

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

FEBRUARY 9, 2015

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

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

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

The next item on the agenda was the Consent Agenda. Mayor Wolfe asked that the appointment of an Environmental Services Director be removed from the agenda because it was placed there in error. Bob Browning apologized for the error. Mayor Wolfe asked if there were any items the Aldermen would like to have moved to the Regular Agenda for discussion. There were none. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed, to approve the Consent Agenda with the removal of the appointment of Environmental Services Director, as follows:

1. Approve of the minutes for the January 12, 2015, Beer Board and Regular BMA meetings.
2. Approve the following January bills for payment:

INSERT BILLS

3. Approve the following Town Administrator Report:

Wastewater Improvements

We are continuing to close out all phases of the Wastewater Improvement Project. Close out forms have been sent to the TN Dept. of Economic and Community Development with the Community Development Block Grant (CDBG) funding associated with the WWTP improvements. Close out documents have also been sent to the Federal Economic Development Administration (EDA).

We will have some of the grant funding from Rural Development but the amount has not been determined yet. Rural Development initially indicated that

remaining grant funds would be sent back into the Rural Development funding pool. We are trying to get RD approval to use the remaining funds at the Wastewater Plant site. We need a four-wheel drive truck to get to the aerator we have to check daily.

Ashley Meadows Sewer – The new sewer line from Ashley Meadows off SR-81 North to the sewer system serving the Meadows Subdivision has been constructed to the property line of the Meadows. If the Agreement with Brian King is executed, we will work quickly to complete the remaining portion of the sewer line construction.

David Crockett H.S. Package Plant – The CDBG application has to be in to Nashville later in February. The application is being prepared by the Development District and GRW Engineers has prepared the Preliminary Engineering Report. These applications go into the State, and the applications are scored and ranked. The application process is a competitive process. The evaluation committee send recommendations to the Commissioner of ECD and the Commissioner sends his recommendations to the Governor. It is usually in the fall when the announcements are made on which projects are funded.

Water

GRW Engineers finalized their Preliminary Engineering Report for the Town's Block Grant application being submitted to EDC for water loss reduction. Evan Sanders of Community Development Partners says he feels good about our application. Water loss reduction is called a system-wide project, and we had to send out surveys to all Jonesborough's water customers. We received over 1700 surveys which is over 15% of our customers. This is over three times the number of the response rate normally received on income surveys, which is great.

We had a problem with one of our booster pumps at the Rock House Road pump station. This pump station is located on Rock House Road and pumps water into Jonesborough and the Persimmon Ridge Water Reservoir. The check valve system in the Rock House Road pump failed, the pump kicked off, and water fed back into the clear well at the Water Plant, flooded the pump room, and shorted out the pumps at the Treatment Plant. We were down for over a day and were out of water in the system for about an hour. We are working on ways to prevent that situation from happening again. The Rock House Pump Station pumps are not nearly as difficult to work on as the intake pumps that are 70 feet deep, but there still is an extended repair time when one goes out. The pump station is set up for three pumps, we have two, and we will be looking for the most cost-effective way to install a third pump. We are also looking at a float system in the clear well that will cut off pumps when the clear well water level gets too high. We are also looking at an alarm that goes off at the plant when a pump at the Rock House Pump Station goes out without the operator shutting it down. We will continue to look at providing a safeguard system.

Transportation

Persimmon Ridge Rd & Shell Road – We have completed a lot of the grade work on Shell Road. Not much has happened on the Cloyd property with Baker Construction due to the weather. TDOT has submitted a spot Safety grant application to Nashville, but I have not heard anything on the status of that application.

Woodrow Ave – John Buchanan, owner of the house at 2nd and Woodrow Ave that we need to work out an agreement to widen the turning radius at that intersection, has submitted a proposal. Craig Ford will be meeting with Mr. Buchanan and Todd Wood next Wednesday to try to work out an agreement. That agreement, if developed, will go to the Traffic Advisory Committee at the end of February, and then go to the MBA in the form of a Private/Public Partnership.

Jackson Blvd/SR-354 – This is still in design by TDOT for construction.

W. Jackson Medians – Letters were sent to Family Dollar and Mark Ferguson, Advance Auto, and West Hills Tractor to see if they were interested in a partnership agreement to make turn lane improvements. Mark Ferguson communicated to Todd Wood that he was interested in a possible partnership, and was told to write a letter of request to the Town. There has been no letter or further interaction. The Traffic Advisory Committee voted to pursue looking at median cuts along Jackson Blvd from Headtown Rd to Persimmon Ridge Road to see what improvements were needed and feasible. This would be similar to the planning work done on W. Jackson Blvd from Payne Road to Family Dollar Store. The TAC felt there are only a few sections of Jackson Blvd left in which turning improvements have not already been made, and the Committee felt it was a better idea to go ahead and see what changes might be needed in the future. Once completed and approved by the BMA, and a request for a turning lane improvement would be compared to the plan.

Grants

LPRF Walkway/Playground Grant – April Johnson of TDEC is coming to Jonesborough next week for a final inspection, and if acceptable, the grant will be closed out.

Safe Routes to School – Equinox and Todd Wood are supposed to have plans reviewed based on TDOT comments by the end of next week. Once these plans are approved we will be authorized to obtain ROW (there is only one permanent ROW). We will move this process along as quickly as possible.

T-21 Walkway Grant –ROW acquisition has been approved, and with the ok from the Federal Highway Administration, we will be authorized to go to bid.

Jackson Theatre

The inmate crew is currently undertaking demolition within the interior of the Jackson Theatre after receiving the ok to proceed from the TN Historical Commission. Rural Development is still processing the Community Facilities application but it still has not been sent to Nashville to-date. Committee work on interior design options has begun.

Senior Center

Progress is occurring but slowly. The roof is being installed, and hopefully it will be completed by the end of month. Applications have been received for the new Director's position. The Mayor has set up an interview committee, and interviews will be set up starting next week.

Farmers Market

The project is complete from the Town's standpoint.

Downtown Streetscape Plan

Additional Wayfinding signage has been installed.

Chucky Depot

We are working on the building, caboose and walkway layout, as well as the parking area. We hope to start footers when we have a stretch of warmer weather.

Model Railroad Museum

Still under review by ETSU.

Economic Development

EPA Brownsfield Assessment Grant – No word to-date on County grant application.

Smart Communities Initiative – The application for SCI assistance from the University of Tennessee has been submitted. In the meantime we are working with the Sustainable Business Development Center at UT through their Tourism and Hospitality Department to look at a business and marketing plan for the

AmericInn and the Historic Eureka Inn to make our two major overnight facilities commercially sustainable.

Virginia Tech Community Design Assistance Center – They have just sent an initial draft of the park design of the current Municipal Garage area, and are continuing to work on a Municipal Garage area plan for the Rosenbaum property.

Committee Meetings

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

4. Approve the following Operations Manager Report:

For the month of January, the inmate crew continued building the 40-foot by 70-foot storage facility at the Water Treatment Plant. The structure has been completed with the exception of a couple of sheets of metal. We were short a few sheets that prevented us from finishing and had to order more. What we have left will take about one day to complete.

We began demolition work on the Jackson Theater. It has progressed remarkably well. We will be at the point very soon to allow the structural engineer to come in and inspect the building for any structural deficiencies. We have discovered some of the decorative work that was done to the building in the 1940's renovation project. So far, any obvious structural damage we have uncovered has been minimal and is related to water damage.

I met with surveyors from Tysinger/Hampton for the purpose of setting the right-of-way lines for the railroad off Second Avenue. Now that these lines have been set, we can begin preparation for erecting the Train Depot. The drainage way has also been completed on the Town right-of-way in order that we may put the caboose in place.

I also met with the Engineering Department of the Johnson City Power Board, as well as, our Water Department staff for the purpose of preparing the water lines and underground power line construction. The Power Board has designed the power and street lights for this project and materials have been ordered for the water line. When the weather breaks, I plan on starting the construction of the water lines and the power, as well as digging the footers for the building.

We began the refurbishing of the State Historic Markers. Foster Signs has finished the first one and will begin the second one next week. Once we are finished with the markers, I will meet with Terry Alexander and have them added to the Town's website as a reference.

5. Approve the following Committee Reports: Historic Zoning Commission, Main Street Jonesborough Board, Visitor Center Committee, Keep Jonesborough Beautiful Council, Board of Zoning Appeals, and Jonesborough Planning Commission.
6. Approve the following Supervisor Reports: Visitor Center Manager, Director of Tourism and Marketing, Water Distribution, Building Inspector, Street Department, Animal Control, Park and Recreation, Solid Waste and Recycling, Fire Department, Police Department, Senior Center, Water Park, Fleet Management, McKinney Center, Events Coordinator, Water Treatment and JRT Artistic Director.
7. Approve increasing Rick Duvall one step in the compensation to Grade 11 Step 2 (\$34,058) for his Grade I Wastewater certification, retroactive to official notification, and authorize Operations Manager Craig Ford to work with the Town Administrator and supervisory staff to make recommendations for improvements in the compensation plan for a more consistent and equitable approach to certifications associated with certain positions.
8. Approve the transfer of Adam Johnson into regular full time status as a Jonesborough Firefighter in Grade 9 Step 2 (\$30,892), eligible for all regular Town employee benefits.
9. Approve the hiring of Luke Cole and Heath Rutherford as Water Plant Operators, non-certified, in Grade 7 Step 1 (\$27,203), subject to all pre-employment conditions including Worksteps.
10. Approve the Concession Agreement with Jonesborough Little League for 2015, which runs from March 2, 2015, until August 1, 2015.

INSERT AGREEMENT

11. Approve the Special Events Permit application by the Tuesday Garden Club and the Schubert Cub in Jonesborough to hold the Garden Gala on Saturday, May 23rd, 2015, including facility and grounds use as requested, subject to the acceptance of the Proof of Liability Insurance Form and the Hold Harmless Agreement after review by the Town Attorney.
12. Approve the Resolution supporting the 2015 Community Development Block Grant application to reduce water loss in the Jonesborough Water System.

INSERT RESOLUTION

13. Accept the Report on Debt Obligation for the Jonesborough Senior Center – Storytelling Center Rural Development USDA loan in the amount of \$3,100,000.

14. The Memorial Day Ceremony is scheduled at the Visitor Center on Sunday, May 24, 2015, at 2:30 p.m.
15. Approve the use of \$11,000 from the Litigation Tax Fund to help with the purchase of new rifles and shotguns for the Police Department.
16. Approve the renewal Agreement with Employee Security Planning.

INSERT AGREEMENT

The next item on the agenda was the Financial Report. Mayor Wolfe asked Town Recorder Abbey Miller if the Town was in good standing financially and Ms. Miller said things are going well and her office is concentrating on collecting delinquent taxes. Mayor Wolfe said the fund balances are doing well. Ms. Miller said the Solid Waste fund is down due to the purchase of a used garbage truck but should work out by the end of the fiscal year. Mayor Wolfe said there is another fundraiser for MOTS on February 21st at the McKinney Center featuring Carson Peters and Wolf Creek. He encouraged everyone to attend. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve the Financial Report as presented.

The next item on the agenda was Communications from the Mayor. Mayor Wolfe presented the 2015 Miss Historic Jonesborough, Hannah Everhart, with the key to the city and read the following Proclamation:

INSERT PROCLAMATION

Ms. Everhart thanked the Mayor and said she was nineteen years old and works with Second Harvest Food Bank as her platform. Mayor Wolfe said that Jonesborough provides space for a Food Bank pantry in support of the program.

Mayor Wolfe read a thank you letter to the Police Department from Amber Keller. The letter thanked Major Hilton and the Police Department for Shop with a Cop. She thanked the department for allowing Johnson City Police to tag along while they are trying to get their program back up and running.

Mayor Wolfe said a lot of people participated in remembering Luke Story at the time of his passing and there was no one in Jonesborough who had not remembered Luke and his family in some way. He said it says a lot about our community to have that kind of heartfelt support for this extraordinary young man and his family. He said the trip down Main Street one last time was such a memorable tribute. Mayor Wolfe thanked Chief Fritts and all who helped with the ceremony.

Mayor Wolfe said the following people are on the Town prayer list: in the hospital are Janet Browning – Bob Browning’s wife, Dan Miller – Abbey Miller’s husband, Mark Arwood and Mark Arwood’s son-in-law; those who have been sick are Kathy and Fuzz

Crawford with the flu, Ricky Ledford's son who had a wreck and is in rehab, and Kenneth Story. The following folks passed away: Sky McFarland's grandmother, Wally Sparks' father, John Crawford, and Luke Story. The Mayor asked for these people to be kept in our prayers.

Mayor Wolfe then presented the Employee of the Month award. He said this person works in the Tourism Department. He asked Amber Crumley to come forward and read the following nomination letter:

I would like to nominate the Town of Jonesborough Visitors Center Manager Amber Crumley for employee of the month. Amber has always displayed a great work ethic, professionalism and attention to detail in her seven years with the Town of Jonesborough.

Recently, Amber arrived to work around 8 a.m. on a cold snowy day. There was a woman in the lobby of the Visitors Center who was asking for help finding a ride to Florence, S.C. A typical morning for Amber consists of catching up rental phone calls and emails from the night before, but Amber made a priority to help a woman who seemed to be stranded in Jonesborough with no means of transportation.

Amber looked up ways to find a bus or other means of transportation for the woman to no avail. The woman then asked Amber to call a local pastor who had offered to purchase the woman a bus ticket to her destination. Again, with no hesitation, Amber picked up the phone and spoke with the pastor and worked out the details for a bus ticket. Amber had to look up the bus company, destinations and pick up locations for the pastor and the woman. As Amber began booking the woman's ticket over the phone for her, the woman states she had no ID. So, Amber had to call the pastor and arrange another way to help the stranded woman.

After speaking with the local owner of the bus company, Amber arranged for pickup of the woman and a way for her to get a ticket on a bus to Florence, S.C. All of this took about two hours, and with no complaints. Amber never once thought twice about the service she was providing to the woman or the pastor, when most folks would have gotten frustrated and passed the woman on to somewhere or someone else.

I consider this going above and beyond her duties as Visitors Center Manager and think she would be a great candidate for Employee of the Month.

Submitted by: Alicia Phelps

Ms. Crumley said that Virginia Causey also helped with the situation. Mayor Wolfe said he appreciates the Visitor Center staff and doesn't think it has ever been better run than it is right now. The Mayor added that there are so many awesome things going on at the Visitor Center, the staff is doing a good job, the cleaning crews are awesome and he appreciates all that they do.

Alderman Communication was the next item on the agenda. Alderman Vest said at the last meeting he had asked how the auditors come up with the value of the structures that tax payers have purchased in the last several years. He said he feels we have made some good decisions on some of the buildings purchased and those renovated. He said during his campaign he was questioned about the purchase of the Storytelling Building which cost the Town \$1,000,000. He said TML appraised the replacement cost of the Storytelling Building at \$4.2 million and he feels this was a very good business decision. He said another good example is the Mary B. Martin Arts Center/McKinney Center which the Town has about \$650,000 in renovation costs but TML has put the replacement cost value for that structure at \$1.3 million. He said the purchase price of the EXXON Station was \$90,000 and is probably worth \$250,000 or more. He said now we have the opportunity to do the same thing with the Jackson Theatre.

Alderman Dickson said in January there was a Martin Luther King Day Service and it went really well. He said there was a great turn out and the employees at the McKinney Center did an outstanding job. He thanked Theresa, Jules and Pam for an excellent job.

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

Citizen Comments was the next item on the agenda. There were no comments.

There was no Old Business on the agenda to discuss.

The first item under New Business was the Ordinance amending the Beer Ordinance for off-premise restrictions of beer consumption. Mayor Wolfe said this Ordinance was a result of a request by Roadrunner Market. He said they have built a fantastic structure at the corner of Boone Street and 11-E and that inside the structure there is a "Chug or Not" area where you can buy craft beer in a container called a growler. He said there is value in the opportunity to tasting the beer to make sure you like the beer before you purchase it. He said Mr. Browning did a good job writing this Ordinance. Alderman Vest asked if this opens up sampling at the other package stores. Mr. Browning said it would only be in convenience markets and would only be for craft beer. Mr. Browning said he wanted to clarify that "craft beer" should be "draft craft beer". He said any convenience market selling draft craft beer could apply for a permit. Attorney Wheeler said if the BMA approves the Ordinance before them, that changes could be made before the second reading. He said changes would be made to define the term "craft beer" and the term "convenience stores and markets". He said it needs to be clear that there is a limit of three samples provided to any individual during a 24 hour period and pointed out that in Item A the server must serve all the samples. He said anytime the Beer Ordinance is changed we are asking our Police Department to enforce the Ordinance and therefore it must be very specific. Mr. Browning said one comment from Chief Hawkins was with Dunkin Donuts being there that the consumption

should be at the sales counter and the person sampling the beer could not go into Dunkin Donuts with the beer. Operations Manager Ford said ABC does quite a bit of enforcement as far as selling to minors, etc., and they do a lot of undercover operations regarding State licensing. He said the Police Department will enforce the three 2-ounce drink maximum and will monitor this periodically throughout the year. Alderman Countermine said he is a beer drinker but he is a little concerned about draft beer in 2-ounce cups and the fact that a person could get six ounces before making a decision. He said that would be equivalent to one-half a can of beer and then a person would be making a decision as to what they are taking with them which raises concerns for him about abuse. Operations Manager Ford said this has been done in Greeneville for some time and he can talk to the Police Department there before second reading to see if they have had any issues. Alderman Dickson said he respects Mr. Warren Broyles and Mr. Ryan Broyles but he has to vote against this. He said he has some concerns about young children coming in and out while tasting is going on and feels that Roadrunner will abide by the rules but he simply has some concerns about this. Mayor Wolfe said he understands how Alderman Dickson feels. He said we have Depot Street Brewery that allows sampling. He said currently beer is sold in every convenience store in Jonesborough. Chief Hawkins said we have had no problem with the sale of the growlers. Mayor Wolfe said we have a track record of mixed drinks being served in Town without abuse or problems. Mr. Browning said at the restaurants that serve liquor by the drink, they can provide samples whether there are children there or not. He said he feels this request is reasonable and has built-in safeguards. Motion was made by Alderman Vest and seconded by Alderman Sell to approve on first reading an Ordinance amending the off-premise restrictions of beer consumption in convenience stores or markets in Section 2-211 of the Beer Ordinance allowing sampling of craft beers at no cost under certain conditions and add the word "draft" to craft beer and define "craft beer" and "convenience markets". Those voting for the Ordinance: Alderman Vest, Alderman Sell, and Alderman Countermine. Those voting nay: Alderman Dickson.

INSERT ORDINANCE

The next item on the agenda was the agreement with Brian King in The Meadows Subdivision. Mr. Browning said this is an agreement in general that has come before a previous Board at least three years ago, and the Mayor and Town Attorney were given authority to tweak it without coming back to the Board. He said the agreement has been reworked whereby Mr. King immediately deeds the property along New Hope Road to the Town as originally planned; however, Mr. King and Elizabethton Federal do not want the property deeded over to the Town in the Phase II area until after water and sewer service in Phase II is installed. Mr. King wants the utilities in place before the swap off in case the Town comes back and says it does not want to do the installation. He said it is fine to delay if the property deeds and releases are signed and put into third party escrow and once we have utilities in place the property deeds and releases would be released from escrow. He said he feels this is a good compromise. Mayor Wolfe said the 6.6 acres along New Hope Road is dedicated immediately which was part of the condition before we start putting in any utilities.

Attorney Wheeler asked that the Board authorize the Town Administrator with his input to approve the escrow agent. Mr. King asked if the sewer would be tied in and Mayor Wolfe said it would. Motion was made by Alderman Sell, seconded by Alderman Vest and duly passed to approve the Agreement with Brian King and Elizabethton Federal that involves utility installation in swap for infrastructure and utility right-of-way and authorize the Town Administrator and Town Attorney to approve the Escrow Agent.

INSERT AGREEMENT

The next item on the agenda was the replacement of the mural design on the wall at Boone Street Market. Mayor Wolfe said there are some very nice murals being presented. Mayor Wolfe said we are doing several and once we get four rounds of four murals, we will rotate them. Mr. Browning said it will be the end of the year before the new ones will go up. Mr. Browning said Mayor Wolfe has suggested moving the ones that are not up at Boone Street Market Place to other areas in Town. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve the mural designs to replace the current murals on the wall at Boone Street Market and Bill Bledsoe's continued oversight in the painting of the four new murals.

INSERT DESIGNS

There being no further business the meeting was adjourned.

ABBEY MILLER, RECORDER

KELLY WOLFE, MAYOR