

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

SEPTEMBER 8, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, September 8, 2025, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order and led the group in an opening Prayer. Alderman Jenkins led the pledge to the Flag.

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

The next item was the Consent Agenda. Mayor Wolfe 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 Causey, and duly passed to approve the following items on the Consent Agenda:

1. There were no minutes presented for approval.
2. Approve the following bills for payment:

Insert Payment

3. Approve the following Town Administrator Report:

Insert Report

4. Approve the following Operations Manager Report:

Insert Report

5. Approve the following Committee Reports: McKinney Center Advisory Committee, Jonesborough Board of Zoning Appeals, Jonesborough Planning Commission, Tree & Townscape Board, and Historic Zoning Commission.
6. Approve the following Supervisor Reports: Fire Department, Street Department, McKinney Center, McKinney Center Program Manager, Building Inspector, Marketing Manager, Digital Media Manager, Police Department, Events Manager, Director of Tourism and Main Street, Utilities Manager, Water Quality, Water Distribution, Utilities Maintenance, Wastewater, Water Treatment Plant, Jackson Theatre Operations Manager, Jackson Theatre Assistant Operations Manager, Jackson Theatre Technical Director, and Senior Center.
7. Approve Seth Van Wyck to the position of Water Treatment Plant Director at a salary of Grade 19, Step 3, of the Town's Compensation Plan with a yearly salary of \$76,709, subject to meeting all pre-employment requirements.
8. Approve the declaration of the following Town equipment as surplus to be sold on Gov.Deals: 1989 Recycle Truck, Floor Sweeper, Pallet Jack, 2006 Tires used for bowl grinder (8), Out-of-Date Trailer
9. Approve the Solid Waste Department to dispose of all non-serviceable garbage totes to Rehrig Incorporated.

The next item on the agenda was the approval of the Financial Report. Mayor Wolfe asked Town Recorder Janet Jennings to give an update on the Town's finances. Janet Jennings reported that the FY25-26 Budget had been approved by the Tennessee Comptroller's Office and there was 1.76% growth in the in the sales tax revenue. Alderman Jenkins made the motion to approve the Financial Report as presented. Alderman Dickson seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe asked Police Officer Skyler Wyatt to come up to accept the Employee of the Month Award. Mayor Wolfe read the following:

Skyler Wyatt began his career with the Jonesborough Police Department in July 2023. Officer Wyatt was nominated by Police Chief Matt Rice for the exemplary way he performs his duties as a Public Safety Officer. Skyler routinely receives compliments on comment cards and from the public about how he represents himself and the Jonesborough Police Department. Recently, Skyler sprang into action, while off duty, to perform the Heimlich Maneuver to assist someone choking. Skyler successfully prevented this situation from getting worse and potentially save the man's life. Now, this is not the first time that Skyler has attuned to his surroundings and sprang into action when someone was choking. When he graduated from the police academy, he was celebrating with his wife when the exact situation arose, and he jumped in and performed the Heimlich Maneuver to save this person from choking. Officer Skyler Wyatt is proof that whether on duty or off, in Jonesborough or outside of Town, Jonesborough Police Officers operate at the highest standard when called upon.

Mayor Wolfe asked Skyler Wyatt if he had any comments. Officer Wyatt expressed his appreciation for being nominated and chosen for Employee of the Month.

Mayor Wolfe gave a presentation on all the work that has been going on in the different Town departments

Citizens Comments was the next item on the Agenda. Mayor Wolfe asked if there were any citizens present that would like to comment at this time. There were no comments.

Alderman Communications was the next item on the agenda. Mayor Wolfe asked the Aldermen if they had any comments. Alderman Causey said she had enjoyed the tour and seeing the Wastewater Treatment Plant.

Town Attorney Comments was the next item on the agenda. Mayor Wolfe asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said he had nothing new to report; and he needs to meet with the Board members in Executive Session after this meeting has been adjourned.

The first item under New Business concerned changing the speed limit on New Boones Creek Road from 30 miles-per-hour to 35 miles-per-hour at the top of the hill past Semore Acres. The 35 mile-per-hour speed limit would continue east to near the Reserve at Boones Creek. At this location, the recommendation would be to raise the speed limit to 45 miles per hour, continuing east to the town's corporate limits. The speed limit is 50 miles per hour in Washington County. Traveling west, approaching the town's corporate limits, the speed limit would be 45 miles per hour to near the Reserve on Boones Creek. From there, it would be 35 miles-per-hour until it transitions back to the 30 miles-per-hour to Jackson Boulevard. There would be two "Reduce Speed Ahead" signs erected on the west-bound side of the street. change the speed limit from 30 miles-per-hour to 35 miles-per-hour at the top of the hill past Semore Acres. The 35 mile-per-hour speed limit would continue east to near the Reserve at Boones Creek.

At this location, the recommendation would be to raise the speed limit to 45 miles per hour, continuing east to the town's corporate limits. The speed limit is 50 miles per hour in Washington County.

Traveling west, approaching the town's corporate limits, the speed limit would be 45 miles per hour to near the Reserve on Boones Creek. From there, it would be 35 miles-per-hour until it transitions back to the 30 miles-per-hour to Jackson Boulevard. There would be two "Reduce Speed Ahead" signs erected on the west-bound side of the street. The New Boones Creek Road will remain a "No Passing Zone" for the entirety of

the roadway in the town's corporate limits. Mayor Wolfe asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion to approve the speed limit changes on the New Boones Creek Road as presented and included in the engineer's plan, and with changes going into effect when the new speed limit signs are installed. Alderman Jenkins seconded the motion and it was duly passed.

INSERT SCHEMATIC

The next item on the agenda was approval for the purchase of a twelve acre tract of property being referred to as the Mauk Property, which was formerly owned by Jonesborough resident David Mauk. The tract of land is approximately 12.1 acres and is described on Washington County Tax Map 60-G, Group A, Parcel 22.01 The current owner is Theodore Lee Gregg III Etal of Birmingham, Alabama. The opportunity of preserving and protecting this tract of land for potential recreational purposes is high at present time as we have applied for and received funding through the Heritage Conservation Fund to purchase the property at appraisal value, \$305,000. There is no match from the town as part of this grant. Following the award, Mrs. Conger had a video conference with the Mauk grandsons to talk about the potential for them to sell the property to the Town. The conversation ended with the family wanting a formal offer from the town to purchase the property above the appraisal amount. The request to the Board is to authorize the Town Administrator to offer \$20,000.00 above the appraised amount, which equates to a total purchase of \$325,000.00, and grant funding of \$305,000.00 and local funding of \$20,000.00. As you are aware, Jonesborough has experienced tremendous residential development, and this purchase would dramatically minimize development on the 12.1 acres and maximize the recreational benefits of the land. Also, the land would provide potential use of the property to our utilities for future water/sewer upgrades. Mayor Wolfe asked the Aldermen if they had any comments or questions. With there being none, Alderman Causey made the motion to authorize the Town Administrator to offer \$20,000.00 above the appraised amount of \$305,000.00, which equates to a total purchase of \$325,000.00, and grant funding of \$305,000.00

and local funding of \$20,000.00, to be used for the good of the public and to bring back to the BMA if the Mauk family heirs accept the offer made, and for the \$20,000 funding source. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of a Lease Agreement between the Trustees of the Jonesborough United Methodist Church and the Board of Mayor and Aldermen to place a dumpster and construction of a pad on church property. The lease agreement includes that solid waste fees will be waived by the town for the duration of the lease for the number of garbage totes the church currently utilizes from the town. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the Lease Agreement and for the agreement be presented to the Trustees of the Jonesborough United Methodist Church for their review and if the Trustees want to make changes that it be brought back to the BMA. Alderman Dickson seconded the motion and it was duly passed.

INSERT AGREEMENT?????

The next item on the agenda was approval of the 2025 Concession Agreement with the Persimmon Ridge Soccer Association during the Youth Soccer season from August 1 through December 31, 2025. There is no compensation associated with the Agreement, but the Little League Association is responsible for keeping the ballfield premises free of debris, and for providing proper staff and supplies. The Town does background checks on concession workers, so they have to be identified. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion to approve the 2025 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, 2025, subject to the terms of the Agreement. Alderman Jenkins seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of the Administrative Office's Structuring Plan and Job Descriptions. The proposal to the BMA is to create an Administrative Assistant to the Town Administrator which will be solely responsible for tasks devoted to providing the Town Administrator with the clerical and time management aspects to enable him to best lead the Town. This is a new position and would be a Grade 7 on the Town compensation plan. The position description is attached. The next step would be to realign the duties of what the Town Hall operations area. This is proposed as moving the Executive Assistant into an Administrative Services Manager position which would be responsible for all aspects of the Town administrative services and managing the day-to-day needs of Town Hall and Town departments. We have an employee with a wealth of historical knowledge, day-to-day operational knowledge of the Town and would fit into a manager type role. The position description is attached, and this would not result in a Grade or pay change but simply a realignment of duties and responsibilities with a title change. The proposal is to move away from a second administrative assistant position and shift that position to a receptionist, greeter, and information type role. There is a need to have a person to simply "direct the traffic" at Town Hall. This position would be a Grade 1 entry level position that would fill the necessary role to answer phone calls, assisting customers, and providing the firsthand approach that our visitors need in most cases. Adding a position is a serious move and it has been given much deliberation and due diligence to what will improve the workflow within Town Hall and will enable the Town to provide better customer service and communications to the Town Hall visitors. In regard to the funding the FY26 approved budget for the General Fund has designated funds for two administrative positions. The proposed Administrative Services Manager position is fully funded; the proposed Receptionist position will be a reduction in salary as compared to the currently funded Administrative Assistant position providing for some reassigning of funds to the proposed Administrative Assistant to the Town Administrator position. When the BMA approved the FY26 budget, it included salary undesignated funds under General Administration. There are sufficient funds within the General Administration FY26

budget to financially support the Administrative Office structuring plan. Mayor Wolfe asked the Aldermen if they had any questions or comments. Alderman Causey said she is in favor the new positions but feels the Receptionist position should be at a Grade 3. Mayor Wolfe called for a motion. Aldermen Causey made the motion to approve the Administrative Office's structuring plan, including funding, to include the three job descriptions for Administrative Services Manager, Receptionist, and Administrative Assistant to the Town Administrator, and to allow the Town Administrator flexibility to go as high as a Grade 3 for the Receptionist position if necessary. Alderman Jenkins seconded the motion and it was duly passed.

INSERT JOB DESCRIPTIONS

The next item on the agenda was approve of bids for the West Main Street retaining wall and Senior Center steps. Bids were solicited for a new sidewalk retaining wall on West Main Street between Second Avenue and Washington Drive. Also, included in the bid were the concrete steps connecting the upper and lower parking lot of the Senior Center. Both projects were included in the FY 2025/2026 Capital Projects budget and were approved by the Board of Mayor and Aldermen. The budgeted amount for the West Main sidewalk was \$100,000.00 and \$15,000.00 for the Senior Center steps for a total of \$115,000.00. There were three bids received as follows: (1) Complete Construction Co. at \$65,625, (2) Precision Concrete Finishings - \$112,302.00, and (3) Summers-Taylor - \$226,250.00. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Countermine made the motion to approve awarding the bid to Complete Construction Co. as the low bidder for this project at a total cost of \$65,625.00. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of the West Main Street Bank Re-Stabilization Project and a Public/Private Agreement with Ronnie J. Greer and Bunny G. Greer. The area in question is a portion of West Main Street that lies between Persimmon Ridge Road and 917 West Main Street. The adjoining property owners

have agreed to allow the Town to repair this right-of-way. The repairs, submitted by a plan from Engineer Todd Wood, calls for the slope to be graded to the point that the area can be sewn in grass and actually mowed and maintained. The property owner has a row of evergreen trees he has asked to be relocated, and a berm will also be constructed at the top of the bank to slow the release of runoff down the slope of the bank. In order to do this work, the Town will be required to grade into the adjoining property owner's lawn to make the bank more of a gradual slope and less steep. Once this is accomplished, Town staff will be able to maintain the bank and prevent additional collapses in the future. Town staff acknowledges this work, which requires staff to be on private property, is a general benefit to the welfare of the surrounding neighborhood within the corporate limits of the Town of Jonesborough, as well as the motoring public traveling this section of roadway on a daily basis. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Dickson made the motion to approve the re-stabilization plan as designed by Engineer Todd Wood and approve the public/private partnership agreement allowing the mayor to sign the agreement with the property owners, the public welfare requiring it. Alderman Causey seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval to purchase capital equipment for the Street Department, which was allotted \$125,000 in their FY25-26 budget. The requested items to be is (1) Bobcat Mini-Excavator with Articulating Boom - \$89,721.41, (2) Trailer for Mini-Excavator - \$14,995.00; (3) Milling Machine 18-Inch Planer - \$17,987.40, for a total cost of \$122,703.81. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Jenkins made the motion to approve the capital equipment purchase the three pieces of equipment for the Street Department in the total amount of \$122,703.81, as presented. Alderman Countermine seconded the motion and it was duly passed.

Mayor Wolfe recused himself from the Board of Mayor and Aldermen. Vice Chairman Dickson presided the meeting.

The next item on the agenda was first reading of an Ordinance to rezone one tract of land off West College Street and West Jackson Boulevard from R-1 (Low Density Residential) to PRD (Planned Residential Development). The subject property is further identified on Washington County Tax Map 59-D, Group A, Parcel 1.00, totaling approximately 3.47 acres. Vice-Chairman Dickson asked Town Administrator Glenn Rosenoff to address this the rezoning. Glenn Rosenoff said the conceptual plan has been submitted to show a proposed 4 dwelling units, an open space area, and the PRD zone is more restrictive and requires a 25 ft. buffer perimeter. Mr. Rosenoff said the rezoning request has been before the Jonesborough Planning Commission and they approved the recommendation for the proposed rezoning. Vice Chairman Dickson asked the Aldermen if they had any comments or questions. With there being none, Alderman Countermine made the motion to approve on first reading the rezoning of Wolfe Development GP tract of land from R-1 to PRD as identified on Washington County Tax Map 59-D, Group A, Parcel 1.00, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT ORDINANCE

Mayor Wolfe rejoined the meeting and presided the meeting.

The next item of business was approval of the bid for Gravity Sewer Improvements for "Pump Station A". Two bids were received, one from Franklin Underground Utility Services, Inc. in the amount of \$1,603,200; and the second one from Norris Brothers Excavating in the amount of \$3,134,700. The recommendation is to approve the bid from Franklin Underground Utility Services, Inc. for the amount of \$1,603,200. The funding for the project was approved during the FY25 budget the BMA approved a loan in the amount of \$2,469,730 to fund water and sewer system projects, including Sewer Pump Station A. Mayor Wolfe asked the Aldermen if they had any

questions or comments. With there being none, Alderman Jenkins made the motion to award the “12” Gravity Sewer Line Additions “Sewer Pump Station A” bid to Franklin Underground Utility Services, Inc at the base bid amount of \$1,603,200.00, to be funded through FY25 approved loan.

The next item on the agenda was approval of a Resolution and the bid for the construction of the new Water Treatment Plant project, known as “WTP Additions GRW Project No. 7606-35”. The bids were received, sealed, opened, and publicly read at the Jonesborough Town Hall on August 21, 2025 at 2:00 p.m. The following three bids were received: (1) Judy Construction Company - \$37,438,375.00; (2) Dugan & Meyers, LLC - \$40,958,000.00; (3) J. Cumby Construction, Inc. - \$46,717,500.00. GRW stated that the bids are both competitive and responsive and the bidders have complied with the rules and regulations of the State Contractor's Licensing Board. Judy Construction Company is an experienced company and has completed several similar projects. They are appropriately licensed by the State of Tennessee and sufficiently bonded to perform the work for this contract. Based on this information, GRW recommends awarding the contract to Judy Construction Company for the base bid amount of \$37,438,375.00. USDA Representative Matthew Smyth attended the bid opening and reflected to all present after the bid tabulation was complete that he was seeing higher prices on projects than anticipated all over the state. USDA approved funding in the form of loans. The intent would be to break out the project with USDA under several bonds like the new Jonesborough School Project, however the Town Administrator and Finance Director will diligently work on closing each loan as soon as possible as funds are spent to dramatically save on interim financing. The Finance Director is working on Request for Proposals on an agency performing a rate study based on current and projected revenue needs. The treatment plant will likely take at least 3 years to complete, and acknowledge that an increase in rates to support debt obligations with USDA needs to be done incrementally over time. Doing things incrementally will give the study the time needed to develop a strong financial analysis and plan, and to measure growing revenues based on unprecedented growth within our utility system, or the 150 square miles which encompasses our town limits and the unincorporated areas of the county.

USDA Rural Development requires that the BMA include a Resolution awarding the bid subject to Rural Development approval. The BMA held a discussion concerning the Water Treatment Plant project. Mayor Wolfe called for a motion for the awarding of the bid. Alderman Jenkins made the motion to award the project titled "WTP Additions GRW Project No. 7606-35" to Judy Construction Company for the base bid amount of \$37,438,375.00, as presented. Alderman Countermine seconded the motion and it was duly passed. Mayor Wolfe called for a motion for the Resolution. Alderman Causey made the motion to approve the USDA Resolution to award the project to Judy Construction Company for the base bid amount of \$37,438,375.00, subject to USDA Rural Development approval. Alderman Dickson seconded the motion and it was duly passed.

INSERT RESOLUTION

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR