

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

November 11, 2013

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, November 11, 2013, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing Agenda was an Ordinance approving the FY 2012-2013 Budget Amendments. Mayor Wolfe asked if there were any citizens present who would like to make a comment or express a concern about the amendments. There were no comments.

The second item on the Public Hearing agenda was the Ordinance to annex property located along Old Boones Creek Road. Mayor Wolfe asked if there were any citizens present who would like to make a comment or express a concern about the annexation. There were no comments.

Mayor Wolfe closed the Public Hearing.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

November 11, 2013

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, November 11, 2013, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order. Alderman Adam Dickson led the group in an opening prayer and Ruth Verhegge led the pledge to the Flag. Ms. Verhegge reminded the audience that it was Veterans Day and then thanked all Veterans for their service to our country.

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 Attorney Jim Wheeler, 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 then announced that Lawrence Shaw has been with the Town for twenty years and is retiring due to medial issues. He said Lawrence was a hard worker and is an outstanding employee. He said we are sad to see him go and would like to accept his retirement with regrets and wish him the best for his future. Mr. Browning said there is a retirement luncheon at noon on Wednesday for Lawrence. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Consent Agenda as follows:

1. Approve the minutes from the October 14, 2013 BMA meeting.

2. Approve the following bills:

<u>VENDOR</u>	<u>AMOUNT</u>
A&E Machining	950.00
Advance Auto Parts	208.78
Andy Oxy Company, Inc.	128.92
Aramark Uniform Services	221.22
Blue Cross-Blue Shield	3384.12
Centurylink	1.05
Citizens Security	250.82
Dearborn National	22.50
East TN Chemicals	25.00
Ecosafe Landfill	6174.96
Fleet Pride	149.00
GCR Tire Centers	1403.38
Hodges Machine Co.	444.84
Jim Wagner	120.00
Kimball Midwest	162.87
Liberty National	65.16
Lowe's	250.17
Mahoney's Sportsman's	300.00
Medworks Occupational Med	30.00
MSHA	123.20
Napa Auto Parts	91.76
O'Reilly Auto Parts	40.25
Olde Towne Hardware	73.83
Quality Trophy & Engraving	12.50
Reliance Standard (Vol)	16.02
Ricoh USA, Inc.	58.22
Saratoga	21.35
Saratoga Financial	157.74
Taylor Battery East Whse	163.17
TN Consolidated Retirement System	2602.46
United Way	10.00
Wal-Mart Store/GEMB	9.88
Waste Management	749.14
Western Refuse & Recycle	868.00
White's Auto Parts	323.15
Wiseman's Inc.	100.00
ZFX, Inc.	6.79
	\$19,720.25
A-Z Office Resources	361.47
Advance Auto Parts	473.51
Aggregates USA, LLC	5840.88
Andy Oxy Company, Inc.	248.53
Aramark Uniform Service	90.51
Aramark Uniform Service	412.86
Aramark Uniform Service	47.52
Archer Brothers Garage	29.06
Archer Electric Service	80.00
Auto Zone #2087	511.64
Blountville Auto Salvage	60.00
Blue Cross-Blue Shield	35514.04
Branham Corporation	225.12
Brenntag Midsouth Inc.	4564.33
California Contractors	44.90
Carl Gregory	220.15
Carver Engineering Service	500.00

Centurylink	23.72
Centurylink	68.83
<u>VENDOR</u>	<u>AMOUNT</u>
Chappell's Pest Control	45.00
Cintas Corporation #202	420.77
Citizens Security	2089.90
Collective Data	325.00
Community Development	8300.00
Cutshall's Automotive	110.00
D.Todd Wood	1250.00
Dearborn National	239.86
DLT Solutions, Inc.	679.28
East TN Rent-Alls	504.00
Employee Security	475.00
Erwin Utilities/Electric	47.08
Erwin Utilities/Water Test	120.00
ESC Lab Sciences	187.00
Ferguson Enterprises #56	110016.41
Ferguson Enterprises #56	804.13
Ferguson Enterprises #56	34.97
First Tennessee Bank	5442.76
First Tennessee Bank	4867.16
Fisher Auto Parts, Inc.	90.00
Fisher Scientific Co, LL	594.39
Foster Signs	90.00
G & G Supply Company, Inc.	14413.42
Greeneville Oil Company	239.80
GRW Engineers, Inc.	2000.00
Hach	175.77
Hagemeyer	1306.43
Harbor Freight Tools	63.74
Hayes Pipe & Supply	11630.62
HD Supply Waterworks, Lt	21489.65
Ingles #4205	91.50
Jefferson Sales South	2853.02
Jonesborough Post Master	3000.00
Jonesborough Water Dept.	1995.20
Kimball Midwest	424.11
Labtronix	1030.00
Liberty National	515.20
Lowe's	380.53
Lowe's	116.93
M&H Trailers Sales	42.95
Mahoney's Sportsman's	954.87
Mahoney's Sportsman's	100.00
McCollum Bottled Water	12.98
Meade Tractor	18.86
Merkel Brothers Const. Inc.	111480.00
Microbac A/R	459.40
MSHA	1191.50
Napa Auto Parts	393.58
Nortrax	124.17
NSI Solutions	75.60
Office Depot Credit Plan	114.99
Olde Towne Hardware	287.23
Olde Towne Hardware	334.28
Olde Towne Hardware	129.16
Olde Towne Small Engine	14.95
Osborne Electric Inc.	1813.50
Pardue Photographics	150.00

Purity Chemicals, Inc.	98.04
Reliance Standard (Vol)	32.30

<u>VENDOR</u>	<u>AMOUNT</u>
Ricoh Productions Print	172.50
Ricoh USA, Inc.	718.30
Saratoga	85.43
Saratoga Financial	1978.22
Southern Pipe & Supply	17257.16
Southern Sales Co.	135.28
Specialized Operations	2500.00
Spectra Environmental GRP	99.99
Stowers	196.65
Taylor Battery East Whse	326.34
Thomson Reuters-West	73.04
TML Risk Management Pool	2620.12
TN Consolidated Retirement System	27105.41
TN Dept of Health F.S.	450.00
TN Local Development Authority	3183.61
Tyler's Welding	140.00
United Parcel Service	134.68
United Utilities Inc.	2977.64
United Way	123.00
Utility Service Co, Inc.	5473.25
Walmart Store/GEMB	135.81
Washington County Highway Dept.	1325.28
Washington Farmers Co-op	307.68
West Hills Ford Tractor	103.98
Wheeler & Seeley	2445.00
A-Z Office Resources, Inc.	594.48
Absolute Communications	585.00
Adam Johnson	675.00
Advance Auto Parts	507.99
Advance Auto Parts	225.80
Aggregates USA, LLC	3896.20
All Out Towing	65.00
Allan Dearstone	29.60
American Road, LLC	1456.00
Andy Oxy Company, Inc.	25.44
Aramark Uniform Services	228.68
Aramark Uniform Services	22.20
Archer Electric Service	420.00
Auto Electric Co, Inc.	25.43
Auto Zone #2087	46.78
B&H Photo-Video	311.43
Banc of America P&I	3073.83
Barbara L Bogart	180.00
Beef O'Bradys	531.00
Belson Outdoors, Inc.	660.90
Blue Cross-Blue Shield	33004.67
Blue Ridge Voice & Data	1394.00
Bobcat	54.93
Bright & Associates	800.00
Bristol Regional Medical	205.00
CMI Equipment Sales	1924.67
California Contractors	144.80
Campus Chalet	120.00
Cathy Fornes	104.00
Celebrate	150.00
Central Paper & Supply	842.84

Centurylink	203.09
Centurylink	329.67
Champion Chevrolet	87.87

<u>VENDOR</u>	<u>AMOUNT</u>
Chief Supply	858.61
Chris Lowe	10.36
Cintas Corporation #202	26.04
Citizens Security	2107.91
City of Johnson City	6840.00
CMI Equipment Sales	1692.55
Collective Data	325.00
Corey W Tittle	330.00
Crazy Tommy's	460.00
Creekside Nursery	927.50
Custom Asphalt Services	310.00
D.Toood Wood	2000.00
Dale Ford	40.00
David Cook-Photography	240.00
David Crum	245.00
David W Wilds	150.00
DC Theatricks	490.70
Dearborn National	240.99
Dennis Dwayne Brooks	700.00
Diamond Ticketing Systems	490.35
Dry Clean City	85.00
Dryeraseboard.com	1002.00
Dustin Hinkle	160.00
East TN Rent-Alls	512.24
Equinox Environmental	6156.46
Equipment Sales & Service	160.00
Fellowship Chapel Church	800.00
Ferguson Enterprises #56	28.91
Fire Extinguisher Co.	128.00
Fleenor Security Systems	2098.04
Food City	442.54
Fuelman	442.54
Gall's/Quartermaster	255.00
GCR Tire Centers	1485.16
General Shale MSC 30523	8732.65
Ginny Wall	125.00
Gouge Masonry	8498.00
Grounds for Play	369.00
Gulf State Distributors	518.00
Gus & Anne Palas	137.00
H&H Equipment Services	881.61
Henry Schein	1450.00
Henry Schein, Inc.	1450.00
Herman Kenneth Story	645.00
Hillhouse Graphic Design	455.00
Information Age	207.95
Ingles #4205	28.42
International Code	125.00
International Storytell-	456.16
Jack Daniels, Trustee	213.60
Jamie Amer	142.60
Janette Gaines	123.08
Janpak, Inc.	218.88
Jean E Johnson	70.00
Jeffrey Allen Story	40.00

Jennifer Schmidt	2000.00
Joe Tennis	55.20
John F Blair Publisher	280.47
Jonesborough Art Supply	125.00

<u>VENDOR</u>	<u>AMOUNT</u>
Jonesborough Storytellers	16.00
Jonesborough/Washington	6140.15
Joseph Florence	332.10
JRT	527.21
Kansas State Bank	8962.25
Karen Elb	81.45
Kathy Storey	135.00
Ken Smith Auto Parts #4	1306.48
Kimball Midwest	551.84
Leisure Publishing Co, Inc.	1990.00
Liberty National	702.72
Lone Pine Publishing	419.07
Lowe's	375.54
Lowe's	657.43
Lowe's	794.17
Lowe's	690.45
Lowe's	663.78
Lowe's	318.23
Lowe's	455.47
Mackenzie Clark	160.00
Mahoney's Sportsman	869.11
Make Welcome Ent.	1140.00
Matthew B. Hawkins	115.90
Matthew Hawkins	200.80
Medical Center Homecare	420.00
Medworks Occupational Med	242.00
Mes-Carolinas	3671.97
Michael Carson	25.00
Mike Wells	200.00
MSHA	1447.80
Nafeco, Inc.	1471.40
Nancy Peak	6.18
Napa Auto Parts	808.94
Napa Auto Parts	228.68
Natalie Hilton	25.00
Natalie Hilton	346.92
Norris Bicycles & Hobbies	179.65
Northeast TN Tourism	250.00
O'Reilly Auto Parts	6.56
Olde Jbo Pancake House	16.00
Olde Towne Hardware	190.29
Olde Towne Hardware	190.80
Olde Towne Hardware	133.89
Olde Towne Hardware	21.96
Olde Towne Small Engine	467.20
Overmountain Press	545.05
Pardue Photographics	170.00
Paul Shelton	275.00
Pizza Inn	178.00
Power Equipment Company	677.13
Precision Ironworks	732.00
Print Distribution Service	921.09
Ramey Ford-Lincoln-Mercury	452.85
Ready Mix USA	1095.00

Reeves Alignment & Auto	151.35
Reliance Standard (Vol)	296.31
Ricoh Productions Print	172.50
Ricoh USA, Inc.	1521.45
Ricoh USA, Inc.	298.86

<u>VENDOR</u>	<u>AMOUNT</u>
RMJ Distributing Co.	136.44
Robin B Beals	2000.00
Robin Goodman	155.32
Russell Carmack	450.00
Safe Industries	977.50
Saratoga	7773.90
Saratoga Financial	3652.53
Shell Media	535.08
Shirt Tell Designs	3323.45
Shred-It	33.50
Snapp's Lawncare	2565.00
Southern Living	43.75
Sprint	25.39
SSCI	74.00
Stafford Custom Graphics	43.50
State of Tennessee	100.00
Summers-Taylor Inc.	2296.00
Swisher Hygiene	86.85
Taylor Battery East Whse	326.36
TBI-Fiscal Services	58.00
Tennessee Flag Company	91.50
Teresa Watson	150.00
Terminix Processing Center	133.00
Terry Alexander	25.61
The Detail Shop	100.00
The Dining Room	50.00
The History Press	483.78
The Stockpot	154.83
Thomson Reuters – West	73.04
TML Risk Management Pool	129.96
TN Cons Retirement System	32566.47
Town Of Jonesborough	20.82
Tractor Supply	219.98
Trigg Ent. #600	19.84
Tysinger, Hampton & Partners	360.00
United Parcel Service	138.64
United Way	190.00
Valley Trailer Repair	90.00
Verizon Wireless	173.10
VIP Seen Inc.	250.00
Wal-Mart Store/GEMB	1327.49
Wal-Mart Store/GEMB	112.46
Wash Co – Johnson City	360.00
Wash County Highway Dept	7144.50
Washington Farmers Co-op	151.98
Wheeler-Seeley	2445.00
White's Auto Parts	318.45
White's Auto Parts	184.66
Williams Electric	374.79
Woodgift Farm	183.20
ZFX, Inc.	54.29
TOTAL	\$230,712.27

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
72729-72919 AP	174,811.08		
72920-72939 AP	35,297.38		
72940-72950 AP	32,974.72		

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
72951-72964 AP	71,097.13		
72965-72980 AP	246,780.78		
72981-73001 AP	5700.16		
	\$566,661.25		
50450-50549 AP		169,543.47	
50550-50558 AP		18,966.48	
50559-50562 AP		42,625.85	
50563-50568 AP		13,051.36	
50568-50571 AP		657.28	
50572-50583 AP		229,626.18	
		\$474,470.62	
Sanitation			
5873-5904 AP			16,563.67
5905-5909 AP			2,928.16
5910-5912 AP			1,089.71
5913-First TN Bank			3,030.50
5914-Nationwide Retirement			120.00
			\$23,732.04

3. Approve the following Town Administrator Report:

Wastewater Improvements

Judy Construction is working on the punch list generated by GRW Engineers in the substantial completion inspection. Hugh Thomason has filled one of the new oxidation ditch basins this week, and it is now fully in operation.

Merkel Brothers Construction is moving along on the outfall line installation. They have just about completed the construction of the aerator that is located between Taylor Bridge Road and the river. Although the treated effluent leaves the WWTP in good shape, it has to travel six miles to the river. The aerator ensures that there is the necessary amount of dissolved oxygen in the effluent before it gets to the Nolichucky River.

The second stage of Phase II was approved last month by the BMA. This is the construction of effluent pump station at the WWTP and the piping system necessary to interconnect the existing Schreiber basins to the new oxidation ditches. The bid tabulations and associated documents have been sent to Rural Development for approval. With RD approval we will have the preconstruction conference and issue a notice to proceed. We have asked the contractor to focus initially on the construction of the effluent pump station so that the outfall line can be operational as soon as Merkel Construction completes the line construction to the river.

The plans and specifications for the Persimmon Ridge Pump Station have been submitted to RD in Nashville. When we receive their approval, we will put it out to bid. When bids are received we will know what short fall in funding we might have. You can request additional loan/grant funding from Rural Development up to 20% of the project costs without a new application.

Hugh Thomason and his staff have been doing a very good job at laying a new gravity sewer line from the Hillrise Drive/Smith Lane area under Jackson Blvd and into the existing line near the AmericInn. This new line accommodates more residential and commercial growth on the northside of 11E, but also will serve the vacant property west of the AmericInn that will develop commercially at some point.

Water

We are still waiting for the new raw water pump to be delivered so it can be installed at the water intake. Mike Jackson has been working on cleaning out the 70 foot deep intake wetwell before the new pump is installed. This is not an easy task, and it has to be done piece-meal because we can't pump from the Water Treatment Plant when staff is working on the intake wetwell.

Mike Jackson and Wayne Dunson (GRW) have been working on coming up with improved safety features associated with the intake wetwell. The wetwell is 70 feet deep, and we have to make sure that we have taken every step possible to ensure the safety of our staff and other people that might be maintaining or repairing it. We know some improvements are needed, and a recommendation from Mike Jackson and GRW will be forthcoming.

One of the bores associated with the construction of the 12" ductile iron water line down 11E from Grandview School to Washington College Station Road has been completed by Merkel Brothers Construction. Mike McCracken's crew has connected onto the line and has laid 500-600 feet of 12" DIP down 11E. His goal is to tie the 12" line into Matthews Mill Road by the end of December, which will give his staff and Zone 2 customers some relief from the line breaks in that area.

MIOX- The MIOX system is completely operational and working well. Mike Jackson said he is very pleased with the new disinfection system.

Transportation

Five Points –Summers-Taylor is the contractor on the job, the pre-construction conference was held last week at the Visitor Center, and Summers-Taylor has been issued the Notice to Proceed. They have started taking down the building. They expect to be finished in late spring or early summer.

West Main and Persimmon Ridge Road – The necessary agreement with Gerald Sparks to make improvements along Shell Road is on the agenda for November.

Jackson Blvd/Boones Creek Road – TDOT has selected Mattern and Craig of Kingsport to engineer the project. They have asked Todd Wood and the Town for information that has been sent so design is underway.

Truck Route Signage – Staff has been working with the Traffic Advisory Committee on a plan to reduce truck traffic problems downtown and on streets like Washington Drive and Oak Grove in Jonesborough. The plan focuses a lot on better signage prohibiting through truck traffic onto Boone Street and eastbound on W. Main Street past Oak Grove Ave. We hope to submit the plan to the BMA at least by the January, 2014 meeting for Board consideration.

Woodrow Ave Speed Tables/Drainage – We are trying to schedule this work in early spring.

E. Main Street Sidewalk/Utilities – The project is waiting on me to pull all the utilities together to ensure we have everyone's support and everyone knows what has to be done. I will try to make that happen by Mid-December. We will

have to provide the labor and equipment to do the trenching for other utilities, as well as construct a new 8" DIP water line up the hill from Spring Street. We cannot undertake that until we have constructed the 12" DIP line down US-11E. It will be spring at the earliest to undertake the E. Main project, and if we can get to it, we will have to be done before June because we have to start the W. Main and Persimmon Ridge/Shell Road project then. I will try to clear out all the approvals necessary to be able to undertake the project next spring. Even if I accomplish that goal, however, it may be fall of next year before we can get to it.

Grants

LPRF Walkway Grant – I reported back in September that we had obtained all the easements and the deed for the playground/park areas from Brian King and Elizabethton Federal. The grading and fill dirt/compacting necessary to develop the pavilion site associated with the playground area off Goldenrod Drive has been completed. Craig Ford will move the Carter County Crew to the playground site to build the pavilion as the next project. This crew completed some additional sidewalk improvements downtown, and then went back to the McKinney Center to do all the concrete work associated with the parking lot. They finished that work last week. There may a few minor touch-up items outside at the McKinney Center and then Craig Ford will move them to the pavilion site. We expect to move the Street Crew to the walkway construction in the Meadows Subdivision area at the same time.

T-21 Grant –The Methodist Church agreement has gone through all of the review process and the congregation recently approved the agreement with the Town. Jim Wheeler has completed title work on four easements that are necessary.

2nd Ave Railroad Crossing- Although we know this project has been approved, we have not received a contract form Norfolk-Southern that will allow them to move forward with the installation.

ARC Grant – I re-submitted an ARC application associated with the Jackson Theatre based on the \$450,000 recommended by ARC by Governor Haslam.

Safe Routes to School – We received a two year extension on this project, but we are working with Todd Wood to move forward and finalize the design. We are currently working with the Washington County Schools on the walkway connection to the property for both Jonesborough schools. The School Board has approved the walkway plan on preliminary approval, and will address final approval tonight, Thursday. We are also working with the school system on a possible detention pond just above Forrest Drive which will have a significant impact on stormwater flows down Forrest Circle, across Jackson Blvd and down Meadowbrook Drive. This is the project that we can use the in-lieu-of payment for stormwater detention that was approved by the Planning Commission on the Shell Station improvement project.

Farmers Market – I am assisting the Jonesborough Farmers Market on grant applications due son on a Rural Development-USDA grant for equipment, and a Tennessee Department of Agriculture Rural Farmers Market Capital Development Grant.

Home Grant- Four houses are complete. One more house is about to go under contract and the completion of that house construction will deplete the Home Grant funds.

Downtown Streetscape Plan

Wayfinding Signage – Stafford Communications has completed the signage, and staff thinks it looks great. We are waiting on the custom mounting brackets that

are being built by Precision Ironworks. Note: Jeff McCurry has been working on railings, posts, etc. for the McKinney Center, and he has completed that work this week.

Former Exxon Station – The outside plaza work is essentially complete except for the completion of the back wall along the alleyway, and the construction of the free-standing monument sign. The back wall is scheduled to have five sections of wrought iron fencing alternated with four mural sections – making a total of the nine areas between brick pillars. Precision Ironworks has produced a wrought iron pattern that is somewhat of a duplicate on the wrought iron fence along the Baptist Church across the street. The wrought iron fence panels will be five feet high, so the pattern is much bigger than that across the street. We are working with Kathy Blair (Farmers Market and Arboretum murals) and the Heritage Alliance on ideas for the four mural panels.

McKinney Center

The dedication is Friday, November 8th at 1:00 p.m. The building and grounds look great. Craig Ford, Officer Ken Davis and the Carter County Work Camp Crew, and our staff have done a great job. Mayor Wolfe has established a committee to interview applicants for the McKinney Center Director position, and the BMA has approved that role being combined with the MBM Education Director. The interview committee meets next week to screen applicants and interviews will take place shortly thereafter. It is the intent to bring a recommendation to the BMA in December

Senior Center

The revised project has been approved by Rural Development, and there is a pre-construction conference today at 1:30 p.m. Although Rainey Construction had been given an informal notice to proceed on grading with Rural Development approval, the formal Notice to Proceed will be issued by next week.

Jackson Theatre

All the necessary documents on two ARC Applications have been submitted, and I have assisted Mayor Wolfe in other initiatives to generate funding support for the project.

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:

My focus for the month of November was the completion of the Booker T Washington building for the dedication of the McKinney Center on November 08. For the month, we completed the staff parking lot in the rear of the building, to include curbing. We also finished the concrete work for the parking lot. The final sets of concrete stairs were completed on the west end of the building and the sidewalks were completed. Handrails have also been installed on all stairways. Three new street light posts were installed on the west and south sides of the building. The lamps have not arrived yet, but will be installed once they arrive.

Finish carpentry was completed on the inside of the building, including the addition of the base cabinets requested in the pottery room. The phone and data cables were also installed. The landscaping was substantially completed; however, there were some plants we were unable to get at this time. A tentative date for receiving these plants is April 2014.

The finish grade work was completed with the Mayor donating several loads of topsoil to complete the project. All grasses have been sewn. The signs have also been installed. I was without the prison crew this past week and will be without the crew the week of November 11. Once they return, I will have them seal the concrete parking lot; the McKinney Center at Booker T Washington will be complete.

Once the inmates complete sealing the parking lot, I will begin the construction of the park at "The Meadows." We will build the pavilion and the Street Department will complete that portion of the walking trail.

I am extremely proud of what has been accomplished in this project and appreciative to the Mayor and Board of Alderman for giving me the opportunity to lead this project.

Also this month, I met with Johnny Deakins and Richard Thompson of the Washington County Highway Department. They set a target date for the week of November 11 to begin paving in Jonesborough. There were a few days at the McKinney Center that the Street Department could not work due to have the parking lot entrance closed for concrete work. During this time, the Department prepared several of the streets on the paving list in order to be ready once the county could begin paving.

I also attended two pre-construction meetings this month for the Senior Center project. Work is scheduled to begin very soon on this project. There was a pre-construction meeting also on the five-point circle, but I was unable to attend this meeting due to a conflict with the McKinney Center.

5. Approve the following Committee Reports: JRT Board of Directors, Visitor Center Committee, Jonesborough Planning Commission & Board of Zoning Appeals, and Jonesborough Senior Center Advisory Committee.
6. Approve the following Supervisor Reports: Director of Tourism & Marketing, Visitor Center Manager, Building Inspector Report, Water Distribution, Environmental Services, Police Division, Street Department, Water Park, Fleet Management, Solid Waste, Event Coordinator, Senior Center, Animal Control, Jonesborough Repertory Theatre, Fire Division, and Water Treatment.
7. Accept the retirement of Lawrence Shaw, Custodian/Maintenance Worker II, with regrets.
8. Approve the street closing of Main and Boone Streets, any necessary side streets and an eastbound lane on US 11-E for the Jonesborough Christmas Parade to be held on Saturday, December 14, 2013, at 6:00 p.m. with the Police Department establishing a specific time of closure before the parade based on pedestrian and vehicular traffic volume and safety.
9. Approve the closing of Main Street in front of the Courthouse and to through traffic from Fox Street to 2nd Avenue for the annual Lighting of the Tree on Saturday, November 30, 2013, at 6:00 p.m. with the Police Department determining the exact time of closure based on pedestrian and vehicular traffic volume and safety.

The first item on the Regular Agenda was the approval of the Financial Report. Mayor Wolfe asked Recorder Miller if she had any comments on the report. Ms. Miller said the auditors are currently completing their field work for the FY2012-13 audit. She added that property tax payments are coming in at a good pace. Motion was made by Alderman Vest, seconded by Alderman Dickson and duly passed to approve the Financial Report as presented.

Mayor Comments was the next item on the agenda. Mayor Wolfe said the dedication of the McKinney Center at Booker T. Washington School was a great event. He said he has never seen a Town event that embodied the spirit of the community more than this dedication. He thanked Alderman Dickson for his contribution to the ceremony. He said Bob Browning did a fantastic job and added that Mr. Browning's sentimentality is who he is and is a positive thing. The Mayor said the overwhelming spirit of the event was the love of thy neighbor and Jonesborough residents love their neighbors. He said attendees admired Craig Ford's handiwork on the Center and gave Mr. Ford a standing ovation which he well deserved. Mayor Wolfe said he was very proud of the event.

Mayor Wolfe announced that there is a kick-off event tomorrow night, November 12, 2013, for Keep Jonesborough Beautiful. The event is a soup, bread, and dessert meal at the Storytelling Center from 6:00 – 8:00 p.m.

Mayor Wolfe said he received two letters from Cynthia Burnley and Carol Transou to formally thank the BMA for allowing them to partner with Jonesborough on the Journey of Women Art Show. They said that Rachel Conger was marvelous, worked really hard on this project, and never said no to any task. They said they were so impressed by Ms. Conger's work, attitude, and "can do" spirit. The letter went on to add that the McKinney Center is a wonderful venue and the Board should be very proud of it. They said people commented about the beautiful restoration and the idea of preserving the heritage. Mayor Wolfe said the art show was a very successful event.

Mayor Wolfe then asked Hugh Thomason to come forward for the Employee of the Month award and read the following nomination letter:

Jonesborough's Wastewater Improvement Project is very complicated because it involves four different projects which require separate plans and specifications, and each one of the projects is a large undertaking unto itself. The work includes building the two new treatment basins and clarifiers and constructing a new outfall line to the Nolichucky River. There are currently three different contractors involved in the projects now going on at the same time.

Jonesborough Environmental Service Director Hugh Thomason has been totally involved in the design planning on these projects, as well as monitoring the construction. There is a lot going on, and none of it is simple, and then you have to factor in that the sewer outfall line required 62 individual construction easements and 9 permanent easements in order to make the outfall line project a reality. Hugh Thomason successfully negotiated all the construction and permanent easements, and had them all in place at the critical milestone in the project that allowed the outfall line to go out to bid. That accomplishment alone was a minor miracle, and when you consider the line location changes that had to be made due to Indian artifacts, topography, and uncooperative property owners, Hugh Thomason deserves a statue. In lieu of a statue, Hugh Thomason is being highly recommended for Employee of the Month. He not only has worked extremely well with all the property owners just to get all the easements in place, he has been complimented numerous times by Judy Construction staff who state Hugh Thomason and Jonesborough have been the most helpful and proactive staff they have ever worked with.

The way Hugh Thomason has engaged himself in all aspects of the different components of a very difficult wastewater project, getting things done in a very timely manner while getting compliments from contractors, engineers and residents, is a terrific example of the quality of personnel we have working for the Town of Jonesborough.

When you throw in the fact that Hugh has continued his normal duties of overseeing the wastewater system operation and has had his staff undertaking a very difficult sewer line installation that included boring a gravity line under

Jackson Blvd, Hugh Thomason deserves a big pat on the back and the designation of Employee of the Month.

Hugh said it was not just his work but the work of his staff, too, and that they worked well together as a team.

Mayor Wolfe asked Kristen Swing to stand. He said Ms. Swing has been a reporter for Herald and Tribune for six years covering Town meetings and had recently accepted a position with the Johnson City Press as Assistant News Editor. Mayor Wolfe thanked her for a job well done covering the Town of Jonesborough. Ms. Swing introduced Megan McCoy as her replacement.

Alderman Communications was the next item on the agenda. Alderman Dickson thanked the staff for a job well done on Friday with the dedication of the McKinney Center.

Attorney Comments was the next item on the agenda. Attorney Wheeler said that at a previous BMA meeting there was a citizen complaining about a piece of property in the Town that needed to be cleaned up. He said there is a process underway to clean the property; the property owner has been to court and will go back at a later date after the clean-up work has been completed.

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

The first item under Old Business was the Ordinance for the FY 2012-2013 Budget Amendments. Motion was made by Alderman Vest, seconded by Alderman G'Fellers and duly passed to approve on second and final reading Ordinance B-13-05 amending the General, Solid Waste and Drug Funds for FY 2012-2013.

INSERT ORDINANCE

The next item on the agenda was the Ordinance for annexation of property on Old Boones Creek Road. Motion was made by Alderman Dickson, seconded by Alderman Vest and duly passed to approve on second and final reading an Ordinance annexing a portion of Parcel 098.00 as shown on Washington County Tax Map 052 located on Old Boones Creek Road and owned by Bill and Sarah Hawk, and zoning the property R-1 (Low Density Residential).

INSERT ORDINANCE

The next item on the agenda was the Public/Private Agreement with Gerald Sparks. Mayor Wolfe asked Attorney Wheeler if he was satisfied with the agreement. Mr. Wheeler said that he was. Mayor Wolfe said the work on this property is to begin in June, 2014. He said it is in the best interest of all parties to finalize the agreements prior to beginning the work. Mr. Browning said there are two other property owners who need to sign agreements in order to begin the work of cutting down the bank for safety reasons. Mayor Wolfe said Commissioner Sparks has spoken to those neighbors and they are in agreement with the project. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve the Public/Private Agreement with Gerald Sparks prepared by Town Attorney Jim Wheeler that allows the Town to undertake work on the north shoulder of Shell Road along the Sparks property to improve drainage and reduce erosion. Mayor Wolfe asked that before June of next year that we come up with a budget for this project and a way to pay for it. Operations Manager Ford said that there is also some sewer line work that needs to be done in that area once this project is started. Mayor Wolfe said a funding mechanism for the project has to be found. Mr. Browning said TDOT cannot participate in this project but after this work is completed, the Town can apply for TDOT funds for improvements at the intersection of Persimmon Ridge and West Main Street.

INSERT AGREEMENT

The next item on the agenda was the First Responder Agreement with Washington County/Johnson City Emergency Medical Service, Inc. (EMS). Motion was made by Alderman G'Fellers, seconded by Alderman Countermine and duly passed to

approve the First Responder Agreement with Washington County/Johnson City Emergency Medical Services, Inc. creating the guidelines in which the Jonesborough Fire Department staff can provide backup first responder services to residents within the Town of Jonesborough and possibly other areas as well as in cooperation and under the direction of EMS.

INSERT AGREEMENT

The next item on the agenda was the proposed partnership with the Jonesborough Farmers Market. Mayor Wolfe said this is not a lease but is the framework for this partnership. He said this is exactly the kind of economic development project that the Town needs to be doing, and is not only promoting locally grown products but promoting a brand new retail business downtown. Mayor Wolfe said that he goes to the river and buys vegetables on Saturday and that these people are excited about the possibility of a retail outlet that would answer their manpower issues and give them a place to sell their locally grown and made items at the Boone Street Market. He said the Town purchased the building and has invested a great deal of time, energy, and money making the pedestrian area in front of the building and around it better than it used to be. He said parking spaces and crosswalks have been added and what is needed now is a vibrant business in the building with people who are passionate about their success. He said there is a presentation in the BMA packet with lease particulars and he encouraged the Board members to talk to Mr. Browning and Mr. Wheeler about any concerns or questions concerning the proposed lease. The Mayor said there is concern about limited parking in front of the market and there needs to be a discussion about time limitations on parking and a discussion about utility payments. He said he feels the Town should look at participating in this project to help a small business get started but structure the lease so taxpayers are protected. He said the lease would be brought back to the BMA for approval after the Board members have had plenty of time to review this. Mayor Wolfe asked Karen Childress to come forward to discuss other markets that they visited. Ms. Childress said she, Curtis and Marilyn Buchanan and her husband Larry visited a market in Huntington, West Virginia. She said they had 80 different vendors and \$39,000 a month in sales. Ms. Childress said there is an average of 1,000 people who come to the Jonesborough Farmers Market each week and there are a lot of internet sales at the present time. Mayor Wolfe said he admires the passion of the people who are involved with the Farmers Market and he wants this to be a success for everyone involved. He added that the lease will be brought back to the BMA for consideration at next month's meeting. He said that if all goes well, the Market will open in its new location next summer. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve reviewing the information from Jonesborough Locally Grown (Jonesborough Farmers Market), to bring the lease back at the next BMA meeting for the use of the building and plaza area, and to adopt on a preliminary basis the terms recommended/amended and authorize the Town Attorney to develop a lease agreement with Jonesborough Locally Grown based on these conditions. Alderman Vest asked about the cost of the needed equipment, and if the grant does not come through, then who will pay for the equipment. Mr. Browning said if the grant does not come through, then the Farmers Market will have to find another source for funding. He added that the Town is not obligated for this equipment and the Farmers Market has other fund raising activities planned. He said if the grant does get funded, the main equipment grant would be through USDA Rural Development.

The next item on the agenda was the 2013 Health and Wellness Program employee rebate. Motion was made by Alderman G'Fellers, seconded by Alderman Countermine and duly passed to approve the 2013 Health and Wellness Program rebate payments to employees at the levels submitted.

The next item on the agenda was the acknowledgment of the Report on Debt Obligation for the \$460,000 Water/Sewer Fund capital outlay note. No formal action was needed. Board members acknowledged that the information had been received.

The next item on the agenda was a Change Order on the 11-E water line bores. Alderman Vest made the motion, seconded by Alderman Dickson and duly passed to

approve Change Order #2 on the contract with Merkel Brothers Construction increasing the contract amount by \$3,480 for additional casing and DIP on the 11-E highway water line bore, to be paid from the Water/Sewer Fund capital outlay note.

INSERT CHANGE ORDER

The meeting was adjourned.

ABBHEY MILLER, RECORDER

KELLY WOLFE, MAYOR