

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

MARCH 10, 2014

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, March 10, 2014, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe said three Ordinances would be addressed at the Public Hearing. The first Ordinance establishes a distilling company overlay zone. There were no citizen comments.

The second Ordinance amends the zoning map establishing the location of a distilling company overlay zone. There were no citizen comments.

The third Ordinance amends the water system cross-connection and backflow regulations. There were no citizen comments.

Mayor Wolfe closed the Public Hearing.

ABBHEY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MARCH 10, 2014

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, March 10, 2014, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order. Alderman Dickson led the group in opening prayer and Mayor Wolfe led the pledge to the Flag. .

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Chuck Vest. Alderman Homer G'Fellers was absent due to illness. Also present were: Ashley Boyer, sitting in for Jim Wheeler, Town Attorney, Town Administrator Bob Browning, Town Recorder Abbey Miller, and Operations Manager Craig Ford.

The next item on the agenda was the Consent Agenda. Mayor Wolfe asked if there were any items the Aldermen would like to have moved to the Regular Agenda for discussion. There were none. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Consent Agenda as follows:

1. Approval of the February 10, 2014, BMA minutes.
2. Approval of the following bills:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z Office Resources	2412.02

<u>VENDOR</u>	<u>AMOUNT</u>
Abbey Miller	178.63
AFLAC	2617.58
Aggregates USA, LLC	7068.99
Amber Vannoy	34.50
American Road, LLC	753.00
American Waterworks Assoc.	382.00
Anderson Fire, LLC	388.15
Andy Oxy Company, Inc.	171.00
Appalachian Gypsum	368.57
Aramark Uniform Service	941.85
Arcadia Publishing, Inc.	52.78
Archer Brothers Garage	65.00
Archer Electric Services	1965.00
Arrington Paving Co., Inc.	500.00
Arrington Paving Co., Inc.	45500.00
Auto Electric Co., Inc.	119.35
Auto Zone #2087	174.28
B & H Sales	519.37
Banc of America P&I	3073.83
Barbara L Bogart	108.00
Barker Flue Power	174.96
Barnes Exterminating Co.	100.00
BKT Uniforms	150.89
Blue Cross-Blue Shield	69670.78
Bowman Driveshaft	185.00
Branham Corporation	15.52
Brenntag Midsouth Inc.	5446.83
Brownells, Inc.	56.28
Budget Office Furniture	807.00
Cardiac Science Corp	343.00
Carl Gregory	193.40
Carol McCreary	7.00
Carus Phosphates, Inc.	3374.85
Celebrate	91.94
Central Child Support	1452.69
Central Paper & Supply	1637.42
Centurylink	283.50
Champion Chevrolet-Cadillac	703.82
Chappell's Pest Control	45.00
Charlesbridge Publishing	643.90
Cherokee Small Engines	3.99
Chief Supply	404.02
Chocklett Press	714.00
Cintas Corporation #202	314.12
Citizens Security	3934.63
Clear Channel Airports	1110.00
Collective Data	1000.00
CTR Coatings	15334.00
CWI Electroncis, Inc.	785.00
Dash Medical Gloves	60.90
Dean Klein	69.00
Dearborn National	515.72
Decatur electronics, Inc.	275.00
Dennis Dwayne Brooks	525.00
Diamond Ticketing System	321.30
Diversified Safety	54.41
Donald & Deborah Burger	56.04
Dry Clean City	35.00
Earth & Sky Confections	60.00

East TN Rent-Alls	1313.85
Ecosafe Landfill	4333.47
<u>VENDOR</u>	<u>AMOUNT</u>
Employee Security	475.00
Equinox Environmental	481.25
ESC Lab Science	2456.00
Evergreen	241.91
Fenco Supply of J.C.	50.83
Ferguson Enterprises #5	17298.16
Fure Extinguishing Co.	80.00
First Tennessee Bank	4793.77
First Tennessee Bank	3792.73
First Tennessee Bank	3908.30
First Tennessee Bank NA	5442.76
First TN Bank Series 20	4867.16
Fisher Auto Parts, Inc.	29.78
Fleenor Security System	315.62
Food City	437.08
Foster Signs	165.00
Free Service Tire Co.	2940.00
Fuelman	123.13
G & C Supply Company, Inc.	4639.40
General Sessions Court	320.38
General Shale Msc. 30523	22.80
Gerald & Gail Sparks	44.84
Global Equipment Co.	465.95
Govdeals, Inc.	150.75
Grainger	267.12
Grand Rental Station	696.16
GRP	27.00
GRW Engineers, Inc.	10432.95
Gulf State Distributors	1361.00
Gus & Anne Palas	238.67
Hampton Textile Printing	625.00
Harbor Freight Tools	215.90
Heissee Johnson Hand Up	98.18
Henry Schein	4721.97
Hicks Welding	500.00
Highwater Clays	491.23
Hodges Machine Co.	174.83
Ingles #4205	141.36
J. Mack Bowery Insurance	3013.00
James H. Quillen VA	3000.00
Jamie Amer	155.02
Janette Gaines	508.18
Janpak, Inc.	1564.40
Jefferson Sales South	1495.00
Jennifer Schmidt	2000.00
John Deere Landscape	91.00
Jonesborough General	35.59
Jonesborough Visitor's	63.00
Jonesborough/Washington	3762.95
JRT	559.64
Kansas State Bank	8962.25
Ken Smith Auto Parts #4	222.59
Kimball Midwest	70.20
Kimberly Harris	27.92
Kingsport Publishing Co.	170.88
L&S Electronics	5.00
Liberty National	1207.32

Light Impressions	100.00
Lisa Acuff	125.88
Lowe's	4183.21
<u>VENDOR</u>	<u>AMOUNT</u>
Lucas M. Schmidt	500.00
Mahoney's Sportsman's	559.11
Marcia M. Bechtel	60.00
Mark A Stevens	157.28
McCoy Land Surveying	3200.00
Meade Tractor	2600.00
Medical Center Homecare	27.00
Medtech Wristbands	98.85
Medworks Occupational M.	749.12
Melinda Copp	34.19
Miles Media Group, LLLP	7555.32
Mitchel 1	1608.00
Modern Marketing	289.10
Monica Donaldson	150.00
MSHA	2446.07
Nafeco, Inc.	48.00
Napa Auto Parts	2574.73
Nationwide Retirement	1517.65
News & Neighbor	285.00
North American Salt Co.	5843.55
Northeast TN Tourism	423.09
Nortrax	1692.33
NSI Solutions	75.60
Office of the Chapter 1	877.00
Olde Towne Hardware	1028.07
Olde Towne Small Engine	331.25
Pardue Photographics	320.00
Peterbilt of Bristol	15.18
PPG Architectural	807.97
Precision Ironworks	3499.84
Print Distribution Service	921.09
Probuild East LLC	1103.54
Public Drainage Supply	508.40
Purchase Power	1000.00
Purity Chemicals, Inc.	79.00
Quality Trophy & Engraving	139.80
Rachel Conger	17.47
Radkids Inc.	100.00
Raymond Yoakley	8.86
Reeves Alignment & Auto	50.45
Reliance Standard (Vol)	350.96
Ricoh USA, Inc.	3171.71
Robin Goodman	59.76
Saratoga	1361.92
Shirt Tail Designs	304.20
Shred-It	11.40
Sierra Sales	96.68
Southern Pipe & Supply	760.50
Southern Water Service	3370.00
Spectra Environmental G	99.99
Spencer B. Cox	102.50
Sprint	25.84
SSCI	203.50
Standard Forms	152.50
Summers-Taylor Inc.	305.69
Swisher Hygiene	57.90

Taylor	52.84
Taylor Battery East Whse	1517.50
Tekwell Services	3032.13
Teledyne Isco, Inc.	118.80
<u>VENDOR</u>	<u>AMOUNT</u>
Terminix Processing Center	77.00
TFACA	324.00
The Chamber of Commerce	50.00
The Detail Shop	100.00
The Dining Room	840.00
Thomson Reuters – West	153.38
TML Risk Management Pool	2954.80
TN Bureau of Investigation	145.00
TN Cons Retirement system	40929.42
TN Dept. of Health F.S.	450.00
TN Dept. of Revenue	1323.49
TN Dept. of Revenue	93.10
TN Dept. of Safety	1016.50
TN Local Dev. Authority	3183.61
Town of Jonesborough	506.94
Town of Jonesborough (T	1990.02
Tractor Supply	75.00
Tri-City Waste Paper	109.00
Tri-State Bolt & Screw	29.95
TWWA	20.00
United Art & Education	661.57
United Parcel Service	266.50
United Way	266.50
USA Blue Book	549.06
Valley Equipment Co.	48.72
Valley Trailer Repair	90.00
Verizon Wireless	243.57
Walmart Store/GEMB	1858.50
Washington County Hwy Dept.	141360.29
Washington Farmers Co-op	107.26
Washington Farmers Co-op	22906.74
Waste Management	4276.42
Wayne Winkler	100.00
Weems Florist	347.95
Wells Fargo Equipment	3451.00
Wheeler & Seeley	5640.00
Whetsell's Fabrication	687.25
White's Auto Parts	1653.36
Williams Electric	603.21
Wiseman's Inc.	100.00
3 M Septic Tank Service	<u>5250.00</u>
	\$595,286.57

VENDOR
SANITATION

GENERAL

WATER

73828-74005 AP	175,362.05
74006-74020 AP	8,461.62
74021-A&E Frame & Body	3,719.68
74022-74037 AP	45,369.87
74038-74056 AP	6,225.00
74057-74068 AP	14,066.28
74069-74082 AP	6,526.71
74083-74084 AP	6,427.10
74085-74105 AP	278,255.83

	\$544,414.14		
50991-51093 AP		218,209.67	
51094-51098 AP		3,722.93	
51099-Judy Construction		117,213.37	
51100-51108 AP		61,650.01	
51109-Bank of Tennessee		750,000.00	
<u>VENDOR</u>		<u>GENERAL</u>	<u>WATER</u>
<u>SANITATION</u>			
51110-51114 AP		2,684.47	
51115-51118 AP		706.25	
51119-51121 AP		200,033.31	
		\$1,354,220.01	
Sanitation			
6038-6072 AP			29,003.84
6073-6074 AP			127.64
6075-Centurylink			76.24
6076-6077 AP			185.16
			\$29,392.88

3. Approval of the Town Administrator Report as follows:

Wastewater Improvements

The weather in February has continued to be bad so we saw very little progress on the outfall line. The access agreements to the river have all been worked out, and we hope to be seeing a priority effort to install the outfall line from the aerator to the river in March. The other priority with the outfall line is to bore the line under the railroad tracks ASAP. We have all the permits with the Railroad in place, but we have to schedule the bore when railroad personnel can be on site. They are working on getting confirmation on an agreeable schedule to do the work. Merkel is over 50% completed with the line, and even with the bad weather is about a month ahead of schedule. The contractor continues to do an excellent job with clean-up, and our relationship remains excellent with the County Highway Department (we are in the County road right-of-way).

We are having a site visit from the EDA project manager out of Atlanta next week. They should be happy with our progress. We have to be finished with the project by the end of February, 2015, to meet the EDA schedule. No problem.

The Persimmon Ridge Pump Station bid has been approved by the BMA, but it has not officially been awarded to Design and Construction Services in Knoxville, who was low bid at \$317,000, because we have not received formal approval from Rural Development to award the bid. The BMS has approved the additional \$400,000 needed for the project which includes \$88,000 to install the air diffuser in the old Schreiber basins, but we were also toying with the idea of building an office area on the WWTP site so we could move Hugh Thomason out of the Pliny Fisk Composting and Recycling Center. We think that needs to happen as part of our move out of the Town garage site, but it unnecessarily complicates the existing project. RD is moving forward with the \$400,000 and Louis Trivette of RD-Greeneville feels we should be okay in about a week.

Since the weather has improved, Smith Contracting is now moving faster on their contract for the additional improvements at the WWTP. They are focusing first on the Effluent Pump Stations (Again, this is the pump that will move the treated water into the outfall line under the railroad tracks

across SR-353 up the hill along the Power Board electrical line easement to Ridgecrest and then down Bacon Branch Road to the river).

Our Wastewater crew has completed the new sewer line that now goes under US-11E from Hillrise Drive (west) in front of the vacant lot west of the AmericInn, and between the vacant building and the AmericInn to the interceptor line behind Town Hall. This line will handle all the growth that can occur up Smith Lane and beyond, while also service any new development on the vacant lot. We have to do some clean-up when it clears up a little more, but the line is operational. Wastewater has also rehabbed some existing sewer manholes to reduce I&I. There is funding in the budget to undertake some manhole rehab every year, and we are now monitoring the improved manholes to evaluate the effectiveness of the process used.

Water

The new intake pump is operating as expected, and we are currently looking at rehabbing the old intake pump that has not been refurbished. We put some funding in the Water/Sewer budget to do maintenance on that older pump; however, we need to nail down a realistic cost, and also look carefully at the timing. We are not going to want to take an existing pump off-line, even if we have two other ones that are in good shape, until we are in a season with lower water demand.

The safety equipment for the intake wet well is on-site. Judy Construction checked the delivery and said some of the hardware (bolts & nuts) were wrong. That is being corrected, and they intend to have some of their workers at the Water Plant next week to install the safety equipment.

The water line connections in Zone 2 have been made with Matthews Mill Road including installing the pressure reducing valves, and the area impacted by the Matthews Mill Road connections have improved as expected. The area has been in place a little over a month, and we have not had a leak to fix in Zone 2 in that months' time (knock on wood). Mike McCracken's crew started the 2nd phase of the Zone 2 project going down 11E to Washington College Station Road.

We have experienced an increase in pressure in Zone 3, in the Conklin/New Victory area, and we have had some leaks in that area. GRW Engineers will be in Jonesborough next week to work on the details of Zone 3, which swings around to the river. When we start back towards Jonesborough after Zone 3, we are getting into areas of lower pressure to begin with. Thus far in Zone 3, we have not experienced the number of leaks we had in Zone 1 and Zone 2.

We apparently are experiencing a higher level of water (51 ft. to now 54 ft.) at the Persimmon Ridge tank – central tank in the system – and pumping less at the Water Plant.

Mike McCracken will have to pull off the 11E line to Washington College Station in order to start on the Stockyard Road/Telford Road line changes which are tied into a TDOT project. TDOT has changed some things around with that project; however, Water Distribution can get started on Stockyard Road itself. TDOT apparently still wants us to be out of the way by May.

Transportation

Five Points – Summers-Taylor has begun work on the project beyond taking the grocery down. They are building the drive-around lanes

through where the grocery was located and temporarily through property that was owned by Sherrill Nelson in order to free-up the area where the circle will be constructed. Summers-Taylor will install a temporary traffic signal that will control traffic and slow it down while construction is taking place. The signal is not in place yet, and the temporary drive-around lane has not been paved yet.

West Main Street/Persimmon Ridge Road – All the agreements are in place – we will start on the project in June.

Jackson Blvd/Boones Creek Road – Mattern and Craig Engineers was surveying this month. They are supposed to have preliminary plans in May.

Woodrow Ave Speed Tables/Drainage – The Street Department is supposed to start replacing the walkway up the southside of Main Street from 2nd Ave. They will have to install some drains with that project in association with a speed table if the BMA approves it. The Street Department is going to try to slip down to 2nd Ave and Woodrow Ave to extend the tile under Woodrow Ave at that intersection right after the Main Street work.

E. Main Street Sidewalk/Utilities – Still in progress on planning.

Franklin Ave – The Traffic Advisory Committee has had two meetings on Franklin Ave improvements. The TAC has recommended a plan to the BMA that has one-way traffic coming up the hill and parking along the eastside of the street. Todd Wood is working on a drainage plan associated with that project, and when that is complete along with some sidewalk changes, the plan will be submitted to the BMA for approval – most likely in April.

Truck Route Plan – Still in planning.

West Jackson Blvd Median Improvements – The Traffic Advisory Committee has recommended a traffic signal warrant study be undertaken before the W. Jackson Median Improvement Plan is finalized. This item, along with a Hillrise/Smith Lane and Jackson Blvd traffic analysis is recommended for this month's meeting of the BMA.

Grants

LPRF Walkway/Playground Grant – The Carter County Work Crew has completed the block work on the pavilion, but the weather has kept them from doing any more. The walkway work is on hold, but will resume when the weather improves.

T-21 Grant – We have made two changes in easements based on interactions with property owners. We have four appraisals that we are waiting on, and then we will work to get the remaining easements needed.

2nd Ave Railroad Crossing – The BMA has approved the agreement with Norfolk-Southern, and we are working on obtaining the insurance limits required.

Safe Routes to School – We have received survey information on the school property and Franklin Ave. Todd Wood is using this information to finalize plans.

Farmers Market – The grant application for a Tennessee Dept. of Agriculture Farmers Market Capital Development Grant has been submitted to Nashville. The application for a Rural Development Business Enterprise Grant will be submitted by the first of next week.

Home Grant – The final house is under contract.

Downtown Streetscape Plan

Wayfinding Signage – Most of the poles and signage have been installed. The feedback has been very positive – the signs, posts, and brackets look great. We will be working on some of the gateway signage for downtown, and Rachel Conger is pricing out new street signs with much bigger letters. Craig Ford is working with Precision Ironworks to further customize the post at Boone St. and Main St. so it can be installed over the box culvert that runs under Main Street at the location.

Boone Street Market – Grant applications are being submitted for funding assistance. The fundraising effort by Jonesborough Farmers Market is going extremely well, and enough financial support has been received to move the project forward. Craig Ford is trying to schedule the Work Camp Crew in the building as soon as possible to do demolition, take down walls and ceilings, so we can see what kind of shape the building is in for sure. We will try to move forward on electrical wiring, plumbing and insulation.

McKinney Center

We are working on parking options, and the final landscape plan has been approved by the Tree & Townscape Board. The T&TB will recommend the plan to the BMA when all parking options are nailed down. Theresa Hammons and her staff are working on numerous programs and activities.

Senior Center

The grading is about 70% complete, and most of the footers have been poured. The steel has been fabricated but is being stored off-site until the foundation is ready. There was very little activity in February because of the terrible weather.

Jackson Theatre

We have received the contract for ARC funding to assist with the purchase of the building, and the agreement is on the Board meeting agenda for March.

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 the minutes for most.

4. Approval of the Operations Manager Report as follows:

The weather in February has continued to cause problems with the schedules in the Street Department. We have moved the starting dates on a couple of larger projects due to the weather, but have been able to complete some of the smaller ones.

The Street Department was able to complete the curb cut for Jack Moore on 1st Avenue. This curb cut took a couple of days as it was the granite curb and brick sidewalk. The cut was to install a driveway opening.

The installation of the drain tile on South Lincoln was also completed this month. It was discovered that this tile has been rushed and not functioning properly, which was causing a water "run-off" issue.

The inmate crew finished the block work on "The Meadows" pavilion. We will start construction of the remainder of the facility the week of March 10, weather permitting. The materials for this project are on site.

The inmate crew painted the Fire Hall and are currently installing porcelain tile upstairs. This project should be completed in one more work day. Upon completion of this project, we will begin final construction of the pavilion.

The inmate crew also installed the 4-inch posts downtown for the way-finding signage. Once the installation of the posts were complete, the Park and Recreation staff assisted Jeff McCurry of Precision Ironworks in the installation of the new signage. There were also some additional signs installed on a few of the street lights. A one-call has been completed in order that we may install the gateway signs entering the historic district.

I participated in a corporate luncheon this month at the Franklin woods Hospital that was sponsored by Mountain States Health Alliance. The purpose of this luncheon was a presentation regarding the Affordable Care Act as it relates to employee wellness programs. The information was presented by Dr. Marilyn Bishop.

Mr. Browning and I also conducted a staff meeting this month to discuss budget line-item transfers with Department Heads, as well as budgeting for fiscal year 2014-15. I have since met with most Department Heads to discuss any transfers that needed to be completed in their budget for this fiscal year.

Upon attending the Traffic Advisory Committee meeting, I met with Mr. John Lyle regarding a driveway cut at the intersection of Main Street and Second Avenue. There is currently a driveway cut at this intersection that would need to be eliminated. After meeting with Mr. Lyle, he was fine with raising the curbing and sidewalk, which would all but eliminate this driveway cut. He understands he could still pull a vehicle over it if he needed to so long as it had proper clearance.

I also offered a new curb cut on the Second venue side of his property and he did not feel this was necessary. At any rate, I advised him I would meet with him again prior to completing the Second Avenue walkway to make sure he still did not want the cut. Mr. Lyle was in agreement to this arrangement. He was also provided a copy of the plan to review.

I met with Harold Cochran for the purpose of negotiating a lease for storage space for the Jonesborough Repertory Theatre. The Mears house received extensive water damage due to frozen water pipes in the walls. The heat pump stopped working and it was not discovered until the damage was done. Due to the water throughout the building, the costumes were in danger of damage unless they are moved quickly. The lease is on the agenda for discussion and I would urge passage in order that all the costumes can be moved before the temperature rises. Once this happens, mold will begin and the damage to these costumes would more than likely be irreversible.

I have also had several meetings this month with Doug Lowrie and Don Bacon regarding the Salt House project. We are working through some issues, but feel sure we can get them resolved in order that the project can continue to move forward.

5. Approval of the following committee reports: Jonesborough Planning Commission, Board of Zoning Appeals, Flag Committee, Historic Zoning Committee, Traffic Advisory Committee, Visitor Center Committee, and Tree and Townscape Committee.
6. Approval of the following Supervisor Reports: Director of Tourism & Marketing, Visitor Center Manager, Building Inspector, Water Distribution, Environmental Services, Police Department, Street Department, Water Park, Fleet Management, Solid Waste, Event Coordinator, Senior Center, Animal Control, JRT Artistic Director, Fire Department, Water Treatment, Park and Recreation, and McKinney Center.
7. Approval of the appointment of Robert Harrison and Benjamin Caldwell as volunteer pay-per-call firefighters, subject to all pre-appointment conditions.
8. Approval of a change to the position title and description for the Water Park Director/Program Specialist to Assistant Recreation/Water Park Director and continue Matt Townsend under that new title and position description in Grade 14, with an evaluation to take place to see if the position should be re-located in the Town's Compensation Plan.

TOWN OF JONESBOROUGH
JOB DESCRIPTION
ASSISTANT RECREATION/WATER PARK DIRECTOR

JOB TITLE: Works under the direct supervision of the Park and Recreation Director to oversee the entire operation of Wetlands Water Park and as an assistant to the Director.

DUTIES: Athletic Programing

1. Serves as the assistant to the Parks and Recreation Director with specific emphasis on general recreation practices.
2. Has supervisory responsibility for the operation of the Parks and Recreation Department as directed by the Parks and Recreation Director or in absence of the Director.
3. Is responsible for the entire day-to-day operation of Wetlands Water Park.
4. Develops, presents, and administers the annual operating budget for Wetlands Water Park.
5. Is responsible for the review and authorization for all purchase requests for Wetlands Water Park.
6. Is responsible for the solicitation and interviewing of staff and for making staffing recommendations related to the Wetlands Water Park.

7. Directs, assigns, supervises and evaluations the full-time, part-time, and seasonal employees within Wetlands Water Park.
8. Is responsible for assisting in the implementation of all special programs and classes including sponsorship procurement, volunteer coordination, event planning, public relations, and evaluation.
9. Maintains accurate records, statistics and updated files on programming and special classes.
10. Keeps accurate progress reports on Recreation projects noting critical project milestones and scheduling of implementation activities.
11. Assists in the scheduling and rentals of all general park facilities including, but not limited to, Persimmon Ridge Ball Fields, Persimmon Ridge Pavilion, Depot Street Park, Mill Spring Park (excluding Gazebo), and Persimmon Ridge Recreation Center.
12. Assists the Parks and Recreation Director with the development of the annual operating budget.
13. Assists the Parks and Recreation Director in compiling all recreation information that is presented to the Park and Recreation Advisory Board and the Board of Mayor and Aldermen monthly.
14. Attends meetings of the Parks and Recreation Advisory Board.
15. Informs the community of recreational activities available by utilizing public service announcements through newspapers, radio, television stations, and the Town's website.
16. Develops departmental fundraising plans and maintains accurate financial records on department fundraising activities and the Recreation Fund.
17. Assist in providing staff support for the McKinney Center and Jonesborough's Mary B. Martin Program For The Arts.
18. Performs other duties as needed and/or assigned by the Parks and Recreation Director.

ABILITIES AND KNOWLEDGE:

Ability to work harmoniously with pool staff, patrons and the public while firmly enforcing facility regulations.

Considerable knowledge of the operation of a swimming pool including sanitation, maintenance and safety.

Thorough knowledge of emergency services and auxiliary services available in the community in the event of an accident.

Must possess public relation skills including excellent telephone skills, personable skills, and the ability to relate to area media including television and radio interviews and assist in marketing.

Must be computer literate and possess knowledge of Windows, Word Perfect, Internet Access and Graphics Programs.

Must be able to communicate effectively, clearly and concisely through all oral and written communication with the general public as well as employees.

Must be an effective time manager and able to work effectively with minimal supervision.

Must be able to work a variety of hours including nights, weekends and holidays as dictated by the needs of the department.

Must be knowledgeable of the Tennessee Health Department Regulations regarding the operation of the Wetlands Café.

Must have a thorough and specific knowledge of all the facets associated with recreation programming.

QUALIFICATIONS:

Education – College degree preferred in related field with experience in leisure services programming and facility management. High School graduate required.

Certified Pool or Aquatic Facility Operator preferred. Must be certified within 24 months.

High moral character and mature judgment.

Desire to work within a team concept, giving and receiving input from both lower level and upper level staff.

Must have direct experience in all facets of program development and implementation within a Parks and Recreation setting.

Must possess a valid Tennessee Driver's License.

ADA REQUIREMENTS:

Physical Requirements: Tasks involving some physical effort, i.e. some standing and walking, or frequent lifting (5-20 lb.); manual dexterity in the use of fingers, limbs or body in the operation of office equipment, such as typewriter, computer keyboard, copier, fax machine, etc. Tasks also may involve extended periods of sitting at a workstation or desk. May include frequent bending, twisting, and turning. Needs to be able to swim and physical perform life saving techniques.

Environmental Requirements: Tasks are regularly performed with possible exposure to dust and pollen and exposure to chlorine or other chemicals involved used in some swimming pool water treatment or kitchen operations. May work in dust and various plants and vegetation.

Sensory Requirements: Tasks require visual perception and discrimination. Tasks require oral communications ability.

9. Approval of the appointment of the following applicants to the Jonesborough Police Reserve Program subject to all pre-appointment conditions including a physical, psychological testing, and 80 hour POST approved reserve school: Brittany Sparks, Shannon Kanipe, Ralph Willis, Stephen Williams, Jonathan Peace, Robert Taylor, Johnnie Saaymen, and Adam Depew.
10. Approval of the Special Event Permit application for the Farm To Table Dinner sponsored by the Jonesborough Farmers Market and Main Street Café, Saturday, August 23, 2014, including Main Street and associated streets from Fox Street to 2nd Avenue being closed from 5:00 p.m. – 10:00 p.m. with no parking in the seating and food preparation areas, as well as street cleaning and refuse container assistance and collection, as requested, subject to the Town Attorney's review and acceptance of the hold-harmless agreement and proof of insurance.
11. Approval of the Special Event Permit Application by the Jonesborough Farmers Market, closing the eastside of Courthouse Square each Saturday morning from 7:00 a.m. – 1:00 p.m. from May – October except during certain Town events, and allowing storage space use in the Town's restroom building behind the courthouse, subject to the Town Attorney's review and acceptance of the hold-harmless agreement and proof of insurance.
12. Approval of the dates for Jonesborough Days and the closing of Main Street from Fox Street to 2nd Avenue and associated side streets as necessary from early Thursday morning July 3rd to late Saturday night, July 5th, and Boone Street on Friday, July 4th, for the Jonesborough Days Parade at a time before 10:00 a.m. determined for vehicular and pedestrian safety by the Police Department before and after the parade.
13. Approve the Special Events Permit application for the Garden Gala, sponsored by the Schubert and Tuesday Garden Clubs, to be held May 24, 2014, and allowing use of the Visitor Center and Storytelling Center facilities until 5:00 p.m., subject to the Town Attorney's review and acceptance of the hold-harmless agreement and proof of insurance.
14. Approve the purchase of a Caterpillar 420D backhoe from Arrington Paving Company in Rocky Mount, VA, for \$46,000 to be paid from insurance proceeds for a damaged backhoe and water/sewer funds, and authorize the swap of this backhoe with the 2007 John Deere 310J in the Street Department.
15. Approve the list of surplus vehicles and equipment provided by Gary Lykins, except for Park and Recreation's 1995 Ford pick-up, and authorize their sale on GovDeals.com.

WATER FUND

1991 - 310D John Deere Backhoe (*Water Distribution*)
675 Ford (New Holland) Backhoe (*Wastewater*)
Drott Excavator (Gradall) (*Water Treatment*)
6310 Model - Ditchwitch Trencher (*Water Distribution*)
2002 Dodge 1500 Truck (*Water Distribution*)

GENERAL FUND

International Farmall Tractor (*Parks & Recreation*)
1990 Chevrolet 1500 Truck (*Parks & Recreation*)
1990 Ford F800 Truck (*Street Dept.*)

16. Approve the 2014 Concession Agreement with Jonesborough Little League as follows:

Agreement

17. Approve the contract with Blackburn, Childers and Steagall to perform auditing services on all Town accounts for FY 2013-14, ending June 30, 2014, for a fixed amount of \$38,000 to be paid from budgeted funds.

Insert

18. Approve the renewal of the lease of the Slemmons House at Mill Spring Park off Fox Street to the Northeast Tennessee Tourism Association (NETTA) for five years under the terms of the agreement.

Insert

19. Approve Reinhart Foods as the vendor providing food related products during the 2014 Wetlands Water Park season based on the very close comparison of food costs, the ability to provide quick service because of Reinhart's location in Johnson City, and because of the three years of very positive experience in providing excellent service to Wetlands Water Park.
20. Operations Manager Craig Ford asked that the Mowing Bids be pulled from the consent agenda to be discussed after the last item on the agenda.
21. Accept the report on Debt Obligation for the \$400,000 Capital Outlay Note to be used for paving and other street improvements.

The first item on the Regular Agenda was the approval of the Financial Report. Mayor Wolfe asked Recorder Miller if she had any comments on the report. She said tax revenues are being received as anticipated and budgets for next fiscal year are being prepared by department heads and accounting staff. Mayor Wolfe said Ms. Miller and her staff are doing a great job. Alderman Dickson said he is glad JRT and Music-On-The-Square are doing well financially and he would like to see the Senior Center get ahead of the game and that maybe the Senior Center could hold some fundraisers. Motion was made by Alderman Vest, seconded by Alderman Dickson and duly passed to approve the Financial Report as presented.

Mayor Comments was the next item on the agenda. Mayor Wolfe read a thank you note from Mark Arwood for the Town's support during the loss of his father. He then read a thank you note from Betsy Wigington, Community Development Partners, thanking the Town for remembering her during the loss of her husband. He said he received a thank you from Ms. Dona Lewis for being honored with the Dona Lewis Day last month.

Mayor Wolfe said a call was received at Town Hall praising Jimmy Nease and his crew for a job well done. He added that the caller said Mr. Nease and his crew went to a widow lady's home on a water leak call, and after two trips they tested the water and found it was ground water. Mr. Roger Barker stated that the gentlemen were very courteous and went above and beyond the call of duty to help this lady.

Mayor Wolfe said on our staff prayer list this month were Don Miller (Joan's husband) who has started treatment for his cancer and Bobby Freeman who is having surgery on Tuesday, March 11th. He said we need to also remember Joan Miller and Donna Freeman, as the care givers.

The next item was Employee of the Month. Mayor Wolfe said he was a little suspicious about the person who submitted this recommendation, who with his notices on job sites can stop all productivity, J.W. Greene. He said Mr. Greene has made a recommendation for someone he spends time with in his job and then the Mayor asked Raymond Yoakley to come forward. Mayor Wolfe presented Mr. Yoakley with tickets for the race at Bristol for Friday and Saturday nights. Bob Browning said as a result of Raymond's work and the repairs on the humidifier at the Visitor Center, the Smithsonian

Institution has announced that Jonesborough will be the first location of the Jacob Lawrence Exhibit. The Mayor read the following:

This letter is to recommend Raymond Yoakley for Employee of the Month. Raymond is the Facility Maintenance Supervisor for the Town of Jonesborough. Raymond was given the task of trying to repair the humidifier at the Visitor Center. This humidifier has not worked in years and there are no schematics, plans or a parts list. The Company said it is obsolete but they could sell the Town a new one. Raymond was on his own. There is a well-known museum that will loan artifacts to the Town if the humidity can be controlled in the museum, so this is a big deal for Jonesborough to have that humidifier working. I went by one day to see how he was doing on the repair, I found him in the attic with the humidifier dismantled. I ask him if he knew how it worked and he said no, but "I am working on it". I stopped by another day and he was still trying to figure how everything worked. By this time I knew it was man against machine and I was putting my money on the man. I stopped by another time to check on the progress. Raymond said he had taken some parts home and fabricated them to fit. A couple of days later, I was at the Visitor Center and Raymond said he wanted to show me something. I followed him to the attic and there it was, running like a sewing machine. Raymond was as proud of repairing this as a new dad. He said listen to the water run and then he said listen to the relays. He not only repaired it but he actually understood how it works. I asked him what it cost to repair this unit and he said he had the parts he fabricated at home so there was no cost for parts. He estimated a new humidifier similar to this unit would cost around \$14,000. Oh by the way, the well-known museum is none other than the Smithsonian. Submitted by: J.W. Greene, Building Inspector.

Alderman Comments was the next item on the agenda. There were none.

Attorney Comments was the next item on the agenda. Attorney Wheeler was out of town on vacation. Mr. Wheeler's associate Ashley Boyer had no comments.

Citizen Comments was the next item on the agenda. Flo Barker with the Lutheran Church that meets at the Senior Center said there is a free dinner at the Senior Center on March 30th, 2014, and encouraged the community to attend.

Mitzi Anderson, 175 Thistledown Circle, thanked Mayor Wolfe for the Town's hard work in getting mud off the streets in her subdivision. She said the trash is still there and is an eye sore, and the parking on the streets during construction is still a problem. Mayor Wolfe said Mr. Greene is responsible for overseeing issues during construction and will continue to monitor this situation. Mr. Browning said that the Code Enforcement Officer will address the trash issues. He said if there is a parking issue creating a safety issue, the Police Department will come out.

Ms. Carol Lyle, 303 W. Main Street, said she would like to remind people of the Blood Drive on Thursday morning at the Visitor Center.

The first item under Old Business was the second and final reading of an Ordinance establishing a Distilling Company Overlay District Zone. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve on second and final reading the Ordinance establishing a Distilling Company Overlay District Zone by adding new Section 11-517D to Chapter 5 of Title 11 of the Jonesborough Municipal Code as follows:

Insert Ordinance

The next item was the second and final reading of an Ordinance amending the zoning map establishing a Distilling Company Overlay Zone. Motion was made by Alderman Countermine, seconded by Alderman Vest, and duly passed to approve on second reading the Ordinance amending the Jonesborough Zoning Map establishing the location of the Distilling Company Overlay District Zone.

Insert Ordinance

The last item under Old Business was the second and final reading of an Ordinance amending the water system cross-connection and backflow regulations. Motion was made by Alderman Dickson, seconded by Alderman Vest, and duly passed to approve on second and final reading of an Ordinance amending Title 8, Chapter 4 of the Jonesborough Municipal Code in its entirety to update regulations governing cross-connections and backflow prevention in the Jonesborough water system to meet State guidelines.

Insert Ordinance

The next item on the agenda was the approval of the Certificate of Compliance for an Off-Premise Retail Liquor Store. Mayor Wolfe said the information that was missing at the time the packet was prepared has been supplied and the application is complete. Mayor Wolfe introduced Toni D. Lorio and Matthew E. Williams, owners of the new liquor store. The motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed, to approve the Certificate of Compliance application submitted by Toni D. Lorio and Matthew E. Williams who have an agreement to purchase the existing off-premise retail liquor store at 1537 E. Jackson Blvd in Jonesborough, subject to the submittal of an appropriate lease agreement that verifies the ability of the new owners to operate out of the existing location if the Certificate is approved. Mr. Browning said the Certificate of Compliance is also being approved subject to the Town Attorney review. Alderman Vest said that is not how the recommendation was presented. Alderman Dickson said the supplemental information was subject to Town Attorney review. Mayor Wolfe said the only criteria that was missing was the lease and the applicants provided that.

Certificate

The next item on the agenda was the recommendations from the Traffic Advisory Committee for a traffic signal warrant study by CDM Smith Engineers. Mayor Wolfe recused himself from this item because he owns property on the site of one of the studies and will not be voting or discussing anything in relation to it. Alderman Vest said both of these studies are needed and complimented Mayor Wolfe in offering to pay for a portion of the study cost. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve the traffic signal warrant study for Payne Road and 11-E and the signal warrant analysis for Hillrise/Smith Lane and 11-E, to be undertaken by CDM Smith for an amount not to exceed \$9,750, with the Town paying \$2,950 out of the General Engineering line item in the General Fund budget and \$6,800 being paid by Wolfe Development.

Insert

The next item for discussion was the recommendation from the Traffic Advisory Committee (TAC) on the speed table at 2nd Avenue and Main Street. Motion was made by Alderman Vest, seconded by Alderman Dickson and duly passed to approve the recommendation of the TAC that a speed table be constructed on the Westside of Main Street at 2nd Avenue, along with catch basins and tile, as part of the sidewalk restoration along the southside of Main Street from 2nd Avenue to S. Washington Drive, subject to a report on interaction with John Lyle.

The next item on the agenda was the proposed lease with Harold Cochran. Mayor Wolfe said the Mears House has become structurally and functionally uninhabitable for storage for JRT. He said that other options are being explored for the future but this is a good interim solution. He added that the insurance funds received for the damages at the Mears House will be used to offset the cost of the lease with Mr. Cochran. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve entering into a one year lease with Harold Cochran in which the Town leases the first floor of the building at 616 West Main Street for a year at \$500

per month with the Town paying the utilities and the lease cost being paid from the Mears House insurance proceeds.

Insert Lease

The next item on the agenda was the recommendations from the Tree and Townscape Board on the Boone Street Market Murals. Mayor Wolfe said there is an update from the original presentation. Mr. Browning said the Tree and Townscape Board (the committee) wanted to lock in a price for more than one year. He said Bill Bledsoe has \$3,000 as the price for the first year and \$1,500 for each of the next two years. He said the committee wanted to rearrange the payments so that if something happened after the first year, the money would be more proportionately divided. Mr. Browning said the cost will be \$4,500 over the three year period and the committee is recommending payments of \$1,500 each year for three years. Mayor Wolfe commended Ms. Conger and the committee for this recommendation. Mayor Wolfe asked where this money would come from and Mr. Browning said it would have to be budgeted. Mayor Wolfe said there would be 12 murals over the three years. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve the guidelines recommended by the Tree and Townscape Board for creating the initial four murals on the fence behind Boone Street Market, with Bill Bledsoe being the initial artist-in-charge, for an amount not to exceed \$4,500 with the payment of \$1,500 per year and with the artist bringing the subject matter and approach to the BMA for discussion and approval before initiating community participation in the painting process. Alderman Dickson said he thought Ms. Blair had some nice recommendations and that he would like to examine that at another time. Mr. Browning said the committee would first review submittals of what is being proposed, then it would go to the Tree and Townscape Board and the Historic Zoning Commission and the final recommendation would come to the BMA.

Mural Guidelines – Boone Street Market

1. The four murals represent four seasons in Jonesborough.
2. The subject matter needs to be scenes from Jonesborough life, not just buildings.
3. At least one of the panels reflects our brand, Storytelling, in some way.
4. The Tourism logo will be used in the panels so if the artistic rendering is used on a postcard or wall hanging, the print will be tied to Jonesborough.
5. The subcommittee continues to operate and helps guide the selection of the subjects for the four panels.
6. An artist be chosen to work with community members to paint the murals.
7. The artist works with the subcommittee on the subject matter, and then sketches it out on the panels. Community members would then paint the murals.
8. Community members means students from the McKinney Center/MBM Program and possibly interested people through an advertisement.
9. The community participation would be organized and directed through Theresa Hammons and the McKinney Center.
10. The colors and painting style will present the community and not necessarily the artist-in-charge.

11. The artist-in-charge will be compensated and community members will be volunteers or in the McKinney Center/MBM classes.
12. The first panels will be expected to be up 18 months, and each winter beginning December, 2015, the process will be duplicated, an artist-in-charge selected, and four panels will be created that will replace the initial four panels in late winter or early spring, 2016.
13. The panels being replaced will be moved to another location like the fence behind the public bathrooms downtown or stored for possible reuse.
14. The subcommittee recommended that Bill Bledsoe be the artist-in-charge for the first set of murals because of his experience in working with groups of people, especially youth, to undertake an interactive project like this with a high quality result. The subcommittee also felt Mr. Bledsoe is tuned into our tourism goals and our need to draw people into downtown. The T&TB concurred with the committee's recommendation, and the recommendation to the BMA is to contract with Bill Bledsoe to do the first set of panels. Note: The committee and T&TB feel it is important to have continuity among the four panels. They feel the same artist should draw and oversee the painting of the four murals. However, they think it would be good to select different artists each year if that works out. Also, the drawings would be approved before the community painting is initiated. Also, the artist-in-charge would do any final touch-up needed with the four panels to ensure the four murals represent the quality expected.

The next item on the agenda was the approval of the change in the Tennessee Consolidated Retirement System (TCRS) rate. Mayor Wolfe said we should thank the State Treasurer for his good work in making sure the contribution rate did not have to go up this year. Motion was made by Alderman Countermine, seconded by Alderman Dickson, and duly passed to approve the change in the Town's contribution rate from 8.32% to 8.13% to the Tennessee Consolidated Retirement System and authorize the Mayor to execute the acknowledgment.

The next item on the agenda was the Ordinance amending the Floodplain Zoning Ordinance Clarifying Administrative Responsibility. Motion was made by Alderman Vest, seconded by Alderman Dickson, and duly passed to approve on first reading an Ordinance amending Title 11, Chapter 4, Section 11-404(1) titled Designation of Ordinance Administrator to be revised in its entirety as follows:

ORDINANCE NO. __

AN ORDINANCE AMENDING THE FLOODPLAIN
ZONING ORDINANCE CLARIFYING THE
RESPONSIBILITY FOR ADMINISTRATION

WHEREAS, the Jonesborough Floodplain Zoning Ordinance has established the Jonesborough Building Inspector as the person responsible for implementing the provisions of the ordinance, and

WHEREAS, it has been determined that the oversight of floodplain regulations often requires an engineering background and professional knowledge of reading elevation information, and the hydraulic impact of certain alterations within a floodplain, and

WHEREAS, it is in the best interest of the Town to provide a combination of personnel to ensure proper oversight and enforcement of the provisions within Jonesborough's Floodplain Zoning Ordinance, then

NOW, THEREFORE BE IT ORDAINED by Board of Mayor and Aldermen of Jonesborough, Tennessee that Title 11, Chapter 4, Section 11-404(1) Designation of Ordinance Administrator of the Jonesborough Municipal Code is replaced in its entirety as follows:

11-404 Administration (1) Designation of Ordinance Administrator. The Town Administrator or his/her designee(s) is hereby appointed as the administrator to implement the provisions of this ordinance.

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

Motion was made by Alderman Vest and seconded by Alderman Dickson that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: A l d e r m a n Vest,

Alderman Dickson, Alderman
Countermine
Those voting against:

PASSED ON FIRST READING March 10, 2014

KELLY WOLFE, 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

The next item on the agenda was the Capital Outlay Note for \$285,000 to match an ARC Grant for the acquisition of the Jackson Theatre. Mayor Wolfe said this is potentially the beginning of the end of an odyssey. He said the importance of the Jackson Theatre has been discussed for some time, and fits in with the Tourism goals of the Town. He said the theatre would benefit businesses downtown as well as the restaurant trade, and is another tool to maintain the vibrancy of downtown. He said when the Great Food Truck was in Jonesborough, it was said that the Town rolls up the streets at 8:00 p.m. He said we need to stop rolling the streets up in Jonesborough and have something to bring people to Jonesborough. He said we are looking at a movie theatre and hope to show independent films. He said Music on the Square is a great success during the summer, and we could continue that type of success with this theatre venue. He said Mr. Browning and others have an interest in the theatre in Jonesborough, and we have the best all volunteer theatre anywhere in this area. He said the JRT Artistic Director has the proven ability to lead a group of volunteers to make money for the enterprise, and a bigger theatre venue will be more profitable. The Mayor added that this will not be a single use facility. Mayor Wolfe said we will be looking for private donations to help with the renovation as well as public donations to make this a reality. Alderman Vest said he has been on the Board for six years and so much has been accomplished in that time: sewer system improvements, the McKinney Center, and the Storytelling Center, and he feels the Jackson Theatre has economic and tourism potential for many years. Mayor Wolfe said instead of the three (3) year note, the staff is recommending a ten (10) year note because we do not know when other funding will be approved, and wants these note payments to be as manageable as possible. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the ARC Agreement for \$270,000 in grant funding to purchase the Jackson Theatre, and authorize the Mayor to execute the agreement, and approve the Resolution authorizing a ten (10) year capital outlay note of \$285,000 with an interest rate not to exceed 3 percent, to match the ARC funding to purchase the Jackson Theatre building.

Insert ARC Agreement-Note-Resolution

The next item was the mowing bids. Operation Manager Craig Ford said he failed to mention during the consent agenda that he recommended pulling the mowing bids. He said from day one since we have been contracting the mowing, Snapps has always mowed the ballfields and has done a good job, and he was \$5 more this year than the other bids. Mr. Ford said, however, that he is recommending that the ballfield bid be awarded to Snapps. Motion was made by Alderman Vest, seconded by Alderman Countermine to pull the mowing bids from the consent agenda.

Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the mowing bids for various Town properties as outlined, to be paid from budgeted funds in the Recreation Department as follows:

Poor Boy's Lawn Care

Medians on 11-E \$400

Down to Earth

Wetlands Water Park	\$210
Persimmon Ridge Park	\$215
Senior Center	\$ 40
Stage Road Park	\$130
Mill Spring Park	\$ 60
Main Street Village	\$ 35
Jonesborough Cemetery	\$170
African-American Cemetery	\$ 75
Mountain View Estates – Detention Pond	\$ 30
Walnut Grove - Detention Pond	\$ 27
McKinney Center	\$ 50
Library	\$ 40
Visitor Center	\$ 40
Oak Hill School Area	\$ 35
Courthouse Lot/Parsons Table Lot	\$ 60

Osborne Landscaping

Persimmon Ridge Walkway	\$145
Depot Street Park	\$ 40
Barkley Creek Park	\$ 65

Snapps

Persimmon Ridge Ballfield	\$180
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There being no further business the meeting was adjourned.

ABBHEY MILLER, RECORDER

KELLY WOLFE, MAYOR