

JONESBOROUGH BEER BOARD

FEBRUARY 11, 2019

The Board of Mayor and Aldermen (BMA) met as the Jonesborough Beer Board on Monday, February 11, 2019, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Vest called the meeting to order and said the only item for consideration was an application for a beer license permit for Mary Sipple, Texas Burritos & More, 109 Courthouse Square, Jonesborough, TN. Mayor Vest asked if there was a representative from the restaurant present. Roger Sipple came forward to answer any questions the Board may have. Mayor Vest asked the Aldermen if they had any questions about this permit. Alderman Callahan said the permit application is well within the guidelines and the restaurant is a great addition to downtown Jonesborough. He said the business is awesome, and they have good food. He thanked the Sipples for choosing Jonesborough.

There being no further discussion, Alderman Callahan made the motion to approve the beer permit application for Mary Sipple, Texas Burritos & More, 109 Courthouse Square, seconded by Alderman Counterminne and duly passed.

The meeting was adjourned.

ABBIE MILLER, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

FEBRUARY 11, 2019

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Wednesday, February 11, 2019, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The only item on the Public Hearing agenda was the Ordinance annexing certain property, Parcel 107 on Washington County Tax Map 059L, owned by the Town, into the corporate limits of Jonesborough. There were no comments.

The Public Hearing was closed.

ABBEY MILLER, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

FEBRUARY 11, 2019

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, February 11, 2019, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Adam Dickson led the group in an opening Prayer, and Donna Freeman led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Stephen Callahan, Alderman Virginia Causey, Alderman Terry Countermine, and Alderman Adam Dickson. 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 Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Alderman Causey asked that Item 12 Approval of Bids – Jackson Theatre Seating be pulled. Alderman Countermine made the motion, seconded by Alderman Dickson, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes of the December 12, 2018, BMA Called-Charter-Called meetings.

Approve the following bills for payment:

VENDOR

GENERAL

WATER

SANITATION

91456-91478 AP

9,057.77

91479-91626 AP	240,509.25
91627-91641 AP	35,842.93
91642-91658 AP	8,496.43
91659-91673 AP	2,840.31
91674-91678 AP	395.91
91679 AP	36,700.00
91680-91696 AP	19,717.83
91967-91709 AP	7,863.15
91710-91715 AP	5,250.51
91716-91726 AP	7,775.01
91727-91749 AP	<u>7,159.05</u>
	\$381,608.15

58637-58645 AP	7,220.07
58646-58729 AP	220,609.29
58730-58732 AP	60,980.93
58733-58735 AP	1,739.14
58736 AP	59.07
58737 AP	436.00
58738-58742 AP	2,898.53
58743-58748 AP	2,689.56
58749-58754 AP	<u>921.88</u>
	\$297,554.47

8191 AP	95.00
8192-8215 AP	25,208.55
8216 AP	95.00
8217 AP	163.88
8218-8219 AP	243.64
8220 AP	<u>2,000.00</u>
	\$27,806.07

2. Approve the following Town Administrator Report:

Wastewater

Cobern Rasnick is still working with the engineers on possible improvements to our effluent pump station in order to pump more through the outfall line from the WWTP during major storm events. The construction crew is completing the sewer connection to the new Fleet Maintenance Facility. All the piping in the Fleet Maintenance area is in, and the crew is installing the necessary grease and grit chamber for the building. All piping to our major sewer pump station on the other side of the creek (from 5-Points) is in place, except for the creek crossing itself. That is about 3 joints of pipe, and they are waiting on a reduction in the creek flow. When that installation is complete we will be moving to the extension on S. Cherokee St. We have not had any response from the Wakefield Village

Homeowners Association. In anticipation that they will want to participate in getting the sewer pump station serving their complex in proper operating order to be taken over by the Town, I have asked Mr. Rasnick to generate a material cost estimate with the Town staff providing labor and equipment.

Some of the Wastewater staff has been working on the build out of the Wastewater Building. All the electrical is in except lighting which goes in after the drop ceilings are in place. Raymond Yoakley and Herman Archer will be working on the HVAC installation for the administration area (all the area outside of the garbage bays) next week. When that is complete the ceilings and lighting can be put in place. They have been working on sheetrock installation and three rooms are complete. All the plumbing is in place, except for a small amount of work, and they are waiting on materials for that.

Water

With the constant rain, Water Plant staff has focused on turbidity reduction, clearing basins, etc. due to the high level of solids coming into the treatment plant.

By-Products Reduction – We are looking into getting power to the Persimmon Ridge Water Reservoir in order to install a mixing system to remove trihalomethanes like we have at Woodlawn. We have to have a power source to operate that system. If we get power to the reservoir, we will bring it down to the training building at the firing range at Persimmon Ridge Park. We really need power at that training facility in order to use it. There is now a small inline MIOX system that can be placed near the end of long dead end lines, that if cost effective, could be very helpful in eliminating disinfection by-products in our test lines.

Water Loss – Distribution is working on the pressure reducing valve in the Leesburg area. They are also building a new 8” ductile iron line down E. Main Street that will replace the 80+ year-old cast-iron line that constantly breaks, especially in winter. They are coming towards downtown and are at Vines Drive with the new line. They will bore under E. Main there to connect the Vines Drive line into new transmission line.

Transportation

Franklin Ave – We still have some striping to do. We will contract that work most likely, and will get it done when it is warm and not raining.

2nd Ave. & Jackson – Working it into the schedule.

E. Main Street – We have a sink hole to fix on E. Main Street, and we will do that when the weather allows. We will not pave the section of the street that remains gravel until we take care of the sink hole issue.

Grants

LPRF Grant – We are clearing out items stored in our existing garage, hauling off stuff that just needs to be thrown away, and getting items we do not need but have some value on Gov.Deals. We have been working on installing the conduit and layout of the new fuel island that will be in the Recycling Center area. We will be pouring the concrete island as soon as we get everything underground in place.

CDBG Façade Grant – We have been approved by EDC and Rural Development to accept the bids on the marquee and Jackson Theatre signage. The BMA approved the bid from Snyder Signs.

Jackson Theatre – We have a pre-construction conference on the sprinkler system installation next week, and a pre-construction meeting on the marquee/sign should follow soon thereafter. We do not have approval from Rural Development so far on the big structural steel bid from GRC Construction. Rural Development was furloughed during the month and the federal government was shut down. We expect approval of that bid soon.

Maintenance Buildings Project

Wastewater is putting up sheet rock, and the HVAC system is supposed to be installed next week. When there is heat in the office/administrative area, Craig Ford will shift the Carter County Crew over to the Wastewater Building to complete the dry wall installation and the associated finish work. The walls will be painted, and we will be close to the point we occupy the building.

In the Fleet Maintenance Facility, the second floor has been framed out and Herman Archer is installing the electrical wiring. We are working on the right heating system (gas) for the bay area. When the weather gives us a chance, we are working on the base for the parking and drive aisle area around the building. The office area associated with the inside bays is close to being totally finished out. This is on the other side of the interior bays from the Water Distribution/Meter/Parts Room area. The bottom floor rooms are ready for sheet rock as soon as Herman Archer completes the electrical wiring installation.

JRT Warehouse – The roof is on and siding is being installed. The concrete floor is supposed to be constructed next week and piping/conduit is in place.

Wellness Program – I am working on revisions to our wellness program in an effort to cut costs. We have a meeting next week with Blue Cross, Mountain States, Lyman Fulton and our staff to try to finalize some reorganization ideas.

Computers – We have asked for and received some additional information from Eric Pardue on our arrangement with Saratoga Technologies. Saratoga was recently bought out by Sharp Systems, which specialized in office equipment.

We have not been leasing any additional equipment for a number of months. Terry Countermine will get together hopefully next week, and then meet again with Eric Pardue. We expect to finalize a more complete proposal by the March meeting, but we know we will not renew any leases.

Community 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.

3. Approve the following Operations Manager Report:

The State Prison was in “lock-down” for a three-week period during the month of January. During this time, the work-crew guards have to report to the main prison in Mountain City; therefore I did not have the inmate crew for three weeks. We did continue with work however, at the fleet maintenance site.

Once the Prison Crew returned, we continued to “build out the office area in the Fleet Maintenance building. We are almost finished with the “rough-in.” While the crew was gone, Herman Archer was able to get the “rough-in” wiring completed downstairs. I hope he can start on the upstairs next week.

All the conduit for underground power is now in place and the pad has been poured for the 3-phase transformer. We also poured a footer as we have to build a short retaining wall behind the transformer.

As stated in last month’s report, I participated in numerous meetings regarding the new fuel site and met with Brightridge engineers on site. I received a cost estimate which including Centurylink having to move some of their cables and the Town setting a pole inside our fence.

After much thought, I decided to have the Street Department remove the scales at the Wastewater building, which was caving in anyway, and then had the Distribution crew bore from the scales to the fuel site. We then ran the underground conduit into the Wastewater building. This saved approximately \$6,000.00 on this particular project and we didn’t have to wait for Centurylink to move their lines.

Once this was completed, the Street Department came back and filled the area with stone, then poured the old scale area with concrete. This puts us ahead when it comes time to move the fuel site as those scales would not have held the larger trucks. We also saved \$6,000.00 in the process.

Water Distribution started on the East Main Street water-line extension. They have made very good progress and are beyond Vines Drive. This is where we needed them to be so when we can get back to repair the sinkhole, their work is already completed.

Director McCracken has also been working on moving his department's storage from the current garage site to the new site. This work is pretty much complete and the storage building at the current site is ready for removal.

There have also been an effort among several departments to clean out the articles in storage at the current garage. I have worked with Shane, Major Rice, and McCracken's crew to haul away junk at that location and to get surplus items listed for auction approval from the Board of Mayor and Alderman. WE have compiled an extensive list.

Finally, I worked with Brightridge to add a street light on the west end of the Visitors Center parking lot. The Water Distribution staff had to bore under a couple of sidewalks to get the conduit in place. Brightridge installed that street light toward the end of last week. It will make a positive difference for shuttle service during the Storytelling Festival.

PROJECTS PENDING

1. Bridge Replacement @ Main Street Café
2. Complete Franklin Avenue Project (500' of tile, 3 catch basins, move waterline to west side of street, curb, & pave)
3. Complete grade work at McKinney Center
4. Move Garage operation to Rosenbaum property and/or old Wastewater facility
5. Renovate or permanently close camp site
6. Replace or repair Visitors Center sign
7. Paving list
8. Stage Door Renovation
9. Remove any and all signage in town and/or repair
10. Replace signage on 11-E to MUTCD standards
11. Plan to replace remaining cast iron line on East Main with DI. (We should at least replace line from Clay up to Franklin and tie onto new line up Franklin prior to constructing speed table.)
12. Resolution of Public Safety radio problems
13. Resolution on County fire service
14. Resolution on RMS system for police
15. Landscape the McKinney Center
16. Pave rest of street and parking area @ Willow Creek
17. Construct new speed table for sidewalk at Main and Franklin
18. Stripe new stop configuration at Franklin and Main
19. Repaint most speed tables and intersections

20. Construct spaces at Wastewater for salt, mulch, and/or compost
21. Construct speed table on Spring Street
22. Replace speed tables on South Lincoln Avenue
23. Construct speed table on Main Street west of Second Avenue
24. Repair all speed tables downtown
25. Construct sidewalk and/or trail on Main Street from Clay Ave. to Forrest
26. Construct drainage on North Cherokee down High Street (Property flooding)
27. Construct retention wall @ Senior Center
28. Construct park @ Senior Center
29. Construct brick and granite sidewalk from Main Street down Second Avenue to Depot
30. Move Jackson sign from Oak Grove to Second Avenue
31. Re-construct Oak Grove Road after water line replacement
32. Construct or install over 1,000' of drain tile, various catch basin installation, stone, curbing and asphalt to widen Shell Road to County line and correct drainage issues
33. Replace or repair scales at Wastewater plant
34. Adopt Boones Street landscape plan and implement
35. Move DAR sign @ Main & Second
36. Jackson Theatre project (Personnel – cleaning)
37. JRT Renovation
38. Construct bridge in park @ Stage Road Park
39. Demolish Mears house and construct storage facility
40. Repair deep drainage basin on Forrest
41. Drainage project @ Dean Chestnut's property
42. Pave parking lot @ Persimmon Ridge park
43. Construct utilities @ Firing Range
44. Construct additional parking @ Town Hall at a minimum if we are not going to expand public safety any time soon
45. Repair and/or replace sidewalks on Main Street west of Second Avenue
46. Replace sidewalk on Oak Grove Road
47. Repair sidewalk @ Slemmons House (?)
48. Restripe Parson's Table parking lot
49. Construct handicap spaces on Fox Street
50. Construct turn lane at property on West Jackson near Persimmon Ridge
51. Construct left turn lane into Meadow Creek off Hwy 81N
52. Restroom construction @ Train Depot (?)

53. Construct ramp @ Storytelling Center off Cherokee
54. Replace medians from Lowes east to Headtown Road
55. Landscape triangle on Jackson in front of Bank of Tennessee
56. Landscaping @ Barkley Creek Park entrance on Main Street
57. Replace trees in Post Office sidewalk planters
58. Design and install Town limits signs for major and minor arterial routes into Jonesborough
59. Construct connector road from North Cherokee to Smith Lane (future project)
60. Construct right turn lane on Jackson @ Second Avenue
61. Construct frontage road behind Medicine Shop
62. Drainage problem that has never been corrected at Headtown / President's Way/East Jackson
63. Construct Dog park on Rosebaum site
64. Pave parking lot and construct sidewalks and curb @ Senior Center/Town Garage
65. Repair 27' of sidewalk in New Halifax
66. Re-evaluate drainage repairs in Walnut Grove
67. Flow fill sink hole in Water Park
68. Removal of large maple tree on common area of New Halifax across from Senior Center
69. Reconstruction of A-frame roof section in Christopher Taylor Cabin
70. Construct left turn lane into Dollar Tree
71. Easement Improvements on Fourth Avenue to Wastewater pump station
72. Bridge Replacement @ Barkley Creek
73. Complete renovation of Storytelling Center (downstairs)
74. Drainage and widening project @ Woodrow & Second Avenue
75. Construct speed tables on Scott Lane
76. Construct stone shoulders on Scott Lane
77. Repair curbing for drainage issues in Timberridge Subdivision
78. Construct guardrail on Spring Street (Contract)
79. Repair guardrail @ Forrest and Old Boones Creek (Contract)
80. Curb cut at Old Stephenson House (Billington) (Brick repair by Jim Gouge)
81. Construct curbing and/or sidewalk from Central School Board office to Main Street on Dr. Kennedy's property (perimeter flooding issues)
82. Replace roof @ Visitors center (Contract)
83. Construct remaining walking trail @ Persimmon Ridge Park
84. Get truck route signage fixed

85. Comcast removal of poles @ Library (Contract)
86. Repair yard @ Nansee William's residence

COMPLETE
STARTED

Water Distribution

FYI a list of line extensions and etc. are listed below.

1. Subdivision by Wolfe Development off Vines Drive in planning stage. This project will consist of six-inch water main. **(Project Started 09/04/19)**
2. Three Inch meter connection to the JRT on Main Street. **(Materials on hand)**
3. ST. RT. 353 Water line replacement, Plans expire Dec. 21st of this year. This is a feed to the New Office location near Judge Vines Drive. This is very important connection that needs to happen. 400 feet in length.
4. Hwy. 11-E / Precision Blvd. – Stockyard Road at the Industrial Park.
This connect will be connected to the Stockyard line to make another feed to the Industrial Park. These plans expire July 5th 2018. Total footage 1,800 feet with a 12 inch bore under Hwy. 11-E. **(Had to renew permit for an additional year.)**
5. The new city garage off of Old State Rt. 34, relocating of 1,535 of six-inch water main.
6. Carter S/D, off Slate Hill Road, 3,160 feet of six-inch water line to be installed. Plans approved. **(This project has received state approval. Town has not received payment to purchase material or begin installation.)**
7. Roy Phillips Road, water line extension, in the design stage, total length 260 feet. **(In design)**

8. West Hill Drive, water line extension for Abounding Grace Church. In the planning stage. We have the permit for the road bore from TDOT. Total footage 820 feet. **(Casing has been installed under road, connection has not been made as material and installation has not been paid.)**
9. West Main Street from Oak Grove to North 3rd avenue, material purchased, plans approved. Total footage 600 feet. **(Had to apply for an extension. Plans approved, materials purchased.)**
10. Thornburgh Hills Road off Bowmantown Road, this is a County project. Total footage 1,890 feet in length. **(Material purchased, no TDEC approval yet.)**
11. East Main Street from Forest Drive to the 24-inch connection. Total footage 2,120 feet. Material purchased, working on plans for TDEC to approve. **(Materials purchased, awaiting plans from Nashville.)**
12. East Main Street from Longview Ave to Forest Drive, total footage 1100 feet. **(Materials purchased working on getting approved plans through TDEC.)**
13. East Main Street to South Lincoln Ave. water line replacement, this is in the Budget this year, total footage 1,700 feet, if approved. **(Materials in storage.)**
14. Russell Circle galvanized replacement in this year's budget, total footage 1,020 if approved.
15. Grandview Drive galvanized replacement in budget, total footage 360 feet, if approved.
16. Campground, not sure what that may involve. **(Materials on hand)**
17. We are currently working with GRW on making Zone 1 larger with a PRV installed somewhere on Old Stagecoach Road Area. **(State approval received, in budget process for 18/19)**
18. Water line for the Jonesborough Fire / Police Department for training off Persimmon Ridge going to the water tank.

19. Sliger Road off Spider Barnes Road water line extension, 1,680 feet, paid in full with approved plans. Tenn. one ticket call for utilities to be located. This is for Mr. Caple who is building a home, waiting on the line to be installed.
20. Taylor Bridge Road line extension off Jackson Bridge Road, for Joe Wilson and Jason Day. Plans approve, paid in full with 300 feet of pipe.
21. Taylor Drive off Sycamore Drive, 380 feet in length. This line extension is paid in full and material has been bid out, with approved plans. Jack White has his service line installed waiting on Jonesborough. Waiting on material to arrive.
22. Sliger Road / Sliger Drive off Treadway Trail. This line extension is 4,200 feet in length. We have around 1,000 feet installed. It has two 12-inch bores on this project. It is funded by Washington County. (Appx. 70% complete.) (The crew hit rock and is going to have to rent a rock hammer.)
23. Eden Estates off Sugar Hollow Road for Kelly Wolfe. This is in the planning stage consisting of 1,345 feet of water main. Roads will be cut in the near future for this project. **(Awaiting plans.)**
24. Boones Creek / East Jackson Blvd. TDOT project. We have 400 feet to relocate, once a decision is made pertain to the bridge going to the Dollar Store. We have already relocated several water valves and water meters, on this project.
25. Fire Hydrant installation at intersection of Rhudy Lane. (County approved and paid for materials. Installation complete)

We currently have a total of 170 yards that need to be sown back due to line repairs and extensions. This doesn't include the meters, taps, work orders etc. on a daily basis. Water Distribution began working on the yards the week of September 04.

Complete
Started

4. Approve the following Committee Reports: McKinney Center Advisory Committee, JRT Board of Directors, and Traffic Advisory Committee.
5. Approve the following Supervisor Reports: Parks and Recreation, McKinney Center, MBM Program Director, Building Inspector, Fire Department, Water Treatment Plant, Water Distribution, Visitor Center Manager, Police Department, Street Department, Animal Control, Senior Center, Website Manager, Director of Tourism and Main Street, Events Coordinator, Environmental Services/Wastewater, Marketing Director, Recreation Project Planner, JRT Artistic Director, and Solid Waste and Recycling.
6. Approve the hiring of Kay Grogg and Robin Castania as part-time hostesses at Grade 1 Step 1 (\$10.25 per hour) at the McKinney Center.
7. Approve the hiring of Jason Boone as a Custodian/Maintenance Worker I at Grade 1 Step 1 (\$21,315), subject to all pre-employment conditions.
8. Approve the position of Wastewater Maintenance Technician (Certified) in a Grade 9 and promote Stacey Davis to a Wastewater Maintenance Technician (Certified) at Grade 9 Step 3 (\$33,410).
9. Approve the position description for the Seasonal Water Park Director.

Insert Position Description

11. Approve the list of items as surplus to sale.

Insert Surplus Items

12. Approve the resolution provided by First Tennessee Bank associated with designating authorized signatories on Town bank accounts requiring dual signatures with the Town Recorder and a Board of Mayor and Aldermen member as the only authorized signatories, and authorizing the Town Recorder and the Mayor to execute the documents as needed after the required information has been provided.

Insert Resolution

13. Approve Special Event Permit requests for Jonesborough Locally Grown subject to the Town Attorney's review and acceptance of the required Hold-Harmless Agreement and proof of insurance:
 - a. Approve the Special Events Application for the Farmers Market on E. Courthouse Square from Saturday mornings from 8:00 a.m.-12 noon, May 4, 2019, through October 19, 2019, (with the exception of Jonesborough Days

and the National Storytelling Festival), closing E. Courthouse Square for parking the evening before after business hours. Approval is subject to the review and acceptance of the Hold-Harmless Agreement and proof of insurance by the Town Attorney.

- b. Approve the Special Event Application for Thursday Evening Farmers Market and Dinner each Thursday night through April, 2019, from 3:00 pm - 8:00 p.m., closing the eight (8) public parking spaces at 3:00 p.m. in front of Boones Street Market to allow space for the event. If the event is successful, Jonesborough Locally Grown is given the option to carry the Thursday special event through September, 2019. Approval is subject to the review and acceptance of the hold Harmless Agreement and Proof of insurance by the Town Attorney.
- c. Approve the Special Event Application for the Farm to Table Dinner to be held on Main Street in front of the Courthouse on Saturday, August 17, 2019, from 4:00 p.m.-10:00 p.m., closing Main Street from Fox Street to 2nd Ave. and associated streets for through traffic, also using the front plaza and ISC building and the McKinney Center as a back-up venue from 3:00 p.m.-11:00 p.m. if the Dinner must be moved for inclement weather. Approval is subject to the review and acceptance of the hold Harmless Agreement and Proof of insurance by the Town Attorney.
- d. Approve the Special Occasion Outdoor Permit for Jonesborough Locally Grown to have Main Street and Catering Café overseeing the consumption of alcoholic beverages (wine and beer) in association with the Farm to Table event. Approval is subject to the review and acceptance of the hold Harmless Agreement and Proof of insurance by the Town Attorney.

14. Approve 2019 Season Pass rate for Wetlands Water Park:

<u>Regular Price</u>	<u>Early Bird Discount</u>
Adult - \$80.00	\$70.00
Child/Senior - \$60.00	\$50.00

- 15. Approve the purchase of two new 2019 3/4 -ton trucks from Champion Chevrolet, meeting Town specifications, for a cost of \$28,250 each, with one truck going to the Street Department and one truck going to the Solid Waste Dept, to be paid for by funds from those departments plus a recent \$9,000 insurance payment to the Street Department.

The next item on the agenda was the approval of the FY2017-2018 Audit Report presented by Blackburn, Childers and Steagall. David Babb of Blackburn, Childers and Steagall (BCS) presented an overview of the FY2017-2018 report. He said the Town had been issued an unqualified opinion, which is the best the Town can receive. He said there were no findings this year as there have been in years past; the Lowe's

waterline note agreement was updated with an agreed upon note balance. Mayor Vest said this a good report and asked the Aldermen if they had any questions or concerns. Alderman Countermine expressed his thanks to Mr. Babb and BCS for all their hard work on the audit. Bob Browning said Town Recorder Abbey Miller and staff do a great job with the Town's finances. Abbey Miller said she appreciates the BCS staff; in addition to their audit services, they are available to answer questions and give guidance throughout the year. There being no further discussion, Alderman Countermine made the motion to accept the FY2017-2018 Audit Report from Blackburn, Childers and Steagall, seconded by Alderman Causey and duly passed.

The next item for discussion was the purchase of the seating for the Jackson Theatre and JRT which was pulled from the Consent Agenda for discussion. Alderman Causey said she wanted to make sure it is in the contract with Irwin Seating Company that they will install the seating at the Jackson Theatre at no additional cost when it comes time to install the seats. Bob Browning said that is in Irwin Seating's quote, and is asking the BMA to go ahead and authorize the purchase of the seats in order to get them ordered and installed at the JRT. There being no further comments, Alderman Causey made the motion to approve purchasing the seating for the Jackson Theatre and JRT from Irwin Seating Company based on the quote of \$217.13 per seat installed for the Jackson Theatre, with the cast iron art deco aisle standard; a total cost for the Jackson Theatre of \$70,350 for 324 seats which includes delivery and installation, and also included in the contract that the installation be at no charge when the Jackson Theatre seats are ready to be installed. The motion was seconded by Alderman Callahan and duly passed.

The next item for discussion was the Financial Report. Mayor Vest asked the Aldermen if they had any questions or comments. There were none. Motion to approve the Financial Report as presented was made by Alderman Dickson, seconded by Alderman Countermine and passed unanimously.

Communications from the Mayor was the next item on the agenda. Mayor Vest announced that the Jonesborough Senior Center received National Accreditation. He asked Senior Center Director Mary Sanger to come forward to discuss the accreditation. Ms. Sanger said they started the accreditation process two years ago; it is a long process that involves taking a hard look at what the Center is doing with programming, staffing, and the physical layout of the new building. She said there was a representative from NCOA National Institute of Senior Centers that conducted an on-site visit at the Senior Center. She said National Accreditation is a huge distinction that helps in getting grants and sets our center apart from other senior centers. Ms. Sanger thanked Bob Browning, Craig Ford, Alderman Terry Countermine, Dr. Paul Stanton, the Senior Center Advisory Board and her staff for all their hard work and effort in the accreditation process. She said there are 10,000 senior centers across the country but only 1300 have this accreditation. Ms. Sanger said the Center will have a reception on Friday, March 22nd, to celebrate their National Accreditation Award. She invited everyone to attend.

Mayor Vest said Chocolate Fest was held on Saturday, February 9th, and was a great community event and was great for the merchants. He said the Town received testimonials from Icing on the Cake, Mill Spring Makers Market, Gabriel's Christmas, Texas Burritos & More, and Team Bridal/Jonesborough Barrel House about Chocolate Fest, praising the event and how wonderful it was to see so many people coming into their shops and restaurant(s); it was great exposure for all downtown businesses.

Mayor Vest asked Shane Atkins to come forward to accept the February, 2019, Employee of the Month Award. Mayor Vest read the following nomination letter for Mr. Atkins:

*I would like to nominate Shane Atkins of Fleet Maintenance for Employee of the Month honors for February, 2019. Shane chronologically is a young employee, but is a valued and seasoned employee operating very well in a pressure position. Shane has just been promoted to Fleet Manager, and with good reason. When Fleet Manager Gary Lykins left the Town last summer, Shane stepped into an 'interim' position. In that 'interim' position, he inherited all the responsibilities of the Fleet Manager position, while still operating in his old capacity as a Technician at our Town garage. To say that Shane was performing a juggling act would be a vast understatement. Shane had to learn the parts requisitioning side of the Fleet position, as well as all other clerical duties the Fleet Manager's position entailed. Shane did a masterful job of learning the clerical side of Fleet Maintenance, and I believe excelled in getting projects completed on the Garage side of things. All summer, most of the Town's crews worked at the new Facility on the west end of town. Every dump truck, loader, roller and pickup truck was used to capacity. Shane and Jerry Davis kept us 'working' all summer, meaning they kept the equipment operational. Heat, rain, mud, darkness, you name it, Shane and Jerry were working in all conditions. Along with keeping all the construction equipment rolling, Shane and Jerry kept all 'normal' equipment running as well. Police and Fire vehicles, Solid Waste and on and on. Two men kept the entire Fleet moving. And Shane just having inherited another position's duties to fulfill while doing his already difficult job. Well, Shane survived the summer working two positions, so things will get easier in the winter, right? Not so fast. We had the largest/earliest snow event ever in early December of 2018. Just after the Christmas parade the Street Department and I came in to begin snow removal. Shane and the Street Department had every piece of equipment ready for snow removal action. By 3:00 a.m. we had an equipment issue so I called Shane in at 3:00 a.m. Shane immediately came in and worked continuously on snow plows, salt spreaders and vehicles. Bear in mind this event was on a Sunday, so it was difficult to even **find** parts, much less get to the parts, get them back to the shop and install them onto the ailing vehicle. Shane did all of that. This was an extreme 'first snow', and at one time or another, almost every snow vehicle in the fleet needed repairs. Shane worked all night and all day Sunday with the Street Department during the snow event. Shane left for a very short time during Sunday, to take his wife to the hospital after she had fallen. Shane took care of his wife, and then returned to work to finish out the snow event. That is dedication. Shane Atkins was absolutely the hero of the initial snow event of the season. Without Shane's dedication and the help of the garage staff, the success of the snow event (which basically wore on for the next 3*

days) would not have happened. Just a reminder to us all, that when we are home in our beds and see a beautiful snowfall, folks are out there repairing equipment that clears the street of snow, so that emergency vehicles can respond when needed. Shane Atkins was a huge player in that large first snow event, and a steady “go to” performer in our Town staff that will be with us for a long time to come. I think Shane Atkins well deserves Employee of the Month honors for February, 2019. Submitted by: Malcolm Highsmith, Director of Streets

Mayor Vest asked Mr. Atkins if he had any comments. Mr. Atkins thanked the Town for the award and Mr. Highsmith for nominating him.

Mayor Vest said Ruth Verhegge invited him to come to the first Paws In Blue meeting; Chief Street, Chief Fritts and Craig Ford were also in attendance. He said Paws in Blue is a great program for our Town to help raise money for our K-9 officers. Mayor Vest thanked Ruth Verhegge for her leadership and for putting such a great team together to benefit the Town’s K-9 program.

Alderman Communications was the next item on the agenda. Alderman Causey said she attended the Martin Luther King, Jr., celebration at the McKinney Center and Chocolate Fest. She said they were both wonderful events.

Town Attorney Comments was the next item on the agenda. Attorney Wheeler said he had nothing to report.

Citizen Comments was the next item on the agenda. Mayor Vest asked if there were any citizens who would like to address the Board. Dona Lewis, 116 Franklin Ave, said she wanted to reiterate praise for Chocolate Fest and JAMSA, but added that without the Town’s support and Parks and Recreation and everybody downtown who helped, this and other events would not be possible. She said there were 38 merchants participating this year from the Olde Towne Pancake House to the Chuckey Depot. Ms. Lewis said over 19,000 tickets were sold which is a 30% increase over last year’s event.

The first item under Old Business was second and final reading of an Ordinance annexing certain property, Parcel 107 on Washington County Tax Map 059L, owned by the Town, into the corporate limits. There being no discussion, the motion was made by Alderman Countermine, seconded by Alderman Dickson, and duly passed to approve on second and final reading the Ordinance annexing certain property, Parcel 107 on Washington County Tax Map 059L, owned by the Town, into the corporate limits of Jonesborough.

INSERT ORDINANCE

The first item under New Business was first reading of an Ordinance amending Ordinance 2008-06, allowing on-street parking in Mill Creek Subdivision on streets 24-foot wide or more. Mayor Vest said there has always been a parking issue in that subdivision. He asked if we could name the streets that are just 20-foot wide instead of

talking about the entire subdivision. Bob Browning said in the Ordinance the restriction does not apply to any street that is 24-feet wide or wider; the restriction is only on streets that are 20-feet wide located in the first three phases of the subdivision and some of the streets that go into one of the other phases, so it is going to end up being controlled with signage. He said the original Ordinance included the entire subdivision, but as phases kept getting added, the Ordinance was not amended with regard to parking restrictions. He said the additional phases added to the subdivision have 24-foot street widths. He said the Traffic Advisory Committee looked at this and tried to figure out a way not to have a safety issue with a 20-foot wide street; they are recommending that the first three phases remain no parking on the streets but the remainder of the subdivision with 24-foot street widths be like any other subdivision. Mayor Vest asked if the signage was already in place. Mr. Browning said we would have to change the signage. He said typically we put a sign at the beginning of a subdivision entrance that says "No Parking in Subdivision", but we will have to go back and look at the signage. Mr. Browning asked Malcolm Highsmith, Director of Streets, if he had looked at what signage needs to be changed and what needs to be added. Mr. Highsmith replied that he had, and we have signs available. There being no further discussion, Alderman Callahan made the motion to approve on first reading the Ordinance amending Ordinance 2008-06 to allow on-street parking in Mill Creek Subdivision on streets 24-feet wide or more. The motion was seconded by Alderman Causey and duly passed.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance establishing qualifying committees within the Town operation to meet Town Charter requirements related to payments to Board of Mayor and Aldermen members. Mayor Vest said one of the questions is whether an Alderman must be a member attending a committee meeting or can be a spectator attending a committee meeting. He said he feels the more Aldermen we have attending committee meetings, whether they are members of the committee or not, the better. Mayor Vest asked the Aldermen if they had questions or concerns. Alderman Callahan said he thinks it would be beneficial to Board members to attend various committee meetings, whether a member or not. Mayor Vest said he is in agreement with Alderman Callahan that the more committee meetings an Alderman attends, the better informed they are. He said he plans on attending committee meetings other than his regular Parks and Recreation Board and Planning Commission meetings. Mayor Vest asked the Aldermen if they had additional comments or questions. Alderman Dickson asked for clarification in terms of payment. Mayor Vest said it is \$100 if they attend a Board of Mayor and Aldermen meeting and one qualifying committee meeting, and an additional \$100 if a member attends a regular Board of Mayor and Aldermen meeting and two or more qualifying committee meetings. Alderman Dickson said he is in agreement that the more meetings they attend is good for the Board. Mayor Vest said this is all set-up as optional and the goal should be to encourage Aldermen to go to as many committee meetings as they can, but either way, we can appoint an Alderman to a committee, and he or she can go to that one and any others; we just need to offer them at least one appointment. Mayor Vest asked

Alderman Causey if she had any comments. Alderman Causey said she did not. Alderman Countermine said he feels the Main Street Jonesborough Board and the Heritage Alliance Board should be added to the list. Mayor Vest said there are twelve committees on the list and with the addition of the Main Street Board and the Heritage Alliance Board, there will be fourteen qualifying committees. He said this is first reading and any additional committees that need to be added can be done on second and final reading. Mayor Vest said there are two recommendations: (1) Determine how the Board wants to address any requirement(s) related to whether or not a BMA member must be a designated committee member to get credit for attending a qualifying committee meeting; (2) determine if the list of committees in the Ordinance represents the qualifying committees the BMA feels should be associated with any Board compensation. He said the question is if an Alderman attends a committee meeting he or she is not a member of, does that qualify for compensation. Bob Browning said this is in regards to language in the Town Charter related to compensation. He commented about the possibility if an Alderman attends as a designated member to a committee to qualify for the \$100, and for the \$200 level, the second committee meeting could be as a spectator. Mayor Vest clarified that one meeting would be as a designated member and the second meeting as a spectator. The Mayor asked the Aldermen if they were comfortable with the that option. Mayor Vest then called for a motion. Motion was made by Alderman Dickson and seconded by Alderman Callahan to approve on first reading the Ordinance establishing qualifying committees within the Town operation, adding Main Street Jonesborough Board and Heritage Alliance Board, to the list associated with Board compensation, and to meet Town Charter requirements associated with receiving compensation, a member of the Board of Mayor and Aldermen must attend a meeting of the Board of Mayor and Aldermen and a meeting of a qualified committee of which they are a designated member to receive a \$100 level of compensation per month; in order to receive \$200 in compensation each month, the Town Board member must attend a regular meeting of the Board of Mayor and Aldermen, a qualified committee meeting of which they are a designated member, and a second qualified committee meeting of which they are either a designated member or a spectator. Attorney Wheeler reminded the Board that if two BMA members happen to attend the same committee meeting as spectators to listen, that is fine, but if they get involved in any discussions at all, then that constitutes a BMA meeting, and the meeting would have to be advertised as such. Attorney Wheeler said if a Board member is the only Board member in attendance, that is fine, but when there are two members in attendance, they should not participate in any discussions because that would be a violation. Mayor Vest thanked Attorney Wheeler for pointing that out to the BMA. Alderman Countermine said his perception is that the compensation has not been used very much. Abbey Miller said only briefly a few years ago. Alderman Countermine asked if it was a big financial burden on the Town. Ms. Miller said it would not be a financial burden. Bob Browning said the reason it is coming back to the BMA is because by Charter the qualifying committees have to be established by Ordinance, and that was never done; the Board has to create the qualifying committees whether BMA members choose to be compensated or not. There being no further discussion Mayor Vest called for a vote. Upon call of the roll, the following Aldermen voted Aye:

Alderman Dickson, Alderman Callahan, Alderman Causey, and Alderman Counterline. The motion was duly passed.

INSERT ORDINANCE

The next item on the agenda was the approval of a request from the JRT Board amending the percentage that the Town receives from the net proceeds of each play. Alderman Causey asked if this is something we have to do now or can it wait until upcoming budget discussions. Mayor Vest said there are two proposals, and the one Mr. Browning initially brought to him was increasing JRT's percentage of the net proceeds from each play from 50% to 60%. He said he did not like the idea of changing the percentages because there have been times when a play did not do well, and if we change the Town's percentage from 50% down to 40%, the Town could go into a deficit as far as covering the operating costs of the theatre. He said he feels the Town is better off staying at the 50% split. He said he understands that there is a heavy burden on the Town with keeping up with the finances of the theatre, and there is value in the JRT Board hiring a professional to help oversee its finances. Mayor Vest said he feels a \$6,000 appropriation from the Town would be helpful to fund the JRT position and is something that we need to put into our budget so that JRT knows they have the funds coming in. Mayor Vest said according to the Town Administrator's notes, last fiscal year the Town made a profit from its relationship with JRT of \$9,160, and with the \$6,000 appropriation going to JRT, we would still be in the black. Alderman Causey asked if the Town would be giving \$6,000 for the remaining four months of this fiscal year. Mayor Vest replied no. Bob Browning said he would agree that the Board could go ahead and approve the \$6,000 appropriation to go in next year's budget. He said that he didn't think the Town could do anything this fiscal year related to the \$6,000, but as the Mayor said, it would be helpful for JRT to know that the funds are in place for next fiscal year. Abbey Miller said she would like to clarify that Cindy Bubar has been hired by the JRT Board to work ten hours per week to help Jennifer with things like gathering receipts to turn into Town Staff. Ms. Miller said she is not saying that Jennifer doesn't need the help, but it has not relieved her and her staff of anything. Bob Browning said Ms. Barbar has only been at JRT for a little over 30 days, and the intention of the JRT is for Ms. Barbar to be able to take some of the pressure off Town staff. He said as they expand the services of the JRT, there will be more expenditures and revenues that have to be accounted for. He said the intent is to develop that position to take care of documentation that comes into the Recorder's office and relieve Abbey and her staff from having to track down receipts and other documents. Mr. Browning said all of this is done by Jennifer Ross-Bernhardt at this point in time and as programs have expanded, it is getting much more difficult for Jennifer to do this. Alderman Callahan asked what the net profit to the Town was last fiscal year from JRT. Bob Browning said he thinks it was around \$2,000. Abbey Miller said as of the latest JRT reports for the current year, the Town has a net profit of \$58. Alderman Callahan asked why JRT couldn't take the \$6,000 out of their checking account because it looks like they have almost \$20,000. Bob Browning said there is about \$17,000 in the account which is the most they have ever had. Mr. Browning said they pay to send the Directors and others to workshops, and the account is a revolving fund for them to operate out of. Mr. Browning said the

JRT Board is taking steps to try to increase their ability to do more and handle more of the operating responsibilities themselves, and we are talking about \$6,000 in the whole scheme of things. He said if you look at Music-On-The-Square we do something similar with them; they operate five months of the year and the Town appropriates \$3,500 to MOTS, and if Steve Cook doesn't generate the revenue necessary for his salary, he doesn't get paid, but the Town still appropriates the \$3,500. Mr. Browning said essentially it is a similar thing; it is an investment of \$6,000 into the operation of JRT, and the hope is that they will generate the revenue to essentially cover the additional \$6,000. Mr. Browning said that the JRT Board has discussed all this in detail and Alderman Countermine may have more information as a member of the JRT Board. Alderman Countermine said the JRT has come a long way in the last decade, and the Town's appropriation will have a big impact on the continued growth of the theatre. Mayor Vest said it's definitely safer for the Town to keep the split at 50%. He said the Town is not in the retail business to make money; we just don't want to lose money. He said he feels the theatre right now is showing good profits and that even giving them an appropriation of \$6,000, the Town can still break even with the JRT at a minimum. Bob Browning said this should be a short-term arrangement because we will have to totally change the relationship once the Jackson Theatre is open. Mayor Vest said in part of the recommendation it states that any change in the current agreement will be in effect until the entire agreement is reworked as the Jackson Theatre becomes operational, so this is only temporary. Alderman Callahan asked if they had thought about increasing the JRT percentage by 5% instead of 10%. Mayor Vest said when the Jackson Theatre opens, there will be more revenue and what we are talking about now is 25% of net proceeds from each play going to the Artistic Director and 35% to the JRT. Bob Browning said the additional 10% in this proposal is not going to the Artistic Director; it is going to the JRT Board; the director is not impacted by this. He said you have to take into account that the Artistic Director is a contractual employee and does not get benefits and has to pay her own taxes and everything else. Alderman Callahan said the Town is at 50%, the JRT Board at 25% and the Artistic Director at 25%. Bob Browning said that is correct on JRT productions, but that is not related to non-production expenses. He said the way it is now, the JRT director is a contract employee without benefits and you are talking about an additional \$27,000 (25% of net production profits) payment to her base pay of \$24,000 for her to lead the theatre. Alderman Countermine said it is a lot of work and when she is generating 25% of net profit for herself, she is generating 50% for the Town. Alderman Causey said she is not against this at all; she loves the theatre, and if we are not going to appropriate the \$6,000 until budget time, then why are we making the decision now instead of waiting until the budget is addressed. Bob Browning said it is up to the Board. He said he thinks it is a statement of support for the JRT from the BMA. Alderman Countermine said he feels it is a good gesture. Alderman Causey said she understands that, and all she is saying is why can't it be done at budget time instead of now. Alderman Countermine said his question back to Alderman Causey is why not do it now as a gesture of appreciation for the JRT program. Alderman Causey said her opinion is that we just need to make sure we have the revenue in next year's budget to cover the \$6,000 appropriation. Bob Browning said he agrees that it doesn't need to come out of this fiscal year's budget regardless of whether you vote for it now or later. Alderman Callahan asked what if the cap on non-

production expenses is lowered to \$5,000. Mayor Vest said he would be comfortable with lowering the cap from \$10,000 to \$5,000. He said if the theatre generates a profit of \$150,000 and 25% goes to the director, you get concerned about somebody making 25% profit on top of the \$24,000 she is guaranteed; all of a sudden our director is making over \$60,000; the Town's share is \$75,000 plus we are paying all non-production expenses. Mayor Vest said you put that 25% out there as a carrot for somebody to work harder, be more creative, book better shows and better performances. He said it has been quite a while since we showed a \$150,000 profit to begin with, so the better JRT does, the better the Town, the Artistic Director, and the JRT Board will do, and it's a win-win for everybody. Mayor Vest asked Alderman Callahan if he is talking about approving the \$6,000 appropriation and then lowering the \$10,000 to \$5,000. Alderman Callahan said that is his recommendation for two years to see where we are or at least until the Jackson Theatre opens. He said he has nothing against the JRT, but one of his main concerns is finances. Mayor Vest asked Alderman Countermine and Alderman Dickson if they had any thoughts about what Alderman Callahan is proposing. Alderman Countermine said he doesn't have a problem with the way it is being recommended by Mr. Browning. Alderman Dickson said he doesn't see a big issue here; if we are saying \$5,000 as long as that doesn't put the JRT in a bad situation, he is not against that either. Mayor Vest said we are encouraging the JRT Board to show a profit. He said Alderman Callahan has a good proposal and asked if he would like to make that in the form of a motion. Alderman Callahan made a motion to put the \$6,000 appropriation for JRT in the Town budget for next year and the JRT Board keeping any profit generated over non-production expenses up to \$5,000. Mayor Vest asked if there was a second on the motion. The motion failed due to a lack of a second. Alderman Countermine made the motion to approve the proposal as written with the Town keeping the percentage of net profit at 50%, include a \$6,000 appropriation in the Town's FY2019-20 budget beginning July 1, 2019, and the JRT Board being paid any revenue generated through the Town's 50% of net profit of productions minus JRT non-production expenses up to \$10,000. The motion was seconded by Alderman Dickson. Upon call of the roll, the following Aldermen voted Aye: Alderman Countermine, Alderman Dickson. Aldermen voting Nay: Alderman Callahan, Alderman Causey. Due to there being a tie-vote, Mayor Vest voted Aye and the motion carried.

There being no further business the meeting was duly adjourned.

ABBEY MILLER, RECORDER

CHUCK VEST, MAYOR