

BOARD OF MAYOR AND ALDERMEN

BEER BOARD

JUNE 8, 2015

The Board of Mayor and Aldermen (BMA) met as the Beer Board on Monday, June 8, 2015, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

The only item for consideration was revisions to the Main Street Café and Catering and Main Street Catering on-premise beer permits due to change of business owners. Attorney Wheeler said the applications were in order. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve the on-premise beer permits for Main Street Café and Catering, LLC at 117 W. Main Street owned by Zackery T. Jenkins and the on-premise (catering) beer permit for Main Street Catering, Inc. at 210 Spring Street owned by Breelyn Jenkins Bomba.

There being no further business the meeting was adjourned.

ABBHEY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JUNE 8, 2015

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, June 8, 2015, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order and led the group in an opening Prayer. Marcy Hawley led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Adam Dickson, Alderman David Sell, and Alderman Chuck Vest. Also present were: Town 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. Motion was made by Alderman Dickson, seconded by Alderman Countermine and duly passed, to approve the Consent Agenda as presented.

1. Approve the Minutes of the May 11, 2015, Regular BMA meeting.
2. Approve the following May bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z Office Resources	416.76
Adam Johnson	100.00
Advance Auto Parts	298.78
AFLAC	2690.94
Aggregates USA, LLC	21094.04

<u>VENDOR</u>	<u>AMOUNT</u>
Alicia Phelps	54.15
Almost Perfect Paint	265.00
ALSCO	57.90
American General Life	236.68
American Road, LLC	1247.00
American Tire Distributor	372.02
American Waterworks Assoc.	106.35
Andy Oxy Company, Inc.	575.05
Angie Sheek	9.20
Aramark "Purchase"	1033.82
Aramark Uniform Service	936.37
Archer Electric Service	400.00
Auto Zone #2087	102.56
B&H Sales	5250.00
Banc of America P&I	3073.83
Bank of Tennessee	2697.07
Barnes Exterminating Co.	20.00
Batteries Plus-551	42.60
Billie Evans	81.91
Blue Cross-Blue Shield	68255.10
Bob Phillips	11.20
Bobcat	154.71
Bowman Driveshaft	292.00
Branham Corporation	60.00
Brett Sean McCluskey	50.00
Builders First Source	1238.51
Business Health	5909.10
California Contractors	99.95
Carl Gregory	66.00
Celebrate	11.00
CenturyLink	283.50
Champion Chevrolet-Cadillac	92.10
Chappell's Pest Control	45.00
Charles E Allen, J	1194.70
Cintas Corporation #202	408.08
Citizens Security	4252.61
City of Kingsport	700.63
Coca-Cola Bottling Co.	2886.98
Comcast Cable	334.99
Commercial Hydraulics Inc.	832.00
Consolidated Pipe & Supply	3211.04
Contractor's Machinery	17582.21
Crazy Tommy's	275.00
Cumulus Johnson City	1050.00
D.Todd Wood	9630.00
Daniel Richardson	1024.00
Data Supplies Inc.	2958.94
Dearborn National	488.72
Dennis Dwayne Brooks	700.00
Diamond Ticketing System	462.80
Diane Thompson	28.00
Dry Clean City	45.00
East TN Rent-Alls	676.68
Economy Printing, Inc.	87.50
Ecosafe Landfill	7074.30
Electro-Mech Scoreboard	2677.00
Ennis-Flint	61.85
ERA	178.26
Erwin Utilities/Water Test	150.00

Ferguson Enterprises #5	6193.57
First Tennessee Bank	9164.75
<u>VENDOR</u>	<u>AMOUNT</u>
First Tennessee Bank	7824.27
First Tennessee Bank	15086.38
First Tennessee Bank	8629.26
Fisher Auto Parts, Inc.	205.56
Fleenor Security System	130.00
Fleet Pride	94.84
Food City	460.21
Foster Signs	1433.00
Free Service Tire co.	1896.00
Fuelman	564.19
G & C Supply Company, Inc.	30.36
General Shale Msc 30523	806.40
Global Equipment Company	443.21
Goodpasture Motor Co.	80.40
Grainger	815.29
GRP	101.00
GRW Engineers, Inc.	6085.58
Gwen Lilly	29.09
Hach	3050.00
Harold Cochran	500.00
Hayes Pipe & Supply	24.16
HD Supply Waterworks, Ltd	2550.16
Heisse Johnson Hand Up	121.95
Henry Schein	46.66
Henson Land Surveys	500.00
Hicks Welding	500.00
Ingles #4205	366.80
International Storytelling	40.15
Janette Gaines	7.65
Janice Baines	81.91
Jefferson Sales South	648.32
Jeri Jones	120.00
John Deere Landscapes	4208.35
Johnson City Ford	483.51
Jonesborough HRA	6900.00
Jonesborough/Washington	3857.00
JRT	545.70
Judy O'Hara	8.00
K&S Property Services	1565.00
Kansas State Bank	8962.25
Katelyn Precious Smith	56.94
Kimball Midwest	407.55
Kipp Brixley	28.00
Labtronix	1380.00
Larke Foster	22.07
Leisure Media 360	750.00
Leon Overbay	45.00
Liberty National	995.00
Lorie Norman	119.50
Lowe's	6619.66
Mail Works, Inc.	240.60
McCoy Land Surveying	2300.00
Melinda Copp	11.87
Melinda Nicole Key	863.76
Michael D'Avella	50.00
Michael Green	81.91
Microbac A/R	210.70

Modern Supply Co.	76.00
Moilabs	64.80
Moore Medical Corporation	524.50
<u>VENDOR</u>	<u>AMOUNT</u>
Napa Auto Parts	3206.95
Network Fleet, Inc.	1294.85
News & Neighbor	195.00
Northeast TN Tourism	235.00
Northern Tool & Equipment	119.21
Office Depot Credit Plan	169.71
Olde Towne Hardware	940.07
Olde Towne Small Engine	360.70
Pamela T Daniels	16.36
Pardue Photographics	520.00
Personnel Concepts	15.90
Phyllis Anne Fabozzi	100.00
Poorboy Lawn Care	585.00
Power Equipment Company	4773.03
PPG Architectural	40.41
Precision Ironworks	369.92
Print Distribution Service	923.17
Probuild East LLC	3854.06
Quality Trophy & Engraving	12.50
Quick & Grady's Cleaners	161.95
Reinhart Food Service LL	1690.21
Reliance Standard (Vol)	359.24
Richie Hayward	24.00
Ricoh USA, Inc.	3279.13
Robert & Celeste Mushet	28.80
Roberts Tractor Work	450.00
Robin Goodman	29.56
Saratoga	1325.11
Sharon L Squibb	134.73
Shred-It	23.65
Sloan Hill	51.21
Snapp's Lawncare	740.00
Southern Seeding	1008.00
Stafford Custom Graphic	325.00
State of Tennessee	100.00
Stowers	484.10
Summers-Taylor Inc.	1199.58
T Amos Potter	10.39
TACP	150.00
TBI-Fiscal Services	58.00
Tennessee Pizza Product	1206.20
Terminix Processing Center	43.00
TFACA	123.00
The Detail Shop	70.00
The Dining Room	90.00
The Greeneville Sun	37.22
Thomson Reuters – West	156.45
TML Risk Management Pool	233.16
TN Dept of Health	210.00
TN Dept of Health F.S.	615.00
TN Local Dev. Authority	3183.61
Town of Jonesborough	245.73
Town of Jonesborough (T	938.99
Tractor Supply	33.94
Transit-Mix Concrete	4545.65
Triad Freightliner	17.66

Triplett Farms	562.50
Truckers Lighthouse	266.34
Tuesday Garden Club	1233.00
United Art & Education	103.41
<u>VENDOR</u>	<u>AMOUNT</u>
United Parcel Service	98.30
United Way	349.00
USA Blue Book	99.00
Valley Trailer Repair	180.00
Verizon Wireless	41.97
Wal-Mart Store / GEMB	682.13
Wash. County Highway Dept.	924.00
Washington County	239.00
Washington County Board	8697.89
Washington County EMS	861.85
Washington Farmers Co-op	330.79
Washington Farmers Coop	17911.29
Waste Management	879.53
Weems Florist	35.00
Wells Fargo Equipment	3451.00
Wheeler & Seeley	4532.00
White's Auto Parts	1200.14
William B Bledsoe	200.00
Williams Electric	476.03
TOTAL	\$367898.56

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
78403-78583 AP	192,819.16		
78584-78611 AP	17,314.38		
78612-78614 AP	3,364.06		
78615-78616 AP	57,375.56		
78617-78628 AP	31,252.55		
78629-78631 AP	2,750.00		
78632-78635 AP	2,408.40		
78636-78646 AP	6,618.72		
78647-First TN Bank	127,037.17		
78648-78676 AP	83,639.87		
78677-78682 AP	6,991.48		
		\$531,571.35	
52975-53062 AP		141,916.85	
53603-53066 AP		2,616.22	
53067-Verizon Wireless		941.72	
53068-53076 AP		45,373.01	
53077-53080 AP		19,047.29	
53081-53083 AP		205.38	
53084-53095 AP		896,015.17	
53096-53098 AP		1726.94	
			\$1,107,842.58
Sanitation			
6666-6691 AP			21,668.33
6692-Saratoga			87.91
6693-Verizon Wireless			185.04
6694-6695			223.67
6696-Waste Management			316.42
6697-Nationwide Retirement			132.93
6698-6699 AP			431.66
			\$23,045.95

3. Approve the following Town Administrator Report:

Wastewater Improvements

The GRW Engineering staff has met on site with Smith Contracting and Cobern Rasnick and gone through the electrical issues we have been having. Cobern feels there is a good game plan for making sure everything is operating the way it should. You may remember we have had a couple of overflows with the influent pump station when instead of kicking additional pumps on during high flows from inclement weather, all the pumps have kicked off. That problem is apparently fixed. Cobern continues to do an excellent job. We have to file our NPDES Permit application this year to continue discharging into the Nolichucky River. That is a lot of paper work, and Cobern already has it submitted to the State, working through the local TDEC field office. He has the information ready to go to submit a request for the release from the Commissioner's Order, and he is waiting to get some correspondence from me in order to submit it to the State.

Cobern has the "homework" done necessary to bid out the fencing and concrete work associated with fencing in the entire wastewater complex and separating it from the Pliney Fisk Recycling and Compost Center. We continue to work on implementing portions of the municipal garage complex master plan that has been developed that provides more security for wastewater vehicles and equipment by fencing it in separately from all the Solid Waste activity that requires much more public access.

Ashley Meadows Sewer –The BMA passed the Resolution authorizing condemnation of the sewer, water line and walkway right-of-way through the "Meadows" property owned by Brian King. The right-of-way has been surveyed and Bill Miller has been retained to undertake an appraisal. Jim Wheeler is working on the court documents on the condemnation and expects to file the action hopefully next week. In the meantime we are pumping about every 3 or 4 days a manhole in Ashley Meadows Subdivision that is receiving sewer flow from the one house that has been sold and is now occupied.

David Crockett H.S. Package Plant – The County's CDBG application is under review by ECD (TN Dept. of Economic and Community Development).

Water

Water Loss – We continue to experience much improved conditions in Zone 1 and Zone 2 of our water system. We had one leak in Zone 2 which was an 8" long break in a 2" galvanized line. As mentioned in previous correspondence, the deterioration of the galvanized water lines in our system creates water loss issues regardless of the pressure.

We have just received GRW's recommendations on Zone 3. Mike McCracken will go over what is recommended, and if everyone is on board we will initiate implementation as soon as possible. We are expecting to put in two or three pressure reducing valves, and there may be a vital line cross-connection.

We have had a couple of water line breaks in the cast iron line going up E. Main Street. This is an area of some of our lowest pressures, so it is just the condition of a very, very old line that causes us problems. As mentioned earlier we replaced the cast iron line along E. Main Street from N. Lincoln Ave. to Long View Drive with ductile iron pipe. This section of new pipe is fed by ductile iron pipe on N. Lincoln Ave and Long View Drive, so the new Senior Center is isolated from the problems with the old cast iron pipe.

Water Plant/Rock House Road Pump – We have the newer pump with the variable drive re-conditioned so it can be operational. We have a problem with an air relief valve, and I have asked Mitch Triplett to look for a contractor to get that fixed ASAP. We have taken steps to install some alarms with the Rock House Road open operation if pumps fail, as well as in the finished water wetwell at the Water Treatment Plant if the check-valve (back-flow prevention) fails and water starts flowing back into the wetwell and overflowing it. It took an unusual combination of failures to create the problem that resulted in damage at the Water Plant, but we have taken measures to avoid the same problems if those events were to happen again.

By-Products – Out testing has come back very good recently. The automatic flush valves appear to be working well.

One other issue we have had this time of year the last two years is algae. We have had to deal with algae build up in the raw water of the Nolichucky especially when the river is very clear. The algae is killed in our treatment process, but if it goes through the filters and is killed by chlorine disinfection after filtration, it causes some taste issues. We feed carbon in low doses into the raw water at the intake to help pull the algae together where it is more easily removed. We are currently looking for an algaecide that is approved for water treatment use. We will probably test run a change in coagulants along with a new algaecide to see if we can eliminate algae in the raw water as a problem. It is not a health issue, but it can generate some taste complaints.

Transportation

Persimmon Ridge Rd & Shell Road – We are progressing. Our crew has got Shell Road in shape from the westside of the improvement project to the location of the new Cloyd driveway that goes up the hill to the house. From this location to Persimmon Ridge Road, Baker Construction has to move in some additional dirt to get everything at the right elevation. All the stormwater tile work is done along Shell Road by our staff as well as a new sewer line eliminating a small pump station that was on Shell Road. Baker Construction has to add a little more dirt in the area where an extension of the box culvert going under Persimmon Ridge Road has been installed. With another piece of the extension in place, all the stormwater will be tied in and greatly improved. When the additional dirt is compacted into the end of Shell Road at Persimmon Ridge, Wally Sparks will apply gravel and get a base coat down on Shell Road. If the weather holds, we expect to be essentially complete by the end of June.

We have not heard from TDOT on the Spot Safety Grant for W. Main and Persimmon Ridge Rd., however, we do not expect to hear from them to our Phase I project is complete.

Woodrow Ave/2nd Ave – We have not been able to get to this project with all the other work going on.

Jackson Blvd/SR-354 – Still under design.

W. Jackson Medians – I have not had the time to make business contacts on W Jackson Blvd.

Grants

LPRF Walkway/Playground Grant – We have not received our final reimbursement check from the State. They do have our request and as far as we know they have everything they require – it is just a matter of time. We are complete.

Safe Routes to School – We are looking at scheduling a meeting in Nashville with the person in TDOT reviewing the construction design plans. There is a

problem in communication from TDOT on actually what is needed. This meeting will get scheduled as soon as we get through first reading of next year's budget.

T-21 Walkway Grant – We are cleared on everything but the final clarification on the percentage of federal dollars through the Johnson City MPO that will fund the 2nd Ave Railroad Crossing. Once we get final clearance, we will go out to bid.

Jackson Theatre

We have completed all the demolition we can do at this point on the building, and we are working on aspects of the design. This is not at “full steam” at this point because we have not received the ok from Rural Development on our Community Facilities loan. We are working on a possible application with the TN Department of Economic and Community Development on a CDBG Facade Grant up to \$100,000 on the signage and front improvements to the Jackson Theatre. The grants are only available to Main Street communities, and we are looking to see if we will meet the eligibility requirements with low and moderate income.

Senior Center

It continues to move slowly, but it is moving forward. The paving, curbing and sidewalks are on the BMA agenda for approval, and we hope to start that work next week if the weather holds. Rainey Construction is supposed to be completing a job in Elizabethton this week, and we hope to see more of his manpower on the job next week.

Craig Ford is working to complete most of our work outside the building by the end of June. I have provided some updated information on kitchen appliances and layout, and we will be bidding furnishings as soon as possible. We I get an update that includes visuals of desk, tables, chairs, etc., I will send out a furnishings update to the BMA before the items are bid.

Chucky Depot

The foundation is done, slab poured and walls are up. The inmate crew is working on repairing the roof trusses, and they will have those up by the first of next week. Craig Ford has done a great job of coordinating the efforts to get the Depot back up, including having Shoun's Lumber in Carter County fabricate pine siding that was used on the building. We have to replace some pieces, and this is a style of siding no longer made anymore. He has also worked closely with Bill Kennedy and Deborah Montanti to plan some of the internal improvements, because the warehouse portion of the Depot was not really an acceptable public space. It will need to be upgraded for use as part of the railroad museum.

Model Railroad Museum

ETSU has responded with a proposed Agreement. I will be meeting with Dr. Fred Alsop of ETSU, and president of the George Carter Railroad Museum, after our first reading of the budget to discuss a possible agreement in more detail.

Municipal Garage Planning

CDAC has finished its design work, and I have sent the BMA information and schematics of their layout. We are supposed to receive the final report next Tuesday and I will get it out to the BMA by the end of the week.

Community Park – Behind New Senior Center

CDAC has completed design work on the Community Park behind the new Senior Center as well. The final schematics to-date has been approved by the

Tree and Townscape Board and been reviewed by the Senior Center Advisory Committee. This information has also been sent to the BMA. I am supposed to receive the report on the Community Park prepared by CDAC next Tuesday, and I will get a copy of that out to the BMA as well.

Jonesborough K-8 School

I have spent a lot of time in May working on proposals associated with a new K-8 school in the Jonesborough School district. This issue has a tremendous impact on the Town of Jonesborough and future economic development and traffic flow. Mayor Wolfe and I have meetings with the County CIA Committee and Health Education, and Welfare Committee next week. Information has also been sent to the school board. The BMA has been sent copies of the proposals, and this effort is an extension of the Resolution on the Jonesborough School passed by the BMA last month.

Budget

Budget work has been going on at the same time the other issues are being addressed.

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:

The demolition of the Jackson Theatre was completed the month of April. I have met with the structural engineer, the architect, and the engineer Todd Wood regarding the renovation of the Theater. It is my understanding that these three will work together on a design for the renovation.

The Chuckey Train Depot project is now underway. The water line has been installed, as well as the power and the communication lines. The street lights have been installed on the site as well. The footers have been dug and poured and the block foundation has been completed. The block box has also been constructed for the floor scale. We will begin re-building the structure the week of May 11.

The Town's work on the senior center site has progressed rather slowly, due in part to the amount of construction materials on the site. On Tuesday May 05, I instructed Town staff to move the material to another site on the garage property that we prepared for that purpose. It took the street department the better part of the day to have these items moved.

The domestic water line has been installed. The sewer has also been installed. The drainage tiles have been installed on the north side of the building and we are currently working on the installation of the drain tiles on the west and south sides of the building. If the weather continues to cooperate, I anticipate completion of the drain within the week.

The downspout drains have also been installed. These were spotted in the wrong location and the street department had to re-locate them. At any rate, the drains have been installed on the north side of the building and we will install the drains on the south side once we complete the drain tile from the catch basins.

The surveyor is on site at the time of this report to shoot the final grade and lay out the actual parking lot. This will probably take a couple of days. Once this is complete we can start working toward final grade in the parking lot to begin installation of the stone, asphalt, curbing, and sidewalks.

I have had numerous meeting on the senior center site the past month with Rainey construction, architects, engineers, sub-contractors, and the Power Board.

I have met with the Power Board a couple of times and we now have a design for the street lights. We will begin installing the conduit for the street lights within the week.

The project has also been started on the Cloyd property. It is progressing. The contractor is ready to shoot the grade on Shell Road in order that we can proceed ahead with the design. I am hoping to finish this project within a couple of weeks if the weather cooperates.

If you will recall on last month's report, I advised you that the order had been placed for the street light plan at the Five Point circle. As of the end of last week, the lights had not been installed. I inquired to the project engineer about the installation and he stated the delay was due to the project being on a State route. Any lighting now has to be approved by TDOT. He advised me that the project had been approved by TDOT and the street lights should be installed by May 08, but no later than May 15.

Medians 2, 3, and 4 were replanted in April with river oats. This replaces the grasses that were removed last fall.

5. Approve the following Committee Reports: Historic Zoning Commission, Jonesborough Board of Zoning Appeals, Planning Commission, Visitor Center, and Flag Committee.
6. Approve the following Supervisor Report: Visitor Center Manager, Director of Tourism and Marketing, Water Distribution, Building Inspector, Street Department, Animal Control, Parks and Recreation, Solid Waste and Recycle, Fire Department, Police Department, Senior Center, Water Park, Fleet Management, McKinney Center, Environmental Services, Event Coordinator, and JRT Artistic Director.
7. Approve the retirements of Mike Jackson and Joan Miller with regrets and approve the resignations of Chad Proffitt and Stephanie Hensley with regrets.
8. Approve the temporary appointment of Police Officers Mike McPeak and Chad Reece as Officers-In-Charge on their shifts on an interim basis at Grade 12 Step 1 (\$34,720) until the Sergeant vacancies are formally filled by the BMA, compensation retroactive to May 15, 2015, and if needed, an Officer-In-Charge on Daniel Hensley's shift when Sergeant Hensley leaves employment.
9. Approve the hiring of additional employees at the Water Park at the rate of pay as listed:

<u>Employee</u>	<u>Position</u>	<u>Pay Rate</u>	<u>Grade</u>
Bailee Mounger	Lifeguard	7.75 per hour	4
Codie Campbell	Lifeguard	7.25 per hour	4
Ian Anderson	Lifeguard	7.25 per hour	4
Richard Woods	Lifeguard	7.25 per hour	4
Jayson Rice	Lifeguard	7.25 per hour	4
Avery Haas	Lifeguard	7.25 per hour	4
Seth Douthat	Lifeguard	7.25 per hour	4
Chance Cooper	Lifeguard	7.25 per hour	4
Brooke Sanders	Café	7.25 per hour	2
Raven Ramirez	Customer Service	7.25 per hour	2

Nathan McCranie	Maintenance	7.25 per hour	2
Katelyn Oliver	Café	7.25 per hour	2

10. Approve the Employment Agreement with Abbey Miller to serve another two years as Town Recorder from July 1, 2015 until June 30, 2017, as follows:

INSERT AGREEMENT

11. Approve the revised position description for a full-time Program Specialist at the Jonesborough Senior Center at a Grade 2 compensation level as follows:

SENIOR CENTER PROGRAM SPECIALIST

JOB DESCRIPTION

General Description: The employee in this class assists in overseeing the senior center arts programming; works directly for and with the Program Director, activity instructors, senior citizens and other interested parties in order to plan, develop and implement and evaluate a variety of classes, programs, and activities of interest to senior citizens in areas related to arts, performing arts and crafts. This includes recruitment of instructors and volunteers, scheduling events and activities; facilitating instruction, arranging for equipment, supplies and facilities. The position also includes evaluating program effectiveness and participation. Supervision is received from the Program Director. Employee in this class works 40 hours per week.

Essential Functions of the Job:

- Assists with monthly newsletter planning, preparation and distribution.
- Assists in promotion of community involvement and participation.
- Assists in set up and break down of furniture and accessories required for program events.
- Assists in decorating and the preparation of holiday displays.
- Helps develop card games, board games, musical activities, craft activities and speakers.
- Drives Center van as needed for trips.
- Attends trips with seniors as needed in coordination with Program Director.
- Assists in interaction with senior center participants to help determine needs and keeps participants aware of services available through the Center.
- Responsible for ongoing recruitment and maintenance of volunteers that includes Senior Center members and the community.
- Responsible for maintaining the Retired Senior Volunteer Program (RSVP) database and record keeping.
- Maintains communication and encourages positive reinforcement of Volunteers.

Required Knowledge, Skills and Abilities: General knowledge of the overall coordination of arts and crafts activities. Ability to plan for adequate staffing of all these activities by qualified volunteer personnel; ability to inform the staff involved about the rules and procedures to be observed; ability to plan and execute a well-rounded program of center activities; ability to develop and maintain effective working relationships with coworkers, and to promote and maintain high morale and enthusiasm; willingness and ability to deal courteously and patiently with senior centers. Willingness and ability to follow and perform assigned instructions and tasks; ability to properly operation Senior Center vehicles.

Acceptable experience and training: Must possess a high school diploma or GED; a minimum of two years' experience in the arts and in program activity work; or any equivalent combination of experience and training certifications which provides the required knowledge, skills and abilities. Possession of a valid Class F, for-hire driver's license issued by the State of Tennessee, and ability to pass Town of Jonesborough Senior Center vehicle driving course.

Other Requisites: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays and be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstance are intended to constitute a demotion.

ADA Requirements:

Physical Requirements: Requires walking, bending, light lifting, or other restricted physical activities.

Environmental requirement: Task is regularly performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes).

Sensory Requirements: Task requires visual perception and discrimination. Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires oral communication ability.

Reasonable accommodation: Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Grade 2
June 2015

12. Approve the hiring of Donna Banner as a full-time Program Specialist at the Jonesborough Senior Center at Grade 2 Step 1 (\$21,315) subject to all pre-employment conditions.
13. Approve Carl Campbell as a Volunteer Senior Center Driver subject to the Senior Center Driver policy.
14. Approve the water line extension request from Keith Malone for 275 linear feet on Jay Armentrout Road subject to the terms of Jonesborough's water line extension policy.
15. Approve the appointment of Dr. Paul Stanton to serve on the Tree and Townscape Board with his term expiring January, 2018, and the Senior Center Advisory Board as a Community Resource Member.
16. Approve the Special Events Permit application from the Heritage Alliance of Northeast Tennessee and Southwest Virginia allowing the organization to conduct tours and related activities within the Old Jonesborough Cemetery from July through December, 2015, subject to the Town Attorney's review and acceptance of the Hold Harmless Agreement and Proof of Insurance forms required.

Mayor Wolfe noted that two long term employees, Mike Jackson and Joan Miller, have retired. He thanked them for their years of service and dedication to the Town and wished them well.

The next item on the agenda was the approval of the Financial Report. Mayor Wolfe asked Ms. Miller about the Financial status of the Town. Ms. Miller said her office is busy with the upcoming audit, budget amendments, new year budget preparation, and year-end adjustments, etc. Ms. Miller said Matt Townsend and Rachel Conger have been reviewing the expenditures of the Water Park and found that in August, 2014, \$13,000 of street lighting bills were charged to the Water Park line item and the error has been corrected. She said that the property tax suit has been filed for the 2013 tax year, and that sales tax collections are exceeding projections. Mayor Wolfe pointed out that there are some employee positions that have been covered by other sources of revenue in the past that will have to be included in the 2015-16 Town budget with a new revenue source such as the McKinney Center staff. Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to approve the Financial Report as presented.

Mayor Comments was the next item on the agenda. Mayor Wolfe asked that the Board add appointments to the Board of Dwelling Standards and Review to the agenda. Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to add the appointments to the agenda.

Mayor Wolfe asked that the following appointments be approved for the Board of Dwelling Standards and Review: Marion Light, Chairman, and members Ruth Verhegge, Michael Hartman, Bud Causey, and Charles Wyman. Motion was made by Alderman Dickson, seconded by Alderman Countermine and duly passed to approve the appointments as recommended.

Mayor Wolfe read a thank you note from Marion Light on behalf of the Veterans Affairs Committee thanking the BMA and Town staff for their hard work and assistance during the Veterans Memorial event.

Mayor Wolfe read a letter from Jeff Gurley praising the new downtown Brews and Tunes event. He said this event will be held on Sunday for 16 weeks beginning in June, and he feels this is a good event and will be a good addition for the Town.

Mayor Wolfe said it has been a good month and there are no employee-related requests for prayer. He added that former employee Jim Garst's daughter, Lisa, passed away Sunday and Jim Wheeler's daughter has been in the hospital in Chattanooga and is scheduled to be out within the next few days. He asked that we keep these families in our prayers.

Mayor Wolfe then asked Shane Atkins to come forward for the presentation of the Employee of the Month award as follows:

Have you met my friend Shane? Shane Atkins has been working for the Town of Jonesborough since April, 2014. In that short time he has proved himself to be a model employee and is an appreciated member of our crew. He has a perfect attendance record and has passed his first round of ASE Certification tests. But, Shane's value extends beyond his work record and is most visible in the overall efficiency of the Municipal Garage. Shane is a major factor in the enormous volume of work we are able to complete. One of the most complex challenges in a manager's day is making the simple decision, "What's next". As the daily demands keep piling up, managers can find themselves tending to the tasks that are most urgent and losing sight of the things that are most important. It is during these time I can always rely on Shane to keep the work flow on schedule. He always asks, "What's next". In addition to the regular duties associated with Shane's position, he has assumed the responsibilities of "processing" the equipment acquired through the LESO program. This equipment is both diesel and gasoline-powered, and ranges from small lawnmower type engines to large off-road equipment, powered by massive diesels. This equipment comes to use after being used by the military, and is often in need of minor repairs. It is usually unknown what the problem is, we have no manuals, and it is equipment we have

never seen before. Yet, time and time again, Shane has been able to apply his skills and to-date has provided us with a 100% success rate in getting the equipment started and running. When Shane Atkins puts his skills to use it ensures that we are dealing with things that are most important and not just the things that are most urgent. So...."What's next", perhaps, Shane Atkins – Employee of the Month. Submitted by: Gary Lykins, Fleet Maintenance Director

Mayor Wolfe said the Brews and Tunes event on Sunday was a success. He said there was a good crowd in attendance and the food truck ran out of food. He said he appreciates the efforts of everyone involved in this event and looks forward to future events.

Alderman Comments was the next item on the agenda. Alderman Vest said the Water Park had a successful grand opening resulting in \$20,000 plus weekend.

Alderman Dickson said he attended the Brews and Tunes event and he saw people enjoying themselves, and that the people were very positive about the event. He said food was served from 1:00 -3:00 and the music and beer from 3:00-5:00. He said he is happy that the Lord spoke to him and said to trust the Town staff and stand with them. He said it was a beautiful afternoon and he is proud of those who planned and executed this event. Alderman Dickson said he still wants the Town to work with Comcast to get a public access channel so that we can showcase Town events. Mr. Browning said he would work on making that happen.

Alderman Countermine said he feels that Brews and Tunes was a good event and brought a lot of people to Town on a Sunday afternoon. He said it was a beautiful day and people were enjoying themselves.

Attorney Comments was the next item on the agenda. Attorney Wheeler had no comments.

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

The next item on the agenda was the naming of the park area currently being developed along Little Limestone Creek. Mayor Wolfe said this proposal is to honor W.C. Rowe who was a former County Commissioner, Jonesborough resident, and an all-around local hero. He said Mr. Rowe went to church at the Jonesborough Methodist Church and he feels that by naming the park located along Little Limestone Creek and on part of the Methodist Church property after Mr. Rowe will be a great tribute to Mr. Rowe. He encouraged the Board to approve this. Alderman Vest said he thinks this will be one of the nicer parks in Town. Mayor Wolfe said when this project is completed, he wants Ms. Elaine Rowe contacted about a naming ceremony to honor Mr. Rowe. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve the naming of the park area currently being developed along Little Limestone Creek between 2nd Avenue and the Steve Bacon property, including the Chucky Depot site, "W.C. Rowe Park", and authorize the appropriate signage to be developed to honor Mr. Rowe.

The next item on the agenda was the approval of the First Judicial District Drug Task Force Interlocal Cooperation and Mutual Aid Agreements. Motion was made by Alderman Vest, seconded by Alderman Sell, and duly passed to approve the Interlocal Cooperative Agreement with the First Judicial District Drug Task Force and approve the Mutual Aid Agreement with the First Judicial District Drug Task Force that sets Jonesborough's contribution rate at \$2,500 annually to be paid from the Jonesborough Drug Fund.

INSERT 2 AGREEMENTS

The next item for approval was the bid for the paving at the new Senior Center. Mayor Wolfe said we have a \$100,000 contribution from Washington County to help pay for the paving at the Senior Center. Motion was made by Alderman Dickson, seconded

by Alderman Sell, and duly passed to approve the low bid from Pave-Well Paving Co., Inc., for \$113,135 to undertake the Phase I paving and concrete work associated with the new Senior Center, with \$100,000 being paid from project funding provided by Washington County and \$13,135 from existing project funds.

Then next item on the agenda was the Resolution amending the lease with Jim Eldridge for property off Hillrise Drive for usage as a community garden project. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve the Resolution amending the lease with Jim Eldridge allowing 8.5 acres of his property off Hillrise Drive to be used for a community garden under certain conditions.

INSERT RESOLUTION

The next item on the agenda was the request for public access to the Old Jonesborough Cemetery from dawn to dusk. Mayor Wolfe said the concern is about people falling in holes and being injured and graves being damaged. Mayor Wolfe asked Ms. Deborah Montanti if there had been any problems at the cemetery and she said there had not. Mayor Wolfe said that if the Ghost Tours are being conducted in the cemetery during the evening hours after dark, they would need to be notified that after-dark tours will no longer be permissible. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve allowing public access to the Old Jonesborough Cemetery from dawn to dusk, and posting signage that provides visitors with information as to the hours the cemetery is open to the public.

The next item on the agenda was the Ordinance creating Community Resource members for committees of the Town. Mayor Wolfe said committee members are all volunteers, and there are times when committees have problems getting a quorum, and at the same time there are people who would like to serve on the committees, but there are no member vacancies. He added that this proposed Ordinance would make it possible for those people to serve; this would allow for a non-voting member unless a member is absent, at which time the Community Resource member could vote. Mr. Browning said it is important to make sure there is a quorum at meetings. Alderman Vest asked if there is a full committee, does the Community Resource member participate in the meeting. Mayor Wolfe said he or she could participate but not vote. Mr. Browning said that is the reason he used "Community Resource" member as opposed to "alternate" because their input is valuable. Attorney Wheeler said this would not apply to the BMA, Jonesborough Planning Commission, or the Sewer Task Force. Motion was made by Alderman Vest, seconded by Alderman Sell, and duly passed to approve on first reading an Ordinance amending Title 1 of the Jonesborough Municipal Code by adding Chapter 18, Community Resource Members.

INSERT ORDINANCE

There being no further business the meeting was duly adjourned.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR