are several business owners that want a little assistance down there. Mayor Vest asked the Aldermen if they had any comments. Alderman Callahan asked where the fire hydrant is located in that area. Bob Browning said it is actually over the top of the creek. Alderman Callahan said he felt it was a great idea and should solve a lot of the problems being experienced with delivery trucks. There being no further comments, Alderman Callahan made the motion to approve the Resolution establishing a loading zone in the portion of East Courthouse Square over Little Limestone Creek, as presented, seconded by Alderman Countermine, and was duly passed.

## **INSERT RESOLUTION & SCHEMATIC**

Town Attorney Jim Wheeler arrived at the meeting. Mayor Vest asked Mr. Wheeler if he would like to do Attorney Comments at this time. Attorney Wheeler said he, Mayor Vest and Bob Browning have been working diligently on the school leases, and the leases have been emailed out this evening. Mr. Wheeler said the only thing the County has responded to is the building lease, and they have gone through it again and sent it back. He said the County Commission has a meeting scheduled at 9:30 a.m. in the morning, October 15, 2019. Mr. Wheeler said he should point out that the County Mayor was not very happy with us for taking seven days, and he pointed out to the County Mayor there was a little thing called the Storytelling Festival going on during that seven-day period. He said it took the County six days to get back with one of the leases. Attorney Wheeler said hopefully the County will have the facilities lease back to him by in the morning. He said all parties are getting very close to agreeing on the leases and there may be a couple of items that the Commission is more comfortable with than the County Mayor, but they will have to decide that at their meeting later in the month. Attorney Wheeler said it has taken some time, but they are very close and hopefully the Commission will approve the leases, and they can then be brought back to the BMA for approval.

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

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ABBAY MILLER, RECORDER

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CHUCK VEST, MAYOR