

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

June 11, 2018

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, June 11, 2018, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

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

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman David Sell. 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 Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Alderman Sell requested that the Operations Manager Report be pulled from the Consent Agenda for discussion. Mayor Vest requested that Item 7-b related to Senior Center personnel be pulled from the Consent Agenda. Mayor Vest asked for a motion to move the Operations Manager Report and Item 7-b from the Consent Agenda and add it to the Regular Agenda for discussion and possible action. Alderman Dickson made the motion to move the Operations Manager Report and Item 7-b from the Consent Agenda to the Regular Agenda, seconded by Alderman Causey and passed unanimously.

There being no further discussion for the Consent Agenda, Alderman Dickson made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the April 25, 2018, Called BMA Meeting and the May 14, 2018, Regular BMA meeting.
2. Approve the following April bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z Office Resources, Inc.	3624.30
Advanced Auto Parts	64.71
Aggregates USA	2956.61
Allen Weems	217.62
AlSCO	33.02
American General Life	151.52
Andy Oxy Company, Inc.	182.70
Appalachian Printing	154.50
Applied Maintenance	82.95
Archer Electric Service	2516.00
Aulick Chemical Solutions	4715.00
Auto Zone	228.02
Ayers Distribution	556.00
Bachman-Bernard	73.61
Ben Caldwell	130.00
Blue Cross-Blue Shield	78251.19
Bobcat	371.28
Branham Corporation	66.69
Brenntag Midsouth Inc.	253.54
Budget Office Furniture	700.33
Builders First Source	11274.46
Cameo Waters	5.93
Cameo Waters	72.02

<u>CELEBRATE</u>	65.46
<u>VENDOR</u>	<u>AMOUNT</u>
Central Paper and Supply	52.96
Centurylink	969.70
Chappell's Pest Control	90.00
Cintas Corporation #202	738.44
Cintas First Aid & Safe	85.04
Cline-Holder Electric	188.35
Compass Minerals America	1936.13
Consolidated Pipe & Spl	8480.00
Copynet	82.22
Corechem	4431.85
Craig's Firearm Supply	113.60
D. Todd Wood	6820.00
Dakota Stepen Conkin	540.00
Darrell W Brinson	25.00
David Crum	70.00
Dearborn National	586.42
Dennis Dwayne Brooks	700.00
Donna Freeman	32.84
E.S. Dockery Company	1175.00
East TN Chemicals	135.00
East TN. Rent-Alls	422.89
Ecosafe Landfill Va	5821.73
Employee Security	250.00
Erwin Utilities/WTR Tes	225.00
Esc Lab Sciences	1849.00
Esc Lab Sciences	2151.00
Ferguson Enterprises #5	5975.52
Fire Extinguisher Co.	296.85
First Tennessee Bank	3792.73
First Tennessee Bank	8629.26
First TN Human Resource	7301.00
Fleenor Security System	4131.53
Food City	244.94
Foster Signs	315.00
Free Service Tire Co.	13534.00
Fuelman	2874.71
G & C Supply Company, Inc	2710.84
Gabe Gray	26.78
Gall's, LLC	70.00
General Shale MSC	204.90
George Williamson	173.04
Goodpasture Motor Co	240.19
Grainer	240.19
GRW Engineers, Inc	2926.25
GT Distributors	562.08
Hampton Textile Printing	390.00
Harbor Freight Tools	96.19
Hayes Pipe and Supply	4420.50
HD Supply Waterworks	1045.00
Heisse Johnson Hand Up	157.30
Hunter Curtis	530.00
Imaging Technology	1995.00
Ingles #4205	444.08
International Storytelling	41.45
J&J's Eatery	51.00
James R Wheeler	5518.00
JAMSA	75.00
Janette Gaines	70.98

Jefferson Sales South	195.23
Johnson City Utility	121.00
<u>VENDOR</u>	<u>AMOUNT</u>
Jonesborough HRA	9140.00
Jonesborough Postmaster	3500.00
Jonesborough Water Dept	545.40
Jonesborough/Washington	3750.00
Joshua David Heltzel	200.00
Judy Butterfly	150.00
Karen Hitchcook	210.00
Kathy Storey	22.50
Kimball Midwest	100.50
Kingsport Publishing Co.	734.83
Liberty National	2642.72
Logic Concepts	425.00
Lora Darlene Hatley	176.00
Lowe's	6390.24
Lydia Fisher Sweatt	252.00
Mahoney's Sportsman's	33.09
Meade Equipment	3000.00
Medical Education	450.00
Metrocount USA Inc.	3605.00
Michelle Marvel	25.00
Microbac A/R	38.00
Motion Industries	595.49
National Meters	7885.00
Networkfleet, Inc.	1548.87
News and Neighbor	197.00
Office Depot Credit	58.98
Office Essentials Inc.	293.89
Old School Auto Parts, Inc.	565.95
Olde Towne Hardware	1553.43
Olde Towne Small Engine	446.55
Pamela Gail Johnson	516.00
Pardue Photographics	520.00
Paula Malone	100.00
Polydyne Inc.	2070.00
PPG Architectural	185.00
Quality Trophy & Engraving	13.00
Reliance Standard (VOL)	352.04
Richardson Athletics	266.46
Ricoh USA, Inc.	5036.22
Ricoh USA, Inc.	149.43
RMJ Distributing Co.	200.60
Ron Street	300.00
Safety Nation	91.74
Saratoga	1469.21
Saratoga Financial	9323.98
Schaeffer's MFG Co	2740.23
Shred-It	27.44
SIR Speedy	340.50
Smart Source of GA, LLC	1946.25
Southern Vac	18394.66
Stafford Custom Graphic	433.77
Steve Cook	265.86
Stowers	828.06
Summers Hardware	25.50
Superior Cleaning	140.00
Supplyworks	669.15
Tennessee Floral Supply	122.60

Terminix Processing	118.00
The Wood Cottage	69.35
Thomas Reuters West	162.77
<u>VENDOR</u>	<u>AMOUNT</u>

TN Bureau of Investigate	29.00
TN Dept of Revenue	2115.58
TN Dept of Revenue	149.15
TN Dept of Safety	1353.75
Tonya S Van Hook	352.00
Town of Jonesborough	122.54
Town of Jonesborough	7950.00
Town of Jonesborough	319.43
Transunion Risk &	25.00
Tri-City Beverage Corp	180.00
Tri-City State Bolt & Screw	34.60
Triad Freightliner	75.65
Trimble Company	2888.00
Tripplett Farms	375.00
Trublu Tactical	96.97
Truck Toy's and More	75.00
United Elevator Service	1222.20
United Parcel Service	438.78
United Way	338.58
USA Blue Book	1500.18
Valley Equipment	5.00
Verizon Wireless	3040.42
Vermeer Heartland	1044.00
Wal-Mart Store/GEMB	1487.72
Washington Co Highway	118236.20
Washington County	8697.89
Washington County	12000.00
Washington County EMS	21517.66
Washington Farmers Co	2285.22
Washington Farmers Co	13533.17
Waste Management	2478.92
West Hills Ford Tractor	.89
White's Auto Parts	356.23
William Beagle	1235.00
Williams Electric	4149.68
Wolfe Development	5000.00
Wolfe Development GP	<u>1987.76</u>
	\$52,5816.11

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
84997-85171 AP	\$205,551.65		
85172-85187 AP	\$15,982.70		
85188 VOID			
85189-85199	\$23,486.68		
85200-85212 AP	\$6,557.34		
85213-85230 AP	\$39,523.62		
85231-85239 AP	\$5,325.17		
85240-85246 AP	\$2,132.24		
85247-85257 AP	4,175.70		
	\$302,735.10		
55818-55908 AP		\$165,677.06	
55909-55911 AP		\$3,189.31	
55912-55916 AP		\$2,638.60	
55917-55923 AP		\$1,550.25	

55924-55926 AP	\$104,428.95
55927-55929 AP	\$1,174.66
55930-55932 AP	\$2,049.41
	\$280,708.24

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
7484-7507 AP			\$20,937.45
7508-7509 AP			\$260.14
7510 AP			\$3,170.50
7511-7512 AP			\$24,522.33
			\$24,522.33

3. Approve the following Town Administrator Report:

Wastewater

Along with taking care of more routine wastewater collection system repairs, the Wastewater crew has worked on site improvements at the Wastewater Treatment Plant, especially preparing the building sites for the Wastewater Building and the Fleet Maintenance Facility. Our staff has undertaken a lot of work preparing for building construction of these new buildings

Infiltration/Inflow – The Wastewater crew continues to camera during heavy storm events and to document areas needing repair or replacement. The crew will go ahead and fix problems they can correct more easily.

Crockett H.S. Sewer – Complete except for pumping remainder of package plant when requested by school.

Pump Station Elimination – No progress was made on this initiative last month due to heavy workload.

Water

Water Treatment – The new pump at the Rock House Road pump station is operational and the variable drivers as well. The three pumps are 100% functional. The only thing left is for the new pipes and valves to be painted to keep them from rusting, and the painters are supposed to be in next Monday to totally complete the job. We are replacing a high service pump in the pipe gallery down below in the Treatment Plant. The existing pump is one of the original pumps and does not operate to compacity. In order to get the new pump downstairs, we have to use an existing hoist and beam to travel into the building to a hatch that opens to the basement floor. Mark Brumback’s crew is working on the hoist to get to it recertified because it has not been used in years and must be inspected for liability purposes before being used to lift. The older MIOX disinfection system has been down for an extended period, and Mark Brumback says it is back and fully functional as a back-up to our new MIOX unit.

By-Products Reduction – We test again for by-products the first week in June.

Water Loss – Water Distribution has been working to move water lines that have to be moved again due to changes in two TDOT projects. We have line extensions approved by the BMA and Distribution is working on these lines. When these projects are complete, his crew will get back to replacing cast iron Water Line on E. Main Street and W. Main Street. Our water loss still remains between 20%-22%.

Transportation

Jackson Blvd – Boones Creek Rd Intersection –Summers Taylor is moving along more rapidly on this project now that the weather has improved. The contractor was supposed to finish this month, but they will have a number of days of extension due to inclement weather.

Persimmon Ridge Road & W. Main Street – Utility companies have been moving their lines. The project is supposed to go out to bid this month.

SR-81 at Persimmon Ridge Rd – We have not heard back from Nashville whether the Feasibility Study on this project has been approved for the TDOT to undertake.

2nd Ave/Woodrow Ave. Intersection. – The curb is in place now and the Street Crew will be backfilling and final grading of the drainage way which will be completed soon using top soil from our Rosenbaum Property. The job will be complete this month.

N. Cherokee St./Smith Lane – The survey has been completed of the right-of-way needed for the connector from N. Cherokee Street to Smith Lane. In order to get the proper turning radius needed on either end of the connector for through traffic to navigate the curves safely, a very small amount of additional right-of-way was needed at each end. The survey was sent to Janice Randolph for her review and concurrence, and she responded by saying she was fine with the additional small area needed for a proper radius from N. Cherokee Street without any additional compensation. Wolfe Development said the very small amount of land needed from them would be available without compensation. The survey plat has been sent to Town Attorney Jim Wheeler in order for him to prepare deeds for Janice Randolph's property as well as the very small amount needed from Wolfe Development.

The Traffic Signal at Smith Lane and Jackson Blvd. has been approved by the MTPO and TDOT. The project cost is budgeted at \$300,000 and it is funded at 100%. I am working with TDOT to move the signal installation along.

Franklin Ave – The curb has been installed. The Street Crew is completing the left turn lane into West Hills Drive, and when that is complete they will backfill behind the curb along Franklin Ave and complete the entire grading at the McKinney Center.

2nd Ave and Jackson Blvd – We intend to undertake this right turn lane in the next couple of months, but to do it when we have wet weather. We can work on this project if it has rained a couple of days because we are working for the most part on top of asphalt.

Left Turn Lane 11E and West Hills Drive. – The Street Crew is completing the paving of this left turn lane and should be totally complete by the beginning of next week.

Paving. – Franklin Ave. and the intersection with Spring Street will need to be paved. We may wait until next fiscal year to undertake the paving due to the current work load.

Grants

LPRF Grant – We have submitted to appraisal on the property to RES for review to get credit for the value of the land as part of our match obligation. The property was appraised at \$250,000. Todd Wood has calculated the top soil we will need for the project, and we will stock pile it at the top of the hill (gravel parking area) at the existing garage as we move top soil off of the Fleet Maintenance building site.

CDBG Façade Grant – We will be sending out the RFP for the Jackson Theatre steel work next week, and C.W. Parker of Ken Ross Architects is separating the steel related work in the front wall of the Jackson Theatre so we can get a more definite cost of that front wall structural work because it is grant eligible through the Façade Grant. C. W. Parker is also finalizing the RFP on the marquee and sign, with the intent to get it out to bid next week as well. All the marquee and signage work is grant eligible as well.

Jackson Theatre –The Carter County Work Crew. Continues to work in the Stage Door building. The initial effort has been in shoring up the building structurally. We have received approval on the RFP specifications for the structural steel work in the Jackson Theatre, and we expect those bid requests to be sent out next week. This work is complicated and will be the most expensive component of the Jackson Theatre project.

McKinney Center Parking – The Street Crew will complete the grading below the new parking area when they backfill behind the curb just installed down the eastside of Franklin Ave. We will be using topsoil removed from the Fleet Maintenance Facility site.

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.

4. Approve the following Committee Report: Historic Zoning Commission.
5. Approve the following Supervisor Reports: Water Distribution, Building Inspector, Fire Department, Visitor Center Manager, Water Treatment, Water Park, Police Department, Website Manager, Tourism and Marketing Director, Environmental Services/Wastewater, Street Department, Animal Control, Parks and Recreation, Main Street Director, McKinney Center, MBM Outreach Program Director, and JRT Artistic Director.
6. Accept the resignations, with regrets, of Derrick Malone, Public Safety Officer, and Gabe Gray, Senior Center Program Coordinator, both with an effective date of May 24, 2018.
7. Approve the Special Event Application for the Race for Ian fundraiser run/walk sponsored by the Bates Family and Trinity Baptist Church, with the request for Police Department assistance, to be held Saturday morning, June 16, 2018, subject to the review and acceptance by the Town Attorney of the Hold-Harmless Agreement and proof of insurance.

Alderman Sell asked Craig Ford about an updated punch list on Town projects. Mr. Ford said he has not updated the list recently. He said some of the projects have been completed, and he will provide an updated list at the July 9th BMA meeting. Mr. Ford said staff has been working on the fleet maintenance complex project, and the Carter County Work Camp crew will stop work on the Stage Door and help put in the rebar to get ready for the concrete pours for the fleet maintenance building. Alderman Countermine made the motion to approve the Operations Manager Report as submitted, seconded by Alderman Causey and unanimously passed.

Work is continuing on the Stage Door with the inmate crew. We are nearing a point in which we can pour the concrete slab on the first floor. We have experienced numerous delays awaiting a plan from the structural engineer on the center load-bearing post and floor support for the second floor.

I have had numerous meetings on site with the structural engineer and individuals from Ken Ross Architects. I finally received the plan on Tuesday June 05 and immediately forwarded that to the steel providers. I am still awaiting a quote from one of the providers. Once I have this I will get the order placed.

I have also received price quotes on the main LVL beam and floor joists. The winning bidder has these in stock and we can take delivery when we are ready for the install.

There was also a delay in the plumbing plan for this project. Some changes were made to the restrooms on the first floor and we have not received a plumbing plan as of this time. The plumbing has to be installed before the floor slab can be poured.

On June 07 Eddie Phillips, (Ken Ross Architects), met with us at the Stage Door and walked through the venting plan since we do not have a scaled document. The venting and where it goes is obviously a critical factor. We were able to work through this on site in order that we can now proceed with this phase of the project.

I am still awaiting an updated plan on the water. As you recall from last month's report, the water for this project was initially slated to come through the Jackson Theater which would have been expensive and caused delays in the project. The plumbing engineer has authorization to proceed with an updated plumbing plan so I am hopeful that we will have something very soon.

There are two final pieces to the Stage Door puzzle I am working through. The first is a steel plan for the floor support on the north end of the building. Again, I am awaiting this plan from the structural engineer.

The final piece is power into the building. Again, under the current plan, the power would come into the Stage Door through the mechanical room in the Jackson Theater. The Jackson project is the second phase of this project, so that is not realistic. The power would also have to come through the mechanical room in the Jackson which again is also more expensive.

I have talked with the architect and they have agreed that we can provide power to the Stage Door from the current power feed. It is more than sufficient. This will allow us to proceed with construction and open the facility for use long before the Jackson is completed.

I will be meeting with engineers from Brightbridge the week of June 11 in order that we can determine how best to accomplish this. Once all these hurdles are cleared and we can get that slab poured, construction should start to significantly speed up.

The Street Department was able to complete a few projects this month. The curbing job at College and Washington was complete with backfill and grass sewn. With the rain, the grass is already up and it looks as if the curbing has been there all along.

The same can be said for the Woodrow/Second Avenue project. It is also completely finished.

The turn lane into the Dollar tree has received the finish coat of asphalt. The Street Department has begun placing the backfill in the median and this project will finally be complete with striping. There was a weather delay as we have been unable to get the topsoil in due to rain.

We are finally starting to see progress on the Boone Street/11-E project. The traffic signals were switched over this past Monday night and we are now working off the new signals. There have been some traffic delays along the way. We will be "tweaking" the sequencing of this signal over the next few weeks in an attempt to shorten the delays. Summers Taylor has also cut the crosswalk walk into the median that we requested for use during special events. Usually during the Storytelling Festival and Jonesborough Days we have a large number of individuals crossing 11-E. We hope to direct people here to make the crossing safer.

Construction is continuing at a snail's pace on the campground. We knew this going into the project with everything else we have going on, but at least we have a plan and

we are working on it when we can. I believe the campground will provide some needed revenue to that park once it is completed.

As you are aware, I have continued to work with you on the Fleet Maintenance Facility; specifically as it relates to costs. One of the things we discovered early on was that no real contact had been made with respect to utilities. This is to include moving utilities in the way of our entrance and getting power to the buildings.

Under the current site plan, Brightridge, Centurylink, and Atmos have utilities that must be moved to accommodate the installation of the deceleration lane into the facility. In addition, we also have a large box culvert that would have to be constructed.

After meeting with Brightridge and Centurylink, I received an estimate of \$31,000.00 just to move their utilities. I still have not received word from Atmos. In addition, the box culvert/headwall work we were going to have to do would be approximately \$10,000.00. Based on these figures, I met with Todd Wood back at the site. I have expressed more than once that I did not agree with the current entrance on the site. Not only was crossing the culvert going to be expensive and time consuming, I have always felt it to be too far from the building, which in turn cost more in paving and materials.

I realize this is where TDOT wanted the entrance to be; however, I believe we can reach an agreement with them for an alternate site so long as we can demonstrate that it will be safe regarding sight distance for trucks entering and exiting the facility.

During the meeting I had with Todd Wood at the site, I am confident we have a better location and it is just as safe. Upon taking several measurements at the site, the new entrance, IF APPROVED BY TDOT, will not require any utilities to be moved.

We can also eliminate the expense of having to go over the box culvert. In addition, we can probably reduce the cost of the stone and asphalt on the entry road by 40% as the entry will be much closer to the Fleet Maintenance facility.

As an added bonus, the new entrance would be east of the entrance to the condominium complex, which will eliminate the negative impact on that complex. We may need to do some bank clearing on our property, but at least that is labor only.

If we can get the approval from TDOT to move the entrance to the facility, we can save at least \$64,046.00 on this part of the project.

Todd has already drafted plans depicting the new entrance and forwarded those to me on June 01. At some point in the near future we will need to approach TDOT with this request. We may want to initiate some of the bank clearing prior to approaching TDOT in order that we increase our sight distance even more.

Also as you are aware, I have been working with Brightridge on cost estimates to get power to the new garage facility. The initial estimate was around \$16,000.00; however, after numerous meetings and conversation with them, as well as staff and the electrician, I believe we can get this done for about half.

I will also be moving the inmate crew to the Wastewater facility the week of June 11 to begin the installation of the rebar for the pad and the construction of the forms for the piers. This construction work will initially take a little while as it has to be precise in order for the steel beams to properly match the bolt pattern for installation.

I feel like we can get this done in two weeks as long as we continue to have good weather. We can work in the rain so long as it is not a heavy rain.

I have been and will continue to work with Chief Street on the Police Department General Orders. We are drafting these orders to be in compliance with both the State of Tennessee and National Accreditation standards.

This will make our position easier to defend in the event of a lawsuit and as it is written to be compliance with those standards, it will help us move closer to accreditation should we decide to pursue that.

Abbey and I are continuing to work on a possible agreement with Jonesborough Community Care to reduce the cost of the Town's wellness plan. I hope we can have something to present to the Board next month. We have had two meetings to this point and I think we can reach a limited agreement for the 2018/2019 budget year.

I have also continued to work with Chief Street on converting back to the 800 mhz radio system. We are currently at a standstill regarding the conversion at Town Hall. Again, I hope we can work this to a resolution by next month's meeting.

Mayor Vest said in looking at the recommendation for the Senior Center Program Coordinator position, he feels the applicant is a good hire given his work history. He said he still feels that the Town's lower pay scale should be higher and the starting pay at Grade 1 should be where the current Grade 3 level is and is recommending that the Senior Center Program Coordinator position begin at Grade 3 Step 1. Bob Browning asked if this position could be looked at during the budget process because we have seven to nine positions that could possibly be moved to Grade 3. Alderman Countermine said he feels we should wait and go through the budget process before bringing in someone at a higher grade than is being recommended. Alderman Sell said he concurred. Alderman Countermine made the motion to appoint Shawn Hall as the Senior Center Program Coordinator at Grade 2 Step 2 (\$23,052) and that he be moved to Step 3 (\$23,744) after his orientation period if recommended by the Senior Center Director. The motion was seconded by Alderman Causey and unanimously passed.

Mayor Vest said Operations Manager Craig Ford is requesting that the sale of a surplus dump truck bed be added to the agenda for approval. Alderman Countermine made the motion that the sale of a surplus dump truck bed be added to the agenda as requested, seconded by Alderman Sell and unanimously passed.

Craig Ford said there is a dump truck being repaired at Archer Brothers and as part of the repairs the dump bed is being replaced. He said that Mr. Wayne Morrow is very interested in the old dump bed and proposed to give the Town 100 loads of slate for fill at the new fleet maintenance facility at no cost, in exchange for the old dump bed; the 100 loads of slate is valued at \$3,000. Mr. Ford said if the dump bed is advertised on Gov.Deals, we have no way of knowing what it will bring, and if sold as scrap, it would bring approximately \$500. Mr. Ford said he is requesting that the BMA declare the old dump bed as surplus property, and that the Town enter into an agreement with Mr. Morrow to exchange the dump bed for 100 loads of slate. Alderman Sell made the motion to declare the dump bed as surplus property and enter into an agreement with Mr. Wayne Morrow to exchange the dump bed for 100 loads of slate for fill at the fleet maintenance facility. The motion was seconded by Alderman Causey and unanimously passed.

The next item on the agenda was approval of the Financial Report. Alderman Sell asked about the current year-to-date General Fund revenues compared to last year. Abbey Miller, Recorder, said there were more grants and loan proceeds last year. Bob Browning said more revenues are expected to come in by the end of June. Mr. Browning said Department Heads have been told to stop any unnecessary spending. Motion was made by Alderman Countermine, seconded by Alderman Sell and unanimously passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Vest said the State of Franklin Chapter of the DAR was in attendance to make a special presentation to the Town. Carol Redmond, Mary Nell Roberson and Teresa James presented the Town with 1,000 small American flags for the Visitor Center to hand out during Jonesborough Days.

Mayor Vest asked Raymond Yoakley to come forward to accept the June, 2018, Employee of the Month Award. Mayor Vest read the following nomination letter:

I would like to nominate Raymond Yoakley, Facility Maintenance Supervisor, as Employee of the Month for June 2018. Raymond worked for over a week on the heating/air conditioning units at Town Hall. It was a really big job that required days of working out in the hot sun and upstairs also in very warm conditions. This was a very large job and would have been very expensive if we called a HVAC company to make the repairs. The following week two units were down at the Visitor Center.

He worked quickly to get things cooled off there while he was working on the unit at the Post Office. Mr. Yoakley was concerned about saving the town money, as well as getting the repairs done as fast as he could for the comfort of the town employees. Submitted by: Sheila Watson, Administrative Assistant

Mayor Vest thanked Mr. Yoakley for his hard work and dedication to the Town.

Mayor Vest said the blue line painted down Boone Street is very faded and he would like for it to be repainted and maintained annually. Craig Ford said he would have to get in touch with the contractor who painted the line because the Town crew did not paint it. Mayor Vest said after talking with the Town Administrator regarding the fleet maintenance facility project, he is more confident that we will come in close to the project budget. Mayor Vest said the Water Park had a great opening week in comparison to last year. Mayor Vest said he feels that there needs to be more focus on Persimmon Ridge Park. He said it is a beautiful park and trails, and he would like to see improvements and upgrades made to it as the Town can do so. Mayor Vest said he appreciates the Committee Reports and the information supplied by the Website Manager. He added that he was glad to see the McKinney Center doing so well.

Mayor Vest said there was a request to add the employee life insurance to the agenda for discussion. Alderman Causey made the motion to add the employee life insurance to the agenda, seconded by Alderman Countermine and unanimously passed.

Bob Browning said at the last BMA meeting the Board approved \$50,000 life insurance for all Town employees. He said due to the higher average age of employees, there was substantial cost increase. He said reducing the coverage from \$50,000 to \$45,000 per employee would reduce the monthly cost to \$9.09 per employee. Alderman Causey made the motion to approve \$45,000 of life insurance for all full time Town employees at the cost of \$9.09 per employee per month, seconded by Alderman Countermine and unanimously passed.

Aldermen Communications was the next item on the agenda.

Alderman Dickson said the numbers look good for the number of visitors enjoying the Chuckey Depot.

Alderman Sell asked if there was an update on the cost projections for the facility maintenance building and wastewater building projects. Abbey Miller said she included financial information on the projects in the Board packets. Bob Browning said they are waiting on a cost quote for the concrete and hopes to have the information by the end of the week. Alderman Sell said he wanted to see totals on what has been spent and updated cost projections as soon as possible.

Town Attorney Comments was the next item on the agenda. Attorney Wheeler said there are two matters working through the court system and he had nothing new to report on those.

Mayor Vest said if any citizens would like to make comments at this time, to please come forward and state his or her name and address.

Jeff Dupree, 201 West Woodrow Ave, commented on the fleet maintenance building project. He said that he was under the impression there was only going to be one building instead of three, and he feels the total project cost will be around \$2,000,000 when all is said and done.

Norma Johnson, 309 Berkley Court, Reece Estates, said they have had flooding issues in the past. She said her handicapped son lives in the basement of her home and when there are severe storms like those this past weekend, she has to put

sandbags around the basement door to keep it from flooding. Ms. Johnson said the only drain for Berkley Court comes from Bethel Housing and Four Oaks Nursing Home. She said a 24-inch culvert was put in to help with the drainage but it has not been maintained. Mayor Vest asked if the Town is responsible for the retention ponds. Bob Browning said not the one at Bethel Housing, just the one at Four Oaks Nursing Home. Mr. Browning said the Street Department is supposed to be checking the pond on a regular basis. Tammy DeLorie, who lives next to Ms. Johnson, said they always have standing water when it rains. Mayor Vest asked staff to look into the drainage concerns in Reece Estates.

Ignancy Fonberg, 316 South Cherokee Street, expressed concern about the Butterfly Garden and the Ardinna Woods Arboretum, which he said exists because of Ms. Frances Lamberts. Mr. Fonberg said that Ms. Lamberts is needing assistance and cannot go as much as she used to because of age; she is having a hard time getting volunteers and the prisoner bus crew to help. He said he wanted to make the BMA aware of the situation. Bob Browning said staff has been working with the Tree and Townscape Committee and the Recreation Dept. about coming up with a plan for the butterfly garden/arboretum. Mr. Browning said it is a slow process and until the Tree and Townscape Committee formulates a plan, staff will be working on it.

Tammy Cloyd, 701 Persimmon Ridge Road, also expressed concern about the arboretum and butterfly garden. Ms. Cloyd asked how many volunteers are available to help Ms. Lamberts. Mr. Browning said there have been about five volunteers in the past. He said Ms. Lamberts is moving back to Germany. Mr. Browning said they also have asked the David Crockett High School FFA students to help with this project. He assured Ms. Cloyd that staff and the Tree and Townscape Committee are working on a solution for the arboretum and butterfly garden.

The first item under Old Business was the revised waterline extension agreement with Lowe's. Bob Browning said we have agreed upon a final project cost and Lowe's has agreed to extend the agreement for three years for the Town to pay the balance owed at zero percent interest. He said Lowe's has recited the current balance in the agreement and they have agreed upon the terms and that the remaining amount owed as of April 27, 2018, is \$737,570.22. Alderman Countermine made the motion to approve the revised agreement with Lowe's, unless recommended otherwise by Town Attorney Jim Wheeler, and authorize its execution by the Mayor. The motion was seconded by Alderman Dickson and unanimously passed.

The first item under New Business concerned authorizing the Police Department to establish Standard Operating Policies and Procedures. Alderman Countermine asked Police Chief Ron Street if he feels good about writing the policies and procedures. Chief Street replied that he is. He said Erick Herrin (who typically represents the Town if we are sued, especially the Police Dept.) and Town Attorney Wheeler both recommend leaving the adoption of the policies and procedures to the police professionals. Chief Street said once they have a policy completed, it will be brought back to the BMA for acceptance. Bob Browning said the police staff has guidelines and national standards that they use to develop their policies. Chief Street said for the Town's Police Department to become accredited, the guidelines have to be established and they do go by regulations for the National Organizations. Mayor Vest asked what if there is something the BMA feels needs to be changed. Town Attorney Wheeler said the Board may want to bring those matters to the attention of the Chief, but the preference of he and Mr. Herrin is that the policy decision maker be the Chief within the Department. The Board can change that at any time if they decide to. Chief Street said the Police Dept. is operating under policies that were written in 2008 and 2011. Craig Ford said the National Accreditation and State Accreditation organizations have published policies in place to satisfy their standards and they are categorized as to the size of a department. He said he and Chief Street will be trying to mirror those standards, but some of the standards are optional and you can make a policy stricter if desired; any changes to policies would only be approved through the Police Department. Alderman Sell made the motion to authorize the Jonesborough Police Department to establish

standard operating policies and procedures that meet necessary state and federal guidelines and that will provide Jonesborough officers with the information and direction needed to operate in a professional and justifiable manner when undertaking their duties while providing them and the Town the legal protection needed to be able to carry out the duties necessary to protect Jonesborough residents, and that the Police Department staff work with the Town Administrator and Town Attorney to ensure Police Department policies do not conflict with Town Personnel Policies, and any needed changes to Town Personnel Policies will be presented to the BMA for review and approval. Alderman Causey seconded the motion and it was unanimously passed.

The next item on the agenda was approval for authorization to submit two grant applications for the funding of a dog park to be located on 3.5 acres of the Town's Rosenbaum property between Little Limestone Creek and the railroad tracks; the first grant is the PetSafe Program that will fund up to \$25,000 for a new dog park, and the second grant is the Boyd Foundation which will also fund up to \$25,000 for a new dog park. Mayor Vest asked the Aldermen if they had any questions concerning applying for these two grants. Alderman Sell said he is not against it, but feels it isn't a priority for right now. He said he feels the Town's crews are stretched thin on current projects that need to be finished before starting a new one. Alderman Sell said he is also concerned about the maintenance of another park and felt the dog park should be put on the back burner at this time. Alderman Causey said that just because the Town applies for a grant does not mean we will get it, and she feels a dog park will be highly used. Alderman Countermine said he is in favor of applying for the two grants, and if the Town does get them, then come back for approval to move forward from the BMA. Bob Browning said he feels we can get the park fenced, furnish the waterline for the fountain and beautify the park for approximately \$25,000 - \$30,000. Alderman Dickson said he is in favor of applying for the grants, and if the Town gets one or both of them, we have three years to get the park completed. Alderman Causey made the motion to approve the two grant applications to the PetSafe Program and the Boyd Foundation for funding for the construction of a new dog park on the Town's Rosenbaum property; Alderman Countermine seconded the motion. Upon call of the roll the following voted Aye: Alderman Causey, Alderman Countermine and Alderman Dickson. Those voting Nay: Alderman Sell. The motion carried.

The next item for discussion was first reading of the FY2017-18 Budget Amendments for the General, Solid Waste and Drug Funds. Mayor Vest asked the Aldermen if they had any questions or concerns. There were none. Alderman Causey made the motion to approve on first reading the FY2017-18 Budget Amendments for the General, Solid Waste and Drug Funds, seconded by Alderman Countermine and unanimously passed.

ORDINANCE NO. B-18-05

AN ORDINANCE AMENDING THE FISCAL YEAR 2017-2018 BUDGET FOR THE GENERAL, SOLID WASTE AND DRUG FUNDS

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH AS FOLLOWS:

SECTION I. That the FY2017-2018 budget be amended with revenues and available funds and appropriations as follows:

REVENUES AND AVAILABLE FUNDS

GENERAL FUND	<u>\$7,099,591</u>
DRUG FUND	<u>\$ 5,040</u>
SOLID WASTE FUND	<u>\$ 622,700</u>

EXPENDITURES

GENERAL FUND	\$7,311,094
DRUG FUND	\$ 4,870
SOLID WASTE FUND	\$ 528,242

SECTION II. The line item financial plan as follows detailing line items in departmental budgets shall be followed in implementing the budget amendments.

This Ordinance will take effect immediately after its passage on second and final reading, the public welfare requiring it.

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

Alderman Sell

Those voting against: _____

PASSED ON FIRST READING June 11, 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:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda concerned setting the meeting schedules for the FY2018-19 budget. Bob Browning suggested Friday, June 22nd, at 8:00 a.m. for first reading and Tuesday, July 3rd, at 8:00 a.m. for the second reading. Alderman Causey said she could not meet on Tuesday, July 3rd due to a medical procedure. Mayor Vest asked the Aldermen if they could meet on Friday, July 6, 2018, at 8:00 a.m. Alderman Dickson made the motion to approve Friday, June 22, 2018, at 8:00 a.m., for the first reading of the FY2018-19 budget and Friday, July 6, 2018, at 8:00 a.m., for the second reading, Alderman Countermine seconded the motion and was unanimously passed.

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

ABBEY MILLER, RECORDER

CHUCK VEST, MAYOR