

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

NOVEMBER 12, 2024

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Tuesday, November 12, 2024, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing agenda was the amendment to the Jonesborough Municipal Code Title 10, Chapter 3, Noise Ordinance. There were no comments.

The next item on the Public Hearing agenda was the amendment to the Jonesborough Municipal Code Title 1, Chapter 5, Recreation Commission. There were no comments.

The next item on the Public Hearing agenda was the amendment to the Jonesborough Municipal Code Title 4, Chapter 1, Building Code. There were no comments.

Mayor Vest closed the Public Hearing.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

NOVEMBER 12, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Tuesday, November 12, 2024, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

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

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

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none. Alderman Wolfe made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the following BMA meetings: June 17, 2024 Regular Meeting, July 15, 2024 Regular Meeting, and July 24, 2024 Budget Meeting.

2. Approve the following bills for payment:

Insert Payment

3. Approve the following Town Administrator Report:

Insert Report

4. Approve the following Operations Manager Report:

Insert Report

5. Approve the following Committee Reports: Board of Zoning Appeals, Planning Commission, Design Review Committee, and Historic Zoning Commission.

6. Approve the following Supervisor Reports: Fire Department, McKinney Center, McKinney Center Program Manager, Building Inspector, Website and Marketing Specialist, Director of Special Events, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment, Police Department, Animal Control, Street Department, Tourism and Main Street Director, Marketing Manager, Jackson Theatre Operations Manager, Jackson Theatre Assistant Operations Manager, Jackson Theatre Technical Director, and Parks and Recreation.

7. Approve the declaration of the following Town equipment as surplus to be sold on GovDeals:
Fleet Maintenance – Plasma Cutter, Tool Cart
Solid Waste – Bobcat solid tires and rims
Water Distribution – Tracks for a Kubota track hoe
Street Department – Brush guard and winch for 2004 Chevy Pickup
Parks & Recreation – 2015 Chevrolet 4-door pickup
8. Approve the 2025 Holiday Schedule, as presented:

January 1, 2025 – New Year’s (Wednesday, January 1st)
January 20 – Martin Luther King, Jr. Day (Monday)
February 17 – President’s Day (Monday)
April 18 – Good Friday
May 23 – Water Park Employee Day (½ day)
May 26 – Memorial Day (Monday)
June 19 – Juneteenth (Thursday)
July 4 – Independence Day (Friday)
August 29 – ½ day – Employee United Way Day (Friday) – option for employees being allowed to take their time off by the end of the year (December 31, 2025) if a department’s scheduling interferes with the Friday, August 29th date
September 1 – Labor Day (Monday)
October 3 – Storytelling Festival (Friday) – subject to Storytelling Festival being live and in-person
November 11 – Veterans Day (Tuesday)
November 27 & 28 – Thanksgiving (Thursday & Friday)
December 19 – Employee Christmas Party (Friday) at Visitor Center
December 24 – ½ Day (Wednesday), December 25 (Thursday), & December 26 (Friday)
January 1, 2026 – New Year’s Day (Thursday)
Employee’s Birthday

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked the Aldermen if they had any comments or questions. Alderman Wolfe asked about the Town’s financial status. Town Recorder Janet Jennings reported that the property taxes are coming in strong, the July sales tax was down 4%, and the August sales tax was up 5%. With there being no further comments, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Financial Report, as presented. Alderman Dickson seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest introduced Monica Myles, Public Affairs Specialist for the U.S. Small Business Administration (SBA). Monica Myles addressed the BMA and provided information related to the SBA loan program for homeowners, renters, businesses, and non-profit organizations in Washington County to apply for low interest physical property disaster loan that was caused by Hurricane Helene. Ms. Myles said December 2, 2024 is the deadline to apply for a loan. Mayor Vest thanked Monica Myles for her comments and information on the SBA loan program.

Mayor Vest announced that the Board of Mayor and Aldermen Charter Meeting will be held at 6:00 p.m., Monday, December 9, 2024, and the Regular BMA Meeting will be at 7:00 p.m.

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

I am nominating Zach Williams as the November Employee of the Month. Zach Williams has been employed for over a year and in that short time he has shown great potential. He volunteers to work over and on-call and strives to do his best and will help co-workers and other departments in need. Zach Williams has been a true asset during the devastation caused by Hurricane Helene. Zach has not only performed his regular duties, but while out assessing the damage caused by the flooding to our water system, Zach came upon a car trapped in the rising water, and without hesitation or a thought to his own personal safety, he jumped out and ran into the flood waters in order to rescue a woman, her child and a disabled man, and removed on all parties safely from the vehicle. Zach Williams goes above and beyond not only in his duties, but gives his all for his community and Jonesborough. It is for this reason the I nominate Zach Williams for Employee of the Month. Submitted by: Artie White, Water Quality Supervisor

Mayor Vest asked Zach Williams if he had any comments. Zach Williams said he was thankful for being nominated.

Mayor Vest said the Halloween Haunts and Happenings was a great event, the Jackson Theatre grand opening festivities are scheduled for November 14 -17; and the Chuckey Depot will hold a Polar Express fundraiser at the Jackson Theatre on December 7th.

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

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson said he was thankful for the support he received in being re-elected to the Board, and stated he enjoys serving the citizens of Jonesborough. Alderman Dickson expressed his appreciation to Town Administrator Glenn Rosenoff and Operations Manager Craig Ford for responding to an inquiry regarding Payne Road. Alderman Causey expressed how well the Made Around Town festival was and complimented staff on doing a great job. Alderman Wolfe congratulated Mayor Vest, Alderman Countermine and Alderman Dickson on their re-election; and the flood relief arts and crafts event was a huge success that brought many people into the Town and commended Melinda Copp for all her efforts on the festival.

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 that the Board met in Executive Session and said that Tennessee Hills has filed a motion to dismiss all their lawsuits.

The first item under Old Business was second and final 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 second and final reading Ordinance No. 2024-12 amending Title 10, Chapter 3, Noise Ordinance Section 10-305, Paragraph 8, 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 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 second and final reading Ordinance No. 2024-13 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 second and final 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 second and final reading Ordinance No. 2024-14 amending 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 Causey seconded the motion and it was duly passed.

INSERT ORDINANCE

The first item under New Business was approval of Resolution authorizing the Town to participate in the Public Entity Partners (PEP) James L. Richardson "Driver Training" Matching Grant Program to supplement the Fleet Vehicle Tracking System (GPS). The matching grant is in the amount of \$4,000. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion, seconded by Alderman Countermine, to approve Resolution No. 2024-08 authorizing the participation in Public Entity Partner's James L. Richardson "Driving Training" Matching Grant Program, resulting in a \$4,000 grant to be matched by budgeted funds. The motion was duly passed.

INSERT RESOLUTION

The next item on the agenda was the participation in the HEAL (Helene Emergency Assistance Loan) Program, a \$100 million fund launched by Governor Bill Lee aimed at addressing immediate public health and safety needs in affected counties, including Carter, Clairborne, Cocke, Grainger, Greene, Hamblin, Hawkins, Jefferson, Johnson, Sevier, Sullivan, Unicoi, and Washington. This loan will help off-set cash flow from the unprecedented damage to the Town's utility system outside the city limits as a direct result of Hurricane Helene. Mayor Vest asked Town Administrator Glenn Rosenoff to present the HEAL Program. Glenn Rosenoff said our utilities operated under emergency operations to repair and replace lost infrastructure from the flood that included extensive water lines, valves, meters, boxes, etc. FEMA required us to document and estimate damages because of the flooding which included the Water Treatment Plant, Water Intake, and Wastewater. Utility Manager Kevin Brobeck worked with our engineering consultants at GRW Engineers, Inc to help assess the cost of damages that our utilities repaired and replaced in the field during the emergency to provide potable water back to areas stricken by the disaster. Many of our costs on the water distribution side were from existing inventory that was accounted for and we are still assessing known and potential issues at the plant and intake. The GRW report submitted to FEMA estimates damages at \$3,091,000. The Town has been and is working with FEMA and TEMA on following due process required in seeking reimbursements.

Glenn Rosenoff said that municipalities and utility companies cannot apply directly to TEMA for loan relief, those jurisdictions may coordinate with their counties to receive a portion of the loan funds. Counties may relend HEAL loan funds to (1) municipalities for hazardous debris management and (2) publicly and privately operated utility companies to repair water and wastewater systems. These "Second Borrowers" would be subject to the same terms and conditions as the counties, including the obligation to seek maximum FEMA reimbursement. As such, timing has been very expedient, and County Mayor Joe Grandy has been working with town staff to coordinate efforts to seek the no interest loan to help while the town seeks maximum FEMA reimbursement. The estimate received from GRW was submitted as part of the HEAL program. The BMA of course will need to approve this course of action. If approved for the HEAL program, and after FEMA has concluded reimbursement with the town, the second borrower (the town) would have ten (10) years to pay back the loan.

