

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

DECEMBER 12, 2016

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, December 12, 2016, 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. Virginia Causey led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Jerome Fitzgerald, Alderman David Sell, and Alderman Chuck Vest. 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 announced that on December 17th from 11:00 – 3:00 there will be a Town wide church tour. He encouraged everyone to come out and tour the churches in their Christmas splendor. Alderman Countermine made the motion, seconded by Alderman Fitzgerald, and duly passed to approve the following items on the Consent Agenda:

1. No minutes were available for approval.
2. Approve the following November bills for payment:

INSERT BILLS

3. Approve the following Town Administrator Report:

Wastewater Improvements

I have sent previous correspondence discussing the great job the diesel pump recently installed did with major I&I flows last week during what was at least a 5 year storm event. One other piece of information about the Wastewater collection system during that storm event was that none of our 30(+) sewer pump stations overflowed or even had the second pump kick in. There are a couple of stations like A-Station and Persimmon Ridge that can pump larger volumes with one pump, but for most stations the lack of overflow means the efforts by our Wastewater crew last winter to seal stations and reduce I&I into them has succeeded. Since we did have a large volume of I&I come into the influent pump station (that was handled by the diesel pump), we likely have some major issues with creek water getting into the large collection lines.

I am providing the BMA with a more comprehensive status report on our Wastewater system next week.

I&I Reduction – Cobern Rasnick's crew is still working on the problem line under the old box culvert beside White's Auto. The clay pipe line had come apart in a number of places, and has been a major source of I&I. The line was partly blocked by a jetter hose that had gotten stuck in a faulty connection at a manhole near Boone & Main streets. This manhole is the one which had received sewer flow from Spring Street, E. Main and Spring Street and sent flows down an 8" line on Main Street. The sewer was re-routed during the "Big Dig" flood prevention project when a new stormwater culvert was constructed from Sabin Ave down Spring Street to Mill Spring Park. The sewer line going west out of the manhole was plugged, and a new 16" ductile iron sewer line was constructed from the manhole gravity flow down Spring Street at an elevation below the box culvert to a new manhole also at Mill Spring Park. The sewer flow going into the Boone & Main street manhole is partially blocked, and as it turns out, there is no access to the manhole above. It apparently was covered over. Cobern's crew can't get to the manhole to unstop the line, so he is installing a new 12" line that will by-pass or cut-off the manhole altogether, and "T" into the existing 16" ductile iron line at the bottom of the box culvert. They will cut the ductile iron line which they have found at the bottom of the larger old box culvert, put in a "T" and connect the new 12" line by-passing the problem manhole. He will encase the new line in concrete 6" thick so it will be virtually impossible for the section being installed to leak. There will be a clean-out put in at the "T" so if there is a blockage in that connector in the future they have a way to clean it out. Cobern expects his crew to be complete at the end of next week. It has been a very difficult job for our crew. He will go to Skyline Drive for an extension after that, and then start on the pump station on our Rosenbaum property.

Crockett H.S. Sewer – The design is essentially complete, and easement documents created. I am supposed to meet on the high school easement with Kimber Haliburton next week. The pump station on our Rosenbaum property will receive the flow from Crockett. We cannot connect the pump station to anything after it is installed until we get State approval to purchase materials for the Crockett project. The pump station is not an eligible expense.

Water

Water Loss – We have ordered pipe, materials, etc., on the Block Grant project, and are authorized to begin work as soon as weather allows.

Water Treatment – Jon Lucas is finalizing competitive pricing on the bleach disinfectant system. We will install it ourselves. The BMA approved the Solar Bee THM Circulation System in Woodlawn reservoir and that has been ordered.

The installation will be by the company. The engineers are still working on finalizing the piping details needed to bid the Rock House Road third pump.

By-Products Reduction – The quarterly by-products test samples were sent out Wednesday of this week. Jon Lucas called Mt. Juliet and the samples have been received.

Transportation

Persimmon Ridge Road & W. Main Street – TDOT Right-Of-Way is supposed to be acquiring a small parcel from the Cloyd property, and then go into construction design.

