

BOARD OF MAYOR AND ALDERMEN

BEER BOARD

APRIL 10, 2017

The Board of Mayor and Aldermen (BMA) met as the Beer Board on Monday, April 10, 2017, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

The only item on the agenda was the application for a Jonesborough Convenience Store Craft Beer Sampling Permit for the Shell Roadrunner Store #124, 141 Boone Street, Jonesborough, TN. Motion was made by Alderman Countermine, seconded by Alderman Fitzgerald, and duly passed to approve the Jonesborough Convenience Store Craft Beer Sampling Permit for Roadrunner Market Store #124 at 141 Boone Street in Jonesborough.

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

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ADLERMEN

PUBLIC HEARING

APRIL 10, 2017

Mayor Wolfe recused himself from acting as Mayor and asked Alderman Countermine to act on these items as Vice Mayor.

Vice Mayor Countermine said the first item on the Public Hearing was the rezoning of property at 136 and 138 North Lincoln Avenue from R-2 (Medium Density Residential) to B-6 (Urban Corridor Business District). There were no comments.

Vice Mayor Countermine said the second item on the Public Hearing was the annexation of certain property on Vines Drive. There were no comments.

ABBEY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

APRIL 10, 2017

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, April 10, 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. Alderman Sell 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. Alderman Sell made the motion, seconded by Alderman Fitzgerald, and duly passed to approve the following items on the Consent Agenda:

1. Approve the BMA minutes of the February 13, 2017 meeting.
2. Approve the following March bills for payment:
Insert Bills
3. Approve the following Town Administrator Report:
Insert Report
4. Approve the following Operations Manager Report:
Insert
5. Approve the following Committee Reports: Traffic Advisory Committee, Historic Zoning Commission, Board of Zoning Appeals, and Jonesborough Planning Commission.
6. Approve the following Supervisor Reports: Wetlands Water Park, Water Distribution, Building Permits, Solid Waste and Recycle, Director of Tourism and

Marketing, Visitor Center Manager, Fire Department, Website Manager, Main Street Director, Promotions and Social Media Coordinator, JRT Artistic Director, Water Treatment, Animal Control, Street Department, Police Department, Environmental Services/Wastewater, Senior Center, Parks and Recreation, McKinney Center, MBM Outreach Program, and Fleet Maintenance.

7. Approve the hiring of Crystal Hirshy as the Program Director of the Jonesborough Senior Center at Grade 7, Step 2, (\$29,421) with eligibility for the step increase, July 1, 2017 subject to all pre-employment conditions.
8. Approve moving the Senior Center Program Director position to Grade 7 in the Town's compensation plan.
9. Approve the promotion of Brian Atkins to the vacant Compost Recycling Worker II position within the Solid Waste Department at Grade 4, Step 1 (\$24,675).
10. Approve the hiring of Steve Reed as a Recycle Collection Worker I in the Solid Waste Department at a Grade 2, Step 1 (\$22,381), subject to all pre-employment conditions including Worksteps and the background check.
11. Approve the change in the Water Park Employee Compensation Plan to a 3% increase between steps for Grade 1-3.

Insert Chart

12. Approve the hiring of Brian Briggs as a Park Maintenance Specialist for the Recreation Department at Grade 4, Step 1 (\$24,675), subject to all pre-employment conditions including Worksteps.
13. Approve the Brews and Tunes event for the 2017 season, from June 4th – September 24th, plus the Halloween evening activity.
14. Approve the event schedule for Jonesborough Days, Friday, June 30th – Sunday, July 2nd, with Main Street from Fox Street to 2nd Avenue, and associated side streets, being closed after 5:00 p.m., Thursday, June 29th, and Boone Street and a lane of Jackson Blvd being closed for the parade on Saturday morning, July 1st, on a schedule determined necessary for public safety by the Police Department, and with Boone Street being included in the event boundary, June 30th – July 2nd, with a festival speed limit of 5 mph.
15. Approve the Special Event Permit for Movies on Main sponsored by the Jonesborough Area Merchants and Service Association every Saturday evening from May 27th – August 5th, 2017 expect for July 1st, with Main Street and associated streets being closed from Fox Street to 2nd Avenue from 7:00 p.m. – 11:00 p.m. subject to the Town Attorney's review and acceptance of the Hold Harmless Policy and Proof of Insurance.

16. Approve the Special Event permit for the Race for Ian 5K run/walk to be held Saturday, June 17th, 2017, from 8:00 a.m. – 9:00 a.m. at Trinity Baptist Church and Walnut Grove and Royal Oaks Subdivisions, as presented subject to the review and acceptance of the Hold Harmless Agreement and proof of insurance by the Town Attorney.

17. Approve the Special Event permit for First Baptist Church to hold their Easter Sunrise Service from 8:00 a.m. – 9:00 a.m. Sunday, April 16th, 2017, at the Old Jonesborough Cemetery subject to the Town Attorney's review and acceptance of the Hold Harmless Policy and proof of insurance.

Mayor Wolfe introduced Crystal Hirshy, Program Director, for the Senior Center. Ms. Hirshy said she looks forward to working with the staff at the Senior Center.

The next item on the agenda was the Financial Report. Abbey Miller said everything is going fine and the staff is working on the new budget. She said they are trying to finalize the health insurance rate. It started out at twelve percent and she said they have it down to eight and one-half percent. Ms. Miller said anything under ten percent is good. She said the only thing that could be done to lower it would be to go up on the deductible. Mayor Wolfe said the staff has done a good job sustaining good insurance for the employees and containing cost. Ms. Miller said with the Health Reimbursement Account which continues to grow is showing that the employees are not

having to meeting the deductible. She said they can drop the amount that is going into the HRA account. She said last year the TCRS said the rates would be going up this year because of investment problems but the Town's only went up about one-half percent. Motion was made by Alderman Countermine, 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 read a thank you card from Virginia Causey for the party, reception, gifts, and the expressions of love.

Mayor Wolfe read the following names of employees that have deaths in their families on the prayer list: Jeff & Jerry Davis – mother, Austin Fields – grandmother, Brandon McInturff – father –in-law, Matthew Scalf – uncle, and Kathy Lamb – her friend Bill Ford. Employees that have sickness in their families: Dickie Wines, Shane Atkins, Barbara Highsmith – Malcolm Highsmith's mother, Theresa Hammons - father, Kim Hamilton – son and fiancé (Tony Clouse), Jimmy Nease - father, Daniel Miller - aunt, and Lorena Cradduck – cousin Joe Shell.

Mayor Wolfe said at this meeting there will be a decision on unmanned aerial vehicles. He said Deborah Montanti sent the following note:

Insert

Mayor Wolfe presented the Employee of the Month to Jeff Ward. He introduced Jeff's family, wife- Brittney, and daughters Kaylee and Bella.

As Director of Streets, I get the opportunity to work closely with a tight knit group of men in various capacities. Sometimes I work with the men in more of a leadership/ directional role, and sometimes we work shoulder to shoulder while doing many various duties. While working out in the field especially, I have the opportunity to really get a pulse on 'who does what on the crew'. I have the honor of working with a great-hearted crew that is certainly not afraid to get into the fray and complete tasks. While as a unit the street department crew functions well, from time to time I am also able to notice someone or more than one person, who is just 'going that extra mile'. I am fortunate to work with a couple of such individuals.

I'd like to nominate Jeff Ward for employee of the month for March 2017. Jeff is currently a Street Worker 2, and functions well beyond his pay grade. When I came to the Street Department, I could readily see that Jeff was an individual who would potentially thrive under leadership and discipline, and with a little positive feedback, Jeff would go a long way. And Jeff certainly has done exactly that. Jeff responded immediately to the small individual tasks that I created for him. He asked to be taught several computer skills and programs, including creating a Word Document of daily and monthly logs. Jeff responded extremely well to created/saving new documents. He has shouldered much of the computer work that the Assistant would likely be doing to aid the Director. Jeff has turned in daily reports like clockwork, created 'monthly reports

paragraphs' to help the Director to have updated information for his Monthly reports, and has been instrumental in helping the Director log snow event salt usage, so that the Town gets accurately reimbursed for salt used on State Routes. In that aspect, I think it could be said that Jeff is helping the Town get each dollar of the State Maintenance Contract that we can by helping accurately report salt usage.

Jeff has created an inventory system or data base (on the computer) of tools that the street department owns/operates. This is in response to the Director wanting to know what tools we have and where they are located. Jeff has created computer generated lists of 'street light outages, leaves that need to be picked up, and pothole locations needing to be patched.' Jeff is able to email these lists/updates to the Director to cut down on paperwork that can be lost and cause clutter. Jeff has a good work attitude and work ethic. Jeff is very punctual and is careful and considerate of others and the Director when scheduling and using his earned time off. Jeff has initiated or helped complete several 'clean up and reorganizing' projects in the shop the Director has wanted done. Jeff was instrumental in inventorying all the 'on hand' signs/sign blanks and mounting hardware. Jeff is a regular 'go to' guy for retrieving the military surplus vehicles for Major Rice, and has logged more tractor trailer 'road miles' than I think anyone else here at the Town. Jeff performs the task of going after the surplus vehicles many times with very little notice, he is always willing to help. He does a great service that frankly, is usually a tough long slow ride. Whatever activity is going on, you will be hard pressed to ever find Jeff 'holding up a shovel', and he is always right where the action is going on.

Out in the field Jeff routinely has excellent ideas that will help get the project moving along, or an idea that might even solve a logistic problem. Jeff is always willing and desiring to learn how to do job/field calculations and understand how those are derived. Jeff is a willing pupil, and many times teaches the teacher with out of the box thinking. I view Jeff Ward as a very solid valuable asset to our department and to our Town, and I think Jeff deserves a little recognition for the excellent job he is doing for our Town. I think Jeff is our employee of the Month, March 2017. Submitted by: Malcolm Highsmith, Director of Streets

Alderman Communications was the next item on the agenda. There were no comments.

Town Attorney Comments was the next item on the agenda. Attorney Wheeler said he needed the Board members to meet in Executive Session after the meeting.

Citizen Comments was the next item on the agenda. Ed Wolff, 1103 Miller Drive, wanted to thank the Board members for a great job on East Main Street. He said he would like to encourage the Board to look at diversity in the employee base of the Town. He said there are few of color on payroll and we need to look at how to encourage people to be employed. He said it is not only a moral obligation for office but it is economically sound. Mayor Wolfe said we are proud of our heritage and that goes back several generations. He said what you are saying is correct but we don't in any way

ever seek to discriminate when the Town is hiring employees. We have a challenge to have a diverse field to pick from. Bob Browning said he agrees with Mr. Wolff but it is not from lack of effort because the Town sends information out to people to help us get connections. We would be open to suggestions.

The first item on the Old Business was the ordinance rezoning property at 136 & 138 North Lincoln Avenue. Motion was made by Alderman Fitzgerald, seconded by Alderman Countermine, and duly passed to approve on second and final reading the rezoning of Parcels 010 and 011 on Washington County Tax Map 052, Group C, located at 136 and 138 N. Lincoln Avenue from R-2 (Medium Density Residential) to B-6 (Urban Commercial Corridor Business).

Insert Ordinance

The next item on the agendas was the annexing of property on Vines Drive. Mayor Wolfe recued himself due to a conflict and Vice Mayor Countermine conducted the meeting. Motion was made by Alderman Vest, seconded by Alderman Sell, and duly passed to approve on second and final reading an ordinance annexing a portion of Parcel 280 Washington County Tax Map 052, owned by Wolfe Development and located on the eastern boarder of Vines Drive as designated on Exhibit A.

Insert Ordinance

The first item on the agenda under New Business was the approval of the FY 2016-17 Audit Contract with Blackburn, Childress, and Steagall. Motion was made by Alderman Countermine, seconded by Alderman Fitzgerald, and duly passed to approve the audit contract with Blackburn, Childers, and Steagall to audit all funds for the Town of Jonesborough along with the TCRS testing for the 2016-2017 fiscal year ending June 30, 2017 for a total contract amount of \$42,500 to be paid by budgeted funds.

Insert Contract

The next item on the agenda was the Certificate of Compliance for Retail Food Wine Sales for Roadrunner Markets. Motion was made by Alderman Vest, seconded by Alderman Sell, and duly passed to approve the application for a Certificate of Compliance associated with Retail Food Wine Sales at the Roadrunner Market located at 101 E Jackson Blvd. in Jonesborough, authorizing the Mayor to execute the Compliance Certificate.

Insert

Motion was made by Alderman Fitzgerald, seconded by Alderman Countermine, and duly passed to approve the application for a Certificate of Compliance associated with Retail Food Wine Sales at the Roadrunner Market located at 141 Boone Street in Jonesborough, authorizing the Mayor to execute the Compliance Certificate.

Insert

The next item on the agenda was the ordinance establishing regulations and requirements for the operation of unmanned aerial vehicles in Jonesborough. Mayor Wolfe said there were two changes sent out to the Board by email. Mr. Browning said one was Section 6-602 (9) adding a sentence that "Flights must be within the boundary of the property of ownership or which permission has been granted." The other addition was adding in Section 6-603 (1) adding "launch site". Motion was made by Alderman Countermine, seconded by Alderman Sell, and duly passed to approve on first reading an ordinance amending Title 5 of the Jonesborough Municipal Code by adding a new Chapter 6 establishing regulations and requirements for the operation of unmanned aerial vehicles in Jonesborough with the additional corrections:

Insert Ordinance

The next item on the agenda was the development of cross-connection between N. Cherokee Street and Smith Lane. Bob Browning said the Traffic Advisory Committee has spent a lot of time looking at traffic congestion and traffic safety as related to 11-E between Smith Lane to the Country Inn Suites and to the Justice Center. He said one of the problems with the Justice Center was the fact that they did not put a through traffic lane in that complex which was in the original plan. He said there was high accident count on 11-E with cars turning left toward Johnson City on N. Cherokee so the Board authorized a right turn lane only to try to avoid the accidents occurring. Then

after the staff striped it they had to go back and put in those globes that proved to be effective which has eliminated the accidents. He said TDOT came to a Traffic Advisory Committee meeting and worked with them on this issue and the solution is a traffic signal. He said N. Cherokee Street is too close to the light at Second Avenue because there has to be eight hundred feet between traffic signals. He said they have looked at Smith Lane for a traffic signal in the future. He said if they could get Smith Lane connected to N. Cherokee Street that it would greatly help with traffic flow. He said they had worked with Wolfe Development on the possibility of that but his opposition said he would benefit from it so he withdrew his offer of donation of land. He said he has talked with Janice Randolph who owns the property above that and she is willing to work with the Town for this project. He said he is asking the Board for authority to pursue that. He said there will have to be an appraisal done, surveys will have to be done, and communications with TDOT. This is just asking for authorization to move forward with the possibility. Alderman Sell asked if there were any cost figures and Mr. Browning said not at this item. Alderman Sell asked how this would be paid for. Mr. Browning said the options would have to be looked at. He said there was extra money in paving this year and he would have to look at the cost. He said it is a 50 foot right-of-way and would have to be appraised. Mayor Wolfe said he would not be participating in any deliberation on this item because he owns property adjoining it and to avoid any appearance of impropriety he withdrew his offer of giving the Town a free access road last year. He said there are people that like to make something out of nothing. Alderman Countermine said those intersections are dangerous. Mr. Browning said there is a lot of vacant land out N. Cherokee and in the future we will have to figure

something out. Alderman Vest asked if this was contingent upon getting a redlight approved. Mr. Browning said that would be part of the discussion with TDOT. Alderman Vest said to put the street in without the redlight would make the traffic issue worse. Alderman Fitzgerald asked if the Town would build the road to make it cheaper. Mr. Browning said the Town can do the grading and we can pave it. Alderman Sell said being on the Traffic Advisory Committee they have looked at all options on this and this is a good idea because it is a good idea for future development as well as safety for the Town. Alderman Vest said he is in favor of a study and before anything is done to make sure we do not create another bad intersection. Alderman Vest made a motion to approve in concept the cross-connection project between N. Cherokee Street and Smith Lane recommended by the Traffic Advisory Committee, and authorize staff to pursue a purchase price for the right-of-way needed for the connector, feedback from TDOT on the overall concept of the proposal, and a cost from an engineering firm, Vaughn & Melton, to undertake a traffic signal warrant study, bring back to the BMA specific proposals and costs for future review.

The next item on the agenda was the adoption of a General Americans with Disability Act Resolution. Motion was made by Alderman Sell, seconded by Alderman Countermine and duly passed to approve the Resolution adopting a General Americans with Disabilities Act Policy for the Town of Jonesborough.

Insert Resolution

The next item on the agenda was the amendment of Chapter XXI, Miscellaneous – Sexual Harassment Policy. Motion was made by Alderman Fitzgerald, seconded by Alderman Vest and duly passed to approve the Resolution amending Chapter XII, Miscellaneous Policies Sexual Harassment in its entirety.

Insert Resolution

The next item on the agenda was the resolution on personnel policy Section XVII A Discrimination Prohibited. Motion was made by Alderman Countermine, seconded by Alderman Sell and duly passed to approve the Resolution replacing XVII of the Town's Personnel Policy with a new Section XVII A titled Discrimination Prohibited – Title VI and Title VII as presented.

Insert Resolution

The next item on the agenda was the Resolution on Personnel Policy Section XVII B Discrimination Prohibited. Motion was made by Alderman Countermine, seconded by Alderman Vest, and duly passed to approve the Resolution adopting new Section XVII B Discrimination Prohibited – ADA to be added to the Jonesborough Personnel Policy.

Insert Resolution

The next item on the agenda was approval of an Interlocal Agreement with Washington County for water line extension – Sliger Drive and Thornburg Hills Road. Mayor applauded Washington County for helping these residents to have access to public water and thanked Joe Grandy. Motion was made by Alderman Sell, seconded by Alderman Vest, and duly passed to approve the Interlocal Agreement with Washington County which provides material costs for line extensions on Sliger Drive and Thornburg Hills Road estimated to cost a total of \$117,944.17.

Insert Agreement

The next item on the agenda was concerning the purchase of a back up MIOX Disinfectant System. Mayor Wolfe said Jonathon Lucas is present and Mayor Wolfe said he feels they have this worked out. Mayor Wolfe said there is always an increased level of regulations in the water system. The latest is in the byproducts associated with the use of chlorine to disinfect water. He said we have a system in place and we are going to make a redundant system. At this point we have used chlorine as a back up to the MIOX system. The chlorine leaves by products no matter what is done. Jonathon Lucas and his crew do a very good job. He said the Board is equipping them with the tools that they need to continue to keep the Town in compliance. If one MIOX system goes down then we will have a back up and will not have to use chlorine. This should take care of the reports that we have received that we did not like along with the regular line flushing that is taking place. Mayor Wolfe told Jonathon that he and his crew does a good job. Motion was made by Alderman Vest, seconded by Alderman Countermine,

and duly passed to approve the purchase of second MIOX disinfectant system for the water treatment system to ensure we maximize the effectiveness of disinfection while reducing by-product build-up for an amount not to exceed \$140,000 to be paid from reserve funds.

Alderman Vest said in discussing the dangerous intersections, he said the intersection with New Hope Road and Sugar Hollow Road is also a problem. He said his daughter had an accident on Sugar Hollow Road. He said if there was a cut out on 11-E at Conley Road it would help to eliminate traffic on Sugar Hollow Road coming out on 11-E. He asked if this could be presented to Washington County. Alderman Sell said the intersection at Laurelwood Apartments is another bad intersection that needs to be looked at.

There being no further business the meeting was adjourned.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR