

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MAY 9, 2016

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, May 9, 2016, 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. Tom Pardue led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Chuck Vest. Alderman David Sell was absent and was attending an Ace Hardware meeting where he was receiving the Ace Hardware Award for Outstanding Customer Service. Also present were: Town Administrator Bob Browning, Town Recorder Abbey Miller, Operation 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. There were none. Alderman Countermine made the motion, seconded by Alderman Vest, and duly passed to approve the following items on the Consent Agenda:

1. The minutes for the April 11, 2016, regular BMA meeting will be ready for approval at the June meeting.
2. Approve the following April, 2016, bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A & E Machining & Fab.	85.00
A-Z Office Resources	1480.51
Advance Auto Parts	43.68
Aggregates USA, LLC	11149.38
Alsco	61.02
Amber Crumley	21.25
American Tire Distribution	2733.76
Anderson Fire, LLC	270.73
Andy Oxy Company, Inc.	373.11
Angie Sheek	5.20
Arcadia Publishing, Inc.	908.25
Archer Brothers Garage	140.00
Archer Electric Service	490.00
Architectural Interior	425.00
Auto Zone #2087	149.82
B & H Photo-Video	314.60
B & H Sales	421.52
Barbara L Bogart	144.00
BKT Uniforms	281.91
Blue Cross-Blue Shield	69784.80
Branham Corporation	74.10
Brenntag Midsouth Inc.	2326.04
Bruce Ingram	41.85
Builders First Source	882.09
Burk Consulting	3890.37
Business Health	3452.16
Calvin Ross	13.56
Celebrate	5.00
Central Paper & Supply	1204.46

<u>VENDOR</u>	<u>AMOUNT</u>
CenturyLink	1078.00
Chappell's Pest Control	45.00
Charlton S Stanley, Phd	125.00
Cindy Lucas	20.00
Cintas Corporation #202	862.27
Cintas First Aid & Safe	55.31
Citizens Security	4132.44
City of Johnson City	11988.00
Clay-King.Com, Inc.	613.88
Comcast c/o 3PPP	4.26
Consolidated Pipe & Supply	2917.40
Copy Net, LLC	80.00
D.Todd Wood Engineering	7700.00
Darrell W. Brinson	25.00
Data Supplies Inc.	2924.00
David Crum	20.00
Deaderick Davis	95.75
Dearborn National	556.75
Dennis Wayne Brooks	700.00
Diamond Ticketing System	605.00
Diane Thompson	32.00
Dianne Barker	13.59
Display Sales	3110.00
Ditch Witch Equipment	1330.93
Doe Valley Screen Print	1065.25
Duffield Aquatics, Inc.	16891.82
East TN Rent-Alls	2717.04
Economy Printing, Inc.	400.00
Ecosafe Landfill	7096.89
Employee Security	250.00
Environmental Products	87.31
Equipment Sales & Services	704.30
Erwin Utilities/Wtr Test	600.00
Esc Lab Science	472.50
Everyday Solutions	598.00
Ferguson Enterprises #5	7183.01
First Tennessee Bank	16453.53
First Tennessee Bank	3792.73
First TN Human Resources	7301.00
Fisher Auto Parts, Inc.	76.50
Fleenor Security System	3155.46
Food City	1115.96
Foster Signs	629.95
Fuelman	83.67
G & C Supply Company, Inc.	2020.00
General Shale Msc 30523	11941.32
Global Equipment Company	615.57
Grainger	362.10
Gray Glass	175.00
Greeneville Oil Company	302.86
GRW Engineers, Inc.	12355.18
Hampton Textile Printing	624.00
Harbor Freight Tools	79.60
Harold Cochran	500.00
Hayes Pipe & Supply	1742.05
HD Supply Waterworks	550.00
Heissee Johnson Hand Up	117.90
Henry Schein, Inc.	50.13
Hunter Curtis	100.00

Hy-Country Hydraulik	254.62
Idexx Distribution, INc.	26.22
<u>VENDOR</u>	<u>AMOUNT</u>
Industrial Scientific	607.75
Information Age	409.95
Ingles #4205	65.00
International Storytelling	306.15
Jacob Anderson	1195.00
JAMSA	25.00
Janette Gaines	77.34
Jason Greenlee	115.00
JC Hobbs	130.00
Jefferson Sales South	600.00
Jeffrey Allen Story	15.00
Jeri Jones	8.80
Jim Wynegar	12.00
Johnson City Ford	1074.43
Johnson City Power Board	41177.28
Jonesborough General	229.95
Jonesborough HRA	8010.00
Jonesborough Senior Ctr	229.00
Jonesborough/Washington	4447.00
Joshua David Heltzel	185.00
Judy O'Hara	36.80
Kanas State Bank	8962.25
Ken Ross Architects, Inc.	1920.00
Kimball Midwest	939.91
Knock Out Chemicals, Inc.	1952.95
Labrtonix	1315.00
Larry Bryan	78.56
Larry's Tire Center	1502.28
Liberty National	1947.68
Logic Concepts	2020.00
Lowe's	3430.14
Mail Works, Inc.	251.55
Main Street Catering	556.50
Matthew Byrd	4.80
Maureen Mulroy	90.52
Meade Tractor	151.46
MHC Kenworth-Kingsport	2193.75
Motion Industries	671.44
Nafeco, Inc.	892.00
Nancy R. Comer	462.50
Napa Auto Parts	4645.86
Network Fleet, Inc.	1524.65
News and Neighbor	195.00
Norfolk Southern Railway	326.02
Northeast TN Tourism	455.00
Office Depot Credit Plan	176.08
Olde Towne Hardware	1389.58
Olde Towne Small Engine	771.95
Pardue Photographics	520.00
Pave-Well Paving Company	8500.70
Performance Peterbilt	1539.09
Perm-Liner Industries	13785.10
Power Equipment Company	4841.13
Print Distribution Services	923.17
Quality Trophy & Engraving	55.40
Rain For Rent	1349.00
Recycle Away	401.02

Reeves Alignment & Auto	49.95
Reinhart Food Service	243.98
Reliance Standard (Vol)	388.63
<u>VENDOR</u>	<u>AMOUNT</u>
Remco, LLC	10984.00
Ricoh USA, Inc.	2819.24
Robin B. Beals	1750.00
Robin Goodman	20.00
Safety Nation	55.52
Sara Jane Schmeltzer	125.00
Saratoga	3697.00
Schiller Hardware	1281.73
School Outfitters	242.04
Schreiber Corporation	11884.00
Shell & Son Farms	160.00
Shirt Tail Designs	230.60
Shred-It	38.35
Snapp-On Tools	63.50
SOR	50.00
Specialized Operations	583.40
SSCI	2423.50
Stafford Custom Graphic	128.00
Standard Forms	511.90
Steve Cook	248.12
Stowers	845.61
Summers-Taylor, Inc.	8010.13
Supplyworks	1997.08
TARS	30.00
TBI-Fiscal Services	589.00
Terminix Processing Center	195.00
The Detail Shop	40.00
The Stock Pot	25.63
The Trophy Shop	6.00
The Wasserstrom Company	2333.31
Therodyne Engineering	4833.00
Thomason & Associates	2500.00
Thompson Publishing Group	159.58
TML Risk Management Pool	1000.00
TN Dept. of Transportation	78.57
TN Local Dev. Authority	3183.61
Tonya S. Van Hook	176.00
Tri-City Waste Paper	327.00
Tri-Foxco	261.00
Trigg Enterprises	46.83
Trimble Company	2448.00
Triplett Farms	450.00
Truckpro LLC	78.44
Tusculum College Band	500.00
Tysinger, Hampton & Partners	5682.14
United Parcel Service	157.20
United Utilities Inc.	9639.00
United Way	374.00
USA Blue Book	1913.33
Valley Equipment	94.64
Verizon Wireless	109.06
Vern Maddux	36.00
Wal-Mart Store/GEMB	2421.15
Washington County-Johnson City	330.00
Washington County	8697.89
Washington County	12000.00

Washington County EMS	100.00
Washington Farmers Co-op	1364.18
Washington Farmers Co-op	17204.32
Waste Management	1487.49
<u>VENDOR</u>	<u>AMOUNT</u>
Water & Waste Equipment	3250.00
Wells Fargo Equipment	3451.00
Wesley Corder	19.60
West Hills Ford Tractor	1.26
Wheeler & Seeley	9486.00
White's Auto Parts	927.81
Whitney S W Creative	45.00
William Beagle	1230.00
Williams Electric	4792.04
WM. S Trimble Company	<u>213.00</u>
	<b>\$522,448.74</b>

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
81782-81786 AP	3,666.86		
81787- Kris Truelson	300.00		
81788-81791 AP	7,113.69		
81792-81962 AP	261,740.96		
81963-Connection Concrete	2,850.00		
81964-81972 AP	47,629.27		
81973-81986 AP	9,599.83		
81987-81997 AP	23,179.61		
81998-82004 AP	8,745.01		
82005-82056 AP	83,907.82		
82057-82058 AP	713.89		
82059-82067 AP	27,972.11		
82068-82069 AP	697,618.55		
82070-82083 AP	18,525.40		
		<b>\$1,193,563.00</b>	
54419-54507 AP		184,837.74	
54508-54514 AP		255,006.56	
54515-54520 AP		3,355.72	
54521-54525 AP		41,895.37	
54526-54527 AP		276.51	
54528-54536 AP		3,422.46	
54537-54540 AP		5,073.10	
54541-54551 AP		5,729.62	
54552-Sarah Byrd		400.00	
54553-54555 AP		2,590.86	
		<b>\$502,589.94</b>	
<b>Sanitation</b>			
7113-7115 AP			2,396.68
7116-7140 AP			20,219.43
7141-7143 AP			348.14
7144-7147 AP			1,649.53
7148-Jeff Thomas			250.20
7149-7150 AP			191.92
7151-Comcast			302.38
7152-Nationwide Retirement			130.00
			<b>\$25,488.28</b>

3. Approve the following Town Administrator Report:

We had a good month again in treatment with no storm events generating overflows. Cobern Rasnick is working with GRW Engineers over to finalize the details to bid out a separate influent pump for redundancy. I am working on combining cost estimates on two or three important Water/Sewer projects in order to consider a capital outlay note to be able to move forward. I outlined in some detail in last month's report what improvements are needed.

Crockett H.S. Sewer –There is a general agreement on the approach needed to implement the CDBG project that eliminates Crockett's package sewer plant, and pumps waste to Jonesborough's WWTP instead. As I mentioned last month, we are expecting to construct a line from a manhole in SR-353 towards Five Points from the point towards Jonesborough from Hexpol that we can gravity flow waste towards a pump station site on the Rosenbaum property which will pump flow under the railroad tracks to the WWTP. We are trying to get the material cost covered by the County's CDBG grant with us doing the labor and equipment. We have to participate in order to include the gravity line in the project, because the actual goal of the project is to get Crockett's sewer waste to our WWTP, and that could be done with a force main from the pump station at the Hexpol Plant directly to the WWTP. We want to eliminate two pump stations along SR-353 (across from the Rosenbaum property) and one at Five Points. We can construct gravity lines to one new pump station on the Rosenbaum property we purchased that is located so it also handles any wastewater generated from the future development of the Rosenbaum property. That is a major improvement for us we are trying to incorporate into the project, but we can only make it work if we construct the line ourselves from the manhole at SR-353 across the Rosenbaum property to the WWTP. I bring this up again to communicate that we are working in that direction, but other than that no other participation by Town staff is being discussed at this point.

Wastewater Complex –Cobern Rasnick's crew has been making progress with grading and site preparation associated with expansion into the Wastewater complex and Recycling Center area. Craig Ford and the Water Distribution staff have moved a lot of material and junk out of our current Town garage site.

Ashley Meadows Sewer – The amended condemnation suit has been filed by Town Attorney Jim Wheeler, and there is a meeting set up next week with Brian King's attorney to try to settle the easement and dedication issues. We are still pumping a manhole periodically at Ashley Meadows until the easement issue is settled.

## **Water**

We are continuing to feed the algaecide and turning over the Woodlawn reservoir daily to reduce the likelihood of by-products issues. We are working on pricing a paddle system for Woodlawn Reservoir to help freshen the water in the reservoir which we feel will help reduce by-product build up. We are also finalizing costs on the additional pump needed for the Rock House Road pump station, and these costs will be reflected in the budget process for next fiscal year.

Water Loss – The list of priority line replacements Ok'd by the BMA has been sent to GRW Engineers for them to move forward with design. As I mentioned, we hope to be able to phase the grant project and get TDEC and ECD approval to start constructing replacement lines in the approved locations in which right-of-way is not an issue.

## **Transportation**

Intersection of Jackson Blvd & SR-354 –TDOT has finished design and they are trying to solidify the funding necessary to obtain the additional right-of-way needed for the project.

W. Jackson Medians – TDOT has revised plans and the Town's application to undertake the turn lane project. We expect to hear back from TDOT on the approval by next week, and when we get TDOT's ok to proceed we will re-price materials with current prices, and send the materials breakdown to Mark Ferguson so he can pay for the materials and we can get them ordered. Once the Street Crew has completed the E. Main project, we expect to construct a speed table on Spring Street which would take a maximum of two days and then start on the W. Jackson turn lane project.

Woodrow Ave/2<sup>nd</sup> Ave – May have to wait for higher priority projects.

North Cherokee Street / Smith Lane – I hope to get cooperation of a key property owner this month.

Persimmon Ridge Road and W. Main Street – TDOT is completing the environmental work on this project. They expect to put it out for bid in the Spring of 2017.

E. Main Street – The utilities are underground. We are waiting for all household connections to be completed by Comcast and Atmos Gas. When the lines are off the poles, the poles will be removed, and the Street Department will tear down the old raised sidewalk, rework the banks at the Sobol and Childress houses, pull out the existing raised sidewalk, and build the in between sections of brick sidewalk. The sidewalk work from the Childress property up to the cemetery is excellent.

W. Main Street Traffic Calming – We expect to begin this work when the Street crew completes the W. Jackson Blvd turn lane project.

## **Grants**

T-21 Walkway Grant – This project is about 55% complete time wise and 35% complete as far as costs. King General Contracting has all of the bridge work done and gravel basing, and they have started laying asphalt in the area of 3<sup>rd</sup> Ave. They should be complete with everything along the walkway except for the downtown work which is brick and granite, by the end of May.

LPRF Application – The N. Lincoln Ave Park project has been submitted. I feel we have submitted a very strong application. We have been told that the Governor wants recommendations for grant awards by mid-June. The State received over 100 applications and the Conservation staff has to inspect all application sites, so they will have to really move it along to meet the Governor's expectations.

Note: There has been a major clean-up effort at the Town Garage.

TDOT Senior Center Bus Grant – We have not heard anything about our application.

CDBG Façade Grant: Jackson Theatre – ECD has not sent out the application packet to-date, so it appear the application process will be pushed to June or July.

Washington County Fund – The Washington County Fund Committee will start reviewing applications next week. There were 13 applications, and they review the initial submittal and then invite a full application.

## **Jackson Theatre**

We are trying to move along with the design necessary for the building. The structural engineer is working on a better plan to support the third floor. Ken Ross Architects expects to have the plans complete in two months.

**Senior Center**

We have some additional landscaping to complete, and need to address another water heater. Otherwise, we are complete. We have cleared off the area we intend to develop parking for both Senior Center and the N. Lincoln Ave Park. There is surplus equipment on this space to be sold this month, and in the meantime we are working on funding options to go ahead and pave the parking lot.

**Chuckey Depot**

The Carter County Work Camp Crew is making serious progress. They have done a great job with the brickwork. Craig Ford hopes to be nearly complete in June.

**Budget**

Budget preparations is in progress.

**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, Jonesborough Community Chest, and minutes for most.

- 4. Approve the following Operations Manager Report:

**Insert Report**

- 5. Approve the following Committee Reports: Jonesborough Repertory Theatre Board of Directors and Jonesborough Community Chest Board.
- 6. Approve the following Supervisor Reports: Visitor Center Manager, Director of Tourism and Marketing, Water Distribution, Building Inspector, Street Department, Animal Control, Solid Waste and Recycle, Fire Chief, Senior Center Director, McKinney Center Director, Environmental Services Director, JRT Artistic Director, Police Chief, Water Plant, Water Park, Park and Recreation, Fleet Management Director, and Event Coordinator.
- 7. Approve the following additional employees at the Wetlands Water Park, their positions and compensation:

<u>Employee</u>	<u>Position</u>	<u>Rate of Pay</u>	<u>Grade</u>
Chris Scaff	Head Guard	\$8.50 per hour	5
Gabriel Gray	Seasonal Manager	\$9.75 per hour	6
Cassie Malone	Café	\$7.25 per hour	2
Kyle Watson	Customer Service	\$7.25 per hour	2
Heather Tesnear	Slide Attendant	\$7.25 per hour	3
Flavio Sanguinetti	Slide Attendant	\$7.25 per hour	3
Leighann Ornduff	Slide Attendant	\$7.25 per hour	3
James Allen	Café Supervisor	\$8.50 per hour	5
Emily Palmer	Café Supervisor	\$8.50 per hour	5
William Britton	Café	\$7.25 per hour	2
Westley Canter	Lifeguard	\$7.25 per hour	4
Reid Smith	Lifeguard	\$7.25 per hour	4
Tyler Jones	Lifeguard	\$7.25 per hour	4
Miles Mallicote	Lifeguard	\$7.25 per hour	4
Baillie Mounger	Lifeguard	\$8.00 per hour	4
Riley Dieterich	Lifeguard	\$7.25 per hour	4
Zeb Holland	Lifeguard	\$7.25 per hour	4



Austin Barnett	Café	\$7.25 per hour	2
Taylor Phillips	Café	\$7.25 per hour	2
Carson Phillips	Café	\$7.25 per hour	2
Robbie Lane	Café	\$7.30 per hour	2
Olivia Thomas	Café	\$7.25 per hour	2
Skyla Sheets	Café	\$7.25 per hour	2
Jacob Douglas	Maintenance	\$7.25 per hour	2
Christian Canter	Maintenance	\$7.30 per hour	2
Taylor Carmichael	Lifeguard	\$7.25 per hour	4
Chelsea Day	Slide Attendant	\$7.25 per hour	3

8. Accept the resignation of Justin Davis, Public Safety Officer, with regrets.
9. Approve the promotion of Jeff Davis from Composting/Recycling Worker II to the position of Refuse Truck/Operator I at Grade 7 Step 1 (\$28,564).
10. Approve renewing health insurance coverage with Blue Cross/Blue Shield with an 8.69% increase in premiums and no change in benefits.
11. Accept the Report On Debt Obligation related to the \$3,294,000 Rural Development facilities loan and direct that the form be entered into the meeting minutes.

**Insert Report**

12. Approve the renewal of the Lease Agreement with the Upper East Tennessee Human Development Agency in which the Town provides space in the Recreation Building for the Head Start Program under the terms of the two year agreement.
13. Approve Movies on Main for the 2016 season on Saturday evenings beginning May 28 through August 27, 2016, closing Main Street from Fox Street to West Courthouse Square at approximately 8:00 p.m. or when the Police Department determines is necessary for safety purposes, subject to the Town Attorney's review and acceptance of the required Hold Harmless Agreement and proof of liability insurance.
14. Approve Sodafest as an extension of JAMSA's Movies on Main for Saturday, June 4, 2016, with the closure of Main Street moved to 6:30 p.m. for a Sock Hop, through the movie event, subject to the Town Attorney's review and acceptance of the Hold Harmless Agreement and proof of Insurance.
15. Approve the Special Events Permit for Crockett High School to hold the Pioneer Pride 5K Glow Run/Walk coming into Jonesborough after 8:00 p.m. on Saturday, August 6, 2016, authorizing Main Street and associated side streets to be closed from 2<sup>nd</sup> Avenue to Fox Street at approximately 8:00 p.m. until 10:30 p.m. for the 5K race and a block party following the race. The Police Department is also authorized to undertake all measures necessary to protect run/walk participants while in the city limits of Jonesborough. The BMA approval is subject to the Town Attorney's review and acceptance of the Hold Harmless Agreement and proof of liability insurance.
16. Approve the following appointments:

Gerald Sparks	Senior Center Committee	term expires 5-2020
Herman Jenkins	McKinney Center Advisory Board	term expires 5-2019
Jim Rhein	Recreation Advisory Board	term expires 5-2021
Nancy Kavanaugh	JRT Board of Directors	term expires 6-2019
17. Approve at least on a temporary basis the use by Town Hall departments of the Gillespie Building for storage to achieve the goals of not paying for outside storage space and freeing up room at Town Hall for the Police Department.

The next item on the agenda was the approval of the Financial Report. Ms. Miller said staff is busy working on the 2016-17 budget and reimbursements from the Rural Development loan on various projects. Motion was made by Alderman Dickson, seconded by Alderman Countermine and duly passed to approve the Financial Report as submitted.

The next item on the agenda was communications from the Mayor. Mayor Wolfe asked Gary Lykins and his staff to come forward. Mr. Lykins said there are 38,000 fleets in North America and Jonesborough ranked 51<sup>st</sup>. He said the rankings were based on ten different criteria. Mr. Lykins added that he is thankful for support from the Operation Manager, Town Administrator and Board. He read the following letter from Tom C. Johnson, *Author of The 100 Best Fleets in the Americas and Green Fleet Awards*.

*Dear Gary Lykins:*

*Congratulations on being named one of the top fleets in the Americas. To put it in perspective, there are over 38,000 public fleets in North America alone...and thousands more in South America. You have done the right thing for the right reasons. Your efforts are having an immediate and impressive effect on the economy. You have demonstrated your commitment to society. To me, you are unsung heroes. Thank you. You lead by example. We have the best government services but need to improve it constantly. Your outstanding application reflected fresh thinking with new ideas. You are helping to create the future for Fleets in the Americas.*

Mayor Wolfe said he is proud of the garage staff and added that the shop has been cleaned up and asked that it stays looking good.

The next item on the agenda was the Employee of the Month award. Mayor Wolfe asked Chason Freeman to come forward. He read the following nomination submission:

*I recently received a positive email from Police Chief Matt Hawkins complimenting two of my firefighters for their assistance in a rather lengthy event which occurred on April 16, 2016. One that date there was a major vehicle accident which clipped some telephone poles, downed power lines, and injured a driver, who had to be extricated from the vehicle and required medical attention before being transported to the hospital. While this is not an unusual occurrence, it seems the actions taken by the staff after the incident had been stabilized and the staff went above and beyond their normal duties. According to Chief Hawkins' memo, they continued to support the Police Dept. for an additional 8 hours, providing assistance with various tasks. I have attached a copy of Chief Hawkins' memo.*

*Chief Fritts: I wanted to thank you, Sgt. Chason Freeman, and Firefighter Corey Tittle for the assistance in dealing with the crash event on 04-16-16. The crash disabled all of the traffic signals at the intersection of Headtown Road at East Jackson Boulevard, leaving our officers in the difficult situation of trying to investigate the crash while maintaining a safe intersection and closing the necessary streets. After Sgt. Freeman and FF Tittle completed their duties relating to the crash, they continued supporting the on scene officers throughout the eight (8) hour event. They monitored and continually fueled the traffic signal generator, assisted in deploying cones and barricades, and shuttled vehicles to assist with the long term road closure. The officers on scene were very grateful and we all appreciate their efforts.  
Matthew B. Hawkins, Police Chief*

*Although the actions taken by my staff are commendable, it made me start to think about the performance and dedication displayed by Sgt. Chason Freeman in other areas of his job recently. Chason is still relatively new in his position of supervision. Due to the relatively small size of our department, supervisory roles require multifaceted talents to be successful. Chason heads our medical*

*response program, he is responsible for reviewing medical reports for accuracy, keeping track of our medical personnel's licensure requirements, ordering and distributing medical supplies, and restocking the fire engines. In addition, he is the liaison between our department and Washington County EMS. From the feedback I get from EMS Director Dan Wheeley, he is doing an excellent job. Chason also teaches CPR Certification classes to our Town Departments and citizens groups. While all these attributes make Chason a good employee, there is one thing which really sets him apart, and is the most important in my opinion, and that is "Attitude". Chason has stated many times that he is a long-term employee and totally dedicated to the Town of Jonesborough. I have had to assign him multiple tasks, many of which he has never had any experience with. He has not always been perfect, but after some direction, he adjusted and overcame the obstacles before him. I believe in challenging my staff and allowing them to grow. Chason is meeting the challenges, learning and growing from the experiences. I am requesting your consideration of accepting my nomination of Sergeant Chason Freeman for Employee of the Month for May, 2016. Thank you in advance and as always, if you have any questions, please don't hesitate to contact me. Submitted by: Phil Fritts, Fire Chief*

Chason Freeman said he enjoys working for the Fire Department and that he loves working for the Town, and there is no better place to work than for the Town of Jonesborough. He said as Mr. Browning has stated before we are a family and it shows. Sergeant Freeman then thanked everyone. Mayor Wolfe said Chason was one of the first people on the team that responded when his Grandmother fell and broke her hip; he is very compassionate, caring, thorough, and does an excellent job.

Mayor Wolfe said that there was a master meter that went down at the Water Plant a few weeks ago and after replacing the meter, we are back up and running. He said that the meter going down made the staff realize that the meter was not functioning correctly. He said about seven years ago the Town's water loss was approximately 60%; with the new meter in place and zoning of the water system, water loss is down to 27% which is awesome. He congratulated Bob Browning, Craig Ford, and staff for all their efforts in addressing the water loss issues. Mr. Browning said a few years ago we were pumping 100% capacity at the Water Plant and now the Town is currently operating at 70-75% capacity of the plant. He added that the staff has done a great job.

Mayor Wolfe asked the Board to add to the agenda the reappointment of Ted Lynch to the Jonesborough Planning Commission. Motion was made by Alderman Dickson, seconded by Alderman Vest and duly passed to add the reappointment to the agenda.

Motion was made by Alderman Dickson, seconded by Alderman Vest and duly passed to approve the reappointment of Ted Lynch to the Jonesborough Planning Commission with his term expiring August, 2017.

Mayor Wolfe asked the Tourism staff, Heritage Alliance staff, McKinney Center staff, and Main Street staff to come forward. Alicia Phelps said that Northeast Tennessee Tourism Council puts on an event called the Pinnacle Award each year in partnership with Northeast Tennessee and Southwest Virginia. Ms. Phelps said Jonesborough cannot compete with some of the large events that bring many thousand people to the region, but this year Jonesborough brought home some big honors that it has never received before. She said Christmas in Olde Jonesborough won a Pinnacle Award which is a top honor; the hash tag "Only in Jonesborough" won a merit award; Jonesborough Girl Scout Pack Program at the McKinney Center won the highest award and for the first time ever Jonesborough received Judges Choice Award for this program.

Deborah Montanti said the Heritage Alliance provides services that compliment events and programs provided by the Town.

Amber Crumley said the Jonesborough Visitor Center is involved in Christmas in Olde Jonesborough, At Home with Santa, and other events throughout the year.

Melinda Copp, Main Street Coordinator, said the Main Street program is also involved with Christmas in Olde Jonesborough and each Saturday they have different events during the Christmas season. She said the "Only in Jonesborough" hashtag was a collaborative effort.

Terry Alexander, Website Coordinator, said she promotes Jonesborough events and programs through the Town's various websites and she also helps with the Main Street programs.

Jules Corriere said the Jonesborough Girl Scout Pack Program put all the stories together and put them into one activity for the Girl Scouts. She said the scouts have to do a certain amount of activities in Jonesborough to earn the patch. She added that there is no cost to do this, and Girl Scouts come from other states to participate in the program.

Alicia Phelps said they all work together as a team and do a great job.

Mayor Wolfe said that "Bye Bye Birdie" was a wonderful production at the JRT and if anyone has not seen a JRT play, they are missing a wonderful theatre experience.

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

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. Mr. Ed Wolf, 1103 Miller Drive, said this has been a very impressive meeting and this is an incredible community. He said Washington County has 8,000 people who cannot get health insurance. He said there will be a meeting on May 19<sup>th</sup>, 2016, at the Carl Jones Building at ETSU from 10:00 a.m. to noon and hopes that someone would be present from the BMA. He added that this is an Insurance Tennessee meeting and there is \$3 billion that could come to Tennessee from the Federal government if this plan is adopted.

Carol Lyle, 303 W. Main Street, said she would like to have the staff mark the lanes at the corner of Persimmon Ridge Road and West Main Street. Mayor Wolfe said this would be looked at.

The next item on the agenda under Old Business was the possible action concerning rescheduling the date of the public meeting on discontinuing the use of fluoride in Jonesborough's treated water. Mayor Wolfe said he would like to change the title to read "discussion of the status of fluoride in Jonesborough water". Mayor Wolfe said this will be an open discussion and there will be no vote taken at this meeting. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve the date of July 18<sup>th</sup> at 6:30 p.m. for the discussion of the status of fluoride in Jonesborough water.

The next item on the agenda was the Public-Private Stormwater Agreement with Michael and Kim Anders, 102 West College Street. Mr. & Mrs. Anders requested that this item be pulled from the agenda.

The next item on the agenda was the Public-Private Stormwater Agreement with Jim Rhein, 210 Spring Street. Motion was made by Alderman Countermine, seconded by Alderman Dickson, and duly passed to approve the Property Owner Agreement with Jim Rhein associated with the construction of a new 24" drain tile across his property at 210 Spring Street with Mr. Rhein paying one-half of the material cost as follows:

**PROPERTY OWNER AGREEMENT FOR STORM WATER  
IMPROVEMENTS AT RHEIN PROPERTY, 210 SPRING STREET**

THIS AGREEMENT entered into the 9<sup>th</sup> day of May, 2016, between the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, hereinafter referred to as “the Town”, and Jim Rhein doing business as Mill Spring Leasing, hereinafter, referred to as “the Property Owner”.

WHEREAS, the Property Owner is the sole owner of property located at 210 Spring Street, in the Town of Jonesborough, Washington County, Tennessee, and

WHEREAS, the parties wish to enter into an agreement whereby the Town will make improvements to the stormwater management system near the intersection of Spring Street and Franklin Ave that requires the existing 15” line to be replaced with a 24” storm drain to be constructed on the property of the Property Owner in order to reduce the possibility of stormwater coming from Town improvements up Franklin Ave flowing down to the intersection and over the property of the Property Owner, while at the same time moving the storm drainage pipe from its current location through the property to a more advantageous location on the property that allows the vacant parcel to be more effectively utilized or developed.

WHEREAS, the Board of Mayor of Aldermen of the Town of Jonesborough has determined that it is in the public’s interest to improve the stormwater management along Spring Street near Franklin Avenue to eliminate stormwater damage as well as erosion, and the Property Owner agrees with this determination, and

WHEREAS, the parties agree that the Town is entering into an agreement to do some work on private property for the benefit of the public and the Property Owner, then

**IT IS THEREFORE UNDERSTOOD AND AGREED THAT:**

The parties agree that the Town will perform the scope of work shown on the Plan of the Town’s consulting engineer, DTWood Engineering, Inc., dated May 3, 2016 and attached as Exhibit A.

The parties agree that the Town of Jonesborough is granted authority to enter on to the property of the Property Owner to complete the work as outlined in the above referenced Plan and the Exhibit A to this agreement, and the Town of Jonesborough agrees to restore the property with respect to grading and seeding to its current condition and to minimize the effect of the construction to the extent possible.

The parties agree that the Town of Jonesborough will be responsible for one-half of the cost of all materials, and the Town will provide the labor and equipment used for the project. The Property Owner will also be responsible for one-half the cost of materials for the project.

The parties acknowledge and agree that each has been afforded the opportunity to review the Plan referenced above as Exhibit A and each understands the scope and nature of the work outlined therein, and have additionally had the opportunity to have an engineer or other expert of their choosing, review the proposal if they so desire, and therefore agree to release and hold-harmless the Town of Jonesborough and DT Wood Engineering, Inc., for the design of the improvements to the property and the resulting changes in stormwater runoff.

The parties acknowledge and agree that the improvements agreed to herein may not resolve all stormwater issues in the project area including the property of the Property Owner, and that the improvements are designed to make the situation better as it relates to stormwater in the project area, but not necessarily to completely prevent stormwater management issues. The Parties agree that the Town and DTWood Engineering, Inc. make no representations or warranties with respect to the design,

construction or operation of the improvements discussed herein. The Property Owner acknowledges that the Town of Jonesborough is offering to conduct this work on private property as a general benefit to the Property Owner and the Town, and the Property Owner agrees to release and hold-harmless the Town of Jonesborough and DTWood Engineering, Inc. for any and all claims related to the operation and use of the improvements outlined in the Plan and on "Exhibit A" to this agreement, to the extent those improvements are implemented according to said Plan and "Exhibit A" to this agreement.

The parties agree that employees, contractors or other laborers working on these improvements will remain at all times employees of the Town of Jonesborough and the Town of Jonesborough shall provide workers' compensation coverage for all such persons, or require proof of such coverage from any contractor.

The Property Owner agrees to allow the Town of Jonesborough to have access across the Property Owner's property to construct the improvements in the Plan and "Exhibit A", and for any future maintenance when access is requested by the Town.

The parties specifically agree that all obligations and rights granted hereunder shall run with the land and that their heirs, agents or assigns shall be bound by this agreement.

IN WITNESS whereof, the parties affix their signatures on the date set forth above.

\_\_\_\_\_  
Jim Rhein, Property Owner

**STATE OF TENNESSEE  
COUNTY OF WASHINGTON**

**PERSONALLY** appeared before me, a Notary Public in and for the State and County aforesaid, \_\_\_\_\_, with whom I am personally acquainted (or who proved his identity to me on the basis of satisfactory evidence), and who acknowledged that he executed this instrument for the purposes therein contained, and as his free act and deed.

**WITNESS** my hand at office in the State and County aforesaid, this, the \_\_\_\_ d a y of \_\_\_\_\_, 2016.

\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission Expires: \_\_\_\_\_

**STATE OF TENNESSEE  
COUNTY OF WASHINGTON**

**PERSONALLY** appeared before me, a Notary Public in and for the State and County aforesaid, \_\_\_\_\_, with whom I am personally acquainted (or who proved his identity to me on the basis of satisfactory evidence), and who acknowledged that he executed this instrument for the purposes therein contained, and as his free act and deed.

**WITNESS** my hand at office in the State and County aforesaid, this, the \_\_\_\_ d a y of \_\_\_\_\_, 2016.

\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission Expires:

\_\_\_\_\_

**BOARD OF MAYOR AND ALDERMEN  
OF JONESBOROUGH, TENNESSEE**

By: \_\_\_\_\_  
Kelly Wolfe, Mayor

ATTEST:

\_\_\_\_\_  
Abbey Miller, Town Recorder

APPROVED AS TO FORM:

\_\_\_\_\_  
James R. Wheeler, Town Attorney

The next item on the agenda was the Chuckey Depot – partnership agreement and establishment of the Chuckey Depot Museum Advisory Board. Mike Tilley with the Watauga Valley Railroad Historical Society and Museum said he had not taken this to his Board but felt good about the agreement. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve the agreement with the Watauga Valley Railroad Historical Society and Museum, and the Heritage Alliance of Northeast Tennessee and Southwest Virginia and authorize the Mayor and Town Attorney to finalize the partnership arrangement and execute the document as follows:

**TOWN OF JONESBOROUGH**

**AGREEMENT**

THIS LEASE AGREEMENT, made and entered into this, the \_\_\_\_ day of \_\_\_\_\_, 2016 by and between the Watauga Valley Railroad Historical Society and Museum, hereinafter called WVRHSM, the Heritage Alliance of Northeast Tennessee and Southwest Virginia hereinafter call the Alliance, and the Board of Mayor and Aldermen of the Town of Jonesborough, hereinafter called the Town.

**WITNESSETH:**

This Agreement establishes the relationship between the WVRHSM, Alliance and Town related to the operation and management of the Chuckey Depot Museum at Jonesborough. The Chuckey Depot building is being reconstructed and renovated by the Town, and when completed the Town desires to enter into a relationship with both the WVRHSM and Alliance in developing interpretive exhibits and providing the operating manpower to open the Chuckey Depot Museum in Jonesborough to the general public.

IN CONSIDERATION OF THE CONDITIONS AND AGREEMENTS HEREAFTER STATED, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

The development and operation of the Chuckey Depot Museum at Jonesborough requires the cooperation of the parties as well as the commitment by the Town to undertake and complete the following:

- (a) **Procurement of Chuckey Depot Site.** The Town shall enter into a long term lease with Jonesborough United Methodist Church that shall provide the site necessary to reconstruct the Chuckey Depot, with the site being in walking distance of downtown and near the Norfolk Southern railroad line through Jonesborough.
- (b) **Provision of Utilities and Parking.** The Town shall install utility services including water, sewer, electrical and telephone to the Chuckey Depot building once it is reconstructed, as well as develop parking closely associated with said facility.
- (c) **Reconstruction of Chuckey Depot.** The Town shall reconstruct the Chuckey Depot building, taking all measures reasonable to undertake said reconstruction of the building as close as possible to the original structure while at the same time making the building functional and effectively addressing ADA accessibility, energy efficiency, and the necessary infrastructure and layout to develop and operate a museum within the facility.
- (d) **Exterior Lighting.** The Town shall provide lighting necessary around the building exterior for safe ingress and egress, as well as parking lot lighting for safe vehicular use of the adjoining parking lot.
- (e) **Signage.** The Town will provide a sign designating the location of the Chuckey Depot Museum at Jonesborough, and obtain, to the extent possible, the necessary approval from Jonesborough United Methodist Church as to the appropriate sign location.
- (f) **Building Maintenance.** The Town will provide all maintenance and care of the exterior of the building, decking and grounds. Maintenance responsibility will include mechanical and electrical throughout the building, and care of walls, floors and ceilings where interpretive elements are not present. The Town will have no obligation to maintain or care for interpretive exhibits or elements within or outside of the Depot building.
- (g) **Staff Restroom.** The Town will provide a restroom for staff and volunteers to be located in the office area of the Depot.
- (h) **ADA Access.** Handicapped accessibility to both elevations of the Depot interior will be developed by the Town through ramping and decking, and a handicapped accessibility entry door will be installed.

**The Heritage Alliance of Northeast Tennessee and Southwest Virginia**, located at 212 East Sabine Drive in Jonesborough shall provide the following services to the development and operation of the Chuckey Depot Museum:

- (a) **Development of Exhibits.** Leadership in developing interpretive exhibits and elements within the Chuckey Depot Museum.
- (b) **Care of Exhibits.** Assistance in the care and maintenance of interpretive exhibits and care of the Museum interior.
- (c) **Documenting Artifacts.** Expertise in the proper documentation of all contributed items that are used or could be considered for use with interpretation, internally or on the exterior of the Museum.
- (d) **Recruitment of Volunteers.** Assist to the extent possible in locating volunteers who might assist in some aspect of the operation of the Museum.



- (e) **Operational Assistance.** Help provide oversight of the Museum operation, helping to ensure the safety of artifacts and interpretive elements as well as the safety of the general public.
- (f) **Historical Research.** Research to the extent practical the history of the railroad in Jonesborough, and the impact of Jonesborough's efforts to bring the railroad into East Tennessee.
- (g) **Educational Programming.** Develop educational programs to be undertaken at the Museum, and assist in bringing student groups to the Museum once it is developed and opened.
- (h) **Training.** Train volunteers and any staff to effectively deal with the general public, and to provide visitors with pertinent information to enhance their Museum experience.

**The Watauga Valley Railroad Historic Society and Museum,** located at 210 Spring Street in Jonesborough shall provide the following services to the development and operation of the Chuckey Depot Museum:

- (a) **Railroad Artifacts and Information.** Provide artifacts, materials, and information that can be used to develop the interpretive elements within the Museum.
- (b) **Interpretation Assistance.** Assist the Alliance in developing and implementing the Interpretive Plan for the Museum.
- (c) **Artifact Care.** Assist in the care of all artifacts and materials used in interpretation, as well as those items needing to be stored for possible future use in the Museum's interpretative offerings.
- (d) **Volunteer Management.** Direct efforts to recruit volunteers, and oversee volunteers selected to assist in the development and operation of the Museum facility.
- (e) **Consistent Schedule of Operation.** Ensure that the manpower is present necessary to operate the Museum and open it to the public on a schedule approved by the Chuckey Depot Museum Advisory Board.

**Chuckey Depot Museum at Jonesborough Advisory Board.** The Jonesborough Board of Mayor and Aldermen shall establish by ordinance the Chuckey Depot Museum at Jonesborough Advisory Board for the purpose of providing on-going direction to and management of the operation of the Museum. The Chuckey Depot Museum Advisory Board that is established shall operate with the following areas of responsibility:

- (a) The Advisory Board shall be made up of seven (7) members with membership including representatives of the Alliance, WVRHSM, and the Town as well as members of the community committed to the success of the Museum.
- (b) The persons representing the WVRHSM and the Alliance shall be appointed by those organizations respectively. All other appointments shall be made by the Jonesborough Mayor and confirmed by the Jonesborough Board of Aldermen.
- (c) Members not representing the WVRHSM and the Alliance shall be appointed for three (3) years, within initial terms staggered from 1 to 3 years to spread out Advisory Board change over. Members directly representing the WVRHSM, Alliance, and the Town shall serve at the will of the organizations they represent.
- (d) Duties of the Advisory Board shall include the following:

- (i) Determine operating schedule of museum.
- (ii) Work to obtain volunteers to assist in the Museum development and operation
- (iii) Develop activities and events designed to raise funds to support the operation and long term stability of the Museum.
- (iv) Assist in seeking out artifacts and interpretive materials that help improve the educational and historical effectiveness of the Museum.
- (v) Determine priorities for interpretation and make final decisions, when needed, on use of interpretive elements within the museum.
- (vi) Make recommendations to the Jonesborough Board of Mayor and Aldermen on building improvements, and any operating policies that may need to be established by the Town Board.
- (vii) Establish policies and procedures for the receiving, documenting, care and maintenance of artifacts and interpretive elements, the use and training of volunteers, and the management and effective use of any funds that are raised by the Advisory Board in support of the Museum.
- (viii) Approve any fees associated with entry to the Chuckey Depot Museum and recommend appropriate financial management procedures. The Jonesborough Board of Mayor and Aldermen will ultimately have the authority to establish financial management procedures and guidelines or delegate the authority to establish effective financial procedures and guidelines that will help ensure revenues and expenditures associated with the development and operation of the Chuckey Depot Museum are transparent, clearly documented, and handled appropriately through standard accounting principles.
- (ix) The Advisory Board shall participate in the development of an operating budget each year that is submitted through the Recreation Department to the Jonesborough Town Board for review during the Town's annual budget process.
- (x) Determine who shall have keys or other such means to access the Museum.
- (xi) Review and approve all manuals, training procedures, and position descriptions for non-Town employees associated with the Museum operation regardless of whether the position is filled by a volunteer or eventually someone who is paid.

**Artifacts Ownership.** Artifacts used in the Museum currently owned by the WVRHSM or the Alliance shall remain in ownership of the respective organizations. However, unless there is upfront notification of a limited period of use for certain artifacts or material, it is the expectation that items collected for interpretation will be available for long term use. Items donated to the Museum after the Advisory Board is formed, if accepted, shall be under the ownership of the Advisory Board. The Advisory Board may transfer ownership to other partners at its discretion. Artifacts or furnishings donated to the Town by the Johnson family, who contributed the Chuckey Depot building to the Town, shall remain in the ownership of the Town and be considered as if they are part of the building itself. These items will be under the care of the Alliance and WVRHSM as may be determined by the Advisory Board.

**Insurance and Liability.** The Town will carry insurance covering the building and contents, and to the extent possible liability insurance on volunteers and any staff.

The WVRHSM and Alliance shall also be responsible to obtaining insurance coverage of items in their ownership used for interpretation in the Museum.

**Training.** The Alliance with the assistance of the WVRHSM will provide manuals to volunteers and any future staff, and training associated with the educational programming taking place at the Museum. Training shall include town railroad history, artifact care, and customer service. Documents provided to volunteers and staff may be printed by the Town.

**Utility Payments.** The Town will pay utility costs for the operation of the Museum facility, however, the Town reserves the right to limit utility costs to an average of \$250 per month if it is determined that utility costs have been unnecessarily high as a result of lack of attention and inefficiencies in the Museum operation.

**Financial Accounting.** The Town Recorder's office will provide accounting services for the operation of the Museum. Funds raised through the efforts of the Advisory Board shall be placed in a special revenue account, and the balance of that account is carried over from one fiscal year to the next. Use of the funds deposited into the Museum's special revenue account will be at the sole discretion of the Advisory Board under standard accounting principles used by the Town. The Advisory Board will not have the authority to financially obligate the Town for any purpose without first receiving formal approval from the Town.

**Interpretive Changes.** Changes in interpretive displays and exhibits shall be approved in advance by the Advisory Board.

**Building Changes.** Any changes to the Chuckey Depot building, whether related to exterior color, electrical, mechanical or structural; and any changes in the grounds associated with the building must be reviewed by the Advisory Committee, and must be approved in advance by the Town. The Town reserves the right to make emergency repairs or changes that impact public safety.

**Hold Harmless Agreement.** The WVRHSM and Alliance agree that the Town shall not be held responsible for any damages to artifacts or materials that may occur as a result of the Museum operation. The WVRHSM and Alliance agree to hold each other harmless for damages that may occur to property, artifacts, and exhibits in the normal operation of the Museum.

**Volunteer Expectations.** Background checks shall be undertaken on all volunteers that may come into contact with the general public. Volunteers will also be trained in proper care of artifacts, exhibits, and displays to help ensure that these important components of the Museum are not damaged or altered, and said volunteers shall be trained in techniques to enhance customer service and safety.

THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT as of the date first above written.

TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN

By: \_\_\_\_\_  
KELLY WOLFE, MAYOR

ATTEST: \_\_\_\_\_  
ABBEY MILLER, RECORDER

HERITAGE ALLIANCE OF NORTHEAST TENNESSEE AND SOUTHWEST VIRGINIA

By: \_\_\_\_\_  
\_\_\_\_\_, President

WITNESS: \_\_\_\_\_

WATAUGA VALLEY RAILROAD HISTORICAL SOCIETY AND MUSEUM

By: \_\_\_\_\_  
\_\_\_\_\_, President

WITNESS: \_\_\_\_\_

Approved to as Form: \_\_\_\_\_  
JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by Alderman Dickson, seconded by Alderman Vest and duly passed to approve the Ordinance establishing the Chuckey Depot Museum Advisory Board on first reading.

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

AN ORDINANCE ESTABLISHING THE  
CHUCKEY DEPOT MUSEUM ADVISORY BOARD

WHEREAS, the Chuckey Railroad Depot was moved into Jonesborough to save the historic structure from demolition, and

WHEREAS, the Town of Jonesborough obtained a suitable location to rebuild the depot building through a long-term lease of property from Jonesborough United Methodist Church near the Norfolk Southern main line through Town, and

WHEREAS, the Town is rebuilding the Chuckey Depot, and renovating the structure at the same time for use as a railroad museum that will be open to the public and celebrate Jonesborough's rich history in bringing the railroad into East Tennessee, and

WHEREAS, as the renovation of the historic structure nears completion, it has been determined that an Advisory Board needs to be established by the Jonesborough Board of Mayor and Aldermen made up of community representatives dedicated to the successful development and long-term operation of the railroad museum, then

NOW, THEREFORE BE IT ORDIANED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, that the Jonesborough Municipal Code is

hereby amended by adding new Chapter 19 to Title 1 establishing the Chuckey Depot Museum Advisory Board as follows:

## CHAPTER 19

### SECTION

- 1-1901 Establishment
- 1-1902 Composition, appointment, membership
- 1-1903 Terms
- 1-1904 Vacancies
- 1-1905 Organization, rules, staff
- 1906. Meetings
- 1907. Powers and duties
- 1-1908 Compensation

1-1901. Establishment. The Chuckey Depot Museum Advisory Board is hereby established as a community advisory body to guide the development and operation of the Town of Jonesborough's Chuckey Depot Museum at Jonesborough currently located off Second Avenue.

1902.Compensation, appointment, membership. The Chuckey Depot Museum Advisory Board, hereinafter called the "Advisory Board" shall be composed of seven (7) members. Three (3) of the members shall be the following:

- (1) The Mayor or his/her designee approved by the Jonesborough Board of Mayor and Aldermen.
- (2) The president of the Watauga Valley Railroad Historical Society and Museum (WVRHSM), or a designee appointed by the WVRHSM board of directors.
- (3) The president of the Heritage Alliance of Northeast Tennessee and Southwest Virginia (Heritage Alliance), or a designee appointed by the Heritage Alliance board of directors.

Four (4) members shall be appointed members and shall be selected by the Mayor and confirmed by the Jonesborough Board of Mayor and Aldermen.

The members of the Advisory Board shall have one vote each at all advisory board meetings, and shall serve at the pleasure of the Board of Mayor and Aldermen. Members appointed by the Board of Mayor and Aldermen should be dedicated to the successful development and operation of the Chuckey Depot Museum and its positive impact on Jonesborough. Appointed members may continue to serve until they are re-appointed or replaced.

1-1903. Terms. The term on the Advisory Board of the Mayor or his/her designee shall be conterminous with the Mayor's term on the Board of Mayor and Aldermen.

The terms of the representatives from the Watauga Valley Railroad Historical Society and Museum, and the Heritage Alliance shall be "at the will" of the board of directors of these respective organizations.

The terms of the four (4) members appointed by the Mayor and confirmed by the Board of Mayor and Aldermen shall be four (4) years. For the initial appointments to the Advisory Board only, the terms of one (1) member will be four (4) years, one (1) member will be three (3) years, one (1) member will be two (2) years, and one (1) members will have an initial term for one (1) year. The Mayor shall have the authority to remove any of the four (4) appointed members.

1-1904. Vacancies. A vacancy in membership of one of the three (3) direct representatives of the Town, WVRHSM and Heritage Alliance shall be filled by the organization with a vacant representative.

Any vacancy in the four (4) appointed members shall be filled for the unexpired term by the Mayor with confirmation of the Board of Mayor and Aldermen.

1-1905. Organization, rules, staff. The Advisory Board shall elect from its membership a chairman, vice-chairman and secretary. The terms shall be for one (1) year with eligibility for re-election, and officers may continue to serve until an election takes place. The Chairman shall appoint all necessary subcommittees from the Advisory Board, and the Advisory Board may adopt its own rules of procedure.

1-1906. Meetings. The Advisory Board normally shall meet in regular session at least once every month. The time and place of regular meetings shall be determined by a majority vote of the Advisory Board members. All meetings shall be advertised and open to the public. The Advisory Board may determine to not hold a regular monthly meeting by majority vote in advance. Called meetings of the Advisory Board shall be determined by the Chairman or by majority vote of the entire membership. Called meetings must be properly advertised and open to the public. Four (4) members of the Advisory Board shall constitute a quorum for conducting business at a properly convened meeting of the Board.

1-1907. Powers and duties. The duties of the Advisory Board shall include the development and operation of the Chuckey Depot Museum program including the following:

- (1) Setting programmatic goals and direction for the Museum.
- (2) Establishing policy to govern the operations of the program.
- (3) Seeking artifacts and information that can enhance the interpretation program.
- (4) Approving the acceptance of artifacts and interpretive materials, and making decisions on what artifacts and interpretive elements are displayed or exhibited in the Chuckey Depot Museum.
- (5) Developing fundraising activities and the soliciting of donations to support the operation and development of the Museum.
- (6) Determining how revenue raised for or donated to the Museum is used in support of the Museum operation and development subject to proper accounting principles established by the Town Recorder.
- (7) Document meetings and Advisory Board decisions making minutes and reports available to the Board of Mayor and Aldermen and partnering organizations on a monthly basis.
- (8) Make recommendations to the Board of Mayor and Aldermen on staffing, funding, building maintenance, and support activities that may be generated or undertaken by the Town.
- (9) Periodically evaluate the progress and development of the various Museum programs and interpretive activities, and provide a report on program successes and areas for improvement to the Town and partnering organizations.
- (10) Assist in efforts to obtain volunteer support needed in the Museum from organizations and individuals in the region.

(11) Determine any fees and charges for participation in museum activities, with said fees and charges being subject to possible review by the Board of Mayor and Aldermen.

(12) Perform such other duties as may be determined by the Board of Mayor and Aldermen from time to time.

Except as designated above, the Advisory Board shall act in an advisory capacity only, and shall have no authority to bind or financially obligate the Board of Mayor and Aldermen or the Town of Jonesborough in any way except as the Board of Mayor and Aldermen may approve or direct.

1-1908. Compensation. The members of the Chuckey Depot Advisory Board shall serve without compensation.

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

Motion was made by Alderman Dickson and seconded by Alderman Vest that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Dickson, Alderman Vest, Alderman Countermine

Those voting against: \_\_\_\_\_

PASSED ON FIRST READING May 9, 2016

\_\_\_\_\_  
KELLY WOLFE, MAYOR

ATTEST:

\_\_\_\_\_  
ABBEY MILLER, RECORDER

APPROVED AS TO FORM

\_\_\_\_\_  
JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: \_\_\_\_\_

Those voting against: \_\_\_\_\_

PASSED ON SECOND READING \_\_\_\_\_

\_\_\_\_\_  
KELLY WOLFE, MAYOR

ATTEST:

\_\_\_\_\_  
ABBEY MILLER, RECORDER

APPROVED AS TO FORM

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JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was the replat of the Parrish Property at Barkley Creek Park. Town Attorney said his only concern is the land locking a small portion of the property. Motion was made by Alderman Countermine, seconded by Alderman Dickson, and duly passed to approve the change in property lines as prepared in the plat submitted by Glenn Shelnuttt dated 12-8-2015, returning a portion of the property to Ben Parrish and Rebecca Isbell that they once donated to the Town, and authorizing the Town Attorney to provide a deed and other such documents as might be necessary to transfer title of the small tract approximating .22 acres.

The next item on the agenda was the possible change in contribution rates to the TN Consolidated Retirement System on behalf of Town employees. Mayor Wolfe said the actuarial recommendation was to decrease the rate by 1/10%; however, TCRS encouraged the Town to keep contributions at the current level or increase the rate. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve keeping the Town contribution rate to the Tennessee Consolidated Retirement System at the current level of 8.13% and authorize the Town Recorder to complete and sign the TCRS certification document.

The next item on the agenda was the declaration of surplus items to be sold on GovDeals.com. Mr. Ford said there was a list of surplus items that went to the BMA at the last meeting to be sold on GovDeals.com and it included a D-4 dozer; he informed the Board that he subsequently pulled the dozer from the list of items to be sold. Mayor Wolfe said as much as he hates to see the red, white, and blue fire truck sold, it needs to go. Mr. Browning said if there is someone in the region who wants to take the truck and fix it up, then that could be brought back to the Board. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve the list of items to be declared surplus by the BMA as follows and that one-half of the proceeds from the sale of the LeFrance Ladder Truck go to the City of Johnson City:

There being no further business the meeting was adjourned.

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ABBAY MILLER, RECORDER

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KELLY WOLFE, MAYOR