Jackson Blvd – SR-354 – TDOT is supposed to be acquiring right-of-way.

Woodrow Ave/2nd Ave – No change.

E. Main Street Improvements – The sidewalk improvements are complete as well as paving. The only work left is to replace the speed table that has been in place to slow traffic down westbound around the sharp curve.

Speed Table at 2nd Ave – No change.

North Cherokee Street / Smith Lane – No change.

Truck Route – Jamie Aistrop is working with Foster Signs on getting the signage we need to install.

Paving – We have patched more potholes. We put a basecoat down on the parking lot we have leased directly behind the Methodist Church. Craig Ford is trying to get a basecoat on the Depot parking lot by the end of next week. We hope to get the curb in after that so we can get the top coat installed shortly thereafter.

Grants

T-21 Walkway Grant – The project is complete. We will have a final walk-through next Tuesday. All project invoicing has been received and has been sent to Nashville.

LPRF Grant – The environmental review has been submitted as well as Title VI certification. We are still working on plans for the Town Garage relocation.

Recycling Equipment Grant – We have had no feedback on this grant application.

Tourism Enhancement Grant – A grant application for \$50,000 has been submitted for Tourism Enhancement Grant Funding in support of the Jackson Theatre project.

Senior Center Grant – Mary Sanger and I submitted a grant application to a foundation in Middle Tennessee (\$27,000) for a sound equipment system at the Senior Center, and program support.

Chuckey Depot

The inmate crew has been trying to complete outside work like sidewalks before it gets too cold. We still have to get the main ADA access door and frame installed to the building from the ramp system. Access to and from the inside of the caboose is complete, and utility work is being finalized. We are working hard to get the parking area ready for paving.

Jackson Theatre

Design is supposed to be ready to go to the State by mid-January. Mechanical plans have been received and are being reviewed. I will send the BMA a more comprehensive project update before Christmas.

McKinney Center Parking

We expect to go to the McKinney Center with the Street crew as soon as the Methodist Church leased lot paving is complete.

Department Updates

I am working on Progress Updates on all of our departments and will send them out to the BMA during December & January.

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:

Work has continued to progress this month on the Chuckey Depot. As I stated in last month's report, we are close to completing this project. We had a couple of setbacks this month with unforeseen issues that arose. When the caboose was approved for the site, we had to run water, sewer, and power to it. We eventually had to cut out a section of sidewalk we had poured due to not being able to bore through the slate material we had hauled in prior to building on the site.

The water, sewer and power are now connected. We also poured the remainder of the front sidewalks, so that work is complete. All we lack on this project is finishing the deck railing and backfill around the building.

The Street Department was able to complete the drainage on the Methodist Church parking lot and get the binder coat of asphalt down. We are now working on completing grade work for the Depot parking lot in order that we can get the binder coat on it. We have the drainage work on the Depot lot completed.

Leaf collection began this month in the Street Department and they appear to be staying "caught up."

The Street Department also completed some much-needed pothole patching. Hopefully this will get us through the winter and have the streets in pretty good shape.

I have worked closely with Chief Ron Street this month on administrative issues and duties within the Police Department. He is doing a great job and we are lucky to have him as a part of our management team.

I assisted the ETSU Department of Public Safety with a RAD class this month. You will be happy to know that 26 female students from ETSU beat me up over the course of a couple of hours.

The leak over the flat roof of the Visitors Center has gotten increasingly worse. I had to remove the ceiling in the foyer due to a large amount of water in the ceiling. There was a concern that the ceiling material would fall.

The roof has been patched and is scheduled for a new roof the first week of December. I do not know if the roof will get completed in that time frame due to the temperature, but I will continue to work closely with the roofing contractor and get it replaced as quickly as possible.

I have already had new lighting installed in the foyer and as soon as the new roof is on I will replace the ceiling.

Upon request, Chief Fritts went to the Command Post in Gatlinburg to see what assistance they needed from us. It was determined at that time that we were not needed; however, we are on stand-by should they need further assistance. Clean-up will obviously take months. We should continue to keep them in our prayers.

Once we have the Depot completed, I will move the inmate crew to do some minor work on the Storytelling building and we have a retaining wall to build at the Senior Center.

5. Approve the following Committee Reports: Historic Zoning Commission and Jonesborough Planning Commission.
6. Approve the following Supervisor Reports: Visitor Center Manager, Director of Tourism Marketing, Building Inspector, Fire Department, McKinney Center, Police Department, Animal Control, Water Distribution, Water Plant, Water Park, Website Manager, Solid Waste and Recycle, Fleet Manager, Senior Center, JRT Artistic Director, Event Coordinator, Promotions Coordinator, Environmental Service Director, and Park and Recreation.
7. Accept the resignation of D.J. Naron, Wellness Coordinator at the Jonesborough Senior Center, with regrets.
8. Approve the following Holiday Schedule for 2017:

2017 HOLIDAY SCHEDULE

January 2 – New Year’s
January 16 – Martin Luther King, Jr. Day
February 20 – President’s Day
April 14 – Good Friday
May 26 – ½ day – Employee Picnic at Water Park
May 29 – Memorial Day
July 4 – Independence Day
September 1 – ½ day – Employee United Way Day
September 4 – Labor Day
October 6 – Storytelling Festival
November 23 & 24 – Thanksgiving
December 22 – ½ day - Employee Christmas Party
December 25 & 26 - Christmas
January 1, 2018 – New Year’s

9. Approve the following Agreement with Steve Cook to direct Music on the Square for the 2017 season under the terms established:

INSERT AGREEMENT

10. Approve the following 2017 Barn and Land Lease with Mitch Triplett for the water plant property:

INSERT AGREEMENT

11. Approve the following 2017 Barn and Land Lease Agreement with Mitch Triplett for the Water Intake property:

INSERT AGREEMENT

12. Approve the following appointments to Committees:

- a. Alderman David Sell to replace Alderman Dickson on the McKinney Center Advisory Committee; and
- b. Re-appoint Jay Jarman to the Historic Zoning Commission for a term of 5 years to expire August, 2021.

The Financial Report was the next item on the agenda. Recorder Abbey Miller said that all is good with Town finances and added that the auditor field work is being finalized and the audit report should be issued within the next couple of weeks. She added that two grants have been closed out – the T-21 Walkway Grant and the Rural Development Grant related to Phase 2 of the Wastewater Project. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Financial Report as presented.

Mayor Comments was the next item on the agenda. Mayor Wolfe said there is an Employee Benefit Workshop on December 21st at Town Hall at 1:00 p.m., which is open to the public, and added that the review of employee benefits was requested by Board members during the budget process.

Mayor Wolfe said there are a lot of good things going on downtown for the Christmas season. He thanked Alderman Sell for hosting the Lighting of the Trees.

Mayor Wolfe said Dwight Treadway, former Town Administrator, passed away a couple of weeks ago and encouraged everyone who knew Mr. Treadway to reach out to his widow, Ms. Emma Treadway.

Mayor Wolfe read the following Prayer list: Jeff Thomas' mother, Tony Clouse, Dan Miller, Jimmy Nease, Mark Powers, Arthur Casey's wife, Walter Casey, Tony Casey, Theresa Hammons' father, and Justin Hazlewood. Operations Manager Craig Ford asked that we remember the family of Matthew Barber, who recently passed away and who served as the EMS Chaplain, as well as Chaplain for the Johnson City Police Department and Washington County Sheriff's Department. Craig added that Mr. Barber was a wonderful person and did an awesome job as Chaplain.

Mayor Wolfe recommended painting the striping on Boone Street with a blue stripe in the center and yellow on each side as a tribute to Public Safety Officers and blue lives. Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to add this item to the agenda as a tribute to our Public Safety Officers and to let people know how Jonesborough feels about our Public Safety Officers.

Motion was made by Alderman Countermine, seconded by Alderman Fitzgerald and duly passed to approve the striping of Boone Street with a blue stripe between the two yellow stripes as a tribute to our Public Safety Officers and verify with TDOT and TML that there are no problems with this striping. Attorney Wheeler said that staff

needs to check with TML or TDOT because when the Town painted the red, white and blue striping, there were some problems. Mr. Browning said he did not think this would be a problem and added that the problem with the red, white and blue was that it did not fit any criteria from a liability standpoint, but agreed to get approval from TDOT and TML on the current proposal.

Mayor Wolfe asked Justin Hazlewood, Employee of the Month, to come forward and read the following nomination letter:

On September 1, 2016, Sergeant Justin Hazelwood was dispatched to a call of an overdose. Upon arrival Sgt. Hazelwood found a female that had no pulse, respiration and her lips were purple in color. Sgt. Hazelwood immediately assessed the situation and began CPR until the victim was revived and care was turned over to EMS upon their arrival on the scene. EMS transported the female to the Johnson City Medical Center where she made a full recovery. Once the female was transported Sgt. Hazelwood began to investigate the scene and found that the overdose victim's two-year old was present at the time of the overdose and was taken from the scene by someone that was not custodial guardian. Sgt. Hazelwood worked with the Johnson City Police Department to locate the child and got the child placed into protective custody. If not for Sergeant Hazelwood's quick actions the victim would not have survived. I would like to commend Sergeant Justin Hazelwood on his actions that saved a life, and nominate him for Employee of the Month. Submitted by: Matt Rice, Police Major

Officer Hazlewood thanked the Mayor for this award, but added that Officer Fleming and Med 5 staff also helped and that he could not have handled the situation alone.

Alderman Comments was the next item on the agenda. Alderman Vest asked that the Board consider adopting an Ordinance regulating drones in Jonesborough due to privacy issues. He also asked that the staff look at the Sign Ordinance concerning real estate signs and business signs being placed everywhere. He asked if there is a fine for these types of signs being put out and not picked up. Craig Ford said the officers pick up the signs that are in the right-of-ways. Alderman Vest asked that we give the offenders a warning the first time we have to pick their signs up and the second time they be cited into court.

Alderman Countermine said the one year anniversary celebration at the Senior Center was a great event.

Alderman Sell said he talked to one of the Town employees who stated that he was amazed how many people came to see the caboose and walk the trail when the Town crew was at the site working. Alderman Sell said he thinks the Railroad Museum, caboose and trail are incredible additions to the Town.

Attorney Comments was the next item on the agenda. Attorney Wheeler said the agreement with Sonia and Jim King and Kelly and Jennifer Wolfe have been provided

for Board review. He said these donors have asked that they be reimbursed for their donations if the building is not used for a theatre purpose for a period of at least ten years. Alderman Vest said he is a big supporter of this and feels the project will be successful, and the Town will benefit greatly from this. He said he felt there should be a timeline included in the return of the donations if the property ceases to be used for the theatre during ten years, allowing twelve to eighteen months to convert the building to theater use. Mayor Wolfe said he did not dream that this would be a problem but recently some comments made him aware of the potential as a donor. He said at this point it is not an issue but in the future it may be. Mr. Browning said if the Wolfe family and King family agree to the change being made to the agreement, that there could be some flexibility. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the following agreement with Sonia and Jim King and Kelly and Jennifer Wolfe.

INSERT AGREEMENT

Attorney Wheeler said he would like to talk about condemnation of properties. He said there are three properties in Jonesborough that need to be addressed. He said this needs to go to the Board of Dwelling Standards; J.W. Greene has a group put together that will be looking at these properties. He said he would have the condemnations ready for the January meeting on the three properties. Mayor Wolfe said we have had several residents that refuse to do anything to their properties that are in code violation. Attorney Wheeler said one property is a burned out building, one is the home of a hoarder, and the last one is an overgrowth violation.

Citizen Comments was the next item on the agenda. Gale Shafer, 107 Forest Lane, addressed the Board. He said he came to the Board in June asking for help with his next door neighbor who is a hoarder because he had guests coming in for July 4th. He said he was informed by the Safety Officer that this situation had been turned over to the Senior Center to provide his neighbor with meals on wheels and gain her trust and then they were going to get her to cooperate to clean up her house and yard. He said for ten to twelve years his wife took care of the neighbor, took her places, cooked her meals, and then one day they decided to help clean her yard up. Mr. Shafer said the neighbor called them names and ordered them off her property; that's when he came to the Board for help. He said the city did get the property cleaned up and two months later it was the same as it was before. He said he received a letter from the Town Attorney stating something was going to be done but nothing has been done. He asked if the Board was going to help or does he need to look at other alternatives. He said to make matters worse he and another neighbor raked their leaves up and the Town picked them up; the Town truck then backed in to the neighbor's yard and dumped those leaves. He said that was two months ago and the leaves are still there. Alderman Vest asked why the Town dumped leaves there. Mayor Wolfe said the wheels of government turn slowly, but the Town has been presented options from Attorney Wheeler. He said putting someone with serious issues out of their home is not something to take lightly. He said that is one of our options, and we are trying to work through this. He told Mr. Shafer that the Board could not give him a date when this

issue would be resolved. Attorney Wheeler said the final step in this process will put his neighbor on the street. He said she will be put on the street because we have nothing to offer her for housing, and we have been searching for other alternatives. He said we have to make sure everything is done correctly and legally because there is a liability issue for the Town. He reiterated that if the Board votes to condemn that property, then the Police Chief will go and put her out on the street. Mr. Browning said the Senior Center is not the solution but we are hoping to develop a relationship with her and work with other agencies that may be able to help her. He said then we would have some support mechanism for her to access when the property is condemned. Mayor Wolfe asked Mr. Shafer to allow the Board to work through this.

The next item on the agenda was the approval of a property owner agreement for stormwater improvements in Walnut Grove Subdivision. Mayor Wolfe said the street is being undermined with the water. Motion was made by Alderman Fitzgerald, seconded by Alderman Sell and duly passed to approve the Stormwater Improvement Agreement with Donnie and Kimberly Hall, John and Jacqueline Stamm, and Gayle and Kathy Hensley, all of Walnut Grove Subdivision, in which the Town will provide labor and equipment for work on the properties of the three homeowners in order to reduce stormwater drainage to private and public property in the area, subject to the review and acceptance of the Agreement by the Town Attorney and the property owners.

INSERT AGREEMENTS

The next item on the agenda was the approval of the Town Administrator Employment Agreement. Mayor Wolfe said it is not every day that you find someone who has served as long and cares as much about the Town as Mr. Browning. His service, his work ethic, and his morality is above reproach. He said he appreciates everything that Mr. Browning does because he does it from the bottom of his heart. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Town Administrator Employment Agreement with Bob Browning.

INSERT AGREEMENT

The next item on the agenda was the Resolution setting 2017 BMA meeting dates. Mayor Wolfe asked Virginia Causey if this might be the last time that she would be preparing this schedule and asked if there was something about the calendar that needed to be discussed. Ms. Causey asked if he wanted her to add a date to the calendar. He asked if we needed to. Ms. Causey then informed the Board that March 17th will be her retirement date. Mr. Ford asked if that was going to be a date for a Town-wide party. Mayor Wolfe said March 17th would be the end of an era and there will be plenty of time to say goodbye and that he loves her. He asked Ms. Causey if she was moving and she said no. He said there will be dozens of unanswered questions without her at Town Hall, and it will never be the same. Alderman Vest said he would be out of town for the January 9th meeting. Motion was made by Alderman Fitzgerald, seconded by Alderman Sell and duly passed to approve the Resolution adopting a monthly regular meeting and budget meeting schedule for the 2017 calendar year.

The meeting was adjourned.

ABBHEY MILLER, RECORDER

KELLY WOLFE, MAYOR