

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING MINUTES

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
December 8, 2025 – 7:00 PM

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

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

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

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

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

Check Register - General Fund - October 2025

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

Check Register- Water Fund October 2025

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

Check Register -Sanitation Fund - October 2025

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

3. Approve the following Town Administrator Report:

TOWN ADMINISTRATOR MONTHLY REPORT NOVEMBER 2025

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

- *Website Update: We have been working with our current webhost Six Rivers on improvements while we compile the bid document to solicit for new website design. We have made improvements to navigating to BMA information. We have a "staging site" with Six Rivers on our website to start making improvements in the background, including drone footage of downtown (as an example of how video enhances website experience), adding more personal information about our elected officials including biographies and Q&As, and more color coordination. All departments have been requested/required to evaluate their webpage for improvements and they are working with Mitchell, and Cameo, on departmental improvements. My hope is to have enough sample improvements in the staging area to share with you before launching live.*
- *Staff Training: At our most recent Director's Meeting, Lt. Jonathan Peace provided many of our leadership team with training on De-Escalation. It has been something that I wanted for our staff and the Police Department through Lt. Peace did an outstanding job. As public employees with the unprecedented population growth and demands, we encounter many people and situations resulting in good and bad experiences. I want our teams to be equipped to handle situations that may call upon de-escalation. Lt. Peace provided the PowerPoint training to Directors, and my directive was that all employees receive this training. We will continue to use this training and expand on it 1-2 times a year or more if needed.*
- *YouTube/Video - **Update**: Starting January 2026, in cooperation with Cameo Waters and Isabel Hawley, by video, we will introduce town accomplishments, delivering light and fun topics like Jonesborough Trivia, and more...as a form of enhancing community engagement/communication from the Town Administrator side of things.*
- *Traffic 11-E Corridor: As part of your packet for the December 8th meeting there are item actions to fund traffic signal improvements based on the first study/project deliverable of the study by*

Mattern & Craig. We continue to keep the corridor on a high priority “improvement” list for the town. The study is in your packet and has a lot of good information. A snapshot of the current action items is as follows:

- Purchase/install the radio/GPS units, to keep the clocks in sync.
- Make the short-term recommendations in the report.
- Replace the signal controllers at the Lowe’s intersection and at the Headtown Road intersection, to Yunex models. This would get all of the signal controllers to be of the same manufacturer (once the Tiger Way signal is permanently installed and the TDOT project at Food City is completed), to make coordination much more seamless.

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

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

4. Approve the following Operations Manager Report:

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

contractor and have ordered the handrail for the high section of sidewalk on Main Street and the step on Washington Avenue.

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

The office expansion upstairs of Town Hall has been completed.

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Approve the following Committee Reports: Historic Zoning, Board of Dwelling Standards, Planning Commission, Chuckey Depot, Flag Committee.
6. Approve the following Supervisor Reports: Police Department, Fire Department, Building Inspector, Utility Manager, Water Quality, Water Distribution, GIS/GPS & Inspections, Wastewater, Water Treatment, Utilities Maintenance, Street Department, Solid Waste & Recycling, Digital Media Manager, Marketing Manager, Events

Manager, Director of Tourism & Main Street, Parks & Recreation, Visitor Center Manager, Jackson Theatre Operations Manager, Jackson Theatre Assistant Operations Manager, McKinney Center Program Manager, McKinney Center.

7. Approve the Report on Debt Obligation filed with the Comptroller's Office for the \$864,674 Tennessee Municipal Bond Fund Equipment Acquisition Capital Outlay Note, Series 2025. This borrowing funded the majority of the General Fund equipment included in the 2025-26 budget.
8. Approve the BMA Meeting Packet Schedule:

**BMA Meeting Schedule
2026**

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

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

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

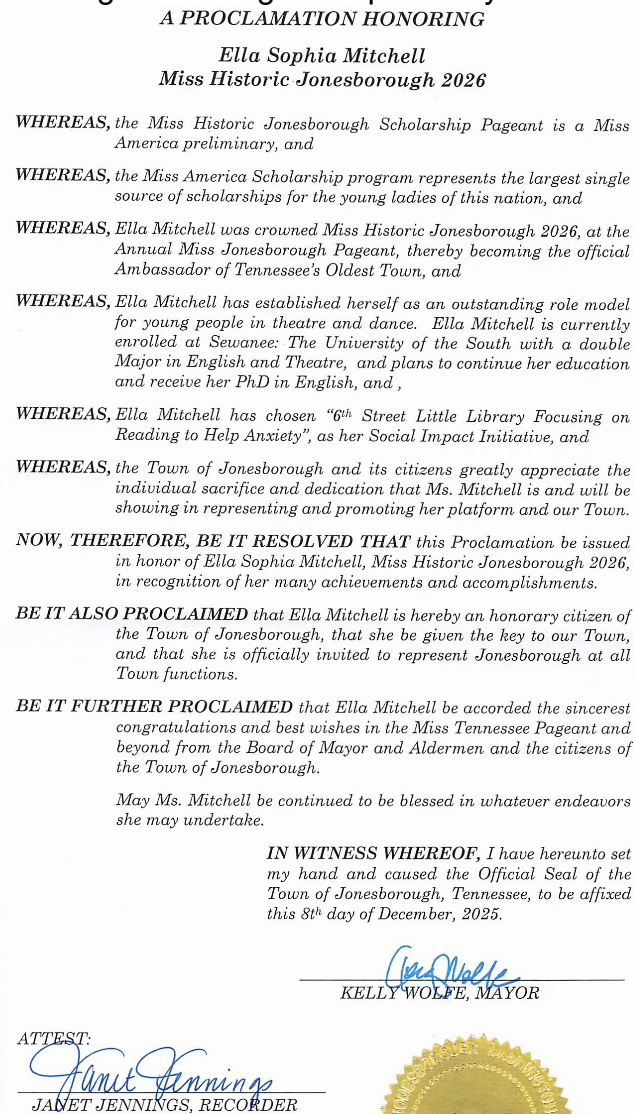
The next item under Communications from the Mayor was Mayor Appointments. Mayor Wolfe requested a motion to add Alderman Jenkins to the Facility Advisory Committee. Alderman Causey made the motion, seconded by Alderman Countermine. Motion duly passed.

Mayor Wolfe requested a motion to appoint Shari Rowinski to the Keep Jonesborough Beautiful Advisory Council for a 3-year term. Alderman Jenkins made the motion, seconded

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

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

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



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

**A Proclamation Honoring
Briley Alyssa Alley
Miss Historic Jonesborough Teen 2026**

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

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

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

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

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

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

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


KELLY WOLFE, MAYOR

ATTEST:


JANET JENNINGS, RECORDER



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

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

Most recently, Damon stepped up and showed his willingness to exceed his job duties when asked if he could do some body work and paint the four-door International dump truck that the Street Department uses for leaf collection. Damon took on this project willingly and put in about 40 hours doing body work, sanding, and painting the truck. Damon put together a plastic enclosure to ensure a safe way to paint the truck and even came in on the weekend to ensure the painting did not interfere with other activities in the garage. In addition, he applied the new logo to the doors of the truck. That ugly green truck is now a beautiful shade of white proudly displaying the Town logo. The truck is pleasing to the eye and the work done in house by the garage was pleasing to the Town's funds. The entire project turned out great thanks to the hard work of Damon. Congratulations, Damon, on a job well done!

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

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

Alderman Communications was the next item on the agenda. Mayor Wolfe asked the Aldermen if they had any comments. Alderman Countermine stated that there have been many great community events happening.

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

There were no items under Old Business.

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

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

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

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

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

1. Radio communication. Again, the primary objective is to keep the clocks in sync. Radio is the most cost-effective method to achieve that. However, the bandwidth of data that can be transmitted across it is limited, mainly to keeping the clocks in sync.
2. Fiber-optic lines. In addition to being able to keep the clocks in sync, fiber-optic provides significant bandwidth for the transmission of other data, such as video feeds and such. Installing a dedicated fiber-optic network can be extremely costly.

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

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

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

Short-Term Recommendations:

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

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

The next short-term recommendation is to replace the signal controllers at the Lowe's intersection and at the Headtown Road intersection, to Yunex models. This would get all of the signal controllers to be of the same manufacturer (once the Tiger Way signal is permanently installed and the TDOT project at Food City is completed), to make coordination much more seamless. The estimated cost is \$12,000.00.

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

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

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

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

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

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

The next item under New Business was discussion and possible action concerning purchasing the "Mauk Property" property located on Duel Lane. The tract of land is approximately 12.1 acres and is described on Washington County Tax Map 60-G, Group A, Parcel 22.01. The current owner is Theodore Lee Gregg III Etal. At the September 8, 2025 BMA meeting Rachel Conger provided a detailed memorandum stating *the Town has worked for over 15 years on developing plans to create a pedestrian walkway connection to downtown from Stage Road Park with the idea of creating an extension of the Lost State Scenic Walkway, it will provide additional recreation services to an underserved area of Town. In the process, the Town would connect two parks and provide pedestrian connections from two areas of Town to those parks. While the project will serve the entire corporate limits of Jonesborough, the project location is within an underserved area of Town. The existing large residential development at Mountain View Estates will be connected to other parks in Jonesborough as well as the historic downtown district, providing opportunities for residents to walk or bike downtown.*

At the September 8, 2025 BMA meeting the BMA approved purchasing the "Mauk" property for \$20,000.00 above the appraisal value. The Town received a grant from the Heritage

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

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

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

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

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

The next item under new business was discussion and possible action on an Ordinance to Amend the Jonesborough Zoning Map Regarding the H-1 Historical District and H-2 Overlay District. The Historic Zoning Commission (HZA) has found inconsistencies in the Town's official zoning map, which has occurred over time and a series of map readoptions, beginning from the point in time when the maintenance of the map transitioned away from the State of Tennessee Local Planning office to the Town and its subsequent digitation.

Frank Collins, HZA Chair, and other HZA members have reviewed the records and accordingly, they initiated the process that includes the Jonesborough Planning Commission and BMA to amend the map. The Planning Commission voted to recommend the map

amendment to the BMA at their November 18, 2025 meeting. In an email to Mr. Rosenoff, Frank Collins outlined the inconsistencies and requested the maps be updated:

1. Direct the County to re-include the following properties on the H-1 map. These properties were on the County's H-1, H-2 overlay zone maps in 2004, 2009 and 2014 but were not included on their 2023 map. Dr. Kennedy confirmed these are in the H-1 overlay zone and there are multiple HZC forms in our Certificate of Appropriateness files.

- 200 W College St
- 205 W College St
- 208 W College St
- 301 W College St
- 421 W College St
- 204 North 2nd Ave
- 206 North 2nd Ave
- 208 North 2nd Ave
- 210 North 2nd Ave

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

H-1:

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

H-2:

- 147 N Lincoln Ave
- 216 Sabin Dr

3. Direct the County to follow the property lines for these H-1 properties. The following properties have the house in the H-1 district, but the rear part of the property in the H-2 district.
- 201 East Main St
 - 211 East Main St
 - 213 East Main St

4. Direct the County to remove from the H-1 map. The following property is listed as being in the H-1 district on the county map. However, it is not considered to be part of the H-1 district.
- 401 W Jackson Blvd

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

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

ORDINANCE NO. 2025-14

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

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

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

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

Approved by the Planning Commission	<u>November 18, 2025</u>
Passed on First Reading	<u>December 8, 2025</u>
Public Hearing Held	<u></u>
Passed on Second Reading	<u></u>
Approved and Signed in Open Meeting	<u>KELLY WOLFE, MAYOR</u>
Attest:	<u>JANET JENNINGS, RECORDER</u>
Approved as to Form:	<u>JAMES R. WHEELER, TOWN ATTORNEY</u>

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

ORDINANCE NO. 2025-15

AN ORDINANCE OF THE TOWN OF JONESBOROUGH, TENNESSEE TO CHANGE THE TIME OF THE REGULAR MEETINGS OF THE BOARD OF MAYOR AND ALDERMEN

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

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

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

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

The Board of Mayor and Aldermen shall hold regular monthly meetings at 6:00 p.m. on the second Monday of each month at the town hall.

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

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

Those voting against: _____

PASSED ON FIRST READING _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

RESOLUTION NO. 2025-26
TOWN OF JONESBOROUGH, TENNESSEE
BOARD OF MAYOR AND ALDERMEN

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

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

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

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

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

SECTION 2. The Resolution shall take effect immediately.

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

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

Those voting against: _____



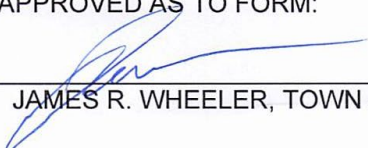
KELLY WOLFE, MAYOR

ATTEST:



JANET JENNINGS, RECORDER

APPROVED AS TO FORM:



JAMES R. WHEELER, TOWN ATTORNEY

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

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

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

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

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

RESOLUTION NO. 2025-27

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


Mayor

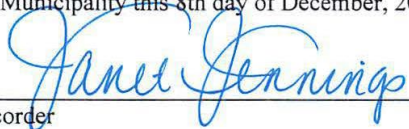
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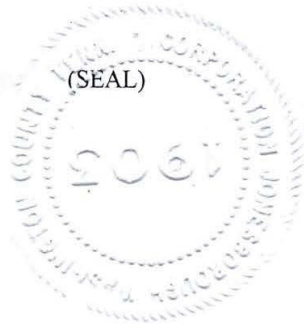

Recorder

STATE OF TENNESSEE)
COUNTY OF WASHINGTON)

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

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


Recorder



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

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

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

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

TOWN OF JONESBOROUGH, TENNESSEE
FOR
ADMINISTRATIVE SERVICES

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

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

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

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

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

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

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

Those voting against: _____




KELLY WOLFE, MAYOR

ATTEST:



JANET JENNINGS, TOWN RECORDER

APPROVED AS TO FORM:



JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH, TENNESSEE
FOR
ENGINEERING SERVICES**

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

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

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

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

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

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

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

Those voting against: _____




KELLY WOLFE, MAYOR

ATTEST:



JANET JENNINGS, TOWN RECORDER

APPROVED AS TO FORM:



JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was discussion and possible action concerning a Resolution hiring Architect Services for the 2025 Local Parks and Recreation Fund (LPRF) project. Mayor Wolfe explained that this project is with the County on the First Frontier Trail. The town's application has been funded and in accordance with State procurement documentation guidance, Request for Qualification letters were sent to four architectural firms. The town received two responses including Thomas Weems Architect (TWA) and Clark Nexsen. Staff completed the required evaluation/scorecard regarding qualifications. Both companies scored high and both would provide good services in their respective capacities to the town. Clark Nexsen scored overall slightly higher on the evaluation/scorecard.

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

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

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

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

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

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

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

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

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

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

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

Alderman Countermine, Alderman Jenkins, Alderman Causey, Alderman Dickson

Those voting against: _____



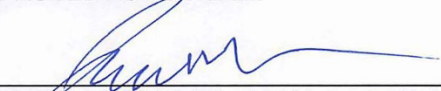
KELLY WOLFE, MAYOR

ATTEST:



JANET JENNINGS, TOWN RECORDER

APPROVED AS TO FORM:



JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was discussion and possible action concerning 2025 Local Parks and Recreation Fund Contracts. In April 2025 the Town worked with Community Development Partners to submit a grant application in partnership with Washington County for a local Park and Recreation Fund grant through the Tennessee Department of Environment and Conservation, Outdoor Recreation Division. The Town was awarded grant funds that will provide \$1.75 million of the \$3.5 million project to fund the First Frontier Trail and Park project.

The grant is a 50/50 grant where the Town and County are responsible for providing half of the funds for the project. The plan is for the required match to be funded through a significant portion of the \$2.4 million allocation provided to the Town by Governor Bill Lee for pedestrian improvements.

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

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

- Development of a trailhead at the former Jonesborough Middle School track and football field, including an ADA-accessible restroom facility on an 8-acre tract given to the Town by Washington County Schools for the purpose of developing a park/trail head.

- Construction of an asphalt parking area with ADA parking spaces to support trail users.
- Design and development of a bike track and associated parking.
- Pedestrian walkway connections to multiple parks and recreation areas within the Town.

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

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

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

The recommendation is to contract with both Community Development Partners LLC and DT Wood Engineering, Inc to allow the Town to maintain momentum on a project that will significantly enhance recreation access, regional connectivity, and the overall quality of life for residents of Jonesborough and Washington County.

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

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

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

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

The next item on the agenda was discussion and possible action concerning a Special Event Application for Chocolate Fest. Jeff Gurley on behalf of JAMSA has submitted a Special Event Application for Chocolate Fest. The event is planned for 2 different times on February 13, 2026, and one time on February 14th. The hours for Friday,

February 13th are from 1:00 PM to 5:00 PM and from 5:00 PM to 8:00 PM; and on Saturday, February 14th from 11:00 AM to 4:00 PM. An estimated 2,000 people are expected to attend for the purpose of bringing the community together while supporting downtown Jonesborough.

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

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

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

Two bids were received as follows:

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

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

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

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

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

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