

BOARD OF MAYOR AND ALDERMEN

CALLED MEETING

MAY 24, 2024

The Board of Mayor and Aldermen (BMA) met in a Called Session on Friday, May 24, 2024, at 8:00 a.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 Mayor Vest 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. Town Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, and Operations Manager Craig Ford.

The first item on the agenda was approval of the Jackson Theatre Operations Manager job description. Mayor Vest asked Town Administrator Glenn Rosenoff to address the proposed job description. Glenn Rosenoff said a strategic planning session was held with consultants Steve Johnson and Dan Hays as well as community stakeholders. Glenn Rosenoff said during the session the predominant goal identified by the group was: who is the point of contact for the Jackson, who is in charge, who will be working on details of the Jackson like marketing, rentals, ticketing, scheduling, custodial, etc., which continued to point to the need for an operations manager. Mr. Rosenoff said this position surfaced and resurfaced throughout the entire morning, and this session confirmed what Mr. Johnson had already identified as an immediate need, an operations manager. Mr. Rosenoff said in conclusion, from both prior to the strategic planning session and during the session, the position of "operations manager" emerged as the urgent position to be filled by a qualified person. Glenn Rosenoff said his recommendation is to create the Jackson Theatre Operations Manager Position with the attached job description (Grade 19). This position will replace the Executive Director position in the FY24 budget. Board members discussed the proposed Jackson Theatre Operations Manager position description and expressed it was a good move forward in order to get the

theatre opened up and running. With there being no further discussion, Mayor Vest called for motion. Alderman Dickson made the motion to approve the Jackson Theatre Operations Manager job description at Grade 19 on the Town's Compensation Plan as presented. Alderman Wolfe seconded the motion and it was duly passed.

INSERT JOB DESCRIPTION

The next item on the agenda for approval was the appointment of an Operations Manager for the Jackson Theatre. Mayor Vest said the recommendation is to appoint Amber Crumley to the position of Jackson Theatre Operations Manager at Grade 19 Step 6 (\$73,956). Board members discussed the appointment and because of Amber Crumley's current role as Director of Special Events, she should begin her duties as Operations Manager on July 8, 2024, after the Jonesborough Day's Festival. With there being no further discussion, Mayor Vest called for a motion. Alderman Wolfe made the motion, seconded by Alderman Counterline, to proceed to appoint Amber Crumley as the Jackson Theatre Operations Manager at Grade 19 Step 6 (\$73,956) with the beginning date of July 8, 2024. The motion was duly passed.

The next item on the agenda was the Jackson Theatre operations. Discussion took place in regard to the operations of the Jackson Theatre by Board members and Town staff. Alderman Causey asked if the Jackson would operate as a separate department within the upcoming FY24-25 budget. Town Recorder Janet Jennings said yes. Alderman Wolfe asked if the Jackson operate with a special revenue fund. Janet Jennings said a special revenue fund would include the Jackson Theatre staff salaries, utilities, revenues and donations, and everything apart from the capital for the project. Town Administrator Glenn Rosenoff said that planned programming for the Jackson would help shape the financial projection of the Jackson Theatre. Mayor Vest asked Board members about setting a Budget Workshop on Monday, June 3, 2024 at 6:00 pm, at Town Hall and Board members agreed to the date and time.

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR