

BOARD OF MAYOR AND ALDERMEN

BEER BOARD

SEPTEMBER 14, 2015

The Board of Mayor and Aldermen (BMA) met as the Beer Board on Monday, September 14, 2015, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The only item for consideration was an application from Lee Oil Company for a retail off-premise beer permit. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Retail Off-Premise Beer License for Lee Oil Company, Inc., dba Lee's Food Mart #28, at 311 West Jackson Blvd., Jonesborough, TN.

There being no further business the meeting was adjourned.

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ABBEY MILLER, RECORDER

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KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

SEPTEMBER 14, 2015

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, September 14, 2015, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order. Alderman Adam Dickson led the group in an opening Prayer, and Alderman David Sell led the pledge to the Flag.

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

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. There was none. Alderman Countermine made the motion, seconded by Alderman Dickson and duly passed to approve the following items:

1. Approve the Minutes for the July 13, 2015, Regular Meeting, the August 10, 2015, Regular Meeting, and the August 23, 2015, Called Meeting.
2. Approve the following August bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z Office Resources	531.17
Advance Auto Parts	12.60
AFLAC	3306.47
Aggregates USA, LLC	6209.72
Alicia Phelps	66.02

<u>VENDOR</u>	<u>AMOUNT</u>
ALSCO	118.00
American General Life	236.68
Andy Oxy Company, Inc.	196.19
Appalachian Gypsum	974.78
Aramark Uniform Service	440.42
Archer Brothers Garage	65.00
Archer Electric Service	2904.00
Auto Zone #2087	130.93
Barbara L Bogart	108.00
Boones Creek Outdoor	54.75
Brenntag Midsouth, Inc.	761.04
Bright & Associates	4554.00
Business Health	4381.65
Carl Brickey	135.00
CenturyLink	283.50
Chappell's Pest Control	45.00
Cintas Corporation #202	374.26
Citizens Security	4599.19
Coca-Cola Bottling Co.	1739.35
Comcast Cable	146.67
Consolidated Pipe & Supply	187.71
D.Todd Wood	4620.00
Data Driven	5569.73
Dearborn National	493.22
Dennis Dwayne Brooks	525.00
Diamond Ticketing System	347.95
Diverse Computing, Inc.	2120.00
DLT Solutions, Inc.	746.73
Douglas E Barnett	35.00
Dry Clean City	115.00
Duffield Aquatics, Inc.	10051.25
Ecosafe Landfill	6393.47
Employee Security	475.00
Equinox Environmental	4227.63
ESC Lab Science	2950.00
ESC Lab Sciences	164.50
ETSU Foundation	500.00
Facility Systems Cons.	2002.50
Ferguson Enterprises #5	3897.98
Fire Extinguisher Co.	59.00
First Tennessee Bank	10410.71
First Tennessee Bank	3908.30
Fleenor Security System	84.00
Food City	473.28
Foster Signs	728.73
G & C Supply Company, Inc.	2800.00
Gall's, LLC	305.50
Grainger	1573.29
Hampton Textile Printing	550.00
Harold Cochran	500.00
Henry Schein, Inc.	30.49
Ingles #4205	205.00
Janette Gaines	21.29
JD Metals	177.39
Jefferson Sales South	1230.96
Jonesborough General	253.50
Jonesborough HRA	7400.00
Jonesborough Water Dept.	3200.00
Jonesborough/Washington	3750.00

JRT	544.23
K&S Property Services	1820.00
<u>VENDOR</u>	<u>AMOUNT</u>
Kansas State Bank	8962.25
Knock Out Chemicals, Inc.	1390.00
Logic 1 Engineering	160.00
Login, Inc.	525.00
Lowe's	3509.88
Mahoney's Sportsman's	1221.61
Mail Works, Inc.	138.51
Mark's Self-Storage	375.00
McCoy Land Surveying	1100.00
Meade Tractor	1430.00
Medtech Wristbands	54.00
Melinda Copp	17.50
Mes-Carolinas	85.21
Microbac A/R	243.70
Miles Media Group, LLLP	6152.00
Modern Marketing	216.03
Napa Auto Parts	95.41
Network Fleet, Inc.	1410.25
Office Depot Credit Plan	114.53
Olde Towne Hardware	731.26
Olde Towne Small Engine	281.02
Pardue Photographics	40.00
Print Distribution Service	2769.51
Probuild East LLC	5498.13
Quality Trophy & Engraving	131.50
Qwik Pack & Ship	96.92
Reinhart Food Service LL	11783.13
Rick Engel Enterprises	2095.00
Ricoh USA, Inc.	5645.83
Sam's Wholesale #8222	100.00
Saratoga	583.49
Shell Media	374.66
Shred-It	25.30
Spears Service Inc.	205.00
Stafford Custom Graphic	1547.85
Summers Hardware	69.48
Summers-Taylor Inc.	1263.27
Swana	212.00
Tennessee Pizza Product	1338.30
TFA	50.00
TFACA	89.00
The Detail Shop	70.00
Thomson Reuters – West	156.45
TLETOA	30.00
TML Risk Management Pool	1097.58
TN Bureau of Investigation	174.00
TN Dept. of Health F.S.	900.00
TN Local Dev. Authority	3183.61
Tractor Supply	99.99
Tri-City Beverage Corp.	180.00
Trimble Company	787.75
Triplett Farms	712.50
Tritech Software System	2040.09
Tysinger, Hampton & Partners	1100.00
United Parcel Service	73.13
United Way	188.50
USA Blue Book	815.68

Wal-Mart Store / GEMB	447.81
Walters State College	250.00
Washington County Emerg.	4750.00
<u>VENDOR</u>	<u>AMOUNT</u>
Washington Farmers Co-op	421.60
Waste Management	775.89
Weems Florist	55.00
Wells Fargo Equipment	3451.00
White's Auto Parts	366.45
Williams Electric	1769.34
WKPT Radio	<u>1000.00</u>
<b>TOTAL</b>	<b>\$204850.63</b>

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
79434-79585 AP	185,341.15		
79586-79587 AP	1,080.00		
79588-Nancy Kavanaugh	201.74		
79589-Holiday Inn Express	411.60		
79590-Gary Lykins	230.00		
79591-Jonesborough Water Dept.	1,000.00		
79592-79603 AP	69,832.02		
79604-79619 AP	22,886.51		
79620-79650 AP	14,296.65		
79651-79652 AP	153.25		
79653-79662 AP	18,717.09		
79663-79771 AP	132,663.91		
		<b>\$446,813.92</b>	
53410-53470		109,292.96	
53471-53472 AP		641.60	
53473-53481 AP		166,033.25	
53482-53485 AP		1,123.76	
53486-53492 AP		1,351.21	
53493-53498 AP		2,005.36	
53499-53559 AP		60,460.45	
53560-Jonesborough Postmaster		3,500.00	
			<b>\$344,408.59</b>
<b>Sanitation</b>			
6783-6815 AP			16,058.30
6816—6817 AP			141.41
6818-Liberty National			267.76
6819-6834 AP			11,726.27
<b>\$28,193.74</b>			

3. Approve the following Town Administrator Report:

**Wastewater Improvements**

The WWTP continues to operate very well. The low bidder on the facility fencing is starting Friday, September 11<sup>th</sup> to take out some of the old fencing, and they are supposed to begin installing the new fence next week. This fencing will separate the Wastewater operation from the Solid Waste operation, and provide the security needed. Cobern Rasnick has completed the switch over from chlorine gas to hypochlorite to treat the effluent going out of the plant, and the new system is working great. This disinfection process is just as effective as

chlorine gas and much safer. We are still having minor electrical issues resulting from the last phase of the Improvement Project. Cobern Rasnick has been staying on it and 4 or 5 have been fixed and there are 4 or 5 they are still working on. Equipment is working, but the issues to get resolved are making sure the electrical safeguards are in place if a pump or motor goes out. Cobern is making sure everything is functioning the way it is supposed to in all modes of operation. This is all warranty work, and Cobern is not letting the time slip by.

Ashley Meadows Sewer – We are still working through the court process. There is currently only one house occupied in Ashley Meadows, and we are pumping out of a manhole in the subdivision about once a month. We hope to have everything resolved in about 30 days.

David Crockett H.S. Package Plant – They should be announcing the CDBG grant award in the next couple of months.

## **Water**

TDEC Inspection – TDEC has just completed their every two-year inspection of our Water System. Jonathon Lucas and Mike McCracken did a great job of working through the evaluation process. We have been having some by-product issues with THM's (Trihalomethanes) which show up in the finished water as a "by-product" of the disinfection process. Some Board members may remember that our switch back to the MIOX disinfection process was based on the salt brine electrolysis process was much safer than Chlorine gas, was more effective as a disinfectant with longer residual in the water lines, and generated fewer by-products. Even with that change, we have still had some THM levels that have just barely gone over the EPA limits.

By-product build-up is affected by a number of variables. This includes the levels already in the raw water and the make-up (pH) of the raw water, the disinfectant used, and the length of time water stays in the line or a reservoir before being used. The older the water in our system, the higher the level of by-products. For this reason, we have to pick locations within our system to test that are the most likely to experience higher levels of by-products. These are going to be remote dead-end lines with few customers. It was one of these remote dead-end lines off Glendale Road that was barely over the 80 parts per million maximum level. As a result, we had to recently send out a letter to all water customers stating we violated our limit. The negative impact of this violation health wise is most easily understood by the statement in the letter that went out that says, "The actual risk has been identified as 1 out of every 10,000 people have a greater chance of cancer if they drink two (2) liters of water every day for 70 years".

We are taking the following steps to address the by-products issue:

1. We have installed automatic flush valves on the remote lines being tested, and increased the flushing schedule so the water in the line is more continuously refreshed. This is a Water Distribution function.

2. Jonathon Lucas has taken the following actions:

- a. We have started using an algaecide during the hot weather at the raw water intake to kill algae in the water that interacts in the disinfection process. This has had a positive impact on our finished water, and Jon thinks it will help reduce by-product levels.

- b. He has switched coagulants to a Thermodyne product that has the potential of pulling more solids out of the treated water allowing for more effective disinfection.
  - c. He has taken the “middle man” out of the sampling and testing process to help ensure a more rapid testing of the samples collected. Before, we would give samples to a representative from the testing lab in Mt. Juliet, TN that would pick them up and take them to the lab. The samples were driven around before they reached the lab. Also, if they were tested 30 days from the time the sample was taken, Jonathon feels there are variables introduced during that length of time that could negatively impact the test results. In the two times we have had a violation on THM's, the test results were just barely over the maximum limit. Jon is now sending the sample by FedEx next day to the Mt. Juliet Lab to reduce the possibility the samples got too hot, or sit around too long. He is calling the lab to get the tests run in a timely manner. He wants to eliminate the testing procedure as a potential reason for higher TTHM levels.
3. Jonathon has worked out an in-house process to clean out sedimentation basins more often. The crane we just obtained through military surplus will be a big help in a more timely schedule of basin cleaning, which can so help reduce by-product development in the treatment process.
  4. We are now feeding carbon on a regular basis at the raw water intake which helps pull solids out of the water before it goes into the filters.

We will lose some points in our system rating because of the THM violations, and we will lose some because of backflow testing not taking place due to the death of Mark Arwood. We have taken steps to correct both of these issues, but the rest of the evaluation has appeared to go very well. Both Jonathon Lucas and Mike McCracken have done a very good job of communicating with TDEC, and with addressing any problems brought to their attention.

Charlie Hicks Road Pump Station – We had a flooding problem at the Charlie Hicks Pump Station. The underground pump station was flooded due to the sump pump float failing to operate and a leak occurring in a small  $\frac{3}{4}$  inch line within the station. Both the Water Plant and Distribution crews responded very well. The motors had to be taken out and sent to Bristol to be dried out. The transformer in the station had to be dried out and made operable as well. There are about 100 customers operating off of the small Charlie Hicks Reservoir, and about half of them were out of water service about half a day. The pump station was back in operation at 6:00 p.m. the same day the motors and transformer were taken out of the station.

Jon has taken steps to greatly reduce the problem from occurring again by replacing the sump pump and using a double float system where if one float fails to operate, the back-up float will operate. An alarm system has also been installed using the telemetry so if water is up one inch above the level of the sump pump operation it will set off an alarm. The same changes have been made in the underground pump station associated with the Small Bumpass Cove Reservoir. Water Plant staff are going in and checking each pump station daily.

Water Loss – The pressure reducing valves and vaults have been ordered for Zone 3. It takes 4-6 weeks and the equipment was ordered 3 weeks ago. We have also submitted a permit request to TDEC allowing the improvements. We

still are having breaks in Zone 3, so Mike McCracken will have his staff install the PRV's as soon as the equipment is received, and we get TDEC approval of our permit application. We should receive both near the end of September.

After Zone 3 is implemented, we will look at the impact on the remaining area of the system not in Zones 1-3. We are thinking we will only have one more Zone (4), and we are expecting the pressures to equalize in this remaining area without additional PRV's. We'll see.

Note: The calculated water loss last month was 38%, so we are making major progress.

Water Plant/Rock House Road Pump – With the TDEC inspection, changes in coagulant and added algaecide, and the Charlie Hicks pump station problems, no additional work has been undertaken on the Rock House Road Pump Station. Again this is the main booster pump station in our system, and we can't fill up the main Persimmon Ridge Reservoir without it. The variable drive pump that was reconditioned has been reinstalled, but has been operating a little too hot. Jonathon Lucas and Mitch Triplett will work on solving this issue the first of next week. Once solved, we will switch back to the variable drive pump as our main pump in this booster station. We are still looking at a third pump at that location to ensure there is always a back-up.

### **Transportation**

Persimmon Ridge Rd & Shell Road – I met out on the site with Tammy Cloyd, Gerald Sparks, Todd Wood and TDOT's traffic engineering staff from Knoxville, and the work that we have done will definitely allow TDOT to really improve the intersection. TDOT explained their process, and said the intersection improvement project would be done, however, they could not guarantee a timetable because of funding issues. Ms. Cloyd seemed to be pleased with the conversation at the time.

We will go back to work on the project the week of September 14<sup>th</sup> with the expectation it will be complete by the end of September. Wally Sparks is talking to Joe Shell about hydro-seeding the large sloped area. We will focus on getting the Cloyd property stabilized, completing the ditchline along the new driveway, and paving the drive from Shell Road. Then we will complete the Shell Road work.

Woodrow Ave/2<sup>nd</sup> Ave – Status has not changed.

Jackson Blvd/SR-354 – Status has not changed.

W. Jackson Medians - Status has not changed. The Traffic Advisory Committee met with Nathan Vatter and Cameron Parker of TDOT to discuss traffic planning in the area of Smith Lane and N. Cherokee Street. The TAC minutes summarizes that discussion, and Board members may want to make it a point to review that discussion. It is very likely to result in a recommendation to the BMA with the idea of a long-term traffic plan is developed for that area of Jackson Blvd.

Speed Tables – There is a speed table request on Spring Street to be considered by the BMA.

### **Grants**

LPRF Walkway/Playground Grant – This project has been formally closed out.

Safe Routes to School – We are still trying to get our construction design approved by TDOT. Another revision has been sent in to Nashville. We have even received assistance from Mattern & Craig Engineering on reviewing our plans to help get TDOT approval. They said our plans are more detailed than those they have submitted and got approved, and they don't know why we cannot get ours approved. I have submitted a grant extension request of TDOT until August 1, 2016. We'll have to wait to see if they approve it.

T-21 Walkway Grant – We continue to wait for TDOT's approval to bid the project. We have submitted everything necessary to proceed back at the first of the year. We have to get their ok to bid, which we have not received yet. Norfolk-Southern has come in and installed everything with the railroad crossing but the crossing gates.

### **Jackson Theatre**

John Jacobs, the structural engineer, is working on the initial plan for structural improvements that can be carried out by the Carter County Work Camp Crew. We want to start this work as soon as we completed work on the Chuckey Depot.

The Rural Development Loan which includes funding for the Jackson Theatre has been approved. We still have not received any notice on our application for the CDBG Facade Improvement funding that will allow us to build the marquee, box office, and signage back into the front façade of the building.

### **Senior Center**

Landmark Corporation has taken over the Senior Center construction project through the Bonding Company. All the subcontractors have remained on the job, and continued work on the project. The HVAC has been activated so ceilings, final painting, floor coverings, and fixtures will start to be installed beginning next week. The completion date provided by Landmark is November 20<sup>th</sup>. This is largely due to the fact that the doors and hardware were never ordered and there is a 4-6 week turn-around time on receiving the doors and hardware. Westfield Insurance has agreed to spend an expediting fee to get the doors made and delivered on an accelerated schedule. It may be possible that the building could be completed earlier, but there are some other items not ordered, and until Landmark actually has what they need to complete the building, they can only project the completion schedule.

Craig Ford and the Carter County Inmate Crew have been working very quickly downstairs in finishing out the bottom floor. The work is moving along very rapidly, and the work task that needs to be arranged downstairs to keep this work progressing is the HVAC. We are working hard to nail down those costs and a contractor. Our crew has done all it can do outside until the outside building work is complete. The Street Department is implementing the detention pond the BAM approved last month in an agreement with New Halifax.

The furnishings and equipment bid and ordered will all be available by mid-October. We have asked that it be delivered near the end of October, and we should be able to have the items unloaded and set up in their rooms at that time.

### **Chuckey Depot**

This building is under roof, but without shingles. We want to have some of the contracted work undertaken while we have the inmate crew up at the Senior



Center. We will have Herman Archer move to the Chuckey Depot when he completes work in the bottom floor of the Senior Center.

### **Model Railroad Museum**

This project will be on hold for a couple of years.

### **Committee Meetings**

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

#### 4. Approve the following Operations Manager Report:

The inmate crew was able to get the train depot in the dry. Once this was accomplished, I moved them to the Senior Center to begin finishing the downstairs.

We began work on the downstairs section of the Senior Center on August 17, 2015. To date, the entire floor has been framed. The rough-in wiring is complete. We have hung about 85% of the drywall and we have begun the rough-in plumbing.

I had a meeting with Comcast and with CenturyLink and was able to get them to remove their wires from the old poles on Main Street. Once that was completed, the Power Board removed the poles. CenturyLink also moved a guy wire along Longview Avenue for me in order that we can relocate the sidewalk.

We began building the patio on the west side of the Senior Center. It turned out great. There is a small section we cannot finish until Landmark gets the suspended walkway finished. We also worked with the Power Board to get the street lights installed. An additional round of landscaping was completed and these areas have been mulched. The Fire Department should be commended for their assistance in watering the landscaping every morning.

The Street Department began construction on the additional pond on the south side of Main Street across from the Senior Center between New Halifax and Main Street Village. This project is about 95% complete. There was also some additional ditch work and alleyway maintenance completed within New Halifax.

At this point, there is nothing further we can do to the exterior of the building until the finish work is completed on the building.

I attended several meetings with Eddie Phillips of Ken Ross Architects on site and at Town Hall. I have also had numerous meetings with Saratoga representatives and Comcast representatives regarding television and internet service within the building.

As you will recall, Tammy Cloyd attended the last meeting of the Board of Mayor and Alderman complaining about the finish work that occurred on her property. She was told we would fix her problems by the end of September. Weather permitting, the Street Department has approximately 2 days of work to complete the New Halifax pond. As soon as this is completed, they will be moving to the Cloyd property to finish this project.

I attended a staging meeting regarding the underground project on Main Street from Spring Street to Clay Avenue.

#### 5. Approve the following Committee Reports: Traffic Advisory, Jonesborough Repertory Theatre Board of Directors, Jonesborough Board of Zoning Appeals, Jonesborough Planning Commission, Keep Jonesborough Beautiful Board,

Historic Zoning Commission, Main Street Board, and the Tree and Townscape Board.

6. Approve the following Supervisor Reports: Visitor Center Manager, Director of Tourism and Marketing, Water Distribution, Building Inspector, Street Department, Animal Control, Park and Recreation, Solid Waste and Recycling, Fire Department, Police Department, Senior Center, Water Park, Fleet Management, McKinney Center, Environmental Services, Events Coordinator, Water Plant, and Artistic Director.
7. Approve the hiring of Matthew Ray Stout as a Public Safety Officer in the Police Department at Grade 10 Step 2 (\$34,059), subject to all pre-employment conditions.
8. Approve the promotion of PSO Jamie Aistrop to the position of Police Sergeant at Grade 12 Step 1 (\$36,456).
9. Approve Jason Greenlee as a volunteer pay-per-call Firefighter in the Jonesborough Fire Department, subject to all pre-appointment conditions.
10. Approve the hiring of Colton Gardner and Austin Fields as Water Worker I's in the Water Distribution Department at Grade 1 Step 1 (\$21,315), subject to all pre-employment conditions including WorkSteps.
11. Approve the promotion of Dana Thomas to the position of Water Quality Specialist at Grade 8 Step 4 (\$32,773) with a six month position orientation period.
12. Approve the position description for the new Police Investigator position as follows:

**Insert Position Description**

13. Approve the activity request by the Jonesborough Veterans Affairs Committee to hold a Table Roll Call Ceremony at the Veterans Memorial Park on the Visitor Center grounds at 5:30 p.m. Saturday, September 19, 2015, with the support services requested.
14. Approve extending the season for Main Street Brews and Tunes through October, 2015, excluding Storytelling weekend, with the last event on Friday, October 30, 2015, from 9:00 p.m. – 11:00 p.m. in the Storytelling Park.
15. Approve holding Halloween Haunts and Happenings on Friday evening, October 30, 2015, with Main Street being closed in the normal manner from 5:00 p.m. until 9:00 p.m.

The next item on the agenda was the approval of the Financial Report. Ms. Miller reported that the State had accepted and approved the 2015-16 budget. She said the 2015 property tax notices have been approved and will be printed and mailed out in the next week. Ms. Miller said the significant difference in the Water Sewer Fund year-to-date balance between last year and this year is due to grant funds received last year for the Wastewater Plant project. Motion was made by Alderman Vest, seconded by Alderman Sell and duly passed to approve the Financial Report as presented.

Mayor Comments was the next item on the agenda. Mayor Wolfe said he and his older daughter had the privilege of participating in the Washington County/ Jonesborough Library Annual Bocce Tournament. He said that everyone who played paid \$10.00 and they raised \$1,100. Mayor Wolfe thanked Alderman Countermine and his wife Sandy for hosting the event in support of the library and added that the winner was a lady from Kingsport who played with her grandson.

Mayor Wolfe said JRT had a very good 2014-15 season. Ms. Miller said they cleared about \$50,000 with a net cost of \$20,000. He said he appreciated the JRT efforts and applauded the success of the theater.

Mayor Wolfe said the financial report for the Wetlands Water Park reflects \$18,000 in profit for the season through September, which is \$160,000 better than the 2014 season. Mayor said the suggestions and oversight of this Board helped contribute to the success of the park. He said he appreciates what Matt Townsend has done to step up and dramatically change the marketing focus. He said he also appreciates Rachel Conger and Bob Browning for their involvement, and we should be proud of the progress made at Wetlands.

Mayor Wolfe announced that on Saturday, September 19, 2015, the Rolling Thunder will be in Jonesborough at 5:30 p.m. for a Table Roll Call Ceremony at the Veterans Memorial Park.

Mayor Wolfe said that Gary Lykins has been certified for satisfactory completion of a Third Party Examiner Course for testing for CDL licenses. Mayor Wolfe said we do not ever want to take Gary Lykins for granted for all he does for the Town. He said this certification will save the Town a lot of money and time; the closest place for CDL testing is in Murfreesboro and includes the cost of testing and the cost of a hotel room, taking a vehicle and meals for an employee, all of which will be saved by the Town now that Mr. Lykins is certified as an examiner.

Mayor Wolfe asked the Board to add the acceptance of resignations from the Historic Zoning Commission to the agenda. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to add the acceptance of resignations from the Historic Zoning Commission to the Agenda.

Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to accept the resignations of Nancy Hedberg and William Stout from the Historic Zoning Commission with regrets.

Mayor Wolfe asked for approval to add the appointment of Zachary Jenkins and Jay Jarman to the Historic Zoning Commission to the agenda. Motion was made by Alderman Dickson and seconded by Alderman Countermine and duly passed to add the appointment of Zachary Jenkins with term expiring September, 2017 and Jay Jarman with term expiring August, 2016 to the Historic Zoning Commission to the Agenda.

Motion was made by Alderman Countermine, seconded by Alderman Vest and duly passed to the appoint Zachary Jenkins with term expiring September, 2017 and Jay Jarman with term expiring August, 2016 to the Historic Zoning Commission.

Mayor Wolfe said he received information from First Tennessee Area Agency on Aging and Disability concerning their fiscal monitoring visit report. He said the Agency representative met with Abbey Miller and Mary Sanger during the monitoring visit and the resulting report stated that FTAAAD could use the Town as their model for a well-designed financial process. There were no finding or recommendation at this time for the Senior Center. Mayor Wolfe congratulated Abbey and Mary on the report.

Mayor Wolfe said we received a thank you note from Danny Milhorn's family with the loss of Danny's father and a thank you note from Kenneth Story's family.

Mayor Wolfe read the following prayer list: Tom Pardue, Robin Goodman's husband had surgery, Liz Lucas had kidney stones, Jana Browning Wiert, Joan Miller had a mild stroke, Ann Morelock, Evelyn Dickson, Benny Ferguson's mother had a stroke, Tim Banner, and Phil Fritts' brother. The deaths this month were Danny Milhorn's father, Kenneth Story, Joe Chase – former mechanic at the garage, and Allen Williams' mother (ACE Hardware employee).

Mayor Wolfe said the State of Franklin DAR will have its 2<sup>nd</sup> Annual Constitution Week bell ringing on Sunday, September 20<sup>th</sup>, at 3:00 p.m. at the Courthouse Square.

Mayor Wolfe presented the Employee of the Month award to Raymond Francis and read the following nomination letter:

*During the transition from Mike Jackson to myself Raymond was a huge help to Mitch Triplett and took it upon himself to take care of any supply and chemical ordering. In addition to that he took care of the majority of the mundane every day work. He proved himself to be a huge asset for Mitch. Since I have taken the Director position I have received a tremendous amount of support and help from everyone at the treatment plant, but Mr. Francis has been the most go to guy. Raymond has taken it upon himself to take care of everything I have asked of him and has spearheaded many jobs which I have given to my men. Raymond is a big part of why the plant portion of our sanitary survey was given a 100% up to this point. One example is when I told all the day workers that we needed to put screens on the tank overflows, Raymond found some screen and wire and took help and placed the screens on all three tanks which needed them. Raymond has been a huge help in my first four weeks and he is very deserving of the Employee of the Month Award. Submitted by: Jonathon Lucas, Water Plant Director*

Mayor Wolfe thanked Mr. Francis for his years of hard work and dedicated service to the Town.

Melinda Copp, Main Street Coordinator, said the social media hosting program is doing really well. She said they are cataloging Jonesborough and sharing it on social media, and everyone can share what is going on in Jonesborough on this. She said in a twenty-four hour period there were about ninety people who shared their photos. She said the hashtag is "Only in Jonesborough" and added that the merchants are also really excited about this.

Aldermen Communications was the next item on the agenda. Alderman Vest said his water was off one night and he noticed a Town crew working at 10:00 p.m. He said he appreciates the effort the crew made to extend their day to get the water back on.

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

Citizen Comments was the next item on the agenda. Dana Thomas, 886 Bowmantown Road, an employee of the Town, addressed the Board and thanked them for his promotion that was approved at this meeting. He said he would do his best not to let the Board down. He also wanted to thank Craig Ford, Virginia Causey and Mike McCracken for their support and advice. Mayor Wolfe wished Mr. Thomas all the best.

Ruth Verhegge, 601 W. Main Street, Chairman of the Flag Committee, said the 13th Annual Flag Retirement Ceremony will be held on October 25<sup>th</sup> at 2:00 p.m., and the speaker will be Alderman David Sell. She said the Committee retires approximately 1,200 flags each year.

The first item under New Business on the agenda was the Resolution authorizing application for a TML Safety Partners Grant. Motion was made by Alderman Dickson, seconded by Alderman Vest and duly passed to approve the Resolution authorizing the submittal of a TML Safety Partners Grant application for \$2,000.

### **Insert Resolution**

The next item on the agenda was the Outdoor Use Permit for Jonesborough General Store. Mayor Wolfe said last month The Dining Room was approved for an Outdoor Use Permit and the outdoor dining is a great addition. Motion was made by

Alderman Countermine, seconded by Alderman Sell and duly passed to approve the Outdoor Use Permit application from the General Store at 107 E. Main Street to place four (4) two-seat tables, and eight (8) chairs on the Town's sidewalk, along with a sandwich board sign, in either of the two placement layouts submitted, subject to the Town Attorney's review and acceptance of the hold-harmless policy and proof of insurance, and the Building Inspector's approval of the actual placement of the outdoor furnishings.

The next item on the agenda was the approval of a recommendation from the Traffic Advisory Committee for a speed table on Spring Street. Alderman Vest asked if the residents on Spring Street requested this speed table. Mayor Wolfe said this was generated by Marat Moore who lives on Spring Street. Mayor Wolfe added that traffic averages 40 mph on Spring Street. Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the speed table recommended by the Traffic Safety Committee on Spring Street to be located near 311 Spring Street in the location designated on the schematic presented.

The next item on the agenda was the option to purchase the Rosenbaum property. Mayor Wolfe said the Board has had numerous discussions about what to do with the city garage once the Senior Center is completed, and reminded everyone that the city garage is in the middle of a residential area. Mayor Wolfe said the first Town garage was behind the Old Town Hall and then the present garage was built on Lincoln in the early 80's. He said we have outgrown the current garage and it makes a lot of sense to look at the location of other operations when we are looking at the location of the city garage. Mayor Wolfe said the sewer plant is a model of cleanliness, will soon be completely fenced, and is step one of a long term plan. He said Virginia Tech students drew up a schematic of what the new garage could look like; this is planning for the future and the Rosenbaum property is the best location in Town for it. He said we have a world class arboretum at the Sewer Plant and the cedar trees block the view of the plant. Mayor Wolfe encouraged the Board to approve exercising this option with the Rosenbaum family. Alderman Sell asked if this property had been core drilled. Mayor Wolfe said Todd Wood has done engineering work, researched flood maps, and worked up a site plan for the amount of usable area. Mayor Wolfe said there is a lot of red clay left over from the Sewer Plant construction that can be used on this property. Bob Browning said core drilling has not been done and we may have to adjust the usage of the land when we start to build. Alderman Sell asked how hard it will be to get permission from the railroad for a crossing. Mr. Browning said even if we get permission for the crossing, the issue is the cost; if the Railroad requires a gated crossing then we would have to evaluate whether the crossing would be helpful. Mayor Wolfe asked if there would be a possibility of getting a grant as the Town did for the 2<sup>nd</sup> Avenue crossing. Mr. Browning said the Town would not be able to obtain grant funding for a private crossing. Alderman Vest ask if the crossing would cost about \$100,000 or so. Mr. Browning said the 2<sup>nd</sup> Avenue crossing cost \$250,000. Mr. Browning said we cannot contact the railroad about the crossing until the Town owns the property. Alderman Sell said he feels the price to purchase the Rosenbaum property is fair. Alderman Vest asked how the acreage went from 16 acres to 19 ½ acres. Mayor Wolfe said tax maps are sometimes wrong and until you have a survey done, you do not have an accurate figure. Mr. Browning said the person that did the appraisal based it on the creek being the boundary but there were three acres across the creek. Alderman Vest asked how much red clay would be needed to elevate the property and how much of the property would be allocated to buildings and parking. Mayor Wolfe said until there is more site preparation done, we will not know how much dirt is needed. He said he feels there is enough red clay on site. Mr. Browning said he thinks we will only have to go up about a foot and a half to be out of the floodplain. Alderman Vest asked how much of the 19 acres will be used. Mr. Browning said the three acres across the creek are not in the initial plans and there is a floodway that we have to stay out of which is about 35 feet from the creek. He said he feels we are maximizing the use of the property. Ms. Miller said in the Option the payment of the 2015 taxes is not addressed. Mayor Wolfe said the taxes should be prorated between the Rosenbaum's and the Town. Motion was made by Alderman Countermine, seconded by Alderman Sell and duly passed to approve exercising the option to purchase the Rosenbaum property for the agreed upon

amount of \$172,025 less a previous payment of \$2,960, to be used for a fleet complex including water parts and pipe storage as well as vehicles and equipment, to be paid from the Water and Sewer Fund with the Town Recorder documenting expenses over development of the property to ensure a proper balance between the Water/Sewer Fund and General Fund, and the 2015 property taxes to be prorated between the buyer and seller.

The next item on the agenda was the McKinney Center parking and landscaping plan. Mayor Wolfe said the Traffic Advisory Committee would like to allow for green space but give the Center the most parking spaces. He said if you are at the street looking at the McKinney Center, there is the concrete parking lot and then to the right there is grass; the question is how we maintain some of the green space while maximizing parking. He said one of the schematics provides fewer parking spaces and the other schematic still has green area but puts a higher value on adding nine additional spaces. Mayor Wolfe said he feels we need every parking space we can get; the building will seat 250 to 300 people and we have parking for about 40 vehicles. He said we need to take the plan that will give the most parking spaces; the only other option would be to shuttle people from downtown or Town Hall. He said he has been at events where cars were parked everywhere. Theresa Hammons said she and her staff at the Center would be happy with Schematic D or E because they need more parking spaces. Alderman Dickson said he likes Schematic D because it is more attractive and likes the overall design. He said he also feels this would increase the rental capability of the Center. Alderman Vest said he likes Schematic D with the oval green space. He said he is concerned about the front parking lot with the one space at the entrance to the parking lot. Alderman Vest asked if an exit on Franklin Avenue had been considered. Mayor Wolfe said it was too steep. Alderman Countermine said he felt it would be a good idea to remove the one parking space at the entrance, and added that delivery trucks should be able to get in and out with the proposed parking plan. Mr. Browning said during major events delivery trucks would come in before the event starts. Mayor Wolfe said with Schematic D over Schematic E you will be eliminating nine (9) spaces. Motion was made by Alderman Vest, seconded by Alderman Dickson and duly passed to approve Schematic B eliminating one space on the upper lot and Schematic D for the lower lot at the McKinney Center.

The next item on the agenda was the agreement with Mountain States Health Alliance (MSHA) for a Story Initiative Program. Theresa Hammons said Jules Corriere does a wonderful job with the Educational Outreach efforts of Jonesborough's Mary B. Martin Program for the Arts (MBM). She said Ms. Corriere already does much of the work presented in the MSHA agreement such as gathering stories, conducting "how to" workshops, writing plays and performances. She added that Ms. Corriere has done this work for many years and will be able to fold these tasks in to already existing programs and projects. Ms. Hammons said she feels this is a wonderful opportunity to advance the MBM program, and the technical equipment that will be purchased through this agreement will assist Ms. Corriere in doing her job even better. She said class offerings for Animation, Film & Video, and Digital Media will be possible, and even better quality videos for social media marketing and advertising will also be possible.

Mayor Wolfe said in this year's budget the Board assumed full funding of the staff at the McKinney Center. He said class enrollment at the McKinney Center Program for the Arts continues to increase and people benefit from it. He said the monetary contribution from MSHA for this program is to purchase the equipment. Mayor Wolfe said Mary Sanger has been talking with MSHA to help with funding for the Senior Center. He said MSHA has the wellness program for Town employees so we are already partners with them. He said this has the makings for a good relationship because MSHA has something the Town wants and the Town has something MSHA wants. Mayor Wolfe said when Jules Corriere does things for MSHA over her normal duties, they will compensate the Town for her time which will help to defray the Town's cost. He said there will be other projects outside the contract that will be negotiated and will provide financial benefits. Mayor Wolfe said this is a new concept and asked if the Board had any questions. Alderman Countermine said he agrees with the concept of this proposal. Alderman Dickson said he appreciates Theresa Hammons and said the

Board did ask the staff of the McKinney Center to come up with ideas for funding. He said he felt Theresa Hammons, Jules Corriere, and Pam Daniels should be commended for their proactive desire to work with Mountain States and hopes the Board will give consideration to the economic impact of this proposal. He said if we look at the long term and are getting telecommunication equipment, then we could use the local channel with Comcast to promote downtown with commercials and notices and other information about Jonesborough. Mayor Wolfe said the impact of social media on the promotion of the Water Park this year was a game changer. Alderman Dickson said there is a new President at ETSU and they have a digital media program. He said a lot of the graduates from the media program are going to Silicon Valley because the opportunities are not here. He said Jonesborough is not going to attract big businesses and we need to market to small businesses. Alderman Vest said this agreement is different from the first one presented. He asked if the stories that are created would be owned by the Town and would the Town control the rights to them. Theresa Hammons said the Town would own them. Bob Browning said MSHA would want to have control over the stories that are collected from MSHA patients and the Town could negotiate with MSHA about those stories. Mr. Browning said anything outside of MSHA would belong to the Town of Jonesborough, and added that MSHA wants to partner with the Town on this program. Alderman Sell said the proposal is to use the old Senior Center building as a recording studio. Mr. Browning said staff would like to use a portion of the old Senior Center building because the program needs a dedicated space and that would be the logical place for it. He added that the recording studio would not take up the whole building and may be located in the back area. Theresa Hammons said they had looked at it and decided the back area where the exercise equipment is currently located would be a large enough space. Mr. Browning said it can be a portable operation if necessary. Mayor Wolfe said we do not need to make a permanent space for this program at the old Senior Center building because several people have expressed interest in that space, and this needs to be a decision by the Board after a discussion about the best use for the building. Alderman Sell said that is one of his concerns. Mayor Wolfe said the story program may need to eventually be downtown so visitors can talk about their experience in Jonesborough, going out on the street to talk to visitors or to merchants. Alderman Vest said this sounds like a great program and asked if MSHA was going to compensate for one person or more than one. Theresa Hammons said she sees her role as a Project Manager and Jules as the programmatic staff person. Ms. Hammons said she will assist in maintaining the project schedules and budgets while Jules creates the workshops, guide books, etc. She said if MSHA has additional requests outside the agreed upon tasks, they will provide additional compensation for those items. Alderman Vest asked if it is going to distract from teaching now. Theresa Hammons said Jules is great at creatively folding in new projects with current ones, and Jules looks at what we are doing at MBM and is able to creatively bring in new tasks; for example, Jules gathers stories from local veterans, and to assist her in this task, she created a class where her students gather the stories. Motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed to approve the proposed Agreement with Mountain States Health Alliance developing a Story Initiative Program in partnership with the Town under the terms presented, which includes a one year initial relationship.

The next item on the agenda was the Resolution for a Rural Development Community Facilities Loan. Mayor Wolfe said this loan includes the completion of the Jackson Theatre and the Board had previously discussed a Communities Facilities Loan for that project renovation. Mayor Wolfe said that Mr. Browning has developed a complete loan package that includes several projects. He thanked Mr. Browning for the information provided to the Board on this loan. Mayor Wolfe said this loan is for multiple projects and is not just new money but is also paying off the loan for purchasing the Jackson Theatre and provides the match for the \$450,000 ARC grant for renovation of the Jackson Theatre; the new loan provides funds for the McKinney Center parking plan and landscaping; \$100,000 for internal improvements for the new Senior Center; funds to address the structural issues in the JRT building; funds to finish the four kiosks and remaining wayfinding signage; funds for the Chuckey Depot project; reimbursement funds for the Boone Street Market heating and air system; over \$200,000 of funding to reimburse the Town for money that has already been spent on projects which would go

back into the General Fund fund balance; funds to pay off a \$650,000 Capital Outlay note that included the downtown improvements and McKinney Center renovations. Mr. Browning said one of the reasons that Rural Development approved this loan was because of the way it was put together. Mr. Browning said that Louis Trivette with Rural Development was very helpful on this loan project. Mayor Wolfe said Mr. Browning has been doing this kind of work for a long time, and this is an accumulation of many projects and a lifetime of relationships on behalf of Bob Browning and Town Boards present and past, and will give us the ability to finish many projects.

Motion was made by Alderman Vest, seconded by Alderman Countermine and duly passed to approve the Loan Resolution authorizing moving forward with a Community Facilities Loan of \$3,294,000 with Rural Development USDA to undertake and complete a number of important projects in Jonesborough.

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ABBEY MILLER, RECORDER

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KELLY WOLFE, MAYOR