

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

AUGUST 8, 2022

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, August 8, 2022, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

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

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

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

1. Approve the following bills for payment:

<u>SANITATION</u>	<u>GENERAL</u>	<u>WATER</u>
102878-102902	11,900.00	
102903-102912-June	11,384.75	
102913-102948-June	52,487.88	
102949-June	1,176.33	
102950-102969	4,993.65	
102959-Void	(550.00)	
102970-Re-issued	550.00	
10271-103000-June	88,259.29	
103001-103024	12,944.85	
103025-103050	110,815.75	
103051-103107-June	69,570.14	
103108-103131	<u>17,970.92</u>	
	\$ 381,503.56	
64321-64332		2,216.08
64333-64335-June		1,869.10
64336-64353-June		70,764.50
64354-64355-June		1,176.33

64356-64360	13,916.00	
	<u>GENERAL</u>	<u>WATER</u>
<u>SANITATION</u>		
64361-64365-June	5,610.10	
64366-64370	1,644.64	
64371-64377	259,278.27	
64378-64415-June	139,348.00	
64416-64426	<u>11,587.21</u>	
	\$507,410.23	
9687-9690-June		608.58
9691-9693		1,058.84
9694-9695-June		311.71
9696		140.00
9697-9700		6,954.77
9701-9708		19,828.40
9709-9713		<u>838.77</u>
		\$29,741.05

School Fund – July 2022

1064	<u>1,446,320.43</u>
	\$1,446,320.43

2. Approve the following Operations Manager Report:

Let me begin by apologizing for an abbreviated report, but I wanted to get something to you for the Board packet. As you are aware, we have spent a substantial amount of time on the budget preparation for 2022/2023.

The Street Department is finishing up the drainage construction at the Elementary School site. It should take about one more week. They would have completed the project, but the weather did not cooperate.

I have worked with the Washington County Public Works Committee and the Washington County Highway Department to get a list of roads in the Town's corporate limits paved. I will attach the paving list sent to them. The Board may or may not want to establish a priority list for the paving.

This does not mean all the streets will be paved, but at least the Public Works committee approved the list, which will allow the County to do the paving. Shell Road is number one.

We have also made substantial progress on Lincoln Park. The brick work is now completed and we will begin with final prep work in the next week.

Most, if not all, of the easements have been completed on East Main Street for the sidewalk. I hope to start that project within the next 30 days.

Recreation staff also started the beautification/planting plan for Boone Street. Again, progress has been slow due to the weather, but progress is being made. I met with Lewis Hulse at the Stage Door and completed a walk-through with him on that project. He has started some preliminary work there and I am happy to be working with him.

3. Approve the following Supervisor Reports: Parks and Recreation, Fire Department, McKinney Center, Mary B Martin Program Director, Animal Control, Street Department, Solid Waste and Recycling, Police Department, Senior Center, Marketing and Promotion Coordinator, Director of Tourism and Main Street, Visitor Center and Facilities Rental Manager, Utility Manager, Meter Department, Environmental Service/Wastewater, Water Treatment Plant, and Building Inspector.
4. Acknowledgement of the Debt Obligation Report CT-0253 related to construct various utility capital projects: Northern Loop Phase 1, North Cherokee Water Utility Capital Project, Electronic Meters, installation of a gravity line in place of Sewer Lift Station A, and two pump stations for Subdivisions Ivy Trace Subdivision and Birds Eye View, in the amount of \$4,750,000.
5. Approval of the 2022 Halloween Haunts and Happenings scheduled for Friday, October 28th from 6:00 pm to 9:00 pm on Main Street, with Main Street and the associated side streets being closed at 5:30 pm.
6. Approve the 2022 Concession Agreement with the Persimmon Ridge Soccer Association authorizing the use of the Town concession buildings associated with the ballfields at Persimmon Ridge Park from August 1 – December 31, 2022, subject to the terms of the Agreement.

INSERT AGREEMENT

The next item on the agenda was the Financial Report, which was not available for approval.

Communications from the Mayor was the next item on the agenda. Mayor Vest said he received a message from David and Tammy Timbs, Meadow Creek Lane, praising the Street Department for their quick response, removal and clean-up of a tree that had been blown down by a recent storm, the gentlemen that came were kind and courteous; and that as new residents they were beyond thrilled with the manner in which the whole situation was handled, and they thought it would be nice for you to know that the Town's employees are representing Jonesborough well and doing a great

job. Mayor Vest said last Friday night's Music-On-The-Square event had to be moved to the Visitor Center due to inclement weather, with a large number of people in attendance who were dancing and enjoying themselves with Dave Eggar's Band. Mayor Vest said in reviewing the Supervisor Reports the building permits had doubled in July in comparison to July 2021.

Mayor Vest said he was recommending appointments to the two following committees:

Historic Zoning Commission – appoint Chris Basar, filling an unexpired term due to a vacancy with the term expiring March 2023, reappoint Zac Jenkins and Ruth Verhegge to five-year terms expiring September 2027.

Jonesborough Planning Commission – reappoint Jim Rhein and Frank Collins to three-year terms expiring August 2025.

Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion to approve the appointments to the Historic Zoning Commission and Jonesborough Planning Commission as recommended by Mayor Vest, seconded by Alderman Causey and duly passed.

Mayor Vest introduced Nancy Kavanaugh, representative of "The Wild Women of Jonesborough", who presented a donation of \$2,500 to the McKinney Center for the re-launch of the play, *We Did It Together!*, which is tentatively scheduled for February 2023. Nancy Kavanaugh said The Wild Women group have made many contributions to many organizations and it's a real delight to have \$2,500 that's been raised by the women of Jonesborough for all of the important things that are of value to us in Jonesborough. Mayor Vest asked Jules Corriere, MBM Director representing the McKinney Center, for her comments. Jules Corriere said that they are so grateful for the \$2,500 donation from the Wild Women of Jonesborough. Ms. Corriere said the play is more than a theatre piece, it is a community building project based on the stories of the people in our own community, people whose efforts have made Jonesborough the amazing place it is today.

Mayor Vest asked Mitchell Calvin to come up to accept the Employee of the Month Award. Mayor Vest read the following nomination letter:

I would like to nominate the Town of Jonesborough's Website and Marketing Specialist, Mitchell Calvin, for employee of the month. Mitchell began working for the Town in June of 2021. He has excelled at his position, implemented a number of new tools and technologies, is always willing to help out during events, and is an extraordinary employee. Mitchell has brought our website numbers up by thousands in just one year, his web development skills has saved the Town thousands of dollars, as well as his other technology skills. However, I am nominating Mitchell as employee of the month due to his work with Jonesborough Days and the Food Trucks and Flicks Festival. When two of the five Town employees were unable to work Jonesborough Days Festival Mitchell

stepped up and helped with crafters, the kick-off dinner, the Moon Pie Contest, the musical acts, fireworks, cleanup, and the list goes on and on. Mellissa Szucs, Events Coordinator, did an amazing job overseeing the event but one person cannot do it all. Mellissa has also commented on how important Mitchell and Nora were to the success of the event. On Saturday, July 23rd Mitchell oversaw the production of the outdoor movie we showed at Persimmon Ridge Park. We typically outsource someone to oversee the movie, however the individual we used in the past has closed his business. Mitchell stepped up and took care of pricing high quality items, setup, streaming, and break down. There were a few kinks, but Mitchell handled it like a champ and troubleshoot all the issues. After Mitchell finished cleanup on Saturday after midnight, he stayed to help the sound engineer cleanup all of his equipment as well. Mitchell worked for at least 8 hours in the extreme heat and didn't complain once. Instead, he made jokes keeping everyone laughing and in a good mood. Mitchell deserves to be employee of the month simply for his hard work with one of these events alone. Yet there are two perfect examples of how he continually jumps in when some extra help is needed. He brought a large skill set with him to elevate the Town's efforts, but his attitude to always help out, his love for Jonesborough, and his willingness to put in really hard work makes him more than deserving to be Jonesborough's employee of the month.

Submitted by: Cameo Waters, Director of Tourism & Main Street

Mayor Vest asked Mitchell Calvin if he had any comments. Mitchell Calvin expressed his thanks and appreciation for being nominated and loves working in Jonesborough.

Mayor Vest presented Allyson Wilkinson, Chair of the State of Franklin Chapter of the Daughters of the American Revolution, with a Proclamation Declaring September 17 – 23, 2022 as Constitution Week in the Town of Jonesborough to commemorate the 235th anniversary of the signing of the United States Constitution. Allyson Wilkinson thanked Mayor Vest and the Aldermen for their support and invited everyone to the Bell Ringing Ceremony to be held on September 11th at the Oak Hill School.

INSERT PROCLAMATION

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. Dona Lewis, 116 Franklin Avenue, expressed her appreciation for the quick response of the Town's Water Crew on a water leak at the Library parking lot, and that the Town has a great staff.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Countermine announced that the annual Bocce Ball tournament, to raise funds for the Friends of the Library, will be held at 3:00 p.m., Sunday, September 11th and invited everyone to attend.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Attorney Jim Wheeler if he had any comments. Attorney Wheeler said there is one

update on a pending litigation matter in regard to a zoning matter and that will be going back to court probably in September. Attorney Wheeler said we are continuing to have issues and will continue to be working on that. Attorney Wheeler said there is a lot going on right now and he is working on about twelve projects for Jonesborough. Mayor Vest expressed his appreciation to Attorney Wheeler for the hard work he puts into keeping the Town out of trouble.

The first item under New Business was a Resolution the Town of Jonesborough to Participate in the "Safety Partners" Matching Grant Program, with a matching grant application for \$2,000. Mayor Vest asked the Aldermen if they any questions or comments. There being none, Alderman Causey made the motion to approve the Resolution as presented, seconded by Alderman Dickson and duly passed.

INSERT RESOLUTION

The next item on the agenda was a Special Event Application request for A Spot on the Hill fundraising event sponsored by the Heritage Alliance. The event will be held in the Old Jonesborough Cemetery and one matinee will be held in the auditorium at the Visitor Center. The proof of insurance and hold-harmless have been received with the application. Mayor Vest asked the Aldermen if they had questions or comment. There being none, Alderman Dickson made the motion to approve the Special Event Permit Application for "A Spot on the Hill" sponsored by the Heritage Alliance as presented, to include the dates and times of the six (6) performances on Friday, October 14, 2022 at 6:30 PM – 1 show; Saturday, October 15, 2022 at 2:00 PM (Visitor Center Auditorium) and 6:30 PM – 2 shows; Friday, October 21, 2022 at 6:30 PM – 1 show; and Saturday, October 22, 2022 at 2:00 PM and 6:30 PM – 2 shows. Alderman Causey seconded the motion, and it was duly passed.

The next item on the agenda was the approval of the bids for the Northern Loop Phase 1, North Cherokee Water System Improvement project. Bids were opened on July 27, 2022 at 2:00 PM, and the Town received six (6) bids total. This was very competitive bidding with bids ranging from the low bidder at \$1,346,184 to the high bidder at \$2,042,694. The bids required not only the bid amount but a projected completion date as this is important not only to the growth of the northern area of town, but to the school project as well. Merkel Construction, Inc was the low bidder at \$1,346,184, and a projected completion date of August 1, 2023. Mayor Vest said the low bid came in 30% less than was anticipated. Town Administrator Glenn Rosenoff said Jim Hilbourne of GRW Engineers was present and asked him to address the BMA in regard to this project. Jim Hilbourn thanked the Town for supporting GRW Engineers and it is a pleasure to work here in Jonesborough and with the Town staff. Mr. Hilbourn said this water line will help boost the pressures on the northern part of town because all of that area does not have the transmission capacity that it needs and this is the first step in getting a loop around the north side of town. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion, seconded by Alderman Dickson and duly passed, to approve the award of the Northern Loop Phase 1, North Cherokee Water System Improvements to Merkel

Construction, Inc at the amount of \$1,346,184, and with the projected completion date of August 1, 2023.

The next item on the agenda was the purchase and sale of two K9 Officers. PSO Officer Nick Hughes resigned his position at the Police Department to accept the Police Chief's position for the Town of Unicoi. PSO Hughes was a K9 Officer for the Town, and he was assigned K9 Nero, who was purchased from a donation through Paws in Blue. Officer Hughes has expressed the desire to keep K9 Nero and utilize him at Unicoi Police Department. Derrick Malone was hired by the Town as a Public Safety Officer from the Washington County Sheriff's Office, and he is also a K9 handler. Police Chief Matt Rice has spoken with Washington County Sheriff Keith Sexton, and he is also in agreement with respect to K9 Bond that it would not be in that animal's best interest to introduce him to another handler, and Sherriff Sexton is willing to sell K9 Bond to the Jonesborough Police Department. The propose agreement is to sell K9 Nero to the Unicoi Police Department for a sum of \$4,500 and for the Town to purchase K9 Nero from the Washington County Sheriff's Department for a sum of \$4,500, and all parties have agreed to the sale and transfer of both K9's, subject to the approval of the BMA. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Countermine made the motion to approve the sale of K9 Nero to the Town of Unicoi Police Department in the amount of \$4,500 and purchase of K9 Bond from the Washington County Sheriff's Office in the amount of \$4,500, subject to a contract from each transfer by the Town Attorney and authorize the Town Administrator to sign both contracts as the representative for the Town of Jonesborough. Alderman Causey seconded the motion, and it was duly passed.

The next item on the agenda was the appointment of a Municipal Judge for an eight year term and setting the salary at \$175 per Municipal Court session. The recommendation is to appoint current Assistant Municipal Judge Mark Edmonds as Municipal Judge. In accordance with Title 1, Chapter 10, Section 1-1001, of the Jonesborough Municipal Code, the Municipal Judge must be at least 30 years old, be a resident of Washington County for at least one year, a resident of Tennessee for at least five years preceding appointment, shall have a law degree – Doctor of Jurisprudence or equivalent and licensed to practice law in the State of Tennessee, and must take the oath of office. The term of the Municipal Judge shall end on June 30th during or at the end of the eighth year. Mark Edmonds has served as Assistant Municipal Judge since 2016, his law practice is in downtown Jonesborough, meets all the requirements to be Municipal Judge; and Mr. Edmonds has agreed to accept the position if appointed by the Board of Mayor and Aldermen. Mayor Vest asked Town Attorney Jim Wheeler if the two recommendations to appoint a Municipal Judge and setting the salary of the Municipal Judge could be approved together or would they have to be separate motions. Jim Wheeler said they need to be two separate motions. Mayor Vest asked the Aldermen if they had any comments or questions concerning the appointment of a Municipal Judge. There being none, Alderman Dickson made the motion to approve the appointment of Mark D. Edmonds as Municipal Judge for an eight-year term starting September 1, 2022 and ending on June 30, 2029, seconded by Alderman Countermine and duly passed. Mayor Vest asked the Aldermen if they had any comments or

questions concerning the salary of the Municipal Judge. There being none, Alderman Countermine made the motion to approve the salary of the Municipal Judge at \$175 per Municipal Court session, seconded by Alderman Dickson and duly passed.

The next item on the agenda was the hiring of a contractor for the completion of the Stage Door project. The Staff's recommendation is to contract with Louis Hulse to oversee the completion of the Stage Door renovation project at a rate of \$45 per hour with an additional \$2,000 per month until the project is complete. The projected completion time for the project is six (6) months. Staff is projecting the following expenses for Mr. Hulse: 20 hours/week @ \$45.00/hr. x 26 weeks (6 months) = \$23,400, \$2,000/month x 6 months = \$12,000, for an estimated cost of \$35,400. Mayor Vest asked the Aldermen if they had comments or questions. Alderman Causey said she had some questions on it and talked with the Town Administrator who clarified the information. Alderman Causey said she thinks the Board needs a monthly report on the amount of what is being spent at the Stage Door, and she also would like to see an estimate on how much it is going to cost to finish the Jackson Theatre and Stage Door. Town Administrator Glenn Rosenoff said the goal is by the time the Board meets in September they will have a better estimate on those projects. Mayor Vest asked the Aldermen if they had any further comments or questions. Alderman Causey said she would like to see an agreement with contractor that we are hiring to oversee this project with the price and the six months on it. Alderman Countermine made the motion to approve hiring contractor Mr. Lewis Hulse to oversee the completion of the Stage Door Project with an estimated completion date of 6 months, at an hourly rate of \$45.00, and an additional \$2,000.00 per month, and also with a monthly administrative report, cost estimate to finish the Stage Door and the agreement to be more spelled out between the Town and the contractor and stating the six months to complete the project. Alderman Dickson seconded the motion, and it was duly passed.

The next item on the agenda was first reading of an Ordinance setting the annual budget for the General, Solid Waste and Drug funds and setting the property tax rate for the fiscal year beginning July 1, 2022 and ending June 30, 2023. Mayor Vest said following a strategic planning session, the Board has increased hourly rates and salaries for all Town employees. Mayor Vest said that \$3.00 per hour was applied for each position, which equates to an increase of \$6,240 per year per employee. He said the other pay scenario was to make sure that each employee received a minimum of 10% based on their annual salary, which was taken into consideration for positions of directors and department heads. Mayor Vest asked Town Administrator Glenn Rosenoff to comment. Glenn Rosenoff said he, Operations Manager Craig Ford and former Town Recorder Abbey Miller had worked countless hours in order to bring the pay increase into fruition, and the goal was to add \$3.00 per hour for each employee to a point where at least a minimum, that all employees would be receiving a 10% raise. Mr. Rosenoff said it was not an easy task and the Board did not waiver or give them any slack. Mr. Rosenoff said the number one goal was retainment to let our employees know how much we all care and needed it to show based on the way the economic value is right now. He said the second goal was recruitment and to show that the Town is not only to be an attractive place to live, but also a place where other people looking

for employment can come to Jonesborough and try and earn a decent wage. Mr. Rosenoff said it was a long process and group effort and he is very proud of what they have accomplished. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson said he appreciates Glenn Rosenoff's leadership. Alderman Countermine said the Board appreciates Glenn Rosenoff and all the work the staff did because he realizes it was not easy and that there were a lot of hours that went into the budget process. Alderman Dickson said he appreciates this Board, because we couldn't have come to this attainment take a side. Alderman Dickson said it seemed like we were willing to come together and work out something that I genuinely believe is for the good of the Town employees. Mayor Vest said the good thing about the way they did it was those who are on the lower end of the pay scale will still be getting a \$6,240 increase. He said it's going to be 20% - 30% pay increase, and very seldom does anybody get a pay increase of that. Mayor Vest said this is the largest increase the Board has ever given to be able to give our staff the kind of life they need to be living. Mayor Vest called for a motion on the first reading of Ordinance No. B-22-01 of the Town of Jonesborough, Tennessee Adopting the Annual General Fund, Solid Waste Fund and Drug Fund Budgets and Setting the Property Tax Rate for The Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023. Alderman Causey made the motion to approve on first reading the Ordinance adopting the General Fund, Solid Waste Fund and Drug Fund budgets and setting the property tax rate for the fiscal year beginning July 1, 2022 and ending June 30, 2023. Alderman Countermine seconded the motion, and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance establishing the garbage and refuse collection fees for FY22-23. Mayor Vest asked the Aldermen if they had any comments. There being none, Mayor Vest called for a motion for Ordinance No. B-22-02 Setting the Garage Collection Fees Within the Town of Jonesborough. Alderman Causey made the motion, seconded by Alderman Dickson, to approve on first reading the Ordinance establishing the garbage and refuse collection fees for FY22-23. The motion was duly passed.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance establishing the water and sewer rates for FY22-23. Mayor Vest asked the Aldermen if they had any comments. There being none, Mayor Vest called for a motion for Ordinance No. B-22-03 Establishing Water and Sewer Rates to Provide the Necessary Funds for the Operation, Maintenance and the Debt Service of the Jonesborough Water and Sewer Systems. Alderman Countermine made the motion, seconded by Alderman Dickson, to approve on first reading the Ordinance establishing the water and sewer rates for FY22-23. The motion was duly passed.

INSERT ORDINANCE

There being no further business the meeting was duly adjourned.

GLENN ROSENOFF, RECORDER

CHUCK VEST, MAYOR