

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

JULY 13, 2020

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, July 13, 2020, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The only item on the Public Hearing agenda was an Ordinance rezoning property at 152 Headtown Road from R-1 (Low Density Residential) to B-3 (Arterial Business), and R-1 (Low Density Residential) to B-6 (Corridor Business). There were no comments.

The Public Hearing was closed.

ABBAY MILLER, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JULY 13, 2020

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, July 13, 2020, 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 Police Sgt. Jeff White led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Stephen Callahan, Alderman Virginia Causey, Alderman Terry Countermine, and Alderman Adam Dickson. Also present were: Town Administrator Glenn Rosenoff, Operations Manager Craig Ford, Town Attorney Jim Wheeler, and Donna Freeman, Executive Assistant, in the absence of Town Recorder Abbey Miller.

The next item was the Consent Agenda. Mayor Vest asked the Aldermen if there were any items they wanted pulled from the Consent Agenda for discussion. Alderman Causey asked that Item 7b Appointment of an Administrative Development Advisor and Item 8 Amendment to the 2020 Employee Holiday Schedule be pulled. Alderman Callahan made the motion, seconded by Alderman Causey, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes of the May 11, 2020, regular BMA meeting.
2. Approve the following June bills for payment:

<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
96285-96376 AP	151,482.85		
96377-96324 AP	4,707.04		
96385-96389 AP	23,003.37		
96390-96438 AP	31,753.81		
96439-93463 AP	32,813.11		
96464-96471 AP	10,963.92		
VOID CHECK			
96473-96515 AP	48,287.74		

96516 AP	75.00		
96517-96529 AP	24,090.61		
<u>VENDOR</u>	<u>GENERAL</u>	<u>WATER</u>	<u>SANITATION</u>
96530-96548 AP	54,611.57		
96549-96552 AP	1,098.88		
96553-96571 AP	53,925.47		
96572-96590 AP	16,956.02		
96591 AP	1,000.00		
96592 AP	3,564.95		
96593-96628 AP	19,133.49		
	477,467.83		
60866-60942 AP		172,820.52	
60943 AP		23.97	
60944-60945 AP		4,829.63	
60946-60974 AP		48,743.58	
60975-60995 AP		24,652.86	
60996-60998 AP		656.40	
60999-61024 AP		16,862.01	
61025-61035 AP		8,771.77	
61035-61043 AP		1,746.39	
61044 AP		36,912.67	
61045-61054 AP		8,707.20	
61055-61075 AP		11,588.88	
61076-61091 AP		21,116.16	
		357,432.04	
8777-8796 AP			209,366.50
8797-8799 VOID			
8800-8801 AP			1,102.60
8802/8815 AP			6,683.14
8816-8821 AP			7,881.20
8822-8823 AP			85.96
8824-8834 AP			1,460.15
8835-8837 AP			1,122.72
8838-8840 AP			112.40
8841-8843 AP			2,311.69
8844-8847 AP			7,027.85
8848-8851 AP			780.35
			237,934.56

3. Approve the following Town Administrator Report:

LPRF Grant: To date the detailed design plans for the Lincoln Park and all related ADA accommodations had been approved by the State. Craig Ford and our staff have done a good job of staying on the project and sequencing the work. The approval of the bid on materials for structures is before you for approval. Once this is approved, we will order materials to be delivered to the job site and start sequencing that work. I expect to provide a report next month detailing significant work at the site.

Dog Park: Town staff is working through this project which is still in design stage. We have worked out a plan for access with the help of our contracted engineer Todd Wood. A materials list is being developed to determine what may need to go to bid while at the same time determining how much of the project can be done solely by our workers.

School Project: The School Project is progressing in two main areas. The first area is on the school's design and location. This was approved at the last School Design Committee meeting in June. Our next design component will be the best and highest use of the land for athletic fields. The BMA will be informed of town staff's review and comments as to town needs related to athletics at the school

by memorandum next week. For instance, as the plan for soccer is an important element at the school will allow for Persimmon Ridge Park to be planned out best to make baseball and softball the primary function and use at the Park. The second area is financing which is before you at the meeting. As Rural Development (RD) financing does not occur until the project is complete, the town must seek what is referred to as *Interim Financing*. We will use interim financing for the entire school project and draw down on the requested \$32,750.000 as we advance through the project. Once the project is complete, RD financing will pay off the interim financing and the debt will remain with RD until the loan amount is paid off.

Parking Downtown: The subject of parking issues at and around the courthouse (east side and west side) has been a source of contention for as long as I was planning in Washington County dating back to the year 2000. The main objection from some (typically downtown merchant(s) is that those spaces should serve the businesses downtown, which includes conducting business transactions at the courthouse or with merchants. It is historically evident that workers at the courthouse utilize those “prime business” parking spaces during their work hours, and also evident that some downtown business owners and/or employees utilize those prime parking spaces as well. Prior to my arrival, Mr. Browning spoke to D W Cooper, owner of Tennessee Hemp downtown, about resolving the matter with the preliminary plan of board approval to establish 2-hour parking for those spaces on the east side and west side of the courthouse which are deemed owned by the city. Mr. Browning also advised that to enforce a parking duration would need BMA approval through ordinance. At the time of this narrative I have not consulted with the City Attorney, which I will do before or after our board meeting. There has been a lot of good faith and effort from courthouse elected officials over the years to stem the tide of this issue but in my experience, it has never gone away nor resolved itself. I believe each elected official residing in the courthouse would have to partner with the town in resolving employee parking in those prime parking spaces. We would need to be aware of any ADA related needs of employees working within the courthouse to make sure someone that needs parking in close proximity to the courthouse is due to physical constraints and not feeling like you hit the lottery by parking close to your workstation. I will continue to work on options and solutions with a recommendation to be presented to the BMA at the August 2020 meeting.

Assembly – Protected Speech and Special Event Applications: The majority of “events” that occur in downtown Jonesborough are considered special events such as downtown merchant events to serve the economy of the downtown, parades, festivals and the like – all of which must go before the BMA for approval and show whereby their event is insured and liability is on the event organizer and not the town. The other events recently downtown may be categorized as spontaneous events occasioned by news or affairs coming into public knowledge and are considered public assembly so long as the ability of pedestrians and motor vehicles to use public streets and sidewalks is not compromised. One issue I am finding in the spontaneous events category is that we, the town, need to at the minimum attempt to administratively review the event based on location and time, and whether the event will need public safety personnel to be aware in the event of a problem that may occur. I just wanted to make the Board aware that the subject is under review and that we will work with the City Attorney to determine if additional administrative measures are necessary with those events that are not completing Special Event Applications and receiving BMA approval for that event.

Downtown Loan Program (Conceptual Stage): I am working with Ken Rea at the First Tennessee Development District on a Downtown Jonesborough Loan Program. What is the Loan Program?

- A financial opportunity for small business owners, property owners or investors to purchase or renovate a downtown property or to purchase fixed

equipment for the direct purpose of business creation, expansion or renovation.

- A low-interest loan of up to \$25,000. A second position loan behind a bank loan for any existing or new business within the Downtown Jonesborough District (a map would be developed and published as part of the loan program).
- A loan for renovation costs above the bank loan.
- A micro loan up to \$25,000 to cover renovation of buildings and financing for equipment loans. The borrower must keep a business account at one of the participating banks (most likely 3-5 banks will participate).
- Terms: Buildings: Up to 15 years; Equipment: Up to 5 year

This program does not have a cost to the town. It is a strong program that I worked on to implement in Erwin (helped 3-4 businesses in the last two years), and only Johnson City and Greeneville have this type of program for their downtowns currently within our region. Ken and I will be making contact with banks within Jonesborough to seek their interest in participation and funding (typically this type of activity falls within the Community Investment Act). To date, Bank of Tennessee, First Horizon, and Andrew Johnson Banks (banks we know are in Jonesborough) have been active participants in this type of loan programs in Johnson City and Greeneville.

Local Façade Improvement Grant: This grant should not be confused with the State Façade Grant (the one we have currently for the Jackson Theatre). This is a 100% local grant fund that works to encourage downtown business owners to improve their storefront facades. These types of programs are in Greeneville, Johnson City and Erwin. 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, 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 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 am reworking the initial draft to make sure the language takes into consideration the historic district regulations relative to design. I will review the draft with the Building Inspector and downtown staff for content, as well as the City Attorney for legal review. With this being a locally driven grant, the Board if interested in pursuing would need to establish a fund dedicated to this grant program. For example, Erwin was budgeting \$10,000 per year and would typically receive 5 applications per fiscal year. This is a way to encourage and partner with downtown business owners to revitalize some of their storefronts that may have needs. Many of those needs may not be seen, like older single pane windows that are havoc on a monthly electric bill due to poor window insulation.

Infrastructure: We, staff, are reviewing much of the town's infrastructure and evaluating needs. As you will read in Craig's memorandum on projects, we have many projects needing to go to construction but no funding plan in place. We are studying in particular water distribution and the water treatment plant, and we have major capital improvement projects under review that staff will be addressing with the Board very soon. My idea is to hold a workshop between staff involved in the capital project and the Board – more like a roundtable discussion of where we are and where we need to go, and like usual, how do we fund it. It is much to do about years of average to above average growth not only

within the city limits but outside the city limits and in the water district. Another infrastructure need will be resurfacing of roads and sidewalks. A driver's or pedestrian's experience on our roads and sidewalks is very important. Having a major road plan for improvements and funding long-term will be developed this fiscal year to bring back to the Board for review, with the intent to have a solid long-term capital improvement plan for roads and sidewalks. The other area to study is the Fire Department based on personnel and equipment. Jonesborough Fire Department (JFD) has a great team from the Chief to all other firemen. Their service area would seem, to most people, to be only the corporate limits of the town, over 4 square miles; however, that is not true. The JFD not only serves the corporate limits, but they are primary fire responders within the Jonesborough Fire District as well. The District consists of a 5-mile radius from the corporate limits in all directions. In addition, they are secondary responders outside the Fire District. We will be studying short-term through long-term needs of the department in order to intelligently present the findings to the Board with recommendations. I opine that this type of discussion goes best in a workshop environment where staff and board members are present to discuss matters of the town in a more relaxed atmosphere versus council chambers. When we have a plan that works for the town, then the plan will be presented to the Board for vote.

Stay tuned...a lot happening in the *Oldest Town in Tennessee!!!*

4. Approve the following Operations Manager Report:

For the month of June, we continue to work on Lincoln Park. The sub-grade is complete and we are beginning to haul topsoil in for the final grade. The plants are in now and we will get them in the ground as soon as we can get the topsoil at final grade.

The materials for all the structures were bid and we have met with the vendor and Eddie Phillips of Ken Ross Architects. I am hopeful we can order these materials quickly after the Board approves the bid.

We completed the underground power project from the cell tower site to the Persimmon Ridge water tank. The conduit and wire are in place. Herman Archer is ready to install a panel box on the water tank property. He is waiting on Mark Brumback to install the building needed to house the electrical panel.

We also completed the "shut-off valve" project at the water treatment plant. There is one particular pipe that needs repair on the inside of the plant. We could not make the repairs because there was not shut-off valve on the outside of the building going to the Rock House Road water tank.

There was no way to shut down the plant without having this water back feed into the plant and actually flood it. We had a similar incident happen a few years ago and there was a large monetary amount of damage done to the treatment plant. We contracted with a company to put in a valve through a process known as a wet tap. Since we could not shut the water off, the valve had to be installed while the line was in service. This takes special equipment and training due to the 10-inch size of the line.

Now that the valve is in, we can do the needed repairs to the line inside the plant. This is a huge knowing we can now shut the water off going to Rock House to avoid a catastrophic flood inside the plant.

We also begin the drainage project on Greenlee/College and Payne Road. The new tile is installed across Payne Road and some of the grade work has been completed in adjoining yards. We hope to finish this project the week of July 13. This will be another large project completed.

We met with Eddie Phillips of Ken Ross Architects to do a final walkthrough of the work completed by GRC Construction at the Jackson Theater. It was determined that they were substantially complete.

We also had a meeting with Eddie and Dwight Minnick of Builders First Source to discuss the bids on Lincoln Park. We discussed a couple of areas we could possibly save some money and Mr. Minnick is going to work on those. I hope the Board of Mayor and Alderman approves the bid in order that we may get these materials ordered.

I participated in two meetings this month with GRW Engineers regarding the GIS mapping of our water system and expansion of our water treatment plant.

As you are aware, we opened the Waterpark on June 25. We have closed the park two days during this period due to weather. Out of the 15-day period of being opened through July 09, we have experienced 13 days of actual business. Our lowest count is 120 patrons and our highest count is 730 in those 13 days.

To date, we have a total attendance of 3,615 people. This is an average of 278 per day, which is well above the 112 needed to break even. According to Abbey, we have received \$49,473.01 in revenues to approximately \$42,000.00 in expenditures. Although this is not a huge profit margin, it is a profit and Abbey advised me it is the daily cash flow that really helps.

I have maintained at least weekly contact with Matt Townsend and Gabe to make sure we are paying attention to the safety requirements approved by the Board. As cases are on the rise in Tennessee, we simply cannot afford any missteps. They are doing a good job staying in compliance.

I realize the USO show occurred in July, but since the show has closed, I wanted to report some numbers to you. The basic configuration of the McKinney Center allowed a capacity of 80 people per performance. There were 13 shows planned, but 2 were canceled for a total of 11 shows; therefore, maximum sellout would have been 880 people.

The show sold a total of 578 tickets. This equates to 66% in ticket sales of the total number of tickets available. Revenues for the show was \$9,285.00, which included a \$1,210.00 donation. I do not know what the expenses were.

I am attaching the daily Waterpark totals and revenues and the ticket sales report on the USO show.dd

5. Approve the following Committee Reports: Board of Zoning Appeals, Planning Commission, and Historic Zoning Commission.
6. Approve the following Supervisor Reports: Parks and Recreation, Senior Center, Solid Waste and Recycling, Water Distribution, Building Inspector, Police Department, Recreation Capital Projects Manager, Director of Tourism and Main Street, Fire Department, Marketing and Programs Coordinator, Environmental Services/Wastewater, McKinney Center, MBM Program Director, Website Manager, Event Coordinator, Street Department, and Animal Control.
7. Approve the appointment of Blake Anderson as a Water Worker I in the Water Distribution Department at Grade 1 Step 1 (\$21,315), subject to all pre-employment conditions including WorkSteps.
8. Approve the bid for the structural building materials for the Lincoln Park project from Builder's First Source for an amount not to exceed \$143,439.01.

The next item for discussion, item 7-b pulled from the Consent Agenda, was the appointment of JW Greene as a part-time Administrative Development Advisor at Grade

16 Step 12 (\$29.49 per hour) with an increase in pay to \$31.29 if a 3% employee pay increase is approved in the FY20-21 budget. Mayor Vest asked Alderman Causey for her comments. Alderman Causey said she wanted to add that the recommendation is subject to funds being available in the FY20-21 budget and a job description for the position duties is provided. Alderman Causey made the motion to approve the appointment of JW Greene as a part-time Administrative Development Advisor at Grade 16 Step 12 (\$29.49 per hour) and increase the pay to \$31.29 on July 1, 2020, subject to funds being available in the FY20-21 budget and the development of a job description. Alderman Countermine seconded the motion, and it was duly passed.

The next item for discussion, item 8 pulled from the Consent Agenda, was the amendment to the 2020 Holiday Schedule canceling Friday, October 2nd as a holiday due to the Storytelling Festival not being held in 2020 because of COVID-19, and replacing it with Columbus Day on Monday, October 12, 2020. Mayor Vest asked the Aldermen if they had any questions. Alderman Causey said she felt that this change should only be for this year, and the regular BMA meeting scheduled for Monday, October 12, 2020, be changed to Tuesday, October 13, 2020, due to the holiday. Mayor Vest asked the Aldermen if they had further comments. There being none, Alderman Causey made the motion to approve the amendment to the 2020 Holiday Schedule by canceling Friday, October 2nd as a holiday, and for 2020 only replacing it with Columbus Day on Monday, October 12, 2020, and rescheduling the Monday, October 12, 2020, BMA meeting to Tuesday, October 13, 2020. Alderman Callahan seconded the motion, and duly passed.

The next item on the agenda was the approval of the Financial Report. Mayor Vest said the sales tax revenue has stayed strong during the Coronavirus and the April, 2020, collections were up 20% over April of last year. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Dickson made the motion to approve the Financial Report as presented, seconded by Alderman Countermine, and duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest said he appreciates all the hard work of the School Design Committee. He said they approved the Jonesborough K-8 school building being shifted back to the original design location which will save construction costs by not having to build a retaining wall.

Mayor Vest said that Jeff Ward was selected as the July, 2020, Employee of the Month. He then read the following nomination letter:

I would like to nominate Jeffrey Ward for the distinction of Employee of the Month for July 2020. Jeff is a vital part of our Street Department family. Jeff is hard working, dependable, conscientious, considerate of others, and very timely. Of course, 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 the sometimes super-charged 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, makes him an employee that other team members enjoy working around the respect. Jeff is a good problem solver out in the field and has excellent 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 come up with 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 hold 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 a traffic control issue. Jeff is a much-needed 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 has been fulfilling to see Jeff's skill set grow over the past several years working with him, and I look forward to working with Jeff into the future. These are the reasons I feel Jeffrey Ward deserves the honor of Employee of the Month for July 2020.

*Submitted by:
Malcolm Highsmith, Director of Streets.*

Mayor Vest congratulated Mr. Ward on being selected as Employee of the Month and thanked him for his dedication and service to the Town.

Mayor Vest said Jonesborough's Tourism Department, Main Street Program and McKinney Center were honored as being among the tourism industry's top performers by the Northeast Tennessee Tourism Association at its 23rd annual Pinnacle Awards. The Tourism Department was awarded *Best TV Commercial* with its "Rewind in Time" video, Main Street Jonesborough was awarded *Best Social Media Campaign* with its "Shop Small Social Media" campaign, and the McKinney Center was awarded *Best New Event* with the "The Long Trip Home" community play. Mayor Vest said he appreciates the quality of the work by these employees and is very proud of them all.

Mayor Vest said he has received several emails from citizens this past month: some expressed their opinions in favor of or against the July 4th Block Party; some encouraged the Town leaders to do all they can to help the downtown merchants; a thank you from Cordelia Jones for the phenomenal experience she had with the Jonesborough Police Dept. assisting her in getting her finger prints done quickly for an employment opportunity in another state; and some in support of the Lighthouse Baptist Church donation to the police officers and personnel of the Jonesborough Police Department.

Mayor Vest commented that the Movies on Main Drive-In edition is a wonderful novel event and feels that it will continue to grow. He said the first movie was mediocre in attendance, but the event has been re-vamped and a \$10 fee per vehicle is being charged that can be exchanged for \$10 in JAMSA Bucks that can be used to spend at any downtown business.

Mayor Vest said the Senior Center Advisory Committee unanimously decided that the annual membership drive, which usually runs July 1st – June 30th each year, will begin one month after reopening the Senior Center on a pro-rated basis and hopefully get back to the normal schedule in 2021. He said Senior Center staff are still doing great things at the Center during the Coronavirus pandemic.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Countermine said he wanted to clarify his statements from last month's meeting because some of them were misinterpreted. He said he had received emails, letters, and phone calls both in support of and in opposition to what he said. Alderman Countermine said some of the comments have been hurtful, but most have been very supportive. He said if you go back and listen to the meeting, he stated several times that Jonesborough has an excellent Public Safety department. Alderman Countermine said somehow there were people who were listening or had second hand or even third hand information who felt he said he was against or did not support the Police Department. He said anyone who has followed his record on the Board knows that he supports the Police Department. Alderman Countermine said unfortunately he thinks that many in our society have taken an either/or position: if you are for the police, then you are against social justice and protests; if you are for social justice and protests, then you are against the police. He said there is nothing further from the truth. Alderman Countermine said he wanted to talk about how he feels about demonstrations and protests. He said a hundred years ago women couldn't vote; sixty years ago most of our schools were segregated; there were times that children were forced to work in mines and factories that were unsafe; many people with disabilities were not treated fairly and had much less quality of life; LGBTQ people have been treated poorly, but through freedom of speech and protests, many of these issues have improved, but we need to continue improving. He said that is why he feels peaceful protest is one of the ways we as a country continue to improve;

he hopes people who see the protests don't think that everyone involved in a peaceful protest is a looter, just like the vast majority of police are not bad. He said it shouldn't be either/or. Alderman Countermine said our public safety department employees in the past year have been awarded three of the employee of the month awards and deservedly so because they did things that helped people and showed they care. He said we have the Shop With A Cop program at Christmas that helps so many families, and we have Paws In Blue that helps with the K-9 program. He added that he and his wife contribute to both of those programs and will continue to do so. Alderman Countermine said we need to come together, and it is not an either/or proposition; we need to do what is right which is realize the importance of public safety but also realize that there are things that need to be corrected in our society. He said somebody needs to take a leadership position, and he would like for it to be Jonesborough.

Mayor Vest said he has been on the BMA with Alderman Countermine for a long time and knows Alderman Countermine has always been an avid supporter of our Public Safety and our Town staff. Mayor Vest said we are looking to improve and has discussed with the Town Administrator, the Operations Manager, and Chief Street about actions that will be taken in the future to move the Town forward.

Alderman Countermine said he forgot to mention one thing that he has talked with the Town Administrator about. He said last month he requested a resolution be presented at this meeting, but in speaking with Mr. Rosenoff and staff he has changed what he hopes to accomplish; he would like to have a list of measurable action items that can be brought to the BMA and voted on and hopefully approved. Alderman Countermine said so next year at this time we have measurable items that we can say we have accomplished. He said a resolution is nice, but a month or a year down the road it really hasn't accomplished anything. Mayor Vest said he agreed. Alderman Countermine said he is trusting the Town Administrator and staff to produce the list of action items.

Mayor Vest said he appreciates Alderman Countermine's suggestion because he had one more thing to bring up that ties in with what Alderman Countermine and others have talked about. Mayor Vest said he has spoken with Alderman Dickson and Town Administrator Glenn Rosenoff, and his intention was to have his recommendation on the agenda for tonight, but with everything going on, it did not get on the agenda. He said he hoped the Aldermen would support his recommendation of a Community Intern position created for Town Hall. He said he has been talking to a young man who is well-known in the community and highly admired. He said his hope is that this Intern position will be a chance for a young person to get into Town Hall and work with the Town Administrator, the Town Attorney, the Operations Manager, and other staff at Town Hall, as well as at the McKinney Center and Parks and Recreation and get involved with some of the Town's events. Mayor Vest said young people need to know how our Town works and that is the purpose of this internship. He said he has talked with Ronquille Joyner about filling this intern position, and Ronquille is very excited about doing this. Mayor Vest said that if the Aldermen approve this intern position, he will ask staff to include the position in the FY20-21 budget at a cost of approximately \$12,480 with a six-month term and an option to renew for an additional six months. He said the goal is to get our young people involved in government in order to let them see what we do here and let them see what our public safety does and all the good things our Town does for the community. The Mayor asked for a motion to approve this intern position and ask staff to put this position in the FY20-21 budget and to develop a job description for the position. Mayor Vest said he will get with Glenn Rosenoff and Craig Ford to schedule the intern to work in different areas in our Town. He said he really wants the intern to see how the Town works, and Ronquille is excited about doing that. Town Attorney Jim Wheeler said that this would have to be added to the agenda before discussions could take place. Mayor Vest called for a motion to add the Community Intern position to the agenda for approval. Alderman Callahan made the motion to add the Community Intern position to the agenda, seconded by Alderman Dickson, and duly passed. Mayor Vest asked the Aldermen if there was any discussion. Alderman Causey said she supports the Mayor's recommendation, but she feels that a job description is needed to clarify what will be expected of the person in this position, and

we need to make sure we can fund the position in the FY20-21 budget before we hire this person. Mayor Vest said part of the motion to approve this position will be the development of a job description, but he would like to get the intern position approved tonight. Mayor Vest asked Glenn Rosenoff if there was an issue with this. Mr. Rosenoff said the motion could be subject to funding availability in the FY20-21 budget, which staff is working on, and the development of a job description. Mayor Vest he would ask that the motion include directing staff to do this. Attorney Wheeler said the job description will have to come back to the Board for approval. Mr. Rosenoff said they would work on the job description and the budget item and bring it back to the Board for approval with the budget. Alderman Dickson said Ronquille is an outstanding African-American young man, very sharp, and talented, and will start ETSU this fall as a Roan Scholar. He said the local community is very proud of him and his accomplishments; he is a star athlete, very good in his studies, and just a very positive role model all the way around. Alderman Dickson said he is thankful that the Board is having this conversation; he knows that the times are contentious and applauds Mayor Vest for thinking this way. Alderman Dickson said he hopes that we have a like mindset about the future in trying to identify other young men and women, like a Ronquille, and cultivate their involvement in the community. He said you don't find a young man like Ronquille every day so he hopes as a position description is created, it will focus on trying to cultivate more young people like Ronquille. Alderman Dickson reiterated that Ronquille Joyner is a very sharp young man and is quite deserving of this internship. Mayor Vest then called for a motion to approve the intern position, send it to the Town Administrator to work into the FY2020-21 budget, and come back with a job description for the Board to approve. Alderman Callahan made the motion to approve the recommendation as stated by Mayor Vest, and seconded by Alderman Countermine. Mayor Vest asked if there was any further discussion. Alderman Causey asked if the position would be subject to funding being available in the FY20-21 budget. Mayor Vest said it would. Upon call of the roll, the motion carried.

Town Attorney Comments was the next item on the agenda. Attorney Wheeler said he has spent a lot of time on COVID-19 issues and reviewing policy changes. He said there was also a good deal of time spent on the K-8 school project and is happy to report that we expect to receive a letter of conditions from Rural Development in the very near future. Attorney Wheeler said we are in the process of locking in the financing rate which is a major milestone in this project. He said the next step is the two resolutions that the Board will consider tonight, and we will also be hearing from Mr. Rick Dulaney with Raymond James and Associates who has been a major force in this project from the very beginning. He said Raymond James and Associates has been instrumental in the entire K-8 school project.

Attorney Wheeler said one of the things that came up the last few weeks that had to be dealt with rather quickly was a request by a church in the community that wanted to give an individual donation to each staff member of the Jonesborough Police Department in a show of support. He said within the first 24 hours of receiving the request, the District Attorney was contacted, and he found no issue with the donation. Attorney Wheeler said he also looked at State Law and didn't find anything that would prohibit the donations because the gifts were from the church to police staff individually and not through the Town which would have been a totally different situation. He said he looked at the Town's Personnel Policy and found no issue there. Attorney Wheeler said in reviewing the Town's Ethics Policy, there is a section on acceptance of gratuities that had to be looked at in the way it applies to employees. Attorney Wheeler said in his discussions with the Town Administrator, the legal question was if there was anything that would prohibit officers from accepting this gift; they looked closely at the Town's Ethics Policy which was adopted several years ago by the BMA. He said the Town's Ethics Policy is much like that of most cities and counties throughout the State. Attorney Wheeler said there is a section of the policy on the acceptance of gratuities that is what he calls a limited prohibition that allows certain gifts to be accepted; the BMA can change the policy, if they so desire, but what he had to rely on is the current Town policy which is fairly standard across the State. He said the policy has limited prohibitions that allows for the acceptance of some gifts; a good example of that is a cake being brought to the Police Department by a citizen wanting to express their

support. He said a limited prohibition allows for certain donations. Attorney Wheeler said the language dealing with what cannot be accepted is a gift that would be “for the performance of an act, or refraining from the performance of an act, that he or she would be expected to perform, or refrain from performing, in the regular course of his or her duties”. He said he found there is no indication that there was an act that was being requested or expected to happen with respect to the gifts from the church. Attorney Wheeler said the second part of the policy section reads, “that might reasonably be interpreted as an attempt to influence his or her action, or reward him or her for past action, in executing Town business”. He said the key word there is “reasonably” when we look at anything like this; we look at what is a reasonable interpretation. He said there have been questions raised about this, and he stands by the opinion he gave the Town Administrator, but the Town Administrator ultimately had to make the determination of whether there were any issues with these gifts. Attorney Wheeler said he does not believe these gifts violate the Town’s Ethics Policy, and he conveyed that to the Town Administrator; the Administrator ultimately agreed, upon my advice, that the gifts from the church to the police staff could not be interpreted as an attempt to influence an action. Mayor Vest asked Attorney Wheeler if he was involved in getting the District Attorney’s opinion or was that done by staff. Attorney Wheeler said that was done by Chief Street when he was first approached by the church, and Chief Street had already heard back from the DA by the time he got involved. He said the District Attorney would have looked at State law but not the Town’s Municipal Code and policies. Attorney Wheeler said he looked at the Town’s Code and policies and State law, and he did not find anything in any of those that would prohibit these gifts in his opinion.

The next item on the agenda was Citizen Comments. Mayor Vest asked if there were any citizens who would like to make comments at this time.

Debora Burger, East Main Street, addressed the BMA and stated she has two pressing and strong objections to the acceptance by Town employees of large private financial gifts. Ms. Burger said, as Mr. Wheeler relayed, the Town does have an the Ethics Policy and the policy states in clause 2 “a gift that might reasonably be interpreted as an attempt to influence or reward his or her action or reward him or her for a past action in executing Town business”. She said when we say “thank you” to someone with a large amount of money, that is a reward for their past action in executing Town business. Ms. Burger said that is not ambiguous, and it is a reasonable interpretation when someone gives a \$1,000 to a person as a thank you for their service, that is in reference to their past actions in executing Town business. She said without necessarily violating State law, it opens the door to numerable conflicts and potential conflicts and appearances of conflicts-of-interest. Ms. Burger said the church building itself, Lighthouse Baptist Church, is outside Jonesborough police jurisdiction, but is every member of that church a resident outside of Jonesborough or do they drive through Jonesborough; we do not know. She said so what if next winter, months from now, a police officer stops a church member for running a red light, which is what our police officers are supposed to do; our police officer gets out of his or her vehicle with a ticket book and approaches the driver and notices a decal on the car that reads, “I’m a happy member at Lighthouse Baptist Church”, and this is an officer that received a \$1,000 gift from that person’s church to whom he is now supposed to write a ticket. Ms. Burger said there is an extreme potential for a conflict-of-interest in that situation. She said or imagine two neighbors have a dispute; one guy’s kid stole another kid’s bike and calls the police, and the officer shows up to arbitrate the dispute between neighbors, and then in one of the neighbor’s front yard is a sign advertising Vacation Bible School at Lighthouse Baptist Church. Ms. Burger said there is an incredible appearance of conflict-of-interest if this officer has received a \$1,000 personal gift from that person’s church. She said it is reasonable to expect that a gift certificate for a free cup of coffee or a \$20 gift certificate to a local merchant will not influence someone’s behavior or reward particular behavior, but a \$1,000 gift in any small town, with a small town budget, including ours, is a significant amount of money; it’s money that talks and it’s money that greases palms; it is the definition of corruption when public employees receive \$1,000 gifts from private non-town, non-authority sources. Ms. Burger said her second objection is setting this precedent and opening this door, even assuming none of her

scenarios ever happen and there is never a conflict-of-interest and she is just overreacting. She said having opened this door and set this precedent, what other departments' individual employees will now receive large financial gifts from other private organizations. Ms. Burger asked if there is a list of acceptable organizations; would the Board of Realtors making a \$1,000 donation as a thank you for all the years of service to each member of the zoning board be acceptable; would the KKK giving \$1,000 each to members of the Fire Department be acceptable. She asked what kind of organizations will and will not be allowed to give large financial donations, not to a department, not for a program, because those would be constructive gifts to the community. Ms. Burger said large individual financial gifts to a public servant by a private entity is by definition corruption, and she thinks this Board needs to think really hard about what kind of doors it has opened here. Thank you.

Jay Jarman addressed the BMA and said he lives in Jonesborough, but would not give his address because the meeting was being streamed over the internet. Mr. Jarman said he wanted to start out by saying that he supports our Police Department. He said he has had nothing but positive interactions with the officers and is glad they support our community; however, words cannot express his disappointment in our Town's administration. Mr. Jarman said it is the responsibility of Town administration to prevent not only inappropriate behavior but also the appearance of inappropriate behavior. He said accepting money for the officers from the Lighthouse Missionary Baptist Church was wrong, and he thinks the Board members know it. Mr. Jarman said the Washington County Sheriff's Department, based on his understanding, did not accept the donations because they knew it was wrong and against their ethics policy. Mr. Jarman said don't get him wrong because if he were one of those officers and somebody wanted to give him a \$1,000, he would stand in line for it all day long. He said he does not blame the officers for this; he blames the Town administration for this. Mr. Jarman said he thinks the fact that you have to ask the City Attorney if it is legal signifies that it would appear inappropriate; it's okay for the church to give the gift, but as Deborah Burger stated, what happens if the Nazi Party wants to come into Town and give a gift to the Police Department. Mayor Vest said he personally would be offended, and is surprised that anyone would even ask that question, but, of course, we would not accept gifts from the Nazi Party. Mr. Jarman asked why not. Mayor Vest asked Mr. Jarman to continue on. Mr. Jarman said this is done and the damage is done but he thinks the policy needs to change, and he wants to see the Board do something to change the policy. He said the Ethics Policy needs to change so that this does not happen again. Mr. Jarman said he is very disappointed. Mayor Vest said he does not think we need to bring up the Nazi Party during these discussions, and if our Board wishes to approve changing the policy, it will change the policy. He said we do not need to hype this up by speculating about the Nazi Party or the KKK because we are not that kind of people. Mr. Jarman asked how can you accept gifts from one organization and not another; how do you decide. He said Ms. Burger asked if there is a list of private organizations that are allowed to make these large financial gifts. Jay Jarman said this is why this was inappropriate. Mayor Vest said he appreciated the comments and asked if there were any other citizens present who wanted to comment.

Katelyn Yarbrough said she lives in Jonesborough, but did not state her address. Ms. Yarbrough said she would like to address what Alderman Countermine brought up in his comments at the last Board of Mayor and Aldermen meeting. She said she wanted to put her comments in writing for tonight but had been very busy in the Black Lives Matter movement in a positive way. Ms. Yarbrough said she appreciates Alderman Countermine's clarification that not all demonstrators are looters, rioters, arsonists and things of that matter. She said she wanted to read to the BMA a description of the organization New Generation of Freedom Fighters that she has been elected to chair and what their goals are and what they would like to offer to the Town of Jonesborough. Ms. Yarbrough said the group is currently working to set up a framework with the City of Johnson City, including the Johnson City Chief of Police, to implement better policies and procedures which include but are not limited to forming a Human Rights Accountability Board that will weigh in and hold every department under the City's jurisdiction accountable, including but not limited to the Department of Education, Johnson City Police Department, zoning, sanitation, transportation, and more. She said

the organization's leadership is seeking out and educating the community on representation of minorities and the importance of that at different levels. Ms. Yarbrough said the organization's views and resources for candidate training have already been made available through Zoom. Ms. Yarbrough said the group is not just about saying things and then not following them up with actions. She said they are insisting on diversity and equity and inclusion committees to assist in educating and retraining current employees. She said they are assisting Johnson City in the process of obtaining a Child-Friendly City designation through UNICEF that Johnson City has already approved and included in their budget. Ms. Yarbrough said if Johnson City receives this designation, it is going to require them to change the local laws that will in the end affect all citizens because what is a good for a child is going to be good for all. She said the program will institute safe rights and more for children and young adults under the age of 18. She added that she would happily give the BMA more information on the Child-Friendly City program. Ms. Yarbrough said they are collaborating with the NAACP, sometimes the New Panther's initiative, the Tennessee-Virginia Mutual Aid, and all sorts of local inter-faith organizations to create programs that will turn out the vote and provide transportation to the polls as well. She said they are trying to promote the black dollar in our local economy and execute direct acts of solidarity, not charity, to our local communities. She said they started with "eight can't wait" policies with the Johnson City Police Department and have already had six of those policies approved and some are already in motion. Ms. Yarbrough said she appreciates that this Board is putting forth efforts to create some awareness and hopefully a plan of action. She said their group had just recently emailed the Sullivan County Volunteer Fire Department after the incident with the chalk and the woman that laid down and protested and the chalk message being washed away. Ms. Yarbrough said she has spoken with this woman who does not want the firefighter fired. Ms. Yarbrough added that there is a lot of miscommunication and misinterpretation of this movement. She said it is not about walking out or boxing out any person; this is a vehicle for the betterment of all and equality. Ms. Yarbrough said so instead of firing someone that does something incorrectly, why not educate the person and have an open and peaceful dialog on race and the importance of representation and knowing that your community is putting in place these new policies and changing the way they are doing things, which is difficult. She said change is never an easy thing and it doesn't happen overnight, but she would like to extend the offer, as the chair of the New Generation Freedom Fighters and also as a bi-racial citizen of Jonesborough, to sit down with any of the Town staff, officials, and Aldermen, and start that dialog which is extremely important to her and to others. Ms. Yarbrough said, as a side note, verbiage in this movement is extremely important and she is very quick to shoot down the phrase "defundment of the Police Department"; instead we should all be using the words "reallocation" because the Police Departments have too much on their plates, so instead of taking away funding, we need to use that funding to encourage training. She said she did see where Chief Street did a nice interview and said that there is always room for more training, especially with any Police Dept. Ms. Yarbrough said that she thinks it is important that we always remember that word choice is very important. Mayor Vest said our mandate as a Board is to improve the safety of our citizens and improve the quality of all employees in the Town of Jonesborough. He said what is important to Ms. Yarbrough is important to our Town as well, and he thanked Katelyn Yarbrough for her comments and all the great work she is doing.

The first item under Old Business was second and final reading of an Ordinance rezoning property at 152 Headtown Road from R-1 (Low Density Residential) to B-3 (Arterial Business) and R-1 (Low Density Residential) to B-6 (Corridor Business). Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Countermine made the motion, seconded by Alderman Dickson, to approve on second and final reading an Ordinance rezoning property at 152 Headtown Road from R-1 (Low Density Residential) to B-3 (Arterial Business) and R-1 (Low Density Residential) to B-6 (Corridor Business). The motion was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of the GIS water mapping system and interns for the Water Distribution Department. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Causey made the motion to approve the recommendation for the appointment of two interns from ETSU at \$15.00 per hour through October 31, 2020, not to exceed \$20,000, and for GRW Engineers to complete the GIS processing of the water system for an amount not to exceed \$29,200, subject to funding being available in the FY2020-21 budget. The motion was seconded by Alderman Counterline and duly passed.

The next item on the agenda was approval of an amendment to the Special Event Application for the Victory Motorcycle Club Rally to be held on Friday, August 28, 2020, for the closure of Main Street from Fox Avenue to Second Avenue. Alderman Callahan recused himself from the discussion and vote. Mayor Vest said he felt it was important to have Main Street closed to help with traffic congestion and to spread people out for social distancing during this event. Mayor Vest asked Glenn Rosenoff if he had any comments. Mr. Rosenoff said the request includes plans to maximize health and safety for the event, but we will continue to monitor COVID-19 and any CDC recommended actions or inactions. Alderman Causey asked if Movies on Main will still be going on behind the Courthouse on Friday, August 28th. Cameo Water said Movies On Main was only approved through July. Alderman Counterline said he agreed with the Town Administrator to monitor the virus because at the last BMA meeting there were only two active cases in Washington County and now there are approximately 140 cases. He said he agrees that outside events are safer, but everything still needs to be monitored. Mr. Rosenoff said the next BMA meeting is August 10th which is still in time to report on any changes that may have to be made before the event. Mayor Vest said any event the Town holds is subject to changes and proceeding with caution. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Causey made the motion to approve the closing of Main Street for the Victory Motorcycle Club Rally, subject to CDC guidelines, and seconded by Alderman Counterline. Mayor Vest said the Town Administrator will review the CDC guidelines and get back to the Board with any changes at the August BMA meeting. Upon call of the roll, the following Aldermen voted Aye: Alderman Causey, Alderman Counterline and Alderman Dickson. Alderman voting Nay: none. Alderman Callahan recused himself from the vote. The motion was duly passed.

The first item under New Business on the agenda was the Initial Bond Resolution and Bond Anticipation Note for the Jonesborough K-8 school project. Mayor Vest said the amount of this loan is \$32,750,000, but he hopes the project will come in under that amount, and the term of loan is expected by Washington County to be about 30 years. He said Rural Development-USDA has approved Jonesborough's application for funding to build the school and related facilities. Mayor Vest said we are waiting on Rural Development's Letter of Conditions which is their verification that the funding is obligated with a current interest rate of 2.25% which is great. He said interim financing will allow us to purchase the land and build the facilities. Mayor Vest introduced Rick Dulaney from Raymond James & Associates in Nashville and asked Mr. Dulaney to give a brief update on the project. Mr. Dulaney said his firm has been working on the school project for the Town for a little over a year, and there has been a lot of creative activity and energy to make this happen. He said fortunately it is all coming together in a positive manner, and the next step is waiting for the Letter of Conditions from USDA which conveys their commitment to provide the performance of financing the project. Mr. Dulaney said going forward is his firm's commitment to facilitate the interim financing. He said there are two Resolutions being presented; the Initial Bond Resolution is required by State Law and basically outlines what the project is and source of repayment. Mr. Dulaney said the security for the bond is the general obligation pledge of the Town, but the source of repayment is the lease agreement between the Town and Washington County. He said he would defer to Town Attorney Jim Wheeler concerning some of the particulars there, but he thinks it is a pretty solid lease and a lot of energy went into the process. Mr. Dulaney said the Initial Resolution has to be published one time in a newspaper with a 20-day period following the publication if someone wants to challenge whether the loan or project should happen or not and that person would have to file a petition. Mr. Dulaney said the second

Resolution is the Initial Bond Anticipation Note which is basically standard. He said a traditional construction loan through a commercial bank is a draw-down situation where you basically pay interest on what you draw-down. Mr. Dulaney said one of the indications he received in talking to a large regional bank, a vice-president from Northeast Tennessee, is that the interest rate on a construction loan would be somewhere in the 1.50% range on a fixed rate basis and close to 1.20% on a variable rate basis, based on the formula they use. He said they had entertained comments from various banks and tried to sort through the various terms and conditions and come up with the best deal possible with the least amount of exposure from the Town's perspective and the most flexibility possible. He said obviously this is a big transaction in every respect, and he looks forward to working with the Town on that. Mr. Dulaney said the next step is that obviously USDA needs to sign off, but they will probably have conditions as far as exposure is concerned, and he deferred to Town Attorney Jim Wheeler to outline some of that limited exposure and how it was reached. Attorney Wheeler said from the very beginning we have strived for as little exposure to the Town as possible, and we truly believe that the County is bound to make the lease payments. He said at any point if the County decides it is not going to move forward with the project, it is bound by contract to pay any debt that the Town has incurred. He said that RD-USDA has come back and asked for some minor changes primarily in the inter-local agreement, and those will go back to the County Commission and School Board for approval, and we will discuss those in the future when they are ready for presentation. He said this has been anticipated by both the County Attorney and the School Board Attorney, and there will be some conditions that RD-USDA will want us to tweak. Attorney Wheeler said the two Resolutions will need to be approved tonight and advised Mayor Vest that he will need to read the entire caption for each Resolution.

Mayor Vest read the following caption: Initial Resolution Authorizing the Issuance of a Not To Exceed \$32,750,000 General Obligation Bond of the Town of Jonesborough, Tennessee, to Provide Funding for Certain Public Works Projects and to Fund the Incidental and Necessary Expenses Related Thereto. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Dickson made the motion to approve the Initial Bond Resolution for the Jonesborough K-8 school project, seconded by Alderman Countermine, and duly passed.

INSERT RESOLUTION

Next, Mayor Vest read the following caption: Resolution Authorizing the Issuance, and Providing Details, of a General Obligation Bond Anticipation Note in the Aggregate Principal Amount of Not To Exceed \$32,750,000; Authorizing the Sale Thereof; and, Providing for the Payment of Such Note. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Countermine made the motion to approve the Initial Bond Anticipation Note for the Jonesborough K-8 school project, seconded by Alderman Callahan, and duly passed.

INSERT ANTICIPATION NOTE

The next item for discussion was a Resolution authorizing the Town to participate in the Public Entity Partners (PEP) \$2,000 Safety Partners matching grant application. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Causey made the motion to approve the Resolution authorizing the Town to participate in the Public Entity Partners \$2,000 Safety Partners matching grant application. The motion was seconded by Alderman Callahan, and duly passed.

INSERT RESOLUTION

The next item for discussion was approval of a Certificate of Compliance related to wine sales for Main Street Groceries and Tobacco, 614 West Main Street. Mayor Vest asked that staff check into this location being in compliance with the Sign Ordinance requirements. Alderman Callahan asked how would the 30% in food sales for the store be verified. Attorney Wheeler said the Tennessee Alcohol Beverage Commission (ABC) would be the entity to verify those sales. He said the ABC can audit

a business but does not know if someone could request an audit, but all the Board is certifying is what is in the Certificate of Compliance which does not include that. Mayor Vest asked if the Board could approve the certificate subject to the business being in compliance with the Town's Sign Ordinance. Attorney Wheeler said you can direct staff to look into the sign issue. Mayor Vest said we have a Sign Ordinance that limits the amount and size of signage for a business. Attorney Wheeler said he did not know if the Board could refuse to issue the certificate of compliance but will look into that; however, the Board can still pursue the signage issue separate from the certificate. Glenn Rosenoff said zoning is definitely going to be the issue and if the use is permitted in that zoning district versus if their signage is in compliance with the Town's Sign Ordinance. Mr. Rosenoff recommended that the Board direct staff to look into the signage issue. Alderman Callahan said so even if the Board approves the certificate, it is still up to ABC to verify the food sales percentage. Mr. Rosenoff said that is correct. He said we are validating certain information, but ABC validates other items such as food sales and square footage of retail space. Attorney Wheeler said the store has a beer permit, and it is in the Town's purview to look at their food sales as part of the beer permit; however, typically when a business has both a beer permit and a certificate of compliance for wine sales, ABC looks at compliance more than the Town does. Attorney Wheeler said the Town would certainly have the right under the Beer Ordinance which is up to the Town. Alderman Dickson made the motion to approve the Certificate of Compliance related to wine sales for Main Street Groceries and Tobacco, 614 West Main Street, and direct the staff to look at the Sign Ordinance to determine if the business' signage is in compliance, seconded by Alderman Countermine, and duly passed.

The next item for discussion was the approval of the facility rental rates and cleaning fees for the Visitor Center and the Gazebo at Mill Spring Park. Mayor Vest said he would like to see rental rates at Town facilities be reviewed at least every year or two years in order to make sure we are keeping up with the cost performance for all the facilities. Alderman Countermine questioned if this proposal was discussed with staff at the Visitor Center and McKinney Center. Glenn Rosenoff said staff collaborated on it in their presentations and is agreeable with what is being recommended. Mr. Rosenoff said the only difference between the two facilities is related to COVID-19 in the comprehensive approach of cleaning which was included in the Visitor Center presentation but not in the McKinney Center presentation. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Callahan made the motion to approve the rental rates plan for the Jonesborough Visitors Center and the Gazebo at Mill Spring Park as presented, and a cleaning fee of \$35.00 for complementary rentals until such time that the Board determines that the fee is no longer necessary to offset increased cleaning and sanitizing due to COVID-19. Alderman Causey seconded the motion, and duly passed.

RENT THE HISTORIC JONESBOROUGH VISITORS CENTER

- ❖ 117 Boone Street, Jonesborough, TN 37659
- ❖ 423-753-1012 – amberc@jonesboroughtn.org

As a rental facility, the center is available for showers and teas, weddings, receptions, dances, family reunions, business meetings, conferences, trade shows, etc. Some of the features include:

- An auditorium with seating capacity of 300
- Community room with seating capacity of 35
- Full kitchen facility
- Chairs available at no charge
- We also offer a Full Day Package for \$650 which gives you the auditorium and kitchen, tables and chairs, as well as set up and break down of rental items from 8am-11pm.

Rental Fee Schedule

Room	Seating Capacity	Civic Rate (Regular Hours)	Civic Rate (Other Hours)	Personal/Business Rate (Regular Hours)	Personal/Business Rate (Other Hours)
Auditorium	300	\$40.00	\$65.00	\$60.00	\$80.00
Community Room	35	\$20.00	\$30.00	\$25.00	\$35.00
Gazebo		\$40.00	\$40.00	\$40.00	\$40.00

Miscellaneous Fees

Equipment or Service	Price
Tables/each (23-8' rectangular, 15-60" round, 4-6' rectangular)	\$ 5.00
Warming Kitchen (includes Food Charge)	\$40.00
Food Charge (any time food is served)	\$15.00
Sound System (microphones/each)	\$10.00
Podium	\$15.00
Digital Projector (renter provides laptop)	\$15.00
Laptop Rental	\$15.00
Stage (16' x 8' carpeted stage)	\$75.00

Civic

Activities sponsored by civic, social, educational, political, or community groups.

Personal/Business

Activities organized or sponsored by individuals or groups for personal, commercial or business purposes.

Regular Hours

Regular hours of operation are Monday – Friday from 8:00 am until 5:00 pm and weekends from 10:00 am until 5:00 pm.

Other Hours

Hours used when the Visitors Center is not regularly open.

Guidelines for Facility Rental

Large Functions

Set Up

- Please submit a diagram of the set up requested at least two weeks before the event. Floor plans available at the Visitor Center.
- Check with the staff about room availability for extra set up time.
- Delivery persons please check-in with front desk host.
- When unloading, you may prop open exterior doors, please do not leave them open unnecessarily.
- Nothing may be tacked on walls.
- Please remove any and all tape from the walls, including cords taped to baseboards.

- No open flame, votives in glass and tapers in chimneys are ok.
- Protect our wood floors! Be alert to scratching from tables or chairs, and to moisture damage.
- Place plastic under coolers on the floor.

Event Guidelines

- Please, no unsupervised children in the lobby.
- No alcoholic beverages may be served or consumed at the Historic Jonesborough Visitor Center.
- No smoking is permitted in the building.
- Be attentive to restroom cleanliness, alert hostess if there is any problem or garbage needs emptying.
- Check with the hostess to obtain mops or brooms and to access additional furniture or other objects in storage area.
- For assistance with sound system or lighting, please ask a staff member. No renter should be in the sound booth. Hostess will set volume on speakers, then the renter can monitor from electronic device.
- Please stay off the spiral staircase and do not enter the sound booth.

Wrap Up

- Client is responsible for complete garbage removal. Garbage is to be taken to the dumpster next to the Post Office.
- All food and personal items must be removed.
- Clean up any major spills on floors or tables. We will sweep, mop and clear room of furniture. Client does not need to attend to that.
- Please leave our kitchen area as you found it. Do not leave food in our refrigerators without checking with hostess first. And please be careful to leave our kitchen items here.

The next item for discussion was the approval of facility rental rates and cleaning fees for the McKinney Center. Mayor Vest said it appears the language from the Visitor Center policy regarding cleaning fees needs to be added to the McKinney Center rental policy. Mayor Vest asked the Aldermen if they had any comments or questions. Alderman Countermine said he thinks the requirements for cleaning fees should be the same at both facilities. Alderman Causey made the motion to approve the rental rate plan for the McKinney Center, as presented, and a cleaning fee of \$35.00 for complementary rentals until such time that the Board determines that the fee is no longer necessary to offset increased cleaning and sanitizing due to COVID-19. The motion was seconded by Alderman Countermine, and duly passed.

The McKinney Center at Booker T. Washington School
Facility Rental Request and Agreement

Date of Request: _____ Date of Event: _____
 Type of Event: _____ Time of Set-up: _____

Approx. Attendance: _____ Time of Event: _____
 Time of Clean-up: _____ Time of Departure: _____

Renter's Name: _____
 Organization and Title: _____
 Contact Person: _____
 Daytime Phone or Cell Phone: _____
 Fax: _____ Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Renters \$200.00 Damage Deposit _____ Cash _____ Check - Check # _____

Day of Event Information:

Name of Caterer: _____ Time of Arrival _____
 Name of Florist: _____ Time of Arrival _____
 Name of Baker: _____ Time of Arrival _____
 Will alcohol be present: _____
 Will there be Entertainment: _____

Notes: _____

Estimated Cost – Total Amount Due an estimate and is subject to change as request is formalized.

Space Needed	Total hours needed	Estimated Total	
\$200 Deposit (Auditorium Rentals)			
Auditorium			
Classroom 2			
Classroom 3			
Hallway	Free		
Number of Tables	Free		
Number of Chairs	Free		
Other Equipment Needs			
Other			

Estimated Total Amount Due \$ _____
 Date for damage deposit to be paid: _____
 Date for 50% of payment to be paid: _____

Date for balance of payment to be paid: \$ _____

By signing this agreement, I _____, have read, understand and agree to abide by the following:

1. Faithfully observe and comply with any and all rules and regulations as set forth in the attached Facility Rental Policies which is incorporated herein by reference as if it were set out in verbatim.
2. Comply with the laws of the United States, the State of Tennessee, and the Town of Jonesborough.
3. Pay to the McKinney Center the costs incurred as a result of any damages to the facility, furnishings, equipment or grounds arising out of the use of the premises under the terms of this contract.
4. Indemnify and hold harmless the McKinney Center, the Town of Jonesborough, its board members, employees, agents, representatives, insurers, sureties and assigns or anyone acting on its behalf, from any and all claims, damages, liabilities, or causes of action of any kind, nature, and description, whether at law or in equity, now accrued or which hereafter may arise, whether known, or unknown, arising out of any matter, cause, or event arising in any way from the use of the premises under the terms of this contract.
5. Inappropriate or destructive behavior will constitute halting the activity and vacating the premises with no refund of rent paid.
6. It is understood that the individual or organization renting the premises shall not either voluntarily, or by operation of law, assign, mortgage, pledge, hypothecate or encumber this agreement, and shall not sublet the said premises or any part thereof, or allow any other person to use the said premises, without first obtaining the written consent of the McKinney Center.
7. Please sign if we have the right to use and/or take event photos for center promotions _____.

All rental contracts are subject to approval by representatives of the McKinney Center. By signing you are agreeing to all information contained within this seven (7) page contract.

Name (print)	Signature	Date
--------------	-----------	------

McKinney Center Representative	Date
--------------------------------	------

Facility Rental Policies

The McKinney Center offers two classrooms and a large auditorium available for rental year-round. These spaces are also used by Jonesborough’s Mary B. Martin Program for the Arts, which is housed at the McKinney Center. All rental requests are subject to special consideration due to arts programming, performances, events and exhibits.

Classrooms and Auditorium

The McKinney Center is a fully renovated facility that houses two fully equipped classrooms, an ideal location for business meetings, seminars, showers and small receptions. While the spacious auditorium, with sophisticated light and sound equipment, is the perfect setting for conferences, seminars, special presentations as well as reunions and receptions.

Reservations and Deposits

Auditorium Rentals:

A \$200 refundable damage deposit is required for the auditorium rental and must be paid one week after securing the event date. The damage deposit will be refunded to you within thirty days after the event following a satisfactory inspection of the grounds and/or facility rented.

All center rentals:

Two weeks after securing reservation, one-half (50%) of your rental fee and a signed rental agreement are required to secure your reservation. The full balance must be paid two weeks prior to your event.

Cancellation Policy**All rentals and Special Events:**

To cancel a rental, written notice is required. If a facility rental is cancelled three months or more in advance, a full refund will be given minus a \$50 cancellation fee. After 90 days, a \$150 cancellation fee will be charged.

Rental Fees

See Enclosed Rental Fee Sheets. The enclosed rates are figured on a daily and/or nightly basis. A staff member will be on site during the event.

To qualify for non-profit rental rates, you must provide proof of your legal non-profit status.

Guidelines for Renters and Guests at the McKinney Center**Alcohol**

Since the Center is also used by Jonesborough's Mary B. Martin Program for the Arts, all rental requests where alcohol is being served, are subject to special consideration. There will be no event serving alcohol while children's programming and/or activities are taking place elsewhere in the building.

Renters must inform the McKinney Center Representative of their intention to serve alcohol when reserving the facility. If alcohol is being served at your event, special guidelines must be followed. A signed copy of the **Guidelines for Alcohol Use** and the **Indemnity Agreement for Alcohol Usage** are required when making the reservation. Failure to comply with this policy will be cause for the McKinney Center to cancel the event.

Setup and Cleanup

The renter is solely responsible for all setup and cleanup during the hours the rental has been reserved. This includes catering, bartending, musician, and florist activities. A center staff member will be available to answer your questions. Furniture, wall fixtures, plants and pictures may not be moved without permission from staff. Center chairs cannot be used on the grounds. All materials needed for your event must be brought at the time of your setup and removed immediately after your event and during your rental time. The Center shall not be liable for any loss/damage of items left at the Center. The user agrees to take the utmost care not to damage the facility and/or its grounds. The user will be held solely responsible for any and all damages to the building, equipment, fixtures, furniture, and grounds arising from use of the premises. The renter is also responsible for trash removal, the center does provide outdoor trash receptacles for this use.

Decorations

1. Nothing may be placed on the walls, doors, furnishings, or windows with tape, tacks, staples, nails, or other methods. Command or 3M strips can be used for wall décor only.
2. Small candles and tea lights can be used if they are enclosed in glass and placed a reasonable distance from anything flammable. Luminaries are not permitted. An open flame of any type is strictly prohibited on the grounds.
3. House lights are included in the rental fee. If additional, specialty, lighting is needed we offer an add on package for lighting and sound needs.
4. Rice, paper, glitter, silly string, birdseed, and confetti may not be used.

No Smoking

The Center is a smoke-free environment. Smoking is prohibited inside the Center and only allowed in designated areas outside, which are located at the back entrance to the facility.

Liability

The McKinney Center will not be liable to the user, its guests, agents, performers or employees for any personal property. The McKinney Center assumes no responsibility for rental items left in the Center or on Center grounds. Additionally, it is the sole responsibility of the user to follow all applicable local, state, and federal safety rules and regulations and to maintain safe conditions for workers, activity patrons, guests, and the public.

GUIDELINES FOR VENDORS AT THE MCKINNEY CENTER

The renter is responsible for seeing that all vendors are informed of the McKinney Center's guidelines.

Deliveries/Pickup

All deliveries of supplies and/or equipment (i.e. tents, tables, chairs, etc.) must be made by prior arrangement with the Center. Delivery of rental items coming from Celebrate, Action Rental, or any other business, must be coordinated with Center staff. Please use the back door for deliveries and pickup.

Caterers

Arrangements for food and beverages are the sole responsibility of the renter and are not included in the rental charge. All food must be prepared off-site and served by a caterer that is licensed and insured for off-premise locations. All deliveries of supplies and/or equipment as well as food must be made by prior arrangement with the Center and during the hours/time of your rental. The Center catering facilities are limited and are for warming, setup and serving only.

At least two weeks before the event, contact the Center staff to discuss final arrangements for the event. If you are using tables and chairs from the Center, staff will need to discuss layout and setup instructions. Finalizing these details in advance will help us make the event run smoothly.

Photography

Photography is permitted during the hours of a scheduled event at the Center. Photography in any area other than the rented space prior to the event must be pre-approved by the Center. Also, please reference #7 in the rental agreement for permission for our staff to photograph and/or use your event photography in Center marketing and promotions. We do not permit the use of the public restroom as a dressing room.

Music

DJ's and bands set up inside the Center must discontinue playing by 10:30 p.m. Music carries into residential areas; therefore, volume must be controlled. The Center staff has authority to control the noise level.

PLEASE CHECK WITH MCKINNEY CENTER STAFF
BEFORE LEAVING THE EVENT!
ALCOHOL INDEMNITY AGREEMENT

THIS AGREEMENT, dated as of _____, _____, is made by and between _____ (“Renter”) and _____ (“Caterer”) for the benefit of **the McKinney Center (“MC”)** and the Town of Jonesborough.

RECITALS:

- A. The Town of Jonesborough owns the McKinney Center located at 103 Franklin Avenue in Jonesborough, Tennessee.
- B. Renter desires to rent MC’s facilities for a function to be held on _____ which will include serving wine and/or beer or other alcoholic beverages at such function.
- C. Caterer has been hired by Renter to provide food and non-alcoholic drinks for the function to be held on date shown above.
- D. Renter and Caterer have been provided and signed a copy of the Guidelines and Rules for Serving Alcohol at MC and have agreed to same.
- E. MC agrees to make its facilities available to Renter and Caterer for this function provided, however, MC requires that Renter and Caterer execute this Indemnity Agreement as a condition to Renter and Caterer’s use of and access to MC’s facilities.

NOW, THEREFORE, in consideration of the foregoing premises, and in consideration of Renter’s use of and Caterer’s access to MC’s facilities, Renter and Caterer do hereby agree to indemnify MC, and its officers, directors, employees and agents, from and against any and all claims, liabilities, damages and causes of action (including any attorneys fee and expenses incurred by MC in investigating, defending or otherwise responding to any such matters) arising out of Renter’s use of and/or Caterer’s access to MC’s facilities including, without limitation, Renter’s/Caterer’s use of wine, beer or other alcoholic drinks at such facility. This indemnity shall apply to and cover any claims filed by any of Renter’s guests, members or invitees or by any other third party in connection with or arising out of Renter’s use of MC’s facilities including, without limitation, any such matters arising out of or related to Renter’s use of wine, beer or other alcoholic beverages at such function.

IN WITNESS WHEREOF, _____ and _____

or their duly authorized representatives, have executed this instrument as of the date first set forth above.

NAME OF RENTER

NAME OF CATERER

B y : B y :

Name (Printed): _____
(Printed): _____

Title: _____ Title: _____

**SERVING ALCOHOL AT THE MCKINNEY CENTER
RENTERS GUIDELINES**

By signing this agreement, I _____ have read, understand and agree to abide by the guidelines listed below.

In order to legally serve alcoholic beverages during an event at the McKinney Center you must comply with state and local requirements.

There are two categories with separate requirements that must be followed in order to serve alcohol at an event at the McKinney Center. Read the guidelines below and check the box next to the category that applies to this event.

• **Private event by invitation only:**

1. It must be a free event that is not open to the public. Tickets cannot be sold to this event.
(i.e., wedding reception, reunion, etc.)
2. Money cannot be collected for the drinks at the time of service (i.e., no cash bar).
3. **If the caterer has a Liquor by the Drink Catering License through the Tennessee Alcoholic Beverage Commission the guidelines are as follows:**
 - a. If the caterer has the appropriate license from the TABC, they are allowed to serve alcohol at their catered events.
 - b. **Very few** caterers in this area have this license. A caterer with this license may provide all alcoholic beverages and other supplies. The caterer with an Alcohol Catering License must provide food in conjunction with alcohol sales. Contact the TABC at 423-434-6451 to obtain a list of caterers in this area who have a license to serve alcohol.
4. **If caterer does not have the appropriate license, the guidelines are as follows:**
5.
 - a. The alcohol and mixers **must** be provided by the renter, **not the caterer.**

- b.
- c. A bartender may not be paid to serve the alcohol. A server can be used as long as they are not being employed and/or paid by the renter.

- **Event that is not private and open to the public:**

1. The event can either be free and open to the public or it can be an event where attendees purchase a ticket to attend the event.
2. (i.e., Taste of Jonesborough, Spring Tune-Up, Fine Art in the Park, etc.)
3. In order to serve alcohol, for free or for purchase, at the event, a Special Occasion License must be obtained from the Tennessee Alcoholic Beverage Commission (TABC). Obtainable by calling 615-741-1602 ext: 106. There is an application that must be completed prior to the event date and the license fee is \$100.
 - a. In order to be eligible for a Special Occasion License, the renter **MUST** be a non-profit organization or partner with a non-profit organization for the event. The non-profit organization must apply for the license and provide proof of non-profit status.
 - b. The McKinney Center must be supplied with a copy of the Special Occasion License at least two weeks before your event, and it must be on site at the time of the event.
 - c. If beer is to be served, the renter must apply for a Beer Permit through the Town of Jonesborough in addition to the Special Occasion License. Obtainable by calling the Town of Jonesborough at 423-753-1038.

NAME OF RENTER

NAME OF CATERER

B y

: B y :

Name (Printed):

Name (Printed):

Title: _____

Title: _____

—

—

**FACILITY RENTAL FEES FOR
GOVERNMENT AGENCIES AND COMMUNITY ORGANIZATIONS**

Local government agencies, community-based organizations, and other Jonesborough events renting the McKinney Center will be charged basic opening and operating costs. This pricing applies to the following:

- Washington County Government & School System
- The Heritage Alliance
- Jonesborough Repertory Theater
- Jonesborough Storytelling Guild
- Music on the Square
- Jonesborough Area Merchants and Services Association (JAMSA)
- Jonesborough Farmers Market or Jonesborough Locally Grown
- The Tuesday and Schubert Garden Clubs

Organizations not listed above, will be subject to review upon request.

Renters of the McKinney Center are required to coordinate their event with the McKinney Center Representative. All rental requests are subject to availability.

Basic opening and operating charges will apply as follows:

- A \$15 an hour staffing charge will be charged for all events held outside of our regular business hours. The McKinney Center is open Monday thru Friday from 8 am to 5 pm. Events taking place during these hours will not be charged a staffing fee.
- Charges will be summarized on the event invoice.

FACILITY RENTAL FEES FOR MEETINGS AND CONFERENCES

FACILITY	Regular Business Days, Monday-Friday		Weekends and Holidays
	Hourly, Before 5pm	Hourly, After 5pm	Hourly
Auditorium	\$75/hr.	\$100/hr.	\$100/hour
Classroom (#2 or #3)	\$30/hr.	\$45/hr.	\$45/hour
Kitchen (Flat Fee, Not Hourly)	\$50	\$50	\$50
AV for Classroom (Flat Fee)	\$20	\$20	\$20
AV for Auditorium (Flat Fee)	\$50	\$50	\$50

Full Day Packages are available, please refer to our Special Event Pricing Sheet

The McKinney Center’s meeting and conference package includes the following special services at no additional cost:

- Set-up of tables and chairs in the rented space
- 200 premium folding chairs
- Variety of tables
 - 25, 5 ft. round tables
 - 10, 6 ft. rectangular tables
 - 10, 8 ft. rectangular tables
- **For a flat \$40 fee, a warming kitchen is available for your rental. The kitchen includes:**
 - ◇ **Commercial Ice Maker**
 - ◇ **Stove with dual ovens**
 - ◇ **Refrigerator/Freezer**
 - ◇ **Please bring any serving utensils, platters, paper products, etc. as those are not provided**
- **AV for Classrooms includes, \$20 flat fee:**
- **Podium**

- **Digital Projector (renter provides laptop)**
 - **Portable Screen**
 - **AV for Auditorium includes, \$50 flat fee:**
 - **Podium**
 - **Digital Projector (renter provides laptop)**
 - **Fixed location screen**
 - **2 wired or wireless microphones or 1 microphone and use of an auxiliary cord for music from renter's device**
 - **House lights with basic stage lights**
- Facility Rental Fees for Meetings and Conferences - Non-Profits**

FACILITY	Regular Business Days, Monday-Friday		Weekends and Holidays
	Hourly, Before 5pm	Hourly, After 5pm	Hourly
Auditorium	\$50/hr.	\$65/hr.	\$65/hour
Classroom (#2 or #3)	\$20/hr.	\$30/hr.	\$30/hour
Kitchen (Flat Fee, Not Hourly)	\$50	\$50	\$50
AV for Classroom (Flat Fee)	\$20	\$20	\$20
AV for Auditorium (Flat Fee)	\$50	\$50	\$50

Full Day Packages are available, please refer to our Special Event Pricing Sheet

The McKinney Center's meeting and conference package includes the following special services at no additional cost:

- Set-up of tables and chairs in the rented space
- 200 premium folding chairs
- Variety of tables
 - ◇ 25, 5 ft. round tables
 - ◇ 10, 6 ft. rectangular tables
 - ◇ 10, 8 ft. rectangular tables
- **For a flat \$40 fee, a warming kitchen is available for your rental. The kitchen includes:**
 - ◇ **Commercial Ice Maker**
 - ◇ **Stove with dual ovens**
 - ◇ **Refrigerator/Freezer**
 - ◇ **Please bring any serving utensils, platters, paper products, etc. as those are not provided**
- **AV for Classrooms includes, \$20 flat fee:**
 - ◇ **Podium**
 - ◇ **Digital Projector (renter provides laptop)**
 - ◇ **Portable Screen**

- **AV for Auditorium includes, \$50 flat fee:**
 - ◇ **Podium**
 - ◇ **Digital Projector (renter provides laptop)**
 - ◇ **Fixed location screen**
 - ◇ **2 wired or wireless microphones or 1 microphone and use of an auxiliary cord for music from renter's device**
 - ◇ **House lights with basic stage lights**

**FACILITY RENTAL FEES FOR
WEDDING/WEDDING RECEPTION AND SPECIAL EVENTS**

<i>Facility</i>	<i>Rental Pricing</i>
<i>Auditorium and Classroom #2 & #3 (Entire facility)</i>	<i>\$1,000</i>
<i>Auditorium</i>	<i>\$850</i>
<i>Classroom in Addition to Auditorium</i>	<i>\$45/hour</i>

**A \$200 damage deposit is required for all auditorium rentals*

The McKinney Center's wedding and special event package includes the following special services at no additional cost:

- Access to the rented space the day of your event beginning at 8 am for set-up and decorating and ends at 11pm with clean up completed
- Set-up/break down of tables and chairs in the rented space
- Use of our warming kitchen the day of your event
- 200 premium folding chairs
- Variety of tables
 - ◇ 25 - 5 ft. round tables
 - ◇ 10 - 6 ft. rectangular tables
 - ◇ 10 - 8 ft. rectangular tables

The next item for discussion was approval of a large meter policy and guidelines for the Water Distribution Department. Mayor Vest asked Craig Ford, Operations Manager, about the policy and guidelines. Craig Ford said in the process of doing GPS work on our fire hydrants and valves and water meters and valves, we found a deficiency with respect to the large meters, particularly the meters for private hydrants and fire lines. He said there have been a few businesses so far that have been identified as having fire lines into the building with no meter installed on that line, and what that means is there is the potential that the business could be using water off the fire line, and we would have no way of knowing that. Mr. Ford said not only does that have a negative impact on our unaccounted-for water loss, it could also be a substantial loss of revenue. He said he is not suggesting that any of these businesses are in fact doing this, but again, the potential is there. Mr. Ford said currently the Town is charging customers \$3,950.00 for a 6-inch meter and the meter itself costs the Town \$9,000.00, which doesn't even take into account the cost of the meter vault or installation. He said he feels the Town should at a minimum be covering the cost of the meter itself. Craig Ford said Kevin Brobeck, Water Distribution Superintendent, is recommending a large meter policy and guidelines, as well as updated charges for these large diameter meters; the prices Mr. Brobeck is recommending include the cost of a tapping saddle, water line and installation to the vault. Mr. Ford said there is one correction in the proposed charges on the 10" Fire Line Service for outside city limits which should be \$24,500 instead of \$25,500. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Callahan made the motion to approve the large meter policy, pricing, and guidelines as presented, seconded by Alderman Causey, and duly passed.

LARGE METER POLICY AND GUIDELINES

All meters 2" and above shall be built by the Town of Jonesborough Water Distribution unless the Town of Jonesborough approves an outside source to manufacture said meter.

All meters 2" and above shall have a bypass applied to the meter with a test port.

All meters shall have the bypass locked and secured on the off position before leaving the Jonesborough Water Distribution Facility. All locks on bypass shall be maintained by the Town of Jonesborough and unlocked by only a Town of Jonesborough Water employee.

All fire protection meters that are used in conjunction with potable water used at a facility shall have its own meter for billing attached to fire protection meter.

All commercial customers with a meter shall have a (RPZ) backflow prevention device.

All commercial customers with a backflow prevention device are responsible for their own maintenance and testing by a third-party entity. Testing back flow prevention shall be done on a yearly basis.

All customers are responsible for the installation of 3" and larger meters and supply their own meter vault for the meter.

All meter vaults shall have an opening for the entry of a competent person to enter for repair work.

All meters and meter vaults shall be inspected by a Town of Jonesborough Water Distribution personnel after installation.

FIRE LINE & SERVICE CONNECTIONS WITH FIRE PROTECTION METER FEES

<u>Size</u>	<u>Type Service</u>	<u>Inside City Limits</u>	<u>Outside City Limits</u>
3"	Fire line Service	\$ 9,000.00	\$ 9,500.00
4"	Fire line Service	\$12,000.00	\$12,500.00
6"	Fire line Service	\$15,000.00	\$15,500.00
<u>Size</u>	<u>Type Service</u>	<u>Inside City Limits</u>	<u>Outside City Limits</u>
8"	Fire line Service	\$18,000.00	\$18,500.00
10"	Fire line Service	\$24,000.00	\$24,500.00
12"	Fire line Service	\$27,000.00	\$27,500.00

- Fire Hydrants are provided in the Town's limits on existing roads only. Fire Hydrants for private fire lines and new developments are the responsibility of the developer.
- All Fees and Service Charges may change without notice. These fees are effective May 1, 2020. Prepared by Jonesborough Water Distribution Department.

The next item for discussion was the approval of a COPS Grant and Governors' Local Government Support Grant. Mayor Vest said the recommendation by staff is for approval of the COPS grant in the amount of \$250,000 and the Governor's Local Government Support Grant in the amount of \$150,030 to be earmarked for the cost of police equipment for the additional two policemen and an additional \$5,000 in the FY 2020-21 budget for the remainder from the Litigation Expense line item if the \$155,030 falls short of the funding needed. Mayor Vest asked Attorney Wheeler if the grants have to be approved separately. Attorney Wheeler said they can be done at the same time based upon the recommendation. Alderman Causey said she had a concern she would like to express. Alderman Causey said on the budget for the COPS grant, the police officers are supposed to start out at a Grade 10 Step 3, but the recommendation is that they start out at a Step 5, and she feels that the starting salaries should be what is stated in the grant budget. Mayor Vest said the issue there is that the officers being

recommended for hire are highly qualified. Alderman Causey said she is not against the COPS grant, and she wants the additional police officers, but she feels we need to be cautious in our budget because if we start them in at a Step 5, has the Town Recorder looked at how much more that will cost. Mayor Vest said he thinks the idea is that we are using the \$150,030 from the State to off-set the cost. Glenn Rosenoff said the money from the State is not for salaries. Chief Street said there would be a substantial savings because the proposed police officers will not have to go to the academy, the canine is already trained, and fire training has already been met. Mr. Rosenoff said there is savings associated with the police officers not having to be trained. Chief Street said his staff submitted the grant application from the perspective of hiring a new officer with no previous training and that would be the starting salary, plus after going to the academy and completing the course and upon certification, the officer would move up one step. Mayor Vest asked what the cost is to send a new officer for training. Chief Street said if you look at the total expense, just the tuition at Walters State is \$2,667, plus \$950 for academy meals while they are at the academy, plus \$550 for meals away from the academy which is a total of \$4,167. He said in addition to that we pay a new officer four pay periods at entry level salary which comes to \$5,088 while they are in school, and they are not benefiting the force until they complete the course and get their certification. Chief Street said for an officer just to get through the academy, the total cost including salary is \$9,255, which is a savings to the Town by hiring an officer who is already certified. He said in addition, when the officer comes back from the academy, we owe him or her 200 hours of compensated time, and if you put the dollar amount to that it comes to \$3,180, and again, we have gotten nothing out of these officers because they are untrained; after that they have to be put through four months of field training and be sent to fire school, so it is about a year from the day we hire a new officer until the force gets any service at all out of them. Chief Street said we are very fortunate and proud of the fact that we are starting to attract senior officers from other agencies, and these are good solid police officers; they have good records, good backgrounds, and he feels they will make excellent police officers for the Town. Chief Street said we are saving about \$10,000 from the beginning in hiring a senior officer, but the real benefit is that we can put them on the road in a few weeks. He said right now he is really down three officers; there are two officers starting the academy next Monday and one officer on maternity light duty. Chief Street said it is important to us to get these senior officers hired and get them moving because it is a busy time of the year due to training, vacations, and all the extra-curricular things that we do downtown. Chief Street said we are paying more to get that senior officer in here, and there is probably not another position in Town that has as much liability attached to it as a Police Officer. He said it is a benefit to the Town to get good experienced officers that can go to work immediately and not have to wait for them to complete their training and when we can look at an officer and know he has worked for a certain agency for 20 years, has an excellent record, and is a good fit for Jonesborough. He said to him that is a win-win situation. Mayor Vest stated he agreed with that assessment. Alderman Causey said she is not against hiring the officers by any means, but we just need to make sure that the funds are in the budget because the General Fund has taken several hits just tonight for additional money to be put into the budget. She said all she wants is to make sure that the Town has the funds for the additional cost in the upcoming budget. Operations Manager Craig Ford said a COPS grant is a three-year grant period that is basically a 75–25 match. He said now in the State of Tennessee when you hire individuals off the street that have no law enforcement experience at all, you have six-months to send them to the Police Academy, and once they graduate from the academy, they automatically move to a Step 2. He said the issue here is when you look at how the COPS grant is funded, what the funding agency prefers is that it pay a lot more money on the front end and then by year three is paying a lot less to prepare you for that year four budget when you take them on. Mr. Ford said to go back to what Chief Street was saying, the salary difference for the officers that first year would be about \$6,000 for both of them which is the difference in what is being proposed to the Board. He said if you look at the savings of not having to send two officers to the academy, including the cost of police and fire training, meals, salaries, and compensated time the Town is saving about \$25,000 - \$26,000 dollars that first year by not having to send those two officers to the academy. He said the end result is that you are still \$18,000 - \$19,000 to the good budget-wise hiring them at Step 5 but also being able to almost

immediately put them on patrol. Alderman Causey said she understands that and her only question was about the budget the Board received on the COPS grant and what is being recommended as starting salaries are completely different, and she just thinks they should match. Mr. Ford said basically all we have to go on is the salary plan that the Town has. He said the granting agency has no way of knowing who is going to apply for those positions, and if you have an officer with a 10 or 15 year career apply and is a very good officer, he or she is not going to come to Jonesborough for a Grade 10 Step 2 salary. Alderman Causey said she understands, but she just wants to make sure we have money in the budget for these two officers. Mayor Vest said he feels it is better to put the additional funds in the budget for these two officers before it is passed and find savings in another line item. Mayor Vest asked the Aldermen if they had any further comments. There being none, Alderman Callahan made the motion to approve the COPS grant in the amount of \$250,000 and the Governor's Local Government Support Grant in the amount of \$150,030 to be earmarked for the cost of police equipment and if the \$155,030 falls short of the funding needed, an additional \$5,000 be designated from the Litigation Tax Expense line item; approve the appointment of Nicholas Hughes and Russell Broadway as Public Safety Officers pending their successful completion of all pre-employment requirements, with a starting salary of Grade 10 Step 5 (\$37,217) due to their certifications and experience. The motion was seconded by Alderman Countermine, and duly passed.

The next item for discussion was an update on unfunded projects. Mayor Vest said with the Lincoln Park project and the loss of the Carter County Work Crew due to the Coronavirus pandemic, there are several projects that have fallen behind in their completion. Operations Manager Craig Ford said the projects that need to be finished and funding costs associated with those projects are: (1) East Main Street waterline upgrade - \$185,000, (2) Shell Road project - \$100,000, (3) foot bridge replacement at Mill Spring Park and foot bridge replacement at Main Street Café - \$25,000, and (4) West Main Street sidewalk replacement - \$415,540. Mr. Ford said he had spoken with Captain Lundy at the Carter County Work Camp who is over that work detail about two weeks ago, and they were just starting to send out their mowing and litter pickup crew as Phase I and Phase 2 will be sending the actual construction crews out; then the virus numbers started going up, and he has not talked to Captain Lundy this past week to see where they are in that reopening. Mayor Vest said the recommendation is to authorize staff to coordinate a work session with Board members with the intent to establish a priority list of projects and a funding option to complete the projects from conceptual to design to construction. Board members discussed the proposed costs for the four projects, the completion of the Lincoln Park project, and the work details of the projects; infrastructure priorities were then discussed. Mayor Vest asked the Aldermen if they had any further comments. There being none, Alderman Causey made the motion to approve the recommendation by staff as presented, seconded by Alderman Callahan, and duly passed.

The next item for discussion was approval of a request for an Outdoor Use Permit by Texas Burritos & Moore, 109 Courthouse Square, for the placement of four tables with four chairs in front of the business, two tables and four chairs at each of the front windows. Town Administrator Glenn Rosenoff said the Historic Zoning Commission has approved the furniture. Mr. Rosenoff said the Building Inspector will inspect the furniture to ensure that it is structurally sound and safe and that the layout of the tables and chairs are placed to ensure there is adequate pedestrian access down the sidewalk including wheelchair accessibility. He said that Ms. Sipple has provided a copy of her insurance policy but has not provided the proof of insurance form listing the Town as additional insured, as well as the Hold-Harmless Agreement. Mayor Vest asked the Aldermen if they had any comments. There being none, Alderman Countermine made the motion, seconded by Alderman Dickson, to approve the Outdoor Use Permit for Texas Burritos & More, 109 Courthouse Square, subject to the Town Attorney's review and acceptance of the proof of insurance form and the Hold-Harmless Agreement. The motion was duly passed.

Town Administrator Glenn Rosenoff requested an addition to the agenda regarding a Right-Of-Way Usage Application for a Certificate of Appropriateness and a

Tent/Temporary Structure Application for a Certificate of Appropriateness. Alderman Causey made the motion to add this item to the agenda, seconded by Alderman Countermine, and duly passed.

Mr. Rosenoff said he and Cameo Waters, Visitor Center Director, have been communicating with some of the downtown merchants and looking at opportunities to work with them. Cameo Waters said Gabriel's Christmas and TN Tails, who has been one of the many merchants working to be flexible and agile, wants to extend his shop to the right-of-way in front of his store; Ms. Waters said the owner is asking specifically for the dates of July 24 and July 25. Mr. Rosenoff said he feels the Town should support the business owner and any other merchants who want to do this, so that is how this form came about. Mr. Rosenoff said they are balancing this Right-of-Way Usage Application for a Certificate of Appropriateness with all right-of-way usage requests which exceed over 2-feet from the business line into the right-of-way being approved by the Town Administrator. The approvals will be for a short period of time of no more than a 72-hour period. Mr. Rosenoff said the Tent/Temporary Structure Application for a Certificate of Appropriateness must be approved by the Board of Mayor and Aldermen. He added that he is recommending a trial period and revisit at a later date to see if it is working for the downtown merchants. Alderman Countermine said he thinks it is a good idea, and the more we can help the merchants the better. Alderman Dickson asked if this was temporary given the current situation for the businesses. Mr. Rosenoff said it is. Mayor Vest called for a motion to approve the two forms as presented. Alderman Countermine made the motion to approve the Right-of-Way Usage Application form for a Certificate of Appropriateness and the Tent/Temporary Structure Application form for a Certificate of Appropriateness as presented, seconded by Alderman Causey, and duly passed.

TENT/TEMPORARY STRUCTURE APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**(ALL TENT/TEMPORARY STRUCTURE REQUESTS MUST BE APPROVED BY
THE BOARD OF MAYOR AND ALDERMEN)**

DETAILS OF TENT/TEMPORARY STRUCTURE

Proposed Location of Tent/Temporary Structure: _____

Size: Length: _____ Width: _____ Height: _____

Distance between the exterior tent leg/structure and the beginning of the street:

_____ feet _____ inches

There MUST be 5 foot minimum sidewalk clearance.

It is prohibited to drive any stakes or objects into the sidewalk or pavement.

Tent Color: _____

Additional Information, if needed: _____

ADDITIONAL MATERIALS

You are required to submit a Certificate of Insurance General Liability Policy that includes the Certificate Holder (the Town of Jonesborough) as additional insured prior to being approved for a Right-Of-Way Usage Application For Certificate Of Appropriateness.

Signature: _____ Date: _____
(Business Owner)

Signature: _____ Date: _____
(BMA Member or Town Administrator)

Request Approved: _____

Request Denied: _____

**RIGHT OF WAY USAGE APPLICATION
FOR CERTIFICATE OF APPROPRIATENESS**

**(ALL RIGHT OF WAY USAGE REQUESTS WHICH EXCEED OVER 2 FOOT
OF EXTENSION FROM YOU PROPERTY LINE INTO THE RIGHT OF WAY MUST
BE APPROVED BY THE TOWN ADMINISTRATOR)**

Right Of Way (Sidewalk, Alley, or Other Public Property)

Business Name: _____ Phone: _____

Business Address: _____ Zone: _____

Type of Business: _____

Owner of Business: _____ Phone: _____

DETAILS OF RIGHT OF WAY USAGE:

Proposed Location of Right Of Way Usage: _____

Date and Time You Are Requesting to Utilize Right Of Way: _____

Intent of Right Of Way Usage: _____

Parameter of Requested Right Of Way Usage Area: _____ ft. X : _____ ft.
There MUST be 5 foot minimum sidewalk clearance

Items you are requesting to place in the Right Of Way (Displays, Tables, Racks, Décor, etc): _____

It is prohibited to drive any stakes or objects into the sidewalk, pavement, or public property.

Will you be utilizing a tent: _____ Yes _____ No
If yes please fill out tent/temporary structure application for Certificate of Appropriateness found on page 2.

Additional Information, if needed: _____

Please mark any of the below services you are requesting from the Town of Jonesborough:

- _____ Police and Security
- _____ Signage
- _____ Publicity/Communication/marketing
- _____ Preparation/Beautification
- _____ Refuse Collection

_____ Street Closure (*This requires a special event permit application to be filled out and approved by the Board of Mayor and Alderman. This application is made available at Town Hall or at jonesboroughtn.org*)

If Yes to any of these please provide details here: _____

ADDITIONAL MATERIALS

You are required to submit a Certificate of Insurance General Liability Policy that includes the Certificate Holder (the Town of Jonesborough) as additional insured prior to being approved for a Right Of Way Usage Application for Certificate of Appropriateness.

Signature: _____ Date: _____
(Business Owner)

Signature: _____ Date: _____
(BMA Member or Town Administrator)

Request Approved: _____

Request Denied: _____
There being no further business, the meeting was duly adjourned.

ABBEY MILLER, RECORDER

CHUCK VEST, MAYOR