

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

OCTOBER 10, 2022

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, October 10, 2022, 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 Joel Conger led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Kelly Wolfe. Alderman Virginia Causey was absent. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Robert Anderson, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Alderman Wolfe said he was not asking to pull Item 7-1 Employee Retirement but wanted to comment. Alderman Wolfe said Artie White, Meter Supervisor is retiring with 44 years of service and will be missed along with his incredible institutional knowledge. Alderman Wolfe expressed his thanks and appreciation to Arite White for his dedicated service to the Town. Alderman Dickson reiterated Alderman Wolfe's comments and appreciates Arite White very much. Mayor Wolfe said that he would like to pull Item 7-2 – Employee Resignation from the Consent Agenda. Alderman Wolfe made the motion, seconded by Alderman Dickson, and duly passed to approve the following items on the Consent Agenda with the exception of Item 7-2.

1. Approve the minutes for the July 6, 2022 – Called Meeting, July 11, 2022 – Regular Meeting, August 8, 2022 – Regular Meeting, August 22, 2022 – Called Meeting, September 12, 2022 – Regular Meeting, and September 28, 2022 – Called Meeting.
2. Approve the following bills for payment:

<u>SANITATION</u>	<u>GENERAL</u>	<u>WATER</u>
103414-103442	52,440.01	
103442-103510	42,120.02	
103511-103569	231,242.78	
103570-103651	411,952.15	
103652-103676	72,253.16	

103677-103681	4,351.61		
		<u>GENERAL</u>	<u>WATER</u>
<u>SANITATION</u>			
103682-103687	2,478.24		
109701	12,496.63		
	<b>\$829,334.60</b>		
64544-64554		4,310.00	
64555-64582		29,584.86	
64583-645/4 (FY 21/22)		226,722.50	
64585-64599		167,292.72	
64600-64616		124,679.05	
64617-64619		5,031.29	
64620-64624		4,911.09	
64625-64626		307.11	
		<b>\$562,838.62</b>	
9745			750.00
9746-9748			516.29
9749-9754			12,702.42
9755-9760			8,566.56
9761-9762			320.77
9763-9765			2,256.83
			<b>\$25,112.87</b>
<u>School Fund</u>			
1070-1074	929,059.77		
1073-VOID	-5,131.20		
1075	3,000.00		
1076-1082	1,445,293.88		
	<b>\$2,372,222.45</b>		

3. Approve the following Operations Manager Report:

We are nearing completion of the Shell Road project. The Washington County Highway Department pulled a leveling strip on the shoulders of this roadway a couple of weeks ago. We are awaiting the contractor to install the curbing. Once the curbing is installed, the Washington County Highway Department is going to come back and pave the roadway before they shut down for the year.

I have continued to work toward a start date on the East Main Street sidewalk project. I met with the contractor this week and we are hoping to get that project started this month. One thing that we need to mention is that there have been several price increases on concrete since we agreed on the project estimate.

I feel certain the contractor is going to want to up his cost due to the price increases experienced with concrete. We have felt the increase ourselves in various projects we have been working on.

I have worked with the Town Engineer and the Street Department Director on developing a drainage plan for this project. What I can report to you is that the plan we currently have is significantly less than what was presented to me. This plan should also cut the installation time significantly and will cost much less than the original plan.

The Street Department and Water Distribution has finished work on the school project. There will be follow up work that has to be completed once Summers Taylor removes the mountain of topsoil off the site.

With respect to the school project, I have spoken to a couple of residents on Thompson Meadow Lane. One of their complaints since annexation back in the 1990s was the fact the town has never installed street lights here.

At issue in the past is that there is no power on Thompson Meadow Lane. The power for these homes is fed from the back side. I have worked with BrightRidge Engineers to install streetlights on Thompson Meadow Lane as part of the new power feed coming from Hwy 11-E north on Cherokee to the school.

The Engineer, Ken Edgar has submitted the plans to me for the streetlights at a cost of \$57,640.91. The Street Department will have to do the trench work for BrightRidge and they will supply the conduit, power line and lights.

The plan is to install ten new streetlights that will match what is being placed on the school property. The Town should not have to incur this cost upfront as it will go on the Town's BrightRidge investment account.

I have continued to work with Lewis Hulse on the Stage Door project. I have tried to help work through the change order on the HVAC system as it will have to go back to the State Fire Marshall's Office for approval. It will be worth the wait if the change is approved.

I have also met with the vendor on the doors and restroom partitions upstairs. This is the same vendor we utilized for the downstairs section, so we need to go back with them. I feel we need to get these ordered because the turn-around time on these wood doors is several months.

We are finally making good progress on Lincoln Park. We have experienced some major problems, but we have been able to work through them. I do not think we are going to be able to finish by the end of October, but I do think we can be completed by the end of November.

The contractor finished the weeding of the medians and I had the Recreation Department freshen the mulch and the Street Department clean the curbs. The contractor did an awesome job weeding. The medians look better than they have in years.

Recreation was also able to get the Boone Street planting project completed with the exception of a few plants near the Boone Street Market that we do not have. I am going to try to complete the section in front of the Visitors Center before winter.

## 2

4. Approve the following Committee Reports: Jonesborough Planning Commission.
5. Approve the following Supervisor Reports: McKinney Center, MBM Program Director, Police Department, Fire Department, Utility Manager, Meter Department, Water Treatment Plant, Environmental Services/Wastewater, Animal Control, Street Department, Building Inspector, Marketing and Promotions Coordinator, Website and Marketing Specialist, Director of Tourism and Main Street, and Visitor Center and Facilities Rental Manager.
6. Accept the retirement of Artie White as Meter Reader Supervisor with 44 years of service, effective January 13, 2023.
7. Acknowledgement of the Debt Obligation Report CT-0253 related to the General Bond Anticipation Extension Note, Series 2022 in the aggregate principal amount of not to exceed \$2,464,718.00.

The next item on the agenda was the approval of the Financial Report. Mayor Vest said the June sales tax collection was 20% over last year, and the July sales tax collection was up approximately 3%. Mayor Vest said there have been 395 building permits issued this year through September 30<sup>th</sup> compared to 171 from last year. Mayor Vest asked the Aldermen if they had any comments. There being none, the motion was made by Alderman Wolfe, 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 asked Operations Manager Craig Ford for an update on the East Main Street sidewalk project. Craig Ford said due to the increase in the cost of concrete from less than \$100 to \$170 - \$200 per square yard, the sidewalk project will have to be re-bid. Mr. Ford said with this sharp increase it made the original contract impossible to complete for the contractor without him taking a major financial loss. He said there was some delay in obtaining easements, in particular with the property owners who live out-of-state. Mr. Ford said that he hopes to have the new bid ready for the BMA to approve at the December 12<sup>th</sup> meeting.

Mayor Vest said Alderman Terry Countermine will be present the Proclamation honoring Helen Conger, who turned 100 years old on Sunday, October 9<sup>th</sup>. Alderman

Countermine read the proclamation and presented it to Joel Conger who represented his mother, due to Helen Conger not being able attend the meeting. Joel Conger thanked the Board for the proclamation.

## **INSERT PROCLAMATION**

Mayor Vest asked Police Sergeant Jeff White to come up to accept the Employee of the Month Award and a Key to the City. Mayor Vest read the following:

*Sergeant Jeff White has been with the Jonesborough Fire and Police Departments for many years. He has continually demonstrated commitment and dedication to the public in his years of service. On the evening of September 7, 2022, Sgt. Jeff White responded to a fire at the Jonesborough Barrel House located at 119 East Main Street. When Sgt. White arrive, he found a small building at the back of the address fully engulfed in flames. Sgt. White and the Jonesborough Fire Department leaped into action. Given the nature of the already engulfed building and foregoing his safety, Sgt. White began fighting the fire in his Police uniform when he heard people calling out from an apartment next to the outbuilding. The individuals in the apartment had no way to exit the building safely. Without hesitation, Sgt. White focused on getting those trapped to safety. His years of training and experience ensured Sgt. White was able to keep the fire from spreading to the apartment and injuring anyone. He assisted in getting those individuals down from the apartment and away from the blaze. After Sgt. White secured their safety, he continued to fight the fire saving surrounding historic buildings from damage and ruin. He never stopped working to fight the fire despite exhausting conditions. Sgt. Jeff White's efforts irrefutably saved buildings adjacent to the property and potential loss of life by keeping the fire from escalating. Sgt. Jeff White embodied the police motto "to protect and serve" with his actions. Therefore, we are strongly recommending Sergeant Jeff White for Employee of the Month for his heroic and brave actions. Submitted by: Police Chief Matt Rice*

Mayor Vest asked Sgt. Jeff White if he had anything he would like to say. Sgt. White said he didn't do anything different than other Police Officer or Firefighter in the Town of Jonesborough would have done. Sgt. White said we have a great Public Safety Department. He said that the Fire Department personnel responded very quickly and as well as the Police Officers that were on the scene, and he praises everyone that was on the fire scene.

Mayor Vest asked Ruth Verhegge to come forward and present the Paws In Blue award to Mauk's of Jonesborough and Wine & Spirits for the collection of \$350 in each of the businesses Paws In Blue donation jars.

Mayor Vest expressed his appreciation for the community coming together for this year's Storytelling Festival. Mayor Vest said it was a great event and there were lots of people in town for the Festival. Alderman Countermine said

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 the Storytelling Festival was great and there were registrations from all fifty states.

Town Administrator Glenn Rosenoff announced that the installation of the advanced automated water meters will begin on Monday, October 17<sup>th</sup>.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked the Jim Wheeler if he had any comments. Attorney Jim Wheeler said he and the Town Administrator have had discussions on an issue that came up the week before the Storytelling Festival about public parking along Fox Street. Attorney Wheeler said an entity in town has claimed that they own those spaces and reserved a vast majority of them for the Festival. Mr. Wheeler said there was really no way to deal with the issue during the week before the Festival. Mr. Wheeler said that the Town Administrator and Operations Manager worked with the Storytelling staff to relocate some parking and let the issue go until after the Festival. He said a couple of issues that come from that, (1) the lack of parking in the downtown area and (2) it was highly disruptive to have it come up the week of the festival rather than sometime prior to that. Mr. Wheeler said it basically came up to the town through the ISC that the entity stated the parking spaces belonged to them and if ISC wants to use them in the future they would have to check with that entity. Mayor Vest asked why this issue has not come up in the past. Attorney Wheeler said to his knowledge it has never been raised in the last 23 years since he has been Town Attorney. Mr. Wheeler said it has been estimated that the Town has been maintaining those spaces for over 50 years. Mr. Wheeler said that last year the same entity requested that the parking spaces be striped by the Town, which would have to be public spaces because the Town could not do that on private party. He said there has not been a survey done on this and it doesn't really matter what the survey shows because for over 50 years the spaces have been used for public parking and maintained by the Town, and the sidewalk was built by the Town. Mr. Wheeler said the descriptive easement, if nothing else over those spaces, but if you allow that go on with a descriptive easement, it could go in the other direction. Attorney Wheeler said his legal opinion is that the Town doesn't have much choice to either decide you are going to give those parking spaces up or take a stand by suit to quiet title. Mr. Wheeler said whether that is by agreement or by taking further action. Mr. Wheeler said that they do not want to take that on without some direction from the BMA and asked what the Board would like for them to do to protect those parking spaces as public parking spaces. Mr. Wheeler also noted that the sidewalk is a public sidewalk. Alderman Wolfe asked if Attorney needed a formal vote or a consensus of the Board. Attorney Wheeler said he is asking if there is any objection to them moving forward, and they would not need a vote. Mayor Vest said the Town has maintained those spaces for many years and he feels that the Town needs to protect the spaces. The consensus of the Board members was for Town Attorney Jim Wheeler to notify the entity that the Town will have to clarify

this situation either in writing or the need to do it through quiet title suit. Mr. Wheeler said they would come back to the BMA for authorization to pursue the suit.

The next item on the agenda was approval of a Certificate of Compliance for Retail Food Store Wine Sales for Roadrunner Market #6023, located at 101 East Jackson Boulevard. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion, seconded by Alderman Wolfe, to approve the Certificate of Compliance for Retail Food Store Wine Sales for Roadrunner Market #6023, 101 East Jackson Boulevard, as presented. The motion was duly passed.

The next item on the agenda was approval of a Certificate of Compliance for Retail Food Store Wine Sales for Roadrunner Market #6024, located at 141 Boone Street. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion, seconded by Alderman Wolfe, to approve the Certificate of Compliance for Retail Food Store Wine Sales for Roadrunner Market #6024, 141 Boone Street, as presented. The motion was duly passed.

The next item on the agenda was approval of the installation of a downtown camera with live 24-hour feed to be located at 144 East Main Street at Mill Spring Makers Market. Board members discussed the possibility of placing the camera in the area of the Courthouse Square. Staff noted that one of the biggest obstacles will be accessing Wi-Fi; and whether the "equipment" would be stealth and therefore not detract from the appearance if placed at the Storytelling Center. Mayor Vest asked if there were any further comments. There being none, Alderman Wolfe made the motion to approve the installation of the downtown camera at the Mill Spring Makers Market, 144 East Main Street, allow access to the Town's Wi-Fi, and include a live link onto the Town's website and any other appropriate social media platform as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was a Resolution accepting the appropriation of \$1,005,596.51 from the Tennessee Department of Economic Development (TDEC) to be used for the AMI/AMR automatic water meters project. Mayor Vest asked if there were any comments. Alderman Wolfe asked if this is a for a grant. Town Administrator Glenn Rosenoff said the AMI/AMR (electronic meters) bid came in at amount of \$4,447,000.00 in which the Town approved the 2022 Capital Outlay Note to fund the project. Mr. Rosenoff said that TDEC has appropriated \$1,005,596.51 in non-competitive ARP funds to the Town of Jonesborough to be used for eligible water, sewer, and stormwater needs and the goal is to use the funds for the overall cost of the automatic water meters project. Mayor Vest asked if there were any further comments. There being none, Alderman Wolfe made the motion to approve the Resolution accepting the appropriation from \$1,005,596.51 TDEC to be used for the AMI/AMR project as presented, seconded by Alderman Countermine and duly passed.

**INSERT RESOLUTION**

The next item on the agenda was the approval of a bid to archive the Town's social media content from ArchiveSocial for the Standard Plan at \$499.00 per month. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Wolfe asked where the funds were coming from. Town Administrator Glenn Rosenoff said the cost would be equally split from General and Water funds. Mayor Vest asked if there were any further comments. There being none, Alderman Wolfe made the motion to approve the bid from ArchiveSocial for the Standard Plan at \$499 per month to be equally split from the General and Water funds. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of a bid for plant material at Lincoln Park from Flower City Nursery with an amount not to exceed \$14,753.00 including delivery fee. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Countermine made the motion to accept the bid from Flower City Nursery with an amount not to exceed \$14,753.00 including delivery fee for plant material at Lincoln Park. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval to authorize the Mayor to accept and award the tree bid that will be publicly opened on Wednesday, October 12, 2022 using funds from the Reforestation grant awarded to the Town for the new Jonesborough K-8 School project, provided that all specifications are met, bid requirements are followed in accordance with the Town's purchasing guidelines and that the bid does not exceed \$21,234.00. Mayor Vest asked the Aldermen if they had any questions. Alderman Dickson said he very grateful for the Town's strong history in receiving grants. Alderman Dickson made the motion to authorize the Mayor to accept and award the tree bid for the Jonesborough School Reforestation Phase 2 Project with an amount not to exceed \$21,234.00, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of the bid from Kinch's Lawncare in the amount of \$14,500 for the tree installation of the Jonesborough School Forestation Phase 2 Project. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Dickson made the motion to approve the bid of \$14,500 from Kinch's Lawncare for the installation of trees for the Jonesborough School Forestation Phase 2 Project, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of the purchase of a cascade system, brush truck and accessories for the Fire Department utilizing the one-time grant funds from Washington County. The Washington County Commission awarded a one-time grant of \$214,000.00, as part of their ARPA funds, to each of the County Fire Departments. Mayor Vest asked the Aldermen if they had comments or questions. Alderman Wolfe asked if the bid came in higher than anticipated, how would the difference be covered. Glenn Rosenoff said they would have to come back to the Board for additional funds. Mr. Rosenoff said staff is confident based on what the needs



are as far as equipment and apparatuses that the \$214,000 is a good number to meet our obligation. Operations Manager Craig Ford said to follow-up on that, the Ford dealership that had the state-wide contract this year and was awarded the state-wide contract for coming year said that Ford Motor Company was changing their process on government service contracts. Mr. Ford said that they are only giving local governments in the State of Tennessee about a four or five day window in early November to order these bigger trucks and they said it would be at least a year out getting that truck. Mr. Ford said the reason they are bringing this to the BMA now is to get the truck on order and if it does go over in cost, then we can actually deal with that during next year's budget process. Mr. Ford said they do feel confident that the allocation will cover the expenditures. Mayor Vest asked if there were any further comments. There being none, Alderman Wolfe made the motion to approve the purchase of a cascade system, brush truck and accessories for the Fire Department utilizing the one-time grant funds of \$214,000.00. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of a Resolution authorizing the issuance of an interest-bearing General Obligation Outlay Note, Series 2022A in an amount not to exceed \$1,250,000 and providing for the payment of said notes associated with the financing of the Town's Utility Capital Projects with a term of twelve (12) years. Mayor Vest asked Town Administrator Glenn Rosenoff to comment. Glenn Rosenoff said we had received hard numbers for the Northern Loop and Electronic Meters totaling nearly 5.8 million and those projects were awarded to contractors. Mr. Rosenoff said we have applied for TDEC Water Infrastructure Investment at \$1,005,596.51 which requires a 25% match (\$251,399.13), and the meters project is an eligible project. Mr. Rosenoff said there still is the Lift Station A project that includes the installation of a gravity line in place of Station "A", and the pump stations to fund as well. Glenn Rosenoff said in order to fund the utility projects as planned, the BMA will need to approve the General Obligation Capital Outlay Note, Series 2022A in an amount not to exceed \$1,250,000. If there is a balance on the loan after all projects are completed, the BMA can fund other priority utility projects. Interest rates are projected to increase so taking advantage of more competitive rates now is in the Town's best interest. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Wolfe made to the motion to approve the General Obligation Capital Outlay Note, Series 2022A, in an amount not to exceed \$1,250,000 for the Jonesborough Utility Capital Projects, as presented. Alderman Dickson seconded the motion and it was duly passed.

### **INSERT RESOLUTION**

The next item on the agenda was the Town Administrator Employment Agreement. Mayor Vest asked the Aldermen if they had comments or questions. Board members held discussion in regard to the Town Administrator's contract as presented. Alderman Dickson made the motion to approve the Employment Agreement with Glenn Rosenoff as Town Administrator, with the effective date of October 11, 2022 and continue in effect until October 31, 2025, as presented. Alderman Wolfe seconded the motion and it was duly passed.

**INSERT AGREEMENT**

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

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ROBERT ANDERSON, RECORDER

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CHUCK VEST, MAYOR