

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

MAY 13, 2013

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, May 13, 2013, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe said the Public Hearing is for an Ordinance clarifying motor vehicle use on closed streets and asked if there were any citizens present who would like to make a comment or express a concern about the Ordinance. There were none.

Mayor Wolfe closed the Public Hearing.

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ABBAY MILLER, RECORDER

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KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

May 13, 2013

The Board of Mayor and Aldermen (BMA) met in regular session on Monday, May 13, 2013, 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. Lindsey Wheeler, an active Girl Scout and daughter of Attorney Jim Wheeler, led the pledge to the Flag.

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

The next item on the agenda was the Consent Agenda. Mayor Wolfe asked 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 following items on the Consent Agenda:

1. Approve the minutes of April 8, 2013.
2. Approve the following bills:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z Office Resources	1588.95
Advance Auto Parts	247.36
Aflac	2417.78
Aggregates USA, LLC	1676.43
Akzo Nobel Paints, LLC	226.50
All Out Towing	65.00

American Road, LLC	703.00
American Tire Distributor	983.50
<u>VENDOR</u>	<u>AMOUNT</u>
Amy Nelson	74.75
Andy Oxy Company, Inc.	527.92
Appalachian Gypsum	2987.65
Applied Concepts	1859.46
Applied Ind. Tech.	111.20
Aramark Uniform Service	25.52
Aramark Uniform Service	943.25
Archer Brothers Garage	953.06
Archer Electric Service	225.00
Auto Plus – Store 611	95.65
Auto Zone #2087	13.18
Banc of America P & I	3073.83
Barbara L. Bogart	144.00
BKT Uniforms	596.80
Blue Cross-Blue Shield	71365.72
Boones Creek Outdoor	302.79
Bowman Driveshaft	221.00
Branham Corporation	42.16
Bray's Recapping Service	2581.58
Brenntag Midsouth Inc.	2784.52
Bristol Broadcasting Co	721.00
Broyles Florist	56.99
California Contractors	99.80
Carl Gregory	408.75
Central Paper & Supply	1326.36
CenturyLink	46.46
CenturyLink	283.50
Certified Lab	431.46
Champion Chevrolet	10.96
Chappell's Pest Control	45.00
Charlton S. Stanley, PHD	250.00
Chemetrics, Inc.	94.29
Chemical Feed System	365.38
Chief Supply	169.00
Chocklett Press	811.00
Church Auto Repair	1066.87
Cintas Corporation #202	1067.06
Citizens Security	4195.82
City Electric Supply	10248.56
City of Johnson City	5700.00
Clear Channel Outdoor	555.00
Community Performance	52.50
Copynet, LLC	80.00
Creative Publishing	115.00
Custom Design Builders	6986.30
D.Todd Wood	3150.00
Davis Quality Interior	87.41
Deadrick Davis	90.00
Dearborn National	435.40
Diamond Ticketing System	486.75
Diversified Safety	53.88
Donald Davis	2130.00
Douglas Carpet Cleaning	825.00
Drew Deakins Design	150.00
East TN State University	8418.00
East TN Rent-Alls	972.21
Ecosafe Landfill	5714.23

Employee Security	475.00
ESC Lab Sciences	772.00
Fastenall Company	22.59
<u>VENDOR</u>	<u>AMOUNT</u>
Ferguson Enterprises #5	6038.85
First Tennessee Bank	4793.77
First Tennessee Bank	4867.16
First Tennessee Bank	5442.76
First Tennessee Bank	8841.36
First TN Development DI	343.00
Fisher Scientific Co. LL	172.41
Fleenor Security System	395.00
Food City	26.89
Foster Signs	4454.60
Fresh Air Photo	300.00
G & C Supply Co., Inc.	13152.72
Gall's LLC	295.50
General Shale MSC 30523	8130.60
Geraldine Culbert	10.00
Glenn Allen Shelnett	100.00
Govdeals, Inc.	334.50
Grainger	36.49
Grice Industries	510.00
Grounds For Play	2209.00
GRP	110.76
GRW Engineers, Inc.	52265.44
Harbor Freight Tools	164.99
Hayes Pipe & Supply	1227.14
HD Supply Waterworks, Ltd	17044.22
Hillhouse Graphic Design	97.50
Holiday House	330.91
International Storytelling	250.00
Jamie Amer	128.02
JAMSA	1402.50
Jefferson Sales South	4127.00
Jennifer Schmidt	3115.42
John A Bullington	50.00
John Deere Landscapes	2299.56
John Rambo	525.00
Johnson City Kubota	146.05
Johnson City Utility System	8.26
Jones O.K. Tire Store	621.24
Jonesborough Area Adult	383.46
Jonesborough Postmaster	3000.00
Jonesborough/Washington	71.50
Joyce Crosswhite	5.00
JRT	1115.42
Ken Ross Architects, Inc.	975.00
Ken Smith Auto Parts #4	714.28
Kenny Pipe & Supply, Inc.	22.43
Kimball Midwest	1523.66
Kingsport Publishing Co.	2740.56
Labtronix	940.00
Landmark International	713.25
Larson Electronics, LLC	219.15
Liberty National	991.56
Lowe's	11067.66
Mahoney's Sportsman's	102.02
Main Street Café	115.97
Make Welcome Ent.	510.00

Matheson Tri-Gas Inc.	42.00
Matt Hawkins	38.05
MC Septic Services	80.00
McCollum Bottled Water	6.49
<u>VENDOR</u>	<u>AMOUNT</u>
McCoy Land Surveying	1250.00
Medical Center Homecare	204.00
Microbac A/R	459.40
Miles Media Group, LLLP	2000.00
MSHA	2593.92
Music-On-The-Square	1500.00
Nafeco, Inc.	220.87
Napa Auto Parts	1522.94
Natalie Hilton	42.74
Nathan Douthat Masonry	70.00
New Moon Nursery	430.77
News and Neighbor	442.50
Northeast TN Tourism	250.00
Northern Hydraulics	37.98
Nortrax	565.09
NSI Solutions	75.60
Office Depot Credit Plan	765.73
Old Dominion Brush	428.71
Olde Towne Hardware	990.73
Olde Towne Small Engine	458.90
Pam Johnson	83.46
Pardue Photographics	600.00
Pollard Water	86.14
Print Distribution Service	919.25
Probuild East LLC	1564.02
Purchase Power	1500.00
Quality Trophy & Engraving	40.00
Quik & Grady's Cleaners	66.80
Qwik Pack & Ship	33.97
Reliance Standard (Vol)	344.63
Renegade	319.14
Ricoh Productions Print	345.00
Ricoh USA, Inc.	2256.56
RMJ Distributing Co.	20.38
Robin B. Beals	1612.50
Robin Goodman	21.81
Saratoga	532.37
Saratoga Financial	5108.96
Senior Center Special	13.20
Shell Media	990.00
Shirt Tail Designs	237.30
Shred-It	10.65
Sierra Sales	91.02
Southeastern Security	592.00
Southern Pipe & Supply	10572.01
Sprint	51.25
Stowers	3812.07
Summers Hardware	162.81
Summers-Taylor Inc.	7733.11
Swisher Hygiene	86.85
T&R Sawing	13768.00
TACP	135.00
Taylor	120.60
Taylor Battery East Whs	323.55
TBI SOR	50.00

TBI-Fiscal Services	58.00
Tennessee Candle Supplies	100.00
Tennessee Flag Company	124.20
Terminix Processing Center	95.00
The Detail Shop	150.00
<u>VENDOR</u>	<u>AMOUNT</u>
The Tennessee Magazine	2308.50
TML Risk Management Pool	515.12
TN Bureau of Investigation	560.00
TN Cons Retirement System	37834.14
TN Dept. of Health F.S.	450.00
TN Dept. of Revenue	53.20
TN Dept. of Revenue	755.58
TN Dept. of Safety	646.00
TN Local Dev. Authority	3183.61
Transit-Mix Concrete	2929.00
Treasurer, State of TN	350.00
Tri-City Rubber & Gasket	59.85
Trimble Company	496.00
United Parcel Service	149.84
United Utilities	32550.00
United Way	321.00
USA Blue Book	649.71
Valley Equipment Co	495.75
Valley Trailer Repair	437.20
Verizon Wireless	69.44
VRW International	1421.87
Wal-Mart Store / GEMB	733.34
Washington Farmers Co-op	1173.45
Washington Farmers Co-op	21936.90
Waste Management	950.19
Weems Florist	95.00
West Group	146.08
Western Refuse & Recycle	148.45
Wheeler & Seeley	4562.31
White's Auto Parts	449.88
Williams Electric	1964.96
Winco	11389.62
Wingfield Environmental	6203.50
423 Mobile Car Care	100.00
98.5 WTFM	<u>540.00</u>
<b>TOTAL</b>	<b>\$531,052.34</b>

3. Approve the following Town Administrator Report:

### TOWN ADMINISTRATOR'S REPORT

MAY 2013

#### Wastewater Improvements:

The Phase I Wastewater Improvement Project continues to move forward. Equipment is being set in the headworks, and the contractor is working on the influent pump station. The project is about 85-90% complete, and the completion date is mid-July at this point. There was a problem in the headworks that resulted from confusion with the specifications and shop drawings. This confusion resulted in a wall in the headworks having to be taken out and re-constructed. This additional expense was worked out between the contractor and the engineer with no additional cost to the Town. I mention this to say the handling of this added project expense, but without requesting any additional

compensation from the Town. This is what happens when you have a quality contractor and a quality engineering firm.

The Rural Development funding for Phase II is also moving along, and there is an agenda item approving the RD bond for this purpose. As previously reported, RD is providing \$2,210,000 in loan funds at 2.5%, and \$815,600 in grant funding for the outfall line.

We have requested and received approval from EDA to extend the bid deadline to August, 2013. The plans for the outfall line are being handled out of GRW's Knoxville office, and the plans for the WWTP improvements which include a new effluent (treated water) pump station, chlorine contact chamber, and cascade (to take chlorine back out) are being designed by GRW in Nashville. These plans will be bid separately, and because of the EDA grant funding in the outfall line (\$1,000,000), we are trying to move the line construction along ASAP. The design plans for both the outfall line and plant improvements have come to completion about the same time, and it appears that both sets of plans will be sent to RD the week of May 13<sup>th</sup>. The plans also have to be sent to TDEC, EDA, and ECD (TN Dept. of Economic and Community Development) because of the ARC (Appalachian Regional Commission) and CDBG funding.

Our experience is RD will take the longest to review the plans and approve them for bid. The plans get sent to RD's office in Greeneville, however, Louis Trivette will not send them to Nashville where they go through RD's formal review process until Town Attorney Jim Wheeler gets the preliminary title opinion information RD requires to Louis Trivette in Greeneville. Mr. Wheeler is working on that documentation.

I have mentioned concern in the past about moving the outfall line ahead of the Phase II WWTP improvements because of wanting to spend RD's loan money before their grant funds are used. This concern was based on RD being a federal agency, and EDA's (Economic Development Administration – also a federal agency) requirement that their funds cannot be matched with federal grant funds. We can match EDA funding with RD loan funds, but not grant funds. RD's payment process does require the loan funds to be spent first, but with the plant improvements design moving along fairly rapidly, I was concerned the RD loan money might get spend before the outfall line is completed. Louis Trivette has solved that problem for us by allocating the loan dollars to the outfall line. He said he will do their bookkeeping so we do not have to worry about match issues. This is another reason why I think so highly of Rural Development.

You will see in Hugh Thomason's report that he has replaced some very old sewer line in the creek just below the Courthouse, and there is a manhole rehab bid on the May 13<sup>th</sup> agenda. These are both projects to reduce the I&I coming into the WWTP. Even though we are setting up our WWTP facility to handle fairly large I&I flows, we must continue to eliminate I&I flow from our system. I appreciate Hugh Thomason's efforts to reduce I&I. It is a long-term process, but it pays off in the end with added treatment capacity.

#### Water:

Our water loss dropped 11 percent last month which is fantastic. The Zone 1 water loss improvements are complete and working as planned. Artie White is finishing reworking the meter route so the meter readings in Zone 1 only include houses in Zone 1. This will allow us to total Zone 1 customer usage billed against the flow through the master meter(s) into Zone 1.

We will be working on funding for Zone 2 improvements in next year's budget. There is a big expense in extending the 12" ductile iron water transmission line about a mile from Grand View School to the Limestone crossroads. The extension of this line is a really important in our being able to equalize pressure and volume in the Limestone area which is Zone 2.

We are continuing to replace old water meters, and I am sure meter replacement is positively impacting our reduction in water loss.

MIOX – We have gone through all of the approvals with Wells Fargo and the paper work has been submitted. Wells Fargo has agreed to a three (3) year note of \$120,349 at 2.07% which means we will pay a total of \$3,887 in total interest. Some preliminary work has been done, and I expect we will have additional installation in May.

#### Transportation

W. Main St and Persimmon Ridge Road – The BMA approved the public-private agreement with Peggy Cloyd to change the grade of her property at Persimmon Ridge Road and W. Main Street to improve safety. The agreement states we intend to start the project, June of 2014, and we will improve Shell Road at the same time.

We need some additional engineering work from Todd Wood, and we will address a similar agreement with Gerald Sparks.

Speed Tables – We have constructed four of the five speed tables intended to be placed downtown. We had to change the location of the more easterly speed table between 1<sup>st</sup> Ave and 2<sup>nd</sup> Ave because of drainage concerns. When we talked about the placement of the two westerly speed tables we looked closely at drainage. We were planning on putting in some drain tile when we did the underground utility work, but the plans got changed. The speed table installed between 1<sup>st</sup> and 2<sup>nd</sup> avenues is really the only appropriate location in that block.

We are going to put two catch basins in west of 2<sup>nd</sup> Ave on Main Street. We will either put in a surface level crosswalk or a raised crosswalk or speed table at that intersection. A very large percentage of the vehicles currently coming through downtown are traveling very close to the speed limit. Although we are talking about installing these drains in a location that will allow us to install a speed table, we are not sure a speed table at the toe of the slope on Main Street just before 2<sup>nd</sup> Ave is the best traffic calming option. A surface brick sidewalk may make motorists slow down. A speed table might effect turning movements onto 2<sup>nd</sup> Ave, and these turns are frequent when Main Street downtown is closed.

Staff is asking the Traffic Advisory Committee to re-visit Woodrow Ave and the speed tables there. We feel the street needs a major improvement that includes drainage tile, and without these improvements speed tables may be a problem.

N. Cherokee / Jackson Blvd – Craig Ford and the Street Crew will work next on moving the fountain in front of the Courthouse and then will move to the Exxon Station. After that we will work on the walkway in the Meadows and upon completion go to N. Cherokee Street at Jackson Blvd. We expect the N. Cherokee work to take place this summer.

11E and SR-354 – The project has been sent to TDOT Nashville with a recommendation for funding by the TDOT Region I office in Knoxville. The meeting of the TDOT Safety Committee in Nashville was postponed until May 13<sup>th</sup>, so we will not know anything until then. Nathan Vatter, the TDOT Traffic Engineer in Knoxville, said the TDOT Safety Committee in Knoxville either approves or recommends the projects, denies the project, or defers the project because the committee wants additional information. He feels the application is strong, and is hopeful it will get approved.

E. Main Street Sidewalk – We are currently negotiating with the Johnson City Power Board and Century Link to work with the Town to put utilities underground up E. Main Street from Boone Street to the top of the hill at the Burkett property.

In order for us to fix the deteriorating sidewalk up the hill to the Old Jonesborough Cemetery, we need to remove the poles. These poles actually belong to CenturyLink, and they are working with us to make the improvements. Mayor Wolfe is working with the Power Board. The project requires cooperation from the utilities, but also the homeowners in this area. We have to drop the sidewalk to eliminate steps and eliminate the danger of falling off the edge. We will be looking at extending gas service at the same time and replacing the old cast iron water line in this section of E. Main Street. This will be a tremendous improvement project if we can get it all worked out.

### Grants

LPRF – Wally Sparks and his crew have done a great job of working the walkway from the ballfields at Persimmon Ridge Park to the culvert under US-11E. The improvements to the culvert are finished and bollards installed. Herman Archer will be working on the lighting of the underpass next week.

We cannot move forward very far on the northside of the highway until Jim Wheeler gets the easement documents prepared for Brian King's signature.

Rachel Conger is finalizing the details on the playground, and there is a contest to name the park off Golden Rod Drive.

Safe Routes – Todd Wood is working on providing us with information needed for any easements necessary.

Home Grant – We are taking additional applications, and the paperwork is being processed.

Lodging Kiosk – The electronic Lodging Kiosk we are purchasing out of a \$6,000 Tourism grant is supposed to be shipped the week of May 6<sup>th</sup>.

### Downtown Streetscape Plan

The Board of Mayor and Aldermen approved the Exxon Station property parking and walkway plan that was recommended by the TAC. This plan requires granite curb installation and brick walkway construction. We will hopefully be working on implementing the curb and walkway portion of this plan before the end of April. We have some of the granite curbing and can start work. However, we have ordered radius pieces we have to have before we can complete the project that have not been received to-date. We did not want to undertake the walkway work at the Exxon Station until we have taken care of the underground gas tanks. Those three large tanks have been closed in place – filled with concrete. The soil around the tanks has been tested for contamination, the test results showed that any petroleum residue was below the level requiring remediation. We do not have to remove any contaminated soils. The tanks are closed, and all paperwork has been sent to TDOT. We have not received the official note that the tanks are officially closed, and no more monitoring is required. However we are expecting that notice anytime. A hearty thank you to Gerald Sparks who provided the expertise in our closing process, and to Craig Ford and our staff who did an excellent job of doing a quality work with as little expense as possible.

The Wayfinding signage is out to bid. The bids are to come in the week of May 6<sup>th</sup>, and if acceptable will be provided to the BMA for possible action at the May 13<sup>th</sup> meeting. Information of the entire Wayfinding Signage project is in an agenda presentation.

### Wi-Fi



Melinda Copp has met with CenturyLink staff to work on installation details. CenturyLink will also be installing a DSL connection to the office at ISC for Melinda and Terry (Alexander). They will have separate firewall protection, but the DSL line will also be used for Wi-Fi service as well. They expect to have everything operational by the end of May or first of June.

#### McKinney Center

Work is continuing. The HVAC is in except the outside units can't be set until a pad is poured. That concrete work is in progress. The front ramps are being worked on now. The bathrooms are very close to being operable. Floors are refinished. The exterior doors are supposed to be here by Friday or Monday (May 6<sup>th</sup>).

We will plant a Trident Maple at the McKinney Center on May 10<sup>th</sup> in celebration of Arbor Day. The event will be at 10:00 a.m. in front of the building, and we hope the BMA can attend.

#### Senior Center

We are waiting on Rural Development approval of the design plans in order to bid out the Senior Center project.

#### Jackson Theatre

I am working on an ARC grant for funding assistance to purchase and renovate the Jackson Theatre.

#### Committee Meetings

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

4. Approve the following Operations Manager Report:

### OPERATIONS MANAGER MAY 2013 MONTHLY REPORT

Work continues on the Booker T Washington project. I can finally say that there is light at the end of the tunnel. We were able to meet the deadline to have things in order for the art show. We have received many compliments from the community regarding the building. We are about to the point of starting the final classroom. Once completed, we will be able to move on to the next project.

We were able to move the monument this month from the front of the courthouse to the west side. The water was re-installed through the monument. It is now metered, in order to obtain water usage numbers. We were having a hard time finding the particular bubbler needed for the end of the fountain. We found them at Modern Supply; however, it was a special order. Once they arrive, we will get them installed.

The Street Department began the walkway project on Boone Street in front of the Exxon. It has been a slow arduous process. There are areas in which they have encountered concrete two to three feet deep. There was one section Wally finally gave up on and had Water Distribution bore under it to install the conduit for the street lights. This is one of those final gateway pieces coming into Jonesborough that will be worth the difficult effort to complete.

AS you are aware, I worked with the Department Heads and yourself in finalizing the budget for first reading. I obviously have nowhere near the time in the budget preparation as you do, but I appreciate the opportunity to assist in this effort.

We have begun the process of putting together a materials list for the pavilion at the new park in the Meadows. I will be working on this project with the prison crew once we complete the Booker T project. I may also utilize the prison crew to assist in the installation of the brick sidewalk in front of the Exxon station.

I received an inquiry from TDOT in reference to complaints about sight problems in front of Captain D's. I instructed Director Conger to have her crew remove the plant material in this small median. This section of median is slated for reconstruction this summer and it will probably end up in concrete anyway, as the median will actually be smaller than it is now.

5. Approve the following Committee Reports: Tourism Logo, Board of Zoning Appeals, Planning Commission, Tree & Townscape, JRT Board, and Keep Jonesborough Beautiful.
6. Approve the following Supervisor Reports: Director of Tourism & Marketing, Visitor Center Manager, Building Inspector, Water Distribution, Environmental Services, Police Division, Street Department, Water Park, Fleet Management, Solid Waste, Park and Recreation, Event Coordinator, Senior Center, Animal Control, JRT, Fire Division and Water Treatment.
7. Approve the resignation of Eric Worley, Public Safety Officer, with regrets.
8. Approve the resignation of Larry Cassidy, Custodial/Maintenance Worker, with regrets.
9. Approve the hiring of Jason Rounds and Derrick Malone as Jonesborough Public Safety Officers for the Police Department at Grade 10 Step 1 (\$28,563), subject to all pre-employment conditions including WorkSteps.
10. Approve the hiring of Michael Britton as a Park Maintenance Worker I at Grade 1 Step 1 (\$18,412), subject to all pre-employment conditions including WorkSteps.
11. Approve the following additional employees for 2013 season at Wetlands Water Park including their rates of pay on the Water Park Compensation Plan, subject to any pre-employment conditions including background checks.

<b><u>NAME</u></b>	<b><u>Position</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Grade</u></b>
<b><u>Returning Employees</u></b>			
Jeremy Wilson	Maintenance	\$7.30	2
Mary Turner	Slide Attendant	\$7.30	3
Brandon Weber	Lifeguard	\$7.50	4
Sarah Gardener	Lifeguard	\$7.50	4
Shaleia Whitehead	Lifeguard	\$8.00	4
Clifton Culbertson	Head Lifeguard	\$8.00	5
Malakai Corderio	Maintenance	\$7.35	2
Caleb Arrowood	Slide Attendant	\$7.35	3
<b><u>New Employees</u></b>			
Daniel Miller	Lifeguard	\$7.25	4
Holly Thompson	Lifeguard	\$7.25	4

Brittany Sparks	Lifeguard	\$7.25	4
Laura Berry	Lifeguard	\$7.25	4
Destiny Morales	Slide Attendant	\$7.25	3
Tracey Mitchell	Slide Attendant	\$7.25	3
Isaac Barkley	Slide Attendant	\$7.25	3
Kaitlin Winters	Slide Attendant	\$7.25	3
Bradley Corby	Slide Attendant	\$7.25	3
<b><u>NAME</u></b>	<b><u>Position</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Grade</u></b>

**New Employees**

Hunter Tittle	Slide Attendant	\$7.25	3
Whitney Tilson	Slide Attendant	\$7.25	3
Megan Cottage	Slide Attendant	\$7.25	3
Sherry Burleson	Café	\$7.25	2
Destinie Thomas	Café	\$7.25	2
Nicholas Vest	Café	\$7.25	2
Cassandra Howell	Café	\$7.25	2
Steven Wilhoit	Café	\$7.25	2
Taylor Bolton	Café	\$7.25	2
Conner Britt	Café	\$7.25	2
Holly Hammer	Café	\$7.25	2
Stewart Stedham	Café	\$7.25	2
James Allen	Café	\$7.25	2
Julie Lane	Café	\$7.25	2
Will Booth	Café	\$7.25	2
Emily Hoover	Café	\$7.25	2
Kristen Rogers	Admissions	\$7.25	2
Gabe Hawley	Maintenance	\$7.25	2
Rebecca Johnson	Customer Service	\$7.25	2
Laura Berry	Lifeguard	\$7.25	4
Justin Wilcox	Café/Cook	\$7.25	2
Hannah Rigsby	Café	\$7.25	2
Vannessa Sparks	Café	\$7.25	2

12. Approve the appointment of Paul Shelton and Darrell Brinson as volunteer pay-per call firefighters with the Jonesborough Fire Department, subject to all pre-appointment conditions.

The next item on the agenda was the approval of the Financial Report. Mayor Wolfe asked Abbey Miller about the current financial status of Jonesborough. Ms. Miller said the financial status of the Town is good compared to the budget and she and her staff are preparing for the end of one fiscal year and getting ready for a new one. She added that the health insurance bid on the current plan came in at a 7% increase and after making some changes in coverage the final bid came in at a 1% decrease in rates. Mayor Wolfe thanked Ms. Miller for her good work. Motion was made by Alderman G'Fellers, seconded by Alderman Dickson and duly passed to approve the Financial Report as presented.

The next item on the agenda was Communications from the Mayor. Mayor Wolfe read a thank you note from Abbey Miller for the flowers that were sent by the Town to her father's funeral.

Mayor Wolfe said the new sign has been installed on the Town Hall building designating it as the "Robert E. Browning Town Hall" building. He said a ceremony will be held on Sunday, May 19<sup>th</sup>, 2013, at 3:00 p.m. to dedicate the building and honor Mr. Browning and is open to all.

Mayor Wolfe said Employee Day at the Park is scheduled for Friday, May 24<sup>th</sup>, 2013, at noon for employees, their families, Board members and the Town Attorney. He added that door prizes will be given away to employees in attendance.

Mayor Wolfe announced that the fireworks display for Jonesborough Days will take place in the Storytelling Park this year and encouraged everyone to attend the celebration.

Mayor Wolfe said there is a Shop, Dine, and Unwind program planned for downtown each Thursday evening beginning May 16th. He said the shops will extend their shopping hours to 7:00 p.m., and visitors are encouraged to come downtown to shop, enjoy a meal and attend a Storytelling performance or other scheduled activities.

Mayor Wolfe asked Luke Story to come forward for the Employee of the Month award. Mr. Story had a fire call, so Fire Chief Phil Fritts accepted the award on behalf of Mr. Story. Mayor Wolfe read the following nomination letter:

*I would like to take this opportunity to request that Sgt. Luke Story be considered for the Employee of the Month for May, 2013. I will briefly provide a rationale for this request.*

*As you know, Lt. Baines recently resigned and accepted a full-time position with a local EMS system. I relied heavily on Lt. Baines to handle scheduling and other administrative duties. Sgt. Story came to me and voluntarily accepted some of the additional duties. He has done an exceptional job organizing and handling scheduling, public service events, and other duties not necessarily in his job description. Sgt. Story is the senior staff supervisor and has been a mentor to the younger staff members.*

*The above mentioned attributes would have certainly qualified Sgt. Story in my opinion. However, there is one other important consideration. The Jonesborough Fire Department has been actively involved with a local public service event called "Prom Promise". This is a mock incident presented to the graduating students of David Crockett High School which demonstrates the consequences of choosing to use alcohol and/or drugs on prom night. There is a vehicle crash scene set up with young actors and real emergency services. The intent is to show students what an actual vehicle crash with major injuries would look like, and the consequences to the driver and passengers. There is an actual patient extrication, package and transport of patients, and a simulated arrest of the driver. Area agencies participating include: Washington County 911, Washington County/Johnson City EMS, Wings Air Rescue, Wellmont One, Washington County Sheriff's Department, Dillow-Taylor Funeral Home, David Crockett EMS class, and all major news media.*

*Sgt. Story, along with a member of the Washington County/Johnson City EMS, has been instrumental in the development and planning of this public service event. I respectfully request consideration of Sgt. Story for the Employee of the Month recognition. Submitted by: Phil Fritts, Fire Chief*

Mayor Wolfe thanked Sgt. Story for his hard work and dedication to the Town.

Mayor Wolfe recognized Jeff Thomas, Director of Solid Waste & Recycling, who recently received his Master's Degree from ETSU.

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

Town Attorney Comments was the next item on the agenda. Mr. Wheeler said he had nothing new to report.

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

The first item under Old Business was the Ordinance clarifying motor vehicle use on closed streets. Motion was made by Alderman Vest, seconded by Alderman G'Fellers and duly passed to approve on second and final reading the Ordinance amending Title 9, Chapter 1, Section 9-106 of the Jonesborough Municipal Code clarifying motor vehicle use on closed public streets.

## **INSERT ORDINANCE**

The next item on the agenda was the discussion concerning the sale of Town property on Boone Street next to Roadrunner Market (Mountain Empire Oil). Mayor Wolfe said there have been discussions concerning this sale for over a year. He said the sale of this property will not only result in economic development but will improve and beautify the gateway to downtown. He said that Mountain Empire Oil is planning an investment of approximately two million dollars on this site and is requesting to purchase a smaller piece of Town property than initially requested. Mayor Wolfe added that the Broyles family has done a lot of good things in the Town of Jonesborough and he highly recommends the consideration of this proposal. Alderman Vest said he feels this agreement is much better than the one previously presented. Alderman Vest made a motion, seconded by Alderman Countermine and duly passed to approve the sale of 0.445 acres of Town property adjacent to Town Hall, as designated in the exhibits dated 4-3-2013, to Mountain Empire Oil for \$75,000 for the purpose of expanding the Roadrunner Market on the adjacent lot, and authorizing the Mayor to execute a sales agreement for the parcel identified that is prepared or reviewed by the Town Attorney and on the condition that the gas canopy to be constructed in the redevelopment of the property is behind the market building toward Town Hall, and that the building design and any major changes in the site layout area be approved by the Mayor. Alderman Dickson said he was concerned about the two entrances on Boone Street and asked if the one closet to the red-light could be designated as an entrance only and not an exit. Mayor Wolfe said the site plan has to be approved by the Planning Commission and he asked that Mr. Browning have a discussion with Mr. Broyles about Alderman Dickson's concerns.

The next item on the agenda was the proposed Lease Agreement with the International Storytelling Center. Mayor Wolfe asked Attorney Wheeler to briefly discuss the lease agreement. Attorney Wheeler said he needs to make a change on the second page under "Use of Facility" by taking out the phrase "for a minimum of two people" and replace it with "Town people within the Town work force." Attorney Wheeler said this revised document addresses concerns brought by the ISC Board. Alderman Vest said he has concerns about the maintenance of the building. Attorney Wheeler said his recommendation would be to approve the lease with the addition that the Town require maintenance to the exterior of the building such as painting and authorize the Mayor to continue to negotiate the lease, including minor changes in the intent of the lease. Alderman Vest said he would recommend that the Town's Building Inspector inspect the building every five years and if there are repair and maintenance problems that need to be addressed that the tenant agree to take care of the problems within twelve months and if they fail to do so, then the Town would make the repairs and bill the tenant. Alderman G'Fellers suggested making an annual inspection. Ms. Miller pointed out that under the "Escrow Account" section of the lease in one sentence it reads that the escrow funds will be held for five years and then further in the same paragraph it states the funds will be held for the full term of the lease. Attorney Wheeler said this should be for the full term of the lease in both places. Mayor Wolfe said the escrow funds will be held by the Town Recorder. Alderman Countermine said he is on the ISC Board and feels the spirit of the agreement is very important and that the Town has reflected the right spirit for the partnership. He added that some of the ISC Board members do not live close to Jonesborough and he feels it is important to authorize the Mayor to meet with them and make changes to the lease if necessary. Mayor Wolfe said he would be willing to make minor housekeeping changes only, but any substantial changes should be brought back for approval by the BMA. Alderman Countermine recommended that if there are any minor items in the agreement that the ISC Board objects to that Mayor Wolfe and Attorney Wheeler be authorized to take care of those. Mayor Wolfe said that would be a judgment call and he would only make changes to the agreement without Board approval if he were comfortable with the changes.

Motion was made by Alderman Vest, seconded by Alderman G'Fellers and duly passed to approve the lease agreement between the Town of Jonesborough and the International Storytelling Center with additional language providing for an annual inspection by the Building Inspector of the Town of Jonesborough and that any exterior

maintenance and repairs that he feels are needed be made by the tenant within twelve months and if not, then the Town of Jonesborough would make the repairs and bill the tenant for reimbursement; that the phrase “a minimum of” be removed from the second paragraph of the “Use of Facility” section, and the phrase “for five years” be removed from the Escrow paragraph on page 3, and that the Board authorize the Mayor to approve minor changes to the lease as negotiations continue with ISC that do not change the intent of the lease. Attorney Wheeler said he will also be incorporating the park lease between the Town and ISC into the final version of this lease.

### **INSERT LEASE**

The next item on the agenda was the appointment of the Mary B. Martin (MBM) Outreach Program Director. Mayor said this is an interim director position through June, 2014, at a Grade 14 Step 1 (\$34,719) and will be paid out of a \$50,000 donation by Sonia King. He said he would like to express his appreciation for Ms. King's generosity and love of Jonesborough. Alderman Vest said he worked with Jules Corriere during the “I Am Home” program and he thinks a lot of her. Alderman Dickson said the BMA has taken a bold step to create the arts program at Booker T. Washington School and he is very grateful to those in leadership who have made this happen. He said he thinks there is an outstanding team in place to make the programs successful and sustainable. Mayor Wolfe said he agrees with Alderman Dickson that this will have to be a team effort. Alderman Countermine made the motion, seconded by Alderman Dickson and duly passed to approve the change in position titles in the Jonesborough Mary B. Martin Program to Interim MBM Director of Arts Education and Interim MBM Outreach Program Director and to approve the hiring of Jules Corriere as Interim MBM Outreach Program Director through June, 2014, at Grade 14, Step 1 (\$34,719), subject to all pre-employment conditions, to be paid from \$50,000 in donated funds from Sonia King to the Mary B. Martin Fund. Alderman Vest asked that since these are interim positions, would the positions need to be advertised after the twelve month interim period. Mr. Browning said that would be a BMA decision at that time and that all three positions at the McKinney Center are considered to be interim positions. He said this is a new program, new facility, new staff, and there has to be time to work out the details as to who needs to be doing what. He added that this would come back to the Board, and if the funds are available to continue the program, the Board has the right to keep the same people in place or to advertise the positions. Mr. Browning said the Recreation Program, the Tourism Program, and the Senior Center Program were each started with a temporary CETA position, and all of those positions were eventually made permanent.

The next item on the agenda was possible action concerning a report on changes to the Town's Drug Policy. Mayor Wolfe said the recommendation is to leave the Town's Drug and Alcohol Testing Policy as is. He said that Alderman Vest had previously recommended that the policy be changed so that if one employee gets tested that all employees get tested. Mayor Wolfe added that this can be addressed again at a later date. No action required. Operation Director Craig Ford said he would like to have a complete list of employees who are required under Town policy to be tested. Mr. Browning said the departments that are tested are considered safety sensitive positions. Attorney Wheeler recommended that all job descriptions indicate if they are safety sensitive positions. Mr. Ford said that any changes in job descriptions will be presented to the BMA during the budget process.

The next item on the agenda was approval of documents related to the \$2,210,000 Phase II Water and Sewer Revenue and Tax Bond. Mayor Wolfe said Phase I is about 85% complete and Phase II will take the effluent that cannot be put into Little Limestone Creek to the Nolichucky River. Attorney Wheeler read the following item for approval “Agreement with Bass, Berry and Sims to use them to perform bond counsel services associated with the \$2,210,000 Water and Sewer Revenue and Tax Bond to Rural Development, USDA, for a base fee of \$7,500.” Alderman Vest made the motion, seconded by Alderman G'Fellers and duly passed to approve the agreement as presented.

### **INSERT AGREEMENT**

Mayor Wolfe said the next item was the approval of the Initial Bond Resolution authorizing the issuance of \$2,210,000 Water and Sewer Revenue and Tax Bond, Series 2013, for improvements to the Town's sewer system. Attorney Wheeler read the following item for approval: "Initial Resolution authorizing the issuance of not to exceed \$2,210,000 Water and Sewer Revenue and Tax Bond, Series 2013, of the municipality incorporated as 'Mayor and Aldermen of Jonesborough, Tennessee'". Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Initial Bond Resolution authorizing the issuance of \$2,210,000 Water and Sewer Revenue Tax Bond, Series 2013, for improvements to the Town's sewer system.

### **INSERT RESOLUTION**

Mayor Wolfe said the next item was the detailed bond resolution establishing the format for the bond and authorizing the issuance of \$2,210,000 Water and Sewer Revenue and Tax Bond, Series 2013, for sewer system improvements. Attorney Wheeler read the following: "A Resolution Authorizing the issuance of a not to exceed two million Two Hundred Ten Thousand Dollars (\$2,210,000) Water and Sewer Revenue and Tax Bond, Series 2013, of Mayor and Aldermen of Jonesborough, Tennessee; providing for the collection and disposition of the revenues from the Water and Sewer System of the Municipality; making provision for the issuance, sale and payment of said bond; establishing the terms thereof and the disposition of proceeds therefrom, and the levy of a tax under certain conditions for the payment of principal and interest on the bond; and providing details relating to the issuance of bond anticipation notes". Motion was made by Alderman G'Fellers, seconded by Alderman Dickson and duly passed to approve the detailed bond resolution establishing the format for the bond, and authorizing the issuance of \$2,210,000 Water and Sewer Revenue and Tax Bond, Series 2013, for sewer system improvements.

### **INSERT RESOLUTION**

The next item on the agenda was the consideration of the tourism logo for Jonesborough. Jane Hillhouse, President of Hillhouse Graphic and Design, was present and stated she had been working with the Jonesborough Logo Committee to develop a new tourism logo for the Town of Jonesborough. She said the committee consisted of Kathleen Petretta, Jonesborough Financial Center Manager for First Tennessee Bank, Claudia Moody, CEO of Northeast Tennessee Tourism Association, Marcy Hawley, owner of Hawley House Bed and Breakfast, Jeff Gurley, owner of The Lollipop Shop, Steve Cook, owner of Jonesborough Art Glass Gallery, and Bill Bledsoe, community member and artist, as well as Town Staff members Alicia Phelps, Director of Tourism & Marketing, Bob Browning, Town Administrator, Terry Alexander, Web Manager, and Amber Crumley, Visitor Center Manager. Ms. Hillhouse added that the committee reviewed several proposals and is recommending one that was designed by Bill Bledsoe. She presented the recommended logo to the Board with possible variations and designs for different events in Jonesborough.

Mayor Wolfe thanked Ms. Hillhouse for the committee's hard work resulting in the recommended logo. He asked the members of the Logo Committee to stand and thanked them for a job well done. He then thanked Bill Bledsoe for his drawings and his love of Jonesborough. Alderman Vest made the motion, seconded by Alderman Countermine and duly passed to approve the tourism logo for Jonesborough submitted by the Mayor's Logo Committee; approve use of the Courthouse icon in the logo for use with wayfinding signage downtown; and dissolve the Logo Committee with thanks to the members for their work.

The next item on the agenda was approval of the 2013 street paving priority list. Mayor Wolfe said he would like to recommend adding Sunset Drive as the first street to be paved because the residents on this Sunset Drive were promised that this dead end street would be paved when Walgreens was completed. Mayor Wolfe said the streets in this listing were identified by Operations Manager Ford and Director of Streets Wally Sparks. Mayor Wolfe asked that this list be approved and forwarded to the County so that they can give us a blanket approval for paving. He added that the Board would

prioritize the list as funds become available. Mr. Browning said the Capital Outlay note where we borrowed funds in 2009 to pave streets will be paid off this year. Alderman Vest made the motion, seconded by Alderman Dickson and duly passed to approve adding Sunset Drive to the paving list and to approve the amended paving list as presented.

**PAVING LIST**

	<u>LENGTH</u>	<u>WIDTH</u>
1. East Main Street – Forrest to city limit	5,830	22.5
2. Scott Lane	2,075	17
3. Jefferson Drive	1,080	16
4. South Lincoln Avenue	1,260 D	21
5. North Lincoln Avenue	1,625 D	22
6. (S Cherokee) Embreeville town limit to Bowman Ave	2,350	20
7. Meadowbrook Drive	1,270	20
8. Shell Road	2,470	24
9. Greenback	300	24
10. Meadowview Court	950 D	18
11. Parsons Circle	1,620	18
12. Louise Lane	275	23
13. Walnut Grove Road	2,120	23
14. Oakwell Lane	1,360	23
15. Walnut Grove Court	538	30
16. West Main Street (Second to Persimmon Ridge)	2,371	18
17. College from Washington to Sabine	2,100 D	18
18. Woodrow – South Cherokee to 2 <sup>nd</sup> Ave	890 D	20
19. McCoy Circle	1,700	18

The next item on the agenda was the approval of the bid for downtown wayfinding signage. Mayor Wolfe commended Terry Alexander and Rachel Conger for a job well done. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the low bid for downtown wayfinding signage from Stafford Custom Graphics for \$19,284, to be paid from designated Capital Outlay Note funds.

The next item on the agenda was the Outdoor Use Permit for 103 E. Main Street. Attorney Wheeler said the insurance certificate needs to be corrected to reflect outdoor furnishings instead of a bench and the permit cannot be issued until this is taken care of. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Outdoor Use Permit for table and chairs on the public right-of-way at property owned by Brenda Storie at 103 E. Main Street, subject to the insurance form being corrected and approved by Town Attorney Wheeler.

The next item on the agenda was the Outdoor Use Permit for 204 S. Cherokee Street. Attorney Wheeler said this application is complete. Motion was made by Alderman Vest, seconded by Alderman G’Fellers and duly passed to approve the Outdoor Use Permit for the Crafty Peddler at 204 S. Cherokee Street for two benches to



be placed adjacent to the picket fencing on either side of the building as per documentation provided through the Building Inspector.

The next item on the agenda was the Ordinance rezoning a portion of Town property along Boone Street from B-4 (Intermediate Business) to B-3 (Arterial Business) and removing the parcel from the H-2 Overlay zone. Mayor Wolfe said this is the Shell Station property. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve on first reading the Ordinance rezoning a portion of Parcel 08 as designated on Washington County Tax Map 052O from B-4 (Intermediate Business) to B-3 (Arterial Business District), and removing said Parcel from the H-2 Overlay District.

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE TO ZONE CERTAIN PROPERTY WITHIN THE CORPORATE BOUNDARIES OF JONESBOROUGH, TENNESSEE FROM B-4 (INTERMEDIATE BUSINESS) DISTRICT TO B-3 (ARTERIAL BUSINESS)

Be it ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee as follows:

SECTION 1. That Jonesborough, Tennessee Zoning Ordinance Map which was adopted and enacted as part of the zoning ordinance be amended as follows:

- a. That a portion of Parcel 08.00, Washington County Tax Map 052O located on Boone Street be rezoned from B-4 (Intermediate Business) District to B-3 (Arterial Business) District.
- b. That the portion of Parcel 08.00, Washington County Tax Map 052O located on Boone Street next to the Shell Station be removed from the H-2 Overlay Zone.

SECTION 2. This ordinance shall be effective from and after its passage on second and final reading, the public welfare requiring it.

Approved by the Planning Commission May 21, 2013

Passed on First Reading May 13, 2013

Passed on Second Reading \_\_\_\_\_

Approved and Signed in Open Meeting \_\_\_\_\_

MAYOR

Attest: \_\_\_\_\_

TOWN RECORDER

Approved as to Form: \_\_\_\_\_

TOWN ATTORNEY

The next item on the agenda was the revision to the Town Occupational Safety & Health Program Policy. Alderman Dickson said on page 14 under "Employee Complaint Procedure" an employee is allowed to remain anonymous but on page 9 under "Employee Rights and Duties", there is nothing reflecting that an employee can remain anonymous. Mr. Browning said he can correct the inconsistency for the second reading. Attorney Wheeler said he would need to review this Ordinance for any legal issues before second reading. Motion was made by Alderman Vest, seconded by Alderman Dickson and duly passed to approve the Town Occupational Safety and Health Program Policy on first reading with the understanding that any recommendations for changes will be addressed by the Town Attorney and Town staff before second and final reading.

## **INSERT POLICY**

The next item on the agenda was a proposed equipment swap with Scarab Manufacturing. Motion was made by Alderman G'Fellers, seconded by Alderman Countermine and duly passed to approve an even equipment swap with Scarab Manufacturing whereby the Town's existing inoperable Scarab compost turner is exchanged for a new 6 foot tow behind windrow turner, including shipping.

The next item on the agenda was the approval of the Special Event Request for Washington County and the Heritage Alliance. Mayor Wolfe thanked Marion Light for serving on the Courthouse Centennial Committee. Motion was made by Alderman Dickson, seconded by Alderman Vest and duly passed to approve the Special Events Permit Application from Washington County and the Heritage Alliance to hold the Courthouse Centennial Celebration on August 10-12, 2013, including the closing of Main Street for various performances from Fox Street to Second Avenue and any necessary side streets with actual closing times to be determined by the Jonesborough Police Department, subject to the review of all required documents by the Town Attorney.

The next item on the agenda was approval of bids received for the Five Points SR-81 water line relocation project. Motion was made by Alderman Vest, seconded by Alderman G'Fellers and duly passed to approve Pipeline Construction Co., Inc., of Knoxville, TN, as the low bidder on the Five Points SR-81 water line relocation project for an amount not to exceed \$36,750 on the condition that ductile iron pipe is used for all line installation, and that Town staff/engineers are comfortable that the Town has received reasonable value for the pipe material exchange, to be paid with Water/Sewer Fund reserve funds.

The next item on the agenda was the bids received for sewer manhole repairs. Mayor Wolfe thanked Mr. Browning for his expertise in sewer systems and Hugh Thomason for his work on this project. Mr. Thomason said he has prioritized the manholes as to the need for replacement. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to (1) reject the bid from J.D. Reed LLC because it did not meet the 10 year warranty specification in the bid and (2) award the bid to both CRT Coating of Powell, TN, for the Spectra Shield liner, and Sewer Rehab Services, LLC of Fayetteville, GA, for the cementitious coating, and authorize Environmental Services Director Hugh Thomason to determine which process to use based on the condition of the manhole to be rehabbed and the funds available in the Wastewater Department budget.

The next item on the agenda was the bids for materials for the Town Hall roof replacement. Mayor Wolfe said Operations Manager Ford received prices for the roof material and is working with a roofing contractor the Town has used before to replace the roof. Mr. Ford said based on the bids received he would recommend ProBuild to be awarded the bid due to a better warranty on the shingles and the proper flashing for the building. Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve the bid for Town Hall roof materials to Pro-Build in the amount of \$9,405.79 due to the lifetime warranty and a better flashing and quality of shingles.

The next item on the agenda was the Resolution adopting the rental policy and related fees for the McKinney Center. Attorney Wheeler said he had not had time to review the policy related to alcohol use at the center. Alderman Dickson said he had a question on the difference between community groups and non-profit groups. He said a community group meeting during the day would not be charged and other groups would be evaluated on a case-by-case basis. He said he thought a flat rate for all non-profit groups would be better. Bridgette Ward said any Jonesborough community group would probably meet for an hour or less, and this would apply to Jonesborough-based organizations only. Ms. Ward said the Visitor Center does not charge during the day for non-profit groups to meet there. Mr. Browning said we need to be careful on the rental policy and set good guidelines. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Resolution adopting rental and

fee policies for the McKinney Center at Booker T. Washington School subject to the Town Attorney's review and approval of the alcohol use policy at the facility.

The next item on the agenda was the discussion by Department Heads concerning their FY2013-2014 budget presentations. Mayor Wolfe said if any Department Head has items of interest he or she would like to address, now is the time to do so.

Jeff Thomas, Director of Public Works, addressed the Board and said he and Mr. Ford had reviewed his budget very closely. Mr. Thomas said he has cut expenses by taking refuse to the landfill in Blountville and is negotiating lower fees with Iris Glen landfill. Mayor Wolfe asked Mr. Thomas to check to see if the Town can get the same rate as the county at Iris Glen. Mr. Thomas said he had two personnel items to address. He said Stacey Canter has served as his assistant for two years but has not been compensated as such, and that he deserves an increase in pay. He then addressed the fact that Jeff Davis as a Recycling/Compost Worker II should be paid at a Grade 4 according to the Pay Classification Plan but is being paid at a Grade 1.

Gary Lykins, Fleet Maintenance Director, addressed the Board and said he would like to increase his mechanics' pay to a Grade 7, due to their training and certifications. Alderman Vest asked what the mechanics are currently paid. Mr. Lykins said they are at a Grade 4 while other certified employees within the Town are at a Grade 7.

Matt Hawkins, Police Chief, addressed the Board. He thanked the Board for the 5% increase in employee pay the last two years. Alderman Dickson asked about the preventive maintenance program on the Town traffic signal lights. Mayor Wolfe said when a traffic light malfunctions we rely on Johnson City or Precision Electric to repair it. He said another option would be to purchase a bucket truck and do our own repairs. Chief Hawkins said he has requested nine new vehicles and he feels all-wheel drive Explorers is the way to go. Chief Hawkins said the Town Hall computer server is out of memory space and we have had several meetings concerning this issue and he feels the lease/purchase of a new server is probably the best way to go. Alderman Countermine said he talked with Saratoga today and they are getting a proposal ready for consideration. Chief Hawkins said Major Rice has done a fantastic job as Investigator but we are to the point that we need another Investigator. He said he does not like Major Rice having to go by himself on some of the investigations especially when he has to travel to surrounding areas. Alderman Vest said this additional employee was requested last year and he felt at that time it was needed and hoped that the Board would give the request serious consideration this year.

Phil Fritts, Fire Chief, addressed the Board and said he made a few changes in his budget. He said he has requested a pay increase for reserve firefighters. He said the Fire Department needs more space and that EMS wants to put another unit in Jonesborough. He said the Town needs another fire truck. He said his final request is for an administrative employee to help him during the day.

Joan Miller, Senior Center Director, addressed the Board and said she received word last week from First TN Area Agency that they would allow \$1,500 in funds for health promotion. She said she hoped to increase the Silver Sneakers monthly rebate from \$250 to \$350.

Chief Ford said the server that was discussed by Chief Hawkins is for all Town staff, not just Public Safety. He said the five year lease on the current server is up in May. He said Saratoga has been deleting information the last year to provide the necessary memory space. He said we need to look carefully at all proposals to determine our server needs for the next five years.

Mayor Wolfe told all Department Heads that the Board would diligently review all budget requests and they are to be commended for their presentations. He thanked everyone for their participation.

Mayor Wolfe adjourned the meeting.

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ABBHEY MILLER, RECORDER

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KELLY WOLFE, MAYOR