

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

OCTOBER 13, 2020

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, October 13, 2020, 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 Tom Pardue led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Stephen Callahan, Alderman Virginia Causey, Alderman Terry Countermine, and Alderman Adam Dickson. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Abbey Miller, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The next item was the Consent Agenda. Mayor Vest asked the Aldermen if there were items from the Consent Agenda they wanted pulled for discussion. Attorney Jim Wheeler commented that Consent Items 10-a and 10-b should be approved subject to the Town being listed on the Certificate of Liability Insurance. He added that he would review the Town Ordinance to see if a Hold-Harmless Agreement is required. Alderman Countermine made the motion, seconded by Alderman Callahan, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes of the August 10, 2020, Regular Meeting, August 17, 2020, Budget Workshop Session, August 27, 2020, Called Meeting, and the September 14, 2020, Regular Meeting.
2. Approve the following September bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z OFFICE RESOURCES	614.54
ACE EQUIPMENT REPAIR	3664.41
ALFAC	3438.03
ALLISION JEAN PARKER	103.71
ALSCO	81.82
ALUMINUM & GLASS SYSTEM	5635.00
AMERICAN GENERAL LIFE	62.28
AMERIGAS	54.00
ANDY OXY COMPANY, INC.	161.84
ANGELA MILLAN	33.35
APPALACHIAN LIGHT & PRO	1200.00
APPLIED MAINTENANCE	187.24
AULICK CHEMICAL SOLUTION	15313.25
AUTO ZONE #2087	169.11
B.K. MACHINING	1515.00
BALLAD HEALTH REHAB	359.10
BANK OF TENNESSEE	8982.12
BAR ENVIRONMENAL	30229.01
BARNES EXTERMINATION CO	40.00
BATTERIES OF NC & SWS	1556.13
BHMA OCCUPATIONAL MEDIC	230.00
BLUE CROSS-BLUE SHIELD	96478.49
BLUE WATER INDUSTRIES	3193.13
BOBY PENLAND	1912.85
BOBCAT	313.86
BOONES CREEK OUTDOOR	54.00
BRANHAM CORP	111.60
BRENDA REECE	228.19

BRENNTAG MIDSOUTH INC. <u>VENDOR</u>	<u>1393.36</u> <u>AMOUNT</u>
BRIGHT & ASSOC	8412.00
BRITTANY WILLIAMS	81.00
BROYES FLORIST/MOUNTCA	40.00
BUSINESS HEALTH	2825.00
CENTURYLINK	66.42
CHAMPION CHEVROLET CAD.	508.57
CHAPPELL'S PEST CONTROL	50.00
CINDY OSBORN	96.00
CINTAS CORPORATION #202	185.04
CINTAS FIRST AIR & SAFE	43.25
CITY ELECTRIC SUPPLY	256.60
CLIMATE CHANGER	2218.00
COCA-COLA BOTTLING CO.	701.05
COMPANION LIFE INSURANCE	1043.70
CORECHEM	930.60
D. TODD WOOD	3465.00
DENNIS DWAYNE BROOKS	700.00
DICKIE GENE WIENS	80.00
EAST TN CHEMICALS	220.00
EAST TN RENT-ALLS	753.49
ECOSAFE LANDFILL YA	7495.08
ESO FIREHOUSE SOFTWARE	2430.80
FENCE SUPPLY OF JC	136.69
FERGUSON ENTERPRISES #5	2461.33
FIRST HORIZON BANK	3792.73
FLEENOR SECURITY SYSTEM	322.50
FOSTER SIGNS	976.20
G & W DIESEL	1855.19
GALL'S LLC	2055.00
GENERALSHALE MSC 30523	3547.08
GLENN C ROSENOFF	500.00
GRAINGER	604.52
HARBOR FREIGHT TOOLS	92.43
HAWK EQUIPMENT CO.	303.50
HIGH TIDE TECHNOLOGIES	300.00
IDEXX DISTRIBUTION, INC.	734.16
INGLES #4205	118.44
JAMSA	10000.00
JOHNSON CITY FORD	109.16
JONATHAN EDENS	107.66
JONESBOROUGH HRA	6131.00
JONESBOROUGH LOCALLY	425.68
JONESBOROUGH SENIOR CENTER	526.27
JONESBOROUGH/WASHINGTON	3803.50
JULES CORRIERE	54.73
KEN SMITH AUTO PARTS #4	18.13
KIMBALL MIDWEST	2456.18
LANDMARK INTERNATIONAL	71.80
LOWE'S	2026.06
M & A SUPPLY COMPANY I	1540.68
MAHONEY'S SPORTSMAN'S	696.89
MARK D EDMONDS	175.00
MARK D KISER	32.50
MEAD EQUIPMENT	560.67
MEADE TRACTOR	1625.63
MEADE TRACTOR	56.37
MUNCIPAL EMERGENCY	3164.16
NEWS AND NEIGHBOR	197.00

NORTHEAST TN	2500.00
O'REILLY AUTOMOTIVE INC	97.07
<u>VENDOR</u>	<u>AMOUNT</u>
OLD SCHOOL AUTO PARTS, I	4300.38
OLDE TOWN HARDWARE	36.14
OLDE TOWN SMALL ENGINE	181.40
ON-DUTY DEPOT KNOXVILLE	118.00
PACE ANALYTICAL NATIONAL	5143.50
PARDUE PHOTOGRAPHICS	500.00
PARISH NURSING	210.00
PORTER'S TIRE STORES	1827.19
PRINT DISTRIBUTION SERV	937.50
PUBLIC ENTITY PARTNERS	1000.00
QUALITY TROPHY & ENGRAVING	66.00
RAJANI ANAND	30.00
RELIANCE STANDARD (VOL)	488.44
RICOH USA, INC.	3096.07
ROSLYN EITEL	48.31
SHARP BUSINESS SYSTEMS	6069.19
SHERRY WHITSON	50.00
SHRED-IT	36.62
SPECIALIZED OPERATIONS	595.00
STAFFORD CUSTOM GRAPHIC	65.00
STOWERS	860.18
STRINGELLOW, INC.	60.25
TAYLOR'S AUTO BODY REPAIR	2194.15
TERMINIX PROCESSING CEN	142.00
THE CHAMBER OF COMMERCE	30.00
THE HIGH ROAD AGENCY	490.00
THE STOCKPOT	12.67
TN FIRE SERVICES AND COD	1100.00
TOWN OF JONESBOROUGH	10000.00
TRIAD FREIGHLINER	250.97
TRUBLU TACTICAL	16536.64
TRUCKPRO LLC	201.97
UNITED WAY	172.50
VALLEY EQUIPMENT	448.00
VANDER HAAG'S INC.	3625.00
VERIZON CONNECT NWF, IN	1521.86
VERIZON WIRELESS	139.46
VOLUNTEER FLAG & SAFETY	238.55
VOLUNTEER WIRE ROPE	69.41
WASHINGTON COUNTY EMS	147.92
WASHINGTON FARMERS CO-OP	519.98
WASTE MANAGEMENT	2711.36
WAYPOINT ANALYTICAL	235.00
WHITE'S AUTO PARTS	194.37
WILLIAMS ELECTRIC	121.75
WISEMAN'S INC	100.00
WORLDWIDE – JOHNSON CITY	1774.57
1-800- RADIATOR	106.00
	<b>332,896.17</b>

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
96986-97087 AP	149,243.36		
97088-97116 AP	331,223.14		
97117-97135 AP	13,926.78		
97136 AP	134.45		

97137-97152 AP	21,188.13		
97153-97160 AP	28,033.02		
97161-97192 AP	13,973.09		
<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
97193 AP	500.00		
97194-97195 AP	4,206.87		
	<b>544,428.84</b>		
61267-61323 AP		119,149.63	
61324-61329 AP		3,399.04	
61330-61333 AP		3,360.83	
61334 AP		75.84	
61335-61344 AP		22,542.76	
61345-61350 AP		42,907.12	
61351-61359 AP		4,178.60	
61360-61361 AP		125.16	
		<b>195,738.98</b>	
8908-8936 AP			35,750.36
8937-8938 AP			389.10
8939-8940 AP			139.40
8941-8944 AP			3,473.40
8945 AP			40.00
8946-8947 AP			431.63
			<b>40,223.89</b>

3. Approve the following Operations Manager Report:

Work obviously slowed on Lincoln Park this month while we are awaiting a new contract. We participated in a planning meeting and have worked out some work that can be completed in the park as we await the new contract.

We have met with the block mason and he can complete the block work on the education building the week of October 12. Once completed, we can get this slab ready for the concrete contractors. We are also working on preparing the concrete slab for the gazebo.

The steep banks have been sewn in grass and the straw matting utilized in order to stabilize the banks for winter. We also continued to haul topsoil donated by Kelly Wolfe.

The waterline upgrade on East Main street has been completed. We are preparing to begin the work from North Lincoln to Clay Avenue. Once completed, we will have East Main Street water customers in new ductile iron water line. It should put an end to the numerous water line breaks and take care of rust color water problems from the old cast iron lines.

Work on the portico at the front of the Senior Center is almost complete. It is in under roof and the lights have been installed. The contractor is awaiting the metal roofing. Once that is in, the project will not take long to complete.

After making contact with the property owners, I met with Todd Wood and he has developed a plan for the College Street/Anderson Road project. Upon approval of the Board and property owners, we are hoping to start and complete this project this fall.

I have met with a couple of Washington County officials regarding acquisition of the roll off truck, parking our recycling truck on the Justice Center parking lot and the county/town water committee. I also attended a public meeting required by the granting agency for a water line extension on Taylor Bridge Road.

I updated the Fire Department position descriptions during this reporting period and I also began work on updating the Town personnel policy.

I participated in the interview committee for Building Inspector and Assistant Water Distribution Director.

The new high-volume meters were installed at the Water Treatment Plant. We are awaiting the installation of the telemetry on these meters. For the first time in years, we can feel more confident in the amount of water coming into and going out of the treatment plant.

We had an electrical failure this month on the three pumps that pump water into the town from the treatment plant. It took a day to get these pumps back on line. This is a concern as we should be looking at what it would cost to install back up generators at our treatment plant.

4. Approve the following Committee Reports: Historic Zoning Commission and Keep Jonesborough Beautiful Committee.
5. Approve the following Supervisor Reports: Senior Center, McKinney Center, MBM Program Director, Parks and Recreation, Fire Department, Police Department, Building Inspector, Visitor Center and Facility Rental Manager, Water Distribution, Water Treatment, Solid Waste and Recycling, Events Coordinator, Director of Tourism and Main Street, Website Manager, Marketing and Promotions Coordinator, Animal Control, and Street Department.
6. Accept the following employee resignations: Shawn Hale, Senior Center Program Coordinator, with the effective date of September 16, 2020; Crystal Hirschy, Senior Center Program Director, with the effective date of October 5, 2020; and Lacey D'Avella, Visitor Center Hostess II, with the effective date of October 12, 2020.
7. Approve the appointment of Esker Keene as a Water Worker I in the Water Distribution Department at Grade 1 Step 1 (\$21,315), subject to all pre-employment conditions, including WorkSteps.
8. Approve the appointment of Madelyn Wood to fill one of the two intern positions in the Water Distribution Department at the rate of \$15.00 per hour with no benefits, to assist in the GIS mapping system for water lines, hydrants, dead-end lines, blow-offs and system valves.
9. Approve the recommendation that Police Sergeant/Training Officer Chad Reece's compensation be moved to Grade 13 Step 8 (\$47,078), retroactive to July 1, 2020.
10. Approve moving James Trivette, Solid Waste Recycle Collection Driver/Worker I, to Grade 2 Step 2 (\$23,052), retroactive to October 7, 2020, due to Mr. Trivette's successful completion of his six-month orientation period.
11. Approve the appointment of Brian Tapp as Building Inspector at Grade 16, Step 6 (\$51,370), subject to all pre-employment conditions being met and with the understanding that Mr. Tapp pass the residential mechanical codes certification within his six-month probationary period and commercial mechanical codes certification within one year of employment.
12. Approve the re-appointment of Rick Duvall to the position of Collections Maintenance Supervisor in the Wastewater Department at Grade 11 Step 7 (\$41,457) with an effective date of November 9, 2020.

13. Approve Allen Hicks for the position of Assistant Water Distribution Superintendent at Grade 14 Step 1 (\$40,193).
14. Approve the updates to the existing Fire Department position descriptions for the Fire Chief, Fire Lieutenant, Fire Sergeant, Firefighter, and the new position of Firefighter/EMT with pay for the new position to be considered in the 2021-2022 budget year.

## **FIRE CHIEF**

**GENERAL DESCRIPTION:** The employee in this position performs as the Commanding Officer of the Fire Department and is responsible for the protection of life and property of the citizens of the Town of Jonesborough. This employee is under the direct supervision of the Public Safety Director. The Fire Chief shall be responsible for the protection of lives and property as well as the day to day operation of the Fire Department. Work is subject to the plans, policies, and procedures formulated by the Public Safety Director. This employee operates as the Town's safety officer, liability insurance coordinator, and the Town's Infectious Disease Coordinator.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Responsible for the planning, organizing, and directing all activities of the Department;
- Prepares the annual operating budget;
- Analyzes the fire prevention and fire hazards of the Town;
- Plans fire prevention and fire safety programs;
- Directs inspection of buildings for fire hazards as the Town Fire Inspector;
- Supervises, participates, and maintains coordination of the training of division members;
- Assumes command at fire scenes;
- Maintains time sheets for payroll;
- Plans and directs the work of others;
- Maintains records in purchasing, fire reports, and daily activities;
- Maintains fire pre-plans;
- Exercises good judgment in evaluating situations and making decisions;
- Directs proper deployment of fire personnel and equipment at the scene of a fire in order to extinguish the fire most effectively;
- Determines the necessity of additional firefighters or equipment at the scene of a fire;
- Directs and maintains proper inspection and maintenance of all fire hydrants within the Town water system;
- Directs and maintains all records regarding the ISO program;
- Attends meetings and public gatherings to explain Fire Department activities;
- Attends functions and obtains citizen support of fire projects;
- Evaluates performance of officers and personnel;
- Conducts and prepares reports as required or directed;
- Operates as the Town Safety Officer;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles and practices of equipment employed in modern firefighting, including knowledge of hydraulics as related to firefighting; thorough knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Department, and the ability to supervise the effective use of such equipment and apparatus; thorough knowledge of fire-training practices and techniques, rules and regulations of the Fire Department and Town, and controlling federal, state, and local laws and ordinances; thorough knowledge of fire hazards and fire prevention techniques; thorough knowledge of the use of fire records and their application to the solution and evaluation of fire problems and in the effective planning of fire programs and assignments; ability to command

the respect of officers and personnel, plan, assign, coordinate, direct, supervise, and evaluate their work; ability to react quickly and calmly in emergencies and to direct the work of subordinates in emergency situations; ability to express ideas clearly and concisely, both orally and in writing, to groups and/or individuals; ability to establish and maintain effective working relationships with other Town employees, officials, and the public.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Completion of high school diploma or approved GED certificate. BS degree in fire science, or related field preferred, or any equivalent combination of training, education and experience; extensive experience in firefighting and fire prevention work, supplemented by completion of approved training in fire department administration and operation. Successful completion of the State Firefighter II, Fire Instructor I, and Fire Officer IV certification. Must be certified as an Emergency Medical Technician and advanced vehicle extrication. Must successfully obtain Fire Inspector I certification within one year of accepting position. Must possess a valid driver's license issued by the State of Tennessee.

**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 position 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:** Task involves the regular, and at times sustained, performance of heavier physical tasks such as; walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lb) items and occasionally very heavy (100lbs. or over) items. May involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both. Must be able to push and/or pull heavy objects, climb ladders, and possess the physical strength to carry an individual.

**Environmental Requirements:** Task may require infrequent, and at times sustained, exposure to adverse environmental conditions such as cold, rain, snow, fumes, and chemical sprays.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Reasonable Accommodations:** 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: 20, Exempt, October 13, 2020**

## **FIRE LIEUTENANT**

**GENERAL STATEMENT OF DUTIES:** Serves as shift commander of Fire Department personnel. The employee is under the direct supervision of the Fire Chief and the general supervision of the Public Safety Director. This is supervisory and skilled firefighting work in directing the activities of the Fire

Division on all platoons. The employee in this class is responsible for the direct command of the firefighting force on all platoons, and directs operations as assigned by the Fire Chief. Command assignments involve the responsibility for discipline of subordinates and the proper maintenance of apparatus and equipment. At a fire, is responsible for effectively directing the firefighters until relieved of command by a superior officer.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Serves as the Departmental training officer and is responsible for the training and training records of all departmental personnel;
- Assists the Fire Chief in planning and directing the activities of the division;
- Supervises cleaning and inspects personnel, the station, and equipment for proper appearance and condition;
- Responds to fire alarms and determines the route to be taken by the fire company;
- Responds to fire alarms/calls for service with an apparatus and connects hose, holds nozzle and directs water streams;
- Forces entry of premises when necessary for firefighting, rescue, and salvage operations;
- Properly utilizes chemical fire extinguisher, bars, hooks, rope, and all other equipment as necessary;
- Removes persons from danger;
- Responds to calls for medical aid and administers first aid within the scope of their training;
- Performs salvage operations, such as throwing covers, sweeping water, and removing debris;
- Assists the Fire Chief as directed in the administration of the department;
- Conducts regular training and instructs personnel in the firefighting and emergency operations;
- Completes and/or approves daily reports as required;
- Directs the work of firefighters pending the arrival of a superior officer, supervises laying hose line, placing ladders, directing water streams, ventilating buildings, rescuing persons and conducting salvage operations;
- Conducts periodic inspections of the Town to become familiar with layout of buildings and the location and the conditions of fire hydrants, streets and major fire hazards;
- Assists the Fire Chief in all aspects of the ISO preparation;
- Assists the Fire Chief in all aspects of the fire pre-plans;
- Assumes the Fire Chief's duties as assigned upon his/her absence;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of the geography and street layout of the Town and County fire zone including the location of streets and fire hydrants; considerable knowledge of firefighting and fire prevention principles, practices and procedures; knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Fire Department; knowledge of the laws and ordinances applicable to fire hazards; ability to supervise and instruct subordinate personnel in the use of such equipment; ability to analyze situations quickly and to adopt the most effective course of action with due regard to surrounding hazards and personal safety of personnel and citizens; ability to train and instruct firefighters in proper firefighting principles, practices, and procedures.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or approved GED certificate; two years of course work in a college or university desirable, or any equivalent combination of training and experience. Must be certified as a Firefighter II, Pump/Driver Operator and Fire Instructor I issued by the State of Tennessee, with extensive firefighting experience. Must be certified as an Emergency Medical Technician, and Advanced Vehicle



Extrication. Must obtain Fire Inspector I and Fire Officer II certification within two years. It shall be the responsibility of the employee in this class to maintain certification throughout employment. Must possess a valid driver's license issued by the State of Tennessee.

**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. Employee will be required to work weekends and may be required to work overtime, holidays, and be in an on-call status from time to time. This position 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:** Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lb.) items and occasionally very heavy (100 lbs. or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments, or both. Must be able to push and/or pull heavy objects, climb ladders, and possess the physical strength to carry an individual.

**Environmental Requirements:** Task may require infrequent, and at times sustained, exposure to adverse environmental conditions such as cold, rain, snow, fumes, and chemical sprays.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Attitude:** Employees will be expected to act in a manner that would convey a congenial work environment – avoiding anger, violence, belligerence, harassment, controversy, nonchalance, or any other reasonable activity considered by management to be counterproductive.

**Reasonable Accommodation:** 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: 13, Non-Exempt, October 13, 2020**

## **FIRE SERGEANT**

**GENERAL DESCRIPTION:** Serves as shift commander of the fire department personnel. The employee is under the direct supervision of the Fire Chief, and/or Fire Lieutenant. This is supervisory and skilled firefighting work in directing the activities of the Fire Division on a single platoon. The employee in this class is responsible for the direct command of the firefighting force on a platoon. Command assignments involve the responsibility for discipline of subordinates and the proper maintenance of apparatus and equipment. At a fire, is responsible for effectively directing the firefighters until relieved of command by a superior officer.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Supervises cleaning and inspects the personnel, station, and equipment for proper appearance and condition;
- Assists the Fire Chief, and/or Lieutenant in planning and directing the activities of the Department;
- Responds to fire alarms and determines the route to be taken by the fire company;
- Responds to fire alarms/calls for service with an apparatus and connects hose, holds nozzle and directs water streams;
- Forces entry of premises when necessary for firefighting, rescue, and salvage operations;
- Properly utilizes chemical fire extinguisher, bars, hooks, rope, and all other equipment as necessary;
- Removes persons from danger;
- Responds to calls for medical aid and administers first aid within the scope of their training;
- Performs salvage operations, such as throwing covers, sweeping water, and removing debris;
- Assists the Fire Chief as directed in the administration of the Department;
- Conducts regular training and instructs personnel in the firefighting and emergency operations;
- Completes and/or approves daily reports as required;
- Directs the work of firefighters pending the arrival of a superior officer, supervises laying hose line, placing ladders, directing water streams, ventilating buildings, rescuing persons and conducting salvage operations;
- Conducts periodic inspections of the Town to become familiar with layout of buildings and the location and the conditions of fire hydrants, streets and major fire hazards;
- Assists the Fire Chief in all aspects of the ISO preparation;
- Assists the Fire Chief in all aspects of the fire pre-plans;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of the geography and street layout of the Town and County fire zone including the location of streets and fire hydrants; considerable knowledge of firefighting and fire prevention principles, practices and procedures; knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Fire Department; knowledge of the laws and ordinances applicable to fire hazards; ability to supervise and instruct subordinate personnel in the use of such equipment; ability to analyze situations quickly and to adopt the most effective course of action with due regard to surrounding hazards and personal safety of man; ability to train and instruct firefighters in proper firefighting principles, practices, and procedures.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED; two years of course work in a college or university desirable, or any equivalent combination of training and experience. Certification of Firefighter II, Pump/Driver Operator, and Fire Instructor I, with extensive firefighting experience. Must be certified in CPR, and advanced vehicle extrication. It shall be the responsibility of the employee in this class to maintain certification throughout employment. Must possess a valid driver's license issued by the State of Tennessee.

**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. Employee will be required to work weekends and may be required to work overtime, holidays, and be in an on-call status from time to time. This position 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:** Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lb.) items and occasionally very heavy (100 lbs. or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments, or both. Must be able to push and/or pull heavy objects, climb ladders, and possess the physical strength to carry an individual.

**Environmental Requirements:** Task may require infrequent, and at times sustained, exposure to adverse environmental conditions such as cold, rain, snow, fumes, and chemical sprays.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Attitude:** Employees will be expected to act in a manner that would convey a congenial work environment – avoiding anger, violence, belligerence, harassment, controversy, nonchalance, or any other reasonable activity considered by management to be counterproductive.

**Reasonable Accommodation:** 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: 11, Non-Exempt, October 13, 2020**

## **FIREFIGHTER/EMT**

**GENERAL DESCRIPTION:** Engages directly in firefighting and repairs fire station and equipment; does related work as required. This employee is under the direct supervision of the Fire Lieutenant/Sergeant and the general supervision of the Fire chief. This is general duty firefighting work in combating, extinguishing, and preventing fire. The employee in this class is responsible for the protection of life and property through firefighting activities usually performed under close supervision. Work requires performance of hazardous tasks under emergency conditions, which may involve extreme exertion under such handicaps as smoke and cramped surroundings. A large part of duty time is taken up in Town-wide inspections, performing supervised training, and maintaining equipment and quarters. Work is normally performed under close supervision in accordance with well-defined procedures, and assignments are received from superiors both in firefighting and maintenance duties.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Responds to all fire alarms/calls for service with an apparatus and connects hose, holds nozzle and directs water streams;
- Forces entry of premises when necessary for firefighting, rescue, and salvage operations;

- Properly utilizes chemical fire extinguisher, bars, hooks, rope, and all other equipment as necessary;
- Removes persons from danger
- Responds to calls for medical aid and administers first aid within the scope of their training;
- Performs salvage operations, such as throwing covers, sweeping water, and removing debris;
- Participates in fire drills and attends training classes in firefighting, first aid, and related subjects as deemed necessary;
- Performs general maintenance work in the up-keep of Fire Division property;
- Cleans and washes walls and floors, makes minor repairs, washes and dries hose, paints, and otherwise maintains quarters;
- Operates Division radio utilizing professional verbal communications skills;
- Maintains fire hydrants within the Town's water system and performs general up-keep as required;
- Assists in the fire pre-plans as directed by supervision;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the street system and physical layout of the Fire District or the ability to acquire the knowledge rapidly; general knowledge of fire suppression techniques and procedures; ability to understand and follow oral and written instructions; ability to learn a wide variety of firefighting duties and methods including the operation of firefighting apparatus in a reasonable working test period; ability to perform the mechanical work involved in operating and maintaining firefighting apparatus equipment and tools; physical strength and ability, free of physical defects as indicated by a physical examination. Must be able to push and/or pull heavy objects.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED; successful completion of Firefighter II certification within one year of the employee's hire date. Must be certified Emergency Medical Technician and vehicle extrication, and successful completion of the Pump/Driver Operations series when offered. It shall be the responsibility of the employee in this class to maintain certification throughout employment. Must possess a valid driver's license issued by the State of Tennessee.

**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 will be required to work weekends and holidays, and may be required to work overtime and be in an on-call status. This position 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:** Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20 – 50 lb.) items and occasionally very heavy (110 lbs. or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments, or both. Must be able to push and/or pull heavy objects, climb ladders, and possess the physical strength to carry an individual.

**Environmental Requirements:** Task may require infrequent, and at times sustained, exposure to adverse environmental conditions such as cold, rain, snow, fumes, chemical sprays, smoke, and flames.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Attitude:** Employees will be expected to act in a manner that would convey a congenial work environment – avoiding anger, violence, belligerence, harassment, controversy, nonchalance, or any other reasonable activity considered by management to be counterproductive.

**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, Non-Exempt, October 13, 2020**

## **FIREFIGHTER**

**GENERAL DESCRIPTION:** Engages directly in firefighting and repairs fire station and equipment; does related work as required. This employee is under the direct supervision of the Fire Lieutenant/Sergeant and the general supervision of the Fire chief. This is general duty firefighting work in combating, extinguishing, and preventing fire. The employee in this class is responsible for the protection of life and property through firefighting activities usually performed under close supervision. Work requires performance of hazardous tasks under emergency conditions, which may involve extreme exertion under such handicaps as smoke and cramped surroundings. A large part of duty time is taken up in Town-wide inspections, performing supervised training, and maintaining equipment and quarters. Work is normally performed under close supervision in accordance with well-defined procedures, and assignments are received from superiors both in firefighting and maintenance duties.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Responds to all fire alarms/calls for service with an apparatus and connects hose, holds nozzle and directs water streams;
- Forces entry of premises when necessary for firefighting, rescue, and salvage operations;
- Properly utilizes chemical fire extinguisher, bars, hooks, rope, and all other equipment as necessary;
- Removes persons from danger
- Responds to calls for medical aid and administers first aid within the scope of their training;
- Performs salvage operations, such as throwing covers, sweeping water, and removing debris;
- Participates in fire drills and attends training classes in firefighting, first aid, and related subjects as deemed necessary;
- Performs general maintenance work in the up-keep of Fire Division property;
- Cleans and washes walls and floors, makes minor repairs, washes and dries hose, paints, and otherwise maintains quarters;
- Operates Division radio utilizing professional verbal communications skills;
- Maintains fire hydrants within the Town's water system and performs general up-keep as required;
- Assists in the fire pre-plans as directed by supervision;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the street system and physical layout of the Fire District or the ability to acquire the knowledge rapidly; general knowledge of fire suppression techniques and

procedures; ability to understand and follow oral and written instructions; ability to learn a wide variety of firefighting duties and methods including the operation of firefighting apparatus in a reasonable working test period; ability to perform the mechanical work involved in operating and maintaining firefighting apparatus equipment and tools; physical strength and ability, free of physical defects as indicated by a physical examination. Must be able to push and/or pull heavy objects.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED; successful completion of Firefighter II certification within one year of the employee's hire date. Must be certified in CPR, and vehicle extrication, and successful completion of the Pump/Driver Operations series when offered. It shall be the responsibility of the employee in this class to maintain certification throughout employment. Must possess a valid driver's license issued by the State of Tennessee.

**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 will be required to work weekends and holidays, and may be required to work overtime and be in an on-call status. This position 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.

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**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Attitude:** Employees will be expected to act in a manner that would convey a congenial work environment – avoiding anger, violence, belligerence, harassment, controversy, nonchalance, or any other reasonable activity considered by management to be counterproductive.

**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: 9, Non-Exempt, October 13, 2020**

15. Approve the belt press equipment that was damaged beyond repair and cannot be made usable as surplus to be sold as scrap material.

16. Approve the list of fire equipment that is non-serviceable and outdated to be destroyed: three (3) Cardiac Science AED units and one (1) MSA Thermal Imaging Camera.
17. Approve the request from Gabe Eveland, owner of TN Tails Pet Boutique, to place a 10 ft. x 10 ft. x 10 ft. tent on the sidewalk in front of the business at 111 East Main Street on Saturday, October 31, 2020, from 10 a.m. to 2:00 p.m., subject to the Town Attorney's review and approval of the certificate of liability insurance and Hold-Harmless Agreement.
18. Approve the request from Gabe Eveland, owner of Gabriel's Christmas, to place a 10 ft. x 10 ft. x 10 ft. tent on the sidewalk in front of the business (east side) at 117 East Main Street on the following dates: Friday, October 23, 2020, from 5 p.m. to 9:00 p.m., Friday, November 6, 2020, from 5:00 p.m. to 9:00 p.m., Saturday, November 7, 2020, from 10:00 a.m. to 6:00 p.m., and Sunday, November 8, 2020, from 11:00 a.m. to 5:00 p.m., subject to the Town Attorney's review and approval of the certificate of liability insurance and Hold-Harmless Agreement.
19. Approve the Resolution authorizing the participation in the Public Entity Partner's (PEP) James L. Richardson Driver's Safety Grant for a \$5,000 grant to be matched with budgeted funds.

### **INSERT RESOLUTION**

Mayor Vest said in the Consent Agenda just approved the Board appointed a new Building Inspector, Brian Tapp, who resides in Jonesborough and comes with experience and training from the Town of Erwin, and he appreciates Mr. Tapp wanting to come on board with the Town.

The next item on the agenda was the approval of the Financial Report. Mayor Vest said he had the pleasure this afternoon of meeting with Ronquille Joyner, the Town's new Community Intern, to review the Town's Financial Report. He said he explained to Mr. Joyner how the numbers work and looked at the sales tax dollars. Mayor Vest said that sales tax collections for the past month were still good, and the Town is up over 20% compared to last year's collections. Town Recorder Abbey Miller said that the State is implementing a new property tax relief system which has caused a delay in the 2020 property tax notices being printed, but the notices should be mailed out within the next couple of weeks. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Dickson made the motion to approve the Financial Report as presented, seconded by Alderman Causey, and duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest announced that the Senior Center is opening back up on Wednesday, October 14<sup>th</sup>, which is very exciting news. He said the Street Department is making good progress on various projects, and the Water Distribution crew is doing a great job installing the new waterline along East Main Street.

Mayor Vest announced that Theresa Hammons, Director of the McKinney Center, and Beverly Thomas Jenkins, local business owner, artist, and Town resident, were present to award the Grammie Jan Scholarship in the amount of \$750 to Nathaniel Booher, who is an ETSU student pursuing a bachelor's degree in Digital Media. Theresa Hammons said most of the scholarships awarded at the McKinney Center are for grades 1 – 12, and Ms. Jenkins approached her with idea of setting up a scholarship for college students. Beverly Jenkins said the Grammie Jan Scholarship is in honor and memory of her mother. Mayor Vest said art is a God-given talent, and he thanked Ms. Hammons and Ms. Jenkins for their hard work for this scholarship and congratulated Nathaniel Booher on his accomplishments.

Mayor Vest announced that Rick Duvall was nominated for the October Employee of the Month and read the following nomination letter:

*I would like to nominate Rick Duvall for the distinction of Employee of the Month for October, 2020. Rick is not a new face here in town, as he has been a valued town employee with the Waste Water Department for several years. Rick recently changed roles a bit, and took on the challenge of becoming the new Building Inspector. I had the opportunity to work alongside Rick in his former role in Waste Water, but I have had more opportunities to work with Rick in his current role as our Building Inspector. He and I have coordinated our efforts to ensure Contractor compliance with Town and/or TDEC guidelines on protecting and maintaining the Town's MS4/stormwater system. Rick has excelled in understanding and communicating to Contractors the importance of maintaining their erosion control measures by following erosion control plans so as to ultimately protect our waterways. Rick has taken very seriously the statutes put forth from TDEC. I have observed on several occasions the interaction Rick has with his Contractors. Rick is always courteous and polite, but firm when the situation has called for that approach. Rick takes his job and duties very seriously. He always returns a phone call, always provides the information or follow up needed in a given situation and is always respectful. But Rick Duvall goes well beyond his normal "duties". Rick returns questions from Contractors many times with an onsite "visit" for clarity, and usually returns "same day service" to keep the wheels of progress moving well in the construction industry here in Jonesborough. Rick goes well out of his way to accommodate the needed permitting and important information our Contractor community needs to be successful. Just one example, I recall, was from a Contractor building a concrete access ramp for a disabled Veteran in a new development. Rick quickly researched all the codes and covenants to find that the wheel chair ramp could in fact be constructed in that way in that area. The Veteran had purchased a new home and upon moving in, realized that although he had access to the home, it was not easy. The new wheel chair ramp would be a game changer for this Veteran. Rick took me to the site to get my opinion of the situation and to speak with Contractors. I remember Rick was very passionate about helping this ramp to be constructed as the Veteran 'had served our country, and we need to help him get better access to his home'. Well, Rick worked to make that become a reality for that man. The ramp was constructed, by the code and to a high building standard, Rick's building standard. Rick Duvall always takes seriously his role for our Town. For these reasons, I feel Rick Duvall deserves the honor of Employee of the Month for October 2020.*

*Submitted by: Malcolm Highsmith*

Mayor Vest asked Ronquille Joyner to give an update on his first couple of weeks with the Town. Mr. Joyner said he is deeply thankful to the Board for appointing him to the Community Intern position and is looking forward to the opportunities that will come from this experience. Mr. Joyner said on his first day he met with Town Administrator Glenn Rosenoff who introduced him to everyone at Town Hall, including the Chief of Police and Chief of the Fire Department. He said the second week he met with Jeff Thomas, Solid Waste and Recycling Director, and his department. Mr. Joyner said Mr. Thomas went over his facility and explained how the garbage pick-ups, recycling and cardboard pick-up work. He said Mr. Thomas explained why the curbside recycling is not being done at this time due to the Covid-19 pandemic. Ronquille Joyner said he learned about the Eastman circular economy which is an amazing opportunity happening now in Kingsport which basically allows most materials to be recycled infinitely which helps in the reduction of pollution and landfills. Mr. Joyner said he is currently working on his Roan impact focus with the Jonesborough Arboretum. He said basically the program he is in at ETSU is called the Roan Scholarship Program, and every year they have an impact focus with a range of topics such as childhood obesity or the opioid epidemic. Mr. Joyner said this year's focus is sustainability in Appalachia, and the impact can be something as simple as using reusable straws or utensils or building trail services on all the trails we have here in Appalachia. He said what he is going to be doing with the arboretum is a work education session with ten scholars. Mr. Joyner said they would be informed on what the arboretum is and actually work on the arboretum, and hopefully recruit volunteers from the community. Mayor Vest said the thought behind the Community Intern position was to get young people involved in our



Town government to become knowledgeable about what happens here; it's not just about this Board because there are so many things that go on that keep a Town operating in order to serve all the residents. He said he feels that Ronquille Joyner is the type of person that can observe everything, absorb it and take it in, and share the operations of the Town with more young people because they need to know there are a lot of people doing good things for our community.

Mayor Vest thanked the Marketing Team and Event Coordinator for all their efforts for Movies on Main drive-in movies which continues to be successful and which was birthed by Alderman Dickson. Mayor Vest said it is important that the Town continues to do small events so that people can get out and experience that normalcy. He said there is a drive-thru jack-o-lantern event coming up, and these types of events that the staff plans are very important for the Town and community.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Countermine gave kudos to the Marketing Team for the Downtown at Dusk event on Friday nights and the businesses staying open; the turnout has been great. Alderman Dickson said he appreciated the good media coverage on the recovery fund that is a really positive development in helping our downtown businesses.

Mayor Vest said since this is our last meeting before the election, he wanted to take the opportunity to say he appreciated all that candidates who are running for Aldermen and the way they are conducting themselves. He said the mailouts being distributed from the candidates are first class, and it is humbling to have such impressive people wanting to serve our community. Mayor Vest said all five of the gentlemen running would be a pleasure to work with.

Town Attorney Comments was the next item on the agenda. Attorney Wheeler said as an update on the K-8 School Project, both the County Commission and the School Board have approved the changes requested by USDA that BMA members had received by email. Mr. Wheeler said these are changes requested by USDA-Rural Development as the lender that went through their regional council in Little Rock, Arkansas. He said basically that if we want to use them as the lender, we have to make these changes. Attorney Wheeler said he is requesting that the Inter-Local Agreement, the Facilities Lease Agreement, the Building Lease Modifications, and the Recission of Purchase Option Agreement that the Town entered into with the County, and the new Agreement to Accept Title which replaces the Purchase Option Agreement be added to the agenda for consideration by the Board. He said he would be glad to answer any questions. Attorney Wheeler said the changes don't really affect the Town's interest at all; it affects the County slightly, and the County was more than happy to agree to the changes in order to move forward with Rural Development because of the excellent terms we are getting with them. Mayor Vest called for a motion to add the USDA Contract document changes to the agenda. Alderman Callahan made the motion to add Attorney Wheeler's request to the agenda, seconded by Alderman Countermine, and duly passed.

Mayor Vest asked Attorney Wheeler and the Aldermen if they had any comments about the contracts with changes requested by the USDA. He said there is nothing major in the changes, and the Board is pleased that the County Commission continues to support the program and plan, as well as the School Board. Mayor Vest asked Attorney Wheeler if he had anything to add to what is being presented. Attorney Wheeler said only a motion to approve the changes as presented. Mayor Vest called for a motion to approve the changes as presented and as recommended by Town Attorney Jim Wheeler. Alderman Callahan made the motion to approve the changes to the Inter-Local Agreement, the Facilities Lease Agreement, the Building Lease Modifications, and the Recission of Purchase Option Agreement that the Town entered into with the County, and the new Agreement to Accept Title. The motion was seconded by Alderman Countermine, and duly passed.

The next item on the agenda was Citizen Comments. Mayor Vest asked if there was any citizen present who lives in the city limits or is a water customer who had comments.

Ruth Verhegge, 601 West Main Street, Jonesborough, TN, reported that the donut fundraiser for Paws In Blue was a success; they sold 110 dozen donuts and raised \$1,800. Ms. Verhegge announced that the Flag Retirement Ceremony will be held at 2:00 p.m., Sunday, November 8, 2020, in the parking lot next to the Post Office, and the guest speaker will be Town Administrator Glenn Rosenoff.

Patsy Canter, 1003 Pleasant Drive, Jonesborough, TN, said she was with the State of Franklin Track Club, and the club wants to have an Eagles Ridge Run on the trails in Persimmon Ridge Park to pay homage to the Boy Scouts who worked on the trails. Ms. Canter said the proposed date is scheduled for Saturday, June 26, 2021. The Special Event Request will be presented to the BMA at a future meeting.

Tammy Cloyd, 815 Shell Road, Jonesborough, TN, asked for update on the Shell Road project. Mayor Vest said this item is on the meeting agenda for discussion.

Ed Wolff, 1120 Miller, Unit 101, Jonesborough, TN, said it had been a long time since he has been able to come to a BMA meeting. Mr. Wolfe said he wanted to thank the Board for the job it does. He said Frankie and he moved here close to seventeen years ago, and they have never been so impressed with a governmental body that keeps everything in balance. Mr. Wolff said from every meeting he has been to and everything he has read, there is always talk about downtown, infrastructure, parks and all of those things. He said he also wants to point out especially the public safety department; he personally knows Dennis Higgins and Jeff White, and they are two great officers. Mr. Wolff said the Police Department has excellent programs such as Shop With A Cop, and the drug collection initiative along with the Fire Department, but he said he is confused; with all of the issues that are going on in Jonesborough, such as the Jackson Theatre and other things that help all of our citizens, all of sudden we are talking about protecting the police, and Mr. Wolff asked why. Mr. Wolff asked why this has become such an issue at this time. He addressed Mayor Vest regarding an interview that he saw on tv and at the end of the interview Mayor Vest made the comment, "we've got to protect the police" or "we've got to make sure the police are fine". Mr. Wolff said he would just like to understand why that is the issue rather than everything else that is going on along with the Coronavirus. Mayor Vest said the interview that Mr. Wolff is probably referring to was more of his personal opinion between himself and some other people who have a little bit of a different opinion than others do about law enforcement. Mayor Vest said it had nothing to do with the Town of Jonesborough, but was more of a personal opinion. Mr. Wolff said to the Mayor that when he spoke, he spoke as the Mayor, so that is why he is asking Mayor Vest, as the Mayor, why that is such a concern. Mayor Vest said what is seen going on in other cities, he would hate for that to happen here in Jonesborough, and it is that simple. He said he wants to make sure our Police Department is fully funded and that they are capable of protecting all of us, and when he sees things that concern him in other cities, he wants to make sure that doesn't happen in Jonesborough, and he feels our Board would be the same way. Mr. Wolff said if he could just respond, the reason he and his wife moved to Jonesborough is that Jonesborough is not another city; we are Jonesborough; and secondly, he said the Board passed a budget which is going to add two new police officers, so why the issue, that is all he wants to know. Mr. Wolff said he feels there is something underneath that people are concerned about. Mr. Wolff thanked the Board. Mayor Vest thanked Mr. Wolff for his comments.

The first item under Old Business was approval of a Corporate Authorization Resolution for an interim financing plan for the Jonesborough K-8 School Project. Mayor Vest asked Attorney Wheeler if there was any issue, he would like to address about this. Attorney Wheeler said it is very straight forward; the Town is opening a checking account with the bank that will be handling the interim financing on the school project. Mayor Vest said there are two recommendations concerning this item and asked Attorney Wheeler if the Board should vote on them together or separately. Attorney Wheeler said the recommendations should be voted on individually.

**INSERT RESOLUTION**

Mayor Vest asked the Aldermen if they had any comments on the recommendations. There being none, Alderman Causey made the motion to rescind the previous action of the Board of Mayor and Aldermen approved on September 14, 2020, that authorized the setting up of a separate banking account for the Jonesborough K-8 School Project with First Horizon Bank and to close the account that was opened, seconded by Alderman Countermine, and duly passed.

Mayor Vest called for a motion on recommendation number two. Alderman Dickson made the motion to approve the Corporate Authorization Resolution between Pinnacle Bank (Financial Institution) and the Town of Jonesborough (Corporation) as part of the Jonesborough K-8 School Project interim financing plan, seconded by Alderman Countermine, and duly passed. Mayor Vest commented that the interest rate on the interim financing loan is .92% which is great for this important project.

### **INSERT RESOLUTION**

The first item under New Business was a Resolution Authorizing the Issuance of Interest-Bearing General Obligation Capital Outlay Notes, Series 2020, in an Amount Not to Exceed \$1,000,000 and Providing for the Payment of Said Notes. Mayor Vest said Town staff has listed eight projects within the Town that need to be considered for completion. The projects and estimated costs are as follows:

1. Lincoln Park	\$530,000
2. Foot Bridge at Mill Springs Park	\$ 12,500
3. Foot Bridge at Main Street Café	\$ 12,500
4. Shell Road	\$100,000
5. East Main Street Paving	\$225,000
6. Dog Park	\$125,000
7. West Main/Oak Grove/Second Avenue Sidewalks	\$175,000
8. Persimmon Ridge Park	<u>\$150,000</u>
<b>Total</b>	<b>\$1,330,000</b>

### **INSERT RESOLUTION**

Mayor Vest said most likely we can only do six or seven of the projects, depending on what the Board decides to do, and hopefully we find savings in each of the projects to get all eight done. He said Lincoln Park is the biggest project that needs to be completed. Mayor Vest said Operations Manager Craig Ford does a great job managing our work force, but in the past, we have used inmate labor who helped us get a lot of work done, but the inmates have not been available for several months due to the Covid-19 pandemic. He said we are having to re-evaluate and change the way we approach projects. Mayor Vest commented on each of the projects being proposed, and asked Town Administrator Glenn Rosenoff how he would like to approach these projects. Mr. Rosenoff said the Town has multiple projects going on, and he met with Operations Craig Ford to prioritize the projects. Mr. Rosenoff said with each project we have to know how the project will be funded, and that is the missing variable. He said he and Craig Ford have reviewed projected costs on each project for this fiscal year and have come up with the figure of \$1,000,000 which will have to be borrowed, and the General Fund will be able to support that debt service. Mr. Rosenoff said his recommendation is a loan through the Municipal Bond Fund for eight years at an interest rate of 2.22%. He said the issue is the projects total \$1,330,000 and added that these costs have been conservatively projected. Mr. Rosenoff said the projects listed need to be prioritized with the knowledge that we have \$1,000,000 to spend. He said the goal is to close out the loan the first week of November and then prioritize the list of projects at the November 9<sup>th</sup> BMA meeting so that staff knows where to begin the work. Mayor Vest said Lincoln Park is one of the projects that we have to get done; it is the most expensive project, but we have to get it finished, and hopefully we can trim some of the cost back to get it done. He said the two footbridges are minimum in cost, and Shell Road has been discussed for a number of years. He said he feels that the first four projects definitely need to be completed. Mayor Vest said the dog park is showing a cost of \$125,000 which is in addition to what has already been budgeted. Mr.

Rosenoff said there is \$75,000 budgeted for the dog park. Mayor Vest said the Randy Boyd Foundation has given the Town \$25,000, the Civitan Club has donated \$25,000, and \$25,000 has been allocated through budgeted funds for the dog park. He said with the \$75,000 budgeted and \$125,000 on top of that, he feels that \$200,000 for a dog park is too much. Mayor Vest said if we can get the dog park built for \$75,000, then that will free up \$125,000 which could be used for updates to Persimmon Ridge Park which is a priority to him. He said the sidewalks could possibly be a priority for another year. Alderman Callahan asked if there was an estimated time line on completion of Lincoln Park, the footbridges, and Shell Road. Mayor Vest asked if staff was looking to start those projects as soon as possible if they are approved. Mr. Rosenoff said regarding Lincoln Park, the original contract with TDEC ended on August 29, 2020, and the State is working on a second contract with the Town, and we are hoping for a minimum of one year, hopefully two years, under the new contract to finish the park. He said with good weather we are hoping for a completion time of nine months. Mr. Rosenoff said the State has been generous enough to let us continue to do some work but not anything for reimbursement from the LPRF grant. He said as soon as the second contract comes, which hopefully will be very soon, then staff can begin more of the reimbursement work. Alderman Causey asked if the work on Lincoln Park would be contracted out and not done in-house. Mr. Rosenoff said that is correct. He said we are still on course with the concrete and erecting the structures; there may be some minor concrete work that wasn't part of the original concrete bid that Town staff could possibly do, but the majority of the work will be contracted out. Craig Ford addressed the Mayor with respect to Persimmon Ridge Park and some of the other projects that are listed, and asked the Mayor not to take his comments as a complaint; he said we have done some awesome projects in Town with the inmate crew, and we have really tied them up on some long-term projects. Mr. Ford said because it was an inmate crew and not a private contractor, it took two years to finish the McKinney Center which was the first project that was started. He said then it was the Senior Center, Chuckey Train Depot, Boone Street Market, and now the Jackson Theatre. Mr. Ford said we have tied the inmate crew up for long periods of time on some really major projects, and it put us in a bind when we lost them. He said on the horizon when we can hopefully put Covid-19 behind us, we hope to get the County and State inmates back. Mr. Ford said in the meantime these projects have to move forward, and we are looking to do some private contractor work on them. Mr. Ford said the one thing he feels will be very beneficial in doing repairs on the sidewalks on West Main Street and quality work in Persimmon Ridge Park and other places is when we can get the inmate crew back on shorter term work and accomplish some really big things for the Town. He said he and Mr. Rosenoff have discussed Persimmon Ridge Park updates and feel it is time, whether it is in conjunction with the Parks and Recreation Committee or a committee put together specifically to develop a vision for updating areas in Persimmon Ridge Park. Mr. Ford said he feels when we can get some of the major projects completed like the Jackson Theatre and Lincoln Park, we can then really focus on a lot of smaller projects that need to be done, even if it's considered house-keeping, and complete projects that we have wanted to get done for a long time. Mayor Vest said the inmate labor is not just valuable for the Town but is great for the inmates because they have skills they can use as a trade and be productive when they are released from the prison system. He said he feels that sometimes we have relied a little too much on the inmates and then when you have situations like we have now with Covid-19, they are not available. Mr. Rosenoff said in the future in the planning stage of projects, we need to look at the costs with inmates and without inmates, which can be a substantial variable. Alderman Causey asked Mr. Rosenoff if there are time restrictions imposed by the grants for completion of the dog park. Mr. Rosenoff said the only time limit was through the Randy Boyd Foundation, and he will contact the Foundation about an extension on getting the park completed, especially in light of Covid-19. Alderman Causey asked if the dog park can be down-sized a bit. Mr. Rosenoff said it can be. He said we have access issues from TDOT because the current access at the Garage is TDOT permitted but there is a temporary entrance that is already graveled which is the projected access point to the park. Mr. Rosenoff said he and Todd Wood met with a couple of TDOT representatives, and they were not sure about that access point, and they pointed more toward the current one at the Garage, which would be much more expensive due to infrastructure requirements. He added that mixing Town trucks and private vehicles with pedestrians

is not a good idea, and it wasn't designed to be an intersection. Mr. Rosenoff said staff is investigating alternative sites for the dog park if TDOT will not approve the proposed access site. He said in reducing the scope of the dog park, we are looking at a blank canvas, so the Board can technically approve the \$75,000 budgeted and direct staff to come back with a plan that could be designated as Phase 1, and then come back in future budget workshops with a Phase 2 and possibility a Phase 3. Mr. Rosenoff said he did not want to quash the original project. He said if the Board wants to spend the \$75,000 on a Phase 1, then we will get a dog park we can be proud of. Mayor Vest said when the Board first approved the plans for a dog park, it did not anticipate a cost of \$200,000, and he likes the idea of phasing the project because you can always add to it in the future. Alderman Countermine asked if a big part of the cost for the dog park is the access for the proposed current location. Mr. Rosenoff said it is. Mr. Rosenoff said cost factors also include parking and restroom facilities. He said if the dog park has to be relocated to an alternate location, staff will look at areas where parking and restroom facilities already exist and that would reduce the cost. Mayor Vest said Persimmon Ridge Park is a beautiful park that already has parking and facilities, and he feels it would be a perfect place for the dog park. Alderman Countermine agreed and said a lot of people already take their dogs there to the walking trails and there is a lot of space at Persimmon Ridge. Mr. Rosenoff said they can bring an alternate site back to the BMA at the regular meeting in November. Mayor Vest said he feels Board members could decide at this meeting if they want to set the budget for the dog park at \$75,000 for the current fiscal year and instruct staff to explore further where the dog park could be built. Alderman Countermine suggested approving the first five projects listed in the recommendation and then see what remaining funds are available for the remaining unfinished projects. Alderman Countermine asked if the figures being presented are conservative numbers. Craig Ford said they are. Alderman Countermine inquired if the Lincoln Park project could go over the \$530,000 projected. Craig Ford said the goal is not to go over that amount. He said Covid-19 has driven up the prices of lumber and material. He added that he does not want to come back to the Board and say we missed the estimate by \$100,000. Mr. Ford said he thinks they can do Lincoln Park for less than what is projected and certainly hopes it will be no more. Alderman Countermine asked if these projects would be done one at a time or some of them at the same time. Craig Ford said once we get the contract back from the State, we can continue the Lincoln Park project with contracted labor. Mr. Ford said he can work with our Street Department crew to do the two footbridges, and the paving on East Main Street will be done in conjunction with the Washington County Highway Department. He said we can finish the work at Lincoln Park with contracted labor, move the Street Department to work on the two footbridges to get them replaced, and then we do the work that needs to be done on Shell Road: hopefully by that time we have the inmates back and can get them started at Persimmon Ridge Park and get the Street Department started on the construction of the dog park. Mr. Ford said he feels we can get the first five projects done this budget year, depending on the weather we have during the winter months. Alderman Countermine said once the first five projects are done, then we will have a better sense of how much money we have spent, either good or bad, rather than making plans now for the other projects which we may or may not have the money to do. Glenn Rosenoff said staff can give a monthly report to the Board which includes funding spent as well as the progress work for each project. Alderman Countermine said we have always done a good job on projects in Jonesborough that our citizens can be proud of, and we do not just want to have a piece of land with a fence around it for a dog park. Mr. Rosenoff said Jonesborough does have a great reputation for doing quality work on their facilities and projects. Alderman Causey asked when the Lincoln Park structures will be bid. Mr. Rosenoff said Summers-Taylor was awarded the bid for the concrete and staff is reviewing a draft of work to be done on the structures with the Town supplying the materials for the structures; we just have to be careful in starting the construction of the structures to ensure the work is covered by the LPRF grant. Mayor Vest said he thinks the Board is all in agreement on the five projects that are the priority. Mayor Vest called for a motion to approve as a priority, the first five projects as follows: (1) Lincoln Park - \$530,000, (2) Foot Bridge at Mill Spring Park - \$12,500; (3) Foot Bridge downtown at the area of the Main Street Café - \$12,500, (4) Shell Road - \$100,000; and (5) East Main Street paving - \$225,000, for a total of \$880,000, leaving approximately \$120,000 in remaining funds for the other projects listed. Glenn Rosenoff

said that the agenda item is the Resolution Authorizing the Issuance of Interest-Bearing General Obligation Capital Outlay Notes, Series 2020, in an Amount Not to Exceed \$1,000,000, and Providing for the Payment of Said Notes, and asked that the Board approve the Resolution first and to include those first five projects as a priority under that Issuance. Mayor Vest said his recommendation is to approve the General Obligation Capital Outlay Note, Series 2020, as presented, with instructions that the first five items on the project listing be priority projects which include Lincoln Park, foot bridge at Mill Spring Park, foot bridge downtown at the area of the Main Street Café, Shell Road and East Main Street paving. He then called for a motion. Alderman Dickson made the motion to approve the recommendation and seconded by Alderman Countermine. Mayor Vest asked if there was any other discussion. Alderman Causey asked in regards to the dog park if the Town is informed by the Boyd Foundation that we only have a certain amount of time to complete the park, are we going to have to come back and add it to the list of priority projects. Glenn Rosenoff said that is correct, and as soon as he talks with Mr. Boyd, he will report that information back to the Board. Mayor Vest asked if there was any further discussion. Alderman Dickson said this is a very positive development and is glad to see it. The motion was duly passed.

Mayor Vest stated as part of the \$120,000 remaining in load funds he would like for the Aldermen to direct staff as to how to utilize those funds at the next Board meeting. He said his priority is to leave the dog park at where it is budgeted at \$75,000 as Phase 1, and we can add to it in the future, and direct the \$120,000 to Persimmon Ridge Park improvements and get that project started. Mayor Vest asked the Aldermen if they had any further comments regarding to the projects. Alderman Dickson said what he gleaned from Operations Manager Craig Ford's comments is a plan needs to be developed for Persimmon Ridge, and he doesn't know if timing would be on our side to start moving down that path. He said that if there are some remaining funds that we would like to invest in Persimmon Ridge Park, wouldn't it be best to know what the long-term plans for Persimmon Ridge are. Craig Ford said in a perfect world, sometime in the spring would be the absolute earliest that we would be able to start work at Persimmon Ridge. He said so it's not like we don't have time to develop a vision for the park. Mr. Ford said for example, we have talked about different locations for a possible dog park at Persimmon Ridge, but in a couple of those locations it interferes with the disc golf course, and even with the dog park, do we have a vision so that we don't put the dog park in the way of a future facility. Mr. Ford said having a vision for the park development is critical because there is a lot of land down there to work with.

The next item for discussion concerned approval of a Public/Private Partnership Agreement with three property owners along West College Street at the Anderson Road intersection area. Mayor Vest said this work will make an intersection much safer, and asked Operations Manager Craig Ford if he would address this. Mayor Vest said there are two recommendations being presented in regards to this agreement(s), and asked Town Attorney Jim Wheeler if the recommendations can be voted on together. Attorney Wheeler said they could be combined, and the Board needs to make some findings about the public benefit of this important project. Glenn Rosenoff said Anderson Roads is one of those roads that is a recurring topic. He said there is more residential growth in that area which means there are more negative impact issues with increased vehicular traffic. Mr. Rosenoff said staff is looking at ways to reduce the blind spot by reducing the elevations in that area quite a bit. Alderman Countermine asked if all the land owners are on board with this agreement. Craig Ford said he spoke to the first property owners at the corner of Anderson and West College, but he addressed the husband and wife separately. He said he has drafted a letter to send to them, but they are both open to discussion with the Town. Mr. Ford said the property owners do not reside there but rent the house to others, and the wife expressed her concerns of pulling out of the driveway when she is there. He said this is a 30-mph speed zone and as you round the blind curve, you can see the 45-mph speed limit sign at the city limits and unfortunately many drivers do not go the speed limit. Mr. Ford said the biggest issue is that the banks are so high, but because it is a State Route, we cannot put speed tables on it, and there is very little right-of-way there. He said the only way to make that grade is to get way back into the properties in order to have a slope that the property owners can maintain, mow the yard, or repair a driveway. Mr. Ford said if we are working on private property, before we leave there, it will be as good or better than it was before we

started. He said this is one of those issues, in his professional opinion, that the public's safety requires it and needs it. Mr. Ford said he cannot have Town staff work on private property without the Board's approval and written agreements signed by the property owners and either the Mayor or Town Administrator. He said he is hoping that he and Mr. Rosenoff can make that happen fairly quickly because we will get on that project as quickly as we can due to the dangerous nature of this area. Mr. Ford said we have two very dangerous intersections in Town, this one we are discussing and North Cherokee where Skyline Drive intersects which will be corrected with the new school and a traffic circle. Mayor Vest said this is an important project for the community and asked the Aldermen if they had any questions. Alderman Callahan asked if the two recommendations can be approved at the same time. Mayor Vest said they could. Alderman Dickson asked Town Administrator Glenn Rosenoff to elaborate as to some of the issues that we will need to pursue on the Shell Road project, like stormwater issues, etc. The Mayor said we are going to have to make some purchases in order to do the work on Anderson Road, but in comparison, it is not going to be as big of an issue to do Anderson if we get the property owners in agreement as compared to the Shell Road project. Mr. Ford said that is correct. Mr. Rosenoff said that in reference to the Anderson Road project, the Town needs the three property owners to partner with us, not necessarily to improve their private property, but for the public gain because blind intersections are detrimental and we are trying to remove that detriment as much as we can; the improvements will not just benefit Town residents but County residents as well. Mr. Rosenoff said in reference to Shell Road, it is not a glorified paving project; there is widening we have to do, there is a drainage component, there is a curbing component and the possibility of speed tables. He said we want to design a road that does not influence a person to drive faster. Mr. Rosenoff said the Shell Road project is more of a major road improvement with all these components of infrastructure whereas the Anderson Road project is to eliminate or severely reduce the sight distance issues. Mayor Vest asked the Aldermen if they had any further questions. There being none, Alderman Causey made the motion, seconded by Alderman Callahan, to approve the Town entering into a public/private partnership with the three property owners along West College Street at the area of the Anderson Road intersection and authorize the Town Administrator to sign the agreements subject to approval by the Town Attorney.

The next item for discussion was the acquisition of a roll-off truck from Washington County for \$1.00 in exchange for allowing Washington County residents to dispose of brush at the Town's brush yard. Mayor Vest said this is something that affects our recycling program, and it sounds like we are getting a good deal on a roll-off truck and the trade-off is that we let County residents bring brush to our Town facility where we can chip it up and burn it. Town Attorney Jim Wheeler said he had one concern regarding the presentation that it could be interpreted as an indefinite commitment to the County and the BMA cannot commit a future Board to that. Mr. Wheeler said we need to make it clear to read "as we are able" to accept the brush from County residents because at some point the Board may have to make a decision that we are not able to accept that brush, for example, if we aren't able to incinerate the brush, we may have to stop taking it. Mayor Vest asked Attorney Wheeler if the Board could set a one-year time limit. Attorney Wheeler said that the Board could set a time limit or just say "as we are able"; either one is acceptable. Glenn Rosenoff said he agrees with that. Mr. Rosenoff said that with an indefinite time, if it becomes a burden for us as far as receiving the brush, then we evaluate it and report back to the BMA. Attorney Wheeler said if you say "as we are able", you can let it go on well past the year if the Town is able to accept the brush. Mr. Wheeler said he thinks the County would understand that the Town cannot be committed for an indefinite time. He said for a depreciating asset that is only going to last a certain period of time, you can't bind the Town in perpetuity. Mayor Vest said he feels putting a time limit is a better solution whether it is for one year or two years. Glenn Rosenoff said if we are all on the same fiscal year, the Board could elect to approve receiving the brush through June 30, 2021, and re-address this again with the new fiscal year or do it for one year. Mr. Rosenoff said if in six months we get overwhelmed and cannot handle the amount of brush, whether we are chipping or incinerating, we need the flexibility in case we have to re-address the issue. Alderman Countermine said back in the spring when the equipment was down, we couldn't take anybody's brush. Attorney Wheeler said that is another

thing to add in an agreement; the Board can designate one year or two years, but if you also include "as we are able," it takes care of the situation like when you had to shut the brush yard down rather than someone arguing that we should take it and burn it later and then have to pile or store it. Alderman Countermine said we would not have any place to store it. Mayor Vest said his thought is that June 30th would be a problem because that is probably a time of year people will want to bring brush in, and a one year or two year agreement would be October. He asked the Board members for their thoughts. Mayor Vest said he feels an end date should be included in the agreement. He said he recommends that the agreement should state that the Town will accept the County residents' brush as long as the Town is able to accept it, not to exceed one year or two years, whichever the Board decides upon. Alderman Countermine asked what will be included in the agreement, "as we are able" or not to exceed one year or two years. Alderman Causey questioned if staff could be asked to take names and addresses to make sure people bringing in brush are Washington County residents and not from a neighboring county. Mayor Vest said they could ask to see a driver's license or look at car tags. Craig Ford said they could do that. Mayor Vest asked the Aldermen if one year or two years was okay. Alderman Dickson said one year was fine with him. Mayor Vest said as part of the motion to approve that recommendation with the addition that the County residents can bring their brush to our Town brush yard "as long as we are able to accept it, not to exceed one year". Alderman Countermine asked if we put that language in the agreement, is there any chance that the County would say it won't enter into the agreement for just one year. He said he would like to give Mr. Rosenoff the authority, if the Board passes this, to negotiate the term at one or two years because he would rather get the truck for a dollar than for the County to sell it to someone else. Craig Ford said the County's motivation is there is nowhere else for County residents to take brush. Mayor Vest said we don't want to overwhelm our facility. Alderman Countermine said he would like to give the Town Administrator the authority to negotiate if necessary but to put one year in the contract. Mayor Vest agreed that we could address the situation after one year as to whether to continue the agreement or not. Alderman Countermine said to present it as one year but if the County doesn't agree, then give Glenn Rosenoff the authority to negotiate that. Mayor Vest recommended including "not to exceed one year" and giving the Town Administrator authority to negotiate any extension beyond one year. Alderman Countermine made the motion to approve the acquisition of a roll-off truck from Washington County, TN, for the sum of \$1.00 in exchange for allowing private residents in Washington County to bring brush to the Town's brush yard and accepting the brush as the Town is able to accept it, not to exceed one year, authorize the Town Administrator to negotiate any extension beyond one year, and that brush from a private contractor or tree trimming company not be accepted. The motion was seconded by Alderman Callahan, and duly passed.

The next item for discussion was the purchase of a new server for the Town's computer system from Sharp Business Systems at a total one-time price of \$16,328.26, with the expected longevity of 5-7 years, and featuring more tech components for virtual and cloud-based ability, and will prepare the Town to move forward in the future to the Microsoft platform by 2023. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Countermine made the motion to approve the purchase of the new server for the Town's computer system for \$16,328.26 from Sharp Business Systems, with the cost coming out of Water/Sewer Fund reserve funds, seconded by Alderman Causey, and duly passed.

The next item for discussion was a change order with GRC Construction on the Jackson Theatre project for an amount not to exceed \$130,800, with the Town purchasing the materials to the extent reasonable, operating as the General Contract, and the stucco work not to exceed a cost of \$23,200, and allowing the Town to choose to include the 1" board outlined in the initial quote. Mayor Vest said this was brought on due to the Town not having the inmate labor and the change order is needed to keeping the project moving forward. Glenn Rosenoff said a lot of it has do to with the CDBG grant that we have through the State for the façade. Mr. Rosenoff said the work that is being proposed is to complete the façade work, and that the priority is to get the grant closed out. He said the \$130,800 includes the façade and other components that need to go toward closing out the CDBG grant. Mayor Vest said this is going to get a pretty



face on the Jackson Theatre building and get the marquee sign up which will take it to another level. Alderman Causey made the motion to approve the Change Order with GRC Construction on the Jackson Theatre project for an amount not to exceed \$130,800. The motion was seconded by Alderman Callahan, and duly passed.

**INSERT CHANGE ORDER**

Mayor Vest asked Town Administrator Glenn Rosenoff for an update on the Town's website and if it is up and running yet. Glenn Rosenoff said it is not, but the work by NET360 is going very well. Mr. Rosenoff said he has reviewed the front page, and it looks really good. He said he met with the Marketing Team and they will be getting together with Town staff at every level, and there has been a lot of thought into this process.

There being no further business, the meeting was duly adjourned.

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ABBAY MILLER, RECORDER

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CHUCK VEST, MAYOR