

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JANUARY 8, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, January 8, 2024, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Alderman Wolfe 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 Kelly Wolfe. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, 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. There were none. Alderman made the motion, seconded by Alderman , and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the November 13, 2023 and December 11, 2023, Regular BMA meetings.

2. Approve the following bills for payment:

**Insert Payment**

3. Approve the following Town Administrator Report:

**Insert Report**

4. Approve the following Operations Manager Report:

**Insert Report**

5. Approve the following Committee Reports: Board of Zoning Appeals, Planning Commission, Senior Citizens Advisory Committee, Historic Zoning Commission, and Traffic Advisory Committee.

6. Approve the following Supervisor Reports: Director of Tourism and Main Street, Utility Manager, Water Distribution, Water Quality, Water Treatment, Wastewater, McKinney Center, Senior Center, Police Department, Building Inspector, Animal Control, Street Department, Director of Special Events, and Fire Department.

7. Accept the retirement of Phil Fritts as Fire Chief with the effective date May 31, 2024.
8. Approve the Town Recorder Contract with Janet Jennings, as presented.

### **Insert Agreement**

Communications from the Mayor was the next item on the agenda. Mayor Vest said that the Jonesborough Firefighters was present to honor and present a prestigious award honoring the actions of Kyle Trobaugh. Mayor Vest asked Kyle Trobaugh to come forward and Mayor Vest read the following statement from the Firefighters:

*On the morning of December 5, 2023, in the face of a life-threatening situation, Kyle Trobaugh demonstrated extraordinary bravery and took decisive action. It is with great humility and honor that we stand here today to recognize and celebrate this exceptional act of heroism. When the call to action came, Kyle answered with unwavering determination and courage. In those critical moments, he became a beacon of hope, a guardian angel, and a true lifesaver. Most of us will go our entire life without having to make the decision to act when life is on the line. Kyle Trobaugh didn't hesitate to. His quick thinking, bravery, and compassion have undoubtedly made a lasting impact on those he saved and on all of us who witnessed this moment.*

*It is with great honor, admiration, and gratitude that we recognize Honorary Firefighter Kyle Trobaugh as a Lifetime Member of the Jonesborough Fire Department and present him with his very own Fire Helmet and Life Saving Medal, for his actions that resulted in successfully saving the lives of his ten-year old sister and seven-year old brother on the morning of December 5, 2023.*

Mayor Vest asked Amber Crumley to come up to accept the Employee of the Month Award. Mayor Vest read the following:

*I would like to nominate the Town of Jonesborough Director of Events, Amber Crumley, for employee of the month. Amber Crumley continually goes above and beyond her job duties justifying her Employee of the Month Nomination. Amber stepped into her new role over the summer and I can say it has been one of the most seamless transitions. She had about a month and a half to plan the Jonesborough Days Festival, the Town's biggest and most involved event of the year. A number of town staff, across varying departments, made comments about how organized the festival was and how smooth everything went. As most of you know, Jonesborough Days is a feel-good community event and not necessarily intended to make money. As far as I am aware, we made more money from this event than ever before. Amber worked hard to get last-minute sponsors and find other creative revenue sources. The Festival ended with a powerful \$34,283.75 in profit. Amber implemented new additions to events such as Halloween Haunts*

*& Happenings, was a big part in the success of JAMSA's Pumpkin Fest. The popular Raven's Alley and laser tag, during Halloween Haunts and Happenings, are just two examples of successful additions. As the holidays approached, she went full force into lining everything up for the 4-week Christmas in Olde Jonesborough series. We saw recording-break attendance at the kickoff on Saturday November 25<sup>th</sup>. We all agree that this rise in events has partially been organic. But nonetheless, with that rise in attendance creates a need for a higher level of organization as well as additional activities. Amber was extremely thoughtful and proactive. Her conversations constantly consisted of asking the question, "what else can we do to make this event better". Even with Amber tossing in new additions to events, she never lost sight of honoring the Town's traditions. Her work is superior in the fact she always pushes to the highest level of excellence. Past excelling at her job, Amber is one of the first staff members to lend a hand when it is needed. I couldn't possibly count the number of times Amber has jumped in to help another employee or to assist another department. She sees when someone may be a bit overwhelmed and assists without even being asked. Never does she complain, she just gets the task done. The trait about Amber that is to be commended is that when someone does need help she never makes them feel less then, and encourages them until the job is done. Amber has continued to manage the Town's ticketing system. This system also serves groups like JRT, JAMSA, Garden Gala, etc. During the fiscal year of 2022-2023 the Town made \$420,000 in ticket sales. Amber oversees every aspect of this process from coordination with the group hosting the event to conducting the financial close out report. She inputs each and every ticket that is sold, she trains the hosts at the Visitor Center how to utilize the system, as well as troubleshooting, and answering patrons questions. The amount of time she puts in to ensure everything runs smooth with ticketing is worth commending. Her efforts towards this essential function for the Town keeps many departments running. Town of Jonesborough is very fortunate to have Amber Crumley as an employee and she is more than deserving to be the Town's employee of the month.*

*Submitted by: Cameo Waters, Director of Tourism and Main Street*

Mayor Vest asked Amber Crumley if she had any comments. Amber Crumley said she really appreciates working with a great team and was thankful to be nominated.

Mayor Vest read the following Proclamation honoring the legacy of Martin Luther King, Jr. through the national MLK Day of Service and local MLK-related events:

### **INSERT PROCLAMATION**

Mayor Vest said the Town had a great 2023 Christmas Season and complimented the Marketing and Tourism and Event Planning staff for their hard work and efforts. Mayor Vest expressed his appreciation to Glenn Rosenoff and Craig Ford and staff for getting the new Jonesborough K-8 school project open along with the roadwork updates on North Cherokee Street and their work with TDOT in getting the traffic signal installation

at East Jackson Blvd and Tiger Way. Mayor Vest said he appreciates the hard work and efforts of the volunteers serving as members on the Town's various committees.

Mayor Vest said the Police Department issued 273 citations during the month of December 2023, with 97 for speeding, 19 – financial responsibility, 33 – registration violation, 1 – seatbelt law, 9 - failure to obey traffic control device, 1 – due care, 58 – light violations, 39 – hands-free cell phone use/cell phone in a school zone, 181 – written warnings issued for various violations; 7 – parking citations, and 2 – Municipal Ordinance Violations. Mayor Vest said that there 35,000 vehicles pass through Jonesborough on a daily basis and appreciates all that the Public Safety Department does.

The next item on the agenda was the approval of the Financial Report. Mayor Vest announced that it great to get see the report from Jonesborough Locally Grown showing over \$500,000 in revenue. Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Wolfe asked Town Recorder Janet Jennings about the Town's financial status. Janet Jennings reported that the Town is in a good place this point of the year with property tax collections, we're at 41% with two months left to collect. Sales taxes are experiencing good growth again for the month of October. Ms. Jennings said sales, which we received in December, were at 7.32% growth year to date. The 7.32% is compared to last October. Mayor Vest called for a motion if there were no further questions. Alderman Wolfe made the motion to approval the Financial Report as presented, seconded by Alderman Dickson and it duly passed.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. There were no comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Countermine said December events were great and staff did a very good job. Alderman Wolfe said there was an incredible crowd at the Christmas parade with an estimated attendance of 25,000 people, and expressed his appreciation to Town staff for the excellent job they did in pulling everything together for a great parade. Alderman Wolfe said he has had numerous people involved with the construction of the school tell him how fortunate the Town was to have Rachel Conger working at the school doing everything she did in planning and planting for the landscaping at the new school site, and many others who helped make that project happen at the very last minute.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said there was nothing to report at this time.

The first item under New Business was the Audit Report for Fiscal Year 2022-2023. Mayor Vest said Siena Rambo of Blackburn, Childers and Stegall, PLC, was present to address the FY22-23 Audit Report. Siena Rambo said the audit went

very well. Ms. Rambo said the FY22-23 Audit is an unmodified report (best opinion/clean audit) and the testing on grants is also an unmodified report. Mayor Vest thanked Siena Rambo for presenting the Audit Report. Mayor Vest called for a motion to accept the audit report as presented. Alderman Wolfe made the motion to accept the FY2022-2023 Audit Report as presented by Blackburn, Childers and Steagall, PLC, Aldermen Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of a Professional Services Contract with Community Development Partners, LLC (CDP) for the Local Parks and Recreation Fund (LPRF) Grant in the amount of \$65,000, and administrative services is already included in the grant budget. The proposed contract includes: (a) Project Management, (b) Project File set-up, (c) Regulatory compliance pertaining to the LPRF project as directed by the Tennessee Department of Environment and Conservation, (d) Preparation of pay requests, and (e) Project Close-Out. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion to approve the Professional Services Contract with Community Development Partners, LLC (CDP) for the Local Parks and Recreation Fund Grant in the amount of \$65,000 as presented. Alderman Causey seconded the motion and it was duly passed.

## **INSERT CONTRACT**

The next item on the agenda was the approval of a Short Form of Agreement Between Owner and Engineer for Professional Services with GRW Engineers, to work with the Town in preparing an Asset Management Plan (AMP) for the water and sewer utilities as requested by TDEC utilizing ARPA Funds, in the amount of \$70,000. Mayor Vest asked Town Administrator Glenn Rosenoff for his comments. Glenn Rosenoff said The AMP is not only necessary to meet TDEC ARPA requirements but is necessary to supplement the utility rate study being performed by MTAS, as well as our funding applications for both the new Water Plant Project and 24-inch Water Transmission Line Project. Mr. Rosenoff said this project will also include moving the Jonesborough on-line GIS website update from the current site that is published from GRW's ArcGIS Server to the ESRI ArcGIS on-line site. He said we have been informed by ESRI that to follow their software licensing policies, GRW will have to transfer the Jonesborough GIS website to an ESRI cloud-based website. He said the new ArcGIS On-Line based website will still be accessible by Jonesborough staff, including up to 5 users, via standard web browser software so no new hardware or software will be required in Jonesborough. Mr. Rosenoff said the main difference is that Jonesborough users will each have to use their own login to access the GIS website; and the total cost of the GIS work is \$15,000 with \$13,900 going to create the new GIS website plus \$1,100 to allow 5 Jonesborough staff members to access the website. Mr. Rosenoff said GRW's proposal is reasonable as the AMP will be used to supplement the utility rate study and funding opportunities now and in the future. He said the funding source for the \$55,000 is part of the overall ARPA funding already in place, and also transitioning us to the ESRI GIS platform must be done and the cost is reasonable to advance our GIS technology needs. Mr. Rosenoff said the funding source for this part of the proposal will

be divided between the Water and Sewer budgets and will not have a negative impact on their overall FY24 budgets. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Wolfe asked if there is a cloud based cyber security plan in place. Glenn Rosenoff said this is cloud based and staff is already working with Sharp in regard to the cyber security plan. With there being no further questions or comments, Mayor Vest called for a motion. Alderman Wolfe made the motion, seconded by Alderman Dickson, to approve GRW's proposal "Short Form of Agreement Between Owner and Engineer for Professional Services" to work with the town in preparing an Asset Management Plan (AMP) and for the GIS Website Update for a total of \$70,000, as presented. The motion was duly passed.

### **INSERT AGREEMENT**

The next item on the agenda was approval of a Resolution for the Town's participation in the 2023-2024 Public Entity Partner's (PEP) Driver's Safety Grant Program. The grant is a 50/50 match with the funds being used to supplement the Town's Fleet Vehicle Tracking System (GPS System). The grant match is approved for \$5,000, and the Town will spend \$10,000 to be reimbursed \$5,000, and the match is funded through the current FY24 budget. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Causey asked if all the Town vehicles have GPS. Operations Manager Craig Ford replied yes. With there being no further questions or comments, Alderman Dickson made the motion approving the Resolution authorizing the participation in Public Entity Partner's James L. Richardson Driver Safety Matching Grant Program to supplement the Town's Fleet Vehicle Tracking System (GPS system), as presented. Alderman Countermine seconded the motion and it was duly passed.

### **INSERT RESOLUTION**

The next item on the agenda was approval of a Resolution for the Town's participation in the 2023-2024 Public Entity Partner's (PEP) Property Conservation Matching Grant Program. The grant is a 50/50 match with the funds being used to install a Fire and Burglar Alarm System along with a Security Card Reader System to the Police/Fire Training Building and Town Employee Gym Complex at Persimmon Ridge Park which will reduce liability on the Town by making the building safer and more secure. The grant match is approved for \$5,000, and the Town will spend \$10,000 to be reimbursed \$5,000, and the match is funded through the current FY24 budget. Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Wolfe made the motion approving the Resolution authorizing the Town to participate in the Public Entity Partner's Property Conservation Matching Grant Program and to approve the grant match of \$5,000 for the Fire and Burglar Alarm System along with a Security Card Reader System to the Police/Fire Training Building and Town Employee Gym Complex at the Persimmon Ridge Park, as presented. Alderman Causey seconded the motion and it was duly passed.

