

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

September 11, 2017

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, September 11, 2017, 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. Emma Wolfe led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Jerome Fitzgerald, Alderman David Sell, and Alderman Chuck Vest. Also present were: Town Administrator Bob Browning, Town Recorder Abbey Miller, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The next item on the agenda was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none. Mayor Wolfe said the Recycling Collection Driver was appointed on a temporary basis and was to be formally approved tonight; however, in the interim he resigned so this position will be readvertised. This item was pulled from the Consent Agenda. Alderman Fitzgerald made the motion, seconded by Alderman Sell and duly passed to approve the following items:

1. Approve the BMA minutes for August 14, 2017.
2. Approve the following August bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A & E Machining & Fab.	80.00
A-Z Office Resources	3885.71
Aggregates USA, LLC	13373.81
Allan Dearstone	31.20
AlSCO	136.22
American General Life	118.16
American Tire Distribute	554.36
Anderson Fire, LLC	544.82
Andy Ox Company, Inc.	57.28
Angie Sheek	5.20
Appalachian Printing	254.50
Archer Brothers Garage	360.00
Archer Electric Service	1140.00
Aulick Chemical Solution	1595.00

<u>VENDOR</u>	<u>AMOUNT</u>
Auto Zone	145.96
Barbara L Bogart	360.00
Barnes Extermination	130.00
Ben Caldwell	290.00
Blue Cross-Blue Shield	85657.76
Brenntag Midsouth Inc.	903.54
Brett Sean McCluskey	50.00
Bristol Broadcasting Co.	822.00
Broyles Florist	40.00
Buchannans Auto Upholste	1550.00
Carolyn S Gregg	24.00
Celebrate	143.42
Central Paper and Supply	95.75
Centurylink	206.58
Champion Chevrolet Cad.	266.00
Chappell's Pest Control	45.00
Cindy Lees	9.60
Cintas Corporation #202	692.42
Cintas First Aid & Safe	114.06
City Electric Supply	112.50
City of Johnson City GI	39.00
Coca-Cola Bottling Co.	2844.50
Comcast	6.41
Consolidated Pipe & Spl	6725.00
D. Todd Wood	6840.00
Dakota Stepen Conkin	90.00
Darrell W Brinson	45.00
Dearborn National	570.67
Debbie Alvis	199.20
Deborah Todd Court	75.00
Dennis Dwayne Brooks	525.00
East TN Chemicals	213.00
East TN Sprinkler Co.	200.00
Ecosafe Landfill YA	6981.13
Employee Security	250.00
Enterprise Waste Oil, I	99.75
Erwin Utilities /WTR Tes	250.00
Esc Lab Sciences	1715.00
Fenco Supply of JC	66.78
Ferguson Enterprises	33268.34
Fire Extinguisher Co.	65.90
First Tennessee Bank	6823.23
Fisher Auto Parts, Inc.	17.94
Fitzgerald Peterbuilt	366.00

<u>VENDOR</u>	<u>AMOUNT</u>
Fleenor Security System	364.00
Fleet Pride	934.70
Food City	37.98
Foster Signs	598.00
Fuelman	2625.65
G & C Supply Co., In	42298.41
G & W Diesel	207.57
Gary Varner	11.96
Grafik Touch	38.87
Grand Rental Station	221.00
Greeneville Oil Company	311.72
GRW Engineers, Inc.	1979.77
Harbor Freight Tools	87.39
Hayes Pipe and Supply	4460.11
HD Supply Waterworks	9775.86
Heavy Machines, Inc.	52558.00
Heisse Johnson Hand Up	165.11
Henry Schein, Inc.	8.90
High Road Digital	9038.00
Hunter Curtis	185.00
Hy-Country Hydraulik	96.50
Information Age	219.90
Information Professional	1757.71
Ingles #4205	292.43
International Storytelling	425.00
JJ's Eatery	54.39
James R. Wheeler	4935.00
Jason Greenlee	55.00
Jefferson Sales South	1528.60
Jeffrey Allen Story	320.00
Jeri Jones	16.00
Jocelyn Jones	104.80
Johnson City Energy	65833.31
Johnson City Press	93.60
Jonesborough HRA	7600.00
Jonesborough Senior Ctn	591.78
Jonesborough/Washington	6396.51
JRT	924.30
Judy O'Hara	9.60
Knock Out Chemicals	1139.80
Larry Ornduff	185.00
Lorena Craddock	100.00
Lorianne Carver	25.94
Lowe's	4894.19

<u>VENDOR</u>	<u>AMOUNT</u>
Lydia Fisher Sweatt	288.00
Mahoney's Sportsman's	2191.17
Main Street Catering	1764.79
Mark D. Edmonds	175.00
Marks Self Storage	375.00
McKinney Center	16.00
Medtech Wristbands	52.16
Melinda Copp	42.71
Michael D'Avella	50.00
Motion Industries	631.59
Mountain Man	11.20
National Meter	9649.00
Networkfleet, Inc.	1619.40
Northeast TN Tourism	1000.00
Northern Tool & Equipment	359.98
Office Depot Business	150.29
Old School Auto Parts, I	6106.38
Olde Towne Hardware	514.55
Olde Towne Small Engine	244.02
Oriental Trading Co., I	170.34
Overmountain Press	974.40
Pardue Photographics	520.00
Permatile	1300.00
Phyllis Anne Fabozzi	150.00
Print Distribution Serv	2793.75
Quality Trophy & Engrave	30.10
Ralph Francis	6.75
Rebecca Isabell	10.36
Refuse Parts Depot	1475.81
Reinhart Foodservice LL	22745.83
Reliance Standard (Vol)	352.04
Ricoh USA, Inc.	6713.05
Ricoh USA, Inc.	149.43
Safety Nation	99.75
Sam's Wholesale	100.00
Sarah E Byrd	400.00
Saratoga	3843.48
Saratoga Financial	9371.47
Schreiber Corporation	1223.00
Scotty Carrier	202.50
Shirt Tail Designs	239.80
Shred-It	29.77
Siteone Landscape Suppl	49.50
Specialized Operations	1174.00

<u>VENDOR</u>	<u>AMOUNT</u>
Spectrum Reach	2152.00
State of Tennessee	400.00
State of Tennessee	3000.00
Steve Cook	30.53
Sowers	3868.74
Summers Hardware	149.23
Swana	212.00
TBI-Fiscal Services	116.00
Terminix Processing Cen	47.00
The Detail Shop	80.00
The Dycho Company Inc.	438.96
The Lifeguard Store, In	326.37
Thomson Reuters – West	162.77
The Risk Management Poo	1412.00
TN Dept of Revenue	1360.97
TN Dept of Revenue	95.95
TN Dept of Safety	855.00
TN Dept of Environment	13019.50
TN Safety & Health Council	535.00
TNVA Energy Solutions	92.40
Tonya S Van Hook	308.00
Town of Jonesborough	7950.00
Tractor Supply Credit	99.99
Tri-State Bolt & Screw	16.40
Tridad Freightliner	1116.66
Trilec	3000.00
Truckpro LLC	76.02
United Parcel Service	368.10
United Way	343.58
USA Blue Book	702.38
Valley Equipment Co.	147.06
Vera Lowe	24.00
Verizon Wireless	3179.62
Volunteer Flag & Safety	69.99
Wal-Mart Store/GEMB	1578.36
Wash County Highway Dept	5914.36
Washington County	2315.00
Washington County Emerg	4841.00
Washington County EMS	150.98
Washington Farmers Co	356.87
Washington Farmers Co	7135.71
Waste Management	469.32
White's Auto Parts	686.79
Williams Beagle	375.00

<u>VENDOR</u>	<u>AMOUNT</u>
Williams Electric	192.77
Wiseman's Inc	293.49
98.5 WTFM	<u>864.00</u>
	\$555875.86

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
86555-86569 AP	\$32,211.31		
86570-86575 AP	\$1,470.00		
86576-86701 AP	\$157,691.30		
86702-86722 AP	\$48,544.31		
86723-86740 AP	\$10,538.72		
86741 AP	\$2,321.85		
86742-86747 AP	\$2,481.31		
86748-86759 AP	\$6,166.14		
86760-86768 AP	4,196.69		
86769-86795	<u>9,493.31</u>		
	\$275,114.94		
56501-56502 AP		\$1,544.76	
56503 AP		250.00	
56504-56553 AP		124,456.67	
56554-56558 AP		55,224.89	
56559-56564 AP		2,012.87	
56565 AP		116.46	
56566-56569 AP		5,037.80	
56570-56572 AP		115,536.51	
56573-56578 AP		<u>2,167.26</u>	
		\$306,347.22	
7654 AP		\$165.00	
7655-7668 AP		\$13,980.70	
7669-7671 AP		5,096.01	
7672-7673 AP		330.00	
7674 AP		154.32	
7675 AP		<u>165.00</u>	
		\$19,891.03	

3. Approve the following Town Administrator Report:

Wastewater

The sewer flow coming out of Colony Brook Condos, the apartments on SR-353 and Hexpol Corporation is now all going into the new pump station on our Rosenbaum property and being pumped under the tracks into the WWTP. There is no flow going up to 5-Points now off SR-353. We are working on the submittal

to TDOT to get approval to install a gravity sewer line through one of the two box culverts going under the 5-Points intersection. If TDOT will approve our installing an 8" gravity line onto the bottom edge of a culvert like we did under 11E at Persimmon Ridge Road, we can eliminate the 5-Points pump station and gravity flow to the Rosenbaum pump station as well. Smith Contracting has completed laying the force main from David Crockett H.S. to Hexpol except for a spot near Pioneer Market. They ran into some bad soil, and have to bore under SR-353 to complete the installation. The contractor is waiting on a subcontractor to make the bore. We are putting pressure on the contractor to complete the construction of the line up SR-353 by the end of September so Summers-Taylor can complete their highway resurfacing project of SR-353 by the end of October. Summers-Taylor will pave from 5-Points down SR-353 when the line installation is complete. The construction work at Crockett will take much longer to complete than the force main installation up the state route to Jonesborough.

Infiltration/Inflow – We have had some heavy rains and when those occur the sewer construction crew is looking for I&I. They have corrected all the areas of inflow they have found. The sewer crew replaced a section of the old 8" interceptor line (clay tile) along Little Limestone Creek below the Courthouse to the manhole along the creek at the private concrete bridge near the alley by Main Street Café. Cobern Rasnick said there was one hole bigger than his fist that took in water every time the creek got up a little bit. He said they have not had to use the diesel pump since that line was replaced and the section of the old interceptor was plugged at S. Washington Drove a month ago. We are likely to get a measure of our progress of the aftermath if Irma comes through our area.

Crockett H.S. Sewer – I discussed this initially. The sewer crew has to take out the two pump stations (Colony Brook and Apts.) that have been replaced with gravity, and they will take those out and re-landscape next week. At that point we are complete with our portion of the project.

Elimination of A-Station - Cobern Rasnick is working on the details of what it will take to get a new sewer line under 11E at College Street. This is being done in an effort to eliminate the A-Station at College Street at the underpass. I have asked Cobern to look at whether it is possible for us to lay a new sewer line in the bottom corner of the large box culvert going under 11E if we could get permission to do that from TDOT. That would save us a tremendous amount of money. To do that, Cobern will need to considered the depth of the sewer line coming into the culvert and pump station, and where it would go coming out of the culvert. Also, he must consider how would the line be constructed across Sam Mitchell's property.

Water

We received a 97 rating on TDEC's evaluation of our water system. We had some corrections to make in our cross-connection inspections, and the way we

documented new line sanitation in our system as well as a turbidimeter results at the Water Plant. Those have all been corrected and documented to TDEC.

Water Treatment – The new MIOX system is working flawlessly since its installation, and the old MIOX unit is our back-up unit. The Rock House Rd pump station has been bid, and the bid approval is on the BMA meeting agenda for September. Jon Lucas is working with J.D. Metals in Limestone to come up with a custom retrofit of our carbon feeder at the intake. We have increased the amount of carbon being fed, but that amount is still limited until we get a bigger and more functional hopper. We really need to get it outside of the building because carbon dust is so prevalent and hard to control inside the pump room at the intake.

By-Products Reduction – The carbon feeder is the remaining improvement we feel we need to implement to help the by-product reduction. Jonathon Lucas took by-product samples this week for the third quarter of 2017, and we are hoping the results are as good as the last two quarters.

Water Loss – GRW is working with Mike McCracken to look at another zone in the Leesburg area. This is an area in which we are seeing some larger line breaks. Almost all of the line breaks in our zoned areas are small service line breaks in very old service lines.

The Water Distribution crew has replaced the cast iron line on W. Main Street from 2nd Ave to Oak Grove Ave. The new line has been tested and all but 3 service lines have been connected to the new line. The new line is fed from a lateral coming across Main St from N. Washington Drive (at the Kennedy residence). When the service lines are all connected, the end of the new ductile iron line will be connected to the end of the ductile iron line where we stopped with the downtown project, and the other end will be connected into the cast iron line at Oak Grove.

We want to complete the construction of the new ductile iron line west on Main Street to the 24" ductile iron line at 3rd Ave. We cannot move forward with that section until we get a permit from TDOT because W. Main is a State Route from Oak Grove Ave out of town. We have been communicating with them back and forth in an effort to avoid having to completely back fill the ditch line with flowable fill (concrete) which TDOT is initially saying we have to do to get a permit. That would cost us about as much as the new line, and it is totally unnecessary. Mike McCracken's crew does a great job of tamping and backfilling with stone. You just have to look at our downtown area to see what a great job was done without concrete with all of the utility work that took place. McCracken's crew did all of the ditching and backfilling. We are trying to get TDOT to waive the backfilling with flowable fill and allow us to construct the line doing a good job of tamping.

Transportation

Jackson Blvd/Boones Creek Road Intersection – The \$2.6 million project was awarded to Summers-Taylor, and the pre-construction conference was held August 11th. Summers-Taylor was authorized to proceed, and they said their initial efforts will be working on the ditch line in which a retaining wall will be constructed that will allow the Boones Creek Road roadway to be widened. They are not likely to actually do roadwork until after the first of the year.

At the pre-construction conference, Town staff discussed pedestrian access across 11E as well as the left turn from the Boones Creek Road into the McDonalds/Bank of Tennessee entrance close to Jackson Blvd. TDOT did not provide any flexibility on the left turn into the front entrance to McDonalds/Bank of Tennessee. They do not want motorists crossing multiple lanes that close to an intersection with traffic coming out of the intersection onto SR-354 from multiple directions. We will put up a directional sign facing the incoming traffic on SR-354 just before the northern entrance to McDonalds, Bank of Tennessee, and Walgreens. We will communicate with TDOT Knoxville about putting up that sign now with the hope of changing the routine of motorists early in the project.

Our Police Department met prior to the pre-construction conference and came up with a specific proposal related to a pedestrian crossing on 11E at the west side of the intersection. The crossing was not at the signals because there is no place for pedestrians to go once they cross the highway. The big issue is a cut in the new median resulting from the project, approximately four (4) feet that would allow a pedestrian to get through without having to step up on the concrete. We are not asking the crossing to be striped, because we do not want to encourage people to use it without police assistance. The location is the place we use during major events to safely get pedestrians across the highway. Our Police Department sets up portable lights and stops traffic going both directions to safely get pedestrians across the highway. Moving west of the intersection allows pedestrians to go in and out of the entrance to the strip center near the bank building, currently being remodeled.

The \$2.6 million contract currently has an end date in May, 2018, but I am sure they are allowing inclement weather days due to the substantial work in the drainage ditch line.

We met with Amanda Snowden and Nathan Vatter of TDOT Knoxville last week and discussed the median cut for pedestrian access across Jackson Blvd. They said they did not see a problem with that and would take it to construction to revised the plan.

Persimmon Ridge Rd/W. Main Street – This project is supposed to let February, and is now projected at around \$650,000. It is listed as a committed project.

Metropolitan Transportation Planning Organization – While we are on the subject of TDOT projects, I am passing on some information from the Johnson City MTPO. The area of the MTPO includes all of Johnson City and Jonesborough, some areas of Carter County including Elizabethton, some of Unicoi County including the City of Unicoi, and some of Sullivan County including Bluff City. There is a separate Kingsport MTPO and a Bristol MTPO, and the determination of boundaries is largely as result of census information. The fact that there are two MTPO's in Sullivan County, and that Bluff City is in our MTPO doesn't make a lot of sense. Bluff City is really negatively impacted when it comes to the allocation of Johnson City's MTPO funds.

The local MTPO is an important entity because it plays a major role in prioritizing TDOT funding. The MTPO itself gets an allocation of funding, and the use of that funding is determined locally, not in Nashville. The problem with the MTPO funding is the priorities of large cities like Johnson City and Elizabethton that have a number of projects, many of which like the Knob Creek project would take up the MTPO funding for a number of years. The MTPO is involved a lot in transportation planning, including transit planning. The organization has recently purchased LIDAR Data which is a newer method of elevation information that is available to all communities in the MTPO. We work with Washington County's GIS Department, and we can greatly benefit from the LIDAR data. All TDOT projects with in our MTPO area, have to show up on the MTPO's Transportation Improvement Plan (TIP).

I am sending you a list of projects completed and committed since 2013. You can see that of the nine (9) completed projects listed, the 5-Points traffic circle is the one project completed in Jonesborough. I'm not sure why the traffic signal installation at Persimmon Ridge Road and Jackson Blvd (SR-34) was not included on the completed list. If you look at the committed, list you see that the SR-34 at SR-354 project is listed as well as the SR-81 at Persimmon Ridge project. The SR-34/SR-354 is under contract. The SR-34 Improvements listing is the turn lane project in front of Valley Equipment that was just completed. The SR-354 Bugaboo Springs Project is Matthew Hill's left turn lane project in the County.

If you turn the sheet over, there is a "Candidate Project" listing. These are projects on the Long-Term Improvement list that could be moved to the committed list if there was funding obligated. Jonesborough has two "candidate" projects on that list, numbers 7 and 8. One is four-laning SR-354 from the city limits to 11E. The other is the Jonesborough "By Pass", which is the Parkway project from SR-354 around the north side of Jonesborough to Jackson Blvd at Persimmon Ridge Rd. The four-laning of SR-354 from I-26 are also listed as Johnson City/Washington County projects, which are numbers 5 and 6. The MTPO has assumed that four laning SR-354 from the proposed location of the Parkway at SR-354 to 11E would be logical. We have not pushed that concept. If the Parkway became a reality, it would likely make sense to four lane the

Boones Creek Road from the intersection of the Parkway out toward I-26. The construction of the Parkway would take a lot of traffic away from the intersection of SR-354 and Jackson Blvd.

SR-81 at Persimmon Ridge Rd and Jackson Blvd – While I am talking about TDOT planning, I have had recent conversations with TDOT staff in Knoxville about SR-81, and the prospect of connecting SR-81 North to the intersection of US-11E at Ben Gamble/Persimmon Ridge Road. TDOT can solve a lot of problems by turning SR-81 North the short distance to the traffic signal at 11E and Persimmon Ridge Road. TDOT owns the 100 foot right-of-way of Persimmon Ridge Road from 11E to Main Street, and the new connection would eliminate the need for any truck traffic coming into Jonesborough on SR-81 or SR-353 into our historic district.

TDOT Knoxville staff are saying this proposal makes a lot of sense. The issue is going to be funding, but it is much easier for TDOT to seriously consider it with the recent gas tax increase. TDOT is agreeing to meet with us and look at options, and a meeting is set up September 20th.

Note: We have been very fortunate to get projects funded through TDOT without having to use Johnson City MTPO funding to implement the traffic improvements. The projects have to be listed on the MTPO's Transportation Plan (TIP), but they are being funded directly by TDOT. We did get \$230,000 of MTPO funding to install the railroad gated crossing at 2nd Ave, but to-date we have not used highway construction/improvement dollars through the Johnson City MTPO.

New Midway Substation: Power Board – For information purposes, I am providing you with a schematic of an entrance and layout associated with the new electric substation the Johnson City Energy Authority (Power Board) is planning to construct on property bought from the Robertson family near the railroad tracks at the east end of town. The new substation will be behind Valley Equipment along US-11E. The Energy Authority had to buy a house off of E. Main Street in order to have a secure entrance to the property. The Robertson property on which the substation will be built has a right-of-way connection to E. Main Street, however, it is against the Norfolk-Southern Railroad right-of-way, and Norfolk Southern is claiming more than what is designated as railroad property on the tax map. In order to not have to get into a legal battle with the railroad, the Energy Authority bought the adjoining parcel and their entrance to the substation is on the additional parcel they purchased. The subsection will not generate much traffic, but the Energy Authority is considering the development of an Energy Learning Center that might be developed to show young people the past, present, and future trends in energy production. The sub-station is in a really good location for Jonesborough to handle any development on the east end of town.

We expect the site plan will go to the Planning Commission in September.

McKinney Center – We are moving forward with the construction of additional parking at the McKinney Center. We hope to have a usable surface by the end of August. We met almost all of the asphalt basecoat down in the new parking lot Thursday, September 7th, and we finished the basecoat on the 8th. We have to have curb installed (by a contractor), and the Street crew will work on drainage starting with the Jim Rhein property next week.

Woodrow & 2nd Ave – We finally received the concrete box needed to expand the width of the intersection. Apparently, however, there was a mistake made in its construction, and that is now being to be corrected. We will complete the McKinney Center before going back to Woodrow Ave.

2nd Ave and Jackson Blvd – The turn lane is approved, we just need to be able to get to it. It makes sense to finish the McKinney Center and Woodrow Ave projects before starting another.

Speed Tables – Todd Wood provided two locations for speed tables on Scott Lane, and the schematics and narrative were sent to the BMA at the August meeting. The BMA approved the speed tables, as recommended by the TAC.

Methodist Church / Chuckey Depot – The project is complete.

Smith Lane/N. Cherokee Street – I am waiting on the appraisal of the Randolph property.

Grants

LPRF Grant – We are waiting on the contract in which the BMA will need to review.

Tourism Enhancement Grant – The \$50,000 grant will be spent on the initial structural work at the Jackson Theatre.

Tennessee Arts Commission Grant – An application for \$4,400 in grant funds was submitted for a new Senior oriented arts based program. Our program involves working with Cherry Smith on a dynamic music-based performance program.

CDBG Façade Grant – The application for \$100,000 for the Jackson Theatre has been submitted, and we may not hear anything until November.

Safety Grant – We received a \$4,000 safety grant for Public Safety safety vests through TML.

Senior Center

Craig Ford and the inmate crew are supposed to start on the Senior Center sign next week.

Chuckey Depot

The Interpretive program is moving along, and the semaphore (signal) has been installed next to the caboose using our new crane, and it looks really good. The grand opening of the Depot and dedication of W.C. Rowe Park is scheduled for 11:00 a.m., Monday, October 2nd. Please put that on your calendar.

Jackson Theatre

The plans are being reviewed locally to ensure they meet all fire marshal requirements. The mechanical engineer has to fix one section of the mechanical plan which is supposed to go to the Architect the first of next week. The Architect has pledged the plans will be sent out to the State Fire Marshal and Rural Development in Nashville no later than Monday, September 18th.

McKinney Center Parking

The Street Crew has got the base coat of asphalt in place, and curbing will be installed next.

Community 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 Street Department continued working on the parking lot at the McKinney Center. Although the job has progressed at a snail's pace, we are finally putting the binder coat of asphalt down and it should be completed by September 08, 2017.

The inmate crew finished the last leg of the sidewalk "tie-in" next to the building and also poured the drainage basin for the upper parking lot.

The inmate crew has also worked on replacing the roof at the Wastewater/Recycling building. It appears we can complete this project on September 14, 2017. Once completed, we will form and pour the two sets of stairs at the McKinney Center and we will also build the Senior Center sign.

I worked through Johnson City Ford to purchase an F-150 four-wheel drive truck for the Meter Department. That department has been short a vehicle and they had two meter readers in the same vehicle.

To purchase a truck on the state-wide contract meant the earliest we could expect a vehicle would be sometime in January. I was able to negotiate an upgraded model

for the same price as the basic model currently on the state-wide contract. We had also received word that the 2018/2019 statewide contract price on the same vehicle was likely to increase around \$2,500.00.

I have continued to work with Melinda on a route for the Halloween half-marathon. We finally have a route mapped out that is agreeable with everyone. We will have additional meetings to complete safety and security plans for the event.

I assisted with the security at the Eclipse Block Party. This was a really good event and Melinda is to be commended for getting ahead of everyone on this historic event. We estimated that there were 2,500 to 3,000 people for this event; many of them families.

We took delivery on our new crane truck the month of August. We have already put it to use in moving the signal from the rail yard on Spring Street to the Chuckey Depot site. This piece of equipment is in great shape and will see a lot of use within the different town departments.

I assisted Abbey Miller in re-writing the Staff Accountant II position in her office. I am currently re-writing the position description for the Host/Hostess position for the Senior Center and will present it to the Board at the October meeting.

I am continuing to work on a resolution to the Public Safety communications problems.

I attended a planning meeting with Storytelling staff in preparation for the festival in October.

5. Approve the following Committee Reports: Jonesborough Board of Zoning Appeals, Jonesborough Planning Commission, JRT Board of Directors, and Historic Zoning Commission.
6. Approve the following Supervisor Reports: Water Park Director, Building Inspector, Street Department, Animal Control, Water Distribution, Police Department, Solid Waste and Recycling, Fire Department, Environmental Services//Wastewater, JRT Artistic Director, Water Treatment, Visitor Center Manager, Tourism and Marketing, Senior Center, Main Street Director, and McKinney Center.
7. Approve the changes to the position description for the Accountant II position in the Recorder's office with a Grade 10 pay level.

STAFF ACCOUNTANT II

GENERAL DESCRIPTION: Performs responsible professional accounting work in the maintenance and review of fiscal records. Performs data entry and other duties relative to tax collections, utilities, and accounting procedures. An employee in this class maintains complex

fiscal records of Town revenues and expenses, applying professional accounting procedures and methods. This work encompasses a broad scope of duties and independence of action in the application of professional accounting standards. Direct supervision is provided by the Assistant to the Recorder and general supervision by the Town Recorder.

ESSENTIAL FUNCTIONS OF THE JOB:

- Prepares bills and delinquent notices on accounts receivable, including property tax receivables;
- Assists in reconciliation of deposits and bank statements;
- Assists in preparing and entering monthly journal entries;
- Assists with deposits and record keeping of Wetlands Water Park;
- Assists in daily close out of cash register and preparation of deposits for Recorder's Office;
- Assists in accounts payable processing;
- Assists in payroll preparation and maintenance of personnel files;
- Serves as Assistant Municipal Court Clerk and assists in tracking traffic citations issued by the Department of Public Safety;
- Maintains and reconciles accounts receivable for all funds;
- Prepares bills and delinquent notices on accounts receivable when needed;
- Computes and enters billing amounts, enters receipts, and adjusts accounts;
- Assists in reconciliation of deposits and bank statements;
- Maintains business license records and is responsible for issuing all new business licenses;
- Accepts payments received in Recorder's Office
- Assists with customer questions and complaints, both in person and by telephone;
- Receives payments and assists customers with making an on-line or "web" payments;
- Assists with preparation of budget and audit, and monthly departmental purchase orders;
- Issues all purchase orders and works closely with the Town Administrator and Department Heads regarding purchases;
- Prepares budget balance report for Town Administrator; and
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must possess the ability to meet deadlines; ability to take initiative; ability to follow through on assigned and self-appointed tasks; ability to establish effective working relationships with fellow employees, department heads, officials, and the general public; and the ability to count large sums of money. Extended periods of sitting at a work station or desk. Manual dexterity to work efficiently on computer keyboard for data entry. Frequent bending, twisting and turning.

ACCEPTABLE EXPERIENCE AND TRAINING: Associates degree in Accounting preferred; however, considerable professional accounting experience may replace formal

education. Sufficient course hours in accounting and/or related subjects, or any equivalent combination of education and work experience which provides the required knowledge, skills and abilities. Previous experience handling large sums of money. Must maintain annual continuing education training for Municipal Clerk.

OTHER REQUISITES: From time to time the employee may be assigned special duties by the Recorder or may be asked to assist other employees occupying other positions. Employees in this class may be required to work overtime, holidays, weekends, and may 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 majority of the work.

ADA REQUIREMENTS:

PHYSICAL REQUIREMENTS: Tasks in this position require limited physical effort i.e. some standing, walking and light/medium lifting (5-25 lbs); minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment. Tasks involve extended periods of time at computer keyboard and sitting at a work station or desk.

ENVIRONMENTAL REQUIREMENTS: Tasks are regularly performed without exposure to adverse environmental conditions.

SENSORY REQUIREMENTS: Tasks require visual perception and discrimination and oral communications ability.

Reasonable Accommodation(s): 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.

Classification: 10

Non-Exempt

September 01, 2017

8. Approve the promotion of Kim Hamilton to Accountant II in the Recorder's office at Grade 10 Step 4 (\$36,133), with the additional compensation of \$5,715 coming from the unappropriated line item in the Water/Sewer Fund budget.
9. Accept Jonathan Lucas' resignation as Water Plant Director and approve his working in a part time status with current benefits until he is replaced or feels he can no longer continue.
10. Accept the resignation of D.J. Naron, Wellness Coordinator at the Senior Center, with regrets.

11. Approve the 2017 Concession Agreement with the Persimmon Ridge Soccer Association with the Agreement running from August through December, 2017.

**TOWN OF JONESBOROUGH
DEPARTMENT OF PARKS AND RECREATION
2017 CONCESSION AGREEMENT**

This agreement is entered into by the Jonesborough Department of Parks and Recreation and the **Persimmon Ridge Soccer Association** herein called the "Concessionaire." In consideration of the Town of Jonesborough leasing the concession rights at the Persimmon Ridge Park Ballfields, it is agreed that:

SCOPE OF CONCESSION: This agreement shall grant the exclusive right and privilege to the Concessionaire to operate the concessions at the ballfield located at Persimmon Ridge Park in service to individuals or groups of individuals using the ballfields, playgrounds and park rental or picnic areas; however, such rights will not include determining who can and cannot use the ballfields, only the concession stand area; nor shall such rights of operation restrain or prevent such individuals or groups from engaging catering services for themselves or bringing their own food and drink to the ballfield area, as long as this food is not sold.

Concessionaire agrees to service and dispense concessions at such times the public needs refreshments and/or when the Director of Parks and Recreation Department directs and to provide in quantities adequate for the needs of the public. All sales and promotions will be operated efficiently in order to provide optimum revenue as well as service.

The introduction of additional privileges not contained and enumerated herein will be subject to the approval of the Recreation Director, and the Town officials.

BUILDING AND LOCATIONS. The Parks and Recreation Department will make available two concession areas, one in the concession/restroom building by the large ballfield, and the new concession area in the building by the most easterly field currently called the T-Ball field.

REPAIRS AND MAINTENANCE. The Parks and Recreation Department shall, at its cost and expense, make all ordinary and reasonable repairs required to preserve the buildings, occupied under this contract, except any damage done by the Concessionaire.

CONDITIONS AND SURRENDER OF PROPERTY. The buildings, which are the property of the Town of Jonesborough, shall remain the property of the Town of Jonesborough and upon termination of the contract by lapse of time or otherwise, the Concessionaire shall surrender possession of all said premises and part in as good condition as said premises were when first occupied by the Concessionaire.

PLANS FOR ALTERATION. The Concessionaire shall make no alterations of or repairs to any building, reserved for its use, or erect any new structure or building on the grounds without official approval from the Parks and Recreation Department.

EQUIPMENT. The Concessionaire shall, at his own cost or expense, furnish and maintain in good usable condition, a sufficient amount of movable equipment, dispensers, hot dog cookers, table utensils, dishes, such other equipment as may be necessary to properly furnish the services here in provided for in a manner acceptable to the Director of Parks and Recreation.

The Town of Jonesborough will not accept any liability or be responsible, in whole or part, for any damage, which may be sustained by any materials and/or equipment on any location resulting from any cause whatsoever.

DISPOSAL OF GARBAGE AND REFUSE. The Concessionaire shall not allow garbage or other refuse to accumulate or to gather in or about any of the buildings or structures occupied by the Concessionaire except in suitable covered garbage receptacles. The Parks and Recreation Department will be responsible for the removal of rubbish, trash, and garbage provided that the Concessionaire accumulates such trash at given points and at given times under the direction of the Town.

Persimmon Ridge Soccer Association shall appoint personnel responsible for picking up trash and litter in and around the ballfields, creekway, and parking areas used by players and spectators every night the Concession Stand is in operation.

CLEANING PREMISES. The Concessionaire shall furnish all labor, services, materials, supplies, and equipment necessary to maintain, in a clean orderly and inviting condition satisfactory to the Director, all premises used and occupied by the Concessionaire in the operation of concessions, together with the areas immediately surrounding the concession stand that are affected by said operations including but not limited to the spectator/bleachers area, creek way, and parking lots.

UTILITIES. The Parks and Recreation Department will furnish light, power, and water in such locations where these utilities exist. All additional installations which require the use of these utilities shall be made and maintained at the expense of the Concessionaire and only after securing prior approval.

EMPLOYEES. The Concessionaire shall, at his/her own cost and expense, provide a sufficient number of employees to service the public promptly and efficiently and in a manner satisfactory to the Director. A minimum of one (1) adult is required *in each concession facility.*

The Concessionaire shall not permit any agent or employee to remain in or upon premise of Persimmon Ridge Park or in any of the buildings, structures or locations occupied by the Concessionaire for any period of time longer than is normally necessary to secure the premises and to perform minor clerical work after the close of business, provided, however, that if required for the protection of its property the

Concessionaire may employ and permit watchmen to remain in said building, so occupied by it. *The Concessionaire shall provide the Recreation Director with the full name, social security number and date of birth for all concession workers.*

The Concessionaire shall employ only competent and satisfactory workmen and whenever the Director shall notify the Concessionaire in writing that any person employed on the premises in his/her opinion, is incompetent, disorderly, unsanitary, or otherwise unsatisfactory, such person's employment shall be reviewed thoroughly and appropriate action taken. *The Recreation Director shall have final authority if there is a difference of opinion on the appropriateness of a concessionaire worker.*

Concession stand personnel at the ballparks will be responsible for turning off the lights on the field, after the last game of the day securing the building, and policing the area to keep it sanitary.

HOURS OF OPERATION. The Concessionaire shall keep all concessions herein provided for the operation during all reasonable hours and at such other times as the public needs require or the Director shall direct. Ballfield concessions will be opened 30 minutes prior to the first game.

ORDINANCES, LAWS AND REGULATIONS. The Concessionaire shall not sell or permit to be sold, used or brought upon the premises of the Park intoxicating or alcoholic beverages, and shall not permit or suffer any gambling at any time upon said premises, and shall not permit improper or immoral conduct on the part of its officers or employees, and shall not permit hawking or any other noises or disturbance designed to attract attention or to solicit trade, and shall abide by the ordinances of the County of Washington, Town of Jonesborough, and the laws of the State of Tennessee, and of the United States, and the rules and regulations promulgated by the Parks and Recreation Department. There shall be no smoking in the concession stand and around the ballfield facilities

It shall be the obligation of the Concessionaire to apply for, pay for, and obtain all permits and licenses required by the various law enforcement agencies to operate the concessions, and to sell the approved merchandise.

ACCOUNTS, BOOKS AND RECORDS. The concessionaire shall keep books and records showing accurate and complete data on all receipts and disbursements in connection with the operation of all concessions. The Concessionaire shall provide monthly financial reports, which follow the Governmental Accounting Standards Board (GASB) guidelines to the Town Recorder and the Parks and Recreation Director. The Town Recorder has the right at all times to examine and audit all of said books and recorder and to reexamine and re-audit same.

PAYMENTS. The Concessionaire agrees to pay the Jonesborough Parks and Recreation Department a flat fee payment of \$1.00 as compensation for the lease. This payment shall be paid to the Board of Mayor and Aldermen on or before December 1st

of each season. *Concessionaire is responsible for collecting and remitting to the State of Tennessee Department of Revenue applicable sales tax on concession sales.*

CANCELLATION BY THE TOWN. This agreement shall be subject to cancellation by the Town of Jonesborough in the event of the happening of any one or more of the following contingencies:

- A. In the event the Concessionaire is adjudicated as bankrupt, or because of its financial condition is judged by the Town as being unable to continue successful operation.
- B. Failure of the Concessionaire to perform, keep, and observe any of the conditions of the contract.

RIGHT TO DECIDE QUESTIONS. The decisions of the Director of the Parks & Recreation Department relative to the proper performance of terms of the contract shall be subject to the final approval of the Jonesborough Parks and Recreation Advisory Board and the Board of Mayor and Aldermen.

ASSIGNMENTS AND SUB-CONTRACTS. This agreement or contract of any of the rights and privileges provided for herein shall not be transferred or assigned by the Concessionaire without first having obtained the consent of the Town to do so.

LIABILITY OF THE TOWN. The Town, to the extent permitted by State Law, will be saved and held harmless by the Concessionaire from damage of any kind, make and description which may arise as a result of making this contract and the operation of the concessions by the Lessee. The Town shall not be liable for any damage to persons or properties in the space leased exclusively to the Concessionaire. The Concessionaire only is responsible for the equipment within the concession stand and that the Town shall not be liable for any damage thereto or loss or theft thereof.

RELATION TO TOWN. It is the intent that the Concessionaire shall be considered as an independent contractor and that neither he/she nor his/her employees shall under any circumstance be considered servants or agents of the Town, and that the Town shall at no time be legally responsible for any negligence on the part of said Concessionaire his/her servants or agents, resulting in either personal or property damage to any individual firm or corporation.

SIGNS. The Concessionaire, at all locations used for the purpose of providing the services specified shall erect suitable signs, approved by the Director of the Parks & Recreation Department, informing the public of the nature of the services provided at any such location.

INSPECTION. The Concessionaire shall allow the Director of Parks & Recreation, or such other persons as may be designated, access to the premises at all reasonable

hours for the purpose of examining and inspecting said premises, or making necessary building repairs, or for any other purpose, not unduly affecting the operation of the Concessionaire's business.

NO SMOKING REQUIREMENT. Persimmon Ridge Park is a "Smoke Free" park and smoking is prohibited by the Town of Jonesborough. The Concessionaire agrees to inform all workers in the concession stand area and parents/children using the concession stand that smoking is prohibited.

TERM OF CONTRACT. Term of this lease is for the 2017 season and will run from August, 2017 through December, 2017.

This agreement may be renewed by the Jonesborough Parks and Recreation Advisory Board with the consent of the Town of Jonesborough.

Executed on this day of 11th day of September , 2016

LESSEE

LESSOR

CONCESSIONAIRE

KELLY WOLFE, MAYOR

Address: _____

Phone: _____

ABBEY MILLER, RECORDER

A P P R O V E D
FORM: _____

A S

T O

12. Approve the purchase of a Ford F-150 4x4 from Johnson City Ford for \$27,594.16 for the Meter Department, to be paid out of Water Sewer budgeted funds.

13. Approve the Special Event Permit for the Overmountain Victory Trail Association to hold a reenactment/storytelling activity in front of the Christopher Taylor House, September 21, 2017, at 6:00 p.m., subject to the Town Attorney's review and acceptance of the proof of insurance and Hold Harmless Agreement.

14. Approve the Outdoor Use Special Event/Special Occasion permit allowing "Music in the Hills" to move its entire event to the Parson's Table parking lot on Saturday, September 23, 2017, until 11:00 p.m., subject to the Town Attorney's review and acceptance of the Hold Harmless Agreement and proof of insurance, and the event boundaries being within the parking area from the stage location to the lot entrance as indicated on the schematic provided.

The next item on the agenda was the approval of the Financial Report. Abbey Miller said the new fiscal year is going well; everything has been sent to the State to get the Town's tax notices printed. She said the State has accepted and approved the current year budget. Mayor Wolfe said that he is very appreciative of the leadership of Abbey Miller, Bob Browning, and Craig Ford. Motion was made by Alderman Countermine, seconded by Alderman Fitzgerald, and duly passed to approve the Financial Report as presented.

Mayor Comments was the next item on the agenda. Mayor Wolfe introduced two new reporters: Bonnie Bailey for the Herald and Tribune and Brandon Paykamian for the Johnson City Press.

Mayor Wolfe said there are several members of the Daughters of the American Revolution in attendance. Carol Redmond addressed the Board and said that next Sunday at 1:30 at Oak Hill School will be the fourth annual bell ringing which is part of an event called Bells Across America. She said there will be bell ringing at the same time in Nashville, Knoxville, Jackson, and Memphis, TN. She said she appreciates the help from Heritage Alliance, Town of Jonesborough staff, and McKinney Center for the Arts staff. She added that the McKinney Center does so much for children in the area of arts. She said Mayor Wolfe will be at the bell ringing event and Judge John Keener will be doing a historical presentation.

Mayor Wolfe read a thank you note from Gina Larkins thanking the BMA and others for their support kindness and prayers during the death of her Mother. He said that Lorena Craddock will begin her cancer treatments in the next couple of weeks; Theresa Hammons' father's melanoma has come back and he is facing more treatment; Arthur Casey's brother passed away; Michael Creasy's uncle passed away; and Nurse Terri Hurt's mother-in-law passed away.

Mayor Wolfe read a letter from Deb Cruz with the Corner Cup Restaurant congratulating Melinda Copp and her team for a job well done with the Eclipse Party. Mayor Wolfe said Ms. Cruz and other merchants were very pleased with the Eclipse Party. He added that it was a fun event.

Mayor Wolfe said the "Legs in a Barrel" event was awesome. He added that Deborah Montanti, Heritage Alliance, and her crew hosted a murder mystery dinner at the Eureka Inn, and it was so much fun.

Mayor Wolfe said this year's Brews and Tunes has been fantastic, with a good turn out each week.

Mayor Wolfe thanked Alderman Terry Countermine and his wife Sandy for hosting the Bocce Tournament this past Sunday; they organized the bocce tournament, which was headquartered at the Countermine's home, with proceeds to benefit the Jonesborough Washington County Library. Alderman Countermine said that Mayor Wolfe and Mayor Tomito came in second to Dean and Billy Chesnut who had never played before.

Mayor Wolfe asked James Walden, who works for the Street Department, to come forward. He read the following:

I am nominating James Walden for Employee of the Month for August, 2017, for several reasons. James arrives early for work, and is fully ready for the day's work when he walks thru the doorway. In the evenings before work ends, we discuss the job plan for the next few days. Many times, by the time we arrive at work the next morning, James will have figured a better way to approach the work, or will supply a solution or "work-around" for an impending problem/issue that we might have. James is the voice of reason on our crew, and is an excellent "go to" guy for many solutions we implement. James prides himself on the quality of his workmanship and dedication to an excellent product. James goes well above and beyond the call of duty for our Department. James can operate any piece of equipment that he is called on to operate. Again, this craftsmanship/workmanship is a "cut above" the average performance. James is my primary "on call" person, and has responded to many calls late at night, or early in the morning, without complaint or comment. James is honest, reliable, courteous, friendly, and a pleasure to work with and to have on our "team". James works not only for the Street Department, but for the Town and each resident. He approaches his job with integrity and respect to his work mates. James Walden is an extremely valuable asset to the Street Department and to the Town as a whole. James exhibits the right attitude, temperament, mindset and skill set to be a central hub of our work unit. I believe James Walden has the right "stuff" to be recognized as Employee of the Month. Submitted by: Malcolm Highsmith, Street Director

Mayor Wolfe thanked James for his hard work and dedication to his department and to the town. Mr. Walden said he loves his job and working for the Town. He added that he considers the people he works with as his family.

Mayor Wolfe said that the appointment of a Host position needed to be added to the agenda. Alderman Countermine made the motion, seconded by Alderman Fitzgerald and duly passed to approve the addition of the appointment of a Host at the McKinney Center to the agenda.

Alderman Countermine made the motion, seconded by Alderman Sell and duly passed to approve the appointment of Nancy Comer to the position of Host at the McKinney Center at Grade 1 Step 1 (\$10.25 per hour) for an average of 10 hours per week.

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

Town Attorney comments was the next item on the agenda. Attorney Wheeler said he had nothing new to report and added that there is currently no litigation involving the Town.

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

The next item on the agenda was the approval of the bid for the Rock House Road Pump Station. Mayor Wolfe said redundancy in the water/sewer systems is a good thing, especially when using the same brand of pumps. Motion was made by Alderman Fitzgerald, seconded by Alderman Vest and duly passed (1) to approve the bid from T&B Contractors, Inc. of Bristol, TN, for \$147,000 to install a new water pump and valving system in the Rock House Road pump station, subject to the Town Attorney's review and acceptance of contract documents, and (2) to approve a contract with Osborne Electric Inc. for \$80,000 to provide VFD's and electrical components necessary to operate the new pump at the Rock House Road pump station as well as the existing pumps, subject to the Town Attorney's review and acceptance of contract documents.

The next item on the agenda was the approval of a Lease Agreement with the Storytelling Resource Place, Inc. Mayor Wolfe said this involves leasing the Town-owned Slemons House. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Lease Agreement with Storytelling Resource Place Inc., leasing the Slemons House for use as a storytelling resource center under the terms stated in the lease.

INSERT LEASE

The next item on the agenda was the approval to sell the 1995 KME Fire Truck. Motion was made by Alderman Sell, seconded by Alderman Countermine, and duly passed to approve the sale for \$20,000 of the 1985 KME Fire Truck recently taken out of Town service to the Hampton Volunteer Fire Department and authorize the Mayor to sign a sales agreement with the Hampton Volunteer Fire Department, after review and acceptance by the Town Attorney.

The next item on the agenda was the approval of a Resolution committing funds for a new roof at of the Christopher Taylor House. Mayor Wolfe said the cabin attracts a lot of attention in this Town. He said people are fascinated with the cabin; they take pictures of the cabin and just love looking in the cabin. He added that the cabin has

been neglected. He said when he became Mayor one of the big things he had to address was the need for extensive repairs at the old Jonesborough Cemetery. He said there were downed trees, fence damage, and fallen and broken headstones; Heritage Alliance helped with the restoration project and now the cemetery is an attraction in Jonesborough. He said now is the time for repairs to the cabin, and added that the roof is leaking very badly. Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to approve the use of \$7,000 of unobligated reserve funds in the General Fund to be used to repair the roof of the historic Christopher Taylor House, in addition to the \$5,000 currently set aside for that purpose, and to approve the Resolution committing the use of the \$7,000 to help fund the re-roofing of the historic log house, and to use the Town's \$7,000 as a match for \$7,000 in DAR grant funds that might be obtained to save the log structure from further deterioration.

INSERT RESOLUTION

There being no further business the meeting was adjourned.

ABBEY MILLER, RECORDER

KELLY WOLFE, MAYOR