

## BOARD OF MAYOR AND ALDERMEN

## PUBLIC HEARING

NOVEMBER 12, 2018

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, November 12, 2018, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing agenda was an Ordinance to annex certain property located adjacent to Mill Creek subdivision and The Meadows subdivision. There were no comments.

The next item on the Public Hearing agenda was an Ordinance to rezone certain property off Hillrise Drive from R-1 (Low Density Residential) to PRD (Planned Residential Development). Dan Eldridge, owner of the property, addressed the Board stating that there are 40 acres in this tract of land. Mr. Eldridge said their plan is to develop about 10 – 12 acres across the top of the ridge and build approximately 40 patio homes, ranging in value from \$270,000 to \$350,000, which would add a significant amount to the Town's property tax base. There were no other comments.

Mayor Vest closed the Public Hearing.

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ABBEY MILLER, RECORDER

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CHUCK VEST, MAYOR

## BOARD OF MAYOR AND ALDERMEN

## REGULAR MEETING

NOVEMBER 12, 2018

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, November 12, 2018, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Adam Dickson led the group in an opening Prayer, and Rachel Conger led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, and Alderman Adam Dickson. Alderman David Sell was absent. Also, present were: Town Administrator Bob Browning, Town Attorney Jim Wheeler and Executive Assistant Donna Freeman (due to the absence of the Town Recorder Abbey Miller). Operations Manager Craig Ford was absent.

Mayor Vest announced the attendance of a Boy Scout group and welcomed Troup #130 to the meeting.

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Alderman Causey asked that Item #1, approval of the October 8, 2018, minutes, be pulled due to a correction concerning the Wakefield Village sewer agreement. Alderman Dickson made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the following October bills for payment:

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
90694-90784 AP	\$56,084.61		
90785-90804 AP	\$12,509.55		
90805-90829 AP	\$23,799.19		
90830-90839 AP	\$36,100.32		
90840-90881 AP	\$21,852.42		
90882-90926 AP	\$21,790.66		
90927-90941 AP	\$10,131.72		
90942 AP	<u>\$1,000.00</u>		
	<b>\$183,268.47</b>		
58333-58376 AP		\$60,093.14	
58377-58380 AP		\$1,982.62	
58381-58387 AP		\$8,092.67	
58388-58392 AP		\$105,664.85	
58393-58398 AP		\$3,612.36	
58399-58404 AP		\$2,427.10	
58405-58408 AP		<u>\$4,773.76</u>	
		<b>\$186,646.50</b>	
8122-8134 AP			\$18,843.07
8135 AP			\$82.41
8136-8138 AP			<u>\$465.26</u>
			<b>\$19,390.74</b>

2. Approve the following Town Administrator Report:

### Wastewater

The treatment operation continues to be excellent. The issues we have are in our collection system with infiltration/inflow, mainly inflow from major storm events (not ground water flow that constantly seeps into our pipes). The construction crew is working on upgrades and extensions, but we are short on staff including our Construction Supervisor, and we can only work on one project at a time. The crew finished an installation on the Boones Creek Road and then switched to construct the sewer line to the Fleet Maintenance Building before it gets too wet. Weather is constantly a problem. It keeps raining and never dries up. The crew has one manhole in the ground and one-half of the pipe from the Fleet Maintenance Building to the manhole.

In the meantime, a couple of operators are working when they can to undertake the buildout within the new Wastewater Building. That is moving along fairly well under the circumstances, and the Carter County Crew has helped out on the labor-intensive work tasks. The framing is in and I-joists as well, and they are putting in the subfloor on the second floor above the office area. The electrical panels are in and the lighting is complete in the bay area. Duct work is being installed for the HVAC in the office area under Raymond Yoakley's supervision. Fleenor Security is halfway through the installation of the security and smoke detection system. Insulation is being put in the interior walls for better temperature control and sound.

Infiltration/Inflow – The next step is to put rubber seals on all of our manhole covers. We get a tremendous amount of inflow during major storm events, and Cobern Rasnick feels a lot of it is coming in through the sewer manhole covers. He says there are eight different types of lids in our system, and each has to be measured before ordering to make sure seals ordered fit the lids we are sealing. We have a shortage of manpower and that has not happened yet.

Pump Station Elimination – Todd Wood has been working on the design plan necessary to eliminate the sewer A-Station. I have attached a preliminary design drawing. There is on box culvert under 11E, and we want to run a gravity sewer line in the bottom corner of it. Todd Wood is working on the stormwater flow calculations that hopefully will show in a 100-year storm event that the presence of the sewer line with concrete over it will not create a problem with the culvert handling stormwater flows from a 100-year storm event.

### Water

Water Distribution has been working the last month on extensions throughout Washington County. We have had a number of leaks the last few months. Mike McCracken is working on applications to get his crew fully staffed.

Water Treatment – The Water Treatment staff operators have been dealing with a lot of turbidity due to heavy rains. The staff has been working on cleaning out the intake wetwell, and they have poured the concrete pad necessary to install the outside tank container needed to hold bulk loads of carbon.

By-Products Reduction – As I said above, our Treatment staff is working on setting up an outside carbon feed system into the intake wetwell that will help remove organics from the raw water and help with taste and odor. We are installing a custom unit designed by Mark Brumback that will cost us a fraction of the cost of a manufactured unit. We test again the first part of December for by-products, and colder weather will help. The rain does help not because of the added organics that flow into the river with heavy rain events.

Water Loss – We are getting close to finalizing the zone plan for the Leesburg area, which is one of the remaining trouble spots. The delay in progress has been impacted by a change in GRW's staff person that was handling hydraulics.

### Transportation

Jackson Blvd – Boones Creek Rd Intersection – This project is essentially complete. The improvements are working very well. We are seeing increased speeds on SR-354, and there is an agenda item to carry a 30-mph speed further out the Boones Creek Road.

Persimmon Ridge Road & W. Main Street – This project is moving along despite the inclement weather. The original completion date I believe was October 31<sup>st</sup>, but Summers-Taylor has had extensions due to design changes as well as a lot of inclement weather.

N. Cherokee St./Smith Lane – Jim Wheeler is intending to set a closing date this week on the 50-foot right-of-way for the connector. Kelly Wolfe is getting ready to start grading on his apartment development between Smith Lane and N. Cherokee Street which will be below the connector. Wolfe Development has agreed to grade the right-of-way for the connector while the grading work is being undertaken on the adjoining property below.

Franklin Ave – We have a request into Washington County to pave Franklin Ave before they close their asphalt plant this month. Paving of Franklin Ave is all that is remaining on the McKinney Center parking project except landscaping.

2<sup>nd</sup> Ave and Jackson Blvd – We hope to get the right turn complete before the County asphalt plant closes.

Paving. – We have Franklin Ave. to pave, and a short extension of Willow Lane at Barkley Creek Park. We also want to pave the area between the Fleet Maintenance Facility and Equipment Shed.

### Grants

LPRF Grant – We are working to get the fuel island moved to the area of the Recycling Center, and to get the surface of the new Equipment Shed paved so we can move pipe and fittings to the shed next to the new Fleet Maintenance Building.

CDBG Façade Grant – We did not get bidders today, Nov. 7<sup>th</sup> on the construction and installation of the marquee and building sign for the Jackson Theatre. Snyder Signs helped us with specifications and said numerous times they were going to bid. We will have to re-bid that portion of the work, and because of the Block Grant funding we will have to allow at least three weeks for bid preparation after the advertisement. So that will be the first of December.

Jackson Theatre – The structural bids are out with bids due on November 21<sup>st</sup>. We had to re-work the bid so a general contractor can coordinate the work of the steel suppliers, installers, concrete vendors, wall stabilization, and some demolition. Originally, one of the steel vendors wanted to do it all, but later changed their mind, and the only way to get a bid was for there to be a general contractor type firm coordinating the work tasks from the different sub-contractors. We have three good general contractors that are saying they will bid. We'll see. East Tennessee Sprinkler has been given the Notice of Award and the contract to sign on the sprinkler system for all three (3) buildings in the Jackson Theatre complex.

Maintenance Buildings Project – The erection of the three buildings is complete. There has been a substantial amount of work done inside the Wastewater Building, and by the end of November we hope to be able to occupy the building. The Fleet Maintenance Building is up, and we are working on getting utilities to the building. The constant rainy weather has prevented us from completing site work and getting a base down to allow for appropriate access. TDOT has approved our using the existing location for ingress and egress to SR-353, which has saved us probably close to \$100,000 in utility replacement, and a substantial amount of grading and paving. As I said earlier, the Wastewater Construction Crew is installing the gravity sewer line to the pump station on our Rosenbaum property. Malcolm Highsmith's Street Crew has the materials to put in the storm drain system as soon as the sewer crew is out of the way. The Street Crew will be working at the end of this week (November 5<sup>th</sup>).

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, and minutes for most.

3. Approve the following Operations Manager Report:

This has been a frustrating month for our work schedule. We had to deal with several days of rain and we lost several days with the inmate crew. We lost the crew the entire third week of October due to a lock down at the main prison and we lost the guard two of the four days the last week due to scheduling. With that said, we were still able to get some things accomplished.

Work continued on the Stage Door. We now have the stairs and sub-floor in place on the second floor. We also have the concrete ledge poured at the front of the building so the first-floor concrete has now all been poured.

I also had the crew work two days at the new Wastewater facility to install the I-joists for the second-floor storage. The Wastewater staff under the direction of Rick Duvall did a really good job of getting the interior walls in place.

I also participated in the pre-bid conference at the Jackson Theatre with Ken Ross Architects. Prospective bidders completed a walk through and had several questions.

The erection crew completed the construction of the Fleet Maintenance facility this month. I have worked with Malcom to refocus efforts on final grade and have also met with Cobern about getting his sewer and drainage set in order that we can

finish up and get to paving. We need to get asphalt down in the storage building so we can begin the process of moving our pipe storage from the current garage.

I also met with various individuals including engineers from Brightbridge at the new fuel site. We now have a plan in place and I will be working toward getting this plan implemented.

The Street Department crew finished the bank work on Franklin Avenue and are working on milling in preparation for paving. We have requested the Washington County Highway Department to pave this for us. If they will do this it will help us tremendously to stay focused on the new garage project.

The Street Department was also able to get the two speed tables re-installed on South Lincoln and the third one re-installed on Main Street near Clay Avenue. These speed tables were removed for paving and had not been re-installed. If you will recall, some residents were at last month's BMA meeting complaining about it, so I wanted to get this completed as quickly as we could.

The Street Department will now turn their attention to the Fleet Maintenance Facility.

4. Approve the following Committee Reports: Historic Zoning Commission, Jonesborough Board of Zoning Appeals, Jonesborough Planning Commission, Traffic Advisory Committee, JRT Board of Directors, and Tree and Townscape Board.
5. Approve the following Supervisor Reports: Wetlands Water Park, Water Distribution, Environmental Services/Wastewater, Solid Waste and Recycling, McKinney Center, Mary B Martin Program Director, Police Department, Building Inspector, Street Department, Animal Control, Visitor Center Manager, Water Treatment Plant, Marketing Director, Recreation Department, Website Manager, Fleet Maintenance, Director of Tourism and Main Street, and JRT Artistic Director.
6. Accept the resignations of the following employees:
  - 1.) Samuel Rankins, Wastewater Department, effective November 8, 2018;
  - 2.) Austin Fields, Water Distribution, effective October 11, 2018;
  - 3.) Brandon McInturff, Water Distribution, effective November 2, 2018;
  - 4.) Bradley Slemmons, Street Department, effective October 26, 2018.
7. Approve the appointment of Rick Ledford, as a part-time (temporary) Wastewater Collections Systems Operator at Grade 2 Step 1 (\$10.76 per hour), through the remainder of the fiscal year or earlier if the Director of Environmental Services determines Mr. Ledford's services are no longer needed.
8. Approve the Health and Wellness Incentive payment to Town Employees for the 2018 calendar year.
9. Approve the 2019 Employee holiday schedule:
  - January 1 – New Year's (Tuesday)
  - January 21 – Martin Luther King, Jr. Day (Monday)
  - February 18 – President's Day (Monday)
  - April 19 – Good Friday
  - May 24 – ½ day – Employee Picnic at Water Park (Friday)
  - May 27 – Memorial Day (Monday)
  - July 4 & 5– Independence Day (Thursday & Friday)
  - August 30 – ½ day – Employee United Way Day (Friday)
  - September 2 – Labor Day (Monday)
  - October 4 – Storytelling Festival (Friday)
  - November 28 & 29 – Thanksgiving (Thursday & Friday)
  - December 13 – ½ day - Employee Christmas Party (Friday)
  - December 24 & 25 – Christmas Eve & Christmas Day (Tuesday & Wednesday)
  - January 1, 2020 – New Year's (Wednesday)

10. Approve the closing of Main Street from Fox Street to 2<sup>nd</sup> Avenue for the Christmas Tree lighting on Saturday, November 24<sup>th</sup> at 6:00 p.m., with the street closing around 5:30 p.m. until the event is over and Main Street is clear.
11. Approve the closing of Main Street from Boone Street to Washington Drive plus through traffic on E. Main Street, Boone Street, and the outside eastbound lane of 11E to Forrest Drive before 6:00 p.m. for the Jonesborough Christmas Parade to be held Saturday, December 8<sup>th</sup>, with the actual closing times based on the Police Department's determination of vehicular and pedestrian safety. The time to open traffic lanes back up will also be determined by the Police Department.
12. Approve naming the street connector between Smith Lane and North Cherokee Street the "Cherokee Smith Connector"

Correction to the minutes of the October 8, 2018, meeting was the next item for discussion. Alderman Causey said the correction concerned the sewer pump station for Wakefield Village Townhomes located on Miller Drive; the motion should be amended to reflect the recommendation as approved by the BMA. With there being no further discussion, the motion was made by Alderman Causey to amend the motion from the October 8, 2018 BMA meeting related to the sewer pump station at the Wakefield Village Townhomes as follows:

1. The Homeowner's Association initially incurs the cost of materials in the amount of \$5,300 necessary to bring the station up to proper operating condition with the Town making repairs and taking over responsibility for future maintenance. This should include a spare pump because we have no idea how long the pump will last that is currently operational.
2. The Town incurs the significant expense of installing telemetry at the station that will alert staff at the WWTP that a malfunction has occurred as well as the number of hours of use.
3. The Homeowner's Association incurs the expense of providing the Town with the necessary permanent easements for access to the pump station and for the pump station site and initially gravels the access to the station in the proper manner. The Town takes over the maintenance of the access drive in the future.
4. The Town Attorney prepares an agreement to be executed by the Homeowner's Association and the Town outlining the responsibilities of both the Town and the Homeowner's Association.
5. The Town will incur the electrical expense to operate the pump station.

The motion was seconded by Alderman Countermine and duly passed.

The next item on the agenda was the approval of the Financial Report. Mayor Vest said the Financial Report looks good and he appreciates the efforts of the staff in keeping expenses down. There being no further discussion, the motion was made by Alderman Countermine to approve the financial reports as presented, seconded by Alderman Dickson and duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest asked Lily Brock, 2019 Miss Historic Jonesborough, to come forward to present her a key to the city. He then read the following proclamation:

**A PROCLAMATION HONORING**

**Lily Brock  
Miss Historic Jonesborough 2019**

**WHEREAS**, *the Miss Historic Jonesborough Scholarship Pageant is a Miss America preliminary, and*

**WHEREAS**, *the Miss America Scholarship program represents the largest single source of scholarships for the young ladies of this nation, and*

**WHEREAS**, *Lily Elizabeth Lynn Brock was crowned Miss Historic Jonesborough 2019, at the Annual Miss Jonesborough Pageant, thereby becoming the official Ambassador of Tennessee's Oldest Town, and*

**WHEREAS**, *Lily Brock has established herself as an outstanding role model for young people, and is continuing her education at East Tennessee State University majoring in Early Childhood Education and plans to obtain a Doctorate Degree in Education, then open her own preschool and dance studio that will serve children with special needs, and*

**WHEREAS**, *Lily Brock has chosen "Learning to Succeed" as her platform, and*

**WHEREAS**, *the Town of Jonesborough and its citizens greatly appreciate the individual sacrifice and dedication that Ms. Brock is and will be showing in representing and promoting her platform and our Town, then*

**NOW, THEREFORE, BE IT RESOLVED THAT** *this Proclamation be issued in honor of Lily Elizabeth Lynn Brock, Miss Historic Jonesborough 2019, in recognition of her many achievements and accomplishments.*

**BE IT ALSO PROCLAIMED**, *that Lily Brock is hereby an honorary citizen of the Town of Jonesborough, that she be given the key to our Town, and that she is officially invited to represent Jonesborough at all Town functions.*

**BE IT FURTHER PROCLAIMED** *that Lily Brock be accorded the most sincere Congratulations and Best Wishes in the Miss Tennessee Pageant and beyond from the Board of Mayor and Aldermen and the citizens of the Town of Jonesborough.*

*May Ms. Brock be continued to be blessed in whatever endeavors she may undertake.*

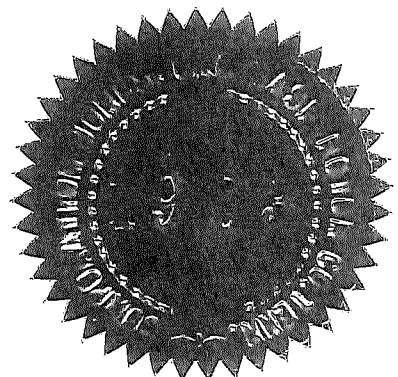
**IN WITNESS WHEREOF**, *I have hereunto set my hand and caused the Official Seal of the Town of Jonesborough, Tennessee, to be affixed this 12<sup>th</sup> day of November, 2018.*

*Chuck Vest*

CHUCK VEST, MAYOR

**ATTEST:**

*Abbey Miller*  
\_\_\_\_\_  
ABBEY MILLER, RECORDER



Mayor Vest asked Ms. Brock if she had any comments. Lily Brock said her platform was Learning to Succeed which is helping children with special needs to overcome their disabilities, as she herself as a child learned to overcome Dyslexia and ADHD. Mayor Vest congratulated Ms. Brock on her accomplishments.

Mayor Vest said the next item under Mayor's Communications was the presentation of a check to the Paws in Blue Fundraiser from Hank Brown of We Run Events. Mr. Brown presented a \$1,000 check to the Paws in Blue Fundraiser to Ruth Verhegge and said he appreciates the efforts and hard work of all the staff involved with the Haunted Marathon race day. Mr. Brown said there were over 1,000 participants and looks forward to next year's events.

Mayor Vest asked Stacey Davis to come forward to accept the November, 2018, Employee of the Month Award. Mayor Vest read the following nomination letter:

*Stacey Davis has consistently demonstrated a superior work ethic. Stacey's primary responsibility is the maintenance of the equipment within the wastewater treatment facility. Recently, Stacey has had to step outside of his normal duties to assist in the construction process of the Wastewater and Fleet Maintenance garages. His positive attitude, and capability to adapt to a changing work environment have been a significant benefit to our department. For this reason, and many others, I would like to nominate Stacey Davis as employee of the month. Submitted by Cobern Rasnick, Environmental Services Director.*

Mayor Vest asked Stacey Davis if he had any comments. Mr. Davis said it is a pleasure to work for the Town. He said he has been employed here a little over two years and he loves his job and the people he works with.

Mayor Vest said that Washington County Mayor Joe Grandy was present as well as the Town's newly elected Alderman Stephen Callahan. He asked if either of them would like to say anything. Stephen Callahan said he would like to thank everyone for entrusting him with their votes. Mr. Callahan said he grew up outside the Jonesborough Town limits, graduated from David Crockett High School, attended Emory and Henry College and received his degrees in Biology and Chemistry and worked for Eastman Chemical Company for five years. He said he started his business Tennessee Hills Distillery in Jonesborough in 2014. Mr. Callahan commended Virginia Causey and Charlie Moore on a good clean race. He said he looks forward to getting started and working with the Board and staff and will be accessible to everyone.

Mayor Vest said there are two reappointments and a vacancy (due to the resignation of Dean Chesnut) on the Jonesborough Planning Commission. The Mayor said his recommendation is to appoint David Sells to fill the vacant unexpired term and to reappoint Hal Knight and Tom Foster. Alderman Countermine made the motion to appoint David Sells to fill the vacant unexpired term on the Jonesborough Planning Commission which ends August, 2019, and reappoint Hal Knight and Tom Foster, with their terms ending August, 2020, seconded by Alderman Causey and duly passed.

Mayor Vest said the BMA Called/Charter meeting needs to be set and the date for the December 10, 2018, regular meeting date needs to be changed. He said he has a scheduling conflict and cannot attend the December 10<sup>th</sup> meeting. There was discussion in consideration of possible meeting dates and times. Attorney Wheeler was asked about the Called/Charter meeting date when new Board members are officially sworn in to office. Attorney Wheeler said the Charter calls for elected Board members to be sworn into office the Monday after the Town election. Mr. Wheeler said that is not possible because we have to wait until the Washington County Election Commission certifies the election, and they haven't set the certification date yet. He said in his opinion he feels that the second week of December would be fine to have the Charter Meeting. Attorney Wheeler reminded the BMA that the Regular meeting would have to be a Called meeting because of the date change. Alderman Dickson made motion to approve the Called/Charter and Regular BMA meeting dates be set for Wednesday, December 12, 2018, at 7:00 p.m., and with the Regular meeting being changed to a Called meeting, seconded by Alderman Countermine and duly passed.



Mayor Vest said due to Alderman Countermine relinquishing his term of Vice-Mayor that he would like to nominate Alderman Dickson as Vice-Mayor. There being no further discussion, Alderman Causey made the motion to appoint Alderman Adam Dickson as Vice-Mayor, seconded by Alderman Countermine and duly passed.

Alderman Communications was the next item on the agenda. Mayor Vest asked Aldermen if they had anything they would like to address.

Alderman Dickson thanked the Mayor and Aldermen for the honor of being appointed Vice-Mayor. Alderman Dickson expressed his appreciation to Chief Ron Street and his department for proactively having a police presence on Depot Street during the weekday afternoons by slowing down excessive vehicular traffic and keeping the children safe. He said the families he has spoken with are very happy and thankful for the Police Department's time and efforts. Alderman Dickson said the West Main Street and Persimmon Ridge Road project is looking good, and he is glad to see that project moving along.

Alderman Causey said that Town election was one of the best elections that was run in her 52 years as a resident of Jonesborough. She said there was no negativity and looks forward to serving on the Board.

Mayor Vest said he also appreciates the good clean election race. Mayor Vest expressed his thanks to Marion Light for the wonderful Veterans Day service held on Sunday, November 11<sup>th</sup>, at the Visitor Center. He also thanked Jules Corriere and Theresa Hammons for their hard work with the youth. Mayor Vest said the Youth Film Festival was a great performance.

Town Attorney Comments was the next item on the agenda. Attorney Wheeler said there was no new litigation to report.

Mayor Vest asked if there were any citizens who would like to make comments at this time.

David Belcher, 1005 Boones Creek Road, addressed the Board concerning his complaint with the city sewer. Mr. Belcher said first he wanted to say thank you to all the Veterans. He said back in July, 2018, he paid \$2,000 for a sewer tap, and he is very displeased with the clean-up work. Mr. Belcher said they have had problems with sewer backing up and creating a mess in his house. Mr. Belcher showed photographs to the Board members. He said he is petitioning the Board to have the sewer tap fee refunded. Mayor Vest asked Cobern Rasnick, Environmental Services Director, about Mr. Belcher's situation. Mr. Rasnick said that his department is planning to sod the yard back as soon as the weather breaks. Mr. Rasnick explained that when they made the sewer tap, they had to order a part for the pump station and when it had not arrived within a week, he contacted the company and was informed there had been a fire in the plant so the part was delayed nine weeks in getting to them. Mayor Vest instructed Mr. Rasnick to have Mr. Belcher's yard fixed back as soon as possible and to report back to the Board when the work was completed.

Jeff Dupree, 201 Woodrow Ave, addressed the Board concerning the naming of the North Cherokee Street/Smith Lane connector. He said the name of the connector should be Cherokee-Smith Connector with a hyphen between Cherokee and Smith, as was discussed in the Traffic Advisory Committee meeting. Mr. Dupree said the 30-mph

speed zone that is on the agenda did not come before the Traffic Advisory Committee and asked if it should have. Bob Browning said that speed zones do not have to go to the Traffic Committee. Mr. Dupree inquired about updated costs related to the Fleet Maintenance buildings. Mr. Browning said he does not have the cost figures from the Town Recorder. Mr. Dupree said he was under the impression there was \$500,000 left over in the paving budget and asked if it would be used to pave Shell Road, Franklin Ave, and Depot Street. Mr. Browning said that the \$500,000 was not correct; there is \$60,000 - \$80,000 in the paving budget and the Town is being conservative with costs. He said staff is working with the Washington County Highway Department to get the roads on the paving list paved, and they will pave as long as their asphalt plant is running which they usually shut down sometime in December during the winter season. Mr. Browning said that Shell Road needs to be widened in certain places and all the infrastructure in place before it gets paved.

Dona Lewis, 116 Franklin Ave, said she appreciates the work that has been done on Franklin Avenue thus far. Ms. Lewis said there are three catch basin inlet drains on Franklin Avenue and the traffic cones are gone that cover them. Bob Browning said he would talk to Street Director Malcom Highsmith about getting the cones back in place.

Ruth Verhegge, 601 West Main Street, announced that the second Celebrity Bagging fundraiser at Food City will be held on Friday, December 7, 2018, and the proceeds will go to the Jonesborough Police/Fire Dept. Shop-With-A-Cop program. Ms. Verhegge thanked Board members and everyone who has agreed to participate in the fundraiser including Washington County Mayor Joe Grandy and newly elected Alderman Stephen Callahan.

The first item under Old Business was an Ordinance to annex property adjacent to the Mill Creek subdivision and The Meadows subdivision. There being no discussion, Alderman Causey made the motion to approve on second and final reading an Ordinance annexing Parcels 162 and 163 of Washington County Tax Map 051, adjacent to both Mill Creek and The Meadows subdivisions near SR-81N, into the corporate limits of the Town of Jonesborough, and zoning the parcels PRD (Planned Residential Development) upon becoming a part of Jonesborough. The motion was seconded by Alderman Countermine and duly passed

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO ANNEX CERTAIN PROPERTY LOCATED ADJACENT TO MILL CREEK SUBDIVISION AND THE MEADOWS SUBDIVISION INTO THE PRESENT CORPORATE BOUNDARIES OF THE TOWN OF JONESBOROUGH, TENNESSEE

Be it ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee as follows:

SECTION 1. That the Town of Jonesborough has received a request by Kelly Wolfe, Wolfe Development, to annex this property into the corporate limits of the Town of Jonesborough, and the property is both almost adjacent to Jonesborough's current city limits, and in Jonesborough's Urban Growth Boundary.

SECTION 2. That the Jonesborough, Tennessee Zoning Ordinance Map which was adopted and enacted as part of the zoning ordinance be amended as follows:

Parcels 162 and 163 as shown on Washington County Tax Map 051 and located adjacent to Mill Creek Subdivision and the Meadows Subdivision is hereby annexed into the corporate limits of the Town of Jonesborough.

SECTION 3. This ordinance shall be effective thirty (30) days after its passage on second and final reading, the public welfare requiring it.


SECTION 4. The property is hereby zoned PRD (Planned Residential Development) upon annexation.

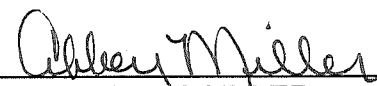
Approved by the Planning Commission October 16, 2018

Passed on First Reading October 8, 2018

Public Hearing Held November 12, 2018

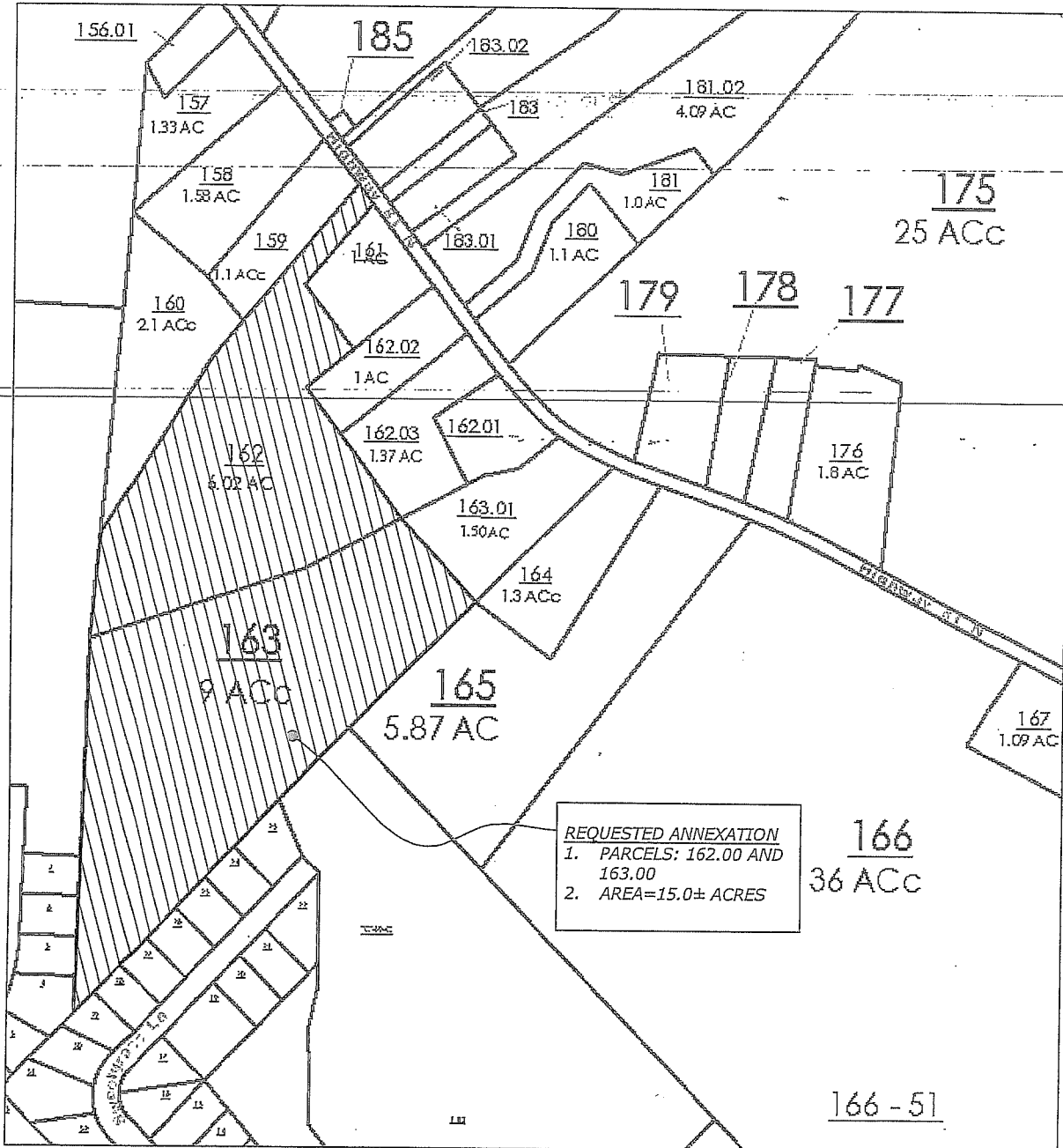
Passed on Second Reading November 12, 2018

Approved and Signed in Open Meeting   
MAYOR

Attest:   
TOWN RECORDER

Approved as to Form:   
TOWN ATTORNEY

Washington County - Parcel: 051 163.00



Date: September 24, 2018  
 County: Washington  
 Owner: ARCHER WALTER H & OPAL B  
 Address: HWY 81 N 190  
 Parcel Number: 051 163.00  
 Deeded Acreage: 10.5  
 Calculated Acreage: 0  
 Date of Imagery: 2015

TN Comptroller - OLG  
 State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG)  
 Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

The next item on the agenda was an Ordinance rezoning approximately 40 acres of property owned by Jim and Dan Eldridge off Hillrise Drive. There being no discussion, Alderman Counterminne made the motion to approve on second and final reading an Ordinance to rezone approximate 40 acres of property off Hillrise Drive, Parcel 053 on Washington County Tax Map 052, from R-1 (Low Density Residential) to PRD (Planning Residential Development). The motion was seconded by Alderman Dickson and duly passed

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO REZONE CERTAIN PROPERTY WITHIN THE CORPORATE BOUNDARIES OF JONESBOROUGH, TENNESSEE FROM R-1 (LOW DENSITY RESIDENTIAL) DISTRICT TO PRD (PLANNED RESIDENTIAL DEVELOPMENT) DISTRICT

Be it ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee as follows:

SECTION 1. That Jonesborough, Tennessee Zoning Ordinance Map which was adopted and enacted as part of the zoning ordinance be amended as follows:

That Parcel 053 on Washington County Tax Map 052, a 40 acre tract located off Hillrise Drive be rezoned from R-1 (Low Density Residential) District to PRD (Planned Residential Development) District.


SECTION 2. This ordinance shall be effective from and after its passage on second and final reading, the public welfare requiring it.

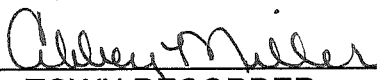
Approved by the Planning Commission August 21, 2018

Passed on First Reading October 8, 2018

Public Hearing Held November 12, 2018

Passed on Second Reading November 12, 2018

Approved and Signed in Open Meeting   
MAYOR

Attest:   
TOWN RECORDER

Approved as to Form:   
TOWN ATTORNEY



The next item on the agenda was consideration for approval of the plans for the expansion of the Boone Street Market building. Mr. Browning said the building is being expanded ten feet toward Boone Street, and the front of the building will be directly over the location of the granite curb that borders the hatched area next to the handicapped parking space in front of Sabin Avenue, thus creating 390 square feet of additional retail and seating space. He said the front of the building will look like the existing front, a small storage room will be constructed back against the existing brick wall on the southwest corner (nine feet in length), the roof of the ten-foot expansion will be at the level of the existing overhang, and there will be enough room to still use the existing handicapped parking space. Mr. Browning said one tree will have to be relocated, and a sidewalk will need to be reconstructed in front of the new addition, and they should be able to use the same brick and granite curbing. He said the Historic Zoning Commission has approved the expansion plans. There being no further discussion, Alderman Countermine made the motion to approve the design of the expansion of the Boone Street Market and allow Jonesborough Locally Grown to move forward with the design and construction. Alderman Dickson seconded the motion and was duly passed.

The next item on the agenda was the determination if the BMA wants to accommodate limited on-premise beer sales in a restaurant that cannot meet minimum requirements for one of the TN Alcoholic Beverage Commission's Liquor By the Drink licenses. Mayor Vest said he feels the new Special Event On Premise Beer Permit Ordinance is a much better option for everyone. Alderman Countermine said he agrees with the limit of twelve events annually and likes the flexibility of up to six events being scheduled as needed and the restaurant submitting the dates with the Police Chief thirty days in advance. There being no further discussion, the motion was made by Alderman Countermine, seconded by Alderman Dickson and duly passed, to approve on first reading the Ordinance establishing an On-Premise Special Event Beer Permit License available to Jonesborough restaurants under certain conditions.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING AN ON-PREMISE  
SPECIAL EVENT BEER PERMIT LICENSE AVAILABLE TO  
RESTAURANTS UNDER CERTAIN CONDITIONS**

WHEREAS, beer sales in the Town of Jonesborough are normally available only to restaurants that have obtained one of the Liquor-by-the-Drink licenses from the Tennessee Alcoholic Beverage Commission, and

WHEREAS, the Tennessee Alcoholic Beverage Commission (ABC) has established a minimum number of customer seats for their Liquor-by-the-Drink licenses, and

WHEREAS, there are circumstances in which a restaurant in Jonesborough cannot meet the minimum customer seating requirements of the ABC because of building space limitations in existing buildings, including those declared contributing to the historic character of Jonesborough, and

WHEREAS, it has been determined that small restaurants that want to sell beer for on-premise consumption but cannot obtain any ABC Liquor-by-the-Drink license because of space limitations, can be valuable components to the Town's tourism program and to the retail offerings to residents and visitors, and

WHEREAS, there are occasions in which during a special event or a special dinner a restaurant that cannot obtain some form of an ABC Liquor-By-The-Drink license would benefit from being licensed to sell beer for on-premise consumption, then

NOW THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that Title 2 (Alcoholic Beverages), Chapter 2 (Beer) Sections 2-209, 2-223, and Section 2-227 are hereby amended as follows:

Title 2, Chapter 2, Section 2-209 Restrictions upon issuances of on-premise beer permits Subsection (1) is hereby amended by adding the following language to the end of the first sentence:

...Tennessee Code Annotated referenced therein, "except for a beer permit issued as an On-Premise Special Event Beer Permit".

Title 2, Chapter 2, Section 2-223 Classes on-premise permits is hereby amended by adding Subsection (5) as follows:

(5) Special Event beer permit. A beer permit that is available to small restaurant operations meeting certain conditions that does not require an associated Alcoholic Beverage Commission Liquor-by-the-Drink license.

Title 2, Chapter 2, is hereby amended by amending Section 2-227 Servers must have license by re-numbering it as Section 2-228, and replacing Section 2-227 as follows:

2-227 Special Event beer permit. An on-premise beer permit may be issued to a restaurant that does not have the customer seating capacity necessary to obtain one of the Liquor-by-the-Drink permits from the Tennessee Alcoholic Beverage Commission (ABC). This beer only permit may be issued if the restaurant, defined as a commercial business open to the public on a regular schedule that serves meals/food throughout its operating hours, meets the following criteria:

(a) The establishment cannot obtain an ABC Liquor-by-the-Drink license because it does not meet the minimum number of customer seats or some other building expectation required by the ABC to obtain a Liquor-by-the-Drink license. The inability to obtain an ABC Liquor-by-the-Drink license must be based on a reasonable space limitation within the building layout, and not that the business owner does not want to use the space that is readily available. The restaurant owner must submit justification that the area needed to obtain the minimum seating for an ABC Liquor-by-the-Drink license is not available, and that justification is then found reasonable by the Jonesborough Beer Board.

(b) The percentage of meal sales in relationship to average sale of on-premise beer must meet the requirement established in Section 2-209 Restrictions upon issuance of on-premise beer permits of this Chapter. The determination of food sales is based on meals that are served, and any components considered as part of a meal.

(c) The restaurant must have the necessary sanitary kitchen and dining room equipment to adequately serve meals to its customers, and it must have the sufficient number and kind of employees to prepare, cook and serve suitable meals.

(d) Any server of beer must have the same license or permit required to serve alcoholic beverages by the Tennessee Alcoholic Beverage Commission.

(d) Any consumption of beer on public right-of-way must meet the Outdoor Use permit requirements of the Town.

(f) At any point the restaurant establishment can reasonably obtain an ABC Liquor-by-the-Drink license of some sort, the Beer Board upon determining the area is available to obtain a Liquor-by-the-Drink license from the ABC may terminate or declare a date of termination of the on-premise beer permit until an ABC Liquor-by-the-Drink license for the restaurant is obtained.

(g) The applicant for an on-premise Special Event Beer Permit must meet the beer permit requirements as established in Section 2-207 Beer permits of this Chapter.



(h) A restaurant issued a Special Event Beer Permit for on-premise consumption is limited to twelve (12) special events per calendar year in which beer can be served with the following conditions:

- (i) All the limitations established in this Section 2-227 apply.
- (ii) The dates of the up to twelve (12) special events in which on-premise beer may be served are listed in an attachment and submitted with the application for a Special Event Beer Permit. The listing of up to twelve (12) special events shall be submitted with each subsequent annual permit renewal application.
- (iii) Due to the possible changing and additions of events and activities, a restaurant with a Special Event Beer Permit may submit to the Chief of Police or his/her designee up to six (6) changes per calendar year in the special events designated for beer sales or add dates previously undesignated to the initial listing submitted with the permit application. Changes or additions to the special event listing must be submitted to the Chief of Police a minimum of thirty (30) days in advance of the special event to be held in the restaurant, and must receive the approval of the Chief of Police.
- (iv) Special Events in which on-premise beer sales are allowed must be within a 48-hour period for each event.

This Ordinance takes effect from and after its passage on second and final reading, the welfare of the Town of Jonesborough, Tennessee requiring it.

Motion was made by Alderman Countermine and seconded by Alderman Dickson that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Countermine, Alderman Dickson, Alderman Causey

Those voting against: \_\_\_\_\_

PASSED ON FIRST READING November 12, 2018

\_\_\_\_\_  
CHUCK VEST, MAYOR

ATTEST:

\_\_\_\_\_  
ABBEY MILLER, RECORDER

APPROVED AS TO FORM

\_\_\_\_\_  
JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: \_\_\_\_\_

Those voting against: \_\_\_\_\_

PASSED ON SECOND READING \_\_\_\_\_

\_\_\_\_\_  
CHUCK VEST, MAYOR

ATTEST:

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ABBHEY MILLER, RECORDER

APPROVED AS TO FORM

---

JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was a Resolution to extend the 30-mph speed limit on Boones Creek Road from Jackson Boulevard to the crest of the hill just north of the entrance to Semore Acres because of the increased number of vehicles speeding on the newly paved section resulting from the Boones Creek Road/West Jackson Boulevard intersection project. Mayor Vest said he agrees with the 30-mph and asked about signage. Mr. Browning said that Craig Ford and Chief Street can evaluate the sign situation, and if they determine more signage needs to be installed, then we can do that. Alderman Causey said a concern she has is that motorists coming down from Food City on North Forrest Drive at the Old Boones Creek Road intersection ignore the stop sign and do not stop like they should. Motion was made by Alderman Dickson to approve the Resolution extending the 30-mph speed limit on Boones Creek Road from Jackson Boulevard to the crest of the hill just north of the entrance to Semore Acres, seconded by Alderman Counterminie and duly passed.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION CHANGING THE SPEED LIMIT ON A PORTION OF SR-354

WHEREAS, a TDOT Safety Improvement Project has greatly improved the intersection of SR-354 and US-11E, and

WHEREAS, the additional lane northbound to Forrest Drive and the left turn lane southbound at Forrest Drive on SR-354 has resulted in the need to reduce the speed limit to 30 mph, and

WHEREAS, it has been determined that the new 30 mph speed limit inbound and the 45 mph speed limit outbound on SR-354 should be beyond the entrance to Semore Acres but before the top of the hill, then

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, that the 30 mph speed limit on SR-354 is hereby extended from its current location to a location passed Semore Acres near the top of the hill, with the exact location to be determined by the Street Director in consultation with the Chief of Police, and all necessary signage, including the new location for the 45 mph outbound speed limit, being changed to reflect the new location of the 30 mph zone.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 12<sup>th</sup> day of November, 2018.

Motion was made by Alderman Dickson and duly seconded by Alderman Countermine that this Resolution be adopted. Those voting for adoption of this Resolution were:

Alderman Dickson, Alderman Countermine, Alderman Causey

Those voting against: \_\_\_\_\_



CHUCK VEST, MAYOR

ATTEST:

Abbey Miller  
ABBHEY MILLER, RECORDER

APPROVED AS TO FORM:

Jim Wheeler  
JIM WHEELER, TOWN ATTORNEY

The next item on the agenda was a Resolution establishing an Internal Control Policy. Mr. Browning said the State requires communities to have a written Internal Control Policy that is intended to ensure that communities are operating in a manner in which they have fiscal accountability and monitoring, protect their assets, and operate in an ethical manner, and that the staff members are effective and efficient in the use of the community assets and resources. He said we already operate this way, but are required to have a written policy. There being no discussion, the motion was made by Alderman Causey, seconded by Alderman Countermine and duly passed, to approve the Resolution establishing an Internal Control Policy as presented.

## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ESTABLISHING AN INTERNAL CONTROL  
POLICY FOR THE TOWN OF JONESBOROUGH**

**WHEREAS**, the Town of Jonesborough operates in a manner in which the stewardship of Town assets and resources is a high priority, and

**WHEREAS**, the State of Tennessee requires local communities to put in writing the guidelines and procedures that document that proper measures are being taken to ensure the general public's investment in the resources involved in the Town's operation are being protected, and

**WHEREAS**, Town leadership is taking steps to comply with the State's requirements for a written Internal Control Policy, then

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, that an Internal Control Policy is hereby established as follows:

**INTERNAL CONTROL POLICY**

**1. Introduction:**

The Town of Jonesborough, Tennessee, has a responsibility to taxpayers, ratepayers, and constituents to be good fiscal stewards of government assets. Stewardship includes adoption and implementation of an internal control policy which provides for the safeguarding of assets, effective and efficient use of those assets, fiscal accountability and monitoring.

It is the responsibility of the Board of Mayor and Aldermen (BMA) and city management to demonstrate a commitment to integrity and ethical operations. Management should design appropriate control activities to achieve objectives and respond to risks. Town department supervisors and staff are responsible for the daily implementation of established controls.

The internal control process is not static and as functions of the Town change, risks must be reassessed and procedures adjusted. The policy established by this document outlines specific objectives and procedures that have been established to maintain good internal control. It should be noted that these are minimum standards set by Town management, and department supervisors have the authority to implement stricter standards at their discretion. In accordance with the Town's annual financial audit, Town management will periodically review and update the policy.

**2. Purpose and Objectives:**

This internal control document formalizes the Town's internal control policy in accordance with TCA 9-2-102 and the guidance issued by the U.S. Government Accountability Office (Green Book). The purpose of this policy is to provide reasonable assurance that the following internal control objectives and components are met. Each component will be addressed in detail.

**Internal Control Objectives:**

Operations: The Town's financial operations are effective and efficient.

Reporting: The Town's internal and external reporting are reliable.

Compliance: The Town will comply with all applicable laws and regulations.

**Internal Control Components:****Control Environment:**

The control environment is established by Town management and sets the foundation of the internal control system. The control environment encompasses the attitude of Town leadership and provides the structure required to achieve desired objectives.

**Risk Assessment:**

Risk assessment is the process of identifying the risks inherent in Town operations and developing appropriate risk responses.

**Control Activities:**

Control activities are procedures established through policy which allow the Town to achieve objectives and respond to identified risks.

**Information and Communication:**

Information should be complete and accessible to Town management and personnel. Supervisors are encouraged to review their monthly financial reports and communicate operational objectives and procedures with department personnel.

**Monitoring:**

Monitoring activities are established by Town management. These activities assess the quality of policies and procedures and promptly resolve findings.

**3. Control Environment:**

The control environment is the foundation for the internal control system. This component encompasses the views, ethics, and overall attitude of the organization and its leadership. A favorable control environment starts at the top of the organization, with the attitude of the Board of Mayor and Aldermen (BMA) and works down through management and all Town personnel. The following are specific policies and procedures that have been established to maintain a positive control environment.

- 3.1 **Personnel Policy:** The Town of Jonesborough has adopted an Employee Personnel Policy which outlines the general and specific provisions of Town employment. All staff are provided a copy of the policy upon employment and must sign an agreement, to be included in their employment file, that they have read and understand all policies.
- 3.2 **Job Descriptions:** Detailed job descriptions, with suggested pay grades and certifications, have been adopted for each position within the Town.
- 3.3 **Code of Ethics:** The Jonesborough Municipal Code outlines a code of ethics applicable to all full-time and part-time elected or appointed officials and employees. The code of ethics defines specific policies applicable to officials and employees as well as the procedure for handling complaints and violations.

**4. Risk Assessment:**

Town management and supervisors continually assess the operational and internal control risks present in daily activities. Controls are established to mitigate risks and monitor operational procedures. The following policies have been established to reduce common operational risks.

- 4.1 **Drug and Alcohol Screening:** The Town has adopted a drug and alcohol testing policy to mitigate the risk of property damage or personal injury resulting from employee impairment. It is the policy of the Town to perform quarterly random drug testing of at least fifty percent annually of the total number of employees subject to random testing. Employees who are subject to random drug testing are those who are required to have a commercial driver's license (CDL) and

those in safety-sensitive positions. Other types of drug and alcohol testing include pre-employment, reasonable suspicion, post-accident, post-incident, and return-to-duty.

- 4.2 Insurance: The Town carries insurance coverage through the Tennessee Municipal League (TML) Risk Management Pool including workman's compensation, general liability, automobile property and liability, Town buildings, equipment and personal property, and public officials personal liability coverage.
- 4.3 Purchasing Policy and Limits: The Town has adopted a purchasing policy which establishes the Town Administrator, or Town Recorder in his absence, as the purchasing agent responsible for the procurement of supplies and services for Town use. The purchasing agent reviews all purchase orders and bid contracts. The Town has established a formal bid policy for items costing over five-thousand dollars, with the exception of emergency purchases and used equipment. Cost-effective purchases of used equipment may be approved by the BMA without undergoing the formal bidding process. Additionally, purchases in which a delay in action might seriously impact safety or health may be made without prior BMA approval.
- 4.4 Security of Assets: The Town is responsible for safeguarding Town assets such as cash and inventory. Cash collections are turned in daily at the Town Recorder's office and recorded immediately in the cash register. The cash register is closed out daily at two o'clock and deposits are taken to the bank at the end of each business day. Cash that is not processed as part of the daily deposit is locked in a safe at the end of the day.
- 4.5 Annual Audit: The Town of Jonesborough contracts with an independent Certified Public Accounting firm to conduct an annual financial audit in accordance with TCA 6-56-101.

## 5. **Control Activities:**

Control activities are regularly being developed and monitored to ensure that the Town's internal control objectives are being met. The following policies have been developed to mitigate the risks inherent in daily operating activities. Management is charged with ensuring that all policies and procedures are followed and that objectives are consistently being met.

- 5.1 Cash Collection Procedures and Verification: Citizens make payments for utilities, police fines, property taxes, and other receivables at the Town Recorder's office. Cash is also collected for goods and services at the Visitor Center, Jonesborough Repertory Theatre, McKinney Center and Wetlands water park. All cash collections and associated ledgers are to be turned in to the Town Recorder's office daily and deposited by the Recorder's staff into the cash register. The register is balanced each day at two o'clock and the deposits are taken to the bank by a Recorder's staff member. Any discrepancies are noted by the Recorder's staff and reported to the Senior Accountant or Town Recorder.
- 5.2 Accounts Payable: Department supervisors will complete a purchase requisition for required items and submit to the Town Recorder's office for the Staff Accountant to review and submit to the purchasing agent (Town Administrator). Once approved by the Town Administrator, the staff accountant creates a purchase order in the accounting system, with one copy going back to the department supervisor and one to the accounts payable clerk. The Department supervisors turn in coded invoices to the accounts payable clerk to be entered into the accounting system and matched to the appropriate purchase order. Copies of all invoices and payment stubs are kept on file in the Town Recorder's office for review. Department supervisors receive a monthly report of their expenditures and budget balances.
- 5.3 Credit Cards: The Town has five credit cards that are issued to the Town Recorder, Operations Manager, Senior Center Supervisor, Jonesborough

Repertory Theatre Director, and Jonesborough Repertory Theatre Staff. Each user of the credit cards is required to turn in coded receipts to the Town Recorder for review and payment. No payment is made on the credit card accounts without properly approved and coded receipts.

- 5.4 Payroll: All Employees are provided with a bi-weekly time sheet to be filled out and turned in to the appropriate department supervisor for review. Department supervisors review and approve the time sheets and then submit them to the payroll clerk to be entered into the accounting system. A spreadsheet is kept on each employee by department to record time worked and overtime. Sick and vacation hours accrued and taken are maintained in the payroll accounting system.
- 5.5 Bank Reconciliations: Bank reconciliations are prepared each month for all major cash accounts and special revenue accounts. Bank Reconciliations are prepared by a senior staff accountant. All bank reconciliations are reviewed by the Town Recorder prior to the final preparation of monthly financial statements.
- 5.6 General Ledger: The Town maintains comprehensive general ledger and subsidiary account records for all funds as required by generally accepted accounting principles. The Town maintains a complete set of accounts for each of three governmental funds. The governmental funds include the General Fund, the Solid Waste and Sanitation Fund, and the Police Drug Enforcement Fund. The Town also maintains Water and Sewer Fund activity in an enterprise fund and health reimbursement insurance activity in an internal service fund.
- 5.7 Fixed Assets: Complete files are kept in the Town Recorder's office for all fixed asset purchases and capital projects. Copies of invoices are kept in each project folder as well as in the accounts payable vendor files. All invoices are reviewed by a senior staff accountant or Town Recorder for appropriate coding.
- 5.8 Budget: Budget requests are prepared by each department supervisor early in the calendar year for review in preparing the next fiscal year's Town budget. Department supervisors submit their budget requests and supporting documentation to the Town Administrator for review and modification. The Town Administrator balances the requested expenditures with anticipated revenues and makes changes where necessary. A formal budget is prepared and published for each fund in accordance with guidelines set by the State Comptroller's Office. The Town Administrator submits the final budget to the BMA for approval.
- 5.9 Record Retention and Backup: The Town has adopted a records retention policy to maintain ledgers and supporting documents in accordance with all TN Code Annotated (TCA) requirements and MTAS Records Management guidelines. Documents are kept in the Town Recorder's office for a minimum of one year and until the completion of the financial audit. Documents are then filed either on site at the Municipal Building or at a secure off-site storage facility. Electronic record backups are also made daily and a full system backup is performed monthly and deposited in the Town's off-site safety deposit box.

## **6. Information and Communication:**

Financial and operational information is accessible to the Board of Mayor and Aldermen (BMA) and all managers and department supervisors. Proper communication of information ensures that departments are operating effectively and financial transactions are being recorded in a correct and complete manner.

- 6.1 Supervisor and Committee Reports: Department supervisors present a monthly operational report for review and approval at the publicly advertised BMA meeting. Minutes from the various appointed committees are also presented for review and approval at the monthly BMA meetings.

- 6.2 Financial Reports: The Town Recorder prepares and presents a year to date financial summary for the BMA's review and approval each month. Financial reports are also prepared for individual reserve accounts and by request of the BMA when specific information is required. Additionally, the Town Recorder prints monthly financial reports from the accounting system for each department supervisor to review expenditures and budget variances.
- 6.3 Approval of Bills and Minutes: The Board of Mayor and Aldermen is presented with a detailed listing of bills paid in the prior month for review and approval at its monthly meeting. Detailed minutes for the prior month(s) meetings are also routinely presented for review and approval. Copies of all minutes, ordinances, resolutions and adopted policies are kept on file for public review at the municipal office.
- 6.4 Municipal Code: The Jonesborough Municipal Code is printed and maintained by the University of Tennessee's Municipal Technical Advisory Service (MTAS). The Town Recorder and Town Attorney are responsible for reviewing the code and sending updates to MTAS. Copies of the Code are provided to all department supervisors and BMA members and are available for review in the Recorder's office.

## 7. **Monitoring:**

Management and personnel are charged with continually monitoring daily activities to determine if established controls are operating as intended. Any deficiencies are to be reported to management so that appropriate corrective action can be taken.

- 7.1 Audit: The Town of Jonesborough contracts with an independent Certified Public Accounting Firm to conduct an annual financial audit. The financial audit includes testing of all material transactions and accounts as well as inventory test counts at the Town garage, Water Park, and Visitor Center.
- 7.2 Supervisor Meetings: Even though supervisors are typically in Town Hall on a daily basis interacting with management, monthly supervisor meetings are held to discuss issues impacting all departments such as a purchasing policy review, inventory, personnel policy revisions, Town Board actions, updates on drug and alcohol testing, upcoming events and inter-department cooperation. The Town Administrator leads the meetings with input from the Town Recorder and Operations Manager.



**8. Application of Policy:**

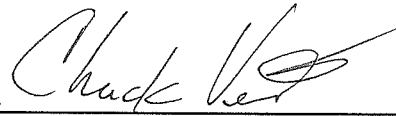
The Town of Jonesborough has adopted the internal control policy as outlined in this document in order to provide reasonable assurance that resources are being used wisely and in compliance with all applicable laws and regulations. The internal control framework, as outlined by the US Government Accountability Office, provides assurance that the Town is operating efficiently and effectively and any deficiencies are responded to in a quick and appropriate manner. The Town commits to implementing and maintaining this policy as part of a continued desire to provide excellent service and accountability to the taxpayers, constituents, and ratepayers of the Town of Jonesborough.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 12<sup>th</sup> day of November, 2018.

Motion was made by Alderman Causey and duly seconded by Alderman Countermine that this Resolution be adopted. Those voting for adoption of this Resolution were:

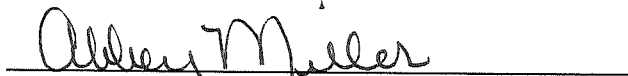
Alderman Causey, Alderman Countermine, Alderman Dickson

Those voting against: \_\_\_\_\_

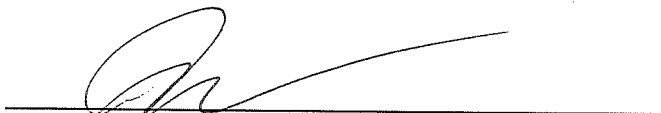


\_\_\_\_\_  
CHUCK VEST, MAYOR

ATTEST:

  
\_\_\_\_\_  
ABBEY MILDEN, RECORDER

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JIM WHEELER, TOWN ATTORNEY

The next item on the agenda was the lease agreement between the Town and JRT to have long-term use of the warehouse building to be constructed through the Town for that purpose. Mr. Browning said the Town has received a \$100,000 donation from the Sonia King Trust for the construction of a 5,000 square foot warehouse building for use by the Jonesborough Repertory Theatre. He said the building would include an area for set building, storage for costumes, furniture/props, etc. for the JRT. Mr. Browning said any funding not used for the warehouse shall be re-designated by the Trustee of Ms. King's Trust. He said there were two quotes received from firms that specialize in post and beam construction: White Construction's bid was \$116,000 and Brant Construction's bid was \$91,750. Mr. Browning said that implementation of the warehouse construction will be overseen by himself and JRT President Kelly Wolfe. He said the proposed lease was prepared by Attorney Wheeler and himself and has been approved by the JRT Board of Directors. There being no further discussion, Alderman Countermine made the motion to (1) accept the conditions associated with the \$100,000 donation to the Town from the Sonia King Trust, and authorize the signing of the acknowledgement letter; (2) approve the Lease Agreement between the Town and the JRT Board of Directors allowing the JRT to have long-term use of the warehouse building to be constructed through the Town for the stated purposes; (3) approve the bid price from Brant Construction recommended by the JRT Board of Directors to build the warehouse building for JRT use for \$91,750, with the cost being paid through a donation from the Sonia King Trust and authorize the acceptance of the cost summary and scope of work submitted by Brant Construction. The motion was seconded by Alderman Causey and duly passed.

### **LEASE AGREEMENT**

THIS LEASE AGREEMENT, made and entered into on the 12<sup>th</sup> day of November, 2018 by and between the MAYOR AND ALDERMEN of the TOWN OF JONESBOROUGH, TENNESSEE, a duly incorporated municipality located within Washington County, with a principal office and place of business at 123 Boone Street, Jonesborough, Tennessee, (sometimes hereinafter referred to as the "TOWN"), hereinafter referred to as LESSOR, and the JONESBOROUGH REPERTORY THEATRE, a Tennessee corporation (hereinafter sometimes referred to as "JRT"), hereinafter referred to as the LESSEE.

### **WITNESSETH:**

That for and in consideration of the annual rental hereinafter set forth, the conditions and natural covenants hereinafter contained, the LESSOR does here let, lease and demise unto the LESSEE the hereinafter described property, situate, lying and being in the 15<sup>th</sup> Civil District of Washington County, Tennessee, within Persimmon Ridge Park next to the existing Recreation building, and including a 4,999 square foot post and steel warehouse building to be constructed on the site through funding provided by the Sonia King Trust, with the building and land more particularly described as follows:

**SEE "EXHIBIT A" ATTACHED**

### **EFFECTIVE DATE:**

This lease will take effective as of the 1<sup>st</sup> day of November, 2018 and will terminate November 30, 2043 unless renewed or sooner terminated under the provisions herein.

**RENT:**

In consideration for the leasing of the above-described property, LESSEE agrees to pay to LESSOR as rent for the property the sum of \$1.00 per year, the payment of which rent is payable in annual payments beginning on or before January 1, 2019 and on or before January 1 each year thereafter.

**USE OF FACILITY:**

LESSEE shall use the building and grounds to provide support services to the programs, productions, and activities of the JRT, including but not limited to costume and prop storage, set construction, equipment storage, etc. The LESSEE shall provide all the necessary supervision and management necessary to oversee the activities taking place within the leased property, and shall be responsible for ensuring the appropriate use of any equipment or furnishings within the building or premises.

**BUILDING RELATED RESPONSIBILITY OF LESSEE:**

LESSEE shall be responsible for the cost of utilities used within the leased premises, and the cost of all repair and maintenance expenses associated with the building and the hardscape features of the grounds. The LESSEE shall be responsible for any service agreements associated with the building and grounds, and any such agreement(s) shall be in the name of the LESSEE unless approved in advance by the LESSOR. The LESSEE is responsible for maintaining the building in proper and acceptable condition so there are no code violations and the exterior of the building does not become a detriment aesthetically to the nearby buildings and park related activity. The LESSOR reserves the right to have the Town's Building Inspector inspect the exterior of the building and create a written list of any deficiencies LESSOR expects LESSEE to address. Such deficiencies shall be reasonable and necessary to prevent deterioration or damage to the building and to maintain a reasonable aesthetic appearance of the building. LESSEE shall have ninety (90) days from the date of receipt of said list to develop a plan agreed upon by the LESSOR's Building Inspector to address items on the list. The LESSEE shall notify the LESSOR in writing of any known and identified maintenance improvements or maintenance tasks the LESSEE is unable to perform, and the reason such work task(s) cannot be undertaken. The LESSOR reserves the right to make repairs it deems necessary to address items on the list and shall be entitled to be reimbursed by the LESSEE for such expense incurred by the LESSOR.

**RESPONSIBILITY OF LESSOR:**

The Town will be responsible for landscaping around the building and premises as the TOWN deems appropriate, and the Town will provide the care and maintenance of the landscaping throughout the term of this lease. When feasible and in its sole discretion, the Town reserves the right to undertake one or more of the maintenance work tasks needed to bring the exterior building condition up to acceptable standards. The LESSOR will retain the use and responsibility for maintaining the parking areas adjacent to the leased property as well as the access drive aisles to the premises as the LESSOR, in the LESSOR'S sole discretion, deems appropriate. LESSEE may take additional steps at LESSEE'S expense to maintain the parking areas or access drive aisles with written permission of the LESSOR which permission shall not be unreasonably withheld.

**RESPONSIBILITY FOR LIABILITY:**

LESSOR agrees to maintain property insurance covering the leased land, and liability insurance in an amount equal to the tort liability limits established by the State of Tennessee. LESSEE agrees to provide proof of liability insurance covering the leased premises totaling \$1,000,000, and to execute a hold-harmless agreement releasing the LESSOR of the any liability involving the leased premises. LESSEE will be responsible for contents insurance coverage for any and all of its property within the building or on the premises. In consideration of the nominal rent paid for this lease, the LESSOR shall have no responsibility for the contents of the building under any circumstances.

**OPERATING COSTS:**

LESSEE will pay all operating costs – including any taxes, insurance, utilities, service agreements, paid staff, building buildout or other related expenses.

**ALTERATIONS:**

LESSEE shall not make, directly or indirectly, any alterations to the leased building or premises without first obtaining the advanced written consent of the LESSOR. Any alteration of the building or premise shall become at once a part of the reality and belong to the LESSOR. In approving such alterations to the leased building or premises, the LESSOR may require the removal of such alteration(s) and subsequent restoration to the original condition of the building or premises at any termination of this lease. LESSEE shall keep the building free from any liens coming out of any work performed, material furnished, or obligations incurred by the LESSEE. LESSEE agrees to not take any action on alterations on the exterior of the building and premises before receiving written consent from the LESSOR, and consent for such alterations by the LESSEE shall not be unreasonably withheld by the LESSOR.

**ASSIGNMENT AND SUBLETTING:**

LESSEE shall not assign this lease or any interest in it, and shall not sublet the building and premises or any part of it or any right or privilege appurtenant to this agreement or permit any other person (the agents and servants of the LESSEE excepted) to occupy or use the premises or any portion of it without first receiving the written consent of LESSOR in the LESSOR'S sole discretion. A consent to one assignment, subletting or occupation and use by another person or entity shall not be deemed to be a consent to any other or further assignment, subletting or occupation, nor a waiver of the provision of this section, except as to the specific instance covered by it. Any such assignment, subletting or occupation without the LESSOR's consent shall be void and shall be cause at the option of the LESSOR to terminate this lease. This lease and any interest in it shall not be assignable as to the interest of the LESSEE by operation of law without the written consent of the LESSOR.

**LOSS BY CASUALTY:**

If the premises including the building or any portion thereof are damaged or destroyed by reason of fire, hurricane, tornado, or any other cause, LESSEE shall immediately notify LESSOR. If the building on the premises is totally destroyed by fire, hurricane, tornado, or by other cause, LESSOR shall determine in LESSOR'S sole discretion whether this Lease should be terminated or the damage to the premises is repaired at the expense of the LESSOR and this lease continued. LESSEE shall not be entitled to any insurance proceeds attributable to such damage to the building or premises through insurance obtained by the LESSOR, and all such insurance proceeds shall be payable to the LESSOR.

**DEFAULT:**

If the LESSEE defaults under any term, condition or provision of this Lease, including, but not limited to failure to reimburse LESSOR for any damages, repairs or costs to the building or premises caused by activity of the LESSEE or their agents or servants and repaired and corrected by the LESSOR with written notice being issued to the LESSEE of such liability for reimbursement, the LESSEE shall have 30 days from the date of written notice of default properly sent to cure such default. If LESSEE remains in default the LESSOR shall have the right to terminate this Lease.

RENEWAL OF LEASE

At the end of the initial lease term in November, 2043, this Lease Agreement may be automatically renewed by the LESSEE for an additional twenty-five (25) years upon the LESSOR receiving written notification of the LESSEE's intent to renew prior to the Lease termination date.

AMENDMENT OF LEASE

This Lease may be amended from time to time by mutual consent, with consent resulting from action taken by the governing bodies of both parties.

TERMINATION

This Lease agreement may be terminated at any time by mutual consent of both parties.

IN TESTIMONY WHEREOF, the Parties have hereunto sent their hands and seals on this the 12th day of November, 2018, binding themselves, representatives, successors and assigns.

THIS INSTRUMENT HAS BEEN EXECUTED IN DUPLICATE, EITHER MAY BE TREATED AS AN ORIGINAL.

LESSOR:

MAYOR AND ALDERMEN OF JONESBOROUGH:

ATTEST:

BY: Abbey Miller  
ABBHEY MILLER, RECORDER

BY: Chuck Vest  
CHUCK VEST, MAYOR

APPROVED AS TO FORM ONLY:

James R. Wheeler  
JAMES R. WHEELER, TOWN ATTORNEY

LESSEE: JONESBOROUGH REPERTORY THEATRE

BY: Kelly Wolfe  
KELLY WOLFE, PRESIDENT



October 18, 2018

Bob Browning  
Town Administrator  
Town of Jonesborough  
123 Boone Street  
Jonesborough, TN 37659-1390

RE: Donation from the Sonia S. King Administrative Trust

Dear Mr. Browning:

In continuation of the Martin and King families' enjoyment and lifelong support of the arts, I am enclosing a \$100,000 check from Mrs. King's Trust, payable to the Town of Jonesborough.

I specifically request the funds be used for the Jonesborough Repertory Theater (JRT) located at 125 W. Main Street, Jonesborough, TN in order and as follows:

- 1) To construct a 5,000 square foot (approximately) building on the site already prepared at Persimmon Ridge Park to be used for storing props and set preparation, etc. It is understood that JRT will lease this space for a nominal fee from the Town of Jonesborough and if such space shall not be used by JRT such building shall belong to the Town.
- 2) Any residual funds after completion of the above project shall be subject to re-designation by the then serving trustee of Mrs. King's trust.

Decisions regarding implementation of the above shall be made by you or any successor Town Administrator and Kelly Wolfe acting in his capacity as an individual with input from the then serving trustee of Mrs. King's trust.

As you have done in the past, I request that communication be made with me on a regular basis as to the progress of the remodel / renovations.

Please acknowledge the restrictions above and return a signed copy of this letter before depositing the check. When returning such copy please also send a charitable receipt.

Sincerely,

Wade H. Farmer, Trustee

whf:djm

I hereby acknowledge acceptance of the \$100,000 donation and that these funds will be used as outlined above.

---

Bob Browning, Town Administrator

Johnson City  
Kingsport  
Greeneville

801B Sunset Drive, Johnson City, TN 37604  
1361 South Wilcox Drive, Kingsport, TN 37660  
550 Tusculum Boulevard, Greeneville, TN 37745

423.282.4511  
423.246.1725  
423.638.8516

[www.BCScpa.com](http://www.BCScpa.com)

The next item on the agenda was the selection of an engineer firm to design the traffic signal project at Smith Lane and Jackson Boulevard including local program project management, with funding coming from the \$300,000 allocated for the project through the Johnson City Metropolitan Transportation Planning Organization (MTPO) Office. Mr. Browning said TDOT has selected five engineering firms in the State that are authorized to be used by a community undertaking a local program project to manage and implement the project. He said we do not have to go through a procurement process if the Town decides to use one of the firms pre-approved by TDOT; we just have to notify TDOT of the decision and submit a detailed project information sheet including a proposed budget. Mr. Browning said the Jonesborough Traffic Signal project was funded at 100% and that funding includes engineering design and inspection. He said Mattern and Craig Engineering performed the warrant study in Jonesborough that was necessary to show a traffic signal is justified using TDOT Standards for the intersection of Smith Lane and Jackson Blvd. Mr. Browning said staff is recommending approval of Mattern and Craig Engineering for this project. There being no further discussion, Alderman Dickson made the motion to approve Mattern and Craig Engineering as the firm to design the traffic signal project at Smith Lane and Jackson Boulevard including local program management, with funding coming from the \$300,000 allocated for the project by the Johnson City MTPO, and authorize staff to inform TDOT of the selection. The motion was seconded by Alderman Causey and duly passed.

The next item on the agenda was approval of a Resolution establishing an in-lieu-of payment for sidewalk construction not undertaken in Planned Residential Development (PRD) Zones. Mr. Browning said in a PRD Zone the guidelines call for sidewalks on both sides of the street; however, a developer can submit a pedestrian access plan for approval to show alternative measures to get pedestrians around the subdivision. He said a sidewalk can be on one side the street and a walkway built that will go up to open space areas or connect to the Town's Lost State Scenic Walkway; a good example of that is the walkway system connecting The Meadows and Mill Creek subdivisions. Mr. Browning said the recommendation is to create an in-lieu-of payment to put in escrow instead of building a second sidewalk. He said his suggestion is that the developer calculate the square yards of concrete and gravel that would be necessary to construct the sidewalk, and then get an accurate concrete cost from a concrete company to submit with the cost documentation. He said that a number of contractors have paid staff that build their sidewalks and driveways which makes labor costs much more difficult to determine. Mr. Browning said if we just used an accurate cost of concrete and gravel at the time of the waiver request, we would be way ahead and this creates an incentive for the developer to use the in-lieu-of approach that will help cover the Town's cost of materials to construct a sidewalk that becomes essentially an arterial walkway connection to the Town's Lost State Walkway System. He said if the Board feels there should be more expense covered in the in-lieu-of payment than materials, he would recommend using a percentage figure not to exceed ten percent (10%). There being no further discussion, Alderman Countermine made the motion to approve the Resolution creating an in-lieu of payment for PRD zones in which the Planning Commission can approve sidewalks being constructed only on one side of the street. The motion was seconded by Alderman Dickson and duly passed.

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION ESTABLISHING AN IN-LIEU-OF PAYMENT FOR  
SIDEWALK CONSTRUCTION NOT UNDERTAKEN IN PRD ZONES**

**WHEREAS**, the Town of Jonesborough has a Planned Residential Development District zone that encourages traditional neighborhood development, and

**WHEREAS**, Traditional Neighborhood Development projects help focus on the development of open space access and safe pedestrian access throughout the development, and

**WHEREAS**, the PRD guidelines require sidewalks on both sides of the street except in common space areas or a pedestrian access plan submitted to and approved by the Planning Commission, and

**WHEREAS**, it has been determined that an alternative should be available to developers that allows the cost of a sidewalk on one side of the street in a PRD zone to be placed by the developer into a sidewalk escrow fund for the Town to use in connecting the Town's walkway system along arterial streets to subdivisions in town, then

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, that Section 4. of the Alternate Street Standards previously adopted for a PRD (Planned Residential Development) be amended as follows:

4. Sidewalks shall be required on both sides of all streets except in common space areas, unless one of the following is approved by the Planning Commission.
  - (a) A Pedestrian Access Plan is submitted and approved by the Planning Commission that shows sidewalks on one side of the street and alternative means of pedestrian access around the subdivision including walkways, paths, bicycle trails, etc. that connect pedestrians to open space areas, and especially to the Town's Lost State Scenic Walkway System.
  - (b) In-lieu-of a second sidewalk on each street, the developer may request approval from the Planning Commission to place funding into a Town sidewalk escrow account for the purpose of funding the material costs to expand the Town's walkway system along arterial streets or rights-of-way to the benefit of all citizens including those in the new PRD subdivision, with the amount determined as follows:
    - (i) The cost of concrete and gravel on a square foot or square yard basis needed to construct the sidewalk that is waived will be submitted to the Planning Commission by including the calculations used to determine the volume of current gravel and concrete needed as well as current cost documentation from a local concrete supplier.



(ii) In order to receive in-lieu-of-credit for a sidewalk not constructed, payment must be received before streets and sidewalks for the subdivision are inspected and approved.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 12<sup>th</sup> day of November, 2018.

Motion was made by Alderman Countermine and duly seconded by Alderman Dickson that this Resolution be adopted. Those voting for adoption of this Resolution were:

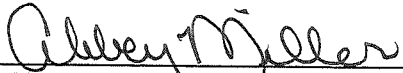
Alderman Countermine, Alderman Dickson, Alderman Causey

Those voting against: \_\_\_\_\_



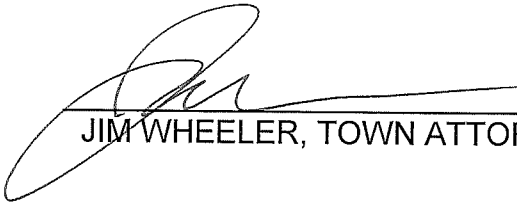
CHUCK VEST, MAYOR

ATTEST:



ABBEY MILLER, RECORDER

APPROVED AS TO FORM:



JIM WHEELER, TOWN ATTORNEY

Alderman Dickson said he appreciates the creativity of staff in getting the children participating in the arts programs safely to the McKinney Center.

Mayor Vest said he would like the Water Distribution Department to set as a priority the repairs/replacement of old waterlines in Town.

There being no further business, Mayor Vest adjourned the meeting.

ABBEY MILLER, RECORDER

CHUCK VEST, MAYOR

