

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

FEBRUARY 12, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, February 12, 2024, 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 Tom Pardue 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.

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 Countermine made the motion, seconded by Alderman Causey and duly passed, to approve the following items on the Consent Agenda:

1. Approval of the minutes for the January 8, 2024 BMA meeting.
2. Approval of the following bills for payment:

Insert Payment

3. Approval of the following Town Administrator Report:

Insert Report

4. Approval of the following Operations Manager Report:

Insert Report

5. Approval of the following Committee Report: McKinney Center Advisory Committee.
6. Approval of the following Supervisor Reports: McKinney Center, McKinney Center Program Manager, Fire Department, Police Department, Solid Waste, Building Inspector, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Plant, Animal Control, Street Department, Director of Tourism and Main Street, Director of Special Events, and Visitor Center Manager.
7. Approval of the new Senior Center MyRide Mission Statement, with input and approval of the Senior Center Advisory Board, as follows: *“Providing door-through-door transportation for seniors in our community that is affordable, dependable, and safe, by dedicated and caring volunteers, leading to friendships, life enrichment, and peace of mind”.*
8. Approval of the 2024 Concession Agreement with the Jonesborough Little League Association beginning March 1, 2024 through August 1, 2024, as presented.

Insert Agreement

9. Approval to declare Town equipment as surplus: (1) Aluminum can crusher, (2) Portable electric steam pressure washer, (3) Scarab tractor powered mulch mixer, (4) Oil filter crusher, (5) CB 3500 Clean Burn Waste oil heater, (6) Homemade box fan, (7) Trash compactor and matching roll-off container, (8) 21

- Dumpsters (2 – 4 yard, 2 – 8 yard, and 17 – 6 yard), and (9) 3500 HD GMC Dump Truck.
10. Approval of the Special Event Permit Application request by Melinda Copp, owner of Mill Spring Makers Market, for two Mill Spring Makers Faire Events. The Spring Event will be held Saturday, May 18, 2024, from 10:00 am to 4:00 pm, and the Fall Event will be held Saturday, December 7, 2024, from 10:00 am to 4:00 pm, the hold Harmless Policy Agreement and the Proof of Insurance are in place, and including the request for road closure and Town support services.
 11. Approval of the Special Event Permit Application request by Jonesborough Locally Grown to hold the Jonesborough Farmers Market every Saturday morning from 8:00 am to 12:00 noon, at the rear of the Courthouse parking area, starting May 4, 2024 through October 26, 2024 with the exception of the Saturdays associated with Jonesborough Days and the National Storytelling Festival, the Hold Harmless Policy Agreement and the Proof of Insurance are in place, as presented.
 12. Approval of the Special Event Permit Application and Special Event/Special Occasion Outdoor Use Permit request by Jonesborough Locally Grown to hold the Third Thursday Burger Nights monthly evening dinner event during the months of April through October 2024, with the projected following dates April 18, May 16, June 20, July 18, August 15, September 18, and October 17 from 5:30 pm to 7:30 pm, featuring local food from Boone Street Market with outdoor seating (weather permitting) with live music; and includes the consumption of beer sold by Boone Street Market. The Hold Harmless Agreement and Proof of Insurance are in place, and a Special Event/Special Occasion Outdoor Use Permit application has also been received as part of the event to cover all the amenities for the event being held at Boone Street Market and the public open space areas (patio). Any alcohol consumed will be roped off and signs with “no alcohol beyond this point” will be posted prominently. Sidewalks will allow for at least 5 feet for pedestrian use, will meet Tennessee ABC requirements for consumption of alcohol.
 13. Approval of the Special Event Permit Application request for Girls on the Run Northeast Tennessee to hold an event “Girls on the Run 5K – Better Together” located at the Jonesborough Elementary School grounds and Tiger Park on Friday, May 10, 2024, from 3:00 pm to 9:00 pm, to include road closures based on the assigned times by the organizer for “New” Skyline Drive, Thomson Meadow Lane, and North Cherokee Street, and continue to work with Public Safety on the race portion of the event, and the Hold Harmless Agreement and Proof of Liability Insurance are in place.
 14. Approval of the Town’s Music-On-The-Square (MOTS) event to be carried out Fridays from 7:00 pm to 9:00 PM between May 3, 2024, through September 27, 2024, (with MOTS being held on the Main Stage on July 5th during Jonesborough Days Festival) and Main Street to be closed from Fox Street to Christopher Taylor Lane, as presented.
 15. Approval of the Town’s Brews and Tunes event to be carried out on Sunday’s from 4:00 pm to 7:00 pm, on the Storytelling Center’s front plaza being June 2 2024 through September 29, 2024, as presented.
 16. Approval of the Town’s Memorial Day Celebration to be held on Monday, May 27, 2024 from 12:00 noon to 4:00 pm, with Main Street to be closed from Fox Street to Christopher Taylor Lane and the Veterans Day Celebration to be held on Monday, November 11, 2024 from 11:00 am to 3:00 pm, and with Main Street to be closed from Fox Street to Christopher Taylor Lane from 9:00 am to 4:00 pm for both events.
 17. Approval of the 2024 renewal Outdoor Use Area Permit for applicant Zac Jenkins representing Main Street Café & Catering, LLC located at 117 West Main Street, with the intended use to allow for food and alcohol to be served in front of the

Café as well as the alleyway on the east side of the building within the designated boundary area.

18. Approval of the 2024 renewal Outdoor Use Area Permit for applicant Mary Sipple representing Texas Burritos & More located at 109 Courthouse Square, with the intended use to allow for food and alcohol to be served outdoors within the designated boundary area.
19. Approval of the 2024 renewal Outdoor Use Area Permit for applicant Stephen Callahan representing Tennessee Hills Distillery located at 127 Fox Street, with the intended use to allow alcohol to be served outdoors within the designated boundary area; and noting that the property line shown on exhibit is in dispute with the Town and with the same conditions as with the 2023 renewal as follows:
 - (1) When the large door(s) is open there will be a decibel level set to be agreed to by the Town Administrator and Tennessee Hills that will not be exceeded at the point of measurement (somewhere inside the building so it can be monitored by Tennessee Hills Staff). Also, there will be a maximum volume control established for in-house music and that level will also be agreed to by the Town Administrator and Tennessee Hills.
 - (2) Large door(s) closes at 10:00 p.m. each night and music that can be heard outside the facility ends at 10:00 p.m.
 - (3) Alcohol will not be served in the permitted area after 10:00 p.m. and after a period of time to close customers tabs, shepherd customers out of the permitted area, the permitted area will be roped or gated off with signage indicating it is closed which should occur no later than 10:20 p.m.
 - (4) Tennessee Hills Distillery Staff will monitor to the best of their ability the conduct of guests inside the permitted area to prevent any safety hazards or disturbances of the peace and will follow ABC Guidelines with respect to serving patrons.
 - (5) The Tennessee Hills Distillery Permit will be subject to the review provisions of the Policy as may be changed by the Board of Mayor and Aldermen from time-to-time.
 - (6) Tennessee Hills Distillery will remain in compliance with all ordinances and policies adopted by the Town of Jonesborough.

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Wolfe asked Town Recorder Janet Jennings about the financial status of the Town. Janet Jennings said all is well with the financial status of the town. Ms. Jennings said the property tax collections have come in 68.4%, and the November 2023 sales taxes came in at 9.14% which is higher than the November 2022 collections. Ms. Jennings said the new software program is been being implemented in phases. There being no further questions, Mayor Vest called for a motion. Alderman Wolfe made the motion to accept the Financial Report as presented. Alderman Dickson seconded the motion and it was duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest announced that the annual Paws-In-Blue fundraising event will be held on Friday, February 23, 2024, at the Senior Center from 6:00 pm to 9:00 pm.

Mayor Vest presented two recommendations for the following committee appointments:

Senior Center Advisory Committee – Lorena Craddock to fill a vacant term ending January 2027

Historic Zoning Commission – Herman Jenkins to fill an unexpired term ending November 2024

Mayor Vest asked the Aldermen if they had questions or comments in regard to the Committee appointments. There being none, Alderman Wolfe made the motion to approve Lorena Craddock to the Senior Center Advisory Committee and Herman Jenkins to the Historic Zoning Commission as recommended by Mayor Vest. Alderman Countermine seconded the motion and it was duly passed.

Mayor Vest said the 2024 Chocolate Fest continued to be sweet success in spite of the rain it was a great turnout, and appreciates everybody participations in that event. Mayor Vest expressed his appreciation to the Wastewater Crew who came out in the rain all day on this past Saturday and finished Sunday evening to pump Sewer Pump Station A. Mayor Vest said Bob Browning presented the Board with an update on the Jackson Theatre and hopes that it will be finished very soon and appreciates everyone's work on that project. Mayor Vest said there was an increase in the January building permits with nine new homes being permitted for construction.

Mayor Vest introduced Brayden Beecham, Boy Scout Troop 130, who is a Life Scout working on his Eagle Scout project. Brayden Beecham said he is planning to build an entrance to the library garden that will give a definitive opening/entrance to the garden and a place to attach signage to let the community know it exists and is open to the public; and the project will benefit the Tuesday Garden Club. Brayden said he is also planning to build an 8 ft. wide x 4 ft. deep x 10 ft. tall pergola and two sections of ranch style fencing on either side of the pergola to further enhance the opening and guide people into the garden. Brayden Beecham announced that he is accepting donations to help complete this project and his goal to have it completed before this year's Garden Gala Tour. Mayor Vest thanked Brayden Beecham for his presentation and wished him much success on Eagle Scout project.

Mayor Vest presented a Proclamation in honor of National FFA Week, February 17 – 24, 2024, to Josh Conger and the FFA students of David Crocket High School.

Insert Proclamation

Mayor Vest asked Lisa Buckingham to come forward to accept the Employee of the Month Award. Mayor Vest read the following:

I am nominating Lisa Buckingham for the February employee of the month. Lisa Buckingham has the kind of tenacity, determination, and attendance that every Director strives for in their team members. She shows up no less than an hour early every day with the same positive attitude about her job as the day before. She has never been late to work and did not request a day off for over a year and a half. Not only is this impressive, but it demonstrates how much love she has for her job and her team. Knowing this, it comes as no surprise that in the times Jonesborough has needed her the most, she has been there. Lisa Buckingham rotated 12-16 hour shifts during the large freeze last winter, both in dispatch and also in the field to ensure every customer was heard and their needs were met to an exceptional standard. Lisa is excellent in her field leadership role as the senior meter reader and provides a brilliant example of what a leader should be. In addition, she represents the town of Jonesborough well in customer communication and relations. A lot of customers even know her by name and recognize her on her work route. Lisa has gained a large amount of public respect and trust. These kinds of interactions with customers are what continually sets her apart and boosts Jonesborough's respect in the public's eyes. It is for these reasons that I nominate Lisa Buckingham for February employee of the month.

Submitted by: Artie White, Director of Water Quality

Mayor Vest asked Lisa Buckingham if she had any comments. Lisa Buckingham said she was thankful for being nominated.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. Bill Chapman, 8 Walton Street, addressed the Board in regard to the cross-walk on East Main Street between New Halifax Subdivision and the Senior Center. Mr. Chapman said the cross-walk stripping has faded, and is hard to see. Mr. Chapman said vehicles speed in that area and do not pay attending to pedestrian right-of-way, drivers do not seem to recognize the fact that there is crosswalk there because he feel the signs are too close to the crosswalk, and it makes it too tough to see. Bill Chapman asked the Board to look at the installation of a crosswalk. Mayor Vest thanked Bill Chapman for his comments.

Chris Buckner, 37 Alders Grove, addressed the Board in regard to on-going issues he is experiencing with early and late hours of the construction workers especially the construction trucks going in and out, road being blocked, loud much in the neighborhood in the evening hours, issues with neighbors, and speeding in the neighborhood. Mr. Buckner said he will be moving when his lease is up at the end of May 2024. Mayor Vest suggested that Mr. Buckner get in contact with the Police Department about his concerns, and thanked him for his comments.

Dana Helvey, 100 East Woodrow Ave, addressed the Board in regard to a complaint, has been filed against the Town and also the Board members. Mr. Helvey said he just wants to make it known that it is really important how we to portray those that we are in conflict with in our actions, our social media, our day-today, in our talking with customers. Mr. Helvey said he feels it is really important to make sure that throughout this process, as it works out, that we all try to remain as positive and as forward hopeful thinking as we possibly can. He said that extends all the way around and it is very hard to do. Because emotions run high, and the anger in many area of our society has just increased, and he does hope through this whole process that there will be an applicable solution and things will be resolved.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson said today that he and members of the Board were at the McKinney Center celebrating the 10th Anniversary at the McKinney Center and it was a very good afternoon to celebrate that occasion. Alderman Dickson said originally this building and others in the region were built to divide, legal segregation was the intent, but Tennessee's oldest Town has moved boldly to repurpose and to unite and that is something that should be broadcast to the outside world. He said the Town was proactive, and had very forward thinking and in 2013 they moved into this beautiful space. Alderman Dickson there is now artistic and cultural programs going and we have seen wonderful things come out of the McKinney Center, and is hopeful that we will see another decade of outstanding things at the McKinney Center, and expressed his appreciation to the staff for all that have put together.

Alderman Wolfe expressed his appreciation to the Leadership Team and Utilities Team during the most recent cold snap. Alderman Wolfe he was relayed information about icebergs in the Nolichucky River, as in the ability of Town's screens that filter in the initial intake for our Water Plant to be able to draw from the river that which were froze up. Alderman Wolfe said he wants to commend our entire staff, our leadership team, and especially our Utility's Director Kevin Brobeck and his employees that saved the Town from having a catastrophic health crises and people running out of water during that cold snap; they did a tremendous job.

Alderman Wolfe said he is grateful for the goodness of this community, and said that one of our pioneers and cultural beacons, Jimmy Neil Smith is not doing very well right now and is in a nursing home facility and one of his associates with Storytelling is collecting notes to present to him on Valentines Day.

Town Attorney Comments was the next item on the agenda. Town Attorney Jim Wheeler said he had one item to be added to the agenda which is the Interlocal Agreement between Washington County, TN and the Town of Jonesborough, TN for some work that the Town is interested in having inmate labor, and the sheriff is ready to roll that plan back out with inmates that are qualified to do the work. Mayor Vest called for a motion to add the Interlocal Agreement to the agenda. Alderman Wolfe made the motion, seconded by Alderman Causey, to add the Interlocal Agreement as presented by Attorney Wheeler to the agenda. The motion was duly passed.

Jim Wheeler said this agreement is similar to what this very similar to what we have had in the past, and makes it very clear that inmates will remain under the control of the Washington County Sheriff's Office ultimately and what the Town is responsible for as well. Mayor Vest called for a motion, and Alderman Wolfe made the motion, seconded by Alderman Causey, to approve the Interlocal Agreement between Washington County, Tennessee and the Town of Jonesborough, Tennessee as presented. The motion was duly passed.

INSERT AGREEMENT

Town Attorney Wheeler announced that Board members in would need to meet in Executive Session with council in regard to the Tennessee Hills' lawsuit after the conclusion of this BMA meeting tonight.

The first item under Old Business was approval of the work to be done at the Boone Street and East Main Street intersection. Mayor Vest said the Town's staff met with citizens in regard to the plans on this project and with the recommendation for the intersection of Boone/Main/Spring/Fox Streets as funding is available as follows:

- Removal of the three parking spaces on East Main Street.
- Installation of concrete island east of Spring Street and tapering up to the upper Baptist Church parking lot and extending into the westbound lane no wider than 6 feet at its widest point. This will be completed with a mountable concrete curb stained to match the granite curb with a combination of concrete and plantings in the center.
- Installation of a pedestrian safety island on Boone Street, constructed similarly to the one on East Main Street.
- Establish Spring Street as one-way traveling southwest from Main Street to Franklin.
- Installation of a curbed island at the Franklin/Spring Street intersection to prevent two-way traffic beyond Frankling.
- Installation of signage.
- Installation of a sidewalk on the north side of Spring Street from East Main Street to Franklin.
- Installation of a crosswalk on East Main Street from the Baptist Church to Spring Street sidewalk.

Town staff also presented two additional recommendations:

- Approve the installation of handrail on the sidewalk in front of the First Baptist Church.
- Approve the installation of handrail at Boone and Main prior to Fox Street.

Mayor Vest asked the Aldermen if they had questions or comments in regard to this proposed plan. Alderman Wolfe thanked Town staff on meeting and working the residents of the community on this plan. With there being no further discussion, Mayor Vest called for a motion. Alderman Countermine made the motion, seconded by Alderman Dickson, to approve the Boone Street/East Main Street intersection work as presented and recommend by Town staff. The motion was duly passed.

Mayor Vest asked about the cost of the handrails and if they would have to be bid. Glenn Rosenoff said if the price of the handrails comes in over \$25,000, it would have to be formally bid. Operations Manager Craig Ford stated that is project will most likely have to be done in phases, and that it will probably continue into next fiscal year. Mr. Ford said he has talked with the fencing company and they said will it take months to get the fence and railing work completed due to their heavy work schedule.

The first item under New Business item under New Business was approval of an addendum to the Town of Jonesborough's Personnel Policy in regard to Emergency Leave. Town Administrator Glenn Rosenoff said that staff has drafted an inclement weather policy as an Addendum to the Town of Jonesborough Personnel Policy to include Emergency Leave to address pay during an emergency event; and we made some changes to Holiday pay with clear guidance on those working the holiday. It also addresses holiday pay for exempt employees. The proposed addendum will serve as the guide for employees regarding inclement weather, emergency pay, and holiday pay. The Addendum will follow Section XVIII of the Personnel Policy. The Board members expressed their appreciation to Mr. Rosenoff and Mr. Ford for their hard work and efforts in getting this addendum to the Personnel Policy in very quick manner. Alderman Wolfe made the motion to approve the addendum of Section XVII of the Employee Personnel Policy. Alderman Causey said she was involved in this and wanted equal treatment for the all employees; and seconded the motion. Town Administrator Glenn Rosenoff expressed his appreciation to Alderman Causey in helping with this endeavor. Upon call of the roll, the motion was duly passed. Alderman Wolfe amended his motion to represent that this be retroactive to January 1, 2024. Mayor Vest asked Alderman Causey if she supported that change. Alderman Causey said yes. With there being no further discussed, Mayor Vest called for a vote. The motion was duly passed.

INSERT PERSONEL POLICY ADDENDUM

The next item on the agenda was approval of the Contract to Audit Accounts of Town of Jonesborough from July 1, 2023 to June 30, 2024 with Blackburn, Childers and Steagall. The Auditor Firm's fee for this fiscal year is \$49,500; and there are additional auditing services projected as follows: (a) \$1,500 for the additional testing of census data for the pension plan with TCRS, (b) \$3,000 for the State of Tennessee Comptroller's Office general ledger account crosswalk, and (3) \$3,750 if the Single Audit is required (Town expends \$500,000 or more in a year in Federal awards). Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion to approve the Audit Contract for Fiscal Year 2023-2024 with Blackburn, Childers and Steagall as presented, seconded by Alderman Countermine, and duly passed.

INSERT CONTRACT

There being no further business, Mayor Vest adjourned the meeting and the Board of Mayor and Aldermen went into Executive Session.

JANET JENNINGS, RECORDER

CHUCK EST, MAYOR