

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

MAY 8, 2017

The Board of Mayor and Aldermen (BMA) met for a Public Hearing on Monday, May 8, 2017, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe said the item for the Public Hearing was the ordinance establishing regulations for unmanned Aerial Vehicles Use and Operation. There were no comments.

The Public Hearing was closed.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, May 8, 2017, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order. Operation Manager Craig Ford led the group in an opening prayer. Chief Ron Street led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Jerome Fitzgerald, and Alderman Chuck Vest. Alderman David Sell was absent. Also present were: Town Administrator Bob Browning, Operations Manager Craig Ford, Town Attorney Jim Wheeler, and Donna Freeman, Executive Assistant, due to Town Recorder being out of town.

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. There were none. Alderman Countermine made the motion, seconded by Alderman Fitzgerald and duly passed to approve the following items:

1. Approve the BMA minutes for March 13, 2017 and April 10, 2017 regular meetings.
2. Approve the following April, bills for payment:

Insert Bills

3. Approve the following Town Administrator Report:

Insert Report

4. Approve the following Operations Manager Report:

Insert Report

5. Approve the following Committee Reports: Historic Zoning Committee and Traffic Advisory Committee, and Jonesborough Planning Commission.
6. Approve the following Supervisors Reports: Water Distribution, Building Inspector, Fire Department, Visitor Center Manager, Director of Tourism & Marketing, Water Park, Senior Center, JRT Artistic Director, Solid Waste & Recycling, McKinney Center, MBM Outreach Program – Jonesborough Yarn Exchange, Environmental Services/Wastewater, Water Treatment, Main Street Director, Promotions & Social Media Coordinator, Website Manager, Police Department, Street Department, and Fleet Maintenance.

7. Approve the hiring of Lacy D'Avella as a Hostess II at the Visitor Center averaging 28 hours per week at Grade 2 Step 2 (\$11.08 per hour), subject to any pre-employment conditions.
8. Approve the hiring of Patricia Blackwell as a Hostess I, part-time at Grade 1, Step 1 (\$10.25 per hour), subject to all pre-employment conditions.
9. Approve the following list of Water Park employees for the 2017 season, their positions and compensation:

INSERT LIST

10. Approve the hiring of Taylor Spencer as a Firefighter I at Grade 9, Step 1, (\$31,492) subject to all pre-employment conditions including Work Steps.
11. Approve the hiring of April Wainscott as a Police Dispatcher at Grade 4 Step 2 (\$25,415), subject to all pre-employment conditions and with eligibility for the annual July 1 increase.
12. Approve the Special Event Permit for Music in the Hills sponsored by Tennessee Hills Distillery in a possible partnership with the Jonesborough Farmers Market allowing use of the Parson's Table parking lot for an old car "cruise in" once a month May – September from 6:00 p.m. – 9:00 p.m. on Saturday nights May 20, June 17, July 15, August 26, and September 23, 2017, and authorize the Police Department to establish a 5 mph event zone at the activity site on Fox Street, if needed, subject to the review and acceptance of the Hold Harmless Policy and Proof of Insurance Form by the Town Attorney.
13. Approve the Special Events Permit application from Jonesborough Locally Grown to hold 100 Mile Dinners and Mingle at the Market dinners in the patio

area in front of the Boone Street Market once a month to help generate revenue to make the Jonesborough Farmers Market and Boone Street Market financially sustainable, subject to the Town Attorney's review and acceptance of the Hold Harmless Policy and Proof of Insurance.

14. Approve the Special Occasion Outdoor Use Permit allowing alcohol to be served at the Mingle at the Market Dinners and 100 Mile Dinners in a designated area in front of the garage doors of the Boone Street Market building.
15. Approve the water line extension on Carroll Creek Road as requested by David Smith for a projected material cost of \$3,128 subject to the terms of the Town's Water Line Extension Policy.
16. Approve renting our Leeboy Walkway Paver to Fuller Paving Group for \$3,000 so Fuller can undertake a walkway project for the City of Kingsport.
17. Approve the 2,670 feet of water line extension in Section 6 of Wolfe Development's Mill Creek Subdivision subject to the conditions of the Water Line Extension Policy.

Mayor Wolfe said representatives from Tennessee Hills Distillery was present. He said Stephen and Jess are marketing geniuses. He said they promote their product, promote the Town with special events and do a good job representing Jonesborough to others. He said they are going to do a Car Show once a month in the Parson Table Parking Lot through the summer.

Mayor Wolfe introduced Lacy D'Avella who has been hired as the Hostess II at the Visitor Center.

The next item on the agenda was the approval of the Financial Report. Bob Browning said that tax collection was better than last year. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe said that Donna Freeman is doing a great job continuing the Prayer Requests and keeping everyone notified. He said the Town staff is a family. Malcolm Highsmith's mother passed away last week and Jules Corriere is scheduled for surgery next week.

Mayor Wolfe then presented Gabe Gray with Employee of the Month. He read the following nomination letter:

The senior center received a grant in December, and part of the grant is to create a revolving Senior Story Initiative. The goal of the project is to collect and record senior stories, thus forever preserving them. This project is a big undertaking, and at the completion there will be a book of senior memories, DVD and the senior center will host a performance in October.

One employee has really taken a huge role in this project, and has put in countless hours in making it a success. Gabe Gray, has worked very hard on the Story Initiative; teaching himself to operate the camcorder and sound equipment. He also works with the other community partners involved, and does an excellent job communicating with them. Gabe has shown such a huge interest in the project being a success. Gabe was hired as the Program Coordinator almost a year ago, he started out working at Wetlands Waterpark, and came with a wonderful recommendation from Matt Townsend, when he was hired at the center. Gabe's responsibilities go beyond his assigned tasks, and he is always friendly and courteous with the over 1,700 members. He takes time to answer questions and has become the resident IT expert; helping people with anything from their smart phones to other personal devices. Gabe took on additional

responsibilities during the interim period between Program Directors, and worked hard to keep the programs running. Gabe helped with trip planning, escorting trips and helped make the interim time very smooth, so that the members felt no difference in service.

One of the best qualities of Gabe is his personality. He is such a calm person even under pressure and always makes the member he is helping, feel like their problem or concern is the most important thing going on. Gabe is a team player and helps wherever he is needed. I would like to nominate Gabe Gray, for Employee of the Month for his strong work ethic, and willingness to help wherever needed. Gabe greatly deserves this acknowledgement, for being an integral part of the Senior Story Initiative, and for his great attitude and willingness to help.

Respectfully Submitted, Mary Sanger

Gabe Gray said he appreciated the opportunity to work at the Senior Center.

Mayor Wolfe said to check the Social Media or Town calendar to keep up with everything that is going on downtown. If you do not get the Town calendar, then contact Melinda Copp and give her your email address.

Mayor Wolfe said Sisters Act was a great show at the JRT and Little Princess is coming up.

Alderman Communications was the next item on the agenda. Alderman Vest said the JRT shows are profitable and we are moving in the right direction.

Town Attorney comments was the next item on the agenda. There is nothing to report.

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

The only item under old business was the establishment of regulations for unmanned aerial vehicles use and operation. Motion was made by Alderman Countermine, seconded by Alderman Fitzgerald and duly passed to approve on second and final reading the ordinance amending Title 5 of the Jonesborough Municipal Code by adding a new Chapter Six (6) establishing regulations and requirements for the operation of unmanned aerial vehicles within the city limits of Jonesborough.

INSERT ORDINANCE

The next item on the agenda was the approval of the Health Insurance Plan for Town Employees. Mayor Wolfe said the staff and BMA has done a great job trying to be financially wise as possible in one of the toughest situations for a Town. He said the Town raised the deductible several years with a Health Reimbursement Account with the Town covering the difference in the deductible. He said the fund is \$122,000 that has been saved. He said the Board has a strong will to spend tax dollars wisely. The Staff, Bob Browning, Abbey Miller, Craig Ford, and the insurance consultant, Lyman Fulton, has done an excellent job pricing the policy so that we can take care of our employees at an affordable cost. He said thirteen percent of the employees met the deductible last year. The increase for the health insurance this year is 8.42% for next year. Mayor Wolfe said the Board does care about the employees and try to keep the rates low. The cost is going to be \$4.18 for employee only, \$8.27 for employee and spouse, and \$11.96 for family coverage. Alderman Vest said it illustrates that we have healthy employees and we offer them a great insurance at an affordable price. Mayor Wolfe asked what the participation rate was in the Health & Wellness program. Ms. Causey said it was around 98% of the employees. Motion was made by Alderman Vest, seconded by Alderman Fitzgerald and duly passed to approve the health insurance plan for Town employees, resulting in an 8.42% increase in Blue Cross/Blue

Shield coverage costs including a 5% reduction in the Town's contribution rate into the Health Reimbursement Account.

The next item on the agenda was the request to expand Boone Street Market. Mayor Wolfe asked if the Boone Street Market staff would consider the business a success. Karen Childress said the market has been a success but it is not 100% totally self sufficient. He said they do have fund raisers, etc but they want the sales base to generate enough revenue to cover cost. This is a nonprofit business. The sales are not there and they need to carry more products and sell more. She said they have a number of functions in the building for fundraisers and that would give more space. She said the State Department of Agriculture likes what Jonesborough is doing and has agreed to give \$50,000 toward this project. Ms. Childress said this is a unique store and special and there are only a few in the country. Mayor Wolfe said we need to agree that we like the design and the Market staff is paying for the expansion. Alderman Vest said he is in favor of it but his only concern is the aesthetic of the building to keep within the historic district. He said he loves the garage doors that open and sell the merchandise. Alderman Countermine said the design has to be approved by the Historic Zoning Commission and it has not been submitted to them at this time. Mayor Wolfe asked what kind of a roof is being proposed for this addition. Ms. Childress said she is working with C.W. Parker and she believes it will be a flat roof. She said the Department of Agriculture does not like the garage doors being open because it is a retail store. Bob Browning said there are two options provided – one is the pavilion and the open part cannot meet the goals if the doors are not closed. Alderman Vest made the motion to approve the plans to expand the Town owned building that is the Boone Street Market with the understand that the cost of materials and labor will be the responsibility of Jonesborough Locally grown, and the building addition will also be owned by the Town, authorize the Mayor to submit any letters of support needed by JLG for funding purposes with the stipulation that the final approval on the design to come back to the BMA.

The next item on the agenda was the approval of an agreement with TDOT on West Main Street and Persimmon Ridge Road. Motion was made by Alderman Fitzgerald, seconded by Alderman Countermine and duly passed to approve the Resolution authorizing the acceptance of a proposal from the Tennessee Department of Transportation associated with intersection improvements funded by TDOT at the intersection of Persimmon Ridge Road and West Main Street (SR-81 South) in Jonesborough.

INSERT AGREEMENT

The next item on the agenda was the approval of the TDOT State Route Maintenance Agreement for FY2017-2018. Motion was made by Alderman Fitzgerald, seconded by Alderman Vest and duly passed to approve the Highway Maintenance Agreement with TDOT for fiscal year 2017-2018 for an amount not to exceed \$39,193.83.

INSERT AGREEMENT

The next item on the agenda was an amendment to the Jonesborough Solid Waste Ordinance to clarify guidelines for appliance and bulky item pick up from apartments. Mr. Browning said this was a request from Jeff Thomas, Director of Solid Waste, who was struggling with the items in a couple of locations. Motion was made by Alderman Vest, seconded by Alderman Fitzgerald, and duly passed to approve the ordinance on first ready amending the Refuse Ordinance, Title 8, Chapter 2, replacing Section 8-210 Appliance and other bulky item in its entirety, and eliminating specific fees in sections 8-214 Mechanical collection and in Section 2-816 Collection vehicles left extending periods, and replacing the fee schedule with a reference to collection fees being established in the solid waste budget adoption ordinance each year.

INSERT ORDINANCE

The next item on the agenda was the approval of the Tennessee Consolidated Retirement System (TCRS) Employer Contribution Rate. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the TCRS minimum Employer Contribution Rate of 8.57% to continue in the State Retirement Program, and authorize staff to execute the TCRS Employer Contribution Rate Certification Form.

INSERT CERTIFICATION FORM

The next item on the agenda was the first reading of an ordinance rezoning property on Vines Drive from R-1 (Low Density Residential) to PRD (Planned Residential District). Mayor Wolfe recued himself and Vice Mayor Countermine was in charge of this item. This item was passed by Jonesborough Planning Commission and the buffering is better in PRD than in R-1. Alderman Vest said the residents adjacent to the property was present at the Planning Commission meeting and was comfortable with the development being proposed. Motion was made by Alderman Vest, seconded by Alderman Fitzgerald and duly passed to approve on first reading of an ordinance rezoning property on Vines Drive from R-1 (Low Density Residential) to PRD (Planned Residential District).

INSERT ORDINANCE

The next item on the agenda was the approval of the police vehicle lease. Mayor Wolfe said some of the present vehicles will be rotated such as Operation Manager Craig Ford's vehicle. At the end of this lease we will own the vehicles. The delivery will not be until the next fiscal year. Motion was made by Alderman Countermine, seconded by Alderman Fitzgerald and duly passed to authorize the Mayor, Town Attorney, and staff to pursue a lease not to exceed four (4) years for six Ford Explorers with police packages, police equipment and decal/stripping, and three 2017 For Explorers without police packages for no more than the state bid price, currently expected to be a total of

\$385,000 at an interest rate of 3% with lease payment established in the FY 2017-2018
Police Department Budget beginning July 2017.

There being no further business the meeting was duly adjourned.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR