

**TOWN OF JONESBOROUGH
Town Hall Board Room
123 Boone Street
Jonesborough, TN 37659**

CALLED MEETING NOTICE

WEDNESDAY, JULY 24, 2024

6:30 PM

PUBLIC COMMENTS REGARDING AGENDA ITEMS

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423-753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 4:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the Town Recorder at meetings of the Jonesborough Beer Board, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution.

Each individual shall be given three (3) minutes to address the Board regarding Agenda items. Comments shall be limited to items on the meeting's Agenda

CALL MEETING

1. Call to Order
2. Opening Prayer
3. Pledge to the Flag
4. Roll Call
5. Public Comments
6. Discussion and possible action concerning first reading of an Ordinance of the FY23-24 Budget Amendments for the General Fund, Solid Waste Fund and Drug Fund.

7. Discussion and possible action concerning first reading of an Ordinance adopting the annual General Fund, Solid Waste Fund, Jackson Theatre Fund and Drug Fund budgets and Property Tax Rate for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.
8. Discussion and possible action concerning first reading of an Ordinance establishing Garbage and Refuse Collection Fees for FY24-25.
9. Discussion and possible action concerning first reading of an Ordinance establishing Water/Sewer Rates for FY24-25.
10. Discussion and possible action concerning first reading of Ordinance establishing Building Permit Fees and Plan Review Fees for FY24-25.
11. Discussion and possible action concerning the Employee Compensation Plan for FY24-25.
12. Discussion and possible action concerning a Resolution establishing a budget for the Water/Sewer Fund for Fiscal Year ending June 30, 2025.
13. Discussion and possible action concerning a Market Study to establish the average land value on the water transmission line project and to base the easement values.
14. Adjournment.

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: JULY 24, 2024 AGENDA ITEM #: 6

SUBJECT: 1st Reading–FY23-24 Budget Amendments - General, Solid Waste, Drug Funds

SUMMARY:

Attached for your consideration are the Fiscal Year 2023-24 budget amendments for the General Fund, Drug Fund and Solid Waste Funds. Because the Water/Sewer Fund is a proprietary fund, it does not require an amendment approved by the governing body.

Drug Fund amendments reflect the use of \$5,445 in prior year revenues. This is reflected as Use of Fund Balance on the Drug Fund Revenues schedule. These funds were utilized to purchase computer equipment for the Police Department.

The Solid Waste Department amendments primarily reflect the purchase of the back-up garbage truck approved in your May 13th board meeting. The Equipment Reserve Savings Account was used to fund this purchase.

Amendments for the General Fund reflect the appropriation of additional contributions, grant awards and taxes, as well as adjustments for several housekeeping items. Budgets for the Visitor Center and Senior Center have been adjusted to reflect additional grants awarded during the fiscal year. A contribution from Washington County and funds received from an insurance claim have been appropriated to fund new software in the Fire Department and the replacement of a damaged vehicle in the Police Department, respectively. Additional tax revenues funded increased overtime in both Police and Fire, caused by a heavier workload.

Governmental accounting standards require the reflection of sources of funding separate from uses of funding in the financial records. Accordingly, the budget amendment reflects the appropriation of State of Tennessee training funds to the Police and Fire Departments. These funds net to zero, but should have been budgeted as a receipt and an expenditure. Likewise, the budget has been amended to reflect the receipt of Washington County K-8 lease revenues separate from the payment of debt service. Again, the net effect is a wash.

General Fund budget amendments also reflect the closing of the USDA Jackson Theatre loan during the fiscal year, as well as the additional capital spending. In addition, due to capital costs for paving and sidewalk projects exceeding the original

estimates, it was necessary to re-distribute the proceeds from the \$1 million capital outlay note. Funds allocated to the Wetlands Pump Room Renovation and Boone Street Paving were re-allocated to the various paving and sidewalk projects (i.e., North Cherokee/Thompson Meadow, Lincoln Park, West Main Sidewalk, Oak Grove Sidewalk). Finally, adjustments were made to separate the capital purchase portion of the new financial software from the ongoing services charge and to spread the worker's compensation insurance charges to the departments.

The attached adjustments are necessary to properly recognize the expenditures and corresponding funding sources for the fiscal year, for budgetary purposes. These are based on the most recent information provided by staff and management.

Attachment: Ordinance 2024-05
Drug Fund Revenue and Expenditure Details
Solid Waste Fund Revenue and Expenditure Details
General Fund Revenue and Expenditure Details

RECOMMENDATION:

Approve on first reading Ordinance 2024-05, an Ordinance Amending the Fiscal Year 2023-2024 Budget for the General, Solid Waste and Drug Funds.

ORDINANCE NO. 2024-05

AN ORDINANCE AMENDING THE FISCAL YEAR 2023-2024 BUDGET FOR THE GENERAL, SOLID WASTE AND DRUG FUNDS

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH AS FOLLOWS:

SECTION I. That the FY2023-2024 budget be amended with revenues and available funds and appropriations as follows:

	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<u>General Fund</u>			
<u>Revenues/Use of Fund Balance:</u>			
Revenues	12,100,173	4,752,000	16,852,173
Use of Fund Balance	372,402	-	372,402
Total Revenues/Use of Fund Balance	12,472,575	4,752,000	17,224,575
<u>Expenditures:</u>			
Various Expenditures	12,472,575	4,752,000	17,224,575
Total Expenditures	12,472,575	4,752,000	17,224,575
<u>Solid Waste Fund</u>			
<u>Revenues/Use of Fund Balance:</u>			
Revenues	839,788	29,860	869,648
Use of Fund Balance	-	60,140	60,140
Total Revenues/Use of Fund Balance	839,788	90,000	929,788
<u>Expenditures:</u>			
Various Expenditures	839,788	90,000	929,788
Total Expenditures	839,788	90,000	929,788
<u>Drug Fund</u>			
<u>Revenues/Use of Fund Balance:</u>			
Revenues	9,500	6,055	15,555
Use of Fund Balance	-	5,445	5,445
Total Revenues/Use of Fund Balance	9,500	11,500	21,000
<u>Expenditures:</u>			
Various Expenditures	9,500	11,500	21,000
Total Expenditures	9,500	11,500	21,000

SECTION II. The line item financial plan as follows detailing line items in departmental budgets shall be followed in implementing the budget amendments.

This Ordinance will take effect immediately after its passage on second and final reading, the public welfare requiring it.

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON FIRST READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: JULY 24, 2024 AGENDA ITEM #: 7

SUBJECT: 1st Reading - FY24-25 Annual Budgets & Setting Property Tax Rate

BACKGROUND:

This budget preparation schedule included budget work sessions, as well as staff meeting individually with board members to help advance efforts to prepare a budget that recognized employee retention and recruitment. Those lengthy and detailed discussions were related to the General Fund, Solid Waste Fund and Drug Fund. As a result of this comprehensive approach to the budget process, all budgetary funds have been balanced.

The budget before you is approval of Ordinance No. B-24-01, the ordinance adopting the annual budget for General Fund, Solid Waste Fund and Drug Fund and setting the tax rate for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

RECOMMENDATION:

Approve Ordinance No. B-24-01 adopting the annual budget for General Fund, Solid Waste Fund and Drug Fund and setting the tax rate for the fiscal year beginning July 1, 2024 and ending June 30, 2025, on First Reading.

ORDINANCE No. B-24-01

AN ORDINANCE OF THE TOWN OF JONESBOROUGH, TENNESSEE
ADOPTING THE ANNUAL GENERAL FUND, SOLID WASTE FUND, JACKSON THEATRE FUND AND
DRUG FUND BUDGETS AND PROPERTY TAX RATE FOR THE FISCAL YEAR
BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, AS FOLLOWS:

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows for fiscal year 2025:

General Fund	FY 2023 Actual	FY 2024 Estimated	FY 2025 Proposed
Local Taxes	\$ 5,832,037	\$ 6,503,863	\$ 6,763,203
Licenses and Permits	172,344	173,894	269,500
Intergovernmental	1,672,601	1,865,438	3,108,811
Charges for Services	772,990	767,772	1,094,575
Fines and Forfeitures	259,142	259,438	263,050
Revenue from Use of Property	254,290	1,287,233	2,166,584
Contributions and Restricted Revenues	203,559	192,802	179,200
Uses of Money and Property	40,375	44,136	35,429
Other Revenues	365,313	266,610	76,500
Operating Transfers	260,000	260,000	260,000
Debt Proceeds	1,444,759	6,105,322	1,200,000
Fund Balance and Reserves	613,336	-	489,810
Total Revenues	11,890,746	17,726,508	15,906,662
Unappropriated Beginning Fund Balance	4,350,608	4,350,608	3,860,798
Total Available Funds	\$ 16,241,354	\$ 22,077,116	\$ 19,767,460

Solid Waste Fund	FY 2023 Actual	FY 2024 Estimated	FY 2025 Proposed
Charges for Services	\$ 728,388	\$ 869,082	\$ 905,990
Sale of Surplus Items	5,776	-	-
Other Revenues	553	4,653	-
Debt Proceeds	-	-	479,069
Fund Balance and Reserves	511	50,718	-
Total Revenues	735,228	924,453	1,385,059
Unappropriated Beginning Fund Balance	200,205	148,976	148,976
Total Available Funds	\$ 935,433	\$ 1,073,429	\$ 1,534,035

Jackson Theatre Fund	FY 2023 Actual	FY 2024 Estimated	FY 2025 Proposed
Revenue from Use of Property	\$ -	\$ -	\$ 418,709
Other Revenues	-	-	17,446
Operating Transfers	-	-	175,027
Fund Balance and Reserves	-	-	-
Total Revenues	-	-	611,182
Unappropriated Beginning Fund Balance	-	-	-
Total Available Funds	\$ -	\$ -	\$ 611,182

Police Drug Enforcement Fund	FY 2023 Actual	FY 2024 Estimated	FY 2025 Proposed
Fines and Forfeitures	\$ 28,283	\$ 2,483	\$ 3,500
Sale of Surplus Items	29,464	13,072	4,000
Other Revenues	-	-	2,000
Fund Balance and Reserves	-	4,515	-
Total Revenues	57,747	20,070	9,500
Unappropriated Beginning Fund Balance	67,551	112,542	112,542
Total Available Funds	\$ 125,298	\$ 132,612	\$ 122,042

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2023 Actual	FY 2024 Estimated	FY 2025 Proposed
Government Administration	\$ 1,328,148	\$ 1,589,541	\$ 1,340,131
Police	1,753,192	1,967,402	2,287,445
Fire	742,474	761,392	905,076
Streets	1,336,005	1,139,149	1,151,415
Garage	153,058	145,745	174,478
Senior Center	713,226	760,932	857,982
Parks and Recreation	731,447	909,416	1,056,475
Visitor's Center	623,543	869,881	1,113,975
Water Park	541,734	552,278	589,625
McKinney Center	352,702	422,534	495,875
Capital Expenditures	2,887,832	4,392,682	1,571,070
Debt Service	727,385	4,215,556	4,188,088
Operating Transfers	-	-	175,027
Total Appropriations	11,890,746	17,726,508	15,906,662
Surplus/(Deficit)	-	-	-
Ending Fund Balance	\$ 4,350,608	\$ 4,350,608	\$ 3,860,798

Solid Waste Fund	FY 2023 Actual	FY 2024 Estimated	FY 2025 Proposed
Salaries and Benefits	\$ 334,494	\$ 365,561	\$ 431,556
Operations	351,431	332,588	351,125
Capital Outlay	-	177,000	539,069
Debt Service	49,303	49,304	63,309
Total Appropriations	735,228	924,453	1,385,059
Surplus/(Deficit)	-	-	-
Ending Fund Balance	\$ 199,694	\$ 148,976	\$ 148,976

Jackson Theatre Fund	FY 2023 Actual	FY 2024 Estimated	FY 2025 Proposed
Salaries and Benefits	\$ -	\$ -	\$ 185,455
Operations	-	-	250,700
Debt Service	-	-	175,027
Total Appropriations	-	-	611,182
Surplus/(Deficit)	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -

Police Drug Enforcement Fund	FY 2023 Actual	FY 2024 Estimated	FY 2025 Proposed
Drug Enforcement	\$ 8,241	\$ 4,685	\$ 9,500
Small Equipment	-	15,385	-
Total Appropriations	8,241	20,070	9,500
Surplus/(Deficit)	49,506	-	-
Ending Fund Balance	\$ 117,057	\$ 112,542	\$ 112,542

SECTION 3: At the end of the current 2023-24 fiscal year the governing body estimates balances/ (deficits) as follows:

General Fund	\$4,350,608
Solid Waste Fund	\$ 148,976
Jackson Theatre Fund	\$ -0-
Police Drug Enforcement Fund	\$ 112,542

SECTION 4: That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Principal Requirements 2024-25	Interest Requirements 2024-25	Debt Authorized and Unissued	Principal Outstanding at June 30, 2024
Capital Outlay Notes	\$ 1,680,589	\$ 76,450	\$ -	\$ 14,792,602
Rural Development USDA	1,305,883	1,185,152	-	39,043,809
General Obligation Bonds	90,000	88,350	-	3,010,000

SECTION 5: During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Spending	Financed by Appropriations	Financed by Previously Issued or Anticipated Debt	Financed by Grants or Contributed Funds
Street/Solid Waste Building	\$ 217,000	\$	\$
Trails Project			1,000,000
Persimmon Ridge Ballfield Improvement	135,500		
Community Dog Park Improvements	19,820		
Depot Street Improvements		30,000	
Water Park Building Improvements	40,000		
Street Department Equipment	68,750		
Parks and Recreation Equipment	60,000		
Solid Waste Equipment	60,000	479,069	

SECTION 6: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the *Tennessee Code Annotated*.

SECTION 7: Money may be transferred from one appropriation to another in the same fund as provided by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 8: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, *Tennessee Code Annotated* will be attached.

SECTION 9: If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210, *Tennessee Code Annotated* provided sufficient revenues are being collected to support the continuing appropriations for no longer than 60 days after the end of the fiscal year. Approval of the Director of the Office of State and Local Finance and the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 10: There is hereby levied a property tax of \$.9662 per \$100 of assessed value on all real and personal property.

SECTION 11: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 12: That the Mayor and Recorder are hereby authorized to borrow money on tax anticipation notes, provided such notes are first approved by the Director of Local Finance, to pay for the expenses herein authorized until the taxes and other revenues for the fiscal year 2024-25 have been collected, not exceeding 60% of the appropriations of each individual fund. The proceeds of loans for each individual fund shall be used only to pay the expenses and other requirements of the funds for which the loan is made and the loan shall be paid out of revenue of the fund for which money is borrowed. The notes evidencing the loans authorized under this section shall be issued under the authority of Section 7-36-103(18), *Tennessee Code Annotated*. After authorization of a specific amount by the Board, said notes shall be signed by the Mayor and counter signed by the Recorder and shall mature and be paid in full without renewal not later than June 30, 2025.

SECTION 13: This ordinance shall take effect July 1, 2024, the public welfare requiring it.

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were:

Those voting against: _____

PASSED ON FIRST READING _____

Chuck Vest, Mayor

ATTEST:

Janet Jennings, Town Recorder

APPROVED AS TO FORM:

James R. Wheeler, Town Attorney

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were:

Those voting against: _____

PASSED ON SECOND READING _____

Chuck Vest, Mayor

ATTESTED:

Janet Jennings, Town Recorder

APPROVED AS TO FORM:

James R. Wheeler, Town Attorney

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: JULY 24, 2024 AGENDA ITEM #: 8

SUBJECT: 1st Reading – Establish Garbage & Refuse Collection Fees for FY24-25

BACKGROUND:

The Solid Waste rates for FY25 are proposed based on the outcome of the budget work sessions we conducted this year. Ordinance No. B-24-02 is establishing the necessary funds for the operation, maintenance and the debt service of the Solid Waste Department.

RECOMMENDATION:

Approve Ordinance No. B-24-02 establishing the necessary funds for the operation, maintenance and the debt service of the Solid Waste Department for FY25 on First Reading.

ORDINANCE NO. B-24-02

**AN ORDINANCE SETTING THE GARBAGE COLLECTION
FEES WITHIN THE TOWN OF JONESBOROUGH**

WHEREAS, the Town of Jonesborough currently collects garbage within the Town of Jonesborough; and

WHEREAS, it is necessary to charge a garbage collection fee because of the cost to provide this service;

NOW THEREFORE, be it ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee as follows:

SECTION I. The service charge to establish garbage collection service with the Town of Jonesborough is \$50.00.

SECTION II. The user rates for garbage collection for tote customers shall be \$17.50 per month per tote per pick up to be billed along with the water bill.

SECTION III. Customers' fees for dumpster pick-up are as follows:

<u>DESCRIPTION</u>	<u>MONTHLY AMOUNT</u>
2 Businesses sharing one dumpster	\$55.00 Each
One dumpster picked up once a week	\$115.00
One dumpster picked up twice a week	\$230.00
One dumpster picked up three times a week	\$345.00
Two dumpsters picked up once a week	\$230.00
Two dumpsters picked up twice a week	\$460.00
Two dumpsters picked up three times a week	\$690.00
Four dumpsters picked up once a week	\$460.00
Three dumpsters picked up three times a week	\$1,035.00
One dumpster picked up twice per month	\$55.00

SECTION IV. The overnight collection truck fee is \$150.00 to be paid in advance.

SECTION V. This ordinance will upon its passage repeal or invalidate any ordinance in conflict herewith.

SECTION VI. This ordinance will take effect after the passage on second and final reading with the effective date July 1, 2024 the public welfare requiring it.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that approval of this Ordinance be adopted.

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON FIRST READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____
that the preceding ordinance be adopted on second and final reading. Those voting for
the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: JULY 24, 2024 AGENDA ITEM #: 9

SUBJECT: 1st Reading – Establishing Water/Sewer Rates for FY24-25

BACKGROUND:

The Water and Sewer rates for FY25 are proposed based on the outcome of the budget work sessions we conducted this year. Ordinance No. B-24-03 establishes the water and sewer rates necessary to fund the operation, maintenance and the debt service of the Jonesborough Water and Sewer systems. This ordinance reflects a \$2 (per thousand gallons) increase for commercial/industrial customers for usage over 5,000 gallons, as requested. Residential rates remain unchanged.

RECOMMENDATION:

Approve Ordinance No. B-24-03 establishing the necessary funds for the operation, maintenance and the debt service of the Jonesborough Water and Sewer systems for FY25 on First Reading.

ORDINANCE NO. B-24-03

**AN ORDINANCE ESTABLISHING WATER AND SEWER RATES
TO PROVIDE THE NECESSARY FUNDS FOR THE OPERATION,
MAINTENANCE AND THE DEBT SERVICE OF THE
JONESBOROUGH WATER AND SEWER SYSTEMS**

WHEREAS, Jonesborough operates water and sewer systems that serve residents within the Town of Jonesborough as well as many residents in Washington County, and

WHEREAS, as a utility provider, Jonesborough must establish water and sewer rates that allow the water/sewer system to be self-supporting, and that are at least sufficient to pay bonds and interest, provide for all expenses of operation and maintenance including compensation of employees and pensions, as well as reserve funds, then

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, that the following water and sewer rates are hereby established for Jonesborough Water and Sewer System customers for the 2024-2025 fiscal year, or until amended by Ordinance, as follows:

SECTION I. The calculation of water and sewer usage by customers will be determined by the water meter, and the rates shall be as follows:

ACTIVATION SERVICE CHARGE - - - - - \$50.00

INSIDE THE CITY LIMITS

WATER

Minimum Monthly Billing – First 1,000 gallons - - - \$22.50
1,001 – 5,000 gallons - - - - - \$ 3.00 per thousand
Over 5,000 gallons (residential)- - - - - \$ 4.00 per thousand
Over 5,000 gallons (commercial/industrial)- - - - - \$ 6.00 per thousand

SEWER

Minimum Monthly Billing – First 1,000 gallons - - - \$26.63
1,001 – 5,000 gallons - - - - - \$ 3.75 per thousand
Over 5,000 gallons (residential) - - - - - \$ 5.00 per thousand
Over 5,000 gallons (commercial/industrial) - - - - - \$ 7.00 per thousand

OUTSIDE THE CITY LIMITS

WATER

Minimum Monthly Billing – First 1,000 gallons --- \$37.50
1,001 – 5,000 gallons ----- \$ 5.35 per thousand
Over 5,000 gallons (residential)- ----- \$ 6.35 per thousand
Over 5,000 gallons (commercial/industrial)- ----- \$ 8.35 per thousand

SEWER

Minimum Monthly Billing – First 1,000 gallons --- \$44.38
1,001 – 5,000 gallons ----- \$ 6.69 per thousand
Over 5,000 gallons (residential) ----- \$ 7.94 per thousand
Over 5,000 gallons (commercial/industrial)- ----- \$ 9.94 per thousand

SECTION II. All Funds collected will be for the aforementioned purposes.

SECTION III. This ordinance will upon its passage repeal or invalidate any ordinance in conflict herewith.

SECTION IV. This ordinance will take effect after the passage on second and final reading with the effective date July 1, 2024, or if the later the date of passage, the public welfare requiring it.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that approval of this Ordinance be adopted.

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON FIRST READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____
that the preceding ordinance be adopted on second and final reading. Those voting for
the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: JULY 24, 2024 AGENDA ITEM #: 10

SUBJECT: 1st Reading – Establish Building Permit and Plan Review Fees for FY24-25

BACKGROUND:

This budget preparation schedule included discussions on increasing the building permit and plan review fees for FY25. The projected increase is included in the General Fund and the attached fee schedules are consistent with those projected revenues.

RECOMMENDATION:

Approve Ordinance No. 2024-06 amending the Jonesborough Municipal Code Title 4, Chapter 1, Building Code, Sections 4-105 and 4-106 increasing building permit and plan review fees as part of the FY25 budget on First Reading, as presented.

ORDINANCE NO. 2024-06

**AN ORDINANCE AMENDING JONESBOROUGH MUNICIPAL CODE
TITLE 4 CHAPTER 1 BUILDING CODE**

**BE IT ORDAINED BY THE TOWN OF JONESBOROUGH, TENNESSEE, AS
FOLLOWS:**

SECTION 1. That Jonesborough Municipal Code Title 4 Chapter 1 Sections 4-105 and 4-106 shall be revised to read as follows:

4-105. Permit fees. The schedule of permit fees shall be the fees established in the “Schedule of Permit Fees, Building Permit Fees,” herein adopted, as follows:

SCHEDULE OF PERMIT FEES

BUILDING PERMIT FEES

TOTAL VALUATION

Calculate the Sum Total
Valuation of the project:

FEE

Multiply the Sum Total
Valuation of the project by **0.85%**

Example 1: The project includes new home construction. The project’s sum total valuation is \$300,000.00 based on the totals of all work including building, plumbing, and mechanical. The sum valuation of the \$300,000.00 is multiplied by **0.85%** which equals **\$2,550.00** in permit fees.

Example 2: The project includes building renovation and mechanical work. The project’s sum total valuation is \$100,000.00 based on totals of all work including building and mechanical. The sum valuation of the \$100,000.00 is multiplied by **0.85%** which equals **\$850.00** in permit fees.

MECHANICAL PERMIT FEE

Mechanical permit fees are calculated based on the sum valuation of the mechanical components of the project multiplied by **0.85%**.

Example: The project includes new mechanical work only. The project’s sum total valuation is \$10,000.00. The sum valuation of the \$10,000.00 is multiplied by **0.85%** which equals **\$85.00** in permit fees.

MOVING FEE

For the moving of any building or structure, the fee shall be \$100.00.

DEMOLITION FEE

For the demolition of any building or structure, the fee shall be \$100.00.

MOBILE HOMES FEE

For the setting up of any manufactured home, this includes single or double-wide mobile homes the fee shall be \$100.00.

OUTDOOR ADVERTISING SIGN FEE

Outdoor advertising sign fees are calculated based on the sum valuation of the signage project multiplied by 3.5%.

PENALTIES

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. (as added by Ord. #2009-13, Nov. 2009, as replaced by Ord. #2016-09, Aug. 2016 Ch12_04-09-18)

4-106. Plumbing code. (1) The 2018 International Plumbing Code (IPC) is hereby adopted with any modifications.

(2) Modifications. Wherever the plumbing code refers to the "chief appointing authority," the "administrative authority" or the "governing authority," it shall be deemed to be a reference to the board of mayor and aldermen. Wherever "city engineer," engineering department, plumbing official or "inspector" is named or referred to, it shall mean the building inspector or person(s) appointed or designated by the board of mayor and aldermen to administer and enforce the provisions of the plumbing code.

(3) Available at town hall. Pursuant to requirements of the Tennessee Code Annotated, one (1) copy of the International Plumbing Code - 2018 edition and the other associated codes hereby adopted in this ordinance will be placed in the administration office at town hall and shall be kept there for the use and inspection of the public.

(4) Violations and penalty. It shall be unlawful for any person to violate or fail to comply with any provision of the plumbing code or associated codes herein adopted by reference and modified. The violation of any section of this chapter shall be punishable by a penalty of up to fifty dollars (\$50.00) for each offense. Each day a violation is allowed to continue shall constitute a separate offense.

(5) Permit fees. The schedule of permit fees shall be the fees established fees established in the "Plumbing Permit Fees," herein adopted, as follows:

PLUMBING PERMIT FEES

Plumbing permit fees are calculated based on the sum total valuation of the plumbing components of the project multiplied by 0.85%.

PENALTIES

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. [as added by Ord. #2016-09, Aug. 2016 Ch12_04-09-18]

SECTION 2. That Jonesborough Municipal Code Title 4 Chapter 1 adds Section 4-107 Plan Review Fees and shall read as follows:

4-107. Plan Review Fees. The plan review fees shall be established in the Municipal Code herein adopted, as follows:

Plan Review Fees

FEE DESCRIPTION	FEE AMOUNT
Plat Review Fees	
Minor Subdivision Plat (maximum of 2 lots)	\$75.00 Plat + \$25/per lot
Major Subdivision Plat (3 Lots and Greater)	\$200.00 Plat + \$50/per lot
Site Plan Review Fees (includes Storm Water)	
Per Acre <i>*Round down for fractions</i>	\$250.00*
Grading Permit Fees <i>*Round down for fractions</i>	\$250.00*
Rezoning Review Fees	
Single-family Residential Rezoning (less than 5 Acres)	\$250.00
R-1 Low Density District	\$250.00 per Acre
All Other Zoning Districts	\$500.00 per Acre
Annexation Review Fee	\$300.00
Board of Zoning Appeals Fee	\$300.00
Design Review Commission (Appeals to BMA)	\$300.00
Text Amendments Fee	\$200.00

SECTION 3. In case of conflict between this ordinance or any part hereof, and the whole or part of any existing ordinance of the Town, the provision that establishes the higher standard shall prevail.

SECTION 4. If any section, subsection, clause, provision or portion of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, subsection, clause, provision or portion of this ordinance

This ordinance shall become effective after its passage on second and final reading.

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON FIRST READING _____

Motion was made by _____ and seconded by _____ that

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by _____ and seconded by _____ that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: JULY 24, 2024 **AGENDA ITEM #:** 11

SUBJECT: Employee Compensation Plan for FY24-25

See Attached Information

FY 2024-2025 COMPENSATION PLAN

The Town of Jonesborough Pay Plan be amended as necessary with the following Grades, Steps, and Pay Increases listed below for Fiscal Year 2024-2025:

- GRADE 1:** Hostess/Host I (Part-Time), Receptionist, Custodian/Maintenance I, Custodian (Part-Time), Senior Center Program Coordinator
- GRADE 2:** Worker (Street, Water, Wastewater, Park Maintenance Specialist I, Solid Waste Recycle Collection Worker), Volunteer Transportation Coordinator, Payment Clerk, Custodian/Maintenance II, Wastewater Collection System Operator I
- GRADE 3:** Equipment Operator I, Meter Reader, Recycle Collection Driver/Operator, Parts/Inventory Clerk, Mechanic I, Park Maintenance Specialist II, McKinney Center Manager
- GRADE 4:** Equipment Operator I (Certified), Community Program Specialist
- GRADE 5:** Equipment Operator II, Senior Center Program Director, Visitors Center Gift Shop Coordinator, Senior Meter Reader, Water Quality/Cross-Connection Specialist, Mechanic II, Wastewater Operator I (Non-Certified), Wastewater Construction Worker/Equipment Operator II, Water Plant Operator I (Non-Certified), Solid Waste Relief Operator, Billing Clerk & Financial Support Analyst, Events Coordinator/Host (Part-Time), Dispatcher, Park Maintenance Specialist III, Park Maintenance Worker III
- GRADE 6:** Equipment Operator II (Certified), Administrative Assistant, Mechanic III, Maintenance Technician (WW Non-Certified), Water Plant Operator I (Certified), Staff Accountant I
- GRADE 7:** Equipment Operator III, Firefighter, Water Plant Operator II (Certified), Wastewater Operator II (Certified), Wastewater Maintenance Technician (Certified), Visitor Center Manager, Valve Maintenance Technician, Seasonal Water Park Manager
- GRADE 8:** Equipment Operator III (Certified), Executive Assistant, Public Safety Officer, Website & Marketing Specialist, Marketing & Promotions Coordinator, Staff Accountant II, Water Distribution Construction Supervisor (Certified), Sewer Construction Supervisor, Wastewater Lab Technician, Water Plant Operator III (Certified), Firefighter/EMT, Police Administrative Assistant, Shop Foreman
- GRADE 9:** Fire Sergeant, Collections Maintenance Supervisor (WW), Lead Wastewater Plant Operator, Water Plant Operator IV (Certified), Water Quality Supervisor
- GRADE 10:** Facility Maintenance Supervisor, Police Sergeant/Investigator, Accounts Payable/HR Clerk
- GRADE 11:** Police Sergeant/GDI, Fire Lieutenant

GRADE 12 – Exempt Status: Parks & Athletics, Assistant Recreation/Water Park Director, McKinney Center Program Manager, Open Space Coordinator/Urban Forester

GRADE 13 - Exempt Status: Police Lieutenant, Volunteer Fire Major

GRADE 14 – Exempt Status: Certified Senior Staff Accountant, Building Inspector, Administrative Development Advisor (Part-Time), Fire Major, Assistant Director of Street Department, Assistant Senior Center Director, Director of Special Events, Assistant Director of Water Distribution, Assistant Director of Wastewater, Water Treatment Chief Operator (Certified)

GRADE 15 – Exempt Status: Police Major

GRADE 16 – Exempt Status: Capital Project Planner (Part-Time)

GRADE 17 – Exempt Status:

GRADE 18 – Exempt Status:

GRADE 19 – Exempt Status: Director of Streets, Senior Center Director, Director of Tourism & Main Street Program, McKinney Center Director, Water Distribution Director, Environmental Services Director, Water Treatment Plant Director, Solid Waste Director, Water Quality Director, Parks & Recreation Director, Jackson Theatre Operations Manager, Human Resource Director, Fleet Maintenance Director, Deputy Finance Director

GRADE 20 – Exempt Status: Police Chief, Fire Chief, Utility Manager, Jackson Theatre Executive Director

NEGOTIABLE: Town Administrator, Town Recorder, Operations Manager, Project Director (18 hours per week)

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: JULY 24, 2024 AGENDA ITEM #: 12

SUBJECT: Resolution Establishing a Water/Sewer Fund Budget for FY24-25

BACKGROUND:

I am presenting Resolution No. B-24-01, a Resolution establishing the budget for the water/sewer fund for fiscal year ending June 30, 2025. The revenues are projected at \$10,682,513 and expenditures are projected at \$10,347,393. The budget represents the outcome of the budget work sessions and staff meeting individually with the board members.

RECOMMENDATION:

Approve Resolution No. B-24-01 establishing the necessary funds for the operation, maintenance and the debt service of the Jonesborough Water and Sewer systems for FY25.

RESOLUTION NO. B-24-01

A RESOLUTION ESTABLISHING A BUDGET FOR THE
WATER/SEWER FUND FOR FISCAL YEAR ENDING JUNE 30, 2025

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF
JONESBOROUGH AS FOLLOWS:

SECTION I. That a budget be adopted with revenues and available funds and
appropriations as follows:

REVENUES AND AVAILABLE FUNDS

Water and Sewer Revenues \$ 10,682,513

EXPENDITURES

Water and Sewer Expense \$ 10,347,393

SECTION II. That no expenditure listed above in the budget may be exceeded
without appropriate amendment action. Such action shall fully
describe all changes proposed to the budget and shall include the
source of revenue to finance the proposed expenditures.

SECTION III. The line item financial plan detailing line items in departmental
budget shall be followed in implementing the budget.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the ____ day of
_____, 2024.

Motion was made by _____ and duly seconded by _____
that this Resolution be adopted. Those voting for the adoption thereof were:

Those voting against: _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: JULY 24, 2024 AGENDA ITEM #: 13

SUBJECT: Market Study Establish Average Land Value Water Transmission Line Project

BACKGROUND:

As you are aware, the Board approved a contract with Doyle Dukes, D&D Easement Service to gain momentum on acquiring easements as part of the water transmission line project. As such, a "Market Study for Easement Pricing" was provided to the town and made part of the packet. Mr. Dukes has provided his input on suggesting a range between 12 to 20 cents per square foot. The main example from Mr. Dukes is as follows:

- Establishing property values equating to just under \$21,000 per acre
- \$21,000 equates to 48 cents per square foot
- Easements have a 25% fee value of the property
- 25% of 48 cents per square feet is 12 cents per square feet
- 12 cents per square feet is the starting range on easements
- The overall range will be between 12 cents to 20 cents per square feet

Additionally, there is also a "Landscaping" cost sheet on page 34. Some owners are glad to have trees removed and do not expect compensation but others want to be paid. Mr. Duke included these details as some compensation may be necessary for landscaping features to be removed as part of securing the easement.

RECOMMENDATION:

Approve Mr. Doyle Dukes, D&D Easement Service recommendation to accept a range between 12 to 20 cents per square foot for acquiring easements for those properties as part of the Water Transmission Line project, and including a landscaping cost (if needed), as presented.