

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

FEBRUARY 14, 2022

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, February 14, 2022, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing agenda was Ordinance rezoning a tract of land (approximately 312.47 ft. x 105 ft., total of 0.689 acres) along Bowman Avenue, Parcel 9.00, Washington County Tax Map 60, from R-1 (Low Density Residential) to R-2 (Medium Density Residential). There were no comments.

The Public Hearing was closed.

PAT RYDER, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JANUARY 10, 2022

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, February 14, 2022, 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 Carol Salinas led the pledge to the Flag.

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

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

1. Approve the minutes of the November 8, 2021 regular BMA meeting.
2. Approve the following bills for payment:

	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
101146-101173	49,890.00		
101174-101180	1,507.21		
101181-101257	69,486.65		
101258-101275	12,168.32		
101276-101283	5,439.54		
101284-101286	26,604.17		

101287-101325	10,806.99		
	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
101326-101335	77,262.86		
101336-101345	<u>20,620.06</u>		
		\$273,785.80	
634389-63446		3,710.00	
63447		8,982.12	
63448-63506		95,994.39	
63501-63528		82,346.73	
63529-63533		3,402.55	
63534-63536		54,794.25	
63537-63552		235.00	
63553-63557		45,305.13	
63558-63571		46,695.74	
63572-63574		<u>1,600.00</u>	
		\$343,065.91	
9479-9480			950.00
9481-9495			12,519.75
9496-9500			5,428.77
9501-9506			848.68
9507-9509			6,306.42
9510-9513			<u>455.30</u>
			\$26,508.92
School Fund			
1035-1037	9,315.00		
1038-	7,970.00		
1039	5,740.74		
1040-1041	<u>848,325.80</u>		
	\$871,351.54		

3. Approve the following Operations Manager Report:

I wanted to start my monthly report a little differently this month due to some complaints from residents on East Main Street at the January Board of Mayor and Alderman meeting. I just wanted to make sure the Mayor and Board are fully informed with respect to our workforce.

I wanted to start with the Street Department. At full staff, the Street Department employs seven (7) people, including the Director. They are currently short one operator due to the retirement of Larry Baines. This leaves the Street Department currently with six (6) employees.

The Street Department began leaf pick-up on November 01, 2021 and ended on January 19, 2022. In the past, we have picked up leaves utilizing a seasonal driver and two Washington County inmates. This year, we did not have the Washington County inmates.

In addition, the seasonal employee we hire each year, stepped into a deep hole covered in leaves near the beginning of the season. He damaged his knee to the point he was unable to work during the seasonal leaf season. Due to the fact we had no inmates and no seasonal driver, Director Highsmith had no choice but to have three (3) of his employees pick up leaves the entire season. During this time, he had another one of his employees contract Covid.

After the paving on East Main Street was completed, the Street Department had a lot of backfill they had to complete. This took much longer to complete due to his short staffing. We were also initially scheduled in January to install the

playground equipment at Lincoln Park and the Street Department had to complete the "prep work" for this project. This had to be re-scheduled due to weather; however, the work was still completed.

The playground project was re-scheduled for February 08, 2022 and it will take the Street Department and Parks and Recreation Department staff to complete this project.

I had started a project at one of the ballfields at Persimmon Ridge Park with the State inmate crew. We lost the crew due to Covid in May 2021 and I don't expect them back. The season typically starts around late February or early March, so I am now working with the Street Department to try and finish this field prior to the season opener.

Once we can finish this ballfield project, I will send the Street Department back to Shell Road and attempt to get this project finished.

We have also had a couple of snows to deal with this winter and Director Highsmith has basically accomplished this with three employees.

I realize the Mayor and the Board is very supportive of our employees, but I take offense to residents who have no clue what is actually going on and show up at the Board of Mayor and Alderman meetings to criticize these employees.

With respect to the Street Department, I will address some of the issues complained about at the last BMA meeting. The Street Department painted a cross-walk and erected cross-walk signs on East Main Street at New Halifax and the Senior Center.

The speed tables have been re-installed on East Main Street after the paving was completed. Some residents have already complained they are not high enough to slow traffic down. The new speed tables are to engineering specifications. The ones that were removed probably were not, if they were higher. I know the one at Clay Avenue was not.

The Street Department also installed one new speed table on North Lincoln Avenue near the entrance to Lincoln Park.

With respect to the plants at the pond at the entrance to New Halifax. All the plants were planted when we initially worked on this project. There were some plants that died and after research, we found the plants specified in the original plan would not live because they did not get adequate sunlight.

At this point, new plants were specified for this location. The new plants were ordered. Once the new plants arrived, the dead ones were removed and replaced with the plants currently on the site. I know this project was initially completed because I was there and assisted in the planting.

I do not know anything about the current complaint that there are more plants that are supposed to go in the ground for this project. I have spoken with Matt Townsend, Rachel Conger, and Engineer Todd Wood, and all three have assured me that all the plants on the plan for this project have been planted.

With respect to Solid Waste. Jeff Thomas has one (1) residential garbage collector, one (1) commercial garbage collector, and one (1) back-up collector. This past month, both his residential and commercial collectors contracted Covid and were out for over a week.

Director Thomas and his back-up collector had to pick up the garbage in their absence. Had one of them contracted Covid during this time, we would most certainly have been in trouble.

Director Thomas has been instructed to put his residential and commercial garbage routes on some type of GPS mapping in order that we would have the routes mapped. The back-up driver was unfamiliar with the routes and should one of them contracted Covid, we would have had to go outside of our Solid Waste Department to find someone to complete these routes.

Director Thomas reported to me today that he has another employee who has contracted Covid.

Next, we have Water Distribution. Water Distribution has one (1) Town construction crew, one (1) Town maintenance crew, and one (1) County construction crew. Due to Covid this past month, Water Distribution was short an entire construction crew for over a week.

Currently, Water Distribution is short three (3) employees on the County construction crew and two (2) employees short for the Town crew.

Again, this is difficult to manage. We try to keep the County crew off call as they are being paid by Washington County to install water lines in the County. This put the remaining Town crew on call until others could return to work.

Parks and Recreation currently have three (3) fulltime staff members. One of these employees is the Waterpark Director who will begin working on the Waterpark to get it ready for the 2022 season. The Department is currently short two positions. The increase in their workload over the last five (5) to ten (10) years has more than doubled.

In December 2021 and January 2022, the Parks and Recreation Department planted 53 trees along Boone Street and in the medians on Jackson Boulevard. Obviously these three (3) guys could have never accomplished this on their own. I had one sewer crew assigned to "pothole" the holes on Boone Street due to all of the underground utilities. It just was not safe to dig. We ran into underground power lines, or the gas line on nearly every hole a tree was placed.

In addition, a Street Department crew was also assigned to help with respect to hauling the trees and dirt to go into the holes. This was a lengthy project as it was tedious and dangerous work. Nonetheless, we were able to get all the trees planted. It goes to show the dynamic of putting together employees from three (3) different departments to accomplish one (1) project.

The Fire Department has eight (8) total staff, including Chief Fritts. During the month of January, they had two (2) Firefighters out at the same time with Covid. To put that into perspective, that is a fourth of their work force. Again, they will have a lot of overtime for the month of January.

Finally, let's look at the Police Department. At full staff, there are fourteen (14) officers assigned to the patrol function. There are three vacancies, so we are down to eleven. At one point, six of our officers had Covid during the same time period.

Major Rice, Major Aistrop, and Lieutenant Higgins worked many patrol shifts to cover our shortage of officers, and we had a tremendous amount of overtime from the "well" officers to fill in.

I say all of this to point out that we are short staffed to begin with, especially on the General Fund side of the budget. I am proud of the work we accomplish each and every month with the number of staff we have to actually complete the work.

We relied heavily on inmate labor. We lost that inmate labor and it has had a huge impact on what we can get accomplished with the staff we have. These

men and women do not complain. They just keep working each day to accomplish what they can. It is demoralizing to them to have people complain that something in their neighborhood is not getting accomplished fast enough to suit them.

If we are to continue to complete the volume of work we have before us, we are going to have to hire additional staff, or look at contracting some of these major projects.

We currently have nearly fifty (50) projects pending for the Town. With the loss of the State inmates and the staffing shortages, we are going to have to seriously consider hiring more employees, or contracting more of the work in order to complete some of these projects. Some of these projects have been on the books for years.

That is at least a "snapshot" of where we currently are with our staffing. It is so very stressful to try to manage all of these projects with the personnel we have available. The desire to complete projects in a timely manner and to do quality work is overwhelming with the limited resources we have.

To recap, the Street Department replaced all the speed tables on East Main Street that were removed for paving. They also installed a new speed table on North Lincoln Avenue. They installed a cross-walk at the Senior Center and New Halifax, complete with signage.

The Street Department has also assisted Parks and Recreation on the Boone Street/Jackson Boulevard tree-planting project. The Street Department has also been working on the ballfield at Persimmon Ridge Park and they have complete grade work at Lincoln Park for the installation of the playground equipment.

Director Highsmith has also continued to work with Summers Taylor on completing the concrete work at the Lincoln Park. They have poured the stage floor at the amphitheater, as well as the ramps.

The Washington County Water Distribution crew finished their second major project, which was an extension on Greenwood Drive. They did a remarkable job on this project as most of it was rock and they also had to cross one creek.

This crew has already started on their third project, which is phase two of Greenwood Drive. Their next project will be a section of Highway 81S.

I completed a training session this month with the supervisors on time sheets. Payroll has experienced an increasingly difficult problem with respect to how time sheets were being completed by employees. The training was well received and was very helpful as evidenced by our most recent pay period.

After meeting with administrators at the Washington County Sheriff's Office, we were able to get some of our employees to a training class on handling inmates. I am happy to report that we will be receiving our first inmate from the jail on February 14 to help with the recycling program.

They are working to get us a couple more inmates for this program. The good news is that we will be able to meet the March 01 deadline to restart our curbside recycling program.

We received most of our police cruisers in January; however, it will be some time before we can get them on patrol. The suppliers are having a difficult time getting the equipment that goes on these vehicles.

Finally, we have experienced complaints about a number of streetlights not working properly throughout Town. I have met with the supervisor at BrightRidge

who is over repairs. I have also met with staff at the Police Department. We are back on track to doing what we need to be doing on our end.

I learned that BrightRidge is currently short on sensors for streetlights and do not know when they will get their next shipment in. I was advised they were down to ten (10) sensors. Our last list we sent them was 84 lights not functioning properly. Our goal is to get these lights repaired in hopes the list becomes smaller each week.

4. There were no Committee Reports submitted.
5. Approve the following Supervisor Reports: Environmental Services/Wastewater, Water Treatment, Water Distribution, Senior Center, Building Inspector, Street Department, Animal Control, McKinney Center, MBM Program Director, Parks and Recreation, Visitors Center and Facilities Rental Manager, Fire Department, Solid Waste and Recycling, Website and Marketing Specialist, Marketing and Promotions Coordinator, and Director of Tourism and Main Street.
6. Accept the retirement of Chief of Police Ron Street effective April 30, 2022.
7. Accept the resignation of Laura Rodifer (verbal resignation) as Billing Clerk in the Water Department Office effective January 21, 2022.
8. Approve Rick Duvall receiving a stipend during the time he served as Interim Building Inspector from November 8, 2021 through January 28, 2022 at Grade 16 Step 2 (\$45,642). The stipend would be the difference between Grade 16 Step 2 (\$45,642) and his current pay Grade 11 Step 8 (\$42,701).
9. Approve Chris Lawson, Water Quality Specialist in the Water Distribution Department, moving from Grade 8 Step 4 (\$32,773) to Grade 8 Step 5 (\$33,757), due to him obtaining his Water Distribution 2 Certification, and the increase being retro-active to November 22, 2021.
10. Approve the appointment of Matthew Hensley to the position of Parks and Recreation Park Maintenance Specialist at Grade 4 Step (\$24,675), subject to completing all pre-employment requirements.
11. Approve the disposal of outdated and non-serviceable fire equipment as requested by Fire Chief Phil Fritts, as follows: Streamlight Boxlight, 3 – Apple iPads, 1 – HP Laptop, and 3- Super II Pass Devices.
12. Approve the declaration of Town equipment as surplus and to be auctioned on GovDeals.com. The equipment is a 2000 year-model 25.5-foot trailer - Water Distribution, and a 1999 Dodge Ram - Solid Waste.
13. Approve the removal of four trees that are in poor shape, three are around the water way of the Visitors Center and one on the grounds of the Heritage Alliance, in front of Oak Hill, and award the bid from Premier Tree Services in the amount of \$4,200.00.

The next item on the agenda was the Financial Report. Mayor Vest said the sales tax collections have steadily increased and are up over 17% and thanked everyone for shopping locally. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Causey made the motion to approve the Financial Report as presented, seconded by Alderman Callahan and duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest introduced Bob Cantler, President and CEO of the Chamber of Commerce, and will present their business and economic development programs. Bob Cantler said the Chamber's Mission is to promote business, enhance economic and community

development, and serve as a catalyst for improving the overall business environment and quality of life for our community and region, which is to educate, advocate, recruit and network. Mr. Cantler reviewed the population growth of the area, noting that Jonesborough led the population growth, and the market share of total sales of housing in the area with the Johnson City leading the region at 42%. Mayor Vest thanked Bob Cantler for the presentation and stated that the Board appreciates what the Chamber does for Jonesborough.

Mayor said the next item was Employee of the Month, and asked Ralph "Butch" Keffer to come forward to accept the February Employee of the Month award, and read the following nomination letter:

I would like to nominate Ralph "Butch" Keffer for the distinction of Employee of the Month for February 2022. In simplest terms, Butch is always where you need him to be, when you need him to be there. Butch is one of those folks, who pride themselves in being a helper in every situation. This is a daily practice for Butch, but I would like to share one recent example. During snow removal duties, Butch stands extra tall as he goes about his mission of snow removal. He takes the role very seriously, as all our crew does. But Butch assumes the added role of 'set up' man for snow removal duties. On the snow event at the beginning of this month. I coordinated with Butch the timing the snow would likely begin to be an issue for motorists. We planned to come in to work an hour before that time (to get equipment prepared), approximately 3:00 a.m. Butch said "great, I'll be there at 2:00 a.m. and get all the plow trucks started, warmed up and loaded with salt". So, that means he volunteered to come in an hour early, during the middle of the night, and have everything functional and warmed up and ready when the remainder of the crew gets here, still before the snow is having serious impact. During our most recent snow event, on the Sunday before Martin Luther King's birthday/holiday, Butch reported in during the morning, as we had a black ice event. That crew worked about 4.5 hours to salt streets. After that, they all went home to rest, as the larger snow event was forecast for just before midnight that night. Butch reported back to work at 10:00 p.m. with that shift of men, myself included, and we plowed and salted until approximately 7:00 a.m., Monday, when the crew from the early Sunday morning event returned to take over and battle the snow event through the afternoon on Dr. King's birthday/holiday. Again, Butch was the first in on my shift (10:00 p.m.), had all the plow trucks warmed and loaded with salt and ready for duty. Butch is a selfless, giving and generous man, and a pleasure to work alongside. He volunteers for duty always, never complains and does a fantastic job. In these short paragraphs, I can only scratch the surface of what a great crew of men I am honored to serve with. Ralph "Butch" Keffer, being one of the best of the best. For these reasons, I feel Ralph "Butch" Keffer deserves the honor and distinction of Employee of the Month for February 2022. Submitted by: Malcolm Highsmith, Street Director

The next item under Communications from the Mayor was Committee Appointments. Mayor Vest said there are five vacancies on the Jonesborough Traffic Committee and he is recommending the appointment of the following five people: Bill Garland (fill an unexpired term with the term expiring January, 2023); David Sell (fill a vacant term expiring January, 2025); Sherrell Lyon (fill a vacant term expiring January, 2025); David "DW" Cooper (fill a vacant term expiring January, 2025); and Aaron Bible (fill a vacant term expiring January, 2025). Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Callahan made the motion to approve the recommendation of Mayor Vest for the five appointments to the Jonesborough Traffic Committee as presented, Alderman Countermine seconded the motion and it was duly passed.

Mayor Vest said Chocolate Fest was a huge event and was a great atmosphere. Mayor Vest thanked JAMSA and Town staff for all their hard work and efforts in making Chocolate Fest successful this year.

Mayor Vest announced that the Recycling Program is slated to begin on March 1st and that it is going to be good because people have been waiting for that. Mayor Vest said Glenn Rosenoff and Craig Ford have worked hard to get that set up. Glenn Rosenoff

said there is no choice, it will be March 1. Mayor Vest said he has discussed with Mr. Rosenoff to try to get a retreat planned at some point with the Board members to look at in regards to the upcoming FY22-23 budget.

Mayor Vest said he is very pleased with the performance of the Public Works team, and they do a lot of work behind the scenes; and the supervisor and crews do a great job of coordinating and utilizing their work force and working together as a team. Mayor Vest said the parking downtown and East Main Street sidewalks will be addressed later in the meeting.

Mayor Vest said we are blessed with a very Public Safety Department. Mayor Vest said the police responded to a call at one of our shopping centers, with some suspicious characters and Officer Higgins apprehended one person and one run, which is really good police work. He said in talking with Operations Manager Craig Ford about how this went down, Mr. Ford said our officers have good instincts and they thought the person who ran might show up at a certain place and they kept watch on the place for a while and the person did show up and was apprehended by our officers. Mayor Vest said they caught two people who had stolen cars from Morristown and all throughout the area and region.

Craig Ford said on the event the Mayor was speaking of, the officer received the call and when he got there the male suspect ran, but he was able to catch the female suspect. Mr. Ford said there were two stolen vehicles in that parking lot that they had at the time and the suspects were looking to steal another vehicle there. Mr. Ford both vehicles were filled with all kinds of evidence of burglaries from Johnson City, Jonesborough and Washington County, most of them were auto burglaries. He said one particular incident they had stolen over \$10,000 worth of jewelry out of a car that the lady was a dealer and we got a big part of that back for her and she was just eternally grateful. Mr. Ford said a few days later after the initial arrest when they got the male suspect he was actually armed and thankfully that ended well. Mr. Ford it was really just good police work but also being fortunate enough to be close when the call came in and did a really good job with it. He said we are now working with other law enforcement agencies trying to get victims to file reports, they have been coming here in and out for the last week looking at property for them to identify so that we can prosecute those cases and they will be numerous when they are finished.

Craig Ford said he told Mayor Vest that there he wanted to address the Board tonight. Craig Ford said he was pretty sure around the FY20-21 budget year, as the Board was preparing the budget and staff working on the budget to present to them, the former Recorder came in, this was at the time there was a lot of strife across the nation going on, talking that we need to up the life insurance coverage on our police officers. He said he loves her dearly, but Virginia Causey being Virginia said no that we need to do that for all our employees. He said the insurance coverage for very little at that budget year was more than doubled on the employees. Mr. Ford said fast-forward to the December 2021 Board meeting, the BMA hired a young man in the Water Distribution Department, 37 years of age, very likeable and anyone that spoke with him was very impressed with him. He said the last week of January he became ill and his concern was that he was in too much pain to work and didn't want to lose his job. He said Kevin Brobeck assured him that his job would be okay and he could come back to work when he was able. Mr. Ford said he was scheduled to come back on the 31st of January and he called in again to say he was in too much pain, so the morning of February 1st his wife called Mr. Brobeck to say that they had taken him by ambulance to the hospital in cardiac arrest and she called about 4:00 that afternoon to say he had passed away. Mr. Ford said the wife had no clue that they had this life insurance coverage. Mr. Ford said as soon as Kevin Brobeck called him about the employee passing away, and checked with Sheila Watson and asked her to call the life insurance company right now, and he said he is telling the Board that the insurance coverage went into effect at midnight the day he passed away. Mr. Ford said he wanted to tell the Board, as an employee but also an individual that manages these Town employees, how much he thanks them all, because he knows how it is a difficult task when you are working through budget because you can never fund everything that needs to be funded, but you say you care

about employees and that is a prime example of caring about the employees. Mr. Ford said he just wanted to personally thank you for being willing to step up and doubling that life insurance coverage a couple of years ago. He said that young man's widow, who has four small children, was the beneficiary of that; and he just wants to say from the bottom of his heart "thank you so much".

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey commended the Street Department on the projects they have completed with a small crew. She said we have a great and super staff, and we should be very thankful for it. Alderman Causey said she attended Chocolate Fest on Friday night and thoroughly enjoyed every sample that they gave me.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said he had no specific report at this time.

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

The only item under Old Business was second and final reading of an Ordinance rezoning a tract of land (approximately 312.47 ft. x 105 ft., total of 0.689 acres) along Bowman Avenue, Parcel 9.00, Washington County Tax Map 60, from R-1 (Low Density Residential) to R-2 (Medium Density Residential). Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Countermine made the motion to approve second and final reading of an Ordinance rezoning a tract of land (approximately 312.47 ft. x 105 ft., total of 0.689 acres) along Bowman Avenue, Parcel 9.00, Washington County Tax Map 60, from R-1 (Low Density Residential) and R-2 (Medium Density Residential). The motion was seconded by Alderman Callahan and duly passed.

INSERT ORDINANCE

The first item under New Business on the agenda was approval of the Lincoln Park Structures Construction Bid. Mayor Vest asked Town Administrator Glenn Rosenoff to discuss the bids. Glenn Rosenoff said the bid is for the LPRF Grant (Tennessee Local Parks and Recreation Fund) for the building construction, and includes labor and equipment for the following five building structures:

1. Pavilion: Includes a covered open area for table and chairs, restrooms, and a storage/mechanical room.
2. Education Building: Includes an enclosed potting shed area, instructional space and covered but open seating area.
3. Amphitheatre/Stage: Includes a covered raised stage area that is open to an outside seating area. Project construction only includes the building and not the seating area.
4. Gazebo: Includes a typical gazebo structure of medium size.
5. Arbors: Includes two (2) small arbors at the top of the Terrace area.

Glenn Rosenoff said four bids were received and opened on February 3, 2022, and the results are as follows: 1.) GRS Construction - \$490,450; 2.) Complete Construction Management - \$171,500; 3.) Casey Construction - \$572,140.; 4.) Quad City Builders - \$364,320. Mr. Rosenoff said when staff projected the costs of building construction in September 2020, they estimated the construction at \$185,000. He said based on the bids received, Completed Construction Management was the low bidder. Mr. Rosenoff said staff has called the three project references as submitted with their bid and received positive feedback, and the company has a valid and current contractor's license to perform the work necessary on this type of project. He said the bid

documents have been sent to Evan Sanders with Community Development Partners and Mr. Sanders is forwarding the bid information to the State for concurrence and approval. Mayor Vest asked the Aldermen if they had any questions. There being none, Alderman Callahan made the motion to approve the bid from Complete Construction Management in the amount of \$171,500 to complete the construction of the five building structures as part of the Lincoln Park LPRF Grant, subject to the approve of the Tennessee Department of Environment and Conservation's Division of Recreation Education Services. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was the approval of approval a Resolution Supporting the Restoration of the Historical State Shared Sales Tax Relationship and the Increased Single-Article Cap Revenue-Sharing Relationship Between the State of Tennessee and Local Governments. Mayor Vest asked Town Administrator Glenn Rosenoff for his comments. Glenn Rosenoff said the Resolution captures the history of both revenue components and the BMA's approval shows their support on behalf of the Town residents the restoration of the historical revenue-sharing relationship of recurring state shared sales taxes in order for cities to once again receive the 4.6% of all State general fund sales tax revenue. Mr. Rosenoff said the BMA's approval also formally supports the allowance of local governments to receive sales tax revenues realized on items with a purchase price above \$1,600.00, and his recommendation is for BMA approval of the Resolution. Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Dickson asked if we are hearing favorable comments from our representatives in regards to this Resolution. Mayor Vest said it is about in the fifty-fifty range. There being no further comments, Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Resolution Supporting the Restoration of the Historical State Shared Sales Tax Relationship and the Increased Single-Article Cap Revenue-Sharing Relationship Between the State of Tennessee and Local Governments, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of the Concession Agreement with Jonesborough Little League Association for the 2022 Season. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Callahan made the motion to approve the 2022 Concession Agreement with the Jonesborough Little League Association authorizing the use of the Town concession buildings associated with the ballfields at Persimmon Ridge Park from March 1 – August 1, 2022, subject to the terms of the Agreement, and CDC Guidelines, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda for discussion was approval an Agreement with Community Development Partners, LLC (CDP) for the administration of the ARPA funds, which includes consultation for ensuring compliance with regulatory and other requirements for funds awarded to the Town under the Coronavirus State and Local Fiscal Recovery Fund of the American Rescue Plan Act. Glenn Rosenoff said Community Development Partners has based their contract off of the Towns' direct ARPA allocation of \$1,664,859, and the compliance/management services related to the implementation of those funds. Mr. Rosenoff said CDP's proposal to the Town for their services totals \$60,000 and deliverables for their services include Planning, Reporting and Monitoring, Equal Opportunity/Title VI, Project Management, Financial Management, Audit and Closeout. He said staff is extremely confident that CDP can help the Town navigate, in conjunction with GRW engineering services, the ARPA funding regulatory provisions. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion to approve the contract with Community Development Partners, LLC in the amount of \$60,000, to be paid through the Town's Local ARPA allocation, for their services in administering the ARPA funds to include consultation for ensuring compliance with

regulatory and other requirements for funds awarded to the Town of Jonesborough under the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) of the American Rescue Plan Act (ARPA) based on the Town's direct ARPA allocation of \$1,664,859. Alderman Causey seconded the motion and it was duly passed.

INSERT CONTRACT

The next item on the agenda for discussion was first reading of an Ordinance to de-annex 2.3 acres of the Charles Smith Lowe Family Trust, on East Main Street, as described on Washington County Tax Map 52, a portion of Parcel 243.00, Special Interest Card "000". Glenn Rosenoff stated that the Jonesborough Planning Commission recommended approval of the de-annexation to the Board of Mayor and Aldermen at their meeting on January 18, 2022. Mayor Vest asked Mr. Rosenoff why they are wanting to de-annex. Glenn Rosenoff said one the owners of the property is here to represent it. Charles Richard Lowe, trustee for the property, addressed the Board, he said about 25 years ago the Town of Jonesborough had a swath of annexation across the farm and there were two residences there. Mr. Lowe said two years ago they subdivided those houses off the farm onto their own lots and the only thing remaining there is farm land and structures or barns. Mr. Lowe said they are just trying to it clean-up and it is all farm land and that is pretty much what they would like to see happen. Mayor Vest asked Mr. Lowe if they had any plans to develop it in the future. Mr. Lowe said they don't have any plans, it is through the trust and there will be some beneficiaries off of that, and he could not say what the plans down the road are, but there are no immediate plans to do anything but lease the farm for cattle and hay. Mayor Vest thank Charles R. Lowe for his comments. Alderman Causey said the only thing she didn't understand is why we are taking just out a small parcel out of the city and leaving three parcels in the city of this whole tract. Mayor Vest asked if the other parcels are receiving Town services. Glenn Rosenoff asked Mr. Lowe if he gets services to his home. Mr. Lowe said yes. Mr. Rosenoff said he took the minimum of the request instead of expanding it. Mayor Vest asked Mr. Rosenoff if the trust ever sold it, is this in the Town's growth boundary. Glenn Rosenoff said it is in the Town's urban growth boundary. Mayor Vest asked the Aldermen if they had questions or comments. There being none, Alderman Callahan made the motion, seconded by Alderman Countermine, to approve on first reading an Ordinance de-annexing 2.3 acres of the Charles Smith Lowe Family Trust, on East Main Street, as described on Washington County Tax Map 52, a portion of Parcel 243.00, Special Interest Card "000", as presented. The motion was duly passed.

INSERT ORDINANCE

The next item on the agenda for discussion was first reading of an Ordinance for the digitized mapping of the Retail Liquor Store Overlay Zone (RLS) Sub-District One (1) and Sub-District Two (2) for official planning and zoning purposes. Mayor Vest asked Town Administrator Glenn Rosenoff to discuss this item. Glenn Rosenoff stated that the Washington County Zoning Office assists the Town with digitization activities, including our official zoning map, and staff would like to provide them with the RLS sub-districts to add to our digital data base and mapping as the official boundaries in order that we may use this digitization for official zoning map purposes. Mr. Rosenoff said that the Jonesborough Planning Commission recommended approval of the digitized mapping of the Retail Liquor Store Overlay Zones to the Board of Mayor and Aldermen at their meeting on January 18, 2022. Mayor Vest asked the Aldermen if they had questions or comments. There being none, Alderman Causey made the motion to approve the digitized mapping of the Retail Liquor Store Overlay Zone (RLS) Sub-District One (1) and Sub-District Two (2) produced by the Washington County Zoning Office, on first reading as presented, for official planning and zoning purposes. The motion was seconded by Alderman Callahan and duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of a Resolution to Elect to Render Estimated Water Bills. Mayor Vest asked Town Administrator Glenn Rosenoff for his

comments. Glenn Rosenoff said back in September 2021 we experienced that terrible COVID-19 outbreak in the Water Administration Office, and the impact on all our staff members did create a lag/gap in billing water bills. Mr. Rosenoff said the staff received a lot of help from Lorena Craddock and others to help get through this time period. Mr. Rosenoff said we are behind once again and the issues are both partly the responsibility of the employee assigned to the billing (who gave a verbal resignation, in January, with a same day notice and a labor shortage in the Meter Reading Department. He said we are nearly up to capacity within the Meter Department but the training of new employees is in the combination of priorities in that department. He said he, Pat Ryder, Craig Ford, and Kevin Brobeck have exhausted all avenues on how to resolve the billing issue and to get back to normal meter reading and billing cycles. Mr. Rosenoff said the consensus is to temporarily transition to estimating utility bills whereby customer's bills will be estimated for a 2-month cycle and then on the 3rd month cycle reconcile their bill. Mr. Rosenoff said the plan to have each meter trued-up every quarter. Mr. Rosenoff said there may be some fluctuation in this schedule as routes vary, personnel, etc. He said Tammy White is already helping with billing in place of the vacant position. He said they have engaged Bright (our financial software provider) to expedite this process. Mr. Rosenoff said our first priority is getting caught up and dealing with personnel and increased customer inquiries as we transition to the estimating. Mr. Rosenoff said they have printed a note on each customer's utility bill about our estimating bills and on the Town's website information will be posted on how the estimation of a water bill works; the plan is so that the public is aware of the situation and that they can contact the Water Department Office with any questions. Mr. Rosenoff said Town Attorney Jim Wheeler has drafted a Resolution on utility bill estimated for Board approval. Mr. Rosenoff said we have gone from one billing person that knew billing up to three to four and a lot of cross-training has occurred in the last 3 to 4 weeks. Mayor Vest said our water system is very healthy but when we talk about growth of our Town with that comes more homes and you get more water meters to read, and as fast as it happens it creates some challenges and we are in the position that we need to update our system. Mayor Vest asked Town Recorder Pat Ryder for an update. Pat Ryder said the numbers of meters deployed within our boundaries has almost tripled, and there is a requirement to read those meters, to process that data and to bill those customers pursuant to a schedule that was built with demand that was much less. Mr. Ryder said he is pleased to report we have made a lot of investment in the number of people that can process the data. Mr. Ryder said we still have work to do and we are at the beginning stage of modernizing, deploying resources and investing in systems, and having to estimate the water bills is a short-term solution to get them caught up. He said where we got the manpower, coming out of Covid-19 hopefully, and we got back-up system and redundancies that are being built. He said we are building up the system to modern as we look to invest from the water plant out to put pressure out to the system in close coordination with the County. Mr. Ryder said we are at the initial stages, teams are all mobilized and it is very positive, and this is the beginning stages of a change that is very positive. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Dickson made the motion, seconded by Alderman Countermine, to approve the Resolution to elect to render estimated water bills as presented, and that the Board of Mayor and Aldermen find that there is justification to choose to render an estimated bill to water customers of the Town of Jonesborough Water System based on the best information available and to reconcile those bills every three months, if not sooner. The motion was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of a Loan Resolution USDA Forms for the Jackson Theatre Project. Mayor Vest asked Town Attorney Jim Wheeler for his comments. Jim Wheeler said this is a housekeeping measure by Rural Development, the loan has been approved and funds are in place for the \$2,832,100.00 to complete the Jackson Theatre project and they came back asked that this Resolution be on their USDA form. Mayor Vest asked the Aldermen for their comments. There being none, Alderman Causey made the motion to approve Loan Resolution USDA Form RD 1942-47 (Rev. 12-97), Form Approved OMB No. 0575-0015, subject to a certification

from Town Attorney Jim Wheeler that his opinions are still valid for the additional amount of \$2,832,100.00, Alderman Callahan seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of the Outdoor Use Area Permit Renewal Applications. Mayor Vest asked Town Administrator to address the renewals. Glenn Rosenoff said we have three businesses requesting renewal of their Outdoor Use Area Permit Town Right-of-Way: Downtown Renewal Application, and they are as follows:

1. Zachary Jenkins, Main Street Café & Catering, LLC, 117 West Main Street, the intended activity is to serve food and outside in front of the Café, as well as the alleyway on the east side of the building, within the designated boundary area(s).
2. Stephen Callahan, Tennessee Hills Distillery, LLC, 127 Fox Street, the intended use is to allow patrons to make use of the outdoor patio area which includes consumption of Tennessee Hills' products in accordance with State law within the designated boundary area.
3. Mary Sipple, Texas Burritos & More, 109 Courthouse Square, the intended use us to allow for alcohol to be served outdoors within the designated boundary area.

Glenn Rosenoff said all applicants received the most up-to-date and revised Outdoor Policy at the time, and he personally hand-delivered the renewal permit application to each business on November 29, 2021. Mr. Rosenoff said as of February 9, 2022, the Police Department reported that no citations have been issued to any of the three businesses listed above since the amended policy went into effect on August 19, 2021. Mr. Rosenoff said that Zachary Jenkins of Main Street Café and Stephen Callahan of Tennessee Hills Distillery, have both included their Hold-Harmless and Insurance Certification documentation. He said that staff contacted Mary Sipple today, but Ms. Sipple of did not come by to complete the Hold-Harmless form or bring her Insurance Certificate form. Glenn Rosenoff said his recommendation would be to approve the renewal applications for Main Street Café and Tennessee Hills Distillery, as presented, and to defer action on Texas Burritos & More renewal application extending their current time for thirty (30) days. Mayor Vest asked the Aldermen if they had any comments or questions. Alderman Stephen Callahan said he would recuse himself from voting. Alderman Countermine made the motion, seconded by Alderman Causey to approve the renewal applications for Main Street Café and Tennessee Hills Distillery, as presented, and to defer the Texas Burritos & More renewal application extending their current time for thirty (30) days, as recommended. Upon call of roll, the following Aldermen voted Aye: Alderman Countermine, Alderman Causey, and Alderman Dickson. Aldermen voting Nay: None. The motion was duly passed.

The next item on the agenda was approval of Special Event Request Applications and Special Occasion Permits by Jonesborough Locally Grown for 2022. The requests include:

1. Jonesborough Farmers Market to be held every Saturday morning from 8:00 am to 12:00 noon (Note: the set-up and take down time will be 6:00 am – 1:00 pm), starting May 7, 2022 through October 22, 2022, with the exception of the Saturdays associated with Jonesborough Days (July 2nd) and the National Storytelling Festival (October 8, if the festival is held physically and not virtually). The market will be located at what is referred to as the Stephenson Property that connects with the rear Courthouse parking area, which is owned by Washington County.
2. Boone Street Market Outdoor Special Events:

- A. Winters Farmers Market to be held November 5, 12, 19, December 3, 10, and 17, 2022, from 9:00 am to 12:00 noon (Note: the set-up and take down time will be 8:00 am to 1:00 pm). This requires eight spaces in front of Boone Street Market be reserved on event days and request for approval to place “no parking signs” on Friday evenings in those spaces.
- B. Third Thursday Burger Nights to occur monthly April 21st, May 19th, June 16th, July 21st, August 18th, September 15th, and October 20th (subject to cancellation) from 5:00 pm to 8:00 pm. Any alcohol consumed will be roped off and signs with “No Alcohol Beyond This Point” will be posted prominently; and sidewalks will allow for at least five (5) feet for pedestrian use. Jonesborough Locally Grown will meet Tennessee ABC requirement for consumption of alcohol over five (5%) percent.
- C. Special Dinners - 100 Mile Dinners, As American As, etc. to be held randomly throughout 2022. (Note: Jonesborough Locally Grown contacted Town staff this afternoon to withdraw their Special Event/Special Occasion Outdoor Use Permit Application request for the Special Dinners at this time.)

Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Dickson made the motion to approve Jonesborough Locally Grown’s Special Event Permit Application / Special Occasion Outdoor Use Permit Application for the Jonesborough Farmers Market, Winter Farmers Market and the Third Thursday Burger Nights at the Boone Street Market, as presented and subject to the Town Attorney’s approving the Hold-Harmless Agreement and Proof of Insurance; and subject to the CDC Guidelines. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of Special Event Request Applications for the following three events:

1. Heritage Alliance – “A Taste of Tennessee” to take place on Saturday, June 18, 2022 from 10:00 am to 3:00 pm, to be held in the public parking between the offices of the Heritage Alliance (212 E. Sabine Drive) and the Washington County Public Library (200 E. Sabine Drive), and street closure has not been requested.
2. Mill Spring Makers Market (Melinda Copp) – Mill Spring Makers Faire with the Spring Event to be held on Saturday, May 21, 2022 from 10:00 am to 4:00 pm, and the Fall Event to be held Saturday, December 3, 2022 from 10:00 am to 4:00 pm. Melinda Copp is requesting street closure for both events which would be Spring Street from Franklin Avenue to East Main Street, the Spring Event street closure will begin at 6:00 pm, Friday, May 20th to 7:00 pm, Saturday, May 21st; the Fall Event street closure will begin 6:00 pm, Friday, December 2nd to 7:00 pm Saturday, December 3rd; and other services requested are police and security, street cleaning, used of Mill Spring Park (for both events), and Town provided six (6) trash cans and for collection pick-up by the Town.
3. Special Occasion Permit from TN Hills Distillery – St. Paddy’s Day Celebration
The Special Occasion Permit application submitted by the non-profit Humane Society of Washington County allowing Tennessee Hills Distillery to set up with alcoholic beverage sales on the Storytelling Telling Plaza from 4:00 pm to 7:00 pm, held with the St. Paddy’s Day Celebration on Saturday, March 19, 2022. The approval of the request is subject to the non-profit obtaining a special occasion Liquor by the Drink Permit from the Tennessee Alcoholic Beverage Commission.

Mayor Vest asked the Aldermen if they had any comments or questions. Alderman Stephen Callahan said he would recuse himself from voting. Alderman Countermine

made the motion, seconded by Alderman Causey, to approve the special event requests for a Taste of Tennessee by the Heritage Alliance to be held Saturday, June 18, 2022; Mill Spring Makers Faire by Mill Spring Makers Market to be held Saturday, May 21, 2022 and Saturday, December 3, 2022; and Special Occasion Permit from TN Hills Distillery to be held in conjunction with the St. Paddy's Day Celebration on Saturday, March 19, 2022 (subject to the non-profit obtaining a special occasion Liquor By The Drink Permit from the Tennessee Alcoholic Beverage Commission), as presented, and subject to the Town Attorney approving the Hold-Harmless Agreement and Proof of Insurance for each event, and ; and subject to CDC Guidelines. Upon call of roll, the following Aldermen voted Aye: Alderman Countermine, Alderman Causey, and Alderman Dickson. Aldermen voting Nay: None. The motion was duly passed.

The next item on the agenda was approval of the concept of installing a new Early Warning System within the Town. Mayor Vest asked Glenn Rosenoff if he wanted to speak on this item. Glenn Rosenoff said when the old garage was demolished to make room for Lincoln Park the only dangerous weather early warning siren in operation in the Town's corporate limits was dismantled. Mr. Rosenoff said Operations Manager has been working with the Police Department to find a solution. He said they have worked with Rusty Sells, Washington County Emergency Management Director to find an alternative solution. He said the solution is to contract with Capital Electronics to install a new early warning system in the city limits at the Senior Center building. Mr. Rosenoff said they have received a quote for \$56,051, and according to Rusty Sells he feels the Town could probably receive a FEMA grant for most, if not all of, the initial cost. Mr. Rosenoff said the new unit will cover the entire corporate limits and some of Washington County with the exception of a very small portion of the northwest tip of town. Mr. Rosenoff said one unique thing about this system is there can be nine (9) more units added to the initial unit. He said Craig Ford has spoken with Commissioner Jim Wheeler, who is also the Chairman of the Washington County Public Safety Committee, and there is at least an interest in looking at working with Jonesborough on this system. He said the Town has several water tanks out in the county that might be suitable locations for additional sites. Craig Ford said there is also other things that this system could be used for other than a weather warning system, such as a civil disturbance, a train derailment with hazardous material or something of that nature. Mr. Ford said this system does come with a soft-ware package. He said the old system that the Town had was the old siren they used to summons the volunteer firefighters to report to that station on a fire call. He said basically if we had to activate that siren, an officer would actually have to drive up to the site and activate it. Mr. Ford said with this system would allow us to do that remotely by computer. Mr. Ford said it has a battery back-up on it, it circulates 360 and obviously it is a 2022 system not a 1952 system. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Causey made the motion to approved the concept of install a new early warning system in the Town's corporate limits and pursue funding options that may be available and allow Washington County to join the Town's system, at the County's expense, if they should desire to do so. The motion was seconded by Alderman Dickson and duly passed.

The item on the agenda was approval of the proposal for the East Main Street Sidewalk Project. Town staff obtained quotes from the private sector on the cost of constructing sidewalks on East Main Street. The costs are broken down into three separate projects and are calculated utilizing a 4-foot-wide sidewalk. The first project would be from Clay Avenue to the Senior Center, 1,900 feet in length, and the cost is projected at \$88,516; and there will be a slight additional cost to construct a sidewalk to tie the McKinney Center parking to this section of sidewalk. The second project would be from the Senior Center to Forest Drive, 1,000 feet in length, and the cost is projected at \$44,278. The third project is Forest Drive to Headtown Road, 3,500 feet in length, and the cost is projected at \$154,973. Operations Manager Craig Ford said they received quotes from two vendors and the second vendor's quote was higher. The Board reviewed and discussed the East Main Street sidewalk project and costs involved as proposed. Craig Ford said the Street Department crew could construct the sidewalk but in order to do so other projects in Town will have to be put on hold. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman

Causey made the motion, seconded by Alderman Countermine and duly passed, to approve the following two recommendations:

1. The Board of Mayor and Aldermen authorize the construction of a new 4-foot-wide sidewalk on East Main Street from Clay Avenue to Forest Drive with funds donated from the Sonia King Trust and the remaining funding to come from the sidewalk line item in the Street Department budget and/or a combination of Street Department sidewalk line item and in-lieu of sidewalk funds with the cost not to exceed \$133,000, which will include the first and second project, including the McKinney Center.
2. The project be sent out for bid as soon as possible and be completed with contract labor.

The next item on the agenda was approval on first reading of an Ordinance to amending Chapter 5 Parking, Section 9-504 (14) of the Jonesborough Municipal Code, to read as follows: Section 1. At any place where official signs, which mean any signs placed or erected by the employees of the municipality, prohibit stopping, standing or parking, whether temporary or permanent. The presumption shall be that all installed signs, time limits and parking directions were lawfully installed by the municipality. Section 2. This Ordinance shall take effect on second and final reading from and after the date on which it is approved by the Board of Mayor and Aldermen and executed by the Mayor and attested to by the Recorder and approved as to form by the Town Attorney as hereinafter set forth. Mayor Vest asked Glenn Rosenoff for his comments. Glenn Rosenoff said the Town often receives complaints that those parking on both the east and west sides of the Courthouse, regardless of ownership, are people that work in the Courthouse or store merchants. Mr. Rosenoff said the consensus over the years has been that those parking space should be dedicated to people conducting business downtown whether at the Courthouse or at other businesses within the downtown district. Mr. Rosenoff said the close proximity of those parking spaces, which some people consider prime parking spots, and are some of the most convenient spaces within the core of downtown. He said for our Town to function properly and support commerce, it is important to have periodic turnover within the available parking spaces. He said these spaces are free and the Town wants to make them available to everyone who wants to eat downtown, conduct business at the Courthouse, visit a shop, get their haircut, or do business with one of the professional firms. Mr. Rosenoff said if the BMA approves timed-parking, he will submit a signage plan to the Historic Zoning Commission for their approval prior to sign installation. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Dickson asked the penalty was for a parking violation. Operations Manager Craig Ford said it is currently \$10.00 for a non-moving violation which is more or less like a civil penalty. Attorney Wheeler said unless the Board changes the amount of the penalty. Craig Ford said the handicap zone and fire zone penalty is a little higher. Alderman Countermine asked how is the time monitored because police officers are no longer allowed to mark tires. Craig Ford said the Supreme Court says you cannot mark the tires anymore and that is one issue. Mr. Ford said the other issue is unless you have an officer assigned there, who is going to write the citations. Mr. Ford said he thinks we need to go back to finding us some historic parking meters and install them downtown. Mayor Vest said you hope when you put the signs downtown that 95% follow what the sign says, and he thinks that they have good results out of the 20-minute parking around the Courthouse. He said if we put a 2-hour limit sign up or something of that nature there hopefully people will abide by that and if they don't the Board can address. Craig Ford said the longer the limit the tougher it is to enforce it. Mayor Vest asked the Aldermen if they had any further questions or comments. There being none, Alderman Countermine made the motion to approve on first reading an Ordinance Amending Chapter 5 Parking, Section 9-504 (14) of the Jonesborough Municipal Code, as presented. The motion was seconded by Alderman Dickson and duly passed.

INSERT ORDINANCE

There being no further business the meeting was adjourned.

PAT RYDER, RECORDER

CHUCK VEST, MAYOR