### **INSERT RESOLUTION**

The next item on the agenda was approval to renew the five-year agreement with the City of Johnson City to perform repair services on the Town's traffic signals. The proposed new five year agreement includes the same language as the previous agreement, and the following rate structure:

- \$63.00 - Hourly Labor Rate
- \$14.00 - Hourly Equipment Rate
- \$50.00 - Hourly Aerial Equipment Rate
- 110% - Material Cost (same percentage as the 2018 agreement)
- \$94.50 - After-Hours Labor Rate

Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Wolfe made the motion to approve the Traffic Signal Service Agreement with the City of Johnson City, subject to the review of the Town Attorney, and authorize the Mayor to sign the agreement. Alderman Countermine seconded the motion and it was duly passed.

## **INSERT AGREEMENT**

The next item on the agenda was approval of a Special Event Application request from Jonesborough Locally Grown for a Market and Mingle to be held on Saturday, April 27, 2024, from 10:00 a.m. to 2:00 p.m., with an estimated attendance of 500 people. The street closure request includes Main Street between Fox Ave and Second Ave, from 8:00 a.m. to 4:00 p.m. for the purpose of permitting 30 vendor booths to be set up. Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Countermine made the motion to approve the Jonesborough Locally Grown Special Event Permit Application for a "Market and Mingle" on April 27, 2024, including road closure, as presented. The motion was seconded by Alderman Wolfe and duly passed.

The next item on the agenda was approval of the Jonesborough Saint Paddy's Celebration to be held on Saturday, March 16, 2024. A parade will be incorporated to this year's festival which will be limited to 20 – 40 entries, being lined up in the Library parking lot and Sabine Drive, with the route going down Boone St, Main St, taking a right onto Second Ave, taking a right on West College St and back to the Library lot. The closing of streets and schedule of events is as follows: Closure of Main Street from 6:00 p.m., Friday March 15<sup>th</sup> for vendors to set up, through 8:00 p.m., Saturday, March 16<sup>th</sup>; close Boone St for the parade beginning at 10:30 a.m. to 12:00 noon; St. Paddy's Fun Run will be at 3:00 p.m., beginning and ending at the Storytelling Plaza; Shamrockin' on the Plaza will be from 4:00 p.m. to 7:00 p.m., with the Celtic Band playing at 5:00 p.m. and Main Street Café and Catering will serve Irish foods and Depot Street Beer; and the Highland Game demonstrations and hands-on experiences will take place in Storytelling Park throughout the day. Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Dickson said it is exciting to see our Main Street Committee and our Main Street initiative under Cameo Water's watch really

develop and thrive. Alderman Dickson said this Saint Paddy's Celebration is a part of that and it's very exciting to see the very creative and fresh ideas. Alderman Dickson said he just wanted to make sure that the Fun Run starts at the Storytelling Center, go up to Second Ave, go the trail and then to the Depot Street Brewery and then come back up Depot Street; and his question is for the residents on Fourth Ave and on down to the Washington Farmers Co-op if there has been any thought or if there is need about notifying them that the streets will be blocked off. Cameo Waters said that they can notify the residents in that area and it only be closed for about 30 – 45 minutes total. Ms. Waters said they always say a maximum of one-hour but it is usually wrapped up before then. With there being no further comments, Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Jonesborough St. Paddy's Celebration as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of an agreement with Mattern & Craig, Engineers, for a Warrant Study of West Jackson Blvd at Payne Road, which was discussed and voted on by the Traffic Advisory Committee at their December 2023 meeting to recommend that the Town pursue a warrant study of this area. Staff has contacted Mattern & Craig for a proposal to perform signal warrant analyses (Warrant Study) that would be submitted to TDOT for their concurrence that a traffic signal is warranted at this intersection. The study will include analyses of W Jackson Boulevard (US-11E) at Payne Road, and College St (SR-81) at Payne Road/Rocky Hollow Road. The fee proposed is \$5,000.00 with a 45-day milestone schedule based on them receiving the Notice to Proceed (NTP) from the town. Staff recommends an additional \$5,000.00 be budgeted in case additional services are required like attending meetings or adding additional components as part of the study, all of which would be billed based on the attached 2023 Standard Billing Rate Table. Staff recommends a total budget of \$10,000.00 for the study. The current Street Department FY24 budget has sufficient funding to pay for the study. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Wolfe said this was addressed at the Traffic Advisory Committee, after the temporary traffic signal light went up for the new school, some residents who live in and around the new school were concerned about this particular area becoming a pass through for school traffic. Alderman Wolfe said about a decade ago Wilbur-Smith Engineers did a traffic study of the whole town and the two areas they identified that in the future there would need to be red light installed, which was at Tiger Way (Smith Lane) where the new light was just installed and the second one was at Payne Road that goes up by Ingles Market. Alderman Wolfe said this study will re-evaluate that intersection and lieu of the growth we have had since that time and help the Town decide if something is warranted due to the additional school traffic. With there being no further discussion, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Mattern & Craig Scope of Services and Fee Proposal, with additional budget for other services (if needed) to perform the warrant study with an overall budget of \$10,000.00, as presented. Alderman Causey seconded the motion and it was duly passed.

**INSERT AGREEMENT**



The next item on the agenda was traffic improvements at intersection of Boone, East Main, Spring, and Fox streets. Mayor Vest said this project would be divided into the following work schedule: (1) Removal of the three parking spaces on East Main Street, (2) Installation of concrete island east of Spring Street and tapering up to the upper Baptist Church parking lot and extending into the westbound lane no wider than 6 feet at its widest point. This will be completed with a mountable concrete curb stained to match the granite curb with a combination of concrete and plantings in the center. (3) Installation of a pedestrian safety island on Boone Street, constructed similarly to the one on East Main Street. (4) Establish Spring Street as one-way traveling southwest from Main Street to Franklin. (5) Installation of a curbed island at the Franklin/Spring Street intersection to prevent two-way traffic beyond Franklin Ave. (6) Installation of signage. (7) Installation of a sidewalk on the north side of Spring Street from East Main Street to Franklin. (8) Installation of a crosswalk on East Main Street from the Baptist Church to Spring Street sidewalk. Discussion took place by Board members and Town staff in regard to the proposed traffic intersection improvements. Alderman Wolfe suggested that the BMA hold off on the East Main Street portion of the project until stakeholders are made aware of the proposed changes. With there being no further discussion, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve establishing Spring Street as one-way traveling southwest from Main Street to Franklin, installation of a curbed island at the intersection of Franklin Ave and Spring Street to prevent two-way traffic beyond Franklin Ave, installation of signage, and that consideration of the East Main Street portion of the project be delayed until after stakeholders have been notified and brought back for approval at a future meeting. The motion was seconded by Alderman Causey and duly passed.

The next item on the agenda was approval to establish a 30 mile-per-hour speed limit on Boones Creek Road from the intersection of Jackson Blvd to the town limits. Mayor Vest said one of the things that spurs this is the new development growth out Boones Creek Road; and with it being a two-lane road where people need to turn left and right frequently there has been a lot of accidents on that road. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Wolfe said that Director of Streets Malcolm Highsmith did a speed study on Boones Creek Road that is inside the town limits, and with talking to the Police Department, the number of wrecks have significantly increased. Alderman Wolfe said he felt replacing the dashed line, which gives the indication that it's ok for a vehicle to pass another vehicle, with a double-yellow line would be very helpful. Alderman Countermine said he feels there should be more signage installed in this area. Mayor Vest asked if there were any further comments or questions. With there being none, Alderman Wolfe made the motion to approve establishing (1) the speed limit on Boones Creek Road (S.R. 354) at 30 miles-per-hour from Jackson Boulevard to the town limits, and (2) no passing zone and reduce speed warning signage, as presented. Alderman Countermine seconded the motion and it was duly passed.

Alderman Wolfe said he would like to see the speed limit addressed from West Jackson Blvd to Skyline Drive (Tiger Way and North Cherokee Street) to be changed from 30

mph to 20 mph and made the motion that this item be added to the BMA agenda. The motion was seconded by Alderman Countermine. Town Attorney Jim Wheeler suggested to Board members that the motion be amended to direct the staff to prepare to address this speed limit change at the next regular meeting, so that there is an agenda presentation to justify the speed limit changes. Mr. Wheeler said that helps him as far as documentation just in case there would be a challenge in regard of the Board's actions on this specific item. Alderman Wolfe amended his motion to defer the speed limit change and to direct staff to present this at the next regular meeting for consideration. Aldermen Countermine agreed to the amendment of the motion and it was passed unanimously.

The next item on the agenda was the 2024 Music-On-The-Square (MOTS) Agreement with Sam Love. Mayor Vest said Sam Love does an outstanding job, and asked the Aldermen if they had comments or questions. Alderman Dickson said he appreciates Sam Love's passion, energy, and is looking forward to another good season.

Mayor Vest called for a motion. Alderman Wolfe made the motion, seconded by Alderman Dickson, to approve the agreement with Sam Love for the 2024 Music-On-The-Square season. The motion was duly passed.

**INSERT AGREEMENT**

There being no further business the meeting was duly adjourned.

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JANET JENNINGS, RECORDER

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CHUCK VEST, MAYOR