

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

JULY 15, 2024

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, July 15, 2024, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing agenda was the Ordinance amending the Municipal Code of the Town of Jonesborough Chapter 5 General Provisions Relating to Zoning, Section 11-513, R-1 (Low Density) Residential District Related to Permitted Uses. There were no comments.

The next item on the Public Hearing agenda was an Ordinance amending the Jonesborough Business and Advertising Sign Ordinance Related to Electronic Signs in an R-1 Zone. There were no comments.

The next item on the Ordinance to de-annex certain property located at Anderson Road and the present corporate boundaries of the Town of Jonesborough, Tennessee. There were no comments.

The Public Hearing was closed.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JULY 15, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, July 15, 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 Fire Chief Jeff White 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 Wolfe made the motion, seconded by Alderman Dickson, and duly passed to approve the following items on the Consent Agenda:

1. Approve the following bills for payment:

Insert Payment

2. Approve the following Town Administrator Report:

Insert Report

3. Approve the following Operations Manager Report:

Insert Report

4. Approve the following Committee Report: McKinney Center Advisory Committee.
5. Approve the following Supervisor Reports: McKinney Center, McKinney Center Program Manager, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment Plant, Fire Department, Marketing and Promotions Coordinator, Building Inspector, Director of Tourism and Main Street, Parks and Recreation, Street Department, Animal Control, Police Department, and Director of Special Events.
6. Approve the following Fire Department equipment as non-serviceable and to be destroyed: Eagle II SCBA Cascade System, Four (4) Breathing Air SCBA Fill Bottles, and Breathing Air Fill Station SCBA.
7. Appoint Nick Bogle to the position of Waterpark Director for the remainder of the season at Grade 16, Step 1. The appointment is to be retroactive to July 03, 2024, and is to transition to permanent status upon successful completion of the interim service period.
8. Approve the Dispatch/Volunteer Fire Major position at grade 13 step 1 and approve promoting Terry Henry to that position. Mr. Henry understands that if we

cannot recruit enough to re-introduce a volunteer program, we will discontinue the position and he can go back to his regular shift duties.

9. Appoint Randal Jones to the position of Water Treatment Director at a salary of grade 19, step 3 of the Town's compensation plan, with August 5, 2024 as his start date.
10. Approve the 2024 Halloween Haunts and Happenings event scheduled for Thursday, October 31, 2024 from 5:30 pm – 8:00 pm on Main Street, with Main Street and associated side streets being closed at 5:00 pm, the intersections of Main Street and Fox Street to Main Street and Second Avenue.

The next item on the agenda was the approval of the Financial Report. The Financial Report was not available for approval due to the closing out of the Fiscal Year 2023-2024 and will be .

Communications from the Mayor was the next item on the agenda. Mayor Vest said the Jackson Theatre is looking great and the alleyway has been paved; the 2024 Jonesborough Days Festival was a great success from the parade to the fireworks; there has been a total of 77 building permits issued to-date; and a lot of time has been spent working with staff on the upcoming FY24-25 budget.

Mayor Vest said there were two appointments being recommended to the Flagg Committee, and called for a motion. Alderman Causey made the motion to appoint Dana Helvey and Jennifer Richman to the Flagg Committee, seconded by Alderman Countermine and duly passed. Alderman Wolfe expressed appreciation to Ruth Verhegge for her many years of stewardship on the Flagg Committee.

Mayor Vest said that the setting of a called BMA meeting date needed to be added to the agenda and called for a motion. Alderman Wolfe made the motion, seconded by Alderman Causey and duly passed, to add to the agenda the setting of a called BMA meeting date. Board members discussed setting the meeting date and time. Mayor Vest called for a motion, and Alderman Wolfe made the motion to set Wednesday, July 24, 2024 at 6:30 pm, at the Town Hall, as the called meeting date and time. Alderman Dickson seconded the motion and it was duly passed.

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

I would like to nominate Donna Freeman for the distinction and honor of Employee of the Month for July 2024. Donna's title is "Executive Secretary", but her job description could easily fill 10 pages, seriously. If you know how organizations function, you will know that many folks contribute many small pieces, but there is always that one person who holds the most pertinent piece of information. That statements defines what Donna is for the Town of Jonesborough. She is the key information holder. Donna could also be described as the "Air Traffic Controller" for the Town. Donna handles

Board agendas, Committee agendas, Festival/Event submissions for approval. Planning Committee agendas, dissemination of “minutes” from all these meetings. Board Packets – which involve reports from supervisors. Operation Manager and Town Administrator submissions/reports/comments, playbills for the JRT, and submitting work done by Town Forces for reimbursement under the TDOT City Maintenance Agreement. Donna sends reminder emails of all deadlines needing attention to all supervisors, plans monthly staff meetings/agendas, handles a myriad of projects for the Town Administrator and fields a multitude of phone calls each day requesting information of all varieties. If it were not for Donna’s vast experience and knowledge of all things Town Admin, we would surely have to hire an independent consultant team to attempt to complete half of the tasks on Donna’s plate each day. It is no exaggeration in my thinking, to say that Donna Freeman has more information about how Town offices operate, than any other ten people we have in employ. I can only begin to scratch the surface of what Donna accomplishes for the Town each day, but safe to say she is very, very well qualified to be not only the Employee of the Month, but the Employee of the Decade. The next time you have a spare moment, drop by Town Hall and see Donna in action, and thank her for the exemplary job she does in keeping our Town management structure intact and functioning. She truly is that key player in our organization. Thank you for your time and consideration today.

Submitted by: Malcolm Highsmith, Street Department Director

Mayor Vest asked Donna Freeman if she had any comments. Donna Freeman said I have been very blessed to work for the Town and 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. Dana Helvey, 100 Woodrow Avenue, Jonesborough, TN, addressed the Board and expressed his appreciation for all the work being done by the Town.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Wolfe said the town has been in a major drought for about six weeks and in danger of having a water crises. Alderman Wolfe encouraged citizens to conserve water. Alderman Countermine said the Jonesborough Days Festival was a very great and successful event. Alderman Causey commended Parks and Recreation Director Chris Kudera for his detailed monthly report.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Attorney Wheeler reported that a new lawsuit has been filed due to a claim denied by Public Entity Partners.

The first item under Old Business was approval for second and final reading of and Ordinance amending the Jonesborough Municipal Code Chapter 5 General Provisions Relating to Zoning, Section 11-513, R-1 (Low Density Residential District) Related to Permitted Uses. The zoning text amendment to the Jonesborough Municipal

Code Chapter 5, General Provisions Relating to Zoning, Section 11-513 will be as follows:

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.

Mayor Vest asked the Aldermen if they had any comments or questions. With there being none, Alderman Countermine made the motion to approve on second and final reading the amendment of the Jonesborough Municipal Code Chapter 5 General Provisions Relating to Zoning, Section 11-513, R-1 (Low Density Residential District) Related to Permitted Uses, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval for second and final reading of and Ordinance amending the Jonesborough Business and Advertising Sign Ordinance Related to Electronic Signs in an R-1 (Low Density Residential District) Zone. The recommendation from Town staff is recommending that Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance is hereby replaced in its entirety 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 comments or questions. With there being none, Alderman Dickson made the motion to approve on second and final reading the amendment to the Jonesborough Business and Advertising Sign Ordinance to Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance is hereby replaced in its entirety, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval for second and final reading of an 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. The recommendation from Town staff is as follows: (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 approve on second and final reading the Ordinance to de-annex, amend the Plan of Services, and remove the tract of land from the Jonesborough Zoning Map of Parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres, upon request by Whitney Riddle, property owner. 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

The first item under New Business was approval of a Special Event Application request from ISC to hold the annual Storytelling Festival from October 2 – 6, 2024. The request includes use of the Visitor Center auditorium during registration through the festival as well as Mill Spring Park and gazebo for use for Ghost Stories. The Hold Harmless Agreement and Proof of Insurance are complete. The request for Street Closings, Lot Closures and Police Assistance include the following:

Request for Street Closures

Cherokee Street from Main Street to High Street: Friday-Sunday, October 4-6

College Street from Second Avenue to Sabin Drive and Sabin Drive from Boone Street to Oak Hill School: Thursday evening, October 3 - Sunday, October 6. Allow only vendors to park between Cherokee and First on one side of College Street. Friday-Sunday, October 4-6.

Spring Street from Main Street to Franklin Avenue, and Clay and Sevier Streets from Main to Spring Street: 6:00-10:00 p.m. Friday and Saturday, October 4 and 5.

First Avenue from Main Street to High Street: Friday-Sunday, October 4-6

Main Street from Fox Street to Second Avenue: Friday-Sunday, October 4-6

High Street: Friday-Sunday, October 4-6

Request for Lot Closures and Police Assistance

8 p.m. on Monday, September 23: close the Library Parking Lot for set-up of the tent on Tuesday for the Library Book Sale.

5 p.m. on Friday, September 27: close the Washington County (Stephenson) Parking Lot for the setup of the tent on Saturday.

6 p.m. Sunday, September 29: close off and secure the Courthouse Parking Lot, so a performance tent can go up Monday morning.

10 p.m. Thursday, October 3: close the Parson's Table parking lot for the duration of the Festival.

Visitor's Center parking lots (both sides of the building):

Parking lot near downtown - Closed to general parking from 6 a.m. on Thursday, October 3, to 6 p.m. on Sunday, October 6. Open for 20-minute parking for registrants.

Parking lot near post office - Closed to general parking from 8 a.m. on Thursday, October 3, to 5 p.m. on Sunday, October 6. (This lot is used for Visitors Center staff, ISC registration staff, and as a drop-off for school groups on Friday)

The festival boundary includes Boone Street where a 5-mph speed limit is requested during the festival.

Also included is the Special Event/Special Occasion Outdoor Use Permit for the Beer & Wine Garden to be set up at the ISC Plaza from Friday, October 4th through Saturday, October 5th from 4-8 PM daily, and the Beer Garden to be set up at the Library Tent on Thursday, October 3rd for the evening concert from 6:30-9:30 PM. Identifiable boundaries are included, signage stating that alcohol is not permitted beyond this point (the boundary), and wristbands (21 and over only).

Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Wolfe made the motion to approve: (1) the Special Events Permit application from the International Storytelling Center to hold the National Storytelling Festival October 2 – 6, 2024, including street closures and Boone Street with a festival speed limit of 5 mph along with the use of the Visitor Center, Mill Spring Park, Christopher Taylor lot, Parson's Table lot, and front plaza of the MBM Storytelling Hall, and other accommodations, and (2) approve the Special Event/Special Occasion Outdoor Use Permit for the Beer & Wine Garden to be set up at the ISC Plaza from Friday, October 4th through Saturday, October 5th from 4-8 PM daily, and the Beer Garden to be set up at the Library Tent on Thursday, October 3rd for the evening concert from 6:30-9:30 PM, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of a consultation proposal for the Jackson Theatre. Mayor Vest asked Town Administrator Glenn Rosenoff to present this item. Glenn Rosenoff said the BMA approved a consulting contract with Steve Johnson from March through July 2024. During this time, Steve enlisted the assistance of a second consultant, Dan Hays. Steve Johnson informed us that he would not be able to continue as a consultant after July and recommended engaging directly with Mr. Hays. Mr. Hays proposal has been provided to all board members for review. The proposed contract would engage Mr. Hays from August 1 through October 1, 2024. We are fortunate to have Mr. Hays as a consultant to help continue our momentum of strategically preparing to open the theatre with strengthened operations and programming. The proposal was discussed by the Board members, and with there being no further discussion Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Jackson Theatre consultation proposal for Dan Hayes, seconded by Alderman Countermine and duly passed.

INSERT PROPOSAL

Alderman Wolfe recused himself from acting as an Alderman.

The next item on the agenda was first reading of an Ordinance to rezone three tracts of land along Miller Drive, from R-1 (Low Density Residential) to PRD (Planned Residential District), Parcels 3.04 and 3.03, and B-3 (Arterial Business District), Parcel 1.01, on Washington County Tax Map 59-D, Group A. The rezoning request is from Wolfe Development for a conceptual plan for proposed single-family residential development with twenty (20) home sites. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion Approve the rezoning of Wolfe Development's 3 tracts of land from R-1 to PRD (Parcels 3.04 and 3.03), and B-3 to PRD (Parcel 1.01) as identified on Washington County Tax Map 59-D, Group A, on first reading, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

Alderman Wolfe rejoined the meeting

The next item on the agenda was approval of a proposal from Clark Nexsen Architects for the comprehensive design plans for the Agricultural Learning Center (ALC). Mayor Vest asked Town Administrator Glenn Rosenoff to present this item. Glenn Rosenoff said the project is at the point where a comprehensive design is needed to proceed for not only the building but most importantly so Clark Nexsen can get the concrete slab design completed enough for a change order to BurWil's contract using the remaining contingency so we can close on the last school bond in the amount of 9 million. Mr. Rosenoff said Clark Nexsen had estimated a design fee of \$120,000.00 (12% of the estimated \$1,000,000.00 project) but has reduced it to \$115,000.00 (\$5,000 savings); and that these smaller projects still take a lot of time and require considerable coordination. Mr. Rosenoff said they are the most familiar with the entire school site of

48.51 acres and are the reasonable choice to continue with, as well as being prepared to progress quickly on the project. Glenn Rosenoff said as of 7/11/2024, the balance of funds from the State appropriation is \$252,635.00, therefore providing more than adequate funds to pay for the design proposal from Clark Nexsen. Mr. Rosenoff said it is recommended to do what we can to advance projects as part of the overall school site project to close out the last bond in the amount of 9 million, thus not having to continue to pay interest on the Bond Anticipation Note and to close with Rural Development for the permanent financing.

Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Causey said she does not want the Town to incur any overages on the Agricultural Learning Center construction, once the design is covered. Alderman Causey said asked who will be responsible for the operation of the ALC once it is completed. Alderman Wolfe said he was in agreement on the Town not covering overages; and there are multiple options for the operation of the center, after construction. Town Attorney Jim Wheeler said from a legal perspective, the Washington County School Board will have the responsibility for coordinating activities of the ALC building after the construction is completed. Mayor Vest asked if there any further questions or comments, with there being none called for a motion. Alderman Wolfe made the motion to approve the proposal from Clark Nexsen Architects to provide the Town of Jonesborough with the comprehensive Design plans for the Agricultural Learning Center at a proposed cost of \$115,000.00 to be funded through the State appropriation, and include authorizing the close-out of the school project, including allowing the contractor to bill for the remainder of the Jonesborough K-8 School project contract contingency. Alderman Dickson seconded the motion and it was duly passed.

INSERT CONTRACT

The next item on the agenda was first reading of the Fiscal Year 2024-2025 budget. Mayor Vest announced that this item will be considered at the BMA Called Meeting to be held at 6:30 pm, Wednesday, July 24, 2024.

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR