

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

MARCH 17, 2025

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, March 17, 2025, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Alderman Kelly Wolfe recused himself from acting as an Alderman.

The only item on the Public Hearing agenda was the annexation of certain property located off Boones Creek Road as part of the Reserves at Boones . There were no comments.

The Public Hearing was closed.

Alderman Kelly Wolfe rejoined the meeting.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MARCH 17, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, March 17, 2025, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Allyson Wilkinson led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Kelly Wolfe. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, 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 made the motion, seconded by Alderman , and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the January 13, 2025 and February 10, 2025 BMA meetings.
2. Approve the following bills for payment:

Insert Payment

3. Approve the following Town Administrator Report:

Insert Report

4. Approve the following Operations Manager Report:

Insert Report

5. Approve the following Committee Reports: Tree and Townscape Board, McKinney Center Advisory Committee, Board of Zoning Appeals, Planning Commission, and Historic Zoning Commission.
6. Approve the following Supervisor Reports: McKinney Center, McKinney Center Program Manager, Fire Department, Police Department, Building Inspector, Senior Center, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment Plant, Jackson Theatre Operations Manager, Jackson Theatre Assistant Manager, Director of Tourism and Main Street, Animal Control, Street Department, and Parks and Recreation.
7. Approve the 2025 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, 2025, subject to the terms of the Agreement.

Insert Agreement

8. Acknowledgement of the Report on Debt Obligation filed with the Comptroller's for the \$479,069 Tennessee Municipal Bond Fund Capital Outlay Note, for the purchase of a new sanitation truck.
9. Approve the following Town Sponsored Events:

- a. 2025 Brews and Tunes – Sunday afternoons from 4:00 pm – 7:00 pm, starting June 1 through September 28
- b. 2025 Memorial Day and Veterans Day Ceremonies
Memorial Day – Monday, May 26th from 10:00 a.m. to 2:00 p.m., with street closure from 9:00 a.m. to 3:00 p.m.
Veterans Day – Tuesday, November 11th from 11:00 a.m. to 3:00 p.m., with street closure from 9:00 a.m. to 4:00 p.m.
- c. 2025 Jonesborough Days Festival:
Wednesday, July 2nd – Kick-off Dinner at ISC, 6:00 p.m. to 8:00 p.m.
Thursday, July 3rd – Late Night Swim at Wetlands Water Park
Friday, July 4th – Festival 10:00 a.m. - 10:00 p.m. (Parade 10:00 a.m.)
Saturday, July 5th – Festival 10:00 a.m. – 10:00 p.m. (Fireworks 10:00 p.m.)
- d. 2025 Easter Eggstravaganza, Saturday, April 19th from 12:00 noon - 3:00 p.m.
Event to take place around the International Storytelling Center Plaza, the Courtyard and Jimmy Neil Smith Park, along Main Street, with the only street closure at the entrance and exit to Christopher Taylor Lane

The next item on the agenda was the approval of the Financial Report. Mayor Vest called for a motion. Alderman Countermine made the motion to approve the Financial Report as presented. Alderman Dickson seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest said there were two vacancies on the Historic Zoning Commission and recommended the appointment of Colton Brasure to fill a vacant term expiring August, 2026 and Matt Kehn to fill a vacant term expiring March, 2028. Alderman Wolfe made the motion, seconded by Alderman Countermine to approve Mayor Vest's two recommendations to the Historic Zoning Commission as presented. The motion was duly passed.

Mayor Vest announced that Town will have a greenhouse, which is currently being constructed at Persimmon Ridge Park. Mayor Vest said the events at the Jackson Theatre are producing good solid numbers. Mayor Vest said the Town has taken ownership of the alley between 117 and 119 East Main Street. Mayor Vest read the Arbor Day Proclamation and announced that Arbor Day will be held on Friday, April 25th at 6:00 p.m. at Stage Road Park.

INSERT PROCLAMATION

Mayor Vest asked Morgane Rogers to come up to accept the Employee of the Month Award. Mayor Vest read the following nomination letter:

INSERT NOMINATION LETTER

Mayor Vest asked Morgane Rogers if she had any comments. Morgane Rogers said she was thankful for being nominated and thanked the Senior Center team for their assistance in helping her in what she does.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. Ashley Cavinder, 216 Spring Street, Keep Jonesborough Beautiful Committee, asking the BMA to look at implementing the curbside recycling program in the upcoming budget process. Mayor Vest thanked Ashley Cavinder for her comments. Matthew Paul, 126 Sarah's Way, commended the BMA for pursuing grant funding to do the First Frontier Trail. Mayor Vest thanked Matthew Paul for his comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey said the St. Paddy's Day event was great. Alderman Wolfe said he agreed with Alderman Causey in regard to the St. Paddy's Day event. Alderman Wolfe said in Operations Manager Craig Ford's report, they will be converting the geo-thermal HVAC system at the Storytelling Center to electric to elevate their heating/cooling problem they are experiencing. Mike Carson, President of the International Storytelling Center, expressed his appreciation to the Town for helping with the HVAC system. Mike Carson announce that the Storytelling Center will be celebrating Jimmy Neil Smith's legacy (who passed away on March 15th) and a celebration of life service will be held at a later date and there will be a celebration at this year's Storytelling Festival. Alderman Dickson expressed his appreciation to T. McLeod for assisting with the Memorial Day and Veteran's Day ceremonies this year; and asked if the people associated with the Veteran's Park are to be recognized

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Attorney Wheeler said he needs to meet in Executive Session with the Board members before the adjournment of the Board meeting to discuss a potential litigation.

Alderman Wolfe recused himself from acting as an Alderman.

The first item under Old Business was second and final reading of an Ordinance for the annexation of certain property located off Boones Creek Road as part of the "Reserves at Boones Creek" project upon written request from property owner Wolfe Development GP. The property is described on Washington County Tax Map 52, Part of Parcel 70.00. The request is to annex approximately 14.3 acres. The request includes zoning the tract of land to PRD (Planned Residential District). The Plan of Services reflects that all town services are available to the subject tract at the time of annexation. Future development of the tract would need to coordinate with the Town's development services and meet the Town's development regulations and standards. This annexation process does not constitute the approval of any future development plans that may or may not require infrastructure improvements to be made by the Town or Owner/Developer, only that town services are available to the subject tract. The Jonesborough

Planning Commission voted unanimously to recommend the annexation and plan of services at their regular meeting held on January 21, 2025.

Mayor Vest said there are three recommendations for the annexation and called for a motion for recommendation #1: (1) Approve the Plan of Services, (2) Approve the Resolution annexing, by request, property owned by Wolfe Development, GP, identified as Parcel 70.00 on Washington County Tax Map 52, located off Boones Creek Road and within the Reserves at Boones Creek project, on Second and Final Reading, and (3) Approve the Ordinance zoning the property PRD (Planned Residential District), on Second and Final Reading.

Mayor Vest called for a motion on Recommendation 1 - Plan of Services . Alderman Dickson made the motion, seconded by Alderman Causey, to approve the Plan of Services as presented. The motion was duly passed.

INSERT PLAN OF SERVICES

Mayor Vest called for a motion on Recommendation 2 - Resolution annexing the property. Alderman Causey made the motion to approve the Resolution annexing, by request, property owned by Wolfe Development, GP, identified as Parcel 70.00 on Washington County Tax Map 52, located off Boones Creek Road and within the Reserves at Boones Creek project, on second and final reading. Alderman Countermine seconded the motion and it was duly passed.

INSERT RESOLUTION

Mayor Vest called for a motion on Recommendation 3 – Ordinance zoning the property PRD (Planned Residential District. Alderman Dickson made the motion to approve on second and final reading the Ordinance zoning the property PRD (Planned Residential District). Alderman Countermine seconded the motion and it was duly passed

INSERT ORDINANCE

Alderman Wolfe rejoined the meeting.

The first item under New Business was a Special Event Application request for the “Star Wars Day – May the 4th Be With You”, sponsored by JAMSA, to be held on Sunday, May 4, 2025. The event will start at 1:00 p.m. and end at 5:00 p.m.. The total time for event setup and take down is from 12:00 noon to 6:00 p.m. Businesses will be serving food and beverages inside the stores and participating in outdoor activities downtown. The estimated number expected to attend is 2000 and the estimated number of town citizens expected to either participate in and/or view the event is 400+. Request for services include police and security, signage, communications and/or publicity, and refuse collection. Street closure has not been requested as part of their application; however the application states a request to place the town’s “5 mph sign” on either Main Street or Boone Street. The Hold Harmless Agreement and Proof of Insurance have

been received. Mayor Vest called for a motion. Alderman Countermine made the motion to Approve the Star Wars Day – May the 4th Be With You Special Event Application sponsored by JAMSA on Sunday, May 4, 2025, from 1:00 PM to 5:00 PM, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was a Special Event Request application from the Tuesday Garden Club to hold the Annual Garden Tour and Tea (Garden Gala) on Saturday, June 7, 2025 from 9:00 a.m. to 5:00 p.m. The request includes the use of the Jonesborough Visitor Center, the Visitor Center parking lot and grounds, the Town's sidewalk area in front of the Courthouse downtown, and the front plaza of the Storytelling Center. The parking spaces along the ISC Plaza need to be coned off early in the morning or late the night before to give vendors setting up in the Plaza a place to unload. The tables and chairs will need to be moved from the Plaza and then returned after the event, especially since Brews and Tunes starts on Sunday, June 8th. They estimate 400+ visitors to the event. The Garden Tour and Tea is a quality event bringing numerous people to Jonesborough. Request for support services includes: communications and/or publicity, and refuse collection. There are no street closings associated with this event. The suggested gardens are part of the application. Public Safety will work directly with the Jonesborough Tuesday Garden Club on any safety features needed during the time of the event, whether through signage, safety cones, etc. The Hold Harmless Agreement and Proof of Insurance have been received. Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Special Event Permit for the Jonesborough Garden Tour and Tea to be held on Saturday, June 7, 2025, authorizing the use of facilities and grounds requested in the Special Event application, as well as coning off of the parking spaces as needed, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was a Special Event Request application and Special Event/Special Occasion Outdoor Use Permit application from Jonesborough Locally Grown for a Farm to Table Dinner 2025 to be held on Saturday, August 16, 2025, from 2:30 p.m. to 12:00 a.m. (midnight). All food is prepared from farmers market products, and the meal is served on a long harvest table in the middle of Main Street and serves about 216 people. The event includes use of the ISC plaza and building. Wine and beer will be served. ISC secures the ABC permit to serve alcohol as part of their contract with JLG as part of the use of their facility. The street closure request is from Main Street between 2nd Avenue and Fox Street and East Courthouse Square, with closure starting at 2:30 p.m. and ending at 12:00 a.m. Public safety re-opens roads when deemed safe. Request for services is identified as part of the Special Event Permit Application. A Special Event/Special Occasion Outdoor Use Permit application has also been received as part of the event to cover all the amenities for the event being held on Main Street. Haybales will be used to create the designated area/boundary for alcohol use on Main Street. The Hold Harmless Agreement and Proof of Insurance for each special event have been received. Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Special Event Permit Application and Special Event/Special Occasion Outdoor Use Permit Application for a Farm to Table

Dinner on August 16, 2025, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was the Outdoor Use Area Permit Renewal Application request from Zachary Jenkins representing Main Street Café & Catering, LLC located at 117 West Main Street. The intended use is to allow for food and alcohol to be served in front of the Café as well as the alleyway on the east side of the building within the designated boundary area. As was performed last year during the renewal process, the Police Department was requested to provide a report on any issues identified through our Public Safety Department for any business as part of the renewal process. No issues related to the outdoor permitted areas were reported since their last renewal in 2024. Mayor Vest called for a motion. Alderman Causey made the motion, seconded by Alderman Countermine to approve the renewal permit for the applicant Zachary Jenkins representing Main Street Café & Catering, LLC located at 117 West Main Street, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of an updated menu and pricing for the Wetlands Water Park for the 2025 season. The price increases range between 25¢ - 50¢, with only a couple increasing by 50¢, the price decreases range between 50¢ - 75¢ with a total of 5 items decreasing, and all item prices include associated costs such as trays, condiments, toppings, and cups.. Mayor Vest called for a motion. Alderman Dickson made the motion to approve the updated menu and pricing for the 2025 Wetland's Water Park Season, as presented. Aldermen Countermine seconded the motion and it was duly passed.

<u>Menu Item</u>	<u>Category</u>	<u>2024 Price</u>	<u>2025 Price</u>
Cheese Sticks	Appetizer	\$4.50	\$4.50
Chips	Appetizer	\$2.25	\$1.50
Fries	Appetizer	\$3.25	\$3.50
Fries w/Cheese/Chili	Appetizer	\$3.75	\$4.00
Nachos & Cheese	Appetizer	\$4.00	\$4.25
Pretzel	Appetizer	\$2.75	\$3.00
Pretzel w/Cheese	Appetizer	\$3.00	\$3.25
Uncrustables	Appetizer	\$3.25	\$2.50
32 oz Fountain Drink	Beverage	\$3.25	\$3.75
16 oz. Fountain Drink	Beverage	\$2.25	\$2.50
Bomb Pop	Dessert	\$2.25	\$2.50
Churro Cream Cheese Filled	Dessert	(New item)	\$2.25
Funnel Cake Fries (5 piece)	Dessert	(New Item)	\$2.50
Grandma's Cookies	Dessert	(New Item)	\$1.50
Ice Cream Cup	Dessert	(New Item)	\$1.50
Ice Cream Sandwich	Dessert	\$2.25	\$2.50
Iced Lemon Loaf Cake	Dessert	(New Item)	\$2.50
BBQ Sandwich	Entree	(New Item)	\$5.50

Cheeseburger	Entrée	\$6.50	\$6.00
Chicken Sandwich	Entree	(New Item)	\$5.50
Chicken Sandwich w/Cheese	Entree	(New Item)	\$6.00
Chicken Tenders	Entrée	\$5.50	\$6.00
<u>Menu Item</u>	<u>Category</u>	<u>2024 Price</u>	<u>2025 Price</u>
Chili & Cheese Dog	Entrée	\$4.00	\$4.00
Hotdog	Entrée	\$3.75	\$3.50
Hamburger	Entrée	\$6.00	\$5.50

The next item on the agenda was the Birthday Party Package pricing at the Wetlands Water Park. The proposal would provide families with an affordable and convenient way to celebrate during normal operating hours. This package would be separate from private rentals and would include admission for two adults and ten children, a birthday cake, food and drinks for twelve guests, and twelve ice cream cups. The total cost for the package would be \$350.00, with a net profit of \$104.50 after expenses. Offering this option would enhance guest experience, encourage more group visits, and generate additional revenue for the park without impacting daily operations. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Birthday Party Package pricing at Wetlands Water Park, as presented. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was the repair to the East Main Street alley between 117 and 119 East Main Street. The Street Department will be re-constructing this alley. The “mounded concrete” will be removed and grade work completed. We will install gravel and contract with a private contractor to pour a six-inch concrete pad with an exposed aggregate surface. (This exposed aggregate surface is like the parking lot at the McKinney Center.) Once the current mounded concrete is removed, we will need to close the coal chute openings in both of these buildings. This may require staff, or a contractor to enter the premises of 117 and/or 119 East Main to make the needed repairs. In order for Town staff to enter private property, it must have prior approval of the Board of Mayor and Aldermen and an agreement signed by the property owners. The listed property owner at 117 East Main Street is Cade Enterprises, LLC. And the listed property owner of 119 East Main Street is David Hawkins and Ann, Living Trust. Mayor Vest called for a motion. Town Attorney Jim Wheeler said that the motion should include 117 – 119 East Main Street and any other properties as may be necessary that the Board finds that it is the public best interest that the alley is being improved. Alderman Wolfe made the motion to approve Town staff to work on private property at 117 and 119 East Main Street for the purpose of making any necessary repairs that may be required to complete the alley restoration and any other properties as may be necessary and that the Board of Mayor and Aldermen finds that it is in the public’s best interest that the alley is being improved and approve the agreements authorizing the Town Administrator and the Town Attorney to sign; subject to the Town Attorney’s approval. Alderman Countermine seconded the motion and it was duly passed.

INSERT ALLEYWAY AGREEMENTS

The next item on the agenda was Loan Resolution No. 2025-04 Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending its Jackson Theatre Renovation Project Facility to Serve an Area Lawfully Within its Jurisdiction to Serve. The additional Loan Resolution is required by USDA-RD to move forward with loan closing of the Jackson Theatre project. The loan payments are included in the Fiscal Year 2024-25 budget. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve Loan Resolution No. 2025-04 as presented, seconded by Alderman Dickson and duly passed.

INSERT RESOLUTION

The next item on the agenda was the Utility Asset Management Agreement with OpenGov Cartegraph Asset Management Software/Systems. The system will help advance the technological efforts in the various Town departments with a modern workflow automation platform that can be rapidly deployed to streamline utility operations, including asset management, work order operations, and long-term capital planning. The Town of Jonesborough will be modernizing the end-to-end asset management process and would be able to leverage key functionalities such as: centralizing assets, inventory, and work management into a single solution, schedule automated preventative maintenance cycles, leverage Bi-Directional Integration to GIS, build comprehensive budgets based on asset conditions, labor costs, and other key metrics, provide robust reporting to organizational leadership with usage of customizable charts, graphs, and dashboards, track, monitor, and manage work task and larger capital projects. There is an upfront software cost. The best overall pricing for OpenGov was through Vertosoft, a contracted vendor through Sourcewell, a cooperative purchasing entity (similar category as state contracts). Town staff received reduced pricing through Sourcewell at \$94,514.15, and negotiated with OpenGov to split the initial cost between FY25 and FY26, or \$47,258.00 for each fiscal year. The pricing also includes the FY26 product software and technological support for a total cost of \$28,976.00, and \$30,424.80 for FY27. The utility budget for FY26 already contains the OpenGov cost of \$28,976.00. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the reallocation of \$47,258.00 from FY25 Utilities Capital Equipment "Security Cameras" to Capital Equipment "OpenGov Cartegraph Asset Management Software/Systems" as priced through Vertosoft (Sourcewell Contract Vendor 060624-VTO), as presented.

The next item on the agenda was Initial Resolution 2025-05 Authorizing the Issuance of not to Exceed \$22,818,000 Water System Revenue And Tax Bonds, in One or More Series, of the Town of Jonesborough, Tennessee, to Provide Funding for Certain Public Works Projects (Water Treatment Plant Upgrade) and to Fund the Incidental and Necessary Expenses Related Thereto. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve Initial Resolution 2025-05 as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was Full Resolution 2025-06 Authorizing the Issuance, Sale and Payment of Not to Exceed \$22,818,000 Water System Revenue and Tax Bonds, in One or More Series, by the Town of Jonesborough, Tennessee; Authorizing the Issuance of Bond Anticipation Notes Prior to the Issuance of the Bonds; and Authorizing the Levy of Taxes to Pay the Bonds and Notes. Mayor Vest called for a motion. Alderman Dickson made the motion to approve Full Resolution 2025-06 as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of Resolution No. 2025-07 authorizing the Town of Jonesborough to apply for the 2025 Local Park and Recreation Fund Grant (LPRF). The Town is partnering with Washington County to utilize requested grant funds to develop recreation trails and a park/trail head for the expansion of parks system in Jonesborough and Washington County. The projected budget costs for the project is \$3,083,599.00, with the town being responsible for the 50% match or \$1,541,799.50; and Town's match will be drawn from the \$2.4 million State appropriation. Mayor Vest called for a motion. Alderman Countermine made the motion to Approve the Resolution No. 2025-07 authorizing the Town of Jonesborough to apply for the 2025 Local Park and Recreation Fund Grant (LPRF), as presented. Alderman Wolfe seconded the motion and it was duly passed.

INSERT RESOLUTION

Mayor Vest recessed the Board meeting and the Board of Mayor and Aldermen went into Executive Session.

Mayor Vest reconvened the Board meeting and with there being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR