

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

NOVEMBER 8, 2021

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, November 8, 2021, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The only item on the Public Hearing agenda was an amendment to Title 11, Chapter 5 of the Jonesborough Municipal Code Section 11-519, B-2 (Central Business District). There were no comments.

The Public Hearing was closed.

PAT RYDER, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

NOVEMBER 8, 2021

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, November 8, 2021, 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 Pat Ryder, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The next item was the Consent Agenda. Mayor Vest said there was one revision to the Consent Agenda, Item 7-h – Personnel – Equipment Operator II in the Water Distribution by adding “and obtaining CDL license within 90 days of hire”. Mayor Vest

asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none. Alderman Countermine made the motion, seconded by Alderman Callahan, and duly passed, to approve the following items on the Consent Agenda including the revision for Item 7-h:

1. Approve the minutes for the August 9, 2021 – Regular Meeting, August 19, 2021 – Called Meeting, and August 26, 2021 Called Meeting.
2. Approve the following October 2021 list of bills for payment:

<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
100291-100385	145,724.36	
100386-100413	20,411.38	
100414-100415	1,300.00	
100416-100417	1,384.93	
100418-100480	58,409.09	
100481-100503	24,369.21	
100504-100573	141,403.63	
100574-100586	148,998.89	
100587	2,935.91	
100588-100589	<u>53,5223.84</u>	
	\$598,461.24	
63015-63073	108,329.70	
63074-63076	4,917.10	
63077 (VOID)	0.00	
63078-63079	750.00	
63080-63081	477.69	
63082-63099	35,642.46	
63100-63101 (VOID)	0.00	
63102-63115	25,199.94	
63116-63165	278,655.56	
63166-63167	4,417.03	
63168	<u>2,721.34</u>	
	\$461,1100.82	
9370-9387		13,404.99
9388		3,797.35
9389-9394		4,077.10
9395-9410		<u>19,458.18</u>
		\$40,737.62

3. Approve the following Operations Manager Report:

Worked progress on the JRT. I completed a final walkthrough and punch list for the contractor. There are a few issues to correct, but the project is completed.

The footbridge at Main Street Café is completed. The Street Department did an excellent job on this project. Parks and Recreation will stain the bridge the week of November 01.

The sidewalk has been extended and the brick pavers have finally been delivered. The mason is scheduled to mortar the pavers the week of November 08.

We have also added an additional parking spaced in conjunction with this project.

We have completed the brick work on the first baseball field at Persimmon Ridge Park. We will attempt to finish the field over the winter with current staff as we have not been able to get the inmate labor from the prison.

We were able to complete the paving project on East Main Street. The Washington County Highway Department did an excellent job. We paved East Main from the Town's corporate limits to Clay Avenue. We also paved Vines Drive and Andrew Jackson Lane.

BrightRidge is scheduled to install the electrical outlets the week of November 01 in the downtown business district. This will allow us to place Christmas lights in all the trees this year for the holiday season.

4. Approve the following Committee Report: Historic Zoning Commission.
5. Approve the following Supervisor Reports: McKinney Center, MBM Outreach Program Director, Building Inspector, Fire Department, Senior Center, Police Department, Solid Waste and Recycle, Parks and Recreation, Water Distribution, Marketing and Promotions Coordinator, Visitor Center and Facilities Rental Manager, Water Treatment, Animal Control, and Street Department.
6. Accept the following employee resignations:
 - (1) Mitchell Roth, Water Treatment Plant, effective October 15, 2021
 - (2) Jacob Anderson, Fire Sergeant, effective October 23, 2021
 - (3) Logan Murdock, Public Safety Officer, effective October 29, 2021
 - (4) Brian Tapp, Building Inspector, effective November 19, 2021
 - (5) Heath Rutherford, Water Treatment Plant, effective November 15, 2021
7. Approve the promotion of Will Beagle to Fire Sergeant at Grade 11 Step 2 (\$35,761).
8. Approve the appointment of Phillip Wilson as a Firefighter at Grade 9 Step 1 (\$31,492), contingent upon successful completion of all pre-employment requirements.

9. Approve the appointment of Mitchell Hyatt as a Water Plant Operator I (non-certified) at Grade 7 Step 1 (\$28,564), subject to completing all pre-employment requirements.
10. Approve the appointment of Lisa Buckingham for the part-time GIS Mapping Internship position in the Water Distribution Department at \$15.00 per hour, subject to all pre-employment requirements being met.
11. Approve the appointment of Trevor Edwards for the part-time GIS Mapping Internship position in the Water Distribution Department at \$15.00 per hour, subject to all pre-employment requirements being met.
12. Approve the appointment of James Casey as an Equipment Operator I in the Water Distribution Department at Grade 5, Step 1 (\$25,909), subject to all pre-employment requirements being met.
13. Approve the appointment of Joshua Mould as an Equipment Operator II in the Water Distribution Department at Grade 7, Step 3 (\$30,304), subject to all pre-employment requirements being met, and obtaining his CDL license within 90 days of hire.
14. Approve the Resolution authorizing the participation in Public Entity Partner's James L. Richardson Drivers Safety Matching Grant Program, resulting in a \$4,000 grant to be matched by budgeted funds.

Insert Resolution

15. Approve the bid from Sansom Equipment Company for a Valve Maintenance Machine for the Water Distribution Department at a total bid of \$58,500.
16. Approve the purchase of a utility trailer for the Water Distribution Department for the purpose of transporting equipment to the worksite in the amount of \$8,000 to be taken from capital funds remaining from the excavator purchase.
17. Acknowledgement of State Form CT-0253 Debt Obligation Report, General Obligation Bond Anticipation Note, Series 2021A, in the amount of \$2,832,100 related to the Jackson Theatre Project.

The next item on the agenda was the approval of the Financial Report. Mayor Vest said the sales tax collection are still solid, and asked the Aldermen if they had any comments. There being none, the motion was made by Alderman Dickson, seconded by Alderman Callahan and duly passed, to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Vest said he attended the grand opening of McCleod Organics located on East Main Street.

Mayor Vest announced that the Groundbreaking Ceremony of the new Jonesborough K-8 School project will be held at 4:00 p.m., Tuesday, November 9th, and invited everyone to attend. Mayor Vest said the paving of East Main Street and the foot bridge behind the Main Street Café has been completed and the public works crews did an outstanding job on those projects.

Mayor Vest presented read a proclamation proclaiming November 8, 2021 to be the United Way of East TN Highlands Local Kick-Off Day in the Town of Jonesborough and presented the proclamation to Lester Lattney and Leslie Salling. Mayor Vest asked Mr. Lattney and Ms. Salling if they had any comments. Lester Lattney and Leslie Salling expressed their thanks and gratitude to Jonesborough, Tennessee's oldest town, for the continued support of United Way of East TN Highlands.

INSERT PROCLMATION

Mayor Vest asked to Roger Gentry to come forward to accept the Employee of the Month Award. Mayor Vest read the following nomination letter:

I would like to nominate Roger Gentry for Employee of the Month. Roger has integrity, a solid work ethic, he's flexible, caring, on time, easy going, detail oriented, and always thinking ahead, these are all words and phrases that describe this nominee. Roger demonstrates commitment to his work every day through a range of actions and activities. First and foremost, he is always punctual and arrives before the rest of staff daily, consistently ensuring that Jonesborough Town Hall and the McKinney Center are ready to serve the public each and every day. There are days Roger is pulled from his regular routine to fill in at the Garage Service Center or somewhere else downtown. He stays positive and always without hesitation chips in and assists with anything necessary for the day-to-day operations. He always says 'yes', regardless of the complexity or frequency of tasks. He's been unflappable with the increased demands created by COVID and the growing use of the McKinney Center. Roger takes pride in the appearance and safety of the McKinney Center. His upbeat spirit and attention to detail maintains a positive presentation for the McKinney Center. He is proactive with space management and ensures that rooms are always set-up for classes, special events and rentals. He continually thinks ahead regarding the set up and how the room should look and function Roger goes above and beyond by also attending to the grounds at the McKinney Center. He blows leaves in the fall, and shovels snow in the winter months. During spring and summer, he weeds the flower beds, cleans out dead flowers and blooms and disposes of the debris in the appropriate way. He has taken initiative to repaint baseboards, chair rails, doors, windows and banisters in the McKinney Center as soon as he notices signs of wear. He always pays attention to the safety of not only the employees, but also visitors who come into the McKinney Center by replacing blown light bulbs and broken equipment, and usually has things repaired before anyone asks for the replacements to be done. His extensive skill set means the McKinney Center does not need to call on outside help for service and repairs. Over the past few years, Roger has become a vital part in helping with our art exhibits, not only does he keep our exhibit panels and pedestals clean, painted and looking good, he

installs the lighting and helps arrange panels and helps hang heavy pieces when necessary. Roger always helps carry in art work for artists exhibiting their work. COVID has increased the number of tasks required of Roger (which include daily sanitizing of common surfaces and disinfecting of shared air spaces). The new efforts needed for COVID are in even greater demand as classes, students are surging. Roger expends a tremendous amount of energy every day as he makes sure the Center is safe and functional. Visitors are impressed and often comment on the overall look of the McKinney Center, and staff are confident when addressing questions from potential renters and participants. The best characteristic about Roger is that he displays a jolly demeanor each day. He is personable and speaks to visitors and helps ensure that everyone who walks through our door has a pleasant experience. I would like to recommend Roger Gentry as Employee of the Month because he deserves this recognition and this would be an honor for him. Respectfully submitted by, Theresa Hammons, Director, McKinney Center

Mayor Vest asked Roger Gentry if he had any comments. Roger Gentry said it is easy to work with the staff of the McKinney Center and appreciates the award.

Mayor Vest said Committee Appointments was the next item on the agenda, and recommended the following appointments:

Jonesborough Planning Commission – Appoint Bill Graham to fill an unexpired term (October 2022), due to the resignation of a commissioner.

Employee of the Month Committee – Appoint Deborah Kruse to fill the vacancy due to the resignation of a committee member.

McKinney Center Advisory Committee – Appoint Austin Yarber to fill an unexpired term (April 2023), due to the resignation of a committee member.

Senior Center Advisory Board – Appoint Linda Bradley and Hing Wong to fill 2 vacant positions on the Advisory Board, with terms ending November 2024.

Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion to approve the committee appointments as presented, seconded by Alderman Countermine and duly passed.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson asked if staff does an exit interview when someone resigns. Glenn Rosenoff said not all the time, but that it would be a good idea to start doing them. Mr. Rosenoff said the recent trend is that employees are working remotely and moving out of state. Alderman Dickson said that even on the regional level employers are looking at ways in retaining employees to keep them in this area.

Alderman Countermine said he gets a lot of calls asking when the recycling program will begin and also traffic concerns in the downtown area. Glenn Rosenoff said that we have budgeted for two part-time workers and one full-time driver/worker. Mr. Rosenoff said he has talked with Solid Waste and Recycling Director Jeff Thomas in regards to the extra budgetary cost in the possibility of looking at a full-time worker. Craig Ford said we currently have one part-time recycle worker, but he cannot work full-time. Mr. Ford said the driver/worker position requires a CDL driver's license. He said it is a very competitive market in getting CDL drivers right now. Mr. Ford said the Town is like a lot of other businesses and that it is just very hard recruiting employees right now.

Glenn Rosenoff said the Traffic Advisory Committee recently met and discussed a lot of different roads and streets including downtown and the volume of traffic on Main Street. Mr. Rosenoff said they are looking at a road "diet" plan such as how can you control speed without speed bumps. He said they looked at the intersection of Boone and Main streets, and are reviewing plans that had been presented in the past and how we can make it harmonious for everyone. Mr. Rosenoff said they have the traffic counts on Main Street and the Traffic Committee will be reviewing the situation and ways in resolving to get the traffic slowed down.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Attorney Wheeler asked the Board to add an item to the agenda in regards to an addendum agreement to the Facility Rental Policy – Covid-19 Addendum between the Town and an event holder. Attorney Wheeler reviewed the addendum agreement with the Board and noted a minor change to the policy. Attorney Wheeler stated that the policy is meant to protect the Town when entering into rental agreements with renters. Alderman Countermine made the motion to add to the agenda the Facility Rental Policy Agreement the COVID-19 Addendum, seconded by Alderman Causey and duly passed. Mayor Vest asked the Aldermen if they had any further questions or comments. There being none, Alderman Dickson made the motion to approve the COVID-19 Addendum to the Facility Rental Policy Agreement as presented, seconded by Alderman Countermine and duly passed.

INSERT ADDENDUM

Citizens Comments was the next item on the agenda. Mayor Vest asked if there were any citizens present who wanted to address the Board. Susan Fowler, 204 East Main Street, addressed the Board in regards to traffic concerns at the intersections of Boone Street, East Main Street and Spring Streets, as well as speeding, vehicular noise and other traffic issues. Ms. Fowler said she wanted to convey her thoughts to the BMA, which are: (1) Consider changing the speed limit to 15 mph in the downtown Historic District; (2) Invest in radar solar speed limit signs in downtown and other areas; (3) A police officer presence – Monday through Friday between 6:00 a.m. to 8:00 a.m. and 3:00 p.m. to 6:00 p.m.; and (4) Cross walk buttons to push and light up to let vehicles know a pedestrian is crossing. Mayor Vest thanks Susan Fowler for her comments.

Ruth Verhegge, 601 West Main Street, announced that the Flag Retirement Ceremony will be held at 2:00 p.m., Sunday, November 14th, in the Post Office parking lot and invited everyone to the ceremony. Ms. Verhegge noted that they have retired over 25,000 flags.

Ernest McKinney, 119 North Lincoln Ave; Sherrill Lyon, 269 East Main Street; Brian Mills, 232 East Main Street; and Jonathan Adams, 269 East Main Street, addressed the Board and asked that sidewalks be installed up East Main Street, traffic issue concerns and that speed tables that were removed due to the paving of East Main being reinstalled as quickly as possible.

Kim Helvey, 100 Woodrow Ave, introduced herself to the Board, and said they have purchased the Bledsoe House, and wanted to convey what a great and friendly town Jonesborough is and they look forward to being a part of the Town.

Brian Mills, 232 East Main Street, asked if there was a current listing of all of the Airbnb in Jonesborough. Mr. Mills said he runs a Bed and Breakfast and it would be nice to know if everyone was operating on the same guidelines, that he had to jump through all the “hoops” to become a Bed and Breakfast and feels the Airbnb should have to do the same. Glenn Rosenoff said as far as the Airbnb, the filing is the same as a hotel under the hotel/motel tax. Mr. Rosenoff said he will consult with the Town’s Attorney on the Ordinance that ordained hotel/motel tax for the Town originally to find out if the ordinance captures Airbnb as part of the hotel/motel tax.

Dana Helvey, 100 Woodrow Ave, addressed the Board. Mr. Helvey said he and his wife operated an Air B&B in Colorado and there is a difference in comparison between a VRBO and an Air B&B because the Airbnb handles the lodging tax

Mayor Vest thanked the citizens for their comments.

The only item under Old Business was second and final reading of an Ordinance amending Title 11, Chapter 5 of the Jonesborough Municipal Code Section 11-519, B-2 (Central Business District). Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Dickson made the motion to pass on second and final reading of an Ordinance amending Title 11, Chapter 5 of the Jonesborough Municipal Code Section 11-519, B-2 (Central Business District).

INSERT ORDINANCE

The first item under New Business on the agenda was first reading of an Ordinance rezoning McCoy Family property (4.78 acres) along Headtown Road and East Jackson Blvd, Parcel 225.03 Washington County Tax Map 52, from B-1 (Neighborhood Business) and B-3 (Arterial Business District) to B-3 (Arterial Business District). Mayor Vest asked Glenn Rosenoff for comments about the proposed rezoning. Glenn Rosenoff said the rezoning request is to tweak the parcel which is a split zone, from B-1 and B-3, to B-3. Board members discussed the zoning, the Town’s

landscaping requirements in this area and inquired about the prospective development for this property. Attorney Jim Wheeler said you cannot tie a development's specific use for approval or disapproval of a rezoning request. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Callahan made the motion to approve on first reading an Ordinance rezoning McCoy Family property (4.78 acres) along Headtown Road and East Jackson Blvd, Parcel 225.03 Washington County Tax Map 52, from B-1 (Neighborhood Business) and B-3 (Arterial Business District) to B-3 (Arterial Business District). The motion was seconded by Alderman Countermine and duly passed.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance rezoning McCoy Family property (1.84 acres) along Headtown Road and East Jackson Blvd, Parcel 225.04 Washington County Tax Map 52, from B-1 (Neighborhood Business) and B-3 (Arterial Business District) to B-3 (Arterial Business District). Mayor Vest asked the Board to defer this rezoning. Alderman Countermine made the motion to defer action on the rezoning request, seconded by Alderman Callahan and duly passed.

The next item on the agenda was approval of the Cabin Caretaker Lease Agreement at Persimmon Ridge Park with Public Safety Officer Cody Arnold. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion to approve the Cabin Caretaker Lease Agreement at Persimmon Ridge Park with Public Safety Officer Cody Arnold as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of an Interlocal Cooperation Agreement First Judicial District Drug Task Force including a contribution \$2,000 for membership in the DTF with the agreement taking effect as of July 1, 2022. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion to approve the Interlocal Cooperation Agreement First Judicial District Drug Task Force including a contribution \$2,000 for membership in the DTF with the effective date of July 1, 2022. Alderman Causey seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of a Hydrant Meter Rental Policy with a meter rental fee of \$50.00, plus the cost of water used at the current approved water rate schedule fee per gallon. Mayor Vest said he feels the \$50 rental fee is not enough. Mr. Rosenoff stated that the policy can provide for a different rental rate between residential use and commercial use. Board members discussed the rental fee charge amount between residential and commercial use, and the water cost that is billed. The question was asked if some of these meters are currently in place. Mr. Ford replied yes.

Mayor Vest asked the Aldermen if they had any further comments or questions. There being none, Alderman Countermine made the motion to approve the Hydrant Meter Rental Policy with a meter rental fee of \$50.00 for residential use (non-refundable), \$100.00 for commercial use (non-refundable), plus the cost of the water usage at the current approved water rate schedule fee per gallon, Alderman Causey seconded the motion and it was duly passed.

INSERT HYDRANT POLICY

There being no further business the meeting was duly adjourned.

PAT RYDER, RECORDER

CHUCK VEST, MAYOR