

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

JUNE 9, 2014

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, June 9, 2014, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe said the Public Hearing was for rezoning of property along Payne Road from R-1 (Low Density Residential) to R-2 (Medium Density Residential). There were no citizen comments.

Mayor Wolfe closed the Public Hearing.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JUNE 9, 2014

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, June 9, 2014, 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 opening Prayer. Virginia Causey led the pledge to the Flag.

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

The next item on the agenda was the Consent Agenda. Mayor Wolfe asked if there were any items the Alderman would like to have moved to the Regular Agenda for discussion. There were none. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Consent Agenda as follows:

1. Approve the May 12, 2014, BMA minutes.
2. Approve the following bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A & W	88.96
A-Z Office Resources	771.97
Action Athletics	910.00
Adam Hoover	180.00
Advance Auto Parts	577.17
Aggregates USA, LLC	5097.29
Amber Townsend	540.00
Ambient Fence Company	100.00
Andy Oxy Company, Inc.	421.35

<u>VENDOR</u>	<u>AMOUNT</u>
Aramark Uniform Service	1200.08
Archer Brothers Garage	65.00
Archer Electric Service	1510.00
Atlanta Arms	3778.00
Auto Electric Co, Inc.	253.36
Auto Zone #2087	151.22
Banc of America P&I	3073.83
Bank of Tennessee	2697.07
Barbara L. Bogart	144.00
Barge Cauthen & Associates	1050.00
Barnes Exterminating Co.	40.00
Big John's Closeouts	1022.49
BKT Uniforms	143.94
Blue Cross-Blue Shield	69089.85
Bobcat	80.18
Branham Corporation	452.98
Brenntag Midsouth Inc.	5939.43
Brett Sean McCluskey	50.00
Business Information	825.00
California Contractors	99.86
Celebrate	8.99
Central Paper & Supply	1062.77
CenturyLink	283.50
Chappell's Pest Control	45.00
Chris K "Radar" Collins	125.00
Cintas Corporation #202	433.23
Citizens Security	4257.51
Coca-Cola Enterprise, Inc.	2110.48
Coca-Cola Bottling Co.	200.07
Community Development	3200.00
Consolidated Pipe & Supply	3669.95
Crazy Tommy's	568.00
CWI Electronics, Inc.	175.00
D.Todd Wood	4730.00
Dale G. Scott	900.00
Data Supplies Inc.	1982.89
Dearborn National	523.15
Dennis Dwayne Brooks	700.00
Diamond Ticketing System	147.65
Doug Riser	12.48
Duffield Aquatics, Inc.	10014.18
E.S. Dockery Company	2500.00
East TN Rent-Alls	65.00
Ecosafe Landfill	6105.62
Employee Security	475.00
Eleas Sign Inc.	753.00
Employee Security	475.00
Equinox Environmental	1207.50
Erwin Utilities/Electric	46.97
Erwin Utilities/Water Test	50.00
Ferguson Enterprises #5	8407.92
Finley	8500.00
First Tennessee Bank	8629.26
First Tennessee Bank	4867.16
Fisher Auto Parts, Inc.	719.57
Fleenor Security System	168.78
Fleet Pride	713.39
Fluid Systems Company	1160.00
Food City	208.57

Foster Signs	70.00
Fuelman	161.60
<u>VENDOR</u>	<u>AMOUNT</u>
G & C Supply Co., Inc.	2589.99
GCR Tire Centers	214.34
Geocorp, Inc.	395.87
Georgia Granite Sales	540.00
Goodpasture Motor Co.	279.02
Grainger	69.70
Hampton Textile Printing	296.00
Hayes Pipe & Supply	7036.86
HD Supply Waterworks, Ltd	31136.30
Helena Yodkins	19.70
Heritage Propane	4236.34
Hodges Machine Co.	225.00
Ingles #4205	382.10
International Storytell	56.05
Janette Gaines	525.50
Janette Gaines	105.67
Janpak, Inc.	416.87
Jason Horne	250.00
Jefferson Sales South	3295.22
Jennifer Schmidt	2000.00
Jerry's Auto Glass, Inc.	385.81
John Deere Landscapes	99.00
Johnson City Kubota	550.00
Jones O.K. Tire Store	339.42
Jonesborough Senior Ctr.	348.61
Jonesborough/Washington	3756.00
JRT	844.21
K&M Flooring, Inc.	1149.17
Kansas State Bank	8962.25
Katelyn Smith	93.09
Ken Smith Auto Parts #4	50.68
Kendall Electric Inc.	96.62
Lakeside Builders	41850.00
Larke Foster	48.82
Liberty National	1207.32
Lighthouse Supply	1720.00
Lorrie Case	120.00
Lowe's	5925.66
Lucas M Schmidt	500.00
Mail Works, Inc.	249.31
Marcia M Bechtel	98.54
Mary Jane Greene	350.00
Matt Rice	22.50
Medical Center Homecare	288.00
Medworks Occupational M	304.00
Melinda Copp	15.00
Michael D'Avella	50.00
Microbac A/R	248.70
Moore Medical Corporation	589.37
Mountain Photographics	685.00
MSHA	5474.71
Nafeco, Inc.	343.42
Napa Auto Parts	1535.54
News and Neighbor	280.00
Northeast TN Tourism	355.00
Nortrax	12362.37
Office Depot Credit Plan	888.60

Olde Towne Hardware	1105.56
Olde Towne Small Engine	216.65
Osborne Electric, Inc.	195.00
<u>VENDOR</u>	<u>AMOUNT</u>
Overmountain Press	791.62
Pardue Photographics	320.00
Peterbilt of Bristol	2194.64
Phyllis Anne Fabozzi	100.00
PNC Bank c/o Cortz, Inc.	780.91
Polydyne, Inc.	3105.00
Poorboy Lawn Care	2000.00
Power Equipment Company	46.82
Precision Ironworks	1450.00
Precision Ironworks	1300.00
Preferred Printing	87.99
Print Distribution Service	921.09
Probuild East, LLC	1378.94
Pulp Print House	5142.50
Quality Trophy & Engraving	12.50
Qwik Pack & Ship	278.52
Rainey Contracting, LLC	123562.70
Red Bud Supply, Inc.	554.50
Reeves Alignment & Auto	230.37
Refuse Parts Depot, LLC	1221.46
Reinhart Food Service LLC	5155.37
Reliance Standard (Vol)	350.96
Ricoh USA, Inc.	2352.93
Ricoh USA, Inc.	156.90
RMJ Distributing, Co.	134.54
Roger Cameron	4500.00
Salvage 1	50.00
Saratoga	845.30
Saratoga Financial	5427.12
Schaeffer's Mfg. Co.	3472.80
Schubert Club	2657.60
Shell Media	472.50
Sherwin Williams	427.13
Shirt Tail Desings	375.85
Shred-It	44.05
Smoky Mountain Truck Ct.	762.48
Smoky Mountain Living	500.00
Snapp's Lawncare	1295.00
Southern Pipe & Supply	546.60
Stowers	2519.78
Summers-Taylor Inc.	6845.30
Surplus Brokers	125.00
Swisher Hygiene	86.85
TACP	150.00
Taylor Battery East Whs	294.70
TBI-Fiscal Services	29.00
Tennessee Pizza Product	1334.40
Terminix Processing Center	526.00
The Dycho Company, Inc.	5779.25
Thomson Reuters – West	153.38
TML Risk Management Pool	405.73
TN Association of Utilities	780.00
TN Cons Retirement System	61965.35
TN Dept. of Health F.S.	450.00
TN Local Dev. Authority	3183.61
Town of Jonesborough	422.45

Town of Jonesborough (T	422.45
Treasurer, State of TN	5540.00
Tree Street Media, LLC	115.00
Tri-City Rubber & Gasket	108.18
<u>VENDOR</u>	<u>AMOUNT</u>

Tri-Foxco	101.00
Trigg Enterprises	89.99
Tyler Osborne	1000.00
Tysinger, Hampton & Partners	3085.00
United Parcel Service	300.73
United Way	366.00
University Enterprises	115.00
USA Blue Book	675.66
USALCO, LLC	10254.62
Valley Equipment Co	8301.27
Victor Stanley, Inc.	9894.00
Wal-Mart Store / GEMB	1697.94
Washington Farmers Co-op	301.47
Washington Farmers Co-op	27102.26
Waste Management	3085.22
Weems Florist	186.00
West Hills Ford Tractor	197.73
Western Refuse & Recycling	1084.42
Wheeler & Seeley	4830.00
White's Auto Parts	1739.97
Williams Electric	1009.49
ZFX, Inc.	95.00
TOTAL	\$668713.72

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
74686-74858 AP	176,641.86		
74859-74883 AP	89,595.44		
74884-74896 AP	29,460.80		
74897-74917 AP	17,829.55		
74918-74941 AP	107,538.40		
74942-Charles Allen	508.30		
74943-Central Child Support	1,768.86		
74944-74953 AP	90,223.33		
74954-74975 AP	9,946.11		
74976-74977 AP	3,446.00		
	\$526,958.65		
51397-51481 AP		194,253.44	
51482-51492 AP		899,296.09	
51493-51498 AP		80,050.76	
51499-51500 AP		7,610.92	
51501-51507 AP		211,523.87	
51508-Merkel Brothers		160,105.52	
51509-Central Child Support		1,333.35	
51510-Nationwide Retirement		775.00	
51511-51517 AP		9,472.59	
		\$1,564,421.54	
Sanitation			
6169-6201 AP			27,460.36
6202-6203 AP			199.29
6204-6205 AP			125.00
6206-Purchase Power			1.15
6207-Nationwide Retirement			120.00
6208-First TN Bank			3,303.50
			\$30,936.30

3. Approve the following Town Administrator Report:

TOWN ADMINISTRATOR'S REPORT

JUNE 2014

Wastewater Improvements

We continue to have no violations associated with the new oxidation ditch operation. Right now we are using only one basin for treatment, and the other one we use when necessary for equalization. Our average daily flows into the plant are more consistently being less than 500,000 gpd. This means we have made some good progress on I&I.

The outfall line lacks less than a mile of being complete. The outfall and diffusers are constructed from the Nolichucky River to Taylor Bridge Road. Merkel has a couple of road cuts and a couple of creek bores to do, and the project is at least 85% complete in about 70% of the time allotted in the contract. It should be complete in mid-summer.

The second phase work at the WWTP is moving forward. Smith Contracting is about to complete the effluent pump station, and they are working on the return sludge pumps between the Schreiber basins.

The Persimmon Ridge Pumps have been ordered, but no work will take place until we actually get the pumps delivered, which will be a while.

The Wastewater Crew is constructing the sewer line across the Conley property off SR-81 North across from Ashley Meadows. They have gotten everything in place on the eastside of SR-81 to serve Ashley Meadows.

Water

Mike McCracken's crew moved up to Telford Road to construct the new water lines associated with the TDOT/Washington County intersection improvements at Telford Road and US-11E. We just have a little clean-up left, and Mike McCracken is moving back down 11E to Washington College Station Road and the 12" line. On the Telford project, we were given a May deadline to move our line, which Mike McCracken met, and there has been no other activity with the project.

Our 12" water line is in place. Water Distribution has some clean-up and driveways to fix. There is a pressure reducing valve to install on Washington College Station Road, and Mike McCracken hopes to get that installed in about 10 days. We have it ready to install, but Mike wants to get some of the clean-up complete.

Zone 1 is still working extremely well. We have not had a major leak in this area for almost a year. The master meter comparison to the sum of our individual meters is still only showing about a 3% difference.

Even though we have not totally completed improvements to Zone 2, the Mathews Mill connection has equalized pressure and we have only had a couple of service line leaks in this area. This is working very well thus far. Mike McCracken is working with Artie White to get the meter route and readings in Zone 2 coordinated with the master meters being installed.

We have about 200-210 psi down near Jackson Bridge in Zone 3 which is too high. GRW is working with Water Distribution on some changes in Zone 3. The estimate thus far is about \$35,000 in work to get Zone 3 evened out pressure wise. This funding will be in next fiscal year's budget.

Everything we have done thus far has worked great, just like it was intended.

Transportation

Five Points – The project is complete. As far as I know, there has only been one accident in the newly constructed intersection. A truck pulled out too far from the by-pass line into SR-353, and rather than moving on, the driver backed up and ran into a small vehicle right behind him. We'll keep monitoring the use. I talked to Crocket H.S. Principal Andy Hare, and he seemed to feel the students were having no trouble with the circle.

Persimmon Ridge Rd & Shell Road – We are supposed to start this project this month. Craig Ford and Todd Wood are completing specifications to bid the work out instead of doing it with our crew. One big issue is that we will have to rent equipment, and the other is time. It appears we can get the entire job done in about 2-3 weeks contracting with someone that has the equipment for about \$30,000. We have estimated it will take us at least 2 months to do the work. Shell Road will be closed all during that time. If we can get a good price, it will be worth the cost to have our crew continue with more manageable projects, get the job done 4-5 times as fast, and likely end up with a better project as well. We'll keep the BMA informed.

Woodrow Ave – We have not had time to get to Woodrow Ave to-date.

Jackson Blvd/SR-354 – There is a TDOT meeting with the utilities, TDOT personnel and the engineers on June 25th at 10:00 a.m. at the Storytelling Center. This meeting is to allow local input into the project. We will be participating, and we have an 11" x 17" set of preliminary plans in the Administration Office of Town Hall.

W. Jackson Medians – I worked with Todd Wood and we submitted to TDOT a proposal to improve traffic safety along W. Jackson Blvd by making improvements to medians along the highway. The proposal was reformatted by Nathan Vatter with TDOT in Knoxville and submitted to TDOT Nashville as a Spot Safety Project. The project was recommended at a cost of \$300,000 which is a TDOT cost. We are very hopeful it will get funded.

Grants

LPRF Walkway/Playground Grant – The pavilion is complete, 95% of the playground has been installed and the playground sidewalks poured. The walkway on the northside of Jackson Blvd is complete, back-filled and sown. Bollards have been ordered to keep motorized vehicles off the walkway. The paving of the south or Persimmon Ridge side of the walkway is supposed to be complete by Friday (6th). The tunnel under the highway is complete with lighting. We have four bollards on the northside of the tunnel to install to totally complete that section.

The fencing needed for the playground has been bid and bids are due Friday, June 6th. These bids have been placed on the BMA agenda for the meeting the 9th. The work done has been excellent.

Safe Routes to School – Still finalizing drainage and design.

T-21 Walkway Grant – We are waiting on the back-up appraisals in order to proceed with getting all the easements in place.

2nd Ave Railroad Crossing – We finally got the insurance requirement worked out – thanks to Phil Fritts, and we are waiting on Jim Wheeler’s ok to execute the Agreement.

Home Grant –The contractor is about to complete the last house in the program.

Jackson Theatre

The building has been purchased and the \$270,000 grant from ARC is supposed to be deposited into our account this week. The project has been closed out. We are checking on the renovation grant application to ARC for \$450,000, but we have not received any official word to-date. The selection of the architect is an agenda item for the June 9th meeting of the BMA.

Senior Center

The construction is moving along much more rapidly with the better weather. There is a proposed change order to do some of the bottom floor work submitted to the BMA for the June 9th meeting.

Farmers Market

The project finances have fallen into place. The Town has been awarded an equipment grant from Rural Development of \$21,250, and the TN Dept. of Agriculture has awarded a \$27,600 grant for building improvements. These grants require the lease term to be extended to 20 years. This change is recommended and has been submitted to the BMA for possible action at the June 9th meeting. Equipment is currently being bid.

Downtown Streetscape Plan

The murals have been completed with community input, and they look great. We are working on ordering the speed hump and pedestrian right-of-way signage, and the information kiosks are nearing completion of design.

Committee Meetings

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

4. Approve the following Operations Manager Report:

Most of the emphasis this month has been spent on Golden Oak Park. I have worked with the inmate crew on this facility. Most of the playground equipment has been installed. The order was short and Mr. Browning held a percentage of payment back until we receive final shipment. Construction of the pavilion is complete. The tricycle path has also been poured.

I am awaiting the bid opening to install the fence. We will be installing a water fountain, paving the trail beside the pavilion, paving the parking lot, and landscaping. I hope we can do a ribbon cutting or grand opening this month. At any rate, I am finished with the inmates at this site. We will be completing a couple of days of concrete work at Town Hall and we will then start on the Farmers Market.

The walking trails have been completed through the Meadows to Shiloh Park. The Street Department crew did an outstanding job with this project. Director Sparks had the topsoil backfill hauled in prior to paving. Once the paving was completed, the backfill was graded and it looks very nice. We will need to get this sewn in grass. I have also ordered bollards for the trail heads as we have already had vehicles driving on these trails.

I have attended numerous meetings regarding the Farmers Market renovation project. There are a couple of issues we will have to deal with on this project that will make it a little more difficult, but it is nothing we cannot handle. We will begin digging the footers for the extension on June 09, 2014 and hope to start renovations on June 11, 2014.

I have met with Wally Sparks and Todd Wood numerous times on the Cloyd property. This is a project that was slated to begin this month. Director Sparks looked at numerous rental companies for earth moving equipment and found that the equipment we would need to rent for this project would cost \$15,000.00 per month. In discussions with Sparks and Wood, he felt it would take Town staff approximately 3 months to complete this project.

I met with an excavation company to see what they felt the job would take. The particular company I spoke with advised it would cost approximately \$30,000.00 to complete the work, if they did not hit rock, and he could have the work completed in about 10 days.

Bear in mind, while this project is going on, we will have Shell Road closed. With this information, I have been meeting with Todd as he is drafting bid specifications to bid this project out. If we can save \$15,000.00 and cut approximately 80 days off the time Shell Road will have to be closed, it is well worth pursuing. We need to keep in mind also that if our Street crew does this work, they will be dedicated to it until it is completed, which means little else will get done by the Street Department during this project.

The Washington County Highway Department has begun paving in Jonesborough. They completed some much needed renovations to their asphalt plant and had a few "bugs" to work out to get it open. It is my understanding they will pave a couple of our high priority roads before beginning work in the County. These are roads they were unable to complete last year prior to bad weather.

The Street Department also completed a drainage project this month on Cherokee Street between Main and College. This is due to a catch basin that had to be installed on the Lowrie property on Cherokee. Even though the Tennessee "One-Call" was completed, we had major problems with this project. A water line and gas line was hit during the process. A sewer line was also in the way of the tile installation, but the Street Department was able to get it installed.

In spite of the difficulties and setbacks, the Street Department did a good job on this project and did a good job with the clean up when they broke the water line. It literally looked like a maze of lines and conduits under the asphalt. Although the waterline was marked, there was one line laying across the top of another one. The gas line wasn't marked.

I completed meeting with all the Department Heads on their budget proposals this month.

On a personal note, I would like to thank the Mayor, Board members, staff and employees for their kind words, their encouragement, their love, support, and visits during the unexpected loss of my father the last of April. We have had a difficult year with the loss of my mother, father, and father-in-law. It is the love and support of my God and my Jonesborough family that allowed me to continue on during this time. I love each and every one of you and I love this Town.

5. Approve the following Committee Reports: Historic Zoning Commission, Jonesborough Planning Commission, Visitor Center Committee, and Senior Center Committee.
6. Approve the following Supervisor Reports: Director of Tourism and Marketing, Visitor Center Manager, Building Inspector Report, Water Distribution, Environmental Services, Police Department, Water Park, Solid Waste, Fire Department, Water Treatment, JRT, Street Department, Animal Control, Senior Center, McKinney Center, and Fleet Management.
7. Approve the hiring of Roger Gentry as a part time custodian for 20 hours per week at the McKinney Center at Grade 1 Step 1 (\$9.29 per hour) to be paid from budgeted funds.
8. Approve the additional employees at the Wetlands Water Park and their compensation, as follows:

<u>Employee</u>	<u>Position</u>	<u>Rate of Pay</u>	<u>Grade</u>
Noah Reaves	Lifeguard	\$7.25 per hour	4
Cody Crane	Maintenance	\$7.25 per hour	2
Trevor Parvin	Maintenance	\$7.25 per hour	2
Chance Briggs	Maintenance	\$7.25 per hour	2
Chris Simpson	Maintenance	\$7.25 per hour	2
Holly Willis	Maintenance	\$7.25 per hour	2
Taylor Bridwell	Maintenance	\$7.25 per hour	2

9. Authorize staff to continue with the Imagitix Service Agreement as follows:

Insert Agreement

10. Approve the Special Event Permit application from the International Storytelling Association to hold the National Storytelling Festival, October 3-5, 2014, with the street closings and services requested, subject to the review and acceptance of the Hold-Harmless Agreement and proof of insurance by the Town Attorney.
11. Approve the low bid on the chain link fence to be installed at Golden Oak Park to J&S Fence and Security Systems Co., not to exceed \$6,601, as recommended by Operations Manager Craig Ford.

The next item on the agenda was the approval of the Financial Report. Abbey Miller said she received the ARC Grant funds for the purchase of the Historic Jackson Theatre. She said Sarah Byrd will be back in two weeks on a reduced schedule. She added that the Water Park is doing very well so far this season. Motion was made by Alderman G'Fellers, seconded by Alderman Vest and duly passed to approve the Financial Report as presented.

The next item on the agenda was Mayor Comments. Mayor Wolfe read a thank you note from Debbie Kagan for the beautiful picture that was sent to her family when her father passed away.

Mayor Wolfe asked the Board to add to the agenda the resignation of Adam Dickson from the Senior Center Advisory Board. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to add this item to the agenda.

Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to accept the resignation of Alderman Dickson from the Senior Center Advisory Committee with regrets. Mayor Wolfe asked if any of the remaining Board members would like to serve on this committee, and added that a recommendation

would be made at the next BMA meeting. Alderman Dickson said the Senior Center Advisory Committee needs leadership with fresh vision. He said there is a wonderful group of people on the committee but feels that he is not the best fit for the committee.

Mayor Wolfe read the following letter from Marion Light:

Mayor, on behalf of the Veterans Affairs Committee, I would like to offer our sincere appreciation for the dedication of the following individuals that made the Memorial Day event an unprecedented and enjoyable tribute to those military men and women who have given the ultimate sacrifice for this great nation.

Amber Crumley, Robin Goodman, Skye McFarland, Anne Mason, Raymond Yoakley, David Gillenwater, and Ken Harris

Mayor Wolfe read the following letter from Matt Townsend:

May, 21, 2014

Board of Mayor and Aldermen:

I would like to recognize Mike McCracken, Ben Grizzle and the entire Jonesborough Water Department for the outstanding work they did at Wetlands Water Park over the last week. On Thursday, it was discovered that we had a severe crack in one of our main water lines that feeds our filter system. Without the use of this line, we would be unable to operate the pool or slides. Adding to the stress of the situation, this was discovered after the installation of our new filter pump, just 8 days prior to our opening.

Realizing the urgency of the matter, Mike, Ben and their team went to work immediately. They spent long hours digging, mostly by hand due to its location, removing and replacing the pipe. After the repair was made, most of the crew including Mike and Ben stayed on hand to ensure everything worked properly. After a few more modifications and corrections, they got our system back up and running in time for the pool to be balanced, filtered and treated; allowing us to get ready for our upcoming season which opens May 24th.

Without the great job performed by our Jonesborough Water Department, our season opening could have possibly been delayed by days or even weeks. These mean truly save our summer. I'm sure the thousands of families that use our park and the employees of the park itself join me in thanking the Jonesborough Water Department for helping save our summer.

When I came to work for the Town, I was told that the employees and staff here were like family. The great service this group provided this park is evidence of that. Words cannot express how thankful I am to work with such a great team.

Sincerely, Matt Townsend, Water Park Director

Mayor Wolfe announced that Shane Atkins has passed his first ASE brake certification test and that Mr. Atkins has eight more to go to achieve Master Automobile Technician designation. He also said that the municipal garage has developed a reputation for being one of the few repair shops in the area to achieve the ASE Blue Seal of Excellence, but this year our reputation has spread to a national level. Mayor Wolfe said Government Fleet magazine is running an article in their June issue featuring Jonesborough and two other garages for the ASE Blue Seal of Excellence; the other shops are Castle Rock, Colorado, and Palm Beach County Sheriff's Department in Florida. Mayor Wolfe thanked Gary Lykins for his dedication to excellence on behalf of the Town.

Mayor Wolfe said the next item was a presentation to Fire Chief Phil Fritts. Dr. James Cross was in attendance to present the award. Mayor Wolfe said the

Jonesborough Fire Department has been honored with the Patriotic Employer Award and that the Department of Defense announced Jonesborough Fire Chief Phil Fritts was honored with a Patriot Award in recognition of his support of one of his employees. Dr. Cross said it is important for employers to support our guards and reserves because they are about 50% of the total U.S. armed forces. He said this award can only be presented to a supervisor or employer if they are nominated by a member of the guard or a reservist. He added that Chief Fritts was nominated by Mickey Tesnear, who is in the Navy Reserves with his unit in Knoxville. Mayor Wolfe read the following:

Dr. Cross presented the award to Chief Fritts. Chief Fritts said it is his honor and pleasure to support the military.

Mayor Wolfe presented the Employee of the Month to Lorena Craddock. He read the following nomination letter:

I enthusiastically nominate for Employee of the Month a person who has worked for the Town for over 24 years. She has been an irreplaceable co-worker, supporter, ally and friend of mine for the 11 plus years I've worked for the Town. She is beloved and trusted by co-workers and customers alike.

Recently, however, this person stepped out of her comfort zone. Each year the Town must send each of its nearly 11,000 water customers a Water Quality Report. This entails printing and folding the report, running labels, placing the labels on each report, plus the cost of postage - a task that involves many employee hours plus about \$3,000 in non-labor costs. The person I am nominating came to me a few weeks ago and said that TDEC (TN Dept. of Environment and Conservation) now allows the Water Quality Report to be placed on the Town's website in lieu of mailing it, but with strict guidelines. She asked if she could pursue this, and I wholeheartedly encouraged her. She worked with the Town's website manager to set up a hyper-link on the home page of the Town's website; she worked with the water bill printers to have an acceptable message printed on the bills, including the hyper-link address and a phone number to call if a customer wanted a printed report mailed to them; and at each step along the way she worked with TDEC getting guidance and approval, and kept me updated on her progress.

Last week the first water bills with the Water Quality Report message were mailed to customers, and we received only one phone call asking for a mailed report.

Because of this employee's extraordinary initiative, the Town is saving several thousand dollars and many employee hours each year, not to mention a few trees!

Thank you, Lorena Craddock, for identifying a better process and working so hard towards its implementation and for going above and beyond your normal duties. I am proud and honored to nominate you for Employee of the Month.

Submitted by: Abbey Miller, Town Recorder

Virginia Causey gave an update on employees and family members with special needs. She said that Joe Kinley, former employee, passed away; Kenneth Story, paid-per-call Firefighter, has cancer and recently had a heart attack and needs prayer; Steve Nelson, who served on the Veterans Affairs Committee, passed away and his service is Thursday night; and Phil Fritts wife had surgery and is doing well. Mayor Wolfe asked that these be kept in our thoughts and prayers.

Alderman Comments was the next item on the agenda. Mayor Wolfe said it is great to see so many people downtown on weekends. Alderman Vest said the staff has done a good job on the sidewalks and praised Craig and Town crews for all their work.

Attorney Comments was the next item on the agenda. Attorney Wheeler said he would have an update on a situation for the Board at the next meeting and would need to go into executive session at the end of the meeting.

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

The first item on the agenda was an Ordinance rezoning property along Payne Road from R-1 to R-2. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve on second and final reading an Ordinance rezoning Parcel 13 on Washington County Tax Map 059C from R-1 (Low Density Residential) to R-2 (Medium Density Residential).

Insert Ordinance

The next item on the agenda was the discussion concerning the Slemons House vacancy. Mayor Wolfe said the Town has had a good relationship with NETTA for many years and we hate to see them leave Jonesborough. Motion was made by Alderman G'Fellers, seconded by Alderman Vest and duly passed to acknowledge NETTA's long standing presence in Jonesborough, and wish them well in their move to the Development District, and authorize the Mayor, staff and Town Attorney to look at a possible lease agreement with the Model Railroad Association at ETSU for the use of the Slemons House in Jonesborough as a satellite facility to expand their program to the public.

The next item on the agenda was the Change Order for the Senior Center building project. Mayor Wolfe said this will be money wisely spent. He said with these change orders we are getting concrete poured in the basement of the new Senior Center as well as drains and plumbing in place, which would be problematic after the completion of the building. Mayor Wolfe asked Operations Manager Ford if the remaining construction in the lower level would be completed by Town crews and inmates. Operation Manager Ford said that it would. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve adding a knee wall and drainage system, pouring the 4" concrete slab floor in the lower level, and connecting the necessary floor drains in the downstairs bathrooms as well as a stub-out for future service to the contract with Rainey Contracting, LLC for the construction of the Senior Center for the approximate amounts provided and authorizing the Mayor to execute the Change Orders.

Insert Change Orders

The next item on the agenda was the amendment to the Lease with Jonesborough Locally Grown, Inc. Attorney Wheeler said the Town needs to revise the lease to extend the term to 20 years. He said in the termination section he added a paragraph stating that the lease can be terminated if the lessee does not meet the rental requirements and added that there is criteria set up for paying rent. He said the lease can be terminated after five years but that the State may not agree with this. He said the term may have to be negotiated with the State. He asked that the Board approve the amended Lease with authority for Mayor Wolfe, the Town Administrator, and Town Attorney to modify the termination language and negotiate with the State to allow grant funding for equipment. Mayor Wolfe said this was a well constructed lease and has accountability on the part of the Farmers Market. Alderman Countermine said this is another example of citizens and the Town working together. Alderman Vest questioned how long the Town would be obligated for the \$1 lease amount and could that be adjusted after five or ten years. Attorney Wheeler said the Town would have to give ninety (90) days' notice to the lessee but the rental amount could be changed at any time. Bob Browning said there is a clause that says that any time prior to expiration of the lease, the Town can review the financial records of the lessee and make a

determination whether they have the financial capacity to pay rent. Attorney Wheeler said any change in rent it would not go into effect until the next calendar year. Abbey Miller said the Farmer's Market has to provide an annual financial report to the Town. Mayor Wolfe said he felt the Town is well protected in this Lease. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve amending the term of the Town's Lease Agreement with Jonesborough Locally Grown, Inc. with the authority for Mayor Wolfe, the Town Administrator, and Town Attorney to modify the termination language and negotiate with the State to allow grant funding for the equipment.

Insert Lease

The next item on the agenda was the Grant Contract with TN Dept. of Agriculture for equipment for the Farmers Market. Motion was made by Alderman Dickson, seconded by Alderman Vest and duly passed to approve the Grant Contract with the Tennessee Department of Agriculture for \$27,600 and authorize the Mayor to execute the Contract.

Insert Grant

The next item on the agenda was the purchase of a wheel loader from State Surplus. Mayor Wolfe said this loader will be used to scoop salt and mulch. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the purchase of a wheeled front loader from State Surplus for \$7,500 with the cost split between the General, Solid Waste and Water/Sewer Funds (\$2,500 each) to be paid out of next fiscal year's budget. Mayor Wolfe said it is Gary Lykins' leadership at the Garage that allows us to purchase good equipment when needed.

The last item on the agenda was the selection of an architect for the Jackson Theatre project. Mayor Wolfe said this was an excellent presentation by Mr. Browning. He said the Town has been through two projects where systems have been over engineered and resulted in bids in excess of available project funding. He said he is insistent that the staff, Board and the architect in particular avoid coming back with an unrealistic and unnecessarily complicated design for this project in terms of heating, air and electrical systems. He said that is a scenario that can be avoided by using common sense on the front end. He said he does not want to go through the painful process of bids coming in at double the expected amount. Bob Browning said that Ken Ross and Tony Street were aware of Mayor Wolfe's concerns in this area. Mayor Wolfe said we intend to use inmate labor for a good portion of the work. He said there will be qualified electricians and heating and air installers but the reconstruction will be done under Craig Ford's leadership by Town employees and inmates. Mayor Wolfe said this is a great project. He said has spoken with a number of people who grew up in this area and remember going to the theatre. Alderman Dickson said this is smart growth. He said this is a powerful piece of the arts and economic development and the potential of reviving the Jackson Theatre is great. Mayor Wolfe said that one half of the purchase price of the building was paid for by grant funds. He said there is another \$450,000 committed to this project by Governor Haslam. Mayor Wolfe said we would continue to pursue grants as Mr. Browning always does and with great success. Alderman Vest said there has been a lot of work done downtown and the Jackson Theatre can help with economic growth. He said he feels that by watching the project closely we can have a quality product. He asked if the name of the theatre had been discussed and expressed that he felt it important that it remain the "Jackson Theatre". Mayor Wolfe said he agreed. Motion was made by Chuck Vest, seconded by Alderman Countermine and duly passed to approve awarding the Jackson Theatre project to Ken Ross Architects, Inc.

Virginia Causey announced that Keith Reece's Retirement Party would be June 19th at noon at the Visitor Center.

Ruth Verhegge said the Flag Day Celebration is Saturday, June 14th, at the McKinney Center from 4:00 p.m. to 7:00 p.m. She said there will be transportation from the Visitor Center to the McKinney Center with lots of activities going on.

Mayor Wolfe adjourned the meeting.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR