

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JUNE 17, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, June 17, 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 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. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Matthew Musgrove (associate of Town Attorney Jim Wheeler who was absent).

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

1. Approve the minutes for the February 12, 2024 Regular Meeting, February 21, 2024 Work Session/Called Meeting, and March 11, 2024 Regular Meeting..

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 and JRT Board of Directors.

6. Approve the following Supervisor Reports: McKinney Center, McKinney Center Program Manager, Fire Department, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment Plant, Website and Marketing Specialist, Marketing and Promotions Coordinator, Police Department, Street

Department, Animal Control, Building Inspector, Director of Tourism and Main Street, Senior Center, and Director of Special Events.

7. Approve the following Fire Department equipment as non-serviceable and to be destroyed: Key Secure Knox Box, Motorola Radio SN 866FZL4049, Motorola Radio Charger, 32 Motorola Alpha Pagers, 13 Portable Radio Batteries, and 7 Verizon Flip Cell Phones.
8. Approve the reclassification of Wetlands Water Park Café attendants to the same pay rate as slide attendants at \$10.00 per hour.
9. Approve the Street Department to remove a dead tree outside the sewer easement (southside) that runs parallel to West College Street between the driveway entrance to the David and Vicky Sell property and the tributary bridge that crosses West College Street west of May Drive, as it is a public safety hazard.
10. Approve acquiring the two lots from the property owner in Patriots Point that the Wastewater lift stations are affixed, and provide the current property owner with tax donation certification at current assessed value.
11. Approve the appointment of Jeff White as the Fire Chief at grade 20, step 4 (Exempt Status); and approve the promotion of Chason Freeman from the rank of Lieutenant to the rank of Major at grade 16, step 4 (Exempt Status)

Alderman Wolfe expressed a hearty congratulations to Fire Chief Jeff White and Fire Major Chason Freeman. Alderman Wolfe said they both have big hearts for Jonesborough, and people in town love and respect them.

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 Town's finances. Janet Jennings reported that the Town's financial status is in order. With there being no further discussion, Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Financial Report as presented. Alderman Countermine seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest said in reviewing Supervisor Reports the crashes on Boones Creek Road have drastically been reduced as the result of lowering the speed limit; the Board is taking action to protect the taxpayers from the impact of development growth; the Senior Center had a record membership growth of 2,100 seniors; and the Town's first drop-off recycling is now open and currently only accepts cardboard and is located at the Town's maintenance building located at 110 Old State Route 34.

Mayor Vest presented a proclamation to the 2024 Jonesborough Middle School Girls Track and Field Team who won a first-place championship during the TMSAA Track and

Field Meet held at Austin Peay State University. Mayor Vest commended the 2004 Jonesborough Middle School Girls Track team and coaches for their tireless and tremendous success, and expressed that the BMA wishes them continue success in their future endeavors.

Mayor Vest asked Track and Field Coach Rice for comments. Coach Rice said this is a special group that represented Jonesborough well, and expressed appreciation to Jonesborough for being so gracious and for the amazing new school.

INSERT PROCLAMATION

Mayor Vest asked Brian Atkins to come up to accept the Employee of the Month Award. Mayor Vest read the following:

I would like to nominate Brian Atkins for the honor and distinction of Employee of the Month for June 2024. Due to retirement and attrition, the Solid Waste department has recently experienced a 'short staffing' issue. Other departments have been called upon to lend a hand until Solid Waste is able to add to their work staff. One recent occurrence bears note in my opinion. Brian Atkins began work with the Town in the Solid Waste department. A few years ago, Brian took the opportunity to transfer over to the Water Distribution department. Brian had performed and had knowledge of nearly every position in the Solid Waste department, including relief trash truck driver. Recently, Gary Miller, who drives the side arm trash truck, needed to be off work for a family emergency. Brian Atkins was called upon to operate the trash truck, and run Gary's route for a couple of days. After nearly 3 years, Brian quietly accepted the challenge, and drove Gary's route. Brian never complained, he just got familiar with the truck, and performed the route. While in the Walnut Grove subdivision, a contractor for Bright Ridge ruptured a buried gas line while burying internet cable. Atmos Gas showed up and stopped vehicular traffic on Oakwell Lane. As Brian rounded the corner to complete his route, he quickly learned that no traffic was allowed on Oakwell Lane. Brian positioned his truck on the one end of Oakwell, quietly got out of the truck and walked to each house on the block, pulling each house's trash can all the way down the block, to the trash truck waiting at the end of the block. He then emptied each trash can, then without fanfare, he pushed each trash can back to its rightful house. What is most interesting about this extra work that Brian had to perform, is the fact that he did not call for help/backup, nor did he tell anyone about moving all the trash cans 'by hand' during this segment of his route. A friend that I attend church with, pulled me aside last Sunday and commented on what a hardworking and nicely mannered trash truck driver we have. He went on to lay out the story of what Brian did to accomplish his relief driver duties while Gary was off work. Our trash truck drivers do a fantastic job, day in and day out, and occasionally a relief driver working for Water Distribution does an equally noteworthy job as well. Brian Atkins was a model employee that day, not even realizing anyone had even noticed his extra efforts and pleasant attitude. He was there to perform a task, made more difficult by circumstances. Brian just performed. It's what we do here. For these and more reasons, I believe Brian Atkins should be awarded the

honor and distinction of Employee of the Month this month. Thank you for your time. Submitted by Malcolm Highsmith, Street Department Director

Mayor Vest asked Brian Atkins if he had any comments. Brian Atkins said he appreciated 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. There were no comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson said he wanted to echo what has been said, and he thinks about our town and the proud legacy we have and with our new Fire Chief and Major, he sees the same quality and legacy and finds that reassuring. Alderman Dickson congratulated Fire Chief Jeff White and Fire Major Chason Freeman. Alderman Causey said she is very proud that we have recognized and promoted our long-years of service employees. Alderman Wolfe said we are working to get the Jackson Theatre open in September, and hopefully with a full slate of programming. Alderman Wolfe expressed thanks to Ballad Health for their contribution to help with décor and furnishings, and noted that the main auditorium will be named the "Ballad Health Auditorium". Alderman Wolfe said there will be other sponsorship opportunities available for organizations; and thanked everyone who has worked on this project.

Town Attorney Comments was the next item on the agenda. There were no comments.

The first item under Old Business was approval of the Special Event Application request that was deferred from the May 13, 2024 Board meeting, for Jeeps on Main to be held on Monday, September 2, 2024 (Labor Day) from 12:00 p.m. to 4:00 p.m. The Hold Harmless Agreement and an updated Certificate of Insurance has been received. The request for services from the Town of Jonesborough includes the following: (1) Police and security, (2) Signage, (3) Use of facilities – Courthouse, Main Street, and parking lots, and (4) Communications and/or publicity. The street closure between 11:30 AM to 4:40 PM on Main Street from Fox Street to First Avenue. Two to three food trucks will be downtown as well to serve the special event. Discussion took place about the requested street closure from Fox Street to First Avenue, and the BMA recommended that the street closure end at Second Avenue not at First Avenue. With there being no further discussion, Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Special Event Permit for the Jeeps on Main to be held Monday, September 2, 2024, including the request for services as identified in the application, and that street closure be from Fox Avenue to Main Street. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of the Special Event Application request that was deferred from the May 13, 2024 Board meeting, for Olympics on Main

to be held on Saturday, August 10, 2024 from 11:00 a.m. to 5:00 p.m. The Hold Harmless Agreement and an updated Certificate of Insurance has been received. The request for services from the Town of Jonesborough includes the following: (1) Police and security, (2) Signage, (3) ISC facility, and (4) Communications and/or publicity. The street closure between 11:30 a.m. to 3:00 p.m. on Main Street from Fox Street to First Avenue. Also included in the request that as part of the pre-event activities is to keep Main Street closed on Friday, August 9th until 11:00 p.m. so that the Movie on Main can be shown immediately following Music on the Square. Board members discussed special events in regard with public safety concerns, and that the road closure be at Second Ave not First Ave. Jeff Gurley addressed the BMA and said that the pre-event movie will not be shown on Friday night. With there being no further discussion, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Olympics on Main Special Event Application on Saturday, August 10, 2024 from 11:00 a.m. to 5:00 p.m., and with the change to exclude the Movies on Main event on Friday, August 9, 2024, and that the street closure on Main Street be from Fox Street to Second Avenue. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was approval of the Special Event Application request that was deferred from the May 13, 2024 Board meeting, for the Town-Wide Yard Sale to be held on Saturday, August 17, 2024. The Hold Harmless Agreement and an updated Certificate of Insurance has been received. The request for services from the Town of Jonesborough includes the following: (1) Police and security, (2) Signage, and (3) Communications and/or publicity. Board members discussed the road closure for this event. Police Chief Matt Rice said he felt it would be safer, from a public safety standpoint, to keep Main Street open and have police presence downtown. With there being no further discussion, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Town-Wide Yard Sale Special Event Application request to be held on Saturday, August 17, 2024 from 9:00 a.m. to 3:00 p.m., with no road closure and have police presence downtown along Main Street. The motion was seconded by Alderman Countermine and duly passed.

The first item under New Business was approval of bids for the Tiger Park Athletic Field Score Boards. Three bids were received, as follows: BSN Sport: \$27,555.01, Varsity Scoreboards: \$27,276.00, and Daktronics, Inc.: \$28,493.00. The recommendation from Town staff was that the bid be awarded to Varsity Scoreboards. Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Wolfe made the motion to award the bid from Varsity Scoreboards in the amount of \$27,276.00 for the Tiger Park Athletic Field Score Boards as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of bids for the Harmony Road Waterline Extension, which is a Washington County project. Five bids were received, as follows: Traxon Construction, Inc: \$549,635.00, Merkel Brothers Construction, Inc: \$655,198.00, Precision Construction Solutions, LLC: \$741,399.40, GRC Civil Services: \$792,010.00, and Thomas Construction Company, Inc:\$1,242,985.00. GRW, Engineers review the bids and feels they are competitive and bidders complied with the rules and regulations of the State Contractor's Licensing Board. GRW recommends Traxon

Construction, Inc to be awarded the bid for the project. Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Wolfe made the motion to approve awarding the bid to Traxon Construction, Inc for the Harmony Road Water Line Improvement project in the amount of \$549,635.00, to be funded by Washington County, as presented. Alderman Countermine seconded the motion and it was duly passed

Mayor Vest said consideration of the Jackson Theatre Programming and Marketing Committee appointments needs to be added to the agenda, and called for a motion. Alderman Wolfe made the motion, seconded by Alderman Countermine, to add to the BMA agenda the Jackson Theatre Programming and Marketing Committee appointments. The motion was duly passed.

Mayor Vest asked if the Aldermen if they had any comments or questions concerning the proposed committee appointments. With there being none, Alderman Wolfe made the motion, seconded by Alderman Countermine and duly passed, to approve the Jackson Theatre Committee members as presented:

Programming Committee: Lisa Whaley - ISC Representative, Jennifer Bernhardt - JRT Representative, Theresa Hammons – McKinney Center Representative, Cameo Waters – Director of Tourism and Main Street, Amber Crumley – Jackson Theatre Operations Manager, Steve Johnson – Jackson Theatre Consultant, Dan Hays – Jackson Theatre Consultant, Kelly Wolfe – BMA Representative, and Glenn Rosenoff – Town Administrator

Marketing Committee: Steve Johnson – Jackson Theatre Consultant, Dan Hays – Jackson Theatre Consultant, Cameo Waters – Director of Tourism and Main Street, Amber Crumley – Jackson Theatre Operations Manager, Nora Sword – Town Social Media/Marketing, Mitchell Calvin – Town Website/Marketing, Angela White – ISC Representative

The next item on the agenda was approval of a Special Event Application request for the 2024 Pumpkin Fest sponsored by JAMSA, to be held on Saturday, September 21, 2024, from 1:00 p.m. to 5:00 p.m. The request for services include police and security, signage, communications and/or publicity, refuse collection, and parking. The request for street closure included in their application was for Main Street to be closed from Fox Street to First Avenue on September 21st from 9:00 a.m. until 6:00 p.m., or when police deem it safe for reopening. The Proof of Insurance and Hold Harmless have been received; and reviewed and approved by the Town Attorney. Mayor Vest asked if the Aldermen if they had any comments or questions concerning the Special Event Application. With there being none, Alderman Causey made the motion to approve the 2024 Pumpkin Fest Special Event Application sponsored by JAMSA on Saturday, September 21, 2024 from 1:00 pm to 5:00 pm; and for Main Street to be closed form Fox Street to Second Avenue on the 21st by 9:00 am until 6:00 pm, or when the police deem it safe to reopen, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of a Special Event Application request, submitted by Chad Fred Bailey, for the “Washington County, Tennessee Heritage Fair” sponsored by the Jonesborough Genealogical Society. Setup for the event will take place on Friday, September 6, 2024, and the event to begin Saturday, September 7th from 10:00 am to 5:00 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. There is no street closure requested, and additional services requested is signage, use of facilities, and communications and/or publicity. Proof of Insurance and Hold Harmless have been received; reviewed and approved by the Town Attorney. Events will be held in the following locations: 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. Mayor Vest asked if the Aldermen if they had any comments or questions concerning the Special Event Application. With there being none, Alderman Causey made the motion to approve the “Washington County, Tennessee Heritage Fair” for setup to take place on Friday, September 6, 2024, and the event to begin Saturday, September 7th from 10:00 am to 5:00 pm in various locations within the downtown area of Jonesborough, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was first reading of an Ordinance amending Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance in its entirety. The motivation to the proposal was identifying a lack of flexible design guidelines that include LED type signage and public owned buildings and uses, schools offering general education and churches in the R-1 Zoning District. The Jonesborough Planning Commission recommended the adoption of the amendment to the Town’s Municipal Code related to signage, and Town staff is recommending that Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance is hereby replaced as follows: 11-1207(7)(a) *The sign is located on property in a B-3 or B-6 zone, or on property associated with a government building or use, school offering general education, or church in an R-1 (Low Density) residential zone or other zone allowing those uses.* Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to recommend to approve on first reading the Ordinance amending Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance in its entirety, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance amending the Jonesborough Municipal Code, Chapter 5, General Provisions Related to Zoning, Section 11-513, R-1 (Low Density Residential) related the permitted uses. The current zoning code has many other zoning districts that permit more dense residential land

uses that developers can develop within or go through the rezoning process and request higher density land uses within the corporate limits; and moving to a more traditional R-1 zone promoting single family residential uses is in the best interest of the town. For this reason, the recommendation is to amend the R-1 zoning district and eliminate the two-family residences and multi-family residences from said zone. This amendment to the Jonesborough Municipal Code Chapter 5, General Provisions Relating to Zoning, Section 11-513 to delete numbers 2 and 3 as stated below:

11-513. R-1 (Low Density) Residential District. It is the intent of this district to establish low density residential areas along with open areas that appear likely to develop in a similar manner. The requirements for the district are designed to protect essential residential, historic and aesthetic characteristics of the district and to promote and encourage an environment for family life; and to prohibit all business activities. In order to achieve the intent of the R-1 (Low Density) Residential Districts, as shown on the zoning map of the Town of Jonesborough, Tennessee, the following uses are permitted:

- (1) Single-family residences, except mobile homes.
- (2) ~~Two (2) family residences.~~
- (3) ~~Multi-family residences; provided that a site plan is submitted to the building inspector for review and approval.~~

Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Wolfe made the motion to pass on first reading the Ordinance amending the Jonesborough Municipal Code Chapter 5, General Provisions Relating to Zoning, Section 11-513 and to remove items 2 and 3 in the body of the Ordinance, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance to de-annex Parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres, upon request by Whitney Riddle, property owner. The de-annexation request has been to Jonesborough Planning Commission and they are recommending approval to the BMA of the following: (1) De-annexation of parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres; (2) Amending the Plan of Services to remove parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres; and (3) Removing said tract of land from the Jonesborough Zoning Map identified as parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres and for zoning to be classified by the Washington County Board of Commissioners after the effective date of de-annexation.

Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Countermine made the motion to pass on first reading the Ordinance de-annexing Parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres, upon request by Whitney Riddle, property owner and accepting the three recommendations of Jonesborough Planning Commission as presented. Alderman Causey seconded the motion. Upon call of the roll, the following Aldermen voted Aye:

Alderman Countermine, Alderman Causey and Alderman Dickson. Aldermen voting
Nay: none. Alderman Wolfe abstained from voting. The motion carried

INSERT ORDINANCE

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR