

BOARD OF MAYOR AND ALDERMEN

CHARTER MEETING

DECEMBER 16, 2020

The Board of Mayor and Aldermen (BMA) met in a Charter Meeting on Wednesday, December 16, 2020, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Vest called the meeting to order.

Mayor Vest asked Chancellor John Rambo to come forward and administer the oath of office to the recently elected members to the Board of Mayor and Aldermen of Jonesborough, Tennessee. Chancellor Rambo thanked Mayor Vest for the opportunity to swear in members of the Board of Mayor and Aldermen and added that in a tumultuous 2020 it appears that the people of the Town of Jonesborough liked what they had and kept what they had. Mr. Rambo congratulated Chuck Vest, Adam Dickson and Terry Countermine on their re-election. He said that it is not often that the Board has no change during an election, and that it is a credit to all the Board members and what they do for the citizens of the Town of Jonesborough.

Chancellor Rambo administered the following oaths:

Under the provisions of the Charter of the Town of Jonesborough incorporated as Mayor and Aldermen of Jonesborough, Tennessee, the present term of Office of the incumbent Mayor and two (2) Aldermen expires as of this date, and it having been made to appear that an election was held on November 3, 2020, with the following elected: Aldermen Adam Dickson and Terry Countermine and Mayor Chuck Vest.

Mayor Vest thanked Chancellor John Rambo for administering the oaths.

The Charter meeting was adjourned.

ABBEY MILLER, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

RECESSED REGULAR
MEETING OF DECEMBER 14, 2020

RECONVENED ON
DECEMBER 16, 2020

The Board of Mayor and Aldermen (BMA) met in a recessed Regular Session reconvened on Wednesday, December 16, 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 Tom Pardue led the pledge to the Flag.

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

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Alderman Causey asked that the following items be pulled for discussions: Item 7-c – Personnel – Appointment of an Equipment Operator in Water Distribution, Item 7-e – Personnel – Change of a Vacant Position in the Wastewater Department, Item 8 – Special Event Request – Eagles Ridge Run at Persimmon Ridge Park, and Item 9 – 2021 Employee Holiday Schedule. Mayor Vest then called for the vote, Alderman Callahan made the motion, seconded by Alderman Causey, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the November 9, 2020, Regular BMA meeting.
2. Approve the following bills for payment:

<u>VENDOR</u>	<u>AMOUNT</u>
A-Z OFFICE RESOURCES	757.90
ACE EQUIPMENT REPAIR &	1867.00
ADVANCE AUTO PARTS	32.10
ALFAC	3340.38
ALLEN DEARSTONE	94.40
ALSCO	81.82
AMERICAN GENERAL LIFE	62.28
AMERICAN LIGHTING	159.00
ANDY OXY COMPANY, INC.	15.15
ANGIE SHEEK	2.00
APPALACHIAN LIGHT & PRO	1200.00
APPALACHIAN PRINTING	228.50
APPLIED MAINTENANCE	1223.14
ARCHER ELECTRIC SERVICE	360.00
AUTO ZONE #2087	252.14
B & H SALES	380.00
BALLAD HEALTH BUSINESS	2659.00
BALLAD HEALTH REHAB	359.10
BANK OF TENNESSEE	8982.12
BARBAR L BOGART	54.00
BARNES EXTERMINATING CO	130.00
BATTERIES OF NC & SWS.	450.96
BATTERIES PLUS-551 LLC	79.38
BETHANY DIMAGGIO	14.36
BHMA OCCUPATIONAL MEDIC	30.00

<u>VENDOR</u>	<u>AMOUNT</u>
BLACKBURN, CHILDERS & S	1050.00
BLICK ART MATERIALS	90.69
BLUE CROSS-BLUE SHIELD	93479.06
BLUE WATER INDUSTRIES	2299.97
BLUE 360 MEDIA, LLC	86.75
BRAD JOLLY	10.36
BRANHAM CORPORATION	908.40
BRIGHT RIDGE	385.04
BUILDING SYSTEMS	360.00
CELIA MILES	29.56
CENTRAL PAPER AND SUPPLY	905.20
CENTRALIZED CHILD SUPPORT	734.09
CENTURYLINK	66.62
CHAPPELL'S PEST CONTROL	50.00
CINTAS CORPORATION #202	1432.24
CINTAS FIRST AIR & SAFE	3201.29
CITY ELECTRIC SUPPLY	142.14
COMPANION LIFE INSURANCE	995.16
CONSOLIDATED PIPE & SPL	18531.96
CORE AND MAIN	4266.11
CORECHEM	930.60
D. TODD WOOD	11445.80
DEBBIE ALVIS	56.00
DENNIS DWAYNE BROOKS	525.00
DRY CLEAN CITY	19.26
EARTH EFFECTS	1434.96
EAST TN CHEMICALS	518.00
EAST TN RENT-ALLS	200.00
ECOSAFE LANDFILL YA	7832.67
FERGUSON ENTERPRISES #5	1065.78
FIRE EXTINGUISHER CO	114.90
FIRST HORIZON BANK	3792.73
FLEENOR SECURITY SYSTEM	475.50
FREE SERVICE TIRE CO.	4462.72
G & C SUPPLY CO, INC	7693.17
G & W DIESEL	203.19
GALL'S LLC	528.44
GENERAL SESSIONS COURT	435.00
GENERALSHALE MSC 30523	1947.42
GLENN C ROSENOFF	500.00
GREAT AMERICA FINANCIAL	5389.36
HARBOR FREIGHT TOOLS	59.96
HAYES PIPE AND SUPPLY	1470.12
HENRY SCHEIN, INC.	226.50
HIGH TIDE TECHNOLOGIES	420.00
HOME DEPOT CREDIT SERVICE	358.00
INDEXX DISTRIBUTION, INC	1369.24
INFORMATION AGE	109.95
INGLES #4205	141.30
JAMES HOLMES	303.00
JAMES R. WHEELER	3146.50
JAMSA	3307.00
JCI JONES CHEMICALS INC.	5853.10
JEFFERSON SALES SOUTH	27.00
JENNIFER ROSS BERNHARDT	273.75
JERI JONES	9.60
JESSICA SHELTON	210.94
JOCELYN JONES	2.80
JOE TENNIS	62.75
JONESBOROUGH GENEALOGIC	72.00

<u>VENDOR</u>	<u>AMOUNT</u>
JONESBOROUGH HRA	6131.00
JONESBOROUGH LOCALLY	20.00
JONESBOROUGH SENIOR CENTER	65.23
JONESBOROUGH VISITOR'S	270.00
JONESBOROUGH WATER DEPT	1738.74
JONESBOROUGH/WASHINGTON	6.00
JUDY O'HARA	12.00
KARA L BLEDSOE	50.00
KAREN SUE HITCHOCK	165.00
KIMBALL MIDWEST	1324.27
L.W. BRISTOL COLLECTION	685.00
LABTONX INC	152.00
LIBERTY NATIONAL	2978.96
LOWE'S	2870.51
LOWES	3900.00
LUCAS M. SCHMIDT	273.75
LYNN YORK	74.90
MAHONEY'S SPORTSMAN'S	300.00
MEGAN MITCHELE KNIGHT	210.94
MHC KENWORTH – KINGSPORT	637.31
MITCHELL 1	630.00
MUNCIPAL EMERGENCY	4060.75
NATIONWIDE RETIREMENT	1985.00
NORTHERN TOOL & EQUIPMENT	318.48
NUVISION MARKETING	200.00
OFFICE DEPOT BUSINESS A	137.14
OKLAHOMA CENTRALIZED	23.07
OLD SCHOOL AUTO PARTS, I	3774.21
OLDE TOWN HARDWARE	154.76
OLDE TOWN SMALL ENGINE	202.75
ON-DUTY DEPOT KNOXVILLE	34.99
ORTH CONSTRUCTION	1000.00
PACE ANALYTICAL NATIONA	2176.00
PARDUE PHOTOGRAPHICS	500.00
PEGGY J. CANTRELL, PHD	300.00
PERMATILE	2583.00
PONDER AUTO REPAIR	356.07
PORTER'S TIRE STORES	14981.23
PRINT DISTRIBUTION SERV	937.50
QUAD CITY BUILDERS	146.16
QUALITY TROPHY & ENGRAVING	13.00
RED WING SHOE STORE	200.00
RELIANCE STANDARD (VOL)	488.44
RHINO	1325.88
RICOH USA, INC.	2170.18
RICOH USA, INC.	134.45
ROBIN B BEALS	2937.50
SCHAEFFER'S MFG CO	2677.65
SHARP BUSINESS SYSTEMS	8356.25
SHIRT TAIL DESIGNS	1119.15
SHRED-IT	54.93
SINCLAIR BROADCAST GROUP	4000.00
STAFFORD CUSTOM GRAPHIC	127.00
SUMMERS HARDWARE	1590.30
TBI SOR	560.00
TRI-FISCAL SERVICES	29.00
TENNESSEE ONE-CALL	113.00
THE DYCHO COMPANY, INC.	486.04
THE HOME DEPOT PRO	1547.30
THE UNIVERSITY OF TN	50.00

<u>VENDOR</u>	<u>AMOUNT</u>
THE WOOD COTTAGE	307.85
THOMSON REUTERS – WEST	376.86
TNSA	300.00
TOWN OF JONESBOROUGH	96.00
TOWN OF JONESBOROUGH	10000.00
TOWN OF JONESBOROUGH	11.16
TOWN OF JONESBOROUGH	525.00
TRACTOR SUPPLY CREDIT	769.98
TRANSUNION RISK	83.50
TRIAD FREIGHTLINER	164.35
TRUBLU TACTICAL	923.88
ULINE	73.43
UNITED PARCEL SERVICE	29.36
UNITED WAY	176.50
USA BLUE BOOK	2832.39
VALLEY EQUIPMENT	216.70
VERIZON CONNECT NWF, IN	1521.86
VERIZON WIRELESS	872.84
WASHINGTON FARMERS CO-OP	138.49
WASTE MANAGEMENT	2675.08
WATERTRAX USA, INC.	2930.04
WAYPOINT ANALYTICAL	235.00
WHITE'S AUTO PARTS	191.37
WILLIAMS ELECTRIC	271.25
WORLDWIDE EQUIPMENT	254.42
	329,156.49

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
97403-97530 AP	226,219.58		
97531-97554 AP	4,269.00		
97555-97592 AP	48,254.62		
97593-97618 AP	33,834.76		
97619-97625 AP	6,967.80		
97626-97648 AP	13,070.63		
97649-97657 AP	10,921.65		
94658-97659 AP	519.17		
	344,057.21		
61475-61548 AP		242,297.24	
61549-61553 AP		18,308.02	
61554-61564 AP		39,756.98	
61565-61567 AP		861.71	
61568-61575 AP		2,879.39	
61576 AP		19,410.46	
		323,513.80	
8984-9011 AP			19,449.70
9012 AP			22.50
9013-9015 AP			3,580.38
9016-9020 AP			628.92
9021-9022 AP			431.67
			24,113.17

3. Approve the following Town Administrator Report:

LPRF Grant: To date we were successful at being able to continue the project after the August 29th original deadline thanks to Governor Lee's office. Their plan of action included closing the original contract and accepting the

reimbursables up to that point (August 29th), and drafting a new contract to finish the project. We are unsure at this point the duration of the new contract but 1 to 2 years for the new contract has been floated around (the 1-year term has been mostly stated). We have continued minimal work at the site until the new contract is signed, however we are not able to seek reimbursements for any work or materials used until such time that the new contract is signed by all parties. We are not concerned as there are enough outstanding elements of the project to meet our maximum reimbursements once the new contract becomes effective.

Dog Park: Town staff has been working through this project with the major issue of the project being acceptable and approved access by TDOT. Staff met with TDOT at the site of the proposed entrance to the dog park and we continue to campaign for its approval, however our last visit encountered objection to its location and the need for a formal traffic study. TDOT has initially recommended coming in from the existing driveway cut that serves the Town garage however that could be costly and create issues with some of our existing infrastructure, as well as the potential to interfere with future plans for expansion. I opine that with a FY21 budget of \$75,000, the Town would not have an operational dog park after the cost of access and parking are expended. With TDOT not working with us on the original access point, Staff informed you that we would look at an alternate site for the park. The alternate site for the park led us to Persimmon Ridge Park. Operations Manager Ford will update the board on this alternative location at the December BMA meeting. At present time, please remember that the board has not authorized loan proceeds to be spent on the park, but again a General Fund budget of \$75,000.

School Project: The School Project is progressing well with the last Design Committee meeting occurring on December 9th with the unanimous approval of the Schematic Design. Mr. Jay McCusker, Clarks Nexsen (formerly Ken Ross Architects) said the Jonesborough project was originally being sized similar to the recently constructed Boones Creek Elementary (K-8) which was built to accommodate 1,100 PreK-8th grade students, with around 147,000 square feet resulting in 58 classrooms plus special education spaces. The architectural team continues to assess space for each element of the building, including room by room HVAC needs and have been able to reduce overall space thus far from an overall square footage of 147,000 square feet to 140,000 square feet, a reduction of 7,000 square feet. This is considering the best and highest use of each space without compromising efficient room usage. From this point, the next design meeting will begin exploring details of engineering design.

Parking Downtown: The subject of parking issues at and around the courthouse (east side and west side) continues to be a source of contention. I mailed a letter asking for a partnership with County Courthouse officials in saving the “prime business” parking spaces for customers and asking employees to not park in them. The letter was mailed out in October asking for (1) a partnership in working together on the parking issue, or (2) informing that we will be looking at 2-hour parking for those spaces. The issue remains a source of contention. After speaking with Operations Manager Ford, downtown had 2-hour parking signs but were removed as part of the revitalizing the downtown. As far as we know, the BMA never rescinded the timed parking so re-posting is the best resolve. The only issue at hand is the “2-hour” parking and whether that is too long to allow for parking. Either way, I recommend Staff post 2-hour parking which was never rescinded and come back in January 2021 with a permanent timed parking recommendation.

Update:

Downtown Loan Program (Conceptual Stage in Progress): I will continue to work with Ken Rea at the First Tennessee Development District on a Downtown Jonesborough Loan Program. What is the Loan Program?

- A financial opportunity for small business owners, property owners or investors to purchase or renovate a downtown property or to purchase fixed equipment for the direct purpose of business creation, expansion or renovation.
- A low-interest loan of up to \$25,000. A second position loan behind a bank loan for any existing or new business within the Downtown Jonesborough District (a map would be developed and published as part of the loan program).
- A loan for renovation costs above the bank loan.
- A micro loan up to \$25,000 to cover renovation of buildings and financing for equipment loans. The borrower must keep a business account at one of the participating banks (most likely 3-5 banks will participate).
- Terms: Buildings: Up to 15 years; Equipment: Up to 5 year

This program does not have a cost to the town. It is a strong program that I worked on to implement in Erwin (helped 3-4 businesses in the last two years), and only Johnson City and Greeneville have this type of program for their downtowns currently within our region. Ken and I will be making contact with banks within Jonesborough to seek their interest in participation and funding (typically this type of activity falls within the Community Investment Act). To date, Bank of Tennessee, First Horizon, and Andrew Johnson Banks (banks we know are in Jonesborough) have been active participants in this type of loan programs in Johnson City and Greeneville. I hope to have an update on the progress of this initiative by the first of the year.

Update:

Local Façade Improvement Grant (Reminder of the Program): This grant should not be confused with the State Façade Grant (the one we have currently for the Jackson Theatre). This is a 100% local grant fund that works to encourage downtown business owners to improve their storefront facades. These types of programs are in Greeneville, Johnson City and Erwin. Projects include almost all improvements to the exterior of the building such as door and/or window replacement, refacing brick, awnings, canopies, signage, etc. The majority of local match is 50% of the project with a maximum funding of an individual project up to \$5,000 with the town funding 50% or up to \$2,500. For example, I am a downtown business owner and my door needs to be replaced. I have to replace it with a commercial door and that door meet historic district standards. The maximum the town will fund is \$2,500. If a project costs \$3,000 then the town's commitment at 50% is \$1,500. If a project is \$10,000 then the town's commitment is to their maximum funding of \$2,500. I have reworked the original draft to be consistent with current historic district regulations relative to design. With this being a locally driven grant, the Board if interested in pursuing would need to establish a fund dedicated to this grant program. For example, Erwin was budgeting \$10,000 per year and would typically receive 5 applications per fiscal year. This is a way to encourage and partner with downtown business owners to revitalize some of their storefronts that may have needs. Many of those needs may not be seen, like older single pane windows that are havoc on a monthly electric bill due to poor window insulation. I am close to finalizing the draft document and I will present this initiative at a workshop, along with other new initiatives Staff wants to pursue for the Town.

Purchasing Policy

I have been reviewing the Town's Purchasing Policy and have briefly gone over some proposed amendments with the City Attorney Jim Wheeler. My review efforts explore Tennessee Code Annotated and what Tennessee law allows for Towns like us when it comes to purchasing, competitive bidding, advertising, etc. The budget process includes Board approval of Departmental Capital Expenditure lists. The main deficiencies that I have found with the Policy is the

ability for the Town to be competitive in its purchasing. For example, State Contracts are those contracts that have already been competitively bid and advertised. TCA permits the Town in taking advantage of this exhausted process and purchase under the State Contracts without the Town having to go through its own bidding and advertising process. So, when the BMA adopts the budget, Town Staff can start seeking the most competitive pricing available and with the State Contract, be able to purchase the asset without a lengthy Request for Proposals, sealed bids, long time lines to submit proposals, advertising times and expenses, etc. The intent is not to bypass the BMA, the intent is to take the approved budget of assets and to give the Town an advantage at being able to purchase efficiently and effectively, and quickly at times, when the best price is revealed under an approved vetted contract.

Another example is our Staff diligently seeking the best deal on used assets. If the used asset has been authorized to be purchased at the time of the passage of the budget, then why not permit Staff, under the oversight of the T.A., to purchase second-hand assets (used) in the private sector after carefully establishing a nationally recognized price range. TCA permits this purchasing authority without having to go through a bidding and advertising process. Again, based on the asset being previously approved through the budget process, Staff is able to gain an advantage to purchase without having to go back to the BMA to get authorization. Again, I believe the authorization comes when the budget passes with the asset purchase list approval.

Other similar powers that are afforded the Town are attached as part of this Report. I am going to introduce the amendment to the Purchasing Policy in January. I hope you will thoroughly review the draft amendments and please know that these are great tools for the Town to use when the budget is passed and the assets have been authorized. These are basically snapshots of TCA relative to 5 options in purchasing:

- 1) ***Purchases of Secondhand Articles per Tennessee Code Annotated 12-3-1202 as follows: The Town may buy secondhand items from any other government. These purchases may be made without competitive bidding and public advertisement. The Town may buy used or secondhand items from any private individual or entity without public advertisement and competitive bidding when the Town documents the general range of value of the purchased item through a nationally recognized publication or through an appraisal by a licensed appraiser. The price paid must be no more than 5% of the highest value of the documented range.***
- 2) ***Purchases for Other Local Governments per Tennessee Code Annotated 12-3-1203 as follows: The Town may purchase equipment from a vendor under the same price and terms of a legal bid initiated by any other local government unit of this state. The purchase shall be made on the terms of the purchaser. The local government that purchases does so without involving the original purchasing entity. The original entity shares no liability or responsibility for any purchases made by another local government. Any local or private act, charter, or general law requirements for public advertisement or competitive bidding are met in accordance with this section. This authorization does not apply to purchases of new or unused motor vehicles unless the motor vehicles are manufactured for a special purpose as defined in Tennessee Code Annotated 12-3-1208; and purchases related to any transportation infrastructure project including, but not limited to construction or improvements of streets, highways, bridges, tunnels, or any roadway related facility.***
- 3) ***Cooperative Purchasing Agreements (Local) per Tennessee Code Annotated 12-3-1205 as follows:***

The Town may participate in, sponsor, conduct, or administer a cooperative purchasing agreement with one or more other local governments for the purchase of any supplies, services, or joint construction with one or more other local governments. An agreement must be entered into between the participants. If the participants in a joint- or multi-party contract are required to advertise and receive bids, it is sufficient for those purposes that the purchasing entity complies only with its own purchasing requirements.

The Town may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any goods, supplies, services or equipment with one or more local governments outside this state. This is only allowed to the extent the laws of the other state allow joint exercise of purchasing authority.

The Town may participate in a master agreement by adopting a resolution accepting the terms of the master agreement. If the participant in the multi-party agreement is required to advertise and receive bids, it is considered sufficiently met if the purchasing entity complied with its own purchasing requirements. The participant shall acquire and maintain documentation that the purchasing entity or entities that procured the bid complied with its own purchasing requirements. This authorization does not apply to purchases of new or unused motor vehicles unless the motor vehicles are manufactured for a special purpose as defined in Tennessee Code Annotated 12-3-1208; and purchases of construction, engineering or architectural services, or construction materials. The chief procurement officer may collect information from local governments concerning the type, cost, quality, and quantity of commonly used items procured under cooperative purchasing agreements.

- 4) Cooperative Purchasing Agreements (State) per Tennessee Code Annotated TCA 12-3-512 as follows: This agreement authorizes the central procurement office to enter into cooperative purchasing agreements with other states or local governments, provided that each contract is established through the use of full and open competition and pursuant to policies or rules approved by the procurement commission.***
- 5) Cooperative Purchasing: Local In State and Local Out of State per Tennessee Code Annotated 12-9-101 as follows: The Inter-local Cooperation Act permits any local government in Tennessee to enter into joint agreements to exercise any legitimate governmental function (including purchasing) with any other local government, in Tennessee or in any other state. Participating local governments in another state must have the same blanket authority under that state's own laws.***

Stay tuned...a lot happening in the *Oldest Town in Tennessee!!!*

4. Approve the following Operations Manager Report:

We are still awaiting materials to complete the Mill Springs bridge project. The Street Department has made really good progress on the College Street Anderson Road project. All trees have been removed. Grading on Lot 1 is complete and the lawn has been re-sewn in grass. I will contact the property owners to see if they wish any trees or shrubs planted.

We have made substantial progress on grading Lot 2. We still have quite a bit of the bank to cut back, then we will need to re-sew the land and replace some landscaping.

We are awaiting Centurylink to relocate two poles on Lot 3. We are at the point that they are holding up the project.

I participated in a couple of meetings regarding the Dog Park. I believe we have developed a strong alternative to the original location. An agenda item was created for the December BMA meeting.

I have spoken with Prison Officials. We still have no word on when or if we may see the inmates return to work.

I received notification from the Tennessee Association of Chiefs of Police that President Trump issued an executive order regarding "use of force policies" in law enforcement. Compliance to the order is voluntary; however, if an agency currently receives federal funding, or wishes to apply for federal funding, we must comply. (Attached)

Our Police Department complies with the current order. I attempted to report back to the TACP when our emails went down. I will complete the compliance paperwork when the system will allow me to. The Police Department currently receives federal funding in separate grants; therefore, we will stay compliant.

Still no agreement from Washington County to park our recycling truck on their property.

We have received word from TN Homeland Security that the COVID-19 vaccination should be available to our Police and Fire employees around the middle of December. I feel a more realistic date to be the later part of the month. We encouraged our employees to sign up for the shot, but we did not make it mandatory.

I attended the monthly EMS Board of Director's meeting.

5. Approve the following Committee Reports: Board of Zoning Appeals and Jonesborough Planning Commission.
6. Approve the following Supervisor Reports: Parks and Recreation, Building Inspector, McKinney Center, Visitor Center and Facilities Rental Manager, Police Department, Fire Department, Solid Waste and Recycling, Water Distribution, Water Plant, Senior Center, Director of Tourism and Main Street, Street Department, Animal Control, Events Coordinator, and Environmental Services-Wastewater.
7. Accept the following employee resignations with regrets: James Jenkins, Police Sergeant, with the effective date of November 24, 2020; Jeff Stone, Public Safety Officer, with the effective date of November 23, 2020; and Josh Miller, Meter Reader, with the effective date of December 14, 2020.
8. Approve the promotion of PSO Officer Jonathan Peace to the position of Police Sergeant at Grade 12, Step 5 (\$41,031), with a six-month position probation and an effective date of December 14, 2020.
9. Approve the transfer of Dino Bradley, Water Worker I in Water Distribution, to Meter Reader II at Grade 5, Step 1 (\$25,909), with an effective date of December 14, 2020.
10. Approve the appointment of Tyler Scott as a Firefighter I in the Fire Department at Grade 9, Step 1 (\$31,492), subject to successful completion of all pre-employment requirements.
11. Acknowledgement of the Report on Debt Obligation for the General Obligation Capital Outlay Notes, Series 2020, through the Municipal Bond Fund, in the amount of \$1,000,000, for public works projects within the Town of Jonesborough.

12. Approve the state-wide contract bid of \$64,508.00 for a Kubota Mini-Excavator from Johnson City Kubota and Equipment for the Water Distribution Department, and authorize the purchase of a trailer for the unit not to exceed \$7,500.00, with funds coming from Water/Sewer reserved funds.
13. Declaration of the following Solid Waste equipment as surplus: 2002 Volvo Side-Loader Garbage Truck, 2000 Isuzu Recycling Truck, and a 1984 Case Loader (LESSO acquired piece of equipment).
14. Approve the purchase of two salt hopper/spreader units to be used for snow removal purposes from B&H Sales, Kingsport, TN, for a total of \$12,000.00 with funding coming from the Street Department FY20-21 budgeted funds.

The next item for discussion was the appointment of an Equipment Operator I in the Water Distribution Department. Mayor Vest said this item was pulled from the Consent Agenda for discussion by Alderman Causey. Alderman Causey made the motion to approve the appointment of Tyler Briggs as an Equipment Operator I in the Water Distribution Department at a Grade 5 Step 5 (\$29,160), instead of Grade 4 as recommended, with an effective date of December 14, 2020. The motion was seconded by Alderman Countermine, and duly passed.

The next item pulled from the Consent Agenda for discussion was the elimination of the current vacant position of a Collection System Operator I in the Wastewater Department and replacing the position with a Wastewater Construction Worker I. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey made the motion that this position be placed at a Grade 4 on the Town's Employee Compensation Plan, instead of a Grade 3 as recommended, seconded by Alderman Countermine, and duly passed.

The next item pulled from the Consent Agenda for discussion was a Special Event application from the State of Franklin Track Club requesting approval to hold an Eagles Ridge 5K Run at the Persimmon Ridge Park trails on Saturday, June 26, 2021. Glenn Rosenoff said that Parks and Recreation Director Matt Townsend expressed concerns about parking and traffic issues for this event due to it being on a Saturday when Wetlands Water Park is normally in operation. Mr. Rosenoff said Police Chief Ron Street and Fire Chief Phil Fritts have concerns about the public safety aspect of the race because of the remoteness of the trails. He said that if a participant were to get hurt on a remote trail, the Town does not have a 4-wheeler with a stretcher to respond to the injury; there are communication issues and no access to some of the trails except by foot, especially in the area where the trails are very narrow. After further discussion about safety concerns regarding the 5K race, Mayor Vest asked Attorney Wheeler if the Board should act on the request or decline. Attorney Wheeler said the Board does not have to act on it, but would need to inform the State of Franklin Track Club of the Board's decision to not act on the request. Mr. Rosenoff said staff would contact Ms. Canter about the safety concerns and inquire if there might be an alternative solution for a different race course. Attorney Wheeler reminded the Board and staff that any special event request in the future needs to be subject to the hold harmless agreement and proof of insurance being approved by the Town Attorney. Mayor Vest said that no action was being taken by the BMA on the Special Event Request by the State of Franklin Track Club for the Eagles Ridge 5K Run.

The next item for discussion was the 2021 Town Employee Holiday Schedule. Mayor Vest said this item was pulled by Alderman Causey from the Consent Agenda for discussion. Alderman Causey requested that the following changes be made to the 2021 Holiday Schedule: Friday, May 28 – Employee Picnic at the Water Park – add “subject to Water Park opening”; Friday, September 3rd – Employee United Way Day – add “option for employees being allowed to take their 4 hours off by the end of December 31, 2021, if a department's scheduling interferes with the Friday, September 3rd date”; Friday, October 1st – Storytelling Festival - add “subject to Storytelling Festival occurring physically and not virtually”; Friday, December 17th – Employee Christmas Party - add “subject to COVID-19 restrictions”. Mayor Vest asked the Aldermen if they had any questions. There being none, Alderman Causey made the motion to approve the 2021 Employee Holiday Schedule with the proposed changes, seconded by Alderman Countermine, and duly passed.

2021 HOLIDAY SCHEDULE

January 1 – New Year’s (Friday)

January 18 – Martin Luther King, Jr. Day (Monday)

February 15 – President’s Day (Monday)

April 2 – Good Friday

May 28 – Employee Picnic at Water Park (Friday) – subject to Water Park opening

May 31 – Memorial Day (Monday)

July 5 – Independence Day (Monday)

September 3 – ½ day – Employee United Way Day (Friday) – option for employees being allowed to take their 4 hours off by the end of the year (December 31, 2021) if a department’s scheduling interferes with the Friday, September 3rd date

September 6 – Labor Day (Monday)

October 1– Storytelling Festival (Friday) – subject to Storytelling Festival occurring physically and not virtually

November 25 & 26 – Thanksgiving (Thursday & Friday)

December 17– Employee Christmas Party (Friday) – subject to COVID-19 restrictions

December 23 & 24 – Christmas (Thursday & Friday)

January 1, 2021 – New Year’s Day (Friday – December 31st)

The next item on the agenda was the Financial Report. Mayor Vest said the Financial Report is looking great. He asked the Aldermen if they had any comments. Town Recorder Abbey Miller said the auditors have completed their field work on the FY19-20 audit and will present a report at the January 11, 2021, BMA meeting. There being no further comments, Alderman Callahan made the motion, seconded by Alderman Countermine, to approve the financial report as presented. The motion was duly passed.

The next item on the agenda was Communications from the Mayor. Mayor Vest said sales tax collections continue to be positive. He said the Christmas décor downtown really looks great this year and thanked staff for an outstanding job. Mayor Vest said he received a letter from Bill Chapman, New Halifax, acknowledging a Town garbage truck driver going the “extra mile” in assisting one of the residents with their trash collection. Mayor Vest said it is always wonderful to hear about employees exercising good customer relations with Town residents.

Mayor Vest announced that Police Major Matt Rice was nominated for the December Employee of the Month award and read the following nomination letter:

Please allow me the opportunity to nominate Major Matt Rice as Employee of the Month for December, 2020. Major Rice is a 17+ year employee of the Town of Jonesborough, serving in the Police Department. Matt Rice’s current position is the Operations Major overseeing the entire patrol function of the Police Department. Major Rice has very effectively demonstrated his ability to work with other Law Enforcement leaders as well as with all department heads in the Town. Thru his hard work and dedication to the Town, Major Rice has earned the reputation as a “Go to Person” when other Town employees have a question or concerns about Public Safety issues. His

devotion to his job often requires him to work overtime when manpower shortages occur due to training, sickness, vacancies, etc. Very often Major Rice works his assigned days off to assure adequate Police coverage; he does so without complaint. Major Rice is also the L.E.S.O. (Military surplus property) Coordinator for the Town. Major Rice coordinates, plans and oversees security at Town events such as Jonesborough Days, Storytelling Festival, Haunts and Happenings, Music-On-The-Square, and many other events. Always assuring a well-coordinated and safe event for the public. Through his efforts Matt has earned the respect of other Town employees, the public and his Law Enforcement peers. In closing, Major Matt Rice is the type of devoted employee you always want to recruit, but few accomplish what Matt devotes to the Town. His attitude and work ethic certainly make him a great candidate for Employee of the Month. Submitted by: Ron Street, Chief of Police

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Countermine said downtown looks great and suggested putting in more receptacles on the street lamp poles to add more Christmas lights for next year. Operations Manager Craig Ford said that BrightRidge will not put in receptacles unless they are metered. Mayor Vest said he would like to see the lights expanded further down Main Street and asked Glenn Rosenoff and Craig Ford to contact BrightRidge to explore options for the possibility of expanding the lighting. Alderman Dickson said he was very excited to see the downtown loan program get off the ground. He said it is a very positive step in helping local businesses. Alderman Causey said the downtown looks beautiful and asked that staff look into the possibility for next year of putting Christmas lights up at the tri-angle area at Boone Street and 11-E. Mayor Vest said there continues to be reoccurring issues with downtown parking and directed staff to look into the possibility of 2-hour parking in the downtown area and to bring their recommendations back to the Board for their review and approval.

Town Attorney Comments was the next item on the agenda. Attorney Jim Wheeler reported that the closing for the purchase of the school property is set for Wednesday, December 23, 2020. Mr. Wheeler said there needs to be a motion to exercise the option to purchase the Lynn property for the Jonesborough K-8 School. He said the Lynn's have been notified that the Town is looking to exercise the option. Attorney Wheeler said as a formality the Board should consider making a motion to exercise the option to purchase the property so that there is a vote on record, and then the Board will move forward with the purchase. Mayor Vest called for a motion to exercise the option to purchase the Lynn property for the Jonesborough K-8 School project, and asked the Aldermen if they had any further comments. There being none, Alderman Callahan made the motion to exercise the option to purchase the Lynn property for the Jonesborough K-8 School project, seconded by Alderman Countermine, and duly passed.

Citizen Comments was the next item on the agenda. There were no comments.

The first item under Old Business was consideration of an alternate location for the dog park. Mayor Vest asked Town Administrator Rosenoff to address the issue of the dog park location. Glenn Rosenoff said there are three plans being presented regarding the location of the proposed dog park.

Mr. Rosenoff said Plan A is the initial plan calling for the construction of the Dog Park on the garage facility site located off Old State Route 34, to the northwest of the current garage facility. He said for this particular site, the Town would have to construct an entrance, parking lot, restrooms, a walking trail, and the park itself; plus, a creek crossing would have to be constructed because the site is located between the creek and the railroad tracks. He said it is estimated that the total project cost would be approximately \$200,000.00. Mr. Rosenoff said upon meeting with TDOT at the site, TDOT indicated that it would not allow us to connect to Old State Route 34 at the entrance as planned. The entrance would have to be closer to the garage facility which would increase the cost of the project closer to \$300,000.00.

Mr. Rosenoff then discussed Plan B. He said he met with staff and Todd Wood and looked at an alternate access to the park. He said the most viable solution would be to utilize the current garage facility entrance. He said we would then construct a parking lot near the Wastewater pump station site and move the creek crossing to that location. Mr. Rosenoff said we would still need to construct restrooms and a creek crossing, and the cost would still be between \$150,000 and \$200,000. He said the problem with Plan B is that we would be mixing regular passenger traffic with our heavy equipment traffic at the Town garage throughout the day and would also be utilizing an area designated for future expansion of the overall site plan.

Mr. Rosenoff said with Plan C the location of the dog park would be at Persimmon Ridge Park, on the south side of the street when you enter the park. He said the large dog area would traverse through the hollow behind the food pantry building, and the small dog park would be separated and located on the flat parcel of property behind the cabin. He said there would be very little construction costs other than the cost of the parking lot, and we could actually fence the area now. Mr. Rosenoff said it is possible to add a water feature, either now or in the future. He said there are also three street lights which are the older, shorter, full cut-off fixture style, and he doesn't think they are currently working; however, it should be a relatively easy fix to get them operating again. Mr. Rosenoff recommended constructing a privacy fence around the cabin and/or plant some evergreen trees to separate the cabin from the dog park. He said a few spaces for cabin parking could be designated in the new parking lot. He said the location of the park at this site should not interfere with activities on the ball fields or at Wetlands. Mr. Rosenoff said the walking trail goes by this location and people are walking their dogs in this park now on a daily basis. He said it would also make users feel safer as there is a lot of traffic in and out of the park and a police officer actually lives in the cabin. Mr. Rosenoff said he really doesn't see a down-side to locating the dog park at Persimmon Ridge. He said the Park and Recreation staff would have to move three of the disk golf course holes, but Director Townsend assures him this should not be a problem. Mr. Rosenoff said that he feels that a quality park can be constructed for less than the \$75,000 set aside for this project at the Persimmon Ridge location.

The BMA and staff discussed the pros and cons of the three plans presented and the question was raised if the Boyd Foundation would approve an alternate location to the one originally proposed in the grant application, as well as the Jonesborough Civitan Club because the Civitan Club also donated \$25,000 for the construction of the dog park. Mr. Rosenoff said staff would contact the Boyd Foundation and the Civitan Club to see if an alternate location would be acceptable to them. Mayor Vest said staff did excellent work on all three plans presented, and asked the Aldermen if they had any further comments. Alderman Causey made the motion to postpone discussion concerning the dog park until the January, 2021, BMA meeting in order to give staff time to report back to the BMA after contacting the Boyd Foundation and the Jonesborough Civitan Club. The motion was seconded by Alderman Callahan, and duly passed.

The first item under New Business was approval of a Resolution setting the Board of Mayor and Aldermen regular meeting dates for 2021. Mayor Vest asked the Aldermen if they had any changes to the proposed meeting dates. Alderman Callahan requested that the May 10, 2021, be changed to May 17, 2021, due to a conflict. There being no further discussion, Alderman Dickson made the motion to approve the Resolution setting the 2021 Board of Mayor and Aldermen meeting dates with the May 10th meeting being changed to May 17, 2021, seconded by Alderman Callahan, and duly passed.

The next item for discussion was approval of a contractor to undertake the Jonesborough Repertory Theatre (JRT) improvements. Mayor Vest said this is necessary work to keep this project moving forward. Town Administrator Glenn Rosenoff said there are improvements to the JRT building that are critical to the functioning of the three-building theatre complex that have not been undertaken because there has never been enough time between productions to get the work completed. Mr. Rosenoff said JRT President Kelly Wolfe has made arrangements through the Sonia King Trust to fund the improvements in the amount of \$325,000, and the contractor payments and the materials cost will be made through the Town with the contributed funds. He said that Don Bacon Construction was asked to provide a cost for providing the labor and equipment to undertake and complete the needed improvements to the building. Mr. Rosenoff said Don Bacon Construction was selected because the company has successfully completed numerous building improvement projects within and outside of the historic district, the quality of work, familiarity with the JRT project and the company's capability of performing the work: the construction company can begin the work immediately in order to take advantage of the time span before JRT becomes active again with their productions; this will help facilitate the continuation of work on the Stage Door and Jackson Theatre buildings in order to prevent unnecessary and costly delays. Mr. Rosenoff said the cost of \$126,500 (excluding HVAC and electrical work) submitted by Mr. Bacon has been determined to be very reasonable. Mayor Vest noted that this work is allowable because of the immediate need and the fact that there is a very limited period of time due to sections of the roofing being removed from the building; in addition, this work cannot be done while programming and productions are going on at the JRT building. Mayor Vest asked the Aldermen if they had any further comments. Alderman Dickson said he is very grateful to the Sonia King Trust and Ms. King's father the late Jim Martin for being so supportive of Jonesborough. Alderman Callahan made the motion to approve the five recommendations as follows: (1) The Board of Mayor and Aldermen accept an estimated \$325,000 in funding from the Sonia King Trust to undertake improvements to the Jonesborough Repertory Theatre building, with the funds being put in reserve for that purpose; (2) The Board of Mayor and Aldermen determines a finding that due to the need to secure a contractor that has a historical record of successful projects in Jonesborough, especially in the Town's Historical District, a contractor capable of undertaking the Theatre improvements needed at a fair price, that is available to begin the work immediately, and that will complete the project in a narrow time period that will allow the JRT productions to re-start when appropriate as well as facilitating construction work in two adjacent buildings to be undertaken without unnecessary delays; Don Bacon Contracting is designated as the Contractor to perform the labor and equipment on the JRT project (less HVAC and electrical work) for a cost of \$126,500 plus materials cost; (3) The Town Administrator is authorized to review pay requests from Don Bacon Contracting and any separate sub-contractor (HVAC and electrical) and authorize individual payments if deemed appropriate from the Sonia King Trust funds held in reserve, (4) The Town Administrator is authorized to bid out materials for the JRT improvements and approve the purchase and payment of said materials from the low-bid contractor meeting specifications with payments from the funding received from the Sonia King Trust and put in reserve, or if equally cost effective, pay the contractor for materials the same way as established through the JRT with contract labor payments, and (5) The Town Administrator will present further proposals for HVAC and electric at the next scheduled BMA meeting. Alderman Countermine seconded the motion, and it was duly passed

The next item for discussion was approval of the schematic design for the new Jonesborough K-8 School. Mayor Vest said he is very impressed with the architects working on school plan; it is good to see how the classrooms are configured and the thought put into the flow of the students, traffic flow, and the overall appearance of the building. Mayor Vest asked the Town Administrator for his comments regarding the proposed school design. Glenn Rosenoff said he is very impressed with the whole project. Mr. Rosenoff said Project Manager Bob Browning is doing a fantastic job; the design is very detailed, and there have been hours and hours of meetings with Town staff, school staff, and others, with input on what is needed and wanted to make it a very desirable school for the Jonesborough students. He said Mayor Vest is the Chairman of the Design Committee, and the design process is going very well. Mr. Rosenoff said he is recommending approval of the schematic design, and after this the Design Committee

will be moving forward with the engineer design and construction phases. He said we are on a very good track with the progress of the school project. Mayor Vest said the costs are finally coming together and some important decisions were made in the last 30 days such as trimming 7,000 sq. ft. and using damage resistant sheetrock, which are cost-saving measures. Mayor Vest asked the Aldermen if they had any comments. Alderman Countermine said he is very impressed with the design. Attorney Wheeler addressed the Board and said that the BMA has a contractual duty to get feedback from the School Board and the Washington County Commission prior to approving the design. Mr. Wheeler said at this point, the BMA has not received any feedback so there is no reason or requirement for the Board to approve the schematic design tonight. Mayor Vest asked Attorney Wheeler if the Board could express support for what the Design Committee has come up with thus far. Attorney Wheeler said that would be fine, but the Board needs to avoid the term "approval" because the BMA needs to respect its partners in this process and has a contractual duty to do so. Mayor Vest asked the Aldermen if they had any further comments or questions. There being none, Mayor Vest said he would like to state that the Board of Mayor and Aldermen expresses its trust, support and vote of confidence in the Design Committee's proposed schematic for the Jonesborough K-8 School project.

The next item for discussion was first reading of an Ordinance regarding no on-street parking in Mill Creek Subdivision. Town Administrator Glenn Rosenoff said there have been on-going on-street parking problems in Mill Creek Subdivision, whether it is emergency vehicles having trouble getting through because vehicles are parked on both sides of the street or the blocking of site distances of someone leaving their driveway. Mr. Rosenoff said he has received numerous emails and phone calls regarding the on-street parking issues in Mill Creek Subdivision. He said in looking at the pros and cons of the issue, in his opinion, eliminating on-street parking in its entirety is the best solution. Mayor Vest said he agrees with the Town Administrator's recommendation and asked the Aldermen if they had any comments. There being no comments, Alderman Callahan made the motion to approve on first reading the Ordinance amending the parking restriction in Mill Creek Subdivision eliminating on-street parking, seconded by Alderman Countermine, and duly passed.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE PARKING
RESTRICTION IN MILL CREEK SUBDIVISION**

WHEREAS, the Board of Mayor and Aldermen passed an Ordinance Number 2008-06 establishing no parking in Mill Creek Subdivision because of on-going concern about allowing emergency vehicles to get to their destination when people parked on the narrow 20-foot streets, and

WHEREAS, the Board of Mayor and Aldermen passed an Ordinance Number 2019-04 to allow for on-street parking in the Subdivision for those streets that were constructed 24 feet wide; and

WHEREAS, on-street parking on those streets that are 24-feet wide have become a problem for residents driving through the subdivision due to the narrowness of parking on both sides of the street, or residents having a vehicle or vehicles that are parked for extended periods of time; and

NOW THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough that Ordinance No. 2019-04 is hereby replaced in its entirety as follows:

On-street parking in Mill Creek Subdivision on public streets is prohibited.

This Ordinance takes effect from and after its passage on second and final reading, the welfare of the Town of Jonesborough, Tennessee requiring it.

Motion was made by Alderman Callahan and seconded by Alderman Countermine that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Callahan, Alderman Countermine, Alderman Causey
Alderman Dickson

Those voting against: _____

PASSED ON FIRST READING December 16, 2020

CHUCK VEST, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

ABBEY MILLER, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The next item for discussion was approval of GRC Construction's proposal of Change Order Number 5 for completion of the exterior wall of the Jackson Theatre. Mayor Vest asked Glenn Rosenoff to address the Board regarding Change Order Number 5. Mr. Rosenoff said this is another great project for the Town, but due to Covid-19 has been slowed down because of the lack of inmate labor since March on any Town projects. He said basically the old brick has to be removed to get the theatre dry, and the Historic Zoning Commission has approved the new brick with the mortar matching the current color and style as closely as possible. Mr. Rosenoff said staff is working with GRC to obtain a cost amount to complete the Jackson Theatre. He said when that cost projection is obtained, the Board will have to go back to Rural Development for additional funding to complete the project. Mr. Rosenoff said we hope to have the Jackson Theatre marquee in place by mid-January 2021. The BMA discussed the completion of the project and the problem of not having the inmate labor which will be a major factor in the increase in cost to get the Jackson Theatre Complex completed. Mayor Vest said he feels when all is said and done, the Town will have a facility that will be worth more than its investment. Mayor Vest asked the Aldermen if they had any comments. Alderman Callahan made the motion to approve funding of GRC's proposal for Change Order Number 5 to complete the exterior walls of the Jackson Theatre in the amount of \$215,325 and to apply the remainder of the James Martin/Sonia King contributed funds to the balance of the GRC contract, seconded by Alderman Causey, and duly passed.

The next item for discussion was approval of a Resolution for changes to the Town's Charter. Mayor Vest said that some of the changes are reverting back to the way the Charter was before the most recent changes. Mayor Vest presented the proposal for the following changes:

- (1) Lift the restriction that a Board member must resign their seat if they are going to seek another elected office such as County Commissioner or any County or State office;
- (2) Lift the restriction that any employee of the Town of Jonesborough who seeks to run for a Tennessee State Legislature Office must resign their Town position;
- (3) Allow changes to the level of compensation for the Board of Mayor and Aldermen, which is currently \$100 for attending one regular BMA meeting and one Committee meeting or \$200 for attending one regular BMA meeting and two committee meetings. Any increase in the BMA compensation shall be adopted by Ordinance by two-thirds vote of the BMA, and any increase between Town elections will be no greater than 50% of the current compensation levels in effect at the time of the increase and shall not exceed \$1,000 under any circumstance; this will keep future compensation increases from having to go to the vote of the people for a small incremental increase (i.e., \$25, \$50).

The proposed changes were discussed extensively by Board members, and after deliberation Alderman Causey made the motion to make no changes to the Town's Charter, and seconded by Alderman Counterline. Upon call of the roll the following Aldermen voted Aye: Alderman Causey, Alderman Counterline, and Alderman Dickson. Aldermen voting Nay: Alderman Callahan. The motion carried.

Mayor Vest adjourned the meeting.

ABBAY MILLER, RECORDER

CHUCK VEST, MAYOR