

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

NOVEMBER 9, 2020

Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, November 9, 2020, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Adam Dickson led the group in an opening Prayer and 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 said he wanted to briefly explain what the Consent Agenda is; it is generally used to expedite approval of items of a general nature, for example, previous meeting minutes, list of bills for payment, Town staff and committee reports, personnel items, and approval of bids.

Mayor Vest said he would like to remove Consent Agenda Item 7-b Personnel – Public Safety Dispatcher due to staff being contacted by the applicant declining the position, and pull for discussion Item 11 Purchase of Audio and Microphone Replacements for the Board Meeting Room. Mayor Vest asked the Aldermen if there were any items on the Consent Agenda they wanted pulled for discussion. There being none, Alderman Callahan made the motion, seconded by Alderman Causey and duly passed, to remove Consent Agenda Item 7-b Personnel – Public Safety Dispatcher and pull Item 11 Purchase of Audio and Microphone Replacements for the Board Meeting Room for discussion, as requested by Mayor Vest.

Mayor Vest called for a vote for approval of the remaining Consent Agenda items, Alderman Countermine made the motion, seconded by Alderman Callahan, and duly passed to approve the following items:

1. Approve the minutes of the October 13, 2020, Regular Meeting.
2. Approve the following October bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
RESOURCES	1802.09
ALFAC	3370.28
ALSCO	81.82
AMERICAN GENERAL LIFE	62.28
AMERICAN LIGHTING	395.48
ANDY OXY COMPANY, INC.	250.00
APPALACHIAN LIGHT & PRO	1200.00
APPLIED MAINTENANCE	236.48
ARCADIA PUBLISHING, INC	817.08
ARCHER BROTHERS GARAGE	110.00
ARCHER ELECTRIC SERVICE	1808.00
AULICK CHEMICAL SOLUTION	14410.40
AUTO ZONE #2087	127.13
BALLAD HEALTH BUSINESS	2659.00
BALLAD HEALTH REHAB	359.10
BANK OF TENNESSEE	8982.12
BATTERIES OF NC & SWS.	5767.54
BATTERIES OF NC, LLC	2357.57

<u>BHMA OCCUPATIONAL MEDIC</u>	920.00
<u>VENDOR</u>	<u>AMOUNT</u>
BILLY J. CHESNUT	21.88
BLAIR	289.17
BLICK ART MATERIALS	18.07
BLUE CROSS-BLUE SHIELD	96478.49
BLUE WATER INDUSTRIES	1476.13
BOBCAT	93.94
BRENNTAG MIDSOUTH INC.	1385.10
BRETT SEAN MCCLUSKEY	50.00
BRIGHT & ASSOC	800.00
BUILDERS FIRST SOURCE	29516.57
C & C MASONARY SUPPLY	271.69
CENTRALIZED CHILD SUPPORT	734.09
CENTURYLINK	758.92
CHAPPELL'S PEST CONTROL	50.00
CINTAS CORPORATION #202	1371.59
CINTAS FIRST AIR & SAFE	303.57
CITY ELECTRIC SUPPLY	217.94
COMPANION LIFE INSURANCE	1043.70
CONSOLIDATED PIPE & SPL	6047.20
CORECHEM	5353.60
DAKOTA STEPEN CONKLIN	20.00
DATA DRIVEN	5569.73
DENNIS DWAYNE BROOKS	700.00
DICKIE GENE WIENS	80.00
EAST TN RENT-ALLS	300.00
ECOSAFE LANDFILL YA	7816.73
FAIRWAY MANUFACTURING	285.32
FERGUSON ENTERPRISES #5	23696.99
FIRST HORIZON BANK	3792.73
FLEENOR SECURITY SYSTEM	432.00
FOSTER SIGNS	1536.00
G & C SUPPLY CO, INC	5931.60
GABBY SHAW	46.99
GALL'S LLC	236.40
GENERAL RUBBER & PLASTIC	1056.00
GENERAL SESSIONS COURT	217.50
GENERALSHALE MSC 30523	2722.90
GLENN C ROSENOFF	500.00
GRAY GLASS	883.67
HAYES PIPE AND SUPPLY	11554.30
HEISSE JOHNSON HAND UP	104.07
HOMESTEAD FOLK TOYS	295.50
HOUSE & HOME BUILT-INS	180.00
HUTTON ADVERTISING	2888.00
INDEX DISTRIBUTION, INC	1010.48
INTERNATIONAL STORYTELLING	58.20
JANCAROL PUBLISHING, INC	192.42
JARED L CHRISTIAN	225.00
JONES LAW CARE	650.00
JONESBOROUGH HRA	6131.00
JONESBOROUGH LOCALLY	435.19
JONESBOROUGH SENIOR CENTER	82.89
JONESBOROUGH/WASHINGTON	3757.00
JOURNAL COMMUNICATIONS	1192.00
JULIE AUGSBURGER	29.97
KATHRYN HESS GROGG	39.00
KIMBALL MIDWEST	717.24
KMAN TRANSPORT LLC	450.00

LABTONX INC	1518.87
LIBERTY NATIONAL	3021.76
<u>VENDOR</u>	<u>AMOUNT</u>
LOWE'S	2586.40
MAHONEY'S SPORTSMAN'S	2936.85
MAIL WORKS, INC.	5378.08
MARILYN BUCHANAN	50.00
MATTHEW BENDER & CO	49.16
MEAD EQUIPMENT	1224.13
MHC KENWORTH – KINGSPORT	113.50
MITCH TRIPLETT	850.00
MOTOROLA SOLUTIONS, INC	4863.42
MUNCIPAL EMERGENCY	17412.19
NATIONWIDE RETIREMENT	1975.00
NATIVE GROUND MUSIC	406.76
NOLICHUCKY PRODUCE	750.00
NORTHEAST TN TOURISM	5000.00
NUVISION MARKETING	200.00
O'REILLY AUTOMOTIVE INC	12.48
OFFICE DEPOT BUSINESS A	627.45
OKLAHOMA CENTRALIZED	23.07
OLD SCHOOL AUTO PARTS, I	2982.50
OLDE TOWN HARDWARE	67.40
OLDE TOWN SMALL ENGINE	368.90
ORIENTAL TRADING CO	30.96
OSBORNE ELECTRIC INC.	993.00
OVERMOUNTAIN PRESS	653.22
PACE ANALYTICAL NATIONA	423.00
PARDUE PHOTOGRAPHICS	500.00
PAT SHEETS	80.00
PERRY'S ENTERPRISES, IN	399.77
PETE'S REFRIGERATION	404.00
PHILLIPS LANDSCAPING	1597.50
PHYLLIS ANNE FABOZZI	150.00
PORTER'S TIRE STORES	953.52
PRINT DISTRIBUTION SERV	937.50
QUALITY TROPHY & ENGRAVING	39.00
RED WING SHOE STORE	200.00
REGIONS BANK	65709.38
REINHART FOODSERVICE LL	2279.52
RELENTLESS LLC DBA DESE	1198.00
RELIANCE STANDARD	488.44
RICOH USA, INC.	787.14
ROBINB BEALS	2725.00
SHARP BUSINESS SYSTEMS	12317.26
SHRED-IT	54.79
SNOWDEN'S SIDING, ROOFING	500.00
SPECIALIZED OPERATIONS	1470.99
SPECTRA ENVIRONMENTAL	99.99
STANDARD FORMS	139.71
STOWERS	3614.34
SUMMERS HARDWARE	108.80
TARGET SOLUTIONS LEARNING	1495.04
TRI-FISCAL SERVICES	116.00
TENNESSEE LOGOS, INC.	1333.18
THE DYCHO COMPANY, INC.	486.04
THE HOME DEPOT PRO	85.80
TN BUREAU OF INVESTIGATION	58.00
TN DEPT OF SAFETY	712.50
TOWN OF JONESBOROUGH	10000.00

TRACTOR SUPPLY CREDIT	79.99
TRANSUNION RISK	213.90
TRI-CITY BEVERAGE CORP	148.00
<u>VENDOR</u>	<u>AMOUNT</u>

TRICOR	101.70
TRUBLU TACTICAL	3895.19
TRUCKPRO LLC	227.98
UNITED PARCEL SERVICE	51.23
UNITED WAY	508.50
USA BLUE BOOK	895.04
UTILITY SERVICE CO., IN	7485.39
VALLEY EQUIPMENT	933.00
VERIZON WIRELESS	2645.02
VOLUNTEER FLAG & SAFETY	89.97
WAKESTON BOOKS	135.55
WASHINGTON COUNTY HIGHWAY DEP	3115.20
WASHINGTON FARMERS CO-OP	1384.47
WASTE MANAGEMENT	2460.46
WAYPOINT ANALYTICAL	235.00
WHITE'S AUTO PARTS	244.65
WILLIAMS ELECTRIC	143.95
WISEMAN'S INC	1286.95
WORLDWIDE – JOHNSON CITY	49.25
10-8 VIDEO	7999.95
	487,966.52

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
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97196-97294 AP	161,352.35		
97295-97315 AP	6,259.17		
97316-97328 AP	8329.27		
97329-97340 VOIDED			
97341 AP	17,143.00		
97342-97351 AP	16,331.16		
97352-97365 AP	33,293.99		
97366-97374 AP	2,908.17		
97375 AP	868.00		
97376-97396 AP	10,316.07		
97397-97402 AP	7,004.68		
	263,805.86		

61362-61431 AP		149,246.24	
61432-61437 AP		4,753.32	
61438-61441 AP		2,689.46	
61442-61449 AP		63,261.64	
61450-61450 AP		70,608.51	
61460-61469 AP		501,219.77	
61470 VOID			
61471-61474 AP		7,487.10	
		799,266304	

8948-8972 AP			22,297.58
8973 AP			40.00
8974-8975 AP			305.44
8976-8978 AP			3,441.17
8879-8981 AP			795.89
8982 AP			200.00
8982 AP			231.63
			27,311.71

3. Approve the following Operations Manager Report:

Upon approval of the Board of Mayor and Aldermen to fund some projects at last month's regular meeting of the Board of Mayor, I met with the Street Department to begin construction of the bridge at Mill Springs Park.

The old bridge has been removed from the property and the steel I-beams have been put in place. We have the materials on order, but due to the current climate, we have been informed that it could be 6 to 7 weeks before we get the new materials.

There is some good news to this. The majority of the materials for the Mill Springs bridge came in at \$4699.83. We have most of the material for the Main Street Café bridge, so it appears at this point that we will be able to replace both bridges for under \$10,000.00. This will free up \$15,000.00 in the capital outlay note for another project.

I worked this month on talking with each of the three property owners involved in the Anderson Road/West College Street project. I wrote the public/private partnership agreements and each of the property owners signed the agreement after meeting again with each one of them.

We have the start date for this project at November 04, 2020. At the start of the project, Wolfe Tree Company will be removing the trees along West College that are in the power and phone lines. This will probably take 2 to 3 days.

Once Wolfe Tree finishes with this part of the project, we will begin doing the grade work. It is my plan to have this project finished by Thanksgiving. There is no reason why we should not be able to finish this project by then, so long as we do not have a stretch of inclement weather.

At the risk of repeating myself from last month, we worked with the private contractor to complete the foundation block work on the Education Building at Lincoln Park. He also completed the brick wrap of the columns on the addition at the Senior Center. Our staff completed the "rough-in" plumbing at both the Education Building and the Pavilion.

I have met with Don Bacon, contractor, a couple of times this month for the purpose of doing a "walk-through" and answering questions regarding the addition to the JRT. He is currently working on developing a quote to complete the work on the JRT.

I have been in contact with Charlie Baines, Solid Waste Director for Washington County, regarding an agreement between the Town and County on the roll off truck and receiving brush from county residents. As soon as I can get the agreement completed, we can move forward with it. At this point at least, everyone is in agreement.

I have worked with Malcolm on an updated material list for the Shell Road project. The numbers are looking good so far on this project as well. I would like to get the materials purchases over the winter.

I would prefer not to start this project until late winter or early spring. Weather is always a factor in trying to pave. If we can't get it paved over winter, I would prefer not having the road torn up that long. If we wait until spring, we should be able to get asphalt at any number of vendors.

The Main Street water line upgrade has been completed to Lincoln Avenue. Water Distribution has already started on the final phase between Lincoln and Clay. Once this is completed, we will have upgraded the main water line on Main Street from Headtown Road to Washington Drive.

With respect to this final phase, we will be finished prior to the county paving project. We will be out of the road by the time they get here. Speaking of which, I believe the County Highway Department is behind and I will be surprised if they don't complete this project until spring.

I spent a couple of days with our intern this past month. He is a delight to work with.

The Senior Center project is almost complete. There was a problem with the roof metal and the contractor is waiting on this material. Once it arrives, he will be able to make quick work of it and complete this project.

I participated in a couple of meetings this month with the Washington County water task force. We finally presented them with a preliminary figure on a county work crew and equipment. We advised them that these figures were subject to Board approval and nothing was set in stone until the Board of Mayor and Aldermen approved the personnel costs. They understood, but needed at least an estimate in order to move forward on their end to see if it would be a viable option for them. We will submit the numbers to the BMA if we get a response back from the county.

I have attempted all month to obtain permission to park the recycling truck in the county parking lot off of Jackson Boulevard. I am awaiting an okay from someone in authority.

4. Approve the following Committee Reports: Jonesborough Board of Zoning Appeals, Jonesborough Planning Commission and Historic Zoning Commission.
5. Approve the following Supervisor Reports: Parks and Recreation, Water Distribution, Visitor Center and Facilities Rental Manager, Events Coordinator, McKinney Center, MBM Program Director, Police Department, Solid Waste and Recycling, Water Plant, Building Inspector, Director of Tourism and Main Street, Environmental Services/Wastewater, Street Department, Animal Control, and Fire Department.
6. Accept the following employee resignations, with regrets: Trevor Rice, Marketing and Promotions Coordinator, effective November 3, 2020, and Jerry Davis, Mechanic III (Fleet Maintenance), effective November 6, 2020.
7. Approve the appointment of Cody Arnold as a Public Safety Officer in the Police Department at Grade 10 Step 2 (\$34,059), pending successful completion of all pre-employment requirements.
8. Approve the promotion of Christopher Lawson to Water Quality Specialist in the Water Distribution Department at Grade 8 Step 3 (\$31,819).
9. Approve the appointment and transfer from the Area Agency on Aging Program of Allen Weems (Service Coordinator), to the position of Senior Center Program Director, at Grade 7 Step 7 (\$34,107).
10. Approve the transfer of Cody Hartley from Water Distribution to Mechanic II in Fleet Maintenance at Grade 7 Step 2 (\$29,241).
11. Approve moving Morgan Skidmore from Meter Reader I to Meter Reader II at Grade 5 Step 5 (\$29,160), retroactive to July 1, 2020.
12. Approve the appointment of Mitchell Roth to the position of Water Treatment Plant Operator (non-certified, part-time – 20 hours per week) at Grade 7 Step 1 (\$13.73 per hour), pending successful completion of all pre-employment requirements.

13. Approve the appointment of Gregory Clark to the position of part-time Visitor Center Host I at Grade 1 Step 1 (\$10.25 per hour), subject to all pre-employment conditions being met.
14. Approve the appointment of Kelly Hall to the position of part-time Visitor Center Hostess II at Grade 2 Step 4 (\$11.76 per hour), subject to all pre-employment conditions being met.
15. Approve the participation in the Americorps Volunteer Program for one (1) year for a full-time position at the McKinney Center with the funding of the position through the Mary B. Martin Fund or another alternative funding source.
16. Acknowledgement of the State Debt Obligation Report related to the first interim financing note through Pinnacle Bank for the Jonesborough K-8 School project in the amount of \$2,464,718.
17. Declaration of three Parks and Recreation Department vehicles as surplus: 2001 Chevrolet truck, 2007 Chevrolet half-ton truck, and 1999 red Jeep Grand Cherokee SUV and allow the sale of these vehicles on Govdeals.com; once these vehicles are sold, the proceeds will be utilized for the purchase of two used trucks, in addition to the budgeted mower funds, if necessary. Alderman Causey inquired if Parks and Recreation will have any vehicles left to drive. Operations Manager Craig Ford said they have two decent trucks right now and the purchase of another vehicle will be looked at in the near future.
18. Approve the purchase of the following two vehicles through the Statewide Contract: a 2020 Nissan small 4x4 truck in the amount of \$25,475 for the Meter Department and a 2020 Ford Explorer in the amount of \$29,015 for the Water Distribution Department.

The next item for discussion was Item 11 pulled from the Consent Agenda, the purchase of audio and microphone replacements for the Board meeting room at Town Hall. Mayor Vest asked Cameo Waters, Director of Tourism and Main Street, to address the BMA with information about the purchase of this equipment. Ms. Waters said with the Board meetings now being live streamed, the issue is that with the audio and microphone equipment currently being used, voices are hard to monitor and hear. Ms. Waters said the purchase of new audio and microphone equipment will be a major enhancement for live streaming and a better listening experience for the public. She said she received three quotes on the equipment purchase and after reviewing the proposals, staff chose the low bid from Appalachian Light and Production (ALP) for \$4,349. Ms. Waters said ALP installed the existing equipment and this installation should be a seamless process. Mayor Vest said in the future he would like the Board agenda information to be displayed on the two current monitors in the Board room during meetings including diagrams, schematics, and maps regarding re-zoning and annexation requests. Mayor Vest asked the Aldermen if they had any questions. There being none, Alderman Causey made the motion to approve the low bid from Appalachian Light and Production for the purchase and installation of audio and microphone replacements for the Board meeting room for an amount of \$4,349 to be paid from Small Equipment line item in General Fund Administration and Water Administration. Alderman Countermine seconded the motion, and it was duly passed.

The next item on the agenda was the approval of the Financial Report. Mayor Vest said the August sales tax revenues had come in at 15% higher than last year and overall revenues have been good for the past couple of months. Mayor Vest asked the Aldermen if they had comments or questions. Alderman Countermine said the Finance Report looked good. There being no further discussion, 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 complimented Town staff for getting started on the work projects that were approved by the BMA at its last meeting. Mayor Vest said the Flag Ceremony held on Sunday, November 9th, was a great experience and thanked Ruth Verhegge for organizing the wonderful ceremony and for all the hard work she does with the Flag Committee.

Mayor Vest said he attended the recent School Design Committee meeting and it was very impressive listening to all the ideas being incorporated by the County, the School Board, the architects, and Town staff into the school design.

Mayor Vest asked Cameo Waters to give an update on the new website design. Ms. Waters said staff is working with Net360 on the website, and it is coming along very well and added that all the changes, corrections and updates are taking some time to complete. Alderman Causey asked what the approximate time frame for completion is. Ms. Waters said they are hoping to be finished by mid-December. Mayor Vest asked the Town Administrator to look into the possibility of putting the agenda packet information on the website.

Mayor Vest announced that Tim Banner was nominated for the November Employee of the Month award and read the following nomination letter:

For November 2020, I would like to nominate Street Department Employee Tim Banner for Employee of the Month. The Street Department is a close-knit group, with all being hard working individuals. Tim Banner adds qualities to the team that I would consider to be exemplary. If you know Tim, you already know of his character. Tim is a fine upstanding man, who show cases his character and integrity each and every day, and on every project or task he is involved in. Tim is the type of employee that a department head enjoys seeing on his crew and project. Tim completes each job he is tasked with, and performs with a level of dedication that is rarely seen. To say Tim is a "team player" would be a vast understatement. Tim cares about each co-worker like a brother. Tim is a compassionate and kind soul who has a warm countenance as he meets with Town residents on animal control calls, or when he deals with the motoring public while providing traffic control. Tim is our animal control officer, as well as working on the Street Department crew. Tim can operate various pieces of machinery and snow removal equipment. Tim is always willing to help on any task or project, and you never wonder where Tim is, he'll be right in the center of the project helping in any way possible. Tim is one of those folks you are proud to have representing your work unit, always having a positive attitude and "can do" spirit. Tim is responsible, dependable, considerate and mindful of co-workers, timely, polite and a true asset to our Town. Tim has been with the Town for 11 years now, and has a solid record of good service, dutiful employment and the proper work ethic and attitude. Tim Banner is my choice for Employee of the Month. Tim represents his work unit and Town in a fine manner. Submitted by: Malcolm Highsmith

Mayor Vest thanked Tim for his hard work and dedication to his department and the Town.

Mayor Vest said "the ole gang is back together" and congratulated Alderman Countermine and Alderman Dickson on being re-elected for another four-year term. Mayor Vest said he appreciated the vote of confidence he received, and the increase of 35% in voters shows that people are happy with the Board and staff.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey stated that the Board needs to formally approve Ronquille Joyner in the Community Intern position, and added that Ronquille is doing an excellent and outstanding job. Mayor Vest commented that it was an over-sight that formal approval did not take place during the budget process. Attorney Jim Wheeler said that the Town's Personnel Policy states that the Mayor can only appoint someone in a temporary position for 45 days for emergency purposes only. Mr. Wheeler said that Board would have to add the appointment of the Community

Intern position because it's not listed as an item on the agenda. Mayor Vest called for a motion to add the part-time Community Intern position to the agenda. Alderman Callahan made the motion to add the appointment of the part-time Community Intern position to the agenda, seconded by Alderman Causey, and duly passed. Mayor Vest asked the Aldermen if they had any further comments. There being none, Alderman Causey made the motion to appoint Ronquille Joyner to the Community Intern position, at \$15 per hour with no benefits, 10 hours per week, and retro-active to his first day of employment. The motion was seconded by Alderman Countermine, and duly passed.

Mayor Vest asked the Aldermen if they had any further comments. Alderman Causey requested that when large items, such as vehicles, are purchased, even if they are in the budget and can be bought through the state-wide contract process, that they be brought to the BMA for approval before they are purchased. Alderman Countermine thanked everyone for their votes and their show of support and confidence in him and Alderman Dickson. Alderman Dickson said he is extremely grateful for the vote of confidence; it is a very exciting and joyous feeling to be able to serve the community.

Mayor Vest discussed improvements to Persimmon Ridge Park in regards to the ballfields, campground and general improvements. Glenn Rosenoff said staff would work to put together plans and cost estimates for the updates to the park.

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. Carol Salinas, 303 West Main Street, addressed the Board concerning the street light across the street from her house at the corner of Second Ave and West Main Street. Ms. Salinas said about a year ago she came to the BMA with the same street light issue, and it was repaired and worked for a short period of time but is not working now. Mayor Vest asked if the Town is responsible for fixing the street light. Operations Manager Craig Ford said BrightRidge is responsible for the repairs. Mr. Ford asked Ms. Salinas if the streetlight was a decorative light or a regular street light. Ms. Salinas said a regular street light. Mr. Ford said he would contact BrightRidge to get the light fixed. Carol Salinas said she also had an idea, if it could be a possibility, to ask all the churches in Town to get together and ring their bells at the same time at midnight on Christmas Eve. Mayor Vest thanked Ms. Salinas for her comments and said he would have staff check into the bell ringing.

Jack Van Zandt, 164 New Halifax Street, addressed the Board regarding the alleyway behind New Halifax Street and asked that the drainage issue be looked at to determine if it could possibly be repaired by the Town. Mr. Van Zandt said the drainage is problematic especially during the winter months with the ice on the street. Mayor Vest questioned if that is the Town's responsibility for that alley in New Halifax or the homeowner's association. He said in the past we have discussed about putting gravel in the alley and questioned if we have a partnership agreement. Alderman Countermine said the Town does have a partnership agreement to put new gravel in the alleyway when needed. Town Attorney Wheeler said a determination would need to be made as to the origin of the drainage issue and then where the responsibility lies for the repairs. Mayor Vest asked Town staff to investigate the drainage issue in New Halifax Subdivision.

Town Attorney Comments was the next item on the agenda. Attorney Wheeler said it is his understanding that the Washington County Election Commission will certify the election results on November 23, 2020. Mr. Wheeler said the Town's Charter Meeting will need to be held at the December 14th BMA meeting for the Mayor and two Aldermen to be sworn in for their new terms.

The only item under New Business was approval of bids for the design and printing of the Jonesborough Visitors Guide. Mayor Vest asked Cameo Waters to address the Board regarding this item. Ms. Waters said the visitors guide is a great marketing tool for the Town. She said that staff works with Print Distribution to distribute the guide to 536 locations throughout Tennessee, North Carolina, Virginia, and Kentucky. Ms. Waters said the Marketing Team felt the visitors guide needed a few little "tweaks", updating names of businesses and photographs in keeping with the current

concept and layout, but she added that no major changes were being made to the visitors guide. She said the Team worked diligently to evaluate the Requests for Qualifications (RFQ's) that were received. Ms. Waters said they are recommending that low bid for the design work be awarded to Creative Energy in the amount of \$4,500 and that the low bid for the printing work for the 100,000 guides be awarded to Interstate Graphics in the amount of \$24,933.64. Ms. Waters also noted that the printing project is partially funded by the Tennessee Department of Tourist Development through its Tourism Marketing Grant Program in the amount of \$12,000 and the remaining funds will be paid through the Tourism line item in the FY20-21 budget. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson requested that attention be paid to details regarding the diversity of our Town, community, and region. Mayor Vest asked Ms. Waters to provide the BMA members with a draft copy of the visitors guide for their review before final printing takes place. Mayor Vest asked Town Attorney Wheeler if two separate motions would need to be made for the approval of the bids. Attorney Wheeler recommended separate motions. Mayor Vest asked the Aldermen if they had any further comments or questions. There being none, Alderman Countermine made the motion to approve the low bid for the design work of the Jonesborough Visitors Guide be awarded to Creative Energy in the amount of \$4,500, the motion was seconded by Alderman Callahan, and duly passed. The motion to approve the printing of 100,000 of the Jonesborough Visitors Guide be awarded to Interstate Graphics in the amount of \$24,933.64 was made by Alderman Callahan, seconded by Alderman Dickson, and duly passed.

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

ABBEY MILLER, RECORDER

CHUCK VEST, MAYOR