Glenn Rosenoff said Mayor Grandy and Mitch Meredith are working through Ken Rea with the First Tennessee Development District on the HEAL program application and all documentation has been submitted to TEMA. Washington County should know about the approval by November 15th or sooner. The State Comptroller's Office stated the following about the HEAL program: "If the County will pass through the proceeds to a municipal government within the county via a form of interlocal agreement (which can be modeled after the loan agreement between the County and TEMA), the municipal government will also need to file the Report on Debt Obligation." The statement above

is how the county and town will be handling the loan therefore an agreement will be necessary, and the town will be required to file a Report on Debt Obligation with the Comptroller upon receiving loan funds. Glenn Rosenoff said Staff is working with our insurance carrier PEP on damages. If the insurance covers any damages, the money received by the town must be reported to FEMA and the amount(s) will be subtracted from any FEMA reimbursements to the town. Glenn Rosenoff reiterated the interest free loan to mitigate our infrastructure damages, which will help minimize impacts on our utilities' cash flow.

Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Wolfe said our Water Department staff have been heroic in their efforts, but this program is essential, FEMA's timeline would extend recovery by up to eight months, and with this program we can act now. Alderman Wolfe said this is a strong example of the state government responding to local needs. There being no further comments, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Town of Jonesborough being a "Second Borrower" on the pending approval through the County for the HEAL program (loan), as presented. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was a Special Event Application request for "Fan Fest on Main" event scheduled for Saturday, January 18, 2025, from 11:00 AM to 6:00 PM. The purpose of the event is to bring family traffic and revenue to Jonesborough during a slow week of the New Year. Road closure is requested for the day of the event from 10:30 a.m. to 6:30 p.m., from Fox Street to Second Avenue. The Hold Harmless Agreement and Proof of Insurance have been received. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve Special Event Permit for Fan Fest on Main, to be held on Saturday, January 18, 2025, from 11:00 a.m. to 6:00 p.m., including scheduled road closure, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was a Special Event Request for the Winter Farmer's Market amendment from Jonesborough Locally Grown (JLG) who received approval for their Special Event Permit Application on March 11, 2024, to hold their annual Winter Farmers Market which is held outside Boone Street Market. JLG is requesting to add one more date, November 23, 2024, to the permit. The November approved dates were November 2, 9, 16. This requires that eight spaces in front of Boone Street Market be reserved on that event day and the request is for approval to place no parking signs on Friday evening in those spaces. Spaces will be used from 8:00 a.m. to 1:00 p.m. The Hold Harmless Agreement and Proof of Insurance for each special event have been received. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the amended Special Event Permit Application for the Winter Farmers Market to add November 23, 2024, to the previously approved dates for the special event, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was approval of the bid for the First Frontier Trail Phase 1. A pre-bid construction meeting was advertised and held at Town Hall on October 22, 2024, and three contractors were present for the meeting. The bids were publicly opened on November 1, 2024, at 2:00 p.m. Three sealed bids were received and all three contractors were present for the bid opening. The bids were as follows: (1.) Precision Concrete Finishing - \$424,026.25; (2) GCE Construction - \$514,203.00; and (3) Complete Construction - \$559,150.00. The low bidder Precision Concrete Finishing is highly recommended for their concrete work. The source of funding is from the Direct Appropriation Grant in the amount of 2.4 million for Phase 1 of the First Frontier Trail that was received through the Governor's Office via TDEC, and the Town has already received the funds. Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Wolfe said this is a great thing, that turned about pretty quickly; and we are thankful for the staff and engineers behind this program. Alderman Wolfe said this grant will allow the Town to complete phase one of extending and repairing sidewalks in town. With there being no further comments, Mayor Vest called for a motion. Alderman Wolfe made the motion, seconded by Alderman Countermine, to approve awarding the bid to Precision Concrete Finishing at the low bid amount of \$424,026.25 and approve town staff to negotiate with the low bidder in any area where cost savings can be realized. The motion was duly passed.

The next item on the agenda was approval of the bid for Landscape Maintenance for the 2025 Season. By bidding earlier, this allows more flexibility for contractors, ensuring that the Town receive competitive bids and quality service availability. This approach also enables us to better plan for the fiscal impact of the contract as we prepare for the upcoming budget cycle. Contractors were able to observe the locations under good maintenance conditions. A landscaping cycle is considered one month. A total of 17 locations were included in the bid process; however, only 10 are being awarded, due to all other locations will be maintained by Parks and Recreation staff. The bids were opened on Monday, November 4, 2024, at 11:00 a.m., and a total of 4 businesses submitted bids. Parks and Recreation Director Chris Kudera recommended awarding the bids as follows and for the contractor to begin on Tuesday, April 1, 2025.

Gardner's and Co LLC

Medians on Highway 11E - \$2,251

Mill Spring Park - \$245

McKinney Center/Booker T. Washington School - \$400

Jonesborough Visitor's Center/Town Hall - \$1,298

Senior Center/Lincoln Park - \$1,647

Jonesborough School/Tiger Park - \$2,899

Total Per Month - \$8,740

Kinch's Lawncare

Wetlands Water Park - \$1,050

Persimmon Ridge Park - \$325

Barkley Creek Park - \$550

W.C. Rowe Park/Chuckey Depot/Depot Walkway - \$775
Total Per Month - \$2,700

The total per month for landscaping is \$11,440.00. At three (3) months the total for the spring 2024-2025 fiscal year of \$34,320, at five (5) months the total for the fall of 2025-2026 fiscal year of \$57,200; and for the entirety of the landscaping year, the total will equal \$89,360.00. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Causey made the motion to approve the 2025 landscape bids, as presented. The motion was seconded by Alderman Countermine and duly passed.

The next item on the agenda was approval of bids for the 2025 Mowing Season. By bidding earlier, we've allowed more flexibility for contractors, ensuring we receive competitive bids and quality service availability. A mowing cycle is considered one (1) week. This also enables us to better plan for the fiscal impact of the contract as we prepare for the upcoming budget cycle. The 2025 mowing bids were publicly opened at Town Hall on November 4, 2024, at 11:00 a.m. There were 7 vendors who submitted bids. , a price comparison was completed, and staff is recommending 5 vendors for the 2025 mowing contract. The total weekly mowing cycle will be \$4,647.00, an increase of \$1,247.00 per cycle or roughly a 30% overall increase. Based on 15 weeks of mowing within this fiscal year, the total will be \$69,705.00, which is an increase from \$51,000.00, and \$78,999.00 for 17 weeks; the total costs will be less as we will not be mowing all areas immediately. There are more established grass areas for the 2025 mowing contract year for the new school property (includes non-athletic/athletic fields, Tiger Park, and overall school property) as compared to 2024 thus that location increased between contract years. Parks and Recreation Director Chris Kudera recommends awarding the bids as follows and for the contractor to begin on Monday, March 24, 2025.

Andrew's Lawncare LLC

Persimmon Ridge Walkway and Five Points - \$187
Waste Water Plant - \$347
Total Mowing Cycle - \$534

Lawn-Jon Landscape

Senior Center - \$55
Lincoln Park - \$100
McKinney Center - \$110
Vines Farm - \$60
Town Annex - \$60
Mountain View Estates - \$60
Total Mowing Cycle - \$445

Jones Lawncare

Wetlands, Persimmon Ridge Park - \$500
Mill Spring Park - \$50

Washington County Courthouse - \$60
Depot St. Park - \$40
Main St. Village - \$40
Barkley Creek - \$50
Library and Visitor's Center – \$95
Town Garage - \$60
Total Mowing Cycle - \$895

Truscapes

11E Medians - \$420
Stage Road Park - \$75
Meadows Subdivision - \$120
Jonesborough Elementary School and Ball Fields- \$1,200
Cemeteries - \$180
Total Mowing Cycle - \$1995

Snapp's Lawncare

Persimmon Ridge Ball Fields - \$389
Tiger Park Athletic Area - \$389
Total Mowing Cycle - \$778

Total Per Mowing Cycle - \$4,647

At fifteen (15) weeks, this would be a total for the spring 2024-2025 fiscal year of \$69,705. At seventeen (17) weeks, this would be a total for the fall of 2025-2026 fiscal year of \$78,999. The total mowing per calendar year \$148,704. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to approve the 2025 mowing bids, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of a Food Vendor for the 2025 Wetlands Water Park Season. Bids were received on November 4, 2024, and two bids were received US Foods and Performance Foods. Park and Recreation Director Chris Kudera evaluated the two bids received and recommends awarding the contract to US Foods. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve awarding the food contract bid for the 2025 Wetlands Water Park season to US Foods, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of pricing for the 2025 Wetlands Water Park Season. The prices are related to admissions, season passes, and facility rentals, with a consistent increase in costs yearly for labor, materials, maintenance, proposed improvements, etc., modest increases as presented are considered reasonable and very competitive to the region. The prices are as follows:

Admissions

Adults - \$13, Children and Seniors - \$11

Definition of a Child for Pricing – Any guest under 48 inches is considered a child and would receive the reduced admission price of \$11. Guest 48 inches and taller, who can enjoy full access to all water slides would pay the adult rate of \$13.

Season Passes

Adults - \$90, Children and Seniors - \$70

Gold Level Season Pass - \$120 for all ages, and includes the following exclusive benefits:

- Four (4) Bring-a-Friend passes - \$44 value
 - 16oz Wetlands cup with \$1 refills all season
 - Early Park Access: 30 minutes before opening (excluding Sundays)
- The Gold Level Pass will offer additional perks for frequent visitors, enhancing their experience while providing added value.

Facility Rentals

1. Monday-Thursday Rentals

2-hour party: \$650

3-hour party: \$850

2. Friday-Sunday Rentals

2-hour party: \$700

3-hour party: \$900

3. Federal Holiday Rentals

Limit holiday rentals to 2-hour parties only with a flat rate of \$900. This rate adjustment will yield a profit of approximately \$189.50 or 21%, better covering additional holiday wage costs.

Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the Admission Prices, Season Passes including new Gold Level Pass, and Facility Rentals for the 2025 Wetlands Water Park Season, as presented. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was approval of a formal five year contract with Coca-Cola for the following programs and facilities: Wetlands Water Park, Jonesborough Youth Soccer, Jonesborough Little League, The Jackson Theatre, and the upcoming addition of the Tiger Park Concession Stand. The contract will include annual sponsorship and rebate program, participating programs and facilities, and expansion opportunities. This agreement provides a stable revenue stream and supports efficient beverage service management across town facilities. The annual sponsorship, rebate program, and expanded vending options will contribute positively to the department's financial health and service quality. Mayor Vest asked the Aldermen if they had any questions or comments. Town Attorney Jim Wheeler said Tiger Park is

exclusive to Jonesborough K-8 School and the Washington County Department of Education. Jim Wheeler recommended that Tiger Park be excluded from proposed Coca-Cola contract. With there being no further comments, Mayor Vest called for a motion. Alderman Countermine made the motion to approve the 5-year contract with Coca-Cola as presented and with the exclusion of Tiger Park. Alderman Causey seconded the motion and it was duly passed.

INSERT CONTRACT

The next item on the agenda was approval of Resolution(s) for the TDEC 2024 Recreation Trail Program (RTP) Grant for Administrative Services and Engineering Services. The BMA approved a Resolution on May 13, 2024 authorizing the Town of Jonesborough to apply for TDEC's 2024 Recreation Trails Program (RTP) grant to develop recreational trails. The goal of this project is to construct an 8-foot wide, 3,000 linear foot paved trail from Mill Spring Park to Stage Road Park, traveling along Little Limestone Creek and undeveloped natural areas. The Town's application has been funded and in accordance with State procurement documentation guidance, Request for Qualification letters were sent to at least three administration firms and three engineering firms. Letters for administration were sent to Grassroots Planning and Management, Community Development Partners, LLC, Vantage Consulting Services, and GWB Planning and Management. Letters for engineering were sent to GRW Engineers, Inc, Ardurra Engineering, Robert Campbell and Associates, and DTWood Engineering, Inc.

The Town received one response each for RFQs on administration from Community Development Partners LLC and two responses on engineering from DTWood Engineering, Inc., and GRW Engineering. Staff completed the required evaluation/scorecard based regarding qualifications (see attached scoring). All companies scored very high and have a long history of providing great services in their respective capacities to the town. As to the engineering evaluations, DTWood scored higher due in most part to Mr. Todd Wood's over 2 decades of working intimately with the Town of Jonesborough on sidewalk/walking trail programs both for public and private projects and uses, and the town's comprehensive long range walkway projects like the current First Frontier Trail project.

Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to approve Resolution No. 2024-09 for the Administrative Services of Community Development Partners, LLC for the Town's 2024 RTP grant project and Resolution No. 2024-10 for the Engineering Services of DTWood Engineering, Inc. for the Town's RTP grant project, as presented. The motion was seconded by Alderman Causey and was duly passed.

INSERT 2 RESOLUTIONS

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR