

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

OCTOBER 21, 2024

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, October 21, 2024, at 7:00 p.m. at the Jackson Theatre, 121 West Main Street, Jonesborough, TN.

The first item on the Public Hearing agenda was Ordinance No. 2024-09 Amending the Fiscal Year Jackson Theatre Budget. There were no comments.

The next item on the Public Hearing agenda was Ordinance No. 2024-10 To Reduce Pollution By Establishing Peak Stormwater Management And Erosion Prevention And Sediment Control Measures. There were no comments.

The next item on the Public Hearing agenda was Ordinance No. 2024-11 To Reduce Pollution By Establishing Permanent Water Quality Stormwater Management. There were no comments.

Mayor Vest closed the Public Hearing.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

October 21, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, October, 2024, at 7:00 p.m., at the Jackson Theatre, 121 West Main Street, Jonesborough, TN.

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

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

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Alderman Causey asked that Consent Agenda Item 8-b Personnel – Approval of a Water Distribution Director be pulled for discussion. Alderman Dickson made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the BMA meeting minutes for the following meetings: May 13, 2024 Regular Meeting, May 24, 2024 Called Meeting, June 3, 2024 – Budget Work Session, and June 12, 2024 – Reconvened Budget Work Session.

2. Approve the following bills for payment:

Insert Payment

3. Approve the following Town Administrator Report:

Insert Report

4. Approve the following Operations Manager Report:

Insert Report

5. Approve the following Committee Reports: McKinney Center Advisory Committee, Board of Zoning Appeals, Planning Commission, and Historic Zoning Commission.
6. Approve the following Supervisor Reports: Fire Department, Building Inspector, Director of Special Events, McKinney Center, McKinney Center Program Manager, Senior Center, Digital Media Manager, Marketing Manager, Police Department, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment, Jackson Theatre, Animal Control, Street Department, Director of Tourism and Main Street, and Parks and Recreation
7. Approve three dumpsters in the Solid Waste Department as surplus and to be sold on GovDeals.
8. Approve the appointment of Michelle Stewart as the Human Resource Director at Grade 19, Step 3 (\$74,475 – Exempt) of the Town's compensation plan.

The next item for approval was appointment of Mr. Gary “Chris” Christian to the position of Water Distribution Director at a salary of Grade 19, Step 3 (\$74,475 – Exempt) of the Town’s Compensation Plan. Mayor Vest asked the Alderman if they had comments or questions. With there being none, Alderman Causey made the motion to approve the appointment of Mr. Gary “Chris” Christian to the position of Water Distribution Director at a salary of Grade 19, Step 3 (\$74,475 – Exempt) of the Town’s Compensation Plan, with the stipulation that Mr. Christian obtain his Water Distribution II and Cross-Connection certifications issued by the State of Tennessee by November 2025, and that his salary not be adjusted based on passing his certifications as per the recommendation by Utility Manager Kevin Brobeck. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was the approval of the Financial Report. Alderman Wolfe asked Town Recorder Janet Jennings about the Town’s financial status. Janet Jennings reported that the finances are strong, staff is working the FEMA tracking from the flooding from Hurricane Helene, property taxes are coming in. Mayor Vest asked the Aldermen if they had any further questions or comments. There being none Alderman Wolfe made the motion to approval the Financial Report as presented. Alderman Causey seconded the motion and it duly passed.

Janet Jennings presented the Debt Obligation Report on the final \$9,000,000 bond on the Jonesborough K-8 School Project excluding Tiger Park.

Communications from the Mayor was the next item on the agenda. Mayor Vest recommended that Sharon Squibb and Ernest McKinney be re-appointed for 3-year terms, expiring April, 2027, to the McKinney Center Advisory Committee. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion, seconded by Alderman Dickson, to re-appoint Sharon Squibb and Ernest McKinney to the McKinney Center Advisory Committee as recommended by Mayor Vest. The motion was duly passed.

Mayor Vest recommended the appointment of Bryan Barnett, Lori Rosenoff and Carla Weems for 5-year terms, expiring September, 2029, to the Parks and Recreation Advisory Commission. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion, seconded by Alderman Countermine, to appoint Bryan Barnett, Lori Rosenoff and Carla Weems to the Parks and Recreation Advisory Commission as recommended by Mayor Vest. The motion was duly passed.

Mayor Vest asked Skye McFarland to come forward to accept the Employee of the Month award. Mayor Vest read the following nomination:

Insert Nomination Letter

Mayor Vest asked Skye McFarland if she had any comments. Skye McFarland said it was an honor to be nominated, and was thankful for all the volunteers that help at the McKinney Center.

Mayor Vest said he has been working with the Town Attorney on the possibility of establishing two zones for hemp stores. Mayor Vest expressed his appreciation to the Parks and Recreation staff for all their hard work at Stage Road Park, the Town work force on all their efforts and hard work during the flood from Hurricane Helene, and Jerome Bowers and Greg Clark for building the “pumpkin hut” that has turned out to be huge success and enjoyed by everyone visiting downtown.

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. Dr. William Kennedy, 400 West Main Street, former Chairman of the Historic Zoning Commission from 1980-2020, addressed the BMA concerning the alleyway between 117 East Main St and 119 East Main St. Dr. Kennedy said the alleyway needs attention and there was a multi-comprehensive agreement between the two property owners that was placed on the “back burner” and requested that it be taken off the “back burner” to get the project completed. Mayor Vest thanked Dr. Kennedy for his comments.

Tom Foster, Foster Signs, 146 North Lincoln Ave, addressed the BMA with his concerns about the proposed sign fees of 3½ %, and requested the Town adopt a different pricing structure based on a flat fee plus and variable amount based on square footage. Mayor Vest thanked Tom Foster for his comments.

Ruth Verhegge, Flag Committee Chairman, announced that the annual Flag Retirement Ceremony will be held on Sunday, October 27th at 2:00 pm, in the parking lot of the Town Hall. Ms. Verhegge said Dana Helvey will be the keynote speaker and the Daniel Boone High School Marine Corps JROTC Program will lead the flag retirement ceremony. Mayor Vest thanked Ruth Verhegge for her comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson said on Friday, November 15th at 6:00 pm, at the International Storytelling Center will feature the film *The Indelible Appalachians*. Alderman Countermine expressed his appreciation to everyone in the Town who helped with the flood relief efforts. Alderman Causey expressed her appreciation to all the Town employees for their hard work and help in the flood relief efforts. Alderman Wolfe said the Mill Spring Makers Market Rising Above: Downtown Jonesborough Helping Neighbors in Need special event that was held on Saturday, October 19, 2024 was a great festival with over 1,000 people in attendance. Alderman Wolfe said the Jackson Theatre’s Grand Opening will be held November 14th – 17th and a variety of events will be held each day. Alderman Wolfe said he would like to thank the volunteers of JAMA Food Pantry and Jonesborough Community Chest for their hard work during the flood relief. Alderman Wolfe announced that Governor Bill Lee and the State of Tennessee have established a \$100 million dollar grant relief fund for

communities to be able to draw funds for relief monies while waiting on FEMA funds to come in.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said in regard to the alleyway between 117 – 119 East Main Street, that a quitclaim had previously been prepared for those properties, due to those being private properties the Town cannot do work on them. Jim Wheeler said he will begin work on options to change the ownerships back to the Town. Mr. Wheeler said there three are on-going litigations at this time Mr. Wheeler said the TN Hills suit was dismissed in federal court, but could be resubmitted back to the the State Court if appealed by TN Hills.

The first item under Old Business was second and final reading of Ordinance No. 2024-09 Amending the Fiscal Year Jackson Theatre Budget. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to approve Ordinance No. 2024-09 Amending the Fiscal Year Jackson Theatre Budget on second and final reading, as presented. Alderman Causey seconded the motion and it was duly passed

INSERT ORDINANCE

The next item on the agenda was second and final reading of Ordinance No. 2024-10 To Reduce Pollution By Establishing Peak Stormwater Management And Erosion Prevention And Sediment Control Measures. The change is designed to address the updates required to meet the minimum standards of stormwater related compliance as per the State of Tennessee Department of Environment and Conservation (TDEC). Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to approve on second and final reading Ordinance No. 2024-10 To Reduce Pollution By Establishing Peak Stormwater Management And Erosion Prevention And Sediment Control Measures, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was second and final reading of Ordinance No. 2024-11 To Reduce Pollution By Establishing Permanent Water Quality Stormwater Management. The change is designed to address the updates required to meet the minimum standards of stormwater related compliance as per the State of Tennessee Department of Environment and Conservation (TDEC). Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion to approve on second and final reading Ordinance No. 2024-11 To Reduce Pollution By Establishing Permanent Water Quality Stormwater Management, as presented. The motion was seconded by Alderman Countermine and duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of the updated Town's Personnel Policy. Mayor Vest said some of the changes in the Personnel Policy included the position of the Human Resource Director; compensatory time for Department Heads was change from the maximum of 100 hours accumulated to 200 accumulated; upon full retirement as defined by TCRS, an exempt employee may be compensated for up to, but no more than, 80 hours of accumulated comp time; recommended that a retiring employee have a choice of being paid for 680 hours of their sick time upon retirement, as is the current policy, or to transfer all of their accumulated sick time to TCRS for service credit; The Pregnant Worker's Fairness Act and Pump Act was added; an Anti-retaliation Policy was added; The Drug and Alcohol Testing Policy was updated to ensure compliance with prevailing federal law and the Tennessee Drug-Free Workplace Act; and the re-establishment of the Town Accident Review Committee. Mayor asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion, seconded by Alderman Countermine and duly passed, to approve the Town's updated Personnel Policy, as presented.

INSERT PERSONNEL POLICY

The first item under New Business approval of Resolution authorizing the Town to Participate in the Public Entity Partner's (PEP) Property Conservation Matching Grant Program for a match of \$5,000 for the burglar alarm and security cameras for the Jackson Theatre. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to approve the Resolution No. 2024-07 authorizing the Town to participate in the (PEP) Property Conservation Matching Grant Program and to approve the grant match of \$5,000 for the Burglar Alarm System and Security Cameras for the Jackson Theatre, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was the approval of appointments to the Jackson Theatre Board. Mayor Vest said the recommendation is to appoint Melinda Copp and Josh Smith to the Jackson Theatre Board to serve six (6) year terms. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the appointment of Melinda Copp and Josh Smith to the Jackson Theatre Board as recommended. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was approval of the Jackson Theatre Rental Agreement, which includes Rental Rules and Guidelines, Rental Fees, Rental Checklist, Rental Agreement and Application, Addendum A – Staff/Labor, Equipment and Special Fees, Addendum B – Advertising and Marketing, Addendum C – Ticketing and Services, and Addendum D – Concession and Bar Services.

Also, included is the Jackson Theatre "Special Rental Agreement Provisions for Designated User Groups", whereby Jackson Theatre maintains a policy to offer special

arrangements with various community organizations planning to host 2 or more events on at least an annual basis for the next three years. These organizations are referred to here as “user groups” and are identified as the Jonesborough Repertory Theatre, International Storytelling Center, McKinney Center and StoryTown Radio Show, Jonesborough Area Merchants and Services Association (JAMSA), Storytellers Guild, Heritage Alliance, Washington County Board of Education, Chuckey Depot, Town of Jonesborough Departments, Schubert Club, Tuesday Garden Club, Kiwanis Club of Jonesborough, and Civitan Club of Jonesborough. The User groups will enter into the Jackson Theatre Rental Agreement for their events much like any other rental client, except the following special policies and benefits apply (see attached document).

The Jackson Theatre “Special Rental Agreement Provisions for Designated Community Groups”, whereby the Jackson Theatre maintains a policy to offer special arrangements with regionally based non-profit arts organizations and various community organizations planning to host 2 or more events on at least an annual basis for the next three years. These organizations are referred to here as “community groups.” Community groups will enter into the Jackson Theatre Rental Agreement for their events much like any other rental client, except the following special policies and benefits apply (see attached document). All three documents represent a conscientious effort to attract all ranges of renters, users and groups to the historic Jackson Theatre whereby they enjoy a quality experience with the Town of Jonesborough from the rental agreements/fees to the use of the facilities. Staff is recommending the approval of all three documents as they are necessary now for adoption in order to provide strong rental agreement guidelines and fee structures.

Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to approve the following: (1) Jackson Theatre Rental Agreement, (2) Special Rental Agreement Provisions for Designated User Groups, and (3) Special Rental Agreement Provisions for Designated Community Groups. Alderman Causey seconded the motion and it was duly passed.

INSERT JACKSON THEATRE RENTAL AGREEMENT

The next item on the agenda was first reading of an Ordinance amending Municipal Code Title 10, Chapter 3, Noise Ordinance, Section 10-305, Paragraph 8 “Construction or Repairing of Buildings” to allow construction or repair activities on Saturdays, changing “weekdays” to “Monday through Saturday”. Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Wolfe made the motion to approve on first reading the Ordinance amending Title 10, Chapter 3, Noise Ordinance Section 10-305, Paragraph 8, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval for the reallocation of budgeted Parks and Recreation FY24-25 Funds designated for a new lawn mower at \$10,000.00 and a

side-by-side utility vehicle at \$20,000.00 for the purchase of a new 2023 Ford Maverick truck at the cost of \$26,605.00. The new Maverick truck will replace one of the work trucks that has an engine that needs replacing at a cost of over \$5,000.00. Fleet Director Steven Beckett stated that this engine model has multiple issues in the past, and the recommendation is to surplus the truck rather than invest in further costly repairs. Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Dickson made the motion to approve the reallocation of budgeted Parks and Recreation FY24-25 funds for the purchase of a new 2023 Ford Maverick at the cost of \$6,605, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval to purchase of the alley from Mr. Shane Adams at the agreed upon price of \$35,000.00 and the additional funds of \$25,500.00 for the sidewalk rebuild for a total cost of \$60,500.00, including the Town being responsible for the closing costs and Mr. Adams will being responsible for his sidewalk. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Causey asked where the funds are coming from. Town Administrator Glenn Rosenoff said from the Fund balance and budget amendments. Mayor Vest called for a motion; Alderman Causey made the motion to approve the purchase of the alley from Mr. Shane Adams at the agreed upon price of \$35,000.00 and the additional funds of \$25,500.00 for the sidewalk rebuild for a total cost of \$60,500.00, including the Town being responsible for the closing costs and Mr. Adams being responsible for his sidewalk, seconded by Alderman Dickson and duly passed.

The next item on the agenda was first reading of an Ordinance amending Municipal Code Title 1, Chapter 5 Recreation Commission. The proposed amendments include increasing the number of members and allowing affiliate members to cast votes and strengthening the relationship between the town and key recreational programs, in order to align the committee's structure with their goal of building a more inclusive and effective recreational program for the community. Mayor Vest said the change includes making Committee appointments to three year terms instead of five year terms, and asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion to approve on first reading amending Title 1, Chapter 5, Recreation Commission, as presented. Alderman Countermine seconded the motion and it was duly passed. Mayor Vest and Alderman Causey requested an updated copy of the various Town committees and list of current members.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance amending Municipal Code Title 4, Chapter 1, Building Code. The current fee structure is based on the sum valuation of the signage project multiplied by 3.5%, and one option explored was to apply the current building permit fee of 0.85% to off-premises signage, which is not a by-right type of signage, but instead falls under additional regulations and/or limitations compared to other signage. Mayor Vest called for a motion if there were no questions or comments. Alderman Wolfe made the motion to approve on first reading

the amendment to the Jonesborough Municipal Code Title 4, Chapter 1, Section 4-105 adding "Off-Premises Outdoor Advertising Sign Fee" under the Schedule of Permit Fees. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was an amendment to the Sewer Line Extension Policy. Mayor Vest said Cobern Rasnick, Wastewater Director, did an excellent job on the updated policy change, and asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion, seconded by Alderman Dickson and duly passed, to approve the amending of the Town of Jonesborough Sewer Line Extension Policy, as presented.

INSERT SEWER LINE EXTENSION POLICY

There being no further business the meeting was duly adjourned. Ordinance amending Municipal Code Title 4, Chapter 1, Building Code

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR