

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MAY 9, 2022

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, May 9, 2022, 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 Pat Ryder, and Operations Manager Craig Ford, and Matthew Musgrove, Associate Attorney for Jim Wheeler. Town Attorney Jim Wheeler was absent.

The next item was the Consent Agenda. Mayor Vest said that items Personnel items 7-f and 7-g needed to be pulled from the Consent Agenda and 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 Dickson and duly passed, to approve the Consent Agenda minus items 7-f and 7-g, as presented:

1. Approve the following bills for payment:

	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
101933-101976	53,721.50		
101977-102023	150,696.96		
102024-102028	20,960.23		
102029-102058	82,293.44		
102059-102062	4,161.25		
102063-102069	2,952.73		
102070-102126	126,541.90		
102127-102160	191,976.20		
102161-102164	36,851.57		
102165	99,676.36		
102166-102167	1,153.77		
102168-102179	<u>34,537.01</u>		
	\$808,522.92		
63882-63905		18,831.25	
63906-63934		101,219.74	
63935-63941		3,470.34	

	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
63942		62.53	
63943-63945		3,498.00	
63946-63992		133,473.53	
63993-64102		171,525.93	
64013-64015		17,672.84	
64016-64022		<u>142,693.39</u>	
		\$592,447.55	
9576-9582			3,976.08
9583-9588			1,248.75
9589			158.64
9590			51.28
9591-9601			19,924.84
9602-9608			14,288.56
9609			2,661.66
9610-9612			<u>441.49</u>
			\$42,751.50
School Fund			
1053-1055	1,263,919.89		
1056-1057	<u>529,598.07</u>		
	\$1,793,517.96		

2. Approve the following Town Administrator Report:

LPRF Grant: Complete Construction Management is progressing through the construction of structures at a good pace. The Education Building and Pavilion are under roof/dried in, and windows installed. Staff has met recently about staging other phases of the project and working through that all needed materials are on hand or have been ordered. Street Department continues to work selectively at the site and will start putting in additional time on prepping for the park walking trail.

Dog Park: TDOT approved the original entrance/exit on Old State Route 34, with required improvements that we can accomplish. We have been approved by TDEC to be able to construct a crossing over the creek. We are in the process of going to bid on the fencing and pricing materials for the access across the creek as part of this year's budget (\$50,000 is budgeted for FY22). We are exploring other phasing of the park and discussion to complete the park will be part of the FY23 budget workshop(s).

School Project: We recently watched together the 3-D virtual tour of the new school and it was impressive. Structural steel work is progressing on the project and so far, we have not encountered any significant obstacles within the construction site. I am planning a site visit (no deliberation) for the Board and Staff at the school site to help visualize the lay of the land and where the physical

elements of the school project will be located within the over 40-acre site. Regular progress meetings are held every two weeks between BurWil, JBO Staff, Summers and Taylor, and Architect Staff. These meetings are very informative and continues to help move the project along at a swift pace.

Jackson Theatre: I am working on a more detailed progress report on the Jackson Theatre project for you, the Board, that will be sent to you sometime after our May Board meeting.

Local Façade Improvement Grant: This local grant will be introduced officially for funding during the FY23 budget workshop(s). This is a 100% local grant fund that works to encourage downtown business owners to improve their storefront facades. Projects include almost all improvements to the exterior of the building such as door and/or window replacement, refacing brick, awnings, canopies, signage, etc. The majority of local match is 50% of the project with a maximum funding of an individual project up to \$5,000 with the town funding 50% or up to \$2,500. For example, if I am a downtown business owner and my door needs to be replaced. I have to replace it with a commercial door and that door must meet historic district standards. The maximum the town will fund is \$2,500. If a project costs \$3,000 then the town's commitment at 50% is \$1,500. If a project is \$10,000 then the town's commitment is to their maximum funding of \$2,500. I reworked the draft nearly 6 times to capture ideas from Zac Jenkins, HZC, BMA members, and others. I will be proposing that we invest a minimum of \$10,000 for FY23 and that amount could receive up to 5 applications for the fiscal year. This is a way to encourage and partner with downtown business owners to revitalize some of their storefronts that may have needs.

Sidewalks: Complete Construction Management (CCM) won the bid on the East Main Street Sidewalk Project. The bid was higher than we had anticipated (Town budgeted \$133,000) so following the BMA meeting in April, Staff met with owner Josh Russell about seeing how we, the Town, can work with him to reach Forest Drive for less than his bid amount of \$187,880. We are close to a potential compromise where the Town staff would undertake some of the less major part of construction activities, and by doing so could reduce the cost from CCM down to \$150,000. We should know something more definite prior to the May 9th BMA meeting.

Development: I am working on providing more reporting details on actions of the Planning Commission when it comes to development activities, in particular the number of potential residential units associated with the construction plans, the projected number of household population based on 2020 Census Persons per Household, and projecting traffic volume increases on established public roads. We have discussed the impact these developments are having on the Town's existing infrastructure, and I am discussing with the Mayor to establish a Task Force as soon as possible to work on this matter. Although utilities are typically the center of attention about its availability and capacity, however our roads are

severely impacted, and when you think about projected population increases from development, parks and other town services will be impacted as well. Back in 1998, the State of Tennessee enacted Public Chapter 1101 of 1998 (Growth Act) and it forced communities to “project” land and service needs for a growing population. It was a plan in most part completed to meet the State Law, and then annexation laws that were once tied and planned for harmonious growth of a city as part of Chapter 1101 were re-legislated to focus more on a private property owner’s right and resulted in Annexation by Owner Consent. I will be introducing elements of planning used back in 1998 that based on population projections are used to predict or project the needs of our Town based on roads, land use, additional acres needed, parking, services, amenities, etc. Also, I am researching terms we have discussed like Impact Fees, but in the same sphere I am looking at alternative funding solutions to developmental impacts on our town. To be continued.

Business Development: One area of interest I have is business development, or a stronger economic development approach within our Town to increase the business presence in Jonesborough. I may be missing something but in the last 2 years I have only received two requests for information about potential business space within our corporate limits. Are we promoting commercial growth in the business corridors, downtown main street? Are we working on retention practices to help existing businesses either maintain or expand? When was the last Entrepreneurship program to be offered to business owners (typically focused downtown but can be anywhere in the town)? I am looking at a few different programs regarding entrepreneurship to introduce to the Board during the FY23 budget workshop(s). Not everyone can “attract” a potential business or entrepreneur to our town, some come here organically, and others (my real focus) need to be targeted that would compliment the existing business climate. Either conducting or using a recent Gap Analysis of our community’s retail market needs would help us in developing a list of companies and work on attracting them to our town. I just wanted to share more about business development/economic development.

3. Approve the following Operations Manager Report:

Work continues on the Shell Road project. We have installed 8 catch basins and 1100 feet of drain tile. The crew lacks one more catch basin and approximately 100 feet of tile, then the binder shoulder can be put down for curb installation.

We are close to completion of the first ballfield at Persimmon Ridge Park. The exterior trim is complete around the dugouts and the fencing is about 60% complete. I spoke with Precision Ironworks and the handrails should be installed this month. Also, I received notification that the benches for the dugouts will ship May 12.

The week of May 09, I will be working with the Street Department on finishing our work at the ballfield while the remainder of the department will be hauling topsoil.

As you are aware, there is about 3,000 excess loads of topsoil at the school site. Beginning May 09, I have the Street Department, Sewer Department, and Distribution Department hauling topsoil for the entire week to our Fleet Maintenance facility. This is a once-in-a-lifetime opportunity for us to stock pile topsoil that we can use going forward on our various projects.

Work continues to progress on Lincoln Park. The second structure is nearing completion. Herman Archer has begun wiring of the structures and I have worked with Raymond on the HVAC systems. We had difficulties with the door of the educational building, but we have been able to get that resolved and have the door on order.

Prep work is well under way at Wetlands for the 2022 season. We are on track to be ready for opening day.

The Town's new street sweeper is now on the road. Chief Rice was able to secure a street sweeper from LESO and it is a great piece of equipment. We will debut this necessary piece of equipment on May 06, 2022.

We met with the winning bidder on the sidewalk project for East Main Street. We are waiting to hear back from him on how far we can get on the current budget. The Street Department will need to do some drainage work and we may end up completing the grade work on the final leg of this project.

We also met with the general contractors on the school project to see where we need to be with our part of the project work. Our main concern at this point is getting the materials in to complete the project. With respect to those materials, it will not cause any construction delays for the school project.

The contractor completed the stone work this month on the pad for the transformer that will supply 3-phase power to the Jackson Theater.

We worked with a private contractor to remove a fallen tree in the cemetery this month. We also had them remove a tree off of Washington Avenue that is on Town right-of-way that was threatening Lees Food Mart due to its condition.

I am attaching to this report a project list and calendar for your review. With the projects we have ongoing, I needed to draft a calendar to keep us on a better completion schedule in order that we stay on course with our completion dates.

4. Approve the following Committee Reports: Jonesborough Board of Zoning Appeals, Jonesborough Planning Commission and Historic Zoning Commission.

5. Approve the following Supervisor Reports: Marketing and Program Coordinator, Parks and Recreation, Utility Manager, Water Distribution, Meter Department, Water Treatment, Environmental Services/Wastewater, McKinney Center, Senior Center, Police Department, Solid Waste and Recycling, Fire Department, Street Department, Animal Control, Visitor Center and Facility Rental Manager, Director of Tourism and Main Street, and Website and Marketing Specialist.
6. Accept the resignation of Kelly Hall as the Visitor Center Gift Shop Coordinator/Hostess with the effective date of May 10, 2022.
7. Approve the promotion of Dennis Higgins to the position of Police Operations Major at Grade 17 Step 9 (\$58,940).
8. Approve the promotion of Chad Reece to the position of Police Lieutenant at Grade 15 Step 9 (\$53,461).
9. Approve the promotion of Chris Brumit to the position of Equipment Operator II in the Water Distribution Department on the County Construction Crew at Grade 7 Step 5 (\$32,149).
10. Approve the promotion of Matthew Ingle to the position of Water Quality Specialist at Grade 8 Step 3 (\$31,819).
11. Approve the appointment of McKinley Bill Silvers to the position of Equipment Operator in the Water Distribution Department at Grade 5 Step 1 (\$25,909), subject to successful completion of all pre-employment requirements.
12. Approve the change in the job description for Billing Clerk at Grade 5 to Billing Clerk and Financial Support Analyst at Grade 7.

BILLING CLERK & FINANCIAL SUPPORT ANALYST

General Description: The position provides general clerical support for the Recorder's Office. An employee in this position helps to maintain town revenues by processing customer utility billings and accepting payments. This work involves direct contact with the public. This employee's work is reviewed for compliance with policies and procedures of the Town. Employees in this position are also responsible for providing customer service in the form of information and support. The position will have certain general accounting responsibilities including bank reconciliations, financial modeling and analysis as well as communicating that information to the Director of Finance. Employee works under the direct supervision of the Director of Finance & Town Recorder and assistant to the Director.

ESSENTIAL FUNCTIONS OF THE JOB:

- Operates computer which is used in the Town's accounting system
- Assists the Director with financial analyses as required by the Department
- Manages specified financial analyses, bookings and reporting of information
- Serves as cashier in the collection of payments for water revenue, property taxes, business licenses, fines and all other Town revenue
- Enters all meter readings into system
- Sets up new customer accounts in system
- Works closely with Meter Department to coordinate new customer services and disconnects
- Prints and mails customer utility bills on a weekly basis
- Works closely with Water Distribution Department on waterline extensions and with Wastewater Department on sewer extensions to ensure all fees are collected and new customer accounts are established
- Receives telephone calls from customers; Assists walk-in customers
- Performs typing and filing when necessary
- Assists other employees as needed
- Cross-trains with other employees when feasible
- Performs related tasks as required

Required knowledge, skills and abilities: Knowledge of professional accounting practices and methods as well as related laws, procedures and guidelines; ability to understand, interpret, manage and communicate certain financial and accounting related tasks; knowledge of modern office practices, procedures, and equipment. Ability to accurately coordinate a multitude of details with a minimal amount of direct supervision; ability to understand and carry out complex oral and written instructions; ability to operate computer terminal and standard office equipment; ability to follow through on assigned and self-appointed tasks; ability to establish effective working relationships with fellow employees, officials, and general public; ability to speak clearly. Clerical aptitude; mental alertness; detail oriented to organize work well, as the volume of paperwork can be overwhelming. Good judgment; accuracy; integrity.

Acceptable experience and training: Must possess a high school diploma or GED; two (2) years related accounts payable or general accounting and clerical support experience, or equivalent combination of experience and training which 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. Employee in this class may be required to work overtime, weekends, holidays, and 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 assignment, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves some physical effort; for example, some standing and walking, or frequent light lifting (5-10 lb.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Sensory Requirements: Task requires sound perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

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 9, 2022

13. Approve the appointment of Stephanie Mauk to the position of Billing Clerk and Financial Support Analyst in the Water Administration Office at Grade 7 Step 4 (\$31,213).
14. Approve the re-titling of Debbie Foster to the new Billing Clerk and Financial Support Analyst position in the Water Administration Office with a step increase from Grade 7 Step 2 (\$29,421) to Grade 7 Step 4 (\$31,213).
15. Approve the transfer of James Trivett from the Solid Waste Department to the Street Department in the position of Equipment Operator II at Grade 7 Step 2 (\$29,421).
16. Approve the appointment of Art De La Cruz as a Public Safety Officer in the Police Department at Grade 10 Step 4 (\$36,133), subject to successful completion of all pre-employment requirements.
17. Approve the appointment of Austin Inancsi as a Public Safety Officer in the Police Department at Grade 10 Step 4 (\$36,133), subject to successful completion of all pre-employment requirements.
18. Approve the appointment of Adam Depew as a Public Safety Officer in the Police Department at Grade 10 Step 1 (\$33,067), subject to successful completion of all pre-employment requirements, and upon obtaining certification be moved into Step 2.

19. Approve the appoint of the Wetlands Water Park 2022 Seasonal Employees, as follows:

<u>Employee</u>	<u>Position</u>	<u>Grade & Step</u>	<u>Hourly Rate</u>
Spencer Walsh	Administrative Assistant	5-5	11.00
Dakota Stout	Head Lifeguard	5-3	10.50
Breanna Mauk	Head Lifeguard	5-5	11.00
Derek Onks	Head Lifeguard	5-2	10.25
Taylor Miller	Café Supervisor	5-5	11.00
Trey Marler	Café Supervisor	5-5	11.00
Patty Rosenbaum	Customer Service	2-7	9.50
Zoe Chapman	Lifeguard	4-4	9.75
Rylee Malloy	Lifeguard	4-2	9.25
Gracie Thompson	Lifeguard	4-2	9.25
Isaiah Ley	Lifeguard	4-2	9.25
Kaley Guinn	Lifeguard	4-3	9.50
Sophie Tester	Lifeguard	4-2	9.25
Riley Gunther	Lifeguard	4-3	9.50
Alex Ingle	Lifeguard	4-2	9.25
Karma Blackburn	Lifeguard	4-2	9.25
Maddie Branum	Lifeguard	4-4	9.75
Andrew Branch	Lifeguard	4-1	9.00
Brandon Southerland	Lifeguard	4-1	9.00
Eva Marler	Slide Attendant	3-1	8.00
Suzannah Chapman	Slide Attendant	3-2	8.25
Maddie Humphrey	Slide Attendant	3-1	8.00
Lily Roberts	Slide Attendant	3-3	8.50
Kayla Cocaba	Slide Attendant	3-1	8.00
Adison Cannon	Slide Attendant	3-1	8.00
Janiya Mason	Slide Attendant	3-1	8.00
Devon Qualls	Café Staff	4-2	9.25
Antonio Syndor	Café Staff	2-1	8.00
Meleigha Rodriguez	Café Staff	2-1	8.00
Jeremiah Nech	Café Staff	2-1	8.00
Nathaneal Gray	Café Staff	2-1	8.00
Bryanna Manukyan	Café Staff	2-2	8.25

The Financial Report was not available and will presented at the next regular BMA meeting for approval.

Communications from the Mayor was the next item on the agenda. Mayor Vest said the following Committee appointments are being recommended as follows:

JRT Board of Directors

Darrell Fowler re-appoint for a 3-year term expiring June, 2025

Tree and Townscape Board

Virginia Kennedy re-appoint for a 3-year term expiring January, 2025

Nancy Kavanaugh re-appointed for a 3-year term expiring January, 2025

Lori Rosenoff appoint to fill an unexpired term, expiring January, 2023

Melinda Copp appoint to fill a vacant term, expiring January, 2025

Jennifer Wolfe appoint to fill a vacant term, expiring January, 2025

Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Causey made the motion to approve the Committee appointments as presented and seconded by Alderman Countermine. Upon call of the roll, the following Aldermen voted Aye: Alderman Causey, Alderman Countermine and Alderman Dickson. Alderman Wolfe abstained.

Mayor Vest announced that we have a presentation by Allyson Wilkinson, State of Franklin Chapter of the National Society of the Daughters of the American Revolution. Allyson Wilkinson said also with her was Patriotism Chair and Treasurer Susan Jackson. Ms. Wilkinson said the Daughters of American Revolution (DAR) is a non-profit, non-political, volunteer women's service organization dedicated to promoting patriotism, preserving American History, and securing America's future through better education. Ms. Wilkson said DAR's motto is God, home and country. She said the State of Franklin Chapter was founded in 1926, so they will be celebrating their centennial the same year that our great Country celebrates its 250th. Ms. Wilkinson said in May 2021 she was elected chairman and her commitment to the Chapter is to work on restoring their relationship and dialog with the Town of Jonesborough. Ms. Wilkinson said the Chapter partnered with the Heritage Alliance on the 2018 restoration of the Christopher Taylor House roof project, and at Oak Hill School is where they hold their annual Bell Ringing Ceremony in September to usher in Constitution Week. Ms. Wilkson said they are working with Ruth Verhegge on a project of what they are calling "From Flag Day to Independence Day", celebrating the flag and its meaning. She said they would like to encourage flag education starting at noon on June 14th, which is Flag Day, and carry that for 18 days into the Jonesborough Days Parade and will be promoting Constitution Day. Ms. Wilkinson announced that the Bell Ringing will be held on September 11th at the Oak Hill School. Alderman Wolfe commented that so many people choose to live in Jonesborough because of our display of the flag and the way that enhances their visit here, so what you all are doing is great not only for our country, but for our community and the growth of our community. Mayor Vest thanked Allyson Wilkinson for the update.

Mayor Vest said this month is National Historic Preservation Month and asked Town Administrator Glenn Rosenoff for his comments. Glenn Rosenoff said he thought it appropriate to celebrate May as Historic Preservation Month with a proclamation and to have a designated project. Mr. Rosenoff said after talking with Anne Mason of the Heritage Alliance, they agreed that the 2022 project would be improvements to the Gazebo at Mill Spring Park. He said he will work directly with Anne Mason to have the project on the agenda for expedited approval at the next regular scheduled meeting of the Historic Zoning Commission. Mr. Rosenoff said the project will include all repairs and

improvements necessary prior to preparing the gazebo for painting. Glenn Rosenoff said he is asking the BMA to approve the project "Gazebo at Mill Spring Park" as part of May 2022 being proclaimed as Historic Preservation Month. Mayor Vest read the following proclamation:

INSERT PROCLAMATION

Alderman Countermine made the motion to approve the "Gazebo at Mill Spring Park" as part of the May 2022 Historic Preservation Month project, seconded by Alderman Dickson and duly passed. Mayor Vest said he appreciates all of the Town's committees and all the work they do.

Mayor Vest said we had an 80% increase in the number of building permits issued to-date this year compared to last year and the value of those permits are up over 130% over last year which was another great year. Mayor Vest said it is almost a \$2,000,000 increase in the projects this year after four months.

Mayor Vest asked Jeff Ward to come up to accept the May 2022 Employee of the Month Award. Mayor Vest read the following nomination letter:

I would like to nominate Jeffrey Ward for the distinction of Employee of the Month for May 2022. 'Jeff' is a vital part of our Street Department family. Jeff is hardworking, dependable, conscientious, considerate of others, and very timely. Obviously, those are the basic ingredients for any good employee, but Jeff's attributes go much further. Jeff brings a solid work ethic and attitude to work each day, which is contagious and helps to promote a calm confidence in our sometimes-frenetic work day. Another intangible that Jeff brings to work each day is solid character. When employees show a strong work ethic, it tends to raise the bar and standard for others. Jeff is certainly a solid citizen whose strong adherence to being a key team member and reliable employee, make him an employee that other team members enjoy working with. Jeff is an excellent problem solver out in the field and has an outstanding recollection of how a design or detail was implemented on previous projects. Sometimes this knowledge can be applied to a current project yielding a positive result. In the past, Jeff has offered several novel approaches to take a project from a potential slow down, back to full steam ahead. Being able to think on our feet is what the Street Department is tasked to do each day, and Jeff Ward certainly has this ability. Of course, being an Equipment Operator, Jeff is able to operate many types of equipment and machinery, as well as holding full Class A CDL licensure. Jeff is an important part of our traffic control design and implementation team, and again, sometimes Jeff comes up with 'out of the box' thinking to solve traffic control issues. Jeff is integral to all our paving operations, with previous experience in asphalt applications. Jeff is a key player on the Street Department Team, and on the Town of Jonesborough team as a whole. His co-workers respect him and enjoy working with him. Jeff is an asset on every project he is involved with. It is extremely fulfilling to see Jeff's confidence and skill set grow, and I look forward to working with Jeff on many

future projects. These are the reasons that I feel Jeffrey Ward deserves the honor of Employee of the Month for May 2022.

Submitted by: Malcolm Highsmith, Director of Streets

Mayor Vest asked Jeff Ward if he would like to comment. Jeff Ward said he was thankful for being nominated.

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. Ruth Verhegge, 601 West Main Street, said in addition to the patriotic things they are trying to put together to keep the flag and love of country in front of people between Flag Day and July 4th, announced that Saturday, June 11th will be our demonstration competition for the police dogs at Jonesborough Middle School. Ms. Verhegge said food will be furnished by Main Street Café, we have full component of exhibitors to be there, and there will be a lot of things for children. Ms. Verhegge asked everyone to put that on their calendar and plan to come.

Ashley Cavender, 131 East Main Street, and Mark Merriman, 1013 East Main Street, who are with Keep Jonesborough Beautiful. Ashley Cavender said she is the Board chairman and they just wanted to report what they have been doing in the community to keep it beautiful. Ms. Cavender said they held their recent clean-up on March 26th, and they collected e-waste of 217 lbs., 62 bags of trash, and 8 tires. Ms. Cavender said 100 lbs. of that e-waste went to e-reuse that was donated to fund the Family Promise Program. She said they also held a clean-up in fall, and they had numbers that were even higher than that. Mark Merriman said in the fall they had about 35 volunteers and was one of the biggest clean-ups they have ever had, and it was the first one after the pandemic. Mr. Merriman said they were able to hit a record number of streets in town. He said they wanted to personally thank Glenn Rosenoff and the Town staff for providing not only police escorts, but also vans, and organization which allowed them to hit up a lot of the hot spots, everything from around commercial areas to random streets that continue to see litter and waste and some dumping issues. He said in addition to that, they were happy to have corporate partners through Food City, Zac and Katie Jenkins of Main Street Café, and Deb Kruse of The Corner Cup provided coffee for the volunteers. Mr. Merriman said they could not do a clean-up without the Town and local businesses and appreciates all the support. Ashley Cavender said they used to get \$2,000 allocated to Keep Jonesborough Beautiful and that kind of fell off the wayside with the inactivity of the organization and their Board. Ms. Cavender said they are growing their Board and their footprint of volunteers that they have at the clean-ups, and they would like to request that they get allocated at least \$2,000 per year to utilize for their clean-up effort in getting items needed to help with that or even appreciation for their volunteer support. Alderman Wolfe asked Ms. Cavender if 60 was the most bags of trash they had ever picked up and how many hours went into the clean-up. Ashley Cavender said in the 3-year time she has been with Keep Jonesborough Beautiful, and she has just taken the Board chair within year, she does think it was their most successful clean-up in the fall and it was over 350 lbs. of trash, and that was a really amazing impact they had. She said they did a lot of media releases and have broaden their scope of outreach to the high schools and other

community organizations to get them involved. Ms. Cavender the clean-ups are from 8:00 am to 12:00 noon, and they want to try to have clean-ups at least seasonally if not more as they can grow their board and volunteers. Mayor Vest thanked Ashley Cavender and Mark Merriman for their comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Wolfe said he has noticed that we are still doing some things that might not be the most efficient use of resources, we are a Tree City USA and we "kill" a tree every meeting for Board packets. Alderman Wolfe said in a non-deliberative way he gently inquired of some fellow officials about if anybody would actually miss a printed packet or not, and he does not think anybody would. He said he would like to suggest that the Board move on with getting rid of all this paper and go to an iPad situation where Board members can bring their own or have one provided by the Town for use during the meeting and change the format that the Board does their agendas. Alderman Wolfe said this is a nice use of resources, but he feels that those resources could better allocated elsewhere and maybe it is time a change. Alderman Wolfe said he didn't know if that take a formal motion or not or an addition to the agenda and asked if the BMA could change from the use of a paper Board packet to an electronic devise use. Mayor Vest asked the Aldermen what their pleasure was on that. Alderman Countermine said it was a great idea and Alderman Dickson agreed. Alderman Causey said she needed something with a big screen. Alderman Wolfe asked Glenn Rosenoff if the Town's IT support provide the Board with an iPad or something similar. Glenn Rosenoff said he will survey Board members and see what the preference is whether it is an iPad or a tablet or even a laptop, and the thinks it is a great idea. Mr. Rosenoff said if there is a silent consensus of the BMA, he will take action on it. Mayor Vest said to take action on it. Alderman Countermine said he would be glad to help anybody that wants help with Dropbox. Alderman Causey said she would like to thank the Town Administrator and Operations Manager for their reports in the Consent Agenda and really appreciates the information provided to the Board, and she wanted to clarify one thing on the Financial Report that it wasn't because the Town Recorder didn't do the report it was because they had computer issues. Mayor Vest thanked the Aldermen for their comments.

Town Attorney Comments was the next item on the agenda. Matthew Musgrove stated there was nothing to report.

Mayor Vest said there is one item to add to the agenda which is the Employer Contribution Rate Certification from TCRS (Tennessee Consolidated Retirement System) for Fiscal Year 2022-2023. Mayor Vest called for a motion for the addition to the agenda. Alderman Wolfe made the motion to add this item to the agenda, Alderman Causey seconded the motion, and it was duly passed. Mayor Vest asked Town Administrator Glenn Rosenoff for comments. Glenn Rosenoff said TCRS provides a rate sheet annually that includes what the Town must pay for the employee long-term pension plan. Mr. Rosenoff said TCRS rate is 6.00% for FY2022-23, or the Board can elect to stay at our current higher rate which is 7.00%. Mr. Rosenoff said his recommendation is approve continuing to pay the TCRS plan at the current higher contribution rate of 7.00%. Mayor Vest asked the Aldermen if they had comments or questions. There being none,

Alderman Countermine made the motion to approve the Employer Contribution Rate Certification from TCRS rate of 7.00% as recommended by Town staff. Alderman Wolfe seconded the motion, and it was duly passed.

The next item on the agenda was approval of the Senior Center annual membership dues being recommended by the Senior Center Advisory Board. The annual membership fee increase is \$5.00 for each membership category, which is as follows: Jonesborough City Limits: \$10.00 to \$15.00 annually, Washington County: \$20.00 to \$25.00 annually, Outside of Washington County: \$30.00 to \$35.00. Mayor Vest said this was a modest increase and asked the Aldermen if they had any comments. There being none, Alderman Wolfe made the motion to approve the increase in the Senior Center annual membership fees, as presented. Alderman Dickson seconded the motion, and it was duly passed.

The next item on the agenda was an updated Mutual Aid/Inter-Local Cooperation Agreement with the Johnson City Fire Department. Mayor Vest said we are thankful for this agreement with Johnson City we have helped them out on some fire calls and there are some facilities here in Jonesborough we might need their ladder truck which is what this Inter-Local agreement is and we have added our new school and the justice center to the agreement. Town Administrator Glenn Rosenoff said there are some comments in regard to the agreement. Matthew Musgrove said in Section 13 that it shall remain in effect for one year or until canceled by either party, which means it will have to be renewed each year or it will lapse. Mr. Musgrove said the original agreement stated it would remain in effect unless cancelled by either party. Alderman Wolfe asked if there was a reason it would not be carried over each year. Glenn Rosenoff said in discussions with Town Attorney Jim Wheeler, his recommendation is for the BMA to approve the agreement subject to working with Johnson City on the renewal part agreement in consultation with our Town Attorney and Johnson City's Attorney. Mr. Rosenoff said we need to go back to what the old language was or what the current is because it is more palatable, then way it is currently written. Operations Manager Craig Ford said one of the things on some of the mutual aid agreements with respect to accreditation is that they like to see those renewed annually because that means they have been reviewed, because you may have changes in administration or leadership, changes in laws and that is why a lot of times they like to have them renewed annually. Mr. Ford said he didn't think there is a problem or an issue at least from what he gathered from Fire Chief Phil Fritts. Mr. Rosenoff said from their perspective a yearly assessment, especially on structures whether they exist or maybe they are gone, but definitely in their annual assessment for the ISO. Alderman Wolfe said there could also been changes in use which will be the case with the two former school buildings at some point when the new Jonesborough K-8 school is completed. Alderman Wolfe made motion to approve the Mutual Aid/Inter-Local Cooperation Agreement between the Town of Jonesborough and the City of Johnson City regarding our mutual fire service responses, including the addition of the new Jonesborough K-8 School and the Justice Center facilities for ladder truck response, subject to the Town Attorney's review and concurrence, as presented. Alderman Causey seconded the motion, and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of Change Order #9 from GRC Construction Services for the Jackson Theatre project. Mayor Vest asked Town Administrator Glenn Rosenoff to address this agenda item. Glenn Rosenoff said there is a question on the 10% overhead and 5% profit on S.B White's charge. He said he wanted to say that was their business strategy and he does not know how long that kind of charges has been in place. Mr. Rosenoff said he has seen more of them since the Pandemic usually coming in as an overage due to fuel charges or labor. He said he does know they are tied to the project itself. Mr. Rosenoff said as far as this company we are to do business or change orders that overhead and 5% profit will continue. Alderman Wolfe asked if that was only on the \$18,557.90. Mr. Rosenoff said that is correct just on this part of the project. Motion was made by Alderman Wolfe, seconded by Alderman Dickson, to approve Change Order #9 from GRC Construction in the amount of \$18,557.90 for resolving the roof drainage system for the Jackson Theatre. The motion was duly passed.

INSERT CHANGE ORDER

The next item on the agenda was approval of a speed table between the Town corporate limits and Old Embreeville Road. Mayor Vest asked the Town Administrator if we have had requests for that. Glenn Rosenoff said yes, dating back to 2021 the traffic speeds do lend themselves to consider the speed table. Mr. Rosenoff said the Traffic Advisory Committee has reviewed it twice and they looked at the potential of two. Mr. Rosenoff said they don't know if it will solve the speeding issue, but they felt the best plan of action would be to do the one where they felt was strategically the best location underneath the streetlight as indicated at 189 Old Embreeville Road in that vicinity. He said both the Street Department Director and the Town Engineer went out there a couple of various times to look it, as well as Craig Ford and himself. Mr. Rosenoff said their plan is that if the BMA approves the installation of the speed table and then wait a while and come back with a study. Alderman Wolfe said he feels they work best when you have more than one. Craig Ford said we do have a couple in that area to the north of Stage Road so this particular one the Board is discussing would actually be to the south between Stage Road and the city limits. Mr. Ford said he thinks that was another consideration for looking at installing the one now and then add an additional at a later date. Mr. Ford said one of the additional issues that Engineer Todd Wood had was finding a good location out there based on slight hills, curves, driveways, and side streets, so there is not in this specific area where they will be putting this one, but there are some more out there fairly close. Mr. Rosenoff said in the city and the county you have stretches where it is our jurisdiction and the county's jurisdiction, and we can only take care of the Town's jurisdiction. Mr. Rosenoff said the traffic count was 3,600 vehicles per day on this stretch of roadway, and 85% of them were traveling greater than the 20-mph speed limit. Mayor Vest asked if the Aldermen if they had any further comments or questions. There being none, Alderman Dickson made the motion to approve the construction/installation of one speed table near 189 Old Embreeville Road, between the Town's corporate limits and Stage Road; and once the speed table has been constructed, conduct a second traffic count within the first year and approve installation of a second speed table in the area of

South Cherokee Street/Old Embreeville Road should the follow-up traffic count warrant it. Alderman Countermine seconded the motion, and it was duly passed.

The next item on the agenda was approval of a Special Event Application for the David Crockett High School Pioneer Pride 5K Run/Walk was deferred until the next regular meeting of the BMA due to all required documentation was not submitted with the application.

The next item on the agenda was approval of a Special Event Application and Special Occasion Outdoor Use Permit Application for the Farm-To-Table Dinner from Jonesborough Locally Grown to be held on Saturday, August 27, 2022, from 3:00 pm to 11:00 pm, subject to COVID conditions in the months of June and July. The street closure request is on Main Street between 2nd Avenue and Fox Street and East Courthouse Square (Note: In case of relocation of the event due to inclement weather conditions, there will be no street closure and the dinner will be held at the McKinney Center). The event also includes use of the ISC plaza and building. ISC will secure the ABC permit to serve alcohol as part of their contract with Jonesborough Locally Grown. Haybales will be used to create the designated area boundary for alcohol use on Main Street. The two recommendations by Town staff is: (1) Approve the Special Event Permit Application for the Annual Farm to Table Dinner to be held on Main Street on Saturday, August 27, 2022 from 3:00 pm to 11:00 pm, closing Main Street from Fox Street to 2nd Avenue and associated streets for through traffic, also using the front plaza and ISC building, and using the McKinney Center as a back-up venue if the Dinner must be moved indoors for inclement weather, and subject to the Town's review and approval of the Hold Harmless Agreement and Proof of Liability Insurance. (2) Approve the Special Event/Special Occasion Outdoor Use Permit Application for Jonesborough Locally Grown to have the International Storytelling Center overseeing the consumption of alcoholic beverages (wine and beer) in association with the event, and subject to the Town's review and approval of the Hold Harmless Agreement and Proof of Liability Insurance. It was duly noted that the insurance and hold-harmless policy has been reviewed and found acceptable by Town Attorney Jim Wheeler. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion to approve Recommendations 1 and 2 for the Farm-To-Table Special Event Application, as presented. Alderman Wolfe seconded the motion, and it was duly passed.

The next item on the agenda was the Jackson Theatre Project Architects' Fees was deferred until the Board receives an updated Financial Report

There being no further business, Mayor Vest adjourned the meeting.

PAT RYDER, RECORDER

CHUCK VEST, MAYOR