

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

FEBRUARY 8, 2016

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, February 8, 2016, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe said that Craig Ford is not present for the meeting due to having two brothers in the hospital. He asked that we keep Craig and his family in our prayers. Mayor Wolfe called the meeting to order and led the group in an opening Prayer. Cobern Rasnick led the pledge to the Flag.

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

The next item was the Consent Agenda. Mayor Wolfe asked if there were any items the Aldermen wished to have pulled from the Consent Agenda. There were none. Alderman Dickson made the motion, seconded by Alderman Vest and duly passed to approve the following items:

1. Approve the minutes of the December 14, 2015, meeting.
2. Approve the following January bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z Office Resources	681.80
Abbey Miller	18.70
Advance Auto Parts	49.32
Aggregates USA, LLC	17697.67
AlSCO	30.50
American General Life	236.68
Anderson Fire, LLC	463.71
Andy Oxy Company, Inc.	224.41
Appalachian Auto Glass	125.00
Appalachian Light & Pro	89.99
Archer Brothers Garage	148.36
Archer Electric Service	9000.00
Auto Zone #2087	122.08
Bank of Tennessee	2697.07
Barnes Exterminating Co.	40.00
Batteries Plus-551	298.34
Ben Caldwell	540.00
Berridge Manufacturing	12457.73
Bigfoot Enterprises LLC	10200.00
Blue Cross-Blue Shield	69822.90
Blue Tarp Financial, Inc.	379.99
Booker T. Washington	153.00
Boone Street Market	696.09
Branham Corporation	8.68
Business Health	2991.08
Central Paper & Supply	271.91
Centralized Child Support	1087.14
CenturyLink	433.47
Chappell's Pest Control	45.00

<u>VENDOR</u>	<u>AMOUNT</u>
Cintas Corporation #202	780.86
Cintas First Aid & Safe	204.54
Citizens Security	4408.24
City Electric Supply	3210.70
Clarke Power Services	3579.15
Comcast Cable	140.87
Community Development	4500.00
Corelogic Real Estate	2574.48
CTR Coatings	336.00
Custom Asphalt Services	717.00
Custom Metal Roofing, L	11950.00
D.Todd Wood Engineering	9830.00
Daniel Richardson	430.00
Darrell W. Brinson	50.00
Data Supplies Inc.	313.88
David Crum	285.00
Deaderick Davis	100.00
Dearborn National	575.00
Dennis Wayne Brooks	700.00
Diamond Ticketing System	723.40
Ditch Witch Equipment	6928.13
DNA Catering	875.00
Down to Earth	2467.88
East TN Rent-Alls	72.87
Economy Printing, Inc.	105.00
Ecosafe Landfill VA	6791.61
Edward Rupert	373.16
EJHL	15.00
Employee Security	475.00
Erwin Utilities/Wtr Test	200.00
Esc Lab Science	1401.00
Esc Lab Sciences	1311.50
F&L Limo and Livery	900.00
Ferguson Enterprises #5	12761.25
Fire Extinguisher Co.	1916.00
First Tennessee Bank	3030.50
First Tennessee Bank	8629.26
First Tennessee Bank	3908.30
First Tennessee Bank	3792.73
First Tennessee Bank Na	4793.77
Fleenor Security System	4485.53
Fleet Pride	555.70
Food City	595.65
Foster Signs	670.00
Frontier Health	114.40
Fuelman	446.87
Gall's, LLC	984.00
General Sessions Court	25.00
General Shale MSC 30523	567.70
Goodpasture Motor Co.	981.28
GRW Engineers, Inc.	1893.90
Harbor Freight Tools	142.74
Harold Cochran	500.00
Heissee Johnson Hand Up	178.58
Henry Schein, Inc.	171.54
Herald & Tribune	35.00
High Road Digital	2412.50
Holtz Industries Inc.	849.45
Hunter, Curtis	400.00

IMLA	375.00
Information Age	207.95
<u>VENDOR</u>	<u>AMOUNT</u>
Ingles #4205	171.27
International Storytelling	432.35
J.L. Jacobs & Associates	1575.00
Jacob Anderson	915.00
Jamie Aistrop	154.78
Janette Gaines	120.58
Jason Greenlee	65.00
Jason Rounds	21.76
Johnson City Press	44.40
Jonesborough General	383.50
Jonesborough HRA	8010.00
Jonesborough Postmaster	225.00
Jonesborough Senior Ctr	1419.83
Jonesborough Water Dept.	59.71
Jonesborough/Washington	3859.15
Joshua David Heltzel	380.00
JRT	1161.19
Jules Corriere	28.47
Kanas State Bank	8962.25
Ken Smith Auto Parts #4	65.99
Kingsport Publishing Co.	1567.03
Knock Out Chemicals, Inc.	715.85
Koyo	50.00
L&S Electronics	6.75
Liberty National	3973.84
Lorrie Wilson	200.00
Lowe's	7640.47
Lucas M. Schmidt	53.74
Mahoney's Sportsman's	125.00
Mail Works, Inc.	520.59
Main Street Catering	337.50
Mary Sanger	168.95
Mathew Bender	72.08
Mes-Carolinas	333.18
MHC Kenworth-Kingsport	152.36
Michael Oler	588.41
Michael or Deborah Stock	448.85
Microbac A/R	243.70
Miles Media Group	3619.50
Miller Plumbing & Construction	900.00
Modern Supply Co.	571.96
Moilabs	36.00
Mountain States	70.00
Nafeco, Inc.	168.50
Nancy Kavanaugh	15.29
Nancy R. Comer	127.50
Napa Auto Parts	1779.69
Nationwide Retirement	1682.96
Network Fleet, Inc.	1444.56
News and Neighbor	530.00
Office Depot Credit Plan	291.85
Old Dominion Brush	607.00
Olde Towne Hardware	1285.59
Osborne Electric Inc.	556.92
Overmountain Press	991.02
Pamela T. Daniels	54.86
Pardue Photographics	540.00

Perry's Enterprises, Inc.	409.91
Polydyne Inc.	2070.00
Precision Ironworks	580.00
<u>VENDOR</u>	<u>AMOUNT</u>
Preston-McNees	2400.00
Print Distribution Services	923.17
Probuild East LLC	7710.12
Quality Trophy & Engraving	1617.50
Qwik Pack and Ship	101.63
Refuse Parts Depot	501.17
Reinhart Food Service, Inc.	159.97
Reliance Standard (Vol)	388.63
Ricoh USA, Inc.	6414.88
Ricoh USA, Inc.	149.43
Robert Lee Harrison	15.00
Robert or Sherry Lowery	455.07
Robin B. Beals	4287.50
Robin Goodman	24.00
S&G Sales	100.00
S.B. White Company	17627.58
Saratoga	4125.34
Schaeffer's Mfg. Co.	911.84
Schiller Hardware	8263.63
Schreiber Corporation	3737.00
Sherwin Williams	2021.07
Shirt Tail Designs	152.20
Shred It	25.30
Sir Speedy	13.80
Snap-On Tools	337.00
Specialized Operations	397.68
Spoken Word Fellowship	200.00
SSCI	74.00
State of Tennessee	120.00
Stowers	794.18
Summers-Taylor, Inc.	371.00
Supplyworks	11.29
T&R Sawing	30860.00
T.L.E.T.O.A.	30.00
TBI-Fiscal Services	29.00
Tennessee Backflow	85.00
Tennessee Hospitality &	150.00
Theresa E. Hammons	117.26
Terminix Processing Center	251.00
Terry Alexander	7.38
The Chamber of Commerce	416.00
The Detail Shop	140.00
The Greeneville Sun	325.50
The Stock Pot	550.24
The Trophy Shop	385.00
Therodyne Engineering	15599.20
Thomson Reuters-West	156.45
TN Local Dev. Authority	3183.61
TN/VA Energy Solutions	328.00
Town of Jonesborough	521.88
Tractor Supply	79.98
Treasurer, State of TN	450.00
Tri-City Transmissions	727.15
Tri-Cities/SW VA Region	216.00
Tri-City Rubber & Gasket	17.68
Tri-State Bolt & Screw	54.80

Triad Freightliner	1954.16
Truck Toys & More	1303.90
Truckpro LLC	1364.93
Tysinger, Hampton & Partners	605.00
<u>VENDOR</u>	<u>AMOUNT</u>

U-Line	96.60
United Parcel Service	190.59
United States Plastic Co.	105.05
United Way	568.00
USA Blue Book	574.06
V-Academy	1311.00
Valley Equipment Co.	794.21
Verizon Wireless	3105.38
Vulcan Materials	531.97
Wal-Mart Store/GEMB	1442.75
Washington Farmers Co-op	181.47
Washington Farmers Co-op	15417.73
Waste Management	2276.55
Weems Florist	135.00
Wells Fargo Equipment	3451.00
Wells Fargo Real Estate	567.77
Wheeler & Seeley	4417.50
White's Auto Parts	702.61
Whitney S W Creative	45.00
Whitt Company, Inc.	2000.00
Williams Electric	15231.34
Wiseman's Inc.	100.00
WJHL-TV11	985.00
	\$495,917.81

A-Z Office Resources	3197.02
Advance Auto Parts	612.64
Aggregates USA, LLC	3063.52
AlSCO	90.15
American Backflow	85.00
American General Life	236.68
American Tire Distribution	13604.94
Anderson Fire, LLC	145.00
Andrew S. Metcalf	50.00
Andy Oxy Company, Inc.	71.94
Angie Sheek	13.80
Any Body Fitness	13748.00
Appalachian Gypsum	38.30
Appalachian Light & Pro	80.98
Archer Brothers Garage	130.00
Archer Electric Service	2620.00
Ascap	335.00
Aubrey Weaver	4.00
Auto Zone #2087	141.11
Bank of Tennessee	2697.07
Barbara L. Bogart	288.00
Ben Caldwell	445.00
Billy Miller	260.00
Blue Cross-Blue Shield	74402.46
Blue Tarp Financial, Inc.	54.99
BMI General Licensing	302.40
Bowman Driveshaft	110.00
Brandon Greene	38.40
Branham Corporation	10.87
Brenntag Midsouth Inc.	3439.43

Bristol Broadcasting C0.	1304.00
Broyles Florist	103.93
Building Systems	1307.40
Business Health	3329.16
California Contractors	79.80
<u>VENDOR</u>	<u>AMOUNT</u>

Catherine Metcalf	50.00
Celebrate	176.47
Central Paper & Supply	169.25
Centralized Child Support	1087.14
CenturyLink	38.24
Champion Chevrolet Cad.	338.41
Chappell's Pest Control	45.00
Chemical Feed System	2050.00
Cintas Corporation #202	368.66
Cintas First Aid & Safe	204.54
Citizens Security	4369.59
City of Johnson City	12042.00
Clear Stream Recycling	132.30
Comcast Cable	311.35
Compass Minerals Americ	18785.29
Crust Busters	1735.00
Daniel Richardson	455.00
Darrell W. Brinson	95.00
David Crum	115.00
Dearborn National	560.00
Dennis Wayne Brooks	525.00
Department of Clinical	30.00
Department of Safety	25.00
Diamond Ticketing System	683.30
Diane Thompson	56.00
Dockery Floor Covering	210.00
Down to Earth	593.61
Dry Clean City	60.00
E.S. Dockery Company	4475.00
East TN Rent-Alls	1359.65
Ecosafe Landfill VA	7169.16
Emblem Enterprises	571.50
Employee Security	475.00
Esc Lab Science	1384.00
Esc Lab Sciences	472.50
ETSU/Cass	64.00
Fenco Supply of J.C.	45.52
Ferguson Enterprises #5	4688.10
First Tennessee Bank	6938.80
First Tennessee Bank	3792.73
First Tennessee Bank	4793.77
Fisher Auto Parts, Inc.	66.19
Fleenor Security System	54.00
Food City	585.00
Foster Signs	670.00
Free Service Tire Co.	1292.75
Fuelman	62.32
G&C Supply Company, Inc.	498.86
General Sessions Court	169.75
Goodpasture Motor Co.	103.93
Grafik Touch	122.38
Grainger	399.40
Greenway Products Inc.	4256.70
Guy W Miller Jr.	41.61

Harbor Freight Tools	160.95
Harold Cochran	500.00
HD Supply Waterworks	996.00
Heather Allen	340.00
Heissee Johnson Hand Up	115.00
Henry Schein, Inc.	59.99
<u>VENDOR</u>	<u>AMOUNT</u>
Henson Land Surveys	550.00
High Road Digital	1250.00
Holiday House, Inc.	148.10
Hunter, Curtis	680.00
Hy-Tech Specialty Coating	395.00
IACP	150.00
Information Age	1470.00
Ingles #4205	204.68
Jacob Anderson	1025.00
Jason Greenlee	50.00
Jefferson Sales South	2875.93
Jeffrey Allen Story	120.00
Jeffrey Keith Dixon	100.00
Jennifer Schmidt	361.20
Jeri Jones	20.00
Johnson City Ford	668.05
Johnson City Press	84.00
Jonesborough General	39.00
Jonesborough HRA	8010.00
Jonesborough Senior Ctr	328.36
Jonesborough Water Dept.	788.31
Jonesborough/Washington	3803.75
JRT	1137.65
Judy O'Hara	8.00
K & M Flooring, Inc.	1349.02
Kanas State Bank	8962.25
Katelyn Precious Smith	340.00
Kimball Midwest	1396.79
Kingsport Publishing Co.	481.70
L&S Electronics	90.00
Leisure Media 360	30.00
Leisure Publishing Co.	120.00
Liberty National	1986.92
Logopro	255.00
Lowe's	6016.42
Lucas M. Schmidt	340.00
Madelyn Rohrer	24.00
Mahoney's Sportsman's	125.00
Mail Works, Inc.	211.61
Main Street Catering	465.75
Matheson Tri-Gas Inc.	348.00
Mathew Byrd	9.60
Mauk's of Jonesborough	8991.00
Mes-Carolinas	487.43
Mes-Carolinas	1666.96
Microbac A/R	416.40
Miles Media Group	3619.50
Modern Supply Co.	76.13
Napa Auto Parts	2833.82
Nationwide Retirement	1797.93
Network Fleet, Inc.	1452.75
Northeast TN Tourism	2550.00
Office Essentials Inc.	516.88

Olde Towne Hardware	471.99
Olde Towne Small Engine	361.35
Pardue Photographics	520.00
Peterbilt of Bristol	559.93
Pollard Water	1382.99
Power Equipment Company	4490.46
Print Distribution Services	923.17
<u>VENDOR</u>	<u>AMOUNT</u>

Purity Chemicals, Inc.	99.00
Quality Trophy & Engraving	162.80
Rain for Rent	878.70
Reeves Alignment & Auto	49.95
Refuse Parts Depot	945.89
Reinhart Food Service, Inc.	159.97
Reliance Standard (Vol)	388.63
Renee Noe	90.00
Rick Engel Enterprises	389.00
Ricoh USA, Inc.	3035.34
Robin B. Beals	650.00
Robin Goodman	9.60
Ross Valve Mfg Company	1312.40
Saratoga	4969.90
Saratoga Financial	814.71
Schaeffer's Mfg. Co.	2929.12
Schreiber Corporation	3643.00
Sesac	378.00
Sherwin Williams	120.58
Shirt Tail Designs	545.30
Shred It	25.30
Snap-On Tools	202.89
Southeastern Control	976.15
Specialized Operations	79.28
Spectra Environmental G.	99.99
Stafford Custom Graphic	50.00
State of Tennessee	102.45
Stowers	805.02
Summers Hardware	76.32
Supplyworks	239.27
Tami Moore	23.20
Taylor Battery East Whs	94.62
TBI-Fiscal Services	618.00
TDOT Local Programs	13500.00
Tennessee Federation Office	100.00
Terminix Processing Center	249.00
The Greeneville Sun	177.50
The Stock Pot	4.55
Therodyne Engineering	15531.20
Thomson Reuters-West	156.45
TML Risk Management Pool	47430.00
TN Dept. of Revenue	57.95
TN Dept. of Revenue	821.97
TN Dept. of Safety	389.50
TN Local Dev. Authority	3183.61
TN Safety & Health Council	55.00
Tonya S. Van Hook	88.00
Town of Jonesborough	602.80
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Tri-Cities/SW VA Region	216.00
Truckpro LLC	1469.89
TWWA	10.00

U-Line	97.43
United Parcel Service	186.62
United Way	377.00
USA Blue Book	748.24
Utility Service Co., Inc.	6075.31
Valley Equipment Co.	20.00
Valley Trailer Repair	176.00
Verizon Wireless	102.06
<u>VENDOR</u>	<u>AMOUNT</u>
Victor Stanley, Inc.	9312.00
Vulcan Materials	905.23
Wal-Mart Store/GEMB	686.03
Washington County EMS	21500.00
Washington Farmers Co-op	156.41
Washington Farmers Co-op	7727.27
Waste Management	2156.10
Wayne Winkler	200.00
Wells Fargo Equipment	3451.00
Western Carolina Forklift	162.14
Wheeler & Seeley	3968.00
White's Auto Parts	930.41
Wildflower Company	98.77
William Beagle	720.00
Williams Electric	511.36
Wm. S. Trimble Company	642.00
Yankee Salvage	200.00
WJHL	<u>25.00</u>
	\$468,457.73

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
80891-80911 AP	7,198.84		
80912-81110 AP	316,720.94		
81111-81135 AP	182,068.42		
81136-81156 AP	9,808.48		
81157-81170 AP	16,047.00		
	\$531,843.68		
54044-54049 AP		1,511.85	
54050-54143 AP		154,488.93	
54144-54153 AP		54,613.86	
54154-54155 AP		389.94	
54156-54161 AP		16,459.01	
		\$277,463.59	
Sanitation			
6990 – Purchase Powser			34.44
6991-7023 AP			24,707.94
7024-7026 AP			273.72
7027 – Centurylink			97.93
7028-7029 AP			235.36
			\$25,349.39

3. Approve the following Town Administrator Report:

Wastewater Improvements

As I have mentioned in the past, the WWTP is operating very well even under high flows caused by heavy rain events. Our problems now are in the collection

system with infiltration-inflow, and they manifest themselves at the influent pump station. We have had electrical problems with this station, and two of the four pumps in the station have had to be rebuilt. We just got one of the pumps back and installed, and the other should be returned within 3 weeks. In the meantime Cobern Rasnick has rented a back-up pump until we get the fourth pump back. The WWTP can handle the volume the influent pump station can pump to it (about 2.5 million gallons per day). We think we have all the issues with the station worked out, and the Wastewater crew has really focused on reducing I&I. While the major rain events create a big challenge in our collection system, it often takes these type events to find where we have problems. For example, the crew found nine areas needing fixed to reduce I&I as a result of last Wednesday's heavy rain. They had to be out in the rain to find the problems, and they are fixing those now.

Crockett H.S. Sewer – Still under design.

Wastewater Complex – The wastewater fencing is complete, and the work on the new parts room and office for wastewater has been on hold due to the weather.

Ashley Meadows Sewer – We are still waiting on the legal action needed to obtain the easement necessary to complete the sewer line construction.

Water

The Water Treatment Plant is operating very well, and Jon Lucas and his staff have been working on building improvements and cleaning. They have been insulating and working on some HVAC issues. We have been pumping around 2.6 million to 2.8 million gallons per day on the average, which is well below our 4.2 million per day plant rating.

The big issue we are working on is by-product levels in the finished water. As you know we test at four locations in our distribution system that are most likely going to show higher levels of by-products. These by-products are haloacetic acids and trihalomethanes that are the result of chlorine molecules interacting with organic matter in the disinfection process as the raw water flows through the treatment plant. Both the Treatment Plant and Water Distribution are working together to reduce by-product levels because the disinfectant, coagulant at the plant, and the carbon and algaecide we use at the intake all impact by-product levels. And flushing and water tank turnover impact levels in the distribution system. Water Treatment and Distribution are working very well together to address by-product issues, and at the end of 2015 we were in compliance with State and EPA requirements.

Water Loss – Mike McCracken continues to work with GRW Engineers on establishing priorities for line replacement in our water distribution system. I have asked them to have the plan formalized by March so we are ready to move forward as soon as the weather breaks. In the meantime we have petitioned the Department of Economic and Community Development to allow us to do force account work (use our labor and equipment) to undertake the CDBG project. That has not been finalized but we anticipate no issues. The impact of the implementation of Zone 3 improvements continues to be dramatic. We have greatly reduced our leaks, and the Distribution staff is focused on implementing line replacement projects that were budgeted.

Transportation

Intersection of Jackson Blvd & SR-354 – I asked for updated design plans and I received them from TDOT. I believe TDOT is trying to secure the funding to be able to commit to go to construction. I know they were shooting to go to bid the summer of 2016.

W. Jackson Medians –Mark Ferguson has requested to partner with the Town on the left turn lane improvement to the median cut at Family Dollar. I am working with Todd Wood to revise the plan to get TDOT approval, and in the meantime Craig Ford is working with Wally Sparks to get the project in our schedule and to undertake the cost estimate for materials.

Woodrow Ave/2nd Ave – Have not been able to schedule these improvements.

North Cherokee Street / Smith Lane – We are having to look at a revised plan to get N. Cherokee St. connected to Smith Lane to help provide a suitable location for a traffic signal in that area. We will continue to try to come up with a feasible plan, and then seek TDOT's okay on the concept of a signal at Smith Lane and Jackson Blvd.

SR-354 Corridor – Notices on the February meeting of the Corridor Committee were not sent out and Johnson City and Jonesborough (me) missed the meeting. Previous meetings have made good progress, but there has been recent input focused on four laning the highway and other issues that have the potential to slow decision making.

E. Main Street – We are waiting for the weather to clear up and for repairs to be made in our boring machine before we assist with underground power and telephone connections to the individual houses.

Grants

T-21 Walkway Grant – The contracts have been signed and King General Contractors authorized to proceed. They have moved equipment to Jonesborough and expect to start working in the area across from Barkley Creek Park.

LPRF Application – Rachel Conger has been holding public meetings on recreation priorities, and we have been detailing plans and cost-estimates related to the Community Park behind the Senior Center.

TDOT 5310 Vehicle Grant – We have not received any notification on this grant application. This is for a new Senior Center bus with wheelchair accessibility.

CDBG Façade Grant: Jackson Theatre – We were notified we did not receive this grant. That was very disappointing. There is another round in May, and we are looking at submitting another application.

Jackson Theatre

We are supposed to get a plan from the structural engineer Monday that we will consider to rework the third floor of the Jackson Theatre and make it completely usable. Mayor Wolfe is working closely on this issue, and if the plan makes sense and is cost effective. We will look at doing work with the Carter County Work Camp Crew.

We expect to do the initial closing on the RD Community Facilities Loan the week of February 15th. At that point the design process will need to move along more aggressively.

Senior Center

The kitchen is functional and been approved by the Fire Marshal and Health Department. It was used for last Saturday's Fund Raiser Breakfast at the Center. Mike Ford, Senior Center Advisory Board member and the head of food service for the Detention Center, said the Senior Center's kitchen is a "superior" facility.

Craig Ford and the Carter County Work Camp Crew are finishing up their work at the Center. They expect to be completed by the end of next week when it will be opened up for Center use. It looks great!

Chuckey Depot

Craig Ford will be moving the Carter County inmate crew back to the Depot after next week. He hopes to finish their work by late spring. The metal shingles on the roof are outstanding. Bill Kennedy did a paint chip study, and the colors have been recommended to the Historic Zoning Commission.

Committee Meetings

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

4. Approve the following Operations Manager Report:

The focus in January continued to be the completion of the downstairs section of the Senior Center. For the most part, we are substantially complete at this point. We are on final clean-up and are awaiting the arrival of the finish materials, such as mirrors, paper towel dispensers, etc. I anticipate completing the project by February 19, 2016.

Anticipating completion of the Senior Center project, I have begun working on the Train Depot. I attended a meeting with the committee and gave them an update on where we are with the project. The Water Distribution and Wastewater Construction will be completing installation of water and sewer lines the week of February 08.

The conduit has already been installed for the power and phone. The roof is complete. Once we move back to the Depot, I anticipate moving rather quickly. All major tasks have already been completed. Once we begin we will be completing finish work.

The installation of the new public safety communications system is almost complete. The radios have been installed in dispatch, the patrol cars, and fire trucks. The system has far exceeded expectations as the range on this radio system is much further than anticipated. The good thing about this system is once it is paid, we will no longer be obligated to paying outrageous radio access fees. This system will save the taxpayers of Jonesborough thousands of dollars over the long haul.

With the success of range we have experienced with this system, I am even more confident that we should be looking at adding additional radios in other departments, such as Street, Water Distribution, and Meter.

We have received numerous compliments on our snow removal. Phillip Gardner did a good job in filling-in while Wally was out for shoulder surgery. Of the five vehicles we were using for snow removal, three were surplus vehicles acquired by Major Rice in the Police Department. These vehicles performed very well and should be good for a few years-worth of snow removal.

With spring just around the corner, I will try to have an updated project list to the Board of Mayor and Alderman for the March meeting. I was unable to get that accomplished for this month's meeting due to my schedule.

5. Approve the following Committee Reports: Historic Zoning Commission, Planning Commission, Jonesborough Board of Zoning Appeals, and Keep Jonesborough Beautiful Committee.
6. Approve the following Supervisor Reports: Visitor Center Manager, Director of Tourism and Marketing, Water Distribution, Building Inspector, Street Department, Animal Control, Solid Waste and Recycle, Fire Department, Senior Center, McKinney Center, Environmental Service Director, JRT Artistic Director, Police Department, Water Plant, Water Park, Parks and Recreation, Fleet Management, and Event Coordinator.
7. Approve the position description for Fire Department Chaplain and approve the Jonesborough Fire Department policy, General Order 2.11, establishing a Fire Chaplain Program and Guidelines as follows:

FIRE DEPARTMENT CHAPLAIN

GENERAL STATEMENT OF DUTIES: Serves as a non-paid volunteer in the Fire Division. The person in this class uses their skills to assist the Fire Division in its every day operations but does not actively engage in any Immediate Death or Life Hazard Environment (IDLH), and does not receive any compensation for duties. The acronym SCBA contained throughout this document stands for Self Contained Breathing Apparatus.

DISTINGUISHING FEATURES OF THE CLASS: This is a non-supervisory, skilled position in the Fire Division. The person in this class is donating his or her skills, time, knowledge, and experience to the Fire Division. The person in this class shall act in a support position, and assist the Fire Division as described below. This class requires an initial medical assessment, even though the position does not require entry into an IDLH environment.

CRITICAL TASKS: (Illustrative Only)

- Assists the Fire Chief and Public Safety Director with establishing and maintaining a Fire Department Chaplain Program.
- Commits the time necessary to make the program effective.
- Assists the Fire Chief and other supervisory staff as needed or directed.
- Uses acquired educational, technical, and life experiences to assist the staff and community as needed.
- Be willing to be trained in all areas necessary to provide an effective Chaplain Program to the members of the Jonesborough Fire Department, including the Critical Incident Stress Management program.
- Obtains and maintains membership in the Tennessee Federation of Chaplain's Association, continued participation in the Chaplain Program shall be contingent upon satisfactory maintenance and good standing with this organization.
- Assists in clean up of equipment after emergency responses, which may include collecting equipment from emergency scenes.
- Assist in rehab at emergency scenes and during training.
- Assist the Incident Commander at emergency scenes with accountability of personnel.
- Attends and participates in training, both class room and hands on. Any training participation is limited to each individual's physical and medical ability as determined by medical personnel.
- Teaches Critical Incident Stress programs to the emergency staff.
- Respond to the needs of emergency service workers and their families if requested.
- Represent the JFD at funerals, assist in death notifications, counsels' responders, and the public if requested, during times of crisis.
- Follows Jonesborough Fire Department General Order 2.11 Chaplain Program.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of high school diploma or approved GED certificate. Continued maintenance, acceptance, and involvement with the Tennessee Federation of Fire Chaplains. Completion of a recognized Critical Incident Stress Management program. The ability to communicate with the public and Town staff in a professional manner. The desire to make a positive contribution to the staff and community of Jonesborough and surrounding area.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. This position description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. The person in this class will assist the Fire Division using knowledge, training, and experience to aid the Jonesborough Fire Division in its mission to provide quality service to the public.

ADA REQUIREMENTS

PHYSICAL REQUIREMENTS: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lb.) items and occasionally very heavy (100 lbs. or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments, or both. Must be able to push and/or pull heavy objects.

NOTE: Personnel not seeking an IDLH Environment position, will be evaluated and duties assigned after the completion and results of the medical evaluation. Some tasks listed in these requirements may not be required pending the findings of the medical evaluation and duties assigned.

ENVIRONMENTAL REQUIREMENTS: Task may require infrequent, and at times sustained, exposure to adverse environmental conditions such as cold, rain, snow, fumes, and chemical sprays.

SENSORY REQUIREMENTS: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Fire Chaplain GENERAL ORDER	NUMBER: 2.11
SUBJECT: CHAPLAIN SERVICES	PAGES: 5
ISSUED BY: Craig Ford, Director of Public Safety	ISSUE DATE: 1/9/2016

The purpose of this general order is to establish guidelines for the operation and management of the Volunteer Chaplain Service.

DISCUSSION:

The Volunteer Chaplain Service is comprised of personnel who are approved and experienced representatives of their respected denominations. A Chaplain is not a firefighter and may not act as such, but is a minister providing spiritual help, guidance, and counseling. A Chaplain's responsibilities are to assist employees,

upon request, in matters within the realm of the Chaplain. It is not the intent that the Chaplain program to circumvent an employee's choice of clergy nor should the religious context be perceived as compulsory.

PROCEDURES:

A. Organizational Assignment:

1. The Volunteer Chaplain Position is a component of the Administrative Division of the Fire Department and serves under the immediate supervision of the Fire Chief.

B. Qualifications:

1. The Chaplain shall have recognized training in counseling and human relations, for example:
 - a. When available, a licensed counselor.
 - b. Can opt to become a member of the Johnson City/Washington County Ministerial Fellowship.
 - c. An ordained clergy person, and maintain ministerial qualifications from a recognized religious body.
 - d. Must obtain and maintain membership in the Tennessee Federation of Fire Chaplain's Program.
2. The Chaplain shall be able to understand, accept and relate to persons holding different religious commitments.
3. The Chaplain shall be subject to a background investigation and approved by Board of Mayor and Aldermen.
4. The Chaplain shall be of high spiritual and moral standing and must be willing to respond to situations where a need is indicated. Response shall be determined by availability.

C. Duties and Responsibilities:

1. The general duties and responsibilities of the Volunteer Chaplain Service are as follows:
 - a. To provide counseling to employees of the Jonesborough Fire Department when requested. As availability permits due to other commitments.
 - b. To provide liaison with other religious leaders in the community.
 - c. To assist fire department employees in relocating displaced people and/or providing for essential needs in case of fire or natural disaster.
 - d. To provide assistance concerning incidents of on duty serious injury or death of employees and to perform the appropriate ministerial duties if requested.
 - e. To provide visitation for sick or injured employees at their home or medical facility, when requested.

- f. When requested, to participate in funeral or memorial services for active or retired employees of the Department and to assist family members in the planning of funeral arrangements.
 - g. When requested, to attend social events, ceremonies, and offer the invocation and benediction.
 - h. To have periodic meetings with other Chaplains to discuss subjects of mutual interest.
 - i. Encouraged to participate in employee training programs, when available.
 - j. To attend Department staff meetings when requested.
2. The Chaplain may be requested to assist the Fire Department at emergency scenes in an effort to establish an atmosphere of calm and stability. Such instances may include, but are not limited to, fires, natural disasters, vehicle accidents, cardiac arrests, and other traumatic events as determined by the Incident Commander or Fire Chief.
 3. The Chaplain may also offer counseling and assistance to persons with problems, to whom counseling would benefit. Under no circumstances shall the Chaplain self-dispatch. All activities related to representation of the Fire Department shall be requested or approved by the Public Safety Director, Fire Chief, or Incident Commander.
 4. The Chaplain shall be knowledgeable of resources for referrals and shall utilize referral services as needed.
 5. The Chaplain will deliver notices of death or serious injury and should be accompanied by a police officer, fire fighter, or ems employee at the time the notification is delivered. The Chaplain will also deliver notices of death or serious injury on request from other agencies. Such notices shall be delivered in a prompt and considerate manner and must be pre-approved.
 6. Upon approval by the Fire Chief, the Chaplain shall be provided access to the Emergency Information Packet for each firefighter. The Fire Chief shall collect, and hold this information in secured location and provide the Public Safety Director and Town Recorder access.
 7. The Chaplain may also serve in other appropriate assignments as may be directed by the Public Safety Director, Fire Chief, or their designee.
 8. All services of the Chaplain shall be in compliance with General Orders and other directives of the Fire Chief.

D. Requests for Chaplain Services:

1. The Chaplain may serve in emergencies and strengthen the services rendered by the fire department to the community. Firefighters are encouraged to use the services of the Chaplain when there is an operational need.
2. Requests for Chaplain Services for field related fire department incidents will be made as follows:
 - a. A request for the services of a volunteer Chaplain at a fire incident may be made by any supervisor at the scene but must be directed through and approved by the Fire Chief or his designee and whose authority

directly relates to the field incident. It is the responsibility of that supervisor to approve or disapprove the request.

3. The Chaplain shall not respond to fire incidents in the field unless the request and approval is made in compliance with this section.
4. In order to maintain coordination of operational activities, the Chaplain will comply with radio communications procedure.
5. During a field operation, the Chaplain shall comply with the orders and instructions of the Incident Commander.
6. This section in no way implies that employees or family members may not contact the Chaplain directly for personal needs.

E. Miscellaneous Regulations:

1. The Chaplain is authorized to operate Department motor vehicles as approved by the Fire Chief.
2. The style and specifications of civilian clothing, when representing the department, worn on duty by the Chaplain shall be of "civilian" dress type of a neat and appropriate nature.
3. The Chaplain is authorized to wear the official insignia of the Jonesborough Fire Department. The approved insignia shall be an embroidered agency logo, Department issued ID card, and/or badge containing lettering that identifies the position.
4. The Chaplain may ride on calls when desired. They shall not enter any IDLH environment.

F. Privileged Communications:

1. Verbal or written communications between the Chaplain and employees, including family members are privileged and shall be recognized as such unless expressly waived by the employee or concerned family member. The prohibition includes disclosure to any individual, panel, or board. (See Chaplain Confidentially Form)

G. Documentation of Activities:

1. Participants shall document their activities by advising dispatch whenever they are called-out or requested to provide Chaplain services.
2. It is the responsibility of the Chaplain to advise dispatch once the call is completed.

REVIEW PROCESS:

The Fire Chief or other designee shall conduct an annual review of this general order and shall make necessary revisions.

CANCELLATION:

This general order shall remain in force until revoked or revised by competent authority.

8. Approve the appointment of Daniel Miller, Robin Collins, Morgan Skidmore, Jason Sparks, Jeff Light, Tammy Ray, and Alfred Tipton as Jonesborough

Reserve Police Officers, subject to all pre-appointment conditions for a reserve officer.

9. Approve the position description for a Wastewater Maintenance Technician at Grade 8, and authorize the position to be advertised in lieu of filling the currently vacant Wastewater Operator I position.

TOWN OF JONESBOROUGH
JOB DESCRIPTION
WASTEWATER MAINTENANCE TECHNICIAN

General Statement of Duties

This employee maintains equipment and facilities at the WWTP and within the collection system under the direct supervision of the Director of Environmental Services (DES). This person performs both skilled and unskilled tasks and has knowledge and the ability to maintain all equipment related to treatment of wastewater.

Essential Functions of Job

This employee is responsible for the maintenance, repairs, and servicing of all WWTP and collection system equipment to insure proper operation. They conduct maintenance on all types of equipment at the WWTP, within the collection system, on all grounds maintenance equipment, buildings, and tools, as required. This work will include troubleshooting and diagnosis of operational issues including, but not limited to mechanical, and electrical operation. They will research parts, maintain equipment repair logs, lubrication schedules, and an adequate parts inventory for all equipment. They will be responsible for developing and maintaining a valve exercising program. They also perform other duties as assigned by the DES and/or Town Administrator

Additional Work Performed

This employee provides assistance to the Assistant DES in other activities related to the daily operation of the Wastewater Treatment Plant and performs other duties as may be assigned.

Required Knowledge and Abilities

This position requires a minimum of a high school graduate or the equivalent thereof. The employee should have knowledge of how a WWTP operates and equipment used at a WWTP, of electrical and mechanical maintenance, including gearboxes and blowers, construction equipment, buildings and tools. He/she is required to have 2-3 years related experience and/or training, or an equivalent combination of education and experience. Some knowledge of VFD and SCADA systems, installation and maintenance is preferred. This position further requires the employee to possess a valid Tennessee Commercial Driver's License or the ability to obtain said license in 180 days from employment.

Qualifications/ADA Requirements

Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally to regularly required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell.

The employee must regularly lift and/or move up to 50 pound (bag of lime) and occasionally move up to 400 pounds (drum of oil or de-foamer). Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception and the ability to adjust focus. While performing the duties of this job, this employee regularly works outside in weather conditions.

Further, the employee must have the ability to define problems, collect data, establish facts, and draw valid conclusions. The employee must be able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, and must be able to follow oral and written instructions.

Environmental Requirements

Position requires frequent exposure to inclement weather, including making repairs in the snow, ice, rain, and hot sun, and often working in water and mud. Position further requires exposure to noise, fumes and chemicals.

Sensory Requirements

The employee should have the ability to read; analyze, and interpret general business periodicals, professional journals, technical procedure, or governmental regulations, the ability to write reports, business correspondence, procedure manuals, and the ability to effectively present information and respond to questions from groups of managers, customers and the general public. He/she should also have the ability to define problems, collect data, establish facts, and draw valid conclusions, the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

10. Approve moving Bradley DePriest from his current position as a Wastewater Operator I at Grade 2 Step 1 (\$22,381) to Back-up Equipment Operator I at Grade 3 Step 1 (\$23,500).
11. Approve the Memorial Day Ceremony event as scheduled at the Visitor Center.

Mayor Wolfe said our departments have been very busy the last few weeks; we have had a lot of good comments on our Police Department, Fire Department, Street Department, and Water Department and their work on clearing the snow, keeping people safe, and addressing water line breaks. Mayor Wolfe said the staff did a great job clearing the streets with the big green army truck that we obtained through the LESSO program.

The next item on the agenda was the Financial Report. Town Recorder Abbey Miller said that we have collected about sixty (60%) percent of the 2015 property taxes, and that all revenue collections are where they should be for this time of year. Alderman Vest made the motion, seconded by Alderman Sell and duly passed to approve the Financial Report as presented.

The next item on the agenda was Mayor Comments. Mayor Wolfe said the February Employee of the Month award will be presented at the March meeting due to the recommended employee being out of town.

Mayor Wolfe said there was a recent article in Government Fleet Magazine recognizing Shane Atkins, 24, as a light duty shop foreman for the Town of Jonesborough. He read the following from the article, "Shane Atkins started in the family business repairing commercial and agricultural vehicles. At Jonesborough, he has taken on the task of modernizing the parts room. He takes night classes to learn about changing equipment on newer vehicles, and he's taken what he's learned there to recommend money-saving diagnostic tools that have allowed the fleet to reduce its outsourced repair work. He plans to continue learning about inventor, finance, and asset replacement schedules to broaden his knowledge of fleet management". Mayor Wolfe congratulated Mr. Atkins on this recognition.

Mayor Wolfe read a thank you note from Michael Hartman, who praised the dedication of the Town's Water Distribution employees, and more specifically Daniel Miller. Mr. Hartman related that a couple of weeks ago when the temperature was in the

low twenties, he reported a waterline break at 106 Malone Drive. He said water was shooting up everywhere. Mr. Hartman said that in a very short period of time Daniel Miller showed up to work on the broken line. He added that Mr. Miller got soaking wet but continued to work until he got the water turned off and the line break contained. Mr. Hartman said he wanted to make the Town leaders aware of Mr. Miller's efforts on that extremely cold day and hoped that Mr. Miller and the Distribution Department would be recognized for their dedication, professionalism and exemplary customer service.

Mayor Wolfe read a note from Sonia King thanking the Town for the beautiful peace lily that was sent for her father Jim Martin's funeral.

Mayor Wolfe read the following Prayer List: Phillip Gardner, whose sister passed away, and Alderman Countermine, whose brother passed away, The Mayor asked that we continue to remember Wes Ford, Jerry Ford, Gina Fritts, Leon Overbay, Pam Bailey's husband, Jared Richardson, and Baxter Bledsoe.

Mayor Wolfe said he would like to have the March 14, 2016, meeting rescheduled to March 21st due to some Board members being out-of-town. Motion was made by Alderman Dickson, seconded by Alderman Sell and duly passed to add the change of the March meeting to the agenda.

Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to approve changing the BMA March meeting from March 14th to March 21st, 2016, at 7:00 p.m.

Mayor Wolfe said he ate lunch with Kevin Triplett, Commissioner of Tourism for the State of Tennessee, who recently visited Jonesborough, Johnson City, and Washington County for the day to evaluate the state of tourism in our area. Mayor Wolfe said that Washington County is ranked 10th in terms of generating tourism dollars out of 95 counties in Tennessee. He said they talked in depth about tourism and why it is important to this area. The Mayor added that what Jonesborough does in terms of quality of life and tourism directly effects the growth of our community.

Mayor Wolfe recognized two County Commissioners in the audience and asked if they would like to say anything. Dr. Paul Stanton thanked Jonesborough for all they do. He said he moved to Jonesborough 31 years ago; he met with Mayor Wolfe about a year ago and said to Mayor Wolfe that he wanted to give back to the community and was subsequently placed on the Senior Center Advisory Committee and the Tree & Townscape Committee. He said the new Senior Center is a blessing to the community and was told we would be dedicating the second floor next week. Dr. Stanton added that we are fortunate to have Mary Sanger as Director of the Senior Center. He thanked Town employees for their many hours of keeping the Town running smoothly. He reminded everyone that he is running for County Commissioner, that early voting starts February 10th, and the election is March 1st.

Commissioner Joe Grandy said it is always a pleasure to be in Jonesborough and to observe the Town leaders in action.

Mayor Wolfe said Betty Ziesel, who is challenging Dr. Stanton for the Commission seat, is present and asked if she would like to say something. Ms. Ziesel said she is so appreciative of the Jonesborough area. She said she grew up in a small town and Jonesborough feels like coming home. She added that she is thankful for the support she has received from the community.

Alderman Comments was the next item on the agenda. Alderman Sell announced that the Denver Broncos won the Super Bowl. There were no further comments.

Town Attorney comments was next on the agenda. Attorney Wheeler said he had nothing to report at this meeting but would need to meet with the Board in Executive Session at the next meeting.

Citizen Comments was next on the agenda. Mr. John Markopoulos, 205 W. Main Street, stated he had lived in Jonesborough for ten years and he loves Jonesborough. He said he emailed Abbey Miller on a couple of matters, one being the speed bump in front of his house. He said much of the traffic goes too fast when it hits the speed bump, and they can feel it in their home at Sisters Row. He said when a truck goes over the speed bump the windows rattle in their home and at Tammy Moore's house, and he has cracked windows in his home because of this. He said it is also about safety. He said he asked for some signs and they were put up, but they have not helped. Mayor Wolfe said this item needs to go to the Traffic Committee because they approve the locations of speed tables and crosswalks on Main Street, and that this item will be put on the Traffic Committee agenda. He added that the Board of Mayor and Aldermen is the end point after the Traffic Committee discusses items and makes recommendations. He said Mr. Markopoulos will be notified so he can attend the Traffic Committee meeting.

Mandy Langley, 210 W. Main Street, addressed the Board and said she has concerns about the safety of her children because of the speeding on Main Street. Mayor Wolfe said traffic continues to increase and it is up to approximately 11,000 cars per day on Main Street. He said Ms. Langley will also be notified of the Traffic Committee meeting.

Jeff Falk, 205 W. Main Street, addressed the Board and complained about the eighteen wheelers coming through Town which cause his windows to rattle. He said too many cars come through Town.

Alderman Vest said over the years the Board has tried to do things to attract people to downtown. He said as the traffic increased on Main Street there were improvements at Washington Avenue and Second Avenue in hopes that those improvements would take traffic to 11-E but people like to drive downtown because it is attractive.

Ruth Verhegge, 601 W. Main Street, addressed the Board to remind Board members about the Special Tribute to Emergency Responders on Friday, March 11, 2016, at 7:00 p.m., in front of the Courthouse. She said this will be a very special event where all emergency responders who have lost their lives in the last five years in Washington County will be recognized. Mayor Wolfe thanked Ms. Verhegge for all her work on this and other events. Ms. Verhegge added that the alternate location for the event will be at the Visitor Center if weather is bad.

The first item under New Business was the FY2014-2015 Audit Report. Mayor Wolfe said there were a couple of items of interest to the auditors, one of which is the LESSO Program whereby the Federal Government through the State Government disposes of surplus military equipment to municipalities for Public Safety purposes. Mayor Wolfe said this has been a very successful program for the Town whereby we have been able to obtain vehicles and equipment that have allowed the Town to accomplish a lot of work. He said some Police Departments were getting tanks, assault rifles, etc. and it was determined by the Federal Government that this type of equipment did not need to go to Police Departments so the program guidelines were changed last fall; under the new guidelines certain things like trucks could not be sold or utilized in the manner in which we were using them. He added that it was not the Town's fault that the guidelines changed, that the program has been very beneficial to the taxpayers of Jonesborough, and the fact remains that we followed the guidelines that we were given. Mayor Wolfe said Kevin Peters, Town auditor, will address this issue when he gives his report on the audit. Mayor Wolfe said the Board is very proud of our Recorder and her staff and all employees when it comes to compliance issues; we regard that as an important function.

Mayor Wolfe asked Kevin Peters how he found the financial state of affairs of the Town and how he would rate the overall financial condition of the Town of Jonesborough.

Kevin Peters, Auditor with Blackburn, Childress, and Steagall, addressed the Board. He thanked the Board for allowing his firm to serve the Town. He said often times with Federal programs there are additional compliance requirements that have to be tested during the audit. He said the LESSO Program is one such program for the 2014-15 fiscal year and said this program is unique and is a good program for many communities. He said anytime there is \$500,000 in federal grant dollars received, there are additional audit requirements.

Mr. Peters said there were only two findings in the audit which is really good. One is the finding on the LESSO Program and the other is one that is carried forward from prior years concerning the Lowes water line note. He said Karen McMurray, Bob Browning, Abbey Miller, Craig Ford, Matt Rice and he met to discuss the LESSO program. He said he hopes to have some revisions and clarifications to the LESSO guidelines in the near future. Ms. Miller said the Town's finding is because departments other than Public Safety were using some of the LESSO vehicles and equipment. Mayor Wolfe said we feel we complied with the program. Ms. Miller said Kevin Peters and others from his firm met with Representative Roe to discuss their concerns with the LESSO program.

Mr. Peters said there is a clean opinion on the 2014-15 Financial Statements which is the best that can be issued. He said that is a tribute to Abbey Miller, Lorena Craddock, and Sarah Byrd for their work on a daily basis. He said there is a good summary on pages 4-13 of the audit that is prepared by Ms. Miller and Mr. Browning. Mayor Wolfe asked about the prior period adjustment of \$667,424. Mr. Peters said the adjustment was necessitated by the requirements of a new auditing standard related to pension funds. Ms. Miller said the auditors were required to perform test procedures on each Town employee's TCRS retirement account. Mr. Peters added that the Town has a lot of grant activity and the total grant funds received was \$3.7 million which also necessitated additional audit procedures.

Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to accept and approve the FY2014-2015 Audit Report as presented.

The next item on the agenda was the approval of a public/private partnership agreement for stormwater improvements on Sweetgrass Lane. Motion was made by Alderman Dickson, seconded by Alderman Vest and duly passed to approve the public-private partnership with Randy Smythe, 242 Sweetgrass Lane, for the purpose of solving stormwater problems along Sweetgrass Lane with Mr. Smythe providing the cost of materials and the Town providing labor and equipment.

PROPERTY OWNER AGREEMENT FOR STORM WATER IMPROVEMENTS WITHIN THE MEADOWS SUBDIVISION

THIS AGREEMENT entered into the 8th day of February, 2016, between the **Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee** (hereinafter referred to as "the Town", and **Randy Smythe** (hereinafter, collectively, if applicable, referred to as "the Property Owner").

WHEREAS, Property Owner are the sole owners of property located at 242 Sweetgrass Lane, in the Town of Jonesborough, Washington County, Tennessee; and

WHEREAS, the parties wish to enter into an agreement whereby the Town will make alterations to the stormwater facilities with the MEADOWS SUBDIVISION and on the property of the Property Owner to improve the overall storm drainage within the subdivision as specified herein; and

WHEREAS, the Board of Mayor of Aldermen of the Town of Jonesborough have determined that it is in the public's interest to modify said drainage facilities relevant to the stormwater within the surrounding neighborhood and the Property Owner agrees with this determination; and

WHEREAS, the parties agree that the Town is entering into an agreement to do work on private property for the benefit of the public without obligation to do so;

IT IS THEREFORE UNDERSTOOD AND AGREED THAT:

The parties agree that the Town will perform the scope of work shown on the Plan of the Town's consulting engineer, DTWood Engineering, Inc., dated the 20th day of December, 2015 and used as Attachment A.

The parties agree that the Town of Jonesborough is granted authority to enter on to the property of the Property Owner to complete the work as outlined in the above referenced Plan and the Exhibit to this agreement, if any, and the Town of Jonesborough agrees to restore the property with respect to grading and seeding to its current condition and to minimize the effect of the construction to the extent possible.

The parties agree that the Property Owner will be responsible for the cost of all materials used on the property of the Property Owner and the Town will be responsible for the labor costs of any improvements made on the property of the Property Owner. The parties acknowledge that each has been afforded the opportunity to review the Plan referenced above and "Exhibit A" and understand the scope and nature of the work outlined therein, and have additionally had the opportunity to have an engineer or other expert of their choosing, review the proposal if they so desire, and therefore agree to release and hold-harmless the Town of Jonesborough and DTWood Engineering, Inc. for the design of the improvements to these properties throughout the subdivision and the resulting changes to stormwater runoff.

The parties acknowledge and agree that the improvements agreed to herein may not resolve storm water issues within the subdivision and on the property of the Property Owner and that the improvements are designed to make the situation throughout the neighborhood better, but not necessarily to completely prevent storm water management issues. The Parties agree that the Town and DTWood Engineering, Inc. make no representations or warranties with respect to the design, construction or operation of the improvements discussed herein.

The parties acknowledge that the Town of Jonesborough is offering to conduct this work on private property as a general benefit to the welfare of the surrounding neighborhood within the corporate limits of the Town of Jonesborough, and that the Town of Jonesborough has no legal responsibility for undertaking such improvements and therefore, the parties agree to release and hold-harmless the Town of Jonesborough and DTWood Engineering, Inc. for any and all claims related to the operation and use of the improvements outlined in the Plan and on "Exhibit A" to this agreement, to the extent they are implemented according to the Plan and "Exhibit A" to the agreement whether those improvements are located on the property of the Property Owner or otherwise.

The parties agree that employees, contractors or other laborers working on these improvements will remain at all times employees of the Town of Jonesborough and the Town of Jonesborough shall provide workers' compensation coverage for all such persons, or require proof of such coverage from any contractor.

The Property Owner agrees to execute easements or the right of entry for the improvements on the property of the Property Owner to allow for the construction and maintenance of the improvements and easements for reasonable access to the improvements for the purpose of construction and maintenance of the improvements at the request of the Town.

The parties specifically agree that all obligations and rights granted hereunder shall run with the land and that their heirs, agents or assigns shall be bound by this agreement.

IN WITNESS whereof, the parties affix their signatures on the date set forth above.

PROPERTY OWNER

PROPERTY OWNER

**STATE OF TENNESSEE
COUNTY OF WASHINGTON**

PERSONALLY appeared before me, a Notary Public in and for the State and County aforesaid, _____, with whom I am personally acquainted (or who proved his identity to me on the basis of satisfactory evidence), and who acknowledged that he executed this instrument for the purposes therein contained, and as his free act and deed.

WITNESS my hand at office in the State and County aforesaid, this, the ____ d a y of _____, 2016.

NOTARY PUBLIC

My Commission Expires:

**STATE OF TENNESSEE
COUNTY OF WASHINGTON**

PERSONALLY appeared before me, a Notary Public in and for the State and County aforesaid, _____, with whom I am personally acquainted (or who proved his identity to me on the basis of satisfactory evidence), and who acknowledged that he executed this instrument for the purposes therein contained, and as his free act and deed.

WITNESS my hand at office in the State and County aforesaid, this, the ____ d a y of _____, 2016.

NOTARY PUBLIC

My Commission Expires:

**BOARD OF MAYOR AND ALDERMEN
OF JONESBOROUGH, TENNESSEE**

By: _____
Kelly Wolfe, Mayor

ATTEST:

Abbey Miller, Town Recorder
APPROVED AS TO FORM:

James R. Wheeler, Town Attorney

The next item on the agenda was the Ordinance for wine sales in food stores and related compliance forms. Mayor Wolfe said Jonesborough has to update several Ordinances in order to reflect the language in the State legislation allowing the sale of wine in food stores. He said Mr. Wheeler and Mr. Browning have worked together to make these updates. He said Ingles and Food City have already been to Town Hall to apply for their Certificates of Compliance which will be presented to the TN Alcohol and Beverage Commission. Mr. Browning has suggested we have a called meeting to pass this on second reading. Alderman Vest asked if the liquor stores will be able to sell wine since they are not food stores. Mayor Wolfe said the liquor stores are in a different zone and are already selling wine.

Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to approve on first reading an Ordinance amending Title 2, Chapter 1, of the Jonesborough Municipal Code, adding subsection 2-108(1)(a), the definition of a retail liquor store, and adding new Section 2-109 Food Stores Selling Wine, establishing local

criteria for an applicant obtaining a Certificate of Compliance needed by the applicant to obtain a license for Food Store Wine Sales from the TN Alcoholic Beverage Commission.

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 2, CHAPTER 1, THE ALCOHOLIC BEVERAGE ORDINANCE, TO ALLOW FOOD STORES WITH PERMITS TO SELL WINE FROM THE TENNESSEE ALCOHOLIC BEVERAGE COMMISSION

WHEREAS, the Tennessee State Legislature passed §57-3-806 which allows for the sale of wine in Food Stores beginning July, 2016, and

WHEREAS, Jonesborough has at least two Food Stores that meet the eligible definition established in the legislation that may apply to the ABC for a wine permit, and

WHEREAS, local communities must provide a Certificate of Compliance stating that background checks have been run on store managers and any corporate executives responsible for local stores to determine they have not been convicted of a felony in the last (10) years, and in addition certify that the store location(s) meet local zoning requirements, and

WHEREAS, Jonesborough needs to bring its Alcoholic Beverage Ordinance into compliance with new criteria established by the State Legislature for the sale of wine in food stores, then

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that Title 2, Chapter 1 of the Jonesborough Municipal Code is hereby amended as follows:

1. The section title of 2-108 is changed to read Retail Liquor Stores.
2. A new subsection 2-108(1)(a) is added that reads as follows:
 - (1)(a) Retail Liquor Stores are defined as stores licensed under TCA §57-3-208 to sell wine, intoxicating liquors and beer of over five (5%) alcohol content; retail liquor stores are not Food Stores permitted by the ABC to sell wine under TCA §57-3-806.
3. A new section 2-109 that reads as follows:

2-109 Food Stores Selling Wine

 - (1) Sale Authorized. It shall be lawful for a licensee to sell wine at retail in a food store within the corporate limits of Jonesborough provided background checks on the food store manager and responsible corporate officer and zoning are properly certified by the Jonesborough Board of Mayor and Aldermen and the license to sell wine has been properly issued by the Tennessee Alcoholic Beverage Commission under criteria established in TCA §57-3-806.
 - (2) License and Certificate Required. It shall be unlawful for any food store to sell wine at retail without first obtaining a Certificate of Compliance certifying clear background checks and the proper zoning, as well as an approved license to sell wine has been obtained from the Tennessee Alcoholic Beverage Commission.
 - (3) Number of Food Stores with License to Sell Wine Retail. There is no limit to the number of food stores that can be permitted to sell wine if they meet local and state criteria.

(4) Application for Certificate of Compliance. Applications for a Certificate of Compliance must be filled out completely, and the completed application must be acted upon by the Jonesborough Board of Mayor and Aldermen within sixty (60) days or the application is deemed granted.

(a) A background check must be undertaken on the store manager, and, if a corporation, the CEO or corporate officer responsible for the food store in Jonesborough.

(b) The required background checks must determine if the manager or corporate officer in charge has been convicted of a felony in the last ten (10) years.

(c) The background checks must be initiated by the applicant and the cost of the background check will be the sole responsibility of the applicant. Background checks must be undertaken by a reputable firm, approved by the State and Federal government that can undertake a national search using fingerprint technology to determine if a felony has been committed in the last ten (10) years. Background search results must be submitted to the Town of Jonesborough along with the necessary address and contact information of the firm utilized for the search so a verification of results can be obtained. An application for a Certificate of Compliance is not considered complete until the background check results have been submitted to the Town.

(d) The property must be properly identified to allow Town staff and the Town Board to make a determination of proper zoning.

(e) A Certificate of Compliance application fee will be \$250.00 or the maximum allowed by State law.

This ordinance shall become effective immediately after its passage on second and final reading.

Motion was made by Alderman Vest and seconded by Alderman Sell that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Vest,
 Alderman Sell, Alderman Dickson

Those voting against: _____

PASSED ON FIRST READING February 8, 2016

KELLY WOFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by Alderman Sell, seconded by Alderman Vest, and duly passed to approve on first reading an Ordinance amending Title 11, Chapter 5, Section 11-503, 11-520, and 11-523 adding definitions of a food store permitted to sell wine and a grocery store, and adding food stores properly permitted to sell wine as an allowable use in B-3 and B-6 zones.

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS 11-503, 11-520
AND 11-523 OF TITLE 11 CHAPTER 5, ZONING ORDINANCE
OF THE JONESBOROUGH MUNICIPAL CODE

WHEREAS, the State Legislature has passed enabling legislation allowing the sale of wine in food stores under certain conditions including a local referendum approving such sale, and

WHEREAS, Jonesborough passed a referendum in 2014 approving the sale of wine in food stores, and

WHEREAS, it has been deemed necessary to clarify sections of the Jonesborough Zoning Ordinance to appropriately locate food stores permitted to sell wine in Jonesborough, then

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that Title 11, Chapter 5, Sections 11-503, 11-520 and 11-523 are hereby amended as follows:

11-503 Definitions. New subsections 11-503 (14A) and 11-503 (16A) are added as follows:

1. 11-503 (14A) Food Stores Selling Wine. A business that derives at least 20 percent of its sales from the retail sale of food and food ingredients, has floor space of at least 1,200 square feet, that food sales be those

taxed at the lower 5 percent state rate rather than the higher tax for prepared foods, and that has been licensed by the TN Alcoholic Beverage Commission to sell wine retail.

2. 11-503(16A) Grocery Stores. A business with 50% of its sales being food products and food ingredients not selling wine or alcoholic beverages above 5% alcohol content.

11-520 B-3 (Arterial Business District). Section 11-520 is hereby amended of adding subsection (6) Food Stores selling wine.

11-523 B-6 (Urban Commercial Corridor District). Section 11-523 is hereby amended by adding subsection (2)(h) Food Stores selling wine.

This ordinance shall become effective immediately after its passage on second and final reading.

Motion was made by Alderman Sell and seconded by Alderman Vest that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Sell,
 Alderman Vest, Alderman Dickson

Those voting against: _____

PASSED ON FIRST READING February 8, 2016

KELLY WOFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to approve on first reading an Ordinance amending Title 11, Chapter 5, Section 11-517(c) adding language clarifying the definition of a Retail Liquor Store.

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 11, CHAPTER 5 CLARIFYING THE DEFINITION OF A RETAIL LIQUOR STORE ONLY TO BE LOCATED IN JONESBOROUGH'S RETAIL LIQUOR STORE OVERLAY ZONE

WHEREAS, Jonesborough has a Retail Liquor Store Overlay Zone in which retail liquor stores can be located, and

WHEREAS, the Tennessee Legislature has passed enabling legislation that allows, under certain conditions, the sale of wine in food stores, and

WHEREAS, it has been deemed necessary to ensure that food stores meeting local criteria and being permitted by the Tennessee Alcoholic Beverage Commission are not regulated as retail liquor stores, then

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that the first sentence of 11-517(c) RLS (Retail Liquor Store) Overlay Zone be amended in its entirety as follows:

11-517(c) RLS (Retail Liquor Store) Overlay District. It is the intent of this district to allow retail liquor stores, as defined in Title 2, Chapter 1, Section 2-108(1)(a) of the Jonesborough Municipal Code, to be located in areas that provide the best opportunity for the stores to be successful with the least negative impact on the Jonesborough community.

This ordinance shall become effective immediately after its passage on second and final reading.

Motion was made by Alderman Vest and seconded by Alderman Sell that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Vest,
 Alderman Sell, Alderman Dickson

Those voting against: _____

PASSED ON FIRST READING February 8, 2016

KELLY WOFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by Alderman Vest, seconded by Alderman Dickson and duly passed to authorize the application process to begin for a Certificate of Compliance and clarifying that these applications will not be considered until second and final reading of the previous three Ordinances.

TOWN OF JONESBOROUGH
RETAIL FOOD STORE WINE
APPLICATION FOR CERTIFICATE OF COMPLIANCE

GENERAL: The Town of Jonesborough will review information related to an application by a retail food store within the city limits of Jonesborough to obtain a Certificate of Compliance stating the applicant meets the location and background check requirements necessary to obtain a Retail Food Store Wine License from the Tennessee Alcoholic Beverage Commission. The following information is needed in order for the Town to carry out the required review.

Name of Store: _____

Street Address: _____

Parcel No: _____ Washington County Tax Map No. _____

Name of Applicant: _____ Soc. Sec. #: _____ Date of

Birth: _____

Store Manager

Applicant's Business Address: _____

Contact Information: Phone: _____ Email: _____

If Corporation:

Corporate Officer(s) _____ Soc.Sec.#: _____ Date of Birth: _____

In Charge of Store: _____ Soc.Sec.#: _____ Date of Birth: _____

Type of Food Store: _____

Percentage of Food and Food Ingredient Sales: _____ %

Background Search. Jonesborough requires a background search undertaken for the Store Manger and, if a corporation, the Corporate Officer responsible for the Jonesborough store. The initiation of the required background search(es) is the responsibility of the applicant, and any cost associated with the background search(es) is also the responsibility of the applicant. While the Town of Jonesborough will receive initial applications for a Food Store Certificate of Compliance for Wine Sales, the application will not be considered complete until the Town has received the results of the required background search.

Firm used for Background Search: _____

Address: _____

Firm Contact Information: Name: _____

Phone No's: _____

Email: _____

I have read and understand the requirements of Jonesborough Retail Food Store Wine Application for Certificate of Compliance.

Applicant Signature

Date

Printed Name

TOWN OF JONESBOROUGH CERTIFICATE OF COMPLIANCE
RETAIL FOOD STORE WINE
Jonesborough, Tennessee

Store Name - Address

This is to certify that:

Name of Applicant–Storage Manager: _____ Date of Birth: _____

Corporation Name: _____

Corporate Officer In Charge of Store: _____ Date of Birth: _____

Business Address: _____

Mailing Address: _____

Has made application for a Certificate of Compliance to sell retail food store wine in the Town of Jonesborough, Washington County, State of Tennessee, at

Store Address

And that a careful investigation has been undertaken of the applicant's felony criminal record and of the location of said business, and from the information received through said investigation the undersigned certifies:

1. That the applicant or applicants who are to be in actual charge of the business have not been convicted of a felony within a ten-year period immediately preceding the date of application; and
2. That the applicant or applicants have secured a location which lies within the city limits of the Town of Jonesborough and which complies with all applicable zoning laws adopted therein by the Town.

Signed this _____ day of _____, _____

Kelly Wolfe, Mayor, Town of Jonesborough

ATTEST: _____
Abbey Miller, Town Recorder

Mayor Wolfe said the last item is to schedule a called meeting to consider second and final reading of the Ordinances related to selling wine in food stores, reviewing the zoning of applications received by Food City and Ingles, and considering approval of Certificates of Compliance for Ingles and Food City, subject to receiving acceptable background searches. Mayor Wolfe said we have to have background searches done on two people for each application, one on the Store Manager and the other on the CEO of the corporation. Alderman Vest asked why we had to have a called meeting since the law is not effective until July. Mr. Browning said they are trying to submit their applications to ABC as early as possible because of the anticipated volume of applications that will be submitted to ABC across the State. Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to schedule a called meeting for Monday, February 22, 2016, at 8:00 a.m.

The meeting was duly adjourned.

ABBEY MILLER, RECORDER

KELLY WOLFE, MAYOR