

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

APRIL 14, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, April 14, 2025, 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 Alderman Causey led the pledge to the Flag.

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

Mayor Vest presented a Proclamation Honoring Jimmy Neil Smith, founder and president emeritus of the International Storytelling Center and creator of the National Storytelling Festival, proclaiming April 13 – April 19, 2025 as Jimmy Neil Smith week. Mayor Vest said bench dedication ceremony will be held at 2:00 p.m., Wednesday, April 16th on the plaza of the International Storytelling Center; and a separate celebration of life will be held from 3:00 p.m. – 5:00 p.m. at the Jackson Theatre.

Insert Proclamation

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

1. Approve the minutes for the March 17, 2025 BMA Regular meeting, and the March 27, 2025 BMA FY2025-2026 Budget Workshop meeting.
2. Approve the following bills for payment:

Insert Payment

3. Approve the following Operations Manager Report:

Insert Report

4. Approve the following Committee Reports: Jonesborough Planning Commission, Jonesborough Design Review Commission, McKinney Center Advisory Committee, and Historic Zoning Commission.

5. Approve the following Supervisor Reports: Fire Department, McKinney Center, McKinney Center Program Manager, Digital Media Manager, Marketing Manager, Director of Tourism and Main Street, Building Inspector, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment, Police Department, Jackson Theatre Operations Manager, Jackson Theatre Assist Manager, Jackson Theatre Technical Director, and Parks and Recreation.

Mayor Vest said there was one addition to the agenda under New Business for an Amendment to the Municipal Code related to a Community Theatre beer permit, and called for a motion. Alderman Wolfe made the motion add to the agenda under New Business for an amendment to the Jonesborough Municipal Code related to a Community Beer permit, Alderman Dickson seconded the motion and it was duly pass.

The next item on the agenda was the approval of the Financial Report. Alderman Wolfe asked Town Recorder Janet Jennings about the new software system switch operation. Janet Jennings said the Town's financial software is currently being implemented, and that it will be offline from April 23rd to April 25th. Ms. Jennings said the new system will go live on Monday, April 28th with every aspect of the finance and water bills will be switched over to the new system. Alderman Dickson made the motion to approve the Financial Report as presented. Alderman Countermine seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest announced that Chief Matt Rice was awarded Police Chief of the Year by the East Tennessee Constables Association. Mayor Vest asked Jimmy Nease to forward to accept the Employee of the Month Award. Mayor Vest read the following:

Insert Nomination Letter

Mayor Vest asked Jimmy Nease if he had any comments. Jimmy Nease expressed his appreciation for being nominated as Employee of the Month.

Mayor Vest presented a Proclamation Celebrating Jonesborough Kiwanis International Day, to members present representing the Jonesborough Kiwanis Club.

Insert Proclamation

Mayor Vest presented a Proclamation and a Key to the City, to Abigail Grace Utterback, Miss Historic Jonesborough 2025.

Insert Proclamation

Mayor Vest presented a Proclamation and Key to the City, to Isabella Abram, Miss Historic Jonesborough Teen 2025.

Insert Proclamation

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. Arron Bible, 106 Woodrow Ave, and Dana Helvey, 100 Woodrow Ave, addressed the Board with his concerns regarding the appearance of two major exotic invasive plants, Japanese Knotweed (*Fallopia japonica*) and the Tree of Heaven (*Ailanthus altissima*) that threaten the Town's parks, infrastructure, and homes.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Countermine said the Public Bench Dedication in memory of former Mayor and Storytelling Festival Founder Jimmy Neil Smith, will be held on Wednesday, April 16th at 2:00 p.m., at the ISC Plaza; and the new Donald Davis Storybook Trail book unveiling will be held on Wednesday, April 23rd at 5:30 p.m. at Storytelling Park. Alderman Wolfe said he was grateful for the citizens who work to make the Town better and recognized Amber Crumley for being a good representative of the Jackson Theatre.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said he is continuing to work on the JRT (Jonesborough Repertory Theatre) discussions, and needs to meet in Executive Session with the Board regarding litigation after the adjournment of this meeting.

The next item was consideration of to approve on first reading an Ordinance amending Title 2, Chapter 2, of the Jonesborough Municipal Code, adding a new Section 2-226, Community Theatre beer permit, and to renumber the other section sequentially, as presented. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve on first reading the Ordinance amending Title 2, Chapter 2, of the Jonesborough Municipal Code, adding a new Section 2-226, Community Theatre beer permit, and to renumber the other section sequentially, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The first item under New Business was approval of Initial Resolution No. 2025-08 Authorizing the Incurrence of Indebtedness by the Town of Jonesborough, Tennessee, of Not to Exceed \$2,469,730, by the Execution with the Public Building Authority of the City of Clarksville, Tennessee, of a Loan Agreement to Provide Funding for Certain Water and Sewer System Projects. The Initial Resolution authorizing the issuance of debt to fund the following Water/Sewer Projects approved in the 2024-25 fiscal year budget: \$500,000 - Water Line and Equipment Upgrades, \$455,000 - CIPP Bowman Road/John Green Road, \$1,250,000 - Sewer Pump Station A, \$250,00 - Bypass Pump at Water Treatment Plant Intake, \$14,730 - Costs of Issuance, for a total of \$2,469,730. The Tennessee Municipal Bond Fund is coordinating this borrowing through the Public Building Authority of Clarksville, Tennessee. This is a fixed rate borrowing,

with the lowest quoted rate being 5.37% for 25 years. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve Initial Resolution No. 2025-08 Authorizing the Incurrence of Indebtedness by the Town of Jonesborough, Tennessee, of Not to Exceed \$2,469,730, by the Execution with the Public Building Authority of the City of Clarksville, Tennessee, of a Loan Agreement to Provide Funding for Certain Water and Sewer System Projects, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of Resolution No. 2025-09 Authorizing a Loan Pursuant to a Loan Agreement between the Town of Jonesborough, Tennessee, and the Public Building Authority of the City of Clarksville, Tennessee, in the Principal Amount of Not to Exceed \$2,469,730; Authorizing the Execution and Delivery of a Loan Agreement and Other Documents Relating to Said Loan; Providing for the Application of the Proceeds of Said Loan and the Payment of Such Indebtedness; Consenting to the Assignment of the Town's Obligation under such Loan Agreement; and Certain Other Matters. The Resolution authorizes the issuance of debt to fund the following Water/Sewer Projects approved in the 2024-25 fiscal year budget: \$500,000 - Water Line and Equipment Upgrades, \$455,000 - CIPP Bowman Road/John Green Road, \$1,250,000 - Sewer Pump Station A, \$250,00 - Bypass Pump at Water Treatment Plant Intake, \$14,730 - Costs of Issuance, for a total of \$2,469,730. The Tennessee Municipal Bond Fund is coordinating this borrowing through the Public Building Authority of Clarksville, Tennessee. This is a fixed rate borrowing, with the lowest quoted rate being 5.37% for 25 years. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve Resolution No. 2025-09 Authorizing a Loan Pursuant to a Loan Agreement between the Town of Jonesborough, Tennessee, and the Public Building Authority of the City of Clarksville, Tennessee, in the Principal Amount of Not to Exceed \$2,469,730; Authorizing the Execution and Delivery of a Loan Agreement and Other Documents Relating to Said Loan; Providing for the Application of the Proceeds of Said Loan and the Payment of Such Indebtedness; Consenting to the Assignment of the Town's Obligation under such Loan Agreement; and Certain Other Matters, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of Resolution No. 2025-10 Authorizing the Terms, Issuance, Execution, Sale, and Payment of General Obligation Bonds, in One or More Series, in the Principal Amount of Not to Exceed \$1,200,000, of the Town of Jonesborough, Tennessee. This is the final resolution authorizing the issuance of debt to fund the last phase of the Jackson Theatre renovation. The initial bond resolution was adopted by the BMA on October 16, 2023. Mayor Vest called for a motion. Alderman Dickson made the motion, seconded by Alderman Countermine, to approve Resolution 2025-10, a resolution authorizing the issuance of \$1,200,000 in general obligation bonds to provide funding for the final phase of the Jackson Theatre renovation. The motion was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of a Multi-Jurisdictional Agreement between the Town of Jonesborough and Washington County regarding pretreatment programs to control discharges from all industrial users of the town's wastewater treatment system and meet EPA and TDEC requirements. Jonesborough owns and operates a wastewater treatment system, and the County utilizes this system. The Town must implement and enforce a pretreatment program to control discharges from all industrial users of its wastewater treatment system pursuant to requirements set out in 40 CFR Part 403 Tennessee Rule 0400-40-14. In this Agreement, the County agrees to recognize Jonesborough as the Control Authority for purposes of implementation and enforcement of Jonesborough's sewer use ordinance that subjects the residents and industrial users within the County's boundaries and outside the corporate municipal jurisdictional boundaries of Jonesborough, which discharge into Jonesborough's Collection System to the necessary pretreatment controls, and Jonesborough is authorized to implement and enforce its sewer use ordinance. TDEC (Tennessee Department of Environment and Conservation) has reviewed the current Agreement and finds it to meet the specifications recommended by EPA. Both the Town and County attorneys have reviewed the agreement and concurred it was ready to be presented for approval to both legislative bodies. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Multi-Jurisdictional Agreement between the Town of Jonesborough and Washington County, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of a contract to provide utility bill printing and mailing services. Finance staff solicited proposals from three (3) different companies for utility bill print and mail services. Set-up costs range from \$250 to \$9,749, with per-piece processing costs ranging from \$.159 to \$.162; and after reviewing the proposals and checking references, we recommend contracting with Divcodata, based in Chattanooga, Tennessee, to provide our weekly utility bill print and mail services. They charge the lowest setup fee, the second lowest per-piece processing charge and come highly recommended by the Dandridge Water Management Facility. Alderman Causey asked if funds are in the budget to pay for this cost. Town Recorder Janet Jennings said that the contract will not be in effect until July 1, 2025. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve staff to contract with Divcodata to provide utility bill printing and mailing services, in accordance with pricing provided in their proposal. The motion was seconded by Alderman Countermine and duly passed.

The next item on the agenda was approval of an Outdoor Use Permit Application for Michelle Hamilton, owner of Gallery Petite, 109 East Main Street, to place a 2-seater bench in front of the business and a wood/chalk board sandwich sign to be located to the sidewalk with adequate space for pedestrians. The bench and sandwich board sign

has been approved by the Historic Zoning Commission, the hold-harmless agreement has been signed, and proof of insurance listing the Town as other insured has been provided. The plan has been reviewed by the Building Inspector, who has reported that measurements were made and there is more than adequate spaced for pedestrians to utilize the sidewalks including wheelchair access. Mayor Vest called for a motion. Alderman Countermine made the motion to approve the Outdoor Use Permit Application for Gallery Petite for both the bench and sandwich board, as presented. The motion was seconded by Alderman Wolfe and duly passed.

The next item on the agenda was approval for the purchase of 702 black garbage totes with Town logo stamped in white from Rehrig in the amount of \$40,505.58. The totes are manufactured utilizing resilient UV-stabilized HDPE plastic and includes 40% post-consumer recycled materials. The totes include a barcode and serial number imprinted to facilitate manual inventory control and work order tracking. The totes also include an RFID tag that will enable the Town to utilize a barcode tracking software. The company backs the totes with a 10-year non-prorated warranty. Alderman Causey asked if there were funds available in the Solid Waste budget to purchase the totes. Town Administrator Glenn Rosenoff said there would be an amended budget for the Solid Waste Department. Operations Manager Craig Ford said they could order 100 totes now and order the remaining replacement totes after July 1st in the new FY26 budget. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the purchase of 100 black garbage totes with the Town logo stamped in white, and with the remaining replacement totes being purchased after July 1, 2025. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was the Jackson Theatre and Stage Door (Theatre) 121 and 125 West Main Street Alcohol Sales Policy. Alderman Causey asked this policy be tabled until second reading is passed for the amendment to the Jonesborough Municipal Code Title 2, Chapter 2, adding a new Section 2-226, Community Theatre beer permit. Board members discussed the policy and Town Attorney Jim Wheeler said that alcohol cannot be served at the Jackson Theatre and Stage Door until the Ordinance is passed on second and final reading. The policy will be considered at a special called meeting to be held on Monday, April 21, 2025 at 6:30 p.m.

The next item on the agenda was approval of Resolution No. 2025-11 for Community Development Partners, Inc. to provide Administrative Consultant Services as part of the State or Federal infrastructure funding from USDA-Rural Development as part of the new Water Treatment Plan and water transmission line. Mayor Vest called for a motion. Alderman Dickson made the motion, seconded by Alderman Countermine, to approve Resolution No. 2025-11 for Community Development Partners, Inc. to provide Administrative Consultant Services as part of the State or Federal infrastructure funding from USDA-Rural Development as part of the new Water Treatment Plan and water transmission line, as presented. The motion was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of Resolution No. 2025-12 for GRW Engineers, to provide Engineering Services as part of the State or Federal infrastructure funding from USDA-Rural Development as part of the new Water Treatment Plan and water transmission line. Mayor Vest called for a motion. Alderman Countermine made the motion, seconded by Alderman Wolfe, to approve Resolution No. 2025-12 for GRW Engineers, to provide Engineering Services as part of the State or Federal infrastructure funding from USDA-Rural Development as part of the new Water Treatment Plan and water transmission line, as presented. The motion was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of the bid from Cummins Sales and Service in the amount of \$631,000.00 for the purchase of four generators and automatic transfer switches for the raw water intake, Water Treatment Plant, Rock House BPS, and the Woodlawn BPS from the project identified as "Transfer Generators and Transfer Switches, GRW Project No. 7606-41". Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the bid from Cummins Sales and Service in the amount of \$631,000.00 for the purchase of four generators and automatic transfer switches for the raw water intake, Water Treatment Plant, Rock House BPS, and the Woodlawn BPS, to be funded through USDA Disaster Grant funds, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was the Revised and Restated Lease Agreement with Jonesborough Locally Grown starting with the new fiscal year July 1, 2025. Mayor Vest called for a motion. Alderman Countermine made the motion, seconded by Alderman Wolfe, to approve the Revised and Restated Lease Agreement between the Town of Jonesborough Board of Mayor and Aldermen and Jonesborough Locally Grown, Inc, as presented. The motion was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of a bid for from TNT Heating and Air in the amount of \$14,900 for the purchase of a 3.5 Ton HVAC Unit for the new Street/Solid Waste/Parks & Recreation Building currently under construction. Mayor Vest asked about receiving only one bid. Operations Manager Craig Ford said bids were advertised and sent out to companies and only two were received. Craig Ford said the second company did not follow the bid instruction and submitted an incomplete bid. Alderman Causey asked about the funding for the bid. Craig Ford said the funding will be covered from the remaining balance of the insurance proceeds. Mayor Vest called for a motion. Alderman Causey made the motion to approve awarding the bid to TNT Heating and Air for the 3.5 Ton HVAC Unit at a total cost of \$14,900, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was the adoption of the Parks and Recreation Master Plan 2025. Rachel Conger of Community Development Partners drafted the Parks and Recreation Master Plan which included comprehensive and detailed specific

information regarding each element of the Parks and Recreation Department, from open space, walkways (sidewalks/trails), facilities, programs, etc., and included public input through meetings and surveys. There is an assortment of information on needed improvements within the existing park system (land and facilities) that will help guide Staff on prioritizing work efforts (primarily maintenance specific). The Parks and Recreation Advisory Committee recommended adoption of the Master Plan with consideration to the Town Administrator's comments and subject to the addition of adding both cemetery locations as locations for maintenance and programming. Mayor Vest called for a motion. Alderman Dickson made the motion to adopt the Parks and Recreation Master Plan 2025 as recommended by the Parks and Recreation Advisory Committee. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of Rental Fees for Parks and Recreation and Wetlands Water Park. The proposed rental pricing plan is as follows:

1. Cabana Rental Fee at Wetlands

Implementation of cabana rentals at Wetlands Waterpark for the upcoming season. These rentals will provide guests with a private, shaded area that includes seating and a table enhancing the overall guest experience while also creating an additional revenue option for the park.

Rent for the full-day use of a cabana (10' x 14') as follows:

Monday - Thursday: \$50.00

Friday and Saturday: \$75.00

Sunday: \$60.00 (due to the park opening later on Sundays)

Please note that the cabana rental prices will not include the general admission to the park. Parks and Recreation staff believe this amenity will be well received by our guests and further our goal of improving services and comfort at Wetlands Waterpark.

2. Tournament Field Rentals at Persimmon Ridge Park

Implementation of a rental fee for Baseball/Softball Fields and Field Lighting (Tournament Use). Currently, the Town does not have a formal process in place for renting our athletic fields. As it stands, individuals or organizations can host tournaments on our fields, charge entry or participation fees, and make a profit - while the Town incurs all expenses, including field maintenance, utilities, and restroom access. This creates an unsustainable situation and an inequitable use of public resources.

Parks and Recreation staff recommend establishing the following rental rates:

Baseball/Softball Fields (Tournament Use): \$25/hour

Field Lighting (If Needed): Additional \$10/hour

This process will apply only to those who wish to reserve a field in advance, particularly for tournaments or organized events. We will continue to operate under a first-come, first-serve policy for general public use, ensuring continued open access for residents who are not seeking to make reservations.

Mayor Vest called for a motion. Alderman Wolfe made the motion, seconded by Alderman Dickson, to approve the Cabana Rental Fee at Wetlands Water Park, as presented, and the Persimmon Ridge Park Field Rental pricing, as presented, with the full rental plan being submitted at the next BMA meeting. The motion was duly passed

The next item for discussion was the proposed new hourly pay rate for the Wetlands Water Park employees and bonus structure for the 2025 season, as follows:

Head Guards - \$13.00 per hour

Lifeguards - \$12.00 per hour

Lifeguards who obtain their Certified Swim Instructor (CSI) Certification through the Red Cross - a \$0.50 per hour increase

Bonus Structure

Tier 1: 98% on time rate or better, no corrective actions, and no missed days.
Earn \$1 per hour worked

Tier 2: 96% on time rate or better, no corrective actions, and no missed days.
Earn \$0.75 per hour worked

Tier 3: 94% on time rate or better, no corrective actions, and no missed days.
Earn \$0.50 per hour worked

Tier 4: 90% on time rate or better, no more than one corrective action, and one missed day. Earn \$0.25 per hour worked

Tier 5: 85% on time rate or better, no more than one corrective action, and two missed days. Earn \$0.10 per hour worked

The Water Park clock-in system, Homebase, tracks the on-time, and missed shifts.

Mayor Vest called for a motion. Alderman Countermine made the motion to approve the new hourly rate for Wetlands Water Park employees and new bonus structure for the 2025 season, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda concerned the replacement of the sidewalk along West Main Street. Mayor Vest asked Frank Collins, Academy Hill Condos HOA President, 312 West Main Street, for his comments. Frank Collins said the sidewalk along West Main Street is in a deteriorated condition and sections of it are very rough and crumbling, and asked that the sidewalk be upgraded and replaced. Mayor Vest directed staff to develop plans for the West Main Street sidewalk with cost estimates, to bring back to the Board for review and approval.

There being no further business the meeting was duly adjourned, and the Board of Mayor and Aldermen went into Executive Session.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR