

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MAY 8, 2023

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, May 8, 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 Cameo Waters 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, 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, and there were none. Alderman Wolfe made the motion that the following Regular Agenda items be added to the Consent Agenda: Old Business Item 6-A – Special Event Application – Sorcerer’s Sprint/Harry Potter Celebration; New Business Items 7-A – Amended Snow Hut Agreement for the 2023 Wetlands Water Park Season, 7-C-1 – Special Event Application – David Crockett High School Pioneer Pride 5-K Run/Event, 7-C-2 – Special Event Application – Heritage Alliance Summer Social at Old Jonesborough Cemetery, 7-F – Washington County Economic Development Council Revise Intergovernmental Agreement, 7-G – TN Department of Transportation (TDOT) State Highway Maintenance Contract from July 1, 2023 through June 30, 2025, 7-J – Revision to the Outdoor Use Policy, 7-L – Business Roundtable, and 7-N – Storybook Trail Project in Jimmy Neil Smith Park. Alderman Countermine seconded the motion and it was duly passed. Mayor Vest called for a motion to approve the updated Consent Agenda. Alderman Wolfe made the to approve the updated Consent Agenda, seconded by Alderman Dickson and duly passed, as presented:

1. Approve the following bills for payment:

Insert Payment

2. Approve the following Town Administrator Report:

Insert Report

3. Approve the following Operations Manager Report:

Insert Report

4. Approve the following Supervisor Reports: Fire Department, Solid Waste and Recycling, Police Department, Building Inspector, MBM Program Director, McKinney Center, Visitor Center and Facilities Rental Manager, Utilities Manager, Water Quality/Meter Department, Water Distribution, Environmental Services/Wastewater, Water Treatment, Street Department, Animal Control, Marketing and Promotions Coordinator, and Director of Tourism and Main Street.
5. Approve the following Town Equipment as surplus: five old red chairs, one old black desk chair, and one old water cooler, and allow the Solid Waste Department to dispose of items.
6. Approve the Outdoor Use Permit for Tennessee Hills Distillery on condition of the following:
 - A. When the large door(s) is open there will be a decibel level set to be agreed to by the Town Administrator and Tennessee Hills that will not be exceeded at the point of measurement (somewhere inside the building so it can be monitored by Tennessee Hills Staff). Also, there will be a maximum volume control established for in-house music and that level will also be agreed to by the Town Administrator and Tennessee Hills
 - B. Large door(s) closes at 10:00 p.m. each night and music that can be heard outside the facility ends at 10:00 p.m.
 - C. Alcohol will not be served in the permitted area after 10:00 p.m. and after a period of time to close customers tabs, shepherd customers out of the permitted area, the permitted area will be roped or gated off with signage indicating it is closed which should occur no later than 10:20 p.m.
 - D. Tennessee Hills Distillery Staff will monitor to the best of their ability the conduct of guests inside the permitted area to prevent any safety hazards or disturbances of the peace and will follow ABC Guidelines with respect to serving patrons.
 - E. The Tennessee Hills Distillery Permit will be subject to the review provisions of the Policy as may be changed by the Board of Mayor and Aldermen from time-to-time.
 - F. Tennessee Hills Distillery will remain in compliance with all ordinances and policies adopted by the Town of Jonesborough.
7. Approve the Sorcerer's Sprint 1-mile run to be held downtown on July 29, 2023, beginning at 7:00 p.m., with an approximate ending time of 7:30 p.m., based on

the Town's 1-mile predetermined race route, and with the notation that both the Proof of Insurance and Hold-Harmless have been received.

8. Approve the rescinding the agreement with David "Gene" Loyd and approve the terms of the Snow Hut Contract for the 2023 season of the Wetlands Water Park with James and Cheryl Harkleroad, as presented.

INSERT AGREEMENT

9. Approve the Special Event Permit for the David Crockett High School Pioneer Pride 5K Glow Run scheduled for August 12, 2023 from 8:00 p.m. to 10:30 p.m. with the blocking off of Main Street from Fox Street to Second Street, to permit for food and music.
10. Approve the Special Event Permit Application for the Heritage Alliance's Summer Social in the Rocky Hill portion of the Old Jonesborough Cemetery scheduled for August 12, 2023 from 6:00 p.m. to 8:00 p.m., and with the notation that both the Proof of Insurance and Hold-Harmless have been received.
11. Approve the Washington County Economic Community Development Revised Intergovernmental Agreement to include (1) a pro-rated FY23 contribution to the Council in the amount of \$3,750.00, and (2) a yearly contribution to the Council in the amount of \$15,000.00 subject to the contribution being approved as part of the Town's fiscal year budget.

INSERT AGREEMENT

12. Approve the TDOT State Route Maintenance Contract for two years, 2023-2025 fiscal years, with the maximum amount of reimbursement from TDOT pertaining to roadway maintenance being \$44,546.46.

INSERT AGREEMENT

13. Approve the revisions to the Outdoor Use Policy involving outdoor activities on Town right-of-way in the Downtown Historic District.

INSERT REVISIONS

14. Approve on first reading the amendment to the Title 1, Chapter 15 Business Roundtable Committee, Section 1-1502, Compositions, appointment, membership and terms.

INSERT ORDINANCE

15. Approve the Jonesborough Storybook Trail Project through a donation from Harold and Nancy Dishner and a grant through the Governor's Early Literacy Foundation to fully fund the project and the first story boards in the amount of \$7,450.00.

Mayor Vest announced that there was one item to be added to the agenda which is a Resolution authorizing the issuance of a one-year interest bearing taxable General Obligation Capital Outlay Notes, Series 2023. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Wolfe made the motion to add the Resolution to the agenda, seconded by Alderman Causey and duly passed.

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked the Aldermen if they had comments or questions. Alderman Wolfe asked Town Recorder Robert Anderson how the Town was doing financially. Robert Anderson said he things continue to improve and that they were hoping to have the new transition to the new software by July 1st, but there is a delay in getting the new server which has backed up the timetable to October 1st. Mayor Vest called for a motion to approve the Financial Report. Alderman Countermine made the motion to approve the Financial Report as presented, seconded by Alderman Dickson and duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest said the Lincoln Park grand opening was a great event, the installation and concreted of the East Main Street sidewalks is moving along, and the May 4th Star Wars Event was a first-time great event. Mayor Vest said one thing that he would like for Staff to look at is with the events getting more successful and is closing the Main Street for all the future events downtown due to them being so well attended. Mayor Vest congratulated the Town's Public Safety Team for making a quick arrest on somebody with road rage and appreciates their efforts.

Mayor Vest asked Glen Woodfin to come up to accept the Employee of the Month Award. Mayor Vest read the following nomination submission: For May 2023, I would like to nominate Street Department Employee Glen Woodfin for Employee of the Month. The Street Department is a small, multi-function group of men, tasked w/a plethora of projects with varying degrees of difficulty. Glen Woodfin is one of those folks who can do just about anything. Well beyond Glen's regular job scope, he can do grade work and landscaping, framing and trim work, work with metal and steel, ceramic tile and flooring and much more. During our recent foray into the Lincoln Park project, Glen had a hand in most of the construction of the Park. Whereas I was more involved in the layout attributes of the structures, Glen was tasked with directing the crew in how to actually 'construct' the structures and features. On the Lincoln Park project alone, Glen was involved in wood and steel framing, setting the timbers for the Stage, construction of the block terraced beds, wood framing and trim of both buildings, grade work and landscape sculpting of the grounds, installing outdoor lighting, grading and asphaltting of parking areas and about a hundred other items. To say that Glen was invaluable to the successful completion of Lincoln Park would be the understatement of the century. There were so many moving pieces to the Lincoln Park project that our crew (and many

others) were involved in. I just wanted to take this opportunity to shine the spotlight on one of the key players in that large and complex project. Everyone involved in the Park project did a fantastic job, but I feel Glen Woodfin deserves a special word of recognition and 'thanks'. For these reasons and many more, Glen Woodfin is my choice for Employee of the Month. Submitted by: Malcolm Highsmith, Street Director

Mayor Vest asked Glen Woodfin if he had any comments. Glenn Woodfin said Lincoln Park was a team effort and he is glad they made through Friday.

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. Gary Degner, 61 New Halifax Street, expressed his appreciation to the Board members for Lincoln Park. Gary Degner said at the front entrance to New Halifax there are two potholes that are in need of repair.

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. Allyson Wilkinson said that the State of Franklin Chapter had recently attended a conference in Franklin, Tennessee, and received three first place awards, which were: most cards sent to active duty military, most flags retired, and most flags distributed. Mayor Vest expressed his thanks to Allyson Wilkinson for the invitation to the event and congratulated the State of Franklin Chapter on their awards.

Jack Van Zandt, 164 New Halifax Street, expressed his appreciation to the BMA for the East Main Street sidewalk and the new Lincoln Park for all the team work of Town staff to make it a beautiful park; and asked that money be budgeted to maintain, and protect the park and the buildings. Mr. Van Zandt said in the alleyway in New Halifax has potholes that are in need of repair. Mayor Vest thanked Jack Van Zandt for his comments.

Ruth Verhegge, 601 West Main Street, announced that the Flag Day Celebration will be held at 12:00 noon, Wednesday, June 14th, at the flag pole here at the Town Hall and the guest speaker will be Glenn Rosenoff.

Dana Helvey, 100 West Woodrow Avenue, said the "May 4th Be With You" was a great event with a large turnout of people and expressed his concern about pedestrian safety during the event. Dana Helvey stated that he would like to encourage the Board to close Main Street between Fox Ave and 2nd Ave for all events downtown during the summer months and with the possibility of keeping Main Street closed from Friday night Music-On-The-Square thru the Sunday evenings after Brews and Tunes ends.

Aldermen Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had comments. Alderman Causey said she submitted questions, as she was asked by Board members at the last meeting, and she has received several answers, and there are still several answers that have not been answered. Alderman

Causey said she does not mind to ask again; and if they can be discussed at the Budget Work Session. Alderman Causey said these are items that the Board needs to know the financial information on. Mayor Vest said that those items can be addressed and discussed at the Budget Work Session.

Alderman Wolfe said that he and Dana Helvey have had a discussion about what Mr. Helvey addressed during citizen comments. Alderman Wolfe said the Town has such a natural kind of confluence of events going on with all of the little festivals, weekend events, bigger holiday events, special events, Music-On-The-Square and Brews and Tunes, and Farmers Market. Alderman Wolfe said would like for the Board to have a discussion about a summer schedule where we can plan on maybe our Main Street for becoming more or less a public park that people can count on during the summers months, when we have the majority of events going on. Alderman Wolfe said maybe it could run concurrent with Music-On-The-Square schedule, and he feels that the Board needs to have a discussion in regard to that. He said we do have bollards on either end of the street and it will take some police presence, as he is well aware of. Alderman Wolfe said when you establish hats and people are coming to Jonesborough when they want to do something, and that is a healthy thing for a merchant base and a healthy thing for tourism, and it is a healthy thing for people in general to be able to socialize and enjoy the community together and being able to do so in a safe manner. Alderman Wolfe said there are plenty of ways to get around that portion of Main Street, and he would like for the Board to bring that discussion and potentially introduce times when people could know that from Friday afternoon until Sunday afternoon, after Brews & Tunes, Jonesborough is the place to be.

Alderman Dickson expressed his thank you to the Mayor and Aldermen for attending the Volunteer Recognition that was put together by the Jonesborough Community Chest. Alderman Dickson said that three individuals were recognized which were: Dona Lewis, Rufus Houston, and Eric Rice who was recognized as the youth volunteer. Alderman Dickson said volunteerism is a big piece of making our community cohesive and we are very appreciative to our volunteers.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had comments. Jim Wheeler replied no.

The first item under new business was setting work session meeting dates for the FY23-24 budget process. Board members discussed the dates they could be available to meet. Mayor Vest called for a motion. Alderman Dickson made the motion made the motion to approve the following FY23-24 budget work session meetings: Tuesday, May 23, 2023 at 6:00 pm, Wednesday, May 31, 2023 at 6:00 pm, and Tuesday, June 6, 2023 at 6:00 pm, and that Town staff check the availability of a meeting room at the Storytelling Center. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was the renewal of the International Storytelling Building Lease. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Wolfe said in reading through the presentation, there are several things that

are outlined as potential needs and some of them were a little expensive. Alderman Wolfe said there was some discussion in the letter from Storytelling about wanting to have an escrow created from the monies that Storytelling would pay for the lease that are over our debt service for the loan and then use that escrow money to help with repairs. He said there was an assumption made that the Board was of a similar mind that we to continue the relationship as landlord and tenant, and it has been ten years and he feels the Board needs to at least have a discussion about are we comfortable because the building is getting older. Alderman Wolfe said it is noted that there are several fire alarm expense, control panel, sprinkler heads, etc. and there is going to be more of that. Alderman Wolfe said the Board needs to acknowledge, and deliberately so, if we want to continue to be responsible for this relationship where we are a landlord and we have a tenant; especially when it is talked about in terms that you are not really get any lease payments made above debt service to be put in an escrow to be put back into the building. Alderman Wolfe said the Board needs to say ok we are willing to do this because of economic development reasons or we need to say the building is getting older we need to come up with a schedule, and have an engineer and architect to look at the building, to tell us here are some expected expensive type things or we need to say maybe it would be a good time for this organization to purchase this building. Alderman Wolfe said the whole point of the Town owning it was to save it from being sold on the Courthouse Square, which was where it was headed; and he was intimately involved in making sure that did not happen and very glad to do that. Alderman Wolfe said there was a \$5,000,000 debt and the Town bought it for \$1,000,000. Alderman Wolfe said he feels there needs to be a bigger discussion than one month. Alderman Wolfe made the motion amend the recommendation to extend the International Storytelling Lease from thirty (30) days to ninety (90) days. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was the Change Order for the Jackson Theatre from East Tennessee Sprinkler Company, Inc. in the amount of \$4,300 for resolving fire line locations. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Wolfe made the motion to approve the Change Order for the Jackson Theatre from East Tennessee Sprinkler Company, Inc. in the amount of \$4,300 for resolving fire line locations as presented and seconded by Alderman Dickson. Town Administrator Glenn Rosenoff said one point that was mentioned by Alderman Dickson that there was a previous change order of \$14,200 which was initially approved approximately two years ago from the time the inmate crew had stopped working on the Jackson Theatre. Glenn Rosenoff said he thinks the \$4,300 that is recognized in today's agenda, should really in his opinion, be added to the other \$14,200 that was a previous change order in the project. Mayor Vest asked if that was not approved in the past. Glenn Rosenoff said he really doesn't recall it, and asked that the previous change order (\$14,200) be recognized for approval as well as the current change order (\$4,300). Alderman Wolfe amended his motion to reflect, in case it wasn't approved before, the \$14,200. Alderman Causey asked if this money was in the budget. Glenn Rosenoff said anything on the Jackson Project that is going to go over the contracted price will have to be reconciled at the end, because basically there is no contingency left in the Jackson project. Alderman Countermine asked where does the

money come from. Glenn Rosenoff said typically you would reconcile 60 to 90 days before the project ends all the different change orders will come to say where are on the project. Mr. Rosenoff said any change orders not approved will basically stall the project. Alderman Countermine voiced his concerns about where the money will be coming from because with the current tax structure the Town is struggling. Alderman Causey asked if during the work session meetings the Board could get accurate figures on the Jackson Project. Mayor Vest call for the vote. Upon call of the roll, the following Aldermen voted Aye: Alderman Wolfe, Alderman Dickson and Alderman Countermine. Alderman Causey passed. Aldermen voting Nay: None. The motion carried.

The next item on the agenda was approval of the Employee Health Care Plan for Fiscal Year 2023-2024. The Blue Cross-Blue Shield (BCBS) proposal came in at an 8.53% cost increase in coverage with and the current United Health (UH) Insurance proposal came in at a 14.5% increase and also an increase in the vision and dental plan. The only exception of the BCBS Plan was a \$5.00 increase in the office visit co-pay (\$25.00 to \$30.00) and with no increase in the vision and dental plan. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to approve contracting with Blue Cross-Blue Shield for the Employee Health Care Plan for Fiscal Year 2023-2024 beginning June 1, 2023 and ending May 31, 2024. Alderman Causey seconded the motion and it was duly passed.

The next on the agenda was the 2023 Wetlands Water Park season in regard to the Employee Compensation Plan, café menu items, and admission pricing. There is an increase in our concession items this year, with an aggregate total of a 6.3% increase in food prices this year. Staff is proposing a 10% increase in Café items this year; and have limited the menu to our most popular items and also eliminated items that took too long to prepare, which caused long wait times in presenting food to the customer. Staff has looked at the need of a possible fee increase this year to help offset the cost of repairs and inflationary pressures that are beyond our control and noted that we are currently comparable to our competitors and may want to look more toward season passes. Mayor Vest suggested rounding the café costs and allow increases as deemed necessary. Mayor Vest asked the Aldermen if they had questions or comments. There being none, Alderman Countermine made the motion to approve the following three recommendations as presented by staff: (1) 2023 Wetlands Employee Compensation Plan; (2) Café menu items with rounding the café costs and allow increases as deemed necessary; and (3) continue current admission prices for this season. Alderman Causey seconded the motion and it was duly passed.

**WETLANDS WATER PARK
COMPENSATION PLAN
2023 SEASON**

<u>GRADE</u>							
6	13.00	13.25	13.50	13.75	14.00	14.50	14.75
5	12.00	12.25	12.50	12.75	13.00	13.50	13.75

4	11.00	11.25	11.50	11.75	12.00	12.50	12.75
3	10.00	10.25	10.50	10.75	11.00	11.50	11.75
2	9.00	9.25	9.50	9.75	10.00	10.50	10.75
1	8.00	8.25	8.50	8.75	9.00	9.50	9.75

STEP 1 2 3 4 5 6 7

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

Employees in grades 5 and 6 will receive a 3% increase if they continue employment beyond step 7.

CLASSIFICATION GUIDELINES

- GRADE 6** SEASONAL OPERATIONS MANAGERS
- GRADE 5** ADMINISTRATIVE ASSISTANTS, HEAD LIFEGUARD, CAFÉ SUPERVISOR
- GRADE 4** LIFEGUARD
- GRADE 3** SLIDE ATTENDANTS
- GRADE 2** MAINTENANCE, COOK
- GRADE 1** GREETER, CASHIER, CUSTOMER SERVICE

BONUS INCENTIVES*

- GRADE 6** \$300 performance bonus incentive at the end of the season
- GRADE 5** \$250 performance bonus incentive at the end of the season
- GRADE 4** \$1.00 per hour worked bonus incentive at the end of the season
- GRADE 3** \$0.75 per hour worked bonus incentive at the end of the season
- GRADE 2** \$0.50 per hour worked bonus incentive at the end of the season
- GRADE 1** \$0.25 per hour worked bonus incentive at the end of the season

*Satisfactory performance and season completion will determine eligibility. Any active employee, regardless of their school/work schedule, will be expected to work the hours scheduled by the Water Park Director/Manager. This schedule will be based on the needs of the facility and all employees will be expected to adhere to this schedule. If the employee

attends college out of town, they will be worked into the schedule as needed and/or based on their availability. They will be expected to satisfy the hours scheduled by the Water Park Director/Manager.

Wetlands Waterpark Concessions Prices

Based off of a 6.3% increase in total costs of goods purchased from last year. I'm proposing a 10% average price increase for every item across the board to allow for potential bumps in prices throughout the season.

<u>Item</u>	<u>2022 prices</u>	<u>Proposed 2023 prices</u>
Hamburger	5.50	6.00
Cheeseburger	6.00	6.50
Hot Dog	3.50	3.85
Chili Dog	3.75	4.00
Chicken Fries	5.00	5.50
French Fries	3.00	3.30
Nachos w/cheese	3.75	4.00
Nachos w/chili	4.00	4.25
Cheese Sticks	4.00	4.50
Pretzel	2.50	2.75
Pretzel w/cheese	2.75	3.00
Chips	2.00	2.25
PB&J Uncrustable	3.00	3.25
Itti Bitz (Dippin Dotz)	3.00	3.30
Ice Cream Sandwich	2.00	2.25
<u>Fountain Drinks</u>		
Small	2.00	2.25
Large	3.00	3.25
Bottled Water	2.50	2.75

Admission Prices

Daily: Free (Children 3 years old & under)
 \$10 (Children 4 – 12 years old)
 \$12 (Adults – 13 – 54 years old)
 \$10 (Seniors – 55+)
 Sunday Funday - \$10
 Family 4 Pak - \$40

Season Passes: Free (Children 3 years old & under)
 \$60 (Children 4 – 12 years old)
 \$80 (Adults – 13 – 54 years old)
 \$60 (Seniors – 55+)

The next item on the agenda was the Visitor Center Reorganization Plan. Mayor Vest said the following recommendations are being presented by Town staff: (1) Eliminate the full-time position of Events Coordinator; (2) Approve the full-time position of Director of Special Events; (3) Eliminate the full-time position of Gift Shop Coordinator; (4) Approve the full-time position of Visitor Center Manager; (5) Approve the part-time position of Events Coordinator; (6) Approve Amber Crumley to the position of Director of Special Events at Grade 13 Step 12; (7) Approve Matt Gulley to the position of Visitor Center Manager at Grade 7 Step 1; (8) Approve Gregg Clark to the position of part-time Events Coordinator; (9) Approve a new Host/Hostess position for the Visitor Center, and (10) Approve the three new position descriptions as presented. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to approve the Visitor Center Reorganization Plan as presented, seconded by Alderman Causey and duly passed.

TOWN OF JONESBOROUGH DIRECTOR OF SPECIAL EVENTS

GENERAL DESCRIPTION:

Initiates and follows through in the planning, organization and implementation of Town events and programs for the Historic Jonesborough Visitors Center and Department of Tourism. Supervises Visitors Center staff. Works under the direct supervision of the Tourism & Main Street Director.

ESSENTIAL FUNCTIONS OF JOB:

- Provides leadership in undertaking all Jonesborough sponsored events, such as Jonesborough Days, Halloween Haunts & Happenings, Christmas in Olde Jonesborough, etc.
- Chairs event planning committees, delegating work tasks, establishing budgets, utilizing the Jonesborough Event/Activity Planning Guide, monitoring progress, and conducting evaluations;
- Assists in developing an annual budget, keeping track of budgeted expenditures and maintains a sound financial management program and record keeping system for the center and the Department of Tourism;
- Oversees operations for the physical assets and facilities of the center;
- Understands conditions and regulations governing various programs and projects, including important milestones and reporting schedules;
- Participates in meetings necessary to carry out various projects and activities;
- Assist in obtaining regulatory approvals necessary to undertake projects and activities;
- Works with consultants needed for technical considerations in projects and activities;
- Helps sequence work, obtain supplies, organize manpower and schedule assistance with projects and activities;
- Keeps accurate records of activities, meetings, contacts, etc.;

- Provide administrative staff with forms, expectations, and documentation necessary to keep accurate accounting of financial activity related to projects and activities assigned;
- Develops strategies to overcome roadblocks to accomplishing work tasks;
- Communicates with the various parties participating in projects and activities keeping them informed of schedules and milestones;
- Prepares and forwards reports and updates as required to funding agencies, and communicates funding deadlines and documentation requirements to administrative staff;
- Assists in communicating with residents through various media outlets about various projects and activities;
- Attends workshops, conferences, etc. that facilitate obtaining the knowledge and education necessary to obtain grant assistance and initiate projects that achieve the goals of the Town;
- Evaluates implementation of activities and the process used to undertake work tasks, and makes suggestions for a more efficient operation;
- Assists Marketing Team with event-related marketing efforts;
- Builds and maintains relationships through networking, tracks and implements promotional opportunities;
- Assists Tourism & Main Street Director with all tourism related activities and events in town; such as FAM/Writer Tours, Group Tours, etc.;
- Implements, oversees usage of and maintains the towns ticket-selling activities through our ticketing software for various departments and events in town (including all Jonesborough Repertory Theatre performances and Season Pass Sales, ticketed events at the Jonesborough Visitors Center, the Jonesborough Yarn Exchange, Heritage Alliance ticketed events, McKinney Center ticketed events, etc.);
- Responsible for completion of all ticketed event audits/financial audits to be completed for the Town Recorder's office;
- Works with the Heritage Alliance in overseeing the operation and maintenance of the museum's physical assets and admission in to the museum;
- Participates in media interviews;
- Performs related tasks as required.

Required Knowledge, Skills and Abilities:

Strong knowledge of computers and specific software/media packages necessary for the job and the ability to share knowledge or train fellow staff members. Ability to provide proper supervision to the Visitors Center Hostess Staff; Ability to establish and maintain an effective working relationship with the general public, town departments and fellow employees; General public relation skills; Strong knowledge of organization and ability to multi-task; Self-motivated individual; Effective oral and written communication skills; General marketing and promotional skills; Ability to operate sound, lighting, audiovisual, photographic and office equipment. Sensitivity to the historical nature of Jonesborough and the importance of history to the growth and development of

Jonesborough. Ability to work weekends and evenings if necessary. Must possess a valid Tennessee Operator's License.

Acceptable Experience and Training:

Must possess a high school diploma or GED; graduation from an accredited college or university with a degree in communications, public or community relations work; recreation administration, marketing or related field with an equivalent combination of five years minimum experience preferred, or any equivalent combination of experience and training with provides the required knowledge, skills and abilities.

Other Requisites:

From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Tasks involve frequent walking, standing, light lifting and carrying (10-20 lbs.); manual dexterity in the use of fingers, limbs or body in the operation of shop and office equipment; may involve extended periods of sitting at a keyboard. Operation of vehicles, hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Tasks require visual perception and discrimination. Tasks require oral and written communication skills. Task requires color perception and discrimination.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 13
Exempt
May 8, 2023**

TOWN OF JONESBOROUGH VISITORS CENTER MANAGER

GENERAL DESCRIPTION:

Initiates and follows through in the planning, organization and implementation of Visitors Center, Old Town Emporium Gift Shop items and tourism-related activities and programs for the Historic Jonesborough Visitors Center and Department of Tourism. Oversees the Visitors Center staff and the day-to-day operation of the center. Works under the direct supervision of the Director of Events.

ESSENTIAL FUNCTIONS OF JOB:

- Provides necessary supervision and support to ensure that the multi-purpose facility is run efficiently and cost effectively; that the community takes full advantage of the center, that the Town of Jonesborough is promoted as a tourist attraction; and that visitors and residents utilize the services at the center;
- Assist in setting up a promotional program, including social media pages, for our rental facilities, informing potential clients of the multi-purpose facilities and services available, and of the financial and other requirements necessary for obtaining these facilities and services;
- Assists in developing an annual budget; keeps track of budgeted expenditures and maintains a sound financial management program and record keeping system for the center and the Department of Tourism;
- Oversees daily operations for the physical assets and facilities of the center;
- Develops comprehensive training guides/manuals for employees;
- Responsible for training or oversees training of the hostess staff on proper, efficient and safe use of all center equipment, cash register, computer, etc.
- Conducts regular staff/Visitors Center meetings;
- Oversees all financial records, reports and deposits while keeping track of all revenue on a daily, monthly, yearly basis;
- Assists with tourism related activities and events in town;
- Supervises a system of keeping track of visitation number and statistics;
- Responsibility for the rental of two rooms within the Visitors Center;
- Supervises the completion and negotiation of contracts and invoices with users of the Visitors Center, as well as determining the sponsor needs for each event including a/v equipment, tables, chairs, etc.;
- Maintains an accounts receivable file for Visitors Center rental payments;

- Responsible for scheduling of all hosts at the Visitors Center for all rentals, special events, classes, exhibits, etc.;
- Supervises the sales operations, including decisions on items to sell (with approval from the Director of Events or the Tourism & Main Street Director), pricing, product development and promotion for all items within the Old Town Emporium;
- Oversees programming and maintenance of the gift shop register and computer; including keeping control of inventory;
- Helps to schedule and prepare set-ups for various center and rental activities;
- Oversees any arrangement of rotating exhibits or temporary consignment vendors in the Old Town Emporium;
- Assists in planning town-related events and center activities; such as: Jonesborough Days, At Home with Santa, Made Around Here Market, Celebration of Trees, the Garden Gala, Donald Davis Storytelling Concerts and any other events involving the Visitors Center;
- Supervises activities related to providing quick and accurate responses to requests for information received at the center;
- Works with the Heritage Alliance in overseeing the daily operation and maintenance of the museum's physical assets and admission to the museum;
- Participates in media interviews regarding center activities;
- Assists and oversees social media pages for the Visitors Center and Old Town Emporium on Facebook, Instagram and Pinterest;
- Performs related tasks as required.

Required Knowledge, Skills and Abilities:

Strong knowledge of computers and specific software/media packages necessary for the job and the ability to share knowledge or train fellow staff members. Ability to provide proper supervision to the Visitors Center Hostess Staff; Ability to establish and maintain an effective working relationship with the general public, town departments and fellow employees; General public relation skills; Strong knowledge of organization and ability to multi-task; Self-motivated individual; Effective oral and written communication skills; General marketing and promotional skills; Ability to operate sound, lighting, audiovisual, photographic and office equipment. Sensitivity to the historical nature of Jonesborough and the importance of history to the growth and development of Jonesborough. Ability to work weekends and evenings if necessary. Must possess a valid Tennessee Operator's License.

Acceptable Experience and Training:

Must possess a high school diploma or GED; graduation from an accredited college or university with a degree in communications, public or community relations work; recreation administration, marketing or related field with an equivalent combination of five years minimum experience preferred, or any equivalent combination of experience and training with provides the required knowledge, skills and abilities.

Other Requisites:

From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Tasks involve frequent walking, standing, light lifting and carrying (10-20 lbs.); manual dexterity in the use of fingers, limbs or body in the operation of shop and office equipment; may involve extended periods of sitting at a keyboard. Operation of vehicles, hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Tasks require visual perception and discrimination. Tasks require oral and written communication skills. Task requires color perception and discrimination.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 7
Non-Exempt
May 8, 2023**

**TOWN OF JONESBOROUGH
EVENTS COORDINATOR/PART TIME**

GENERAL DESCRIPTION:

Employee assists the Director of Special Events in planning and facilitating special events for the Town. Employee will also perform duties as a Host/Hostess when not required to assist in event activities. Schedule will include nights, weekends and some holiday work. Work is reviewed for conformity to general policies and effectiveness. Specific assignments are reviewed in detail. Works under the direct supervision of the Director of Special Events and the general supervision of the Tourism Director. The position is part time.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assists with the planning and implementation of Town of Jonesborough, sponsored and cosponsored, events such as Jonesborough Days, Halloween Haunts & Happenings, Christmas in Olde Jonesborough, Easter Eggstravaganza, Music on the Square Fundraiser, etc.
- Will be present to assist with day of event functions for all events mentioned above, as well as assistance with cosponsored events such as JAMSA events, Garden Gala, Goose Chase runs, etc.
- Assists, as needed, on event days for set up/clean-up of Main Street activities;
- Assists with the set up and break down/clean-up of various town and town co-sponsored events;
- Will assist with event check in tables for various events such as Jonesborough Days Kick Off Dinner, Music on the Square Fundraiser, Downtown at Dusk events for JAMSA, etc.
- Assists with pricing, inventory, product development and promotion of items within the Old Town Emporium;
- Works with the Visitors Center Manager on a calendar for outdoor/portico décor needs, this would include holidays, town events, JAMSA events, etc.
- Assists with all visual merchandising within the Old Town Emporium and inputting inventory into our register system;
- Assists with basic clerical work as needed and any other work deemed necessary by administrative staff at the discretion of Director of Events;
- Will continue to serve, when needed, as a host at the Jonesborough Visitors Center, with duties to include selling ticketing for various events, opening/closing center, greets visitors, assist with rentals, promotes the Jonesborough/ Washington County History Museum, etc.
- Assists in training new hosts to the center on product information and sales procedures;
- Performs related tasks as required.

KNOWLEDGE AND ABILITIES:

High school graduate with the ability to work flexible hours including evenings and weekends; excellent public relations skills; ability to follow oral and written instructions and a willingness to accept supervision; basic office skills; physical ability to set-up chairs, tables, etc.; ability to learn operation of audiovisual equipment, lights, working knowledge of computers and commonly used software programs such as Word and Excel as well as the general Windows operation software, etc. Must possess a valid Tennessee Operator's License.

OTHER REQUESTS:

From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist employees occupying a different position. Employees in this class may be required to work overtime, holidays and may be in an on-call status from time to time. This job description should not be construed as an all-

inclusive statement of every task required of this position, but as fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary assignment, which under no circumstances is intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Tasks involve frequent walking, standing, light lifting and carrying (10-20 lbs.); manual dexterity in the use of fingers, limbs or body in the operation of shop and office equipment; may involve extended periods of sitting at a keyboard. Operation of vehicles, hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Environmental Requirements: Tasks may require frequent exposure to adverse environmental conditions.

Sensory Requirements: Tasks require visual perception and discrimination. Tasks require oral and written communication skills. Task requires color perception and discrimination.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 5
Non-Exempt
May 08, 2023

The next item on the agenda was for a sewer easement and property for the roadway through the Slonaker property, 1015 Boones Creek Road, Parcel 57.00, Washington County Tax Map 52. Mayor Vest said this is related to the new Jonesborough K-8 School project. Mayor Vest asked the Aldermen if they had any further comments or questions. Alderman Wolfe said this a very good deal for the Town. Alderman Wolfe said the new school which is going to be a focal point of a lot of activities around town, needs as many major entrance and exists points in order to help traffic flow in an orderly manner so that we don't create a bottle-necks; and more importantly it will tie into Boones Creek Road. Alderman Wolfe said there is a potential that Boones Creek Road which there is a potential that road could receive some significant funding from TDOT in the near future for an upgrade and could potentially create a center turn lane. Alderman Wolfe expressed his appreciation to Mayor Vest for his efforts on negotiating with the Slonaker family. Alderman Wolfe made the motion to approve the two documents as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT 2 DOCUMENTS

The next item on the agenda was to consider offering Darrel Beals an opportunity to sell his property. Town Attorney Jim Wheeler said it needs to be clarified that this is not a deal, it is just approving an offer and Mr. Beals may or may not accept this offer. Jim Wheeler said in his opinion the Town may be less likely collect, potentially never, collect on the fines owed by Mr. Beals, who is currently incarcerated this evening. Mr. Wheeler said Darrel Beals, was ordered this morning, to be released daily during week days, 8:00 am – 5:00 pm, only to be allowed to go to the property and work on the property. Mr. Wheeler said he does not anticipate that much will happen, so he felt this is a way that they felt would give Mr. Beals some incentive to sell the property. Alderman Countermine asked how much control does the Town really have over who Mr. Beals really says his property too? Attorney Wheeler said the Town has no control over whether Mr. Beals even sales his property. Attorney Wheeler said it will be the waiving of these fees, and he had taken it more step which was ask for judgement on the fees, which were ordered by the Court, but they are civil penalties so we file a judgement on them. Attorney Wheeler said then the Town would waive that lien in the future if he sells for something that the Town is agreeable. Alderman Wolfe said in other words, the Town does not get to determine who Mr. Beals sells the property to. Attorney Wheeler said that is correct. Attorney Wheeler said the Board will be giving the Town Administrator the authority to handle this, and what they would do to is go ahead and file lien so that the Town will have control over to decide if they want to go with the lien. Alderman Wolfe asked if that is based on who owns it and what they are doing with it if Mr. Beals decides to sell it. Attorney Wheeler said this will be as Mr. Beals sales it, which would be limited as part of the closing. Attorney Wheeler said if Mr. Beals sales his property, the Town could not get in the middle of the sale, but the Town can asked to see the settlement statement with the contract to try to figure act if its an actual sale. Jim Wheeler said they think by the time it is passed on the judgement through the court, it will be about \$75,000 in fees. Mr. Wheeler said it is a great incentive but Darrell Beals is very unpredictable. Mayor Vest asked if they were additional family members. Jim Wheeler said yes, but they will not getting involved at all. Board members asked about condemnation of the property. Attorney Wheeler said the Town would not only have to pay to clean it up, but the Town would have to have a public reason to condemn the property and what it will be used for. Attorney Wheeler said it could get to the point that it is determined that the house is not fit for Mr. Beals to live there, and possible demolish the house but the property will still be setting there. Attorney Wheeler said when you get liens for things like that for cleaning it up, you can't turn around and force the sale. Mr. Wheeler said the Judge did order that the Town can remove the vehicles and we are working through the process with the Police Chief to do that. Alderman Wolfe made the motion to approve the recommendation to make an offer to Darrell Beals the option for the Town to purchase his property. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was a proposal from Clark Nexsen Architects for the design of the concession/restrooms at the Jonesborough K-8 School athletic complex in the amount of \$93,000. Mayor Vest said he feels that \$93,000 is too much, and asked Town Administrator Glenn Rosenoff if the Town could counter-offer that

amount. Glenn Rosenoff said his opinion is no. Mr. Rosenoff said Bob Browning, Project Manager, has gone back and forth with them three or four times to get it to where the \$93,000 is a lump sum total. Mr. Rosenoff said at some point if it was going to go over the \$93,000 or the budget cost of the concession was going to go over then there was originally an amount of ten percent (10%) additional fees beyond the \$93,000, which was a lump sum to get it done. Mr. Rosenoff said he agrees the \$93,000 is high. Alderman Wolfe said what with the nature of this project and you are talking about spending \$42 million dollars on the school, proportionally speaking it is high as far as a fee for designing a concession stand, but that is the nature of project that we are in. Alderman Wolfe said it is a big project and the architect is set up and they have done of the rest of it and he feels this is just part of the turf we are on at this stage. Mayor Vest asked the Aldermen if they had any comments or questions. Glenn Rosenoff said it would be hard to pivot with another architectural firm to start from scratch and then the project would be stalled. Alderman Wolfe made the motion to approve the proposal from Clark Nexsen to design the concession/restrooms with a lump sum amount of \$93,000.00 based on funding through contingency or the athletic fields budget, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT PROPOSAL

The next item on the agenda was the construction of a traffic circle and paving of the northern lane for the new Jonesborough K-8 School project. Mayor Vest said there is a dangerous intersection at North Cherokee and Skyline Drive, and it has always been a part of the plan as the new school was being built to fix that intersection and install a traffic circle to make it safer. Mayor Vest said the recommendation is to approve Summers Taylor Bid Proposal to construct the traffic circle and to fund said part of the project from soil contingency at a cost of \$228,377.70, and to pave the northern lane into the school property at a cost of \$265,623.00 from the School Project costs as part of BurWil's project contingency subject to the Town Attorney's review and approval. Alderman Wolfe made the motion, seconded by Alderman Causey, to approve Summers Taylor Bid Proposal to construct the traffic circle and to fund said part of the project from soil contingency at a cost of \$228,377.70, and to pave the northern lane into the school property at a cost of \$265,623.00 from the School Project costs as part of BurWil's project contingency subject to the Town Attorney's review and approval, as presented. Mayor Vest asked if there was any other discussion. Town Attorney Jim Wheeler said he has reviewed this presentation today. Jim Wheeler said one of questions that came up being this is not necessarily in the scope of the original contract, and if there is any problem or do we need to bid this. Jim Wheeler said he has looked at this and talked to MTAS today extensively and because this is an extension its coming out of the builder's contingency, and it's not coming out of project costs there was no need to bid it out. Mayor Vest called for the vote, and upon call of the roll, the motion was duly passed.

The next item on the agenda was a Resolution authorizing the issuance of a one-year interest bearing taxable General Obligation Capital Outlay Note, Series 2023, in an amount not to exceed \$1 million in the event that the TDEC ARPA funds for \$1.05

million to reimburse for the meter replacement program take longer than expected. Mayor Vest asked Finance Director Robert Anderson for his comments. Robert Anderson said he received the Comptroller's approval regarding our proposed capital outlay note issue, as well as the draft resolution from Tennessee Municipal Finance. Mr. Anderson said he included a narrative within the special projects section of the financial report regarding the water funding status that detailed the potential need for this issuance should the town not receive its \$1.05 million TDEC ARPA reimbursement in a timely manner (funding is essential no later than June 19th). Community Development Partners is currently working with the State regarding this reimbursement and we know the process is getting closer; however, we still do not have a firm confirmation of when this will be. Mr. Anderson said passage of this Resolution would allow the Town to borrow these funds should it be required and the Town not receive its reimbursement when needed. Mr. Anderson said if the funds do become available in the meantime no issuance is required and there is no associated cost to the Town. Mayor Vest asked the Aldermen if they had any comments or questions. With there being none, Alderman Countermine made the motion to approve the Resolution authorizing the issuance of a one-year interest bearing taxable General Obligation Capital Outlay Notes, Series 2023, in an amount not to exceed \$1,000,000.00 and providing the payment of said notes, in anticipation of receipt of the TDEC ARPA reimbursement in the amount of \$1,005,000.00 to the Town of Jonesborough for the cost of acquisition and installation of automated meter reading infrastructure for the Town's water system. Alderman Dickson seconded the motion and it was duly passed.

There being no further business the meeting was duly adjourned.

ROBERT ANDERSON, RECORDER

CHUCK VEST, MAYOR