

BOARD OF MAYOR AND ALDERMEN PUBLIC HEARING

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
January 12, 2026 – 6:00 PM

The Board of Mayor and Aldermen (BMA) met in a Public Hearing; there were two items on the public hearing agenda:

1. Ordinance amending the Jonesborough Zoning Map regarding the H-1 Historical District and H-2 Overlay District.
2. Ordinance amending the Municipal Code Title 1, Chapter 1, Section 1-101 related to the Time and Place of Regular Meetings.

There were no public comments made. The Public Hearing was closed.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN REGULAR MEETING MINUTES

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
January 12, 2026 – 6:00 PM

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, January 12, 2026, at 6:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order and led the group in an opening Prayer. Robin Harpe led the pledge to the flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Zac Jenkins. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

Mayor Wolfe noted that no one signed up for public comments. The next item was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. Mayor Wolfe asked Attorney Wheeler if there was any updates on the THC ordinance. Mr. Wheeler stated that Mr. Musgrove has been working on that but believes we are currently in a holding pattern. Mayor Wolfe asked if there was any discussion or any items to be pulled from the consent agenda. There being none, Alderman Dickson made a motion, seconded by Alderman Jenkins, to approve the Consent Agenda as presented. The motion was duly passed.

1. Approval of Minutes – November 25, 2025 Work Session & December 8, 2025 Regular Meeting
2. Approve the following bills for payment:

Check Register - General Fund - December 2025

12/01/25	114976 - 114979	\$12,154.63
12/02/25	114980	\$579.40
12/04/25	114807 - void	(\$19.62)
12/05/25	114981 - 115112	\$384,608.66
12/09/25	115113 - 115144	\$9,529.96
12/11/25	115145	\$8,206.91
12/12/25	115146 - 115204	\$194,740.48
12/12/25	115205 - 115206	\$26,750.00
12/16/25	115207 - 115208	\$32,341.78
12/17/25	114209	\$5,136.41
12/17/25	114504 - void	(\$300.00)
12/18/25	115210 - 115254	\$52,551.73
12/19/25	115255	\$47,263.00
12/23/25	115205 - void	(\$1,750.00)
12/23/25	115172 - void	(\$200.00)
12/23/25	115256 - 115289	\$131,307.34
12/24/25	115285 - void	(\$175.00)
12/31/25	115290	\$1,846.79
		\$904,572.47

Check Register- Water Fund December 2025

12/02/25	69821	\$197.05
12/05/25	69822 - 69883	\$338,861.07
12/09/25	69884	\$194.11
12/11/25	69885	\$3,633.95
12/12/25	69886 - 69922	\$533,735.02
12/16/25	69923	\$64,739.76
12/17/25	69924	\$9,393.14
12/18/25	69925 - 69952	\$114,283.66
12/23/25	69953 - 69961	\$85,009.69
12/31/25	69962	\$1,453.13
		\$1,151,500.58

Check Register -Sanitation Fund December 2025

12/05/25	10942 - 10954	\$19,193.72
12/11/25	10955	\$39.84
12/12/25	10956 - 10960	\$4,890.83
12/17/25	10961	\$1,730.46
12/18/25	10962 - 10967	\$12,860.79
12/23/25	10968 - 10969	\$3,506.46
		\$42,222.10

3. Approve the following Town Administrator Report:

**TOWN ADMINISTRATOR MONTHLY REPORT
NOVEMBER 2025**

I hope this monthly update finds you well! If you have any specific monthly updates, please do not hesitate to let me know.

- *Website Update: We have been working with our current webhost Six Rivers on improvements while we compile the bid document to solicit for new website design. We have made improvements to navigating to BMA information. We have a “staging site” with Six Rivers on our website to start making improvements in the background, including drone footage of downtown (as an example of how video enhances website experience), adding more personal information about our elected officials including biographies and Q&As, and more color coordination. All departments have been requested/required to evaluate their webpage for improvements and they are working with Mitchell, and Cameo, on departmental improvements. My hope is to have enough sample improvements in the staging area to share with you before launching live.*
- *Staff Training: At our most recent Director’s Meeting, Lt. Jonathan Peace provided many of our leadership team with training on De-Escalation. It has been something that I wanted for our staff and the Police Department through Lt. Peace did an outstanding job. As public employees with the unprecedented population growth and demands, we encounter many people and situations resulting in good and bad experiences. I want our teams to be equipped to handle situations that may call upon de-escalation. Lt. Peace provided the PowerPoint training to Directors, and my directive was that all employees receive this training. We will continue to use this training and expand on it 1-2 times a year or more if needed.*
- *YouTube/Video - **Update**: Starting January 2026, in cooperation with Cameo Waters and Isabel Hawley, by video, we will introduce town accomplishments, delivering light and fun topics like Jonesborough Trivia, and more...as a form of enhancing community engagement/communication from the Town Administrator side of things.*
- *Traffic 11-E Corridor: As part of your packet for the December 8th meeting there are item actions to fund traffic signal improvements based on the first study/project deliverable of the study by Mattern & Craig. We continue to keep the corridor on a high priority “improvement” list for the town. The study is in your packet and has a lot of good information. A snapshot of the current action items is as follows:*
 - *Purchase/install the radio/GPS units, to keep the clocks in sync.*
 - *Make the short-term recommendations in the report.*
 - *Replace the signal controllers at the Lowe’s intersection and at the Headtown Road intersection, to Yunex models. This would get all of the signal controllers to be of the same manufacturer (once the Tiger Way signal is permanently installed and the TDOT project at Food City is completed), to make coordination much more seamless.*

Next, we are looking at funds to improve the intersection at Boone Street and 11-E to include video detection.

- *First Frontier Trail - **Update**: As you can see from the recent monthly board meetings, we continue to advance this project through acquiring administrative consulting services and engineering services. We will be approving the contracts for both at our meeting on December 8th, as well as hiring*
- *Improving the rear room in the Board Room. **UPDATE**: All will be complete shortly. It has already become a great place for meetings between staff, visitors, contractors, etc.*

- *Special Census - **Update**: As you are aware, the Governor signed into law effective on January 1, 2026, that the State will be utilizing the Tennessee Data Center yearly population estimates toward state shared revenues for local governments. I will be attending a webinar to find out more in-depth details of the process. We anticipate an additional \$170,000+ in revenues based on our population growth for FY27. I will report back to the Board next month.*
- *Hand Up Fund. **Update**: I am working with Finance Director Janet Jennings to finalize the accounting for this program. Also, after recently meeting with Community Chest and hearing they have received their 501(c)3 status, the opportunity to partner with them on our program to provide assistance to those in need regarding utilities could be very beneficial helping Jonesborough utility customers and more funds staying local.*
- *The Mauk Property – **Update** – The purchasing of the property is on the December 8th agenda.*
- *AME Zion Church: **Update** – We continue to work on title research for the property before the town can move forward with the purchase.*
- *Town Hall Expansion: **Update** – Mayor Kelly Wolfe, Craig Ford (Operations Manager/Public Safety Director), and I met with Rebecca Lineberry, Greyscale Design, at options for Town Hall expansion focusing on public safety and required space to meet the immediate and future demands for personnel, vehicles, equipment, etc. We continue to look at the best and highest use of expansion priority and needs, and the right location whether that be on “Town Hall” property or another location.*
- *I am working with Ms. Jennings on us getting organized to work with Departments on preparing for the FY27 budget and their individual departmental budgets.*
- *Next month’s T.A. Report will have more focus on our ongoing and pending Capital Projects on the General Fund and Utility Fund sides.*
- ***Do not forget about our Christmas Party lunch on December 19th at noon at the Visitor’s Center.***

4. Approve the following Operations Manager Report:

The installation of the new retaining wall on West Main Street between Second Avenue and Washington Avenue, as well as the new brick sidewalk has been completed. I have met with the contractor and have ordered the handrail for the high section of sidewalk on Main Street and the step on Washington Avenue.

I spoke with Frank Collins and Dr. William Kennedy on the handrail. The handrail design will be the same as the handrail in front of the Baptist Church at Main and Boone Streets. The handrail is in compliance with Historic Zoning guidelines.

The office expansion upstairs of Town Hall has been completed.

Work is also progressing on the boardroom conference room area. The new carpet has been installed. All materials needed to finish this project have been ordered, and I hope to complete this project in December.

The contractor installed the handrail on the new stairs at the Senior Center. The new striping and crosswalks have also been completed. This project is now completed.

The HVAC contractor completed the installation of the HVAC unit at the Street Department building. I realize work on this project has been very slow, but staff have been doing the majority of the work on bad weather days.

I completed my required annual 40 hours of in-service in the month of November.

The Street Department completed millwork on Washington Drive, College Street, Second Avenue, and Ben Gamble Road for the purpose of paving. The Washington County Highway Department paved Second Avenue. We are waiting for the temperature to warm up to finish the remainder of the paving.

The Street/Solid Waste Department began leaf pick up. We are appreciative of Sheriff Keith Sexton for supplying a couple of inmates to assist with this program.

I have had numerous meetings with a local contractor regarding the renovation project at the Visitors Center. We have developed a preliminary plan, and I am awaiting an estimate from him on this project.

The Street Department began work on the West Main Street bank stabilization project. We will attempt to complete this project over the winter.

I am currently working with The Parks and Recreation Director on the mowing/landscaping bids for the 2026 mowing season.

I have had numerous meetings with the Town Engineer regarding the next phases of the First Frontier trail project. I also attended a joint meeting with Town Staff, the Mayor and Washington County officials regarding this next phase.

I met again with a resident near the end of Franklin Avenue regarding a sidewalk issue. Upon conclusion of the meeting, he understands the design was to keep the residence he resides in from flooding.

I have formally requested the Washington County Highway Department to re-stripe Persimmon Ridge Road and East Main Street.

I am also working with the two sidewalk contractors we have used to get the sidewalks repaired on East Main Street that was damaged during the sewer project. We are also looking to install a new sidewalk from the parking area across the street from Town Hall to Lincoln Avenue.

5. Approve the following Committee Reports: Historic Zoning, and Planning Commission
6. Approve the following Supervisor Reports: McKinney Center; Director of Human Resources; Street Department; Solid Waste & Recycling; Utilities Manager; Water Quality; GIS/GPS & Inspections; Water Distribution; Wastewater; Water Treatment; Utilities Maintenance Department; Fire Department; Jackson Theatre Operations Manager; Building Inspector; Police Department; Digital Media Manager; Marketing Manager; Visitors Center Manager
7. Approve the Jonesborough Locally Grown Winter Farmers Market Change. The BMA previously approved the Special Event Permit Application for the 2025-2026 Winter Farmers Market. Since that time, JLG is requesting a change in the March date from March 21, 2026, to March 14, 2026, to coincide with the town's St. Paddy's Day celebration. Also, based on JLG Staff and Vendor support, they are requesting a change in time for the Market from 8am – 1pm to 10am-1pm.

The next item on the agenda was the approval of the Financial Report. Town Recorder, Janet Jennings, reported that with the change in deadlines to get the meeting packet out with more time for review that monthly financial reports will be a month behind. Ms. Jennings reminded Aldermen that they are always welcome to stop by and review the financials. She reported that property tax and local sales tax collections are healthy.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe shared that progress is being made on the traffic signal optimization project. A bid has been received to do the repairs to the system needed to coordinate the lights and working to get a

figure on the cost to install the radio system that will link lights. He stated that work will begin at the Tiger Way intersection in February to install the permanent light. Craig Ford added that by mid-February to late February the majority of the work will be completed.

Mayor Wolfe shared two articles about real estate development and growth in our region. The articles included statistics about growth in our area, stating that Tennessee continues to grow. In 2023 Tennessee gained over 51,000 new residents with roughly 28% being Millennials and 25% being Gen Z. The tri-cities area drew 61% of those new residents with the majority coming from North Carolina, Florida and Virginia with the average age being 34. Attracting new comers from all age groups is important for the vitality of our community.

The Mayor read a letter from Harold Hayes written to Fire Chief Jeff White, thanking the Jonesborough Fire Department for their quick response to a brush fire near his home. Their quick response kept the fire from spreading to surrounding properties.

Mayor Wolfe requested that Utilities Director, Kevin Brobeck and Town Administrator work to schedule the next BMA Utilities training session. The BMA is due to tour the Water Treatment Plant.

The Mayor shared a slideshow of recent projects of the Town. Highlights of the slideshow were the paving that took place on West College St to Washington. The paving was completed by the County Highway Department as part of the agreement made for the 1998 Caterpillar Compactor. The A Station, the oldest pump station in town, will be offline while work continues to create a gravity flow to Barkley Creek. Work continues on leveling the fields at Tiger Park. These fields will be in use for Spring sports. Shop with a Cop was a huge success this year. This is the first year that gift baskets were provided to over 60 residents of Four Oaks. Over \$55,000 was raised for Shop with a Cop and we are very proud of our Public Safety employees. Mayor Wolfe spoke about Wesly Wilson who recently passed. Mr. Wilson was always engaged in civic affairs in Jonesborough. Mr. Wilson championed the restoration of the Jackson Theatre, he and his family were the last ones to operate in the theatre, and it was his dream to see the theatre back in operation. Mr. Wilson will be greatly missed.

The next item under Communications from the Mayor was Employee of the Month. Mayor Wolfe asked Major Jamie Aistrop to come up to accept the Employee of the Month Award. Mayor Wolfe read the following:

The January 2026 Employee of the Month is Major Jamie Airstrop. Jamie began his career with the Town of Jonesborough Police Department in April 2012, and he has risen through the ranks to Major. In addition to Jamie's work to oversee the administrative portion of the Police Department, Jamie is dedicated to the Shop With A Cop Program. Taking on this monumental task is beyond Major Aistrop's normal job duties. Jamie began overseeing the Shop With A Cop Program in 2016 and the program has grown by leaps and bounds. In 2026, over 200 local kids experienced the generosity of the community as they benefited from the Shop With A Cop program and this year, those children's families received a food box. That is a lot of organizing, fundraising, and Planning! The Shop With A Cop program is dear to the hearts of Jamie and his wife, Kerrie, is dedicated to the program as many volunteers and officers are but the program is successful because of Jamie's dedication, perseverance and determination to make the program touch the hearts of our community. Not only do the children benefit but the families and those who get to volunteer are equally experiencing a blessing. As Major Aistrop was nominated by a citizen who summed up the impact-"The community has no idea the impact that this event has on lives of kids, not just when they get to go shopping but in 10 years, they will remember the Shop With A Cop program. Those kids will remember the police officer or firefighter that smiled at them as they shopped, often putting their own money out to

fund the program and showing them compassion. A difference is truly being made in the lives of kids due to the program and the work of Jamie Aistrop”.

Major Aistrop stated that his wife has been a tremendous help with the program. Mayor Wolfe thanked Jamie and his wife, Kerrie, for their hard work and dedication to the families of Jonesborough.

The next item under Communications from the Mayor was a proclamation recognizing American Legion's Be the One Mission. Commander, Mary Engleman, and her husband John received the proclamation on American Legion's behalf.

A PROCLAMATION RECOGNIZING

American Legion's Be The One Mission

WHEREAS, on August 16, 2025, the American Legion Department of Tennessee established the Be the One Commission to End Veteran Suicide, guided by the motto "Veterans Offering Lifesaving Service," with a focus on increasing awareness of and encouraging support for the study and treatment of post-traumatic stress (PTS); and

WHEREAS, many veterans die by suicide as a direct result of PTS, underscoring the need for informed, community-wide intervention; and

WHEREAS, public education on recognizing the signs of PTS and responding effectively is critical in reducing suicide among veterans; and

WHEREAS, the American Legion's Be the One mission represents a unified effort to save the lives of veterans and service members at risk of suicide by providing free suicide-prevention training and promoting open and compassionate conversations about mental health; and

WHEREAS, data from the U.S. Department of Veterans Affairs shows that, after adjusting for age, the veteran suicide rate in Tennessee remains significantly higher than both the national veteran rate and the general population rate, with veterans accounting for approximately 15 percent of all suicides statewide; and

WHEREAS, American Legion Post 24 supports the Be the One mission locally by distributing wallet-sized cards to inform Jonesborough residents of the elevated suicide risk among veterans and to discreetly connect individuals in need with available resources; and

WHEREAS, the 988 Suicide and Crisis Lifeline provides 24/7, free, and confidential support for veterans experiencing distress.

NOW THEREFORE I, Kelly Wolfe, Mayor of the Town of Jonesborough, Tennessee, in partnership with American Legion Post 24, encourage residents to educate themselves so that, if needed, they are prepared to:

Be The One – who can help save the life of a veteran experiencing distress.



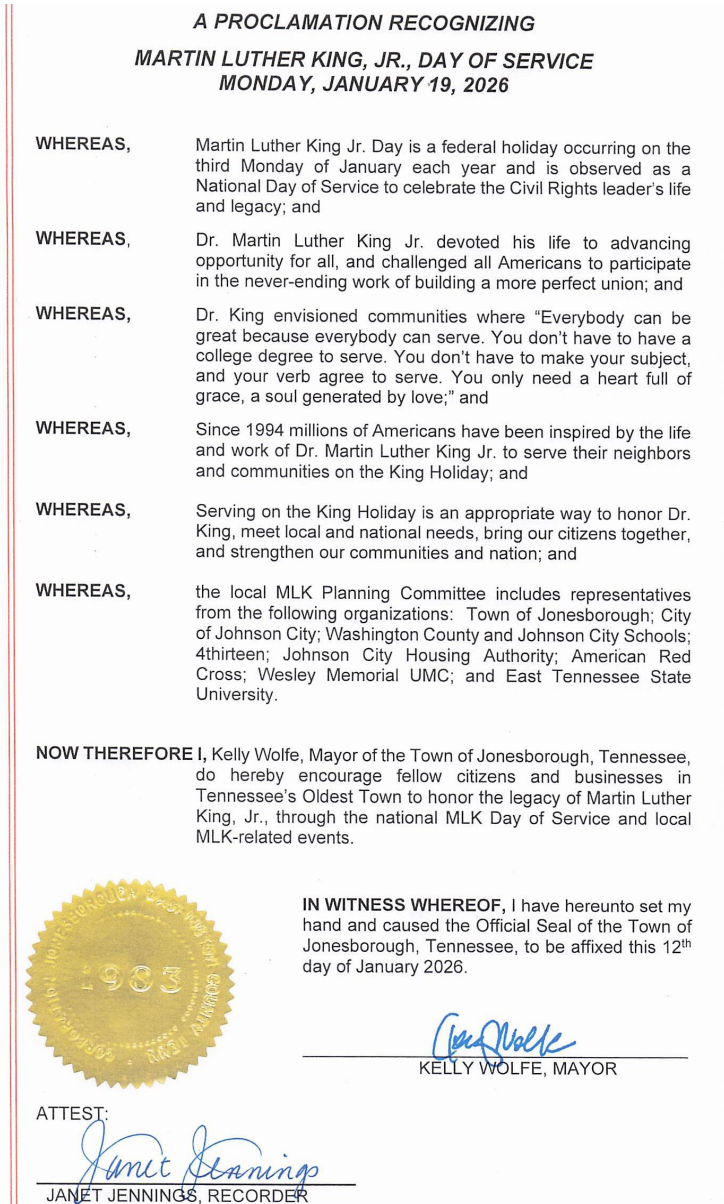
IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Town of Jonesborough, Tennessee, to be affixed this 12th day of January 2026.


KELLY WOLFE, MAYOR

ATTEST:


JANET JENNINGS, RECORDER

The next item under Communications from the Mayor was a proclamation recognizing Martin Luther King, Jr., Day of Service on Monday, January 19, 2026. Mr. McKinney received the proclamation.



Mayor Wolfe requested a motion to appoint David Phillips, Michael Hartman, Sharon Kieta, Emma Sherlin and Laurine Hyland to the Keep Jonesborough Beautiful Advisory Council for a 3-year term. With no further discussion the Mayor called for a motion. Alderman Jenkins made the motion, seconded by Alderman Countermine. The motion was duly passed.

Mayor Wolfe stated that Jonesborough has limited funding. Currently we have approximately \$500,000 to use towards paving projects. The cost of paving is very high and doesn't appear to be going down anytime soon. We've had discussions for over a year about moving beyond just maintaining what we have, making the roads that we have last as long as possible. Without having a dedicated funding source for paving and sidewalks it will be difficult to sustain what we have. Mr. Wheeler will be presenting a resolution to be sent on to the Legislature. We are looking at all options to create a dedicated funding source.

The next item on the agenda was citizen comments. No comments were made.

Alderman Communications was the next item on the agenda. Mayor Wolfe asked the Aldermen if they had any comments. Alderman Causey requested that the tour of the water plant be scheduled before February 10. Alderman Countermine stated he received multiple comments throughout the holiday season about how great the town looked and how wonderful all of the holiday events were.

Town Attorney Comments was the next item on the agenda. Mr. Wheeler stated that there are some items that need addressed in the Town Charter, in order to do that a resolution needs to be approved and sent to the State Legislature for approval. The first two sections address some slight differences between the code and the Charter and clean them up to match each other. The third section changes the municipal elections from November to August. This would be effective after the upcoming election. This change would align us, with other municipal elections in the region, except for Johnson City. If this resolution is approved tonight, it will be sent to the Legislature for their approval. If approved at the state level it will come back to us for final approval per state law. Mr. Wheeler thanked Glenn Rosenoff and Homer G'Fellers for their work on the Charter changes. With no further discussion, Mayor Wolfe asked for a motion to approve the resolution as presented. Alderman Countermine made a motion, seconded by Alderman Dickson to approve the resolution as presented. The motion was duly passed.

RESOLUTION: 2026-01

WHEREAS, the Town of Jonesborough, Tennessee is incorporated by Chapter 135, Acts of 1903 as amended, of the General Assembly of the State of Tennessee; and

WHEREAS, it now appears that the interest of the Town of Jonesborough will be served if the charter of the Town of Jonesborough as established by Chapter 135, Acts of 1903, as amended, is further amended.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE THAT:

The Honorable RUSTY CROWE and the Honorable REBECCA ALEXANDER be and are hereby requested to take the following Act to the General Assembly of the State of Tennessee to wit:

AN ACT to amend the Charter of the Town of Jonesborough, Tennessee, the same being Chapter 135, Acts of 1903 and all acts emendatory thereto.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Section 3(a) shall be amended to read as follows:

The Board shall elect an Alderman to the office of Vice Mayor who shall serve as Mayor when the Mayor is absent or unable to discharge the duties of the Mayor's office, and, in case of a vacancy in the office of Mayor, until the earlier of the Board of Mayor and Aldermen electing a Mayor from among the currently serving Aldermen or the certification of the results of the next regular municipal election.

SECTION 2. The first paragraph of Section 7 shall be amended to read as follows:

That the Board of Mayor and Aldermen shall appoint a recorder who shall be the Director of the department of finance; and the recorder shall be under the supervision and subject to the at-will removal of the town administrator. The recorder shall receive a salary to be fixed by the Board of Mayor and Aldermen and shall either be bonded in such amount as may be provided by ordinance or be covered by insurance on terms and in such amount provided by ordinance. The recorder shall by signature and the town seal, attest all instruments signed in the name of the town. The recorders shall have the power to administer oaths...

SECTION 3. Section 14 shall be amended to read as follows:

Be it further enacted, that the term of the present Mayor will expire in 2026 and an election will be held in November 2026 for a two-year term for Mayor which will expire

after the results are certified in a municipal election which will be held with the County general election in August of 2028. At the August 2028 election and every two years thereafter, there shall be elected by the qualified voters a mayor who shall serve a term of two (2) years, beginning the Monday following the certification of the results of the election and until a successor is elected and certified in elections held at the same time as the Washington County general election in August of such years.

That the term of two present aldermen will expire in 2026 and an election will be held in November 2026 for a four-year term which will expire after the results are certified in a municipal election which will be held at the same time as the Washington County general election in August 2030 for a four-year term. At the August 2030 election and every four years thereafter, there shall be elected by the qualified voters two aldermen who shall serve who shall serve a term of four (4) years, beginning the Monday following the certification of the results of the election and until a successor is elected and certified in elections held at the same time as the Washington County general election in August of such years.

Two other present aldermen currently serve terms that will expire in 2028 and an election will be held in November 2028 for a four-year term which will expire after the results are certified in a municipal election which will be held at the same time as the Washington County general election in August 2032 for a four-year term. At the August 2032 election and every four years thereafter, there shall be elected by the qualified voters two aldermen who shall serve who shall serve a term of four (4) years, beginning the Monday following the certification of the results of the election and until a successor is elected and certified in elections held at the same time as the Washington County general election in August of such years.

No person shall be a candidate for the office of Mayor and the office of Alderman in the same election, nor shall any person hold both offices at the same time. If a sitting Alderman wishes to run for the office of Mayor in the off-year cycle of their current term, they must first resign from the office of Alderman before filing a petition to run for Mayor.

The election commissioners of Washington County, or such officers as are charged with holding county elections shall appoint the officers, judges and clerks to hold said election under the general rules and regulations prescribed for the civil district in which the town is situated in elections for members of the Legislature or the legislative body of the county, and all persons qualified to vote under the provisions of this Act shall be entitled to vote at said election.

The officers holding the elections shall certify the results to the County Election Commissioners or other officers charged by law with such duties, who shall canvass the returns on the next Monday or as soon thereafter as is practical following the election, and declare and certify the results.

SECTION 4. If any Section or part of a Section of this Act shall be finally adjudged by a court of competent jurisdiction to be invalid or unconstitutional, the same shall not be held to invalidate or impair the validity, force or effect of any other part of a Section of this

Page 2

Act, unless it clearly appears that such other Section or part of a Section is wholly or necessarily so held unconstitutional or invalid.

SECTION 5. This Act shall become effective when it has been approved by the Board of Mayor and Aldermen for the Town of Jonesborough by a vote of not less than two-thirds (2/3) of the entire membership of the Board within one hundred twenty (120) days of its signing by the Governor of the State of Tennessee. The approval or non-approval of the Act by the Board of Mayor and Aldermen shall be certified by the Mayor of the Town of Jonesborough to the Secretary of State.

ADOPTED THIS 12th day of January, 2026.


KELLY WOLFE, MAYOR

ATTEST:


JANET JENNINGS, RECORDER

APPROVED AS TO FORM ONLY:


JAMES R. WHEELER, TOWN ATTORNEY

Mayor Wolfe asked that a motion be made to add a Resolution regarding Impact Fees be added to the agenda. Alderman Jenkins made the motion, seconded by Alderman Causey. The motion was duly passed.

Mr. Wheeler presented a resolution regarding impact fees. This discussion started well over a year ago regarding impact fees. Mr. Wheeler stated it is not as simple as just adding an impact fee. If a municipality doesn't have a LEA or education system the State Legislature doesn't allow us to utilize impact fees. This resolution asks the state to help small municipalities to develop a funding source specifically for transportation, roads, sidewalks, and trails within the municipality. The resolution has not been tied to a specific statute. Alderman Dickson stated he appreciates the innovation. Mayor Wolfe has spoken with Representatives Rebecca Alexander and Tim Hicks, and they know this resolution will be sent to them for presentation to the State Legislature upon approval from the BMA. With no other discussion Mayor Wolfe called for a motion to approve the resolution as presented. Alderman Causey made the motion, seconded by Alderman Jenkins. The motion was duly passed.

RESOLUTION 2026-02

WHEREAS, the Town of Jonesborough, Tennessee has experienced rapid and transformational growth in the last decade which continues today; and

WHEREAS, the Town of Jonesborough and other similarly situated municipalities across the State of Tennessee have no current sufficient means to raise funds specifically to be allocated to the improvement of Transportation needs such as roads, sidewalks and trails.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE THAT:

The Honorable RUSTY CROWE and the Honorable REBECCA ALEXANDER be and are hereby requested to sponsor legislation and seek support for the same to request that Title 67 Chapter 4 Part 29 of the Tennessee Code be amended to provide for municipalities without a school system or LEA to be allowed to implement a privilege tax on development of property under the same terms, conditions and limitation as contained in that section at this time and be allowed to invest those funds in a capital improvement program for the construction and improvement of roads, sidewalks and trails within the municipality.

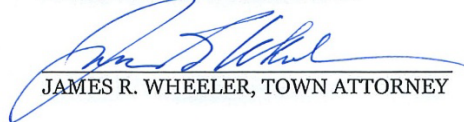
ADOPTED THIS 12th day of January, 2026.


KELLY WOLFE, MAYOR

ATTEST:


JANET JENNINGS, RECORDER

APPROVED AS TO FORM ONLY:


JAMES R. WHEELER, TOWN ATTORNEY

Mayor Wolfe asked Utilities Director, Kevin Brobeck, to provide an update. Mr. Brobeck stated that the demo on the old water plant is completed. They are starting on infrastructure. All generators at the Water Plant have been installed.

The next item on the agenda was old business. The first discussion item was discussion and possible action concerning second and final reading on an Ordinance to amend the Jonesborough Zoning Map regarding the H-1 Historical District and H-2 Overlay District. Mayor Wolfe thanked Frank and Amy Collins for their work on cleaning up the maps. Amy's ability and willingness to do GIS on this project is very appreciated. With no further discussion Alderman Jenkins made a motion to approve the Jonesborough Zoning Map amendments to the H-1 and H-2 Districts as detailed by the Historic Zoning Commission on second and final reading. Alderman Countermine seconded the motion. The motion was duly passed.

ORDINANCE NO. 2026-01

**AN ORDINANCE TO AMEND THE ZONING MAP OF JONESBOROUGH
TENNESSEE REGARDING THE H-1 HISTORICAL DISTRICT AND H-2
OVERLAY DISTRICT**

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

SECTION 1. That the Zoning Map of Jonesborough, Tennessee regarding the H-1
Historical District and H-2 Overlay District which was adopted and enacted
as part of the zoning ordinance be amended to accurately clarify the Historic
District boundaries of the H-1 and H-2 zones as shown on the attached
overlay boundary map titled "H-1 Historical District and H-2 Overlay District
Readoption".

SECTION 2. This ordinance shall be effective from and after its passage on second and
final reading, the public welfare requiring it.

Motion was made by Alderman Jenkins and seconded by Alderman Dickson that the
preceding ordinance be adopted on first reading. Those voting for the adoption thereof
were: Alderman Jenkins, Alderman Dickson, Alderman Causey, Alderman Countermine.

Those voting against: _____

PASSED ON FIRST READING December 8, 2025



KELLY WOLFE, MAYOR

ATTEST:


JANET JENNINGS, RECORDER

APPROVED AS TO FORM


JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by Alderman Jenkins and seconded by Alderman Countermine
that the preceding ordinance be adopted on second and final reading. Those voting for
the adoption thereof were: Alderman Jenkins, Alderman Countermine, Alderman Causey,
Alderman Dickson

Those voting against: _____

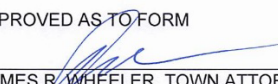
PASSED ON SECOND READING January 12, 2026



KELLY WOLFE, MAYOR

ATTEST:


JANET JENNINGS, RECORDER

APPROVED AS TO FORM


JAMES R. WHEELER, TOWN ATTORNEY

The next item under Old Business was approval of second and final reading of Jonesborough Municipal Code Title 1, Chapter 1, Section 1-101, Time and Place of Regular meetings, changing from the beginning time of 7:00 pm to 6:00 pm. With there being no further discussion, Alderman Jenkins made a motion to approve as presented. The motion was seconded by Alderman Dickson. The motion was duly passed.

ORDINANCE NO. 2026-02

AN ORDINANCE AMENDING THE JONESBOROUGH MUNICIPAL CODE TITLE 1
CHAPTER 1 BOARD OF MAYOR AND ALDERMEN

WHEREAS, the Jonesborough Board of Mayor and Aldermen are authorized to set the time for their regular monthly meetings, and to do so by ordinance; and

WHEREAS, the Board of Mayor and Aldermen's regular monthly board meetings are on the second Monday of each month at 7:00 p.m.; and

WHEREAS, the regular monthly board meeting time will be changed to 6:00 p.m.

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

SECTION 1-101. Time and place of regular meetings. *The Board of Mayor and Aldermen shall hold regular monthly meetings at 6:00 p.m. on the second Monday of each month at the town hall.*

This ordinance shall take effect from and after its final passage, the public welfare requiring it.


Motion was made by Alderman Jenkins and seconded by Alderman Countermine that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Jenkins, Alderman Countermine, Alderman Causey, Alderman Dickson.

Those voting against: _____

PASSED ON FIRST READING December 8, 2025


KELLY WOLPE, MAYOR

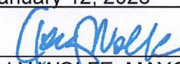
ATTEST: 
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY


Motion was made by Alderman Jenkins and seconded by Alderman Dickson that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: Alderman Jenkins, Alderman Dickson, Alderman Causey, Alderman Countermine

Those voting against: _____

PASSED ON SECOND READING January 12, 2026


KELLY WOLPE, MAYOR

ATTEST: 
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The first item under New Business was discussion and possible action concerning Jonesborough's St. Paddy's Festival. There will be a parade, including Bartlong's 6 Clydesdales. The festival will be on Saturday, March 14, 2026. The event will kick off with the parade which will go down Boone Street, Main Street, take a right and back to the library parking lot. The run will begin at 2pm, they will go down Main Street, take a left onto 2nd Avenue, down the walking trail, left onto 3rd Avenue and right onto Depot Street for a free small pour of beer or root beer, then back onto Depot Street, left onto 3rd avenue, right onto the walking trail. They will stay on the walking trail until they hit 1st Avenue and will take a left, then take a right onto Main Street.

- The brewery will be notified and we will continue to notify the public that Police will be assisting with traffic control and ensuring pedestrian safety but will be wrapped up by 5pm

Following the run, we are planning to host Shamrockin' on the Plaza, which will take place in front of the Storytelling Center. It will be from 3 to 6 p.m. with a Celtic Band playing at 4 p.m. and Main Street Café and Catering selling Depot Street Beer and serving Irish foods. We will also have a food truck.

The Highland Cows, the Highland Games, Owl Ridge Raptor Center and other favorites will return. We plan to work with the county to turn the clocktower green the week of the St. Paddy's holiday to create a fun and festive way to get folks excited for the event. Our goal is to increase economic impact through this event as well as offering family fun activities. Jonesborough's St. Paddy's Celebration encourages locals and visitors to engage with Jonesborough as well as driving foot traffic in the stores and restaurants.

The following is part of the Security Plan and Street Closure Request:

Security Plan- Parking

- A.** Main Street needs to be blocked to all motorized traffic starting Friday, March 14 by 6 p.m. for vendors to set-up. The streets need to officially close that evening by 10 p.m. and remain closed until 8 p.m. on Saturday March 14.
- B.** Handicap Parking- Visitor's Center parking lot, spaces next to the Christian Church on Fox Street and spaces in front of Boone Street Market and the Visitors Center parking lot beside the sidewalk.
- C.** Vendor Parking- Parson's Table, Courthouse Parking Lot and UT Extension Lot.
- D.** Downtown Merchant Parking- Parson's Table, Courthouse Parking Lot and UT Extension Lot

Street Closure Request

- A.** Main Street from Fox Street to Second Avenue needs to have a soft closure starting on Friday, March 14 by 6 p.m. for vendors to set-up. The streets need to officially close that evening by 10 p.m. and remain closed until 8 p.m. on Saturday March 14.
- B.** East and West sides of the Courthouse will be closed starting at 5:00 pm on Friday for vendor set-up and stay closed until Saturday evening at 9 p.m.
- C.** Close Boone Street for Parade on Saturday, March 14 approx. 10:30 a.m. - 12 p.m.
- D.** Any other streets will be closed by the Police Department on an as needed basis.

With there being no further discussion, the Mayor called for a motion to approve Jonesborough's St. Paddy's Festival event as presented. Alderman Causey made the motion, seconded by Alderman Countermine. The motion duly passed.

The next item on the agenda was discussion and approval of the Pioneer Pride 5K special event scheduled for Saturday, August 22, 2026, from 6:30pm to 11:00pm. The race is for walkers and runners. The estimated number to attend is 1000. This event is part of the High School's athletic department fundraiser and to help unite the community and the school. A request for Police and Security, Street Cleaning, and Refuse Collection is included as part of the packet of information. The race will start at David Crockett in Washington County at 7:30 PM. The request is for public safety assistance from the town limits at Judge Vines Road to the Courthouse. The course will close within 1 hour, 15 minutes, or 8:45 PM. The request includes street closure, blocking off Main Street from Fox Street to Second Street to include the finish and awards from 7:00 PM to 10:30 PM. Another consideration is permission to have their traditional food and music within the blocked off area.

The Hold Harmless Agreement and Proof of Insurance* have been obtained. *Current policy expires 7/1/2026. It is understood that the town requires a copy of the renewed policy from 7/1/2026 – 7/1/2027 showing the event on the policy that covers the town as additional insured.

Alderman Countermine made a motion to approve the Special Event Permit for the Pioneer Pride 5K Glow Run scheduled for August 22, 2026, from 6:30pm to 11:00pm with the blocking off of Main Street from Fox Street to Second Street, and the renewal insurance policy must be submitted to the town when it renews 7/1/26 as presented. Alderman Dickson seconded the motion. The motion was duly passed.

The next item on the agenda was discussion and possible action regarding First Reading on an Ordinance to Amend the Jonesborough Municipal Code to expand the Parks and Recreation Advisory Committee from eleven members to twelve members to allow for the addition of Jr. Pioneer Athletics as an affiliate member. Chris Kudera, Park and Recreation Director, has provided a detailed memorandum about the reasoning behind the proposal to increase the membership based on the recommendation of the Parks and Recreation Advisory Committee at their December 18, 2025, meeting. Being considered is amending the Jonesborough Municipal Code Title 1, Chapter 5, Section 1-502, Recreation Commission.

With the sheer number of sports-oriented/recreational activities that occur during the prominent season in Jonesborough, and the number of "affiliate" organizations working in partnership with the town, it makes sense, for example as Mr. Kudera states in his memorandum, "the Parks and Recreation Advisory Committee voted unanimously to recommend an expansion of the committee to include Jr. Pioneer Athletics as an affiliate member. The rationale for this recommendation is based on the organization's similarity in purpose and function to existing affiliate members, as well as its anticipated continued use of Town property for recreational programming. Adding Jr. Pioneer Athletics to the advisory board would provide a formal avenue for communication, coordination, and collaboration as the Town plans for facility use and long-term recreation needs".

Overall, the amendment increases membership from 11 to 12 members by adding Jr. Pioneer Athletics as an affiliate member, and all members having voting privileges.

Alderman Dickson made a motion to approve amending the Municipal Code to expand the Parks and Recreation Advisory Committee from eleven members to twelve members to allow for the addition of Jr. Pioneer Athletics as an affiliate member on first reading as presented. Alderman Jenkins seconded the motion. The motion was duly passed.

ORDINANCE NO. 2026-03

**AN ORDINANCE AMENDING THE JONESBOROUGH MUNICIPAL CODE TITLE 1 CHAPTER 5
SECTION 1-502 RECREATION COMMISSION**

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

SECTION 1. That the Jonesborough, Tennessee Municipal Code, Section 1-502 be amended regarding the Composition, Appointment and Membership and to read as follows:

1-502. Composition, appointment and membership.

(1) The recreation advisory committee shall be composed of twelve (12) voting members. Three (3) of the voting members shall be the following:

- (a) The mayor or his/her designee.
- (b) The Washington County Mayor or his/her designee.
- (c) One (1) alderman from the Jonesborough Board of Aldermen.

Six (6) members shall be appointed members and shall be selected by the mayor and confirmed by the board of mayor and aldermen. The director of parks and recreation shall be an ex-officio member of the advisory committee.

(2) Affiliate membership. An affiliate membership on the advisory committee is hereby established, and the President of the Jonesborough Little League Associate or his/her Designee, the President of Jonesborough Youth Soccer or his/her Designee, and the President of Jr. Pioneer Athletics or his/her Designee is officially designated as an affiliate member to the Recreation Advisory Committee. Affiliate members' votes will be treated with equal authority to those of other voting members.

SECTION 2. This ordinance shall take effect from and after its final passage, 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 _____

KELLY WOLFE, 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 _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was discussion and possible action regarding an Ordinance to Amend the Jonesborough Municipal Code Title 11, Chapter 5, Section 11-517E, to include a map of the Corridor Overlay District. This item was pulled from the agenda to allow for further work to be completed and notification of property owners whose property will be affected.

The next item on the agenda was discussion and possible action regarding the Boone Street Sidewalk Bid. A much-needed project is to construct a sidewalk on the south side of Boone Street from the parking area in front of Town Hall to North Lincoln Avenue. Motorists park daily in front of Town Hall and walk in the street to the restaurant at the corner of Boone and North Lincoln. This puts these pedestrians at high risk with the volume of traffic on Boone Street. A bid was sent out in December and publicly opened at Town Hall on January 05, 2026. The Town received four (4) bids and they are as follows:

Precision Concrete Finishing at \$43,598.00

Taff & Frye at \$83,435.00

GCE Construction at \$85,800.00

Complete Construction at \$87,400.00.

The project is being funded through the in-lieu-of-sidewalk fund which has a current balance of \$125,571.75.

Mayor Wolfe called for a motion to approve the low bid of \$43,598.00 from Precision Concrete Finishing to construct a sidewalk on Boone Street in accordance with bid specifications submitted during the bid process with the funding source to be taken from the in-lieu-of-sidewalk fund. Alderman Causey made the motion, seconded by Alderman Dickson. The motion duly passed.

The next item on the agenda was discussion and possible action concerning West Main Street Handrail bids. The new sidewalk from Second Avenue to Washington Drive has been completed. This section of sidewalk is in need of a handrail for safety reasons. A formal bid was sent out in December and publicly opened at Town Hall on January 5, 2026. Frank Collins, Chairman of Historic Zoning and Dr. Bill Kennedy selected a handrail design that meets Historic Zoning regulations. Mr. Collins presented the request on behalf of the town to the Historic Zoning Committee for approval.

Only one bid was received which was from Precision Ironworks. The bid is \$45,870.00. Due to the cost of the handrail, the vendor is requesting fifty percent (50%) down on this project to pay for materials. Precision Ironworks has worked with the town for years on many projects and staff feels comfortable granting their request for the down payment. The BMA approved \$100,000.00 for this project in the 2025/2026 fiscal year budget. To date the total project cost is \$122,770.49.

There being no further discussion, Mayor Wolfe called for a motion to approve Precision Ironwork's bid of \$45,870.00 for the handrail project. Approval of the funding source is also requested from the Governor's sidewalk money for the \$45,870.00 handrail bid and the \$22,770.49 overage in the sidewalk project, for a total of \$68,640.49. Alderman Jenkins made the motion, seconded by Alderman Countermine. The motion was duly passed.

The next item on the agenda was discussion and possible action concerning the 2026 Landscaping and Mowing Bids. Mayor Wolfe requested the item be pulled from the agenda and be brought back at the February meeting including more detail on equipment costs, weather delay back-up plans, back-up plans for employee absences and complete information on all costs associated with bidding the work out or doing things .

The last item on the agenda was discussion and possible action regarding the 2025 Local Parks and Recreation Fund Grant (LPRF) Architectural Services Contract. On March 17, 2025, the BMA approved the Resolution authorizing the Town to apply for the 2025 LPRF grant as part of the First Frontier Trail initiative. The town's application has been funded and in accordance with State procurement documentation guidance, Request for Qualification letters were sent to four architectural firms and on December 8, 2025, the BMA approved Clark Nexsen as the firm for the 2025 LPRF project.

The Town was awarded grant funds that provide \$1.75 million of the \$3.5 million project to fund the First Frontier Trail and Park project. The grant is a 50/50 grant where the Town and County are responsible for providing half of the funds for the project. Clark Nexsen submitted their proposal for the design associated with the Frontier Trailhead Building. Based on discussions with Rachel Conger, Community Development partners and Glenn, the project will include 3-4 single-occupancy toilet rooms, storage, and an attached picnic shelter. The estimated budget for the building is \$525,000.00. Clark Nexsen submitted their contract for the LPRF project in the amount of \$63,000.00. The plan for the required match is to be funded through a significant portion of the \$2.4 million allocation provided to the Town by Governor Bill Lee for pedestrian improvements.

Mayor Wolfe asked if there were any other comments. Alderman Dickson made a motion to approve entering into a contract with Clark Nexsen, for architectural services for the First Frontier Trail Project, LPRF 2025, in the amount of \$63,000.00 as presented. Alderman Jenkins seconded the motion. The motion duly passed.



January 8, 2026

Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

Attn: Mr. Glenn Rosenoff

RE: Frontier Trailhead Building

Dear Mr. Rosenoff,

We are pleased to submit our proposal for the design associated with the Frontier Trailhead Building. Based on our discussions with you and Rachel Conger, we anticipate the project will include 3-4 single-occupancy toilet rooms, storage, and an attached picnic shelter. We understand the budget for the building to be \$525,000.

SCOPE OF DESIGN AND PROJECT ADMINISTRATION SERVICES

The scope of services defines the professional design services to be provided by Clark Nexsen related to architectural and engineering to meet the requirements of the Town of Jonesborough for the project.

PROGRAMMING / CONCEPTUAL DESIGN

The Pre-Design / Conceptual Design Phase will include meetings with the project stakeholders for project programming and conceptual design. Clark Nexsen will provide consultation related to establishment of site characteristics that have ramifications on the project quality, schedule, or budget, such as building configuration. During this phase, Clark Nexsen will incorporate available information from the program and equipment requirements as well as other code requirements to produce preliminary floor plans and a conceptual rendering of the building.

SCHEMATIC DESIGN (SD)/DESIGN DEVELOPMENT (DD)

Building on the approved conceptual design, we will include floor plans, exterior building elevations, schedules, building sections, wall sections, typical details, major engineering systems, building materials, and narrative specifications. Clark Nexsen and its consultants will design engineering systems & services including structural, plumbing, mechanical, and electrical. At the end of this phase, our team will provide information to the Construction Manager so that they can prepare a cost estimate.

CONSTRUCTION DOCUMENTS (CD)

Upon approval of the above submittal by the Town of Jonesborough, Clark Nexsen will prepare design drawings and formatted specifications, in accordance with the requirements set forth in TN building codes,

for use in construction of the project. This set of documents will also be used by the contractor to obtain necessary approvals and permits from appropriate regulatory agencies having jurisdiction.

The Clark Nexsen team will organize, participate in and complete the following activities and deliverables during the CD phase to help facilitate and advance the overall design of the project:

- a. Participate in up to two (2) design meetings.
- b. The Construction Documents will set forth, in detail, the requirements for the Project, including drawings and needed specifications. Clark Nexsen will work with the Town and other stakeholders in generating the Construction Documents and the implementation of systems.
- c. Prepare the CD submittal in accordance with the current editions of building codes.

BIDDING SUPPORT

At this point, it is anticipated the project will be delivered by a Construction Manager at Risk delivery method. The team shall assist the CM to prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Construction Documents for distribution to prospective bidders in the form of addenda.

CONSTRUCTION ADMINISTRATION (CA)

By the hour.

GENERAL PROJECT ADMINISTRATION SERVICES

In general, project administration services include consultation with the Owner, research of applicable design criteria, attendance at Project meetings, and communication with members of the Project team and issuing progress documentation. Also included is:

- Coordinating the services provided by Clark Nexsen and our consultants with those services provided by the Owner and the Owner's consultants.
- Preparing and periodically updating the design Project schedule that identifies milestone dates for decisions required of the Team, design services furnished by Clark Nexsen, completion of documentation, and commencement of construction.
- Assisting the Team in connection with their responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

SCHEDULE

Clark Nexsen agrees to provide the above listed services according to the mutually agreed upon project schedule. This schedule is dependent on the approval of each submission by the Client and that such approvals are made in a timely manner so as not to delay the agreed upon schedule. It is also dependent on prompt receipt of information and direction from the Town. Changes to such information and direction may cause delays in the completion of our services and require additional compensation. We agree to provide services in the most expeditious manner as is practical. The project services will begin upon receipt of written authorization from the Town to proceed.

Task Name	Duration
Programming / Conceptual Design	30 days
Schematic Design/Design Development	45 days
Construction documents	45 days
TDEC Office of Outdoor Recreation Review	30 days
Bidding	30 days
Contracts, bonds, insurance	15 days
Estimated Construction period	10 Months

COMPENSATION

Clark Nexsen agrees to provide professional services as outlined above in the Scope of Services and in conjunction with AIA B105-2017 contract. We believe the fee tabulated below is appropriate, given the schedule, the design and review process, coupled with the contract administration efforts. We propose a fee as follows:

Basic Design Services

<i>Pre-design / Conceptual Design</i>	\$	9,450
<i>Schematic Design/Design Development</i>	\$	15,750
<i>100% Construction Document Phase</i>	\$	31,500
<i>Bidding</i>	\$	6,300
<i>Construction Administration</i>	\$	Hourly \$175/hour
Total Basic Services Architectural and Engineering services	\$	63,000

Our invoicing will be in accordance with progress of the design documents based on percentage complete and shall be invoiced monthly. Our fee is 12% of a project with an estimated total construction budget of \$525,000. Should the budget go above the noted value through additional funding being added to the project to achieve the desired program or site appurtenances, our fee shall be adjusted according to the percentage noted above. Expenses associated with travel are included in our basic services. Expenses associated with printing or permitting costs will be billed at our cost plus 10%.

Clark Nexsen reserves the right to request Additional Services for those services and expenses not identified above and elsewhere in this proposal including services that extend beyond the period of time listed in the schedule. Additional services will not be performed until authorized by a contract amendment.

Alternates that are identified during the course of the project will be designed at the percentage noted above for the costs of the alternates. Approval shall be provided during the design phase for the additional design costs associated with the alternates.

ASSUMPTIONS

Our fee proposal is based on the following assumptions:

- No liability is assumed for the work of consultants not under contract to Clark Nexsen or information provided by others used in the production of final documents or calculations.
- A full topographical survey of the entire project area shall be performed by a consultant to the Town.
- The geotechnical investigations for the project site will be performed by a consultant to the Town.
- It is anticipated that spread footings will be utilized for the building construction. Should the results of the geotechnical investigation reveal soil conditions that warrant the design of a deeper foundation system, Clark Nexsen reserves the right to seek additional services for the added time needed to design such a system.
- Should the project budget increase or the scope be modified beyond what is described in this letter, Clark Nexsen may request additional services for the added risk.
- Clark Nexsen retains full ownership and all copyrights and other intellectual property rights to the design including without limitation all "instruments of service". We grant the Town a limited license to use the work product for the sole purpose of completing this project.

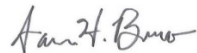
EXCLUSIONS

The following items are excluded from the Scope of Services:

- Any design services for the Town not related to the development of the project design as noted above.
- Civil Design (The Town will contract with DT Wood Engineering for civil engineering design services.)
- Geotechnical Engineering services.
- Survey services.
- Environmental engineering.
- LEED certification, design around LEED certifications or any other sustainable guideline
- AV or IT design, the design will include back box, conduit, and raceway to IT closets as required.
- Security design, including but not limited to access control, CCTV, digital cameras, etc. The design will include conduit and back box only as required.
- Deep foundations or rammed aggregate piers.
- Full-time, on-site project representation during construction phase activities.
- Representation for court appearances for litigation or preparation for the same unless Architect is a party to same and/or the litigation involves issues relating to the errors or omissions of the Architect and/or its consultants.
- Multiple bid packages.
- Phased turnover of the building.
- Transportation engineering services or parking studies related to areas beyond the immediate project site.
- Economic Feasibility Studies.
- Traffic Impact Analysis.
- Design of off-site roadway improvements
- Environmental reports or Phase 1 analysis.
- The solicitation and retention of consultants and sub-consultants as requested by Owner, except as outlined herein.
- Commissioning services.
- Modifications to Clark Nexsen formatted documents such as drawing file name, specification format, etc.
- All environmental impact and mitigation fees.
- Subsurface Utility Exploration.
- Solar Hot Water design, including panel sizing, optimization, placement, and verification of utilization.
- Photo-voltaic design.
- Development of project animations or videos.
- Rezoning or any special use permitting required by the County.

We appreciate the opportunity to collaborate with the Town of Jonesborough and we look forward to a successful project. If the proposal is acceptable, please sign and date below. Your signature renders this document a binding and enforceable contract between Town of Jonesborough and Clark Nexsen. Please review this proposal and contact us if you have any questions. We welcome your recommendations and will be happy to discuss any items in more detail.

Sincerely,



Aaron Brumo, AIA, LEED AP BD+C
Senior Architect | Principal
CLARK NEXSEN

Accepted by: Glenn Rosenoff Date: 1/12/26

PRINTED NAME



SIGNATURE



Mayor Wolfe adjourned the meeting at 7:24pm.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR