

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

June 9, 2025

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, June 9, 2025, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The only item on the Public Hearing agenda was the ordinance amending the Town of Jonesborough Municipal Code, Title 2, "Alcoholic Beverages" Chapter 2, Beer. There were no comments.

The Public Hearing was closed.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

MINUTES

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JUNE 9, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, June 9, 2025, 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 Dana Helvey led the pledge to the Flag.

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

CONSENT AGENDA

1. Approval of Bills
2. Town Administrator Report (no report included)
3. Operations Manager Report
4. Committee Reports – Historic Zoning Commission; McKinney Center Advisory Committee; Jonesborough Board of Zoning Appeals; Jonesborough Planning Commission
5. Supervisor Reports – Police Department; Building Inspector; Fire Department; McKinney Center; McKinney Center Program Manager; Director of Tourism & Main Street; Marketing Manager; Jackson Theatre Operations Manager; Jackson Theatre Technical Director; Parks and Recreation; Utility Manager; Water Distribution; Water Quality; Water Plant; Wastewater
6. Declaration of Town Equipment as Surplus
7. Appointment of a Street Director – Steve Prisament; Grade 19, Step 05
 - Human Resources Director, Michelle Stewart, introduced Mr. Prisament to the group.
8. Wetlands Updated Menu 2025 – addition of pizza to the menu
9. Report on Debt Obligation – TMBF Water and Sewer Loan (Information only)
 - After issuing debt, State law requires us to file a Debt Report with the State Division of Local Government Finance in the Comptroller's Office. We must also file a copy with the local governing body. The Report on Debt Obligation filed with the Comptroller's Office for the \$2,469,730 Tennessee Municipal Bond Fund capital outlay note. This borrowing funded the purchase of the following Water/Sewer Projects approved in the 2024-2025 fiscal year budget:

\$500,000	Water Line and Equipment Upgrades
\$455,000	CIPP Bowman Road/John Green Road
\$1,250,000	Sewer Pump Station A
\$250,000	Bypass Pump at Water Treatment Plant Intake
<u>\$14,730</u>	Costs of Issuance
\$2,469,730	TOTAL

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN DICKSON TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

AGENDA

1. Financial Report and Special Accounts

Town Recorder Janet Jennings stated that the billing conversion is going well; customers are utilizing the call-in and online bill pay options; and tax notice reminders will be sent soon.

MOTION: ALDERMAN DICKSON MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE, TO APPROVE THE FINANCIAL AND SPECIAL ACCOUNT REPORT AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

2. Mayor's Communication

- a. Committee Appointments – Mayor Vest requested that two appointees to the Tree and Townscape committee be added to the agenda.

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN CAUSEY TO ADD TWO TREE AND TOWNSCAPE COMMITTEE APPOINTEES TO THE AGENDA. MOTION CARRIED UNANIMOUSLY.

Tree and Townscape Committee Appointments:

- Teresa Campbell Smith
- Melissa Ganshirt

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE, TO APPROVE TERESA CAMPBELL SMITH AND MELISSA GANSHIRT TO THE TREE AND TOWNSCAPE BOARD AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

McKinney Center Advisory Committee Appointments:

- Nancy Kavanaugh (Re-appointment - 3yr term/expiring 4/2028)
- Pauline Douglas (Re-appointment - 3yr term/expiring 4/2028)
- Starlene Casey (Fill open seat – Term expiring 4/2026)

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN DICKSON, TO APPROVE NANCY KAVANAUGH, PAULINE DOUGLAS, AND STARLENE CASEY TO THE MCKINNEY CENTER ADVISORY BOARD AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

Chuckey Depot Museum Advisory Board Appointments:

- Les Billings
- Richard Szymkowski

MOTION: ALDERMAN COUNTERMINE MADE A MOTION, SECONDED BY ALDERMAN DICKSON TO APPROVE LES BILLINGS AND RICHARD SZYMKOWSKI TO THE CHUCKEY DEPOT MUSEUM ADVISORY BOARD AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

b. Employee of the Month

Mayor Vest asked Paul Harris to join him at the podium to accept the Employee of the Month Award. Mayor Vest read the following nomination letter that was submitted by Cameo Waters, Director of Tourism:

I am proud to share that Paul Harris was just awarded Northeast Tennessee's Frontline Employee of the Year at the Tourism Pinnacle Awards on May 28, 2025. This regional recognition is a testament to the impact Paul continues to make right here in Jonesborough. This is just one of the many reasons why Paul deserves to be Jonesborough's employee of the month. Paul, a former U.S. Probation Officer at the US Federal, has been a team member of the Jonesborough Tourism Department for 3 years serving as a Host at the Historic Jonesborough Visitors Center. His role has since expanded to include assisting with festivals and events, helping to sustain our town's vibrant cultural atmosphere. Paul consistently offers assistance and performs his duties flawlessly. Beyond his professional competence, he exudes a level of hospitality that leaves a lasting impression on both our visitors and residents. One particular story exemplifies this perfectly. A woman visited the Tourism Office to express her gratitude for Paul's assistance. Although he was not working that day, she recounted her conversation with him at the Visitors Center. Initially, she engaged Paul with standard visitor inquiries before sharing her difficult situation and need for employment. Paul recommended several downtown businesses that might be hiring. She tearfully shared that the conversation provided her with the motivation she needed, ultimately leading to her securing a job in Downtown Jonesborough. It was clear that Paul's words and kindness made a significant impact. This story is just one example of the many ways Paul goes above and beyond. His influence extends far beyond the walls of the Visitors Center, touching nearly every aspect of our town's cultural life as he is one of Jonesborough's most passionate advocates, embodying the essence of what makes our town special. In addition to being a part of our festivals and events, he is an official Town Tour Guide with the Heritage Alliance, and he is a cast member of the Story Town Radio Show. He manages a social media account, where he shares updates about his adventures and activities in Jonesborough. No matter the situation, Paul consistently brings an upbeat and positive attitude. He is extremely kind, absolutely hilarious, and someone you want on your team. Our department and the Town of Jonesborough is a better place because of Paul.

Paul thanked everyone for the honor and stated that he appreciates the opportunity to work for the Town.

Cameo Waters announced the awards the Town received at the Tourism Pinnacle Awards held May 28th:

- The Tourism Department was awarded Best Brochure or Guide for the Jonesborough Visitors Guide and the Partnership Award for its collaboration with Rocky Creek Highlands and Happy Hens and Highlands during the St. Paddy's Festival.

- The McKinney Center earned Best Marketing Campaign for its rebranding of the Story Town Radio Show.
- The Jackson Theatre received two honors: Best Short Video and the Roll With It Award for its Storytelling Benefit Concert, presented in partnership with the International Storytelling Center.
- Frontline Employee of the Year was presented to Paul Harris, Event Coordinator and Visitor Center Host.
- Rising Star Award was presented to Isabel Hawley-Lopez, Marketing Manager.

3. Citizen Comments

Frank Collins, Academy Hill HOA President, residing at 312 W Main Street, requested that the BMA make the completion of the sidewalk on W Main Street between Second Avenue and Washington Drive a priority. He stated completing this section will allow pedestrians to be able to walk from Persimmon Ridge Park to Headtown Road on a safe, level, and smooth surface as well as address ADA compliance issues. Mr. Collins shared text from a letter dated 1989 from Academy Hill to the Town requesting the sidewalk be repaired. Mr. Collins suggested that to limit the removal of parking spots for residents in that section of W Main that the width of the sidewalk could start at five (5) feet wide extending to seven (7) feet wide rather than the previously discussed eight (8) feet wide. Mayor Vest thanked Mr. Collins and assured him the Town would review the information.

Mike and Lori Mitchell residing at 4144 Greenwood Drive recounted their interactions with the Town since a water main leak on February 26 resulted in severe damage to their finished basement. Mrs. Mitchell stated that she had spoke to town employees who told them to file a claim with the Town. Public Entity Partners (PEP) denied the claim. The Mitchell's were then in contact with Town Administrator, Glenn Rosenoff, who on May 1st stated that the case had been turned over to the Town Attorney, Mr. Wheeler. Emails were sent to Mr. Wheeler, but no response was received. On May 5, the Mitchell's sent a Public Record request to Town Recorder, Janet Jennings, who on June 3 sent a copy of the Water Department's incident report. The Mitchell's claimed that the incident report included a false story about a rock truck atop their driveway and ditch line which caused damage to the water line. The Mitchell's requested five requests be completed: 1) interview Chris Christian, Bernard Murray and other employees that were onsite that day about what transpired. 2) Correct the incident report. 3) Send the corrected report to PEP. 4) Ensure they are fairly compensated for the damages either by PEP or the Town. 5) Fulfill the Public Record that was requested on May 5, 2025. Mayor Vest requested there be a brief executive session with Attorney Wheeler upon completion of the regular meeting for further discussion.

4. Aldermen Communications

Alderman Countermine stated that the Garden Gala was a great success.

5. Town Attorney Comments

Attorney Wheeler stated that a brief executive session to discuss Mr. and Mrs. Mitchell's situation would be appropriate and there would be no action following the executive session.

6. Old Business

- a. Discussion and possible action concerning second and final reading of a Beer Ordinance Amendment

The proposed amendment to Title 2, Chapter 2 of the Jonesborough Municipal Code adds that a Community Theatre under the provision of Tennessee Code Annotated (TCA) 57-4-102, Paragraph 14, Letter M, be permitted to apply for an on-premises beer permit. A Liquor by the Drink (LBD) Special Legislation License has already been issued for the Jackson Theatre/Stage Door facilities. The amendment clarifies an on-premises beer permit for a Community Theatre as defined by TCA.

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE, TO APPROVE THE AMENDMENT TO THE JONESBOROUGH MUNICIPAL CODE TITLE 2, CHAPTER 2, ADDING A NEW SECTION 2-226, COMMUNITY THEATRE BEER PERMIT, AND TO RENUMBER THE OTHER SECTION SEQUENTIALLY AS PRESENTED ON SECOND AND FINAL READING. MOTION CARRIED UNANIMOUSLY.

7. New Business

- a. Dumpster on First Avenue

The Town will be constructing a pad at the end of First Avenue behind the Eureka Hotel in the Town's right-of-way. The collection site will serve the Jackson Theatre, Stage Door and JRT. According to Town Ordinance 8-218 (1), "Large bulk collection containers handled mechanically by a garbage truck must be located for easy accessibility by the collection vehicle in a position approved by the Director of Solid Waste, and screened from view on at least three sides with a gate on the fourth side in a manner that eliminates unsightliness and is acceptable to the Director of Solid Waste." Subsection (2) of the ordinance states, "Screening of collection containers must also be approved by the Historic Zoning Commission if the container is within the historic district." On May 22, 2025, the Historic Zoning Commission (HZC) approved the project and suggested that the structure be slightly turned, and a landscaping plan be created to beautify the area.

The enclosure screening will be made of brick (red or brown to match the sidewalk colors downtown) featuring decorative columns and a black metal powder-coated gate. The enclosure will be no larger than 18-feet wide by 16-feet deep by 8 feet tall. Garbage collection up would be three times a week (Monday, Wednesday, and Friday) to ease concerns of potential odors.

Alderman Countermine requested the item be tabled until discussions with the Methodist Church be had to possibly situate the enclosure utilizing some of their parking lot. Initial discussions with the Church sounded as though they are open to the idea of working with the Town on placement. It was noted that the weight of the trash truck and any turning motion can cause deterioration of parking lots/black top, to limit damage/deterioration a concrete pad will be constructed.

It was discussed that approving the project and the general location of the enclosure would allow for the project to be budgeted. Exact location and landscaping plans will be brought back to the BMA for consideration and approval.

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN DICKSON TO APPROVE THE GENERAL PLACEMENT OF THE ENCLOSURE TO BE AT THE END OF FIRST AVENUE, AS FAR RIGHT AS POSSIBLE, SLIGHTLY ANGELED, AND TO HAVE CONVERSATIONS WITH THE CHURCH IF NEEDED FOR ADEQUATE PLACEMENT. FINALIZED PLACEMENT DETAILS AND AN AGREEMENT WITH THE CHURCH, IF APPLICABLE, WILL BE PRESENTED TO THE BMA AT A LATER DATE. MOTION CARRIED UNANIMOUSLY.

b. Hazardous Duty Study

In 2024, the Tennessee General Assembly took a step in addressing the unique challenges faced by Tennessee's public safety officers who are apart of the Tennessee Consolidated Retirement System (TCRS) by unanimously passing House Bill 2683, now codified as Public Chapter 919. Recognizing the inherent risks and responsibilities associated with these roles, the General Assembly introduced the "hazardous duty supplemental benefit," a new optional provision designed to offer enhanced financial security to those who retire after years of service in public safety positions.

Prior to adopting any resolution to add the Hazardous Duty Supplemental Benefit, the Town must make a resolution to authorize a study of the cost, to the Town, of implementation. The cost of the study is \$400.

Public Chapter 919 defines "public safety officer" to include: full-time salaried employees of a political subdivision who are:

- Law Enforcement Officers: Sheriffs, deputies, police officers, chiefs of police, and other officers who work to prevent and solve crimes.
- Correctional Officers: Full-time workers who oversee prisoners.
- Firefighters: Full-time workers responsible for fighting fires and responding to emergencies.

For officers who retire under the standard service retirement allowance, the hazardous duty supplemental benefit is calculated by applying a percentage multiplier to their average final compensation. Specifically, the benefit equals 0.375% of the officer's average salary, multiplied by the total years the officer has served in a public safety role.

To be eligible for the "Hazardous Duty Supplement"

- Officer must be eligible to retire under the rules set by the Tennessee retirement system.
- The officer must have completed at least 20 years of creditable service, specifically as a public safety officer.
- Officer must retire under standard retirement conditions. Disability retirements do not qualify for the hazardous duty supplement.

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE TO APPROVE THE RESOLUTION TO AUTHORIZE AND APPROPRIATE \$400.00 FOR AN ACTUARIAL STUDY OF THE COST ASSOCIATED WITH A HAZARDOUS DUTY SUPPLEMENTAL BENEFIT PURSUANT TO TENNESSEE CODE ANNOTATED, SECTION 8-36-212 AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

c. Downtown Improvement Grant

The Town was awarded a Downtown Improvement Grant (DIG) through the Tennessee Department of Economic and Community Development (TNECD). The façade improvements include Stage Door and Jackson Theatre. Bids were solicited for the improvements and were opened on May 22, 2025. Geneva King, of the First Tennessee Development District, the town's grant administrator for the DIG, was present for the bid Opening. Only one bid was received, it was from J. Ross Conglomerate, LLC, dba J. Ross Painting and Drywall in the amount of \$60,705.00. Ms. King reported that the bid met the bid specifications requirements. The grant match is 80/20 split, with the town funding at 20% or \$12,141.00.

In consultation with Finance Director Janet Jennings, the \$12,141.00 due from town is to be funded as follows:

- \$5,000 available funds through the town's Local Façade Program
- \$7,141 available funds through the General Administration budget line items remaining balances (\$5,700/Travel; and \$1,441/Municipal Judge Supplies)

MOTION: ALDERMAN DICKSON MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE TO APPROVE AWARDED THE BID TO J. ROSS CONGLOMERATE LLC, DBA J. ROSS PAINTING AND DRYWALL IN THE AMOUNT OF \$60,705.00. MOTION CARRIED UNANIMOUSLY.

d. Special Event – Genealogical Society Heritage Fair

Special Event Permit Application received for the Washington County Tennessee Heritage Fair, sponsored by the Jonesborough Genealogical Society. Setup for the event will take place on Friday, September 5, 2025, and the event will begin Saturday, September 6th from 10:00 am to 4:00 pm. This is a two-part heritage event open to the

public at no charge, and targets 5th – 8th grade students. The intent is to foster engagement and knowledge of local heritage and culture through crafts, displays and storytelling. The estimated number of attendees is 300. No street closures are requested. Additional services requested are signage, use of facilities, and communications and/or publicity. Proof of Insurance and Hold Harmless have been received.

The map of Event Boundary shows where certain events will be located is as follows: Visitor's Center Auditorium, Washington County – Jonesborough Museum, Mill Springs Park, Greenspace between Visitor's Center and Boone Street Market, Lawn of the Christopher Taylor Cabin, Jimmy Neil Smith Storytelling Park, Lawn of Central Christian Church, Lawn of Presbyterian Church and Parking Lot. Permission to use these facilities and spaces have been received.

MOTION: ALDERMAN CAUSEY MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE, TO APPROVE THE WASHINGTON COUNTY, TENNESSEE HERITAGE FAIR FOR SETUP TO TAKE PLACE ON FRIDAY, SEPTEMBER 5, 2025, AND THE EVENT TO BEGIN SATURDAY, SEPTEMBER 6TH FROM 10:00 AM TO 4:00 PM IN VARIOUS LOCATIONS WITHIN THE DOWNTOWN AREA OF JONESBOROUGH AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

e. 81N Pump Station Change Order

On January 13, 2025, the BMA awarded the bid to Traxon Construction, Inc in the amount of \$599,050.00 for the County Water Line Projects, a pump station identified as 81N Booster Pump Station, GRW Project No. 5023-04, as required to serve Highway 81N to supply the northern parts of our water system.

A change order for the project has been received for approval, stating "This change order makes changes to the BPS entrance drive to avoid interference with an existing storage building and adds an 80 KW emergency standby generator and 200-amp automatic transfer switch to the project. Additional conduits and wiring, concrete generator pad, etc. as required for generator installation are included." The increase is \$80,367.00, thus increasing the total contract price to \$679,417.00.

The funding for the additional costs of \$80,367.00 is funded the same as the original bid and through the County Water Line Extension agreement.

MOTION: ALDERMAN COUNTERMINE MADE A MOTION, SECONDED BY ALDERMAN DICKSON TO APPROVE THE TRAXON CONSTRUCTION, INC CHANGE ORDER FOR THE 81N BOOSTER PUMP STATION, GRW PROJECT NO. 5023-04 TO TRAXON CONSTRUCTION, INC, IN THE AMOUNT OF \$80,367.00 INCREASING THE TOTAL CONTRACT PRICE TO \$679,417.00 AND TO BE FUNDED THROUGH THE COUNTY AS THIS PROJECT IS THROUGH THE COUNTY WATER LINE EXTENSION AGREEMENT. MOTION CARRIED UNANIMOUSLY.

Mayor Vest adjourned the Board meeting, and the Board of Mayor and Aldermen went into Executive Session.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR