

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

MEETING NOTICES

MONDAY, JANUARY 12, 2026

6:00 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 3:45 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 Board of Mayor and Aldermen, 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

PUBLIC HEARING

1. Ordinance to amend the Jonesborough Zoning Map Regarding the H-1 Historical District and H-2 Overlay District.
2. Ordinance to amend the Jonesborough Municipal Code Tittle 1, Chapter 1, Section 1-101, Time and Place of Regular Meetings.

BEER BOARD

1. Approval of Minutes
2. Application for an off-premise beer license for Andy's Quick Stop Market, located at 905 E. Jackson Blvd., Jonesborough, TN.

REGULAR MEETING

1. Call to Order
2. Opening Prayer
3. Pledge to the Flag
4. Roll Call

CONSENT AGENDA

1. Approval of Minutes
2. Approval of Bills
3. Town Administrator Report
4. Operations Manager Report
5. Committee Reports
6. Supervisor Reports
7. Request to change the Special Event Permit Application for the Winter Farmer's Market to include a date and time change.

AGENDA

1. Financial Report
2. Communications from the Mayor
 - A. Committee Appointments (Keep Jonesborough Beautiful Advisory Council)
 - B. Proclamation – Martin Luther King, Jr. Day of Service
 - C. Proclamation – Be The One
 - D. Employee of the Month
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments
 - A. Discussion and Possible Action on Charter Updates
6. **OLD BUSINESS**
 - A. Discussion and possible action concerning second and final reading of an Ordinance amending the Jonesborough Zoning Map Regarding the H-1 Historical District and H-2 Overlay District.
 - B. Discussion and possible action concerning second and final reading of an ordinance amending the Jonesborough Municipal Code Title 1, Chapter 1, Section 1-101, Time and Place of Regular Meetings.

7. NEW BUSINESS

- A. Discussion and possible action concerning Jonesborough's St. Paddy's Festival Event.
- B. Discussion and possible action concerning Special Event – Pioneer Pride 5k.
- C. Discussion and possible action concerning first reading of an ordinance amending the Jonesborough Municipal Code Title 1, Chapter 5, Section 1-502, Composition, appointment and membership of the Recreation Advisory Commission to expand the membership from eleven members to twelve.
- D. Discussion and possible action concerning first reading of an ordinance amending the Jonesborough Municipal Code Title 11, Chapter 5, Section 11-517E, to include a map of the Corridor Overlay District.
- E. Discussion and possible action concerning approval of Boone Street Sidewalk Bids.
- F. Discussion and possible action concerning approval of West Main Street Handrail Bids.
- G. Discussion and possible action concerning approval of the 2026 Landscaping and Mowing Bids.
- H. Adjournment.

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

DATE: January 12, 2026 **AGENDA ITEM #: Beer Board #1**

SUBJECT: Approval of Minutes

- September 8, 2025 Beer Board Minutes

BOARD OF MAYOR AND ALDERMEN

BEER BOARD SEPTEMBER 8, 2025

The Board of Mayor and Aldermen (BMA) met as the Jonesborough Beer Board on Monday, September 8, 2025, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Wolfe called the meeting to order. Present were: Mayor Kelly Wolfe, Alderman Terry Countermeine, Alderman Virginia Causey, Alderman Adam Dickson, and Alderman Zac Jenkins. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Jim Wheeler, Town Attorney.

The first item on the agenda was approval of the July 29, 2025 Beer Board Minutes. Mayor Wolfe asked the Aldermen if they had any corrections or additions to the minutes and there were none. Alderman Causey made the motion to approve the minutes of the July 29, 2025 Beer Board meeting as submitted, Alderman Countermeine seconded the motion and it was duly passed.

Mayor Wolfe said the next item for consideration was an application from Jeremy Mayden, Business Owner, for an Off-Premise Beer License for Mean Mug Market, 105½ Fox Street, Jonesborough, TN. The business is a grocery/market store and will include the off-premise sale of craft beer with no consumption on-premises. The application is complete, the \$250.00 application fee has been paid, and the background checks have come back with no record. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Jenkins made the motion to approve the Off-Premise Beer License for Mean Mug Market, located at 105½ Fox Street, Jonesborough, TN. Alderman Countermeine seconded the motion and it was duly passed.

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

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

DATE: January 12, 2026 AGENDA ITEM #: Beer Board #2

SUBJECT: Off-Premise Beer License – Andy's Quick Stop Market, 905 E. Jackson Blvd.

BACKGROUND:

A new owner of Andy's Quick Stop Market (Marathon Gas Station) Harsh Patel, located at 905 E. Jackson Boulevard, is applying for an Off-Premise Beer License. The name of the business corporation is AMBE MAA Inc, d.b.a. Andy's Quick Stop Market. The application and \$250.00 fee were received by town staff. The property is properly zoned, and the Jonesborough Police Department conducted a background check and found no issues.

RECOMMENDATION:

Approve the Off-Premise Beer License for AMBE MAA Inc, d.b.a. Andy's Quick Stop Market located at 905 E. Jackson Boulevard.

**TOWN OF JONESBOROUGH, TENNESSEE
APPLICATION
OFF-PREMISE BEER LICENSE**

LICENSE FOR OFF-PREMISE SALE OF BEER WILL BE FOR A PERIOD ESTABLISHED IN SECTION 2-207 OF THE JONESBOROUGH MUNICIPAL CODE. REGULATIONS GOVERNING THE SALE OF BEER WITHIN THE CORPORATE LIMITS OF THE TOWN OF JONESBOROUGH ARE ESTABLISHED IN THE ORDINANCE BECOMING CHAPTER 2 OF TITLE 2 OF THE JONESBOROUGH MUNICIPAL CODE OR AS MAY BE SUBSEQUENTLY AMENDED.

I, Harsh Patel

make application to the Board of Mayor and Aldermen of the Town of Jonesborough for a license or renewal license , to sell packaged beer or other beverage with an alcoholic content not exceeding eight percent (8%) of weight not to be consumed at my place of business located at:

NAME OF BUSINESS (Where Sale Requested): Andy's Quick Stop market

ADDRESS: 905 E Jackson Blvd Jonesborough TN 37659

DESCRIPTION OF LOCATION: Gas Station / Convenience Store

BUSINESS PHONE NO. 423-753-9560 **Home Phone No.**

Describe Nature of Business Selling Gas & groceries

TYPE OF APPLICANT (check one): Person ; Firm ; Corporation ; Joint-Stock Company ; Syndicate ; Limited Liability Company ; Partnership/Association

Personal Information of Manager of Business (if other than the applicant him/herself)

Name Home Phone No.

Date of Birth Social Security Number

Address

If changed, give the name, relationship to the applicant (if applicable) and address of the former beer permittee at this location:

If new application or change in ownership, a copy of the deed to the property or the lease of the property on which the establishment is located must accompany the application. Copy attached? Yes

If new or changed, a copy of the entity's certificate of incorporation or charter or other similar evidence of authorization to do business within the State of Tennessee must accompany the application. Copy attached? Yes

I/we do hereby further declare for the purposes of obtaining an Off-Premise Beer License

1. (a) That, Applicant has not, nor has anyone to be employed by him/her, in such distribution or sale of intoxicating beverages been convicted of any violation of the statutes of the United States or the State of Tennessee prohibiting the possession, sale, manufacture, or transportation of intoxicating liquors or any other crime involving moral turpitude in the past ten (10) years.

Has Applicant, or anyone to be employed by him/her been convicted of any violation described in Section (1a) above in the last ten (10) years? Yes No
If yes, explain _____

(b) That, no members, officers, stockholders or employees of the corporation, syndicate, joint stock company or any associates making this application is a person who has been convicted of any violation of the laws of the United States or the State of Tennessee prohibiting the possession, sale, manufacture, or transportation of intoxicating liquors or any crime involving moral turpitude in the past ten (10) years

Has any member, officer, stockholder or employee of the business, corporation, syndication, joint stock company or any association been convicted of any violation listed, in Section (1b) above in the last ten (10) years? Yes No ✓
If yes, explain _____

(c) Has Applicant, the business, or any person who owns five percent (5%) or more of the business, ever had a beer permit revoked, suspended or denied in the State of Tennessee? NO If yes, specify where, when and why:

2. (a) That, no sale of intoxicating beverages shall be made to persons under twenty-one (21) years of age, nor shall minors be employed directly in the sale or distribution of such beverages.
(b) That, no sale shall be made to persons intoxicated or who are feeble-minded, insane or otherwise mentally incapacitated.
3. That, no minor shall be allowed to loiter about the Applicant's premises.
4. (a) That, the Applicant is of good character and has a sufficient legal interest in the location described in this application as to entitle the Applicant to conduct the sale of beer off-premises at such place of business.
(b) That, at said location of the sale or distribution of beer off-premise that no loud, unusual, or obnoxious noises shall be allowed, and the Applicant shall conduct such place of business otherwise in an orderly, peaceful, and lawful manner.
(c) That, the sale or distribution of beer at the location described herein will not cause congestion or traffic or interference of schools, churches or other places of public gathering or will otherwise interfere with public health, safety or morals.
5. That, gambling in any form shall not be permitted on the premises.
6. That, the person so applying for the license to sell beer for off-premise consumption will conduct the business in person, or if he or she is acting as agent for any other firm, corporation, or association, the name or names of the owners of the business requesting to be licensed, together with their addresses and the nature of the firm, corporation or association for which the Applicant is acting is listed and identified in this application.

Name of Applicant and all members, officers, and/or stockholders interested in the business of said Applicant including address, date of birth and social security number.

NAME HOME ADDRESS DATE OF BIRTH SOCIAL SECURITY #

Arch Patel

Applicant - _____

Harsh Patel

ADDRESS TO RECEIVE ANNUAL TAX NOTICE & ANY OTHER COMMUNICATIONS

Name of Business, Corporation AMBE MAA INC. d/b/a Andy's Quick Stop

Address 905 E Jackson Blvd Jonesborough TN 37659 Market

Mailing Address Same As above

Telephone Number [REDACTED]

Contact Person Harsh Patel

BUILDING/PROPERTY OWNER

Name of Owner Greenville oil & petroleum Inc.
Address 860 W Andrew Jackson Hwy, Greenville TN 37745
Mailing Address Same AS above
Telephone Number 423-638-3145

7. That, no permit now in force or hereafter issued shall be good or valid except at the location described in this application, nor shall such permit be transferable to another location.
8. That, I, the Applicant, agree that the place of business and premises, including any house, building, room or rooms, where the business conducted under this license here applied for shall be open to inspection and investigation at any time such place is open for business by any regular or special police officer of the Town of Jonesborough.

I, Harsh Patel, do hereby certify that I have received, read,
(Applicant's Printed Name)

and understood the regulations governing the sale of beer and intoxicating beverages in the Town of Jonesborough, as designated in Chapters 1 and 2 of Title 2 of the Jonesborough Municipal Code. I understand Applicants must appear in person at the scheduled Board meeting for consideration of the application unless the ownership offices of the establishment are located outside Washington County, in which case, the manager of the store may represent the owner at the meeting. I also understand that for the reasons outlined in Section 2-216 Suspension or revocation of beer permits, the Jonesborough Beer Board can suspend or revoke any permit or license issued.

I certify that each and every statement made by me in the above application is true and correct and agree that if any statement is false, the permit issued pursuant thereto may be revoked by the Beer Permit Board upon notice and hearing, in which event the burden shall be upon the permittee to prove the correctness of all statements in this application. I am aware of my continuing obligation to amend or supplement this application promptly if a change in circumstances affects the responses provided in this application, either before or after a permit has been issued. I will surrender to the Beer Board any permit issued under this application within fifteen (15) days of termination of the business, change in ownership, relocation of the business or change of the business's name.

I hereby release, absolve and hold harmless the Town of Jonesborough, the Jonesborough Beer Board, the Jonesborough Department of Public Safety, its' employees, agents and representatives from any and all liability of whatever type for any damages, causes of action, personal property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or other matters related to my application. I hereby waive all possible liability of the Town of Jonesborough, the Jonesborough Beer Board, the Jonesborough Department of Public Safety, its employees, agents and representatives as stated above.

Furthermore, I declare that I am the Owner of the business and in such capacity I am authorized to execute this application on behalf of said business.

Signature Harsh

Date 12/2/25

STATE OF TENNESSEE
WASHINGTON COUNTY

Harsh Patel, being first duly sworn makes oath that all statements of fact contained in the foregoing application are true.
(Name of Applicant)

Harsh

Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME,
this 2nd, day of December, 2025.



Donna Freeman
Signature of Officer Administering Oath

My Commission expires on the

29th day of April, 2026.

NOTICE: A non-refundable \$250.00 fee in the form of a cashier's check payable to the Town of Jonesborough must accompany this application, if it is for a new permit. If the application is approved, you are required to provide documentation of sales tax registration to the Town within ten (10) days of approval. An annual privilege tax of \$100.00 is imposed on the business of selling, distributing, storing or manufacturing beer in this state. The tax is due each January 1 and is payable to the Town in the Recorder's office. Penalties are applied daily after January 1. The tax is prorated for new permits issued after January 1, and must be paid when the permit is issued. ANY APPLICANT MAKING A FALSE STATEMENT IN THIS APPLICATION SHALL FORFEIT HIS OR HER PERMIT AND SHALL NOT BE ELIGIBLE TO RECEIVE ANY PERMIT FOR TEN (10) YEARS.

TOWN USE ONLY: Received: Date <u> / / </u> by (initials) <u> </u> App. Fee <u> </u>
Inspections: Fire <u> </u> Building <u> </u> Electrical <u> </u> Plumbing <u> </u>
Administrative Review <u> </u> Verification of Privilege Tax Payment by Recorder <u> </u>

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

DATE: January 12, 2026

AGENDA ITEM

Consent Agenda
1

SUBJECT: Approval of Minutes

- November 25, 2025 Work Session Minutes
- December 8, 2025 Regular Meeting Minutes

BOARD OF MAYOR AND ALDERMEN

WORK SESSION

NOVEMBER 25, 2025

The Board of Mayor and Aldermen (BMA) met in a Work Session on Tuesday, November 25, 2025, at 6:00 p.m., at the Jonesborough Visitors Center, 117 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the work session to order. Mayor Wolfe led the group in opening Prayer and Alderman Jenkins led the pledge to the Flag.

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Terry Countermeine, Alderman Adam Dickson, and Alderman Zac Jenkins. Absent: Alderman Virginia Causey. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Town Attorney Jim Wheeler and Matthew Musgrove from the Law Offices of James R. Wheeler.

The purpose of the Work Session was for discussion on an Ordinance to Amend Title 2 of the Jonesborough Municipal Code regulating Alcoholic Beverages and Hemp Derived Cannabinoid Products and Amending Title 11 of the Municipal Code to Establish a Hemp Derived Cannabinoid Manufactory and Retail Store Overlay District.

Mayor Wolfe said this learning session, and as a regulatory body, the BMA has a burden to be concerned about the health and welfare and safety of the citizens of Jonesborough. Mayor Wolfe said we are not here to be punitive, put anybody out of business, and not to say if you are in business today, you are no longer going to be in business. He said the thoughtfulness of the BMA comes from the understanding the new classifications of hemp and cannabis, along with narrowing the definitions of manufacturing and what can be sold based on the type of business. Mayor Wolfe said it was important to speak to state officials to create an ordinance that complies with regulations established on the assorted CBD-THC products.

Matthew Musgrove provided an update on Federal and State legislation in place and pending. Discussion took place about zoning and the "grandfathering in" of current businesses already in operation.

Mayor Wolfe asked D.W. Cooper, owner of East Tennessee Hemp Company, if he had any comments. D.W. Cooper provided very informative information regarding the industry, its challenges, and stated concerns about HDC products that are not currently well regulated at the state level. He did express thanks that the BMA was looking into the industry and how to address it within the town limits.

Richie Hayward and Robin Harpe, members of the Jonesborough Planning Commission, inquired about what would define manufacturing and if a business closes could a new owner use the same store building.

David Tomita, Commissioner for Tennessee's Alcoholic Beverage Commission (ABC), addressed the BMA. Mr. Tomita said while there wasn't anything preventing the BMA from creating local legislation, it may not be able to withstand being challenged based on the lack of solidified regulations from the state.

Mr. Tomita said the licensing from Department of Agriculture expires on June 30, 2026; and beginning July 1, 2026 a license will need to be obtained from ABC. Mr. Tomita said local government should be able to put legislation in place, but needs to be ready to amend any legislation based on future state changes. He said there are other products being sold that should be considered.

Mr. Tomita said the state is moving products into a three-tier system, like alcohol, so the purchaser has confidence in what they are purchasing. Mr. Tomita said there is a constant education process, and as new products are developed they will be addressed. He said any local legislation can be run by the State Attorney General.

Town Attorney Jim Wheeler clarified that the Town's proposed ordinance for THC/CBD products only focuses on the area businesses can be in and/or located to rather than the actual regulations of the products themselves. Mr. Wheeler said if the Town uses a broader definition of hemp products and apply it in zoning, they can still be licensed; but if they are within that broader definition, they have to go to a location that the Town has authorized. Mr. Wheeler said just regulating and licensing of something has nothing to do necessarily with where it is going to locate.

Mayor Wolfe said the action items following this work session need to be for Town Attorney Wheeler to discuss legal matters with the ABC attorneys and to clarify definitions to diminish future issues when regulations are in place. Mayor Wolfe said we need to try to make our definitions and scope of use and/or manufacturing and growing broad enough to try to be inclusive of any situation, and that may be a challenge.

With there being no further discussion, Mayor Wolfe adjourned the meeting at 7:16 p.m.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN
REGULAR MEETING MINUTES
Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
December 8, 2025 – 7:00 PM

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, December 8, 2025, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

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

Upon call of the roll those present were: Mayor Kelly Wolfe, Alderman Virginia Causey, Alderman Terry Countermeine, 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.

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 stated that Supervisor and Committee Reports are always very informative. He appreciated receiving a report from the Flag Committee and celebrates the work they have done to revitalize the committee and commended them on making the decision to start using flags made in the USA. Mayor Wolfe also pointed out that the BMA Meeting Packet Schedule will assist in getting the packets to the BMA the Wednesday prior to the meeting allowing for more time to review.

Alderman Countermeine made a motion, seconded by Alderman Causey, to approve the Consent Agenda as presented. The motion was duly passed.

1. Approval of Minutes – October 13, 2025 and November 3, 2025
2. Approve the following bills for payment:

Check Register - General Fund - October 2025

10/01/25	114378 - 114457	\$ 154,027.03
10/02/25	114458	\$ 50.00
10/07/25	114459	\$ 16,321.25
10/08/25	114460	\$ 4,300.00
10/10/25	114461 - 114563	\$ 91,465.31
10/13/25	114564 - void	\$ -
10/16/25	114565	\$ 4,025.81
10/17/25	114566 - 114603	\$ 169,823.89
10/17/25	114458 - void	\$ (50.00)
10/21/25	109749 - void	\$ (1,320.00)
10/22/25	114595 - void	\$ (70.01)
10/23/25	114604 - 114705	\$ 258,447.75
10/24/25	114706	\$ 71,492.25
10/28/25	114456 - void	\$ (260.00)
10/30/25	114474 - void	\$ (112.00)
10/31/25	114707 - 114714	\$ 40,100.84
		\$ 808,242.12

Check Register- Water Fund October 2025

10/01/25	69614 -69639	\$	58,140.50
10/07/25	69640	\$	21,611.68
10/10/25	69641 - 69678	\$	142,718.24
10/16/25	69679	\$	2,916.94
10/17/25	69680 - 69695	\$	56,897.52
10/22/25	69528 void	\$	(5,760.00)
10/23/25	69696 - 69719	\$	146,796.25
10/28/25	69639 - void	\$	(650.00)
10/31/25	69720 - 69725	\$	5,521.54
		\$	428,192.67

Check Register -Sanitation Fund - October 2025

10/01/25	10888 - 10899	\$	21,869.38
10/10/25	10900 - 10908	\$	19,382.56
10/16/25	10909	\$	189.20
10/17/25	10910 10911	\$	376.68
10/23/25	10912 - 10920	\$	5,352.68
10/28/25	10898 - void	\$	(115.99)
10/31/25	10921 - 10922	\$	281.49
		\$	47,336.00

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 unprecedeted 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, Board of Dwelling Standards, Planning Commission, Chuckey Depot, Flag Committee.

6. Approve the following Supervisor Reports: Police Department, Fire Department, Building Inspector, Utility Manager, Water Quality, Water Distribution, GIS/GPS & Inspections, Wastewater, Water Treatment, Utilities Maintenance, Street Department, Solid Waste & Recycling, Digital Media Manager, Marketing Manager, Events Manager, Director of Tourism & Main Street, Parks & Recreation, Visitor Center Manager, Jackson Theatre Operations Manager, Jackson Theatre Assistant Operations Manager, McKinney Center Program Manager, McKinney Center.
7. Approve the Report on Debt Obligation filed with the Comptroller's Office for the \$864,674 Tennessee Municipal Bond Fund Equipment Acquisition Capital Outlay Note, Series 2025. This borrowing funded the majority of the General Fund equipment included in the 2025-26 budget.
8. Approve the BMA Meeting Packet Schedule:

**BMA Meeting Schedule
2026**

Date to Submit Request	Date - Send/Deliver Packets	BMA Meeting Date
December 31, 2025 - Wednesday	January 7, 2026 - Wednesday	January 12, 2026 - Monday
January 30, 2026 - Friday	February 4, 2026 - Wednesday	February 9, 2026 - Monday
February 27, 2026 - Friday	March 4, 2026 - Wednesday	March 9, 2026 - Monday
April 3, 2026 - Friday	April 8, 2026 - Wednesday	April 13, 2026 - Monday
May 1, 2026 - Friday	May 6, 2026 - Wednesday	May 11, 2026 - Monday
May 29, 2026 - Friday	June 3, 2026 - Wednesday	June 8, 2026 - Monday
July 2, 2026 - Thursday	July 8, 2026 - Wednesday	July 13, 2026 - Monday
July 31, 2026 - Friday	August 5, 2026 - Wednesday	August 10, 2026 - Monday
September 4, 2026 - Friday	September 9, 2026 - Wednesday	September 14, 2026 - Monday
October 1, 2026 - Thursday	October 7, 2026 - Wednesday	October 12, 2026 - Monday
October 30, 2026 - Friday	November 4, 2026 - Wednesday	November 9, 2026 - Monday
December 4, 2026 - Friday	December 9, 2026 - Wednesday	December 14, 2026 - Monday

The next item on the agenda was the approval of the Financial Report. Town Recorder, Janet Jennings, reported that everything is going well, it has been a great start to the year with Sales Tax continuing to increase. Mayor Wolfe stated that the town continues to see residential and commercial growth.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe requested that a motion be made to add the appointment of Brian Ponder to the Historic Zoning Commission to the agenda. Alderman Jenkins made the motion, seconded by Alderman Countermine and the motion was duly passed. Alderman Countermine made a motion to appoint Brian Ponder to the Historic Zoning Commission. Alderman Dickson seconded the motion and the motion duly passed.

The next item under Communications from the Mayor was Mayor Appointments. Mayor Wolfe requested a motion to add Alderman Jenkins to the Facility Advisory

Committee. Alderman Causey made the motion, seconded by Alderman Countermeine. Motion duly passed.

Mayor Wolfe requested a motion to appoint Shari Rowinski to the Keep Jonesborough Beautiful Advisory Council for a 3-year term. Alderman Jenkins made the motion, seconded by Alderman Causey. The motion duly passed. Mayor Wolfe asked Parks and Recreation Director, Chris Kudera, to give a brief update on the Keep Jonesborough Beautiful Advisory Council member status. Mr. Kudera stated that the Council has four vacancies and requested anyone interested in serving on the Council to contact him.

Mayor Wolfe provided a brief slideshow of recent activities including tree lighting ceremonies, Senior Center 10-year celebration, Mill Spring Makers Fair, Wilson Fair Child performing at the Jackson Theatre and the installation of back up generators at Rock House and Woodlawn. The addition of these generators will provide a much needed redundancy in the event of power outage at these locations.

The next item under Communications from the Mayor was a proclamation honoring Miss Historic Jonesborough 2026, Ella Sophia Mitchell. Mayor Wolfe read the proclamation and presented Ms. Mitchell with a key to the Town. Ms. Mitchell stated that she has chosen the 6th Street Little Library focusing on reading to Help Anxiety as her Social Impact Initiative.

A PROCLAMATION HONORING

Ella Sophia Mitchell
Miss Historic Jonesborough 2026

WHEREAS, the Miss Historic Jonesborough Scholarship Pageant is a Miss America preliminary, and

WHEREAS, the Miss America Scholarship program represents the largest single source of scholarships for the young ladies of this nation, and

WHEREAS, Ella Mitchell was crowned Miss Historic Jonesborough 2026, at the Annual Miss Jonesborough Pageant, thereby becoming the official Ambassador of Tennessee's Oldest Town, and

WHEREAS, Ella Mitchell has established herself as an outstanding role model for young people in theatre and dance. Ella Mitchell is currently enrolled at Sewanee: The University of the South with a double Major in English and Theatre, and plans to continue her education and receive her PhD in English, and,

WHEREAS, Ella Mitchell has chosen "6th Street Little Library Focusing on Reading to Help Anxiety", as her Social Impact Initiative, and

WHEREAS, the Town of Jonesborough and its citizens greatly appreciate the individual sacrifice and dedication that Ms. Mitchell is and will be showing in representing and promoting her platform and our Town.

NOW, THEREFORE, BE IT RESOLVED THAT this Proclamation be issued in honor of Ella Sophia Mitchell, Miss Historic Jonesborough 2026, in recognition of her many achievements and accomplishments.

BE IT ALSO PROCLAIMED that Ella Mitchell is hereby an honorary citizen of the Town of Jonesborough, that she be given the key to our Town, and that she is officially invited to represent Jonesborough at all Town functions.

BE IT FURTHER PROCLAIMED that Ella Mitchell be accorded the sincerest congratulations and best wishes in the Miss Tennessee Pageant and beyond from the Board of Mayor and Aldermen and the citizens of the Town of Jonesborough.

May Ms. Mitchell be continued to be blessed in whatever endeavors she may undertake.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Town of Jonesborough, Tennessee, to be affixed this 8th day of December, 2025.

Kelly Wolfe
KELLY WOLFE, MAYOR

ATTEST:

Janet Jennings
JANET JENNINGS, RECORDER



The next item under Communications from the Mayor was a proclamation honoring Miss Historic Jonesborough Teen 2026, Briley Alyssa Alley. Mayor Wolfe read the proclamation and presented Ms. Alley with a key to the Town. Ms. Alley has chosen Safe & Sound: A Community Initiative for Fire Safety as her Social Impact Initiative. Focusing on raising awareness by promoting fire safety education and ensuring every household be equipped with functional smoke detectors.

A Proclamation Honoring

Briley Alyssa Alley

Miss Historic Jonesborough Teen 2026

WHEREAS, Briley Alley was crowned Miss Historic Jonesborough Teen 2026, at the Annual Miss Jonesborough Pageant, and

WHEREAS, Briley Alley has established herself as an outstanding role model for young people, and is a student at West Greene High School, and plans to attend the University of Tennessee to become an ER Nurse, and

WHEREAS, Briley Alley has chosen "Safe & Sound: A Community Initiative for Fire Safety" as her social impact initiative focusing on raising awareness by promoting fire safety education and ensuring every household be equipped with functional smoke detectors, and

WHEREAS, the Town of Jonesborough and its citizens greatly appreciate the individual sacrifice and dedication that Ms. Alley is and will be showing in representing and promoting her platform and the Town of Jonesborough.

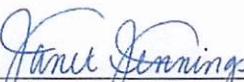
NOW, THEREFORE, BE IT RESOLVED THAT this Proclamation be issued in honor of Briley Alyssa Alley, Miss Historic Jonesborough Teen 2026, in recognition of her achievements and accomplishments, and be accorded the sincerest congratulations and best wishes from the Board of Mayor and Aldermen and the citizens of the Town of Jonesborough.

May Briley Alley continue to be blessed in whatever endeavors she may undertake.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Town of Jonesborough, Tennessee, to be affixed this 8th day of December, 2025.


KELLY WOLFE, MAYOR

ATTEST:



JANET JENNINGS, RECORDER



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

Damon has worked in the Fleet Management division since September 2024. Damon is responsible for assisting with basic maintenance, to include oil changes, on the ever-growing fleet of Town vehicles. Damon is always willing to step in and help the fleet management team when needed on repairs.

Most recently, Damon stepped up and showed his willingness to exceed his job duties when asked if he could do some body work and paint the four-door International dump truck that the Street Department uses for leaf collection. Damon took on this project willingly and put in about 40 hours doing body work, sanding, and painting the truck. Damon put together a plastic enclosure to ensure a safe way to paint the truck and

even came in on the weekend to ensure the painting did not interfere with other activities in the garage. In addition, he applied the new logo to the doors of the truck. That ugly green truck is now a beautiful shade of white proudly displaying the Town logo. The truck is pleasing to the eye and the work done in house by the garage was pleasing to the Town's funds. The entire project turned out great thanks to the hard work of Damon. Congratulations, Damon, on a job well done!

Mayor Wolfe asked Police Operations Major, Dennis Higgins, to join him at the podium, to be recognized for his years of service in law enforcement. Mr. Higgins will be retiring at the end of the week.

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 Countermine stated that there have been many great community events happening.

Town Attorney Comments was the next item on the agenda. Mr. Wheeler said the Board will need to meet in Executive Session to discuss four topics and that there will likely be action once returning to Open Session.

There were no items under Old Business.

The first item under New Business was discussion and possible action concerning 11E Traffic Signal Improvements based on the Traffic Study. The Town of Jonesborough has experienced a population increase of over 15% since 2020, resulting in corresponding growth in vehicular traffic volumes throughout the area. This increase has placed additional operational demands on US-11E (Jackson Boulevard), a principal arterial that serves as a critical east-west corridor for regional mobility and local access. Observed increases in congestion, delay, and queue lengths at signalized intersections along US-11E indicate that the traffic signal system could benefit from improvements.

In response, the Town contracted Mattern & Craig to prepare a traffic signal study, to assess existing traffic operations, evaluate signal timing and coordination, and identify potential improvements to enhance traffic flow, safety, and overall network efficiency along the corridor, specifically at these intersections:

- US-11E at Persimmon Ridge Road
- US-11E at N. 2nd Avenue/Justice Center
- US-11E at Tiger Way
- US-11E at SR-354/Boone Street
- US-11E at Forest Drive/Food City
- US-11E at Lowe's/Baileigh Lynn Loop
- US-11E at Headtown Road

Each study intersection was visited by Mattern & Craig staff to perform a detailed inventory and evaluation of the existing traffic signal equipment and identify potential areas for improvement. Currently, the traffic signals listed above operate independently of each other, in an actuated mode (i.e. they react to calls being placed on the detectors). When this situation occurs on a major corridor with signals spaced closely together (as they are in Jonesborough), significant delays and queues can occur, and most frustrating for drivers, you stop at multiple intersections traveling through the corridor. The primary means to improve traffic flow in that situation is to

provide for coordinated signal timings, where the signals are synchronized to enhance the progression of vehicles through the corridor.

There are two components of providing a coordinated signal system: developing coordinated signal timings (typically, multiple timing plans are developed and change by time of day) and providing for a means of communication between the signal controllers. The primary objective is to keep the clocks in each signal controller in sync with one another. There are multiple methods of providing this communication, with each method providing different benefits. For purposes of this study, we have evaluated two methods, with each described below.

1. Radio communication. Again, the primary objective is to keep the clocks in sync. Radio is the most cost-effective method to achieve that. However, the bandwidth of data that can be transmitted across it is limited, mainly to keeping the clocks in sync.

2. Fiber-optic lines. In addition to being able to keep the clocks in sync, fiber-optic provides significant bandwidth for the transmission of other data, such as video feeds and such. Installing a dedicated fiber-optic network can be extremely costly.

Mattern & Craig recommendations for first part of the study is as follows:

As mentioned above, providing for a means of communication between the six signals (from 2nd Avenue to Headtown Road) is the most immediate need, and will provide the greatest benefit. As mentioned before, a radio communication system is the most cost-effective form of achieving our communications goal between signals and the cost of installing a radio communication system to be approximately \$4,000.00.

In addition to providing communications, they recommended some other improvements broken into short-term (and lower cost) improvements.

Short-Term Recommendations:

1. US-11E at Persimmon Ridge Road:
 - a. Repair damaged loop detectors.
2. US-11E at N. 2nd Avenue/Justice Center:
 - a. Repair damaged pushbuttons.
 - b. Adjust westbound signal head brackets as much as possible in order to gain vertical clearance.
 - c. Replace backplates on eastbound and westbound signal heads.
3. US-11E at Tiger Way:
 - a. No recommendations (New signal is under construction)
4. US-11E at SR-354/ Boone Street: No recommendations.
5. US-11E at Forest Drive/Food City:
 - a. The TDOT TSMP project, which is scheduled to be completed in 2026, will install video detection, a new controller, and update the signal heads.
6. US-11E at Lowe's/Baileigh Lynn Loop:
 - a. Replace all backplates on signal heads.
 - b. Repair damaged loop detectors and lead-ins.
7. US-11E at Headtown Road:
 - a. Replace all backplates on signal heads.
 - b. Repair damaged loop detectors.
 - c. Reattach one (1) southbound signal head to tether wire.

They anticipate the short-term recommendations above to cost approximately \$25,000.00.

The next short-term recommendation is to 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. The estimated cost is \$12,000.00.

The other question asked to Mattern & Craig, was after implementing the communications piece at \$4,000.00 and the “short-term” improvements at \$25,000.00, and there were enough funds available to upgrade one intersection to video detection, which one would that be and how much would that cost be? They recommended upgrading the Boone Street/Boones Creek Highway intersection, with an estimated cost to be around \$50,000.00. We are exploring funding options for this intersection.

The staff recommendation is to pursue the radio communication system estimated at \$4,000.00, the short-term improvements at \$25,000.00, and the \$12,000.00 short-term improvements as detailed above.

The source of funding would be from the FY26 Street Department Budget. Currently, the Department’s budget can take up the estimated \$41,000.00 and is further compensated from revenue being earned by the Street Department through asphalt patch repairs for the Utility Department. Mattern & Craig continue to work on the second deliverables for the traffic study which is the coordinated timing plans due shortly.

Mayor Wolfe asked if there were any other questions or comments. Alderman Countermeine made a motion to approve the funding of the radio communication system estimated at \$4,000.00, and the short-term improvements at \$25,000.00, and \$12,000.00 for an estimated total of \$41,000.00 as detailed above. Mayor Wolfe asked if there were any other comments. Other comments and discussion ensued. Alderman Jenkins seconded the motion and the motion duly passed.

Mayor Wolfe asked for a motion to add an invoice from A & D Masonry for consideration. Alderman Dickson made the motion, seconded by Alderman Jenkins. Mayor Wolfe stated that the brick work done in front of Academy Hill that we chose to match the other sidewalks downtown. We did receive the invoice for the work completed. This invoice is within a couple thousand dollars of what was budgeted for the project. Operations Manager, Craig Ford, stated that the changes necessary at the corner of Washington Drive caused an increase in the cost of brick and concrete. Mr. Ford met with a contractor to get an estimate on the handrail which came in more expensive than originally thought. Mr. Ford stated that it will be necessary to send the handrail project out for bid. He is hopeful to have a proposal at the January meeting for consideration of funding the project as well as the overage from the invoice from A & D Masonry.

Mayor Wolfe called for a motion to approve the invoice from A & D Masonry in the amount of \$52,008 as presented. Alderman Causey made the motion, seconded by Alderman Jenkins. The motion duly passed.

The next item under New Business was discussion and possible action concerning purchasing the “Mauk Property” property located on Duel Lane. The tract of land is approximately 12.1 acres and is described on Washington County Tax Map 60-G, Group A, Parcel 22.01. The current owner is Theodore Lee Gregg III Etal. At the September 8, 2025 BMA meeting Rachel Conger provided a detailed memorandum stating *the Town has worked for over 15 years on developing plans to create a pedestrian walkway connection to downtown from Stage Road Park with the idea of creating an extension of the Lost State Scenic Walkway, it will provide additional recreation services to an underserved area of Town. In the process,*

the Town would connect two parks and provide pedestrian connections from two areas of Town to those parks. While the project will serve the entire corporate limits of Jonesborough, the project location is within an underserved area of Town. The existing large residential development at Mountain View Estates will be connected to other parks in Jonesborough as well as the historic downtown district, providing opportunities for residents to walk or bike downtown.

At the September 8, 2025 BMA meeting the BMA approved purchasing the "Mauk" property for \$20,000.00 above the appraisal value. The Town received a grant from the Heritage Conservation Fund to purchase the property at appraisal value of \$305,000.00, which would have made the total purchase price \$325,000.00. Since the September 8, 2025 meeting the property owner declined the town's offer and provided a counteroffer in the amount of \$390,000.00. The town would be responsible for funding \$85,000.00 of that amount since the Heritage Conservation Fund grant has already obligated \$305,000.00.

The potential of this property including the recreation/trails, as well as for future utility improvements that would include needed easements from the "Mauk Property" makes purchasing 12.1 acres utilizing \$85,000.00 out of the purchase price of \$390,000 extremely reasonable. According to staff, acquiring the "Mauk Property" will help both water and sewer improvements within the area referred to by utilities as "The Spring Street Drainage Basin". Current infrastructure within this area is a significant deterrent to growth in the eastern portion of Jonesborough. On the sewer side of the utilities, the basin comprises six pump stations, among the largest in the system. Two smaller pump stations convey sewer along Spring Street, a significant portion of which is only six-inch gravity. The existing lines or pump stations in these locations cannot support upstream growth. Securing a gravity sewer easement along Little Limestone Creek is the first step toward eliminating all stations. Eliminating these stations is a major cost savings to the town's utility system from lowering capital costs, reducing energy consumption, reducing maintenance and repairs, reducing risk of failures, and a longer lasting system.

At the September meeting the BMA approved using town funds in the amount of \$20,000.00, the remaining balance needed to purchase the property is \$65,000.00 and due to the future utility improvements within this area, including utilizing the "Mauk Property" it is reasonable for the Utility Department to share in the funding. The proposed source of funding for the total \$85,000.00 is \$35,000.00 from the FY26 Parks and Recreation budget and \$50,000.00 from the FY26 Utility budget.

Mayor Wolfe commended staff members, Community Development Partners, Rachel Conger and the Board for their work on acquiring this property and the importance of preserving this property.

Mayor Wolfe asked for other questions or comments. Alderman Dickson commended those who worked on this property and stated that this purchase is a strategic investment for the town. Alderman Countermeine made a motion, seconded by Alderman Causey, to authorize the Town Administrator to offer \$390,000.00 to purchase the "Mauk Property" located on Duel Lane, owned by Theodore Lee Gregg III Etal containing approximately 12.1 acres. Further described on Washington County Tax Map 60-G, Group A, Parcel 22.01 and to coordinate with the Town Attorney on the closing based on the funding presented. The motion duly passed.

The next item under new business was discussion and possible action on an Ordinance to Amend the Jonesborough Zoning Map Regarding the H-1 Historical District and

H-2 Overlay District. The Historic Zoning Commission (HZC) has found inconsistencies in the Town's official zoning map, which has occurred over time and a series of map readoptions, beginning from the point in time when the maintenance of the map transitioned away from the State of Tennessee Local Planning office to the Town and its subsequent digitation.

Frank Collins, HZC Chair, and other HZC members have reviewed the records and accordingly, they initiated the process that includes the Jonesborough Planning Commission and BMA to amend the map. The Planning Commission voted to recommend the map amendment to the BMA at their November 18, 2025 meeting. In an email to Mr. Rosenoff, Frank Collins outlined the inconsistencies and requested the maps be updated:

1. Direct the County to re-include the following properties on the H-1 map. These properties were on the County's H-1, H-2 overlay zone maps in 2004, 2009 and 2014 but were not included on their 2023 map. Dr. Kennedy confirmed these are in the H-1 overlay zone and there are multiple HZC forms in our Certificate of Appropriateness files.
 - 200 W College St
 - 205 W College St
 - 208 W College St
 - 301 W College St
 - 421 W College St
 - 204 North 2nd Ave
 - 206 North 2nd Ave
 - 208 North 2nd Ave
 - 210 North 2nd Ave
2. Direct the County to follow the property lines for these H-1/H-2 properties. The county has put the dividing line in the middle of these properties instead of following the property lines. The structure is shown in the H-1/H-2 overlay zones, but a dividing line cuts off the rear of the property. The County needs to follow the property lines.

H-1:

- 201 Oak Grove Ave
- 508 West Main St
- 510 West Main St
- 512 West Main St
- 518 West Main St
- 703 West Main St

H-2:

- 147 N Lincoln Ave
- 216 Sabin Dr

3. Direct the County to follow the property lines for these H-1 properties. The following properties have the house in the H-1 district, but the rear part of the property in the H-2 district.
 - 201 East Main St
 - 211 East Main St
 - 213 East Main St
4. Direct the County to remove from the H-1 map. The following property is listed as being in the H-1 district on the county map. However, it is not considered to be part of the H-1 district.
 - 401 W Jackson Blvd

Mayor Wolfe thanked Frank and Amy Collins for their work on this project. Alderman Dickson asked why the McKinney Center isn't included in the district. Alderman Jenkins stated that he has spoken to Mr. Collins about this and there has been discussion of adding it. Mayor Wolfe stated that the building is historic and during renovations the Town renovated it as such. Mr.

Rosenoff added that the HZC is reviewing other tracts, including the McKinney Center to add into the district.

Mayor Wolfe asked if there were any other questions or comments. There being none, Alderman Jenkins made a motion, seconded by Alderman Dickson to approve the Jonesborough Zoning Map amendments to the H-1 and H-2 Districts as presented. The motion and was duly passed.

ORDINANCE NO. 2025-14

**AN ORDINANCE TO AMEND THE JONESBOROUGH ZONING MAP 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 Jonesborough, Tennessee Zoning Ordinance Map 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.

Approved by the Planning Commission

November 18, 2025

Passed on First Reading

December 8, 2025

Public Hearing Held

Passed on Second Reading

Approved and Signed in Open Meeting

KELLY WOLFE, MAYOR

Attest:

JANET JENNINGS, RECORDER

Approved as to Form:

JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was first reading on an Ordinance to change the time of the regular meetings of the Board of Mayor and Aldermen to 6:00 p.m. Mayor Wolfe stated that the BMA had thought the time of the meeting was included in the Charter. They recently learned that it was not included in the Charter but rather in the Municipal Code. Alderman Jenkins made a motion to approve as presented. Alderman Countermine seconded the motion. Mr. Wheeler stated that the ordinance would need to be amended to include the Municipal Code. The motion duly passed.

ORDINANCE NO. 2025-15

AN ORDINANCE OF THE TOWN OF JONESBOROUGH, TENNESSEE TO CHANGE THE TIME OF THE REGULAR MEETINGS OF THE 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:

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 _____ 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

The next item on the agenda was discussion and possible action concerning approval of a Resolution for setting the 2026 BMA Meeting Dates. Mayor Wolfe reminded Aldermen that if there is an unforeseen conflict there is potential to move a meeting with proper notice. Alderman Countermine stated that he will be unable to attend the March 9 meeting. Mayor Wolfe asked if there were any other questions or comments. With there being no further discussion Alderman Dickson made a motion to approve Resolution Number 2025-26, scheduling the regular meeting dates and times for the BMA 2026 calendar year as presented. Alderman Jenkins seconded the motion. The motion duly passed.

RESOLUTION NO. 2025-26

TOWN OF JONESBOROUGH, TENNESSEE
BOARD OF MAYOR AND ALDERMEN

***RESOLUTION SCHEDULING REGULAR MEETING DATES AND TIMES FOR THE
BOARD OF MAYOR AND ALDERMEN FOR THE YEAR 2026***

WHEREAS, it is necessary to schedule the regular meeting dates and times for the 2026 session of the Board of Mayor and Aldermen; now therefore

BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that:

SECTION 1. The Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee shall meet in regular session in the Board Chambers of Town Hall, 123 Boone Street, Jonesborough, Tennessee, on the following dates and at the following times during the year 2026, to wit:

January 12, 2026	6:00 p.m.	July 13, 2026	6:00 p.m.
February 9, 2026	6:00 p.m.	August 10, 2026	6:00 p.m.
March 9, 2026	6:00 p.m.	September 14, 2026	6:00 p.m.
April 13, 2026	6:00 p.m.	October 12, 2026	6:00 p.m.
May 11, 2026	6:00 p.m.	November 9, 2026	6:00 p.m.
June 8, 2026	6:00 p.m.	December 14, 2026	6:00 p.m.

SECTION 2. The Resolution shall take effect immediately.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 8th day of December 2025.

Motion was made by Alderman Dickson and duly seconded by Alderman Jenkins that this Resolution be adopted. Those voting for adoption of this Resolution were:
Alderman Dickson, Alderman Jenkins, Alderman Causey, Alderman Countermeine

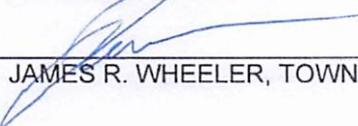
Those voting against: _____.


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 concerning approval of a Resolution Authorizing the Issuance of Interest-Bearing General Obligation Outlay Notes for Approved Capital Projects for the General Fund. Resolution 2025-27 authorizes the issuance of interest-bearing general obligation capital outlay notes, in an amount not to exceed \$1,773,661.

During the 2025-26 budget process, the Board of Mayor and Aldermen approved capital projects for the General Fund, totaling \$1,909,161. Funding sources are outlined below:

- General Fund Reserves - \$135,500 – Parks and Recreation Ballfields
- Debt Issue - \$1,773,661 – Various Departmental Capital Projects

Tennessee Municipal Bond Fund (TMBF) has secured an attractive interest rate of 4.76%. They are coordinating approval through the Comptroller's office and will administer the closing and reporting as we move through the loan process.

Mayor Wolfe called for a motion approving Resolution 2025-27 that authorizes the issuance of interest-bearing general obligation capital outlay notes in an amount not to exceed \$1,773,661.00 as presented. Alderman Countermeine made the motion, seconded by Alderman Jenkins. The motion duly passed.

RESOLUTION OF THE TOWN OF JONESBOROUGH, TENNESSEE, AUTHORIZING THE ISSUANCE OF INTEREST BEARING GENERAL OBLIGATION CAPITAL OUTLAY NOTES, SERIES 2025, IN AN AMOUNT NOT TO EXCEED \$1,773,661, AND PROVIDING FOR THE PAYMENT OF SAID NOTES

WHEREAS, the Board of Mayor and Aldermen (the "Board"), of the Town of Jonesborough, Tennessee (the "Municipality" or the "Town"), has determined that it is necessary and desirable to authorize, issue, sell, and provide for the payment of its interest bearing capital outlay notes for the purpose of financing various public works projects for the Town, including the construction and improvement of roads, streets, sidewalks, and parking lots within the Town, the renovation, construction, improvement, and equipping of various municipal buildings and facilities and park and recreational facilities, to include but not be limited to, HVAC replacements, roofs, and windows, fencing, lift replacement, a Tiger Park Storage Unit, and pump room replacement, the acquisition of all other property real and personal appurtenant thereto and connected with such work, and to pay all legal, fiscal, administrative, and engineering costs incident thereto (collectively, the "Project");

WHEREAS, the Municipality finds and determines that the Project will promote or provide a traditional governmental activity or otherwise fulfill a public purpose;

WHEREAS, in order to proceed as expeditiously as possible with such an essential Project, it is necessary that interest bearing capital outlay notes be issued for the purpose of providing funds to finance the Project;

WHEREAS, the Municipality is authorized by the provisions of Title 9, Chapter 21, Tennessee Code Annotated, as amended (the "Act"), to issue such notes for said purposes upon the approval of the Comptroller of the Treasury or the Comptroller's designee; and,

WHEREAS, the Town has determined that the Project is a public works project within the meaning of the Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, as follows:

Section 1. Authority. The Notes herein authorized shall be issued pursuant to the Act, and other applicable provisions of law.

Section 2. Authorization. For the purpose of providing funds to finance the costs of the Project there shall be issued pursuant to, and in accordance with, the provisions of the Act, and other applicable provisions of law, the interest bearing capital outlay notes of the Municipality, in the aggregate principal amount of not to exceed \$1,773,661, or such lesser amount as may be determined by the Mayor of the Municipality (the "Mayor") at the time of sale (collectively, the "Notes", individually, the "Note").

Section 3. Terms of the Notes. The Notes shall be designated "General Obligation Capital Outlay Notes, Series 2025". The Notes shall be issued in registered form, without coupons. The Notes shall be numbered from 1 upwards, shall be dated the date of issuance and delivery, shall be sold at not less than the par amount thereof, shall bear interest at a rate not to exceed 5% per annum, such interest being payable at such times as agreed upon with the purchaser of such Notes, but in no event less than semiannually each year commencing six months from the dated date or such date as shall be designated by the Mayor (the "Interest Payment Date"), and shall mature not later than the end of the twelfth fiscal year following the fiscal year in which the Notes are issued. Each year the Notes are outstanding, the Municipality shall retire principal on the Notes in an amount that is estimated to be at least equal to an amortization which reflects level debt service on the Notes. If the Notes are issued through the Tennessee Municipal Bond Fund ("TMBF"), alternative loan program, the rate of interest will include an annual fee equal to 15 basis points (0.15%), payable to TMBF by the bank, to be paid from each

periodic payment of interest on the Notes, based on the outstanding principal amount of the Notes. The Notes shall contain such terms, conditions, and provisions other than as expressly provided or limited herein as may be agreed upon by the Mayor of the Municipality and the purchaser of the Notes. The weighted average maturity of the Note shall not exceed the reasonably expected weighted average life of the Project which is hereby estimated to exceed twelve (10) years.

Interest on the Notes shall be payable by wire transfer, electronic means, or by check or other form of draft of the "Note Registrar," as such term is hereinafter defined, deposited by the Note Registrar in the United States mail, first class postage prepaid, in a sealed envelope, addressed to the owner of such Notes, as of the applicable Interest Payment Date, at its address as shown on the Registration Books of the Municipality maintained by the Note Registrar as of the close of business fifteen (15) calendar days preceding the next Interest Payment Date. All payments of the principal of and interest on the Notes shall be made in any coin or currency of the United States of America which, on the date of payment thereof, shall be legal tender for the payment of public and private debts.

Section 4. Redemption. The Notes shall not be subject to redemption, in whole or in part, prior to maturity; provided however, at the option of the Municipality, upon thirty (30) calendar days written notice to the registered owner, the Municipality may prepay the Notes in full at the price of par plus a 1% premium, and accrued interest to the date of redemption. Notwithstanding the above, the Municipality may make additional principal payments on the Notes upon fifteen (15) calendar days' written notice to the registered owner, from Town funds, not borrowed funds.

Section 5. Execution. The Notes shall be executed in the name of the Municipality, shall bear the manual signature of the Mayor and shall be countersigned by the Recorder of the Municipality (the "Recorder"), with his or her manual signature. In the event any officer whose signature appears on the Notes shall cease to be such officer, such signature shall nevertheless be valid and sufficient for all purposes. The Notes shall be issued in typed, printed, or photocopied form, or any combination thereof, substantially in the form attached hereto as Exhibit "A", with such minor changes therein or such variations thereof as the Mayor may deem necessary or desirable, the blanks to be appropriately completed by the Mayor prior to the issuance of the Notes.

Section 6. Registration, Negotiability, and Payment. (a) The Recorder of the Municipality is hereby appointed the note registrar and paying agent (the "Note Registrar"), and as such shall establish and maintain suitable books (the "Registration Books"), for recording the registration, conversion, and payment of the Notes, and shall also perform such other duties as may be required in connection with any of the foregoing. The Note Registrar is hereby authorized to authenticate and deliver the Notes to the original purchaser thereof, or as it may designate, upon receipt by the Municipality of the proceeds of the sale thereof and to authenticate and deliver Notes in exchange for Notes of the same principal amount delivered for transfer upon receipt of the Notes to be transferred in proper form with proper documentation as herein described. The Notes shall not be valid for any purpose unless authenticated by the Note Registrar by the manual signature of the Note Registrar on the certificate set forth in Exhibit "A" hereto. The Notes shall be fully registered as to both principal and interest and shall be fully negotiable upon proper endorsement by the registered owner thereof. No transfer of any Notes shall be valid unless such transfer is noted upon the Registration Books and until such Note is surrendered, cancelled, and exchanged for a new Note which shall be issued to the transferee, subject to all the conditions contained herein.

(b) In the event that any amount payable on any Note as interest shall at any time exceed the rate of interest lawfully chargeable thereon under applicable law, then any such excess shall, to the extent of such excess, be applied against the principal of such Note as a prepayment thereof without penalty, and such excess shall not be considered to be interest. All rates of interest specified herein shall be computed on the basis of a three hundred sixty (360) day year composed of twelve (12) months of thirty (30) days each.

Section 7. Transfer of Notes. Each Note shall be transferable only on the Registration Books maintained by the Note Registrar at the principal office of the Note Registrar, upon the surrender for cancellation thereof at the principal office of the Note Registrar, together with an assignment of such Note duly executed by

the owner thereof or its attorney or legal representative, and upon payment of the charges hereinafter provided, and subject to such other limitations and conditions as may be provided therein or herein. Upon the cancellation of any such Note, the Note Registrar shall, in exchange for the surrendered Note or Notes, deliver in the name of the transferee or transferees a new Note or Notes of authorized denominations, of the same aggregate principal amount, maturity, and rate of interest as such surrendered Note or Notes, and the transferee or transferees shall take such new Note or Notes subject to all of the conditions herein contained.

Section 8. Regulations with Respect to Transfers. In all cases in which the privilege of transferring Notes is exercised, the Municipality shall execute, and the Note Registrar shall deliver, Notes in accordance with the provisions of this Resolution. For every transfer of Notes, whether temporary or definitive, the Municipality and the Note Registrar may make a charge, unless otherwise herein to the contrary expressly provided, sufficient to pay for any tax, fee, or other governmental charge required to be paid with respect to such transfer, all of which taxes, fees, and other governmental charges shall be paid to the Municipality by the person or entity requesting such transfer as a condition precedent to the exercise of the privilege of making such transfer. Neither the Municipality nor the Note Registrar shall be obligated to transfer any Note during the fifteen (15) calendar days next preceding the maturity date of the Notes or any call for redemption.

Section 9. Mutilated, Lost, Stolen, or Destroyed Notes. In the event any Note issued hereunder shall become mutilated, or be lost, stolen, or destroyed, such note shall, at the written request of the registered owner, be cancelled on the Registration Books and a new Note shall be authenticated and delivered, corresponding in all aspects but number to the mutilated, lost, stolen, or destroyed Note. Thereafter, should such mutilated, lost, stolen, or destroyed Note or Notes come into possession of the registered owner, such Notes shall be returned to the Note Registrar for destruction by the Note Registrar. If the principal on said mutilated, lost, stolen, or destroyed Note shall be due within fifteen (15) calendar days of receipt of the written request of the registered owner for authentication and delivery of a new Note, payment therefor shall be made as scheduled in lieu of issuing a new Note. In every case the registered owner shall certify in writing as to the destruction, theft, or loss of such Note, and shall provide indemnification satisfactory to the Municipality and to the Note Registrar, if required by the Municipality and the Note Registrar.

Any notice to the contrary notwithstanding, the Municipality and all of the officials, employees, and agents thereof, including the Note Registrar, may deem and treat the registered owner of the Notes as the absolute owner thereof for all purposes, including, but not limited to, payment of the principal thereof, and the interest thereon, regardless of whether such payment shall then be overdue.

Section 10. Authentication. Only such of the Notes as shall have endorsed thereon a certificate of authentication, substantially in the form set forth in Exhibit "A" hereto duly executed by the Note Registrar shall be entitled to the rights, benefits, and security of this Resolution. No Note shall be valid or obligatory for any purpose unless, and until, such certificate of authentication shall have been duly executed by the Note Registrar. Such executed certificate of authentication by the Note Registrar upon any such Note shall be conclusive evidence that such Note has been duly authenticated and delivered under the Resolution as of the date of authentication.

Section 11. Source of Payment and Security. The Notes, as to both principal and interest, shall be payable from funds of the Municipality legally available therefor and to the extent necessary from ad valorem taxes to be levied on all taxable property within the corporate limits of the Municipality without limitation as to time, rate, or amount. Said Notes shall be a direct general obligation of the Municipality, for which the punctual payment of the principal of and interest on the Notes, the full faith and credit of the Municipality is irrevocably pledged.

Section 12. Levy of Taxes. For the purpose of providing for the payment of the principal of and interest on the Notes, to the extent required, there shall be levied in each year in which such Notes shall be outstanding a direct tax on all taxable property in the Municipality, fully sufficient to pay all such principal and interest falling due prior to the time of collection of the next succeeding tax levy. Said tax shall be assessed,

collected, and paid at the time, and in the same manner, as the other taxes of said Municipality, shall be in addition to all other taxes, and shall be without limitation as to time, rate, or amount, and for that purpose there is hereby levied a direct annual tax in such amount as may be found necessary each year to pay said principal of and interest on the Notes maturing in said year. Principal or interest falling due at any time when there shall be insufficient funds on hand from such tax levy for the payment thereof shall be paid from the general fund or other available funds of the Municipality, but reimbursement therefor may be made from the taxes herein provided when the same shall have been collected. Such taxes levied and collected therefor shall be deposited in the general fund or debt service fund and used solely for the payment of principal of and interest on the Notes as the same shall become due.

Section 13. Approval of Comptroller of the Treasury or the Comptroller's Designee. Anything herein contained to the contrary notwithstanding, no Notes authorized under this Resolution shall be issued, sold, or delivered, unless and until the Town has received the written approval of the Comptroller of the Treasury or the Comptroller's designee, as provided by Section 9-21-601 et. seq., Tennessee Code Annotated, as amended. The Mayor, Recorder, Town Attorney, and Bond Counsel are hereby authorized to take or cause to be taken such steps as are necessary to obtain such approval.

After the issuance and sale of the Notes, and for each year that any of the Notes are outstanding, the Municipality shall prepare an annual budget and budget ordinance in a form consistent with accepted governmental standards, and as approved by the Comptroller of the Treasury or the Comptroller's designee. The budget shall be kept balanced during the life of the Notes and shall appropriate sufficient monies to pay all debt service. The annual budget and ordinance shall be submitted to the Comptroller of the Treasury or the Comptroller's designee immediately upon its adoption; provided however, it shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or the Comptroller's designee, in accordance with the Act. If the Comptroller of the Treasury or the Comptroller's designee determines that the budget does not comply with the Act, the Municipality shall adjust its estimates or make additional tax levies sufficient to comply with the Act, or as directed by the Comptroller of the Treasury or the Comptroller's designee.

Section 14. Sale of Notes. The Notes herein authorized shall be sold by the Mayor by the informal bid process at a price of not less than par, in accordance with the Act.

Section 15. Disposition of Note Proceeds. The proceeds from the sale of the Notes shall be paid to the official of the Municipality designated by law as the custodian of the funds thereof to be deposited in a special fund known as the "General Obligation Capital Outlay Notes, Series 2025 Project Fund" (the "Project Fund"), which is hereby authorized to be created, to be kept separate and apart from all other funds of the Municipality. The monies in the Project Fund shall be disbursed solely to finance the Project and to pay the costs of issuance of the Notes. Monies in the Project Fund may be invested and shall be secured in the manner prescribed by applicable statutes relative to the investment and securing of public or trust funds. Any monies remaining in the Project Fund after completion of the Project shall be used to pay principal on the Notes.

Section 16. Non-Arbitrage Certification. The Municipality certifies and covenants with the owner of the Notes that so long as the principal of any Note remains unpaid, monies on deposit in any fund or account in connection with the Notes, whether or not such monies were derived from the proceeds of the sale of the Notes or from any other source, will not be used in a manner which will cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), and any lawful regulations promulgated thereunder, as the same presently exist, or may from time to time hereafter be amended, supplemented, or revised. The Municipality reserves the right, however, to make any investment of such monies permitted by Tennessee law and this Resolution if, when and to the extent that said Section 148 or regulations promulgated thereunder shall be repealed or relaxed or shall be held void by final decision of a court of competent jurisdiction, but only if any investment made by virtue of such repeal, relaxation, or decision would not, in the opinion of counsel of recognized competence in such matters, result in making the interest on the Notes subject to inclusion in gross income of the owner thereof for federal income tax purposes.

The Municipality covenants that it shall comply with Section 148(f) of the Code, unless legally exempted therefrom and it represents that in the event it shall be required by Section 148(f) of the Code to pay "Rebatable Arbitrage," as defined in the regulations promulgated under the Code, to the United States Government, it will make such payments as and when required by said Section 148(f) and will take such other actions as shall be necessary or permitted to prevent the interest on the Notes from becoming subject to inclusion in federal gross income of the owner of the Notes for purposes of federal income taxation.

Section 17. Designation of Notes as Qualified Tax-Exempt Obligations. The Municipality hereby designates the Notes as "qualified tax-exempt obligations" within the meaning and for the purpose of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. The Municipality reasonably anticipates that the amount of tax-exempt obligations (other than obligations described in Section 265(b)(3)(C)(ii)) which will be issued during the calendar year by the Municipality (i) any issuer with respect to which the Municipality is deemed to be an "on behalf of" issuer, and (ii) all subordinate entities which are treated as one issuer under Section 265(b)(3)(E) of the Code, will not exceed \$10,000,000, and not more than \$10,000,000 of obligations issued by the Municipality (together with those issued by any other issuers that are treated as one issuer under such Section 265(b)(3)) during the 2025 calendar year will be designated as "qualified tax-exempt obligations".

Section 18. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the Municipality and the owner of the Notes, and after the issuance of the Notes, no change, variation, or alteration of any kind in the provisions of this Resolution shall be made in any manner, until such time as all installments of the principal of and interest on the Notes shall have been paid in full or the consent of the registered owner of the Notes has been obtained; provided, however, that the Municipality is hereby authorized to make such amendments to this Resolution as will not impair the rights or security of the owner of the Notes.

Section 19. No Action to be Taken Affecting Validity of the Notes. The Municipality hereby covenants and agrees that it will not take any action, that would in any manner affect the validity of the Notes or limit the rights and remedies of the owner from time to time of such Notes. The Municipality further covenants that it will not take any action that will cause the interest on the Notes to be subject to inclusion in gross income of the owner thereof for purposes of federal income taxation.

Section 20. Miscellaneous Acts. The Mayor, the Recorder, and all other appropriate officials of the Municipality are hereby authorized, empowered, and directed to do any and all such acts and things, and to execute, acknowledge, and deliver all such documents, instruments, and certifications, in addition to those acts, things, documents, instruments, and certifications hereinbefore authorized and approved, as may in their discretion, be necessary or desirable to implement or comply with the intent of this Resolution; or any of the documents herein authorized and approved; or for the authorization, issuance, and delivery of the Notes.

Section 21. Failure to Present Notes. Subject to the provisions of Section 3 hereof, in the event any Note shall not be presented for payment when the principal becomes due at maturity and in the event monies sufficient to pay such Note shall be held by the Note Registrar for the benefit of the owner thereof, all liability of the Municipality to such owner for the payment of such Note shall forthwith cease, terminate, and be completely discharged. Thereupon, the Note Registrar shall hold such monies, without liability for interest thereon, for the benefit of the owner of such Note who shall thereafter be restricted exclusively to such monies for any claim under this Resolution or on, or with respect to, said Note, subject to escheat or other similar law, and any applicable statute of limitation.

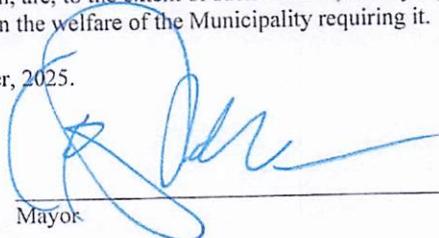
Section 22. Payments Due on Saturdays, Sundays, and Holidays. Whenever the interest on or principal of any Note is due on a Saturday or Sunday or, at the place designated for payment, a legal holiday or a day on which banking institutions are authorized by law to close, then the payment of the interest on, or the principal of, such Note need not be made on such date but must be made on the next succeeding day not a Saturday, Sunday, or a legal holiday or a day upon which banking institutions are authorized by law to close, with the same force and effect as if made on the date of maturity; and no interest shall accrue for the period after such date.

Section 23. No Recourse Under Resolution or on Notes. All stipulations, promises, agreements, and obligations of the Municipality contained in this Resolution shall be deemed to be the stipulations, promises, agreements, and obligations of the Municipality and not of any officer, director, or employee of the Municipality in his or her individual capacity, and no recourse shall be had for the payment of the principal of or interest on the Notes or for any claim based thereon or under this Resolution against any officer, director, or employee of the Municipality or against any official or individual executing the Notes.

Section 24. Severability. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions hereof.

Section 25. Repeal of Conflicting Resolutions and Effective Date. All resolutions and orders, or parts thereof, in conflict with the provisions of this Resolution, are, to the extent of such conflict, hereby repealed, and this Resolution shall be in effect as of the date of its adoption the welfare of the Municipality requiring it.

Approved and adopted this 8th day of December, 2025.


Mayor

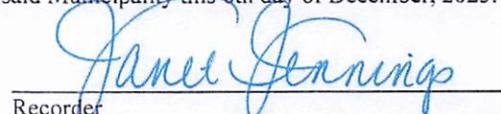
Attest:


Recorder

STATE OF TENNESSEE)
COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Recorder of the Town of Jonesborough, Tennessee (the "Municipality"), and, as such official, I further certify as follows: (1) that attached hereto is a copy of a resolution excerpted from the minutes of the meeting of the Board of Mayor and Aldermen (the "Board"), of said Municipality held on December 8, 2025; (2) that I have compared said copy with the original minute record of said meeting in my official custody; (3) that said copy is a true, correct, and complete transcript from said original record insofar as said original record relates to, among other matters, the authorization of the issuance of not to exceed \$1,773,661 General Obligation Capital Outlay Notes, Series 2025, by said Municipality; (4) that the actions by said Board including the aforementioned, at said meeting were promptly and duly recorded by me in a book kept for such purpose; and, (5) that a quorum of the members of said Board was present and acting throughout said meeting.

WITNESS my official signature and the seal of said Municipality this 8th day of December, 2025.


Recorder

(SEAL)



The next item on the agenda was approval of a Resolution hiring Administrative Services and Engineering Services for 2026 ARC Project. There have been discussion about the extension of Skyline Drive to connect to Boones Creek Road for the last few years. As part of the planning strategy, we secured enough right of way for a road, sidewalk, and utilities. As part of our effort to secure funding for the utilities, we are pursuing an Appalachian Regional Commission (ARC) grant. Request for Qualification letters were sent to three administration firms and seven engineering firms.

The Town received one response each on administration from Community Development Partners, LLC and engineering from GRW, Inc. Staff completed the required evaluation/scorecard regarding qualifications and both companies scored very high and have a long history of providing great services in their respective capacities to the town.

Mayor Wolfe shared the importance of this project. This project includes the 16" waterline that would loop the Boones Creek Road and the 11E section of our water there with some higher-pressure water lines that we have coming off of Persimmon Ridge. Completion of this will ensure that any retail and/or residential properties on the Boones Creek Road side are fully flowed and pressurized. It will also backstop the school in the event the main line to the school breaks. This will provide an additional way for water to get to the school.

Mayor Wolfe asked for other comments or questions. With there being none he called for a motion to approve the Resolution for Community Development Partners, LLC to provide Administrative Services and GRW, Inc to provide Engineering Services as part of the 2026 ARC grant program for utility extensions between Skyline Drive and Boones Creek Road. Alderman Dickson made the motion, seconded by Alderman Causey. The motion duly passed.

TOWN OF JONESBOROUGH, TENNESSEE
FOR
ADMINISTRATIVE SERVICES

WHEREAS, the Town of Jonesborough, Tennessee is applying for financial grant assistance through the Appalachian Regional Commission (ARC) grant program; and

WHEREAS, the Mayor and Board of Aldermen of the Town of Jonesborough find it in the Town's best interest to secure the assistance of an experienced and qualified professional administrative management services firm to assist in preparing and administering the Town's ARC grant project; and

WHEREAS, in compliance with pertinent Federal regulations, the Town has solicited and evaluated statements of qualifications of interested professional administrative assistance firms; and

WHEREAS, Community Development Partners, LLC has been chosen to assist in the administration of the project.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Board of Aldermen of the Town of Jonesborough hereby select Community Development Partners, LLC to provide assistance in administration of the Town's 2026 ARC grant project.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this on the 8th day of December 2025.

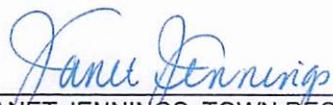
Motion was made by Alderman Dickson and duly seconded by Alderman Jenkins that this Resolution be adopted. Those voting for the of this Resolution were:
Alderman Dickson, Alderman Jenkins, Alderman Causey, Alderman Countermeine

Those voting against: _____



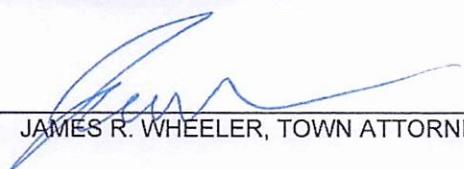
KELLY WOLFE, MAYOR

ATTEST:



JANET JENNINGS, TOWN RECORDER

APPROVED AS TO FORM:



JAMES R. WHEELER, TOWN ATTORNEY

RESOLUTION NO. 2025-29

TOWN OF JONESBOROUGH, TENNESSEE
FOR
ENGINEERING SERVICES

WHEREAS, the Town of Jonesborough, Tennessee is applying for financial grant assistance through the Appalachian Regional Commission (ARC) grant program; and

WHEREAS, the Mayor and Board of Aldermen of the Town of Jonesborough find it in the Town's best interest to secure the assistance of an experienced and qualified professional engineering firm to assist in design services for the Town's ARC grant project; and

WHEREAS, in compliance with pertinent Federal regulations, the Town has solicited and evaluated statements of qualifications of interested professional engineering firms; and

WHEREAS, GRW, Inc has been chosen to assist in the engineering and design of the project.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Board of Aldermen of the Town of Jonesborough hereby select GRW, Inc to engineer and design the Town's 2026 ARC grant project.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this on the 8th day of December 2025.

Motion was made by Alderman Dickson and duly seconded by Alderman Countermeine that this Resolution be adopted. Those voting for the of this Resolution were: Alderman Dickson, Alderman Countermeine, Alderman Causey, Alderman Jenkins

Those voting against: _____



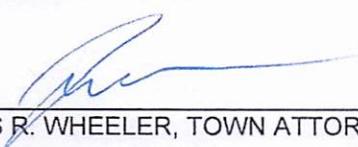
KELLY WOLFE, MAYOR

ATTEST:



JANET JENNINGS, TOWN RECORDER

APPROVED AS TO FORM:



JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was discussion and possible action concerning a Resolution hiring Architect Services for the 2025 Local Parks and Recreation Fund (LPRF) project. Mayor Wolfe explained that this project is with the County on the First Frontier Trail. 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. The town received two responses including Thomas Weems Architect (TWA) and Clark Nexsen. Staff completed the required evaluation/scorecard regarding qualifications. Both

companies scored high and both would provide good services in their respective capacities to the town. Clark Nexsen scored overall slightly higher on the evaluation/scorecard.

Mayor Wolfe explained that the architect services would pertain to the trail head on the eight acres behind the old Jonesborough Middle School that we now own.

With no further discussion Alderman Countermeine made a motion to approve the Resolution for Clark Nexsen to provide the Town of Jonesborough with Architectural Services as part of TDEC's 2025 LPRF grant program. Alderman Jenkins seconded the motion and the motion duly passed.

RESOLUTION NO. 2025-30
TOWN OF JONESBOROUGH, TENNESSEE
FOR
ARCHITECTURAL SERVICES

WHEREAS, the Town of Jonesborough, Tennessee is applying for financial grant assistance as provided under the State of Tennessee's FY 2025 Local Parks and Recreation Fund (LPRF) program; and

WHEREAS the Mayor and Board of Aldermen of the Town of Jonesborough find it in the Town's best interest to secure the assistance of an experienced and qualified architectural firm to assist in the preparation and implementation of the Town's 2025 LPRF program; and

WHEREAS, in compliance with pertinent State regulations, the Town has solicited and evaluated statements of qualifications of interested professional architectural firms; and

WHEREAS, the Town of Jonesborough has determined that Clark Nexsen has the most appropriate experience, background, and qualifications to provide said services; and

WHEREAS Clark Nexsen will assist in the architectural design and implementation of the project.

NOW, THEREFORE BE IT RESOLVED that Mayor and Board of Aldermen hereby select Clark Nexsen to provide assistance in the implementation of the Town of Jonesborough's Town's 2025 LPRF grant project.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this on the 8th day of December 2025.

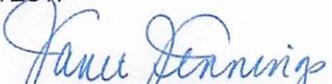
Motion was made by Alderman Countermeine and duly seconded by Alderman Jenkins that this Resolution be adopted. Those voting for the of this Resolution were:
Alderman Countermeine, Alderman Jenkins, Alderman Causey, Alderman Dickson

Those voting against: _____



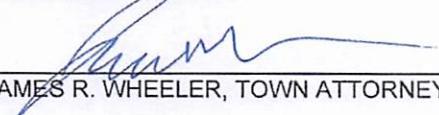
KELLY WOLFE, MAYOR

ATTEST:



JANET JENNINGS, TOWN RECORDER

APPROVED AS TO FORM:



JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was discussion and possible action concerning 2025 Local Parks and Recreation Fund Contracts. In April 2025 the Town worked with Community Development Partners to submit a grant application in partnership with Washington County for a local Park and Recreation Fund grant through the Tennessee Department of Environment and Conservation, Outdoor Recreation Division. The Town was awarded grant funds that will 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. The plan is for the required match to be funded through a significant portion of the \$2.4 million allocation provided to the Town by Governor Bill Lee for pedestrian improvements.

As part of the project, the Town, in partnership with Washington County, is moving forward with the development of the First Frontier Trail, an 8-foot-wide ADA-compliant recreation walkway intended to create a continuous pedestrian and bicycle connection from Jonesborough to the Johnson City corporate limits. The project also includes additional 8-foot walkways throughout Jonesborough to link residential areas with local parks, recreation amenities, and Jonesborough Elementary School.

Alongside the primary pedestrian walkway, the funded project includes several key components:

- Development of a trailhead at the former Jonesborough Middle School track and football field, including an ADA-accessible restroom facility on an 8-acre tract given to the Town by Washington County Schools for the purpose of developing a park/trail head.
- Construction of an asphalt parking area with ADA parking spaces to support trail users.
- Design and development of a bike track and associated parking.
- Pedestrian walkway connections to multiple parks and recreation areas within the Town.

The Town issued a public Request for Qualifications (RFQ) on administrative services for grant administration services and for engineering and design services in accordance with procurement standards and sent out three solicitations for both qualified administrative service firms and qualified engineering firms. The town received one response each for RFQs on administration from Community Development Partners LLC and engineering from DTWood Engineering, Inc.

Community Development Partners has been a longstanding successful grant administrative services firm with the town and the State for decades. We have received a contract from CDP in the amount of \$125,000.00 for administrative consulting assistance. This amount is still well under 5% of the total project amount of 3.5 million.

DTWood has been working with the town on a myriad of planning and engineering-based projects for decades with great success for Parks and Recreation, Street Department and utilities. We have received a contract from DTWood in the amount of \$110,000.00 for surveying, trail design, trailhead park design, administration and construction. For the level of planning, design, and execution of engineering for this project, the contract amount proposed is more than reasonable.

The recommendation is to contract with both Community Development Partners LLC and DT Wood Engineering, Inc to allow the Town to maintain momentum on a project that will

significantly enhance recreation access, regional connectivity, and the overall quality of life for residents of Jonesborough and Washington County.

Alderman Countermine made a motion to approve entering a contract with Community Development Partners, LLC for grant administration services for the First Frontier Trail Project in the amount of \$125,000.00 and approve entering into a contract with DTWood Engineering, Inc for engineering and design services for the First Frontier Trail Project in the amount of \$110,000.00 as presented. Alderman Jenkins seconded the motion. The motion was duly passed.

The next item on the agenda was discussion and possible action concerning the sale of Compactor to Washington County Highway Department. The Washington County Highway Department lost one of their depots during Hurricane Helene in 2024. They are currently building a new depot on the County Farm site. Due to extensive grade/fill work on this site, the Highway Superintendent requested to borrow the Town's "sheepsfoot" compactor. We allowed the Highway Department to borrow the piece of equipment. Our Street Department had not used this piece of equipment since the construction of the Garage/Utility facility was constructed. When they received the equipment, there was several hydraulic hoses in need of repair due to dry rot. When Mr. Ford spoke to Mr. Richard Thompson, Highway Superintendent, he inquired about the possibility of acquiring this piece of equipment from the Town.

The 1994 Caterpillar 563d compactor is a LESO piece of equipment. In exchange for the compactor, Mr. Thompson agreed to pave Washington Drive for the Town at no cost. He further agreed to sign an agreement that would allow the Town Street Department to utilize this equipment in the future should the need arise.

Mayor Wolfe called for a motion to declare the 1994 Caterpillar 563d Compactor surplus equipment, approve the direct sale of the Compactor to the Washington County Highway Department in exchange for paving Washington Drive as payment, and approve the agreement, to be signed by the Mayor and the Washington County Highway Superintendent, allowing the Jonesborough Street Department future use of the equipment should the need arise. Alderman Jenkins made the motion, seconded by Alderman Causey. The motion duly passed.

The next item on the agenda was discussion and possible action concerning a Special Event Application for Chocolate Fest. Jeff Gurley on behalf of JAMSA has submitted a Special Event Application for Chocolate Fest. The event is planned for 2 different times on February 13, 2026, and one time on February 14th. The hours for Friday, February 13th are from 1:00 PM to 5:00 PM and from 5:00 PM to 8:00 PM; and on Saturday, February 14th from 11:00 AM to 4:00 PM. An estimated 2,000 people are expected to attend for the purpose of bringing the community together while supporting downtown Jonesborough.

Mr. Gurley is requesting two areas of downtown to be used for two food trucks. One is to be located at the Fox Street parking abutting the Christian Church, and the second food truck to be located on the west side of the courthouse near the Christmas tree (one of the usual areas for food trucks for MOTS and other special events throughout the year). Services have been requested for Police and Security to ensure pedestrian safety, and Communications and/or Publicity. The application states that JAMSA is responsible for cleanup. Street closures have not been requested. The Proof of Insurance and Hold Harmless have been received.

Alderman Causey made a motion to approve the Chocolate Special Event as presented. Town Administrator asked to amend the motion to include him seeking approval from Mayor Grandy concerning the food truck being located at the Courthouse on Friday from 1:00-5:00 pm since that is during business hours and make that time and location contingent on Mayor Grandy's approval. Motion was amended. Alderman Countermine seconded the motion. The motion duly passed.

The final item on the agenda was discussion and possible action concerning approval of the McKinney Center Windows Bid. Bids were received on Friday, November 21, 2025, for the "McKinney Center Exterior Window Restoration" project. Originally, it was estimated that it would cost approximately \$145,000.00 to replace the windows at the McKinney Center. Theresa Hammons and Anne Mason wrote a Preservation Grant requesting \$100,000.00 for the project and received \$99,500. Since the original cost estimate, Historic Preservation expert Dr. William Kennedy recommended that the town pursue preserving the 1940's windows rather than total replacement. Although the McKinney Center is not located within our designated Historic District, many of its exterior building decisions over the years have been based on preserving its historical character and significance through Historic Zoning. With that in mind, bids were sent out requesting the restoration of the windows.

Two bids were received as follows:

• Skyline Restoration and Maintenance	\$148,750.00
• J. Ross Conglomerate, LLC	\$54,300.00

It is staff's recommendation that the town award the bid to J. Ross Conglomerate, LLC based on their bid amount and their superior reputation and work quality performed within the Town's historic district. From the grant award of \$99,500.00, and subtracting the bid amount of \$54,300.00, there would remain a grant balance of \$45,200.00.

Ms. Hammons will be in contact with the Tennessee State Museum to explore utilizing the remaining \$45,200.00 for further restoration and preservation of our historic building. One area to hopefully utilize some of the remaining funds is to look at ADA improvements for the two main entrances/exits of the McKinney Center.

Mayor Wolfe asked if there was a representative from either company that submitted bids. No representatives were present. Attorney Wheeler stated that the BMA has the right to accept the staff recommendation and have had an opportunity to review all information that was provided. Mayor Wolfe applauded the McKinney Center for looking at the potential of adding another project since the window project came in under the grant award amount.

Mayor Wolfe asked if there were any other questions or comments. Alderman Countermine made a motion to approve awarding the McKinney Center Exterior Window Restoration project to J. Ross Conglomerate, LLC in the amount of \$54,300.00 as presented. Alderman Jenkins seconded the motion. The motion duly passed.

Mayor Wolfe recessed the meeting at 8:16 p.m. for the Board to enter into Executive Session. The BMA came out of Executive Session at 9:15 pm. Mayor Wolfe adjourned the meeting at 9:15pm.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

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

DATE: January 12, 2026 **AGENDA ITEM** 2
SUBJECT: Approval of Bills

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

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

DATE: January 12, 2026 **AGENDA ITEM #:** _____ **Consent
Agenda** _____

SUBJECT: Town Administrator Report

**TOWN ADMINISTRATOR MONTHLY REPORT
DECEMBER 2025**

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

1. Security Camera Improvement and Implementation Plan: I have initiated the formation of an interdepartmental team to evaluate and recommend security camera infrastructure for Town assets (Structures and Open Spaces).

Purpose

The purpose of this initiative is to seek assistance in establishing an interdepartmental working team or similar collaborative efforts tasked with evaluating the Town's existing and future security camera infrastructure and developing recommendations to enhance the monitoring and protection of Town-owned assets, facilities, and critical infrastructure. The timing of this initiative is pre-budget FY27 discussions so I can assess what funds may be available to improve our security camera infrastructure.

Background

The Town owns and operates a wide range of assets, including multiple town facilities, parks and other open space type environments (i.e. trails), transportation infrastructure, and other locations that require effective security oversight. Advances in camera technology, data storage, cybersecurity requirements, and privacy regulations necessitate a review of current practices, but most important is increasing our coverage of public owned infrastructure.

A coordinated, collaborative cross-departmental evaluation will help ensure that any security camera investments are effective, lawful, cost-efficient, and aligned with best practices for public safety, privacy, and information security.

2. Website – **Update** - We continue to work with our current web host Six Rivers on improvements while we compile the bid document to solicit for new website design. We have made improvements to navigate BMA information. A staging area has been set up to make changes without going live. The Mega Menu function has been added; drone footage on the front page is added and we are exploring more photogenic components to showcase the view-scape of our wonderful town; and more strategic color coordination within our menu/background/font options. My hope is to have enough sample improvements in the staging area to share with you before launching live. I anticipate next month to start sharing proposed improvements.

3. Staff Training: Training across departments was very busy and in particular Public Safety (Police and Fire), Utilities, Town Administrator, Operations Manager, and Finance Director. We continue to invest in technical and professional training of personnel both to stay certified, achieve certifications, Title VI training, and other continuing training and education opportunities.

Continuing training and education for employees to provide better service to residents and visitors, improve efficiency and cost savings, stronger leadership and succession planning, employee retention and morale, ethical standards and professionalism, and it is **a strategic necessity.**

4. YouTube/Video - **Update** - I am on schedule to start video related communications during the month of 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.
5. Traffic 11-E Corridor: Based on the first deliverables from Mattern and Craig (traffic engineering) on 11-E Traffic Signalization Study, on December 8th the approved the funding of traffic signal improvements. Staff is working with pricing from 2 companies able to accomplish the improvements, and those improvements will include:

- Purchasing and installing radio/GPS units, to keep the clocks in sync.
- Implementing the short-term recommendations found in the report.
- Replacing 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.

Update - the second scope of service study deliverable from Mattern & Craig includes more data on traffic movement at traffic signal intersections and this information is anticipated to be submitted to the Town end of January 2026 or first part of February. We will have a more in-depth update/report drafted to the Board regarding the infrastructure improvements and timing at the next board meeting in February.

6. Tiger Way New Permanent Signalization Project – **Update** - We are expecting the contractor Stansell Electric to start work to replace the temporary signal at the intersection of Tiger Way and 11-E (at Wendy's for reference) February 2026. This project will not only include a modernized traffic signal system with mast arms but also include camera technology to enhance traffic management and safety concerns (real-time monitoring). In addition, improvements to the intersection roadway with improved turning lanes heading west and taking a right turn at Tiger Way and longer stacking lane heading east and turning left at Tiger Way...among other intersection marking improvements. This project, at nearly \$900,000.00, is **100% funded through federal and state funds.**
7. First Frontier Trail - **Update**: As you can see from the recent monthly board meetings, and upcoming January 2026 meeting with the pending approval of architectural services for the

2025 LPRF “First Frontier Trail” project, we continue to advance this project in a very timely and efficient manner.

8. Improving the rear room in the Board Room (Conference Room). **UPDATE:** We are at 99% completion. Operations Manager Craig Ford and other town staff have done a fantastic job of taking what ideas I shared for a professional and inviting conference room and executing the plan. It has become a hotspot for meetings, digital multimedia functions, Zoom/Teams meetings; and will soon be the main space for budget discussions with each town department.
9. Hand Up Fund – **Update** - I anticipate this program to be launched next month to aid those in need regarding utilities. As reported last month, my hope is after we have launched the Hand Up Fund program, I will work with Jonesborough Community Chest on a partnership as well and look more at keeping funds locally generated and applied.
10. The Mauk Property – **Update** – The BMA approved the purchasing of the property on December 8, 2025. We continue to work through the purchase and towards a closing date. We must ensure that proper language in the purchase and deed meets the requirements of the grant agency, Heritage Conservation Fund, where we are receiving the \$305,000.00 in grant funds towards the total purchase price. I anticipate a more in-depth update on progress prior to our next BMA meeting in February.
11. AME Zion Church: **Update** – We are working with our Town Attorney and the Church on title work necessary to ensure the guarantee of ownership. Vice-Mayor Adam Dickson, as well as Heritage Alliance representatives Gordon Edwards and Katie Edwards, and HZC representative Frank Collins, met via Teams with AME Zion Church main point of contact Rev. Dr. Evalina Huggins, Pastor to discuss the title work and process. The result of the meeting was positive.
12. Town Hall Expansion: **Update** – Mayor Kelly Wolfe, Craig Ford (Operations Manager/Public Safety Director), and I continue to look at potential areas to focus on expansion of public safety facilities to meet the immediate and future demands for personnel, vehicles, equipment, etc. I anticipate more in-depth reporting on this matter within 60 days.
13. Recycling Type Efforts in Partnership with Goodwill: Solid Waste Director Vince Sicca, Operations Manager Craig Ford and I are working with Darrell Sherer, Director of Business Development for Goodwill Industries of Tennessee in Kingsport to offer:
 - A. Goodwill has offered to supply our town a clothes donation bin(s) to be placed at our convenience center at their cost, and any future convenience centers that we may decide to open. This bin apparently works on a cellular connection and notifies Goodwill to be emptied once it reaches a certain capacity level.
<https://trash-cans.com/collections/donation-collection-bins-for-clothing-books-more/products/textile-clothing-collection-bin-with-gear-driven-rotating-tray-cb11g16>
 - B. Mr. Sherer has been very open to helping our town meet our waste mitigation efforts, including more onsite cardboard collection and baling operations. We continue to work

out the particulars on cardboard and we will continue to work with the county on collecting our cardboard recycling until a formal contractual arrangement is approved with Goodwill but we are hopeful for a positive and meaningful outcome.

14. The Storybook Trail at Jimmy Neil Smith Park: Alderman Countermeine continues to be active in advancing this program with an anticipated new story to be installed along the ISC trail system. We are also partnering with other local organizations that have storybook trails with a similar setup as Jonesborough has whereby the “story panel” can be removed and replaced with another similar panel. I can see this effort in similar scope to the Quilt Trail. The key is the design to have similar changeable panels throughout the region and beyond. This is a great example of an initiative that takes a trail system and advances literacy at the same time.

Next month topics will include more FY27 budgeting activities; FY26 progress report on capital projects and equipment in coordination with the Finance Director.

A lot going on in the oldest town in Tennessee...to be continued!

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

DATE: January 12, 2026

Consent Agenda
AGENDA ITEM #: 4

SUBJECT: Operations Manager Report

To: Glenn Rosenoff, Town Administrator
From: Craig Ford, Operations Manager
Ref: December 2025 Monthly Report
Date: January 06, 2026

I prepared the bid for the handrail for the new sidewalk on West Main Street. That bid was opened on January 05, 2026. We only received one bid for this project. It will be on the January 2026 BMA agenda.

I also prepared the bid for the new sidewalk on the south side of Boone Street from Town Hall to North Lincoln Avenue. We received four bids on this project. Those bids were also opened on January 05, 2026, and will be on the January 2026 BMA agenda.

The Washington County Highway Department completed some paving projects for the Town in December. They paved Second Avenue, from Main Street to Depot Street, Washington Drive, two short sections on College Street, and a short section on Ben Gamble Road. The Washington Drive project was completed in exchange for compactor owned by the Town.

The Street Department has continued to do some asphalt patching in the month of December as well.

Brightbridge has now changed all the streetlight bulbs at the Senior Center. It made a tremendous difference. I directed the Parks and Recreation staff to trim the trees in this parking lot as many of them were growing into the streetlights.

The communication cable has been installed in the Street Department building. When the weather turns bad, I will have the Street Department and the Parks and Recreation Department install the drywall. Once this has been completed, we should be able to get this building completed. I want to finish this project this fiscal year.

The Street Department began work on the West Main Street bank stabilization project. Some grade work has been completed, the silt fence is in place, and the row of trees has been relocated.

Work has progressed in the conference room behind the boardroom. I had been waiting for materials that arrived over the holidays. I should finish this project by week's end, with the exception of the blinds.

There was some additional concrete work finished in the month of December by a private contractor. Repairs were made to two sections of the East Main Street sidewalk that was damaged during a wastewater project. We also installed an entry apron on North Cherokee Street.

I developed and sent out traffic signal repair specifications to vendors regarding much needed repairs to our traffic signals. I finally received one quote and was advised a second quote would be sent on Friday January 09, 2026. I reached out to several vendors but have only heard back from two.

If you will recall at last month's BMA meeting, I requested the BMA approve the invoice from A&D Masonry for the installation of the brick on the West Main Street sidewalk project. The invoice was in the amount of \$52,008.00.

The BMA approved the invoice, but I continued to work with the contractor as I felt the charge was not correct. After working with the contractor, the invoice was reduced to \$47,263.00. This was a savings of \$4,745.00. The contractor had miscalculated the square footage of the project. I was an honest mistake on his part.

I participated in a meeting with Town and County officials on the First Frontier Trail project. I also participated in the first meeting of the Washinton County/Jonesborough Park Facilities committee. It was a very productive meeting.

I participated in the annual Shop-With-A-Cop/Firefighter event in December. It is a phenomenal event, and we sponsored more children and families this year than we ever have.

I am continuing to work with Todd Wood on the First Frontier Walkway project.

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

DATE: January 12, 2026

Consent Agenda
AGENDA ITEM #: 5

SUBJECT: Committee Reports

- Historic Zoning Commission – November 13, 2025
- Planning Commission – November 18, 2025

JONESBOROUGH PLANNING COMMISSION

MINUTES – November 18, 2025

The Jonesborough Planning Commission met in a regular meeting on Tuesday, November 18, 2025, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Darrell Fowler, Bill Graham, Robin Harpe, Richie Hayward, Jim Rhien

Members Absent: Terry Countermine

Staff Present: Angie Charles, Washington County Planning Director
Donna Freeman, Administrative Services Manager

Chairman Tom Foster called the meeting to order and noted a quorum was present. Josh Conger led the group in Prayer and Chairman Tom Foster led in the pledge to the Flag.

1. Public Comments – There were none.

2. Approval of Minutes – Meeting of October 21, 2025

The motion to approve the minutes of the October 21, 2025 Planning Commission meeting as presented was made by Josh Conger, seconded by Darrell Fowler and duly passed.

Chairman Foster said there was an addition to the agenda for the approval of the minutes of the August 1, 2023 Called Meeting. Chairman Foster said that in going through files, staff had discovered the minutes had not been formally approved. Jim Rhien made the motion to add the approval of the minutes of the August 1, 2023 Called Meeting to the agenda, seconded by Richie Hayward and duly passed.

Approval of Minutes – Called Meeting of August 1, 2023

Josh Conger made the motion to approve the minutes of the August 1, 2023 Called Meeting as presented, seconded by Frank Collins and duly passed.

3. Amendment to the Historic Overlay (Map H-1 and H-2) Presented by Frank Collins

Frank Collins said the in reviewing in the Town's official zoning map the Historic Zoning Commission found inconsistencies in regard to the H-1 and H-2 overlay zones, and they are initiating the process to amend the map. Chairman Foster read the staff recommendation for the approval of the Zoning Map amendments to the H-1 and H-2

Districts. Chairman Foster asked Commissioners if they had questions or comments, and with there being none called for a motion.

Motion: Robin Harpe made the motion to approve the Zoning Map amendments to the H-1 and H-2 overlay zones as presented. Richie Hayward seconded the motion and it was duly passed.

4. Washington County Zoning Text Amendment – Assisted Living Facilities
Presented by: Angie Charles

The proposed amendment applies to Washington County Zoning Resolution, Article V, Section 515, and would permit assisted living facilities in Washington County's PR-BD (Planned Residential-Business) zoning district. Angie Charles said that the amendment does not impact properties located within the Town's corporate limits. Chairman Foster read the staff recommendation for the approval of the amendment to the Washington County Board of Commission. Chairman Foster asked Commissioners if they had questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion to approve Washington County Zoning Resolution, Article V, Section 515, and would permit assisted living facilities in Washington County's PR-BD (Planned Residential-Business) zoning district. Jim Rhein seconded the motion and it was duly passed.

5. Municipal Code Zoning Text and Map Amendment Regarding Hemp Derived Cannabinoid (HDC) Manufacturing

The request is for an amendment to the current Municipal Code to effectively regulate the zoning, manufacture, sale, and enforcement of new state laws on Hemp Derived Cannabinoid (HDC) manufacturing and retail sales. The amendment is to Title 11, Chapter 5, Section 11-517 of the Zoning Ordinance. The proposed amendment would add a subsection to create an overlay zone for HDC manufacturing and retail as follows:

11-517E. HDC (HDC Manufactory and Retail Store) Overlay Zone. This district intends to allow HDC manufactories and retail stores to be located in areas that provide the best opportunity for the manufactories and stores to be successful with the least negative impact on the Jonesborough community.

The associated map depicting the applicable locations for the HDC Overlay Zone, as currently being considered, is also presented for recommendation of amendment.

Planning Commission members discussed the proposed HDC amendment. Angie Charles said the proposed overlay zone map is mirrored as the current liquor store overlay. Jim Rhein asked if the current stores in the downtown area would be legally grandfathered in. Angie Charles said the use would be protected for one year, and

then could not open after that time period was up. Chairman Foster asked if this would be regulated by ABC (Alcohol Beverage Commission). Angie Charles she did not know at this time. Frank Collins asked about a time or sunset period that could be imposed for a business. Angie Charles said the State would not allow that. Chairman Foster read the staff recommendation for the approval of the Zoning Ordinance text amendment, as currently being considered, and the Zoning Map amendment. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Darrell Fowler made the motion, seconded by Jim Rhein, to approve the Zoning Ordinance text amendment, as currently being considered, and the Zoning Map amendment, as presented. Chairman Foster called for the vote. Commissioners voting Aye: Darrell Fowler, Jim Rhein, Josh Conger, Bill Graham, Robin Harpe, and Richie Hayward. Commissioners voting Nay: Frank Collins. The motion carried.

5. Preliminary Plat for Jones Subdivision – Highway 81 South
Presented by: Todd Wood, DTWood Engineering

Request for approval of a Preliminary Plat for the Jones Subdivision located along Highway 81 South. The proposed subdivision consists of 39.9 acres, and is located outside the Town's corporate limits within the Urban Growth Boundary, which places subdivision authority with the Town's Planning Commission, and is R-1 in Washington County. The plat shows 34 lots and 2 new public streets, located off Highway 81-S. The property is described on Washington County Tax Map 68, Parcel 42.00. All proposed lots exceed the minimum 15,000-sq.ft. lot size requirement. Todd Wood said the subdivision will be served with public water (Jonesborough water system) and private septic system. Both new streets will have 24-ft pavement width, Road A within a 50-ft right-of-way, and Road B within a 40-ft right-of-way. The maximum grade depicted on the road profiles is 8.72%, which is within the stated allowable 15% (Article III.A.7.). The Planning Commission is being asked to approve the subdivision without sidewalks, as the property is unlikely to be annexed into the Town in the near future, which is allowable as per Article III.J.8. of the Subdivision Regulations. Due to the size of the development, stormwater controls and water quality devices are required. There are 4 stormwater ponds shown on the plans. Pond 1 is located on Lot 1, Pond 2 on Lot 29, Pond 3 on Lots 7 & 8, and Pond 4 on Lots 16 & 17. The construction plans have been reviewed by one of the Town's consultant engineers (Pamela Gilmer, P.E.), and are recommended for approval, having met all requirements.

Chairman Foster read the staff recommendation for the approval of the Jones Subdivision Preliminary Plat. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion to approve the Jones Subdivision Preliminary Plat as presented. Robin Harpe seconded the motion and it was duly passed.

**7. Preliminary Plat, Comprehensive Development Plan & Grading Security Deposit
– Wolfe-Miller Drive Subdivision, Miller Drive and West College Street
Presented by: Todd Wood, DTWood Engineering**

Request for approval of Preliminary Plat, Comprehensive Development Plan, and Grading Security Deposit for the Wolfe-Miller Subdivision. The proposed subdivision consists of 10.53 acres, with 17 single-family lots, located off Miller Dr, with a large lot accommodating multi-family unit buildings located off the cul-de-sac of a new public street, and 2 additional single-family lots on W. College St. The property is located inside the Town's corporate limits, zoned PRD. The single-family lots and multi-family units are within the PRD density requirements. There is a \$100,600 grading security deposit and \$7,198 sidewalk fee in lieu payment associated with the request. The lots will be served with public water and sewer. The new street will have 24-ft pavement width, within a 50-ft right-of-way, and a sidewalk on one side. The maximum grade depicted on the road profiles is 10.61%, which is within the stated allowable 15% (Article III.A.7.). With consideration of approval for the plat, the Planning Commission is being asked to jointly approve a Comprehensive Development Plan, which is a requirement of the PRD zoning district. The focus area of the plan is the larger lot where the multi-family units are located. Vehicular access to the units will be from the new cul-de-sac street off Miller Dr, and a golf cart path will be provided from the shared driveway entrance off W. College St. The golf cart path will also provide for a method of pedestrian access as well. A landscaping buffer is required for a northeasterly corner portion of this lot due to an adjoining an existing single-family residence. Mature vegetation in other areas of the lot will remain to provide additional screening. Because of the size of the development, stormwater controls and water quality devices are required. There is a stormwater pond located on the large lot (labeled Lot 18) with the multi-family unit buildings. The construction plans have been reviewed by one of the Town's consultant engineers (Pamela Gilmer, P.E.), and are recommended for approval, having met all requirements. Commissioners discussed the proposal of the subdivision. Chairman Foster said the three recommendations for the proposed development will be addressed and acted upon separately.

Recommendation #1 – Chairman Foster read staff recommendation for the approval of the Wolfe Miller Dr Subdivision preliminary plat and Comprehensive Development Plan as submitted, subject to approval from the Tree & Townscape Board. Chairman Foster asked if they had any questions or comments, and with there being none called for a motion.

Motion: Josh Conger made the motion, seconded by Bill Graham, to approve the Wolfe Miller Dr Subdivision preliminary plat and Comprehensive Development Plan as submitted, subject to approval from the Tree & Townscape Board. The motion was duly passed.

Recommendation #2 – Chairman Foster read staff recommendation for the approval of the associated grading permit security amount of \$100,600. Chairman Foster asked if they had any questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion, seconded by Josh Conger, to approve the associated grading permit security amount of \$100,000 as presented. The motion was duly passed.

Recommendation #3 - Chairman Foster read staff recommendation for the approval of the \$7,198 sidewalk fee in lieu payment, as the sidewalk is proposed on one side of the new street.. Chairman Foster asked if they had any questions or comments, and with there being none called for a motion.

Motion: Jim Rhein made the motion, seconded by Darrell Fowler, to approve the \$7,198 sidewalk fee in lieu payment for the proposed sidewalk is proposed on one side the new street as presented. The motion was duly passed.

8. Commercial Site Plan & Grading Permit Security – Wolfe Development, Old Boones Creek Road
Presented by: Todd Wood, DTWood Engineering

The request is for approval of a site plan for a proposed commercial development on a 2.98-acre tract on Old Boones Creek Rd, zoned B-3 (Arterial Business). The plan shows the location of 2 new buildings, each being 4,800-sq.ft in size. The buildings are located within the setbacks (30-ft front, 10-ft side, 25-ft rear) for the zoning district. A grading permit security in the amount of \$38,560 is also associated with the development. The plan also reflects a parking area. The code requires 48 spaces, and 49 are provided. Two of the spaces are handicap accessible. As the entrance is within a flood zone (Zone A) for Little Limestone Creek, a total of 9 culverts (36" diameter each) will be placed underneath to accommodate and allow for the continued flow of water without creating a more than 1-foot rise in elevation in the designated area. On behalf of the Town, a flood study has been reviewed by Pamela Gilmer, P.E., and no revisions to the design are necessary. Due to the size of the development, stormwater controls and water quality devices are required. There is a stormwater pond to be located on the front of the property, between the parking lot and Old Boones Creek Rd. The construction plans have been reviewed by Pamela Gilmer, P.E., and are recommended for approval, meeting all requirements. The development will have landscaping, with 6 new shade trees along Old Boones Creek Rd and 6 more on the side property line adjoining the Boones Creek Rd right-of-way. The parking lot will be landscaped with shade trees and shrubs, and a landscape buffer will be installed along the easterly side property line to lessen the impact on the neighboring PRD-zoned residential property. Existing trees located along the westerly side and rear property lines are to remain to provide additional mature vegetative screening for the development. Commissioners discussed the site plan and the question was raised whether the development was warehouses. Todd Wood said there will be no

warehouses. Chairman Foster said the two recommendations for the proposed development will be addressed and acted upon separately.

Recommendation #1 – Chairman Foster read staff recommendation for the approval of the Wolfe Commercial site plan as submitted, subject to the approval of the Tree and Townscape Board. Chairman Foster asked if they had any questions or comments, and with there being none called for a motion.

Motion: Josh Conger made the motion, seconded by Robin Harpe, to approve the Wolfe Commercial site plan as submitted, subject to the approval of the Tree and Townscape Board. The motion was duly passed.

Recommendation #2 – Chairman Foster read staff recommendation for the approval of the associated grading permit security amount of \$38,560. Chairman Foster asked if they had any questions or comments, and with there being none called for a motion.

Motion: Richie Hayward made the motion, seconded by Darrell Fowler, to approve the associated grading permit security amount of \$38,560 as presented. The motion was duly passed.

9. Old Business – Public Chapter 994, Tennessee Code Annotated Sections 13-3-402 and 13-4-302 as Amended Relative to Planning Commissions

Presented by: Angie Charles

This item was tabled by the Planning Commission at their October 21, 2025, meeting. (Note: The Washington County Planning Commission adopted this same amendment back in 2022 once Public Chapter 994 was signed into law by Governor Lee.)

Upon request of Commissioners, Angie Charles reviewed Public Chapter 994.

Section 3 of Public Chapter 994 adds new language for subdivisions. A regional planning commission may now delegate the responsibility for approval of a subdivision plat that includes:

- (A) No more than twenty-five (25) lots and only if the development received preliminary plan approval through the regional planning commission; or
- (B) No more than five (5) lots if the development did not require preliminary plan approval through the regional planning commission; provided, that:
 - (i) The subdivision complies with such regulations governing a subdivision of land as adopted by the regional planning commission pursuant to § 13-3-304;
 - (ii) No request for a variance from such regulations has been requested; and

- (iii) A division of land requiring new road or utility construction is not approved by the planning staff under this subsection (c) unless the plan received preliminary approval by the regional planning commission.

Section 3 further stipulates that delegating this responsibility must be also be approved by a majority vote of the legislative body. For adherence, the Town of Jonesborough Board of Mayor and Aldermen (BMA) must first approve such delegation. If approval is granted by the BMA, amendments to the Subdivision Regulations would be presented for compliance with the Public Chapter. Specifically, the amendments affect Article II. (Procedure for Plat Approval) Section D.6. (Final Plat).

(Note: As the Subdivision Regulations are within the authority and jurisdiction of the planning commission, a Public Hearing is required as part of the amendment process; therefore, a Public Hearing Notice would be advertised accordingly.)

Chairman Foster read the staff recommendation initiating the approval process of the compliance with Public Chapter 994, and subsequent amendments to Article II. Section D. of the Subdivision Regulations of the Town of Jonesborough. Chairman Foster asked Commissioners if they had any questions or comments and with there being none, called for a motion.

Motion: Bill Graham made the motion to approve initiating the approval process of the compliance with Public Chapter 994, and subsequent amendments to Article II. Section D. of the Subdivision Regulations of the Town of Jonesborough, as submitted and amended. Josh Conger seconded the motion and it was duly passed.

With there being no further business for discussion, Chairman Foster adjourned the meeting.

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
November 13, 2025 – 6:00 PM
Minutes

Members Present: Frank Collins, Nita VanTil, Matt Kehn, Rebecca Moss, Marcy Hawley, Chad Hylton, Herman Jenkins
Members Absent: Michael Kieta

Call to Order

Chair, Frank Collins, called the meeting to order at 6:00 PM.

Additions to Agenda

Chairman, Frank Collins, requested that 120 S. Cherokee Street be added to the agenda.

Motion: Nita VanTil made a motion, seconded by Matt Kehn, to add 120 S. Cherokee St. to the agenda. Motion passed unanimously.

Item I: Public Comments

No comments made.

Item II: New Business

To protect historic properties in the Jonesborough H-1 and H-2 overlay zones, the HZC periodically identifies properties that show neglect that compromises the long-term viability of historic structures. Once identified, the HZC asks the Building Inspector to give a report about the property to get a professional opinion about issues impacting the property. The HZC then invites the owner to attend a meeting to discuss plans and a timetable to address significant issues with the property. The HZC sent property owners of 512 W. Main St., 204 W. Main St., 111 E. Main St., 209 W. Main St., and 129 E. Main St. letters inviting them to attend tonight's meeting to discuss their properties. This provides the owner with an opportunity to share their plan and timetable to address the issues identified in the Building Inspector's report.

512 W. Main St. – Owner/Presenter(s): Marie Nelson and Steve Guthrie

The historic wood frame main house was built around 1910. It has significant peeling paint and vegetation damage, on the East and West sides and in the soffits. The roof has rust spots that indicate potential failure. The chimneys have mortar issues. The gutter on the West side has fallen off. Lack of proper drainage could cause foundation issues.

Owner, Marie Nelson, and her son, Steve Guthrie, attended the meeting. Mr. Guthrie reported that the property has been in his family for years. His mother is on a fixed income so that will dictate how quickly some of the projects can be completed. A contractor visited the property earlier in the day to provide an estimate on the gutters. Mr. Guthrie expects to receive the estimate within the next week, and although the roof looks to be in poor condition it is not leaking and is stable. The window that was identified as broken in the Building Inspector's report was broke within the last couple of months and will be fixed. Painting will need to wait until after winter. Mr. Guthrie stated that within the next 30 days the window will be fixed, vegetation will be cleaned up and the broken light bulb will be replaced. He will give the Chairman a progress report within 3 months.

Nita Van Til will share contact information for a group that may be able to assist with repairs due to Ms. Nelson being on a fixed income.

204 W Main St – Owner/Presenter: Donald Dale & Elizabeth Fox

The historic two-story wood frame house was built by Charles W and Sarah A Meek in 1862. It has a stone foundation. The porch was added around 1895. The brick outbuilding was constructed around 1960.

The brick building along McCall Ave. is missing 25% of the roof and is overgrown with vegetation inside and outside. The wood frame main house has an open hole in the rear, peeling paint, and vegetation overtaking the East side of the frame structure. Donald Dale attended the meeting and agreed that peeling paint needs to be repainted and that some gutters need to be cleaned out and replaced. He has struggled to find someone to clean the high gutters. Nita Van Til will share contact information for the person that cleans her high gutters. Mr. Dale plans to find someone to help with clearing the vegetation, fixing the hole on the main house and replacing the gutters. Herman Jenkins will get Mr. Dale the contact information for a person that he uses for multiple projects.

Initially Mr. Dale was going to request permission to demolish the brick outbuilding at the back of his property. After discussion Mr. Dale would like to explore alternative options, possibly removing the roof and interior walls, leaving a brick shell, opposed to demolishing the outbuilding. Herman Jenkins' contact will be able to provide alternative solutions.

Mr. Dale will provide the Chairman a progress update in the Spring.

120 S. Cherokee St. – Owner/Presenter: Ralph Billington

Ralph Billington requested approval to add stairway from lower deck to upper deck in rear of property. Fire code requires there to be two forms of egress. The staircase will be built of pressure treated lumber and extend out 3½ feet.

Motion: Matt Kehn made a motion, seconded by Rebecca Moss, to approve adding a stairway from the lower deck to the upper deck in rear of property as presented. Motion passed unanimously.

103 First Ave. – Owner/Presenter: Herman Jenkins

Herman Jenkins recused himself from the vote.

Request to extend tobacco stick fence on the right-side property line from the current end point. Owner acquired additional lot that reaches to McCall Ave. The extended tobacco stick fence will continue to the edge of McCall Ave.

Motion: Nita Van Til made a motion, seconded by Chad Hylton, to approve extending the tobacco stick fence on the right-side property line as presented. Motion passed unanimously.

312 W. Main St – Owner: Academy Hill Condos Presenter: Frank Collins

Frank Collins recused himself from the vote. Nita Van Til presided over the vote.

Request to replace rotten pressure treated decking on the second-floor deck with Trex Enhance Basics Grooved Composite Deck boards from Lowes. The color is "Saddle". The deck was built in 1980 when Academy Hill was converted to condos. The deck is on the rear

of the building, and the flooring cannot be seen from the ground. One must enter the building and go up to the second floor to reach the deck and see the flooring. The flooring is inside of the railing and posts, therefore it is not necessary to remove the railing or posts.

Also requesting approval to replace a rotted board near a downspout on the front of the building next to the East side of the Portico. The rot is about 2 to 3 feet wide and the board is about 5 or 6 feet long. The same material (wood) and paint color (white) will be used.

Motion: Herman Jenkins made a motion, seconded by Chad Hylton, to approve replacing the decking with "Saddle" colored Trex Enhance Basics Grooved Composite Deck boards and replacing the rotted board near the downspout on the front of the building next to the East side of the Portico as presented. Motion passed unanimously.

209 W. Main St. – Owner: Gemma Velasquez & Murray Cruickshank

In 1821 Samuel D. Jackson, a Revolutionary War soldier, built this Federal style multi-dwelling residence. Sisters Row townhouses were supposedly built for the daughters of Samuel D. Jackson. It was used as a parsonage for the United Methodist Church from 1904 to 1996.

The Building Inspector's report detailed poor shape of roof covering, damaged/loose gutters, water damage to fascia and soffits, rotting separated porch stairs, rotten porch deck, raccoons living in the property, and 8-10 inches of raccoon feces in the porch ceiling.

Owners were in contact with the Chairman prior to the meeting as they reside in California and were unable to attend the meeting. Ms. Velasquez reported that they are working with a contractor who will be in contact with the Building Inspector to ensure that all items are corrected according to code. She stated that all issues addressed in the Building Inspector's report will be corrected.

The HZC will re-evaluate this property at their January 22, 2026, meeting.

111 E. Main St. – Owner: Steve Bacon

This historic brick business operated as a grocery store in the late 1800s. After a remodel inside and out "Hilbert 1944" was added to the brick façade. The building is currently leased to multiple businesses. The rear of the building has a broken window with a rotted window frame, and bricks that have fallen and have open areas. Several bricks are missing mortar. The condition of the gutters has led to rotting fascia. The HVAC units are leaning. Customers of adjoining businesses enter through the rear and view the dilapidated condition.

Steve Bacon contacted HZC Chairman stating that all the issues in the Building Inspector's report would be addressed. The brick work is planned for February 2025. Owner and Chairman have questions about the ownership of the parking lot retaining wall. Mr. Bacon plans to contact the owners of the Antique Store to see if they own the retaining wall.

129 E. Main St. – Owner: Jeff Gurley

On October 21, Jeff Gurley met with the HZC Chairman and Building Inspector. The building has several major brick failure issues including large cracks due to separation in the rear of the building. There are loose bricks that could potentially fall on pedestrians. The lateral restraint strap on the upper rear of the building is failing. Squirrels were observed living in the brick cracks and ceilings of the second floor. Mr. Gurley stated he was scheduling a meeting

with Jim Cantrell of Tri-Cities Custom Masonry and would invite the Chairman and HZC Advisor Bill Kennedy to the meeting.

Mr. Gurley plans to address all the issues detailed in the Building Inspector's report. He plans to have the brick work completed by March 15, 2026. The Chairman hopes to provide the Commission an update on the brick work by the next meeting.

Item III: Old Business

No discussion.

Item IV: Expedited Approval

119 E. Main St. – Verselets – Morgan & Dallas Crouch

Request to add small white letters at the top of the display window next to the door and over the door that reads, "Your word is a lamp to my feet and a light to my path. Psalm 119:105". Sent a comment by Herman Jenkins that it may look better to have two lines on the window instead of a continuation over the door. Expedited approval granted by Frank Collins and Michael Kieta.

208 E. Main St. – Owner: Curtis & Marilyn Buchannan

Request to repaint shed roof dormer the same gray color as before. Expedited approval granted by Frank Collins and Michael Kieta.

Item V: Property Designation Committee

PDC lead Nita VanTil reported that the committee is making great progress and will continue reviewing properties.

Item VI: Demolition by Neglect Update

Properties that will be discussed at a future date include the neglect at 102 W. Woodrow Ave., neglect at 306 S. Cherokee St., and a construction update for 140 Boone St.

Item VII: Future Items – No update/discussion.

Item VIII: Commissioner Comments

There was discussion about if there is a need to have a Historic Zoning Commission email address. Multiple commissioners could help monitor the email. This could be a better solution than the Chairman using his personal email address. Chairman, Frank Collins, will discuss this with Town Administrator, Glenn Rosenoff and report back to the group.

Item IX: Approval of Minutes – October 23, 2025 Minutes

Motion: Matt Kehn made a motion, seconded by Marcy Hawley, to approve October 23, 2025 minutes as presented. Motion passed unanimously.

Chair, Frank Collins, adjourned the meeting.

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

Consent Agenda

DATE: January 12, 2026

AGENDA ITEM #: 6

SUBJECT: Supervisor Reports

1. McKinney Center
2. Director of Human Resources
3. Street Department
4. Solid Waste & Recycling
5. Utilities Manager
6. Water Q
7. GIS/GPS & Inspections
8. Water Distribution
9. Wastewater
10. Water Treatment
11. Utilities Maintenance Dept.
12. Fire Department
13. Jackson Theatre Operations Manager
14. Building Inspector
15. Police Department
16. Digital Media Manager
17. Marketing Manager
18. Visitor Center Manager

Theresa Hammons, McKinney Center Director, Monthly Report – December 2025 (written on December 17, 2025)

Spring 2026 – The spring catalog has been distributed since the end of October. As of 12/17/25 we have 89 registrations and seven classes made. This time last year we had 90 registrations and three classes had made. We are on track with registrations. I hope that through this month's digital billboards that I secured, TV appearances, Radio interviews, the distributions of flyers to schools and catalogs over the tri-cities we will see an increase over the holiday. My staff has spent much time this month distributing catalogs, creating, and sharing social media posts and getting the word out about our spring offerings.

Soups and Songs – This year's event was a remarkable success. It was so wonderful to sell out prior to the event. We owe a big thank you to Noels, for providing the table décor, Ben Putland, and his family for making the soup, the Novelty Band, Thankful Baptist Church, and all the musicians and cast for making this event happen.

Ms. Brown's End of the Year Program – December 11, 5 – 6pm. We had over 170 students, family and friends attend this event. It was a packed buildings and everyone seemed pleased. We are seeing a respectable number of families and children returning each semester to take classes.

MLK Day Food Drive – We have received 273 pounds of food for the JAMA food pantry. We will continue to promote this food drive through MLK day. I also reviewed Skye's press release for the Food Drive.

MLK Day of Service Exhibit with Johnson City and Washington County Public Schools – January 19-22. Reception on January 22. I met with Skye, Jarrod Adams and Benjamin Brooks for Washington County and Johnson City School systems via zoom this month. We went over details of the event. Jarrod and Ben will work with their culinary art programs to provide refreshments. I have also asked T.R. Dunn to provide the opening remarks, and I sent an email invitation to all the alder members.

Electrical Box Art Wrap – I revised the "Call for Artists," and sent to the committee for review. One committee member had some questions. Due to other work obligations, I have not been able get back to the project. I hope to do so before I leave for my holiday vacation or first thing when I return.

250th Programming – The McKinney Center team has planned a community play for February/March 2026 for this event. We have been working on this concept for three years. We have also been telling other departments for three years that the 250th was approaching and Tennessee's Oldest Town needed to prepare. Therefore, the McKinney Center Staff planned this play well in advance.

Anne has held auditions this month for the play. McKinney Center staff have assisted in

reviewing and editing the first draft of the script.

I also put together a meeting in the Spring of 2025 to inform all of Jonesborough's non-profits, community organizations, and town departments of the 250th and encouraged them to be pro-active. Anne Mason and I also informed these organizations about a grant that was available from the state to help promote these programs. I followed up a couple times via email with no response.

Anne Mason and I met with Amber Crumley last month about a potential partnership regarding the state 250th grant. The McKinney Center has already received a \$19,000 grant from the state for our play. However, we were happy to work with the Jackson with their endeavors. Mayor Wolfe called Anne Mason this month and requested her assistance with historical programming at the Jackson Theatre. Therefore, we met again with Amber on 12/16/25 to develop a plan for historical programming at the Jackson. We have developed a 5 series evening event with 2 additional daytime events in hopes to attract school attendance.

I have also secured a traveling 250th Exhibition from the Tennessee State Museum for the fall of 2026. I will be working with the Heritage Alliance on this project. I also sent an inquiry regarding a 250th exhibition from the National DAR office.

OUTREACH -My staff represented the McKinney Center by creating two crafts with children at two of the town Christmas events. They also worked extremely hard on the Movie Themed float for the Christmas Parade. I assisted by purchasing supplies, ordering and re-ordering beads, etc.

BUDGET, BUILDINGS, AND GROUNDS

- I have been in touch with Jross regarding the window bid and will be scheduling the work soon.
- Rick worked on our front door entrance that was getting stuck and not opening.
- Rick has replaced light fixtures in the restrooms with led lights.
- I received Chasidy Foster's building keys after she resigned.
- I deleted Chasidy and Kelly's building codes and added codes for our two new hosts.

WEBSITE

- I am working with Mitchell and Sharp to re-establish a "contact-us" email on our mckinneycenter.com website.
- I re-wrote the Ernest L. Day of Giving content on the website.
- I reviewed our Membership Drive text.

Other Tasks:

- Prepare agenda and preside over Weekly Staff Meetings.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.

- Attend monthly meetings with the Marketing Team and prepare the agenda.
- Prepared and coded invoices.
- Sent Gina Course Storm deposit information from classes.
- Communicating with instructors about classes, promoting classes, etc.
- Coded invoices and receipts and turned in.
- Ordered supplies.
- Assisting with Town Christmas party. Picked out décor and sent order to Donna. I also secured 3 gift baskets for door prizes, and I secured a framed photo by Richie Hayward for the Employee of the Year Award.
- I corresponded with WIOA to receive the reimbursement for Noriah Shaw and Martha Blasar.
- Reviewed the sponsorship guide for StoryTown Radio Show.
- Reviewed the Press Release for the announcement of the 250th grant.
- Assisted Martha by putting together part of a craft for a Downtown Christmas event.
- Stamped 125 bags with the McKinney Center logo for Soups and Songs.
- Signed Holiday cards that will be mailed to our members and volunteers.

December 2025 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show/StoryTown Initiative

The Soups and Songs fundraiser was SOLD OUT, with 125 tickets sold. We are still working out the total money earned from the event after expenses. The show went over well with Chloe Suarez, Thankful Baptist Church Choir, and the Novelty Band as the musical guests. 2026 Radio Show season passes are on sale now and we have sold 15 so far. We have also secured \$2,500 in donations/sponsorships for the 2026 season, with a goal of \$4,000.

- 1) Matt Gulley resigned as stage manager after this season. Emma Perry, who has worked with the JRT, and stage managed the murder mystery we did over the summer, will be stepping in and contracting for the role.
- 2) The 15th season kicks off on January 26th with our Gala. The show will have the greatest hits' theme with some of our most popular stories and musical guest Momma Molasses.
- 3) The Tennessee Arts Commission is no longer offering the Arts Access grant we received this year for the Radio Show, so I will need to communicate with them to see what the next best fit is. Reminder, we are ineligible for a Support Grant since the Jackson Theatre receives one.

Story Collecting/Story Brigade

In 2026, Listening Days will be held at the Jonesborough Senior Center on March 19 (9:00 am – 12:00 pm), June 11 (5:30 pm – 7:30 pm), August 13 (5:30 pm – 7:30 pm), and November 12 (9:00 am – 12:00 pm). You do not have to be a member of the Senior Center to participate in Listening Days. We thought we'd offer times in the evenings for people who might not be able to come during the day because of work. We also hope to host some listening sessions in other locations next year, like Johnson City.

250th Community Play

We received a grant of \$19,250 from the State Museum to do this play. Publicity has been sent out regarding the grant. We had 33 people come to the auditions for the play, and they will all have a part in the play. There is a great representation of ages, men and women, and diversity to help tell the story of Jonesborough as it grew alongside the United States. Tickets will go on sale on December 18th with the name of the play and cast list to be released soon. The read-through of the script is next week, and rehearsals resume the first of January. I am actively looking for additional sponsorships for the play to help cover any expenses the grant does not. The grant will especially help us offer a Pay What You Can performance of this play so that everyone gets a chance to see it.

America's 250th

Theresa and I are meeting with Amber and Lori to talk about 250th programming at the Jackson Theatre and how the Mckinney Center can be involved. This will lead to a series of history-based programming in 2026.

Podcast

We continue to post Voices of the Archive, Director's Cut, and StoryTown Radio Show podcasts every month.

Total Downloads: 347 in the last thirty days

Social Media Posts

Facebook last 28 days

Page Followers: 1,723

Page Following: 433

Most interacted with Posts – 250th play auditions one week reminder (4,495 views and 2,278 viewers), Soups & Songs wrap up post (1,301 views and 550 viewers).

Views: 12,563

New Page Followers: 2

Interactions: 526

Shares: 72

Comments: 25

Instagram last 30 days

Followers: 912

Views: 3,016 (68.9% followers, 31.1% non-followers)

Content Interactions: 172

Profile Activity: 44

The reel featuring Thankful Baptist Church choir from the 2024 Soups & Songs had 164 views. The one-week reminder for the 250th play auditions complete with character list had 150 views.

YouTube last 28 days

Subscribers: 19

Views: 9

Watch Time: 0.5

New Subscribers: 1

Impressions: 444

Numbers for Month

StoryTown Soups & Songs: 42 (105 hours)

Interactions: Soups & Songs – 153, Misc. Interviews – 3, 250th Community Play Auditions - 35

Total for 11/24-12/12 – 23

December 2025 Monthly Report, Skye McFarland

Outreach Over the past month, from late November to mid-December, we have reached about 360 people in-person at the Santa's Christmas Village event where we hosted a craft in the Storytelling Center. Martha Blaser produced and did most of the preparation for the craft and some of the other staff, including myself, helped put the craft together for the kids. I communicated with our events coordinator to have the room set up and our space ready to go. We have also had decent social media outreach over the past month with the final bit of an ad we ran for the Spring semester. With these numbers that puts our outreach for the year at over 1,000,000, which is exciting. I've been posting 6 days a week about classes, community play auditions, attending Christmas events, and our ongoing Food Drive.

Facebook- Page Follows: 5,928
New Page Follows: 28

Instagram- Page Follows: 2,183
Reach: 9,106

YouTube- Subscribers: 290
Watch Time: 13.3 Hours
New Subscribers: 1

Month	Number	Digital	Paper	
January		36,755		36,755
February		30,044	70	30,114
March	1517	66397	30	67,944
April	555	85398	40	85993
May		75868	40	75908
June	465	53946	30	54441
July	893	110,177	888	111958
August	90	196,676	8,300	205066
September	230	80,215	40	80485
October	85	109,682	40	109807
November	543	96,857	540	97940
December	360	68,822	400	69582
				1,025,993

Volunteers - Although we are not finished with December, most of our events are complete and so we have valuable information on how our volunteer hours look for the year. This month included hours from Santa's Christmas Village craft and donations for the Student Art Show on December 11th. Between these two we had about 16 hours. For these events I communicated with volunteers via email, created the signup sheet, sent emails within the week before the event to give information to our volunteers and remind them of the event. Between the hours I keep track of and Anne's work in keeping hours from the StoryTown Radio Show brigade, the players, and anything else she has, we have reached over 3,000 volunteer hours for the year. In 2024 we had 2,375 and so we have gone up over 1,000 volunteer hours since last year. We had

such a wonderful year with a lot of good help. Before this month is over, we will be sending Christmas cards out and I will take time to write messages to some of our most devoted volunteers to let them know how appreciated they are.

	McKinney	StoryTown	Total
January	14	152	166
February	14	102	116
March	20	128.5	148.5
April	51.5	3	54.5
May	40	342	382
June	53	376	429
July	92	1052	1144
August	6	455	461
September	32	175.5	207.5
October	37	233	270
November	75	101	176
December	16	105	121
			3675.5

Marketing & Miscellaneous Videos: I created a video of the online watercolor artwork from Sharon Squibb's online class for the student art show. Before the month is over, I will put work into creating a 2025 video including photos from classes and events throughout the year.

Photos: I took photos during the Student Art Show as well as video. I didn't take photos during Soups and Songs, but I did edit all the photos after the fact.

Graphics: I worked on the January StoryTown Radio Show poster and gift certificates for door prizes.

Other tasks this month have included preparing and working the Soups and Songs event including serving soup during the event. Working on updating website text including our membership drive information, volunteer page, and the Ernest McKinney Day of Giving page. I have worked on and submitted the Living Here: Alumni of Booker T. Washington School Exhibit to the Tennessee Association of Museums awards. I worked to create a 2-D large scale abominable snowman from Rudolph for the Christmas parade in addition to other small creations for our float. I created the Soups and Songs program and printed it and folded them. I have also been working with our teacher and staff members to schedule a time for them to do a site visit at Jonesborough Elementary to see the space that Coalition For Kids uses there to better prepare for the art classes we will be hosting there starting in January.

Breanna Walker-Schadler December Monthly Report- McKinney Center

Classes & Special Events:

In the month of December, Jonathan Edens and Roxanne McDaniel finished their last week of November private lessons for students who skipped Thanksgiving week. Earlene Hopkins hosted her last two sessions of Gyrokinesis, Dance Discovery, and Modern Dance for the Beginner. Kara had three sessions of her Fall Hand Building class. We had 67 students in the month of December. I spent time coordinating with the three private lesson faculty members about their January schedule. I then spent time emailing past students from all our classes to let them know our classes are out and to use the early bird code to get \$10 while they can.

We hosted our annual Soups & Songs fundraiser on the night of December 1st. The show was completely sold out. We had 172 people come in just for the show, including staff, volunteers, cast, musicians, and guests. The show was amazing. We had the Fall Student Art Show on the night of December 11th and had 175 people in attendance. We had 487 general visitors during the month of December, including the visitors for the special events.

Rentals:

We hosted ten rentals in the month of December. A church group rented the auditorium for three Sundays. AccuForce held their annual Christmas party at the center during the day on the 12th. Envision held their annual Christmas party at the center on the 16th. The Heritage Alliance held their annual Progressive Dinner in the building on the first Saturday of the month. The rest were community members renting the building for private events such as baby showers and birthday parties. A community member held a birthday party on the evening of the 28th. Total income revenue for the month of December was \$2,147.50. We had 554 rental guests.

MBM Support:

We had four classes and two private lesson teachers with students in December. I communicated with them about roosters, student needs, and setting up for classes. I sent out an e-newsletter, which includes our current student list, a reminder for the student art show. I spent the day getting ready and setting up for the student art show. Some students picked their art up that night. I sent email reminders to students to pick up their artwork and to let them know our holiday hours.

The day of Soups and Songs was used to make sure we had the set up correct. We received food donations throughout the day and around 3:00pm started to work on prepping the hot food for dinner. That night, we spent time plating cookies, bread, butter, and salads. Staff ran soup from the kitchen as the serving dishes would get

low. The event went extremely well; it was sold out. Everyone thoroughly enjoyed the show.

I spent time helping with Christmas parade decorations. Staff spent time sending Christmas letters to volunteers, members, advisory committee members, faculty, and the Board of Mayor and Alderman.

I spent a good portion of time working on the teacher excel sheet, which lists each class session, the amount a teacher will receive per month, and how much the teacher will receive overall. After that was finished, I used that information to make the spring teacher letters of agreement and the spring teacher payment schedule. I started doing the teacher payment schedule to have a comprehensive list that says what teachers get paid each month. That is easier to read overall rather than clicking on individual letters of agreement or different excel sheets. We try to get the letters of agreement into teachers' hands around mid-January.

Private lessons resume in the month of January. We have three private lesson teachers, with Rhea teaching fiddle, Roxanne teaching Mtn. Dulcimer, and Jonathan teaching voice & guitar. I communicated with each teacher to get their January monthly schedule. I communicated with students to have January lessons scheduled for the 19th of December.

Hosts let me know their time off requests for January by the afternoon on the 15th. I completed the January host calendar and the January weekly calendars. Staff reviewed them before I sent them out to the hosts at the end of the day on the 19th. Typically host schedules are sent out on the 23rd and they have two days to review the schedule and ask questions. The timeline for January is sped up due to the holidays and scheduled time off.

Donations:

We received \$157.50 in donations from a community member.

December Monthly Report – Martha Blaser

Classes & Special Events:

In early December, we had our annual Soups & Songs fundraiser. The week before, I assisted with setting up and decorating the auditorium for the event. On December 1st, I helped to prep and plate food for the event. I helped guests where needed and helped to clean up the kitchen during the program.

Nori and I framed and hung the artwork for the end of the year Student Art Show. I also worked on making, printing, and cutting labels for each of the pieces. Nori and I both worked on placing and hanging the artwork in the hallway and 2 classrooms. We placed the 3D artwork on pedestals in the classrooms and hallway. I attended the reception on December 11 6-7pm.

Front Desk:

I spend most of my shifts at the front desk. I answer phone calls about upcoming events, rentals, classes, and community events. I greet and assist anyone who comes into the center with any needs they have. I work to assist Bre in communicating to Roger about the classroom set up for the day and anything needed for upcoming events.

Outreach:

I began working on planning for the upcoming Christmas outreach programs. I planned and prepared a craft for Santa's Christmas Village and worked the event on December 13, 11am-3pm. I also prepared for the Christmas parade. I worked with Skye, Bre, and Nori to create decorations for our Rudolph themed parade float. We were able to finish everything up the day before and put the float together on Saturday before the parade.

Noriah Shaw, December Monthly Report- McKinney Center

Outreach:

This December, I printed and distributed catalogs to private schools in Johnson City for our upcoming spring semester. Another way I contributed to outreach this Month is by making social media posts. I created and uploaded seven social media posts to our StoryTown Facebook and Instagram page, in addition to the posts made by other members of our staff. The last way I contributed to outreach this month was assisting with our end-of-semester student art show. Along with assisting with set up, I greeted guests and distributed catalogs to visitors.

StoryTown:

This month, I produced December's episode of Voices of The Archives, a holiday special featuring multiple short stories. I chose these short stories to share from our interview archives, and then scripted and recorded audio for the podcast. Another StoryTown project I assisted with was our Holiday show, Soups and Songs, which occurred December 1st. In preparation for this show, I and other members of our staff created handmade ornaments for guests. I attended production meetings and multiple rehearsals. The week before, we set up tables and chairs, decorations, and serving supplies. On the day of the event, I helped serve guests during dinner, and I managed practical sound effects during the show. After the event ended, I helped take down and clean up.

Meetings:

During the Month of December, I attended five weekly staff meetings, and a StoryTown production meeting.

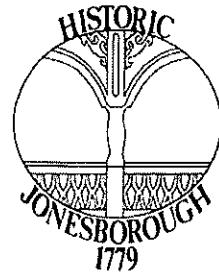
Front desk:

On Mondays, and when Martha goes to lunch at 1pm, I cover the front desk. I answer phone calls while they're away and greet any visitors we have. If a caller needs to speak with a member of our staff who is unavailable, I gather their information and leave a note for Martha to reach out to them. I also assist anyone wishing to sign up for a class or purchase a ticket for an event.

Special Events:

This December, I assisted with many special events. The first of which being our holiday show, Soups and Songs. For this event, I assisted with set up, greeting, ushering, serving guests, practical sound effects, and take-down. Another special event I helped prepare for was our end-of-semester student art show. Beforehand, I assisted with set-up, as well as refreshment preparations. During the event, I greeted guests and distributed catalogs to visitors. The last special event I assisted with was our participation in the Jonesborough Christmas parade. My coworkers and I created our float for the parade. We made a life-sized Rudolph the Red-Nosed Reindeer out of paper mache, as well as an abominable snowman and props for the float. On the night of the parade, we decorated our float and took part in greeting viewers.

From The Desk Of:
Michelle Stewart
Director of Human Resources

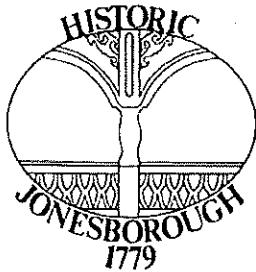


December 2025 Report For BMA

- Attended the Northeast Tennessee Society of Human Resource Managers (NETSHRM) board meeting.
- Attended the Senior Center 10-year celebration. What a great asset this is for our seniors in our Town and our surrounding community. Job well done, Senior Center staff!
- Volunteered to help Park & Rec with directing entries into the Christmas parade. What an event! Participated in the recap meeting to review the successes and struggles of the lighted Christmas parade.
- Volunteered to serve food at the Shop With A Cop Event. WOW- what an amazing event this is that truly impacts the lives of families in our area. Thank you to the Police Department for their hard work on this and for allowing me to serve food and to see the joy on the faces of the kids.
- Hosted our first Administration Team Staff Meeting; we had breakfast at the Stewart Home which was a wonderful way to pause away from the office and fellowship over a meal and strengthen our team.
- Served at the luncheon, organized by Chris Kudera, for the Washington County Sheriff's Office inmate crew that does so much for the Town.
- Meet with Medworks regarding the Wellness Nurse Program. The Wellness Nurse retired in November, and our program needs improvement to engage our employees to a healthier lifestyle.
- Meet with Direct Community Care, Jim Montag, PA-C, regarding what services could be provided to the Town in terms of a supplemental benefit for direct health care and CDL physicals.
- Participated in 2 TPMA conference committee planning calls. It is exciting to collaborate with other public entity HR professionals to develop a conference with topics of utmost interest to my peers.
- Processed the wellness incentive for the employees that participated in the program. The Incentive was issued to those who participated on 12/12/25.

- Completed the 2026 United Way Campaign with 111 employees participating and donations totaling \$4240. Added all the payroll deductions for those who elected payroll deduction.
- Set the Employee of the Month Committee meeting for 2026 and will continue to be the Town representative with this group.
- Assisted with planning and execution of the Employee Christmas Luncheon. This year, we asked Directors to participate in set up, cleanup and serving, which went very well. The committee was me, Brandi Miller, Donna Freeman, and Theresa Hammonds. The McKinney Center staff, Skye and Bre, helped as well with decorations. It was a team effort with some targeted organization that helped the event be successful.
- Continue to collaborate with the volunteer, Scott Salvin, to compile policies for the Police Department accreditation process. This includes review policies that relate to employment.
- Completed onboarding for new employees:
 - Jaycee Barrett- Fire Department
 - Grant Leonard- Water Distribution
 - Justin McCurry- Fire Department
 - Salvador Delavega- Water Distribution
 - Andrew Davis- Water Distribution, County Crew

As we conclude 2025, the Town has seen many employees come and unfortunately some move on to other opportunities. In 2025, we had 37 new employees. We concluded the year with a total of 180 employees: 153 full-time and 27 part-time. All these individuals bring various life experiences, skills and abilities to our team that is dedicated to serving the Town, residents and visitors. It's my privilege to serve the Town and its employees.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
WEBSITE: WWW.JONESBOROUGHTN.ORG

Street Department

Monthly Report

December 2025

The month of December we continued with our Saturday events for the Christmas season we had to shut downtown down on Saturday, December 6th for Doggone Christmas then the following weekend on December the 13th we shut downtown down for Santa's Christmas Village followed by the lighted Christmas parade that evening after the parade the crew spent hours cleaning up the entire down town area and collecting all the traffic control devices we had placed out for the parade.

We also worked on many locations where the water department and sewer department had opened up the roadway and put in temporary patches we removed the temporary materiel and patched back with hot asphalt. We were able to get pretty much caught up on both of there lists that we had.

The crew had done some milling with our new mill head attachment on a few streets that were on the list to be paved after some weather complications we were able to complete the paving on Second Ave, Washington Dr, College st between Washington and Oak Grove, and about 100 foot section of Ben Gamble at the intersection of Route 81.

The leaf vacuuming crew collected 22 loads of loose leaves for the month of December as we are about to close out leaf collection for the year after the first week of January.

Director of Streets

Steve Prisament



Town of Jonesborough

123 Boone Street
Jonesborough, TN 37659
Telephone (423) 753-1030
Fax (423) 753-1074

Jonesborough Solid Waste & Recycling | December 2025 Division Report

Week of December 1 - December 7

For the first week of December we were busy preparing for the holidays. With more visitors and events happening throughout town our team has stepped up their weekend efforts to keep the trash receptacles emptied and town needs met.

We have been in daily communication with the owner of Jersey Mike's ahead of their grand opening and talking with the business owners along the strip about their garbage tote and dumpster responsibilities. We continue to reinforce the need to work together and make space for another dumpster for their new neighbor, and work towards a solution for the excessive use of the dumpsters for flooring waste.



With our Christmas parade quickly approaching I began organizing the list of those who have entered the parade this year, which I was able to do last year as well. Chris Kudera and I have been emailing the entry spreadsheet back and forth as new people and organizations have signed up, and we plan to meet a few days before the parade at the old school to lay everything out.

Week of December 8 - December 14

The second week of December brought an increase of cardboard at our convenience center and illegally dumped pallets and other bulk items placed in our dumpsters across town. Our team has been busy

keeping up with this in addition to the increased volume for the holidays with their normal collection routes. Our team hasn't skipped a beat though in navigating these at times difficult challenges.

After some back and forth conversations with Goodwill Industries of Tenneva we received a link to their clothes donation bin that would be provided to us at no cost and placed at our convenience center. I submitted the link and information to town leadership and waiting now on word back if this would be a good fit for the town.



Finishing out the week meant gaining my CDL learners permit and lining up the required ELDT training class. The class has been difficult to schedule with very few calls returned, but I was finally able to make progress with Barry Bishop who has been involved with CDL training for our Water Distribution team.

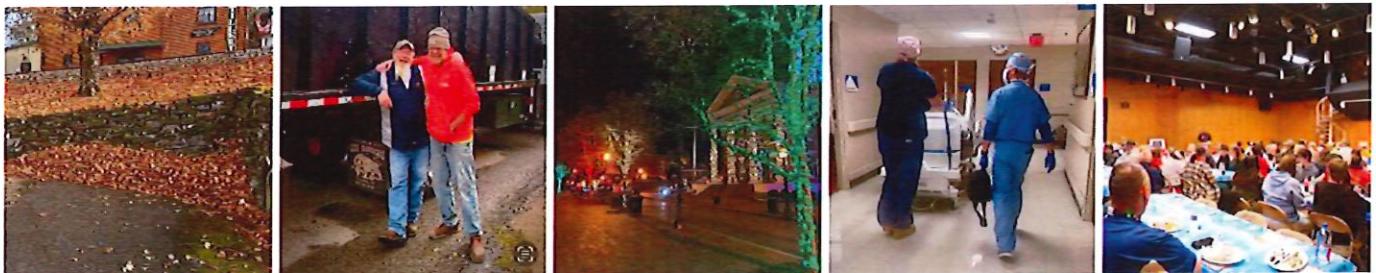
This week Chris Kudera and I laid out the spaces at the old school for the Christmas parade participants. The parade was again a huge success with members of our Solid Waste team coming through at the end of the parade Saturday night to make sure garbage totes were emptied and areas were back to normal.

Week of December 15 - December 21

For the third week of December the leaf collection crew is beginning to wind down with one of our team members Steven Brooks preparing for time off for the birth of his child. Another team member, our backup driver Thomas Perry needed to step away for an undetermined stretch to tend to some medical needs, and with myself and my wife Colleen navigating another surgery in Nashville we have been a bit stretched thin heading into Christmas.

We continue to persevere though and cover for each other's absences to meet the needs of the town. From our 5 am historic district garbage collection tasks to studying for an upcoming CDL exam, returning resident calls and inquiries, we are approaching the Christmas and New Years holiday in a good rhythm.

On Friday 12/19/25 we enjoyed our employee Christmas luncheon at the Visitor's Center. The food was great and company even better.

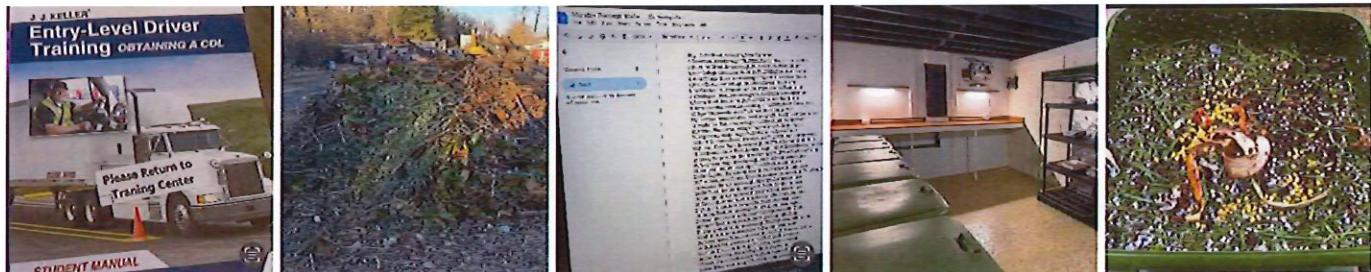


Week of December 22 - December 31

The final week of December we've enjoyed some additional days off surrounding the holidays.

Both Gary Miller and Jeff Davis again pulled double duty to enjoy the Christmas (Thursday) holiday off. With a two-day route that Wednesday (Wednesday + Thursday routes) then back catching up to their normal schedules the Friday after Christmas, they have both worked diligently to meet the needs of the town while navigating the increase in garbage tonnage from the holiday.

As our backup driver Thomas Perry was on PTO and unable to assist both drivers in getting the increase in work done, both Gary and Jeff stepped up to the plate to get their routes caught up.



A few of the initiatives we're working towards for 2026 is getting our equipment repaired at our brush yard to meet the increase in Christmas trees coming our way, and the increase in wood mulch and leaf mold requests as Spring approaches.

We have also been navigating a series of costly repairs for our collection fleet which has been putting added stress on our Fleet Maintenance department. With the majority of our Solid Waste equipment in one stage or another of repair, we're hoping 2026 will provide more reliable equipment to work with.

I've also been busy preparing spreadsheets and files for our Solid Waste GIS endeavors, and in my off time finishing a composting and mushroom grow room project at our home in Erwin.

Thank you.

Vincent Sicca



VINCE SICCA
Director, Solid Waste & Recycling
④ 423-735-8890
✉ vinces@jonesboroughtn.org
✉ 101 Britt Dr, Jonesborough, TN 37659
🌐 [Jonesboroughtn.org](http://jonesboroughtn.org)

Utilities December 2025 Monthly Report

From : Utility Manager, Kevin Brobeck

To : Jonesborough Board of Mayor and Aldermen

Utilities have had a productive month for December. Due to favorable weather conditions leaks, taps, and flushing projects were conducted in a timely manner.

OpenGov is on schedule with Cartegraph projected to go live in March of 2026. Weekly status updates, questions and answers are being conducted. Departments will begin conducting training in preparations for live production. Once online this system will give utilities the asset management tools to implement more preventive maintenance measures as well as a more detailed account of assets within the water system.

The 24" transmission line installation, has been approved by the State of Tennessee and currently awaiting funding through USDA.

Ground has been broken for the new Water Treatment Plant with demolition and removal of unoccupied buildings on site. Contractors are to begin equipment and material site set up at 301 Arnold Road.

Currently we have several water line extension projects scheduled for the upcoming year. The Washington County water line extension program have installed 15,700' of water lines for the year 2025, adding numerous points of sale and access to water.

Generators are being set and wired to ATS units, once complete a Cummins technician will schedule onsite inspection and initial startup of all generators.

CIPP work is scheduled to restart the week of January 5th and work will be performed in the E. Main St, Boone St, and Timber Ridge areas. Estimated completion time is currently March- April 2026.

Utilities have a vacancy for Utilities Administrative Assistant; interviews have been conducted and a hire request turned in.

Kevin Brobeck
Utilities Manager

Town of Jonesborough
Water Quality Department
Monthly Report
DECEMBER 2025

<u>Meters Read:</u>	<u>Meters Cut On/CBOP</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
13,890	71	54	75

<u>Meter Maintenance:</u>	<u>Non-Payment:</u>	<u>Customer Inquiries:</u>
Meters Marked - 17	30	266
Meters Serviced- 26		
Locations Entered in Harmony- 18		

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports & Spreadsheets:</u>
164	23	1,007

<u>Valve Maintenance:</u>	<u>Dispatch & Service Calls:</u>	<u>Water Line Locates:</u>
Valves exercised- 51	437	24

Total Actions Taken:

16,153

January 2026 Monthly Report GIS/GPS & Inspections

- I 81 N BPS – Kellen received (12/8) and installed the new ATS on 12/9. Traxon's electrician Mike Rutherford with Innovative Control Systems will be on site to complete wiring from the ATS to BPS the week of January 5th. Once the Cummins generator is delivered on 1/14/2026, Mike will complete the generator wiring to the ATS. Kellen will contact Brightridge Power to energize the new power supply for the BPS from the pedestal. I spoke with Mrs. Helen Scheuerman (pronounced "Charmin") of the late Mr. Henry Walker Jr. who owns the easement area of our egress from both the Community Center and our new BPS on 12/12/2025. Mrs. Scheuerman has agreed to honor the original "handshake" agreement to allow all parties to use the existing access drive to exit both facilities. Once the family settlement agreement in probate is completed, she has agreed verbally to allow us to purchase an egress easement for official use of the existing access drive.
- GIS Survey & AGOL Mapping – GPS Critical Areas: Complete GPS & AGOL mapping for the existing valving at the Arnold Rd Intake Facility specifically at the Master Meter for the 6-inch & 24-inch waterlines. Complete GPS & AGOL Bradford Loop & Hwy 81S 2-inch PVC. Continue GPS & AGOL mapping for the existing 16-inch transmission main from the Rockhouse pump station to tie-in at Old Embreeville Rd & Forestview Dr. Begin GPS of the 6-inch & 3-inch valves on Old Stagecoach Rd from 81 N to Yankee Camp Rd.
- Completed GPS & AGOL mapping for the following Areas: Chestnut Grove Church Rd at address 351 2-inch & 6-inch, Tortoise Way & Hairetown Rd 4-inch valves, Meadowlark & Hairetown Rd, Saylor's Ridge & Hairetown Rd, Taylor Bridge Rd new 6-inch DIP & existing 2-inch galvanized & PVC, Gravel Hill & Old State Rte. 34 to Bailey Bridge Rd, Jonesborough Water plant & Gravel Hill, Rocky Hollow Rd to Hairetown Rd New 6-inch DIP Waterline, Washington College & Starnes Rd 4" & 6" Valves, Washington College & Nofattie Rd new 4" GV, extension to new BOV at 170 & existing Valves, Washington College, Oklahoma & Conklin Rd existing GV's. The 6-inch waterline valves and meter vaults on Browning Rd from Address 578 to 205 and Starnes Rd at 2-inch BOV and water meter vaults for 200 & 204 Starnes and 447, 451 & 459 Browning Rd.

- Charlie Hicks & Bumpus Cove BPS Replacements: GRC mobilized a pipe crew at the Bumpus Cove site on 12/9 and completed excavation to verify material & size on the existing waterline (6" C900 PVC White). GRC with assistance from Consolidated Pipe Supply, installed two 6-inch tapping sleeves and valves on the Bumpus Cove existing 6" waterline. The same pipe crew mobilized at the Charlie Hicks BPS site and excavated to verify material and size on the existing waterline (8" DIP). The existing 8" DIP waterline orientation did not match what was shown on the contract drawings. The 8" DIP waterline on the suction side is at an angle from the existing 8" valve at the ex. tee on Rte. 67 to the ex. BPS cylindrical vault and is inside of a 16" steel casing under Rte. 67. The existing 8" waterline on the discharge side was found to be diagonal across Charlie Hicks Rd not parallel as shown on the contract drawings. GRC will proceed with installation of two 8" insertion valves and two tapping sleeves and valves, with modifications/adjustments to allow for proper installation. A Change order will be submitted by GRC for additional work required for installation of the insertion valves and tapping sleeve & valves at the Charlie Hicks BPS facility i.e. removal and replacement of the asphalt paving discharge side and removal of the existing 16-inch steel casing on the suction side. Pending Consolidated Pipe Supply's availability, GRC will mobilize back on site the week of January 5th to complete the insertion valve and tapping sleeve & valve installations. The pre-packaged pump stations will ship in late January 2026.
- Saylor's Ridge (Buckingham Hairetown Subdivision) & Chapman's Reserve: Completed an in-service punchlist inspection on Wednesday 12/4. All valve operator nuts are centered inside of the valve boxes. All valves have concrete "doughnut" pads around them. All FH's (Only at Chapman's Reserve, no new FH's at Saylor's Ridge) are operating as designed.



TOWN OF JONESBOROUGH

123 BOONE STREET
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TELEPHONE (423) 753-1030
FAX (423) 753-1074

Monthly Report December 2025

Water Distribution

Complaints To 2- Total Complaints Last Month

Taps Installed - 5 18 - Total Taps Last Month

Tennessee One Call - 360 361 - Total Last Month

This Month there were 361 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total-28 23 - Total Last Month

Down Meters Installed Total - 0 0 - Last Month

Meter Box Replaced Total - 10 3 - Total Last Month

Paving Locations - 5 - Total Last Month

Yard Work Clean Total - 5 - Total Last Month

1. Yards to sow (125 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement.

For the month of December Town Crew

The Town Crew has concentrated their efforts on repairing all leaks that have come in and concentrated on keeping the incoming calls kept up and the taps completed in a timely manner. They have also started Armentrout rd. in which they have made the 12x6 tap installed a fire hydrant have laid roughly 200 feet of 6" ductile iron pipe.

Upcoming Line Extensions Town Crew

Armentrout Rd 1600 ft 6" DI In Progress

Upcoming Line Extensions County Crew

- *Hartsell Rd- 4500 Feet 6" DI In Progress*
- *Rocky Hollow Rd 800 LF Left to install.*
- *M. Kyker Rd*
- *Adams and Corby Rd.*

For the month of December County Construction Crew

For the month of December, the county crew has laid approximately 1800 feet of 6" ductile iron main on Hartsell rd. and installed 2 taps and installed 2 fire hydrants. This line has passed inspection and is currently in operation.



TOWN OF JONESBOROUGH

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Wastewater – December 2025

Monthly System Operations Summary

Date: December 30, 2025

Customer Calls:

Total: 9 Resolved: 9

TN811: Taken: 165 Required Action: 92

Sewer Taps:

New: 1 Completed: 0 Pending: 3 Pending Contracted: *
* Contracted Taps are being consolidated. Over 100 active contracted taps are pending.

Projects Completed:-

1. Installed Manhole @ Chucks Alley for Chapmans Reserve

Projects Underway:

1. CIPP - E. Main - Boone Street to Timber Ridge

System Maintenance:

Line Cleaning: 300' Line Inspections: 3 System Repairs: 3
Station Repairs: 3 Station Cleaning: 11 STEP Unit Repairs: 4

Overflows/Releases/Bymasses:

1. Release 12-1-25—McKinney Center – Collapsed Line
2. Release 12-20-25—Backun Pampas Drive - Blockage

Town of Jonesborough
Environmental Services
Department Monthly Report

December 1, 2025
thru
December 31, 2025

Wastewater Plant: The WWTP is operating well. The Diesel Redundancy Pump did not operate in December. In December, 13 days had precipitation, totaling 2.48 inches. The need for further I&I work is still apparent. The previous year's data indicates a daily inflow rate of 32%. In December, this rate was 24%, equating to an average of nearly 144,000 gallons per day.

Wastewater Plant Compliance – December 2025

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	8mg/l – 39lb/d	21mg/l – 167lb/d	N
CBOD Weekly	9mg/l – 46lb/d	25mg/l – 208lb/d	N
CBOD Daily	14mg/l – 96%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	1.0mg/l – 5lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	1.1 mg/l – 7lb/d	12mg/l – 100lb/d	N
Ammonia Day.	1.4 mg/l	16mg/l	N
TSS Monthly	7mg/l – 22lb/d	30mg/l – 250lb/d	N
TSS Weekly	7mg/l – 34lb/d	40mg/l – 304lb/d	N
TSS Daily	14mg/l – 96%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	16/100ml	126/100ml	N
E. coli Daily	93/100ml	198/100ml	N
Chlorine	0.41 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	7.3 mg/l	6.0mg/l Minimum	N
pH	7.2su/7.8su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 12/25/25

Sewer Construction/Collection System: Numerous pump station repairs, tap repairs, and pump station cleanings were completed in December. CIPP is ongoing along E. Main St from Boone St. to Timber Ridge Rd.

Industrial Pretreatment: All industries are currently in compliance with their industrial pretreatment permits. Local Limits revisions are ongoing.

NPDES Permit: The WWTP is in full compliance with the NPDES permit.

If you have any questions, please do not hesitate to contact me at: 753-1022

Coborn O. Rasnick
Director of Environmental Services

Work Orders By Type

12/01/2025 to 12/31/2025 as of 12/30/2025

...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	235
WW-Corrective	7
Total Work Orders:	242

Work Orders By Type

09/01/2017 to 12/31/2025 as of 12/30/2025

...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	93
WW-Construction Work	9
Total Work Orders:	102

	Current Month	Previous Month	% Change
Work Orders Generated	292	278	+5%
Percentage of Completion	79%	83%	0%
Work Orders Completed	242	231	+5%

*Data Entry related to Preventative Maintenance Tasks are currently ongoing. As additional tasks are added the number of work orders generated increases. This will significantly impact values. Until the data entry is completed a relative value of the work being completed will not be available. Tasks not logged in the electronic system are still being logged utilizing traditional paper tracking methods.

Jonesborough Water Treatment Facility

Monthly Report

December 2025

For the month of November, the total amount of water processed was 84 million gallons, with a daily average of 2.90 million, a maximum of 3.07 million, and a minimum of 2.23 million.

This month, Monthly Bac T samples were finished and all samples tested negative. The plant operated within all established parameters. All in-house laboratory test results, as well as all external laboratory test results, were well within the appropriate standards and regulations. We completed our proficiency testing for BAC-T sampling and reported it to TDEC. Four Seasons completed sludge removal on the west lagoon at the WTP. Large Sedimentation basin at the WTP was cleaned this month. Small sedimentation basin is scheduled for cleaning in January. Old Water Plant demolition should be completed by the first week of January. Fence damage caused by fallen tree at Persimmon Ridge should be repaired in January. Caustic line leak was repaired. Water Plant was shut down for 6 hours on December 22nd due to a water main break located out front of the Water Plant. Water Plant was shut down again for 2 hours on December 23rd due to a power outage caused by a blown substation. Pulled out of service decant pump and sent it to Valley Electric for repair/replacement.

If you have any questions, please do not hesitate to contact me at: 423-791-3837

Seth Van Wyck
Director of Water Treatment

Utilities Maintenance Dept.

Month of December 2025

1. Raw Water Intake generator has been set, waiting for delivery of transfer switch.
2. Water Plant generator underground conduit has been installed, generator pad and transfer switch pad has been excavated, forms set and rebar installed. Concrete delivery set for Jan. 5th. Transfer switch has been delivered.
3. Water Plant required a shutdown to repair a leak in front of the plant Dec 22nd, assisted in shutdown and startup.
4. Water Plant and Raw Water Intake lost power Dec 23rd, assisted in startup.
5. Woodlawn BPS damaged main disconnect has been replaced. Brightridge finished their pole and transformer bank replacement the same morning.
6. Replaced the first pump starter with a VFD at Woodlawn BPS.
7. Hwy81 BPS electrical service has been completed with final inspection for service only, permit closed. Hightide unit has been installed. Contractor has yet to finish project. Still need to set up internet service at this location for SCADA.
8. Pulled submersible pump at Water Plant lagoon pump station for replacement. Pump is at Valley Equip to be replaced with equal pump.
9. Raw Water vault at water plant flooded Dec 18th, we pumped out water and dried out all electrical components with no damage and no plant downtime.

Jonesborough Fire Dept Index - Incident Types

Dataset: **Fire Incidents**

Date of Export: **December 31, 2025 at 09:11:03**

Created: **October 10, 2025 at 13:32:56**

Last Updated: **December 30, 2025 at 11:52:26**

Count of Total Incidents &

Count of Total Incidents & Exposures

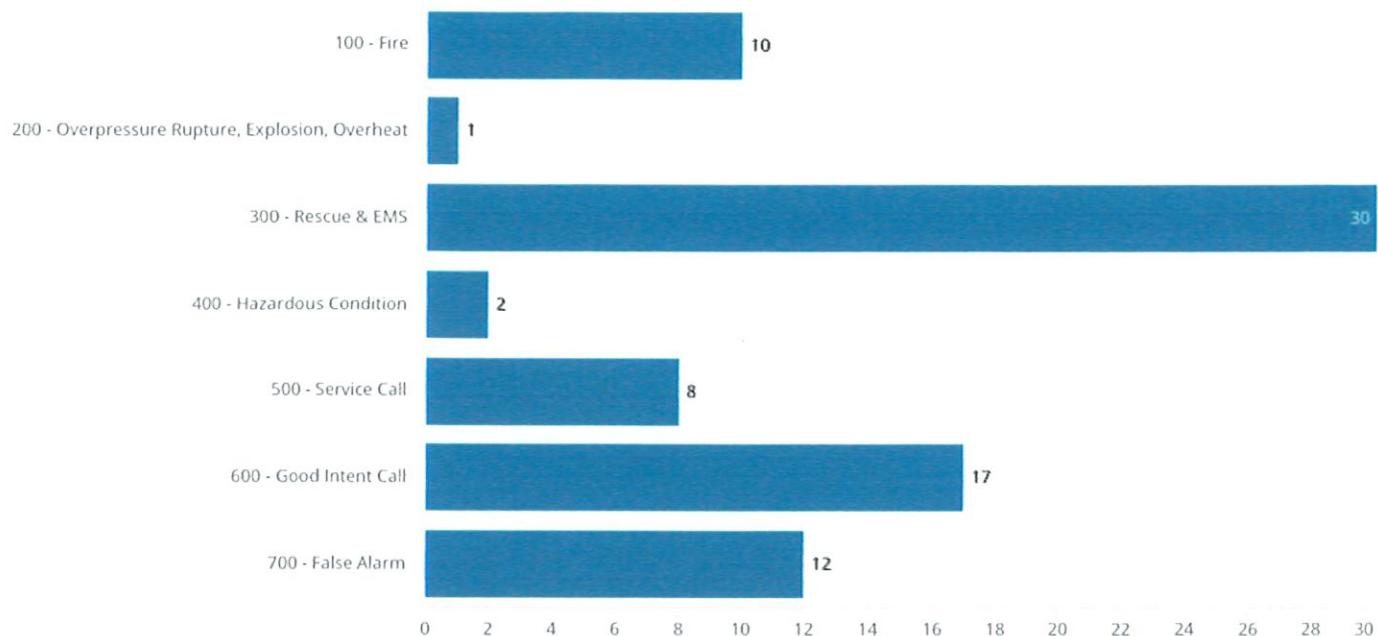
Count of Incidents

80

Additional Exposures **0**

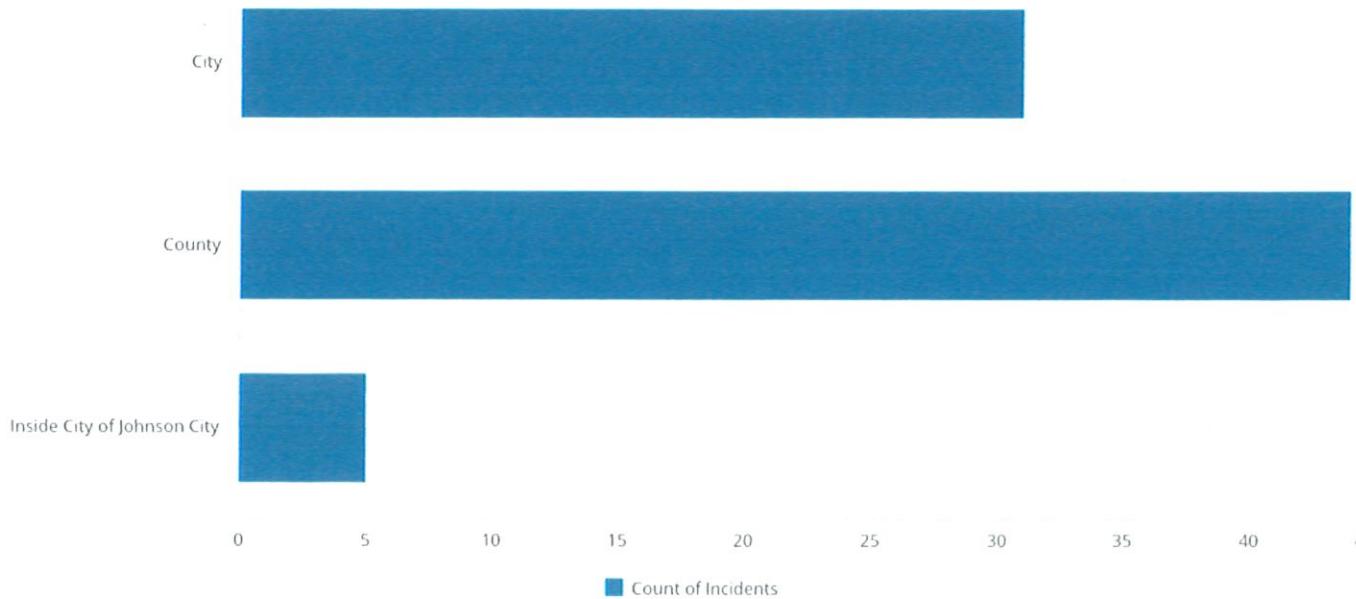
Count of Incidents by Incident Type

Count of Incidents by Incident Type



Counts of Incidents by District

Counts of Incidents by District



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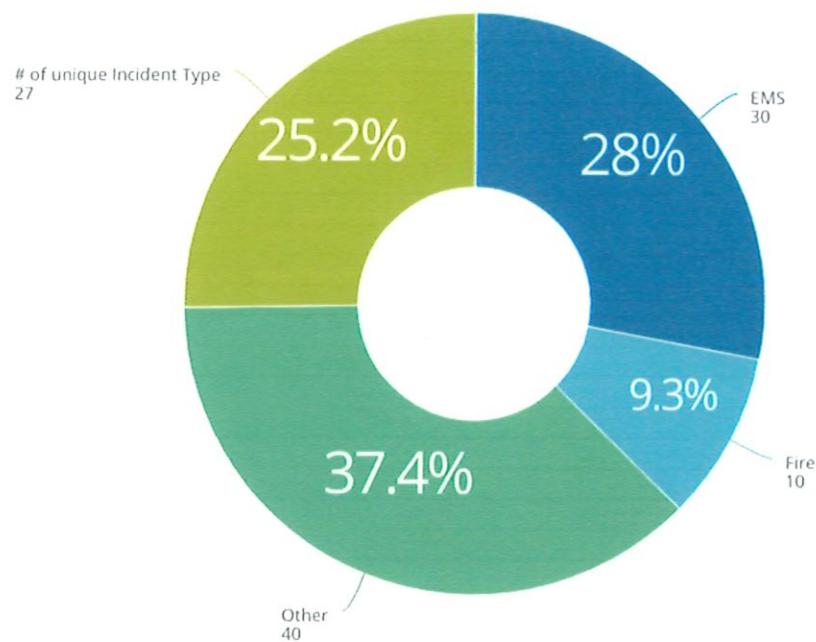
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Fire Index - Incident Type Breakdown

This measure comes from the ESO Fire Index. See national performance at: <https://www.eso.com/resources/fire-index/>

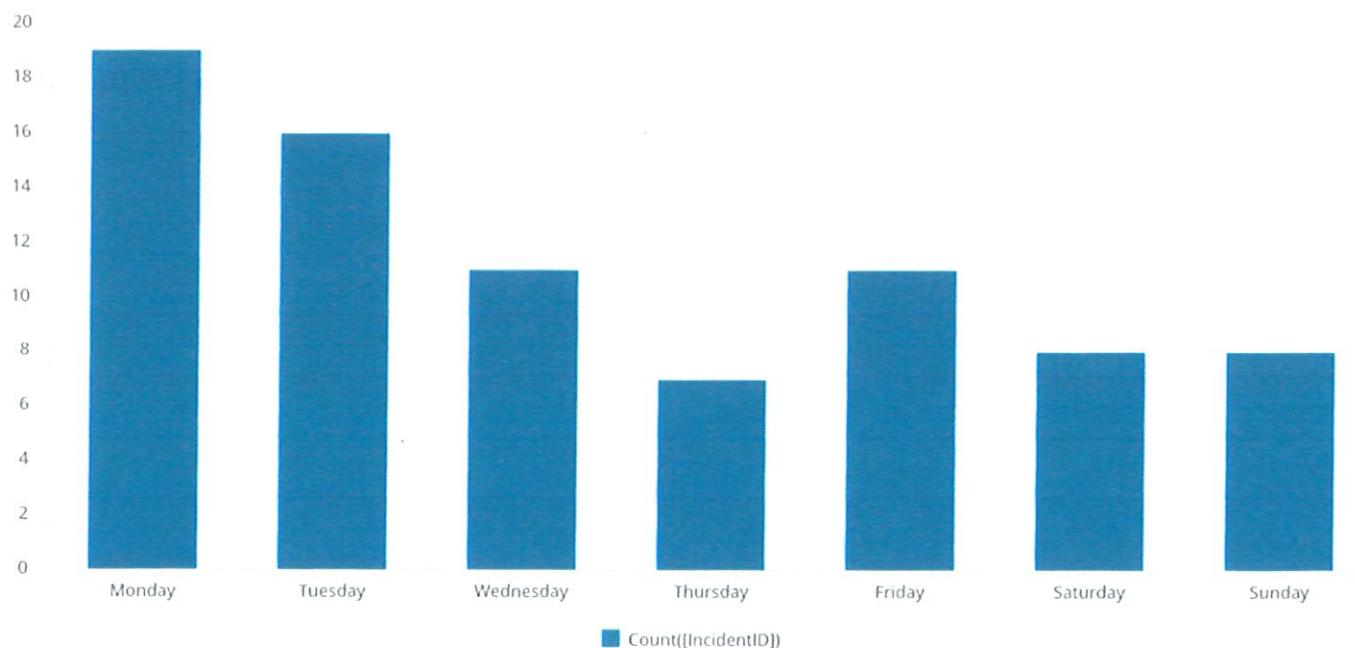
EMS/Fire Incident Breakdown

EMS/Fire Incident Breakdown



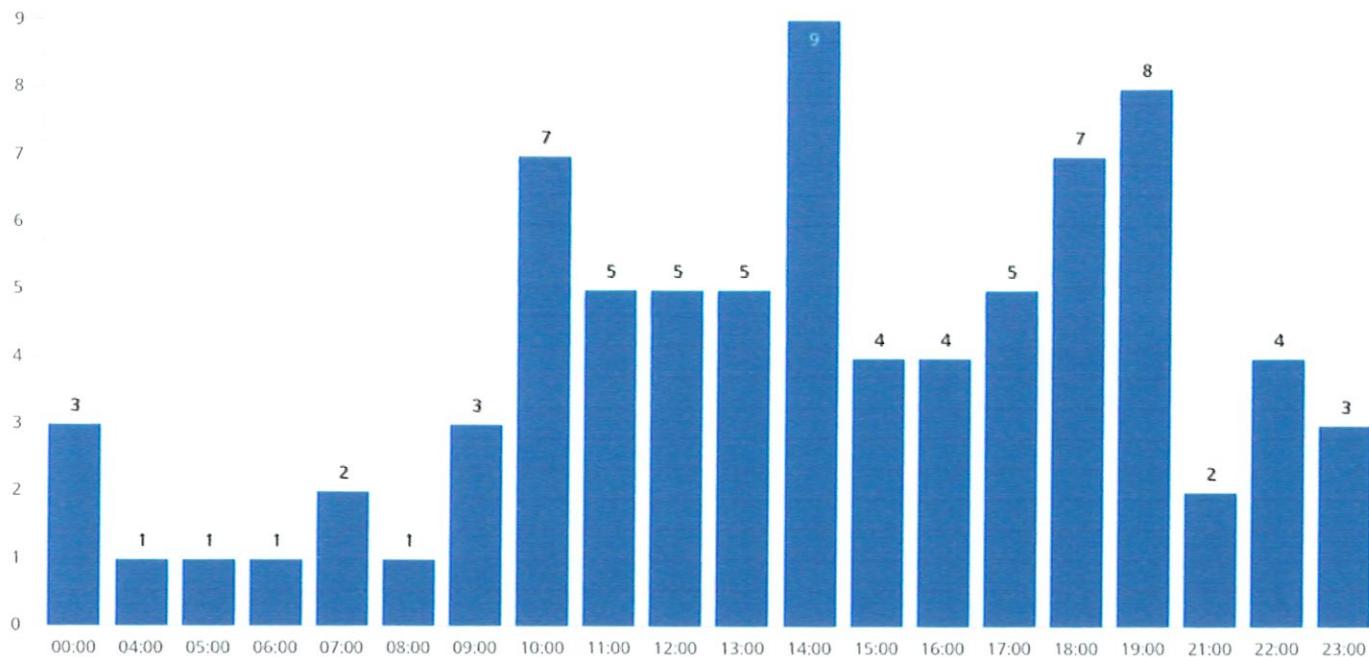
Incident Count by Day of Week

Incident Count by Day of Week



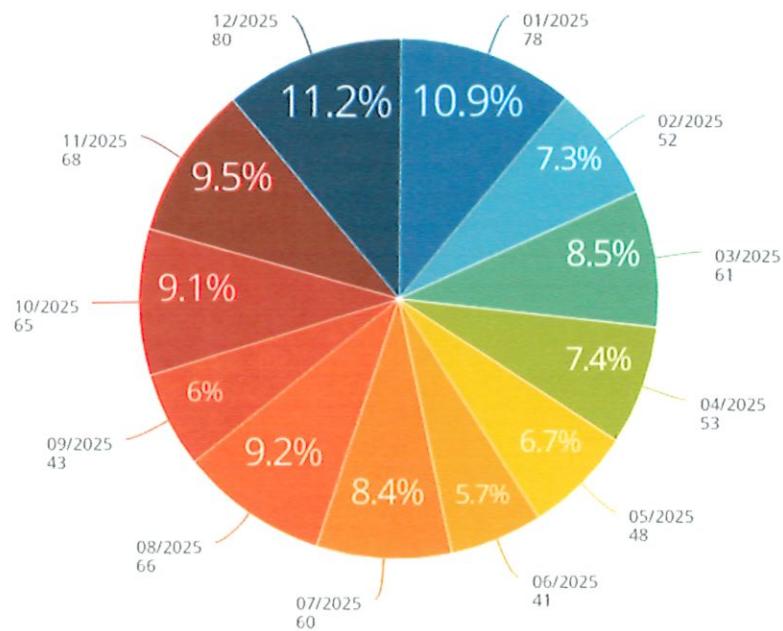
Incident Count by Hour of Day

Incident Count by Hour of Day



Incident Count by Month (This Year)

Incident Count by Month (This Year)



Incident Details

Incident Number	Time in Alarm DateTime	Incident Type Group	Incident Type Code	Incident Type
25222070	12/01/2025 06:56:38	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25222990	12/02/2025 11:01:55	400 - Hazardous Condition	440	Electrical wiring/equipment problem, other
25223440	12/03/2025 00:08:16	100 - Fire	142	Brush or brush-and-grass mixture fire
25223521	12/03/2025 05:29:58	600 - Good Intent Call	671	HazMat release investigation w/no HazMat
25224551	12/04/2025 12:06:56	600 - Good Intent Call	600	Good intent call, other
25224632	12/04/2025 14:22:55	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25224761	12/04/2025 17:29:02	700 - False Alarm	735	Alarm system sounded due to malfunction
25224780	12/04/2025 18:06:14	600 - Good Intent Call	622	No incident found on arrival at dispatch address
25224920	12/05/2025 00:39:18	500 - Service Call	551	Assist police or other governmental agency
25225466	12/05/2025 19:44:16	300 - Rescue & EMS	324	Motor vehicle accident with no injuries.
25225904	12/06/2025 12:39:32	600 - Good Intent Call	622	No incident found on arrival at dispatch address
25226047	12/06/2025 18:08:35	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25226082	12/06/2025 19:31:30	700 - False Alarm	745	Alarm system activation, no fire - unintentional
25226553	12/07/2025 14:10:35	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25226602	12/07/2025 16:05:23	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25226887	12/08/2025 07:35:10	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25226987	12/08/2025 09:19:58	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25226999	12/08/2025 09:34:14	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25227032	12/08/2025 10:23:08	300 - Rescue & EMS	322	Motor vehicle accident with injuries

Incident Details

Incident Number	Time in Alarm DateTime	Incident Type Group	Incident Type Code	Incident Type
25227111	12/08/2025 11:56:54	600 - Good Intent Call	611	Dispatched & canceled en route
25227372	12/08/2025 18:49:43	100 - Fire	131	Passenger vehicle fire
25227638	12/09/2025 07:33:29	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25227757	12/09/2025 10:16:33	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25227898	12/09/2025 13:40:37	500 - Service Call	553	Public service
25228022	12/09/2025 16:37:03	600 - Good Intent Call	631	Authorized controlled burning
25228117	12/09/2025 19:00:58	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25228218	12/09/2025 21:06:04	100 - Fire	151	Outside rubbish, trash or waste fire
25228893	12/10/2025 14:55:59	600 - Good Intent Call	631	Authorized controlled burning
25229505	12/11/2025 10:02:52	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25229793	12/11/2025 17:41:03	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25230432	12/12/2025 16:30:48	100 - Fire	111	Building fire
25230458	12/12/2025 17:13:15	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25231093	12/13/2025 18:04:58	700 - False Alarm	746	Carbon monoxide detector activation, no CO
25231230	12/13/2025 22:21:43	700 - False Alarm	745	Alarm system activation, no fire - unintentional
25231558	12/14/2025 14:22:56	600 - Good Intent Call	611	Dispatched & canceled en route
25231987	12/15/2025 09:14:14	700 - False Alarm	735	Alarm system sounded due to malfunction
25232786	12/16/2025 10:05:08	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25232940	12/16/2025 13:57:15	500 - Service Call	551	Assist police or other governmental agency

Incident Details

Incident Number	Time in Alarm DateTime	Incident Type Group	Incident Type Code	Incident Type
25232991	12/16/2025 15:18:44	600 - Good Intent Call	611	Dispatched & canceled en route
25233015	12/16/2025 15:44:25	700 - False Alarm	741	Sprinkler activation, no fire - unintentional
25233123	12/16/2025 18:16:17	500 - Service Call	522	Water or steam leak
25233731	12/17/2025 14:06:37	100 - Fire	131	Passenger vehicle fire
25233758	12/17/2025 14:52:28	500 - Service Call	551	Assist police or other governmental agency
25233860	12/17/2025 17:26:40	700 - False Alarm	745	Alarm system activation, no fire - unintentional
25234001	12/17/2025 22:30:16	700 - False Alarm	735	Alarm system sounded due to malfunction
25234751	12/19/2025 00:55:11	600 - Good Intent Call	622	No incident found on arrival at dispatch address
25235050	12/19/2025 11:17:27	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25235101	12/19/2025 12:23:17	400 - Hazardous Condition	445	Arcing, shorted electrical equipment
25235338	12/19/2025 18:50:19	300 - Rescue & EMS	324	Motor vehicle accident with no injuries.
25235869	12/20/2025 14:29:15	100 - Fire	111	Building fire
25236255	12/21/2025 04:18:11	300 - Rescue & EMS	324	Motor vehicle accident with no injuries.
25236603	12/21/2025 18:44:55	600 - Good Intent Call	611	Dispatched & canceled en route
25236621	12/21/2025 19:24:14	600 - Good Intent Call	631	Authorized controlled burning
25236744	12/21/2025 23:20:53	200 - Overpressure Rupture, Explosion, Overheat	240	Explosion (no fire), other
25236989	12/22/2025 11:35:10	100 - Fire	142	Brush or brush-and-grass mixture fire
25237024	12/22/2025 12:26:33	300 - Rescue & EMS	324	Motor vehicle accident with no injuries.
25237050	12/22/2025 13:10:48	100 - Fire	142	Brush or brush-and-grass mixture fire

Incident Details

Incident Number	Time in Alarm DateTime	Incident Type Group	Incident Type Code	Incident Type
25237156	12/22/2025 15:56:18	700 - False Alarm	745	Alarm system activation, no fire - unintentional
25237261	12/22/2025 19:46:04	100 - Fire	142	Brush or brush-and-grass mixture fire
25237358	12/22/2025 22:18:36	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25238290	12/24/2025 10:12:36	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25238386	12/24/2025 13:54:16	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25238442	12/24/2025 16:27:45	600 - Good Intent Call	600	Good intent call, other
25238648	12/24/2025 23:33:40	500 - Service Call	542	Animal rescue
25238948	12/25/2025 23:40:10	700 - False Alarm	744	Detector activation, no fire - unintentional
25239116	12/26/2025 10:06:30	700 - False Alarm	743	Smoke detector activation, no fire - unintentional
25239231	12/26/2025 13:55:36	500 - Service Call	520	Water problem, other
25239414	12/26/2025 19:23:19	300 - Rescue & EMS	322	Motor vehicle accident with injuries
25240313	12/27/2025 19:43:35	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25240416	12/27/2025 21:39:34	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25240912	12/28/2025 11:02:32	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25241648	12/29/2025 08:19:59	600 - Good Intent Call	611	Dispatched & canceled en route
25241829	12/29/2025 12:32:13	600 - Good Intent Call	631	Authorized controlled burning
25241919	12/29/2025 14:39:56	300 - Rescue & EMS	311	Medical assist, assist EMS crew
25241946	12/29/2025 15:16:16	600 - Good Intent Call	671	HazMat release investigation w/no HazMat
25242048	12/29/2025 17:45:16	300 - Rescue & EMS	311	Medical assist, assist EMS crew

Incident Details

Incident Number	Time in Alarm DateTime	Incident Type Group	Incident Type Code	Incident Type
25242536	12/30/2025 10:58:55	600 - Good Intent Call	651	Smoke scare, odor of smoke
25242665	12/30/2025 14:36:14	100 - Fire	151	Outside rubbish, trash or waste fire
25242826	12/30/2025 19:27:14	700 - False Alarm	744	Detector activation, no fire - unintentional
25242917	12/30/2025 22:21:44	500 - Service Call	553	Public service



Jackson Theatre- Operations Manager

Monthly Report for December 2025

Programming:

- We hosted 1 live event in September. On the Ballad Health Stage, we had:
 - Wilson Fairchild in concert on Friday, December 5th
 - We had planned to host Jerron Paxton & Dennis Lichtman on Friday, December 19th. Unfortunately, Mr. Paxton was sick and had to cancel the show. It has been rescheduled for November 15th, 2026.
- Gift certificate sales are still going very well; we have sold \$4,898.00 in gift certificates.
- We have raised \$3,358.00 in our online donation campaign.
- We also launched our Marquee Supporters membership-based program on November 1st, and so far, we are \$1,850 in membership.
- Booked all movies shown at Jackson in December.
 - December 2nd- The Shop Around the Corner
 - December 3rd- Ernest Saves Christmas
 - December 6th and 7th- The Polar Express (rental with Chuckey Depot)
 - December 8th- Lethal Weapon
 - December 10th- National Lampoon's Christmas Vacation
 - December 12th- Black Christmas
 - December 13th- The Muppet Christmas Carol
 - December 13th- Rudolph the Red Nosed Reindeer (sponsored by JBO Parks & Recreation Department)
 - December 14th- A Christmas Story
 - December 14th- White Christmas Sing-along
 - December 15th- Die Hard II
 - December 16th- Elf
 - December 17th- Bell, Book and Candle
 - December 18th- Krampus
 - December 20th- It's A Wonderful Life
 - December 20th- Three Godfathers
 - December 21st- Scrooge
 - December 21st- Scrooged
 - December 22nd- The Santa Clause

- December 23rd- Home Alone
 - December 23rd- Home Alone II
 - December 26th- Hook
 - December 26th- The Hudsucker Proxy
 - December 27th- Frozen
 - December 27th- Spies Like Us
 - December 28th- Mouse Hunt
 - December 28th- Casino
 - December 29th- The Godfather
 - December 30th- The Godfather II
 - December 31st- The Godfather III
- Continue to work on music programming for 2026.
 - Rental- February 6th- TN Songwriters Event
 - February 21st- Kelsey Waldon & Gabe Lee
 - February 27th- Uptown Dueling Pianos
- The “Pay What You Can” movies continue to go well, with on average, two events per month that are PWYC.
- Received sponsorship from Harold & Nancy Dishner for the start up of the Met Opera live stream for the Jackson Theatre. Donations/sponsors for the month was at \$4,248.18.
- Working on audience picks for a new series starting in January 2026 with films.
- Organized and attended a meeting with Lori Powell and Matt Gulley to discuss February films.
- Organized and attended a meeting with Anne Mason and Theresa Hammons to discuss programming for the 250th birthday of our nation.

Rentals/User Group Agreements:

- Booked 4 dates with T. and Jennifer McLeod for their Restoring the Foundations series on Mondays at the Jackson Theatre. New series starts in January 2026.
- Held 3 company Christmas parties as rentals:
 - Wolfe Development
 - ReMax
 - Great Impact Realty
- Held a rental for the Quillen College of Medicine, staff and students.
- Held four field trip rentals to Washington County schools:
 - 1- Jonesborough Elementary
 - 1- Gray Elementary
 - 2- Grandview Elementary
- December 2025 rental revenue was at \$10,726.64.

Marketing:

- I continue to work with Jessica Sanders, contract employee, on all social media posts, posters, table tent graphics, press releases and graphics.
- Continue to work with the Department of Tourism and Marketing Department on event promotions.
- Working with Jessica Sanders on a comprehensive marketing plan for the department.
- Held two marketing meetings with Jessica Sanders and one with the TOJ's Marketing Department.
- Organized and attended a meeting with Mitchell Calvin and Lori Powell to discuss Jackson Theatre needs on the jonesboroughtn.org and Jonesborough.com sites.
- Completed two media interviews on site at the theatre, one with WJHL Daytime Tri-Cities and one with WCYB for their evening news.
- Attended a meeting with Six Rivers media to discuss how they can assist with different marketing ventures in 2026.

Building Info:

- Continue to work with Rick Duvall on the 2nd floor/Stage Door HVAC needs.
- Completed security needs for the top floor of the Jackson.
- Planning a theatre clean up week during January 5th as the theatre will be dark for a week.

Staffing:

- Organized and attended a monthly meeting with our Technical Director, Mike D'Avella, to provide more one-on-one time to discuss needs for the theatre and live performances.
- Continue to work with our new custodian Renee Tolley on building and supply needs.

Additional Info:

- Organized and attended a meeting with Janet Jennings, Gina Larkins, Matt Gulley and Lori Powell to discuss the Jackson Theatre staff taking over our own ThunderTix deposits. Until now, Matt at the Visitors Center has been doing these. We feel this

will insure that funds are going to the correct account as well as keep us more in touch with our revenue budgets for programming, donations, sponsors and memberships.

- Attended my monthly meeting with Mr. Rosenoff as well as completion of my employee evaluation.
- Attended a meeting and tour of the Jackson Theatre with Emily Bidgood, Appalachian RC&D to discuss partnering together for some of their 2026 events.

2025
BUILDING PERMITS REPORT

	<u># PERMITS</u>	<u>AMOUNT</u>	<u>FEES</u>	<u>NEW HOUSES</u>	<u>COMMERCIAL</u>	<u>RENOVATIONS</u> <u>PLUMBING</u> <u>MECHANICAL</u> <u>MISCELLANEOUS</u>	<u>ADDITIONS</u>	<u>SIGNS</u>
January	33	6,498,570.94	55,963.25	23	1	6	1	2
February	8	1,820,062.31	16,087.09	1	3	3	0	1
March	13	1,608,839.08	13,717.34	2	7	3	1	0
April	13	1,478,238.21	12,799.09	2	2	8	0	1
May	13	1,493,560.00	13,318.10	4	0	7	0	2
June	15	1,492,616.81	13,312.24	5	0	6	4	0
July	18	2,758,978.66	21,126.11	0	3	13	0	2
August	16	3,067,821.00	26,639.02	3	1	12	0	0
September	18	1,635,159.00	14,052.46	3	1	12	1	1
October	18	1,229,468.66	10,587.06	4	1	12	1	0
November	15	1,650,667.60	13,496.03	4	0	11	0	0
December	20	844,010.00	8,321.00	2	1	16	0	1
TOTALS	200	\$25,577,992.27	\$219,418.79	53	20	109	8	10

	<u>Monthly Total</u>	<u>Year-To-Date</u>
New House Permits	490,000.00	\$16,669,681.00
New House Permit Fees	4,165.00	\$141,422.28
Commercial Permits	100,000.00	\$6,121,664.42
Commercial Permit Fees	850.00	\$53,508.71
Renovations, Additions Permits	254,010.00	\$2,786,646.85
Renovations, Additions Permit Fees	3,306.00	\$24,487.80

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2024				YEAR - 2025			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	9	2,995,200.00	16,743.60	January	33	6,498,570.94	55,963.25
February	7	481,740.74	2,392.01	February	8	1,820,062.31	16,087.09
March	9	4,515,000.00	24,832.50	March	13	1,608,839.08	13,717.34
April	16	2,595,000.00	14,484.50	April	13	1,478,238.21	12,799.09
May	18	3,010,015.00	16,912.47	May	13	1,493,560.00	13,318.10
June	18	3,181,275.00	17,998.04	June	15	1,492,616.81	13,312.24
July	38	7,507,021.00	41,348.32	July	18	2,758,978.66	21,126.11
August	46	9,561,667.00	52,790.70	August	16	3,067,821.00	26,639.02
September	22	2,892,193.61	21,984.41	September	18	1,635,159.00	14,052.46
October	30	4,352,014.18	37,412.65	October	18	1,229,468.66	10,587.06
November	14	2,955,900.00	25,125.15	November	15	1,650,667.60	13,496.03
<i>December</i>	<i>19</i>	<i>2,915,000.00</i>	<i>25,477.50</i>	<i>December</i>	<i>20</i>	<i>844,010.00</i>	<i>8,321.00</i>
TOTALS	246	\$46,962,026.53	\$297,501.85	TOTALS	200	\$25,577,992.27	\$219,418.79

TOWN OF JONESBOROUGH
2025 BUILDING PERMITS

	DATE	OWNER	ADDRESS	TYPE OF CONSTRUCTION	PROJECT COST	PERMIT FEE
DECEMBER						
	12/1/25	Aaron Kenner	1501 Ben Gamble Rd	Renovation	10,000.00	85.00
	12/1/25	Teresa Crist/Jackson Werner	115 Scott Lane	New Front Deck	12,000.00	102.00
	12/1/25	Lynn Lloyd	615 East Main Street	New Carport	17,000.00	144.50
	12/1/25	Matt Midkift	509 Pine Street	Renovation	8,500.00	72.25
	12/3/25	Greater Impact Reality	372 East Jackson Blvd	Renovation	100,000.00	850.00
	12/4/25	Alpine Builders Co.	315 West Main Street	Renovation	8,900.00	75.65
	12/4/25	Jerold Lipsky	209 Fourth Ave	Renovation (Fee Double started work without permit)	15,000.00	255.00
	12/4/25	Justin Strong	92 Slonaker Circle	Renovation	30,000.00	255.00
	12/4/25	Sharon Gilchrist	22 New Halifax	Shower Damage Repair	1,000.00	8.50
	12/5/25	Michael Kieta	233 East Main Street	Renovation Bathroom (Fee Double for starting work without permit)	10,000.00	170.00
	12/11/25	LFG Homes	637 East Main Street	House	245,000.00	2,082.50
	12/12/25	LFG Homes	623 East Main Street	House	245,000.00	2,082.50
	12/15/25	Pinnacle Property Invesment	145 New Street	Renovation (Fee Double started work without permit)	85,000.00	1,455.00
	12/12/25	Mark McKee	115 Heritage Place Drive	Deck	1,200.00	20.40
	12/18/25	Zac Jenkins	103 Sevier Avenue	Renovation	13,500.00	110.70
	12/19/25	Brian McKinney	250 East Main Street	Roof	6,500.00	55.25
	12/23/25	Michael Hartman	910 Russell Circle	Renovation (Fee Double started work without permit)	1,500.00	25.50
	12/30/25	Charles Burgin	601 South Cherokee Street	Renovation	20,000.00	170.00
	12/30/25	Thomas Lanier	1308 Walnut Grove Rd	Storage Shed	7,000.00	59.50
	12/30/25	Foster Signs	135 Old State Route 34	Sign	6,910.00	241.85
				TOTAL	\$844,010.00	\$8,321.10



Jonesborough Department of Public Safety Dec. 2025 Monthly Report

- CITATIONS & ARRESTS**

Offenses	Count
Larceny/Theft	4
Motor Vehicle Theft	1
Assault	5
Fraud	3
Vandalism	1
Drug/Narcotic	1
Miscellaneous (TIBRS Group B)	4
Miscellaneous (Department Only)	9
Total:	28

Memos	Count
Accident Report Refusal	1
Animal Destruction	1
Assisting Other Agency	5
Code Enforcement	1
Community Relations	2
Crisis Intervention Report	6
Event After Action Report	2
Field Interview	3
Found Property	2
K9 Deployment	4
K9 Training	1
Lost Property	1
Lost/Stolen License Plate	2
Miscellaneous Information	8
No Tow Form	1
Officer Assistance Form	8
Property Damage/Misc	8
Sensitive Information Report	2
Trespass Warning	11
Total:	69

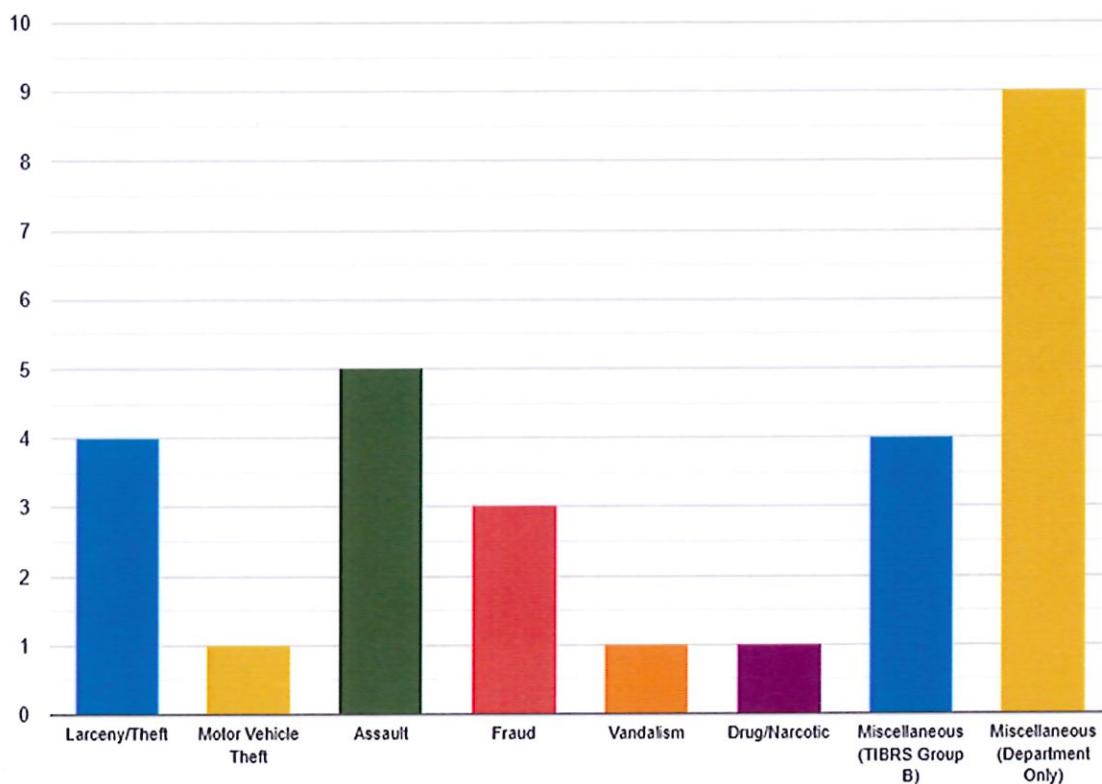
Arrests	Count
Adult (On-View Arrest)	11
Adult (Summoned/Cited)	22
Adult (Taken Into Custody)	1
Juvenile (Taken Into Custody)	1
Total:	35

Crashes	Count
Injury possible	3
Property damage (over \$ threshold)	18
Property damage (under \$ threshold)	5
Total:	26

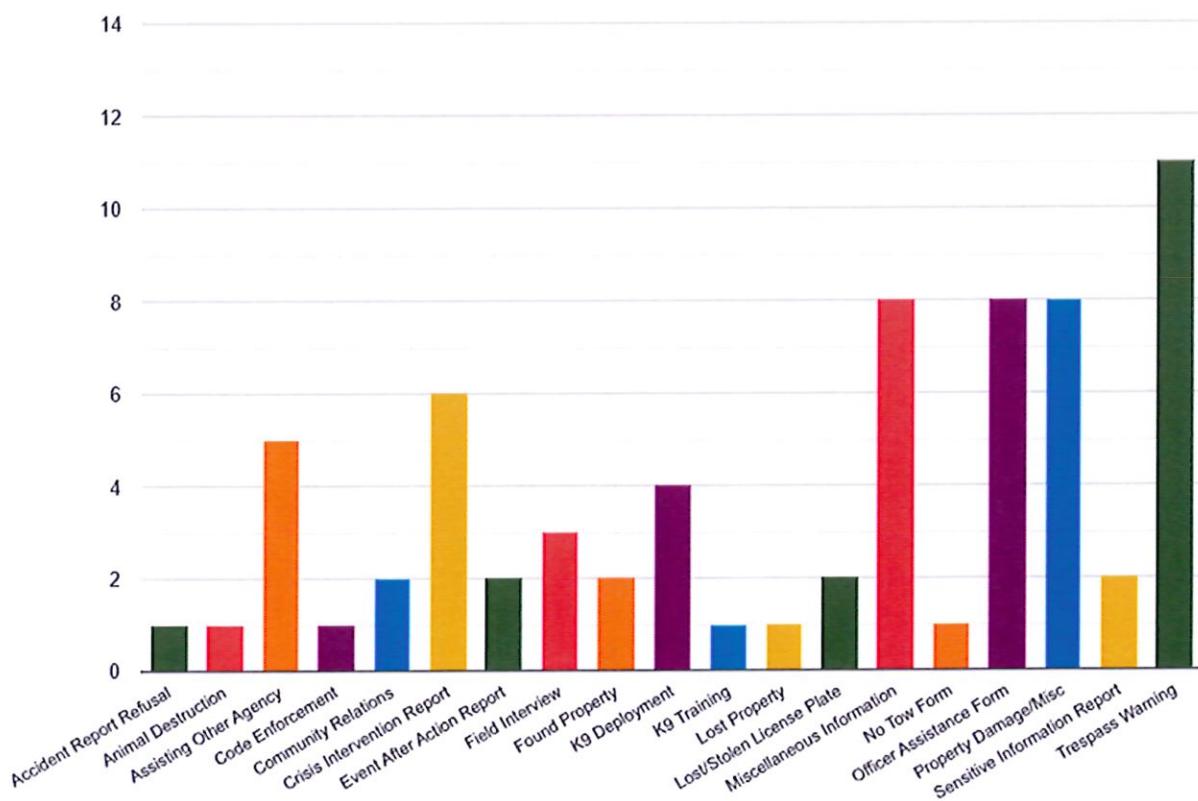
Non-Investigatory Crashes	Count
Property damage (over \$ threshold)	1
Property damage (under \$ threshold)	2
Total:	3

Tickets	Count
Traffic (Municipal Court)	127
Traffic (Washington County Juvenile Court)	5
Traffic Charges (Municipal Court)	242
Traffic Charges (Washington County Juvenile Court)	5
Ordinance (Municipal Court)	3
Tow	18
Warning	100
Total:	253

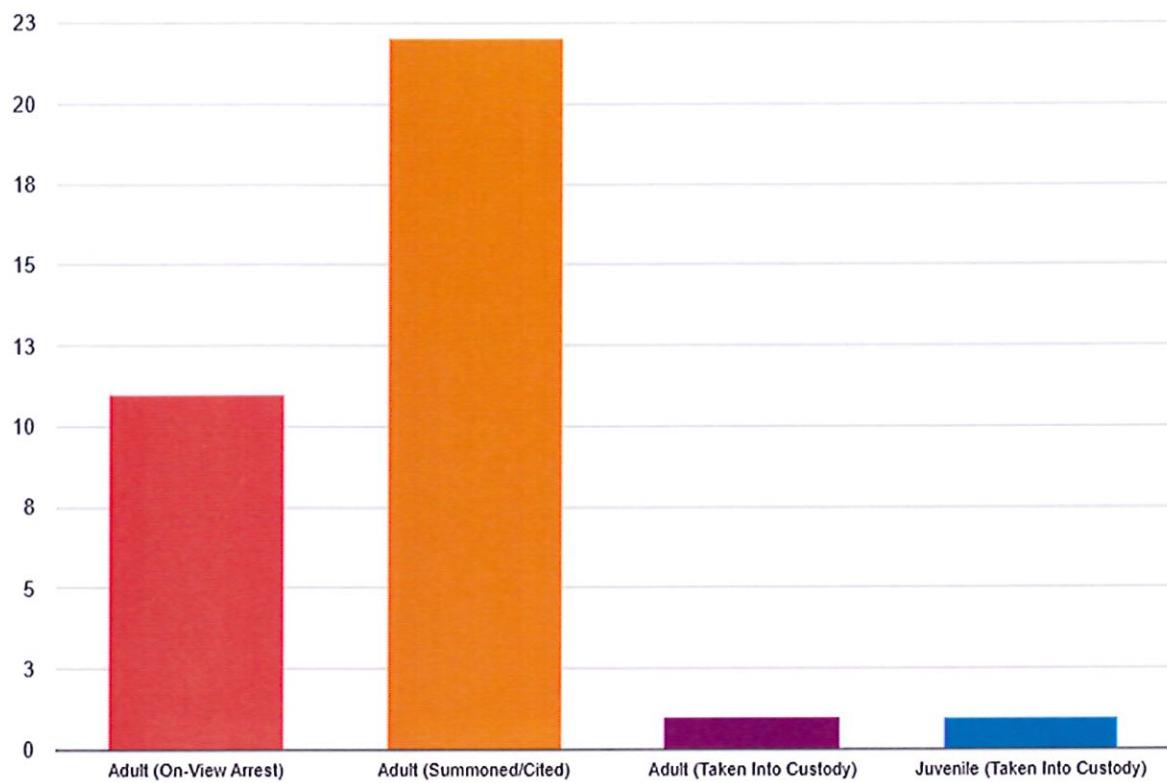
Incidents - 12/01/2025 - 12/31/2025



Memos - 12/01/2025 - 12/31/2025



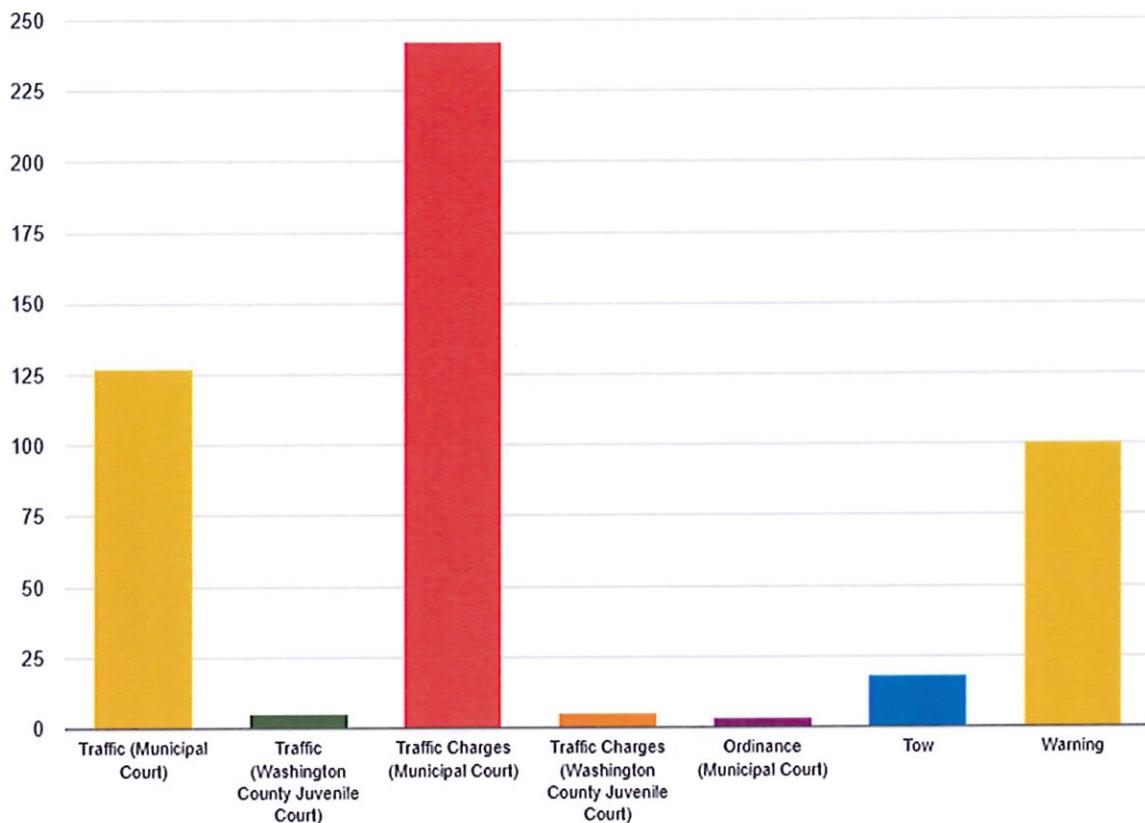
Arrests - 12/01/2025 - 12/31/2025



- **CRIMINAL INVESTIGATIONS**

There are several open and active investigations currently and several Presentments scheduled for the Grand Jury in mid March.

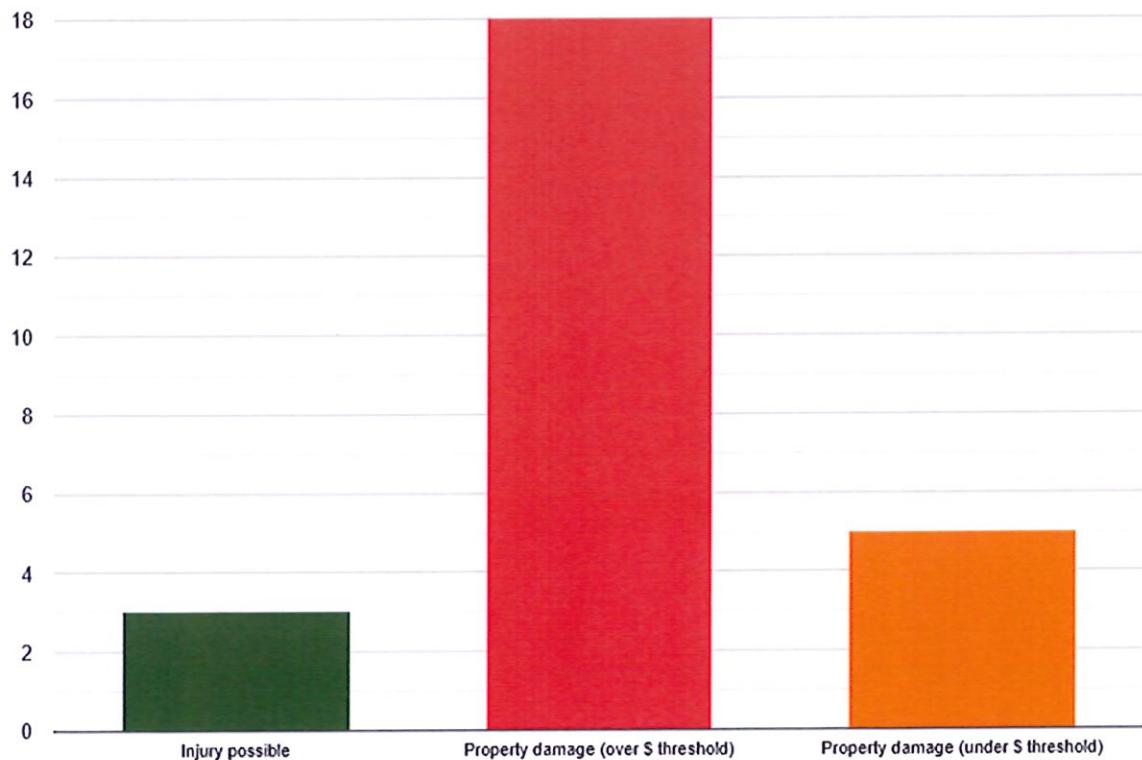
Tickets - 12/01/2025 - 12/31/2025



- **MOTOR VEHICLE CRASHES**

A total of (30) crashes were reported and investigated for the month of Dec. Most crashes occurred on East/West Jackson Blvd; most crashes were over \$400 in damage with some resulting in a possible or confirmed injury.

Crashes - 12/01/2025 - 12/31/2025



- **CANINE**

Here are the K9 stats for the month of Dec.

- K9 Cygan: 16 hours of training and 4 deployments
- K9 Daryl: 22 hours of training and 0 deployments
- K9 Falco: Handler is on paternity leave.

- **RESERVES**

Reserve Officer Hours - 2025

Reserve Officer	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Beagle, William				30.5	42.5	18.5	13.5	12.5	6		17		140.5
Chiarieri, James				19	40	15.5	62.5	54.5	36	32	24		300
Collins, Robin	13	7	7	8	10	6	19	4	8	16		12	110
Dickens, Travis				26.5	26.5	25			10				88
Dugger, Peyton				10.5	41								51.5
Elliott, Cody				10.5									10.5
Grecco, Corbin				20.5	21	38.5	46						126
Greenway, Chester		8	32	9	6		27		4	16			102
Hough, Richard				10.5	6.75	4	5.5			16			42.75
Lyons, Robert				9	10.5	18.5	11						49
McCracken, Logan				25.5	5.5		7			17.5		4	59.5
Rice, Jesse	9			16						4	4		33
Wilt, Paul				21.5	20.5	10.5	23.5	30	15	25	14.5	16	176.5
Wood, George				10.5	19	11.5	24	10.5	11.5	19	10	9	125
TOTALS:	22	15	39	227.5	249.25	148	239	111.5	90.5	145.5	69.5	57.5	1414.25

- **CODE ENFORCEMENT**

There were (2) ordinance violations issued during the month of Dec.

- **DISPATCH TRANSACTIONS FOR JCPD**

For Dec., our dispatchers assisted Johnson City Police Department with approximately (22) transactions.

- **OTHER CALLS FOR SERVICE**

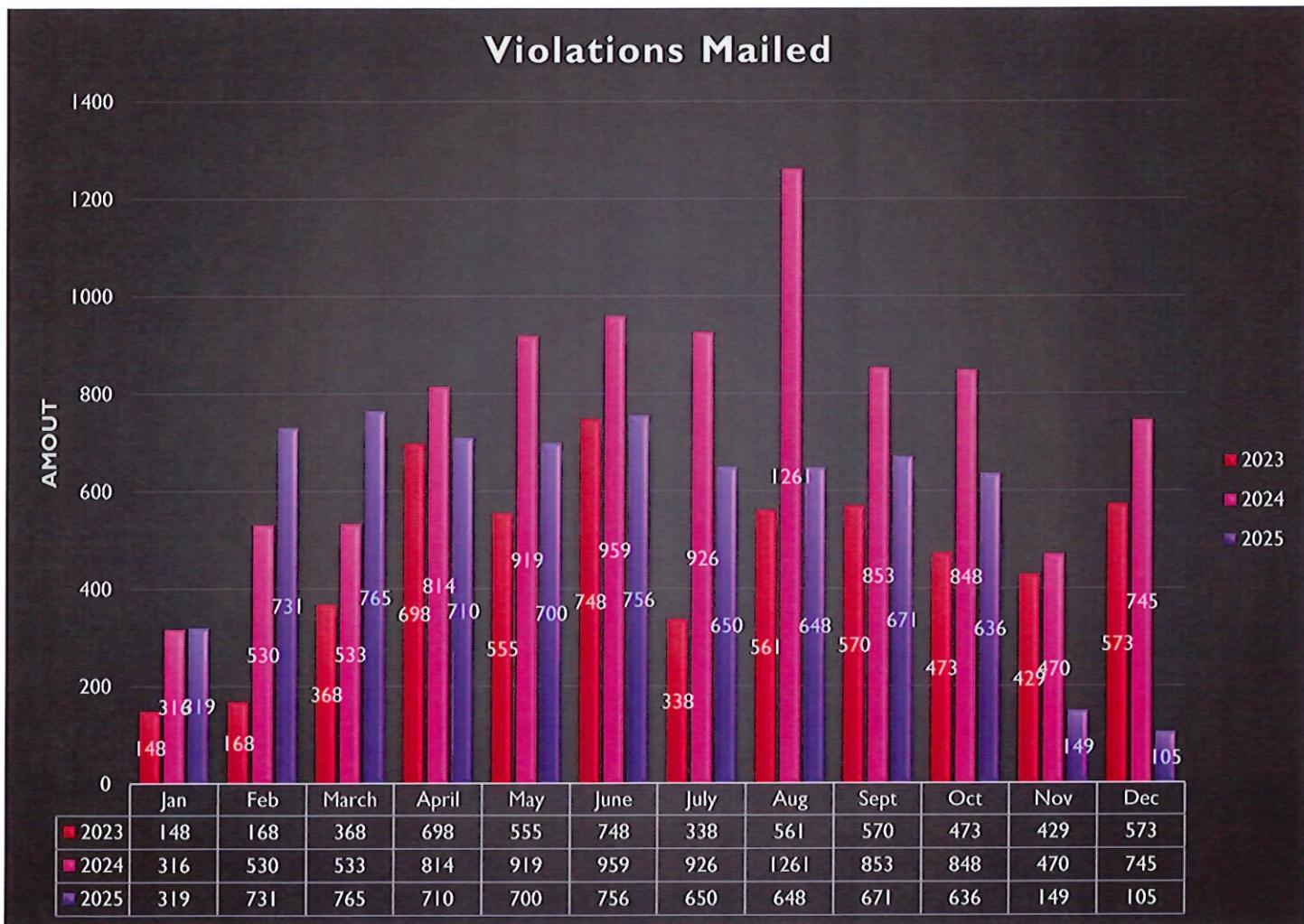
There were (1362) CAD Entries for the month of Dec.



Dec. 2025 Redflex Report

From Dec. 1st through Dec. 31st the traffic cameras registered a total of (643) violations with (391) violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected (147) resulting in (105) violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Glare/Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Forrest at Jackson – Food City (Southbound) with (56) violations followed by Jackson at Forrest (Westbound) with (28) violations.



Monthly Report December 2025

Mitchell Calvin, Digital Media Manager

Websites

- Updated the .com home page to show the newest events coming up
- Daily/weekly website edits for the .com, .org, McKinney Center and Wetlands sites
- BMA Agenda updates on the .org site
- BMA Meeting Minutes updated on the .org site
- Post links for online town meetings when needed
- Update Google calendar (used on .org, McKinney and tourism sites)
- Update back end calendar for .com site
- Answer/forward email inquiries that come to .com site
- Track online Employment Applications
- Adding new employment applications to the website for new positions
- Prepare deposit summaries and submit to Gina
- Track online Registration Forms
- Working on SEO for .com, .org, and the McKinney Center to help drive traffic to the websites
- Attended the BMA meeting and worked the livestream
 - Set up the new mics for the boardroom

Senior Center

- Updated the Monthly calendar
- Updated the weekly newsletter
- Updating the centers page on the website
- Adding event announcements to the centers page
- Attended the monthly meeting with the Senior Center staff
- Tech class for the Senior Center members

McKinney Center

- Monthly marketing meeting
- Creating webpages for upcoming events
- Editing current event pages to show new information
- Added upcoming events to the website and created pages for the event
- Promoting the upcoming events on the newsletter

Marketing

- Attended Marketing meetings
- Attended Main Street Meeting
- Attended JAMSA Meetings
- Creating event pages for new events the team has created
- Uploaded the monthly blog on the tourism website

This week in Jonesborough Newsletter

- Creating the newsletter that is sent out every Sunday with the events for the week
- Making sure the calendar is up to date on the events for the week
- Checking Facebook and websites for events happening at downtown restaurants and shops
- Reviewing the analytics to see how many users opened the email and how many clicked on links leading them to Jonesborough events

Parks and Recreation/Wetlands

- Meeting with the Director of P&R to go over marketing efforts for the upcoming year
- Updating Wetlands website as needed
- Promoting the upcoming events on the newsletter

Websites Update

- Working with the Town Administrator on website improvements to help users navigate the website better
- Updating department pages with current information
- Updated the BMA Information page to have more information for residents
- Created and working on a dedicated page for the Aldermen with bios and a Q&A
- Working with the development team at Six River Media to make updates to the website on a staging site to be reviewed before publishing

Jackson Theatre Website

- Attended the monthly meeting with the Jackson staff
- Working on troubleshooting and fixing bugs as they present themselves as we work on get the information up to date
- Promoting the upcoming events on the newsletter
- Worked on adding the Jacksons presence to the Tourism and Civic website

Senior Center 10 Year

- Helped create the slide show for the event
- Created the video showed at the beginning of the event
- Recorded the voice over for the video

Lincoln Park Tree Lighting Event

- Helped promote the tree registration on the This Week In Jonesborough newsletter
- Set the timers on the snow machines
- Helped promote the event on the JBOChristmas webpage and newsletter

Santa's Christmas Village

- Set up the sound system for the event and played music through out the event
- Helped set up the information tent
- Helped set up the areas in the Visitor Center
- Worked on the Program for the event

[Google Analytics 2025 Review January 2025 - December 2025 - Next page](#)

Analytics for jonesboroughtn.org

<input type="checkbox"/>	Total	329,693 100% of total
<input type="checkbox"/>	1 Welcome - Town of Jonesborough, Tennessee	108,174 (32.81%)
<input type="checkbox"/>	2 Town Employment - Town of Jonesborough, Tennessee	22,068 (6.69%)
<input type="checkbox"/>	3 Town Calendar - Town of Jonesborough, Tennessee	19,841 (6.02%)
<input type="checkbox"/>	4 Senior Center - Town of Jonesborough, Tennessee	11,060 (3.35%)
<input type="checkbox"/>	5 Water Administration - Town of Jonesborough, Tennessee	9,372 (2.84%)
<input type="checkbox"/>	6 I want to... - Town of Jonesborough, Tennessee	8,674 (2.63%)
<input type="checkbox"/>	7 Town Services - Town of Jonesborough, Tennessee	7,980 (2.42%)
<input type="checkbox"/>	8 History - Town of Jonesborough, Tennessee	6,178 (1.87%)
<input type="checkbox"/>	9 Solid Waste & Recycling - Town of Jonesborough, Tennessee	6,124 (1.86%)
<input type="checkbox"/>	10 Music On The Square - Town of Jonesborough, Tennessee	6,033 (1.83%)
<input type="checkbox"/>	11 Police Department - Town of Jonesborough, Tennessee	4,505 (1.37%)
<input type="checkbox"/>	12 Town Leadership - Town of Jonesborough, Tennessee	4,424 (1.34%)
<input type="checkbox"/>	13 Parks & Recreation - Town of Jonesborough, Tennessee	4,303 (1.31%)
<input type="checkbox"/>	14 BMA Information - Town of Jonesborough, Tennessee	4,242 (1.29%)
<input type="checkbox"/>	15 Main Street Jonesborough - Town of Jonesborough, Tennessee	4,134 (1.25%)
<input type="checkbox"/>	16 About - Town of Jonesborough, Tennessee	4,022 (1.22%)
<input type="checkbox"/>	17 Government - Town of Jonesborough, Tennessee	3,922 (1.19%)
<input type="checkbox"/>	18 Property Tax Information - Town of Jonesborough, Tennessee	3,808 (1.16%)
<input type="checkbox"/>	19 Contact Us - Town of Jonesborough, Tennessee	3,523 (1.07%)
<input type="checkbox"/>	20 Residents - Town of Jonesborough, Tennessee	2,803 (0.85%)
<input type="checkbox"/>	21 Agendas & Minutes - Town of Jonesborough, Tennessee	2,634 (0.8%)
<input type="checkbox"/>	22 Page not found - Town of Jonesborough, Tennessee	2,522 (0.76%)
<input type="checkbox"/>	23 Building Inspector - Town of Jonesborough, Tennessee	2,474 (0.75%)
<input type="checkbox"/>	24 Water Distribution - Town of Jonesborough, Tennessee	2,042 (0.62%)
<input type="checkbox"/>	25 Jonesborough Current Projects for Bid - Town of Jonesborough, Tennessee	1,949 (0.59%)

Analytics for jonesborough.com

<input type="checkbox"/>	Total	392,921 100% of total
<input type="checkbox"/>	1 Town of Jonesborough - Storytelling Capital of the World	107,539 (27.37%)
<input type="checkbox"/>	2 Storytelling - Town of Jonesborough	37,080 (9.44%)
<input type="checkbox"/>	3 Jonesborough Days 2025 - Town of Jonesborough	30,578 (7.78%)
<input type="checkbox"/>	4 Christmas in Olde Jonesborough - Town of Jonesborough	24,846 (6.32%)
<input type="checkbox"/>	5 Live Music - Town of Jonesborough	19,361 (4.93%)
<input type="checkbox"/>	6 Fall in Jonesborough - Town of Jonesborough	16,345 (4.16%)
<input type="checkbox"/>	7 Made Around Here Market 2025 - Town of Jonesborough	12,033 (3.06%)
<input type="checkbox"/>	8 Chocolate Fest 2025 - Town of Jonesborough	10,404 (2.65%)
<input type="checkbox"/>	9 Music on the Square - Town of Jonesborough	10,037 (2.55%)
<input type="checkbox"/>	10 Wizardly World Of Jonesborough - Town of Jonesborough	7,373 (1.88%)
<input type="checkbox"/>	11 St. Paddy's Festival - Town of Jonesborough	4,858 (1.24%)
<input type="checkbox"/>	12 Halloween Haunts and Happenings - Town of Jonesborough	4,412 (1.12%)
<input type="checkbox"/>	13 Brews & Tunes - Town of Jonesborough	4,268 (1.09%)
<input type="checkbox"/>	14 Eats & Sweets - Town of Jonesborough	3,296 (0.84%)
<input type="checkbox"/>	15 Do - Town of Jonesborough	3,069 (0.78%)
<input type="checkbox"/>	16 Lodging - Town of Jonesborough	3,007 (0.77%)
<input type="checkbox"/>	17 Events In Jonesborough - Town of Jonesborough	2,735 (0.7%)
<input type="checkbox"/>	18 Page not found - Town of Jonesborough	2,693 (0.69%)
<input type="checkbox"/>	19 Visitors Guide - Town of Jonesborough	2,669 (0.68%)
<input type="checkbox"/>	20 Shop Local - Town of Jonesborough	2,628 (0.67%)
<input type="checkbox"/>	21 Persimmon Ridge Park - Town of Jonesborough	2,515 (0.64%)
<input type="checkbox"/>	22 Experience - Town of Jonesborough	1,718 (0.44%)
<input type="checkbox"/>	23 Easter Eggstravaganza - Town of Jonesborough	1,639 (0.42%)
<input type="checkbox"/>	24 Whoville Wholiday Shop & Hop - Town of Jonesborough	1,592 (0.41%)
<input type="checkbox"/>	25 Blog - Town of Jonesborough	1,422 (0.36%)

Analytics for the McKinney Center

<input type="checkbox"/>	Total	58,352
		100% of total
<input type="checkbox"/>	1 Home - McKinney Center - Jonesborough Tennessee	17,356 (29.74%)
<input type="checkbox"/>	2 (not set)	9,630 (16.5%)
<input type="checkbox"/>	3 Programs - McKinney Center	3,159 (5.41%)
<input type="checkbox"/>	4 McKinney Center Fall Market - McKinney Center	1,788 (3.06%)
<input type="checkbox"/>	5 Education - McKinney Center	1,724 (2.95%)
<input type="checkbox"/>	6 Rental - McKinney Center	1,323 (2.27%)
<input type="checkbox"/>	7 Adult Dance - McKinney Center	1,209 (2.07%)
<input type="checkbox"/>	8 Art - McKinney Center	1,133 (1.94%)
<input type="checkbox"/>	9 StoryTown Radio Show R - McKinney Center	972 (1.67%)
<input type="checkbox"/>	10 About Us - McKinney Center	849 (1.45%)
<input type="checkbox"/>	11 Contact - McKinney Center	821 (1.41%)
<input type="checkbox"/>	12 Kiln Rental Program - McKinney Center	653 (1.12%)
<input type="checkbox"/>	13 Halloween Exhibit - McKinney Center	642 (1.1%)
<input type="checkbox"/>	14 Workshops - McKinney Center	571 (0.98%)
<input type="checkbox"/>	15 Teen and Adult Ceramics - McKinney Center	557 (0.95%)
<input type="checkbox"/>	16 Children's Art - McKinney Center	552 (0.95%)
<input type="checkbox"/>	17 Faculty - McKinney Center	486 (0.83%)
<input type="checkbox"/>	18 Our Staff - McKinney Center	457 (0.78%)
<input type="checkbox"/>	19 Dance - McKinney Center	431 (0.74%)
<input type="checkbox"/>	20 McKinney Family Legacy - McKinney Center	422 (0.72%)
<input type="checkbox"/>	21 Teen and Adult Painting - McKinney Center	398 (0.68%)
<input type="checkbox"/>	22 Appalachian Highlands Artisan Exhibition - McKinney Center	387 (0.66%)
<input type="checkbox"/>	23 Page not found - McKinney Center	365 (0.63%)
<input type="checkbox"/>	24 Volunteer - McKinney Center	348 (0.6%)
<input type="checkbox"/>	25 Floor Plans - McKinney Center	315 (0.54%)

Analytics for The Jackson Theatre

<input type="checkbox"/>	Total	87,644
		100% of total
<input type="checkbox"/>	1 The Jackson Theatre – Jonesborough	44,067 (50.28%)
<input type="checkbox"/>	2 Calendar – The Jackson Theatre	21,347 (24.36%)
<input type="checkbox"/>	3 Contact – The Jackson Theatre	820 (0.94%)
<input type="checkbox"/>	4 About – The Jackson Theatre	710 (0.81%)
<input type="checkbox"/>	5 John McEuen & The Circle Band – The Jackson Theatre	618 (0.71%)
<input type="checkbox"/>	6 The Bellamy Brothers – The Jackson Theatre	612 (0.7%)
<input type="checkbox"/>	7 BHT presents Bryan White – The Jackson Theatre	595 (0.68%)
<input type="checkbox"/>	8 Marquee Ball at the Jackson featuring the Glenn Miller Orchestra – The Jackson Theatre	572 (0.65%)
<input type="checkbox"/>	9 Glenn Miller Orchestra – The Jackson Theatre	393 (0.45%)
<input type="checkbox"/>	10 The Polar Express presented by Chuckey Depot Museum – The Jackson Theatre	384 (0.44%)
<input type="checkbox"/>	11 Providence Academy presents The Miracle Worker – The Jackson Theatre	357 (0.41%)
<input type="checkbox"/>	12 Wilson Fairchild – The Jackson Theatre	338 (0.39%)
<input type="checkbox"/>	13 Jim Lauderdale and The Po' Ramblin' Boys – The Jackson Theatre	316 (0.36%)
<input type="checkbox"/>	14 The Grinch – The Jackson Theatre	300 (0.34%)
<input type="checkbox"/>	15 Tommy Prine – The Jackson Theatre	298 (0.34%)
<input type="checkbox"/>	16 Highlands Horrorfest 2025 – The Jackson Theatre	296 (0.34%)
<input type="checkbox"/>	17 Parking – The Jackson Theatre	278 (0.32%)
<input type="checkbox"/>	18 Chatham County Line – The Jackson Theatre	275 (0.31%)
<input type="checkbox"/>	19 White Christmas- Sing -Along – The Jackson Theatre	242 (0.28%)
<input type="checkbox"/>	20 East Nash Grass – The Jackson Theatre	240 (0.27%)
<input type="checkbox"/>	21 Ralph Stanley II & The Clinch Mountain Boys – The Jackson Theatre	227 (0.26%)
<input type="checkbox"/>	22 Halloween – The Jackson Theatre	223 (0.25%)
<input type="checkbox"/>	23 Flatt Out Blue – The Jackson Theatre	218 (0.25%)
<input type="checkbox"/>	24 The Farmer & Adele – The Jackson Theatre	215 (0.25%)
<input type="checkbox"/>	25 Jerron Paxton and Dennis Lichtman – The Jackson Theatre	212 (0.24%)

Hannah Maultbay

Marketing Manager

January 7, 2026

Monthly Report – December 2025

December was a busy and productive month with a wide range of projects and events. I began the month by planning and creating a content calendar and organizing upcoming events into categories to support more effective marketing.

The first major event I worked was the 10-Year Senior Center Anniversary and Christmas Tree Lighting in Lincoln Park. I captured photos and video content and created a fun reel highlighting the Senior Center celebration, then assisted attendees during the tree-lighting portion of the event.

Earlier that week, I attended a NETTA social alongside Cameo Waters, Isabel Hawley-Lopez, and Ella Brown at the new Bristol Visitors Center. This event provided an opportunity to connect with others in the tourism industry and gain insight into the operations of another visitors center.

That same weekend, I worked Doggone Christmas, assisting at the information tent, capturing social media content and photos, and serving as a judge for the Doggone Christmas costume contest. The following weekend, I worked Santa's Christmas Village, where I supported the information tent, assisted with activities at the Visitors Center, and again captured photos and social media content.

Additional highlights from the month included attending a WJHL TV spot to discuss the Church Stroll and participating in the employee luncheon.

Content

I utilized my posting schedule to enhance the town's marketing efforts, including the following, all of which are listed in chronological order.

Historic Jonesborough

- Posted about Doggone Christmas details
- Shared Tickets were still available for the International Storytelling Center
- Posted about the Jonesborough Senior Center 10th Anniversary and Tree lighting in Lincoln Park
- Shared auditions for McKinney Center Community Play
- Posted about the Senior Center/Lincoln Park happening the next day
- Posted about the Heritage Alliance's Progressive Dinner
- Posted a reel of the Christmas events happening in Jonesborough
- Shared Parks and Recs post about Storytime with Santa in Lincoln Park
- Posted a callout for the Doggone Christmas Costume contest

- Posted a thank you for Doggone Christmas and join us for next Saturday
- Posted Santa's Christmas Village Details
- Shared the community play at the McKinney Center Details
- Posted The Jackson Theatre's showings
- Posted the Parade Exit Route and reminders
- Posted a reel of the listed Christmas Events happening this Weekend
- Posted a reel of a recap of Santa's Christmas Village
- Livestreamed the 2025 Christmas Parade
- Posted a thank you and shared the parade winners
- Posted the church stroll details
- Posted about visiting Lincoln Park with decorated Christmas Trees
- Shared Santa on the Caboose at the Chuckey Depot Museum
- Posted Final Week of Christmas in Olde Jonesborough and call out for Horse Carriage
- Shared Christmas Movies at the Jackson Theatre
- Posted Tennessee Songwriters Week is back at The Jackson Theatre
- Post on Christmas Day
- Post for Thanking attendees for joining us for the Christmas Season
- Posted about competing in Tennessee Songwriters Week 2026
- Shared The First and Last Town in Tennessee Event Page
- New Years Eve Post Recap

Main Street Jonesborough

- Posted Doggone Christmas Details
- Posted Details about Holiday Makers Faire
- Shared The Jackson Theatre Polar Express Showing
- Posted a Reel of Doggone Christmas Raffle Basket
- Posted for National Cookie Day
- Posted a Reel for The Polar Express – Chuckey Depot Museum Fundraiser
- Posted a Reel of the Christmas Events Happenings this Event
- Posted details and theme of the Christmas Event
- Posted Santa's Christmas Village Details
- Posted the winner of Doggone Christmas Raffle Basket
- Livestreamed 2025 Christmas Parade
- Posted about Santa Mail
- Posted details about Church Stroll
- Posted about the final details of Christmas Marketplace
- Shared Santa on the Caboose at the Chuckey Depot
- Posted details about Tennessee Songwriters Week 2026
- Posted a thank you for Christmas in Olde Jonesborough

Civic

- Shared Christmas Tree Lighting in Lincoln Park
- Shared Polar Express Showing Chuckey Depot Fundraiser
- Congratulated The Jonesborough Senior Center for their 10 Year Anniversary

- Street Closure Notice
- Monthly BMA Meeting
- Posted Employee of the Month
- Shared Parade Exit Route
- Posted Street Closure
- Shared Town of Jonesborough Parks and Recreation is hiring
- Posted Street Closure Notice
- Shared Parks and Recreation Keeping Jonesborough Beautiful Advisory Council
- Posted Street Closure
- Posted Town Offices will be closed for Employee Luncheon
- Posted Holiday trash Collection pick up
- Posted Thank you and photos from Employee Christmas Party
- Posted Jonesborough Employee of the Year
- Shared Tennessee's Songwriters Week is back
- Posted Town Offices Holiday Closure for Christmas
- Posted Public Meeting Notice
- Posted a Leaf Collection Reminder
- Posted Town Offices Holiday Closure for New Years

Parks and Rec

- Posted a list of details of Christmas Events Happening in Lincoln Park
- Posted about the tree lighting in Lincoln Park
- Shared a thank you and join us next week for StoryTime with Santa
- Posted Registration is now open for NFL Coed Flag Football
- Posted Details of Santa's Workshop at Lincoln Park
- Posted Details of Storytime with Santa
- Posted "We are Hiring" for open space coordinator/urban forester
- Posted Santa's Workshop
- Posted about joining the Keep Jonesborough Beautiful Advisory Board
- Posted a thank you for joining us for Christmas Events in Jonesborough
- Posted Registration is Kickball

Chucky Depot

- Posted Polar Express Fundraiser at the Chuckey Depot
- Posted Santa on the Caboose
- Posted Santa on the Caboose – Week of
- Posted Santa on the Caboose – Day before

Press Releases

- I sent out several press releases for various departments and scheduled TV spots. Examples include:
- StoryTown Holding Auditions for Special Community Play Celebrating 250 Years of American History – Character List Now Available

- Santa's Reindeer Makes a Surprise Visit to Gabriel's Christmas in Jonesborough Tennessee
- The McKinney Center and Town of Jonesborough Awarded a Tennessee American 250 Grant from The Tennessee Commission for The United States Semiquincentennial
- *Grant will be used for New Community Play*
- Celebrate the Holiday Season at the Downtown Jonesborough Church Stroll
- Experience Santa's Christmas Village in Downtown Jonesborough
- Town of Jonesborough Seeking Volunteers for Keep Jonesborough Beautiful Advisory Council
- Calling All Songwriters for Tennessee Songwriters Week 2026 Qualifying Round in Jonesborough
- The First and Last Town in Tennessee, Original Play Commemorates 250 Years of American History as Told Through Local Stories
- The Jackson Theatre Announces January Film Schedule

Marketing Analytics

Historic Jonesborough

Views: 695.8K

Viewers: 205.7K

Content: 9.2 K

New Followers: 336

Main Street Jonesborough

Views: 223.3K

Viewers: 67.9K

Content: 2.4K

New Followers: 144

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

DATE: December 8, 2025 **AGENDA ITEM #:** 7 *Consent Agenda*

SUBJECT: JLG Winter Farmers Market Change

BACKGROUND:

The BMA approved the Special Event Permit Application request from Jonesborough Locally Grown (JLG) for the 2025-2026 Winter Farmers Market (see original information attached). 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 Winter market has been continuing after the Saturday in-person market concluded to give vendors an additional opportunity to sell produce and homemade products directly to consumers.

The Hold Harmless Agreement and Proof of Insurance have been received.

RECOMMENDATION:

Approve the changes to the Special Event Permit Application for the Winter Farmer's Market to include a date change from March 21, 2026 to March 14, 2026 and a time change for the Market from 8am -1 pm TO 10am – 1pm, as stated above and presented.

Updated: JLG requests a change to their original Winter's Market dates and times. Changing March date from 3/21/26 to 3/14/26 to coincide with St. Paddy's Day; and Market times from 8am - 1pm TO 10am - 1pm. This is supported by Staff and Vendors.

G. Rosenoff

Town Of Jonesborough, Tennessee

Special Event Permit Application

A *Special Event* is any occasion including but not limited to fairs, shows, exhibitions, city-wide celebrations and festivals taking place within a specifically defined area of the Town of Jonesborough for a period of time. A special event may include the use of public facilities in the Town of Jonesborough, including, but not limited to parks, streets, alleys, sidewalks, restrooms or other municipal owned facilities, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof, Special Events may be one-time or recurring occasions.

12-1002 Jonesborough Municipal Code

Whenever any person, group, association, club, business, firm or corporation desires to sponsor a Special Event such person, group, association, club, business, firm or corporation shall first obtain a "Special Event Permit" from the Town of Jonesborough.

12-1003 Jonesborough Municipal Code

Person(s) completing Application

Date

Name

Deborah Byrd

Updated 12/16/2025

Address

101 Boone Street

Jonesborough TN 37659

Phone

919-641-0817

Fax

Email

deborah@jonesboroughlocallygrown.org ; jlg@jonesboroughlocallygrown.org

Instructions:

- 1) Each question on this application must be answered in some fashion for your application to be considered for approval. Please attach an additional sheet(s) if necessary to completely and accurately provide the requested information in each question, labeling any additional sheet(s) clearly as such.
- 2) Incomplete applications will be returned to the address you have provided above without further consideration until a complete application, including exhibits is filed.
- 3) The original application and your exhibits of the entire package should be filed with the Town Administrator's office at least 90 days in advance of your event. See Schedule of Approval, Chapter 10 Title 12 of the Jonesborough Municipal Code, a copy of which is attached.

Sponsoring Organization Information:

Name Jonesborough Locally grown

Purpose Connect farmers, food, and the community to grow a vibrant local food system through Jonesborough Farmers Market and Boone Street Market.

Is this a recurring Special Event? Yes No

Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. This permit application shall provide a schedule for the term of a recurring event:

1st four Saturdays of November 2025 (11/1, 11/8, 11/15, 11/22); 1st three Saturdays of December 2025 (12/6, 12/13, 12/20); 3rd Saturdays in Jan. 2026 (1/17/26), Feb. 2026 (2/21/26), March 2026 (3/21/26), April 2026

Updated: 3/14/26 (4/18/26)

Event Information:

Name of Event Jonesborough Farmers Market Winter Market

Description & Purpose of Event Saturday morning farmers market that gives local farmers, food producers, and small businesses an opportunity to sell farm and homemade products directly to consumers

Dates and hours of event 8am-1pm (see above) Estimated number expected to attend 75-150
Updated: 10am - 1pm each week

Estimated number of town citizens expected to either participate in and/or view the event 75-150
each week

Is a request for public safety assistance included in your Security Plan attached as per the list of items below? Yes No

Request for Services from the Town of Jonesborough

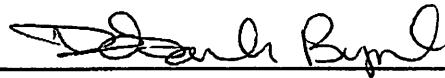
Please indicate any services you request for your event from the Town of Jonesborough*. (A fee may be levied by the Town for additional services per the Municipal Code, see 12-1007)

<input type="checkbox"/> Police and Security	<input type="checkbox"/> Refuse Collection
<input checked="" type="checkbox"/> Street Cleaning	<input type="checkbox"/> Event Preparation/Beautification
<input type="checkbox"/> Signage	<input type="checkbox"/> Parking
<input type="checkbox"/> Use of facilities – Facility _____	<input type="checkbox"/> Dates & Hours _____
<input checked="" type="checkbox"/> Space and staffing needs _____	
<input checked="" type="checkbox"/> Communications and/or publicity	

* For each such service requested please provide a detailed description of your request as Exhibit 13

Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter 10 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Date: _____ Signature: 
Print Name: Deborah Byrd
Title: Executive Director

Witness: _____

The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject or modify this request in whole or in part under the Jonesborough Municipal Code.

Please note, your application should include this form and 13 Exhibits

Date: _____ Signature: 
Print Name: Deborah Byrd
Title: Executive Director

Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the _____ day of _____, 20_____, in
the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Jonesborough Locally Grown,
(Name of Organization or Sponsor)
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnitee."

Indemnitor has submitted a Special Event Permit Application to indemnitee. The agreement is attached as Exhibit 1 to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnitee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's special event to take place within the limits of the Town of Jonesborough in consideration of the indemnitee's allowing the event to take place and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

SECTION I

Scope of Indemnity

Indemnitor undertakes to indemnify and to save harmless indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the special event outlined in the application or the management thereof.

Indemnitor assumes full responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the event, and agrees and covenants to indemnify indemnitee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnitee from all liability and/or loss or damages for or arising out the special event outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

SECTION II

Period Covered

The indemnity will extend from the date of this agreement to and including the date the special event concludes, including cleanup.

SECTION III

Expenses, Attorney's Fees, and Costs

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorney's fees or court costs, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorney's fees or costs.

SECTION IV

Interest

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum or any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obligated to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

SECTION V

Notice of Claim Against Indemnitee

Indemnitee agrees to give indemnitor ten days' written notice of any claim made against indemnitee on the obligations indemnified against.

Executed on the date first written above

Organization: Jonesborough Locally Grown

By: Deborah Byrd

Printed Name: Deborah Byrd

Title: Executive Director

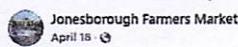
Required Exhibits to Event Application – Jonesborough Farmers Market Winter 2025- 2026

1. Hold Harmless Agreement – included with application
2. Pre-/post-events – n/a
3. Map with city streets:
 - a. Areas requested are the 8 parking spaces in front of Boone Street Market and the plaza area already covered in the BSM lease. Market staff will set out cones after close of business on Friday to block parking spaces. No more than 4 vendors and the information booth will be set up on the sidewalk, unless a car is left overnight and all scheduled vendors show.
4. Outline of publicity plan:
 - a. Weekly emailed newsletter – graphic example below
 - b. Possibly an electronic billboard ad – graphic example below
 - c. Social media posts – example below
5. Security plan: booth setup will be arranged to allow for at least 5 feet of pedestrian right-of-way; no special assistance requested.
6. Emergency plan:
 - a. First aid kit and a landline/cell phone to contact emergency services will be available inside BSM
 - b. The event will be canceled in the event of severe weather.
 - c. In the event of spontaneous weather, BSM will be used as an emergency shelter.
7. Event sponsor:
 - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659
 - b. Deborah Byrd, Executive Director, 919-641-0817
 - c. Boone Street Market, 423-753-4722
8. Proof of liability insurance – attached as Exhibit 8
9. Anticipated vendors and concession booth list – these were at the 2024 - 2025 markets; we anticipate a similar vendor list this year.
 - a. Over-Mountain Coffee Roasters – John and Lynne Waring
 - b. Green Pasture Farm – Merle Stoltzfus
 - c. Rosey Apiaries – Tim Hayes
 - d. Blessed Creek Farm – Eric and Bridgett Gibian | Hartman Farms – Tiffany Hartman
 - e. Serenity Now Homestead – Tess Argila
 - f. Doe River Fungi – Bryce Callahan
 - g. Uncle Joe's Balms – Joe Little
 - h. Fox & Ivy Design – Dianne Watson
 - i. Sticky Paws Bakery – Betty Jo Bailey
 - j. Sentelle's Homemade Sausage – Jimmy and Minnie Sentelle
10. Physical services provided by Town – none; all performed by market staff and volunteers
11. Clean-up plans – market staff and volunteers will ensure trash is picked up before leaving the area
12. Street closure request – request permission to place cones on Friday evening in the spaces to be used during the market. Spaces will be used from 8 am to 1 pm on Saturday. Market staff will take care of this.
13. Town services request:
 - a. Street cleaning – request that the parking spaces be cleaned of any refuse prior to the market on Saturday morning.
 - b. Communications and/or publicity – event details shared by Town's Website & Marketing Specialist; information dissemination coordinated by market staff

Newsletter and billboard example:



Social media example:



THIS SATURDAY! There will be some great vendors set up in front of Boone Street Market:

A Different Chick Farm and Orchard
Rosy Apiaries and Bee Farm
Sentello's Homemade Sausage
Serenity Now Homestead
Doe River Fungi
Sheek Treats
Sticky Paws Bakery - Gourmet Dog Treats
Green Pasture Farm & Hatchery
Joyful Bee Flowers
Dawn Treader Bakery
Salsa Novo
Over Mountain Coffee Roasters



Good morning from the Jonesborough Winter Farmers Market! We're set up in front of Boone Street Market with some great vendors. Come see us and then stop inside the store for hot coffee and BEETS for breakfast.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/09/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Price and Ramey, Inc. 1524 Bridgewater Lane Suite 101 Kingsport TN 37650	CONTACT NAME: PHONE (A/C. No. Ext): (423) 246-6181 FAX (A/C. No.): (423) 246-6384 E-MAIL ADDRESS: pdayllon@priceramey.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Accident Fund Insurance NAIC # 10166 INSURER B: USI - US Liability Insurance G INSURER C: Auto Owners Insurance Co 18988 INSURER D: INSURER E: INSURER F:	
INSURED Jonesborough Locally Grown 101 Boone Street Jonesborough TN 376591301 (423) 753-4744	REVISION NUMBER: PA CERTIFICATE NUMBER: Cert ID 1026 (2)	

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
						Y	Y/N	EACH OCCURRENCE
C	COMMERCIAL GENERAL LIABILITY		5003453800	10/28/2024	10/28/2025	DAMAGE TO RENTED PREMISES (ea occurrence)	\$ 300,000	
	<input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					Y	MED EXP (Any one person)	\$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ Included
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000
OTHER:		PRODUCTS - COMP/OP AGG	\$ 2,000,000					
		Hired/Non-Owned Li	\$ 1,000,000					
		COMBINED SINGLE LIMIT (Ea accident)	\$					
	ANY AUTO	BODILY INJURY (Per person)	\$					
	OWNED AUTOS ONLY	BODILY INJURY (Per accident)	\$					
	Hired AUTOS ONLY	PROPERTY DAMAGE (Per accident)	\$					
			\$					
		EACH OCCURRENCE	\$					
	UMBRELLA LIAB	AGGREGATE	\$					
	EXCESS LIAB		\$					
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	WCP100031217	06/27/2024	06/27/2025	<input checked="" type="checkbox"/> PER STATUTE	OTHR	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT	\$ 500,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE	\$ 500,000	
						E.L. DISEASE - POLICY LIMIT	\$ 500,000	
B	Directors & Officers						\$ 500,000	
							\$	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Town of Jonesborough is listed as Additional Insured on the General Liability policy shown.

CERTIFICATE HOLDER Town of Jonesborough 123 Boone Street Jonesborough TN 37659	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE 	

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

DATE: January 12, 2026 **AGENDA ITEM #:** 1

SUBJECT: Financial Report

The December Financial Report will be included in the February meeting packet.

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

DATE: January 12, 2026

AGENDA ITEM #: 2-A

SUBJECT: Mayor Communications - Committee Appointments - KJB Advisory Council

BACKGROUND:

I want to share five names that are interested in joining the KJB Board. They were presented by Board Chairperson Ashley Cavender and Secretary Mark Merriman. Terms are 3-years.

- **David Phillips** of 201 W Woodrow Ave. David Phillips who is the manager at Boone Street Market and a longtime resident.
- **Michael Hartman** of 908 Russell Circle owns a contracting business in town and is passionate about many issues in our community.
- **Sharon Kieta** of 233 E Main St. lives at the old girls Academy, is retired and passionate about his historic preservation.
- **Emma Sherlin** of 121 Heritage Place Dr. represents a younger perspective on our board.
- **Laurine Hyland** of 201 Angle St.

All recommendations are residents of Jonesborough.

RECOMMENDATION:

Approve the appointments of David Phillips, Michael Hartman, Sharon Kieta, Emma Sherlin, and Laurine Hyland to the Keep Jonesborough Beautiful Advisory Council as presented.

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

DATE: January 12, 2026 AGENDA ITEM #: 2-B

SUBJECT: Mayor Communications - Proclamation – Martin Luther King, Jr. Day of Service

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

DATE: January 12, 2026 AGENDA ITEM #: 2-C

SUBJECT: Mayor Communications - Proclamation – Be The One Proclamation

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

DATE: January 12, 2026 **AGENDA ITEM #:** 2-D

SUBJECT: Mayor Communications - Employee of the Month

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

DATE: January 12, 2026 **AGENDA ITEM #: 5-A**

**SUBJECT: Town Attorney Comments - Discussion and Possible Action on Charter
Updates**

RESOLUTION

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

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 _____ day of _____, 20_____.

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM ONLY:

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: January 12, 2026

AGENDA ITEM #: 6-A

SUBJECT: Second Reading on an Ordinance to Amend the Jonesborough Zoning Map Regarding the H-1 Historical District and H-2 Overlay District

BACKGROUND:

The Historic Zoning Commission (HZC) has found inconsistencies in the Town's official zoning map, which has occurred over time and a series of map readoptions, beginning from the point in time when the maintenance of the map transitioned away from the State of Tennessee Local Planning Office to the Town and its subsequent digitization.

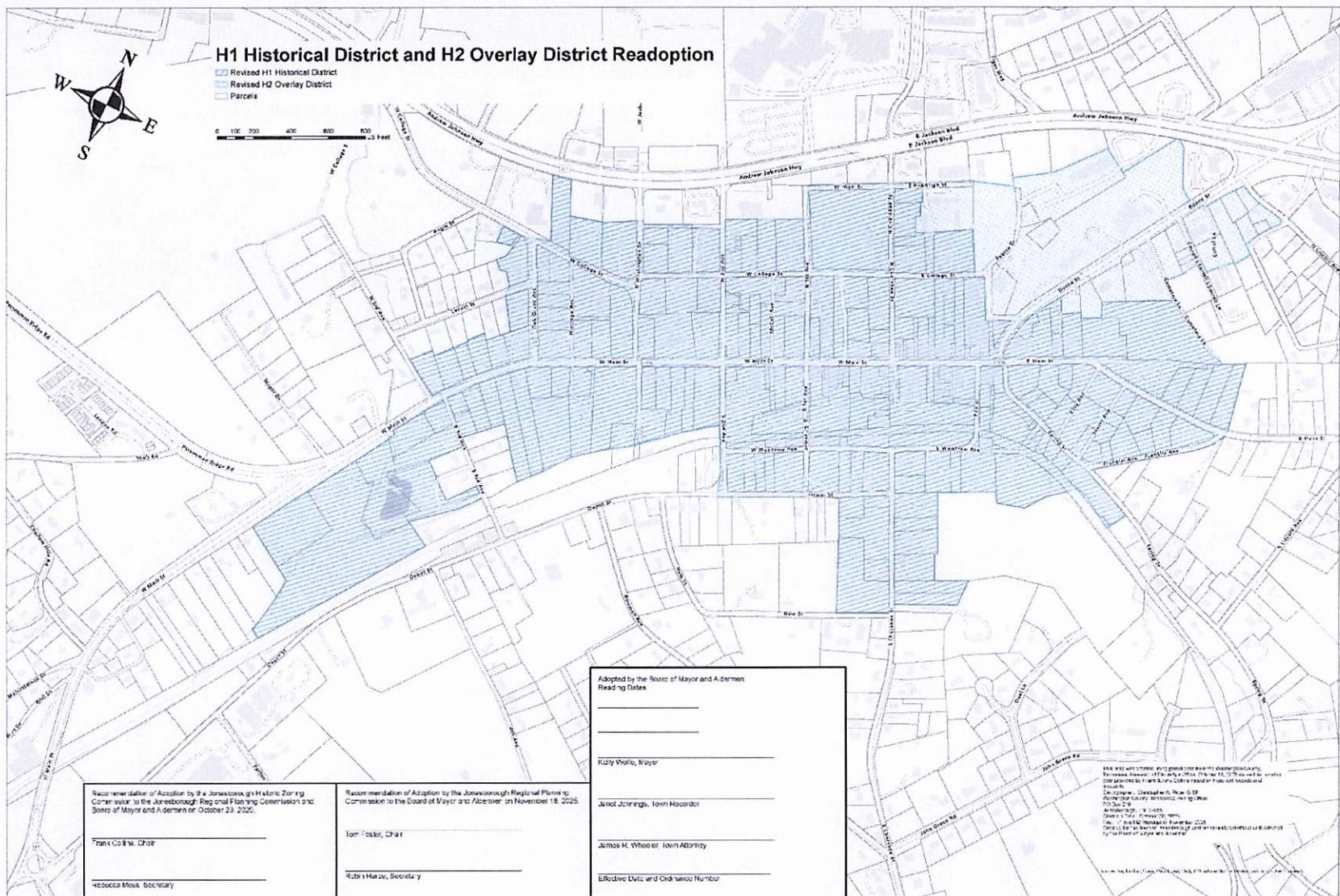
The HZC Chair Frank Collins and other HZC members have spent a few months reviewing the records and accordingly, the HZC initiated the process that includes the Jonesborough Planning Commission and Board of Mayor and Aldermen (BMA) to amend the map. Details of the amendment are included in communications (attached) from Mr. Collins.

The Planning Commission met in regular session on November 18, 2025, and voted to recommend the map amendment to the BMA. The BMA passed the amendment on first reading at their December 8, 2025, board meeting.

RECOMMENDATION:

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.

H1 Historical District and H2 Overlay District Readoption



From: [Glenn Rosenoff](#)
To: [Angie Charles](#)
Subject: FW: Corrections to the County H-1/H-2 Overlay Zone Map
Date: Monday, November 10, 2025 3:55:12 PM
Attachments: Difference in HZC map v2.docx

From: Frank Collins <frank.collins@gmail.com>
Sent: Friday, July 11, 2025 8:40 AM
To: Glenn Rosenoff <GRosenoff@jonesboroughtn.org>
Cc: wekennedymd@gmail.com; Nita VanTil <nita.vantil@gmail.com>; Amy Collins <amy.collins@gmail.com>; Brandi Miller <Brandim@JonesboroughTN.org>
Subject: Corrections to the County H-1/H-2 Overlay Zone Map

Hi Glenn,

From checking the earlier H-1/H-2 overlay maps, I suspect when a County clerk digitized the maps, they overlooked certain edges where the diagonal line denoting H-1/H-2 was not as prominent.

Below and attached shows the accurate H-1/H-2 maps as it currently stands and was shown on earlier versions (2004/2009/2014) of Jonesborough and County H-1/H-2 overlay zone maps. Not sure if the County can just correct this since it looks more like a clerical error than an actual discrepancy. Or the MBA can issue a stamp of approval to reconfirm the boundary and we can have the County fix the inconsistencies.

1. Direct the County to re-include these on the H-1 map.

These properties were on the County's H-1, H-2 overlay zone maps in 2004, 2009 and 2014, but have disappeared on their 2023 map. Dr. Kennedy confirmed these are in the H-1 overlay zone. We have multiple HZC forms in our Certificate of Appropriateness files.

200 W College St
205 W College St
208 W College St
301 W College St
421 W College St
204 N 2 nd Ave
206 N 2 nd Ave
208 N 2 nd Ave
210 N 2 nd Ave (Rhea Masonic Lodge)

2. Direct the County to follow the property lines for these H-1/H-2 properties:
The county has put the dividing line in the middle of these properties instead of following the property lines. The structure is shown in the H-1/H-2 overlay zone, but a dividing line cuts off the rear of the property. The county needs to follow the property lines.

H-1:

201 Oak Grove Avenue (a small part in the back)

508 W Main St

510 W Main St

512 W Main St

518 W Main St

703 W Main St

H-2:

147 N Lincoln Ave

216 Sabin Dr (County Inn and Suites building is included, but the parking lot is not shaded)

3. Direct the County to follow the property lines for these H-1 properties:

The following properties have the house in the H-1 district, but the rear part of the property in the H-2 district.

201 E Main St

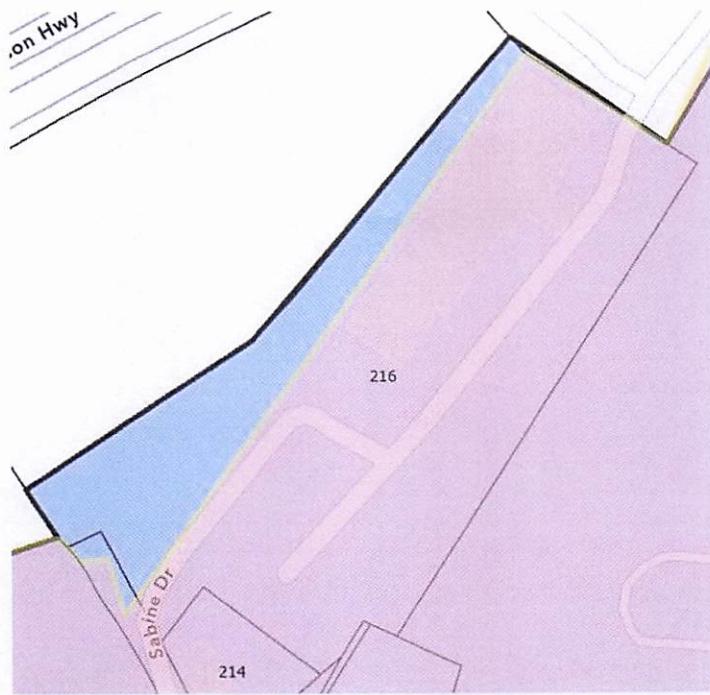
211 E Main St

213 E Main St

4. Direct the County to remove from the H-1 map.

The following property is listed as being in the H-1 district on the county map. However, it is not considered to be part of the H-1 district.

401 W Jackson Blvd (First Horizon Bank)



216 Sabin Drive

Parcel Id: 060A D 010.00, owned by Arya Hospitality LLC

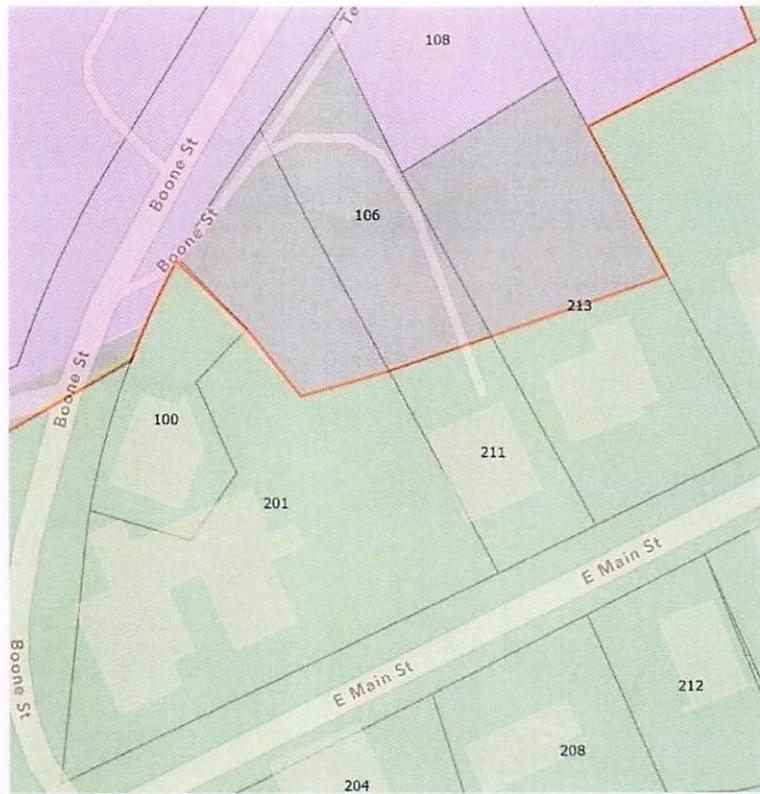
County should follow property lines, most of property is H2 (including structure).



147 N Lincoln Avenue

Parcel Id: 0520 B 017.00, owned by Roy & Marjorie Foster

County should follow property lines, part of property is H2



201 E Main Street

Parcel Id: 0520 B 039.00, First Baptist Church

Most of property is H1, but a small piece is H2. The entire property should be H1.

106 Boone Street

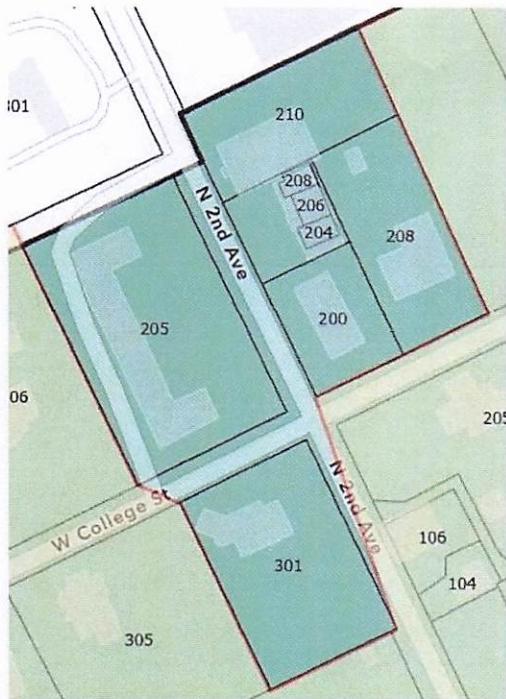
Parcel Id: 0520 B 038.01, owned by Lester & Khristine Morelock

This is the driveway for 211 Main Street which is H1. Both properties should be H1.

213 E Main Street

Parcel Id: 0520 B 037.00, owned by Lawrence & Karen Childress

Part of property is H1 and part is H2. Entire property should be H1.



301 W College Street

Parcel Id: 060A C 010.00, owned by Joe Florence and Lea Florence

Should be part of H1. 2004 & 2009 maps show property as H1.

205 N Second Avenue

Parcel Id: 060A A 008.00, owned by Boatyard LLC

Should be part of H1. 2004 & 2009 maps show property as H1.

200 N Second Avenue

Parcel Id: 060A D 020.00, owned by Leory & Gaye Griffith

Should be part of H1. 2004 & 2009 maps show property as H1.

204, 206, & 208 N Second Avenue

Parcel Id: 060A D 020.01, Town Place Condos

Should be part of H1. 2004 & 2009 maps show property as H1.

210 N Second Avenue

Parcel Id: 060A D 019.01, Rhea Lodge

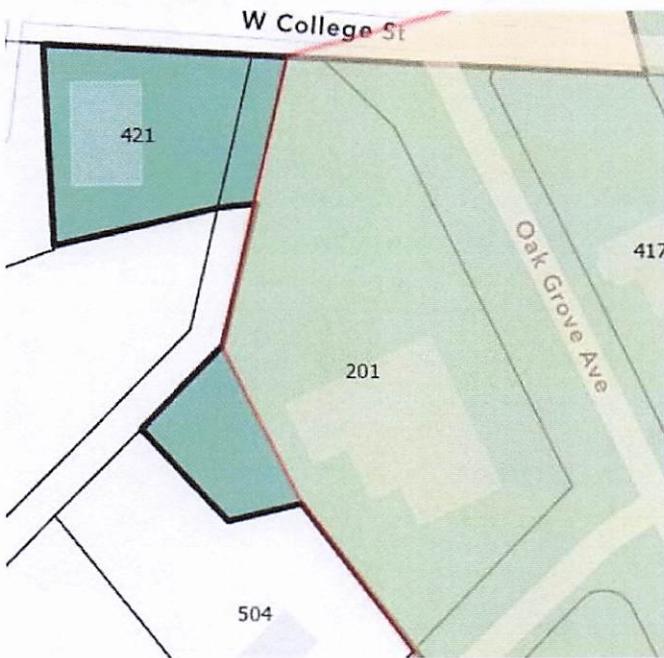
Should be part of H1. 2004 & 2009 maps show property as H1.



401 W Jackson Blvd.

Parcel Id: 060A A 003.01, First Horizon Bank

On county map as H1. Should not be in H1 district.



421 W College Street

Parcel Id: 060A B 005.00, owned by William Murray

Should be part of H1.

201 Oak Grove Avenue

Parcel Id: 060A B 006.00, owned by Glenn & Lori Rosenoff

Most of property is H1. County map should follow property lines.



516 W Main Street

Parcel Id: 060A B 029.00, owned by Gary Gerhart & Cassandra Moore

Part of property is H1. Should follow property lines and all be in H1 district.

512 W Main Street

Parcel Id: 060A B 028.00, owned by James Cooper and Marie Nelson

Part of property is H1. Should follow property lines and all be in H1 district.

510 W Main Street

Parcel Id: 060A B 027.00, owned by Tony Hylmon

Part of property is H1. Should follow property lines and all be in H1 district.

508 W Main Street

Parcel Id: 060A B 026.00, owned by John Shanks

Part of property is H1. Should follow property lines and all be in H1 district.



Willow Creek Lane, 101, 102, & 103

Parcel Id: 0601A 019.02, Willow Creek Condos

Part of property is H1. Should follow property lines and all be in H1 district.

103 S Third Avenue

Parcel Id: 0601A 022.02

A small section of the property is H1. The property should not be in the H1 district.



703 W Main Street

Parcel Id: 0601A 019.01, owned by Matthew & Crystal Kehn

Part of property is H1. Should follow property lines and all be in H1 district.

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 _____ 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

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

DATE: January 12, 2026 **AGENDA ITEM #:** 6-B

SUBJECT: Second Reading on an Ordinance to Change the Time of the Regular Meetings of the BMA

BACKGROUND:

There has been some discussion for the last few months on changing the regular monthly Board meetings to meet earlier than the current 7:00 p.m. The proposed time change is 6:00 p.m. The BMA passed the amendment at their December 8, 2025, board meeting on first reading.

RECOMMENDATION:

Approve the amendment to the Jonesborough Municipal Code Title 1, Chapter 1, Section 1-101, Time and Place of Regular Meetings, changing from a beginning time of 7:00 p.m. to 6:00 p.m., on Second and Final Reading.

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 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

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

DATE: January 12, 2026

AGENDA ITEM #: 7-A

SUBJECT: Jonesborough's St. Paddy's Festival Event

BACKGROUND:

Main Street Jonesborough is planning activities on Saturday, March 14, 2026 in celebration of St. Patrick's Day for the 10th year in a row.

We will host the event as we did last year, kicking off the event with the parade. The route will go down Boone Street, Main Street, take a right and back to the library parking lot. Adjustments will be made as public safety deems appropriate.

Plans are underway for the 6th annual St. Paddy's Fun Run which will begin and end in front of the Courthouse on Main Street, kicking off at 2 p.m. The route will be the same as last year:

- 1:15 p.m. – 2 p.m. staff member welcome runners in front of the Courthouse
- 2 p.m. the run will begin, 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.

RECOMMENDATION:

Approve Jonesborough St. Paddy's Celebration events to be held on Saturday, March 14, 2026, including the parade and street closure request, as presented.

MEMO

To: Glenn Rosenoff, Town Administrator
From: Cameo Waters, Tourism & Main Street Director
Date: December 29, 2025
RE: Jonesborough's St. Paddy's Festival

Main Street Jonesborough is planning activities on Saturday, March 14 in celebration of St. Patrick's Day for the 10th year in a row. We are requesting street closure from 10 a.m. until 6:30 p.m. on Main Street from Fox to Second Avenue.

We will host the event as we did last year, kicking off with the parade. The route will go down Boone Street, Main Street, take a right and back to the library parking lot. But adjustments will be made as public safety deems appropriate.

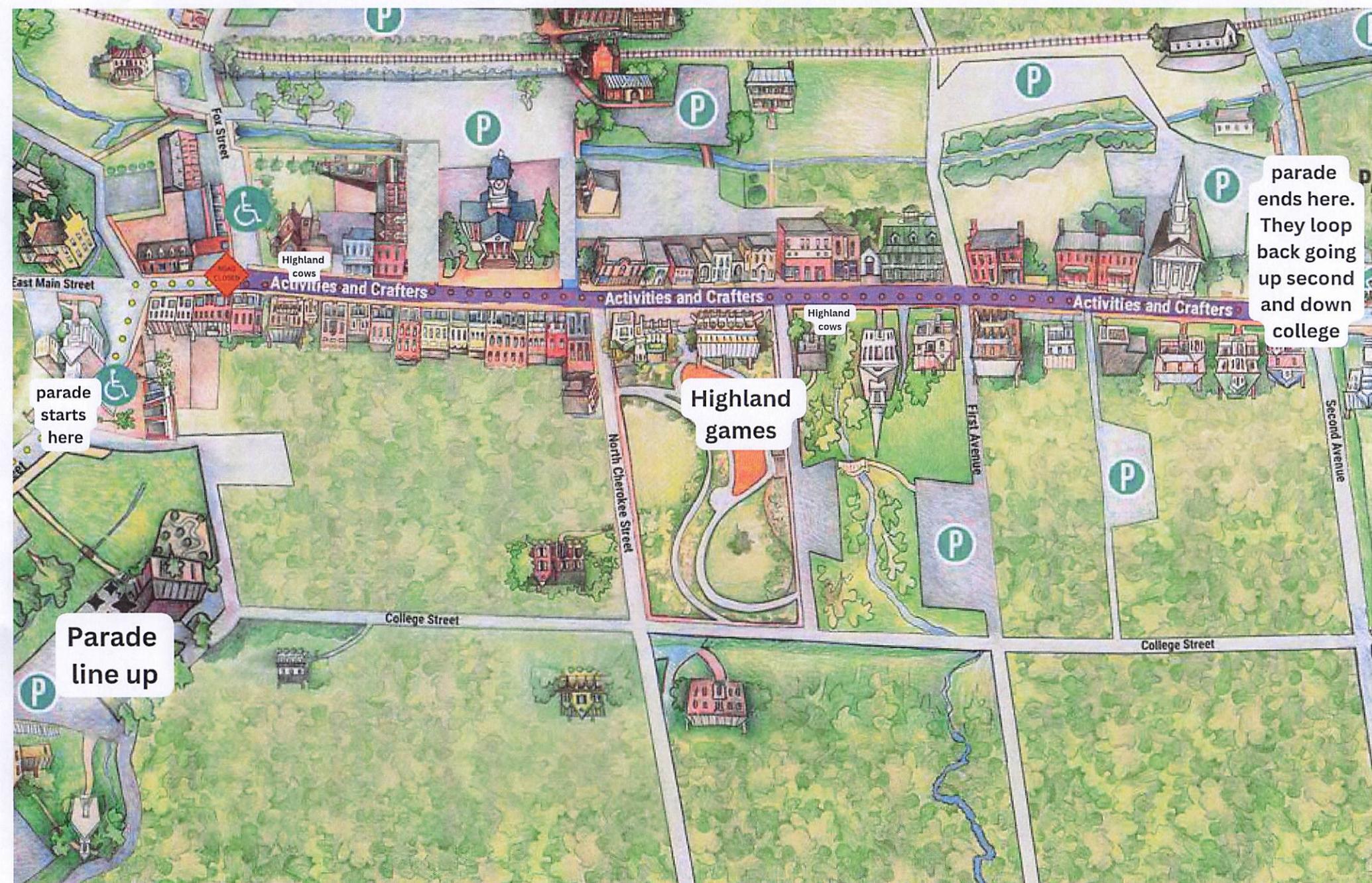
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- 1:15 p.m. – 2 p.m. staff member welcome runners in front of the Courthouse
- 2 p.m. the run will begin, they will go down Main Street, take a left onto 2nd Avenue, down the walking trail, left onto 3rd Avenue and right onto Depot Street for a free 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
- I will notify the brewery 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.

Thanks,
Cameo Waters



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

DATE: January 12, 2026

AGENDA ITEM #: 7-B

SUBJECT: Special Event - Pioneer Pride 5k

BACKGROUND:

A request for a Special Event Permit Application has been received from Chris Kudera representing David Crockett High School Athletic Department for approval of the "Pioneer Pride 5K Glow Run" scheduled for Saturday, August 22, 2026, from 6:30 PM to 11:00 PM. 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.

Town Administrator Note: Chris Kudera is organizing the event and will not be acting in the capacity of his position as Town of Jonesborough Director of Parks and Recreation during the entirety of the event.

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 (see Special Event Application).

RECOMMENDATION:

Approve the Special Event Permit for the Pioneer Pride 5K Glow Run scheduled for August 22, 2026, from 6:30 PM to 11:00 PM 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 7/1/2026, as presented.

Town Of Jonesborough, Tennessee

Special Event Permit Application

A *Special Event* is any occasion including but not limited to fairs, shows, exhibitions, city-wide celebrations and festivals taking place within a specifically defined area of the Town of Jonesborough for a period of time. A special event may include the use of public facilities in the Town of Jonesborough, including, but not limited to parks, streets, alleys, sidewalks, restrooms or other municipal owned facilities, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof. Special Events may be one-time or recurring occasions.

12-1002 Jonesborough Municipal Code

Whenever any person, group, association, club, business, firm or corporation desires to sponsor a Special Event such person, group, association, club, business, firm or corporation shall first obtain a "Special Event Permit" from the Town of Jonesborough.
12-1003 Jonesborough Municipal Code

THE UNIVERSITY OF TORONTO LIBRARIES

Person(s) Completing Application

Date

Name Chris Kudera

12-29-25

Address 311 Ova Edwards Ct. Jonesborough, TN 37659

Phone 423-946-0618

Fax

Email kuderac@wcde.org

Instructions:

- 1) Each question on this application must be answered in some fashion for your application to be considered for approval. Please attach an additional sheet(s) if necessary to completely and accurately provide the requested information in each question, labeling any additional sheet(s) clearly as such.
- 2) Incomplete applications will be returned to the address you have provided above without further consideration until a complete application, including exhibits is filed.
- 3) The original application and your exhibits of the entire package should be filed with the Town Administrator's office at least 90 days in advance of your event. See Schedule of Approval, Chapter 10 Title 12 of the Jonesborough Municipal Code, a copy of which is attached.

Sponsoring Organization Information:

Name David Crockett High School Athletic Department

Purpose Athletic Department Fundraiser that unites the school with the community at large. This event also serves as a back to school party for the students.

Is this a recurring Special Event? Yes No

Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. This permit application shall provide a schedule for the term of a recurring event:

The race will take place on August 22nd starting at 7:30pm. The timer will need to set up in front of the courthouse starting at 6:30pm.

Event Information:

Name of Event Pioneer Pride 5k

Description & Purpose of Event A 5k race/run/walk that concludes the Pioneer Pride week at David Crockett High School that promotes the athletic department.

Dates and hours of event 8/22/26 from 6:30p-11p Estimated number expected to attend 1,000

Estimated number of town citizens expected to either participate in and/or view the event _____

Is a request for public safety assistance included in your Security Plan attached as per the list of items below? Yes No

Required Exhibits to Application

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining that fact:

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (copy provided with this application and available from the Town Recorder)
2. **List of pre-events and post-events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with city streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.)
4. **Outline of your publicity plan** with examples of previous efforts, if available
5. **Security Plan**, including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list and samples of any special parking permits that will be issued, etc. and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan**, including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (if requested by the Town Recorder, this information must be sent directly to the Town from the insurance company).
9. **Anticipated vendors and concession booth list.** (A final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.
11. **Clean-up Plan** detailing person or persons responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.
12. **Street Closure Request** listing of all streets or portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits.)

Request for Services from the Town of Jonesborough

Please indicate any services you request for your event from the Town of Jonesborough*. (A fee may be Levied by the Town for additional services per the Municipal Code, see 12-1007)

<input checked="" type="checkbox"/> Police and Security	<input checked="" type="checkbox"/> Refuse Collection
<input checked="" type="checkbox"/> Street Cleaning	<input type="checkbox"/> Event Preparation/Beautification
<input type="checkbox"/> Signage	<input type="checkbox"/> Parking
<input type="checkbox"/> Use of facilities – Facility _____	<input type="checkbox"/> Dates & Hours _____
<input type="checkbox"/> Space and staffing needs _____	
<input type="checkbox"/> Communications and/or publicity	

* For each such service requested please provide a detailed description of your request as Exhibit 13

Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter 10 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Date: 12-29-25

Signature: 

Print Name: Chris Kudera

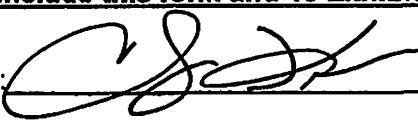
Title: Event Director

Witness: Sheri Wright

The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject or modify this request in whole or in part under the Jonesborough Municipal Code.

Please note, your application should include this form and 13 Exhibits

Date: 12-29-25

Signature: 

Print Name: Chris Kudera

Title: Event Director

Witness: Sheri Wright

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 29 day of December, 2025, in the Town of Jonesborcugh, County of Washington, State of Tennessee

The parties to the agreement are the undersigned David Crockett High School - Pioneer Pride 5k,
(Name of Organization or Sponsor)
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnitee."

Irdeemnitor has submitted a Special Event Permit Application to indemnitee. The agreement is attached as Exhibit 1 to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemitee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's special event to take lace within the limits of the Town of Jonesborough in consideration of the indemnitee's allowing the event to take lace and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

SECTION I

Scope of Indemnity

Indemnitor undertakes to indemnify and to save harmless indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the special event outlined in the application or the managernent thereof.

Indemnitor assumes ful responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the event, and agrees and covenants to indemnify indemnitee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnitee from all liability and/or loss or damages for or arising out the special event outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

SECTION II

Period Covered

The indemnity will extend from the date of this agreement to and including the date the special event concludes, including cleanup.

SECTION III

Expenses, Attorney's Fees, and Costs

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorney's fees or court costs, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorney's fees or costs.

SECTION IV

Interest

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum or any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obligated to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

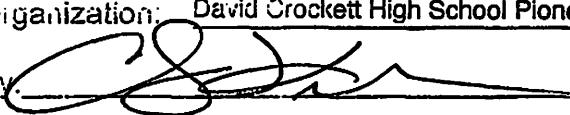
SECTION V

Notice of Claim Against Indemnitee

Indemnitee agrees to give indemnitor ten days' written notice of any claim made against indemnitee on the obligations indemnified against.

Executed on the date first written above

Organization: David Crockett High School Pioneer Pride 5k

By: 

Printed Name: Chris Kudera

Title: Event Director

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Chris Kudera, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the EVENT DIRECTOR (title) of Pioneer Pride 5K (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 29th of December, 20 25.

Brenda A. Davis

NOTARY PUBLIC

My Commission Expires:

October 30, 2029



ORDINANCE NO. 2005-16

AN ORDINANCE ADOPTING A SPECIAL EVENTS PERMIT REQUIREMENT
FOR THE TOWN OF JONESBOROUGH AND ALSO REGULATING SPECIAL
EVENTS WITHIN THE TOWN OF JONESBOROUGH

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

SECTION 1. That a new Chapter 4 shall be added to Title 12 of the Jonesborough Municipal Code and it shall read as follows:

- 12-401. General. Special Events sponsored by local groups, associations or individuals and taking place within the town limits impact public safety, solid waste collection, use of public streets and/or right-of-ways but often celebrate heritage, enhance community spirit, improve quality of life, support economic development and provide educational opportunities.
- 12-402. "Special Event" defined. A Special Event is any occasion including but not limited to fairs, shows, exhibitions, city-wide celebrations, and festivals taking place within a specifically defined area of the Town of Jonesborough for a period of time. A special event may include the use of public facilities in the Town of Jonesborough, including, but not limited to parks, streets, alleys, sidewalks, or other municipal owned facilities, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof. Special Events may be one-time or recurring occasions.
- 12-403. Special Event Permit Required. Whenever any person, group, association, club, business, firm or corporation desires to sponsor a "special event", such person, group, association, club, business, firm, or corporation shall first obtain a "Special Event Permit" from the Town of Jonesborough.
- 12-404. Permit application procedure.
 - (1.) Application. Special Event permits will be issued only upon the submission of an application filed with the Town Recorder. Such application must contain the following information:
 - (a) Name, description, and purpose of event.
 - (b) Name and purpose of sponsoring organization.
 - (c) List of pre-events and post-events held in conjunction with the main event. (Including parade, fireworks, etc.)
 - (d) Days and hours of event.

- (e) Event boundary including a map with city streets showing requested including registration, tents, booths, food, office/administration, etc.
- (f) Estimated number expected to attend.
- (g) Outline of publicity plan with examples of previous efforts, if available.
- (h) Security plan, including crowd control, pedestrian safety, etc., and general request for public safety assistance.
- (i) Emergency procedures, first aid services, and plan for appropriate emergency communication. Also include outline of activities involving moving vehicles and safety related procedures used to avoid or prevent injury.
- (j) Names, street addresses, phone numbers including home phone, work phone and cell phone, and title/area of responsibility of at least two contacts with event sponsors.
- (k) Proof of liability insurance, provided by insurance company and sent, if requested, directly by the carrier to the Town Recorder.
- (l) A list of anticipated vendors and concession booths. A final revised list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.
- (m) Services provided by or through the event sponsor. List should include erection of temporary stages or facilities including tents, efforts to address refuse collection, security, etc.
- (n) Services requested from the Town of Jonesborough including:
 - (1) Police and Security
 - (2) Refuse Collection
 - (3) Street Cleaning
 - (4) Event Preparation/Beautification
 - (5) Signage
 - (6) Parking
 - (7) Use of facilities, including days and hours, space and staffing needs
 - (8) Communication/Publicity
- (o) Detailed clean-up plan stating person or persons responsible, schedule, and any repairs or grounds remediation expected.
- (p) The approximate number of citizens expected to either participate in and/or view the event.

- (q) If street closure is requested, a complete listing of such streets or portions thereof, together with the dates and hours of closure.
- (r) The payment of a \$35.00 fee for processing the application.

(2.) **Hold Harmless Clause Required.** The Special Event sponsor shall hold the Town of Jonesborough harmless for any damages or injuries caused by any action or activities of the sponsoring organization. The sponsor shall sign a hold-harmless clause approved in form by the Town Attorney.

(3.) **Town Staff Review.** The request to hold a Special Event shall be reviewed by the appropriate Town staff. Town staff will work with event sponsors to the extent necessary to clarify and resolve any issues or concerns. Any written comments resulting from the staff review shall be provided to the Board of Mayor and Aldermen before Board action is taken.

12-405. **Insurance Required.**

- (1.) A Special Event Permit will be issued by the Town Recorder only after the sponsor has presented the Town Recorder with a certificate of insurance, with the Town of Jonesborough named as an additional insured; protecting the Town from any and all claims and liabilities arising out of the event, in an amount equal to the upper limits of liability the Town is exposed to under the Tennessee Governmental Tort Liability Act at the time of the event.
- (2.) Insurance coverage shall include all activities and the individuals carrying them out as well as vendors permitted within the Special Event boundaries.
- (3.) Any individual or organization carrying out a Special Event activity within the Special Event boundary involving the general public, whether on public or private property, shall be covered by insurance with the minimum limits listed above. Proof of coverage shall be obtained through a permit issued through the special event sponsor or through a certificate of insurance provided by the carrier.
- (4.) Events sponsored by the Town shall be covered under the Town's general liability insurance policy.

12-406. **Board Approval Required.**

- (1.) **Approval in Part or Whole.** The Board of Mayor and Aldermen shall review all requests for Special Events and the associated request for services. At least one of the designated contacts with the even

sponsor shall be at the Board meeting to answer questions and provide any additional information needed. The Board may approve, reject or modify any request in whole or part.

- (2.) Schedule of Approval. Although the Board of Mayor and Aldermen may authorize the carrying out of an Event at any time, the Board will normally require documentation necessary for a request to be presented to the Board for review a minimum of thirty-five (35) days in advance of the Special Event. Special Events sponsors should submit preliminary event plans with the information outlined in Section 9 to the Town Administrator so the request can be reviewed by the appropriate Town staff forty-five (45) days prior to the Special Event.
- (3.) Annual Action Required for Recurring Special Events. Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. The permit application shall provide a schedule for the term of the special event within the special event permit request.
- (4.) Town Sponsored Special Events. The Board of Mayor and Aldermen may choose to sponsor a Special Event for any reason. Special Events sponsored by the Town of Jonesborough may be approved by the Board of Mayor and Aldermen, at its discretion, through the annual budget process or through the criteria established in this ordinance for all other Special Events.

12-407. Fee for Additional Services. If the Town determines that the special event is not expected to generate sufficient tax revenues sufficient to pay the Town's expected costs for municipal services and utilities over and above the normal level of service provided to the general public, the Town may charge the special event sponsor at rates for services rendered that are established by resolution of the Board of Mayor and Aldermen. If the Town chooses to levy a fee for additional services, the Town shall estimate the fees for additional services which must be paid in advance of the issuance of the special event permit. Upon the conclusion of the special event, the Town will itemize its fees for additional services actually provided and will bill the special event sponsor for any unpaid balance or refund any overpayment made. Fees levied for special services provided shall be due upon demand.

12-408. Concession Booths and Vendors.

- (1.) Definitions.

- (a) *Goods, wares, merchandise* shall include but not be limited to fruits, vegetables, farm products or provisions, dairy products, fish, game, poultry, meat, plants, flowers, appliances, crafts, wearing apparel, jewelry, ornaments, art work, cosmetics and beauty aids, health products, medicines, household needs or furnishings, food or any kind, whether or not for immediate consumption, confections or drinks.
- (b) *Vendor or Concession Booth* means any person, traveling by foot, wagon, vehicle or any other type of conveyance from street to street carrying, conveying, or transporting goods, wares or merchandise and offering and exposing them for sale, or making sales and delivering articles to purchasers; or who, without traveling from place to place, exhibits, displays, sells or offers for sale such products from a wagon, handcart, pushcart, motor vehicle, conveyance or from his person while on the public ways of the Town of Jonesborough. A vendor or concession booth also includes any transient vendor, street vendor, hawker, huckster, itinerant merchant, or persons or companies providing services for fees or other compensation.

(2.) General. The special event sponsor shall be in charge of all concession booths and vendors. The sponsor shall determine what booths and vendors shall be allowed, and see that they comply with all ordinances, statutes, rules, and regulations, including, but not limited to, public health, safety requirements, and anti-discrimination laws. The special event sponsor shall also issue an identification badge to each vendor or concession booth operator.

(3.) Vendors or concession booths shall not obstruct the entrance or display windows of fixed location businesses without the permission of the owner of the affected business. In no event shall a vendor or concession booth obstruct pedestrian access to other neighboring fixed located businesses.

(4.) No vendor or concession booth shall be permitted to operate in the following areas of public space:

- (a) Within ten (10) feet of any street intersection or pedestrian crosswalk, unless the street intersection is closed as part of the special event,
- (b) Within five (5) feet of any driveway or loading zone;
- (c) Within five (5) feet of any parking space or access ramp designated for persons with disabilities,

- (d) Within ten (10) feet of a fire hydrant or fire escape. In no event, vendors or concession booths shall not obstruct public sidewalks.
- (5.) No vendors or concession booths shall be allowed within the boundary of the permitted special event without the approval of the Special Event sponsor or the Board of Mayor and Aldermen.
- (6.) Vendors operating outside of a special event boundary must obtain a separate permit in the name of the vendor.

12-409. Sales Tax. Sales booths and/or activities, in which fees are charged, if allowed, shall be governed by the State Flea Market Rules for license to sell. It shall be the responsibility of the Special Event sponsor to ensure that all individuals and groups permitted to conduct sales through the Special event have paid any applicable local or state fee for sales, and to verify that all booths or fee generating activities are properly licensed. Upon request, permit and sales tax information for all permitted Special Event vendors and activities shall be provided to the Town Recorder within fifteen (15) days of the last day of the Special Event.

12-410. Rules and Regulations.

- (1) Alcoholic Beverages. Alcoholic beverages of any kind in public use areas, which includes parks, public buildings, grounds, streets, sidewalks and other such public areas, are prohibited except as may be authorized by permit under the ordinance of the Town.
- (2) Cancellation. The Town reserves the right to cancel a Special Events Permit if it is determined that the information provided is inaccurate or false, that the intended use is actually different than stated, or that the activities taking place create an unanticipated threat to public property or a public safety hazard.
- (3) Compliance With Town Policies And Ordinances And Other Laws. The event sponsor shall comply with all Jonesborough ordinances and policies and all local, state and federal laws, and will to the extent possible see that event participants comply as well.
- (4) Fire. Fires or burning in the public areas within boundaries is prohibited. This restriction shall not apply to the use of grills or other such devices approved for use by vendors, or as specifically authorized in other designated areas through the Special Event application

- (5) Firearms: No person shall possess, carry or discharge any firearm, shotgun, rifle, pistol, bow and arrow, crossbow, blowgun, slingshot, BB gun, air gun, or paint gun in the Special Event boundary. This restriction shall not apply to duly authorized law enforcement officers acting in their official duty or to any Town employee duly authorized by the Jonesborough Board of Mayor and Aldermen. The Board of Mayor and Aldermen may permit the use of firearms in demonstration exercises, training supervised by qualified personnel, and may authorize "turkey shoots" or other such competitions or demonstrations of skill when the Board determines such activity is in the public interest and the necessary safeguards for public safety are in place. "Firearm" means any device designed, made, or adopted to expel a projectile by the action of an explosive or any device readily convertible to do so.
- (6) Fireworks, Explosive Devices: Fireworks, firecrackers, or any such explosive devices are prohibited from the Special Event area boundary. This restriction shall not apply to any explosive device utilized by duly authorized law enforcement officers acting in their official duties, or as a fireworks display or similar activity approved by the Board of Mayor and Aldermen through the Special Event permit process.
- (7) Non-Discrimination: It is the policy of the Town of Jonesborough to not discriminate against any person, group or organization based on the grounds of race, color, religion, gender, or national origin. Special Event sponsors shall not discriminate against any person, group or organization based on the grounds of race, color, religion, gender or national origin except as may be allowed under state or federal law.
- (8) Trash and Refuse: Special Event sponsors shall be responsible for picking up trash and refuse generated from their event in parks, parking lots and sidewalks. It is the responsibility of the Special Event sponsor to place trash and refuse collected in a location(s) approved by the Public Works Director or Town Administrator. If proper disposal containers are not available, it shall be the responsibility of the Special Event sponsor to collect trash and refuse and place it in a location that does not restrict normal activity but is also available for easy collection.

12-411. Enforcement. Enforcement of permitting requirements outlined in this ordinance shall be the responsibility of the Town Recorder and the Department of Public Safety. Any violation of these permitting requirements shall be a misdemeanor and subject to the fines associated thereof.

SECTION 2. This ordinance shall become effective immediately after its passage on second and final reading.

Motion was made by Alderman G'Fellers and seconded by Alderman Countermeine that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman G'Fellers, Alderman Countermeine, Alderman Fitzgerald, Alderman Rhein
Those voting against: _____

Motion was made by Alderman Rhein and seconded by Alderman Countermeine that the preceding ordinance be adopted on second reading. Those voting for the adoption thereof were: Alderman Rhein, Alderman Countermeine, Alderman Fitzgerald
Those voting against: _____

PASSED ON FIRST READING July 21, 2005

PASSED ON SECOND READING August 8, 2005



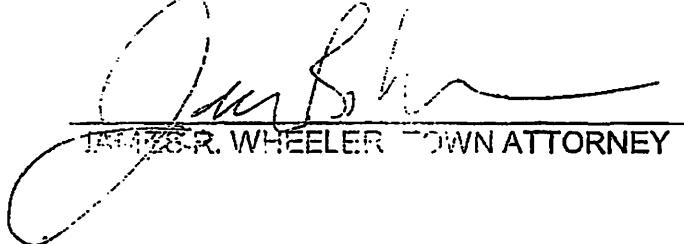
TOBIE BLEDSOE, MAYOR

ATTEST:



ABBEY MILLER, RECORDER

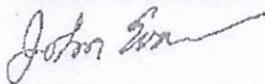
APPROVED AS TO FORM



JAMES R. WHEELER, TOWN ATTORNEY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
12/17/25

PRODUCER Next Generation Underwriters 111 Hazel Path Hamilton Building Hendersonville, TN 37075		THIS CERTIFICATE IS INTENDED TO CONFER AND STIPULATE COVERAGE UNDER THE FOLLOWING TERMS AND CONDITIONS TO THE NAMED INSURED INCLUDING ALTERATION OF THE TNRMT PROGRAM IF REQUIRED.			
INSURED Tennessee Risk Management Trust 101 Tamaras Way Hendersonville, TN 37075 Member: Washington County School System		INSURERS AFFORDING COVERAGE INSURER A: TNRMT			
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	TNRMT	07/01/2025	07/01/2026	EACH OCCURRENCE \$2,000,000
X	COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) included
	CLAIMS MADE X OCCUR				PERSONAL & ADV INJURY included
	INCIDENTAL MEDICAL MALPRACTICE/				GENERAL AGGREGATE unlimited
	PROFESSIONAL LIABILITY				
Tort Immunity will be applied when applicable					
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS					
Re: David Crockett High School Pioneer Pride 5K held on August 15, 2026. Current policy expires 7/1/2026. When policy renews effective 7/1/2026 through 7/1/2027 a new certificate will be issued to cover the date of the event.					
The Town of Jonesborough is Additional Insured ONLY AS THEIR INTEREST MAY APPEAR IN REGARDS TO THE LISTED EVENT.					
CERTIFICATE HOLDER		ADDITIONAL INSURED/INSURER LETTER: A	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS, OR REPRESENTATIVES.</p> <p>AUTHORIZED REPRESENTATIVE</p> 		
Town of Jonesborough Town Hall 123 Boone St. Jonesborough, TN 37659					

Security Plan Map of route attached

The event will start at DCHS, so the majority of the parking will be there. There will be school buses to shuttle students back to Crockett. The Washington County Sheriff's Office will handle the start of the race to Judge Vines Road. The expectation is that the Jonesborough Police Department will take over at Judge Vines Road through the traffic circle and along Main Street to the Court House. We are requesting that from the intersection of Second Ave and East Main Street to the intersection of Fox Street and West Main Street be completely shut down for the race and through the duration of the block party, until 10 p.m. We are requesting a police presence through this time. David Crockett teachers and coaches will be downtown to keep control of student activity.

Publicity Plan

We have generated a variety of avenues to publicize the event. We have a facebook page; www.facebook.com/pioneerpride5K, the David Crockett High School website, the race calendar of the State of Franklin Track Clubs, yard signs, and WJHL with Kasey Marler.

Emergency Plan

Johnson City/Washington County Emergency Management Services will be notified of the event. Law Enforcement will be stationed at each major intersection which needs to be temporary closed during the race.

Sponsors

- David Crockett High School Athletics
- 684 Old State Route 34
- Jonesborough, TN 37659
- Phone: 423-753-1150
- Fax: 423-753-1167
- Mark Jeppings - Event Director
- Sarah Webb - Event Chair
- State of Franklin Track Club
- Bob Townsend Responsible for course timing

Insurance (insurance attached)

- Assured Insurance Consultants LLC
- 2908 East Oakland Avenue
- Liberty Mutual Insurance Company

Vendors

No planned vendors for the sale of merchandise, however, we have asked a few organizations that support DCHS Athletics and that offer services to the community to attend and set up booths. In the past this has been by the old Court House on Main & Courthouse Square by the court house.

Tents

Tents for the timer and supports have been set up at the Courthouse steps and on Courthouse Square by the Court House.

Post Events

There will be awards, food, music, and dancing following the 5K

Clean-up

Coaches & Teachers from David Crockett have picked up most trash and the Town of Jonesborough has sent the services Division in the past to clean the rest.

Pioneer Pride 5K Glow Run/Walk

Jonesborough, TN

TN16003DR

Effective 7/8/16 to 12/31/26

Measured by Dave Rogers 6/12/16

(423)502-2459 dave_carla@chartertn.net

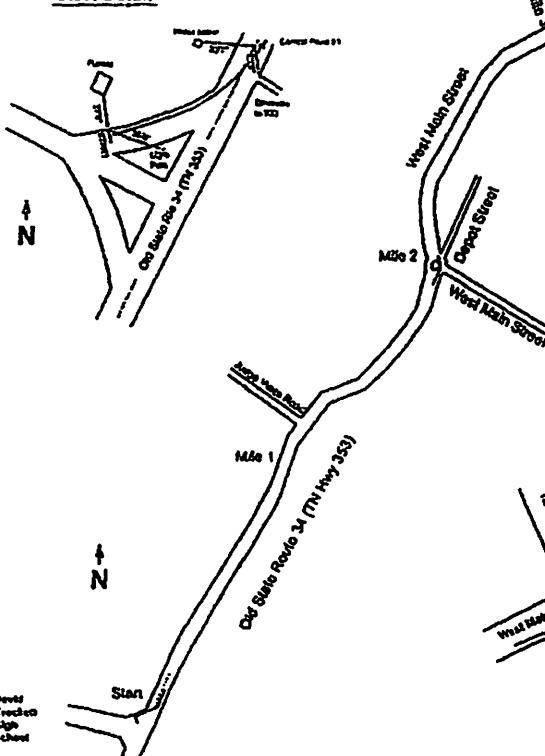
Course Description

- Start line is in entrance to David Crockett High School. Runners head form start and turn left onto Old State Route 34 (TN 353), passing to the right of the cone at Control Point #1. Runners have the use of the entire right lane and right shoulder in the direction of travel, staying on the pavement all the way to the finish line.
- Proceed to the rotary at the intersection with West Main Street. Runners turn around the rotary in a counter-clockwise fashion as if they were in an automobile, staying on the pavement, but not on the concrete median island for use by large trucks.
- Runners finish in front of the Washington County Courthouse in line with the north-most side of the south-most concrete border of the courthouse steps. The finish line is at the right-hand curb, 403° northeast of a storm drain.

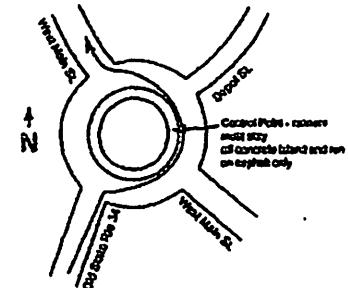
Control Point and mile marker locations

- Start line is 278° south (160 deg) of brick planter with sign for David Crockett High School, and 380° north of Lp. LSS1P37 at entrance to school
- Control Point #1 is 307° east (90 deg) of water meter just north of entrance to school, and 203° north (0 deg) of concrete/asphalt joint in driveway to 703 Old State Route 34
- Mile 1 is about about 300 feet south of Judge Vines Road, 706° north of us58 by pole 58-637399
- Control Point #2 is the concrete central island of the rotary
- Mile 2 is about even with the 17th support post supporting the guardrail north of the rotary.
- Mile 3 is on West Main St. just before the intersection with 1st Avenue, 4 rows of bricks past light pole 27.
- Finish line is in front of the Washington County Courthouse 179° south (170 deg) of the north-most side of the south-most concrete border of the courthouse steps, and is at the right-hand curb, 403° northeast of a storm drain.

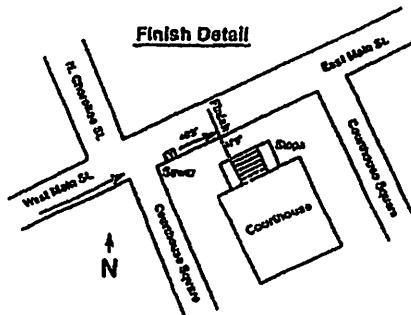
Start Detail



Control Point #2 Detail



Finish Detail





Road Running Technical Council
USA Track & Field

USATF Measurement Certificate



Name of the course Pioneer Pride 5K Glow Run/Walk Distance 5 km
Location (state) Tennessee (city) Jonesborough
Type of course: road race calibration course track
Measuring methods: bicycle steel tape electronic distance meter
Measured by (name, address, phone & e-mail) Dave Rogers, 275 Grandview Ct., Kingsport, TN 37664
(423)502-2459, dave_carla@chartertn.net
Race contact (name, address, phone & e-mail) Mark Jennings, 500 Hillrise Blvd., Johnson City, TN 37601
(423)202-5579, jenningsm@wcde.org
Date(s) when course measured: June 12, 2016
Number of measurements of entire course: 2 Course Configuration. point to point
Elevation (meters above sea level) Start 494 Finish 520 Highest 532 Lowest 494
Straight line distance between start & finish 2.8 miles Drop -5.18 in/km Separation 90.2 %
Type of surface: paved 100 % dirt 0 % gravel 0 % grass 0 % track 0 %
Effective date of certification: July 8, 2016 Certification code: TN16003DR

Notice to Race Director: Use this Certification Code
in all public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If any changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year

2026

AS NATIONALLY CERTIFIED BY:

Date: July 8, 2016

Dave Rogers – USATF/RRTC Certifier

275 Grandview Court, Kingsport, TN 37661 (423)502-2459 dave_carla@chartertn.net

Brandi Miller

From: Matt Rice
Sent: Monday, January 5, 2026 10:18 AM
To: Brandi Miller; Cameo Waters; Christopher Kudera; Amber Crumley; Lori Powell; Steve Prisament; Vince Sicca; Jamie Aistrop; Jeff White; Chason Freeman
Cc: Donna Freeman
Subject: Re: Special Event - Pioneer Pride 5k - 8/15/26

Good morning,

The police department is supportive of this particular event; However, we request the start time be moved to 7:30pm. With last year's event the last 100 runners completed the race between 53 and 71 minutes with the last runner finishing at 9:11pm which was well after dark. The official sunset for that particular day is 8:20pm. The goal from the very first year of this event was to ensure that the runners reach the city limits and street lights prior to dark. With the increasing amount of traffic and the lighting issues I feel an earlier start time is a must in the interest of safety of the participants.

Thank you,



Chief Matt Rice
Jonesborough Police Department
123 Boone Street
Jonesborough, TN 37659
423-753-1053
matt@jonesboroughtn.org

From: Brandi Miller <Brandim@JonesboroughTN.org>
Sent: Monday, January 5, 2026 9:09 AM
To: Cameo Waters <cameow@jonesboroughtn.org>; Christopher Kudera <chrisk@JonesboroughTN.org>; Amber Crumley <amberc@jonesboroughtn.org>; Lori Powell <lorip@JonesboroughTN.org>; Steve Prisament <stevep@JonesboroughTN.org>; Vince Sicca <VinceS@JonesboroughTN.org>; Matt Rice <Matt@jonesboroughtn.org>; Jamie Aistrop <JamieA@jonesboroughtn.org>; Jeff White <JeffW@jonesboroughtn.org>; Chason Freeman <ChasonF@jonesboroughtn.org>
Cc: Donna Freeman <DonnaF@jonesboroughtn.org>
Subject: Special Event - Pioneer Pride 5k - 8/15/26

The Pioneer Pride 5k special event will be presented to the BMA for consideration at their 1/12/26 meeting.

The 5k is scheduled for Aug. 15, 2026.

Please let us know if you have any questions/concerns.

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

DATE: January 12, 2026

AGENDA ITEM #: 7-C

SUBJECT: First Reading on an Ordinance to Amend the Jonesborough Recreation Advisory Commission Membership from Eleven Members to Twelve Members.

BACKGROUND:

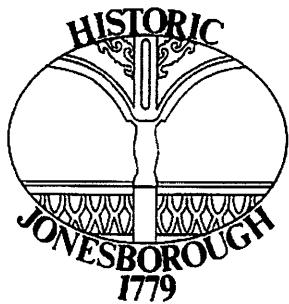
Chris Kudera, Park and Recreation Director, has provided a detailed memorandum about the reasoning behind the proposal to increase the membership based on the recommendation of the Parks and Recreation Advisory Committee at their December 18, 2025, meeting. Being considered is amending the Jonesborough 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.

RECOMMENDATION:

Recommend that Municipal Code be amended to expand the Parks and Recreation Advisory Committee from eleven (11) members to twelve (12) members to allow for the addition of Jr. Pioneer Athletics as an affiliate member on first reading.



TOWN OF JONESBOROUGH

123 Boone Street
Jonesborough, TN, 37659
Telephone: 423-753-1030

Memo

To: Glenn Rosenoff
From: Christopher Kudera
CC:
Date: 12/29/25
Re: Expansion of the Parks and Recreation Advisory Committee

BACKGROUND

As you are aware, The Town of Jonesborough recently acquired the former Jonesborough Middle School property. One of the long-standing and consistent users of this property has been Jr. Pioneer Athletics, which offers organized Pee Wee Football and Cheerleading programs for youth in the community. Following the acquisition, Jr. Pioneer Athletics approached the me to seek guidance on the appropriate steps required to continue using this property, or another Town-owned property, for future practices. The organization's season typically runs from the summer months through mid to late fall.

At its December 18 meeting, the Parks and Recreation Advisory Committee held an open discussion regarding Jr. Pioneer Athletics and its role within the Town's recreational programming. The committee also considered the current structure of the advisory board, which already includes affiliate representation from organizations such as Jonesborough Youth Soccer and Jonesborough Little League.

Following this discussion, 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.

Recommendation:

I recommend that Municipal Code be amended to expand the Parks and Recreation Advisory Committee from eleven (11) members to twelve (12) members to allow for the addition of Jr. Pioneer Athletics as an affiliate member.

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

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

DATE: January 12, 2026

AGENDA ITEM #: 7-D

SUBJECT: First Reading on an Ordinance to Amend Jonesborough Municipal Code Title 11, Chapter 5, Section 11-517E, to include a map of the Corridor Overlay District

BACKGROUND:

On March 13, 2023, the BMA passed the ordinance creating the design guideline standards that apply to new commercial development along frontage parcels located on Jackson Boulevard (east and west), and Headtown Road. The guidelines help improve the exterior appearance of our commercial corridors.

The proposed ordinance provides a boundary map identifying the road frontage parcels within the established Corridor Overlay District which will better identify the parcels required to meet design guideline standards and maximize best planning efforts and practices.

The recommendation is to amend the Jonesborough Municipal Code Title 11, Chapter 5, Section 11-517E and adopt the Corridor Overlay District map as shown on the attached overlay boundary map titled "Corridor Overlay District Adoption Map" created October 17, 2025.

RECOMMENDATION:

Approve this Ordinance to amend the Jonesborough Municipal Code Title 11, Chapter 5, Section 11-517E and adopt the Corridor Overlay District map as shown on the attached overlay boundary map titled "Corridor Overlay District Adoption Map" created October 17, 2025 on first reading.

ORDINANCE NO. 2026-04

**AN ORDINANCE TO AMEND THE ZONING MAP OF JONESBOROUGH
TENNESSEE REGARDING THE CORRIDOR 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 be amended regarding the adoption of the Corridor Overlay District map as shown on the attached overlay boundary map titled "Corridor Overlay District Adoption Map" created October 17, 2025.

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 _____ 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

Recommendation of Adoption by the Jonesborough Regional Planning Commission to the Board of Mayor and Aldermen on December 16, 2025.

Tom Foster, Chair

Robin Harpe, Secretary

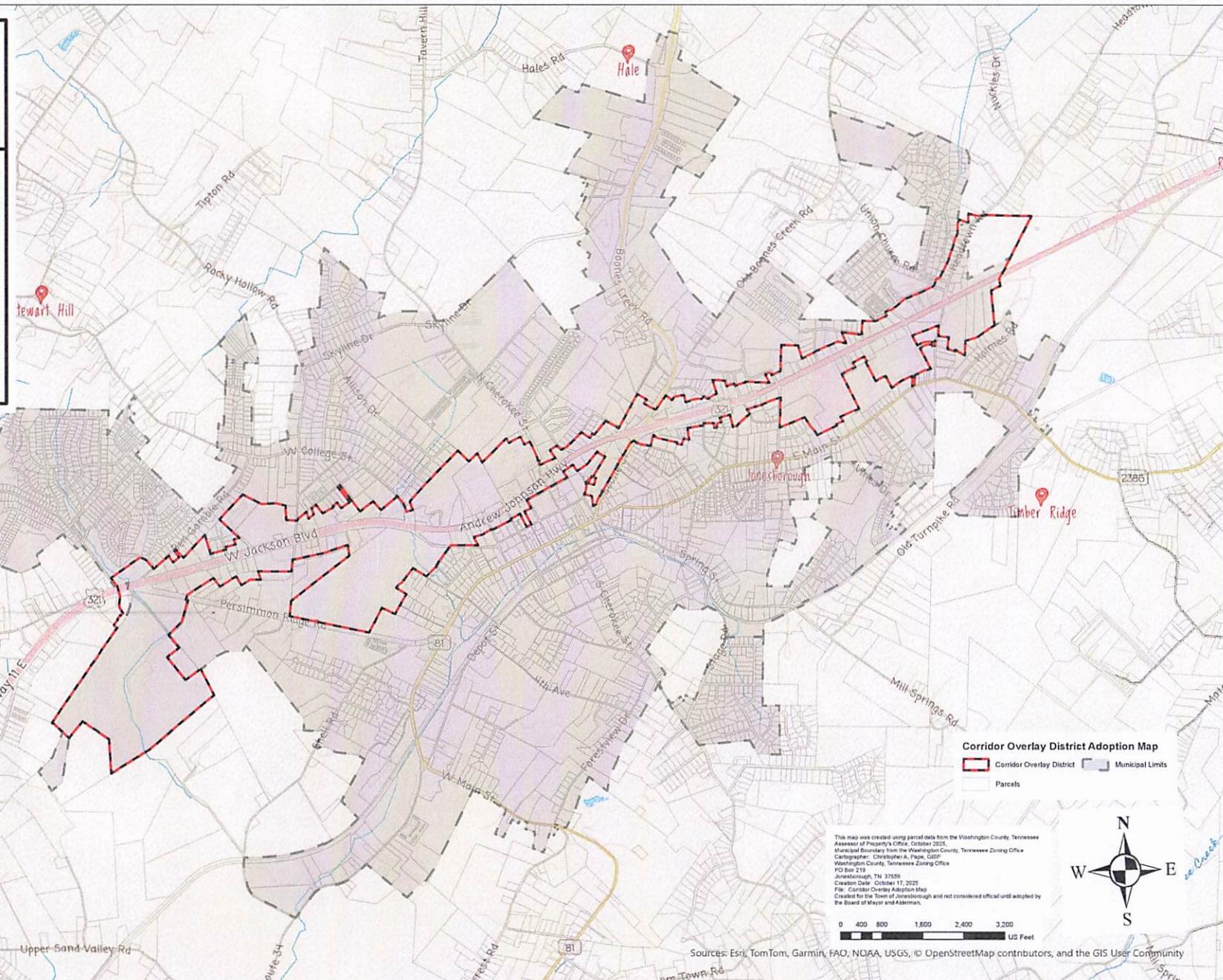
Adopted by the Board of Mayor and Aldermen.
Reading Dates:

Kelly Wolfe, Mayor

Janet Jennings, Town Recorder

James R. Wheeler, Town Attorney

Effective Date and Ordinance Number



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

DATE: January 12, 2026 **AGENDA ITEM #:** 7-E

SUBJECT: Boone Street Sidewalk Bids

BACKGROUND:

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.

RECOMMENDATION:

Approve the low bid of \$43,598.00 from Precision Concrete Finishing to construct a sidewalk on Boone Street in accordance with attached bid specifications with the funding source to be taken from the in-lieu-of-sidewalk fund.

BID OPENING FOR:
BOONE STREET SIDEWALK CONSTRUCTION
DATE: Monday, January 5, 2026

BIDS RECEIVED FROM	AMOUNT
Complete Construction Management	81,400
GCE Construction	85,800
Precision Concrete Finishings	43,598
Taff and Frye	83,435

THOSE IN ATTENDANCE:

Craig Jain

Ed

Janet Jennings

NOTICE TO BID
TOWN OF JONESBOROUGH
BOONE STREET SIDEWALK CONSTRUCTION

The Town of Jonesborough is accepting sealed bids on the labor, materials, and equipment to construct approximately 2,100 Square feet of concrete sidewalk on the south side of Boone Street from the Town Hall parking lot to North Lincoln Avenue. The sealed bid should be labeled "Boone Street Sidewalk Bid." Bids will be received until 2:00 p.m., January 05, 2026, at Town Hall, 123 Boone Street, Jonesborough, TN 37659, at which time they will be publicly opened. Bid specifications can be obtained from the Administration Office at Town Hall, or on-line at the Town of Jonesborough's website under Boone Street Sidewalk Bid.

BID SPECIFICATIONS

BOONE STREET: This section includes a sidewalk length of approximately 420 feet at 5-feet wide, for a total of 2,100 square feet of concrete sidewalk. It includes 420 linear feet of monolithic curb pour, (10) ADA ramps with (4) ramps requiring truncated domes.

General: The sidewalk will be 5-feet in width as specified.

The contractor is responsible for all grade work, removal of spoils, framing and pouring sidewalk and the curb. The sidewalk must have a curb face where adjoining the edge of the street and shall be a monolithic pour. The contractor is responsible for traffic control during the entire length of the project.

The contractor will backfill the sidewalk, and/or curb with topsoil and stabilize with seed and straw.

Approximately half of the sidewalk in this project will be poured over existing asphalt. In areas that require excavation of soil or stone, base stone must be a minimum of 4-inches in depth compacted and grade C or grade D stone must be used. If pouring over asphalt, no more than 2 inches of compacted grade C or D stone must be used.

Concrete must be Class "A" with a minimum of 4,000psi with natural stone and natural sand. Minimum concrete thickness must be 4 inches. In addition, the curb face must be 6 inches deep by 6 inches wide.

The water to cement ratio may not be higher than .45. Air content maximum at 6% + 2, slump 4 inches upon arrival to job site. There shall be a cross slope on the sidewalk for drainage at a minimum of 1% slope, not to exceed 2%.

The sidewalk must be edged using an edger, leaving no sharp edges to chip and/or spall. Contraction joints shall be cut with a jointer every 5-feet of sidewalk. Expansion joints shall be installed every 25 to 30 feet at one-half-inch expansion board material.

The groover used to cut the expansion joints must be a 1-inch groover. The depth of the cut must be one-quarter (1/4") inch.

The concrete shall be finished with a light broom finish.

All sidewalk construction must be ADA compliant.

A "zip-strip" must be used on any construction joints. After the construction joint is zipped off, it must be caulked full with SIKA FLEX.

Once construction is completed, the contractor shall be responsible for sealing the sidewalk. The contractor shall use TRI-SILOXNE sealer, which is a cure and seal product.

There should be no easements, construction or permanent, required along the route to complete the project.

Submitted bids shall be held for a period of sixty (60) days without change by the bidder.

- **Construction of the sidewalk must be completed within 60 calendar days from the date of the bid award. Bidders, however, must submit with their bid their projected start date and completion date.**
- **A building permit for the construction work must be obtained from the Jonesborough Building Inspector; however, the permit will be issued at no cost. The Jonesborough Building inspection staff and the Street Department Director will undertake all normal inspections, and work will also be overseen to the extent reasonable by the Town's Operation Manager, or his designee.**
- **Insurance:**
 - 1) **The contractor selected must provide a performance bond totaling the amount of their bid.**
 - 2) **The contractor selected must provide proof of workers' compensation insurance covering their workers on the project.**
 - 3) **The contractor selected must carry a minimum of \$1 million liability insurance and provide the Town with proof of insurance listing the Town of Jonesborough as "other insured".**
- **Provide a full warranty on workmanship performed for a period of one (1) year following acceptance of the completed work.**
- **Contractors who submit a bid must list subcontractors, if any, intended to be used in the project.**
- **Contractors who submit a bid must list at least three recent successfully completed projects of a similar nature, and list contact information associated with the owner/customer.**
- **The Jonesborough Board of Mayor and Aldermen reserves the right to reject any or all bids and to waive any formalities.**

- **Criteria for bid award will be based on labor/equipment cost of construction, successful experience on similar projects, work force availability and projected completion of project, and previous customer satisfaction.**

TOWN OF JONESBOROUGH**123 Boone Street****Jonesborough, TN 37659****(423) 753-1030 – Fax (423) 753-1074****BID FORM – BOONE STREET SIDEWALK CONSTRUCTION****JANUARY 05, 2026****BOONE STREET:****SIDEWALK CONSTRUCTION PREPARATION \$ 17,439.20****CONCRETE POUR \$ \$26,158.80****CURB POUR \$ _____****SIGNS/POSTS/TRUNCATED DOMES/CROSSWALK STRIPING \$ _____****TOTAL BID FOR THIS SECTION: \$ \$43,598****Any Variation to Bid: _____**

TOTAL PROJECT BID \$ **\$43,598**

COMPANY NAME: _____

REPRESENTATIVE: Precision concrete finishings

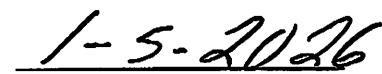
ADDRESS: 274 gammon spgs, Beanstation TN

PHONE: 865-850-8990 **FAX:** _____

EMAIL: Brandon.ramsey4@icloud.com



SIGNATURE



DATE

BID NOT VALID UNLESS SIGNED BY BIDDER

List Subcontractors, if any: _____

TOWN OF JONESBOROUGH**123 Boone Street****Jonesborough, TN 37659****(423) 753-1030 – Fax (423) 753-1074****BID FORM -- BOONE STREET SIDEWALK CONSTRUCTION****JANUARY 05, 2026****PREVIOUS PROJECTS**

1. _____

refer references from previous bids as we have done multiple jobs for the town
_____**Owner/Customer Contact Information:****Name:** _____**Phone:** _____**Email:** _____2. _____

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

DATE: January 12, 2026 **AGENDA ITEM #:** 7-F

SUBJECT: West Main Street Handrail Bids

BACKGROUND:

The new sidewalk from Second Avenue to Washington Drive has been completed. This section of sidewalk is in need of a handrail for obvious safety reasons. A formal bid was sent out in December and publicly opened at Town Hall on January 05, 2026.

Frank Collins, Chairman of Historic Zoning and Dr. Bill Kennedy selected a handrail design that meets Historic Zoning regulations. Mr. Collins is presenting the handrail to the Historic Zoning Committee at their January 08 regular meeting and will present it on behalf of the town for approval.

We only received one bid 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 I feel comfortable granting their request for the down payment.

In addition, the Board of Mayor and Alderman approved \$100,000.00 for this project in the 2025/2026 fiscal year budget. To date, the total project cost is \$122,770.49.

RECOMMENDATION:

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.

BID OPENING FOR:

HANDRAIL – WEST MAIN STREET BID

DATE: Monday, January 5, 2026

BIDS RECEIVED FROM	AMOUNT
Precision Ironworks	45,870

THOSE IN ATTENDANCE:

Janet Fennings
Craig Johnson

**NOTICE TO BID
TOWN OF JONESBOROUGH
HANDRAIL – WEST MAIN STREET BID**

The Town of Jonesborough is accepting sealed bids on the labor, materials, fabrication, and equipment to construct and install approximately 330 feet of metal railing on the sidewalk on West Main Street between Second Avenue and Washington Avenue. The sealed bid should be labeled “Handrail – West Main Street Bid.” Bids will be received until 2:00 p.m., January 05, 2026, at Town Hall, 123 Boone Street, Jonesborough, TN 37659, at which time they will be publicly opened. Bid specifications can be obtained from the Administration Office at Town Hall, or on-line at the Town of Jonesborough’s website under Boone Street Sidewalk Bid.

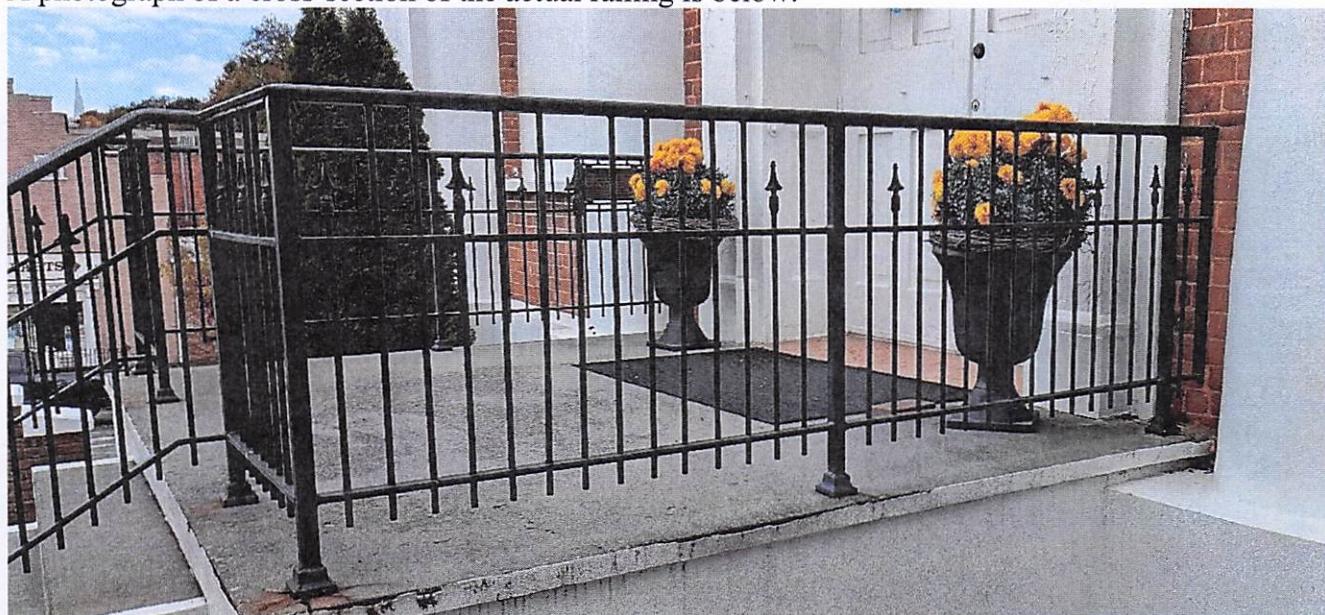
BID SPECIFICATIONS

HANDRAIL: There is a total of 330 feet of metal handrail. The handrail will be in two sections. The first section shall be installed in the concrete curbing on West Main Street at 300 feet in length. The second section will be 30 feet of metal handrail installed along Washington Avenue from the step at the intersection of West Main Street and Washington Avenue traveling north on Washington Avenue.

The handrail will be metal with the following:

- 3 bar post under rail with standard top rail
- 36 inches high
- Vertical balusters one-half inch round on 4-inch centers
- 1-inch channel
- One-and-a-half inch by three-sixteenths inch posts (11/2" x 3/16")
- Spear finials
- Standard cap rail
- Molded handrails on the four ends known as “lambs tongue”
- Primed and painted black
- Core drill installation in concrete curb at a minimum of five inches deep and anchor

A photograph of a cross-section of the actual railing is below:



A building permit for the construction work must be obtained from the Jonesborough Building Inspector; however, the permit will be issued at no cost. The Jonesborough Building Inspection staff and the Street Department Director will undertake all normal inspections, and work will also be overseen to the extent reasonable by the Town's Operation Manager, or his designee.

- **Insurance:**
The contractor selected must provide proof of workers' compensation insurance covering their workers on the project.
- Provide a full warranty on workmanship performed for a period of one (1) year following acceptance of the completed work.
- Contractors who submit a bid must list subcontractors, if any, intended to be used in the project.
- Contractors who submit a bid must list at least three recent successfully completed projects of a similar nature, and list contact information associated with the owner/customer.
- The Jonesborough Board of Mayor and Aldermen reserves the right to reject any or all bids and to waive any formalities.
- Criteria for bid award will be based on labor/equipment cost of construction, successful experience on similar projects, work force availability and projected completion of project, and previous customer satisfaction.

Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

BID FORM – HANDRAIL – WEST MAIN STREET

JANUARY 05, 2026

TOTAL BID FOR THIS PROJECT: \$ 45,870.00

Any Variation to Bid: 50% Down Deposit

COMPANY NAME: Precision Ironworks

REPRESENTATIVE: Jeff McCurry

**Physical
ADDRESS: 221 McCarty Church Road Telford, TN 37690**
Mailing: P.O Box 184 Jonesborough, TN 37659

PHONE: 423-791-4826 **FAX: —**

EMAIL: piwork2005@gmail.com



SIGNATURE

12-22-25

DATE

BID NOT VALID UNLESS SIGNED BY BIDDER

List Subcontractors, if any: none

TOWN OF JONESBOROUGH

123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

BID FORM -- HANDRAIL - WEST MAIN STREET

JANUARY 05, 2026

PREVIOUS PROJECTS

1. The Venue on Main Jonesborough
Stairs and handrails

Owner/Customer Contact Information:

Name: Brian Ponder

Phone: 423-731-1259 423-928-3849

Email: brian@ponderautorepair.com

2. Jackson Prime Restaurant
Stairs and handrails (rear building)

Owner/Customer Contact Information:

Name: Whitney Riddle

Phone: 423-791-0265

Email: not available

3. Homes by Winston

Posts and Railings (Quail Creek in the Ridges)

Owner/Customer Contact Information:

Name: Bryan Winston

Phone: 423-773-8070

Email: homesbywinston@comcast.net

Other:

Railings @ First Baptist Church

Railings @ Jonesborough Methodist Church

Railings @ Jonesborough Presbyterian Church

Railings @ Main Street Cafe

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

DATE: January 12, 2026 **AGENDA ITEM #:** 7-G

SUBJECT: 2026 Landscaping and Mowing Bids

BACKGROUND:

Prior to 2008, the Town hired three seasonal employees, who were supervised by Parks and Recreation, to conduct all the mowing in Town. In 2006 and 2007, it became extremely difficult to hire and keep seasonal employees during the mowing season. To make matters even more difficult, the Parks and Recreation only had three full-time employees to perform the mowing when the seasonal positions were not filled.

During that time, several parks, green spaces, and landscaped areas have been added to Parks and Recreation's workload. Parks and Recreation did not have adequate staff currently to keep up with all of the Town's mowing.

So, in 2008, the Town began contracting the majority of its mowing service. This has worked out really well for the Town; however, annual increases of twenty percent (20%) to thirty percent (30%) have become normal. It is concerning that the Town can continue to contract all of its mowing services.

Likewise, the Town began contracting a majority of its landscaping services a couple of years ago. Again, the price for landscaping contracts continue to rise each year.

There is no question that the quality of mowing and landscaping has vastly improved since we began contracting these services. Staff feel, however, that we cannot continue to absorb the annual price increases.

Upon opening the mowing bids for calendar year 2026, the increase in cost is thirty-nine (39%) percent. Staff were actually able to lower the landscaping bids this from \$100,000.00 in 2025 to \$75,000.00 in 2026.

The Town spent \$275,000.00 on the mowing/landscaping contract for 2025. That figure would increase to \$324,570.00 for 2026. Even with the reduction in the landscaping bid, we are still facing a nineteen (19%) increase in 2026.

Based on the information from the bids, staff worked on a hybrid model which would result in hiring two full-time employees to focus on mowing and landscaping some of the areas the Town currently contracts these services for. By reducing the number of contracted areas for mowing and landscaping, the Town could recognize some savings.

The new employees would mow the following areas:

- Persimmon Ridge Park
- Jackson Boulevard medians
- Depot Street Park
- Meadows subdivision
- Mountain View Estates Detention Ponds
- Jonesborough Elementary School (Non-ballfield areas)
- Jonesborough Elementary School courtyards
- Jonesborough Middle School Park site
- Vines Farm Park

In addition, the new employees would landscape the following areas:

- McKinney Center/Booker T. Washington
- Boone Street/Main Street Corridor
- Persimmon Ridge Park
- Wetlands Waterpark.

To hire one employee with maximum benefits is \$67,173. To hire the two employees recommended by staff would be a total cost of \$134,346.00. Granted, the contract for mowing is typically nine (9) months out of the year; however, there would be plenty of work for these two employees in the other three (3) months.

Having these employees for an additional three months is a benefit to the Town. The other obvious benefit is that we have more control over costs. Although it is difficult to predict the increase in insurance costs annually, the Town typically approves a three (3%) increase in salary each year. This is much lower than the increase in the contracted services over the year.

Finally, this allows Town staff even more control over the quality of work for the mowing and landscaping. It gives us flexibility in changing mowing schedules based on weather and/or special events.

By hiring these two employees now for the 2026/2027 mowing season, it will allow us to evaluate the success of the project prior to next budget year. If it works well, we may look at hiring a third person and reducing the mowing/landscape areas even more. Whatever we do, the evaluation process would be driven by cost savings and quality of work.

By reducing the mowing and landscaping areas under contract, the new total for contracted mowing and landscaping for 2026 would be \$190,095.00. Of this total, Utilities will pay \$12,320.00 for the mowing contract at their facilities. This will reduce the cost to the General Fund to \$177,775.00.

The cost for the two new employees is \$134,346.00. Therefore, the total cost to the General Fund for 2026 will be \$312,211.00.

We will have to purchase some mowing equipment. We are currently working with some area commercial mowing vendors on pricing. Director Kudera has also spoken with the individual with the Washington County School System who is in charge of their mowing, and he stated they have now gone from purchasing lawnmowing equipment to leasing.

Should the Board of Mayor and Alderman decide to approve hiring the two new employees, we will have a recommendation on equipment available at the February meeting.

If you note, the bids solicited three years of pricing. The recommendation for the mowing/landscaping bids is for only one year. If we hire the two new employees and evaluate how the program is working, we do not want to get locked into a three-year contract in the event we decide to add an additional employee next budget year and/or reduce the contracted mowing/landscaped areas further.

RECOMMENDATION:

Approve hiring two Park Maintenance Specialist II employees for Parks and Recreation at grade 3 of the Town's current compensation plan, for the purpose of mowing and landscaping the aforementioned areas, as well as other duties within Parks and Recreation.

In addition, approve the mowing and landscaping bids for 2026 as follows:

Contracted Mowing:

Gardner's and Co LLC

- Old Jonesborough Cemetery: \$330 per cycle
- African American Cemetery: \$165 per cycle

Total paid per cycle: \$495

KES Property Services

- Mill Spring Park: \$75 per cycle
- Main Street Village: \$50 per cycle
- Mckinney Center/Booker T. Washington School: \$150 per cycle

Total paid per cycle: \$275 per cycle

Kinch's Lawncare

- Senior Center Property: \$80
- Lincoln Park \$170
- Stage Rd Park: \$150
- Downtown Washington County Courthouse Parking Lots/Parson's Table/JUMC Area \$85
- Barkley Creek Park/Trail to Chuckey Depot: \$60
- Jonesborough Garage: \$55 per cycle (funded from Utility Budget per Glenn)

Total paid per cycle: \$600 - \$55 for Utility Budget \$545 from General Fund Budget

Snapp's Lawncare

- Persimmon Ridge Ball Fields - \$625 per cycle
- Tiger Park Ball Fields - \$625

Total paid per cycle: \$1,250

Watt's Lawn Maintenance and Cory's Lawncare and Landscaping

- Persimmon Ridge Walkway and Five Points - \$200 per cycle
- Wetlands Waterpark - \$385 per cycle
- Jonesborough/Washington Co Library and Oakhill School/Duncan House - \$120 per cycle
- Visitors Center - \$100 per cycle
- Town Hall Annex (Old Broyles Florist) - \$100
- Waste Water Facility - \$330 (funded from Utility Budget)

Total paid per cycle: \$1,235 per cycle, \$330 from Utility Budget and \$905 from General Fund. The total cost is \$123,360.00 for the 32-month mowing cycle, with \$12,320.00 being paid by Utilities.

Contracted Landscaping Recommendations:

Kes Property Services

- Medians on Highway 11E - \$790 per month

Gardner's and Co LLC

- Jonesborough Visitor's Center/Town Hall - \$1,290 per month
- Jonesborough Senior Center/Lincoln Park - \$1,640 per month
- Jonesborough School/Tiger Park - \$2,920 per month

Total per month: \$5,850

Kinch's Lawncare

- W.C. Rowe Park/Chuckey Depot/Walkway - \$775 per month

The total cost of the landscaping contract is \$66,735.00. Again, this price includes hiring the two new employees and reducing the number of landscaped areas under contract.

2026 Landscaping Bids

	Gardner's & CO LLC			KES Property Services			Kinch's Lawncare		
	2026 Per Month	2027 Per Month	2028 Per Month	2026 Per Month	2027 Per Month	2028 Per Month	2026 Per Month	2027 Per Month	2028 Per Month
Wetlands Water Park	\$1,000 / \$865	\$ 865.00	\$ 865.00	\$ 690.00	\$ 710.00	\$ 730.00	\$ 1,050.00	\$ 1,205.00	\$ 1,385.00
Persimmon Ridge Park	\$460 / 400	\$ 400.00	\$ 400.00	\$ 290.00	\$ 310.00	\$ 330.00	\$ 325.00	\$ 375.00	\$ 430.00
Medians on Highway 11-E	\$2,310 / \$2,200	\$ 2,200.00	\$ 2,200.00	\$ 790.00	\$ 810.00	\$ 830.00	No Bid	No Bid	No Bid
Stage Road Park	No Bid	No Bid	No Bid	No Bid	No Bid		\$ 1,100.00	\$ 1,265.00	\$ 1,450.00
Mill Spring Park	\$250 / \$225	\$ 225.00	\$ 225.00	\$ 220.00	\$ 240.00	\$ 260.00	\$ 275.00	\$ 315.00	\$ 360.00
Downtown Courthouse									
Lots/Dogwood Lane	\$1,010 / \$875	\$ 875.00	\$ 875.00	No Bid	No Bid	No Bid	\$ 1,200.00	\$ 1,375.00	\$ 1,500.00
Depot Street Park	No Bid	No Bid	No Bid	\$ 300.00	\$ 320.00	\$ 340.00	\$ 250.00	\$ 285.00	\$ 325.00
Barkley Creek Park	\$180 / \$150	\$ 150.00	\$ 150.00	\$ 450.00	\$ 470.00	\$ 490.00	\$ 550.00	\$ 630.00	\$ 720.00
McKinney Center/Booker T. Washington School	\$400 / \$345	\$ 345.00	\$ 345.00	\$ 400.00	\$ 420.00	\$ 440.00	\$ 400.00	\$ 450.00	\$ 500.00
Jonesborough Visitors Center/Town Hall	\$1,290 / \$1,120	\$ 1,120.00	\$ 1,120.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Jonesborough Seniors Center and Lincoln Park	\$1,640 / \$1,425	\$ 1,425.00	\$ 1,425.00	\$ 1,540.00	\$ 1,560.00	\$ 1,580.00	\$ 1,750.00	\$ 2,000.00	\$ 2,250.00
Golden Oak Park	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 300.00	\$ 345.00	\$ 390.00
Jonesborough School/Tiger Park	\$2,920 / \$2,650	\$ 2,650.00	\$ 2,650.00	\$ 2,800.00	\$ 2,840.00	\$ 2,860.00	No Bid	No Bid	No Bid
Boone Street / Main Street	\$290 / \$245	\$ 245.00	\$ 245.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
W.C. Rowe Park/Chuckey Depot/Walkway	\$830 / \$715	\$ 715.00	\$ 715.00	No Bid	No Bid	No Bid	\$ 775.00	\$ 875.00	\$ 995.00
Monthly Paid	\$ 5,785.00	\$ 5,785.00	\$ 5,785.00	\$ 1,770.00	\$ 1,830.00	\$ 1,890.00	\$ 775.00	\$ 875.00	\$ 995.00

2025 Per Year	\$ 100,530.00
2026 Per Year	\$ 74,970.00
2027 Per Year	\$ 76,410.00
2028 Per Year	\$ 78,030.00

Mowing Bids

	Gardner's & CO LLC			KES Property Services			Kinch's Lawncare			Snapp's Lawncare			Southern Boyz Mowing and More			Watt's Lawn Maintenance and Cory's Lawncare and		
	2026 Per Cycle	2027 Per Cycle	2028 Per Cycle	2026 Per Cycle	2027 Per Cycle	2028 Per Cycle	2026 Per Cycle	2027 Per Cycle	2028 Per Cycle	2026 Per Cycle	2027 Per Cycle	2028 Per Cycle	2026 Per Cycle	2027 Per Cycle	2028 Per Cycle	2026 Per Cycle	2027 Per Cycle	2028 Per Cycle
Persimmon Ridge Walkway and Five Points	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 200.00	No Bid	No Bid	\$ 200.00	\$ 205.00	\$ 210.00
Wetlands Water Park	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 200.00	No Bid	No Bid	\$ 385.00	\$ 395.00	\$ 405.00
Persimmon Ridge Park Battifelds	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 625.00	\$ 625.00	\$ 625.00	\$ 200.00	No Bid	No Bid	\$ 225.00	\$ 230.00	\$ 236.00
Persimmon Ridge Park	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 160.00	No Bid	No Bid	\$ 300.00	\$ 308.00	\$ 313.00
Medians on 11-E including Old Boones Creek	\$ 295.00	\$ 295.00	\$ 295.00	\$ 500.00	\$ 520.00	\$ 540.00	No Bid	\$ 50.00	No Bid	No Bid	\$ 600.00	\$ 615.00	\$ 630.00					
Senior Center Property	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 80.00	\$ 96.00	\$ 115.00	No Bid	No Bid	No Bid	\$ 50.00	No Bid	No Bid	\$ 100.00	\$ 103.00	\$ 106.00
Lincoln Park	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 170.00	\$ 204.00	\$ 245.00	No Bid	No Bid	No Bid	\$ 60.00	No Bid	No Bid	\$ 200.00	\$ 205.00	\$ 210.00
Stage Road Park	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 150.00	\$ 180.00	\$ 216.00	No Bid	No Bid	No Bid	\$ 80.00	No Bid	No Bid	\$ 145.00	\$ 149.00	\$ 153.00
Mill Spring Park	No Bid	No Bid	No Bid	\$ 75.00	\$ 80.00	\$ 85.00	\$ 80.00	\$ 96.00	\$ 115.00	No Bid	No Bid	No Bid	\$ 50.00	No Bid	No Bid	\$ 75.00	\$ 77.00	\$ 79.00
Downtown Washington County Courthouse Parking Lots/Parson's Table/JUMC Area	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 85.00	\$ 102.00	\$ 122.00	No Bid	No Bid	No Bid	\$ 110.00	No Bid	No Bid	\$ 220.00	\$ 225.00	\$ 231.00
Depot Street Park	No Bid	No Bid	No Bid	\$ 60.00	\$ 65.00	\$ 70.00	\$ 50.00	\$ 60.00	\$ 72.00	No Bid	No Bid	No Bid	\$ 30.00	No Bid	No Bid	\$ 65.00	\$ 67.00	\$ 69.00
Main Street Village	No Bid	No Bid	No Bid	\$ 50.00	\$ 52.00	\$ 55.00	\$ 50.00	\$ 60.00	\$ 72.00	No Bid	No Bid	No Bid	\$ 40.00	No Bid	No Bid	\$ 60.00	\$ 62.00	\$ 64.00
Old Jonesborough Cemetery	\$ 330.00	\$ 330.00	\$ 330.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 125.00	No Bid	No Bid	\$ 325.00	\$ 333.00	\$ 341.00
African American Cemetery	\$ 165.00	\$ 165.00	\$ 165.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 75.00	No Bid	No Bid	\$ 110.00	\$ 113.00	\$ 118.00
Detention Ponds at Mountain View Estates	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 80.00	No Bid	No Bid	\$ 110.00	\$ 113.00	\$ 118.00
Barkley Creek Park/Trail to Chuckey Depot	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 60.00	\$ 72.00	\$ 86.00	No Bid	No Bid	No Bid	\$ 55.00	No Bid	No Bid	\$ 130.00	\$ 133.00	\$ 136.00
McKinney Center/Booker T Washington School	No Bid	No Bid	No Bid	\$ 150.00	\$ 155.00	\$ 160.00	\$ 145.00	\$ 174.00	\$ 208.00	No Bid	No Bid	No Bid	\$ 90.00	No Bid	No Bid	\$ 140.00	\$ 144.00	\$ 148.00
Meadows Subdivision - All Areas	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 225.00	No Bid	No Bid	\$ 265.00	\$ 272.00	\$ 279.00
Jonesborough/Washington Co Library	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 55.00	\$ 66.00	\$ 79.00	No Bid	No Bid	No Bid	\$ 60.00	No Bid	No Bid	\$ 120.00	\$ 123.00	\$ 126.00
Oak Hill School/Duncan House	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 60.00	\$ 72.00	\$ 79.00	No Bid	No Bid	No Bid	\$ 40.00	No Bid	No Bid	\$ 150.00	\$ 154.00	\$ 158.00
Vines Farm Park	No Bid	No Bid	No Bid	\$ 95.00	\$ 100.00	\$ 105.00	No Bid	No Bid	No Bid	\$ 100.00	\$ 100.00	\$ 100.00	\$ 65.00	No Bid	No Bid	\$ 100.00	\$ 103.00	\$ 106.00
Visitors Center	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 60.00	No Bid	No Bid	\$ 85.00	No Bid	\$ 130.00
Jonesborough Garage	No Bid	No Bid	No Bid	\$ 90.00	\$ 95.00	\$ 100.00	\$ 55.00	\$ 66.00	\$ 79.00	No Bid	No Bid	No Bid	\$ 85.00	No Bid	No Bid	\$ 130.00	\$ 133.00	\$ 136.00
Jonesborough School - Non Athletic Areas (court yards)	\$ 295.00	\$ 295.00	\$ 295.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid			
Jonesborough School - Non Athletic Areas	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 1,715.00	\$ 1,715.00	\$ 1,715.00	\$ 900.00	No Bid	No Bid	\$ 2,200.00	\$ 2,255.00	\$ 2,311.00
Jonesborough School Ball Fields	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 625.00	\$ 625.00	\$ 625.00	\$ 450.00	No Bid	No Bid			
Jonesborough Middle School Park	No Bid	No Bid	No Bid	\$ 400.00	\$ 410.00	\$ 420.00	No Bid	No Bid	No Bid	\$ 750.00	\$ 750.00	\$ 750.00	\$ 175.00	No Bid	No Bid	\$ 100.00	\$ 103.00	\$ 106.00
Town Office Annex	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 250.00	\$ 300.00	\$ 350.00	No Bid	No Bid	No Bid	\$ 75.00	No Bid	No Bid	\$ 330.00	\$ 338.00	\$ 346.00
Waste Water Facility	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$ 400.00	No Bid	No Bid			
Total Per Week	\$ 790.00	\$ 790.00	\$ 790.00	\$ 1,270.00	\$ 1,317.00	\$ 1,365.00	\$ 1,150.00	\$ 1,380.00	\$ 1,653.00	\$ 3,065.00	\$ 3,065.00	\$ 3,065.00	None	None	None	\$ 1,910.00	\$ 1,837.00	\$ 1,881.00

Staff Recommendation

Total Per Week (remove Waste Water and Town Garage)	\$ 7,800.00	\$ 7,985.00	\$ 8,329.00
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2025 Per Year	\$ 179,604.00
2026 Per Year	\$ 249,600.00
2027 Per Year	\$ 255,520.00
2028 Per Year	\$ 266,528.00

Town Staff Contract 26 \$ 151,070.00 FY26 = 70814.10 FY27 = 80,255.94
Total Per Year 298818.52

FY 27 contract \$ 179,720.00

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

DATE: January 12, 2026 **AGENDA ITEM #:** 7-H

SUBJECT: 2025 LPRF Architectural Services Contract

BACKGROUND:

On March 17, 2025, the BMA approved the Resolution authorizing the Town of Jonesborough to apply for the 2025 Local Parks and Recreation Fund Grant (LPRF) 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 (CN) submitted their proposal for the design associated with the Frontier Trailhead Building. Based on discussions with Rachel Conger, Community Development Partners and I, 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. CN submitted their contract for the LPRF project in the amount of \$63,000.00.

Funding Source: 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.

RECOMMENDATION:

Approve entering 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.



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>	\$	<i>Hourly</i> \$175/hour
<i>Total Basic Services Architectural and Engineering services</i>	\$	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:

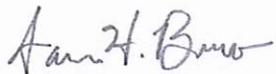
- Any design services for the Town not related to the development of the project design as noted above.
- Civil Design (The Town will contract with DT Wood Engineering for civil engineering design services.)
- Geotechnical Engineering services.
- Survey services.
- Environmental engineering.
- LEED certification, 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: _____ Date: _____
PRINTED NAME

SIGNATURE

