

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

APRIL 10, 2023

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, April 10, 2023, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Allyson Wilkinson led the pledge to the Flag.

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

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 asked that Item #8 – Extension of TN Hills Distillery Outdoor Use Permit be pulled from the Consent Agenda for discussion. Alderman Countermine made the motion, seconded by Alderman Dickson, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes of the March 13, 2023, regular BMA meeting.
2. Approve the following bills for payment:

**Insert Payment**

3. Approve the following Town Administrator Report:

**Insert Report**

4. Approve the following Operations Manager Report:

**Insert Report**

5. Approve the following Committee Reports: Jonesborough Board of Zoning Appeals and Jonesborough Planning Commission.
6. Approve the following Supervisor Reports: Director of Tourism and Main Street, Marketing and Promotions Coordinator, Fire Department, McKinney Center, MBM Program Director, Building Inspector, Police Department, Visitor Center and

Facilities Rental Manager, Utility Manger, Water Quality/Meter Department, Water Distribution, Environmental Services/Wastewater, Water Plant, Senior Center, and Street Department.

7. Approve the change in date for the Special Event Permit Application and Special Event/Special Occasion Outdoor Use Permit Application for the Farm-To-Table Dinner from August 26<sup>th</sup> to August 19, 2023,

The extension of Tennessee Hills Distillery's Outdoor Use Permit was discussed by the Board. Mayor Vest asked Town Administrator Glenn Rosenoff to give an update on TN Hills Outdoor Use Permit. Glenn Rosenoff said he and Town Attorney Jim Wheeler have met a couple of times with the different parties of TN Hills and the main subject being the noise, the house music, the decimal meter which they have purchased and adjusted the knob that controls the volume level. Mr. Rosenoff said Jim Wheeler, before he left for vacation, did respond back to TN Hills in regard to the concerns about the noise levels. Alderman Causey made the motion to continue TN Hills Outdoor Use Permit for one additional month and to act on their Outdoor Use Permit at the next regular meeting of the BMA, May 8, 2023, whether it is to approve or disapprove their outdoor use permit. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was the approval of the Financial Report. Alderman Countermine made the motion to approve the Financial Report as presented, seconded by Alderman Causey and duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest asked that committee appointments be added to the agenda. Alderman Wolfe made the motion to add the committee appointment to the JAMSA Board to the agenda, seconded by Alderman Causey and duly passed. Mayor Vest recommended that Cameo Waters be appointed to the JAMSA Board as the BMA's representative. Alderman Wolfe made the motion to approve the appointment of Cameo Waters as the BMA's representative to the JAMSA Board, seconded by Alderman Dickson and duly passed.

Mayor Vest presented the 2023 Arbor Day Proclamation and announced that Arbor Day will be held on Friday, April 28<sup>th</sup> at 1:00 p.m. at the new Jonesborough K-8 School site.

### **INSERT PROCLAMATION**

Mayor Vest said he attended the Donald Davis Concert and it was a wonderful event and appreciates the Visitor Center putting that event on. Mayor Vest said he and Alderman Causey had the opportunity to tour the new K-8 school site. Mayor Vest said the School Board is really pleased with the way things are progressing and it is looking great on the inside, and it's turning into a great facility and there more things to come in the future too.

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

*We are nominating Malcolm Highsmith, Director of Streets for the April 2023 Employee of the Month. Malcolm Highsmith exemplifies true leadership in his ability to lead the Street Crew (6 men) in all the job tasks they undertake. The Street Department is often “pulled” to assist with projects for other Town departments that results in them putting their own projects on hold for a period of time. One example is the Lincoln Park Project that they have worked effortlessly and tirelessly on for several months in getting this wonderful park finished, alongside of several other departments as well. Most citizens of the Town of Jonesborough do not realize all the planning, organization and work it takes just for the regular operation of the Street Department in advance for the preparation of each of the four seasons by making sure equipment is operable, for example mower(s), leaf vacuum, snow removal equipment, staying on top of the weather in order to get the Street crew organized and to be ready to go and tackle whatever natural storm event comes our way; (1) Summer – rights-of-way along all city streets have to be mowed, (2) Fall – leaf pick-up, and ordering salt to make sure there is enough in stock just in case we experience more snow and ice than we normally have during the winter months , (3) Winter – ice and snow removal, (4) Spring – making sure the “pot holes” are taken care of, working with the Operations Manager and Town Administrator on developing a priority list of streets that need to be paved; as well as during weather events like heavy rains storms and winds – storm drains have to be checked and cleared and trees that fall across the road have to be removed. Malcolm and the Street Department assists the Event Coordinator, Tourism & Main Street staff, Recreation and Public Safety Departments with the annual Special Events happening in town, i.e., Jonesborough Days, Storytelling Festival, the Jonesborough Days and Christmas parades, the half-marathon and 5-K races, by making sure safety cones and street blockades are put in place before each event. Malcolm has a great attitude and expresses his concern toward his fellow employees by letting them know “you are doing a great job and keep up the good work”. Malcolm Highsmith demonstrates the quality of a great Town Employee and Department Head with a positive “can do” attitude and the effort and concern he puts forth for his crew and their safety in whatever job tasks they have to undertake at the spur of the moment, and prefers to remain in the background and that his CREW receives the praise for a “JOB WELL DONE!!!” Submitted by: General Administration Staff*

Mayor Vest asked Mr. Highsmith if he had any comments. Malcolm Highsmith said he was very thankful for being nominated Employee of the Month.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time.

Allyson Wilkinson, 107 Sevier Avenue, Regent of the State of Franklin Chapter of the Daughters of the American Revolution, addressed the Board with an invitation to the Broyles Monument Marking event to be held on Saturday, May 6, 2023, in Limestone, Tennessee. Mayor Vest expressed his thanks to Allyson Wilkinson for her comments and the invitation to the event.

Alderman Communications was the next item on the agenda. Alderman Causey said she feels the Board needs an update on the Stage Door project because we are well over our budget and need to know how much more expenses versus where the money is coming from to pay for it by the next BMA meeting.

Mayor Vest said there is a request for an addition to the agenda for an “Employee Appreciation Day” at the Wetlands Water Park on Friday, May 26<sup>th</sup>, and called for a motion to add this request to the agenda. Alderman Causey made the motion to approve the addition to agenda as requested, Alderman Countermine seconded the motion and it was duly passed.

Mayor Vest said Town staff is requesting that Friday, May 26<sup>th</sup> be designated as “Employee Appreciation Day” for all the hard work and efforts Town employees have put forth, i.e., the water crises back in December/January and the completion of Lincoln Park Project, and all the departments that have had to work “extra hard” in order to pick up the slack due to vacant positions that have been a struggle to get filled at the Wetlands Water Park, from 12:00 noon – 4:00 pm, with a luncheon served at 12:00 noon, and also with the stipulation that employees must attend in order to get the half day or remain on their regular jobs until the time they normally get off. Mayor Vest called for a motion. Alderman Causey made the motion to approve Friday, May 26<sup>th</sup> be designated as “Employee Appreciation Day” at the Wetlands Water Park as presented. Alderman Wolfe seconded the motion and it was duly passed.

There were no Town Attorney Comments due to the absence of Attorney Jim Wheeler.

The first item under Old Business was approval of the Special Event Application for the Sorcerer’s Sprint/Harry Potter Celebration. This item was deferred until the May 8, 2023 BMA meeting due to staff not receiving an up-to-date proof of insurance and the Event Sponsor not meeting with Police Chief Matt Rice in regard to the proposed one-mile sprint route.

The next item on the agenda was the 2023 Concession Agreement with Jonesborough Little League for the authorization for the use of the Town’s concession buildings associated with the ballfields at Persimmon Ridge Park from March 1 – August 1, 2023, subject to the terms of the Agreement. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Dickson made the motion to approve the 2023 Concession with Jonesborough Little League as presented, seconded by Alderman Countermine and duly passed.

## **INSERT AGREEMENT**

The next item on the agenda was the Special Event Application for the 2023 Jonesborough Days. Jonesborough Days is scheduled for Saturday, July 1<sup>st</sup>, from 10 am-10 pm through Sunday, July 2<sup>nd</sup>, from 12 pm-10 pm. The Pre-Festival activities and areas are as follows: Kickoff Dinner on Thursday, June 29<sup>th</sup> at the International

Storytelling Center and After Hours Swimming on Friday, June 30<sup>th</sup> at Wetlands Water Park (per Parks and Recreation approval). The Festival activities and areas are:

Parade - Saturday, July 1<sup>st</sup> at 10:00 am

Fireworks - Sunday, July 2<sup>nd</sup> at 10:00 pm

Doc's Front Porch - Saturday 11:00 am - 4:00 pm & Sunday 12:00 pm - 4:00 pm

Beer Garden each evening from 5:00 pm-10:00 pm on the Plaza

Patriot Park behind the Storytelling Center in cooperation with Shop with a Cop

Main Stage Music (each evening) 6:00 pm -10:00 pm, Eastside of the Courthouse

Contests and Socials in the afternoon on Saturday and Sunday

Food Vendors will be set-up on the West side of the Courthouse

Craft Vendors will be set-up all along Main Street

Main Street needs to remain closed (blocked) to all motorized traffic starting Friday, June 30<sup>th</sup> at 5:00 pm until the streets are clean on Sunday evening, July 2<sup>nd</sup>. 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., and the Visitor Center parking lot beside the sidewalk. Vendor parking will be in the Parsons Table, Courthouse parking lot, UT Extension office lot. 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. Boone Street to be closed for Parade on July 1<sup>st</sup>, approximately 9:30 am to 11:00 am. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to Approve holding Jonesborough Days with the events scheduled including Main Street and associated side streets being closed from Friday, June 30<sup>th</sup> at 5 pm until the streets are clean on Sunday evening, July 2<sup>nd</sup> or based on the Police Department's assessment of the need for traffic safety, as presented. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was approval of the Strolling Tour Guide. The Town of Jonesborough Department of Tourism has worked to reprint the Historic Jonesborough Strolling Tour Guide. The Strolling Tour Guide was created and printed in 2014. This guide has been very popular with tourists and day trippers, and provides the opportunity for someone to walk through Historic Downtown Jonesborough to learn more about the Town, its architecture and the people that shaped it. The Tourism Department sent out a request to reprint the Historic Jonesborough Strolling Tour Guide. The RFP was advertised on the Town's website, in the Johnson City Press and directly sent to agencies/printers. The printing specifications were as follows: 32 Page (+-), Cover 65.0 lbs. - Gloss Cover #2, Body: 60.0 lbs. Gloss Text #3, and Quantity range: 100,000. Three proposals were received: (1) Pulp with 28 pages plus cover, 100,000 guides, \$47,580.00; (2) Pulp with 32 pages plus cover, 100,000 guides, \$50,500.00; and (3) Interstate Graphics with 32 pages with cover, 100,000 guides, \$41,113.69. Staff recommendation is that Interstate Graphics be awarded the printing portion of the project at 32 pages with cover, a quantity of 100,000 guides, and a total cost of

\$41,113.69 with a unit cost of \$0.4111. They have been utilized by the town in the past and have provided great service and do not charge shipping fees, which helps in today's market challenges. This project is partially funded (50%) by the Tennessee Department of Tourist Development through its Tourism Marketing Grant Program in the amount of \$20,556.85. The department's budget has approximately \$29,000.00 remaining between Marketing/Advertising, and Printing. The future budget amendment for FY23 will include the State grant monies of \$20,556.85 as additional revenues; therefore, after awarding the project the estimated balance in the account would be \$9,000.00 through June 30, 2023. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to award the Historic Jonesborough Strolling Tour Guide to Interstate Graphics at a total cost of \$41,113.69 with a unit cost of \$0.4111, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of a Resolution Authorizing the application for \$83,700 in a Rural Development Business Development Grant for Funding Assistance for the Agriculture Learning Center Equipment for the K-8 School Project, with 100% funding by the grant and with no local match. The Agricultural Learning Center has developed a program to use the facility as a "Food Hub", a Center in which local food producers can bring local produce and food products to the ALC where they are documented and temporarily stored to be sold to the Washington County School System, which currently is buying no local food products for use in the School Meal Program. The RDBG program provides funding assistance for projects that support the expansion and stability of markets for local growers of food products. The application has been prepared for RBDG funding assistance that will purchase the walk-in cooler, point-of-sale system, and demonstration kitchen equipment needed to establish the Farm to School initiative and training program that will improve food quality in the local schools as well as create new opportunities for local food sales. Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Wolfe said this is a great zero-match grant; and noted that the David Crockett High School (DCHS) Agricultural Teacher, Josh Conger, and he is very excited that the elementary school children are going to have a chance to learn about gardening and how things grow and this is actually on to the cutting edge of what is going on around the State. Alderman Wolfe said that Josh Conger would like to see the Crockett FFA Chapter adopt this program to really try and help the elementary school children in the Agriculture Learning Center. Alderman Causey asked if there are plans of the building yet. Mayor Vest said he thinks Clark Nexsen is finishing up those plans. With there being no further comments, Mayor Vest called for a motion. Alderman Wolfe made the motion, seconded by Alderman Dickson, to approve the Resolution authorizing the application for \$83,700 in a Rural Development Business Development Grant for funding assistance for the Agriculture Learning Center equipment for the K-8 School Project as presented. The motion was duly passed.

**INSERT RESOLUTION**

Alderman Causey asked if there could be a work session scheduled to inform and update the Board on the school project. Alderman Wolfe suggested that instead of a work session that Board members submit questions, and request to have them answered in terms of time expediency.

The next item on the agenda was the approval of the bid for surplus water meters. Town staff advertised bids on the purchase of surplus water meter. Currently, there are approximately 8,000 old meters to surplus. There were four bids received from the following vendors: (1.) John Adams - \$4.00 a meter; (2.) Adams Valves & Surplus - \$4.00 a meter; (3.) Industrial Reserve - \$4.85 a meter; and (4.) American Meter - \$5.15 a meter. The Staff recommendation is surplus the old meters to American Meter at \$5.15 a meter for sizes 3/4" and 1/2". Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Dickson made the motion, seconded by Alderman Countermine, the surplus the old meters for sizes 3/4" and 1/2", to American Meter at \$5.15 a meter as recommended and presented by staff. The motion was duly passed.

There being no further business the meeting was duly adjourned.

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ROBERT ANDERSON, RECORDER

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CHUCK VEST, MAYOR