

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

NOVEMBER 9, 2015

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, November 9, 2015, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order and led the group in an opening Prayer, and Alderman David Sell led the pledge to the Flag.

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

The next item was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There was none. Mayor Wolfe read the following: "The last few years the BMA has provided a wellness bonus or rebate for employees that participate in the Town's Wellness Program. The amount is \$25 per year up to a maximum of \$160 per year. The bonus is given out at the Christmas party and the cost of the program is budgeted. This program pays for itself. The Town had a \$36,000 reduction in Workers Comp insurance cost in one year and ne year we had a reduction in health insurance cost." He said there is a person present at this meeting on the back row who is responsible for gently persuading all but three of the Town employees to participate in the Wellness Program and that person is Virginia Causey. Mayor Wolfe then pointed out that there is a corrected agenda item on the Wetlands Water Park Holiday Promotion stating that the discount on season passes should be \$10 instead of \$5. Mr. Browning then introduced Debbie Moore who is being promoted to Senior Center Program Director. Ms. Moore said she is very excited about her new position and loves working for the Senior Center. Alderman Vest said he would like to know the total cost of installing the waterline being approved, including labor and equipment. Mr. Browning stated that it may be time to review the water and sewer extension policies and bring them back to the BMA for approval. Alderman Vest said he would like to have a true cost of how much a line extension cost. Abbey Miller said that we track the labor on water line extensions installed; Mike McCracken turns in time sheets on water lines every two weeks. She said her staff converts that information to costs based on distribution employee hourly pay and benefits. Mayor Wolfe asked if Ms. Miller could provide the cost of the last several water line extensions installed by Mr. McCracken's staff. Alderman Vest made the motion, seconded by Alderman Sell and duly passed to approve the following items on the Consent Agenda:

1. Approve the Minutes for October 12, 2015, Beer Board and BMA Regular meeting.
2. Approve the following October bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z Office Resources	1079.59
Absolute Communications	600.00
Advance Auto Parts	351.84
Aggregates USA, LLC	11116.82
All Out Towing	65.00
Allan Dearstone	164.80
Alsco	60.10
American General Life	236.68
American Tire Distributing	1125.72

Andy Oxy Company, Inc.	118.15
Angie Sheek	32.20
Anthony Reece	405.00
<u>VENDOR</u>	<u>AMOUNT</u>
Appalachian Gypsum	2474.90
Aramark Uniform Service	263.75
Archer Electric Service	4640.00
Aubrey Weaver	30.40
Auto Zone #2087	235.63
Bachman-Bernard	410.09
Banc of America P&I	3073.83
Bank of Tennessee	2697.07
Ben Caldwell	385.00
Beverly Hoovens	28.00
Blick Art Materials	78.73
Blue Cross-Blue Shield	68889.94
Branham Corporation	335.71
Brenntag Midsouth, Inc.	1387.97
Carver Engineering Service	2000.00
Celebrate Rentals	838.49
Central Paper & Supply	854.05
CenturyLink	70.10
CenturyLink	283.50
Charlesbridge Publishing	852.22
Cindy Lees	28.80
Cintas Corporation #202	504.69
Citizens Security	4376.74
City Electric Supply	2480.00
City of Johnson City	12258.00
Consolidated Pipe & Supply	1490.02
Crossroads Downtown	24.00
D.Todd Wood	6050.00
Darrell W. Brinson	160.00
Data Supplies Inc.	2848.14
David Crum	90.00
Dearborn National	570.00
Dennis Wayne Brooks	350.00
Derek Justin Smithpeter	24.66
Diamond Ticketing System	610.55
Ditch Witch Equipment	3431.10
Duffield Aquatics, Inc.	245.98
East TN Rent-Alls	311.88
Ecosafe Landfill VA	7076.42
Employee Security	475.00
Erwin Utilities/Water Test	300.00
Esc Lab Sciences	1946.50
Everyday Solutions	3551.71
Express Lanes	13.90
Ferguson Enterprises #5	3801.88
Fire Extinguisher Co.	229.00
First Tennessee Bank	11732.57
First Tennessee Bank	3792.73
First Tennessee Bank	8629.26
Food City	135.69
Foster Signs	80.00
Free Service Tire Co.	69.38
Gall's, LLC	1438.00
Gary Lykins	61.50
General Services	10550.00
Gouge Masonry	91.00

GovDeals, Inc.	2781.85
Grainger	149.65
Greeneville Oil Company	256.47
GRW Engineers, Inc.	1234.29
<u>VENDOR</u>	<u>AMOUNT</u>
Gulf State Distributors	1375.00
Guthrie Sales & Service	10710.00
Hampton Textile Printing	200.00
Harbor Freight Tools	246.31
Harold Cochran	500.00
Hayes Pipe & Supply	512.79
HD Supply Waterworks	83.70
Heissee Johnson Hand Up	132.02
Henry Schein, Inc.	143.42
Henson Land Surveys	725.00
Hicks Welding	500.00
Hunter, Curtis	480.00
Ingles #4205	187.86
Inspire Business	47452.83
International Code	135.00
International Storytelling	535.00
Jacob Anderson	1270.00
Janette Gaines	302.27
Jason Greenlee	115.00
Jeri Jones	72.00
John F. Blair Publisher	603.47
Jonesboro Pizza Parlor	50.00
Jonesborough HRA	8010.00
Jonesborough Locally	236.00
Jonesborough/Washington	7031.50
Joshua David Heltzel	310.00
JRT	147.32
Judy Farrow	11.20
Justin Hazlewood	24.59
Kanas State Bank	8962.25
Kimball Midwest	2964.18
Kipp Brixley	699.00
Labtronix	1298.00
Leisure Publishing Co.	1390.00
Liberty National	1986.92
Logopro	487.50
Lowe's	4598.21
Lucas M Schmidt	36.94
Madelyn Rohrer	12.00
Mahoney's Sportsman's	409.63
Marilyn Buchanan	72.00
Matthew Byrd	14.40
Meade Tractor	1017.75
Mes-Carolinas	4561.84
Michael Braswell	54.24
Microbac A/R	663.40
Midwest Radar	735.00
Modern Supply Co.	2698.85
Moilabs	148.52
Multicultural Media Group	576.00
Napa Auto Parts	1625.45
Network Fleet, Inc.	3923.66
News and Neighbor	195.00
Olde Towne Hardware	888.22
Olde Towne Small Engine	175.45

Osborne Electric, Inc.	1351.00
Pardue Photographics	520.00
Perry's Enterprises, Inc.	509.23
Pitney Bowes, Inc.	294.90
Precision Ironworks	152.00
<u>VENDOR</u>	<u>AMOUNT</u>
Print Distribution Services	1410.67
Quality Trophy & Engraving	197.50
Qwik Pack and Ship	44.99
Refuse Parts Depot	285.48
Regions Bank	141128.13
Reliance Standard (Vol)	359.24
Ricoh USA, Inc.	6125.82
Ricoh USA, Inc.	149.43
Robert Lee Harrison	65.00
Robin Goodman	97.68
Ryder	49.50
Saratoga	3670.27
Sandra Kelley	37.56
Shirley Butler	13.56
Shirt Tail Design	1842.70
Sir Speedy	427.31
Southern Seeding	2467.08
Specialty Chemical, Co.	5718.64
Spectra Environmental	199.89
Stowers	651.34
Supplyworks	179.67
TBI-Fiscal Services	618.00
Tech Star Industrial	3412.00
The MT Pit	25.00
The Naked Bee	454.50
Therodyne Engineering	15633.20
Thomson Reuters-West	156.45
TML Risk Management Pool	1578.87
TN Local Dev. Authority	3183.61
Town of Jonesborough	64.00
Tractor Supply	134.98
Trane US Inc.	21.60
Tri-State Bolt & Screw	65.35
Trimble Company	4658.00
Trublu Tactical	992.67
Truckpro-Kingsport	419.86
United Parcel Service	226.95
United Way	379.00
USA Blue Book	200.59
Utility Service Co., Inc.	6075.31
Verizon Wireless	102.06
Wal-Mart Store/GEMB	1082.39
Walters State College	500.00
Washington Co. – Johnson City	480.00
Washington Farmers Co-op	283.00
Washington Farmers Co-op	9212.94
Waste Management	150.65
Wells Fargo Equipment	3451.00
Wheeler & Seeley	4216.00
White's Auto Parts	1608.67
Williams Electric	3157.86
WNCW Accounts Receivable	150.00
4 Imprint	2063.35
5 Star Filter	<u>109.79</u>

\$554,549.66

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
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80024-TN Dept. of Safety	250.00		
80025-80026 AP	74,383.87		

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
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80027-80230 AP	233,991.16		
80231-80249 AP	33,173.57		
80250-80253 AP	3,731.59		
80254-80265 AP	22,099.13		
80266-80272 AP	5,826.53		
80273-80297 AP	21,691.00		
80298-80327 AP	10,960.86		
803238-80335 AP	96,640.54		

\$503,288.25

53671-Equipment Sales & Service		1,585.52	
53672-53780 AP		164,335.77	
53781-53790 AP		36,186.75	
53791-53792 AP		331.52	
53793-53794 AP		13,497.23	
53795-53799 AP		2,292.72	
53800-53806 AP		6,208.52	
53807-53813 AP		6,235.02	

\$230,673.05

Sanitation

6877-MHC Kenworth			2,470.91
6878-6912 AP			21,529.80
6813-6915 AP			252.82
6916-Waste Management			286.53
6917-Purchase Power			1.92
6918-6919 AP			667.64
6920-6922 AP			1,589.43

\$26,799.05

3. Approve the following Town Administrator Report:

Wastewater Improvements

I believe I have reported to the BMA that the Commissioner's Order we received requiring Jonesborough to initiate a corrective action plan for wastewater improvements has been formally closed by the Department of Environment and Conservation. We have achieved all of the goals and met all of the requirements. Before our improvement project, we often violated the maximum limit for total suspended solids of 45 parts per million. That limit of 45 ppm remained the same when we changed our discharge location from Little Limestone Creek to the Nolichucky River. Since we have been operating with the new oxidation ditches, our TSS (total suspended solids) has been in single digits, often around 3 ppm, and we have never had a violation.

We have greatly reduced I&I (infiltration-inflow) into our collection lines, and our average daily flow into the WWTP has dropped from over 700,000 gallons per day (gpd) to just over 500,000 gpd. We can effectively treat the volume in just one of the two 500,000 gallon oxidation ditch basins.

The fencing around the Wastewater facility being installed by McCall fencing is almost complete. There is a small change order for consideration by the BMA in the Board meeting agenda, and there will be a second change order for

consideration later that will go ahead and fence in the impound lot that will be adjacent to the Wastewater fencing. The fencing costs are being paid by the remaining Rural Development grant funds. The Wastewater crew is grading the top of the hill above the “headworks” area where plastics and other inorganics are taken out of the sewer inflow going into the oxidation ditches. We should have \$40,000 remaining, and we are going to use it for materials to construct a new parts room and second level administrative area within the wastewater complex. Right now, these facilities are in the Pliny Fisk Recycling Center.

Ashley Meadows Sewer – Jim Wheeler expects to refile the condemnation action on the sewer easement no later than 10 days.

Water

The plant is operating very well right now. Jonathan Lucas (who just had a baby) continues to work on various improvements. The variable drive pump at the Rock House Road pump station that went down and was repaired is now operating like it should and is being used as the main pump. When it was repaired and put back on line, the pump was overheating. That problem was corrected, and it has been operating very smoothly.

Water Loss – Water Distribution has been working on the installation of two pressure reducing valves that will help correct issues in Zone 3. One valve and the vault it goes in was installed this week, and Mike McCracken will be working on installing the other vault and PRV next week. Zone 3 continues to be the area we are dealing with that has the most leaks.

We received notification that we were awarded a \$525,000 Community Development Block Grant to help us reduce water loss in the system. Mike McCracken is working with his staff to establish priorities, and we will definitely finish any improvements needed in the remaining zone(s). The funding will be a tremendous benefit to our efforts to reduce water loss. We expect to have priorities established and recommendations to come back to the BMA in December. We also have to get ECD approval to do work with our own crew to cut costs and provide the match.

E. Main Street Water Line/Utility Project – This project is underway, and the old cast iron line in this section of E. Main Street has been replaced. Water service has been changed over to the new line on all houses except one. The new storm drain line is in place and active except two catch basins that cannot go in until the sidewalk is replaced. Our staff is assisting the Power Board, CenturyLink, and Comcast put their lines underground. This effort is going along very well. We expect to get the gas company in to lay their line the first of next week, and if the weather cooperates we hope to have a base coat of asphalt back on the street by Thanksgiving. We have received different reports on when the County Highway Department will close their asphalt plant, but we are hoping they will still be open the week before Thanksgiving. Our guys have worked at night and in the rain to get the job done.

Transportation

W. Main - Persimmon Ridge Road – This job is complete and Shell Road is opened up. We will have to have the County put a top coat of asphalt on Shell to make Shell Road smooth like it should be. Shell Road on the paving list. TDOT has surveyed the intersection of W. Main Street and Persimmon Ridge, and they are going into initial design on the intersection improvements. Right now they are looking at implementing their project in 2017.

Woodrow Ave/2nd Ave – No change.

Jackson Blvd/SR-354 – No change.

W. Jackson Medians – No change.

Grants

T-21 Walkway Grant – This project was out to bid and a recommendation on the bid award is on the BMA meeting agenda for Monday.

Drivers Safety Grant – We received a \$4,000 grant from TML to help set up for CDL certifications that will fall under the direction of Gary Lykins, who is now a State certified CDL examiner.

Tourism Grant – We received an \$8,000 grant from the Department of Tourism to change our websites to a mobile compatible operation. This is a critical change in tourism because so many people are accessing information from iPads and iPhones. Terry Alexander and Alicia Phelps already created a Request for Proposals, and they are now working with High Road Digital on the project. Again this is a grant funded with a match out of the Visitor Center's marketing budget.

Jackson Theatre

We have received the structural engineering report on the Jackson Theatre. Mayor Wolfe, Craig Ford, C.W. Parker and myself met with John Jacobs, the structural engineer, to discuss a renovation of the structural support system for the third floor of the Jackson. The iron bridging system that was put in place in the 1940's sticks out of the third floor in 5 locations eliminating effective use of one, if not the largest room in Jonesborough's downtown. Mayor Wolfe discussed ways to better support the floor while allowing effective use, and the structural engineer is currently looking at feasibility and costs. The thought process is that this work could be done with the Carter County Work Camp Crew.

We have not heard from the State on our façade grant application. Jim Wheeler is supposed to finish up next week the homework on the title certification needed to close the Rural Development Community Facilities Loan which includes funding for the Jackson Theatre.

Senior Center

Work is going along very well. We are still on schedule to have the building turned over to us November 20th. Mary Sanger is working on plans to open the Center the week of December 7th. Craig Ford is working hard to complete the exercise room, fitness center and game room downstairs. The knockdown coat on the walls downstairs will start next week, the ceiling installation will begin next Wednesday, and flooring installation will begin a week from Monday. There is a great deal of work and cooperation going on now, and the building is looking really good. We hope to start the remaining sidewalk work after next week.

Mary Sanger has obtained two really nice pool tables for the downstairs game room through donations, and she has gotten over 25 pieces of artwork donated. The McKinney Center staff is holding an awesome "shower" for the Senior Center to get people to contribute the little things that are needed in the new building.

Chuckey Depot

With the Carter County Work Camp Crew working on the Senior Center, construction work on the Chuckey Depot is at a standstill. We have ordered the metal shingles for the Depot roof, and Milton Tunnel is lined up to install the metal shingles after Thanksgiving. This cost will be paid through the Rural Development Community Facilities Loan.

Committee Meetings

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

4. Approve the following Operations Manager Report:

The month of October continued to be exceptionally busy. We began the underground project on Main Street and continued to work on the downstairs section of the Senior Center. We also prepared a couple of roads for paving prior to the Washington County Highway Department closing their asphalt operations for the year.

The two streets that were prepared for paving was Greenback and Meadowview Courts. There were some areas of settling that had to be dug out and compacted. This was completed and the streets are ready for paving.

I met with Wally Sparks, Cobern Rasnick, and Todd Wood on Shell Road for the purpose of attempting to get it ready to pave. While looking at this roadway, a call was made by me to Washington County Highway Superintendent Johnny Deakins. He informed me at that time that there was no way the county could get Shell Road paved this year. He stated he would level the intersection with Persimmon Ridge.

The County has plans to widen and straighten Shell Road in the spring. We also wanted to widen the Town's section of Shell Road. He agreed to meet with myself and Town staff after the first of the year to coordinate this project together and then pave the entire street at the same time.

The underground project on Main Street is currently on schedule. The new drainage system has been installed and the new water line has been installed. This includes having the residences connected to the new water line.

The Water Distribution crew is currently doing the digging for the Power Board, Centurylink, and Comcast. They are currently at the Childress residence and should be at Clay Avenue by the end of the day Monday. Once the street conduit is in place, we will begin installing the lateral lines to the residences.

We continue to make great strides on the downstairs section of the Senior Center. The Prison Guard is on a two-week hunting trip out west, so I worked it out to get some sub-contractors in the building to get some work completed while the prison crew is off. The drywall should be finished by the 11th of November.

The ceiling grid installation will begin on the 11th of November. Installation of the flooring will begin on the 16th. All the "rough-in" plumbing is complete. The inmates will be back on the 16th and we will begin painting, installing the ceiling tiles, and installing the retaining walls on both ends of the building.

I also conducted a meeting with Wally Sparks regarding the final grade and sidewalk preparation to remaining sections outside. We are scheduled to begin that work on November 06; weather permitting. At this point, I will have the Street Department back on-site to complete the outside work that needs to be done.

5. Approve the following Committee Reports: Jonesborough Planning Commission, Historic Zoning Commission, JRT Board of Directors, and Visitor Center Committee.

6. Approve the following Supervisor Reports: Visitor Center Manager, Director of Tourism and Marketing, Water Distribution, Building Inspector, Street Department, Animal Control, Solid Waste and Recycling, Fire Department, Senior Center,

McKinney Center, Environmental Services, JRT Artistic Director, Police Department, Water Plant, Water Park, Park and Recreation, Fleet Management, and Event Coordinator.

7. Approve the promotion of Debbie Moore to the position of Program Director for the Jonesborough Senior Center at Grade 4 Step 1 (\$24,675) taking immediate responsibility for performing the role of Program Director as outlined in the position description and as directed by Mary Sanger, while continuing Marcia Rountree, current Program Director, at her current salary through January 8, 2016, and having Ms. Rountree assist, support, train, and consult with Debbie Moore to help her obtain the information and understanding necessary to make the change in Senior Center Program Directors as seamless and as problem free as possible.
8. Approve the Wellness Bonus program for employees for December, 2015.
9. Approve the hiring of Matthew Scalf as a Water Worker I in Water Distribution at Grade 1 Step 1 (\$21,315), subject to all pre-employment conditions including WorkSteps.
10. Approve the hiring of Nathan Spears as the part-time Wellness Coordinator for the Jonesborough Senior Center at Grade 1 Step 1 (\$10.25 per hour), subject to all pre-employment conditions.
11. Approve the water line extension request by David Myers for a 160 foot 6 inch ductile iron water line extension in Quaker Run located off Rauhof Road in Telford, subject to the terms of the Jonesborough Water Line Extension Policy.
12. Approve the water line extension request by Jason Day for a 160 foot extension on Browning Road, subject to the terms of the Water Line Extension Policy.
13. Approve the change order on the McCall Fencing bid for fencing at the Wastewater Treatment facility adding \$523.71 to the contract price to be paid through Rural Development Grant funds.
14. Approve the holiday promotion of season passes at Wetlands Water Park, with up to 100 passes being sold at a \$10 discount from November 27th through November 30th, 2015.

The next item on the agenda was the approval of the October Financial Report. Mayor Wolfe asked Town Recorder Abbey Miller for an update on the financial status of the Town. Ms. Miller said we are right on schedule with budgeted tax collections and budgeted expenses. Alderman Sell said the list of bills paid is sometimes confusing as to the nature of the expenditure. Ms. Miller said once Alderman Sell goes through the packet each month, to please call or email her with any questions. Mr. Browning said he was also available to answer any questions. Alderman Dickson said he was glad to see that Music on the Square and Brews and Booze had profitable seasons for the year. Motion was made by Alderman Vest, seconded by Alderman Dickson, and duly passed to approve the Financial Report as submitted.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe congratulated Attorney Wheeler on tomorrow's move into his new home and announced that today is Mr. Wheeler's wife's birthday. The Mayor added that Mr. Wheeler's law firm was recently voted the best in Johnson City.

Mayor Wolfe asked Carol Transou to come forward and presented her with the following Proclamation and key to the city:

INSERT PROCLAMATION

Ms. Transou thanked Attorney Wheeler, Alderman Dickson, Mayor Wolfe, and Bob Browning for their attendance at the Women's Fund Art Show recently held at the

McKinney Center. She said that Rachel Conger printed the brochures for the show this year and did a great job. She introduced her good friends Ann and Jim Reel, Dr. Cynthia Burley and Bob Riser. She thanked the McKinney Center and said it is a pleasure to work with Town staff.

Mayor Wolfe said the next item was the recognition of the Employee of the Month. Mayor Wolfe said this is a unique employee of the month award. The reported recipient is not at the meeting but that person is not the actual recipient. He said he is going to read one testimonial and three different nomination letters. He said he is not going to look at the person until time for the award to be given. Mayor Wolfe read the following:

I thought is worth mentioning that in the history of the Employee of the Month program, this month is the first time we have ever had three employees nominate the same employee. On one other occasion, I believe an employee was nominated by two different people. It is always difficult for an individual to begin a new job; especially as the Department Head. There are years of history and "the way things have always been done" prior to the new Department Head taking over. In this month's Employee of the Month nominations, the last three Department Heads hired by the Town: Mary Sanger, Senior Center Director; Johnathon Lucas, Water Treatment Director; and Cobern Rasnick, Wastewater Treatment Director, all nominated Virginia Causey. Clerical and support staff are the backbone of any organization. Virginia goes above and beyond her normal duties to assist any employee in need and is an integral part in helping new Department Heads feel comfortable. Attached are the three nominations on behalf of Virginia. It is a testament to the quality person and employee she is to the Town. Craig Ford, Operations Manager

I am making the recommendation of Virginia Causey as employee of the month. Virginia goes above and beyond her job title every day. As a new employee of the Town, Virginia has helped me out tremendously; she has answered countless questions and has always offered her guidance in any area of question. She holds such an important position being the first face that people interact with. Being good with people and always having a smile is just as important, if not more important, than completing ones daily tasks. I know that Virginia has worked for the Town 37 years and that speaks volume of her love of what she does. She is someone that you can count on anytime to help with anything. I know that Bob especially counts on Virginia for so much, and we are so thankful that she is just a phone call away. That is why I would like to nominate Virginia Causey for employee of the month. Submitted by Mary Sanger, Senior Center Director

There are so many reasons Virginia could be nominated for Employee of the Month, but personally I believe her commitment to the people she meets from day to day is the most important. Virginia is a dedicated employee with an amazing ability to make everyone who interacts with her feel welcome and happy. Every day she greets you with a smile and a cheerful "Good Morning"; she is never too busy to make time for those in need of her assistance, and she has the ability to bring out the best in those around her. Virginia is often referred to as "Momma Virginia" due to her involvement in all things "Jonesborough". She makes sure everyone stays on track and the Town's needs are met. She is a bright spot in my day every time I speak to her. She is knowledgeable, understanding, and has my best interest in mind whenever I deal with her. The Town of Jonesborough has been blessed by having someone of Virginia's character and outstanding personality be the "Face" of Town Hall. Virginia has been a great sounding board for me during my time with the Town of Jonesborough. Her ability to assist and quickly provide the information I need has allowed me to better serve in my position. She has often been a sounding board for my thoughts, a point of guidance concerning procedure, and above all else a good friend. I consider Virginia to be very deserving of the recognition of Employee of the Month. Submitted by: Cobern Rasnick, Environmental Services Director

During my time working for the Town of Jonesborough and even before I was hired Mrs. Virginia has been a huge help to me. During the long hiring process Virginia

was a motivator and began to earn the title of Mom. Since taking the Water Treatment Director job, I have learned that if you need anything, you call Virginia. During the past month we had to mail out 9,000 violation letters and Monday when we came back to work I learned that Virginia had spent 30 hours that weekend in the office preparing for the letters. If not for her we would still be printing and labeling letters and envelopes. There is not a single thing I have found that Virginia does not know the answer to or know who to shake the answer out of. In my opinion there is No One in the Town more valuable or more deserving of the award of EOM than Virginia. I may have only been here for a few months but I have learned that Virginia is the main cog that keeps city hall moving as smooth as it does. If Virginia is ever allowed to retire (which she should not be) the Town will be missing a vital part of its infrastructure. If she ever starts talking about retiring, someone needs to chain her to the desk. She has earned the title of Town Mom and even after she leaves I will always refer to her as Mom. Submitted by: Jonathon Lucas, Water Treatment Plant Director

Mayor said the employees love Virginia, as does he. He told Virginia that she is an important part of Jonesborough and we want her to continue to work for the Town as long as she wants to.

Mayor Wolfe read the following Prayer list: Pam Bailey's husband, Pat McCracken, Nurse Terri's daughter, Britney, Gary Lykins' grandmother passed away and his daughter is pregnant and having some problems, Jon Lucas and his wife had a baby girl, Frankie Causey, Abbey Miller, Bud Causey, Vic Kagan, Mark Powers, Matt and Lisa Rice, Rachel Conger's husband's grandfather passed away, Michael Britton's friend Spider Barnes, Larry Baines, and Jason Rounds' mother passed away.

Mayor Wolfe announced that the Town has been awarded a TML Driver Safety Grant in the amount of \$4,000.

Mayor Wolfe said there were a lot of people in town last Friday night. Melinda Copp said that Matt Townsend helped with Halloween Haunts & Happenings; there were around 8,000 people who participated as well as 30 treat stops. She added that the Novelty Band performed, Food City sponsored the costume contest, Kiwanis made cotton candy, and the Anders popped popcorn. Mayor Wolfe said there was an adult event this year after Halloween Haunts and Happenings called Brews and Booze. Ms. Copp said she sold 355 tickets and had hoped to sell 100, and it was a very successful event. She said Alicia Phelps and Amber Crumley helped with the ticketing. Mayor Wolfe said it always makes him proud of the team effort on our successful events.

Mayor Wolfe read a thank you to the firemen from three girls who were stuck in the mud with their vehicle.

Mayor Wolfe thanked the staff and Veterans Affairs Committee for a great Veterans Day event.

Alderman Communications was the next item on the agenda. Alderman Dickson said the Veterans Day event was very nice and he was happy to be able to participate in it. He said he is also pleased and proud to have been part of the Booker T. Washington Alumni event. He said it was a great event, and the building was full. He said it made him so proud to be a part of this community, and he thanked the Board for its leadership in making the McKinney Center a reality. Alderman Dickson expressed his thanks to the fire department for its response to an electrical fire at his home. He said they took care of the situation, and he is so proud of them.

Town Attorney Comments was the next item on the agenda. Mr. Wheeler had nothing new to report.

The next item on the agenda was citizen's comments. Mayor Wolfe asked if anyone who lives in the city limits of Jonesborough wanted to address the Board. There were no comments.

The next item on the agenda was the approval for authorization for certain employees to purchase state surplus items. Motion was made by Alderman Dickson, seconded by Alderman Sell, and duly passed to approve the TN Department of General Services application appointing Bob Browning, Phil Fritts, Matt Hawkins, Gary Lykins, and Craig Ford as the authorized representatives who can obtain surplus items from the State on behalf of the Town.

INSERT AGREEMENT

The next item on the agenda was the approval of the operating schedule, policies, and associated fees/rental rates for the new Senior Center. Mayor Wolfe said there has been a lot of time invested in this proposal, and Mary Sanger and Bob Browning did a great job on this. Mayor Wolfe said there will be no charge for classes from 8:00 a.m. – 4:00 p.m. He said extended hours may or may not have fees for classes. He said that the annual fee for Town residents is \$10, Washington County/Johnson City residents is \$20, and outside Washington County is \$30. He said the consensus is that a fee, though nominal, will make members feel committed to the Center. Mayor Wolfe said we are planning to open December 7th which is Pearl Harbor Day and we will showcase our veterans. He added that this Center is a dream come true, especially for our seniors. Mr. Browning said the operating hours will be from 8:00 – 6:00 with regular full time staff there until 4:00 and with one staff member present until 6:00. Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to approve operating hours of the new Senior Center of 8:00 a.m. to 6:00 p.m., Monday thru Friday, with after hour activities in the evenings and on weekends based on the individual activities scheduled or on rentals, and approve the activity fee schedule as presented.

INSERT POLICY

The next item on the agenda was the Community Development Block Grant (CDBG) contract to reduce water loss in the Jonesborough water system. Mayor Wolfe said this is a very important program for our Town because not too long ago the Town had a 60% water loss due to old pipes, lots of leaks, and very high pressure; we have reduced the water loss down to 38-39%. Mayor Wolfe said with the GRW Engineers plan we hope to reduce water loss even more; zones have been developed in our water system that help to control the water loss, and two of the zones have been completed. Mike McCracken said Zone 1 is down to a 3% water loss and we are waiting on the data from Zone 2. He added that this grant will be used to shore up Zone 3. Mayor Wolfe thanked Governor Bill Haslam for making this grant possible. He added that this grant will allow the Town to replace old galvanized water lines. Alderman Sell said this is a no-brainer because the revenue the Water Department provides for the Town is crucial, and lost water results in lost revenue. Alderman Vest said it is the responsibility of the Board to take care of the infrastructure and this grant will allow us to do that. Alderman Dickson said he is grateful for the Town staff and their work on this. Mayor Wolfe said we have been very successful in obtaining grants and thanked Bob Browning for his amazing grant-writing ability. Motion was made by Alderman Vest, seconded by Alderman Dickson, and duly passed to approve the contract with the Tennessee Department of Economic and Community Development for \$525,000 in CDBG funding to reduce water loss in the Jonesborough Water System, and authorize the Mayor and staff to sign all related documents.

INSERT GRANT CONTRACT

The next item on the agenda was concerning the contract with Community Development Partners to administer the CDBG Water Loss Grant. Attorney Wheeler said the hold harmless clause needs to be removed. Motion was made by Alderman Dickson, seconded by Alderman Sell and duly passed to approve the contract with Community Development Partners, LLC, to perform the administrative activities outlined for a cost of \$39,000 to be paid from CDBG project funds, with Item T, the hold harmless clause, being removed.

INSERT CONTRACT

The next item on the agenda was the contract with GRW Engineers for engineering services related to the CDBG Water Loss Grant. Motion was made by Alderman Vest, seconded by Alderman Sell, and duly passed to approve the Engineering Agreement with GRW Engineers, Inc. to perform engineering services on Jonesborough's CDBG Water Loss Project, authorizing the Mayor to execute necessary document, with the expenses based on total contracted construction, but with the expectation that engineering fees will be revised and likely be reduced.

INSERT CONTRACT

The next item on the agenda was the brush disposal fees for contractors. Mayor Wolfe said there is a discrepancy on the recommendation. He said that Mr. Thomas recommended charging any and all contractors a dumping fee but the recommendation from Bob Browning limits the charge to contractors for brush pickup outside the city limits of Jonesborough. Mr. Browning said he had a conversation with Jeff Thomas and he agreed it would be better not to charge for services inside the city limits. Motion was made by Alderman Vest, seconded by Alderman Sell, and duly passed to approve a new green waste/brush disposal fee to be charged to contractors and residents of Washington County outside the Jonesborough's city limits in the amounts of \$25 for dump trucks or trailers and \$20 for pick-up trucks to be charged per load for brush generated outside of Jonesborough's city limits.

The next item on the agenda was approval of the contractor bid related to the TDOT Enhancement Walkway Grant. Mayor Wolfe said we have had a couple of walkways in progress for a while, and added that government sometimes moves at a slow pace. He said this is an 80% grant that Dale Ford helped the Town obtain, and the bid is within the amount of the grant Mayor Wolfe said that the First TN Development District has worked with these contractors and said they do a good job. Mayor Wolfe said this walkway will be from Barkley Creek to downtown ending at Mill Spring Park, and added that the only walkways left to be constructed are up East Main Street. Motion was made by Alderman Vest, seconded by Alderman Sell, and duly passed to approve King General Contracting as the low bid contractor with a bid of \$418,610.45 on the Town's TDOT grant, and 20% (\$83,722.09) from the Rural Development Community Facilities Loan, subject to TDOT's and Rural Development's approval of the low bid contractor.

The next item on the agenda was approval of a McKinney Center at Booker T. Washington School Membership Program. Motion was made by Alderman Dickson, seconded by Alderman Vest, and duly passed to approve the membership program for the McKinney Center at Booker T. Washington School, and the membership fee levels and associated benefits as presented.

INSERT PROGRAM

The next item on the agenda was concerning replacement of the personal data assistant (PDA) equipment for the Police Department. Motion was made by Alderman Vest, seconded by Alderman Sell, and duly passed to approve the use of \$2,200 in Electronic Citation Fee funds to purchase \$5,212.19 of personal data assistant equipment for the Police Department, with the remaining \$3,012.19 in cost coming from Litigation Tax funds.

The next item on the agenda was concerning a Policy to address sudden cardiac arrests during recreation events. Motion was made by Alderman Dickson, seconded by Alderman Sell, and duly passed to approve the Resolution establishing a policy on the prevention of sudden cardiac arrest.

INSERT POLICY

There being no further business, the meeting was duly adjourned.

ABBEY MILLER, RECORDER

KELLY WOLFE, MAYOR