

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

MEETING NOTICES

NOTICE: The Board of Mayor and Aldermen meeting scheduled for March 9, 2026, was RECESSED until March 16, 2026, due to a meeting conflict and lack of quorum.

MONDAY, MARCH 16, 2026
6:00 PM

PUBLIC COMMENTS REGARDING AGENDA ITEMS

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423-753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 3:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the Town Recorder at meetings of the Board of Mayor and Aldermen, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution.

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

BEER BOARD

1. Approval of Minutes (1/12/26)
2. Application for an On-Premise Special Event Beer Permit for the Corner Company Beverage Emporium, located at 148 E Main Street, Jonesborough.

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. Approval of Keep Jonesborough Beautiful Committee Appointments
8. Approval of Recreation Advisory Committee Appointments
9. Approval of McKinney Center Advisory Committee Appointments
10. Approval of Tree and Townscape Committee Appointment
11. Approval of Town Event – 2026 Music On The Square
12. Approval of Town Event – 2026 Brews & Tunes
13. Approval of Town Event – Easter Eggstravaganza 2026
14. Approval of Special Event – Star Wars Day
15. Approval of Wetlands Waterpark Food Bid
16. Approval of Wetlands Waterpark Job Descriptions
17. Approval of Jackson Theatre Job Descriptions
18. Approval of Tiger Park Concessions Agreement
19. Approval of Jonesborough Little League Concessions Agreement

AGENDA

1. Financial Report
 - A. Special Financial Reports
2. Communications from the Mayor
 - A. Proclamation
 - B. Employee of the Month
3. Citizen Comments

4. Aldermen Communications

5. Town Attorney Comments

6. **OLD BUSINESS**

7. **NEW BUSINESS**

A. Discussion and possible action concerning a Resolution authorizing the submission of an application for LPRF grant funds for Persimmon Ridge Park Improvements.

B. Discussion and possible action concerning approval on Fiscal Year 2025-26 Audit Contract with Blackburn, Childers and Steagall, PLC.

C. Discussion and possible action concerning approval of an Ordinance concerning an ATMOS Franchise Agreement on first reading.

D. Discussion and possible action concerning approval of an Ordinance amending the Municipal Code concerning Data Centers on first reading.

E. Discussion and possible action concerning a Special Event request for the Garden Gala.

F. Discussion and possible action concerning a Special Event request for the Porsche Club of America Show and Cruise In.

G. Adjournment.

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

DATE: March 9, 2026

AGENDA ITEM #: Beer Board #1

SUBJECT: Approval of Minutes

- January 12, 2026 Beer Board Minutes

BOARD OF MAYOR AND ALDERMEN

**BEER BOARD
JANUARY 12, 2026**

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

Mayor Wolfe called the meeting to order. Present were Mayor Kelly Wolfe, Alderman Virginia Causey, Alderman Terry Counterline, Alderman Adam Dickson. Alderman Zac Jenkins was not present for the Beer Board meeting. Also present were the Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The first item on the agenda was approval of the September 8, 2025, Beer Board Minutes. Mayor Wolfe asked the Aldermen if they had any corrections or additions to the minutes and there were none. Alderman Counterline made the motion to approve the minutes of the September 8, 2025, Beer Board meeting as submitted, Alderman Dickson seconded the motion, and it was duly passed.

The next item for consideration was an application for an Off-Premise beer license from the new owner of Andy's Quick Stop Market (Marathon Gas Station), Harsh Patel, located at 905 E. Jackson Boulevard, Jonesborough, TN. The name of the business corporation is AMBE MAA Inc., d.b.a. Andy's Quick Stop Market. The application was complete, the \$250.00 fee was paid, and the background checks have come back with no record. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Counterline made the motion to approve the Off-Premise Beer License for AMBE MAA Inc., d.b.a. Andy's Quick Stop Market, located at 905 E. Jackson Boulevard, Jonesborough, TN. Alderman Causey 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 - BEER BOARD
AGENDA PRESENTATION**

DATE: March 9, 2026 **AGENDA ITEM #:** Beer Board 2

SUBJECT: Application for On-Premise Special Event Beer Permit for the Corner Company Beverage Emporium, Located at 148 E Main St., Jonesborough, TN

BACKGROUND:

Michael Peck has requested approval for an On-Premise Special Event Beer Permit for the Corner Company Beverage Emporium (restaurant). The section addressing this type of permit is Section 2-226 of the Municipal Code under Beer, stating:

2-226. Special event beer permit. An on-premises beer permit may be issued to a restaurant that does not have the customer seating capacity necessary to obtain one (1) of the liquor-by-the-drink permits from the Tennessee Alcoholic Beverage Commission (ABC). This beer only permit may be issued if the restaurant, defined as a commercial business open to the public on a regular schedule that serves meals/food throughout its operating hours.

The permit is for restaurants that cannot obtain an ABC Liquor by the Drink (LBD) license because it does not meet the minimum number of customer seats or some other building expectation required by the ABC to obtain an LBD license. Corner Company does not have the space necessary to meet the minimum number of seats required by ABC.

- Corner Company is considered a commercial business open to the public on a regular schedule that serves meals/food throughout its operating hours.
- The percentage of meal sales in relationship to average sale of on-premises beer must be 50% or greater, which will not be an issue as Corner Company is principally a food sales business.
- A restaurant (in this case Corner Company) issued a special event beer permit for on-premises consumption is limited to twelve (12) special events per calendar year in which beer can be served. **This works well for Mr. Peck as he plans to hold a special event in the evenings on the last Thursdays of each month.**
- Any server of beer must have the same license or permit required to serve alcoholic beverages by the Tennessee Alcoholic Beverage Commission.
- Due to the possible changing and additions of events and activities, a restaurant with a special event beer permit may submit to the chief of police or his/her designee up to six (6) changes per calendar year in the special events designated for beer sales or add dates previously undesignated to the initial listing submitted with the permit application. Changes or additions to the special event listing must be submitted to the chief of police a minimum of thirty (30) days in advance of the special event to be held in the restaurant, and must receive the approval of the chief of police.

The proposed special event schedule is for the last Thursday of each month within the calendar year. The application and \$250.00 fee were received by town staff. The property is properly zoned, and the Jonesborough Police Department conducted a background check and found no issues.

RECOMMENDATION:

Approve the On-Premise Special Event Beer Permit for the Corner Company Beverage Emporium located at 148 E. Main Street, as presented.

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

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

I, MICHAEL D. PELK
make application to the Board of Mayor and Aldermen of the Town of Jonesborough for a license X or renewal license _____, to sell legalized beer or other beverage with an alcoholic content not exceeding eight percent (8%) of weight on-premise at my place of business located at:

NAME OF BUSINESS (Where Sale Requested): CORNER COMPANY BEVERAGE EMPORIUM

ADDRESS: 148 E MAIN ST
JONESBOROUGH TN 37659

DESCRIPTION OF LOCATION: CAFE

TELEPHONE NO. [REDACTED]

I further do hereby make the following sworn representations and promises for the purposes of obtaining an On-Premise Beer License

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

Has Applicant been convicted of any violation described in Section (1a) above in the last ten (10) years? Yes _____ No X

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

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

2. (a) That, no sale of intoxicating beverages shall be made to persons under twenty-one (21) years of age, nor shall minors be employed directly in the sale or distribution of such beverages.
- (b) That, no sale shall be made to persons intoxicated or who are feeble-minded, insane or otherwise mentally incapacitated.
- (c) That, all persons employed by the applicant directly involved in the sale or distribution of intoxicating beverages authorized under license shall be permitted as required to serve alcoholic beverages under the terms established for a Liquor-By-The-Drink Permit by the State of Tennessee.

3. That, no minor shall be allowed to loiter about the Applicant's premises.
4. (a) That, the Applicant is of good character and has a sufficient legal interest in the location described in this application as to entitle the Applicant to conduct the sale of beer on-premises at such place of business.
 - (b) That, at said location of the sale or distribution of beer on-premise that no loud, unusual, or obnoxious noises shall be allowed, and the Applicant shall conduct such place of business otherwise in an orderly, peaceful, and lawful manner.
 - (c) That, the sale or distribution of beer at the location described herein will not cause congestion or traffic or interference of schools, churches or other places of public gathering or will otherwise interfere with public health, safety or morals.
5. (a) That, I hold a valid license for the sale of alcoholic beverages by the drink for intoxicating beverages above eight (8%) percent by weight issued by the Alcoholic Beverage Commission of the State of Tennessee; a copy of which has been submitted with this application.

Permit Number _____
Date Issued _____

 - (b) That, I understand that a revocation of the license for the sale of alcoholic beverages by the drink by the Alcoholic Beverage Commission of the State of Tennessee will automatically and immediately revoke the license to sell beer by the Town of Jonesborough.
6. That, in the place of business where intoxicating beverages are sold for consumption on premise, proper sanitary facilities for both sexes shall be provided.
7. That, gambling in any form shall not be permitted on the premises.
8. That, the person so applying for the license to sell beer on premise will conduct the business in person, or if he or she is acting as agent for any other firm, corporation, or association, the name or names of the owners of the business requesting to be licensed, together with their addresses and the nature of the firm, corporation or association for which the Applicant is acting is listed and identified in this application.

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

| Applicant | NAME | HOME ADDRESS | DATE OF BIRTH | SOCIAL SECURITY # |
|-----------|--------------|--------------|---------------|-----------------------|
| | MICHAEL PELL | [REDACTED] | [REDACTED] | JONESBOROUGH TN 37659 |
| | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

HOME OFFICE/OTHER THAN WHERE SALE REQUESTED

Name of Business, Corporation _____
 Address _____
 Mailing Address _____
 Telephone Number _____

BUILDING OWNER

Name of Owner MELINDA COPP
 Address 144 E MAIN ST JONESBOROUGH, TN 37659
 Mailing Address 144 E MAIN ST JONESBOROUGH TN 37659
 Telephone Number [REDACTED]

9. That, no permit now in force or hereafter issued shall be good or valid except at the location described in this application, nor shall such permit be transferable to another location.
10. That, I have obtained all permits and paid all fees, privilege taxes, and met all other requirements of the laws of the State of Tennessee and the United States.
11. That, I, the Applicant, agree that the place of business and premises, including any house, building, room or rooms, where the business conducted under this license here applied for shall be open to inspection and investigation at any time such place is open for business by any regular or special police officer of the Town of Jonesborough.
12. That, I have filed with the County Court Clerk the bond provided for in Tennessee Code Annotated, Section 57-5-106 and 57-5-107.
 Bond Indication No. _____
 Date Filed _____
13. That, I understand that the sale of intoxicating beverages shall not exceed 50% of the gross business sales annually.

Printed Name of Applicant MICHAEL PECK
 Signature *M. Peck*
 Date 3/07/26

I, MICHAEL PECK, do hereby certify that I have received, read,
 Printed Name
 and understood the regulations governing the sale of beer and intoxicating beverages in the Town of Jonesborough, as designated in Chapters 1 and 2 of Title 2 of the Jonesborough Municipal Code.

Signature *M. Peck*
 Date 03/07/26

STATE OF TENNESSEE
 WASHINGTON COUNTY

Michael Peck, being first duly sworn makes oath that the statement of
 (Name of Applicant) fact contained in the foregoing application are true.

M. Peck
 Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME,
 this 3rd day of March, 2026.

Donna Freeman
 Signature of Officer Administering Oath

My Commission expires on the
29th day of April, 2026.



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

| |
|---|
| TOWN USE ONLY: Received: Date ___/___/___ by (Initials) _____ App. Fee _____ |
| Inspections: Fire _____ Building _____ Electrical _____ Plumbing _____ |
| Administrative Review _____ Verification of Privilege Tax Payment by Recorder _____ |

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

Consent Agenda
1

DATE: March 9, 2026

AGENDA ITEM #: _____

SUBJECT: Approval of Minutes

- February 9, 2026 Regular Meeting Minutes

**BOARD OF MAYOR AND ALDERMEN
PUBLIC HEARING**

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
February 9, 2026 – 6:00 PM

The Board of Mayor and Aldermen (BMA) met in a Public Hearing; there was one item on the public hearing agenda:

1. Ordinance amending the Jonesborough Municipal Code Title 1, Chapter 5, Section 1-502, Composition, Appointment and Membership of the Recreation Advisory Commission to expand the membership from eleven members to twelve members.

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

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

**BOARD OF MAYOR AND ALDERMEN
REGULAR MEETING MINUTES**

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
February 9, 2026 – 6:00 PM

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, February 9, 2026, at 6:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order and led the group in an opening Prayer. Carolyn Andrews 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 Associate Attorney Matthew Musgrove.

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 thanked the supervisors for the detail included in their reports. The Mayor thanked the Utilities Department for their detailed report and thanked them for the forethought in having generators on standby in case the power went out during the snowstorm, thankfully we didn't have to use the generators. Alderman Jenkins recused himself from the vote on Consent Agenda Item 11 due to a conflict of interest. There being no items pulled or further discussion, Alderman Dickson made a motion, seconded by Alderman Causey, to approve the Consent Agenda as presented. The motion was duly passed.

1. Approval of Minutes – January 12, 2026 Regular Meeting

2. Approve the following bills for payment:

Check Register - General Fund - January 2026

| | | |
|----------|-----------------|---------------------|
| 01/02/26 | 115291 - 115316 | \$26,058.95 |
| 01/07/26 | 114755 - void | (\$1,688.24) |
| 01/09/26 | 115317 - 115364 | \$126,707.13 |
| 01/09/26 | 114973 - void | (\$1,800.00) |
| 01/09/26 | 115365 - 115405 | \$10,472.94 |
| 01/12/26 | 114982 - void | (\$167.56) |
| 01/13/26 | 115406 | \$6,450.01 |
| 01/14/26 | 115407 - 115429 | \$8,803.00 |
| 01/16/26 | 115430 | \$36.83 |
| 01/16/26 | 115431 - 115436 | \$14,739.96 |
| 01/20/26 | 115437 | \$8,797.14 |
| 01/28/26 | 115459 - void | (\$2,000.00) |
| 01/28/26 | 115488 - void | (\$100.00) |
| 01/28/26 | 115469 - void | (\$170.00) |
| 01/28/26 | 115532 - void | (\$728.43) |
| 01/23/26 | 115438 - 115553 | \$439,432.76 |
| 01/29/26 | 115554 - 115558 | \$98,614.38 |
| 01/29/26 | 115043 - void | (\$202.00) |
| 01/30/26 | 115521 - void | (\$80.20) |
| 01/31/26 | 115559 - 115561 | \$1,621.32 |
| | | \$734,797.99 |

Check Register- Water Fund January 2026

| | | |
|----------|---------------|-----------------------|
| 01/02/26 | 69963 - 69980 | \$15,984.83 |
| 01/09/26 | 69981 - 70005 | \$118,359.02 |
| 01/09/26 | 70006 | \$5,783.02 |
| 01/13/26 | 70007 | \$16,850.18 |
| 01/15/26 | 70008 - 70008 | \$6,985.44 |
| 01/16/26 | 70010 | \$3,826.87 |
| 01/20/26 | 70011 | \$8,791.95 |
| 01/23/26 | 70012 - 70082 | \$501,614.09 |
| 01/29/26 | 70083 - 70085 | \$46,491.49 |
| 01/30/26 | 70086 - 70089 | \$353,897.89 |
| | | \$1,078,584.78 |

Check Register -Sanitation Fund - January 2026

| | | |
|----------|---------------|--------------------|
| 01/02/26 | 10970 - 10975 | \$4,367.36 |
| 01/09/26 | 10976 - 10977 | \$4,291.02 |
| 01/15/26 | 10978 - 10979 | \$360.74 |
| 01/20/26 | 10980 | \$5.68 |
| 01/23/26 | 10981 - 10992 | \$29,003.79 |
| 01/29/26 | 10993 - 10994 | \$6,516.52 |
| 01/30/26 | 10995 - 10997 | \$3,502.90 |
| | | \$48,048.01 |

3. Approve the following Town Administrator Report:

- *We are accelerating more activities through KnowBe4, our cybersecurity testing and training platform. This will monitor staff required monthly cybersecurity training and conduct simulated phishing campaigns. Employees who engage with unauthorized links during these campaigns will be required to complete additional training.*
- *Administrative Assistant Brandi Miller and I continue developing the Directors Intranet in Teams, which will house documents, forms, policies, and schedules. This initiative addresses feedback about difficulty locating current forms. We have enlisted three*

Directors as a beta group to test and provide input. We anticipate this will be a valuable resource moving forward. We will hold a kickoff meeting in February.

- *I formed an Interdepartmental Team to evaluate and recommend camera infrastructure for Town assets. The team includes me, Operations Manager Craig Ford, Police Chief Matt Rice, Fire Chief Jeff White, Street Director Steve Prisament, Parks and Recreation Director Chris Kudera, Finance Director Janet Jennings, and Utility Manager Kevin Brobeck (in their absence they may send a designee). Our first meeting was on Friday, January 16.*
- *Contracting with the county for planning services is going well. The only area under review is that some of our planning requests go directly to the county planning office for review and therefore causing some delays in town staff working with applicants on collecting the town's Plan Review Fees. We are monitoring fee collection as of course a revenue stream to support planning activities. I have initiated with our IT folks at Sharp to create a type of automatic response so when plans are submitted online then the response provides instructions on the plan review process and fee structure. This should be launched in February after some beta testers confirm that it is working constantly and accurately.*
- *Met with Washington County Planning Director Angie Charles for our kick-off meeting on Growth Planning and went over upcoming February Planning Commission action items.*
- *I finalized the Quarter 4 and Quarter 1 RBDG ALC Equipment reports and am pleased to report that we should be nearing the purchase of the cooler with great momentum on the project, in particular additional funds from Washington County and applying for Appalachian Regional Commission funding.*
- *Collaborative efforts continue between town representatives Senior Center Director Mary Regen and Robin Sharpe and the Community Chest to work together on the "Jonesborough Ambassador Program" the "Jonesborough 101 Program". Vice-Mayor Adam Dickson, who is also a member of the Community Chest, is working with town representatives on establishing the written purpose of both programs promoting and advancing **Community Engagement** in the Oldest Town in Tennessee.*
- *Completed a letter of support for our application on Short-Term Rental Data Technical Assistance Program through the Tennessee Department of Tourist Development (TDTD), The program provides participating municipalities with free access to data connecting publicly available STR listings with parcel-level information, which is the first step in understanding the local STR ecosystem and engaging with owner/operators. This initiative aims to strengthen Tennessee's tourism economy by ensuring every community is leveraging all aspects of the overnight visitor economy. The intent of this program is to help communities better understand their STR ecosystem and support consistent communication and sharing of reporting guidelines. Many communities struggle to communicate due to a lack of contact information for STR owners and operators. Providing this technical assistance program will make it possible for communities to engage and educate the STR community. Great news, as we heard back after our application was submitted and we have been approved to be a participant in this program. This is another way for the town to capture STR activities with the town's corporate limits and that will lead to increased revenue streams related to lodging.*
- *Working with Washington County Economic Development Commission to re-engage. I've been added to their distribution list to attend scheduled meetings.*
- *We are working on mitigation solutions to the intersection of Woodrow and S. Cherokee to just after New Street to review roadway issues. We are exploring options for mitigating unsafe road conditions internally and with the help of S. Cherokee property owner Pedro Rico.*
- *My monthly Director's meeting was held. MTAS Training and Development Consultant Matt Hensley presented us with "Effective Feedback & Coaching". We have been fortunate to have him provide multiple training courses on Performance management at our director's meetings. This is an ongoing effort to provide professional development to our leadership team.*

- *Our Town Attorney reached out to the AME Zion representative and provided a more comprehensive explanation and timeline on the title process as part of the purchase of the church property. The status of the engagement with the church remains positive.*
- *Met with Tourism Department to review progress on website rebuild. We are nearly 70% complete in our staging area. The goal is to be at least 80% complete and ready to introduce the staging area (not the official public website) on the new elements/function in February.*
- *Held several scheduled monthly one-on-one meetings with various department heads and Administrative Staff.*
- *Working with Visitors Center staff, Cameo, Isabel and Hannah to create several videos/reels to share on the Town Facebook page. The videos will include Accomplishment Spotlights (Employee of the Month, Town Accomplishments, etc.), History/facts about Jonesborough, and lighthearted, fun engaging facts. This was scheduled to launch at the end of January but with the winter weather conditions, it was postponed to second week of February.*
- *Met with different IT professionals to initiate a 2026 Modernizing Municipal Infrastructure program. This modernization project consolidates backup systems, automates device management, and hardens security against modern threats. More details to follow but focus will be on identity verification, device hardening, access control, and data resilience. My recommendation on moving forward with a plan and budget will be presented in March.*
- *Requests for Qualifications (RFQ) for administrative and engineering services were sent to qualified firms as part of our efforts to obtain a 2026 Community Development Block Grant (CDBG). The project under the CDBG is the Skyline Drive Road Extension and Walkway Project between Boones Creek Road and the new Jonesborough Elementary School. I anticipate the BMA acting on these items at the February 2026 meeting to keep advancing our efforts in the CDBG grant process.*
- *Met with the Mayor and Operations Manager Craig Ford to discuss 2026 various projects, timelines, and progression.*
- *Attended the JAMSA monthly meeting to discuss ongoing special events and the 2026 event schedule.*
- *Attended a meeting with Tourism Director Cameo Waters, Events Manager Isabel Hawley-Lopez, and MOTS Sam Love on communications plan and collaborations on the MOTS season and Jackson Theatre to minimize conflicts with scheduling, performers, etc. The meeting went very well.*
- *Administrative Assistant Brandi Miller and I are working to create a master grant list to allow everyone to see what grants are being applied for and prioritize which programming would be best suited to apply for the grant. Beside us, the grants team includes Jackson Theatre Operations Manager Amber Crumley, Tourism Director Cameo Waters (including Isabel Hawley-Lopez), McKinney Center Director Theresa Hammons (including Anne Mason), Senior Center Director Mary Regen, and Heritage Alliance Director Katie Edwards. We will hold our kickoff meeting mid-February, with a follow up meeting in August.*
- *Sent out letters and surveys to school families at JES as required by the CDBG Skyline Drive Road Extension and Walkway project. 250 surveys/letters were sent to individual households requesting their response. Surveys will be sent back and compiled with results being sent to Community Development Partners.*
- *Administrative Assistant Brandi Miller and I* created a "door knocker" to distribute to downtown merchants giving them information about our Downtown Façade & Architectural Improvement Grant Program and Loan program. This will be delivered to each business downtown in the coming weeks. *Brandi did a great job with the door knocker!*
- *We are working to formalize an employee uniform policy to establish standards for the issuance, use, care, accountability, and return of uniforms provided to Town employees. Uniforms are issued to promote professional appearance, enhance employee safety, support public identification of Town personnel, and maintain consistency across departments. Our brand/logo consistency is another factor under review. The "uniform*

policy” team consists of myself, Operations Manager Craig Ford, HR Director Michelle Stewart, and Administrative Assistant Brandi Miller and we met for the first time this month. A draft policy document should be prepared by end of March.

- *Met with Utilities Manager, TEMA Representative, and Bill Forrester of the First Tennessee Development District to discuss the status and progress of the EDA grant as part of emergency funds for damage sustained from the Hurricane Helene disaster.*
- *Met with Community Development Partner Rachel Conger to go over the status of multiple ongoing grants, updates and progress. We are making steady progress on each grant as you will most likely notice as many progress/benchmark points require a form of action from the BMA.*
- *In our continued effort to advance our request of the state to approve us to initiate our own Impact Fee, we collected and compiled Building Permit data from 2023-2025 for Mayor Wolfe who sent the data to our State Representative.*
- *Finishing up our insurance company PEP FY26 Property Conservation Grant that helped fund our security measures at The Jackson Theatre. We plan to apply for the grant again for FY27 to help fund security measures at Town Hall.*
- *Working with Administrative Assistant Brandi Miller to update the Directory of Boards/Committees, including current members, their contact information, term expirations, and vacancies. All Departments were required to submit current board details to Brandi. The master list should be complete by end of February.*

4. Approve the following Operations Manager Report:

- **The bid was awarded for the handrail on West Main Street at the January 2026 Board of Mayor and Alderman meeting. The vendor has been paid partial payment for the project in order that they could order the materials.**
- **The sidewalk project on Boone Street was completed in the month of January. This sidewalk is approximately 480 feet and begins at the Town Hall parking lot on Boone Street and ends at North Lincoln Avenue.**
- **The Street/Parks and Recreation/Solid Waste building has steadily progressed this month. The HVAC installation was finally completed. All the “rough-in” plumbing has been completed. The shower stall has been installed. A couple of the doors have also been installed.**
- **All the drywall has been installed, and the finisher has applied two coats of finish filler. One more coat of drywall finish should complete the finish work, and the drywall can then receive the finish sanding and paint preparation.**
- **The paint color and flooring have been selected. Once the drywall has been painted, we will install the flooring. Once complete, we will install the suspended ceiling and the trim. At that point, this project should be completed.**
- **The traffic signal upgrades have been awarded to the low quote. Some of the materials have been ordered by the company. They had hoped to complete some of the work before the other equipment arrived, but they have been delayed due to the weather. I am keeping in contact with them to receive updates.**
- **I know there is anxiety regarding our road salt supply in the Street Department. It is my understanding the freezing rain in middle and west Tennessee a couple of weeks ago, as well as other border states depleted the salt of many of the suppliers.**
- **We have ordered salt; we just don’t know when we will take delivery. Right now, we have approximately 100 tons of salt in supply. This will allow us to salt the main thoroughfares should we have another snow event prior to receiving our next salt order, but one more snow will more than likely deplete our supply.**
- **The Street Department has also stocked 32 tons of chat for use in inclement weather. Obviously, chat will not melt snow, but it will help provide traction on hills.**

We cannot apply chat in areas where we have storm drains as the chat will stop or clog the drains.

- I worked with Rachel Conger on a preliminary grant to complete upgrades to Persimmon Ridge Park. The preliminary plan was submitted by Rachel, and we received notification that it was an eligible grant project.
 - I also attended a public hearing for the grant project for the Skyline Road grant project at the Visitors Center.
 - I met with a contractor to discuss preliminary plans for a second fire station on the west end of Town.
 - I worked on the mowing and landscaping bids for the 2026 season. It is a much better outcome once I had the opportunity to study the bids in depth. An agenda presentation was prepared for the February BMA regular meeting agenda.
 - We had two significant weather events in January. The Street Department, under Steve Prisament's leadership did a tremendous job with both of those storms. The last storm brought 8 inches of snow to our town over the weekend. Director Prisament and his staff came in at 5:00pm on Friday January 30 and worked around the clock until 5:00pm Sunday February 01.
 - I have worked on numerous projects in the month of January, with various departments and staff.
 - I am continuing to work with Todd Wood on the First Frontier Walkway project.
5. Approve the following Committee Reports: Historic Zoning, Main Street Board, Jonesborough Planning Commission, and Chuckey Depot Museum Advisory.
 6. Approve the following Supervisor Reports: Building Inspector, Director of Human Resources, Parks & Recreation, Visitor Center, Street Department, Utilities, McKinney Center, Fire Department, Police Department, Jackson Theatre, Senior Center, and Solid Waste & Recycling.
 7. Approve the Jonesborough Locally Grown (JLG) Special Events Permit Application for Winter Farmers Market, Farm to Table, Third Thursday Burger Nights and market Mingle. Proof of insurance and the Hold Harmless Agreement have been received for all four special events.

Farmers Market – will take place every Saturday from May 2, 2026, through October 31, 2026, except for Jonesborough Days and Storytelling Festival weekends unless those events are cancelled. The request includes setup starting at 6:00 AM and takedown at 1:00 PM. The hours of operation of the market are from 8:00 AM to 12:00 PM. The market traditionally gives local farmers, food producers, and small businesses an opportunity to sell farm and homemade products directly. The estimated number to attend each weekend is 425. This event has been very successful driving people downtown each Saturday to not only do commerce but also reflect community engagement. This requires that eight spaces in front of Boone Street Market be reserved on event days and the request is for approval to place no parking signs on Friday evening in those spaces.

Farm to Table 2026 - This great event is a fundraiser to benefit Jonesborough Locally Grown. The Annual Farm to Table Dinner this year is scheduled for Saturday, August 15, 2026, from 2:00 PM to 11:59 PM. All food is prepared from farmers market products, and the meal is served on a long harvest table in the middle of Main Street and serves about 224 people. The event includes use of the ISC plaza and building.

Wine and beer will be served. ISC secures the ABC permit to serve alcohol as part of their contract with JLG as part of the use of their facility. The request for street closure is from Main Street between Fox Street and Second Avenue as well as East and West Courthouse Square from 2:30 PM to 12:00 AM on the day of the event. Public safety reopens roads when deemed safe. In the event of poor weather conditions such as rain, the event will be cancelled with no alternative location indoors. If the event is cancelled, the road closure will be cancelled as well. A Special Event/Special Occasion Outdoor Use Permit application has also been received as part of the event to cover all the amenities for the event being held on Main Street. Haybales will be used to create the designated area/boundary for alcohol use on Main Street.

Third Thursday Burger Nights – Events are held the third Thursday of the months of May through September 2026 featuring local food from Boone Street Market with outdoor seating (weather permitting) and live music; includes the consumption of beer sold by Boone Street Market. The projected 2026 dates are May 21, June 18, July 16, August 20, and September 17 from 5:30 PM to 7:30 PM. The Special Event/Special Occasion Outdoor Use Permit application is part of the event to cover all the amenities for the event being held at Boone Street Market and the public open space areas (patio). Any alcohol consumed will be roped off and signs with “no alcohol beyond this point” will be posted prominently. Sidewalks will allow at least 5 feet for pedestrian use. The event will meet Tennessee ABC requirements for consumption of alcohol.

Market and Mingle – Event will be April 25, 2026 from 10:00 AM to 2:00 PM with an estimated 500 people attending. This event serves as a kickoff to the JLG Farmers Market season, JLG vendors, downtown merchants, and other community partners are invited to set up a booth to meet the community. A local sampling event will take place at the ISC plaza as part of the event with live music on the Courthouse steps. A request for street closure is included from 8:00 AM to 4:00 PM. The closure includes Main Street between 2nd Avenue and Fox Street for the purpose of permitting vendor booths. The number of anticipated vendors is currently 32.

8. Approve Special Event Request for Mill Spring Makers Faire. Melinda Copp of the Mill Springs Makers Market requested a Special Event Permit to hold the Mill Spring Makers Faire on May 16, 2026, from 10:00 AM to 4:00 PM (Spring Event) and December 5, 2026, from 10:00 AM to 4:00 PM (Fall Event) at Mill Spring Park.

During the Spring Event, the Farmers Market is going on that Saturday morning, but the events would be complimentary. Ms. Copp expects to have 60 or more vendors/craftsmen and will have a hands-on children’s area, food, and music. She expects to draw 1,000 people to the Faire. There is a street closure request associated with the event which would be Spring Street from Franklin Ave. to E. Main Street beginning at 5:00pm Friday evening, May 15th, the night before so vendors can set up, and ending around 6:00pm on Saturday the 16th.

During the Fall Event, there is a street closure request associated with the event which would be Spring Street from Franklin Ave. to E. Main Street beginning at 5:00pm Friday evening, December 4th, the night before so vendors can set up, and ending around 6:00pm on Saturday the 5th. Other services requested for approval as part of the application are Policy and Security, Street Cleaning, Use of Mill Spring Park, May 16th and December 5th from 7am-6pm, and communications and/publicity. The Hold harmless Agreement and Proof of Insurance have been received.

9. Approve Town Sponsored Events for Memorial Day and Veterans Day. Special Events Coordinator Isabel Hawley-Lopez and other town staff are working with T. McLeod of McLeod Organics on event details for our annual Memorial Day and Veterans Day events for the Town of Jonesborough. For 2026, those dates will be Monday, May 25th for the Memorial Day Celebration from 10am-2pm and Wednesday, November 11, 2026 for the Veterans Day Celebration from 11am-2pm. Due to the popularity of these events, they have outgrown our space at the Visitors Center and were moved downtown to allow for event growth. In the past it was requested for road closure for the first 30 minutes of the event, but due to the increase in entertainment and attendees, we feel it is best to look at closure for the event's duration.

Memorial Day Ceremony - the event will take place on Main Street from 10am-2pm. The request includes road closure from 9am-3pm. The event plans to include music from various local groups, a display of vintage military vehicles, vendors, food trucks, etc.

Veterans Day Ceremony - the event will take place on Main Street from 11am-2pm. The request includes road closure from 9am-3pm. The event plans to offer the same type of celebration and activities as are planned for Memorial Day.

10. Approve the Town Sponsored Event for Jonesborough Days Events Manager Isabel Hawley-Lopez has submitted a request for approval for the 2026 Jonesborough Days Event. This year's festival dates are from July 3-4, 2026, and includes "*Celebrating 250 Years of America*".

The dates for this year's Jonesborough Days Festival, pre-events, and set-up are:

- Wednesday, July 1 from 6 p.m. - 8 p.m. (kick-off dinner)
- Thursday, July 2, late night glow swim at Wetlands Water Park
- Thursday, July 2 from 6 p.m. - 9 p.m. (craft and food vendor setup)
- Friday, July 3 from 10 a.m. - 10 p.m. (parade at 10 a.m.)
- Saturday, July 4 from 10 a.m. - 10 p.m. (fireworks at 10 p.m.)

Activities and Areas Pre-Festival:

- Wednesday, July 1 from 6 p.m. - 8 p.m. Kick-off Dinner at the International Storytelling Center.
- Thursday, July 2, late night glow swim at Wetlands Water Park

Activities and Areas During Festival:

- Parade will be on Friday, July 3 at 10 a.m.
- Fireworks will be on Saturday, July 4 at 10 p.m.
- Pageant at 10 a.m. on July 4 on the Main Stage
- Hours for Doc's Front Porch at The Jackson Theatre: Friday and Saturday 11 a.m. - 4 p.m.
- Beer Garden each evening from 3 p.m. - 10 p.m. on the Plaza
- Patriot Park behind the Storytelling Center
- Main Stage Music Friday and Saturday from 6 p.m. - 10 p.m., Eastside of the Courthouse
- Contests and Socials the afternoon of Friday and Saturday
 - Moon Pie Eating Contest
 - Watermelon Social
- Food Vendors will be set up on the West side of the Courthouse

- Craft Vendors will be set up all along Main Street

Additional Programming to Celebrate America 250:

- Classic Car Show (American Made Only) in the Library Lot on Friday, July 3
- We are also hoping to work with the McKinney Center and have them do a paired down version of their 250 play “The First and Last Town in Tennessee” at the Jackson Theatre during Jonesborough Days 2026. (pending McKinney Center approval)
- We will be working closely with the Heritage Alliance to showcase more heritage craft vendors on the lawn of the Christopher Taylor Cabin and the Oak Hill School House.

Street Closure Requests:

- A. Main Street from Fox Street to Second Avenue needs to have a soft closure starting on Thursday, July 2 for vendors to set up. The streets need to officially close for the weekend on Friday, at 8:00 am until the streets are clean on Saturday night around 11 pm.
- B. East and West sides of the Courthouse will be closed starting at 5:00 pm on Thursday for vendor set-up and staying closed until Saturday evening around 10 pm.
- C. Close Boone Street for Parade on Friday, approx. 9:30 - 11 am.
- D. Any other streets will be closed by the Police Department on an as needed basis.

Security Plan – Parking:

- A. Main Street needs to be blocked to all motorized traffic starting Thursday, July 2 at 5:00 pm until the streets are clean on Saturday evening, July 4.
- B. Handicap Parking - Visitor's Center parking lot, spaces next to the Christian Church on Fox Street and spaces in front of Boone Street Market and the Visitors Center parking lot beside the sidewalk
- C. Vendor Parking - Upper Lot, Courthouse Parking Lot and UT Extension Lot
- D. Downtown Merchant Parking- Upper Lot, Courthouse Parking Lot and UT Extension Lot, Library (Friday and Saturday day only)
- E. Main Stage Entertainment Parking- Performers may park in designated spaces of the Courthouse parking lot while performing for loading/unloading purposes
- F. Merchant parking will be in the Courthouse and Upper Parking Lots all weekend.

11. Approve Outdoor Use Permit Renewals - We have three businesses requesting approval of their 2026 “Outdoor Use Area Permit Town Right-of-Way: Downtown Renewal Application”. Each will be presented separately as follows:

- The applicant is Zachary Jenkins of Main Street Café & Catering, LLC located at 117 West Main Street. The intended use is to allow for food and alcohol to be served in front of the Café as well as the alleyway on the east side of the building within the designated boundary area.
- The applicant is Noah Davis of Neuma Coffee at 105 Fox Street. The intended use is to allow for the existing wooden bench as outdoor seating to allow for patrons to sit while they drink their coffee and have ice cream and other food choices.
- The applicant is Jeff Gurley of The Lollipop Shop at 129 E. Main Street. The intended use is to allow for the Yoda figure and stand (barrel) to be placed in proximity of the storefront.

12. Approve agreement with Sam Love for Music-On-The-Square 2026 Season – During the 2025 MOTS Season, Sam Love continued to perform the duties of MOTS Administrative Director and Sound Engineer, and the feedback received was that the season was successful, and downtown was a destination for music on Friday nights. Mr. Love pours his heart and soul into the program, which is observed whenever you attend MOTS, not to mention him providing, renting, or purchasing any additional sound-related equipment needed for MOTS to operate as a high-quality event. The 2026 agreement has changed slightly by addressing the importance of Mr. Love acting as the Administrative Director to work with the Tourism Director and coordinate and collaborate with the Jackson Theatre Operations Manager to minimize any conflicts between acts and to recognize the importance of success of the Jackson Theatre.

The next item on the agenda was the approval of the Financial Report and FY25 Audit Presentation. Ms. Siena Rambo, with Blackburn, Childers & Stengall, PLC, was in attendance and presented the audit report. Ms. Rambo thanked Janet Jennings, Town Recorder and her team for making the process go smoothly. Ms. Rambo reported that the report was issued December 17, 2025 and the report was “Unmodified” or “Clean”, which is the best you can have. There were no findings this year and the financial health of the Town is very good. Ms. Rambo noted there were a few significant items that happened this year including the full implementation of the new Local Government software, Jackson Theatre was completed and a new special revenue fund was created to track it. There was a single audit test completed for grant compliance that came back with no findings and no financial statement findings. Mayor Wolfe thanked the hard work of the Ms. Jennings, the Finance Department, and members of Blackburn, Childers & Stegall, PLC, for their work.

The next item on the agenda was Special Finance Reports. Mayor Wolfe noted that we are seeing continued property tax growth as a result of new properties coming on the rolls. We are seeing an average increase of 7% sales tax thus far.

With no other discussion, Alderman Countermine made a motion to approve the Finance Reports as presented. Alderman Jenkins seconded the motion. The motion duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe asked Mr. Musgrove if he had any updates concerning the Data Center ordinance. Mr. Musgrove stated he didn't have any updates as Mr. Wheeler is lead on that endeavor. Mayor Wolfe stated the St. Paddy's Day parade is scheduled for March 14th at 11am and the Clydesdales will be at the parade. Mayor Wolfe asked Operations Manager Craig Ford to survey the directional signage downtown and get new signs placed. We are missing a signs at Whites Auto and First Baptist that needs to be replaced.

There were three Tree & Townscape reappointments. Lori Rosenoff, Sue Henley, and Geoff Hoare were presented for reappointment on the Tree & Townscape Committee. This is a 3-year term. Alderman Jenkins made a motion, seconded by Alderman Dickson, to approve the reappointments as presented. The motion duly passed.

The next item under Communications from the Mayor was Employee of the Month. Mayor Wolfe asked Tim Sjogren to come up to accept the Employee of the Month Award. Mayor Wolfe stated that in the aftermath of Hurricane Helene Mr. Sjogren was a true asset to the town. Mr. Sjogren and his family moved to the area after fleeing from Hurricane Ian in Florida. Mayor Wolfe read the following:

The Town of Jonesborough Employee of the Month for February is Tim Sjogren. Tim joined the water quality team in August 2023 as a meter reader. During his tenure with the Town, Tim maintained an active and dependable form of service which included replacing meter boxes and meters in the flood affected areas from Hurricane Helene in 2024. Tim was promoted in the fall of 2025 to Cross Connection Specialist, and he obtained his backflow testing, cross connection, and distribution license. Interesting fact according to Tim's supervisor, Artie White, Time achieved a score of 87 on his distribution license which is the highest score received by a Town employee. As Tim performs his job, he is organized, precise, professional, and ready to assist the water quality team in any way possible. He interacts with customers in a friendly way and is happy to assist with their questions and concerns. Tim is committed to efficiency and is constantly encouraging the team. He is a fantastic addition to the water quality team.

The Mayor shared a slideshow of recent travels and projects of the Town. The Mayor attended Bachman Ferrari Collection auction. Mr. Bachman sold 47 Ferraris for over \$126M with proceeds going to the Phil and Martha Bachman Foundation to reinvest in the East Tennessee communities. The Mayor shared some of the history of Tom Foster working on Ferrari paint schemes that Mr. Bachman would take to Italy to be used on the Ferrari line. Paul Burns, a retired Air Force Veteran, from Albuquerque, NM, stopped in Jonesborough to raise his flag. He is on a quest to raise his retirement flag in all 50 states. He stops in the most patriotic small towns in various states to accomplish his mission. The Mayor was in Nashville for Governor Bill Lee's State of the State address. We are very appreciative for Governor Lee's commitment to Tennessee and specifically Jonesborough. The BMA went on a tour of the Water Plant as part of their Utilities continuing education. The BMA was able to view the intake which was built into the side of a cliff. The placement of the intake saved the intake during Hurricane Helene. Mayor Wolfe shared memories of the late Coach Holbert Powell. The Mayor also shared a Throwback Thursday video from WCYB which was filmed in 1993 about Jonesborough.

The next item on the agenda was citizen comments. There were two people who signed up to speak, Tony Snapp of 1397 Prospects Way, and Ruth Verhegge of 445 Miller Road in Telford. Tony Snapp addressed the BMA asking for further consideration before awarding the mowing and landscaping bids. He noted that he has held contracts with the Town for many years and always did his best to accommodate the Town anytime there was a need and that he didn't increase his prices from last year. He stated he was disappointed that his company was not recommended to receive a contract this year. Ruth Verhegge invited the BMA and audience to attend the Paws in Blue BBQ fundraiser event on February 20, 2026, at the Senior Center. There will also be a silent auction. This is the largest fundraiser for Paws in Blue.

Alderman Communications was the next item on the agenda. Mayor Wolfe asked the Aldermen if they had any comments. Alderman Dickson shared his gratitude to the McKinney Center for hosting a student art exhibit January 19-23. This exhibit included art work from students of Johnson City Schools and Washington County Schools. It was a great tribute to Dr. King. He also thanked the Director's monthly reports, they were very well done and complete. He is hopeful that it shows the culture of working for Jonesborough is good and people enjoy what they do. Alderman Countermine asked everyone to keep Alderman Causey in their thoughts and prayers as she has a surgery coming up.

Town Attorney Comments was the next item on the agenda. Mr. Musgrove didn't have any updates for the BMA at this time.

The next item on the agenda was discussion and possible action concerning second and final reading on an Ordinance amending the Municipal Code, Title 1, Chapter 5, Section 1-502, Composition, appointment and membership of the Recreation Advisory Commission to expand the membership from eleven members to twelve members. With the sheer number of sports-oriented/recreational activities that occur during the prominent season in Jonesborough, and the number of "affiliate" organizations working in partnership with the town, it makes sense to increase the membership by adding Jr. Pioneer Athletics as an affiliate member, and all members having voting privileges. The Parks and Recreation Advisory Committee voted unanimously to recommend an expansion of the committee. The BMA passed the ordinance amendment on First Reading at the January 12, 2026, meeting. With no further discussion the Mayor called for a motion. Alderman Dickson made a motion, seconded by Alderman Jenkins, to approve as presented. The motion duly passed.

ORDINANCE NO. 2026-03

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

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

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

1-502. Composition, appointment and membership.

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

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

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

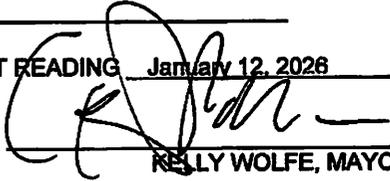
(2) Affiliate membership. An affiliate membership on the advisory committee is hereby established, and the President of the Jonesborough Little League Associate or his/her Designee, the President of Jonesborough Youth Soccer or his/her Designee, and the President of Jr. Pioneer Athletics or his/her Designee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

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

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

Those voting against: _____

PASSED ON FIRST READING January 12, 2026

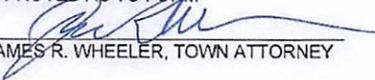


RELLY WOLFE, MAYOR

ATTEST:


JANET JENNINGS, RECORDER

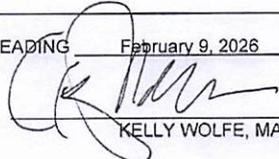
APPROVED AS TO FORM


JAMES R. WHEELER, TOWN ATTORNEY

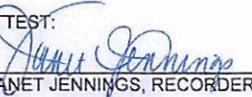
Motion was made by Alderman Dickson and seconded by Alderman Jenkins that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: Alderman Dickson, Alderman Jenkins, Alderman Causey, Alderman Countermine.

Those voting against: _____

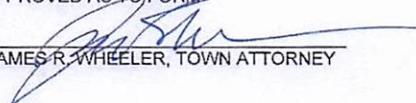
PASSED ON SECOND READING February 9, 2026


KELLY WOLFE, MAYOR

ATTEST:


JANET JENNINGS, RECORDER

APPROVED AS TO FORM


JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was discussion and possible action regarding an initial Resolution Authorizing the Issuance of Water System Revenue and Tax Bonds, not to exceed \$15,000,000.00. The Board of Mayor and Aldermen approved several items last year related to the Water Treatment Plant Upgrade, including:

- \$22,818,000 - USDA Loan Resolution, Initial Bond Resolution and Full Bond Resolution for Interim Financing
- \$37,438,375 - Bid Award to Judy Construction Company
- \$15,000,000 - USDA Loan Resolution (Overage)

Because the bid award exceeded the amount of financing previously authorized by the Board, staff worked with representatives from USDA to secure an additional \$15,000,000 in financing. Since USDA funds are not made available on the front-end, we must rely on interim financing in the form of bond anticipation notes. The issuance of these notes requires the passage of an initial bond resolution as well as a full bond resolution. The Full Bond Resolution will be presented for your consideration under a separate agenda item. With no further discussion Alderman Countermine made a motion, seconded by Alderman Jenkins to approve the initial resolution as presented. The motion duly passed.

RESOLUTION NO. 2026-03

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$15,000,000 WATER SYSTEM REVENUE AND TAX BONDS, IN ONE OR MORE SERIES, OF THE TOWN OF JONESBOROUGH, TENNESSEE, TO PROVIDE FUNDING FOR CERTAIN PUBLIC WORKS PROJECTS AND TO FUND THE INCIDENTAL AND NECESSARY EXPENSES RELATED THERETO

WHEREAS, it is necessary and in the public interest of the Town of Jonesborough, Tennessee (the "Municipality"), to issue its Water System Revenue and Tax Bonds, in one or more series (the "Bonds"), for the purpose of financing certain public works projects, as hereinafter specified.

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

SECTION 1. That for the purpose of financing a portion of the costs of certain public works projects, including the construction, improvement, renovation and equipping of the water treatment plant of the water system of the Municipality (the "System"); the acquisition of all property real and personal, appurtenant thereto or connected with such work; to pay legal, fiscal, administrative, architectural and engineering costs; to reimburse the Municipality for the costs of the above project; and to pay costs incident to the issuance and sale of the Bonds, the issuance of the Bonds of the Municipality in the aggregate principal amount of not to exceed Fifteen Million Dollars (\$15,000,000) is hereby authorized. The Bonds shall be issued at a date or dates, at a rate or rates of interest not to exceed the maximum rate allowed by law, and upon terms and conditions to be later determined.

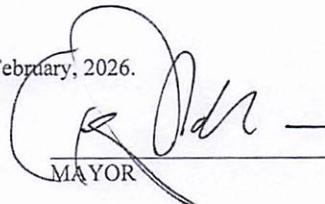
SECTION 2. That the principal of, premium, if any, and interest on, the Bonds, shall be payable from revenues to be derived from the operation of the System and in the event of a deficiency in such revenues, from ad valorem taxes to be levied for such purpose on all taxable property within the corporate limits of the Municipality, without limitation as to time, rate, and amount and for the punctual payment of said principal of, premium, if any, and interest on, the Bonds, the full faith and credit of the Municipality will be irrevocably pledged.

SECTION 3. That the Bonds described and authorized by this Resolution shall be issued pursuant to Title 9, Chapter 21, Tennessee Code Annotated, as amended (the "Act").

SECTION 4. That after the adoption of this Resolution, the Town Recorder is directed to cause this Resolution, with the notice prescribed by the Act, to be published in full once in a newspaper published and having general circulation in the Municipality.

SECTION 5. That this Resolution shall take effect from and after its adoption, the welfare of the Municipality requiring it.

Adopted and approved this 9th day of February, 2026.


MAYOR

ATTEST: 
TOWN RECORDER

NOTICE

The foregoing Resolution has been adopted. Unless within twenty (20) days from the date of publication hereof a petition, signed by at least ten percent (10%) of the registered voters of the Town of Jonesborough, Tennessee, shall have been filed with the Town Recorder protesting the issuance of the Bonds, such Bonds will be issued as proposed.

STATE OF TENNESSEE)

COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Town 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 an Initial Resolution excerpted from the minutes of the meeting of the Board of Mayor and Aldermen of said Municipality held on February 9, 2026; (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 \$15,000,000 Water System Revenue and Tax Bonds, in one or more series, of said Municipality; (4) that the actions by the said Board of Mayor and Aldermen 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 of Mayor and Aldermen was present and acting throughout the meeting.

WITNESS my official signature and seal of said Municipality this 9th day of February, 2026.



TOWN RECORDER

(SEAL)

The next item on the agenda was discussion and possible action concerning a Full Bond Resolution authorizing the Issuance of Water System Revenue and Tax Bonds and Bond Anticipation Notes, Not to Exceed \$15,000,000.00. The full bond resolution is related to the initial resolution considered on the previous agenda item. Passage of this resolution will allow us to initiate the process of putting interim financing in place for the overage on the Water Treatment Plant Upgrade bid. With no further discussion Alderman Dickson made a motion to approve the full bond resolution authorizing the issuance of Water System Revenue and Tax Bonds and Bond Anticipation Notes, in an amount not to exceed \$15,000,000.00 as presented. Alderman Countermine seconded the motion. The motion duly passed.

RESOLUTION 2026-06

A RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND PAYMENT OF NOT TO EXCEED \$15,000,000 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.

WHEREAS, the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee (the "Municipality") has determined that it is necessary and advisable to authorize the issuance of water system revenue and tax bonds of the Municipality for the purpose of financing a portion of the costs of certain public works projects, including the construction, improvement, renovation and equipping of the water treatment plant of the water system of the Municipality (the "System"); and

WHEREAS, the Board of Mayor and Aldermen did on the date hereof adopt an Initial Resolution authorizing the bonds described herein (the "Initial Resolution"); and

WHEREAS, the Initial Resolution authorized payment of the principal and interest on the bonds from the net revenues of the System, and in the event such net revenues are insufficient therefor, from ad valorem taxes to be levied for such purpose on all taxable property within the corporate limits of the Municipality, without limitation as to time, rate, or amount; and

WHEREAS, the United States Department of Agriculture, acting through Rural Development ("Rural Development"), has issued to the Municipality its Letter of Conditions dated November 14, 2024, as amended (the "Letter of Conditions"), in which it has agreed to purchase the bonds on terms and conditions favorable to the Municipality and its citizens; and

WHEREAS, the Board of Mayor and Aldermen wishes to authorize the issuance, sale and payment of the bonds, the issuance of bond anticipation notes prior to the issuance of the bonds, and the levy of taxes to pay the bonds and the notes;

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

Section 1. **Authority.** The bonds and notes authorized by this resolution are issued pursuant to Sections 9-21-101, *et seq.*, Tennessee Code Annotated, and other applicable provisions of law.

Section 2. **Definitions.** In addition to the capitalized terms defined above, the following terms shall have the following meanings in this resolution unless the text expressly or by necessary implication requires otherwise:

"Bonds" shall mean the not to exceed \$15,000,000 Water System Revenue and Tax Bonds, in one or more series, of the Municipality, authorized to be issued by this resolution.

"Code" means the United States Internal Revenue Code of 1986, as amended, and the applicable regulations of the United States Department of the Treasury promulgated thereunder.

"Current Expenses" means all expenses incurred by, or on behalf of, the Municipality in connection with the operation, maintenance, repair, insuring, and administration of the System, including, but not

necessarily limited to, salaries, wages, the cost of supplies, materials, utilities, and rental payments, and the cost of audits, but shall specifically exclude depreciation, amortization, interest on bonds, and expenditures for any capital improvements of the System, the useful life of which is reasonably expected to exceed one year, determined in accordance with generally accepted accounting principles.

“Fiscal Year” shall mean the Municipality’s fiscal year.

“Governing Body” shall mean the Board of Mayor and Aldermen of the Municipality.

“Net Revenues” means for any period, the excess of Revenues of the System over its Current Expenses during such period determined in accordance with generally accepted accounting principles.

“Notes” shall mean the bond anticipation notes authorized to be issued by this resolution.

“Prior Outstanding Obligations” means the outstanding bonds of the Municipality which are payable from and secured by, at least in part, a pledge of the Net Revenues of the System, which pledge is prior to the pledge securing the Bonds, unless the documents authorizing such bonds permit additional bonds to be issued on a parity therewith, in which case the Bonds shall be on a parity.

“Project” shall mean the public works project described in the Letter of Conditions as it may be amended from time to time, including, without limitation, the construction, improvement, renovation and equipping of a water treatment plant described therein, and all capital costs related thereto.

“Revenues” means all receipts, revenues, income, and other monies received by, or on behalf of, the Municipality from, or for, the operation of the System and all rights to receive such receipts, revenues, income, and other monies, whether in the form of accounts receivable, contract rights, or otherwise, and proceeds from insurance against loss of, or damage to, the System, or from any sale or conveyance, in accordance with the terms hereof, of all or part of the System.

“System” means, collectively, the complete water system of the Municipality, and all water system properties of every nature hereafter owned by the Municipality, including all improvements and extensions made by the Municipality while the Bonds remain outstanding, and including all real and personal property of every nature comprising part of or used or useful in connection with the water system and including all appurtenances, contracts, leases, franchises, and other intangibles.

Section 3. Authorization of Terms and Sale of the Bonds.

(a) **General Terms.** The Governing Body hereby authorizes the issuance of water system revenue and tax bonds, in one or more series, of the Municipality in an aggregate principal amount up to \$15,000,000 (the “Bonds”). The Bonds shall be numbered R-1 upwards for each series, with such series designations as determined by the officials of the Municipality executing such Bonds. The Bonds shall be issued to Rural Development in exchange for the payment of a price equal to 100% of the par amount thereof.

- (i) The Bonds shall be issued to:
 - (1) finance the costs of the Project (including any reimbursement thereof);
 - (2) retire the principal of and, with the consent of Rural Development, interest on the Notes; and

(3) pay costs of issuing the Bonds.

(ii) The Bonds shall be known as “Water System Revenue and Tax Bonds” or such other name as may be selected by the Mayor of the Municipality (the “Mayor”). A series designation indicating the year of issuance and such other distinctions as may be directed by the Mayor shall be added to the name of such Bonds.

(iii) The Bonds shall be dated the date or dates of delivery.

(iv) The Bonds shall consist of a fully registered bond in the principal amount of not to exceed Fifteen Million Dollars (\$15,000,000) numbered R-1. The Bonds shall bear interest at a rate not to exceed 4.25% per annum and shall be payable in not more than 480 equal monthly installments of principal and interest in an amount sufficient to fully amortize the Bonds over the period of such installments. The first installment of debt service on such Bonds shall be due and payable one month following the date of issuance, but in no event later than the 28th day of the month of such first payment, and all subsequent installments shall be due and payable on the same day of each month thereafter. The approximate annual aggregate principal and interest requirement on the Bonds is calculated as not to exceed Sixty-Five Thousand Forty-Four Dollars (\$65,044), assuming an interest rate of four and twenty-five hundredths percent (4.25%). In all events, the final installment shall be in the amount of the entire unpaid balance of principal and interest on the Bonds. All payments of principal and interest on such Bonds shall be made directly to the registered owner thereof at its address shown on the bond registration records of the Municipality, without, except for final payment, the presentation or surrender of such Bonds, and all such payments shall discharge the obligation of the Municipality in respect of such Bonds to the extent of the payments so made. The records of the owner of the Bonds shall be conclusively presumed to be correct with respect to amounts of payments made and outstanding principal balance. Upon final payment, the Bonds shall be submitted to the Town Recorder of the Municipality (the “Town Recorder”), as bond registrar, for cancellation.

(b) The Mayor is hereby authorized to cause the Bonds to be issued in an aggregate principal amount less than \$15,000,000 if it is determined that the full amount of the Bonds is not needed to pay authorized costs. The Mayor and Town Recorder are authorized to execute and deliver the Bonds, to execute such certificates and documents and to take such other actions as they shall deem necessary in connection with the sale and delivery of the Bonds.

(c) The Bonds shall not be issued until after the passage of 20 days from the date of publication of the Initial Resolution authorizing the Bonds, and in no event shall the Bonds be issued without a prior referendum if a petition signed by at least ten percent of the registered voters in the Municipality is filed protesting the issuance of the Bonds within the statutorily prescribed 20-day period.

(d) The Municipality shall have the right, at its option, to prepay the Bonds or any installment thereof, in whole or in part, at any time, without penalty. Any partial prepayment, after payment of interest, shall be applied to the installments last to become due under the Bond and shall not affect the obligation of the Municipality to pay the remaining installments as they come due. Notice of prepayment shall be given to the registered owner of the Bonds not less than thirty (30) days prior to the date of prepayment, unless waived by the registered owner.

(e) The Municipality hereby appoints the Town Recorder to act on behalf of the Municipality as registrar and paying agent for the Bonds. The Bonds are transferable by the registered owner thereof, or by its attorney duly authorized in writing, on the registration records of the Municipality, upon presentation of the Bonds to the registrar for transfer with the form of assignment attached thereto

completed in full and signed with the name of the registered owner. All transferees shall take the Bonds subject to such condition. The Municipality may treat the registered owner as the absolute owner hereof for all purposes and shall not be affected by any notice to the contrary whether or not any payments due on the Bonds shall be overdue.

(f) The Bonds shall be signed by the Mayor, shall be attested by the Town Recorder and shall have impressed thereon the corporate seal of the Municipality.

Section 4. Authorization of Terms and Sale of Bond Anticipation Notes.

(a) The Governing Body hereby authorizes the issuance of water system revenue and tax bond anticipation notes in the maximum aggregate principal amount equal to the maximum principal amount of the Bonds (the "Notes"). The proceeds of the Notes shall also be used to pay costs of the Project (including reimbursement thereof), interest during construction of the Project and for six (6) months thereafter, with the consent of Rural Development, and issuance costs of the Notes. The Notes shall be in the form of fully registered notes, without coupons, shall be issued as drawdown obligations if the Mayor shall so designate, shall be known as Water System Revenue and Tax Bond Anticipation Notes, together with a series designation further identifying the Notes, as selected by the Mayor, and shall be dated as of the date or dates of delivery.

(b) The Notes shall mature not later than two years from their issuance, shall bear interest at a rate not to exceed the maximum rate permitted by applicable law, payable at such time as the Mayor shall designate, and shall be subject to prepayment upon such terms as the Mayor shall designate.

(c) The Mayor shall select the purchaser of the Notes and cause the Notes to be sold to such purchaser at a price of par. In connection therewith, the Mayor is authorized to establish the remaining terms of the Notes, without further action by the Governing Body. The Mayor and Town Recorder are authorized to execute and deliver the Notes, to execute such certificates and documents and to take such other actions as they shall deem necessary to further evidence the Municipality's obligations under the Notes. The Notes may also be issued to Rural Development, upon the terms otherwise provided herein, in which case the Notes shall also bear the designation of "Interim Certificate of Indebtedness." The purchase price paid by Rural Development for the Bonds shall be reduced by the principal amount of the Interim Certificate held by it, including accrued interest thereon, and such Interim Certificate shall be delivered by Rural Development to the Municipality at the time of delivery of the Bonds.

(d) The Notes shall not be issued until after the passage of 20 days from the date of publication of the Initial Resolution authorizing the Bonds, and in no event shall the Notes be issued without a prior referendum if a petition signed by at least ten percent of the registered voters of the Municipality is filed protesting the issuance of the Bonds within the prescribed 20-day period.

(e) Pursuant to Section 9-21-505, Tennessee Code Annotated, the approval of the Comptroller's office is not required for the issuance of the Notes because the Bonds will be issued to a federal agency.

(f) The Governing Body hereby approves the renewal and extension of the Notes issued hereunder, without further action of the Governing Body, to the extent such Notes have matured (or are scheduled to mature) and the Bonds have not and will not be issued in time to retire the maturing Notes.

(g) If the Notes are sold in more than one series, the Mayor is authorized to cause to be sold in each series an aggregate principal amount of Notes less than that shown authorized in Section 4 hereof for each series, and to make corresponding adjustments to the maturity dates of each series

designated herein; provided, however, that the total aggregate principal amount of all series issued does not exceed the total aggregate amount of Notes authorized to be issued hereunder.

(h) The Municipality hereby appoints the Town Recorder to act on behalf of the Municipality as registrar and paying agent for the Notes. The Notes are transferable by the registered owner thereof, or by its attorney duly authorized in writing, on the registration records of the Municipality, upon presentation of the Notes to the registrar for transfer with the form of assignment attached thereto completed in full and signed with the name of the registered owner. All transferees shall take the Notes subject to such condition. The Municipality may treat the registered owner as the absolute owner hereof for all purposes and shall not be affected by any notice to the contrary whether or not any payments due on the Notes shall be overdue.

(i) The Notes shall be signed by the Mayor, shall be attested by the Town Recorder and shall have impressed thereon the corporate seal of the Municipality.

Section 5. Security and Source of Payment of the Bonds and Notes. The Bonds shall be payable primarily from and be secured by a pledge of the Net Revenues to be derived from the operation of the System, and are hereby declared to be equally and ratably secured, subject to a prior pledge of such Net Revenues to Prior Outstanding Obligations, by a pledge of such Net Revenues. In the event of a deficiency in such Net Revenues, the Bonds shall be payable 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 Bonds shall be a direct general obligation of the Municipality, for which the punctual payment of the principal and interest on the Bonds, the full faith and credit of the Municipality is hereby irrevocably pledged. The Notes shall be paid from proceeds of the Bonds. In the event such proceeds are unavailable, the Notes shall be secured and payable in exactly the same manner as the Bonds.

Section 6. Form of Bonds and Notes. The Notes shall be in the form approved by the Mayor consistent with the terms of this resolution. The Bonds shall be in substantially the following form, the omissions to be appropriately completed when such Bonds are prepared and delivered:

(Form of Bonds)

UNITED STATES OF AMERICA
STATE OF TENNESSEE
TOWN OF JONESBOROUGH, TENNESSEE
WATER SYSTEM REVENUE AND TAX BOND, SERIES ____

R-__ \$_____

KNOW ALL MEN BY THESE PRESENTS: That the Town of Jonesborough, Tennessee (the "Municipality"), for value received hereby promises to pay to the registered owner hereof, or its registered assigns, in the manner and from the sources hereinafter provided, the sum of \$_____, with interest on the unpaid balance hereof at the rate of _____% per annum from the date hereof until the principal amount hereof shall have been fully paid. This Bond is payable in 480 consecutive installments of principal and interest in the amount of \$_____ each. The first installment shall be due and payable on _____, and all subsequent installments shall be due and payable on _____. In all events, the final installment shall be in the amount of the entire unpaid balance of principal and interest on the Bond. Both principal hereof and interest hereon are payable in lawful money of the United States of America by electronic fund transfer or by check or draft mailed to the registered owner at the address shown on the bond registration records of the Municipality, and such payments shall discharge the obligation of the issuer hereof to the extent of the payments so made.

Upon final payment, this Bond shall be submitted to the Town Recorder of the Municipality, as Bond Registrar, for cancellation.

Prepayments of scheduled installments, or any portion thereof, may be made at any time at the option of the Municipality. Any partial prepayment shall, after payment of interest, be applied to the installments last to become due under this Bond and shall not affect the obligation of the Municipality to pay the remaining installments as they come due. Notice of prepayment shall be given to the registered owner hereof not less than thirty (30) days prior to the date of prepayment, unless waived by the registered owner.

This Bond shall be transferable by the registered owner hereof, or by its attorney duly authorized in writing, on the registration records of the Town Recorder of the Municipality at the office of the Town Recorder of the Municipality, upon presentation of the Bond to the registrar for transfer with the form of assignment attached hereto completed in full and signed with the name of the registered owner. All transferees shall take this Bond subject to such condition. The Municipality may treat the registered owner as the absolute owner hereof for all purposes, and shall not be affected by any notice to the contrary whether or not any payments due on this Bond shall be overdue.

This Bond is one of a series of bonds known as "Water System Revenue and Tax Bonds, Series _____", issued by the Municipality in the aggregate principal amount of \$_____. This Bond is issued by the Municipality for the purpose of financing a portion of the costs of certain public works projects, including the construction, improvement, renovation and equipping of the water treatment plant of the water system of the Municipality (the "System"), under and in full compliance with the constitution and statutes of the State of Tennessee, including Sections 9-21-101, et seq., Tennessee Code Annotated, and pursuant to a resolution duly adopted by the Board of Mayor and Aldermen of the Municipality on the 9th day of February, 2026 (the "Resolution").

This Bond shall be payable primarily from and be secured by a pledge of the Net Revenues to be derived from the operation of the System, and is hereby declared to be equally and ratably secured, subject to a prior pledge of such Net Revenues to Prior Outstanding Obligations, by a pledge of such Net Revenues. In the event of a deficiency in such Net Revenues, this Bond shall be payable 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. This Bond shall be a direct general obligation of the Municipality, for which the punctual payment of principal and interest on this Bond, the full faith and credit of the Municipality is hereby irrevocably pledged. For a more complete statement of the terms and conditions upon which this Bond is payable, the general covenants and provisions pursuant to which this Bond is issued and the terms upon which the above described resolution may be modified, reference is hereby made to the Resolution.

This Bond and the income therefrom are exempt from all present state, county and municipal taxes in Tennessee except (a) Tennessee excise taxes on interest on the Bond during the period the Bond is held or beneficially owned by any organization or entity, other than a general partnership or sole proprietorship, doing business in the State of Tennessee, and (b) Tennessee franchise taxes by reason of the inclusion of the book value of the Bond in the Tennessee franchise tax base of any organization or entity, other than a general partnership or sole proprietorship, doing business in the State of Tennessee.

It is hereby certified, recited, and declared that all acts, conditions, and things required to exist, happen, and be performed precedent to and in the issuance of this Bond exist, have happened, and have been performed in due time, form, and manner as required by law, and that the amount of this Bond does not exceed any limitation prescribed by the constitution and statutes of the State of Tennessee.

IN WITNESS WHEREOF, the Town of Jonesborough, Tennessee has caused this Bond to be signed by its Mayor and attested by its Town Recorder under the corporate seal of the Municipality, all as of this _____ day of _____, ____.

TOWN OF JONESBOROUGH, TENNESSEE

FORM ONLY – DO NOT SIGN

Mayor

ATTEST:

FORM ONLY – DO NOT SIGN

Town Recorder

(SEAL)

(End of Form of Bonds)

Section 7. Levy of Tax. For the purpose of providing for the payment of the principal and interest on the Bonds, there is hereby pledged for such payment the Net Revenues derived from the operation of the System, in amounts not exceeding the amounts required to make such payments as they come due. In the event of a deficiency in the Net Revenues there shall be levied in each year in which such Bonds 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; provided, however, that the tax so levied in any year may be proportionately reduced by the amount of money actually on hand from the Net Revenues of the System and available for payment of such principal and interest. The Governing Body of the Municipality is required by law and shall and does hereby pledge to levy such tax. Principal and 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 and used solely for the payment of principal and interest on the Bonds, as the same shall become due.

Section 8. Charges for Services Supplied by the System. While the Bonds remain outstanding and unpaid, the Municipality covenants and agrees that the charges for all services supplied through the medium of the System to the Municipality and its residents and to all consumers shall be reasonable, just, and sufficient taking into account and consideration the cost and value of the System and the cost of maintaining, operating, and insuring the System, and the proper and necessary allowances for the depreciation thereof, and the amounts necessary for the payment of principal and interest on indebtedness of the Municipality, including the Bonds, payable from the Revenues.

Section 9. Remedies of Bond Owners. Any owner of the Bonds may either at law or in equity, by suit, action, mandamus or other proceedings, in any court of competent jurisdiction enforce and compel performance of all duties imposed upon the Municipality by the provisions of this resolution, including the levy and collection of ad valorem taxes to meet the obligations of the Municipality under this resolution.

Section 10. Disposition of the Proceeds of the Notes and Bonds. The proceeds of the sale of the Notes shall be applied directly to the costs authorized herein or deposited with a financial institution regulated by and the deposits of which are insured by the Federal Deposit Insurance Corporation or similar

federal agency, in a special fund designated so as to identify it with this resolution (the "Construction Fund") and shall be disbursed solely for the payment of Project costs (including reimbursement thereof), legal, fiscal, administrative, architectural and engineering costs incident thereto, interest during construction of the Project and for six (6) months thereafter, with the consent of Rural Development, and bond issuance costs. Money in the Construction Fund shall be secured in the manner prescribed by applicable statutes relative to the securing of public or trust funds, if any, or in the absence of such statutes, by a pledge of readily marketable securities having at all times a market value of not less than the amount in the Construction Fund. Money in the Construction Fund shall be expended only for the purposes authorized by this resolution.

The proceeds of the Bonds shall be used first, to the extent permitted by Rural Development, to retire the Notes if such Notes are outstanding. To the extent that the proceeds of the Bonds are insufficient to retire the Notes, the Municipality shall apply other funds in an amount sufficient to fully retire the Notes. Any remaining proceeds of the Bonds, together with any grant funds received from Rural Development, shall be applied directly to the costs authorized herein or deposited to the Construction Fund. After the Project has been completed, any unspent Bond proceeds shall be used at the earliest practicable date for the prepayment of the Bonds as herein provided. All funds, including both loan and grant funds, provided by Rural Development for Project costs, but not needed to pay Project costs, will be considered to be Rural Development grant funds and returned to the Government Finance Office. If the amount of unused Rural Development funds exceeds Rural Development grant amount, the excess will be considered to be Rural Development loan funds and used to prepay the Bonds as provided above.

Section 11. Federal Tax Matters. The Bonds will be issued as federally tax-exempt bonds. At the Mayor's discretion, the Notes may be issued as federally tax-exempt obligations. The Municipality hereby covenants that it will not use, or permit the use of, any proceeds of the Bonds or Notes in a manner that would cause the Bonds or Notes (if applicable) to be subjected to treatment under Section 148 of the Code, and applicable regulations thereunder, as "arbitrage bonds." To that end, the Municipality shall comply with applicable regulations adopted under said Section 148. The Municipality further covenants with the registered owners from time to time of the Bonds and the Notes (if applicable) that it will, throughout the term of the Bonds and Notes and through the date that the final rebate, if any, must be made to the United States in accordance with Section 148 of the Code, comply with the provisions of Sections 103 and 141 through 150 of the Code and all regulations proposed and promulgated thereunder that must be satisfied in order that interest on the Bonds and Notes (if applicable) shall be and continue to be excluded from gross income for federal income tax purposes under Section 103 of the Code.

It is reasonably expected that the Municipality will reimburse itself for certain expenditures made by it in connection with the Project by issuing the Bonds and the Notes. This resolution shall be placed in the minutes of the Governing Body and shall be made available for inspection by the general public at the office of the Governing Body. This resolution constitutes a declaration of official intent under Treas. Reg. §1.150-2.

The Mayor is authorized and directed, on behalf of the Municipality, to execute and deliver all such certificates and documents that may be required of the Municipality in order to comply with the provisions of this Section.

Section 12. Reasonably Expected Economic Life. The "reasonably expected economic life" of the Project within the meaning of Sections 9-21-101, *et seq.*, Tennessee Code Annotated, is greater than the term of the Bonds financing said Project.

Section 13. Resolution a Contract. The provisions of this resolution shall constitute a contract between the Municipality and the owners of the Bonds and the Notes, and after the issuance of either the

Bonds or Notes, no change, variation or alteration of any kind in the provisions of this resolution shall be made in any manner, except as provided in the following Section, until such time as the Bonds and Notes and interest due thereon shall have been paid in full.

Section 14. **Modification of Resolution.** The terms, covenants and agreements set forth in this resolution may be modified or amended by resolution of the Governing Body, consented to in writing by the owner of the Bonds and, while the Notes are outstanding, the Notes.

Section 15. **Defeasance.** So long as Rural Development is the owner of the Bonds herein authorized, the Municipality shall not issue any bonds or other obligations for the purpose of defeasing or otherwise terminating the lien of the Bonds herein authorized without immediately prepaying the Bonds.

Section 16. **Compliance with Debt Management Policy.** The Governing Body hereby finds that the issuance of the Bonds and the Notes is consistent with the Municipality's debt management policy.

Section 17. **Engagement of Bond Counsel and Placement Agent.** The Governing Body hereby approves the engagement of Adams and Reese LLP to serve as bond counsel with respect to the issuance of the Bonds and the Notes and Raymond James & Associates, Inc. to serve as Placement Agent with respect to the issuance of the Notes.

Section 18. **Loan Resolutions Control.** So long as Rural Development is the registered owner of any of the Bonds, the Municipality shall be subject to the separate Loan Resolutions executed and entered into by the Municipality at the closing of the issuance of the Bonds, which Loan Resolutions are incorporated by reference herein. The provisions of the Loan Resolutions and the provisions of this resolution are to be construed wherever possible so that they will not be in conflict. In the event such a construction is not possible, the provisions of the Loan Resolutions shall prevail.

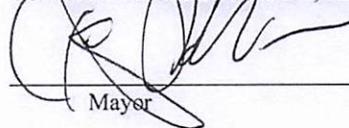
Section 19. **Separability.** If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

Section 20. **Repeal of Conflicting Resolutions and Effective Date.** All other 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 immediate effect from and after its adoption.

[signature page follows]

Adopted and approved this 9th day of February, 2026.

TOWN OF JONESBOROUGH, TENNESSEE



Mayor

ATTEST:



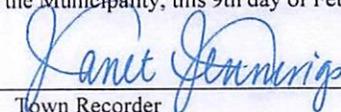
Town Recorder

STATE OF TENNESSEE)

COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee (the "Municipality") and, as such official, I further certify as follows: (1) that attached hereto is a true, correct and complete copy of a resolution adopted by the Board of Mayor and Aldermen of the Municipality at its February 9, 2026 meeting; and (2) that a quorum of the members of the Board of Mayor and Aldermen was present and acting throughout said meeting.

WITNESS my official signature and the seal of the Municipality, this 9th day of February, 2026.



Town Recorder

The next item on the agenda was discussion and possible action concerning approval of a Resolution authorizing the submission of an application for fiscal year 26 State Community Development Block Grant Funds. Prior to and subsequently following the completion of the new Jonesborough Elementary School, the town has been strategically planning for the road extension of Skyline Drive, including a walkway (project), from the school to Boones Creek Road. We have been working on applying for the 2026 Community Development Block Grant program for this project. As part of the application process, it requires BMA approval of a resolution authorizing the submission of an application for Fiscal Year 2026 State Community Development Block Grant funds. Other background regarding the CDBG is:

- Requests for Qualifications (RFQs) were sent out as part of the required procurement process to apply for the CDBG project. We solicited for both Administrative and Engineering services. Solicitations and recommendations for each service are actionable items for this board meeting.
- Letters and surveys were sent to school families at the Jonesborough Elementary School as required by the CDBG program. 250 surveys/letters were sent to individual households requesting their response. The CDBG program funds activities that principally benefit low-and moderate-income (LMI) persons so the results of the survey are of upmost importance to our pursuit of the grant.

Currently, CDBG maximum funds are \$1,000,000.00 with a required 19% or \$190,000.00 match by the Town and \$810,000.00 match by the State. Investing in our community means making every dollar work as hard as possible. By using a matching grant to help fund the new road and walkway, we're able to multiply the impact of our local dollars. Instead of paying the full cost ourselves, the grant covers a significant portion of the project – reducing the financial obligation while still delivering long-term improvements that benefit everyone. The application will be submitted in March; the State will make announcements in November or December; then environmental reviews will begin, and the engineer starts the design phase. So, construction may not start on these types of grant projects until Summer or Fall 2027. Therefore, our portion of the funding will not be a budget item until Fiscal Year 2027-2028.

Alderman Jenkins made a motion to approve the Resolution authorizing the submission of an application for Fiscal Year 2026 State Community Development Block Grant funds as presented. Alderman Causey seconded the motion. The motion duly passed.

RESOLUTION NO. 2026-07

A RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FY 2026 STATE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, the State of Tennessee Department of Economic and Community Development administers the Community Development Block Grant Program that was established to assist local governments in meeting community development and housing needs consistent with the objectives as set forth in Title I of the Housing and Community Development Act of 1974, as amended; and

WHEREAS, the Town of Jonesborough acting by and through its Mayor and Board of Aldermen proposes to apply for the Community Development Block Grant (CDBG) funds for the purpose of performing eligible community development activities that will benefit residents of the Town of Jonesborough.

WHEREAS, the Town of Jonesborough will provide local financial support in conjunction with the CDBG funds to complete the eligible project; and

WHEREAS, an applicant of State CDBG funds is required to comply with program guidelines and federal statutes and regulations:

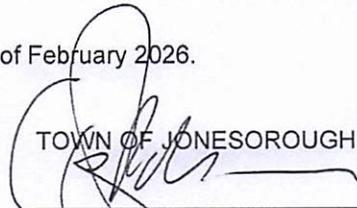
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the Town of Jonesborough as follows:

THAT, Kelly Wolfe, Mayor, or successor in title, is hereby authorized to submit an application to the State of Tennessee, Department of Economic and Community Development, requesting Fiscal Year 2026 Community Development Block Grant funds in the amount not to exceed \$1,000,000.00 for a Community Infrastructure Project; and

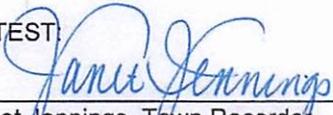
THAT, the Town of Jonesborough will be responsible for the local cash/match to be provided in full by the General Account; and

THAT, Kelly Wolfe, Mayor, or successor in Title, be and is hereby designated and authorized to sign the application and contract or grant documents for receipt and to take all actions necessary to implement and complete grant activities on behalf of the Town of Jonesborough, Tennessee.

READ AND ADOPTED this the 9th day of February 2026.

TOWN OF JONESBOROUGH


Kelly Wolfe, Mayor

ATTEST:


Janet Jennings, Town Recorder

The next item up for consideration was discussion and possible action on a Resolution hiring Administrative Services and Engineering Services for the 2026 Community Development Program. As you are aware, we are planning on submitting a State of Tennessee FY 2026 Community Development Block Grant (CDBG) program. The CDBG application is for the Skyline Drive Road Extension and Walkway project from the new school to Boones Creek Road. As part of our effort to secure funding for the project through CDBG funds, Request for Qualification (RFQ) letters were sent to three administration firms and five engineering firms.

Administrative Services

The town received two responses for RFQs on administration services from Community Development Partners, LLC (CDP) and Mattern & Craig. Staff completed the required evaluations/scorecards regarding qualifications (see attached scoring). Both firms scored well with CDP scoring higher. CDP has a long history of providing excellent administrative services to the town.

Engineering Services

The town received three responses for RFQs on engineering services from DTWood Engineering, Mattern & Craig, and Ardurra. Staff completed the required evaluations/scorecards regarding qualifications (see attached scoring). Two of the three companies, DTWood and Mattern & Craig, scored well with DTWood scoring higher. DTWood has a long history of providing excellent administrative services to the town.

Alderman Countermine made a motion to approve the Resolution for Community Development Partners, LLC to provide the Town with Administrative Services and a Resolution for DTWood Engineering, Inc., to provide the Town with Engineering Services as a part of the State of Tennessee’s Fiscal Year 2026 Community Development Block Grant program for the Skyline Drive Road Extension and Walkway project. Alderman Dickson seconded the motion. The motion duly passed.

RESOLUTION NO. 2026-04
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 2026 Community Development Block Grant (CDBG) program; and

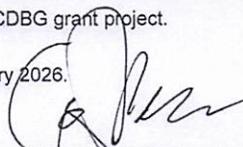
WHEREAS, the Mayor and Board of Aldermen of the Town of Jonesborough find it in the Town’s best interest to secure the assistance of an experienced and qualified professional administrative management services firm to assist in preparing and administering the Town’s 2026 CDBG program; and

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

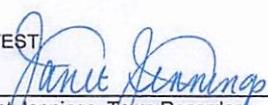
WHEREAS, Community Development Partners, LLC has been chosen to assist in the administration of the project.

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 2026 CDBG grant project.

READ AND ADOPTED this the 9th day of February 2026.



Kelly Wolfe, Mayor

ATTEST


Janet Jennings, Town Recorder

RESOLUTION NO. 2026-05
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 2026 Community Development Block Grant (CDBG) 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 2026 CDBG 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 DTWood Engineering, Inc. will assist in the engineering design and implementation of the project.

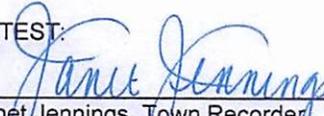
NOW, THEREFORE BE IT RESOLVED that Mayor and Board of Aldermen hereby select DT Wood Engineering, Inc. to provide assistance in the implementation of the Town of Jonesborough's Town's 2026 CDBG grant project.

READ AND ADOPTED this the 9th day of February 2026.



Kelly Wolfe, Mayor

ATTEST:



Janet Jennings, Town Recorder

project (CDBG project) since our utilities will be performing the force account (equipment and labor).

Alderman Causey made a motion to approve the Resolution to apply for 2026 Appalachian Regional Commission funding for the extension of water utilities as part of the Skyline Drive Road Extension and Walkway project as presented. Alderman Countermine seconded the motion. The motion duly passed. Mayor Wolfe thanked the Governor, State and Legislation for their continued help and support.

RESOLUTION 2026-08

TOWN OF JONESBOROUGH

WHEREAS, Town of Jonesborough is interested in an Infrastructure Improvement Project; and

WHEREAS, Town of Jonesborough, acting by and through its Board of Mayor and Aldermen, proposes to apply for 2026 Appalachian Regional Commission (ARC) funds for the purpose of Jonesborough's Infrastructure Improvement Project; and

WHEREAS, Town of Jonesborough will provide local financial support in conjunction with the ARC funds to complete the above project; and

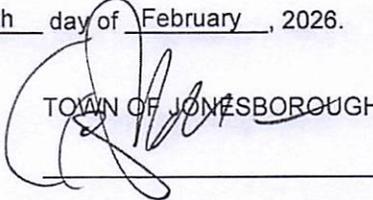
NOW, THEREFORE, BE IT RESOLVED by the Town of Jonesborough Board of Mayor and Aldermen as follows:

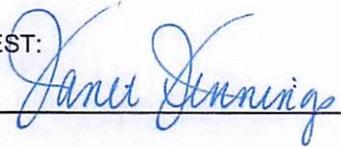
THAT, Kelly Wolfe, Town of Jonesborough Mayor, is hereby authorized to execute and submit an application with appropriate assurances to the Appalachian Regional Commission requesting funds in an amount not to exceed \$392,500.00 for Town of Jonesborough Infrastructure Improvement Project; and

THAT, Town of Jonesborough will be responsible for the required local cash match totaling \$392,500.00, as well as any other cost overruns if needed; and

THAT, Kelly Wolfe, Jonesborough Mayor, be and is hereby designated and appointed as Financial Officer to perform on behalf of Town of Jonesborough, those acts and assume such duties as are consistent with said position.

READ AND ADOPTED this the 9th day of February, 2026.


TOWN OF JONESBOROUGH

ATTEST:


The last item on the agenda was discussion and possible action regarding the 2026 Mowing and Landscaping Bids. The mowing and landscaping bids for 2026 were publicly advertised and opened in accordance with the Town's purchasing policy. The Town received a total of six bids for mowing services and three bids for landscaping services.

Mowing

Upon studying the current bids, the mowing bid in the General Fund for 2026 came in \$4,404.00 less than the 2025 mowing contract. The mowing bid for 2025 was \$179,604.00. The mowing contract for 2026 is \$175,200.00. The Town Garage Facility and the Wastewater Facility will be paid for by the Utilities Fund. This is an additional \$12,320.00 for the 2026 mowing cycle. The General Fund has paid for these in the past, but they were separated out this year. The Broyles property is new this year. It was included in the bid but not awarded. Until we decide the use of this property, Parks and Recreation will mow the lawn adjacent to the building and the Street Department can bushhog the vacant property throughout the year. Staff recommendation is to award the Mowing Contracts as follows:

GARDNER'S & CO LLC:

- Old Jonesborough Cemetery: \$330 per cycle
- African American Cemetery: \$165 per cycle

Total paid per cycle: \$495.

KES PROPERTY SERVICES:

- Jackson Boulevard Medians: \$500 per cycle
- Mckinney Center/Booker T. Washington School: \$150 per cycle
- Vines Farm Park: \$95

Total paid per cycle: \$745.

KINCH'S LAWNCARE:

- Senior Center Property: \$80
- Lincoln Park \$170
- Stage Rd Park: \$150
- Downtown Washington County Courthouse Parking Lots/Parson's Table/JUMC Area: \$85
- Depot Street Park: \$50
- Barkley Creek Park/Trail to Chuckey Depot: \$60

Total paid per cycle: \$595.

SOUTHERN BOYZ MOWING & MORE:

- Wetlands Waterpark: \$200
- Persimmon Ridge Park: \$160
- Mill Spring Park: \$50
- Main Street Village: \$40
- Mountain View Estates Detention Ponds: \$80

Total paid per cycle: \$530.

WATT'S LAWN MAINTENANCE & CORY'S LAWNCARE:

- Persimmon Ridge Walkway and Five Points - \$200 per cycle
- Persimmon Ridge Park Ballfields: \$225
- Meadows Subdivision: \$265
- Jonesborough/Washington Co Library and Oakhill School/Duncan House - \$120
- Visitors Center - \$100
- Jonesborough School (Non-athletic Areas-Court yards)/Jonesborough School (Non-athletic areas – all other)/Jonesborough School Ballfields/Old Jonesborough Middle School Park: \$2,200

Total paid per cycle: \$3,110.

The total contract price per mowing cycle in the General Fund budget for 2026 is \$5,475.00. At 32 mowing cycles, the grand total is \$175,200.00.

Utility Service Contract:

Kinch's Lawncare - Jonesborough Garage: \$55

Watts – Wastewater Facility: \$330.00

Total paid per cycle: \$385.

The total contract price per mowing cycle from the Utility Fund for 2026 is \$385.00. At 32 mowing cycles, the grand total is \$12,320.00.

Landscaping

The landscape bids came in \$18,765.00 less than the 2025 landscaping contract. The landscaping contract for 2025 was \$100,530.00. The bid for 2026 is \$81,765.00.

We did not award landscaping bids to Stage Road Park, Mill Spring Park, Downtown Courthouse Lots, Dogwood Lane, Depot Street Park, and Barkley Creek Park. We did some significant upgrades to Stage Road Park last year. The remainder of these spaces were taken care of by Park and Recreation staff last year. We feel Parks and Recreation staff can take care of these spaces for 2026 as well.

Staff recommendation is to award the Landscaping Contracts as follows:

Contracted Landscaping Recommendations:

GARDNER'S & CO LLC:

- Jonesborough Visitor's Center/Town Hall - \$1,290 per month
- Jonesborough Senior Center/Lincoln Park - \$1,640 per month
- Jonesborough School/Tiger Park - \$2,920 per month
- Boone Street/Main Street - \$290

Total per month: \$6,140.

KES PROPERTY SERVICES:

- Wetlands Water Park - \$690
- Persimmon Ridge Park - \$290
- Medians on Highway 11E - \$790 per month

Total per month: \$1,770.

KINCH'S LAWNCARE:

- McKinney Center/Booker T Washington School - \$400
- W.C. Rowe Park/Chuckey Depot/Walkway - \$775 per month

Total per month: \$1,175.

The total contract price per month in the General Fund budget for 2026 is \$9,085.00. At the nine-month cycle, the grand total is \$81,765.00.

Mayor Wolfe thanked Operations Manager for his analysis and compilation of the bids. Mayor Wolfe asked Operations Manager Craig Ford what the difference between what we were paying and what the bid is now. Craig Ford stated that in comparing all of the bids Tony Snapp's bid for the 32 mowing cycles was \$65,280 more than the lowest bidder. He also stated that Mr. Snapp has done a great job for the Town over the last many years. The recommendation from staff is for the second lowest bidder who also had athletic field experience. Mayor Wolfe noted

that Tony Snapp has done a great job for the Town however with the BMA has an obligation to be fiscally responsible with the funds.

Mayor Wolfe asked if there were any other comments. Alderman Jenkins made a motion, seconded by Alderman Counterline to approve the mowing and landscaping bids as recommended by staff. The motion duly passed.

Mayor Wolfe adjourned the meeting at 6:59 pm.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

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

Consent Agenda
2

DATE: March 9, 2026

AGENDA ITEM _____

SUBJECT: Approval of Bills

Check Register - General Fund - February 2026

| | | | |
|----------|-----------------|----|-------------------|
| 02/04/26 | 115562 - 115599 | \$ | 83,143.00 |
| 02/10/26 | 115600 | \$ | 9,229.89 |
| 02/04/26 | 115574 - void | \$ | (200.00) |
| 02/11/26 | 115521 - void | \$ | (80.20) |
| 02/13/26 | 115601 - 115713 | \$ | 192,472.52 |
| 02/19/26 | 115077 - void | \$ | (610.00) |
| 02/19/26 | 115714 | \$ | 34,098.33 |
| 02/20/26 | 115686 - void | \$ | (768.90) |
| 02/20/26 | 115715 - 115784 | \$ | 211,647.08 |
| 02/23/26 | 115437 - void | \$ | (8,797.14) |
| 02/23/26 | 115785 | \$ | 8,797.14 |
| 02/26/26 | 115513 - void | \$ | (250.00) |
| 02/26/26 | 115769 - void | \$ | (160.00) |
| 02/26/26 | 115786 - 115800 | \$ | 52,207.03 |
| | | \$ | 580,728.75 |

Check Register- Water Fund February 2026

| | | | |
|----------|---------------|----|-------------------|
| 02/04/26 | 70090 - 70104 | \$ | 335,408.07 |
| 02/10/26 | 70105 | \$ | 4,125.58 |
| 02/13/26 | 70106 - 70155 | \$ | 194,975.83 |
| 02/19/26 | 70156 | \$ | 77,458.40 |
| 02/20/26 | 70157 - 70171 | \$ | 73,256.98 |
| 02/23/26 | 70011 - void | \$ | (8,791.95) |
| 02/23/26 | 70172 | \$ | 8,791.95 |
| 02/23/26 | 70173 - 70177 | \$ | 4,815.50 |
| | | \$ | 690,040.36 |

Check Register -Sanitation Fund - February 2026

| | | | |
|----------|---------------|----|------------------|
| 02/04/26 | 10998 - 11001 | \$ | 1,272.38 |
| 02/10/26 | 11002 | \$ | 37.98 |
| 02/13/26 | 11003 - 11012 | \$ | 29,901.05 |
| 02/20/26 | 11013 - 11018 | \$ | 17,471.91 |
| 02/23/26 | 10980 - void | \$ | (5.68) |
| 02/23/26 | 11019 | \$ | 5.68 |
| 02/26/26 | 11020 | \$ | 10,000.00 |
| | | \$ | 58,683.32 |

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

Consent Agenda

DATE: March 9, 2026

AGENDA ITEM #: 3

SUBJECT: Town Administrator Report

TOWN ADMINISTRATOR MONTHLY REPORT - FEBRUARY 2026

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

- Met with Ruth Verhegge to discuss Paws in Blue and the Flag Committee. Ruth is looking at succession planning for both organizations.
- Held monthly one-on-one meetings with Utilities Manager Kevin Brobeck, Senior Center Director Mary Regen, Fire Chief Jeff White, Police Chief Matt Rice, and Parks and Rec Director Chris Kudera.
- As part of the town's efforts to improve our technology and communications, and after much research on how to handle internet failure in the wake of a long-term outage, the Police Department purchased a Starlink system. This satellite internet equipment can be used anywhere and anytime to provide a high-speed internet connection. They plan to use it in their command post during special events with the main goal being the ability to provide a high-speed internet connection to the EOC, even with long term power outages.
- Attended the Water Treatment Plant tour with BMA members. The tour was both informative and how important our new water plant is to the future of Jonesborough utilities and customers, as well as how we are addressing an aging infrastructure and mitigating vulnerabilities now and in the future.
- Attended the monthly Jackson Theatre Board meeting. This is a very active board with Operations Manager Amber Crumley leading the staff and facility with an incredible number of shows, performances, rentals, user partnerships, etc. Please check your local listings for upcoming events.
- Compiled growth/development information for reporter Kimberly Harr with Johnson City Press. She sent a list of questions in and plans to do an article as well as get a better understanding of the planning efforts we have in place.
- Continuing the process of collecting planning/development data for the 2023 –2025 period, including information on the number of reviews for plats, site plans, rezonings, variances, and Planning Commission continuing education hours. These development forms will be updated each month for the purpose of providing the BMA with “a year in review” of Planning reviews and activities.
- Reviewed the Qualifications for Administrative and Engineering professional services that were received for the Community Development Block Grant for the Skyline Road Extension and Walkway project. The evaluation form and recommendation was approved at the February 9 BMA meeting.

- Continuing work to update the Directory of Boards/Committees with the members, their contact information and term expirations with a completion date by end of March 2026. Once this is complete, our BMA members and website will be updated. The goal is to keep memberships and terms active and updated consistently and constantly.
- Design of the door hangers for the Downtown Façade & Architectural Improvement Grant Program and the Downtown Jonesborough Loan Program is complete. Door hanger templates were ordered, printed and will be distributed to all downtown merchants in March. These are valuable programs to our downtown merchants that in my opinion are rarely being acted upon.
- BMA packet and meeting documents were compiled and published for the February BMA meeting.
- Met with various folks from the public regarding assistance with reported issues in town, and either handling immediately or connecting them with the right department and/or service.
- Upon my request, Parks and Recreation Director Chris Kudera ordered trail counters to start collecting pedestrian data along our sidewalk/trail system. The trail counters will track humans, pets, and bicycles. Because the units are portable, we can rotate them to different trails and walkways across town to better understand how and where we see most usage. Chris working on a schedule of what trails to track and a timeline.
- As a result of the winter weather and the financial impact on our downtown merchants, I have been brainstorming a “Downtown Business Support Initiative”. I Spoke with Mill Springs Makers Market owner Melinda Copp about working on it with me from a merchant’s perspective. From there, I will pull in our tourism director and events manager to help with launching ideas and execution. We plan to meet in the first week of March.
- Held individual meetings with Vice Mayor Adam Dickson, Alderman Terry Countermine, and Alderman Zac Jenkins, a continued planned effort to meet one-on-one with our town leaders. The purpose is strengthening working relationships, communication, and information.
- Attended a Grant Projects update meeting with Operations Manager Craig Ford and Community Development Partners Project Manager Rachel Conger to discuss progress on the Frontier Trail and Stage Road Park Trail projects, including the Middle School portion of the grant (LPRF and RTP Grants).
- Worked with Jackson Theatre Operations Manager Amber Crumley and Administrative Assistant Brandi Miller to add the additional information requested to the TN Arts Commission Partnership Support grant application. All required documents have been submitted to date. For this fiscal year we received \$32,000 from the \$100,000 request, and our application was the same request of \$100,000. Our hope is to at minimum receive the same amount for FY27 at \$32,000.
- Met with Angie Charles, Washington County Planning Director, to discuss multiple items on the upcoming Planning and Zoning Agenda, and other planning related matters to update our current zoning and subdivision regulations. Our zoning regulations need comprehensive review. A modern and clearly written development code reduces confusion for everyone, residents, developers, contractors, staff, planning commission and BMA. A comprehensive review allows us to simplify language, improve organization, and make the code more accessible and more predictable. This is a major undertaking that may need to be “farmed out” to professional firms that do this for a living and review against past, current, and pending land use control regulations.
- Met with Town Attorney Jim Wheeler, HZC Chair Frank Collins and Building Inspector Kevin Fair to discuss demolition by neglect process.

- Met with Jackson Theatre Operations Manager Amber Crumley, McKinney Center Director Theresa Hammons and Program Manager Anne Mason, and Administrative Assistant Brandi Miller to work on TN Arts Commission reporting requirements for the current grant due in June.
- Held our Grant Planning and Point of Contact kick-off meeting. The goal is collaboration among departments. Collaborating with other departments when seeking grants is valuable because it strengthens proposals, increases organizational capacity, and improves the likelihood of funding. The takeaway was open dialogue of all the grants, and the agency/organization we are all seeking funding from, and concluded with suggestions for each department.
- Met with Operations Manager Craig Ford and Police Chief Matt Rice to discuss the “tagging/graffiti” that is happening in town. Police are very well aware of it and plan to prosecute any individual(s) that are found. Timing for apprehending violators is critical. TIMING – either an officer or non-violator catching someone in the act or a security camera captures the violator (image would have to be high resolution to make an identification).
- Submitted the grant reimbursement request for our insurance Public Entity Partners Property Conservation Grant as part of enhancing security measures inside the Jackson Theatre. We received \$5,000 reimbursement for security measures undertaken at the Jackson Theatre. We will apply again for 2026 once the grant window is open for the purpose of enhancing security measures at Town Hall.
- Worked with County Planning Director Angie Charles on several pending planning related matters, including conference calls with contractors and developers on different projects. I attended the monthly Planning Commission meeting.
- Working on a Community Facilities Inventory and Analysis report. As the population of Jonesborough continues to increase at unprecedented rates, and more homes are built, you are aware of the great demands for more and improved services. Another critical matter is adequate facility space to meet current and future demands and needs. With the current configuration of staff departmentally, additional space is needed for General Administration, Water Administration, Public Safety (Police and Fire), Visitor’s Center, Building Department, and other potential needs as well. Without forethought and planning to meet future demands and needs, there is a strong likelihood of duplicating facilities, choosing poor locations or being unprepared to face a substantial public expenditure when the needs arise. A preliminary report is anticipated to be complete by end of March.
- The budget process has begun! This week Town Recorder Janet Jennings, Operations Manager Craig Ford and I held departmental FY27 budget sessions with the Police Department, Fire Department, and Solid Waste and Recycling. Directors have put a lot of thought into their preliminary budgets. Next week is very busy with remaining departments. Additionally, Town Recorder Janet Jennings and I held departmental FY27 budget sessions with the McKinney Center, Senior Center, Visitors Center, and Jackson Theatre.
- Met with Town Recorder Janet Jennings and Parks and Recreation Director Chris Kudera and Chuckey Depot representatives Jimmy Rhein and Rich Chinouth to discuss Chuckey Depot finances and procedures.
- Worked on the Data Center and Cryptocurrency Mining draft ordinance proposal and reviewing options on how we can limit the impact on our community. Town Attorney Jim Wheeler and I met to review the draft ordinance prior to it being introduced to the BMA at the March meeting.
- Met with South Cherokee resident Pedro Rico, Operations Manager Craig Ford, and Street Department Director Steve Prisament to discuss plans for improving traffic safety on South

Cherokee Street. The meeting was productive and we are working together on a proposal to be presented at a scheduled public work session.

- We have been working diligently to complete the survey result requirements for the two separate CDBG grants we are participating in. The Skyline extension grant survey was mailed to 250 families with self-addressed stamped envelopes included. From that mailing we received 27 complete surveys (we need 237 returned). We have worked with Jonesborough Elementary Principal, Dr. Street, and got approval to send out another letter and survey via student's homework folders. Dr. Street signed a letter that will accompany the survey and states that completed surveys can be returned to the school. We will work with the school to get the completed surveys so Administrative Assistant Brandi Miller can compile the results. We are looking at other ways to increase participation if the need arises to make every effort to meet the completed surveys threshold.
- Met with Tourism Director Cameo Waters, and Digital Media Manager Mitchell Calvin to review the website staging process. I'm very excited and pleased with the progress on this project. A preview will be available mid-March.
- Worked through several planning related tasks, with some including essential assistance from Town Attorney Jim Wheeler and County Planning Director Angie Charles to arrive at positive solutions.
- As Brandt & Robbins completed the deed work on the Mauk Property purchase, we are requesting the \$325,000.00 from the Tennessee Heritage Conservation Trust fund to go towards the agreed upon purchase price for the property. Once this is confirmed, I anticipate the closing date being set fairly quickly.
- The Town Attorney and Staff continue to work with AME Zion Church leadership on acquiring the church property, which is estimated to take a few months to work through deed related matters.
- Staff was onsite at the Senior Center Monday and Wednesday to facilitate collecting surveys in coordination with the County as part of the 2026 Community Development Block Grant (CDBG) program. To meet the requirements of the grant we need 325 households to complete the survey. Unfortunately, we did not receive enough completed surveys, so we are working with Community Development Partners to find other options to increase survey participation.
- Attended a meeting with Mayor Joe Grandy, Utilities Manager Kevin Brobeck, Water Quality Director Artie White, and Town Recorder Janet Jennings to discuss the financial elements of the County Water Line Projects, including updates to the "County" construction crew salaries and benefits. It was a very productive meeting, and the reimbursement plan discussion will help both parties considerably.
- Met with Building Inspector Kevin Fair to review options for Building Department software. Kevin attended multiple virtual meetings with multiple software platforms and is recommending a company. This software will assist the Town with tracking, billing and issuing building permits. One software has a robust AI component to it that will improve technical responses to plan submitters/reviews based on our adopted codes, and thus will provide more efficient and effective time in the field make inspections and working through violations. This will be introduced as part of the building department budget for FY27.
- Met with Senior Center Director Mary Regen and Robin Harpe to discuss community engagement and coordinate the final preparations/updates to launch of the Jonesborough Ambassador Program. The Ambassador program will kick off on Tuesday, March 2nd.

- We are gathering data from Supervisors on what is provided to new hires and/or existing employees for a uniform and if the uniform items are purchased through a local vendor, Amazon or rented. Currently, some departments rent shirts, pants and jackets, other departments purchase pants and shirts, some departments do not purchase any uniform items and others only provide shirts. We believe it is necessary to standardize what employees receive based on their position. We have been working to create a Uniform Policy that will stipulate what employees receive, how often and if items are purchased add a standard/guideline to those items. We will report back on the progress of this initiative.
- Working with Bill Forrester, First Tennessee Development District, Director of Economic Development, Planning & Housing Initiatives to discuss the Tennessee Housing Development Agency (THDA) funding for the HOME Program. The purpose of the HOME Program is to promote the production, preservation, and rehabilitation of affordable single-family housing for low-income households. If we are qualified, the goal would be to work with homeowners of homes needing renovations, and potential homes that are in such disrepair that new construction is the solution. THDA is anticipated to open the program again in May.

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

Consent Agenda

4

DATE: March 9, 2026

AGENDA ITEM #: _____

SUBJECT: Operations Manager Report

MEMORANDUM

To: Glenn Rosenoff, Town Administrator
From: Craig Ford, Operations Manager
Ref: February 2026 Monthly Report
Date: March 04, 2026

The Street Department currently has approximately 50 tons of salt in reserves. Although this sounds like a lot, it is not. We have 80 tons on order, but we are having a hard time taking delivery. We continue to check with the supplier to see when we may be able to take delivery.

The Street Department has also been hard at work on repairing potholes and utility cuts throughout the Town. Currently, they have applied over 20 tons of asphalt throughout the month and across most areas of Town. One of the problems in repairing potholes this time of year is getting asphalt. Currently there is only one asphalt plant operating, which is located near the airport, and it can take three to four hours waiting to be loaded.

The Street Department also installed a new crosswalk at Correll Lane. This was needed after the installation of the sidewalk in December. There was some asphalt patching that had to be completed in the intersection prior to the crosswalk being installed.

Speaking of the Street Department, progress is being made on the new building. The drywall is hung and should be finished the first week of March. The ceiling grid is scheduled to be installed the second week of March. The flooring has arrived and we will start installation as soon as the ceiling is complete. All doors have been delivered as well.

I worked with various departments this month on their 2026/2027 budgets. I also participated in budget meetings with the Town Administrator and the Finance Director for the Police Department, Fire Department, Street Department, Parks and Recreation, Solid Waste, and Fleet Maintenance.

I met with the Town Administrator, Street Department Director, and a South Cherokee resident on traffic issues and pedestrian access. The meeting went well and I am waiting to hear back from the resident.

I have spoken with the vendor who is manufacturing and installing the handrail on the new West Main Street sidewalk. The material is in and he has begun the process of building the railing.

I have also been working on a project to add a second camera downtown on the west end. The camera has been ordered. The pole has been ordered and is already in. I have also met Brightridge officials at the site.

I met with Chris Kudera on several projects in Parks and Recreation. There are a few items on the agenda this month for the Board of Mayor and Alderman and there will be additional items on next month's agenda as well.

I had a follow-up meeting with Holston Engineering at the Storytelling Center regarding the replacement of two HVAC units. I don't understand why this is taking so long and I continue to do what I can to push this project along.

Preparation has begun for the permanent traffic signal at Tiger Way. There will obviously be some traffic delays during this time, but once the permanent lights go in, traffic should move much better through this area.

We also had a problem with the signal at the Lowes entrance. Three of the loop wires had been severed. Two of these were due to utility work. This was causing serious delays in traffic. Steve Prisament, Street Department Director, worked with the Johnson City Engineering Department and they were able to repair all three loops.

The contractor has provided preliminary numbers for me on building a second fire station. I am working on layout and/or interior design and trying to develop additional numbers to complete this plan. We will present this during budget.

I have been working with a local vendor on upgrading the Town's "City Limits" signage. As you are aware, the Mayor would like to see an upgrade in our signage and it is certainly long overdue.

I have worked on numerous projects in the month of February, with various departments and staff.

Engineer Todd Wood is still recovering from surgery. I have spoken with him, and he is doing well and hopes to return soon.

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

DATE: March 9, 2026

AGENDA ITEM #: *Consent Agenda*
5

SUBJECT: Committee Reports

- HZC Minutes – January 22, 2026
- HZC Minutes – February 12, 2026
- Planning Commission Minutes – January 20, 2026

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

January 22, 2026 – 6:00 PM

Minutes

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

Members Present: Frank Collins, Nita VanTil, Rebecca Moss, Marcy Hawley, Herman Jenkins, Michael Kieta, Brian Ponder, Matt Kehn

Members Absent: Chad Hylton

Call to Order

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

Item I: Public Comments

No comments made.

Addition to Agenda

Chair, Frank Collins, called for a motion to add 305 W Main to the agenda to discuss railings and window replacement requests.

Motion: Nita VanTil made a motion to approve adding 305 W Main to the agenda, seconded by Brian Ponder. Motion passed unanimously.

Item II. New Business:

140 Boone St. – Owners/Presenters: Karl Klein & Renee Closson

Request to add a composite deck covering the concrete deck and stairs, replacing siding, doors and windows. Owners plan to cover the existing concrete, keeping the same footprint with a slight increase in size to allow for posts on outside of deck. This will likely increase the footprint by 4"-8". The decking and railing will be Trex composite. The siding will be James Hardie 8.25" x 144" Statement Collection Hardie Plant-Hz10 Gray Slate Cedarmill Fiber Cement Lap Siding installed horizontally. The windows in the front will be wood with vinyl clad Colonial Anderson windows 6 over 6 in their original locations. One window on each side of the building will be added. Owners would like to add a concrete sidewalk from steps, looping back to parking area and remove the concrete steps that are currently in place from driveway. The owners have decided against adding a ramp.

Motion: Nita VanTil made a motion to approve as presented, seconded by Rebecca Moss. Motion passed unanimously.

305 W Main St. – Owners/Presenters: Tom & Deb Stanton

New owner requested approval to replace the windows and rails on the front porch. Owners would like to replace the existing front porch railing using historically appropriate materials, proportions, and construction methods consistent with the character of Jonesborough's historic

district. Owners requested approval to remove the metal railing lining the sidewalk out to the street. The porch railing and spindles will be wood, painted white and will have a slightly larger opening onto the porch. Owners hope to restore the front four windows (on the porch), however, if they are not able to be restored, they will be replaced with similar looking windows with the 6 over 6 panels. Owners requested approval to replace windows on the sides and back of the house (windows that have not recently been replaced) with 1 over 1 windows.

Motion: Brian Ponder made a motion to approve as presented, seconded by Herman Jenkins. Motion passed unanimously.

Item III: Old Business

205 W Main St. – Owners: John & Sherry Markopoulos

Owners requested feedback about items they have displayed on the sidewalk, and on their porch. The home is currently listed for sale on Facebook Marketplace. HZC members mentioned, in their opinion, it would be beneficial to remove the concrete leopard/panther, doghouse, and 2-seat metal glider. Overall the opinion was that less items would look better.

Item IV: Expedited

None discussed.

Item V: Property Designation Committee

PDC lead Nita VanTil reported that the committee continues to make progress with reviewing properties and updating the database. The last forms were passed out for completion. Ms. VanTil hopes to have the report compiled and ready to present in March.

Item VI: Demolition by Neglect Update

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

The following property owners were contacted in the past about their properties experiencing conditions qualifying as Demolition by Neglect. The status of each was discussed below.

- **208 W. Woodrow Ave. – Owner AMEZ Church**

The Town is in the final stages of acquiring this property and entering into an agreement with the Heritage Alliance to run the property. Once acquired the Heritage Alliance will provide a plan and timetable to address the missing and open siding, the overgrown vegetation, and the repainting.

- **215 W. Woodrow Ave. – Owners: John & Charlene Buchanan**

Owner removed the rear addition that was collapsing. Owner will present a plan and timetable in early 2026 for a rear addition. Owner plans to finish rebuilding the front porch after the rear addition is completed.

- **117 Spring St. – Owner: Allyson Wilkerson**

Owner addressed the overgrown vegetation that was further damaging the building. Owner will present a plan and timetable in early 2026 to repair and repair the exterior of the structure. Owner may also request a rear addition.

- **239 E. Main St. – Owner: Mikki Henley**

Owner removed the rotten lower part of the front porch, and the two rear additions. Owner is currently addressing issues with the foundation. Owner will present a plan and timetable during the first half of 2026 for more exterior repair and to add a rear addition.

- **209 W. Main St. – Owner: Gemma Velaquez**

Owner agreed to make the exterior repairs shown on the Building Inspector's report. Owner asked for recommended contractors and has received estimates from at least one. Chairman, Frank Collins, was contacted and told that the racoons are back. The owner stated that she has been in contact with animal control.

- **111 E. Main St. – Owner: Steve Bacon**

Owner will present a plan for the rear of the building at a meeting in February. On January 15 he met with the Chairman onsite to discuss the plan. He is currently working with an Architect and several contractors. The plan will include moving utilities, repairing a brick wall, replacing a window with a door, replacing the other window, improving the drainage, and adding a rear deck.

- **512 W. Main St. – Owner: Marie Cooper Nelson**

Owner's son, Steve Guthrie contacted the Chairman on January 15. He repaired the window where the glass was missing and addressed most of the overgrown vegetation. He has scheduled the gutters to be replaced with like material (standard white gutter). When the temperature is suitable in the Spring they will look into having the bare wood and peeling paint addressed.

- **204 W. Main St. – Owners: Donald Dale & Elizabeth Foxx**

Volunteers helped the owner stabilize the brick outbuilding in the rear of the property. The rotten wood and overgrown vegetation were removed. The original brick walls remain. The structure is now in a state where it can be rebuilt in the future. HZC members requested that a roof or sealant be placed on the exposed brick to preserve the brick. Owner agreed to address the main house including the hole in the rear, the peeling paint and bare wood, the overgrown vegetation, and the failing gutter and will provide an update by April 2026.

- **129 E. Main St. – Owner: Jeff Gurley**

Owner was to meet with contractors about the failing brick, separating walls, the PVC drainage pipe, and the bare wood windowsills. Owner was to provide an update in January 2026. No update has been provided. The Chairman will contact the owner.

- **505 W. Main St. – Owner: William & Barbara Stout**

The owner has agreed to repair the upper and lower parts of the porch within the next twelve months. The HZC will monitor progress during the year and ask for an update later in the year.

- **306 S. Cherokee St. – Owner: Nestor Levotch**

Owner agreed to repair the porch, repaint siding, and make other structural repairs. Will provide an update on progress in April 2026.

- **102 W. Woodrow Ave. (2 buildings) – Owner: Parson’s Brew LLC**

Owner signed for the certified letter. This is the second letter that was sent. They did not attend the January 8 meeting as requested and have not contacted the Chairman by phone or email. These two historic properties are greatly neglected and endangered. Chairman will work with the town about the next steps to take. Chairman is awaiting an update from the Town and Attorney.

Item VII: Future Items

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

- a) 100 Oak Grove Ave. – Jackson Park Church may want to expand parking lot.
- b) 211 W Main St. – Will present plan to repaint & repair steeple.

Item IX: Commissioner Comments

The corrected H-1 and H-2 overlay zones (Historic District) were approved by the Board of Mayor and Alderman. The zones include the same properties that have been recognized as being part of the H-1 and H-2 overlay zones for more than 25 years. Amy Collins now has an ARCGIS license via Washington County and is working with Chris Pape, GIS Planning Analyst to put the Jonesborough Historic Zoning Commission database online. Initially, each commissioner and a few others will have logins.

In the future the Commission will begin discussions about expanding the H-1 and H-2 overlay zones. The Commission has received requests by a few property owners to be added to the Historic District. There are also other 100+ year old properties that are near the current H-1 and H-2 boundaries.

Item X: Approval of Minutes

Approval of January 8, 2026, minutes.

Motion: Nita VanTil made a motion to approve the minutes, seconded by Brian Ponder. Motion passed unanimously.

Chair, Frank Collins, adjourned the meeting.

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

February 12, 2026 – 6:00 PM

Minutes

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

Members Present: Frank Collins, Nita VanTil, Rebecca Moss, Herman Jenkins, Michael Kieta, Matt Kehn

Members Absent: Chad Hylton, Marcy Hawley, Brian Ponder

Call to Order

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

Item I: Public Comments

No comments made.

Addition to Agenda

Chairman Collins requested that a motion be made to add 314 W Main St. to the agenda. The owner is requesting approval to replace deck boards on the front porch.

Motion: Nita VanTil made a motion to approve adding 314 W Main to the agenda, seconded by Michael Kieta. Motion passed unanimously.

Item II. New Business:

120 S Cherokee St. – Owner: Shelly Ketron

Presenter: Foster Signs

Request to add free-standing business sign “Balanced Wellness Medical Sign” in front of building. The sign will be placed at an angle (same angle as the restroom sign) in the grassy area by the walkway in front of the porch. The sign will be 3x6 and the posts will be painted with satin paint.

Motion: Rebecca Moss made a motion to approve as presented, seconded by Nita VanTil.

Discussion: Herman Jenkins requested that sign images be shared with the commission prior to the meeting to allow for review.

There was discussion on the color of the sign posts, ultimately it was agreed that the owner has the freedom to choose the color of the posts as long as the color scheme is appropriate and does not violate the standards and guidelines.

Motion passed unanimously.

122 E Main St. – Owner: Brian Ponder

Presenter: Frank Collins

Request to add a add two light fixtures at the stairway landing. Frank Collins shared an image of the two light fixtures. There was discussion that a stained or frosted glass fixture would look nice and create a softer light. The bulbs will be warm LED light.

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

314 W Main St. – Owner: Nancy Hedberg

Presenter: Frank Collins

Request to replace rotten wood on the front porch with the same material and painted the same color.

Motion: Nita VanTil made a motion to approve as presented, seconded by Herman Jenkins. Motion passed unanimously.

Item III: Old Business

No discussion.

Item IV: Expedited

103 E Main St. – Owner: Jerome Bowers

Presenter: Foster Signs

Request to replace the current “Crystal Raven” hanging sign with a new “Crystal Ravyn” spelling. Also requested the addition of a “Crystal Ravyn” window sign. Expedited approval was granted by HZC Chairman Frank Collins and HZC members Brian Ponder and Nita VanTil.

Item V: Property Designation Committee

Nita VanTil reported that there are a few properties left to review. She has started compiling the information and plans to present the report at one of the meetings in March.

Item VI: Demolition by Neglect Update

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

The following property owners were contacted in the past about their properties experiencing conditions qualifying as Demolition by Neglect. The status of each was discussed below.

- **208 W. Woodrow Ave. – Owner AMEZ Church**

The Town continues the process of acquiring this property and entering into an agreement with the Heritage Alliance to run the property. Once acquired the Heritage Alliance will provide a plan and timetable to address the missing and open siding, the overgrown vegetation, and the repainting. Chairman Collins reported that there was no original title on the property so the purchasing process is taking longer and could take up to 12 months to finalize the sale. Heritage Alliance plans to reach out to the current AMEZ Church representative to see if it would be acceptable to begin work to temporarily stabilize the property to prevent further deterioration.

- **215 W. Woodrow Ave. – Owners: John & Charlene Buchanan**

Owner removed the rear addition that was collapsing. Owner will present a plan and timetable in early 2026 for a rear addition. Owner plans to finish rebuilding the front porch after the rear addition is completed.

- **117 Spring St. – Owner: Allyson Wilkerson**

Owner addressed the overgrown vegetation that was further damaging the building. Owner will present a plan and timetable in early 2026 to repair and repair the exterior of the structure. Owner may also request a rear addition.

- **239 E. Main St. – Owner: Mikki Henley**

Owner removed the rotten lower part of the front porch, and the two rear additions. Owner is currently addressing issues with the foundation. Owner will present a plan and timetable during the first half of 2026 for more exterior repair and to add a rear addition.

- **209 W. Main St. – Owner: Gemma Velaquez**

Owner agreed to make the exterior repairs shown on the Building Inspector's report. Invasive animals have returned to the property and the owner has contracted a wildlife company to set traps and secure entry points. She said she has been in contact with contractors to secure quotes, but may have to have different contractors complete different jobs (roof, deck, stairs, etc.)

- **111 E. Main St. – Owner: Steve Bacon**

Owner will present a plan for the rear of the building at the February 26, 2026 meeting. On January 15 he met with the Chairman onsite to discuss the plan. He is currently working with an Architect and several contractors. The plan will include moving utilities, repairing a brick wall, replacing a window with a door, replacing the other window, improving the drainage, and adding a rear deck.

- **512 W. Main St. – Owner: Marie Cooper Nelson**

Owner's son, Steve Guthrie contacted the Chairman on January 15. He repaired the window where the glass was missing and addressed most of the overgrown vegetation. He has scheduled the gutters to be replaced with like material (standard white gutter). When the temperature is suitable in the Spring they will look into having the bare wood and peeling paint addressed.

- **204 W. Main St. – Owners: Donald Dale & Elizabeth Foxx**

Volunteers helped the owner stabilize the brick outbuilding in the rear of the property. The rotten wood and overgrown vegetation were removed. The original brick walls remain. The structure is now in a state where it can be rebuilt in the future. HZC members requested that a roof or sealant be placed on the exposed brick to preserve the brick. Owner agreed to address the main house including the hole in the rear, the peeling paint and bare wood, the overgrown vegetation, and the failing gutter and will provide an update by April 2026.

- **129 E. Main St. – Owner: Jeff Gurley**

Owner was to meet with contractors about the failing brick, separating walls, the PVC drainage pipe, and the bare wood windowsills. Owner was to provide an update in January 2026. No update has been provided. The Chairman will contact the owner.

- **505 W. Main St. – Owner: William & Barbara Stout**

The owner has agreed to repair the upper and lower parts of the porch within the next twelve months. The HZC will monitor progress during the year and ask for an update later in the year.

- **306 S. Cherokee St. – Owner: Nestor Levotch**

Owner agreed to repair the porch, repaint siding, and make other structural repairs. Will provide an update on progress in April 2026.

- **102 W. Woodrow Ave. (2 buildings) – Owner: Parson’s Brew LLC**

Co-Owner Scott Andrew contacted Chairman Frank Collins by email. Asked for clarity on ownership, access, and use. Mr. Andrew stated that addressing the Parson’s Table and adjoining building has been paused while they work on their Bristol location. These two historic properties are greatly neglected and endangered. Mr. Andrew is willing to meet or talk by phone. Chairman Collins will speak with town officials and reach out to the owner.

Item VII: Future Items

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

- a) 100 Oak Grove Ave. – Jackson Park Church may want to expand parking lot.
- b) 211 W Main St. – Will present plan to repaint & repair steeple.
- c) 113 Spring St. – Will request window replacement in March.

Item VIII: HZC Database

Amy Collins continues to work with Chris Pape, GIS Planning Analyst, to put the Jonesborough Historic Zoning Commission database online. Logins for the 9 commission members and selected town officials have been requested. Ms. Collins has scanned nearly all the minutes and adding them to the database.

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

Chairman Collins shared a preview of the areas that may be considered to be added to the H-1 & H-2 overlay zones. Property discussions with photos and year built will be presented at a future meeting. If HZC decides to recommend properties to be added to the H-1 and H-2 overlay zones they would make that recommendation to the BMA for action.

Item X: Commissioner Comments

There was discussion about whether HZC should modify the Standards and Guidelines to better highlight and clarify what is allowed with temporary signs. HZC currently doesn’t have to approve temporary signs, but there is a size limit on signs. Temporary signs are not to exceed six square feet.

There was discussion about lighting downtown. Recently HZC met Main Street merchants and compromised on string lighting regulations. Last year the HZC met with business owners and was successful in gaining an exception to the Municipal Code from the town to allow seasonal string lights to be displayed until January 31 each year. There are several businesses that still have string lights up. Enforcement continues to be an issue.

There was discussion about the dumpsters behind the Washington County Courthouse. It appears there is an enclosure being installed and no information has been presented to HZC

regarding the enclosure. Chairman Collins stated he would contact the owners about getting a plan and going through the approval process.

There was discussion about working with the Town to get an HZC town email address rather than commissioners using their personal email addresses. The email account could also be used to send reminders about signs/lighting requirements and deadlines.

Item XI: Approval of Minutes

Approval of January 22, 2026, minutes.

Motion: Herman Jenkins made a motion to approve the minutes, seconded by Matt Kehn. Motion passed unanimously.

Chair, Frank Collins, adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

MINUTES – January 20, 2026

The Jonesborough Planning Commission met in a regular meeting on Tuesday, January 20, 2026, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Terry Countermine, Darrell Fowler, Bill Graham, Robin Harpe, Jim Rhein

Members Absent: Josh Conger, Richie Hayward

Staff Present: Angie Charles, Kevin Fair, JW Greene, Donna Freeman

- 1. Public Comments – There were none**
- 2. Approval of Minutes – Meeting of December 16, 2025**

Chairman Tom Foster asked Commissioners if they had any comments or corrections to the minutes. Frank Collins noted that in Item 3 there was a misspelling of “Saylor’s” Ridge Subdivision. With there being no further comments, Chairman Foster called for a motion.

Motion: Terry Countermine made the motion to approve the minutes of the December 16, 2025 meeting with the correction of the word “Syalor’s” to “Saylor’s” Ridge Subdivision, the motion was seconded by Robin Harpe and was duly passed.

- 3. Washington County Zoning Resolution Text Amendment Definitions for Slaughterhouse and Mead Products Manufacturing**

The request is for the Planning Commission to consider a proposed amendment to the Washington County Zoning Resolution. The amendment does not impact properties located within the Town’s corporate limits; the County’s zoning applies to properties outside of the limits but within the Town’s Urban Growth Boundary. The following text amendment is recommended to the Washington County Zoning Resolution. The purpose of this amendment is to improve existing definitions of Slaughterhouse and Meat Products Manufacturing. This is executed by explicitly stating the uses as distinct from one another, clarifying repeated or similar phrasing, as well as allowing retail components within Meat Product Manufacturing operations.

ARTICLE II

DEFINITIONS OF TERMS USED IN RESOLUTION

321. Meat Products Manufacturing – ~~A building where animals are killed and processed; and/or a building where meat, poultry, or eggs are cooked, smoked, or otherwise processed or packed but does not include a butcher shop or rendering plant.~~ **Such buildings may include retail sales associated with the products processed on-site, refining of animal byproducts, and Slaughterhouse, as defined.**

368. Slaughterhouse – ~~A facility building for the slaughtering and processing of animals and the refining of their byproducts.~~ **A Slaughterhouse is not Meat Products Manufacturing, as defined.**

Chairman Foster read the staff recommend for the approval of the amendment to the Washington County Board of County Commissioners. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Jim Rhein made the motion to recommend the approval of the text amendment to the Washington County Zoning Resolution, as presented. Darrell Fowler seconded the motion and it was duly passed.

4 Final Plat – Division of Tucker Home Builders LLC Subdivision

The request is for final plat approval of a proposed subdivision consisting of 2.3 acres, with five lots, located off Allison Drive. The property is within the Town's corporate limits and is zoned R-1 (Low Density Residential). All of the proposed lots exceed the minimum 15,000-sq.ft. lot size requirement; and no new infrastructure is being proposed. The lots will be served by an existing public street, and public water and sewer.

Chairman Foster read the staff recommendation for the approval of the division of Tucker Home Builders LLC final plat as submitted. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion, seconded by Robin Harpe, to approve the division of Tucker Home Builders LLC final plat as submitted. The motion was duly passed.

5. Final Plat – Hensley Property Partition Subdivision

Presented by: Mitchell Hensley, 509 Rock House Road, Jonesborough, TN

The request is for final plat approval of a proposed subdivision consisting of 2.24 acres, with four lots, located off Mt. Zion Church Rd. The property is outside the

Town's corporate limits, zoned R-1 (Low Density Residential) in Washington County. All proposed lots exceed the minimum 15,000-sq.ft. lot size requirement; and no new infrastructure is proposed. The lots will be served by an existing public street, public water, and private (septic) sewer.

Chairman Foster read the staff recommendation for the approval of the division of the Hensley Property Partition final plat as submitted. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion, seconded by Terry Counterline, to approve the division of the Hensley Property Partition final plat as submitted. The motion was duly passed.

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

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

Consent Agenda

DATE: March 9, 2026 **AGENDA ITEM #:** 6

SUBJECT: Supervisor Reports

1. Director of Human Resources
2. Building Inspector
3. Water Utilities
4. Fire Department
5. Police Department
6. Parks & Recreation
7. McKinney Center
8. Street Department
9. Senior Center
10. Jackson Theatre
11. Solid Waste & Recycling
12. Visitors Center

From The Desk Of:
Michelle Stewart
Director of Human Resources



February 2026 Report For BMA

- Attended the Northeast Tennessee Society of Human Resource Managers (NETSHRM) board meeting.
- Posted open positions to include Senior Center Receptionist, Jackson Theatre House Manager and Wastewater Maintenance Tech.
- Assisted with interviews for Utilities Administrative Assistant position.
- Assisted with skills test for 3 candidates for the Administrative Assistant position in Utilities.
- Posted certain seasonal positions for Wetlands Water Park.
- Completed 2 Title VI assessments for the State of Tennessee.
- Conducted biometrics assessment process for employees, including a make-up day. Reminded employees of appointment and online survey. The event went very well.
- Served on the Jonesborough Police Department Sargeant Assessment Process.
- Compiled applications for Jonesborough Police Department Public Safety Officer position.
- Began compiling uniform/attire guidelines.
- Managed Employee of the Month nomination and award process.
- Meet with the Wetlands Employee Party team to begin looking at ways to improve the event. It was a time of exchanging ideas and working to improve the event.
- Collaborated with Glenn Rosenoff on the random GPS policy.
- Completed quarterly random drug screens with Ballad Health for safety sensitive and CDL drivers.
- Continued to manage the daily ebb and flow of HR duties and assisted department directors on tasks related to employees.

2026

BUILDING PERMITS REPORT

| | <u># PERMITS</u> | <u>AMOUNT</u> | <u>FEES</u> | <u>NEW HOUSES</u> | <u>COMMERCIAL</u> | <u>RENOVATIONS PLUMBING MECHANICAL MISCELLANEOUS</u> | <u>ADDITIONS</u> | <u>SIGNS</u> |
|---------------|------------------|-----------------------|--------------------|-------------------|-------------------|--|------------------|--------------|
| January | 38 | 8,121,653.67 | 68,412.87 | 25 | 3 | 9 | 1 | 0 |
| February | 17 | 1,412,658.50 | 11,988.29 | 1 | 2 | 13 | 1 | 0 |
| March | | | | | | | | |
| April | | | | | | | | |
| May | | | | | | | | |
| June | | | | | | | | |
| July | | | | | | | | |
| August | | | | | | | | |
| September | | | | | | | | |
| October | | | | | | | | |
| November | | | | | | | | |
| December | | | | | | | | |
| TOTALS | 55 | \$9,534,312.17 | \$80,401.16 | 26 | 5 | 22 | 2 | 0 |

Year-To-Date

| | | |
|------------------------------------|-------------------|-----------------------|
| New House Permits | 350,000.00 | \$8,139,250.00 |
| New House Permit Fees | 2,975.00 | \$69,077.70 |
| Commercial Permits | 836,000.00 | \$959,000.00 |
| Commercial Permit Fees | 7,406.00 | \$7,901.50 |
| Renovations, Additions Permits | 226,658.50 | \$436,062.17 |
| Renovations, Additions Permit Fees | 1,607.29 | \$3,421.96 |

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

| YEAR - 2025 | | | | YEAR - 2026 | | | |
|-----------------|--------------|------------------------|---------------------|-----------------|--------------|-----------------------|--------------------|
| MONTH | # OF PERMITS | PROJECT COST | PERMIT FEE | MONTH | # OF PERMITS | PROJECT COST | PERMIT FEE |
| January | 33 | 6,498,570.94 | 55,963.25 | January | 38 | 8,121,653.67 | 68,412.87 |
| February | 8 | 1,820,062.31 | 16,087.09 | February | 17 | 1,412,658.50 | 11,988.29 |
| March | 13 | 1,608,839.08 | 13,717.34 | March | | | |
| April | 13 | 1,478,238.21 | 12,799.09 | April | | | |
| May | 13 | 1,493,560.00 | 13,318.10 | May | | | |
| June | 15 | 1,492,616.81 | 13,312.24 | June | | | |
| July | 18 | 2,758,978.66 | 21,126.11 | July | | | |
| August | 16 | 3,067,821.00 | 26,639.02 | August | | | |
| September | 18 | 1,635,159.00 | 14,052.46 | September | | | |
| October | 18 | 1,229,468.66 | 10,587.06 | October | | | |
| November | 15 | 1,650,667.60 | 13,496.03 | November | | | |
| December | 20 | 844,010.00 | 8,321.00 | December | | | |
| TOTALS | 200 | \$25,577,992.27 | \$219,418.79 | TOTALS | 55 | \$9,534,312.17 | \$80,401.16 |

**TOWN OF JONESBOROUGH
2026 BUILDING PERMITS**

| DATE | OWNER | ADDRESS | TYPE OF CONSTRUCTION | ZONING DISTRICT | PROJECT COST | PERMIT FEE | # UNITS | TOTAL SQ. FT. |
|----------|----------------------------|------------------------|----------------------|-----------------|-----------------------|--------------------|---------|---------------|
| February | | | | | | | | |
| 02/05/26 | Wilson Remodeling & Repair | 422 East Main Street | New Deck | R-2 | 6,500.00 | 55.25 | | |
| 02/05/26 | John Heathcote | 1245 Meadow Creek Lane | New Deck | PRD | 5,000.00 | 85.00 | | |
| 02/05/26 | Matthew Waldecker | 376 Sweetgrass Lane | Sunroom & Ret. Wall | PRD | 75,000.00 | 637.50 | | |
| 02/05/26 | Tom Stanton | 305 West Main St | Renovation | R-2/H-1 | 79,999.48 | 67.99 | | |
| 02/11/26 | Tommies Plumbing | 420 East Main St | Plumbing | R-1 | 7,759.02 | 65.95 | | |
| 02/12/26 | Core Group, LLC | 115 Holmes Drive | Mechanical | R-1 | 7,000.00 | 119.00 | | |
| 02/12/26 | Hills Handy Service | 1105 Skyline Dr | Deck Stairs | R-1 | 2,700.00 | 45.90 | | |
| 02/13/26 | Charlie Blair | 285 Azure Landing | New Home | R-1A | 350,000.00 | 2,975.00 | | 1,850 |
| 02/18/26 | Darin Pickelheimer | 422 East Main Street | Renovation | R-1 | 10,000.00 | 85.00 | | |
| 02/20/26 | J.L. Crowder | 202 New Hope Road | Plumbing/Sewer | PRD | 1,200.00 | 10.20 | | |
| 02/20/26 | Jeremy Spurlock | 314 Bethany Drive | New Deck | R1-A | 4,000.00 | 34.00 | | |
| 02/25/26 | Robert & Mary Montgomery | 111 Jackson Lane | New Storage Bldg | R-1 | 17,000.00 | 289.00 | | |
| 02/25/26 | Core Group, LLC | 114 Holmes Drive | New Deck | R-1 | 7,500.00 | 65.75 | | |
| 02/25/26 | Lina & Elizabeth Alvarez | 114 Broyles Drive | New Deck | R-1 | 2,500.00 | 42.50 | | |
| 02/26/26 | GRC Construction Services | 304 East Jackson Blvd | Grading Bond | B-3 | | 300.00 | | |
| 02/26/26 | GRC Construction Services | 304 East Jackson Blvd | New Building | B-3 | 836,000.00 | 7,106.00 | | |
| 02/27/26 | Robert Mitchell | 417 West College St | Plumbing | R-1/H-1 | 500.00 | 4.25 | | |
| | | | | TOTAL | \$1,412,658.50 | \$11,988.29 | | |

Utilities February 2026 Monthly Report

From: Utility Manager, Kevin Brobeck

To: Jonesborough Board of Mayor and Aldermen

Utilities had a productive month for February despite unfavorable weather conditions. During this reporting period, utility crews operated on an emergency schedule from January 23rd through February 5th following Gov. Bill Lee's declaration of a State of Emergency due to severe weather conditions. The month began with significant snowfall, ice, and sustained freezing temperatures, requiring heightened system monitoring and proactive operational oversight to protect infrastructure and maintain service continuity. Despite these challenges, crews remained responsive and focused on system reliability, addressing weather-related concerns while continuing routine maintenance, service requests, and scheduled assignments. Through coordinated efforts and effective resource management, all critical tasks were completed on time, supporting the department's ongoing commitment to operational efficiency and dependable water service delivery.

OpenGov is on schedule with Cartegraph projected to go live mid/late April of 2026. Weekly status updates and Q&A sessions are ongoing. Departments have been conducting training in preparation for live production. Once implemented, Cartegraph will give Utilities the asset management tools to implement more preventative maintenance measures as well as a more detailed account of assets within the water system.

The Water Quality Department continued to support utility operations by focusing on system monitoring, meter maintenance, customer service response, and cross-connection oversight throughout February. Staff worked closely with the Distribution Department to address cold weather impacts, resolve service concerns, and ensure accurate water usage measurement and billing support while maintaining system reliability and regulatory compliance.

Key Activities and Accomplishments for the Month Include:

- Performing meter readings for Billing Cycles 1-4, totaling 13,927 meters. This ensures and maintains accurate usage records for billing support.
- Cutoff lists for customers were worked due to non-payment. This included 88 customers, with 60 accounts brought current.
- A total of 6 new taps were entered into Local Gov (LGC) for billing.
- Attended weekly meetings throughout the month of February with OpenGov regarding the implementation of Cartegraph.
- Assisted the Distribution department by dispatching a significant number of "no water" service calls and generating associated work orders resulting from cold weather conditions and frozen pipes.
- Meter rechecks were performed in multiple areas, totaling 66. Rechecks are performed due to leak alerts, high usage concerns, various customer requests, and to assist with locating and marking meters for improved visibility.

- Staff responded to a high volume of customer inquiries relating to leaks, high bill/water usage, service availability, and meter concerns. The total number of customer concerns for the month was 465 compared to last month's total of 267.
- The Cross Connection Specialist focused on protecting system integrity by ensuring backflow compliance and maintaining reliable SCADA communication throughout February. Staff addressed cold-weather impacts, strengthened monitoring capabilities, and continued integration of asset management systems.
 - Reset SCADA motherboards and replaced batteries affected by freezing temperatures.
 - Cleared solar panels and resolved communication issues at multiple remote sites.
 - Monitored and verified flow accuracy at key Master Meter locations.
 - Replaced low-voltage batteries and addressed telemetry concerns at Matthews Mill and Arnold Road intake.
 - Continued development of the cross-connection database and Cartegraph integration.
 - Conducted backflow inspections and notified facilities of annual certification requirements.
 - Located and verified three meters at the Boones Creek condominiums at Alder Grove and initiated the AMR transmitter project following the identification of a low-reading fire-line bypass meter. Troubleshoot and corrected programming issues, including adjusting the gear ratio and reconfiguring meter settings to ensure accurate usage measurement. Confirmed proper operation of the reprogrammed bypass meter, with all issues resolved and readings functioning as expected. As a proactive measure, similar fire-line bypass meters were reviewed at additional locations to ensure operational accuracy.
 - Performed meter troubleshooting, investigations, and maintenance as needed.
- The Valve Maintenance Specialist focused on improving system performance, supporting the Distribution Department with repairs, and addressing customer service concerns throughout February. Efforts centered on proactive flushing, valve isolation, meter upgrades, and field support to strengthen overall system reliability.
 - A total of 140 locations were flushed throughout the system to improve water quality and mitigate air and sediment issues.
 - Assisted Distribution by shutting off approximately 15 valves to isolate and resolve system issues.
 - Coordinated with Distribution to install a new blow-off on Arnold Road.
 - Coordinated with Distribution with the replacement of two 2-inch meters and associated components on West Jackson Boulevard.
 - Coordinated with Distribution with installing service line and meter replacement at Washington Farmers Co-Op, including installation of new meter components and fittings.
 - Assisted Distribution with leak repairs in multiple service areas.
 - Responded to numerous customer inquiries regarding pressure, service concerns, and system performance.
 - Collected water quality samples at various commercial and residential locations following leaks or extended outages to test chlorine levels, pH, and alkalinity.

The Distribution Department continued to prioritize system reliability, rapid emergency response, and long-term infrastructure sustainability during the month of February. Crews balanced reactive maintenance with planned improvements while maintaining service continuity during periods of inclement weather.

Key Activities and Accomplishments for the Month Include:

- Remained on an emergency schedule from 01/23/26 to 02/05/26 due to severe weather conditions. Responded to over 20 emergency calls due to frozen water.
- Repaired a total of 18 main line and service line leaks.
- Installed a total of 7 new service taps.
- Installed a 2" blow-off valve and 2" air release valve to improve water quality between the Water Treatment Plant on Arnold Rd and Cherokee Rd. Additional flushing maintenance was performed on the blow-off that was installed to remove any air pockets in the line after installation. This helps remove any trapped air and ensures proper pressure.
- Dug out valves and main lines at the Water Treatment Plant to verify line sizes and materials to update our GIS system records.
- Addressed additional service-related requests, including no-water complaints and meter-related issues.
- Coordinating preparations for the relocation of the existing 8-inch ductile iron water main and installation of a new 10"/12" valve near the Master Meter at the Water Treatment Plant, which will require a scheduled temporary plant shutdown.
- Significant progress continues on the Armentrout Rd waterline extension project. To date, the Town's Distribution crew has installed around 1600ft of 6-inch of ductile iron pipe. Remaining work included the installation of a three-way valve system at Matthew Mills Rd (connecting to Armentrout Rd) and an additional 40 ft of 6-inch ductile iron pipe to fully complete the project.
- The Distribution County Crew have also been diligently working on water line extensions on Hartsell Rd. This month, crews have laid 960 linear ft of 6-inch ductile iron pipe, including multiple ¾ inch service taps with roughly 800ft left until completion. The project required crossing a creek, two drainage tiles, and two driveways. For the creek crossing, crews installed two 6-inch gate valves for isolation and a 1-inch blow-off to support future maintenance. The installation involved excavation through approximately 60 linear feet of solid rock and 700 linear feet of mountain spring, with the entire lines backfilled using crush and run rock to ensure long-term stability and protection.

The Water Treatment Plant (WTP) operated normally throughout February and remained in full compliance with all State and Federal regulatory requirements all while reliably meeting system demand for the Town of Jonesborough. Staff remained focused on regulatory reporting, proactive water quality monitoring, and critical infrastructure upgrades. Strategic improvements including generator integration, system mapping updates, and equipment redundancy enhancements were advanced this month to strengthen operational reliability and long-term resiliency. Despite isolated power interruptions, plant personnel responded efficiently to maintain uninterrupted service and ensure the continued delivery of safe, high-quality drinking water to our customers.

Key Activities and Accomplishments for the Month Include:

- Monthly Operations Reports (MOR) were completed for the month of January and submitted on February 3, 2026. This report is a compliance document that outlines water quality, production, chemical usage, and operational details for the previous month. The report shows that all safe drinking water standards were met.
- Routine water quality monitoring including Bacteriological, TOC/DOC, and fluoride sampling all confirmed the continued delivery of safe drinking water. We are required to collect a total of 40 Bacteriological samples per month. The first round of Bacteriological samples was collected the week of 02/02/26 and the second round collected the week of 02/23/26. All 40 samples that were tested came back negative for bacteria. This sampling is done to check for the presence of bacteria, which can indicate contamination and the potential presence of harmful pathogens in the water.
- Monthly samples for the Total Organic Carbon (TOC) and Dissolved Organic Carbon (DOC) were also collected the week of 02/09/26 and sent to Waypoint Analytical. The results for this month were well below maximum mandated levels.
- Monthly fluoride samples from Distribution were taken and submitted to Waypoint Analytical for analysis as well. Fluoride is added to help prevent tooth decay by strengthening tooth enamel which makes teeth more resistant to cavities. The Environmental Protection Agency (EPA) requires that fluoride levels in water do not exceed 2.0 parts per million. The test results for February resulted in a fluoride residual of 0.42 parts per million compared to last month which was 0.35 parts per million.
- On February 8th, a brief power outage occurred, resulting in a temporary shutdown of the Water Treatment Plant. The interruption was short in duration, and operators promptly restored the plant to full operation in a timely manner. A second power outage occurred on February 21st that was isolated to the Rock House neighborhood. The outage caused the Rock House Booster Station to shut down, which in turn required operators to temporarily take the Water Treatment Plant offline. Power was restored within one hour and staff successfully returned the plant to normal operations in a timely and efficient manner.
- Partnered with Citgo Water to conduct coagulant “jar testing” to evaluate the performance of the current treatment chemical alongside alternative products. A coagulant is a chemical added during the treatment process to bind fine particles and impurities together so they can settle out and be removed through filtration. Testing confirmed that the coagulant currently in use remains one of the top-performing options. Additional comparative testing is scheduled for March to confirm continued optimization of treatment efficiency.
- Hosted a Water Treatment Plant tour of the facility for the Mayor and Aldermen on 02/04/26, highlighting plant operations, infrastructure aging concerns, and the necessity of commissioning a new Water Treatment Plant.
- Participated in EPA teams meeting regarding implementation of a new Lead and Copper testing program for schools and daycare facilities.
- Multiple maintenance activities were performed throughout the month of February which include:
 - Completed installation of wiring for the new backup generator at the Water Treatment Plant, including connection to the Automatic Transfer Switch (ATS). The ATS is designed to automatically transfer power from the primary power

source to generator power during an outage, ensuring uninterrupted plant operations. To finalize the installation, a planned plant shutdown was scheduled on February 18th to tie the ATS into the main electrical service. Brightridge was onsite to disconnect power at the pole during the transition. The shutdown lasted approximately three hours and was completed safely and successfully.

- Installed a new Decant Pump in the Lagoon Decant Vault, restoring full system redundancy after Pump #2 had been out of service for an extended period. The Decant Pump Station is designed to operate with one pump in service and one in reserve; however, with the reserve pump previously offline, the system was operating without backup capacity. The lagoons collect and settle sediment before clarified water is returned to the treatment process. Restoring redundancy significantly reduces the risk of lagoon overflow and potential property flooding.
- Installed wireless radios and upgraded controls for the lagoon decant pump system, enabling full operation from the plant control room. Previously, pumps were operated manually at the breaker panel, and lagoon levels were monitored through on-site visual checks. The upgraded system provides automated level control through float switches, real-time monitoring, fault alerts, and pump alternation capability, while maintaining manual override. This improvement significantly enhances operational efficiency, reduces response time, and lowers the risk of lagoon overflow or service disruption.
- Relocated an 8" water main at the WTP to prevent interference with where the new "Clearwell" is being constructed. A "Clearwell" is a crucial storage basin that holds the fully treated, potable water before it is pumped out to consumers.
- Exposed and GPS-mapped all valves and mains at the WTP valve cluster; updated ArcGIS records to improve system mapping and future shutdown planning.
- Coordinated with the Distribution department to gravel the WTP parking area.

The Utilities Maintenance Department continued advancing critical electrical upgrades, pump station improvements, and plant reliability initiatives throughout February. Staff focused on strengthening system resilience, enhancing operational safety, and supporting ongoing capital improvement projects across multiple facilities.

Key Activities and Accomplishment for the Month Include:

- Removed ice accumulation from sedimentation basin weirs to maintain uninterrupted plant operations.
- Coordinated the return of rental generators following emergency standby operations.
- Built and installed temporary lagoon pump controls including control panel fabrication, cabinet installation, float integration, wiring, and full system testing.
- Coordinated with the Water Treatment Plant to complete generator integration work by installing and terminating wiring between the generator, Automatic Transfer Switch (ATS), and electrical room. A planned shutdown of the plant was also scheduled to complete the transfer switch tie-in to the main electrical service.
- Coordinated with Judy Construction to offload and stage station skids and enclosures for the Charlie Hicks and Bumpus Cove replacement projects. These will be temporarily stored at the WTP.

- Tested and flushed raw water intake lines leading from the river to the intake wet well and incorporated the system into the preventative maintenance program.
- Continued progress on the Woodlawn Pump Station VFD upgrade, including vent/exhaust fan installation, and created a material procurement list.
- Installed Pump #2 at the lagoon pump station and connected power to the new hoist at the Rockhouse Booster Station.

GIS/GPS operations focused on enhancing system mapping accuracy, supporting critical infrastructure projects, and providing construction oversight for ongoing capital improvements throughout February. Field verification and ArcGIS Online (AGOL) updates continued to strengthen asset documentation, improve emergency response preparedness, and support long-term system planning across the Town's water distribution and booster pump station facilities.

Key Activities and Accomplishments for the Month Include:

- Conducted GPS field verification and ArcGIS online updates for isolation valves, fire hydrant valves, and master meters in multiple service areas including Sam Aiken Rd, Oak Grove Avenue, West Main Street, Hwy 81 North, Spring Ridge Subdivision, and McCoy Circle.
- Verified and mapped critical 6-inch and 8-inch waterlines to enhance system accuracy.
- Supported the Hwy 81 North Booster Pump Station project, including coordination of generator delivery, conduit and wiring installation, and upcoming startup and commissioning.
- Coordinated delivery and staging of packaged pump stations for the Charlie Hicks and Bumpus Cove Booster Pump Station replacement projects.
- Monitored construction progress and documented installation milestones, including concrete footer placement for pump station rail extensions.
- Coordinated communication service scheduling for the Hwy 81 North Booster Pump Station.
- Provided inspection services for the Persimmon Ridge Townhomes 6-inch waterline project, including disinfection oversight, hydrostatic testing, tie-in inspection, and confirmation of passing bacteriological results.

The Wastewater Department continued focusing on system reliability, pump station maintenance, infrastructure repairs, and regulatory compliance throughout February. Staff addressed mechanical failures, debris-related impacts, sewer repairs, and capital project coordination while maintaining uninterrupted plant operations and full permit compliance despite multiple wet weather events.

Key Activities and Accomplishments for the Month Include:

- Conducted facility housekeeping, vehicle preventative maintenance, inventory management, and routine 811 locates while verifying proper operation of all pump stations.

- Responded to multiple station alarms related to debris, float malfunctions, and service provider power interruptions; pulled and cleared pumps as needed to restore normal operation.
- Completed multiple STEP Unit installations and repairs, including servicing a residential unit on Allison Drive, repairing a unit on JA Ramsey Lane, and finalizing installation of a new STEP system on Katie Court with 180 feet of force main and a main line tap. Additionally, installed a new STEP Unit and completed the force main connection for Cross Point Church on Conley Road, which required on-site excavation and coordination for a previously bored crossing beneath Hwy 11E.
- Excavated and completed main line repairs along N Lincoln Avenue and E Main Street near Holmes Drive to address structural concerns and prevent potential line failure or collapse.
- Completed significant repairs at the Telford Pump Station following a water hammer event caused by a partially clogged check valve. The obstruction restricted normal flow and resulted in a sudden pressure surge, damaging pump components and associated piping. Repairs included pump body replacement, piping disassembly, and system reconfiguration to restore proper operation and prevent recurrence.
- Prepared for major mainline repairs in the 200 block of E. Main Street the week of 02/23/26 following deficiencies identified by our CIPP contractors, M&M Pipe Services, during rehabilitation efforts. This discovery allowed our staff to plan and manage this work effectively without incurring significant overtime costs if a line failure occurred.
- Conducted WWTP sampling, WET testing, and routine maintenance; managed high-flow rain events without permit violations.
- TDEC is finalizing the review of updated Local Limits and Sewer Use Ordinance (SUO) revisions, with preliminary approval anticipated the week of 02/23/26.
- CIPP Project (M&M Pip Services): Approximately 90% complete. Lining work is ongoing along E. Main Street and Forest Circle.
- A-Station Project (Franklin Underground): Approximately 15% complete with gravity sewer installation ongoing in the area of N. 3rd Avenue and Angle Street.

Our Purchasing Clerk played a key role in supporting Utilities operations throughout February by coordinating procurement, managing inventory levels, processing invoices, and ensuring departments have the materials and supplies necessary for both routine maintenance and unforeseen repairs.

Key Activities and Accomplishments for the Month Include:

- Solicited bids and obtained quotes for inventory parts required for leak repairs, taps, and routine operations.
- Processed and coded invoices for payment to maintain timely vendor reimbursement.
- Procured janitorial supplies for all departments and ensured proper billing and account coding.
- Prepared and submitted requisitions for operational materials and equipment.
- Maintained inventory oversight to ensure availability of parts for routine work and unexpected repair needs.
- Organized and maintained the parts yard to support efficient material access and storage.

- Continued coordination of quotes and requisitions to ensure parts availability for upcoming projects.

In closing, the Utilities Department remains firmly committed to accountability, operational excellence, and responsible stewardship of the Town's infrastructure. Throughout February, coordinated efforts across all divisions advanced capital improvement projects, strengthened system resilience, enhanced asset management initiatives, and maintained full regulatory compliance, all while delivering responsive customer service. Staff continued to make measurable progress while maintaining a high level of preparedness to address both routine demands and unforeseen events. This unified, department-wide approach ensures the consistent delivery of safe, reliable utility services to our customers and supports community growth while responsibly managing the Town's utility assets now and into the future.

Thank you,

Kevin Brobeck

Town of Jonesborough
Water Quality Department
Monthly Report
FEBUARY 2026

| | | | |
|---------------------|---------------------------|------------------------|--------------------------|
| <u>Meters Read:</u> | <u>Meters Cut On/CBOP</u> | <u>Meters Cut Off:</u> | <u>Meters Rechecked:</u> |
| 13,927 | 130 | 49 | 66 |

| | | |
|---------------------------------|---------------------|----------------------------|
| <u>Meter Maintenance:</u> | <u>Non-Payment:</u> | <u>Customer Inquiries:</u> |
| Meters Marked - 19 | 88 | 465 |
| Meters Serviced- 31 | | |
| Locations Entered in Harmony- 6 | | |

| | | |
|-----------------------------|----------------------------|------------------------------------|
| <u>Water Line Flushing:</u> | <u>Service Line Leaks:</u> | <u>Reports & Spreadsheets:</u> |
| 140 | 24 | 1,314 |

| | | |
|---------------------------|--------------------------------------|----------------------------|
| <u>Valve Maintenance:</u> | <u>Dispatch & Service Calls:</u> | <u>Water Line Locates:</u> |
| Valves exercised- 116 | 843 | 17 |

Total Actions Taken:

17,235



TOWN OF JONESBOROUGH

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Monthly Report February 2026 Water Distribution

Complaints - 2 1- Total Complaints Last Month

Taps Installed - 7 30 - Total Taps Last Month

Tennessee One Call - 385 360 - Total Last Month

This Month there were 385 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total- 18 30 - Total Last Month

Down Meters Installed Total - 2 0 - Last Month

Meter Box Replaced Total - 5 - Total Last Month
Month

Yard Work Clean Total - 1- Total Last Month

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

For the month of February Town Crew

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

Upcoming Line Extensions Town Crew

Armentrout Rd 1600 ft 6" DI In Progress 3-way valve system on Matthew's mill rd. for tap and 40 ft of 6-inch DI is all that's left to complete this project.

Upcoming Line Extensions County Crew

- Hartsell Rd- 4500 Feet 6" DI In Progress Roughly 800 feet left till completion
- Rocky Hollow Rd 800 LF Left to install.
- M. Kyker Rd
- Adams and Corby Rd.

For the month of February County Construction Crew

In the month of February, the county construction crew laid 960 linear feet of 6" ductile iron pipe on Hartsell Rd. The crew made three 3/4" service taps and crossed a creek, two drainage tiles, and two driveways. For the creek crossing the crew installed two 6" gate valves on either side and a 1" tap for a blow off. The crew dug and busted through 60 linear feet of solid rock and 700 linear feet of a mountain spring, backfilling the entire length with crush and run rock. The crew also constructed a lay down yard at the water distribution shop to store pipe due to construction at the water treatment plant.



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Wastewater – February 2026 Monthly System Operations Summary

Date: February 24, 2026

Customer Calls:

Total: 8 Resolved: 8

TN811: Taken: 350 Required Action: 162

Sewer Taps:

New: 6 Completed: 2 Pending: 1 Pending Contracted: *

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

Projects Completed:

1. Mainline Repairs on N. Lincoln Ave.
2. STEP Unit – 111 Conley Rd
3. STEP Unit – 1702 Jackson Blvd

Projects Underway:

1. CIPP – E. Main – Forest Circle
2. A Station Project – 3rd to A Station

System Maintenance:

Line Cleaning: 500' Line Inspections: 100' System Repairs: 2
Station Repairs: 7 Station Cleaning: 4 STEP Unit Repairs: 1

Overflows/Releases/Bypasses:

2-23-26 – Release on 2nd Avenue due to a clogged line.

Town of Jonesborough
Environmental Services
Department Monthly Report

February 1, 2026
thru
February 24, 2026

Wastewater Plant: The WWTP is operating well. The Diesel Redundancy Pump operated in February. In February, 10 days had precipitation, totaling 2.39 inches. The need for further I&I work is still apparent. The previous year's data indicates a daily inflow rate of 32%. In February, this rate was 39%, equating to an average of nearly 289,000 gallons per day.

Wastewater Plant Compliance – February 2026

| Parameter | Result | Limit | Violation Y/N |
|-----------------|------------------|-------------------|---------------|
| CBOD Monthly | 6mg/l – 43lb/d | 21mg/l – 167lb/d | N |
| CBOD Weekly | 7mg/l – 58lb/d | 25mg/l – 208lb/d | N |
| CBOD Daily | 8mg/l – 92%Rmv | 30mg/l – +40%Rmv | N |
| Ammonia Mo. | 5mg/l – 35lb/d | 8mg/l – 67lb/d | N |
| Ammonia Wk. | 12 mg/l – 91lb/d | 12mg/l – 100lb/d | N |
| Ammonia Day. | 10mg/l | 16mg/l | N |
| TSS Monthly | 5mg/l – 32lb/d | 30mg/l – 250lb/d | N |
| TSS Weekly | 8mg/l – 60lb/d | 40mg/l – 304lb/d | N |
| TSS Daily | 10mg/l – 94%Rmv | 45mg/l – +40%Rmv | N |
| E. coli Monthly | 1.5/100ml | 126/100ml | N |
| E. coli Daily | 4/100ml | 198/100ml | N |
| Chlorine | 1.5 mg/l | 2.0mg/l | N |
| Sett. Solids | 0.1ml/l | 1.0ml/l | N |
| Diss. Oxygen | 9.3 mg/l | 6.0mg/l Minimum | N |
| pH | 7.5su/7.9su | 6su – 9su min/max | N |

Please note that the information provided in the compliance table is accurate through 2/24/26

Activity Tracking:

| | Current Month | Previous Month | % Change |
|---------------------|---------------|----------------|----------|
| Tasks Generated | 350 | 283 | +19% |
| Tasks Completed | 253 | 224 | +12% |
| Work Hours Recorded | 616.50 | - | * |

Please note that the information provided in the compliance table is accurate through 2/24/26

Industrial Pretreatment: All industries are currently in compliance with their industrial pretreatment permits. Local Limits revisions are ongoing. Public notice for preliminary approval should occur next month. APC sampling is being set up through Pace Analytical.

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

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

Coburn O. Rasnick
Director of Environmental Services



TOWN OF JONESBOROUGH

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February 2026 Monthly Report GIS/GPS & Inspections

Week of 2/02/2025

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing assets i.e. waterline 3-way isolation valves on the existing 3-inch PVC waterline at the intersection of Sam Aiken & Barkley Rd. GPS the existing 6-inch water isolation & fire hydrant (FH) valves on the 6-inch waterline on Oak Grove Ave & W Main St., W College St. to N Washington Dr. and N Washington Drive to W Main St and S Washington Dr 2" valves.

Hwy 81 North Booster Pump Station (BPS): Cummins delivered the 80kW backup generator to the site on Thursday 1/29/2026. Traxon provided a crane and operator on site to lift/pick and set the generator on to the concrete pad. Kellen Chaffee the Town of Jonesborough Electrical Service Manager, aided with the generator installation.

Charlie Hicks & Bumpus Cove Booster Pump Station (BPS) Replacements: No construction site activities planned. GRC awaiting delivery of the Packaged Pumps Stations tentatively scheduled for the week of February 9th.

Persimmon Ridge Townhomes 6-inch waterline: Provided inspection for disinfection/chlorination, hydrostatic pressure testing, and clear water samples for bacteriological testing.

Week of 2/09/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing 6-inch & 8-inch isolation and fire hydrant (FH) valves on the existing 6-inch PVC & 8-inch ductile iron pipe (DIP) waterlines at the intersections of Hwy 81 North & Jay Armentrout Rd and Hwy 81 North & Fairview Circle.

Hwy 81 N Booster Pump Station (BPS): Innovative Control Systems electrician Mike Rutherford provided and installed the SCH 80 PVC conduit and wiring for the new Cummins 80kW backup generator. Mike will complete startup (testing) and commissioning for the new Cummins 80kW generator scheduled for March 9th.

Charlie Hicks & Bumpus Cove Booster Pump Station (BPS) Replacements: The Town of Jonesborough accepted delivery for GRC Inc, both Packaged Pump Stations (PPS) from



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Clay & Greene on 2/11/2026 at the Jonesborough Water Treatment Plant. GRC will set the PPS over the 6" & 8" underground piping and fit up the underground piping to the suction in and discharge out pipe fittings on both PPS's the weeks of March 9th and March 16th.

Persimmon Ridge Townhomes 6-inch waterline: Provided inspection for the tie-in to the existing 6-inch distribution main along West Jackson Blvd (Hwy 321). Bacteriological test results were passing.

Week of 2/16/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing master meters at the following locations: Creasey Creek, Washington College Station and Matthews Mills Rd master meters.

Charlie Hicks (CH) & Bumpus Cove (BC) BPS Replacements: GRC No construction site activities were planned.

Hwy 81 N BPS: No construction activities were planned. Kellen Chaffee contacted Comcast to see where we are on their schedule for installation of the communication service connection at the BPS. Comcast stated that we are tentatively scheduled for the week of March 16th.

Week of 2/23/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing water isolation valves & FH shutoff valves on the 6-inch DIP waterline from the tie-in on Louise Ln up to the tie-in to the 6-inch waterline on Ruby Rose Rdg. in the Spring Ridge Subdivision. GPS the existing water isolation valves & FH shutoff valves on the existing 6-inch DIP waterline on McCoy Cir up to tie-in to the existing 6-inch PVC waterline on East Jackson Blvd (Hwy 321).

Hwy 81 N BPS: No construction site activities observed.

Charlie Hicks & Bumpus Cove BPS Replacements: GRC poured Class A (4,500 psi) concrete footers for the PPS rail extensions to set on at both Charlie Hick and Bumpus Cove BPS locations.

Jonesborough Water Treatment Facility

Monthly Report

February 2026

As of February 23th 2026, the total amount of water processed was 66 million gallons, with a daily average of 2.98 million, a maximum of 3.19 million, and a minimum of 2.57 million.

This month, Monthly Bac T samples were finished and all samples tested negative. The plant operated within all established parameters. All in-house laboratory test results, as well as all external laboratory test results, were well within the appropriate standards and regulations. The Monthly Operations Report (MOR) was completed and turned into TDEC (State). 2026-2027 Budget was turned into Utility Manager Kevin Brobeck. Plant tour was given to the Mayor and Aldermen. Wireless radio installed at Decant Pump vault and Water Plant, allowing operators to control decant pumps from the operator control. Replace decant pump #2, allowing redundancy in the lagoon pumping system. Worked with Distribution and GIS to locate valves at WTP meter vault, assess location and direction of all piping, and update the mapping in ArcGIS. Attended "Teams" meeting with EPA to discuss upcoming program to begin Lead and Copper testing in all schools and childcare facilities. Scheduled shutdown of water plant to connected new generator and Automatic Transfer Switch to the Water Treatment Plant. Relocated 8" water main at WTP so that it was out of the construction zone for the new WTP clearwell. There were two emergency shutdown of the Water Treatment Plant due to power outages in the month of February.

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

Seth Van Wyck
Director of Water Treatment

Utilities Maintenance Dept.

Month of February 2026

1. *Broke and removed ice around weirs of sedimentation basins with the backhoe*
2. *Called off rental generators and packed up generator cables for transport*
3. *Assisted with generator pickup*
4. *Cleaned and organized at water treatment plant in anticipation of plant tour*
5. *Built new temporary pump control panel for lagoon pump station*
6. *Had plant tour with board of Mayor and Aldermen*
7. *Installed new temporary lagoon pump controls in plant control room*
8. *Installed control cabinet and wired lagoon controls at lagoon pump station, installed floats and tested system*
9. *Pulled in wire from transfer switch to electrical room at water plant*
10. *Pulled in wire from transfer switch to generator*
11. *Terminated wire at transfer switch and generator*
12. *Off loaded Charlie Hicks and Bumpus Cove pump station skids and enclosures with help from Judy Construction at water plant for temporary storage*
13. *Tested and flushed water lines leading from the river to the intake wet well, valves function as they should (system has not been used in some time, including this in new preventative maintenance program)*
14. *Installed exhaust fan and vent register in new variable frequency drive (VFD) cabinet for pump 1 at Woodlawn Pump Station*
15. *Checked progress at new 81 booster pump station*
16. *Created material list and gathered material to continue work on Woodlawn Pump Station VFD upgrade project*
17. *Replaced and relocated breaker panel and transformer disconnect (old panel was oversized for its power feed, created a hazardous situation if the old panel were to overload)*
18. *Scheduled plant shutdown to tie in wiring from transfer switch to plant main breaker and electrical service feeder*
19. *Continuing on Woodlawn VFD upgrade project all week*
20. *Installing pump 2 at lagoon pump station*
21. *Connecting power to new hoist at Rockhouse booster station*

Jonesborough Fire Incident Count (NERIS)

Dataset: Fire Incidents (NERIS)

Date of Export: February 26, 2026 at 16:45:38

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

Last Updated: February 23, 2026 at 07:14:10

Count of Total Incidents

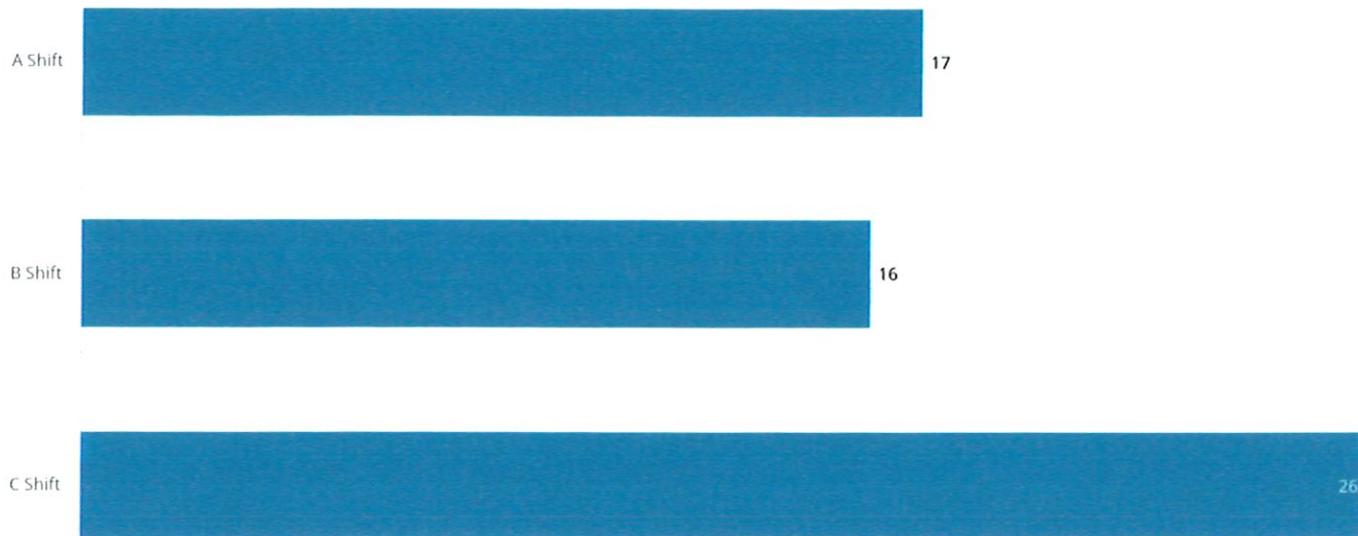
Count of Total Incidents

Count of Incidents

59

Incidents by Shift

Incidents by Shift



Incidents by District

Incidents by District

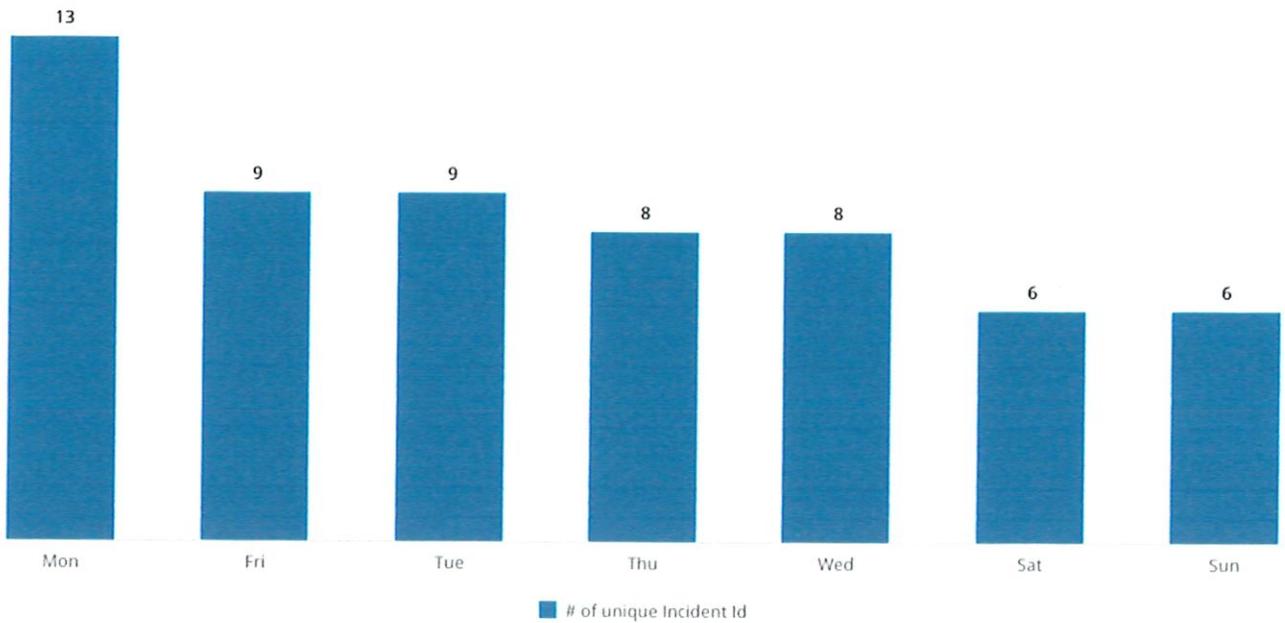


Fire Incident Count (NERIS)

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

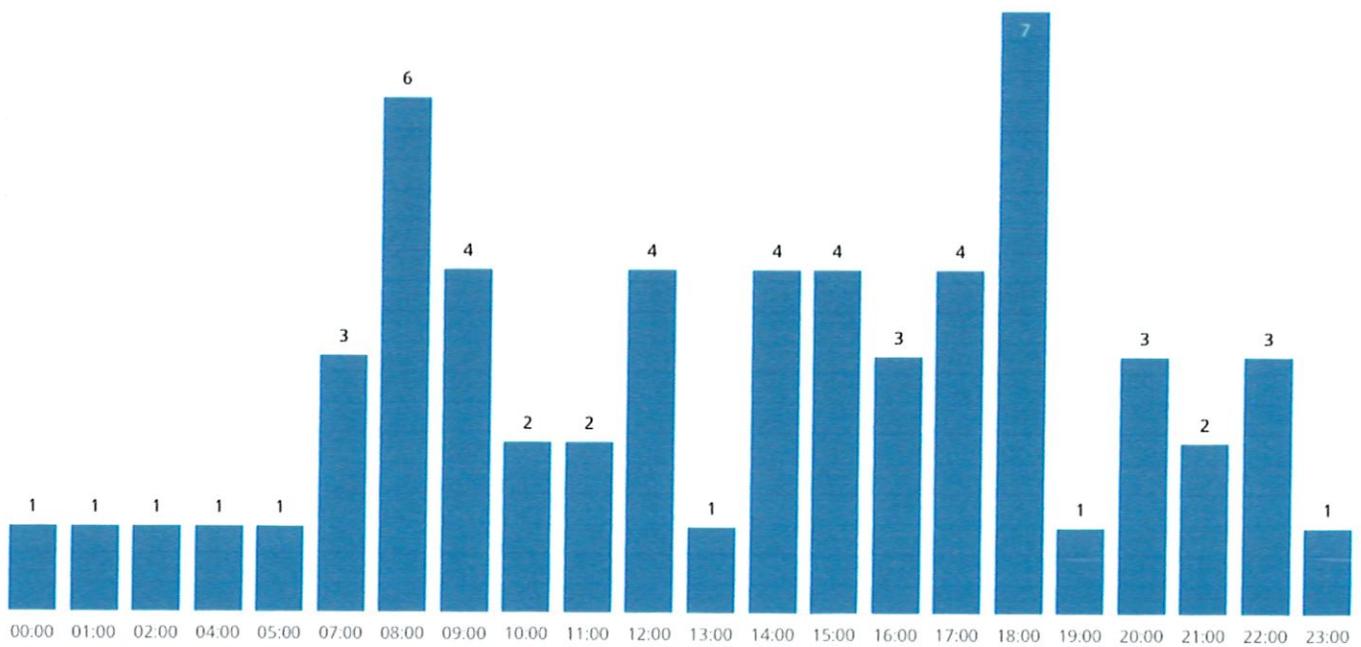
Incident Count by Day of Week

Incident Count by Day of Week



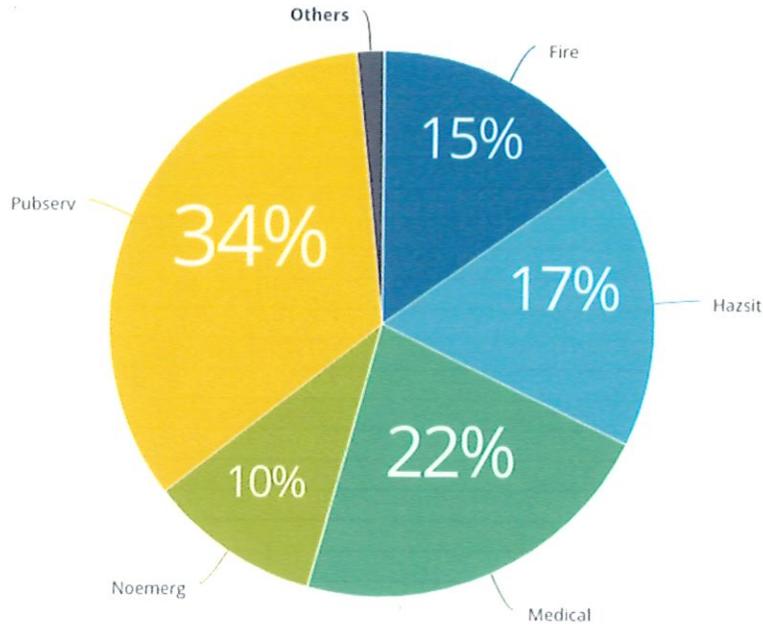
Incident Count by Hour of Day

Incident Count by Hour of Day



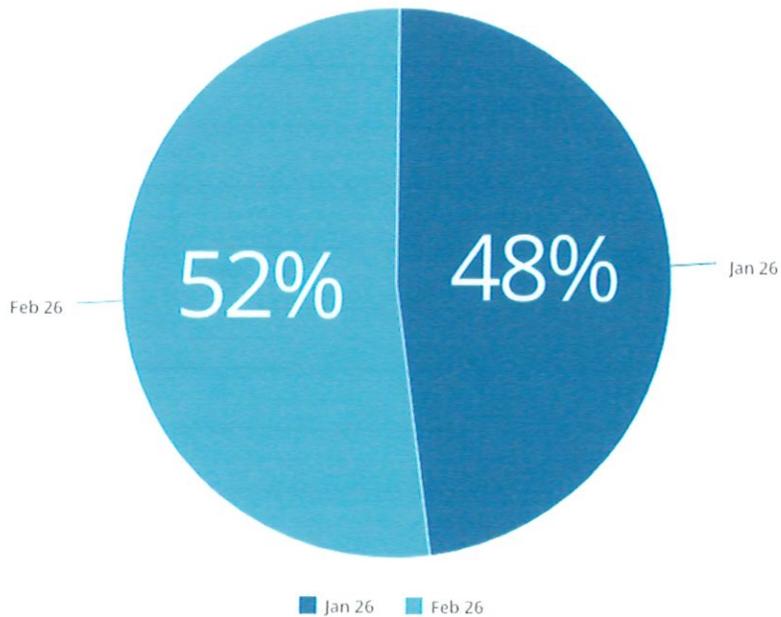
Percent of Incident Responses by Incident Type

Percent of Incident Responses by Incident Type



Incident Count By Month (This Year)

Incident Count By Month (This Year)



Incident Count By Month (This Year)

| Months in Core incident onset date/time | Count of Incidents |
|---|--------------------|
| January 2026 | 54 |
| February 2026 | 59 |
| Count of Incidents | 113 |



Jonesborough Department of Public Safety Feb. 2026 Monthly Report

PSO H. Fleming was promoted to Sergeant.

- CITATIONS & ARRESTS**

| Offenses | Count |
|---------------------------------|-----------|
| Larceny/Theft | 3 |
| Fraud | 1 |
| Miscellaneous (TIBRS Group B) | 4 |
| Miscellaneous (Department Only) | 7 |
| Total: | 15 |

| Memos | Count |
|------------------------------|-----------|
| Accident Report Refusal | 1 |
| Assisting Other Agency | 5 |
| Community Relations | 2 |
| Field Interview | 2 |
| K9 Deployment | 2 |
| K9 Training | 1 |
| Miscellaneous Information | 12 |
| No Tow Form | 1 |
| Officer Assistance Form | 10 |
| Property Damage/Misc | 1 |
| Sensitive Information Report | 4 |
| Trespass Warning | 5 |
| Total: | 46 |

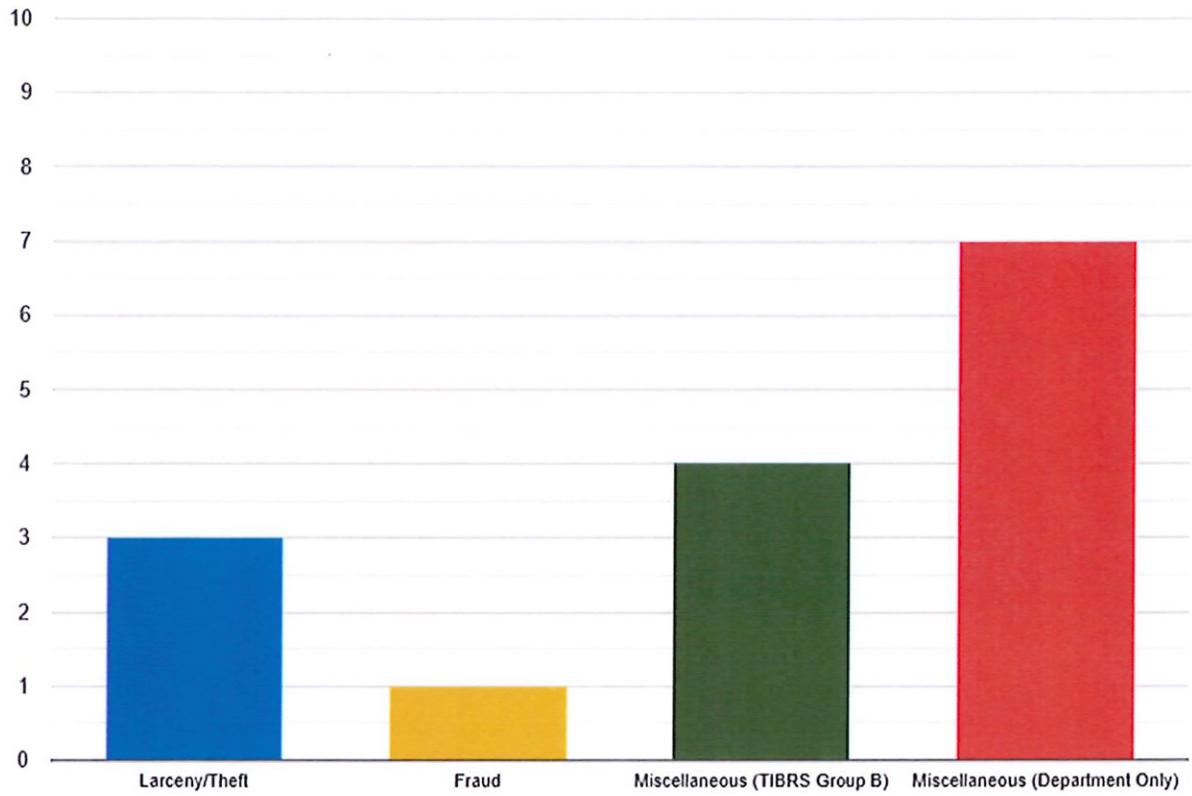
| Arrests | Count |
|----------------------------|-----------|
| Adult (On-View Arrest) | 6 |
| Adult (Summoned/Cited) | 25 |
| Adult (Taken Into Custody) | 3 |
| Total: | 34 |

| Crashes | Count |
|--------------------------------------|-----------|
| Injury (non-incapacitating) | 2 |
| Injury possible | 1 |
| Property damage (over \$ threshold) | 8 |
| Property damage (under \$ threshold) | 7 |
| Total: | 18 |

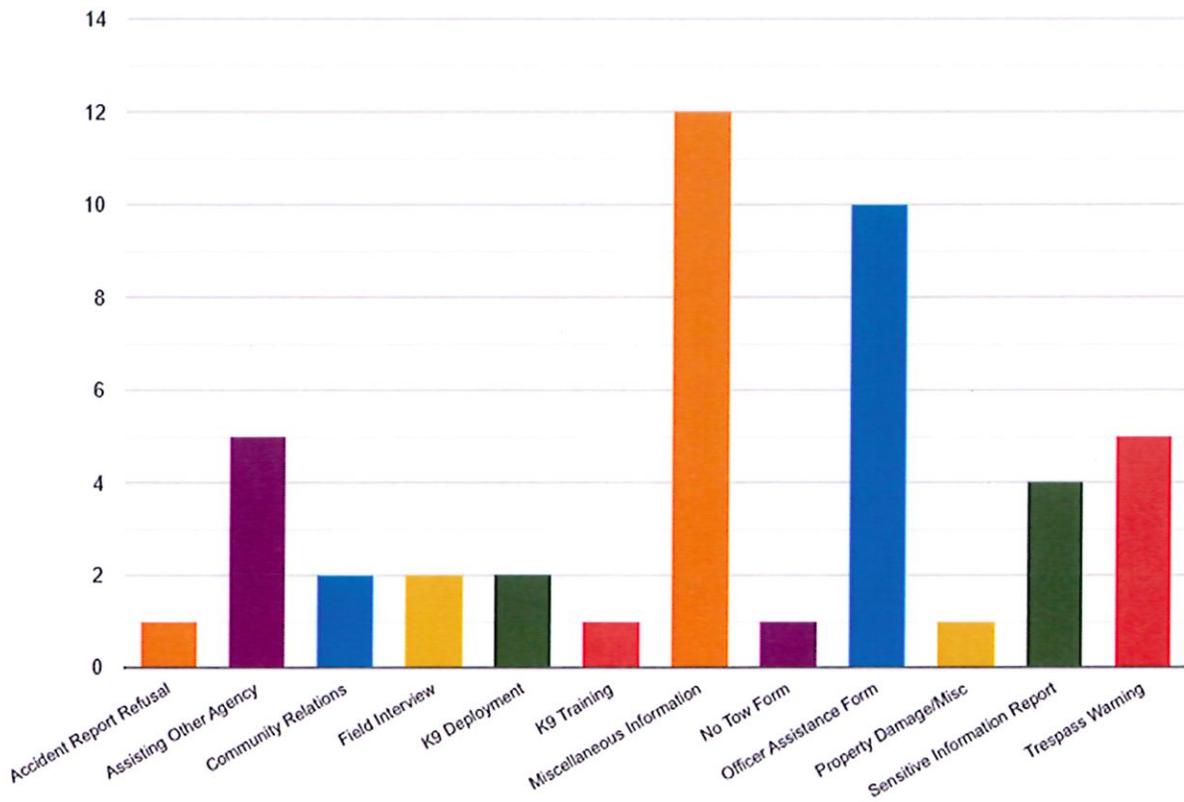
| Non-Investigatory Crashes | Count |
|--------------------------------------|----------|
| Property damage (under \$ threshold) | 1 |
| Total: | 1 |

| Tickets | Count |
|--|------------|
| Traffic (Municipal Court) | 163 |
| Traffic (Washington County Juvenile Court) | 6 |
| Traffic (Washington County Sessions Court) | 1 |
| Traffic Charges (Municipal Court) | 310 |
| Traffic Charges (Washington County Juvenile Court) | 6 |
| Traffic Charges (Washington County Sessions Court) | 1 |
| Parking (Municipal Court) | 4 |
| Tow | 17 |
| Warning | 105 |
| Total: | 296 |

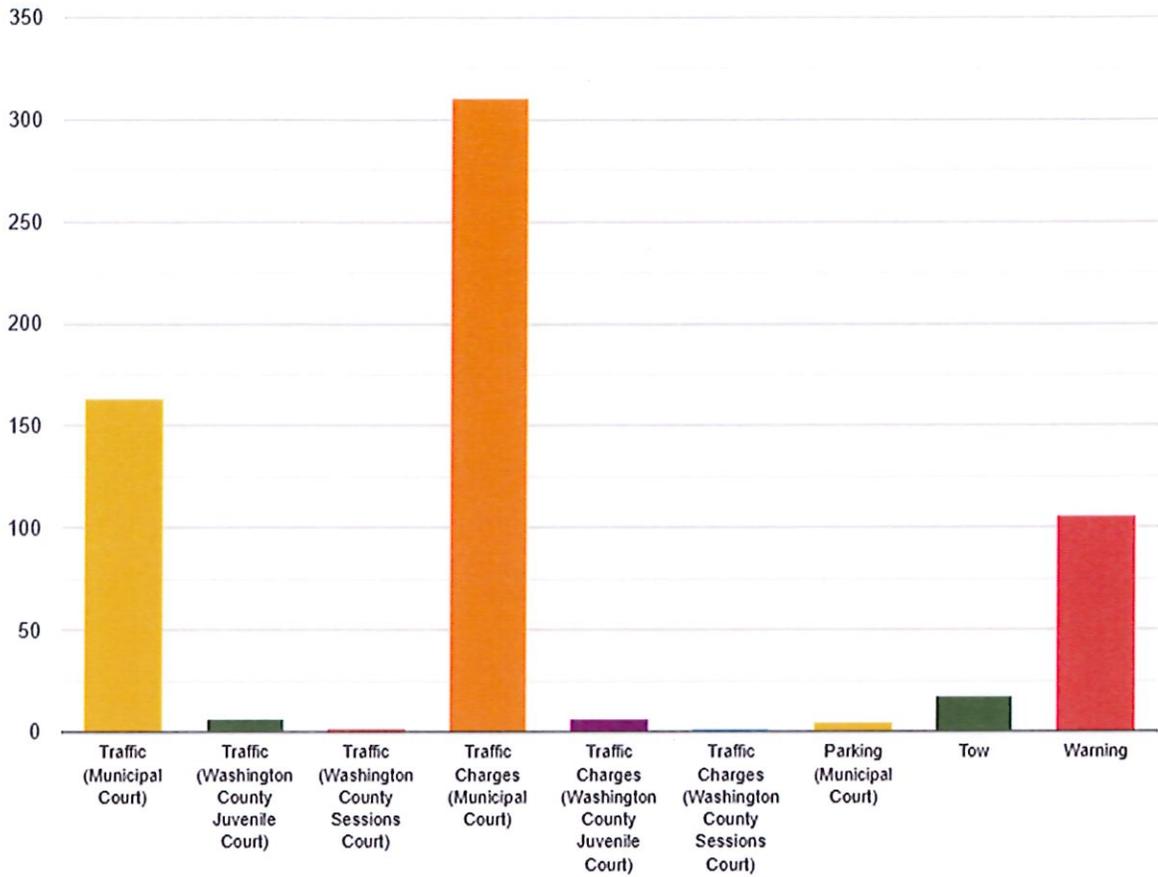
Incidents - 02/01/2026 - 02/28/2026



Memos - 02/01/2026 - 02/28/2026



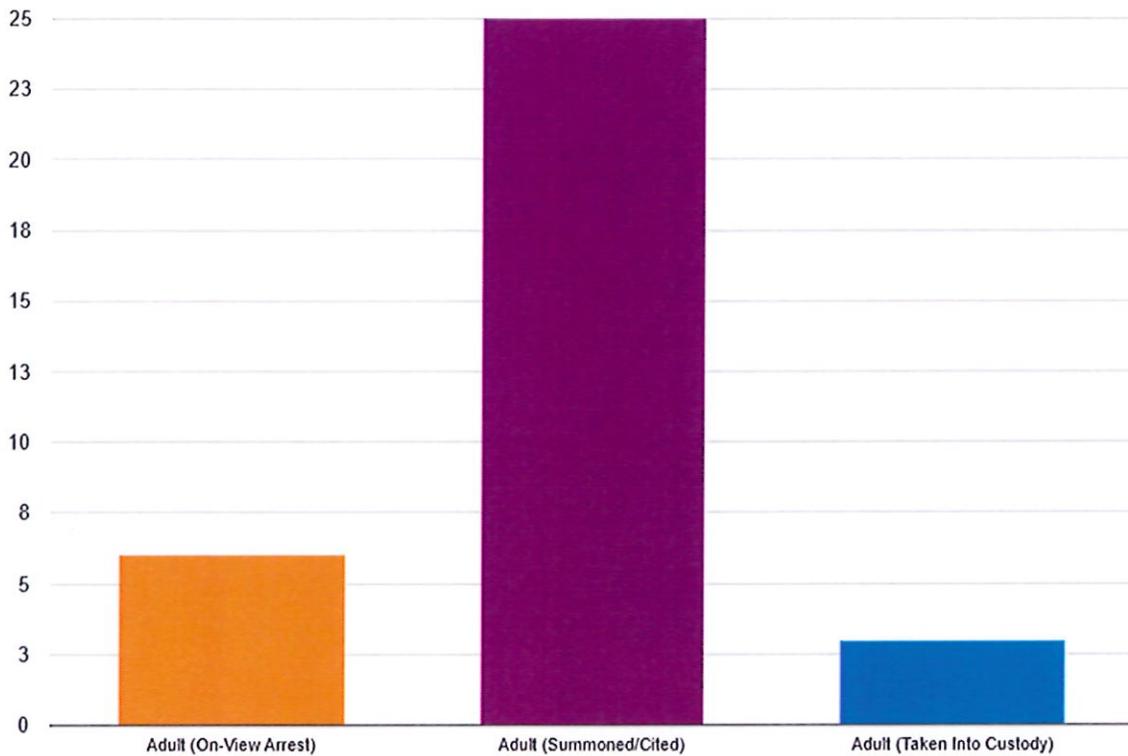
Tickets - 02/01/2026 - 02/28/2026



- **CRIMINAL INVESTIGATIONS**

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

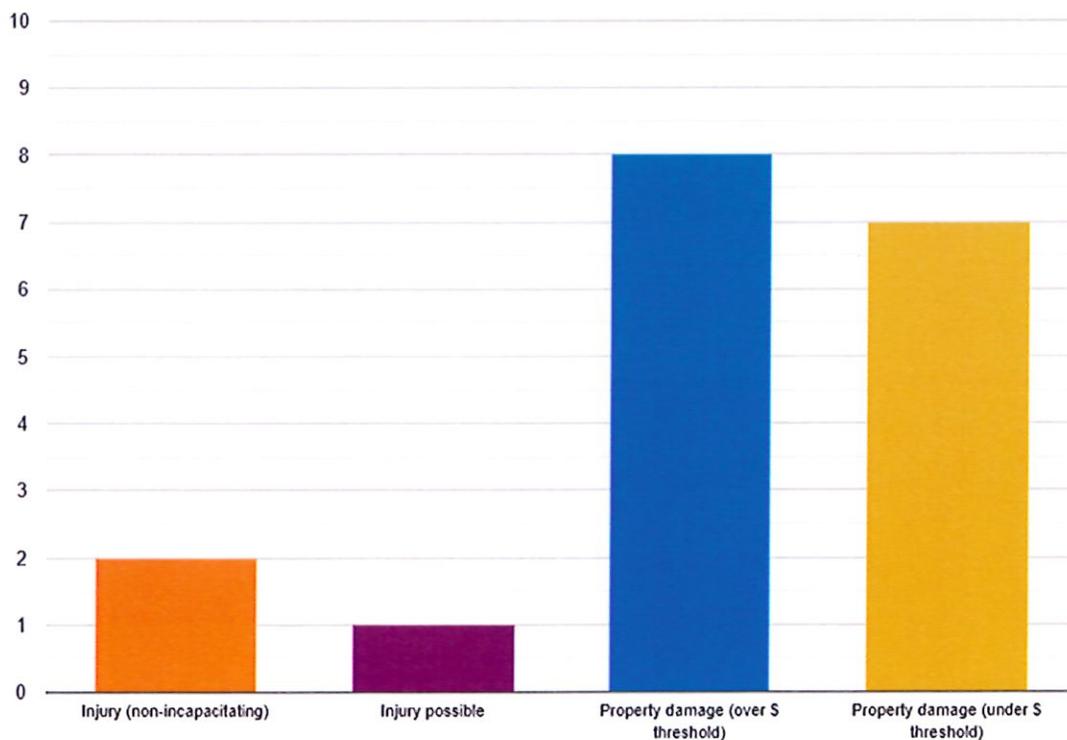
Arrests - 02/01/2026 - 02/28/2026



- MOTOR VEHICLE CRASHES**

A total of (19) crashes were reported and investigated for the month of Feb. Most crashes occurred on East/West Jackson Blvd; most crashes were over \$400 in damage with some resulting in a possible or confirmed injury.

Crashes - 02/01/2026 - 02/28/2026



Parks and Recreation February 2026

Wetlands Waterpark

Major progress continues on capital improvements and operational readiness in preparation for the upcoming season.

Demolition work has officially completed on the new filtration system project. The filtration room has been fully cleared, and Waterpark Director Nick Bogle has worked closely with Herman Archer to replace outdated electrical components and upgrade lighting within the room while installation is pending. CASS-TN is currently projected to begin system installation on March 9.

Throughout the park, staff have continued making visible improvements. Rope fencing has been repaired and replaced in several areas, faded paint is being refreshed, and landscaping adjustments have been completed. Existing plants were carefully transplanted to fill bare areas, helping create a more consistent and polished appearance across the park.

Nick also finalized two new 2026 partnership agreements that will add value for season pass holders. Wetlands season pass holders will receive 50 percent off regular daily admission at both Bright's Zoo and Hands On! Discovery Center, strengthening regional tourism collaboration.

Financial indicators show strong early momentum compared to this time last year. Season pass sales and facility rentals have both increased significantly, which staff attribute to improved marketing strategies, enhanced park appearance, stronger customer service efforts, and the convenience of online booking through RecDesk.

Revenue Comparison (to date):

2025

- Season Pass Sales: \$230
- Facility Rentals: \$6,400

2026

- Season Pass Sales: \$1,400
- Facility Rentals: \$14,410

Additionally, Wetlands continues to demonstrate its role as a regional tourism asset. A church group traveling to Gatlinburg has booked an evening rental in July as part of their Tennessee trip itinerary, highlighting the park as a destination attraction.

Beyond waterpark operations, Nick has also supported broader departmental efforts, assisting recreation staff with larger maintenance and beautification projects at Tiger Park and along the Highway 11-E medians.

Open Spaces Division

February presented a cold and snowy start to the month, but despite winter weather challenges, the Open Spaces team remained highly productive. Early in the month, staff focused on snow and ice mitigation efforts, clearing streets, stairs, sidewalks, and walkways throughout town and within our park system. Even while much of the ground was frozen, the team used the opportunity to address several backlogged maintenance items, including graffiti removal and deep cleaning of park fixtures. Picnic tables at Golden Oak and Stage Road Parks were thoroughly cleaned, along with trash receptacles, restroom doors, and fencing along Barkley Creek that had accumulated mold and mildew over time.

Significant progress was also made on projects that will benefit the department long term. Work on the greenhouse at Persimmon Ridge Park is now more than halfway complete. While we are awaiting additional storage space before final completion, we anticipate wrapping up the project in the coming weeks. During frozen conditions, staff shifted their focus to above-ground landscape improvements at Wetlands Waterpark. Overgrown hydrangeas, crape myrtles, daylilies, ornamental grasses, and dogwoods were pruned and reshaped in both the parking areas and inside the park. Additionally, three large crape myrtles were, as they were obstructing security cameras and limiting lifeguard visibility at a slide exit.

As temperatures improved and snow melted, the team transitioned into seasonal cleanup and beautification efforts across town. Dead groundcover was cut back and removed at Golden Oak Park and in the beds near W.C. Rowe. At Wetlands, dead boxwoods were removed, and healthy boxwoods were transplanted to fill those spaces, improving the overall appearance and plant health. Winter arrangements were removed from downtown planters and replaced with cold-hardy pansies on February 13. Since installation, staff have implemented regular watering and a weekly fertilization program that will continue until summer annuals are planted.

The team also completed large-scale maintenance work, including clearing tall grasses from the IIE medians and removing dead trees and significant leaf buildup at Mill Springs Park. Areas at Wetlands, including cabanas and planters, were cleaned out and prepared for spring planting. The entire department spent two days working together at Tiger Park ballfields, removing sand buildup, encouraging turf growth, and adding additional material to infields to improve playability ahead of the upcoming season. Behind the courthouse, mulch buildup and weeds were removed, and pre-emergent treatments were applied to reduce future maintenance needs. At Stage Road Park, a dead tree was removed, and staff noted weed-eater damage at its base, prompting a plan to install protective barriers around newly planted trees moving forward. A permanent path was also installed at the Food Forest using landscape fabric to reduce seasonal maintenance demands.

Finally, we received confirmation that our Tree City USA application and the Arbor Day Foundation Growth Award application were both accepted. This marks our 21st consecutive year as a Tree City USA community, which reflects the Town's long-standing commitment to responsible urban forestry management and environmental stewardship.

Maintenance Division

In February, the Maintenance team supported the demolition of the Wetlands pump room. While the roll-off dumpster was onsite, they cleaned out the maintenance shop and storage unit to remove excess clutter. The team also assisted with removal of the old fence at Wetlands.

Work began on the basketball court installation at Persimmon Ridge Park. This required cutting asphalt and excavating a 24 by 48 inch footing to anchor the goals. Due to weather and field preparation needs at Tiger Park, the project was temporarily paused. The team has since resumed work, with anticipated completion by March 6.

Staff spent significant time preparing fields at Tiger Park and Persimmon Ridge Park for middle school and Little League seasons. Work included installing new base standards and bases, adding new foul ball netting on Field One at Persimmon Ridge, and addressing drainage issues. Approximately 25 tons of infield mix were added to correct grading behind second base where water was pooling. The field is now shedding water more effectively, and improvements will continue in the coming weeks.

In addition, maintenance staff assisted with installation of the new semaphore at Chuckey Depot. Once the signal arm is installed, the semaphore is expected to be operational in the coming weeks.

Director Activities

During February, I conducted a comprehensive review of Comcast service bills across Town facilities and obtained comparative pricing from BrightRidge. A report outlining potential cost savings and service options is being prepared for leadership review.

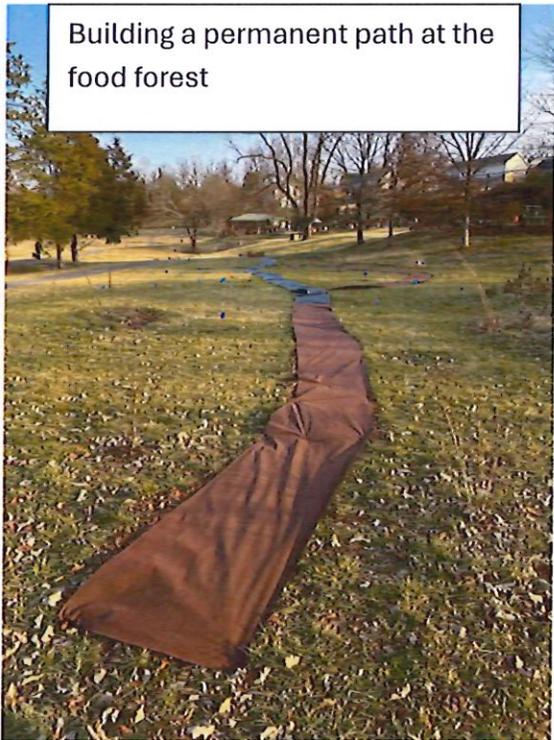
I remained involved in several facility and capital projects. This included coordinating with the Chuckey Depot organization and Town leadership to finalize an amended lease agreement and oversee installation of the new railroad semaphore, which is expected to be operational once the signal arm is installed. Work also began on planning renovations to the restrooms at Stage Road Park. In addition, we were able to complete the purchase of the department's new side-by-side utility vehicle, which had been approved as a capital expense.

At Wetlands Waterpark, I worked closely with the Waterpark Director on reviewing food service bids and preparing a recommendation for award coordinating aspects of the filtration system replacement project, updating job descriptions, and assisting with revisions to the employee manual that will be presented to the Board in April. We also updated the internal operations manual and developed new FAQ resources for both Wetlands Waterpark and the Parks and Recreation Department to improve customer communication and staff consistency.

Athletics and programming preparation required significant coordination this month. I held meetings with Jonesborough Little League to prepare for their upcoming season and worked to facilitate equipment needs to ensure the Tiger Park concession stand will be operational when fields open. I also coordinated with Todd Hensley to ensure the Tiger Park public address system

will be ready for the spring season. Additionally, I worked closely with the Jonesborough Soccer organization to help ensure they were able to successfully organize and operate their spring season.

Community engagement efforts continued as I attended the Keep Jonesborough Beautiful meeting to assist with planning the April 11 Spring Cleanup event and participated in the Heritage Alliance Board of Trustees meeting. I also worked to plan the department's second annual Sensory Easter Egg Hunt, which continues to provide an inclusive recreational opportunity for families in our community.



Building a permanent path at the food forest



Median clean up with help from dirty street fighters



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

PAST/ONGOING EVENTS

Spring 2026 – As of 2/23/26 we had 218 registrations and 23 of our classes made. We have a few more classes and workshops to begin as well as private lessons that will continue until summer. Marketing for classes and workshops has been good, and we will continue promoting on social media until our last class started. This month due to weather we had to reschedule several classes. I helped teachers and Bre work on the rescheduling classes and events. I also spoke to students to help reschedule classes. We also continued to order supplies this month including 1,300 lbs. of clay which was shipped this month as well.

Summer 2026 – I have sent out teaching requests to our summer instructors, and we will begin on creating descriptions for summer camps soon. I met with the current art teacher at Gray elementary about teaching here in the summer or next fall. I hope to recruit new teachers for the next several semesters.

2026 StoryTown Radio Show Season and Passes – over 50 passes have been sold so far including sponsors and donors.

MLK Day Food Drive – We have received 545 pounds of food for the JAMA food pantry!

MLK Day of Service Exhibit with Johnson City and Washington County Public Schools – January 19-22. Reception was on January 22. We had great participation from the schools this year and great attendance.

Membership Drive and Luncheon – February 21. Our goal is \$2,500 in membership dues. That is 100 members. I think we can reach this goal again! We currently have 55 members. This month I wrote a press release for the membership drive. Skye recorded and edited a video of me regarding the membership drive. For the luncheon I secured the music, the food, and I shopped for the event as well. The entire team pitched in and set up for the event, staffed the event, etc. We had around 20 people in attendance which is low for us. It was a rainy day.

Electrical Box Art Wrap – After our last committee meeting and suggestions from the committee, I have revised the call for artists this month. I just sent Mitchell web text for the project, and I updated the regfox form for submissions.

250th Play – Tennessee Fist and Last Town in Tennessee, is opening on February 27. Our team, especially Anne, has been working nonstop on the play, gathering props, making set pieces, etc. I spent time this month securing paid advertising with the Greeneville Sun and Six Rivers Media. I secured four digital billboards across the region. Skye and the Marketing Team have done a great deal of social media and sharing as well as myself and all our staff.

As part of our advertising for the play, I negotiated an underwriting agreement with WETS to

promote MKC events and programs all year long. I also did a lot of supply and prop ordering for the play this month. I sent the Friends and Family Night invitation to Michelle Stewart to send out to the town employees.

250th Programming with the Jackson Theatre – Anne and I will continue to work with Amber on programming for the Jackson Theatre.

Website – We have spent time this month updating website information including the Mingle, Membership, Fall Market, Homepage, etc. The contact email on the website was not working. Mitchell fixed the problem and now the contact email works correctly.

UPCOMING EVENTS

Radio Show Gala – March 23, 2026, 7pm. Weather was not our friend during January. We had to reschedule the gala twice. It will now be in March. Due to weather over the past few years, we are considering starting the Radio Show season in March of 2027.

Ernest McKinney Day of Giving – April 2, 2026. My team and I have been working on a plan for Ernest McKinney Day of Giving this year. We have a series of videos that will roll out on that day on social media sites. This is a day for individuals to donate toward our scholarship program.

Washington County Public Schools Exhibition – April 9, 2026 – I confirmed with Washington County Public School Art teachers that we will host their end of the year art show again this year.

Masterpiece Mingle – April 24 – This month I have sent out requests for art donations for this fundraising event. I have written a press release seeking art donations and we will begin our social media asks soon. Skye has updated the graphics and poster this past month and we will start marketing the event very soon. We have already sold 25 tickets to the event.

Miscellaneous – We have had several community organizations reach out and wish to partner with us the past few months. Frederick Murphy, Film Director, has reached out to discuss dates for schedule a screening of his new documentary which features Jonesborough resident, Paul Braxton. We will be moving forward with that project. UMOJA asked to partner again on the play, CROWNS. After some deliberation, UMOJA decided to wait until 2027. Anne, Skye, and I met with ISC staff to brainstorm some joint programming for 2027 as well.

BUDGET, BUILDINGS, AND GROUNDS

Budget – This month I created our 2026-27 budget request documents. I had my budget meeting with Glenn and Janet on February 19.

Building & Grounds

- Work on the windows will begin soon. March 9 will start with pressure washing and carpentry. March 16 will begin caulking, glazing, and painting. We hope the work will be completed by the end of March or early April, depending on the weather.

OTHER TASKS

- Prepare agenda and preside over Weekly Staff Meetings.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend monthly meetings with the Marketing Team and prepare the agenda.
- Prepared and coded invoices.
- Sent Gina Course Storm deposit information from classes.
- Communicating with instructors about classes, promoting classes, etc.
- Coded invoices and receipts and turned in.
- Ordered supplies.
- Completed presentation for JBO Ambassador Program
- Judged History Day entries for Tusculum College

February 2026 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show/StoryTown Initiative

We had to cancel the January show twice due to snow/ice. That was supposed to be our 15th anniversary show. We decided to move that production to the March 23rd date and will have our opening gala that night after the show. We were finally able to have a show on February 23rd at the Visitors Center. Location was changed due to community play tech rehearsal. Fifty-eight people attended. Ticket sales were lower since we've been focusing so much on selling play tickets. The cast was smaller, too, because several Radio Show cast members are in the play. The discussion has come up about the feasibility of running the Radio Show while a larger play is about to go into production. Stage Manager Emma Perry and Music Director Brett McCluskey stepped up to direct, and that was helpful.

- 1) We've raised \$3,750 in sponsorship money for 2026 so far.
- 2) We have sold/reserved 54 season passes.
- 3) I submitted an Arts for All grant to the Tennessee Arts Commission. A review panel will take place in March or April.

Story Collecting/Story Brigade

The first Listening Day of the year will be held at the Jonesborough Senior Center on March 19 (9:00 am – 12:00 pm). You do not have to be a member of the Senior Center to participate in Listening Days. We are working to secure listening sessions in other locations, like the Johnson City Public Library and the Fischman Gallery.

250th Community Play

We received a grant of \$19,250 from the State Museum to do this play, and the money has been deposited. Publicity is rolling out, including posters, media interviews, billboards, ads in papers, social media, promo videos, etc. We are routinely in touch with the Marketing Team about the play. Tickets are on sale, and we have sold 377 so far. We have secured \$2,654.50 in additional sponsorships. We are offering a Pay What You Can day on March 1st, a school performance on March 3rd, and Bridges East will provide ASL interpretation on March 8th.

America's 250th

NOTE: PLANNING WILL INCREASE ON THIS ONCE THE COMMUNITY PLAY IS IN PRODUCTION. After meeting with Amber, we have selected the following dates for the Jackson Theatre performances. These programs will focus on local history.

May 2nd from 7:00-8:30
May 8th at 10:00 am (school date)
June 13th from 7:00-8:30
July 18th from 7:00-8:30
August 8th from 7:00-8:30
September 5th from 7:00-8:30
September 11th at 10:00 am (school date)

Podcast

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

Total Downloads: 179 in the last thirty days (Since there has not been a Radio Show yet this year, we only have Voices of the Archive to post.)

Social Media Posts

Facebook last 28 days

Page Followers: 1,751

Page Following: 436

Most interacted with Post – Boosted post for February show (12,954 views and 5,771 viewers), Community Play cast announcement with Carla Dunn, Tim Herron, and Doug Gross (4,013 views, 1,938 post reach)

Views: 37,084

Reactions: 1,247

New Page Followers: 12

Interactions: 1,431

Shares: 114

Instagram last 30 days

Followers: 833

Views: 6,152 (49.9% followers, 50.1% non-followers)

Content Interactions: 319

Profile Visits: 57

Link Clicks: 4

Promo reel for The First and Last Town in Tennessee had 336 views. Announcement about January Radio Show being canceled had 193 views.

YouTube last 28 days

Subscribers: 20

Views: 51

Watch Time: 0.9

New Subscribers: 1

Impressions: 264

Numbers for Month

StoryTown Volunteers – 41 for Radio Show – 72 Hours

3 for Concessions/Front of House – 7.5 Hours

Community Play Volunteers – 468 over multiple rehearsals, 520.5 Hours

Interactions: Media – 14, JAMSA – 29, StoryTown Production Meeting – 2, Jackson/Grant Related Mtgs – 8, ISC Mtg – 2, Advisory Committee – 6, February Radio Show - 64

Total for Month – 637

February 2026 Monthly Report, Skye McFarland

Outreach During this month we have not had an in-person outreach event, our first one will take place in March for St. Paddy's Day. Otherwise, we have been posting on Facebook and Instagram about classes, community play, membership drive, and other upcoming events. This has allowed us to keep our social media outreach up across those platforms. My work for this includes scheduling posts, deciding what is most important to post each day, and creating content. We have also continued our Coalition for Kids outreach art class at Jonesborough Elementary, and it is going well. We have three classes left for the younger kids and we will start March 24th with the older kids. For this class I work to make sure it happens, it is staffed and will attend the last classes to get feedback from the kids.

Facebook- Page Follows: 5,990
 New Page Follows: 39
 Instagram- Page Follows: 2,208
 New Followers: 19
 YouTube- Subscribers: 295
 Watch Time: 6.1 Hours
 New Subscribers: 0

| Event | Number | Digital | Paper | |
|----------------------------|--------|---------|-------|--------|
| Facebook Ads Reach | | 27,461 | | |
| Other Facebook Outreach | | 38,691 | | |
| YouTube Views | | 218 | | |
| Instagram Accounts Reached | | 7,820 | | |
| Catalogs & Flyers | | | 100 | |
| | | | | |
| | | 74,190 | 100 | 74,290 |

Volunteers The events we had in February that required volunteers included the radio show, wine donations, and concession donations. We will have even more for the month as the play opens on Friday February 27th. Not only do we have volunteers working on the plays, but we will have the hours of the play cast. For volunteers I work to communicate with them via email, create volunteer sign up sheets, communicate details on what they are to do when they get here, and give them instructions on where to park, etc. I also sent emails to local schools to see if any of their high school students would like to volunteer.

| | McKinney | StoryTown | Total |
|----------|----------|-----------|-------|
| January | | | |
| February | 34 | | 34 |
| March | | | |
| April | | | |
| May | | | |
| June | | | |

| | | | |
|-----------|--|--|----|
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| | | | 34 |

Marketing & Miscellaneous Videos: During this month I created a cast promo video for the community play with photos that I took of the cast. I also created a director's message membership video for our social media to encourage people to sign up for our membership drive.

Photos: On and off throughout the program I have taken photographs at the Coalition for Kids art class, membership brunch, and Spring hand building. I have made a schedule and will continue to take photos of classes throughout the semester. Kay Grogg took radio show photographs at the event, and I edited them to prepare them for social media.

Graphics: I spent many hours this month working on the program for the community play putting in bios, historical information, and ads. I also finalized the Masterpiece Mingle poster for this year and made a new Ernest McKinney Day of Giving graphic for this year. I updated the Electrical Box Wrap call for artists with new dates, updated Membership Drive graphics to show how much money we have raised, as well as made signs for the building about the play. I also made an insert for the radio show program and the March radio show flyer.

This month I have also helped created props for the play including a birthday cakes, immigrant trail marker, created torches, and a small 2D Christopher Taylor Cabin. I also put up the window clings in the auditorium so that the light is blocked on all the windows that do not have curtains to cover them. I also updated forms for the Membership drive and worked at the membership brunch. I helped create a collaborative art project for our members to participate in for the brunch.

Breanna Walker-Schadler February Monthly Report- McKinney Center

Classes & Special Events:

A good portion of our classes started in February. Roxanne McDaniels, Rheva Myhre, and Jonathan Edens continued to offer private lessons throughout the month of February. There were 17 private lesson students in total. Earlene Hopkins started to teach Gyrokinesis, Dance Discovery, and Modern Dance. Sydney Jackson taught several sessions of Homeschool Art Adventures, Art Adventures, and Creative Constructions. Parks taught several sessions of Clay – Hand building. Darlene Hatley taught her Jewelry Art class. Sharon Squibb began to teach Basics of Pastels and Online Watercolor. Jeff Thomas began to teach Basic Drawing. Becky Thomas began to teach Oil for Beginners. We had to cancel and reschedule several class sessions due to inclement weather. We have continued to advertise classes that start in March and later in the Spring semester. We had 312 students in February.

We hosted the 2026 Membership Brunch on the morning of February 21st. We had 25 people in attendance. Members from 2025 and 2026 were invited to participate in the brunch. Roxanne McDaniel performed music while participants enjoyed quiche and fellowship. The 2026 membership drive is going extremely well. The February Radio Show was hosted the evening of February 23rd and had 64 people in attendance! We opened the 250th play on February 27th and had three performances that weekend.

Rentals:

We had 6 rentals in the month of February. Jonesborough Senior Center held their annual Valentine's Dance in the auditorium on the evening of the 13th. The rental was comped. A community member rented the classroom during the day on the 14th and paid \$135.00. A church group held a services on four Sundays and paid a total of \$285.00. for all events. We had 157 rental visitors in February. Total rental income for February was \$420.00.

MBM Support:

For Spring classes, we have had over 23 classes make and have had over 200 registrations. We have had over three clay classes make, Dance Discovery, two sewing classes, three children's general art classes, three kids clay classes, and several traditional arts classes. The teacher payment schedule, teacher payment excel, and teacher letter of agreements are all updated throughout the month as we make calls on if classes have made. Weekly schedules and the host schedule are reviewed weekly to reflect these changes as well. Theresa and I coordinated with teachers and Donna about supplies needed for their classes. We have been sending emails, sharing catalogs, and social media posts to share our classes that start in late spring. Teacher payments for the month of February have been submitted.

I reviewed my 2025-2026 yearly goals and spent time making my 2026-2027 goals. One of my 2026-2027 goals included seeing a continued increase in rental revenue. One of my other goals includes organizing the basement, the Broyles building, and the Gillespie building for maximum capacity of storage space.

I spent time working on both the February host schedule and the March host schedule. There were several changes to the February schedule due to classes being cancelled, classes being rescheduled, and general changes due to weather. The hosts sent me their March time off by the 17th of February. Other staff reviewed the weekly calendars and host schedules to ensure everything looked correct. The March weekly calendars and host schedule were sent out on February 25th.

February is the start of the annual membership drive. I keep track of memberships as we receive them online and in person. People can register online, or they come in person to pay with a check/cash. I spent time communicating with members to have all the membership brunch orders by the 17th. I relayed all the orders to Thresa since Main St Café made the quiche. On the morning of the brunch, I helped put out food, drinks, catalogs, and annual reports. Everyone had a good time at the membership brunch.

Front Desk:

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

Donations:

We received \$1,250 in donations from three community members.

Martha Blaser – February 2026 Monthly Report

Classes & Special Events:

During February, most of our attention was focused on the upcoming community play. I assisted Nori with making props needed for the production. I also helped touch up existing prop/set pieces to refresh them. I helped to make edits to several versions of the program. I also created a large version of the poster to put on a signage board we have. I will be working on the opening night of the play, February 27.

On February 21, we hosted the Membership Brunch. I helped other staff to prepare for the event and worked during the event. I helped Skye to prepare for a group collage project for the members to work on during the event.

I have been updating the membership board as we are getting both new memberships and renewals coming in. I work with Bre to ensure that everyone is accounted for, and all names get put on the board.

Front Desk:

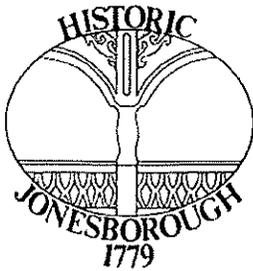
I spend most of my shifts at the front desk. I answer phone calls about upcoming events, rentals, classes, and community events. I greet and assist anyone who comes into the center with any needs they have. I work to assist Bre in communicating to Roger about the classroom set-up for the day and anything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

Outreach:

We did not have any outreach events in February. I started brainstorming ideas for Farmer's Market crafts for this year. I began planning for the upcoming St. Patrick's Day event, we will have a parade float and a free craft available. I also began looking for crafts to do for the upcoming Easter event.

Coalition for Kids:

In January, the McKinney Center began a partnership with Jonesborough Elementary Coalition for Kids with grant money from Jonesborough Kiwanis. Skye McFarland, Sydney Jackson, our children's teacher, and I worked with C4K staff to prepare 2 8-week long sessions for different age groups. Sydney and I go to Jonesborough Elementary every Tuesday for an "art club" for selected C4K children. We will be working with the younger children through March and will then start a new group with the older children.



TOWN OF JONESBOROUGH

123 BOONE STREET

JONESBOROUGH, TN 37659

TELEPHONE (423) 753-1030

WEBSITE: WWW.JONESBOROUGHTN.ORG

Street Department Monthly Report February 2026

February started off with a bang, one of the bigger snowstorms East Tennessee has seen in a while. It actually began in January and continued into February with some extremely cold temperatures. The snow started at approximately 3pm on Friday January 30th the Street Department went into operation at 6pm that evening we worked continuously through the night plowing the main roads in town to keep passable for emergency vehicle traffic while the snow continued to come down at a very high rate. The snow continued till approx. 7 PM on Saturday evening the 31st and the crew continued through the night again plowing all the subdivisions By Sunday morning at 9 AM 90 percent of the town was plowed through the evening the temperatures had dropped to 7 degrees. By 11 AM Sunday it started rising and we started putting salt on the state routes and our primary town streets we had plowed all the town streets and cleared the state roads by 5pm on Sunday February 1st so I made the decision to send the crew home at dark as the temperature began to plummet for another incredibly cold evening. We continued to work the icy roads into the following week with extremely cold nighttime temperatures it was a challenge to get everything back to normal but by mid-week even the back roads were back to blacktop showing. I believe the Street Department crew did an amazing job during this event with six total employees, three being experienced in Plowing, one that had only plowed once in a much smaller event and two that had no plowing experience at all. They were awesome working the



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hours needed to keep the roadways open and as safe as we possibly could under these conditions.

We also had some unseasonably warm days and were able to continue with some of our work with the patch trailer. After the storm there were plenty of potholes to go around so the crew has been hard at work completing those. They were also able to complete quite a few utility cuts in the town and some out in the county as well.

On some of the bad weather days the crew along with some help from the inmates from the Washington county jail have been able to get a lot of things done in the new building. The plumbing is in the sheetrock is up and we are almost in finishing mode we have one working toilet and sink.

Director of Streets

Steve Prisament

Supervisor Report for February 2026

Senior Center

We hosted the 5th Annual Senior Center Valentine's Dance on February 13th, a special thank you to the McKinney Center for the use of their beautiful space and accommodating our event. The Greeneville Community band included 17 band members and featured popular big band selections. The Senior Center catered the event, and it was a wonderful evening. Pictures attached.

We continue to host our monthly cooking class, also a Valentine theme, chocolate covered strawberries, chocolate bark and lava cake.

A special thank you to Sunny with Parks and Recreation for her assistance collecting natural items in Persimmon Ridge Park that were used for a wreath making class. We host a winter program called Funshine, with an emphasis on combating seasonal affective disorder. Each month we meet and work on a craft that is meant to find joy in winter and encourage socialization.

The Department of Human Services provided a program on Services for the Blind in February, which was well attended.

We have a new group at the center, Coin Club, which meets once a month a great opportunity for folks to compare and discuss this hobby. One of our members found out this week they had a valuable coin from the 1800's worth approximately \$1,200 so that was exciting.

As we look forward to March, our local trips start back, to include Barter Theatre, hockey game, Bristol Veterans event and Going Home, our local tour that highlights towns around the area to help orient new members.

The Senior Center provided use of the building to Paws in Blue on February 20th, for their annual fundraiser. The Senior Center members baked cakes and donated them for the Kiwanis Spaghetti fundraiser on February 27th.

Lincoln Park

We will resume all regular programming in Lincoln Park when the weather permits. We currently have three ongoing rentals, Monday, Tuesday and Thursday night using the Education Building for Yoga. These have been popular classes and good revenue.

I have included a monthly calendar.

Respectfully,


Mary Regen, Director



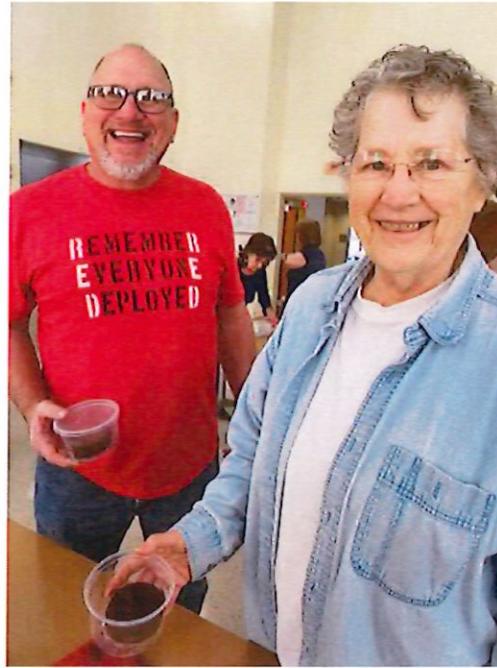
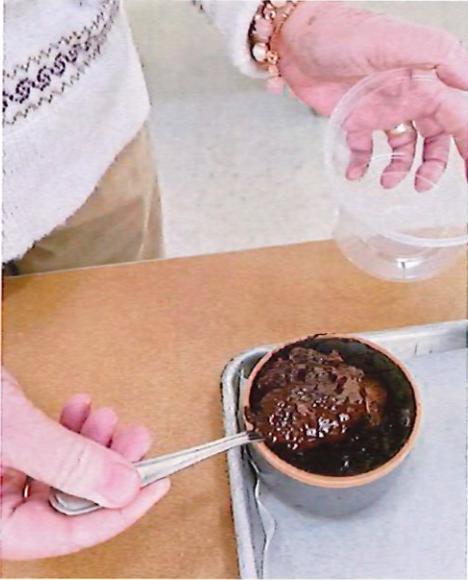
Jonesborough Senior

| Service Days | Units | Avg. Units | Attendance | Avg. Attendance | Unduplicated Count |
|--------------|-------|------------|------------|-----------------|--------------------|
| 19 | 5023 | 264.4 | 3975 | 209.2 | 910 |

| Registered Clients | | | | | | |
|----------------------------------|--------------|-------|-----------|------------|----------------|--------------------|
| Activity | Service Days | Units | Avg Units | Attendance | Avg Attendance | Unduplicated Count |
| Advisory Board Meeting | 1 | 9 | 9 | 9 | 9 | 9 |
| Alzheimer Support Group | 1 | 4 | 4 | 4 | 4 | 4 |
| An Encouraging Word for Women | 4 | 14 | 3.5 | 14 | 3.5 | 4 |
| Balance & Stretch | 7 | 82 | 11.7 | 82 | 11.7 | 28 |
| Billiards | 19 | 232 | 12.2 | 232 | 12.2 | 40 |
| Billiards Tournament | 2 | 28 | 14 | 28 | 14 | 16 |
| Bingo | 3 | 134 | 44.7 | 134 | 44.7 | 78 |
| Blood Pressure Check | 5 | 5 | 1 | 5 | 1 | 2 |
| Blood Sugar Screening | 5 | 5 | 1 | 5 | 1 | 2 |
| Book Review Club | 1 | 19 | 19 | 19 | 19 | 19 |
| Bowling Trip | 1 | 51 | 51 | 17 | 17 | 17 |
| Bracelet Making Class | 1 | 9 | 9 | 9 | 9 | 9 |
| Bridge Club | 9 | 64 | 7.1 | 64 | 7.1 | 17 |
| Cafe Connection | 4 | 111 | 27.8 | 111 | 27.8 | 42 |
| Card Making | 1 | 11 | 11 | 11 | 11 | 11 |
| Cards & Games | 3 | 12 | 4 | 12 | 4 | 7 |
| Chair Yoga | 8 | 241 | 30.1 | 241 | 30.1 | 95 |
| CheckIn - Attendance | 19 | 230 | 12.1 | 230 | 12.1 | 93 |
| Chess | 4 | 16 | 4 | 16 | 4 | 5 |
| Coffee & Chat with Kathy | 3 | 34 | 11.3 | 34 | 11.3 | 19 |
| Coin Club | 1 | 8 | 8 | 8 | 8 | 8 |
| Cooking Class with Mary & Tracy | 1 | 17 | 17 | 17 | 17 | 17 |
| Cribbage | 3 | 22 | 7.3 | 22 | 7.3 | 9 |
| Draw Your World | 1 | 11 | 11 | 11 | 11 | 11 |
| Fabric Ornaments with Maggie | 1 | 4 | 4 | 4 | 4 | 4 |
| Fitness Room MUST HAVE BLUE BAND | 19 | 1528 | 80.4 | 1528 | 80.4 | 297 |
| Flow & Yin Yoga | 3 | 6 | 2 | 6 | 2 | 2 |
| Fun Pump & Stretch | 4 | 75 | 18.8 | 75 | 18.8 | 31 |
| Fun with Trivia | 4 | 26 | 6.5 | 26 | 6.5 | 11 |
| Funshine | 1 | 11 | 11 | 11 | 11 | 11 |
| General Orthopedics | 1 | 12 | 12 | 12 | 12 | 12 |
| General Technology Assistance | 2 | 13 | 6.5 | 13 | 6.5 | 11 |
| Gentle Yoga | 6 | 107 | 17.8 | 107 | 17.8 | 44 |
| Hand & Foot | 4 | 59 | 14.8 | 59 | 14.8 | 23 |
| Healthy Eating Every Day | 2 | 15 | 7.5 | 15 | 7.5 | 11 |
| Instructional Shuffleboard | 2 | 11 | 5.5 | 11 | 5.5 | 7 |
| Jam Session | 3 | 56 | 18.7 | 56 | 18.7 | 24 |

| | | | | | | |
|----------------------------------|-----------|--------------|--------------|-------------|------------|------------|
| Jonesborough Dulcimer Players | 3 | 12 | 4 | 12 | 4 | 4 |
| Joyful Women's Bible Study | 4 | 62 | 15.5 | 62 | 15.5 | 25 |
| Kickboxing Class | 4 | 57 | 14.2 | 57 | 14.2 | 27 |
| Knit Pickers | 3 | 24 | 8 | 24 | 8 | 12 |
| LifeFit | 3 | 29 | 9.7 | 29 | 9.7 | 17 |
| Lincoln Loopers | 3 | 4 | 1.3 | 4 | 1.3 | 3 |
| Line Dancing | 3 | 30 | 10 | 30 | 10 | 15 |
| Lunch Bunch-Bus Trip | 1 | 28 | 28 | 14 | 14 | 14 |
| Lunch-Dining Room-Nutrition | 12 | 82 | 6.8 | 82 | 6.8 | 26 |
| Mahjong | 2 | 11 | 5.5 | 11 | 5.5 | 7 |
| Massage Therapy | 7 | 16 | 2.3 | 16 | 2.3 | 14 |
| Medicare Education Seminar | 1 | 2 | 2 | 2 | 2 | 2 |
| Meditation with Lotus | 3 | 6 | 2 | 6 | 2 | 2 |
| Metabolic Health Education | 1 | 11 | 11 | 11 | 11 | 11 |
| Movement with Intention | 4 | 63 | 15.8 | 63 | 15.8 | 24 |
| Net Trans- to Center | 5 | 5 | 1 | 5 | 1 | 4 |
| Net Trans-go home | 5 | 5 | 1 | 5 | 1 | 4 |
| Not Your Mothers Sewing Guild | 1 | 4 | 4 | 4 | 4 | 4 |
| Nursing Resources | 2 | 2 | 1 | 2 | 1 | 2 |
| Orientation of Fitness Equipment | 4 | 43 | 10.8 | 43 | 10.8 | 43 |
| Painting w/ Tania | 1 | 12 | 12 | 12 | 12 | 12 |
| Parkour Silver | 2 | 4 | 2 | 4 | 2 | 2 |
| Ping Pong | 11 | 28 | 2.5 | 28 | 2.5 | 9 |
| Play Rook | 3 | 10 | 3.3 | 10 | 3.3 | 7 |
| Relaxation Station | 3 | 3 | 1 | 3 | 1 | 2 |
| Rock Painting | 1 | 3 | 3 | 3 | 3 | 3 |
| Scrabble Game | 8 | 29 | 3.6 | 29 | 3.6 | 7 |
| Services for the Blind | 1 | 3 | 3 | 3 | 3 | 3 |
| Shuffleboard | 2 | 4 | 2 | 4 | 2 | 2 |
| Silver Sneakers-Circuit | 11 | 410 | 37.3 | 410 | 37.3 | 103 |
| Silver Sneakers-Classic | 10 | 385 | 38.5 | 385 | 38.5 | 83 |
| Silver Sneakers-EnerChi | 7 | 87 | 12.4 | 87 | 12.4 | 34 |
| Silver Sneakers-Splash | 5 | 40 | 8 | 40 | 8 | 18 |
| Stitch Therapy | 4 | 27 | 6.8 | 27 | 6.8 | 16 |
| Travel Q&A | 1 | 13 | 13 | 13 | 13 | 13 |
| Trivia with Budds | 1 | 11 | 11 | 11 | 11 | 11 |
| Vintage Productions | 3 | 20 | 6.7 | 20 | 6.7 | 7 |
| WERQ | 7 | 40 | 5.7 | 40 | 5.7 | 8 |
| Writers Workshop | 1 | 2 | 2 | 2 | 2 | 2 |
| Yogalates | 8 | 56 | 7 | 56 | 7 | 23 |
| Zumba Class | 7 | 48 | 6.9 | 48 | 6.9 | 23 |
| All Activities | 19 | 5,023 | 264.4 | 3975 | 209 | 910 |









Jackson Theatre- Operations Manager

Monthly Report for February 2026

Programming:

- We hosted 3 live events in February. On the Ballad Health Stage, we had:
 - A rental event with the JBO Department of Tourism for the TN Dept of Tourism Development TN Songwriter's Event on Friday, February 6th.
 - We hosted Kelsey Waldon featuring Gabe Lee on Saturday, February 21st.
 - We hosted Uptown Dueling Pianos on Friday, February 27th.
- In addition to these live concerts, we also partnered with the Heritage Alliance to bring in Steve Phan from Fort Nelson National Monument for a "historians talk" before the screening of Glory. The Jackson presented Glory as part of our 250th series for 2026.
- We also partnered with ETSU on their 10th anniversary screening of Banjo Romantika. The event brought live music with a 5 piece band, film screening, and a Q&A with filmmakers after the screening.
- Gift certificate sales are still going very well; we have sold \$5,356.00 in gift certificates and redemptions are at \$1,129.00.
- We have raised \$3,458.00 in our online donation campaign.
- We also launched our Marquee Supporters membership-based program on November 1st, and so far, we have \$1,700 in membership.
- Booked all movies shown at Jackson in February.
 - February 4th- A Mighty Wind
 - January 7th- Honeysuckle Rose
 - February 7th- True Romance
 - February 8th- Banjo Romantika
 - February 11th- The Hobbit: Desolation of Smaug
 - February 12th- My Bloody Valentine
 - February 13th- Wonka
 - February 14th- Charlie & the Chocolate Factory (sponsored by JAMSA for Chocolate Fest)
 - February 14th- Shakespeare in Love
 - February 15th- Beauty & the Beast
 - February 18th- Night Nurse

- February 19th- The Notebook
- February 20th- Glory
- February 22nd- Soul
- February 25th- The Hobbit: The Battle of the Five Armies
- February 26th- Candyman
- February 28th- Twilight/ Twilight Saga: New Moon (Double Feature)
- Continue to work on music programming for 2026.
 - March 7th- Trey Hensley- Hometown Album Release Show (Sold Out)
 - March 13th- Four Leaf Peat
 - March 27th- Comedian Darren Knight (Southern Momma)
- The “Pay What You Can” movies continue to go well, with on average, two events per month that are PWYC.
- Organized and attended a meeting with Lori Powell and Matt Gulley to discuss April and May films.
- Continue to work on programming movies and speakers to celebrate the nation’s 250th.
- Continue to work with the McKinney Center on programming for special live performances to celebrate the nation’s 250th.
- Continue to work with ISC on promotions for our upcoming partnership event, The First Star of Country Music: Vernon Dalhart.
- Donation/Sponsorship revenue total for this fiscal year is currently at \$36,758.79.
- The total concession and alcohol sales revenue for this fiscal year are \$42,966.18.
- Jackson Theatre merchandise sales for this fiscal year are \$6,154.79.

Rentals/User Group Agreements for February 2026:

- Booked 4 dates with T. and Jennifer McLeod for their Restoring the Foundations series on Mondays at the Jackson Theatre.
- 3 dates rented by Christ Church of Jonesborough for church services on Sundays from 9am-1pm.
- Rental with the JBO Department of Tourism for the TN Songwriter’s Event on 2/6.
- Rental revenue for this fiscal year is \$33,661.11.

Marketing:

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

- Continue to work with the Department of Tourism and Marketing Department on event promotions. We just submitted an advertising campaign with them and Advance Travel to push patrons to the Jackson Theatre. Thanks to the marketing department for working with us on this campaign!
- Working with Jessica Sanders on a comprehensive marketing plan for the department.
- Working on a marketing brochure for printing and distribution.
- Finalized a contract with WETS to promote 2026 events at the Jackson Theatre.
- Organized and attended a meeting with Mitchell Calvin and Lori Powell to discuss Jackson Theatre needs on the jonesboroughtn.org and Jonesborough.com sites.
- Began working with Six Rivers Media on an ad in the Erwin Record. In March we will be advertising in the Hometown Mailer, a promotional piece that goes out to all new residents in Johnson City.
- Working on finalizing a survey to send out to past ticket holders and e-newsletter email lists on specific types of programming, location demographics, arts/culture interests, etc.

Building Info:

- Continue to work with Rick Duvall on the 2nd floor/Stage Door HVAC needs.
- Working with Mike D'Avella on cosmetic touch ups needed around the theatre.
- Working with Mike D'Avella on quotes to add weights to our stage curtains, esthetic curtains in the auditorium, and updated flooring for the stage.

Staffing:

- Currently accepting applications for the House Manager position, vacant since 2/28/26.

Additional Info:

- Continue to meet with Pauline Douglas on plans for the Knox CAM Concert that will take place at the Jackson Theatre in April 2026.
- Attended and supplied agenda/materials for the January Jackson Theatre Board meeting on February 4th.
- Attended the February Director's Meeting held at the McKinney Center on 2/11/26.
- Attended a meeting to discuss Tennessee Arts Commission reporting and request of funding with town staff.

- Attended a meeting with town staff to discuss specific grant requests per department in an attempt to create a master list of grants for the TOJ.
- Attended the February JAMSA meeting held at ISC. We discussed upcoming events, and discussion on Chocolate Fest.
- Attended a Zoom meeting with some town staff, school board staff, and TR Dunn with 4Thirteen to discuss the planning and hosting of Washington County's Got TEEN Talent. This event will be held at the Jackson Theatre on May 9th.
- I attended a meeting with Appalachian RC & D to discuss plans for rental in June as well as regular movie programming starting in May.
- Attended budget meeting with Janet Jennings, Glenn Rosenoff, and Lori Powell to discuss expenses/revenues and projected for FY 2027.
- Attended the Holiday Lighting Committee wrap up meeting to discuss likes, dislikes, and plans for 2027 lights.
- Completed the March 2026 staff newsletter for all Jackson Theatre staff.



Town of Jonesborough

123 Boone Street

Jonesborough, TN 37659

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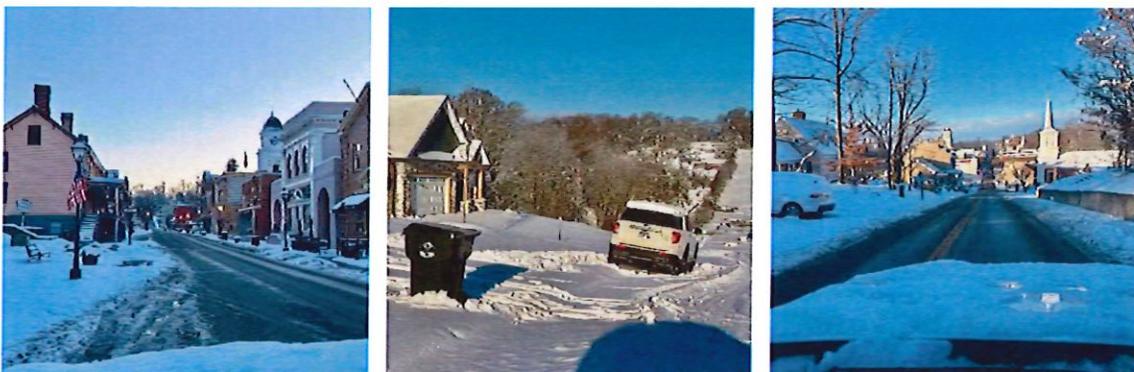
Jonesborough Solid Waste & Recycling | February 2026 Division Report

Week of February 1 - February 8

The first week of February began with another round of snow, the heaviest event of the season with up to 16 inches reported across the region.

Working as a team we continued service operations despite significant winter weather impacts across the community. Crews navigated snow-covered roads and challenging access conditions to maintain scheduled residential and commercial collection as safely and efficiently as possible.

Snow accumulation and icy terrain required adjusted routes and careful coordination, but our team remained focused on minimizing disruptions for residents and communicating our anticipated delays to the community.



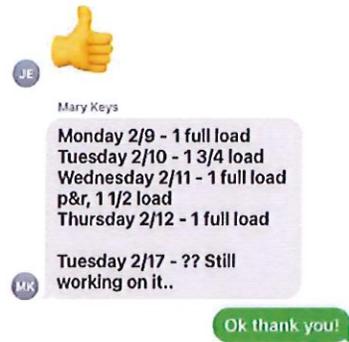
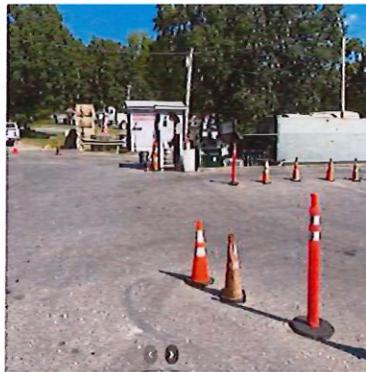
Week of February 9 - February 15

The second week of February had the #1 and #2 plastic recycling portion of our convenience center coming back online. Through a new partnership with Washington County and Sullivan County Solid

Waste we made our first drop delivery of approximately 850 pounds of plastic to the Washington County Convenience Center in Gray.

As of this writing we have approximately 1300 pounds of additional plastic to deliver when given the green light to do so by Washington County. As a team, we've also begun documenting both the volume of brush we have been collecting across town, and how much brush is being dropped off by Washington County residents.

We ultimately forward this information on to Washington County Solid Waste to be included with their county wide waste mitigation numbers being reported to the state, which is then counted towards the 25% goal of waste reduction for each county.



Week of February 16 - February 22

For the third week of February, we're finally seeing warmer weather, and now budget planning and talks for the upcoming year. With the bulk of winter weather behind us there has also been a sharp increase in action for our brush yard and collection, with requests for our mulch beginning to increase.

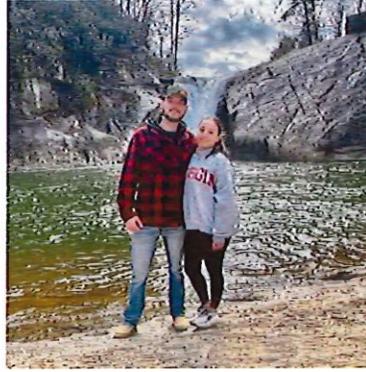
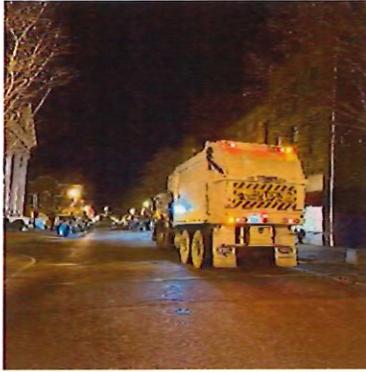
The Storytelling Center received multiple deliveries of our mulch to kick off their gardening season, all delivered with the new dump trailer that we purchased last Fall. Each week is bringing more and more requests now that the weather is warming up, and we are anticipating a busy season ahead for our yard.



Week of February 23 – March 1

The final week February brought some much-needed normalcy back to our crew ... and some PTO for me. With everyone busy and setup for the week I took some time off for family coming to town, including our daughter's significant other Anthony who is from Georgia but has never visited our part of the state.

We spent a few days showing him around the area including time spent in Jonesborough, which he loved. He can't wait to get back to see more of our town and will be showing his family around as well when they all come to visit in the Fall.



Thank you.

Vincent Sicca



VINCE SICCA
Director, Solid Waste & Recycling

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- ✉ vinces@jonesboroughtn.org
- 📍 101 Britt Dr. Jonesborough, TN 37659
- 🌐 jonesboroughtn.org



Storytelling Capital of the World™

Cameo Waters

Director of Tourism & Main Street

February 2026 Monthly Report

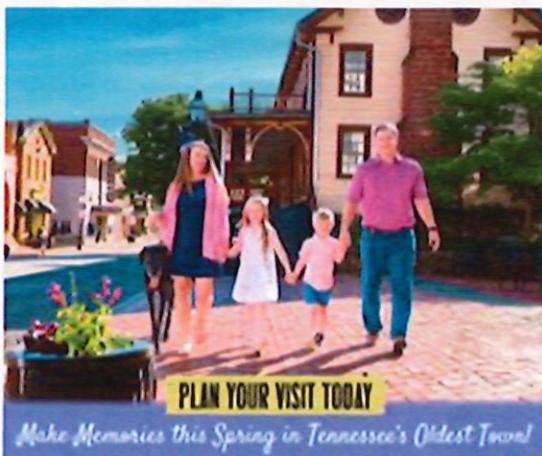
Updates and Projects

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

Tourism/Marketing

Below you will find marketing report details from our digital Spring Campaign thus far:

- Target Cities: Greenville/Spartanburg/Asheville, Chatt., Charlotte, Knoxville
- Placement: Meta, Display, and paid search
- Run Dates: 1/20/26 – 3/13/26
- Results: 494,527 impressions, 22,023 clicks, 4.45% CTR
- [\(Click here to view St. Paddy Festival ad samples, video, and photos. Some samples are below.\)](#)
- [\(Click here to view Spring ad samples, video, and photos. Some Samples are below.\)](#)



We just launched a digital campaign for the Jackson Theatre.

[\(Click here to view Jackson Theatre ad samples, video, and photos. Some samples are below.\)](#)



Throughout the month, we placed a strong emphasis on promoting JAMSA's Chocolate Fest, McKinney Center programming, TN Songwriters event, St. Paddy's Festival, Jackson Theatre programming, small businesses, the Senior Center tree event, and other community activities

At the end of February, I represented Jonesborough at Northeast Tennessee Tourism Day on the Hill in Nashville. I attended a rooftop reception at the TownePlace Suites to network with Tennessee Tourism officials, legislators, and regional partners, using the opportunity to build relationships and sharing updates on Jonesborough and current tourism initiatives. The following day, I participated in scheduled meetings at the Cordell Hull Building with members of the Tennessee General Assembly. During these visits, I advocated for tourism-related legislation, including modernization of the Regional Tourism Endowment Grant, increased transparency in third-party booking fees, and expressed appreciation for continued legislative support of Northeast Tennessee's tourism industry and its economic impact.

The Jonesborough Tourism Department attended the Tennessee Department of Tourist Development's industry conference, participating in educational sessions and networking opportunities designed to strengthen destination marketing efforts and statewide collaboration. The conference offered updates from the Tennessee Department of Tourist Development, including remarks from Commissioner Ezell, and sessions focused on workforce development, competitive grant writing, and emerging tourism initiatives. Professional development topics included leadership and culture transformation, mobile-based content creation for destination marketing, and leveraging outdoor assets and trail development to drive economic growth.

Main Street and Downtown

Coordinated efforts to obtain drone photography to assist with placement of the second downtown security camera and finalized the order for the new camera equipment. Also worked

to determine the appropriate software needed for the equipment to integrate with the website.

Assisted Jonesborough Area Merchants & Service Association (JAMSA) with preparations and on-site support for the Chocolate Fest event, helping ensure smooth execution and a positive visitor experience.

Began preliminary coordination and bid preparation for the downtown holiday lighting project, including early logistical review and preparation to support installation later in the year and the bid process.

Events

Most of the month was spent planning the St. Paddy's Festival, scheduled for March 14 from 11 a.m. to 6 p.m. and features a full day of Celtic-themed programming, including the St. Paddy's Parade, Highland Games, live Irish music, family-friendly activities, and downtown merchant participation. A major new highlight for 2026 is the featured six-horse hitch of iconic Clydesdales from Bart Long & Associates Realty & Auction, LLC. These renowned draft horses will pull a wagon in the parade down Main Street, serving as a marquee attraction and elevating the overall scale and visibility of the event. The addition of the Clydesdales is expected to draw significant regional interest and enhance attendance, positioning the festival as one of the premier spring events in Northeast Tennessee.

We once again partnered with the State of TN to host a qualifying round at the Jackson Theatre February 6 from 7-9 pm. I oversaw local promotion, artist outreach, event logistics, and on-site coordination to ensure a successful qualifying round. This event brought regional songwriters to the Jackson Theatre, supporting our historic venue, and strengthening our partnership with the state tourism department. Winners from our round advanced to the regional showcase in Kingsport, with the opportunity to ultimately perform at Nashville's renowned Bluebird Café. Jonesborough has proudly participated in this statewide initiative since its inception, and this event continues to position the town as an active supporter of Tennessee's music heritage while driving visitation and engagement during the winter season. The winner of the Kingsport showcase was Amanda Robinnette, who previously performed at the Jackson Theatre.



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

February 2026 Monthly Report

Tasks Completed & Updates

1. Events

Events

- Attended 2 JAMSA Board meetings on 2/4
- Attended JAMSA Breakfast Meeting
- Attended Chocolate Fest Wrap-Up Meeting with Hannah Maultbay, Jeff Gurley, and Linda Morin
- Continued working on JAMSA Chocolate Fest heavily
 - I was the main point of contact if any merchants had issues, ran out of treats, or anything else during Chocolate Fest.
 - Organized Bakery arrival times
 - Helped hand out treats to merchants with Hannah Maultbay & Mitchell Calvin
 - Met with the lady who ran our Chocolate Workshops to go over table set-up, layout, and run of show for each workshop
 - Created the Chocolate Fest Program for all attendees
 - Had our Visitor Center hosts help pack all 1,800 ticket bags
 - Created Golden Tickets to put in Chocolate Fest Bags
- Worked Chocolate Fest in 2/13 & 2/14
- Met with the International Storytelling Center on 2/5 to go over ISC building needs for festivals for the rest of the year
- Continued working closely with Nansee Williams of the Tuesday Garden Club to design and print their club yearbook
- Attended a Grant Planning Meeting on 2/11 with Town Administrator, Senior Center Director, McKinney Center Director, and Jackson Theatre Director
- Attended a Radio interview on 2/20 to talk about St. Paddy's Festival
- Had a meeting with T McLeod of McLeod Organics to go over Music on the Square
- Submitted Music on the Square (MOTS) Event Info to the BMA for the March Meeting
- Submitted Easter Event Memo for our Easter Event on 3/28
- Submitted an application for a Tennessee 250 Grant to help support Jonesborough Days 2026 event this year
 - Still waiting to hear back from the state on this. They originally said they would let everyone know by Feb. 26. However, this has now been pushed to spring.
- Worked on new Ad sets for our campaign with Advance Travel

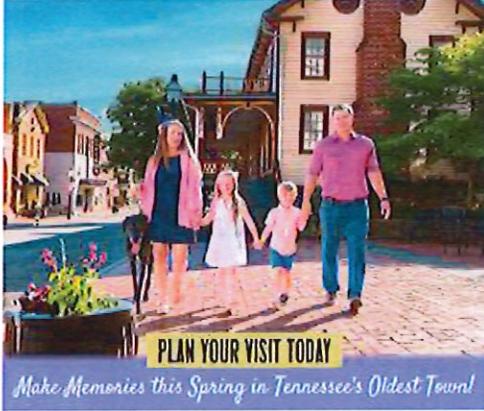
- Spring Ad Set (see below)
- Created Poster for St. Paddy's Festival (see below)
- Created Billboard Design for St. Paddy's Festival (see below)
- Created new shirt design and ordered shirts for St. Paddy's Festival
- Attended BMA Meeting on 2/9
- Worked the Tennessee's Songwriters Event on 2/6
 - Created Day-of posters for the event, directing people.
 - Livestreamed the event from Town Pages
- Attended Blizzard Conference in Franklin, TN on 2/17 & 2/18
- Began working on details for Easter
 - Booked the petting zoo to go on Christopher Taylor Lawn
 - Got with McKinney Center to do a craft inside the Cabin
 - Lisa Friday, JAMSA President, will be our Easter Bunny
 - Got with John Livingston, Central Christian Church, about Easter Activities
 - Got with Town Departments to host Touch-a-Truck on Christopher Taylor Lane
 - Booked Face Painters for the Event
- Began working on details for MOTS Fundraiser
 - Helped Ella Brown, Events Coordinator, get started on reaching out to businesses for auction items
 - Got tickets live
 - Booked Main Street Cafe & Catering to serve food
 - Got with Depot Street Brewing
 - Secured sponsorship from Wolfe Development





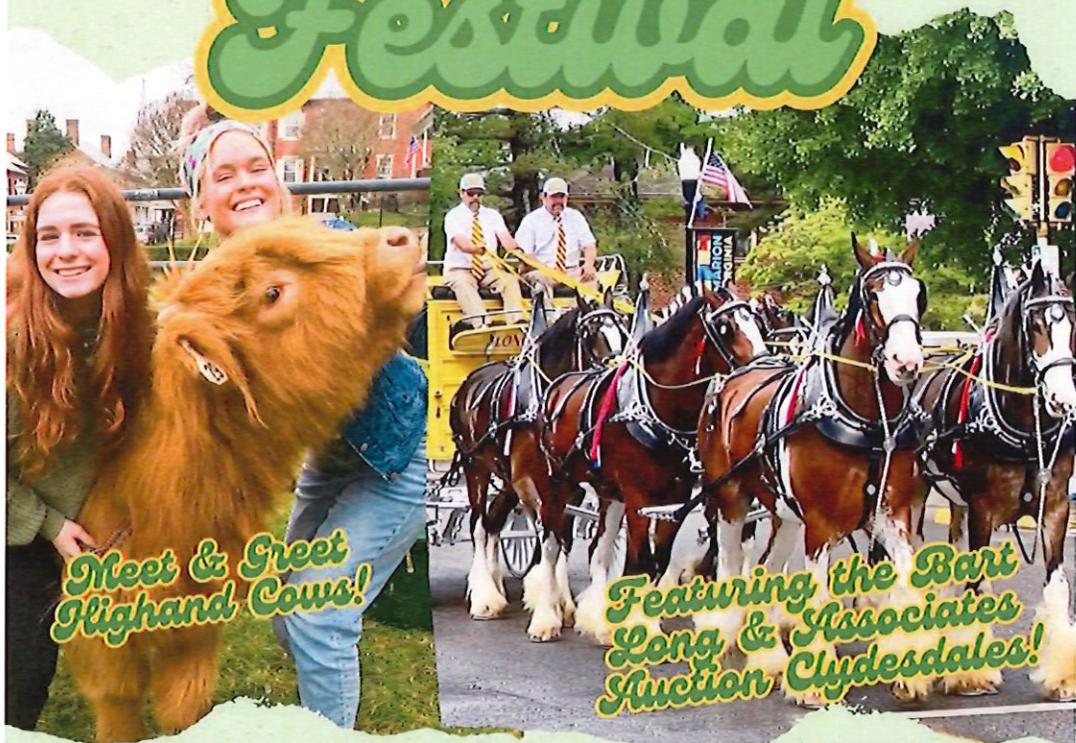
Historic Charm, Shopping, & Good Eats
PLAN YOUR VISIT IN TENNESSEE'S OLDEST TOWN





MAIN STREET JONESBOROUGH PRESENTS

St. Paddy's Festival



*Meet & Greet
Highland Cows!*

*Featuring the Bart
Long & Associates
Auction Clydesdales!*

MARCH 14TH | 11:00 AM TO 6:00 PM

- ◆ PARADE AT 11:00 AM, FT. THE BART LONG & ASSOCIATES AUCTION CLYDESDALES!
- ◆ HIGHLAND COWS & HIGHLAND GAMES
- ◆ LIVE IRISH MUSIC, IRISH EATS, & GREEN BEER
- ◆ CAUSE FOR THE PAWS BREW FUN RUN AT 2:00 PM

FOR MORE INFO JONESBOROUGH.COM/STPADDYS



MUSIC ON THE SQUARE
2026 FUNDRAISER



6 PM | **MARCH 20** | 8 PM

LIVE MUSIC, SILENT AUCTION, DINNER
MCKINNEY CENTER, JONESBOROUGH

JONESBOROUGH.COM/MOTS



JONESBOROUGH'S

Easter Eggstravaganza

March 28th | 11 am–3 pm

VISIT JONESBOROUGH.COM FOR MORE INFORMATION

MAIN STREET
JONESBOROUGH PRESENTS

St. Paddy's Parade

MARCH 14TH | 11:00 AM

FOR MORE INFO VISIT JONESBOROUGH.COM/STPADDYS

A photograph showing a parade float pulled by a team of four brown and white Clydesdale horses. A driver is visible on the float. The scene is outdoors on a street with trees in the background.

Featuring the Bart Long & Associates Auction Clydesdales!

Monthly Report February 2026

Mitchell Calvin, Digital Media Manager

General

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

Senior Center

- Updated the Monthly calendar
- Updated the weekly newsletter
- Updating the centers page on the website
- Adding event announcements to the centers page
- Tech class for the Senior Center members
 - This month we had a talk on AI and what I can be used for
 - Did the same talk at the Bethel Housing with their residents

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

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

Jackson Theatre Website

- Attended the monthly meeting with the Jackson staff
- Working on troubleshooting and fixing bugs as they present themselves as we work on get the information up to date
- Promoting the upcoming events on the newsletter
- Worked on adding the Jacksons presence to the Tourism and Civic website
- Worked with the Jackson team on updating the membership buttons on the site
- Worked on the main menu to help point visitors in the right direction

Tennessee Songwriters Event

- Set up the line up for the event
 - Coordinated the lyrics and photos needed for the state
- Helped Sam with the stage set up
- Helped Sam with sound when he was setting up the next songwriter
- Played tracks for songwriters that didn't have instruments at the event

Sulphur Springs Elementary School

- Set up at the event and talked with their 8th grade class about what we do in the Marketing and Tourism department.
- Handed out visitor guides and swag to the group

Blizzard Conference

- Attached the Blizzard Conference with the team in Franklin TN to learn about what the state is doing in Tourism around the state.
- The Conference as a whole was a great learning opportunity by getting to hear the guest speakers they had.

Chocolate Fest

- Worked the check in table helping guest with their tickets and questions about the event
- Helped deliver the chocolates to the stops downtown
- Worked on the map used for the program

Analytics February 2026

- The Civic website had 25,402 views for the month of January
 - Town Employment had 3,420 views for the month
 - Senior Center had 1,106 views
- The Tourism website had 38,435 for the month of January
 - St. Paddy's Day Festival had 17,983 views
 - Chocolate Fest had 6,503 views
- We mailed out 29 Visitor Guides In January

Hannah Maultbody

Marketing Manager

March 4, 2026

Monthly Report – February 2026

February was a short but busy month filled with several events, meetings, and opportunities to collaborate across departments. The month included Songwriters Week, Chocolate Fest, the Blizzard Reimagined Conference, and the McKinney Center's original play, "The First and Last Town in Tennessee."

Leading up to Chocolate Fest, I attended several planning meetings to coordinate treats, activities, and event logistics. I served on the planning committee alongside Isabel Hawley Lopez, Jeff Gurley from the Lollipop Shop, and Linda Morin. One of the highlights of the month was working my first Chocolate Fest. It was exciting to be part of the event committee and help market the festival. Although Chocolate Fest is a JAMSA event, it is heavily supported by the Town, and we take great pride in its success. The event had an excellent turnout and set a new record for attendance.

Throughout the month, I met with several departments to discuss upcoming initiatives and ways we can improve communication and promotion. I met with the Parks and Recreation Department to discuss upcoming events, plans for the Wetlands Waterpark season, and brainstorm social media strategies to help increase engagement and attendance. I also met with the Police Department to gather information about recent promotions so that a press release can be distributed and photos taken of each individual. Additionally, I met with the Senior Center to review how their recent events went, discuss ways we can improve communication, and explore opportunities for them to be more involved in town events.

On February 17–18, the Tourism team and I traveled to Franklin to attend the Blizzard Reimagined Conference. The conference provided valuable insights from the state tourism level and offered new ideas and strategies that we can implement to strengthen tourism efforts in Jonesborough.

Mitchell Calvin and I also attended a career fair at Sulphur Springs Elementary School, where we had the opportunity to talk with students about our roles and share information about careers in local government and tourism.

I also attended the opening gala performance of the McKinney Center's original play, "The First and Last Town in Tennessee," where I photographed the event and showed support for the production.

Overall, February was a productive month filled with successful events, strong collaboration between departments, and new opportunities to continue promoting and supporting the Town of Jonesborough.

Content

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

Historic Jonesborough

- 11th Annual Chocolate Fest Announcement Post
- Thank you for the Tennessee Songwriters Qualifying Round
- Two Days Until Chocolate Fest
- Thank you for joining us for Chocolate Fest
- Announcement post for 2026 Music on the Square Fundraiser
- Reel for McKinney Center's original play, "The First and Last Town in Tennessee." This was almost boosted for them
- St. Paddy's Festival Announcement Reel
- The Countdown is on – St. Paddy's call out for Highland Cows
- Shared WCYB post featuring us on their throwback anniversary post
- Happening Tonight Post for Songwriters Week at The Jackson Theatre
- Shared Jackson Theatre Hiring Position
- Posted a Day of Chocolate Fest with an update on tickets
- Shared Paws in Blue BBQ Dinner
- Shared Music on the Square post about fundraiser
- Shared Main Street's post about Bart Long Clydesdales joining us for the St. Paddy's Parade
- Posted about the Eureka Inn's Songwriters Retreat
- Created Easter Eggstravaganza Event Page
- Made an Easter Eggstravagnaz Annoucment Post
- Shared Wetland Post of Birthday Party Rentals – Book today

Main Street Jonesborough

- Post about Happening this Week – Songwriters Week
- Chocolate Fest Reel Encouraging Tickets
- St. Paddy's Post about the parade and the Iconic Bart Long Clydesdale horses
- Post about Songwriters week list of each songwriter/performer
- Chocolate Fest Reel – One Week Away
- Chocolate Almost the Sweetest time of the year/info post
- Shared the Visitors Center post about Puppy kissing booth
- Shared day of the chocolate fest post along with the ticket sale update
- Had such a great first day of Chocolate fest- listed free activities for tomorrow post
- Shared Paws in Blue BBQ Fundraiser
- St. Paddy's Celebration Post
- Shared the McKinney Center's original play "The First and Last Town in Tennessee" Encouraging ticket sales
- Shared Historic Jonesborough's boosted reel of the McKinney Center's Play

- Post about the St. Paddy's Parade with details about the Clydesdales and how to register
- Shared opening night of McKinney Center's Gala
- Posted a reel captioned," This is your sign to watch a movie in a historic theatre" of the Jackson Theatre
- Shared Music on the Square Fundraiser Event

Civic

- Shared Tennessee Songwriters Week at the Jackson
- Shared Parks and Rec Kickball
- Posted Public Safety Officer Position
- Posted the Police Department's Promotions
- Shared Tennessee's Songwriters Week happening Tonight
- Posted the Monthly BMA Meeting Reminder
- Posted January Employee of the Month
- Shared a reminder to get tickets for Chocolate Fest
- Shared Wetlands sand filter updates
- Posted Solid Waste Update
- Posted update on construction at the intersection of Tiger Way
- Shared Paws in Blue BBQ Dinner
- Reminder Post about Town Offices being closed on 2/16
- Posted an announcement congratulating Hannah Fleming for her promotion
- Posted Wetlands Hiring
- Shared Day of Paws in Blue BBQ
- Posted Stage Road Park Notice
- Posted Stret Closure Notice
- Shared McKinney Center's Play Reel and promoted tickets
- Shared McKinney Center's WJHL interview about the play

Parks and Rec

- Adult Coed Kickball
- Shared Wetlands post about facility rental
- Posted a reel about Lincoln Park
- Shared Wetlands post about season passes
- Shared Civic Post about Stage Road Park – about being mindful of crews
- Explore Jonesborough Parks post
- Explore Barkley Creek Post with info

Press Releases

- **Jonesborough Police Department Announces Officer Promotions**
- **Chocolate Fest to Feature Puppy Kissing Booth in Partnership with Washington County Animal Shelter**

- **Music on the Square Hosts Fundraiser to Support Free Summer Concert Series in Jonesborough**
- **McKinney Center is Calling All Artists for Donations to Masterpiece Mingle Fundraiser**
- **Jonesborough's St. Paddy's Celebration: Parade, Highland Games, Highland Cows, Irish Music, and More**

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

Consent Agenda

DATE: March 9, 2026 **AGENDA ITEM #:** 7

SUBJECT: Keep Jonesborough Beautiful Committee Appointments

BACKGROUND:

The terms of the following members of the Keep Jonesborough Beautiful Advisory Committee are up for renewal/reappointment as follows:

| Member Name | Term Expiring | Reappointment Term (3 Years) |
|--------------------|----------------------|-------------------------------------|
| Ashley Cavender | March 2023 | March 2029 |
| Mark Merriman | March 2023 | March 2029 |
| Sandy Countermine | March 2023 | March 2029 |

RECOMMENDATION:

Approve the reappointment of members Ashley Cavender, Mark Merriman and Sandy Countermine to their Reappointment Term (3 Years) as presented.

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

Consent Agenda

DATE: March 9, 2026

AGENDA ITEM #: 8

SUBJECT: Recreation Advisory Committee Appointments

BACKGROUND:

The terms of the following members of the Jonesborough Recreation Advisory Committee are up for renewal/reappointment as follows:

| Member Name | Term Expiring | Reappointment Term (5 Years) |
|---|----------------------|-------------------------------------|
| Mark Merriman | March 2026 | March 2031 |
| Jimmy Rhein | March 2026 | March 2031 |
| Dr. Jason Davis | March 2026 | March 2031 |
| Wendy McKinney | Fill Unexpired Term | September 2029 |
| Mayor's Representative – Spencer Street | Co-Term | Co-Term |

RECOMMENDATION:

Approve the reappointment of members Mark Merriman, Jimmy Rhein and Dr. Jason Davis to their Reappointment Term (5 Years), appoint Wendy McKinney to fill the unexpired term, and Spencer Street to fill the Mayor's Representative (co-term) as presented.

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

Consent Agenda

DATE: March 9, 2026 **AGENDA ITEM #:** 9

SUBJECT: McKinney Center Advisory Committee Appointments

BACKGROUND:

The terms of the following members of the McKinney Center Advisory Committee are up for renewal/reappointment as follows:

| Member Name | Term Expiring | Reappointment Term (3 Years) |
|--------------------|----------------------|-------------------------------------|
| Michelle Treece | March 2026 | March 2029 |
| Kay Grogg | March 2026 | March 2029 |
| Karen Sullivan | March 2026 | March 2029 |
| Richie Hayward | March 2026 | March 2029 |

RECOMMENDATION:

Approve the reappointment of members Michelle Treece, Kay Grogg, Karen Sullivan and Richie Hayward to their Reappointment Term (3 Years) as presented.

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

Consent Agenda

DATE: March 9, 2026 **AGENDA ITEM #:** 10

SUBJECT: Tree and Townscape Committee Appointments

BACKGROUND:

The Tree and Townscape Committee appointment of Josh Conger to fill the vacant position left when Melissa Ganshirt stepped down.

| Member Name | Term Expiring | Appointment Term (3 Years) |
|--------------------|----------------------|-----------------------------------|
| Josh Conger | Fill Unexpired Term | January 2028 |

RECOMMENDATION:

Approve the appointment of Josh Conger to fill an unexpired term as presented.

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

DATE: March 9, 2026 **AGENDA ITEM #:** Consent Agenda
11

SUBJECT: Town Event – 2026 Music On The Square

BACKGROUND:

Events Manager Isabel Hawley-Lopez has submitted this year's request for Music on the Square, as we gear up for another exciting season on the square concert series, which occurs every Friday evening (May – September 2026) from 7:00 PM to 9:00 PM.

As usual, we have a request for street closure for the dates listed below. Closure would need to be on Main Street (from Fox Street to Christopher Taylor Lane), with bollards on East and West Courthouse Square. In the past closure has occurred right after the 5:00 PM traffic rush and is typically wrapped up with the event end time of 9:00 PM.

We will be having a food truck each Friday evening at the West Courthouse Square, next to Mauk's. In the past the Street Department has placed cones around 2:00 PM to block off space for the truck to park, and we have approval from the downtown courthouse staff to place those any time after 1:00 PM.

This request includes the need for assistance from: Street Department; and Solid Waste to provide 5 additional trash cans each Friday evening (to be left next to the courthouse for our town staff to place).

The dates for the 2026 season of concerts include:

May 1, 8, 15, 22, 29

June 5, 12, 19, 26

July 10, 17, 24, and 31 (No MOTS July 3 due to Jonesborough Days)

August 7, 14, 21, 28

September 4, 11, 18, 25

RECOMMENDATION:

Approve the Music on the Square event to be carried out Fridays from 7:00 PM to 9:00 PM between May 1, 2026, through September 25, 2026, with Main Street to be closed from Fox Street to Christopher Taylor Lane, as presented.

MEMO

To: Glenn Rosenoff, Town Administrator
From: Isabel Hawley-Lopez, Events Manager
Date: February 20, 2026
RE: 2026 Music on the Square Season

We are gearing up for another exciting season for our annual Music on the Square concert series, which occurs every Friday evening (May-September) from 7pm-9pm. As usual, I would like to request street closure for the dates listed below. Closure would need to be on Main Street, with bollards on East and West Courthouse Square. In the past closure has occurred right after the 5pm traffic rush, and is typically wrapped up with the event end time of 9pm.

We will be having a food truck each Friday evening on West Courthouse Square, next to Mauk's. In the past the Street Department has placed cones around 2pm to block off space for the truck to park, and we have approval from courthouse staff to place those any time after 1pm. I would like to request that assistance from the Street Department again for 2026 if possible.

We will need Solid Waste to provide 5 additional trash cans each Friday evening, and those can be left next to the courthouse for our staff to place.

Here are the dates of our 2026 concerts:

May 1st, 8th, 15th, 22nd, and 29th

June 5th, 12th, 19th, and 26th

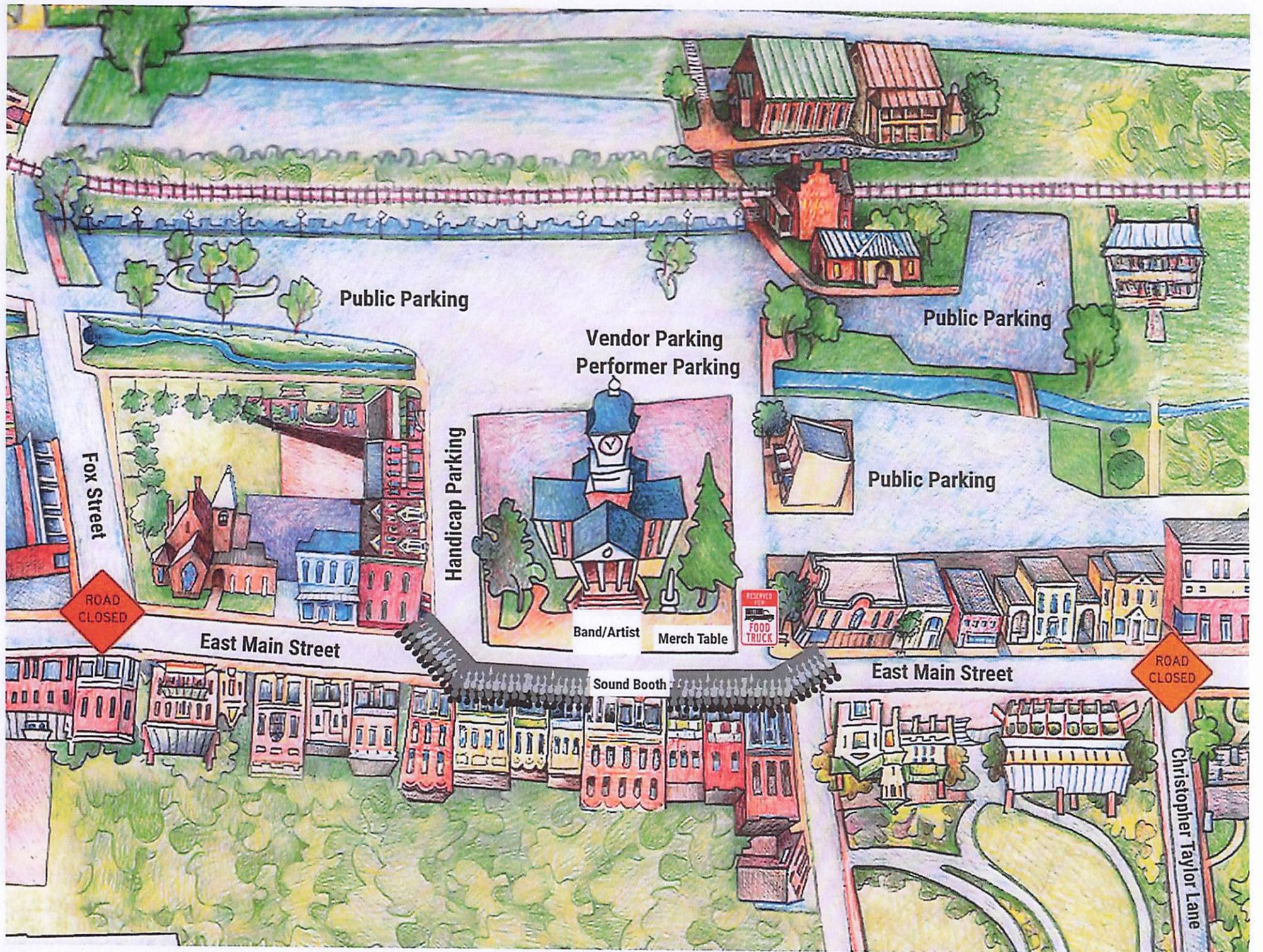
July 10th, 17th, 24th, and 31st (No Music on the Square on July 3rd due to Jonesborough Days)

August 7th, 14th, 21st, and 28th

September 4th, 11th, 18th and 25th

Please review and let me know of any questions or comments in regards to our request.

Thank you for your assistance with this and all of our town events!



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

Consent Agenda

DATE: March 9, 2026

AGENDA ITEM #: 12

SUBJECT: Town Event – 2026 Brews & Tunes

BACKGROUND:

Tourism Director Cameo Waters has submitted this year's request for Brews and Tunes, to be held each Sunday from 4:00 PM to 7:00 PM on the Storytelling Center's front plaza from June through September 2026. There are no street closures, but food truck parking spaces will be blocked off adjoining the plaza. Beer is served through Main Street Café and Catering's ABC Catering License, and all servers have their ABC Server's License. This event has been a great success on Sunday afternoons and attracts locals and others from around the region.

We will have Yoga in the Park back weekly. A detailed event overview is provided to you as part of the BMA packet.

At the end of October, we will host the annual fundraiser for Brews and Tunes, called Brews and Boos, in Jimmy Neil Smith Park scheduled for October 2026. This is a ghost storytelling event that sells out each year. We also have a sponsorship goal of \$3,000 and make anywhere from \$2,000-\$3,000 on the fundraiser. In addition, we profit \$100.00 weekly from the food trucks and \$1 from each beer sold.

RECOMMENDATION:

Approve the Brews and Tunes event to be carried out Sundays from 4:00 PM to 7:00 PM on the Storytelling Center's front plaza from June through September 2026, as presented.

MEMO

To: Glenn Rosenoff, Town Administrator
From: Cameo Waters, Tourism and Main Street Director
Date: February 27, 2026
RE: Brews & Tunes

Main Street Jonesborough is preparing for the Brews & Tunes 2026 season. You will find an event overview and marketing plan attached. There is no street closure required for this event. This event takes place on the Plaza of the Storytelling Center each Sunday, June through September from 4 to 7 p.m. Beer is provided by Main Street Café and Catering and food is offered from two local food trucks. We have a local band, or solo act, each week with a performance from 5 to 7 p.m. We will have Yoga in the Park weekly in Jimmy Neil Smith Park.

At the end of October, we will host our annual fundraiser for Brews & Tunes, called Brews & Boos, in Jimmy Neil Smith Park. This is a ghost storytelling event that sells out each year. Main Street Café and Catering provides local beer and we offer refreshments. This event allows us to offset costs as we sell tickets. During the season, we profit \$100 weekly from the food trucks and \$1 from each beer sold. We also have a sponsorship goal of \$3,000, and make anywhere from \$2,000-\$3,000 on the fundraiser. The goal of this event is not to bring in a large profit, but it is to at least break even. Brews & Tunes is in place to create a higher quality of life for residents and to bring visitors into Town.

We're excited for another successful season ahead!

Thanks,
Cameo Waters

Main Street Brews and Tunes 2026 Event Overview

Event Details:

- The event timing is every Sunday afternoon from 4 p.m. to 7 p.m. starting June 7 through September 27. Food and beer start at 4 p.m. with music starting at 5 p.m. and all going until 7 p.m.
- The location is the Plaza in front of the International Storytelling Center. We pay \$75 each week to the Storytelling Center for staff time during the event to keep the facility open.
- The event offerings include craft beer, food truck, and live music.
- Beer will be served by Main Street Café and Catering.
 - Main Street Catering has an ABC Alcohol Catering Permit and will have licensed servers.
 - We will highlight a craft brewery (local when possible) and offer at least 2 of their beer selections each week.
 - Main Street Café will handle ordering the beer and all beer sales.
 - Brews and Tunes makes \$1 from every beer sale.
- Food will be offered by a local food truck each week. The food truck will be set-up in front of the Plaza of ISC and pay \$100 each week to help offset costs.
- The live music will be offered by local bands and musicians that will vary each week.
 - We book local musicians and bands to play each week and pay them \$250 for their performance.
 - A sound tech will be contracted to assist with the event and event setup and breakdown and we will pay them \$250 each week.
- Chairs, tables and umbrellas will be set-up on the Plaza for event participants. Participants will also be encouraged to bring their own chairs for additional seating.

Outline of Marketing Plan:

- We will release a campaign for Brews & Tunes and Music on the Square with a commercial, billboards, and a digital push.
- Event posters and schedule cards will be printed and distributed throughout Jonesborough and in several locations throughout the Tri-Cities.
- Social media marketing efforts will be used to a high degree in order to market this event to our target demographic.
- Television spots on Daytime Tri-Cities and the Noon Shows will be scheduled to promote the event.

- An event schedule will be placed on each of Main Street Jonesborough's social media sites including Facebook, Instagram and on our websites. We cross promote this event on our tourism pages and our Music on the Square pages.
- Main Street Brews and Tunes Facebook page will also update followers each week with the event details including highlighted band, brewery and food offerings.
- In addition, each of the event partners (food truck, musician and craft brewery) will post to their individual social media sites to promote the event each week.

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

Consent Agenda

DATE: March 9, 2026

AGENDA ITEM #: 13

SUBJECT: Town Event – Easter Eggstravaganza 2026

BACKGROUND:

The Town of Jonesborough is planning its Annual Easter Eggstravaganza on Saturday, March 28, 2026, from 11:00 AM to 3:00 PM to celebrate Easter.

The event will take place around the International Storytelling Center Plaza, the Courtyard and Jimmy Neil Smith Park, beside the Christopher Taylor Cabin and Christopher Taylor Lane. Free activities for the children will include face painting, children's crafts provided by the McKinney Center, photos with the Easter bunny, and 2 free movies at the Jackson Theatre sponsored by Christ Church of Jonesborough. We will also be hosting a Touch-A-Truck event on Christopher Taylor Lane (pending Police and Fire department approval) with a dump truck, brush truck, fire truck, patrol car, and excavator. We are also hoping to have K9 Officer Daryl inside the patrol car (pending Police Department approval). With this event, the only street closure will be the entrance & exit to Christopher Taylor Lane, which has already been requested through the Police & Street Department and is pending approval.

The Main Event, the egg hunt, will take place starting at 12:30 pm in Jimmy Neil Smith Park, with over 5,000 candy eggs. The Egg Hunt will be separated into 4 separate egg hunts for different age groups. The event is for children ages 12 and under. The egg hunt age groups will be: 2 and under, ages 3-5, ages 6-8, and ages 9-12 years old. We will schedule the Main Event, the Egg Hunt, throughout the entirety of the event (12:30-2:00 pm) so that families will participate longer in the free community activities and spend more time in downtown Jonesborough.

Our goal for the Annual Easter Egg Hunt is to continue provide these free quality family friendly activities for the children and residents of our community, which increases the overall quality of life for our residents, and to promote a greater economic impact for downtown merchants, and encourage residents and visitors alike to enjoy and engage in beautiful downtown Historic Jonesborough by increasing foot traffic in the stores and restaurants.

RECOMMENDATION:

Approve the Town's Annual Easter Eggstravaganza scheduled for Saturday, March 28, 2026, from 11:00 AM to 3:00 PM, to celebrate the Easter holiday, with street closure at the entrance and exit to Christopher Taylor Lane, as presented.

MEMO

To: Donna Freeman
From: Isabel Hawley-Lopez, Events Manager
RE: Easter Eggstravaganza 2026
Date: February 11, 2026

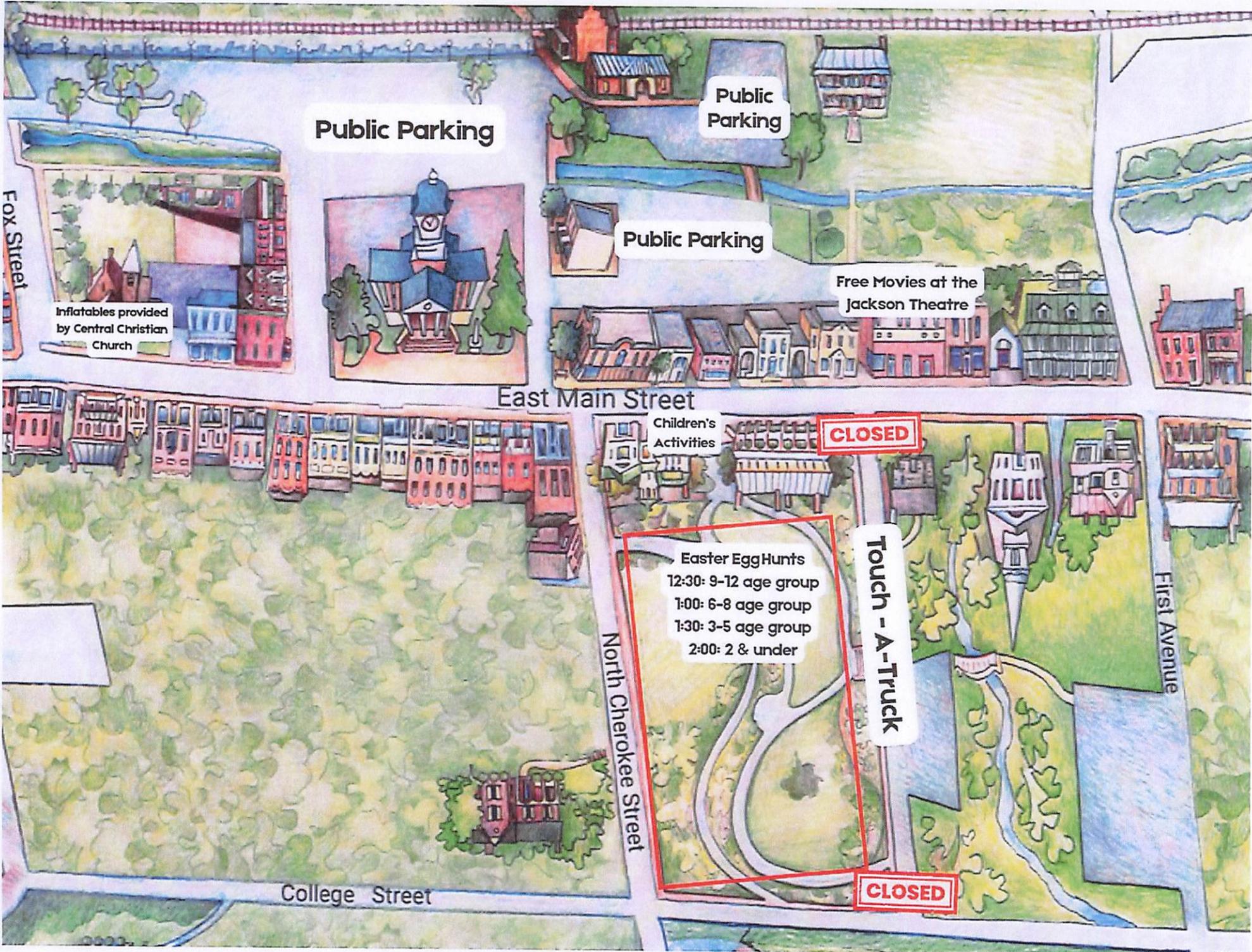
The Town of Jonesborough is planning its Annual Easter Eggstravaganza on Saturday, March 28th, from 11 am-3 pm to celebrate Easter.

The event will take place around the International Storytelling Center Plaza, the Courtyard and Jimmy Neil Smith Park, beside the Christopher Taylor Cabin and Christopher Taylor Lane. Free activities for the children will include face painting, children's crafts provided by the McKinney Center, photos with the Easter bunny, and 2 free movies at the Jackson Theatre sponsored by Christ Church of Jonesborough. We will also be hosting a Touch-A-Truck event on Christopher Taylor Lane (pending Police and Fire department approval) with a dump truck, brush truck, fire truck, patrol car, and excavator. We are also hoping to have K9 Officer Daryl inside the patrol car (pending Police Department approval). With this event, the only street closure will be the entrance & exit to Christopher Taylor Lane, which has already been requested from the Police & Street Department and is pending approval.

The Main Event, the egg hunt, will take place starting at 12:30 pm in Jimmy Neil Smith Park, with over 5,000 candy eggs. The Egg Hunt will be separated into 4 separate egg hunts for different age groups. The event is for children ages 12 and under. The egg hunt age groups will be: 2 and under, ages 3-5, ages 6-8, and ages 9-12 years old. We will schedule the Main Event, the Egg Hunt, throughout the entirety of the event (12:30-2:00 pm) so that families will participate longer in the free community activities and spend more time in downtown Jonesborough.

Our goal for the Annual Easter Egg Hunt is to continue provide these free quality family friendly activities for the children and residents of our community, which increases the overall quality of life for our residents, and to promote a greater economic impact for downtown merchants, and encourage residents and visitors alike to enjoy and engage in beautiful downtown Historic Jonesborough by increasing foot traffic in the stores and restaurants.

Please reach out with any questions or comments. You are welcome to call me, 423-753-3128 (office), 423-791-3805 (cell) or email me at isabel@jonesboroughtn.org. As always, I appreciate your assistance in helping to make our events in Jonesborough some of the best in the region!



Public Parking

Public Parking

Public Parking

Free Movies at the Jackson Theatre

Inflatables provided by Central Christian Church

East Main Street

Children's Activities

CLOSED

Easter Egg Hunts
12:30: 9-12 age group
1:00: 6-8 age group
1:30: 3-5 age group
2:00: 2 & under

Touch - A-Truck

North Cherokee Street

First Avenue

College Street

CLOSED

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

Consent Agenda

DATE: March 9, 2026

AGENDA ITEM #: 14

SUBJECT: Special Event – JAMSA Star Wars Day

BACKGROUND:

We have received a Special Events Application from Cody Armstrong for “Jonesborough’s Star Wars Day” sponsored by JAMSA on Saturday, May 2, 2026, with the event starting at 12:00 PM and ending at 5:00 PM. The purpose of the event is to bring new and returning visitors to our area. Businesses will be serving food and beverages inside the stores and participating in outdoor activities downtown. Request for services include police and security, signage, communications and/or publicity, use of facilities, and refuse collection.

Street closure has been requested from Fox Street to Second Avenue as part of their application from 11:30 AM to 5:00 PM.

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

RECOMMENDATION:

Approve Jonesborough’s Star Wars Day Special Event Application sponsored by JAMSA on Saturday, May 2, 2026, from 1:00 PM to 5:00 PM, 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.

12-402 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.

12-403 Jonesborough Municipal Code

Person(s) completing Application _____ Date _____

Name Cody Armstrong _____ 2-3-26

Address 137 E. Main St _____

Jonesborough, TN 37651 _____

Phone 423-930-7150 _____ Fax _____

Email firstclassfloraldesign@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 Jonesborough Area Merchants and Services Assoc.

Purpose To promote downtown Businesses and the community we serve.

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 JBA's Star Wars Day

Description & Purpose of Event Celebrating all things Star Wars with themed treats and activities to generate business and ~~acknowledge~~ ^{create recognition} of businesses that might be ^{unknown}

Dates and hours of event May 2, 2026 12p-5p Estimated number expected to attend 450

Estimated number of town citizens expected to either participate in and/or view the event 250

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 the fact:

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

Request for Services from the Town of Jonesborough

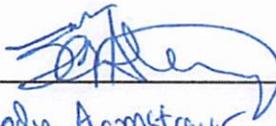
Please indicate any services you request for your event from the Town of Jonesborough*. (A fee may be Levied by the Town for additional services per the Municipal Code, see 12-1007)

| | |
|---|---|
| <input checked="" type="checkbox"/> Police and Security | <input checked="" type="checkbox"/> Refuse Collection |
| <input type="checkbox"/> Street Cleaning | <input type="checkbox"/> Event Preparation/Beautification |
| <input checked="" type="checkbox"/> Signage | <input type="checkbox"/> Parking |
| <input checked="" type="checkbox"/> Use of facilities – Facility <u>Front of Courthouse/ISC Plaza</u> Dates & Hours <u>5/2/26: 12-5pm</u> | |
| <input type="checkbox"/> Space and staffing needs _____ | |
| <input checked="" type="checkbox"/> Communications and/or publicity | |

* For each such service requested please provide a detailed description of your request as Exhibit 13 Updated Services 3/2/26 per discussion with Cody Armstrong

Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

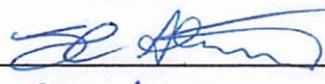
I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter 10 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Date: 2-3-26 Signature: 
Print Name: Cody Armstrong
Title: 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: 2-3-26 Signature: 
Print Name: Cody Armstrong
Title: Board member

Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 3 day of February, 2026, 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 "indemnitee."

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

SECTION I

Scope of Indemnity

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

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization: JAMSA Jonesborough Area Merchants and Services Assoc.

By: [Signature]
Printed Name: Cody Armstrong
Title: Board Member

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Cody Armstrong, 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 JAMSA (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 3rd of February, 2026.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:
04-29-2026



Star Wars Day
May 2, 2026

Pre events: None

Map: See attached

Publicity plan: JAMSA to provide a press release to be 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 sponsort: JAMSA

Proof of insurance: See attached

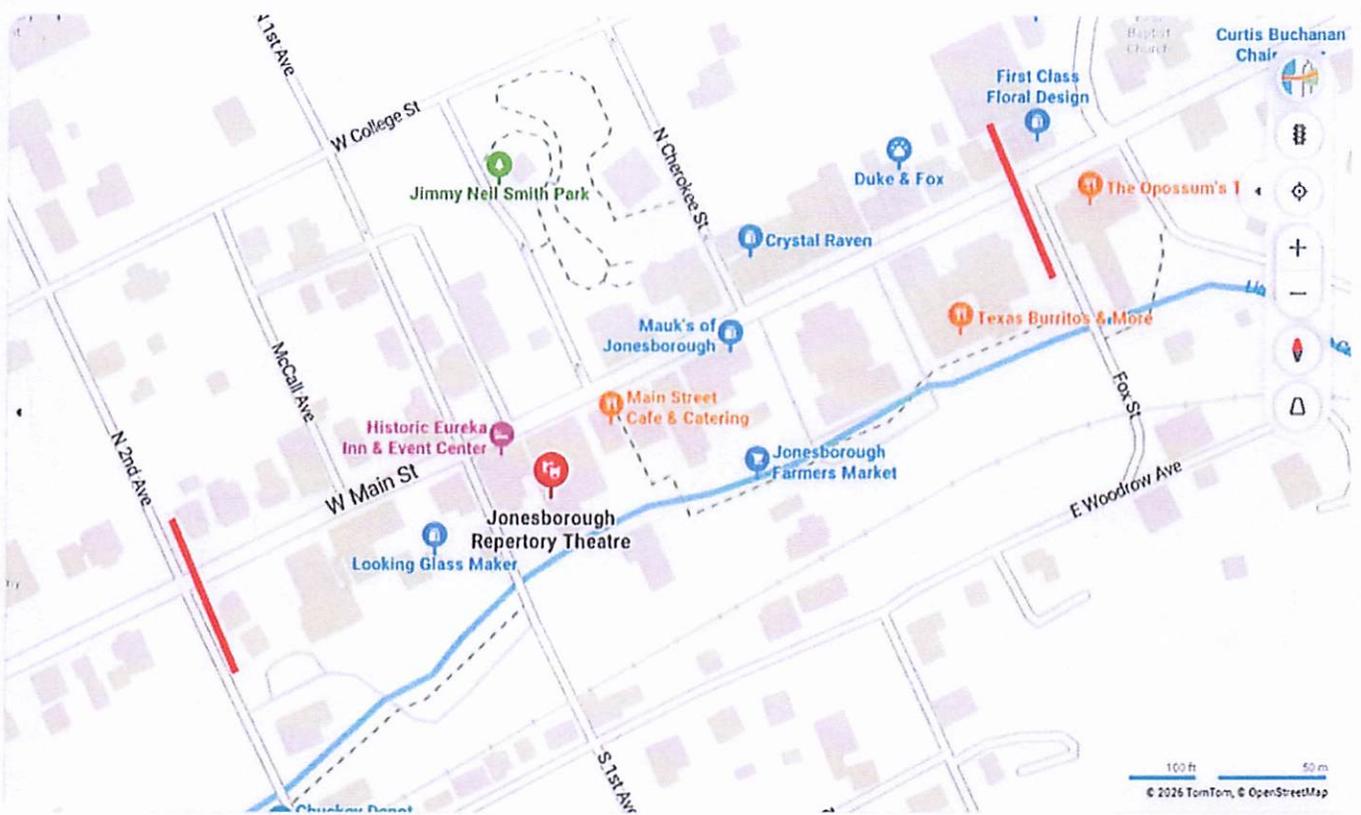
Food Trucks:

Vendors:

Physical Services: None

Cleanup Plan: JAMSA members responsible for cleanup.

Street closure request: 11:30 am - 5:00 pm



Red line indicates closure request areas. Requested Closure of the area between 2nd Avenue and Fox Street for Pedestrian Access during Star Wars Day from 11:30a to 5p

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

Consent Agenda

DATE: March 9, 2026

AGENDA ITEM #: 15

SUBJECT: Wetlands Waterpark Food Bid for 2026 Season

BACKGROUND:

On February 13, 2026, at 11:00 AM, bids were publicly opened at Town Hall for the 2026 Wetlands Water Park food contract. Bids were received from 2 companies, Performance Food Group and US Foods.

After careful evaluation, Park and Recreation Director Chris Kudera and Wetlands Director Nick Bogle are recommending awarding the contract to US Foods for the upcoming season. A detailed memorandum from Mr. Kudera is attached explaining the evaluation and selection process. Of note is whereby Mr. Kudera and Mr. Bogle Nick met with representatives from both vendors to discuss product options, new menu ideas, and industry trends at comparable facilities. Based on these meetings, US Foods demonstrated a significantly stronger level of engagement, innovation, and customer support. Their responsiveness during the 2025 season also reinforced this, most notably when they personally delivered emergency replacement inventory following a record-breaking weekend when the park ran out of multiple products.

Upon award of the bid, staff will work directly with the selected vendor to finalize the 2026 Wetlands café menu. The proposed menu will then be submitted for approval at the April Board of Mayor and Aldermen meeting.

RECOMMENDATION:

Approve awarding the food contract bid for the 2026 Wetlands Water Park season to US Foods, as presented.



TOWN OF JONESBOROUGH

123 Boone Street

Jonesborough, TN, 37659

Telephone: 423-753-1030

Memo

To: Glenn Rosenoff, Town Administrator

From: Christopher Kudera

CC: Nick Bogle, Wetlands Director

Date: 2/27/26

Re: Wetlands Waterpark Food Service Bid Award

I am writing to provide a recommendation regarding the recent food service bid for Wetlands Waterpark. The Town received two bid submissions from Performance Food Group and US Foods. Following receipt of the bids, I worked closely with Wetlands Waterpark Director Nick Bogle to review pricing, product offerings, brand quality, and overall service capabilities.

As background, Performance Food Group served as the primary vendor for Wetlands Waterpark for approximately 20 years prior to last season. In 2025, the Town transitioned to US Foods. This change coincided with a very successful operating season, during which we received numerous positive comments from patrons and Town staff noting an improvement in overall food quality.

While it is difficult to conduct a direct item-to-item pricing comparison due to brand differences and varying product lines, our review determined that overall pricing between the two vendors is very similar. However, US Foods offers an additional financial benefit through a 3% rebate program on all purchases, which Performance Food Group does not provide.

Following bid submission, Nick and I met with representatives from both vendors to discuss product options, new menu ideas, and industry trends at comparable facilities. Based on these meetings, US Foods demonstrated a significantly stronger level of engagement, innovation, and customer support. Their responsiveness during the 2025 season also reinforced this, most notably when they personally delivered

emergency replacement inventory following a record-breaking weekend when we ran out of multiple products.

Upon award of the bid, staff will work directly with the selected vendor to finalize the 2026 Wetlands café menu. The proposed menu will then be submitted for approval at the April Board of Mayor and Aldermen meeting.

Recommendation:

Based on the comparable pricing, the rebate structure, demonstrated product quality, and exceptional customer service, it is my recommendation that the Town award the Wetlands Waterpark food service bid to US Foods for the upcoming season.

**Specifications
Town of Jonesborough
Waterpark Food Bid
February 13th, 2026**

The Town of Jonesborough is now accepting bids for Food Items for the Wetlands Water Park 2026 Season and will be received until 11:00 a.m., Friday, February 13th, 2026, at Town Hall, 123 Boone Street, Jonesborough, TN at which time they will be publicly opened. Bids must be **sealed and labeled “WATER PARK FOOD BID”**. The Board of Mayor and Aldermen reserve the right to reject any or all bids and to waive any formalities.

BID SPECIFICATIONS

Quote items for the 2026 Water Park Season (May 1 – September 30, 2026), with possible orders beginning April 24, 2026.

List brand that is being quoted (*If quoting comparative brand list brand name being quoted*)
Portions of comparative brands must be equal or greater than sizes listed

DELIVERY DAYS – Tuesday & Friday – Between the hours 8:00 am to 10:00 am

NOTE: *Must not be during the hours - 11:00 am to 4:00 pm*

Bid approval will be based on pricing, product availability, service record and ability to deliver within assigned delivery times.

Please note any equipment available for a seasonal loan to the Water Park that is associated with any food item listed. For example: food carts, portable sales tools, promotional sales materials, etc. that may be available from various food brokers.

Computerized ordering system on site will be provided, also any warmers and promotional materials from food brokers.

If you need any clarification or have any additional questions, please call Nick Bogle (423) 557-3941.

See attached list of specific food & janitorial items. Quantity differences from attached must be specified and will be taken into consideration.

Any variations from bid specifications must be documented. This includes any brand, ship quantity, flavor or size variations.

| | | |
|---|------------------------|-------------|
| CHIP, POTATO SS BAG SHELF STABLE REGULAR | LAYS | 64/1.5 OZ |
| CHIP, TORTILLA COOL RANCH TRIANGLE SALTED SS BAG | DORITOS | 64/1.75 OZ |
| CHIP, TORTILLA NACHO CHEESE TRIANGLE SALTED SS BAG | DORITOS | 64/1.75 OZ |
| CHIP, MULTIGRAIN GARDEN SALSA SS BAG | SUNCHIPS | 64/1.5 OZ |
| CHIP, TORTILLA CORN YELLOW ROUND SALTED SS | MISSION | 48/3 OZ |
| OIL, BUTTER ALTERNATIVE SOYBEAN TFF LIQUID PLASTIC JUG | PHASE | 3/1 GA |
| NAPKIN, DISPENSER INTERFOLD WHITE 8.75X6.5 PAPER 1 PLY | MONOGRAM | 24/250 EA |
| SYRUP, FOUNTAIN LEMONADE MINUTE MAID 5:1 BAG-IN-BOX | MINUTE MAID | 5 GA |
| BUN, HAMBURGER WHITE 2.1 OZ 4 SLICED COOKED BAKED FROZEN BAG | HILLTOP HEARTH | 8/12/2.1 OZ |
| TOPPING, RASPBERRY SAUCE LIQUID SQUEEZE BOTTLE PLATESCAPERS SHELF STABLE DE | PLATESCAPERS | 12/19.25 OZ |
| GLOVE, NITRILE MEDIUM POWDER-FREE BLACK AMBIDEXTROUS | MONOGRAM | 4/250 EA |
| SAUCE, MARINARA TOMATO SS CUP SHELF STABLE | MONARCH | 100/1.5 OZ |
| CLEANER, GRILL HIGH TEMP K45 LIQUID PACKET LIGHT YELLOW ODORLESS | MONOGRAM / CLEAN FORCE | 30/3.6 OZ |
| PEPPER, JALAPENO SLICED NACHO HOT PLASTIC JAR SHELF STABLE | DEL PASADO | 4/1 GA |
| SAUCE, BUFFALO SS CUP SHELF STABLE | MONARCH | 120/1.5 OZ |
| LINER, 56 GAL 43X46 BLACK 1.5 MIL FLAT PACK LOW DENSITY REPROCESSED CAN | MONOGRAM | 100 EA |
| SYRUP, FOUNTAIN COLA CHERRY COKE 5:1 BAG-IN-BOX | COKE | 5 GA |
| SYRUP, COLA FOUNTAIN ZERO SUGAR COKE ZERO 5.5:1 BAG-IN-BOX SHELF STABLE | COKE ZERO SUGAR | 5 GA |
| STRAW, GIANT 10.25 RED WRAPPED PAPER STANDARD POLYPROPYLENE BOX | MONOGRAM | 10/500 EA |
| STRAW, JUMBO 7.75 TRANSLUCENT WRAPPED PAPER | MONOGRAM | 10/500 EA |

| | | |
|---|---------------------------|-------------|
| STANDARD POLYPROPYLENE BOX | | |
| TOPPING, CARAMEL LIQUID SQUEEZE BOTTLE SHELF STABLE DESSERT | SMUCKER'S | 12/20 OZ |
| CHEESE, AMERICAN SLICED .5 OZ 160 COUNT PROCESSED PLASTIC WRAPPED REF YELLO | GLENVIEW FARMS | 4/5 LB |
| LID, CUP SOUFFLE 1.5-2 OZ FLAT PET PLASTIC CLEAR PLASTIC COVER | MONOGRAM | 24/100 EA |
| CUP, SOUFFLE POLYSTYRENE 2 OZ TRANSLUCENT PORTION PLASTIC | MONOGRAM | 12/200 EA |
| TRAY, PAPERBOARD FOOD .5 LB WHITE/RED CHECKERED CLAY COATED | MONOGRAM | 4/250 EA |
| BUN, HOT DOG WHITE 6 SLICED COOKED BAKED FROZEN BAG | HILLTOP HEARTH | 8/12/1.7 OZ |
| BEEF, PATTY GROUND 75/25 4:1 HOMESTYLE SEASONED RAW FROZEN | TNT TASTY N TENDER | 80/4 OZ |
| HOT DOG, ALL-BEEF 8:1 6 ROLLER GRILL COOKED FROZEN | PATUXENT FARMS | 10 LB |
| PICKLE, DILL CRINKLE-CUT CHIP 2000-2500 COUNT 3/16 PAIL SHELF STABLE | MONARCH | 5 GA |
| ONION, YELLOW DICED 1/4 FRESH REF PILLOW PACK | CROSS VALLEY FARMS | 4/5 LB |
| SANDWICH, PEANUT BUTTER and JELLY STRAWBERRY CRUSTLESS WHEAT FROZEN IW | SMUCKER'S UNCRUSTABLES | 48/2.6 OZ |
| SANDWICH, PEANUT BUTTER and JELLY GRAPE CRUSTLESS WHEAT FROZEN IW | SMUCKER'S UNCRUSTABLES | 48/2.6 OZ |
| SCRUBBER, S/S 35 GR MEDIUM DUTY 400 SERIES | MONOGRAM | 6/12 EA |
| CRACKER, WHOLE WHEAT ANIMAL SHELF STABLE SS BAG COOKIE | KEEBLER / FERRERO USA INC | 150/1 OZ |
| MUSTARD, YELLOW SS POUCH | FRENCHS | 500/7 GR |
| DRESSING, HONEY MUSTARD SS CUP SHELF STABLE | KEN'S | 100/1 OZ |
| COOKIE, PEANUT BUTTER 2.5 OZ IW SS BIG | GRANDMAS FRITO LAY | 60/2.5 OZ |
| BROWNIE, CHOCOLATE CHUNK NOT ICED GLUTEN-FREE 2.8 OZ SQUARE SS IW FROZEN | SWEET STREET | 48/2.8 OZ |
| MAYONNAISE, CAGE-FREE EGG SS POUCH SHELF STABLE | MONARCH | 200/12 GR |
| SAUCE, BBQ SS CUP SHELF STABLE | MONARCH | 100/1 OZ |

| | | |
|---|---------------------|------------|
| KETCHUP, TOMATO 30% ORGANIC SS FOIL PACKET SHELF STABLE | MONARCH | 1000/9 GR |
| DRESSING, RANCH SS CUP SHELF STABLE | MONARCH | 100/1.5 OZ |
| CAKE, LOAF BANANA CHOCOLATE SWIRL NOT ICED 4 OZ SS SLICE IW FROZEN | CHEF'S LINE | 20/4 OZ |
| CHURRO, PLAIN 10 SS BULK FROZEN | HOLA CHURROS | 100/1.2 OZ |
| APPETIZER, CHEESE MOZZARELLA BREADED ITALIAN STICK 3.25 TFF RAW FROZEN BAG | MOLLY'S KITCHEN | 4/3 LB |
| CHICKEN, BREAST FILLET GOLDEN BREADED MEDIUM FRITTER LIGHT PEPPER SEASONED | PATUXENT FARMS | 2/5 LB |
| POTATO, FRENCH-FRY 3/8 STRAIGHT-CUT LINE FLOW FROZEN | VALUE WAY | 6/5 LB |
| CAKE, FUNNEL FRY NOT ICED UNSLICED TFF FROZEN | FUNNEL CAKE FACTORY | 8 LB |
| COOKIE, CHOCOLATE CHIP 2.5 OZ SS IW SHELF STABLE BIG | GRANDMAS FRITO LAY | 60/2.5 OZ |
| CAKE, LOAF LEMON ICED 4 OZ SS IW FROZEN | CHEF'S LINE | 20/4 OZ |
| CHICKEN, TENDERLOIN BREADED FRITTER JUMBO SAVORY LIGHT PEPPER HOMESTYLE SOL | PATUXENT FARMS | 2/5 LB |
| PORK, BBQ PULLED NO SAUCE SMOKED COOKED FROZEN BOIL IN BAG | PATUXENT FARMS | 4/2.5 LB |
| SYRUP, FOUNTAIN DR PEPPER BAG-IN-BOX | DR. PEPPER | 5 GA |
| SYRUP, FOUNTAIN ORANGE FANTA BAG-IN-BOX | FANTA | 5 GA |
| SYRUP, FOUNTAIN MOUNTAIN BLAST POWERADE BAG-IN-BOX | POWERADE | 2.5 GA |
| SYRUP, FOUNTAIN LEMON LIME SPRITE BAG-IN-BOX | SPRITE | 5 GA |
| SYRUP, FOUNTAIN FRUIT PUNCH HI-C 5:1 BAG-IN-BOX FLASHIN | HI-C | 5 GA |
| SYRUP, FOUNTAIN COLA DIET COKE BAG-IN-BOX | COKE | 5 GA |
| PRETZEL, KING SOFT BAKED FROZEN | SUPERPRETZEL | 50/5 OZ |
| DONUT, OLD FASHION RING GLAZED 2.82 OZ FROZEN IW | DEVONSHIRE | 24/2.82 OZ |
| SHORTENING, FRYING SOYBEAN LIQUID CLEAR PLASTIC JUG SHELF STABLE OIL | HARVEST VALUE | 35 LB |

| | | |
|--|--------------------|--------|
| SYRUP, FOUNTAIN COLA COKE CLASSIC BAG-IN-BOX | COKE | 5 GA |
| LETTUCE, ICEBERG GREEN LEAF BURGER SANDWICH TOPPER FRESH REF BAG | CROSS VALLEY FARMS | 2/5 LB |
| TOMATO, ROUND SLICED 1/4 FRESH REF | CROSS VALLEY FARMS | 5 LB |

****If you have additional products, you would like considered, please list below or attach separately. (Specialized or specific foods items) Include product, quantity ship size, unit price & total price.**

TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

BID FORM

WATER PARK – FOOD ITEMS
February 13th, 2026

By signing this document, the undersigned hereby agrees to the prices and all other terms and conditions contained in this bid and associated documents relating to this bid and will furnish items as specified if this bid is accepted.

NAME OF FIRM: _____

REPRESENTATIVE: _____

ADDRESS: _____

PHONE: _____ FAX: _____

SIGNATURE

DATE

BID MUST BE SIGNED TO BE VALID

BID OPENING FOR:

2026 Season Wetlands Water Park Food Bid

DATE: Friday, February 13, 2026

| BIDS RECEIVED FROM | AMOUNT |
|------------------------|---------|
| US Foods | Various |
| Performance Food Group | Various |
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| | |

THOSE IN ATTENDANCE:

Janet Jennings
Chris Kudva

| | | |
|--|--------------------|--------|
| SYRUP, FOUNTAIN COLA COKE CLASSIC BAG-IN-BOX | COKE | 5 GA |
| LETTUCE, ICEBERG GREEN LEAF BURGER SANDWICH TOPPER FRESH REF BAG | CROSS VALLEY FARMS | 2/5 LB |
| TOMATO, ROUND SLICED 1/4 FRESH REF | CROSS VALLEY FARMS | 5 LB |

**If you have additional products, you would like considered, please list below or attach separately. (Specialized or specific foods items) Include product, quantity ship size, unit price & total price.

TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

BID FORM

WATER PARK – FOOD ITEMS
February 13th, 2026

By signing this document, the undersigned hereby agrees to the prices and all other terms and conditions contained in this bid and associated documents relating to this bid and will furnish items as specified if this bid is accepted.

NAME OF FIRM: US FOODS

REPRESENTATIVE: KEVIN CARTER

ADDRESS: 269 KINGS COURT KNOXVILLE

PHONE: 423-676-742 FAX: _____

KEVIN CARTER
SIGNATURE

2/12/2026
DATE

BID MUST BE SIGNED TO BE VALID

PLEASE REFER TO

**Specifications
Town of Jonesborough
Waterpark Food Bid
February 13th, 2026**

The Town of Jonesborough is now accepting bids for Food Items for the Wetlands Water Park 2026 Season and will be received until 11:00 a.m., Friday, February 13th, 2026, at Town Hall, 123 Boone Street, Jonesborough, TN at which time they will be publicly opened. Bids must be **sealed and labeled "WATER PARK FOOD BID"**. The Board of Mayor and Aldermen reserve the right to reject any or all bids and to waive any formalities.

BID SPECIFICATIONS

Quote items for the 2026 Water Park Season (May 1 – September 30, 2026), with possible orders beginning April 24, 2026.

List brand that is being quoted (*If quoting comparative brand list brand name being quoted*)
Portions of comparative brands must be equal or greater than sizes listed

DELIVERY DAYS – Tuesday & Friday – Between the hours **8:00 am to 10:00 am**

NOTE: Must not be during the hours - 11:00 am to 4:00 pm

Bid approval will be based on pricing, product availability, service record and ability to deliver within assigned delivery times.

Please note any equipment available for a seasonal loan to the Water Park that is associated with any food item listed. For example: food carts, portable sales tools, promotional sales materials, etc. that may be available from various food brokers.

Computerized ordering system on site will be provided, also any warmers and promotional materials from food brokers.

If you need any clarification or have any additional questions, please call Nick Bogle (423) 557-3941.

See attached list of specific food & janitorial items. Quantity differences from attached must be specified and will be taken into consideration.

Any variations from bid specifications must be documented. This includes any brand, ship quantity, flavor or size variations.

| | | |
|---|------------------------|-------------|
| CHIP, POTATO SS BAG SHELF STABLE REGULAR | LAYS | 64/1.5 OZ |
| CHIP, TORTILLA COOL RANCH TRIANGLE SALTED SS BAG | DORITOS | 64/1.75 OZ |
| CHIP, TORTILLA NACHO CHEESE TRIANGLE SALTED SS BAG | DORITOS | 64/1.75 OZ |
| CHIP, MULTIGRAIN GARDEN SALSA SS BAG | SUNCHIPS | 64/1.5 OZ |
| CHIP, TORTILLA CORN YELLOW ROUND SALTED SS | MISSION | 48/3 OZ |
| OIL, BUTTER ALTERNATIVE SOYBEAN TFF LIQUID PLASTIC JUG | PHASE | 3/1 GA |
| NAPKIN, DISPENSER INTERFOLD WHITE 8.75X6.5 PAPER 1 PLY | MONOGRAM | 24/250 EA |
| SYRUP, FOUNTAIN LEMONADE MINUTE MAID 5:1 BAG-IN-BOX | MINUTE MAID | 5 GA |
| BUN, HAMBURGER WHITE 2.1 OZ 4 SLICED COOKED BAKED FROZEN BAG | HILLTOP HEARTH | 8/12/2.1 OZ |
| TOPPING, RASPBERRY SAUCE LIQUID SQUEEZE BOTTLE PLATESCAPERS SHELF STABLE DE | PLATESCAPERS | 12/19.25 OZ |
| GLOVE, NITRILE MEDIUM POWDER-FREE BLACK AMBIDEXTROUS | MONOGRAM | 4/250 EA |
| SAUCE, MARINARA TOMATO SS CUP SHELF STABLE | MONARCH | 100/1.5 OZ |
| CLEANER, GRILL HIGH TEMP K45 LIQUID PACKET LIGHT YELLOW ODORLESS | MONOGRAM / CLEAN FORCE | 30/3.6 OZ |
| PEPPER, JALAPENO SLICED NACHO HOT PLASTIC JAR SHELF STABLE | DEL PASADO | 4/1 GA |
| SAUCE, BUFFALO SS CUP SHELF STABLE | MONARCH | 120/1.5 OZ |
| LINER, 56 GAL 43X46 BLACK 1.5 MIL FLAT PACK LOW DENSITY REPROCESSED CAN | MONOGRAM | 100 EA |
| SYRUP, FOUNTAIN COLA CHERRY COKE 5:1 BAG-IN-BOX | COKE | 5 GA |
| SYRUP, COLA FOUNTAIN ZERO SUGAR COKE ZERO 5.5:1 BAG-IN-BOX SHELF STABLE | COKE ZERO SUGAR | 5 GA |
| STRAW, GIANT 10.25 RED WRAPPED PAPER STANDARD POLYPROPYLENE BOX | MONOGRAM | 10/500 EA |
| STRAW, JUMBO 7.75 TRANSLUCENT WRAPPED PAPER | MONOGRAM | 10/500 EA |

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|---|---------------------------|-------------|
| STANDARD POLYPROPYLENE BOX | | |
| TOPPING, CARAMEL LIQUID SQUEEZE BOTTLE SHELF STABLE DESSERT | SMUCKER'S | 12/20 OZ |
| CHEESE, AMERICAN SLICED .5 OZ 160 COUNT PROCESSED PLASTIC WRAPPED REF YELLO | GLENVIEW FARMS | 4/5 LB |
| LID, CUP SOUFFLE 1.5-2 OZ FLAT PET PLASTIC CLEAR PLASTIC COVER | MONOGRAM | 24/100 EA |
| CUP, SOUFFLE POLYSTYRENE 2 OZ TRANSLUCENT PORTION PLASTIC | MONOGRAM | 12/200 EA |
| TRAY, PAPERBOARD FOOD .5 LB WHITE/RED CHECKERED CLAY COATED | MONOGRAM | 4/250 EA |
| BUN, HOT DOG WHITE 6 SLICED COOKED BAKED FROZEN BAG | HILLTOP HEARTH | 8/12/1.7 OZ |
| BEEF, PATTY GROUND 75/25 4:1 HOMESTYLE SEASONED RAW FROZEN | TNT TASTY N TENDER | 80/4 OZ |
| HOT DOG, ALL-BEEF 8:1 6 ROLLER GRILL COOKED FROZEN | PATUXENT FARMS | 10 LB |
| PICKLE, DILL CRINKLE-CUT CHIP 2000-2500 COUNT 3/16 PAIL SHELF STABLE | MONARCH | 5 GA |
| ONION, YELLOW DICED 1/4 FRESH REF PILLOW PACK | CROSS VALLEY FARMS | 4/5 LB |
| SANDWICH, PEANUT BUTTER and JELLY STRAWBERRY CRUSTLESS WHEAT FROZEN IW | SMUCKER'S UNCRUSTABLES | 48/2.6 OZ |
| SANDWICH, PEANUT BUTTER and JELLY GRAPE CRUSTLESS WHEAT FROZEN IW | SMUCKER'S UNCRUSTABLES | 48/2.6 OZ |
| SCRUBBER, S/S 35 GR MEDIUM DUTY 400 SERIES | MONOGRAM | 6/12 EA |
| CRACKER, WHOLE WHEAT ANIMAL SHELF STABLE SS BAG COOKIE | KEEBLER / FERRERO USA INC | 150/1 OZ |
| MUSTARD, YELLOW SS POUCH | FRENCHS | 500/7 GR |
| DRESSING, HONEY MUSTARD SS CUP SHELF STABLE | KEN'S | 100/1 OZ |
| COOKIE, PEANUT BUTTER 2.5 OZ IW SS BIG | GRANDMAS FRITO LAY | 60/2.5 OZ |
| BROWNIE, CHOCOLATE CHUNK NOT ICED GLUTEN-FREE 2.8 OZ SQUARE SS IW FROZEN | SWEET STREET | 48/2.8 OZ |
| MAYONNAISE, CAGE-FREE EGG SS POUCH SHELF STABLE | MONARCH | 200/12 GR |
| SAUCE, BBQ SS CUP SHELF STABLE | MONARCH | 100/1 OZ |

| | | |
|---|---------------------|------------|
| KETCHUP, TOMATO 30% ORGANIC SS FOIL PACKET SHELF STABLE | MONARCH | 1000/9 GR |
| DRESSING, RANCH SS CUP SHELF STABLE | MONARCH | 100/1.5 OZ |
| CAKE, LOAF BANANA CHOCOLATE SWIRL NOT ICED 4 OZ SS SLICE IW FROZEN | CHEF'S LINE | 20/4 OZ |
| CHURRO, PLAIN 10 SS BULK FROZEN | HOLA CHURROS | 100/1.2 OZ |
| APPETIZER, CHEESE MOZZARELLA BREADED ITALIAN STICK 3.25 TFF RAW FROZEN BAG | MOLLY'S KITCHEN | 4/3 LB |
| CHICKEN, BREAST FILLET GOLDEN BREADED MEDIUM FRITTER LIGHT PEPPER SEASONED | PATUXENT FARMS | 2/5 LB |
| POTATO, FRENCH-FRY 3/8 STRAIGHT-CUT LINE FLOW FROZEN | VALUE WAY | 6/5 LB |
| CAKE, FUNNEL FRY NOT ICED UNSLICED TFF FROZEN | FUNNEL CAKE FACTORY | 8 LB |
| COOKIE, CHOCOLATE CHIP 2.5 OZ SS IW SHELF STABLE BIG | GRANDMAS FRITO LAY | 60/2.5 OZ |
| CAKE, LOAF LEMON ICED 4 OZ SS IW FROZEN | CHEF'S LINE | 20/4 OZ |
| CHICKEN, TENDERLOIN BREADED FRITTER JUMBO SAVORY LIGHT PEPPER HOMESTYLE SOL | PATUXENT FARMS | 2/5 LB |
| PORK, BBQ PULLED NO SAUCE SMOKED COOKED FROZEN BOIL IN BAG | PATUXENT FARMS | 4/2.5 LB |
| SYRUP, FOUNTAIN DR PEPPER BAG-IN-BOX | DR. PEPPER | 5 GA |
| SYRUP, FOUNTAIN ORANGE FANTA BAG-IN-BOX | FANTA | 5 GA |
| SYRUP, FOUNTAIN MOUNTAIN BLAST POWERADE BAG-IN-BOX | POWERADE | 2.5 GA |
| SYRUP, FOUNTAIN LEMON LIME SPRITE BAG-IN-BOX | SPRITE | 5 GA |
| SYRUP, FOUNTAIN FRUIT PUNCH HI-C 5:1 BAG-IN-BOX FLASHIN | HI-C | 5 GA |
| SYRUP, FOUNTAIN COLA DIET COKE BAG-IN-BOX | COKE | 5 GA |
| PRETZEL, KING SOFT BAKED FROZEN | SUPERPRETZEL | 50/5 OZ |
| DONUT, OLD FASHION RING GLAZED 2.82 OZ FROZEN IW | DEVONSHIRE | 24/2.82 OZ |
| SHORTENING, FRYING SOYBEAN LIQUID CLEAR PLASTIC JUG SHELF STABLE OIL | HARVEST VALUE | 35 LB |

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|---------|--------------------------------|----------|----|---|---|
| 2950335 | SCRUBBER MONOGR/ 6/12 EA | \$29.98 | CS | 1 | 0 |
| 1007536 | CRACKER, KEEBLER / 150/1 OZ | \$48.00 | CS | 1 | 0 |
| 5205468 | MUSTARD FRENCHS 500/7 GR | \$15.00 | CS | 1 | 0 |
| 7101082 | DRESSING, KEN'S 100/1 OZ ##### | | CS | 1 | 0 |
| 5735055 | COOKIE, PI GRANDMA 60/2.5 OZ | \$42.00 | CS | 1 | 0 |
| 6474239 | BROWNIE, SWEET STI 48/2.8 OZ | \$85.00 | CS | 1 | 0 |
| 4974238 | MAYONNA MONARCH 200/12 GR | \$19.98 | CS | 1 | 0 |
| 6329627 | SAUCE, BB MONARCH 100/1 OZ | \$18.98 | CS | 1 | 0 |
| 2935182 | KETCHUP, MONARCH 1000/9 GR | \$29.00 | CS | 1 | 0 |
| 7329642 | DRESSING, MONARCH 100/1.5 OZ | \$25.00 | CS | 1 | 0 |
| 7198332 | CAKE, LOA CHEF'S LIN 20/4 OZ | \$29.00 | CS | 1 | 0 |
| 6011266 | CHURRO, F HOLA CHU 100/1.2 OZ | \$69.98 | CS | 1 | 0 |
| 5602354 | APPETIZER MOLLY'S K 4/3 LB | \$49.98 | CS | 1 | 0 |
| 7781073 | CHICKEN, I PATUXENT 2/5 LB | \$29.98 | CS | 1 | 0 |
| 747410 | POTATO, F VALUE WA 6/5 LB | \$32.98 | CS | 1 | 0 |
| 5772561 | CAKE, FUN FUNNEL C, 8 LB | \$65.98 | CS | 1 | 0 |
| 5734900 | COOKIE, C GRANDMA 60/2.5 OZ | \$39.98 | CS | 1 | 0 |
| 9042674 | CAKE, LOA CHEF'S LIN 20/4 OZ | \$36.74 | CS | 1 | 0 |
| 7777618 | CHICKEN, PATUXENT 2/5 LB | \$36.00 | CS | 1 | 0 |
| 9996208 | PORK, BBC PATUXENT 4/2.5 LB | \$56.98 | CS | 1 | 0 |
| 2009249 | SYRUP, FO DR. PEPPE 5 GA | \$118.00 | CS | 1 | 0 |
| 2370559 | SYRUP, FO FANTA 5 GA | \$118.00 | CS | 1 | 0 |
| 4195814 | SYRUP, FO POWERAD 2.5 GA | \$71.35 | CS | 1 | 0 |
| 4004362 | SYRUP, FO SPRITE 5 GA | \$118.00 | CS | 1 | 0 |
| 6163828 | SYRUP, FO HI-C 5 GA | \$118.00 | CS | 1 | 0 |
| 5004361 | SYRUP, FO COKE 5 GA | \$118.00 | CS | 1 | 0 |
| 2011278 | PRETZEL, K SUPERPRE 50/5 OZ | \$48.00 | CS | 1 | 0 |
| 1014995 | DONUT, O DEVONSHI 24/2.82 OZ | \$25.00 | CS | 1 | 0 |
| 1328699 | SHORTENI HARVEST \ 35 LB | \$27.00 | CS | 1 | 0 |
| 9004367 | SYRUP, FO COKE 5 GA | \$118.00 | CS | 1 | 0 |
| 7779093 | LETTUCE, I CROSS VAI 2/5 LB | \$33.00 | CS | 1 | 0 |
| 3209918 | TOMATO, CROSS VAI 5 LB | \$18.00 | CS | 1 | 0 |

| PRODUCT I | DESCRIPTIC | BRAND | PACK SIZE | PRICE | PRODUCT I | CASE QUAF | EACH QUAF | STOCK STA | EXCEPTION | SHORTED | DIRECT SHIP |
|-----------|------------|-----------|------------|----------|-----------|-----------|-----------|-----------|-----------|---------|-------------|
| 5601679 | CHIP, POT, | LAYS | 64/1.5 OZ | \$48.00 | CS | 1 | 0 | | | | |
| 5597810 | CHIP, TOR' | DORITOS | 64/1.75 OZ | \$49.00 | CS | 1 | 0 | | | | |
| 5597851 | CHIP, TOR' | DORITOS | 64/1.75 OZ | \$49.00 | CS | 1 | 0 | | | | |
| 5605431 | CHIP, MUL | SUNCHIPS | 64/1.5 OZ | \$49.00 | CS | 1 | 0 | | | | |
| 7280084 | CHIP, TOR' | MISSION | 48/3 OZ | | CS | 1 | 0 | | | Y | |
| 1427178 | CHIP, TOR' | GEHLS | 30/3 OZ | \$33.98 | CS | 1 | 0 | | | | |
| 1523489 | OIL, BUTTE | PHASE | 3/1 GA | \$44.98 | CS | 1 | 0 | | | | |
| 8869844 | NAPKIN, D | MONOGR/ | 24/250 EA | \$32.00 | CS | 1 | 0 | | | | |
| 9239823 | SYRUP, FO | MINUTE N | 5 GA | \$118.00 | CS | 1 | 0 | | | | |
| 2178427 | BUN, HAM | HILLTOP H | 8/12/2.1 C | \$19.98 | CS | 1 | 0 | | | | |
| 4266805 | TOPPING, | PLATESCAI | 12/19.25 C | \$49.00 | CS | 1 | 0 | | | | |
| 7988341 | GLOVE, NI | MONOGR/ | 4/250 EA | \$39.98 | CS | 1 | 0 | | | | |
| 5535678 | SAUCE, M/ | MONARCH | 100/1.5 OZ | \$24.98 | CS | 1 | 0 | | | | |
| 7911779 | CLEANER, | MONOGR/ | 30/3.6 OZ | \$51.98 | CS | 1 | 0 | | | | |
| 1811215 | PEPPER, J/ | DEL PASAI | 4/1 GA | \$39.98 | CS | 1 | 0 | | | | |
| 1154879 | SAUCE, BU | MONARCH | 120/1.5 OZ | \$32.00 | CS | 1 | 0 | | | | |
| 9330184 | LINER, 56 | MONOGR/ | 100 EA | \$27.00 | CS | 1 | 0 | | | | |
| 6062616 | SYRUP, FO | COKE | 5 GA | \$118.00 | CS | 1 | 0 | | | | |
| 382804 | SYRUP, CO | COKE ZER | 5 GA | \$118.00 | CS | 1 | 0 | | | | |
| 8915993 | STRAW, GI | MONOGR/ | 10/500 EA | \$39.98 | CS | 1 | 0 | | | | |
| 9855909 | STRAW, JL | MONOGR/ | 10/500 EA | \$25.00 | CS | 1 | 0 | | | | |
| 4131553 | TOPPING, | SMUCKER' | 12/20 OZ | \$43.00 | CS | 1 | 0 | | | | |
| 3340817 | CHEESE, A | GLENVIEW | 4/5 LB | \$49.98 | CS | 1 | 0 | | | | |
| 2939346 | LID, CUP S | MONOGR/ | 24/100 EA | \$24.98 | CS | 1 | 0 | | | | |
| 2961068 | CUP, SOUF | MONOGR/ | 12/200 EA | \$30.00 | CS | 1 | 0 | | | | |
| 6808851 | TRAY, PAP | MONOGR/ | 4/250 EA | \$23.00 | CS | 1 | 0 | | | | |
| 1054265 | BUN, HOT | HILLTOP H | 8/12/1.7 C | \$19.00 | CS | 1 | 0 | | | | |
| 4420923 | BEEF, PAT | TNT TASTY | 80/4 OZ | \$83.00 | CS | 1 | 0 | | | | |
| 7330095 | HOT DOG, | PATUXENT | 10 LB | \$39.98 | CS | 1 | 0 | | | | |
| 6199833 | PICKLE, DI | MONARCH | 5 GA | \$36.00 | CS | 1 | 0 | | | | |
| 8331399 | ONION, YE | CROSS VAI | 4/5 LB | \$35.00 | CS | 1 | 0 | | | | |
| 1010083 | SANDWIC | SMUCKER' | 48/2.6 OZ | \$49.98 | CS | 1 | 0 | | | | |
| 1010082 | SANDWIC | SMUCKER' | 48/2.6 OZ | \$49.98 | CS | 1 | 0 | | | | |

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|--|--------------------|--------|
| SYRUP, FOUNTAIN COLA COKE CLASSIC BAG-IN-BOX | COKE | 5 GA |
| LETTUCE, ICEBERG GREEN LEAF BURGER SANDWICH TOPPER FRESH REF BAG | CROSS VALLEY FARMS | 2/5 LB |
| TOMATO, ROUND SLICED 1/4 FRESH REF | CROSS VALLEY FARMS | 5 LB |

****If you have additional products, you would like considered, please list below or attach separately. (Specialized or specific foods items) Include product, quantity ship size, unit price & total price.**

TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

BID FORM

WATER PARK – FOOD ITEMS
February 13th, 2026

By signing this document, the undersigned hereby agrees to the prices and all other terms and conditions contained in this bid and associated documents relating to this bid and will furnish items as specified if this bid is accepted.

NAME OF FIRM: Performance Food Group

REPRESENTATIVE: Cruz Elliott (District Sales Manager)

ADDRESS: 100 Buffalo Rd Ext.

Johnson City, TN 37604

PHONE: 606-899-0008

FAX: 423-282-5351

Samuel Cruz Elliott
SIGNATURE

2-10-2026

DATE

BID MUST BE SIGNED TO BE VALID

| Customer Name | | |
|--|--|--------------|
| 31561 Wetlands Water Park | | |
| Product | | Locked Price |
| 74010 Lay's, 104/1 Oz | | \$ 49.77 |
| Chip Potato Regular Zero Grams Trans Fat Single Serve | | |
| F4892 Doritos, 72/1 Oz | | \$ 34.77 |
| Chip Tortilla Cool Ranch Reduced Fat Zero Grams Trans Fat Meets School Grain Requirements | | |
| 74480 Doritos, 104/1 Oz | | \$ 47.11 |
| Chip Tortilla Nacho Cheese Zero Grams Trans Fat | | |
| F4894 Sunchip, 104/1 Oz | | \$ 53.22 |
| Chip Garden Salsa Multigrain Zero Grams Trans Fat Meets School Grain Requirements | | |
| PG506 Contigo, 36/3 Oz | | \$ 28.11 |
| Chip Tortilla Corn Yellow Round | | |
| J7298 Gehl Foods LLC, 30/3 Oz Chip Tortilla With Plastic Tray | | \$ 35.18 |
| 71022 Everrich, 3/1 Gal | | |
| Oil Butter Alternative Liquid Zero Grams Trans Fat Jug | | |
| DT312 First Mark, 12/500 | | \$ 71.12 |
| Napkin Xpress 13X8.6 Natural 1/4 Folded For Xpressnap N4 System | | |
| 21640 Minute Maid, 1/5 Gal | | \$ 125.15 |
| Beverage Syrup Lemonade Bag In Box | | |
| 58862 Brickfire Bakery, 120/1.9 | | \$ 35.12 |
| Bun Hamburger Plain 4" Sliced Baked Frozen | | |
| 30972 Smuckers, 12/19.25 | | \$ 47.51 |
| Topping Raspberry Platescapers | | |
| ANP10 Elara Foodservice, 10/100 | | \$ 38.15 |
| Glove Nitrile Black Medium Powder Free | | |
| HD646 Roma, 96/1.5Oz | | \$ 32.99 |
| Sauce Marinara Round Cup | | |
| RF862 Propower, 75/3 Oz | | \$ 82.86 |
| Cleaner Oven And Grill Heavy Duty | | |
| CV194 Roma, 4/1 Gal | | \$ 31.67 |
| Pepper Jalapeno Nacho Sliced | | |
| AGT20 Franks Redhot, 100/1.5 | | \$ 40.12 |
| Sauce Buffalo Shelf Stable Dip Cup | | |
| JC474 Affex, 5/20 Cnt | | \$ 34.89 |
| Can Liner 55-60 Gallon 38X58 1.2 Mil Black Linear Low Density Polyethylene | | |
| 21636 Cherry Coke, 1/5 Gal | | \$ 131.77 |
| Beverage Syrup Cherry Cola Bag In Box | | |
| H0400 Coca Cola, 1/5 Gal | | \$ 131.77 |
| Beverage Syrup Coke Zero Sugar Bag In Box | | |
| TD604 Affex, 4/300Cnt | | \$ 14.99 |
| Straw 10.25" Giant Red Individually Wrapped | | |

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|---|----------|
| LM592 Affex, 24/500 Straw Jumbo 7.75 Wrapped Clear | \$ 77.54 |
| CV110 West Creek, 4/5 Lb Cheese American Yellow 160 Sliced Refrigerated | \$ 42.90 |
| LK552 Propak, 10/250 Cup Plastic Souffle 2 Ounce Translucent Polystyrene | \$ 33.76 |
| LK484 Propak, 20/125 Lid Souffle Cup 1.5-2 Ounce Polyethylene Terephthalate Fits 1.5 And 2 Ounce Portion Cup | \$ 27.86 |
| FC504 Propak, 2/250Cnt Tray Food Paper 5 Pound White | \$ 39.85 |
| D1884 Brickfire Bakery, 12/12Cnt Bun Hot Dog 6" Hinged Slice Baked Frozen | \$ 37.67 |
| G5112 Bay Valley, 1/5 Gal Pickle Dill Hamburger 1/8" Crinkle Cut | \$ 41.66 |
| Smuckers, 72/2.6Oz B9392 Sandwich Peanut Butter Jelly Grape Whole Grain Uncrustables Frozen Meets School Grain | \$ 67.87 |
| VM286 Smuckers, 48/2.6Oz Sandwich Peanut Butter And Strawberry On Wheat Uncrustables Frozen | \$ 48.16 |
| 13496 Propak, 6/12 Cnt Scrubber Stainless Steel 1.25 Ounce | \$ 47.99 |
| GR356 Keebler, 150/1 Oz Cookie Animal Cracker Meets School Grain Requirements | \$ 48.09 |
| CV530 West Creek, 500/5.5G Mustard Yellow Packet Trans Fat Free | \$ 23.00 |
| 26892 Kens, 100/1 Oz Dressing Honey Mustard Portion Cup | \$ 27.99 |
| K7446 Grandma's Cookies, 60/2.5Oz Cookie Peanut Butter Baked 2 Pack Individually Wrapped | \$ 40.00 |
| HV176 Sweet Street Desserts, 48/2.8Oz Brownie Honduran Chocolate 2.8 Ounce Gluten Free Individually Wrapped Manifesto Frozen | \$ 82.33 |
| FD168 West Creek, 200/12Gm Mayonnaise Packet | \$ 24.50 |
| 19012 Bulls Eye, 100/1 Oz Sauce Barbecue Original Portion Cup | \$ 27.99 |
| 15354 Culinary Secrets, 1000/9Gm Ketchup Fancy 33% Packet Portion Control | \$ 26.88 |
| 62486 Tio Pepe's, 1/100Cnt Churro Regular 10" Average 100 Count Frozen | \$ 69.99 |
| E7716 Golden Crisp, 6/2 Lb Cheese Breaded Italian Stick Mozzarella 3.25" Frozen | \$ 63.08 |
| HD634 Roma, 6/2 Lb Appetizer Cheesestick Mozzarella Battered 2.75" Deep Fry Or Bakeable Frozen | \$ 53.00 |

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|-------|--|-----------|
| P7678 | Brakebush, 1/10 Lb Chicken Breast Breaded Southern Style Fully Cooked Average 40/4 Ounce Pct Ans Frozen | \$ 44.98 |
| ADH08 | Assoluti Valore, 6/5 Lb Fries 3/8" Straight Cut Frozen | \$ 29.99 |
| F9204 | Grandma's Cookies, 60/2.5Oz Cookie Chocolate Chip Baked 2 Pack Individually Wrapped | \$ 43.09 |
| V0940 | Tyson Foods, 2/5 Lb Chicken Breast Tender Fritter Golden Crispy 2.4 Ounce 70-90 Count Frozen | \$ 30.25 |
| 76930 | Smithfield, 4/2.5 Lb Pork Pulled No Sauce Heat & Serve Fully Cooked Frozen | \$ 53.44 |
| 28380 | Dr Pepper, 1/5 Gal Beverage Syrup Dr Pepper Bag In Box | \$ 131.77 |
| 22970 | Fanta, 1/5 Gal Beverage Syrup Orange Bag In Box | \$ 131.77 |
| 41064 | Powerade, 1/2.5Gal Beverage Syrup Mountain Blast Bag In Box Non Carbonated | \$ 67.87 |
| 28376 | Sprite, 1/5 Gal Beverage Syrup Sprite Lemon Lime Bag In Box | \$ 131.77 |
| 39980 | Hi-C, 1/5 Gal Beverage Syrup Fruit Punch Bag In Box | \$ 131.77 |
| 28374 | Diet Coke, 1/5 Gal Beverage Syrup Diet Coke Bag In Box | \$ 131.77 |
| 62484 | Super Pretzel, 50/5 Oz Pretzel Soft King Baked With Salt Packet Frozen | \$ 48.00 |
| F9294 | Super Bakery, 80/2.5Oz Donut Goody Ring 51% Whole Grain 2.5Oz Yeast Raised Glazed Individually Wrapped | \$ 47.00 |
| AAC94 | Contigo, 1/35 Lb Oil Soybean Frying Clear | \$ 31.00 |
| 28372 | Coca Cola, 1/5 Gal Beverage Syrup Coca Cola Classic Bag In Box Coke | \$ 131.77 |
| NH168 | Peak Fresh Produce, 2/5 Lb Lettuce Leaf Better Burger Fresh | \$ 34.76 |
| V9136 | Packer, 4/2.5 Lb Tomato Sliced 1/4" Fresh | \$ 36.09 |
| 48928 | Prairie Creek, 1/15 Lb Beef Ground Patty 4-1 78/22 Natural Seasoned Scored Cheyenne Frozen | \$ 66.98 |
| 41764 | Prairie Creek, 2/5 Lb Franks All Beef 6" 8-1 Skinless Rollergrill Gas Flushed Frozen | \$ 39.98 |
| C9348 | Taylor Farms, 2/5 Lb Onion Yellow Diced 1/4" Fresh | \$ 21.00 |
| | | |

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

Consent Agenda

DATE: March 9, 2026

AGENDA ITEM #: 16

SUBJECT: Wetlands Waterpark Job Descriptions

BACKGROUND:

The Parks and Recreation Director requested to update two of the Wetlands position descriptions prior to opening the park for 2026. The Parks and Recreation Director worked with the Human Resource Director on the updated position descriptions.

The first of the two positions is the Seasonal Manager. According to Janet Jennings, Finance Director, this position is currently listed as a grade 7, step 1 position in the Town's compensation plan, which is \$22.33 per hour.

The position should be a grade 6 position within the Wetlands compensation plan. This salary ranges between \$14.00 and \$17.00 per hour. Given the seasonal and specialized nature of this position, aligning it with the Wetlands compensation plan provides consistency within the department and allows greater flexibility in managing seasonal staffing levels and budget planning. It will also be a salary savings to the Wetlands operational budget.

The second position is actually a new position description. Currently, there are separate position descriptions for Greeter, Customer Service, Cashier, Cook, and Maintenance Worker. All these positions are the same pay rate on the Wetlands Compensation Plan.

The Recreation Director is requesting to eliminate all these positions and combine them into one position description, which will be Team Member. On any given day at Wetlands, staffing needs can shift quickly based on attendance, or customer demand. By establishing one unified Team Member role, staff can transition between responsibilities as needed to best serve the park operations and guests.

This structure will promote teamwork, eliminate job-specific tasks, improve efficiency, and ensure staff time is being utilized effectively. It also provides much more flexibility for the seasonal managers to place people where they are needed on a daily basis.

The remaining three positions of Head Lifeguard, Lifeguard, and Slide Attendant did not change. They are, however, included in this for approval as it is wise to periodically update approval of position descriptions.

As a note, the compensation plan for Wetlands will need to be updated to reflect the new position descriptions. We will bring that update to the April Board of Mayor and Alderman

meeting for approval. It was important to bring the position descriptions to the Board for approval in order that Wetlands can begin advertising for the new season.

RECOMMENDATION:

Approve the position descriptions as presented.



Seasonal Manager

Grade: 6

Adopted: March 2026

Position Description: This seasonal position is responsible for the overall operation and maintenance of the water park facility to include facility maintenance, marketing and promotion, safety, training and development of staff, employee management, concession stand and ticket sales monitoring, facility scheduling and special events. This role requires a strong leadership and management skills set as well as a commitment to providing a safe and enjoyable environment for patrons of Wetlands Water Park.

Immediate supervision is provided by the Wetlands Water Park Director and responsible to the Parks & Rec Director.

Duties:

- Ability to establish effective working relationships with employees and supervisors.
- Ability to competently deliver and follow instructions delivered either verbally or in writing.
- Work a flexible schedule including weekends.
- Responsible for facility maintenance and operations, including but not limited to lighting, filtration, purification, and overall safety of the facility.
- Responsible for maintaining, supervising, and conducting all marketing and promotional materials/activities related to Wetlands Water Park.
- Coordinate, supervise and execute formal safety programs related to all operations of Wetlands Water Park.
- Directs and ensures the development, maintenance, and supervision of all training and educational programs for all seasonal staff.
- Directs, supervises, and ensures the preparation, maintenance, review and submission of reports and records as required by the Wetlands Director and/or Parks & Rec Director.
- Oversee employee staffing and scheduling to successfully operate the Wetlands Water Park, to include evaluation of staff and provide necessary corrective feedback.

- **Oversee the operation of the concession stand, customer service, and all ticket sales to include daily and season passes.**
- **Plans, directs, and supervises staff in instructional swimming programs and special events.**
- **Responsible for the scheduling and use of the facility for both Town events, special events and rentals.**
- **Coordinate with the Parks & Rec Director to request chemicals, supplies and equipment for the facility.**
- **Work with Parks & Rec Director and Wetlands Director to develop, promote and supervise a diverse aquatic program for all ages in accordance with community needs.**
- **Manage staffing levels to accommodate labor needs during inclement weather, sickness, etc.**
- **Coordinate with the Parks & Rec Director and Wetlands Director regarding developing, preparing, monitoring, and analyzing the Wetlands budget, income, and expenses.**
- **Ability to work harmoniously with pool staff, patrons and public to explain, demonstrate, and enforce all Wetlands policies and rules.**
- **Ability to maintain all records related to the facility to include water test, injury reports, incident reports, and other documents as needed.**
- **Ability to understand, communicate and execute emergency responses in an aquatic environment and the area emergency services.**
- **Understand the operation of a swimming pool to include sanitation, maintenance, and safety.**
- **Promote goodwill, excellent customer service with patrons resolving issues that may arise.**
- **Assist with inventory control in the Café to include assisting with stocking and ordering all food items.**
- **Ability to follow and communicate to staff the State of Tennessee regulations regarding sanitation and serving food.**
- **Perform all duties asked by Water Park Director and Parks & Recreation Director.**
- **General knowledge of Wetlands pool, slides, and features.**
- **Knowledge of principals and practices of facility rules, policies, and procedures.**
- **Collaborate with entire Wetlands staff to ensure the park is clean, maintained, safe and always kept in good repair.**
- **Demonstrate and lead by example of good practices around a pool, around slides and within the park.**

- Ability to give direction and perform duties independently.
- Represent Wetlands Water Park in a positive, professional manner with a pleasant personality and a neat appearance.
- Ability to facilitate all in-service training and be aware of all facility programs, scheduling, and activities.

Qualifications

- Minimum 3 years' experience in operation and management of aquatic centers, water park or related recreation area or 5 years' experience in management/supervision of employees.
- Minimum high school graduate.
- Some college or post-secondary school experience preferred.
- Current CPR and First Aid certification.
- Current Lifeguard training certification.
- Certified Pool or Aquatic Facility Operator certification preferred.
- This position requires frequent walking, standing, and lifting of up to 50 lbs. with work duties performed indoors and outdoors with exposure to the elements.

Experience

- Previous experience preferred in customer service to include restaurant, office, or retail environments.
- Experience operating basic restaurant equipment preferred.
- Previous experience working in a fast pace, ever changing environment.



Team Member

Grade: 1

Adopted: March 2026

Position Description: This seasonal position is responsible for serving the Wetlands patrons in a variety of roles. These roles are assigned on a daily, weekly, or seasonal basis and may include greeting patrons, cashier, maintenance, café, and customer services roles.

Immediate supervision is provided by the Wetlands Seasonal Manager and Wetlands Water Park Director.

Duties:

- Ability to establish effective working relationships with fellow employees.
- Ability to competently follow instructions delivered either verbally or in writing.
- Work a flexible schedule including weekends.
- Ability to greet patrons in a professional, pleasant manner.
- Posses the ability to manage cash, operate a credit card machine and perform reconciliation of funds accepted. Ability to count money and give change.
- Ability to work in a concession stand to include serving guests, preparing food and cleaning.
- Assist patrons with tube rentals.
- Ability to operate a cash register and other office equipment if needed.
- Communicate effectively with fellow coworkers, supervisors, and patrons.
- Operate public address system when directed.
- Promote goodwill, excellent customer service with patrons resolving issues that may arise that are within the scope of the role.
- Facilitate the purchase of Wetlands merchandise and answer patron questions regarding merchandise.
- Completion of paperwork to document all incidents that may arise.
- Assist with issuing season passes.
- Minor cleaning and maintenance to include landscaping and cleaning.
- Assist with inventory control in the Café to include assisting with stocking and ordering all food items.
- Ability to follow State of Tennessee regulations regarding sanitation and serving food.

- Assist with birthday party packages and other special events.
- Practice safety first while inside Wetlands and at assigned post. Enforce all park policies and rules.
- Assist with completing accurate records of patron attendance to include season pass and daily pass usage.
- Perform all duties asked by Seasonal Manager and Water Park Director.
- General knowledge of Wetlands pool, slides, and features.
- Knowledge of principals and practices of facility rules, policies, and procedures.
- Collaborate with entire Wetlands staff to ensure the park is clean, maintained, safe and always kept in good repair.
- Demonstrate and lead by example of good practices around a pool, around slides and within the park.
- Ability to take direction and perform duties independently.
- Represent Wetlands Water Park in a positive, professional manner with a pleasant personality and a neat appearance.
- Ability to attend all in-service training and be aware of all facility programs, scheduling, and activities.
- Aid parents or family members in locating a child or relative when needed.
- Other duties as assigned by Seasonal Manager, Wetlands Director or Parks & Rec Director.

Qualifications

- High school or college student; graduate of preferred. Minimal grade completion is 9th grade.
- Must be 15 years old or older.

Experience

- Previous experience preferred in customer service to include restaurant, office, or retail environments.
- Experience operating basic restaurant equipment preferred.



Head Lifeguard

Grade: 4

Adopted: March 2026

Position Description: This seasonal position is responsible for participating in and providing supervision of Lifeguards; monitoring activities at Wetlands Water Park, including functioning as a Lifeguard in maintaining order; preventing accidents; rescuing swimmers in distress; and providing swimming instruction.

Supervision is provided by the Wetlands Seasonal Manager and Wetlands Water Park Director.

Duties:

- Conduct reviews of lifeguard activity; correcting improper practices; checking the pool, decking, locker rooms, and pool equipment for safety hazards or needed repairs. Assist in implementing corrective action of any unsafe conditions or safety violations.
- Assign and oversee lifeguard opening and closing, clean-up and safety check duties. To include keeping Wetlands Water Park free of debris and visually appealing to patrons.
- Assist in ensuring lifeguards meet the dress code.
- Ensure lifeguards exhibit a high quality of customer service.
- Assist in directing and executing the Wetlands Emergency Action Plan when needed.
- Conduct water tests and maintain records on water tests as directed by Seasonal Manager or Wetlands Director.
- Perform lifeguard duties.
- Implement and enforce pool safety activities and assist in training staff and educating the public regarding Wetlands rules and water safety.
- Supervise of lifeguards; to include ensuring lifeguard staff rotation and shift change is completed according to Wetlands policy.
- Assist with swimming lessons.
- Possess organizational and administrative experience.
- Thorough knowledge of first aid, CPR, and water rescue techniques.
- Ability to take direction and perform duties independently.

- Represent Wetlands Water Park in a positive, professional manner with a pleasant personality and a neat appearance.
- Complete required records and reports and submit when due.
- Other duties as assigned by Seasonal Manager, Wetlands Director or Parks & Rec Director.

Qualifications

- High school graduate: college student preferred
- Must be 18 years old or older
- Current CPR and First Aid certification
- Current Lifeguard certification
- Water Safety Instructor preferred
- Must complete the Wetlands lifeguard test; requiring a high level of physical endurance and excellent physical condition

Experience

- 3 years or more of experience as a lifeguard
- Preferred experience as a Head Lifeguard



Lifeguard

Grade: 3

Adopted: March 2026

Position Description: This seasonal position is responsible for ensuring the safety of swimmers and aquatic patrons by monitoring activities, enforcing safety rules, and performing rescues when necessary.

Immediate supervision is provided by the Head Lifeguard on duty, the Wetlands Seasonal Manager and Wetlands Water Park Director.

Duties:

- Ability to direct people in a courteous manner and have them follow directions.
- Ability to perform first aid and CPR when necessary.
- Practice safety first while inside Wetlands and at assigned post.
- Able to teach and/or assist swimming lessons to children and engage in positive manner with children.
- Perform all duties asked by Head Lifeguard, Seasonal Manager and Water Park Director.
- Familiar with installation, use and maintenance of all types of swimming pool equipment including rescue tubes, etc.
- General knowledge of Wetlands pool, slides, and features.
- Knowledge of principals and practices of facility rules, policies, and procedures.
- Ability to learn all aspects of the Wetlands Emergency Action Plan and be ready to respond quickly and confidently to emergency situations.
- Communicate clearly with other lifeguards and aquatic staff regarding the need for assistance and/or equipment.
- Observe all water areas and assure the maximum safety of all patrons.
- Assist the staff in any phase of the pool's operation.
- Collaborate with entire Wetlands staff to ensure the park is clean, maintained, safe and always kept in good repair.
- Demonstrate and lead by example of good practices around a pool, around slides and within the park.
- Ability to take direction and perform duties independently.
- Represent Wetlands Water Park in a positive, professional manner with a pleasant personality and a neat appearance.

- Ability to attend all in-service training and be aware of all facility programs, scheduling, and activities.
- Educate patrons on safety concerns and inform them of the purpose of the rules.
- Aid parents or family members in locating a child or relative when needed.
- Complete required records and reports on time and accurately.
- Ensure all opening and closing safety checks are completed to include equipment checks.
- Other duties as assigned by Seasonal Manager, Wetlands Director or Parks & Rec Director.

Qualifications

- High school or college student; graduate of preferred. Minimal grade completion is 10th grade.
- Must be 16 years old or older.
- Current CPR and First Aid certification.
- Current Lifeguard certification.
- Successfully complete the facility's lifeguard test.
- Must demonstrate excellent physical condition and promote a healthy, fit lifestyle through appearance and actions.

Experience

- Previous experience in some phase of aquatic operations preferred.
- Possess the ability to direct others and be direct and clear in communication.



Slide Attendant

Grade: 2

Adopted: March 2026

Position Description: This seasonal position is responsible for the oversight of the water slides at Wetlands Water Park and oversees the safe, smooth use by guests when using the water slides.

Immediate supervision is provided by the Head Lifeguard on duty, with indirect supervision by the Wetlands Seasonal Manager and Wetlands Water Park Director.

Duties:

- Ability to direct people in a courteous manner and have them follow directions.
- Ability to perform first aid and CPR when necessary.
- Practice safety first while inside Wetlands and at assigned post.
- Work with patrons of all ages and communicate clearly and provide concise, clear direction.
- Maintain discipline, analyze questions asked by patrons, provide thoughtful answers and make decisions based on all circumstances.
- Perform all duties asked by Head Lifeguard, Seasonal Manager and Water Park Director.
- General knowledge of Wetlands pool, slides and features.
- Knowledge of principals and practices of facility rules, policies and procedures.
- Collaborate with entire Wetlands staff to ensure the park is clean, maintained, safe and always kept in good repair.
- Demonstrate and lead by example of good practices around a pool, around slides and within the park.
- Ability to take direction and perform duties independently.
- Represent Wetlands Water Park in a positive, professional manner with a pleasant personality and a neat appearance.
- Other duties as assigned by Seasonal Manager, Wetlands Director or Parks & Rec Director.

Qualifications

- High school or college student; graduate of preferred.
- Must be 15 years old or older.
- Current CPR and First Aid certification.
- Must demonstrate excellent physical condition and promote a healthy, fit lifestyle through appearance and actions.

Experience

- Previous experience in some phase of aquatic operations preferred.
- Possess the ability to direct others and be direct and clear in communication.

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

Consent Agenda

DATE: March 9, 2026

AGENDA ITEM #: 17

SUBJECT: Jackson Theatre Job Descriptions: Host I, Host II, and House Manager

BACKGROUND:

As you are aware, the Jackson Theatre has a license to serve alcohol. The Alcoholic Beverage Commission representative that performs their yearly inspection informed us that our job descriptions had to include language about "must have a current Tennessee ABC server permit". All those serving do have their permit but again it must be stated in the job description.

HR Director Michelle Stewart worked with Jackson Theatre Operations Manager Amber Crumley and the Host II and House Manager positions have the language added. The House Manager has some other revisions again that Ms. Stewart worked with Ms. Crumley to complete based on the actual duties of a house manager (now that we have some experience of being open since November 2024).

Finally, since we have or may have employees that are under 18 years of age, the Host 1 position would cover them as they are not old enough to serve, there that position does not have the ABC required language.

RECOMMENDATION:

Approve the revised Jackson Theatre Host I, Host II, and House Manager revised job descriptions, as presented.



HOST I- JACKSON THEATRE

JOB STATUS: NON-EXEMPT

DATE MODIFIED: MARCH 9, 2026

GRADE 1

DEFINITION

The Host position at the Jackson Theatre provides a wide array of customer service functions. Employees in this class are assigned specific tasks related to the theatre box office and concessions. Employees in this position have frequent contact with the public and are most often the initial contact for the Jackson Theatre with patrons. This is a part time position.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Jackson Theatre Assistant Operations Manager and the general supervision of the Jackson Theatre Operations Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Function:

1. Responsible for opening and closing of the theatre to include the Stage Door in accordance with opening/closing procedures.
2. Responsible for learning the use of the ticketing system used by the Jackson Theatre and all functions needed to properly run the box office (sales, refunds, manifest creation, audit and sales reports, creation of an event/patron type report and other functions as needed).
3. Coordinates with the House Manager to coordinate the times for the theatre to open the doors to patrons and ensure ushers are familiar with all seating arrangements and any special requests for patrons.
4. Demonstrate a high degree of hospitality for theatre patrons either in person or via telephone, assisting with general theatre and Jonesborough questions to include directions, event specifics, etc.
5. Sell tickets to theatre events during designated box office times.
6. Responsible for proper reporting of daily ticket sales and reconciliation of cash sales for the day. This includes collecting all cash sales, cash drawers, daily sales reports, daily tax reports and completing an itemized sales sheet each day.
7. Ability to work nights, weekends and holidays when needed to accommodate the needs of the theatre.
8. Utilize the point-of-sale system used by the theatre to sell all concessions and merchandise. The system includes sales, inventory, input of items in proper categories for accounting purposes.
9. Assists the Assistant Operations Manager and House Manager on a proper inventory system with weekly updates to maintain adequate inventory.

Marginal Functions:

- Performs related duties and responsibility as required.
- Assists with keeping the theatre and the Stage Door neat and clean during events.
- Assists with theatre tours.

KNOWLEDGE SKILLS AND ABILITIES**Knowledge of:**

- Computer utilization includes specific programs, Microsoft programs.

Skill in:

- Customer Service and/or public relations to include conflict resolution.

Ability to:

- Understand oral and written instructions.
- Ability to maintain an effective working relationship with superiors, employees, and public.
- To use sound judgment in fulfilling the responsibilities of this position.
- Set up chairs, tables, etc.
- Learning about the operation of audiovisual equipment, lights, etc.
- Work weekends or holidays to meet the needs of The Jackson Theatre schedule.

REQUIRED QUALIFICATIONS:

- Minimum high school diploma or equivalent.
- 16 years old or older.
- Valid driver's license.
- Preferred customer service experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily indoors but may occasionally be exposed to the weather to assist patrons and theatre staff. Moderate physical demands: strength sufficient to lift and move items weighing up to fifty (50) pounds on occasion; lifting to ten (10) pounds is frequently needed.

Environment:

Task is regularly performed indoors with limited exterior work.

Mental:

While performing the duties of this class, the employee is regularly required to use a mid-level degree of mental stamina to complete tasks in an efficient timely manner.

Vision:

See in the normal visual range with or without correction; vision sufficient to see traffic at a distance and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.



HOST II JACKSON THEATRE

JOB STATUS: NON-EXEMPT

DATE MODIFIED: MARCH 9, 2026

GRADE 1

DEFINITION

The Host position at the Jackson Theatre provides a wide array of customer service functions. Employees in this class are assigned specific tasks related to the theatre box office and concessions, to include serving alcohol. Employees in this position have frequent contact with the public and are most often the initial contact for the Jackson Theatre with patrons. This is a part time position.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Jackson Theatre Assistant Operations Manager and the general supervision of the Jackson Theatre Operations Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Function:

1. Must have a current, Tennessee ABC server permit.
2. Responsible for opening and closing of the theatre to include the Stage Door in accordance with opening/closing procedures.
3. Responsible for learning the use of the ticketing system used by the Jackson Theatre and all functions needed to properly run the box office (sales, refunds, manifest creation, audit and sales reports, creation of an event/patron type report and other functions as needed).
4. Coordinates with the House Manager to coordinate the times for the theatre to open the doors to patrons and ensure ushers are familiar with all seating arrangements and any special requests for patrons.
5. Demonstrate a high degree of hospitality for theatre patrons either in person or via telephone, assisting with general theatre and Jonesborough questions to include directions, event specifics, etc.
6. Sell tickets to theatre events during designated box office times.
7. Responsible for proper reporting of daily ticket sales and reconciliation of cash sales for the day. This includes collecting all cash sales, cash drawers, daily sales reports, daily tax reports and completing an itemized sales sheet each day.
8. Ability to work nights, weekends and holidays when needed to accommodate the needs of the theatre.
9. Utilize the point-of-sale system used by the theatre to sell all concessions and merchandise. The system includes sales, inventory, input of items in proper categories for accounting purposes.
10. Assists the Assistant Operations Manager and House Manager on a proper inventory system with weekly updates to maintain adequate inventory.

11. Provides support as a bartender during events that serve alcohol at the Jackson Theatre. This involves training and additional functions to ensure that alcohol serving guidelines are met and all reports of alcohol sales are completed.

Marginal Functions:

- Performs related duties and responsibility as required.
- Assists with keeping the theatre and the Stage Door neat and clean during events.
- Assists with theatre tours.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Computer utilization includes specific programs, Microsoft programs.
- Alcohol serving guidelines in the State of Tennessee.

Skill in:

- Customer Service and/or public relations to include conflict resolution.

Ability to:

- Understand oral and written instructions.
- Ability to maintain an effective working relationship with superiors, employees, and public.
- To use sound judgment in fulfilling the responsibilities of this position.
- Set up chairs, tables, etc.
- Learning about the operation of audiovisual equipment, lights, etc.
- Work weekends or holidays to meet the needs of The Jackson Theatre schedule.

REQUIRED QUALIFICATIONS:

- Minimum high school diploma or equivalent.
- 18 years old or older.
- Valid driver's license.
- Preferred customer service experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily indoors but may occasionally be exposed to the weather to assist patrons and theatre staff. Moderate physical demands: strength sufficient to lift and move items weighing up to fifty (50) pounds on occasion; lifting to ten (10) pounds is frequently needed.

Environment:

Task is regularly performed indoors with limited exterior work.

Mental:

While performing the duties of this class, the employee is regularly required to use a mid-level degree of mental stamina to complete tasks in an efficient timely manner.

Vision:

See in the normal visual range with or without correction; vision sufficient to see traffic at a distance and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.



HOUSE MANAGER, JACKSON THEATRE

JOB STATUS: NON-EXEMPT

DATE MODIFIED: MARCH 9, 2026

GRADE 5

DEFINITION

The House Manager, Jackson Theatre, is responsible for overseeing all aspects of the patron experience at the Jackson Theatre, including ticketing, ushering, concessions, and audience services. This position requires strong leadership skills, excellent customer service, and the ability to manage a team in a fast-paced environment. This is a part-time position, 25 hours per week.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Assistant Operations Manager with oversight by the Operations Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Function:

1. Oversee the day-to-day operations of the front of house areas, including the box office, lobby, ushers, gift shop area, and concessions.
2. Oversees merchandising for the Jackson Theatre and Stage Door.
3. Assist in hiring, training, scheduling, and supervising front of house staff, including ushers, ticket sellers, bartenders, concession workers, and volunteers.
4. Ensure that all front-of-house staff are trained in customer service, safety procedures, and venue policies.
5. Coordinates with the production team to ensure that front-of-house activities are aligned with performance schedules and technical requirements.
6. Assists in overseeing ticketing operations, including selling tickets, handling exchanges and refunds, and reconciling cash drawers.
7. Addresses patron inquiries, concerns, and complaints in a prompt and professional manner.
8. Manage inventory with assistance from the Assistant Operations Manager with ordering for concessions, ensuring that supplies are stocked and equipment is maintained.
9. Collaborates with marketing and promotions teams to develop strategies for increasing ticket sales and patron engagement, including various aspects of community engagement and includes distribution of printed promotional pieces.
10. Possess a Tennessee ABC server permit.

Marginal Functions:

- Monitors audience flow and seating arrangements to ensure a smooth and efficient experience for patrons.
- Responsible for updates to product inventory within our Point-of-Sale system.
- Assists with theatre event planning which may include stage design for live performances, themed movie events, and other dedicated events held within the Jackson Theatre.
- Responsible for covering all green rooms' needs when the theatre is hosting live performances.
- Maintains cleanliness and organization of all front of house areas, including the lobby, restrooms, and concession stands.
- May be asked to be on call from time to time.
- Ability to work weekends, holidays, and evenings to accommodate the needs of the Jackson Theatre.
- Perform related duties and tasks assigned.

KNOWLEDGE SKILLS AND ABILITIES**Knowledge of:**

- Ticketing systems and box office operations.
- Safety and security procedures in a public venue.
- Collaborating with volunteers to include recruitment, training, and supervision.

Skill in:

- Strong organizational and multitasking skills.
- Following safe work practices.
- Strong leadership and supervisory skills with the ability to manage a team.
- Excellent public relations, customer service, and communications skills

Ability to:

- Work flexible hours to include evenings, weekends, and some holidays.
- Ability to prioritize tasks in a demanding environment.
- Ability to interact professionally with patrons and staff.
- Understand oral and written instructions.
- Ability to maintain an effective working relationship with supervisors, employees, and public.
- To use sound judgment in fulfilling the responsibilities of this position.

REQUIRED QUALIFICATIONS:

- Minimum high school diploma or equivalent.
- Supplemental business courses at a college level in management and/or accounting techniques and computers.
- Minimum of 3-5 years of experience in front of house management, event management, customer service or related field or any combination of education, training, and experience which provides the necessary knowledge, skills, and ability to perform the essential functions of the job.
- 18 years old or older.

- Valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors but there may be occasional exposure to the elements. Moderate physical demands: strength sufficient to lift and move items weighing up to fifty (50) pounds Minimal dexterity in the use of fingers, limbs, or body parts in the operation of theatre or office equipment. Tasks may involve extended periods of time at a computer/keyboard.

Environment:

Task is regularly performed indoors with limited exterior work.

Mental:

While performing the duties of this class, the employee is regularly required to use a mid-level degree of mental stamina to complete tasks in an efficient timely manner.

Vision:

See in the normal visual range with or without correction; vision sufficient to see traffic at a distance and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

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

Consent Agenda

DATE: March 9, 2026

AGENDA ITEM #: 18

SUBJECT: Tiger Park Concession Agreement

BACKGROUND:

As a part of the shared use agreement for Tiger Park, the Parks and Recreation Director has worked with school officials on a concession agreement for Tiger Park. As the Town of Jonesborough and the Washington County Department of Education are both local governmental entities, particular attention must be paid to cash/debit card transactions. They must meet guidelines established by state law and the state comptroller's office.

The concession agreement, which is attached for approval, is for use at Tiger Park only. The concession agreement for the Jonesborough Little League is different. The biggest difference is found in section 4 of the Tiger Park concession agreement.

Section 4.1 requires Coke products to be sold. This is the same for Little League as the Town has an exclusive drink sponsorship agreement with Coke.

Section 4.2 is completely different. The purpose of this section is that the Town of Jonesborough's Parks and Recreation Department shall be responsible for purchasing the food for sale at the concession stand. This is new for us but again has been mutually agreed upon.

Finally, section 4.3 is also different. This requires the concessionaire to set a menu and prices for approval by the Parks and Recreation Director.

Now, why do we need sections 4.2 and 4.3 on the concession agreement? The Town utilizes the Clover system for payment. There can only be one bank account attached to the system. Therefore, it is the Town's system and the Town's bank account.

The School Boosters are not in a position to spend the money on the concession's food, then wait for reimbursement. Since the Town is purchasing the food and the purchase of the food at concessions is going into the Town's account, the Town will then issue a check to the Booster Club for their share of the profit.

The Town will provide the forms for daily reporting and deposits, as well as a policy for handling cash. The Town's Finance Director, Janet Jennings, has reviewed these and stated they looked good. She did make a recommendation for a couple of small changes. Again, the Washington County School Officials are good with the proposed agreement. Town Attorney Jim Wheeler reviewed and the revisions are provided in the attachment.

RECOMMENDATION:

Approve the Tiger Park Concession Agreement authorizing the Mayor to sign the agreement, as presented.

TOWN OF JONESBOROUGH
DEPARTMENT OF PARKS AND RECREATION
CONCESSION AGREEMENT

This Concession Stand Agreement (“Agreement”) is made this ___ day of, _____ 20___, by and between:

- **Town of Jonesborough, Tennessee**, acting through its Parks and Recreation Department (hereinafter “Town” or “Licensor”), and
- _____ (hereinafter “Concessionaire”).

Collectively referred to as the “Parties.”

1. PURPOSE AND PREMISES

1.1 The Town grants to Concessionaire the non-exclusive right (unless otherwise agreed by amendment of this agreement) to operate the concession stand located at Tiger Park, for the purpose of selling food, drinks, and related concession-type items (“Concession Services”) during events as approved by the Town.

1.2 The concession stand facility, equipment, fixtures, and the area immediately surrounding it (grounds, parking, walkways / bleachers, etc.) are included in the Premises for which this Agreement applies.

2. TERM

2.1 Effective Date & Term: This Agreement begins on _____ 20___ and remains in force until _____ 20___, unless terminated earlier in accordance with Section 11.

2.2 Renewals: Option(s) to renew may be granted under mutually agreeable terms, provided Concessionaire is in compliance with this Agreement.

3. OPERATIONS, HOURS AND EVENTS

3.1 Concessionaire shall operate the concession stand during all events at Tiger Park as scheduled by the Town or as otherwise agreed.

3.2 Concessionaire shall open and staff the concession stand during the hours required for such events, and in such condition as may be required by the Town and in compliance with all health, safety, building, and fire code requirements.

4. EXCLUSIVE SUPPLY OBLIGATIONS

4.1 Drink Sponsorship – Coke: The Town has an exclusive drink sponsorship agreement with Coca-Cola. Concessionaire must use Coca-Cola products (including water) as the sole provider of bottled / canned / fountain drinks and must order exclusively through the designated Coke representative as specified by the Town. All orders shall be approved and/or placed by Town employees designated and approved by the Town Administrator or Town Recorder.

4.2 Food / Other Supplies – US Foods: The Town has an agreement with US Foods for supply of certain basic items for resale. Concessionaire shall source those basic items through US Foods in accordance with the supply agreement of the Town, except in cases where the Town approves otherwise in writing. All orders shall be approved and/or placed by Town employees designated and approved by the Town Administrator or Town Recorder.

4.3 Prices / Menu: Concessionaire shall submit a proposed menu and price list for Town approval before commencement of operations or any modification. Prices should be reasonable and consistent with comparable concessions.

5. BUILDING, EQUIPMENT & MAINTENANCE

5.1 Town Responsibilities – Ordinary and Reasonable Maintenance: The Town shall cover the cost of ordinary, customary, and reasonable repairs necessary to preserve the building structure (roof, walls, plumbing, electrical, permanent fixtures), and equipment provided by Town, except where damage arises due to negligence, misuse, or willful misconduct by Concessionaire or its agents.

5.2 Concessionaire Responsibilities – Damage & Cleaning:

- Concessionaire is responsible for any damage beyond ordinary wear and tear or beyond what would be expected in preserving the building. If Concessionaire or its employees, agents, volunteers cause damage, Concessionaire shall repair or pay for repair (as determined by Town).
- Concessionaire shall keep all Town-provided equipment, fixtures, counters, sinks, serving surfaces, etc., clean after each use. Failure to properly clean may result in delays in the Town making payouts of any amounts owed to Concessionaire, and/or the imposition of cleaning fees or deductions from those payouts.

5.3 Equipment Inventory: An inventory of all equipment provided by Town shall be attached as Exhibit A. Concessionaire shall inspect and acknowledge condition at start of term.

6. TRASH, SANITATION & AREA CLEANUP

6.1 Concessionaire shall be responsible for disposing of all trash generated in and around the concession stand during and after each event. It is to be disposed of in the dumpster located in the back parking lot of Jonesborough Elementary School.

6.2 Concessionaire shall walk surrounding areas, including fields, bleachers, walkways, dugouts, and adjoining areas, after each event to clean up all litter or debris caused by attendees or Concession operations.

6.3 Bathroom Cleaning: When bathrooms are in use in connection with events where concession stand is operating, Concessionaire (or those using the concession stand for the event) shall clean the bathrooms to a reasonable standard. The Town staff is typically **not** available during these events; thus, the primary responsibility lies with Concessionaire or event-organizers. Cleaning supplies will be provided by the Town.

7. COMPLIANCE WITH LAWS, PERMITS & HEALTH REQUIREMENTS

7.1 Concessionaire shall comply with all federal, state, and local laws, ordinances, codes, and regulations applicable to operations, food service, health inspection, fire safety, labor/employment, and environmental matters.

7.2 Since Tiger Park is on property leased to the County and provided for school use (i.e. school grounds) all employees, volunteers, and/or contractors of Concessionaire working in the concession stand must comply with Tennessee Code Annotated § 49-5-413, which requires:

- That any person applying for or holding a position (or performing a service under contract) that has proximity to school children or access to school grounds when children are present must submit fingerprints and undergo a criminal history records check by the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).
- That this occurs before they begin work, and then at least every five (5) years thereafter.
- That Concessionaire shall provide evidence of compliance on demand by the Town.

7.3 Concessionaire must maintain all required permits and licenses (health department, business license, food handler permits, etc.) and pay all associated fees.

8. INSURANCE, INDEMNITY & LIABILITY

8.1 Insurance: Concessionaire shall procure and maintain and provide documentation of the following policies of insurance, at its sole expense, during the term of this Agreement and shall have the Town of Jonesborough, Tennessee listed as an additional insured on each policy:

- General liability insurance (including liquor liability if applicable, product liability if selling prepared food) with minimum coverage of \$1,000,000 per occurrence and \$3,000,000 aggregate, with the Town named as additional insured.
- Workers' compensation insurance as required by Tennessee law.
- Any other insurance required by local or state law or by Town policy.

8.2 Indemnity: Concessionaire shall defend, indemnify, and hold harmless the Town, its elected officials, officers, employees, volunteers, and agents from and against all claims, damages, liabilities, costs, fees, or expenses arising out of or in connection with Concessionaire's negligence, willful misconduct, breach of this Agreement, or non-compliance with laws or regulations.

9. FINANCIAL TERMS / PAYMENTS / REPORTS

9.1 Fees / Revenue Share: The manner in which Concessionaire pays the Town may be one or more of:

- Fixed rent / fee per event or per season; or
- A percentage of gross or net sales; or
- Combination of fixed fee plus percentage share.

Specify here: _____ % of gross sales / net sales / fixed fee of \$ _____ per event / season.

9.2 Reporting: Concessionaire shall keep accurate books and records of all sales, expenses, and operations relevant to the concession business, and shall provide the Town with periodic sales within one day after each event, using forms approved by the Town.

9A. PAYMENT SYSTEM, RECONCILIATION, AND REPORTING

9A.1 Point of Sale System (Clover): The Town has established the Clover system as the sole point of sale (POS) system for all concession stand operations. Concessionaire shall use the Clover system for all transactions, including both cash and card payments. All sales activity must be entered and reconciled in the Clover system daily.

9A.2 Inventory Tracking: The Town shall enter and maintain accurate inventory in the Clover system to allow for tracking of products sold. Inventory shall be updated regularly and reconciled against sales activity.

9A.3 Training: The Town shall provide reasonable training to the Concessionaire and its employees in the use of the Clover system. Concessionaire is responsible for ensuring its staff adheres to training and operates the system correctly.

9A.4 Daily Reporting and Deposits: At the close of each operating day, Concessionaire shall complete the required Town-provided forms reflecting sales, deposits, and reconciliations. Cash receipts shall be secured in a designated area (to be determined by the Town) for pick-up by Town staff the following business day.

9A.5 Starting Cash: Concessionaire shall be responsible for providing and maintaining starting cash for registers and for ensuring proper change-making ability during operations.

9A.6 Profit Share and Payouts: Checks reflecting the Concessionaire's share of profits, if any, will be issued by the Town within ten (10) business days of receipt of accurate and complete paperwork as required by the Town. Failure to complete paperwork correctly may delay payment processing.

10. PERFORMANCE STANDARDS AND DEFAULTS

10.1 Concessionaire shall maintain a high standard of service, cleanliness, food safety, customer service, and overall operations.

10.2 The Town may inspect the facility at any time to ensure compliance.

10.3 Defaults: The following constitute material breach of this Agreement:

- Failure to comply with exclusive supply obligations (Coke, US Foods).
- Failure to maintain cleanliness, sanitary conditions, proper trash disposal.
- Failure to comply with background check law T.C.A. § 49-5-413.
- Failure to keep accurate financial records or to make payments when due.
- Significant damage from Concessionaire's misuse or negligence.

10.4 Remedies for Default: Upon material breach, the Town may:

- Withhold payouts / revenue sharing until breach is remedied.
- Impose cleaning or repair fees.
- Require reimbursement for damages.
- Terminate this Agreement after notice and opportunity to cure (e.g. 30 days), unless breach is not curable.

11. TERMINATION

11.1 By Mutual Consent: The Parties may terminate this Agreement at any time by written mutual agreement.

11.2 For Cause: Either party may terminate for cause if the other materially breaches this Agreement and fails to remedy within 7 days after receipt of written notice.

11.3 Without Cause: The Town may terminate this Agreement without cause upon 7 days' written notice, but in such case shall pay any outstanding payments due to Concessionaire, minus reasonable costs incurred for any cleanup or repair required.

12. OTHER GENERAL PROVISIONS

12.1 Assignment: Concessionaire may not assign or transfer this Agreement or its rights hereunder without prior written consent of the Town.

12.2 Independent Contractor: The Concessionaire is an independent contractor. Nothing in this Agreement creates the relationship of employer/employee between Town and Concessionaire or its employees.

12.3 Notices: All notices to be given under this Agreement shall be in writing and delivered to the Parties at their addresses listed below (or as otherwise designated in writing).

12.4 Severability: If any provision of this Agreement is held invalid or unenforceable, that provision shall be severed, and the remainder of the Agreement shall remain in full force.

12.5 Governing Law: This Agreement shall be governed by and construed under the laws of the State of Tennessee.

12.6 Entire Agreement: This Agreement constitutes the entire understanding and agreement between Parties concerning its subject matter, and supersedes all prior or contemporaneous agreements, representations, or understandings.

IN WITNESS WHEREOF, the Parties have executed this Concession Stand Agreement as of the date first written above:

CONCESSIONAIRE

LESSOR

By: _____

Name: _____

KELLY WOLFE, MAYOR

Title: _____

Date: _____

Date

JANET JENNINGS, RECORDER

Date

APPROVED AS TO FORM: _____

JAMES R. WHEELER, TOWN ATTORNEY

Date

Exhibit A – Inventory of Town-provided Equipment

(Will be added after project is complete)

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

Consent Agenda

DATE: March 9, 2026

AGENDA ITEM #: 19

SUBJECT: Jonesborough Little League Concession Agreement

BACKGROUND:

It is hard to believe that we are entering the Little League baseball season. As such, we need to update the concession agreement for Little League for 2026.

The only change in the agreement for 2026 is the beverage agreement. The Town has an exclusive sponsorship agreement with Coke; therefore, all beverages sold by the Little League in the concession stand must be Coke products.

This section is highlighted in the attached agreement. Again, this is the only change to the 2026 Little League Concession Agreement.

RECOMMENDATION:

Approve the 2026 Concession agreement with Jonesborough Little League, authorizing the Mayor to sign the agreement for the Town as presented.

TOWN OF JONESBOROUGH
DEPARTMENT OF PARKS AND RECREATION
2026 CONCESSION AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

shall have final authority if there is a difference of opinion on the appropriateness of a concessionaire worker.

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

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

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

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

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

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

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

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

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

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

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

INSURANCE, INDEMNITY & LIABILITY

Insurance: Concessionaire shall procure and maintain and provide documentation of the following policies of insurance, at its sole expense, during the term of this Agreement and shall have the Town of Jonesborough, Tennessee listed as an additional insured on each policy:

- General liability insurance (including liquor liability if applicable, product liability if selling prepared food) with minimum coverage of \$1,000,000 per occurrence and \$3,000,000 aggregate, with the Town named as additional insured.
- Workers' compensation insurance as required by Tennessee law.
- Any other insurance required by local or state law or by Town policy.

Indemnity: Concessionaire shall defend, indemnify, and hold harmless the Town, its elected officials, officers, employees, volunteers, and agents from and against all claims, damages, liabilities, costs, fees, or expenses arising out of or in connection with Concessionaire's negligence, willful misconduct, breach of this Agreement, or non-compliance with laws or regulations.

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

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

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

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

TERM OF CONTRACT. Term of this lease is for the 2026 season and will run from March 16, 2026, through June 30, 2026.

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

Executed on this day of 16th day of March 2026.

LESSEE

LESSOR

CONCESSIONAIRE

Kelly Wolfe, MAYOR

Date

Date

Address: _____

Phone: _____

JANET JENNINGS, RECORDER

Date

APPROVED AS TO FORM:

JAMES R. WHEELER, TOWN ATTORNEY

Date

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

DATE: March 9, 2026

AGENDA ITEM #: 1-A

SUBJECT: Special Financial Reports

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

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

| | <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>44,491</u> | <u>33,046</u> |
| | | |
| Total Billings | 3,926,150 | 2,875,150 |
| | | |
| Adjustments: | | |
| Real and Personal Reductions | (2,012) | (8,383) |
| Real and Personal Pick-ups | <u>12,707</u> | <u>2,040</u> |
| | | |
| Adjusted Tax Billing | 3,936,845 | 2,868,807 |
| | | |
| Payments: | | |
| Real, Personal and Public Utility | 66.18% <u>(2,605,268)</u> | 68.66% <u>(1,969,695)</u> |
| | | |
| Property Tax Outstanding | 33.82% <u><u>1,331,577</u></u> | 31.34% <u><u>899,112</u></u> |
| | | |
| Reconciliation to Open Tax Listing: | | |
| Real and Personal | 1,290,923 | 869,044 |
| Public Utilities | <u>40,654</u> | <u>30,068</u> |
| Total Open Tax List | <u><u>1,331,577</u></u> | <u><u>899,112</u></u> |
| | | |
| Difference | <u><u>-</u></u> | <u><u>-</u></u> |

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

| Tax Year | Amount Billed | 6/30/2025 Balance | Collected | Adjustments | 1/31/2026 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 | 6,598 | - | 5,893 | 99.78% |
| 2024 | 2,833,572 | 199,360 | 132,205 | (1,101) | 66,054 | 97.67% |
| Totals | | \$ 225,447 | \$ 138,803 | \$ (1,101) | \$ 85,543 | |

| | | |
|--|-------------------------|---------------|
| 2025 Real and Personal Taxes Billed | 3,881,659 | |
| 2025 Public Utility Taxes Billed | 44,491 | |
| Collected Through 1/31/26 | (2,605,268) | 66.18% |
| Total Adjustments: | | |
| Reductions | (2,012) | |
| Pick-ups | 12,707 | |
| Balance 2025 Property Taxes | <u>1,331,577</u> | |
| | | |
| Total Outstanding Property Taxes | <u><u>1,417,120</u></u> | |

Town of Jonesborough
Health Reimbursement Account
2025-26 Fiscal Year

| Date | Fund | | | Total | Balance |
|-------------------|-------------|-------------|-------------|-------------|------------|
| | General | Solid Waste | Water/Sewer | | |
| July Deposit | 2,730.00 | 750.00 | 2,310.00 | 5,790.00 | 157,974.17 |
| 7/8/2025 | (1,504.65) | | (1,265.70) | (2,770.35) | 155,203.82 |
| 7/14/2025 | (328.47) | | (149.02) | (477.49) | 154,726.33 |
| 7/21/2025 | (237.72) | | (2,498.48) | (2,736.20) | 151,990.13 |
| 7/28/2025 | (53.33) | | (6,204.09) | (6,257.42) | 145,732.71 |
| 7/31/2025 | 605.83 | 750.00 | (7,807.29) | (6,451.46) | |
| August Deposit | 2,730.00 | 750.00 | 2,310.00 | 5,790.00 | 151,522.71 |
| 8/4/2025 | (647.99) | | (110.53) | (758.52) | 150,764.19 |
| 8/11/2025 | (499.13) | | (1,401.22) | (1,900.35) | 148,863.84 |
| 8/18/2025 | (1,828.67) | | (4,167.87) | (5,996.54) | 142,867.30 |
| 8/25/2025 | (5,725.43) | | (208.04) | (5,933.47) | 136,933.83 |
| 8/31/2025 | (5,365.39) | 1,500.00 | (11,384.95) | (15,250.34) | |
| September Deposit | 2,730.00 | 750.00 | 2,310.00 | 5,790.00 | 142,723.83 |
| 9/2/2025 | (963.35) | | (1,659.88) | (2,623.23) | 140,100.60 |
| 9/8/2025 | (986.60) | | (3,323.52) | (4,310.12) | 135,790.48 |
| 9/15/2025 | (6,151.02) | | (4,202.56) | (10,353.58) | 125,436.90 |
| 9/22/2025 | (233.12) | | (6,250.69) | (6,483.81) | 118,953.09 |
| 9/29/2025 | (1,471.45) | | (2,384.67) | (3,856.12) | 115,096.97 |
| 9/30/2025 | (12,440.93) | 2,250.00 | (26,896.27) | (37,087.20) | |
| October Deposit | 2,730.00 | 750.00 | 2,310.00 | 5,790.00 | 120,886.97 |
| 10/6/2025 | (546.76) | | (187.89) | (734.65) | 120,152.32 |
| 10/14/2025 | (913.46) | | (522.30) | (1,435.76) | 118,716.56 |
| 10/20/2025 | (71.40) | | (473.49) | (544.89) | 118,171.67 |
| 10/27/2025 | (2,411.29) | | (349.83) | (2,761.12) | 115,410.55 |
| 10/31/2025 | (13,653.84) | 3,000.00 | (26,119.78) | (36,773.62) | |
| November Deposit | 2,730.00 | 750.00 | 2,310.00 | 5,790.00 | 121,200.55 |
| 11/3/2025 | (1,875.94) | | (46.72) | (1,922.66) | 119,277.89 |
| 11/10/2025 | (844.47) | | (791.24) | (1,635.71) | 117,642.18 |
| 11/17/2025 | (243.75) | | (787.47) | (1,031.22) | 116,610.96 |
| 11/24/2025 | (2,031.87) | | (753.71) | (2,785.58) | 113,825.38 |
| 11/30/2025 | (15,919.87) | 3,750.00 | (26,188.92) | (38,358.79) | |

Town of Jonesborough
Health Reimbursement Account
2025-26 Fiscal Year

| Date | Fund | | | Total | Balance |
|--------------------------------|-------------|-------------|------------------|-------------|------------|
| | General | Solid Waste | Water/Sewer | | |
| December Deposit | 2,730.00 | 750.00 | 2,310.00 | 5,790.00 | 119,615.38 |
| 12/1/2025 | (1,407.78) | | (321.22) | (1,729.00) | 117,886.38 |
| 12/8/2025 | (314.28) | | (2,498.88) | (2,813.16) | 115,073.22 |
| 12/15/2025 | (8,264.37) | | (216.82) | (8,481.19) | 106,592.03 |
| 12/22/2025 | (2,251.83) | | (169.95) | (2,421.78) | 104,170.25 |
| 12/29/2025 | (5,895.04) | | (1,033.65) | (6,928.69) | 97,241.56 |
| 12/31/2025 | (31,323.17) | 4,500.00 | (28,119.44) | (54,942.61) | |
| January Deposit | 2,730.00 | 750.00 | 2,310.00 | 5,790.00 | 103,031.56 |
| 1/5/2026 | (395.30) | | (449.92) | (845.22) | 102,186.34 |
| 1/12/2026 | (379.85) | | (210.13) | (589.98) | 101,596.36 |
| 1/20/2026 | (19.34) | (5,278.36) | (123.87) | (5,421.57) | 96,174.79 |
| 1/26/2026 | (1,164.15) | | (153.95) | (1,318.10) | 94,856.69 |
| 11/30/2025 | (30,551.81) | (28.36) | (26,747.31) | (57,327.48) | |
| 6/30/2025 Balance | | | 152,184.17 | | |
| Year-to-date HRA Contributions | | | 40,530.00 | | |
| Year-to-date HRA Claims | | | (97,857.48) | | |
| 1/31/2026 Balance | | | <u>94,856.69</u> | | |

Town of Jonesborough
Capital Projects Fund
Fiscal Year 2025-26
As of January 31, 2026

| 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 | 180,132.73 | | 6,794.27 |
| 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 | 32,328.05 | | 411,026.95 |
| 310-47500-945-42100 | 2nd 9-1-1 Line | Police | Debt | 74,884.00 | 74,884.00 | | | 74,884.00 |
| 310-47500-949-42100 | Special Event Equipment | Police | Debt | 35,000.00 | 35,000.00 | | | 35,000.00 |
| 310-47500-954-42200 | 11 Portable Radios | Fire | Debt | 68,310.00 | 68,310.00 | 76,475.14 | | (8,165.14) |
| 310-47500-954-42200 | 3 Mobile Radios | Fire | Debt | 22,125.00 | 22,125.00 | | | 22,125.00 |
| 310-47500-941-42200* | 1 Fire Take Home Vehicle | Fire | Debt | 65,000.00 | | | | 65,000.00 |
| 310-47500-949-42200 | Fit Test Machine | Fire | Debt | 14,000.00 | 14,000.00 | 14,674.60 | | (674.60) Need funding |
| 310-47500-942-43100 | Mini Excavator w/boom | Streets | Debt | 65,000.00 | 65,000.00 | 89,721.41 | 27,017.60 | 2,296.19 |
| 310-47500-942-43100 | Used Backhoe Loader | Streets | Debt | 60,000.00 | 60,000.00 | | (60,000.00) | - |
| 310-47500-942-43100 | Trailer for Mini Excavator | Streets | Debt | | - | 14,995.00 | 14,995.00 | - |
| 310-47500-942-43100 | Milling Machine | Streets | Debt | | - | 17,987.40 | 17,987.40 | - |
| 310-47500-942-44400 | Lawn Mower | Parks & Rec | Debt | 12,000.00 | 12,000.00 | | | 12,000.00 |
| 310-47500-942-44400 | Gator for Tiger Park | Parks & Rec | Debt | 15,000.00 | 15,000.00 | | | 15,000.00 |
| 310-47500-942-44400 | Pressure Washer | Parks & Rec | Debt | 5,000.00 | 5,000.00 | | | 5,000.00 |
| 310-47500-949-WETLD | Pool Heater | Wetlands | Debt | 50,000.00 | 50,000.00 | 24,499.00 | (25,501.00) | - |
| Total Equipment | | | | 1,677,384.00 | 1,082,329.00 | 450,813.33 | (25,501.00) | 1,201,069.67 |

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

Town of Jonesborough

Capital Projects Fund

Fiscal Year 2025-26

As of January 31, 2026

| Account Number | Description | Department | Funding Source | Budget | Year-to-Date | | | Budget Remaining | |
|------------------------------------|---|-------------|----------------|--------------|-----------------|---------------|--------------|------------------|---|
| | | | | | Revenue To-Date | Spent To-Date | Transfers | | |
| Projects | | | | | | | | | |
| 310-47510-910-41500 | Land - 217 W College St | Gen. Admin. | Debt/CapEq | - | | 251,638.21 | 25,501.00 | (16,528.95) | Need funding |
| | | | Debt | | | | 86,900.00 | | |
| | | | Debt | | | | 122,708.26 | | |
| | | | | | | | | | Include overage on sidewalks and \$45,870 handrail to come from Governor's sidewalk money |
| 310-47510-933-41500 | Sidewalks | Gen. Admin. | Debt/Gov \$ | 100,000.00 | 100,000.00 | 148,686.41 | | (48,686.41) | |
| 310-47510-939-41500 | Dumpster Pad-Jackson | Gen. Admin. | Debt | 50,000.00 | 50,000.00 | | | 50,000.00 | |
| 310-47510-939-41500-150 | Exterior Wall Renov-Stage Door, JRT, Jackson, ISC | Gen. Admin. | Grant | - | | 60,705.00 | | (60,705.00) | Downtown Imp Grant |
| 310-47510-929-41500 | ISC HVAC Replacement | Gen. Admin. | Debt | 100,000.00 | 100,000.00 | | | 100,000.00 | |
| 310-47510-929-41500-150 | ISC Exterior Deck Renov | Gen. Admin. | Grant | - | | 45,360.00 | | (45,360.00) | Downtown Imp Grant |
| 310-47510-992-43100 | Streets Building | Streets | Debt | 50,000.00 | 50,000.00 | 25,830.23 | | 24,169.77 | |
| 310-47510-931-43100 | Resurfacing | Streets | Debt | 500,000.00 | 500,000.00 | 84,902.70 | | 415,097.30 | |
| 310-47510-931-43100 | Connector Road | Streets | Debt | 130,900.00 | 130,900.00 | | (44,000.00) | - | |
| | | | Debt | | | | (86,900.00) | | |
| 310-47510-931-43100 | Traffic Signal Study | Streets | Debt | - | | 24,340.00 | 44,000.00 | 19,660.00 | |
| 310-47510-931-44320 | Stairway - Parking Lot | Senior Ctr | Debt/Grant | 15,000.00 | 15,000.00 | 19,484.00 | | (4,484.00) | \$15,000 grant coming |
| 310-47510-929-44400 | Bathroom Upgrade | Parks & Rec | Debt | 10,000.00 | 10,000.00 | 10,245.58 | | (245.58) | |
| 310-47510-929-44400 | Tiger Park Storage Unit | Parks & Rec | Debt | 15,000.00 | 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 | | | 20,000.00 | |
| 310-47510-937-44490 | Roofing | Wetlands | Debt | 50,000.00 | 50,000.00 | | | 50,000.00 | |
| 310-47510-937-44490 | Pump Room Repl | Wetlands | Debt | 350,000.00 | 350,000.00 | 140,153.56 | (122,708.26) | 87,138.18 | Bid w/staff doing demo |
| 310-47510-929-47210 | Restroom Remodel | Tourism | Debt | 150,000.00 | 150,000.00 | | | 150,000.00 | |
| 310-47510-929-47210 | Office Renovation | Tourism | Debt | 50,000.00 | 50,000.00 | | | 50,000.00 | |
| 310-47510-929-44491 | Window Replacement | McKinney | Debt | 54,500.00 | 54,500.00 | | | 54,500.00 | |
| 310-47510-929-44491 | Soundproof Curtains | McKinney | Debt | 10,000.00 | 10,000.00 | | | 10,000.00 | |
| 310-47510-929-43170 | Exhaust Evacuation Syst | Garage | Debt | 56,841.00 | 56,841.00 | | | 56,841.00 | |
| 310-47510-929-43170 | Lift Replacement | Garage | Debt | 61,420.00 | 61,420.00 | | | 61,420.00 | |
| Total Projects | | | | 1,909,161.00 | 1,773,661.00 | 811,345.69 | 25,501.00 | 1,123,316.31 | |
| Total Capital Projects Fund | | | | 3,586,545.00 | 2,855,990.00 | 1,262,159.02 | - | 2,324,385.98 | |

Profit and Loss by Class
Jonesborough Locally Grown
January 1-31, 2026

| Distribution account | Boone St Mkt | Farmers Mkt | Locally Grown | Total |
|--|------------------|---------------|-----------------|--------------------|
| Income | | | | |
| Memberships | | | 151.96 | 151.96 |
| Other Contributions | | | | |
| Donation - general | | | 5,165.60 | 5,165.60 |
| Donations - designated | 400.00 | | | 400.00 |
| Interest Earned | | | 25.70 | 25.70 |
| Total for Other Contributions | 400.00 | | 5,191.30 | \$5,591.30 |
| Program Service Revenue | | | | |
| Local food sales | 31,688.61 | 64.00 | | 31,752.61 |
| DUFB Reimbursement | | 31.00 | | 31.00 |
| Token Sales for FM | | 50.00 | | 50.00 |
| Total for Local food sales | 31,688.61 | 145.00 | | \$31,833.61 |
| Program Fee Income | | | | |
| Vendor Fees | 17.50 | 287.50 | | 305.00 |
| Total for Program Fee Income | 17.50 | 287.50 | | \$305.00 |
| Total for Program Service Revenue | 31,706.11 | 432.50 | | \$32,138.61 |
| Total for Income | 32,106.11 | 432.50 | 6,343.26 | \$37,881.87 |
| Expenses | | | | |
| Administrative | | | | |
| Professional memberships | | | 25.00 | 25.00 |
| Taxes and License Fees | | | 3,077.50 | 3,077.50 |
| Sales Tax Paid | 1,487.00 | | | 1,487.00 |
| Total for Taxes and License Fees | 1,487.00 | | 3,077.50 | \$4,564.50 |
| Total for Administrative | 1,487.00 | | 3,102.50 | \$4,589.50 |
| Facilities and Equipment | | | | |
| Property Expense | | | | |
| Furnishings | 2,077.00 | | | 2,077.00 |

| | | | | |
|---|------------------|---------------|-----------------|--------------------|
| Maintenance and Repair Costs | 381.65 | | | 381.65 |
| Total for Property Expense | 2,458.65 | | | \$2,458.65 |
| Utilities | | | | |
| Electric | 551.04 | | | 551.04 |
| Gas | 197.82 | | | 197.82 |
| Water | 119.59 | | | 119.59 |
| Total for Utilities | 868.45 | | | \$868.45 |
| Total for Facilities and Equipment | 3,327.10 | | | \$3,327.10 |
| Operations | | | | |
| Bank and Credit Card Fees | 851.93 | 4.13 | 185.04 | 1,041.10 |
| Program Expense (food) | | | | |
| DTC | 19,304.05 | | | 19,304.05 |
| Kitchen | -139.08 | | | -139.08 |
| Wholesale | 8,738.80 | | | 8,738.80 |
| Total for Program Expense (food) | 27,903.77 | | | \$27,903.77 |
| Program Expense (non-food) | | | | |
| Token Payments for FM | | 408.00 | | 408.00 |
| Total for Program Expense (non-food) | | 408.00 | | \$408.00 |
| Promotions | | | | |
| Advertising | | | 223.30 | 223.30 |
| Total for Promotions | | | 223.30 | \$223.30 |
| Supplies | | | | |
| Paper Products | 111.24 | | | 111.24 |
| Total for Supplies | 111.24 | | | \$111.24 |
| Total for Operations | 28,866.94 | 412.13 | 408.34 | \$29,687.41 |
| Personnel Expenses | | | | |
| Employees | | | | |
| Hourly | 6,617.11 | | 2,983.20 | 9,600.31 |
| Salaried | | | | |
| IRA match | 215.08 | | 222.88 | 437.96 |
| Total for Salaried | 215.08 | | 222.88 | \$437.96 |
| Total for Employees | 6,832.19 | | 3,206.08 | \$10,038.27 |

| | | | | |
|-------------------------------------|------------------|---------------|------------------|--------------------|
| Total for Personnel Expenses | 6,832.19 | | 3,206.08 | \$10,038.27 |
| Total for Expenses | 40,513.23 | 412.13 | 6,716.92 | \$47,642.28 |
| Net Operating Income | -8,407.12 | 20.37 | -1,373.66 | -\$9,760.41 |

Cash Basis Wednesday, February 04, 2026 12:55 PM GMTZ

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

DATE: March 9, 2026 **AGENDA ITEM #:** 2-A

SUBJECT: Mayor Communications – Proclamation Honoring Ruth Verhegge

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

DATE: March 9, 2026 **AGENDA ITEM #:** 2-B

SUBJECT: Mayor Communications - Employee of the Month

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

DATE: March 9, 2026 **AGENDA ITEM #:** 7-A

SUBJECT: Resolution authorizing the submission of an application for LPRF grant funds for Persimmon Ridge Park Improvements

BACKGROUND:

Before you is a Resolution authorizing the submission of an application for Local Parks and Recreation Fund (LPRF) grant program for Persimmon Ridge Park improvements.

The Town of Jonesborough proposes a comprehensive series of upgrades to the ballfields and associated amenities at Persimmon Ridge Park, a heavily used community recreation facility serving residents and visitors of Jonesborough and Washington County. The proposed improvements are intended to modernize aging infrastructure, address ongoing drainage and accessibility issues, and enhance safety, functionality, and ADA compliance throughout the park.

The project proposal includes stormwater drainage improvements designed to divert water around the ballfields, reducing flooding, improving field conditions, and extending the usable life of the facilities. These improvements will help protect both the playing surface and surrounding park infrastructure.

Existing Park structures, including the storage building, concession stand and restroom building and press boxes—will be demolished and all waste hauled off-site. These facilities are outdated, do not meet current ADA standards, and would require significant investment to retrofit. The Town has determined it will be more cost-effective to replace these structures with a single, consolidated facility that houses ADA-compliant restrooms, a concession stand, storage space, and press/score booth functions. The new building will improve operational efficiency while providing accessible, modern amenities for park users.

Planned ballfield improvements also include upgrades to three existing dugouts, enhancing durability and player safety and upgrading to meet ADA standards. Additionally, the project will construct a knee wall around the backstop and replace fencing from first base to third base to provide increased protection for spectators and other park users.

To further improve accessibility and safety, the project includes paving the existing parking lot to provide designated ADA-accessible parking spaces and paving of ADA-compliant pedestrian access connecting parking areas to the ballfields and supporting amenities. These improvements will ensure safe, accessible circulation throughout the ballfield complex for users of all abilities.

Collectively, these improvements will modernize Persimmon Ridge Park's ballfield complex, resolve longstanding drainage and ADA deficiencies, and enhance the overall safety, functionality, and longevity of one of the Town's primary recreational assets.

RECOMMENDATION:

Approve the Resolution authorizing the submission of an application for the Local Parks and Recreation Fund (LPRF) grant program for Persimmon Ridge Park improvements, as presented.

RESOLUTION NO. 2026-09

A RESOLUTION OF THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE 2026 PUBLIC PARKS AND RECREATION GRANT FUNDS

WHEREAS, the Town of Jonesborough supports the need for continued recreational activities within Jonesborough; and

WHEREAS, the Tennessee Department of Environment and Conservation's Office of Outdoor Recreation is accepting applications for the 2026 Public Parks and Recreation Grant Cycle.

WHEREAS, the Town of Jonesborough will apply for 2026 Local Parks and Recreation funds for the purpose of making improvements within the existing park system; and

WHEREAS, the Town of Jonesborough will provide the required match of fifty percent of the total project cost as identified in the grant application; and

WHEREAS, the Town of Jonesborough will accept financial responsibility of any cost overruns needed to complete the project as proposed and in compliance with grant requirements; and

WHEREAS, the Town will register the Notice of Limitation of Use against the Warranty Deed for the Park if the proposed project is funded; and

WHEREAS, the project will meet all Federal, State, and Local regulations including but not limited to the Americans with Disabilities Act; and

WHEREAS, the project will be completed within three (3) years of the project contract start date; and

WHEREAS, Mayor Kelly Wolfe, as the Chief Elected Official, is authorized and is hereby instructed to sign all papers in connection with said resolution.

NOW BE IT RESOLVED by the Town of Jonesborough Board of Mayor and Aldermen on this 9th day of March 2026.

TOWN OF JONESBOROUGH

Kelly Wolfe, Mayor

ATTEST:

Janet Jennings, Town Recorder

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

DATE: March 9, 2026 **AGENDA ITEM #:** 7-B

SUBJECT: Approval of Fiscal Year 2025-26 Audit Contract with Blackburn, Childers and Steagall, PLC.

BACKGROUND:

Consider approval of Fiscal Year 2025-26 Audit Contract with Blackburn, Childers and Steagall, PLC.

State law requires local governments to undergo an annual financial audit performed in accordance with generally accepted government auditing standards. Audits must also meet the minimum standards prescribed by the comptroller of the treasury. Blackburn, Childers and Steagall, PLC has served the Town and the State in a very professional and capable manner in conducting the Town's annual audit in the past.

The audit contract for the fiscal year ending June 30, 2026, is proposed to not exceed \$52,900, an increase of only \$1,970. Fees for the additional services required by the State include the following (\$800 collective increase from the prior year):

- \$1,500 – additional TCRS pension plan census data testing
- \$3,000 – Comptroller's office general ledger crosswalk
- \$5,000 – Single audit (only if required – Federal awards of \$1 million or more)

This audit firm is highly respected by the State Division of Local Government Audit and has a long history of providing high quality audit services. They work well with Town staff and the aforementioned small fee increases are minimal and very reasonable. Town management recommends that the Town engage Blackburn, Childers and Steagall PLC to conduct the Fiscal Year 2025-26 annual audit.

RECOMMENDATION:

Approve the Fiscal Year 2025-26 Audit Contract with Blackburn, Childers and Steagall, PLC, as presented.

February 16, 2026

To Mayor, Board of Alderman
Mr. Glenn Rosenoff, Town Administrator
Ms. Janet Jennings, CPA, Town Recorder/Finance Director
Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

We are pleased to confirm our understanding of the services we are to provide the Town of Jonesborough, Tennessee (the Town) for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related disclosures, which collectively comprise the basic financial statements, of the Town as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis, Pension Schedules, and Budgetary Comparison Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

1) Supplemental Section

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Other Supplemental Information Section and
- 2) Introductory Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit standards require we communicate significant risks identified in the planning phase and that we design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by error or fraud. Accordingly, we have identified revenue and other inflows and management override of internal controls as significant risks.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town’s compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town’s major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the Compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, notes, schedule of expenditures of federal and state awards, and related notes and updating depreciation report of the Town and data collection form in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes and depreciation report update, and data collection form services previously described. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes), rules and the provisions of contracts and grant agreements (including award agreements). Your responsibility also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information.

You are responsible for making all drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months, if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review at the beginning of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards.

You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, notes, schedule of expenditures of federal and state awards, and related notes, depreciation reports, data collection form and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, notes, schedule of expenditures of federal and state awards, and related notes, depreciation reports, data collection form and that you have reviewed and approved the financial statements, notes, schedule of expenditures of federal and state awards, and related notes, data collection form, and depreciation reports prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Blackburn, Childers & Steagall, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request.

If requested, access to such audit documentation will be provided under the supervision of Blackburn, Childers & Steagall, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in October 2026 and to issue our reports no later than December 31, 2026. This date is dependent upon timely receipt of audit requested items, no unforeseen circumstances regarding the conditions of our records and receipt of Management's Discussion by December 15, 2026. Kevin R. Peters, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$52,900. Our fee for the additional testing of census data for the pension plan with TCRS will be \$1,500. Our fee for the State of Tennessee Comptroller's office general ledger account crosswalk will be \$3,000.

If the Single Audit and Uniform Guidance requirements apply to the Town, our additional fee will be \$5,000 for the Single Audit. Any additional services, such as technical consulting services including such matters as assistance with accounting standards, including new GASB standards, will be billed separately at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees may be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement.

In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

To ensure that Blackburn, Childers & Steagall, PLC's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2024 peer review report accompanies this letter.

As an attest client, Blackburn, Childers and Steagall cannot retain your documents on your behalf. This is in accordance with ET 1.295.143 of the AICPA *Code of Professional Conduct*. The Town is responsible for maintaining its own data and records. I-channel and Suralink (referred to as portals) are used solely to transmit data and are not intended to store the Town's information. The Town is responsible for downloading any deliverables and other records from these portals that it wishes to retain for its own records at the completion of the engagement. Upon completion of the engagement, data and other content will either be removed from the portals or become unavailable to the Town within one year.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the governing board of the Town. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

We appreciate the opportunity to be of service to the Town of Jonesborough, Tennessee and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

BLACKBURN, CHILDERS & STEAGALL, PLC



Kevin R. Peters, CPA
Member of the Firm

RESPONSE:

This letter correctly sets forth the understanding of the Town of Jonesborough, Tennessee.

By: _____

Title: _____

Date: _____



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of Blackburn, Childers & Steagall, PLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Blackburn, Childers & Steagall, PLC (the firm) in effect for the year ended December 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; and an examination of a service organization (SOC 2 engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Blackburn, Childers & Steagall, PLC in effect for the year ended December 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Blackburn, Childers & Steagall, PLC has received a peer review rating of *pass*.

Smith Elliott Ream & Company, LLC

Hagerstown, Maryland
June 14, 2024

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

DATE: March 9, 2026

AGENDA ITEM #: 7-C

SUBJECT: First Reading of an Ordinance regarding an ATMOS Franchise Agreement

BACKGROUND:

For decades, the Town of Jonesborough has had a Franchise Agreement with Atmos Energy, with the current one being approved in 2006 for a period of 20 years. The agreement by ordinance was passed by the BMA on second reading April 10, 2026. Atmos has provided us with a draft agreement stating a period of 10 years and can be extended for 2 successive periods of 5 years (or a total of 10 additional years).

It is not uncommon to have a fee associated with the franchise agreements. For example, the City of Johnson City has a franchise fee as part of their agreement with Atmos with a 5% fee on annual gross revenue of natural gas sales made, billed and collected by Atmos on all classes of customers within the city limits of Johnson City. In our exploration of different revenue sources to help mitigate increases in inflation and property taxes, studying the inclusion of a fee with the agreement would be reasonable.

Therefore, the draft ordinance was revised to a one-year franchise agreement to give staff time to study a reasonable franchise fee. Atmos Energy uses city-owned streets, alleys, and easements to install and operate gas pipelines. Multiple local governments explicitly require Atmos to pay a fee for the use of public rights-of-way.

Franchise fees are a predictable revenue stream that help fund road repair, public safety, and administrative oversight.

In short, adding a franchise fee ensures Atmos Energy contributes its fair share for using public property, supports essential town services, and brings our agreement up to modern standards—just like multiple other cities have done in recent years.

The recommendation is to approve the ordinance for a one (1) year period to give staff time to study the inclusion of a franchise fee, and time to negotiate a fee with Atmos Energy. Town Attorney Jim Wheeler will be part of discussions/negotiations as there will likely be a need for an additional ordinance and/or amendment, resolution, etc., and approval by the Tennessee Regulatory Authority (TRA). The TCA section on franchises is:

Tennessee Code Annotated 65-4-107. Approval of privilege or franchise.

(a) No privilege or franchise hereafter granted to any public utility by the state or by any political subdivision of the state shall be valid until approved by the commission, such approval to be given when, after hearing, the commission determines that such privilege or franchise is necessary and proper for the public convenience and properly conserves the public interest, and the commission shall have power, if it so approves, to impose such conditions as to construction, equipment, maintenance, service or operation as the public convenience and interest may reasonably require; provided, however, that nothing contained in this chapter shall be construed as applying to the laying of sidings, sidetracks, or switchouts, by any public utility, and it shall not be necessary for any such public utility to obtain a certificate of convenience from the commission for such purpose.

(b) All terms, conditions, obligations, and rights of a privilege or franchise approved by the commission for the provision of natural gas service shall remain in effect until approval of a subsequent privilege or franchise by the commission.

RECOMMENDATION:

Approve the Ordinance regarding the Franchise Agreement between the Town of Jonesborough and Atmos Energy for only a one (1) year period on First Reading.

ORDINANCE NO. _____

AN ORDINANCE GRANTING A FRANCHISE TO ATMOS ENERGY CORPORATION, ITS SUCCESSORS AND ASSIGNS FOR PERIOD OF ~~TEN YEARS~~ **ONE YEAR** TO ERECT, CONSTRUCT, RECONSTRUCT, MAINTAIN AND OPERATE A NATURAL GAS PLANT OR PLANTS FOR THE MANUFACTURING AND PROCESSING OF ANY AND ALL KINDS OF GAS AND FOR THE DISTRIBUTION OF NATURAL GAS AND FOR THE INSTALLATION AND MAINTENANCE OF MAINS, PIPES, PIPELINES, DISTRIBUTION LINES, AND OTHER EQUIPMENT NECESSARY OR INCIDENTAL TO DISTRIBUTION OF SAID GAS UPON, ACROSS, ALONG AND UNDER THE HIGHWAYS, STREETS, AVENUES, ROADS, ALLEYS, LANES AND OTHER PUBLIC GROUNDS OF THE TOWN OF JONESBOROUGH, WASHINGTON COUNTY, TENNESSEE.

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

SECTION 1.

DEFINITIONS:

As used in this Agreement, the following words and phrases shall have the following meanings:

- (A) “Agency” refers to and is the Tennessee Public Utility Commission, the state utility regulatory agency, having jurisdiction over the rates, services and operations of Grantee within the State of Tennessee or other administrative or regulatory authority succeeding to the regulatory powers of the Agency.
- (B) “Board of Aldermen” or “Board” refers to and is the governing body of the Jonesborough, Tennessee.
- (C) “Force Majeure” shall mean any and all causes beyond the control and without the fault or negligence of Grantee. Such causes shall include but not be limited to acts of God, pandemics, endemics, acts of the public enemy, insurrections, terrorism, riots, labor disputes, boycotts, labor and material shortages, fires, explosions, flood, breakdowns of or damage to equipment of facilities, interruptions to transportation, embargoes, acts of military authorities, or other causes of a similar nature whether or not foreseen or foreseeable which wholly or partly prevent Grantee from performing one or

more of its obligations hereunder.

(D) “*Franchise*” shall mean the rights and privileges granted by the Grantor to Grantee under the terms and provisions of this franchise ordinance.

(E) “*Grantee*” shall mean Atmos Energy Corporation.

(F) “*Grantor*” shall mean Town of Jonesborough, Tennessee.

(G) “*Public Right-of-Way*” shall mean the surface, the airspace above the surface and area below the surface of any street, highway, alley, avenue, boulevard, sidewalk, pedestrian/bicycle lane or trail, driveway, bridge, utility easement or any other public ways owned, dedicated by plat, occupied or used by the public and within Grantor’s geographical limits or boundaries established by applicable law.

(H) “*System*” is the system of works, pipes, pipelines, facilities, fixtures, apparatus, lines, machinery, equipment, structures, appliances, appurtenances or other infrastructure reasonably necessary for the storage, transportation, distribution or sale of natural, artificial or mixed gas to residential and commercial customers and the public generally, within the geographical limits or boundaries of the Grantor.

(I) “*Town*” refers to and is the Town of Jonesborough, Washington County, Tennessee, and includes to territory as currently is or may in the future be included within the boundaries of the Town of Jonesborough.

SECTION 2.

GRANT OF FRANCHISE:

(A) There is hereby created and granted unto Grantee a non-exclusive franchise to enter upon, acquire, construct, operate, maintain and repair in the Public Right-of-Way the System, subject to the provisions of this Agreement. The franchise granted hereunder shall be extended to territories that are annexed by Grantor upon the same terms and conditions herein, subject to the approval of the Commission, if any such approval is required.

(B) The franchise granted to Grantee by the Grantor shall not be exclusive and the Grantor reserves the right to grant a similar franchise to any other person or entity at any time. In the event the Grantor shall grant to another person or entity during the term hereof a franchise for a gas distribution system within the geographical boundaries or limits of Grantor similar to the one herein granted to Grantee, it is agreed that the terms of any such franchise agreement shall be no more favorable to such new additional grantee than those terms contained herein. Additionally, it is agreed that any such new/additional grantee shall

have no right to use any portion of the System without Grantee's written consent.

SECTION 3.

TERM, EFFECTIVE DATE, AND ACCEPTANCE OF FRANCHISE:

(A) The term of this Franchise shall be for a term of ~~ten (10) years~~ **one (1) year**. The franchise and all rights and privileges herein provided shall be extended for two (2) successive periods of ~~five (5) years~~ **one (1) year** each unless the Grantor by notice given to the Grantee and by Ordinance duly enacted and approved at least six (6) months before the end of such term of ~~ten (10) years~~ **one (1) year**, or before the end of the first extended term of ~~five (5) years~~ **one (1) year**, as the case may be, shall declare such termination effective.

(B) The franchise created hereby shall become effective upon its final passage and approval by the Town, in accordance with applicable laws and regulations, upon approval by the Agency, and upon acceptance by the Grantee by written instrument within sixty (60) days of passage by the governing body, and filed with the Clerk of the Grantor. If the Grantee does not, within sixty (60) days following passage of this Ordinance, express in writing its objections to any terms or provisions contained therein, or reject this Ordinance in its entirety, the Grantee shall be deemed to have accepted this Ordinance and all of its terms and conditions.

(C) The terms and conditions of Ordinance No. 2006-02 are superseded by the terms and conditions hereof.

(D) On the expiration of this franchise, in the event the same is not renewed, or on the termination of any renewal of said franchise, or on termination of said franchise for any other reason, the plant and facilities of the Grantee installed, constructed and operated hereunder shall, at the option of the Town become the property of the Town, upon payment to the Grantee, its successors and/or assigns, of a fair valuation thereof, such fair valuation to be determined by agreement between the Town and the Grantee, its successors and/or assigns. Grantor agrees that, at the time of such transfer of facilities, it shall assume Grantee's contractual and regulatory obligations maintained in connection with the system. If the Town does not exercise the option hereunder, then Grantee may exercise its rights under Section 10(B).

SECTION 4.

GRANTEE'S RIGHTS IN AND TO PUBLIC RIGHT-OF-WAY:

The Grantee shall have the right and privilege of constructing, erecting, laying, operating, maintaining, replacing, removing and/or repairing a gas distribution system through, along, across and under the public right-of-way within the geographical boundaries or limits of the Grantor as it now exists or may hereafter be constructed or extended, subject to the inherent police powers conferred upon or reserved unto the Grantor and the provisions of this Agreement.

SECTION 5.

OPERATION OF SYSTEM; EXCAVATION OF PUBLIC RIGHT-OF-WAY:

(A) The System shall at all times be installed, operated and maintained in good working condition as will enable the Grantee to furnish adequate and continuous service to all of its residential, commercial and industrial customers. The System shall be designed, installed, constructed and replaced in locations and at depths which comply with all applicable federal and state laws and regulations regarding minimum safety standards for design, construction, maintenance and operation of gas distribution systems.

(B) Grantee shall have the right to disturb, break, and excavate in the Public Right-of-Way as may be reasonable and necessary to provide the service authorized hereby.

(C) Grantee will repair any damage caused solely by Grantee to any part of the Public Right-of-Way and will restore, as nearly as practicable, such property to substantially its condition immediately prior to such damage, and will endeavor to make such repairs as quickly as is practicable. In the event the Grantee shall fail to restore Public Right-of-Way to its former state as nearly as possible, the Grantor may itself, after giving the Company reasonable notice, make restoration and charge the costs thereof to the Grantee.

(D) Grantee shall use reasonable care in conducting its work and activities in order to prevent injury to any person and unnecessary damage to any real or personal property.

(E) Grantee shall, when reasonably practicable, install all pipelines underground at such depth and in such manner so as not to interfere with the existing pavement, curbs, gutters, underground wires or cables or water or sewer pipes owned or controlled by the Grantor.

SECTION 6.

DEGRADATION/RESTORATION OF PUBLIC RIGHT-OF-WAY:

(A) In the event that Grantor or any other entity acting on behalf of Grantor requests or demands that Grantee remove, move, modify, relocate, reconstruct or adjust any part of the system from their then-current locations within the streets, alleys, and public places of Grantor in connection with a public project or improvement, then Grantee shall relocate, at its expense, the system facilities affected by such project or improvement. Grantee's obligations under this paragraph shall apply without regard to whether Grantee has acquired, or claims to have acquired, an easement or other property right with respect to such system facilities. Notwithstanding the foregoing provisions of this paragraph, Grantee shall not be obligated to relocate, at its expense, any of the following (i) system facilities that are located on private property at the time relocation is requested or demanded; (ii) system facilities that are relocated in connection with sidewalk improvements when such sidewalk improvements are not adjacent to the Public Right-of-Way; or (iii) the work being done by the Grantor is for the primary purpose of beautification or to accommodate a private party.

(B) Grantor and Grantee recognize that both parties benefit from economic development within the boundaries of Grantor. Accordingly, when it is necessary to relocate any of Grantee's facilities within the boundaries of Grantor, Grantor and Grantee shall work cooperatively to minimize costs, delays, and inconvenience to both parties while ensuring compliance with applicable laws and regulations. In addition, Grantor and Grantee shall communicate in a timely fashion to coordinate projects included in Grantor's five-year capital improvement plan, Grantor's short-term work program, or Grantor's annual budget in an effort to minimize relocation of Grantee's facilities. Such communication may include, but is not limited to, (i) both parties' participation in a local utility's coordinating council (or any successor organization) and (ii) both parties' use of the National Joint Utility Notification System (or any alternative comparable systems or successor to such system mutually acceptable to both parties).

SECTION 7.

SERVICE TO NEW AREAS.

If during the term of this franchise the boundaries of the Grantor are expanded, the Grantor will promptly notify Grantee in writing of any geographic areas annexed by the Grantor during the term hereof ("Annexation Notice"). Any such Annexation Notice shall be sent to Grantee by certified mail, return receipt requested, and shall contain the effective date of the annexation, maps showing the annexed area and such other information as Grantee may reasonably require in ascertaining whether there exist any customers of Grantee receiving natural gas service in said annexed area.

SECTION 8.

BREACH OF FRANCHISE; REMEDIES:

In the event of a breach by Grantee of any material provision hereof, the Grantor may terminate the franchise and rights granted to Grantee hereunder, provided, however, that such termination shall not be effective unless and until the procedures described below have been followed:

(A) Grantor must deliver to Grantee, by certified or registered mail, a written notice signed by the mayor or other duly authorized member of Grantor's governing body, attested by the Grantor's secretary, and sealed with the official seal of the Grantor. Such notice must (i) fairly and fully set forth in detail each of the alleged acts or omissions of Grantee that the Grantor contends constitutes a substantial breach of any material provision hereof, (ii) designate which of the terms and conditions hereof the Grantor contends Grantee breached, and (iii) specify the date, time, and place at which a public hearing will be held by the governing body of the Grantor for the purpose of determining whether the allegations contained in the notice did in fact occur, provided, however, that the date of such hearing may not be less than thirty (30) days after the date of such notice.

(B) Within thirty (30) days following the adjournment of the public hearing described in Subsection (A) above, the Grantor must deliver to Grantee, by certified or registered

mail, a written notice signed by the mayor or other duly authorized member of Grantor's governing body, attested by the Grantor's secretary, and sealed with the official seal of the Grantor, setting forth (i) the acts and omissions of Grantee described in the first notice that the governing body of the Grantor determines to have in fact occurred and (ii) the specific terms and conditions hereof listed in the first notice that the governing body of the Grantor determines to have in fact been breached by such acts or omissions of Grantee.

(C) The Grantor must permit Grantee the opportunity to substantially correct all of the breaches hereof set forth in the written notice described in Subsection (B) above within sixty (60) days after Grantee's receipt of such notice.

SECTION 9.

ADDITIONAL REQUIREMENTS; MISCELLANEOUS PROVISIONS

(A) Grantee shall at all times indemnify and hold harmless the Grantor from and against any and all lawful claims for injury to any person or property by reason of Grantee's or its employees' failure to exercise reasonable care in installing, maintaining and operating the System. Provided, however, that none of the provisions of this paragraph shall be applicable to the extent the Grantor, its officials, officers, employees, contractors, or agents, were negligent and such negligence was the sole or contributing factor in bringing about injury to any person or property. In such event, any liability shall be apportioned between the Grantor and the Grantee based upon the percentage of fault assigned to each by a court of competent jurisdiction.

(B) Subject to the Town's option under Section 3 (D), Grantee may remove all or any part of its System upon the expiration or termination of the franchise and rights granted hereby.

(C) Grantee may transfer or assign the franchise created by this agreement to any other person, proprietorship, partnership, firm or corporation with written notification to the Grantor.

(D) If any section, subsection or provision of this ordinance or any part thereof is for any reason found or held to be in conflict with any applicable statute or rule of law, or is otherwise held to be unenforceable, the invalidity of any such section, subsection or provision shall not affect any or all other remaining sections and provisions of this ordinance, which shall remain in full force and effect.

(E) This agreement shall extend to, be binding upon, and inure to the benefit of, the

parties hereto, and their respective successors and assigns.

(F) To the extent that any other ordinances of the Grantor or portions thereof are in conflict or inconsistent with any of the terms or provisions hereof, then the terms of this Ordinance shall control.

SECTION 10. This Ordinance shall be submitted to the Tennessee Public Utility Commission pursuant to Tenn. Code Ann. Section 65-4-107 for approval and shall take effect from the day and date of its passage, but only after it has been accepted in all its terms and revisions by the Company, in writing, within sixty days after its passage; otherwise, the same shall be null and void and of no effect.

SECTION 11. That this ordinance shall take effect from and after its final passage, or fifteen days after its first passage, whichever occurs later, the general welfare of the Jonesborough, Washington County, Tennessee, requiring it.

IN TESTIMONY WHEREOF, witness the signatures of the parties on this the ___ day of _____, 2026.

JONESBOROUGH, TENNESSEE

By: _____
Kelly Wolfe, Mayor

ATTEST:

Janet Jennings, Town Recorder

ATMOS ENERGY CORPORATION

BY: _____

**J. Kevin Dobbs, President
Kentucky/Mid-States Division**

Town's Mailing Address and Phone Number:

123 Boone Street

Jonesborough, TN 37659

423-753-1030

ACCEPTANCE OF FRANCHISE

Town of Jonesborough, Tennessee

TO: Town Recorder
Jonesborough, Tennessee

Atmos Energy Corporation hereby respectfully files with you its written acceptance of the franchise adopted by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, dated April 10, 2006, entitled:

ORDINANCE NO. 2006-02

AN ORDINANCE GRANTING TO ATMOS ENERGY CORPORATION, ITS SUCCESSORS AND ASSIGNS, A FRANCHISE TO PROVIDE THE TOWN OF JONESBOROUGH, WASHINGTON COUNTY, TENNESSEE, WITH NATURAL GAS SERVICE, AND THE RIGHT TO CONSTRUCT, MAINTAIN, AND OPERATE A SYSTEM OF GAS MAINS AND SERVICE PIPES FOR THE PURPOSE OF TRANSMITTING AND DISTRIBUTING GAS IN, UPON, ACROSS, ALONG AND UNDER THE HIGHWAYS, STREETS, AVENUES, ROADS, ALLEYS, LANES, WAYS, UTILITY EASEMENTS, PARKWAYS AND OTHER PUBLIC GROUNDS OF THE TOWN OF JONESBOROUGH, WASHINGTON COUNTY, TENNESSEE.

and all the rights and privileges, terms and provisions therein contained.

IN WITNESS WHEREOF, Atmos Energy Corporation, has caused this instrument to be signed by its President on this 4th day of May, 2006.

ATMOS ENERGY CORPORATION

By John A. Paris
John A. Paris, President
Mid-States Division

5/15/06
Originals sent to Vicki
McDonald in Dallas.
Copy to Pat Childers
in Cool Springs

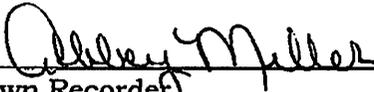
E. Hendrix

RECEIPT

TO: ATMOS ENERGY CORPORATION

The Undersigned, Town Recorder of the Town of Jonesborough, Washington County, Tennessee hereby acknowledges receipt of an instrument of acceptance of a certain gas franchise ordinance signed by Atmos Energy Corporation, and that the acceptance of such franchise ordinance was delivered to the undersigned as Town Recorder of said Town on the 11th day of May, 2006, and is now held as part of the records of said Town.

WITNESS the hand of said Town Recorder and the seal of said Town on this 11th day of May, 2006.



Town Recorder

ORDINANCE NO. 2006-02

AN ORDINANCE GRANTING TO ATMOS ENERGY CORPORATION, ITS SUCCESSORS AND ASSIGNS, A FRANCHISE TO PROVIDE THE TOWN OF JONESBOROUGH, WASHINGTON COUNTY, TENNESSEE, WITH NATURAL GAS SERVICE, AND THE RIGHT TO CONSTRUCT, MAINTAIN, AND OPERATE A SYSTEM OF GAS MAINS AND SERVICE PIPES FOR THE PURPOSE OF TRANSMITTING AND DISTRIBUTING GAS IN, UPON, ACROSS, ALONG AND UNDER THE HIGHWAYS, STREETS, AVENUES, ROADS, ALLEYS, LANES, WAYS, UTILITY EASEMENTS, PARKWAYS AND OTHER PUBLIC GROUNDS OF THE TOWN OF JONESBOROUGH, WASHINGTON COUNTY, TENNESSEE.

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, WASHINGTON COUNTY, TENNESSEE:

SECTION I. There is hereby granted to Atmos Energy Corporation, a corporation organized and existing under the laws of the State of Texas, and the Commonwealth of Virginia, its successors and assigns (hereinafter for convenience, individually and collectively, referred to as "Company"), the right, authority, privilege and franchise to serve the Town of Jonesborough (hereinafter for convenience referred to as "Municipality"), and in the providing of such natural gas service to construct, maintain and operate a system of gas mains, service pipes, regulator stations and all other necessary and appropriate equipment and facilities for the distribution of gas, in, upon, under, along, across and over the highways, streets, avenues, roads, alleys, lanes, ways, utility easements, parkways and other public grounds in the present or future corporate limits of the Municipality, for the supplying and selling of gas and its by-products to said Municipality and the inhabitants, institutions and businesses thereof, and for such purposes to construct, lay down, maintain, and operate all necessary gas mains, service pipes and other appliances, fixtures and facilities as may be necessary for the transmission, distribution and sale of such to said Municipality and the inhabitants thereof for domestic, commercial, industrial and institutional uses, and other purposes for which it is or may hereafter be used, for a period of Twenty (20) years from and after the passage and approval of this Ordinance.

SECTION II. All gas mains, service pipes, fixtures, facilities and other appliances so laid, constructed and maintained by virtue of this Ordinance, shall be so laid, constructed and maintained in accordance with all applicable engineering codes adopted or approved by the natural gas distribution industry and/or engineering profession and in accordance with any applicable Statutes of the State of Tennessee and the Rules and Regulations of the Tennessee Regulatory Authority or of any other governmental regulatory commission, board or agency having jurisdiction over the Company. Said facilities shall be constructed as not to interfere with the drainage of said Municipality or unreasonably interfere with or injure any sewer or any other improvement which said Municipality has heretofore made or may hereafter make in, upon or along any highway, street, avenue, road, alley, lane, way, utility easement, parkway, or other public ground, or unnecessarily impede or obstruct such highways, streets, avenues, roads, alleys, lanes, ways, utility easements, parkways and other public grounds of said Municipality, and shall conform to the grade as then or hereafter established. The Company agrees to attempt to utilize known right-of-way whenever practical before resorting to right of condemnation to which the Company may be entitled to utilize by law.

SECTION III. When the streets, avenues, alleys and other public ways are opened, or any other opening is made by the Company within the Municipality, whether the same be made for the purpose of laying, constructing, replacing or repairing the mains, pipes and other appliances and fixtures of the Company, the Company shall place and maintain necessary safety devices, barriers, lights and warnings to properly notify persons of any dangers resulting from such entrances, and shall comply with applicable safety regulations required by federal, state and local laws.

SECTION IV. In the event it becomes necessary or expedient for the Municipality to change the course or grade of any highway, street, avenue, road, alley, way, parkway, or other

public ground in which the Company is maintaining gas mains, pipes or other appliances and fixtures, then, upon the written request of the Municipality, the Company will remove or change the location or depth of such mains, pipes or other appliances and fixtures, as necessary to conform to the proposed street alteration.

SECTION V. Whenever the Company wishes to enter upon any highway, street, avenue, road, alley, lane, way, utility easement, parkway, or other public ground for the purpose of constructing, replacing or repairing any gas mains, pipes, or other appliances, it will, if the Municipality desires, notify the Municipality and file a plan or map of the proposed work, if practicable, before commencing same. Whenever any highway, street, avenue, road, alley, lane, way, utility easement, parkway or other public way shall be entered, dug up or disturbed by the Company, the Company shall, at its expense and as soon as possible after the work is completed, restore such highway, street, avenue, road, alley, lane, way, utility easement, parkway, or other public ground in as good condition as existed before the work was done and to the reasonable satisfaction of the Municipality. In the event the Company shall fail to fulfill its obligations under this Section, the Municipality, after giving the Company reasonable written notice, and failure of the Company to make such repairs or restoration, may make the necessary restoration or repairs itself and the Company shall be liable for the cost of same.

The provisions of this Section shall not be applied or interpreted in such a way as to prevent or delay Company work that may be required as a result of any emergency, leak or other immediate hazard or danger. Likewise, the provisions of this Section anticipate that the Company shall not be unreasonably denied permission to perform necessary work.

SECTION VI. The Company shall at all times indemnify and hold harmless the Municipality from and against any and all lawful claims for injury to any person or property by reason of the Company or its employees' failure to exercise due care and diligence in and about

the installing and maintenance of said system, guarding trenches and excavation while said system is being installed or subsequent extensions, repairs or alterations are being made or generally in the operation and maintenance of said system, provided the Company shall have been notified in writing of any claim against the Municipality on account thereof, and shall have been afforded the opportunity fully to defend the same.

SECTION VII. The Municipality and the Company hereby agree that this Ordinance shall from time to time be subject to rules and regulations adopted by the Company and approved by the Tennessee Regulatory Authority or any other regulatory body having jurisdiction thereof during the term of this Ordinance, and shall also be subject to all Rules and Regulations adopted and approved by the Tennessee Regulatory Authority or any other regulatory body and that all such Rules and Regulations shall be and become a part of this Ordinance to the same extent and with the same effect as if said Rules and Regulations were herein set out in full. The Company shall not be obligated or required to make any extension of distribution mains or service lines except in accordance with the provisions relating thereto adopted or approved by the Tennessee Regulatory Authority, or any other regulatory body having jurisdiction thereof during the term this Ordinance.

SECTION VIII. Nothing herein contained shall be construed as preventing the Company from installing, placing, replacing, taking up, repairing or removing gas pipes, mains, service pipes or other devices for furnishing gas services, from using any easements for gas service which are shown on any plats of any portion of said Municipality heretofore or hereafter platted or recorded or any such easement which may hereafter be created, granted or dedicated for any such utility purposes by any person, firm or corporation whatsoever.

SECTION IX. If any section, or portion of any section, of this Ordinance shall hereafter be declared or determined by any court of competent authority to be invalid, the Company and

the Municipality at their election may ratify or conform the remaining portions of this Ordinance, and upon such ratification or confirmation the remaining portions of this Ordinance shall remain in full force and effect.

SECTION X. The Company shall, within sixty (60) days after the passage of the Ordinance, file with the Town Clerk or other appropriate official of the Municipality its unconditional acceptance, signed by its President or Vice President, of the terms and conditions of this Ordinance. After filing of such acceptance, this Ordinance shall constitute a contract between the parties thereto and shall, subject to the rights and powers vested in the Tennessee Regulatory Authority or such other regulatory body of the State of Tennessee as may hereafter succeed to the rights and powers of the Tennessee Regulatory Authority or as may exercise statutory jurisdiction of gas companies furnishing gas service in the State of Tennessee, be the measure of the rights, powers, obligations, privileges and liabilities of said Municipality and of said Company.

SECTION XI. Company shall not be required to perform any covenant or obligation in this Ordinance, or be liable in damages to Municipality, so long as the performance or non-performance of the covenant or obligation is delayed, caused or prevented by an act of God, force majeure or by the other party. An "act of God" or "force majeure" is defined for purposes of this Ordinance as strikes, lockouts, sitdowns, material or labor restrictions by any governmental authority, unusual transportation delays, riots, floods, washouts, explosions, earthquakes, fire, storms, weather (including wet grounds or inclement weather which prevents construction), acts of the public enemy, wars, terrorism, insurrections, and/or any other cause not reasonably within the control of Company or which by the exercise of due diligence Company is unable wholly or in part, to prevent or overcome.

SECTION XII. All the privileges given and obligations created by this Ordinance shall be binding upon the successors and assigns of the Company.

SECTION XIII. This new Ordinance shall take effect and be in force immediately upon its passage by the Town of Jonesborough, Tennessee and approval by the Board of Mayor and Aldermen of said Town.

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

PASSED ON FIRST READING February 13, 2006

Tobie Bledsoe
TOBIE BLEDSOE, MAYOR

ATTEST:

Abbey Miller
ABBEY MILLER, RECORDER

APPROVED AS TO FORM

James R. Wheeler
JAMES R. WHEELER, TOWN ATTORNEY

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

PASSED ON SECOND READING April 10, 2006

Tobie Bledsoe
TOBIE BLEDSOE, MAYOR

ATTEST:

Abbey Miller
ABBEY MILLER, RECORDER

I HEREBY CERTIFY THIS TO BE A TRUE
AND EXACT COPY.

APPROVED AS TO FORM

James R. Wheeler
JAMES R. WHEELER, TOWN ATTORNEY

Abbey Miller
ABBEY MILLER, RECORDER

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

DATE: March 9, 2026

AGENDA ITEM #: 7-D

SUBJECT: First Reading on an Ordinance Amending Jonesborough Municipal Code Title 11, Chapter 5 regarding Data Processing Centers and Cryptocurrency Mining

BACKGROUND:

On October 13, 2025, the BMA adopted 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 2-year moratorium was presented in the best interests of the health, welfare, and safety of the Town and its residents.

Since that time, a draft ordinance on Data Centers and Cryptocurrency Mining has been prepared for adoption. The proposed ordinance amends the Jonesborough Municipal Code Title 11 (Planning and Zoning), Chapter 5 (General Provisions Relating to Zoning):

- Defines Data Center and Cryptocurrency Mining
- Adds parking standards for those uses
- Provides that the applicant must submit an application outlining regulations
- Important criteria include Yard, Location, and Separation Distances; Noise Performance Standards; Water Usage and Wastewater Sustainability; Electrical Demand and Grid Impact; and Annual Reporting
- The application must be approved by the Board of Mayor and Aldermen

The purpose of regulating data centers is because they are high-impact, infrastructure-intensive facilities that can significantly affect land use, utilities, and neighborhoods. Data centers operate 24/7 and often include large cooling systems and rooftop mechanical equipment; and backup generators (with periodic testing). Additionally, they can create noise impacts, can strain water supply and wastewater operations, and may require new substations or trigger transmission upgrades (or both).

The proposal safeguards potential impacts from data centers regarding noise, water and wastewater, and power, and creates predictable standards for developers.

RECOMMENDATION:

Approve the Ordinance to amend the Jonesborough Municipal Code Title 11, Chapter 5 regarding Data Processing Centers and Cryptocurrency Mining on First Reading.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE MUNICIPAL CODE TITLE 11, CHAPTER 5,
TOWN OF JONESBOROUGH, TENNESSEE, REGARDING DATA PROCESSING
CENTERS AND CRYPTOCURRENCY MINING**

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

SECTION I. That Section 11-503 of the Municipal Code, Town of Jonesborough, Tennessee by adding the following text:

Sec. 11-503. – Definitions:

Cryptocurrency Mining means the process by which cryptocurrency transactions are verified and added to the public ledger, known as the block chain, and also the means through which new units of crypto are released, through the use of data centers. This definition does not include use of not more than five computers from which *cryptocurrency* is mined in an enclosed structure, provided the cryptocurrency is not mined for commercial purposes.

Data Center means a facility consisting of buildings or structures specifically designed or modified for storage, management, processing, and/or transmission of digital data. This includes *Cryptocurrency Mining*. Such facilities may include high-density computer and/or network equipment, systems, servers, appliances, air handlers, power generators, water cooling and storage facilities, utility substations, and other associated utility infrastructure to support sustained operations. Administrative areas and offices for the purpose of supporting the primary activity may be located within the buildings.

SECTION II. That Section 11-525 of the Municipal Code, Town of Jonesborough, Tennessee, is amended by adding subparagraph 6 to read as follows:

(6) Cryptocurrency Mining and Data Centers, provided that upon findings of fact all the following criteria are submitted and approved by the Board of Mayor and Aldermen:

Yard, Location, and Separation Distances

- A. There shall be a one hundred (100) foot green space buffer along the perimeter of the original tract, and no structures may be built in this perimeter.
- B. All digital data operations use shall be conducted in a completely enclosed building.
- C. No facilities shall be located within one thousand and five hundred

(1,500) feet of any residential use or district. This includes any zoning district that permits single-family residences or dwellings. The measurement shall be made from the nearest property line or zoning line of the residential use or district, whichever is closer, to the nearest property line of the property that contains the data center use.

Noise Performance Standards

- A. The applicant shall demonstrate through a sound study conducted by a professional acoustic expert that the sound generated by a data center shall be limited to a maximum decibel level of 55 (dBA) between the hours of 7:00 am to 10:00 pm, and 45 (dBA) between the hours of 10:00 pm to 7:00 am, as measured from the property line of the use. Such sound study shall be conducted using generally accepted methodology. A sound study shall be conducted at the following phases:
1. A preliminary study shall be conducted and supplied as part of this section. The preliminary sound study shall include recommended sound reducing materials or systems as needed to meet the required sound limit.
 2. An interim sound study shall be conducted during the building permit approval process based upon the proposed user or users of the data center uses depicted on the building plans. Any sound reducing materials or systems recommended by interim sound study shall be incorporated into the construction plans for the use.
 3. An as-built sound study shall be conducted ninety (90) days after issuance of the certificate of occupancy. If it is determined by the as-built sound study that there is a violation of the aforesaid noise limits, it shall be considered a violation of this ordinance.
- B. The applicant shall provide a vibration study prepared by a qualified professional, i.e.: Professional Engineer (P.E) with Acoustic Specialization or Environmental Acoustical Engineer that demonstrates that no vibration from the data center or associated equipment will be perceptible to the human sense of feeling beyond the property line.

Water Usage and Wastewater Sustainability

- A. The projected daily, peak, and annual water usage.
- B. Water Impact Analysis stating the impact of such water usage on the effected residential, agricultural, emergency, and public water supplies.
- C. All conservation, reuse, recycling, or closed-loop system measures to be implemented.
- D. Drought response plan and other contingency planning.
- E. Phased usage caps during declared water emergencies.
- F. Proof that the usage will not materially impair, degrade, deplete, contaminate, or adversely affect the availability, quality, reliability, pressure, or reasonable and beneficial use of water for residential or public purposes.
- G. Cooling system description. including wastewater, blowdown, and discharge associated with cooling or operations.
- H. Chemical composition and thermal impacts of the wastewater, blowdown, and discharge.
- I. The compatibility of the facility's wastewater, blowdown, and discharge with the Jonesborough treatment systems.
- J. The potential effects of the proposed facility's wastewater, blowdown, and discharge on consumers of water downstream of the facility.
- K. Must present proof of proper permitting of any state and/or federal agency.

Electrical Demand and Grid Impact

- A. Total planned megawatt demand.
- B. Phasing schedule.
- C. Facilities exceeding 20 MW shall provide a Grid Impact Study prepared in coordination with the electric utility.

- D. Load management plan during grid emergency declarations.
- E. On-site substation screening plan.

Annual Reporting

Operator shall submit an annual report to the Board of Mayor and Aldermen documenting:

- A. Actual water consumption.
- B. Actual electrical consumption.
- C. Generator testing hours.
- D. Any violations associated with the Jonesborough water and wastewater systems, and electrical utility.
- E. Noise compliance certification.

SECTION III. That Section 11-507 of the Municipal Code, Town of Jonesborough, Tennessee is amended by amending subparagraph 6 to read as follows:

6a. Industry: One (1) space for each three (3) employees computed on the basis of the greatest number of persons employed at any period during day or night.

6b. Data Center: one parking space per 8,000 square feet of floor area designed and intended to be accessible regularly by employees, or one parking space for every one employee, based upon the maximum number of employees on site during the largest shift, whichever is less.

SECTION IV. That this ordinance shall take effect from and after the date of its passage, the public welfare of the Town of Jonesborough, Tennessee 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: March 9, 2026

AGENDA ITEM #: 7-E

SUBJECT: Special Event – Garden Gala

BACKGROUND:

The Shubert Club and The Tuesday Garden Club are sponsoring and submitting a Special Event Permit application to hold the Annual Garden Tour and Tea (Garden Gala) on Saturday, June 6, 2026, from 9:00 AM to 4:00 PM. The request includes the use of the Jonesborough Visitor Center, the Visitor Center parking lot and grounds, the Town's sidewalk area in front of the Courthouse downtown, and the front plaza of the Storytelling Center. The parking spaces along the ISC Plaza need to be coned off early in the morning or late the night before giving vendors to set up in the Plaza a place to unload. The tables and chairs will need to be moved from the Plaza and then returned after the event, especially since Brews and Tunes starts on Sunday, June 7th. They estimate 400+ visitors to the event. The Annual Garden Tour and Tea is a quality event that brings numerous people to Jonesborough.

Requests for support services include Communications and/or publicity and Refuse Collection.

There is no street closings associated with this event. The suggested gardens are part of the application.

Public Safety will work directly with the sponsors on any safety features needed during the time of the event, whether through signage, safety cones, etc.

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

RECOMMENDATION:

Approve the Special Event Permit for the Annual Garden Tour and Tea (Garden Gala) to be held on Saturday, June 6, 2026, authorizing the use of facilities and grounds requested in the Special Event application, as well as coning off the parking spaces as needed, 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.

12-402 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.

12-403 Jonesborough Municipal Code

| Person(s) completing Application | Date |
|--------------------------------------|----------------|
| Name <u>Nancy Trivett</u> | <u>02-9-26</u> |
| Address <u>75 Chester St</u> | |
| <u>Jonesborough</u> | |
| Phone <u>770-337-5947</u> | Fax <u>N/A</u> |
| Email <u>trivett-d@bellsouth.net</u> | |

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 The Schubert Club & The Tuesday Garden Club

Purpose Annual Garden Tour & Tea

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 Annual Garden Tour & Tea

Description & Purpose of Event Annual tour of Jonesborough garden with bus transportation & garden related vendors on the 15C Plaza, front of the Courthouse & Visitor Center

Dates and hours of event June 6, 2026 9-# Estimated number expected to attend 400 +

Estimated number of town citizens expected to either participate in and/or view the event 200

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 the 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 Visitor Center & ISC Plaza + Courtyard Dates & Hours 6-6-26 9-11
- Space and staffing needs Front of courthouse
- 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: 2-9-26 Signature: Nancy H. Trivett
Print Name: Nancy H. Trivett
Title: Garden Gala + Tea Chairperson
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: 2-9-26 Signature: Nancy H. Trivett
Print Name: Nancy H. Trivett
Title: Garden Gala + Tea Chairperson
Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 9 day of February, 2026, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned The Schubert Club + Tues. Garden Club
(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 indemnitee from all liability and/or loss or damages for or arising out the special event outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

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

Executed on the date first written above

Organization: The Schubert Club + The Tues. Garden Club

By: Nancy H Trivett
Printed Name: Nancy H. Trivett
Title: Chairperson

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Nancy H. Trivett, 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 Chairperson (title) of Garden Tours & Tea (for The Schubert Club & The Tues. Garden Club) (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 27th of February, 2026.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:

04-30-2026



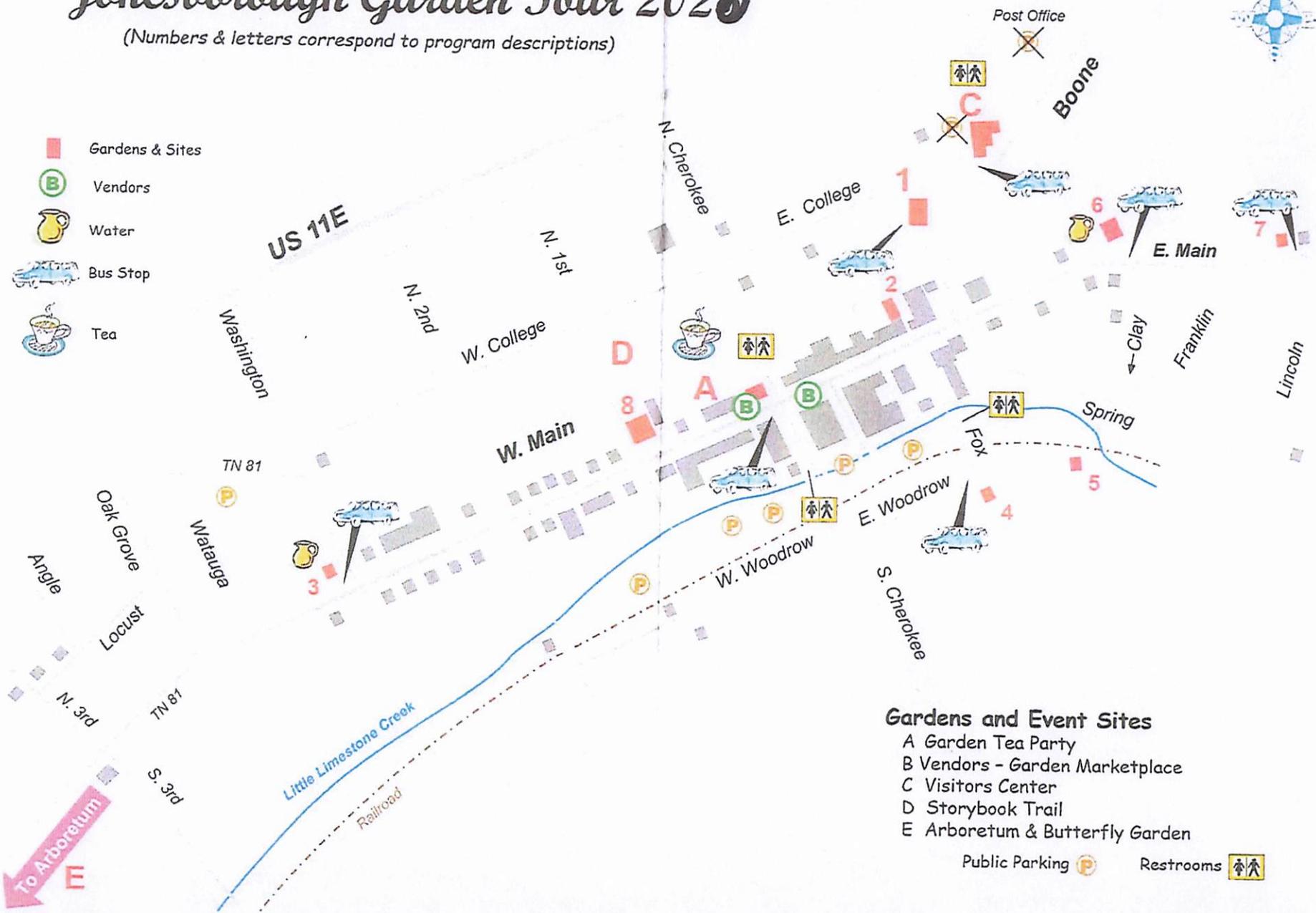
Exhibit 3

Jonesborough Garden Tour 2026

(Numbers & letters correspond to program descriptions)



- Gardens & Sites
- B Vendors
- Water
- Bus Stop
- Tea



Gardens and Event Sites

- A Garden Tea Party
- B Vendors - Garden Marketplace
- C Visitors Center
- D Storybook Trail
- E Arboretum & Butterfly Garden

- Public Parking P
- Restrooms

To Arboretum
E

Garden Gala Media Events for June ^{1/1K}

Exhibit 4

| Date | Station/Location | Show & Time | Participants | Be there by |
|------|--------------------------------------|----------------------------------|--------------|-------------|
| | WJHL 338 Main St. Johnson City | Daytime Tri-Cities 10:00 a.m. | | 9:45 a.m. |
| | WCYS 101 Lee Street Bristol | Noon Show | | 11:45 a.m. |
| | WJHT 338 Main St. Johnson City | Noon Show | | 11:45 a.m. |
| | WJCW Radio 162 Free Hill Road | Tim Cable & Carl Swan | | 7:40 a.m. |
| | Gray | | | |

Vendors 2026 Garden Tour - Anticipated for
2026

A-16 Crystal Raven

A-15 Bead Positive

A-14 Smoky Mt. Greenery

A-13 Dusty and Rusty 12-13

A-10

A-9 Emma's Art

A-8 and A-7 Creatives by Carolyn

A-6

A-5

A-4

A-3

A-2 and A-1 Sparrows Garden

B-1 and B-2 Sally's Crafts

B-3 The River I

B-4

B-5 Jan's Wreaths

B-6 Susan's Creations

B-7 Bluzu Stained Glass

B-8

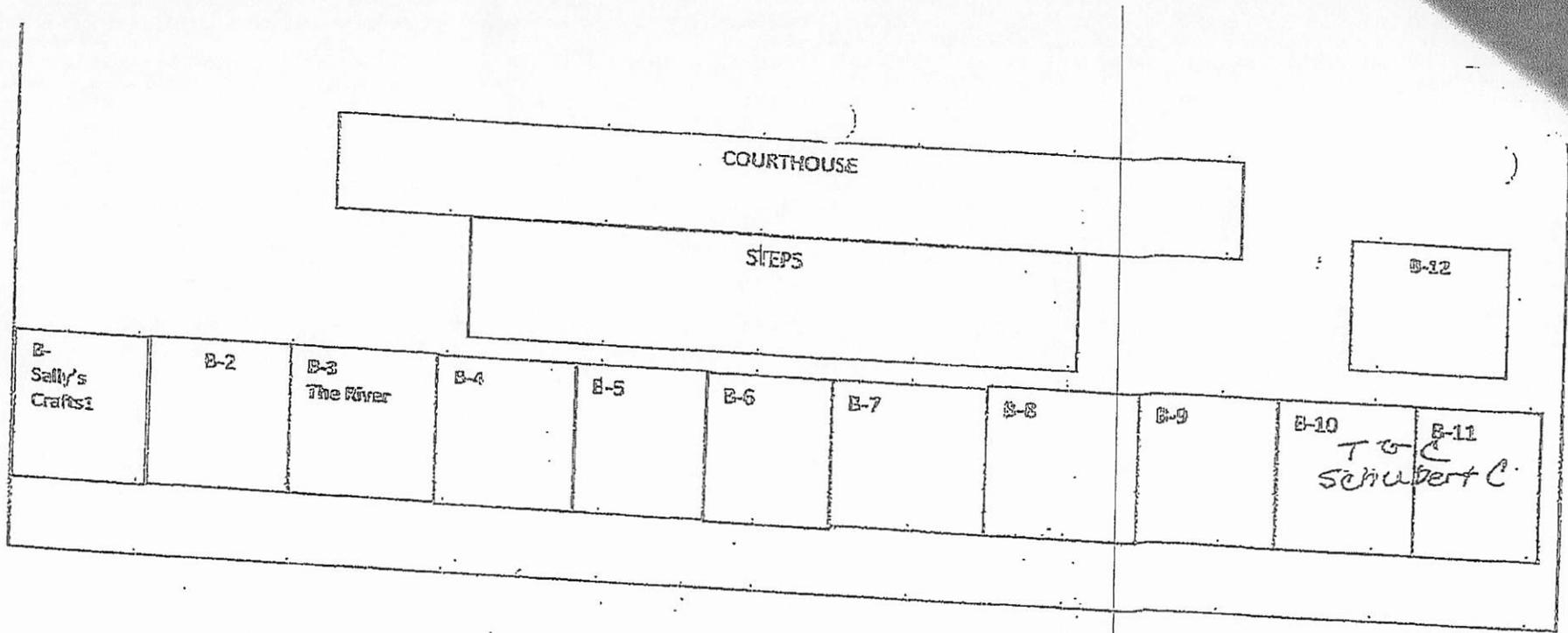
B-9

B-10 Paws in Blue

B-11 Kara Bledsoe Pottery

B-12 Starlene's Designs

C 1 and 2 Mulberry Mobile Nursery



COURTHOUSE

STEPS

B-12

B-1
Sally's
Crafts

B-2

B-3
The River

B-4

B-5

B-6

B-7

B-8

B-9

B-10

T & C
Schubert C.

B-11

MAIN STREET

and vendors @ the Visitor Center

Exhibit 9

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

DATE: March 9, 2026

AGENDA ITEM #: 7-F

SUBJECT: Special Event – Porsche Club of America Show and Cruise In

BACKGROUND:

Event Chair Richard Lutz has submitted a Special Event Application on behalf of the Sponsor Wilderness Trail Region of the Porsche Club of America to hold their event “WTR PCA Jonesborough Show and Cruise In” on Saturday, July 18, 2026, from 8:00 AM to 2:00 PM. The purpose of the event is a low-key car show/cruise in of high end sportscars, experiencing the historic downtown Jonesborough. In addition, the event will have a charitable component to benefit the Jonesborough Repertory Theatre. The morning car show is to celebrate the 48th anniversary of the “Regions” founding.

The application includes the boundary of the event and where cars will be parked – along Main Street from Fox to First Avenue and around the courthouse. They are promoting downtown restaurants for both breakfast and lunch during the event. The request for services includes Police and Security, and Parking.

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

RECOMMENDATION:

Approve the Special Event Application for the “WTA PCA Jonesborough Car Show and Cruise In” to be held on Saturday, July 18, 2026, from 8:00 AM to 2:00 PM, including the requested street and parking closures, 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.
12-402 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.
12-403 Jonesborough Municipal Code

| Person(s) completing Application | Date |
|---|----------------|
| Name <u>Wilderness Trail Region of The Porsche Club of America</u> | <u>2.15.20</u> |
| Address <u>1122 Miller Drive, Unit 401</u> <u>Jonesborough, TN 37659</u> | |
| Phone <u>330-704-3859</u> | Fax _____ |
| Email <u>RDL944@yahoo.com</u> | |

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 Wilderness Trail Region of The Porsche Club of America

Purpose Automotive Car Show/Cruise In

The event will include the closure of downtown roads for the purpose of a single
make car show/cruise in. This event will be a low key show for the opportunity to
show and experience the historic downtown Jonesborough.

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 WTR PCA Jonesborough Show and Cruise In

Description & Purpose of Event A low key car show/cruise in of high end sportcars,
experiencing the historic downtown Jonesborough. In addition to the show the event will have a
charitable component to benefit the Jonesborough Repertory Theatre.

Dates and hours of event July 18, 2026
8:00 am - 2:00 pm Estimated number expected to attend 40

Estimated number of town citizens expected to either participate in and/or view the event 100

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

WTR Jonesborough Cruise In

Concept Summary:

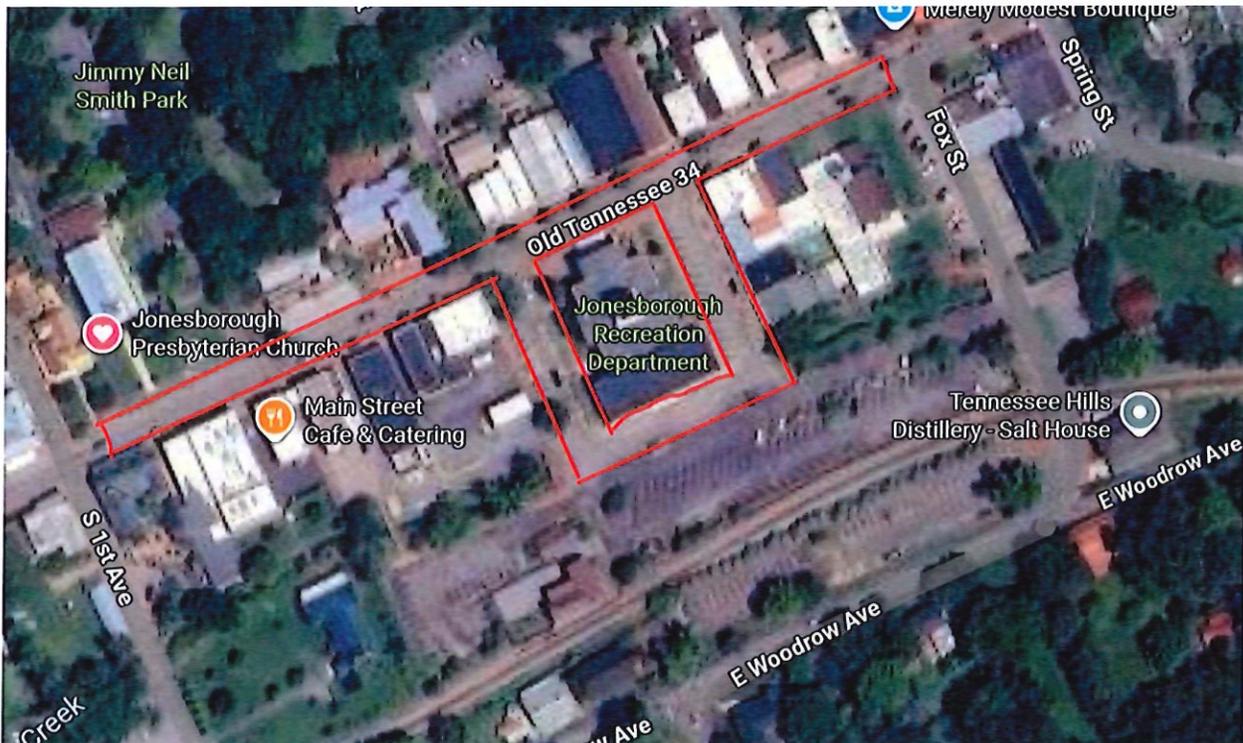
Event:

Morning Car show to Celebrate the 48th Anniversary of the Regions founding. The City of Jonesborough is the oldest City in Tennessee and the historic downtown is a perfect location for a car show.

When:

July 18, 2026

Event Area:



Entry at Fox Street. This is where the WTR tent is located and event registration occurs as participants enter. Park cars angled along the length of Main Street (Old Tennessee 34) and around the Courthouse.

Breakfast/Coffee:

There are 2-3 places downtown that sell coffee and pastries. The Corner Cup, Neuma Coffee

Event Volunteers:

Registration 2-4 people at the tent

Parking – 2-4 people directing

Arrival:

9:00 am event start for participants

10:30 all cars parked

11:30 – 1:30 Lunch

1:30-2:00 Awards Presentation

Photo location:

Work with Tom Raymond to identify a location for pre-sold photos.

Lunch:

There are 4 locations downtown that are open for lunch.

Main Street Café <https://mainstreetcatering.net/> ,

Tennessee Hills Distillery <https://tennesseehills.com/pages/the-salt-house?srsId=AfmBOopzUzn9FAC-qMP-cKqa4tvYsxpIlyldscNZnRvuZn8zjTMmUzVX> ,

The Opossum's Tail <https://www.theopossumstale.com/> ,

Buzzed Wings <https://www.buzzedwings.com/home>

Jonesborough Police Involvement:

Block off Street

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 the fact:

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

Request for Services from the Town of Jonesborough

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

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

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

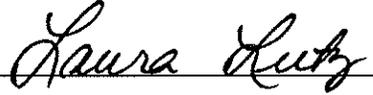
Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

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

Date: 2.15.20 Signature: 

Print Name: RICHARD LUTZ

Title: EVENT CHAIR

Witness: 

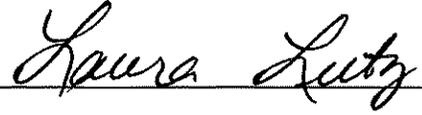
The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject 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: 2.15.20 Signature: 

Print Name: RICHARD LUTZ

Title: EVENT CHAIR

Witness: 

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 26 day of January, 2026, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Wilderness Trail Region of The Porsche Club of America,
(Name of Organization or Sponsor)
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnitee."

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

SECTION I

Scope of Indemnity

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

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization: Wilderness Trail Region of The Porsche Club of America

By: 

Printed Name: Richard Lutz

Title: Event Chair

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Richard Lutz, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Event Chair (title) of Wilderness Trail Region Potomac Club of America (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 27 of January, 2026.


NOTARY PUBLIC

My Commission Expires:

5/21/26



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/9/2026

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 Safehold MOTORSPORTS, A Division of (888)705-2379 Innovation Growth Partners Specialty, LLC (CA DOI # 0F82757) 100 Glen Eagles Court, Carrollton, GA 30117 | CONTACT NAME: Safehold MOTORSPORTS PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------|-------------------------------|--|--------|------------|---------------------------------|-------|------------|--|-------|------------|-------------------------|------------|------------|--------------------------------|-------|------------|--|--|------------|--|
| | <table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Granite State Insurance Company</td> <td>23809</td> </tr> <tr> <td>INSURER B:</td> <td>National Union Fire Ins. Co. of Pittsburgh, PA</td> <td>19445</td> </tr> <tr> <td>INSURER C:</td> <td>HDI Global Specialty SE</td> <td>AIIN #AA13</td> </tr> <tr> <td>INSURER D:</td> <td>ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table> | | INSURER(S) AFFORDING COVERAGE | | NAIC # | INSURER A: | Granite State Insurance Company | 23809 | INSURER B: | National Union Fire Ins. Co. of Pittsburgh, PA | 19445 | INSURER C: | HDI Global Specialty SE | AIIN #AA13 | INSURER D: | ACE American Insurance Company | 22667 | INSURER E: | | | INSURER F: | |
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| INSURER E: | | | | | | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | | | | | | |
| INSURED Porsche Club of America, Inc. PO Box 6400 Columbia, MD 21045 | | | | | | | | | | | | | | | | | | | | | | |

COVERAGES **CERTIFICATE NUMBER:** 16025886 **REVISION NUMBER:** See below

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 CERTIFICATION 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 INSD | SUBR WYD | 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 <input checked="" type="checkbox"/> OTHER: PER EVENT | | | 02-LX-061735831-3 | 02/01/2026 | 02/01/2027 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 Participant Legal Liability \$ 1,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> 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) \$ \$ |
| B C | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | 29-UD-019919935-3 18HX3673 | 02/01/2026 02/01/2026 | 02/01/2027 02/01/2027 | EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y/N N/A | | | | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| D | Participant Accident | | | N06568695 | 02/01/2026 | 02/01/2027 | AD&D \$25,000 Excess Medical \$1,000,000 Wkly Indemnity \$100 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder and the entities listed below are included as additional insureds as it relates to general liability in accordance with the terms and conditions of the policy but only to the extent that liability arises out of the operations or premises of the named insured for the following event(s):
July 18, 2026, Concours

123 Boone Street, Jonesborough, TN 37659
The Town of Jonesborough is an additional insured on this Policy
PCA Wilderness Trail Region

| | |
|--|--|
| CERTIFICATE HOLDER | CANCELLATION |
| Town of Jonesborough 123 Boone Street 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  |

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