

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JULY 14, 2014

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, July 14, 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 an opening Prayer. Attorney Jim Wheeler led the pledge to the Flag.

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

The next item on the agenda was the Consent Agenda. Mayor Wolfe asked if there were any items the Aldermen would like to have moved to the Regular Agenda for discussion. Alderman G'Fellers asked that the Wheels in the Hills agenda presentation be pulled from the Consent Agenda. Motion was made by Alderman Vest, seconded by Alderman G'Fellers and duly passed to approve the Consent Agenda as follows:

1. Approve the June 9, 2014, BMA minutes.
2. Approve the following June bills for payment:

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
74978-75153 AP	420,061.35		
75154-75194 AP	20,844.59		
75195-75217 AP	45,742.84		
75218-75229 AP	3,651.51		
75230-75364 AP	203,463.28		
75365-75441 AP	157,605.85		
75442-75475 AP	7,433.12		
75476-The University of TN	7,883.12		
	\$866,685.66		
51518-51607 AP		205,124.50	
51608-51610 AP		1,328.81	
51611-51623 AP		42,693.38	
51624-Another Touch Bakery		48.48	
51625-51693 AP		302,036.35	
51694-51708 AP		63,573.22	
51709-51717 AP		18,452.07	
51718-The University of TN		450.00	
		\$633,706.81	
Sanitation			
6209-6244 AP			43,527.87
6245-6246 AP			124.36
6247-6249 AP			346.00
6250-6266 AP			9,095.18
6267-TN Consolidated Retirement			1,701.16
6268-6270 AP			78.76
			\$54,873.33

3. Approve the following Town Administrator Report:

Wastewater Improvements

The outfall line has been completely installed this week. Merkel Construction will take time to complete our clean-up and re-landscaping activities, put in the aerator fencing, etc., and they will have to wait to fill the effluent line until the effluent pump station is complete.

All three effluent pumps are in and Smith Contracting is constructing the building over the effluent pump station. The lines into the effluent pump station and discharging out of the pump station are connected with valves.

The only hold-up will be electrical work that will be installed when the building is finished in the near future. We hope to start filling lines in 30 – 60 days.

It will be late summer when the pumps are delivered for the new Persimmon Ridge Pump Station.

The Wastewater Construction crew has built the sewer line from Ashley Meadows down to Brian King's property in the Meadows Subdivision. We are working on an agreement with Brian King to complete the construction of this gravity line.

Water

The Telford project is complete, and Water Distribution has gone back and completed the 12" ductile iron line to Washington College Station Road. They have installed the vault and main pressure reducing valve, but they cannot activate it until the line is tested after disinfection. Mike McCracken will activate the valve next week and then evaluate the results. They have one more small PRV to install by Washington College Reservoir after they analyze the impact of the PRV installed on US-11E near Washington College Station Road.

GRW Engineers is working on hydraulics on Zone 3, and there is funding in the budget approved by the BMA to address pressure issues in Zone 3.

When all Zone 2 work is complete, Mike McCracken will work with Artie White to be able to compare Master Meter readings to groupings of individual meters.

Transportation

Five Points – The project is complete, but when Paul Bebe of TDOT was in town to discuss the SR-34 (US-11E) and SR-354 (Boones Creek Rd) project, he asked about Five Points. I told him the comments have been very favorable, and that there had only been one accident (by a truck whose driver decided to back-up in the by-pass lane and hit a car he couldn't see behind him). I told him the only complaint I had heard was from the local trucking firm that felt the pavement should have been brought up to one inch instead of two inches below the truck apron because it was hard on truck tires rubbing against and going over the 2" edge. Mr. Bebe said he would talk to his staff about that issue.

Persimmon Ridge Rd & Shell Road – We are still trying to get a reasonable price for contracting this grading work. It looks like we will have to rebid the work, and hopefully that will be the first of next week. Our staff feels we will take two or three times as long as a contractor that is in the grading business, and we have to rent some expensive equipment to carry out the project. Craig Ford has contacted Tammy Cloyd about the status of the project.

Woodrow Ave – We are still looking at freeing up time to get the culvert extended at Second Ave and Woodrow Ave.

Jackson Blvd/SR-354 – We met with TDOT on the preliminary engineering drawings for this project produced by Mattern & Craig Engineers. The engineers are looking to see if there is any way to get a turn lane in that allows a couple of cars to stack waiting to turn left from Boone Street onto Lincoln Ave. The BMA is getting a copy of most of the planning documents from TDOT that needs BMA attention and some Board action. The project designed to-date is recommended by the Traffic Advisory Committee.

W. Jackson Medians – I talked to Nathan Vatter, regional engineer for TDOT in Knoxville, about our application for Spot Safety funding related to median improvements on W. Jackson Blvd between Payne Road and Family Dollar. Mr. Vatter said unless there was accident data showing major safety concerns with accidents, TDOT had a hard time funding turn lane based improvements that appeared to mainly benefit business access. Their position is that it is the responsibility of the businesses to provide safe access to their sites. He agreed to take a closer look at Payne Road because it is a side street intersection, and we do have safety issues there.

Nathan Vatter said TDOT was actively pursuing a Spot Safety project on the east end of US-11E from our city limits to Claude Simmons Road. This currently is in the County but is at the end of our urban growth boundary. TDOT is looking at reworking median cuts and adding turn lanes. Mr. Vatter said it would be about a \$500,000 project. He said he had talked to Lee Robertson and was really impressed with the Valley Equipment operation and Lee Robertson's willingness to be cooperative with proposed changes.

Note: County Mayor Dan Eldridge, Mitch Miller – Economic Development Council, Todd Wood and I have a meeting we initiated with Lee and Gary Robertson of Valley Equipment this next Monday. We are talking about working together on a development plan, and we need to make sure everything dove-tails with TDOT's proposed changes.

Grants

LPRF Walkway/Playground Grant – We have some items in the playground that have not been delivered to-date. The walkways are constructed and backfilled, and people are using the walkway connection to Persimmon Ridge Park. The fencing is not up yet around the playground. The green vinyl coated fencing had to be ordered, but should be in the first of next week. We need to landscape and there is a design proposal recommended by staff and the Tree and Townscape Board for possible BMA action on the Board agenda. We also need to pave the parking area.

Safe Routes to School – We are closer to finalizing the design. Joe McCoy is finishing up survey work this week.

T-21 Walkway Grant – We are currently negotiating easements.

2nd Ave Railroad Crossing – We are waiting on Jim Wheeler's okay to execute the contract with Norfolk Southern.

Home Grant – We are about to close out the entire project.

Jackson Theatre

Wesley Wilson is now completely out of the building, and we are obtaining the expertise to go through the building initially to undertake an asbestos and lead paint analysis of the interior. S&ME will undertake this analysis beginning Monday. We are also having the structural engineer advise us on what

appropriate steps should be taken during demolition to take out what needs to be removed without negatively impacting the structural support of the building.

Senior Center

The roofing is going on the Center, and dirt is slowly being taken off site. The plumbers are working on the drainage system.

Farmers Market

The Carter County Work Camp Crew is now working on the building, and we are making good progress. The roofing membrane and HVAC equipment are out to bid, and recommendations will hopefully be made by the BMA meeting Monday evening. We expect to get approval from Rural Development to bid the cooler and freezer equipment by Monday.

Downtown Streetscape Plan

We are working on the remaining signage and kiosks.

Budget

I have spent as much time as possible on the budget.

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:

The Golden Oak Park project was completed with the inmates the month of June. We are still awaiting a few pieces of playground equipment that was not shipped with the original order. The fence bid was awarded and should be installed the middle of July. The trail connecting "The Meadows" subdivision with "Mill Creek" subdivision has been completed. A rock wall was installed at the head of the drainage basin to prevent erosion. The drainage basin was graded and sewn in grass. The Street Department will be paving the parking lot soon and we will landscape to complete this park.

We completed sidewalk work in front of Town Hall. The project included removal of overgrown landscaping at the entrance to Town Hall and connecting the parking lot with a sidewalk to the property line at the Shell Station. This sidewalk is handicap accessible. An additional catch basin was installed and drainage work completed on Town Hall's property.

In addition, sidewalk repairs were completed in front of Town Hall and a pad was poured to install a bench and trash can. The sidewalk in front of Town Hall was also made handicap accessible. I am currently working with the Power Board and CenturyLink to remove the power poles on the Town Hall side of Boone Street. This plan was set in motion by Mayor Wolfe and all parties have agreed to assist.

The state historic marker was refurbished and placed near the new sidewalk. This marker was removed from the median on Jackson Boulevard. Final landscaping was completed in this area as well.

The bank behind Town Hall and the Visitors Center was sprayed and has worked really well. I would like to consider a landscaping plan for this area to enhance the Boone Street corridor into the historic district.

The County Highway Department was able to pave South Cherokee Street, Meadowview and North Lincoln before moving to the county. So far, the drainage work completed on Meadowview is working well.

We have begun the Farmer's Market project at the Old Exxon Station. Progress is moving along nicely. All demolition has been completed on the inside. All the walls are framed and trenches have been cut in the concrete for water and sewer.

I met with CW Parker and employees of S&ME to tour the Jackson Theatre for the purpose of conducting a hazardous material survey. The proposal has been submitted and work is scheduled to begin Monday July 14 to determine if there are asbestos materials or lead paint that will need to be removed prior to renovations.

I wanted to take this opportunity to compliment the staff on a successful Jonesborough Days. I heard many positive comments about the festival on Friday and Saturday.

5. Approve the following Committee Reports: Historic Zoning Commission, Jonesborough Planning Commission, Board of Zoning Appeals, Tree & Townscape Board, Senior Center Advisory Committee, and Flag Committee.
6. Approve the following Supervisor Reports: Director of Tourism & Marketing, Visitor Center Manager, Building Inspector Report, Water Distribution, Environmental Services, Police Department, Water Park, Solid Waste, Fire Department, Water Treatment, Jonesborough Repertory Theatre, Street Department, Animal Control, Senior Center, McKinney Center, Fleet Management and Event Coordinator.
7. Approve the hiring of James Patrick Nienast as a Public Safety Officer at Grade 10 Step 2 (\$32,437) (Post Certified) subject to all pre-employment conditions.
8. Approve the promotion of PSO Justin Hazlewood to the position of Police Sergeant at Grade 12 Step 1 (\$34,719).
9. Approve the hiring of Dalton Mayne as a seasonal café worker at \$7.25 per hour and Sarah Sanders as a lifeguard at \$7.25 per hour at Wetlands Water Park.
10. Approve the appointment of Darrell Brinson as a volunteer pay-per-call Jonesborough Firefighter subject to all pre-appointment conditions.
11. Approve the hiring of Lisa Lowe as a Payment Clerk in the Records Office at Grade 4 Step 1 (\$23,499) subject to all pre-employment conditions and retroactive to beginning work for the Town.
12. Accept the resignation of Leslie Kemp, Clerical Worker at the Wastewater Plant, and the resignation of Thomas Madison, Water Worker I.
13. Approve the low bid from Builders First Choice for equipment shed materials for the Water Treatment Plant in the amount of \$15,300.48.
14. Approve the low bid from Ferguson Enterprises of \$6,345.01 for a mini-split HVAC system for the Boone Street Market building, and to express appreciation for the \$1,000 donation from Ferguson Enterprises included in the final bid amount.

15. Approve the low bid of \$13,042 from Barnard Roofing for a new membrane roof on the Boone Street Market building at 101 Boone Street.

The approval of the Financial Report was the next item on the agenda. Alderman G'Fellers asked when the final numbers for 2013-14 would be available. Mr. Browning said the final reading of the Budget Amendments would be at the same meeting as the final reading of the General Fund budget. He added that Ms. Miller is still receiving invoices from June and having to make adjustments. Motion was made by Alderman G'Fellers, seconded by Alderman Countermine and duly passed to approve the Financial Report as presented.

The next item on the agenda was Mayor Comments. Mayor Wolfe said he has a request to appoint Bob Williams to the Historic Zoning Commission to replace Steve Hutton, appointment of Emma Treadway to the Tree and Townscape Board and to the Employee of the Month Committee. Motion was made by Alderman Dickson, seconded by Alderman Countermine and duly passed to add the appointments to the agenda.

Motion was made by Alderman Countermine, seconded by Alderman G'Fellers and duly passed to approve the appointment of Bob Williams to the Historic Zoning Commission to replace Steve Hutton and the appointment of Emma Treadway to the Tree and Townscape Board and the Employee of the Month Committee.

Mayor Wolfe said there is a recommendation to co-sponsor a retirement party for Jack Daniels at the Storytelling Center. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve the co-sponsorship by the Town of the retirement party for Jack Daniels at the Storytelling Center.

Mayor Wolfe said the Fourth of July celebration was fantastic this year. He said the weather was great, as were the music and events such as the pancake eating, pepper eating, and watermelon eating contests, the USO Show, and the kick off dinner. He applauded the staff for a great Jonesborough Days weekend.

Mayor Wolfe read the following thank you note from Melinda Copp:

To Mayor Wolfe and Aldermen,

I want to take the time to express my gratitude to all the Town staff who assisted with Jonesborough Days this year. Many departments are needed for these events and they always do it willingly. So thanks to Parks and Recreation, Public Safety (Police and Fire), Solid Waste, Streets Department, the Visitors Center Staff and the Senior Center. Everyone's role is very much appreciated and your hard work and dedication does not go unnoticed. Thanks again!

Mayor Wolfe said the only negative comments he received were concerning the fireworks show. He said some people did not know they had to be downtown to see the fireworks show. He said he would like to appoint an adhoc Fireworks Committee consisting of Operation Manager Craig Ford, Chief Phil Fritts, Dean Chesnut, Melinda Copp, and Marcy Hawley. He said he has two or three others he will be talking to about participating on the committee. He said many people were parked on the by-pass to see the fireworks show and did not realize that they had to be downtown in order to see the display. He said he feels it is important for people who stop on the bypass to be able to see the fireworks.

Mayor Wolfe read a thank you from Christina Romar and her committee for all the help from Melinda Copp and Town staff in making the Corazon Latino Festival the best ever. They said they felt welcome, and everyone had a positive experience.

Mayor Wolfe read a note from the Joe Kinley family for the ceramic church and all the Town's help during Joe's illness and death.

Mayor Wolfe asked for thoughts and prayers for the following on the Town prayer list: Phil Fritts' mother-in-law and father-in-law, John Crawford – Kathy Crawford's father-in-law, Joan Miller whose husband is ill and whose brother passed away today, Kenneth Story, paid per call Firefighter, Roger Perkins' sister-in-law who had a stroke, the family of Ms. Louise White, and Terry Alexander who is in the hospital.

Mayor Wolfe recognized PSO Justin Hazlewood and stated that Justin is being promoted to Sergeant Hazlewood at this meeting.

Mayor Wolfe then presented the Employee of the Month award to Luke Story and read the following nomination submitted by Fire Chief Phil Fritts:

I would like to take this opportunity to submit Sergeant Luke Story for the Employee of the Month for July, 2014. I will briefly explain the reason I am making this request and hopefully you will agree with my nomination.

Sgt. Story has been actively involved with a program known as "Prom Promise" for the past several years at David Crockett High School. He has worked with Washington County EMS, specifically Brandon Archer, to bring a demonstration of the dangers of using drugs and alcohol associated with a time in life which should be joyful but has often ended in tragedy for many young adults throughout the country.

The graduating class is assembled and exposed to a mock traffic accident where alcohol and drugs were the result of a tragic accident. There are role playing participants who have been made up to resemble accident victims. Fire Departments, Law Enforcement, EMS, and other agencies respond as they normally would. Participants are extricated from the vehicles, packaged for transport by EMS, and the drivers are exposed to a traffic investigation and arrest by law enforcement. The graduating class view the entire scenario from the football stands at David Crockett High School. This year the event was held at Boone High School also. This event has been praised by school teachers and administrators. We plan to add Boone to the yearly schedule.

In closing, I want to commend Sgt. Story for his participation and dedication to the community he serves. As you know, being a professional is more than simply performing for pay, it involves putting a purpose in your profession. I believe Sgt. Story has done this and is worthy of the Employee of the Month recognition.

Luke Story said he received an award for Heath Care Hometown Hero last week presented by the Business Journal, which is about people helping each other. Mayor Wolfe said we are very proud of Mr. Story.

The next item on the agenda was Alderman Comments. Alderman Dickson said he felt Jonesborough Days was very successful and thanked the staff for a job well done. He also stated that the statues at the Visitor Center are very impressive.

Mayor Wolfe said a Called Meeting needed to be scheduled and asked the Board if they could meet on July 28th at 8:00 a.m. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to add this item to the agenda. Motion was made by Alderman Dickson, seconded by Alderman G'Fellers and duly passed to set a Called Meeting for July 28, 2014, at 8:00 a.m.

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

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

Mayor Wolfe said the next item for discussion was the Wheels in the Hills special event. Mayor Wolfe said this is a new event that will take place in the Parsons Table and Courthouse parking lots and involves a poker run with bikes and cars. Alderman

Vest said he felt this would be a good event and that he is glad the poker run starts before the actual beer tent is open. Motion was made by Alderman Vest to approve the special event request for "Wheels in the Hills Cruise In" subject to the review of the Hold Harmless Agreement and proof of insurance by the Town Attorney. Alderman Countermine seconded the motion. Attorney Wheeler pointed out that there are some changes that will need to be made to the Hold Harmless Agreement and the insurance coverage. Alderman G'Fellers said he supports this event but could not support beer on the sidewalks and the streets of Jonesborough. Alderman Countermine said the beer will not be on the streets or sidewalks because it will be confined to a roped-off area in the Parsons Table parking lot. Chief Hawkins said they have only had a problem one time with events with beer gardens. Mayor Wolfe said Main Street Café would be manning the tent where the beer is being sold. Attorney Wheeler said unless Wheels in the Hills is a corporation, the two sponsors of the event would have to sign off individually on the Hold Harmless Agreement, and the insurance certificate would have to reflect the Town of Jonesborough as an additional insured. Mayor Wolfe said the sponsors understand their responsibilities but if Attorney Wheeler is not satisfied, the event will not occur. Alderman Dickson said he was concerned about foot traffic since the event is confined to the parking lots. Mayor Wolfe said there is a walkway coming down from the Parsons Table and a sidewalk going up Fox Street, and added that this is small scale event this first year. Chief Hawkins said he will have extra staff on duty. Mr. Browning said staff has discussed its concerns with Mr. Chesnut, and he has made changes to address these concerns. Those voting aye: Alderman Vest, Alderman Countermine, and Alderman Dickson. Those voting nay: Alderman G'Fellers. Motion passed.

The next item on the agenda was the Resolution for the TML Safety Partners Grant application. Alderman G'Fellers asked if this is a matching grant and if so, where are the funds coming from. Mr. Browning said that this grant is matched by the costs of the Employee Wellness Program, and the Town has received this grant for several years. Alderman G'Fellers asked about the Drivers Safety Grant match. Mr. Browning said it depends on what we ask for in the grant but Chief Fritts usually matches with existing funds. Motion was made by Alderman G'Fellers, seconded by Alderman Vest and duly passed to approve a Resolution authorizing and supporting the application for a TML Safety Partners Grant:

Insert Resolution

Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve a Resolution authorizing and supporting the application for a TML Drivers Safety Grant.

Insert Resolution

The next item on the agenda was the resolution accepting the TDOT Improvement Project for SR-34 and SR-354. Mayor Wolfe said this is a result of citizen involvement in the Town of Jonesborough and this idea came from the Traffic Advisory Committee (TAC). He said concerns were expressed about cars backing up in the mornings trying to get on Boones Creek Road, as well as other traffic concerns during the day. He said there will be two left turn lanes eastbound on 11E instead of one in front of Hardees. He said the large sweep in front of Arbys that allows cars to leave Boones Creek Road onto 11-E will be eliminated, there will be a more standard turn lane. He said there will be additional travel lanes on Boones Creek Road. He applauded citizens of Jonesborough on the Traffic Advisory Committee for a job well done. Alderman Dickson said he has concerns about the left hand turn lane onto Lincoln Avenue. Mr. Browning said TDOT has asked Mattern & Craig to look at this issue. He said they are also looking at the pavement markings at that intersection. Mayor Wolfe said this project is totally funded by TDOT and can be attributed to the hard work of Town staff and Dale Ford. He added that at the entrance to Arbys you will be able to enter but if you exit there, you will be able to go right only; there will be markings to prevent a left turn. Mayor Wolfe said that Tom Whitson from Bank of Tennessee supports this proposal. Mayor Wolfe asked if the businesses that will be

impacted in the area have been contacted. Mr. Browning said they were contacted initially but they have not been contacted recently. Mayor Wolfe asked if this plan would come back to this Board for final approval. Mr. Browning said probably not, but that TDOT will probably have a community meeting about the plan. Alderman Dickson asked if there has been any discussion about a sign being placed on Lincoln Avenue to prevent a left hand turn during certain hours. Mayor Wolfe asked Mr. Browning to explore this and to ask the TAC to review this. Mr. Browning said TDOT has agreed to help with improving the intersection of N. Lincoln Ave. and Boone Street as part of the project design. Alderman Countermine made the motion, seconded by Alderman Vest and duly passed to approve the Resolution endorsing TDOT State Project No. 90002-2260-94 that undertakes safety improvements associated with the intersection of SR-34 and SR-354 in Jonesborough, and accepting the terms of the TDOT proposal governing the construction of the improvements.

Insert Resolution & Proposal

The next item on the agenda was the Ordinance adopting an electronic citation fee. Chief Matt Hawkins said the electronic citation fee was passed by State legislation this year. He said this is for maintenance of hardware and software for officers. He added that if a person is found not guilty, he or she will not have to pay the fee. Chief Hawkins said the Jonesborough Police Department went to PDA's on September 1, 2010. He said the PDA's allow our officers to check on warrants and drivers licenses, and the system auto imports a lot of information and saves a lot of time. He said we only have one dispatcher on duty at a time, and it is hard for the dispatcher to get all the information back to the officer in a timely manner. Alderman Vest asked if this fee terminates at the end of the five years. Chief Hawkins said he felt the State would do something else at the end of the five years. He said at the present time the Police Department is 100% taxpayer funded but with this fee, violators will help pay the cost. Mr. Browning said when an officer has to come to the office to finish reports vs. the PDA system, the PDA system keeps the officer out on the street protecting the citizens. Motion was made by Alderman G'Fellers, seconded by Alderman Vest and duly passed to approve on first reading the Ordinance amending in its entirety Title 9 Chapter 1, Section 9-129 of the Jonesborough Municipal Code establishing an Electronic Traffic Citation Fee of \$5.00 per citation issued in Jonesborough to be in effect within the Town of Jonesborough for five (5) years, and authorizing the Town Recorder to establish a special revenue account to properly track revenues and expenses related to the \$5.00 citation fee, clarifying language related to State fines, and authorizing an updated Citation Fee Schedule.

Insert Ordinance

Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Resolution updating the Traffic Citation Fee Schedule submitted by the Jonesborough Police Department that increases court costs from \$25 per citation to \$35, and an additional \$5.00 Electronic Citation Fee, to be implemented on September 1, 2014.

Insert Resolution

The next item on the agenda was the design contract with Equinox for Golden Oak Park. Motion was made by Alderman G'Fellers, seconded by Alderman Vest and duly passed to approve the landscape design plan proposal from Equinox Environmental to develop a conceptual and final landscape plan and plant list for Golden Oak Park for an amount not to exceed \$4,682.

Insert Contract

The next item on the agenda was the engineering agreement for Zone 3 of the Jonesborough Water System. Mayor Wolfe said the water crew is spending a lot less time in the County on water breaks, and if we can get as good a result on Zones 3 as we have in Zones 1 and 2, our water system will be better than ever. Motion was made

by Alderman G'Fellers, seconded by Alderman Countermine and duly passed to approve the Engineering Services Agreement submitted by GRW Engineers to provide hydraulic analysis and other services necessary to reduce pressure and water loss in Zone 3 of the Town's water system, for an amount not to exceed \$10,000, to be paid from budgeted funds in the water/sewer engineering line item.

Insert Engineer Contract

The next item on the agenda was amendments to the Incidental Home Occupations Ordinance. Mr. Browning said this Ordinance is to clarify what the process is for home occupations. Alderman Vest said that the revisions are very good. Alderman Vest made the motion, seconded by Alderman Countermine and duly passed to approve on first reading an Ordinance clarifying the conditions in which an incidental home occupation permit may be issued.

Insert Ordinance

The next item on the agenda was Change Orders for the sewer outfall line project. Mayor Wolfe said the sewer line to the river is completed, but we still have to finish the effluent pumps at the wastewater plant, and then the lines will have to be filled and tested before we can begin sending our treated effluent to the river. He said the sewer line was 6.2 miles long and the last portion went over a rock cliff before going to the river. He said we had great contractors and our staff has also done a great job. Motion was made by Alderman Vest, seconded by Alderman G'Fellers and duly passed to approve Change Order 1 and Change Order 2 to the Merkel Brothers' contract to construct the sewer outfall line to the Nolichucky River, to be paid from existing project funds, and authorize the Mayor to execute the documents as follows:

Insert Change Order 1 & 2

Mayor Wolfe adjourned the meeting.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR