

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

MONDAY, MARCH 14, 2022

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

The first item on the Public Hearing agenda was an Ordinance to de-annex a certain tract of land located along East Main Street. There were no comments.

The next item on the Public Hearing agenda was an Ordinance for the digitized mapping of the Retail Liquor Store Overlay Zone (RLS) Sub-District One (1) and Sub-District Two (2). There were no comments.

The Public Hearing was closed.

PAT RYDER, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MARCH 14, 2022

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, March 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 Dona Lewis led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Stephen Callahan, Alderman Virginia Causey, and Alderman Adam Dickson. Absent was Alderman Terry Countermine. 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 were none. Alderman Dickson made the motion, seconded by Alderman Callahan, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the December 13, 2021, regular BMA meeting.
2. Approve the following bills for payment:

	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
101346-101379	53,737.62		
101380-101388	16,745.50		
101389-101469	58,653.76		
101470	4,600.00		
101471-101474	2,269.74		
101475-101538	60,909.98		
101539	558.43		
101540-101575	95,967.91		
101576-101578	2,881.25		
101579	2,000.00		
101580-101597	65,082.46		
101598-101605	<u>3,851.60</u>		
	\$367,258.25		
63575-63590		16,505.44	
63591-63647		324,330.60	
63648-63656		12,946.37	
63657-63658		100,725.34	
63659-63661		1,102.44	
63662-63694		81,175.12	
63695-63712		15,903.08	
63713		40,975.20	
63714-63721		49,072.33	
63722-63724		<u>188.00</u>	
		\$343,065.91	
9514-9515			950.00
9516-9526			11,874.54
9527-9533			12,823.96
9534-9537			657.78
9538-9541			6,594.86
9542			<u>7.78</u>
			\$32,908.92

School Fund

1042	28,125.00
1043-1045	781,599.73
1046	4,027.00
1047-1048	884.99
1049	<u>396,224.00</u>
	\$1,210,860.72

3. Approve the following Operations Manager Report:

The month of February was a difficult month to accomplish projects currently underway due to the rain we had for the month. The projects we are currently working on are obviously outdoor projects.

The Street Department continues to work on the T-ball field at Persimmon Ridge Park. We are getting close to completion on this project. We have finally poured all the concrete slab. We will finish construction on the dugouts. We are hoping to order the fencing and handrail the week of March 14.

We have experienced another catastrophic failure to the gym floor at the McKinney Center. The floor needs to be repaired as quickly as possible. WE are coming up on the busy rental season for the Center and we need that floor repaired or we are going to have to cancel some rentals. I have worked with a contractor to get this work completed.

We have restarted the Shell Road project. The asphalt has been cut and we will start setting structures and installing the drain tiles beginning March 14, 2022. We have completed the installation of the playground equipment at Lincoln Park. The contractor is scheduled to begin erecting the structures the week of March 14, 2022.

The bid is ready to go out for the construction of the East Main Street sidewalk. The plan is to have the bids in for the April Board of Mayor and Alderman meeting in order that it can be awarded, and construction begin quickly.

We experienced some damage to the interior of the Senior Center from a flooring contractor. We are currently working with the Town Attorney to get these issues resolved.

I have participated in a number of meetings this month regarding the Jonesborough school project and staff participation in this project.

4. There were no Committee Reports submitted.

5. Approve the following Supervisor Reports: Police Department, Parks and Recreation, Building Inspector, Fire Department, Solid Waste and Recycling, Website and Marketing Specialist, Marketing and Promotions Coordinator, Director of Tourism and Main Street, Visitor Center and Facilities Rental Manager, Street Department, Animal Control, Water Distribution, Water Distribution – Washington County Crew, Meter Department, Water Treatment, Environmental Services/Wastewater, McKinney Center, and MBM Program Coordinator.
6. Accept the retirement of Raymond Yoakley as Facility Maintenance Supervisor with the effective date of June 30, 2022.
7. Accept the resignation of Christian Carrier as a Public Safety Officer with the effective date of February 17, 2022.
8. Approve the appointment of Gavin Cloutier as a Park Maintenance Worker I at Grade 3 Step 1 (\$23,500), subject to completing all pre-employment requirements.
9. Approve the appointment of Dylan Waugh as a Water Worker I at Grade 3 Step 1 (\$23,500), subject to all pre-employment conditions, including WorkSteps, and obtaining a CDL license within 90 days of employment.
10. Approve the appointment of Dakota Bennett a Water Worker I at Grade 3 Step 1 (\$23,500), subject to all pre-employment conditions, including WorkSteps, and obtaining a CDL license within 90 days of employment.
11. Appoint the promotion of Kevin McCloud to the position of Water Treatment Plant Chief Operator with a salary of Grade 14, Step 1 (\$40,193 annually), and the promotion requires that a Grade IV Water Treatment license be obtained after one-year in the position or by June 30, 2023.
12. Approve a 3% increase in pay for Tammy White currently serving the Town as Meter Reader II at Grade 5, Step 12 (from \$38,087 to \$39,230, or an increase of \$1,143 annually), and review her job duties and responsibilities with respect to her added role and duties with Water Administration during the Town's FY23 Budget work sessions.
13. Approve the change and appointment of Kathy Lamb from part-time Payment Clerk to full-time Payment Clerk at Grade 4 Step 7 (\$29,463).
14. Approve of the declaration of Town equipment and vehicles as surplus, and authorize they be sold through GovDeals, as presented: 2001 PT Cruiser, 2005 Chevy Impala (Blue), 2201 Chevy 2500 Pickup, 2001 Chevy Impala, 2000 John Deere Backhoe, 5 – Old Equipment Buckets, Midwest Auger Aerator, 2013 Chevrolet Tahoe, and a 2009 Chevrolet Tahoe.

15. Approve the use of the Jonesborough Visitor's Center Parking Lot at no charge, considering it a community outreach, to host the Appalachian RC&D Council regional farmers market kick-off for all of the Northeast Tennessee farmers market events on Saturday, April 16, 2022 from noon-4:00 pm, as presented.

The next item on the agenda was the approval of the Financial Report. Mayor Vest said the sales tax collections for December 2021 was another record collection, over 12% from the previous year. Motion was made by Alderman, seconded by Alderman and duly passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Vest said there was one area that he would like for the Traffic Committee to address, and it is New Hope Road coming out onto 11-E, because it is a really dangerous intersection especially when a vehicle has to turn right and then U-turn to get back on 11-E to go towards Johnson City. Mayor Vest said Herman Jenkins had talked to him about the steeple at International Storytelling Center and it was designed to have a chandelier or light at the steeple. Mayor Vest said there is nothing up there now, and Herman Jenkins brought up the idea of putting some type of light up there that could change with the seasons. Mayor Vest asked that the Tourism and Marketing staff look into that and see if there was any validity to that and see if there is room in the steeple area that could possibly help improve the looks of that structure. Mayor Vest said he appreciated Operations Manager Craig Ford's write up of what is going on Persimmon Ridge Park. Mayor Vest said they had over 340 children sign up for Little League baseball/softball this season. He said the Street Department has been down there doing some work and he appreciates their effort in improving that facility. Mayor Vest said that 57 building permits have been issued in the first two months of 2022, compared to 28 issued in 2021.

Mayor Vest asked Amber Crumley to come up to accept the Employee of the Month Award. Mayor Vest read the following:

I would like to nominate the Town of Jonesborough Visitors Center & Facility Rentals Manager, Amber Crumley, for employee of the month. Amber has worked for the Town for 14 years and is truly a dedicated employee. Her drive to excel at whatever task is at hand is inspiring to everyone around her. She is always more than willing to jump in and this is what makes her an outstanding employee. The Gift shop within the Visitors Center, The Old Town Emporium, has seen much success. We commonly receive positive visitor and resident comments as well as the record-breaking days we continue to see. The emphasis on nearly all items being locally made trickles down to staff as Amber has made that an important goal. She has empowered the host team in a number of ways, curating excitement for staff and a welcoming environment for visitors. During the fall and winter, the Town had an Events Coordinator vacancy. Amber helped to fill that gap by jumping in on a number of events, two in particular were the Jack-O-Lantern Drive-Thru and Halloween Haunts and Happenings. We had around 18 activities taking place for our

Halloween celebration. That is due to Amber taking the lead on that event, keeping in mind she still had her regular job duties to complete. Each year the Town makes around \$300,000 in ticket sales. Amber oversees every aspect of this process from coordination with the group hosting the event to conducting the financial close out report. She is the individual who inputs each and every ticket that is sold, she trains the hosts at the Visitor Center how to utilize the system, as well as troubleshooting. She also oversees rentals at the Visitor Center, Mill Spring Park, the McKinney Center, and the Chuckey Depot Museum. Amber is a highly talented employee and very valuable to the Town for numerous reasons. She always does her job to the best of her abilities and has a positive attitude. Through working alongside her, I have seen and experienced her strong work ethic, her joy to do her job well, and her willingness to help others. Amber is the type of employee any organization would hope for. Submitted by: Cameo Waters, Director of Tourism & Main Street

Mayor Vest asked Amber Crumley if she had any comments. Amber Crumley said she was very surprised and appreciates the recognition, and it takes all the Visitor Center staff working together to get everything accomplished.

Mayor Vest introduced Tyler Engle, representative of the Northeast Tennessee Regional Economic Partnership, who gave a presentation on Millennial Attitudes of the Region - "Where Have All The Young'uns Gone"; related to students leaving the Tri-Cities region after graduation, and some are not looking back to return to the area. Tyler Engle said if we don't plug that "brain drain", what does the future of upper East Tennessee look like and without a sustainable young population, the region will have a difficult time thriving. Mr. Engle said they sent surveys out to graduates from schools in the eight-county region across East Tennessee, and in the survey given researchers focused not so much on why people left the area, but more why they chose to stay. Mr. Engle said they found four main themes: family, career, a spouse, and finances. He said that upon graduation 59% of graduates that ended up leaving the region had considered staying, but 50% would not consider returning to the area, 41% would consider returning, while 6% may return to the area. Tyler Engle said there is a variety of things we are missing and diversity was major factor, and also the field of study wasn't prevalent, such as biotechnology and engineering technology. Mr. Engle said they feel focusing on the quality of life in our region will help to get graduates to stay in the area, and it will take the community working together to make changes happen and finding common ground in our economic development efforts to attract businesses that are sustainable. Mayor Vest thanked Tyler Engle for his presentation. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson said one thing he appreciates is the focus on the quality of life; and it seems like when we talk about economic development, quality of life should be the key component of that strategy. Alderman Dickson said it is appropriate to think about how we continue as a community and how do we continue to do things that are cutting edge.

Mayor Vest announced that the Town's Arbor Day Celebration will be held Friday, April 22, 2022, at 11:00 a.m. at the new Jonesborough K-8 School site and read the following proclamation:

INSERT PROCLAMATION

Mayor Vest announced that there will be an Earth Day Celebration on Saturday, April 23, 2022, at the Storytelling Plaza and Storytelling Park. Mayor Vest asked Merrit Moore to come forward and read the Earth Day Jonesborough: A Community Celebration Proclamation. Mayor Vest asked Ms. Moore if she had any comments. Merrit More said she hopes everyone including children and adults will come and join in on the celebration.

INSERT PROCLAMATION

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments, and there were none.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Jim Wheeler if he had any comments. Jim Wheeler said there was one thing he wanted to bring the Board's attention that he will address later in the meeting in regard to the Parking Ordinance. Mr. Wheeler said in regards to the court fines that has already been set up by the BMA for illegal parking at \$20.00 per fine, unless the Board wants to change that at some point. Mayor Vest thanked Attorney Wheeler for his comments.

Citizens Comments was the next item on the agenda. Mayor Vest asked if there were any citizens present who wanted to address the Board. Ruth Verhegge, 601 West Main Street, announced that the 2nd annual Paws In Blue Bar-B-Que fundraiser will be held on Saturday, April 2nd at the McKinney Center, 5:00 pm – 6:30 pm, to-go orders will be available, and tickets can be purchased through the Visitors Center. Mayor Vest thanked Ruth Verhegge for her comments.

Marcy Hawley, 114 East Woodrow Ave, addressed the Board in regard to the outdoor use permit renewal that is on the agenda. Ms. Hawley said it is nice to have outdoor seating in the town as long as the establishment follows the rules, and any approval of any individual business to please consider that they follow the rules that the BMA put in place. Mayor Vest thanked Marcy Hawley for her comments.

Brian Mills, 232 East Main Street, addressed the Board with two items. The first one was in regard to the downtown traffic issues and if there was an agenda for the Traffic Advisory Committee public meeting being held on March 23rd. Mayor Vest said that staff is putting together information for that meeting and it is not completed yet. Brian Mills stated he has asked about the bed and breakfast sales tax when he paid his for several years, and always gets the same answer, "we don't know". Mr. Mills said he wonders why you don't know, is it because they are not regulated, and his guess is they are not. Mr. Mills said he feels other bed and breakfasts, Airbnb's, etc. in the

Jonesborough area do not have business licenses and are not paying sales taxes and it is not a level playing field. Brian Mills said it is not fair and asked the Board what are they going to do about it. Mayor Vest said there has been some discussion about new Airbnb's popping everywhere and how do we regulate that, tap into it, or track it and it is something that the Town certainly wants to do. Brian Mills said he brought that up in November and he is back here again, and his question at the end of the day is instead of just going with "we will look into it" he wants to know who he needs to speak to and are they going to take this seriously. Town Administrator Glenn Rosenoff said it has been taken seriously and he has just had a conversation about it today, and asked Brian Mills to contact him and so that they could discuss it. Mayor Vest thanked Brian Mills for his comments.

The first item under Old Business was an Outdoor Use Area Permit Renewal Application submitted by Mary Sipple, Texas Burritos & More, 109 Courthouse Square. The permit renewal will be in effect for a period of one year, expiring on March 1, 2023. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Callahan made the motion to approve the renewal permit for the applicant Mary Sipple representing Texas Burritos & More located at 109 Courthouse Square, subject to the Town Attorney's review and approval of the Hold Harmless Agreement and Proof of Insurance. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was second and final reading of an Ordinance to de-Annex Certain Property Located at East Main Street and the Present Corporate Boundaries of the Town of Jonesborough, Tennessee. Mayor Vest asked if there any comments or questions. Town Administrator Glenn Rosenoff said the Jonesborough Planning Commission will be meeting on Tuesday, March 15th, to consider recommending to the Washington Board of Commissioner that the de-annexed property be zoned back A-1 (General Agriculture District). Mayor Vest called for a motion. Alderman Dickson made the motion to approve the de-annexation of the identified 2.3 acres of the Charles Smith Lowe Family Trust property as described on Tax Map 52, a Portion of Parcel 243.00, Special Interest Card "000" on Second and Final Reading, as presented. The motion was seconded by Alderman Callahan and duly passed.

INSERT ORDINANCE

The next item on the agenda was the second and final reading of an Ordinance Amending Title 11 Planning and Zoning, Chapter 5 General Provisions Relating to Zoning of the Jonesborough Municipal Code regarding section 11-417C RLS (Retail Liquor Store) Overlay District and Related Sub-District Overlay Maps. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Causey made the motion, seconded by Alderman Callahan, 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, as presented for official planning and zoning purposes, on second and final reading. The motion was duly passed.

INSERT ORDINANCE

The next item on the agenda was second and final reading of an Ordinance to Amend Chapter 5, regarding parking of the Jonesborough Municipal Code. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Callahan made the motion, seconded by Alderman Dickson, to approve on second and final reading the Ordinance amending Chapter 5, Section 9-504(14) Parking of the Jonesborough Municipal Code, as presented. The motion was duly passed.

INSERT ORDINANCE

The first item under New Business was approval of Town Sponsored Special Events, as follows:

1. Easter Eggstravaganza to be held Saturday, April 9, 2022, from 1:00 pm to 3:00 pm, at the Storytelling Plaza and Courtyard, Jimmy Neil Smith Park, and close Christopher Taylor Lane for the Touch a Truck event, if Public Safety determines it is needed.
2. 2022 Jonesborough Days, to be held Saturday, July 2nd and Sunday July 3rd, 10:00 am to 10:00 pm, with the parade at 10:00 am on Saturday and fireworks at 10:00 pm on Sunday. The Kick-Off Dinner will take place on Thursday, June 30th at the Storytelling Center, vendor set-up will be after 5:00 pm on Friday, July 1st, and after-hours swimming and a movie at Wetlands Water Park (upon approval of Parks & Recreation).
3. 2022 Brews & Tunes, to be held on Sundays, beginning June 5th through September 25th, from 4:00 pm to 7:00 pm at the Storytelling Center Plaza, and also including the Brews and Boos Fundraiser, to be held at Jimmy Neil Smith Park at the end of October.

Mayor Vest asked the Aldermen if they had comments or questions. Alderman Causey said in regards to Brews & Tunes staff needs to make sure it breaks even this season because it is already in the red. Mayor Vest asked Cameo Waters for comments. Cameo Waters said they have received a \$2,500 donation and they have increased the set-up cost for food trucks to \$75 which will generate \$150 weekly, and they also receive \$1.00 for each beer sold. Mayor Vest asked the Aldermen if they had any further comments or questions. There being none, Alderman Callahan made the motion to approve the Town sponsored events for Easter Eggstravaganza, 2022 Jonesborough Days, 2022 Brews & Tunes including the Brew & Boos Fundraising Event at the end of October, as presented. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was approval of Special Event Request applications, as follows:

1. Pharaoh's Car Shows, sponsored by Pharaoh's Car Club and Tennessee Hills Distillery, to be held on Friday, April 22, 2022, from 5:00 pm to 9:00 pm, located in the Parsons Table parking lot, with at least one tent set-up and a food truck. Alcohol use within the Parsons Table parking lot is not being requested; and subject to the Town Attorney's review and approval of the Hold Harmless Agreement and Proof of Insurance.
2. David Crockett High School Parade for the Senior Class of 2022, to be held on Friday, May 20th, at 6:00 pm, with the parade route beginning at Jonesborough Middle School, traveling west on Main Street through downtown and ending at David Crockett High School; and subject to the Town Attorney's review and approval of the Hold Harmless Agreement and Proof of Insurance.
3. 26th Annual Garden Gala – sponsored by the Tuesday Garden Club and the Schubert Club, to be held on Saturday, June 4, 2022, requesting the use of the Visitor Center including the parking lot and grounds, Town's sidewalk in front of the Courthouse downtown, and front plaza of the Storytelling Center; and subject to the Town Attorney's review and approval of the Hold Harmless Agreement and Proof of Insurance.

Mayor Vest asked the Aldermen if they had any comments or questions. Alderman Callahan recused himself from voting. Alderman Causey made the motion, seconded by Alderman Dickson and duly passed, to approve the Special Event Application requests for the Pharaoh's Car Show, David Crockett High School Parade for the Senior Class of 2022, and the 26th Annual Garden Gala, as presented.

The next item on the agenda was the Fiscal Year 2020-2021 Audit Report. Kevin Peters, CPA and Audit Partner for Blackburn, Childers and Steagall, and Siena Rambo presented the Town's FY20-21 Audit Report. Kevin Peters said there was one finding in the Audit Report related to the General Fund and Drug Fund exceeding their budgets. Mr. Peters said the audit has a clean unmodified opinion; and the grant funds that pass through the Town have a clean unmodified opinion, as well. Kevin Peters said Town staff was very helpful in answering questions of their auditors. Town Recorder Pat Ryder said he was thankful of Kevin Peters and team in working with the Town. Mayor Vest said the Board appreciates all Blackburn, Childers & Steagall for all their assistance. Mayor Vest asked the Aldermen if they had any questions or comments, and there were none. The Board of Mayor and Aldermen accepted the Fiscal Year 2020-2021 Audit Report as presented by Blackburn, Childers and Steagall.

The next item on the agenda was the Organization Endowment Fund Agreement between the East Tennessee Foundation and the Jonesborough Board of Mayor and Aldermen. Mayor Vest said this is something they have discussed with the Ernest McKinney Endowment and Attorney Jim Wheeler has worked with several people on putting this together. Mayor Vest said the staff recommendation is to approve the Organization Endowment Fund Agreement between the East Tennessee Foundation

and the Board of Mayor and Aldermen of the Town of Jonesborough. Mayor Vest asked Town Attorney Jim Wheeler if he had comments on the agreement. Jim Wheeler said there is a lot detail in this agreement that will take place here at the local level. Mr. Wheeler said the money will come from them as they determine what the pay out will be from the East TN Foundation funds each year. Mr. Wheeler said the Town has already has the scholarship fund set up and have the rules in place for that committee to follow. He said there may be some changes to those that staff recommended and the McKinney's, but he does not think the BMA will need to take any action on those, so there will be some slight changes to that and that will all be done at the local level. Mr. Wheeler said all this is setting up is the fund itself, and the relationship with the East Tennessee Foundation. Mr. Wheeler said Alderman Dickson brought this to our attention and he feels this is just an incredible way to do this at virtually no cost to the Town, but also be a very strong partner in this. Mr. Wheeler said they have a lot of good ideas that they are willing to help with, as far as, raising money for the endowment. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson said he feels this is a very strong moment for our arts as an economic development approach and hopefully this will be a way to continue funding arts education in Jonesborough. Alderman Dickson said he does not see this as being additional work on Town staff, but he thinks there is going to be a very particular type investment, a very particular type of individual who has funds and they will want to put their funds in this endowment knowing that it is going to live for years and years down the road. He said this is going to be way for us to take the proceeds from interest of this endowment and transfer it back over for arts education programming, transfer it back to the scholarship and continue that programming. Alderman Dickson said he believes this gives us a way to recognize Mr. Ernest McKinney's legacy, but also allows us to further the arts, and here in Jonesborough we are reaping the dividends from the arts. Alderman Dickson said once the Jackson Theatre project is completed, along with the Repertory Theatre and the McKinney Center, it seems like it is fitting for the Town, and he hopes his colleagues will support it. Mayor Vest asked the Aldermen if they had any further comments. There being none, Alderman Dickson made the motion to approve the Organization Endowment Fund Agreement with the East Tennessee Foundation as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was the GRC Change Order No. 1910-13 in the amount of \$11,760.00 for the Jackson Theatre project for the main power supply from the outside or exterior of the building which was not factored in when GRC quoted the price to complete the project, because basically the extent of their contract was to perform work on the inside. Town Administrator Glenn Rosenoff said staff had no choice but to inform GRC to proceed on the project and coordinate with BrightRidge to provide and install service entrance conduit to the Jackson building. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey said she had one question in regard to the bid being for \$11,200, but the change order is for \$11,760 and asked for an explanation. Town Recorder Pat Ryder said that may be an issue on his end and he would look into that. Glenn Rosenoff said he and Craig Ford discussed this change

order, not just what Alderman Causey talked about, which is comfortable to approve and agreed the amount needs to be correct. Mr. Rosenoff said we need to move on it because it also tied to the USDA loan. Mr. Rosenoff asked the Board members if they wanted more information on the actual 3-phase power. Mayor Vest replied no, but felt the change order could be approved with the amount not-to-exceed the \$11,760. Glenn Rosenoff said if the BMA approved the not-to-exceed amount, that they would ask for a more detailed list of materials for staff to be to do a final check review. Craig Ford said the initial bill went from Akron Electric to GRC and he is thinking that is the fee that GRC puts in there as the construction contractor. Mr. Ford said he had a call in today to Travis White, who is ultimately responsible for that project and did not receive a call back from Mr. White. Mr. Ford said they will clear that up with Travis White when he gets in contact with him. He said he is wondering if that is not a percentage fee that they charge within the original contract that we have with them as the General Contractor. Mayor Vest asked the Aldermen if they had any further comments. There being none, Alderman Causey made the motion to approve the GRC Change Order No. 1910-13 for the Jackson Theatre project of an amount not-to-exceed \$11,760, authorize the Mayor to sign the Change Order, subject to clarification and validation by Town staff of the \$11,760. Glenn Rosenoff said he would respond back to the Board members after they receive clarification of the amount from GRC. Alderman Callahan seconded the motion and it was duly passed

INSERT CHANGE ORDER

The next item on the agenda was approval of a new Police Court and Citation Software. The Police Department's software is antiquated and unstable and is in a critical state of affairs with no technical support for data backup issues, and there is the potential of it crashing. Town Administrator Glenn Rosenoff said we should not be in this type of digitized and electronic position with our court and citation program but we are. Mr. Rosenoff said he has engaged in conversations with the Police Department about the cost. Mr. Rosenoff said in looking at different companies, JusticeOne was the company that best met the Town's court/citation needs and was highly recommended by our MTAS Court Services Consultant. He said this will help avoid a potential crash that could lead to thousands of records being lost. The cost is \$400 per month, and we have no choice to start a transition plan. Glenn Rosenoff said the Police Department will need to absorb the monthly cost for this fiscal year and also include it in their FY23 budget. Mayor Vest asked the Aldermen if they had comments or question. There being none, Alderman Dickson made to the motion to approve the Contract with JusticeOne at \$400.00 monthly to support our Police Department with a new court and citation software solution, seconded by Alderman Callahan and duly passed.

INSERT CONTRACT

The next item on the agenda was approval of the Visitor's Center Building Use Agreement with the Washington County Election Commission to allow a portion of the Visitors Center as a voting site during the general elections scheduled for May 3, 2022, August 4, 2022 and November 8, 2022. Glenn Rosenoff said Dana Jones, Certified

Administrator of Elections, is undertaking a more formal approach to “securing” voting sites and the proposed agreement serves as security for the Washington County Election Commission to conduct the elections during the scheduled 2022 general elections. Mr. Rosenoff said Town Attorney Jim Wheeler has reviewed the documentation and has no issues with the BMA executing the agreement between the Town and the Washington County Election Commission. Mayor Vest asked the Aldermen if they had comments or question. There being none, Alderman Causey made the motion, seconded by Alderman Callahan, to approve the Building Lease Agreement between the Town of Jonesborough and the Washington County Election Commission to allow the Election Commission to use a portion of the Visitor’s Center as identified on Exhibit “A” as a voting site during the general elections scheduled for May 3, 2022, August 4, 2022, and November 8, 2022. The motion was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of fencing cost for the ballfield at Persimmon Ridge Park. Mayor Vest asked Operations Manager Craig Ford about the one proposal from Sell Fence Company. Craig Ford said part of the issue with the ballfield is that behind home-plate is that the fence is high. Mr. Ford said the talked with some vendors who didn’t even show up to give us a quote. Mr. Ford said personally he wasn’t aware of Sell Fence Company, but one of the vendors that came down to look at the job said that the fence was way too high, and they didn’t have the equipment to install the fence; and the only company that vendor said he could recommend was Jacob Sell with Sell Fence Company. Craig Ford said that Rachel Conger had gotten another quote for fencing, but that was just the fencing in the roll and we would have to take the old fence off, paint and reinstall it ourselves. Mr. Ford said in his discussion with Ms. Conger she indicated the quote she had just for the fencing was higher than the quote from Sell Fence Company to provide the fencing and installation. He said time is of the essence to get this approved so that Mr. Sell can order the fencing and get it installed. Mayor Vest said in the staff recommendation it is noted that the Town received a \$100,000 out of the Opioid settlement monies that can be used due to Persimmon Ridge Park being vital to the mental and physical health of our residents, visitors, etc., for all ages, through recreational activities and programs. Mayor Vest asked the Aldermen if they had comments or question. There being none, Alderman Causey made the motion, seconded by Alderman Callahan, to approve awarding the fencing for the baseball field to Sell Fence Company and fund the project through the settlement fund, with a not to exceed cost of \$16,500.00; and including the removal of the old fencing, repairing any poles on the field now, painting the poles black, installing new black vinyl coated fencing, and building 4 gates, installation of fence around the new dugouts, and the 8-foot fence around the infield area. The motion was duly passed.

The next item on the agenda was approval of the flooring repairs at the McKinney Center. This is an urgent/emergency repair due to the main floor beam that runs east to west under the gymnasium floor breaking. This is a major problem, and it has caused the floor to drop in the center. The Paws in Blue fundraiser is scheduled for

April 2nd at the McKinney Center, and they are expecting 300 people, and if the floor is not repaired by that date, the event will have to be shifted to the Senior Center. Town Administrator Glenn Rosenoff said Joshua Russell, Complete Construction Management, (who was awarded the bid to construct the buildings at Lincoln Park), looked at this project extensively and submitted a price of \$22,500 to repair the floor. Mr. Russell said he will fix the beam, floor joist damaged by a fire years ago, and add additional piers under the floor in order that we not have this problem again in the future. Mr. Rosenoff said staff feels this is a permanent fix, and the contractor can start immediately when given the approval to start. Mr. Rosenoff said McKinney Center Director Theresa Hammons said there is adequate funds from different line items in the McKinney Center budget to cover the cost of the repairs; and there could possibly be the need to utilize some of the funds from the Mary B Martin line item to keep the McKinney Center from going over budget that should not exceed more than \$7,500.00. Mayor Vest asked the Aldermen if they had comments or question. There being none, Alderman Callahan made the motion to award the repairs to the McKinney Center floor to Complete Construction Management, as an emergency repair in the amount not to exceed \$22,500.00, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda approval of the Mowing Bids for the 2022 Season. The 2022 mowing bids were publicly opened on March 7, 2022. In addition to mowing, a second bid opportunity was included for landscaping throughout the town, that could help alleviate some of the landscaping pressure the understaffed Parks and Recreation Department undertakes with number of landscaped areas they are responsible for. Staff reviewed the all of the bids received and their recommendation is to award the entire mowing contract to one contractor, Earth Effects, for 21 locations, at \$2,2550 per mowing cycle. Staff also felt having one vendor perform all mowing services will help with communications and be faster resolving of issues. Parks and Recreation Director Matt Townsend requested that the awarding of landscaping maintenance service be delayed for one month so that his staff can complete their current landscaping progress to assess what needs they will have going into the Spring months, and only request services on an “as needed” bases with negotiated pricing and BMA approval. Mayor Vest said he had a discussion with the Town Administrator about this and whether we continue to accept the bids the way we have done in the past or giving the bid to one contractor to do all mowing has its pluses and drawbacks as well. Mayor Vest pointed out that utilizing one contractor to do all the mowing will cost \$72,000. Craig Ford said that is split between two fiscal year budgets, because the mowing season goes to about October. Mr. Ford said part of the cost will go through June 30th in our current fiscal year budget, and then the rest will be set in the FY22-23 budget. Mayor Vest said if you take the low bids that came in the mowing costs will actually go down compared to last year. Mayor Vest said if we continue the way we have been doing using different contractors the cost would be \$1,450 per mowing cycle versus the \$2,250 of having the one contractor. He said there is roughly a \$25,000 difference utilizing the bid process as we have done in the past. Mayor Vest said his thought is to continue as we have done in the past. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey said after reviewing the mowing bids, she discussed with Operations Manager

Craig Ford about some of the contractors the Town has used in the past few years, have not done good jobs. Alderman Causey said the Recreation Director Matt Townsend has had to have them go back and redo where they have mowed. She said she feels that if we have one contractor in charge of all the mowing that it would make it much easier if we have problem, that we don't have to call and ask who mowed this area or that area. Alderman Causey said even though it is a little more money and noted that she is very cautious on the Town's money; but she thinks in the long run it will be easier on Matt Townsend, Craig Ford and staff with the accounting, and that this is a good proposal. Alderman Causey made the motion to award the entire mowing contract to Earth Effects at \$2,250.00 per mowing cycle, and that the landscaping bid be awarded to Earth Effects to only be utilized on an as needed basis if the Park and Recreation staff was unable to complete a landscaping project, and contingent upon available funds. Mayor Vest asked the Aldermen if they had any further discussion. Alderman Callahan said he sees both sides of the proposed views of Mayor Vest and Alderman Causey. Glenn Rosenoff said it is a hard decision because we are pivoting an alternative to the way we have been doing the mowing. Mr. Rosenoff said he comfortable with the one vendor but he does recognize the other thought process of cherry-picking with individuals and coming up with one plan for the season. Mayor Vest asked the Town Attorney if it was legal to narrow the bids down to two or three contractors that could and that way you may have some bids that were slightly higher than one that is not necessarily the lowest. Town Attorney Jim Wheeler said the Town has had them all bid both ways so you can choose whether you go with one contractor or go with various contractors. Jim Wheeler said it was made clear in the bid specifications that the Town can award in certain areas that are next to an area to the same contractor despite the bid amount, so the Town does have a lot of flexibility in choosing contractor(s). Mayor Vest said he feels there is value in less people to communicate with rather than several contractors. Craig Ford said in respect to the bids, and some of the issues that Mr. Townsend has to deal with is there have been two or three occasions when one of these particular vendors that bid didn't even show up to do the mowing that they were under contract to mow, nor did they call to let the Town know they were not doing the mowing. Mr. Ford said when Mr. Townsend reached out to them their comment was, we didn't have the employees to do the mowing. He said Mr. Townsend knows who that contractor is, and we had those discussions last year. He said he feels they are experiencing some of the same problems that others are in being able to hire people to work. Mayor Vest asked Alderman Dickson if he had a comment. Alderman Dickson said two points come to his mind, and asked out of all the contractors that bid if the Town had a previous relationship with them and are we familiar with them. Craig Ford replied yes. Alderman Dickson said he is assuming that a major part of the recommendation is out of the fact that quality is playing a role in the recommendation. Craig Ford replied yes. Alderman Dickson asked if staff really feels the quality of their work, is the best. Craig Ford replied yes. Alderman Dickson seconded the motion. Mayor Vest asked if there was any further discussion. Alderman Callahan said that is a tough decision to make and he sees values in both sides of the arguments. Alderman Callahan said he likes competition, and he feels there is enough work to do around the town for the competition to be good and save the Town some money. Mayor Vest said we have a motion from Alderman Causey and a second from

Alderman Dickson and asked the Town Recorder to call for the vote. Upon call of the roll, the following Aldermen voted Aye: Alderman Causey, Alderman Dickson. Aldermen voting Nay: Alderman Callahan. The motion carried.

The next item on the agenda was the Wetlands Water Park 2022 Season in regards to staffing, compensation plan and pricing for passes and concession food prices. Town Administrator Glenn Rosenoff said that he, Operations Manager Craig Ford, Parks and Recreation Director Matt Townsend and Water Park Director Dillon Stout met to in an effort to upgrade our compensation plan for the seasonal employees, update the menu prices for the upcoming 2022 water park season, look for ways to cover the cost increases and still turn a profit, and the returning of experienced staff to report prior to season opening to help get the park ready to open for the upcoming season. Mayor Vest asked the Aldermen if they had any questions. There being none, Alderman Callahan made the motion, seconded by Alderman Causey and duly passed, to approve the four recommendations for the Wetlands Water Park 2022 Season as presented:

1. Compensation Plan:

GRADE

6 To be set each year of the Board of Mayor & Alderman (based on 3% base)

5 To be set each year of the Board of Mayor & Alderman (based on 3% base)

4 8.00 8.25 8.50 8.75 9.00 9.50 9.75

3 8.00 8.25 8.50 8.75 9.00 9.50 9.75

2 8.00 8.25 8.50 8.75 9.00 9.50 9.75

1 8.00 8.25 8.50 8.75 9.00 9.50 9.75

STEP 1 2 3 4 5 6 7

All new employees (including non-consecutive returning employees) will begin at the appropriate grade on Step 1 regardless of experience. Step 7 is the maximum amount any employee Grades 1-4 can earn.

CLASSIFICATION GUIDELINES

GRADE 6 Seasonal Operations Managers

GRADE 5 Administrative Assistants, Head Lifeguard, Café Supervisor

GRADE 4 Lifeguard

GRADE 3 Slide Attendants

GRADE 2 Cashier, Maintenance, Cook, Customer Service

GRADE 1 Greeter

BONUS INCENTIVES*

GRADE 6 \$300 performance bonus incentive at the end of the season

GRADE 5 \$250 performance bonus incentive at the end of the season

- GRADE 4** \$1.00 per hour worked bonus incentive at the end of the season
- GRADE 3** \$0.75 per hour worked bonus incentive at the end of the season
- GRADE 2** \$0.50 per hour worked bonus incentive at the end of the season
- GRADE 1** \$0.25 per hour worked bonus incentive at the end of the season

*Satisfactory performance and season completion will determine eligibility. Any active employee, regardless of their school/work schedule, will be expected to work the hours scheduled by the Water Park Director/Manager. This schedule will be based on the needs of the facility and all employees will be expected to adhere to this schedule. If the employee attends college out of town, they will be worked into the schedule as needed and/or based on their availability. They will be expected to satisfy the hours scheduled by the Water Park Director/Manager.

2. Appointment of Pre-Season Re-Hires:

<u>Employee</u>	<u>Title</u>	<u>Grade-Step</u>
Spencer Walsh	Admin. Assistant	5-5
Dakota Stout	Lifeguard	4-3
<u>Employee</u>	<u>Title</u>	<u>Grade-Step</u>
Breanna Mauk	Lifeguard	4-5
Sophie Tester	Lifeguard	4-2
Kaley Guinn	Lifeguard	4-3
Taylor Miller	Café	2-4
Baileigh Day	Café	2-3

3. Seasonal and Daily Passes:

Season Passes: Adult - \$80.00 (13 years of age and up)
 Children – Free (3 years of age and under)
 Children - \$60.00 (4 years to 12 years of age)
 Seniors - \$60.00 (55+ years of age)

Daily Passes: Adult - \$12.00 (13 years of age and up)
 Children – Free (3 years of age and under)
 Children - \$10.00 (4 years to 12 years of age)
 Seniors - \$10.00 (55+ years of age)

Sunday Funday: \$40.00

4. Concession Prices:

<u>Café Items</u>	<u>Price</u>
Hot Dog	\$3.00
Hot Dog w/Chili	\$3.25
Pork BBQ	\$5.00

Chicken Fryz	\$4.00
Grilled Chicken	\$5.00
Grilled Chicken w/Cheese	\$5.50
Hamburger	\$5.00
Hamburger w/Cheese	\$5.50
French Fries	\$3.00
Nachos	\$3.75
Nachos w/Chili	\$4.00
PB&J	\$3.00
Pretzels	\$2.50
Pretzels w/Cheese	\$2.75
Chips	\$2.00
Pizza – Cheese	\$5.00
Pizza – Pepperoni	\$5.50
Salad	\$5.00

Ice Cream Items

Dip N Dots	\$3.00
Chaco Taco	\$3.00
Snickers	\$3.50
Shortcake Bar	\$2.50
Push-Ups	\$2.00
Ice Cream Sandwich	\$2.00
Popsicle	\$2.00

Drink Items

Large Drink	\$3.50
Small Drink	\$2.50
Bottles	\$2.50
Water	\$2.00

There being no further business the meeting was duly adjourned.

PAT RYDER, RECORDER

CHUCK VEST, MAYOR