

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

MEETING NOTICES

MONDAY, OCTOBER 13, 2025

7:00 PM

PUBLIC COMMENTS REGARDING AGENDA ITEMS

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

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

PUBLIC HEARING

1. Amend Title 13, Chapter 2, Section 13-270 Wastewater Treatment Tap Fee Schedule of the Jonesborough Municipal Code
2. Rezone property located on West College Street and West Jackson Blvd from R-1 (High Density Residential) to PRD (Planned Residential District), as described on Washington County Tax Map 5-D, Group A, Parcel 1.00

REGULAR MEETING

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

CONSENT AGENDA

1. Approval of Minutes
2. Approval of Bills
3. Town Administrator Report
4. Operations Manager Report
5. Committee Reports
6. Supervisor Reports
7. Declaration of Town Equipment as Surplus
8. Report on Debt Obligation

AGENDA

1. Financial Report
2. Communications from the Mayor
 - a. Employee of the Month
 - b. Anne Baer Marshall Proclamation
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments

6. OLD BUSINESS

- A. Discussion and possible action concerning second and final reading of an Ordinance Amending Title 13, Chapter 2, Section 13-270 Wastewater Treatment Tap Fee Schedule of the Jonesborough Municipal Code
- B. Discussion and possible action concerning second and final reading of an Ordinance to rezone property located on West College Street and West Jackson Blvd from R-1 (High Density Residential) to PRD (Planned Residential District), as described on Washington County Tax Map 5-D, Group A, Parcel 1.00
- C. Discussion and possible action concerning changing the date of the Board of Mayor & Aldermen meeting to November 3, 2025

7. NEW BUSINESS

- A. Discussion and possible action concerning reappointments to the Jonesborough Regional Planning Commission
- B. Discussion and possible action concerning Senior Center changes to Policy and Procedures
- C. Discussion and possible action concerning a Resolution for an Economic Development Administration (EDA) Grant Application for the Water Treatment Plant Upgrade Project
- D. Discussion and possible action concerning the USDA Resolution related to funding for the new Water Treatment Plant
- E. Discussion and possible action concerning approval of a Resolution hiring Administrative Services and Engineering Services for the 2025 Local Parks and Recreation Fund (LPRF) Grant Project
- F. Discussion and possible action concerning a Resolution to approve the amended Jonesborough Fire District Map and an Interlocal Agreement for fire service automatic/mutual aid response between the Town of Jonesborough and Washington County
- G. Discussion and possible action concerning Resolution 2025-24 – Equipment Acquisition Capital Outlay Note, Series 2025
- H. Discussion and possible action concerning approval of amending the Municipal Code Title 11, Chapter 12, related to Prohibited Signs
- I. Discussion and possible action concerning an Ordinance approving a Moratorium on Data Processing Centers
- J. Discussion and possible action concerning the Jonesborough Street Department Pricing Plan charges for repairing road utility cuts from the Jonesborough Utility Department
- K. Discussion and possible action concerning a request for approval of the Special Event Application for Jeeps on Main
- L. Discussion and possible action concerning a bid for Aquatics Services-Pool Filtration System at Wetlands
- M. Adjournment.

Consent Agenda
1

AGENDA ITEM

SUBJECT: Approval of Minutes

- **August 18, 2025 BMA Minutes**
- **September 8, 2025 BMA Minutes**

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

SEPTEMBER 8, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, September 8, 2025, at 7:00 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. Alderman Jenkins led the pledge to the Flag.

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

The next item was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none. Alderman Dickson made the motion, seconded by Alderman Causey, and duly passed to approve the following items on the Consent Agenda:

1. There were no minutes presented for approval.
2. Approve the following bills for payment:

Insert Payment

3. Approve the following Town Administrator Report:

Insert Report

4. Approve the following Operations Manager Report:

Insert Report

5. Approve the following Committee Reports: McKinney Center Advisory Committee, Jonesborough Board of Zoning Appeals, Jonesborough Planning Commission, Tree & Townscape Board, and Historic Zoning Commission.
6. Approve the following Supervisor Reports: Fire Department, Street Department, McKinney Center, McKinney Center Program Manager, Building Inspector, Marketing Manager, Digital Media Manager, Police Department, Events Manager, Director of Tourism and Main Street, Utilities Manager, Water Quality, Water Distribution, Utilities Maintenance, Wastewater, Water Treatment Plant, Jackson Theatre Operations Manager, Jackson Theatre Assistant Operations Manager, Jackson Theatre Technical Director, and Senior Center.

7. Approve Seth Van Wyck to the position of Water Treatment Plant Director at a salary of Grade 19, Step 3, of the Town's Compensation Plan with a yearly salary of \$76,709, subject to meeting all pre-employment requirements.
8. Approve the declaration of the following Town equipment as surplus to be sold on Gov.Deals: 1989 Recycle Truck, Floor Sweeper, Pallet Jack, 2006 Tires used for bowl grinder (8), Out-of-Date Trailer
9. Approve the Solid Waste Department to dispose of all non-serviceable garbage totes to Rehrig Incorporated.

The next item on the agenda was the approval of the Financial Report. Mayor Wolfe asked Town Recorder Janet Jennings to give an update on the Town's finances. Janet Jennings reported that the FY25-26 Budget had been approved by the Tennessee Comptroller's Office and there was 1.76% growth in the in the sales tax revenue. Alderman Jenkins made the motion to approve the Financial Report as presented. Alderman Dickson seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe asked Police Officer Skyler Wyatt to come up to accept the Employee of the Month Award. Mayor Wolfe read the following:

Skyler Wyatt began his career with the Jonesborough Police Department in July 2023. Officer Wyatt was nominated by Police Chief Matt Rice for the exemplary way he performs his duties as a Public Safety Officer. Skyler routinely receives compliments on comment cards and from the public about how he represents himself and the Jonesborough Police Department. Recently, Skyler sprang into action, while off duty, to perform the Heimlich Maneuver to assist someone choking. Skyler successfully prevented this situation from getting worse and potentially save the man's life. Now, this is not the first time that Skyler has attuned to his surroundings and sprang into action when someone was choking. When he graduated from the police academy, he was celebrating with his wife when the exact situation arose, and he jumped in and performed the Heimlich Maneuver to save this person from choking. Officer Skyler Wyatt is proof that whether on duty or off, in Jonesborough or outside of Town, Jonesborough Police Officers operate at the highest standard when called upon.

Mayor Wolfe asked Skyler Wyatt if he had any comments. Officer Wyatt expressed his appreciation for being nominated and chosen for Employee of the Month.

Mayor Wolfe gave a presentation on all the work that has been going on in the different Town departments

Citizens Comments was the next item on the Agenda. Mayor Wolfe asked if there were any citizens present that would like to comment at this time. There were no comments.

Alderman Communications was the next item on the agenda. Mayor Wolfe asked the Aldermen if they had any comments. Alderman Causey said she had enjoyed the tour and seeing the Wastewater Treatment Plant.

Town Attorney Comments was the next item on the agenda. Mayor Wolfe asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said he had nothing new to report; and he needs to meet with the Board members in Executive Session after this meeting has been adjourned.

The first item under New Business concerned changing the speed limit on New Boones Creek Road from 30 miles-per-hour to 35 miles-per-hour at the top of the hill past Semore Acres. The 35 mile-per-hour speed limit would continue east to near the Reserve at Boones Creek. At this location, the recommendation would be to raise the speed limit to 45 miles per hour, continuing east to the town's corporate limits. The speed limit is 50 miles per hour in Washington County. Traveling west, approaching the town's corporate limits, the speed limit would be 45 miles per hour to near the Reserve on Boones Creek. From there, it would be 35 miles-per-hour until it transitions back to the 30 miles-per-hour to Jackson Boulevard. There would be two "Reduce Speed Ahead" signs erected on the west-bound side of the street. change the speed limit from 30 miles-per-hour to 35 miles-

per-hour at the top of the hill past Semore Acres. The 35 mile-per-hour speed limit would continue east to near the Reserve at Boones Creek.

At this location, the recommendation would be to raise the speed limit to 45 miles per hour, continuing east to the town's corporate limits. The speed limit is 50 miles per hour in Washington County.

Traveling west, approaching the town's corporate limits, the speed limit would be 45 miles per hour to near the Reserve on Boones Creek. From there, it would be 35 miles-per-hour until it transitions back to the 30 miles-per-hour to Jackson Boulevard. There would be two "Reduce Speed Ahead" signs erected on the west-bound side of the street. The New Boones Creek Road will remain a "No Passing Zone" for the entirety of the roadway in the town's corporate limits. Mayor Wolfe asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion to approve the speed limit changes on the New Boones Creek Road as presented and included in the engineer's plan, and with changes going into effect when the new speed limit signs are installed. Alderman Jenkins seconded the motion and it was duly passed.

INSERT SCHEMATIC

The next item on the agenda was approval for the purchase of a twelve acre tract of property being referred to as the Mauk Property, which was formerly owned by Jonesborough resident David Mauk. The tract of land is approximately 12.1 acres and is

described on Washington County Tax Map 60-G, Group A, Parcel 22.01 The current owner is Theodore Lee Gregg III Etal of Birmingham, Alabama. The opportunity of preserving and protecting this tract of land for potential recreational purposes is high at present time as we have applied for and received funding through the Heritage Conservation Fund to purchase the property at appraisal value, \$305,000. There is no match from the town as part of this grant. Following the award, Mrs. Conger had a video conference with the Mauk grandsons to talk about the potential for them to sell the property to the Town. The conversation ended with the family wanting a formal offer from the town to purchase the property above the appraisal amount. The request to the Board is to authorize the Town Administrator to offer \$20,000.00 above the appraised amount, which equates to a total purchase of \$325,000.00, and grant funding of \$305,000.00 and local funding of \$20,000.00. As you are aware, Jonesborough has experienced tremendous residential development, and this purchase would dramatically minimize development on the 12.1 acres and maximize the recreational benefits of the land. Also, the land would provide potential use of the property to our utilities for future water/sewer upgrades. Mayor Wolfe asked the Aldermen if they had any comments or questions. With there being none, Alderman Causey made the motion to authorize the Town Administrator to offer \$20,000.00 above the appraised amount of \$305,000.00, which equates to a total purchase of \$325,000.00, and grant funding of \$305,000.00 and local funding of \$20,000.00, to be used for the good of the public and to bring back to the BMA if the Mauk family heirs accept the offer made, and for the \$20,000 funding source. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of a Lease Agreement between the Trustees of the Jonesborough United Methodist Church and the Board of Mayor and Aldermen to place a dumpster and construction of a pad on church property. The lease agreement includes that solid waste fees will be waived by the town for the duration of the lease for the number of garbage totes the church currently utilizes from the town. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the Lease Agreement and for the agreement be presented to the Trustees of the Jonesborough United Methodist Church for their review and if the Trustees want to make changes that it be brought back to the BMA. Alderman Dickson seconded the motion and it was duly passed.

INSERT AGREEMENT?????

The next item on the agenda was approval of the 2025 Concession Agreement with the Persimmon Ridge Soccer Association during the Youth Soccer season from August 1 through December 31, 2025. There is no compensation associated with the Agreement, but the Little League Association is responsible for keeping the ballfield premises free of debris, and for providing proper staff and supplies. The Town does background checks on concession workers, so they have to be identified. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion to approve the 2025 Concession Agreement with the Persimmon Ridge Soccer Association authorizing the use of the Town concession

buildings associated with the ballfields at Persimmon Ridge Park from August 1 – December 31, 2025, subject to the terms of the Agreement. Alderman Jenkins seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of the Administrative Office's Structuring Plan and Job Descriptions. The proposal to the BMA is to create an Administrative Assistant to the Town Administrator which will be solely responsible for tasks devoted to providing the Town Administrator with the clerical and time management aspects to enable him to best lead the Town. This is a new position and would be a Grade 7 on the Town compensation plan. The position description is attached. The next step would be to realign the duties of what the Town Hall operations area. This is proposed as moving the Executive Assistant into an Administrative Services Manager position which would be responsible for all aspects of the Town administrative services and managing the day-to-day needs of Town Hall and Town departments. We have an employee with a wealth of historical knowledge, day-to-day operational knowledge of the Town and would fit into a manager type role. The position description is attached, and this would not result in a Grade or pay change but simply a realignment of duties and responsibilities with a title change. The proposal is to move away from a second administrative assistant position and shift that position to a receptionist, greeter, and information type role. There is a need to have a person to simply "direct the traffic" at Town Hall. This position would be a Grade 1 entry level position that would fill the necessary role to answer phones calls, assisting

customers, and providing the firsthand approach that our visitors need in most cases. Adding a position is a serious move and it has been given much deliberation and due diligence to what will improve the workflow within Town Hall and will enable the Town to provide better customer service and communications to the Town Hall visitors. In regard to the funding the FY26 approved budget for the General Fund has designated funds for two administrative positions. The proposed Administrative Services Manager position is fully funded; the proposed Receptionist position will be a reduction in salary as compared to the currently funded Administrative Assistant position providing for some reassigning of funds to the proposed Administrative Assistant to the Town Administrator position. When the BMA approved the FY26 budget, it included salary undesignated funds under General Administration. There are sufficient funds within the General Administration FY26 budget to financially support the Administrative Office structuring plan. Mayor Wolfe asked the Aldermen if they had any questions or comments. Alderman Causey said she is in favor the new positions but feels the Receptionist position should be at a Grade 3. Mayor Wolfe called for a motion. Aldermen Causey made the motion to approve the Administrative Office's structuring plan, including funding, to include the three job descriptions for Administrative Services Manager, Receptionist, and Administrative Assistant to the Town Administrator, and to allow the Town Administrator flexibility to go as high as a Grade 3 for the Receptionist position if necessary. Alderman Jenkins seconded the motion and it was duly passed.

INSERT JOB DESCRIPTIONS

The next item on the agenda was approve of bids for the West Main Street retaining wall and Senior Center steps. Bids were solicited for a new sidewalk retaining wall on West Main Street between Second Avenue and Washington Drive. Also, included in the bid were the concrete steps connecting the upper and lower parking lot of the Senior Center. Both projects were included in the FY 2025/2026 Capital Projects budget and were approved by the Board of Mayor and Aldermen. The budgeted amount for the West Main sidewalk was \$100,000.00 and \$15,000.00 for the Senior Center steps for a total of \$115,000.00. There were three bids received as follows: (1) Complete Construction Co. at \$65,625, (2) Precision Concrete Finishings - \$112,302.00, and (3) Summers-Taylor - \$226,250.00. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Countermine made the motion to approve awarding the bid to Complete Construction Co. as the low bidder for this project at a total cost of \$65,625.00. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of the West Main Street Bank Re-Stabilization Project and a Public/Private Agreement with Ronnie J. Greer and Bunny G. Greer. The area in question is a portion of West Main Street that lies between Persimmon Ridge Road and 917 West Main Street. The adjoining property owners have agreed to allow the Town to repair this right-of-way. The repairs, submitted by a plan from Engineer Todd Wood, calls for the slope to be graded to the point that the area can be sewn in grass and actually mowed and maintained. The property owner has a row of evergreen trees he has asked to be relocated, and a berm will also be constructed at the top of the bank to slow the release of runoff down the slope of the bank. In order to do this work,

the Town will be required to grade into the adjoining property owner's lawn to make the bank more of a gradual slope and less steep. Once this is accomplished, Town staff will be able to maintain the bank and prevent additional collapses in the future. Town staff acknowledges this work, which requires staff to be on private property, is a general benefit to the welfare of the surrounding neighborhood within the corporate limits of the Town of Jonesborough, as well as the motoring public traveling this section of roadway on a daily basis. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Dickson made the motion to approve the re-stabilization plan as designed by Engineer Todd Wood and approve the public/private partnership agreement allowing the mayor to sign the agreement with the property owners, the public welfare requiring it. Alderman Causey seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval to purchase capital equipment for the Street Department, which was allotted \$125,000 in their FY25-26 budget. The requested items to be is (1) Bobcat Mini-Excavator with Articulating Boom - \$89,721.41, (2) Trailer for Mini-Excavator - \$14,995.00; (3) Milling Machine 18-Inch Planer - \$17,987.40, for a total cost of \$122,703.81. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Jenkins made the motion to approve the capital equipment purchase the three pieces of equipment for the Street Department in the total amount of \$122,703.81, as presented. Alderman Countermine seconded the motion and it was duly passed.

Mayor Wolfe recused himself from the Board of Mayor and Aldermen. Vice Chairman Dickson presided the meeting.

The next item on the agenda was first reading of an Ordinance to rezone one tract of land off West College Street and West Jackson Boulevard from R-1 (Low Density Residential) to PRD (Planned Residential Development). The subject property is further identified on Washington County Tax Map 59-D, Group A, Parcel 1.00, totaling approximately 3.47 acres. Vice-Chairman Dickson asked Town Administrator Glenn Rosenoff to address this the rezoning. Glenn Rosenoff said the conceptual plan has been submitted to show a proposed 4 dwelling units, an open space area, and the PRD zone is more restrictive and requires a 25 ft. buffer perimeter. Mr. Rosenoff said the rezoning request has been before the Jonesborough Planning Commission and they approved the recommendation for the proposed rezoning. Vice Chairman Dickson asked the Aldermen if they had any comments or questions. With there being none, Alderman Countermine made the motion to approve on first reading the rezoning of Wolfe Development GP tract of land from R-1 to PRD as identified on Washington County Tax Map 59-D, Group A, Parcel 1.00, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT ORDINANCE

Mayor Wolfe rejoined the meeting and presided the meeting.

The next item of business was approval of the bid for Gravity Sewer Improvements for "Pump Station A". Two bids were received, one from Franklin Underground Utility Services, Inc. in the amount of \$1,603,200; and the second one from Norris Brothers Excavating in the amount of \$3,134,700. The recommendation is to approve the bid from Franklin Underground Utility Services, Inc. for the amount of \$1,603,200. The funding for the project was approved during the FY25 budget the BMA approved a loan in the amount of \$2,469,730 to fund water and sewer system projects, including Sewer Pump Station A. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Jenkins made the motion to award the "12" Gravity Sewer Line Additions "Sewer Pump Station A" bid to Franklin Underground Utility Services, Inc at the base bid amount of \$1,603,200.00, to be funded through FY25 approved loan.

The next item on the agenda was approval of a Resolution and the bid for the construction of the new Water Treatment Plant project, known as "WTP Additions GRW Project No. 7606-35". The bids were received, sealed, opened, and publicly read at the Jonesborough Town Hall on August 21, 2025 at 2:00 p.m. The following three bids were received: (1) Judy Construction Company - \$37,438,375.00; (2) Dugan & Meyers, LLC - \$40,958,000.00; (3) J. Cumby Construction, Inc. - \$46,717,500.00. 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. Judy Construction Company 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 Judy Construction Company for the base bid amount of \$37,438,375.00. USDA Representative Matthew Smyth attended the bid opening and reflected to all present after the bid tabulation was complete that he was seeing higher prices on projects than anticipated all over the state. USDA approved funding in the form of loans. The intent would be to break out the project with USDA under several bonds like the new Jonesborough School Project, however the Town Administrator and Finance Director will diligently work on closing each loan as soon as possible as funds are spent to dramatically save on interim financing. The Finance Director is working on Request for Proposals on an agency performing a rate study based on current and projected revenue needs. The treatment plant will likely take at least 3 years to complete, and acknowledge that an increase in rates to support debt obligations with USDA needs to be done incrementally over time. Doing things incrementally will give the study the time needed to develop a strong financial analysis and plan, and to measure growing revenues based on unprecedented growth within our utility system, or the 150 square miles which encompasses our town limits and the unincorporated areas of the county. USDA Rural Development requires that the BMA include a Resolution awarding the bid subject to Rural Development approval. The BMA held a discussion concerning the Water Treatment Plant project. Mayor Wolfe called for a motion for the awarding of the bid. Alderman Jenkins made the motion to award the project titled "WTP Additions GRW Project No. 7606-35" to Judy Construction Company for the base bid amount of \$37,438,375.00, as presented. Alderman Countermine seconded the motion and it was duly passed. Mayor Wolfe called for a motion for the Resolution. Alderman Causey made

the motion to approve the USDA Resolution to award the project to Judy Construction Company for the base bid amount of \$37,438,375.00, subject to USDA Rural Development approval. Alderman Dickson seconded the motion and it was duly passed.

INSERT RESOLUTION

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

AUGUST 18, 2025

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, August 18, 2025, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing agenda was an Ordinance annexing certain property located along Shell Road known at the Thomasson Annexation Request. There were no comments.

The next item on the Public Hearing agenda was an Ordinance amending the Tree and Townscape Code. There were no comments.

The next item on the Public Hearing agenda was an Ordinance designating Town Officials Authorized to Declare a State of Emergency. There were no comments.

The next item on the Public Hearing agenda was an Ordinance of the FY24-25 Budget Amendments for the General Fund, Solid Waste Fund, Jackson Theatre Fund and Drug Enforcement Fund. There were no comments.

The Public Hearing was closed.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

AUGUST 18, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, August 18, 2025, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Alderman Causey led the pledge to the Flag.

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

The next item was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none. Alderman Causey made the motion, seconded by Alderman , and duly passed to approve the following items on the Consent Agenda:

1. Approve the BMA minutes of the revised May 12, 2025, July 14, 2025 Regular meeting, and July 29, 2025 Called meeting.

2. Approve the following bills for payment:

Insert Payment

3. Approve the following Town Administrator Report:

Insert Report

4. Approve the following Operations Manager Report:

Insert Report

5. Approve the following Committee Reports: McKinney Center Advisory Committee, Historic Zoning Commission, and Jonesborough Planning Commission.

6. Approve the following Supervisor Reports: Building Inspector, Fire Department, McKinney Center, McKinney Center Program Manager, Police Department, Events Manager, Jackson Theatre Operations Manager, Jackson Theatre Assistant Operations Manager, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment Plant, Street Department, Digital Media Manager,

Director of Tourism and Main Street, Visitor Center Manager, Parks and Recreation, and Marketing Manager.

7. Approve the revised job description for the custodian position at the Jackson Theatre.

Insert Job Description

8. Approve the Town Sponsored Event – 2025 Christmas in Olde Jonesborough, including events and street closure. The town will feature a different theme every Saturday from November 28, 2025, through December 20, 2025. Each Saturday will include events from 11:00 a.m. to 3:00 p.m., with music, family activities, and extended holiday shopping hours at downtown shops. Santa will be in his sleigh beside the Courthouse each Saturday for photos and visits with children. The series will begin as follows:

Friday, November 28th - Shop Small Friday Sip & Stroll from 4:00 pm to 6:00 pm, with the annual Tree Lighting at 6:00 p.m.

Saturday November 29th - Whoville & Shop Small Saturday, 10:00 am – 4:00 pm

Saturday, December 6th – Doggone Christmas, 10:00 am - 4:00 pm

Saturday, December 13th – Santa's Christmas Village and annual Christmas Parade at 6:00 p.m.

Saturday, December 20th – Christmas Church Stroll, 11:00 am – 3:00 pm

Main Street to be closed from the intersection of Main St. and Fox St, to Main St. and Second Ave. The Parade Route will begin at the intersection of Boone Street and Hwy 11E, continuing down Boone Street to East Main Street, the up North Washington Avenue to Hwy 11E; and closure of one eastbound lane of Hwy 11E between Boone Street and Forrest Ave to allow parade participants to travel from the former Jonesborough Middle School stage area to downtown. Request for assistance from the following departments: Public Safety, Solid Waste, Street Department and Parks & Recreation.

9. Approve the Town Sponsored Event – The Great Jonesborough Pumpkin Carving event, where participants will carve pumpkins on site. The Pumpkin Carving will be held on Wednesday, October 29th from 5:30 pm to 8:30 pm, and closure on west side of Courthouse Square parking lot.

The Financial Report was not available for approval, and will be presented at the next regular meeting of the Board of Mayor and Aldermen.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe requested that the Outdoor Use Permit Application for The Lollipop Shop for the Yoda figure be added to the agenda. Alderman Terry Countermine made the motion to add to the agenda the Outdoor Use Permit Application request from The Lollipop Shop, Alderman Dickson seconded the motion and it was duly passed. Mayor Wolfe called for the motion. Alderman Dickson made the motion to approve the Outdoor Use Permit Application request from Jeff Gurley, owner of The Lollipop Shop, 129 East Main Street, Jonesborough, TN, for the Yoda figure and stand (barrel) to be placed in proximity of the storefront and to provide for adequate pedestrian access including wheelchairs, as presented. Alderman Causey seconded the motion and it was duly passed.

Mayor Wolfe asked Nicole Widner to come forward to accept the Employee of the Month Award. Mayor Wolfe read the following:

I am nominating Nicole Widner for the August Employee of the Month. Nicole has been with the Water Quality Department for over three years. In her time here she has streamlined the cross-connection data collection, has excellent skills in communication, and a vast knowledge of working with FEMA and TEMA, which has been extremely valuable. Nicole worked with the disaster data collection and government entities to recover and receive reimbursement to the Town after the devastation of Hurricane Helene. Nicole is currently working on updating the FEMA Project due to additional damage to our water intake. She is currently helping to integrate and setup an asset management software being beta tests in utilities; and she assists wherever she may be

needed. Nicole has offered innovate solutions and ideal proposals to inner-departmental challenges. Nicole has an eye for detail and a very positive approach to her work. It is for these reasons that I nominate Nicole Widner for August Employee of the Month. Submitted by Artie White, Water Quality Director.

Mayor Wolfe presented a Proclamation to Marat Moore honoring Theresa May Bryant for her significant contributions, dedication and representing the best of Jonesborough as a model leader in her volunteer work with the various organizations and committees in the community; and by declaring September 6, 2025, as Theresa Bryant Day to coincide with the 2025 Washington County Heritage Fair.

INSERT PROCLAMATION

The next item on the agenda was citizen comments regarding the vacant Alderman position. Mayor Wolfe asked if there were any citizens present that would like to comment at this time. The following citizens addressed the BMA:

1. Megan Day, 222½ Spring Street, expressed her support for Zac Jenkins for Alderman.
2. Karen Childress, 213 East Main Street, expressed her support for Zac Jenkins for Alderman.
3. Ruth Verhegge, 445 Miller Road, expressed her support for Zac Jenkins for Alderman.

4. Chase Blazer, 302 Bethany Drive, expressed his support for Zac Jenkins for Alderman.
5. Mark Merriman, 1213 East Main Street, expressed his support for Zac Jenkins for Alderman.
6. Dona Lewis, 116 Franklin Avenue, expressed her support for Zac Jenkins for Alderman.
7. Michael Kieta, 233 East Main Street, expressed his support for Zac Jenkins for Alderman.
8. Nicholas Santiago, 511 West Main Street, expressed his support for Zac Jenkins for Alderman.

Mayor Wolfe thanked everyone for their comments.

The next item on the agenda was appointment of an Alderman to fill the vacant Alderman seat. Mayor Wolfe called for a motion to nominate an Alderman. Alderman Countermine made the motion to nominate Zac Jenkins to fill the vacant Alderman term, seconded by Alderman Dickson and passed unanimously. Chancellor John Rambo administered the Oath of Office to Zac Jenkins. Mayor Wolfe recessed the Board meeting for a 5-minute break. Mayor Wolfe reconvened the BMA meeting.

INSERT OATH

Mayor Wolfe gave an update in regard to projects going on in town: Spring Street improvements, tree removal at the Storytelling Center and improvements to the building

are underway, Stage Door – building improvements, brick sidewalk at Second and Westy Main, new sidewalk to Depot Street Park entrance, TDOT paving Boones Creek Road, and Sevier Avenue has been cleaned, opened up and paved.

Citizen Comments was the next item on the agenda. Mayor Wolfe asked if there any citizens present that would like to comment at this time. Brian Ponder, 214 East Main Street, addressed the BMA about JAMSA not being represented on the Historic Zoning Commission and would like to see cooperation between the groups. Joanne Deurso, 33 Lorena Lane, addressed the BMA in support of the Interlocal Agreement with the Washington County Planning Services, and concern about the traffic infrastructure of new developments. Bill Bledsoe 272 East Main Street, expressed his affection for the Herald and Tribune newspaper and is interested in bringing it back as a history museum. Mayor Wolfe thanked everyone for their comments.

Alderman Communications was the next item on the agenda. Mayor Wolfe asked the Aldermen if they had any comments. Alderman Zac Jenkins said he was honored to be able to serve and support the citizens of the Town. Alderman Dickson said he very much enjoyed the wonderful Farm-To-Table event and the 60th wedding anniversary celebration of Dr. William and Virginia Kennedy.

Town Attorney Comments was the next item on the agenda. Mayor Wolfe asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said he had no report

at this time, and will need to meet with Board members in Executive Session at the September 8, 2025 meeting.

The first item under Old Business was changing the date of the November 10, 2025 regular board meeting. The change of the meeting date was discussed by Board members. With there being no further discussion, Mayor Wolfe called for a motion. Alderman Dickson made the motion to approve changing the November 10, 2025 regular board meeting to November 17, 2025, Alderman Jenkins seconded the motion and it was duly passed.

The next item on the agenda was second and final reading of an Ordinance and a Resolution annexing property is located off Shell Road and is further described on Washington County Tax Map 59, Parcel 219.01, upon written annexation request from property owner Micah Thomasson. The request is to annex the entire tract of 5.47 acres of the property; and includes zoning the tract of land to R-1 (Low Density) Residential District. The Plan of Services known as the "Micah Thomasson Shell Road Annexation" reflects that all town services are available to the subject tract at the time of annexation. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to: (1) Approve the Resolution annexing, by request, property owned by Micah Thomasson, identified as Parcel 219.01 on Washington County Tax Map 59, located off Shell Road, on Second and Final Reading; and (2) Approve the on second and final reading the Ordinance zoning the

property R-1 (Low Density) Residential District, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT RESOLUTION AND ORDINANCE

The next item on the agenda was second and final reading of an Ordinance to Amend the Municipal Code of the Town of Jonesborough, Tennessee to Amend Title 1 Chapter 16 the Jonesborough Tree and Townscape Board. The purpose of the Ordinance is to reduce the number of members to the Tree and Townscape Board from thirteen (13) to nine (9). Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Causey made the motion to approve on second and final reading the amendment to Title 1, Chapter 16, The Jonesborough Tree and Townscape Board, Section 1-1604, Compositions, appointment, membership and terms, and Section 1-1606, Rules and staff, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was second and final reading of an Ordinance Designating the Town Officials Authorized to Declare a State Emergency. This is important when requesting statewide, or even county assets and/or assistance during times of disaster, whether it be man-made or natural. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Jenkins made

the motion to approve on the second and final reading an Ordinance designating the town officials authorized to declare a State of Emergency. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was second and final reading of an Ordinance Amending the Fiscal Year 2024-2025 Budget for the General Fund, Jackson Theatre Fund and Drug Enforcement Fund. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve on second and final reading the adoption of Ordinance Number 2025-08 amending the Fiscal Year 2024-2025 Budget for the General Fund, Jackson Theatre Fund and Drug Enforcement Fund. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

Mayor Wolfe requested an addition to the agenda to formally consider moving the FY25-26 budget appropriation of \$150,000 from the New Hope Access Road project and designate the \$150,000 to Undesignated Funds. Alderman Jenkins made the motion to add to the agenda the request by Mayor Wolfe, Alderman Causey seconded the motion and it was duly passed.

Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Jenkins made the motion to move the FY25-26 budget appropriation of \$150,000 from the New Hope Road Access project to Undesignated Funds. Alderman Dickson seconded the motion and it was duly passed.

The first item under New Business was approval of a Professional Service Agreement with Matter & Craig Engineers for a traffic signal study, for the six traffic lights along the 11-E corridor. This project of signalization optimization will help the Town understand the limits of our existing traffic signals, the different traffic patterns, timing, and movement of vehicles to help develop a signalization plan that will mitigate our traffic congestion challenges using technology. The proposal from Mattern & Craig Engineering for the study/project is \$44,000.00 and includes Task 1 – Traffic Signalization Inspection and Inventory and Task 2 Coordinated Signal Timings. The detailed service of each Task is outlined in their proposal. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the Traffic Signal Study, Commission No. 7100-P, from Mattern & Craig in the amount of \$44,000.00, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was the approval of closing the alley between the Jackson Theatre and Main Street Café buildings for the Jackson Theatre Fundraising

Gala, "The Marquee Ball at the Jackson", to be held on Saturday, November 1, 2025, and approval for alcoholic drinks to be served and consumed within the alley from the time of 6:30 p.m. to 8:00 p.m. Jackson Theatre staff and volunteers will be prepared and present in the alley to monitor, "No Alcohol Beyond This Point", with signage at each end of the alley, and barricades on each end as well. Staff 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. This would be a similar secured setup to which is conducted during other special events held in the plaza of the ISC. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Jenkins made the motion to Approve closing the alley, between the Jackson Theatre and Main Street Café buildings, for the fundraising gala on November 1, 2025, from 6:30 pm to 8:00 pm, and for alcohol to be served and consumed within the alleyway. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of an Interlocal Agreement for Planning Assistance between the Town of Jonesborough and Washington County, with a fee service of \$2,500 per month for ten months, and will begin September 1, 2025 and end June 30, 2026. The contract can renew yearly based on the fiscal year (July 1 through June 30). The funding source was budgeted for FY26 under the General Administration which has a balance of \$25,000. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Dickson made the motion to approve the Interlocal Agreement for Planning Assistance between the Town of Jonesborough "Town" and Washington County "Provider" for an initial period of September 1, 2025 through June

30, 2026 based on the agreed upon amount and funding source, as presented. Aderman Causey seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of five change orders for the First Frontier Sidewalk Phase II project with Precision Concrete Finishings. The five change orders are as follows:

Change Order #1 - \$43,520.000 – Construct a new sidewalk on Second Avenue from Main Street to the Chucky Depot. The scope of work includes removal of existing deteriorating sidewalk, constructing forms, pouring new concrete sidewalks with monolithic curbing, backfill with topsoil and sow grass. This project will consist of approximately 330 feet of sidewalk, which will be 4-feet to 5-feet in width.

Change Order #2 - \$22,797.45 - Remove section of sidewalk on Franklin Avenue. Construct new forms and pour sidewalk with concrete, complete with monolithic curb. This project will consist of removing approximately 150 feet of sidewalk. The Street Department will reconstruct the catch basin in front of new sidewalk forms prior to the contractor pouring the concrete.

Change Order #3 - \$1,500.00 - Remove section of sidewalk damaged on Headtown Road from First Frontier Sidewalk Phase I. Construct new forms and pour concrete sidewalk handicap ramp, complete with monolithic curb. This project will consist of removing approximately 10 feet of sidewalk.

Change Order #4 - \$3,841.87 - Delete the striping section of this project. The Town will utilize a private contractor for this portion of the project.

Change Order #5 - \$6,474.60 – Delete the curb island portion of this project on Main Street.

Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Jenkins made the motion to approve the five change orders as presented and authorize the additional payment to Precision Concrete Finishings in the amount of \$55,679.98. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was an agreement with the First Judicial District Drug Task Force Interlocal Cooperation Agreement. The annual contribution of \$2,000.00 will be paid through the Police Department Drug Fund. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Countermine made the motion to approve the First Judicial District Drug Task Force Interlocal Cooperation Agreement, authorize the Police Department's participation in the Task Force, and

authorize the Police Chief to sign the agreement. Alderman Dickson seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was an amendment to the current organizational chart. The recommendation is to move the Parks and Recreation Department from Leisure Services to Operations under Public Works, and under the Operations Manager Craig Ford. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Causey made the motion to approve the amendment to the current organizational chart transferring Parks and Recreation from Leisure Services to Operations and under the Public Works, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT CHART

The next item on the agenda was approval of the issuance of a modified Resolution for the Water Treatment Plant Upgrade Project. The Board of Mayor and Aldermen adopted Resolution 2025-06, a bond resolution allowing the Town to issue up to \$22,818,000 in water system revenue and tax bonds for the Water Treatment Plant on March 17, 2025. Town staff heard from USDA that they need modified language for the bond resolution and are looking to begin the project soon. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman

Counterline made the motion o approve a Resolution Authorizing the Issuance, Sale and Payment of not to Exceed \$22,818,000 Water System Revenue and Tax Bonds, in One or More Series, by the Town of Jonesborough, Tennessee; Authorizing the Issuance of Bond Anticipation Notes Prior to the Issuance of the Bonds; and Authorizing the Levy of Taxes to Pay the Bonds and Notes. Alderman Dickson seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was first reading of an Ordinance Amending Title 13, Chapter 2, Section 13-270, Wastewater Treatment Fee Schedule of the Jonesborough Municipal Code. The Ordinance amendment to increase the Wastewater Treatment Tap Fee Schedule is deemed reasonable by Town staff and reflects the revised fee changes. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Jenkins made the motion to approve on first reading the Ordinance Amending Title 13, Chapter 2, Section 13-270, Wastewater Treatment Fee Schedule of the Jonesborough Municipal Code. Alderman Counterline seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of a Change Order for the Tiger Park project from BurWil Construction in the amount of \$152,500.00. Due to increased

construction costs, the Town has expenditures that are not covered by the budget related to the development of the ball fields. In a change order from BurWil Construction, the cost of the work (see details attached) to complete dugouts is \$152,500.00. The town applied for additional funds through TDEC Office of Outdoor Recreation (ORec) and we are receiving an additional match in funds of \$122,262.00. Basically, additional expenditures of \$152,500.00 would be matched (50%) with \$76,250.00 state funds. With the many financial components to the nearly 5-million-dollar project, and minimum town funds applied in over 2 years, the park will enhance the quality of life for the school and community, therefore the additional funds to complete the project are essential. The Funding Source is to reassign the FY26 Capital Projects fund of \$135,000.00 from the opioid settlement fund that was proposed for Persimmon Ridge Park ballfields to complete the remaining components of Tiger Park/Athletic Fields. That amount will help match what the State has already approved of in additional funding. Persimmon Ridge remains on the radar for FY26 and the town is already in the process of a plan to apply for the BlueCross BlueShield Foundation Tennessee Healthy Place grant. Mayor Wolfe asked the Aldermen if they had questions or comments. With there being none, Alderman Dickson made the motion to approve the Change Order from BurWil Construction in the amount of \$152,500.00 as per their proposal, and to leverage the opioid settlement funds from the FY26 budget to complete the project. Alderman Jenkins seconded the motion and it was duly passed.

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

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

Consent Agenda
2

DATE: October 13, 2025 **AGENDA ITEM**

SUBJECT: Approval of Bills

Attached for BMA approval is the list of bills for September 2025.

Check Register - General Fund - September 2025

09/04/25	114084 - 114206	\$	210,837.82
09/08/25	114207	\$	7,500.00
09/09/25	114208 - 114213	\$	23,111.99
09/11/25	114214 - 114215	\$	6,533.89
09/12/25	114216 - 114308	\$	60,483.21
09/12/25	114309 - 114311	\$	16,608.58
09/19/25	114312 - 114363	\$	214,049.16
09/22/25	113987 - void	\$	(3,405.00)
09/25/25	114364	\$	678.04
09/26/25	114365 - 114377	\$	111,424.51
09/30/25	114250 - void	\$	(7.65)
09/30/25	114372 - void	\$	(1,500.00)
		\$	646,314.55

Check Register- Water Fund September 2025

09/04/25	69450 - 69505	\$	345,795.78
09/09/25	69506	\$	23,121.97
09/11/25	69507	\$	4,665.30
09/12/25	69508 - 69554	\$	119,243.81
09/19/25	69555 - 69587	\$	356,100.19
09/24/25	69524 - void	\$	(1,114.00)
09/25/25	69588	\$	1,324.45
09/26/25	69589 - 69600 (voided/reprinted)	\$	-
09/26/25	69601 - 69612	\$	96,407.55
926-25	69613	\$	15,410.00
		\$	960,955.05

Check Register -Sanitation Fund - September 2025

09/04/25	10864 - 10875	\$	19,081.73
09/12/25	10876 - 10881	\$	28,437.18
09/19/25	10882 - 10883	\$	2,003.24
9/26/2025	10884 - 10887	\$	14,433.18
		\$	63,955.33

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

Consent Agenda
3

DATE: October 13, 2025 **AGENDA ITEM**

SUBJECT: Town Administrator Report

TOWN ADMINISTRATOR MONTHLY REPORT

OCTOBER 2025

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

1. As we are working towards improving how we effectively communicate with the public, our website is another community-based platform where information is available, and we want the user's experience to be exceptional. We also want to provide a dynamic visual experience which will include video detailing various "visual" information to the public, whether that is construction project(s), special event, etc. **UPDATE:** Staff is exploring 2 options on website design, (1) developing a Request for Quote for a new website design, and (2) exploring options with our current website host on the cost of improving the site based on design (visual feel), adding video details to front page (and other parts of the website when needed); and better navigation experience for users with a "Mega Menu". The Mega Menu gives us the option to display essential website elements but also helps our website users find their required search/data faster. Staff are meeting this coming week on features that are like City of Franklin website, Bristol TN website, and a few others, for comparison purposes.
2. Communications: **Update** - Work continues to enhance how we communicate with the public. I have started to post about different "hot topics" through social media and website, and I will continue to advance this initiative with community input meetings. The public input meeting to discuss the New Hope Connector Road is scheduled for October 16, 2025, at 6:30 PM at the Jonesborough Visitor's Center. I had promised at the time of adopting the FY26 budget that an input meeting would be scheduled with the Meadows community. Another level of communication with the public soon will be short YouTube videos of activities/happenings in town government throughout town and featured will be periodic T.A. talks with town employees to showcase the hard work and efforts of Team Jonesborough. Launch date for those videos will be November 2025.
3. Traffic 11-E Corridor: As you are aware as the Board, a contract was approved with Mattern & Craig Engineering (M&C) to conduct a traffic signalization study of our Highway 11-E Corridor from Headtown Road to Persimmon Ridge Road. **Update** – M&C engineers have received traffic data, and the next step occurring this month is that they will go to each traffic signal, inventory all the signal equipment (both visible from the street, and within the cabinet), and assess its condition. They will take notes and pictures, at an estimated 30 minutes to an hour per cabinet. This part of the project is projected to be complete during the 2nd or 3rd week in October.
4. Tennessee City Management Association (TCMA) Fall Conference: **Update** - This state-wide conference took place in Kingsport and I was part of a 3-person panel to

discuss the impacts that Hurricane Helene had in our respective cities, which included Jonesborough, Greeneville and Elizabethton. The presentations went well, and as a result TCMA is working on a plan to have TCMA members appointed in all 3 grand divisions be available to municipalities during a disaster and/or emergencies as resources of help. For example, our utilities were in hyperdrive to get waterlines/water services back to the 1000s of customers those other entities sent the Jonesborough utilities outside utility help during waterline construction activities. TCMA members will be receiving more details on this subject in the coming months.

5. First Frontier Trail: **Update** – We continue to advance the trail projects in part with the grant awards process for the RTP and LPRF, including the Board approving the grant administrative services and engineering services for the LPRF grant program.
6. Improving the rear room in the Board Room. This space continues to be improved and we have completed the video conferencing, conference phone, wireless presentation system, and other incidentals. **UPDATE** – The improved space will undergo some cosmetic improvements, and a different conference room table will be placed in the space by the end of this month.
7. Special Census: I was working with Frank Collins, who retired from Census Bureau, on exploring the town conducting a town wide special census. Our 2020 US Census certified population was 5,860. Our next census is not until 2030. With our unprecedented growth, we believed the 2020 population number was significantly low. As such, we find that holding a special census is an effective way to ensure that our State-Shared revenues properly reflect our growing population. **UPDATE** - As you are aware from my Town Administrator Report, I have been working with Frank Collins to strategize a plan to conduct a city-wide census (special census) in our town. We had through that maybe we would gain 800-1000 more people. Currently the state shared revenues pay us \$179.29 per person. Relying on the census every 10 years to report what we already know (we are growing in population), was not going to help us gain more revenues based on population numbers. So, when I called the First TN Development District, the agency that would be tasked to certify our city-wide census numbers, FTDD Bill Forester was sent to the Director of the Tennessee State Data Center Tim Kuhn, and “Happy Friday” a law was passed this year whereby the Tennessee State Data Center | Boyd Center for Business and Economic Research will be providing the official population counts for each city and county, and TNECD will certify EACH YEAR. I have been using the Data Center for all my reporting on population projections to you, the board. So, in essence, we will receive our certified population numbers each year from the Data Center (until the 2030 Census Bureau population counts are certified) and State-Shared Revenues will use the new estimated population numbers to pay us by. For example, using the Data Center 2024 estimates, we have an estimated 6746 or 886 more people as compared to the 2020 Census of 5860 people. Current State Shared Revenue estimates are \$179.29 per

person and with an additional 886 persons x \$179.29 per person, we would have received an additional \$158,851.00. Since the law does not go into effect until January 2026, the law will help us come July 1, 2026, or for the FY27 fiscal year.

8. I am working on partnering with an organization like Community Chest to establish a program whereby “people” can contribute funds to help eligible utility customers that need financial assistance with their bills. Also, through our contact at United Way, Jonesborough is already part of the Heisse Johnson Hand Up Fund, allowing customers to designate specific amounts on their utility bills for the Hand Up Fund. The “implementation” would be a decision for the Hand Up board. **Update:** I have spoken with two representatives of the Hand Up fund, and our next step is to work through the booking donations from people into a reserve account for collecting for the Hand Up Fund program. I am working on a page for our website to direct people, as well as social media. Our town website, or our town, needs to promote the program for it to build funds which will go to United Way, and finally Good Samaritan will help potential receivers of funds through their application process. This should be in place November 2025.
9. Planning Services with Washington County Planning are going very well. 8/9 members of the Planning Commission went to Kingsport for continuing education as they are each required to complete 4 hours of education related to planning subjects each calendar year. All members will achieve their 4 hours by December 31st.
10. The Mauk Property – **Update** – I sent an official letter to the Mauk Property family with the offer of \$20,000.00 over the appraised value. The town continues to work with the family to reach an agreement.
11. Vice-Mayor Adam Dickson and I, and Gordon Edwards of Heritage Alliance have been working with the AME Zion church, located at 208 W. Woodrow Avenue regarding the desire of the town that this property located in the historic district be preserved and protected as a historically significant property to the community. The town continues to work with the church, and it appears very positive for the town.
12. The town is meeting this month to look at options for Town Hall expansion focusing on public safety and required adequate space to meet the immediate and future demands for personnel, vehicles, equipment, etc.
13. Capital projects and equipment budgeted for FY26 on both the general and water fund sides are going well. We will continue to advance these projects, including getting quotes and bids out for solicitations in an expeditious manner. You will notice periodic bids coming before you for approval based on those capital needs.

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

DATE: October 13, 2025 **AGENDA ITEM #:** Consent Agenda
4

SUBJECT: Operations Manager Report

MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: September 2025 Monthly Report

Date: October 08, 2025

The Street Department and the Parks and Recreation Department continued to work on Tiger Park as the final inspection date was moved to October 14, 2025. A tremendous amount of work was completed by the staff, and the park looks great. It would sincerely take pages to list what the staff did to complete this park. We are ready for the final inspection.

Work began on the West Main Street retaining wall/sidewalk and the stairwell at the Senior Center. The West Main Street portion of this project is meticulous and will take some time to complete.

All departments worked very hard to make the town look great for the Storytelling Festival. We did have some facility problems during the festival. We experienced a sewer backup in the ISC building and the Stage Door. Staff were able to clear the backup in the Stage Door, but we had to contact a specialty company to clear the lines at the ISC building.

Both HVAC units failed at the Stage Door. After numerous attempts by local HVAC vendors, none were able to make the proper repairs. A couple of Trane factory field representatives spent several days working on both units. I am happy to report that both are now repaired.

A local vendor has also been working on replacing the HVAC unit at the Post Office. I have been informed that it should be back in service by October 09, 2025.

JRoss completed the grant project at the Stage Door/Jackson Theatre and the trim paint at the ISC building. They did an outstanding job on this project.

Another private contractor was awarded the bid to replace the deck at the ISC building. They have also completed their project and did an outstanding job as well.

Since I mentioned the ISC building, I reached out by email to Holston Engineering regarding the status of the geo=thermal HVAC units at the ISC building. I wanted to know their status on this project, but they have not responded to my email. I will continue to try to get a status report on this project.

I have been in contact with the Washington County Highway Superintendent, and he indicated they would be available to do some more paving for Jonesborough in the month of October. Our Street Department has taken delivery on the milling machine, and we will have some milling to do before the county can pave.

I completed my employee evaluations and most of the departments that report to me have completed theirs as well. I am still awaiting a couple more to be turned in. I will have them all by October 17, 2025.

The new speed limit and reduce speed ahead signs were installed this month on the New Boones Creek Road. It appears Summers Taylor has completed the asphalt resurfacing project on this stretch of road as well.

The Street Department have begun installing thermoplastic arrows on our speed tables. We started with the three speed tables on East Main Street between Clay Avenue and Lincoln Avenue. Although it is more costly, we will continue to replace these arrows as needed with thermoplastic.

A resident complaining about the amber streetlight at College/Anderson Road/Ben Gamble Road wanted the light replaced with the new LED streetlight. There may be a time in the future in which that is all we will be able to get; however, I want to caution that these lights are not very popular.

This particular streetlight, although it is on Town right-of-way, will have an impact on the surrounding homes. I would recommend we look at a study for these LED streetlights. As many people request them, there are many more who don't like them at all. We had one complaint about these LED streetlights already that accused the Town of interfering with the migratory flight of birds.

I opine that we are at a point where we should look at updating our streetlight policy. I do not want to replace a light because of one motorist complaining and it makes the entire neighborhood angry when we replace it. Streetlights are to make intersections and roadways safer for pedestrians. All vehicles manufactured today have headlights.

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

DATE: October 13, 2025 **AGENDA ITEM #:** *Consent Agenda*
5

SUBJECT: Committee Reports

1. Historic Zoning Commission
2. McKinney Center Advisory Committee

Historic Zoning Commission
6:00 P.M. Thursday, September 11, 2025
Board Room in Jonesborough's Town Hall

Minutes

Members Present:

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

Members Absent:

Colton Brasure

Call to Order

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

Item I: Public Comments

No Comments made.

Item II. New Business:

105 N First Ave — Owner/Presenter — Laurie McDaniel

Request to replace white metal awning with new white metal awning over the door/window and add matching white metal awning to other door/window. White color will match house trim color. Both are on driveway side of house.

Nita VanTil made motion to approve as presented. Seconded by Rebecca Moss.
Approved unanimously.

122 E Main St — Owner/Presenter Brian Ponder

Request to add a fire escape walkway from the bedroom windows on the back of the building leading to the new staircase. Fire escape would be difficult to see from the ground or adjoining properties. Color would be the same as the stairway.

Herman Jenkins made motion to approve as presented. Seconded by Michael Kieta.
Approved unanimously.

250 E Main St — Owner/Presenter — Wes McKinney

Request to replace existing silver flat panel standing seam metal roof with a black flat panel standing seam metal roof. Existing roof is very old.

Request to add black aluminum metal fence to the East side and rear of property.
Approximate placement of fence shown in diagram.



Michael Kieta made motion to approve as presented. Seconded by Nita VanTil.
Approved unanimously.

Item 111: Old Business

117 Spring Street — Owner: Allyson Wilkinson & Dan Schnorr

April 2024 approved addition of porch and railings to rear and side of house. House is deteriorating and needs attention.

Owner update: After some emergencies last winter with other properties, work has continued on clearing porches and interior. In addition, work has also started on clearing overgrown plants around house. Due to an abundance of poison ivy, this work will resume as the weather cools. Intentions are to have it cleaned up outside before Storytelling Festival.

215 W Woodrow Ave Owner: John & Charlene Buchanan

February 2023 1950s addition on rear of property was approved for removal. The addition has deteriorated to the point where it is an eyesore and nuisance to surrounding properties. Also approved — Porch to be rebuilt and to extend around the west side where chimney is located. Siding to match the original. Roof will be repaired with like material. Half-round gutters to be added with downspouts. Little progress has been made on the porch.

Update: Frank Collins & Herman Jenkins met with owner. Plans to do work within the next 2 months with help from his son.

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

Parson's Table — Windows have been boarded up for over a year. Paint is deteriorating. Door is sometimes cracked open.

Widow Brown's — Porch collapsing, gutters failing* Paint is deteriorating.

Update: No response to letter. Chairman will send registered letter.

239 E Main St — Owner: Mikki Henley

Condition of porch has not been stabilized since conversations in February 2025. The porch is endanger of further deterioration. Foundation concerns were discussed with the HZC in February 2025 and have not been addressed.

Owner Update: Per recommendation from HZC, they have had 2 structural engineers review the home. The second one used drones as he did not feel it was safe to enter. The house does not have a foundation and support beams have substantial degradation from water and termite damage. They had begun to explore rebuilding a replica of the house.

Frank Collins clarified that HZC cannot approve demolition even if there are plans to build a replica of the home. We will be trying to help find Preservation specialists that can help.

Item IV: Expedited

105 Courthouse Square — Smoky Grass Station - Manager: Sydney Greer

Request for sign emblem for front door window that matches the hanging sign. Door window has frosted glass to address sunlight. Expedited approval granted by Frank Collins & Nita Van Til.

Item V: Property Designation Committee

The Property Designation Committee consists of HZC members Nita Van Til, Rebecca Moss, Herman Jenkins, Marcy Hawley and community members Ruth Verhegge and Geoff Hoare.

Next meeting of the PDC will be Tuesday, September 16 at 4:30 pm at the Visitor Center Community Room.

204 W Main Street outbuilding needs evaluation about Contributing status. This outbuilding is NOT Contributing.

Item VI: Demolition by Neglect Update

There are four or more properties that came before the HZC more than a year ago and have made little or no progress with addressing significant issues with their properties. HZC to decide whether to move forward with the Demolition by Neglect process.

Frank will discuss this further at the PDC meeting.

JAMSA

The monthly Jonesborough Area Merchants and Service Association (JAMSA) meetings take place on the third Thursday each month at 8:30am. The meetings are usually about town events and business happenings. It would be helpful to have a member of the HZC attend as a resource for JAMSA. Attending would also solidify the HZC's commitment to helping the business community and town.

We did not have a member consistently available. Michael Kieta said he would not be able to attend in September, but would likely be available in the future. It was also mentioned that Colton Brazure had expressed interest.

HZC Database with Maps

Frank Collins met with Glenn Rosenoff to discuss a few discrepancies on the H-1 and H-2 overlay zone map that the county digitized in 2023. The 2023 map did match maps that the town and county published in 2004, 2009, and 2014. In 2023, nine properties were omitted, eight did not follow property lines (included the house but not the back yard), three H-1 properties were split between the H-1 and H-2 overlay zones, and one extra property was included as H-1. Once the issues have been resolved, we will work with the town to publish the HZC ARCGIS database,

Commissioner Comments

There were no commissioner comments

Approval of Minutes

Herman Jenkins made a motion for Approval of August 28 minutes, seconded by Marcy Hawley.
Passed Unanimously

Chairman Frank Collins adjourned the meeting.

McKinney Center Advisory Committee Meeting

Thursday, September 18, 2025, 3:30pm

McKinney Center – in Person

Agenda Presentation

1. Call to Order: Anne G'Fellers-Mason, Michelle Treece, Martha Blaser, Skye McFarland, Kay Grogg, Ernest McKinney, Theresa Hammons, Sharon Squibb, Starlene Casey, Paulene Douglas, Richie Hayward, Nancy Kavanaugh, Michelle Stewart
 - Not Present: Adam Dickson, Breanna Walker-Schadler, Nori Shaw
2. Michelle Stewart, Town of Jonesborough Human Resources Director, spoke about Title VI policy and employee training.
3. Ernest made a motion to approve August minutes, Kay seconded this motion, minutes were approved.
4. Directors' Report:
 - i. We are up to 212 registrations for the Fall semester.
 - ii. Fall market was on August 23rd. We had over 700 people in attendance. Vendors gave mostly positive feedback on a survey we sent out.
 - iii. Indelible Appalachians was shown on September 4th. We had over 40 people in attendance and had good feedback about the show and the director.
 - iv. StoryTown Potluck was on September 14th.
 - v. Booker T. Washington Alumni Exhibit opens September 19th 6-8pm.
 - vi. Volunteer Dinner is September 25th, 6-8pm.
 - vii. Spot on the Hill is mostly sold out!
 - viii. October 17th is the opening of the Halloween art show.
 - ix. Halloween Trivia with the Heritage Alliance is on October 24th.
 - x. Booker T. Washington Tour Launch is set for November 14th, 1-4pm.
 - xi. Soups and Songs is scheduled for December 1st, 7pm.
 - xii. Miss Brown's End of the Year Program is December 11th, 5-6pm.
 - xiii. Theresa now has a safe and camera in her office. Theresa will be getting a keypad for her office door.
 - xiv. Fleenor security gave a quote for indoor and outdoor cameras for potential future security needs. They also replaced a faulty panic button and got new codes for all staff for the alarm system.
 - xv. Roger will be gone for about 3 weeks in October. Theresa is working to get a substitute during this time.
 - xvi. Theresa is working on the bid for the window work.
5. Outreach:
 - i. In August, we interacted with 90 people in person through the Farmer's Market.

- ii. Skye and Martha went to the Johnson City Housing Authority's Apple Harvest Festival on September 10th and 11th.
- iii. We worked at the UMOJA festival on September 13th and interacted with around 150 people there.
- iv. We will be preparing for Jonesborough's Halloween Haunts and Happenings.
- v. Social media outreach for August was 196,676.
- vi. We had around 6 volunteers for the month of August for the Farmer's Market and StoryTown Radio Show.
- vii. Still need some additional volunteers to work A Spot on the Hill.

6. StoryTown:

- i. The August RadioShow sold 91 tickets. The September show has sold 40 tickets, but anticipating lots of sales at the door.
- ii. The StoryTown potluck was on September 14th, there were 12 cast members in attendance.
- iii. There is a Listening Day on September 23rd.
- iv. Anne attended the Heritage Fair on September 6th and spoke with a few people to follow up with.
- v. The Story Collecting Class has 6 people registered.
- vi. Spot on the Hill night shows are sold out. There are still tickets for the matinee shows.
- vii. Theresa and Anne will hear back about the Capital Improvement Grant on October 14th.
- viii. Anne is working on a grant for the upcoming 250th Community Play.

7. Visitation:

- i. The total visitation for July was 1,526 and the total visitation for August was 1,771.
- ii. We had 1,322 general visitors in July and 1,267 general visitors in August.
- iii. We had 38 students in July and 97 students in August.
- iv. We had 3 rentals in July with a rental income of \$255.00. We had 5 rentals in August with a rental income of \$2,265.00.

8. Old Business:

- i. Theresa will be working on working on a narrative for Glenn regarding how the McKinney Center can use the Broyles property shop.
- ii. Glenn wants to install art wraps on 2 electrical boxes in town. He wants to have the McKinney Center electrical box done by June 30, 2025.

9. New Business:

- i. We will be working with UMOJA to schedule a production of CROWNS for 2026.
- ii. We will be revising the rental contract to reflect that renters are entitled to the parking lots during their rental.
- iii. Theresa would like some volunteers to help with scholarship applications. Buttons and Sharon agreed to help, Richie said he would be an alternate.

- iv. Theresa would like some volunteers to peruse the Jonesborough website and see if there needs to be updates about the McKinney Center. Michelle and Kay offered to help.
- v. Sharon made a motion to approve 2026 meeting dates, Paulene seconded, dates were approved.

Meeting adjourned at 4:20pm.

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

DATE: October 13, 2025 **AGENDA ITEM #:** *Consent Agenda*
6

SUBJECT: Supervisor Reports

1. McKinney Center
2. McKinney Center Program Manager
3. HR Director
4. Building Inspector
5. Utility Manager
6. Water Distribution
7. Water Quality
8. Water Plant
9. Wastewater
10. Public Safety
11. Director of Tourism & Main St.
12. Digital Media Manager
13. Visitor Center Manager
14. Events Manager
15. Marketing Manager
16. Jackson Theatre Operations Manager
17. Jackson Theatre Technical Director
18. Senior Center
19. Parks and Recreation

Theresa Hammons, McKinney Center Director, Monthly Report – September 2025

Fall 2025 – “My goal for fall 2025 is 220 registrations.” We are up to 226 registrations as of 9/25/25. 25 classes and workshops have made! This time last fall we were at 199 registrations and 20 classes made. We have so many events coming up that we must turn our attention to those activities and start planning the spring offerings.

This month I emailed our faculty and asked them for the classes they want to teach in the spring. I have also set up meetings with a couple of new people to discuss teaching opportunities.

Indelible Appalachians –September 4, 2025 – this went extremely well. We had a good crowd. The question-and-answer session went well. We had positive feedback from the crowd. Many suggested having Frederick back and previewing other films. The next film interviews Paul Braxton, a resident of Jonesborough. We will be working on getting Frederick back in the future.

StoryTown potluck – Saturday, September 13 –Anne said this went well. She will be typing up a summary and collaborating with staff to develop the 2026 season.

Living Here: Booker T. Washington Alumni – Opening Reception, Friday September 19, 6-8pm. This event went so very well. The exhibit is up until October 10. I encourage all the BMA members to visit the exhibition and see it in person. Nori and Skye worked diligently to interview 16 Booker T. Washington Alumni. They gathered their stories, took videos and photos, and turned the research into a lovely exhibition. This month I reviewed and edited exhibit text and labels. I wrote the Director’s statement for the exhibition. And, I have done a couple tv, radio, and newspaper interviews about the exhibit. I also bought the food for the exhibition. We all pitched in to set up for the reception and staffed the event.

Volunteer Dinner – Thursday, September 25, 7pm – Skye has planned a wonderful Volunteer Appreciation Dinner for our volunteers this year. The event will be a Carnival theme with balloons and decorations. We will give out some fun awards and give our volunteers a small gift of appreciation.

Halloween Exhibit – Open reception, October, 17, 5-7pm. We extended the deadline for submissions because entries were low. We ended up with around 40 artists entering the show. This month I led the jury process and a group of us curated the exhibit. I wrote the press release to be sent out. I also updated website text for mckinneycenter.com.

Halloween Trivia with the Heritage Alliance – Friday, October 24. This event is going to be another fun partnership with the Heritage Alliance. Tickets sales are going well.

Booker T. Washington School Tour – November 14, opening reception and launch - Martha Blaser has been conducting research and listening to stories from Booker T. Washington

Alumni. From this information she has written a tour script of the building. The tour will include history of the building construction, use, personal stories directly from alumni, how the building was preserved, and its current use. We are currently in the editing phase of the script. Martha has given the script to our advisory committee members and a few alumni to review. We hope to announce a launch date soon.

Ms. Brown's End of the Year Program – December 11, 5 – 6pm.

MLK Day of Service Exhibit – January 19-22. Reception on January 22. We have updated information for the schoolteachers, and I have sent that information out to the related art schoolteachers.

BUDGET, BUILDINGS, AND GROUNDS

- A safe has been secured and placed in my office.
- A temporary camera has been placed in my office.
- I met Fleenor Security this month. They have sent me a plan for additional security cameras. Proposed cameras will be on the exterior focusing on entrances and exits and the parking lot. Camera's inside will focus on the safe inside Theresa's office, in the pottery room focusing on the two doors, the hallway by the front door and the auditorium. I have submitted a PO for the security camera upgrade.
- This month Fleenor replaced the battery in a panic button, installed a contact alarm on the pottery room doors, and gave all staff a new code for the alarm system. While this was being done a problem with a basement smoke detector was found. The smoke detectors that were installed over 10 years ago and are no longer being made. Therefore, an upgrade to the system will need to be done. I have submitted a PO for that work as well.
- I did a PO for a new keyless door handle for my office and ordered the work to be done.
- Roger will be taking time off in October (3 weeks or more). I have secured the Dirty Street Fighters for Friday mornings during that time. They can only commit to one day a week. And they cannot be in the building when minors are present. We will need to find additional help with cleaning during this time.
- I have completed a draft of the bidding document for our window replacement project and emailed that to Craig Ford for his review.

WEBSITE

This month I worked on several website pages on mckinneycenter.com. I updated the MLK Food Drive and Exhibit page, the Donation page, the About Us page, and the Halloween Exhibit page.

2026 PLANNING

I have reviewed our 2026 event and program master calendar this month. For each program or event, we do a project management plan in a program called Asana. I spent a couple of

days scheduling due dates for each of us to have our specific programs and events Asana plans completed for 2026. This helps spread workloads and assists with clear communication between team members.

Other Tasks:

- Prepare agenda and preside over Weekly Staff Meetings.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend a JAMSA meeting.
- Attended Director's meeting.
- Attend monthly meetings with the Marketing Team and prepare the agenda.
- Prepared and coded invoices.
- Sent Sheri and Gina Course Storm deposit information from classes.
- Communicating with instructors about classes, promoting classes, etc.
- Coded invoices and receipts
- Anne and I visited Sara Broyles Ingles to get stories about her childhood.
- Ordered supplies.
- Reviewed our rental policy for parking instructions.
- 2 Advisory Committee members will assist me now when reviewing Scholarship requests.
- 2 Advisory Committee members have volunteered to review mckinneycenter.com to ensure that up-to-date information is online.

September 2025 Monthly Report, Skye McFarland

Outreach During this month we had three in-person outreach events including the UMOJA Festival, the Farmer's Market, and an Apple Festival with the Johnson City Housing Authority. Between these three events we reached about 230 people in-person. Nori Shaw took the lead on the Farmer's Market craft and worked on the event, and I ensured Nori had a volunteer to help. I led the craft for the UMOJA event and recruited volunteers. Martha and I worked on an apple themed craft for the Housing Authority event together and we both worked on the event. Our social media this month included a few ads, less than last month. Our social media despite less ads was still great for the month, and I worked to create graphics, schedule posts, create content, etc. We are preparing for our next outreach event later in October, the Halloween Haunts and Happenings event in downtown Jonesborough.

Facebook- Page Follows: 5,862

New Page Follows: 85

Instagram- Followers: 2,157

Reach: 16,161

YouTube- Subscribers: 285

Watch time: 27.3 hours

New Subscribers: 6

Month	Number	Digital	Paper	
January		36,755		36,755
February		30,044	70	30,114
March	1517	66397	30	67,944
April	555	85398	40	85993
May		75868	40	75908
June	465	53946	30	54441
July	893	110,177	888	111958
August	90	196,676	8,300	205066
September	230	80,215	40	80485
October				0
November				0
December				0
				748,664

Volunteers This month come from the UMOJA festival, wine donations for the Booker T. Washington Exhibit opening, and the StoryTown Radio Show. I worked to recruit, stay in contact with, and remind volunteers for what they have signed up for. We are thankful to

have made a connection with the University School Key Club, and they were very helpful during the UMOJA festival and have signed up for upcoming events, as well. We are pretty set for the A Spot on the Hill play and Halloween Trivia. Soon I will need to start recruiting for Soups and Songs donations and volunteers. We will host the Volunteer Appreciation event on Thursday, September 25th. I booked live music, scheduled a cook, asked for donations from local grocery stores, ordered decorations, created a program, and other minor details to get ready for this event.

	McKinney	StoryTown	Total
January	14	152	166
February	14	102	116
March	20	128.5	148.5
April	51.5	3	54.5
May	40	342	382
June	53	376	429
July	92	1052	1144
August	6	455	461
September	32		32
October			
November			
December			
			2933

Community Engagement This subcommittee has not met recently. There is a lack of participation, and I have been considering the value of continuing to run this committee or not. I have set up a meeting with our staff and Vice Mayor and Advisory Committee member Adam Dickson to discuss the future of this sub-committee.

Marketing & Miscellaneous Videos: A huge portion of my hours during this month have been working on completing the 16 videos for the Booker T. Washington Alumni Exhibit. I went through each video at least three times, recorded B Roll, created graphics, and added music to each video. The final versions are also uploaded to our YouTube channel. I also met with and recorded Batt Skully Videos to advertise for our Halloween Trivia event and worked to edit those, as well.

Photography: In September I took a few class photos including Beginning Throwing, Clay Buddies, Kids N Clay, Adventures in Drawing, and Pushing your Boundaries. I also took Spot on the Hill cast photos, the advisory committee photo, and edited StoryTown photos that Kay Grogg took.

Graphics: I created a poster to give background on the craft at UMOJA, a Fall 2025 Student Art Show poster, all the labels for the Booker T. Washington exhibit, the Volunteer Appreciation program, a new Story collecting graphic, and the October radio show poster.

Other tasks this month include maintaining the host schedule and communicating with the hosts and updating the weekly calendars, creating a Halloween video prop list, and creating a Fall Market survey for vendors.

Classes & Special Events:

In September, Jonathan Edens and Roxanne McDaniel had private lessons. Jonathan had 5 students on Thursdays. Roxanne had 2 students, 1 on Wednesdays and 1 on Fridays. We had 10 classes and 1 workshop this month. In September, we had 531 student visitations.

We hosted the September radio show production "Ode to The First Responders" on September 22. We sold over 80 tickets and had over 100 visitors including cast and crew.

We opened the "Living Here: Alumni of Booker T. Washington School" exhibit on September 19, 6-8pm. We had 46 people in attendance. During the week, I assisted Nori and Skye on preparations for the exhibit and reception, including helping hang portraits, editing exhibit labels, and prepping the auditorium.

We held a showing of the "Indelible Appalachians" documentary on September 4. There were 45 people in attendance.

We had 496 general visitors in September.

Rentals:

We had 1 rental in the month of September. A community member rented the classroom on September 28 for 2.5 hours. The total rental income for September was \$112.50.

Front Desk:

I spend my shift at the front desk greeting people and answering the phone. Questions this month were about fall classes, rentals, and the Radio Show. I communicate with Roger every morning about the set-ups for the building.

MBM Support:

I submitted the September faculty payments to send to teachers through the mail. Jonathan Edens has 5 students, and Roxanne McDaniel has 2 students. Jess Parks had 1 class start, Donna Bird had 1 class, Lauren Little held 1 candle making workshop. Sydney Jackson had 2 kids' clay classes start, Earlene Hopkins had 3 classes begin, Robin had 1 canning class begin. Anne Mason held her 2-week Story Collecting class and Carolyn Lowe had her 2-week woven chair class.

We held the monthly Advisory Committee meeting on September 18. We went through the agenda. I took notes and prepared the meeting minutes afterward.

In general, I spent time going around the building and cleaning each room. The pottery room sees a lot of use, so things tend to be left around the room. I cleaned off the counter

before classes started. We cleaned up the auditorium between the major events like the Booker T. Washington alumni exhibit, the Radio Show, and rentals.

I spent time going through the rest of the receipts for August and adding them to the 2025-2026 budget. I spent time updating the Excel 2025-2026 Budget workbook.

Donations:

We had no donations in the month of September.

Outreach:

In addition to working at the front desk, I am still completing my duties as the Outreach Assistant. Skye and I planned and prepared a craft for the Johnson City Housing Authority's Apple Harvest Day and worked those events on September 10 and 11. I began planning for the Farmer's Market on October 11.

I assisted Skye with the planning of Halloween Trivia and worked with Skye, Matt Gulley, and Nori to film promotional videos for the trivia.

I continued to work on the Booker T. Washington tour project. I have spoken to several alumni and got their feedback on the tour. I am working on finishing touches for a final draft to send out to McKinney Center staff.

Noriah Shaw, September Monthly Report- McKinney Center

Outreach:

This September, I printed and distributed posters in Jonesborough and Johnson City for many upcoming events, and I distributed many copies of our new fall catalog to be distributed around Jonesborough and Johnson City multiple times throughout the month. Another way I contributed to outreach this Month 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. On September 6th, I participated in the Jonesborough Farmers Market, where I passed out catalogs, assisted children with a craft, and talked with parents about what we do at the McKinney Center. The last way I contributed to outreach this month was assisting with filming four promotional videos for our upcoming event, Halloween History Trivia. While filming these videos, I assisted with creating and setting up props, as well as playing roles in the videos themselves.

StoryTown:

This month, I produced September's episode of Voices of The Archives, featuring Joyce Dean Garrison. I chose her story to share from our interview archives, and then scripted and recorded audio for the podcast. Another StoryTown project I assisted was our StoryTown Radio Show. During September's radio show, I helped with sound effects! I attended production meetings before the performance and attended rehearsal for the event. Here, I helped with props, set up and sound effects. On the day of the performance, I helped gather supplies and set them up beforehand, as well as placing outdoor signage for the event. Once the radio show started I successfully managed sound effects. After the event ended, I helped take down and clean up.

Meetings:

During the Month of September, I attended four weekly staff meetings, two Storytown production meetings, an advisory committee meeting, and many meetings to discuss our upcoming exhibit, Living Here: Alumni of Booker T. Washington School.

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 Bre to reach back 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 two special events. The first being the reception of our exhibit, Living Here, Alumni of Booker T. Washington School. Myself and Skye McFarland were curators for this exhibit. This month, I framed and hung portraits, and wrote and edited exhibit labels. During the reception for the exhibit, I greeted visitors, passed out programs, and spoke at the event. Afterwards, I assisted with cleanup. The second event I assisted with was our yearly volunteer appreciation dinner, which took place on Sept. 25th. Beforehand, I assisted with setup and food preparation. Once the event started, I assisted with greeting and serving food to guests. Afterwards, I helped with cleanup.

September 2025 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show/StoryTown Initiative

We sold/reserved 86 tickets to the September show. That show honored our First Responders, and we offered free tickets to all of Jonesborough's first responders. The David Crockett High School Madrigal Singers were the musical guests. I met with the StoryTown Players to plan the 2026 season, which will also be our 15th season. I am currently laying out the new season's themes and securing musical guests. Season Passes will go on sale in December.

Story Collecting

Jimmy Neil Smith Story Collecting – I am currently interviewing people who knew Jimmy Neil to collect their memories and stories. I have worked with ISC to establish story collecting times during the National Storytelling Festival Oct 3-5. We will be doing this inside the Jackson Theatre.

A Spot on the Hill

Show dates are October 10-11 and 17-18. We have sold 297 tickets. All the evening shows are sold out, but there are still tickets to the matinee shows on 10/11 and 10/18. Mountain Empire Cremation and Burial Services is sponsoring the show for \$150.

America's 250th

Theresa and I submitted a Capital Improvements Grant for window replacement at the McKinney Center. We should know by October 14th whether we got it. I also submitted a Project Support Grant through the TN 250th commission to fund a special community play to be held in February of 2026. We will know by October 30th whether we got that grant.

Soups and Songs

Tickets will go on sale soon for our annual holiday fundraiser on December 1st. The Jonesborough Novelty Band and Chloe Suarez are confirmed as musical guests.

Podcast

We continue to post Voices of the Archive, Director's Cut, and StoryTown Radio Show podcasts every month. We have been making a concerted effort to spread the word about the podcast and bring in new listeners.

Total Downloads: 198 in the last thirty days

Social Media Posts

Facebook last 28 days

Page Followers: 1,694

Page Following: 459

Most interacted with Posts – One month post about A Spot On the Hill (1,808 views and 971 reach), One month post about ASOH outdoor matinee (1,222 views and 806 reach).

Views: 22,581

New Page Followers: 18

Interactions: 693

Shares: 103

Comments: 28

Instagram last 30 days

Followers: 895

Views: 7,376 (62% followers, 38% non-followers)

Content Interactions: 258

Profile Activity: 90

The McKinney Center Halloween exhibit post had 575 views. The three weeks until September show post had 441 views.

YouTube last 28 days

Subscribers: 18

Views: 34

Watch Time: 0.6

New Subscribers: 0

Impressions: 380

Numbers for Month

StoryTown Volunteers: 40 (Number of volunteer hours, 35.5)

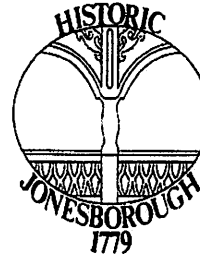
Story Brigade: 1 (Number of volunteer hours, 2)

A Spot on the Hill: 12 (Number of volunteer hours, 138)

Interactions: September Radio Show – 90, Advisory Board – 9, Misc. Interviews - 3, Story Collecting Class – 11, Media – 1, JAMSA – 9, StoryTown Production Meeting – 2, Listening Day - 3, Misc – 1, ASOH Rehearsal - 37

Total for Month – 219

From The Desk Of:
Michelle Stewart
Director of Human Resources



September 2025 Report For BMA

- The Administrative Assistant to the Town Administrator position posted and closed, 3 applicants, interview completed on 9/30.
- Receptionist position was posted and closed; all applicants that were not selected for an interview were notified. Over 30 people applied, and a pool of 7 candidates were selected for an interview. Interviews for 6 candidates were held on September 29th and 30th.
- Firefighter position posted and closed; 12 interviews completed. 1 firefighter was hired to fill the immediate need, completed onboarding, and began work on September 29th. Welcome James Richardson to the Town of Jonesborough Fire Department. 7 candidates have been identified for future offers when the funding is available.
- Attended the Northeast Tennessee Society of Human Resource Managers (NETSHRM) board meeting in Blountville.
- Attended the NETSHRM monthly meeting that dealt with AI in HR.
- Attended the monthly Town Directors Meeting.
- Meet with MTAS Training Consultant, Matt Hensley, on upcoming DISC training for Directors and Assistant Directors. Created a plan for bi-monthly training that grows on the DISC leadership styles. The October training will be on team building and customer service.
- Meet with Lt. Jonathan Peace regarding de-escalation training for Town directors. This will be held in November at the Directors Meeting.
- Meet with Mark III on their services as a broker for our insurance coverages. This was at the request of Mark III.
- Attended the McKinney Center Advisory Committee meeting to review the Town Title VI plan and their role as the designated review committee for any Title VI grievances filed against the Town.
- Meet with Utilities on staffing issues and timeline for filling open positions.
- Onboarded the custodian for the Jackson Theatre. Renee Tolley will be filling this part time position beginning September 26th. Welcome, Renee.

- Onboarded the new meter reader for Water Quality, Kayla Gass. Welcome, Kayla. Kayla began work on September 8th.
- Participated in the MTAS Leaderboard session with other candidates who have completed the MLP program. This session was held via Zoom and dealt with delegation.
- Meet with the Medworks Occupational Medicine Director that is replacing Dr. Marilyn Bishop. Spent time discussing firefighter physicals to include the cancer screenings and the need to incorporate a yearly physical which is required by NFP guidelines. Also, I discussed the need to meet the Dustin Samples Act, Tennessee Workers Comp, which pertains to post traumatic stress disorder. If we have a full-time firefighter who expresses a need for PTSD counseling following a traumatic call, Medworks will function as the referral to a mental health provider.
- Completed the MTAS salary survey.
- Provided the Washington County Farmer's Co-op with an employee list.
- Completed the termination paperwork for Randy Jones. Randy will be moving to a small town in Texas and will be serving the residents as the Director of Public Works. We wish Randy all the best.
- I applied for the Tennessee PRIMA conference scholarship through Public Entity Partners and was awarded a \$600 grant to attend the conference in November 2025.
- Applied for and received a \$500 grant to attend the Public Entity Partners conference Oct 1-3, 2025.
- Onboarded a new Water Worker I for the construction crew. Greg Rasnake will begin work on October 13th after he fulfills his notice to his current employer. Welcome, Greg.
- Completed a survey via SurveyMonkey on the effectiveness and consensus of the Wellness Nurse Program. The program seems to have plateaued with effectiveness, and most employees seem to only participate to receive the incentive. I am working with Ballard Health Business Services Manager to discuss ways to better impact Town employees.

Utility Manager Monthly Report

SEPTEMBER 2025

All utilities departments operated under normal operating conditions for the month of September.

Distribution Department installed 18 new service taps and repaired 44 water leaks for the month of September. Water Distribution has also done 8-meter box replacements and located 354 TN 811 one calls.

Water Quality Department read 13,834 meters for the month of September. The Water Quality Department cut off 182 meters with 136 for non-payment. 35 meters have been serviced and 27 locations entered into harmony. The Water Quality Department had a total of 16,524 total actions taken in the month of September. The Water Quality Department completed all scheduled flushing for the month of September.

Water Treatment Plant processed 83 million gallons for the total gallons produced in September. With a daily average of 2.76 million gallons, a maximum of 3.0 million gallons, and a minimum of 2.5 million gallons. Lead and Copper testing was completed for the 3 year period. The monthly Bac T samples were taken. The Water Treatment plant is operating at full capacity and needs an upgrade. Pump #2 is scheduled for installation Sept. 5th. Sludge removal and spreading is completed.

Wastewater Department operated under normal conditions for the month of September. Wastewater had one release due to I&I, and three overflows in September. Numerous pump station repairs, taps, repairs and pump station cleanings were completed in September. All industries are within compliance. WWTP is operating well. The diesel redundancy pump did operate in September. The month of September experienced 16 days of precipitation for a total of 4.53 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For September, this rate was 31%, equating to an average of nearly 199,000 gallons daily.

County Water Line Construction Crew has completed John France Rd. line installation. County water line Construction Crew have returned to Taylor Bridge Rd. to complete a 500' line installation. Will start preparing site set up from Rocky Hollow Rd.

G.I.S, G.P.S & Inspection GPS- The Goal is to get all water lines, valves, hydrants, and meters mapped in a GIS format that can be used on an IPAD for reference online size and valve location. This will reduce time spent on leak repairs and help with isolating the water system by putting the fewest customers out of water during a leak repair. The 6" water line across Jackson Bridge is installed, insulation installed final walk through completed. GPS of critical areas of 16" water main is ongoing. Master Meters and Zone Meters GPS'd. Charlie Hicks and Bumpus Cove BPS replacements sites prep to begin. OpenGov progresses on schedule.

Utilities Electrical & Maintenance Generator pad and footings have been excavated, underground conduit installed, currently waiting on rebar delivery to sites. Woodlawn rebar installation begins 9/30/25 concrete to follow. Rockhouse BPS conduit installed from building to pad location. Rockhouse BPS awaiting rebar installation and concrete.

We have had a productive September in Utilities. September has had an abundance of leaks repaired, as well as tap installs. We are on schedule with OpenGov and the Cartegraph phases. Once online this system will give utilities the asset management to implement more preventive maintenance measures as well as a more detailed account of assets within the water system. Construction on the Hwy 81 N Booster Station is ongoing with progress of building that arrived in September. Jackson Bridge Rd. – Bridge crossing has been completed. Grant was awarded via U.S.D.A, to install Generators. Generator sites are currently being laid out and constructed. Generators have been ordered and are currently scheduled to arrive starting in October. Woodlawn will be the first to arrive. Indoor crane was installed at Water Treatment Plant on Sept. 02. Currently all easements have been signed for the 24" Transmission line installation. Sewer easements for the "A" Station project are all completed, construction to begin pending cost summary and bid of phase 1 & 2. Currently working with County Mayor Grandy to secure A.R.P.A funds to build a new 2.5 million gallon water tank at Persimmon Ridge, the new tank will be built beside the existing tank to increase capacity, also working with Mayor Grandy to install a 12" water main on State Route 81 Bridge to have an additional connection for that part of the water system. Summer 2025 plans to bid out the Water Treatment Project as well as the 24" Transmission line project. Bids will start July 31st for the Water Treatment Project. Water Treatment Plant Director position has been filled, Wastewater has three vacancies, all other departments in Utilities positions are filled.

Kevin Brobeck

Utility Manager



TOWN OF JONESBOROUGH

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

Monthly Report September 2025 ***Water Distribution***

Complaints Total - 4 **3 - Total Complaints Last Month**

Taps Installed - 18 **40 - Total Taps Last Month**

Tennessee One Call - 354 **398 - Total Last Month**

This Month there were 354 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total- 44 **60 - Total Last Month**

Down Meters Installed Total - 0 **0 - Last Month**

Meter Box Replaced Total - 8 **10 - Total Last Month**

Paving Locations - 2 **2 - Total Last Month**

Yard Work Clean Total - 20 **10 - Total Last Month**

1. Yards to sow (160 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement.

GPS Project Goals

December 2024: For the month of November 2024 there were no GPS points surveyed.

The GPS crew started back up in November 2021. This is a summary of the progress made since the end of February 2022.

- 163,901 meters or 101 miles of water line
- Valves – 430
- Meters – 1,703
- Hydrants – 94
- Blow Off - 75

The following data is a summary of the work provided by our part-time interns mapping our water system from July 2020- July 2021.

Linear feet of water line GPS- 906,626'

Miles of water line GPS- 171 miles

Meters GPS- 3,946

Valves GPS- 767

Hydrants GPS-193

We currently have 1/3 of our water lines GPS.

GPS- The Town of Jonesborough water system is approximately 35% mapped, with approximately 1,848,000 feet of water line in the ground. The Goal is to get all water lines, valves, hydrants, and meters mapped in a GIS format that can be used on an IPAD for reference online size and valve location. This will reduce time spent on leak repairs and help with isolating the water system in putting the fewest customers out of water during a leak repair. It has been suggested that we utilize an intern program from ETSU for the

summer. This will help tremendously due to the department being shorthanded and having only limited time to dedicate to GPS program. Currently we are looking at 10-15 years before the water system is completely mapped.

Meter Change Out Program

Water Distribution is working to have our large meters updated and functioning at AWWA standards (101% and no lower than 98.5%). All large meters will have a bypass so they can be repaired and tested without customer water interruption. It is suggested the meters be tested on a yearly basis for accuracy. Working with a spreadsheet of our top water consumption customers we have been replacing antiquated meters with new compound meters. We have about 21 businesses on the list that are due for meter change out. Koyo 4", Academy Hills 2", Davey Crocket High School 4", Chuckey Sales meter and Hexpol have been changed out as part of the program bringing the total to 16.

It is the goal for the Water Distribution to replace 1 large meter a week when in stock. The agenda is to maintain accurate meters, so the Town of Jonesborough does not lose revenue. We have around 1,300 residential meters to replace.

For the month of September Town Crew

The Town Crew has concentrated their efforts on repairing all leaks that have come in and concentrated on keeping the incoming calls kept up and the taps completed in a timely manner.

Upcoming Line Extensions Town Crew

Drain Lane 350' of 2"

Completed Line Extensions Town Crew

Upcoming Line Extensions County Crew

- Hartsell Rd- 4500 Feet 6" DI
- Rocky Hollow Rd

For the month of September County Construction Crew

Finished up John France rd then moved back to Taylor Bridge rd to complete another 500 ft stretch to catch 2 more taps and then will be starting Rocky Hollow rd job

October 2025 Monthly Report

- **I 81 N BPS** – Traxon received delivery of the packaged pump station building from Clay-Greene on 9/24/2025. Traxon fitted the two shop fabricated 6-inch DIP spool pieces with flange adapters from the in-ground 90° bends into the BPS fixed 90° bends (Suction & Discharge) to verify correct fit and elevation. Backfill and compaction will be completed on the underground waterline piping (beneath the proposed concrete slab) on 9/29. The Electrician (Mike – Innovative Control Systems) will stub in the electrical conduits from the ATS conduit rack into the proposed BPS Bldg. concrete slab area the week of 9/29/25. The concrete subcontractor is tentatively scheduled for the week of 10/6 to complete rebar, form installation and concrete pour for the 15' x 11' x 6" THK concrete slab base for the packaged BPS building.
 - **Waterline Crossing at Jackson Bridge** – Completed a final walk-through with Julian the SCI superintendent on Friday 9/26/25. Only one outstanding issue remains – The APCO 140 DeZurik Air Vac will require adjustment to current waterline pressure by the manufacturers rep. The Final Pay App was reviewed and approved on Friday 9/26.
 - **GIS Survey & AGOL Mapping** – GPS critical areas: Master meters at the following locations were GPS'd and the AGOL mapping was completed: Matthews Mill Rd, Washington College Station Rd, Oakland Rd, Creasey Creek and Troyer's master meters. Completed the 2-inch & 6-inch waterlines along Garland Road from Old State Rte. 34 to Urbana Rd. Completed Jackson Park cul-de-sac 2-inch valves and waterline. Will begin the 6-inch & 3-inch waterlines on Old Stagecoach Rd from 81 N to Yankee Camp Rd. the week of 9/29.
 - **Provide inspection for the 6-inch waterline installation by Flats Enterprises in the new subdivision – Saylor's Ridge – Buckingham Development.**
 - **Charlie Hicks & Bumpus Cove BPS Replacements:** GRC will provide survey stakeout for both proposed BPS locations the week of 9/29. Charlie Hicks will need rough grading to flatten out new BPS location prior to stakeout.
-

Utilities Maintenance Dept.

Month of September 2025

Week of Sept. 5th

1. Woodlawn equipment rack has been constructed on exterior of pump building, ready to mount ATS and any other equipment. Requisition for concrete has been approved. Waiting on delivery of rebar.
 2. Rockhouse BPS is prepared for rebar and concrete. Underground conduit has been installed from building to pad location. Conduit inside building has been started.
 3. Material for underground at Intake has been ordered and some delivered.
 4. Requested quotes for new radio tower at Water Plant.
 5. Requested quotes for VFD upgrades at Woodlawn. Requisitions turned in to Kevin Brobeck (9/19)
 6. Attempted to install rebuilt pump #2 at Intake. Pump would not completely set due to sand in the well. One foot remaining to set completely. Pump is cribbed up for now.
 7. Radios for Intake to Plant link (permanent solution) have been ordered. (9/19) Up to 10 days lead time.
 8. Property behind Water Plant has been laid out for spoils from Plant Addition construction.
 9. Assisted in Sedimentation Basin (new basin) cleanout.
 10. Removed unused wiring and conduit at Woodlawn BPS, in anticipation of pump control upgrades, and to clean up site in general.
 11. Met with Sharp to have Firewalls installed at Woodlawn and Rockhouse.
 12. Met with Johnson Controls the following day to get cameras linked back to Water Plant. Need to set up with Sharp and Johnson Controls, a VPN, to gain Kevin Brobeck access to Water Treatment camera network.
 13. Placed order for material to upgrade Woodlawn BPS pumps to VFD control.
 14. Started installing rebar at Woodlawn. Set to finish 9/29 or 9/30. Will set up for concrete week of 9/29.
-

Town of Jonesborough
Water Quality Department
Monthly Report
SEPTEMBER 2025

<u>Meters Read:</u>	<u>Meters Cut On/CBOP</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
13,834	172	46	83

<u>Meter Maintenance:</u>	<u>Non-Payment:</u>	<u>Customer Inquiries:</u>
Meters Marked - 29	136	299
Meters Serviced- 35		
Locations Entered in Harmony- 27		

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports & Spreadsheets:</u>
132	24	988

<u>Valve Maintenance:</u>	<u>Dispatch & Service Calls:</u>	<u>Water Line Locates:</u>
Valves exercised- 28	673	18

Total Actions Taken:
16,524



TOWN OF JONESBOROUGH

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Wastewater – September 2025 Monthly System Operations Summary

Date: October 1, 2025

Customer Calls:

Total: 7 Resolved: 7

TN811: Taken: 394 Required Action: 140

Sewer Taps:

New: 2 Completed: 0 Pending: 3 Pending Contracted: *

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

Projects Completed:

1. Excavated & Repaired a line collapse on E. Main St.
2. Excavated and replaced a lateral and cleanout on Bowman Drive.
3. Excavated and prepared pad locations for Woodland and Rockhouse Generators
4. Repaired sinkhole on S. Cherokee St. @ Depot St intersection

Projects Underway:

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

System Maintenance:

Line Cleaning: 13000'
Station Repairs: 6

Line Inspections: 13000'
Station Cleaning: 4

System Repairs: 2
STEP Unit Repairs: 1

Overflows/Releases/Bypasses:

Release – 9/27/25 Bob White Pump Station – I&I

Jonesborough Water Treatment Facility

Monthly Report

September 2025

For the month of September the total amount of water processed was 83 million gallons, with a daily average of 2.76 million, a maximum of 3.0 million, and a minimum of 2.5 million.

This month, Lead and Copper testing was completed for the 3-year period. Monthly Bac T samples were finished with a single positive result, but retests were 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. All sedimentation basins were drained and cleaned. Coagulant was refilled to ensure proper flocculation.

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

Cobern O. Rasnick
Director of Environmental Services

2025
BUILDING PERMITS REPORT

	<u># PERMITS</u>	<u>AMOUNT</u>	<u>FEES</u>	<u>NEW HOUSES</u>	<u>COMMERCIAL</u>	<u>RENOVATIONS</u> <u>PLUMBING</u> <u>MECHANICAL</u> <u>MISCELLANEOUS</u>	<u>ADDITIONS</u>	<u>SIGNS</u>
January	33	6,498,570.94	55,963.25	23	1	6	1	2
February	8	1,820,062.31	16,087.09	1	3	3	0	1
March	13	1,608,839.08	13,717.34	2	7	3	1	0
April	13	1,478,238.21	12,799.09	2	2	8	0	1
May	13	1,493,560.00	13,318.10	4	0	7	0	2
June	15	1,492,616.81	13,312.24	5	0	6	4	0
July	18	2,758,978.66	21,126.11	0	3	13	0	2
August	16	3,067,821.00	26,639.02	3	1	12	0	0
September	18	1,635,159.00	14,052.46	3	1	13	0	1
October								
November								
December								
TOTALS	147	\$21,853,846.01	\$187,014.70	43	18	71	6	9

	<u>Monthly Total</u>	<u>Year-To-Date</u>
New House Permits	990,000.00	\$13,750,681.00
New House Permit Fees	8,415.00	\$117,182.28
Commercial Permits	303,759.00	\$5,657,905.42
Commercial Permit Fees	2,814.06	\$52,106.71
Renovations, Additions Permits	341,400.00	\$2,141,500.59
Renovations, Additions Permit Fees	2,823.40	\$17,725.71

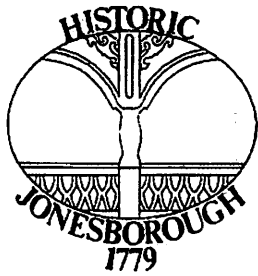
JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2024				YEAR - 2025			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	9	2,995,200.00	16,743.60	January	33	6,498,570.94	55,963.25
February	7	481,740.74	2,392.01	February	8	1,820,062.31	16,087.09
March	9	4,515,000.00	24,832.50	March	13	1,608,839.08	13,717.34
April	16	2,595,000.00	14,484.50	April	13	1,478,238.21	12,799.09
May	18	3,010,015.00	16,912.47	May	13	1,493,560.00	13,318.10
June	18	3,181,275.00	17,998.04	June	15	1,492,616.81	13,312.24
July	38	7,507,021.00	41,348.32	July	18	2,758,978.66	21,126.11
August	46	9,561,667.00	52,790.70	August	16	3,067,821.00	26,639.02
September	22	2,892,193.61	21,984.41	September	18	1,635,159.00	14,052.46
October	30	4,352,014.18	37,412.65	October			
November	14	2,955,900.00	25,125.15	November			
December	19	2,915,000.00	25,477.50	December			
TOTALS	246	\$46,962,026.53	\$297,501.85	TOTALS	147	\$21,853,846.01	\$187,014.70

TOWN OF JONESBOROUGH
2025 BUILDING PERMITS

	DATE	OWNER	ADDRESS	CONSTRUCTION	COST	FEE
SEPTEMBER						
	9/2/25	Buckingham Development	785 Twilight Falls	New Home	365,000.00	3,102.50
	9/4/25	Angela Guse	1364 Meadow Creek Ln.	New Deck	19,000.00	323.00
	9/4/25	Richard Patten	811 Haws Dr.	New Deck	10,000.00	85.00
	9/4/25	Mark McIntosh	500 W. Main St	New Deck	2,500.00	42.50
	9/8/25	Town of Jonesborough	116 W. Main St.	Deck Replacement	40,000.00	0.00
	9/8/25	Kelly Smith / Tim Hylton	106 N. Second Ave	Full Renovation	130,000.00	1,105.00
	9/11/25	JBO UMC/Mancini Construction	211 W. Main St	Church Renovation	63,400.00	538.90
	9/12/25	Kelby Moore/EI King Remodeling	166 Stage Rd	Renovation	30,000.00	255.00
	9/16/25	Genesisi Construction	900 E.Jackson Blvd. Ste 4	Commercial	295,000.00	2,507.50
	9/17/25	Buckingham Development	713 Twilight Falls	New Home	325,000.00	2,762.50
	9/18/25	Morelocks Construction	1222 Meadow Creek Ln.	Replace Deck	10,000.00	85.00
	9/19/25	Precision Plumbing	305 W. Main St	New Water Line	1,000.00	8.50
	9/22/25	Aaron Keener	1501 Ben Gamble Rd	New Deck/Renovations	10,000.00	85.00
	9/24/25	Eugene Johnson Jr.	34 Hickory Point	Renovations	18,000.00	153.00
	9/25/25	Judy Cox	198 New Hope Rd	New Deck	2,500.00	42.50
	9/25/25	Martins Homes, LLC	208 Forest View Dr	Demolition	5,000.00	100.00
	9/30/25	Jersey Mikes	900 E.Jackson Blvd. Ste 4	Sign	8,759.00	306.56
	9/30/25	Micah Thomasson	1209 Shell Rd.	New Home	300,000.00	2,550.00
				TOTAL	1,635,159.00	14,052.46



TOWN OF JONESBOROUGH

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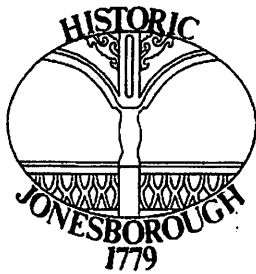
Street Department Monthly Report September 2025

The Street Department had another busy month. This was the last month for Music on the Square that the department is responsible for shutting down main street every Friday night from 5:30PM till approx. 10PM for this event. We also had one other event on September 20th Pumpkin Fest 2025 that main street had to be closed from 1PM to 5PM.

The team has continued with our new Town maintenance programs with mowing right of ways and street sweeping I have noticed a huge difference in both areas around town in the appearance and ease of completing these tasks with the regular maintenance.

The team started a new program for the Department that is to dig out and patch the water and sewer department road cuts from the past. The list is long and will take a bit of time to get them all caught up but once we reach that point, I believe we will be fine keeping up with this. We also continued using our patch trailer to patch many potholes throughout town.

The team spent a considerable amount of time in September at Tiger Park finishing up quite a few projects out there we started by hauling in many truck loads of top soil we spread some fill dirt



TOWN OF JONESBOROUGH

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from the location in multiple locations around the park then put a one inch topping of top soil down for the parks and rec department to follow with seed and straw. We added playground mulch in the playground area and spread it evenly to raise up the low spots throughout. We did some final paving on some of the paths around the parks walking paths and entrances to the ball fields. We also inserted all the ground rods and attached them to the new bleachers. We installed an area drain and piped it to an existing drain at the entrance to the pickleball court to alleviate some of the washing out that was occurring at that location.

Then the team then began preparation for the National Storytelling Festival happening downtown to be held October the 3rd to 5th. We had swept and mowed all the areas that would pertain to this event then we started locating saw horse barricades and traffic cones out the library for the tent to be put up this started the 23rd of September and we had different thing to do from that day till the end of the month which include dropping barricades and cones at various locations to coming in at 10:30 on Sunday night the 28th to block off the parking lot behind the court house so the tent could be erected early Monday morning.

Director of Streets

Steve Prisament

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. 2025 Monthly Report

• CITATIONS & ARRESTS

Offenses	Count
Larceny/Theft	1
Assault	3
Fraud	1
Drug/Narcotic	1
Miscellaneous (TIBRS Group B)	6
Miscellaneous (Department Only)	8
Total:	20

Memos	Count
Accident Report Refusal	2
Animal Destruction	2
Assisting Other Agency	4
Code Enforcement	1
Community Relations	13
Crisis Intervention Report	4
Event After Action Report	2
Field Interview	4
Found Property	1
K9 Deployment	13
K9 Training	1
Miscellaneous Information	14
No Tow Form	1
Officer Assistance Form	9
Property Damage/Misc	4
Trespass Warning	8
Total:	83

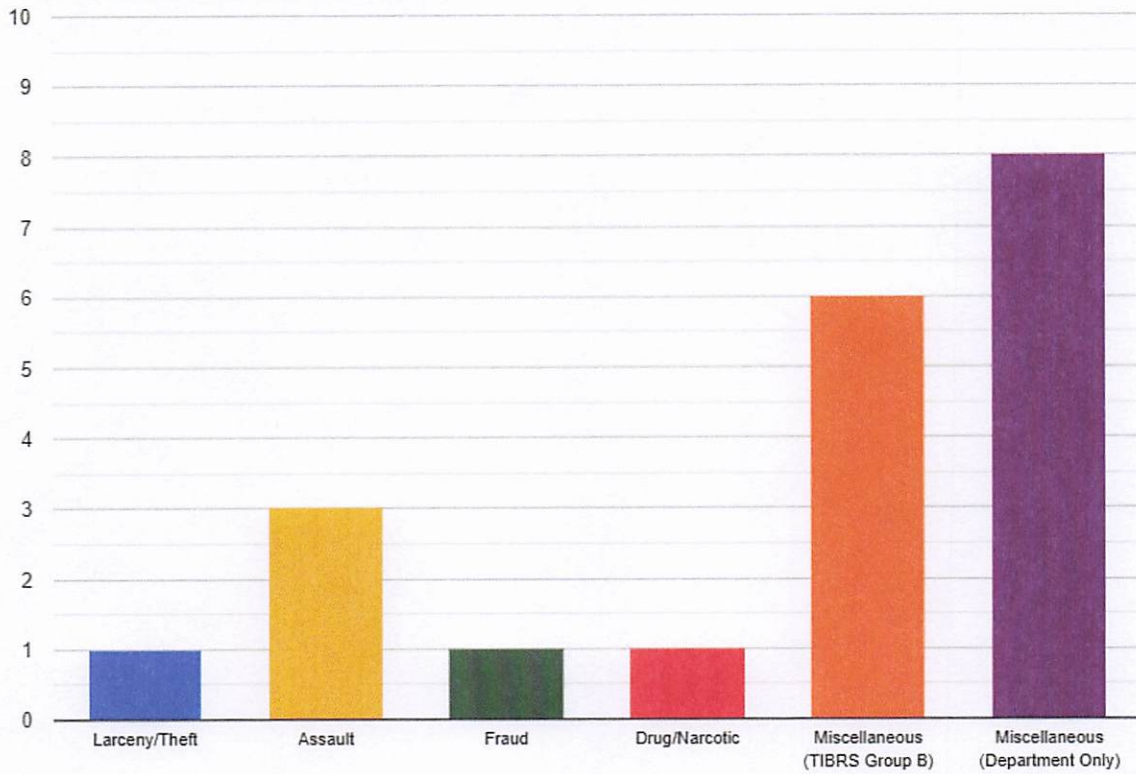
Arrests	Count
Adult (On-View Arrest)	7
Adult (Summoned/Cited)	33
Adult (Taken Into Custody)	3
Juvenile (Summoned/Cited)	1
Total:	44

Crashes	Count
Injury possible	5
Property damage (over \$ threshold)	16
Property damage (under \$ threshold)	7
Total:	28

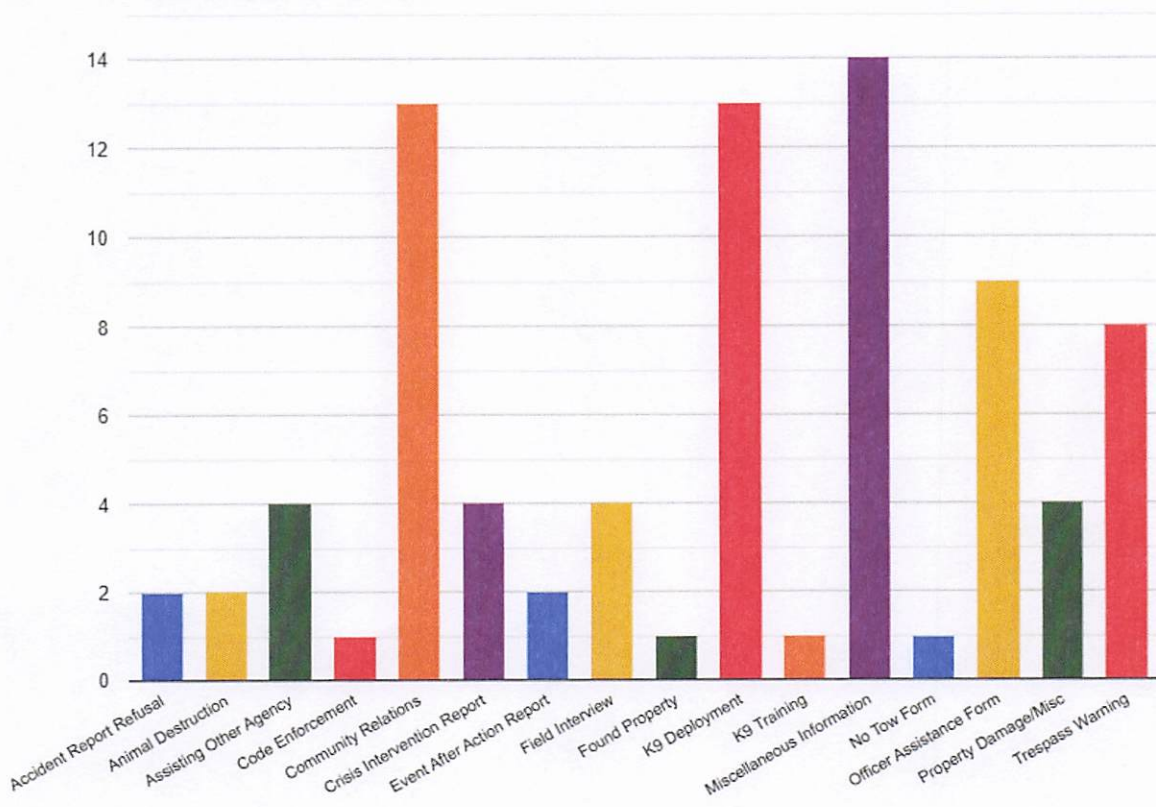
Non-Investigatory Crashes	Count
Property damage (over \$ threshold)	3
Total:	3

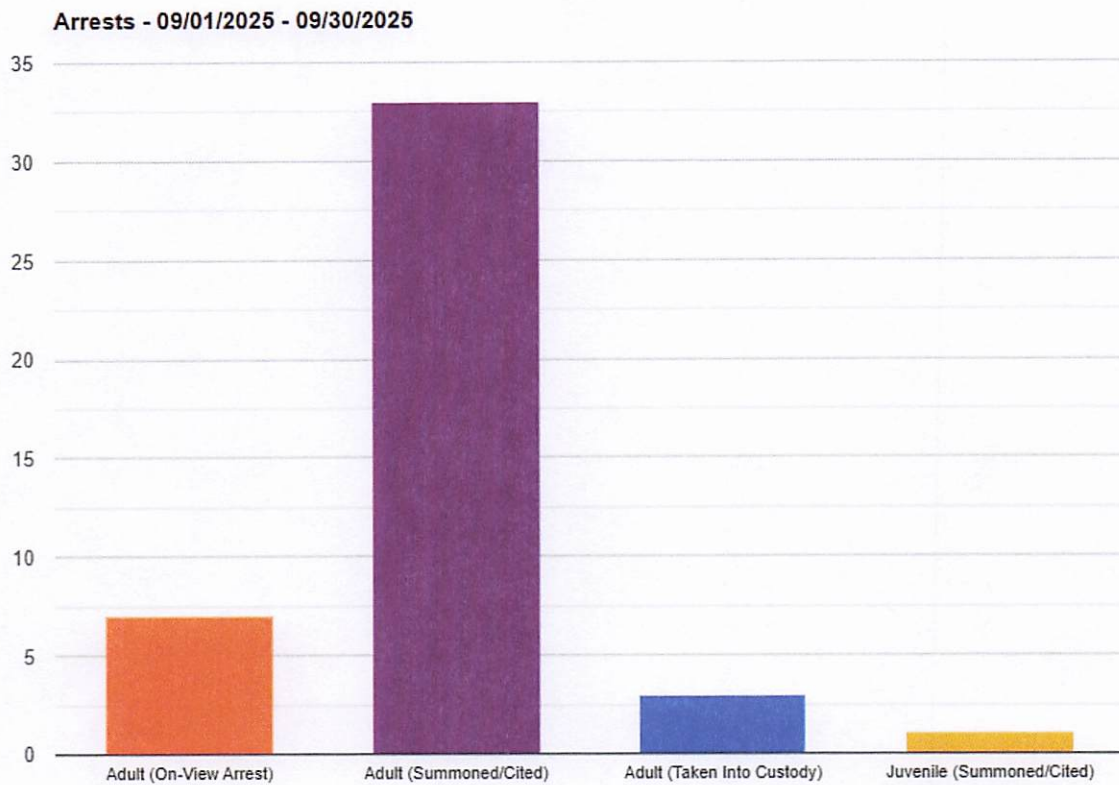
Tickets	Count
Traffic (Municipal Court)	224
Traffic (Washington County Juvenile Court)	9
Traffic Charges (Municipal Court)	439
Traffic Charges (Washington County Juvenile Court)	10
Ordinance (Municipal Court)	2
Parking (Municipal Court)	2
Tow	16
Warning	134
Total:	387

Incidents - 09/01/2025 - 09/30/2025



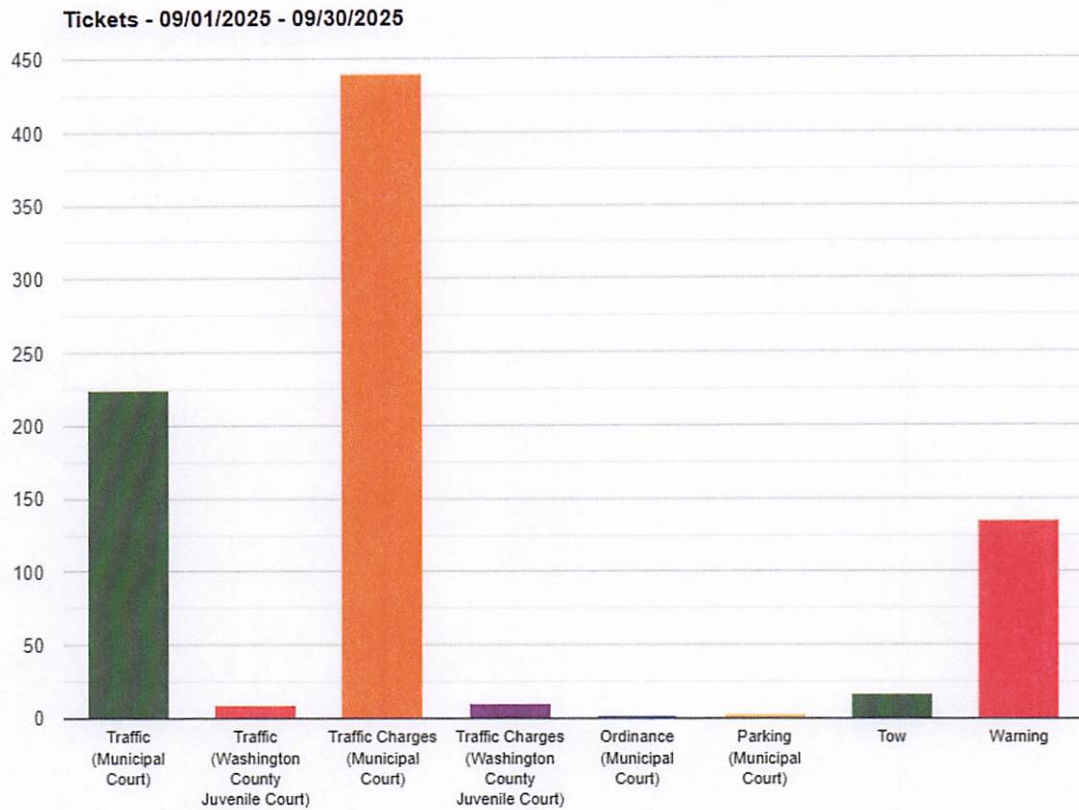
Memos - 09/01/2025 - 09/30/2025





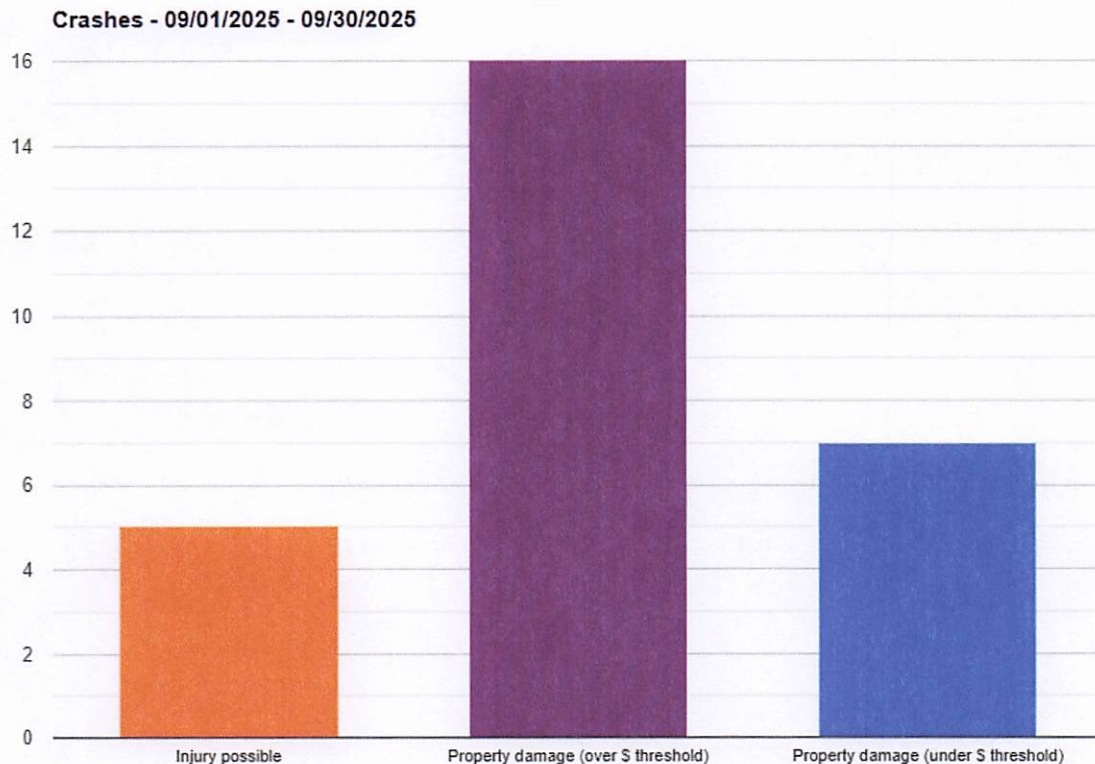
- **CRIMINAL INVESTIGATIONS**

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 (32) crashes were reported and investigated for the month of Sept. 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**

Here are the K9 stats for the month of Sept.

- K9 Cygan: 16 hours of training and 7 deployments
- K9 Daryl: 18 hours of training and 2 deployments
- K9 Falco: 16 hours of training and 4 deployments

- **RESERVES**

Reserve Officer	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Beagle, William				30	42.5	18.5	13.5	12.5	6				123
Chiarieri, James				19	40	15.5	62.5	54.5	36				227.5
Collins, Robin	13	7	7	8	10	6	19	4	8				82
Dickens, Travis				26.5	24.5	25	0	0	10				86
Dugger, Peyton				10.5	41								51.5
Elliott, Cody				10.5			0						10.5
Grecco, Corbin				20.5	21	38.5	46						126
Greenway, Chester		8	32	9	6		27	0	4				86
Hough, Richard				10.5	6.75	4	5.5	0	0				26.75
Lyons, Robert				9	10.5	18.5	11	0					49
McCracken, Logan				25.5	5.5		7	0	0				38
Rice, Jesse	9			16			0	0	0				25
Wilt, Paul				21.5	19	10.5	23.5	20.5	15				110
Wood, George				10.5	19	11.5	24	10.5	11.5				87
TOTALS:	22	15	39	227	245.75	148	239	102	90.5	0	0	0	1128.25

- **CODE ENFORCEMENT**

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

- DISPATCH TRANSACTIONS FOR JCPD

For Sept., our dispatchers assisted Johnson City Police Department with approximately **(18)** transactions.

- **OTHER CALLS FOR SERVICE**

There were **(1450)** CAD Entries for the month of Sept.

Jonesborough



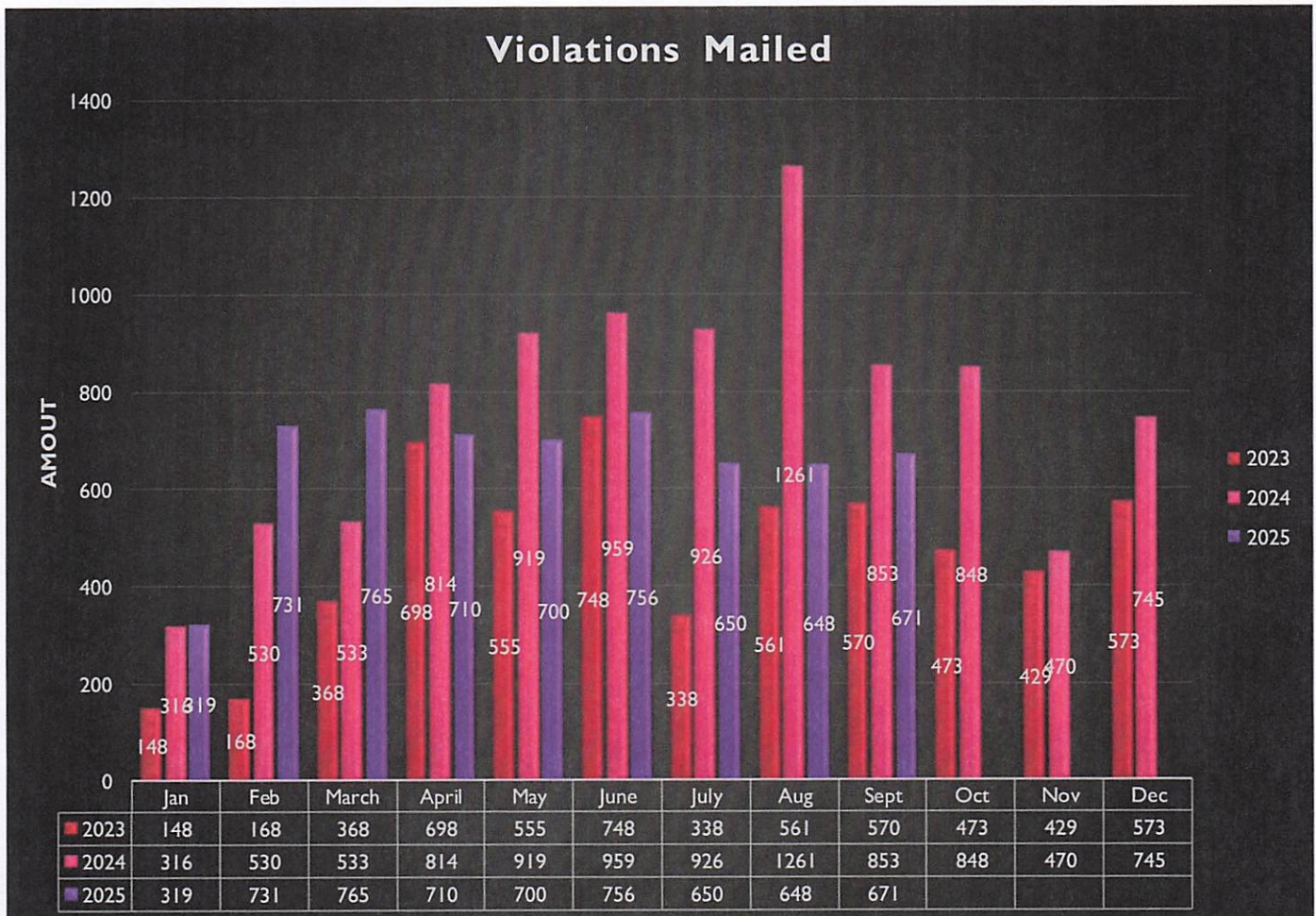
DEPARTMENT of PUBLIC SAFETY

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

Sept. 2025 Redflex Report

From September 1st through September 30th the traffic cameras registered a total of **(880)** violations with **(0)** violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected **(209)** resulting in **(671)** violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Glare/Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Jackson at Forrest (Westbound) with **(256)** violations followed by Forrest at Jackson (Southbound) with **(192)** violations.





Storytelling Capital of the World™

Cameo Waters

Director of Tourism & Main Street

August 2025 Monthly Report

Updates and Projects

1. Main Street and Downtown
2. Tourism
3. Marketing
4. Events
5. Other

Main Street and Downtown

Met with one of our newest businesses, Merley Modest Boutique and have set the date for their ribbon cutting which will be held Oct. 18 at 10 a.m.

I have been working with Christmas décor on our downtown holiday lights for the season.

Tourism

We are still running some storytelling festival digital campaigns but have added in more of a focus on visit during the fall. The ads are performing well.

Storytelling Campaign Insights:

Target Cities: Greenville/Spartanburg/Asheville, Chattanooga, Charlotte

Placement: Meta: 7/25/25 – 9/24/25 and Display: 7/31/25 – 9/30/25

Results: Over 2.2 million impressions

Year over Year Comparison: 2,000% increase

Fall Trip Ideas:

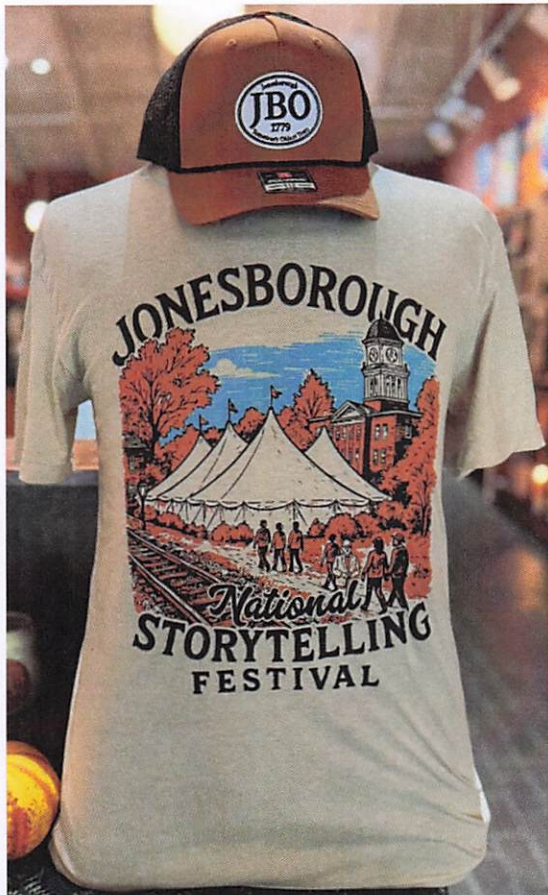
Target Cities: Greenville/Spartanburg/Asheville, Chattanooga, Charlotte, Knoxville

[Campaign is currently still running](#) (click for samples)

Placement: Meta and Display: 8/01/25 – 11/01/25

From the perspective of the gift shop inside the Visitors Center, our numbers for Storytelling were up. We held extended hours by opening Wednesday-Sunday at 7:15 a.m. closing on Wednesday at 10 p.m., and 11 p.m. on both Friday and Saturday. We received numerous comments in person and on social media about how friendly and welcoming the locals were and how much they love Jonesborough as the host city for the festival. We worked closely with

Boomtown and had new festival tees designed. Our favorite detail is Jimmy Neil Smith standing right outside the iconic storytelling tents. Since this is the first festival without him, we thought this was a nice way to honor the former Mayor of Jonesborough and the founder of the National Storytelling Festival.



Marketing

September was the last month for MOTS, and Brews & Tunes so we began to shift towards pushing the fall/storytelling campaign driving traffic to our website and social media platforms. More info about that above.

Marketing for our fall events kicked off in September and will continue up until each of those events takes place. Those events are Brews & Boos, Haunts and Happenings, Jonesborough's Pumpkin Party, Made Around Here Market craft show, A Spot on the Hill, Jackson Theatre programming, Senior Center craft show, Senior Center tree event, and other activities. Worked with the building inspector to get info out regarding frequently asked questions that could be helpful to residents.

Events

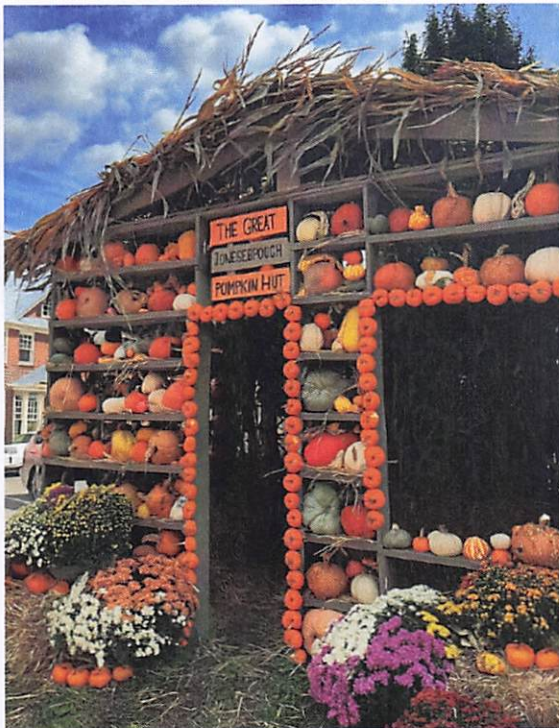
Continuing work on planning Made Around Here Market Craft show, Brews & Boos, Haunts & Happenings, and Christmas in Olde Jonesborough.

Other

The Tourism Department is excited to have a new team member, Donna Meade, join us as a part-time host. Donna will begin in October.

Attended The Governor's Conference on Tourism in Kingsport. The conference provided discussion on tourism growth and marketing. The agenda included keynote addresses, panel discussions, and breakout sessions on topics such as workforce development, guest experience innovation, hospitality leadership, marketing trends (especially using AI), legislative advocacy, accessibility, culinary tourism, and sports-tourism.

Just in time for the storytelling festival we were able to complete the pumpkin hut. It is situated on the East side of the courthouse downtown.



Monthly Report September 2025

Mitchell Calvin, Digital Media Manager

Websites

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

Senior Center

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

McKinney Center

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

Marketing

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

This week in Jonesborough Newsletter

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

Parks and Recreation/Wetlands

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

Websites Update

- Working with the Town Administrator on website improvements to help users navigate the website better
- Updating department pages with current information
- Built the Street Closure page to show visitors when the street will be closed for events
- Talking with the development team at Six Rivers about upcoming updates and changes needed on the backend of the website

Jackson Theatre Website

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

Google Analytics

- Monitored the Google analytics for the .org, .com, McKinney, Jackson and Wetlands site
- Our ad that is running through Advanced Travel has reached over 15,983 for the storytelling festival
- The Halloween event pages have accumulated over 1500 views over the month of September
- 49 Visitor Guides mailed out for the month of September
- The new Street Closure page has received over 540 views since being published
- We had 100 new guest sign up for our This Week In Jonesborough newsletter

Visitor Center September Report – October 7, 2025

At the end of September, our total rental revenue from January of this year to now stands at \$17,255.00, which is only ~\$1,700 below our entire 2024 revenue. Our YTD revenue has already surpassed the entire year's revenue of 2019-2023. There's no doubt in my mind we'll pass 2024 in the month of October and still have two months to see how high we can go.

Gift Shop Revenue was up about 13% versus September 2024, and I'm pleased about that. I spent most of September preparing for the Storytelling Festival; there was some bit of stock left over from not being able to have the Festival last year. Since we actually got to have the Festival this year, I know that we've done well. I'll have final numbers at the end of the month, but our tally we kept during the Festival was considerably above both our 2022 & 2023 sales.

Cameo Waters, Paul Harris, and I interviewed several very qualified candidates for the visitor center's part-time host position. It was honestly the strongest candidate pool we've ever had for the position and took some deliberation, but the job was offered to and accepted by Donna Meade, formerly of the Herald & Tribune. We're very excited to welcome her and her exceptional hospitality to the team, starting October 13. Once she joins, the Tourism department will be fully staffed for the first time since Lord knows.

Now to prepare for Halloween!

Sincerely,

Matt Gulley, Visitors Center Manager



Isabel Hawley-Lopez
Events Manager
isabel@jonesboroughtn.org
423-753-3128

September 2025 Monthly Report

Tasks Completed & Updates

1. Main Street & Downtown
2. Events

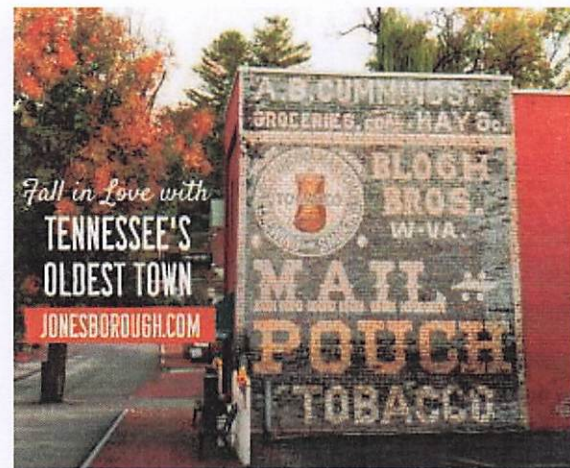
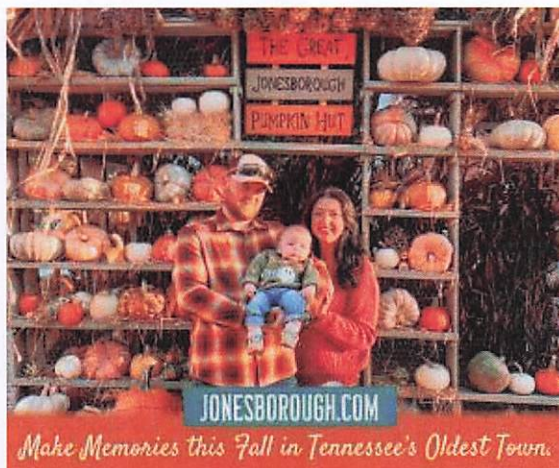
Main Street & Downtown

- Attended the Governor's Conference in Kingsport, TN
- Attended the Stars of the Industry Awards Show at the Governor's Conference in Kingsport, where I was nominated for a Rising Star Award.
- Attended JAMSA Board Meeting (9/3)
- Had a Tourism Marketing meeting to go over all marketing items needed for Tourism & Town Events
- Had a Meeting with High Road Agency since we transitioned to a new person over our websites
- Had a meeting with the Building Inspector to talk about publicity needs
- Had Zoom meetings with AdvanceTravel to assess results for all the marketing campaigns we're running, and also getting a Fall Ad Campaign Running
- Designed all display ads for our Marketing campaign (see below)
- Attended a Jonesborough Community Chest Meeting

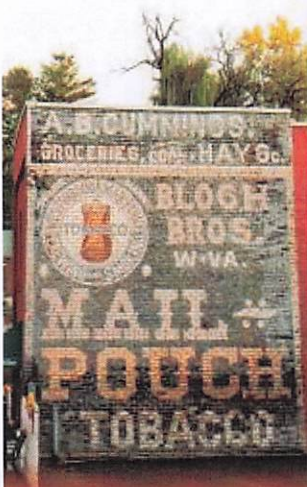
Events (Harry Potter & Halloween)

- Met with Glenn about Halloween Haunts & Happenings and other Town-Sponsored Events
- Sent out Halloween trick-or-treating stop forms to merchants and Jonesborough Businesses
- Talked to Todd Hensley about Stage for Halloween (road closure time and details to set up the stage)
- Got with Mitchell Calvin and Chris Kuderato to create a Christmas Parade sign-up link for pre-registrations, as we've had multiple people contact us about getting signed up for this year's parade.
- Created all marketing materials for The Great Jonesborough Pumpkin Party.
- Got with Mitchell Calvin to create a RegFox form where participants can register for The Great Jonesborough Pumpkin Party.

- Organized and helped set up food trucks for each Brews & Tunes and Music on the Square during September
- Processed MOTS Pass the Hat revenues and Brews & Tunes revenues in September.
- Created Halloween graphics in different sizes for different Marketing materials
- Designed a banner across Boone Street for Halloween Haunts & Happenings, Senior Center Craft Show, and Made Around Here Market
- Got approval from the Washington County School Board to use the Elementary School for parking for Halloween
- Secured two buses for the Halloween Event transportation
- Secured the David Crockett Band Boosters to help with parking cars
- Wrote multiple Purchase Requisitions for Halloween Haunts and Happenings
- Secured Haunted Laser Tag for Halloween
- Started Building the Life-Size Pumpkin Hut in Downtown Jonesborough

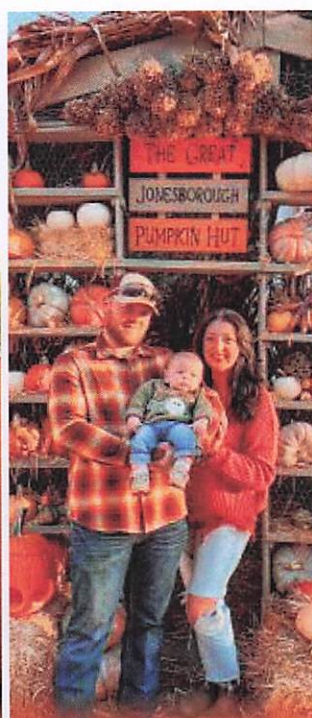


JONESBOROUGH
TENNESSEE
Est. 1779



*Experience the
Fall Season in*
**TENNESSEE'S
OLDEST TOWN**

JONESBOROUGH.COM



*Experience the
Fall Season in*
**TENNESSEE'S
OLDEST TOWN**

JONESBOROUGH.COM

THE GREAT JONESBOROUGH PUMPKIN PARTY

OCTOBER 29TH
5:30-8:30 PM

TICKETS \$5 • WEST SIDE OF
THE COURTHOUSE SQUARE

TO RESERVE YOUR PUMPKIN, PLEASE VISIT
JBOHALLOWEEN.COM



HALLOWEEN HAUNTS & HAPPENINGS

TRICK-OR-TREATING IN DOWNTOWN JONESBOROUGH

OCTOBER 31ST | 5:30-8:00 PM



THE GREAT JONESBOROUGH PUMPKIN PARTY

JOIN THE PUMPKIN CARVING PARTY AND SEE YOUR JACK-O-LANTERN ON DISPLAY THROUGHOUT MAIN STREET!



OCTOBER 29 • 5:30–8:30 PM

TICKETS \$5 • WEST SIDE OF THE COURTHOUSE SQUARE

TO RESERVE YOUR PUMPKIN, PLEASE VISIT
JBOHALLOWEEN.COM

Hannah Maultbay

Marketing Manager

October 8, 2025

Monthly Report – September 2025

September was another great month in Jonesborough! One of my favorite things this month was attending the Governor's Conference in Kingsport with the Tourism team, Cameo, Isabel, and Mitchel. We attended the conference September 17-19. It was a great experience meeting others in the industry, furthering my marketing and tourism education, and much more! It was my first professional conference, and it was a great first experience. September was filled with much preparation for fall and all the upcoming Halloween events.

Content

I used my posting schedule to further the town's marketing efforts, including:

Historic Jonesborough

- Shared a post on Historic Jonesborough with Music on the Square and Main Street Brews and Tunes Lineup – last month of concert music series
- Created a Reel “Unfortunately, I do love” trend – over 6,000 impressions!
- Created a Reel for the First Day of Autumn
- Announced Brews and Boos
- Storytelling Festival Post
- Shared Christmas Tree Sponsorships
- Shared Wheel to Reel Film Festival Week
- Shared A Spot On The Hill
- One Week Away Post for StoryTown Radio

Main Street Jonesborough

- Post about live performances at The Jackson Theatre
- Reel of Eureka Inn
- Post about the Last Month of Yoga in the Park
- “The Person that sent you this” Reel
- Storytelling Festival Post
- National Coffee Day Highlighting Jonesborough Businesses
- Shared Last Main Street Brews and Tunes of the season

Civic

- Contractor Traffic Updates
- Posted Christmas Tree Sponsorships
- Shared Persimmon Ridge Park Updates
- Posted Information about the Board of Mayor and Aldermen Monthly Meeting
- Posted Employee of the Month
- Shared Wetlands Last Week

- Created a Flag Retirement Ceremony Event Page
- Shared Jonesbrough's New Kickball League

Wetlands Water Park

- Created a Sensory Swim Night Event Page
- Sensory Swim Announcement Post
- Reminder Post for New Hours
- Several posts for Weekly Specials
- Giveaway Post
- Post for Local Hero Day
- Created a Wag-N-Splash Event Page
- Wag-N-Splash Announcement Post
- Last Week of the Season Post
- Last Week Specials
- Season Closed – Thank you Post
- Wag-N-Splash Reminder Post

Parks and Rec

- Persimmon Ridge Park Closure Post
- Co-Host Starry Pumpkin Paint Event Page
- Park Spotlight Post
- Post for Starry Pumpkin Paint Night – SOLD OUT!
- Park Closure Update & Reopening Post
- Announcement of Kickball League

Chucky Depot

- New Train Show
- New Hours
- Story Post

Jonesborough Visitor Center

- Posted Jonesborough/Washington County History Museum
- Story Posts

Music on the Square

- Twice Weekly Post

Main Street Brews & Tunes

- Twice Weekly Post

Press Releases

- I sent out several press releases for various departments and scheduled TV spots. Examples include:
 - Weekly press releases for Music on the Square
 - Weekly press releases for Brews & Tunes
 - Sensory Swim at Wetlands Water Park
 - A Spot on the Hill Returns to the Old Jonesborough Cemetery in October
 - McKinney Center Now Accepting Entries for Juried Exhibition, Halloween Haunts and Happenings Art Exhibit
 - StoryTown Radio Show Shares Stories of Bravery in “Ode to the First Responders”
 - Town of Jonesborough to Host American Flag Retirement Ceremony
 - Main Street Jonesborough to Host Ghost Story Event
 - Ghostbusters Day Comes to The Jackson Theatre
 - The Great Jonesborough Pumpkin Party in Tennessee’s Oldest Town on October 29
 - McKinney Center and International Storytelling Center to Collect Stories about Jimmy Neil Smith during Storytelling Festival
 - McKinney Center Halloween Haunts and Happenings Art Exhibit
 - Restoring the Foundations: 250th Celebration of the United States of America Weekly
 - Educational Series Begins October 6 at the Jackson Theatre
 - The McKinney Center Celebrates Volunteers with a Carnival-Themed Appreciation Dinner

Overview

September was a busy month, ending the summer series of both outdoor free concert series and Wetlands Water Park. Music on the Square, Brews and Tunes, and Wetlands Water Park all had an amazing season. I pushed heavily for those events as it was their last month. I attended monthly marketing meetings for Town Departments to get a better understanding of their needs and continue my marketing efforts. I also created a September monthly calendar for all necessary departments to plan content creation, as well as a weekly calendar.



Jackson Theatre- Operations Manager

Monthly Report for September 2025

Programming:

- We hosted 3 live events in September. On the Ballad Health Stage, we had:
 - John R. Miller featuring Viv & Riley, September 7th, 2025
 - East Nash Grass, September 13th, 2025
 - The Bellamy Brothers, September 28th, 2025
- We participated as a treat stop during the Pumpkin Harvest Festival organized by JAMSA. We also had screening of two themed movies for the event.
- Gift certificate sales are still going very well; we have sold \$2,236.00 in gift certificates.
- We have raised \$2,059.00 in our online donation campaign.
- Booked all movies shown at the Jackson in September.
 - September 1- Cars
 - September 1- Jaws
 - September 3- Smokey and the Bandit
 - September 4- Days of Thunder
 - September 5- DeathProof
 - September 6- Le Mans
 - September 6- The Italian Job
 - September 10- Talladega Nights: The Ballad of Ricky Bobby
 - September 11- Gone in 60 seconds
 - September 12- Christine
 - September 14- The Love Bug
 - September 17- Mars Attacks! (Tim Burton Film Series)
 - September 18- Pee Wee's Big Adventure (Tim Burton Film Series)
 - September 19- Sleepy Hollow (Tim Burton Film Series)
 - September 20- Beetlejuice (Tim Burton Film Series)
 - September 20- Nightmare Before Christmas (Tim Burton Film Series)
 - September 21- Alice in Wonderland (Tim Burton Film Series)
 - September 24- Blazing Saddles
 - September 25- Batman Returns (Tim Burton Film Series)
 - September 26- The Crow
 - September 27- Ghostbusters (Slimer Cinema: Ghostbusters at the Jackson)

- September 27- Ghostbusters II (Slimer Cinema: Ghostbusters at the Jackson)
- Continue to work on music programming, which we are now booking into 2026.
 - November 1- Glenn Miller Orchestra
 - November 1- Marquee Ball Fundraiser with the Glenn Miller Orchestra
 - November 14- Ralph Stanley II & The Clinch Mountain Boys
- The “Pay What You Can” movies continue to go well, with on average, two events per month that are PWYC.
- Organized and secured sponsorship for 10 cars/racing themed movies in September from Bristol Motor Speedway. The series will be called “Wheel to Reel Film Festival: Fueled by Bristol Motor Speedway. BMS will be sponsoring all 10 movies, as well as giving away 2 free Bass Pro Shop Night Race tickets for each movie.
- Planning a special 40th Anniversary screening of Day of the Dead with special guests for intro, costume contest, and Zombie Edition: Trivia with Budds.
- Continue planning meetings with Jackson Theatre Board member, Melinda Copp, to discuss our first fundraiser at the Jackson, the Marquee Ball at the Jackson, which will be November 1st, 2025.
- Input tickets for Providence Academy presents The Miracle Worker at the Jackson Theatre for November 6th-8th.

Rentals/User Group Agreements:

- Booked a field trip and Christmas movie with the 3rd grade class at Grandview for December 12th.
- Booked a company party and movie screening for Remax on December 4th.
- Booked a company Christmas party with two movies on December 9th with Greater Impact Realty.
- Booked the Tennessee Department of Tourism Developments Songwriters Qualifying Round for February 6th with the Town of Jonesborough Tourism Department.
- Booked “Dread Pops” with local Jeff Payne Photography which will be a compilation of multiple short films to premier at the Jackson Theatre on September 12th, 2026.
- Continue to meet with representatives from the Miss Jonesborough Pageant to discuss plans for the October pageant to be held at the Jackson Theatre.
- Continue to work with ETSU and Highlands Horror Fest on their upcoming event scheduled at the Jackson Theatre for October 11th at 7pm.

Marketing:

- I continue to work with Jessica Sanders, contract employee, on all social media posts, posters, table tent graphics, press releases and graphics.

- Created projects in our task management software, ASANA, to better coordinate our marketing efforts with staff.
- Met with Jessica Sanders to coordinate billboards, ads, etc. for the Marquee Ball as well as our upcoming events.

Building Info:

- Continue to work with Rick Duvall on the 2nd floor/Stage Door HVAC needs.
- Worked with Mike D'Avella on cosmetic updates to the sheetrock/paint in Stage Door and mezzanine of theatre. It looks wonderful! Huge thanks to Mike for making this happen.

Staffing:

- Organized and attended a monthly meeting with our Technical Director, Mike D'Avella, to provide more one-on-one time to discuss needs for the theatre and live performances.
- Hired our new part-time custodian for the theatre, Renee Tolley. She started just prior to the National Storytelling Festival and is doing great.

Additional Info:

- Organized and attended a meeting with a Franklin Distribution rep to discuss wine sales and recommendations for the theatre.
- Submitted financial reports needed to the Recorder's Office for ThunderTix sales and payouts.
- Prepared the agenda and attended our September Jackson Theatre Board meeting.
- Attended the Main Street Board meeting and gave an update on programming at the theatre.
- Attended a meeting with Lori Powell and staff from the International Storytelling Center on the six festival events held at the Jackson Theatre.
- Attended my monthly review meeting with Mr. Rosenoff.
- Organized and attended a November movie meeting with Lori Powell and Matt Gulley from our Programming Committee.
- Organized and attended a meeting with Breelyn Bomba to discuss catering for the Marquee Ball.

Board of Mayor and Aldermen Report 10/8/2025

Wednesday October 8, 2025

4:30 PM

Jackson Theater - Technical Director

Progress Report for September 4 – October 8

Staffing:

We have the following Technical Staff on our Show Call Roster:

3 Audio Engineers

2 Lighting Designers

4 Stagehands

5 Volunteers

2 Movie Technicians

Movies:

Days of Thunder (1990)	9/4/2025
Death Proof (2007)	9/5/2025
Le Mans (1971)	9/6/2025
The Italian Job (2003)	9/6/2025
Talladega Nights (2006)	9/10/2025
Gone in 60 Seconds (2000)	9/11/2025
Christine (1983)	9/12/2025
The Love Bug (1968)	9/14/2025

Mars Attacks! (1996)	9/17/2025
Pee Wee's Big Adventure (1985)	9/18/2025
Sleepy Hollow (1999)	9/19/2025
Beetlejuice (1988)	9/20/2025
The Nightmare Before Christmas (1993)	9/20/2025
Alice in Wonderland (2010)	9/21/2025
Blazing Saddles (1974)	9/24/2025
Batman Returns (1992)	9/25/2025
The Crow (1994)	9/26/2025
Ghostbusters (1984) <i>(In same case as Ghostbusters II)</i>	9/27/2025
Ghostbusters II (1989) <i>(In same case as Ghostbusters)</i>	9/27/2025
Tremors (1990)	10/7/2025

- Tested new movie disks

Performances:

- John R Miller w/ Viv and Riley 9/7/25
- East Nash Grass 9/13/25
- The Bellamy Brothers 9/28/25
 - 2025 Storytelling Festival
- John Borling w/ Sam Payne 10/3/25
- After Hours - Kevin Kling and Simone Perrin w/ Paul Strickland 10/3/25
- Carmen Deedy w/ Andy Irwin 10/4/25
- Donald Davis and Sons w/ Susan O'Connor 10/4/25

- John Borling w/ Sam Payne 10/4/25
- After Hours - Kevin Kling and Simone Perrin w/ Michael Reno Harrell 10/4/25

Rentals:

- Christ Church Jonesborough weekly church services
- Jackson Theatre Tours – Davy Crocket High School
- Providence Academy rehearsals for The Miracle Worker
- McKinney Center Video Shoot
- Jonesborough High School Reunion Class of 1950
- Ghostbusters Meet and Greet w/ Trivia by Budds
- Highlands Horrorfest Video Shoot
- Story Collecting w/ Anne Mason (3 days of Storytelling)
- McLeod's Rebuilding Liberty Weekly Series

Programming:

- All necessary tech staff was booked for live performances. Show information has been distributed to those staff members.
- Reviewed incoming riders
- Program Calendar for staff has been updated.

Building Info:

- Theater Equipment cat6 network cable system tested, labeled and block diagram created
- Video System SDI and HDMI cable system tested, labeled and block diagram created
- Audio System XLR cable block diagram created
- Camera controller configuration adjusted

Supervisor Report for September 2025

Senior Center

We are excited to report that the Jonesborough Senior Center was awarded the grant for \$15,000 to complete the stair project. We had applied for the grant prior to the Town's funding, so we are pleased to announce we are able to contribute to this project.

I had the opportunity to travel to Murfreesboro on September 11th, for the Mentor/Mentee program. The Tennessee Department of Disability and Aging put together a program pairing a senior center director mentor with a mentee, new to the position. I took part in the program and was paired with a new director in Sparta TN. It has been a wonderful experience, and I enjoyed working with another senior center director. I have included in the email the link to the video outlining the program. They selected a few of us to take part in the video promoting the program in the state.

The center will be partnering with Johnson City Senior Center to host the 3rd annual Brain Olympics in October. Our annual craft show will be October 25th, from 10-2pm, which over 40 vendors showcasing their hand-crafted items. We have a train trip coming up October 28th, in North Carolina.

Christmas trees are on sale now for Christmas at Lincoln Park, with proceeds benefitting our Benevolence Fund, used to assist seniors in need. We are launching our Christmas Blessing Tree this year, which will be like the Angel Tree for children, we will have items listed and members and the community can adopt one and purchase the items to be given to the individual to make their Christmas bright. We have sold 20 trees and look forward to selling out.

We co-hosted Painting in the Park Night with Parks and Recreation on September 25th, this was a community event and included seniors and young people. We had a sold-out crowd. We did have to move to the senior center due to rain.

Lincoln Park

We are receiving a great harvest this year, including carrots, lettuce, beans, tomatoes, cucumbers, zucchini, yellow squash, peppers, green beans, okra, and assorted herbs. Hundreds and hundreds of pounds have been provided to our members through the nutrition program and extra produce being made available to our members.

We continue weekly Bocce Ball instruction, Pickleball instruction, Shuffleboard instruction, Lincoln Loopers (walking group), Master Gardeners, and Parkour Silver, Cornhole. We just completed pottery class with Carolyn Tomko at the end of September, and we have a weekly watercolor class on Fridays and monthly journaling class. The Education Building is a great space for a classroom.

Respectfully,

Mary Regen, Director



Monday	Tuesday	Wednesday	Thursday	Friday
1 CLOSED FOR LABOR DAY	2 8A: Balance & Stretch 8A: Lincoln Loopers 9A: Silver Sneakers Ener-Chi 9A-11A: Pottery: C. Tomko 9A: Pickleball 9A: Instructional Cornhole 9:30A: <u>Spanish I wk 5</u> 9:30A: <u>Stitch Therapy</u> 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:30P: Cribbage 1P: Movement w/ Intention 1P: <u>Crochet Group</u> 1:30P: Knit Pickers 2P: Zumba Class 2P-3P: <u>General Technology Assistance</u> 3P: Yogalates	3 9A: Silver Sneakers Classic 10A: Silver Sneakers Circuit 11:30A: Café Connection 12P: Hand & Foot 1P: An Encouraging Word 1P: Scrabble 1:30P: <u>Meditation with Lotus</u> 2P: Fun Pump 2P: Chess 2:45P: Fitness Equipment Orientation 3P: Chair Yoga	4 8A: Balance & Stretch 8A: Silver Sneakers Splash 9:30A: <u>Veteran's Meet & Greet -Arts & Crafts Room</u> 9:30A: <u>Spanish I wk 5</u> 9:30A: <u>Medicare Education Mid-South Financial - Music Room</u> 9A: Silver Sneakers Ener-Chi 10A-2P: Massage Therapy 10A: Gentle Yoga 10A: Bocce Ball 12:30P: <u>Dementia Navigators program by the TN Dept of Disability and Aging Classroom</u> 1P: Bridge 1:30P: J. Dulcimer Players 2P: Kickboxing Class 3P: Yogalates 4:30P: Line Dancing Level 1 6P: Join the Jam	5 9A: <u>8-Ball Tournament</u> 9A: Silver Sneakers Classic 9A-12P: <u>Intermediate Watercolor Class w/ Ginny Wall</u> 10A: Silver Sneakers Circuit 10A: Bridge 10:30A: Fun with Trivia 1P: <u>Parkour Silver</u> 1P: Beg. Double-Deck Pinochle 1P: Scrabble 1P: Joyful Women's Bible Study 1:30P: ROOK
8 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instructional Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy" 12:30P: BINGO by Abundant Christian Living 1P: Mahjong 1:30P: ROOK 2P: Life Fit 2P: <u>Homemade Ice Cream Social</u> 3P: Gentle Yoga	9 8A: Balance & Stretch 8A: Lincoln Loopers 9A: <u>Bible Study w/ Dava Lee</u> 9A: Silver Sneakers Ener-Chi 9A-11A: Pottery: C. Tomko 9A: Pickleball 9A: Instructional Cornhole 9:30A: <u>Spanish I wk 6</u> 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:30P: Cribbage 1P: <u>Trivia with Budds by Olde Towne Pharmacy</u> 1P: Movement w/ Intention 1:30P: Knit Pickers 2P: Zumba Class 2P: <u>Alzheimer's TN</u> 3P: Yogalates	10 9A: Silver Sneakers Classic 9:30A: <u>Kindness Rock Painting</u> 10A: Silver Sneakers Circuit 11:30A: Café Connection 12P: Hand & Foot 1P: An Encouraging Word 1P: Scrabble 1:30P: <u>Meditation with Lotus</u> 2P: Fun Pump 2P: Chess 2:45P: Fitness Equipment Orientation 3P: Chair Yoga	11 <u>No Massage Therapy this day</u> 8A: Balance & Stretch 8A: Silver Sneakers Splash 9A: Silver Sneakers Ener-Chi 9:30A: <u>Spanish I wk 6</u> 10A: Gentle Yoga 10A: "The READYS" Disaster Preparedness: seminar led by the TN Dept. of Health 10A: Bocce Ball 1P: Bridge 1:30P: J. Dulcimer Players 2P: Kickboxing Class 3P: Yogalates 4:30P: Line Dancing Level 1 6P: Join the Jam	12 9A: Silver Sneakers Classic 9A-12P: <u>Intermediate Watercolor Class w/ Ginny Wall</u> 9:30A: <u>Cooking Class with Mary & Susan</u> 10A: Silver Sneakers Circuit 10A: Bridge 10:30A: Fun with Trivia 1P: <u>Parkour Silver</u> 1P: Beg. Double-Deck Pinochle 1P: Scrabble 1P: Joyful Women's Bible Study 1:30P: ROOK

Flip over, to see the rest of the month

<p>15 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instructional Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy" 12:30P: BINGO by Dillow-Taylor 1P: Mahjong 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>16 8A: Balance & Stretch 8A: Lincoln Loopers 9A: Bible Study w/ Dava Lee 9A: Silver Sneakers Ener-Chi 9A-11A: Pottery: C. Tomko 9A: Pickleball 9A: Instructional Cornhole 9:30A: Spanish I wk 7 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:30P: Cribbage 1P: Movement w/ Intention 1:30P: Knit Pickers 2P: Zumba Class 2P-3P: General Technology Assistance 3P: Yogalates</p>	<p>17 9A: Silver Sneakers Classic 10A: Book Crazies 10A: Silver Sneakers Circuit 10:45A: Card Making w Donna Beckett 11:30A: Café Connection 12P: Hand & Foot 12:30P: Bus leaves for Lauren's Ridges & Roots Hiking Group 1P: Scrabble 1P: An Encouraging Word 1:30P: Meditation with Lotus 2P: Fun Pump 2P: Chess 2:45P: Fitness Equipment Orientation 3P: Chair Yoga</p>	<p>18 No Massage Therapy this day 8A: Balance & Stretch 8A: Silver Sneakers Splash 8A: Bus leaves for Red Liner's Hike 9A: Silver Sneakers Ener-Chi 9:30A: Fall in Love with Medicare by AssureSource - in the Arts & Crafts Room 9:30A: Spanish I wk 7 10A: Gentle Yoga 10A: Bocce Ball 10A: Writers Group 1P: Bridge 1:30P: J. Dulcimer Players 2P: Kickboxing Class 3P: Yogalates 4:30P: Line Dancing Level 1 6P: Join the Jam</p>	<p>19 9A: 9-Ball Tournament 9A: Silver Sneakers Classic 9A-12P: Intermediate Watercolor Class w/ Ginny Wall 9:30A: Not Your Mother's Sewing Guild 10A: Silver Sneakers Circuit 10A: Bridge 10:30A: Fun with Trivia 11A: Rockin' with Robin 1P: Parkour Silver -No instructor 1P: Beg. Double-Deck Pinochle 1P: Scrabble 1P: Joyful Women's Bible Study 1:30P: ROOK</p>
<p>22 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instructional Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy" 12:30P: BINGO by Visiting Angels 1P: Mahjong 1:30P: Active Living Every Day w/ Gayle Hawley wk 1 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>23 8A: Balance & Stretch 8A: Lincoln Loopers 9A: Bible Study w/ Dava Lee 9A: Silver Sneakers Ener-Chi 9A-11A: Pottery: C. Tomko 9A: Pickleball 9A-12P: Listening Day by the McKinney Center -Music Room 9A: Instructional Cornhole 9:30A: Spanish I wk 8 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:30P: Cribbage 1P: Movement w/ Intention 1:30P: Knit Pickers 2P: Zumba Class 3P: Yogalates</p>	<p>24 9A: Silver Sneakers Classic 9:30A: Painting with Tania 10A: Silver Sneakers Circuit 10:30A: Identity Theft Prevention by Lisa Friday 11:30A: Café Connection 12P: Hand & Foot 1P: Scrabble 1P: An Encouraging Word 1:30P: Meditation with Lotus 2P: Fun Pump 2P: Chess 2:45P: Fitness Equipment Orientation 3P: Chair Yoga</p>	<p>25 8A: Balance & Stretch 8A: Silver Sneakers Splash 9A: Silver Sneakers Ener-Chi 9:30A: Spanish I wk 8 10A: Gentle Yoga 10A: Spooky Changes to Long Term Care by AssureSource -A&C Room 10A: Bocce Ball 10A-2P: Massage Therapy 10A: Bus leaves for Lunch Bunch 1P: Bridge 1:30P: J. Dulcimer Players 2P: Kickboxing Class 3P: Yogalates 4P: Advisory Board 4:30P: Line Dancing Level 1 6P: Join the Jam</p>	<p>26 9A: Silver Sneakers Classic 9A-12P: Intermediate Watercolor Class w/ Ginny Wall 9:30A: Bowling & Lunch 10A: Silver Sneakers Circuit 10A: Bridge 10:30A: Fun with Trivia 1P: Parkour Silver 1P: Beginner Double-Deck Pinochle 1P: Scrabble 1P: Joyful Women's Bible Study 1:30P: ROOK</p>
<p>29 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instructional Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy" 12:30P: BINGO by AssureSource 1P: Mahjong 1:30P: Active Living Every Day w/ Gayle Hawley wk 2 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>30 8A: Balance & Stretch 8A: Lincoln Loopers 9A: Bible Study w/ Dava Lee 9A: Silver Sneakers Ener-Chi 9A-11A: Pottery: C. Tomko 9A: Pickleball 9A: Instructional Cornhole 9:30A: Spanish I wk 9 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:30P: Cribbage 1P: Movement w/ Intention 1:30P: Knit Pickers 2P: Zumba Class 3P: Yogalates</p>		<p>UPDATED 8/28/25 *Tania Dirks informed us that she will not have her Gratitude Journal class in September.</p>	<p>Color-Coded Calendar Key: ...Closing Announcement s or Altered Classes ... New or Infrequent Classes, or Special Events ... Trips ...Scheduled Activities meeting at Lincoln Park</p>

**Parks and Recreation
September Update
Submitted by: Chris Kudera**

1. Wetlands Water Park
2. Park Maintenance Updates
3. Open Spaces Update
4. Looking Ahead

Wetlands Water Park

As we transitioned into the fall season, Wetlands Waterpark adjusted its operational schedule to weekend-only hours, remaining open on Saturdays and Sundays from 12:00–5:30 p.m. Each weekend featured a themed special or promotion, and we were pleased to see steady attendance and positive community response throughout the month.

Our new pool heater arrived in late September, and we are excited to have it installed and ready for next season. This upgrade will allow us to open earlier in the spring and to maintain a more comfortable water temperature through September.

I would also like to recognize Nick Bogle for his extensive research and negotiation work in securing the new pool heater. His efforts saved the Town tens of thousands of dollars, ensuring we received the best value possible for this major equipment upgrade.

The Café at Wetlands has continued to expand its capabilities, testing catering options throughout the season. These efforts have been very successful and generated additional revenue. In September, our team catered for a local church group of 300 guests. We plan to incorporate catering options into next year's party packages to further increase profitability and enhance guest experience.

Now that the pool is officially closed for the season, staff are compiling operational and financial data to present a full end-of-season report next month. However, a few highlights from this year stand out, particularly from new initiatives introduced this season:

- 3,335 orders of Dippin' Dots sold, generating over \$18,000
- \$8,000 in additional revenue generated from Cabana rentals
- \$1,800 from locker rentals
- Over 650 pizzas sold

Additionally, in September we met with several contractors regarding the Pool Filtration System project. The project went out to bid, and we have now received and reviewed those proposals. A recommendation will be shared following further evaluation.

Park Maintenance Update

This month, I implemented a new system where all Parks and Recreation staff are assigned designated parks and trail zones throughout Town. Each employee is responsible for visiting their assigned area daily, documenting maintenance needs, and addressing issues as they arise. This approach ensures that every park and trail receive consistent attention, helping us catch problems earlier, and allowing for a stronger focus on preventative maintenance.

Staff also finished several tree-related projects, including trimming limbs away from downtown buildings and clearing low-hanging branches along East College Street and Jimmy Neil Smith Park.

A significant amount of time was dedicated to supporting the completion of Tiger Park. Our Parks team worked closely with the Street Department and Public Works Director to push this project toward the finish line. This included extensive grading work, sowing grass, applying straw cover, painting dugouts, and removing leftover debris not completed by the original contractors.

Lastly, we did have to terminate a mowing contractor this month due to performance issues. However, those areas were quickly reassigned to other contractors through coordination with the Public Works Director and Town Administrator, ensuring no disruption to service.

Open Spaces Update

September welcomed the fall season to the Town of Jonesborough! The Parks and Recreation Department placed over 100 straw bales, 200 mums, and hundreds of pumpkins throughout downtown and various parks. This year, we were especially proud to support local farms and businesses, including Fender's Farm, which continues to recover from the devastation caused by Hurricane Helene. We take great pride in showcasing the hard work of our local agricultural community through these seasonal displays.

All tree wells along Main Street received attention this month, with crews removing old mulch and mounded soil to prepare for a fresh layer. This process allows for proper depth and cleaner presentation, preventing excessive buildup and improving the overall appearance of downtown landscaping.

We also welcomed two new volunteers to the department. Both have contributed several hours working in the Stage Road Food Forest and the Ardinna Woods Arboretum and Butterfly Garden. In addition, the team performed routine maintenance on the hiking trails at Persimmon Ridge Park, including clearing downed trees, removing obstructive limbs, and trimming overgrown vegetation. The Ridge Rangers continue to be an important part of our operations by reporting trail conditions and assisting in keeping our park system safe and accessible for all visitors.

Looking Ahead

The Parks and Recreation Department continues to focus on becoming **more proactive rather than reactive** in our operations and planning efforts.

Landscaping and mowing **bids for the 2026 season** are currently posted, with the option for contractors to also bid on **2027 and 2028** within the same proposal. This multi-year approach will help the Town develop a more accurate fiscal plan while promoting greater continuity and consistency in service—ensuring the same mowers maintain the same areas year after year. These bids are projected to be presented for approval during the **November Board meeting**.

Additionally, I am pleased to report that we have secured a **\$10,000 sponsorship from the Jonesborough Civitan Club** to remodel the public restroom located near the **Civitan Pavilion** next to Wetlands Waterpark. The renovation will include **new plumbing, bathroom fixtures, gutters, stall partitions, doors, and a heater** to allow the facility to remain open year-round. This partnership is a great example of how community collaboration can lead to lasting infrastructure improvements.

To further strengthen our department's long-term efficiency, I have directed the **Maintenance Supervisor** and **Open Spaces Coordinator** to begin creating a **Maintenance and Landscaping Manual** for each park and trail. These manuals will document maintenance records, updates, plantings, and key infrastructure details specific to each area. Beyond providing a clear vision for ongoing care and improvement, these manuals will serve as valuable tools for **succession planning**, ensuring knowledge and standards are preserved even through future staff transitions.

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

DATE: October 13, 2025 **AGENDA ITEM #:** *Consent Agenda*
7

SUBJECT: Declaration of Town Equipment as Surplus

BACKGROUND:

Fleet Manager Steven Beckett is requesting that the attached "GovDeals Liquidation Requests BMA Meeting October 13, 2025" be approved by the BMA to surplus the items presented.

RECOMMENDATION:

Approve the items for surplus as identified in the "GovDeals Liquidation Requests BMA Meeting October 13, 2025", as presented.



TOWN OF JONESBOROUGH

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

GovDeals Liquidation Requests

BMA Meeting October 13, 2025

By: Steven Beckett Fleet Manager

There are 2 pool tables being replaced at Senior Center,
need to sell them to make room for the new ones.



There are 3 of these broken water pumps from water dist.



This single locker is no longer needed.



This wheel saw has a damaged engine, from water dist.



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

DATE: October 13, 2025 **AGENDA ITEM #:** *Consent Agenda*
8

SUBJECT: Report on Debt Obligation

BACKGROUND:

After issuing debt, State law requires us to file a Debt Report with the State Division of Local Government Finance in the Comptroller's Office. We must also file a copy with the local governing body.

Attached is the Report on Debt Obligation filed with the Comptroller's Office for the \$1,200,000 USDA General Obligation Bond, Series 2025. This borrowing funded the final phase of the Jackson Theatre renovation. The attached report was approved by the Comptroller's Office on September 29th and emailed to the Mayor and Aldermen on October 8th.

RECOMMENDATION:

No action is required; this item is "information only".



Report On Debt Obligation

Receipt Date: 09/29/2025

Entity and Debt Information

Entity Name

Town of Jonesborough

Entity Address

123 Boone Street Jonesborough, Tennessee 37659-1390

Debt Issue Name

General Obligation Bond, Series 2025

Series Year

2025

Debt Issue Face Amount

\$1,200,000.00

Face Amount Premium or Discount?

N/A

Tax Status

Tax - Exempt

Interest Type

True Interest Cost (TIC)

True Interest Cost (TIC)

3.625%

Debt Obligation

Bond

Moody's Rating

Unrated

Standard & Poor's Rating

Unrated

Fitch Rating

Unrated

Other Rating Agency Name

N/A

Other Rating Agency Rating

N/A

Security

General Obligation

Type of Sale Per Authorizing Document

State or Federal Loan Program

Loan Program Name

USDA

Dated Date

9/29/2025

Issue/Closing Date

9/29/2025

Final Maturity Date

9/29/2065

Debt Purpose

Purpose	Percentage	Description
Refunding	100%	Refunding Series 2023 BAN
Education	0%	N/A
General Government	0%	N/A
Other	0%	N/A
Utilities	0%	N/A

Cost of Issuance and Professionals

Does your Debt Issue have costs or professionals?

Yes

Description	Amount	Recurring Portion	Firm Name
Legal Fees - Bond Counsel	\$8,500.00	N/A	Adams and Reese LLP
TOTAL COSTS	\$8,500.00		

Maturity Dates, Amounts, and Interest Rates

Comments

Year	Amount	Interest Rate
<u>2065</u>	<u>\$1,200,000.00</u>	<u>3.625</u>
<u>TOTAL AMOUNT</u>	<u>\$1,200,000.00</u>	

See final page for Submission Details and Signatures

Submission Details and Signatures

Is there an official statement or disclosure document, as applicable, that will be posted to EMMA: <https://emma.msrb.org/>?

No

Signature - Chief Executive or Finance Officer of the Public Entity

Name

Kelly Wolfe

Title/Position

Mayor

Email

jjennings@jonesboroughTN.org

Alternate Email

N/A

Signature - Preparer (Submitter) of This Form

Name

Cynthia M. Barnett

Title/Position

Attorney

Email

cindy.barnett@arlaw.com

Alternate Email

N/A

Relationship to Public Entity

Bond Counsel

Organization

Adams and Reese LLP

Verification of Form Accuracy

By checking the box below as the signing of this form, I attest the following:

1. I certify that to the best of my knowledge the information in this form is accurate.
2. The debt herein complies with the approved Debt Management Policy of the public entity.
3. If the form has been prepared by someone other than the CEO or CFO, the CEO or CFO has authorized the submission of this document.

Verify Form Accuracy

Date to be Presented at Public Meeting

10/13/2025

Date to be emailed/mailed to members of the governing body

10/25/2025

Final Confirmation:

I hereby submit this report to the Division of Local Government Finance of the Tennessee Comptroller of the Treasury and understand my legal responsibility to: File this report with the members of the governing body no later than 45 days after the issuance or execution of the debt disclosed on this form. The Report is to be delivered to each member of the Governing Body and presented at a public meeting of the body. If there is not a scheduled public meeting of the governing body within forty-five (45) days, the report will be delivered by email or regular US mail to meet the 45-day requirement and also presented at the next scheduled meeting.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: October 13, 2025 AGENDA ITEM #: 1

SUBJECT: Financial Report

	Full Year Budget	Current Year		Prior Year	
		September	YTD	September	YTD
GENERAL FUND					
Revenues	14,260,201	818,775	2,324,800	881,617	2,670,418
Expenditures	14,395,701	1,262,308	3,409,730	1,021,117	2,894,216
Rev. Over/(Under) Exp.	(135,500)	(443,533)	(1,084,930)	(139,500)	(223,798)
SOLID WASTE FUND					
Revenues	994,797	84,990	260,857	63,123	218,042
Expenditures	994,797	113,715	229,674	66,292	170,631
Rev. Over/(Under) Exp.	-	(28,725)	31,183	(3,169)	47,411
JACKSON THEATRE FUND					
Revenues	911,483	35,297	77,301	-	-
Expenditures	952,483	71,341	197,097	82,585	125,584
Rev. Over/(Under) Exp.	(41,000)	(36,044)	(119,796)	(82,585)	(125,584)
DEBT SERVICE FUND					
Revenues	3,611,314	1,567,062	1,823,584	-	-
Expenditures	3,611,314	1,567,062	1,823,584	-	-
Rev. Over/(Under) Exp.	-	-	-	-	-
CAPITAL PROJECTS FUND					
Revenues	3,586,545	-	217,655	-	-
Expenditures	3,586,545	47,344	308,310	-	-
Rev. Over/(Under) Exp.	-	(47,344)	(90,655)	-	-
HRA INTERNAL SERV. FUND					
Revenues	-	5,790	17,370	5,790	17,370
Expenditures	-	17,287	44,117	3,629	12,037
Rev. Over/(Under) Exp.	-	(11,497)	(26,747)	2,161	5,333
WATER/SEWER FUND*					
Revenues	11,867,418	865,392	2,668,647	763,557	2,787,780
Expenditures	11,867,418	965,347	2,591,439	872,669	2,214,326
Rev. Over/(Under) Exp.	-	(99,955)	77,208	(109,112)	573,454
DRUG FUND					
Revenues	9,500	296	1,002	86	856
Expenditures	9,500	-	2,000	-	2,000
Rev. Over/(Under) Exp.	-	296	(998)	86	(1,144)

1. Current Year Property Tax
2. Property Taxes Receivable Update
3. Local Sales Tax Collections
4. Capital Projects Fund - Governmental

Town of Jonesborough
Current Year Property Tax Billing
As of September 30, 2025

	<u>Current Tax Year (2025-26)</u>		<u>Prior Tax Year (2024-25)</u>	
<u>Property Appraised and Assessed Values</u>				
Real and Personal Property Value	1,110,290,852		1,043,498,550	
Taxable Assessed Value	313,036,212		294,152,673	
 <u>Billings</u>				
Real and Personal	3,881,659		2,842,104	
Public Utilities	<u>-</u>		<u>-</u>	
 Total Billings	 3,881,659		 2,842,104	
 Adjustments:				
Real and Personal Reductions	(1,395)		-	
Real and Personal Pick-ups	<u>977</u>		<u>-</u>	
 Adjusted Tax Billing	 3,881,241		 2,842,104	
 Payments:				
Real, Personal and Public Utility	10.16%	<u>(394,455)</u>	0.00%	<u>-</u>
 Property Tax Outstanding	 89.84%	 <u><u>3,486,786</u></u>	 100.00%	 <u><u>2,842,104</u></u>
 Reconciliation to Open Tax Listing:				
Real and Personal	3,486,786		2,842,104	
Public Utilities	-		-	
Total Open Tax List	<u>3,486,786</u>		<u>2,842,104</u>	
 Difference	 <u>-</u>		 <u>-</u>	

Town of Jonesborough
Property Taxes Receivable
As of September 30, 2025

Tax Year	Amount Billed	6/30/2025 Balance	Collected	Adjustments	9/30/2025 Balance	% Collected
2014	1,698,685	1,968	-	-	1,968	99.88%
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	-	-	1,497	99.92%
2021	2,028,891	1,662	-	-	1,662	99.92%
2022	2,116,289	1,875	-	-	1,875	99.91%
2023	2,701,691	12,491	851	-	11,640	99.57%
2024	2,833,572	199,360	58,526	(1,101)	139,733	95.07%
Totals		\$ 225,447	\$ 59,377	\$ (1,101)	\$ 164,969	

2025 Real and Personal Taxes Billed	3,881,659	
2025 Public Utility Taxes Billed	-	
Collected Through 9/30/2025	(394,455)	10.16%
Total Adjustments:		
Reductions	(1,395)	
Pick-ups	977	
Balance 2025 Property Taxes	3,486,786	
 Total Outstanding Property Taxes	 3,651,755	

Town of Jonesborough
Comparative Local Sales Tax Collections

Retail Sales Month	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	Current Month % Growth	YTD % Growth
July	\$ 149,814.99	\$ 146,797.86	\$ 154,758.39	\$ 181,234.32	\$ 221,930.41	\$ 226,386.30	\$ 236,685.00	\$ 228,015.45	\$ 249,036.85	9.22%	9.22%
August	137,299.17	157,323.64	157,863.60	181,244.01	189,478.07	211,229.31	226,332.76	237,636.05			
September	151,571.87	161,151.69	159,074.80	178,788.96	207,002.17	226,466.35	249,969.62	219,475.66			
October	137,782.95	149,448.62	151,882.16	184,195.31	196,842.35	223,709.37	240,092.90	259,434.92			
November	142,968.58	151,202.03	153,617.36	183,608.84	214,268.95	238,699.54	260,527.63	256,064.50			
December	159,458.04	169,082.03	177,127.90	213,896.25	233,742.11	259,640.04	262,136.42	273,278.72			
January	127,416.58	135,234.22	140,781.81	179,991.50	190,334.77	212,252.13	217,489.76	221,093.81			
February	127,945.05	134,822.85	142,290.13	164,213.28	184,027.14	199,473.61	218,860.17	213,941.08			
March	156,129.40	162,786.00	183,966.80	215,568.04	223,679.00	242,969.97	249,483.25	273,415.56			
April	149,219.62	156,558.86	183,153.95	204,688.52	222,063.76	320,646.71	259,799.65	267,895.51			
May	156,267.02	167,495.96	196,546.46	214,867.25	238,459.96	246,079.54	239,414.08	260,001.34			
June	164,321.92	170,764.62	195,799.56	197,429.44	244,631.05	251,601.07	252,570.61	254,520.70			
Totals	\$ 1,760,195.19	\$ 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	\$ 249,036.85		

2025-26 Budget 3,094,600.00
Budgeted Growth 129,826.70
% Budgeted Growth 4.38%

Town of Jonesborough

Capital Projects Fund

Fiscal Year 2025-26

Account Number	Description	Department	Funding Source	Budget	Year-to-Date			Budget Remaining
					Revenue To-Date	Spent To-Date	Transfers	
Equipment								
310-47500-952	3 Police Vehicles	Police	Auction	186,927.00	217,655.00	157,236.66		29,690.34
310-47500-952-Debt	9 Police Vehicles	Police	Debt	560,783.00				560,783.00
310-47500-954-42100	Radio Replacement	Police	Debt	443,355.00				443,355.00
310-47500-945-42100	2nd 9-1-1 Line	Police	Debt	74,884.00				74,884.00
310-47500-949-42100	Special Event Equipment	Police	Debt	35,000.00				35,000.00
310-47500-954-42200	11 Portable Radios	Fire	Debt	68,310.00				68,310.00
310-47500-954-42200	3 Mobile Radios	Fire	Debt	22,125.00				22,125.00
310-47500-941-42200	1 Take Home Vehicle	Fire	Debt	65,000.00				65,000.00
310-47500-949-42200	Fit Test Machine	Fire	Debt	14,000.00	-	14,674.60		(674.60)
310-47500-942-43100	Mini Excavator w/boom	Streets	Debt	65,000.00			27,017.60	92,017.60
310-47500-942-43100	Used Backhoe Loader	Streets	Debt	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
310-47500-942-44400	Lawn Mower	Parks & Rec	Debt	12,000.00				12,000.00
310-47500-942-44400	Gator for Tiger Park	Parks & Rec	Debt	15,000.00				15,000.00
310-47500-942-44400	Pressure Washer	Parks & Rec	Debt	5,000.00				5,000.00
310-47500-949-WETLD	Pool Heater	Wetlands	Debt	50,000.00		24,499.00		25,501.00
Total Equipment				1,677,384.00	217,655.00	211,405.26	-	1,465,978.74

Town of Jonesborough

Capital Projects Fund

Fiscal Year 2025-26

Account Number	Description	Department	Funding Source	Budget	Year-to-Date			Budget Remaining
					Revenue To-Date	Spent To-Date	Transfers	
Projects								
310-47510-933-41500	Sidewalks	Gen. Admin.	Debt	100,000.00				100,000.00
310-47510-939-41500	Dumpster Pad-Jackson	Gen. Admin.	Debt	50,000.00				50,000.00
310-47510-929-41500	ISC HVAC Replacement	Gen. Admin.	Debt	100,000.00				100,000.00
310-47510-992-43100	Streets Building	Streets	Debt	50,000.00		3,251.54		46,748.46
310-47510-931-43100	Resurfacing	Streets	Debt	500,000.00		93,652.70		406,347.30
310-47510-931-43100	Connector Road	Streets	Debt	130,900.00			(44,000.00)	86,900.00
310-47510-931-43100	Traffic Signal Study	Streets	Debt	-			44,000.00	44,000.00
310-47510-931-44320	Stairway - Parking Lot	Senior Ctr	Debt	15,000.00				15,000.00
310-47510-929-44400	Bathroom Upgrade	Parks & Rec	Debt	10,000.00				10,000.00
310-47510-929-44400	Tiger Park Storage Unit	Parks & Rec	Debt	15,000.00				15,000.00
310-47510-937-44400	Ballfields	Parks & Rec	Reserve	135,500.00				135,500.00
310-47510-937-44490	Park Fencing	Wetlands	Debt	20,000.00				20,000.00
310-47510-937-44490	Roofing	Wetlands	Debt	50,000.00				50,000.00
310-47510-937-44490	Pump Room Repl	Wetlands	Debt	350,000.00				350,000.00
310-47510-929-47210	Restroom Remodel	Tourism	Debt	150,000.00				150,000.00
310-47510-929-47210	Office Renovation	Tourism	Debt	50,000.00				50,000.00
310-47510-929-44491	Window Replacement	McKinney	Debt	54,500.00				54,500.00
310-47510-929-44491	Soundproof Curtains	McKinney	Debt	10,000.00				10,000.00
310-47510-929-43170	Exhaust Evacuation Syst	Garage	Debt	56,841.00				56,841.00
310-47510-929-43170	Lift Replacement	Garage	Debt	61,420.00				61,420.00
Total Projects				1,909,161.00	-	96,904.24	-	1,812,256.76
Total Capital Projects Fund				3,586,545.00	217,655.00	308,309.50	-	3,278,235.50

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

DATE: October 13, 2025 **AGENDA ITEM #:** 2-a

SUBJECT: Mayor Communication – Employee of the Month

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

DATE: October 13, 2025 **AGENDA ITEM #:** 2-b

SUBJECT: Mayor Communication – Anne Baer Marshall Proclamation

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

DATE: October 13, 2025 **AGENDA ITEM #:** 6-a

SUBJECT: Amendment to Ordinance on Sewer Tap Fees

BACKGROUND:

In discussions with TDEC regarding increasing the Wastewater Treatment Tap Fee Schedule (applies to sewer only) during the FY26 budget process, TDEC requires specific process to be followed when adopting revisions to the sewer tap fees which includes an Ordinance and a public comment review period before a second and final reading is acted upon by the BMA. Environmental Services Director Cobern Rasnick has done an excellent job in detailing the changes in the Ordinance presented to you.

The Ordinance Amendment to increase the Wastewater Treatment Tap Fee Schedule as was proposed during the FY26 budget discussions is deemed reasonable by staff and the Ordinance reflects the revised fee changes. Slight revisions from the July 29th proposed pricing were included by Mr. Rasnick in the Ordinance before you. Once the BMA passes on first reading, I must forward to Mr. Rasnick so he can send it over to TDEC for approval. This will allow us to enter the public comment period requirements per TDEC and then follow through and present the amendment on second and final reading to the BMA. The BMA passed the ordinance on first reading on August 18, 2025, at their regular scheduled meeting.

On September 9, 2025, TDEC communicated with our utilities that Sewer Tap Fees are not considered to be an aspect of the pretreatment program and therefore revisions do not require TDEC approval, therefore the town may proceed with adopting the fee structure.

RECOMMENDATION:

Approve an Ordinance Amending Title 13, Chapter 2, Section 13-270, Wastewater Treatment Tap Fee Schedule of the Jonesborough Municipal Code on Second and Final Reading, as presented.

ORDINANCE NO. 2025-09

**AN ORDINANCE AMENDING TITLE 13, CHAPTER 2
SECTION 13-270 WASTEWATER TREATMENT TAP FEE SCHEDULE OF THE
JONESBOROUGH MUNICIPAL CODE**

WHEREAS, the Town of Jonesborough has established policies and regulations related to the provision of wastewater services to Jonesborough residents as well as some household and industrial facilities outside of the city limits, and

WHEREAS, it is necessary to update and revised said policies and regulations so that expectations are clear for the provision of sewer service, and the Town's is in compliance with State and Federal guidelines, and

WHEREAS, revisions have been submitted to the Board of Mayor and Aldermen that clearly identify the amendments.

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that Title 13, Chapter 2, Section 13-270 "Wastewater Treatment Tap Fee Schedule", amends Paragraphs 1, 4, 5, 6, 7, 8, and 9 of the Jonesborough Municipal Code as follows:

13-270 Wastewater Treatment Tap Fee Schedule

(1) Sewer tap fee inside corporate limits:

All persons connecting to sewers utilizing a 4" tap, shall pay a fee of two thousand nine hundred dollars (\$2,900.00) or utilizing a 6", tap shall pay a fee of three thousand one hundred dollars (\$3,100.00) for the privilege of each tap that is connected inside the Corporate Town Limits of Jonesborough plus a twenty five dollar (\$25.00) inspection fee, payable in advance with the following exceptions:

(4) Multi-family units inside the city limits shall pay the applicable:

Single dwelling rate of two thousand nine hundred dollars (\$2,900.00) if utilizing a 4" tap or three thousand one hundred dollars if utilizing a 6" tap for the first unit plus an additional one thousand dollars (\$1,000.00) for each additional unit. Each building of an apartment complex will be considered as a new initial tap and be charged the applicable first unit rate of two thousand dollars (\$2,000.00) based on tap size. There will be a twenty-five dollar (\$25.00) inspection fee per building.

(5) Sewer taps fees for households outside the city limits of the town:

Outside customers utilizing a 4" tap, shall pay a fee of four thousand three hundred dollars (\$3,34,200.00) or utilizing a 6" tap, shall pay a fee of four thousand four hundred dollars (\$4,400.00) for the privilege of each tap, payable in advance. There will be a twenty-five dollar (\$25.00) inspection fee per household. Multi-family units outside shall pay the applicable single dwelling rate of three thousand three hundred dollars (\$3,34,200.00) if utilizing a 4" tap or four thousand four hundred dollars (\$4,400.00) for the first unit plus an additional one thousand six hundred fifty dollars (\$1,650.00) for each additional unit. Each building of an apartment complex will be considered as a new initial tap and be charged the applicable first unit rate of three thousand three hundred dollars (\$3,300.00) based on tap size outside. There will also be a twenty-five dollar (\$25.00) inspection fee per building.

(6) Sewer taps for industrial/commercial facilities inside the city limits:

Buildings such as factories, warehouses, shopping centers utilizing a 4" tap shall pay two thousand nine hundred dollars (\$2,0900.00) or utilizing a 6" tap, shall pay a fee of three thousand one hundred dollars (\$3,100.00) for structures up to ten thousand (10,000) square feet plus one thousand five hundred dollars (\$1,500.00) for each additional ten thousand (10,000) square feet or portion thereof. Motels/hotels shall pay the same sewer tap fees as charged for multi-family units. Sewer taps for a car wash structure shall pay two thousand nine hundred (\$2,0900.00) for the first bay and one thousand five hundred dollars (\$1,500.00) for each additional bay. The town reserves the right to surcharge industrial users for any treatment activity that is above the normal requirements for household treatment, or requires pre-treatment. A twenty-five dollar (\$25.00) inspection fee will be charged per building for sewer connections.

(7) Sewer taps for industrial/commercial facilities outside the city limits:

Buildings such as factories, warehouses, shopping centers outside utilizing a 4" tap shall pay four thousand two hundred dollars (\$4,200.00) or utilizing a 6" tap, shall pay a fee of four thousand four hundred dollars (\$4,400.00) shall pay three thousand three hundred dollars (\$3,300.00) for structures up to ten thousand (10,000) square feet plus two thousand six hundred fifty dollars (\$2,650.00) for each additional ten thousand (10,000) square feet or portion thereof. Motels/hotels outside shall pay the same sewer tap fees as charged outside multi-family units. Sewer taps for an outside-car wash structure shall pay three thousand three hundred dollars (\$3,34,200.00) for the first bay and two thousand six hundred fifty dollars (\$2,650.00) for each additional bay. The town reserves the right to surcharge industrial users for any treatment activity that is above the normal

requirements for household treatment, or requires pre-treatment. A twenty-five dollar (\$25.00) inspection fee will be charged per building for sewer connections.

(8) Sewer taps fees for households that require residential grinder pump stations inside the town limits.

The Town of Jonesborough has adopted a plan to eliminate septic tanks from being added to our system. Any residential household that is located below grade of the main sewer line that is available to their property will be required to the extent possible to use a residential grinder pump station. If the property is within the existing city limits with available sewer service or in a new subdivision within the city limits, the sewer tap fee for the grinder pump is three thousand seven hundred dollars (\$3,750.00). Sewer tap fees for residential grinder pump stations installed as a result of annexation of an area initiated by the Board of Mayor and Aldermen will be the same as the established sewer tap fee for the annexed area. This includes the wetwell, pump, controls and installation. This does not include electrical conduit, wiring, disconnect box, other electrical items needed to connect the station to the home, or the services of a licensed electrician. These must be provided by the homeowner.

(9) Sewer taps fees for households that require residential grinder pump stations outside the town limits.

The Town of Jonesborough has adopted a plan to eliminate septic tanks from being added to our system. Any residential household that is located below grade of the main sewer line that is available to their property will be required to the extent possible to use a residential grinder pump station. If the property is outside the existing city limits with available sewer service, the sewer tap fee for the grinder pump is five thousand dollars (\$5,04,800.00). Sewer tap fees for residential grinder pump stations installed as a result of annexation of an area initiated by the Board of Mayor and Aldermen will be the same as the established sewer tap fee for the annexed area. This includes the wetwell, pump, controls and installation. This does not include electrical conduit, wiring, disconnect box, other electrical items needed to connect the station to the home, or the services of a licensed electrician. These must be provided by the homeowner.

This Ordinance takes effect from and after its passage on second and final reading, the welfare of the Town of Jonesborough, Tennessee requiring it.

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

Passed on First Reading August 18, 2025

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

Passed on Second Reading _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: October 13, 2025 **AGENDA ITEM #:** 6-b

SUBJECT: 2nd Reading – Rezone Property on West College St. from R-1 to PRD

BACKGROUND:

A rezoning request has been received from Wolfe Development GP to rezone 1 tract of land from R-1 to PRD off West College Street and West Jackson Boulevard. The PRD is a Planned Residential Development District. A conceptual plan has been submitted to show a proposed 4 dwelling units. The concept plan is for illustration purposes only and is not for consideration at this time. The subject property is further identified on Washington County Tax Map 59-D, Group A, Parcel 1.00, totaling approximately 3.47 acres. The 4 units shown on Parcel 1.00 are considered low density based on the tract totaling 3.47 acres. The subject property as you can see on the concept plan is an extension of an already approved development plan "Wolfe Miller Drive Subdivision". The other tract totaling 7.06 acres was approved for rezoning in August 2024 from R-1 to PRD so the connection of Parcel 1.00 to the development tract is contiguous with the existing PRD zoned tract of land.

The PRD zone was established to encourage a residential design that is not based on a minimum lot size, but on a plan that considers the terrain, the drainage ways, and the design varies to meet the existing environmental factors. You grade streets and actual house locations, but grading is kept at a minimum. Owners may have less yards, but there are open spaces built into the development. There is more flexibility of design and more clustering of dwellings with more usable open space for the preservation of natural features.

The current R-1 zoning density for the 3.47 acres is 10 dwellings with no open space requirements. The proposed rezoning to PRD shows 4 dwellings with open space requirements. The immediate area of the subject tract of land are various zones including R-1 low residential density, B-3 Arterial Business, R-2 medium residential density, and PRD.

Zoning Districts Adjacent to the Subject Tract

North: R-1 South: B-3 East: R-2 West: PRD

Again, the request for a rezoning to PRD is a reasonable request and the proposed 4 units are in character with the immediate area, including the previous approvals for the Wolfe Miller Drive Subdivision plans. The Planning Commission recommended the rezoning from R-1 to PRD to the Board of Mayor and Aldermen (BMA) at their August 19, 2025, scheduled meeting. The BMA approved the rezoning on first reading at their September 8, 2025, scheduled meeting.

RECOMMENDATION:

Approve rezoning of the Wolfe Development GP tract of land from R-1 to PRD as identified on Washington County Tax Map 59-D, Group A, Parcel 1.00, on Second and Final Reading.

ORDINANCE NO. 2025-10

**AN ORDINANCE TO REZONE CERTAIN PROPERTY WITHIN THE
CORPORATE BOUNDARIES OF JONESBOROUGH, TENNESSEE
FROM R-1 (LOW DENSITY RESIDENTIAL DISTRICT) TO PRD
(PLANNED RESIDENTIAL DISTRICT)**

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

SECTION 1. That Jonesborough, Tennessee Zoning Ordinance Map which was adopted
and enacted as part of the zoning ordinance be amended as follows:

That Parcel 1.00 on Washington County Tax Map 59-D, Group A containing
a total of approximately 3.47 acres located off West College Street and
West Jackson Boulevard be rezoned from R-1 (Low Density Residential)
District to PRD (Planned Residential District)

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

Approved by the Planning Commission August 19, 2025

Passed on First Reading September 8, 2025

Public Hearing Held October 13, 2025

Passed on Second Reading _____

Approved and Signed in Open Meeting _____
KELLY WOLFE, MAYOR

Attest: _____
JANET JENNINGS, RECORDER

Approved as to Form: _____
JAMES R. WHEELER, TOWN ATTORNEY



TOWN OF JONESBOROUGH

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

Jonesborough:

Planning Commission; Board of Zoning Appeals;
Design Review Commission; Board of Mayor & Alderman

Owner/Applicant: Wolfe Development Phone Number: _____
Representative: Todd Wood
Attending Meeting: Todd Wood Phone Number: 423-791-4730
Site Location/Area: W. College St

Describe reason for Request Review:

☐ Major Subdivision Plat ☐ Site Plan ☐ Design Review ☒ Rezone ☐ Annexation ☐ Variance ☐ Other

Submittals Included:

Plan for Rezoning R-1 to PRD

FOR STAFF USE ONLY:

Zoning District: R-1 Development Type: ☐ Single Family ☐ Multifamily ☐ PUD ☒ PRO ☐ Commercial

Setbacks: Front _____ Side _____ Rear _____ Tax Map: _____ Group: _____ Parcel ID: _____

☒ Planning Commission ☐ Board of Zoning Appeals ☐ Design Review Commission ☐ BMA

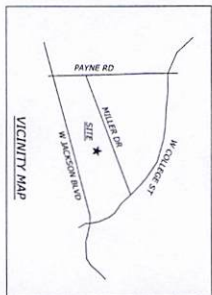
Next Meeting Date & Time: 8-19-25 Application Due Date: 8-1-25

Owner/Applicant declares that by signing below that the information given on this application is accurate and that they are affirming that the owner/ applicant/ representative will be present at the meeting on the above date.

Fee (see fee schedule): \$ 1500 Date of Payment: 7-28-25

Owner Signature/Applicant: [Signature] Date: 7-28-25

Rec # 18887



- SURVEY INFORMATION PROVIDED BY:**
MECOY LAND SURVEYING
806 E. JACKSON BLVD #11
JONESBORO, TN 37659
(423) 753-9192

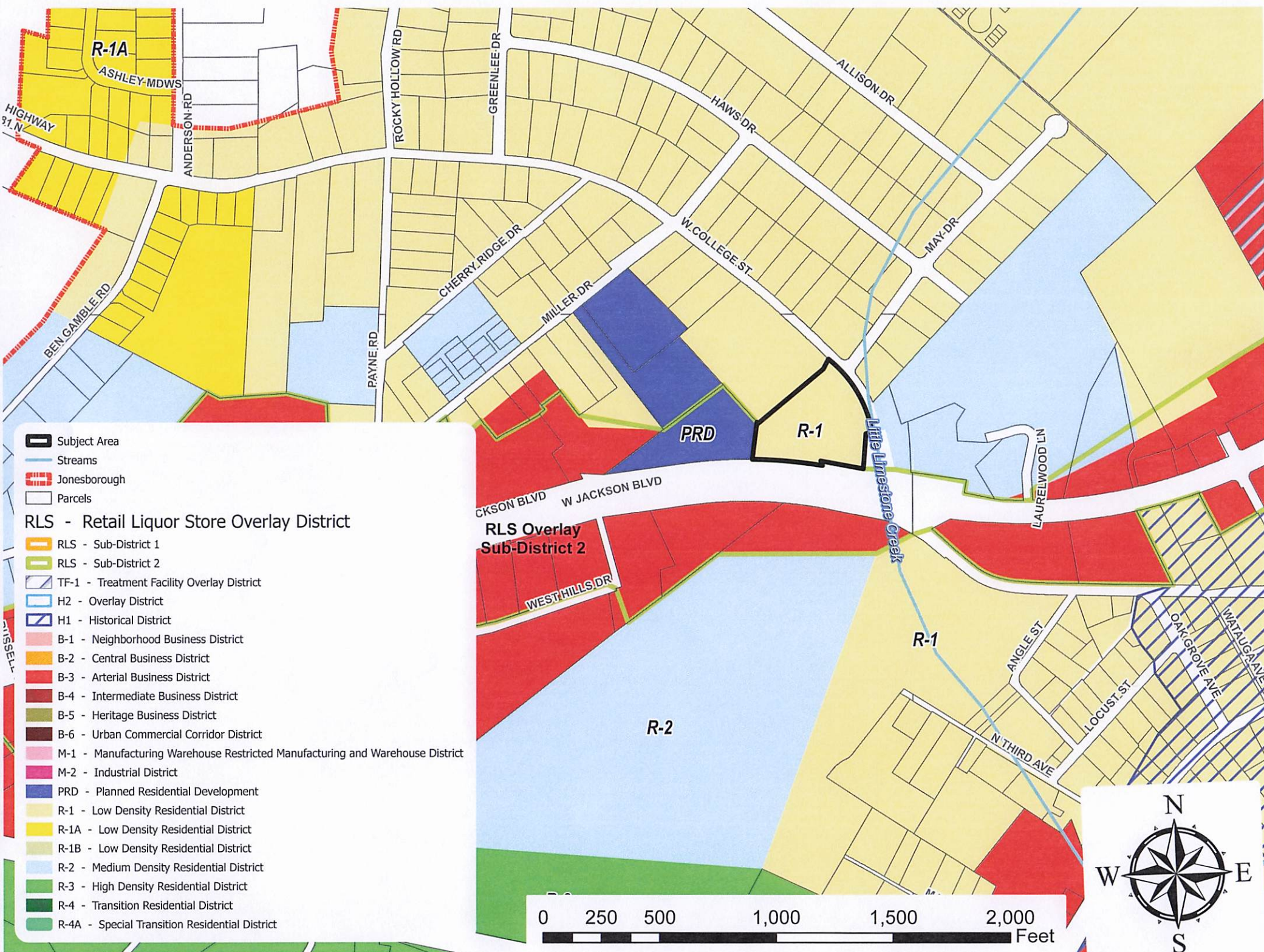
7/25/2025

C1.0

Town of Jonesborough
Rezoning Request
R-1 Zoning District to PRD Zoning District
BMA Meeting: 10/13/2025

Washington County - Parcel: 059D A 001.00





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

DATE: October 13, 2025 **AGENDA ITEM #:** 6-c

SUBJECT: Change November BMA Meeting Date to November 3, 2025

BACKGROUND:

The regularly scheduled meeting of the BMA for November 10, 2025 was changed at the August BMA meeting to November 17th. This date needs to be changed to November 3, 2025.

RECOMMENDATION:

Reschedule the Board of Mayor and Aldermen November 10, 2025 meeting to November 3, 2025.

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

DATE: October 13, 2025 **AGENDA ITEM #:** 7-a

SUBJECT: Reappointments to the Jonesborough Regional Planning Commission

BACKGROUND:

The terms of the following members of the Jonesborough Regional Planning Commission are up for renewal/reappointment as follows:

Member Name	Term Expiring	Reappointment Term (4 Years)
Jimmy Rhein	August 2025	August 2029
Frank Collins (Historic Zoning Representative)	August 2025	August 2029
Robin Harpe	October 2025	October 2029
Bill Graham	October 2025	October 2029

The Planning Commission members have been diligent in their work for our planning region, acting on subdivision plans, commercial plans, rezonings, annexations, variances, home occupations, design reviews, etc. I am recommending that the current members be reappointed.

RECOMMENDATION:

Approve the reappointment of members to their Reappointment Term (4 Years), as presented.

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

DATE: October 13, 2025 **AGENDA ITEM #:** 7-b

SUBJECT: Senior Center Changes to Policy and Procedures

BACKGROUND:

Senior Center Director Mary Regen is requesting BMA approval of an amendment to the Senior Center's Policies and Procedures (see Memo attached) as highlighted in yellow. The Senior Center Advisory Board approved the policy and procedure changes at their August 28, 2025, meeting.

Memo:

To: Glenn Rosenoff

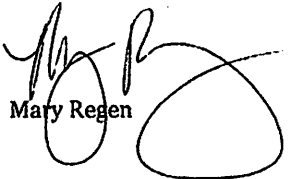
From: Mary Regen

Date: 9/19/2025

Re: Changes to Policy and Procedures for the Senior Center

Please find included the recommended changes to the Jonesborough Senior Center's Policy and Procedures, highlighted in yellow. These changes were reviewed and recommended by the Senior Center Advisory Board, minutes included. Our Policy and Procedures, Conflict of Interest and Bylaws are reviewed annually and as needed by the Advisory Board. Thank you for your time and consideration for this request.

Respectfully submitted,


Mary Regen

RECOMMENDATION:

Approve the amended Senior Center Policies and Procedures, as presented.



MISSION STATEMENT

The mission of the Jonesborough Senior Center is to be a community focal point for people 50 years of age and older. The senior center is designed to enhance the quality of life for our members by providing a place to be active, fit and connected. Our focus is on healthy aging through social engagement, physical well-being, civic involvement, creativity and lifelong learning.

STAFF PLEDGE

We pledge to work together to create a warm and friendly environment for our members and guests. We will strive to provide the best service for all and uphold the mission of the senior center. We commit to reach out to our community and organizations to partner to help those in need of support and assistance.

POLICIES AND PROCEDURES

To be a member of the senior center, one must be 50 years old or older. All members must complete a membership application. Participants in community events at the Jonesborough Senior Center, who are not members may be subject to fees for each activity in which they are participating.

MEMBERS

STANDARDS OF CONDUCT:

This Standards of Conduct policy establishes expectations for respectful conduct by all individuals within the Senior Center building/grounds to ensure a safe, welcoming, and productive environment for members, visitors and staff.

The Senior Center is committed to fostering a culture of respect, safety, and civility within the building and on our grounds. All individuals are expected to behave in a manner that upholds the dignity and rights of others, refrains from disruptive or abusive conduct, and respects public property.

- Treat other participants, staff and guest speakers in a courteous and respectful manner.
- Take pride in the center by keeping it clean; dispose of litter and recyclable materials in the appropriate containers. Leave the restrooms in a condition that is suitable for others to use. If a member has a restroom problem and needs help, one of the staff members should be immediately notified.
- Refrain from inappropriate or offensive conduct towards staff, other members, and guests. Any act or threat of physical harm or violence, harassment or inappropriate sexual, racial, religious, homophobic, cultural or other inappropriate behavior will not be tolerated and is grounds for restriction of privileges at the center, or suspension from the senior center.
- All tobacco use is prohibited, including but not limited to smoking, dipping, and vaping anywhere in the senior center. All smoking, dipping, and vaping must be done outside and at least 100 feet from the senior center building. Alcohol consumption is not allowed in the senior center building, parking lot or in senior center vehicles.
- Normally, children under the age of 16 may not participate in the senior center activities or visit on a regular basis, without prior authorization. The exceptions are intergenerational activities, and these are scheduled.

EMERGENCY PLANS

- The Jonesborough Senior Center has a sprinkler system, and the fire alarm system is monitored continuously. The building is designed to reduce the possibility of a life-threatening situation, and an emergency plan is in place. The Emergency Procedure Manual is available for member review; and a copy can be found at the reception desk, senior center director's office, nutrition coordinator's office, Wellness Resources office and Fitness Center. Evacuation routes are posted in main office, clinic and in the hallway.

TRANSPORTATION PARTICIPATION POLICY

Transportation is available through Net Trans to and from the senior center Monday through Friday. Transportation can be set up by contacting the senior center staff.

Transportation for senior center trips is provided by the senior center staff and volunteers.

Passengers in vehicles operated by the Jonesborough Senior Center and Net Trans must abide by the following procedures:

- Always listen to driver.
- Remain seated while the vehicle is in motion, with the seat belt on, and remain seated until the vehicle comes to a complete stop.
- Be courteous and communicate pleasantly with all other passengers, staff and driver.
- When feeling sick or nauseous, let the driver or a staff person know immediately.

TRIP SIGN-UPS/PAYMENTS

- Participants must register in advance for all trips.
- Trips may require fees or deposits, which must be received on or before the deadline date. Cancellation and refund requirements will be listed for each trip requiring fees and reservations. Members need to read travel and payment requirements and understand them before committing themselves to a trip.
- Refunds will not be given for any trip that requires a reservation commitment or payment in advance by the senior center. In the event of a cancellation, every effort will be made to refund money on trips cancelled with proper notice, i.e., another member is able to fill in and pay for the spot of the member who cancelled.

MEALS

- Lunch is provided Monday, Tuesday, Thursday and Friday for a suggested donation of \$3.00. On Wednesday, lunch will be provided by Café Connection for a suggested donation of \$5.00. A 3-day notice needs to be given to the nutrition site coordinator, for those interested in meals. Homebound Meals are also available. If a member is interested in receiving homebound meals, he or she may sign up through the options counselor at 753-1081.

LOST AND FOUND

- If a member has lost or misplaced a personal item, check with staff to see if it has been turned into the office. The Jonesborough Senior Center is not responsible for lost or stolen items.

EXERCISE ROOM AND FITNESS ROOM POLICY

- Only current members may use the Group Exercise Room and Fitness Center during normal operating hours.
- All participants are required to have an orientation on the proper use of equipment before using the Fitness Center. Members must also complete and sign the Equipment Use Agreement. Blue fitness bands, which are provided at orientation, must be visible while in the Fitness Center.
- A complete list of rules is posted in the Group Exercise Room and Fitness Center.
- No food or drink are permitted in the Group Exercise Room and Fitness Center other than water in a container with a closable lid. Food and drink in the Billiards Room is also limited to water in a container with a closable lid except during a tournament. Food and drink during a billiards tournament will be provided by staff only.
- Members who feel they are hurt or injured at the senior center must report the injury immediately, and an incident report must be filled out by a staff person. Emergency call buttons are in each room of the senior center and are to be used only in the event of an emergency. Staff will assist, to the extent possible, the members in obtaining any medical assistance needed. If emergency assistance is needed, 911 will be contacted and a staff person will remain with the member until help arrives.

STORAGE POLICY

- Due to limited storage space, only program supplies will be stored at the senior center.

PET POLICY

- Pets are not allowed in the senior center unless they are service animals. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

WEAPON POLICY

- No firearms, weapons or other dangerous devices are allowed in the senior center.

NO SOLICITATION/ NO SALES

- The senior center maintains a no solicitation/ no sales policy. All presentations will be for educational purposes only.
- The senior center will not allow any sales events. Companies that sell Medicare products must follow guidelines for the Centers for Medicare and Medicaid Services (CMS).
- Any items sold inside the senior center must have prior approval from senior center director, i.e., Senior Center Craft Show. Items may be sold inside the senior center for fundraising for the senior center.
- The exception to this policy would be a rental, where an outside group or individual has rented the space and is selling personal items (these events will be clearly marked).

VENDORS/ VISITORS/ GUESTS

- Vendors are permitted by appointment and scheduled maintenance; all vendors are required to check in at the front desk.
- Visitors seeking membership and taking tours are welcome in the senior center.
- Guests are permitted by signing in the guest logbook, paying the current guest fee, and wearing a guest badge. Guests will be permitted as long as it does not interfere with a member's enjoyment of the center. Guests are not permitted to participate in an activity designated for a member (for example, Bingo, where there is a limited number of prizes).

CONFIDENTIALITY POLICY

- All information regarding a participant is confidential and may be disclosed only with written notice from the participant or proof of legal guardianship authorizing access to private information. Participant information will only be released to paramedics in the event of an emergency. Care will be taken to secure all files in a locked office. All records will be open to any federal, state or contractor auditor during their regular audits.

VOLUNTEERING

- The Jonesborough Senior Center has many opportunities for volunteering. Whether members are interested in volunteering at the senior center or in the community, the time and talents of members are appreciated. Volunteers may record their hours and turn them in monthly to the senior center. The center submits the recorded hours to the First Tennessee Area Agency on Aging and Disability (FTAAAD). These hours help the center with funding, so volunteer service is appreciated. A volunteer application can be picked up at the center.

GRIEVANCE PROCEDURE

- The Jonesborough Senior Center will provide a means to ensure fair handling of participant complaints and grievances. A grievance is identified as any dispute regarding the meaning, interpretation or alleged violation of these policies, procedures, or services. Any member involved in the Jonesborough Senior Center who feels that he or she has not been treated fairly may appeal any decision rendered by filing a grievance.

PROCEDURE

- Participants who have a complaint or problem should first try to resolve it through discussion with a staff member at the Jonesborough Senior Center.
- If the member does not believe the problem or complaint has been satisfactorily resolved, he/she will have the right to discuss it with the Senior Center director who will conduct a review. In the absence of the director, the assistant director has the authority to take measures required.
- The Senior Center director will render his/her decision and comments in writing and return them to the member within ten working days. The Senior Center director has the authority to restrict members from the Center; take any other measure of action required to rectify situation; or, if needed, report incident to police.
- Should the member not be satisfied with the resolution to their grievance the member may communicate the grievance in writing to the Town of Jonesborough town administrator within ten working days.

JONESBOROUGH AREA SENIOR CITIZENS ADVISORY COMMITTEE

Minutes for August 28, 2025

Members Present: Joe Allison
Lorena Craddock
Phyllis Fabozzi
Charlene MacIntyre
Tom Pardue
Mike Willis
Pat Wolfe

Members Absent: Pauline Douglas
Carlos Turriate
Hing Wong

Senior Center Staff Present: Mary Regen

Next Meeting: September 25, 2025 at 4:00 p.m.

1. Call to Order:

Meeting was called to order by Tom Pardue. Pat Wolfe led the Committee in the Pledge of Allegiance and Tom Pardue led the Committee in Prayer.

2. Approval of Minutes

Minutes from the July 24, 2025 meeting were reviewed. A motion to approve was made by Phyllis Fabozzi. Seconded by Mike Willis. Approved by unanimous Committee vote.

3. Financial Accounts Review

Mary Regen provided handouts detailing July statement balances. Special projects balance through July is \$33,960.72. Up-to-date balance is \$31,643.33. First Horizon credit card statement was presented. MyRide account balance is \$1,442.97. Benevolence balance is \$1,593.52. Cafe Connection balance is \$2,124.44. Trip Fund is \$245.93. Hurricane Helene fund has been closed out. Funds were used to purchase blinds for a flood victim and also a window unit air conditioner for another person who had no a/c. Pool Table Fund is \$15,200.00. A motion to approve the July financial accounts was made by Lorena Craddock. Seconded by Pat Wolfe. Approved by unanimous Committee vote.

4. Old/Unfinished Business

There was no old, unfinished business to be reviewed.

5. New Business – Mission Statement / Policy and Procedures

Discussion was held on the proposed new Mission Statement including Policies and Procedures dated August 28, 2025. A motion to approve all changes to the Policies and Procedures was made by Mike Willis. Seconded by Phyllis Fabozzi. Approved by unanimous Committee vote.

6. New Business – Brain Olympics

Mary advised the 2025 Brain Olympics will be held at Johnson City Senior Center on October 24th. Lunch would be served at 11:00 a.m. Games will begin at 12:00 p.m. The Jonesborough Senior Center will be sending two teams of three people each this year.

7. New Business – Craft Show

Mary Regen advised this year's Fall Craft Show would be held Saturday October 25th from 10:00 a.m. to 2:00 p.m. All tables have been sold. Phyllis Fabozzi will oversee the Bake Sale. Lorena Craddock and Sue Elwell will assist in the kitchen along with Joe Allison. Pat Wolfe will collect the money. Mary to ask for staff and committee members to make soup, chili and cornbread.

8. New Business – 10 Year Anniversary and Tree Lighting.

Mary advised that since this year is the Center's 10 year anniversary, an Open House will be held on December 5th from 4:00 to 5:30. Tree Lighting at Lincoln Park to begin at 6:00 p.m. The evening will have catered food, live music and a video is being produced on the Center. Stations will be set up throughout the Center and will be manned by staff and Advisory Board.

9. New Business – Christmas at Lincoln Park Tree Sales

Mary advised Christmas Tree sales have begun. Ten trees have already been reserved. Mary will promote the event on WJHL on September 9th. Profits from the Tree Lighting go to the Benevolence Fund.

10. New Business – Christmas Blessing Tree

Mary advised that this year the Center will be sponsoring the Angel Tree which will be known as the Blessing Tree.

11. New Business – Pool Table Fund Donation Request

Mary advised that a group of the billiards players have donated a total of \$15,200 towards the purchase of two new billiard tables. The players have asked the Center for a donation of the remaining balance of \$850. Discussion was held on how the current tables would be sold and how funds need to be used.

A motion was made by Lorena Craddock authorizing the Center to use \$850 from savings as a donation towards the purchase of two billiards tables which will be located at the Center. The motion was seconded by Charlene MacIntyre and approved by unanimous Committee vote.

12. Upcoming Events, Trips and Programs

Mary advised the Chattanooga trip deadline for sign-up is September 16th. Currently one member has signed up. A decision will be made after September 16th whether or not to postpone the trip. Mary is going to send out a Q & A asking for feedback on destinations and price point that members would be interested in.

Mary reviewed events that took place recently which included hikes, senior swim night, bowling. All have been a success.

Mary discussed the possibility of a “surprise” Café Connection free day in November and also discussed possible move of water aerobics from the hotel pool to Wetlands Water Park next summer.

Mary requested a new picture of the Advisory Board. This will be done at our October 23rd meeting.

Motion to adjourn made by Pat Wolfe. Seconded by Joe Allison. Approved by unanimous Committee vote.

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

DATE: October 13, 2025 **AGENDA ITEM #:** 7-c

SUBJECT: EDA Grant Application –Water Treatment Plant Upgrade Project

BACKGROUND:

The EDA resolution reflects the need for repairs and improvements at the water intake during our post-flood infrastructure damage assessments that were caused by Hurricane Helene last year. Our engineers as GRW provided a brief description of the scope of the project (which is substantial) below:

This project will allow the Town to maintain a reliable water system and continue to provide a reliable source of potable water for the community, the option to repair and replace items at the existing intake structure and protect the facility from future damage is the best and most cost-effective option.

The proposed project consists of the construction of twin 24" ductile iron raw water lines, replacement of airburst piping that is used to clean and blow material off the intake screens, new intake screens, construction of a concrete barrier wall to protect the screens and the raw water lines from future damage, the replacement of the grit removal pumps in the intake wet well, and repair of the existing water plant filters that have been damaged due to the high levels of sand and mud that entered the plant during the flood event.

The total cost of the project is \$3,575,000, and the EDA grant will cover \$2,851,000. The remaining \$724,000 is funded through the Helene Emergency Assistance Loan Program (HEAL) as previously approved by the BMA on November 12, 2024. The HEAL program is a 0% loan Governor Lee rolled out for areas affected in Tennessee to assist utilities like ours to pay for recovery costs while FEMA works to evaluate reimbursement requests across the state. All identifiable damages within our utility system have been submitted for reimbursement to FEMA, with the goal of capturing the highest reimbursements we are eligible for.

RECOMMENDATION:

Approve the Resolution for the Town of Jonesborough to make and sign an application for \$2,851,000 of EDA funds to assist in the water intake infrastructure upgrades at an estimated total cost of \$ 3,575,000, as presented.

RESOLUTION NO. 2025-19
BEFORE THE TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMAN

WHEREAS, the Town of Jonesborough recognizes the need to upgrade the existing water intake in order to provide the necessary infrastructure to serve the residents and industries located within the Town of Jonesborough;

WHEREAS, the Town of Jonesborough needs assistance of grant funds in order to complete the project; and

WHEREAS, the Town of Jonesborough understands that the Economic Development Administration (EDA) program provides assistance for this purpose; and

NOW, THEREFORE, BE IT RESOLVED for the Town of Jonesborough to make and sign an application for **\$2,851,000** of EDA funds to assist in the water intake infrastructure upgrades at an estimated total cost of **\$ 3,575,000**.

BE IT FURTHER RESOLVED that the Town of Jonesborough commits matching funds for the project in the amount of **\$724,000 to come from the water fund**. In addition to the match, the Board authorizes the Town Administrator to sign any and all documents, contracts, assurances and forms of compliance necessary to effectively complete this application.

THIS RESOLUTION WAS DULY PASSED AND APPROVED ON THE 13TH DAY OF OCTOBER, 2025.

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 13, 2025 **AGENDA ITEM #:** 7-d

SUBJECT: USDA Resolution Related to Funding for New Water Treatment Plant

BACKGROUND:

As you are aware, the BMA approved the bid award for the new Water Treatment Plant to Judy Construction Company for the base bid amount of \$37,438,375.00.

As a first step in the funding process through USDA, the attached USDA Loan Resolution recognizes a portion of the overall costs of the project in the amount of 15 million of indebtedness. As our plan is to break out the project with USDA under several bonds, the BMA will continue to receive further USDA Resolutions for approval during the scope of the project.

RECOMMENDATION:

Approve the USDA Loan Resolution for the Water Treatment Plant Upgrade Project, as presented.

LOAN RESOLUTION
(Public Bodies)A RESOLUTION OF THE Mayor of Board and AldermanOF THE Town of Jonesborough

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Water Treatment Plant

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Jonesborough

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

Fifteen Million & 00/100pursuant to the provisions of Laws of the State of Tennessee; and**WHEREAS**, the Association intends to obtain assistance from the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:**NOW THEREFORE**, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

11. To acquire and maintain such insurance and fidelity bond coverage as may be required by the Government.
12. To establish and maintain such books and records relating to the operation of the facility and its financial affairs and to provide for required audit thereof as required by the Government, to provide the Government a copy of each such audit without its request, and to forward to the Government such additional information and reports as it may from time to time require.
13. To provide the Government at all reasonable times access to all books and records relating to the facility and access to the property of the system so that the Government may ascertain that the Association is complying with the provisions hereof and of the instruments incident to the making or insuring of the loan.
14. That if the Government requires that a reserve account be established, disbursements from that account(s) may be used when necessary for payments due on the bond if sufficient funds are not otherwise available and prior approval of the Government is obtained. Also, with the prior written approval of the Government, funds may be withdrawn and used for such things as emergency maintenance, extensions to facilities and replacement of short lived assets.
15. To provide adequate service to all persons within the service area who can feasibly and legally be served and to obtain USDA's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Association or public body.
16. To comply with the measures identified in the Government's environmental impact analysis for this facility for the purpose of avoiding or reducing the adverse environmental impacts of the facility's construction or operation.
17. To accept a grant in an amount not to exceed \$ 2,600,000.00

under the terms offered by the Government; that the Mayor

and Town Administrator of the Association are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant; and to operate the facility under the terms offered in said grant agreement(s).

The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instrument, shall be binding upon the Association as long as the bonds are held or insured by the Government or assignee. The provisions of sections 6 through 17 hereof may be provided for in more specific detail in the bond resolution or ordinance; to the extent that the provisions contained in such bond resolution or ordinance should be found to be inconsistent with the provisions hereof, these provisions shall be construed as controlling between the Association and the Government or assignee.

The vote was: Yeas _____ Nays _____ Absent _____

IN WITNESS WHEREOF, the Mayor of Board and Alderman of the

Town of Jonesborough has duly adopted this resolution and caused it

to be executed by the officers below in duplicate on this _____, _____ day of _____

(SEAL)

By

Kelly Wolfe

Attest:

Title

Mayor

Title Glenn Rosenoff, Town Administrator

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

DATE: October 13, 2025 **AGENDA ITEM #:** 7-e

SUBJECT: LPRF Resolutions for Hiring Admin Services and Engineering Services

BACKGROUND:

On March 17, 2025, the BMA approved the Resolution authorizing the Town of Jonesborough to apply for the 2025 Local Parks and Recreation Fund Grant (LPRF) as part of the First Frontier Trail initiative. The town's application has been funded and in accordance with State procurement documentation guidance, Request for Qualification letters were sent to at least three **administration firms** and three **engineering firms**. Letters for administration were sent to Vantage Consulting Services, Community Development Partners, LLC, and Grassroots Planning and Consulting. Letters for engineering were sent to Ardurra Engineering, Robert Campbell and Associates, and DTWood Engineering, Inc.

The town received one response each for RFQs on administration from Community Development Partners LLC and engineering from DTWood Engineering, Inc.

Staff completed the required evaluation/scorecard regarding qualifications (see attached scoring). Both companies scored very high and have a long history of providing great services in their respective capacities to the town.

RECOMMENDATION:

1. Approve the Resolution for Community Development Partners, LLC to provide the Town of Jonesborough with **Administrative Services** as part of TDEC's 2025 Local Parks and Recreation Fund grant program.
2. Approve the Resolution for DTWood Engineering, Inc to provide the Town of Jonesborough **Engineering Services** as part of TDEC's 2025 Local Parks and Recreation Fund grant program.

RESOLUTION NO. 2025-21
TOWN OF JONESBOROUGH, TENNESSEE
FOR
ADMINISTRATIVE SERVICES

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

WHEREAS, the Mayor and Board of Aldermen of the Town of Jonesborough find it in the Town's best interest to secure the assistance of an experienced and qualified professional administrative management services firm to assist in preparing and administering the Town's 2025 LPRF program; and

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

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

NOW, THEREFORE BE IT RESOLVED that the Mayor and Board of Aldermen of the Town of Jonesborough hereby select Community Development Partners, LLC to provide assistance in administration of the Town's 2025 LPRF grant project.

READ AND ADOPTED this the _____ day of _____, 2025.

Kelly Wolfe
Mayor

ATTEST:

Janet Jennings
Town Recorder

RESOLUTION NO. 2025-22
TOWN OF JONESBOROUGH, TENNESSEE
FOR
ENGINEERING SERVICES

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

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

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

WHEREAS, the Town of Jonesborough has determined that DTWood Engineering, Inc. has the most appropriate experience, background, and qualifications to provide said services; and

WHEREAS DT Wood Engineering, Inc. will assist in the engineering design and implementation of the project.

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

READ AND ADOPTED this the _____ day of _____, 2025.

Kelly Wolfe
Mayor

ATTEST:

Janet Jennings
Town Recorder

Jonesborough, Tennessee

STATEMENT OF QUALIFICATIONS - EVALUATION WORKSHEET

ADMINISTRATIVE SERVICES

In response to the solicited Parks & Recreation Grant Application for Administrative Services for Jonesborough's FY 2025 Parks and Recreation Grant application, submittals were received from the following firms on or before the designated deadline of September 3rd, 2025.

- A. Community Development Partners LLC
- B. _____
- C. _____

The following summarizes the evaluation made of these responses with respect to the previously established evaluation criteria:

	SCORING		
	A	B	C
1. Specialized Experience or technical expertise of firm in connection with type of services to be provided. Maximum 20 points	20		
2. Past record of performance on State and Federally funded projects with community and other clients including quality of work, timeliness, and cost control. Maximum 20 points	20		
3. Capacity of firm to perform work, considering current and planned workload. Maximum 20 points	20		
4. Familiarity of firm with TDEC Program. Maximum 20 points	20		
5. Familiarity with local conditions. Maximum 20 points	18		
Total score out of 100 possible points	98		

Based on the foregoing evaluation,

Community Development Partners LLC
is determined to be the most qualified organization to undertake the solicited TDEC application preparation and project administration services and is recommended for contract award. In the event that the parties are unable to negotiate and agree upon a contract price, the next highest rated firm will begin negotiations.

Approved by:

Glenn Rosenoff

Town Administrator

Name

Title

Signature

Date

9-4-25

Jonesborough, Tennessee

STATEMENT OF QUALIFICATIONS - EVALUATION WORKSHEET
ENGINEERING SERVICES

In response to solicitations for Statements of Qualifications for Engineering Services for the FY 2025 Parks & Recreation Grant, submittals were received from the following firms on or before the designated deadline of September 3rd, 2025.

- A. DT Wood Engineering, Inc.
- B. _____
- C. _____

The following summarizes the evaluation made of these responses with respect to the previously established evaluation criteria:

SCORING			
	A	B	C
1. Specified experience or technical expertise of firm in connection with services provided. Maximum 20 points	<u>18</u>	_____	_____
2. Past record of performance on contracts with community and other clients including quality of work, timeliness, and cost control. Maximum 20 points	<u>18</u>	_____	_____
3. Capacity of firm to perform work within time limitations, taking into consideration current and planned workload of firm. Maximum 20 points	<u>17</u>	_____	_____
4. Familiarity with TDEC Program and eligibility requirements. Maximum 20 points	<u>19</u>	_____	_____
5. Familiarity with Local Conditions. Maximum 20 points	<u>19</u>	_____	_____
Total score out of 100 possible points	<u>91</u>	_____	_____

Based on the foregoing evaluation,

DT Wood Engineering, Inc.

is determined to be the most qualified firm to carry out the design services on the 2025 Parks & Recreation Project and is recommended for contract award. In the event that the parties are unable to negotiate and agree upon a contract price the next highest rated firm will begin negotiations.

Approved by:

Glenn Rosenoff

Town Administrator

Name

Title

[Signature]

Signature

Date 9-4-25

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

DATE: October 13, 2025 **AGENDA ITEM #:** 7-f

SUBJECT: Resolution to Amend Jonesborough Fire District Map & Interlocal Agreement for the Fire Service Automatic/Mutual Aid Response between Town of Jonesborough and Washington County

BACKGROUND:

There are two fire related actions before the Board, (1) a proposed resolution to adopt an amended Jonesborough Fire District Map, and (2) an Interlocal Agreement for fire service automatic/mutual aid response between the Town of Jonesborough and Washington County.

1. Resolution Adopting an amended Jonesborough Fire District Map

The proposed Resolution adopts an amended Jonesborough Fire District Map developed in coordination with Washington County to adjust and reduce the Town's primary fire service response area serving Jonesborough and Washington County. This plan is intended to better align with current development patterns, emergency response times, and deliver the most efficient emergency and fire protection services.

The Washington County Board of Commissioners have approved an amended Washington County Fire Zones map, which includes the amended Jonesborough Fire Zone. Exhibit A of the Resolution refers to a separate map (attached) titled "Jonesborough Fire District Map". Washington County has already approved additional funding to support Jonesborough fire services as part of the county's adopted FY26 budget.

2. Interlocal Agreement for fire service automatic/mutual aid response between the Town of Jonesborough and Washington County

Operations Manager/Public Safety Director Craig Ford prepared a very detailed interlocal agreement for fire service automatic/mutual aid response between the Town of Jonesborough and Washington County. This agreement was prepared with the same coordinated efforts in establishing the new Jonesborough Fire District Map boundaries. Of key importance is that the Jonesborough Fire Department will provide automatic aid in the form of simultaneous dispatch to the locations listed below:

- David Crockett High School, 684 Old State Route 34, Jonesborough
- BWXT Technologies, 1367 Old State Route 34, Jonesborough
- Bright Zoo, 3425 US-11E, Limestone
- Sungwoo, 115 Precision Blvd, Telford
- EBM-Papst, 655 Performance Dr, Telford
- Koyo, 146 Cutting Edge Ct, Telford
- Grandview School, 2891 US-11E, Telford

The agreement covers what is necessary to promote a harmonious fire service relationship between the town and county and fire protection services outside of the Jonesborough's Fire District boundary.

RECOMMENDATION:

1. Approve the Resolution to Amend the Jonesborough Fire District Map, the boundary map represented as Exhibit A, as presented.
2. Approve the Interlocal Agreement for fire service automatic/mutual aid response between the Town of Jonesborough and Washington County, as presented.

RESOLUTION NO. 2025-23

A RESOLUTION TO AMEND THE JONESBOROUGH FIRE DISTRICT MAP

WHEREAS, the Town of Jonesborough, in cooperation with Washington County, Tennessee, has reviewed the boundaries of the existing Jonesborough Fire District to ensure the most efficient delivery of emergency and fire protection services; and

WHEREAS, the Town and County have worked jointly to reduce and adjust the primary service area boundaries to better align with current development patterns, emergency response times, and

WHEREAS, it is necessary to formally amend and adopt the updated Jonesborough Fire District Map to reflect these boundary adjustments; and

WHEREAS, the Town of Jonesborough Board of Mayor and Aldermen finds that the amended Jonesborough Fire District Map promotes effective public safety service delivery and serves the best interests of the residents of Jonesborough and Washington County.

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

1. The amended ***Jonesborough Fire District Map***, as prepared as “***Exhibit A***”, is hereby adopted as the official Jonesborough Fire District Map for the Town of Jonesborough.

2. The adopted map shall replace any previous versions of the Jonesborough Fire District Map.

3. The Town Administrator, Public Safety Director, or Fire Chief are authorized to provide notice of the updated district boundaries to the Washington County Emergency Communications District, and any other applicable local, state, or federal agencies.

4. This Resolution shall take effect immediately upon its adoption, the public welfare requiring it.

Adopted this 13th day of October 2025.

Kelly Wolfe, Mayor

ATTEST:

Janet Jennings, Town Recorder

APPROVED AS TO FORM:

James R. Wheeler, Town Attorney

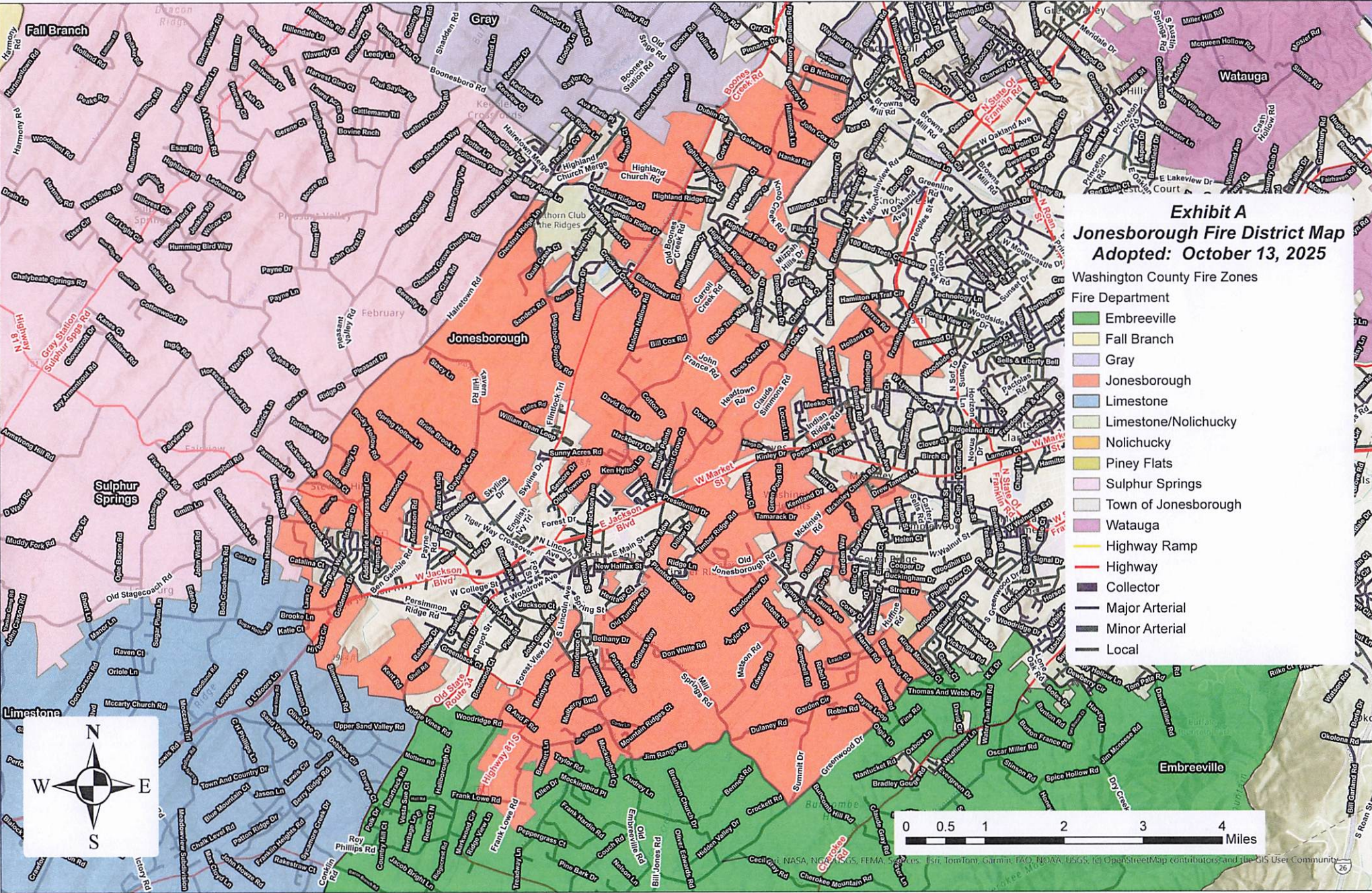


Exhibit A
Jonesborough Fire District Map
Adopted: October 13, 2025

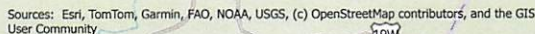
Washington County Fire Zones

Fire Department

- Embreeville
- Fall Branch
- Gray
- Jonesborough
- Limestone
- Limestone/Nolichucky
- Nolichucky
- Piney Flats
- Sulphur Springs
- Town of Jonesborough
- Watauga
- Highway Ramp
- Highway
- Collector
- Major Arterial
- Minor Arterial
- Local

0 0.5 1 2 3 4 Miles

Sullivan



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

DATE: October 13, 2025 **AGENDA ITEM #:** 7-g

SUBJECT: Consider Resolution 2025-24–Equipment Acquisition Capital Outlay Note Series 2025

BACKGROUND:

Presented for your consideration is Resolution 2025-24, a resolution authorizing the issuance of interest-bearing equipment acquisition capital outlay notes, in an amount not to exceed \$864,674.

During the 2025-26 budget process, the Board of Mayor and Aldermen approved capital projects for the General Fund, totaling \$1,677,384. Funding sources are outlined below:

- Auction Proceeds - \$186,927 – Three (3) Police Vehicles
- Debt Issue later in the fiscal year - \$625,783 – Nine (9) Police Vehicles and One (1) Fire Vehicle
- Debt Issue early in the fiscal year - \$864,674 – Various Departmental Vehicles and Equipment (see attached list for details)

The Tennessee Municipal Bond Fund (TMBF) has secured us an attractive interest rate of 4.64%. They are coordinating approval through the Comptroller's office and will administer the closing and reporting as we move through the loan process.

Average annual debt service on this loan will be approximately \$15,000 less than budgeted, however, I anticipate the debt service on the projects to exceed budget. The TMBF staff is currently working on the loan structure for the \$1,773,661 in capital projects. That resolution should be ready for consideration next month.

RECOMMENDATION:

Approve Resolution 2025-24, a resolution authorizing the issuance of interest-bearing equipment acquisition capital outlay notes, in an amount not to exceed \$864,674, as presented.

Town of Jonesborough
Debt Funded Capital
Fiscal Year 2025-26

Account Number	Description	Department	Budget	Life
Equipment				
310-47500-954-42100	Radio Replacement	Police	443,355.00	10
310-47500-945-42100	2nd 9-1-1 Line	Police	74,884.00	10
310-47500-949-42100	Special Event Equipment	Police	35,000.00	5
310-47500-954-42200	11 Portable Radios	Fire	68,310.00	10
310-47500-954-42200	3 Mobile Radios	Fire	22,125.00	10
310-47500-949-42200	Fit Test Machine	Fire	14,000.00	5
310-47500-942-43100	Mini Excavator w/boom	Streets	92,018.00	10
310-47500-942-43100	Trailer for Mini Excavator	Streets	14,995.00	6
310-47500-942-43100	Milling Machine	Streets	17,987.00	6
310-47500-942-44400	Lawn Mower	Parks & Rec	12,000.00	6
310-47500-942-44400	Gator for Tiger Park	Parks & Rec	15,000.00	6
310-47500-942-44400	Pressure Washer	Parks & Rec	5,000.00	5
310-47500-949-WETLD	Pool Heater	Wetlands	50,000.00	10
Total Equipment			864,674.00	

RESOLUTION NO. 2025-24

RESOLUTION OF THE TOWN OF JONESBOROUGH, TENNESSEE, AUTHORIZING THE ISSUANCE OF INTEREST BEARING EQUIPMENT ACQUISITION CAPITAL OUTLAY NOTES, SERIES 2025, IN AN AMOUNT NOT TO EXCEED \$864,674, AND PROVIDING FOR THE PAYMENT OF SAID NOTES

WHEREAS, the Board of Mayor and Aldermen (the "Board"), of the Town of Jonesborough, Tennessee (the "Municipality" or the "Town"), has determined that it is necessary and desirable to authorize, issue, sell, and provide for the payment of its interest bearing capital outlay notes for the purpose of financing the acquisition of equipment for various departments of the Town, including but not limited to, the Police, Fire, Streets, Parks and Rec, and Wetlands departments, and to pay all legal, fiscal, administrative, and engineering costs incident thereto (collectively, the "Project");

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

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

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

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

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

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

Section 2. Authorization. For the purpose of providing funds to finance the costs of the Project there shall be issued pursuant to, and in accordance with, the provisions of the Act, and other applicable provisions of law, the interest bearing capital outlay notes of the Municipality, in the aggregate principal amount of not to exceed \$864,674, or such lesser amount as may be determined by the Mayor of the Municipality (the "Mayor") at the time of sale (collectively, the "Notes", individually, the "Note").

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

the Note shall not exceed the reasonably expected weighted average life of the Project which is hereby estimated to exceed ten (10) years.

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

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

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

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

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

Section 7. Transfer of Notes. Each Note shall be transferable only on the Registration Books maintained by the Note Registrar at the principal office of the Note Registrar, upon the surrender for cancellation thereof at the principal office of the Note Registrar, together with an assignment of such Note duly executed by the owner thereof or its attorney or legal representative, and upon payment of the charges hereinafter provided, and subject to such other limitations and conditions as may be provided therein or herein. Upon the cancellation

of any such Note, the Note Registrar shall, in exchange for the surrendered Note or Notes, deliver in the name of the transferee or transferees a new Note or Notes of authorized denominations, of the same aggregate principal amount, maturity, and rate of interest as such surrendered Note or Notes, and the transferee or transferees shall take such new Note or Notes subject to all of the conditions herein contained.

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

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

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

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

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

Section 12. Levy of Taxes. For the purpose of providing for the payment of the principal of and interest on the Notes, to the extent required, there shall be levied in each year in which such Notes shall be outstanding a direct tax on all taxable property in the Municipality, fully sufficient to pay all such principal and interest falling due prior to the time of collection of the next succeeding tax levy. Said tax shall be assessed, collected, and paid at the time, and in the same manner, as the other taxes of said Municipality, shall be in addition to all other taxes, and shall be without limitation as to time, rate, or amount, and for that purpose there is hereby

levied a direct annual tax in such amount as may be found necessary each year to pay said principal of and interest on the Notes maturing in said year. Principal or interest falling due at any time when there shall be insufficient funds on hand from such tax levy for the payment thereof shall be paid from the general fund or other available funds of the Municipality, but reimbursement therefor may be made from the taxes herein provided when the same shall have been collected. Such taxes levied and collected therefor shall be deposited in the general fund or debt service fund and used solely for the payment of principal of and interest on the Notes as the same shall become due.

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

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

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

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

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

The Municipality covenants that it shall comply with Section 148(f) of the Code, unless legally exempted therefrom and it represents that in the event it shall be required by Section 148(f) of the Code to pay "Rebatable Arbitrage," as defined in the regulations promulgated under the Code, to the United States Government, it will

make such payments as and when required by said Section 148(f) and will take such other actions as shall be necessary or permitted to prevent the interest on the Notes from becoming subject to inclusion in federal gross income of the owner of the Notes for purposes of federal income taxation.

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

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

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

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

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

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

Section 23. No Recourse Under Resolution or on Notes. All stipulations, promises, agreements, and obligations of the Municipality contained in this Resolution shall be deemed to be the stipulations, promises, agreements, and obligations of the Municipality and not of any officer, director, or employee of the Municipality in

his or her individual capacity, and no recourse shall be had for the payment of the principal of or interest on the Notes or for any claim based thereon or under this Resolution against any officer, director, or employee of the Municipality or against any official or individual executing the Notes.

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

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

Approved and adopted this 13th day of October, 2025.

Mayor

Attest:

Recorder

**STATE OF TENNESSEE)
COUNTY OF WASHINGTON)**

I, Janet Jennings, hereby certify that I am the duly qualified and acting Recorder of the Town of Jonesborough, Tennessee (the "Municipality"), and, as such official, I further certify as follows: (1) that attached hereto is a copy of a resolution excerpted from the minutes of the meeting of the Board of Mayor and Aldermen (the "Board"), of said Municipality held on October 13, 2025; (2) that I have compared said copy with the original minute record of said meeting in my official custody; (3) that said copy is a true, correct, and complete transcript from said original record insofar as said original record relates to, among other matters, the authorization of the issuance of not to exceed \$864,674 Equipment Acquisition Capital Outlay Notes, Series 2025, by said Municipality; (4) that the actions by said Board including the aforementioned, at said meeting were promptly and duly recorded by me in a book kept for such purpose; and, (5) that a quorum of the members of said Board was present and acting throughout said meeting.

WITNESS my official signature and the seal of said Municipality this 13th day of October, 2025.

Recorder

(SEAL)

EXHIBIT A - FORM OF NOTE

**Registered
No.** _____

**Registered
\$** _____

**UNITED STATES OF AMERICA
STATE OF TENNESSEE
TOWN OF JONESBOROUGH
EQUIPMENT ACQUISITION CAPITAL OUTLAY NOTE,
SERIES 2025**

Registered Owner:

Principal Amount:

THE TOWN OF JONESBOROUGH, TENNESSEE (the "Municipality"), a lawfully organized and existing municipal corporation, for value received, hereby acknowledges itself indebted and promises to pay, as hereinafter set forth, in the manner hereinafter provided, to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Principal Payment Dates, unless this Note shall have been duly called for prior redemption and payment of the redemption price shall have been made or provided for, the Principal Amounts set forth on Exhibit A attached hereto and incorporated herein as fully as though copied, and to pay interest on said Principal Amounts from the date hereof, or such later date as to which interest has been paid, to the Principal Payment Dates set forth on Exhibit A, semiannually on _____ 1 and _____ 1 of each year, commencing _____ 1, 2026, at the Interest Rate per annum set forth on Exhibit A, with principal and interest being payable by wire transfer, check, draft, or warrant to the Registered Owner hereof at the address shown on the registration books of the Recorder maintained at the City Hall, Surgoinesville, Tennessee, or its successor as registrar and paying agent (the "Note Registrar"), on the fifteenth (15th) calendar day next preceding an interest payment date, in any coin or currency of the United States of America which on the date of payment thereof is legal tender for the payment of public and private debts.

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

The principal hereof and interest hereon shall bear interest from and after their respective due dates (whether by acceleration, demand, or otherwise) at the same rate of interest payable on the principal hereof.

Section 9-21-117, Tennessee Code Annotated, as amended, provides that this note and the income therefrom is exempt from all state, county, and municipal taxation in the State of Tennessee, except inheritance, estate, and transfer taxes and except as otherwise provided in said Code.

This note is one of a series of notes known as "Equipment Acquisition Capital Outlay Notes, Series 2025" (the "Notes"), issued by the Municipality in the aggregate principal amount of \$864,674. The Notes which are issued for the purpose of financing the acquisition of equipment for various departments of the Town, including but not limited to, the Police, Fire, Street, Parks and Rec, and Wetlands departments, and to pay all legal, fiscal, administrative, and engineering costs incident thereto, are authorized by an appropriate resolution of the Board of Mayor and Aldermen, and particularly that certain Resolution of the Board of Mayor and Aldermen adopted on October 13, 2025, as such resolution may be from time to time amended or supplemented in accordance with its terms (such resolution, as so amended or supplemented, being herein called, the "Resolution"), and are issued pursuant to, and in full compliance with, the Constitution and the statutes of the State of Tennessee, including, but not limited to, Title 9, Chapter 21, Tennessee Code Annotated, as amended (the "Act"). Copies of the Resolution are on file at the office of the Recorder of the Municipality, and reference is hereby made to the Resolution and the Act, for a more complete statement of the terms and conditions upon which the Notes are issued thereunder, the rights, duties, immunities, and obligations of the Municipality, and the rights of the Registered Owner hereof.

This note and interest hereon is payable from funds of the Municipality legally available therefor and to the extent necessary from ad valorem taxes to be levied on all taxable property in the Municipality without limitation as to time, rate, or amount. For the prompt payment of this note, both principal and interest, as the same shall become due, the full faith and credit of the Municipality are hereby irrevocably pledged.

The Municipality has designated the Notes as "qualified tax-exempt obligations" pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This note is transferable by the Registered Owner hereof by its attorney or legal representative at the office of the Note Registrar, but only in the manner and subject to the limitations and conditions provided in the Resolution and upon surrender and cancellation of this note. Upon any such transfer, the Municipality shall execute, and the Note Registrar shall authenticate and deliver in exchange for this note, a new fully registered note or notes, registered in the name of the transferee, in authorized denominations, in an aggregate principal amount equal to the principal amount of this note, of the same maturity and bearing interest at the same rate. For every transfer of notes, whether temporary or definitive, the Municipality and the Note Registrar may make a charge, unless otherwise herein to the contrary expressly provided, sufficient to pay for any tax, fee, or other governmental charge required to be paid with respect to such transfer, all of which taxes, fees, or other governmental charges shall be paid to the Municipality by the person or entity requesting such transfer as a condition precedent to the exercise of the privilege of making such transfer.

The Municipality and the Note Registrar may deem and treat the entity in whose name this note is registered as the absolute owner hereof, whether such note shall be overdue or not, for the purpose of making payment of the principal of and interest on this note and for all other purposes. All such payments so made shall be valid and effectual to satisfy and discharge the liability upon this note to the extent of the sum or sums so paid, and neither the Municipality nor the Note Registrar shall be affected by any notice to the contrary.

The Notes are issuable only as fully registered Notes, without coupons. At the office of the Note Registrar, in the manner and subject to the limitations, conditions, and charges provided in the Resolution, fully registered Notes may be exchanged for an equal aggregate principal amount of fully registered Notes of the same maturity, of authorized denominations, and bearing interest at the same rate.

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

This note shall have all the qualities and incidents of, and shall be, a negotiable instrument under, the Uniform Commercial Code of the State of Tennessee, subject only to provisions respecting registration of such note. This note is issued with the intent that the laws of the State of Tennessee shall govern its construction.

It is hereby certified, recited, and declared that all acts and conditions required to be done and to exist precedent to the issuance of, this note in order to make this note a legal, valid, and binding obligation of the Municipality, have been done, and did exist in due time and form as required by the Constitution and statutes of the State of Tennessee; and that this note and the issue of which it is a part, together with all other indebtedness of such Municipality, does not exceed any limitation prescribed by the Constitution or statutes of the State of Tennessee.

IN WITNESS WHEREOF, THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, has caused this note to be signed by the manual signatures of the Mayor and the Recorder, all as of _____, 2025.

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

DATE: October 13, 2025 **AGENDA ITEM #:** 7-h

SUBJECT: Amend Municipal Code Related to Prohibited Signs

BACKGROUND:

The proposed amendment to the Jonesborough Municipal Code is a change to Title 11 Planning and Zoning, Chapter 12 Business and Advertising Signs, Section 11-1207 "Prohibited Signs", Paragraph (1).

The Historic Zoning Commission (HZC) has been studying lighting arrangements within the Historic District for several months, with public meetings and input from downtown merchants. The proposed amendment as presented in red follows the action of the HZC regarding an exemption, as outlined below as follows:

Current

11-1207. Prohibited signs. The following signs are prohibited from being erected or maintained in any zoning district and in any area of the Town of Jonesborough:

- (1) Any lighting arrangement by exposed tubing or strings of lights, outlining any portion of a building or structure or affixed to any ornamental feature thereof.

Proposed

11-1207. Prohibited signs. The following signs are prohibited from being erected or maintained in any zoning district and in any area of the Town of Jonesborough:

- (1) Any lighting arrangement by exposed tubing or strings of lights, outlining any portion of a building or structure or affixed to any ornamental feature thereof. String lights on the exterior of businesses or directly behind business display windows are not permitted. For the H-1 and H-2 overlay zones an exception for the display of String Lights is allowed during the following holiday periods – the Friday before Thanksgiving to January 31 and from June 28 to July 11. During these periods, string lights can be displayed behind storefront windows in so far as they are not excessively bright (examples: light floods onto sidewalk, light distracts traffic, or light makes it difficult to see items inside the window). Lights that flash, wink, strobe, or blink are not permitted in the H-1 and H-2 overlay zones per this Section of the code.

RECOMMENDATION:

Approve the Ordinance to Amend the Jonesborough Municipal Code Title 11, Chapter 12, Section 11-1207, Prohibited Signs, Paragraph (1) on First Reading, as presented.

ORDINANCE NO. 2025-11

**AN ORDINANCE AMENDING THE JONESBOROUGH
BUSINESS AND ADVERTISING SIGN ORDINANCE
RELATED TO PROHIBITED SIGNS**

WHEREAS, the Jonesborough Historic Zoning Commission (HZC) has studied Section 11-1207, Prohibited Signs, of the Jonesborough Municipal Code in relation to the historic overlay districts H-1 and H-2, and

WHEREAS, the HZC has conducted public meetings to discuss prohibited signs and seeking certain exceptions under certain conditions only applying to the H-1 and H-2 Overlay Zoning Districts, and

WHEREAS, the HZC has approved similar amendments to the Jonesborough Historic Zoning Commission Advertising Standards and Guidelines for the H-1 and H-2 Overlay Zones, and

WHEREAS, the HZC is recommending that the Board of Mayor and Aldermen amend the town's Municipal Code Section 11-1207(1), and

WHEREAS, Section 11-1207(1) Prohibited Signs of the Jonesborough Sign Ordinance states that *"Any lighting arrangement by exposed tubing or strings of lights, outlining any portion of a building or structure or affixed to any ornamental feature thereof"*, and

WHEREAS, it has been determined that it is in the general public's best interest for Section 11-1207(1) of the Jonesborough Sign Ordinance as this section pertains to the H-1 and H-2 Overlay Districts be amended.

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough that Title 11, Planning and Zoning, Chapter 12 Business and Advertising Signs, Section 11-1207(1) Prohibited Signs, of the Jonesborough Sign Ordinance is hereby amended to read as follows (amended text in red):

11-1207. Prohibited signs. The following signs are prohibited from being erected or maintained in any zoning district and in any area of the Town of Jonesborough:

- (1) Any lighting arrangement by exposed tubing or strings of lights, outlining any portion of a building or structure or affixed to any ornamental feature thereof. **String lights on the exterior of businesses or directly behind business display windows are not permitted. For the H-1 and H-2 overlay zones an exception for the display of String Lights is allowed during the following holiday periods – the Friday before Thanksgiving to January 31 and from June 28 to July 11. During these periods, string lights can be displayed behind storefront windows in so far as they are not excessively bright (examples: light floods onto sidewalk, light distracts traffic, or light makes it difficult to see items inside the window). Lights that flash, wink, strobe, or blink are not permitted in the H-1 and H-2 overlay zones per this Section of the code.**

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

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

Those voting against: _____
PASSED ON FIRST READING _____

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 13, 2025 **AGENDA ITEM #:** 7-i

SUBJECT: Moratorium on Data Processing Centers

BACKGROUND:

The item before you is an Ordinance imposing a temporary moratorium on the establishment of "Data Processing Centers" for a period of 2 years within Jonesborough's corporate limits. Data Processing Centers are also more commonly referred to as cryptocurrency operations.

The concept of general public welfare is broad and inclusive, and it is within the power and prerogative of the Town to determine and ensure that development be implemented in the best interest of the Town as a whole. The Town is charged with regulating the Town of Jonesborough's town ordinances and zoning ordinances. The purpose of this moratorium is to allow sufficient time for the Planning Commission, Board of Mayor and Aldermen, and staff to study and research the land use compatibility, infrastructure impacts, environmental and health impacts, and broader policy considerations associated with Data Processing Centers.

The 2-year moratorium as presented is in the best interests of the health, welfare, and safety of the Town and its residents.

RECOMMENDATION:

Approve the Ordinance imposing a temporary moratorium on the establishment of "Data Processing Centers" for a period of 2 years within Jonesborough's corporate limits on First Reading.

ORDINANCE NO. 2025-12

**AN ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON
THE ESTABLISHMENT OF DATA PROCESSING CENTERS**

WHEREAS, the Board of Mayor and Aldermen and staff identified the need to update the town's land use control regulations to address current and emerging technologies not yet covered by existing zoning regulations including but not limited to data processing centers; and

WHEREAS, staff recommends that the Board of Mayor and Aldermen enact a two-year moratorium on the establishment of data processing centers to allow sufficient time for the Planning Commission, Board of Mayor and Aldermen, and staff to evaluate land use compatibility, infrastructure demands, environmental and neighborhood impacts, and broader policy considerations associated with these facilities; and

WHEREAS, the Board of Mayor and Aldermen find that adoption of a temporary moratorium is a reasonable and necessary measure to protect the public health, safety, and welfare of the citizens of Jonesborough, Tennessee and to ensure that appropriate zoning standards are in place prior to the approval of data processing facilities.

NOW, THEREFORE, BE IT ORDAINED by the Town of Jonesborough, Tennessee as follows:

- A. There is hereby imposed a temporary moratorium for a period of two (2) years on the acceptance, review, processing, or approval of any rezoning request, site plan, development plan, or building permit application that proposes or would allow establishment of a data processing center or similar facility within the corporate limits of the Town of Jonesborough, Tennessee.
- B. For purposes of this ordinance "Data Center" shall mean any property, building, structure, or parcel of land that is designed, constructed, maintained, or operated the primary purpose of conducting Digital Data Operations. Such facilities may include, without limitation, high-density computer and network equipment, servers, data storage systems, appliances, air-handling units, backup power generators, water-cooling and storage systems, utility substations, and any other mechanical, electrical, or utility infrastructure customarily associated with, or necessary to, the continuous and reliable operation of such use. "Data Center" also includes the administrative offices, ancillary support areas, and similar accessory functions directly related to the principal use when located within the same facility.

C. For purposes of this ordinance, "Digital Data Operations" shall mean the storage, management, processing, or transmission of digital information, whether now known or hereafter developed. Such operations include, but are not limited to, computationally intensive applications such as blockchain technology, cryptocurrency mining, weather modeling, genome sequencing, artificial intelligence or machine learning processes, and other comparable activities.

BE IT FURTHER ORDAINED that a public hearing on this ordinance shall be held by the Board of Mayor and Aldermen prior to its adoption on final reading.

BE IT FURTHER RESOLVED, that, unless further extended, this moratorium shall expire on October 13, 2027.

THIS ORDINANCE shall become effective immediately from and after its final passage, the welfare of the Town requiring it.

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

Those voting against: _____

PASSED ON FIRST READING _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: October 13, 2025 **AGENDA ITEM #:** 7-j

SUBJECT: Street Department Pricing Plan Charges for Repairing Utility Cuts

BACKGROUND:

On July 14, 2025, BMA meeting, the BMA approved authorizing the Town Street Department (SD) to complete utility-cut repair work outside the corporate limits. To repeat somewhat from the July meeting, the addition of the hotbox, the SD could complete the repairs for the Utility Department (UD) at a rate far less than a private contractor. The SD would make the repairs and submit an invoice to the UD for payment. The last part of the plan was for Operations Manager Craig Ford and SD Director Steve Prisament to submit a pricing plan for BMA approval.

With the pricing plan being **significantly** less expensive than private contracting prices, the town's pricing will be subject to increases based on fair market value or inflationary factors (materials and/or labor). The pricing plan will be reviewed by departments at least quarterly to maximize collaboration. The proposed pricing plan is as follows:

Street Department Pricing Plan

The Street Department will charge the Utility Department \$600.00 per ton of asphalt used for street repairs following utility cuts. This rate includes material, labor, and equipment associated with street patching and restoration. An example of the Invoicing is below:

Invoice Line Example

Location	Description	Quantity (Tons)	Rate	Amount
Bugaboo Springs Rd.	Asphalt replacement for utility cuts	1.0	\$600.00	\$600.00

The proposed pricing plan is deemed reasonable between departments, and both parties recommend BMA approval.

RECOMMENDATION:

Approve the Street Department Pricing Plan to be charged to Jonesborough Utilities for street repairs because of utility-cut work, with pricing subject to change based on fair market value or inflationary factors such as materials and/or labor costs, as presented.

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

DATE: October 13, 2025 **AGENDA ITEM #:** 7-k

SUBJECT: Special Event: Jeeps on Main

BACKGROUND:

The BMA had previously given approval for the Jeeps on Main Special Event on May 12, 2025, to take place on September 1, 2025. That event date was cancelled and a new date of January 17, 2026, is proposed.

The event will be from 11:00 AM to 4:00 PM with an estimated number of attendees at 500-700 people. The purpose of the event is to bring Jeep owners to Jonesborough for activities and good clean family fun. Public Safety has been requested as their application includes a street closure between 10:30 AM to 4:30 PM on Main Street from Fox Street to Second Avenue. Two to three food trucks will be downtown as well to serve the special event. Request for services include police and security and communications and/or publicity.

The Proof of Insurance and Hold Harmless has been received.

RECOMMENDATION:

Approve the Jeeps on Main Special Event scheduled for Saturday, January 17, 2026, from 11:00 AM to 4:00 PM, including the requested street closure, as presented.

Town Of Jonesborough, Tennessee

Special Event Permit Application

A *Special Event* is any occasion including but not limited to fairs, shows, exhibitions, city-wide celebrations and festivals taking place within a specifically defined area of the Town of Jonesborough for a period of time. A special event may include the use of public facilities in the Town of Jonesborough, including, but not limited to parks, streets, alleys, sidewalks, restrooms or other municipal owned facilities, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof, Special Events may be one-time or recurring occasions.
12-1002 Jonesborough Municipal Code

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

Person(s) completing Application

Date

Name Jeff Gurley 9/20/2025
Address 129 East Main Street
Jonesborough, TN 37659
Phone 423-913-2663 Fax _____
Email jlgurley0614@gmail.com

Instructions:

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

Sponsoring Organization Information:

Name JAMSA

Purpose To promote community goodwill
and generate foot traffic throughout
Main Street.

Is this a recurring Special Event? ☒ Yes ☐ No

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

Event Information:

Name of Event Jeeps on Main

Description & Purpose of Event Celebrate 911 Jeeps and
Winter throughout downtown.

Dates and hours of event Jan. 17 11-4 Estimated number expected to attend 500-700

Estimated number of town citizens expected to either participate in and/or view the event 500

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

Required Exhibits to Application

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

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

Request for Services from the Town of Jonesborough

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

☒ Police and Security ☐ Refuse Collection
☐ Street Cleaning ☐ Event Preparation/Beautification
☐ Signage ☐ Parking
☐ Use of facilities -- Facility _____ Dates & Hours _____
☐ Space and staffing needs _____
☒ Communications and/or publicity

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

Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

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

Date: 9/20/25 Signature: [Signature]
Print Name: Jeff Gunkel
Title: JAMSA Board Member

Witness: _____

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

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

Date: 9/20/2025 Signature: [Signature]
Print Name: Jeff Gunkel
Title: JAMSA Board Member

Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

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

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

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

SECTION I

Scope of Indemnity

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

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization: JAMSA
By: [Signature]
Printed Name: Jeff Gurley
Title: JAMSA Board Member

STATE OF TENNESSEE
COUNTY OF WASHINGTON

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

WITNESS my hand and seal at office in the State and County aforesaid, this, the 6th of October, 2015.

Nora Sward

NOTARY PUBLIC

My Commission Expires:

Aug. 30, 2028



**Jeeps on Main
Saturday, January 17, 2026**

Pre events: None

Map: See attached

**Publicity Plan: JAMSA to provide release to see sent to all media.
Boone Street banner to be installed by Foster Signs.**

**Security Plan: Police presence is requested at this event to ensure
pedestrian safety.**

**Emergency Plan: The officer on duty will be notified immediately and
will also have the phone numbers of the organizer(s).**

Event Sponsor: JAMSA

Proof of Insurance: See attached

Vendors: 2 - 3 food trucks

Physical Services: None

Cleanup Plan: JAMSA members responsible for cleanup

Street Closure Request: 10:30 AM 4:30 PM

Fox/Main street to Second Avenue



JONEARE-01

SDULA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/26/2025

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

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

PRODUCER Widener Insurance Agency Inc. 607 Baxter Street Johnson City, TN 37601	CONTACT NAME:	
	PHONE (A/C, No, Ext): (423) 926-7151 FAX (A/C, No): (423) 926-1825 E-MAIL ADDRESS: sandrad@widenerins.com	
INSURED Jonesborough Area Merchants PO Box 695 Jonesborough, TN 37669	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Auto Owners Insurance	18988
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (NSD) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	03818047	5/12/2025	5/12/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 HIRED AND NONOW \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Jeeps on Main

Saturday January 17, 2026 from 11am-6pm

Certificate holder is an additional insured in regards to the general liability

CERTIFICATE HOLDER

CANCELLATION

Town of Jonesborough
123 Boone St
Jonesborough, TN 37659

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



RECTORY

11E



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

DATE: October 13, 2025 **AGENDA ITEM #:** 7-1

SUBJECT: Aquatics Services-Pool Filtration System at Wetlands

BACKGROUND:

The current pool filtration system at Wetlands Waterpark was installed in the early 2000s by CASS-TN, Inc. and has reached the end of its useful life. The system no longer meets current state standards for water turnover rate, lacks pressure gauges, and does not include modern water quality sensors that automatically monitor chemical levels. As a result, the facility must use significantly more chemicals than a modern filtration system would require maintaining safe and balanced water conditions.

Additionally, all major components and parts used in the existing system have been discontinued, making repairs increasingly difficult and unreliable. To ensure compliance with state health regulations and maintain a safe and efficient aquatic environment, the Board previously approved \$350,000 in funding to replace the filtration system at Wetlands Waterpark.

Efficient water filtration is critical to maintaining proper circulation, clarity, and sanitation. A faster turnover rate allows the system to filter the entire volume of water more frequently, which reduces bacteria growth, improves water clarity, and minimizes chemical usage. This not only enhances guest safety and comfort but also reduces long-term operational costs.

The Town of Jonesborough publicly opened bids for the Aquatic Services – Replace Pool Filtration System project on Monday, October 6, 2025, at 10:00 a.m. Two bids were received and opened at that time:

Vendor	Bid Amount
Walden Chemical, DBA Bluewater CAS	\$168,500.00
CASS-TN, Inc.	\$261,851.74


Copies of both bid submissions are attached and made part of the agenda packet.

The Director of Parks and Recreation Chris Kudera evaluated both submissions against the bid specifications, Bluewater CAS failed to meet several key requirements outlined in the bid packet. Notable deficiencies include:

- Failure to list the manufacturer warranty details; the submission only states “1-year warranty and manufacturer warranty” without specifying the duration or terms.

- Lack of system specifications—the equipment listed could not be verified online, and the manufacturer's data does not support the claimed system performance. For example, the provided graph shows no configuration where a 42-inch filter achieves 96 sq. ft. of filtration area as stated; the largest available configuration equals 89 sq. ft., which fails to meet the minimum turnover rate required.

(Area = 44.5 x 2 = 89sq ft)

 PADDOCK POOL EQUIPMENT COMPANY EMPLOYEE OWNED SINCE 2019										
Dia.	Shell Length	4'	5'	6'	7'	8'	9'	10'	11'	12'
36"	Model #	6723-H-4	6723-H-5	6723-H-6	6723-H-7	6723-H-8	6723-H-9	6723-H-10	6723-H-11	6723-H-12
	Area	14	17	20	23	26	29	32	35	38
	Flow @ 15	210	255	300	345	390	435	480	525	570
	Pipe Size	4	4	4	4	6	6	6	6	6
42"	Model #	6724-H-4	6724-H-5	6724-H-6	6724-H-7	6724-H-8	6724-H-9	6724-H-10	6724-H-11	6724-H-12
	Area	16.5	20	23.5	27	30.5	34	37.5	41	44.5
	Flow @ 15	248	300	353	406	458	510	563	615	668
	Pipe Size	4	4	4	6	6	6	6	6	6
48"	Model #	6725-H-4	6725-H-5	6725-H-6	6725-H-7	6725-H-8	6725-H-9	6725-H-10	6725-H-11	6725-H-12
	Area	19.15	23.15	27.15	31.15	35.15	39.15	43.15	47.15	51.15
	Flow @ 15	287	347	407	467	527	587	647	707	767
	Pipe Size	4	4	6	6	6	6	6	6	6

- The proposal also contains numerous typographical and formatting errors, raising concerns about the bidder's attention to detail and potential implications for workmanship quality.

In contrast, CASS-TN, Inc. submitted a complete and detailed proposal that meets or exceeds all bid specifications. Notable strengths include:

- A 5-year workmanship warranty and comprehensive manufacturer warranty.
- A commitment to conduct a minimum of three on-site quality control visits during the first year of operation.
- Extensive familiarity with the Town's aquatic infrastructure, having installed the current system in the early 2000s and provided ongoing service without issue for several decades.

CASS-TN also included a demolition (demo) cost of \$34,050, which can be excluded if Town staff performs the demo and removal internally.

Funding Source: This project is an approved FY26 Capital Project "Pump Room Replacement" that was estimated/budgeted at \$350,000.00. The bids received are well below the budgeted amount.

Parks and Recreation Director recommendation is to approve the CASS-TN, Inc. bid in the amount of \$261,851.74 based on meeting and exceeding bid specifications, and that the Waterpark Director and Operations Manager determine if town staff can perform the demolition portion, which could reduce the total project cost to \$227,291.74. He further recommends maintaining the option to include the demolition cost if determined that town staff are unable to do the work safely or efficiently.

RECOMMENDATION:

Approve the CASS-TN, Inc. bid in the amount of \$261,851.74 based on meeting and exceeding bid specifications, and that (1) the Waterpark Director and Operations Manager determine if town staff can perform the demolition portion, which could reduce the total project cost to \$227,291.74, and (2) maintaining the option to include the contractor's demolition cost if determined that town staff are unable to perform the work safely or efficiently.

BID TABULATION

BID OPENING DATE/TIME: October 6, 2025 at 10:00 AM

GRANTEE: Town of Jonesborough

PROJECT: Aquatics Services – Pool Filtration System

CONTRACTOR NAME:	TOTAL BID
CASS-TN, INC.	\$ 261,851.74
Walden Chemical, DBA ^{Bluewater} CAS	168,500.00

Certification: _____

Janet Jennings

Date: _____

10/6/2025

NOTICE TO BID
TOWN OF JONESBOROUGH
AQUATICS SERVICES – REPLACE POOL FILTRATION SYSTEM

The Town of Jonesborough is now accepting formal bids to replace the Pool Filtration System at Wetlands Waterpark. Bids must be submitted at the administrative office of Town Hall, 123 Boone St., Jonesborough, TN 37659 by 10:00AM, October 6th at which time they will be publicly opened. Bids must be **sealed and labeled “Waterpark Filtration Bid”**. The Board of Mayor and Alderman reserves the right to reject any or all bids and to waive any formalities.

BID SPECIFICATIONS

Wetlands Waterpark is located at 1525 Persimmon Ridge Rd. Jonesborough, TN 37659. The goal of this project is to install a modern, efficient, and reliable filtration system that meets or exceeds all current health, safety, and performance standards for public aquatic facilities.

The proposed system must meet the following minimum requirements:

- **Pool Capacity:** The primary pool holds approximately 250,000 gallons.
- **Turnover Rate:** The system must achieve a minimum turnover rate of three (3) hours.
- **Controller:** A filtration system controller with wireless connectivity must be included.
- **CO₂ Controller:** The system must include a CO₂ controller for automated pH regulation.
- **System Quality:** Equipment must be commercial-grade, durable, and suitable for a municipal waterpark environment.
- **Compliance:** All equipment and installation must comply with state and local health codes, as well as all applicable federal, state, and municipal regulations.

GENERAL

Installation must be completed within 60 calendar days from the date of the bid award. Bidders, however, must submit with their bid their projected start date and completion date.

A building permit for the construction work must be obtained from the Jonesborough Building Inspector; however, the permit will be issued at no cost. The Jonesborough Building Inspection staff and the Parks and Recreation Director will undertake all normal inspections, and work will also be overseen, to the extent reasonable, by the Town's Operation Manager, or his designee.

Insurance:

- 1) The contractor selected must provide a performance bond totaling the amount of their bid.
 - 2) The contractor selected must provide proof of workers' compensation insurance covering their workers on the project.
 - 3) The contractor selected must carry a minimum of \$1 million liability insurance and provide the Town with proof of insurance listing the Town of Jonesborough as "other insured".
-
- Provide a full warranty on workmanship performed for a period of one (1) year following acceptance of the completed work.
 - Contractors who submit a bid must list subcontractors, if any, intended to be used in the project.
 - Contractors who submit a bid must list at least three recent successfully completed projects of a similar nature, and list contact information associated with the owner/customer.
 - The Jonesborough Board of Mayor and Aldermen reserves the right to reject any or all bids and to waive any formalities.
 - Criteria for bid award will be based on labor/equipment cost of construction, successful experience on similar projects, work force availability and projected completion of project, and previous customer satisfaction.

Bid Submission Requirements

All bids must include the following:

1. Detailed Cost Proposal

- o Itemized breakdown of all costs including equipment, labor, installation, and any additional fees.

2. Project Plan & Timeline

- o Proposed schedule for removal of the existing system and installation of the new system.
- o Estimated completion time.

3. System Specifications

- o Technical specifications of the proposed filtration system, controller, and CO₂ controller.
- o Warranty terms and expected lifespan of equipment.

4. Experience & References

- o Documentation of previous projects of similar size and scope.
- o At least three references with contact information.

5. Service & Support

- o Description of available maintenance services, training for Town staff, and response time for repairs. Also include warranty for equipment.

TOWN OF JONESBOROUGH

123 Boone Street

Jonesborough, TN 37659

(423) 753-1030 – Fax (423) 753-1074

BID FORM – REPLACE POOL FILTRATION SYSTEM:

October 6th, 2025

Contact Information

Company Name: _____

Address: _____

Contact Person: _____

Phone: _____ Email: _____

1. Cost Proposal

Filtration System Equipment	Description	Cost (\$)
Wireless Controller		
CO ₂ Controller		
Installation Labor		
Training for Town Staff		
Warranty Coverage (Years)		
Other (please specify)		
Total Cost		

5. Service & Support

Describe available maintenance services, response time for repairs, and training provided:

By signing below, the bidder certifies that the information provided is true and complete and agrees to comply with all requirements outlined in the Town of Jonesborough's Request for Bids.

Authorized Representative:

Title:

Signature: _____

Date: _____

NOTICE TO BID
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- Technical specifications of the proposed filtration system, controller, and CO₂ controller.
- Warranty terms and expected lifespan of equipment.

4. Experience & References

- Documentation of previous projects of similar size and scope.
- At least three references with contact information.

5. Service & Support

- Description of available maintenance services, training for Town staff, and response time for repairs. Also include warranty for equipment.

TOWN OF JONESBOROUGH

123 Boone Street

Jonesborough, TN 37659

(423) 753-1030 – Fax (423) 753-1074

BID FORM – REPLACE POOL FILTRATION SYSTEM:

October 6th, 2025

Contact Information

Company Name: CASS-TN, Inc.

Address: 166 Walnut Grove Rd., Vonore, TN 37885

Contact Person: Neil Sweeny

Phone: 423-619-0981 Email: neil@cass-tn.com

1. Cost Proposal

Filtration System Equipment	Description	Cost (\$)
	(3) Stark Filter Tanks with auto backwash	\$143,978.59
Wireless Controller	Prominent DCM513 Controller	\$8,357.52
CO ₂ Controller	Prominent CO2 Feeder	\$1,035.63
Installation Labor	Incl. deconstruction of existing & installation of new equipment	\$108,480.00
Training for Town Staff	Filtration, Chemical Control Remote Communication	\$0
Warranty Coverage (Years)	10yr - Filtration 5yr - Chemical Controller 2yr - CO2 Feeder 5yr - Workmanship	\$0
Other (please specify)	Town Self-Performed Demo of Existing Equipment	-\$34,060*
Total Cost		\$261,851.74

*If the Town options to self-perform the removal of the existing equipment, a deduct of \$34,060 will be removed from the listed Total.

2. Project Plan & Timeline

Estimated Start Date: 15 Days ARO

Estimated Completion Date: 15 Days from receipt of filters

Total Duration (days/weeks): 60 Days +/-

Briefly describe your project plan for removal of the existing system and installation of the new system:

Remove/Disassemble/disposal of existing filtration system, valves, piping, chemical controller, and CO2 unit. Install all new equipment, re-install existing chlorination system. Commission equipment, test for leaks, provide training, provide a minimum of (3) site visits during first year of operation at no charge for inspection.

3. System Specifications

Provide details on the proposed system, including turnover rate, equipment capacity, and warranty terms:

Filtration system quoted will provide a turnover rate of 2.64 hours instead of 3 hours (above requirements).

Filtration system will allow for push-button activation of backwash cycle. Chemical controller will display pH, ORP, and free/total chlorine readings and will have remote communications for monitoring. Warranties vary as noted above.

4. Experience & References

Project Name / Location	Year Completed	Contact Person	Phone/Email
Gordon JCC Nashville, TN	2024	Mari-Lyn Latta	mari-lynn@nashvillejcc.org 615-290-3559
Bristol Family YMCA	2025	Terry Thompson	terry@bristolymca.net 423-340-1603
Chattanooga Parks	2025	Zach Hull	zdhull@chattanooga.gov 615-605-4443
Sparta YMCA	2023	Gin Skinner	gin@spartaymca.org 931-644-9889
Middle Tennessee State	2022	Micah Reiss	micah.reiss@mtsu.edu 615-566-1031
Brownsville Parks&Rec	2023	Undrae Johnson	ujohnson@brownsvilletn.gov 731-499-2884

* Also installed the existing equipment for Wetlands in early 2000's

* Additional references can be provided upon request

5. Service & Support

Describe available maintenance services, response time for repairs, and training provided:

All Service Technicians are factory trained and certified on provided equipment. Preventative Maintenance options are available if needed.

Response time is immediate for remote troubleshooting. If on-site is required, typical response is either same day or next day. 7d/wk

Initial training on all equipment is provided on commissioning. (3) follow-up visits in the first season are also included.

By signing below, the bidder certifies that the information provided is true and complete and agrees to comply with all requirements outlined in the Town of Jonesborough's Request for Bids.

Authorized Representative:

Neil Sweeny

Title:

President

Signature: Neil Sweeny

Date: Oct. 01, 2025



STARK™ FILTRATION

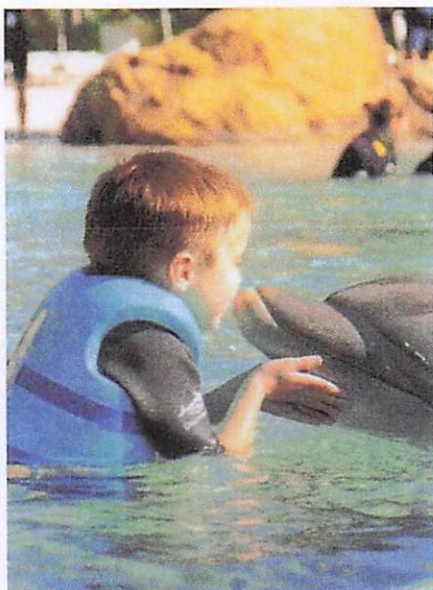
PENTAIR COMMERCIAL AQUATICS • 1.800.831.7133

MODULAR BY DESIGN

Standard and custom styles allow for influent and effluent placement to meet any and all design requirements. There are single or multiple units, side-by-side, end-to-end, or stacked. Manway locations are provided for every need.

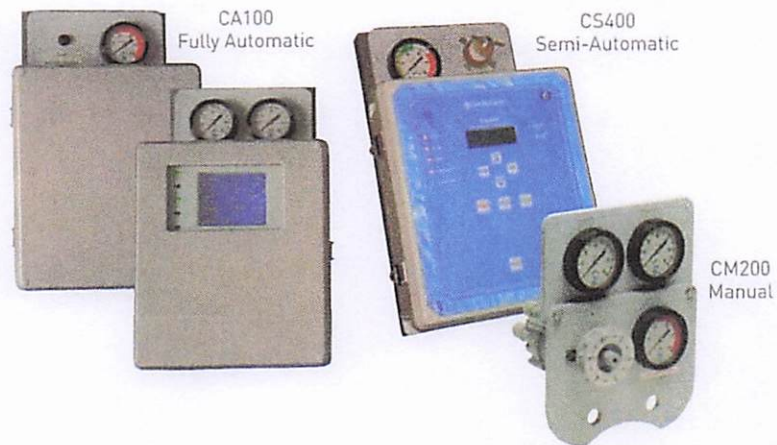
Architects and engineers favor the Stark™ Filtration System because it is designed to use as little as one-fourth the floor space of other filters. The self-supporting stackable structure eliminates the need for independent framework.

Engineered for a Lifetime of Performance Every Stark Fiberglass Filter is built to resist structural failures caused by fatigue, corrosion, and scaling. It is also protected by a proprietary all-weather coating with UV inhibitors.

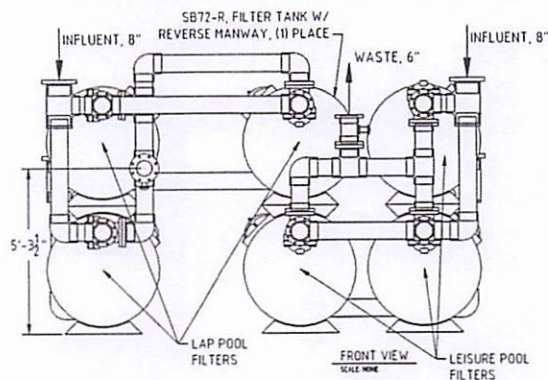


BACKWASH CONTROLS

All Stark systems are provided with all valves and fittings required for an efficient backwash cycle. Fully Automatic, Semi-Automatic and Manual Backwash Options are available.

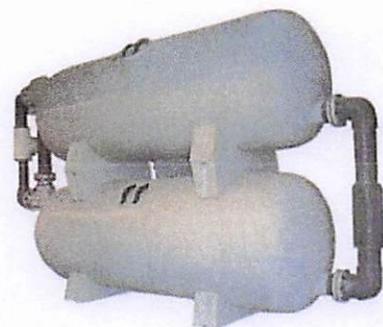


Custom Face-Piping Kits for your Application.



VESSEL CONSTRUCTION

Superior, corrosion-proof, fiberglass construction. All Stark vessels are made using a dual-construction method consisting of a multiple-layer fiberglass liner filament wound with continuous fiber strand. Computer-controlled, filament winding covers the entire vessel including the domes. Durable, all-weather coating with UV inhibitors.



MANWAY VIEWPORT

Provides Visual Observation of the sand bed during Filtration and Backwash. Standard on all Stark vessels. Manway opening is 12" X 16" elliptical for easy access.

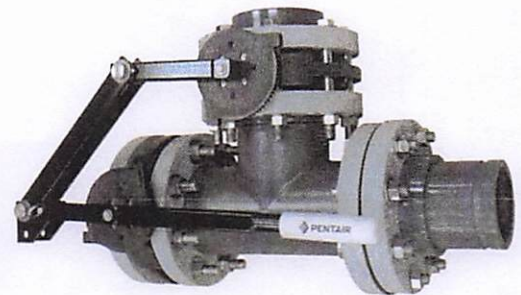


6" Backwash Valve



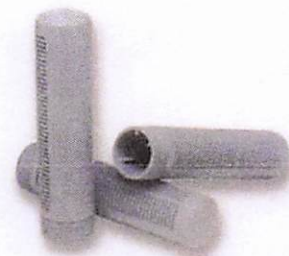
VALVES

Cost-effective backwash control valves have manual or automatic options. 6" version (on most models) includes a transparent ABS valve housing and cover to display valve positioning and provide convenient maintenance inspections.



BUTTERFLY VALVE

Linked Butterfly Valves also available.



COMMERCIAL LATERAL

2" NPT injection molded ABS with "V" groove slots and reinforcing ribs for best performance and service life.



Optional Pressure Booster System (PBS01)

Provides consistent valve-actuation where city-water pressure is unreliable.



PBS01

FEATURED HIGHLIGHTS

- All vessel models are NSF 50 listed.
- End-manways provide easy access for service and maintenance.
- Schedule 80 Face Piping is fully assembled and in our factory for ease of installation.
- Clear backwash valve (most models) provides for intuitive operation and troubleshooting.
- Stark valves and several control options make backwashing simple.
- Unparalleled tank construction and exterior all-weather coating.



6" Backwash Valve

STARK™ SS SERIES™ FILTERS
HORIZONTAL SAND FILTRATION SYSTEMS

Stark SS Series Filter Systems are designed with ease of installation, maintenance and minimal floor space in mind. Vessels are side-by-side, with manway access on the ends and all piping above the vessel(s). All piping ships fully solvent-welded and pre-assembled to ensure fit. 100 psi vessel pressure rating.



Stark SS Series Sand Filter

Certified to
NSF/ANSI Standard 50

CAPACITY INFORMATION

# Tanks	System Number	Tank Size	Filtration Area (Sq. Ft.)	Flow (GPM) 12 gpm/sf	Flow (GPM) 15 gpm/sf	Backwash Valve Size/Type	'W'	'L'	'Hs'	Total Media (Cu. Ft.)	Operating Weight (lbs.)	Shipping Weight (lbs.)
1	RS1-60-04	36" x 60"	13.5	162	203	4" Gray	38"	63"	68"	15.5	4,600	845
	RS1-72-04	36" x 72"	17.2	206	258	4" Gray	38"	75"	68"	19.0	5,500	915
	SS1-48-04	42" x 48"	12.8	154	192	4" Gray	44"	51"	74"	16.5	4,900	805
	SS1-72-06	42" x 72"	20.0	240	300	6" Clear	44"	75"	86"	26.0	7,500	1,105
	SS1-96-06	42" x 96"	27.0	324	405	6" Clear	44"	99"	86"	36.0	9,800	1,240
2	RS2-60-06	36" x 60"	27.0	324	405	4" Gray	77"	63"	70"	31.0	9,400	1,650
	RS2-72-06	36" x 72"	34.4	413	516	4" Gray	77"	75"	70"	38.0	11,000	1,830
	SS2-48-06	42" x 48"	25.6	307	384	4" Gray	90"	51"	76"	33.0	10,000	1,650
	SS2-72-06	42" x 72"	40.0	480	600	6" Clear	90"	75"	87"	52.0	14,800	2,060
	SS2-96-06	42" x 96"	54.0	648	810	6" Clear	90"	99"	87"	72.0	19,400	2,380
3	RS3-60-06	36" x 60"	40.5	486	608	4" Gray	116"	63"	70"	46.5	14,200	2,470
	RS3-72-06	36" x 72"	51.6	619	774	4" Gray	116"	75"	70"	46.5	16,800	2,670
	SS3-48-06	42" x 48"	38.4	461	576	4" Gray	136"	51"	76"	49.5	14,900	2,420
	SS3-72-08	42" x 72"	60.0	720	900	6" Clear	136"	75"	88"	78.0	22,400	3,140
	SS3-96-08	42" x 96"	81.0	972	1215	6" Clear	136"	99"	88"	108.0	29,400	3,620
4	RS4-60-06	36" x 60"	54.0	648	810	4" Gray	155"	63"	70"	62.0	18,900	3,200
	RS4-72-08	36" x 72"	68.8	826	1032	4" Gray	155"	75"	76"	76.0	22,300	3,560
	SS4-48-06	42" x 48"	51.2	614	768	4" Gray	182"	51"	76"	66.0	19,900	3,200
	SS4-72-08	42" x 72"	80.0	960	1200	6" Clear	182"	75"	88"	104.0	30,200	4,470
	SS4-96-10	42" x 96"	108.0	1296	1620	6" Clear	182"	99"	88"	144.0	39,900	5,145
5	SS5-72-10	42" x 72"	100.0	1200	1500	6" Clear	229"	75"	88"	130.0	38,400	5,650
	SS5-96-10	42" x 96"	135.0	1620	2025	6" Clear	229"	99"	88"	180.0	49,900	6,450
6	SS6-72-10	42" x 72"	120.0	1440	1800	6" Clear	275"	75"	88"	156.0	46,000	6,800
	SS6-96-12	42" x 96"	162.0	1944	2430	6" Clear	275"	99"	97"	216.0	60,800	7,900

SHELL AND WINDING

Robust Dual-Wall Construction for piece of mind and long service life. Entire vessel including domes is wound on a computer-controlled multi-axis machine.



NOTES:

1. Standard header sizing shown is based on 10 fps max, at 15 gpm per sq. ft.
2. For more dimensional detail, consult the appropriate Cut Sheet in our Design Manual.
3. S-48 Vessels are not available in A Style. Dimensions above represent C Style.
4. For special requirements including non-standard header sizes/locations and systems consisting of more vessels than shown, please contact our Applications Engineering at: PoolApplicationRFQ@pentair.com

STARK™ SS SERIES™ FILTERS (continued) HORIZONTAL SAND FILTRATION SYSTEMS

SS SERIES SYSTEMS INCLUDE:

- Manway viewport standard on all Stark tanks
- Stark backwash valves (1 per tank)
- Pre-glued piping utilizing grooved couplings
- Stark diaphragm-style priority valve (on dual tank systems)

WITH FULLY AUTOMATIC (CA100) CONTROL OPTION

- Effluent Flow Sensor/Saddle
- Temperature Probe

ADDITIONAL ADDERS

- Pressure Booster System (PBS01)
- Manual or Motorized Butterfly backwash
- Throttling valve for 3+ tank systems
- Advanced backwash controls

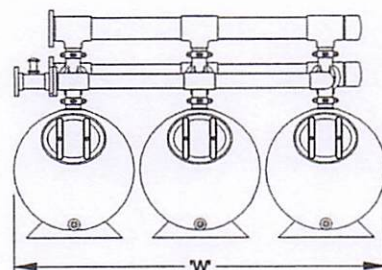
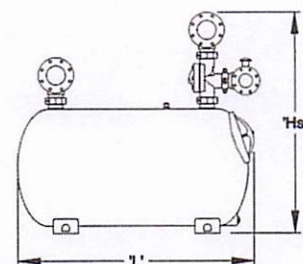
SS Series System Numbering

36" and 42" Diameter Vessels
Influent/Effluent Connection Size

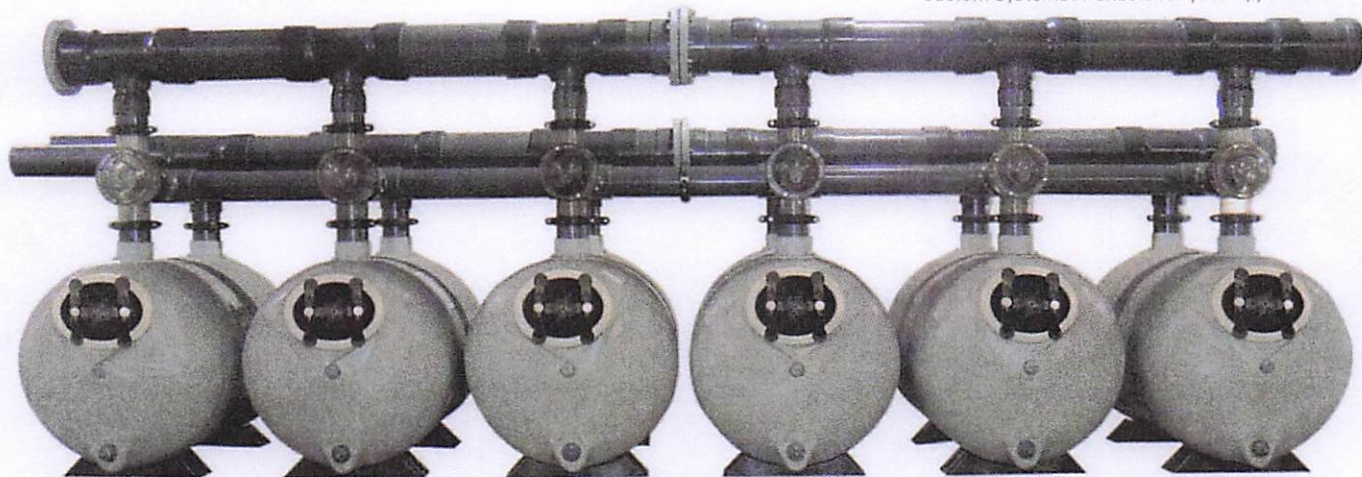
Backwash Control: A= Auto (CA100)
M= Manual (CM200), S= Semi (CS400)

SS3-72A-06

↑ Tank Length
↑ # Tanks
↑ Tank Style (End-Manway)
↑ Tank Diameter, R = 36", S = 42"



Custom Systems Available for your Application.



FEATURED HIGHLIGHTS

- All vessel models are NSF listed
- Solid composite construction - does not employ a bladder.
- Vessels can be stacked to minimize foot print. Designed for Seismic Zone 4 loading with additional supports or braces.
- Vessels feature proprietary all-weather exterior coating with UV inhibitors.
- Several backwash control options available.
- Multiple influent and effluent pipe locations available - A, B and C style

S SERIES SYSTEMS INCLUDE

Manway with Viewport standard on all Stark Tanks; Stark backwash valves (1 per tank); Stark diaphragm-style priority valve (on dual-tank systems).

ADDITIONAL ADDERS

Pressure Booster System (PBS01); Manual or motorized butterfly backwash; Throttling valve for 3+ tank systems; Advanced backwash controls.

STARK™ S SERIES™ FILTERS HORIZONTAL SAND FILTRATION SYSTEMS

For use in commercial pool, water park and many aquarium applications. Standard systems accommodate flows from 135 to 2,500 GPM - custom systems accommodate unlimited flows.

All Stark S Series vessels are corrosion-proof, composite vessels. Systems are available with 100 psi rated filament-wound vessels. All vessels are 42" diameter to offer the best combination of cost and effectiveness for recreational water. Stark diaphragm valves and controls are standard; butterfly-valve options (including linked valves) are also available.



SA2-144M-08



CAPACITY INFORMATION (INDEPENDENT OF STYLE/CONFIGURATION)

# Tanks	General System Number	Tank Size	Filtration Area (Sq. Ft.)	Flow (GPM) 12 gpm/sf	Flow (GPM) 15 gpm/sf	Backwash Valve Size/Type	Total Media (Cu. Ft.)	Operating Weight (lbs.)	Shipping Weight (lbs.)
1	S1-48	42" x 48"	12.8	154	192	4" Gray	16.5	5,280	870
	S1-72	42" x 72"	20.0	240	300	6" Clear	26.0	7,920	1,110
	S1-96	42" x 96"	27.0	324	405	6" Clear	36.0	10,560	1,350
	S1-120	42" x 120"	35.0	420	525	6" Clear	45.5	13,200	1,590
	S1-144	42" x 144"	41.0	492	615	6" Clear	55.5	15,840	1,830
2	S2-48	42" x 48"	25.6	307	384	4" Gray	33.0	10,560	1,740
	S2-72	42" x 72"	40.0	480	600	6" Clear	52.0	15,840	2,220
	S2-96	42" x 96"	54.0	648	810	6" Clear	72.0	21,120	2,700
	S2-120	42" x 120"	70.0	840	1050	6" Clear	91.0	26,400	3,180
	S2-144	42" x 144"	82.0	984	1230	6" Clear	111.0	31,680	3,660
3	S3-48	42" x 48"	38.4	461	576	4" Gray	49.5	15,840	2,610
	S3-72	42" x 72"	60.0	720	900	6" Clear	78.0	23,760	3,330
	S3-96	42" x 96"	81.0	972	1215	6" Clear	108.0	31,680	4,050
	S3-120	42" x 120"	105.0	1260	1575	6" Clear	136.5	39,600	4,770
	S3-144	42" x 144"	123.0	1476	1845	6" Clear	166.5	47,520	5,490
4	S4-48	42" x 48"	51.2	614	768	4" Gray	66.0	21,120	3,480
	S4-72	42" x 72"	80.0	960	1200	6" Clear	104.0	31,680	4,440
	S4-96	42" x 96"	108.0	1296	1620	6" Clear	144.0	42,240	5,400
	S4-120	42" x 120"	140.0	1680	2100	6" Clear	182.0	52,800	6,360
	S4-144	42" x 144"	164.0	1968	2460	6" Clear	222.0	63,360	7,320

DIMENSIONS - SIDE-BY-SIDE

Descriptive System Number	Single-Tank and Side-by-Side Systems		
	'W'	'L'	'Hs'
*SC1-48-04	44"	82"	47"
*SA1-72-06	44"	107"	67"
*SA1-96-06	44"	122"	67"
SA1-120-06	44"	146"	67"
SA1-144-06	44"	170"	67"
*SC2-48-06	96"	80"	56"
*SA2-72-06	99"	92"	86"
*SA2-96-06	99"	116"	86"
SA2-120-08	110"	144"	91"
SA2-144-08	110"	168"	91"
*SC3-48-06	152"	80"	56"
*SA3-72-08	152"	94"	91"
*SA3-96-08	152"	117"	91"
SA3-120-10	152"	138"	96"
SA3-144-10	152"	162"	96"
*SC4-48-06	200"	80"	56"
*SA4-72-08	200"	94"	91"
*SA4-96-10	200"	118"	96"
SA4-120-10	200"	142"	96"
SA4-144-12	200"	168"	100"

*For systems with an asterisk, SS Series systems may be used with a smaller footprint.



SB2-144M-08ST

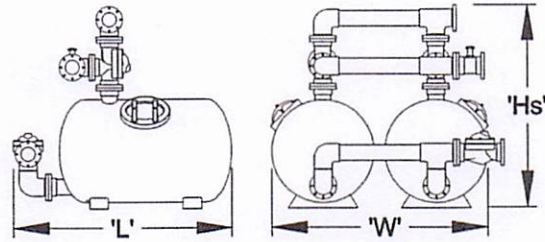
NOTES:

1. Standard header sizing shown is based on 10 fps max. at 15 gpm per sq. ft.
2. For more dimensional detail, consult the appropriate Cut Sheet in our Design Manual.
3. S-48 Vessels are not available in A Style. Dimensions represent C Style.
4. For special requirements including non-standard header sizes/locations and systems consisting of more vessels than shown, please contact our Applications Engineering at: PoolApplicationRFQ@pentair.com

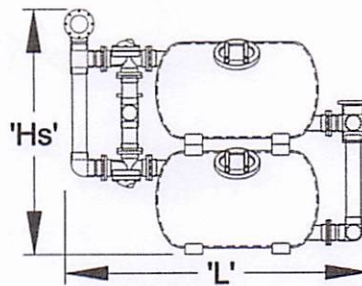
STARK™ S SERIES™ FILTERS (continued)

HORIZONTAL SAND FILTRATION SYSTEMS

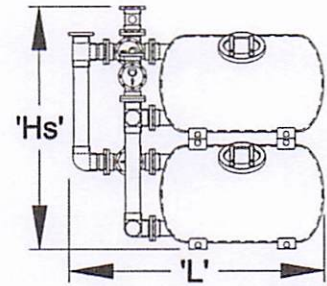
DIMENSIONS AND PERFORMANCE



A-Style Side-by-Side



B-Style Stacked



C-Style Stacked

S SERIES

DIMENSIONS - STACKED SYSTEMS

Style	# Tanks	Descriptive System Number	Filtration Area (Sq. Ft.)	'W'	'L'	'Hs'
Stacked Systems - B-Style	2	SB2-48-06ST	25.6	44"	98"	107"
		SB2-72-06ST	40.0	44"	135"	109"
		SB2-96-06ST	54.0	44"	159"	109"
		SB2-120-08ST	70.0	44"	191"	109"
		SB2-144-08ST	82.0	44"	215"	109"
	4	SB4-48-06ST	51.2	92"	99"	108"
		SB4-72-08ST	80.0	92"	140"	111"
		SB4-96-10ST	108.0	100"	166"	119"
		SB4-120-10ST	140.0	100"	190"	119"
		SB4-144-12ST	164.0	104"	217"	122"
Stacked Systems - C-Style	2	SC2-48-06ST	25.6	50"	80"	107"
		SC2-72-06ST	40.0	50"	114"	109"
		SC2-96-06ST	54.0	50"	138"	109"
		SC2-120-08ST	70.0	53"	165"	109"
		SC2-144-08ST	82.0	53"	189"	109"
	4	SC4-48-06ST	51.2	92"	88"	108"
		SC4-72-08ST	80.0	92"	122"	111"
		SC4-96-10ST	108.0	100"	146"	119"
		SC4-120-10ST	140.0	100"	169"	119"
		SC4-144-12ST	164.0	104"	193"	122"

S Series System Numbering

Optional, Indicates Stacked System (B & C)

Influent/Effluent Connection Size

Backwash Control: A= Auto (CA100)

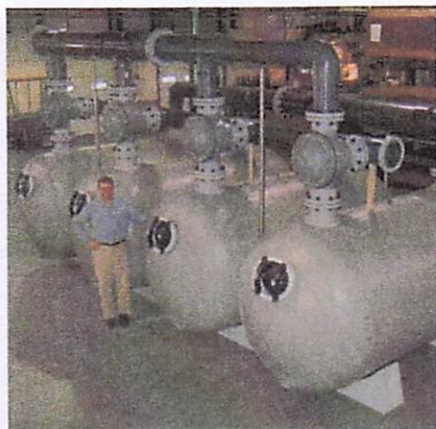
M= Manual (CM200), S= Semi (CS400)

SC4-72A-08ST

↑ Tank Length
 ↑ # Tanks
 ↑ Tank Style (A, B or C)
 ↑ Tank Diameter, S = 42"

FEATURED HIGHLIGHTS

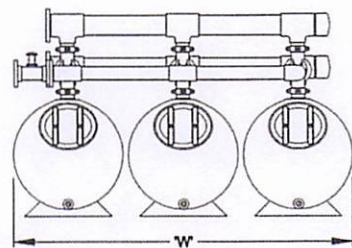
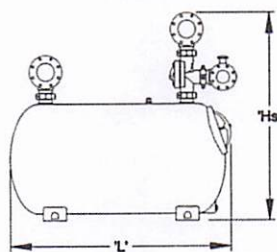
- All vessel models are NSF listed.
- Manway cover has integral viewport for internal filter observation.
- Solid composite construction - does not employ a bladder.
- Schedule 80 Face Piping is fully assembled.
- Vessels feature proprietary all-weather exterior coating with UV inhibitors.
- Vessels greater than 40 SF utilize an innovative 8" air-actuated backwash valve.
- Several backwash control options available.
- Butterfly-valve options including linked tandem valves are also available.



STARK™ 5S SERIES™ FILTERS HORIZONTAL SAND FILTRATION SYSTEMS

The 5S Series Filter Systems are designed as an extension to the industry-leading SS Series Filtration Systems, with many of the same features including fully-assembled Schedule 80 Face Piping, with the addition of new innovations. The 5S Series Filter Systems include the only 8" backwash valve in the industry, and air valve actuation for the smoothest, quickest valve movement.

DIMENSIONS AND PERFORMANCE



Certified to
NSF/ANSI Standard 50

NOTES:

1. Standard header sizing shown is based on 10 fps max. at 15 gpm per sq. ft.
2. For more dimensional detail, consult the appropriate Cut Sheet in our Design Manual.
3. For special requirements including non-standard header sizes/locations and systems consisting of more vessels than shown, please contact our Applications Engineering at: PoolApplicationRFQ@pentair.com

5S Series System Numbering

60" Diameter Vessels
Influent/Effluent Connection Size
Backwash Control: A= Auto (CA100)
M= Manual (CM200), S= Semi (CS400)

5S3-50A-10

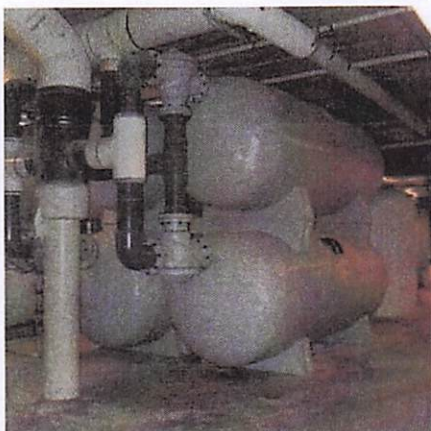
↑ Tank Filter Area
↑ # Tanks
↑ Tank Style (End-Manway)
↑ Tank Diameter, 5 = 60" Diameter

CAPACITY INFORMATION

# Tanks	System Number	Tank Size	Filtration Area (Sq. Ft.)	Flow (GPM) 12 gpm/sf	Flow (GPM) 15 gpm/sf	Backwash Valve Size/Type	'W'	'L'	'Hs'	Total Media (Cu. Ft.)	Operating Weight (lbs.)	Shipping Weight (lbs.)
1	5S1-30-06	60" x 78"	30.0	360	450	6" Clear	62"	83"	106"	63.5	15,000	2,000
	5S1-35-06	60" x 90"	35.0	420	525	6" Clear	62"	95"	106"	74.3	17,000	2,300
	5S1-40-06	60" x 102"	40.0	480	600	6" Clear	62"	107"	106"	96.4	20,000	2,600
	5S1-45-08	60" x 114"	45.0	540	675	8" Gray	62"	119"	123"	26.4	23,000	2,900
	5S1-50-08	60" x 126"	50.0	600	750	8" Gray	62"	131"	123"	107.4	25,000	3,200
2	5S2-30-08	60" x 78"	60.0	720	900	6" Clear	128"	83"	111"	127.0	30,000	4,100
	5S2-35-08	60" x 90"	70.0	840	1050	6" Clear	128"	95"	111"	148.6	35,000	4,600
	5S2-40-08	60" x 102"	80.0	960	1200	6" Clear	128"	107"	111"	170.8	40,000	5,200
	5S2-45-08	60" x 114"	90.0	1080	1350	8" Gray	128"	119"	127"	192.8	45,000	5,700
	5S2-50-10	60" x 126"	100.0	1200	1500	8" Gray	128"	131"	133"	214.8	49,000	6,300
3	5S3-30-08	60" x 78"	90.0	1080	1350	6" Clear	194"	83"	111"	190.5	45,000	6,100
	5S3-35-10	60" x 90"	105.0	1260	1575	6" Clear	194"	95"	117"	222.9	53,000	6,900
	5S3-40-10	60" x 102"	120.0	1200	1800	6" Clear	194"	107"	117"	256.2	60,000	7,800
	5S3-45-10	60" x 114"	135.0	1620	2025	8" Gray	194"	119"	133"	289.2	68,000	8,600
	5S3-50-12	60" x 126"	150.0	1800	2250	8" Gray	194"	131"	135"	322.2	75,000	9,500
4	5S4-30-10	60" x 78"	120.0	1440	1800	6" Clear	260"	83"	117"	254.0	61,000	8,100
	5S4-35-10	60" x 90"	140.0	1680	2100	6" Clear	260"	95"	117"	297.2	70,000	9,200
	5S4-40-12	60" x 102"	160.0	1920	2400	6" Clear	260"	107"	119"	341.6	80,000	10,400
	5S4-45-12	60" x 114"	180.0	2160	2700	8" Gray	260"	119"	135"	385.6	92,000	11,500
	5S4-50-12	60" x 126"	200.0	2400	3000	8" Gray	260"	131"	135"	429.6	100,000	12,600

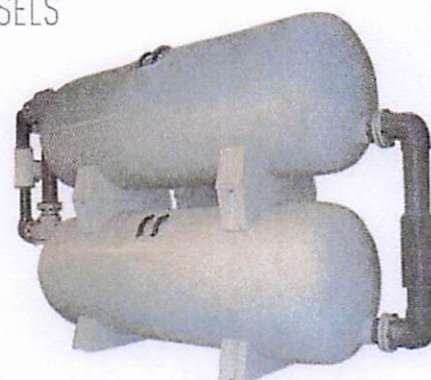
FEATURED HIGHLIGHTS

Also available in complete systems using either our proprietary diaphragm valves or linked butterfly valves.

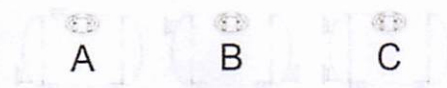


STARK™ AQ SERIES™ FILTERS LARGE DIAMETER SYSTEMS & VESSELS

48" and 60" Diameter Stackable Horizontal Filters are available as complete filtration systems. The Stark AQ Series Filters are ideal for high-load or large flows of water, such as water parks and public aquariums. NSF-50 Listed. 75 psi pressure rating.



Stark AQ Series Sand Filter



AQ SERIES VESSEL SIZING AND CAPACITY INFORMATION

Vessel Model Number	Available Styles*	Filtration Area (sq ft)	Internal Diameter (feet)	Internal Length (feet)	Standard Flange Size (ANSI)
4X6	A, B, C	22	4.0	6.0	6"
4X8	A, B, C	30	4.0	8.0	6"
4X10	A, B, C	38	4.0	10.0	6"
4X12	A, B, C	46	4.0	12.0	8"
4X14	A, B, C	54	4.0	14.0	8"
5X8	A, B, C	37	5.0	8.0	8"
5X10	A, B, C	47	5.0	10.0	8"
5X12	A, B, C	57	5.0	12.0	8"
5X14	A, B, C	67	5.0	14.0	8"
5X16	A, B, C	77	5.0	16.0	8"

*Styles B and C are stackable. All are available with the manway on the other side (reverse manway).



Stark V Series Sand Filter

STARK™ V SERIES™ FILTERS HIGH LOAD VERTICAL FILTERS

Deep-Bed Filters provide "plug-flow" for extreme load applications such as sea-water intake, mammal and marine mammal exhibits. They are also frequently used as carbon (GAC) filters.

V SERIES VESSEL SIZING AND CAPACITY INFORMATION

Vessel Model Number	Styles	Filtration Area (sq ft)	Internal Diameter (feet)	Internal Height (feet)	Standard Flange Size (ANSI)
V3672	Vertical	7.1	3.0	6.0	3"
V4272	Vertical	9.6	3.5	6.0	3"
V4872	Vertical	12.6	4.0	6.0	4"
V6072	Vertical	19.6	5.0	6.0	6"
V72	Vertical	28.3	6.0	8.8	6"
V96	Vertical	50.3	8.0	9.5	6"

TANK WINDING



STARK™ TANKS ARE CORROSION PROOF

Stark fiberglass filters are designed to have a life span three-to-five-times longer than metal filters. Each Stark filter tank is manufactured under the strictest quality-control procedures. The integral composite fiberglass construction eliminates welds or seams that can leak, blow out, or rupture from vacuum damage.

All NSF-50 listed Stark Horizontal filters are designed for 75 or 100 psi working pressure, and 400 psi burst test, to meet multiple budgets and specs. Each tank is pressure tested prior to shipment. And the tank is completely impervious to corrosion.

Stark's 100 percent corrosion-resistant fiberglass filters provide the perfect solution: dependable performance with ease of operation.



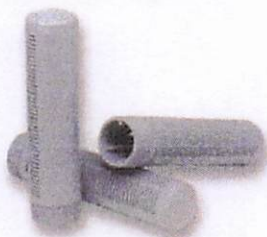
OPTIONAL INTEGRAL INSULATION

Any Stark Filter can be manufactured with integral insulation between the shell and winding layers to last as long as the vessel. Used for both cold water and warm water life support applications when filters are installed where a high differential exists between water and ambient air temperature.

STARK™ FILTRATION
ADDITIONAL FEATURES AND OPTIONS

COMMERCIAL LATERAL

2" NPT injection molded ABS with "V" groove slots and reinforcing ribs for best performance and service life.



MANWAY VIEWPORT

Provides Visual Observation of the sand bed during Filtration and Backwash. Standard on all Stark vessels. Manway opening is 12" X 16" elliptical for easy access.



VALVES

Cost-effective backwash control valve have manual or automatic options. 6" version (on most models) includes a transparent ABS valve housing and cover to display valve positioning and provide convenient maintenance inspections.

OPTIONAL PRESSURE
BOOSTER SYSTEM
(PBS01)

Provides consistent valve-actuation where city-water pressure is unreliable.

BACKWASH CONTROLS

CM200 MANUAL BACKWASH CONTROLLER

(Backwash Option "M")

This is the simplest option. No electronics or programming required; simply turn the knob to backwash each tank in the system.

CS 400 SEMI-AUTO BACKWASH CONTROLLER

(Backwash Option "S")

This controller is programmable and controls every aspect of the backwash cycle once initiated. Backwash can be initiated three ways: by an operator with the touch of a button, by a signal from a master controller (such as the AK600), or by a signal from an optional differential pressure switch (CS400-DP). Stored backwash data and history, alarms, and calculated backwash cycle times are also features of the CS400 controller, as are relays for communication with the heater, pump and Acu-drive.

CA 100 AUTOMATIC BACKWASH CONTROLLER

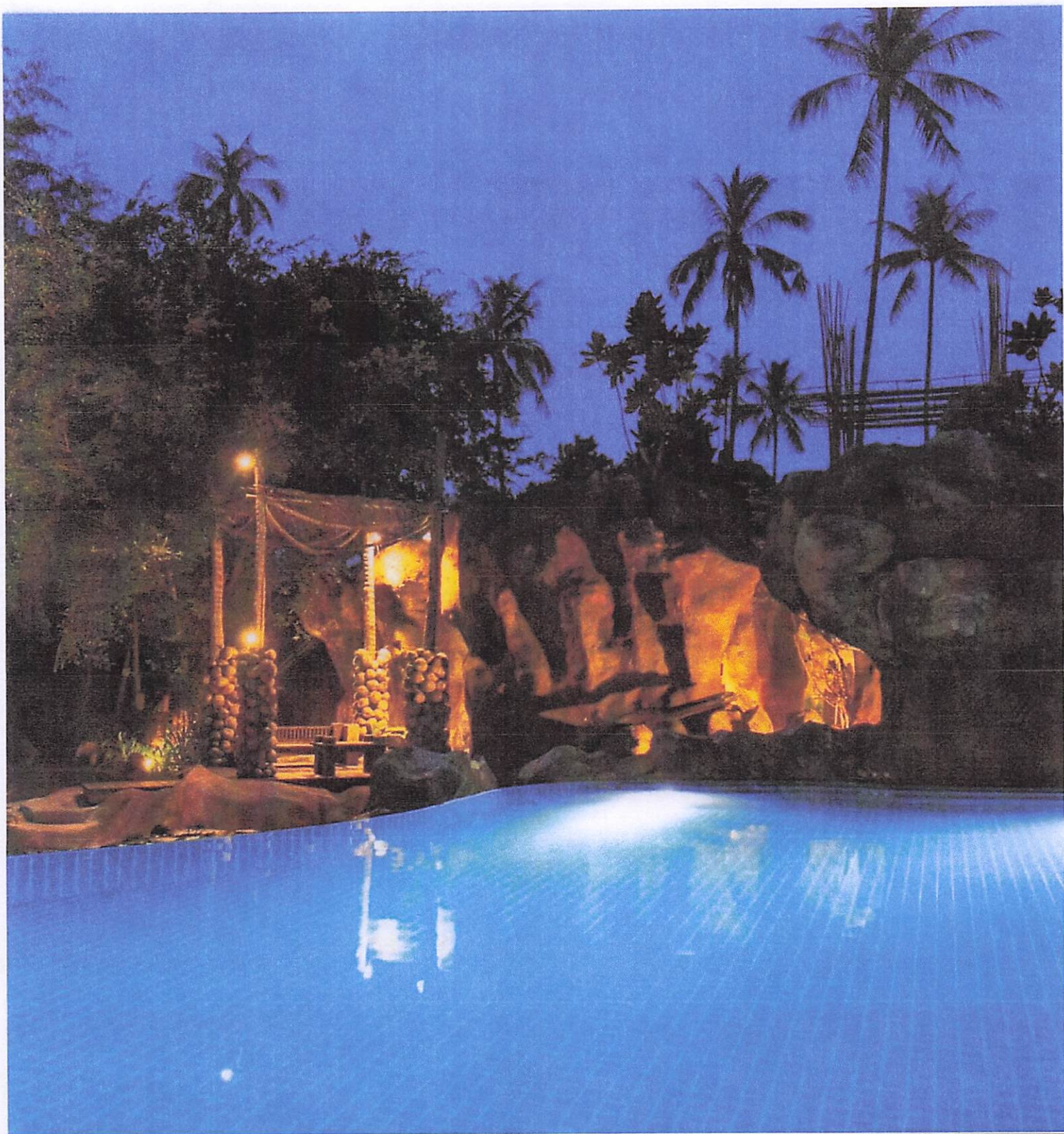
(Backwash Option "A")

This is the most comprehensive backwash controller and can be readily reprogrammed to initiate backwash automatically based on differential pressure (integral pressure transducers are standard), time (internal seven-day clock with battery back-up is standard), flow (with optional flow sensor), or any combination of the above. The controller has real-time display of operation mode, filter flow rate, and water temperature (with optional temperature probe). Also, includes Energy Saver Mode for simple On/Off pump scheduling and various interlocks and relays to communicate with other equipment (pump, heater, Acu-Drive).

BUTTERFLY VALVE SYSTEMS

Systems are also available with various, simple butterfly valve backwash options, including Single Lever Linkage (Backwash Option "SL"; Single-Tank Systems Only - tank is backwashed by the throw of a single lever); and Tandem Butterfly Valve Configurations (Backwash Option TM; Multiple Tank Systems - each Stark backwash valve is replaced by a linked pair of butterfly valves. Tanks are backwashed one-at-a-time with filtered water from adjacent tank(s)). Custom systems are also available using individual (non-linked) butterfly valves.





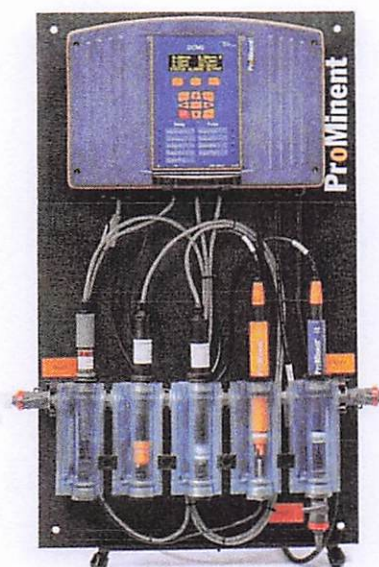
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DCM 5 Series Controller

An Ultimate Water Chemistry Solution for Aquatics Applications



The ProMinent DCM 5 Series controller is the perfect partner for remote monitoring and controlling water parameters and processes.

Features and Benefits

Stay Connected

- Receive email and text alarms
- Make changes from your smartphone, tablet or computer
- No apps required to connect and control
- Automatic emailing of data logs
- WiFi, RS485, Modbus, BACnet and 4G capable

Stay in Control

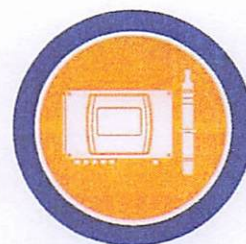
- Monitor and control
 1. Combined chlorine
 2. UV systems
 3. VFDs
- Precision chemical feed
 1. Proportional and PID control strategies
 2. Control output of ProMinent pumps

Stay Safe

- Configurable digital interlocking to flowmeter and circ pump
- 29 discrete assignable passwords at three access tiers
- Simultaneous monitoring and control of ORP and PPM

World-Class Accuracy

- pH sensor accurate to 0.04 SU per NSF
- PPM sensor compliant to USEPA 334.0



DCM 5 Series Controller

An Ultimate Water Chemistry Solution for Aquatics Applications

Operator Interface

Remote	Fully interactive Ethernet TCP/IP graphical interface with security access codes
Local	4 line - 20 character OLED display, 12 buttons, multicolor status LED: Steady BLUE = "OK", Flashing RED = "ALARM", Steady RED = (Stopped), Multicolor output LEDs indicate relay output status as feeding/ off/ alarmed/ or stopped. Ethernet and WiFi status LEDs

Sensors

Included Sensors	pH, ORP, Temperature
Optional Sensors	Free chlorine, total chlorine, calculated combined chlorine, salt generated free chlorine, stabilized chlorine, conductivity, bromine, feed verification, corrosion, flow rate, water level, UV Intensity, calculated LSI/Ryznar water totalizer
Field Upgrades	Sensor input modules are available for field upgrades

Inputs

Digital Inputs	8, (7 fully configurable)
Analog Inputs	7 standard (configurable options) + 4 Optional (additional Temp, 4-20 mA and 2 Corrosion) Examples: 1 Cond, 1 Temp, 1 pH, 1 ORP, 1 FAC, 1 TRC, 1 4-20 mA and 2 Corrosion

Outputs

Control Relays	5 (fully assignable) 1. Acid 2. Oxidant 3. Chlorine boost / Caustic feed 4. Probe Wash / Alarm 5. Filter Aid / Flow switch test & verify 6. Auto fill 7. Heater control 8. UV control (Interlocked with sample and recirc flow when used for chemical feed)
Digital Outputs	4 (fully assignable as dry contact sets or variable frequency pump) 1. UV 2. Pump / VFD control 3. Chlorine / Ozone generator 4. Alarm/ Eco! mode for recirc pump Base feed available if sensor disconnected
Analog Outputs	2 (optional isolated, 4-20 mA)
Control	On/Off ORP assisting residual P/PI/PID Eco! Mode Event timers UV boost / VFD control Chlorine boost / Ozone control Flow restored delay (adjustable) Emergency "Off" for recirculation pump Autofill Chem feed verification (optional) Pulsed pump speed

DCM 5 Series Controller

An Ultimate Water Chemistry Solution for Aquatics Applications

Communication	HTML server on board (standard) 10 base T, TCP/IP Ethernet, Optional wireless 3G cellular, Smartphone / iPad HTML, micro web server with DHCP or user definable IP address
Security	Local and remote access protected by access codes
System	
Power	120 or 230 VAC, 60/50 Hz, 5 A/3 A, single phase only
Fusing	5 A at 120 VAC or 2.5 A at 230 VAC
Surge Suppression	Relay 2-5 N.O. contacts snubbed at 0.1 μ F, 150 Ω
Accessory Power	15-22 VDC, Unregulated, Thermally fused at 50 mA
Enclosure	Non-metallic, NEMA 4X, 7.5"x11.3" x 5.5" (WxHxD)
Convenience	NSF/ANSI/CAN Standard 50 UL 61010-1 CSA CAN/CSA-22.2 No. 61010-1-12
Warranty	5 years on electronics 2 years on ORP, pH sensors 1 year on all other parts

Ordering Information

		Order no.
DCM 510	Controller package for pH, ORP and Temp	1080771
DCM 511	Controller package for pH, ORP and PPM on non-stabilized (CYA) water	1080772
DCM 512	Controller package for pH, ORP, PPM and Combined PPM on non-stabilized (CYA) water	1080773
DCM 513	Controller package for pH, ORP and PPM with CYA stabilized water	1080774

CO₂ Controller

Effective pH control in pool water



ProMinent®

The **ProMinent® CO₂ Feeder** is designed to utilize Carbon Dioxide (CO₂) in the control of pH levels in pools and spas.

There are a number of advantages when using CO₂ for pH control compared to acid. Adding CO₂ will not contribute to a TDS increase in water, thus reducing the amount of make-up water required to maintain the water quality. It is much safer, as there is no mineral acid solution or fumes present on-site, which solves the problems associated with handling acid and corrosive fumes. It is also simple to install and operate.

The **ProMinent® CO₂ Feeder** is equipped with all the necessary components for easy installation, reliable performance and safe operation. The design incorporates an electronic solenoid valve and a manually adjustable flow-meter.

Specifications

Overall Feeder Dimensions.....	8.2"H x 7.4"W x 7.5"D (w/ Mtg. Ft)
Overall Weight of Feeder	< 5 lbs.
Power Requirements.....	120VAC, 60Hz, 1 Phase, 0.15 Amp
Maximum Volume.....	5-50 SCFH or 20-200 SCFH
Maximum Pressure	100 PSIG
Normal Operating Pressure	40 PSIG
Recommended Running Temperature.....	+40°F to 100°F
Inlet Connection Size.....	3/8" OD Tube
Outlet Connection Size.....	3/8" OD Tube

Order Information

Description	Part No.
CO ₂ -50 Feed Unit, 2-50 SCFH	7746991
CO ₂ -200 Feed Unit, 20-200 SCFH	7746928
CO ₂ -50E Feed Unit, 2-50 SCFH w/ Eductor	7746992
CO ₂ -50D Feed Unit, 2-50 SCFH w/ Diffuser	7746993
CO ₂ -200E Feed Unit, 20-200 SCFH w/ Eductor	7746931
2 Cylinder Automatic CO ₂ Switchover System (CO ₂ Feed Unit NOT included)	7747037
4 Cylinder Automatic CO ₂ Switchover System (CO ₂ Feed Unit NOT included)	7747038
6 Cylinder Automatic CO ₂ Switchover System (CO ₂ Feed Unit NOT included)	7747039
8 Cylinder Automatic CO ₂ Switchover System (CO ₂ Feed Unit NOT included)	7747040

| Metering Pumps | Process Instrumentation | Engineered Metering Systems |

ProMinent Fluid Controls, Inc.

136 Industry Drive • Pittsburgh, PA 15275 USA

(412) 787-2484 • Fax: (412) 787-0704

email: sales@prominent.us • www.prominent.us

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PN: 775007

CO2_Controller_000 rev2 08/10/2018





CS400™ COMMERCIAL BACKWASH CONTROLLER



EASY, CLEAN RECREATIONAL WATER

The CS400™ Backwash Controller by Pentair, has simplified the backwash cycle of Stark™ and THS Series® filtration systems equipped with diaphragm-valve face piping kits. This semi-automatic programmable controller, with Acu-Trol® Intelligence, can backwash up to six (6) filters in sequence via the integral multi-port pressure distribution valve.

A backwash can be initiated in three ways: true semi-automatic backwash at the single touch of a button, via an external signal from a master filter room controller such as the Acu-Trol® AK600™ or by a signal from an optional differential pressure switch for automatic backwash functionality. Features include user-configurable settings, alarms, automatic calculated backwash cycle time and valve control to ensure pump and heater protection prior to the start of the backwash cycle. The enhanced efficiency and economy makes the CS400 one of the most eco-friendly commercial backwash controllers on the market.

STANDARD FEATURES

- Compatible with Stark™ and THS Series® filters with diaphragm-style backwash valves.
- "Advance" feature saves water and energy.
- Multi-port pressure distribution valve actuates diaphragm-style backwash valves using city water pressure or compressed air.
- Calculated backwash cycle time.
- Stored backwash data and history.
- Alarms.
- Heater cool-down (Fireman's delay).
- Compatible with Acu-Trol® AK600™ multi-body water chemistry and pump room controller.
- LCD Display.

SPECIFICATIONS

- **Power Source:** Class II, 24VAC transformer, 50/60 Hz, 100VA, 4 amp max. (Purchased Separately)
Optional: 120/24VAC 50/60Hz Class II transformer
- **Safety Approval:** UL/cUL Listed Enclosure Type 4x, IP66
- **Dimensions:** 18"H x 14" W x 9.75"D
- **Weight:** 15 lbs.
- **Operating Environment:** 32°F to 118°F, 5 to 95% RH non-condensing
Shaded from direct sunlight
- **3 Output Relay Modules:** Independently configured to be sourced from either internal 24VAC or external 12-24VAC. (1) Master Status (1) Pump Control (1) Auxiliary Control: Auxiliary can be used for priority valve or heater control
- **Maximum Output Drive:** Maximum 0.5 Amps at 24VAC when sourced from internal supply. Pump motor or other heavy load requires external contactor. Maximum 3.0 amps when sourced from external supply.
- **Internally Fused:** Input protected by 5 amp fuse
Each output protected by 4 amp fuse
- **Eight-Button Keypad:** For configuration menu, Advance, Start and Stop
- **LCD Display:** Includes a 20x4 character display with status screen with process information and backlight
- **Eight LED Indicators:** Power, Alarm, Auto, Filter, Pump, Auxiliary, Backwash, and Advance

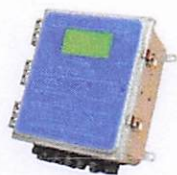
FEATURES

- **Configuration Menu Options**
 1. Auto or Manual Mode
 2. Backwash duration
 3. Number of tanks (up to six)
 4. Advance mode on and off
 5. Auxiliary relay for priority valve or heater
 6. Delay after pump is turned off
 7. Valve shift duration
 8. Inter-filter delay
 9. Priority valve delay
 10. Fireman's delay
 11. Keypad lock-out for security
- **Advance:** This push-button feature allows the user to advance to the next process within the backwash cycle to save energy and conserve water. Processes that include the Advance feature are: backwash duration, valve shift duration, inter-filter delay and priority valve delay.
- **Auto Backwash:** Requires an external input signal from a master pool controller or optional differential pressure switch. Accepts normally-open dry contact or input signal either 10-32VDC or 12-32VAC.
- **Security:** Keypad lockout and padlock compatible door latch.

The CS400™ Commercial Backwash Controller is compatible with the Stark™ and THS® Filter Systems. The Acu-Trol® AK600™ multi-body water chemistry interfaces with the backwash controller with master control capability.



Stark™ Series Filter with Clear Valve



Acu-Trol® AK600™ Multi-Functional
Equipment Room Controller



THS Series®



1620 HAWKINS AVE, SANFORD, NC 27330 800.831.7133 WWW.PENTAIRCOMMERCIAL.COM

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QUOTE

QUOTE #	CASQ3851-03
DATE	Sep 30, 2025

To Wetlands Waterpark:Nick Bogle
Nick Bogle
123 Boone Street
Jonesborough, TN 37659

Phone



Salesperson	P.O. Number	Payment Terms	Due Date
Neil Sweeny		NET 30	Oct 31, 2025

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
WETALANDS WATERPARK FILTRATION SYSTEM REPLACEMENT			
1	Stark 5S Series Top-Conx / End Manway Filter System 105 SF Total Area, Semi-Automatic Push-Button Backwash Control (CS400) Incl (3) 5S35 Horz Filter, 60" Dia X 35 SF, 75 PSI Rating, Clear Viewport Manways, Diaphragm Valve Piping Kit (shipped in sub-assemblies) w/ 10" Inf/Eff & 6" Waste Flgs, (3) 6" Clear Diaphragm Backwash Valves, Sight Glass/Spool, and Inf/Eff Gages. Minimum Backwash Rate: 525 GPM Filter Conditions: 1,460 GPM / 105 SF = 13.9 GPM/SF	\$121,961.47	\$121,961.47
1	10" Automatic priority butterfly valve kit w/mounting hardware.	\$6,078.66	\$6,078.66
1	CS400 AC class II step down transformer - 120 to 24VAC	\$339.61	\$339.61
445	MYSTIC WHITE POOL FILTER SAND #50 BAG	\$13.93	\$6,198.85
1	DCM513 Controller- pH, ORP, Temp, Free and Total Chlorine Sensors for Stabilized Water	\$6,873.67	\$6,873.67
1	CO2-200 FEED UNIT, 20-200 SCFH	\$1,035.63	\$1,035.63
1	4G Communication Single Port Module w/ 1 yr. air time subscription	\$1,483.85	\$1,483.85
1	Installation of listed equipment. Cost includes labor and materials. Demolition dumpster rental Telehandler lift rental Per Diem Parts & Materials (Fittings, Valves, Hangers, etc.) Labor Electrical is not included.	\$74,420.00	\$74,420.00

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Demolition / deconstruction of existing equipment within mechanical or chemical room	\$34,060.00	\$34,060.00
		SUBTOTAL	\$252,451.74
		SALES TAX	\$0.00
		TOTAL	\$261,851.74

Notes

Please contact me if I can be of further assistance.

To accept this quotation, sign here and return: _____

Thank You For Your Business!

Walden Chemical, DBA Bluewater CAS
6001 Murray Street
Little Rock, AR 72209
Phone: (423) 438-9879
Email: kaleb@bluewatercas.com

October 6, 2025

Attn: Department of Finance/Purchasing
Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

Subject: Bid Submission – Waterpark Filtration Project

Dear Purchasing Committee, On behalf of Walden Chemical, DBA Bluewater CAS, I am pleased to submit our proposal for the Waterpark Filtration Project for the Town of Jonesborough. We appreciate the opportunity to provide our expertise and are confident in our ability to complete this project in strict accordance with all specifications. Our team brings extensive experience in sand filtration systems, plumbing installations, and system upgrades. We are committed to delivering a high-quality, cost-effective solution that ensures long-term performance, operational efficiency, and compliance with all applicable safety standards and codes. Enclosed with this letter are the completed bid forms, pricing, and all required documentation for your review. Should you have any questions or need additional information, please feel free to contact me directly at (423) 438-9879 or via email at kaleb@bluewatercas.com. We greatly value the opportunity to serve the Town of Jonesborough and look forward to the possibility of working together on this important project. Thank you for your consideration.

Sincerely,

Kaleb Kelley
East Tennessee Manager
Walden Chemical, DBA Bluewater CAS

NOTICE TO BID
TOWN OF JONESBOROUGH
AQUATICS SERVICES – REPLACE POOL FILTRATION SYSTEM

The Town of Jonesborough is now accepting formal bids to replace the Pool Filtration System at Wetlands Waterpark. Bids must be submitted at the administrative office of Town Hall, 123 Boone St., Jonesborough, TN 37659 by 10:00AM, October 6th at which time they will be publicly opened. Bids must be **sealed** and **labeled “Waterpark Filtration Bid”**. The Board of Mayor and Alderman reserves the right to reject any or all bids and to waive any formalities.

BID SPECIFICATIONS

Wetlands Waterpark is located at 1525 Persimmon Ridge Rd. Jonesborough, TN 37659. The goal of this project is to install a modern, efficient, and reliable filtration system that meets or exceeds all current health, safety, and performance standards for public aquatic facilities.

The proposed system must meet the following minimum requirements:

- **Pool Capacity:** The primary pool holds approximately 250,000 gallons.
- **Turnover Rate:** The system must achieve a minimum turnover rate of three (3) hours.
- **Controller:** A filtration system controller with wireless connectivity must be included.
- **CO₂ Controller:** The system must include a CO₂ controller for automated pH regulation.
- **System Quality:** Equipment must be commercial-grade, durable, and suitable for a municipal waterpark environment.
- **Compliance:** All equipment and installation must comply with state and local health codes, as well as all applicable federal, state, and municipal regulations.

GENERAL

Installation must be completed within 60 calendar days from the date of the bid award. Bidders, however, must submit with their bid their projected start date and completion date.

A building permit for the construction work must be obtained from the Jonesborough Building Inspector; however, the permit will be issued at no cost. The Jonesborough Building Inspection staff and the Parks and Recreation Director will undertake all normal inspections, and work will also be overseen, to the extent reasonable, by the Town's Operation Manager, or his designee.

Insurance:

- 1) The contractor selected must provide a performance bond totaling the amount of their bid.
 - 2) The contractor selected must provide proof of workers' compensation insurance covering their workers on the project.
 - 3) The contractor selected must carry a minimum of \$1 million liability insurance and provide the Town with proof of insurance listing the Town of Jonesborough as "other insured".
-
- Provide a full warranty on workmanship performed for a period of one (1) year following acceptance of the completed work.
 - Contractors who submit a bid must list subcontractors, if any, intended to be used in the project.
 - Contractors who submit a bid must list at least three recent successfully completed projects of a similar nature, and list contact information associated with the owner/customer.
 - The Jonesborough Board of Mayor and Aldermen reserves the right to reject any or all bids and to waive any formalities.
 - Criteria for bid award will be based on labor/equipment cost of construction, successful experience on similar projects, work force availability and projected completion of project, and previous customer satisfaction.

Bid Submission Requirements

All bids must include the following:

1. Detailed Cost Proposal

- Itemized breakdown of all costs including equipment, labor, installation, and any additional fees.

2. Project Plan & Timeline

- Proposed schedule for removal of the existing system and installation of the new system.
- Estimated completion time.

3. System Specifications

- Technical specifications of the proposed filtration system, controller, and CO₂ controller.
- Warranty terms and expected lifespan of equipment.

4. Experience & References

- Documentation of previous projects of similar size and scope.
- At least three references with contact information.

5. Service & Support

- Description of available maintenance services, training for Town staff, and response time for repairs. Also include warranty for equipment.

TOWN OF JONESBOROUGH

123 Boone Street

Jonesborough, TN 37659

(423) 753-1030 – Fax (423) 753-1074

BID FORM – REPLACE POOL FILTRATION SYSTEM:

October 6th, 2025

Contact Information

Company Name: Walden Chemical DBA Bluewater CAS

Address: 6001 Murray St. Little Rock, AR 72209

Contact Person: Kaleb Kelley

Phone: 423-438-9879 Email: Kaleb@bluewatercas.com

1. Cost Proposal

Filtration System Equipment	Description Paddock 42" Duel stacked horizational filter	Cost (\$) \$110,000
Wireless Controller	Chemtrol PC7000 with automatic backwash	\$20,000
CO ₂ Controller	Chemtrol CO2 Feeder	\$2500.00
Installation Labor	Removel filtration system and install new one	36,000
Training for Town Staff	Full training to be offered	\$0.00
Warranty Coverage (Years)	1 year warranty and manufacture waranty	\$0.00
Other (please specify)		
Total Cost		\$168,500

2. Project Plan & Timeline

Estimated Start Date: 1/19/26 Depending on filter lead time

Estimated Completion Date: 2/15/26

Total Duration (days/weeks): Two weeks

Briefly describe your project plan for removal of the existing system and installation of the new system:

Remove existing filters, chemical controller, C02 Feeder, existing plumbing, and chlorine feeder. Install new filters, chemical controller with backwash, C02 feeder, Chlorinator. Replace all existing plumbing.

Disposal of all existing equipment and plumbingn. Start up and customer training on all equipment

3. System Specifications

Provide details on the proposed system, including turnover rate, equipment capacity, and warranty terms:

2 sets of Paddock 42" stacked 96 sq. ft. filter system with automatic backwash controlled by chemtrol PC7000 chemical controller. Signet flow meter, Accu-tab 3140 Chloinator, and Chemtrol C02 feeder.

Bluewater warranties there work for 1 year from date of start up and training

Designed for 3 hr. turnover rate at 15 ft. per second with a maximum 1440GPM flow rate.

4. Experience & References

Project Name / Location	Year Completed	Contact Person	Phone/Email
Dollywood Splash Country/ Little Creek	2022	Owen Cummins	865-363-3823 ocummins@dollywood.com
Wilderness at the Smokies/ Wave Pool	2024	Steve Chambers	865-719-8340 schambers@wildernessatthesmokies.com
Wilderness at the Smokies/ Play Structure	2025	Steve Chambers	865-719-8340 schambers@wildernessatthesmokies.com
Wild Adventures/ Wave pool and lazy river	2025		229-219-7080
City of Cassville/ Filtration replacement	2025		417-846-5153/ bmadison@cityofcassville.com

5. Service & Support

Describe available maintenance services, response time for repairs, and training provided:

Authorized factor rep for all products being proposed. Can provide service calls, scheduled maintenance plans ect.

24hr response time for service or repairs. Full training on all products and phone support when needed.

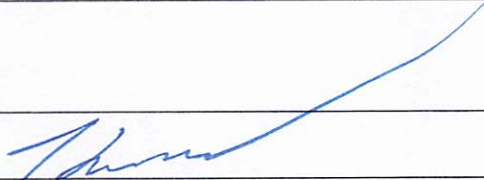
By signing below, the bidder certifies that the information provided is true and complete and agrees to comply with all requirements outlined in the Town of Jonesborough's Request for Bids.

Authorized Representative:

Kaleb Kelley

Title:

Manager

Signature: 

Date: 10/6/25