

BOARD OF MAYOR AND ALDERMEN

WORKSHOP SESSION

MARCH 8, 2021

The Board of Mayor and Aldermen (BMA) met in a Workshop Session on Monday, March 8, 2021, at 6:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

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

The purpose of the Workshop Session was the discussion of the two proposed locations for a Dog Park, the original site on Old State Route 34 next to the Fleet Maintenance Building and an alternative location in Persimmon Ridge Park. Town Staff presented plans addressing the advantages and disadvantages of both sites. Board members reviewed and discussed the plans presented, the cost of the dog park at each location, and the length of time it may take to complete the dog park to get it open at each site. The consensus of the Board members was that they want a first-class dog park that the Town can be proud of and that citizens and their dogs will enjoy. The Board of Mayor and Aldermen instructed staff to bring back final plans and costs for the BMA to review and approve in the near future.

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

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ABBEY MILLER, RECORDER

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CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

MARCH 8, 2021

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, March 8, 2021, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing agenda was the annexation of certain property located on North Cherokee Street and the present corporate boundaries of the Town of Jonesborough. There were no comments.

The next item on the Public Hearing agenda was the annexation of certain property located on Old Boones Creek Road and the present corporate boundaries of the Town of Jonesborough. There were no comments.

The Public Hearing was closed.

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ABBAY MILLER, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MARCH 8, 2021

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, March 8, 2021, 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, Alderman Terry Countermine, and Alderman Adam Dickson. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Abbey Miller, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Alderman Causey requested that Item 7-j Personnel – Appointment of a Senior Clerk and Position Description and Items 9-a through 9-e – Special Event Requests - be pulled for discussion. Alderman Countermine 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 February 8, 2021, BMA meeting.
2. Approve the following bills for payment:

<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
98156-98214 AP	83,757.19	
98215-98233 AP	5,954.08	
98234-98235 AP	20,770.11	
98236-98246 AP	57,355.38	
98247-98256 AP	4,926.38	
98257-98269 AP	8,126.68	
98270-98272 AP	4,868.80	
98273-98276 AP	22,550.00	
98277-98393	9,827.87	
98304-98318 AP	6,205.05	
98319-98321 AP	6,037.49	
	<b>230,379.03</b>	
61869-61905 AP	73,964.17	
61906-61907 AP	1,302.76	
61908-61913 AP	60,908.05	
61914-61919 AP	3,828.72	
61920-61923 AP	1,810.96	
61924-61927 AP	8,151.92	
61928-91932 AP	54,450.00	
61933-61941 AP	3,239.85	
61942-61945 AP	10,705.51	
61946 AP	4,779.75	
	<b>223,141.69</b>	
9109-9122 AP		7,892.38
9123 AP		100.22
9124-9126 AP		3,469.27
9127-9128 AP		3412.02
9129-9130 AP		340.00
9131 AP		1434.95

3. Approve the following Operations Manager Report:

The Street Department completed the West College Street/Anderson Road project. When we began this project, there was a tremendous amount of mature tree growth and a high bank that limited vision for traffic entering West College from Anderson Road.

With the completion of Ashley Meadows and the approval of a second subdivision on Anderson Road, I was very concerned about an accident at this intersection. Most likely it would be a "T-bone" accident which is very dangerous for serious injury and death.

In order for this project to work, we needed the participation of three property owners on West College. All three were cooperative and very easy to work with. We secured signatures from them allowing our crews to work on their property and the project began.

At the beginning of this project, there was a sight distance of less than 120 feet on Anderson Road for vehicles entering West College. According to time and distance calculations, a vehicle pulling onto West College from Anderson Road would have 2 to 2.5 seconds to identify oncoming traffic.

Once the project was completed, we now have a sight distance of 315 feet. We nearly tripled the distance motorists on Anderson Road can see. Motorists turning onto West College from Anderson Road now have at least 4.5 seconds to identify oncoming traffic. To put this into perspective, that is about the same amount of time on our caution lights at traffic signals in Jonesborough.

Not only is this a significant gain in time to identify oncoming traffic, it has also had a positive impact on the sight distance for vehicles traveling on West College Street toward Anderson Road. These motorists can see traffic on Anderson much quicker now and gives them an opportunity to slow down, or start braking when they see a vehicle on Anderson Road.

We will make a final contact with the three property owners to make sure they are happy with the grade work that was completed. We may have to go back at some point and make some adjustments, but the project is completed.

There was a request for additional street lights in Timber Ridge subdivision. According to the Town's Street Light Ordinance, street lights on secondary street in Town shall be spaced 300-350 feet apart. Malcolm checked the subdivision and found the current street lights are spaced at no more than the required distance as stated in the ordinance. In fact, he found that most street lights in the subdivision was less than 300 feet apart.

Malcolm made contact with the individual making the request and explained the ordinance to her and also advised her we would not be requesting additional lights in the subdivision. He also advised her that she could have a street light installed on her property by BrightRidge.

Water Distribution completed the water line upgrade on East Main Street. We now have new ductile iron water line from Headtown Road to Persimmon Ridge Road. This is a huge upgrade as it should eliminate complaints of rusty colored water on East Main and all but eliminate the numerous water line breaks, we were experiencing with the cast iron line that was in place. We are ready for paving whenever the County starts their paving season.

The Street Department began construction of the foot-bridge at Mill Springs park. The materials finally arrived and we began work on that project when we completed the College Road project.

I have met with Don Bacon on a weekly basis at the JRT project. He is making real progress. In the original plans for the Jackson Theater complex, there was a connection from the basement of the Jackson into the JRT which entered underneath the JRT stage.

The floorplans would not line up, so the connection was abandoned and moved to the first floor of the Jackson. Since the connection was no longer coming into the JRT underneath the stage, we learned we could eliminate the sprinkler system underneath the stage if that space was completely filled with insulation.

It was also determined that there needed to be insulation in the interior walls for sound proofing purposes. Neither of these were in the original quote.

The cost of blowing the insulation under the stage and the interior wall insulation is \$2,810.00. As a note, the insulation blown under the stage will probably result in a savings as it eliminates the need for the sprinkler.

This was not in Don Bacon's original contract. It will be completed by a private contractor. For this reason, I do not know that it needs Board action, but I just want to keep the BMA updated on any ancillary expenditures within the scope of this project.

I completed an extensive review of the proposed dog park plans and prepared a report to you for the purpose of a workshop with the Board of Mayor and Alderman.

I also met with Summers Taylor to get on their schedule to complete the concrete work at Lincoln Park. They submitted a contract for signatures prior to beginning the work. Upon Jim Wheeler's review, we are hoping they can get started on the concrete pours for Lincoln Park.

I have worked extensively with Luke Cole to address immediate needs at the Water Treatment Plant. Our sanitary survey from TDEC is scheduled for June, although TDEC has said they could be a month or two behind.

As a part of the plant review, I drafted specifications for replacing the roof. We are also addressing some issues with the raw water intake, the replacement of some pumps, having the raw and effluent meters installed, and maintenance that must be performed prior to the survey.

4. Approve the following Committee Reports: Jonesborough Board of Zoning Appeals and Jonesborough Planning Commission.
5. Approve the following Supervisor Reports: Senior Center, Director of Tourism and Main Street, Parks and Recreation, Building Inspector, Water Treatment Plant, Solid Waste and Recycling, Visitor Center and Facilities Rental Manager, Police Department, Environmental Services/Wastewater, Street Department, Animal Control, Events Coordinator, MBM Program Coordinator, and McKinney Center.
6. Approve the appointment of Christopher Myers as a Water Worker I in the Water Distribution Department at Grade 1 Step 1 (\$21,315), subject to all pre-employment conditions being met including WorkSteps.
7. Approve the appointment of Blake Winfield as a Water Worker I in the Water Distribution Department at Grade 1 Step 1 (\$21,315), subject to all pre-employment conditions being met including WorkSteps.

8. Approve the appointment of Amanda Oler as a part-time GIS Mapping Intern in the Water Distribution Department at \$15.00 per hour, subject to all pre-employment conditions being met.
9. Approve the appointment of Rick Ledford as a part-time GIS Mapping Intern in the Water Distribution Department at \$15.00 per hour, subject to all pre-employment conditions being met.
10. Approve the appointment of Kristin Turner as Dispatcher in the Public Safety Department at Grade 4 Step 1 (\$24,675), subject to successful completion of all pre-employment requirements.
11. Approve the transfer of Larissa Davis to the position of Dispatcher in the Public Safety Department with her salary being changed from Grade 10 Step 3 (\$35,080) to Grade 4 Step 4 (\$26,963).
12. Approve the appointment of Phyllis Fabozzi as the new Yoga Instructor for the Senior Center with the starting pay at \$18.00 per hour to be paid with Senior Center budgeted funds.
13. Approve the appointment of Laura Rodifer as Billing Clerk in the Water Department Office at Grade 5 Step 3 (\$27,486), subject to all pre-employment requirements being met.
14. Approve the appointment of Luke Cole to the position of Interim Water Treatment Plant Director at Grade 20 step 1 (\$53,862), retro-active to February 12, 2021.
15. Approval of the following bids for the 2021 Mowing Season, as follows:

Earth Effects:

- a. Washington County Courthouse/Parson's Table parking Lot (\$27.99)
- b. Old Jonesborough Cemetery (\$147.01)
- c. African American Cemetery (\$26.99)
- d. Detention ponds at Mountain View Estates (\$25.01)

Jones Lawn Care:

- a. McKinney Center (\$50.00)
- b. Fleet Maintenance Facility (\$40.00)
- c. Depot Street Park (\$25.00)
- d. Main Street Village Pavilion and detention pond (\$25.00)

Phillips Landscaping:

- a. Medians on Jackson Boulevard (\$335.00)

Lawn-Jon Lawncare:

- a. Stage Road park (\$65.00)
- b. Wetlands Waterpark
- c. Persimmon Ridge ballfields
- d. Persimmon Ridge park (b, c, & d combined \$425.00)
- e. Senior Citizen Center and detention pond (\$35.00)
- f. Library/Oak Hill School/Duncan House
- g. Visitors Center (f & g combined \$75.00)
- h. Mill Spring park (\$35.00)
- i. Vines Farm park (\$30.00)

Zach's Lawncare and Landscaping:

- a. Persimmon Ridge walkway (\$130.00)
- b. Barkley Creek park/Chuckey Depot walkway (\$40.00)

16. Approval of bid for the roof replacement at the Water Treatment to Pro-Line Roofing at a cost of \$21,300.00.
17. Acknowledgement that State Form CT-0253 Debt Obligation Reports, related to the General Obligation Refunding Bonds, Series 2021 (non-taxable) and the General Obligation Refunding Bonds, Series 2021 (Federally Taxable), was distributed to the Board of Mayor and Aldermen.

The next item for discussion was Item 7-j Personnel – Appointment of a Senior Clerk and related Position Description in the Water Administration Office pulled from the Consent Agenda. Mayor Vest asked Alderman Causey if she would like to lead the discussion on this item. Alderman Causey said she feels this is a re-organization in the Recorder's Office that is taking away supervisory responsibility from the Assistant to the Recorder, and that the re-organization needs to be looked at by the BMA before we start putting people into positions. Alderman Causey said her motion would be to transfer Sheila Watson into the Assistant to the Recorder position. Alderman Causey said she feels that job descriptions should be looked at and approved by the Board before putting people into new positions. Mayor Vest asked Town Administrator Glenn Rosenoff for his comments. Glenn Rosenoff said in looking at the retirement of the Abbey Miller, Town Recorder, and Lorena Craddock, Assistant to the Recorder/Operations Manager, that Abbey Miller, Craig Ford and he met to discuss the different components in the Recorder's Office and the Water Department Office. Mr. Rosenoff said one of the things he has observed and thought about, especially with the future hiring of a new Town Recorder, was in the absence of a Town Recorder it would be great to have a CMFO (Certified Municipal Finance Officer). He said it is a program that he has gone through, and the State requires all municipalities to have a CPA or a CMFO, so that was the initial seed that was planted. Mr. Rosenoff said he was talking about more, at first, in regards to Ms. Craddock's position of Assistant to the Recorder as a CMFO. He said that when he and Craig and Abbey met and discussed this, Gina Larkins, Staff Accountant III, had a lot more experience on the financial end and operations of the office. He said the issue at hand is that Lorena Craddock is retiring at the end of June, and we need a replacement. Mr. Rosenoff said he met with Sheila Watson, Administrative Assistant, who is very interested in that position. He said it was a hard decision because there is a great team right now in the General Administration office, and he couldn't ask for anything more. He said after weighing the pros and cons and much thought, he thinks Ms. Watson should be transferred into Ms. Craddock's position and basically learn everything there is to know about that position, and then supervisory responsibilities would move over to the other employee, Gina Larkins. Mr. Rosenoff said as a part of that plan, Ms. Larkins would be required to obtain the CMFO certification, and she has already passed two out of the required ten courses. He said that was the thought process, and he has provided analysis and a recommendation and feels it is a good plan. Mr. Rosenoff said in his discussions with Alderman Causey, they agreed that the new Recorder should be a CPA. He said that is the one thing they are set on is that the next Recorder is a CPA. He said sometimes we think in the absence of the Recorder, this next person would step in, but that is not the scenario; it's more of in dealing with the operations of the office and the person being a CMFO. Mr. Rosenoff said he is also there as backup, but a lot of times someone needs to talk to someone in-house about the financial things. Ms. Miller works about 60 plus hours per week, but at some point, there are going to be times when people go on vacation or something happens, unfortunately. He said when you think about COVID, an employee could be absent from two to four weeks, so that was the thought that in the absence of the Town Recorder, someone would be there with some financial knowledge. Mayor Vest said a CMFO is a great addition to what we have in that office. Mr. Rosenoff said originally, he had the CMFO part of the plan in tonight's agenda presentation, but not being sure when Ms. Miller will be retiring, he decided to address filling Lorena Craddock's position, and then work with the CMFO and supervisory part of the plan at another time. Mayor Vest said this is taking advantage of the fact that with Lorena still being here, she can train Ms. Watson in that position. Mr. Rosenoff said that Sheila Watson wouldn't be able to assume the role "across the hall" until her position as Administrative Assistant is filled. Alderman Causey asked when Gina Larkins would receive her CMFO certification. Mr. Rosenoff said it will be in November of this year, if all goes well. Alderman Causey

asked if that would be when she would be promoted. Mr. Rosenoff said as far as the salary grade and acquiring the CMFO, that wouldn't change until December, 2021. Abbey Miller said Ms. Larkins will take her last test in November. Mr. Rosenoff said she wouldn't be promoted to the Assistant Recorder position unless she obtains the CMFO. Alderman Causey asked if Ms. Larkins would only be promoted if she passes her CMFO. Mr. Rosenoff said that is correct. He said MTAS is conducting the classes and testing on-line instead of in person, and there are 10 classes, and the hope is that Ms. Larkins passes all ten tests by November. Alderman Countermine said so the promotion would come after she passes the last test. Ms. Miller said that is correct, but what they are looking at is that Lorena Craddock is currently the operations supervisor in the Water Department. She said when Ms. Craddock leaves, the supervisor duties would revert to the Recorder. Ms. Miller said Gina Larkins is in operations every day, including waiting on customers, billing, and daily close-out. Ms. Miller said so to her, after discussing it with Glenn and Craig, Ms. Larkins would be best qualified to move into that roll and that is before she gets her certificate as CMFO. She said there needs to be a daily supervisor in the Water Department who knows what is going on in all the positions. Alderman Causey asked if that was going to be added to Ms. Larkins job responsibilities, and if so, would her compensation grade remain the same as now. Ms. Miller said she, Glenn and Craig talked about at budget time recommending that Ms. Larkins get an additional step increase in the grade where she is now for taking on that supervisory role. Alderman Countermine asked if Ms. Larkins would get another increase when she passes the CMFO. Ms. Miller said Ms. Larkins would go to a different grade at that time. Mr. Rosenoff said Ms. Larkins would be taken to another level, which would not be obtainable unless she passes her CMFO. He said Ms. Larkins has a finance background, performs accounting work for the Town, and already works with the other employees in that department on a daily basis. Mr. Rosenoff said you always hope that there are not a lot of supervisory issues that go on, but there is always that thought that in the absence of the Recorder, there needs to be someone who can step up and handle any issues that may arise. He said he could step in because he, Abbey, and Craig work in partnership on the finances and personnel and are already getting ready for budget time. Mr. Rosenoff said he has no doubt that the CMFO, the Recorder, the Operations Manager and himself are all going to be able to function well together and be able to be on the same page. Mayor Vest said what he thinks is good about this is that the Town Administrator has a background as a Recorder as well, and that helps Glenn, Abbey and Craig work as a team, and we as a Board need to listen to that advice because they are in there and have the experience in that area. He said the plan sounds like it will be an upgrade from the way the positions are aligned now. Mayor Vest asked Alderman Causey if she had questions. Alderman Causey asked if the Senior Clerk position would stay in the same grade with taking responsibilities away from the position. Mr. Rosenoff said that is his recommendation. He said he has been Town Administrator for the past ten months, and he has been observing the pros and cons and the ups and downs of the various staff positions. He said that in that position Lorena Craddock has done a great job. He said the next level is just looking at different ideas on human resources and personnel management, worker's comp, etc., and probably requiring some training. He said Sheila Watson is willing to do that; it is not taking anything away from Ms. Craddock because it runs seamlessly in her office, but when you have that institutional knowledge leaving, you have to have an eager candidate or employee who is going to strap in and have a hit the ground running attitude. Mr. Rosenoff said this is his recommendation, and he has gone back and forth for about 30 days, thinking what the impact will be for the future. He said he couldn't be successful without everybody, but in particular Donna Freeman and Sheila Watson, especially Donna because she keeps him straight. Alderman Causey said that Donna Freeman and Lorena Craddock have grown with their jobs, and it would be hard for one person to walk in and do everything they do. Alderman Causey said that is what she is looking at, that if we are going to rearrange it all, then she feels we need to come back with job descriptions for everybody. Mayor Vest asked Alderman Causey if she was comfortable with Sheila Watson going ahead and begin training with Ms. Craddock. Alderman Causey said she was, but she feels that before we start changing job descriptions, the BMA should have all of the job descriptions to see what the different job responsibilities are going to be. Mayor Vest said even the position of Senior Clerk could be tweaked at budget time if something needed to be changed in the

job description. Alderman Causey said if you are looking at June, Lorena is not leaving until the end of June so why not leave the job description as is for now and go ahead and put Sheila Watson in there because that is when we are going to make the other person supervisor over staff in the Water Department Office. Mr. Rosenoff said it would stay with Ms. Craddock as long as she is there. Alderman Causey withdrew her first motion and then made the motion to approve the transfer of Sheila Watson to the position of Assistant to the Recorder/Operations Manager with the current job description as is in the Water Administration Office at Grade 12 Step 1 (\$36,456), effective when her current position as Administrative Assistant is filled, and that she be eligible for a Step increase after successful completion of her six-month probationary position. Alderman Countermine seconded the motion. Abbey Miller asked if the recommendation is for Sheila to start when a new person is hired in her position under the current job description that includes supervisory duties. Ms. Miller added that Sheila cannot supervise her staff. Mayor Vest said he did not think she would be necessarily be supervising while Lorena is still here. Alderman Causey said Lorena will still be working so she will still be supervising until she leaves. Mayor Vest said he feels the thought is that there will be a new job description and everything approved before Lorena Craddock retires. Upon call of the role, the motion duly passed.

Mayor Vest asked Alderman Causey to lead the discussion for Consent Items 9-a, b, c, d, and e in regards to Special Event Requests. Alderman Causey said she would like to have added to the approval of all the Special Event Requests that each event be subject to CDC Guidelines. Attorney Jim Wheeler requested that the proof of insurance and Hold-Harmless Agreement requirement be added as well. Mayor Vest asked the Aldermen if there was any further discussion. There being none, Alderman Causey made the motion, seconded by Stephen Callahan, and duly passed, to approve the following Special Event Requests, with the addition that each event be subject to CDC Guidelines and the Town Attorney's review and acceptance of the Hold-Harmless Agreement and proof of insurance, as follows:

1. Jonesborough Farmers Market – To be held every Saturday morning starting May 1, 2021, through October 23, 2021, with the exception of the Saturdays associated with Jonesborough Days (July 3) and the National Storytelling Festival (October 2). The market will be located at what is referred to as the Stevenson property that connects with the rear of the courthouse parking area, owned by the County. The market will be open from 8:00 AM to 12:00 PM; however, the total time, including setup and take down, is from 6:00 AM to 1:00 PM. The Market draws at least 500 people in Town each Saturday and provides a great service to local area growers. There was no request for public safety assistance at the time of the submitted application. Approve as presented, subject to CDC Guidelines and the Town Attorney's review and acceptance of the Hold-Harmless Agreement and proof of insurance.
2. Boone Street Market Outdoor Special Events – The purpose of the event is to use the patio, sidewalks, and parking spaces around Boone Street Market, including:
  - a. Fall – Holiday Farmers Market after the Saturday in-person market concludes to give current vendors an additional opportunity to sell produce and homemade products directly to consumers. This would occur every Saturday starting November 6, 2021, through December 18 from 8:00 AM to 12:00 PM. This requires that eight spaces in front of Boone Street Market be reserved on event days from 6:00 AM to 1:00 PM. Approve as presented, subject to CDC Guidelines and the Town Attorney's review and acceptance of the Hold-Harmless Agreement and proof of insurance.
  - b. Thursday Monthly Dinner Night – Monthly evening dinner event featuring local food from Boone Street Market with outdoor seating (weather permitting) and live music; includes the consumption of beer sold by Boone Street Market. The projected 2021 dates are May 20, June 17, July 15, August 12, September 16, and October 21 from 3:00 PM to 8:00 PM. Approve as presented, subject to CDC Guidelines and the Town Attorney's review and acceptance of the Hold-Harmless Agreement and proof of insurance.



- c. Private Fundraising dinners and promotional events – Showcase and promote local products sold at Boone Street Market to raise funds to help support the organization. Some events will be outside on the patio when weather permits and will include alcoholic beverages. Approve as presented, subject to CDC Guidelines and the Town Attorney’s review and acceptance of the Hold-Harmless Agreement and proof of insurance
3. Farm to Table Dinner – This great event is a fundraiser for the Jonesborough Farmers Market, and the 10<sup>th</sup> Annual Farm to Table Dinner this year is scheduled for Saturday, August 21, 2021, from 3:00 PM to 11:00 PM. 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 the contract to use that facility. The street closure request is from Main Street between 2<sup>nd</sup> Avenue and Fox Street and East Courthouse Square (in case of relocation due to rain, there will be no street closure), with street closure starting at 3:00 PM. Public safety assistance has been requested as part of the request. Approve as presented, subject to CDC Guidelines and the Town Attorney’s review and acceptance of the Hold-Harmless Agreement and proof of insurance
4. Brews and Tunes 2021 Season to be carried out on Sunday’s from 4:00 PM to 7:00 PM., at the Storytelling Center’s front plaza beginning June 6, 2021, t h r o u g h September 26, 2021, and including any Halloween event. Approve as Presented, subject to CDC Guidelines.
5. Mill Spring Makers Faire to be held from 10:00 PM. until 5:00 PM., Saturday, J u n e 5, 2021, at Mill Spring Park, allowing use of the Slemons House parking lot and closing Spring Street from Franklin Ave. to East Main Street, beginning at 6:00 PM., Friday June 4<sup>th</sup>, until 7:00 PM Saturday, June 5<sup>th</sup>, subject to CDC Guidelines and the Town Attorney’s review and acceptance of the Hold-Harmless Agreement and proof of insurance,
6. 25<sup>th</sup> Annual Garden Gala to be held on Saturday, May 29, 2021, authorizing the use of facilities and grounds requested in the Visitor Center, as well as coning off the parking spaces needed, subject to CDC Guidelines and the Town Attorney’s review and acceptance of the Hold-Harmless Agreement and proof of insurance.
7. 2021 Jonesborough Days with the events scheduled including Main Street and associated side streets being closed from Friday, July 2, 2021, at 5:00 PM., until the streets are cleaned on Sunday evening, July 4, 2021, or based on the Police Department’s assessment of the need for traffic safety. Handicap parking will be available in the Visitor’s Center parking lot, spaces next to the Christian Church on Fox Street, and spaces in front of Boone Street Market. Vendor parking will be in the Courthouse parking lot, UT Extension office lot, and Parson’s Table. Performers for the main stage entertainment may park in designated spaces of the Courthouse parking lot while performing (for loading and unloading purposes). Theatre parking will be behind the Jonesborough United Methodist Church. Approve as presented, subject to CDC Guidelines.

The Pre-Festival activities and areas are as follows:

- Possible Church Tour and Services on Wednesday, June 30<sup>th</sup>, at Downtown Churches.
- Kickoff Dinner on Thursday, July 1<sup>st</sup>, at the International Storytelling Center.
- After Hours Swimming on Friday, July 2<sup>nd</sup>, at Wetlands Water Park along with a Movie.

The Festival activities and areas are as follows:

- Parade will be Saturday, July 3, at 10:00 AM.
- Fireworks will be Sunday, July 4, at 10:00 PM.
- Hours for Doc's Front Porch: Saturday 11:00 AM-4 :00 PM and Sunday Noon – 4:00 PM.
- Beer Garden each evening from 5:00 PM-10:00 PM on the Plaza.
- Discovery Park behind the Storytelling Center.
- Main Stage Music each evening from 6:00 PM-10:00 PM, Eastside of the Courthouse.
- Contests and Socials along with a 50th Birthday Celebration.
- Food Vendors will be set-up on the West side of the Courthouse.
- Craft Vendors will be set-up all along Main Street.

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked Town Recorder Abbey Miller for an update on the Town's financial condition. Abbey Miller said sales tax collections continue to be above projections, which is good news, and with a significant increase in December, 2020. Ms. Miller said the property tax suit will be filed on April 1<sup>st</sup> for delinquent 2019 taxes. She said we are turning over fewer properties for suit this year than we did last year, so our property tax collections have remained strong also. Motion was made by Alderman Dickson, seconded by Alderman Countermeine, and duly passed to approve the Financial Report as presented.

Communications from the Mayor was the next item on the agenda. Mayor Vest said the Anderson Road – West College Street intersection project is finished. Mayor Vest thanked Operations Manager Craig Ford and the Street Department Crew for their hard work in completing this project.

Next on the agenda was the re-appointment of Phyllis Fabozzi to the Senior Citizens Advisory Committee for a four-year term ending March, 2025. Mayor Vest asked the Aldermen if they had any comments. There being none, the motion to approve the re-appointment of Phyllis Fabozzi for a four-year term, expiring March, 2025, to the Senior Citizens Advisory Committee was made by Alderman Causey, seconded by Alderman Dickson, and duly passed.

Mayor Vest said Chocolate Fest was a huge success, and he heard from a lot of people that they were thankful they could get out and enjoy a safe event. He said he appreciates Town staff and JAMSA for all their hard work and efforts in making Chocolate Fest such a great event. Mayor Vest read a blog from WJHL-TV News Anchor Josh Smith as follows: "Saturday, February 14<sup>th</sup>, my daughter and I enjoyed, "Chocolate Fest" in Downtown Historic Jonesborough. After a year of everything getting canceled, the Town did a superior job of creating a fun and safe event. Instead of just calling it all off, they dared to ask, "How can we make this work?" And it did. Sold out. The two of us walked around in the rain eating chocolate, buying some last-minute Valentine gifts from the shops, and just feeling "normal". I kept thinking – every one of those small business are brave survivors. Here's to more of this in the weeks and months to come. And here's to Jonesborough, TN, for showing some courage and creativity and giving us a great day."

Mayor Vest asked Larry Garst to come up to accept the March, 2021, Employee of the Month Award. Mayor Wolfe read the following nomination:

*I am recommending Larry Garst for Employee of the Month. Larry has a reserved demeanor and is easily overlooked by individuals outside of our department. However, those who work with him day-to-day quickly realize his abilities and appreciate his experience and willingness to do what it takes to complete the task at hand. He often puts in the extra effort to ensure a task is completed properly and on time. Larry can be depended upon during emergencies to ensure the department succeeds in its goals. Larry Garst is a valued member of our team and well-deserved of the honor of Employee of the Month. Submitted by: Cobern Rasnick, Environmental Services Director*

Mayor Vest asked Larry Garst if he had anything he would like to say. Mr. Garst said he was grateful for the opportunity.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey congratulated Luke Cole on his promotion to Interim Water Treatment Plant Director.

Alderman Countermine said he would like to encourage staff to consider the restarting up of the recycling program. He said he gets numerous calls and emails, and people asking him when the recycling program will start back up. Alderman Countermine said he knows it costs some money, and he is assuming at some time we will get the inmate labor back, but in the meantime if we could hire someone part-time, he would like that to be considered for the next Board meeting. He said the recyclables are going into the landfill, and because we are a culture that likes convenience, if we have to put our recyclables in our cars and take it some place, then people will not recycle. He said he feels that we should set an example and restart the recycling program. Mayor Vest asked if the Town ever got the recycling set up with Washington County. Craig Ford said we never could get a cost estimate from the County. Glenn Rosenoff said he had met with Jeff Thomas, Director of Solid Waste and Recycling, and Mr. Thomas is working on projections of a full-time and part-time employee, which is what we would need to get back into the recycling program. He said Jeff Thomas sees recycling as a valuable service to the community. Mr. Rosenoff said unfortunately that is way the Solid Waste Fund works, it is treated like an enterprise fund or business activity; it's a special revenue fund and must be self-supporting. He said during his meeting with Mr. Thomas they are looking at different avenues, the potential of the huge Eastman project that they have announced starting up with the different recyclables, starting off with the #1's and #2's recyclables which is what we have now. Mr. Rosenoff said we just want to make sure it's not just a pipe dream and we jump into something with Eastman, but it does look potentially lucrative on the #1 and 2's. Mr. Rosenoff said curbside recycling is a great service that staff is working on, but one of the concerns is how do we balance the expenditure side with the revenue side. He said the main cost is the labor. Mayor Vest said he agrees with Alderman Countermine that we need to get the recycling program back up and running. He said at budget time if we go to the expense of hiring people, there is the opportunity to look at the sanitation fees.

Alderman Dickson stated that he feels like he needs to utilize the platform that he has to say a few words. Alderman Dickson said the region has been dealing with some issues here lately and kind of struggling as a result of the young men at East Tennessee State University. He said he has been purposely quiet on these issues, this particular issue. He said a couple of individuals approached him and said don't you find it interesting that all of our elected officials have given a response to issues, but what about our African-American elected officials? Where do they stand on the issue? Alderman Dickson said he replied, "Well, isn't that interesting". He said he does not wish to get into the gesture or gestures and doesn't see the need to get into gesture or gestures because the gestures are where we find ourselves taking a side. He said he feels like it's been very tense for our elected officials to take a side.

Alderman Dickson said he really thinks that there is wisdom when issues come about, particularly issues of this nature, to be objective, to really look at both sides, and to be very deliberate in decision making. He said we have been elected by the people to represent, particularly in this capacity. He said what he loves about serving the Town of Jonesborough as a member of the Board of Mayor and Aldermen, is that we have been elected to serve the citizens of the Town of Jonesborough. Alderman Dickson said we have Republican citizens; we have Democratic citizens, and we have Independent citizens in the Town of Jonesborough. He said we are here to represent the citizens of the Town of Jonesborough. Alderman Dickson said it is incumbent for him as a representative of the Town of Jonesborough to examine all sides of an issue. He said he thinks that is just his obligation, and he swore before God and before the people that that is what he was going to do. He said when he sees this situation, he sees two rather vivid and beautiful pictures of America and would encourage us and would encourage those who are watching to just give some consideration to that.

Alderman Dickson said he hears individuals that are saying resoundingly that this flag means something. He said he hears individuals saying that the pledge means something. He said he is hearing individuals saying that when we sing the national anthem, it should mean something. Alderman Dickson said in other words, they see two concepts in those respective gestures; they see freedom and another concept of liberty, and those values are fixed in their minds. He said that is powerful, absolutely powerful. He said he would hope that what we all could gather is that as beautiful and wonderful as this flag is and what it represents, there is a sad truth. Alderman Dickson said not everybody has been free under that flag, and that is just a reality of what he would hope we would all at least attempt to comprehend. Alderman Dickson said so you have a group of young men, whether right or whether wrong, who did what they did because of a young man like Ahmaud Arbery in Georgia, the same age as most of them; Trayvon Martin, just a few years younger; Tamir Rice, in the same age range as them; and in many cases those young men, right or wrong, could have seen themselves in those (other) young men. Alderman Dickson said when we think about this other vision of America, I would encourage us to think about what is justice and what is equality? He said so you have young men who are wanting to see America live out its creed of justice and equality.

Alderman Dickson said there are really two beautiful, vivid depictions of America; one is freedom and liberty, and the other, justice and equality. He said now when can we sit down, lower the temperature just a little bit, and have healthy conversations about both? Alderman Dickson said what you just might find out is that somebody may walk away with a better understanding of what liberty means and you may also find someone who understands what justice and what equality represents, and we can build harmony and we can build community that way. Alderman Dickson said so he chose not to take a side, some may call it weak, but he has seen too many people argue and bicker unnecessarily. He said he's seen too much strain, and when you hear Dickson talk about community, it means something.

Alderman Dickson said he wanted to share something real quick; he grew up in New Victory down here in Telford. He said he thinks about the fact that summertime would come around and you'd have a farmer come over, you'd have Smoke Briggs come over. Smoke would come over and bring beans, corn, tomatoes, and knock on the back door. He said if you know Dwight Briggs down in Telford, nickname Smoke, he had a distinct voice; he would say "Miss Evelyann, got some vegetables for you," and Momma loved it and appreciated it. Alderman Dickson said people may have their political views, but they were neighbors, and it hurts, it just hurts to think that we're going to let something divide us and tear us asunder when again we've been neighbors for too long. He said that's problematic for him, and he thinks again, there is a need to listen, a need to be balanced, a need to understand, and a need for civility.

Alderman Dickson said he doesn't know how the African-American community is going to feel about that, but he is just saying there is a need for us to have a balanced attitude on these things and at least try to understand where the other men are coming from. He said but also understanding that people have bled and died for this country, there is some relevance there; you just can't undercut one before the other. Alderman Dickson said but we also have to be mindful that this country does have a problem with race, and we have to be willing to acknowledge it. He said there are some proactive ways we can move forward, if we are just willing to try.

Mayor Vest said he met with Walter Buford last week, and Mr. Buford was concerned about the treatment the ESTU players were receiving and all the uproar going on like Alderman Dickson said. He said they talked about needing to do something to fix it. He said they both agreed on a lot of things. Mayor Vest said the Town of Jonesborough is a special place and one thought he and Mr. Buford had was introducing the players to what we have here in Jonesborough and what all we have to offer to students when they graduate. He said we need to improve things in our Town, and students at ETSU could have things to offer our Town. Mayor Vest said it is also a

chance to listen and learn because we might be somewhat blind to some things that might easily be changed. He said he has talked with staff and Alderman Dickson to brainstorm on what we can do to have a nice event and invite the ETSU students and players to Jonesborough and see if we can move this thing forward because there is no advantage in just sitting in place and bickering; at some point, we need to move forward.

Town Attorney Comments was the next item on the agenda. Attorney Wheeler said the Construction Manager or Contractor's Contract for the school project has been finalized and submitted to Rural Development for approval. Mr. Wheeler said once that is done and more information comes in from the Architect, we will be ready to send out the Request for Proposals to contractors so that we can continue to move forward on the project.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present who wanted to address the Board at this time. Matthew Wooten, 219 Emma Grace Drive, said he wanted to thank Alderman Dickson and Mayor Vest for their comments, and it is great to hear unity being encouraged rather than divisiveness. Mr. Wooten said it is looking more and more like Music-On-The-Square is not going to happen again this year. He said he has tried to encourage Steve Cook that maybe this is a good year for a partial season. Mr. Wooten asked if Steve Cook is no longer interested in promoting and organizing the Music-On-The-Square event, is there interest among the Board to continue the event. Mayor Vest said his interest is 100% in continuing the event, and he definitely feels there has always been a thought that at some point it needs to be a Town run event; we have a great staff that can carry that torch and that is what his expectation would be. Mr. Wooten said that has answered his concerns. Mayor Vest asked the Aldermen if they had any comments. Alderman Callahan said he agrees with the Mayor; it is an event the Town should run, and we have a great, talented staff that can keep the Music-On-The-Square event going. Mr. Wooten said he is willing to volunteer and help with the event in any way he can.

Ruth Verhegge, 601 West Main Street, said that there will be a Paws In Blue Bar-B-Que fundraiser on Saturday, April 10, 2021, at the International Storytelling Center, beginning at 5:00 PM. until 9:00 PM., with the option of carry-out or dine-in, and all the food is being provided by local vendors. Ms. Verhegge invited everyone to attend the Paws In Blue fundraiser event.

The first item under Old Business was second and final reading of an Ordinance annexing 16.11 acres of property on North Cherokee Street into Jonesborough's corporate limits, as described on Washington County Tax Map 52, part of Parcel 11.00. Mayor Vest asked the Aldermen if they had any comments. Attorney Wheeler said in the Ordinance heading, the word "Amend" needs to be inserted before the wording "The Present Corporate Boundaries". There being no further comments, Alderman Countermine made the motion to approved on second and final reading the Ordinance annexing 16.11 acres into Jonesborough's corporate limits as described on Washington County Tax Map 52, part of Parcel 11.00, zone the property R-1 (Low Density Residential), and approve the Plan of Services as presented. The motion was seconded by Alderman Callahan, and duly passed.

## **INSERT ORDINANCE**

### **PLAN OF SERVICES**

#### **Future K-8 Jonesborough School Property**

#### **16.11 Acres – Town of Jonesborough Property North Cherokee Street/Thomson Meadow Lane**

The following plan of services is developed in association with the request to annex a tract of land as described on Washington County Tax Map 52, Part of Parcel 11.00, totaling 16.11 acres, located along North Cherokee Street and Thomson Meadow Lane.

Police Protection – Law enforcement services will be extended to the subject property at the time of annexation.

Fire Protection – The area proposed for annexation is currently served by the Jonesborough Fire Department.

Streets – The right-of-way of North Cherokee Street from the existing corporate limits will be extended to encompass the entire right-of-way of the subject property. Thomson Meadow Lane is within the corporate limits.

Solid Waste – Refuse collection, brush and leaf collection will be available at the subject property upon annexation.

Water Services – Public water service is available at the subject property.

Sewer Services – Sewer service is available at the subject property.

Recreation and Arts Programming – The Town's Recreation and Arts related programs will immediately be available to the annexed area, as well as all Town parks and open space areas.

Senior Center – The Jonesborough Senior Center will be available to the annexed area that meet the age requirements and that cover the very small membership fee for Town residents.

Building Inspection – Services through the Jonesborough Building Inspector will be available immediately.

The next item for discussion was second and final reading of an Ordinance annexing 28.4 acres of property requested and owned by T&N Properties GP as described on Washington County Tax Map 52, Parcel 99.00. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey said in regards to the property being zoned PRD, she was of the understanding that we were going to make changes to the PRD Zone. Glenn Rosenoff said he is drafting an Ordinance for the PRD, and one of the changes is to require two parking spaces per unit, one being the driveway and one being the garage. Mr. Rosenoff said they have met with the developers, and for this development there are four parking spaces per unit. He said he agrees parking is the number one concern, as well as the length of the driveway and the width of the streets. Mr. Rosenoff said the discussions regarding this development have not gone to the Planning Commission yet, but he is anticipating by the time that it does, he will have the proposed changes brought back to the BMA. He said this development meets and exceeds the present PRD requirements. Mayor Vest asked if the four parking spaces are two in the garage and two in the driveway. Mr. Rosenoff said that is correct. He said right now we are lucky to have two per residence because a lot of people don't always use their garage for parking vehicles but as storage. Mr. Rosenoff said they have discussed extra parking in surrounding areas for visitors. He said it would not make sense to leave this up to a HOA (Home Owner's Association) because the Town cannot enforce a HOA covenant. Mayor Vest said the one issue that we need to resolve is the length of the driveway. Mr. Rosenoff asked the developers who were present at the meeting if they were agreeable with what the Board is discussing. They replied that they were. Mr. Rosenoff said the length of the driveway is 20 feet deep and the width accommodates a minimum of two cars. Mayor Vest asked if the 20 foot driveway length is greater than what our present PRD is. Mr. Rosenoff said we don't have a standard, so when you get into the setbacks in the current PRD, other than a 20-foot buffer, the flexibility of that zone allows for some play in the setbacks, which also allows for constraints on the length of the driveway. Attorney Wheeler said one thing to address is the initial concern that Alderman Causey voiced, and the developer as well, because you have staff already working on revisions to your PRD zone; if you zone something PRD right now, it is not grandfathered in. He said there is case law on that which is pretty clear, but because you have staff working on it and we are documenting that,

developers are not grandfathered in. Mr. Wheeler said they are still subject to whatever changes the Board makes. He said the Board needs to deal with any changes to the zone before the developers submit their site plan because once the site plan is approved, the Town is locked into that plan. Attorney Wheeler advised that you should be working with the Planning Commission and move forward fairly quickly, but you do have a little time, and the developer will not be grandfathered in just because you zone them PRD tonight. Mr. Rosenoff said when you look at the overall PRD zone, even though there is flexibility for developers, there is also the Planning Commission that is involved in the overall plan. He said for instance if a developer comes in and says he wants to have zero setback between buildings, the Planning Commission can still say that is not going to work. He said there is a lot of flexibility, but it would be better to get things in writing, such as a comprehensive parking plan with additional parking places. Mayor Vest asked the Aldermen if they had any further comments. There being none, Alderman Countermine made the motion to approve on second and final reading an Ordinance annexing 28.4 acres into the corporate limits, as requested by the owner T&N Properties GP, as described on Washington County Tax Map 52, Parcel 99.00, zone the property PRD (Planned Residential District), and approve the Plan of Services as presented. The motion was seconded by Alderman, Dickson, and duly passed.

## **INSERT ORDINANCE**

### **TOWN OF JONESBOROUGH PLAN OF SERVICES 28.4 Acres – T&N Properties GP – Old Boones Creek Road**

The following plan of services is developed in association with the request to annex a tract of land described on Washington County Tax Map 52, Parcel 99.00, totaling 28.4 acres, located along Old Boones Creek Road.

Police Protection – Law enforcement services will be extended to the subject property at the time of annexation.

Fire Protection – The area proposed for annexation is currently served by the Jonesborough Fire Department.

Streets – The right-of-way of Old Boones Creek Road from the existing corporate limits will be extended to encompass the entire right-of-way of the subject property. In the case of future development of the subject property the developer is required to consult the Town Staff regarding street infrastructure. If properly constructed to meet the regulations and standards of the Town, the streets and sidewalks will be accepted by the Town.

Solid Waste – Refuse collection, brush and leaf collection will be available at the subject property upon annexation, and will be extended to other streets when they are accepted and residences are built and occupied as part of development process.

Water Services – Public water is available to the subject property with a 6" PVC water main located along the road frontage of Old Boones Creek Road. Currently, we do not anticipate water pressure problems based on elevation or potential usage; however, in the case of future development of the subject property the developer is required to consult Town Staff regarding water infrastructure. Houses constructed will be on the Town's water system at inside rates.

Sewer Services – The Town's sewer already intersects the property on its southern point. There is approximately a 13-foot elevation increase from the property's northern property line along Old Boones Creek Road to the Town's sewer services, at the southern point, located at the end of Louise Lane. In the case of future development of the subject property the developer is required to consult Town Staff regarding sewer infrastructure. Depending on the site design and grading, portions of the site may

require a pump station to connect to the sewer. Sewer service is available at the property without additional consideration. Houses constructed will be on the Town's sewer system at inside rates.

Recreation and Arts Programming – The Town's Recreation and Arts related programs will immediately be available to new residents in the annexed area, as well as all Town parks and open space areas.

Senior Center – The Jonesborough Senior Center will be available to all new residents in the annexed area that meet the age requirements and that cover the very small membership fee for Town residents.

Building Inspection – Services through the Jonesborough Building Inspector will be available immediately.

The first item under New Business was approval of a Resolution authorizing the Town to participate in the Public Entity Partner's Property Conservation Matching Grant Program and to approve the grant match of \$5,000 for the upgrading of the gate at the Jonesborough Police Firing Range. Mayor Vest asked the Aldermen if they had any comments. There being none, the motion to approve the Resolution as presented was made by Alderman Dickson, seconded by Countermine, and duly passed.

#### **INSERT RESOLUTION**

The next item for discussion was approval of a contract with Blackburn, Childers and Steagall to audit the Town's accounts for the period July 1, 2020, to June 30, 2021, for an amount of \$43,200. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Causey made the motion to approve the Audit Contract as presented, seconded by Alderman Callahan, and duly passed.

#### **INSERT CONTRACT**

The next item for discussion was the 2021 Concession Agreement with Jonesborough Little League. Mayor Vest asked the Aldermen if they had any comments. Town Recorder Abbey Miller said that the Town's insurance carrier requires that a certificate of insurance be provided by the Little League. There being no further comments, Alderman Causey made the motion to approve the 2021 Concession Agreement with 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, 2021, subject to the terms of the agreement and that the Little League provide a Certificate of Insurance to the Town. Alderman Dickson seconded the motion, and it was duly passed.

### ***TOWN OF JONESBOROUGH DEPARTMENT OF PARKS AND RECREATION 2021 CONCESSION AGREEMENT***

This agreement is entered into by the Jonesborough Department of Parks and Recreation and the Jonesborough Little League herein called the "Concessionaire." In consideration of the Town of Jonesborough leasing the concession rights at the Persimmon Ridge Park Ballfields, it is agreed that:

**SCOPE OF CONCESSION:** This agreement shall grant the exclusive right and privilege to the Concessionaire to operate the concessions at the ballfield located at Persimmon Ridge Park in service to individuals or groups of individuals using the ballfields, playgrounds and park rental or picnic areas; however, such rights will not include determining who can and cannot use the ballfields, only the concession stand area; nor shall such rights of operation restrain or prevent such individuals or groups



from engaging catering services for themselves or bringing their own food and drink to the ballfield area, as long as this food is not sold.

Concessionaire agrees to service and dispense concessions at such times the public needs refreshments and/or when the Director of Parks and Recreation Department directs and to provide in quantities adequate for the needs of the public. All sales and promotions will be operated efficiently in order to provide optimum revenue as well as service.

The introduction of additional privileges not contained and enumerated herein will be subject to the approval of the Recreation Director, and the Town officials.

**BUILDING AND LOCATIONS.** The Parks and Recreation Department will make available two concession areas, one in the concession/restroom building by the large ballfield, and the new concession area in the building by the most easterly field currently called the T-Ball field.

**REPAIRS AND MAINTENANCE.** The Parks and Recreation shall, at its cost and expense, make all ordinary and reasonable repairs required to preserve the buildings, occupied under this contract, except any damage done by the Concessionaire.

**CONDITIONS AND SURRENDER OF PROPERTY.** The buildings, which are the property of the Town of Jonesborough, shall remain the property of the Town of Jonesborough and upon termination of the contract by lapse of time or otherwise, the Concessionaire shall surrender possession of all said premises and part in as good condition as said premises were when first occupied by the Concessionaire.

**PLANS FOR ALTERATION.** The Concessionaire shall make no alterations of or repairs to any building, reserved for its use, or erect any new structure or building on the grounds without official approval from the Parks and Recreation Department.

**EQUIPMENT.** The Concessionaire shall, at his own cost or expense, furnish and maintain in good usable condition, a sufficient amount of movable equipment, dispensers, hot dog cookers, table utensils, dishes, such other equipment as may be necessary to properly furnish the services here in provided for in a manner acceptable to the Director of Parks and Recreation.

The Town of Jonesborough will not accept any liability or be responsible, in whole or part, for any damage, which may be sustained by any materials and/or equipment on any location resulting from any cause whatsoever.

**DISPOSAL OF GARBAGE AND REFUSE.** The Concessionaire shall not allow garbage or other refuse to accumulate or to gather in or about any of the buildings or structures occupied by the Concessionaire except in suitable covered garbage receptacles. The Parks and Recreation Department will be responsible for the removal of rubbish, trash, and garbage provided that the Concessionaire accumulates such trash at given points and at given times under the direction of the Town.

*Jonesborough Little League shall appoint personnel responsible for picking up trash and litter in and around the ballfields, creekway, and parking areas used by players and spectators every night the Concession Stand is in operation.*

**CLEANING PREMISES.** The Concessionaire shall furnish all labor, services, materials, supplies, and equipment necessary to maintain, in a clean orderly and inviting condition satisfactory to the Director, all premises used and occupied by the Concessionaire in the operation of concessions, together with the areas immediately surrounding the concession stand that are affected by said operations including but not limited to the spectator/bleachers area, creekway, and parking lots.

**UTILITIES.** The Parks and Recreation Department will furnish light, power, and water in such locations where these utilities exist. All additional installations which require the use of these utilities shall be made and maintained at the expense of the Concessionaire and only after securing prior approval.

**EMPLOYEES.** The Concessionaire shall, at his/her own cost and expense, provide a sufficient number of employees to service the public promptly and efficiently and in a manner satisfactory to the Director. A minimum of one (1) adult is required *in each concession facility*.

The Concessionaire shall not permit any agent or employee to remain in or upon premise of Persimmon Ridge Park or in any of the buildings, structures or locations occupied by the Concessionaire for any period of time longer than is normally necessary to secure the premises and to perform minor clerical work after the close of business, provided, however, that if required for the protection of its property the Concessionaire may employ and permit watchmen to remain in said building, so occupied by it. *The Concessionaire shall provide the Recreation Director with the full name, social security number and date of birth for all concession workers.*

The Concessionaire shall employ only competent and satisfactory workmen and whenever the Director shall notify the Concessionaire in writing that any person employed on the premises in his/her opinion, is incompetent, disorderly, unsanitary, or otherwise unsatisfactory, such person's employment shall be reviewed thoroughly and appropriate action taken. *The Recreation Director shall have final authority if there is a difference of opinion on the appropriateness of a concessionaire worker.*

Concession stand personnel at the ballparks will be responsible for turning off the lights on the field, after the last game of the day securing the building, and policing the area to keep it sanitary.

**HOURS OF OPERATION.** The Concessionaire shall keep all concessions herein provided for the operation during all reasonable hours and at such other times as the public needs require or the Director shall direct. Ballfield concessions will be opened 30 minutes prior to the first game.

**ORDINANCES, LAWS AND REGULATIONS.** The Concessionaire shall not sell or permit to be sold, used or brought upon the premises of the Park intoxicating or alcoholic beverages, and shall not permit or suffer any gambling at any time upon said premises, and shall not permit improper or immoral conduct on the part of its officers or employees, and shall not permit hawking or any other noises or disturbance designed to attract attention or to solicit trade, and shall abide by the ordinances of the County of Washington, Town of Jonesborough, and the laws of the State of Tennessee, and of the United States, and the rules and regulations promulgated by the Parks and Recreation Department. There shall be no smoking in the concession stand and around the ballfield facilities

It shall be the obligation of the Concessionaire to apply for, pay for, and obtain all permits and licenses required by the various law enforcement agencies to operate the concessions, and to sell the approved merchandise.

**ACCOUNTS, BOOKS AND RECORDS.** The concessionaire shall keep books and records showing accurate and complete data on all receipts and disbursements in connection with the operation of all concessions. The Concessionaire shall provide monthly financial reports, which follow the Governmental Accounting Standards Board (GASB) guidelines to the Town Recorder and the Parks and Recreation Director. The Town Recorder has the right at all times to examine and audit all of said books and recorder and to reexamine and re-audit same.

**PAYMENTS.** The Concessionaire agrees to pay the Jonesborough Parks and Recreation Department a flat fee payment of \$1.00 as compensation for the lease. This payment shall be paid to the Board of Mayor and Aldermen on or before August 1 of each season. *Concessionaire is responsible for collecting and remitting to the State of Tennessee Department of Revenue applicable sales tax on concession sales.*

**CANCELLATION BY THE TOWN.** This agreement shall be subject to cancellation by the Town of Jonesborough in the event of the happening of any one or more of the following contingencies:

- A. In the event the Concessionaire is adjudicated as bankrupt, or because of its financial condition is judged by the Town as being unable to continue successful operation.
- B. Failure of the Concessionaire to perform, keep, and observe any of the conditions of the contract.

**RIGHT TO DECIDE QUESTIONS.** The decisions of the Director of the Parks & Recreation Department relative to the proper performance of terms of the contract shall be subject to the final approval of the Jonesborough Parks and Recreation Advisory Board and the Board of Mayor and Aldermen.

**ASSIGNMENTS AND SUB-CONTRACTS.** This agreement or contract of any of the rights and privileges provided for herein shall not be transferred or assigned by the Concessionaire without first having obtained the consent of the Town to do so.

**LIABILITY OF THE TOWN.** The Town, to the extent permitted by State Law, will be saved and held harmless by the Concessionaire from damage of any kind, make and description which may arise as a result of making this contract and the operation of the concessions by the Lessee. The Town shall not be liable for any damage to persons or properties in the space leased exclusively to the Concessionaire. The Concessionaire only is responsible for the equipment within the concession stand and that the Town shall not be liable for any damage thereto or loss or theft thereof.

**RELATION TO TOWN.** It is the intent that the Concessionaire shall be considered as an independent contractor and that neither he/she nor his/her employees shall under any circumstance be considered servants or agents of the Town, and that the Town shall at no time be legally responsible for any negligence on the part of said Concessionaire his/her servants or agents, resulting in either personal or property damage to any individual firm or corporation.

**SIGNS.** The Concessionaire, at all locations used for the purpose of providing the services specified shall erect suitable signs, approved by the Director of the Parks & Recreation Department, informing the public of the nature of the services provided at any such location.

**INSPECTION.** The Concessionaire shall allow the Director of Parks & Recreation, or such other persons as may be designated, access to the premises at all reasonable hours for the purpose of examining and inspecting said premises, or making necessary building repairs, or for any other purpose, not unduly affecting the operation of the Concessionaire's business.

**NO SMOKING REQUIREMENT.** Persimmon Ridge Park is a "Smoke Free" park and smoking is prohibited by the Town of Jonesborough. The Concessionaire agrees to inform all workers in the concession stand area and parents/children using the concession stand that smoking is prohibited.

**TERM OF CONTRACT.** Term of this lease is for the 2021 season and will run from March 1, 2021 through August 1, 2021.

This agreement may be renewed by the Jonesborough Parks and Recreation Advisory Board with the consent of the Town of Jonesborough.

Executed on this day of 8<sup>th</sup> day of March, 2021.

LESSEE

LESSOR

CONCESSIONAIRE

CHUCK VEST, MAYOR

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

ABBAY MILLER, RECORDER

APPROVED \_\_\_\_\_ AS \_\_\_\_\_ TO  
FORM: \_\_\_\_\_

JAMES R. WHEELER, TOWN ATTORNEY

The next item for discussion was first reading of an Ordinance to rezone certain property on Boones Creek Road, owned and requested by Wolfe Development, from R-4 (Transition Residential District) to PRD (Planned Residential District). Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Countermine made the motion to approve on first reading an Ordinance rezoning property on Washington County Tax Map 52, Parcel 68.00, from R-4 (Transition Residential District) to PRD (Planned Residential District). The motion was seconded by Alderman Callahan, and duly passed.

**ORDINANCE NO. 2021-04**

AN ORDINANCE TO REZONE CERTAIN PROPERTY WITHIN THE CORPORATE BOUNDARIES OF JONESBOROUGH, TENNESSEE FROM R-4 (TRANSITIONAL RESIDENTIAL ZONE) TO PRD (PLANNED RESIDENTIAL DISTRICT)

Be it ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee as follows:

SECTION 1. That Jonesborough, Tennessee Zoning Ordinance Map which was adopted and enacted as part of the zoning ordinance be amended as follows:

That Parcel 68.00 on Washington County Tax Map 52, a 24.7-acre tract located on Boones Creek Road be rezoned from R-4 (Transitional Residential Zone) to PRD (Planned Residential District).

SECTION 2. This ordinance shall be effective from and after its passage on second and final reading, the public welfare requiring it.

Approved by the Planning Commission February 16, 2021

Passed on First Reading March 8, 2021

Public Hearing Held \_\_\_\_\_

Passed on Second Reading \_\_\_\_\_

Approved and Signed in Open Meeting

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
TOWN RECORDER

Approved as to Form:

\_\_\_\_\_  
TOWN ATTORNEY

The next item for discussion was approval of a General Obligation Capital Outlay Note, Series 2021. Mayor Vest said this was for the pool liner at Wetlands Water Park, and asked the Alderman if they had any comments. There being none, Alderman Causey made the motion to approve the Resolution authorizing the issuance of 5-year interest bearing General Obligation Capital Outlay Notes, Series 2021, in an amount not to exceed \$164,695 to fund the removal and replacement of the pool liner at Wetlands Water Park. The motion was seconded by Alderman Countermine, and duly passed.

### **INSERT RESOLUTION**

The next item for discussion was approval of the Wetlands Water Park 2021 Season opening. Mayor Vest said staff is recommending that the Water Park be opened under normal operating conditions, the Water Park Director position be advertised so that a recommendation to hire someone can be presented at the April 12, 2021, BMA meeting, season passes be offered for sale beginning April 14, 2021, without a discounted price, and the Town host the employee picnic at Wetlands. Mayor Vest asked the Aldermen if they had any questions. Alderman Causey said that “subject to CDC Guidelines” be included in the opening of the water park. Alderman Countermine said he agreed and staff needs to stay aware of the number of COVID-19 cases. Mayor Vest suggested that staff explore on-line ordering for the café in order to reduce the number of patrons standing in line to order beverages, food, etc. Mayor Vest asked the Aldermen if there were any further comments. There being none, Alderman Callahan made the motion to approve the opening of the Wetlands 2021 Season as recommended by staff, seconded by Alderman Causey, and duly passed.

### **WETLANDS WATER PARK COVID-19 PROCEDURES**

#### **Primary Changes from 2020 Season**

- Operate at full capacity
- Return operation hours to 10:00 am – 6:00 pm (12 noon – 6:00 pm; Sunday)
- Season Passes accepted
- Swim Lessons to be held (2 weeks in June. 2 weeks in July)
- Return to a weekend only schedule once WCDE returns to school in August
- Open the guest locker room
- Offer a full menu at the café
- No guest mask requirements based on the Washington County Ordinance expiration
- No contact tracing requirements
- No temperature check requirements

## **Employees**

- All employees working inside the building (café, admissions, maintenance, customer service) would be required to wear masks.
- Employees would be required to take breaks at least 6 feet apart.
- Employees would be instructed through signage and verbal instruction to stay home if they are experiencing symptoms, or have been directly exposed to COVID-19
- Employees will be required to wash hands when reporting to their position, each time they leave and return to their position.
- Employees will not be allowed to gather together during meetings or other reasons where social distancing cannot be performed.
- Employees will be required to sanitize and clean all areas they are assigned to multiple times during their shift and every time someone new touches any of their surfaces.
- Employees will set the example for patrons and guests by adhering to all COVID-19 and social distancing protocols.

## **Patrons/Guests-**

- Admission lines and café lines will remain separated, with 6-foot spacing marks in place to promote social distancing while in said lines.
- The café will only open 2 windows at any given time, to assist with social distancing. These windows will be at each end of the café.
- Ample signage will be in place to encourage patrons to limit any intermingling with others not in their immediate party.
- Chairs will be spaced daily to promote social distancing.
- All tubes will be sanitized before leaving the rental booth. They will again be sanitized once they are returned. Guests will be instructed to not share any tubes or other high contact items.
- Areas such as the dining deck, restrooms, locker room and other gathering places will be cleaned and disinfected at a minimum of once per hour, with more cleaning if needed. These areas will also be deep cleaned at closing every day.
- We will install ample signage reminding guests of all proper COVID-19 protocols.

## **CDC Guidance for Public Pools, Hot Tubs, and Water Playgrounds**

CDC is not aware of any scientific reports of the virus that causes COVID-19 spreading to people through the water in pools, hot tubs, water playgrounds, or other treated aquatic venues.

The following guidance highlights steps operators of public treated aquatic venues can take to help protect their staff and patrons, both in and out of the water, and prevent the spread of the virus that causes COVID-19.

Public treated aquatic venues can be operated by:

- Apartment complexes
- Homeowners' associations
- Hotels and motels
- Membership clubs (for example, gyms)
- Schools
- Waterparks
- City or county governments

Operators of public treated aquatic venues can determine, in collaboration with local health officials, if and how to implement this guidance, making adjustments to meet the unique needs and circumstances of the local community. This guidance is meant to supplement—not replace—any local, state, territorial, federal, or tribal laws, rules, or regulations with which operators must comply.

Know how the virus spreads to prevent the spread:

SARS-CoV-2, the virus that causes COVID-19, most commonly spreads from person-to-person by respiratory droplets during close physical contact (within 6 feet or a few inches longer than a typical pool noodle, both in and out of the water).

The virus can sometimes spread from person-to-person by small droplets or virus particles that linger in the air for minutes to hours. This can happen most easily in enclosed spaces with inadequate ventilation. In general, being outdoors and in spaces with good ventilation reduces the risk of exposure to infectious respiratory droplets. Infected people with or without symptoms can spread the virus. The virus spreads less commonly when a person touches an object or surface that has the virus on it and then touches his or her mouth, nose, or eyes.

Fortunately, there are several actions pool, hot tubs, and water playground operators can take to help lower the risk of spreading the virus among persons at aquatic venues.

Promoting Behaviors that Prevent the Spread of the Virus that Causes COVID-19:

- **Staying Home or Isolating when Appropriate**
- Educate staff and patrons about when they should stay home (if exposed to COVID-19) or isolate (if ill or infected with that virus that causes COVID-19) and when they can return to the venue.
- Consult CDC criteria for no longer needing to isolate or stay home when developing policies on staff and patrons returning after having symptoms of COVID-19, testing positive for COVID-19, or being exposed to someone with COVID-19.
- Develop policies that encourage staff to stay home or isolate without fear of being punished or losing their jobs and ensure staff is aware of these policies.
- **Social (or Physical) Distancing**
- Encourage social distancing—staff and patrons should stay at least 6 feet (a few inches longer than a typical pool noodle, both in and out of the water) away from people they don't live with. This includes not gathering at the ends of swim lanes, behind starting blocks, or on stairs into the water or up to the diving board. There is no standard formula to determine how many people can maintain social distancing in and around the water.
- **Exceptions to social distancing should be made to:**
- **Rescue a distressed swimmer, perform cardiopulmonary resuscitation (CPR), or provide first aid; or**
- **Evacuate the water or aquatic facility (such as at gyms) due to an emergency.**
- Stagger use of shared spaces (such as limiting the number of people in the water, bathrooms, locker rooms, and breakrooms). For example, have patrons sign up, online or by phone, for swim or beach time slots.
- Don't allow staff or patrons to gather while waiting for access. This means staying at least 6 feet (a few inches longer than a typical pool noodle, both in and out of the water) away from people they don't live with, preferably outside or in a well-ventilated space.
- Stagger start and end times of swim lessons and aquatics classes to allow for social distancing on the deck.

- Assign separate entries and exits to encourage everyone to move in one direction, if possible.
- Limit occupancy of enclosed spaces (such as bathrooms, locker rooms, and breakrooms) to make it easy for staff and patrons to stay at least 6 feet (a few inches longer than a typical pool noodle, both in and out of the water) away from people they don't live with.
- Don't allow staff or patrons to gather while waiting for access. This means staying at least 6 feet (a few inches longer than a typical pool noodle, both in and out of the water) away from people they don't live with, preferably outside or in a well-ventilated space.
- Discourage activities, such as eating and drinking (on dry land), that require removal of cloth masks unless at least 6 feet (a few inches longer than a typical pool noodle, both in and out of the water) away from people they don't live with.
- Educate staff and patrons about arriving "swim" ready (for example, showering before going to the aquatic facility). Enforce this and other healthy swimming steps.
- Ask parents or caregivers to consider if their children can stay at least 6 feet (a few inches longer than a typical pool noodle, both in and out of the water) apart from people they don't live with before taking them to a public treated aquatic venue.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations.
- If aquatic facility is used by other organizations, encourage them to also follow this guidance.
- Encourage staff and patrons to carpool or vanpool only with people they live with.
- **Cloth Masks (Not Goggles, etc.)**
  - Encourage use of cloth masks among staff and patrons. Cloth masks should be worn in addition to staying at least 6 feet (a few inches longer than a typical pool noodle, both in and out of the water) apart from people you don't live with.
  - Advise staff and patrons wearing cloth masks **not** to wear them in the water.
  - A wet cloth mask can make it difficult to breathe and likely will not work correctly. This means it is particularly important to maintain social distancing when in the water.
  - Encourage everyone to bring a second (or extra) cloth mask in case the first one gets wet.
  - Provide staff and patrons with information on how to properly wear, take off, and clean cloth masks. Remind staff and patrons not to touch their cloth masks when wearing them.
  - Masks should not be placed on:



- Children younger than 2 years old or
- Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- Consider adaptations and alternatives for children and adults, with certain disabilities, who are unable to tolerate or properly wear a mask.
- **Hand Hygiene and Respiratory Etiquette**
- Encourage handwashing with soap and water for at least 20 seconds. If soap and water are not readily available.
- Adults and older children who can safely use hand sanitizer should use one that contains at least 60% alcohol. Place hand sanitizer in visible, frequently used locations (such as at entrances and exits).
- Supervise younger children when they use hand sanitizer to prevent ingestion or sanitizer splashing or getting into their eyes.
- Hand sanitizers might not be as effective when hands are visibly dirty or greasy, so wiping off sunscreen before applying hand sanitizer might be helpful. Reapply sunscreen after hands are dry.
- Encourage everyone not to spit and to cover coughs and sneezes with a tissue or use the inside of their elbows, throw used tissues in the trash, and wash their hands immediately with soap and water for at least 20 seconds. Use hand sanitizer that contains at least 60% alcohol, if soap and water are not readily available.
- **Adequate Supplies**
- Support steps that prevent the spread of the virus by providing accessible sinks and enough supplies for people to wash or sanitize their hands and cover their coughs and sneezes. Supplies include cloth or disposable masks (if possible), soap and water, a way to dry hands (paper towels or air hand dryer), tissues, dispensers, no-touch/foot-pedal trash cans (preferably covered), and hand sanitizer containing at least 60% alcohol.
- **Signs and Messages**
- Post signs, in highly visible locations (such as at entrances and in bathrooms), to promote steps that prevent the spread of the virus (such as staying home, practicing social distancing, and properly wearing a cloth mask).
- Broadcast announcements on preventing the spread of the virus on PA systems or by megaphone.
- Include the steps that prevent the spread of the virus when communicating with patrons (such as on websites, in emails, and on social media).
- Check out other resources (such as videos) in a variety of languages in CDC's communications resources hub.

## **Maintaining Healthy Environments**

- **Ventilation in Buildings**

- Increase ventilation, intake of outdoor air and exhaust of indoor air, to reduce the concentration of virus particles in indoor air. Different approaches to achieve this can be taken. Implementing multiple approaches at the same time increases overall effectiveness. The building owner should consult a Heating, Ventilation and Air Conditioning (HVAC) professional to determine which approaches to take.

- **Ventilation of Indoor Air in Aquatic Spaces**

- Ensure indoor air handling system for aquatic spaces is operating properly and providing acceptable indoor air quality for each space. Ensure restroom exhaust fans are functional and operating at full capacity when the building is occupied.
- Increase the percentage of outdoor air as high as possible while maintaining acceptable temperature and humidity control.
- Consider other steps to increase the introduction and circulation of outdoor air as much as possible, including, changing the air handling system's time clock to introduce code ventilation 24 hours per day (no off cycle).
- Improve central air filtration:
  - Increase air filtration to a MERV-13 or as high as possible without significantly diminishing design airflow.
  - Check filters to ensure they are within service life and appropriately installed.
  - Inspect filter housing and racks to ensure appropriate filter fit and minimize filter bypass.
  - Verify proper airflow through the air handler after upgraded filter installation.
- When swimming events are scheduled to occur, consider running a purge sequence starting 3 hours before an event and turn the system back to normal ventilation 1 hour before the event to allow environmental stabilization, if the air handling system has a purge mode. Run the purge mode again for 2 hours after the event.
- Consider using ultraviolet germicidal irradiation (UVGI) as a supplement to help inactivate SARS-CoV-2, especially if options for increasing the delivery of clean air are limited. In-duct UVGI systems can help enhance air cleaning inside central ventilation systems. Consult with a reputable UVGI manufacturer or an experienced UVGI system designer prior to installing these systems. These professionals can assist by doing necessary calculations, making fixture selections, properly installing the system, and testing for proper operation specific to the setting.

- **Physical Barriers and Guides**

- Provide physical cues or guides (such as lane lines in the water and tables or chairs on the deck) and visual cues (such as posted signs or decals or tape on

floors or sidewalks) to encourage everyone to stay at least 6 feet (a few inches longer than a typical pool noodle, both in and out of the water) away (both in and out of the water) from people they don't live with.

- **Cleaning and Disinfection**

- Develop, implement, and fine-tune a plan to clean and then disinfect shared objects (such as tabletops, lounge chairs, pool noodles, and kickboards) between users and frequently touched surfaces (such as doorknobs, handrails, drinking water fountains, faucets, other bathroom surfaces, diaper-changing stations, touch screens, and structures for climbing or playing) at least daily. The more frequently a surface is touched by different people, the more frequently it should be cleaned and then disinfected.
- Use disinfectants from EPA's List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19) external icon. Consult with the manufacturers and the architect or design engineer of the aquatic facility to decide which EPA-approved disinfectants are best for shared objects and surfaces, respectively.
- Ensure safe and effective use and storage of cleaning and disinfection products by reading and following label directions. This includes wearing protective equipment (such as gloves and goggles), not mixing chemical products, applying them at directed concentration for directed amount of time, and storing them securely away from children and animals.
- Document cleaning and disinfection of shared objects and surfaces and post in highly visible locations (such as at entrances) for staff and patrons to see.
- Set up a system so that shared objects that need to be cleaned and then disinfected are kept separate from shared objects that are already cleaned and then disinfected. For example, label containers for used and potentially contaminated shared objects and label containers for cleaned and disinfected shared objects.
- Launder towels and clothing according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely.
- Protect shared objects that have been cleaned and disinfected from becoming contaminated before use.

- **Shared Objects**

- Discourage staff and patrons from sharing items that are difficult to clean, sanitize, or disinfect or that are meant to come in contact with the face (such as goggles, nose clips, and snorkels).
- Discourage staff and patrons from sharing items (such as food, equipment, toys, and supplies) with people they don't live with.
- Ensure adequate equipment for staff and patrons (such as life jackets) to minimize sharing and clean and then disinfect between users.

### **Maintaining Healthy Operations**

- **Protect Staff at Increased Risk for Severe COVID-19 Illness**

- Offer options to staff at increased risk for severe COVID-19 illness to limit their risk of infection (such as modified job responsibilities that limit interactions with people they don't live with).
- Put in place policies to protect the privacy of people with underlying health conditions that put them at increased risk for severe COVID-19 illness, in accordance with applicable local, state, territorial, federal, and tribal privacy and confidentiality laws, rules, and regulations.
- Limit staff and patrons to people who live in the local geographic area (e.g., community, city, town, or county) to reduce risk of spread from areas with higher levels of COVID-19.
- **Lifeguards and Water Safety**
- Ensure that lifeguards who are actively lifeguarding are not also expected to monitor social distancing, use of cloth masks, or handwashing of others. Assign these monitoring duties to staff that is not actively lifeguarding.
- **Regulatory Awareness**
- Operate and manage the public treated aquatic venue in accordance with local, state, territorial, federal, and tribal laws, rules, and regulations.
- Consult with local health officials before considering holding an event (such as team practice, swim meets and other sports competitions, swim lessons, and pool parties) and comply with limits on gathering sizes.
- **Gatherings**
- Limit gatherings (both in and out of the water) if social distancing cannot be maintained.
- Check out additional youth sports guidance.
- Stagger arrival and departure times to help maintain social distancing, if planned gatherings must be conducted.
- **Alterations of public treated aquatic venues**
- Consult the company or engineer that designed the aquatic venue before altering aquatic features (for example, slides and structures designed for climbing or playing).
- **Staffing**
- Stagger or rotate shifts to limit the number of staff present at the same time, but be sure to meet health and safety standards.
- Schedule same team of staff to always work together, if possible. This can help prevent the spread of the virus among staff by limiting the interaction among staff because members of one team don't work with members of another team.

- **Designated COVID-19 Point of Contact**

- Designate a staff member to be responsible for responding to COVID-19 concerns.
- All staff and patrons should know who this person is and how to contact him or her.

- **Communication Systems**

- Put systems—consistent with applicable local, state, territorial, federal, and tribal privacy and confidentiality laws, rules, and regulations—in place to:
- Have staff and patrons notify the designated COVID-19 point of contact if they have symptoms of COVID-19, have been diagnosed with COVID-19, are waiting for COVID-19 test results, or were exposed to someone with COVID-19 within the last 14 days.
- Notify staff and the public of cases or aquatic facility closures or restrictions (such as limited hours of operation or limited number of patrons) to prevent the spread of the virus.

- **Leave (Time Off) Policies**

- Implement flexible sick leave policies and practices that enable employees to stay home or isolate when they have symptoms of COVID-19, have been diagnosed with COVID-19, are waiting for test results, have been exposed to someone with COVID-19 within the last 14 days, or are caring for someone who is sick.
- Examine and revise policies for leave and employee compensation
- Leave policies should be flexible and not punish people for taking time off and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children (such as during school or childcare closures).
- Develop policies for return-to-work after COVID-19 illness. CDC criteria for no longer needing to isolate or stay home can inform these policies.

- **Back-Up Staffing Plan**

- Monitor absenteeism of staff and create a roster of trained back-up staff.

- **Staff Training**

- Train staff on all health and safety protocols.
- Conduct training virtually or ensure that social distancing is maintained during in-person training.

- **Recognize Signs and Symptoms**

- Conduct daily health checks or ask staff and patrons to conduct self-checks (such as temperature checks or symptom screening), if possible.
- Do health checks safely and respectfully and in accordance with any applicable local, state, territorial, federal, and tribal privacy and confidentiality laws, rules, and regulations. Operators may use CDC examples of screening methods.
- Preparing for When Someone Becomes Sick Onsite
- Staff and patrons should isolate if they have symptoms of COVID-19 or tested positive for COVID-19 and stay home if exposed to someone with COVID-19. If a staff member or patron experiences COVID-19 symptoms at a public treated aquatic venue, take the following steps to help prevent the spread:
  - **Develop a Plan Ahead of Time**
    - Focus plan on isolating and, if needed, arranging transportation for the person sick with COVID-19 symptoms, cleaning and then disinfecting areas used by the sick person, and notifying local health officials and close contacts.
    - Train staff on plan and what steps to take.
  - **Isolate and Transport Those Who Become Sick Onsite**
    - Separate immediately staff and patrons with COVID-19 symptoms, from others. The sick person should go home and follow CDC guidance for caring for oneself or to a healthcare facility. If sick person cannot immediately leave.
    - Have sick person go to designated isolation space where anyone can go if they have COVID-19 symptoms. This designated space should be outside or a well-ventilated area and at least 6 feet (a few inches longer than a typical pool noodle, both in and out of the water) away from other people. If the designated space is indoor, be sure to consult an HVAC professional ahead of time about how to increase ventilation (such as opening windows) if the space is used for isolation.
    - Encourage the sick person to wear a cloth mask if it is safe for him or her to do so.
    - Provide a dedicated bathroom for the sick person to use if possible, and make sure others do not use it until it can be properly cleaned and disinfected.
    - Instruct sick staff and patrons not to return until they have met CDC criteria for no longer needing to isolate or stay home.
  - **Clean and Disinfect**
    - Block off areas (such as isolation room, bathroom, or lifeguard stations) used by the sick person and do not use these areas until after cleaning and then disinfecting.
    - Wait at least 24 hours before cleaning and then disinfecting. If 24 hours is not feasible, wait as long as possible. Use disinfectants from EPA's List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19) external icon.

- Ensure safe and effective use and storage of cleaning and disinfection products by reading and following label directions. This includes wearing protective equipment (such as gloves and goggles), not mixing chemical products, applying them at directed concentration for directed amount of time, and storing them securely away from children and animals.
- **Notify Local Health Officials and Close Contacts**
- Notify immediately local health officials about the person who became sick with COVID-19 onsite, in accordance with local, state, territorial, federal, and tribal laws, rules, and regulations.
- Work with local health officials to instruct staff and patrons, who have been exposed (within 6 feet for a total of 15 minutes or more within 24 hours) to the person who became sick with COVID-19 onsite, to stay home, self-monitor for symptoms, and follow CDC guidance if they experience symptoms.
- Maintain the sick person's confidentiality in accordance with the Americans with Disabilities Act (ADA)external icon and other applicable local, state, territorial, federal, and tribal privacy and confidentiality laws, rules, and regulations.

There being no further business the meeting was duly adjourned.

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ABBEY MILLER, RECORDER

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CHUCK VEST, MAYOR