

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

October 14, 2013

The Board of Mayor and Aldermen (BMA) met in regular session on Monday, October 14, 2013, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN. Due to the lack of a quorum of Aldermen the meeting was recessed for 8:00 a.m., Monday, October 21, 2013.

ABBHEY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

October 21, 2013

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, October 21, 2013, at 8:00 a.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe said the Public Hearing is for an Ordinance rezoning property at East Jackson Blvd and Forrest Circle from B-1 (Neighborhood Business District) to B-6 (Urban Corridor District) and asked if there were any citizens present who would like to make a comment or express a concern about the rezoning. There were none.

Mayor Wolfe closed the Public Hearing.

ABBHEY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

October 21, 2013

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, October 21, 2013, at 8:00 a.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order. Mayor Wolfe then led the group in an opening prayer and Chase Crawford led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Adam Dickson, Alderman Homer G'Fellers and Alderman Chuck Vest. Also present were: Administrator Bob Browning, Town Recorder Abbey Miller, Operations Manager Craig Ford, and Attorney Jim Wheeler.

The next item on the agenda was the Consent Agenda. Mayor Wolfe asked if there were any items the Aldermen would like to have moved to the Regular Agenda for discussion. Mayor Wolfe commended Town Supervisors for their excellent reports this month and the Committees for their hard work. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Consent Agenda as follows:

1. Approve the minutes of September 9, 2013.

2. Approve the following bills:

Insert

3. Approve the following Town Administrator Report:

Insert

4. Approve the following Operations Manager Report:

Insert

5. Approve the following Committee Reports: Historic Zoning Commission, Jonesborough Senior Center, Board of Zoning Appeals, Planning Commission, JRT Board of Directors, Tree & Townscape Board, and Traffic Committee.
6. Approve the following Supervisor Reports: Director of Tourism & Marketing, Visitor Center Manager, Building Inspector Report, Water Distribution, Environmental Services, Police Department, Street Department, Water Park, Fleet Management, Solid Waste, Park and Recreation, Event Coordinator, Senior Center, Animal Control, JRT Artistic Director, Fire Department, and Water Treatment.
7. Approve the Special Event Permit request for the Race for Ian sponsored by the Bates Family and Trinity Baptist Church to be held Saturday, November 2, 2013, in the area of Trinity Baptist Church and Walnut Grove Subdivision, providing Town services requested with the expectation that Walnut Grove residents are reminded of the event in advance, and BMA approval is subject to the Town Attorney's review and approval of the Hold Harmless Agreement and Proof of Insurance.

The first item on the agenda was the approval of the Financial Report. Mayor Wolfe asked Recorder Miller if she had any comments on the report. Ms. Miller said she had finalized the Capital Outlay note for the Zone 2 water line project with a fixed twelve-year interest rate of 2.93%. She also said that the 2013 Property Tax notices have been mailed out which should help the General Fund cash flow issues in the near future.

Mayor's Comments were the next item on the agenda. Mayor Wolfe said he received a call from Mr. Kenneth Lewis of the South Central community praising Adam

Depew, who he described as a good representative of the Town Water Department for some work Mr. Depew did off hours for him.

Mayor Wolfe said the Town looked fantastic during the Storytelling Festival. He said there were so many compliments which reflects well on the Town staff for a great job done. He said the Storytelling Festival was fantastic and successful.

Mayor Wolfe read the following thank you from Kiran Singh Sirah, International Storytelling Center Executive Director:

I just wanted to send a brief note of thanks for all your support and help with making our 41st National Storytelling Festival such a huge success. I met many of your Police Officers and sergeants while I attended my first festival this year. I was so impressed with the level of service from your Officers and staff, as they welcomed visitors and supported all of us to make this a safe and enjoyable experience for all.

Your team helped me out personally with media support and it was a real pleasure to interact and converse with your Officers through the festival, while they were stationed across various points of the festival grounds and across the community and Town of Jonesborough.

Thank you for all you do. If you happen to get a chance to pass on my thanks, I would appreciate that. And if there is anything I can do to support your work, please do not hesitate to contact me. Kindest Regards, Kiran Singh Sirah, Executive Director, ISC

Mayor Wolfe expressed appreciation to the Jonesborough Civitan Club for purchasing an Automatic External Defibrillator (AED) for the Senior Center and to Fire Chief Phil Fritts for his efforts in helping make this happen. He said Chief Fritts and his Firefighters will train Senior Center staff on the proper use of the AED in an emergency situation.

Mayor Wolfe asked that the Board add an appointment to the Veterans Affairs Committee to the agenda. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to add the appointment to the Veterans Affairs Committee to the agenda.

Mayor Wolfe recommended appointing Tom Pardue to the Veterans Affairs Committee. Motion was made by Alderman G'Fellers, seconded by Alderman Vest and duly passed to appoint Tom Pardue to the Veterans Affairs Committee.

Mayor Wolfe then recognized Stacey Canter as Employee of the Month. The Mayor congratulated Stacey as Employee of the Month. He read the following nomination letter:

I would like to nominate Stacey Canter, Lead Operator/Supervisor of the Solid Waste Department, for Employee of the Month for October, 2013. Stacey has been employed with the Town for 13 years. He began in the Public Works Dept., working mainly with the Street Crew and transferred to Solid Waste when the department was separated into two departments.

Mr. Canter has learned, with on the job experience, to operate various equipment used in the department such as the bobcat, backhoe, side loader garbage truck, the recycling truck, and the paving machine (when working in the Street Department).

Stacey also helps fill in when one of the operators is out on vacation or sick leave. He also fills the role of Supervisor when the Solid Waste Director is out. Mr. Canter works very well with employees in all departments. He understands the importance of the Town's recycling program and is committed to help make the program the best it can be.

I feel Stacey Canter deserves Employee of the Month for the great job he does in the Solid Waste Department. Your consideration of this nomination is greatly appreciated. Submitted by: Anonymously

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

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

Town Attorney Comments was the next item on the Agenda. Attorney Wheeler said there was no new litigation to report.

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

The first item under Old Business on the agenda was the second and final reading of an Ordinance rezoning property at 208 Forrest Circle. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve on second and final reading an Ordinance rezoning Parcel 001 on Washington County Tax Map 0520 at 208 Forrest Circle and fronting Jackson Blvd. from B-1 (Neighborhood Business) to B-6 (Urban Corridor District) as follows:

Insert Ordinance

The first item under New Business on the agenda was the Change Order for water line bores for the Zone 2 – 11-E water line project. Mayor Wolfe said the price went down \$14,600 on this contract. Motion was made by Alderman G'Fellers, seconded by Alderman Dickson and duly passed to approve Change Order #1 for the contract with Merkel Brothers Construction, decreasing the contract amount \$14,600 from \$122,600 to \$108,000 for water line bores for the Zone 2 – 11-E water line project.

Change Order

The next item on the agenda was the Change Order for the Raw Water Intake Pump Project. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve Change Order #1 increasing the cost of the Raw Water Intake Pump Project with Judy Construction which involves increasing a cut-off valve size to 24", for an increase in the Judy Construction contract amount of \$2,814, to be paid from Water/Sewer Fund saving funds.

Insert Change Order

The next item on the agenda was the Resolution revising the water line extension policy. Mayor Wolfe said these revisions are good for the developer and the Town and commended Mr. Browning and the staff for addressing this. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Resolution revising the Jonesborough Water Line Extension Policy as follows:

Insert Resolution

The next item on the agenda was the discussion of graphics for the new Police vehicles. Mayor Wolfe asked if a quote had been received from Stafford. Mr. Ford said they did not receive the quote from Stafford. Mayor Wolfe said there were two bids submitted, one for \$390 and one for \$720 per vehicle. Mayor said there was a split opinion among staff on which design is preferred. Mayor Wolfe said he would like to work with Mr. Browning, Operation Manager Craig Ford, and Chief Matt Hawkins to come up with revisions to the design from Foster Sign, who was the low bidder at \$390 per vehicle. He said we do not need to pay double for the design. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to accept the low bid price from Foster Sign for graphics on the new Police vehicles in the amount of \$390 per vehicle and authorize Mayor Wolfe to work with Bob Browning, Craig Ford and Chief Hawkins to finalize the design.

The next item on the agenda was the approval of the revisions to the paving list. Mayor Wolfe said Operations Manager Ford and Wally Sparks have revised the list and recommend paving Items 1-12 on the paving list which totals \$322,467.00. He added that based on other work that must be done on Woodrow Avenue, Main Street, and Shell Road, the recommendation is to wait on paving these roads until the other work is completed if that is agreeable with the Board. Alderman Vest asked about Meadowbrook Drive. Mr. Ford said some drainage work will need to be done before paving that street. He said he hopes to get to this drainage work before the Shell Road project is started. Mayor Wolfe suggested putting a thin coat of pavement to take care of the potholes until the final paving can be done. Alderman Dickson said he would like to applaud Mr. Deakins, Washington County Highway Superintendent, and the County for their close working relationship with the Town. Mayor Wolfe agreed that we have a great relationship with County leaders and staff and the Town appreciates it. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve items 1-12 on the following paving list:

	<u>STREET</u>	<u>LENGTH</u>	<u>TONS</u>	<u>WIDTH</u>	<u>COST</u>
1	East Main Street - Headtown to city limit	5,830	1,500	22.5	50,000.00
2	Scott Lane	2,075	386	17	27,985.00
3	Jefferson Drive	1,080	190	16	13,775.00
4	South Lincoln Avenue	1,260 D	290	21	23,200.00
5	North Lincoln Avenue	1,625 D	395	22	31,600.00
6	Embreeville (Town limit to Bowman)	2,350	515	20	37,337.00
7	College from Washington to Sabine	2,100 D	415	18	33,200.00
8	Sunset Drive	435		18	5,321.00
9	Parsons Circle	1,620	320	18	23,200.00
10	Walnut Grove Road	2,120	535	23	38,787.00
11	Oakwell Lane	1,360	345	23	25,012.00
12	Walnut Grove Court	538	180	30	13,050.00
				Cost	<u>\$322,467.00</u>

The next item on the agenda was the Ordinance annexing property on Old Boones Creek Road. Mayor Wolfe said the Planning Commission has approved this recommendation. Alderman Vest said he was under the impression that the Planning

Commission was going to look at a zone that would be less dense which would reduce the amount of homes allowed on property. He said he would like to see the Town look at such a new zone. Mayor Wolfe asked what Alderman Vest's concerns were on this particular property. Alderman Vest said he had no concern with this annexation but has concerns about the type of development allowed and would like the Town to have more control. Mayor Wolfe said the PRD (Planned Residential District) is a restrictive zone. Mr. Browning said R-1, R-2 and R-3 have multi-family allowances. He said R-1 is the default zone for annexation and added that the Planning Commission asked that the property being annexed not be zoned R-3. Motion was made by Alderman Vest, seconded by Alderman Dickson and duly passed to approve on first reading the Ordinance annexing at the owner's request parcel number 098 on Washington County Tax Map 052 located along the Old Boones Creek Road immediately adjacent to the current Jonesborough city limits, subject to BMA approval of the Plan of Services developed for the property, and zoning the property R-1 upon final annexation.

Ordinance.

The Plan of Services for the Old Boones Creek Road annexation was the next item for approval. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Plan of Services for Parcel 098 on Washington County Tax Map 052 owned by Bill and Sarah Hawk who requested that the property be annexed on the condition that sewer service will be provided by the Town of Jonesborough, with the owners providing the cost of materials for connecting to the Town's sewer system, including any bore or highway cuts necessary to get the sewer line to the annexed property.

Plan of Services

The next item on the agenda was the Ordinance for FY 2012-2013 budget amendments. Alderman Countermine made the motion, seconded by Alderman

G'Fellers and duly passed to approve on first reading the Ordinance amending the General Fund, Solid Waste Fund, and Drug Fund budgets for FY 2012-2013 as follows:

Insert

The next item on the agenda was the approval of the Senior Citizen Van Driver Policy. Mayor Wolfe asked Attorney Wheeler if this document meets his approval. Attorney Wheeler answered in the affirmative. Attorney Wheeler said the policy is good but there are additional forms that need to be drafted. Mr. Browning said he has worked with Gary Lykins for the supplemental check list and vehicle inspection sheets. He added that TML has provided the Town with the information for this policy and Phil Fritts has worked closely with TML on this. Attorney Wheeler said the Board needs to give direction on insurance coverage limits for out-of-state trips which require coverage of \$1,000,000. Alderman Dickson asked if there were any out-of-State trips planned. Joan Miller, Senior Center Director, said there is a trip planned to the Barter Theatre in Abingdon, VA. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Resolution establishing a Senior Center Van Driver Policy, contingent upon review and approval by Attorney Wheeler of the revisions to the Supplemental Insurance Policy.

Insert Resolution

The next item on the agenda was the Agreement with Gerald Sparks on the Shell Road project. Mayor Wolfe asked if the agreement has been finalized. Mr. Browning said it was not available at the time the BMA packet for this meeting was completed. Mayor Wolfe asked that this item be tabled until the Agreement document can be brought back to the Board for approval. He added that this project is not scheduled to begin until next June.

The next item on the agenda was the payment to Steve Cook for the 2013 Music on the Square (MOTS) season. Mayor Wolfe said based on the size of the crowds,

enthusiasm of the crowds, and the fund balance in this account, 2013 MOTS season was a great success. He said we owe a great deal of gratitude to Steve Cook for the success of this event because this is one of the anchors of tourism for the Town. He thanked the Public Safety Department, Recreation Department, Street Department and Solid Waste for their involvement in making MOTS a success each Friday night. Alderman Dickson said Steve Cook does an excellent job in the planning for MOTS and it is a great model for other events. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to accept the end-of-the-season report on Music on the Square, congratulate Steve Cook on an excellent season, and authorize the payment of \$12,000 to Mr. Cook for his leadership and direction of MOTS, as set forth in the 2013 MOTS Agreement.

The next item on the agenda was the approval of the bids for the Wastewater Treatment Plant Improvements Phase II. Mayor Wolfe said the low bidder was Smith Contractors from Lawrenceburg, KY. Mayor Wolfe asked how much of what was completed in the first phase is going to have to be disturbed to complete Phase II. Mr. Browning said most of the Phase II work will be toward the front of the Sewer Plant. Mayor Wolfe said we are blessed to have \$400,000 in EDA funding that will be used for this project. Mr. Browning said there is still one more part of Phase II that will have to be bid. Motion was made by Alderman Vest, seconded by Alderman Dickson and duly passed to approve using available Rural Development USDA loan/grant funds remaining in the Wastewater Improvement Project Phase II budget to award the WWTP Phase II Improvement Project to Smith Contractors, Inc. as low bidder at \$1,860,000 which includes accepting Deduct #1 for \$88,000 and subject to the approval of all funding agencies and the final certification of bids from GRW Engineering.

Mayor Wolfe adjourned the meeting.

ABBHEY MILLER, RECORDER

KELLY WOLFE, MAYOR