

BOARD OF MAYOR AND ALDERMEN

BEER BOARD

MARCH 13, 2017

The Board of Mayor and Aldermen (BMA) met as the Beer Board on Monday, March 13, 2017, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

There is two items on the Beer Board agenda. One request is for a beer license by GPM WOC Holding Company DbA Roadrunner #123 – 101 East Jackson Blvd. Ryan Broyles was present and the new owner was also present. Motion was made by Alderman Sell, seconded by Alderman Fitzgerald and duly passed to approve the off-premise Beer License to GPM WOC Holding Company dba Roadrunner BP Station #123 – 101 East Jackson Blvd.

The next item for approval was the request for a beer license by GPM WOC Holding Co. dba Roadrunner Shell Station #124 – 141 Boone Street. Motion was made by Alderman Fitzgerald, seconded by Alderman Vest and duly passed to approve the off premise Beer License to GPM WOC Holding Co. dba Roadrunner #124 – 141 Boone Street.

There being no further business for the Beer Board the meeting was adjourned.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MARCH 13, 2017

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, March 13, 2017, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order and led the group in an opening Prayer, and Tom Pardue led the pledge to the Flag.

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

The next item was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Attorney Wheeler said on the Special Event Permit requests that there was no proof of insurance and the Garden Gala was not signed properly. Alderman Countermine, made the motion, seconded by Alderman Fitzgerald, and duly passed to approve the following items subject to Town Attorney approval on the Special Events applications:

1. No minutes were available for approval.
2. Approve the following February, 2017 bills for payment:

Insert Bills

3. Approve the Town Administrator Report:

Insert

4. Approve the Operations Manager Report:

Insert

5. Approve the following Committee Reports: Keep Jonesborough Beautiful Advisory Committee, Traffic Advisory Committee, Tree and Townscape Board,

Historic Zoning Commission, and Jonesborough Planning Commission and Board of Zoning Appeals.

6. Approve the following Supervisor Reports: Visitor Center Manager, Director of Tourism and Marketing, Building Inspector, Fire Department, McKinney Center, Police Department, Street Department, Animal Control, Water Distribution, Water Plant, Water Park, Website Manager, Solid Waste and Recycle, Fleet Management, Senior Center, JRT Artistic Director, Event Coordinator, Promotions Coordinator, Environmental Service Director, Main Street Director, and Parks and Recreation.

7. Approve the promotion of Police Sergeant Jamie Airstrip to the vacant Administrative Police Major position at Grade 17, Step 1, with the difference in compensation being retroactive to January 2, 2017.

8. Approve the resignation of Deborah Moore, Senior Center Program Director.

9. Accept the resignation of Michael Britton, Park Maintenance Specialist, who left without a notice.

10. Approve the position description for the Community Program Specialist at the McKinney Center at Booker T. Washington School at Grade 6.

Insert

11. Approve promoting Skye McFarland to the position of Community Program Specialist at the McKinney Center from her position of Hostess II at Grade 6 Step 1 (\$13.08 per hour – 28 hours per week).

12. Approve the AmeriCorps volunteer position and position description, authorizing a payment of \$7,413 to support the position for one year, with \$5,000 coming from the Sonia and Jim King donation and \$2,413 from budgeted funds.

Insert

13. Authorize the Mayor and/or staff to execute an AmeriCorps agreement resulting in an AmeriCorps volunteer position at the McKinney Center, subject to the review of the Town Attorney.

Insert

14. Approve the purchase of gravity sewer materials from low bid Consolidated Pipe Supply for \$13,472.25 to be paid from the water/sewer fund reserve.

15. Approve the recommendation from the Recreation Department for mowing services in 2017 based on bids received, with Earth Effects totaling \$548.95 per mowing cycle, Snapp's Lawn Care – 185 per mowing cycle, Jones Lawn Care - \$70 per mowing cycle, and Phillips \$795 per mowing cycle, to be paid from budgeted funds.

16. Approve the food service and janitorial bid for the Wetlands Water Park for the 2017 season to Rheinhardt Food Service.

17. Approve the use of \$18,475 to purchase 40 cardboard recycling containers, combined with \$15,725 of TDEC Solid Waste grant funding in order to transition to a front loading cardboard recycling collection system.

18. Approve the Special Events Permit for the American Cancer Society Relay for Life in downtown Jonesborough, Saturday, June 10, 2017 with Main Street from Fox Street to 2nd Avenue being closed from 4:00 p.m. until 1:00 a.m. (Sunday),

subject to the Town Attorney's review and acceptance of the Hold Harmless Agreement and proof of insurance.

19. Approve the Special Events Permit for David Crockett's Athletic Department to hold the annual Pioneer Pride 5K walk/run on Saturday, August 12, 2017, with Main Street being closed from 8:00 p.m. – 11:00 p.m., for the race finish and street dance subject to the Town Attorney's review and acceptance of the Hold Harmless Policy and Proof of Insurance.

20. Approve the Special Event Permit request form the Tuesday Garden Club for the Garden Gala, an annual event co-sponsored by the Garden Club and Schubert Club, to be held Saturday, June 3, 2017, in Jonesborough using the Visitor Center and Storytelling Plaza, some sidewalks in Jonesborough subject to the Town Attorney's review and acceptance of the Hold Harmless Policy and Proof of Insurance.

21. Approve the 2017 Snow Hut Contract with David Gene Lloyd that allows him to operate a snow cone concession at the Wetlands Water Park during the 2017 season under the terms of the contract.

Insert

22. Approve the purchase of a used service truck for the Water Distribution Department for \$29,500 to be paid from the Water/Sewer reserve.

23. Approve a four year lease to own agreement with Community Leasing to obtain two Ford Escapes for building maintenance and Administration with lease payments at 3.81% or \$1,011.16 per month for 48 months to be paid from budgeted fund.

Insert

24. Approve the amended agreement with GRW Engineering for engineering work associated with improvements in the Telford Road/Leesburg Road area along US-11E for an amount not to exceed \$5,000 to be paid with budgeted funds.

Insert

25. Approve the Shamrockin' on the Plaza event Saturday, March 18th, 2017 from 5:00 p.m. – 8:00 p.m. at Storytelling Plaza downtown.
26. Approve the fee schedule for the 2017 Water Park season, and the preseason discount specials for season passes, booking private parties and birthday parties and swim lessons.
27. Approve the purchase of a full size paving machine from Washington County Highway Department for \$20,000 paid from the Street Department paving Budget.
28. Approve the purchase of a tractor/mower from Putnam County for \$15,000 with funds to come from unused line item amounts in Street Department.

Mayor Wolfe thanked Gary Lykins for finding a good tractor/mower for the Town. He said he would also like to thank the Washington County Highway Department for selling the Town a used paver. It is twenty years old but is in good functioning order. He said the Town crew was coached in paving the parking lot at the Chuckey Depot and behind the Jonesborough Methodist Church. It works great and we got a great deal.

The next item on the agenda was the approval of the Financial Report. Ms. Miller said that tax collection is above where we should be. The Department Heads are

working on their budgets for next year and Mr. Browning has given them a deadline of March 31st. Motion was made by Alderman Fitzgerald, seconded by Alderman Vest, and duly passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe said Virginia Causey is retiring this week and has been with the Town almost forty years. He said as much as you love someone you tend to take that person for granite. He said you take their knowledge and the things they do for granite. He said Virginia has been such an inspiring person for so many Town employees for so many years. He said he had written a letter and it will be read at the Employee luncheon on Wednesday. He said everyone loves Virginia and she has put a prayer list together for concerns for employee's family. He said he turns to Virginia to see if he has forgotten anything and he said he can always depend on her to steer him right. He said she is a loving, caring, good decent hardworking person whose heart is as big as this room if no bigger. It said it is their last night together and he said they are going to miss her and they love her. He said there is an event open to the public on Friday from 1:00 – 3:00 at the Visitor Center which is a drop in reception and encouraged everyone to come by and let her know they appreciate her. She has gone from a two or three room operation at Old Town Hall to what we have today. He said the culture of this Town government has been profoundly influenced by Virginia and her loving nature has provided a good working environment for generations in Town employees. He said there is more to come.

Mayor Wolfe said he had a Proclamation for Arbor Day.

Insert

Jerome Julian, new CEE of United Way Washington County, TN, was present to receive the Proclamation for Volunteer Week. Mr. Julian thanked everyone for their support. He said United Way supports seventeen agencies and they have several fund raisers planned in the future.

Insert

Mayor Wolfe asked Zackery Mills and his family to come forward. He said Zackery is receiving an award for his volunteerism. He has lived in Jonesborough for eighteen years. He said he was a twenty-four week preemie. He read the following Proclamation:

Insert

Mayor Wolfe presented the Employee of the Month to the Wastewater Crew. He read the following

Insert

Mayor Wolfe asked Virginia Causey to come forward. He read the following Proclamation: Mayor Wolfe said Virginia has limitless love and limitless tears.

Insert

Mayor Wolfe said prayer concerns are Malcolm Highsmith's mother is in the hospital, Gina Fritts is in the hospital, Dan Miller is doing better after his surgery. Abbey said there was not a day that went by that Virginia Causey did not call or text checking on Dan and that is who Virginia is and she said she loves her. Kim Hamilton's fiancé, Tony Clouse, is battling cancer. Mayor Wolfe said someone would have to continue to do the prayer list.

Mayor Wolfe said that NetTrans has had a disruption in service which is rural vs urban services. He said there are a lot of people that attend the Senior Center that depend on NetTrans. He said he hopes that the leaders making this decision will look at this. He said it is an issue that needs to be addressed. He said there is a meeting on

March 17th at 10:30 at the Johnson City Public Library. There will be a resolution to support NetTrans to continue to operate in the urban areas. He said this is an issue with TDOT and hopes that it will be resolved. Bob Browning said the issue needs to be resolved in Washington DC. He said Jonesborough and Telford is considered to be urban and Greenville is considered rural.

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

Town Attorney Comments was the next item on the agenda. Attorney Wheeler said there was an appeal from Municipal Court that has been delayed until late summer.

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

The next item on the agenda was the power point presentation by Cobern Rasnick, Environmental Service Director. The report is on file at Town Hall.

The next item on the agenda was approval of a contract with Equinox Environmental for landscape design work at the Senior Center, Chuckey Depot, McKinney Center, and Boone Street. Mayor Wolfe said he like the format of this contract. Motion was made by Alderman Countermine to approve the Design Agreement with Equinox Environmental for landscape design work at the Senior Center, Chuckey Depot, McKinney Center, and Boone Street as submitted for an amount not to exceed \$10,000 to be paid from budgeted funds. The motion denied for lack of second. Alderman Sell asked if there was a reason that there is not a local firm used for this. Mr. Browning said they have tried to use a local firm but Equinox has sustainable landscape design. This process was used at the Storytelling Center and the firm that did it was out of Philadelphia. He said they tried to find someone local and Equinox was the closest firm that focuses on sustainable landscape design with native plants. He said the medians are done with almost all native plants. He said the amount of time staff takes to maintain it is less because of the planting recommendations. He said the working relationship with Equinox has not had any failure so far. Mayor Wolfe asked Alderman

Sell if they are looking at a different type of arrangement for landscaping. Alderman Sell said he wanted to know how much of this was really necessary. Mayor Wolfe said the Town has done several projects with Equinox – medians, Senior Center, McKinney Center, Veterans Park, Stage Road Park, Golden Oak Park, downtown landscaping. He said he has witnessed firsthand a creative talent that is not widely discussed around Town Hall with the landscaping of these areas. Alderman Sell said he felt we could do this in house. Mayor Wolfe asked if the Tree & Townscape Board would be willing to work with Craig and whoever that would be interested in looking at this design work. Mr. Browning said it is unfair to put the staff in the position to do this professional job. Craig does a great job working off of plans. He said landscape design gets short cut. He said when you are looking at plants that blend together all year round that complement each other and expect the staff to do that is unfair. Craig Ford said obviously he would do whatever the Board wishes for him to do. He said you can give him a set of plans and he can make changes and get the job done. He said there is a good working relationship with Equinox. He said he felt the staff did a good job at Wetlands Water Park. He said Equinox is experts in their field. He said it makes his life easier if he has a plan in front of him and he implements that plan but he is willing to do whatever the Board wants him to do. Alderman Vest asked Ms. Miller how much the Town has paid Equinox over the last year. Ms. Miller said we have paid them over \$150,000 over a ten-year period. Mr. Browning said last year it was around \$5,000. Mayor Wolfe said he feels Equinox is expensive on some things and they have done a good job for the Town. He said there are several different areas included in this proposal. If the Board wants staff to do some of this in house by Town staff, then let the staff come back with another plan. Alderman Vest said that he felt there was other landscape architects that could be used. Alderman Sell said he gets a lot of complaints about the trees on the median hitting people's cars. Mayor Wolfe suggested Board members talk to Bob Browning with suggestions on this proposal to help with this process. This will be addressed at the next meeting.

The next item on the agenda was the revisions to the McKinney Center Parking lot. Mayor Wolfe said the plan has been revised and is durable. Motion was made by

Alderman Fitzgerald, seconded by Alderman Vest, and duly passed to approve the revised parking plan for the McKinney Center resulting in a total of 92 parking spaces.

The next item on the agendas was the rezoning of property at 136 and 138 North Lincoln Avenue. Motion was made by Alderman Sell, seconded by Alderman Fitzgerald, and duly passed to approve the ordinance on first reading that rezones two parcels, Parcel 10 and 11 on Washington County Tax Map 052 from R-2 (Medium Density Residential) District to B-6 (Urban Commercial Corridor Business) District.

Insert

The next item on the agenda was the annexation of property on Vines Drive. Mayor Wolfe said he has a Conflict of Interest on this item and asked Vice Mayor Terry Countermine to reside over the meeting. Mr. Browning said this is a request for annexation on Vines Drive adjacent to the city limits of Jonesborough on Vines Drive. It has already been approved by the Jonesborough Planning Commission for annexation and a Plan of Services for this annexation. There is a portion of Vines Drive that is in the city limits. He said this is intended to be a residential development and it is connected to a property that Wolfe Development owns that connects to Main Street. Alderman Countermine said it is presently zoned A-1 (General Agriculture in Washington County) and will come into the city as an R-1 (Low Density Residential). Mr. Browning said that Wolfe Development could come back after annexation and request a rezoning. Motion was made by Alderman Vest, seconded by Alderman Sell, and duly passed to approve the Plan of Services for Wolfe Development property on Vines Drive, a portion of Parcel 280 on Washington County Tax Map 052 as follows:

Insert

Motion was made by Alderman Fitzgerald, seconded by Alderman Vest, and duly passed to approve on first reading an Ordinance annexing a portion of Parcel 280 on

Washington County Tax Map 052, owned by Wolfe Development and located on the eastern border of Vines Drive as designated on Exhibit A

Insert

The next item on the agenda was the agreement with Air One Media Flight Services, LLC (AOMFS). Mayor Wolfe said that there are occasions that the Town could benefit from aerial photography especially when the Town is doing landscape work, inspecting sites, etc. He said it is amazing what kind of pictures can be taken with a drone. He said aerial photography of events in Town and using that for social media for promotion. This is a good deal that is being presented to the Town. Alderman Vest said this is something that he can support but he wants an ordinance on drones in place before this agreement is approved showing the restrictions on drones. He said until the ordinance is prepared he does not want to enter into this agreement. Mayor Wolfe suggested asking the staff to come up with the ordinance in conjunction with this. Mr. Browning said there are state guidelines that are in place. Mr. Chesnut has addressed those issues in the presentation. Mr. Browning said the ordinance would mirror those restrictions. Alderman Vest said he feels there should be restrictions on aerial vehicles in the Town to protect residents. He said we need to limit the number of vehicles used. Alderman Fitzgerald asked if this could be brought back at the next meeting. Mayor Wolfe said there is needs with the spring season coming up that we could get them to start working and bring the ordinance next month. Alderman Vest made a motion to enter into this agreement with AOMFS within thirty days after the Town Ordinance has been approved addressing aerial vehicles. Alderman Sell seconded the motion. Mayor Wolfe asked how many readings there would have to be on this ordinance. Attorney Wheeler said an ordinance has two readings. Mayor Wolfe said we are talking about sixty days – not thirty days. Alderman Vest said this was discussed a couple of meetings ago and we should have had the ordinance in place because the Town knew this was coming up. Dean Chesnut said he would answer any questions. He said what they are proposing is to be hired by the Town and only do work requested by the Town. He said their pilot licenses is by the FAA and would not lose his pilot license over doing

something wrong. He said they would only fly when the Town requested. He said this is not like people flying drones at their homes. Alderman Vest said the ordinance should have been brought up first and said he would amend his motion to enter into a contract after first reading. Mr. Chesnut said they would help the Town write the ordinance and asked that this be approved so they can start flying on things coming up. He said he has given Major Rice the regulations that they have to go by. Richie Hayward said there are a lot of regulations on flying drones and that he would not do anything wrong to jeopardize their license. Mr. Chesnut said they both were retired policemen in Florida. He said when they fly the drone they have to have a flight plan and have it approved. Alderman Countermine asked if the Town comes up with an ordinance would FAA restrictions trump it. Mr. Chesnut said FAA trumps all. Mayor Wolfe said he appreciated the offer by Mr. Chestnut and Mr. Hayward. Alderman Fitzgerald said he felt this would be helpful to the police department. Alderman Vest said his only issue is that we do not have an ordinance in place. Alderman Vest amended his motion to approve this agreement as presented with the amendment that the contract would be voided after 90 days if there is not a Commercial and Personal Use Drone Ordinance in place. Alderman Sell amended his second. Mayor Wolfe said he felt we should have the first reading with the ninety days and asked if that would be acceptable. Alderman Vest amended the motion to approve this agreement with AOMFS (Air One Media Flight Service, LLC) as presented with the amendment that the contract would be voided after 90 days if there is not a Commercial and Personal Use Drone Ordinance in place with first reading with Mayor or Town Administrator accepting the terms of the agreement subject to the Town Attorney approval. Alderman Sell amended his second.

Insert

The next item on the agenda was the approval of Employment Benefit Review. Mayor Wolfe asked if this had been discussed with the staff and Craig Ford said there has not been any discussion with the staff on this. Mr. Browning said there has not been a formal meeting with department heads but there has been discussion individually. Mayor Wolfe said there has been a meeting on this with some department

heads. Mr. Browning said he has no problem having a meeting with department heads concerning this. Alderman Vest said one concern he has is that he feels the number of sick day accumulation of one day a month is excessive and felt it should be one half day a month that equals to six days a month. Alderman Sell said that is standard. Alderman Vest said in the first five years he felt it should be one half a day sick leave per month. Alderman Fitzgerald said he has no problem with one day per month. Alderman Vest said there is a difference in government and private work force. Alderman Countermine said this is government and said he felt benefits is a reason some people come to work for the Town. Alderman Vest said that pay has been addressed. Motion was made by Alderman Fitzgerald, and seconded by Alderman Countermine, to approve the Resolution amending certain provisions in the Personnel Policy of the Town of Jonesborough related to the employee benefits. Alderman Vest said he felt we could add for the first five years that they would receive one half day per month. Alderman Fitzgerald said he felt supervisors know if the employee is abusing the sick leave. Alderman Sell said he feels twelve days are excessive and feels six is more in line. Upon call of the roll those voting aye: Alderman Fitzgerald and Alderman Countermine. Those voting nay: Alderman Vest and Alderman Sell. Mayor Wolfe said he felt employees hired by the Town of Jonesborough was told they would have one sick day per month so we are morally obligated to that at this time but if someone wants to have a discussion about future hires we can discuss that in the future. He said he was going to vote affirmative and the motion passed.

Insert

The meeting was adjourned.

ABBEY MILLER, RECORDER

KELLY WOLFE, MAYOR