

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

AUGUST 13, 2018

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, August 13, 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 rezone the back portion of property located at 132 North Lincoln Avenue from R-2 (Medium Density Residential) to B-6 (Urban Commercial Corridor Business). There were no comments.

The next item on the Public Hearing agenda was an Ordinance establishing the criteria for a Retail Liquor Store Renewal Application for a Certificate of Compliance and establishing application criteria for an existing liquor store to change building locations. There were no comments.

The next item on the Public Hearing agenda was an Ordinance for the FY2017-18 budget amendments for the General, Solid Waste and Drug Funds. There were no comments.

The Public Hearing was closed.

ABBHEY MILLER, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

AUGUST 13, 2018

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, August 13, 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 Artie White led 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. Mayor Vest asked that Item 10, Special Event Request for the 2018 Haunted Half Marathon, be pulled for discussion, and Alderman Causey asked that Item 7-b, Appointment of a Water Distribution Worker and Meter Reader, be pulled for discussion. There being no further discussion for the Consent Agenda, Alderman Causey made the motion, seconded by Alderman Countermine, and duly passed to approve the remaining items on the Consent Agenda:

1. Approve the minutes of the June 11, 2018, Regular BMA meeting and the June 22, 2018, Called BMA meeting.
2. Approve the following bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z Office Resources, Inc.	727.35
Abbey Miller	113.49
Aflac	3013.56
Allen Dearstone	67.20
American General Life	118.16
American Red Cross	27.00
Andy Oxy Company, Inc.	80.34
Angie Sheek	15.00
Anthony Lynne	20.72
Appalachian Light & Pro	1750.00
Archer Electric Service	525.00
Auto Zone	114.52
Bank of Tennessee	8982.12
Barnes Exterminating Co.	40.00
Blue Cross-Blue Shield	83839.45
Blue Water Industries	1311.04
Blue 360 Media, LLC	1319.92
Branham Corp.	15.34
Brenda G'Fellers	7.20
Brett Sean McCluskey	50.00
Brundage Bone Concrete	1776.60
Business Health	2659.00
Calvin Bennett	75.00
Celia Miles	22.32
CenturyLink	789.84
Chappell's Pest Control	45.00
Cindy Lees	9.60
Cintas Corporation	686.41
Comcast C/O 3PPP	260.05
Community Development	1000.00
Corechem Inc.	781.00
Debbie Alvis	40.00
Dennis Dwayne Brooks	525.00
Diesel Sales & Service	524.16
Earth Effects	6283.76
East TN Chemicals	48.00
Erwin Utilities/Electric	77.21
Evergreen Life Center	600.00
Fairway Manufacturing	329.90
Ferguson Enterprises #5	286.41
Fire Extinguisher Co.	277.45
First Tennessee Bank	6823.23
Fleenor Security System	144.00
Food City	50.44
Fuelman	3780.40
General Shale MSC	9483.92
Gerdau	15230.24
Gouge Masonry	384.00
Heisse Johnson Hand Up	100.16
Henry Schein, Inc.	92.25
Herald & Tribune	40.00
Idexx Distribution, Inc.	214.61
Ingles #4205	328.43
International Storytelling	505.65
Jefferson Sales South	750.39

<u>VENDOR</u>	<u>AMOUNT</u>
John C Snyder	50.00
Johnson City Kubota	178.00
Jonesborough HRA	7495.00
Jonesborough Postmaster	225.00
Jonesborough Self Storage	650.00
Jonesborough Water Dept.	1739.04
Jonesborough/Washington	4610.70
Kenneth Rawls	10.36
Kimball Midwest	1316.70
King's Tire Service, IN	593.38
Knock Out Chemicals, IN	1271.85
Larry Timbs	12.76
Liberty National	2291.84
Lowe's	1723.49
Mahoney's Sportsman's	76.49
Microbac A/R	38.00
Mountain Man Bob	33.60
Municipal Emergency	176.76
Northeast TN Tourism	2000.00
Old School Auto Parts I	1705.06
Olde Towne Hardware	333.03
Olde Towne Small Engine	176.80
Pace Analytical National	1710.00
Pardue Photographics	500.00
Pat Smith	14.40
Petersen Industries	111.19
Phyllis Anne Fabozzi	150.00
Quality Trophy & Engraving	32.50
Regions Bank	706.25
Reinhart Food Service LL	177.66
Reliance Standard	467.32
Ricoh USA, Inc.	6375.19
Ricoh USA Inc.	149.43
Robin Goodman	56.00
Saratoga	1070.25
Saratoga Financial	10035.39
Shred-It	30.82
Summers-Taylor Inc.	24018.30
TACP	150.00
Tennessee Fire Chiefs	100.00
The University of TN	200.00
TML Risk Management Pool	63971.00
TN Municipal League	1412.00
Town of Jonesborough	7950.00
Treasurer, State of TN	15730.00
Triad Freightliner	19.51
United Parcel Service	20.31
United Way	350.58
Utility Service Co., Inc	6743.60
Verizon Wireless	36.80
Vulcan Materials	170.44
Washington County Emergency	4841.00
Washington Farmers Co-op	160.64
Washington Farmers Co	21594.53
Waste Management	1441.03
White's Auto Parts	268.67
Williams Electric	57.49
Your Image and More	49.00
	\$354,741.00

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
89795-89841 AP	\$89,451.84		
89842-89906 AP JUNE	\$50,749.76		
89907-89945 AP JUNE	\$56,109.85		
89946-89967 AP	\$12,230.69		
89968-89979 AP JUNE	\$35,588.58		
89980-89982 AP JUNE	\$6,640.63		
89983-89994 AP	\$11,506.85		
89995-90005 AP JUNE	\$3,396.72		
90006-90012 AP	\$2,500.89		
90013-90016 AP JUNE	\$7,433.92		
90017-90035 AP	\$6,462.83		
90036-90040 AP	\$1,300.00		
90041-90068 AP	\$9,776.84		
90069-90072 AP	<u>\$4,807.05</u>		
	\$288,956.45		
57951-57969 AP		\$59,430.73	
57970-57993 AP June		\$40,873.52	
57994-57995 AP		\$32,642.00	
57996-58015 AP June		35,561.57	
58016-58019 AP		\$149,729.31	
58020-58021 June		\$39,450.94	
58022-58026 AP		\$7,223.44	
58027-58029 AP June		\$3,517.90	
58030-58032 AP		\$9,724.00	
58033-58038 AP June		\$17,152.52	
58033-58043 AP		\$7,067.72	
58044-58045 AP		\$232.67	
58046-58053 AP		\$3,072.26	
58054 AP		\$24,350.00	
58055 AP		<u>\$58,310.00</u>	
		\$486,262.34	
8027-8033 AP			\$9,596.64
8034-8035 AP June			\$5,577.05
8036-8044 AP June			\$3,281.76
8045 AP			\$133.64
8046-8048 AP June			\$13,406.46
8049-8050 AP June			\$2,84.33
8051 AP			\$163.75
8052 AP			<u>\$95.00</u>
			\$38,896.51

3. Approve the following Town Administrator Report:

Wastewater

The Wastewater Crew has been doing their routine work with the plant operation and pump station maintenance while assisting in the preparation for the new Equipment Shed and Fleet Maintenance Facility. The Wastewater Building frame work complete and the contracted erection crew is currently putting siding and the roof on that building along with doors and windows.

Infiltration/Inflow – There has been little I & I work done this last month due to the continuous rains during July.

Pump Station Elimination – We held off on the engineering work needed for a submittal to TDOT and TDEC to try to eliminate the sewer A-Station because of the end of the fiscal year. I have asked Todd Wood to begin work on the re-design of the collection system in that area of College Street and IIE by the end of August. That project has three big hurdles:

Cost. We think we can construct the size line we need ourselves. That line has to be big enough to carry flow from Tavern Hill Road and beyond to SR-354. We cannot price out the project until a preliminary design's complete. There would be two or three phases of this project with phase I being the construction of a new gravity sewer collection line through one of the box culverts under Jackson Blvd. We cannot go to TDOT to get permission to construct a line in a bottom corner of a culvert without having a preliminary design plus some hydraulic calculations that show the area taken up by the line in the culvert will not impact the culvert's ability to handle stormwater flows. If we cannot get TDOT's approval to use the culvert, we have to bore under the highway. We think we can bore a casing large enough to handle the pipe size we need, but a bore is much more problematic. Either way, we are likely to have to go back to where the sewer line comes under College Street from North Jonesborough Subdivision and relay the gravity line to line up with where we have to go under the highway.

When designing this phase I section, we need to go back within the entire drainage way to make sure we can flow future development within the drainageway into the line going under the highway. Again, the drainageway flowing into Barkley Creek goes all the way to SR-354. That is where the other phases come into play. We can phase the upgrades to the main sewer collection line, but we have to project total flows from future development to make sure we have a large enough line under Jackson Blvd. One phase will include upsizing some of the sewer collection lines in North Jonesborough subdivision that are sized based on a small diameter collection system.

We have to get across the Mitchell property, and we are likely to have to replace some of the line going down Barkley Creek near 3rd Ave.

Get approval of TDOT and TDEC for the line under Jackson Blvd.

We need engineering work to get over these hurdles, and we intend to start that work in more detail by the end of August.

We also need to look more closely at eliminating the 5-Points sewer pump station. If TDOT will let us use culverts near the traffic circle it will be a much easier project, but it will not have as much impact as replacing A-Station.

Water

Water Distribution has completed the two TDOT mandated projects unless TDOT changes the plan again at the US-11E/SR-354 intersection. We have a number of line extensions that Distribution is working on, and the crew is trying to get those out of the way.

Water Treatment – The Rock House Road Pump Station improvements including the additional pump, variable drives, new valves and telemetry are all complete. Everything is working great according to Mark Brumback. The high service pump in the pump room at the Water Plant has been replaced, and we are now operational with all three pumps there. Mark Brumback has been working on telemetry with the 2 million-gallon Woodlawn Reservoir, and it is now set up where we can activate pumps at Woodlawn from the Water Plant. This allows us to pump in and out of Woodlawn on a more aggressive schedule daily that turns over the water in the reservoir reducing by-product build up. The Solar B aeration system is also fully functional at Woodlawn and operating for the first time the way it was intended. Mark Brumback is working at enhancing the carbon feed system, and has been working with GRW Engineers on a plan for long range improvements to expand our finished water production capability at the Water Treatment Plant.

By-Products Reduction – The back-up MIOX unit has been repaired and is fully functional, and I mentioned the improvements at Woodlawn. We have to run our quarterly testing for by-products the first week in September, and I have asked Mark Brumback to get with Mike McCracken to run a pre-sample in the next 10

days to get a sense how the test results will turn out in September. Like last quarter, we have had a tremendous amount of rain the month before the sampling is undertaken, and the Nolichucky is full of organic material from all of the run-off. I want our staff to make sure we are doing everything to keep our test results below maximum levels.

Water Loss – Our recent water loss percentage has been good, just over 20%. We have purchased the ductile iron pipe needed to replace sections of cast iron pipe on W. Main St. and E. Main St., and Distribution will start on one of those sections when the extensions are complete.

Transportation

Jackson Blvd – Boones Creek Rd Intersection – Summers Taylor is working on the ditch line retaining wall and is nearing completion of that more difficult portion of the project. Jackson Blvd is essentially complete, and Boone Street just needs to be repaved and stiped. When the retaining wall is finished, Summer Taylor should be able to complete the project fairly quickly.

Persimmon Ridge Road & W. Main Street – The pre-construction conference was held at the end of July, and Summers Taylor, who got the bid, has been doing the signage and other work necessary to start the project.

N. Cherokee St./Smith Lane – We are still working on the deed so we can follow through with the purchase of the property owned by Janice Randolph needed for the connector. I will be working with TDOT this month in moving forward with the design of the traffic signal at US-11E and Smith Lane which is funded through the MPTO.

Franklin Ave – We have focused on site preparation of the Fleet Maintenance Building site with members of the Street Crew, however, the rain has also prevented us from backfilling behind the curb down Franklin Ave. and re-grading the slope at the McKinney Center. This has to be done before we repave Franklin Ave.

2nd Ave and Jackson Blvd – Still trying to work this project into our schedule. We have everything needed to construct the right turn lane.

Paving. – We want to pave Franklin Ave after the backfilling and slope grading is complete.

Grants

LPRF Grant – Our appraiser was approved by TDEC and thus the \$250,000 appraisal of the property is being used as match with the LPRF project. We have authority to grade which is also a large part of our work that is used for match. The Equipment Shed is complete on our Rosenbaum property, and when the driveway surface around the shed is in good enough shape, Distribution will start moving pipe and fittings from the existing garage to the new shed. That will allow us to clear the westside of the existing garage site where we have to do the most grading and filling. We will use the red clay we have mounded on the Wastewater site to do much of the filling associated with the new park site.

CDBG Façade Grant – The work associated with this grant to assist renovation of the Jackson Theatre will go out to bid as soon as we get ECD approval of the plans and specifications.

Jackson Theatre – Bids have gone out to local steel vendors but the bid date is on hold until we get plan approval from ECD which we expect will be by the first of next week.

McKinney Center Parking – The project is complete except for final grading of banks and landscaping.

State Appropriation – We have received and returned the paperwork necessary to receive the \$400,000 appropriation from the State for the Jackson Theatre project, as a result of Governor Bill Haslam putting the amount in his budget.

Maintenance Buildings Project – The Equipment Shed is complete, and the erection crew is putting up the siding, roofing, doors, windows, and insulation with the Wastewater Building. The grading is complete for the Fleet Maintenance Facility, and our crew is putting in the under-slab utilities. When that is complete, the Carter County crew will get the rebar and forms set up to pour the large concrete pad.

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 Operations Manager Report:

For the month of July, I continued to work with staff on the Wastewater/Fleet Maintenance facilities. Much progress has been made on these facilities. Here is a snapshot of where we are at this point.

The Wastewater Treatment facility concrete pad has been poured. The Inmate crew installed most of the rebar for this pour. All steel has been erected. The four-foot block wall has been installed, doors are installed and the erection crew has started installing the metal on the sides. They will probably have all side metal and roof installed within a week.

The inmate crew also constructed the rebar baskets for the concrete pillars at the new storage shed. The pillars have been poured, steel erected and the roof constructed. The Street Department has also hauled the gravel into the shed and it is about ready for asphalt. Once the asphalt is down in this building, it will be ready to store equipment currently in storage at the garage on Lincoln Avenue.

We are currently working on all prep work for the Fleet Maintenance facility. A tremendous amount of ditching has to be completed in order to install utilities. Once the utilities are installed and the footers are dug, we will be able to pour the slab for the facility.

The Street crew continues to haul slate to the property for the perimeter of the buildings. This area has to be raised in order that we can pave the drive areas around both facilities.

The inmate crew also finished all the prep work needed to pour the concrete at the Stage Door. I have had a difficult time getting this concrete pour scheduled as construction is obviously up in our area. As of now, the concrete for the Stage Door is scheduled to be poured August 10, 2018.

I have placed a large order for the interior lumber as well. It is scheduled for delivery on August 13, 2018. If the floor is poured on the 10th, the inmate crew will begin interior construction of the Stage Door on the 13th.

I have also attached the projects list that we currently have scheduled. We have not been able to cross very many projects off the list at all due to the amount of time the Street Department and Water Distribution has spent on the Rosenbaum property.

The steel bids finally went out on the Jackson Theater project. Currently the bids are on hold, pending approvals needed. We are at least moving in the right direction.

I have also been working with Eddie Phillips of Ken Ross Architects to bid out the sprinkler system for this project. Although the sprinkler system will be tied to all three buildings, we need to get installation scheduled for the Stage Door prior to beginning finish work.

I scheduled the inmate crew to assist Bobby Oliver for a couple of days to assist him in getting some of the park maintenance completed. They crew finished the rebar work a couple of days earlier than anticipated and we are at a standstill at the Stage Door until the floor is poured.

We have met with the Department Heads to discuss an incentive program for employees as a part of our compensation plan. I have requested that they look at each position and think about measurable steps beneficial to the Town's operation that individual employees can achieve that would allow them to move up in the compensation plan.

I also had several meetings with engineers from Brightridge and the Town's contract electrician. We have developed a plan of service for the Fleet Maintenance Facility and the Storage Shed.

PROJECTS PENDING

1. Bridge Replacement @ Barkley Creek
2. Bridge Replacement @ Main Street Café
3. Pave rest of street and parking area @ Willow Creek
4. Complete renovation of Storytelling Center (downstairs)
5. Complete Franklin Avenue Project (500' of tile, 3 catch basins, move waterline to west side of street, curb, & pave)
6. Complete grade work at McKinney Center
7. Landscape the McKinney Center
8. Construct new speed table for sidewalk at Main and Franklin
9. Stripe new stop configuration at Franklin and Main
10. Drainage and widening project @ Woodrow & Second Avenue
11. Repaint most speed tables and intersections
12. Construct spaces at Wastewater for salt, mulch, and/or compost
13. Construct speed tables on Scott Lane
14. Construct stone shoulders on Scott Lane
15. Construct speed table on Spring Street
16. Construct speed table on Main Street west of Second Avenue
17. Repair all speed tables downtown
18. Repair curbing for drainage issues in Timberridge Subdivision
19. Construct sidewalk and/or trail on Main Street from Clay Ave. to Forrest
20. Construct guardrail on Spring Street (Contract)
21. Repair guardrail @ Forrest and Old Boones Creek (Contract)
22. Curb cut at Old Stephenson House (Billington) (Brick repair by Jim Gouge)
23. Construct curbing and/or sidewalk from Central School Board office to Main Street on Dr. Kennedy's property (perimeter flooding issues)
24. Construct drainage on North Cherokee down High Street (Property flooding)
25. Construct retention wall @ Senior Center
26. Pave parking lot and construct sidewalks and curb @ Senior Center/Town Garage
27. Move Garage operation to Rosenbaum property and/or old Wastewater facility
28. Construct park @ Senior Center
29. Construct brick and granite sidewalk from Main Street down Second Avenue to Depot
30. Move Jackson sign from Oak Grove to Second Avenue
31. Re-construct Oak Grove Road after water line replacement
32. Construct or install over 1,000' of drain tile construct, various catch basin installation, stone, curbing and asphalt to widen Shell Road to County line and correct drainage issues
33. Renovate or permanently close camp site

34. Replace or repair scales at Wastewater plant
35. Replace or repair Visitors Center sign
36. Replace roof @ Visitors center (Contract)
37. Adopt Boones Street landscape plan and implement
38. Move DAR sign @ Main & Second
39. Paving list
40. Jackson Theatre project (Personnel – cleaning)
41. Stage Door Renovation
42. JRT Renovation
43. Construct bridge in park @ Stage Road Park
44. Demolish Mears house and construct storage facility
45. Repair deep drainage basin on Forrest
46. Drainage project @ Dean Chestnut's property
47. Pave parking lot @ Persimmon Ridge park
48. Construct remaining walking trail @ Persimmon Ridge Park
49. Construct utilities @ Firing Range
50. Get truck route signage fixed
51. Remove any and all signage in town and/or repair
52. Replace signage on 11-E to MUTCD standards
53. Construct additional parking @ Town Hall at a minimum if we are not going to expand public safety any time soon
54. Repair and/or replace sidewalks on Main Street west of Second Avenue
55. Replace sidewalk on Oak Grove Road
56. Repair sidewalk @ Slemmons House (?)
57. Comcast removal of poles @ Library (Contract)
58. Restripe Parson's Table parking lot
59. Construct handicap spaces on Fox Street
60. Repair yard @ Nansee William's residence
61. Construct turn lane at property on West Jackson near Persimmon Ridge
62. Construct left turn lane into Meadow Creek off Hwy 81N
63. Restroom construction @ Train Depot (?)
64. Plan to replace remaining cast iron line on East Main with DI. (We should at least replace line from Clay up to Franklin and tie onto new line up Franklin prior to constructing speed table.)
65. Construct ramp @ Storytelling Center off Cherokee
66. Resolution of Public Safety radio problems
67. Resolution on County fire service
68. Resolution on RMS system for police
69. Replace medians from Lowes east to Headtown Road
70. Landscape triangle on Jackson in front of Bank of Tennessee
71. Landscaping @ Barkley Creek Park entrance on Main Street
72. Replace trees in Post Office sidewalk planters
73. Design and install Town limits signs for major and minor arterial routes into Jonesborough
74. Construct connector road from North Cherokee to Smith Lane (future project)
75. Construct right turn lane on Jackson @ Second Avenue
76. Construct frontage road behind Medicine Shop
77. Drainage problem that has never been corrected at Headtown/President's Way/East Jackson
78. Re-evaluate drainage repairs in Walnut Grove
79. Flow fill sink hole in Water Park
80. Removal of large maple tree on common area of New Halifax across from Senior Center
81. Reconstruction of A-frame roof section in Christopher Taylor Cabin
82. Construct left turn lane into Dollar Tree
83. Easement Improvements on Fourth Avenue to Wastewater pump station
84. Construct Dog park on Rosebaum site

COMPLETE

STARTED

Water Distribution

FYI a list of line extensions and etc. are listed below.

1. Sliger Road off Spider Barnes Road water line extension, 1,680 feet, paid in full with approved plans. Tenn. one ticket call for utilities to be located. This is for Mr. Caple who is building a home, waiting on the line to be installed.
2. Taylor Bridge Road line extension off Jackson Bridge Road, for Joe Wilson and Jason Day. Plans approve, paid in full with 300 feet of pipe.
3. Taylor Drive off Sycamore Drive, 380 feet in length. This line extension is paid in full and material has been bid out, with approved plans. Jack White has his service line installed waiting on Jonesborough. Waiting on material to arrive.
4. Sliger Road / Sliger Drive off Treadway Trail. This line extension is 4,200 feet in length. We have around 1,000 feet installed. It has two 12-inch bores on this project. It is funded by Washington County. (Appx. 70% complete.) (The crew hit rock and is going to have to rent a rock hammer.)
5. ST. RT. 353 Water line replacement, Plans expire Dec. 21st of this year. This is a feed to the New Office location near Judge Vines Drive. This is very important connect that needs to happen. 400 feet in length.
6. Boones Creek / East Jackson Blvd. TDOT project. We have 400 feet to relocate, once a decision is made pertain to the bridge going to the Dollar Store. We have already relocated several water valves and water meters, on this project.
7. Hwy. 11-E / Precision Blvd. – Stockyard Road at the Industrial Park. This connect will be connected to the Stockyard line to make another feed to the Industrial Park. These plans expire July 5th 2018. Total footage 1,800 feet with a 12 inch bore under Hwy. 11-E. **(Had to renew permit for an additional year.)**
8. The new city garage off of Old State Rt. 34, relocating of 1,535 of six-inch water main.
9. Carter S/D, off Slate Hill Road, 3,160 feet of six-inch water line to be installed. Plans approved. **(This project has received state approval. Town has not received payment to purchase material or begin installation.)**
10. Roy Phillips Road, water line extension, in the design stage, total length 260 feet. **(In design)**
11. West Hill Drive, water line extension for Abounding Grace Church. In the planning stage. We have the permit for the road bore from TDOT. Total footage 820 feet. **(Casing has been installed under road, connection has not been made as material and installation has not been paid.)**
12. West Main Street from Oak Grove to North 3rd avenue, material purchased, plans approved. Total footage 600 feet. **(Had to apply for an extension. Plans approved, materials purchased.)**
13. Thornburgh Hills Road off Bowmantown Road, this is a County project. Total footage 1,890 feet in length. **(Material purchased, no TDEC approval yet.)**
14. Subdivision by Wolfe Development off Vines Drive in planning stage. This project will consist of six-inch water main. **(Start date 07/02/18)**
15. Eden Estates off Sugar Hollow Road for Kelly Wolfe. This is in the planning stage consisting of 1,345 feet of water main. Roads will be cut in the near future for this project. **(Awaiting plans.)**

16. East Main Street from Forest Drive to the 24-inch connection. Total footage 2,120 feet. Material purchased, working on plans for TDEC to approve. **(Materials purchased, awaiting plans from Nashville.)**
17. East Main Street from Longview Ave to Forest Drive, total footage 1100 feet. **(Materials purchased working on getting approved plans through TDEC.)**
18. East Main Street to South Lincoln Ave. water line replacement, this is in the Budget this year, total footage 1,700 feet, if approved. **(Pending Funding approval.)**
19. Russell Circle galvanized replacement in this year's budget, total footage 1,020 if approved. **(In budget process for 18/19)**
20. Grandview Drive galvanized replacement in budget, total footage 360 feet, if approved. **(In budget process for 18/19)**
21. Campground, not sure what that may involve. **(Materials on hand)**
22. We are currently working with GRW on making Zone 1 larger with a PRV installed somewhere on Old Stagecoach Road Area. **(State approval received, in budget process for 18/19)**
23. Water line for the Jonesborough Fire / Police Department for training off Persimmon Ridge going to the water tank.
24. Three Inch meter connection to the JRT on Main Street. **(Materials on hand)**

We currently have a total of 60 yards that need to be sown back due to line repairs over the recently.

This doesn't include the meters, taps, work orders etc. on a daily basis. Water Distribution has installed a total of 56 water meters since January 01 of this year.

Complete

Started

5. Approve the following Committee Reports: Historic Zoning Commission and JRT Board of Directors.
6. Approve the following Supervisor Reports: Building Inspector, JRT Artistic Director, Fire Department, Water Treatment Director, Visitor Center Manager, Water Distribution, Police Department, Director of Tourism and Main Street Program, Water Park Director, Street Department, Animal Control, MBM Program Director, McKinney Center, Website Manager, Events Coordinator, Solid Waste and Recycling, Parks and Recreation, and Marketing Director.
7. Approve the Staff Accountant III position and the associated position description in Grade 14 (Exempt) in the Compensation Plan; and approve the promotion of Gina Larkins as Staff Accountant III in the Recorder's Office, at Grade 14 Step 3 (\$42,640), with the effective date of Monday, August 6, 2018.

**TOWN OF JONESBOROUGH
JOB DESCRIPTION
STAFF ACCOUNTANT III**

GENERAL STATEMENT OF DUTIES: Performs responsible professional accounting work in the maintenance and review of fiscal records. Performs data entry and other duties relative to tax collections, utilities, and accounting procedures.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class maintains complex fiscal records of Town revenues and expenses, applying professional accounting procedures and methods. This work encompasses a broad scope of duties and independence of action in the application of professional accounting standards. General supervision is provided by the Town Recorder.

EXAMPLES OF WORK: (Illustrative Only)

- Prepares bills and delinquent notices on accounts receivable, including property tax receivables;
- Assists in reconciliation of deposits and bank statements;
- Assists in preparing and entering monthly journal entries;
- Assists in maintenance of fixed asset records;
- Assists with documentation of grants received and disbursement of grant funds;
- Assists with deposits and record keeping of Wetlands Water Park;
- Assists in daily close out of cash register and preparation of deposits for Recorder's Office;
- Assists with preparation of budget and audit;
- Assists in maintenance and monthly reconciliation of Special Revenue accounts;
- Assists in maintaining Town Ordinance records;
- Assists in payroll preparation and maintenance of personnel files.

REQUIRED, KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of professional accounting methods used in keeping financial accounts and records; proficient in the use of Excel software; ability to meet deadlines; ability to take initiative and follow through with assigned and self-appointed tasks; ability to establish effective working relationships with fellow employees, officials and the general public; ability to count large sums of money; ability to work for extended periods sitting at a work station or desk.

ACCEPTABLE EXPERIENCE AND TRAINING: A bachelor's degree from an accredited college or university in accounting or closely related field and a minimum of three years full time experience in accounting or finance.

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

ADA REQUIREMENTS

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

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

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

Classification: Grade 14
Exempt

8. Approve the revised position descriptions for the Tourism and Main Street Director, Marketing Director and the part-time Events Coordinator.

TOURISM AND MAIN STREET DIRECTOR

GENERAL DESCRIPTION: A full-time exempt position that is responsible for managing the Town's tourism and marketing programs, and for providing staffing for Main Street Jonesborough. The Tourism and Main Street Director oversees the Visitor Center staff as well as the marketing and website staff, and actively assists in a variety of marketing promotions and public information activities as well as serving as staff for the Main Street Jonesborough Board of Directors. The position is directly accountable to the Operations Manager and the Town Administrator. The office of the Tourism and Main Street Director is located in the Historic Jonesborough Visitor Center.

ESSENTIAL FUNCTIONS OF THE JOB:

- Builds and maintains relationships with individuals in the Tourism industry including the Tennessee Department of Tourism Development, the Northeast Tennessee Tourism Association, and the Chamber of Commerce;
- Serves on the Northeast Tennessee Tourism Association's (NETTA) Board of Directors;
- Participates in NETTA's marketing programs, Co-ops, and activities including Legislative Breakfasts and other initiatives designed to enhance education and understanding of the importance of tourism and tourism support from state government;
- Develops marketing related improvement projects and submits applications to the Tennessee Department of Tourism Development and other possible funding sources to obtain grant assistance;
- Oversees and organizes Travel Writer FAMS and individual media visits;
- Writes and edits editorial copy for a variety of Jonesborough area publications as well as publications associated with the Northeast Tennessee Tourism Association and the Tennessee Department of Tourist Development;
- Works with tour groups, family reunions, wedding groups, and other such groups and organizations to facilitate Jonesborough being the center hub of their intended activities and ensuring a positive experience while in Town;
- Develops and periodically updates the development of a comprehensive Marketing Plan for Jonesborough coordinating the active input from Jonesborough's Marketing Director, Website Maintenance Coordinator, and various stakeholder groups like Main Street's Promotions Committee, and Jonesborough Area Merchants and Service Association, etc.;
- Works closely with the Chamber of Commerce to host activities like the Chamber breakfast Jonesborough;
- Provides the necessary supervision and support to ensure the tourism efforts in Jonesborough run smoothly and all opportunities are researched and implemented to brand Jonesborough as a tourist destination;

- Provides direct supervision of Tourism Department staff including the Marketing Director and Website Maintenance Coordinator as well as the Visitor Center Director and staff;
- Works with Jonesborough merchants, organizations and other Town Departments on tourism related issues;
- Assists in the planning and implementation of events in Jonesborough;
- Participates in event planning through the Town's Publicity Committee and provides leadership needed with Main Street Jonesborough's Promotion Committee;
- Develops and oversees the distribution of brochures, visitor guides and other promotional tourism publications, and oversees timely responses to tourism related information requests;
- Creates oral and written presentations;
- Administers the Tourism Department/Visitor Center budget; developing annual budget submittals, providing control over budget expenditures and establishing a sound financial management program;
- Serves as staff for the Main Street Jonesborough Program, and provide leadership in implementing work tasks established by the Main Street Jonesborough Board of Directors;
- Provides information, research, and agenda presentation information needed to facilitate deliberations and decision making of the Main Street Board of Directors;
- Participates to the extent possible in Tennessee Main Street meetings, workshops, and activities, building relationships with other Main Street communities;
- Works to cultivate a more active, vibrant and sustainable downtown through Main Street's Four-Point approach to downtown enhancement using promotion, design (preservation), organization (volunteers) and economic development, with a special interest in business recruitment and retention;
- Act as a point person for downtown Jonesborough on a range of issues, and builds relationships with property owners, business owners, elected officials, developers, professionals and downtown stakeholders;
- Attends workshops, conferences, and meetings with other communities that facilitate the obtaining of knowledge and education necessary to enhance commercial growth, quality of life, and success in achieving the development goals of the Town;
- Works closely with the Town Administrator to develop strategies and plans to enhance business recruitment and retention in town;
- Provides on-going communication and information to businesses, individuals, and organizations associated with the development of downtown Jonesborough;
- Oversees the compiling of a database of parties expressing interest in visiting Jonesborough through various ad placements and marketing initiatives, as well

as initiating evaluations of the success of marketing efforts undertaken by the Town;

- Completes and submits Main Street annual reports required as a Main Street community.
- Other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Strong knowledge of marketing principals, practices and procedures; strong knowledge of organization; strong written, verbal and interpersonal communication skills; a strong proficiency in computer skills and environment to include desktop publishing equipment and graphic software; general knowledge and skill in photography; ability to work effectively with staff, media, department heads, elected officials and the general public using tact and diplomacy; creative writing and design ability, self-motivated, ability to communicate orally and in writing. Ability to provide proper supervision of tourism department staff. Sensitivity to historical nature of Jonesborough and importance of history to the growth and development of Jonesborough. A number of software packages may be utilized due to the variety of responsibilities of this position; training and knowledge of work-processing, excel, desktop publishing, graphics software and other relevant programs may be required for this position.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from an accredited college or university with a degree in communications, public or community relations work; recreation administration, marketing or related field, or with a preferred equivalent combination of five (5) years of experience, or any other equivalent combination of experience and training which provides the required knowledge, skills and abilities.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Tasks involve frequent walking, standing, light lifting, and carrying (10-20 lbs.); manual dexterity in the use of fingers, limbs or body in the operation of shop and office equipment; may involve extended periods of sitting at keyboard. Operation of vehicles, hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Tasks require visual perception and discrimination. Tasks require oral and written communication skills. Tasks require color perception and discrimination.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: Grade 18
Exempt
June 1, 2018**

MARKETING DIRECTOR

GENERAL DESCRIPTION: Performs professional duties designed specifically to promote programs, activities, events, and initiatives undertaken by the Town, and by other organizations and individuals when there is time and these outside programs, activities, and events help meet the publicity goals established by the Tourism and Marketing Program. The Marketing Director is directly accountable to the Tourism and Main Street Director and is a full-time employee.

ESSENTIAL FUNCTIONS OF THE JOB:

- Works as a member of Jonesborough's Marketing Team meeting on a regular basis as established by the Tourism and Main Street Director to ensure on-going communication and coordination with the Town's marketing program;
- Communicates with marketing related stakeholders in Jonesborough on a regular basis updating parties on the status of marketing related activities and initiatives;
- Provides graphic design skills when possible in the development of posters, fliers, ad creation, and publications like Jonesborough's Visitor Guide, events, brochures, etc. when needed;
- Undertakes photography and video work tasks needed by the Town's publicity program, when possible, including photographing events, activities, and programs; photo editing; and establishing a system of archiving for all photos and video that might be used in future marketing and promotion activities by the Town;
- Posts all major social media platforms including Facebook, Twitter, Instagram, YouTube and Google+ on a schedule determined by the Tourism and Main Street Director with input from the Publicity Committee;
- Collects content used for social media posting on a daily basis including pictures, video, testimonials, etc.
- Serves on and assists in the leadership with both the Publicity Committee of the Town and the Main Street Jonesborough's Promotions Committee providing active input into the development of publicity plans for activities and events as well as the development of a comprehensive marketing plan for the Town, and participates in work tasks associated with the implementation of the plans developed;
- Assists with marketing activities associated with Main Street Jonesborough;
- Develops and maintains working relationships with businesses and organizations in Jonesborough;
- Assists the Tourism and Main Street Director as assigned in the scheduling of television and radio interviews associated with the marketing of Town events, programs and activities, and other programs and events that are incorporated into the Town's promotional initiatives;
- Assists the Tourism and Main Street Director as assigned with the editing and distribution of press releases promoting Jonesborough activities, programs and events;

- Works with advertisers on the layout and development of ads used in publications, social media, newspapers, etc. promoting the Town of Jonesborough;
- Acts as the liaison with the vendor for the Town's promotions checklist and planning software.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: An active background in graphic skills, marketing principles, practices and procedures, interpersonal communication skills, social media procedures, principals and attributes, and a strong proficiency in computer skills and desktop publishing and graphic software. Skills in photography and videography is preferred.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from an accredited college or university with a degree in communications, public or community relations work; recreation administration, marketing or related field, with a preferred equivalent combination of five (5) years of minimum experience and training which provides the required knowledge, skills, and abilities.

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

ADA REQUIREMENTS:

Physical Requirements: Tasks involve frequent walking, standing, light lifting, and carrying (10-20 lbs.); manual dexterity in the use of fingers, limbs or body in the operation of shop and office equipment; may involve extended periods of sitting at keyboard. Operation of vehicles, hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Tasks require visual perception and discrimination. Tasks require oral and written communication skills. Tasks require color perception and discrimination.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 10
Exempt
June 1, 2018

EVENTS COORDINATOR/PART-TIME

GENERAL DESCRIPTION: Works less than 30 hours per week assisting the Town Administrator with various events, and activities that enhance the quality of life in Jonesborough and achieve work tasks established in the Town Board's Work Plan. The Events Coordinator is accountable directly to the Operations Manager and Town Administrator. Position is not eligible for health insurance or retirement benefits. The employee in this class performs work involving a variety of marketing, promotions, and public information responsibilities designed to keep the general public and staff informed of events sponsored by the Town.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provides leadership and responsibility in undertaking various Town sponsored projects and events and as assigned by the Town Administration;
- Understands conditions and regulations governing various programs and events, including important milestones and reporting schedules;
- Participates in meetings necessary to carry out various events and activities;
- Assist in obtaining regulatory approvals necessary to undertake events and activities;
- Works with consultants needed for technical considerations in events and activities;
- Helps sequence work, obtain supplies, organize manpower and schedule assistance with events and activities;
- Keeps accurate records of activities, meetings, contacts, etc.;
- Provide administrative staff with forms, expectations, and documentation necessary to keep accurate accounting of financial activity related to events and activities assigned;
- Develops strategies to overcome roadblocks to accomplishing assigned projects;
- Communicates with the various parties participating in events and activities keeping them informed of schedules and milestones;
- Sends reports and updates as required to funding agencies, and communicate funding deadlines and documentation requirements to administrative staff;
- Provides leadership and direction to activities like Jonesborough Days, assisting in enhancing community input and volunteer participation and improving quality;
- Assists in communicating with residents through various media about various events and activities; works with the Town's Marketing Team to develop press releases and publicity plans, to monitor implementation of marketing activities for timing and quality and assists with a post activity evaluation of the effectiveness of the publicity plan.
- Evaluates implementation of activities and the process used to undertake work tasks and makes suggestions for a more effective and quality operation. An

evaluation report will be developed to be reviewed by the Publicity Committee and Marketing Team;

- Develop, negotiate, secure and manage corporate sponsorships for events;
- Purchases advertising space as required within the scope of the budget;
- Oversees the work of vendors such as printers, graphic artists and photographers;
- Build and maintain relationships through networking, track and implement promotional opportunities to ensure proper recognition in fulfilling event agreements;
- Assists Marketing Team with the development of event brochures;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Strong knowledge of marketing principals, practices and procedures; strong knowledge of organization; strong written, verbal and interpersonal communication skills; a strong proficiency in computer skills and environment to include desktop publishing equipment and graphic software; general knowledge and skill in photography; ability to work effectively with staff, media, department heads, Town officials and the general public using tact and diplomacy; creative writing and design ability, self-motivated, ability to communicate orally and in writing. A number of software packages may be utilized due to the variety of responsibilities of this position; training and knowledge of work-processing, excel, desktop publishing, graphics software and other relevant programs may be required for this position.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED; graduation from an accredited college or university with a degree in communications, public or community relations work; recreation administration, marketing or related field with an equivalent combination of five years of minimum experience and training which provides the required knowledge, skills and abilities.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Although this position is a part-time/24-hour per week position, the employee may be required on occasion to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Tasks involve frequent walking, standing, light lifting, and carrying (10-20 lbs.); manual dexterity in the use of fingers, limbs or body in the

operation of shop and office equipment; may involve extended periods of sitting at keyboard. Operation of vehicles, hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Tasks require visual perception and discrimination. Tasks require oral and written communication skills. Tasks require color perception and discrimination.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: Part Time Grade 15
Exempt
June 1, 2018**

9. Approve the water line extension request from Wolfe Development for a 1,345 linear foot extension into Eden Estates, the new subdivision off Sugar Hollow Road, subject to the terms of Jonesborough's Water Line Extension Policy
10. Approve the declaration of the Smith and Wesson revolvers used as back-up weapons for officers in the Police Department as surplus due to age, and selling them to Craig's Firearms at \$215 each and applying that revenue to the purchase of new Glock 43 revolvers which costs \$320.50 each.

Mayor Vest opened up discussion for the transfer of Jason Bailey from the Meter Department to Water Distribution as a Water Worker I at Grade 1 Step 4 (\$23,291) and approval of hiring Heather Bailey in the Meter Department as a Meter Reader I at Grade 2 Step 1 (\$22,381). Alderman Causey said that "subject to all pre-employment requirements being met" needs to be added to the requirements of the Meter Reader position. Mayor Vest said even though we get good candidates for an open position from time to time, all vacant positions should be advertised on the Town's website at least. Alderman Causey said she agreed with Mayor Vest. There being no further discussion, Alderman Causey made the motion to approve the transfer of Jason Bailey from the Meter Department to Water Distribution as a Water Worker I at Grade 1 Step 4 (\$23,291) and the hiring of Heather Bishop in the Meter Department as a Meter Reader I at Grade 2 Step 1 (\$22,381), subject to all pre-employment requirements being met. Alderman Dickson seconded the motion and it duly passed.

Mayor Vest said Scoop Fest and the Pioneer Pride 5K run held on Saturday, May 11th in Jonesborough, were two wonderful events that brought a lot of people into Town.

Mayor Vest said he wanted to discuss the Special Event Permit request from We Run Events to hold the Haunted Half Marathon and Boo-To-Brew Relay on Saturday, October 27, 2018. Mayor Vest asked if the Town could recoup the cost of the event from We Run Events. He asked Operations Manager Craig Ford if he knew what the overtime cost was from last year's event. Craig Ford said between the Police Dept, Fire Dept, Water Distribution, Parks and Recreation, Solid Waste, and Street Dept the overtime cost was \$5,147.00. Mr. Ford said according to the Special Event Ordinance an upfront fee can be charged for the event. Mayor Vest said it looks like they are charging around \$50 per person to enter the marathon and asked Melinda Copp, Events Coordinator, how many runners did they have last year. Ms. Copp said approximately 900 and are expecting 1,200 runners/walkers this year. Alderman Sell said he agrees with the Mayor that we need to get the overtime cost upfront. He asked Ms. Copp if the Town could put on the half-marathon. Ms. Copp said not a half-marathon because of having to set the time records, map the course, maintain water stations, etc. She said that We Run Events helped with the Pioneer Pride 5-K race this past Saturday evening. Alderman Sell asked Ms. Copp why the event left Kingsport. Ms. Copp said because the course was in the vicinity of Eastman Chemical Company, and We Run Events had asked to move it to the Kingsport Greenbelt Trail, but were declined by the Kingsport Parks and Recreation. Craig Ford said he had talked with the Kingsport Police Dept. and found out that Kingsport charged We Run Events \$25.00 per hour per officer that worked the event. Alderman Countermine said the economic impact that events bring to the Town is great, and asked if we are going to charge ISC to hold the Storytelling Festival. Alderman Sell asked Abbey Miller if it would be possible to look at sales tax revenues on the days that events are held in Town to see if they increase. Ms. Miller said she would look into to that. Mayor Vest asked Mr. Ford if he had an estimated cost of overtime expenditures that could be charged to the event. Mr. Ford said there was a lot of clean-up last year on the streets, in neighborhoods and subdivisions. Alderman Dickson said it makes sense to negotiate and discuss fee costs up front. Bob Browning said that the event has to be advertised early by We Run Events in order to get more runners to come. Melinda Copp said they have already begun advertising for the half- marathon. Alderman Causey said she felt the Board should approve the event, but it wasn't fair to charge them this year if they hadn't been informed of that requirement, and if they want to have it next year, let them know there will be a charge. Craig Ford said when they met with the We Run Events representative that he did discuss that there might be an upfront cost to them. It was asked if a cost for using Reserve Officers was included in the cost. Police Chief Street said there was. Mr. Ford said Water Distribution, Park and Recreation, Solid Waste and the Street Dept. were also included in the cost figures.

Attorney Jim Wheeler said the Special Event Ordinance states that in order to charge for an event the BMA would have to first pass a Resolution setting a fee/rate schedule for events, which has not yet been done. Mr. Wheeler said the way the Ordinance is currently written the Town has to determine that the special event is not expected to generate tax revenue sufficient to pay for the Town's expected cost for

services and utilities. He said the Ordinance could be revised and rewritten in the future, but you cannot base that determination simply on, "We don't think it will". Mr. Wheeler said there is no distinction between a for profit and non-profit organization in the Ordinance, so you cannot base it on that at this stage in the game unless the Ordinance gets changed. He said if we don't follow the Ordinance as it is written now, the Town could possibly open themselves up for a liability issue. Mr. Wheeler said he is recommending that the Town needs to establish the Resolution based on the current Special Event Ordinance, look at the sales tax revenue, and distinguish between profit and non-profit organizations for the fee/rate schedule. Bob Browning said based on that recommendation, could staff bring a Resolution back at the September meeting with a fee/rate schedule and how much the event sponsor should pay. Mr. Wheeler said you can bring back a Resolution at the next meeting but whatever fee/rate schedule is proposed has to be for all events; you cannot just pick and choose the charges for this event. Craig Ford asked if the fee schedule could be changed by Resolution at the beginning of the fiscal year just like the Town does in setting fees for services and utilities. Attorney Wheeler said that could be done. Abbey Miller asked if the Town could charge rental fees on the use of the Town's buildings for a Special Event, for example the Storytelling Center uses the Visitor Center for 4 – 5 days during the Storytelling Festival. Attorney Wheeler said as long as the event is charged the same as anyone else renting the building. Craig Ford asked about equipment fee charges and Attorney Wheeler said the Resolution needs to be crafted at hourly rates to include Town services cost. With there being no further discussion, Alderman Dickson made the motion to defer approval of a Special Event Request from We Run Events for the 2018 Haunted Half Marathon and Boos to Brew events scheduled for Saturday, October 27, 2018, until the September 10, 2018, BMA meeting and to bring a Resolution for BMA approval with a fee/rate schedule for special events. 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 he appreciates the information on the breakdown of the day-to-day operation expenses and the capital expenses. He asked about the fees being charged to the Town for the use of the Storytelling Center. Bob Browning said that Storytelling does not charge for the use of their facility during their normal daily operating schedule; they only charge if an event is scheduled for evenings and weekends. Motion was made by Alderman Dickson, seconded by Alderman Countermine and duly passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Vest announced that the Tennessee Comptroller's office had approved the Town's FY2018-2019 budget that was submitted to them by Town Recorder Abbey Miller. Mayor Vest said he and the Aldermen will be participating in the "Paws in Blue" fundraiser "Celebrity Bagger" promotional event that will be held at Food City on Friday, September 7th, and the main fundraising event will be at Persimmon Ridge Park on Saturday, September 8th, beginning at 10:00 a.m.; these events are to help raise funds to obtain another Police K-9 for the Public Safety Department. Mayor Vest announced that Sonia King donated \$60,000 to the JRT for interior renovation work and new seating. He said the Town appreciates Ms. King's donation and her support of the JRT.

Mayor Vest presented the Proclamation for Constitution Week, September 17-23, 2018, to the State of Franklin NSDAR to Carol Redmond, President, Susan Miller, and Linda Eisenbarth. Ms. Redmond said that a copy of the Proclamation will be placed in five Washington County Schools.

**TOWN OF JONESBOROUGH
PROCLAMATION DECLARING
SEPTEMBER 17 – 23, 2018
CONSTITUTION WEEK**

WHEREAS, it is the privilege and duty of the American people to commemorate the two hundred thirtieth-first anniversary of the drafting of the Constitution of the United States of America with appropriate ceremonies and activities, and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United State of America designating September 17 through 23 as Constitution Week, then

NOW, THEREFORE, I, Chuck Vest, by virtue of the authority vested in me as Mayor of the Town of Jonesborough, Tennessee, do hereby proclaim the week of September 17 through 23, 2018 as

CONSTITUTION WEEK

and urge all citizens to study the Constitution as the guardian of our liberties, and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Town of Jonesborough, Tennessee, to be affixed this 13th day of August, 2018.

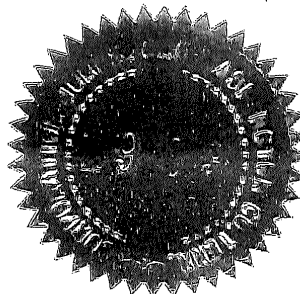
Chuck Vest

CHUCK VEST, MAYOR

ATTEST:

Abbey Miller

ABBEY MILLER, RECORDER



Mayor Vest said there is a request to add a Special Event Request to the agenda from the State of Franklin NSDAR for their annual Bell Ringing Celebration to be held on Sunday, September 16, 2018. Alderman Dickson made the motion to add the request to the agenda, seconded by Alderman Countermine and duly passed.

The next item for approval was the Special Event Request by the State of Franklin NSDAR for their annual Constitution Week Bell Ringing Celebration scheduled to be held on Sunday, September 16, 2018, from 1:30 p.m. – 3:30 p.m.; the bell ringing event will take place at Oak Hill School and the presentation of wreath at Veterans Park commemorating the 100th anniversary ending World War I will also be part of the event. The participants of the event will include the DAR, Sons of the American Revolution, and Washington County school students. Alderman Causey made the motion to approve the Special Event Request as presented, subject to the Hold-Harmless agreement and proof of insurance being approved by the Town Attorney. The motion was seconded by Alderman Dickson and duly passed.

Mayor Vest presented the United Way 2108 Kick-Off Campaign Proclamation to Kristan Ginnings, United Way of Washington County President and CEO, and Gary McAllister, 2018 Campaign Chairman. Mr. McAllister said the Kick-Off Luncheon will be held on Thursday, August 23rd, at Rotary Park in Johnson City, and there will be a surprise event that includes former Mayor Kelly Wolfe and WJHL Sports Anchor Kenny Hawkins. Ms. Ginnings said that 2,841 Jonesborough residents were served by United Way this past year. Ms. Ginnings said that United Way is starting a “Say Hello to Vello” reading program, which is a virtual volunteer reading program in the Washington County School System for second graders. She said volunteers will be placed in two classes in Lamar, two in West View, one in South Central, and one at Mountain View School in Johnson City. Mayor Vest thanked United Way for all the good they do in our community.

TOWN OF JONESBOROUGH

PROCLAMATION

Whereas, The United Way of Washington County TN fights for the Health, Education and Financial Stability of every person in our community; and

Whereas, Two Thousand Eight Hundred Forty-One (2,841) Jonesborough residents received assistance from or took part in programs supported by United Way of Washington County TN in 2017; and

Whereas, The United Way of Washington County TN provides more than \$1.7 million dollars of assistance in our area each year; and

Whereas, The United Way of Washington County TN officially begins its annual fundraising campaign, "Changing Lives & Making a Difference in our Community!", at a kickoff event on August 23, 2018;

Now, Therefore, I, Chuck Vest, Mayor of the Town of Jonesborough, Tennessee, do hereby proclaim August 23, 2018

UNITED WAY OF WASHINGTON COUNTY TN- LOCAL KICKOFF DAY

and urge residents to participate in the fund-raising campaign in support of United Way and its partner and programs, thereby making ours a more caring and compassionate community, where we all "Give. Advocate. Volunteer. **LIVE UNITED.**"

In Witness Whereof, I have hereunto set my hand and caused the Official Seal of the Town of Jonesborough, Tennessee, to be affixed this 13th day of August, 2018.

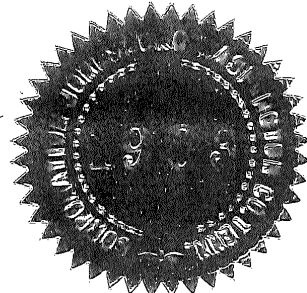
Chuck Vest

CHUCK VEST, MAYOR

ATTEST:

Abbey Miller

ABBEY MILLER, RECORDER



Mayor Vest said there is a vacancy on the Employee of the Month Committee due to the resignation of Karen Bennett. He said Operations Manager Craig Ford is recommending that Michelle Stewart be appointed to the committee. Alderman Causey made the motion to approve Michelle Stewart to the Employee of the Month Committee, seconded by Alderman Sell, and duly passed.

Mayor Vest asked Kathleen Cook to come forward to accept the August, 2018, Employee of the Month Award. Mayor Vest read the following nomination letter:

Kathleen Cook has been a hostess at the Visitor Center for a number of years. She has a true passion for travel, tourism and the Town of Jonesborough. She never fails to display her excitement to a visitor of just how wonderful it is to call Jonesborough home. Last week, a couple came into the Visitors Center specifically looking for Kathleen to personally thank her. About a month prior they had come into the Visitors Center and began chatting with Kathleen. The couple explained they were relocating to Abingdon, VA. Kathleen took the time to educate them on Jonesborough, what events we have going on in town, provided them a brief history, and explained why she decided to move here and bought a home in Jonesborough. The couple credited Kathleen as the reason they decided to move here. What makes this so unique is that this is not the first time a couple has moved to town due to Kathleen's persuasiveness. Kathleen deserves to be employee of the month, not only because she is steadily bringing new residents to town but this is also a tribute to her level of commitment, the manner in which she so welcomingly communicates with visitors and residents alike as well as the love she has for the Town of Jonesborough. I hope every department has at least one employee as dedicated to their work as Kathleen. Submitted by Cameo Waters and Amber Crumley.

Mayor Vest asked Kathleen Cook if she had anything to say. Ms. Cook said she is very surprised by the award and loves living and working in Jonesborough. Mayor Vest thanked Ms. Cook for her love and dedication to Jonesborough.

Alderman Communications was the next item on the agenda. Mayor Vest asked Aldermen if they had something they would like to address. Alderman Dickson said he had been approached by two residents on Depot Street concerning speeding in the afternoons around 2:45 – 3:30 when the high school lets out. He said the vehicles are not respecting the school bus when the children are getting off. Alderman Dickson asked if a healthy conversation with the school system could take place with maybe a suggestion that the children could be dropped off at the parking lot of the Mustard Seed Worship Church (former Bethel Christian Church) or on New Street. Alderman Dickson said he appreciates the two officers that have been on Depot Street during that time period monitoring and radarng vehicles that are speeding. He said the safety of the school age children comes first. The question was asked if speed tables could be put on Depot Street. Bob Browning said the Traffic Advisory Committee had looked at that but the truck traffic is a problem. Alderman Dickson asked if the big digital speed limit sign could be placed on Depot to help slow fast moving vehicles down. Chief Street said they can do that, but sometimes motorists do not pay attention to the sign. Chief Street said that the sign does record data which helps the Police Dept. to pin-point the times that there will most likely be motorists speeding. Bob Browning said he has talked with Police Chief Ron Street at various times about how to tackle this problem, and they have come up with some good ideas to slow the traffic down. Mayor Vest suggested sending a letter to the high school about the speeding problem that is being experienced on Depot Street.

Alderman Sell said it has taken him a while to learn the Town government financial system, but in comparing it with a business financial system, it is the same basic concept that you don't spend more than you take in. He said getting free things is great, but down the road you have costs in maintaining what you got for free. Alderman Sell said he is challenging his fellow BMA members to look at the finances and costs of projects. He said he has called Abbey Miller many times with questions. He said we need to have a general idea of operating costs for the Jackson Theatre; he has asked on many occasions for a business plan for the Jackson Theater to no avail. He said more attention needs to be paid to the financial health of the General Fund. Alderman Sell said revenues need to go up and expenditures need to go down. Mayor Vest said right now we are breaking even, and the State wants us to have a minimum of ten percent (10%) reserve funds, and wants the Town to achieve that this year.

Town Attorney Comments was the next item on the agenda. Attorney Jim Wheeler said there was one new lawsuit that came in involving opioid companies suing local city and county governments, but it has already been dismissed. Mr. Wheeler said that TML had been made aware of the lawsuit, and they will be monitoring the situation.

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

Carol Salinas, 303 West Main Street, said the side walks on Second Avenue need to be repaired, and along the walking trail from Second Avenue to Third Avenue there is a flooding problem. Operations Manager Craig Ford said he had met with the Parks and Recreation Director concerning the flooding issue, and they will be working to get the drainage corrected as soon as they can.

Ruth Verhegge, 601 West Main Street, said she wanted to publicly thank the Board members for assisting with the "Paws in Blue" bagging event at Food City on September 7, 2018.

The first item under Old Business was the second and final reading of an Ordinance to rezone the back portion of Parcel 009.00 on Washington County Tax Map 052 Group C, located at 132 North Lincoln Avenue, owned by Foster Signs, from R-2 (Medium Density Residential) to B-6 (Urban Commercial Corridor Business). There being no discussion, Alderman Countermine made the motion to approve on second and final reading an Ordinance to rezone the back portion of Parcel 009.00 on Washington County Tax Map 052 Group C, located at 132 North Lincoln Avenue, owned by Foster Signs, from R-2 (Medium Density Residential) to B-6 (Urban Commercial Corridor Business). The motion was seconded by Alderman Sell and duly passed.

ORDINANCE NO. 2018- 09

AN ORDINANCE TO REZONE CERTAIN PROPERTY WITHIN THE CORPORATE BOUNDARIES OF JONESBOROUGH, TENNESSEE FROM R-2 (MEDIUM DENSITY RESIDENTIAL) DISTRICT TO B-6 (URBAN COMMERCIAL CORRIDOR BUSINESS) 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 the back portion of Parcel 009.00 on Washington County Tax Map 052, Group C, located at 132 North Lincoln Avenue be rezoned from R-2 (Medium Density Residential) District TO B-6 (Urban Commercial Corridor Business) 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 June 19, 2018

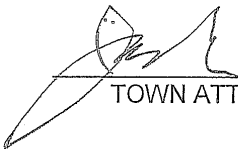
Passed on First Reading July 9, 2018

Public Hearing Held August 13, 2018

Passed on Second Reading August 13, 2018

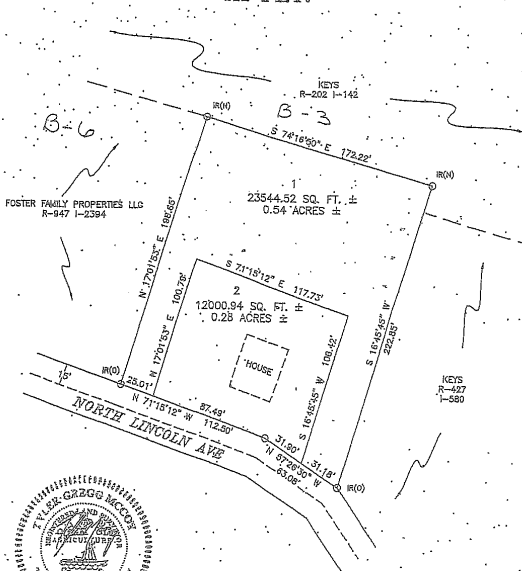
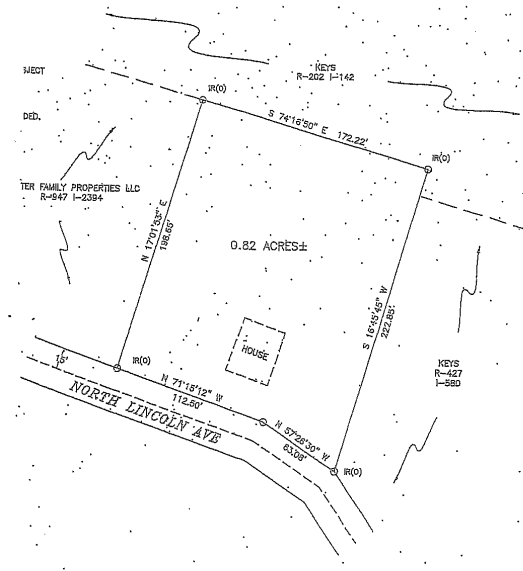
Approved and Signed in Open Meeting 
MAYOR

Attest: 
TOWN RECORDER

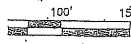
Approved as to Form: 
TOWN ATTORNEY

BEFORE

AFTER



MEYING
 N BLVD STE 11
 TOWN 37555
 192
 7151



SUBJECT PROPERTY DEED REF. R-947 I-2394
 SUBJECT PROPERTY TAX MAP: 0320 GRP. C PARCEL: 009.00



The next item on the agenda was the second and final reading of an Ordinance establishing more clear and expedited criteria for an existing retail liquor store to obtain the Certificate of Compliance from the Town that is required every two years by the State Alcohol Beverage Commission (ABC), and establishing more clear and expedited criteria for an existing liquor store in good standing to move the store to a new building location. There being no discussion, Alderman Sell made the motion to approve on second and final reading an Ordinance establishing more clear and expedited criteria for an existing retail liquor store to obtain the Certificate of Compliance from the Town that is required every two years by the State ABC, and establishing more clear and expedited criteria for an existing liquor store in good standing to move the store to a new building location. Alderman Terry Countermine seconded the motion, and it was duly passed.

ORDINANCE NO. 2018

AN ORDINANCE ESTABLISHING THE CRITERIA FOR A RETAIL LIQUOR STORE RENEWAL APPLICATION FOR A CERTIFICATE OF COMPLIANCE AND ESTABLISHING APPLICATION CRITERIA FOR AN EXISTING LIQUOR STORE TO CHANGE BUILDING LOCATIONS

WHEREAS, the Town of Jonesborough and the State of Tennessee have established guidelines for obtaining a certificate of compliance associated with retail liquor stores, and

WHEREAS, the State of Tennessee requires renewal of certificates of compliance every two years, and the renewal process implemented on the local level should be with much less detail and complexity than an initial application in order for a licensed retail liquor store to continue to operate, and

WHEREAS, it has been determined that a more expedited renewal application process for a certificate of compliance with an existing retail liquor store, as well as a change in location of an existing retail liquor store should be established, 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 1 Intoxicating Liquors, Section 2-108 Retail stores, subsections (5) (7) (10) and (16) are hereby amended as follows:

A(1) Provision 2-108(5) Application for certificate of compliance is hereby amended by amending subsection (5)(g) in its entirety as follows:

(g) Certification that the applicant or applicant group or any employee, now intended or in the future that will be employed to manage or assist in the operation of the retail liquor store has not been convicted of a felony involving moral turpitude within the ten (10) year period immediately preceding the date of the application, or any Jonesborough Municipal Ordinance alcohol violation. In order to satisfy the certification of no conviction of a felony involving moral turpitude, the applicant must at his or her own expense undertake a national background search of all individuals involved in the ownership, partnership, etc. of the retail liquor store and provide documentation to the Jonesborough Police Department that all individuals involved in the search are free of any felony convictions as designated. The applicant should contact the Jonesborough Police Department in advance to ensure that the firm used to undertake the background search(es) is acceptable.

A(2) Provision 2-108(7) is hereby amended by amending the subsection title to read as follows:

(7) Review and consideration of initial applications for certificate of compliance.

Provision 2-108(10) is hereby amended by changing existing subsection (10) to (10)A Restrictions on issuance of an initial certificate of compliance, and in addition a new Section (10) B is hereby established providing a process for a renewal application for a certificate of compliance as follows:

(10)B. Requirements for a renewal certificate of compliance. It is the responsibility of the owner(s) of an existing retail liquor store in Jonesborough to submit an application for renewal of a certificate of compliance and the information required in a timely manner, at least 45 days before any action by the Town is anticipated. Any required background checks due to a change in ownership or partnership must be undertaken prior to the application being submitted to the Town Recorder. The requirements for a renewal certificate of compliance are as follows:

- (a) A renewal application for must be filled out and filed with the Town Recorder.
- (b) A written certification signed and verified by each person having an interest in the retail liquor as an owner, partner, stockholder or otherwise, must be submitted as a component of the renewal application that states the following:
 - i. The retail liquor store is located on the same parcel it was when the last certificate of compliance was approved and issued to the owner(s).
 - ii. The existing retail liquor store continues to meet the site requirements approved previously by the Jonesborough Police Department, Jonesborough Regional Planning Commission, and the Jonesborough Board of Mayor and Aldermen.
 - iii. The owner(s) must certify that they do meet and will continue to meet the current requirements and regulations for retail liquor stores issued by the Town of Jonesborough, and Tennessee Code Annotated §57-3-204 through 57-3-210 along with any amendments.
 - iv. Each owner or member of the owner group has been a resident of the State of Tennessee for at least two years preceding the date of the renewal application submitted.
 - v. The owners certify that the owners or any employee now working or intended in the future has not been convicted of a felony of moral turpitude within the last ten (10) year period immediately preceding the date of the renewal application for a certificate of compliance, or any violation of any municipal ordinance in Jonesborough involving alcoholic related beverages.

In order to satisfy the certification requirement of no conviction of a felony involving moral turpitude, the applicant must at his or her own expense undertake a national background search of all individuals involved in the ownership, partnership, etc. of the retail liquor store and provide documentation to the Jonesborough Police Department that all individuals involved in the search are free of any felony convictions as designated. The applicant should contact the Jonesborough Police Department in advance to ensure that the firm used to undertake the background search(es) is acceptable.

- vi. The renewal application must be signed by all owners, partners, stockholders, directors, officers or otherwise.

- (c) A renewal application for a certificate of compliance involving the same location does not need to be reviewed with formal action by the Planning Commission.
- (d) A renewal application involving the same owners of an existing retail liquor store previously approved for a certificate of compliance by the Town can receive formal approval of the application by the Town Recorder provided the required background checks come back clear, and there are no complaints or expressions of concern by the Jonesborough Police Department about the operation of the retail liquor store involved in the application.
- (e) A renewal application for a certificate of compliance involving a change in ownership must detail the information required on the new owner(s), and must be submitted to the Jonesborough Board of Mayor and Aldermen for approval.

Provision 2-108(16) is hereby amended by changing the existing subsection (16) to (16)A Transfer of license and certificate, and in addition a new subsection (16)B is hereby established providing a more expedited process to transfer an existing retail liquor store in good standing to a new location as follows:

- (16) B Request to transfer location of existing retail liquor store operating in good standing. An existing retail liquor store previously approved to operate in Jonesborough by the Board of Mayor and Aldermen and the Tennessee Alcoholic Beverage Commission that submits a request to transfer its retail liquor store operation to a new location may do so without the Town opening up the process to additional applicants provided the existing owner(s) meets the following conditions:
 - (a) The existing store is in good standing at the time the request to transfer locations is submitted.
 - (b) The location where the store is to be moved is in a proper zone and is in the same designated area of the Retail Liquor Store Overlay Zone.
 - (c) A site plan is developed that addresses the required components of a site plan for a retail liquor store, and that plan is approved by the Jonesborough Regional Planning Commission and found acceptable by the Jonesborough Police Department.
 - (d) A renewal application for a certificate of compliance is submitted to the Jonesborough Board of Mayor and Aldermen on a schedule in which the Town Board deliberates possible action after approval of the new store location layout and site plan by the Planning Commission and is found acceptable to the Jonesborough Police Department.
 - (e) At the time the new location and associated site plan is submitted to the Town Board for approval, any change in ownership must be addressed as well by submitting information and certifications required.

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

Those voting against: _____

PASSED ON FIRST READING _____ July 9, 2018 _____

CHUCK VEST, MAYOR

ATTEST:

ABBAY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING August 13, 2018



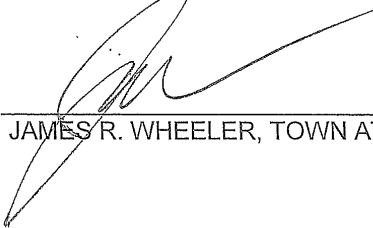
CHUCK VEST, MAYOR

ATTEST:



ABBAY MILLER, RECORDER

APPROVED AS TO FORM



JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was the second and final reading of an Ordinance of the FY2017-18 Budget Amendments for the General Fund, Solid Waste Fund, and Drug Fund. There being no discussion, Alderman Causey made the motion to approve on second and final reading an Ordinance of the FY2017-18 Budget Amendments for the General Fund, Solid Waste Fund, and Drug Fund. Alderman Dickson seconded the motion, and it was duly 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>\$ 7,370,926</u>
DRUG FUND	<u>\$ 6,475</u>
SOLID WASTE FUND	<u>\$ 624,200</u>

EXPENDITURES

GENERAL FUND	<u>\$ 7,406,678</u>
DRUG FUND	<u>\$ 6,170</u>
SOLID WASTE FUND	<u>\$ 534,517</u>

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:

ABBAY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING August 13, 2018



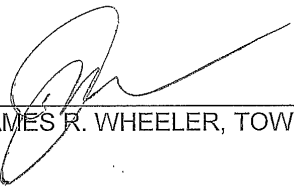
CHUCK VEST, MAYOR

ATTEST:



ABBAY MILLER, RECORDER

APPROVED AS TO FORM



JAMES R. WHEELER, TOWN ATTORNEY

Prepared by A. Miller, Recorder

**TOWN OF JONESBOROUGH
SUMMARY OF BUDGET AMENDMENTS
FY 2017-18**

	Original Budget	Approved Amendments	Final Budget
GENERAL FUND			
Revenues	<u>\$ 7,896,730</u>	<u>\$ (525,804)</u>	<u>\$ 7,370,926</u>
Expenditures:			
General Administration	\$ 1,365,813	\$ (70,425)	\$ 1,295,388
Police Department	\$ 1,588,914	\$ (4,283)	\$ 1,584,631
Fire Department	\$ 742,779	\$ (75,218)	\$ 667,561
Street Department	\$ 909,585	\$ (47,074)	\$ 862,511
Garage	\$ 132,339	\$ (4,339)	\$ 128,000
Senior Center	\$ 637,859	\$ 129,613	\$ 767,472
Parks and Recreation	\$ 1,618,279	\$ (363,989)	\$ 1,254,290
Tourism/Visitor Center	\$ 425,295	\$ (33,495)	\$ 391,800
Wetlands Water Park	\$ 469,320	\$ (14,295)	\$ 455,025
Unappropriated	\$ 6,547	\$ (6,547)	\$ -
Total Budgeted Expenditures	<u>\$ 7,896,730</u>	<u>\$ (490,052)</u>	<u>\$ 7,406,678</u>
DRUG FUND			
Revenues	<u>\$ 9,100</u>	<u>\$ (2,625)</u>	<u>\$ 6,475</u>
Expenditures	<u>\$ 9,100</u>	<u>\$ (2,930)</u>	<u>\$ 6,170</u>
SOLID WASTE FUND			
Revenues	<u>\$ 631,600</u>	<u>\$ (7,400)</u>	<u>\$ 624,200</u>
Expenditures	<u>\$ 631,600</u>	<u>\$ (97,083)</u>	<u>\$ 534,517</u>

Note: \$60,000 of FY 2016-17 revenues was placed in an equipment reserve account as Directed by the BMA.

The next item on the agenda under New Business was approval of a Resolution amending the June 8, 2009, Agreement with the Jonesborough Repertory Board of Directors to amend their By-Laws to increase the membership of the Board of Directors from eight (8) members to ten (10) members with one of the additional members being appointed by the Board of Mayor and Aldermen and the other additional member being appointed by the JRT Board. There being no discussion, Alderman Countermine made the motion to approve the Resolution amending the June 8, 2009, Agreement with the Jonesborough Repertory Board of Directors to amend their By-Laws to increase the membership of the Board of Directors from eight (8) members to ten (10) members with one of the additional members being appointed by the Board of Mayor and Aldermen and the other additional member being appointed by the JRT Board. The motion was seconded by Alderman Causey and duly passed.

AUGUST 13, 2018

RESOLUTION NO. 2018- 09A RESOLUTION AMENDING THE JUNE 8, 2009 AGREEMENT
WITH THE JONESBOROUGH REPERTORY THEATRE TO
ALLOW TEN MEMBERS ON THE JRT BOARD OF DIRECTORS

WHEREAS, on June 8, 2009 the Board of Mayor and Aldermen entered into an Operating Agreement with the Jonesborough Repertory Theatre (JRT) in which the Town provides support for a paid JRT Artistic Director in which four (4) board members are appointed by the Jonesborough Board of Mayor and Alderman and four (4) by the JRT Board of Directors normally with three (3) year terms, and

WHEREAS, the Jonesborough Repertory Theatre has grown in its operation, greatly increasing its audience and revenue generation, and

WHEREAS, it has been determined by the JRT Board and Town Board that an increase in JRT Board membership will be of great assistance in helping the theatre obtain the additional leadership need to increase its financial support from the community, as well as the management skills necessary to organize and facilitate a rapidly expanding comprehensive program in the performing arts, then

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Jonesborough that Sections #1 and #2 of the original June 8, 2009 agreement is authorized to be amended by the JRT Board along with the JRT By-Laws allowing an increase in JRT Board membership to up to ten (10) members with five (5) members being appointed by the JRT Board by majority vote, and five (5) members appointed by the Jonesborough Mayor with Board of Aldermen approval. Terms will continue to be three (3) years, and members with expired terms will serve if they so desire until they are re-appointed or replaced.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 13th day of August, 2018.

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

Those voting against: _____



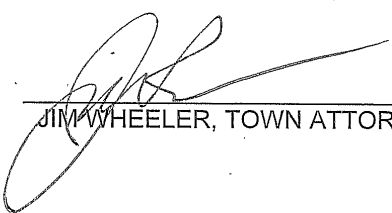
CHUCK VEST, MAYOR

ATTEST:



ABBEY MILLER, RECORDER

APPROVED AS TO FORM:



JIM WHEELER, TOWN ATTORNEY

The next item on the agenda was approval to increase the annual appropriation to the First Tennessee Development District (FTTD) from \$1,033 to \$1,425, which is an increase of \$492, with formal action being addressed by Ordinance later in the fiscal year. There being no discussion, Alderman Causey made the motion to increase the annual appropriation to the First Tennessee Development District (FTTD) to \$1,425 with formal action being addressed by Ordinance later in the fiscal year. The motion was seconded by Alderman Dickson and duly passed.

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

ABBAY MILLER, RECORDER

CHUCK VEST, MAYOR

