

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

OCTOBER 6, 2014

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, October 6, 2014, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order and led the group in an opening prayer. Alicia Phelps 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: Town Administrator Bob Browning, Town Recorder Abbey Miller, and Operations Manager Craig Ford

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. There were none. Mayor Wolfe pointed out that the Town Administrator Report includes information about a CDBG application to fund the remaining zoning work in the water system. He said with the zoning work already completed we have gone from 60% water loss to approximately 30%. He said this is great work by the staff and engineers. There were no other items for discussion. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve the Consent Agenda as follows:

1. Approve the August 11, 2014, September 8, 2014, and September 16, 2014, BMA minutes.
2. Approve the following September bills for payment:

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
75977-76185 AP	393,497.73		
76186-76201 AP	26,601.68		
76202-76230 AP	31,622.51		
76231-76234 AP	6,550.40		
76235-76262 AP	6,867.00		
76263-Ken Ross	1,405.00		
		<b>\$466,544.32</b>	
51894-51988 AP		192,838.23	
51989-51993 AP		32,895.47	
51994-52003 AP		16,066.41	
52004-52006 AP		218,029.60	
52007-52009 AP		60,216.75	
52010-52011 AP		3,376.37	
State of Tennessee		100.00	
			<b>\$523,522.83</b>
<b>Sanitation</b>			
6323-6350 AP			24,979.52
6351-6353 AP			1,969.27
6354-6357 AP			416.97
6358-Tom's Truck Sales			39,900.00
6359-Kathy Storey			22.50
			<b>\$67,288.26</b>

3. Approve the following Town Administrator Report:

**Wastewater Improvements**

As of yesterday, we are now pumping our effluent into the Nolichucky River. TDEC has been notified of the change, and everything is operating as intended. Again, as of yesterday, the Phase 2 outfall line to the Nolichucky River is complete and operational.

The additional WWTP improvements in the Phase II project are about 85% complete. The pumps installed that will allow us to pump from the older Schreiber basins into the newer oxidation ditches are in place and have been tested. There are some electrical issues that need to be straightened out, and there is a change order request to add paving in the Smith Contracting contract. This project should be complete by the end of October.

The Persimmon Ridge Pump Station improvements are also largely complete. The pumps are in place, and the contractor is waiting on the control panel. This project should be operational in two weeks, so the entire Wastewater Improvement Project will likely be complete by the end of October.

The Brian King Agreement is with Town Attorney Jim Wheeler. The BMA authorized the Mayor and Town Attorney to work off of the Agreement reviewed by the BMA in March, and finalize an agreement that clears up all of the property dedication in the Meadows Subdivision as well as the utility easements and rights-of-way. This agreement provides the means to connect the sewer from Ashley Meadows subdivision to the Town's sewer system.

## **Water**

Work is on-going on the engineering for Zone 3. The construction work is complete on Zone 2, and Meter Reading is working on the reading route and schedule so Zone 2 customer use can be compared to master meters for the Zone.

Speaking of those master meters, in Zone 1 the Meter Readers discovered a problem by a change in the volume going through one of the master meters. Mike McCracken's crew found the leak that had not surfaced and fixed it. Water Distribution is now reading the master meters weekly so they can catch any major variation more quickly.

We are working on a CDBG application to fund the implementation for work in the remaining zones, and setting up a hydraulic software system that helps us better determine the impact of any changes. This application has to be submitted to ECD by late February.

## **Transportation**

Five Points – TDOT has turned over routine maintenance to the Town.

Persimmon Ridge Rd & Shell Road – Bids for contracted work were received, and there is a proposal on the agenda for the October 6<sup>th</sup> BMA meeting.

Woodrow Ave – The Street Department constructed the speed table on Woodrow Ave. The extension of the culvert under Woodrow at the intersection with 2<sup>nd</sup> Ave will require an agreement with the property owner. There is essentially no additional right-of-way, so any culvert extension requires the property owner's cooperation. A possible agreement is currently being discussed.

Jackson Blvd/SR-354 – Design is still in progress.

W. Jackson Medians – I will be contacting business owners that are impacted by the median change at the location of Family Dollar and Advance Auto. The Traffic Advisory Committee has recommended a possible partnership with the Town

providing labor and equipment and the property owners paying the cost of materials and any contracted work. The communication is intended to occur before the TAC meets at the end of October.

## **Grants**

LPRF Walkway/Playground Grant – We are working on the details to close out the LPRF Walkway grant in the Meadows and Mill Creek subdivisions. TDEC's April Johnson of Recreation Services has to come to Jonesborough to undertake a final inspection. We are moving today one of the pieces of playground equipment that got installed without quite enough fall zone. We are also gating the entrance to the pavilion so parents can feel more comfortable that their young child will not run out into the parking area. Equinox has finalized the upper (playground/pavilion) portion of Golden Oak Park. We will try to plant as much of that area as possible this fall.

Safe Routes to School – Equinox/Todd Wood have just resubmitted design to TDOT. We are waiting for TDOT's approval to move forward.

T-21 Walkway Grant – We are waiting on some approvals from TDOT with this project as well. We need to have the right-of-ways worked out by November.

## **Jackson Theatre**

The Rural Development loan has been submitted and is being processed. The ARC grant application has gone to committee in Washington for approval. We are optimistic but have had no formal approval. I will have the asbestos abatement bid out by the first of next week.

## **Senior Center**

Work is progressing. The building is 65% complete according to the inspections. The roof work is supposed to begin next week. Brick work and window installation is also supposed to start in the next two weeks. Most of the dirt/work/grading has been completed. I have attached a possible expansion of parking at the Senior Center that was developed by Todd Wood. I asked Todd to determine the best place for parking associated with the neighborhood park that may be developed where our municipal garage is currently located. The idea was to see if it was feasible to have additional parking that could serve a new park and the new Senior Center. Todd Wood has shown that it is a feasible idea once the old school bus garage has been torn down. The Street crew will install some drainage improvements associated with the Senior Center in October.

## **Farmers Market**

The project should be complete by the end of October. The quality of work is excellent, and Craig Ford has done a great job managing the project.

## **Downtown Streetscape Plan**

We still have some pedestrian crosswalk signage to install, and the kiosks. The downtown looks great for the Storytelling Festival. We are developing specifications for the way the kiosk mapping and text are secured and displayed.

## **Model Railroad Museum**

ETSU is working a proposal through their channels. I will develop a proposed use agreement next week just as a reference point for discussions. Any formal proposal has to come back to the BMA.

## **Committee Meetings**

I have continued preparing agenda presentations for the BMA meetings, the Planning Commission, Tree & Townscape Board, Traffic Advisory Committee, JRT Board of Directors, and minutes for most.

4. Approve the following Operations Manager Report:

We have continued to work on Boone Street Market the entire month of September. We have almost completed this project and if all goes well we should have this project completed within the next two weeks.

I was unable to do a detailed report this month due to trying to have the Farmers Market open for the Storytelling Festival this weekend.

5. Approve the following Committee reports: Board of Zoning Appeals, Jonesborough Planning Commission, Historic Zoning Commission, and Jonesborough Senior Center Advisory Committee.

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

7. Accept the resignation of Josh Nelson as Water Worker I with regrets.

8. Approve the hiring of Barton Smith as a Water Worker I in the Water Distribution Department at Grade 1, Step 1 (\$20,300), subject to all pre-employment conditions including Worksteps.

9. Approve the Employee Health Insurance Rebate Program for 2014 and authorize payments to participating employees.

10. Approve the increase of Water Park Director/Assistant Recreation Director Matt Townsend to Grade 16 Step 1 (\$42,202) retroactive to July 1, 2014, (the first pay period in July) with the increase split between the Recreation Department and Water Park budgets and to come out of existing appropriations.

11. Approve the water line extension of approximately 160 feet to serve property on Furnace Hill Drive, subject to the terms of the Water Line Extension Policy.

12. Approve the Special Event Permit to Trinity Baptist Church and the Bates Family to hold the Race for Ian event from 8:00 a.m. – 11:00 a.m., Saturday, November 1, 2014, as presented, with the sponsors being responsible for communication with Walnut Grove and Royal Oaks subdivision residents, and subject to the review and approval of the hold-harmless agreement and proof of insurance by Town Attorney.

13. Approve the closing of Main Street from Fox Street to 2<sup>nd</sup> Avenue, and all side streets into Main Street in the event boundary, in association with Halloween Haunts and Happenings to be held Friday, October 31, 2014.

The next item on the agenda was the Financial Report. Abbey Miller said the State Assessor's Office had called and said the tax notices were being printed and should be mailed out this week. Mayor Wolfe said the Water Park had a loss in 2013 of approximately \$168,000 due primarily to bad weather, and this year the loss at the Water Park is projected at about \$120,000. He asked Ms. Miller what factors are behind the loss and what kind of debt service will be coming off the Water Park

next year. Ms. Miller said there is one outstanding note at the Water Park with about two more years of payments. She said the water park season is shorter because schools are starting earlier. She said we did not have the greatest weather this year but it was better than last year. Mayor Wolfe said the Water Park looks better now than it has ever looked, the facility is in great shape, and Matt Townsend has done a fantastic job with the Water Park. He said we need to look at how we can operate the park more efficiently. Ms. Miller said she compared payroll from this year to last year, and the payroll was down this year. She said Mr. Townsend sent people home when he did not need them. Mayor Wolfe said there is now competition in the region and we are going to have to closely evaluate the park operations before next season. Ms. Miller said there is a real problem with water usage and Water Distribution is working on that. Alderman Vest asked about the high expenditure in the Water Park in June and Ms Miller said this was due to having to close out the fiscal year. Mayor Wolfe said last month there were expenditures of \$90,000 and asked what that was for. Ms. Miller said there was a lot of bills from vendors, advertising, etc. to close out the water park season. Mayor Wolfe said the Board needs to address the Water Park and said it is no reflection on Mr. Townsend. Mr. Browning said he has talked to Mr. Townsend about the operation of the park. Ms. Miller pointed out that the HRA account is trending well. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Financial Report as presented.

The next item on the agenda was Communications from the Mayor. Mayor Wolfe said the Town looks awesome and the Storytelling Festival was great. He said the vendors, merchants, and participants all had a great weekend, and the staff did a great job.

Mayor Wolfe said that former Alderman Mary Gearhart called him and wants to resign her position on the Jonesborough Senior Center Advisory Committee due to health reasons. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to add the acceptance of the resignation of Mary Gearhart from the Jonesborough Senior Center Advisory Committee to the agenda.

Motion was made by Alderman G'Fellers, seconded by Alderman Dickson and duly passed to accept the resignation with regrets of Mary Gearhart from the Jonesborough Senior Center Advisory Committee. Mayor Wolfe added that if any Board member would like to serve on this committee or wants to recommend someone to serve, please let him know.

Mayor Wolfe turned the discussion to State Historic Markers. He said the two newly repositioned markers on Boone Street look great. He said Operations Manager Craig Ford and the Street Department relocated these markers and Foster Sign repainted them. Mayor Wolfe said he went on a state historic website and there are seven historic markers in Jonesborough: Alfred Jackson Plaque, one commemorates the State Seal, one about the abolition movement and emancipation, one for Alfred Rhea, one about the Chester Inn and one about the Christopher Taylor Cabin. He said he found two more not on the list – one for Thomas Emerson in front of the Burkett house and one for the Warner Institute. He said we need to pay attention to the condition and location of these markers. Mayor Wolfe asked Operations Manager Craig Ford to inventory the historic markers in Jonesborough and provide the information to the Board at next month's meeting.

Mayor Wolfe read a thank you from the State of Franklin Chapter of the Daughters of the American Revolution thanking the Town for helping organize Constitution Day in Jonesborough that was held on the courthouse steps.

Mayor Wolfe read a thank you from Sharon and Rolland Boles to all Town departments involved in delivering a memorable 43<sup>rd</sup> Storytelling Festival, especially to individuals in the Street Department, Public Safety, Tourism, Storytelling Center, Board of Mayor and Aldermen and Detention Center who did an outstanding job getting the

Town ready for the Festival; the Town looked beautiful and employees always had smiles on their faces as they worked hard to keep everyone safe and the Town clean.

Mayor Wolfe said there is a special event scheduled for Saturday, October 25, 2014, beginning at 4:00 p.m. at the Wetland Water Park Pavilion for a Walk a Mile in Her Shoes to raise awareness of Domestic Violence and Human Trafficking

Mayor Wolfe said the Ridin' for Luke Motorcycle & Music Benefit Festival is scheduled for October 18<sup>th</sup>, 2014, beginning at 11:30 a.m. and ending at 10:00 p.m. at Wetlands Water Park to benefit Luke Story, Town firefighter.

Mayor Wolfe said we had to do some follow up work with EDA for the project at the sewer plant. He said the Town provides the Washington County Industrial Park and the three businesses located there with sewer service. He said Koyo has created 87 jobs, Alo 59 jobs, and Nakatetsu 23 jobs, representing a private sector investment of \$41,000,000. He added that the Town's sewer service is reliable and has a regional impact.

Mayor Wolfe asked that we continue to pray for Luke Story, Kenneth Story, Dennis Craddock, Joan Miller, Steve McCracken and Kim McCrary's mother who fell and shattered her shoulder. Mayor Wolfe added that Alderman Terry Countermine lost his mother last Saturday and shared with Alderman Countermine that we loved him and his family and were sorry for his loss.

Mayor Wolfe said we are now pumping effluent from the Wastewater Plant to the Nolichucky River. He said TDEC is happy with the process we now have in place.

Mayor Wolfe asked David Gillenwater and Kenny Harris to come forward and then read the following:

*I would like to nominate the Town of Jonesborough Maintenance Staff duo of David Gillenwater and Kenny Harris as employees of the month. Typically, employee of the month is just one person, but it wouldn't be right to nominate just one of these guys without the other. They make a great team and are always willing to go above and beyond their job requirements. On Friday, we had a rental coming up on the weekend that we knew would require a lot of attention. The client has been in a couple of times during the week to look at set up options and to test out compatibility of our internet, projector, lighting and sound with their equipment. Each time, both David and Kenny made a point to be here to assist the client so that their day would go seamlessly. Both guys offered recommendations on ways to fix certain compatibility issues. Friday afternoon, the client call at 4:00 p.m. stating they would be at the Center shortly to try to work out some issues with should and the projector communicating with their laptop. David and Kenny typically leave at 4:00 p.m., but both men stayed until the client got here around 4:45 p.m. just to make sure they had set up the auditorium to the client's recommendations and assist with their connectivity issue. Even though the front desk staff of the Center usually handles trouble shooting, etc., we were shorthanded and both guys really stepped up to the plate. On a Friday afternoon, after working 40 hours, and then turning around and coming in on the weekend to assist with rental setup and breakdown, both David and Kenny worked together as a team to help out at the Center and ensure that the client's needs were met. Submitted by: Alicia Phelps, Director of Tourism & Marketing*

Mayor Wolfe also said he was told how these two gentlemen went out of their way to help a visitor that was having some problems during the Storytelling Festival this year. Kenny Harris said he and Mr. Gillenwater are a team and hope they continue to be a team working for the Town. He thanked the Board for this honor.

The next item on the agenda was Aldermen Communications. Alderman Countermine said he was proud of the Town staff during the Festival. Alderman Dickson expressed appreciation to the Visitor Center Staff for the Duke Statue Ceremony.

The next item on the agenda was Attorney Comments. Attorney Wheeler was not present.

The next item on the agenda was Citizen Comments. Marion Light, 701 May Drive, was present on behalf of the Veterans Affairs Committee. He invited the Board and citizens to the Veterans Ceremony on November 9<sup>th</sup> at 2:30 p.m. at the Visitor Center. He said he appreciates the BMA support.

Ruth Verhegge, 601 W. Main Street, said the Flag Retirement Ceremony will be on Sunday, October 26<sup>th</sup>, at 2:00 p.m. in the parking lot at the Post Office. She said the Committee has retired over 13,000 flags to date.

Nancy Kavanaugh, 112 E. College Street, addressed the Board and expressed her thanks for a wonderful Storytelling Festival weekend. She said many of her friends who had not been to Jonesborough for several years came to this year's festival and were so impressed with the Town. She said the charm of the Town, the restored buildings, and the Town's support of the arts were all very impressive to her guests. She said she knows that Craig Ford and all the crews work hard to make these things happen. She said she wondered if JAMSA may want to take on the historical marker project and help with the restoration of these. She thanked the Board again for all they do.

Mayor Wolfe said he felt we should also involve Deborah Montanti and the Heritage Alliance in helping with the historical markers.

Tom Krieger, Washington County Commissioner, said things that happen in Jonesborough don't stay in Jonesborough. He presented the Board with an article that his brother sent him from Toledo, Ohio about Jonesborough, TN.

The proposal on the Cloyd-Shell Road traffic safety improvement project was the next item on the agenda. Mayor Wolfe said we rebid this project to make it more affordable. He said the Cloyds have been very good to work with in adjusting the project to help lower the cost. He said he talked with folks in that community this week and the concern is very real about the two slopes on Shell Road. Alderman Dickson said he was happy to see the project moving along. He said he talked to some of the residents on Shell Road and they are really pleased. Mayor Wolfe said this project will be paid for out of camera fines collected. He said this money is unbudgeted because we never intend to collect it because we hope people never speed through intersections. He said the funds once collected are designated for Public Safety improvements and road projects in the Town, and that this is a very worthy project. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve Baker Construction as low bidder on the Cloyd-Shell Road traffic safety improvement project for an amount not to exceed \$45,100.94, authorizing Baker to proceed as soon as possible and paying for the work out of unbudgeted revenues in the General Fund (camera fines).

The next item on the agenda was Resolutions for administrative and engineering services for a CDBG application. Mayor Wolfe said the first Resolution is related to an agreement with Community Development Partners for administrative services on the Grant and the second Resolution is related to an agreement with GRW Engineers for engineering on the project. Motion was made by Alderman G'Fellers, seconded by Alderman Countermine and duly passed to approve the following:

1. Resolution approving Community Development Partners to submit a 2015 CDBG funding application for Jonesborough to assist with the reduction of water loss, and provide administrative services if the application is funded.

**Insert Resolution**

2. Approve the Resolution approving GRW Engineers, Inc. as the engineering firm to prepare the Preliminary Engineering Report, and to provide engineering services if the application is funded.

### **Insert Resolution**

The next item on the agenda was Change Order #4 for Phase 2 of the Wastewater Improvement Project. Motion was made by Alderman Vest, seconded by Alderman G'Fellers and duly passed to approve Change Oder #4 on Phase 2 of the Wastewater Improvement Project with Smith Contracting for an increase of \$19,469.50 to add paving to the current project, to be paid with existing project contingency funds.

### **Insert Change Order #4**

The next item on the agenda was the payment to Steve Cook for the 2014 MOTS season. Mayor Wolfe said the last concert had more than 1,200 people in attendance and added that he felt for this \$12,000 investment, we are getting a good return. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to accept the end of the season report on Music on the Square, and authorize the payment of \$12,000 to Mr. Cook for his leadership and direction of the 2014 MOTS Season.

The last item on the agenda was the Resolution for a change in cable franchise ownership. Mr. Browning said the new franchise will be called Midwest Cable, and all of the programming will be the same. Mayor Wolfe said the Town is the regulatory body and this is an amendment to the contract with the Town. Alderman Dickson said he sent Mr. Byrd an email about Comcast having a foundation that is involved in the community and wanted to make sure that Midwest will be as involved. He said Mr. Byrd assured him that that is something that could be worked on. Alderman Dickson added that he would like to have a Public Access Channel for the Town. Mr. Browning said it is in the agreement that Comcast will provide the Town with a Public Access Channel but the Town has to provide all of the programming at the Town's cost. He said we would have to work with the cable company staff, and we could use this for event announcements, etc. Mr. Browning said there are no changes to the original agreement. Motion was made by Alderman G'Fellers, seconded by Alderman Vest, and duly passed to approve the Resolution consenting to the change in ownership of Jonesborough's cable television franchise from Comcast Corporation to Midwest Cable.

### **Insert Resolution**

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ABBAY MILLER, RECORDER

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KELLY WOLFE, MAYOR