

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

FEBRUARY 13, 2023

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, February 13, 2023, 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 Mayor Vest led the pledge to the Flag.

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

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

1. Approve the following bills for payment:

**Insert Payment**

2. Approve the following Town Administrator Report:

**Insert Report**

3. Approve the following Operations Manager Report:

**Insert Report**

4. Approve the following Supervisor Reports: MBM Program Director, McKinney Center, Fire Department, Building Inspector, Water Quality/Meter Department, Water Distribution, Environmental Services/Wastewater, Water Treatment Plant, Website and Marketing Specialist, Marketing and Promotions Coordinator, Police Department, Animal Control, Street Department, Director of Tourism and Main Street, and Visitor Center and Facilities Rental Manager.
5. Approve the following Town equipment as surplus and to be sold at auction on GovDeals: Battery Boost, Transmission Flusher, Three (3) Welders, Two (2) Floor Jacks, Pedal Stand, Roll Cabinet, and Bracket.

6. Approve the appointment of Mike Musick as Parks and Recreation Director at Grade 16, Step 8 (\$66,331), and waive the Personnel Policy section on Driver's License due to him residing in Bristol, Virginia and has a Virginia Driver's license.

Aldermen Wolfe requested that Item 7-J Outdoor Use Renewals in regard to Tennessee Hills Distillery's renewal application be deferred until the next regular meeting of the BMA, or at called meeting at the discretion of the Town Administrator and the Mayor. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Wolfe made the motion to defer the Outdoor use Permit renewal application be deferred until the next regular meeting of the BMA, or at called meeting being scheduled at the discretion of the Town Administrator and the Mayor. The motion was seconded by Alderman Countermine and duly passed.

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Countermine made the motion to approve the Financial Report as presented. Alderman Dickson seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest said Lincoln Park is looking real good and appreciates all of the Town staff working hard to get the project completed. Mayor Vest announced the East Main Street Sidewalk Project was rebid and will be discussed under Old Business and. Mayor Vest said the 2-Hour Parking signs have been installed downtown and look good. Mayor Vest said Chocolate Fest was great event, there was a tremendous turnout, with lots of people enjoying themselves in the beautiful weather.

Mayor Vest asked Anne Mason and Frank Collins of the Heritage Alliance to come forward with their presentation. Anne Mason, Executive Director, said the Heritage Alliance in conjunction with the Jonesborough Genealogical Society (JGS) has asked State Representative Rebecca Alexander to sponsor a bill that will allow a bill to be introduced for a specialty license plate to promote Jonesborough. Anne Mason said the plate would feature imagery of the town along with a tagline "Historic Jonesborough – Oldest Town in TN". Ms. Mason said the Heritage Alliance would need to secure 1,000 pre-orders of the license plate for a one-year period beginning June 30, 2023. Anne Mason asked the BMA for their support to promote the license plate effort. Ms. Mason said the plate would benefit the town through increased tourism and would provide a small financial boost to the Heritage Alliance and the JGS to help with museums and other historic efforts. Ms. Mason said that they haven't decided on a design yet and was open to suggestions. Alderman Wolfe suggested that they hold a contest for the design, and Board members expressed their support for the Historic Jonesborough License Plate. Anne Mason said that they will keep the BMA up-to-date on the progress of the license plate. Mayor Vest thanked Anne Mason and Frank Collins for their presentation.

Mayor Vest said he had a Proclamation recognizing March as Brian Injury Awareness Month. Mayor Vest read and presented Michelle Ferguson, Executive Assistant, The Crumley House Brian Injury Rehabilitation Center, with the proclamation.

## **INSERT PROCLAMATION**

The February Employee of the Month was James Trivett, who could not attend the Board meeting due to a prior commitment.

Citizens Comments was the next item on the agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. D.W. Cooper, 109 East Main Street, expressed his gratitude for the installation of the downtown 2-Hour Parking signage. Mr. Cooper said they plan on staying in Jonesborough and will be closing on a location on Depot Street tomorrow, and that secures a downtown place for their business. Mayor Vest asked Mr. Cooper what the name of the new location would be. Mr. Cooper said it has not been decided as of yet, but they are considering Depot Garden. Mayor Vest thanked D.W. Cooper for his comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had comments. Alderman Dickson said he appreciates the McKinney Center. Alderman Dickson said there was a county-wide effort to celebrate the Martin Luther King holiday, and the Johnson City Schools and Washington County Schools came together to do a student art project. Alderman Dickson said children from both school systems did works of art talking about Dr. King's dream and what it meant to them; and on Friday, January 20<sup>th</sup>, there was a reception and it was really good turn-out. Alderman Dickson said parents from Johnson City, Jonesborough and Washington County came out to participate, then that evening the both Science Hill and David Crockett high schools culinary department's provided the refreshments. Alderman Dickson said it was just a great turn-out and he was really glad to see just the cooperation on part of the County and the City and it was just a positive event; and he was just glad to see it in Tennessee's oldest town in our community. Alderman Dickson said he was really appreciative of the McKinney Center staff, Theresa Hammons, Jules Corriere and Skye McFarland for putting that together.

Alderman Wolfe said he had two items to discuss, and the first one is an update in their Board packets in regard to the new K-8 School Project and encouraged everyone to go on the Town's website to view it because it is very informative. Alderman Wolfe said it is completely atypical of how a government project functions, you are seeing it come in on time, under budget and seeing improvements being made to the project as it goes along without incurring any additional costs. Alderman Wolfe said and for that he is very thankful for our Project Manager Bob Browning, the architect, the engineer, and for our General Contractor BurWil, they are all working together extremely well, so much so that we are not having to use a lot of the contingency funds that we built into the budget for this project. Alderman Wolfe said this is a \$42 million school and he does not know of any other school that has been built in Washington County cost that kind of money ever and we have certainly never built anything like that in Jonesborough, and it is a very big deal and it is going very well. Alderman Wolfe said he feels that everyone

should know that it and needs to know that you have got the right people, the right team, the right architects, and the right everything working in conjunction. Alderman Wolfe said this is a legacy project that will affect everyone, one way or the other, for decades to come; and children will receive a better education and hence a better quality of life and better job prospects for attending this new school because of the work that everyone is working together now and it is something to be very proud of. Alderman Wolfe said it something he is very proud of as well; and just wanted everyone to know that because things are working the way they should and we don't have to use all of the contingency funds, and he thinks they are up to around \$1.2 million now in monies that are available to further refine and make the project even better, and he feels it will be the best school in the whole county if not the whole region.

Alderman Wolfe said the second thing he wanted to bring up is that he has been officially assigned to be a Liaison from the Board to water and sewer affairs for the Town. Alderman Wolfe said he, Glenn Rosenoff and Kevin Brobeck toured the Water Treatment Plant recently and we got a definite need for this new water treatment plant we have been talking about, and the need is very infinite, we know it as a Board and are keenly aware of what our obligations are and that is to provide safe and reliable drinking water, not only to the residents of Jonesborough, but to the people we serve in Washington County as well. Alderman Wolfe said there is a lot of great people on this team who are going to make sure both short and long term needs are met, and they were down there specifically to see how to do some permanent and temporary power back-up operations in conjunction with BrightRidge. Alderman Wolfe said they have very graciously volunteer to help us with that project, facilitate some generator installations, and perhaps even using some of their infrastructure in place already where we can to make that process smoother and lease expensive for our rate payers and tax payers. Alderman Wolfe said we looked at the power issues and then looked at how to envision the water plant being organized once it is built to where it can be easily accessorized. Alderman Wolfe said they have been talking about building a water plant that would be able to produce 8 million gallons and we do fully intend to make it to where you could easily add another couple of basins to take the product to 12 million gallons a day, and sizing the lines coming into town to hold that 12 million gallons not just eight, so they are trying to think long and short term. Alderman Wolfe said short-term is to make sure when the lights go off that our water stays on, longer term is when we are expanding this plant where does it need to be, what things do we need to be looking at and how do we make sure we don't have to back and do something over the next time somebody wants to expand. Alderman Wolfe said he has a great deal of confidence in Town staff and we do have a wonderful group of engineers that we are working on this project with, and our goal is to get some assistance on the generator side and that done, hopefully by the end of this year; and as we began to build the plant as soon as those plans are ready, we hope to see that commence next year.

Alderman Countermine announced that the annual fundraising Kiwanis Spaghetti Dinner will be held on Saturday, February 25<sup>th</sup>, and this year it will be held at David Crockett High School, and tickets are \$10.00 each.

Town Attorney Comments was the next item on the agenda. Town Attorney Jim Wheeler said he had nothing to report at this time. Jim Wheeler said he will need to meet in Executive Session in regard to pending litigation and the Board meeting will need to stay in session until the Executive Session is over.

The only item under Old Business was approval of the for the East Main Street sidewalk project. The East Main Street sidewalk project was re-bid, and two bids were received: (1) Complete Construction Management - \$199,150.00 and (2) GRC Civil Services, Inc. - \$361,210.00; and there is project money budgeted to cover the cost of the construction from Clay Avenue to Forest Drive. Town staff will have pre-construction meeting with Joshua Russell prior to the start of the project. Mayor Vest asked the Aldermen if they had comments or questions. Alderman Wolfe said Complete Construction Management who submitted the low bid said they can begin the project on March 1, 2023, and there is a lot of positivity about this moving forward, and he is very appreciative of the patience of everybody involved. There being no further comments, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the low bid from Complete Construction Management in the amount of \$199,150.00, as presented, Alderman Countermine seconded the motion and it was duly passed.

The first item under New Business was the Fiscal Year 2021-2022 Audit Report. Mayor Vest said Kevin Peters and Siena Rambo of Blackburn, Childers and Stegall, PLC, were present to give the FY21-22 Audit Report. Siena Rambo addressed the BMA to review some of the highlights of the audit and thanked Robert Anderson and Abbey Miller for doing a great job closing out the year last year and preparing for the audit and because of their great work we were able to issue the report in December on time to the State. Siena Rambo said there were very few journal entries that we actually had to have for the audit and there was only one finding. Ms. Rambo said there is a new auditing standard that changed the wording of the audit letter and the order of the words, but basically the Town still has and unmodified or clean opinion. Ms. Rambo said also this year there was another new accounting standard related to leases, and there is a paragraph in the opinion letter on the leases where basically you have to take any operating leases and recognize those as an asset and liability on the financials. Siena Rambo said the Management discussion of analysis which is actually written by the Town Administrator and Town Recorder and gives a good overview of the audit not only for this fiscal year but also comparison to prior year financials to see how the Town is doing. Ms. Rambo said as she mentioned before the new lease standard, the Town is the lessor of two buildings and the cell tower, those have not previously reported as an asset or liability on the books just based on accounting standards. Ms. Rambo said this new standard required us record those on the balance sheet and that was about \$3.5 million of additional asset and liability that was reported. Ms. Rambo said they did have one finding that was related to the water and sewer fund billing, part of that was some of the sales tax that had been filed and that was taken care of and fixed while they were on-site doing the audit. Siena Rambo said Robert Anderson and Glenn Rosenoff put other controls into place to help mitigate and to fix those issues with the billing and she thinks all of that should be corrected when they do the upcoming audit this year. Ms. Rambo asked the Board if they had any questions. Alderman Wolfe asked Ms. Rambo

if the financial health of the Town is good at this point? Siena Rambo said yes, and thinks things are going very well and thinks Robert Anderson is doing a great job and you do have great financials you can look at for your decision making. Mayor Vest thanked Siena Rambo for presenting the FY21-22 Audit Report. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Wolfe made the motion, seconded by Alderman Dickson, to accept the FY21-22 Audit Report as presented by Blackburn, Childers and Steagall. The motion was duly passed.

The next item on the agenda was a Resolution for a Public Entity Partners (PEP) Conservation Grant, which is a 50/50 matching grant for up to \$5,000 provided the Town spends at least \$10,000. The grant funds will be used to upgrade the much needed security camera system at Wetlands Water Park. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Wolfe made the motion to approve the Resolution authorizing the Town to participate in the PEP Property Conservation Matching Grant as presented. Alderman Causey seconded the motion and it was duly passed.

### **INSERT RESOLUTION**

The next item on the agenda was an annexation of property located along Skyline Drive, Washington County Tax Map 51, part of Parcel 259.18 upon request of Joe McCoy, property owner. The property is 33.72 acres, and Joe McCoy is requesting that the property be zoned R-1A (Low Density Residential). The Plan of Services reflect that town services are available at the time of annexation. The Jonesborough Planning Commission approved the Plan of Services and recommended the annexation and R-1A zoning of the proposed area to the BMA on April 19, 2022. Mayor Vest said there are three recommendations from staff for the proposed annexation, the first recommendation is approval of the Plan of Services, and asked the Aldermen if they had any questions or comments. There being none, Alderman Dickson made the motion to approve the Plan of Services as presented, seconded by Alderman Countermine and duly passed.

### **INSERT PLAN OF SERVICES**

Mayor Vest said the second recommendation for the proposed annexation is approval of the Resolution annexing, by request, property owned by Joe McCoy, identified as part of Parcel 259.18 on Washington County Tax Map 51, located on Skyline Drive. There being no comments or questions from the Aldermen Mayor Vest called for a motion. Alderman Causey made the motion to approve the Resolution approving the annexation as requested by property owner Joe McCoy. Alderman Countermine seconded the motion and it was duly passed.

### **INSERT RESOLUTION**

Mayor Vest said the third recommendation for the annexation is approval on first reading the Ordinance zoning the property R-1A (Low Density Residential). There

being no comments or questions from the Aldermen Mayor Vest called for a motion. Alderman Countermine made the motion to approve on first reading the Ordinance zoning the property R-1A (Low Density Residential, as presented. Alderman Wolfe seconded the motion and it was duly passed.

## **INSERT ORDINANCE**

The next item on the agenda was approval for amendment to the Senior Center's Policies and Procedures. The Senior Center Advisory Board approved the following changes and recommends approval to the BMA: Corrections to the Trip Cancellation Policy and increases to certain fees – (1) Dining room rental fees from \$75.00 per hour to \$100.00 per hour, and (2) Arts and craft hourly rate from \$50.00 per hour to \$75.00 per hour. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Wolfe made the motion to approve the amended Senior Center Policies and Procedures, and increase in fees and rates, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of a Town Credit Card Policy. Mayor Vest asked the Aldermen if they had comments or questions. Alderman Causey asked if they all the Supervisors are being given credit cards. Glenn Rosenoff said right now this is the policy that addresses any employee that uses a Town credit card, and we have not gone to the next step in issuing credit cards to all department heads; and if we do it will be a small sample population of Department Heads and monitor it. Alderman Causey asked if that would be issuing the one card that the Town Recorder has and no Supervisor has a card. Glenn Rosenoff said the Water Department has a card. Alderman Countermine asked if this is to track the usage of the card better. Glenn Rosenoff said this is to provide for disciplinary action if someone misuses the card, and this puts more controls into the card. Mr. Rosenoff said that Robert Anderson did a great job of fine tuning the policy. Mr. Rosenoff said in discussions in regard to the sales tax exemption, and policy does state in Exhibit A, that the person does agree to reimburse the Town of any charges that are not in accordance with the Credit Card Policy, and agrees to follow the established credit card policy and understand that failure to do so will result in loss of privileges or other disciplinary action. Mayor Vest called for a motion, Alderman Wolfe made the motion to approve the Town Credit Card Policy as presented, seconded by Alderman Causey and duly passed.

## **INSERT POLICY**

The next item on the agenda was approval of a Policy for Preventing and Reporting Fraud, Waste, or Abuse. Mayor Vest asked Town Recorder Robert Anderson to explain the proposed policy. Robert Anderson said part of this policy came into being is because certain grants that have been applied for basically asks whether or not if we have any policies in place. Robert Anderson said the idea was to outline what is our action if we do detect fraud and how do we address it, and also what do we have in place to try to prevent it. Mr. Anderson to spell that out on paper in a policy sets the objective very comprehensively. Glenn Rosenoff said we have to provide a means to

which people can anonymously call a hotline number to report something and this goes to the State Comptroller's Office. There being no further discussion, Alderman Countermine made the motion to approve the Policy for Preventing and Reporting Fraud, Waste, or Abuse as presented, seconded by Alderman Wolfe and duly passed.

## **INSERT POLICY**

The next item on the agenda was approval of an Ordinance on first reading of the Fiscal Year 2022-2023 Budget Amendments for the General Fund for four (4) grant awards that were not contained in the current budget. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Causey made the motion, seconded by Alderman Dickson, to approve the FY22-23 General Fund Budget Amendments on first reading as presented. The motion was duly passed.

## **INSERT ORDINANCE**

The next item on the agenda was a Special Event Application Request by Melinda Copp, owner of Mill Spring Makers Market, for two Mill Spring Makers Faire Events. The Spring Event will be held Saturday, May 20, 2023, from 10:00 am to 4:00 pm, and the Fall Event will be held Saturday, December 2, 2023, from 10:00 am to 4:00 pm. There is a request for street closure along Spring Street from Franklin Ave to East Main Street for the two events for vendors to setup and take down - the Spring Event beginning at 6:00 pm, Friday, May 19<sup>th</sup>, and ending at 7:00 pm on May 20<sup>th</sup>; and the Fall Event is 6:00 pm, Friday, December 1<sup>st</sup> and ending at 7:00 pm, December 2<sup>nd</sup>. Town Administrator Glenn Rosenoff said that the Hold Harmless Policy Agreement and the Proof of Insurance are all in place. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Countermine made the motion to approve the Special Event Application Request for the Spring and Fall Mill Spring Makers Market Events as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was the 2023 Special Event Application / Special Occasion Outdoor Use Permit Requests from Jonesborough Locally Grown (JLG) for the following events:

1. Jonesborough Farmers Market – To be held beginning May 6, 2023 through October 21, 2023, with the exception of two Saturdays which are associated with Jonesborough Days (July 1<sup>st</sup>) and the Storytelling Festival (October 7<sup>th</sup> with the exception if the Festival is held virtual). The Farmers Market will be located on the “Stephenson Lot” that connects with the rear of the Courthouse parking area which is owned by Washington County. The setup and take down of the market will be 7:00 am to 1:00 pm, with the market being open from 8:00 am to 12:00 pm. The Hold Harmless Policy Agreement and the Proof of Insurance are all in place.



2. Boone Street Market Outdoor Special Events /Special Occasion Outdoor Use Permit
  - a. Winter Farmers Market – To be held on Saturdays November 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, December 2<sup>nd</sup>, 9<sup>th</sup>, and 16<sup>th</sup>, and beginning January through April 2024 the third Saturday of each month (January 20<sup>th</sup>, February 17<sup>th</sup>, March 16<sup>th</sup> and April 20<sup>th</sup>). This requires the eight spaces in front of Boone Street Market be reserved on event days from 8:00 am to 1:00 pm for setup and take down, with no parking signs being placed on Friday evenings before each event takes place. The operating hours of the Winter Farmers Market is 9:00 am to 12:00 noon. The Hold Harmless Policy Agreement and the Proof of Insurance are all in place.
  - b. Third Thursday Burger Nights – The monthly event will be held April through September 2023, featuring local food from Boone Street Market with the outdoor seating (weather permitting) and live music and includes the consumption of beer. The event dates are April 20, May 18, June 15, July 20, August 17, and September 21 (subject to change) from 5:00 pm to 8:00 pm. A Special Event/Special Occasion Outdoor Use Permit application has been received as part of the event to cover all the amenities for the event being held at Boone Street Market and the public patio open space area. Any alcohol consumed will be roped off and signs with “No Alcohol Beyond This Point” will be prominently posted, and will meet Tennessee ABC requirements for consumption of alcohol over 5 percent. The sidewalks will allow for at least 5 feet for pedestrian use. The Hold Harmless Policy Agreement and the Proof of Insurance are all in place.
3. Farm-To-Table Dinner Outdoor Special Events /Special Occasion Outdoor Use Permit - The Annual Farm to Table Dinner this year is scheduled for Saturday, August 26, 2023 from 3:00 pm to 11:00 pm. The event includes use of the ISC plaza and building. Wine and beer will be served. ISC (International Storytelling Center) secures the ABC permit to serve alcohol as part of their contract with JLG as part of the use of their facility. The street closure request is from Main Street between 2<sup>nd</sup> Avenue and Fox Street and East Courthouse Square (in case of relocation due to rain, there will be no street closure and the event will be held at the McKinney Center), with street closure starting at 3:00 pm and ending at 11:00 pm when public safety deems safe to re-open road. Request for services is identified as part of the Special Event Permit Application. A Special Event/Special Occasion Outdoor Use Permit application has also been received as part of the event to cover all the amenities for the event being held on Main Street. The Hold Harmless Agreement and proof of Insurance has been received. Haybales will be used to create the designated area/boundary for alcohol use on Main Street.

Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Wolfe made the motion to approve the 2023 Special Event Application and Special Occasion Outdoor Use Permits as requested by Jonesborough Locally Grown as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was the Outdoor Use Permit Renewals for 2023 for Main Street Café & Catering, Zac Jenkins, 117 West Main Street and Texas Burritos & More, Mary Sipple, 109 Courthouse Square. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Wolfe made the motion to approve the Outdoor Use Permit Renewal for applicant Zac Jenkins representing Main Street Café & Catering, LLC, 117 West Main Street, as presented. Alderman Causey seconded the motion and it was duly passed. Alderman Dickson made the motion to approved the Outdoor Use Permit Renewal for applicant Mary Sipple representing Texas Burritos & More, located at 109 Courthouse Square, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of Change Order #1 for the Meter Replacement Program with Contractor Perma Corporation. Mayor Vest asked Town Administrator to explain the Change Order. Glenn Rosenoff said the majority of the water meters across the water system are 5/8" – 1/2" or 3/4" meters and the prices of those are the same. Change Order #1 is for the addition to add one hundred (100) 1" water meters to the project. The overall bid award amount is \$4,447,000.00 and the adjusted amount is \$4,446,830.00 (reduction of \$170.00). Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Wolfe made the motion, seconded by Alderman Dickson to approve the Change Order #1 "AMI/AMR Meter Additions for Water System Improvements" to adjust quantities to add 1" water meters to the project as presented. The motion was duly passed.

#### **INSERT CHANGE ORDER #1**

The next item on the agenda was the declaration of Town water meters as surplus and authorization to sell the meters. Mayor Vest asked Town Administrator to explain the Change Order. Glenn Rosenoff said with the meter replacement program progressing it means that the old meters are obsolete and needs to be disposed of, and currently there are approximately 5,000 meters to be declared as surplus. Glenn Rosenoff said Scott Rosenbaum, Purchasing Clerk, solicited quotes on the sell of the surplus meters, and received three quotes: (1) Brian Mitchell, Industrial Resource. Raleigh, North Carolina, submitted a bid for \$3.65 per meter for 3/4" and 1/2". (2) John Adams submitted a bid for \$3.00 a meter for 3/4" and 1/2". (3) David Adams submitted a bid for \$2.50 a meter 3/4" and 1/2". Mr. Rosenoff said the recommendation is declare the old meters as surplus and accept the quote from Brian Mitchell, , Industrial Resource. Raleigh, North Carolina, at \$3.65 per meter for 3/4" and 1/2". Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Wolfe made the motion to declare the old meters as surplus and accept the quote from Brian Mitchell, , Industrial Resource. Raleigh, North Carolina, at \$3.65 per

meter for 3/4" and 1/2" as presented, seconded by Alderman Countermine and duly passed.

The next item on the agenda was first reading of an Ordinance amending Title 13, Chapter 2, Wastewater Treatment Tap Fee Schedule, Section 13-270, adding "inside the town limits" to paragraph 8, and adding a new paragraph 9 to address tap fees for "outside the city limits". Mayor Vest asked if there were any comments or questions, and with there being none called for a motion. Alderman Wolfe made the motion, seconded by Alderman Causey, to approve first reading of the Ordinance amending Title 13, Chapter 2, Wastewater Treatment Tap Fee Schedule, Section 13-270, adding "inside the town limits" to paragraph 8, and adding a new paragraph 9 to address tap fees for "outside the city limits", as presented. The motion was duly passed.

### **INSERT ORDINANCE**

The next item on the agenda was approval of a Resolution establishing a Design Review Commission (DRC), per Tennessee Code Annotated 6-54-133. The Resolution establishes a Design Review Commission having the authority to develop general guidelines for the exterior appearance of nonresidential property, multiple family residential property, and any entrance to a nonresidential development within the municipality. The Resolution further states that the Resolution establishes the Design Review Commission; and the members of the Jonesborough Planning Commission to service as the DRC; and any property owner affected by the guidelines may appeal a decision of the DRC to the Board of Mayor and Alderman. Mayor Vest asked the Alderman if they had comments or questions. Alderman Wolfe said this has not been cleared by the Planning Commission yet. Glenn Rosenoff said that is correct, and it will be going to the Planning Commission at their next meeting scheduled on Tuesday, February 21<sup>st</sup>. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve a Resolution establishing a Design Review Commission (DRC), per Tennessee Code Annotated 6-54-133 as presented. Alderman Countermine seconded the motion and it was duly passed.

### **INSERT RESOLUTION**

The next item on the agenda was first reading of an Ordinance to Amend the Municipal Code of the Town of Jonesborough, Tennessee to Amend Title 11, Chapter 5, Provisions Relating to Zoning Entitled "Provisions Governing Use District" by Adding Section 11-517E Entitled "Corridor Overlay District" and to Establish Design Guideline Standards for Such Districts. Mayor Vest asked the Alderman if they had comments or questions. There being none, Alderman Countermine made the motion to approve the Ordinance on first reading as presented, seconded by Alderman Dickson and duly passed.

### **INSERT ORDINANCE**

The next item on the agenda for approval was a Resolution approving the Town of Jonesborough to apply for the 2023 Local Parks and Recreation Fund (LPRF) Grant through the Tennessee Department of Environment and Conservation (TDEC). This is grant is a 50-50 match and this is the first year that the LPRF grant program does not have a cap on the amount that can be requested in the application process. TDEC's application requirements are that the BMA pass a resolution in order for the Town to apply for grant funding. Alderman Vest called for a motion. Alderman Wolfe made the motion to approve the Resolution approving the Town of Jonesborough to apply for the 2023 Local Parks and Recreation Fund (LPRF) Grant as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was first reading of an Ordinance Amending Title 9, Chapter 7, of the Municipal Code of the Town of Jonesborough, Tennessee, Regulating Junk Vehicles, by adding Sections 9-707 through 9-711. Mayor Vest asked if this included boats and motorcycles. Jim Wheeler said he would look at the State Statute in regard to boats before second reading.

With there being no further comments, Alderman Vest called for a motion. Alderman Countermine made the motion, seconded by Alderman Wolfe, to approve on first reading the Ordinance Amending Title 9, Chapter 7, of the Municipal Code of the Town of Jonesborough, Tennessee, Regulating Junk Vehicles, by adding Sections 9-707 through 9-711 as presented. The motion was duly passed.

## **INSERT ORDINANCE**

The next item on the agenda was approval of an additional Municipal Court date for the last Thursday of each month at 3:00 p.m., with the Assistant Municipal Judge Mason Edmonds presiding. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Causey asked if there was money in the budget to cover the additional court date. Town Administrator Glenn Rosenoff said the Police Department budget will absorb the funds. With no further comments, Mayor Vest called for a motion. Alderman Dickson made the motion to approve the additional Municipal Court date for the last Thursday of each month at 3:00 p.m., with the Assistant Municipal Judge Mason Edmonds presiding, seconded by Alderman Wolfe and duly passed.

The next item on the agenda was to approve contracting the new road construction with Joe Wilson and Jason Day. The Town entered into an Easement Contract with Joe Wilson and Jason Day on May 3, 2022 and the Town was given six (6) months to complete the project; and time is of the essence to get this roadway completed because the development is quickly approaching the date they will begin renting apartments. The Street Department is currently involved in completing the Lincoln Park project and once it is completed, they will have to move to North Cherokee Street to begin work on that road project for the new school. The street developer, Allen Brackins, on the Wilson/Day project is willing to complete the street and allow the Town to purchase and haul materials which Town is already obligated to this. The Easement Contract is drafted in such a manner that it allows for the Town to negotiate completion

of the roadway utilizing the developer's contractor. Allen Brackens has provided a price to complete the project and the quote is as follows: \$.92 per square foot @ 20,000 square feet to level and grade stone hauled by the Town (\$18,400.00); \$.30 per square foot @ 20,000 square feet to put down binder (\$6,000.00); \$.30 per square foot @ 20,000 square feet to put down top coat of asphalt (\$6,000.00); \$7.00 per linear foot of curb @ 800 feet total (\$5,600); \$10.00 per ton haul bill if the Town utilizes Mr. Brackens' trucks to haul; which the Town can haul of the stone, but we may have to utilize some of Bracken's trucks to haul asphalt. The Town will contract the work with Joe Wilson or Jason Day. There is some sewer work and drainage work that needs to be completed prior to constructing the road and the materials and equipment are on site ready to begin construction once the elevations pins are set by McCoy Surveying. The total cost of the project will be approximately \$36,000 and staff is recommending that a not-to-exceed amount of \$45,000 be established due to the fact we do not know how many loads of asphalt the contractor may have to haul. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Wolfe made the motion, seconded by Alderman Countermine, to approve the new road construction with Joe Wilson and Jason Day, not to exceed \$45,000. The motion was duly passed.

The next item on the agenda was the Stage Door Project. Mayor Vest said the two recommendations are: (1) Approve the transfer of the Sonia King Trust funds in the amount of \$125,000 from the sound and lighting projects for the Jackson Theatre to the Stage Door project, and (2) Approve extending the contracted services estimated completion date with Lewis Hulse for the Stage Door Project from February 2023 to June 2023. Mayor Vest asked the Aldermen if they had comments or questions. Alderman Causey asked that this be deferred to a called meeting or work session in order to find out what remaining balance of funds are left to finish the project. Alderman Wolfe said this is being done strictly to finish the Stage Door without having to use Rural Development monies, if you put federal money into the Stage Door project then you open up a "big can of worms", in terms of their financial requirements. Board members held discussion in regard to funding on the Stage Door project. Mayor Vest called for a motion. Alderman Wolfe made the motion, to defer the action of the Stage Door project and to set up a work session specifically addressing the Stage Door and Jackson Theatre projects, the TN Hills Distillery Outdoor Use Permit Renewal and possible other projects within the next couple of weeks and to have a formal contract drawn up with Lewis Hulse, seconded by Alderman Countermine and duly passed.

Mayor Vest recessed the meeting for the Board to meet in Executive Session. The Executive Session meeting adjourned, and the BMA rejoined the regular meeting. Jim Wheeler said that today, February 13, 2023, Craig Ford was notified by Erick Herrin that Public Entity Partners is going to provide a defense to defendants including Chief Rice. That will need to be confirmed with Public Entity Partners directly. At this time we are asking the Board of Mayor and Aldermen to authorize the Town Administrator to hire Mr. Herrin's firm to represent Chief Rice and/or the Town if for any reasons we have not been able to have Public Entity partners provide a defense. Alderman Wolfe made the motion to authorize the Town Administrator to hire Erik Herrin and his office to represent

the Town as recommended by Town Attorney Jim Wheeler, Alderman Causey seconded and the motion and it was duly passed.

There being no further business for discussion, Mayor Vest adjourned the meeting.

---

ROBERT ANDERSON, RECORDER

---

CHUCK VEST, MAYOR