

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

SEPTEMBER 12, 2016

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, September 12, 2016, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing agenda was the Ordinance establishing a truck route around downtown Jonesborough. There were no comments.

Mayor Wolfe closed the Public Hearing.

ABBHEY MILLER, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

SEPTEMBER 12, 2016

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, September 12, 2016, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order. Rev. Karen Lane led the group in an opening Prayer, and Bill Chatman led the pledge to the Flag.

Upon call of the roll BMA members present were: Mayor Kelly Wolfe, Alderman Terry Countermine, Alderman Adam Dickson, 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.

Mayor Wolfe said that the agreements between Jonesborough United Methodist Church, Watauga Valley Railroad Historical Society and Museum, and Jonesborough Board of Mayor and Aldermen were the first items for consideration. Mr. Browning said there is an updated schematic increasing the number of parking spaces from 23 to 25.

Alderman Countermine made the motion, seconded by Alderman Dickson and duly passed to approve the following agreements:

The Amended and Restated Lease Agreement for property between 1st and 2nd Avenues, with Jonesborough United Methodist Church.

INSERT AGREEMENT

The Amended and Restated Lease Agreement for property between 2nd Avenue and Washington Drive with Jonesborough United Methodist Church.

INSERT AGREEMENT

The Agreement with Watauga Valley Railroad Historical Society and Museum (WVRHS&M), Jonesborough United Methodist Church, and Jonesborough Board of Mayor and Aldermen Agreement that allows WVRHS&M's Southern Railway caboose to be located on property leased by the Town from Jonesborough United Methodist Church near the Chuckey Depot Museum.

INSERT AGREEMENT

The next item was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda for separate consideration. There was none. Mayor Wolfe pointed out that Cameo Waters' appointment should be made retroactive to September 6, 2016. Alderman Vest made the motion, seconded by Alderman Countermine, and duly passed to approve the following items:

1. Minutes for the June 20, 2016, called BMA meeting, the June 30, 2016, called BMA meeting, and the July 11, 2016, regular BMA meeting.
2. Approve the following August bills for payment:

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
83104-83211 AP	141,849.47		
83212-83229 AP	11,356.57		
83230-83241 AP	35,379.13		
83242-83266 AP	15,537.13		
83267-Craig Ford	128.00		
83268-83270 AP	8,634.16		
83271-Georgia Granite	916.00		
83272-83275 AP	1,458.38		
83276-83290 AP	8,560.02		
83291-83299 AP	8,386.59		
83300-83326 AP	6,921.97		

<u>VENDOR</u>	\$239,127.42 <u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
54999-State of Tennessee		267.25	
54991-55028 AP		203,600.38	
55029-Wheeler & Seeley		1,868.50	
55303-55038 AP		20,704.97	
55039-55043 AP		2,546.89	
55044-55046 AP		811.00	
55047-Comcast		809.71	
55048-55049 AP		4,068.14	
55050-55051 AP		1,487.72	
55052-Trigg Enterprise		58.30	
55053-55059 AP		997.62	
		\$237,220.48	
7259-7273 AP			12,319.15
7274-7276 AP			7,151.86
7277-7278 AP			368.52
7279-Comcast			146.47
7280-Nationwide Retirement			140.00
			\$20,126.00

3. Approve the Town Administrator Report as follows:

Wastewater Improvements

The reserve pump for the influent pump station has been received, and is ready to install if we have one of the four pumps go out. The big diesel pump that provides redundancy for the influent pump station in extremely high flows during major storm events is in place and hooked up. It is not operational, however, until a new 12" force main is installed between the influent pump station and the headworks of the WWTP. The pipe and materials have been ordered, and Cobern Rasnick's crew will construct the new line up the hill as soon as they get all of the materials. Both of these measures are being implemented to avoid overflows with the influent pump station.

I&I Reduction – We have the new camera system, and will be prepared to use it effectively when we start getting more frequent rain events. The Wastewater Crew is preparing just after the Storytelling Festival to set into the concrete culvert making up the alleyway by Whites Auto to replace a section of old deteriorated sewer line. This is an area we are getting a good deal of I&I, but it is obviously going to be very difficult to fix. The Wastewater Construction Crew has to do all the work by hand, and the big expense is getting a pump system hooked up to pump sewer flow coming through the 10" sewer line behind Town Hall and the Visitor Center around the repair area

through the newer culvert under Main Street to a manhole at Little Limestone Creek.

Crockett H.S. Sewer – The plans are close to being ready to send to the State for approval. We have negotiated with the Hawkins family that owns property at Judge Vines Road off of SR-353, and they have donated a 700 foot easement needed for the sewer force main. This is the only easement needed for the project. The Hawkins family has asked in lieu of payment to them that the Town donate a reasonable sum to the renovation fund of the Christopher Taylor Log House, a building we own.

Cobern Rasnick has all of the equipment needed for the sewer pump station going on our Rosenbaum property. We have not received the concrete wet-well in which the pumps will be located, but the Wastewater crew will start the installation as soon as the basin is received. We also have to set a power pole near the SR-353 right-of-way, and the line will be underground to the pump station. This pump station will wait until construction of the line is approved by the State, then our crew will purchase pipe through the grant and connect the pump station to the WWTP and to a manhole near Colony Brook Condos.

Ashley Meadows Sewer Line – We are moving forward with the condemnation suit on the sewer line easement through Brian King's property in the Meadows Subdivision.

Water

Water Loss – As I pointed out in last month's report, the design plans for the first phase of our line replacement project have gone to the State. These plans, which include line replacement on Bill Jones Road, Archer Road, and W. Main Street (removing the cast iron line from west of 2nd Ave to 3rd Ave) have been approved by TDEC. We have obtained authorization on Bill Jones Road and Archer from the County right-of-way. The right-of-way verification and design plans have to go to ECD (which operates the CDBG program for the State) for approval, and we need to get ECD approval on the materials bid. When we get the materials, Water Distribution will start on Bill Jones Road. We would like to get started in September while there is decent weather.

In the meantime, GRW Engineers is working on a zoning plan for the Leesburg area where we are having a number of more serious leaks. We need an operable boring machine because we are working on a number of County roads, and the purchase of a Vermeer drilling machine is on the agenda for this month's BMA meeting.

Water Treatment – We are back treating water using the MIOX disinfectant system, and Jonathon Lucas is working on the back-up bleach based system so we can eliminate the use of chlorine gas. GRW has completed plans for a

“bleach system”, and they have to be sent to TDEC for approval. Upon State approval, we will get the equipment ordered. Issues with water treatment have smoothed out, and it is time to get the third pump installed at the Rock House Road pump station. This additional pump requires new variable drives, revised electrical panels, and an updated SCATA system (to control use at the Treatment Plant). So it is not a simple improvement.

Transportation

Persimmon Ridge/W. Main Street – We have received updated plans from TDOT, and I will be going to a TDOT meeting on the intersection improvement project next week. TDOT expects to bid out the project by Summer – 2017.

Jackson Blvd - 354 – Waiting on TDOT to obligate funding.

W. Jackson Blvd Turn Lane – This project is complete.

Woodrow Ave/2nd Ave – We will be working on the leased parking lots at the Methodist Church with grading and paving (First Ave to Depot lot) just after the Storytelling Festival. This will be close to Woodrow Ave and 2nd Ave, and we will try to undertake this project at the same time.

E. Main Street Improvements – We are still working on a contractor to do the two sets of steps so we can complete the project.

Speed Table at 2nd and Main – This is another project we might try to undertake while we are working on the leased parking lots of the Methodist Church.

North Cherokee Street / Smith Lane – No change in status.

Truck Route – Second reading of the Truck Route Ordinance is on the agenda for Monday’s BMA meeting. The truck route signage is being ordered.

Library Lot – New drainage system was installed to reduce surface water, and parking lot was paved by the County is week.

Grants

T-21 Walkway Grant – King Contractors is working on the finishing touches of the walkway this month. Landscaping will be installed probably in October, and the project will be complete. The leased parking lot agreements have been accepted by the Methodist Church and the revised agreements are on the agenda for the September 12th meeting of the BMA.

LPRF Application – As you know the park project was funded at \$500,000. Information packets on the environmental review process are being sent out by the end of September, and the environment review is expected to take about

six (6) weeks to complete. Then contracts will be sent. It appears we will be given the choice to dates for the contract with the State, either in February, May or August next year. The contract schedule is 2 years from the beginning date of the contract.

TDOT Senior Center Bus Grant – I found out that we did not get this grant, but we are going to re-apply this fall.

CDBG Façade Grant: Jackson Theatre – We submitted the CDBG in August. We feel have a strong application. We'll see.

Chuckey Depot

Progress was a little slower in August. The inmates were not in Jonesborough for about 10 days, and we recently shifted them to do brick work on the Main Street Jonesborough leased property at Fox and Main Street. The inside work of the Depot looks great. A lot of the lighting is installed, and the HVAC system is operable. Craig Ford has looked for doors, and is considering having the inmates make custom doors. When the doors are installed, the building will be secured. The building is looking great!

Jackson Theatre

The exterior plans have been sent to the Tennessee Historical Commission for review and approval. Interior design plans are being worked on, and the goal is to send them to the State Fire Marshall by the end of September. When the plans are sent, we will work on a bid package for the steel structural system. The design plans have to be sent to Rural Development as well for RD's approval. The purchase of the Charles Allen building is supposed to close by December 6th.

McKinney Center Parking

When the Street crew has completed the project they are implementing at the corner of Fox Street and Main St, we are going to shift them to complete some paving work. That will take us through September and possibly early October, and then we will shift to undertake the improvements and paving of the leased lots of the Methodist Church. After that the work is completed by the end of October, we will start work on the McKinney Center extended parking.

Committee Meetings

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

4. Approve the Operations Manager Report as follows:

I feel good about progress that has been made on some projects for the month of August. The turn lane in front of Family Dollar on West Jackson Boulevard was completed this month. The Street Department did a really good job on this project and the median already has a full stand of grass.

The library parking is finally complete as well. The Washington County Highway Department finished the paving and the striping is complete. This area finally looks really good. I am hoping in the near future that we can look at a landscaping plan for that entire area.

The inmate crew has continued to do quality work on the Chuckey Depot and work is progressing, although progress has been somewhat slow. The heat pump has been installed and we are mainly completing finish work at this point. There is still much work to be done.

I moved the inmate crew to the corner of Fox and Main Street this past week to begin work on the beautification of this corner. Work has progressed quicker than I thought on this corner and I feel like we can complete this work in another week to week-and-a-half.

The Street Department is assisting on this project as well. As soon as we have this project completed, I will begin working on some street paving before the County Highway Department shuts down for the winter.

After working with some private contractors and much help from the Mayor, we have a solution now on the steps to the two residences on Main Street that need to be constructed as a result of the Main Street underground project. Hopefully work will begin on these steps the week of September 19.

Phillip Gardner, the Assistant Street Department Director, had to have heart surgery and has been out for the entire month. I have been supervising the daily activity of the Street Department and will continue to do so until we have a new director.

5. Approve the following Committee Reports: Keep Jonesborough Beautiful Committee, JRT Board of Directors, Historic Zoning Commission, Jonesborough Traffic Advisory Committee, Jonesborough Planning Commission, and Chuckey Depot Advisory Committee.

6. Approve the following Supervisor Reports: Visitor Center Manager, Water Distribution, Building Inspector, Street Department, Animal Control, Solid Waste and Recycling, Fire Department, Senior Center, McKinney Center, Environmental Services Director, JRT Artistic Director, Police Department, Water Plant Director,

Water Park Director, Park and Recreation Director, Fleet Maintenance Director, Promotions Coordinator and Event Coordinator.

7. Accept the position of a Senior Center Service Coordinator to be funded through a \$38,768 appropriation from the First Tennessee Development District (FTDD) (through the Tennessee Area Agency Council), for ten months of this fiscal year, with the position falling under the supervision of the Senior Center Director, and the person filling the position being approved by the Senior Center Director in addition to the FTDD staff. The position and appropriation will be incorporated by the Town Recorder into the next budget amendment for this fiscal year's General Fund budget.
8. Approve the hiring of Allen Weems as the Senior Center Service Coordinator at the salary level established by the First Tennessee Development District, and inclusion of the position and related payroll expenses in the Senior Center budget.
9. Approve the hiring of Brandon McInturff as a Water Worker I at Grade 1, Step 1 (\$21,315), subject to all pre-employment conditions including Worksteps.
10. Approve the hiring of Cameo Waters as Director of Tourism and Marketing, at Grade 18 Step 1 (\$48,854), subject to all pre-employment conditions and retroactive to September 6, 2016.
11. Approve the appointment of Timothy Everhart and Dakota Conkin as Volunteer/ Pay-Per-Call Firefighters in the Jonesborough Fire Department, subject to all pre-employment conditions.
12. Approve Andres Cabrera as a Visitor Center Host, part-time, at Grade 1 Step 1 (\$10.25 per hour), subject to all pre-employment conditions.
13. Approve the position description for the part-time Accounting Assistant in the Recorder's office with compensation at Grade 6 and authorize the advertising of the position.

ACCOUNTING ASSISTANT (Part-Time)

GENERAL STATEMENT OF DUTIES: 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 assists in maintaining complex fiscal records of Town revenues and expenses. This work encompasses a broad scope of duties and independence of action in carrying out oral and written

instructions. An employee in this class is under the direct supervision of the Senior Staff Accountant and the general supervision of the Town Recorder.

ESSENTIAL FUNCTIONS OF THE JOB:

- ◆ Prepare monthly bank reconciliations.
- ◆ Prepare monthly insurance reports for submission to accounts payable.
- ◆ Prepare monthly retirement reports for submission to TCRS.
- ◆ Prepare and submit monthly sales tax reports
- ◆ Record monthly Redflex revenue and maintain appropriate spreadsheets.
- ◆ Prepare and maintain Jonesborough Repertory Theatre Financial Statements.
- ◆ Maintain spreadsheets on various fixed asset, grant, and capital outlay projects.
- ◆ Prepare and record basic journal entries.
- ◆ Prepare and maintain Payroll Spreadsheets.
- ◆ Prepare notices and maintain spreadsheets to record various revenue collections. (Hotel/Motel Tax, Beer Tax, Liquor by the Drink, Tax Suit Collections, General Sessions Collections).

- ◆ Prepare and maintain monthly and yearly Water Loss Reports.
- ◆ Verify and record Wetlands water park daily deposits.
- ◆ Review outstanding checks and submit to unclaimed property.
- ◆ Reconcile on-line credit card receipts to accounting system.
- ◆ Assist Water Department staff in answering phone calls and handling customer payments, as needed.

- ◆ Assist the Town Recorder as needed in preparation for audit, budget, and other financial record keeping.

- ◆ Perform related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of professional accounting methods used in keeping financial accounts and records. Ability to prepare and maintain detailed and accurate records. Good judgment, accuracy and integrity. Experience in an office setting and the handling of confidential customer, employee, and financial information. Ability to establish effective working relationships with fellow employees, officials, and the general public; ability to count large sums of money; ability to operate computer terminal and standard equipment. Proficient in Microsoft Office (Word, Excel, Outlook, Internet Explorer). Ability to meet deadlines; ability to take initiative; ability to follow through on assigned and self-appointed tasks.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED. An Associate's Degree in Accounting preferred; however, considerable professional accounting experience may replace formal education. Sufficient course hours in accounting and related subjects or other professional

accounting training which provides the required knowledge, skills, and abilities is desirable. Previous experience handling large sums of money, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority work.

ADA REQUIREMENTS:

Physical Requirements: Tasks may involve some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lb); or minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment. Tasks may involve extended periods of time at a keyboard and sitting at a work station or desk. Frequent bending, twisting and turning.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: Tasks require visual perception and discrimination. Tasks require 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.

Grade 6 (Part-time 20 hours per week)
September 2016

14. Approve Kyle Mason, Edward Daugherty, and Cassity Jenkins as part-time hosts/hostesses at the McKinney Center at Booker T. Washington School at Grade 1, Step 1 (\$10.25 per hour), subject to all pre-employment conditions.
15. Approve the Special Events Permit Application to hold the Race for Ian 5K run/walk fundraiser in support of the Tennessee Hemophilia and Bleeding Disorder Foundation, to be held at 9:00 a.m., on Saturday, November 5, 2016, beginning at Trinity Baptist Church through Walnut Grove Subdivision, subject to the event sponsors notifying subdivision residents of the day and time of the event, subject to the Town Attorney's review and acceptance of the required Hold Harmless

Agreement and proof of insurance, and with the Police Department closing streets along the race route as necessary for safety purposes.

16. Approve the Special Event Permit for Jonesborough Civitan Club's Wing Challenge to be held Saturday, October 1, 2016, 11:00 a.m. to 11:00 p.m., and allowing the closing of the Westside of Courthouse Square for the event beginning at 9:00 a.m. on October 1st or other times that allow adequate vendor set up at the Farmers Market earlier that morning, subject to the Town Attorney's review and acceptance of the Hold Harmless Agreement and proof of insurance.
17. Approve the naming of the short public drive along Food City, off Forrest Drive, Molly Grayce Lane.
18. Approve a \$3,000 appropriation from the Water/Sewer Fund to a Christopher Taylor House maintenance fund, as an in-lieu-of-payment for a donated 700 foot sewer and utility easement by the Hawkins family.
19. Approve the low bid from Vermeer of \$167,276 on the directional boring machine and listed accessories with a two year warranty on the equipment, to be paid from the Water/Sewer Fund reserve balance.

The next item on the agenda was the approval of the Financial Report. Ms. Miller noted that in the Solid Waste Fund there is an increase in revenues due to the recently implemented increase in garbage collection rates. Mayor Wolfe said that even though the Water Park had five less days of operation in 2016 than in 2015, net revenues will be about the same as last year. He said the JRT continues to perform well. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe asked if anyone was present to represent JAMSA and there was not. He said he had a Proclamation to present to them but would do so at a later date. He said JAMSA is doing a great job with events. He said JAMSA has recently hosted a Wine and Cheese Fest, Scoop Fest, Chocolate Fest, Soda Fest, Tailgating on Main event, and a Coffee Fest. He added that all of these events benefit downtown businesses, bring people to Jonesborough, and help make Jonesborough a weekend destination. He said our Main Street Coordinator and staff, along with JAMSA and its volunteers, are putting together these events. He said Dona Lewis, Alex Bomba, Jeff Gurley, and others are doing a great job with these events.

Mayor Wolfe said he has a Proclamation honoring International Peace Day. There was no one present to accept the Proclamation.

INSERT PROCLAMATION

Mayor Wolfe said he would like the Board to approve the following Committee appointments:

James Wesley Langley's appointment to the Historic Zoning Commission. Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to approve the appointment of James Wesley Langley, 210 West Main Street, to fill an unexpired term ending March, 2018, to the Historic Zoning Commission.

Karen Sue Gillespie and Janet Renfro to the McKinney Center Advisory Committee. Motion was made by Alderman Dickson, seconded by Alderman Countermine and duly passed to approve the appointments of Karen Sue Gillespie, 206 Depot Street, to fill the term ending April, 2019, and Janet Renfro, 800 N. Mountain View Circle, to fill the term through April, 2019, to the McKinney Center Advisory Committee.

Jerry Paulsen as a Community Resource Member to the Senior Center Advisory Committee. Motion was made by Alderman Countermine, seconded by Alderman Sell and duly passed to approve the appointment of Jerry Paulsen as a Community Resource Member to the Senior Center Advisory Board.

Jimmy Rhein, Marion Light, and Dean Chesnut to the Jonesborough Planning Commission. Motion was made by Alderman Dickson, seconded by Alderman Countermine and duly passed to approve the appointments of Jimmy Rhein, Marion Light, and Dean Chesnut to the Jonesborough Planning Commission with terms expiring August, 2019.

Peter Noll - Heritage Alliance Representative, Watauga Valley Representative - Clyde Knoles, Jimmy Rhein, Terri Knight, David Sells, Cameo Waters and Theresa Hammons to the Chuckey Depot Advisory Committee. Motion was made by Alderman Vest, seconded by Alderman Dickson and duly passed to approve the appointment of Peter Noll - Community Representative, and Clyde Knoles - Community Representative, Jimmy Rhein - Community Representative, Terri Knight - Community Representative Education Programming, David Sells - BMA representative, Cameo Waters - staff and marketing, and Theresa Hammons - staff plus the Heritage Alliance and Watauga Valley Railroad representatives to the Chuckey Depot Advisory Committee.

Next, Mayor Wolfe said he attended the Friends of Washington County Library Bocce Ball Tournament at Alderman Terry and Sandy Countermine's home, and there were over one hundred people in attendance. He thanked the Countermine's and all the volunteers for putting this event on, and added that \$1,300 was raised for the library.

Mayor Wolfe said there will be a ribbon cutting ceremony and dedication of the Elmer Gillespie Building where the food pantry is now located. He said there will be tours of the facility and refreshments. Mayor Wolfe said this is a wonderful facility, and added that his construction company made the upgrades to the building. Mr. Browning said he met with Elmer Gillespie to see if this facility would work for the food pantry and Mr. Gillespie said, with tears in his eyes, that this is a dream come true.

Mayor Wolfe said the Employee of the Month for August was Terry Henry. He read the following nomination:

I would like to nominate Terry Henry as employee of the month. Terry is very much deserving of this title every month as he uses each shift to move Jonesborough Dispatch to a better place than it was when he got there. Terry does not just learn how to use the many pieces of software and technology that is in dispatch; he learns it in order to be able to teach everyone else and become an instrumental person in our agency. He is quick to make suggestions to aid in the efficiency of the organization and to take steps to make any changes a reality. I know that when Terry Henry is in dispatch that everything will be done right. Terry has also taken on the additional responsibility of the alternate departmental TAC. This demands a lot of additional responsibility and some traveling. He is very well respected with the TDI due to the job that he does for the department. Once you get to know Terry, you will always be in for a good laugh. I arrived to work one day to receive a memo that Terry had typed to Lorena. He made a great point that the Town of Jonesborough is like a great big family. Spending 12 hour shifts in one room, you may not always feel the love that the town has for its employees. Due to the town being a large family, Terry suggested that Bob Browning just declare all the employees as "his kids" so that we could just have one big family insurance policy in order to save everyone money. You never know what Terry will do next; but when it comes to his job, you don't have to worry. Terry is an excellent example of an employee of the month and an employee for the Town of Jonesborough.

Submitted by: Natalie Hilton, Police Major

Mayor Wolfe thanked Mr. Henry for his tireless dedication to the Town and his willingness to take on more responsibilities when necessary.

Mayor Wolfe said the Employee of the Month for September was Dennis Higgins. He read the following nomination letter:

I am honored to nominate Police Sergeant Dennis Higgins for employee of the month. I met Sgt. Higgins on his first day on the job. We had a five minutes conversation while showing him how to use the gas pump, and I knew then the town had found a great employee. Wednesday, June 29th, I got called back to the water plant and as I was coming down Main Street I passed Sgt. Higgins patrolling on Main Street. In the short time that I passed him, he had stopped and picked up a restaurant customer's napkin that had blown away. After tossing it in the garbage, there was a customer coming out of one of the antique shops who had her hands more than full. Sgt. Higgins rushed over to help the lady and proceeded to carry her merchandise to her car for her. From what I have heard from merchants on Main, I know that they are thrilled to have Sgt. Dennis Higgins patrolling the streets and from what I have seen the customers are glad that he is there as well. You can tell that Sgt. Higgins takes his job very serious and he is

the embodiment of a public servant. The town is very lucky to have an Officer such as Sgt. Higgins and the public is lucky to have a great public servant patrolling the streets. Thank you for considering Police Sgt. Dennis Higgins as employee of the month.

Submitted by: Jonathon Lucas, Water Treatment Plant Director

Mayor Wolfe thanked Sgt. Higgins for representing the Town in such a professional manner.

Mayor Wolfe said the Town received a letter from the Comptroller's Office stating that the Town had a good audit. He thanked Abbey Miller and her staff for a job well done.

Alderman Communications was the next item on the agenda. Alderman Dickson said he is excited about the Gillespie Building, and added that we live in a community that is genuinely run from the heart. He said he is glad to see the work at Fox and Main Street and how much better that corner looks.

Alderman Sell said he recently got a phone call that the alarm was going off at his business Ace Hardware. He said he lives less than a mile away, and by the time he arrived there was a Police Officer there and before he got out of the car there was another Officer there. He said they secured the perimeter, went inside and checked the building, and were very professional; he was impressed with the officers' work and grateful for their quick response.

Alderman Sell asked if the LPRF Grant contract date could be August of next year so the Town would have some time to get ready. Mr. Browning said the only issue would be if the Town did work before August, we would not be reimbursed for that work, but added that we are probably looking at August as the date to sign the contract. Mr. Browning said this is the first time the State has given an option to choose the date to sign the contract.

Mayor Wolfe said the library parking lot looks great, and we will soon be working on the landscaping. He thanked the Washington County Commission and the County Highway Department for undertaking the paving portion of the project.

Alderman Vest said at the last meeting there was a very important vote. He said after that meeting he did not feel people realized what a generous donation had been made out of love for Jonesborough. Kelly and Jennifer Wolfe and Sonia King donated the funds to purchase a building for the Town which is an extraordinary gift that reflects how Mayor Wolfe, Jennifer Wolfe and Ms. King feel about the Town of Jonesborough. He said Mayor Wolfe has made a big impact on Jonesborough, and he feels that Mayor Wolfe is the best Mayor that Jonesborough has ever had. Alderman Vest said he believes the theater project will be a homerun for Jonesborough, and these donations save the citizens of Jonesborough a lot of money.

Attorney Comments was the next item on the agenda. Attorney Wheeler said the litigation between Rainey and the Town has been settled and the Town was dismissed from the lawsuit. He asked that the Board meet in Executive Session at the end of Regular Session about a pending litigation matter.

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

The first item on the agenda was the Ordinance establishing a truck route around downtown. Motion was made by Alderman Countermine, seconded by Alderman Sell and duly passed to approve on second and final reading the Ordinance amending the Jonesborough Municipal Code by adding Title 9, Chapter 10, Truck Route.

INSERT ORDINANCE

The next item on the agenda was the fire truck Master Equipment Lease Purchase Agreement and Resolution Authorizing the Lease. Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to approve the Master Equipment Lease Purchase Agreement with Community First National Bank and authorize the Mayor, Town Recorder, Town Administrator and Town Attorney to execute all documents associated with the \$365,000 fire truck lease.

INSERT LEASE

Motion was made by Alderman Dickson, seconded by Alderman Countermine, and duly passed to approve the Lessee Resolution certifying the Board's approval of the Lease Agreement and that the Town has budgeted funds associated with the lease payment obligation, and authorize its execution.

INSERT RESOLUTION

The next item on the agenda was the Ordinance to reduce pollution by establishing permanent water quality management. Motion was made by Alderman Vest, seconded by Alderman Countermine, and duly passed to approve on first reading the Ordinance amending Title 11, Chapter 18, in its entirety, as presented, bringing the Town's Water Quality Stormwater Management requirements in compliance with State and Federal guidelines, with the effective date being July 1, 2017.

INSERT ORDINANCE

The next item on the agenda was the amendment to Peak Stormwater Management, Erosion & Sediment Control. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve on first reading the Ordinance revisions to Title 11, Chapter 2, of the Jonesborough Municipal Code in its entirety that brings Jonesborough into compliance with State and Federal Stormwater Management and Erosion and Sediment control measures, with the effective date being July 1, 2017.

INSERT ORDINANCE

The next item on the agenda was the Resolution authorizing signers of deposit accounts at First Tennessee Bank. Motion was made by Alderman Dickson, seconded by Alderman Sell, and duly passed to approve the Resolution authorizing a single signatory page be executed by the BMA members and Town Recorder that provides signatory authority of the Board and Town Recorder on all Town checking accounts with First Tennessee Bank.

INSERT RESOLUTION

The next item on the agenda was the Ordinance establishing a Jonesborough Americans With Disabilities Act (ADA) Transition Plan. Mayor Wolfe asked if an existing committee could also serve as this committee. Mr. Browning said the committee has to have some training and is a specialized committee. He recommended that people like Chief Fritts and others with specialized knowledge be appointed to this committee. Chief Fritts briefly explained the purpose of the committee. Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to approve the Ordinance on first reading adding Title 19, Chapter 1, to the Jonesborough Municipal Code, establishing the ADA Compliance and Advisory Committee as follows:

INSERT ORDINANCE

The next item on the agenda was the Ordinance rezoning certain property from R-1 to B-3. Mayor Wolfe said this is for a Wedding Venue to be built on this property. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve on first reading an Ordinance rezoning a portion of Parcel 95.04, Washington County Tax Map 052, a parcel along N. Forest Drive, from R-1 Residential District (Low Density) to B-3 (Arterial Business District) as follows:

INSERT ORDINANCE

The next item on the agenda was the amendment to the Refuse Ordinance for placement of brush and leaves. Mayor Wolfe said that Jeff Thomas, Director of Solid Waste, should be the contact person and not the Director of Streets. Craig Ford said the Ordinance states to place brush and leaves at the edge of the street pavement and in some areas that could be placing leaves on the sidewalks. Mr. Browning said he would take care of the wording by adding "not blocking sidewalks" before second reading. Motion was made by Alderman Countermine, seconded by Alderman Sell and duly passed to approve on first reading the Ordinance amending Title 8, Chapter 2, Sections 8-211 and 8-212 of the Jonesborough Municipal Code, clarifying the proper location to place brush and leaves for collection.

INSERT ORDINANCE

The meeting was adjourned into Executive Session.

ABBAY MILLER, RECORDER

KELLY WOLFE, MAYOR