

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

December 9, 2013

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, December 9, 2013, 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. Gary Lykins led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Homer G'Fellers. Alderman Chuck Vest was absent. 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. Motion was made by Alderman G'Fellers, seconded by Alderman Dickson and duly passed to approve the Consent Agenda as follows:

1. Approve the minutes of the November 11, 2013, BMA meeting.
2. Approve the following bills:

<u>VENDOR</u>	<u>AMOUNT</u>
Advance Auto Parts	49.28
AFLAC	148.46
Andy Oxy Company, Inc.	127.92
Aramark Uniform Services	171.12
Blue Cross-Blue Shield	3384.12
Centurylink	1.73
Citizens Security	250.82
Dearborn National	22.50
Dry Clean City	50.00
Ecosafe Landfill	6273.63
First Tennessee Bank	3030.50
Free Service Tire Co.	1100.70
GCR Tire Centers	1815.84
International Storytelling	51.00
Kimball Midwest	162.87
Liberty National	65.16
Logic Concepts	2020.00
Lowe's	3.00
MSHA	123.20
Nortrax	3661.00
Olde Towne Hardware	7.88
Reliance Standard (Vol)	16.02
Ricoh USA, Inc.	58.22
Saratoga	42.70
Saratoga Financial	457.74
Silcox Muffler & Brake	129.95
Smoky Mountain Truck Center	164.12
Taylor Battery East Whse	99.32
TN Consolidated Retirement System	1678.35
United Way	11.00
Washington Farmers Co-op	3827.71

Waste Management <u>VENDOR</u>	868.62 <u>AMOUNT</u>
White's Auto Parts	233.87
ZFX, Inc.	<u>6.79</u>
	\$30,115.14
A-Z Office Resources	436.84
Ace Industrial Supply	159.70
Advance Auto Parts	39.54
AFLAC	1189.77
Aggregates USA, LLC	7114.20
Allied Toyota Lift	209.52
Ambient Fence Company	175.00
Aramark Uniform Service	385.55
Aramark Uniform Service	194.60
Archer Electric Service	440.00
Barnes Exterminating	33.33
Blue Cross-Blue Shield	32514.19
Brenntag Midsouth Inc.	2201.42
Bright & Associates	2697.00
Burk Consulting	142.50
Carus Phosphates, Inc.	3374.98
Carver Engineering Service	400.00
Central Paper & Supply	551.00
Centurylink	27.15
Centurylink	68.83
Cintas Corporation #202	235.59
Citizens Security	1934.10
Consolidated Pipe & Supply	3200.00
Dearborn National	230.86
Donna Freeman	1650.00
Erwin Utilities/Water Test	160.00
ESC Lab Sciences	1229.00
Fastenall Company	527.71
Ferguson Enterprises #56	73255.78
Ferguson Enterprises #56	95.73
First Tennessee Bank	4793.77
First Tennessee Bank	4867.16
First Tennessee Bank	5442.76
Fleet Pride	57.12
G & G Supply Company, Inc.	6049.80
Gary Lykins	132.00
GCR Tire Centers	495.86
GRP	640.68
GRW Engineers, Inc.	15300.78
Harbor Freight Tools	89.14
Hayes Pipe & Supply	861.87
Hicks Welding	400.00
Holly Hummer	70.20
Ingles #4205	71.75
Janpak, Inc.	173.27
Jefferson Sales South	1780.82
Judy Construction	1500.00
Judy Construction Co.	106588.79
Kimball Midwest	325.74
Liberty National	439.44
Lowe's	451.36
Meade Tractor	3455.84
Mitchell 1	312.12
MSHA	1124.75
Napa Auto Parts	189.40

Nortrax	445.04
O.G. Hughes & Sons	1532.21
<u>VENDOR</u>	<u>AMOUNT</u>
Office Essentials, Inc.	116.83
Olde Towne Hardware	339.09
Olde Towne Hardware	240.47
Olde Towne Hardware	65.88
Osborne Electric Inc.	80.00
Pollard Water	480.45
Quality Trophy & Engraving	12.50
Reinhart Food Service LLC	30.61
Reliance Standard (Vol)	32.30
Ricoh USA, Inc.	618.63
Saratoga	170.86
Saratoga Financial	1954.09
Shamrock Industrial Fastn	99.18
Shred-It	11.40
Southern Pipe & Supply	11729.39
Southern Water Service	4970.30
Stowers	454.51
Taylor Battery East Whse	198.65
Taylor Made Plastics, Inc.	710.00
Teledyne ISCO, Inc.	118.80
Tennessee One-Call	2198.77
Thomson Reuters-West	73.04
TML Risk Management Pool	2173.48
TN Consolidated Retirement System	17200.00
TN Dept of Health F.S.	450.00
TN Local Development Authority	3183.61
Tractor Supply	19.98
Tri-Cities Battery	110.00
Tyler's Welding	300.00
United Parcel Service	60.34
United Way	72.00
USA Blue Book	194.29
USALOC LLC	10172.18
Volunteer Wire Rope	693.08
VRW International	75.09
W.M. Miller & Company	3828.00
Walmart Store/GEMB	61.72
Washington Farmers Co-op	108.06
Washington Farmers Co-op	10360.93
Weems Florist	22.50
Wheeler & Seeley	2602.50
White's Auto Parts	216.52
Williams Electric	173.07
ZFX, Inc.	<u>33.92</u>
	\$369,327.58
A-Z Office Resources, Inc.	273.27
Adam Johnson	970.00
Advance Auto Parts	237.29
AFLAC	1289.75
Aggregates USA, LLC	2143.70
Allied Toyotalift	209.53
American Tire Distributor	390.52
Anderson Fire, LLC	1145.34
Applied Ceramics, Inc.	1321.75
Aramark Uniform Services	148.86
Archer Electric Service	1000.00
Auto Zone #2087	74.84

Banc of America P&I	3073.83
Barbara L Bogart	144.00
Barnes Exterminating	106.67
<u>VENDOR</u>	<u>AMOUNT</u>
Blue Cross-Blue Shield	32236.89
Bobcat	443.70
Bright & Associates	2697.00
California Contractors	166.60
Campus Chalet	93.75
Carl Gregory	132.97
Carolina Industrial Equip.	747.55
Cates Music Center	100.74
Celebrate	513.17
Central Paper & Supply	476.14
Centurylink	36.75
Centurylink	877.17
Champion Chevrolet	230.33
Chief Supply	956.35
Chocklett Press	815.00
Christmas Décor	770.00
Cintas Corporation #202	52.08
Citizens Security	2095.94
Coca-Cola Enterprises, Inc.	451.20
Corey W Tittle	140.00
Cox Interior	2409.75
Crazy Tommy's	460.00
Custom Asphalt Services	175.00
David Crum	595.00
Deadrick David	105.00
Dearborn National	239.86
Dennis Dwayne Brooks	700.00
Diamond Ticketing Systems	197.70
Donna Freeman	1650.00
Dustin Hinkle	65.00
Dynabody Fitness Equip.	1008.24
E.S. Dockery Company	1075.00
Earth & Sky Confections	90.00
Employee Security	475.00
Ernst Conservation Seeds	231.76
Faith Radar	6.89
Ferguson Enterprises #56	2401.80
First Choice Marine	590.00
First Tennessee Bank	3908.30
First TN Development District	1033.00
First TN Human Resource	7152.00
Fleenor Security Systems	344.87
Fleet Pride	639.18
Food City	121.76
Foster Signs	992.00
Gall's/Quartermaster	77.97
GCR Tire Centers	500.57
General Shale MSC 30523	30.70
Gouge Masonry	89.00
GRP	73.28
Hamilton Meats	174.60
Herman Kenneth Story	790.00
Ingles #4205	429.29
International Code	125.00
International Storytell-	270.00
Janpak, Inc.	97.78

Jennifer Schmidt	2000.00
Jims Construction Co.	5280.00
John Deere Landscapes	1247.30
Johnson City Power Board	40.60
<u>VENDOR</u>	<u>AMOUNT</u>
Jonesborough General	39.00
Jonesborough Novelty Band	300.00
Jonesborough Water Dept	15.50
Jonesborough/Washington	8654.20
Judy Farlow	100.00
K-VA-T Food Stores, Inc.	2992.50
Kansas State Bank	8962.25
Ken Smith Auto Parts #4	538.12
Kimball Midwest	193.25
Liberty National	702.72
Lisa Whaley	825.00
Lowe's	862.42
Lowe's	889.43
Lowe's	428.34
Lowe's	494.07
Lowe's	2000.48
Mackenzie Clark	200.00
Mahoney's Sportsman	433.71
Mary's Greenhouse, Inc.	1235.20
Matthew Bender	148.16
Matthew B. Hawkins	115.84
Meade Tractor	863.96
Medical Center Homecare	102.00
Melinda Copp	168.71
Miles Media Group, LLLP	5225.00
Mitchell 1	312.12
Motorola Solutions, Inc.	530.10
MSHA	1411.05
Nafeco, Inc.	34.67
Nancy Kavanaugh	48.18
Napa Auto Parts	61.95
Northeast TN Tourism	250.00
Northern Tool & Equip	87.29
Northern-Johnson City	89.29
Nortrax	445.04
Office Depot Credit Plan	139.69
Office Essentials, Inc.	116.82
Olde Towne Hardware	371.13
Olde Towne Hardware	169.88
Olde Towne Hardware	105.78
Olde Towne Hardware	8.14
Olde Towne Small Engine	44.00
Paul Shelton	530.00
Phil Fritts	25.42
Pocket Press, Inc.	323.64
Ponder Auto Repair	1187.67
Poorboy Lawn Care	5225.00
Print Distribution Service	1408.59
Public Drainage Supply	160.00
Quality Trophy & Engraving	136.95
Quill	99.34
Ready Mix USA	2512.00
Reinhart Food Service, LLC	30.61
Reliance Standard (Vol)	296.31
Ricoh USA, Inc.	1376.69

Ricoh USA, Inc.	201.63
Roger Coffey & Sons	375.00
Saratoga	1035.05
Saratoga Financial	3883.30
Shell & Son Farms	482.75
<u>VENDOR</u>	<u>AMOUNT</u>

Shirt Tell Designs	147.10
Silcox Muffler & Brake	800.00
Sir Speedy	1667.35
Smoky Mountain Living	700.00
Snapp's Lawn Care	1970.00
Southeast Tourism Society	455.00
Southern Living	1576.00
Stafford Custom Graphics	6694.50
Summers-Taylor Inc.	17481.53
Summers-Taylor Inc.	10450.00
Swisher Hygiene	28.95
Taylor Battery East Whse	198.64
TBI-Fiscal Services	560.00
Terminix Processing Center	146.00
The Chamber of Commerce	90.00
The Detail Shop	260.00
The Dining Room	50.00
Thomson Reuters – West	73.04
TML Risk Management Pool	1010.28
TN Cons Retirement System	21029.51
TVA Energy Solutions	138.41
Town of Jonesborough	700.00
Tyler Osborne	2720.00
United Parcel Service	102.89
United Way	155.00
V H Blackinton Co., Inc.	7.50
Valley Trailer Repair	90.00
Verizon Wireless	173.10
Wal-Mart Store/GEMB	1229.48
Walker Display, Inc.	3370.00
Washington Farmers Co-op	66.05
Washington Farmers Co-op	11355.10
Weems Florist	22.50
West Hills Ford Tractor	156.89
Wheeler-Seeley	2602.50
White's Auto Parts	335.50
White's Auto Parts	332.16
Williams Electric	1265.77
Williams Russell	50.00
ZFX, Inc.	54.29
TOTAL	\$244,275.46

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
73002-73205 AP	230,712.27		
73206-73231 AP	25,287.91		
73232-73253 AP	36,346.34		
73254-73264 AP	21977.70		
73265-73280 AP	74,804.41		
73281-73291 AP	3,818.85		
	\$392,947.48		
50584-Judy Construction		161,362.22	
50585-50586 AP		152.09	
50587-50694 AP		436,229.54	

50695-50697 AP		9,349.33	
50698-50704 AP		40,734.78	
50705-50711 AP		174,826.07	
50712-50720 AP		204,594.01	
50721-50722		3,133.97	
		\$1,030,382.01	
<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
Sanitation			
5915-5951 AP			19,720.25
5952-5953 AP			2,928.16
5954-5955 AP			241.69
5956-AFLAC			148.46
5957-Nationwide Retirement			120.00
5958-Purchase Power			45.54
			\$21,842.21

3. Approve the following Town Administrator Report:

Merry Christmas

Wastewater Improvements

Judy Construction is essentially complete with the Phase I construction project. There are a few remaining punch list items, and we are with-holding 1% of the contract amount which is about \$50,000. The BMA is being sent the last change order for the project for approval, and when the contractor completes the few remaining punch list items (mostly by subcontractors), we will close out the project. We have been operating the new treatment plant for about 3 weeks, and the quality of our effluent is excellent.

The Phase II Outfall line is still under construction. The effluent force main from Taylor Bridge Road to the aeration valve on Ferrell Erwin's property has been constructed, and the line from the plant across Rosenbaum, along the power transmission line and down Ridgecrest is almost all in place. Merkel has been doing an excellent job of clean-up. We have received numerous compliments on how well Merkel is re-landscaping after the line is constructed.

The pre-construction conference on the Phase II WWTP portion of the project has been held and Smith Contractors has been given the notice to proceed. You may remember that there are two main components to their contract, the effluent pump station that pumps the treated water down the effluent outfall line to the Nolichucky River. Smith is starting with the effluent pump station so it will be in place when the outfall line to the Nolichucky is ready for use.

The other major component of the Phase II WWTP is the connection of the Schreiber basins to the new oxidation ditches. I have mentioned this before, but if we have to repair or clean one of the new oxidation ditches, it will be a tremendous advantage to us to shift waste to the Schreiber basins and treat it there. We are having the piping between basins installed so that we can move waste flows back and forth when needed. This requires core drilling the concrete Schreiber basins to install the piping and we couldn't do that until the oxidation ditches were operating and the Schreiber basins are off-line.

We are getting ready to bid the rebuilding of the pump station at Persimmon Ridge Park. The bids will most likely be due January 23rd, and it is the intention to have the final portion of the Wastewater Improvement Project on the Board agenda in February. We will be assessing our contingency money with the outfall line and WWTP Phase II projects currently on-going, but we expect to have a shortfall of funding for the PR pump station. Once we bid the project out we will

know more specifically what we need to do. Farmers Home will provide any extra funding needed.

Note: Just a comment before I leave the Wastewater Treatment Plant. The work done on the new WWTP is excellent. The new facility is very impressive; actually it is awesome from my point of view. The BMA should be very proud of what you have developed. We are currently only using one of the new oxidation ditches at this point which has a treatment capacity of 500,000 per day. The hydraulic capacity of each basin is 1,000,000 gallons, which means if we get a major storm event, we can hold up to 2,000,000 gallons of flow for a short period of time without having a solids wash-out. When we connect the two Schreiber basins, that amount will increase by another 500,000. This sounds like and is a lot of capacity. We still can only discharge what our NPDES limit allows, so the extra hydraulic capacity is just short term storage, not treatment capacity.

Even though we are only using one basin right now, we are right at that point in which we have to use the other basin as well. Once we have two basins operating daily, we really need the Schreiber basins to go to if we have to repair or maintain one of the oxidation ditches. When we finish this project, the operational set up will be excellent, top notch, and the Town will be set up with a quality operation at the treatment plant for decades.

One final note, you may remember that we have received a number of violations the last few years on our suspended solids. The maximum daily limit is 45 mpl so we were often above that level. The effluent we are putting out through the new plant has a suspended solids count averaging 1 mpl. That is pretty impressive.

Hugh Thomason has the new line under 11E just below Amigo's Restaurant (Hillrise Dive) constructed and activated. His crew bored a gravity line under Jackson Blvd which isn't easy. This project puts sewer in place for anything that might be developed along Jackson Blvd above the AmericInn, and it also allows us to serve the new development off Smith Lane and any additional development that is initiated on property beyond that gravity flows toward Hillrise Drive.

Water

The new Water Intake Pump is to be installed in the next 30-45 days. Mike Jackson has been working on getting the wetwell cleaned out properly before the installation. There is a change order on the BMA agenda adding some safety protection to the wetwell in an effort to prevent staff or other personnel being injured by a fall into the 70 foot deep basin.

The MIOX disinfection system is working very well.

Mike McCracken's Distribution crew has laid 3,100 feet of the 12" ductile iron pipe and is at Matthews Mill Road. The total length to Matthews Mill is 3,600 feet, and the crew skipped over a 500 foot creek crossing because they needed the track hoe to dig that section, and Wastewater was using it on the Smith Lane/Hillrise Drive project. Since Wastewater is finished, the track hoe is going down to 11E on the water project. The extension of water line along Matthews Mill Road up to 11E is in. The only other work there is with it is the tie-in with the new 12" line at 11E and the tie-in with the existing 6" line on Matthews Mill.

The other part of this Phase I Water Transmission line project is to construct a 6" cross-connection line along OJ Campbell Road. This line is all in place except 200 ft. which has a lot of rock. The Distribution Crew is currently on OJ Campbell, and they hope to have the line completed there in the next two days.

If everything goes well, they hope to have the creek crossing completed by the first of next week when they will flush the line, sanitize, and test it. It was Mike McCracken's goal to have this line in place before Christmas, and it will be close.

The importance of the first phase of the transmission line installation as part of the Zone 2 work, is that the Matthews Mill Road cross-connection allows us to install some pressure reducing valves and lower the pressure in the areas we have been experiencing more leaks. We have been trying to get this first section in as quickly as possible to reduce line breaks from high pressure. The 3,600 feet down 11E is about three-fifths of the total extension project.

Note: My bet is that Mike and his crew will be done by the Christmas party Friday the 20th.

Transportation

Five Points –Summers-Taylor has started work, the building is down. They have to get the building totally cleared out in order to eventually move traffic through that area while they are working on the traffic circle. Summers-Taylor also has to install a temporary traffic signal in the area of the by-pass lane to SR-353.

West Main Street/Persimmon Ridge Road – Todd Wood and Gerald Sparks met with the other two property owners in which we want to make improvements for safety purposes. Todd Wood has revised the plan based on the conversations. These are the two owners across from Mr. Sparks, and we want to re-slope their bank along Shell Road for better visibility and safety. They have agreed with the proposed work. Town Attorney Jim Wheeler needs to develop the Public/Private Agreements that should be brought to the BMA at the January meeting. These two agreements should complete all of the negotiation work with property owners on the Persimmon Ridge/Shell Road project scheduled for June, 2014.

Jackson Blvd/Boones Creek Road – Mattern and Craig Engineers are working on the design.

Truck Route Signage – Staff will try to focus on this signage plan in January, so it can go to the Traffic Advisory Committee the end of January and to the BMA in February. This plan looks at ways to prevent trucks from being in the wrong place, especially downtown. It has to be comprehensive, so we must look at a number of locations.

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

E. Main Street Sidewalk/Utilities –I will try to focus in January on moving the necessary planning and approvals for this project along. It would be great to implement it before the Shell Road project in June, 2014, but that remains to be seen.

Grants

LPRF Walkway/Playground Grant –We have completed all of the fill work that was necessary to establish the playground and pavilion site. The pad has been poured for the pavilion, and the Carter County Work Camp Crew will work on the pavilion as weather permits. The playground is going out to bid and the bids will be due back around the 6th of January. The Street Crew will work on walkway develop as weather permits from the 11E under pass to the Meadows Subdivision.

T-21 Grant – We are trying to get signatures on the Methodist Church Agreement as well as the other four easements necessary for the walkway.

2nd Ave Railroad Crossing – We are still waiting on the Construction Agreement (the Church has approved it), from Norfolk-Southern RR.

ARC Grant – We are supposed to get official word on the ARC grant in the next couple of weeks.

Safe Routes to School – The Washington County School Board has approved the walkway work to be constructed on school system property at the Jonesborough schools. Todd Wood is working with Equinox this month to finalize the design plan.

Farmers Market – I have been working with Rural Development-USDA to get the Farmers Market Outlet Store project eligible for Rural Business Enterprise Grant. We hopefully have worked through the road blocks to necessary eligibility with this USDA program that can be very helpful in achieving the development goals of the Jonesborough Farmers Market.

Home Grant – We are still working with one more house with this projects. Contractors are supposed to be in Jonesborough this week on the construction bids, and the house is supposed to be under contract by the end of the month.

Downtown Streetscape Plan

Wayfinding Signage – We are still waiting the sign brackets from Precision Ironworks. The signs are ready to be installed when we have the brackets. Precision has been asked to prioritize some different projects with the Town.

Boone Street Market – The Boone Street Market sign needs to go to Historic Zoning, and be constructed. The wrought iron fence work by Precision Ironworks has been completed, and the fencing is currently being enamel coated. The framework for the murals is also being constructed so when the four murals are completed, they will be easy to install. There have been no decisions made about whom is doing the murals and what the subject matter will be. Kathy Blair, who did the Farmers Market mural on the Roach building and the butterfly mural on the Pliny Fisk building, has submitted a proposal for the Boone Street Market. The Lease Agreement with the Jonesborough Farmers Market is on the agenda for the December meeting of the BMA. If that Agreement is approved by the Board, we will work with JFM to come up with a design plan for improvements to the building. This plan will include the exterior façade, and there has been discussion about a mural based sign on the building. If that is the case, we will need to dove-tail the building exterior treatment with the fence murals. We will work on an overall plan to bring to the BMA and Historic Zoning.

McKinney Center

The facility is in operation. The Director's position is on the agenda for possible action, along with a proposed restructuring of staff.

We have parking issues when there is a large crowd at the McKinney Center. Todd Wood and I have been working on a parking plan to help address the issues, and some of the solution requires cooperation from adjoining property owners. We will continue to work through the plan details in December so we can bring a proposal to the BMA as soon as possible.

Senior Center

The ground breaking was held in late November, and grade work is underway. The project will progress as quickly as weather will allow at his point.

Jackson Theatre

We are still waiting on word from ARC on the grant to purchase this facility.

Committee Meetings

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

4. Approve the following Operations Manager Report:

We focused on a couple of different projects for the month of November. Most notable was paving. The County was able to pave Walnut Grove, Sunset, Jefferson, Scott Lane, and the East Main from Headtown to the Town limits. The County has shut down for the winter and will not continue paving until next calendar year.

The fencing for the Exxon station wall is near completion. Precision Ironworks has most components completed and has transferred them to powder coating for black paint.

Precision Ironworks also designed a permanent solution to our problem with the wreath stands downtown. The new stands have been completed and installed with the assistance of Park and Rec staff. The good news for these stands is they can also be used for banners should the Town decide to place banners downtown for future events. The brick sign for Boone Street Market was also constructed.

The inmate crew was off for a couple of weeks this month. As you are aware, Gary Lykins is currently short one staff member. When the inmates returned, I utilized them to remove the graphics and all the equipment from the cruisers we are recommending to surplus. This took them 6 days to complete, which saved Gary approximately 288 hours of labor in removing this equipment. The vehicles are ready for sale once the Board of Mayor and Alderman approves the sale. We also have begun constructing the Park at the Meadows. The pavilion slab was formed and the footers dug for concrete. The 8"x8" posts were installed and all the plumbing "stub-outs" were installed. The slab has been poured and it is my intent to begin laying block on Monday.

The inmates also painted the exterior trim on Town Hall in the areas replaced earlier from rotting wood due to the roof leaks. Officer Davis and I have also discussed some general maintenance on Town Hall when we have these rainy winter days.

Myself and Director Wally Sparks met with Sam Burke in reference to a curb cut he is requesting. During the meeting I spoke with him about his hedge that runs parallel to Second Avenue and that we have numerous complaints about sight distance for vehicles at the intersection of College and Second. It is a public safety hazard. Mr. Burke agreed to allow the Town to remove the hedge and I would strongly urge the Board of Mayor and Alderman approve this project.

- ### 5. Approve the following Committee Reports: Community Chest, Planning Commission, Historic Zoning Commission, and Visitor Center Committee.
- ### 6. Approve the following Supervisor Reports: Director of Tourism & Marketing, Visitor Center Manager, Building Inspector, Water Distribution, Environmental Services, Police Department, Water Park, Fleet Management, Solid Waste, Event Coordinator, Fire Department, Water Treatment, Jonesborough Repertory Theatre, Street Department, Animal Control, Senior Center, and Parks & Recreation.

7. Accept the resignation of employees Brad Dobner and Daniel Barnett with regrets.
8. Approve the appointment of Matthew Ford as a Mechanic II in Fleet Maintenance at Grade 6 Step 1 (\$24,674), subject to all pre-employment conditions including WorkSteps and an orientation period.
9. Approve the following items concerning the McKinney Center Director and Program Specialist (part-time):
 - a. Move the McKinney Center Director to Grade 15 (\$38,278), with the current position description.
 - b. Approve the hiring of Theresa Hammons, currently the Director of the Reece Museum at ETSU, as the McKinney Center Director at Grade 15 Step 2 (\$39,426), subject to all pre-employment conditions.
 - c. Approve establishing the position of Interim McKinney Center Program Specialist at Grade 9 Step 1 (\$14,282 - \$13.73 per hour) with the following position description which makes the position accountable to the McKinney Center Director.

INSERT JOB DESCRIPTION

- d. Change the position description of the Interim Outreach Program Director so the position is now accountable to the McKinney Center Director.
 - e. Approve the hiring of Pamela Daniels in the part-time position of Interim McKinney Center Program Specialist at Grade 9 Step 1 (\$14,282 - \$13.73 per hour) at 20 hours per week to be paid initially from the Mary B. Martin Fund.
10. Approve the following 2014 Holiday Schedule as presented:

2014 HOLIDAY SCHEDULE

Wednesday, January 1 – New Year’s Day

Monday, January 20 – Martin Luther King, Jr. Day

Monday, February 17 – President’s Day

Friday, April 18 – Good Friday

Friday, May 23 - ½ Day – Employee Picnic at Water Park at noon (those attending off the remainder of the day – those who don’t attend stay on regular work schedule)

Monday, May 26 – Memorial Day

Friday, July 4 – Independence Day (4th of July)

Friday, August 29 – ½ Day – Employee United Way at noon (those contributing to United Way off the remainder of the day – those who don’t contribute stay on regular work schedule)

Monday, Sept. 1 – Labor Day

Friday, October 3 – Storytelling Festival

Tuesday, Nov. 4 – City Election Day

Thursday & Friday – Nov. 27 & 28 – Thanksgiving

Friday, December 19 – Employee Christmas Party at noon (those attending off the remainder of the day – those who don't attend stay on regular work schedule)

Wednesday & Thursday – Dec. 24 & 25 – Christmas

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 she has reviewed the draft of the audit report from Blackburn, Childers and Steagall and said that Kevin Peters would be present at the January Board meeting to present the report. She added that property tax payments are coming in at a good pace. Mayor Wolfe noted that there are some strong revenues coming in from JRT and MOTS. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve the Financial Report as presented.

Mayor Comments was the next item on the agenda. Mayor Wolfe read a letter from Marion Light, Chairman of the Veterans Affairs Committee, thanking Amber Crumley, Anne Mason, Robin Goodman, Jo Holley, Raymond Yoakley, and David Gillenwater for their kind and valuable assistance for the auditorium setup and for hosting the reception during the November 10th Veterans Musical.

Mayor Wolfe said he received a thank you note from Johnson City Chief of Police, Mark Sirois, for allowing the members of the Johnson City Police Department Canine Unit to obtain their drug recertification in conjunction with Jonesborough's department. He also commended Officer McPeak for his facilitation of this process. He said this was a shining example of interagency support, and he appreciated it both personally and professionally.

Mayor Wolfe then asked Adam Depew, Water Distribution Worker, to come forward for the Employee of the Month award and read the following nomination letter:

I would like to nominate Adam Depew as Employee of the Month. He has received compliments from customers on how accommodating he is when he is working on water issues. This is the kind of compliments that we like to receive about our employees. Also Adam passed his Water Distribution Certification in May, 2011, while working at the Water Plant and his Cross-Connection Certification in April, 2013. He is always willing to go above and beyond his job responsibility to help customers with their problems and he always is willing to do whatever his crew needs for him to do. He is well respected by his co-workers, and is always working hard to complete his assignments in a timely manner. Adam has also helped Mark and Ben out in the operation of the Town's water system in my absence. I am fortunate to have him working in the Water Distribution Dept. This is the type of employee that I feel deserves Employee of the Month. Submitted by: Mike McCracken, Superintendent, Water Distribution

Mayor Wolfe introduced Lester Lattney from United Way. Mr. Lattney provided copies of the 2013 Community Needs Assessment for the communities of Johnson City, Jonesborough, and Washington County. He then distributed copies of the assessment to the Mayor and the Board members. Mr. Lattney said that about forty-seven agencies worked together on this Assessment. He then explained in depth the different components of the Assessment. Mayor Wolfe thanked Mr. Lattney for all that United Way does to help people in our community. Bob Browning complimented Town staff and added that 95% of Town employees contributed to United Way in 2013.

Mayor Wolfe said the Tree Lighting event last week went very well and added that the Christmas Parade is this Saturday at 6:00 p.m. He said these downtown events are going well and have brought a lot of people to Jonesborough.

Next, Mayor Wolfe addressed the Employee of the Month Program and said the program needs to be refined. He suggested adding to the agenda to amend the policy by requiring department heads to nominate someone from their department at least four

times a year. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to add this item to the agenda.

Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to amend the Employee of the Month policy to require department heads to nominate an employee at least four times a year.

Mayor Wolfe introduced Tom Krieger as a candidate for County Commissioner and then asked that he tell the Board and audience some things about himself. Tom Krieger said he lives on Jim Range Road, retired from Fleming Foods Company, and has been involved in United Way, Johnson City Food Box, Ronald McDonald House, and on the Board for the Salvation Army, as well as other community activities. Mayor Wolfe told Mr. Krieger that he was welcomed at the BMA meetings any time.

Alderman Comments was the next item on the agenda. Alderman Countermine said he was impressed with the crowds downtown the previous Saturday. Mayor Wolfe said he received a complaint from someone who could not find a parking place downtown.

Attorney Comments was the next item on the agenda. Attorney Wheeler said that Operations Manager Ford has reached an agreement with Sam Burke, 205 W. College Street, concerning the trimming of the hedges at the corner of Second Avenue and College Street by Town staff. He said he would like for the Board to authorize him to draw up the agreement and authorize the Mayor to sign it. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to authorize Attorney Wheeler to draft an agreement with Sam Burke whereby Town staff is allowed to trim the hedges at the corner of Second Avenue and College Street and authorize the Mayor to execute the agreement.

Citizen Comments was the next item on the agenda. Mayor Wolfe said any resident of the Town of Jonesborough could come forward and address the Board.

Marion Light, May Drive, addressed the Board and asked them to approve the continuance of the photo enforcement agreement with Redflex. He said he felt this has been a real plus for the Town, especially because of the improvements in safety.

William Knight, 1317 W. College, addressed the Board and asked that his neighbor not be allowed to have pigs on her property. He said she has chickens and goats already. Bob Browning said there is some old language in the Town Code concerning the condition of hog troughs and if someone has hogs on their property, there are some conditions that they would be held accountable for. Mayor Wolfe asked Mr. Knight to give his contact information to Natalie Hilton, Code Enforcement Officer, and she would follow up on this issue with him.

Jeff Bedingfield, Oyce Rowe Court, addressed the Board and said he was in favor of the Board continuing the contract with Redflex. He said he has seen a positive difference at the intersections since the cameras was installed. He said he appreciates the increased safety for families with this system.

Steve Cook, 301 Spring Street, addressed the Board and said he is the Music on the Square (MOTS) Director, he owns the Art Glass Gallery downtown, and is a resident of the Town. He thanked the Board for their kind words and support of MOTS. He said he would like to express his thanks for the Redflex system and would encourage the Board to reinstate the Redflex agreement. He said a side benefit is that this system puts money in the Town coffers as well.

Jimmy Rhein, 404 W. Main Street, addressed the Board and said he would like to express support for the traffic cameras in Jonesborough. He said the light at Headtown and 11-E is much safer with the cameras and would encourage the approval of the Redflex agreement.

Carol Lyle, 303 W. Main Street, addressed the Board and said that on Boones Creek Road the left turn into the shopping center at Arby's is dangerous and needs to be marked better. Mayor Wolfe asked that Mr. Browning address this as a potential agenda item for the next Traffic Advisory Committee meeting. Mr. Browning said this issue is being addressed in the TDOT plan and an island will be installed at that location that will prevent people from turning left. Ms. Lyle said that she would like to see Boone Street striped better and Mayor Wolfe said the striping has not been completed. He asked Operation Manager Ford to add Boone Street to his list of projects.

Tom Pardue, 403 W Main Street, addressed the Board and asked that the Board renew the contract with Redflex.

The first item under Old Business was the lease agreement with Jonesborough Farmers Market (JFM). Mayor Wolfe asked if the copy on the ledge was the latest updated version. Mr. Browning said there are three minor changes – two are where the lease reads “Lessor” and should read “Lessee”, and on the fourth page it should read “Large Equipment” instead of “Lease Equipment”. Mayor Wolfe said he feels this is a win-win partnership. The Town needs visitors and businesses to make the Town successful. He said the Farmers Market needs a little help to get started. He said he would predict that the Farmers Market will do very well in this location. Operations Manager Ford said the fencing should be installed next week and the sign is constructed out front. Mayor Wolfe said that the area has been improved greatly and he applauded the Town staff and the Farmers Market staff. Alderman Countermine made the motion, seconded by Alderman Dickson and duly passed to approve the Lease Agreement with the Jonesborough Farmers Market, chartered as Jonesborough Locally Grown, governing JFM's use of the former Exxon Station building for use as a year-round farmers market retail outlet to be called Boone Street Market.

INSERT LEASE

Mayor Wolfe said that after talking with Mitch Miller with the Economic Development Council that the Agreement with the Economic Development Council would be pulled from this agenda and be addressed in January.

The next item on the agenda was the Barn and Land Lease Agreement with Mitch Triplett. Motion was made by Alderman G'Fellers, seconded by Alderman Countermine and duly passed to approve the 2014 Barn and Land Lease Agreement with Mitch Triplett for approximately 12 acres at the Water Intake site under the amended terms.

INSERT LEASE

The next item on the agenda was the Barn and Land Lease Agreement with Richard Thompson. Motion was made by Alderman Dickson, seconded by Alderman G'Fellers and duly passed to approve the 2014 Barn and Land Lease Agreement with Richard Thompson for approximately 17 acres at the Water Plant property under the amended terms.

INSERT LEASE

The next item on the agenda was the agreement for Music on the Square. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve the Music on the Square Agreement with Steve Cook to direct and carry out Music on the Square for the 2014 season.

INSERT AGREEMENT

The next item on the agenda was the Resolution setting the BMA meeting dates for 2014. Motion was made by Alderman Dickson, seconded by Alderman Countermine and duly passed to approve the Resolution establishing the regular and budget meeting schedule for 2014.

INSERT RESOLUTION

The next item on the agenda was the list of vehicles and equipment to be declared as surplus. Motion was made by Alderman G'Fellers, seconded by Alderman Countermine and duly passed to approve the list of vehicles and equipment as surplus property and authorize the sale of said surplus property at auction as follows:

INSERT LIST

The renewal of the Reflex Traffic Systems Agreement was the next item on the agenda. Mayor Wolfe said the Board has heard from citizens who came before the Board to express their belief in this system that impacts the safety of our Town. He said he has received two negative letters about the cameras and brought them to the meeting. He said how people feel about this system depends on whether they live inside the Town or outside the Town. Mayor Wolfe said that Mr. Browning has documented in his presentation all of the things the Town has done to make this a user friendly program, and the main thing is having a five second yellow light. He said unless a vehicle is going 56 mph or a car goes through the yellow light after the five second period, then a ticket will not be issued. He encouraged people to be safe, be smart, and slow down so you do not endanger your life or those around you in Jonesborough. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve the renewal of the five year agreement with Redflex Travel Systems under the terms presented.

INSERT AGREEMENT

The next item on the agenda was Change Order #6 on the Wastewater Treatment Plant project. Motion was made by Alderman G'Fellers, seconded by Alderman Dickson and duly passed to approve Change Order #6 associated with the Wastewater Improvement Project Phase 1 under contract with Judy Construction, which increases project costs by \$6,590, to be paid from remaining Phase 1 project funds as well as water/sewer funds, if necessary, as follows:

INSERT CHANGE ORDER

The next item on the agenda was the capital outlay note for street improvements and paving. Mayor Wolfe commended Operations Manager Ford, Director Sparks, and the Water and Wastewater Departments for a great job on the streets that have been paved so far. He said the Town is taking advantage of a low interest rate and getting Washington County Highway Department to do a lot of work for the Town. He said this note would be paid off in four years and then we will address another round of paving. He said he appreciates the County's help and in particular Johnny Deakins. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve the Resolution authorizing the sale of \$400,000 in Capital Outlay Notes over a four (4) year term at an interest rate not to exceed 4%, in order to fund street paving in Jonesborough, to be paid from General Fund budgeted amounts, and approve the Capital Outlay Note form.

INSERT CAPITAL OUTLAY NOTE

The next item on the agenda was a Change Order on the Water Intake Project. Motion was made by Alderman G'Fellers, seconded by Alderman Countermine and duly passed to approve Change Order #2 on the Water Intake Pump #3 Project, increasing the contract with Judy Construction by \$17,858 to pay for added safety measures associated with going into and down the wet well at the water intake along the Nolichucky River, to be paid with water/sewer savings funds set aside for this project.

INSERT CHANGE ORDER

The next item on the agenda was the lease renewal with CenturyLink for 101 Keplinger Lane (Water Treatment Plant property). Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve renewing a land lease Agreement with CenturyLink for a small site at the Water Treatment Plant used by the telephone company for a switching station for four (4) five (5) year terms beginning at \$400 per year with a 10% increase each five year term, and authorize the Town Attorney to obtain a formal document and the Mayor to execute it under the terms presented.

Mayor Wolfe adjourned the meeting.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR