

**BOARD OF MAYOR AND ALDERMEN
TOWN OF JONESBOROUGH
Town Hall Board Room
123 Boone Street
Jonesborough, TN 37659**

**MEETING NOTICES
MONDAY, OCTOBER 12, 2026
6:00 PM**

PUBLIC COMMENTS REGARDING AGENDA ITEMS

Members of the public wishing to speak 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 during public comment.

PUBLIC HEARING

1. An Ordinance amending the Jonesborough Municipal Code Title 1, Chapter 23, Section 1-1703 Jackson Theater Board Composition.

REGULAR MEETING

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

AGENDA

1. Financial Report
 - A. Special Financial Reports
2. Communications from the Mayor
 - A. EMS Board of Directors Appointment
 - B. Public Safety Storytelling Email
 - C. Employee of the Month
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments

6. **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. Comptroller PBA Loan Letter and Heightened Risk Letter
8. RFPs for Review and Update of Zoning Code
9. Town Event – Jackson Theatre Fundraising Gala
10. Easement on Walnut Grove

7. **OLD BUSINESS**

- A. Second and final reading of an Ordinance amending the Jonesborough Municipal Code Title 1, Chapter 23, Section 1-1703 Jackson Theater Board Composition.

8. **NEW BUSINESS**

- A. Discussion and possible action concerning a Resolution Regarding the “Faces of Jonesborough” Project.
- B. Discussion and possible action concerning a Resolution authorizing the development of a Historic District Gateway Sign and landscaping improvement at the entrance to Jonesborough’s Historic District within the right of way of West Main Street abutting the Kehn property.
- C. Discussion and possible action concerning First Reading of an Ordinance Amending the Jonesborough Municipal Code Title 13, Chapter 1, Section 13-118, Billing, Paragraph (7).
- D. Discussion and possible action concerning First Reading of an Ordinance Amending the Jonesborough Municipal Code, Title 13, Chapter 1, Section 13-117, Multiple Services Through a Single Meter.
- E. Discussion and possible action concerning First Reading of an Ordinance Amending the Jonesborough Municipal Code, Title 1, Chapter 18, Section 1-1805 Rules and Staff and Section 1-1806 Meetings, The Keep Jonesborough Beautiful Advisory Council.
- F. Discussion and possible action concerning awarding the Water Transmission Line Project Bid and USDA Resolution.
- G. Discussion and possible action concerning awarding the International Storytelling Building Geo-Thermal HVAC bid.
- H. Discussion and possible action concerning an amendment to the Personnel Handbook Health Insurance.
- I. Adjournment.

TOWN OF JONESBOROUGH

BOARD OF MAYOR AND ALDERMEN

AGENDA PRESENTATION

DATE: October 12, 2026

AGENDA ITEM #: 1

SUBJECT: Financial Reports

	Full Year Budget	Current Year		Prior Year	
		August	YTD	August	YTD
GENERAL FUND					
Revenues	15,628,502	840,912	1,718,115	802,258	1,825,410
Expenditures	15,628,502	1,197,328	2,234,471	840,625	1,942,279
Rev. Over/(Under) Exp.	-	(356,416)	(516,356)	(38,367)	(116,869)
SOLID WASTE FUND					
Revenues	1,039,176	87,728	175,709	84,767	161,027
Expenditures	1,050,092	81,519	144,551	60,540	111,528
Rev. Over/(Under) Exp.	(10,916)	6,209	31,158	24,227	49,499
JACKSON THEATRE FUND					
Revenues	962,203	28,244	71,068	20,987	41,848
Expenditures	959,203	69,806	122,913	59,628	115,612
Rev. Over/(Under) Exp.	3,000	(41,562)	(51,845)	(38,641)	(73,764)
DEBT SERVICE FUND					
Revenues	3,655,903	237,906	461,029	36,180	56,234
Expenditures	3,655,903	237,906	461,029	36,180	56,234
Rev. Over/(Under) Exp.	-	-	-	-	-
CAPITAL PROJECTS FUND					
Revenues	880,400	-	-	217,655	217,655
Expenditures	880,400	28,864	525,708	257,714	257,714
Rev. Over/(Under) Exp.	-	(28,864)	(525,708)	(40,059)	(40,059)
HRA INTERNAL SERV. FUND					
Revenues	-	5,790	11,580	5,790	11,580
Expenditures	-	13,092	23,177	2,659	14,900
Rev. Over/(Under) Exp.	-	(7,302)	(11,597)	3,131	(3,320)
WATER/SEWER FUND*					
Revenues	12,125,200	1,074,888	2,092,541	1,009,690	1,841,562
Expenditures	12,125,200	1,368,564	4,985,109	904,401	1,561,099
Rev. Over/(Under) Exp.	-	(293,676)	(2,892,568)	105,289	280,463
DRUG FUND					
Revenues	9,500	388	388	430	706
Expenditures	9,500	-	-	2,000	2,000
Rev. Over/(Under) Exp.	-	388	388	(1,570)	(1,294)

Prepared: 9/28/26

Water/Sewer expenditures includes \$2,855,000 for County waterlines that will be reclassified to capital on the balance sheet and \$335,000 for equipment purchases that will be reclassified to capital on the balance sheet.

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

DATE: October 12, 2026

AGENDA ITEM #: 1-A

SUBJECT: Special Financial Reports

1. Current Year Property Tax
2. Property Taxes Receivable Update
3. Local Sales Tax Collections
4. Health Reimbursement Account
5. Capital Projects Fund – Governmental
6. Jonesborough Locally Grown Activity

Town of Jonesborough
Current Year Property Tax Billing
As of August 31, 2026

	<u>Current Tax Year (2026-27)</u>	<u>Prior Tax Year (2025-26)</u>
<u>Property Appraised and Assessed Values</u>		
Real and Personal Property Value	1,168,412,722	1,110,290,852
Taxable Assessed Value	329,420,849	313,036,212
 <u>Billings</u>		
Real and Personal	4,084,834	3,881,659
Public Utilities	<u>-</u>	<u>-</u>
Total Billings	4,084,834	3,881,659
 <u>Adjustments:</u>		
Real and Personal Reductions	-	-
Real and Personal Pick-ups	<u>-</u>	<u>-</u>
Adjusted Tax Billing	4,084,834	3,881,659
 <u>Payments:</u>		
Real, Personal and Public Utility	2.51% <u>(102,699)</u>	2.84% <u>(110,151)</u>
Property Tax Outstanding	97.49% <u><u>3,982,135</u></u>	97.16% <u><u>3,771,508</u></u>
 <u>Reconciliation to Open Tax Listing:</u>		
Real and Personal	3,982,135	3,771,508
Public Utilities	<u>-</u>	<u>-</u>
Total Open Tax List	<u><u>3,982,135</u></u>	<u><u>3,771,508</u></u>
 Difference	 <u><u>-</u></u>	 <u><u>-</u></u>

Town of Jonesborough
Property Taxes Receivable
As of August 31, 2026

Tax Year	Amount Billed	6/30/2026 Balance	Collected	Adjustments	8/31/2026 Balance	% Collected
2015	1,714,059	555	-	-	555	99.97%
2016	1,734,978	763	-	-	763	99.96%
2017	1,764,377	997	-	-	997	99.94%
2018	1,797,636	1,537	-	-	1,537	99.91%
2019	1,914,327	2,742	-	-	2,742	99.86%
2020	1,961,968	1,497	5	-	1,492	99.92%
2021	2,028,891	1,622	6	-	1,616	99.92%
2022	2,116,289	1,802	7	-	1,795	99.92%
2023	2,701,691	2,356	63	-	2,293	99.92%
2024	2,833,572	13,633	3,888	-	9,745	99.66%
2025	3,926,150	231,927	124,111	-	107,816	97.25%
Totals		\$ 259,431	\$ 128,080	\$ -	\$ 131,351	

2026 Real and Personal Taxes Billed	4,084,834	
2026 Public Utility Taxes Billed	-	
Collected Through 8/31/2026	(102,699)	2.51%
Total Adjustments:		
Reductions		
Pick-ups		
Balance 2026 Property Taxes	<u>3,982,135</u>	
 Total Outstanding Property Taxes	 <u><u>4,113,486</u></u>	

Town of Jonesborough
Comparative Local Sales Tax Collections

Retail Sales Month	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	Current Month % Growth	YTD % Growth
July	\$ 146,797.86	\$ 154,758.39	\$ 181,234.32	\$ 221,930.41	\$ 226,386.30	\$ 236,685.00	\$ 228,015.45	\$ 249,036.85			
August	157,323.64	157,863.60	181,244.01	189,478.07	211,229.31	226,332.76	237,636.05	255,783.97			
September	161,151.69	159,074.80	178,788.96	207,002.17	226,466.35	249,969.62	219,475.66	256,460.57			
October	149,448.62	151,882.16	184,195.31	196,842.35	223,709.37	240,092.90	259,434.92	266,979.65			
November	151,202.03	153,617.36	183,608.84	214,268.95	238,699.54	260,527.63	256,064.50	265,657.21			
December	169,082.03	177,127.90	213,896.25	233,742.11	259,640.04	262,136.42	273,278.72	305,413.09			
January	135,234.22	140,781.81	179,991.50	190,334.77	212,252.13	217,489.76	221,093.81	245,893.21			
February	134,822.85	142,290.13	164,213.28	184,027.14	199,473.61	218,860.17	213,941.08	227,856.73			
March	162,786.00	183,966.80	215,568.04	223,679.00	242,969.97	249,483.25	273,415.56	272,706.23			
April	156,558.86	183,153.95	204,688.52	222,063.76	320,646.71	259,799.65	267,895.51	266,332.91			
May	167,495.96	196,546.46	214,867.25	238,459.96	246,079.54	239,414.08	260,001.34	275,360.47			
June	170,764.62	195,799.56	197,429.44	244,631.05	251,601.07	252,570.61	254,520.70	289,176.08			
Totals	\$ 1,862,668.38	\$ 1,996,862.92	\$ 2,299,725.72	\$ 2,566,459.74	\$ 2,859,153.94	\$ 2,913,361.85	\$ 2,964,773.30	\$ 3,176,656.97	\$ -		

Town of Jonesborough
Health Reimbursement Account
2026-27 Fiscal Year

Date	Fund			Total	Balance
	General	Solid Waste	Water/Sewer		
July Deposit	2,730.00	750.00	2,310.00	5,790.00	58,158.13
7/6/2026	(308.58)		(4,727.56)	(5,036.14)	53,121.99
7/13/2026	(3,603.11)		(160.12)	(3,763.23)	49,358.76
7/20/2026	(668.74)		(130.69)	(799.43)	48,559.33
7/27/2026	(36.39)		(449.80)	(486.19)	48,073.14
7/31/2026	(1,886.82)	750.00	(3,158.17)	(4,294.99)	
August Deposit	2,730.00	750.00	2,310.00	5,790.00	53,863.14
8/4/2026	(1,935.53)		(2,469.45)	(4,404.98)	49,458.16
8/10/2026	(66.48)		(4,080.26)	(4,146.74)	45,311.42
8/17/2026	(1,227.26)		(39.11)	(1,266.37)	44,045.05
8/24/2026	(106.90)		(365.05)	(471.95)	43,573.10
8/31/2026	(2,600.82)		(201.34)	(2,802.16)	40,770.94
8/31/2026	(3,206.99)	750.00	(4,845.21)	(7,302.20)	
Sept. Deposit	2,730.00	750.00	2,310.00	5,790.00	46,560.94
9/8/2026	(162.87)	(964.34)	(86.52)	(1,213.73)	45,347.21
9/14/2026	(298.10)		(72.40)	(370.50)	44,976.71
9/21/2026	(378.83)	(152.67)	(39.11)	(570.61)	44,406.10
9/28/2026	(139.34)		(1,608.01)	(1,747.35)	42,658.75
9/30/2026	1,750.86	(367.01)	503.96	1,887.81	

6/30/2026 Balance	52,368.13
Year-to-date HRA Contributions	17,370.00
Year-to-date HRA Claims	(27,079.38)
9/30/2026 Balance	<u>42,658.75</u>

Town of Jonesborough
Capital Projects Fund - FINAL

Fiscal Year 2025-26

As of June 30, 2026

Account Number	Description	Department	Funding Source	Budget	Year-to-Date			Fund Balance
					Revenue To-Date	Spent To-Date	Transfers	
				Equipment				
310-47500-941-42200*	1 Fire Take Home Vehicle	Fire	Debt	65,000.00	65,000.00	44,856.33		20,143.67
310-47500-942-43100	Mini Excavator w/boom	Streets	Debt	65,000.00	65,000.00	89,721.41	24,721.41	-
310-47500-942-43100	Truck - Ford	Streets	General Fund	-	22,000.00	22,000.00	-	-
310-47500-942-43100	Used Backhoe Loader	Streets	Debt	60,000.00	60,000.00		(60,000.00)	-
310-47500-942-43100	Trailer for Mini Excavator	Streets	Debt		-	14,995.00	14,995.00	-
310-47500-942-43100	Milling Machine	Streets	Debt		-	17,987.40	17,987.40	-
310-47500-942-43200	Bobcat Skid Steer	Solid Waste	Savings		47,500.00	47,500.00	-	-
310-47500-942-44400	Lawn Mower	Parks & Rec	Debt	12,000.00	12,000.00			12,000.00
310-47500-942-44400	Gator for Tiger Park	Parks & Rec	Debt	15,000.00	15,000.00	14,224.60	(775.40)	-
310-47500-942-44400	Pressure Washer	Parks & Rec	Debt	5,000.00	5,000.00	5,000.00		-
310-47500-945-42100	2nd 9-1-1 Line	Police	Debt	74,884.00	74,884.00			74,884.00
310-47500-949-42100	Special Event Equipment	Police	Debt	35,000.00	35,000.00			35,000.00
310-47500-949-42200	Fit Test Machine	Fire	Debt	14,000.00	14,000.00	14,674.60	674.60	-
310-47500-949-WETLD	Pool Heater	Wetlands	Debt	50,000.00	50,000.00	24,499.00	(25,501.00)	-
310-47500-949-44320-151	Nustep T4R Cross Trainer	Senior Center	Grant		5,140.55	5,140.55		-
310-47500-952	3 Police Vehicles	Police	Auction	186,927.00	217,655.00	198,791.83	(14,823.07)	4,040.10
310-47500-952-Debt*	9 Police Vehicles	Police	Debt	560,783.00	560,783.00	575,606.07	24,823.07	10,000.00
310-47500-954-42100	Radio Replacement	Police	Debt	443,355.00	443,355.00	363,524.31		79,830.69
310-47500-954-42200	11 Portable Radios	Fire	Debt	68,310.00	68,310.00	87,020.86	18,710.86	-
310-47500-954-42200	3 Mobile Radios	Fire	Debt	22,125.00	22,125.00		(18,710.86)	3,414.14
Total Equipment				1,677,384.00	1,782,752.55	1,525,541.96	(17,897.99)	239,312.60

*Capital Outlay Note in last half of fiscal year; deferred principal and interest payments

Town of Jonesborough
Capital Projects Fund - FINAL

Fiscal Year 2025-26

As of June 30, 2026

Account Number	Description	Department	Funding Source	Budget	Year-to-Date			Fund Balance
					Revenue To-Date	Spent To-Date	Transfers	
Projects								
310-47510-910-41500	Land - 217 W College St	Gen. Admin.	Debt	-		251,638.21	25,501.00	-
			Debt				86,900.00	
			Debt				122,708.26	
			Debt				16,528.95	
310-47510-910-44400	Land - Duel Lane	Parks & Rec	Grant		305,000.00	395,800.69		-
			General Fund		40,800.69			
			Water/Sewer		50,000.00			
310-47510-929-907	Agricultural Learning Center	Gen. Admin.	County	-	617,000.00			617,000.00
310-47510-929-41500	ISC HVAC Replacement	Gen. Admin.	Debt	100,000.00	100,000.00	10,000.00		90,000.00
310-47510-929-41500-150	ISC Exterior Deck Renov	Gen. Admin.	Grant	-	44,412.31	59,216.46		-
			General Fund		14,804.15			
310-47510-929-43170	Exhaust Evacuation Syst	Garage	Debt	56,841.00	56,841.00	56,840.42	(0.58)	0.00
310-47510-929-43170	Lift Replacement	Garage	Debt	61,420.00	61,420.00	61,419.64	(0.36)	0.00
310-47510-929-42200	New Fire Hall	Fire	County	-	236,693.28	2,826.00		233,867.28
310-47510-929-44400	Bathroom Upgrade	Parks & Rec	Debt/Civitan	10,000.00	20,000.00	22,109.74	2,109.74	-
310-47510-929-44400	Tiger Park Storage Unit	Parks & Rec	Debt	15,000.00	15,000.00		(2,008.94)	12,991.06
310-47510-929-44491	Security System	McKinney	Debt	-	-	23,845.71	23,845.71	-
310-47510-929-44491	Window Replacement	McKinney	Debt	54,500.00	54,500.00		(54,500.00)	-
310-47510-929-44491	Soundproof Curtains	McKinney	Debt	10,000.00	10,000.00		(10,000.00)	-
	Window Restoration	McKinney	Grant	-	59,460.00	59,460.00		-
	ADA Automatic Door	McKinney	Grant	-	40,195.00			40,195.00
310-47510-929-47210	Restroom Remodel	Tourism	Debt	150,000.00	150,000.00			150,000.00
310-47510-929-47210	Office Renovation	Tourism	Debt	50,000.00	50,000.00			50,000.00
310-47510-931-43100	Resurfacing	Streets	Debt	500,000.00	500,000.00	155,490.75		344,509.25
310-47510-931-43100	Connector Road	Streets	Debt	130,900.00	130,900.00		(44,000.00)	-
			Debt				(86,900.00)	
310-47510-931-43100	Traffic Signal Study	Streets	Debt	-		44,000.00	44,000.00	-
310-47510-931-43100	Tiger Way Signal	Streets	Grant		778,697.05	778,801.81		(0.00)

Town of Jonesborough
Capital Projects Fund - FINAL

Fiscal Year 2025-26

As of June 30, 2026

Account Number	Description	Department	Funding Source	Budget	Year-to-Date			Fund Balance
					Revenue To-Date	Spent To-Date	Transfers	
			General Fund		104.76			
310-47510-931-44320	Stairway - Parking Lot	Senior Ctr		15,000.00	15,000.00	22,463.62	(11,252.83)	-
					18,716.45			
310-47510-931-974A	First Frontier Trail	Gen. Admin.	Gov \$	-	23,750.00	47,500.00		-
			Grant		23,750.00			
310-47510-933-41500	Sidewalks	Gen. Admin.	Debt	100,000.00	100,000.00	126,602.66		-
			General Fund		26,602.66			
310-47510-933-974	Sidewalks - Handrail	Gen. Admin.	Gov \$	-	45,870.00	45,870.00		-
310-47510-937-44400	BrightRidge Park	Parks & Rec	Donation	-	34,284.00	1,763.68		32,520.32
310-47510-937-44400	Ballfields	Parks & Rec	Reserve	135,500.00	135,500.00			135,500.00
310-47510-937-974A	Trailhead Building	Parks & Rec	Gov \$		2,362.50	4,725.00		-
			Grant		2,362.50			
310-47510-937-44490	Park Fencing	Wetlands	Debt	20,000.00	20,000.00			20,000.00
310-47510-937-44490	Pump	Wetlands	Debt			13,699.00	13,699.00	-
310-47510-937-44490	Storage Building	Wetlands	Debt			4,885.80	4,885.80	-
310-47510-937-44490	Roofing	Wetlands	Debt	50,000.00	50,000.00		(31,506.30)	18,493.70
310-47510-937-44490	Pump Room Repl	Wetlands	Debt	350,000.00	350,000.00	240,213.24	(109,786.76)	-
310-47510-939-41500	Dumpster Pad-Jackson	Gen. Admin.	Debt	50,000.00	50,000.00			50,000.00
310-47510-939-41500-150	Exterior Wall Renov-Stage	Gen. Admin.	Grant	-	47,913.54	63,885.00		-
	Door, JRT, Jackson, ISC		General Fund		15,971.46			
310-47510-992-43100	Streets Building	Streets	Debt	50,000.00	50,000.00	80,568.46	27,675.30	5,216.00
			General Fund		8,109.16			
Total Projects				1,909,161.00	4,356,020.51	2,573,625.89	17,897.99	1,800,292.61
Total Capital Projects Fund				3,586,545.00	6,138,773.06	4,099,167.85	0.00	2,039,605.21

Jonesborough Locally Grown
Profit and Loss by Class
January-August, 2026

	Boone St Mkt	Farmers Mkt	Locally Grown	Total
Income				
Fundraising Events				
Farm to Table Dinner Sponsors			22,100.00	22,100.00
Farm to Table Dinner Ticket Sales			27,243.21	27,243.21
Special Dinners/Events			3,431.32	3,431.32
Sponsorships		9,700.00	2,500.00	12,200.00
Total for Fundraising Events	\$0.00	9,700.00	55,274.53	\$64,974.53
Grants				
FMPP (USDA)			23,353.36	23,353.36
TAEP (thru TDA)		1,400.00		1,400.00
Total for Grants	\$0.00	1,400.00	23,353.36	\$24,753.36
Memberships				
			8,524.42	8,524.42
Other Contributions				
Credit card cash back			400.00	400.00
Donation - general	562.96	5.25	12,659.76	13,227.97
Donations - designated	400.00			400.00
Farm Fresh Fit Walking Program		4,200.00		4,200.00
Interest Earned			162.20	162.20
Total for Other Contributions	962.96	4,205.25	13,221.96	\$18,390.17
Program Service Revenue				
Local food sales	124,191.84	561.00		124,752.84
BSM Kitchen Sales	17,194.29			17,194.29
DTC Sales	99,449.21			99,449.21
DUFB Reimbursement	84.00	408.00		492.00
NKC Reimbursement		807.00		807.00
Online Market Sales	42.73			42.73
Produce Prescription Reimbursement	34.00	9,542.00		9,576.00

Token Sales for FM		9,175.00		9,175.00
Wholesale Sales	60,194.28			60,194.28
Total for Local food sales	301,190.35	20,493.00	\$0.00	\$321,683.35
Program Fee Income				
Vendor Fees	2,515.40	4,604.47		7,119.87
Total for Program Fee Income	2,515.40	4,604.47	\$0.00	\$7,119.87
Total for Program Service Revenue	303,705.75	25,097.47	\$0.00	\$328,803.22
Sales of Promotional Products (Merchandise)	202.49	245.00	75.00	522.49
Total for Income	304,871.20	40,647.72	100,449.27	\$445,968.19
Expenses				
Administrative				
Accounting Fees			1,380.00	1,380.00
Donor Management Software Fee/Expense			1,769.76	1,769.76
Insurance				
Board of Directors Insurance (Mt. Vernon/USLI)			168.20	168.20
Liability Insurance (Auto Owners)			385.80	385.80
Total for Insurance	\$0.00	\$0.00	554.00	\$554.00
Postage, Mailing Service			7.24	7.24
Professional memberships		50.00	875.47	925.47
Taxes and License Fees				
Sales Tax Paid	9,501.00		1,207.00	10,708.00
Total for Taxes and License Fees	9,501.00	\$0.00	1,207.00	\$10,708.00
Total for Administrative	9,501.00	50.00	5,793.47	\$15,344.47
Facilities and Equipment				
Property Expense				
Furnishings	2,077.00			2,077.00
Maintenance and Repair Costs	719.51			719.51
Total for Property Expense	2,796.51	\$0.00	\$0.00	\$2,796.51
Utilities				
Electric	5,876.34			5,876.34
Gas	1,451.92			1,451.92
Phone/internet	817.94			817.94

Water	976.90			976.90
Total for Utilities	9,123.10	\$0.00	\$0.00	\$9,123.10
Total for Facilities and Equipment	11,919.61	\$0.00	\$0.00	\$11,919.61
Office/General Administrative Expenses			13.28	13.28
Operations				
Bank and Credit Card Fees	7,584.65	290.11	1,040.14	8,914.90
Farm to Table Dinner Expenses			2,965.84	2,965.84
FTT Food			2,873.77	2,873.77
Total for Farm to Table Dinner Expenses	\$0.00	\$0.00	5,839.61	\$5,839.61
Membership Expense			29.50	29.50
Musicians	240.00	1,280.00		1,520.00
Program Expense (food)				
Donation In-Kind (JAMA)	20.63			20.63
DTC	137,329.90			137,329.90
Kitchen	10,443.89			10,443.89
Wholesale	78,618.94	140.00		78,758.94
Total for Program Expense (food)	226,413.36	140.00	\$0.00	\$226,553.36
Program Expense (non-food)				
Token Payments for FM	272.00	20,566.00		20,838.00
Total for Program Expense (non-food)	272.00	20,566.00	\$0.00	\$20,838.00
Promotions				
Advertising		925.00	881.64	1,806.64
Promotional Products (t-shirts, totes, cookbooks)			728.77	728.77
Total for Promotions	\$0.00	925.00	1,610.41	\$2,535.41
Service Expenses				
Dishwasher	2,473.41			2,473.41
Kitchen Linens	1,007.50			1,007.50
Pest Control	168.00			168.00
Shopkeep	1,114.00			1,114.00
Subscriptions/Shopping Memberships			129.00	129.00
Web hosting/services			482.12	482.12
Total for Service Expenses	4,762.91	\$0.00	611.12	\$5,374.03

Special Dinner Expenses		500.00	987.59	1,487.59
Supplies				
Food Service Consumables	1,110.95			1,110.95
Kitchen Supplies	421.78			421.78
Office Supplies	538.31		97.28	635.59
Paper Products	793.61			793.61
Total for Supplies	2,864.65	\$0.00	97.28	\$2,961.93
Total for Operations	242,137.57	23,701.11	10,215.65	\$276,054.33
Personnel Expenses	29.00			29.00
Employees				
Hourly	52,899.75		24,861.31	77,761.06
Salaried				
IRA match	1,880.08		1,862.42	3,742.50
Total for Salaried	1,880.08	\$0.00	1,862.42	\$3,742.50
Total for Employees	54,779.83	\$0.00	26,723.73	\$81,503.56
Payroll Expense			22,149.18	22,149.18
Unemployment Tax (SUTA)			69.56	69.56
Total for Payroll Expense	\$0.00	\$0.00	22,218.74	\$22,218.74
Workers Comp Insurance (AccidentFund)			1,261.00	1,261.00
Total for Personnel Expenses	54,808.83	\$0.00	50,203.47	\$105,012.30
Total for Expenses	318,367.01	23,751.11	66,225.87	\$408,343.99
Net Operating Income	-13,495.81	16,896.61	34,223.40	\$37,624.20

Cash Basis Thursday, September 17, 2026 12:26 PM GMT-04:00

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

DATE: October 12, 2026

AGENDA ITEM #: 2-A

SUBJECT: Mayor Communications – EMS Board of Directors Appointment

BACKGROUND:

Operations Manager/Public Safety Director Craig Ford has served on the EMS Board of Directors as the Town's representative for nearly ten years. He is requesting to come off that Board and have someone else appointed. He has spoken with Police Major Jonathan Peace, who started his emergency service career with EMS just as Mr. Ford did, and he has agreed to fill the vacancy.

RECOMMENDATION:

Approve the appointment of Jonathan Peace to the Washington County/Johnson City Emergency Medical Services Board of Directors as the Town's representative, effective November 01, 2026.

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

DATE: October 12, 2026

AGENDA ITEM #: 2-B

SUBJECT: Mayor Communications – Public Safety Storytelling Email

Chief Rice:

I was in town for the storytelling festival and have been twice before in 1998 and 2000. I wish to express that, not only does Jonesborough do things right for its visitors, your uniformed and visible staff looked impressive and effective at keeping the community safe. I was able to see them addressing the public with respect and personality while maintaining public safety. I would recommend anyone to visit Jonesborough.

Enjoy your Fall season.

Carl Graham

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

DATE: October 12, 2026 **AGENDA ITEM #:** 2-C

SUBJECT: Mayor Communications – Employee of the Month

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

DATE: October 12, 2026 **AGENDA ITEM #:** Consent Agenda 6.1

SUBJECT: Approval of Minutes

- September 14, 2026, Regular Meeting Minutes

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING MINUTES

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
September 14, 2026 – 6:00 PM

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, September 14, 2026, at 6:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

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

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

The first item on the agenda was approval of the Financial Report, and Special Financial Reports. Town Recorder Janet Jennings reported that we are closing out the fiscal year. With property tax bills being sent out early we have already collected more than \$103,000. Ms. Jennings reported that sales tax collection is up. She also reported that a health insurance increase was budgeted and with no increase being assessed this year those funds will be used to fund the HRA account. Ms. Jennings stated that the June sales tax reports were received and for the year we were at 7.15% growth verses our budgeted amount of 4.38%. With no other questions Alderman Countermine made a motion to accept the financial reports as presented. Alderman Causey seconded the motion. The motion was duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe read a letter from Jonesborough water customer John Cary thanking the Water Department for the service he received when he reported a higher-than-normal water bill. Mayor Wolfe shared a brief slideshow of recent and ongoing town projects including the Frontier Trail, Water Treatment Plant, and the Visitors Center bathroom remodel.

Mayor Wolfe asked the September Employee of the Month Cobern Rasnick to join him at the podium. Mayor Wolfe read the following statement: *Cobern has been a dedicated member of the Town of Jonesborough team since 2015, and throughout his years of service he has consistently demonstrated an unwavering commitment to excellence, professionalism, and public service. As the leader of our Wastewater Treatment Plant, Cobern's responsibilities extend far beyond the day-to-day operation of the facility. He provides guidance to multiple wastewater crews, oversees critical infrastructure projects, assists with technology and utility operation, and serves as an invaluable resource throughout our utility departments. His willingness to share his knowledge and expertise makes him someone that employees across the organization rely on and respect. He is truly the definition of a leader. Cobern is highly revered by both his coworkers and the public. Time and again, citizens and colleagues' comment on his professionalism, extensive knowledge, and the positive manner in which he represents the Town of Jonesborough. No matter how busy he may be, he is always willing to take the time to answer questions, solve problems, and help others succeed.*

One outstanding example of his commitment to public service occurred during the Jonesborough Community Chest's Jonesborough 101 Program. On a Saturday, Cobern

provided participants with a tour of the wastewater treatment plant. He patiently answered questions, shared his expertise, and helped residents gain a better understanding of the important work being done behind the scenes to protect public health and the environment. Participants spoke highly of the experience and praised both his knowledge and his dedication to operating a safe, effective, and efficient wastewater system. The qualities that define our Employee of the Month program are producing service above and beyond the norm, promoting harmony among coworkers, maintaining exemplary work standards, providing outstanding customer service, demonstrating a cooperative attitude, and serving the community. Cobern exemplifies each of these qualities every day through his leadership, his commitment to excellence, and his willingness to help others.

Cobern's commitment to the Town of Jonesborough reflects the highest ideals of public service, professionalism, and dedication to our community. His contributions have made a lasting impact on both our organization and the citizens we serve. Please join me in congratulating Cobern Rasnick, the Town of Jonesborough's September Employee of the Month. Thank you, Cobern, for your outstanding service and for the many ways you make our town a better place every day. Mr. Rasnick thanked the BMA, Administration and his team for their efforts and support.

Citizen comments was the next item on the agenda. Brian Ponder residing at 214 E Main Street, addressed the BMA about Flock Cameras. He noted the BMA had discussed and approved moving forward with a contract to install three flock cameras nearly 13 months ago. Mr. Ponder stated that he feels the BMA needs to reconsider using flock cameras to ensure there are proper safeguards in place before proceeding with the contract. Since the BMA's approval more information is available about potential risks, the use of Artificial Intelligence (AI), and potential violations of individuals' civil liberties and rights. Mr. Ponder distributed articles about flock cameras highlighting that with AI technology they can't control where the data is distributed and how it is protected. Mayor Wolfe explained that last year the BMA approved moving forward with a contract for a flock program for Jonesborough. This contract has not been signed or implemented. He went on to say that watching the news and seeing where AI and surveillance is going is concerning. Mayor Wolfe stated that a year ago when the BMA approved moving forward with a flock program there wasn't as much information available, no one could predict the level of concern surveillance and flock cameras have created. Today the knowledge and experiences we have as a society and a country versus a year ago are vastly different. Mayor Wolfe suggested that the BMA err on the side of caution and err in a way in which we aren't doing irreparable harm to our citizens. Alderman Jenkins agrees that surveillance and AI features in flock programs allows bad actors to watch citizens patterns and have too much information. If that information gets in the wrong hands can be scary. Alderman Jenkins agrees that it would be a good idea to reconsider utilizing flock programs at this time. Alderman Dickson stated that everyone values and strives for a safe community and we have outstanding Public Safety officers in our town and we value them very much. Alderman Dickson noted that he believes it would behoove us to be safe as opposed to being sorry and that we need to provide the tools the officers need to do their job efficiently, but in this case we need to be on the side of caution. Mayor Wolfe commented that actors outside of our control could potentially gain access to the cameras/system and use it for bad. Alderman Countermine added that AI is hard to control at this time and there is a high potential for bad actors to use it for bad. Alderman Causey requested Chief Rice step to the podium and give his thoughts on the subject. Chief Rice stated that flock programs have been used in the past and have been able to find missing people by using cameras that have been placed throughout the state. Chief Rice stated that he hears the concerns shared by the public and BMA and will support whatever

decision is made. Operations Manager Craig Ford stated that he foresees municipalities throughout the state adopting rules for flock cameras and would be in favor of the BMA proceeding with rescinding the flock cameras at this time. Alderman Jenkins made a motion to add the reconsideration of the flock camera contract to the agenda. Alderman Dickson seconded the motion. The motion duly passed.

Mayor Wolfe explained that the BMA has a few options, the motion from the action of the BMA a year ago could be rescinded or we could just pause on the contract. He noted that with the speed that technology is evolving it is likely that all the items included in the previous contract will be obsolete. Mayor Wolfe encouraged the BMA to consider rescinding the contract. Alderman Jenkins made a motion to rescind the approval of the flock camera contract. Alderman Dickson seconded the motion. The motion duly passed.

Alderman Comments was the next item on the agenda. Alderman Dickson stated that he attended a great event at Academy Hill that celebrated the work that was done to transform the facility from a school into luxury condos. During the reception, Dr. Kennedy was recognized for his vision and contributions he has made over the years.

Town Attorney Comments was the next item on the agenda. Mr. Wheeler had no report.

The next item was the Consent Agenda. Mayor Wolfe commented that the new crane truck in Utilities was used right way, repairs have started in the river utilizing the HEAL funds the County supported us with, and asked Operations Manager Craig Ford to discuss the traffic light synchronization project. Operations Manager Craig Ford reported that he received bids to complete the synchronization project. This project will synchronize six of the seven traffic lights in town. Mr. Ford worked with BrightRidge Broadband and Stansell Electric to provide a synchronization program for the signals. Stansell Electric submitted two proposals, one using fiber connected system through BrightRidge Broadband and the other proposal is a wireless radio connection. The fiber connected system's cost of all the material and installation is \$47,640.15 with a reoccurring monthly broadband expense of \$975 for each signal totaling \$11,700 per month with a 5-year contract. The wireless radio connection is a one-time installation fee of \$54,798.82 and no monthly fee. A funding source will be reviewed and reported back to the BMA. Mayor Wolfe suggested moving forward with the wireless radio bid and reporting the funding source back to the BMA. Alderman Countermine asked for more information on the software and safety precautions used by the wireless radios, noting that many times wireless communications can be hacked. Craig Ford will ask for additional information from the company and report that information back to the BMA. Town Administrator stated that we initially re-directed the funds that were initially labeled for traffic study to the traffic light synchronization project. Mayor Wolfe asked for the traffic synchronization project bid to be added to the agenda. Alderman Dickson made a motion, seconded by Alderman Countermine to add the traffic synchronization bid to the agenda. The motion duly passed.

Alderman Causey made a motion to approve the wireless radio traffic synchronization bid in the amount of \$54,798.72 subject to the funding source being identified and security information being provided to the BMA. Alderman Countermine seconded the motion. The motion duly passed.

Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. The Town Administrator noted that the Holiday Lighting was inadvertently listed on the Consent Agenda twice so one was struck through to eliminate any confusion. Mayor Wolfe stated that the Visitor Center bathroom project is on track to be completed by the Storytelling Festival. There being no other discussion, Alderman Jenkins made a motion to approve the Consent Agenda as presented. Alderman Countermine seconded the motion. The motion duly passed.

1. Approval of Minutes – August 10, 2026 Regular Meeting Minutes.
2. Approve the following bills for payment:

Check Register - General Fund - August 2026

08/04/26		117092 - void	\$	(365.28)
08/06/26		117448 - void	\$	(797.29)
08/06/26		116934 - void	\$	(5,728.05)
08/07/26		117462 - 117569	\$	123,121.81
08/07/26		117570 - 117572	\$	12,567.93
08/14/26		117573	\$	1,910.00
08/14/26		117574 - 117633	\$	171,828.53
08/14/26		117634	\$	776.89
08/18/26		117635 - 117636	\$	14,365.93
08/19/26		117635 - void	\$	(700.00)
08/19/26		117456 - void	\$	(6,200.00)
08/20/26		117637 - 117701	\$	244,743.34
08/25/26		112093 - void	\$	(1,796.58)
08/25/26		110689 - void	\$	(43.62)
08/25/26		110974 - void	\$	(35.72)
08/26/26		117702 - 117753	\$	173,888.83
			\$	727,536.72

Check Register- Water Fund August 2026

08/07/26		70870 - 70901	\$	1,764,991.72
08/07/26		70902	\$	405.88
08/14/26		70903 - 70939	\$	588,815.19
08/18/26		70940	\$	9,521.93
08/20/26		70941 - 70961	\$	131,409.89
08/25/26		68969 - void	\$	(68.00)
08/25/26		68477 - void	\$	(2,581.41)
08/25/26		69299 - void	\$	(250.00)
08/25/26		68746 - void	\$	(3,000.00)
08/25/26		67977 - void	\$	(13.77)
08/26/26		69609 - void	\$	(1,596.43)
08/26/26		70962 - 70994	\$	64,570.89
			\$	2,552,205.89

Check Register -Sanitation Fund - August 2026

08/07/26		11145 - 11151	\$	5,498.26
08/14/26		11152 - 11158	\$	9,148.20
08/18/26		11159	\$	341.95
08/20/26		11160 - 11165	\$	19,240.45
08/26/26		11166 - 11170	\$	806.59
			\$	35,035.45

Check Register -School Fund August 2026

08/14/26		1170	\$	2,012.50
			\$	2,012.50

3. Approve the following Town Administrator Report:

- *Working with County Planner Angie Charles on various growth management strategies including traffic impact studies. As the State legislature did not pursue the town's request for impact fees that are associated with "impacts" from development, increase in traffic on our roads continue to escalate and a study to address "traffic impacts" on existing road systems is a reasonable function of planning commission review procedures. The Planning Commission (PC) will be reviewing and discussing the draft Traffic Impact Study (TIS) document at their September PC meeting. Soon thereafter, a recommendation from the PC will be forwarded to the Board of Mayor and Aldermen for action. The goal is to adopt the TIS as part of the Subdivision Regulations (PC only action required) and as part of the Zoning Regulations (PC recommends to BMA for approvals). Amendments to subdivision regulations and zoning regulations require public hearings so in this case both the PC and BMA would hold public hearing prior to any final approval actions.*
- *Working with Finance Director Janet Jennings on a plan to monitor budgets more closely based on both salaries (regular time, overtime, comp-time, emergency pay, holiday pay, etc.) to keep directors routinely informed on expenses, as well as revenues as well. Ms. Jennings Office is providing regularly scheduled departmental accounting details to directors.*
- *Reviewing the town's purchasing policy to determine if any revisions are needed. I anticipate some updates coming before the BMA in October.*
- *Continue to work on analyzing our public facilities for future expansion, renovation, or new space needs for the future. We cannot grow by population and housing at our rate for over 20 years without feeling the growing pains of facilities that provide a direct service to taxpayers, residents, utility customers, etc.*
- *Continue to monitor all active projects including follow-ups on grant progress and reimbursements. We have at least a dozen active applications with various organizations as part of seeking funds to support projects throughout out our town and utility district.*
- *There was a meeting with Visitor Center Director Cameo Waters, Events Director Isabel Hawley-Lopez, McKinney Center Director Theresa Hammons, McKinney Center Program Manager Anne Mason, Senior Center Director Mary Regen, Heritage Alliance Director Katie Edwards, Jackson Theatre Operation Manager Amber Crumley and Administrative Assistant Brandi Miller to review grants currently in progress and sharing potential grant opportunities. We are looking at what we call "traditional" grant pathways and those less traditional but still applicable to local governments. Grants are a major source of funding for many programs and projects to provide for an increase in revenue sources and save funds from both the General and Utility side.*
- *Working with KnowBe4 to add a phishing button option to our town emails. As part of our cyber security training efforts there is a "phishing" training component. These training modules are beneficial to employees in both their work life as well as personal life. Everyone must remain diligent in efforts to combat scams. Our monthly training is going well.*
- *Met with Utilities Manager Kevin Brobeck, Water Treatment Plant Director Seth Van Wyck, Human Resources Director Michelle Stewart and MTAS consultant Pete Auger to discuss various scheduling models at the Water Plant due to its 24-hour operations.*
- *Worked with Mayor Grandy, County Attorney Allyson Wilkerson and other County Staff to complete the necessary documents for the HEAL program loan. All documents have been completed and returned to the County.*
- *Working on a best management practice/policy approach to how the town accepts new roads developed to our public road system requirements into the public road system. Ultimately, the process will include a recommendation from staff after the road is complete and final inspection is carried out and following this the BMA will hear and decide on the adoption of the new road into the town public road system. The approval of a final plat does not constitute approval of a road as a public road, therefore a Best Management Practice on adoption will be presented in the next 60 days. The current Subdivision Regulations state:*

In accordance with Title 13, Chapter 4-305 of the Tennessee Code Annotated, or as may be amended from time to time by the State of Tennessee, the approval of a plat shall not be deemed to constitute or effect an acceptance by the municipality, county or public of the dedication of any street or other ground shown upon the plat. The Town of Jonesborough may require a deed be prepared, executed, and recorded with the Washington County Registrar of Deeds for areas to be dedicated. (TCA 13-4-305)

- Working with Solid Waste Director Vince Sicca to analyze our recycling program related to cardboard if we can (1) parallel the program with Washington County as we do on plastics, or (2) providing a projected cost on running our own cardboard recycling program.
- Met with Operations Manager Craig Ford and Administrative Assistant Brandi Miller to plan an upcoming Directors meeting. One part of the training was Sensitivity Training, which is more advanced training beyond the normal Title VI compliance training all employees complete annually. More training will be scheduled in this area for our employees.
- Participated in conference call with the Tennessee Public Utility Commission (TPUC) during their Commission Conference. During their meeting they discussed the ATMOS one year agreement that was approved by the BMA at the April 13, 2026, meeting. The TPUC approved the new agreement. We continue to work on negotiating a Franchise Fee with ATMOS in the very near future.
- Working with marketing team to produce short video clips of our town services/operations highlighting positive outcomes of what our folks do for a living. Example would be like fixing the waterline leaks with the idea of mobilizing one time to permanently fix issues (if they have been chronic issues); to how we recycle the plastics in coordination with Washington County Solid Waste; etc.
- IT Professional Services: In conversation with Alderman Dickson regarding our different advancements in technology, the discussion moved to the consensus that the town will need its own IT professional to be on staff to directly serve the town system needs. We have reached the point where we need to plan for and consider a **full-time IT professional** as IT needs have become a continuous operational function rather than the occasional technical need. I am looking at the dynamics of internal IT + the outside IT provider (currently Sharp) with the internal person handling day-to-day needs and knows the town, employees, systems, and priorities. The outside provider supplies specialized expertise, backup coverage, cybersecurity, major projects, and additional manpower. I know from discussions with other staff over the last few years that this internal IT position is extremely desired and popular among majority of staff. I am seeking an independent IT professional for guidance on our needs, directly analyzing our needs both internally and externally. A meeting on this subject with a consultant and some staff will take place next month. Of course, funding is being explored with cost projections examined as well.
- **Mauk Property Update** purchase reimbursement (\$305,000) from Heritage Conservation Trust Fund (HCTF). The deed restrictions were approved at the August 10th BMA meeting. The same firm Brandt & Robbins that completed the deed as part of the property acquisition, completed the restrictive covenants "form" and the fully executed form has been sent to HCTF for final review, per their request, before the document is recorded. The document was recorded at the Courthouse by 8/28/26. HCTF will be processing our reimbursement with an expect pay out to us in 4-6 weeks.
- Working with Building Inspector Kevin Fair and Fire Chief Jeff White on upcoming required code changes from 2018 to 2024, which will include the building related codes and fire codes. Also, I am working with Police Chief Matt Rice and Operations Manager Craig Ford reviewing our current municipal code for an amendment that deals more specifically with a permitting system of sorts that addresses companies or contractors that block roads for extended periods of time without notice to public safety. The goal is to have municipal code amendments under review to be presented to the BMA at the October 2026 meeting.
- Attended part of the Water Distribution training/tour with BMA members. I was able to listen to our use of Cartograph, GPS/GIS, reduction in repeat leak repairs by fixing problems permanently, etc.

- *As utilities are working within the asset management system Cartograph, with its GPS/GIS functionality, leadership in Street Department and Parks and Recreation will be meeting next month so that utility staff will show how the Asset Management system can help technologically/digitally advance these other departments that are heavy in the “construction” and “operations” of our town.*
- *As our work orders grow side by side with inside city and outside city populations/customers, we must move into the 21st century with how we receive or dispense with work orders. Handwritten although functioning somewhat okay, does not provide for the level of accountability that I expect since there is no digital mechanism to track a work order in progress. We have started to explore proven systems to narrow down the best fit for TOJ.*
- *More historical data related to the Tax Relief program is being gathered to help gather some intel/data on the number of potential applicants if the town approves of being part of the Property Tax Freeze program. The 2024 and 2025 years of elderly and disabled veterans who participated in the tax relief program were already sent to you a few weeks ago. Due to our continued population growth, those numbers of eligible applicants continue to escalate as well.*
- *Facilitated our monthly Directors meeting which centered around Sensitivity Training. This discussion was more intensive type training, beyond the normal Title VI compliance training all employees complete annually.*
- *I am working to resolve our internet-related phone and computer systems when we lose internet connection due to storms, emergencies, damage or other issues that may arise from our carrier (if any). We are looking at the Starlink system as our backup option to have continuity of internet service if our primary service goes down. We are working with Sharp to plan to test this backup in the next 2-3 weeks.*
- *I have been working alongside our Digital Media Manager Mitchell Calvin for a few months regarding the need to advance our Web Accessibility/ADA Compliance. The Department of Justice has set specific deadlines for state and local government websites and mobile apps to meet accessibility requirements. Since our total population is under 50,000, we must be complying by April 26, 2028. We are not waiting and therefore have been working with a company Citibot to meet the DOJ requirements. Citibot is an AI-powered resident engagement platform designed for government agencies, with a strong focus on equity, accessibility, and ADA compliance. It supports multiple communication channels — website, SMS, phone, and social/messenger platforms — and is built to deliver verified, accurate information while meeting accessibility standards. The town will be well ahead of the deadline to meet DOJ requirements.*
- *Met with Ruth Verhegge to discuss Paws-N-Blue succession planning and alternative funding mechanisms and potential partners.*
- *There was a pre-construction meeting for the new Dominos building in Jonesborough. There is other space as part of this development for other commercial uses. It will be located between Medicine Shoppe and the Car Wash on 11-E.*
- *Wrapping up reimbursement requirements to initiate the traffic signal light reimbursement. If all goes well, we will receive our \$779,000.00+ reimbursement in 2-3 weeks.*
- *Working with local business owners to complete the Downtown Façade Grant program that is funded by the Town. The applications have been completed and are now waiting for owner signatures and supporting documentation.*
- *Participated in a walk through at the International Storytelling Center. The roof will be repaired due to leaks soon and at least one downspout was cleared of debris/obstructions. Once we have ISC “dry”, repairs to drywall damage will be undertaken by professionals. The roof is scheduled for repair September 14th and prior to Storytelling Festival. Staff at ISC have been contacted directly on updates and schedule.*
- *Attended the Washington County Economic Development Committee monthly meeting held in Johnson City.*

- Completed Title VI training as required by Tennessee Arts Commission. The TN Arts Commission requires this training to be completed to process our initial 40% payment (\$14,500.00) of the Partnership grant awarded for FY27. The total grant is funded at \$36,250.00, with no match, in support of programming at the Jackson Theatre.
 - Attended the Storytelling Festival planning meeting. This meeting includes ISC representatives and Directors that will be involved in the festival, for example, Solid Waste, Streets, Parks and Recreation, Public Safety, etc. This meeting allows everyone involved to discuss the requests, expectations and ask any questions that they may have.
4. Approve the following Operations Manager Report:
- I have continued to work with Derwin Cartmel, Holston Engineering on the geo-thermal HVAC bid for the ISC building. The bid has been advertised and is scheduled to be opened on September 16, 2026. Mr. Cartmel will review all bids and make a recommendation to the Town regarding the vendor.
 - The bid document was also prepared and posted on the West Main Street bank stabilization project. That bi was opened on September 04, 2026, and is on the BMA agenda for approval at the September meeting.
 - As you are aware, we have also been “chasing” leaks in this building for some time. A private contractor found one of the downspout drains was stopped up and that has been cleared. A roofing contractor also found several serious leaks on the flat membrane roof and approval has been given to replace this roof. Once these repairs have been completed and the HVAC replaced, I hope this remedies all the problems we have experienced in this building for the past couple of years.
 - The contractor started on the Visitor Center Restroom Remodel project this month. He is doing a phenomenal job and is working very quickly. He feels he is on schedule to have the project completed prior to the Storytelling Festival.
 - Once this project is completed, I would like to renovate the public restrooms at Town Hall, even if we budget it for next year. The restrooms are in need of an upgrade, just as the Visitors Center was.
 - Rogersville Seamless Guttering also made the upgrades to the gutters on the back of the Visitors Center. An additional downspout was installed, a splash guard was installed, and a gutter guard was installed. We have experienced an ongoing problem with the guttering leaking into the women’s restroom and causing extensive water damage. This gutter work should eliminate that problem.
 - The contractor also started on the East Main Street/First Frontier Trail project in August. He has already finished the sidewalk phase in front of Chapman’s Reserve and is about half finished with the first section of the First Frontier Trail, which started at Headtown Road and ends at the Town’s corporate limits. I believe he will be substantially complete with this project the week of September 14, 2026.
 - I completed a walkthrough with Todd Wood, Billy Miller, and the contractor of the First Frontier Trail project to review several issues the contractor was questioning. Upon conclusion of the site visit, the contractor is good to complete this project.
 - I directed the Street Department to prepare Brightridge Park for the concrete pours to be completed with the First Frontier Trail Project. The contractor agreed to pour the concrete at the contract price for the trail project.
 - I have continued to work with Mark Fields, (Brightridge Broadband), and Jon Wortman, (Stansell Electric), on the traffic signal synchronization program. There are two different options we have for this project. One is utilizing broadband and the other option is to utilize wireless radios. Both options will require the Town to purchase equipment and pay for the installation from Stansell Electric.
 - In speaking with Mr. Fields, Brightridge Broadband is available at all six traffic signals. Brightridge will waive the installation fee; however, the Town must provide a switch connection for each of the six sites. The broadband service for each light will be \$175.00 per month per site, for a total of \$12,600.00 annually. Over the five-year contract period, the total cost of the broadband will be \$63,000.00.

- *I am awaiting a project cost estimate from Mr. Wortman on both the broadband and wireless radio system. Mr. Wortman states the wireless radio system is probably going to be the most cost effective. He is awaiting prices from his vendor. I apologize that I do not have the numbers at this point to allow us to move forward with this project. I will provide them as soon as I have them in order that we can move forward with this project.*
 - *I have also been working with Todd Wood on a Town Hall parking lot expansion project. The plan is complete and I have completed a cost estimate for the project. An agenda presentation was prepared for the September BMA meeting.*
 - *I worked extensively with Sunny Ezell and Chris Kudera on the Jackson Boulevard median landscape plan. After several adjustments, the plan was presented to Tree and Townscape for approval. It is scheduled for the Board of Mayor and Alderman September meeting.*
 - *The Street Department completed some drainage work at the tile near Bojangles on East Jackson Boulevard. The tile under the exit street from the old elementary school was cleared and some riprap stone replaced. We have some additional work to do there, but it is much better at this point.*
 - *The street Department also ordered a new tractor for right-of-way mowing this month. We should take delivery within the next week.*
 - *One of the HVAC units at the Post Office had to be replaced. Unfortunately, both the indoor and outdoor unit had to be replaced. This work has been completed.*
 - *Our newly re-drawn fire district finally went live with Washington County 9-1-1 on August 17, 2026. We have worked on this for a few years now, and it is reassuring to finally have our fire district re-drawn.*
 - *The emergency alert/early warning system was also ordered. According to the vendor, the Town can expect installation of this system to begin by the end of September. We are hoping the system is installed prior to the Storytelling Festival.*
 - *I attended the Washington County EMS board of directors meeting for the month of August. I have also participated in numerous interviews with Steve Beckett and Billy Miller.*
5. Approve Committee Reports: Historic Zoning Minutes; Planning Commission Minutes; Design Review Commission Minutes; McKinney Center Advisory Minutes; Senior Citizens Advisory Committee Minutes; Main Street Committee Minutes.
 6. Approve Supervisor Reports: Human Resources, Street Department, Fire Department, Utilities, Police Department, Visitors Center, Senior Center, McKinney Center, Jackson Theatre, Parks and Recreation, and Building Inspector.
 7. Approval of Senior Citizen Advisory Committee Appointments –

Member Name	Appointment Term (3 Years)
Leo Salgado	August 2029
Debra Hooser-Ruud	August 2029

8. Approval of Special Event – Tennessee Hills Distillery Fall Fest – A special event permit application request from Tennessee Hills Distillery for the Tennessee Hills Fall Fest was received. The Fall Fest is planned for Sunday, October 11th from 2:00 PM to 6:00 PM. They plan to have vendors and food trucks in the parking lot to celebrate the fall season. The event will take place in the Upper Courthouse Parking Lot. The parking lot will be reserved for participants of the event and “No alcohol in the parking lot” signs will be put at all entry/exit points of the bar. Their staff will monitor the event all day. They are requesting refuse collection, signage and parking lot barricades. They are requesting to have “Parking for Event Only” signs put out the day of the event at the Upper Courthouse parking lot along with a barricade for the entrance of the lot. The Hold Harmless Agreement and Proof of Insurance have been received.

9. Approval of Special Event – Downtown with Dolly – Melinda Copp submitted a special event permit application request for the Downtown with Dolly event scheduled for September 25, 2026, to remember the life and legacy of Dolly Parton through her music, foods, iconic style, joy and humor that defined her while embracing her philanthropic spirit to children's literacy. The event will take place from 12:00 PM to 8:00 PM. The event is sponsored by Mill Spring Makers Market, Main Street Café, and the Opossums Tale, along with collaboration with the McKinney Center, Senior Center, Visitors Center, Marketing Department, Jackson Theatre, Central Christian Church, Washington County's Mobile Book Bus and many other local businesses. They are requesting refuse collection, street closure, Marketing Department assistance with decorating and setting up the event, and police/security. Regarding the street closure, Main Street from Fox Street to Second Avenue will be closed at 5:00 PM for Music on the Square so no additional closure is needed. Three concession vendors and a couple of Dolly-themed vendors offering goods and services themed for the event have been secured. From 12:00 PM – 5:00 PM (prior to street closure) attendees will be encouraged to check out promotions and activities in the shops, special Dolly menus at participating restaurants, showing of Steel Magnolias at the Jackson Theatre, tribute to Dolly at the Christopher Taylor Cabin set up as her Tennessee Mountain Home with a tribute wall where you can leave her a heartfelt message. The Washington County Mobile Book Bus will be set up downtown all day, giving free books to children. The Hold Harmless Agreement and Proof of Insurance have been received.
10. Approval of Town Holiday Lighting and Decorations – Main Street Jonesborough and the Jonesborough Tourism Department, in conjunction with the Holiday Lighting Committee, issued a Request for Proposals (RFP) seeking the services of a licensed, qualified, and experienced holiday lighting and decorations contractor to provide holiday lighting and decorations throughout downtown Jonesborough and other designated areas for the 2026 holiday season. Five RFPs were submitted for consideration. Proposals were received from Christmas Décor Plus More, Blink Lighting, Gabriel's Christmas, Christmas Décor by Luminescence Lighting, LLC, and Be the Light. After reviewing the proposals received, the Holiday Lighting Committee is recommending Christmas Décor Plus More for the 2026 holiday lighting and decorations project. Their municipal, institutional, and commercial experience includes projects for the City of Lebanon, University of Tennessee, City of Rogersville Tennessee Tech University, Knoxville Downtown Alliance (Market Square), Altar'd State Corporate Campus, Blackberry Mountain, and West Town Mall. Christmas Décor Plus More has successfully provided holiday lighting services for Jonesborough since 2022. During that time, the Town has been extremely pleased with the quality of their work, professionalism, responsiveness, and customer service. The company has consistently demonstrated an ability to respond quickly, and in person, when issues arise. Their customer service and responsiveness have been exceptional, with the company routinely responding to Town staff promptly and sending personnel to the site when needed. This level of service is particularly valuable for a holiday display in a busy downtown environment where lighting issues need to be addressed quickly and professionally.

Christmas Décor Plus More provided a separate pricing for each of the seven areas identified in the Town's RFP. The company offered both a leasing/rental option and a purchase option. The Holiday Lighting Committee is recommending that the Town

select the leasing/rental option, which includes planning, design, installation, maintenance, removal, and storage of the lighting equipment and decorative elements for one season. Christmas Décor Plus More provides the Town with the strongest combination of experience, proven performance, professionalism, responsiveness, quality of work, customer service, and pricing. While the company demonstrated strong qualifications and experience in its proposal, the Committee's recommendation is further supported by the Town's direct experience with the company since 2022. Christmas Décor Plus More has consistently delivered a high-quality holiday display for Jonesborough and has demonstrated an exceptional willingness to work with Town staff, respond to concerns, and address issues quickly when they arise. The Holiday Lighting Committee therefore recommends that the Town award the 2026 Holiday Lighting and Decorations project to Christmas Décor Plus More under the leasing/rental option in the amount of \$44,932.50 which is within the Town's approved FY27 budget for seasonal holiday lighting and decorations to be paid from the Town's seasonal lighting line item.



Christmas Décor Plus More is a locally owned business with more than fifteen years in the holiday lighting industry. With over two-hundred residential clients and over forty commercial clients in the greater Knoxville area, we are very proud to be a part of what makes the holidays just a little bit brighter in East Tennessee! We are a full service, turn-key holiday decorating company with both exterior and interior design divisions. Some of our current municipal and stage clients include The City of Rogersville, Knoxville Downtown Alliance, The City of Lebanon, University of Tennessee and Tennessee Tech University. Other large commercial clients include, Altar'd State Corporate Campus, Blackberry Mountain, and West Town Mall. Our lead outdoor lighting designer brings years of lighting design and pragmatic technical know-how to each project; while our lead decor installers each have between 5 and 15 seasons under their belts. We feel confident that our particular mix of experience, and love for what we do can help to make Jonesborough's 2022 holiday season even more special. The scope of this project lies at the center of the sweet spot for our Christmas Décor. Our teams are used to installations of this kind, whether it's working in bustling downtown Knoxville on Market Square, or constructing a massive 30' tall tree of lights for the Gatlinburg Skybridge, our installers are experienced, professional, and take enormous pride in their work. We design and decorate literally hundreds of trees every season, and know that it's the little details that make the difference between a memorable display and a truly iconic one.

Our lead designer, JP Schuffman jp@christmasdecorplusmore.com 865 333 9388 comes to us with over twenty-five years working in theatrical lighting design and commercial lighting manufacturing. In his time with the company he has designed dozens of jobs of this scale as well as scores of smaller ones. Likewise the senior installation technician Zach McGee began his career in landscape design, and has been working as our 'man on the ground' on large scale installations for ten years. With literally thousands of hours of holiday and special event lighting between them, there are very few situations that one or the other has not encountered. "JP Schuffman: Director of Design and Sales > Zach McGee: Chief Installer.

Image 1 - Mitchell House, City of Lebanon (2022 - present)

Lee Clark Dir. Public Works 615 456 2136 lee@lebanontn.org
 Historic Mitchell House, Grand Courtyard, and City Hall: \$53,000, completed.
 Multiple buildings exteriors, trees, shrubs, walk through installations and photo ops.

Image 2 - Tennessee Tech University (2023 - present)

Shanna Muncy Dir. Public Events 931 372 3178 smuncy@tntech.edu
 The Quad at Derryberry Hall. \$46,000 completed.
 A wall of hanging lights stretching from one end of the courtyard to the other with massive trees of lights.

Image 3 – Downtown Knoxville Market Square (2020 - present)

Callie Blackburn 865.246.2653 cblackburn@downtownknoxville.org
 The Grove on Market Square: \$24,000, completed.
 A centerpiece of downtown Knoxville, 25ft tall candy cane wrapped trees.

Image 1



Image 2



Image 3



LEASING OPTION

Per the RFP we have provided both a leasing option and a product purchasing option. The LEASING option includes one season of planning, design, installation, maintenance, removal and storage of the lighting equipment and other design elements. Christmas Decor maintains and repairs the lighting equipment during the off season ensuring that all of the products are in good working order and looking their best before they are installed the following year. The customer can also elect to change the colors of bulbs from year to year at no additional cost. Christmas Decor maintains ownership of all rented / leased materials in the leasing option. All labor for one season is included in the price listed in the leasing option.

Leasing Option Product Warranty: We will service our non-functioning decorations within reason. Individual bulbs vary in life expectancy and will not be replaced immediately upon expiration; service is performed once several bulbs have failed. Please notify our office immediately of any non-functioning decor. Exclusions: Repairs caused by vandalism, extraordinary weather, or customer-added lights are not covered and will be billed as additional service calls. Power failures or tripped GFCI circuits due to inclement weather are not the responsibility of Christmas Decor Plus More. We will perform service calls to troubleshoot these issues but cannot be held liable for storm-related outages. Client Systems: If a persistent GFCI issue is caused by faults in client-owned electrical systems, service calls will be billed to the customer. We do not repair or modify client-owned electrical systems.

LEASING OPTION		SUB TOTAL
AREA 1	BOONE STREET	\$3,500.00
4X Trees on Boone Street wrapped to a height of approximately 15ft		
AREA 2	GREENSPACE AT MAIN STREET	\$1,800.00
3x Shrubs to be wrapped in mini lights and 1x Crab Apple tree wrapped in mini lights with 15x snowfall tubes		
AREA 3	15X TREES ON MAIN STREET	\$19,687.50
15x trees on Main St. with branches wrapped in mini lights up to approximately 15ft		
AREA 4	STORYTELLING PLAZA	\$2,325.00
1x tree between Storytelling Plaza and the Chester Inn with branches wrapped in colored lights and 30x snowfall tubes		
AREA 5	COURTHOUSE TREE	\$7,000.00
Full coverage of the 50ft evergreen located at the courthouse in multi C9 bulbs.		
AREA 6	COURTHOUSE COLUMNS AND BALCONY	\$8,000.00
4x columns wrapped in 14" garland with warm white lights and heavily decorated with ornamental picks. 1x 5ft wreath centered on the balcony decorated in berry picks with garland swagged from the wreath to the corners of the balcony.		
AREA 7	FOX STREET LAMP POSTS	\$1,180.00
3x lamp posts wrapped in 14" garland with warm white lights, and woven mesh red ribbon.		
MISC	24x TIMERS FOR ALL ZONES	\$1,440.00
MISC	EXTENSION CHORDS	NA
		TOTAL
		\$44,932.50

PURCHASE OPTION

Per the RFP we have provided both a leasing option and a product purchasing option. The PURCHASE option includes one season of planning and design and the sale of the listed materials. Installation, removal, and storage of the lighting equipment and other design elements is billed separately from the purchased materials. Maintenance due to product failure is billed separately. Christmas Decor does not provide any warranty on purchased materials. Before the agreed on installation date the customer must inspect the lighting products to ensure their proper functioning. Additional hours may be billed if additional time is required to complete the job due to malfunctioning, improperly stored, or damaged customer-owned material. Storage of customer owned material is the responsibility of the customer.

PURCHASE OPTION		SUB TOTAL
AREA 1	BOONE STREET	\$2,444.00
Mini lights for 4x trees on Boone Street mini lights sold to customer.		
AREA 2	GREENSPACE AT MAIN STREET	\$1,934.00
Mini lights for 3x shrubs and 1x Crab Apple tree and 15x snowfall tubes sold to customer.		
AREA 3	15X TREES ON MAIN STREET	\$12,337.50
Mini lights for 15x trees on Main St. sold to customer		
AREA 4	STORYTELLING PLAZA	\$2,505.00
Mini lights for 1x tree between Storytelling Plaza and the Chester Inn and 30x snowfall tubes sold to customer		
AREA 5	COURTHOUSE TREE	\$2,625.00
C9 lights for the 50ft evergreen located at the courthouse sold to customer		
AREA 6	COURTHOUSE COLUMNS AND BALCONY	\$7,920.00
14" garland with warm white lights and heavily decorated with ornamental picks for 4x columns and 1x 5ft wreath decorated in berry picks with garland sold to customer.		
AREA 7	FOX STREET LAMP POSTS	\$1,180.00
14" garland with warm white lights, and woven mesh red ribbon for 3x lamp posts sold to customer		
MISC	24x TIMERS FOR ALL ZONES	\$1,920.00
MISC	EXTENSION CHORDS	\$1,150.00
LABOR	Estimated 1 season of installation & removal of decor for Areas 1-7	\$42,000.00
		TOTAL
		\$76,015.50

11. Approval of Town Event Addendum – Haunts and Happenings – As you recall, the BMA approved the Town sponsored event “Halloween Haunts and Happenings” during its August meeting. One of the newer events was left out of the original request, the “Great Jonesborough Pumpkin Party.” This event will take place on October 28th beginning at 5:00 PM. The event will require street closure on the West Side of the Courthouse to allow for tables to be set up for the pumpkin carving event. The street closure will be from 5:00 PM – 9:00 PM and will only include the west side of the courthouse from Mauk’s to the Crafty Peddler. Parks and Recreation Director submitted a memo to the BMA.



TOWN OF JONESBOROUGH

123 Boone Street
Jonesborough, TN, 37659
Telephone: 423-753-1030

Memo

To: Glenn Rosenoff

From: Christopher Kudera, Parks and Recreation Director

CC:

Date: 9/3/26

Re: Great Pumpkin Party – Street Closure (Addendum to Halloween Haunts and Happenings)

The Board of Mayor and Aldermen approved the Halloween Haunts and Happenings memo in August 2026; however, the Great Pumpkin Party was not included in that request. This memo is to add the Great Pumpkin Party onto that event and request the associated street closure.

We will be hosting the Great Pumpkin Party on Wednesday, October 28th from 5:30-8:30pm. Tables will be set up in the street to allow people to come carve pumpkins in person. Last year we planned to do the same thing, but rain forced us to pivot and host the event inside the Senior Center instead.

We would like to request a street closure on the west side of the courthouse only, from 5:00pm-9:00pm on Wednesday, October 28th, for the Great Pumpkin Party. Only the west side of the courthouse will be closed. We will block the parking spots adjacent to Mauk's and the Crafty Peddler. We will also block the exit from the parking lot at Mauk's, and vehicles will be directed to exit onto Main St. between Jackson's Prime and the Department of Records Management and Archives.



12. Approval of Jonesborough Little League and Jr. Pioneers Concession Agreements – Now that Jonesborough Soccer has officially moved to Tiger Park, Jonesborough Little League is looking to host fall ball at Persimmon Ridge Park. As such, we need to update the concession agreement due to their current agreement ending on June 30, 2026. This agreement would be effective through November 30, 2026.

Jr. Pioneer Athletics is currently hosting their fall football league on the field at the Old Jonesborough Middle School. They do not play games there, but they open the concession stand at night during practices. The agreement presented is the same agreement used for Jonesborough Little League, with the location changed to “Old Jonesborough Middle School.” All other terms remain the same. Staff are reviewing potential updates to the existing agreements prior to the 2027 seasons regarding Scope of Concession and the “exclusive right and privilege to the Concessionaire to operate the concessions.” The main concern is what if the Town is hosting a tournament and needs to use the concessions. Through effective communications between the league and Town staff, Chris Kudera Park and Recreation Director anticipates minimal issues but “just in case” his team will complete a review for the future league seasons.

**TOWN OF JONESBOROUGH
DEPARTMENT OF PARKS AND RECREATION
2026 CONCESSION AGREEMENT**

This agreement is entered into by the Jonesborough Department of Parks and Recreation and the Jonesborough Little League herein called the “Concessionaire.” In consideration of the Town of Jonesborough leasing the concession rights at the Persimmon Ridge Park Ballfields, it is agreed that:

SCOPE OF CONCESSION: This agreement shall grant the exclusive right and privilege to the Concessionaire to operate the concessions at the ballfield located at Persimmon Ridge Park in service to individuals or groups of individuals using the ballfields, playgrounds and park rental or picnic areas; however, such rights will not include determining who can and cannot use the ballfields, only the concession stand area; nor shall such rights of operation restrain or prevent such individuals or groups from engaging catering services for themselves or bringing their own food and drink to the ballfield area, as long as this food is not sold.

Concessionaire agrees to service and dispense concessions at such times the public needs refreshments and/or when the Director of Parks and Recreation Department directs and to provide in quantities adequate for the needs of the public. All sales and promotions will be operated efficiently in order to provide optimum revenue as well as service.

The introduction of additional privileges not contained and enumerated herein will be subject to the approval of the Recreation Director, and the Town officials.

BUILDING AND LOCATIONS. The Parks and Recreation Department will make available two concession areas, one in the concession/restroom building by the large ballfield, and the new concession area in the building by the most easterly field currently called the T-Ball field.

REPAIRS AND MAINTENANCE. The Parks and Recreation shall, at its cost and expense, make all ordinary and reasonable repairs required to preserve the buildings, occupied under this contract, except any damage done by the Concessionaire.

CONDITIONS AND SURRENDER OF PROPERTY. The buildings, which are the property of the Town of Jonesborough, shall remain the property of the Town of Jonesborough and upon

termination of the contract by lapse of time or otherwise, the Concessionaire shall surrender possession of all said premises and part in as good condition as said premises where when first occupied by the Concessionaire.

PLANS FOR ALTERATION. The Concessionaire shall make no alterations of or repairs to any building, reserved for its use, or erect any new structure or building on the grounds without official approval from the Parks and Recreation Department.

EQUIPMENT. The Concessionaire shall, at his own cost or expense, furnish and maintain in good usable condition, a sufficient amount of movable equipment, dispensers, hot dog cookers, table utensils, dishes, such other equipment as may be necessary to properly furnish the services here in provided for in a manner acceptable to the Director of Parks and Recreation.

The Town of Jonesborough will not accept any liability or be responsible, in whole or part, for any damage, which may be sustained by any materials and/or equipment on any location resulting from any cause whatsoever.

BEVERAGE AGREEMENT. The Town has an exclusive drink sponsorship agreement with Coca-Cola. Concessionaire must use Coca-Cola products (including water) as the sole provider of bottled / canned / fountain drinks and must order exclusively through the designated Coke representative as specified by the Town.

DISPOSAL OF GARBAGE AND REFUSE. The Concessionaire shall not allow garbage or other refuse to accumulate or to gather in or about any of the buildings or structures occupied by the Concessionaire except in suitable covered garbage receptacles. The Parks and Recreation Department will be responsible for the removal of rubbish, trash, and garbage provided that the Concessionaire accumulates such trash at given points and at given times under the direction of the Town.

Jonesborough Little League shall appoint personnel responsible for picking up trash and litter in and around the ballfields, creek way, and parking areas used by players and spectators every night the Concession Stand is in operation.

CLEANING PREMISES. The Concessionaire shall furnish all labor, services, materials, supplies, and equipment necessary to maintain, in a clean orderly and inviting condition satisfactory to the Director, all premises used and occupied by the Concessionaire in the operation of concessions, together with the areas immediately surrounding the concession stand that are affected by said operations including but not limited to the spectator/bleachers area, creek way, and parking lots.

UTILITIES. The Parks and Recreation Department will furnish light, power, and water in such locations where these utilities exist. All additional installations which require the use of these utilities shall be made and maintained at the expense of the Concessionaire and only after securing prior approval.

EMPLOYEES. The Concessionaire shall, at his/her own cost and expense, provide a sufficient number of employees to service the public promptly and efficiently and in a manner satisfactory to the Director. A minimum of one (1) adult is required *in each concession facility*.

The Concessionaire shall not permit any agent or employee to remain in or upon premise of Persimmon Ridge Park or in any of the buildings, structures or locations occupied by the Concessionaire for any period of time longer than is normally necessary to secure the premises and to perform minor clerical work after the close of business, provided, however, that if required for the protection of its property the Concessionaire may employ and permit watchmen to remain in said building, so occupied by it. *The Concessionaire shall provide the*

Recreation Director with the full name, social security number and date of birth for all concession workers.

The Concessionaire shall employ only competent and satisfactory workmen and whenever the Director shall notify the Concessionaire in writing that any person employed on the premises in his/her opinion, is incompetent, disorderly, unsanitary, or otherwise unsatisfactory, such person's employment shall be reviewed thoroughly and appropriate action taken. *The Recreation Director shall have final authority if there is a difference of opinion on the appropriateness of a concessionaire worker.*

Concession stand personnel at the ballparks will be responsible for turning off the lights on the field, after the last game of the day securing the building, and policing the area to keep it sanitary.

HOURS OF OPERATION. The Concessionaire shall keep all concessions herein provided for the operation during all reasonable hours and at such other times as the public needs require or the Director shall direct. Ballfield concessions will be opened 30 minutes prior to the first game.

ORDINANCES, LAWS AND REGULATIONS. The Concessionaire shall not sell or permit to be sold, used or brought upon the premises of the Park intoxicating or alcoholic beverages, and shall not permit or suffer any gambling at any time upon said premises, and shall not permit improper or immoral conduct on the part of its officers or employees, and shall not permit hawking or any other noises or disturbance designed to attract attention or to solicit trade, and shall abide by the ordinances of the County of Washington, Town of Jonesborough, and the laws of the State of Tennessee, and of the United States, and the rules and regulations promulgated by the Parks and Recreation Department. There shall be no smoking in the concession stand and around the ballfield facilities

It shall be the obligation of the Concessionaire to apply for, pay for, and obtain all permits and licenses required by the various law enforcement agencies to operate the concessions, and to sell the approved merchandise.

ACCOUNTS, BOOKS AND RECORDS. The concessionaire shall keep books and records showing accurate and complete data on all receipts and disbursements in connection with the operation of all concessions. The Concessionaire shall provide monthly financial reports, which follow the Governmental Accounting Standards Board (GASB) guidelines to the Town Recorder and the Parks and Recreation Director. The Town Recorder has the right at all times to examine and audit all of said books and recorder and to reexamine and re-audit same.

PAYMENTS. The Concessionaire agrees to pay the Jonesborough Parks and Recreation Department a flat fee payment of \$1.00 as compensation for the lease. This payment shall be paid to the Board of Mayor and Aldermen on or before August 1 of each season. *Concessionaire is responsible for collecting and remitting to the State of Tennessee Department of Revenue applicable sales tax on concession sales.*

CANCELLATION BY THE TOWN. This agreement shall be subject to cancellation by the Town of Jonesborough in the event of the happening of any one or more of the following contingencies:

- A. In the event the Concessionaire is adjudicated as bankrupt, or because of its financial condition is judged by the Town as being unable to continue successful operation.
- B. Failure of the Concessionaire to perform, keep, and observe any of the conditions of the contract.

RIGHT TO DECIDE QUESTIONS. The decisions of the Director of the Parks & Recreation Department relative to the proper performance of terms of the contract shall be subject to the final approval of the Jonesborough Parks and Recreation Advisory Board and the Board of Mayor and Aldermen.

ASSIGNMENTS AND SUB-CONTRACTS. This agreement or contract of any of the rights and privileges provided for herein shall not be transferred or assigned by the Concessionaire without first having obtained the consent of the Town to do so.

LIABILITY OF THE TOWN. The Town, to the extent permitted by State Law, will be saved and held harmless by the Concessionaire from damage of any kind, make and description which may arise as a result of making this contract and the operation of the concessions by the Lessee. The Town shall not be liable for any damage to persons or properties in the space leased exclusively to the Concessionaire. The Concessionaire only is responsible for the equipment within the concession stand and that the Town shall not be liable for any damage thereto or loss or theft thereof.

RELATION TO TOWN. It is the intent that the Concessionaire shall be considered as an independent contractor and that neither he/she nor his/her employees shall under any circumstance be considered servants or agents of the Town, and that the Town shall at no time be legally responsible for any negligence on the part of said Concessionaire his/her servants or agents, resulting in either personal or property damage to any individual firm or corporation.

SIGNS. The Concessionaire, at all locations used for the purpose of providing the services specified shall erect suitable signs, approved by the Director of the Parks & Recreation Department, informing the public of the nature of the services provided at any such location.

INSPECTION. The Concessionaire shall allow the Director of Parks & Recreation, or such other persons as may be designated, access to the premises at all reasonable hours for the purpose of examining and inspecting said premises, or making necessary building repairs, or for any other purpose, not unduly affecting the operation of the Concessionaire's business.

NO SMOKING REQUIREMENT. Persimmon Ridge Park is a "Smoke Free" park and smoking is prohibited by the Town of Jonesborough. The Concessionaire agrees to inform all workers in the concession stand area and parents/children using the concession stand that smoking is prohibited.

TERM OF CONTRACT. Term of this lease is for the 2026 season and will run from September 14, 2026 through November 30, 2026.

This agreement may be renewed by the Jonesborough Parks and Recreation Advisory Board with the consent of the Town of Jonesborough.

Executed on this day of 14th day of September, 2026.

LESSEE

LESSOR

CONCESSIONAIRE

Kelly Wolfe, MAYOR

Address: _____

Phone: _____

JANET JENNINGS, RECORDER

APPROVED AS TO FORM: _____
JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH
DEPARTMENT OF PARKS AND RECREATION
2026 CONCESSION AGREEMENT**

This agreement is entered into by the Jonesborough Department of Parks and Recreation and the Jr. Pioneer Athletics herein called the "Concessionaire." In consideration of the Town of Jonesborough leasing the concession rights at the Old Jonesborough Middle School, it is agreed that:

SCOPE OF CONCESSION: This agreement shall grant the exclusive right and privilege to the Concessionaire to operate the concessions at the Old Jonesborough Middle School in service to individuals or groups of individuals using the ballfields and park rental or picnic areas; however, such rights will not include determining who can and cannot use the athletic field, only the concession stand area; nor shall such rights of operation restrain or prevent such individuals or groups from engaging catering services for themselves or bringing their own food and drink to the ballfield area, as long as this food is not sold.

Concessionaire agrees to service and dispense concessions at such times the public needs refreshments and/or when the Director of Parks and Recreation Department directs and to provide in quantities adequate for the needs of the public. All sales and promotions will be operated efficiently in order to provide optimum revenue as well as service.

The introduction of additional privileges not contained and enumerated herein will be subject to the approval of the Recreation Director, and the Town officials.

BUILDING AND LOCATIONS. The Parks and Recreation Department will make available the concession stand and adjoining restrooms.

REPAIRS AND MAINTENANCE. The Parks and Recreation shall, at its cost and expense, make all ordinary and reasonable repairs required to preserve the buildings, occupied under this contract, except any damage done by the Concessionaire.

CONDITIONS AND SURRENDER OF PROPERTY. The buildings, which are the property of the Town of Jonesborough, shall remain the property of the Town of Jonesborough and upon termination of the contract by lapse of time or otherwise, the Concessionaire shall surrender possession of all said premises and part in as good condition as said premises were when first occupied by the Concessionaire.

PLANS FOR ALTERATION. The Concessionaire shall make no alterations of or repairs to any building, reserved for its use, or erect any new structure or building on the grounds without official approval from the Parks and Recreation Department.

EQUIPMENT. The Concessionaire shall, at his own cost or expense, furnish and maintain in good usable condition, a sufficient amount of movable equipment, dispensers, hot dog cookers, table utensils, dishes, such other equipment as may be necessary to properly furnish the services here in provided for in a manner acceptable to the Director of Parks and Recreation.

The Town of Jonesborough will not accept any liability or be responsible, in whole or part, for any damage, which may be sustained by any materials and/or equipment on any location resulting from any cause whatsoever.

BEVERAGE AGREEMENT. The Town has an exclusive drink sponsorship agreement with Coca-Cola. Concessionaire must use Coca-Cola products (including water) as the sole provider of bottled / canned / fountain drinks and must order exclusively through the designated Coke representative as specified by the Town.

DISPOSAL OF GARBAGE AND REFUSE. The Concessionaire shall not allow garbage or other refuse to accumulate or to gather in or about any of the buildings or structures occupied by the Concessionaire except in suitable covered garbage receptacles. The Parks and Recreation Department will be responsible for the removal of rubbish, trash, and garbage provided that the Concessionaire accumulates such trash at given points and at given times under the direction of the Town.

Jr. Pioneer Athletics shall appoint personnel responsible for picking up trash and litter in and around the athletic field, concession stand, and parking areas used by players and spectators every night the Concession Stand is in operation.

CLEANING PREMISES. The Concessionaire shall furnish all labor, services, materials, supplies, and equipment necessary to maintain, in a clean orderly and inviting condition satisfactory to the Director, all premises used and occupied by the Concessionaire in the operation of concessions, together with the areas immediately surrounding the concession stand that are affected by said operations including but not limited to the spectator/bleachers area, creek way, and parking lots.

UTILITIES. The Parks and Recreation Department will furnish light, power, and water in such locations where these utilities exist. All additional installations which require the use of these utilities shall be made and maintained at the expense of the Concessionaire and only after securing prior approval.

EMPLOYEES. The Concessionaire shall, at his/her own cost and expense, provide a sufficient number of employees to service the public promptly and efficiently and in a manner satisfactory to the Director. A minimum of one (1) adult is required *in each concession facility*.

The Concessionaire shall not permit any agent or employee to remain in or upon premise of Old Jonesborough Middle School or in any of the buildings, structures or locations occupied by the Concessionaire for any period of time longer than is normally necessary to secure the premises and to perform minor clerical work after the close of business, provided, however, that if required for the protection of its property the Concessionaire may employ and permit watchmen to remain in said building, so occupied by it. *The Concessionaire shall provide the Recreation Director with the full name, social security number and date of birth for all concession workers.*

The Concessionaire shall employ only competent and satisfactory workmen and whenever the Director shall notify the Concessionaire in writing that any person employed on the premises in his/her opinion, is incompetent, disorderly, unsanitary, or otherwise unsatisfactory, such person's employment shall be reviewed thoroughly and appropriate action taken. *The Recreation Director shall have final authority if there is a difference of opinion on the appropriateness of a concessionaire worker.*

Concession stand personnel at the ballparks will be responsible for turning off the lights on the field, after the last game of the day securing the building, and policing the area to keep it sanitary.

HOURS OF OPERATION. The Concessionaire shall keep all concessions herein provided for the operation during all reasonable hours and at such other times as the public needs require or the Director shall direct. Ballfield concessions will be opened 30 minutes prior to the first game.

ORDINANCES, LAWS AND REGULATIONS. The Concessionaire shall not sell or permit to be sold, used or brought upon the premises of the Park intoxicating or alcoholic beverages, and shall not permit or suffer any gambling at any time upon said premises, and shall not permit improper or immoral conduct on the part of its officers or employees, and shall not

permit hawking or any other noises or disturbance designed to attract attention or to solicit trade, and shall abide by the ordinances of the County of Washington, Town of Jonesborough, and the laws of the State of Tennessee, and of the United States, and the rules and regulations promulgated by the Parks and Recreation Department. There shall be no smoking in the concession stand and around the ballfield facilities

It shall be the obligation of the Concessionaire to apply for, pay for, and obtain all permits and licenses required by the various law enforcement agencies to operate the concessions, and to sell the approved merchandise.

ACCOUNTS, BOOKS AND RECORDS. The concessionaire shall keep books and records showing accurate and complete data on all receipts and disbursements in connection with the operation of all concessions. The Concessionaire shall provide monthly financial reports, which follow the Governmental Accounting Standards Board (GASB) guidelines to the Town Recorder and the Parks and Recreation Director. The Town Recorder has the right at all times to examine and audit all of said books and recorder and to reexamine and re-audit same.

PAYMENTS. The Concessionaire agrees to pay the Jonesborough Parks and Recreation Department a flat fee payment of \$1.00 as compensation for the lease. This payment shall be paid to the Board of Mayor and Aldermen on or before the start of each season.

Concessionaire is responsible for collecting and remitting to the State of Tennessee Department of Revenue applicable sales tax on concession sales.

CANCELLATION BY THE TOWN. This agreement shall be subject to cancellation by the Town of Jonesborough in the event of the happening of any one or more of the following contingencies:

A. In the event the Concessionaire is adjudicated as bankrupt, or because of its financial condition is judged by the Town as being unable to continue successful operation.

B. Failure of the Concessionaire to perform, keep, and observe any of the conditions of the contract.

RIGHT TO DECIDE QUESTIONS. The decisions of the Director of the Parks & Recreation Department relative to the proper performance of terms of the contract shall be subject to the final approval of the Jonesborough Parks and Recreation Advisory Board and the Board of Mayor and Aldermen.

ASSIGNMENTS AND SUB-CONTRACTS. This agreement or contract of any of the rights and privileges provided for herein shall not be transferred or assigned by the Concessionaire without first having obtained the consent of the Town to do so.

LIABILITY OF THE TOWN. The Town, to the extent permitted by State Law, will be saved and held harmless by the Concessionaire from damage of any kind, make and description which may arise as a result of making this contract and the operation of the concessions by the Lessee. The Town shall not be liable for any damage to persons or properties in the space leased exclusively to the Concessionaire. The Concessionaire only is responsible for the equipment within the concession stand and that the Town shall not be liable for any damage thereto or loss or theft thereof.

RELATION TO TOWN. It is the intent that the Concessionaire shall be considered as an independent contractor and that neither he/she nor his/her employees shall under any circumstance be considered servants or agents of the Town, and that the Town shall at no time be legally responsible for any negligence on the part of said Concessionaire his/her

servants or agents, resulting in either personal or property damage to any individual firm or corporation.

SIGNS. The Concessionaire, at all locations used for the purpose of providing the services specified shall erect suitable signs, approved by the Director of the Parks & Recreation Department, informing the public of the nature of the services provided at any such location.

INSPECTION. The Concessionaire shall allow the Director of Parks & Recreation, or such other persons as may be designated, access to the premises at all reasonable hours for the purpose of examining and inspecting said premises, or making necessary building repairs, or for any other purpose, not unduly affecting the operation of the Concessionaire's business.

NO SMOKING REQUIREMENT. Old Jonesborough Middle School is a "Smoke Free" park and smoking is prohibited by the Town of Jonesborough. The Concessionaire agrees to inform all workers in the concession stand area and parents/children using the concession stand that smoking is prohibited.

TERM OF CONTRACT. Term of this lease is for the 2026 season and will run from September 14, 2026 through November 30, 2026.

This agreement may be renewed by the Jonesborough Parks and Recreation Advisory Board with the consent of the Town of Jonesborough.

Executed on this day of 14th day of September, 2026.

LESSEE

LESSOR

CONCESSIONAIRE

Kelly Wolfe, MAYOR

Address: _____

Phone: _____

JANET JENNINGS, RECORDER

APPROVED AS TO FORM: _____

JAMES R. WHEELER, TOWN ATTORNEY

13. Approval of Driveway Repairs at 416 E. Jackson Boulevard – The town received a request from the property owners at 416 East Jackson Blvd., Janet and Danny Mack Keys, to repair a section of gravel driveway that connects the rear of their business to Jefferson Drive. There are two or three large drain tiles from the Senior Center and Lincoln Park that empty onto the Keys' property. Through several heavy rains in August, this runoff may have been a contributing factor to washing gravel off the driveway and cutting a ditch through the driveway as well. The Keys have been good neighbors to the town and were very easy to work with through the Senior Center/Lincoln Park project. They are requesting assistance from the Town to repair this driveway. The gravel driveway is part of private property, but the driveway is utilized by the general public to enter and exit businesses located in the rear of their property. Due to the driveway being located on private property however, we cannot allow Town staff to make the repairs without approval from the Board of Mayor and Aldermen. Craig Ford Operations Manager estimates the repairs to be approximately \$1,000.00 and would be funded from the Street Department's current operating budget.

14. Approval of Constitution Week Proclamation - Daughters of the American Revolution, State of Franklin Chapter Librarian Allyson Wilkinson requested we approve a proclamation recognizing the United States Constitution Week September 17-23, 2026.

**A PROCLAMATION RECOGNIZING
CONSTITUTION WEEK**

WHEREAS, the United States Constitution stands as a testament to the tenacity of Americans throughout history to maintain their liberties and freedoms to ensure those unalienable rights to every American; and

WHEREAS, September 17, 2026, marks the two hundred and thirty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document in the oldest town in Tennessee and mark its memorable anniversary with patriotic celebrations which will commemorate the occasion during America's celebration of the 250th anniversary of the Declaration of Independence; and

WHEREAS, in 1956, following a petition by the Daughters of the American Revolution, President Dwight D. Eisenhower signed into public law the resolution adopted by the United States Congress setting aside September 17-23 for the annual observation of Constitution Week; and

WHEREAS, the Daughters of the American Revolution is a non-profit, non-political, volunteer women's service organization whose members can prove lineal descent from a patriot of the American Revolution and are dedicated to promoting patriotism, preserving American history, and securing America's future through better education for children; and

WHEREAS, Jonesborough's State of Franklin Chapter of the Daughters of the American Revolution encourages churches, schools, courthouses, fire houses, Veterans homes, scout troops and other groups, local governments, and individuals to join the ringing bells across America during Constitution Week to commemorate the 239th anniversary of the signing of the United States Constitution; and

NOW THEREFORE I, Kelly Wolfe, by virtue of the authority vested in me as Mayor of the Town of Jonesborough in Washington County in the State of Tennessee, do hereby proclaim the week of September 17th through 23rd, 2026 as

CONSTITUTION WEEK

AND I ask our citizens to recognize the privilege and duty of the American people to commemorate this occasion by the ringing of bells – reaffirming the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained. With the utmost respect, the Town of Jonesborough recognizes Constitution Week and Bells Across America, and thanks the State of Franklin Chapter of the Daughters of the American Revolution for its dedication to encouraging this community to study, celebrate, protect, and defend the United States Constitution.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Town of Jonesborough, Tennessee, to be affixed this 14th day of September 2026.

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

15. Approval of Jacksons Prime Outdoor Use Permit – Owner of the Jackson's Prime Troy Boane at 111 W. Main Street has applied for an outdoor use permit for the intended use of a sandwich board sign to be placed on the sidewalk in front of the restaurant to announce specials while they are open for business. A Certificate of Appropriateness has been issued by the Historic Zoning Commission. The display will not interfere with the sidewalk, and the sidewalk will remain ADA accessible. The Hold Harmless Agreement and Proof of Insurance are complete.

16. Approval of West Main Bank Stabilization Bid – The Town began work on a bank stabilization project in the 900 block of West Main Street months ago. The project required the Town to enter into a public/private partnership with a property owner to complete the project. This project was necessary due to the bank erosion in this block of West Main Street. The bank has slid off in the past and blocked the southbound lane of West Main Street. In order to grade a proper slope and curtail future slides, grade work would encroach on the adjoining property owner. Town crews began the

project but were unable to complete it due to the complexity of the project. At this point, a bid document was prepared in order to have a private contractor complete the project. Bids for this project were publicly opened on Friday, September 4, 2026. The Town received five bids. The bids ranged from \$82,500.00 to \$307,148.00. Complete Construction was the low bid for the project and is being recommended to complete the West Main Street Bank Stabilization Project. Complete Construction has performed other projects for the Town and are qualified to complete this project.

BID OPENING FORM

West Main Street Slope Project

DATE: Friday, September 4, 2026

BIDS RECEIVED FROM	AMOUNT
Mark's Grading	\$248,050.00
Baker's Construction	232,368.57
Bob Stout Construction Co.	307,148.00
Complete Construction	82,500.00
JTB Construction	208,500.00

THOSE IN ATTENDANCE:

Paul Jennings, Town of Jonesborough
Jack Russell Complete Construction Mgmt, LLC
MICHAEL LANE BAKERS CONSTRUCTION & EXCAVATION
Kyle Ham JTB Construction
Grady Stout Bob Stout Construction Company, Inc.

The were no items discussed under Old Business.

The first item under New Business was discussion and possible action concerning the Agriculture Enterprise Fund grant contract. As part of the ongoing efforts to secure additional funding for the Agriculture Learning Center (ALC) Project, Mr. Bob Browning had applied for a grant on behalf of the Town through the State of Tennessee Department of Agriculture, the Agricultural Enterprise Fund grant program. The submitted application provided many details of the project, and we received notice that we were awarded \$499,999.00.

For nearly 250 years, Jonesborough has been closely tied to the agricultural heritage of Washington County, where small farms have long supported the local economy. Rapid population growth, however, is reducing farmland and the number of active producers. To

address these challenges, Washington County and its partners have developed the Agriculture Learning Center (ALC), a regional hub that will strengthen local agriculture through value-added processing, education, and expanded market access. The ALC's Food Hub will enable local producers to supply fresh, locally grown products to Washington County Schools and, over time, restaurants, healthcare providers, and other institutional buyers. The facility will also provide classrooms, demonstration kitchens, greenhouses, hydroponics, gardens, and meeting space to educate youth/adults in agriculture, nutrition, and healthy food preparation while supporting the next generation of TN farmers and expanding economic opportunities for existing producers.

This project significantly expands the region's existing agricultural capacity by creating processing, packaging, and distribution infrastructure that does not currently exist for local producers. Today, many farmers are limited to selling raw products with few opportunities for value-added processing or direct access to larger markets. The Agriculture Learning Center will allow locally grown fruits, vegetables, and similar products to be processed locally and sold directly to consumers, schools, restaurants, and other institutional buyers, creating new revenue opportunities for producers while strengthening Northeast Tennessee's agricultural economy and building a more resilient local food supply chain.

Mayor Wolfe thanked Mr. Browning for his work pursuing these grants. With there being no further discussion Alderman Jenkins made a motion to approve the Agricultural Enterprise Fund grant award in the amount of \$499,999.00 as additional funding toward the construction of the Agriculture Learning Center project. Alderman Dickson seconded the motion. The motion duly passed.

 GRANT CONTRACT (cost reimbursement grant contract with an individual, business, non-profit, or governmental entity of another state or country)					
Begin Date 8/17/2026		End Date 8/16/2028		Agency Tracking # 32506-00627	
Edison ID					
Grantee Legal Entity Name Town of Jonesborough					Edison Vendor ID 4087
Subrecipient or Recipient ☐ Subrecipient ☒ Recipient		Assistance Listing Number Grantee's fiscal year end 12/31			
Service Caption (one line only) A grant through the Agricultural Enterprise Fund under Delegated Authority, Edison ID 91148					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2027	499,999.00				499,999.00
TOTAL:	499,999.00				499,999.00
Grantee Selection Process Summary					
☒ Competitive Selection		Competitive grants based on scorecard criteria			
☐ Non-competitive Selection					
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.				CPO USE - GR	
Speed Chart (optional)		Account Code (optional)			

**GRANT CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF AGRICULTURE
AND
TOWN OF JONESBOROUGH**

This Grant Contract, by and between the State of Tennessee, Department of Agriculture, hereinafter referred to as the "State" and Town of Jonesborough, hereinafter referred to as the "Grantee," is for the provision of a grant through the Agricultural Enterprise Fund under Delegated Authority, Edison ID 89282, as further defined in the "SCOPE OF SERVICES."

The Grantee is a government agency.
Grantee Place of Incorporation or Organization: Tennessee
Grantee Edison Vendor ID: 4087

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide all services and deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. The Grantee shall complete one or more activities under the Agricultural Enterprise Fund. Activities must demonstrate an impact on local farm income, access to markets, increased capacity of an agribusiness, or foster agricultural innovation. These activities may include, but are not limited to: expansion of an existing agribusiness, creation of a new agribusiness, value-added processing of Tennessee agricultural commodities, fostering invention of and adoption of agricultural innovation.
- A.3. The Grantee will complete the activity(ies) in accordance with the specifications listed in the Grantee's proposal, which is Attachment A to this contract.
- A.4. The Grantee will submit project reports to measure the impact of the grant on the applicant as well as on the local economy and must agree to work with the Department of Agriculture to track the success of the project and to monitor adherence to the requirements in the application and proposal. The reports are due at the six-month, twelve-month, eighteen-month, and ending/close-out points of the project. The close-out report must be accompanied by the supplied attestation statement (Attachment C) confirming that the project has been completed as planned.
- A.5. Grantees must utilize equipment and structures reimbursed with cost share funds for the intended purpose of the program for a minimum of five (5) continuous years from date of purchase. Utilization will be monitored by a Departmental verification process.
- A.6. Incorporation of Additional Documents. Each of the following documents is included as a part of this Grant Contract by reference or attachment. In the event of a discrepancy or ambiguity regarding the Grantee's duties, responsibilities, and performance hereunder, these items shall govern in order of precedence below.
- a. this Grant Contract document with any attachments or exhibits (excluding the items listed at subsections b. and c., below);
 - b. the State grant proposal solicitation as may be amended, if any;
 - c. the Grantee's proposal (Attachment A) incorporated to elaborate supplementary scope of services specifications.
- A.7. The Grantee shall include reference to the Department of Agriculture's website, www.tn.gov/agriculture, in all printed and audio visual materials produced with these grant funds.
- A.8. Grantees are required to credit the "Agricultural Enterprise Fund" in all publications, documents, audiovisuals, signs, labels, promotions, and other products and services prepared under this grant agreement. Grantee will inform its membership, customers, and the general public that funding for the activity(ies) was provided by the Agricultural Enterprise Fund.

B. TERM OF GRANT CONTRACT:

This Grant Contract shall be effective for the period beginning on August 17, 2026 ("Effective Date") and ending on August 16, 2028, ("Term"). The State shall have no obligation to the Grantee for fulfillment of the Scope outside the Term.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed four hundred ninety-nine thousand, nine hundred ninety-nine dollars (\$499,999.00) ("Maximum Liability"). The Grant Budget, attached and incorporated hereto as Attachment B, shall constitute the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.
- C.2. Compensation Firm. The Maximum Liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the Term and are not subject to escalation for any reason unless amended, except as provided in Section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the Maximum Liability established in Section C.1. Upon progress toward the completion of the Scope, as described in Section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State only once, at the conclusion of the project and subsequent to completion of all eligible grant expenditures and to submission of the close-out report, with all necessary supporting documentation, and shall submit such to:

Rachel L. Sullivan
Tennessee Department of Agriculture
P.O. Box 40627
Nashville, TN 37204
615-837-5336
Fax: 615-837-5194
rachel.l.sullivan@tn.gov

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
 - (1) Invoice/Reference Number (assigned by the Grantee).

- (2) Invoice Date.
 - (3) Invoice Period (to which the reimbursement request is applicable).
 - (4) Grant Contract Number (assigned by the State).
 - (5) Grantor: Department of Agriculture, Business Development Division.
 - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
 - (7) Grantee Name.
 - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
 - (9) Grantee Remittance Address.
 - (10) Grantee Contact for Invoice Questions (name, phone, or fax).
 - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
 - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
 - ii. The amount reimbursed by Grant Budget line-item to date.
 - iii. The total amount reimbursed under the Grant Contract to date.
 - iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
- (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
 - (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
 - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
- C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to one percent (1%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.
- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within ninety (90) days of the Grant Contract end date, in form and substance acceptable to the State.
- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by Section C of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report.
 - b. The State shall not be responsible for the payment of any invoice submitted to the state after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
 - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.
 - d. The Grantee must close out its accounting records at the end of the contract period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect costs, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency or the cognizant state agency, as applicable. The Grantee will be reimbursed for indirect costs in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the Term. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency or the cognizant state agency, as applicable. If the indirect cost rate is provisional during the Term, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.
- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Central Procurement Office Policy 2013-007 or any amendments or revisions made to this policy statement during the Term.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or matter in relation thereto. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Non-allowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment that are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, to constitute non-allowable costs.
- C.12. State's Right to Set Off. The State reserves the right to deduct from amounts that are or shall become due and payable to the Grantee under this Grant Contract or any other contract between the Grantee and the State of Tennessee under which the Grantee has a right to receive payment from the State.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following, properly completed documentation.
- a. The Grantee shall complete, sign, and present to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once this form is received by the State, all payments to the Grantee under this or any other grant contract will be made by automated clearing house ("ACH").
 - b. The Grantee shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Grantee's Federal Employer Identification Number or Social Security Number referenced in the Grantee's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this Grant Contract, the officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Grant Contract may be modified only by a written amendment signed by all parties and approved by the officials who approved the Grant Contract and, depending upon the specifics of the Grant Contract as amended, any additional officials required by Tennessee laws and regulations (said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. A termination for convenience shall not be a breach of this Grant Contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service that has not been rendered. The final decision as to the amount for which the State is liable shall be determined by the State. The Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount for the State's exercise of its right to terminate for convenience.
- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract in a timely or proper manner, or if the Grantee violates any terms of this Grant Contract ("Breach Condition"), the State shall have the right to immediately terminate the Grant Contract and withhold payments in excess of compensation for completed services or provided goods. Notwithstanding the above, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any Breach Condition and the State may seek other remedies allowed at law or in equity for breach of this Grant Contract.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Grant Contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall remain responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.

The Grantee acknowledges, understands, and agrees that this Grant Contract shall be null and void if the Grantee is, or within the past six months has been, an employee of the State of Tennessee or if the Grantee is an entity in which a controlling interest is held by an individual who is, or within the past six months has been, an employee of the State of Tennessee.

- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

- D.8. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by email or facsimile transmission with recipient confirmation. All communications, regardless of method of transmission, shall be addressed to the respective party as set out below:

The State:

Rachel L. Sullivan
Tennessee Department of Agriculture
P.O. Box 40627
Nashville, TN 37204
615-837-5336
Fax: 615-837-5194
rachel.l.sullivan@tn.gov

The Grantee:

Kelly Wolfe, Mayor
123 Boone St
Jonesborough TN 37659
GRosenoff@jonesboroughtn.org
423-753-1030

A change to the above contact information requires written notice to the person designated by the other party to receive notice.

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- D.9. Subject to Funds Availability. This Grant Contract is subject to the appropriation and availability of State or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate or suspend this Grant Contract upon written notice to the Grantee. The State's right to terminate or suspend this Grant Contract due to lack of funds is not a breach of this Grant Contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination or suspension date but shall not be entitled to compensation for any services performed subsequent to termination date or during a period of suspension. Upon such termination or suspension, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.10. Nondiscrimination. The Grantee agrees that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.11. HIPAA Compliance. As applicable, the State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Health Information Technology for Economic and Clinical Health ("HITECH") Act and any other relevant laws and regulations regarding privacy (collectively the "Privacy Rules"). The obligations set forth in this Section shall survive the termination of this Grant Contract.
- a. The Grantee warrants to the State that it is familiar with the requirements of the Privacy Rules, and will comply with all applicable requirements in the course of this Grant Contract.
 - b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by the Privacy Rules, in the course of performance of this Grant Contract so that both parties will be in compliance with the Privacy Rules.
 - c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by the Privacy Rules and that are reasonably necessary to keep the State and the Grantee in compliance with the Privacy Rules. This provision shall not apply if information received or delivered by the parties under this Grant Contract is NOT "protected health information" as defined by the Privacy Rules, or if the Privacy Rules permit the parties to receive or deliver the information without entering into a business associate agreement or signing another document.
 - d. The Grantee will indemnify the State and hold it harmless for any violation by the Grantee or its subcontractors of the Privacy Rules. This includes the costs of responding to a breach of protected health information, the costs of responding to a government enforcement action related to the breach, and any fines, penalties, or damages paid by the State because of the violation.
- D.12. Public Accountability. If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:
- NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.
- The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.
- D.13. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a Grant Contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
- D.14. Licensure. The Grantee and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.15. Records. The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained for a period of five (5) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.
- The records shall be maintained in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification, Public Company Accounting Oversight Board (PCAOB) Accounting Standards Codification, or Governmental Accounting Standards Board (GASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.
- In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Audit Requirements, and Cost Principles for Federal Awards*.
- The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.
- The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.
- Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.
- D.16. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.17. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.

- D.18. Annual and Final Reports. The Grantee shall submit, within three (3) months of the conclusion of each year of the Term, an annual report. For grant contracts with a term of less than one (1) year, the Grantee shall submit a final report within three (3) months of the conclusion of the Term. For grant contracts with multiyear terms, the final report will take the place of the annual report for the final year of the Term. The Grantee shall submit annual and final reports to the Grantor State Agency. At minimum, annual and final reports shall include: (a) the Grantee's name; (b) the Grant Contract's Edison identification number, Term, and total amount; (c) a narrative section that describes the program's goals, outcomes, successes and setbacks, whether the Grantee used benchmarks or indicators to determine progress, and whether any proposed activities were not completed; and (d) other relevant details requested by the Grantor State Agency. Annual and final report documents to be completed by the Grantee shall appear on the Grantor State Agency's website or as an attachment to the Grant Contract.
- D.19. Audit Report. For purposes of this Section, pass-through entity means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.
- The Grantee shall provide audited financial statements to the Tennessee Comptroller of the Treasury ("Comptroller") if during the Grantee's fiscal year, the Grantee: (1) expends seven hundred fifty thousand dollars (\$750,000) or more in direct and indirect federal financial assistance and the State is a pass-through entity; (2) expends seven hundred fifty thousand dollars (\$750,000) or more in state funds from the State; or (3) expends seven hundred fifty thousand dollars (\$750,000) or more in federal financial assistance and state funds from the State, and the State is a pass-through entity. For Grantee fiscal years beginning on or after October 1, 2024, an audit threshold of one million dollars (\$1,000,000) shall apply.
- At least ninety (90) days before the end of its fiscal year, the Grantee shall complete the Information for Audit Purposes ("IAP") form online (accessible through the Edison Supplier Portal) to notify the State whether or not Grantee is subject to an audit. The Grantee should submit only one, completed form online during the Grantee's fiscal year. Immediately after the fiscal year has ended, the Grantee shall fill out the End of Fiscal Year ("EOFY") form (accessible through the Edison Supplier portal). If the Grantee is subject to an audit, Grantee shall obtain the Comptroller's approval before engaging a licensed, independent public accountant to perform the audit. The Grantee may contact the Comptroller for assistance identifying auditors.
- The audit contract between the Grantee and the Auditor shall be on a contract form prescribed by the Comptroller. The Grantee shall be responsible for payment of fees for an audit prepared by a licensed, independent public accountant. Payment of the audit fees by the Grantee shall be subject to the provision relating to such fees contained within this Grant Contract. The Grantee shall be responsible for reimbursing the Comptroller for any costs of an audit prepared by the Comptroller.
- All audits shall be performed in accordance with the Comptroller's requirements, as posted on its web site. When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
- A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public. The Grantee shall also submit a copy of the audit report to the State contact: Rachel Sullivan
- D.20. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, or contracted services, such procurement shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for the decision and for use of a non-competitive procurement. If the Grantee is a subrecipient, the Grantee shall comply with 2 C.F.R. §§ 200.317—200.327 when procuring property and services under a federal award.
- The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.
- For purposes of this Grant Contract, the term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds ten thousand dollars (\$10,000.00).
- D.21. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
- D.22. Independent Contractor. The parties shall not act as employees, partners, joint venturers, or associates of one another in the performance of this Grant Contract. The parties acknowledge that they are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.
- The Grantee, being an independent contractor and not an employee of the State, agrees to carry adequate public liability and other appropriate forms of insurance, including adequate public liability and other appropriate forms of insurance on the Grantee's employees, and to pay all applicable taxes incident to this Grant Contract.
- D.23. Limitation of State's Liability. The State shall have no liability except as specifically provided in this Grant Contract. In no event will the State be liable to the Grantee or any other party for any lost revenues, lost profits, loss of business, loss of grant funding, decrease in the value of any securities or cash position, time, money, goodwill, or any indirect, special, incidental, punitive, exemplary or consequential damages of any nature, whether based on warranty, contract, statute, regulation, tort (including but not limited to negligence), or any other legal theory that may arise under this Grant Contract or otherwise. The State's total liability under this Grant Contract (including any exhibits, schedules, amendments or other attachments to the Contract) or otherwise shall under no circumstances exceed the Maximum Liability originally established in Section C.1 of this Grant Contract. This limitation of liability is cumulative and not per incident.
- D.24. Force Majeure. "Force Majeure Event" means fire, flood, earthquake, elements of nature or acts of God, wars, riots, civil disorders, rebellions or revolutions, acts of terrorism or any other similar cause beyond the reasonable control of the Party except to the extent that the non-performing Party is at fault in failing to prevent or causing the default or delay, and provided that the default or delay cannot reasonably be circumvented by the non-performing Party through the use of alternate sources, workaround plans or other means. A strike, lockout or labor dispute shall not excuse either Party from its obligations under this Grant Contract. Except as set forth in this Section, any failure or delay by a Party in the performance of its obligations under this Grant Contract arising from a Force Majeure Event is not a default under this Grant Contract or grounds for termination. The non-performing Party will be excused from performing those obligations directly affected by the Force Majeure Event, and only for as long as the Force Majeure Event continues, provided that the Party continues to use diligent, good faith efforts to resume performance without delay. The occurrence of a Force Majeure Event affecting Grantee's representatives, suppliers, subcontractors, customers or business apart from this Grant Contract is not a Force Majeure Event under this Grant Contract. Grantee will promptly notify the State of any delay caused by a Force Majeure Event (to be confirmed in a written notice to the State within one (1) day of the inception of the delay) that a Force Majeure Event has occurred, and will

describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event results in a delay in Grantee's performance longer than forty-eight (48) hours, the State may, upon notice to Grantee: (a) cease payment of the fees until Grantee resumes performance of the affected obligations; or (b) immediately terminate this Grant Contract or any purchase order, in whole or in part, without further payment except for fees then due and payable. Grantee will not increase its charges under this Grant Contract or charge the State any fees other than those provided for in this Grant Contract as the result of a Force Majeure Event.

- D.25. Tennessee Department of Revenue Registration. The Grantee shall comply with all applicable registration requirements contained in Tenn. Code Ann. §§ 67-6-601 – 608. Compliance with applicable registration requirements is a material requirement of this Grant Contract.
- D.26. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- D.27. State Interest in Equipment or Motor Vehicles. The Grantee shall take legal title to all equipment or motor vehicles purchased totally or in part with funds provided under this Grant Contract, subject to the State's equitable interest therein, to the extent of its *pro rata* share, based upon the State's contribution to the purchase price. The term "equipment" shall include any article of nonexpendable, tangible, personal property having a useful life of more than one year and an acquisition cost which equals or exceeds five thousand dollars (\$5,000.00). The term "motor vehicle" shall include any article of tangible personal property that is required to be registered under the "Tennessee Motor Vehicle Title and Registration Law", Tenn. Code Ann. Title 55, Chapters 1-6.

As authorized by the Tennessee Uniform Commercial Code, Tenn. Code Ann. Title 47, Chapter 9 and the "Tennessee Motor Vehicle Title and Registration Law," Tenn. Code Ann. Title 55, Chapters 1-6, the parties intend this Grant Contract to create a security interest in favor of the State in the equipment or motor vehicles acquired by the Grantee pursuant to the provisions of this Grant Contract. A further intent of this Grant Contract is to acknowledge and continue the security interest in favor of the State in the equipment or motor vehicles acquired by the Grantee pursuant to the provisions of this program's prior year Grant Contracts between the State and the Grantee.

The Grantee grants the State a security interest in all equipment or motor vehicles acquired in whole or in part by the Grantee under this Grant Contract. This Grant Contract is intended to be a security agreement pursuant to the Uniform Commercial Code for any of the equipment or motor vehicles herein specified which, under applicable law, may be subject to a security interest pursuant to the Uniform Commercial Code, and the Grantee hereby grants the State a security interest in said equipment or motor vehicles. The Grantee agrees that the State may file this Grant Contract or a reproduction thereof, in any appropriate office, as a financing statement for any of the equipment or motor vehicles herein specified. Any reproduction of this or any other security agreement or financing statement shall be sufficient as a financing statement. In addition, the Grantee agrees to execute and deliver to the State, upon the State's request, any financing statements, as well as extensions, renewals, and amendments thereof, and reproduction of this Grant Contract in such form as the State may require to perfect a security interest with respect to said equipment or motor vehicles. The Grantee shall pay all costs of filing such financing statements and any extensions, renewals, amendments and releases thereof, and shall pay all reasonable costs and expenses of any record searches for financing statements the State may reasonably require. Without the prior written consent of the State, the Grantee shall not create or suffer to be created pursuant to the Uniform Commercial Code any other security interest in said equipment or motor vehicles, including replacements and additions thereto. Upon the Grantee's breach of any covenant or agreement contained in this Grant Contract, including the covenants to pay when due all sums secured by this Grant Contract, the State shall have the remedies of a secured party under the Uniform Commercial Code and, at the State's option, may also invoke the remedies herein provided.

The Grantee agrees to be responsible for the accountability, maintenance, management, and inventory of all property purchased totally or in part with funds provided under this Grant Contract. The Grantee shall maintain a perpetual inventory system for all equipment or motor vehicles purchased with funds provided under this Grant Contract and shall submit an inventory control report which must include, at a minimum, the following:

- a. Description of the equipment or motor vehicles;
- b. Vehicle identification number;
- c. Manufacturer's serial number or other identification number, when applicable;
- d. Acquisition date, cost, and check number;
- e. Fund source, State Grant number, or other applicable fund source identification;
- f. Percentage of state funds applied to the purchase;
- g. Location within the Grantee's operations where the equipment or motor vehicles is used;
- h. Condition of the property or disposition date if Grantee no longer has possession;
- i. Depreciation method, if applicable; and
- j. Monthly depreciation amount, if applicable.

The Grantee shall tag equipment or motor vehicles with an identification number which is cross referenced to the equipment or motor vehicle item on the inventory control report. The Grantee shall inventory equipment or motor vehicles annually. The Grantee must compare the results of the inventory with the inventory control report and investigate any differences. The Grantee must then adjust the inventory control report to reflect the results of the physical inventory and subsequent investigation.

The Grantee shall submit its inventory control report of all equipment or motor vehicles purchased with funding through this Grant Contract within thirty (30) days of its end date and in form and substance acceptable to the State. This inventory control report shall contain, at a minimum, the requirements specified above for inventory control. The Grantee shall notify the State, in writing, of any equipment or motor vehicle loss describing the reasons for the loss. Should the equipment or motor vehicles be destroyed, lost, or stolen, the Grantee shall be responsible to the State for the *pro rata* amount of the residual value at the time of loss based upon the State's original contribution to the purchase price.

Upon termination of the Grant Contract, where a further contractual relationship is not entered into, or at another time during the term of the Grant Contract, the Grantee shall request written approval from the State for any proposed disposition of equipment or motor vehicles purchased with Grant funds. All equipment or motor vehicles shall be disposed of in such a manner as the parties may agree from among alternatives approved by the Tennessee Department of General Services as appropriate and in accordance with any applicable federal laws or regulations.

- D.28. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract.
- D.29. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to its conflict or choice of law rules. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under Tenn. Code Ann. §§ 9-8-101 through 9-8-408.
- D.30. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions

of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

- D.31. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.32. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.
- D.33. Iran Divestment Act. The requirements of Tenn. Code Ann. § 12-12-101, *et seq.*, addressing contracting with persons as defined at Tenn. Code Ann. §12-12-103(5) that engage in investment activities in Iran, shall be a material provision of this Grant Contract. The Grantee certifies, under penalty of perjury, that to the best of its knowledge and belief that it is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- D.34. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:
- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
 - b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
 - d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified, or presently fall under any of the prohibitions of sections a-d.

- D.35. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with the requirements of this Grant Contract and applicable state and federal law. All material, information, and data regardless of form, medium or method of communication, that the Grantee will have access to, acquire, or is provided to the Grantee by the State or acquired by the Grantee on behalf of the State shall be regarded as "Confidential Information." The State grants the Grantee a limited license to use the Confidential Information but only to perform its obligations under the Grant Contract. Nothing in this Section shall permit Grantee to disclose any Confidential Information, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties. Confidential Information shall not be disclosed except as required under state or federal law or otherwise authorized in writing by the State. Grantee shall take all necessary steps to safeguard the confidentiality of such Confidential Information in conformance with the requirements of this Grant Contract and with applicable state and federal law.
- As long as the Grantee maintains State Confidential Information, the obligations set forth in this Section shall survive the termination of this Grant Contract.
- D.36. State Sponsored Insurance Plan Enrollment. The Grantee warrants that it will not enroll or permit its employees, officials, or employees of contractors to enroll or participate in a state sponsored health insurance plan through their employment, official, or contractual relationship with Grantee unless Grantee first demonstrates to the satisfaction of the Department of Finance and Administration that it and any contract entity satisfies the definition of a governmental or quasigovernmental entity as defined by federal law applicable to ERISA.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, the special terms and conditions shall be subordinate to the Grant Contract's other terms and conditions.

IN WITNESS WHEREOF,

TOWN OF JONESBOROUGH:

GRANTEE SIGNATURE

DATE

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

TENNESSEE DEPARTMENT OF AGRICULTURE:

ANDY HOLT, COMMISSIONER

DATE

The next item under New Business was discussion and possible action concerning the Agricultural Learning Center Project. Mr. Bob Browning has sent update memorandums to the BMA updating them on the progress of the ALC. The most recent update included an estimated total funding to date at \$1,501,999.00 including the recent grant award notice of \$499,999.00 from the Agricultural Enterprise Fund. Included in Mr. Browning's most recent update was information regarding strong potential donations from Farm Credit initiated by our strong agriculture advocate and partner Dana York Ensor. Total funding is still being discussed but according to Mr. Browning, Farm Credit is applying their entire East Tennessee support funding toward ALC. William Burriss, BurWil Construction, has been the contractor representative on the new Jonesborough School project, including much of the exterior improvements to the school property.

In consultation with our Town Attorney, Jim Wheeler, the Town's preferred path forward is to execute a change order to the school project for the use of the \$258,188.00 that BurWil Construction was paid as part of the school project and is now making available to support construction activities associated with the ALC project. This is just over \$8,000.00 more than estimated when the last memorandum from Mr. Browning was sent to the Board. Mr. Burriss has provided the following Scope of Work to use the existing funds designated for the ALC project. Also included as part of the project from Mr. Burriss is the scope of work that is not included in Phase 1 building and can be added in a successive construction phase to Phase 1. Mr. Burriss broke out a Phase 1 for the ALC equal to \$1,507,000.00 with a Phase 1 estimate summary. Scope of work for Phase 1 and a successive construction phase are detailed below:

- Grade the site for the building pad
- Install all under slab plumbing and electrical rough-in for the building
- Install the concrete foundations and slab on grade
- Install the concrete greenhouse walls and coolbot
- Install the walk-in cooler (cooler purchased by owner)
- Install the timber frame building
- Install all wood framing
- Install all hollow metal door frames in all of the framed walls. Please note that the wood door material cost is included, but wood doors would not be installed until the building is conditioned
- Install the complete roof system
- Install all exterior trim and spray insulation
- Install exterior hollow metal and barn doors
- Install the greenhouse polycarbonate panels
- Install AL storefront windows (excluding window operators)
- Install HVAC VE system for all areas except the kitchen and classroom
- Includes \$41,150 allowance for building plumbing rough-in (walls, ceilings)
- Includes \$41,150 allowance for electrical rough-in (walls, ceilings)
- We assume that the building permit cost will be waived by the town
- The cost for the Phase 1 work is \$1,507,000
- Please note that the total savings for the previous project is \$258,188.

The following scope of work is not included in the Phase 1 building and can be added in a successive construction phase:

- All site utilities
- Cistern and rain leader system

- Grease trap
- Sidewalks, ramps, steps and handrails
- Asphalt striping
- Seeding and landscaping
- PV (solar) panels
- Complete HVAC system for entire building
- Complete plumbing rough-in and fixtures
- Complete electrical rough-in, power, fire alarm, and light fixtures
- Drywall and batt insulation
- All interior finishes to include polished concrete, flooring / tile, painting, and interior trim
- All specialties and toilet accessories
- Window operators (if needed)
- Louvers and vents
- Power company charges (assume they can be paid by the owner directly)

Town Administrator Glenn Rosenoff will be working with town departments to review the scope of work beyond Phase 1 to identify areas of cost savings to utilize our force-account labor for parts of the project. Force-account labor has been a tradition in Jonesborough to have the town perform part of projects using our own employees and equipment to reduce project expenses. With additional project funds supporting material costs can be leveraged with town labor and equipment to reduce certain construction activities for the project.

With no further discussion Alderman Countermine made a motion to approve the Change Order to the Jonesborough School Project from ClarkNexsen in the amount of \$1,507,000.00 to move forward with BurWil Construction to complete Phase 1 of the Agriculture Learning Center Project. Alderman Dickson seconded the motion. The motion duly passed.



AIA Document G701® – 2017

Change Order

PROJECT: (Name and address) Jonesborough K-8 School / Agricultural Learning Center Jonesborough, TN	CONTRACT INFORMATION: Contract For: General Construction Date: 10/1/2021	CHANGE ORDER INFORMATION: Change Order Number: 03 Date: 9/11/2026
OWNER: (Name and address) Town of Jonesborough 123 Boone Street Jonesborough, TN 37659	ARCHITECT: (Name and address) Clark Nexsen 301 College Street Suite 300 Asheville, NC 28801	CONTRACTOR: (Name and address) BurWil Construction Company, Inc PO Box 637 620 Locust Street Bristol, TN 37621

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The Contractor shall provide a credit to the Owner in the amount of \$258,188 for unused funds associated with the previous project, reducing the Contract Sum from \$35,000,000 to \$34,741,812.

The Contract Sum is then increased by \$1,507,000 for Phase 1 construction of the Agricultural Learning Center (ALC), increasing the Contract Sum to \$36,248,812.

For the ALC Project Component only, the Contractor's compensation shall be based on a fee of 7.0% plus 1.7% overhead. This fee structure shall apply exclusively to the ALC Project Component and shall supersede the fee provisions otherwise applicable to that portion of the Work.

The original Contract Sum was	\$ 35,000,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 35,000,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,248,812
The new Contract Sum including this Change Order will be	\$ 36,248,812.00

The Contract Time will be increased by three-hundred (300) days.

The new date of Substantial Completion will be 300 days from notice to proceed for the ALC.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Clark Nexsen, Inc. ARCHITECT (Firm name)	BurWil Construction Company, Inc. CONTRACTOR (Firm name)	Town of Jonesborough OWNER (Firm name)
SIGNATURE	SIGNATURE	SIGNATURE
Aaron Brummo, AIA	William C. Burris III, CFO	Glenn Rosenoff, CMFO / Town Administrator
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
9/11/2026 DATE	DATE	DATE

Estimate Recap

BurWil Construction Company
620 Locust Street
Bristol, TN 37620
Phone: 423968-4158
Fax: 423968-3199

Estimate File: WB Jonesborough ALC Building Phase 1 REVISED 4SEP26.est - ALC - Jonesborough, JONESBOROUGH, TN

Estimator:
Primary Project Qty: 4876 SQFT
Estimate UM: Imperial

Sort Sequences: 1. Section
2. Cost Code
3. Not Used
4. Not Used

Partial Report

Taxes & Insurance AND Indirects are included in the Item Total \$ column.

2:38:32PM

9/9/2026

Description	TOTAL COST				Item Total \$
	Labor \$	Material \$	Sub \$	Equip \$	
GENERAL CONDITIONS	\$52,856	\$2,450	\$12,075	\$35,561	\$137,417
TEMP. FACILITIES & CONTROLS			\$1,750		\$1,922
TEMP. BARRIERS & ENCLOSURES	\$650	\$650			\$1,794
GENERAL GRADING			\$13,500		\$14,827
SOIL TREATMENT			\$700		\$769
FOUNDATION DRAIN			\$1,875		\$2,059
TEMPORARY ROADS	\$150	\$3,150		\$150	\$4,195
CONCRETE SUBCONTRACTOR			\$88,807		\$97,538
REINFORCING STEEL	\$975	\$3,900		\$39	\$6,259
REBAR-ACCESSORIES		\$250			\$301
COLUMN FOOTINGS	\$190	\$2,773	\$665	\$469	\$4,883
FLOOR SLAB ON GRADE	\$333	\$40,845		\$6,388	\$58,746
CONCRETE CURB	\$851	\$313			\$1,700
COOLBOT BELOW GRADE WALL		\$417			\$503
MISC. STEEL INSTALLATION	\$1,090	\$924			\$2,808
GENERAL CARPENTRY	\$2,500	\$2,640			\$7,068
ROUGH HARDWARE		\$7,500			\$9,040
WOOD FRAMING		\$49,449	\$5,662		\$65,824
WOOD FRAMING SUBCONTRACTOR			\$105,000		\$115,323

Page 1

Estimator:
Primary Project Qty: 4876 SQFT
Estimate UM: Imperial

Sort Sequences: 1. Section
2. Cost Code
3. Not Used
4. Not Used

Partial Report

Taxes & Insurance AND Indirects are included in the Item Total \$ column.

2:38:32PM

Estimate File: WB Jonesborough ALC Building Phase 1 REVISED 4SEP26.est - ALC - Jonesborough

9/9/2026

Description	TOTAL COST				Item Total \$
	Labor \$	Material \$	Sub \$	Equip \$	
HEAVY TIMBER FRAME BLDG			\$264,462		\$290,462
WOOD SIDING		\$37,238	\$14,570		\$60,888
WOOD CEILING					
BITUMINOUS DAMPPROOFING	\$240	\$90			\$481
BUILDING INSULATION			\$6,900		\$7,578
VAPOR BARRIERS	\$875	\$1,700			\$3,409
METAL ROOFING			\$106,000		\$116,421
JOINT SEALERS			\$7,500		\$8,237
METAL DOORS & FRAMES	\$1,220	\$49,084			\$61,062
WOOD DOORS	\$1,750				\$2,720
BARN DOOR			\$5,500		\$6,041
ALUM. ENTRIES & STOREFRONTS			\$130,778		\$143,835
AL COLUMN CAPS			\$2,600		\$2,858
WALK-IN COOLER INSTALL			\$3,500		\$3,844
GREENHOUSE POLYCARBONATE	\$2,800	\$7,660		\$700	\$14,354
PLUMBING			\$109,446		\$120,206
H.V.A.C.			\$80,700		\$88,634
ELECTRICAL			\$41,150		\$45,196
POWER COMPANY CHARGES					
Phase 1	\$66,480	\$211,032	\$1,003,140	\$43,287	\$1,507,001
ESTIMATE TOTALS	\$66,480	\$211,032	\$1,003,140	\$43,287	\$1,507,001

Bur 100111_091421

Page 2

The next item on the agenda was discussion and possible action concerning an amendment to the Jackson Theatre Board membership ordinance. In September 2024, the BMA approved the amendment to the Jonesborough Municipal Code, Title 1 by adding Chapter 23, Jackson Theatre board. The Jackson Theatre Board (JTB) was initially established with five members to provide a manageable advisory body while town Staff and the JTB helped to develop operating procedures, extensive programming, rentals, sponsorships, marketing and economic analytics, and professionally led strategic planning sessions to gain experience overseeing the theatre. After two years of operation, the proposal to increase to seven members is appropriate based upon the theater's growth, expanded programming, increased community involvement, and the need for broader representation and expertise. Increasing membership to seven members after two years would provide several benefits:

- Broader community representation by allowing additional perspectives from community stakeholders.
- Additional expertise in areas such as theater operations, fundraising, marketing, finance, historic preservation, events, and economic trends.
- Greater workload capacity as programming, events, fundraising, and operational responsibilities increase.
- Greater financial oversight and aid in developing new revenue sources.
- Provide additional community connections in identifying more grant opportunities.
- Additional board participation to protect the town's financial and economic interests.

One major driving force to increase membership is the economic justifications through the theater's continued economic impact. In two years, the theater has generated economic activity beyond ticket sales or rentals, as it acts as a catalyst for local commerce, tourism, and job creation. When people attend shows, they often spend additional money downtown and the surrounding area, on dining, retail, and other services. The experience at the theater reverberates in the community far beyond its walls.

The proposed new composition does continue to consist of a member of the Board of Mayor and Aldermen, adds a provision of a designee, selected by the Board of Mayor and Aldermen, to serve the Jackson Theater Board and provide the important connection between the theater and Town elected leadership to foster effective communications and accessing public resources.

The Jackson Theatre Board Mission Statement is: The Jackson Theatre exists to enrich quality of life through the arts and entertainment by inspiring generations to build their own story and by fostering cultural preservation and economic development.

The current membership created the Mission Statement and exemplified the Mission. The membership has gelled establishing a great working relationship, developing trust, have proven board effectiveness, and have demonstrated how effectively the theater performs under their leadership. While the original five created the foundation, the additional two members will bring new expertise, relationships, ideas, and value.

Alderman Causey made a motion, seconded by Aldermen Jenkins, to approve the ordinance amending the Jonesborough Municipal Code Title 1, Chapter 23, Section 1-1703, Composition, Appointment, Membership, and Terms on First Reading as presented. The motion duly passed.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE JONESBOROUGH MUNICIPAL CODE TITLE 1
CHAPTER 23 SECTION 1-1703 JACKSON THEATER BOARD**

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 1-1703 be amended regarding the Composition, Appointment and Membership and to read as follows:

1-1703. Composition, appointment, membership, and terms.

1-1703. Composition, appointment, membership and terms. The Jackson Theater Board shall be composed of five (5) members. The membership of the Jackson Theater Board may be increased to no more than seven (7) members. One (1) member shall be a member of the Board of Mayor and Aldermen or a designee, selected by the board. The term of the member of the Board of Mayor and Aldermen shall be coterminous with the term of office of the mayor or alderman whom such member represents. The term of the designee member shall be four (4) years. The remaining six (6) positions on the Board will be made up of members of the community that are interested in carrying out the purpose and duties of the Jackson Theater Board as established by the Board of Mayor and Aldermen. Those positions will be filled by a recommendation for the position being made by the Jackson Theater Board and an appointment of a member then being made by the Board of Mayor and Aldermen. Any application process adopted by the Board of Mayor and Aldermen for volunteer appointments will be followed. The terms of the six (6) appointed members shall be three (3) year terms and may be extended to another (3) years at the BMA's discretion with or without a recommendation from the Jackson Theater Board. Any vacancy in the appointed membership shall be filled for the unexpired term by the Board of Mayor and Aldermen after requesting a recommendation from the Jackson Theater Board. The Board of Mayor and Aldermen shall have the power to remove any board member, at their discretion at any time with or without cause.

SECTION 2. This ordinance shall take effect from and after its final passage, the public welfare requiring it.

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

Those voting against: _____

PASSED ON FIRST READING _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The next item under New Business was discussion and possible action concerning the Jackson Boulevard Median Landscape Plan. The concept plan was developed thoroughly through collaboration between the Operations Manager, the Open Spaces Coordinator, the Parks and Recreation Director, and Mayor Wolfe. The plan proposes an updated landscape design for the medians along Jackson Boulevard, from Weigels on the east end to Persimmon Ridge on the west, introducing refreshed, drought tolerant plants intended to improve appearance and long-term durability. The plan was presented to the Tree and Townscape Board on August 25th and was duly passed. The plan was presented as a concept only. No funding source currently exists to complete the project, and no completion timeline has been established. Staff will need to develop financial projections, and this is more than likely a multi-year, phased project built to work within the constraints of the year-over-year budget.

Once the conceptual plan is approved, staff will work on a budget projection median by median. As an initial first step, staff recommend updating the current landscaped medians that run east from Boone Street to just past Weigels. Because these medians are already established, this would allow staff to beta test several of the new plant varieties before they are introduced on the larger, currently un-landscaped medians planned for the corridor headed west of town. It will also allow staff to use plants removed on the east end in the west end median plan, which will result in some savings.

Alderman Countermine noted that Open Space Coordinator Sunny Ezell presented the plan to the Tree and Townscape Committee and did a great job. With no other discussion Alderman Jenkins made a motion, seconded by Alderman Countermine, to approve the Jackson Boulevard Median Landscape Plan as a concept and direct staff to proceed with developing cost estimates and a phased implementation plan, beginning with a beta planting phase on the currently landscaped medians between Boone Street and Weigels. The motion duly passed.

The next item on the agenda was discussion and possible action concerning the Courthouse Square Lease Agreement. Mayor Wolfe recused himself from the conversation and vote. The meeting was turned over to Vice Chair Adam Dickson. The Town received a request from Troy Boane, prospective tenant and current owner of Jackson's Prime restaurant located downtown, requesting a lease be considered on a portion of publicly owned space to be utilized for outdoor dining for a restaurant being located at 109 Courthouse Square. The lease agreement provides in-depth detail of the proposal. A survey completed by McCoy Land Surveying identifies 1100.1 square feet of open space owned by the Town, situated along Dogwood Lane, and abutting 109 Courthouse Square. The proposed lease agreement is between the Town of Jonesborough Board of Mayor and Aldermen, owners of the open space along Dogwood Lane and Wolfe Development GP, owners of 109 Courthouse Square adjoining the open space. The current building has been utilized as different restaurants over decades. Outdoor dining has occurred in front of the storefront in the past, and outdoor dining has in the past been located within the Open Space area under consideration.

The Board of Mayor and Aldermen should consider leasing a designated portion of Town-owned open space to a downtown restaurant for outdoor dining as a strategic downtown revitalization and economic-development initiative. The desire from the public to have more restaurants located downtown to provide choice is relevant, and restaurants with available outdoor dining spaces are a great amenity.

The proposed lease would provide productive use for an otherwise underutilized public space while creating an attractive and active gathering area within the downtown district. Outdoor dining can contribute to a more vibrant pedestrian environment, encourage people to spend additional time downtown, and complement existing businesses, events, and public spaces. Additionally, the owner will be providing for ADA access to the front of the building for the first time in the history of the building's existence. The Town promotes our historic downtown and visitor-oriented activities, and as such outdoor dining can enhance the experience of residents and visitors. A well-designed dining area, which is being proposed, would complement downtown architecture, streetscapes, festivals, shopping, and other community activities. A lease provides the Town with a reasonable financial return for the private use of public property while maintaining public ownership of the property, including increased sales tax and alcohol tax revenues. The lease establishes Lessor and Lessee responsibilities, with major improvement responsibilities by the Lessee. Overall, the lease provides a controlled use of the town owned property, protects the public interest based on controlled use of the open space area, establishes a standard for responsible use of the open space, and is viewed as a downtown economic development and placemaking initiative creating additional activity, pedestrian traffic, and vibrancy in our historic downtown district.

Tory and Lindsey Boane addressed the BMA and explained how blessed they are to live and own a business in Tennessee's oldest town. Mr. Boane stated that the tax base they have provided the town through their Jackson's Prime business has been lucrative. From September 1, 2025 through September 1, 2026, Jacksons Prime has collected a total of \$325,573 for the state. Broken down, 7% goes to the state, 2.75% or \$64,000 stays in the local community, and liquor tax revenue is collected at 15% on all drinks sold totaling \$82,551. Mr. Boane stated that half of the liquor tax stays locally. Mr. Boane stated that having restaurant options downtown brings consumers downtown, but more options are needed to create more synergy for people to have dining options. 109 Courthouse Square is a smaller space and needs to have a patio outside to make the numbers work as well as providing options for dinners. Mr. Boane stated that the pricepoint for the planned restaurant is lower than Jackson's Prime, and they plan to be open seven days a week. He stated that there is a lot of foot traffic in that area with parking being available behind the courthouse and to have that vacant land beautified will be a win. Dr. Kennedy, advisor to the HZC, commented that he has reviewed the lease and the space development plan and is in support of the project. Dr. Kennedy stated that one of the purposes of the Historic Zoning Commission is to strengthen the economy of the town and to be sure from a design perspective that any new development is compatible to the surrounding area and this projects meets those criteria points. Dr. Kennedy recommends the BMA approve the lease agreement be approved.

Vice Chair Adam Dickson asked if a motion was in order. Alderman Causey made a motion, seconded by Alderman Jenkins, to approve the lease agreement between the Town of Jonesborough Board of Mayor and Aldermen and Wolfe Development GP as presented. Discussion: Vice Chair Dickson stated that we are establishing a precedent in approving a lease agreement. Government is responsible for establishing a climate to allow the private sector to thrive, and we should want business to succeed. It is important that we set parameters via policy. Alderman Jenkins stated that during the pandemic he added chairs and tables to the alleyway next to his business and there is no going back. Consumers enjoy the option to set outside. With this change Alderman Jenkins stated that offering outdoor seating changed his business and has easily increased business by 20%. Alderman Countermine thanked the Boane's for choosing Jonesborough, and thanked them for the continued sponsorship of many local programs that Jackson's Prime continues to participate

in. Alderman Causey stated that we have seen the quality of work completed by Wolfe Development and this project would definitely be an improvement. With no further discussion Vice Chair Dickson called for the vote. The motion duly passed.

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into the ___ day of September 2026 by and between the Town of Jonesborough Board of Mayor and Aldermen, owners of the open space along Dogwood Lane and described below hereinafter called the LESSOR and Wolfe Development GP the owners of 109 Courthouse Square adjoining the open space referenced above in Jonesborough, Tennessee, hereinafter called the LESSEE.

The Jonesborough Board of Mayor and Aldermen having found that it is in the public interest to enter into this Lease Agreement for economic and community development purposes and to compliment other projects in downtown Jonesborough and for the improvement of the area known as "Dogwood Lane" along the banks of Little Limestone Creek do enter into this Agreement.

WITNESSETH:

That for and in consideration of the annual rental hereinafter set forth, and the conditions and natural covenants hereinafter contained, the LESSOR does hereby let, lease and demise unto the LESSEE the hereafter described property, situate, lying and being in the 15th Civil District of Washington County, Tennessee, hereinafter referred to as the PROPERTY and more particularly described as follows:

The 1101.1 Sq. Feet, 0.03 Acres+/-, Open Space identified on attached survey by McCoy Land Surveying titled "Open Space Area Mayor & Alderman of Jonesborough dated 8/31/2026 and further described as parcel 018.01 of Washington County Tax Map 060A, Group F, and associated with adjacent parcel 019.00 of Washington County Tax Map 060A, Group F, located at 109 Courthouse Square in downtown ("Business") Jonesborough, Tennessee.

EFFECTIVE DATE and TERM: This lease will take effect as of the 15th day of September 2026 and will terminate 15th day of September 2046, unless sooner terminated under the provisions herein.

GENERAL PROVISIONS:

- The Property shall serve as an outdoor dining area for the future restaurant business in connection with the property. Any other use of the property under this lease will require written approval of the Lessor.
- The primary use of the Property will include consumption of beverages and/or food served in connection with the business.
- For purposes of this Agreement, "outdoor dining" shall include an exterior area designed and used in connection with a restaurant for the seating and service of patrons. Such area may include tables, chairs, benches, umbrellas, approved shade structures, roofing and/or other exterior improvements, planters,

landscaping, decorative fencing or screening, patio surfaces, lighting, outdoor heating elements, accessibility improvements, and other similar features customarily associated with an outdoor restaurant dining area. Any permanent structures, improvements, utilities, signage, or other improvements to the Property shall be subject to all applicable Town approvals, codes, ordinances, and permitting requirements.

RESPONSIBILITY OF LESSEE:

The Lessee shall be responsible for the following:

1. Providing all furnishings, signage, plant materials, and construction materials and labor to implement the outdoor dining plan.
2. Within a reasonable time, undertaking the implementation of the plan for the Property based on the outdoor dining plan, which is accepted by both parties and added as an attachment to this Agreement.
3. Obtaining approval from the Historic Zoning Commission (HZN) of any components that requires HZN approval and prior to implementing the outdoor dining plan.
4. Remove the birch tree which is in the area to be developed for outdoor use as identified by the Parties upon execution of the Lease.
5. Will retain signage currently existing and accommodate updating and replacement of like-signage by the Lessor naming the walkway/sidewalk across the property for Doug Newton.
6. On-going maintenance and care of the Property including:
 - a. Maintenance and upkeep of the outdoor dining area to prevent any injury or an unacceptable appearance.
 - b. Watering, pruning, fertilizing and general care of plant material, including mowing.
7. On-going maintenance and care of additional property owned by the Mayor & Aldermen of Jonesborough contiguous with the Property, and identified as parcel 025.00 of Washington County Tax Map 060A, Group F, including:
 - a. Watering, pruning, fertilizing and general care of all plant material, including mowing if needed, however maintenance and care of the creek itself and the banks immediately adjacent to the creek is NOT the responsibility of the LESSEE.

RESPONSIBILITY OF LESSOR:

The Lessor shall be responsible for the following:

1. Provide assurance that the LESSOR is the owner of the property leased to the LESSEE, as identified on the survey titled "Open Space Area Mayor & Alderman of Jonesborough.
2. Repairing and maintaining the town-owned sidewalk, known as Dogwood Lane, from Fox Street to Courthouse Square during the term of the lease.

RENT:

In consideration of the leasing of the above-described Property, LESSEE shall pay LESSOR, as in-kind consideration in lieu of monetary rent, by assuming full responsibility for the maintenance, upkeep, and care of all of parcels 018.01 and 025.00, including all areas comprising such parcels, for the duration of this Lease, and with other considerations as set forth within this lease.

LIABILITY/HOLD-HARMLESS:

The LESSEE shall execute a Hold-Harmless policy, releasing the LESSOR of liability for activities undertaken by the LESSEE on or within the Property and the additional parcel 025.00. The LESSEE shall also provide proof of a liability policy with a minimum single claim protection of up to \$1,000,000 and listing the LESSOR as "other insured" on the policy.

TERMINATION:

Upon termination, all permanently placed plant material and other permanent components shall become the property of the LESSOR. LESSEE will at the request of LESSOR return the property to a similar condition as at the beginning of this lease, including removal of all structures requested by the LESSOR within 90 days of the termination of the lease.

DEFAULT:

At any time during the term of this lease, the LESSEE does not meet the minimum expectations for proper maintenance and appearance of the Property, including the additional parcel 025.00, the LESSOR may provide written notice to the LESSEE of an intended declaration of default. Said Notice of Forthcoming Default shall indicate the area(s) needing improvement and providing forty-five (45) days to make the necessary corrections. If the LESSEE has not taken adequate corrective action or submitted a corrective plan that is acceptable to the LESSOR, which approval not

being unreasonably with-held, within 45 days from the receipt of the Notice, the LESSOR has the authority to immediately terminate the lease.

IN TESTIMONY WHEREOF, the Parties have hereunto set their hands and seals on this the ____ day of September 2026, binding themselves, representatives, successors and assigns.

LESSOR:

Board of Mayor and Aldermen

By: _____
Adam Dickson, Vice-Mayor

LESSEE:

Wolfe Development GP

By: _____
Jennifer Wolfe

ATTEST:

By: _____
James R. Wheeler, Town Attorney

Vice Chair Dickson handed the meeting back over to Mayor Wolfe. The last item on the agenda was discussion and possible action concerning the Town Hall Parking Lot expansion project. As staff and the town has grown over the years, the parking lot has not, creating a lack of parking at Town Hall. Staff have been working with Todd Wood to develop a plan for additional parking. The plan will require the removal of the current trees that run parallel with the parking lot, between Town Hall and the gas station. The proposal for the new parking lot would be to remove those trees and replace them with more appropriate trees and landscaping. Operations Manager Craig For provided a cost estimate for the project:

- 835 Feet of extruded curb at \$20/ft. = \$16,700.00
 - 16,800 Square feet of 6" deep crusher/run stone – 9 tons = \$275.00
 - 16,400 Square feet of 2" deep asphalt binder – 9 tons = \$900.00
 - 16,000 Square feet of 1.5" deep D-Mix asphalt – 7.5 tons = \$975.00
 - 190 feet of 12" HDPE storm pipe = \$1,585.00
 - 1) 2-foot x 2-foot x 3-foot deep storm inlet = \$625.00
 - 1) Concrete wing wall = \$495.00
- Total Project Cost = \$21,555.00

This project was not budgeted for in the current budget. Mr. Ford stated that the project can be funded utilizing the Street Department's current budget, or paving line item from the capital projects, or a combination of both. This expansion project will add 45 parking spots. The site preparation work will be completed by the Street Department and the County will do the paving. Alderman Causey requested that a sidewalk be added to the back of the parking lot to allow people to walk straight out of the parking lot towards Town Hall without having to go out to Boone Street. With no further discussion Mayor Wolfe requested a motion be made. Alderman Countermine made a motion, seconded by Alderman Dickson, to approve the Town Hall parking lot expansion project as presented. The motion duly passed.

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

DATE: October 12, 2026 **AGENDA ITEM #:** Consent Agenda 6.2

SUBJECT: Approval of Bills

Check Register - General Fund - September 2026

09/01/26	117748 - void	\$ (660.00)
09/01/26	110894 - void	\$ (800.00)
09/01/26	112425 - void	\$ (120.00)
09/01/26	112783 - void	\$ (48.00)
09/01/26	110703 - void	\$ (9.56)
09/01/26	110828 - void	\$ (19.12)
09/01/26	111363 - void	\$ (9.56)
09/01/26	112186 - void	\$ (439.25)
09/01/26	111991 - void	\$ (22.40)
09/01/26	111726 - void	\$ (10.40)
09/01/26	116390 - void	\$ (1,938.00)
09/01/26	116682 - void	\$ (150.00)
09/01/26	111248 - void	\$ (165.00)
09/01/26	113290 - void	\$ (400.00)
09/01/26	115885 - void	\$ (750.00)
09/01/26	115719 - void	\$ (150.00)
09/02/26	113716 - void	\$ (500.00)
09/03/26	117754 - 117870	\$ 239,074.66
09/08/26	115719 - void	\$ (150.00)
09/08/26	116837 - void	\$ (340.78)
09/08/26	117348 - void	\$ (328.20)
09/08/26	117871 - 117887	\$ 27,394.44
09/10/26	117888 - void	\$ -
09/10/26	117889	\$ 25,879.58
09/15/26	117890 - 117893	\$ 82,520.54
09/18/26	117894 - 117963	\$ 103,241.79
09/22/26	117964 - 117970	\$ 209,852.71
09/23/26	117771 - void	\$ (400.00)
09/23/26	117971	\$ 474.59
09/25/26	117972 - 118042	\$ 427,153.83
		\$ 259,458.83
Note: The numerous voided checks were not deposited timely and were reissued or are in the process of being sent to the state as unclaimed property.		

Check Register- Water Fund September 2026

09/01/26	68442 - void	\$	(119.60)
09/01/26	68640 - void	\$	(150.00)
09/01/26	69340 - void	\$	(31.20)
09/03/26	70995 - 71027	\$	56,915.31
09/08/26	71028 - 71034	\$	8,906.96
09/15/26	71035 - 71037	\$	1,133,612.38
09/16/26	69075 - void	\$	(100.00)
09/16/26	68931 - void	\$	(100.00)
09/18/26	71038 - 71082	\$	446,100.97
09/22/23	71083 - 71084	\$	96,754.94
09/23/26	71085 - 71086	\$	106,580.84
09/25/26	71087 - 71120	\$	73,248.37
		\$	1,921,618.97
Note: The numerous voided checks were not deposited timely and were reissued or are in the process of being sent to the state as unclaimed property.			

Check Register -Sanitation Fund - September 2026

09/01/26	10704 - void	\$	(350.00)
09/03/26	11171 - 11178	\$	3,117.86
09/08/26	11179	\$	226.11
09/18/26	11180 - 11188	\$	23,553.59
09/22/26	11189	\$	4,356.41
09/25/26	11190 - 11199	\$	4,927.18
		\$	35,831.15

Check Register -School Fund September 2026

09/25/26	1171	\$	5,462.50
		\$	5,462.50

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

DATE: October 12, 2026 **AGENDA ITEM #:** Consent Agenda 6.3

SUBJECT: Town Administrator Report

- Spent much time on reviews of the Planning Commission, Design Review and Board of Zoning Appeals agenda items that went before the Planning Commission at their September 15th meeting. Additionally, much time was spent on preparing the agenda presentations/board packet for the upcoming BMA meeting scheduled for October 12th.
- Another busy month has come and gone! Here are a few of the important items I've been working on: The Planning Commission approved scheduling a public hearing and action to adopt the Traffic Impact Study (TIS). After further review by planning staff, we are looking at some edits prior to holding a public hearing and prior to the BMA considering it on first reading.
- Participated in a joint meeting with ECU officials, Mayor Kelly Wolfe and Operations Manager Craig Ford to discuss the trail system at ECU's new site. The Planning Commission/Design Review Commission approved the overall site plan for the new ECU on September 15th. The design of the building looks great and the collaboration on the trail between ECU and Town regarding the trail along College Street/SR81N was once again a great result of 2 entities working together on a valuable project for both ECU and the Town.
- Attended a Cartograph (OpenGov) Asset Management program conducted by utility staff Craig Persinger GIS Manager, Chris Christian Water Distribution Director, Cobern Rasnick Wastewater Director, and Kevin Brobeck Utility Manager. The team presented to me, Operations Manager Craig Ford, and special attention to Directors from the Street Department, Solid Waste, and Parks and Recreation as we look at advancing our technology, task management, and accountability on projects and/or work orders soon.
- Scheduled a demo with me for OpenGov to show how their asset management program can improve other work order related processes throughout the town with advanced technology.
- Met with Operations Manager Craig Ford, Street Director Billy Miller and Assistant Street Director James Walden to discuss drainage issues (post-rainstorms). Town Engineer Todd Wood provided plans of suggested plan of actions on some of the drainage issues located on Meadow Brook Avenue. Update: Scheduled meeting with property owner to discuss the plan. Mr. Ford is gathering previous plans that addressed drainage years ago, looking for established easements, etc., and how to re-establish former improved drainage/ditch lines that have since lost their distinct delineation as a drainage ditch.

- Held the monthly Directors Meeting. Topics of the meeting included BMA meeting updates, grants that have been received by various departments, monthly cyber security trainings, upcoming Civility in the Workplace training, upcoming video concepts highlighting a range of topics and good work being completed throughout the town, and upcoming deadlines for the October BMA meeting.
- Worked on multiple personnel issues.
- Worked with Town Attorney Jim Wheeler on various town related issues and pending proposed ordinance amendments to the municipal code.
- Working on unfinished business related to the Board of Dwelling Standards, and other property maintenance issues throughout town. City Court is being utilized often for these issues with the hope that cases would not need to escalate to Chancery Court to hear and decide outcomes on code violations. Properties (structures) in disrepair or considered dilapidated, or with property maintenance violations, do not get any better with time unless compliance early on in the violation process is achieved. We are still in the process of hiring a part-time codes enforcement officer to help navigate issues/cases more expeditiously. The other great news about being awarded \$540,000.00 from THDA HOME program is that some of our chronic building/home disrepairs could be eligible for funding. **This is a No-Match grant!**
- Continue to stay up to date on all grants either already awarded, in progress, or closing out. There are multiple layers of required progress or reporting for each grant. As you are aware, grants provide critical funding that helps the Town of Jonesborough leverage additional resources and complete important projects.
- The ISC flat roof persistent leak issue at the cupola has been fixed with replacement. Prior to roof replacement, one major obstruction in the rear of the building with one of the downspouts that enters the actual building was cleared and is now working properly. We are examining all other downspouts to make sure they are all clear and “draining” properly. The ISC HVAC project bid opening was 11:00 am September 16th and the recommendations on the award will be presented for approval at the October BMA meeting. Our mechanical engineer consultant is reviewing all bids prior to staff providing the details of the bid project.
- Met with ClarkNexsen Architect Aaron Brumo, Operations Manager Craig Ford, Engineer Tood Wood and Community Development’s Project Planner Rachel Conger to discuss the Frontier Park Trailhead project. The design of the building that will house a concessions area, storage area, and 4 individual family use bathrooms pleased all of those attending who have worked on providing input for a few months now. We are discussing next steps on the building including the “normal” bidding process or bidding the project based on a Guaranteed Maximum Price (GMP), as well as force account labor/equipment work by town staff/departments (cost savings strategy). All plans of work must meet the thresholds of the Grantee – TDEC Office of Outdoor Recreation.
- Continued work with County Planner Angie Charles on various growth management strategies including Traffic Impact Study as you are already aware of and we worked on recent RFP to review county and town zoning regulations. In the interest of growth management, an exhaustive review of land use regulations is essential. Without a good

base of regulations that can be reviewed for potential strategies to address best growth management practices, we will not be successful.

- Continued work with Building Inspector Kevin Fair and Fire Chief Jeff White on upcoming required code changes from 2018 to 2024. More time was spent double checking the proposed amendment and therefore the proposed amendment to the municipal code amendments will be presented at the November BMA meeting. Various other municipal code amendments are being prepared for the October meeting.
- Continued work on a best management practice/policy approach to how the town accepts new roads developed to our public road system requirements into the public road system. A draft is still being worked on, and it will be presented for discussion at the October 2026 Planning Commission meeting. Since the PC is the body to accept Bonds on infrastructure as part of the subdivision regulations, it makes most sense to use them as the review “committee”.
- The town continues to explore a Property Tax Freeze option in parallel with the County’s efforts.
- Continue to work on analyzing our public facilities for future expansion, renovation, or new space needs for the future. We cannot grow by population and housing at our rate for over 20 years without feeling the growing pains of facilities that provide a direct service to taxpayers, residents, utility customers, etc.
- Continue to work with marketing team to produce short video clips of our town services/operations highlighting positive outcomes of what our folks do for a living. This month will have 1-2 short clips. The first clip will be about the additional funds marketing personnel are receiving due to our partnership with Washington County based on motel/hotel lodging tax collected in the county. I am working with Tourism Director Cameo Waters for her team to produce the video clip on this subject highlighting the data/return on investment of those additional funds (it is impressive!). Next is a short clip showing the great length water distribution fixes leaks permanently.
- Continuing to explore options for onsite IT Professional Services: I met with an IT consultant and staff to explore this review of internal and external IT needs. We are gathering requested information for the consultant which Sharp will be providing like number of tickets per month “help desk” associated services, setups, on-site installs or problem solving, etc. This will give us a good sense of the level of internal IT services needed and whether those services can be performed at least in the beginning by a single “IT” town employee.
- Continued working to resolve our internet-related phone system when we lose internet connection due to storms or other issues that may arise from our carrier (if any). Starlink will be set up at Town Hall and tests will be carried out to make sure it works as a redundant type of internet service for our building. Based on its success, this method will be looked at for utilities. October is the month to perform a test with primary internet (BrightRidge) being “lost/off” and the redundancy program (Starlink) automatically startup.

- We are approved for the TDOT reimbursement in the amount of \$779,000.00 for the Tiger Way Signalization project. We should have the deposit into our bank account the first week of October.
- We received our Mauk Property reimbursement in the amount of \$305,000.00. The project is officially complete and closed!

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

DATE: October 12, 2026 **AGENDA ITEM #:** Consent Agenda 6.4

SUBJECT: Operations Manager Report

MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: September 2026 Monthly Report

Date: October 06, 2026

I have continued to work with Derwin Cartmel, Holston Engineering on the geo-thermal HVAC bid for the ISC building. The bid was opened on September 16, 2026. I am still awaiting Mr. Cartmel's review. The winning bidder on the West Main Street project is scheduled to begin the work the week of October 12, 2026.

The flat roof has now been replaced on the ISC building. As of this date, there have been no leaks reported in the building. I will be scheduling a drywall contractor to repair the ceiling in the lobby. Once we have the ceiling repaired and the geo-thermal HVAC system replaced, I hope we have finally solved the problems with this building.

One of the main HVAC units had to be replaced in the Post Office building. The indoor and outdoor unit had to be replaced. Work has been completed on this project.

The contractor completed the Visitor Center Restroom Remodel project this month prior to the Storytelling Festival. The contractor did a phenomenal job on this project and was great to work with. As stated earlier, I would like to look at some renovations at Town Hall next budget year.

The contractor completed the East Main Street/First Frontier Trail project. It was not without numerous problems and complaints we had to deal with, but the end product is great. It is certainly an upgrade to the East Main Street area. The concrete work was also completed in Brightridge Park. I hope to complete the park project within this next month.

Speaking of Brightridge Park, I had a meeting with Jeff Dykes and Bonnie Donnelly to finalize the agreement between the Town and Brightridge. We also discussed some additional tree planting on the site for Brightridge.

The Street Department started grade work on the new Fire Station site. Once we have the site prepared to final grade, I will prepare bid documents for the building.

The Street Department completed the final drainage work at the tile near Bojangles on East Jackson Boulevard.

The street Department also took delivery of the new tractor for right-of-way mowing in the month of September.

Federal Signal has completed the site visit to the Town to complete the plans for the installation of the emergency alert/early warning system. According to the representative I spoke with, installation should begin within the next couple of weeks. The equipment has been delivered for this project.

From the staff perspective, we had a successful Storytelling Event with little to no problems.

I attended a site plan meeting with representatives with Clark Nexsen regarding the pavilion plan for the First Frontier Trailhead Project. I attended various other meetings and/or conducted meetings with staff throughout the month.

I attended the Planning Commission meeting in September to discuss and answer questions on the ECU project with respect to the Town's plans for a sidewalk.

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

DATE: October 12, 2026 **AGENDA ITEM #:** Consent Agenda 6.5

SUBJECT: Committee Reports

- Historic Zoning Commission Minutes 8-27-26
- Historic Zoning Commission Minutes 9-10-26
- Planning Commission Minutes 8-18-26
- Design Review Commission Minutes 8-18-26
- Senior Citizens Advisory Committee Minutes 8-27-26
- McKinney Center Advisory Committee Minutes 9-17-26

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

August 27, 2026 – 6:00 PM

Minutes

Roll call noting the presence of a quorum, additions to the agenda, or any conflicts of interest with items on the agenda.

Members Present: Frank Collins-Chairman, Nita Van Til, Rebecca Moss, Marcy Hawley, Chad Hylton, Herman Jenkins, Matt Kehn, Michael Kieta, Brian Ponder

Members Absent:

Call to Order

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

Item I. Public Comments

No comments made.

Addition to the Agenda

Chairman Collins requested that a motion be made to add 301 South Cherokee Street to the agenda for exterior painting, repairs to front porch and underpinning, rotted siding, and landscaping.

Motion: Nita Van Til made a motion to add 301 South Cherokee Street to the agenda as requested, seconded by Rebecca Moss and passed unanimously.

Item II: New Business:

301 South Cherokee Street – Presenter: Jennifer Geer

Request for approval of the following:

1. Exterior Painting – New color scheme using Sherwin Williams Paint, house body beige, trim colors – dark green, light green and dark red.

Motion: Nita Van Til made the motion to approve the new color scheme as presented, and that the homeowner get the Sherwin Williams paint colors to Rebecca Moss, HZC Secretary, for the records. The motion was seconded by Herman Jenkins and passed unanimously.

2. Roof replacement matching existing materials and color – gray asphalt shingles
Guideline: 5.4, Expedited August 25, 2026

3. Front Porch Railings and Underpinning – using similar materials, dimensions and style for the porch railings and lattice for the underpinning. Discussion was held regarding diagonal and square style of lattice.

Motion: Brian Ponder made the motion to approve the repair of the porch railings as presented and the underpinning using lattice with the style of either diagonal or square being at the discretion of the property owner. Michael Kieta seconded the motion. Upon call of the roll, the following Commissioners voted Aye: Brian Ponder, Michael Kieta, Nita Van Til, Rebecca Moss, Marcy Hawley, Chad Hylton, and Matt Kehn. Commissioners voting Nay: Herman Jenkins. The motion carried.

4. Deteriorated siding on the house will be replaced as needed with Western Cedar wood matching the existing size and style.
5. Front Steps, retaining wall and landscaping to be brought back for approval at a future meeting.

Item III: Old Business

Chairman Collins informed Commissioners of a scam alert, with there being two instances, were scam invoices were sent by email to people who presented requests at a Historic Zoning Commission meeting. The scam uses details from the HZC minutes and provides an invoice for application review & processing, zoning compliance, legal & admin fees, and public notification. The scam makes it appear that the HZC is sending the email and wants the receiver to contact the sender to wire money. The HZC never charges any fees for our work. Since the HZC does not make email addresses available to the public, the scammers must be obtaining the email addresses from other online sources. The two known targets were a real estate agent and a church. Chairman Collins said all parties who have presented to the HZC in 2026 have been notified about the scam.

Item IV: Expedited Approvals

1. **100 Boone Street – Owner: Josh & Corrine Allen**

Request for the door design *“Thrifty Treasures; Clothing & More; Good Finds, Great Prices, New Purpose”* and the green oval sign *“Thank You for Shopping Local”*.

Expedited by: Frank Collins, Nita Van Til, Mike Kieta, Rebecca Moss, Herman Jenkins

2. **312 West Main Street – Owner: Academy Hill**

Request to repair and paint front planter boxes using the same material and same color.

Expedited by: Chad Hylton, Herman Jenkins, Brian Ponder

Item V: Property Designation Committee

Several properties that were not considered Contributing to the Historical Character of Jonesborough in 2002/2003 are now considered Contributing after the 2026 review. This was mainly due to the properties now being more than 50 years old. The owners of these properties will be sent a letter informing them of the change and inviting them to a meeting if they have any questions or concerns. The primary difference in the status change for the property is that

demolition of the property would not be allowed now or in the future. A draft letter has been sent to HZC members to review and comment. A letter will be sent to property owners in September.

Item VI: Sign Non-Compliance Impacting Authentic Appearance of Jonesborough

Jonesborough sent letters to remind seven properties about certain provisions in the Jonesborough Municipal Code section 11-1207 and Historic Zoning Commission Advertising Standards and Guidelines regarding temporary signs (size, number, duration). The HZC will continue to monitor the situation. The following also need to be addressed:

107 Fox St. - Plastic sign affixed to the apartment building on Fox Street for over four months. Owner agreed to remove the corrugated plastic sign. Frank Collins followed up and gave the owner until September 6, 2026 to remove the sign; if she would like a permanent sign, the HZC is open to receiving a request. Commissioners discussed the signage and the orange cones in front of the parking spaces. Note: Discussion will take place at the next meeting.

703 W Main St. – Billboard in or at edge of historic district. Type and length of agreement in place (lease/contract). There was no update on the progress.

Item VII: Demolition by Neglect

To protect historic properties in the Jonesborough H-1 and H-2 overlay zones, the Historic Zoning Commission periodically identifies properties that are showing significant neglect that compromises their long-term viability. Once identified, the HZC requests that the building inspector to give a professional opinion about issues impacting the property.

The following property owners were contacted in the past about their properties experiencing conditions qualifying as Demolition by Neglect. The status of each is below. If commissioners want to discuss updates about any of the properties, we can do so at this time.

208 W. Woodrow Ave. – Owner: AMEZ Church

Due to a non-existent title, the process for the town to acquire the property is taking longer than expected. Paint and wood siding are in very bad condition. There has been a delay with the town's acquisition of the property. Chairman Collins will ask for an update from Max on Jim Wheeler's staff.

209 W. Main St. – Owner: Gemma Velaquez

Owners visited Jonesborough July 27th to August 7th, and met with Frank Collins, Bill Kennedy, Herman Jenkins, and Matt Kehn to discuss work needed on their historic Sister's Row property. The owners bought the house 30 years ago and had not visited in 20 years. They tentatively plan to retire to Jonesborough in 6 years. While in Jonesborough for this 10-day trip, they planned to make many of the necessary repairs and to schedule contractors to finish the other repairs. They plan to return in September to continue the work.

505 W Main St. – Owners: William & Barbara Stout

Owner agreed to repair the upper and lower parts of the porch by December 2026. The Equipment is on-site to begin repair of the second-floor porch.

129 E Main St. – Owner: Jeff Gurley

Chairman Collins and Town staff met with Jeff Gurley on July 29th to discuss a new façade grant that could fund a large percentage of the bring and other repairs needed. Jeff Gurley is scheduling a structural engineer and brick expert to provide a quote. Due to a complication with the grant, it will not be available until the mid-2027.

102 W Woodrow Ave (2 buildings) – Owner: Parson's Brew LLC

Both buildings have significant repair issues and still have boarded up windows. Co-Owners Scott Andrew and Stephen Callahan do not want to address restoring the properties until after March 2027 as they prefer to focus on their Bristol location.

Item VIII: Future Items

The following information is provided to help keep track of future items.

- a) 306 S Cherokee St. – Obtaining estimates to repair & repaint bare wood.
- b) 512 W Main St. – Obtaining estimates to repaint bare wood.
- c) 111 E Main St – Continued work on the rear of the building.

Item IX: Additions to the H-1 & H-2 Overlay Zones

Discussion took place regarding the addition of 210 S Second Ave, Chuckey Depot Museum (property owned by Jonesborough United Methodist Church) eight properties on Depot Street, including 305 Depot Street, church property belonging to Bethel Christian Church, and three properties across from Depot Street Park. Commissioners discussed the pros and cons in regard to the addition of the proposed properties to the H-1 and H-2 Overlay Zones. The consensus of the Commission was to not include the three properties across from Depot Street Park and to recommend to the Board of the Mayor and Aldermen the addition of 210 S Second Ave (Chuckey Depot Museum), the eight properties on Depot Street, including the church at 305 Depot Street (Bethel Christian Church property).

Item X: Commissioner Comments

Stevie Malenowski with the Certified Local Government of the Tennessee Historical Commission tentatively plans to conduct the HZC's four-year review at a future meeting. THC offers resources to assist us.

Herman Jenkins said he does not look at his emails every day and requested that he be texted if there is a late add-on to the agenda.

The next Historic Zoning Commission meeting is Thursday, September 10, 2026.

Item XI: Approval of Minutes

Approval of the minutes of August 13, 2026.

Motion: Rebecca Moss made the motion to approve the minutes of the August 13, 2026 Historic Zoning Commission minutes as presented, Nita Van Til seconded the motion and it was passed unanimously.

Chairman Frank Collins adjourned the meeting.

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

September 10, 2026 – 6:00 PM

Minutes

Roll call noting the presence of a quorum, additions to the agenda, or any conflicts of interest with items on the agenda.

Members Present: Frank Collins-Chairman, Nita Van Til, Rebecca Moss, Marcy Hawley, Chad Hylton, Herman Jenkins, Matt Kehn, Michael Kieta, Brian Ponder

Members Absent:

Call to Order

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

Item I. Public Comments

No comments made.

Item II: New Business:

109 Courthouse Square – Owner/Presenter: Kelly Wolfe

Request for approval of the following:

1. Dig footer around back two buildings, lay block and then brick matching color of the front of the building half-way up wall and paint stucco half with a grayish brown color and install 16" x 8" galvanized flood vents.
2. Prepare patio area on the creek side.
3. Install five white windows, the panes are 4 over 2 (8 panels), 4-foot-wide x 3-feet tall, down the side of building, and black shutters .
4. Install side door matching same pattern as front door made of custom oak.

Motion: Matt Kehn made the motion to approve the request for 109 Courthouse Square as presented, seconded by Nita Van Til and passed unanimously.

111 East Main Street – Owner/Presenter: Steve Bacon

Request for additional items in conjunction with the new deck and other items approved for the rear of the building.

1. Bring up grade level flush with deck flooring and eliminate front railing.
2. Continue the decking into the thin space (small alley) on the west side of the building, using quarter board wood flooring and 6x6 posts.
3. Install an L-Shaped 8 ft. "CMU" (concrete block) retaining wall to stabilize gas line as required by gas company
4. Install a privacy screen using 4x1 horizontal slats.
5. Install a 4 ft. wood picket fence and gate down the side of building and around the HVAC condenser

6. Install a 60-inch no-light black ceiling fan
7. Install one downspout down the side of the alley.
8. Install one lantern light fixture in the new deck area
9. Landscape area as needed.

Motion: Nita Van Til made the motion to approve the request for 111 East Main Street as presented. Seconded by Michael Kieta and passed unanimously.

107 West Main Street – Owner/Presenter: Burgin Dossett

Request to install screened in area on the rear porch of the property, expand 10 ft. to property line, using tongue and groove flooring, install a solid knee-wall to the neighboring property, line and colors will matching the existing color scheme.

Motion: Michael Kieta made the motion to approve the request as presented, seconded by Rebecca Moss and passed unanimously.

Matt Kehn recused himself from acting as a Commissioner.

703 West Main Street – Owner/Presenter: Matt Kehn

Request for approval of two barn style light fixtures, black in color, to be installed on each side of the building and install a small exterior electrical box covering at the lower portion of the building near the entrance door.

Motion: Nita Van Til made the motion to approve request as presented, seconded by Brian Ponder and passed unanimously.

Matt Kehn rejoined the meeting.

107 Fox Street – Owner: Sherry Dean / Presenter: Frank Collins

Commissioners discussed the orange cones in the parking spots at 107 Fox St. that have been there for over a year and the current signage. Suggested were painting “reserved” with numbers on the pavement and signage in the front on a post, directional arrows, “tenant parking only”, towing enforced with a phone number, and white lettering. Chairman Collins said he would contact the property owner in regard to the proposed suggestions.

Item III: Old Business

Chairman Collins informed Commissioners of a scam alert, with there being two instances, were scam invoices were sent by email to people who presented requests at a Historic Zoning Commission meeting. The scam uses details from the HZC minutes and provides an invoice for application review & processing, zoning compliance, legal & admin fees, and public notification. The scam makes it appear that the HZC is sending the email and wants the receiver to contact the sender to wire money. The HZC never charges any fees for our work. Since the HZC does not make email addresses available to the public, the scammers must be obtaining the email addresses from other online sources. The two known targets were a real estate agent and a church. Chairman Collins said all parties who have presented to the HZC in 2026 have been notified about the scam.

Item IV: Expedited Approvals

514 West Main Street – Presenter: Steve Abma

Request to replace asphalt roof shingles with the same material and same color. Shingles are a higher quality architectural Georgetown Gray from Lowe's
Expedited by: Frank Collins

Item V: Property Designation Committee

Several properties that were not considered Contributing to the Historical Character of Jonesborough in 2002/2003 are now considered Contributing after the 2026 review. This was mainly due to the properties now being more than 50 years old. The owners of these properties will be sent a letter informing them of the change and inviting them to a meeting if they have any questions or concerns. The primary difference in the status change for the property is that demolition of the property would not be allowed now or in the future.

Item VI: Sign Non-Compliance Impacting Authentic Appearance of Jonesborough

Jonesborough sent letters to remind seven properties about certain provisions in the Jonesborough Municipal Code section 11-1207 and Historic Zoning Commission Advertising Standards and Guidelines regarding temporary signs (size, number, duration). The HZC will continue to monitor the situation. The following also need to be addressed:

107 Fox St. - Plastic sign affixed to the apartment building on Fox Street for over four months. Owner agreed to remove the corrugated plastic sign. Frank Collins followed up and gave the owner until September 10, 2026 to remove the sign; and if she would like a permanent sign, the HZC is open to receiving a request. If the sign is not removed by September 10th, the Chairman will contact the owner and the manager again and then work with town staff to make sure the non-compliant is removed.

703 W Main St. – Billboard in or at edge of historic district. Type and length of agreement in place (lease/contract). Matt Kehn reported that he had contacted the company and has not received a response back.

Item VII: Demolition by Neglect

To protect historic properties in the Jonesborough H-1 and H-2 overlay zones, the Historic Zoning Commission periodically identifies properties that are showing significant neglect that compromises their long-term viability. Once identified, the HZC requests that the building inspector to give a professional opinion about issues impacting the property.

The following property owners were contacted in the past about their properties experiencing conditions qualifying as Demolition by Neglect. The status of each is below. If commissioners want to discuss updates about any of the properties, we can do so at this time.

208 W. Woodrow Ave. – Owner: AMEZ Church

Due to a non-existent title, the process for the town to acquire the property is taking longer than expected. Paint and wood siding are in very bad condition. There has been a delay

with the town's acquisition of the property. Chairman Collins said he had left message for Max on Jim Wheeler's staff.

117 Spring St. – Owner: Allyson Wilkerson

Owner is scheduling contractors and will present a plan within 60 days.

209 W. Main St. – Owner: Gemma Velaquez

Owners visited Jonesborough July 27th to August 7th. They met with Frank Collins, Bill Kennedy, Herman Jenkins, and Matt Kehn to discuss work needed on their historic Sister's Row property. The owners bought the house 30 years ago and had not visited in 20 years. They tentatively plan to retire to Jonesborough in six years. They plan to return in September to continue the work.

505 W Main St. – Owners: William & Barbara Stout

Owner agreed to repair the upper and lower parts of the porch by December 2026. The Equipment is on-site to begin repair of the second-floor porch.

129 E Main St. – Owner: Jeff Gurley

Chairman Collins and Town staff met with Jeff Gurley on July 29th to discuss a new façade grant that could fund a large percentage of the bring and other repairs needed. Jeff Gurley had a structural engineer visit to provide a quote.

102 W Woodrow Ave (2 buildings) – Owner: Parson's Brew LLC

Both buildings have significant repair issues and still have boarded up windows. Co-Owners Scott Andrew and Stephen Callahan do not want to address restoring the properties until after March 2027 as they prefer to focus on their Bristol location.

Item VIII: Future Items

The following information is provided to help keep track of future items.

- a) 306 S Cherokee St. – Obtaining estimates to repair & repaint bare wood.
- b) 512 W Main St. – Obtaining estimates to repaint bare wood.
- c) 120 Franklin Ave – Bare wood and peeling paint.

Item IX: Additions to the H-1 & H-2 Overlay Zones

Chairman Collins will prepare a spreadsheet for a final review and discussion with the HZC members. Chairman will then discuss the next steps with town staff. The HZC will make a recommendation to the Mayor and Board of Aldermen (MBA) in November and follow the next step detailed by town staff. (MBA agreement, notification, discussion with HZC, two readings by MBA, etc.)

Item X: Commissioner Comments

Stevie Malenowski with the Certified Local Government of the Tennessee Historical Commission tentatively plans to conduct the HZC's four-year review at a future meeting. THC offers resources to assist us.

The next Historic Zoning Commission meeting is Thursday, September 24, 2026.

Item XI: Approval of Minutes

Approval of the minutes of August 27, 2026.

Motion: Matt Kehn made the motion to approve the minutes of the August 27, 2026 Historic Zoning Commission minutes as presented, Mike Kieta seconded the motion and it was passed unanimously.

Chairman Frank Collins adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

MINUTES – August 18, 2025

The Jonesborough Planning Commission met in a regular meeting on Tuesday, August 18, 2026, 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 Rhein

Members Absent: Terry Countermine

Staff Present: Angie Charles, Kevin Fair, Donna Freeman

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 the pledge to the Flag.

1. Public Comments – There were none.

2. Approval of Minutes – Meeting of June 16, 2026

Chairman Foster asked Commissioners if they had any comments or corrections to the minutes of June 16, 2026. With there being none, Chairman Foster called for a motion.

Motion: The motion to approve the minutes of the June 16, 2026 Planning Commission meeting was made by Bill Graham, seconded by Darrell Fowler and was duly passed.

3. Traffic Impact Study – Draft Resolution Amending Subdivision Regulations

Chairman Foster said the recommendation by staff is to table the Traffic Impact Study until a future meeting and called for a motion.

Motion: Frank Collins made the motion, seconded by Josh Conger, to table the Traffic Impact Study until a future meeting. Th motion was duly passed.

4. Final Plat – Mill Creek Subdivision, Section 11 Phase 2, Wolfe Development Presented by: Todd Wood, Engineer

Request for approval of the proposed subdivision which consists of 11.46 acres and is zoned PRD (Planned Residential District). The plat depicts 42 lots and new public streets, Bert Patton Ln, Joe Ct, and the extension of Cherry Marie Dr. The property is

located in the Town's corporate limits, zoned PRD. All lots are in conformance with the preliminary plat, which was previously approved in November 2024. The lots are served with public water and sewer. There are 0.32 miles of new roads with 24-ft pavement widths within 50-ft rights-of-way. In keeping with the Preliminary Plat approval, there are sidewalks on one side of the streets. Due to the size of the development, stormwater controls and water quality devices are required, which are provided and located in another phase of the development. There are no variances to the Subdivision Regulations associated with the plat.

Chairman Foster read the staff recommendation for the approval of Mill Creek Section 11 Phase 2 Subdivision final plat as submitted. Chairman Foster asked Commissioners if they had questions or comments. Jim Rhein asked if there was any significant drainage issues. Todd Wood replied no. With there being no further comments, Chairman Foster called for motion.

Motion: Bill Graham made the motion to approve Mill Creek Section 11 Phase 2 Subdivision final plat as submitted. Darrell Fowler seconded the motion and it was duly passed.

5. Site Plan and Grading Permit Security – Wolfe Development Office Presented by: Todd Wood, Engineer

Request for approval of the site plan for a proposed commercial development on a 1.04-acre tract at 305 Forrest Dr, zoned B-6 (Urban Commercial Corridor Business). The plan shows the location of a proposed new commercial building, 3,600-sq.ft in size. The building is located within the setbacks (30-ft front, 20-ft side, 20-ft rear). A grading permit security in the amount of \$27,220 is also associated with the development, along with the location of the building, and two parking areas. The code requires 12 spaces, and 13 are provided. One of the spaces is handicap (ADA) accessible, and ingress and egress are located on Forrest Drive. Due to the size of the development being under an acre, stormwater controls and water quality devices are not required. 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 six shade trees along the frontage and two more around the parking areas. The parking lot will also be landscaped with six additional shrubs.

Chairman Foster said there were two recommendations from staff and read Recommendation #1 for the approval of the 305 Forrest Drive site plan as submitted, subject to approval from the Tree and Townscape Board. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Bill Graham made the motion, seconded by Frank Collins, to approve the site plan for 305 Forrest Drive as submitted, subject to approval from the Tree and Townscape Board for the landscaping. The motion was duly passed.

Chairman Foster read Staff Recommendation #2 for the approval of the associated grading permit security amount of \$27,220. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Jim Rhein made the motion, seconded by Robin Harpe, to approve the \$27,220 grading permit security as submitted. The motion was duly passed.

6. Site Plan and Grading Permit Security – Domino’s Pizza, 1262 E Jackson Blvd
Presented by: Ainsley Littlefield, Michael Graves Architect Company,
18 Emory Place, Suite 100, Knoxville, TN

Request for approval of a site plan for a proposed commercial development on an approximate 0.61-acre tract on E. Jackson Blvd, zoned B-1 (Neighborhood Business) and CO (Corridor Overlay). The plan shows the location of a proposed new building, 3,750-sq.ft in size. The building is located within the setbacks (30-ft front, 10-ft side, 25-ft rear), and a restaurant is an allowed use in the zoning district when located on an arterial road, such as E. Jackson Blvd. A grading permit security in the amount of \$12,362 is also associated with the development. The plan reflects two parking areas. The code requires 19 spaces, and 29 are provided. Two of the spaces are handicap (ADA) accessible. As the entrance is located on a divided highway, ingress and egress is restricted to right turn movement. A driveway permit from TDOT will be required as E. Jackson Blvd is a state highway road. Due to the size of the development, additional stormwater controls and water quality devices are not required; however, existing control measures will be utilized by the development and have been incorporated into the design and construction. The construction plans have been reviewed by Todd Wood, P.E., and are recommended for approval, meeting all requirements. The development will have landscaping, with three new shade trees along E. Jackson Blvd and five more around the parking areas. The parking lot will also be landscaped with thirteen additional shrubs. The Fire Department is working with the State on the installation of a new hydrant at the front of the property in the right-of-way of the highway. A line from the new hydrant will be extending to the building.

Chairman Foster said there were two recommendations from staff and read Recommendation #1 for the approval of the 1262 East Jackson Blvd site plan as submitted, subject to approval from the Tree and Townscape Board. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Richie Hayward made the motion to approve the site plan for 1262 East Jackson Blvd as submitted, subject to the approval from the Tree and Townscape Board for the landscaping. Josh Conger seconded the motion and it was duly passed.

Chairman Foster read Recommendation #2 for the approval of the associated grading permit security amount of \$12,362. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Jim Rhein made the motion to approve the \$12,362 grading permit security as submitted. Robin Harpe seconded the motion and it was duly passed.

**7. Monument and Wall Signage – Taco Bell, 1452 East Jackson Blvd
Sign Contractor: Pro-Signs, Inc.**

Taco Bell, 1452 E. Jackson Blvd, is requesting approval of a free-standing sign and wall signage. The ground-mounted sign is 99-sqft in size and 13-ft in height, which does not exceed the maximum requirements of the sign regulations, and meets the minimum 7.5-ft setback distance from the front property line. A raised landscape bed will be installed around the base of the sign to reduce exposed area between the base of the sign and the change/drop in elevation towards the front property line. Town staff has reviewed the wall signage and it meets the Sign Ordinance regulations.

Chairman Foster read the Staff recommendation for the approval of the signage as requested. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Frank Collins made the motion to approve the Taco Bell free-standing and wall signage as submitted. Josh Conger seconded the motion and it was duly passed.

8. Free-standing Signage – 11-E Diner, 1406 West Jackson Blvd

Request for approval of a free-standing ground mounted sign by 11-E Diner, 1406 West Jackson Blvd. Due to no representation for the sign proposal Commissioners asked that this item be tabled. Chairman Foster called for a motion.

Motion: Frank Collins made the motion to table the sign request by 11-E Diner until a future meeting, Robin Harpe seconded the motion and it was duly passed.

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

JONESBOROUGH DESIGN REVIEW COMMISSION

MINUTES – August 18, 2026

The Jonesborough Design Review Commission met in a regular meeting on Tuesday, August 18, 2026, 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 Rhein

Members Absent: Terry Countermine

Staff Present: Angie Charles, Kevin Fair, Donna Freeman

Chairman Tom Foster called the meeting to order and noted a quorum was present.

1. Public Comments – There were no Public Comments

2. Approval of Minutes - Meetings of March 17, 2026 and April 21, 2026

Chairman Foster asked Commissioners if they had any comments or corrections to the minutes of March 17, 2026 and April 21, 2026. With there being none, Chairman Foster called for a motion.

Motion: Josh Conger made the motion to approve the minutes of the March 17, 2026 and April 21, 2026 Design Review Commission meetings as submitted. Frank Collins seconded the motion and it was duly passed.

3. Building Design Plan for Domino's Pizza, 1262 East Jackson Blvd **Presented by: Ainsley Littlefield, Michael Graves Architect Company,** **18 Emory Place, Suite 100, Knoxville, TN**

Domino's Pizza presented a site plan to the Jonesborough Planning Commission for consideration of approval on August 18, 2026. (Note: The Planning Commission approved the site plan as submitted). The proposed development will be located 1262 E. Jackson Blvd adjacent to The Medicine Shoppe and further described on Washington County Tax Map 52 Parcel 221. The building complex is approximately 3,500 square feet. The structure is located within the Design Overlay District, additional standards and guidelines for façade building materials are submitted for Design Review Commission consideration and approval. The architectural firm for the project Studio Four Design, out of Knoxville, has submitted elevations that reflect an intent to meet the Town's Ordinance. The front (northerly) façade, which is most visible from the highway, meets the minimum 75% exterior wall standards as provided for in the design guidelines. The front façade has the following materials and percentages proposed:

- Brick Product 78%
- EIFS (synthetic stucco) 22%

The sides of the building are not comprised of the primary materials standards; the architect states the sides will not be visible from the highway. The side façades are primarily EIFS.

Chairman Foster read the staff recommendation for the approval of the elevations of building as submitted, as the design utilize traditional, long-lasting building materials. Chairman Foster asked Commissioners if they had any questions or comments. The question was raised how setback requirements. Angie Charles said the building does meet the setback requirements. With there being no further questions, Chairman Foster called for a motion.

Motion: Darrell Fowler made the motion to approve the elevations of the building as submitted, as the design elements utilize traditional, long-lasting materials. Robin Harpe seconded the motion and it was duly passed.

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

JONESBOROUGH AREA SENIOR CITIZENS ADVISORY COMMITTEE

Minutes for August 27, 2026

Members Present: Joe Allison
Phyllis Fabozzi
Charlene MacIntyre
Tom Pardue
Leo Salgado
Mike Willis
Pat Wolfe

Members Absent: Lorena Craddock
Pauline Douglas
Debra Hooser-Ruud

Senior Center Staff Present: Kathy Crawford

Next Meeting: September 24, 2026, at 4:00 p.m.

REGULAR MEETING:

1. Meeting was called to order by Tom Pardue.
2. Pat Wolfe led the Committee in the Pledge of Allegiance
3. Tom Pardue led the Committee in Prayer.
4. Attendance (roll call) was taken by Charlene MacIntyre

AGENDA:

1. Approval of Minutes

Minutes from the July 23, 2026 meeting were reviewed. A motion to approve was made by Pat Wolfe. Seconded by Phyllis Fabozzi. Approved by unanimous Committee vote.

2. Financial Accounts Review

Kathy Crawford provided handouts detailing July statement balances. Special projects balance through July was \$37,654.45. Up-to-date balance is \$36,820.95 of which \$13,750.64 is allocated. First Horizon credit card statement was presented. MyRide account balance is \$7,282.97. Benevolence balance is \$3,855.11. Cafe Connection balance is \$1,922.13. Trip Fund is \$690.43.

Membership count is 1,905. A motion to approve the July financial accounts was made by Mike Willis. Seconded by Leo Salgado. Approved by unanimous Committee vote.

3. Old/Unfinished Business

There was no old, unfinished business to be reviewed.

4a. New Business – Bylaws

Bylaws were reviewed. Determined no changes were required. A motion to approve current Bylaws was made by Pat Wolfe. Seconded by Leo Salgado. Approved by unanimous Committee vote.

4b. New Business – Conflict of Interest

Conflict of Interest Policy was reviewed. Determined no changes were required. A motion to approve current Conflict of Interest was made by Pat Wolfe. Seconded by Phyllis Fabozzi. Approved by unanimous Committee vote.

4c. **New Business – Policies and Procedures / Mission Statement**

Mission Statement / Policies and Procedures were reviewed. The following changes were discussed:

1. Paragraph 2 of Trip Sign-Ups/Payments:
First sentence to read "Trips may require fees or deposits, which must be received at time of registration".
2. Paragraph 1 of Meals:
First sentence to read "Lunch is provided Monday, Tuesday, Thursday, and Friday for a suggested donation of \$3.00 per person. Add second sentence to read "Wednesday lunch (Café Connection) is \$5.00 per person".
3. Paragraph 2 of Exercise Room and Fitness Room Policy:
Add sentence to read "Blue fitness bands, which are provided at orientation, must be visible while in the Fitness Center and also upon check-in at front desk".
4. Paragraph 3 of Exercise Room and Fitness Room Policy:
Correction typo in first sentence from rules "in" posted to rules "is" posted.
5. All paragraphs of Computer Room Policy:
All paragraphs to be deleted.
6. First paragraph of Storage Policy:
Change current statement to read "Due to limited storage space, only items supplied by the Senior Center for its programs will be able to be stored at the Center".
7. Third paragraph of Vendors/Visitors/Guests:
Add a second sentence to read "A one-time two-dollar (\$2.00) fee will apply, and guest must sign a liability certificate".

A motion to approve the above changes to the Policies and Procedures was made by Phyllis Fabozzi. Seconded by Mike Willis. Approved by unanimous Committee vote.

4d. **New Business – New England Cruise**

Kathy provided an update on the New England/Canada cruise being held in September. Center was able to fill all seats required for trip. Jennifer Davis will be the staff member on the trip.

4e. **New Business – Craft Show**

Annual Craft Show will be held on Saturday, October 24, 2026. Discussion was held on bake sale and lunch both of which are done by Advisory Committee. Suggestion made to add something such as hot dogs to the menu. Kathy to discuss with Mary.

4f. **New Business – Brain Olympics**

Kathy provided handout of 4th Annual Brain Olympics to be hosted by Jonesborough Senior Center on Thursday, November 5, 2026.

4g. **New Business – Senior Center Maintenance**

Kathy advised water was found in the HVAC lines downstairs. The Fitness Center and Exercise Room will be closed on 9/8, 9/9 and 9/10 for repair.

4h. **New Business – Upcoming Events, Trips and Programs**

Kathy discussed Christmas in Charleston trip in December. May of 2027 will be an Alaskan cruise.

5. **Citizen Comments**

There were no Citizen Comments.

6. **Advisory Board Comments**

Joe Allison requested that approximate return times be included in trip descriptions.

Mike Willis advised that the Friday line dancing group is having a tough time getting chairs down off the stack of chairs. Kathy to discuss with Mary about leaving some chairs down after Silver Sneakers.

Leo Salgado asked if maintenance person is back. Kathy advised he returned to work this week.

7. **Adjournment**

Motion to adjourn made by Pat Wolfe. Seconded by Mike Willis. Approved by unanimous Committee vote.

McKinney Center Advisory Committee Meeting
September 17, 2026
McKinney Center – in Person
Agenda Presentation

Attendance:

Advisory Committee Members: Kay Grogg, Richie Haywad, Ernest McKinney Jr, Nancy Kavanaugh, Michelle Treece **McKinney Center Staff:** Martha Blaser, Breanna Walker-Schadler, Anne Mason, Theresa Hammons

A Quorum was established. Theresa Hammons called the meeting to order.

Motion #1: (Kavanaugh/Hayward) Motion to accept the minutes from the August Advisory Committee Meeting.

5 in favor/0 opposed/0 abstention. Motion carries.

Director Report:

As of 9/14 we have had 184 registrations and 23 classes have made. We had over 500 people in attendance for the McKinney Market. Once staff completes CPR/AED training we will get our AED installed. The Broyles building is open for classes.

Motion #2: (Grogg/McKinney) Motion to accept the Director Report.

5 in favor/0 opposed/0 abstention. Motion carries.

Outreach Report:

Staff went to the August Farmers Market and UMOJA. Our in-person outreach for August was 266 and September was 107. The Volunteer Appreciation brunch is on September 26th. We will need volunteers to help with Halloween Trivia, Halloween Art Exhibit, Haunts & Happenings, and Main St Days.

Motion #3: (Kavanaugh/Treece) Motion to accept the Outreach Report.

5 in favor/0 opposed/0 abstention. Motion carries.

StoryTown Report:

The August Radio Show was standing room only. Anne is still doing the 250th series at the Jackson Theatre. Only the indoor matinee has tickets left for Spot on a Hill. Anne is working on a project for town hall with Mayor Wolfe and Glenn.

Motion #4: (Hayward/McKinney) Motion to accept the StoryTown Report.

5 in favor/0 opposed/0 abstention. Motion carries.

Visitation Report:

We had 1,148 visitors in the month of August. We had \$282.50 in rental revenue in August. There were three rentals in August.

Old Business:

Soups and Songs will be catered this year.

New Business:

We are partnering with Rooms to Read to distribute copies of 7 books by indigenous authors and artists.

Respectfully submitted by:

Breanna Walker-Schadler

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

DATE: October 12, 2026 **AGENDA ITEM #:** Consent Agenda 6.6

SUBJECT: Supervisor Reports

-
1. Street Department
 2. Human Resources
 3. Fire Department
 4. Utilities
 5. McKinney Center
 6. Police Department
 7. Jackson Theatre
 8. Visitor Center
 9. Solid Waste (Aug. & Sept.)
 10. Building Inspector
 11. Parks & Recreation
 12. Senior Center



TOWN OF JONESBOROUGH

123 BOONE STREET

JONESBOROUGH, TN 37659

TELEPHONE (423) 753-1030

WEBSITE: WWW.JONESBOROUGHTN.ORG

Street Department Monthly Report September 2026

September Monthly Report

September has been an unusually dry month, with very few thunderstorms. As a result, after-hours call-ins have remained minimal, and we have experienced very few drainage-related issues following the rainfall received last month.

Equipment breakdowns have been our most significant challenge this month. Both tractors used for mowing rights-of-way experienced mechanical failures, with one unit requiring replacement. Fortunately, we had anticipated this need. Steve Beckett and Craig Ford had previously ordered a new Kubota tractor and mower, which arrived approximately one week after the older tractor was taken out of service.

The swing-arm mower also suffered a major failure when a component broke from a knuckle joint, rendering the equipment inoperable. A replacement part had to be specially ordered and manufactured before the mower could be returned to service. Both tractors are now operational, and crews are actively working to catch up on mowing activities.

Additional equipment currently undergoing repairs includes a backhoe at the Fleet Department, a brush truck that was sent out of town for repairs, and a dump truck that remains out of service.

Throughout the month, crews repaired numerous street cuts and addressed several sinkholes across the city.

Contractors for the trail sidewalk project mobilized earlier than anticipated, creating some challenges with project preparation. Several additional issues arose during construction; however, these have either been resolved or are currently being addressed. Some property owners along the project route were not fully aware of the scope of work involved. We have worked closely with them to address concerns and provide reasonable accommodations whenever possible. Remaining work includes several asphalt tie-ins for driveways and related repair work. Installation of signage and crosswalks will be among the final steps toward project completion.

The new Fire Hall groundbreaking project is in its early stages, and we will continue working as efficiently as possible to prepare the site for construction.



TOWN OF JONESBOROUGH

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

Mowing and other preparations for the Storytelling Festival have been completed and are in place.

Heavy truck traffic in the Meadows Subdivision continues to create pavement issues requiring ongoing repairs.

We also continue to address water and sewer cuts by paving newly completed cuts and utilizing available asphalt to repair older ones. Similar efforts are ongoing for concrete cut repairs.

Drainage concerns, including washouts and sinkholes, are being identified and repaired as they are discovered.

Meadow Creek Asphalt Degradation/ one of Several areas



Old Boones Creek Main Drain Washout



From The Desk Of:
Michelle Stewart
Director of Human Resources



The month of September has been quite busy as the Town has experienced quite a few staff changes. As the Town's Human Resources Director, I have continued to support Town operations through recruitment, onboarding, employee engagement initiatives, compliance efforts, and workforce development activities.

Staffing & Onboarding

- Completed onboarding for the following new employees:
 - Samuel Payne, Firefighter
 - Jessica Sanders, Marketing Coordinator, Jackson Theatre
 - Grace Hollifield, Host, Jackson Theatre
 - Jeff Story, Water Treatment Operator
- Transferred Tyler Edwards from Water Distribution, County Crew to Water Plant.
- James Bailey transferred from Water Distribution to Street Dept.
- Moved Jordan Arney from part-time firefighter to Sgt.
- Coordinated pre-placement physical examinations and related pre-employment requirements for incoming employees, as they will begin employment in October –
 - Park Maintenance Specialist
 - Mechanic (2)

Recruitment & Workforce Support

- Continued recruitment and hiring support for Town departments. Participated in Firefighter interviews with Chief Jeff White.
- Coordinated candidate communications and onboarding requirements for newly selected employees.
- The positions open currently are a Dispatcher, Meter Reader, Firefighter, Codes Enforcement and Shop Supervisor.

Employee Recognition & Engagement

- Coordinated and completed the Employee of the Month selection process in partnership with the Employee of the Month Committee.
- Continued employee engagement efforts through recognition and communication initiatives.

- Began planning for the employee Christmas Party with the team that plans the event. We had a successful meeting and our theme this year is a fun one, ugly sweater.
- Attended Terry Henry's retirement luncheon.

Benefits Administration

- Continued administration of employee benefits and helped employees with benefit-related questions and concerns.

Employee Communication & Cybersecurity Awareness

- Completed KnowBe4 cybersecurity training.
- Prepared and scheduled five cybersecurity awareness emails for distribution to Town staff to reinforce cybersecurity best practices and employee awareness.

In addition to the activities highlighted above, the Human Resources office continued to coordinate all routine Human Resources functions, including benefits administration, payroll changes, employee relations, recruitment, onboarding, compliance activities, and other daily HR operations. As always, I remain committed to supporting employees, ensuring compliance, strengthening communication, and providing responsive Human Resources services across all Town departments.

Jonesborough Fire Incident Count (NERIS)

Dataset: Fire Incidents (NERIS)

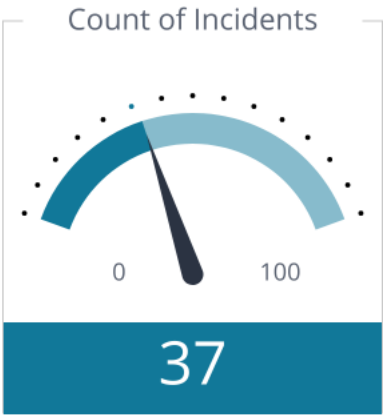
Date of Export: September 28, 2026 at 13:15:53

Created: December 22, 2025 at 18:19:48

Last Updated: September 1, 2026 at 09:12:14

Count of Total Incidents

Count of Total Incidents



Incidents by Shift

Incidents by Shift



Incidents by District

Incidents by District

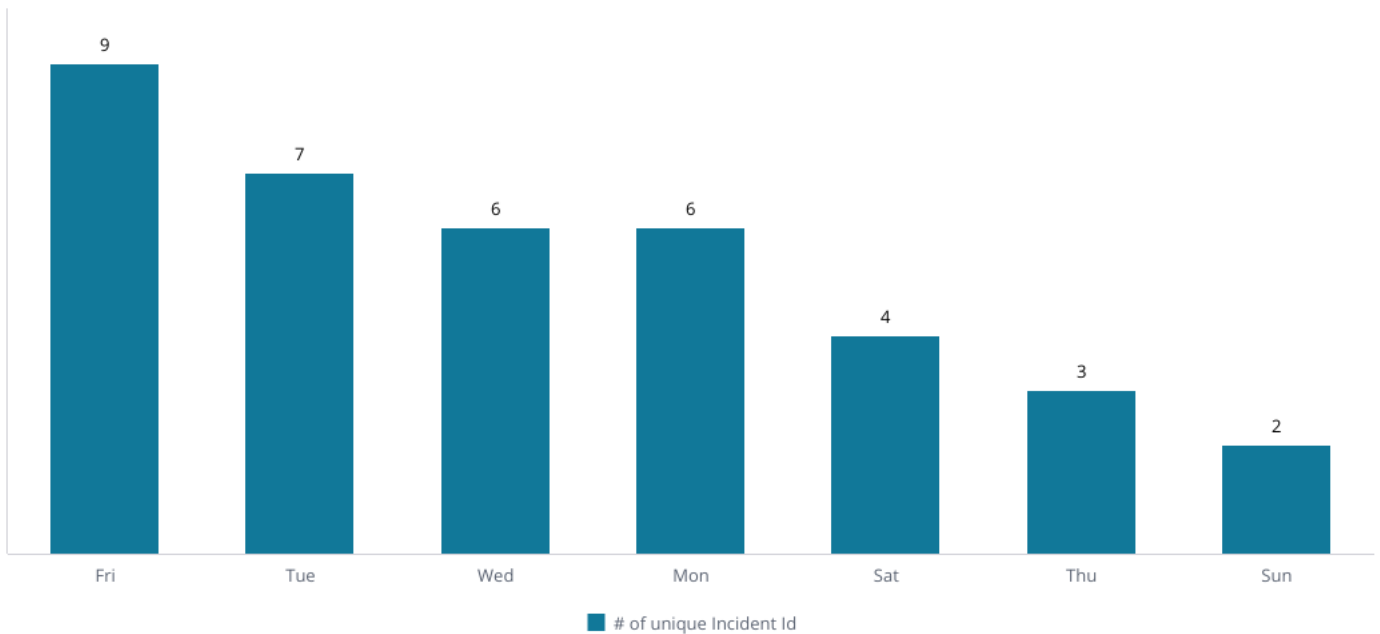


Fire Incident Count (NERIS)

Count of Incidents by month, day, hour of day, station, shift,
and unit

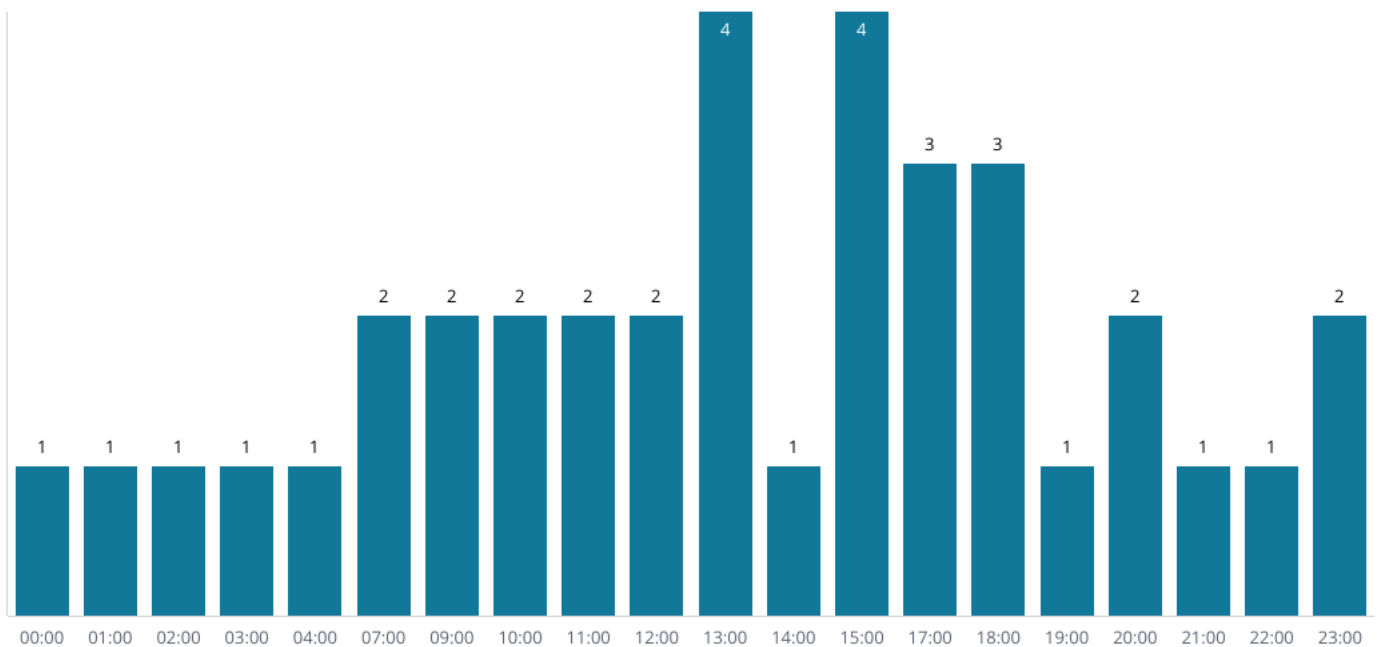
Incident Count by Day of Week

Incident Count by Day of Week



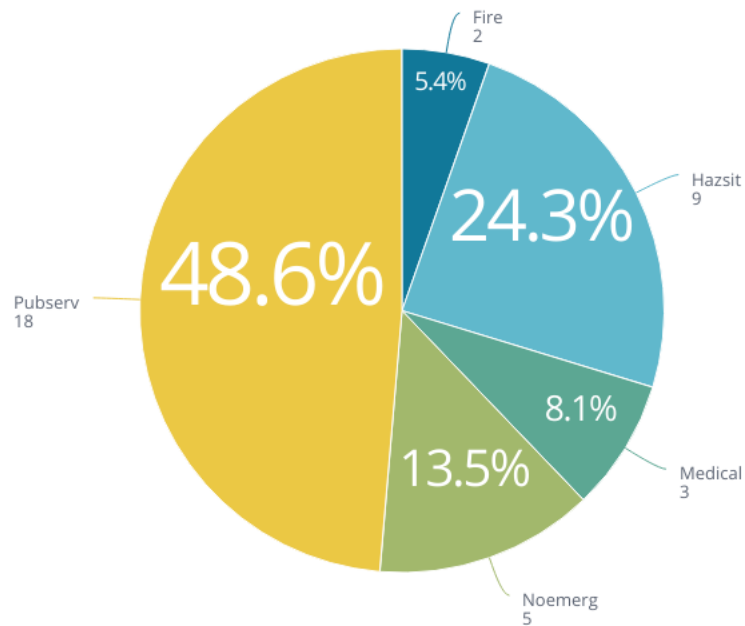
Incident Count by Hour of Day

Incident Count by Hour of Day



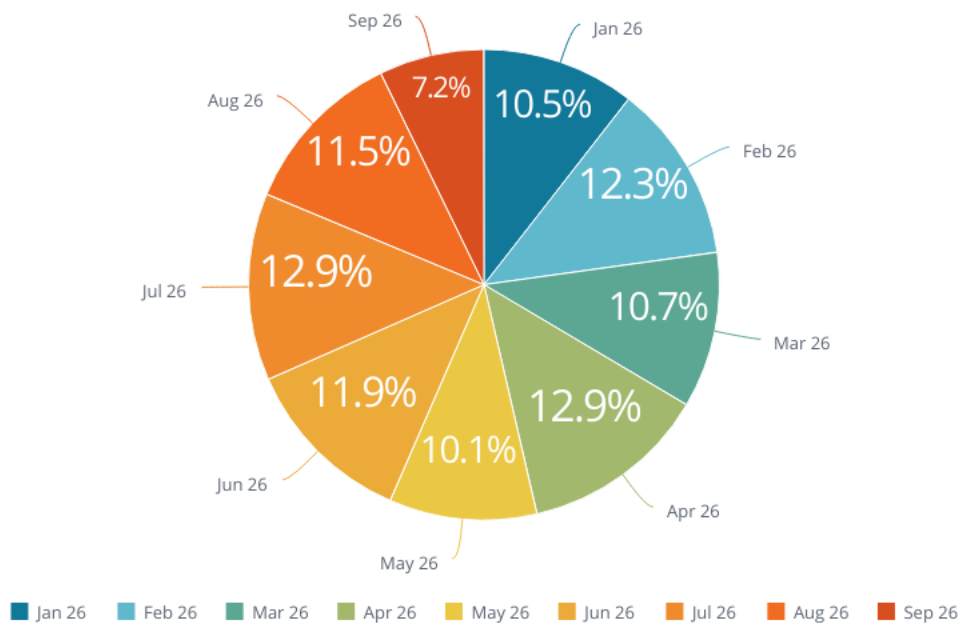
Percent of Incident Responses by Incident Type

Percent of Incident Responses by Incident Type



Incident Count By Month (This Year)

Incident Count By Month (This Year)



Incident Count By Month (This Year)

Months in Core incident onset date/time	Count of Incidents
January 2026	54
February 2026	63
March 2026	55
April 2026	66
May 2026	52
June 2026	61
July 2026	66
August 2026	59
September 2026	37
Count of Incidents	513

Utilities September 2026 Monthly Report

From: Utility Manager, Kevin Brobeck

To: Jonesborough Board of Mayor and Aldermen

The Utilities Department continued demonstrating its commitment to operational excellence, infrastructure investment, and the continued improvement of the Town's utility systems throughout September. Across all divisions, staff remained focused on providing safe, reliable water and wastewater services while advancing major capital and infrastructure projects, completing critical maintenance and system improvements, maintaining regulatory compliance, and strengthening the Department's operational capabilities. Significant progress continued across the Department, including waterline construction and system improvements, ongoing work associated with the new Water Treatment Plant, advancement of major wastewater projects, improvements to booster station operations and emergency preparedness, and continued expansion of GIS/GPS mapping and digital asset management. Staff also remained focused on preventative maintenance, customer service, system monitoring, interdepartmental coordination, and long-term planning to strengthen the reliability and resiliency of the Town's utility infrastructure. Weekly Directors Meetings and monthly Operational Meetings continued reinforcing communication, accountability, and coordinated decision-making across all divisions, helping ensure operational priorities and infrastructure projects remained on track. These combined efforts reflect the Department's continued commitment to protecting critical infrastructure, maintaining dependable utility services, and preparing the Town's water and wastewater systems to meet both current and future needs.

The Water Quality Department continued supporting reliable utility operations throughout September through meter reading and maintenance, customer service, cross-connection compliance, and distribution system support. Staff also continued expanding the use of OpenGov and SCADA to strengthen asset management, improve access to system information, and support more proactive monitoring of the Town's water distribution system.

Key Activities and Accomplishments for the Month Include:

- Performing meter readings for Billing Cycles 1-4, totaling 14,166 meters. This ensures and maintains accurate usage records for billing support.
- Worked the non-payment cut-off lists, resulting in 83 service disconnections due to non-payment.
- A total of 15 new taps were entered into Local Gov (LGC) for billing.
- Meter rechecks were performed in multiple areas, totaling 99. Rechecks are performed due to leak alerts, high usage concerns, various customer requests, and to assist with locating and marking meters for improved visibility.
- Staff responded to a high volume of customer inquiries relating to leaks, high bill/water usage, service availability, pressure and flow issues, and meter concerns. The total number of customer concerns for the month was 770 compared to last month's total of 745.
- Continued proactive meter maintenance and accessibility improvements, including clearing vegetation and obstructions around meter boxes, marking difficult-to-locate

meters, and replacing cracked or damaged meter lids. These efforts improve accessibility for technicians and allow customer concerns to be addressed more efficiently.

- Completed departmental vehicle inspections, with all Water Quality vehicles successfully completing the scheduled September inspection.
- The Cross Connection Specialist continued strengthening protection of the Town's drinking water system throughout September through backflow certification monitoring, customer and facility follow-up, digital record management, SCADA support, and continued integration of Cross-Connection assets into OpenGov. The program monitored 338 backflow devices, including 229 active certified devices, while continuing follow-up on expired and failed certifications. Two additional certifications are due in October.
 - Continued annual backflow compliance and certification activities at numerous commercial, institutional, and educational facilities, including Mt Zion Baptist Church, the old Taco Bell location, Limestone Dollar General, Starbucks, Washington County Schools, Davy Crockett High School, Jonesborough Elementary, and West View Elementary. Activities included obtaining and updating test reports, issuing certification notices, coordinating upcoming testing, and updating compliance records in OpenGov.
 - Expanded the Town's digital backflow asset-management program in OpenGov by scanning and linking certification reports to individual assets. Work continues to incorporate the current year's records and available reports from the previous five years, allowing staff to quickly review certification history and current compliance status from a centralized location.
 - Continued development of SCADA (Supervisory Control and Data Acquisition) monitoring and asset management. SCADA allows Utility personnel to remotely monitor critical operating conditions and system information in real time. Staff continued planning for real-time pressure monitoring at the Muddy Fork master meter site, monitored a SCADA power alarm at Arnold Road, reviewed master meter data indicating reverse flow, and continued adding SCADA locations and associated maintenance information into OpenGov.
 - Continued operational support through data analysis and system troubleshooting, including reviewing high-usage and leak information, monitoring automatic flush valve sites, developing improved connections for auto-flush equipment, and coordinating asset corrections and future work through OpenGov.
- The Valve Maintenance Specialist continued supporting distribution system reliability and water quality throughout September through system flushing, automatic flush valve maintenance, valve locating, pressure and flow testing, and field assistance to Distribution, GIS/GPS, and Water Treatment.
 - Flushed approximately 124 locations throughout the distribution system to address water quality concerns, air in water lines, and other operational needs.
 - Performed 72 maintenance checks/rechecks on automatic flush valves. A new control module was also installed on the Oakland automatic flush valve to restore proper operation.
 - Assisted customer with pressure and flow testing on Mayberry Road, Old Boones Creek Road, Black Olive, and Sagewood Court, helping investigate reported system pressure and flow concerns.

- Located and documented critical distribution assets, including mainline valves on Heritage Lane, Mount Zion Church Road, East Jackson Boulevard, N 3rd Avenue, Frank Lowe Road, and Newt Good Road, along with blowoff valves on Vesta Sue Court, Persimmon Ridge, New Salem Drive, Newt Good Road, and Ferd Henley Road.
- Provided interdepartmental field support by assisting GIS/GPS with valve locations, Distribution with leak response and valve locating, and the Water Treatment Plant with obtaining parts for repair of a 4-inch PVC main leak. Staff also assisted Distribution during the Butchertown Road leak and with a meter leak on O.J. Campbell Road.

The Water Distribution Department continued strengthening the Town's water infrastructure throughout September through timely leak repairs, new service installations, system maintenance, and continued waterline extensions. Crews remained focused on maintaining reliable water service while improving system accessibility, responding to customer needs, and advancing infrastructure projects designed to support the continued reliability and expansion of the Town's water distribution system.

Key Activities and Accomplishments for the Month Include:

- Adams and Corby Road Waterline Extension Project: The County Construction crew began installation on September 9 and installed approximately 1,840 linear feet of 6-inch ductile iron water main during the month. Work also included two service taps, two driveway crossings, two complete three-way valve assemblies with fire hydrants, and one 2-inch blowoff assembly. Approximately 1,000 feet of the project remains, with a larger excavator equipped with a rock hammer being utilized due to extensive rock encountered along the project route due to the predominantly rocky conditions.
- Dulaney Road Waterline Extension Project: Completed final cleanup, system flushing, and water quality sampling following completion of the approximately 4,500-foot, 6-inch ductile iron waterline extension, bringing the project to completion.
- Repaired a total of 46 water leaks during September, including both main line and service line repairs, while continuing to respond to leaks and breaks in a timely manner to minimize service disruptions.
- Installed 20 new service taps during September, compared to 29 in August. This included an emergency tap at 1333 Boones Creek Road, with crews continuing to complete new service requests promptly as they were received.
- Completed 366 Tennessee One Call utility locates in support of proposed work activities by utility and communication providers.
- Replaced 12 meter boxes throughout the service area and completed additional meter-related maintenance.
- Completed cleanup of 30 customer yards following distribution system work, with an additional 99 locations remaining to be seeded/restored. Crews also completed cleanup of the Berry Ridge dump site and removed accumulated spoil material from the Utilities shop area near the sewer pump station.

- Responded to a contractor-related incident involving the 12-inch ductile iron water main and coordinated repair activities requiring creek control and the use of larger excavation equipment.
- Removed from service an approximately 400-foot leaking service line along Highway 81 South, eliminating the deteriorated section from the active distribution system.
- Conducted system pressure and flow testing at multiple locations, including a hydrant flow test at 970 Dry Creek Road to evaluate the water system's capacity to support potential future development, as well as pressure and flow testing at 1489 Highway 81 North to assess existing system conditions.
- County Construction crews also performed necessary equipment and vehicle maintenance during September, including replacement of track pads on one of the Cat 308 excavators and sending a second Cat 308 for repairs.
- Continued planning for upcoming waterline extensions projects was also conducted.

The Water Treatment Plant (WTP) continued providing safe, reliable drinking water throughout September while maintaining compliance with State and Federal regulatory requirements and meeting increased system demand. Staff completed required water quality monitoring and laboratory testing, advanced significant improvements at the Raw Water Intake and booster stations, performed preventative maintenance and equipment upgrades, and continued supporting improvements to the Town's water treatment infrastructure.

Key Activities and Accomplishments for the Month Include:

- Processed approximately 70.1 million gallons of water during September, with an average daily production of 2.92 million gallons per day.
- Operations remained in compliance with all State and Federal regulatory requirements while continuing to meet system demand throughout the month. All in-house and external laboratory test results remained within applicable standards.
- Monthly Operations Reports (MOR) were completed and submitted to the state on 09/03/26. This report is a compliance document that outlines water quality, production, chemical usage, and operational details for the previous month. The report shows that all safe drinking water standards were met.
- Routine water quality monitoring including Bacteriological, TOC/DOC, and fluoride sampling all confirmed the continued delivery of safe drinking water.
 - The first round of Bacteriological samples was collected the week of 09/10/26 and the second round collected 09/17/26. We are required to collect a total of 40 Bacteriological samples per month. All 40 samples that were tested came back negative for bacteria. This sampling is done to check for the presence of bacteria, which can indicate contamination and the potential presence of harmful pathogens in the water.
 - Disinfection Byproducts (DBPs): Required sampling for Trihalomethanes (THMs) and Haloacetic Acids (HAAs) was completed on 09/03/26. These samples are collected to monitor for disinfection byproducts that can form when chlorine used during the treatment process reacts with naturally occurring organic matter in the source water. DBPs are regulated under the Safe Drinking Water Act,

which sets limits on how much can be present in drinking water. September sample results were well below regulatory limits, demonstrating continued compliance with drinking water standards and effective treatment practices.

- Monthly samples for the Total Organic Carbon (TOC) and Dissolved Organic Carbon (DOC) were also collected the week of 09/16/26 and sent to Waypoint Analytical. These samples are sent in to measure the amount of organic material in a water source. The results for this month were well below maximum mandated levels.
- Monthly fluoride samples from the distribution system were taken and submitted to Waypoint Analytical for analysis on 09/16/26. Fluoride is added to help prevent tooth decay by strengthening tooth enamel which makes teeth more resistant to cavities. The Environmental Protection Agency (EPA) requires that fluoride levels in water do not exceed 2.0 parts per million. The test results resulted in a fluoride residual of 0.54 parts per million compared to last month which was 0.40 parts per million.
- Raw Water Intake Screen Replacement: Divers successfully completed replacement of the river intake screens on September 18. Both downstream screens were replaced as part of the work, completing a significant improvement to the Raw Water Intake following damage sustained during Hurricane Helene.
- Sedimentation Basin Maintenance: Cleaned the large sedimentation basin on 09/21/26 to remove accumulated sand and silt. Increased sediment accumulation has required the basin to be cleaned approximately every two to three months following damage to the Raw Water Intake during Hurricane Helene.
- Charlie Hicks Booster Station: Successfully commissioned and placed the new Charlie Hicks Booster Station into full operation on September 9. The station was also integrated into the Town's High Tide SCADA system, allowing operators to remotely monitor critical station operating conditions. Plans to remove the old station have not been finalized.
- New Clearwell Construction: Pro Con continued construction of the new Water Treatment Plant clearwell, with the project reaching the final stages of construction during September.
- Seth Van Wyck, WTP Director, attended a Tennessee Water and Wastewater Association (TWWA) presentation in Blountville on 09/16/26 that focused on the treatment benefits and potential cost savings associated with MIOX technology. MIOX generates a chlorine-based disinfectant on-site for use in the water treatment process and provides important treatment benefits, including helping reduce taste and odor concerns and the formation of certain disinfection byproducts. While the age of the existing Water Treatment Plant and MIOX system can limit potential cost savings, the technology continues to play an important role in the Town's ability to produce high-quality drinking water. The new Water Treatment Plant will include a new MIOX system, which is expected to provide the Town with both continued treatment benefits and improved operational cost efficiency.
- Multiple maintenance activities were performed throughout the month of August, including:
 - Installed new exterior lighting at the Charlie Hicks, Bumpass Cove, and Highway 81 Booster Stations, improving visibility and safety for operators conducting nighttime site visits while also enhancing site security. Staff are also preparing to install door-mounted limit switches that will activate SCADA intrusion alarms when facility doors are opened.

- Labtronx completed quarterly calibration of Water Treatment Plant instrumentation to ensure accurate monitoring and process control.
 - Staff also installed a new level transducer on the salt tank, replaced a small coagulant pump, and had the Plant's HVAC system inspected and serviced.
- Staffing: Welcomed Jeff Story to the Water Treatment Plant on September 22 and Tyler Edwards on September 28, filling vacancies created by the departures of Grace Constable and Dustin Purcell.

The Utilities Maintenance Department continued strengthening the reliability, safety, and operational readiness of the Town's utility infrastructure throughout September. Staff completed significant electrical and mechanical repairs, advanced improvements at multiple booster stations, strengthened emergency operating procedures, and continued expanding monitoring and security capabilities while providing technical support to Water Treatment operations.

Key Activities and Accomplishments for the Month Include:

- Charlie Hicks Booster Pump Station: Completed startup and commissioning of the new Charlie Hicks Booster Station, bringing the facility fully online and into normal operation. Staff also tested the nighttime operation of the exterior lighting system and later replaced the original 150-watt wall-mounted fixtures with 35-watt, fully downward-facing LED fixtures following concerns from nearby residents. The revised lighting maintains necessary visibility and safety at the above-ground facility while reducing light impact on surrounding properties.
- Woodlawn Booster Pump Station: Completed replacement of the remaining aging pump motors at Woodlawn, including Pump No. 2 and the final remaining pump motor. A new mobile gantry crane was also assembled at the facility to safely support the motor replacements and provide additional lifting capability for future maintenance activities throughout the Utility system.
- Highway 81 Booster Pump Station: Installed new exterior lighting, utilizing downward-facing fixtures similar to those installed at Charlie Hicks due to the station's proximity to nearby residences.
- Rockhouse Booster Pump Station: Responded to a SCADA control issue requiring a control-board reset and repaired a cracked suction-pressure tube, restoring proper pressure monitoring and station operation.
- Maintenance Equipment and Facility Support:
 - Installed conduit and wiring at the Charlie Hicks, Bumpus Cove, and Highway 81 Booster Stations in preparation for new door-intrusion alarm components. The devices will be integrated into the Town's Supervisory Control and Data Acquisition (SCADA) system, which allows Utility personnel to remotely monitor critical equipment and operating conditions. Once completed, opening a facility door will generate an alarm through SCADA, providing additional remote monitoring and site security.
 - Responded to a BrightRidge power interruption that caused the Raw Water Intake, Rockhouse Booster Pump Station, and Water Treatment Plant to shut down. Using established startup procedures, staff successfully restored all three critical

facilities to operation within approximately 15 minutes without issue, demonstrating the effectiveness of the Town's emergency power and operational preparedness improvements.

- A blockage in the carbon feeder outlet at the WTP was cleared after debris obstructed the discharge opening and caused mixed carbon to overflow from the chamber and onto the floor.
- Assisted with draining and cleaning the large sedimentation basin as part of the ongoing Water Treatment Plant maintenance.
- Updated the Water Treatment Plant's existing startup and shutdown procedures and redesignated them as "Planned Startup" and "Planned Shutdown." Kellen Chaffee also developed a new Emergency Startup Standard Operating Procedure (SOP) reflecting the addition of generators at critical Utility facilities, providing operators with clear procedures for restoring operations following an unexpected power loss or other emergency.
- Repaired deteriorated access hatch doors at the Water Treatment Plant's Raw Water valve/meter vault. Years of wear and damage had affected proper operation of the hatches; repairs restored the doors so they now fully close and latch properly. New vault hatch keys were fabricated to improve access for future inspection and maintenance activities.
- Completed repairs to the WTP brine tank level-monitoring system after previous troubleshooting determined that prolonged exposure to salt had damaged the transducer and left the digital display unreadable. Both the damaged transducer, which measures the liquid level within the tank, and the digital display, were replaced restoring accurate level monitoring and proper operation of the system.
- Received and began outfitting the department's new crane truck, which will enhance the department's ability to safely perform equipment handling, lifting, and electrical and mechanical maintenance throughout the Utility system.

The GIS/GPS Department continued expanding and improving the Town's digital utility mapping system throughout September through high-accuracy GPS surveying and ArcGIS Online (AGOL) updates. Staff focused on documenting critical transmission and distribution infrastructure, newly constructed waterlines, valves, hydrants, and other system assets to provide Utility personnel with reliable information for system operation, maintenance, emergency response, and future infrastructure planning.

Key Activities and Accomplishments for the Month Include:

- Completed extensive GPS surveying and ArcGIS Online (AGOL) mapping of critical water infrastructure, including isolation valves, fire hydrants, hydrant shut-off valves, air-release valves (ARVs), and blowoff valves (BOVs) throughout multiple areas of the distribution system.
- Completed GPS Mapping of critical portions of the Town's larger transmission system, including:

- The existing 16-inch waterline from Old Stage Road to the final tie-in at Old Embreeville Road/Forest View and the source tie-in at the Water Treatment Plant.
- The existing 24-inch waterline from its connection with the 16-inch main at Spring Street to the end of the line at the Lowe's entrance along East Jackson Boulevard.
- The 24-inch Persimmon Ridge transmission main, including isolation valves, hydrants, hydrant shut-off valves, and 6-inch air-release valves from intersection of West Main Street/Persimmon Ridge Road through S 3rd Ave and Depot Street ending at the 24-inch isolation valve at 4th Ave and Depot Street.
- Added recently constructed infrastructure to the Town's digital mapping system, including the new 6-inch waterline and associated assets in the Vines Farm subdivision, covering Vines Farm Lane, Sylvias Meadow, Elmo Trail, Momma Lou Court, Planted Stone Court, and Wilson Knob View.
 - Mapped the new Persimmon Ridge Townhomes water system along Sycamore Creek Drive and Cantrell Court, including valves, hydrants, hydrant shut-off valves, and blowoffs.
 - Mapped the new 6-inch Dulaney Road waterline from Mill Springs Road to Summit Drive, documenting valves, hydrants, hydrant shut-off valves, and blowoff infrastructure following completion of the project.
- Tommy Campbell Rd: Completed GPS mapping of the new 12-inch waterline bypass/rerouting installed for the bridge project, including associated valves and insertion valves, ensuring the newly relocated infrastructure is accurately documented within the Town's utility mapping system.
- Continued mapping existing distribution infrastructure along Heritage Place Drive; John Sevier Avenue; Jefferson Drive; Longview Avenue; Kirk Lane; Landon Trail; Old Franklin Place; Persimmon Ridge Road; Depot Street; Bowman Avenue; New Street; East Woodrow Avenue; Fox Street; West Jackson Boulevard; and the Persimmon Ridge Park/Wetlands Park area.
- Surveyed additional critical infrastructure at the intersection of Highway 81 North, Horseshoe Bend Road, and Leesburg Road, including existing 2-inch, 3-inch, and 6-inch isolation valves and fire hydrant infrastructure. Staff also mapped the existing 12-inch A/C waterline and associated valves and hydrants along Old Embreeville Road from McIntyre Road to Frank Hilbert Road.

The Wastewater Department continued maintaining the reliability of the Town's collection and treatment systems throughout September through preventative maintenance, system repairs, regulatory monitoring, and continued progress on major infrastructure projects. Staff completed maintenance and repairs throughout the collection system and at multiple pump stations, responded to customer needs, and maintained normal Wastewater Treatment Plant operations. September also included continued work on the CIPP and A-Station projects, completion of the Angle Street stormwater project, and preparations for increased system demands associated with the National Storytelling Festival.

Key Activities and Accomplishments for the Month Include:

- CIPP Project (M&M Pipe Services): Project 95% complete; M&M Pipe Services is preparing to complete the remaining work during Fall 2026.
- A-Station Project (Franklin Underground): Project 65% complete, with gravity sewer installation continued in the Angle Street and West College area.
 - Town crews also completed debris removal along West College Street and cleanup of easement obligations associated with the project.
- All industries remained in compliance with industrial pretreatment permits; however, under the NPDES Permit, a failing IC25 result for C. Dubia was received during September. WWTP staff promptly initiated resampling and are working with the laboratory to determine the cause of the low result.
- Completed final work on the Angle Street Stormwater Project, including topsoil placement, final grading, seeding, and installation of straw matting for erosion prevention and site stabilization.
- Conducted maintenance and repair activities at numerous pump stations, including Bush Hog, Walnut Grove, Grandview, New Halifax, Timber Ridge, Hero's Way, and Skyline. Work included station repairs, cleaning, routine inspections, grounds maintenance, and verification of proper equipment operation.
- Continued servicing STEP units, sewer lines, cleanouts, and customer connections throughout the collection system. Work included STEP unit repairs on Stage Road and Patton Drive, installation of a new STEP force main on Stage Road, and line maintenance and repairs along McCoy Circle, Greenlee Drive, Meadow Creek Court, East Main Street, Timber Ridge, Stage Road, and Spring Street.
- Completed two new sewer taps, along with approximately 200 feet of sewer line cleaning, 200 feet of line inspections, 4 system repairs, 10 station repairs, 2 station cleanings, and 4 STEP unit repairs during the month.
- Responded to 14 customer service calls, all of which were successfully resolved, and processed 608 Tennessee 811 requests, with 223 requiring field action.
- The Wastewater Treatment Plant experienced 9 days of precipitation totaling 4.69 inches during September. Average daily influent was approximately 223,000 gallons per day, with the estimated infiltration and inflow rate averaging approximately 33%.
- Wastewater Treatment Plant operations remained normal throughout September, with the reported treatment parameters remaining within their listed permit limits. The plant also reported no wastewater overflows, releases, or bypasses during the month.
- TDEC conducted an onsite laboratory compliance inspection on September 1. The plant continued normal operations with no violations reported following the inspection.
- Prepared the downtown wastewater collection system for the National Storytelling Festival by cleaning sewer lines to reduce the potential for service issues during the increased activity associated with the event.

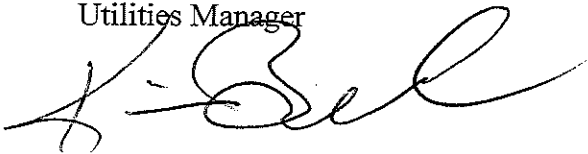
The Purchasing Clerk continued providing essential support to utility operations throughout September by coordinating procurement, maintaining inventory, processing purchasing documentation, and ensuring necessary materials and supplies were available for daily operations and upcoming infrastructure projects. Staff remained focused on maintaining adequate stock levels, obtaining pricing for needed materials, coordinating project-specific purchases, and supporting accurate and timely purchasing processes across all Utility divisions.

Key Activities and Accomplishments for the Month Include:

- Processed and submitted requisitions for purchase orders and continued coding bills and purchasing documentation throughout the month to support timely processing and accurate departmental expenditures.
- Continued reviewing inventory levels, obtaining pricing, and ordering replacement parts and supplies to maintain adequate stock for routine maintenance, repairs, and construction activities.
- Continued procurement activities for the Adams and Corby Road waterline project, including submitting bids, ordering required materials, and coordinating receipt of project supplies. Later in the month, all identified materials had been received except the 6-inch ductile iron pipe.
- Coordinated the purchase of safety supplies and janitorial materials for multiple Utility departments to support routine field and facility operations.
- Continued developing and updating the parts inventory list to identify future supply needs and improve the availability of commonly used materials.
- Continued cleaning and organizing the parts room and storage shed to improve inventory organization and accessibility.

In closing, the Utilities Department remains firmly committed to accountability, operational excellence, and the continued improvement of the Town's utility infrastructure. Through coordinated efforts across all divisions, staff continued making meaningful progress on critical infrastructure improvements, capital projects, preventative maintenance, regulatory compliance, and asset management initiatives while maintaining safe and reliable day-to-day operations. Continued investment in employee development, safety, technology, equipment, emergency preparedness, and system improvements further strengthens the Department's operational capabilities and supports the long-term reliability and resiliency of the Town's water and wastewater systems. As major projects continue to advance, the Department remains focused on maintaining dependable utility services, protecting critical infrastructure, and ensuring the Town's utility systems are prepared to support current needs, future growth, and continued infrastructure investment.

Thank you,
Kevin Brobeck
Utilities Manager

A handwritten signature in black ink, appearing to read 'K. Brobeck', written over the printed name.

Town of Jonesborough
Water Quality Department
Monthly Report
SEPTEMBER 2026

<u>Meters Read:</u>	<u>Meters Cut On/CBOP</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
14,166	103	60	99

<u>Meter Maintenance:</u>	<u>Non-Payment:</u>	<u>Customer Inquiries:</u>
Meters Marked - 31	83	770
Meters Serviced- 96		
Locations Entered in Harmony- 15		

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports & Spreadsheets:</u>
124	13	854

<u>Valve Maintenance:</u>	<u>Dispatch & Service Calls:</u>	<u>Water Line Locates:</u>
Valves exercised- 108	1,211	15

Total Actions Taken:
17,748

Town of Jonesborough
Water Quality Department
Monthly Cross-Connection / SCADA Report

MONTH ENDING

September 30, 2026

SUBMITTED TO

Artie White, Water Quality Director

PROGRAM OVERVIEW

The Cross-Connection Control Program protects the Town's drinking water system from potential contamination by monitoring backflow prevention devices, tracking required certifications, coordinating customer compliance, and maintaining accurate system records. This month, Cross Connection specialist Tim Sjogren, continued certification follow-up, expanded digital asset-management efforts, and supported SCADA and Water Quality operations.

CURRENT STATUS OF BACKFLOW PROGRAM

PROGRAM STATUS	September 2026
Total Monitored Devices	338
Active Certified	229
Active Expired	21
Active Failed	6
Inactive	66
Air Gaps	27
Certifications Due in October	2

CROSS-CONNECTION ACTIVITIES

- UPDATED Mt Zion Baptist Church backflow reports & scanned into OpenGov.
- UPDATED Old Taco Bell backflow status : made tasks to winterize irrigation backflow : visited Limestone Dollar General to make contact regarding expired backflow testing.
- Reviewed the Cross-Connection database for September recertifications to support proactive notification and continued compliance. DELIVERED notice to Starbucks.
- Contacted Johnson Controls regarding Four Oaks Healthcare upcoming reports due.
- UPDATED backflow test reports for Regents Bank. Contacted Southern Backflow Services to update reporting emails.
- contacted 3rd party corporate testing contractor for Dollar General Backflow regarding lapsed testing at Limestone, Telford, and HWY 81 S locations. UPDATE: tests scheduled.
- Mailed out backflow due to expire notice and attempting to contact Starbucks manager regarding upcoming annual backflow test for the location.
- In person meeting with WA County Schools maintenance supervisor.
- Updated backflows for Davy Crockett high school : added 2 backflows for new Jonesborough Elem fireline system : updated new backflow replacement at WA County bus garage.
- Updated Westview Elem backflow certification database & OpenGov.
- Met Starbucks manager and delivered backflow certification expiring notice.

Town of Jonesborough
Water Quality Department
Monthly Cross-Connection / SCADA Report

SCADA & ASSET MANAGEMENT

Supervisory Control and Data Acquisition (SCADA) allows Utility personnel to remotely monitor critical operating conditions and system information in real time.

- Continued planning to add real-time pressure monitoring at the Muddy Fork master meter site, improving visibility of distribution-system pressure and changing operating conditions.
- Began adding SCADA locations as assets within OpenGov for location details, maintenance records, Standard Operating Procedures (SOPs), and long-term asset-management purposes.
- Monitoring Arnold Rd SCADA alarm (power outage)
- Pulling data logs from WA College Master Meter SCADA site : (showing reverse flow)

WATER QUALITY & OPERATIONAL SUPPORT

- normal water quality TASKS
- new meter install on Big Limestone Rd (adding asset info into OpenGov)
- proto-typing flexible auto-clave valve connectors for auto-flush valve sites
- pulled data log statistics for Limestone Freewill Baptist to identify high-usage
- pulled data log statistics for farm on Barkely Rd regarding high usage leak
- Checking auto flush valve sites for Jim : the big 4 on Tues & Fri : updated PICS for all 17 auto-flush sites in OpenGov : replaced timer control plastic cracked valve and updated to Rainbird controller.
- Pulled data log statistics for Dr. Monger's dentist office and confirmed leak alert date range and water usage.

FOLLOW-UP / UPCOMING WORK

- Continuing expanding OpenGov backflow records by linking digital copies of current-year certification reports and available reports from the previous five years, allowing staff to quickly review an asset's certification history and compliance status.
- DIGITAL OpenGov Project Status: Book 1,2,4,5,6 complete.
- Continuing to create WQ-GPS tasks for future attention as incorrect asset locations frequently becoming an issue. (i.e. 6 orphaned assets stacked together on Cherry Ridge Rd)
- Assigned work tasks to fix water valve stems and big meter box lid at Davy Crockett High School.
- Continuing to schedule upcoming annual certifications for Wa Co Schools at the Bus Garage and Lamar Elem.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

Monthly Report September 2026

Water Distribution

Complaints - 3	2 - Total Complaints Last Month
Taps Installed - 20	29 - Total Taps Last Month
Tennessee One Call - 366	352 - Total Last Month

This Month there were 366 locations marked on our Water System for proposed work such as Telephone Co, Gas Co, Cable Co, and Power Board.

Water Leaks Total - 46	41 - Total Last Month
Down Meters Installed Total - 0	0 - Last Month
Meter Boxes Replaced - 12	5 - Last Month
Yard Work Clean Total - 30	20 - Total Last Month

Month of September Town Crew

Yards to sow (99 to sow)

The Town Crew have concentrated their efforts on repairing all leaks and completing all taps that have come in in a timely manner.

Upcoming Line Extensions Town Crew

1262 E. Jackson Blvd-500Lf 6" ductile iron

Upcoming Line Extensions County Crew

- Hartsell Rd- 4500 Feet 6" DI Completed
- Rocky Hollow Rd Completed
- M. Kyker Rd Completed
- M. Kyker/Miller rd. to Cloyd rd. Plans have been approved
- Adams and Corby Rd. In progress approximately 1000 ft remaining
- Dulaney Rd -4500 feet of 6" di- Completed

For the month of September County Construction Crew

County Construction September Report

During the month of September, the County Construction Crew installed a total of 1,840 feet of 6-inch ductile iron pipe. The crew began the month by completing cleanup work on Dulaney Road, as well as performing system flushing and water sampling.

On September 9, the crew began water line installation on Adams and Corby Road. To date, the project has included the completion of two service taps, two driveway crossings, two complete three-way valve assemblies with fire hydrants, and one 2-inch blowoff assembly.

Due to the predominantly rocky conditions encountered on Adams and Corby Road, a larger excavator equipped with a rock hammer was rented to assist with completing the remaining work on the project.

Throughout the month, the crew also performed necessary maintenance on equipment and vehicles, including the replacement of track pads on one of the department's Cat 308 excavators and sending the other 308 to stowers for repairs.

Jonesborough Water Treatment Facility

Monthly Report

September 2026

As of September 25th 2026, the total amount of water processed was 70.1 million gallons, with a daily average of 2.92 million, a maximum of 3.04 million, and a minimum of 2.67 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. The Monthly Operations Report (MOR) was completed and turned into TDEC (State). Diver started and completed replacement of the WTP Intake screen in the middle of the River. Grace Constable and Dustin Purcell left the WTP. Jeff Story and Tyler Edwards will joining the WTP. Labtronx were on site to perform quarterly calibrations of all WTP instrumentation. We cleaned the large sedimentation basin. We installed exterior lighting at all new booster stations (Charlie Hicks, Bumpass Cove, Hwy 81). The will increase safety if and when operators have to perform night visits to each site, as well as increase site security. Door alarms on all booster stations will be installed in the upcoming weeks. Pro Con, the contractor hired to build the New Clearwell at the WTP, are reaching their final stages of construction. Replace small coagulant pump at the WTP. Operations of the Water Treatment Plant went smoothly while adhering to all State and Federal regulatory standards and meeting water usage demands for the Town of Jonesborough.

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

Seth Van Wyck
Director of Water Treatment

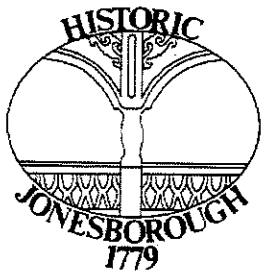
Utilities Maintenance Dept.

Month of September 2026

- *The Water Plant brine tank level transmitter digital display had been unreadable for some time now and in previous troubleshooting, I found that the transducer, measuring the tank level had been damaged due to salt exposure for a long period of time. I replaced the transducer and digital display and all functions as it should.*
- *Utility Maintenance took possession of the newly purchased crane truck and it has since been getting tooled up.*
- *We ordered a mobile gantry crane initially for use at Woodlawn Booster Pump Station, but also for many other purposes. I assembled the gantry crane at Woodlawn in preparation for replacing the old pump motors.*
- *I replaced pump 2 motor at Woodlawn.*
- *I unclogged the carbon feeder outlet due to debris plugging the outlet hole. The plug caused mixed carbon to overflow out of the chamber and onto the floor.*
- *Rockhouse Booster Pump Station required a SCADA control board reset.*
- *While at Rockhouse, I repaired a damaged plastic suction pressure tube that had a crack in it.*
- *I updated the Water Plant startup and shutdown procedures and re-named them "planned startup" and "planned shutdown". I also created a new standard operating procedure for emergency startup, due to now having generators at our critical sites.*
- *I performed a complete startup and commissioning of the new Charlie Hicks Booster Pump Station, which is now online and functioning with no issue. The general contractor will be finishing both Bumpus Cove and Charlie Hicks pump stations finish work within a few weeks.*
- *I covered Water Plant operator shifts throughout the weekend.*
- *The Water Plant experienced a power issue from Brightridge power board Saturday night which caused the Intake, Rockhouse Pump Station and the Water Plant to shut down. Startup of all three sites took 15 minutes with no issue.*
- *I enabled the nighttime function of Charlie Hicks and Bumpus Cove Pump Stations exterior lights to test over the course of the next couple days.*
- *I replaced the last pump motor at Woodlawn Booster Pump Station.*
- *Due to two customer complaints on site, I replaced the exterior lights at Charlie Hicks Pump Station. The old light fixtures were standard wallpack lights at 150W LED. The new fixtures installed are completely down facing and set at the lowest*

setting of 35W. We must have exterior lights due to the new station being above ground and for safety of employees and the public.

- I assisted in the draining and cleaning of the large sedimentation basin at the Water Plant.*
- I assisted with remote site training and familiarization.*
- I ran conduit and wire at Bumpus Cove and Charlie Hicks Booster Pump Stations in preparation for new door intrusion alarm components. These devices will be wired in to our SCADA for alarm dial out.*
- At 81 Booster Pump Station, I ran conduit and wire for door intrusion alarm components and for exterior lighting. I also installed new exterior lights fixtures that match the fixtures at Charlie Hicks Pump Station due to its proximity of residents.*
- At the Water Plant, I repaired the Raw Water valve/meter vault access hatch doors due to wear and damage from years past. All vault doors now latch and fully function. I fabricated new vault hatch keys as well.*



TOWN OF JONESBOROUGH

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

To: Kevin Brobeck

From: Craig Persinger

September 2026 Monthly Report GIS/GPS & Inspections

Week of 9/01/2026.

GPS Survey & ArcGIS Online (AGOL) Mapping: Complete GPS of the existing 16-inch waterline isolation valves, FHs, FH shut-off valves and air release valves (ARVs) from Old Stage Rd to final tie-in at Old Embreeville & Forest View and at source tie-in at the water treatment plant. GPS the existing 24-inch raw water valve at the intake facility. GPS the existing 24-inch waterline isolation valves, FHs, FH shutoff valves & ARVs (Air Release Valves) from tie-in to the existing 16-inch waterline at Spring St to end of line at Lowes entrance along E Jackson Blvd. GPS the new 6-inch waterline valves, FH's, FH shutoff valves & BOVs in the Vines Farm subdivision which includes Vines farm Ln, Sylvias Meadow, Elmo Trail, Momma Lou Ct, Planted Stone Ct and Wilson Knob View from tie-in to existing 12-inch waterline on E Main St to tie-in at Vines Dr. GPS the existing 6-inch waterline valves, FH's, FH shutoff valves & BOV's along Heritage Place Dr from tie-in at Spring St back to blow-off valves at cul-de-sacs.

Week of 9/08/2026

GPS Survey & ArcGIS Online (AGOL) Mapping: GPS the existing 6-inch waterline valves, FH's, FH shutoff valves & 2" BOV along John Sevier Ave, Jefferson Dr & Longview Ave from tie-in at E Main St to end of line at E Jackson Blvd. GPS the existing 6-inch waterline valves, FH's, FH shutoff valves & 2" BOV along Kirk Ln, Landon Trail, & Old Franklin Pl from tie-in at Shell Rd to tie-in at Persimmon Ridge Rd. GPS the existing 6-inch waterline valves, FHs, FH shut-off valves and BOV along Persimmon Ridge Rd from tie-in at W Main St to tie-in at Ben Gamble Rd. GPS the Persimmon Ridge 24-inch water transmission main isolation valves, FHs, FH shut-off valves and 6" ARVs from the intersection of W Main St & Persimmon Ridge



TOWN OF JONESBOROUGH

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

Rd to S 3rd Ave & Depot St; ending at the 24" isolation valve at 4th Ave & Depot St. GPS the existing 6" & 8" waterline valves, FHs and FH shut-off valves along Depot St from tie-in at S 3rd Ave to S 2nd Ave & W Woodrow Ave tie-in.

Week of 9/14/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing 6-inch waterline isolation valves, FHs and FH shutoff valves along Bowman Ave & New St from tie-in at Depot St to tie-in at S Cherokee St. GPS the existing 6-inch waterline valves, FHs, FH shutoff valves & 2" BOV along E Woodrow Ave & Fox St from tie-in at S Cherokee to tie-in at E Main St. GPS the new Persimmon Ridge Townhomes subdivision 6-inch waterline valves, FH's, FH shutoff valves & BOV's along Sycamore Creek Dr and Cantrell Ct from tie-in at Old State Rte. 34 back to BOV in cul-de-sac. GPS the existing 6-inch waterline valves, FHs and FH shutoff valves from tie-in along W Jackson Blvd to end of 6" waterline. GPS the 24" Valves at the Persimmon Ridge Water Tank. GPS the existing 6-inch waterline valves, FHs, FH shut-off valves and BOVs in the Persimmon Ridge Park & Wetlands Park.

Week of 9/21/2026

GPS Survey & ArcGIS Online (AGOL) Mapping:

No GPS or AGOL Mapping activities planned (GIS manager on vacation)

Week of 9/28/2026

GPS Survey & ArcGIS Online (AGOL) Mapping: GPS the new 12-inch waterline bypass/rerouting for bridge work, valves and insertion valves on Tommy Campbell Rd. GPS the existing 2-inch, 3-inch & 6-inch isolation valves, FH & FH shut-off valve at the intersection of Hwy 81 N, Horseshoe Bend Rd and Leesburg Rd. GPS the new 6-inch



TOWN OF JONESBOROUGH

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

waterline valves, FHs, FH shut-off valves and BOVs along Dulaney Rd from tie-in at Mill Springs Rd to 6" BOV at Summit Dr. GPS the existing 12-inch A/C waterline valves, FHs and FH shut-off valves along Old Embreeville Rd from McIntyre Rd down to Frank Hilbert Rd.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

Wastewater – September 2026 Monthly System Operations Summary

Date: September 28, 2026

Customer Calls:

Total: 14

Resolved: 14

TN811: Taken: 608

Required Action: 223

Sewer Taps:

New: 2

Completed: 2

Pending: 2

Pending Contracted: 134*

* Contracted Taps are constantly being consolidated. Over 100 active contracted taps are pending.

Projects Completed:

1. Rehab to manhole along E. Jackson Blvd (Suspected Stormwater Damage)

Projects Underway:

1. CIPP – E. Main – Forest Circle
2. A Station Project – 3rd to A Station
3. Stormwater @ Angle Street

System Maintenance:

Line Cleaning: 200'

Line Inspections: 200'

System Repairs: 4

Station Repairs: 10

Station Cleaning: 2

STEP Unit Repairs: 4

Overflows/Releases/Bypasses:

N/A

Town of Jonesborough
Environmental Services
Department Monthly Report

September 1, 2026
thru
September 28, 2026

Wastewater Plant: The WWTP is operating well. The Diesel Redundancy Pump operated in September. In September, Jonesborough experienced 9 days with precipitation, totaling 4.69 inches. The need for further I&I work is still apparent. The previous year's data indicates a daily inflow rate of 32%. In September, this rate was 33%, averaging nearly 223,000 gallons per day.

Wastewater Plant Compliance – September 2026

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	4mg/l – 23lb/d	21mg/l – 167lb/d	N
CBOD Weekly	5mg/l – 29lb/d	25mg/l – 208lb/d	N
CBOD Daily	8mg/l – 96%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	1.1mg/l – 5.3lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	1.3 mg/l – 8.9lb/d	12mg/l – 100lb/d	N
Ammonia Day.	3.9mg/l	16mg/l	N
TSS Monthly	5mg/l – 21lb/d	30mg/l – 250lb/d	N
TSS Weekly	5mg/l – 26lb/d	40mg/l – 304lb/d	N
TSS Daily	11mg/l – 94%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	9/100ml	126/100ml	N
E. coli Daily	40/100ml	198/100ml	N
Chlorine	0.2 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	7.0 mg/l	6.0mg/l Minimum	N
pH	7.4su/7.7su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 9/24/26

Activity Tracking:

	Current Month	Previous Month	% Change
Tasks Generated	482	446	+7%
Tasks Completed	300	450	-33%
Work Hours Recorded	950*	1259*	-25%

Please note that the information provided in the compliance table is accurate through 9/29/26
*Recorded hours are based on completed work – Open tasks/projects are not represented.

Industrial Pretreatment: All industries are currently in compliance with their industrial pretreatment permits.

NPDES Permit: The WWTP received a failing IC25 for C. Dubia the week of September 14. Staff is resampling, but the cause of the low result is unknown, and we are working with the lab to make a determination.

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

Cobern O. Rasnick
Director of Environmental Services

Theresa Hammons, McKinney Center Director, Monthly Report – September 2026

Director's report

PAST/ONGOING EVENTS

Fall 2026 – As of 9/30 we have 191 registrations and 25 classes have made. We are really pushing the classes on social media to try and up those numbers as much as possible. I send payment information from our registration site, Course Storm, to Gina every Monday morning. Also, on Monday mornings, I run registration reports. I assess which classes should move forward and which classes should be canceled due to low registration. I send updates to the instructors and my staff each Monday informing them of their class status. I think recommend which classes to next push through media outlets. We also continue to order supplies for classes and workshops throughout the semester.

Traffic Box Wrap – We have not received submissions that meet our committee's expectations. I will be meeting with artists, Kay Grogg and Michelle O'Patick- Ollis to brainstorm about a design that they can create for us.

UMOJA – September 12 – our team was present at UMOJA creating free crafts for children. Unfortunately, it rained them out and they had to leave a bit early.

Volunteer Appreciation Brunch – September 26, 10am – We had approximately 20 of our most resolute volunteers at the brunch. Skye's husband, Ben Putland, catered the event for us free of charge. It was an exciting time to show our volunteers how much we depend on them and appreciate them.

Radio Show – September 28 – the September show, Life on the Farm, with musical guest Momma Molasses, went wonderfully with over 80 people in attendance.

Spring 2027 – We have started building our curriculum for Spring 2027 and hope to have the digital version ready by the end of October.

UPCOMING EVENTS

Spot on a Hill – October 8, 9, & 10 and 15, 16, 17th – SOLD OUT except for the indoor matinee. Anne has been working hard on finalizing the script. Our team has assisted with graphics, posters, distributing information, social media, etc. We will all help Anne during the performances along with several volunteers.

Halloween Exhibition – Opening October 9th and the exhibit runs through November 6. Our team has worked to get the submission forms, call to artists, website, and press releases updated and sent out. This month we juried the show, contacted the artists, and have planned the reception details.

Halloween Trivia – October 23 – Our team has met with the Heritage Alliance staff to plan this event later in October.

Radio Show – October 26 – The Halloween Radio Show will be at the Jackson Theatre this year! We are excited about the change in venue for this show. The October show is usually sold out so this gives us a chance to sell more tickets.

Halloween Haunts and Happenings – Our team will be present at the Town's Halloween Haunts and Happenings event as usual.

Soups and Songs – November 30 – We are changing this event up just a smidge this year. We will have appetizers prior to the show. The soups will be catered from Main Street Café, Black Olive, and Boone Street Market. Hopefully, these changes will assist with quality consistency.

MLK Day of Service – Exhibition with Public Schools – The opening of the exhibit will be Monday, January 18. It will be open to the public until the closing reception on Thursday, January 21. Science Hill and David Crocket Culinary Art programs will be catering the reception. Johnson City Schools Orchestra will be performing music. We have reviewed, revised, and sent out the information about the project to all the related art teachers and expect another good turnout regarding participation and attendance.

Rooms to Read – Rachel Stiltner, who previously worked at ISC, reached out to me about this Indigenous Book Collection program. We will be receiving copies of 7 books written and illustrated by Indigenous authors and artists to distribute into our community. The books included are:

- Hear Us: We are the Land, the Land is Us – Bilingual, English/Hawaiian.
- Let's Build our Winter Chukka – Bilingual, English/Choctaw, Oklahoma.
- A Dream for You – Bilingual – Ojibwe
- The Gift of Tinpsila – Bilingual – English/Dakota
- Juniper Medicine – Bilingual – English/Dine
- I Am Inupiaq – Bilingual – English/Inupiaq
- Cricket's Day – Bilingual – English/Cherokee Oklahoma

BUDGET, BUILDINGS, AND GROUNDS

Building & Grounds

- J Ross came back to the building to do some more touch-ups.
- Herman Archer and Rick DuVal have completed the electrical work for the mini-split installation in my office.
- We will be getting door stops for all our exterior doors and interior doors very soon.

Broyles Building

- I had artist, Michelle O'Patick-Ollis, paint a design in the windows of the building.
- We will be installing some accessories in the bathroom soon, mirror, shelving, etc.
- We have a cleaning schedule for our hosts to complete each week.
- I met with Billy Miller regarding a tree beside the building that needs to be removed.

Budget

- Prepared and coded invoices. Sent in check requests.
- Sent Gina Course Storm deposit information from classes.
- I created a PO for a paper order, school bus ad order, work stools for the Broyles Building, for the mini split, for Taleah Rogers, Corey Rogers, and other actors, and for a clay order.

OUTREACH

- I gave a presentation for the ETSU Retiree association on September 2.
- Wrote WETS ads for Spot on a Hill and Halloween Exhibition Call for Artists.

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.
- Communicating with instructors about classes, promoting classes, etc.
- Completed monthly security training – September – Security and Passwords.
- Sent amazon orders to Donna. Supplies for classes, UMOJA, Farmers Market, Downtown with Dolly, Halloween Haunts and Happenings, Office supplies, etc.
- Completed exit form for host, Nancy Comer.
- Reviewed and helped edit Story Panels for Anne Mason that will be placed in Town Hall.
- Reviewed and gave edits for the MKC building tour video that Skye has been working on.
- Reviewed podcasts published by Nori.

September 2026 Monthly Report, Anne G'Fellers-Mason Program Manager

StoryTown Radio Show/StoryTown Initiative

The September show is Life on the Farm: Then and Now featuring Momma Molasses and special guests the ARC&D and Knob Creek Vineyards. Ticket sales have been slower for the September show, but we anticipate a bigger crowd at the Jackson Theatre for our Kooky and Spooky show on October 26. I met with the StoryTown Players to map out the 2027 season, which will run from March-October. Season announcement will take place at the end of October, and 2027 season passes will go on sale.

- 1) We've raised \$4,050 in sponsorship money.
- 2) We received a **\$6,900** Arts for All Grant from the Tennessee Arts Commission for the Radio Show for FY 2027.

Story Collecting/Story Brigade

Our final Listening Day for this year is from 9:00 am -12:00 pm on November 12th at the Senior Center. The Story Collecting class will be offered in the fall in November. Registration is open through October 26th. Several former members of the Brigade are interested in refreshing their training.

Tales of Our 250: A Jonesborough History Variety Show

Each program in this Pay What You Can series includes scenes from *The First and Last in Town in Tennessee*. Tim Herron portrays Paul Fink as a running narrator.

June 25th from 7:00-8:30 – Embracing the Past (Dr. Kennedy, Ozone Rangers) – **155 tickets sold, a great first entry in the series.**

July 23rd from 7:00-8:30 – Forging a New Nation (Sycamore Shoals Re-enactors) – **150 tickets sold, extremely popular evening, especially the performers from Sycamore Shoals**

August 20th from 7:00-8:30, School performance at 10:00 am – The Road to Freedom (*Nancy* w/Heritage Alliance, Friendship Baptist Church Choir) – **134 tickets sold, successful evening with a diverse crowd.**

September 24th from 7:00-8:30 – Lost State of Franklin (Dr. Hardy from MTSU, Tipton-Haynes Historic Site) – **157 tickets sold so far.**

October 22nd from 7:00-8:30, School performance at 10:00 am – A Nation Divided (Dr. Lee from ETSU, Regimental String Band)

A Spot on the Hill

All the outdoor shows are SOLD OUT with multiple people on the waiting list. We still have tickets for the indoor matinee at the McKinney Center on October 10th. We are partnering with the Bonnie Kate Theatre in Elizabethton to perform A Spot on the Hill there on October 18th at 7:00 pm. Details to come.

Town Hall Project

I am working with Mayor Wolfe and Glenn Rosenoff to create 36 framed panels for Town Hall for their Faces of Jonesborough project. These panels will be on display in the boardroom and throughout the building. They will each feature a person who is important to the fabric of Jonesborough, including a portrait and story about them. 12 will debut at the BMA meeting on Monday, October 12th.

Podcast

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

Total Downloads: 300 in the last thirty days

Social Media Posts

Facebook last 28 days

Page Followers: 1,884

Page Following: 449

Most interacted with Post – Call for ghost stories from Johnson City featuring Swingle Hospital (37,410 views, 22,226 viewers), Boosted post for September Radio Show (6,924 views and 4,209 viewers)

Views: 57,140

Visits: 569

Engagement: 4,791

New Page Followers: 65

Reactions: 1,435

Shares: 159

Instagram last 30 days

Followers: 989

Views: 8,648 (67.7% followers, 32.3% non-followers)

Content Interactions: 407

Profile Visits: 136

Viewers: 1,410

Reel for Momma Molasses had 499 views. Call for stories from Johnson City featuring Swingle Hospital had 225 views.

YouTube last 28 days

Subscribers: 22

Views: 18
Watch Time: 0.0
New Subscribers: 0
Impressions: 271

Numbers for Month

StoryTown Volunteers – 20 for August Show, 80 Hours; 1 for DC podcast, 1 Hour; 3 for August Show concessions/check in, 6 Hours; 11 for ASOH Rehearsal, 380 Hours

Story Brigade – 4 Brigade Members, 6 Hours

Interactions: August Radio Show - 129, Town Hall Project – 2, Marketing Mtg – 2, Story Collecting - 7, JAMSA Related - 19, Sept Production Mtg – 2, Halloween Trivia Mtg – 4, Media – 2, Advisory Committee – 5, ASOH Rehearsal – 57, Tales 250 Rehearsal – 7, StoryTown Potluck – 16, Misc. – 5

Total for Month – 296

Total Volunteer Hours - 473

September 2026 Monthly Report, Skye McFarland

During September, our in-person outreach events include the Farmer's Market, UMOJA Festival, and Downtown with Dolly. The Downtown with Dolly event is the evening of the day that I write this, but even without that event included in our numbers, the in-person outreach for this month is a little over 200. For these events, I made sure that there were staff to work both and tried to recruit volunteers to help with UMOJA festival. For UMOJA I produced the craft idea and ordered materials. I did not work this event as I was out of town and learned that we had to leave early due to weather, but we still interacted with about 100 people, which is great! Otherwise, our digital outreach is good, not as good as last month as we have not boosted for the same amount of money, but we did pay for a boost for the Halloween Haunts & Happenings call for artists and deadline extensions. I have finished with the initial round of posting of all our classes and workshops and am now working to push classes that have not started yet. I have shared and posted about the Tales of the 250th performance that happened on September 24th, the September Radio show, A Spot on the Hill performances, and attending the in-person outreach events to encourage folks to come out and see us.

We will meet with the Coalition for Kids site director and our art teacher, Mirissa, on September 29th. I am still working to secure funding to pay our teacher for this free art class.

Facebook- Page Follows: 6,385
New Page Follows: 82
Instagram- Page Follows: 2,337
New Follows: 37
YouTube- Subscribers: 296
Watch Time: 7.2 Hours
New Subscribers: -1

Month	Number	Digital	Paper	
January		55,894	60	
February		74,190	100	
March	1847	56,430	30	
April		62,579	5921	
May	149	64,600	40	
June	81	45,485	40	
July	418	77,667	560	
August	266	205,990	490	
September	207	114,343	40	
October				
November				
December				
	2,968	757,178	7,281	767,427

Volunteers - for this month, we have only had one volunteer work during the UMOJA festival. Otherwise, this month's focus for volunteers is the volunteer appreciation brunch we will host on September 26th. For this event I have worked to get donations from Ingles and Food City, recruited someone to cook for us, purchased decorations, and ordered McKinney Center shirts for our volunteers that say, "Volunteer" on them. I have created a program, a speech, and hope our volunteers will have a wonderful time! I also booked the band Bratfolk to play live music during the event, as well. We will have many more volunteer hours in October for all the volunteers who will be working at A Spot on the Hill play.

	McKinney	StoryTown	Total
January		4950	4950
February	49	600	649
March	47	3623	3670
April	25	110	135
May	20	12	32
June	39	407	446
July	4	86	90
August	9	191	200
September	2		2
October			0
November			0
December			0
	195	9979	10174

Marketing & Miscellaneous- Videos: For September I made edits to the video version of our McKinney Center at Booker T. Washington School tour video. After a few more edits I believe this video will be complete by the end of the month. I made a slideshow reel to advertise our call for artists for the Haunts & Happenings Exhibition. I have also collaborated with our team, the Heritage Alliance, and Matt Gully on our Halloween Trivia video series. We recorded most of the day one day and half of another day. I have been editing these five short videos.

Photos: This month I took photos of Kids N' Clay class, Young Potters class, Clay Buddies class, Hand building Pottery class, Spot on the Hill cast members, Art Studio class, and the Shaker Tape Chair weaving workshop. Kay Grogg will take photos at the StoryTown Radio show on October 28th and I will edit them.

Graphics: This month I have created the October Radio Show poster, finalized Halloween trivia graphics, created flyers to take to events for advertising, created updated Halloween Exhibit graphics that shared our extended deadline, created graphics for the Tour Video, and the Student Art Show flyer.

This month I have also begun planning and ordering supplies for future outreach events including October events, updated a document giving related art teachers information about

our MLK exhibit in January as well as set up a meeting between us and representatives from Johnson City and Washington County schools to make sure we were on the same page to move forward with our plans for 2027. I ordered trophies for our costume contest at Halloween Trivia. I collaborated with our staff to create props for the Halloween Trivia videos. I have also helped review the October weekly and host schedules.

Breanna Walker-Schadler September Monthly Report- McKinney Center

Classes & Special Events:

Roxanne McDaniel is teaching mtn dulcimer and guitar lessons. She had 4 students during the month of September. Sydney Jackson taught the homeschool art classes and the weekend kids clay classes. Mirissa Walters is teaching art adventures, creative constructions, and art studio. Jeff Thomas is teaching basic drawing. Becky Thomas is teaching oil painting for beginners. Jess Parks is teaching clay hand building. Earlene Hopkins is teaching gyrokinesis and dance discovery for beginners. Carolyn lowe taught two weaving workshops. We had 477 students in September.

We hosted the volunteer appreciation brunch on September 26th at 10am. 50 people came, including staff and volunteers. We hosted the September radio show on the 28th.

Rentals:

We had 3 rentals in the month of September. Two people held private celebrations for birthdays. The Jonesborough Storytellers Guild rented the auditorium on September 19th for the Graveyard Tales. September rental income is \$700.00.

Front Desk:

I cover the front desk when Martha Blaser and Nori Shaw are unable to.

MBM Support:

We held the monthly Advisory Committee meeting on September 17th. We went through the agenda. I took notes and prepared the meeting minutes afterward.

I have assisted several people a day in person and over the phone with classes. Some people want a run down for classes and others need help doing online registration. I forwarded class information to past students in general and then did targeted emails for people if they wanted to take a class again.

With classes going on, it is important to keep up with printing roosters off for each class. Teachers get a copy, and we keep a copy for the McKinney Center front desk. Martha, Nori, and I work together to cover the front desk and check in with children for classes. Theresa and I have been sending off order requests to Donna for class supplies and collecting reimbursement receipts for supplies teachers have purchased themselves. I worked with Theresa to submit the teacher payment requests for the month of September. We review the teacher contracts and teacher payment excel sheet every week as we combine and cancel classes.

I spent time organizing the September receipts into the operating budget, special program revenue, and special program expenses. We categorize each itemized sheet with the correct budget code and then add it to our budget excel sheet. This is to keep all our papers organized for the future.

Donations:

We received \$50.00 in donations in September.

September 2026 Report – Martha Blaser

Classes & Special Events:

In September, most of our focus was on classes. On days we have kids' classes, I collaborate with our staff to make sure we have someone outside to check in the children before class and after to help them get to the correct cars. I help our teachers with anything they need before and during their class session.

We met with the Heritage Alliance and Matt Gulley to start planning for Halloween Trivia promo videos and the event. On September 22 and 24, we filmed the promo videos with Matt Gulley. I assisted with special effects for the videos as needed.

I worked the Tales of the 250th event at the Jackson Theatre on September 24 to help Anne G'Fellers-Mason with anything she needed. I assisted with checking in patrons and providing directions around the building. I also helped Jackson Theatre staff with cleaning up during and after the show.

We had the Volunteer Brunch on September 26. I worked this event, assisted with set-up and clean-up, and helped our attendees with anything they needed.

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 Walker-Schadler in communicating to Roger, our custodian, about the classroom set-up for the day and anything needed for upcoming events. I assisted with rentals as needed when Bre was unavailable.

Outreach:

We went to the Farmer's Market on September 19. Nori Shaw and I prepared a craft where the kids could decorate and design their own paper Jack-O-Lantern. I worked at the Farmer's Market with Nori and interacted with around 100 people, about 40-50 being children. There is one more Farmer's Market this season on October 17.

I worked at the UMOJA event in Johnson City on September 12 with our host, Michelle O'Patick-Ollis and Anne G'Fellers-Mason. We had a lion craft prepared for the kids. We ended up leaving the event early due to weather but interacted with around 100 people.

Noriah Shaw, September Monthly Report- McKinney Center

Outreach:

This September, one way I contributed to outreach is by making social media posts. I created and uploaded six social media posts to our StoryTown Facebook and Instagram page, in addition to the posts made by other members of our staff. I also contributed to outreach this month by distributing Storytown posters to local businesses in Johnson City. In September, Martha and I also attended the Jonesborough Farmers Market and hosted a fall-themed craft for children. We were also able to share information about the McKinney Center with parents and passers-by. Another way I helped contribute to outreach this month was by representing the McKinney Center during Jonesborough's Dolly Days event. During this event, I and Skye assisted children with a fun, on theme craft, as well as shared information about the McKinney Center with parents. The last way I helped contribute to outreach this month was by assisting with the creation of our promotional video skits for our annual Halloween Trivia event. During the preparation and filming of these skits, I assisted with building props, printing scripts, and acting in the skits themselves.

StoryTown:

This month, I produced September's episode of Voices of The Archives, featuring Foye Webb. I chose this interview to share from our archives, then scripted and recorded audio for the podcast. This month, I've also been organizing our Storytown Archives, categorizing past interviews but date and recording what needs to be transcribed. I also attended two Storytown meetings, a Story-collecting Brigade meeting, and a Radioshow cast meeting, where we discussed ongoing and upcoming Storytown projects. Another Storytown Event I assisted with was our monthly radio show. I assisted with sound effects for this event. I attended rehearsal before our performance, and the day I assisted with set up and concessions. The last StoryTown project I assisted with was helping post and market our monthly Radioshow podcast. I scheduled this podcast to be posted, as well as created and scheduled promotional social media posts.

Meetings:

During the Month of September, I attended four weekly staff meetings, two general Storytown meetings, a Radio Show production meeting, a marketing meeting, a Halloween Trivia event meeting, and an advisory committee 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 at the moment, 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 September, I assisted with the McKinney Center's annual volunteer appreciation brunch. For this event, I assisted with setting up, serving food, and greeting our volunteers as they arrived. After the event concluded, I assisted with clean-up and take-down.

Jonesborough



DEPARTMENT of PUBLIC SAFETY

123 BOONE STREET JONESBOROUGH TN 37659 PHONE 423-753-1053 FAX 423-753-1072

Jonesborough Department of Public Safety Sept 2026 Monthly Report

- CITATIONS & ARRESTS**

Offenses	Count
Assault	3
Larceny/Theft	2
Drug/Narcotic	1
Miscellaneous (TIBRS Group B)	9
Miscellaneous (Department Only)	4
Total:	19

Memos	Count
Assisting Other Agency	6
Code Enforcement	1
Community Relations	1
Crisis Intervention Report	4
Event After Action Report	7
Field Interview	4
Found Property	1
K9 Deployment	2
Lost Property	1
Miscellaneous Information	15
Officer Assistance Form	7
Property Damage/Misc	6
Sensitive Information Report	2
SRT Training/Activation	1
Trespass Warning	9
Total:	67

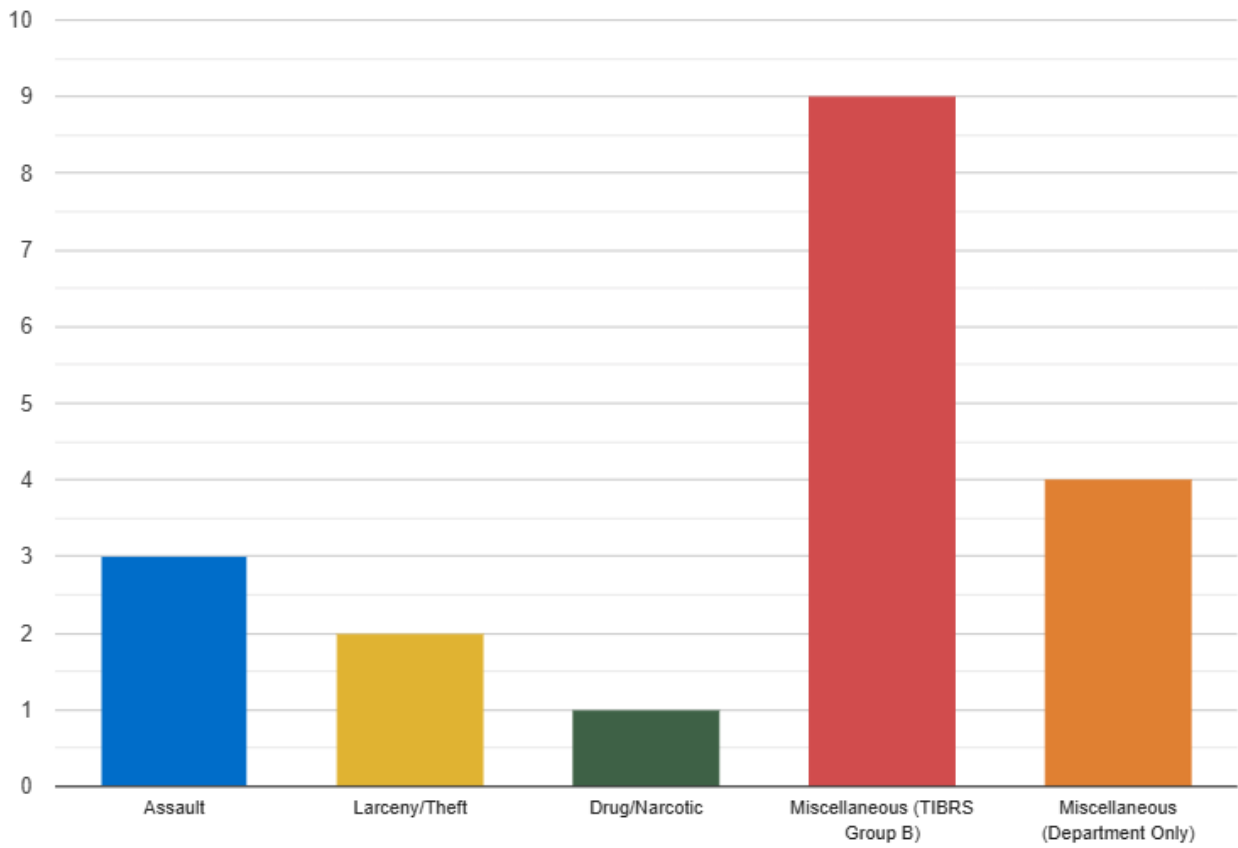
Arrests	Count
Adult (On-View Arrest)	10
Adult (Summoned/Cited)	15
Adult (Taken Into Custody)	1
Total:	26

Crashes	Count
Injury possible	5
Property damage (over \$ threshold)	18
Property damage (under \$ threshold)	10
Total:	33

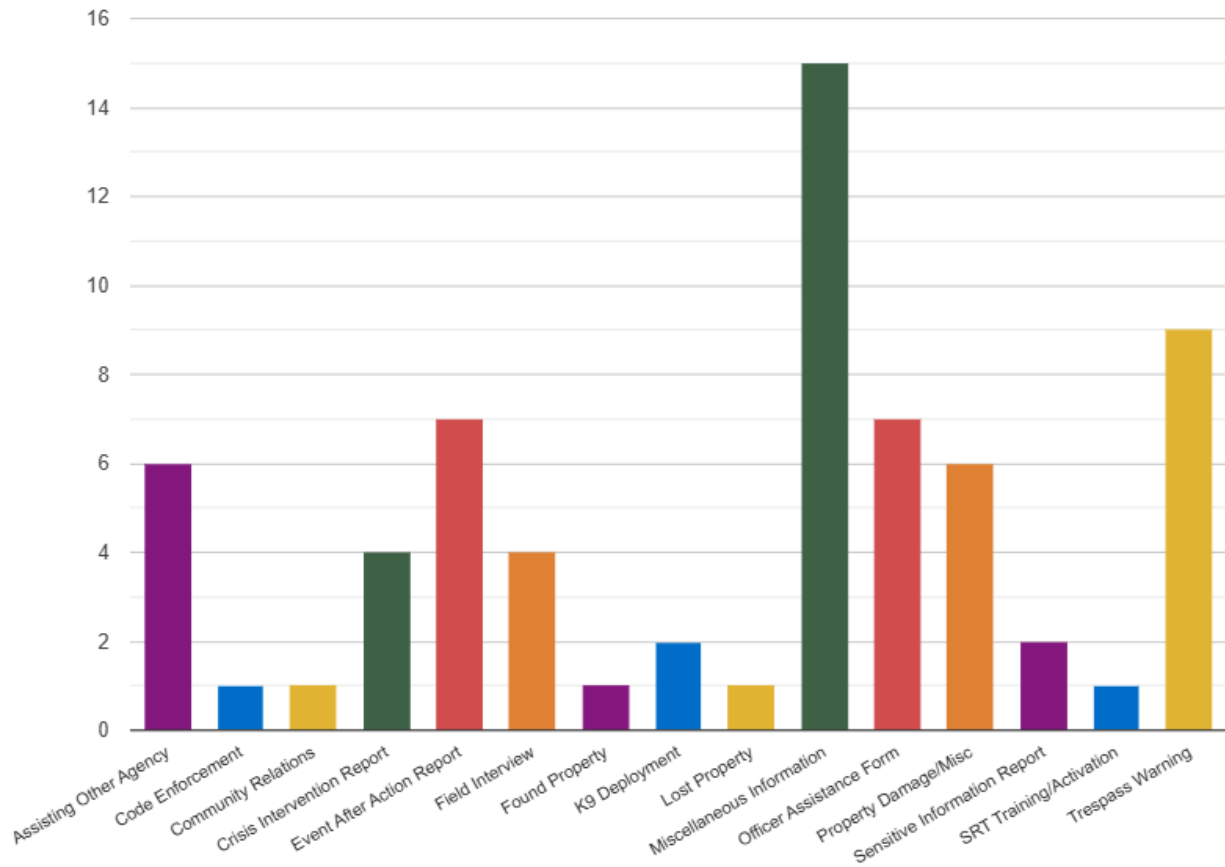
Non-Investigatory Crashes	Count
Property damage (under \$ threshold)	1
Total:	1

Tickets	Count
Traffic (Municipal Court)	152
Traffic (Washington County Juvenile Court)	5
Traffic Charges (Municipal Court)	296
Traffic Charges (Washington County Juvenile Court)	5
Ordinance (Municipal Court)	1
Parking (Municipal Court)	1
Tow	13
Warning	125
Total:	297

Incidents - 09/01/2026 - 09/30/2026



Memos - 09/01/2026 - 09/30/2026

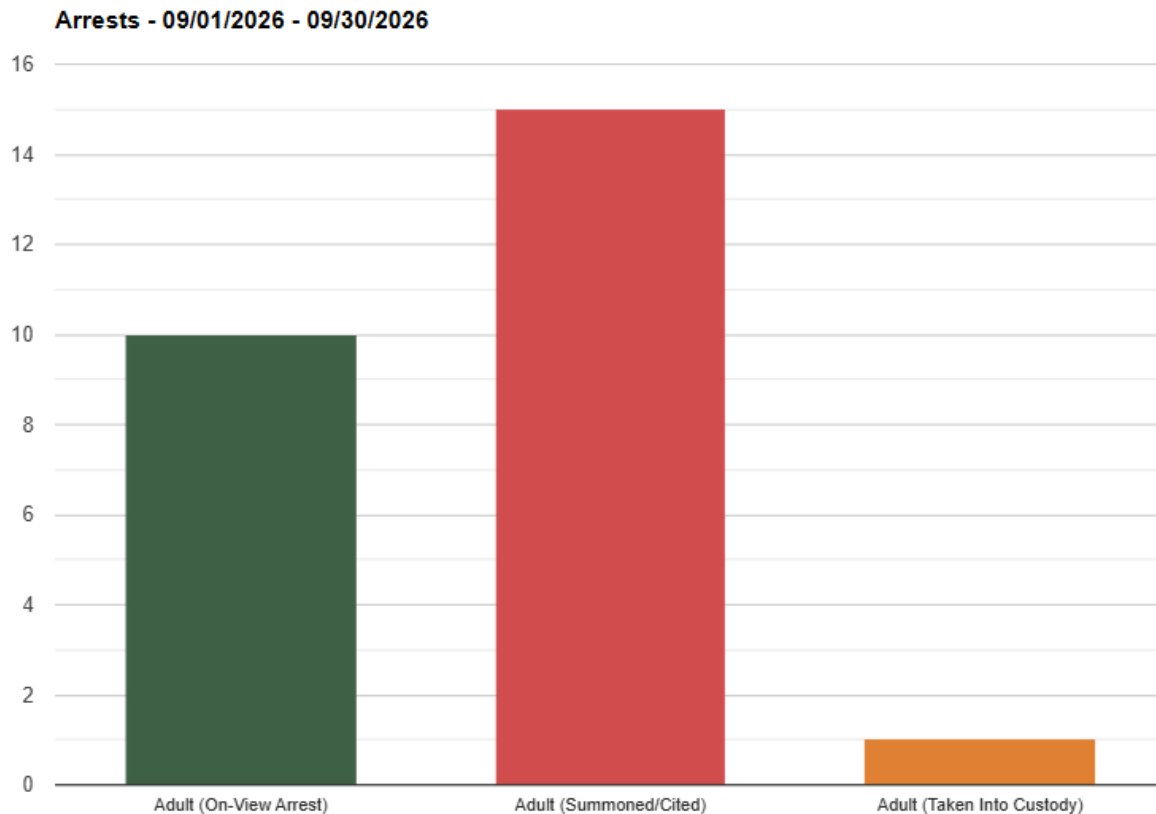


- **TRAFFIC**

- *A total of 164 traffic tickets were written in the month of Sept.*

- **CRIMINAL INVESTIGATIONS**

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



- **MOTOR VEHICLE CRASHES**

A total of (**34**) crashes were reported and investigated for the month of Aug. Most crashes occurred on East/West Jackson Blvd; most crashes were over \$400 in damage with some resulting in a possible or confirmed injury.

- **CANINE**

K9 Hours will for September will be report in next month's report.

- **RESERVES**

Reserve Officer Hours - 2026													
Reserve Officer	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Beagle, William	4	16.5	0	25	14	0	14.5	0					74
Chiarieri, James	44	12	16	21	20	12	23	11	12				171
Collins, Robin	10	0	8	21	15	8	15	9	8				94
Greenway, Chester	20	0	0	0	9	0	23	8	0				60
Hough, Richard	6.5	0	0	9	0	0	7	0	7				29.5
McCracken, Logan	4	0	0	0	0								4
Rice, Jesse	0	0	7	6	0	15	29	14.5	0				71.5
Wilt, Paul	8	8	13	45.5	20	0	31	14	0				139.5
Wood, George	8	10	0										18
TOTALS:	104.5	46.5	44	127.5	78	35	142.5	56.5	27	0	0	0	661.5

- **CODE ENFORCEMENT**

There was (1) ordinance violation issued during the month of Sept.

- **DISPATCH TRANSACTIONS FOR JCPD**

For Sept., our dispatchers assisted Johnson City Police Department with approximately **(24)** transactions.

- **OTHER CALLS FOR SERVICE**

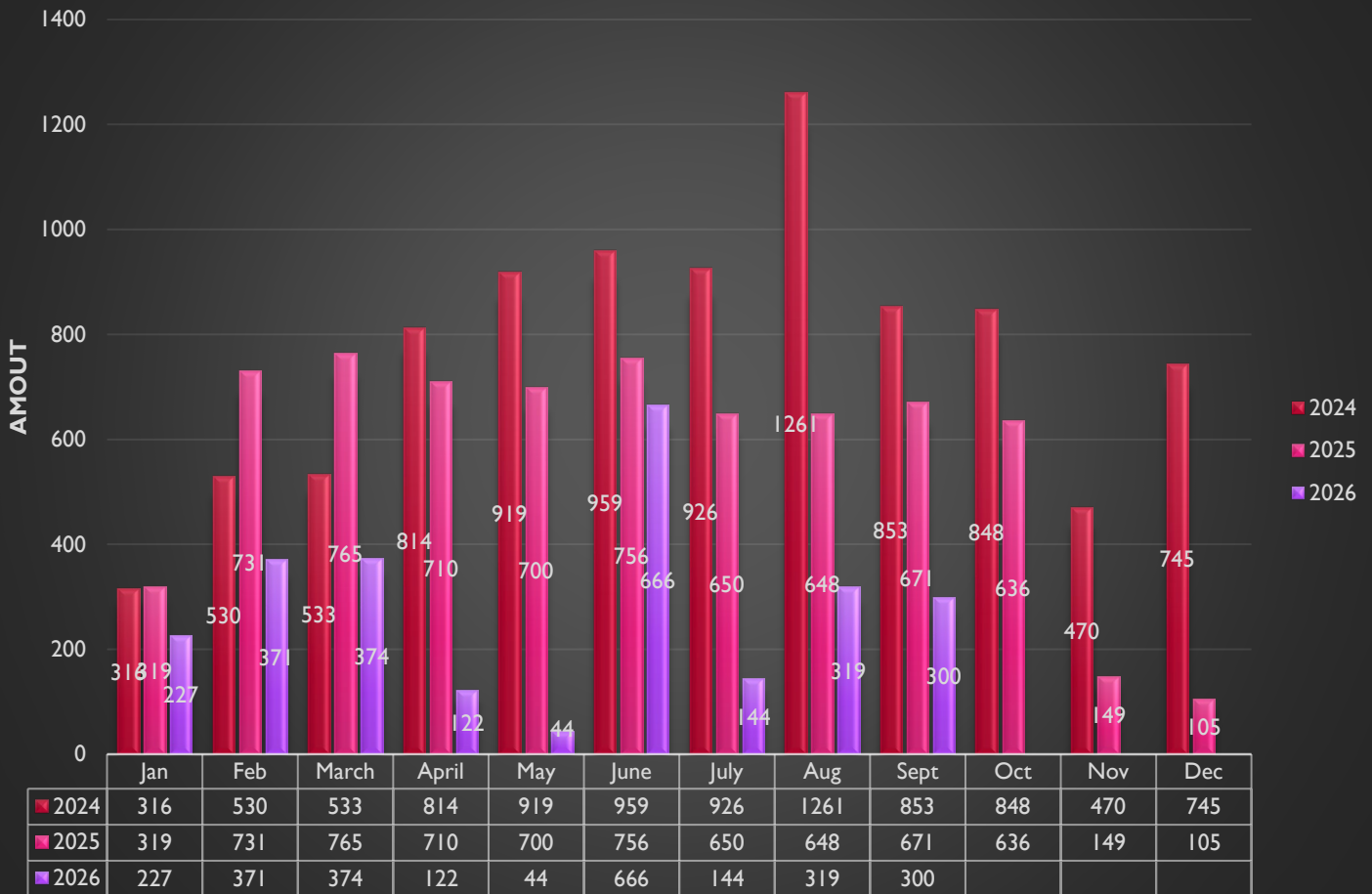
There were (**1247**) CAD Entries for the month of Sept.



Sept 2026 Redflex Report

From Sept 1st through Sept 30th the traffic cameras registered a total of **(915)** violations with **(451)** violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected **(164)** resulting in **(300)** violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Glare/Weather Conditions, Incorrect Plate and Extended Vehicle.

Violations Mailed





Jackson Theatre- Operations Manager

Monthly Report for September 2026

Programming:

- We hosted 4 live events in September on the Ballad Health Stage, we had:
 - We hosted BHT presents Hysteria When Wet on September 5th at 7pm, this was a rental event for the Jackson Theatre.
 - We hosted another rental event with Jeff Payne presenting “Dread Pops” which was a collection of 4 spooky short films shot and directed by local photographer and videographer, Jeff Payne.
 - We had our 4th event in the “Tales of our 250th” series that the Jackson Theatre is presenting in partnership with the McKinney Center.
 - We offered “26 Years of the Met in Cinemas” as part of The Met: Live in HD series that we are offering in 2026. With only two screenings under our belt, I have been thrilled with the response to the events and we are receiving great feedback and comments from attendees.
- In addition to these live events, we had held two Friday evenings as a rain back up for Music on the Square. Weather was nice, so both events were able to be held outside.
- Our September ticketed events had a gross revenue of \$13,769.24 and we sold a total of 757 tickets to September 2026 events.
- Gift certificate sales are still going very well; we have sold \$5,895.00 in gift certificates and redemptions are at \$1,957.00.
- We have raised \$5,760.00 in our online donation campaign.
- Booked all movies shown at Jackson in September.
 - September 2nd- Better Off Dead
 - September 3rd- The Departed
 - September 4th- Michael
 - September 6th- A Wrinkle in Time
 - September 9th- Ed Wood
 - September 11th- Gregg Allman- The Music of My Soul (one of 40 theatres in the US screening the documentary)
 - September 13th- Young Washington
 - September 16th- High Fidelity

- September 17th- Dr. Jekyll and Mr. Hyde (Speakeasy Cinema Series)
- September 19th- The Nightmare Before Christmas (In coordination with JAMSA's Pumpkin Fest)
- September 20th- Goosebumps
- September 23rd- The Frisco Kid
- September 30th- Scarymovie
- Continue to work on music and live performance programming for 2026.
 - October 10th- The Met: Live in HD presents Cosi Fan Tutte (3rd of 13 events) at 10am
 - October 11th- Eugene Wolff's "Book of Mamaw" play at 4pm
 - October 16th- Alison Brown in concert at 7pm
 - October 17th- The Met: Live in HD presents Macbeth (4th of 13 events) at 1pm
 - October 22nd- Student Performance of Tales of our 250th at 10am
 - October 22nd- Tales of our 250th: A House Divided at 7pm
 - October 24th- John McEuen (founding member of the Nitty Gritty Dirt Band) in concert at 7pm
 - October 26th- StoryTown Radio Show from the Jackson Theatre at 7pm
- The "Pay What You Can" movies continue to go well, with on average, two events per month that are PWYC.
- Continue to work into January, February and March on live events.
- Went live with The Appalachian Trail Band, 2nd Annual Marquee Ball and John Hardy "A Christmas Carol": A One- Man Play for our live programming. This included the creation of tickets in ThunderTix, uploading all events and details to our website, and creation of events on the Town of Jonesborough's google calendar which are reflected on the town sites as well as their Main Street newsletter.
- The Met: Live in HD is a new series of 13 shows that we are bringing to the Jackson Theatre in 2026/2027. They feature live streamed events from The Metropolitan Opera in NYC. We offered our first event in August and had a great attendance. We have also secured sponsors for the events, at \$3,500 currently to assist with receptions, advertising, etc. We have also launched a season subscription for the series, which sells at \$250 for all 13 performances. We are currently at 10 subscriptions for a total of \$2,500.
- Donation/Sponsorship revenue for September 2026 was \$14,912.89.
- The total concession, alcohol, and merchandise sales revenue for September 2026 was \$3,927.07.

Rentals/User Group Agreements for September 2026:

- Rental event with Appalachian RC&D for a movie, vendor set up and panel discussion.

- 4 dates rented by Christ Church of Jonesborough for church services on Sundays from 9am-1pm.
- Hosted BHT presents Hysteria When Wet in concert.
- Hosted local photographer and filmmaker, Jeff Payne, as he presented his short films, Dread Pops.
- 4 dates rented by T and Jennifer McLeod for Restoring the Foundations series.
- Rental revenue for September 2026 was \$6,090.00.

Marketing:

- I continue to work with Jessica Sanders, contract employee, on all social media posts, posters, table tent graphics, press releases and graphics. We meet twice a month to cover the marketing items needed.
- Continue to work with WETS to promote 2026 events at the Jackson Theatre.
- Continue to work with WNCW in Western North Carolina to promote our 2026 events.
- Continuing to work with Six Rivers Media on monthly ads in the Erwin Record as well as the monthly mailer to new citizens to Washington County.
- Continued our marketing campaign with billboards at 6 locations in the Tri-Cities to promote upcoming events with the Marquee Ball, Alison Brown and The Gatlin Brothers.

Staffing:

- With an overage last fiscal year in staffing costs, Lori Powell and I met and have implemented a new plan to cut back on some part-time staffing hours in the box office. At this time, we have decided to close our box office on Tuesdays as well as open one hour later the remainder of the week. New, current hours are going to be Wednesday-Saturday from noon-5pm and if we are hosting an event, we will open box office one hour before the screening/performance. We have also cut back on the number of employees working each shift, making sure we only have one tech person and one host at the end of the evening.
- Things are going well with our new staff: Grace Hollifield- Host, Sean Nodland- Host and Jessica Sanders- Marketing Coordinator. Both hosts have completed their servers permit for TABC and all three positions have completed their Title IV training.
- Set up weekly meetings with our Technical Director, Mike D'Avella, to improve communications on upcoming events and rentals. Since Mike is typically at the theatre in the evenings and weekends for events, it makes it difficult to discuss upcoming performances. The addition of this meeting helps to keep us on the same page and on track with advancing performances as well as event details.

Building Info:

- Working on scheduling our annual sprinkler inspections.
- Phones have successfully been transferred from BrightRidge to Unbound Digital.

Additional Info:

- Organized the September Jackson Theatre Board meeting as well as preparation of the agenda, minutes from July meeting, upcoming concerts with pricing sheet and a detailed run of each show with revenues and expenditures.
- Worked with Unbound Digital to clean our network racks in the green room/tech room and prepare for our phone changeovers in late September.
- Met with the Holiday Lighting Committee to review bids and plans for the 2026 Holiday Lighting in Downtown Jonesborough.



Cameo Waters, Director of Tourism & Main Street

Monthly Report September 2026

Updates and Projects

1. Tourism/Marketing
2. Main Street and Downtown
3. Events

Tourism/Marketing

September tourism marketing efforts focused on promoting upcoming fall events downtown and at a variety of facilities and communicating the economic importance of tourism to the community.

Created and participated in a tourism-focused video shared through social media highlighting the importance of tourism to Jonesborough and the role visitor spending plays in supporting local businesses, jobs, tax revenue, historic preservation, and cultural experiences.

The video highlighted recent tourism marketing results, including more than 26 million digital impressions and more than 690,000 clicks. It also shared year-over-year increases in website users, visitation, overnight stays, and visitor spending, along with countywide tourism economic impact information.

Here is a link to the video: <https://www.facebook.com/share/v/1Cp87D6e5s/>

Participated in the Northeast Tennessee Tourism Executive Committee meeting, continuing regional tourism collaboration.

Our Digital campaigns are continuing with strong metrics:

- Target Cities: Greenville/Spartanburg/Asheville, Chatt., Charlotte, Knoxville
- Placement: Meta, display, and paid search
- Jackson Theatre Campaign Run Dates: 3/01/26 – current
- Results: **2.7 million** impressions, 74,394 clicks, 3.89% CTR
- [\(Click here to view Jackson Theatre ad samples, video, and photos.\)](#)
- Storytelling Festival Campaign Run Dates 9/15 - current
- Results: 269,590 impressions, 8,233 clicks, 3.3% CTR
- [\(Click here to view Storytelling Festival ad samples\)](#)

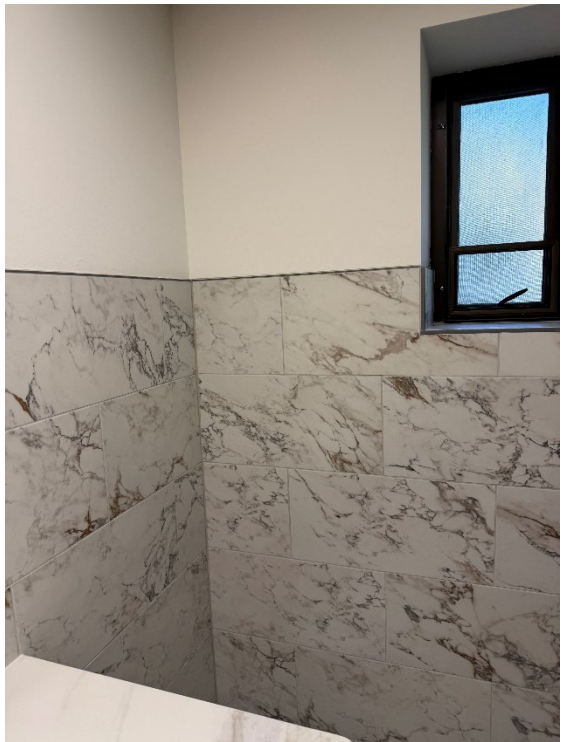
Attended the Tennessee Governor's Conference on Tourism.

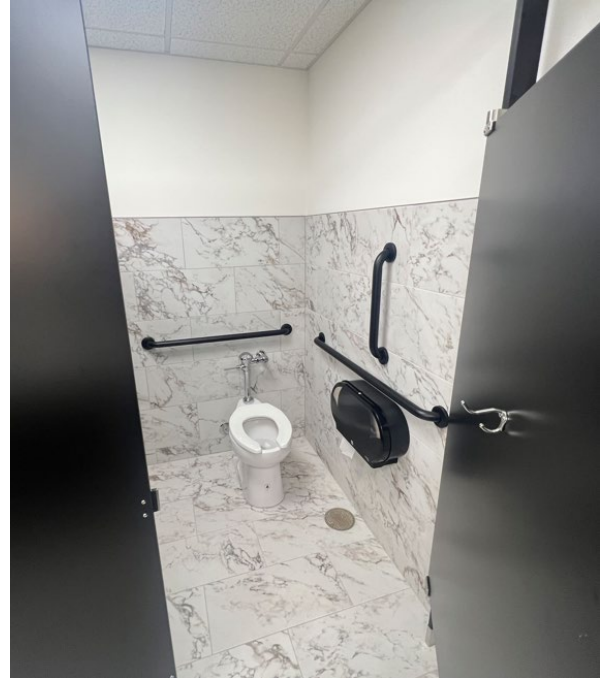
Isabel and I worked together on an ad for TN Farm and Home

Working with the State of Tennessee on a Townsizing FAM Tour in November.

Working with the construction crew on the restrooms at the Visitors Center. Below are before and after photos.







Main Street and Downtown

Working with the State of Tennessee Main Street team to host the fall Main Street Managers Conference in Jonesborough. Assisting with planning, logistics, speakers, meals, lodging and afterhours events.

Continued communication and coordination with downtown partners regarding upcoming events, marketing, and downtown activities.

Continued coordination with downtown businesses and partners in preparation for fall programming, including Restaurant Week and upcoming events.

Participated in monthly coordination meetings with Glenn and continued department planning and project updates.

Completed the pumpkin hut, which sits beside the Courthouse on Main Street.

Events

September included significant planning, coordination, and promotion for upcoming fall events and community programming.

Continued work on our upcoming holiday events.

Participated in Storytelling Festival planning and marketing meetings. Assisted with setup and preparation for the Festival at the Visitors Center.

Hannah Goodman, Marketing Manager

Monthly Report September 2026

Festivals and fall events are starting to pick up, and planning for the end of the year is already well underway!

This month, I met with the Holiday Light Committee for a long and extensive meeting to discuss the Holiday Light RFPs. I also set up and scheduled several TV spots based on press releases that were sent out.

I attended the Main Street Board meeting, where we discussed upcoming events and future plans for the Town. I also presented my marketing report comparing our current numbers to last year. We have seen noticeable growth across our platforms, especially on Instagram, which has increased by more than 100%. We are also getting close to reaching 10,000 followers!

I have been helping Cameo make decisions regarding the bathroom remodel, and it has been exciting to see the project come together. I have also been tasked with helping organize and promote Restaurant Week for Main Street. Things have been going well, and we recently launched the Flavor Challenge Passports to encourage visitors and locals to dine at participating restaurants.

I also helped set up the Pumpkin Hut for Pumpkin Fest and attended the 2026 Gov Con Conference in Gatlinburg. It was a great opportunity to meet and connect with fellow tourism professionals while learning more about the impact of tourism.

Overall, it has been a great month! Things are definitely getting busier as we prepare for all of the fall events and begin planning for the end of the year.

Content

Here are some of the posts made this month for Jonesborough's social media accounts.

Historic Jonesborough

- September 1 Fall Video
- Jonesborough's free concert series – last month
- Halloween Events in JBO
- Pumpkin Fest
- 9/11 post
- Downtown with Dolly Event Page
- Downtown with Dolly Event
- Happy First Day of Fall
- Trailblazer Coffee Ribbon Cutting
- Downtown with Dolly
- Tennessee Sunset Reel

Main Street Jonesborough

- Happy September 1
- Shared Mill Springs Makers Market
- Trailblazer Ribbon Cutting Event Page
- Yoga in the Park
- National Storytelling Center
- Pumpkin Fest
- Restaurant Week
- Pumpkin Fest
- Downtown with Dolly
- Pumpkin Fest
- Main Street Brews and Tunes
- Downtown with Dolly
- Last week of Music on the Square, Brews and Tunes, and Yoga in the Park
- Restaurant Week Event Page

Civic

- Town Offices Closed – United Way + Labor Day
- BMA Meeting
- Employee of the Month
- Street Closure – Pumpkin Fest
- Hiring Dispatcher
- JAMA Food Pantry
- Sign Placement Reminder

Parks and Rec

- Labor Day Weekend
- Golden Oak Park
- Leaf Peeping Guided Hike Event Page
- Leaf Peeping Guided Hike

Wetlands Waterpark

- Labor Day weekend
- Closed remainder of the day – rain
- New Hours
- Wag – N – Splash Event Page
- Wag – N – Splash Post
- Open for the weekend
- Last weekend open
- Customer Appreciation Weekend Event Page
- Customer Appreciation Post

Press Release

1. StoryTown Radio Show goes back to the farm on September 28

2. StoryTown Radio Show Receives Arts for All Grant from Tennessee Arts Commission
3. Chuckey Depot Railroad Museum Presents New Exhibit
4. Main Street Brews and Tunes Hosts JC Jazz Collective
5. Jonesborough Area Merchants & Service Association to Host 5th Annual Pumpkin Fest
6. **Jonesborough to Host a Ribbon-Cutting for Trailblazer Coffee on October 9**
7. **Come Trick-or-Treating in Historic Jonesborough During Halloween Haunts & Happenings**
8. **Town of Jonesborough Sponsors National Storytelling Festival Legacy Series in Support of Local Firefighters**
9. **Music on the Square Hosts Larry and Joe in Downtown Jonesborough**
10. Main Street Brews and Tunes Hosts Gerald Nhakura
11. **Main Street Jonesborough to Host Ghost Story Event**
12. Second Annual Wag-N-Splash at Wetlands Water Park on October 4
13. **Downtown Jonesborough to Celebrate Dolly Parton's Life, Music and Legacy on September 25**
14. **Music on the Square Hosts YARN in Downtown Jonesborough for the Season Finale**
15. **Wetlands Water Park Announces Customer Appreciation Weekend**
16. **Town of Jonesborough to Host Free Leaf Peeping Guided Hike at Persimmon Ridge**
17. **Main Street Jonesborough Celebrates Restaurant Week Oct 5-11**
18. Main Street Brews and Tunes Hosts Mrya and Brette for Season Finale

Mitchell Calvin, Digital Media Manager

Monthly Report September 2026

General

- Updated the .org, .com, McKinney and Jackson website as needed weekly, creating webpages for events, community information and announcements
- Uploading agenda and minutes from board meetings
- Answer/forward email inquiries that come to .com site
- Adding new employment applications and vendor applications to the websites
- Prepare deposit summaries and submit to Gina
- Attended the BMA meeting and worked the livestream

Senior Center

- Updated the Monthly calendar, newsletter and lunch menu to the webpage
- Two Tuesdays out of the month I help the Senior Center members with their tech

McKinney Center

- Editing current event pages to show new or updated information
- Promoting the upcoming events on the newsletter

Marketing

- Attended Marketing, Main Street Board, Parks and Recreation and JAMSA member meetings
- Creating event pages for new events and updating the information on events we have yearly with updated information

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

- Updating Wetlands website and the Parks and Recreation webpage as needed
- Promoting the upcoming events on the newsletter and on the town calendar

Jackson Theatre Website

- 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

Website ADA

- The ADA software is in place and ready to use.
- I sat for a training session to go over how to use the system, we went over how to convert the PDF's on the website to ADA accessible PDF's and how the system scans our sites and compares it to the current WCAG standards.

Website Analytics

- The Civic website had 22,731 views for the month of September
- The Tourism website had 28,887 views for the month of September

- We mailed out 31 Visitor Guides in September and shipped a box of guides to Rutherford County

Matt Gulley, Visitors Center Manager

Monthly Report September 2026

September in the Visitors Center has been marked by the renovation of our bathrooms and the question of if they would be done by the Storytelling Festival. As of this writing, all signs are pointing to them being ready for (doing your) business just in time. They have been updated to look like they're part of this century, as well as all new plumbing. From what our contractors have told us, our original cast-iron pipes crumbled when they were exposed to air. It seems these renovations were scheduled just in time. There is also a baby changing table in the women's restroom now, which the absence of has been noted by several confused patrons. We are planning on keeping our rented bathroom trailers through the conclusion of the festival because due to our new ADA-compliant restrooms, we have lost a stall in the women's and a urinal in the men's. This is the best course of action considering the restroom situation during Storytelling was the stuff on nightmares.

Due to the renovations, some usual rentals have opted to find a different temporary space because of their more elderly than most patronage, including the Washington County Federated Republican Women and our monthly senior dances. They are chomping at the bit to get back in here for their October meetings, and they've also remarked several times how beautiful the renovations to the auditorium and community room are.

Another rental revenue point to consider, the construction crew has had to use the community room as a pathway between the restrooms and the loading dock, where their demolition dumpster is located. They also have used it to bring in all of their materials, as well as use the community room itself as a base of operations while they've been in our space. Hillrise, the construction crew, have taken extensive measures to protect the community room from themselves, as well as building a temporary enclosure out of 2x4's and plywood to mitigate sound and contain particulates from covering items in the rest of the visitors center. They have been very professional throughout the entire process, and I would recommend them with my full chest for any further projects with the Town.

We have been preparing for the Storytelling Festival, with product restocks and decorations. Ella Brown, our part-time host and events coordinator, has done a lovely job decorating the gift shop interiors as well as our portico (the porch). Thank you to Parks & Rec for providing corn fodder, pumpkins, and straw bales for Ella to work with, as well as reconstructing our yearly Pumpkin Hut. We have our traditional new t-shirt design for Storytelling arriving as I type this, provided by Boomtown in Johnson City; they're also working on our new Halloween/Haunts & Happenings t-shirt.

All in all, it has been a period of major change for the Visitors Center, but we're coming out the other side of it prepared for the future.

Isabel Hawley-Lopez, Events Manager

Monthly Report September 2026

Events

- Continued planning and coordination for upcoming fall and holiday events, including Halloween Haunts & Happenings, Pumpkin Party, and Christmas in Olde Jonesborough
- Assisted with planning, setup, and coordination for the JAMSA Pumpkin Fest
- Worked Pumpkin Festival Ticket Check-In (9/20)
- Assisted with Pumpkin Hut setup in Downtown Jonesborough
- Continued coordinating with Town departments, downtown merchants, and community partners regarding upcoming events and programming (Halloween & Christmas)
- Assisted with booking vendors and participant coordination for upcoming fall events (Made Around Here Market)
- Continued planning and promotional efforts for Christmas in Olde Jonesborough events.
- Attended Governor's Conference in Gatlinburg (9/16-9/18)
- Met with Melinda Copp of Mill Spring Makers Market to assist with the Downtown with Dolly event.
- Created marketing collateral for the Cobbler Competition during Downtown with Dolly.
- Put together prize packages for the Cobbler Competition winners.

Marketing

- Created Tennessee Home & Farm advertising materials.
- Created an ad to go into the National Storytelling Festival Newspaper
- Created Marketing collateral for Tennessee Main Street Restaurant Week
- Participated in multiple television appearances promoting Jonesborough events and programming, including Music on the Square and Brews & Tunes.
- Continued creating promotional collateral for upcoming fall, Halloween, and Christmas events.
- Worked on holiday tourism advertising and promotional copy for Christmas in Olde Jonesborough.
- Assisted with promotional & social media efforts surrounding JAMSA Pumpkin Fest.

Music on the Square

- Continued coordinating the final weeks of the 2026 MOTS season.
- Worked with performers, volunteers, sponsors, food trucks, and Town staff on weekly concert logistics.
- Continued assisting with weekly setup and event operations.
- Coordinated promotional efforts for the conclusion of the 2026 season
- Worked the last MOTS of the season (9/25)
- Worked closely with JAMA food pantry on collecting donations during the last MOTS of the season

Other

- Participated in the September Main Street Board Meeting.
- Attended the JAMSA Breakfast.
- Attended the McKinney Center Volunteer Appreciation event & took photos

- Continued working with Tourism & Main Street staff on upcoming projects, events, advertising, and marketing initiatives.
- Continued coordinating with community organizations and partners on upcoming fall and holiday programming.

TENNESSEE MAIN STREET RESTAURANT WEEK
OCTOBER 5-11TH | DOWNTOWN JONESBOROUGH

JACKSON'S PRIME
NEUMA COFFEE
THE OPOSSUM'S TALE
BOONE STREET MARKET
CORNER COMPANY BEVERAGE EMPORIUM
OLDE TOWNE PANCAKE HOUSE
MAIN STREET CAFE

JONESBOROUGH TENNESSEE
Est. 1779

Welcome to Jonesborough!

Tennessee's Oldest Town & The Storytelling Capital of the World
Be sure to visit our Downtown Businesses while you enjoy the festival! For a full list of businesses, please visit jonesborough.com.

Grab a Bite at:
MAIN STREET CAFÉ
JACKSON'S PRIME
BOONE STREET MARKET

Stop & Shop at:
NOELLE & CO.
MCLEOD ORGANICS
MILL SPRING
MAKERS MARKET

Make Sure to Visit:
THE CHESTER INN
THE JACKSON THEATRE
JONESBOROUGH VISITORS CENTER



Christmas shines brighter in Jonesborough, Tennessee's Oldest Town, where twinkling lights illuminate the 1800s historic Main Street and beloved traditions bring the season to life. From the Tree Lighting and Santa's Christmas Village to the Christmas Church Stroll and handmade marketplace each Saturday, Christmas in Olde Jonesborough offers a holiday experience filled with history, community, and timeless charm.

- | | |
|--|--|
| NOV. 27 Shop Small
Shop & Hop | DEC. 5 Doggone
Christmas |
| NOV. 27 Tree Lighting
Ceremony | DEC. 12 Santa's
Christmas Village |
| NOV. 28 Shop Small
Saturday | DEC. 12 Nighttime
Christmas Parade |
| NOV. 28 Whoville
Christmas | DEC. 19 Christmas
Church Stroll |



READ MORE ABOUT CHRISTMAS EVENTS AT JBOCHRISTMAS.COM!



READ MORE ABOUT CHRISTMAS EVENTS AT JBOCHRISTMAS.COM!

HALLOWEEN ★ IN ★ JONESBOROUGH

OCT.
17

Brews & Boos: Ghost Storytelling Event

Jimmy Neil Smith Park | 7 to 9 PM



The Great Jonesborough Pumpkin Party

West Side of Courthouse | 5:30 to 8:30 PM

OCT.
28

OCT.
30

Haunts & Happenings Trick-or-Treating

Downtown Jonesborough | 5:30 to 8 PM



Halloween Haunts & Happenings Art Exhibition

Opening at the McKinney Center | 5 to 7 PM

OCT.
9

OCT.
6-31

Halloween Movies at the Jackson Theatre

Get tickets at thejacksontheatre.com



GET MORE INFO AT JBOHALLOWEEN.COM



Town of Jonesborough

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

Solid Waste & Recycling | August & September 2026 Division Report

Director's Activity Report

August 2026

August 4 – Coordinated TDEC smoke school training with Washington County Solid Waste Director Lewis Haynie as part of continued efforts to maintain regulatory compliance and strengthen regional cooperation.

August 7 – Became a member of the Tennessee Solid Waste Directors Association (TSWDA) and the Tennessee Recycling Coalition (TRC). Registered for the 2026 Tennessee Recycling Conference, scheduled for August 19–21 in Gatlinburg, as well as the TSWDA Fall Conference scheduled for October in Cookeville.

August 11 – Participated in a field visit to the Gray Fossil Site and Hands On! Discovery Center. The visit provided an opportunity to tour the facility and see firsthand how donated Town mulch is being utilized in its community garden and in efforts related to preserving the dinosaur excavation sites.

August 12 – Field visit and resident meeting for a community service project on Forest Circle.

August 13–31 – Continued community service activities and site work associated with a community service project at the Eureka Inn.

August 14 – Attended Cartograph Asset Management overview training.

August 14 – Participated in the Jonesborough Locally Grown Farm to Table Dinner event.

August 18 – Continued preparation and inspection of the Division's new front loader prior to placing the equipment into regular service.

August 19–21 – Attended the 2026 Tennessee Sustainability Conference in Gatlinburg. The conference provided an opportunity to network with solid waste and recycling directors from across Tennessee, as well as representatives of Keep Tennessee Beautiful and other organizations involved in sustainability and resource management. Also participated in a tour of the Sevier Solid Waste, Inc. Compost Facility in Pigeon Forge with FTDD representative Logan Prater and plant director Tom Leonard.

August 24 – Hosted a half-day field visit and Solid Waste Division tour with Appalachian Resource Conservation & Development Council (ARCD) President Andy Brown. The visit provided an opportunity to discuss local solid waste operations, resource recovery, and potential areas for collaboration.

August 25 – The Division’s new front loader officially in regular service. The equipment is expected to improve operational safety and efficiency.

August 26 – Participated in employee sensitivity training.

August 31 – Met with Washington County Solid Waste Director Lewis Haynie to discuss development of a potential cardboard recycling partnership. Also coordinated a mulch donation to Boones Creek Elementary School for its new outdoor classroom.

September 2026

September 1–30 – Managed multiple equipment issues throughout the month, with several pieces of equipment experiencing downtime and progressing through various stages of repair. Continued to coordinate maintenance and operational needs to minimize service disruptions.

September 2 – Continued our community service project for the Eureka Inn. Donated 110 cubic yards of wood mulch to the FFA program at David Crockett High School.

September 3–4 – Conducted field enforcement activities addressing prohibited and non-acceptable materials being placed in residential garbage totes. Continued efforts to improve compliance with the Town’s solid waste requirements and reduce improper materials entering the collection system.

September 7–30 – Provided operational coverage for Johnny Edwards during his PTO, ensuring continuity of daily Solid Waste & Recycling operations.

September 9 – Implemented a new process for documenting materials available for recycling. The process is intended to improve tracking, accountability, and identification of recyclable materials generated through Town operations.

September 12 – Received a used Ford Explorer for assignment as the Solid Waste & Recycling Director’s vehicle, providing a dedicated vehicle for departmental inspections, field operations, meetings, and administrative responsibilities.

September 15 – Transported approximately 4.5 tons of #1 and #2 plastic to the Division’s recycling partners in Washington and Sullivan Counties, continuing regional cooperation and diversion efforts.

September 16 – Participated in a half-day field visit to Hoffman Composting with Joe Hoffman to review composting operations and gain additional insight into potential opportunities for local organic material management.

September 17 – Conducted site-clearing activities at the brush yard to create additional space for stockpiling incoming brush and other materials. This work supports continued management of the Town’s brush collection and processing operations as downtimes continue.

September 21–30 – Provided operational coverage for employees on PTO while beginning preparations for the Storytelling Festival. Coordinated staffing, equipment, and service needs to ensure the Division remained operational while preparing for increased community activity associated with the festival.

September 30 – Coordinated a mulch donation to the Washington County Sheriff’s Office.

Director’s Overview

August and September continued to be active months for the Solid Waste & Recycling Division, with an emphasis on **regional partnerships, employee development, equipment management, recycling and material diversion, community service, and operational continuity**. The Division continued to strengthen relationships with Washington and Sullivan County Solid Waste, expand opportunities for material reuse and recycling, and provide mulch and other resources to local schools, community organizations, and public agencies.

Operationally, the Division also continued to address equipment reliability, employee coverage, enforcement of solid waste requirements, brush yard capacity, and preparation for major community events. Participation in statewide conferences, facility tours, and regional meetings provided additional opportunities to evaluate practices being used by other communities and identify ideas that may benefit the Town of Jonesborough’s Solid Waste & Recycling operations.

Thank you.

Vincent Sicca



VINCE SICCA

Director, Solid Waste & Recycling

☎ 423-735-8890

✉ vincs@jonesboroughtn.org

📍 101 Britt Dr. Jonesborough, TN 37659

🌐 jonesboroughtn.org

***Town of Jonesborough
2026 Building Permits***

SEPTEMBER 2026			
	Count	Type	Project Fees
	1	Commercial - Addition / Alteration	191.25
	1	Sign	52.50
	1	Residential - Mechanical	42.50
	7	Residential - Plumbing	309.66
	5	Residential - Accessory Structure	144.50
	1	Residential - Addition / Alteration	459.00
	3	Residential - Deck / Patio	437.75
	2	Residential - Interior Remodel	221.16
	13	Residential - New Construction	20,376.94
	1	Residential - Pool / Spa	833.00
TOTALS	35		23,068.26

2026 BUILDING PERMITS REPORT

	# PERMITS	AMOUNT	FEES	NEW CONST.	COMMERCIAL	RENOVATIONS PLUMBING MECHANICAL MISCELLANEOUS	ADDITIONS	SIGNS
January	38	8,121,653.67	68,412.87	25	3	9	1	0
February	17	1,412,658.50	11,988.29	1	2	13	1	0
March	49	7,289,244.87	61,565.73	27	4	17	0	1
April	51	7,211,476.84	61,902.77	23	4	21	1	2
May	24	2,417,790.34	23,289.92	6	1	15	1	1
June	6	525,025.00	4,768.12	2	0	2	0	2
July	20		11,146.14	3	5	11	0	1
August	37	27,069.70	10,672.52	13	6	16	1	1
September	35		23,068.26	13	1	19	1	1
October								
November								
December								
TOTALS	277	\$27,004,918.92	\$276,814.62	113	26	123	6	9

Monthly Total Year-To-Date

New Construction Permit Fees 20,376.94 \$221,347.23

Commercial Permit Fees 243.75 \$29,895.95

Renovations, Additions Permit Fees 2,447.57 \$25,571.44

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2025				YEAR - 2026			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	33	6,498,570.94	55,963.25	January	38	8,121,653.67	68,412.87
February	8	1,820,062.31	16,087.09	February	17	1,412,658.50	11,988.29
March	13	1,608,839.08	13,717.34	March	49	7,289,244.87	61,565.73
April	13	1,478,238.21	12,799.09	April	51	7,211,476.84	61,902.77
May	13	1,493,560.00	13,318.10	May	24	2,417,790.34	23,289.92
June	15	1,492,616.81	13,312.24	June	6	525,025.00	4,768.12
July	18	2,758,978.66	21,126.11	July	20		11,146.14
August	16	3,067,821.00	26,639.02	August	37	27,069.70	10,672.52
September	18	1,635,159.00	14,052.46	September	35		23,068.26
October	18	1,229,468.66	10,587.06	October			
November	15	1,650,667.60	13,496.03	November			
December	20	844,010.00	8,321.00	December			
TOTALS	200	\$25,577,992.27	\$219,418.79	TOTALS	277	\$27,004,918.92	\$276,814.62

Parks and Recreation

September 2026

Wetlands Waterpark

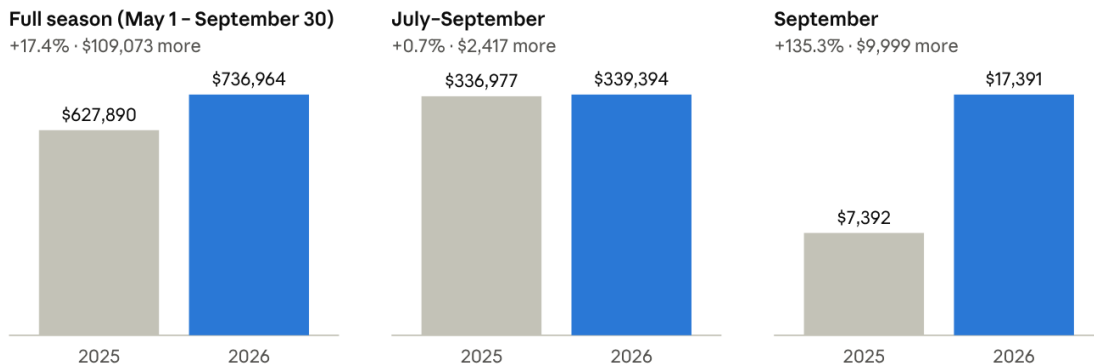
September marked the second year of extending the Wetlands Waterpark season into September, and it provided a strong finish to one of the park's best seasons. The park operated on weekends only from 12:00 PM–5:30 PM, with admission set at \$10 for ages 3 and up. September sales totaled \$17,391.00, an increase of approximately 135% over September 2025, which helped make up for a slower August when unfavorable weather affected weekend attendance.

The final weekend of the season was held as a Community and Customer Appreciation Weekend, with free admission and Café food offered at 50% off while supplies lasted. The event thanked residents and customers for another successful season while also reducing remaining food inventory before closing.

The 2026 season (May 1 – September 30) generated \$736,963.57 in total sales, an increase of \$109,073.11, or 17.4%, over the 2025 season. Sales for the July through September period finished slightly ahead of 2025.

2026 season revenue up 17.4%; September more than doubled

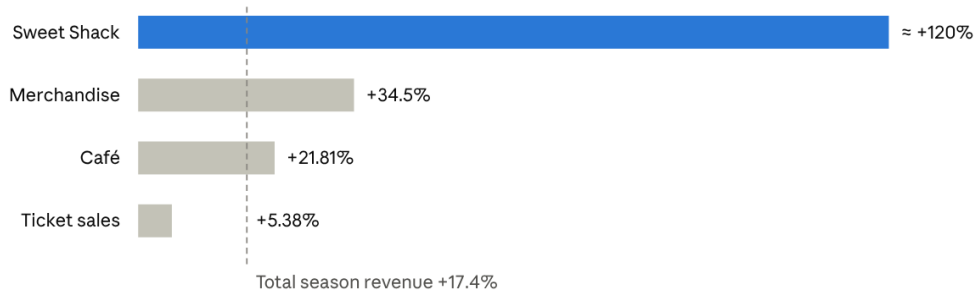
Wetlands Water Park revenue, 2025 vs 2026 · each panel uses its own scale



Growth came from nearly every revenue area. Season pass sales increased by \$16,261 and facility rentals increased by \$10,549.50, while sales rose in all four areas tracked by percentage, led by the new stand-alone Sweet Shack.

Sweet Shack sales more than doubled; all four areas grew

Percent change in Wetlands sales, 2026 season vs 2025 season



Wetlands welcomed more than 42,000 visitors during the season, not including private event attendance. The Café sold more than 37,000 items, and the Sweet Shack, which offers Dippin' Dots, ice cream, and Slush Puppie products, sold more than 11,000 items. Moving these products into their own location created an additional revenue source and improved the customer experience.

The investments made at Wetlands over the past two seasons continue to produce strong returns. The four new cabanas, the new lockers, and the Sweet Shack each generated enough revenue to pay for themselves within their first year. Looking ahead to 2027, we will continue to evaluate new attractions, additional slides, and improved amenities to sustain this growth in attendance, revenue, and customer satisfaction.

Wetlands employed more than 85 local teenagers and young adults during the 2026 season. Their reliability and hard work were central to the season's success, and the park continues to provide valuable employment and job experience for local youth.

Beyond weekend operations, Director Nick Bogle assisted with other Parks and Recreation programs throughout the month. Nick assembled the pumpkin hut, supported the soccer program on Saturdays, and helped run the Fireflies Camp held every Saturday morning. On Sundays, he helped host Adaptive Sports T-ball, a four-week program that gives children with disabilities the opportunity to take part in an organized sports activity. The program concludes on October 12th. The final date will be held on a Monday and members of the ETSU Football team will be volunteering.

Open Spaces Division

September kept the Open Spaces Division busy preparing downtown for Pumpkin Fest and the National Storytelling Festival. Staff sprayed, pulled weeds, and mowed along and in sidewalks, parking lots, and creek banks, mulched the 11-E medians, and replaced the mulch in the downtown tree wells.

Staff installed and maintained all of the fall décor downtown, including daily watering of the mums, and helped set up, deliver, and coordinate decorations for the Visitors Center, Jackson Theatre, McKinney Center, Senior Center, and the Pumpkin Hut.



Fall décor installed downtown ahead of Pumpkin Fest and the National Storytelling Festival.

Staff planted creeping thyme in the Tiger Way median, which had been grown from seed in the greenhouse since July, and continued plant care at BrightRidge Park, installing more of the perennials from the original planting plan.

Staff finished cleaning up and removing fallen trees at the cemetery and worked with the Maintenance Division to clear the fallen trees at Persimmon Ridge Park. Weekly mowing and general park maintenance continued throughout the month.

In addition to the ETSU class noted under Director Activities, Open Spaces Coordinator Sunny spoke to a second East Tennessee State University class about recreation programming in Jonesborough and opportunities for collaboration between ETSU recreation students and the Town.

Maintenance Division

September was a transition month for the Maintenance Division as summer operations gave way to fall programs and events, and staff worked hard to stay ahead of a heavy workload.

The largest project was installing fall decorations throughout downtown and preparing the Town for Pumpkin Fest and the National Storytelling Festival, including clean-up afterward. As part of this work, staff delivered and built the pumpkin hut downtown for the Tourism team to decorate.

Staff also cleaned and repainted the trash receptacles along the Main Street corridor. Crews removed the cans in sections and brought them to the shop, where Dawson Callahan cleaned, sanded, and painted each one. Dawson also did the chairs and tables at the ISC courtyard.

Maintenance Supervisor Matt Townsend completed two audits of the mowing contractor's crews this month. Performance issues have recurred as the season winds down, and the audits are used to require the contractor to correct them and finish the season with minimal problems.

Fall athletics added to field and facility maintenance across the park system. Fall soccer is underway at Tiger Park, and fall baseball is using three of the four fields at Persimmon Ridge Park for practices and games. Junior Pioneers is practicing on the football field at the former Jonesborough Elementary School site, which staff lines on a biweekly basis.

Several dead trees fell along the hiking trails at Persimmon Ridge Park this month, and Maintenance and Open Spaces crews worked together to respond immediately and keep the trail system open. Park cleaning also continued: after pressure washing all park equipment, pavilions, and sidewalks in August, staff cut back trees and shrubs, sprayed weeds, and inspected all equipment and buildings for maintenance needs.

Director Activities

Nick Bogle, Sunny Ezell, and I spoke to a recreational programming class at East Tennessee State University. We discussed how Jonesborough approaches recreation programming, where we succeed, and areas where we need to improve.

I attended a meeting about the possibility of adding a storybook trail at JES/Tiger Park. The trail would be grant funded and maintained by the FFA class at David Crockett High School.

I worked with BrightRidge and Sharp to switch the Police Training Center from Comcast to BrightRidge, completing the conversion of Town facilities within Persimmon Ridge Park. I also continued working with Operations Manager Craig Ford and Sunny on additional landscaping updates and buffering at BrightRidge Park.

I converted RecDesk from CardPointe, our previous credit card processor, to RecDesk Payments. With this change, I was able to negotiate a lower card processing rate, which will result in higher revenue for the Town.

On Saturdays, I assisted Nick with Jonesborough Soccer, where he and I are the instructors for the U5 group of 27 children ages 2 to 4. Nick and I are also working on hosting a soccer camp in June 2027 led by coaches from England.

I attended the Chuckey Depot Advisory Board meeting, where we discussed their upcoming exhibit. I am also working with them to draft bylaws and to help them promote themselves more.

I attended the Keep Jonesborough Beautiful meeting, where we discussed the No Trash November clean-up scheduled for Saturday, November 14. We have not held one of these in a while, but the board is more active with several new members, making this a great way to capitalize on that momentum.

I met with the Holiday Employee Party planning members about the upcoming Christmas party. We are working on new prizes, gifts, and recognition for Town employees.

Julia Hawkins left her position with the Town this month. Julia took great pride in the downtown planters, and her passion was evident in how beautiful they were throughout the summer. Nick, Matt Townsend, Sunny, and I conducted interviews for her replacement.

I was also able to take about a week and a half off to travel and see my family. During that time, the team decorated downtown and mulched the 11-E medians. To put that into context, that is hundreds of hay bales, hundreds of bundles of fodder, hundreds of pumpkins, and hundreds of mums set out, plus more than 10 pallets of mulch, all while checking parks daily and preparing fields for nightly programming. A huge thank you to Dawson, Jody, Matt, Sunny, Beebo, and Nick for tackling this task.



Supervisor Report for September 2026

Senior Center

The highlight of the month was confirmation of our \$11,000 grant from the Department of Disability and Aging. This funding will be used to replace old recumbent bikes and elliptical machines. Senator Rusty Crowe and Representative Rebecca Alexander wrote letters of support for this funding.

The senior center averaged 208 people per day, in the month of September. Our membership is over 2,500 members and it is growing each day, with 78 new people joining in September. The Senior Center hosted a trip to New England and Nova Scotia, and our group had a wonderful time. The Center was busy with several day trips to Maryville, two hikes and a walk, Smokies baseball game, gun range in Greeneville, and Hard Rock Casino.

The refrigerate lines for the HVAC units were reinsulated on ground floor of the Senior Center. We had several HVAC units on the main floor worked on in the month of Septembers. A special thank you to Rick Duvall, he and his staff replaced the damaged ceiling tiles in the center with the aid of a scissor lift.

Lincoln Park

We have begun selling Christmas tree sponsorships for Christmas at Lincoln Park. Half of the donations are used to support the Senior Center Benevolence Fund, money used to help seniors in need in our community. Last year the funding was used to buy groceries, window air unit, free standing heaters, help support Christmas Blessing Tree, buy a mattress and bedding. The trees will be on display from December 4th-January 5th. Our Christmas Blessing Tree will go on display November 5th. We will have names of area seniors in need and individuals can adopt those names. Last year all 104 names were adopted and over 500 gifts were delivered in the community. We hosted a special Christmas party for the residents of Bethel Housing.

Respectfully,



Mary Regen, Director



Jonesborough Senior

Service Days	Units	Avg. Units	Attendance	Avg. Attendance	Unduplicated Count
21	5636	268.4	4370	208.1	1012

Registered Clients						
Activity	Service Days	Units	Avg Units	Attendance	Avg Attendance	Unduplicated Count
Advisory Board Meeting	1	7	7	7	7	7
An Encouraging Word for Women	5	35	7	35	7	12
Baseball Game	1	52	52	13	13	13
Beginner Line Dance Instruction	2	37	18.5	37	18.5	26
Billiards	21	267	12.7	267	12.7	41
Billiards Tournament	2	26	13	26	13	17
Bingo	3	219	73	219	73	106
Bocce Ball on Thursdays	4	21	5.2	21	5.2	16
Book Review Club	1	16	16	16	16	16
Bowling Trip	1	63	63	21	21	21
Bridge Club	12	97	8.1	97	8.1	19
Cafe Connection	5	139	27.8	139	27.8	46
Card Making	1	16	16	16	16	16
Chair Yoga	8	278	34.8	278	34.8	110
CheckIn - Attendance	21	264	12.6	264	12.6	98
Chess	5	17	3.4	17	3.4	5
Coffee & Chat with Kathy	3	53	17.7	53	17.7	23
Coin Club	1	9	9	9	9	9
Cooking Class with Mary & Tracy	1	19	19	19	19	19
Cribbage	5	32	6.4	32	6.4	12
Crochet Group	1	3	3	3	3	3
Draw Your World	1	7	7	7	7	7
Experienced Line Dancing	2	17	8.5	17	8.5	10
Express Custom Facials	3	6	2	6	2	4
Fitness Room MUST HAVE BLUE BAND	18	1285	71.4	1285	71.4	280
Fun Pump & Stretch	4	59	14.8	59	14.8	28
Fun with Trivia	4	23	5.8	23	5.8	8
General Technology Assistance	2	14	7	14	7	12
Gentle Yoga	6	105	17.5	105	17.5	37
Greene County Range Trip	1	14	14	14	14	14
Grief Share	5	15	3	15	3	4
Hand & Foot	5	78	15.6	78	15.6	25
Instructional Cornhole	5	35	7	35	7	15
Instructional Shuffleboard	3	30	10	30	10	12
Jam Session	3	46	15.3	46	15.3	25
Jen's Trails & Tales	2	46	23	23	11.5	22
Jonesborough Dulcimer	3	8	2.7	8	2.7	3

Players						
Joyful Women's Bible Study	2	37	18.5	37	18.5	23
Kickboxing Class	3	43	14.3	43	14.3	22
Knit Pickers	5	31	6.2	31	6.2	13
LifeFit	3	35	11.7	35	11.7	19
Lincoln Loopers	3	5	1.7	5	1.7	3
Lunch Bunch-Bus Trip	1	44	44	22	22	22
Lunch-Dining Room-Nutrition	15	149	9.9	149	9.9	49
Mahjong	3	17	5.7	17	5.7	9
Main Streets & Hidden Treats	1	48	48	24	24	24
Massage Therapy	8	16	2	16	2	15
Meditation with Lotus	5	11	2.2	11	2.2	3
Mexican Train Game	2	6	3	6	3	5
Net Trans- to Center	17	28	1.6	28	1.6	9
Net Trans-go home	17	29	1.7	29	1.7	9
Not Your Mothers Sewing Guild	1	3	3	3	3	3
Orientation of Fitness Equipment	4	44	11	44	11	44
Painting w/ Tania	1	14	14	14	14	14
Parkour Silver	5	28	5.6	28	5.6	11
Pickleball	4	88	22	88	22	38
Ping Pong	17	39	2.3	39	2.3	9
Play Rook	4	16	4	16	4	9
Pumpkin Painting	1	9	9	9	9	9
Red Liners Hiking Group	1	20	20	10	10	10
Relaxation Station	1	1	1	1	1	1
Robin's Early Birds	4	17	4.2	17	4.2	6
Rockin with Robin	1	30	30	10	10	10
Scrabble Game	8	27	3.4	27	3.4	4
Shower	7	7	1	7	1	2
Shuffleboard	6	10	1.7	10	1.7	5
Silver Sneakers-Circuit	11	396	36	396	36	80
Silver Sneakers-Classic	11	458	41.6	458	41.6	95
Silver Sneakers-EnerChi	7	121	17.3	121	17.3	36
Silver Sneakers-Splash	7	80	11.4	80	11.4	29
Stitch Therapy	4	38	9.5	38	9.5	17
The Artist's Way	3	20	6.7	20	6.7	10
The Social Escape	1	50	50	25	25	25
Trivia with Budds	1	8	8	8	8	8
Veterans Meet and Greet	1	19	19	19	19	19
Vintage Productions	3	19	6.3	19	6.3	11
WERQ	5	30	6	30	6	11
Yogalates	6	39	6.5	39	6.5	20
Zumba Class	3	48	16	48	16	27
All Activities	21	5,636	268.4	4370	208	1012

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

DATE: October 12, 2026 **AGENDA ITEM #:** Consent Agenda 6.7

SUBJECT: Comptroller PBA Loan Letter and Heightened Risk Letter

Subject: PBA Loan Letters - \$2 million Tiger Park Loan

The Comptroller's office has acknowledged receipt of our request for approval for the Town to enter into a 25-year loan agreement with the PBA of Clarksville in an amount not to exceed \$2 million. They have also acknowledged receipt of our request for approval for the Town to issue heightened risk debt for this loan. These approvals are being provided to the governing body at the request of the Comptroller's Office. No action is required.



Jason E. Mumpower
Comptroller

September 21, 2026

Honorable Mr. Kelly Wolfe, Mayor
and Honorable Board of Aldermen
Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659-1390

Dear Mayor Wolfe and Members of the Board:

Thank you for your request. We acknowledge receipt on September 11, 2026, of a request from the Town of Jonesborough (the "Town") for approval for the Town to issue Heightened Risk Debt. The Town plans to execute a 25-year \$2,000,000 Loan Agreement with the Public Building Authority of the City of Clarksville, Tennessee (PBA Loan), to finance the construction and equipping of school athletic facilities.

Heightened Risk Debt

The PBA loan is defined as heightened risk debt pursuant to Tenn. Code Ann. § 9-21-409 because the proposed debt contains a put option and a rate reset, both at 5-year intervals.

Pursuant to the Town's request, local officials are aware of the risks associated with the terms of the proposed debt and have practices and policies in place to manage those risks. Local officials have indicated in their request that the proposed debt is in the best interest of the public because the costs of issuance are estimated to be \$6,000 per \$1,000,000, for a total of \$12,000, as compared to the cost to issue bonds. The estimated cost to issue bonds in the amount of \$2,000,000 would be approximately \$65,000, including underwriter's discount. The Town has also asserted that it has the ability to prepay the debt within five years, thereby mitigating the interest rate risk associated with a rate reset.

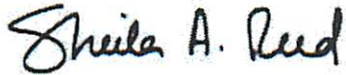
Pursuant to Tenn. Code Ann. § 9-21-409, the Comptroller of the Treasury or the Comptroller's designee shall evaluate each request to issue heightened risk debt based upon each local government's particular circumstances and shall approve the request only if a determination is made that the debt terms are in the public's interest. Based upon our review in accordance with statute, the County's request is approved.

While this letter addresses our approval for heightened risk debt, our approval to issue the \$2,000,000 PBA Loan, is addressed in a separately issued letter and should be read and reviewed by the members of the City Council.

Town of Jonesborough
Heightened Risk Debt Approval
September 21, 2026

If you should have questions or need assistance, please refer to our online resources or feel free to contact your financial analyst, Lori Barnard, at 615.747.5347 or Lori.Barnard@cot.tn.gov.

Sincerely,

A handwritten signature in black ink that reads "Sheila A. Reed". The signature is written in a cursive style with a large, stylized 'S' and 'R'.

Sheila Reed, Director
Division of Local Government Finance

cc: Glenn Rosenoff, Town Administrator, Town of Jonesborough
Janet Jennings, Finance Director, Town of Jonesborough
Linda Mooningham, Legal Coordinator, TMBF

SR:lb



Jason E. Mumpower
Comptroller

September 21, 2026

Honorable Mr. Kelly Wolfe, Mayor
and Honorable Board of Aldermen
Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659-1390

Dear Mayor Wolfe and Members of the Board:

Thank you for your request. We acknowledge receipt on September 11, 2026, of a request for approval for the Town of Jonesborough (the "Town") to enter into a 25-year loan agreement with the Public Building Authority of the City of Clarksville, Tennessee (the "PBA") in an amount not to exceed \$2,000,000 (the "the PBA Loan Agreement").

Included with the request letter were certified copies of Resolutions No. 2026-20 and No. 2026-21, both adopted on August 10, 2026, authorizing the Town to enter into the PBA Loan Agreement to finance the construction and equipping of school athletic facilities (the "Project").

The Town published a notice concerning the initial resolution on August 14, 2026, and no petition protesting the incurrence of the indebtedness was filed with officials according to the Town's request letter.

Purpose, Terms, and Life

This Project is defined as a public works project in Tenn. Code Ann. § 9-21-105, and the Town may enter into a loan agreement with a public building authority under the authority of Title 12, Chapter 10 of the Tennessee Code Annotated to finance such Project. The submitted certified resolution appears to meet the requirements for entering into such a loan agreement. The maximum term for the loan agreement authorized by the governing body is twenty-five (25) years. The loan agreement includes a "scheduled put option date" on the fifth anniversary of closing, with the ability for the bank to either extend or exercise the put option upon notice. If the bank extends the put option, it may reset the interest rate for another five (5) years. The interest rate is fixed for 5-year intervals and may be reset by the lender at each interval. Because the interest rate may be reset every five years, the PBA Loan Agreement is a variable rate loan.

Town of Jonesborough
PBA Loan Approval
September 21, 2026

Heightened Risk Debt

Pursuant to Tenn. Code Ann. § 9-21-409, the Town requested approval from our office to issue the PBA Loan Agreement as heightened risk debt due to its terms and conditions. We provided this heightened risk debt approval in a separate letter dated September 21, 2026, as a prerequisite to the approval below.

Approval

This letter constitutes approval for the Town to enter into the PBA Loan Agreement pursuant to Tenn. Code Ann. § 12-10-109. Our office has relied upon the Town's determination of the cost of the public works project. Please notify us if the Town decides not to enter into the loan agreement.

Requirements After the Loan Has Been Executed

Our website contains specific compliance requirements that your local government will be responsible for once the loan agreement has been executed: <http://tncot.cc/debt>.

If you should have questions or need assistance, please refer to our online resources or feel free to contact your financial analyst, Lori Barnard, at 615.747.5347 or Lori.Barnard@cot.tn.gov.

Sincerely,



Sheila Reed, Director
Division of Local Government Finance

cc: Glenn Rosenoff, Town Administrator, Town of Jonesborough
Janet Jennings, Finance Director, Town of Jonesborough
Linda Mooringham, Legal Coordinator, TMBF

SR:lb

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

DATE: October 12, 2026 **AGENDA ITEM #:** Consent Agenda 6.8

SUBJECT: RFPs for Review and Update of Zoning Code

BACKGROUND:

As you are aware from my weekly/monthly reports for the last few months, I have been exploring updates to our zoning code as it is an important project and would provide value to the Town by helping ensure that the zoning regulations remain current, clear, and responsive to the Town's future needs. In cooperation with Washington County Planning & Zoning Office, a Request for Proposal (RFP) requesting proposals for zoning codes update was sent out. The RFP was one document but separated by county and town as part of any approval or award procedures. Washington County had approved in their FY27 budget up to \$200,000.00 for their zoning code to be comprehensively reviewed and updated. For Jonesborough, we asked as part of the RFP for an existing code assessment and initial code update of the Comprehensive Sign section only. The projected cost of this type of service was estimated at \$40,000.00.

Three companies submitted RFPs, including Camaros, Kimley-Horn, and Smith Seckman Reid (SSR). A scoring sheet was used to score the proposals with Kimley-Horn scoring the highest at 93/100 points.

During the process of the RFPs town staff attempted to identify a funding source since the RFP was issued after the FY2027 budget was adopted by the Board of Mayor and Aldermen in June 2026. As part of that review, staff evaluated the funds appropriated for FY2027 projects. All funds currently appropriated for FY2027 projects have been assigned, and staff have not identified additional available funding to undertake the zoning code review and updates at this time.

Instead, staff will include the proposed zoning code review and updates as part of the FY2028 budget planning process, allowing the Board to consider the project along with other priorities and available funding for the upcoming fiscal year.

Staff recommend that the Board deny the proposals at this time and direct that the zoning code review and update project be considered as part of the FY2028 budget planning process.

RECOMMENDATION:

Deny the Request for Proposals (RFPs) for zoning code review and update at this time and direct that the zoning code review and update project be considered as part of the FY2028 budget planning process.

Request for Proposals
Washington County, TN & Town of Jonesborough, TN
Zoning Codes Updates
Due by 2 p.m. EST on Wednesday, September 23, 2026

Washington County and the Town of Jonesborough jointly seek experienced planning professionals to assist in the assessment, amendment, and adoption of zoning codes regulations.

Specifically, Washington County and the Town of Jonesborough seek to update their respective zoning regulations to include a general modernization of both codes, including aligning the formatting to:

- Accommodate current and future development;
- Provide clear and concise standards, which may also include recommendations for eliminating and/or adding new districts as may be appropriate, for conveying expectations for future development and redevelopment using graphics and tables;
- Accommodate special provisions for all applicable districts, including overlay districts, historic districts, environmentally sensitive areas, and special use areas;
- Ensure development regulations address the diversity of the area's population and incorporate community input consistent with local, state, and federal regulations.

Washington County will manage and oversee this RFP on behalf of the joint cooperation of both jurisdictions with support from the Town. Separate contracts will be issued by Washington County and the Town of Jonesborough.

A detailed Scope of Services, Proposal Requirements, and other information can be obtained by contacting the Washington County Purchasing Dept. at 423-753-162 or email at wshrewsbury@washingtoncountyttn.org.

Washington County is an equal opportunity employer. We encourage all small and minority-owned firms and women's business enterprises to apply.

It is the policy of Washington County to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U. S. Department of Transportation on the grounds of race, color, sex, age, disability or national origin.

Washington County, Tennessee & The Town of Jonesborough, Tennessee

Request for Proposals (RFP)

Zoning Codes Updates RFP #GF-0205

Posted: Friday, September 4, 2026

**Proposals Due: by 2 p.m. EST on Wednesday, September 23,
2026**

For this RFP, “zoning codes” or “codes” shall be used for joint references to the County’s Zoning Resolution and the Town’s Zoning Ordinance. Washington County, TN (“County”) seeks to update its Zoning Resolution and the Town of Jonesborough, TN (“Town”) seeks to update its Zoning Ordinance to:

- Accommodate current and future development;
- Provide clear and concise standards, which may also include recommendations for eliminating and/or adding new districts as may be appropriate, for conveying expectations for future development and redevelopment, which may also include using graphics and tables;
- Accommodate special provisions for overlay districts including but not limited to historic districts, environmentally sensitive areas, and special use areas;
- Provide site planning and land planning guidance and assistance;
- Ensure development regulations address the diversity of the area’s population and incorporate community input consistent with local, state, and federal regulations.
- Additional considerations the Respondents may propose as part of the process that achieves the stated goals.

The updates will include general modernization and formatting alignment of both separate zoning codes to provide clarity, improve overall functionality, and achieve greater sensitivity to the character of the area. The update will focus on portions of the zoning codes that are either deficient, outdated, overly complex, inconsistent with federal or state zoning laws, or that otherwise unnecessarily inhibit development. The updates will include both major and minor editing of the existing codes as well as original authoring of new provisions.

Scope of Services: County

The timeline for completion of both phases below is requested to be provided within 12-14 months, and the County has a fixed maximum award limit of no more than \$200,000 including all expenses. The project is described in two phases, both requiring expedited completion dates to be established in conjunction with the selected consultant. Respondents are encouraged to provide a budget for all required items, including items that may be proposed exceeding this scope of services.

Phase I

Evaluation Phase: Conduct an analysis of the existing Zoning Resolution. This will include stakeholder interviews with:

- Planning Commission Members

- Additional staff/representatives from the County (i.e. Engineering, Building Codes, Highway, Stormwater)
- Active Developers
- Community stakeholders (to be selected later)

The final deliverables will be an assessment of the current zoning regulations, a description of improvements needed, estimated costs to implement the revisions/changes, and a timeline to complete.

Phase II

Implementation Phase: Develop the documents suggested under Phase 1 as consistent with Federal and State requirements. Documents will be provided in strikethrough /underline format and a clean version, formatted in both Word and PDF.

- Updates to the County's Zoning Resolution

Final Deliverables:

- Updated Zoning Resolution
- We anticipate 3-5 stakeholder meetings: firms shall incorporate community meetings as part of outreach plans including, at a minimum, presentations to the Planning Commission; Washington County Board of County Commissioners; and/or other identified technical advisory committees.

Scope of Services: Town

The project is described in two phases, both requiring expedited completion dates to be established in conjunction with the selected consultant. The timeline for completion of the project is assumed to be provided over two fiscal years; Phase 1 is requested to be within 6 months. Based on the outcomes, the Town reserves the right to stop at Phase 1. If awarded in FY27, Phase 2 will be requested to be completed within 12 months. The Town has a fixed maximum award limit of no more than \$40,000 for Phase 1; Phase 2 is TBD based on the findings of Phase 1 and the Town's approved budget at that time.

Phase I

A. Evaluation Phase: Conduct an analysis of the existing Zoning Ordinance. This will include stakeholder interviews with:

- Planning Commission Members
- Additional staff/representatives from the Town (i.e. Engineering, Building Codes, Tree & Landscape, Fire)
- Active Developers
- Community stakeholders (to be selected later)

B. Signage: Updates to Chapter 12

- This portion of Phase 1 is understood to include an assessment of the Town's Zoning Ordinance signage chapter and its amendment, including presentation and adoption to the Town's Planning Commission and Board of Mayor & Aldermen

The final deliverables will be an assessment of the current zoning regulations, a description of improvements needed, signage updates, and estimated costs to implement all other revisions/changes, including any optional items and a timeline to complete.

Phase II

Implementation Phase: Develop the documents suggested under Phase 1 as consistent with Federal and State requirements.

- Updates to the Town's Zoning Ordinance

Final Deliverables:

- Updated Zoning Ordinance
- We anticipate 3-5 stakeholder meetings: firms shall incorporate community meetings as part of outreach plans including, at a minimum, presentations to the Planning Commission; Town of Jonesborough Board of Mayor and Alderman; and/or other identified technical advisory committees.

Proposal Requirements

At the sole discretion of the County, a proposal may be eliminated from consideration if, among other things, it fails to contain each of the following provisions or fails to provide satisfactory justification to the County for excluding any of the following provisions:

A. Consultant

- Identification of the prospective consulting firm ("Prospective Consultant"), including the name of the firm submitting the proposal, its mailing address, telephone number, email, and contact person for the proposal. This shall include any subconsultants proposed by the Consultant, including roles and responsibilities as identified in Section E below.

B. Management

- Identification by name of the lead personnel the Prospective Consultant proposes to assign to the project. Contract terms will not permit substitution of lead personnel without prior written approval of the County and/or Town.

C. Personnel

- For everyone the Prospective Consultant proposes to assign to the project (excluding administrative support), the proposal must provide a summary of similar work or projects performed, a resume, and a statement indicating their planned responsibilities under the contract. Any limiting factors on the availability of these individuals should be identified. Individuals assigned to the project must have experience and expertise in developing architectural, engineering, and/or zoning related documents. The County and/or Town reserves the right to reject any individual proposed for assignment to this project. Contract terms will not permit substitution of any personnel without prior written approval of the County and/or Town.

- As services will be provided to the County and Town concurrently, the personnel organizational chart and staffing levels must reflect the ability to support both efforts.

D. Related Experiences

- Prospective Consultant shall provide the County with a list of similar development-related services described in this RFP over the last five years. Specifically, the list must include three examples of projects in Tennessee for which the Prospective Consultant was responsible for the oversight of development related documents. The listing should include:
 - i. Title of the project
 - ii. Name of the entity for which the project was prepared
 - iii. Brief description of the project
 - iv. Name and telephone number of the entity's contracting officer
- By furnishing this information, the Prospective Consultant permits the County to contact these entities regarding the Prospective Consultant's past performance.
- Specifically, a written statement illustrating an in-depth knowledge of Tennessee planning enabling legislation and relevant municipal authority from the Tennessee Code Annotated, including working knowledge and understanding of dynamics in northeast Tennessee, is a critical component of any submittal.

E. Subcontracts

- The Prospective Consultant must list any prospective sub-consultants it plans to use in performing work, including a listing of the individuals the sub-consultant proposes to assign to the project with identification of the percentage of contribution to the completion of tasks, in accordance with subparagraphs B & C of Proposal Requirements. The County, in its sole discretion, reserves the right to reject sub-consultants listed by the Proposed Consultant.

F. Methodology

- The proposal shall include a description of the Prospective Consultant's overall approach to providing the services described in the Scope of Services. Additionally, the proposal must include a specific project approach that includes the following:
 - i. A statement describing the proposed consultant's relevant experience in community and stakeholder engagement that demonstrates the ability to accomplish the Scope of Services described in this RFP.
 - ii. Specific steps the Prospective Consultant will take to provide the services for each of the phases described in the Scope of Services.
 - iii. Each proposal should identify the specific approach to be used in completing each project phase; a proposed expedited schedule for the completion of each phase; specific methods to be used for completing each phase; anticipated public outreach methodologies in each phase; and planned resources allocated to each phase, including sub-contractors to be used.
 - iv. The approaches to be used to monitor timelines, performance, and costs.

G. Other Contents of Proposal

- The Prospective Consultant may include any relevant information and pertinent exhibits in the proposal. Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Emphasis should be on conformance to the instructions and responsiveness to the

- requirements described herein, and on completeness and clarity of content.
- The County encourages all small and minority-owned firms and women's business enterprises to apply.

Reference Materials:

Washington County Zoning Resolution: <https://www.washingtoncountyttn.org/179/Zoning-Resolution>

Town of Jonesborough Zoning Ordinance: <https://www.jonesboroughtn.org/municipal-code/>

Submission of Proposals

Proposals are due no later than 2 p.m. EDT on Wednesday, September 23, 2026

Submit 5 paper copies AND one electronic copy to:

Washington County, TN Purchasing Department
c/o William Shrewsbury, Purchasing Director
P.O. Box 219
Jonesborough, TN 37659

Pre-Submittal Questions

Questions should be addressed to William Shrewsbury, County Purchasing Director, at 423.753.1642, or hand-delivered to William Shrewsbury, Purchasing Director at 100 E. Main St, Jonesborough, TN 37659, or mailed to: William Shrewsbury, Purchasing Director, P.O. Box 219, Jonesborough, TN 37659, or e-mailed to wshrewsbury@washingtoncountyttn.org.

Any questions shall be submitted before 2 p.m. EDT on Monday, September 14th. All answers will be provided by 4 p.m. on Thursday, September 17th. The County and Town staff will not answer questions outside of this arrangement.

Selection Criteria

Washington County, including Town of Jonesborough representatives, shall evaluate each potential respondent. Responses will be evaluated based on the written materials submitted and according to the following factors:

- Experience of the firm with a minimum of three (3) successfully completed codes updates in Tennessee over the last five years as described in proposal requirements **Max 40 pts**
- Experience of lead personnel assigned, including longevity with the firm and involvement with a minimum of the three (3) successfully completed code updates in Tennessee over the last five (5) years as described in proposal requirements **Max 20 pts**
- Capacity of the firm to accomplish the work in the required time concurrently for both jurisdictions **Max 20 pts**
- Ability of the firm to complete the tasks within budget **Max 10 pts**
- Reference from other clients attesting to the firm's quality of work and compliance with performance schedules **Max 10 pts**

All proposals will be scored and ranked by Washington County's evaluation committee, and one of the firms may be awarded a contract taking into consideration the total points awarded. In the event of a tie, the firm with the most extensive experience with the type of project described may be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible. The County and Town reserve the right to request in-person interviews before awarding a contract. The County and Town reserve the right to proceed with awarding a contract for services independently of the other jurisdiction. The County and Town reserve the right to reject any or all proposals and to waive any formalities.

Responses to this RFP should be hand-delivered to William Shrewsbury, Purchasing Director, at 100 E. Main St, Jonesborough, TN 37659, or mailed to: William Shrewsbury, Purchasing Director, P.O. Box 219, Jonesborough, TN 37659.

Sealed responses to this RFP must be received no later than 2:00 p.m., Wednesday, September 23, 2026. Please state **"Zoning Codes Updates RFP #GF-02025"** on the cover.

Five (5) paper copies and one electronic copy of the proposal should be provided.

Responses received after the deadline and incomplete submissions will not be considered and will not be evaluated.

The materials submitted in response to this request shall become the property of the County and Town. Selection or rejection of a proposal shall not affect this right.

Washington County and the Town shall not be liable for any costs incurred by proposers associated with developing the response, preparing for discussions (if any), or any other costs incurred by the proposer associated with this RFP.

It is the policy of Washington County and the Town of Jonesborough to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex, age, disability or national origin.

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

DATE: October 12, 2026 **AGENDA ITEM #:** Consent Agenda 6.9

SUBJECT: Town Event – Jackson Theatre Fundraising Gala

BACKGROUND:

Jackson Theatre Operations Manager Amber Crumley has provided a memorandum regarding the Jackson Theatre Fundraising Gala titled “The Marquee Ball at the Jackson”. Her memorandum about the event reads as follows:

We are gearing up for our first large fundraising event at the Jackson Theatre on November 14, 2026, The Marquee Ball at the Jackson. Tickets are on sale. The event will consist of heavy hors d’oeuvres, drinks, dancing, a live auction and music from the Wanna Beatles. Doors will open at 5:30pm and the band will take the stage at 7pm.

With this event, we would like to utilize the alley between the theatre and Main Street Café. Our plan would be to use the alley for round tables with chairs for dining, cocktail tables, food set up and beverage station. I have checked in with Chief Rice, Shane Adams (house behind the theatre) and Zac Jenkins with Main Street Café, and all are good with us utilizing that space with breakdown around 8:30pm.

I would like to request BMA approval for alcoholic drinks to be served and consumed within the alley from the time of 5:30pm-8pm. We will be prepared with staff and volunteers present in the alley to monitor, “No Alcohol Beyond This Point” signage at each end of the alley, and we plan to have barricades on each end as well. We will be routing people from inside the theatre, through our theatre hallway, and out the side door to the alley with any beverages, so no alcohol will be on the sidewalk.

Mrs. Crumley has discussed the event with me in detail and has performed her due diligence in discussing the closure of the alley with all parties as detailed in her memorandum.

The request is for the BMA to approve closing the alley for the fundraising gala on November 14, 2026, from 5:30 pm to 8:00 pm, and furthermore for alcohol to be served and consumed within the alleyway.

RECOMMENDATION:

Approve closing the alley, between the Jackson Theatre and Main Street Café buildings, for the fundraising gala on November 14, 2026, from 5:30 pm to 8:00 pm, and furthermore for alcohol to be served and consumed within the alleyway.



Memo

To: Glenn Rosenoff

From: Amber Crumley

Re: Fundraising Gala- The Marquee Ball at the Jackson

Date: 9/28/26

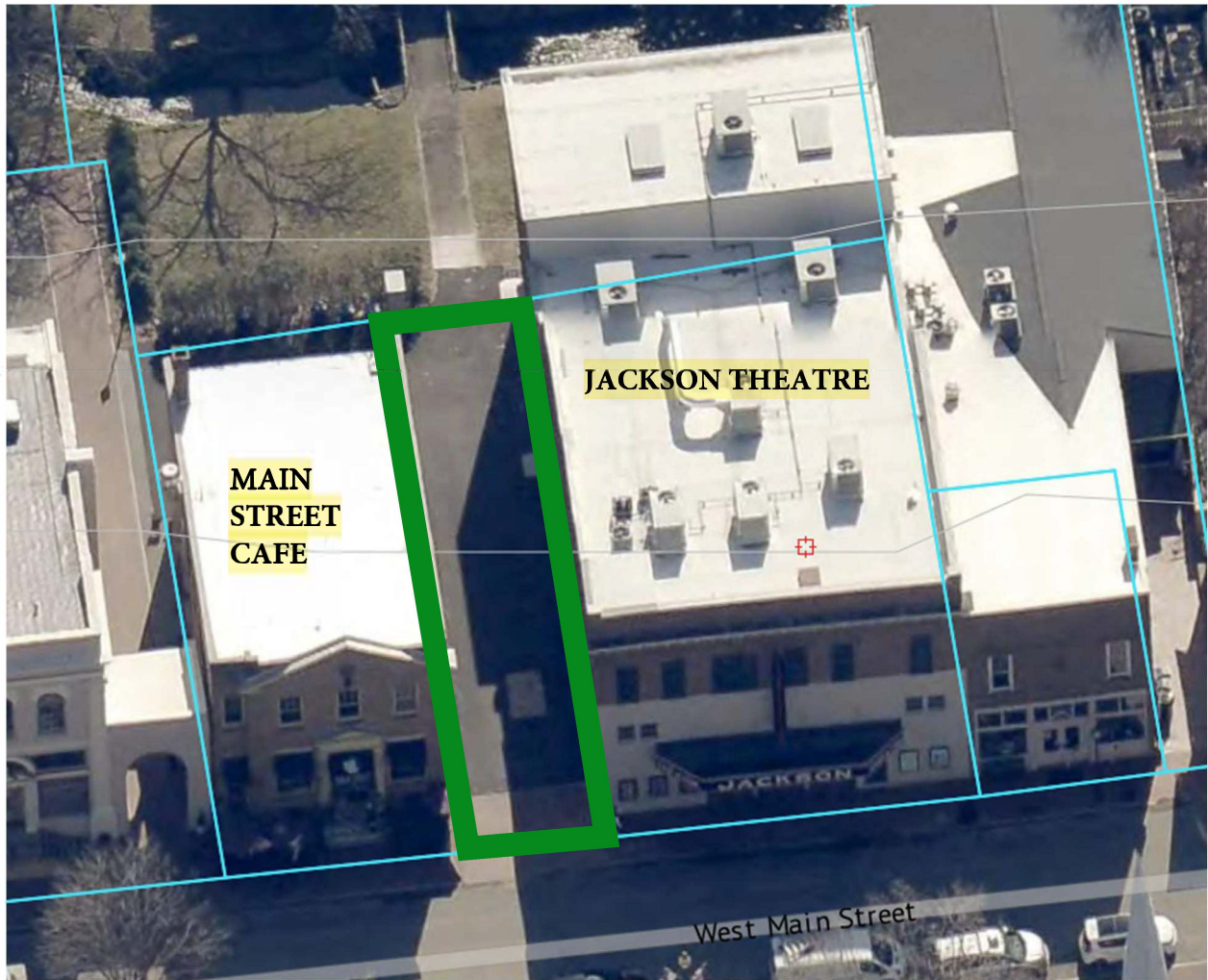
We are gearing up for our largest fundraising event at the Jackson Theatre on November 14, 2026, The Marquee Ball at the Jackson. Tickets are on sale, and details are coming together quickly. The event will consist of heavy hors d'oeuvres, drinks, dancing, a live auction and music from the Wanna Beatles. Doors will open at 5:30pm and the band will take the stage at 7pm.

With this event, we would like to utilize the alley between the theatre and Main Street Café. Our plan would be to use the alley for round tables with chairs for dining, cocktail tables, food set up and beverage station. I have checked in with Chief Rice, Shane Adams (house behind the theatre) and Zac Jenkins with Main Street Café, and all are good with us utilizing that space with breakdown being around 8:30pm.

I would like to request BMA approval for alcoholic drinks to be served and consumed within the alley from 5:30pm-8pm. We will be prepared with staff and volunteers present in the alley to monitor, "No Alcohol Beyond This Point" signage at each end of the alley, and we plan to have barricades on each end as well. We will be routing people from inside the theatre, through our theatre hallway, and out the side door to the alley with any beverages, so no alcohol will be on the sidewalk.

I appreciate you all and thank you for your continued support.

Thanks



Green Outline is approximate boundary of Jackson Theatre Alleyway

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

DATE: October 12, 2026 **AGENDA ITEM #:** Consent Agenda 6.10

SUBJECT: Easement on Walnut Grove

BACKGROUND:

The property located at 1002 Walnut Grove Road is a vacant lot in which a detention pond is located for Walnut Grove subdivision. The owner, Nancy Stanton, has requested assistance from the Town in maintaining this pond as she does not have the means to keep it properly maintained.

She is requesting to donate the property to the Town; however, it would be preferred for the Town to have a permanent easement on the property. If we own this pond, we will have to keep it mowed and maintained on a weekly basis. If we have a permanent easement, it will allow Town staff to maintain the proper flow of storm water without the need to maintain the property on a weekly basis.

It is obviously in the Town's best interest and the general public's best interest to see that this pond is properly maintained to prevent flooding in this subdivision.

I have attached a copy of the property map, which is depicted in the lots marked 1.00 and 25.00.



RECOMMENDATION:

Authorize Town Staff to work with the Town Attorney in obtaining a permanent easement from Nancy Stanton on the property located at 1002 Walnut Grove Road for the purpose of performing periodic maintenance as needed for the drainage pond for Walnut Grove Subdivision.

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

DATE: October 12, 2026

AGENDA ITEM #: 7-A

SUBJECT: Second and Final Reading on an Ordinance Amending the Municipal Code Title 1, Chapter 23, Section 1-1703 Jackson Theater Board Composition.

BACKGROUND:

In September 2024, the BMA approved the amendment to the Jonesborough Municipal Code Title 1 by adding Chapter 23, Jackson Theatre Board. The Jackson Theater Board (JTB) was initially established with five (5) members to provide a manageable advisory body while town Staff and the JTB helped to develop operating procedures, extensive programming, rentals, sponsorships, marketing and economic analytics, and professionally led strategic planning sessions to gain experience overseeing the theater.

After two years of operation, the proposal to increase to seven (7) members is appropriate based upon the theater's growth, expanded programming, increased community involvement, and the need for broader representation and expertise. Attached to the presentation is the current and proposed language regarding Jackson Theater Board composition.

Increasing membership to seven members after two years would provide several benefits:

- Broader community representation by allowing additional perspectives from community stakeholders.
- Additional expertise in areas such as theater operations, fundraising, marketing, finance, historic preservation, events, and economic trends.
- Greater workload capacity as programming, events, fundraising, and operational responsibilities increase.
- Greater financial oversight and aid in developing new revenue sources.
- Provide additional community connections in identifying more grant opportunities.
- Additional board participation to protect the town's financial and economic interests.

One major driving force to increase membership is the economic justifications through the theater's continued economic impact. In two years, the theater has generated economic activity beyond ticket sales or rentals, as it acts as a catalyst for local commerce, tourism, and job creation. When people attend shows, they often spend additional money downtown and the surrounding area, on dining, retail, and other services. The experience at the theater reverberates in the community far beyond its walls.

The proposed new composition does continue to consist of a member of the Board of Mayor and Aldermen, adds a provision of a designee, selected by the Board of Mayor and Aldermen, to serve the Jackson Theater Board and provide the important connection between the theater and Town elected leadership to foster effective communications and accessing public resources.

The Jackson Theatre Board Mission Statement:

The Jackson Theatre exists to enrich quality of life through the arts and entertainment by inspiring generations to build their own story and by fostering cultural preservation and economic development.

The current membership created the Mission Statement and exemplified the Mission. The membership has gelled establishing a great working relationship, developing trust, have proven board effectiveness, and have demonstrated how effectively the theater performs under their leadership. While the original five created the foundation, the additional two members will bring new expertise, relationships, ideas, and value.

The recommendation is to amend Jonesborough Municipal Code Title 1, Chapter 23, Section 1-1703, Composition, Appointment, Membership, and Terms as presented. The BMA passed the ordinance on first reading at the September 14th meeting.

RECOMMENDATION:

Approve the ordinance amending the Jonesborough Municipal Code Title 1, Chapter 23, Section 1-1703, Composition, Appointment, Membership, and Terms on Second and Final Reading.

PROPOSED AMENDMENT JACKSON BOARD THEATER COMPOSITION 1-1703

Current Jackson Theater Board Composition 1-1703

1-1703. Composition, appointment, membership and terms. The Jackson Theater Board shall be composed of five (5) members determined as follows: One (1) member shall be a member of the board of mayor and aldermen, selected by the board. The term of the board member shall be contiguous with his or her term on the board of mayor and aldermen. The remaining four (4) positions on the board will be made up of members of the community that are interested in carrying out the purpose and duties of the Jackson Theater Board as established by the town board. Two (2) of the positions will be nominated by the Mayor and approved by the board of mayor and aldermen. Two of the positions will be appointed by the existing Jackson Theater Board (or initially the first three (3) members selected previously herein) and confirmed by the Board of Mayor and Aldermen. The terms of the four (4) appointed members shall be six (6) year terms. For the initial appointment only, and to allow for staggered terms, the two (2) appointed members appointed by the Jackson Theater Board members shall serve three (3) year terms, and the two (2) appointed members appointed by the board of mayor and aldermen shall serve six (6) year terms. Any vacancy in the appointed membership shall be filled for the unexpired term by the board of mayor and aldermen. The board of mayor and aldermen shall have the power to remove any board member, regardless of how that member was appointed, at any time with or without cause.

Proposed Amendment to Jackson Theater Board Composition 1-1703

1-1703. Composition, appointment, membership and terms. The Jackson Theater Board shall be composed of five (5) members. The membership of the Jackson Theater Board may be increased to no more than seven (7) members.

One (1) member shall be a member of the Board of Mayor and Aldermen or a designee, selected by the board. The term of the member of the Board of Mayor and Aldermen shall be coterminous with the term of office of the mayor or alderman whom such member represents. The term of the designee member shall be four (4) years.

The remaining six (6) positions on the Board will be made up of members of the community that are interested in carrying out the purpose and duties of the Jackson Theater Board as established by the Board of Mayor and Aldermen. Those positions will be filled by a recommendation for the position being made by the Jackson Theater Board and an appointment of a member then being made by the Board of Mayor and Aldermen. Any application process adopted by the Board of Mayor and Alderman for volunteer appointments will be followed.

The terms of the six (6) appointed members shall be three (3) year terms and may be extended another (3) years at the BMA's discretion with or without a recommendation from the Jackson Theater Board.

Any vacancy in the appointed membership shall be filled for the unexpired term by the Board of Mayor and Aldermen after requesting a recommendation from the Jackson Theater Board. The Board of Mayor and Aldermen shall have the power to remove any board member, at their discretion at any time with or without cause.

ORDINANCE NO. 2026-10

**AN ORDINANCE AMENDING THE JONESBOROUGH MUNICIPAL CODE TITLE 1
CHAPTER 23 SECTION 1-1703 JACKSON THEATER BOARD**

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 1-1703 be amended regarding the Composition, Appointment and Membership and to read as follows:

1-1703. Composition, appointment, membership and terms. The Jackson Theater Board shall be composed of five (5) members. The membership of the Jackson Theater Board may be increased to no more than seven (7) members. One (1) member shall be a member of the Board of Mayor and Aldermen or a designee, selected by the board. The term of the member of the Board of Mayor and Aldermen shall be coterminous with the term of office of the mayor or alderman whom such member represents. The term of the designee member shall be four (4) years. The remaining six (6) positions on the Board will be made up of members of the community that are interested in carrying out the purpose and duties of the Jackson Theater Board as established by the Board of Mayor and Aldermen. Those positions will be filled by a recommendation for the position being made by the Jackson Theater Board and an appointment of a member then being made by the Board of Mayor and Aldermen. Any application process adopted by the Board of Mayor and Alderman for volunteer appointments will be followed. The terms of the six (6) appointed members shall be three (3) year terms and may be extended to another (3) years at the BMA's discretion with or without a recommendation from the Jackson Theater Board. Any vacancy in the appointed membership shall be filled for the unexpired term by the Board of Mayor and Aldermen after requesting a recommendation from the Jackson Theater Board. The Board of Mayor and Aldermen shall have the power to remove any board member, at their discretion at any time with or without cause.

SECTION 2. This ordinance shall take effect from and after its final passage, the public welfare requiring it.

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

PASSED ON FIRST READING September 14, 2026

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: October 12, 2026

AGENDA ITEM #: 8-A

SUBJECT: Resolution Regarding the “Faces of Jonesborough” Project

BACKGROUND:

Mayor Kelly Wolfe introduced the concept of the “Faces of Jonesborough” to McKinney Center Program Manager Anne G’Fellers Mason, and me, and after several planning meetings we determined that the vision of this project was to recognize that the Town of Jonesborough history and success have been shaped by individuals and groups whose leadership, service, vision, accomplishments, and contributions have had a significant and lasting impact upon the Town and its community. The project is funded as part of the budget for Town Hall repairs and maintenance.

The purpose of the Resolution is to formally recognize the “Faces of Jonesborough” as an official Town historical and commemorative display and to establish a consistent process for managing the display in the future.

This historic Faces of Jonesborough project follows recent historic panoramic photos displayed at Town Hall in the Boardroom, and hallway, taken by OL Hensley that capture two very distinct views of Jonesborough, one from above looking down on the town from Greens Hill, and the other on Main Street with the 1840s courthouse front and center. Both photos were taken in the early 1900s, and they showcase Jonesborough’s commitment to preservation since many of the buildings in both photos are still standing today.

The Faces of Jonesborough displays recognize individuals and groups who have made significant and lasting contributions to Jonesborough. Because the display is located in Town Hall, it is appropriate for the Board to establish how those official recognitions are maintained.

The content of the resolution provides a clear and consistent process if a composite ever needs to be moved, modified, or removed, and protects the historical integrity of the display while recognizing that Town Hall may change over time.

The resolution is intended to identify the following:

- The resolution formally establishes “Faces of Jonesborough” as a Town historical and commemorative display.
- Board authorizes that no individual department or employee would have authority to permanently remove, relocate, or substantially modify a composite.
- Establishes that any substantive modification, relocation, or removal would require approval by the Board of Mayor and Aldermen through resolution.

- Normal repair, maintenance, or replacement of damaged materials would not require Board action as long as the recognition and historical significance are not diminished.
- The Town would maintain appropriate records documenting the individuals and groups recognized and their contributions to Jonesborough.
- It establishes a formal framework so that future changes to an official Town historical recognition are made deliberately, transparently, and by the Board.

The recommendation is to approve the resolution establishing the “Faces of Jonesborough” display as an official Town historical and commemorative display and establishing procedures for any future modification, relocation, or removal of its composites.

RECOMMENDATION:

Approve the resolution Establishing and Recognizing the “Faces of Jonesborough” Historical Display in Town Hall and Establishing Procedures for the Modification, Relocation, or Removal of Display Composites, as presented.

RESOLUTION NO. 2026-22

A RESOLUTION ESTABLISHING AND RECOGNIZING THE “FACES OF JONESBOROUGH” HISTORICAL DISPLAY IN TOWN HALL AND ESTABLISHING PROCEDURES FOR THE MODIFICATION, RELOCATION, OR REMOVAL OF DISPLAY COMPOSITES

WHEREAS, the Town of Jonesborough recognizes that its history and success have been shaped by individuals and groups whose leadership, service, vision, accomplishments, and contributions have had a significant and lasting impact upon the Town and its community; and

WHEREAS, the Town has established the “Faces of Jonesborough” display in Town Hall to recognize and honor individuals and groups who have made historically significant contributions to the development, preservation, advancement, or success of Jonesborough; and

WHEREAS, the display serves as a permanent historical recognition of individuals and groups whose contributions are considered significant to the history and heritage of the Town; and

WHEREAS, the Board of Mayor and Aldermen desires to establish a consistent and transparent process governing the placement, modification, relocation, or removal of composites included within the “Faces of Jonesborough” display; and

WHEREAS, the Board recognizes that Town Hall is a public facility and that changes to a historical display recognizing individuals and groups should be made in a manner that preserves the historical integrity of the display while allowing the Town to address changes in space, building use, historical information, or other legitimate municipal needs;

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

Section 1. Establishment of the Display

The “Faces of Jonesborough” display is hereby recognized as an official Town historical and commemorative display located in Town Hall for the purpose of honoring individuals and groups who have made significant and lasting contributions to the Town of Jonesborough.

Section 2. Placement of Composites

Placement of an individual’s or group’s composite within the “Faces of Jonesborough” display shall be considered an official recognition by the Town.

No individual or department shall have authority to permanently remove, relocate, alter, or substantially modify a composite without authorization as provided in this Resolution.

Section 3. Modification, Relocation, or Removal

Any proposed modification, relocation, or removal of a composite from the “Faces of Jonesborough” display shall require approval by Resolution of the Board of Mayor and Aldermen.

The Board may consider such action when necessary, because of:

- Renovation or modification of Town Hall;
- Changes in the use or configuration of Town Hall;
- Space limitations;
- Preservation or protection of the display;
- Correction of significant historical information;
- Changes necessary to maintain the historical integrity or appearance of the display; or
- Other circumstances determined by the Board to constitute a legitimate municipal purpose.

Routine maintenance, repair, replacement of damaged materials, or other non-substantive work necessary to preserve a composite **shall not** constitute removal or modification for purposes of this section, provided that the individual’s or group’s recognition and historical significance are not diminished.

Section 4. Board Authority

Nothing in this Resolution shall prevent the Board of Mayor and Aldermen from exercising its authority over Town-owned property, facilities, historical displays, and commemorative recognitions.

Any decision to relocate or remove a composite shall be approved by Resolution and documented in the minutes of the Board meeting and shall identify the reason for the action.

Section 5. Historical Integrity

The Town shall make reasonable efforts to preserve the “Faces of Jonesborough” display as a historical record of individuals and groups recognized by the Town and shall maintain appropriate records concerning each individual or group contribution to the Town.

Section 6. Effective Date

This Resolution shall take effect from and after its adoption, the welfare of the Town requiring it.

Adopted and approved this 12th day of October 2026.

Kelly Wolfe, Mayor

Attest:

Janet Jennings, Town Recorder

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

DATE: October 12, 2026

AGENDA ITEM #: 8-B

SUBJECT: Resolution Authorizing the Development of a Historic District Gateway Sign and Landscaping Improvement at the Entrance to Jonesborough's Historic District within the Right of Way of West Main Street Abutting the Kehn Property.

BACKGROUND:

Historic Zoning Commission (HZC) member Matt Kehn of 703 W Main Street currently has a large billboard on his property under lease agreement with a billboard company that he receives annual payment. This billboard is at the edge of Jonesborough's Historic District. Mr. Kehn reported to HZC at their last meeting that he is considering not renewing the lease and foregoing the annual payment and requesting the company to remove the billboard from his property. Furthermore, Mr. Kehn reported that he would enjoy working collaboratively with the town on the design and installation of a nice gateway sign placed within the public right-of-way in close vicinity of where the billboard is planned to be removed, an area welcoming passerby to Jonesborough's Historic District. The resolution outlines the intent and proposed plan before the BMA upon the removal of the billboard (private matter between the Kehn's and Lamar Advertising).

The Kehn's have expressed that in the absence of the billboard signage, the Town of Jonesborough consider locating a "Historic District Gateway Sign" and accompanying landscaping in the public space within the public road right-of-way area fronting their property and in vicinity of the existing billboard, welcoming residents and visitors to Jonesborough's Historic District.

The resolution determines that the Board of Mayor and Aldermen expresses its support in pursuing locating a Historic District Gateway Sign and placement of said sign and associated landscaping improvements within the public right-of-way area in proximity of the area currently occupied by the existing billboard, contingent upon the billboard's removal. The BMA further approves as part of said resolution the following:

1. The Board expresses its support for Town staff to work collaboratively with the Kehn's and supports consideration of their input in the development of the final gateway sign design.
2. The proposed gateway sign shall be designed to complement the character of Jonesborough's Historic District and be consistent with the Town's adopted Town Limit signage objectives.

3. The project shall be presented to the appropriate advisory and regulatory boards, including the Historic Zoning Commission, Tree and Townscape Committee, and shall be subject to approval by the Board of Mayor and Aldermen prior to implementation.
4. Upon receipt of all necessary approvals, the Historic District Gateway Sign shall be considered and added as a priority project under the Town Limits Sign initiative previously approved by the Board of Mayor and Aldermen on June 15, 2026.
5. This Resolution expresses the Town's intent to pursue the project and authorizes staff to prepare the necessary agreements and plans for future consideration by the Board of Mayor and Aldermen.

The sign and landscaping would go through proper approvals from the appropriate board(s) such as HZC, Tree and Townscape Committee, and Board of Mayor and Aldermen (BMA). The BMA already approved the design of new “Town Limit Signs” at their June 15, 2026, meeting. Staff will add said sign to be added as a priority sign under the “Town Limits Sign” plan.

Staff recommendation is similar in scope to the action by the board on June 15th regarding the “Town Limits Signs”, in that the approval of a “Historic District Gateway Sign” be added to the “Town Limits Sign” plan and added as a priority sign. Once management determines a funding source, management will return to the board for funding approval. This will give staff time to work through a design in collaboration with Kehn’s.

RECOMMENDATION:

Approve a Resolution of the Board of Mayor and Aldermen of the Town of Jonesborough Authorizing the Development of a “Historic District Gateway Sign” and Landscaping Improvement at the Entrance to Jonesborough’s Historic District within the Right-of-Way of West Main Street Abutting the Kehn Property, as presented.

RESOLUTION NO. 2026-23

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH AUTHORIZING THE DEVELOPMENT OF A “HISTORIC DISTRICT GATEWAY SIGN” AND LANDSCAPING IMPROVEMENT AT THE ENTRANCE TO JONESBOROUGH'S HISTORIC DISTRICT WITHIN THE RIGHT OF WAY OF WEST MAIN STREET ABUTTING THE KEHN PROPERTY

WHEREAS, Matthew and Michelle Kehn, owner of property located at 703 W. Main Street, and further described on Washington County Tax Map 060I, Group A, Parcel 019.00 and 019.01 (Property), currently leases a portion of his property to Lamar Advertising for a billboard identified as LAMAR 12167 and receives annual compensation under such lease agreement; and

WHEREAS, the Kehn's are considering not renewing the existing billboard lease and will be requesting removal of the billboard from the property; and

WHEREAS, the removal of the billboard would provide an opportunity to enhance the appearance of a prominent entrance to the Town and the Historic District; and

WHEREAS, the Kehn's have expressed that in the absence of the billboard signage, the Town of Jonesborough consider locating a “Historic District Gateway Sign” and accompanying landscaping in the public space within the public road right-of-way area fronting their property and in vicinity of the existing billboard, welcoming residents and visitors to Jonesborough's Historic District; and

WHEREAS, the Board of Mayor and Aldermen recognizes the value of gateway signage and beautification efforts that promote the Town's historic character, sense of place, and community identity; and

WHEREAS, the Board of Mayor and Aldermen previously approved the design and locations of the Town's new "Town Limit Signs" at its meeting on June 15, 2026, and desires for the proposed Historic District Gateway Sign to be incorporated as a priority project under the Town Limits Sign program; and

WHEREAS, any proposed gateway sign and associated landscaping improvements shall be subject to all applicable reviews and approvals including but not limited to the Jonesborough Historic Zoning Commission, the Jonesborough Tree and Townscape Committee, and final approval by the Board of Mayor and Aldermen.

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

1. The Board expresses its support in pursuing locating a Historic District Gateway Sign and placement of said sign and associated landscaping improvements within

the public right-of-way area in proximity of the area currently occupied by the existing billboard, contingent upon the billboard's removal.

2. The Board expresses its support for Town staff to work collaboratively with the Kehn's and supports consideration of their input in the development of the final gateway sign design.
3. The proposed gateway sign shall be designed to complement the character of Jonesborough's Historic District and be consistent with the Town's adopted Town Limit signage objectives.
4. The project shall be presented to the appropriate advisory and regulatory boards, including the Historic Zoning Commission, Tree and Townscape Committee, and shall be subject to approval by the Board of Mayor and Aldermen prior to implementation.
5. Upon receipt of all necessary approvals, the Historic District Gateway Sign shall be considered and added as a priority project under the Town Limits Sign initiative previously approved by the Board of Mayor and Aldermen on June 15, 2026.
6. This Resolution expresses the Town's intent to pursue the project and authorizes staff to prepare the necessary agreements and plans for future consideration by the Board of Mayor and Aldermen.

This Resolution shall take effect from and after its adoption, the welfare of the Town requiring it.

Adopted and approved this 12th day of October, 2026.

Kelly Wolfe, Mayor

Attest:

Janet Jennings, Town Recorder

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

DATE: October 12, 2026

AGENDA ITEM #: 8-C

SUBJECT: Ordinance Amending the Municipal Code Title 13, Chapter 1, Section 13-118, Billing, Paragraph (7) on First Reading.

BACKGROUND:

Utility Manager Kevin Brobeck and I have been discussing amending the Jonesborough Municipal Code Title 13, Chapter 1, Section 13-118, Billing, paragraph (7) after evaluating the costs associated with what is described as repetitive calls by customers for utilities to provide more than one initial check of meter, meter reading, regarding a customer's request related to the same reported issue, and said issue is determined to not be on the "town side". The current Section 13-118 and the proposed amended language to Section 13-118 are provided as an attachment to the agenda presentation.

Under the proposed amendment, the initial service call would continue to be provided at no charge. If Utilities responds and determines that there is no issue with the Town's meter, service, or other Town-maintained infrastructure, the customer would not be charged for that initial visit. However, if the customer requests an additional service call or rechecks for the same concern and Utilities again determines that there is no issue on the Town's side, a \$100.00 fee is proposed to be assessed.

The purpose of this change is to help offset the labor, vehicle, fuel, and operational costs associated with repeated service calls when no Town-related issue is found. These repeat calls require Utilities personnel to be redirected from scheduled maintenance, repairs, and other daily operational responsibilities and therefore cost the department delays in other prioritized tasks/projects.

Providing the initial service call at no charge will continue to allow customers to report legitimate concerns without being assessed. The proposed fee would apply only to an additional response for the same concern after Utilities has already investigated the matter and determined that the issue is not on the Town's side.

Mr. Brobeck is recommending approval of the proposed amendment.

RECOMMENDATION:

Approve ordinance amending Jonesborough Municipal Code Title 13, Chapter 1, Section 13-118, Billing, paragraph (7) on First Reading.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

To: Glenn Rosenoff, Town Administrator

From: Kevin Brobeck, Utilities Manager

RE: Amendment to Municipal Code § 13-118(7)

I am requesting an amendment to Municipal Code § 13-118(7) to establish a \$100 fee for repeat customer-requested service calls or rechecks when the Utilities Department has previously investigated the same concern and determined that there is no issue on the Town's side.

Under the proposed amendment, the initial service call would continue to be provided at no charge. If Utilities responds and determines that there is no issue with the Town's meter, service, or other Town-maintained infrastructure, the customer would not be charged for that initial visit. However, if the customer requests an additional service call or recheck for the same concern and Utilities again determines that there is no issue on the Town's side, a \$100 fee would be assessed.

The purpose of this change is to help offset the labor, vehicle, fuel, and operational costs associated with repeated service calls when no Town-related issue is found. These repeat calls require Utilities personnel to be redirected from scheduled maintenance, repairs, and other daily operational responsibilities.

Providing the initial service call at no charge will continue to allow customers to report legitimate concerns without being assessed a fee. The proposed fee would apply only to an additional response for the same concern after Utilities has already investigated the matter and determined that the issue is not on the Town's side.

I recommend that Municipal Code § 13-118(7) be amended accordingly.

Thank you,
Kevin Brobeck
Utilities Manager

A handwritten signature in black ink, appearing to be "K. Brobeck", written over a horizontal line.

THE OLDEST TOWN IN TENNESSEE

PROPOSED AMENDMENT BILLING SECTION 13-118 PARAGRAPH (7)

Current Billing Section 13-118 Paragraph (7)

(7) The water department will recheck meter and meter reading at the request of customer. If said recheck shows the meter reading to be correct and the meter shows no malfunction, no adjustment will be made to the customer's bill and a recheck charge of five dollars (\$5.00) will be paid by the customer. In the event of misreadings or malfunction, an adjustment shall be made to the customer's bill and no charge for the recheck shall be made. The only exception will be when a customer discovers a leak in their line and a one (1) time adjustment for that leak shall be made.

Proposed Amendment to Billing Section 13-118 Paragraph (7)

(7) The Water Department shall recheck a water meter and meter reading at the request of a customer. The initial service call and recheck shall be provided at no charge to the customer. If the Utilities Department responds to the customer's request and determines that the meter, meter reading, and related Town-owned water equipment or services are functioning properly and that there is no issue on the Town's side, no adjustment shall be made to the customer's bill and no fee shall be assessed for the initial service call. If the customer requests an additional service call or recheck concerning the same issue, and the Utilities Department again determines that the meter, meter reading, and related Town-owned water equipment or services are functioning properly and that there is no issue on the Town's side, a service call fee of one hundred dollars (\$100.00) shall be assessed to the customer. Notwithstanding the foregoing, when a customer discovers a leak in the customer's water service line or other customer-owned plumbing, the customer shall be eligible for a one-time adjustment to the customer's water bill attributable to the leak, in accordance with the Town's applicable policies and procedures.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING JONESBOROUGH MUNICIPAL CODE
TITLE 13 CHAPTER 1 SECTION 13-118 BILLING**

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 13-118, paragraph (7) be amended regarding the Multiple Services Through a Single Meter and to read as follows:

(7) The Water Department shall recheck a water meter and meter reading at the request of a customer. The initial service call and recheck shall be provided at no charge to the customer. If the Utilities Department responds to the customer's request and determines that the meter, meter reading, and related Town-owned water equipment or services are functioning properly and that there is no issue on the Town's side, no adjustment shall be made to the customer's bill and no fee shall be assessed for the initial service call. If the customer requests an additional service call or recheck concerning the same issue, and the Utilities Department again determines that the meter, meter reading, and related Town-owned water equipment or services are functioning properly and that there is no issue on the Town's side, a service call fee of one hundred dollars (\$100.00) shall be assessed to the customer. Notwithstanding the foregoing, when a customer discovers a leak in the customer's water service line or other customer-owned plumbing, the customer shall be eligible for a one-time adjustment to the customer's water bill attributable to the leak, in accordance with the Town's applicable policies and procedures.

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: October 12, 2026 **AGENDA ITEM #:** 8-D

SUBJECT: Ordinance Amending Title 13, Chapter 1, Section 13-117, Multiple Services Through a Single Meter on First Reading.

BACKGROUND:

Utilities Manager Kevin Brobeck discussed with Finance Director Janet Jennings and me issues regarding multiple services through a single meter and discontinuing this practice. Over the years a single meter for multiple residences has caused disadvantages over the following:

- Users arguing whether they are paying their fair share
- A single meter makes it harder to pinpoint where excess usage is occurring
- Water leaks go undetected for longer periods
- Rate classifications are more difficult to administer
- Less accurate on water usage and billing
- Not as organized on accuracy of meter and service records

What we have are examples of multiple dwellings with separate water lines per dwelling being connected to one utility meter. The utility bill is associated based on a single meter. Typically, the “owner” or customer of the meter allocates costs among the other individual dwellings.

Establishing individual metering as the standard will provide the Utility Department with a consistent process of tracking, maintaining, and managing each service. Additionally, this standard will help prevent future discrepancies involving property ownership, customer accounts, and service responsibility.

Mr. Brobeck is recommending the ordinance to amend Title 13, Chapter 1, Section 13-117 “Multiple Services Through a Single Meter”.

RECOMMENDATION:

Approve the ordinance to amend Title 13, Chapter 1, Section 13-117 “Multiple Services Through a Single Meter” on First Reading.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
FAX (423) 753-1074

To: Glenn Rosenoff, Town Administrator

From: Kevin Brobeck, Utilities Manager

Date: 09/09/26

RE: Municipal Code § 13-117 – Multiple Services Through a Single Meter

Glenn,

After reviewing Municipal Code § 13-117, I recommend discontinuing the practice of allowing multiple services through a single water meter. Requiring an individual meter for each separate service will provide clear accountability for water usage and billing, improve the accuracy of our meter and service records, and eliminate many of the administrative and operational issues that can result from shared meter connections.

Establishing individual metering as the standard will also provide the Utilities Department with a consistent process for tracking, maintaining, and managing each service and help prevent future discrepancies involving property ownership, customer accounts, and service responsibility.

I recommend that these provisions be incorporated into the appropriate ordinance revision.

Thanks,
Kevin Brobeck, Utilities Manager

A handwritten signature in black ink, appearing to read "KB", written over a horizontal line.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING JONESBOROUGH MUNICIPAL CODE
TITLE 13 CHAPTER 1 SECTION 13-117 MULTIPLE SERVICES
THROUGH A SINGLE METER**

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 13-117 be amended regarding the Multiple Services Through a Single Meter and to read as follows:

13-117. Multiple Services Through a Single Meter.

(a) **General requirement.** No customer shall supply water or sewer service to more than one (1) separate dwelling or premises through a single service line or single meter. Each separate dwelling or premises shall be served through an individual service line and individual meter, unless otherwise specifically approved by the Town in accordance with applicable Town policies and procedures.

(b) **Individual service and billing.** Each separate service shall be individually connected, metered, maintained, and billed in accordance with the Town's applicable policies, rules, regulations, and procedures. Multiple services through a single meter shall not be permitted except as provided in subsection (c).

(c) **Previously approved multiple-service arrangements.** Any multiple-service arrangement through a single service line and meter that was approved in writing by the Town prior to the effective date of this amendment may continue under the existing approved arrangement, subject to the provisions of this section.

The Town shall not be responsible for allocating charges, collecting payments, or resolving any dispute between or among customers, tenants, owners, occupants, or other parties arising from a multiple-service arrangement through a single meter.

(d) **Modification, relocation, replacement, or new connection.** If an existing approved multiple-service arrangement is modified, relocated, replaced, expanded, or otherwise requires a new connection, each separate dwelling or premises shall thereafter be served through an individual service line and individual meter in accordance with this section.

For purposes of this section, ordinary repair or maintenance that does not require relocation, replacement, or a new connection shall not constitute a modification requiring separate meters.

(e) **Unreported or improperly billed multiple services.** When the Town determines that multiple dwellings or premises are being served by a single meter and the arrangement has not been properly reported to and approved by the Jonesborough Water Department, the Town may take appropriate corrective action, including:

1. Correcting the account to reflect the applicable number of separate dwellings or premises and the applicable minimum bills and charges;
2. Assessing the current service charge applicable to the work necessary to correct or rework the account or service arrangement;
3. Requiring the customer or property owner to submit the appropriate application and obtain written approval for the service arrangement;
4. Requiring the installation of separate service lines and meters for each separate dwelling or premises; and
5. Disconnecting water and/or sewer service until the required application, written approval, billing corrections, and service modifications have been completed, subject to any notice or other requirements imposed by applicable law.

(f) **Correction of billing.** The Town's discovery of an unreported or improperly billed multiple-service arrangement shall not prevent the Town from correcting the account and applying the applicable charges in accordance with the Town's current water and sewer rate schedules and applicable policies and procedures.

(g) **Responsibility of customer.** The customer whose name the service is supplied shall remain responsible for all charges assessed to the account, regardless of any private agreement concerning the allocation or payment of utility costs among owners, tenants, occupants, or other parties.

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, TOWN RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, TOWN RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: October 12, 2026 **AGENDA ITEM #:** 8-E

SUBJECT: Ordinance Amending Title 1, Chapter 18, Section 1-1805 Rules and Staff, and Section 1-1806 Meetings, The Keep Jonesborough Beautiful Advisory Council, on First Reading.

BACKGROUND:

Parks and Recreation Director Chris Kudera have provided a memorandum regarding a proposed amendment to the Municipal Code Title 1, Chapter 18, regarding Sections 1-1805, Rules and Staff, and 1-1806, Meetings, The Keep Jonesborough Beautiful Advisory Council.

Mr. Kudera has been working with KJB for quite some time now and Parks and Recreation has been staff lead for quite some time now rather than Solid Waste. Mr. Kudera is helping KJB with developing By-Laws but prior to adopting them, he is recommending that we transition away from the Solid Waste Director being the main point of contact and change to Town Administrator or designee. In practice, the Director of Solid Waste is less involved in the meetings, involved more in the clean-up projects, and with the funding for KJB coming from Parks and Recreation budget, it makes sense to a municipal code change.

The idea will be for me to designate Mr. Kudera as staff to the KJB as he is happy to serve in this role and has already been doing the “job” in practice. This will give the town more flexibility going forward.

RECOMMENDATION:

Approve the amendment to the Jonesborough Municipal Code Title 1, Chapter 18, Sections 1-1805 and 1-1806, The Keep Jonesborough Beautiful Advisory Council, on First Reading.



TOWN OF JONESBOROUGH

123 Boone Street

Jonesborough, TN, 37659

Telephone: 423-753-1030

Memo

To: Glenn Rosenoff, Town Administrator; Craig Ford, Operations Manager

From: Christopher Kudera, Parks and Recreation Director

CC:

Date: 9/22/26

Re: Proposed Update to KJB Municipal Code

On September 21, 2026, I attended the meeting of the Keep Jonesborough Beautiful Advisory Council. During that meeting, I discussed with the Council the public notice requirements for their agendas, along with the need to formalize bylaws for the Council going forward.

As I have been working through this process, I believe an amendment to the Municipal Code will be necessary before bylaws can be adopted, since the bylaws cannot be finalized until it is settled who will lead this Council. Title 1, Chapter 18 of the Municipal Code, designates the Director of Solid Waste as the director of the Keep Jonesborough Beautiful Program and staff to the Council. In practice, the Director of Solid Waste is less involved in the meetings, involved more in the clean-up projects, and with the funding for KJB coming from Parks and Recreation budget, it makes sense to a municipal code change. Given this, I am requesting that the Municipal Code be amended to designate the Town Administrator, or their designee, as director of the Council in place of the Director of Solid Waste. I do not mind continuing to serve in this role, as I have already been doing in practice. I believe this change would also give the Town more flexibility going forward, particularly if a future staff member with a strong interest in preservation and beautification is hired and could assist with or eventually lead this advisory council.

Proposed Amendment Sections 1-1805 and 1-1806 Red Line Version

1-1805. Rules and staff. The council shall adopt rules and regulations for the orderly discharge of its duties subject to the approval of the board of mayor and aldermen. Meetings shall normally be held at least monthly and minutes of proceedings shall be recorded and submitted for review by the board of mayor and aldermen. A schedule of meetings less often than once a month may be established by the council provided that the meeting schedule for the entire calendar year is established and advertised. The ~~director of solid waste~~Town Administrator or their designee shall serve as the director of the Keep Jonesborough Beautiful Program and serve as staff to the advisory council. Other town employees shall serve as staff to the Keep Jonesborough Beautiful Advisory Council on an as-needed basis or as assigned by the operations manager or town administrator. (as added by Ord. #2012-17, Dec. 2012)

1-1806. Meetings. Upon creation by the board of mayor and aldermen, the Keep Jonesborough Beautiful Advisory Council serving as the pre-certification team shall hold an organizational meeting and elect an interim chairman to direct the council through the certification process. Upon receiving certification as an official certified affiliate, the council shall be expanded to nine (9) members, and an additional organizational meeting shall be held to elect officers and make any changes in the regular meeting schedule. With reasonable notice, special or called meetings of the committee may be called by the council chairman or the ~~director of solid waste~~Town Administrator or their designee. All meetings are open to the public and shall be posted on the community bulletin board at town hall. (as added by Ord. #2012-17, Dec. 2012)

ORDINANCE NO. _____

**AN ORDINANCE AMENDING JONESBOROUGH MUNICIPAL CODE
TITLE 1 CHAPTER 18 THE KEEP JONESBOROUGH BEAUTIFUL
ADVISORY COUNCIL**

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 1-1805 Rules and Staff and Section 1-1806 Meetings be amended as follows:

1-1805. Rules and Staff. The council shall adopt rules and regulations for the orderly discharge of its duties subject to the approval of the Board of Mayor and Aldermen. Meetings shall normally be held at least monthly and minutes of proceedings shall be recorded and submitted for review by the Board of Mayor and Aldermen. A schedule of meetings less often than once a month may be established by the council provided that the meeting schedule for the entire calendar year is established and advertised. The Town Administrator or their designee shall serve as the director of the Keep Jonesborough Beautiful Program and serve as staff to the advisory council. Other town employees shall serve as staff to the Keep Jonesborough Beautiful Advisory Council on an as-needed basis or as assigned by the Operations Manager or Town Administrator.

1-1806. Meetings. Upon creation by the Board of Mayor and Aldermen, the Keep Jonesborough Beautiful Advisory Council serving as the pre-certification team shall hold an organizational meeting and elect an interim chairman to direct the council through the certification process. Upon receiving certification as an official certified affiliate, the council shall be expanded to nine (9) members, and an additional organizational meeting shall be held to elect officers and make any changes in the regular meeting schedule. With reasonable notice, special or called meetings of the committee may be called by the council chairman or the Town Administrator or their designee. All meetings are open to the public and shall be posted on the community bulletin board at Town Hall.

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, TOWN RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, TOWN RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: October 12, 2026

AGENDA ITEM #: 8-F

SUBJECT: Water Transmission Line Project Bid and USDA Resolution

BACKGROUND:

As you are aware, the new 24" Water Transmission Line Project titled "GRW Project 7606-36" was sent out for bid.

Bids for the above referenced project were received sealed, opened, and publicly read aloud at Jonesborough Town Hall on October 6, 2026 at 1:30 PM. The Bids received were as follows:

Contractor	Base Bid
Southeast Connections, LLC	\$15,242,282.40
Ruby-Collins, Inc.	\$21,101,362.50
MidSouth Utility Group, Inc.	\$14,826,318.00
Brabston, Inc.	\$14,189,347.00
King General Contractors, Inc.	\$20,249,433.48
Cleary Construction, Inc.	\$17,997,820.00
JDS, Inc.	\$15,676,045.00
Timberline Construction Co.	\$20,875,935.00
Morgan Contracting, Inc.	\$17,618,078.00
Merkel Bros. Construction, Inc.	\$12,919,226.00

GRW stated that the bids are both competitive and responsive and the bidders have complied with the rules and regulations of the State Contractor's Licensing Board. Merkel Bros. Construction, Inc. is an experienced company and has completed several similar projects. They are appropriately licensed by the State of Tennessee and sufficiently bonded to perform the work for this contract.

Based on this information, GRW recommends awarding the contract to **Merkel Bros. Construction, Inc.** for the base bid amount of **\$12,919,226.00**. We are all aware of the long awaited 24" Water Transmission Line Project which was sequenced timing wise to the Water Treatment Plant Project under construction.

We will be utilizing interim financing during the construction phases of the project. This is a USDA approved project with permanent committed funding once the project is complete

Funding Source

Interim financing during the construction phase and USDA approved funding in the form of loans once the project is complete.

Lastly, USDA Rural Development requires that the board include a Resolution awarding the bid subject to Rural Development approval.

RECOMMENDATION:

1. Award the 24" Water Transmission Line Project titled "GRW Project 7606-36" to Merkel Bros. Construction for the base bid amount of **\$12,919,226.00**, as presented.
2. Approve the USDA Resolution to award the Project to Merkel Bros. Construction for the base bid amount of **\$12,919,226.00**, subject to USDA Rural Development approval.



GRW | engineering | architecture | geospatial
404 BNA Drive, Suite 201 | Nashville, TN 37217
615.366.1600 | www.grwinc.com

October 7, 2026

Mr. Kelly Wolfe, Mayor
Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

Re: Jonesborough, TN
Recommendation to Award – 24” Transmission Lines
GRW Project No. 7606-36

Dear Mayor Wolfe:

Bids for the referenced project were received, opened, and publicly read aloud at 1:30 P.M. on Tuesday October 6, 2026, at the Town of Jonesborough’s Town Hall. A copy of the attendance record and certified copy of the Bid Tabulation is enclosed. The Bids received were as follows:

Contractor	Base Bid
Merkel Bros. Construction Co., Inc.	\$12,919,226.00
Brabston Inc.	\$14,189,347.00
MidSouth Utility Group, Inc.	\$14,826,318.00
Southeast Connections, LLC	\$15,292,282.40
JDS, Inc,	\$15,676,045.00
Morgan Contracting, Inc.	\$17,618,078.00
Cleary Construction, Inc.	\$17,997,820.00
King General Contractors Inc.	\$20,249,433.48
Timberline Construction Group, LLC	\$20,875,935.00
Ruby-Colling, Inc.	\$21,101,362.50

We feel the bids received are both competitive and responsive and the bidders have complied with the rules and regulations of the State Contractor’s Licensing Board.

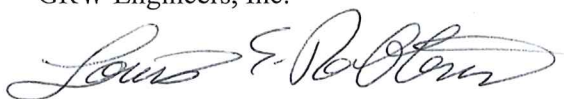
Merkel Bros. Construction Co., Inc., is an experienced company and has extensive experience on similar projects. They are appropriately licensed by the State of Tennessee and sufficiently bonded to perform the work for this contract.

Based on this information, we therefore recommend awarding the contract to Merkel Bros. Construction Co., Inc., for the amount of \$12,919,226.00.

If there are any questions, please feel free to contact Jim Hilborn or myself.

Sincerely,

GRW Engineers, Inc.



Louis E. Robbins, P.E.

Enclosures

cc: Glenn Rosenoff, Kevin Brobeck

RESOLUTION NO. 2026-24

BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, that the bid for the new 24" Water Transmission Line Project titled "GRW Project 7606-36" be awarded to **Merkel Bros. Construction** for the base bid amount of **\$12,919,226.00** subject to U.S. Department of Agriculture Rural Development approval.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 12th day of October 2026.

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

Those voting against: _____.

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: October 12, 2026

AGENDA ITEM #: 8-G

SUBJECT: International Storytelling Building Geo-Thermal HVAC Bid

BACKGROUND:

As you are aware, the Geo-Thermal HVAC Replacement project for the town-owned building known as the International Storytelling Center was sent out for bid.

Bids for the above referenced project were received sealed, opened, and publicly read aloud at Jonesborough Town Hall on September 16, 2026, at 11:00 AM. The Bids received were as follows:

Contractor	Base Bid
Wright Contracting	\$206,834.00
S.B. White Co.	\$255,500.00
Nor-Well Company Inc	\$286,300.00

The mechanical engineer handling the project for Holston Engineering was out of town, but he sent a representative to the bid opening. The representative requested a copy of all bids be emailed to Holston Engineering for review.

All bids were scanned and I personally emailed the bids to Derwin Cartmel on September 17, 2026. Upon his return to town on September 22, 2026, Mr. Cartmel emailed me requesting a phone call. I contacted him that morning.

According to Mr. Cartmel, he was not personally familiar with Wright Contracting and he was going to contact the company and request cut sheets in order to review them to make sure the company was in compliance with the bid documents.

I emailed Mr. Cartmel on Monday October 05, 2026, requesting an immediate update for the October Board agenda. I have heard nothing back to date.

There was \$100,000.00 set aside for this project as that was the estimate initially received from Mr. Cartmel. Holston Engineering was paid a fee of \$10,000.00 to design the system, review the bids, and oversee the final installation.

Currently, there is a balance of \$90,000.00 set aside. The remaining balance of \$116,834.00 will be funded through project savings from the capital projects account.

In order to move this project along, staff is recommending awarding the contract to Wright Contracting as the low bidder. The company certainly had some strong projects in their background, including multi-million-dollar projects for the University of Tennessee.

If for some reason, Holston Engineering disqualifies their bid, staff will return to the Board of Mayor and Alderman at the November meeting.

RECOMMENDATION:

Approve awarding the contract to Wright Contracting for the Geo-Thermal HVAC Replacement project at the International Storytelling Center in the amount of \$206,834.00, including the funding source(s), as presented.

BID OPENING FORM

GEO-Thermal HVAC Replacement - International Storytelling Center

DATE: Wednesday, September 16, 2026

BIDS RECEIVED FROM	AMOUNT
Wright Contracting	\$ 206,834
S.B. White	255,500
Nor-Well	286,300

THOSE IN ATTENDANCE:

Noah Lewis	Holston Engineering
Joseph White	S.B. White Co.
Craig Jones	Town of Jonesborough
MIKE STEPHENSON	WRIGHT CONTRACTING
Benjamin Kiser	Nor-Well Company
Janet Fennings	Town of Jonesborough

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

DATE: October 12, 2026

AGENDA ITEM #: 8-H

SUBJECT: Amendment to the Personnel Handbook Health Insurance

BACKGROUND:

One of the attractive benefits of being an employee for the Town of Jonesborough is membership of the Tennessee Consolidated Retirement System. It is certainly a recruiting tool for the Town.

An employee with 30 years of service in the Tennessee Consolidated Retirement System is eligible to retire with full retirement benefits. The problem for some employees who retire or are contemplating retirement from Jonesborough is health insurance and not being eligible for Medicare.

Currently there is no provision allowing a retiree to carry the Town's health insurance. Health insurance in the secondary market is expensive for the aging population. This forces Town employees to have to delay retirement and continue to work for the Town as they cannot afford to retire and pay for health insurance on the secondary market.

The cost associated with allowing retirees to carry health insurance is often cited as the reason it is not offered to Town retirees. With that in mind, let's look first at cost. Below is a chart of health insurance costs for employee coverage and employee-plus-one coverage:

Employee Only Coverage

- Total annual premium: \$8,830.00
- Employee/Retiree contribution (25%): \$2,208.00
- Town contribution (75%): \$6,623.00

Employee Plus One Coverage

- Total annual premium: \$17,630.00
- Employee/Retiree contribution (25%): \$4,408.00
- Town contribution (75%): \$13,223.00

Utilizing the Town's contribution for employee-only coverage of \$6,623.00 and for employee-plus-one coverage of \$13,223.00 at an eight percent (8%) annual increase for five (5) years, the Town's insurance cost for employee coverage is estimated to be \$9,731.00 and \$19,429.00 for employee-plus-one coverage in the fifth year.

Most employees contemplating retirement are near the top of their pay grade, while their replacements are often times hired at the lower end of the pay grade. Using paygrade 10, which is in the middle of the compensation plan, there is currently a \$15,300.00 gap between step 1 and step 12. Even if the new hire starts at step 2 and replaces a step 12 employee, the salary savings cover the retiree insurance for employee-plus-one.

If an employee is hired at grade 10 step 01 and works for the Town for 30 years in that pay grade, the final salary would be \$116,748.00. This figure shows a 3% annual increase each year for the additional 18 years of employment. This gap from grade 10 step 1 indicates salary savings of \$63,466.00.

Continuing with cost, I think it reasonable to believe that a Town employee would be at the high end of the salary scale upon retirement. For illustrative purposes, I am using grade 10 of the Town's compensation plan as it is the middle grade of the plan.

Family coverage insurance was not considered due to the likelihood that an employee with 30 years of service would no longer be on family insurance coverage. Also, once an employee retires and becomes Medicare eligible, the employee would drop from the Town insurance roles.

If the retirees' spouse, (employee-plus-one), was on the Town's insurance and the retiree becomes Medicare eligible, the spouse could only continue on the Town's insurance on COBRA coverage. This means the retiree would have to pay 100% of the plus-one of the insurance costs.

Also, if the retiree's spouse, (plus-one), reaches Medicare eligibility prior to the retiree, the spouse, (plus-one), would be removed from the Town's health insurance, and the retiree health insurance would be changed to employee-only coverage.

Currently, there are 5 employees working for the Town with 30 years of service with TCRS. Of those, 1 will reach age 65 in 2027. So, we are basically talking about 4 employees. (Note: of the remaining 4 eligible employees, their current pay grades are 7, 8, 9, and 20.)

It will be another 2 years before an additional employee is eligible. It will be 7 years following before another employee is eligible and 8 years before another employee is eligible.

With that being said, nothing says that any of these employees would retire at this point, but it would certainly be worth the peace of mind knowing that if for some reason they needed to retire, they could afford to retire because health insurance is available to them by providing retirees an option to health insurance.

Currently, Sullivan County, Washington County, the City of Johnson City and Washington County/Johnson City EMS provide health insurance coverage to their retirees and their spouses. EMS pays one hundred percent of their retirees health insurance and pays for their Medicare supplement once they become Medicare eligible.

There are two scenarios where Town retirees would be eligible to carry the Town's health insurance coverage until they become Medicare eligible. The first would be that a Town employee with 30 years of service with the Town, and eligible to retire with full benefits with TCRS, may continue to carry the Town's health insurance at the employee cost.

The second scenario would be that a Town employee with 30 years of service in TCRS, with at least a minimum of the last 10 years of service with the Town, and eligible to retire with full benefits with TCRS, may continue to carry the Town's health insurance at the employee cost.

Any retiree who requests to continue to carry the Town's health insurance coverage would be mandated to set up an ACH (Automatic Clearing House) account with the Town's Finance Department establishing the electronic money transfer setup, prior to retirement. The retiree's portion of the health care costs would be electronically transferred from the retiree's bank account to the Town's bank account the first day of each month.

If approved, the following language would be added to the Town's Personnel Policy in section V – Employee Benefits, sub-section C – Health & Life Insurance:

RETIREE HEALTH INSURANCE:

Retirees who have 30 years of service and are eligible to retire with full benefits as defined by Tennessee Consolidated Retirement System are eligible to carry employee, or employee-plus-one health insurance coverage at the current employee rate, which is 25% of the health insurance premium. The 30 years of service shall be with the Town, or retirees who have 30 years of service in TCRS with a minimum of the last 10 years of service with the Town.

Once the retiree reaches Medicare eligibility, the retiree will be removed from the Town's Health Insurance coverage. If the retiree elects to carry employee-plus-one, the "plus one" may continue coverage under COBRA insurance, which will be at no cost to the Town. Should the "plus-one" reach Medicare eligibility prior to the retiree, the "plus-one" shall be removed from the Town's Health Insurance coverage and the retiree's health insurance coverage will be changed to employee-only coverage.

Any retiree who requests to continue to carry the Town's health insurance coverage shall set up an ACH (Automatic Clearing House) account with the Town's Finance Department establishing the electronic money transfer setup, prior to retirement. The retiree's portion of the health care costs would be electronically transferred from the retiree's bank account to the Town's bank account the first day of each month.

RECOMMENDATION:

Approve health insurance coverage for Town retirees, who are eligible to retire with full benefits from the Tennessee Consolidated Retirement System, at the employee cost for employee coverage, or employee-plus-one, who has 30 years of service with the Town, or 30 years of service with TCRS, with a minimum of the last 10 years of service with the Town.

Should the "plus-one" reach Medicare eligibility prior to the retiree, the "plus-one" shall be removed from the Town's Health Insurance coverage and the retiree's health insurance coverage will be changed to employee-only coverage.

The retiree is mandated to establish an ACH account with the Town's Finance Director prior to coverage.

Finally, approve the "RETIREE HEALTH INSURANCE" addition to the Town's personnel policy.