

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
June 15, 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 B-26-01 of the Town of Jonesborough, Tennessee adopting the annual General Fund, Solid Waste Fund, Jackson Theatre Fund, Drug Enforcement Fund, Debt Service Fund and Capital Project Fund Budgets and Establishing the Property Tax Rate for the Fiscal Year July 1, 2026, through June 30, 2027.
2. Ordinance B-26-02 of the Town of Jonesborough, Tennessee setting the Sanitation Fund Fees.
3. Ordinance B-26-03 of the Town of Jonesborough, Tennessee establishing Water and Sewer Rates to provide funds for the operation, maintenance and Debt Service of the Jonesborough Water and Sewer Systems.

There were no public comments made regarding the Sewer and Wastewater Ordinance. 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
June 15, 2026 – 6:00 PM

The Board of Mayor and Aldermen (BMA) resumed their recessed Regular Session on Monday, June 15, 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. Michael Hartman led the pledge to the flag.

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

The first item on the agenda was approval of the Financial Report, and Special Financial Reports. Mayor Wolfe noted that we've seen an increase of \$66 million in property tax values for the year, \$18 million in taxable value once you account for the percentage of which the property is taxed. Sales tax collections are above our 3.5% projection. With no other questions Alderman Countermine made a motion to accept the financial reports as presented. Alderman Jenkins seconded the motion. The motion was duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe stated that on June 18th Senator Lamar Alexander will be at the Jackson theatre for a special evening to celebrate the release of his memoir, book signing and conversation with Mayor Wolfe and Josh Smith. Mr. Alexander is a former Tennessee Governor, US Senator, US Secretary of Education and university president. Mayor Wolfe also stated that the Jackson theatre and the McKinney Center have a series of programs scheduled to celebrate local history and America's 250th birthday. The series includes skits, historians, re-enactors, and musicians. The series kicks off on June 25th.

Mayor Wolfe asked the June Employee of the Month Don Bagwell to join him at the podium. Mayor Wolfe read the following statement: *We are proud to recognize Don Bagwell as our June Employee of the Month. Don has served as a Host at the Jonesborough Senior Center*

since 2018, bringing with him a distinguished background as the former Vice President of Marketing for TVA. Don’s extensive experience, particularly in radio and television, combined with his professionalism, has made him an invaluable asset to both staff and members. He is known for his reliability and strong work ethic, never missing a shift and consistently arriving early, ready to contribute. In addition to his primary role, Don has taken on responsibilities well beyond his position. He writes all of the Senior Center’s press releases and assists with grant writing efforts. His contributions in this area have been instrumental, helping secure more than \$300,000 in grant funding for the Center. Don’s dedication, attention to detail, and positive impact on everyone who visits the Senior Center make him truly deserving of this recognition. Congratulations, Don, and thank you for your exceptional service!

Mayor Wolfe showed a brief slideshow updating on recent events and projects including the recent pickleball tournament, Pinnacle Awards where the Tourism Department, and Jackson Theatre received accolades, China to Appalachian event, Francis Lambert proclamation event, paving projects, and Water Administration construction project.

The next item on the agenda was Citizen Comments, no comments were made.

Alderman Comments was the next item on the agenda. Alderman Dickson invited the BMA to the final session of Jonesborough 101 on August 15, 2026 at 11:00 am at the International Storytelling Center. This will be the conclusion of the community engagement initiative.

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

The next item was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There being none, Alderman Dickson made a motion to approve the Consent Agenda as presented. Alderman Causey seconded the motion. The motion duly passed.

- 1. Approval of Minutes – May 11, 2026 Regular Meeting Minutes.
- 2. Approve the following bills for payment:

Check Register - General Fund - May 2026			
05/05/26		116491 - 116496	\$ 11,716.15
05/08/26		116497 - 116622	\$ 140,848.72
05/12/26		116535 - void	\$ (1,500.00)
05/13/26		116623	\$ 19,506.35
05/15/26		116624 - 116682	\$ 96,516.60
05/18/26		116683	\$ 35,831.59
05/20/26		05202026 wire	\$ 2,989.05
05/21/26		116684 - 116759	\$ 284,693.71
05/27/26		116760 - printer issue	\$ -
05/27/26		116761	\$ 2,298.65
05/28/26		116762 - 116777	\$ 97,705.38
			\$ 690,606.20

Check Register- Water Fund May 2026			
05/08/26		70479 - 70526	\$ 444,093.12
05/13/26		70527	\$ 3,470.87
05/15/26		70528 - 70560	\$ 843,118.70
05/18/26		70561	\$ 72,579.43
05/21/26		70562 - 70594	\$ 123,957.01
05/27/26		70595 - printer issue	\$ -
05/27/26		70596	\$ 1,419.23
05/28/26		70597 - 70600	\$ 38,104.95
			\$ 1,526,743.31

Check Register -Sanitation Fund - May 2026

05/08/26	11062 - 11068	\$	1,966.54
05/13/26	11069	\$	147.19
05/15/26	11070 - 11076	\$	23,504.69
05/21/26	11077 - 11081	\$	4,564.75
05/27/26	11082 - printer issue	\$	-
05/27/26	11083	\$	22.39
05/28/26	11084	\$	2,404.55
		\$	32,610.11

3. Approve the following Town Administrator Report:

- *Met with Community Development Partners Project Manager Rachel Conger to discuss our intent to apply for the next round of Downtown Improvement Grant. Some of the ideas of potential exterior improvement within our downtown are private businesses (roofs, doors, windows, etc), potential façade of AME Zion Church property once Quiet Title is complete and we close on the property (most likely the use would need to be something like a museum to work for grant funds), wayfinding signage possibilities, and other exterior improvements of commercial buildings downtown. We are expecting the grant to be \$300,000.00 or greater. More details will be provided as we explore eligible projects downtown.*
- *Had a one-on-one meeting with Alderman Dickson. Alderman Dickson and I are working towards what we are referring to as a Community Engagement Ecosystem on our website that will include links to the Jonesborough Ambassador Program, JBO 101, Volunteer Opportunities, etc. We are collaborating on the narrative of what the “Ecosystem” means to Jonesborough. The concept is in progress with help from Mary Regen and Cameo Waters, and the eventual website page by Mitchell Calvin.*
- *Met with Operations Manager Craig Ford, Jackson Theatre (JT) Operations Manager Amber Crumley, JT Technical Director Mike D’Avella, and Facilities Director Rick Duvall to discuss and make a plan to repair or replace the HVAC at the Jackson Theatre. The system has not been working correctly on the second floor of the Stage Door, and I am asking for a permanent resolve. The repairs have been costly and have not achieved any solution. We are following 2 parallel quotes, (1) the cost of a new motherboard for the outside unit; and (2) a new indoor/outdoor unit. We have the manufacturer of the units quote the motherboard and at least 3 mechanical commercial HVAC companies quote the units. I anticipate the new units as being the solution to our issues.*
- *Working with Administrative Assistant Brandi Miller and Digital Media Manager Mitchell Calvin on ideas to prevent special event applicants from being scammed. Lately applicants have been receiving emails with invoices for their special event applications once approval is given by BMA. These are fraud and often are over \$1,000 for application. The scammer poses like the Town, and the invoices look very convincing. We have sent out an alert on our website and social media, but a permanent solution/plan is forthcoming.*
- *Worked with Town Attorney Jim Wheeler on various matters of the town. Of significance is the town paid the closing statement of costs for the purchase of the Mauk property. Once complete (1) I will follow the reimbursement of our grant for the property at \$305,000 and (2) make sure our Assessors Office is informed of the transfer.*
- *Worked with Operations Manager Craig Ford and Finance Director Janet Jennings on narrowing down the projected cost of a future Fire Station No. 2 to be located at Persimmon Ridge Park and the associated funding as part of our FY27 budget.*
- *Permitting in town for constructions whether new builds, renovations, additions, etc., are doing incredible. I am working on a report to show the activity along with the revenue generated thus far in 2026.*
- *Worked on adding a few more provisions to the Data Center ordinance to maximize neighboring protection of noise from this type of land use. I added more clarification on where the noise study boundary is (property line of parcel of the data center use), added requirements concerning rooftop fans, and equipment enclosures. These are the results of some information presented to the town and others regarding concern about the noise issues associated with Data Centers. This was a good exercise in listening to public concerns and addressing them in some minor revisions to the ordinance coming up on final reading at the May 11th meeting.*
- *Met with Senior Center Director Mary Regen and Robin Harpe to review the Jonesborough Ambassador Pilot Program that recently concluded. After each session program participants had the opportunity to complete a survey about the session as well as a final survey. The surveys provided valuable information and overwhelmingly participants felt the program was very beneficial. We are working to complete a few follow-up documents that participants felt would be helpful such as a list of Directors contact information and a broad description of what the department handles (for example, brush pickup/junk pickup). We are excited to continue with Community Engagement through this program.*
- *Met with County Mayor Joe Grandy, Finance Director Janet Jennings and Utilities Manager Kevin Brobeck to discuss FEMA funding options and procedures. This led to us speaking*

to a consultant that is already working with Washington County to leverage and justify all the costs of damage from Hurricane Helene. She is helping us to work through the right “FEMA” language on all projects we have requested reimbursement for. There is a part of the FEMA process that takes into consideration management consultation as part of the reimbursable process.

- Attended the Jackson Theatre Board meeting. The meeting was productive. After the meeting Human Resources Director Michelle Stewart and I presented Marianne Anderson with the May 2026 Employee of the month plaque. Marianne will not be able to attend the BMA meeting.
- Met with Pedro Rico to continue our discussions about traffic on South Cherokee. The meeting was productive and as usual Mr. Rico had some very good input. Also, worked with several community members about a variety of subjects.
- Completed Town Hall internet transition from Comcast to Brightbridge. Parks and Recreation Director Chris Kudera helped coordinate the transition and did a very good job. There were some hiccups and minor downtime during the transition. Once all the issues are completed the end result will be 3x faster internet at a cheaper monthly rate.
- Submitted paperwork to secure the obligation of funds for the Water Transmission Line Upgrades project. We have a hefty to-do list and are working through that. You will see a Resolution on the BMA agenda for your consideration regarding this project.
- Met with Operations Manager Craig Ford and Police Chief Matt Rice to discuss citizen concerns. Mr. Ford and I also met with Fire Chief Jeff White to go over the conceptual layout of the future Fire Station Annex. Next steps are for Mr. Ford and Chief White to go over the concept with some fire staff and then to forward the concept layout with special needs to our interior design contact Rebecca Lineberry.
- Met with Jackson Theatre Operations Manager Amber Crumley and Administrative Assistant Brandi Miller to complete and submit the final expenses on the FY26 Tennessee Arts Commission Grant. We should receive word in June if we are granted the FY27 TN Arts Grant, fingers crossed (we requested \$100,000 but anticipate the same as last year at \$32,000).
- Held the monthly Directors meeting. Updates from the BMA meeting were discussed along with other topics concerning posting committee agendas, public comment at board/committee meetings based on new legislation that passed, updates from Operations Manager Craig Ford, Finance Director Janet Jennings and Utilities Manager Kevin Brobeck, Building Inspector Kevin Fair update on progress in establishing new building permit software, Town Charter Updates and Impact Fees. There was discussion about potential cyber threats, reminding Directors that anything that connects us like security cameras to our Wi-Fi poses a threat if it is not protected by proper firewalls.
- Worked with County Planning Director Angie Charles on outstanding planning related development plans, and review of the upcoming Planning Commission meeting on May 19th. We continue to discuss the need for our zoning code to be professionally reviewed and updated (based on consultant recommendations) as the county is seeking funding approval for their codes. This is a task that without a consultant would take at minimum a year to potentially have prepared recommendations. If the county does approve their codes to be outsourced for review and recommendations then there is a potential for the town to “piggyback” off the county for a reduced rate of these scopes of services.
- The KnowBe4 cybersecurity platform has been updated, and we are relaunching new monthly training campaigns. Directors will be notified when a training campaign is launched. The monthly campaigns are intended to educate employees on potential phishing threats, cyber security threats, etc.
- Met with USDA Matthew Smyth and USDA Patrick Jaynes to discuss the Letter of Conditions related to USDA funding for the new Water Transmission Line Project. USDA was able to secure a 3.75% financing rate. If the rate goes down prior to financing, we will receive the lower rate but if the rate increases between now and then we are locked at 3.75% for a 40-year term.
- Held a conference call with USDA Representative Chance Lamb to discuss the Agricultural Learning Center’s Rural Business Development Grant (RBDG) requirements regarding the grant we secured for the walk-in-cooler. As we continue with gathering final costs of construction, we continue to be secure with the funding for the cooler through December 2026.
- Met with Miss Historic Jonesborough Ella Mitchell and received the Little Library she gifted the town as part of her pageant platform. The town will place the Little Library at an area park for community members to enjoy.
- Gathering the necessary documents, including the Electronic Fund Transfer Policy that was approved at the BMA meeting, to apply for the PEP Cybersecurity extension on our insurance policy. This would provide another layer of protection in the event we were targeted with a ransomware attack or similar cyber threats/penetrations.
- Continue to work on communications with the help of our marketing team utilizing more video concepts of important happenings in town. So far, featuring wetlands and solid waste services have gone very well. We are working on some communications regarding the mural installed on the back wall. Looking at combining some photos or video with historical references.

- *For the FY27 budget I had to pre-estimate our 2024-2025 population numbers as the Tennessee State Data Center were not going to release the official numbers until May 14th. This is the first year since new legislation passed effective January 1, 2026, that the Data Center estimates would be used for local governments as part of our State Shared Revenues (a significant revenue increase for Jonesborough based on our unprecedented growth since the last Census in 2020). I estimated a 4% growth with a total population of 7,016. The Data Center results showed Jonesborough 2024-2025 estimates at a 4% growth and a total population of 6,990. As Maxwell Smart in the show Get Smart used to say, “missed it by that much”, or in this case missed it by 26 people. This is just to say that the FY27 estimated budget based on estimated 2024-2025 population estimates are highly acceptable.*
- *Attended a Flag Committee meeting. I am working with the committee to create interactive maps in cooperation with Washington County GIS Manager Chris Pape. The idea is for sponsors of flags/plaques to soon be able to geographically identify where their sponsorship is in town and thus “pinpoint” their participation in the flag program. It will be similar to typing your address into google maps and the interactive mapping taking right to your destination.*
- *Met with Mayor Wolfe and Utilities Manager Kevin Brobeck to plan out the exterior color scheme for the new Water Treatment Plant. The color scheme will complement both the plant site and the abutting neighboring properties.*
- *Participated in a virtual meeting about navigating legislation that requires local governments to justify their fee schedules related to development reviews. We are working collaboratively with County Planning Director Angie Charles to navigate the justification of our fee structure. I have begun independently on justifications mainly using all staff or contract employees that “touch” our plan reviews from rezonings to grading to site plans to subdivision reviews, etc., with the goal to establish that all time and funds spent in reviews meet the fee structure already in place. My immediate overview reflects that we are well within range to justify our fees with the number of technical staff that are involved in each review before the plan ever is heard by the Planning Commission or Board of Mayor and Aldermen, or both.*
- *Met with Finance Director Janet Jennings and Operations Manager Craig Ford to begin creating a plan for Water Administration space planning. Thanks to Operations Manager Craig Ford and members of the Parks and Recreation team the Water Administration renovation has been completed, alleviating some of the current space restrictions, however, this unfortunately is a temporary fix. As you are all aware, we are very limited in terms of space at Town Hall.*
- *Administrative Assistant Brandi Miller and I worked to complete necessary steps to submit our initial documents for review on the THDA HOME Grant PIMS site. We received confirmation that the initial set up was complete and now are able to move on to the next step of creating a new Program Manager account within the 2026 Home Rehabilitation Program Grant account. We are working with First Tennessee Development District Housing Programs Manager Rene’ Mann to ensure that all steps are taken during this submission process. More to follow.*
- *Continue to move forward on all Grants: Appalachian Regional Commission (ARC) grant to extend water from Boones Creek Road to the new school site via the future Skyline Drive extension; First Frontier Trail expansion projects; THDA housing grant; Downtown Improvement Grant (DIG); EDA grant (not necessary if FEMA approves as part of Hurricane Helene damages; various TN Arts Commission grants; etc.*

4. Approve the following Operations Manager Report:

- *The Street Department worked with the Washington County Highway Department on repairing, milling, and paving roads in the month of May. The roads that were paved were a section of Highway 34, New Hope Road, Woodrow Avenue, and Headtown Road. Headtown Road was also widened.*
- *On May 15, 2026, a second meeting was held with Pierce salesman, Mr. Michael Miranda, regarding the purchase price of the new fire engine. After approximately 2.5 hours and only managing to cut approximately \$4,500.00 off the quoted purchase price, a bottom-line price was given to Mr. Miranda. We were notified on May 25, 2026, by Mr. Miranda that the price for the fire engine would be \$984,953.00. This met our demand and saved \$12,132.00 off the initial purchase price. An agenda presentation for the fire engine was prepared for the June BMA meeting.*
- *The new Stage Door sign has been installed. This concludes the Downtown Improvement Grant project, which included repairs to the exterior of the Stage Door, new windows and exterior upgrades to the Jackson Theatre, upgrades to the exterior of the ISC Building, a new deck for the ISC Building, gutter guards for the ISC Building, and the new sign for the Stage Door. We can now close out this grant.*
- *Seven new LED streetlights were installed on Anderson Road by Brightridge. If you will recall, the Board of Mayor and Alderman approved the installation of these streetlights at the April 13, 2026, meeting. I ordered the lights the morning of April 14, 2026. Brightridge installed the lights the last week of May.*

- *The renovation project of the Finance Department was completed the month of May. A big “thank you” to William “Beebo” Russell for assisting me on this project. Staff are now utilizing the new space. Drawer units were order for underneath the counters. The vendor stated this project would take approximately 60 days to complete, but Finance Department staff can certainly utilize the space until this project is complete.*
 - *Jeff McCurry, of Precision Ironworks, completed the installation of the handrail on the new section of sidewalk between Second Avenue and Washington Drive. We received some initial complaints about the handrail being a vision obstruction. I requested the vendor remove the first 15-foot section of the handrail, which he did. I also had the Street Department install a mirror across the Washington Drive intersection to assist motorists in seeing west bound traffic on Main Street.*
 - *All the initial grade work has been completed in the new Brightridge Park. All the trees have been planted as well. Water has also been installed on the property in order that we can keep the plants watered. We are currently awaiting the remainder of the plants to complete this project.*
 - *I met with Aaron Rogers, Uretex, and Steve Prisament on the Boone Street project. After walking the roadway, Mr. Rogers was confident that his company could repair the roadway that would eliminate the cracks in the asphalt. He has forwarded a quote for this project; however, we want to have a follow up meeting with him prior to proceeding further.*
 - *I prepared a bid for the renovation of the Visitor Center restrooms. We only received one bid, and it was well above the amount we budgeted for this project. We are requesting the BMA reject the bid at the June meeting and re-bid the project.*
 - *I also instructed Parks and Recreation staff to clean the overgrown vegetation behind the Visitors Center. One of the back exterior walls is leaking which in turn is damaging the women’s restroom. I met the guttering contractor who did the work on the ISC building. We have determined the water is coming from the poorly designed guttering. I have issued a requisition for the company to repair the gutters and install a gutter guard.*
 - *I also assisted the McKinney Center on the ADA compliant door opening bids.*
 - *I have worked on the new Town Limits sign project and have prepared an agenda presentation on this.*
 - *I have also been working on the design of the new fire station II. We have some preliminary numbers presented for this project as well.*
 - *The new HVAC system was installed in the upstairs section of Town Hall.*
 - *Progression Electric finally began working on some of the traffic signal upgrades in town. I have requested and am awaiting a list of what they have accomplished so far.*
 - *I have finally received some correspondence from Holston Engineering on the ISC Building HVAC replacement. I am hoping we are close to bidding this project.*
 - *I have also been working with Chris Kudera and Sunny Ezzell on a landscape plan for some additional medians on Jackson Boulevard.*
5. Approve Committee Reports: Historic Zoning Commission Minutes, Jonesborough Planning Commission Minutes, Facilities Advisory Minutes, Main Street Advisory Committee Minutes, McKinney Center Advisory Committee Minutes, and Senior Citizens Advisory Committee Minutes.
 6. Approve Supervisor Reports: Utilities, Visitors Center, McKinney Center, Jackson Theatre, Streets, Fire Department, Human Resources, Solid Waste, Police Department, Parks and Recreation, and Building Inspector.
 7. Approval of Senior Center Parking Lot Policy – Discussions between Senior Center Director Mary Regen and the Senior Center Advisory Board resulted in a recommendation being made to adopt an official parking lot policy. The Center has continued to experience issues with individuals driving in the wrong direction within the parking lot, creating safety concerns. Upon approval the parking lot policy will be distributed to all current members and incorporated into the new membership application process. The parking lot was reviewed by Police Chief Matt for both signage and driveway markings and reported that both are reasonable in enforcing in the event of an accident due to wrong way driver actions.

JONESBOROUGH SENIOR CENTER PARKING LOT POLICY

To ensure the safe and efficient movement of vehicles and pedestrians within the Jonesborough Senior Center parking lot, a one-way traffic pattern has been established. This will also help reduce the risk of collisions and congestion.

This policy applies to all employees, members, visitors, contractors, and delivery personnel.

1. All vehicles must travel in the direction indicated by the posted One-Way signs and pavement markings.
 - a. Entering from Main Street, vehicles must stay to the right (towards the building).
 - b. Entering from Longview Drive, vehicles must stay straight (area away from the building).
 - c. Entering from Lincoln Park parking lot, stay to the right (towards the building).
 - d. If you are parked on the far side of the parking lot and wish to exit to Longview Drive, you still need to observe the one-way traffic pattern and drive around.
 - e. If you are parked on the near side of the parking lot and wish to exit to Main Street, you still need to observe the one-way traffic pattern and drive around.
2. The portico area is for drop-off and pick-up only.
3. Pedestrian crossings must be respected, and drivers must yield to pedestrians at all marked crosswalks.
8. Approve Surplus Fire Equipment – Fire Chief Jeff White is requesting approval to destroy “Scott Eagle Attack Imaging Camera” for the reason of non-serviceable as indicated on the Equipment Destroy Form dated 5/26/26.



Jonesborough Fire Department
Equipment Destroy Form

The following item(s) of Fire Equipment have been taken out of service by Fire Department Staff for the following reason:

Item: <u>Scott Eagle Attack Thermal Imaging Camera</u>	Reason: <u>Non-Servicable</u>
Item: _____	Reason: _____
Item: _____	Reason: _____
Item: _____	Reason: _____
Item: _____	Reason: _____
Item: _____	Reason: _____

Shift Supervisor requesting to destroy property. (Must be dated and signed)

Signature: <u></u>	Date: <u>05/26/2026</u>
Fire Chief Approval: <u></u>	Date: <u>05/26/2026</u>
Disposition: <u>Will be disposed of by Major Freeman</u>	

9. Approve Assistant Director of Wastewater Job Description – The Assistant Wastewater Director position has been reviewed and updated to ensure it accurately reflects the current operational needs and leadership expectations of the department. Over time, the scope and complexity of wastewater operations have evolved due to regulatory requirements, technological advancements, and increased service demands. As a result, it is necessary that the job description clearly defines the role in alignment with these changes.

The revised job description provides a more comprehensive outline of the position’s responsibilities, including oversight of treatment operations, regulatory compliance, personnel management, and support of long-term strategic planning. It also clarifies reporting relationships and expectations for decision-making and leadership within the organization. In addition, the qualifications section has been updated to better reflect the education, certifications, technical expertise, and leadership experience needed to effectively perform the duties of the role. These updates ensure consistency with

industry standards and promote the recruitment and retention of highly qualified candidates.

Overall, this revision establishes clearer expectations for performance and accountability, enhances organizational efficiency, and ensures the Assistant Wastewater Director position remains aligned with the department's mission and operational priorities.



ASSISTANT DIRECTOR OF WASTEWATER SYSTEM

JOB STATUS: EXEMPT

DATE MODIFIED: 6/15/2026

GRADE 14

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs difficult technical work planning and supervising the operation of the wastewater treatment plant, lift stations, collection system, and industrial pretreatment program. This position is responsible for technical and supervisory work in directing the operations and activities of the wastewater department. The work involves responsibility for directing and participating in the activities of the collection system, pumping stations, and treatment plant on an around-the-clock basis. The employee in this class exercises considerable independent judgment in scheduling and directing departmental activities. Supervision is exercised through subordinate personnel over the staff of Wastewater Plant and Collection System Operators, Laboratory, Maintenance, Construction, and other personnel. The work is performed under the direct supervision of the Director, who reviews work through conferences, evaluation of reports, and results obtained.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from Director of Wastewater System.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plan, schedule, and direct the operation and maintenance of the wastewater treatment plan and collection system.
2. Formulate operating policies and procedures and sees that policies and procedures are adhered to by personnel.
3. Direct examinations, both chemical and bacteriological, of sewage at various stages of treatment.
4. Prepare the required chemicals in the operation of the laboratory.
5. Investigate and take appropriate action to resolve complaints.
6. Make and install recommendations for improving wastewater system and operation.
7. Confer with engineers and others regarding the efficiency and economy of plant and system operation.
8. Advise and assist in the design and implantation of pumps, machinery, and other equipment.
9. Complete monthly, quarterly, annual, and other monitoring reports.
10. Prepare requisitions for supplies and materials and approve invoices for payment after the item has been received.
11. Supervise, schedule, and evaluate the performance of subordinates.
12. Must operate and maintain wastewater plant and collection system in accordance with NPDES permit requirements and standard operating procedures.
13. Must administer the implementation and compliance of the industrial pretreatment program.

Marginal Functions:

1. Performs related duties and responsibilities as needed.
2. Operation of wastewater equipment to include machinery, such as backhoe, dump truck, service truck, etc.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Utilization of office equipment, such as printers, phones, computers, and copiers.
- Processes involved in the treatment of sewage.
- Functions and mechanics of wastewater treatment plant machinery and equipment.
- Servicing and maintenance requirements of wastewater treatment plant machinery and equipment.
- Physical, chemical, and bacteriological processes involved in sewage treatment.
- Engineering principles as applied to large scale sewage treatment operations.

Skill in:

- Operation of equipment utilized in the operation of the wastewater plant, construction, and maintenance.

Ability to:

- Understand and conduct oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Prioritize and adhere to strict deadlines; follow through on assigned and self-appointed tasks.

- Establish and maintain cooperative working relationships with those contracted in the course of work.
- Collaborate with other staff.
- Work autonomously, identify and resolve issues in a timely manner and effectively prioritize work activities.
- Plan, supervise and direct the work of subordinate wastewater plant and collection system operators, lab technician, maintenance technician, construction, and other personnel.
- To make decisions recognizing established precedents and practices, and to use resourcefulness and tact in addressing problems.
- To diagnose and alleviate plant and system operating, maintenance and water pollution control problems.
- Maintain effective professional relationships with elected officials, staff, residents, and vendors.
- Take initiative.
- Work extended periods of time sitting at workstation or desk.

REQUIRED QUALIFICATIONS:

- Must possess a high school diploma or GED.
- Completion of an associate's degree in Environmental Science or related field supplemented by the completion of approved course work in wastewater treatment and considerable experience in the operation and maintenance of wastewater treatment equipment, including experience at the level of Wastewater Plant Operator IV and Wastewater Collection II issued by the State of Tennessee; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Must possess a valid Tennessee Commercial Driver's License.

OTHER REQUISITIES:

From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. An Employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the vast majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands and working environment demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

This position is executed outdoors and indoors. This position may require infrequent exposure to adverse environmental conditions. Task may involve exposure to noise, hazards, and chemicals. Worker may be required to wear self-contained breathing apparatus.

Sensory Requirements:

Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Physical:

Task is sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. Task involves some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard. Task involves frequent walking; standing; some lifting and carrying objects of moderate weight (12-20 lbs.); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Mental:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; interact with Town staff, other organizations, and customers who may be upset or dissatisfied.

Vision:

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

10. Approve Town Event Fundraiser, Evening with the Washington's – The Jackson Theatre is gearing up for some great events in coordination with America's 250th. For one of these events, they are planning a small fundraiser event for August 8, 2026. Tickets will be going on sale soon, and details are coming together quickly. The event will consist of 18th century foods that you would have had while dining at Mount Vernon with George and Martha Washington, drinks, a life fife and drum corps band,

and George and Martha Washington interpreters telling stories of the American Revolution. Doors will open at 6:00 pm, music at 6:15 pm and interpreters at 7:00 pm.

The Jackson Theatre would like to utilize the alley between the theatre and Main Street Café. This worked well for the Marquee Ball Fundraiser in November and assisted with the congestion we get indoors. Our plan would be to use the alley for round tables with chairs for dining, cocktail tables and beverage station. Jackson Theatre Operations Manager Amber Crumley checked with Shane Adams (home behind the theatre) and Zac Jenkins (Main Street Café) and they had no objections to us utilizing that space.

Requesting BMA approval for alcoholic drinks to be served and consumed within the alley between 6:00 pm – 8:00 pm. We will be prepared with staff and volunteers present in the alley to monitor, “No Alcohol Beyond This Point” signage at each end of the alley, and we plan to have barricades on each end. People will be routed from inside the theatre, through the theatre hallway, and out the side door to the alley with any beverages, so no alcohol will be on the sidewalk.

The request is for the BMA to approve closing the alley for the event on August 8, 2026 from 6:00 pm to 8:00 pm, and furthermore for alcohol to be served and consumed within the alleyway.

11. Approval of Debt Obligation Report – After issuing debt, State law requires us to file a Debt Report with the State Division of Local Government Finance in the Comptroller’s Office. We must also file a copy with the local governing body. The Report on Debt Obligation for the \$625,783 capital outlay note issued on May 20th to fund the purchase of police vehicles and a fire vehicle was filed with the Comptroller’s Office on May 25th and emailed to the Mayor and Aldermen for review.
12. Approval of Special Event Application for JAMSA Pumpkin Fest – A Special Events Application from Lisa Friday for the Pumpkin Fest sponsored by JAMSA on Saturday, September 19, 2026, from 11:00 am to 5:00 pm was submitted. The purpose of the event is to bring new and returning visitors to our area, to raise funds for the community, and to bring tourism to Jonesborough. Businesses will be serving various pumpkin treat foods, hayrides, and other fall and pumpkin related events. The estimated number expected to attend is 1,000 and the estimated number of citizens expected to either participate in and/or view the event is 700. Request for services include police and security, signage, refuse collection, and parking. A request for street closure is included as part of their application, asking for Main Street to be closed from Fox Street to Second Avenue on September 19th by 10:00 am until 5:30 pm, or when police deem it safe for reopening. Proof of Insurance and Hold Harmless has been received.
13. Approval of Junior Lifeguard Program, Compensation and Position Description – Wetland’s Director Nick Bogle is requesting a new position at Wetlands Waterpark. Currently, we require lifeguards to be 16 years old; however, the Red Cross will certify lifeguards at 15 years old. Director Bogle recently had several of the Waterpark employees obtain their lifeguard certification at the age of 15. Director Bogle is requesting approval of a new position as Junior Lifeguard. The hourly rate would be less than with a full-time lifeguard, but more than an attendant. There are several advantages to this. They could be utilized at parties and on days of lower attendance. One big advantage is the training these junior lifeguards would receive. We would potentially be training next season’s lifeguards. Any additional cost would be absorbed in the current budget.



TOWN OF JONESBOROUGH

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

Memo

To: Craig Ford, Operations Manager

From: Christopher Kudara

CC: Michelle Stewart, Human Resources Director; Nick Bogle, Waterpark Director

Date: 6/8/26

Re: Junior Lifeguard Program Recommendation

After discussions with Aquatics Director Nick Bogle regarding staffing and future development opportunities at Wetlands Waterpark, I would like to recommend the implementation of a Junior Lifeguard Program.

Currently, we have several 15-year-old employees who have independently obtained their American Red Cross Lifeguard Certification. These individuals have already shown initiative and interest in the aquatics field, and I believe there is value in creating a structured opportunity for them to gain practical experience within our operation.

The purpose of the Junior Lifeguard Program would be to help build depth within our certified lifeguard staff while also creating a developmental pipeline for future full-time seasonal lifeguards. These junior guards would primarily be utilized during smaller-scale operations such as after-hours parties, private rentals, and special events where attendance levels are significantly lower than normal operating hours.

Additionally, this program could provide operational flexibility during regular park hours in situations where unexpected staffing shortages arise due to illness, emergencies, or call-outs. Having a group of trained and certified junior guards available would help ensure we maintain the required lifeguard ratios necessary to safely operate the facility.

An important component of this program would be mentorship. Junior lifeguards would work alongside and be supervised by our more experienced lifeguard staff, allowing them to gain hands-on experience, improve confidence, and better understand expectations and emergency procedures in a real-world setting. Over time, this approach should help us develop a stronger and more experienced returning staff base.

Again, the intent is not for junior lifeguards to replace our standard lifeguard staffing model, but rather to supplement it in controlled settings while helping prepare the next generation of Wetlands lifeguards.

I believe this program would provide long-term benefits to both staff development and overall park operations, and I would appreciate the opportunity to further discuss implementation procedures and operational guidelines.

Implementation of the Junior Lifeguard Program will also require updates to the approved Wetlands Waterpark pay scale and the creation of a formal Junior Lifeguard job description. Both documents are attached for review as part of this recommendation.

For the proposed pay scale adjustment, I am recommending a starting pay rate of \$11.00 per hour for Junior Lifeguards. The reasoning behind this recommendation is to create a clear developmental pathway within the aquatics program. Upon returning the following season and meeting the qualifications for a standard Lifeguard position, these employees would then receive the proposed \$1.00 returning employee increase, bringing them to the current starting Lifeguard rate of \$12.00 per hour.

This structure rewards returning staff, encourages retention, and creates an incentive for younger employees to continue growing within the Wetlands Waterpark aquatics program.

This proposed change would not include any retroactive or back pay adjustments and would become effective beginning June 18, which is the start of the next Wetlands Waterpark pay period.

Adopted April 2026								2026
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
5	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00	
4	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	
3	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	
2	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	
1	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	

GRADE 5 SEASONAL OPERATIONS MANAGER

GRADE 4 ADMINISTRATIVE ASSISTANTS, HEAD LIFEGUARD

GRADE 3 LIFEGUARD CERTIFIED POSITION

GRADE 2 Slide Attendant

GRADE 1 Team Member

Recommended June 2026								2026
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
6	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00	
5	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	
4	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	
3	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	
2	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	
1	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	

GRADE 6 SEASONAL OPERATIONS MANAGER

GRADE 5 ADMINISTRATIVE ASSISTANTS, HEAD LIFEGUARD

GRADE 4 LIFEGUARD CERTIFIED POSITION

GRADE 3 JUNIOR LIFEGUARD CERTIFIED POSITION

GRADE 2 Slide Attendant

GRADE 1 Team Member



Junior Lifeguard

Grade: 3

Adopted: June 2026

Position Description: This seasonal position is responsible for assisting with the safety and supervision of swimmers and aquatic patrons at Wetlands Waterpark. Junior Lifeguards monitor activities, enforce safety rules, and help maintain a safe and positive environment for guests.

This position is intended to provide younger certified lifeguards with practical experience and mentorship opportunities within an aquatic environment. Junior Lifeguards will primarily be utilized during after-hours parties, special events, and lower attendance operations, but may assist during regular operating hours under the direct supervision of senior lifeguard staff.

Immediate supervision is provided by the Head Lifeguard on duty, the Wetlands Seasonal Manager, and the Wetlands Waterpark 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 9th grade.
- Must be 15 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.

14. Approval of Jonesborough Repertory Theatre (JRT) Agreement – The Town of Jonesborough has been working to reach an agreement with JRT. Town Attorney has done a great job working on behalf of the Town with JRT's Attorney Jeff Miles to reach an agreement. JRT held their board meeting on June 4, 2026, and approved the Agreement. Recommend approving all documents regarding the Agreement between the Town of Jonesborough and the Jonesborough Repertory Theatre.

This instrument was prepared by:
James R. Wheeler, Esq.
TOWN ATTORNEY – JONESBOROUGH, TENNESSEE
P. O. Box 308
Jonesborough, TN 37659-0308

AGREEMENT

This AGREEMENT, made and entered into on this the 9th day of July, 2026, by and between the BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, herein after referred to as the TOWN or BMA, and the TOWN OF JONESBOROUGH REPERTORY THEATRE, INC. aka Jonesborough Repertory Theatre Inc. through its BOARD OF DIRECTORS, herein after referred to as the JRT, hereby amends, in its entirety, the Operating Agreement entered into by both parties on June 8, 2009 and all other agreements related to the operation of the JRT and the employment by the Town of personnel assigned to the JRT, including the lease agreement for the building itself.

For all purposes stated herein to take effect on the "Effective Date" that date shall be the 9th day of July 2026.

This Agreement is contingent upon the successful adoption of resolutions by the JRT and the Town approving this agreement, the Mutual Encroachment Agreement and the Note and Deed of Trust as referred to herein.

WITNESSETH

For and in consideration of the mutual covenants and agreements herein after contained which are agreed are material to this agreement, the Town will amend its partnership with the JRT for the purpose of transferring all fiscal responsibility for all JRT financial transactions necessary for its productions, classes, staffing, training, marketing and other similar operating expenses; and for utilities, repairs and major building improvements associated with the JRT building and entrance and all other responsibilities held by the Town, and the Town will relinquish rights under both the operating agreement and current lease between the parties for the JRT building. In consideration whereof, the parties hereto have agreed upon the following terms and conditions, which shall constitute, govern, and control the relationship between the parties, the same being inseparable parts of this Agreement, to-wit.

General

In October 2003 the Town of Jonesborough leased the Jonesborough Repertory Theatre building for 25 years with an option to renew the lease for an additional 25 years. The Town's involvement with the theatre facility has been to protect and enhance its long-term use for the general public, and to support arts related activities in Jonesborough through its partnership support of the JRT. In April 2005 an Agreement between the Town and the JRT was approved that amended the theatre partnership with the Town contracting for a paid Artistic Director that would provide the artistic direction of the theatre, and to oversee its scheduling under the responsibility of the Jonesborough Parks and Recreation Department. Said 2005 Agreement established the scope of

responsibilities of the Artistic Director, and also outlined the responsibilities of the Town of Jonesborough which included undertaking accounting of the theatre activities overseen by the Artistic Director and providing administrative support and leadership necessary to carry out theatre activities throughout the year. Compensation of the Artistic Director was initially established at \$1,000 per month plus 25% of net profit, and in 2008 the Artistic Director's compensation was increased to \$2,000 a month with 25% of net profit up to a level of \$30,000. The remaining net profit was split with 25% going to the JRT and 50% going to the Town to help pay the Artistic Director and theatre costs. The Town also financed all production expenses at no interest that were eventually reimbursed through ticket sales, and continued to oversee the collection, documentation, accounting and disbursement of all JRT generated revenues and expenditures. This arrangement, while successful for a period of time, is no longer a mutually workable or sustainable relationship. As a result, it is acknowledged by both parties that it is in the theater's best interest to assume all operations of the theatre and for the JRT to receive all revenue generated through productions, classes, concessions carried out within the JRT building, along with donations and grants specifically given to the JRT for JRT operations and initiatives, and for the JRT to be responsible for carrying out all necessary work tasks necessary to establish and maintain a high level of accurate financial record keeping and accounting. It is expressly understood that the Town will no longer provide support in the form of accounting or legal consultation with respect to JRT operations and JRT will need to hire such professionals as it deems necessary to provide these services. In addition, the parties agree that at this time it is necessary to terminate the lease between them and to accomplish this have agreed, as contemplated in the lease agreement, to the execution of the Note and the Deed of Trust provided for in this agreement to secure the Town's capital investment in the building. It is the intent of this Amended Operating Agreement to establish an on-going but amended and limited framework for the positive partnership between the Town and the JRT and providing the JRT more financial and operational independence.

Amendment of By-Laws

To reflect JRT's independence from the Town, which shall include, but not be limited to its increase in financial responsibilities and theatre operations, the JRT Board of Directors wishes to (i) amend its By-Laws to reflect the changes in the partnership arrangement agreed upon by both the Town and the JRT, and (ii) the Town agrees to approve an amendment which removes the requirement of the Town Board of Mayor and Aldermen ("BMA") to approve changes to the By-Laws of the JRT and the removal of any requirement of BMA to approve Directors or have a certain number of Directors serve on the JRT Board of Directors. The parties acknowledge that after that amendment the JRT will have control of any further amendments it wishes to make to its bylaws in accordance with State and Federal law and to appoint whomever it desires to serve as a Director on its Board of Directors. The parties agree that the BMA will approve the amended bylaws attached as "Exhibit D" to this Agreement upon Execution and delivery to counsel for JRT all documents included in this Agreement, including Exhibits, which shall be delivered to counsel for the Town upon approval of the bylaws by the BMA.

Financial Management

The JRT Board of Directors has assumed responsibility and shall continue to be responsible for appointing all staff and officers involved in the JRT operation and for any associated compensation including amount, payments and schedule, as well as any contracts, position descriptions and evaluations. Current JRT staff no longer receive any compensation from the Town upon prior agreement during the separation of the two entities between the JRT, the Town and the staff.

Use of Stage Door Building

1. The public restrooms on the ground floor of the Stage Door Building will be available for use by JRT patrons and staff during JRT performances under the following guidelines:
 - a. When there is no activity in the Stage Door building or Jackson Theatre, the JRT must put in place a chain or other such access restricting device established by the Town at the end of the hallway leading into the Stage Door lobby/concession area. Note: when there is other activity in the Stage Door, the measures restricting access from the JRT into the Stage Door lobby/concession area must not be put in place because the restrooms must be available and the hallway is a designated emergency exit route out of the Stage Door to the front door of the vestibule at the front of the JRT and into the entrance alley.
 - b. The JRT will not restrict in any way the emergency exit route from the Stage Door through the vestibule built by the Town onto the JRT building allowing alley access. The parties acknowledge the owner of the Stage Door building is entitled to use of the alley by reservation in the chain of title, including the area where the vestibule was built under the terms of the lease and in recognition of the fact the vestibule is not being removed by the Town at the termination of the lease. Likewise, the Town will not in any way restrict the exit from the JRT through the vestibule in question as it is the primary route of ingress and egress into the JRT building.
2. Because there is no current way to restrict access to the Stage Door concession/merchandise area or the Jackson Theatre once an individual is in the Stage Door lobby, when there is not activity taking place in the Stage Door and Jackson Theatre during a JRT performance, the JRT shall utilize the chain provided to rope off the Stage Door lobby from the restroom area until such time as a door is constructed to take the place of the chain.
3. The Town will have responsibility for the maintenance and upkeep of the restrooms in the Stage Door building. The JRT shall be responsible for seeing that the restrooms on the ground level of the Stage Door are left in proper order (properly cleaned including countertops, sinks, toilets and urinals and disposing of trash) and are kept in reasonable condition for use while the restroom is (i) open when only the JRT has a performance or activity, (ii) JRT is open to the public or (iii) JRT has need to utilize bathrooms on the ground level of the Stage Door. This will not be necessary when Jackson Theater events are scheduled at the same time or later the same day and Jackson Theater maintenance staff are present to handle this responsibility.

4. Other accommodation for JRT use of the Stage Door building facilities may be negotiated when appropriate through short-term contracts with the Jackson Theater Board or through modification or amendment of this agreement with the TOWN.

Location and Access to HVAC Equipment & Emergency Exits

The parties acknowledge that they each have HVAC equipment on the property of the other and they wish to enter an arrangement to provide for that equipment to be allowed to remain in place and to accommodate one another for the location and maintenance of the equipment. Additionally, the parties acknowledge the existence of emergency exits that must be open during operations and kept clear of obstructions. The parties agree to execute a Mutual Encroachment Agreement (attached as Exhibit A hereto) for the purpose of creating a perpetual easement for each other to allow the present use of each facility for HVAC and emergency exit purposes.

Joint Systems

The parties acknowledge that they have joint electrical, water, fire suppression and security systems and wish to maintain those without separating them. The parties agree that the Town will have primary responsibility for contracting with outside agents to maintain, repair and monitor those systems and will exercise its best discretion in entering those contracts and the parties will split the on-going cost of those services as well as the maintenance and repair and monitoring of those systems as follows:

Town of Jonesborough 80 %
Jonesborough Repertory Theater 20%

Both parties will be responsible for operating within their respective buildings in a manner that does not generate unnecessary fire or smoke alarm activation and will see that no actions are taken to disengage fire or smoke alarms in order to avoid activation without consent of the appropriate fire marshal. Both parties will also be responsible for operating in their respective buildings in a reasonable manner that keeps the cost of utilities as low as possible while keeping patrons, volunteers and staff at an acceptable comfort level and maintaining the integrity of systems within the building.

This arrangement will commence on the receipt by the TOWN of the first bill for such services after the Effective Date of the agreement as set out above. Invoices will be submitted by the TOWN to the JRT within 30 days of receipt and the JRT will pay to the TOWN 20% of the invoiced amount within 30 days of receipt from the TOWN of the invoice.

Termination of Lease and Note and Deed of Trust Securing Capital Improvements

The parties desire to terminate the lease between them originally dated October 13, 2003 and have agreed to terms to bring that matter to a close. The Parties agree to terminate the lease

upon execution of the Note and the Deed of Trust attached to this agreement as "Exhibit B" and "Exhibit C". Upon the approval by both boards and execution by both parties of the Note and Deed of Trust, and the Mutual Encroachment Agreement referenced above, the lease will be deemed terminated.

Mutual Release

Each party hereby releases, acquits and forever discharges the other party and the other party's affiliates and its respective former and present directors, officials, officers, employees, representatives, partners, agents and managers from any and all claims, counterclaims, demands, causes of actions, liabilities, promises or obligations of any kind whatsoever ("Claims") arising under or relating to the relationship between them whether documented by written or verbal agreement or not, from the beginning of the world to the effective date of this agreement.

Entire Agreement and Amendments

The parties agree this document, including the Exhibits reference herein, contains the entire Agreement, and was entered into after negotiations between the parties, each represented by legal counsel, and that the provisions of this Agreement shall be binding on both parties and their heirs and assigns. This Agreement may be modified in writing by mutual consent of the JRT Board of Directors and the TOWN through the BMA after the execution of the Agreement.

Term/Effective Date and Continuation

This Agreement shall be in effect on the effective date and will remain in effect until this Agreement is amended or terminated by mutual written consent of the Jonesborough Repertory Theater Board of Directors and the Jonesborough Board of Mayor and Aldermen evidenced by a resolution from each of those entities. This Agreement shall be governed under the laws of the State Of Tennessee. If either party fails to abide by this Agreement ("Defaulting Party"), the Non-Defaulting Party may pursue all legal and equitable remedies.

THIS INSTRUMENT HAS BEEN EXECUTED IN DUPLICATE, EITHER OF WHICH MAY BE TREATED AS AN ORIGINAL.

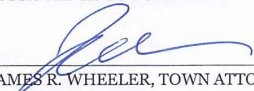
ATTEST:

MAYOR AND ALDERMEN OF
JONESBOROUGH

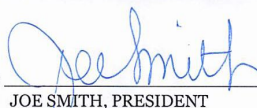

BY JANET JENNINGS, RECORDER


KELLY WOLFE, MAYOR

APPROVED AS TO FORM ONLY:


JAMES R. WHEELER, TOWN ATTORNEY

TOWN OF JONESBOROUGH REPERTORY THEATRE, INC.:

BY: 
JOE SMITH, PRESIDENT

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared, KELLY WOLFE, with whom I am personally acquainted, and who upon oath acknowledged himself to be the MAYOR of the Mayor and Aldermen of Jonesborough, the within named bargainer, a municipal corporation, and that he as such Mayor, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Mayor.

GIVEN UNDER MY HAND AND OFFICIAL SEAL at office in said State and County, this 15th day of June, 2026.


NOTARY PUBLIC

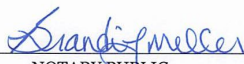


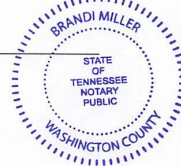
My Commission Expires: 05-22-2030

STATE OF TENNESSEE
COUNTY OF WASHINGTON

PERSONALLY APPEARED before me, a Notary Public in and for the State and County aforesaid, JOE SMITH, with whom I am personally acquainted (or whose identity was proven to me on the basis of satisfactory evidence) and who, upon oath, acknowledged himself to be the President of the TOWN OF JONESBOROUGH REPERTORY THEATRE, INC., and that he, as such personal representative, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and seal at office in the State and County aforesaid, on this 9th day of July, 2026.


NOTARY PUBLIC



My Commission Expires: 12-5-29

This instrument was prepared by:
James R. Wheeler, Esq.
TOWN ATTORNEY – JONESBOROUGH, TENNESSEE
P. O. Box 308
Jonesborough, TN 37659-0308

MUTUAL ENCROACHMENT AGREEMENT

This AGREEMENT, made and entered into on this the 9th day of July, 2026, by and between the BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, herein after referred to as the TOWN, and the TOWN OF JONESBOROUGH REPERTORY THEATRE, INC. by and through its BOARD OF DIRECTORS, herein after referred to as the JRT, and both these two entities are collectively referred to as “the Parties” hereafter.

WITNESSETH: TOWN OF JONESBOROUGH REPERTORY THEATRE, INC. is the owner of real property commonly known as 125 West Main Street, Jonesborough, Tennessee 37659 described more particularly in Schedule 1 attached hereto (hereinafter referred to as the “JRT Premises”).

BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE is the owner of real property adjoining the JRT Premises westerly and more particularly described in Schedule 2 attached hereto (hereinafter referred to as the “Jackson Theater and Stage Door Premises” or “the Town Premises”).

The Parties acknowledge that they each have HVAC equipment encroaching on the property of the other, including outdoor units on each others property and indoor units of the Town inside the JRT Premises, and they wish to enter an arrangement to allow that equipment to remain in place and to accommodate one another for the location and maintenance of the equipment. Additionally, the Parties acknowledge the existence of emergency exits and exit routes between the two premises that must be open during operations and kept clear of obstructions which also constitute encroachments.

The Parties hereby grant to each other and the successors and assigns of each other permission for the HVAC equipment and Emergency Exits and Exit Routes to remain so situated for as long as the equipment and exits or their replacements exist in the current locations at the time of the execution of this Agreement. Additionally, if the equipment is in need of inspection, maintenance, repair or replacement the Parties expressly grant each other a limited license to enter onto or inside the premises of the other for those purposes. Any necessary interior access will be upon reasonable notice to the other Party.

The Parties agree to the recording of this Agreement in the Washington County Register of Deeds’ Office against both of the premises in order to memorialize of record the understanding between the Parties.

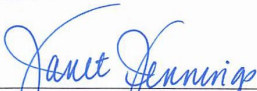
IN WITNESS WHEREOF, the Parties have duly executed this Agreement the day and year first above written.

Page 2 of 5

THIS INSTRUMENT HAS BEEN EXECUTED IN DUPLICATE, EITHER OF WHICH MAY BE TREATED AS AN ORIGINAL.

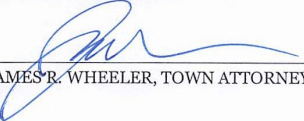
ATTEST:

MAYOR AND ALDERMEN OF
JONESBOROUGH

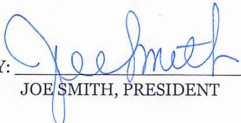

BY: JANET JENNINGS, RECORDER


KELLY WOLFE, MAYOR

APPROVED AS TO FORM ONLY:


JAMES R. WHEELER, TOWN ATTORNEY

JONESBOROUGH REPERTORY
THEATRE, INC.:


BY: JOE SMITH, PRESIDENT

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared, KELLY WOLFE, with whom I am personally acquainted, and who upon oath acknowledged himself to be the MAYOR of the Mayor and Aldermen of Jonesborough, the within named bargainer, a municipal corporation, and that he as such Mayor, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Mayor.

GIVEN UNDER MY HAND AND OFFICIAL SEAL at office in said State and County, this 15th day of June, 2026.


NOTARY PUBLIC

My Commission Expires: 05-22-2030



STATE OF TENNESSEE
COUNTY OF WASHINGTON

PERSONALLY APPEARED before me, a Notary Public in and for the State and County aforesaid, JOE SMITH, with whom I am personally acquainted (or whose identity was proven to me on the basis of satisfactory evidence) and who, upon oath, acknowledged himself to be the President of the JONESBOROUGH REPERTORY THEATER, and that he, as President, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and seal at office in the State and County aforesaid, on this 9th day of July, 2026.

Brandi Miller
NOTARY PUBLIC



My Commission Expires: 12-5-29

Schedule 1

JRT Premises Description

SITUATE in the 15th Civil District of Washington County, Tennessee, and on the South side of Main Street in the Town of Jonesborough, and more particularly bounded and described as follows:

BEGINNING at a point on said Main Street, corner to Mrs. Anne D. Cunningham's lot, on which her residence is situated (now Broyles); thence with her line South 27 East 162 feet to Little Limestone Creek; thence down said creek to a stake on a lot formerly belonging to Mrs. Laura E. Gosnell (new Gresham); thence with the line of said lot, North 27 West to Main Street; thence with the line of said Main Street 37 feet to the BEGINNING, containing about 1/8 acre, more or less.

BEING the same property conveyed to **JONESBORO REPERTORY THEATER, INC.** by **O.B HAWS**, by warranty deed, dated May 16, 1986, and which is of record in Book 627, Page 263, in the Register's Office for Washington County, Tennessee.

Schedule 2

Jackson Theater and Stage Door Premises Description

Stage Door Description

Situate, lying and being in the Fifteenth (15th) Civil District of Washington County, Tennessee; as follows:

BEGINNING at an iron pin in the southerly side of a sidewalk on Main Street in Jonesborough, Tennessee, common corner to property of Eugene Moore; thence with the line of Moore, S. 27-00 E., 64.72 feet to an iron pin; thence S. 63-39 W., 26.53 feet to an iron pin; thence N. 26-47-56 W., 64.31 feet to an iron; thence with the southerly line of the said sidewalk on the southerly side of Main Street, N. 62-45-25 E., 26.30 feet to the point of BEGINNING, containing 1,704 square feet, mor or less, all according to a survey by Joe Hale, dated December 4, 1986.

THERE IS FURTHER CONVEYED herewith a permanent, non exclusive right of way easement for ingress and egress for pedestrian traffic over and upon the following described tract:

BEGINNING at an iron pin on the southerly side of a sidewalk on the southerly side of Main Street in Jonesborough, Tennessee, corner to property of H.M. Gresham, Jr.; thence with the southerly side of said sidewalk, N. 62-45-25 E., 10.70 feet to an iron pin; thence with the westerly line of the above described 1,704 square foot tract, S. 26-47-56 E., 64.31 feet to an iron pin; thence S. 63-39 E., 10.70 feet to a point; thence with the line of Gresham, N. 27-00 W., 64.31 feet to the point of BEGINNING.

BEING a part of the same property conveyed to Jonesboro Repertory Theater, Inc. by O.B. Haws, by deed dated the 16th day of May, 1986, of record in Deed Book 627, Page 263, in the Register's Office for Washington County, Tennessee, to which reference is here made.

AND BEING the same property conveyed to KARL KONRAD by MYLENA STARR, President and Chairman of the Board of JONESBOROUGH REPERTORY THEATER, INC. (also known as JONESBORO REPERTORY THEATER, INC.), by Deed of Correction, dated May 12, 1987, of record in Deed Book 641, Page 481, in the Register's Office for Washington County, Tennessee, to which reference is here made.

Jackson Theater Description

Situate, lying and being in the 15th Civil District of Washington County, Tennessee, and more particularly described as follows:

To find the point of BEGINNING, begin at the intersection of the northwesterly sideline of the Southern Railway right-of-way with the northeasterly line of First Avenue; thence along said sideline of First Avenue, North 26 West, 148.8 feet to a point in said sideline; thence North 65 East, 107.50 feet to a point;

thence North 29 West, 213.5 feet to the point of BEGINNING, which is a point in the southerly sideline of Main Street and the northwesterly corner of the property herein conveyed; thence along said sideline of Main Street, North 66 East, 52.3 feet to a point in the intersection of said sideline of said Main Street with the southwesterly sideline of an alley or driveway; thence along said sideline of said alley or driveway, South 29 East, 116.3 feet to a point in said sideline of said alley or driveway, corner to Broyles; thence along Broyles line South 64-1/2° West, 52.3 feet to a point, corner to Broyles and the property herein conveyed; thence North 29° West, 118 feet to the point of BEGINNING, and being a tract of land known as the Jackson Theater property. This is the same description as in the previous deed of record.

The alley or driveway above referred to and extending along the easterly boundary of the property hereunder conveyed, is 19.5 feet wide; the grantors also convey to the grantee, the right to use said driveway, jointly, with the right of the grantors to use thereof, in connection with the property lying on the easterly side of said driveway; and also jointly with property belonging to the said David L. Broyles and Ruth Broyles, contiguous to and lying South of the property hereunder conveyed; the uses thereof being for ingress and egress to the three (3) items of property above mentioned; and which shall be kept free and open and without obstruction, at all times.

Being the same property conveyed to BOARD OF MAYOR AND ALDERMAN OF THE TOWN OF JONESBOROUGH, TENNESSEE by WESLEY WILSON, by Warranty Deed, dated April 30, 2014, of record on Roll 834, Image 858, in the Register's Office for Washington County, Tennessee.

CONTROL MAP 60-A GROUP F PARCEL 10.0

EXHIBIT B

PROMISSORY NOTE

Date: The ____ day of July, 2026
Place: Jonesborough, Tennessee
Amount: \$450,000.00

The undersigned, TOWN OF JONESBOROUGH REPERTORY THEATRE, INC. ("Maker"), hereby agrees to pay to THE TOWN OF JONESBOROUGH, TENNESSEE ("Holder"), at the location designated by Holder, the principal sum of Four Hundred Fifty Thousand Dollars (\$450,000.00) together with interest from this date on the unpaid principal balance at a rate equal to Zero 0% percent per annum, payable on demand, including all interest then accrued. There will be no penalty for early payment.

This Note shall be due and payable in full only upon any of the following: (i) any consecutive twelve month period in which there are less than four productions with at least four shows of each production with ticket sales open to the public by the Town of Jonesborough Repertory Theater, Inc. at the facility at 125 West Main Street, Jonesborough, Tennessee subject to events of force majeure, fire and other; (ii) at any time that the Town of Jonesborough Repertory Theatre Company, Inc. surrenders its charter voluntarily or is administratively dissolved for a period of sixty days after notification by the holder of the note to the registered agent for the Town of Jonesborough Repertory Theatre, Inc.; or (iii) the transfer of any ownership interest in the property which is the subject of the Deed of Trust securing this Note, or any portion of that property, by the Jonesborough Repertory Theatre, Inc. The term "Triggering Events" in this Note refers to items (i), (ii) and (iii) above.

If this Note is not paid within forty-five days of written demand upon any of the Triggering Events in the paragraph above, Maker promises to pay all costs and expenses of collection and reasonable attorneys' fees incurred by the Holder hereof on account of such collection, whether or not suit is filed thereon. Maker consents to renewals, replacements and extension of time for payment hereof, before, at, or after maturity; and waives demand and protest and the right to assert any statute of limitations. This obligation shall be payable in lawful money of the United States. Any action brought under or arising out of this Note, Maker, including its successor(s) or assign(s), hereby consents to the jurisdiction of any competent court within the state of Tennessee, and it consents to service of process by any means authorized by Tennessee law.

TOWN OF JONESBOROUGH REPERTORY THEATRE, INC.:

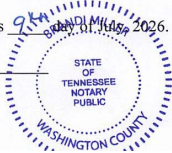
BY: Joe Smith
JOE SMITH, PRESIDENT

STATE OF TENNESSEE
COUNTY OF WASHINGTON

PERSONALLY APPEARED before me, a Notary Public in and for the State and County aforesaid, JOE SMITH, with whom I am personally acquainted (or whose identity was proven to me on the basis of satisfactory evidence) and who, upon oath, acknowledged himself to be the President of the TOWN OF JONESBOROUGH REPERTORY THEATRE, INC., and that he, as such personal representative, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and seal at office in the State and County aforesaid, on this 9th day of July, 2026.

My Commission Expires: 12-5-27
Shandi Miller
NOTARY PUBLIC



THIS INSTRUMENT PREPARED BY:
James R. Wheeler
Town Attorney – Jonesborough, Tennessee
1211 E. Jackson Blvd., Ste. 1
Jonesborough, Tennessee 37659

Maximum Indebtedness
for Tennessee Recording
Tax Purposes is: \$450,000.00

DEED OF TRUST

THIS INDENTURE made as of this 9th day of July, 2026, by and between the TOWN OF JONESBOROUGH REPERTORY THEATRE INC., aka Jonesborough Repertory Theater, aka Jonesborough Repertory Theater, Inc. called “Grantor” of 125 West Main Street, Jonesborough, Tennessee 37659, and JAMES R. WHEELER, of 1211 E. Jackson Blvd. Suite 1, Jonesborough, Tennessee 37659, called “Trustee”, and BOARD of MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, 123 Boone Street, Jonesborough, Tennessee 37659, called “Beneficiary”. This instrument covers property which is or may become so affixed to real property as to become fixtures and also constitutes a fixture filing under *Tennessee Code Annotated Section 47-9-102*.

RECITALS

A. Grantor is justly indebted to Beneficiary, and as evidence of such indebtedness has made, executed, and delivered to Beneficiary a certain Note in the amount of **FOUR HUNDRED FIFTY THOUSAND Dollars (\$ 450,000.00)**, and dated the same date as this instrument,

B. Grantor desires to secure the payment of the indebtedness.

In consideration of \$10.00 and other good and valuable consideration paid to Trustee, the receipt of which is acknowledged and of the premises, Grantor has granted, bargained, sold, and conveyed, and does grant, bargain, sell, and convey to Trustee, and its successors in trust, the following real estate situated in the Fifteenth (15th) Civil District of Washington County, Tennessee, and more particularly described on “Exhibit 1” hereto, together with the hereditaments and appurtenances belonging to it, and the reversion and reversions, remainder and remainders, and all the estate, right, title, interest, claim, and demand whatsoever of Grantor either in law or in equity, of, in, and to the above-bargained premises, with the hereditaments and appurtenances.

Grantor, for itself, its legal representatives and assigns, covenants as follows:

1. Grantor is indefeasibly seized of the premises in fee simple, and has good right, full power, and lawful authority to grant, bargain, sell, convey, and encumber the same in the manner and form described

Deed of Trust – Jonesborough Repertory Theatre, Inc.
Page 1 of 5

above, and the premises are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, and encumbrances of whatsoever kind and nature, and Grantor shall forever warrant and defend the same to Trustee and its successors in trust against the lawful claims and demands of all persons, except as stated in this paragraph.

2. Grantor will pay when due the indebtedness evidenced by this instrument, and the interest on such indebtedness, in accordance with the terms of the Promissory Note dated as of even date herewith (“Note”).

3. Grantor will pay when due all indebtedness, principal, and interest, secured by any and all prior and superior deeds of trust or mortgages, if any; all taxes and assessments, rent, and charges; and all laborers', mechanics', or materialmen's or other liens of every name and nature that may be levied or imposed on the premises, on or on account of this indenture or the indebtedness secured by this instrument, or on the interest or estate in the property represented in this Deed of Trust, whether levied or assessed or imposed against Grantor or otherwise.

4. Grantor will keep all destructible property described in this agreement, or situated on the land described in this agreement, insured against loss and damage by fire and such other risks and hazards, all in responsible insurance companies, in an amount not less than the amount of the total amount of the indebtedness on the property including but not limited to the amount secured by this instrument, with loss payable by any insurer to Beneficiary as its interests created by this instrument may appear, and will pay promptly the premiums, and will deliver the policies as soon as issued to Trustee.

5. Grantor will keep all buildings and improvements on the premises in good and reasonable repair, and will commit no waste on the premises. If Grantor fails to maintain the premises in good and reasonable repair or commits waste on the premises, Beneficiary upon thirty (30) days written notice to Grantor and without Grantor's addressing the repair (unless such repair cannot be completed in such 30-day period, in which event, so long as Grantor has commenced such repair and diligently pursues such repair to completion, Grantor shall not be in violation of this provision and Beneficiary shall not have any further rights to remedy), Beneficiary may, at its discretion, enter upon the premises and repair and keep in repair the buildings and improvements without becoming liable as a mortgagee in possession. The expense of so doing shall be repaid by Grantor on demand, and, until so repaid, shall be so much additional indebtedness secured by this instrument.

6. If Grantor defaults in the payment of any of the above taxes, assessments, rates, charges, mortgages, and liens, or in procuring and maintaining insurance as covenanted above, Trustee or Beneficiary may, at its option, pay such taxes, assessments, rates, charges, mortgages, or liens, and effect and maintain such insurance, and the sum(s) so paid shall be repaid by Grantor to Trustee or Beneficiary on demand, and, until so repaid, shall be a further lien on the property and premises as so much additional indebtedness secured by this instrument.

7. In case of the breach or default in the performance by Grantor of any covenant contained in this agreement, all of the indebtedness secured by this instrument shall become due and payable according to the tenor and effect of any Note by which this instrument is used to secure.

8. If there shall be a default in any of the terms or conditions of this Deed of Trust or under the Note secured hereby, all sums owing by Grantor to Beneficiary under this Deed of Trust or under the Note shall become due and payable at Beneficiary's option subject to the terms of the Note; and, upon the application of Beneficiary, it shall be lawful for and the duty of Trustee, and Trustee is authorized and empowered, to sell the premises at public auction, to the highest bidder for cash, at the usual and customary place for such sales at the Courthouse in Jonesborough, Washington County, Tennessee, after first giving

Deed of Trust – Jonesborough Repertory Theatre, Inc.
Page 2 of 5

notice of the time, place, and terms of such sale and giving due advertisement as provided by law in the State of Tennessee for sales of real estate under deeds of trust. Upon such sale, Trustee shall collect the purchase money and convey title to the purchaser in fee simple or such other estate as is conveyed hereby. After retaining all expenses incurred, including a reasonable attorney's fee, Trustee shall apply so much of the residue as may be necessary to satisfy the debt secured by this Deed of Trust, including accrued interest thereon, as well as any other sums owing to Beneficiary by Grantor pursuant to this instrument, and thereafter shall pay the surplus, if any, to Grantor. Grantor agrees that in the event of a sale hereunder Beneficiary shall have the right to bid and purchase at such sale.

9. In case of any suit or proceeding at law or in equity or in any probate or administration proceeding in which Trustee or Beneficiary becomes a party by reason of being interested in the premises as Trustee or as Beneficiary and not occasioned by any act or omission of the Trustee or Beneficiary, or for any purpose other than for the collection of the indebtedness secured by this instrument, or the foreclosure of this indenture, there shall accrue and be paid by Grantor all reasonable costs, charges, and attorney's fees thereby occasioned, and the same shall be a further charge and lien on the premises secured by this instrument.

10. Grantor will pay to Trustee any attorney's fees incurred and approved by the court whenever any application to any court is made to compel payment of the indebtedness secured by this instrument, or any part of it, or to realize on the security created by this instrument, whether by foreclosure or otherwise, and whether the proceeding, suit, or action is instituted in the first instance by Trustee, by Beneficiary, or otherwise, and the amount of such attorney's fees shall be so much additional indebtedness likewise secured by this instrument.

11. If Grantor defaults in the payment of the indebtedness, secured hereby or in the performance of any of the covenants contained in this instrument, or in the above-mentioned Note, the whole principal sum and interest then accrued on the Note shall become immediately due and payable at the election of Beneficiary, anything in this instrument, to the contrary notwithstanding.

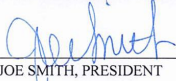
12. In case of the resignation, refusal, failure, or inability of Trustee at any time to act, Beneficiary may appoint a substitute Trustee to execute the trust created by this instrument, and when any such substitution has been filed for record in the county in which the property described above is situated, it shall be conclusive evidence of the appointment of such Trustee, and such new Trustee shall succeed to all of the powers and duties of the Trustee named in this instrument.

13. The term Beneficiary as used in this instrument shall include the Beneficiary mentioned above and his or her or its successors and assigns. The covenants and agreements contained in this instrument shall bind and inure to the benefit of, respectively, the heirs, legal representatives, and assigns of Grantor, and the successor in trust of Trustee, and the endorsees, transferees, assigns, successors, or legal representatives of Beneficiary.

14. No foreclosure proceeding hereunder may be initiated by Beneficiary until written notice is delivered to Grantor as set out in the opening paragraph above, giving Grantor thirty (30) days to cure any alleged breach or default, except in the case of nonpayment of the Note upon demand the Grantor shall be given forty-five (45) days from the date of the notice of demand for payment in full, which notice of demand will constitute notice of intent to foreclose. After these grace periods, Beneficiary may initiate foreclosure through application to the Trustee at their discretion without further notice to Grantor.

Executed on the day and year first written above.

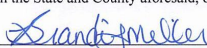
TOWN OF JONESBOROUGH REPERTORY THEATRE, INC.:

BY: 
JOE SMITH, PRESIDENT

STATE OF TENNESSEE
COUNTY OF WASHINGTON

PERSONALLY APPEARED before me, a Notary Public in and for the State and County aforesaid, JOE SMITH, with whom I am personally acquainted (or whose identity was proven to me on the basis of satisfactory evidence) and who, upon oath, acknowledged himself to be the President of the TOWN OF JONESBOROUGH REPERTORY THEATRE, INC., and that he, as such President, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and seal at office in the State and County aforesaid, on this 9th day of July, 2026.


NOTARY PUBLIC

My Commission Expires: 12-5-29



EXHIBIT 1

Situate, lying and being in the Fifteenth (15th) Civil District of Washington County and more particularly described as follows:

SITUATE in the 15th Civil District of Washington County, Tennessee, and on the South side of Main Street in the Town of Jonesborough, and more particularly bounded and described as follows:

BEGINNING at a point on said Main Street, corner to Mrs. Anne D. Cunningham's lot, on which her residence is situated (now Broyles); thence with her line South 27 East 162 feet to Little Limestone Creek; thence down said creek to a stake on a lot formerly belonging to Mrs. Laura E. Gosnell (new Gresham); thence with the line of said lot, North 27 West to Main Street; thence with the line of said Main Street 37 feet to the BEGINNING, containing about 1/8 acre, more or less.

BEING the same property conveyed to **JONESBORO REPERTORY THEATER, INC.** by **O.B HAWS**, by warranty deed, dated May 16, 1986, and which is of record in Book 627, Page 263, in the Register's Office for Washington County, Tennessee.

Deed of Trust – Jonesborough Repertory Theatre, Inc.
Page 5 of 5

EXHIBIT D

**BYLAWS
OF
JONESBOROUGH REPERTORY THEATRE**

ARTICLE I - NAME

The name of the corporation is JONESBOROUGH REPERTORY THEATRE (the "Corporation").

ARTICLE II - OFFICES

The principal office of the corporation in the State of Tennessee shall be located at the place set forth in the Corporation's Charter filed with the office of the Tennessee Secretary of State, or at such other place as shall be lawfully designated by the Board of Directors, (hereinafter sometimes called the "Board"). The Corporation may have such other offices, either within or without the State of Tennessee, as the Board may designate or as the affairs of the Corporation may require from time to time.

ARTICLE III - CORPORATE PURPOSES

The purposes of the Corporation shall be as provided in its Charter and shall be carried out through any and all lawful activities, including activities both directly and indirectly related to the stated purposes. In pursuing its purposes, the Corporation may receive contributions from and make contributions to any other corporation, trust, fund or foundation whose purposes are charitable, scientific, literary or educational, provided, that any such activity or contribution shall conform to any applicable restrictions or limitations set forth in the Corporation's Charter or to any restriction which is imposed on corporations described in Section 501(c)(3) of the Internal Revenue Code and its Regulations or on any corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code as it now exists, or as it may hereinafter be amended, for so long as such provisions are in effect.

ARTICLE IV - NO MEMBERS

The Corporation shall have no members. The Board may take any action which is permitted or required to be taken by members of a corporation not-for-profit under Tennessee law by the affirmative vote of a majority of the entire Board, without the necessity of any prior action by the Board which would have otherwise been required by law for such action if there were members entitled to vote on such action.

ARTICLE V - BOARD OF DIRECTORS

1. General: The affairs of the Corporation shall be managed by a Board of Directors to be elected from time to time as stated herein. Each director shall be of legal age.
2. Number: The number of directors of the Corporation shall be at least three (3) and no more than ten (10).

3. Appointment of Directors. The Directors shall be elected in the following manner:
- (a) Five (5) members shall be appointed by the existing Board of Directors pursuant to Tennessee Code Annotated §48-8-109(6).
 - (b) ~~Five (5) members shall be appointed by the Jonesborough Board of Mayor and Aldermen with nominations coming from the Mayor and approval of the Board of Aldermen.~~
 - (c) Terms shall be three (3) years, however the initial terms will be carried over from the entity which previously operated Jonesborough Repertory Theatre (Jonesborough Repertory Theatre, Inc.). ~~There shall also be one Director serving from the Board of Mayor and Aldermen with a term contiguous with his or her term on the Town Board. After the initial terms, Directors other than the one Town Board member shall have terms of three (3) years.~~ The terms of any additional members of the Board of Directors resulting from a change in the Bylaws regarding the maximum number of directors shall also be three (3) years beginning the month of their appointment. Board members reaching the end of their term may continue to serve until they are reappointed or replaced. The Board of Directors shall have the authority to appoint new directors for a term shorter than three (3) years, provided that such shorter term is documented in the records of the Corporation at the time such new director is appointed.
4. Vacancies: Vacancies occurring in the Board of Directors by death, resignation, refusal to serve, or otherwise, shall be filled for the unexpired term by election of one or more substitute Directors. A vacancy resulting from a Director previously appointed by the Board of Directors will be replaced by majority vote of said Board. ~~A vacancy occurring from a Director previously appointed by the Board of Mayor and Aldermen shall be replaced by action taken by the Town Board. Vacancies may be filled as specified at any duly called meeting, regular, annual, or special meeting of the Board of Directors or the Board of Mayor and Aldermen.~~
5. Resignation: Any Director may resign at any time by giving written notice to the President or Secretary of the Corporation or to the Board of Directors. Such resignation shall take effect at the time specified or, if no time is specified, at the time of its acceptance as determined by the President or the Board.
6. Removal. Any Director may be removed at any time by a three-fourths majority vote of all Directors then serving.

ARTICLE VI - MEETINGS OF THE BOARD OF DIRECTORS

1. Place of Meeting: The meetings of the Board shall be held at the principal office of the Corporation or at any place within the United States that the Board may from time to time designate.
2. Annual Meeting: An annual meeting of the Board shall be held at such time as designated by the President. Such other regular meetings of the Board shall be held monthly or at such other time and place as may be specified by the resolution of the Board.
3. Organizational Meeting of the Board: Upon issuing the required notice, the annual meeting of the Board shall be held for the purpose of organization, the election and appointment of officers and the transaction of other business.
4. Special Meetings: Special meetings of the Board of Directors shall be held whenever called by the President, or by a majority of the Directors then in office. Special meetings of the Board of Directors shall be held at such place either within or without the State of Tennessee, as shall be stated in the call of the meeting.
5. Notice of Meetings: The Board of Directors may establish a regular meeting schedule for the year, and Board approval of said calendar may serve as notice to the Board of these regular meetings. Board of Director meetings shall be open to the public and meeting notices shall be sent to local papers at a reasonable period of time under the circumstances prior to meetings. Notice of the annual meeting shall be sent to Directors a minimum of ten (10) days in advance of the meeting, and reasonable notice shall be sent to the Directors and the media prior to any called meeting.
6. Quorum: A majority of all members of the Board of Directors in office at the time shall constitute a quorum for the transaction of business, except where otherwise provided by statute or by the Bylaws of the Corporation, but a majority of those present at any regular or special meeting, if there be less than a quorum, may adjourn the same from time to time without notice until a quorum be had. The vote of a majority of Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, unless a vote of a greater number is required by law or by the Bylaws of the Corporation. Once a quorum is present to organize the meeting it shall continue in effect notwithstanding the subsequent withdrawal of any of those present.
7. Action By Written Consent: Whenever the Board of Directors is entitled or required to take any action by a vote pursuant to these Bylaws, such action may be taken without a meeting on written consent setting forth the section so taken, and signed by all Directors entitled to vote thereon.
8. Organization: At all meetings of the Board of Directors, the President, or in his absence or inability, the Treasurer, shall preside. The Secretary shall keep a record of the proceedings of the meetings. The President, Secretary and Treasurer shall do and perform such other duties as may from time to time be assigned to them, respectively by the Board of Directors.
9. Order of Business: The order of business at all meetings of the Board of Directors, unless otherwise determined by the affirmative vote of a majority of the members of such Board present, at any meeting, shall be determined by the presiding officer.

ARTICLE VII - COMPENSATION OF DIRECTORS

Directors as such shall not receive any compensation for their services as Directors, but the Board may, by resolution, authorize reimbursement of reasonable expenses incurred in the performance of their duties. Such authorization may prescribe the procedure for approval and payment of such expenses by designated officers of the Corporation. Nothing herein shall preclude a director from serving the Corporation in any other capacity and receiving compensation for such services.

ARTICLE VIII - COMMITTEES

The Board, by resolution adopted by a majority of the entire Board, may designate an executive committee, consisting of two or more Directors, and other committees consisting of two or more persons, who may or may not be Directors and may delegate to such committee or committees all such authority of the Board that it deems desirable, except that no such committee or committees, unless specifically so authorized by the Board, shall have and exercise the authority of the Board to:

- (a) Adopt, amend or repeal the Bylaws.
- (b) Fill vacancies in the Board or any committee.

The Board may designate one or more Directors as alternate members of any such committee, who may replace any absent member or members at any meeting of such committee. Each member of each such committee shall serve at the pleasure of the Board. The designation of any such committee and the delegation thereto of authority shall not relieve any Director of any responsibility imposed by law. The executive committee or any other committee shall report any actions taken to the next Board meeting following the taking of such action, unless the Board otherwise requires. So far as applicable, the provisions of these Bylaws relating to the conducting of meetings of the Board shall govern meetings of the executive and other committees.

ARTICLE IX - OFFICERS

1. Election - Title - Term: The officers of the Corporation shall be a President, a Secretary, and a Treasurer, and such other officers as may be appointed pursuant to these Bylaws. Each officer shall be elected annually by the Board of Directors at its regular annual meeting, to serve until the next ensuing annual meeting, or until a successor shall have been duly elected and shall have qualified. Any two or more offices may be held by the same person, except the same person may not hold the offices of President and Secretary simultaneously. The Board of Directors may elect or appoint, or by resolution provide for the appointment of, other officers or agents.

2. Tenure of Officers: All officers and agents shall be subject to removal at any time by the affirmative vote of a majority of all of the members of the Board of Directors and all employees not appointed by or with the affirmative approval of the Board of Directors shall also be subject to removal at the pleasure of the officers appointing them or their successors in office.

3. President: The President shall be chief executive officer of the Corporation. Subject to the direction of the Board of Directors, he shall have general charge of the business and affairs of the Corporation. He shall also do and perform such other duties as may from time to time be assigned to him by the Board of Directors.

4. Treasurer: The Treasurer shall have the custody and be in control of all of the funds and securities of the Corporation, except that the Jonesborough Town Recorder will provide accounting services including the maintenance and reconciliation of Corporation check and savings books and providing monthly financial reports as desired by the Board of Directors and/or the Jonesborough Board of Mayor and Aldermen. The Treasurer shall be a signatory on the Corporation's accounts and shall authorize expenditures and/or investments, etc. in behalf of and under the direction of the Board of Directors. He shall do and perform such other duties as may from time to time be assigned by the Board of Directors.

5. Secretary: The Secretary shall see to the keeping of minutes of all proceedings of the Board and shall record all notes of the Directors in books provided and kept for that purpose; the Secretary shall attend to the giving and serving of all notices for the Corporation and shall in general perform all the duties incident to the office of the Secretary, subject to the control of the Board. He shall also perform such other duties as may be assigned to him by the Board.

6. Vacancies: All vacancies among the executive officers from whatsoever cause shall be filled by the Board of Directors.

7. Compensation: The Board shall fix the compensation, if any, of all officers of the Corporation.

ARTICLE X - CONTRACTS, CHECKS, DEPOSITS AND FUNDS

1. Authorization: The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents, of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Any contracts, loans or other such instruments of obligation or indebtedness entered into in the name of or on behalf of the Corporation, shall be the sole obligation of the Board of Directors ~~and not the Town of Jonesborough unless mutually agreed upon by vote of the Jonesborough Board of Mayor and Aldermen.~~

2. Loans: No loan shall be contracted on behalf of the Corporation and no negotiable papers shall be issued in its name unless authorized by the vote of the Board of Directors. When authorized by the Board of Directors so to do, any officer or agent of the Corporation may effect approved loans and advances at any time for the Corporation from any bank, trust company or other institution or from any firm, Corporation or

individual, and may make, execute and deliver promissory notes, bonds, or other certificates or evidence of indebtedness of the Corporation with respect thereto. Such authority shall be confined to specific instances. All bills, notes, checks, or other negotiable instruments of the Corporation shall be in the name of the Corporation and shall be signed by an officer of the Corporation or any other person duly authorized by the Board of directors in such person's official representative capacity.

3. Deposits: All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select, or as may be selected by any officer or officers, agent or agents of the Corporation to whom such power may from time to time be delegated by the Board. For the purpose of such deposits, the President, Secretary, or Treasurer or any other officer or agent to whom such power may have been given shall have the power to deliver checks, drafts, and other orders for the payment of money.

4. Checks/Orders For the Payment of Money: Checks or other such orders for the payment of money in behalf of the corporation shall be authorized by the Board of Directors. Checks shall require two signatures, and when authorized by the Board of Directors may be signed by the President, Secretary, or Treasurer or any other officer or agent to whom such power may have been given by the Board. The Jonesborough Town Recorder shall be one of said agents authorized to be a signatory on Corporation checks.

5. Acceptance of Gifts: The Board of Directors or any officer or officers or agent or agents of the Corporation to whom such authority may be delegated by the Board, may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation.

6. Audits: Upon affirmative vote of the Board of Directors, the accounts of the Corporation will be audited by a reputable independent accountant, whose report shall be submitted to each member of the Board. Financial activity undertaken as a Special Revenue Account through the Town Recorder shall be included in submittals associated with the Town of Jonesborough's annual audit. Any audit undertaken independently of the Town of Jonesborough, upon completion, shall be provided to the Jonesborough Board of Mayor and Aldermen.

ARTICLE XI - NOTICE AND WAIVER

1. Notice: Any notice required to be given under these Bylaws may be given by mailing the same, addressed to the person entitled thereto at his address as shown on the books of the Corporation and such notice shall be deemed to have been given at the time of such mailing. When delivered personally or by hand, the notice shall be deemed delivered when actually received.

2. Waiver of Notice or Lapse of Time: Whenever under the provisions of law or these Bylaws, the Board or any committee is authorized to take any action after notice to any person or persons or after the lapse of a prescribed period of time, such action may be taken without notice and without the lapse of such period of time, if at any time before or after such action is completed the person or persons entitled to such notice or entitled to participate in the action to be taken submits a signed waiver of notice of such requirement.

ARTICLE XII - MISCELLANEOUS

1. Seal: The Corporation shall have no seal.

2. Fiscal Year: The fiscal year of the Corporation shall end on the 30th day of June in each calendar year, or otherwise as the Board of Directors may determine.

3. Supplemental Documents: All items not specifically addressed in these Bylaws may be governed by supplemental documents as are from time to time prepared by the Board of Directors and/or third parties employed by the Board of Directors for such a purpose. However, if there is any language in any supplemental documentation which is in conflict with these Bylaws, the Bylaws shall supersede that language unless the supplemental documentation specifically states the Bylaw provisions with which it is in conflict, that the supplemental document is to control, and that the amendment is approved in compliance with an amendment to the Bylaws, and such supplemental documentation is properly approved as an amendment to the Bylaws.

ARTICLE XIII - GENERAL STANDARDS OF CONDUCT

1. Corporate Standards for Directors and Officers. A Director or Officer shall discharge his or her duties as a Director or Officer, including his or her duties as a member of a committee, in good faith, with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and in a manner he or she reasonably believes to be in the best interest of the Corporation. Unless a Director or Officer has knowledge or information concerning the matter in question that makes reliance unwarranted, the Director or Officer is entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, if prepared or presented by:

- (a) One or more Officers or Employees of the Corporation whom the Director or Officer reasonably believes to be reliable and competent in the matters presented,
- (b) Legal counsel, public accountants, or other persons as to matters the Director or Officer reasonably believes are within the person's professional or expert competence, or
- (c) A committee of the Board of Directors of which he or she is not a member if the Director reasonably believes the committee merits confidence. (Only for Directors).

A Director or Officer is not liable for any action taken as a Director or Officer, or any failure to take any action, if he or she performed the duties of the office in compliance with

this section. A Person alleging a violation of this section has the burden of proving the violation.

2. Conflict of Interest Transaction. A conflict of interest transaction is not voidable by the Corporation solely because of a Director's or Officer's interest in the transaction if any one (1) of the following is true:

- (a) The material facts of the transaction and the Director's or Officer's interest were disclosed or known to the Board of Directors or committee of the Board of Directors and the Board or committee authorized, approved, or ratified the transaction;
- (b) The transaction was approved by (i) the attorney general and reporter for the State of Tennessee, or (ii) a court of record having equity jurisdiction in an action in which the attorney general and reporter is joined as party; or
- (c) The transaction was fair to the Corporation.

A conflict of interest transaction is authorized, approved, or ratified if it receives the affirmative vote of a majority of the disinterested directors on the Board of Directors, or on the committee. A transaction shall not be authorized, approved, or ratified under this section by a single Director. If a majority of the disinterested directors vote to authorize, approve or ratify the transaction, a quorum is present for the purpose of taking action under this section. The presence of, or a vote cast by, a Director who is not disinterested does not affect the validity of any action taken hereunder if the transaction is otherwise authorized, approved or ratified as provided in this section.

A conflict of interest transaction if applicable if the Director or Officer has a direct or indirect interest in the transaction. A Director or Officer of the Corporation has an indirect interest in the transaction if, but not only if, another entity in which the Director or Officer has a material financial interest in is a party to the transaction; another entity in which the Director or Officer is a general partner is a party to the transaction; or another entity of which the Director or Officer is a governor, director, manager, officer, or trustee is a party to the transaction. All such interest should be disclosed to and considered by the Board of Directors.

3. Business Opportunities. A Director or Officer taking advantage, directly or indirectly, of a business opportunity may not be the subject of equitable relief or give rise to an award of damages or other sanctions against the Director or Officer in a proceeding by or in the right of the Corporation on the ground that such opportunity should have first been offered to the Corporation, if, before becoming legally obligated respecting the opportunity, the Director or Officer brings it to the attention of the Corporation, and the Director's or Officer's action disclaiming the Corporation's interest in the opportunity is taken in compliance with the procedures set forth in these Bylaws and the Act, as if the decision being made concerned a Director's or Officer's conflict of interests transaction as detailed in Section 2 of this Article.

In any proceeding seeking equitable relief or other remedies, based upon an alleged improper taking advantage of a business opportunity by a Director or Officer, the fact that the Director or Officer did not employ one of the procedures described herein before taking advantage of the opportunity shall not create an inference that the opportunity should have been first presented to the Corporation or alter the burden of proof otherwise applicable to establish that the director breached a duty to the Corporation in the circumstances unless the Director or Officer is also an Employee of the Corporation. This action may only be taken by the Corporation and not by any other party individually.

4. Loans to Directors or Officers. The Corporation may not lend money to or guarantee the obligation of a Director, Officer, Employee or otherwise unless it furthers the Corporation's nonprofit purpose. As such, the Corporation may not lend money to or guarantee the obligation of a Director or Officer of the Corporation unless:

- (a) The Corporation's Board of Directors determines that the loan or guarantee benefits the Corporation and either approves the specific loan or guarantee or a general plan authorizing loans and guarantees;
- (b) The loans or guarantees are authorized by statute regulating any special class of the Corporation; or
- (c) A sale on credit is in the ordinary course of business or for a life insurance policy loan.

5. Liability for Unlawful Distributions. A Director who votes for or assents to a distribution made in violation of the Act or the Charter is personally liable to the Corporation for the amount of the distribution that exceeds what could have been distributed without violating such section or the Charter if it is established that the Director did not perform such Director's duties in compliance with the Act. In any proceeding commenced under this section, a Director has all of the defenses ordinarily available to a Director. A Director held liable for an unlawful distribution is entitled to contribution from every other Director who could be held liable under this section for the unlawful distribution and each person who received an unlawful distribution for the amount of the distribution, whether or not the person receiving the distribution knew it was made in violation of the Act or the Charter.

ARTICLE XIV INDEMNIFICATION

1. Authority to Indemnify. Except as provided herein, the Corporation may indemnify an individual made a party to a proceeding because the individual is or was a Director against liability incurred in the proceeding if the Director (1) conducted himself or herself in good faith; (2) believed in the case of conduct in his or her official capacity with the Corporation, that his or her conduct was in its best interests, and in all other cases, that his or her conduct was at least not opposed to its best interests; and (3) in the case of any criminal proceeding, that he or she had no reasonable cause to believe that the conduct was unlawful.

The termination of a proceeding by judgment, order, settlement or conviction, or upon a plea of nolo contendere or its equivalent, is not, of itself, determinative that the Director did not meet the relevant standard of conduct described in this section.

However, unless ordered by a court under the Act, the Corporation may not indemnify a Director under this section:

- (a) In connection with a proceeding by or in the right of the Corporation, except for reasonable expenses incurred in connection with the proceeding if it is determined that the Director has met the relevant standard under the Act; or
- (b) In connection with any other proceeding charging improper personal benefit to the Director, whether or not involving action in his or her official capacity, in which he or she was adjudged liable on the basis that personal benefit was improperly received by him or her.

2. Mandatory Indemnification. The Corporation shall indemnify a Director who entirely prevails in the defense of any proceeding to which he or she was a party because he or she is or was a Director of the Corporation against reasonable expenses incurred by him or her in connection with the proceeding.

3. Determination and Authorization for Indemnification. The Corporation may not indemnify a Director unless authorized in the specific case after a determination has been made that indemnification of the Director is permissible because he or she has met the relevant standard of conduct set forth in the Act.

The determination shall be made by: (i) if there are two or more disinterested directors, by the Board by a majority vote of all the disinterested directors, a majority of whom shall for such purpose constitute a quorum; or by special legal counsel as detailed in the Act, or as otherwise allowed by the Act.

4. Advancement for Expenses. The Corporation may pay for or reimburse the reasonable expenses incurred by a Director who is a party to a proceeding in advance of final disposition of the proceeding if the Director furnishes the Corporation a signed written undertaking, executed personally or on his behalf, to repay any funds advanced if he or she is not entitled to mandatory indemnification under the Act and it is ultimately determined under the Act that he or she has not met the relevant standard of conduct.

Authorizations of payments under this section shall be made by the Board of Directors: (i) if there are two or more disinterested directors, by a majority vote of all the disinterested directors, a majority of whom shall for such purpose constitute a quorum; or (ii) if there are fewer than two disinterested directors, by the vote necessary for action by the Board in accordance with the Act, in which authorization Directors who do not qualify as disinterested directors may participate.

5. Indemnification of Officers. An Officer may be indemnified in the same manner as a Director.

ARTICLE XV - AMENDMENT

1. Bylaws: These Bylaws may be altered, amended, or repealed by the Board at any regular meeting or at any special meeting called for that purpose, provided however that notice of the proposed amendment, alteration or repeal shall be given to each Director at least ten (10) days prior to the date of the meeting at which the Bylaws are to be altered, amended or repealed; provided, however, that no notice shall be required if all directors are present and all vote in favor of the amendment. ~~Any change in these Article V or Article VI of these Bylaws must also be approved by the Jonesborough Board of Mayor and Aldermen.~~

2. Charter: The Board of Directors, by a vote of three-fourths of all Directors entitled to vote, shall have the power to make, alter, or amend the charter of the Corporation at any regular or special meeting of the Board.

RECEIPT #: 380451		INSTRUMENT #: 260012543	
	CONSIDERATION:	0.00	EDP FEE: 2.00
	MORTGAGE TAX:	0.00	REGISTER FEE: 0.00
	TRANSFER TAX:	0.00	OTHER FEES: 0.00
	RECORDING FEE:	145.00	TOTAL AMOUNT: 147.00
AGREEMENT		7/22/2026 at 1:40PM	
Roll/Image 1238		Page 1334 - 1362	

15. Approval of Emergency Alert Site – At the April 2026 BMA meeting staff requested the purchase of an emergency alert system. The proposal included a main unit for maximum coverage, and three additional smaller units for downtown, Persimmon Ridge Park, and Tiger Park. At the time, we only had a coverage map for the main unit at the Senior Center, and we requested to work with the vendor to look at additional locations in order to maximize our coverage area. The additional coverage map was received June 4, 2026. The additional areas reviewed were the Maple Lawn water tank, Persimmon Ridge water tank, the garage, and the Train Depot. Upon review of the updated coverage map with Chief Matt Rice and Majors Jamie Aistrop and Jonathan Peace, we feel we can get the best coverage by placing the unit at the Maple Lawn water tank. There is already power and a backup generator at this location. It gives a little better

coverage for population concentration, the Washington County Courthouse facilities, the Senior Center, Jonesborough School, Four Oaks, and Bethel Housing.

The purchase of the system was approved at the April 2026 BMA meeting. We are requesting approval for the Maple Lawn water tank site as the location for the main emergency alert system.

16. Visitor Center Restroom Bid – The restrooms at the Visitors Center have been in need of renovation for several years. One of the issues has been water leaking through the walls in the women’s restroom. The leaking caused rot on the restroom counter, which recently broke. It was determined the water leak was due to a gutter problem on the back side of the building. A purchase order has been issued to correct this problem.

The project was advertised for formal bid and was publicly opened on June 9, 2026, at 11:00 am at Town hall. There was only one bid received for this project, and it was well above the amount budgeted for this project.

Section 10 of the General Bid Specifications states the Jonesborough Board of Mayor and Aldermen reserve the right to reject any or all bids, and to waive any formalities. Due to the one bid received being well above the budget for this project, staff recommends the Board of Mayor and Alderman reject the bid and direct staff to re-bid the project.

17. Approval of Employee Discounts – The Town of Jonesborough is committed to supporting our employees not only in the workplace, but also in their everyday lives. One way we do this is to provide employee discounts on Town attractions. These discounts are more than just a perk; they are part of our effort to recognize the dedication and hard work of our employees. By offering reduced rates on Town attractions, we show appreciation for the service our employees provide to the community; help make local recreation, culture, and wellness opportunities more accessible; strengthen connections between employees and the broader Jonesborough community; and support employee morale, retention, and overall well-being.

We are proud of the work our employees do every day, and these partnerships are one small way we can give back. We encourage everyone to take advantage of the available discounts and enjoy what our community has to offer.

Employee Discount Program

Visitors Center
50% off rental

The Jackson Theatre
\$2 off movie tickets
Code JBOSTAFFMOVIE

Wetlands Water Park
\$10 off cabana rentals - reserved through Wetlands Director
\$100 after hour parties - reserved through Wetlands Director
50% off day passes
50% off silver season passes (payroll deduction available)

Parks and Rec
50% pavilion rentals - reserved through Parks & Rec Director

McKinney Center
50% off any class

*All discounts require advance purchase.

18. Approval of Water Administration Surplus Destruction – Finance Director Janet Jennings as part of the “renovation” initiative is disposing of 5 desks (most likely the same age as Town Hall). Employees from other departments will have a chance to take those desks to their respective facilities and any remaining desks are proposed to be destroyed. They are extremely old, heavy, and take up too much space for what is already limited space within the department. Staff recommends the destruction of any remaining desks.

The first item under Old Business was discussion and possible action concerning an Ordinance B-26-01 adopting the annual General, Solid Waste, Jackson Theatre, Drug Enforcement, Debt Service and Capital Project Fund Budgets and establishing the Property Tax Rate for FY 2026-27.

General Fund – Balanced With No Property Tax Rate Increase

Expenditures – No changes were made to the assumptions, personnel or capital expenditures presented at the March 30th Budget Workshop.

Personnel Changes: (1) Senior Center Program Coordinator upgraded slightly to reflect additional duties resulting from higher demand from the members for local travel options; upgrade is budget neutral, as it is funded by a small increase in membership fees, (2) Police Department headcount increase to address 20% increase in calls; currently budget neutral, as unobligated payroll funds from FY 2025-26 will be utilized to leverage grant funding for two positions, (3) Fire Department budget reflects an “additional” \$672,000 in County funds, to provide for seven additional personnel, including salaries, benefits, training, fees, tools and equipment; both revenues and expenditures reflect a like increase, resulting in this being budget neutral.

Capital Equipment and Projects: Capital spending for governmental funds is tracked within the Capital Projects Fund. We were able to utilize debt roll-off to debt fund \$375,000 in General Fund capital equipment and projects, resulting in a budget neutral scenario. The detailed list is attached to the budget ordinance. Note that funding is not yet being requested for a new fire engine, however, due to a two-year build time, the board’s endorsement to commence the procurement process is requested. In the event of a down payment requirement, staff will submit a funding request to the Board.

Solid Waste Fund – Balanced With No Fee Increase – Use of Equipment Reserve

Expenditures – No change to assumptions or personnel presented at the March 30th Budget Workshop. One minor change was made to the cash-funded capital. The skid steer loader, presented as being funded from the equipment reserve (savings account) in the amount of \$50,000, has been moved to FY 2025-26.

Capital Equipment: Capital spending for governmental funds is tracked within the Capital Projects Fund. As previously discussed, funding has been provided in the budget for debt service on a new front loader. Because the debt service is offset by savings in vehicle repair costs, this investment is budget neutral. This budget also includes a \$25,000 transfer from the equipment reserve (savings) to the Capital Projects Fund to purchase a small truck. The detailed list is attached to the budget ordinance.

Jackson Theatre Fund – Balanced With the Use of Ballad Reserve for Equipment

Expenditures – No change to assumptions or personnel presented at the March 30th Budget Workshop.

Personnel Changes: Part-time Marketing Coordinator offset by a reduction in contracted marketing services, resulting in a budget neutral position.

Drug Enforcement Fund – Balanced

Expenditures and Revenues – This fund was not presented in the budget workshop, due to the low level of activity. Expenditures have been budgeted at \$9,500, the same as last year. There is nothing unusual occurring within this fund.

Debt Service Fund – Balanced

The budget presented reflects the annual principal and interest payments for all governmental fund notes, loans and bonds. Funding is provided by a transfer from each fund to which the debt belongs (General Fund, Solid Waste Fund, Jackson Theatre Fund).

Capital Projects Fund – Balanced

The budget presented reflects the capital equipment and projects spending for the General Fund and Solid Waste Fund, as previously presented to the Board. Funding sources include proceeds from an anticipated borrowing (\$813,400) and a transfer from the Solid Waste Fund (\$25,000) and General Fund (\$42,000). Note that the purchase of fire capital to accommodate the new firefighters is contingent on receiving all county funds budgeted. Mayor Wolfe commented that we are no longer a little sleepy town. We have a \$15.6 million-dollar General Fund budget, \$12.1 million-dollar Water/Sewer Fund and provide 83% of rural Washington County with water. Jonesborough is fortunate to have great relationships with

Washington County, Ballard Health, USDA Rural Development, State and local government officials, and surrounding cities. There being no further comments Alderman Countermine made a motion, seconded by Alderman Jenkins, to approve Ordinance B-26-01 on second and final reading as presented. The motion duly passed.

ORDINANCE No. **B-26-01**

**AN ORDINANCE OF THE TOWN OF JONESBOROUGH, TENNESSEE
ADOPTING THE ANNUAL GENERAL FUND, SOLID WASTE FUND, JACKSON THEATRE FUND,
DRUG ENFORCEMENT FUND, DEBT SERVICE FUND AND CAPITAL PROJECT FUND BUDGETS
AND ESTABLISHING THE PROPERTY TAX RATE FOR THE FISCAL YEAR
JULY 1, 2026 THROUGH JUNE 30, 2027**

- WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- WHEREAS, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

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

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2027, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal year:

GENERAL FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Revenues			
Local Taxes	\$ 6,443,133	\$ 7,823,039	\$ 7,985,272
Licenses and Permits	299,299	285,000	300,300
Intergovernmental	1,982,884	2,198,482	2,577,072
Charges for Services	961,874	800,000	875,096
Fines and Forfeitures	303,915	280,300	358,800
Revenue from Use of Property	681,640	672,718	661,550
Contributions and Restricted Revenues	169,422	212,500	165,500
Interest Income	876,814	995,718	958,842
Other Revenues	193,090	227,500	223,700
Other Financing Sources			
Issuance of Debt/Debt Proceeds	9,489,107	-	-
Sale of Capital Assets	1,099,223	1,196,494	1,222,370
Transfers In - from other funds (PILOT)	260,000	300,000	300,000
Total Revenues and Other Financing Sources	\$22,760,401	\$14,991,751	\$15,628,502
Appropriations			
Expenditures			
Government Administration	\$ 1,308,512	\$ 1,597,566	\$ 1,605,508
Police	2,327,004	2,545,565	2,730,061
Fire	967,411	1,336,866	1,631,132
Streets	950,060	1,185,925	1,235,070
Garage	180,771	187,703	190,377
Senior Center	809,825	865,348	907,259
Parks and Recreation	1,105,918	994,889	1,145,187
Visitor's Center	939,410	1,081,016	1,109,167
Water Park	564,997	548,317	680,939
McKinney Center	471,934	527,951	544,608
Capital Outlay	1,294,582	303,000	-
Debt Service	11,484,632	-	-
Other Financing Uses			
Transfers Out - to other funds	2,468,028	3,953,105	3,849,194
Total Appropriations and Other Financing Uses	\$24,873,084	\$15,127,251	\$15,628,502
Change in Fund Balance	(2,112,683)	(135,500)	-
Beginning Fund Balance July 1	6,465,049	4,352,366	4,216,866
Ending Fund Balance June 30	\$ 4,352,366	\$ 4,216,866	\$ 4,216,866
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	17.5%	27.9%	27.0%

SOLID WASTE FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Revenues			
Charges for Services	\$ 869,837	\$ 931,723	\$ 1,034,806
Other Revenues	10,894	3,600	4,370
Other Financing Sources			
Issuance of Debt/Debt Proceeds	479,069	-	-
Sale of Capital Assets	2,750	-	-
Transfers In - from other funds	-	59,474	-
Total Revenues and Other Financing Sources	\$ 1,362,550	\$ 994,797	\$ 1,039,176
Appropriations			
Expenditures			
Salaries and Benefits	\$ 381,635	\$ 488,106	\$ 465,446
Operations	440,101	393,450	399,350
Capital Outlay	479,069	7,945	-
Debt Service	49,303	-	-
Other Financing Uses			
Transfers Out - to other funds	-	155,296	185,296
Total Appropriations and Other Financing Uses	\$ 1,350,108	\$ 1,044,797	\$ 1,050,092
Change in Fund Balance	12,442	(50,000)	(10,916)
Beginning Fund Balance July 1	124,608	137,050	87,050
Ending Fund Balance June 30	\$ 137,050	\$ 87,050	\$ 76,134
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	10.2%	8.3%	7.3%

JACKSON THEATRE FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Revenues			
Intergovernmental	\$ -	\$ -	\$ 32,000
Charges for Services	127,687	286,000	235,000
Revenue from Use of Property	-	25,000	45,000
Contributions and Restricted Revenues	23,600	127,000	168,000
Other Revenues	-	12,000	6,000
Other Financing Sources			
Issuance of Debt/Debt Proceeds	557,991	-	-
Transfers In - from other funds	288,268	461,483	476,203
Total Revenues and Other Financing Sources	\$ 997,546	\$ 911,483	\$ 962,203
Appropriations			
Expenditures			
Salaries and Benefits	\$ 261,804	\$ 337,956	\$ 411,464
Operations	342,802	439,500	383,123
Capital Outlay	135,831	-	-
Debt Service	142,939	-	-
Other Financing Uses			
Transfers Out - to other funds	-	175,027	164,616
Total Appropriations and Other Financing Uses	\$ 883,376	\$ 952,483	\$ 959,203
Change in Fund Balance	114,170	(41,000)	3,000
Beginning Fund Balance July 1	-	114,170	73,170
Ending Fund Balance June 30	\$ 114,170	\$ 73,170	\$ 76,170
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	12.9%	7.7%	7.9%

DRUG ENFORCEMENT FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Revenues			
Fines and Forfeitures	\$ 4,067	\$ 3,500	\$ 3,500
Other Revenues	-	2,000	2,000
Other Financing Sources			
Sale of Capital Assets	31,870	4,000	4,000
Total Revenues and Other Financing Sources	\$ 35,937	\$ 9,500	\$ 9,500
Appropriations			
Expenditures			
Drug Enforcement	\$ 4,739	\$ 9,500	\$ 9,500
Capital Outlay	35,335	-	-
Total Appropriations	\$ 40,074	\$ 9,500	\$ 9,500
Change in Fund Balance	(4,137)	-	-
Beginning Fund Balance July 1	113,160	109,023	109,023
Ending Fund Balance June 30	\$ 109,023	\$ 109,023	\$ 109,023
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	272.1%	1147.6%	1147.6%

DEBT SERVICE FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Other Financing Sources			
Transfers In - from other funds	\$ -	\$ 3,611,314	\$ 3,655,903
Total Other Financing Sources	\$ -	\$ 3,611,314	\$ 3,655,903
Appropriations			
Expenditures			
Debt Service	\$ -	\$ 3,611,314	\$ 3,655,903
Total Appropriations	\$ -	\$ 3,611,314	\$ 3,655,903
Change in Fund Balance	-	-	-
Beginning Fund Balance July 1	-	-	-
Ending Fund Balance June 30	\$ -	\$ -	\$ -
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	0.0%	0.0%	0.0%

CAPITAL PROJECTS FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Other Financing Sources			
Issuance of Debt/Debt Proceeds	\$ -	\$ 3,264,118	\$ 813,400
Sale of Capital Assets	-	186,927	-
Transfers In - from other funds	-	185,500	67,000
Total Other Financing Sources	\$ -	\$ 3,636,545	\$ 880,400
Appropriations			
Expenditures			
Capital Outlay	\$ -	\$ 3,636,545	\$ 880,400
Total Appropriations	\$ -	\$ 3,636,545	\$ 880,400
Change in Fund Balance	-	-	-
Beginning Fund Balance July 1	-	-	-
Ending Fund Balance June 30	\$ -	\$ -	\$ -
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	0.0%	0.0%	0.0%

SECTION 2: At the end of the fiscal year 2026, the governing body estimates fund balances or deficits as follows:

General Fund	\$4,216,866
Solid Waste Fund	87,050
Jackson Theatre Fund	73,170
Drug Enforcement Fund	109,023
Debt Service Fund	-0-
Capital Project Fund	-0-

SECTION 3: That the governing body recognizes that the municipality has outstanding bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Principal Outstanding at June 30, 2026	Principal Requirements 2026-27	Interest Requirements 2026-27	Debt Authorized and Unissued
Capital Outlay Notes	\$ 7,646,456	\$ 775,109	\$ 333,894	\$ -
Rural Development USDA	46,810,541	1,306,259	1,062,841	-
General Obligation Bonds	2,825,000	95,000	82,800	-

SECTION 4: During the coming fiscal year the governing body has planned capital projects with proposed funding as follows:

Proposed Capital Equipment and Projects	Total Expenditures	Financed by	
		Estimated Revenues and/or Reserves	Financed by Debt Proceeds
Public Safety Equipment	\$ 25,000	\$ -	\$ 25,000
Fire Equipment	172,000	42,000	130,000
Street Department Equipment	85,000	-	85,000
Parks and Recreation Equipment	35,000	-	35,000
Depot Street Park Upgrade	50,000	-	50,000
Visitor's Center Facility Improvements	50,000	-	50,000
Solid Waste Heavy Equipment	438,400	-	438,400
Solid Waste Vehicles	25,000	25,000	-

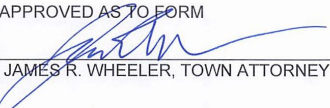
- SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (*Tennessee Code Annotated* Section 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with *Tennessee Code Annotated* Section 6-56-205.
- SECTION 6: Money may be transferred from one appropriation to another in the same fund as provided by *Tennessee Code Annotated* Section 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.
- SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance.
- SECTION 8: There is hereby levied a property tax of \$1.24 per \$100 of assessed value on all real and personal property.
- SECTION 9: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval pursuant to Title 9, Chapter 21 of the *Tennessee Code Annotated* within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee.
- SECTION 10: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 11: All ordinances and parts of ordinances in conflict with any provision of this ordinance are hereby repealed.
- SECTION 12: This ordinance shall take effect July 1, 2026, the public welfare requiring it.

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

PASSED ON FIRST READING May 11, 2026

ATTEST: 
JANET JENNINGS, RECORDER

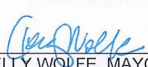

KELLY WOLFE, MAYOR

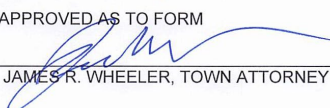
APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

PASSED ON SECOND READING June 15, 2026

ATTEST: 
JANET JENNINGS, RECORDER


KELLY WOLFE, MAYOR

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The next item under Old Business was discussion and possible action concerning Ordinance B-26-02 setting Sanitation Fund Fees for FY 2026-27. These fees and charges are necessary for the continuing operation and maintenance of the sanitation fund, as well as to service the fund's debt.

The service charge, monthly user rates and dumpster pick-up fees remain the same as last year. To fully reflect the fees of the sanitation fund, the mulch/compost delivery fee, monthly dumpster lease and dumpster purchase rate have been included in the Ordinance.

With no further discussion Alderman Jenkins made a motion, seconded by Alderman Causey, to approve Ordinance B-26-02 setting the Sanitation Fund fees for the 2026-27 fiscal year on second and final reading as presented. The motion duly passed.

ORDINANCE No. **B-26-02**

**AN ORDINANCE SETTING THE SANITATION FUND
FEES FOR THE TOWN OF JONESBOROUGH**

WHEREAS, the Town of Jonesborough currently collects garbage and provides other services within the Town limits; and

WHEREAS, it is necessary to charge a garbage collection fee and other fees to cover the cost of providing these services,

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

SECTION I. The service charge to establish garbage collection service with the Town of Jonesborough shall be \$55.00.

SECTION II. The user rates for garbage collection for tote customers shall be \$19.00 per month per tote per pick up to be billed along with the water bill.

SECTION III. Customer fees for dumpster pick-up shall be as follows:

DESCRIPTION	MONTHLY AMOUNT
One dumpster picked up once per week	\$125.00
One dumpster picked up twice per week	\$250.00
One dumpster picked up three times per week	\$375.00
Two dumpsters picked up once per week	\$250.00
Two dumpsters picked up twice per week	\$500.00
Two dumpsters picked up three times per week	\$750.00
Two dumpsters picked up four times per week	\$1,000.00
Three dumpsters picked up once per week	\$375.00
Three dumpsters picked up twice per week	\$750.00
Three dumpsters picked up three times per week	\$1,125.00
Four dumpsters picked up once per week	\$500.00
Four dumpsters picked up twice per week	\$1,000.00
Four dumpsters picked up three times per week	\$1,500.00
Unscheduled pick up per dumpster per week	\$125.00 each

SECTION IV. Other fees shall be as follows:

DESCRIPTION	AMOUNT
Mulch per scoop (2 cubic yards or 54 cubic feet)	\$25.00
Compost per scoop (2 cubic yards or 54 cubic feet)	\$30.00
Delivery fee for mulch/compost (trailer - 6 cubic yards)	\$30.00 per load
(truck - 26 cubic yards)	\$75.00 per load
Dumpster lease (per dumpster)	\$50.00 per month
Dumpster purchase	Cost + 10% delivery/handling

SECTION V. This ordinance shall upon its passage repeal or invalidate any ordinance in conflict herewith.

SECTION VI. This ordinance shall take effect July 1, 2026, the public welfare requiring it.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that approval of this ordinance be adopted.

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

Those voting against: _____

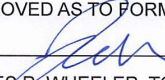
PASSED ON FIRST READING _____ May 11, 2026



KELLY WOLFE, MAYOR

ATTEST: 

JANET JENNINGS, RECORDER

APPROVED AS TO FORM


JAMES R. WHEELER, TOWN ATTORNEY

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

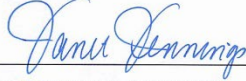
Those voting against: _____

PASSED ON SECOND READING June 15, 2026



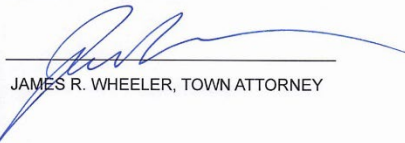
KELLY WOLFE, MAYOR

ATTEST:



JANET JENNINGS, RECORDER

APPROVED AS TO FORM



JAMES R. WHEELER, TOWN ATTORNEY

The final item under Old Business was discussion and possible action concerning approval of Ordinance B-26-03 Establishing Water and Sewer Rates for the fiscal year ending June 30, 2027. These fees and charges are necessary for the continuing operation and maintenance of the water and sewer systems, as well as to service the fund's debt. The service charge and monthly user rates remain the same as last year however, as we look to the future to meet the funding requirements for the Water Treatment Plant Upgrade, it will be necessary to closely assess our rate structure and make the necessary adjustments. The State has already addressed the need for us to have a rate study performed, which will provide us with a clearer picture of the annual funding requirements. We will begin this process in the new fiscal year.

With no further discussion Alderman Causey made a motion, seconded by Alderman Countermine, to approve Ordinance B-26-03 establishing the Water and Sewer Fund fees for the 2026-27 fiscal year as presented on second and final reading. The motion duly passed.

ORDINANCE No. B-26-03

**AN ORDINANCE ESTABLISHING WATER AND SEWER RATES
TO PROVIDE FUNDS FOR THE OPERATION,
MAINTENANCE AND DEBT SERVICE OF THE
JONESBOROUGH WATER AND SEWER SYSTEMS**

WHEREAS, Jonesborough operates water and sewer systems that serve residents within the Town of Jonesborough as well as many residents in Washington County, and

WHEREAS, as a utility provider, Jonesborough must establish water and sewer rates that allow the water/sewer system to be self-supporting, and that are at least sufficient to pay bonds and interest, provide for all expenses of operation and maintenance, including compensation of employees and pensions, as well as reserve funds,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that water and sewer rates are hereby established for Jonesborough Water and Sewer System customers for the 2026-2027 fiscal year, or until amended by Ordinance, as follows:

SECTION I. The calculation of water and sewer usage by customers will be determined by the water meter, and the rates shall be:

ACTIVATION SERVICE CHARGE ----- \$50.00

INSIDE THE CITY LIMITS

WATER

Minimum Monthly Billing – First 1,000 gallons ---	\$23.00
1,001 – 2,500 gallons -----	3.50 per thousand
2,501 – 5,000 gallons -----	3.75 per thousand
Over 5,000 gallons (residential)-----	4.75 per thousand
Over 5,000 gallons (commercial/industrial)-----	6.75 per thousand

SEWER

Minimum Monthly Billing – First 1,000 gallons ---	\$27.13
1,001 – 2,500 gallons -----	4.25 per thousand
2,501 – 5,000 gallons -----	4.50 per thousand
Over 5,000 gallons (residential) -----	5.75 per thousand
Over 5,000 gallons (commercial/industrial) -----	7.75 per thousand

OUTSIDE THE CITY LIMITS

WATER

Minimum Monthly Billing – First 1,000 gallons ---	\$38.00
1,001 – 2,500 gallons -----	5.85 per thousand
2,501 – 5,000 gallons -----	6.10 per thousand

Over 5,000 gallons (residential)- ----- 7.10 per thousand
Over 5,000 gallons (commercial/industrial)- ----- 9.10 per thousand

SEWER

Minimum Monthly Billing – First 1,000 gallons --- \$44.88
1,001 – 2,500 gallons ----- 7.19 per thousand
2,501 – 5,000 gallons ----- 7.44 per thousand
Over 5,000 gallons (residential) ----- 8.69 per thousand
Over 5,000 gallons (commercial/industrial)- ----- 10.69 per thousand

SECTION II. All funds collected will be for the aforementioned purposes.

SECTION III. This ordinance shall upon its passage repeal or invalidate any ordinance in conflict herewith.

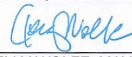
SECTION IV. This ordinance shall take effect July 1, 2026, the public welfare requiring it.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that approval of this Ordinance be adopted.

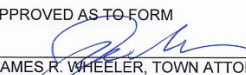
Motion was made by Alderman Dickson and seconded by Alderman Countermine that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Dickson, Alderman Countermine, Alderman Causey, Alderman Jenkins.

Those voting against: _____

PASSED ON FIRST READING May 11, 2026


KELLY WOLFE, MAYOR

ATTEST: 
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by Alderman Causey and seconded by Alderman Countermine 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 June 15, 2026


KELLY WOLFE, MAYOR

ATTEST: 
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The first item under New Business was discussion and possible action concerning Board of Mayor and Aldermen Charter Amendment. The BMA approved a Resolution on January 12, 2026 requesting that the State Legislature pass proposed amendments to the Town Charter. The Town Charter establishes the structure and authority of the municipal government, has been amended through legislation passed by State Legislature, as stated in State of Tennessee Private Chapter No. 60. As required by applicable law, the amendment must now be formally considered and approved by the Board of Mayor and Aldermen before it can take effect at the local level. This act shall have no effect unless it is approved by a two-third (2/3) vote of the legislative body of the Town of Jonesborough. Its approval shall be proclaimed by the presiding officer of the legislative body and certified to the Secretary of State.

Mayor Wolfe announced that Attorney Wheeler reviewed the amendment and stated that after this upcoming election Town elections will be held in August aligning them with other local elections. Alderman Dickson made a motion to approve the Charter Amendment, State of Tennessee Private Chapter No. 60, to ensure compliance with State legislation as presented. Alderman Countermine seconded the motion. The motion passed unanimously.



State of Tennessee

PRIVATE CHAPTER NO. 60

HOUSE BILL NO. 2647

By Representatives Alexander, Tim Hicks

Substituted for: Senate Bill No. 2709

By Senator Crowe

AN ACT to amend Chapter 135 of the Acts of 1903; as amended by Chapter 35 of the Private Acts of 1993; Chapter 9 of the Private Acts of 1999; Chapter 52 of the Private Acts of 2003; Chapter 33 of the Private Acts of 2012; and any other acts amendatory thereto, relative to the town of Jonesborough.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Chapter 135 of the Acts of 1903, as amended by Chapter 52 of the Private Acts of 2003, Chapter 33 of the Private Acts of 2012, and any other acts amendatory thereto, is amended by deleting Section 3(a) and substituting:

Sec. 3(a). The Board shall elect an Alderman to the office of Vice Mayor who shall serve as Mayor when the Mayor is absent or unable to discharge the duties of the Mayor's office, and in the case of a vacancy in the office of Mayor, until the earlier of the Board of Mayor and Aldermen electing a Mayor from among the currently serving Aldermen or the certification of the results of the next regular municipal election.

SECTION 2. Chapter 135 of the Acts of 1903, as amended by Chapter 35 of the Private Acts of 1993, Chapter 52 of the Private Acts of 2003, Chapter 33 of the Private Acts of 2012, and any other acts amendatory thereto, is amended by deleting the first paragraph of Section 7 and substituting:

That the Board of Mayor and Aldermen shall appoint a recorder who shall be the Director of the department of finance; and the recorder shall be under the supervision and subject to the at-will removal of the town administrator. The recorder shall receive a salary to be fixed by the Board of Mayor and Aldermen and shall either be bonded in such amount as may be provided by ordinance or be covered by insurance on terms and in such amount provided by ordinance. The recorder shall by signature and the town seal, attest all instruments signed in the name of the town. The recorders shall have the power to administer oaths.

SECTION 3. Chapter 135 of the Acts of 1903, as amended by Chapter 9 of the Private Acts of 1999, and any other acts amendatory thereto, is amended by deleting Section 14 and substituting:

Section 14. Be it further enacted, that the term of the present Mayor will expire in 2026 and an election will be held in November 2026 for a two-year term for Mayor which will expire after the results are certified in a municipal election which will be held with the County general election in August of 2028. The present Mayor shall serve until the Mayor's successor is elected and qualified. At the August 2028 election and every two (2) years thereafter, there shall be elected by the qualified voters a Mayor who shall serve a term of two (2) years, beginning the Monday following the certification of the results of the election and until a successor is elected and certified in elections held at the same time as the Washington County general election in August of such years.

That the term of two (2) present Aldermen will expire in 2026 and an election will be held in November 2026 for a four-year term which will expire after the results are certified in a municipal election which will be held at the same time as the Washington County general election in August 2030 for a four-year term. At the August 2030 election and every four (4) years thereafter, there shall be elected by the qualified voters two (2) Aldermen who shall serve a term of four (4) years, beginning the Monday following the

certification of the results of the election and until a successor is elected and certified in elections held at the same time as the Washington County general election in August of such years.

Two (2) other present Aldermen currently serve terms that will expire in 2028, and an election will be held in November 2028 for a four-year term which will expire after the results are certified in a municipal election which will be held at the same time as the Washington County general election in August 2032 for a four-year term. At the August 2032 election and every four (4) years thereafter, there shall be elected by the qualified voters two Aldermen who shall serve a term of four (4) years, beginning the Monday following the certification of the results of the election and until a successor is elected and certified in elections held at the same time as the Washington County general election in August of such years.

No person shall be a candidate for the office of Mayor and the office of Alderman in the same election, nor shall any person hold both offices at the same time. If a sitting Alderman wishes to run for the office of Mayor in the off-year cycle of their current term, they must first resign from the office of Alderman before filing a petition to run for Mayor.

The election commissioners of Washington County, or such officers as are charged with holding county elections, shall appoint the officers, judges, and clerks to hold said election under the general rules and regulations prescribed for the civil district in which the town is situated in elections for members of the Legislature or the legislative body of the county, and all persons qualified to vote under the provisions of this Act shall be entitled to vote at said election.

The officers holding the elections shall certify the results to the County Election Commissioners or other officers charged by law with such duties, who shall canvass the returns on the next Monday or as soon thereafter as is practical following the election, and declare and certify the results.

SECTION 4. If any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to that end, the provisions of this act are declared to be severable.

SECTION 5. This act shall have no effect unless it is approved by a two-thirds (2/3) vote of the legislative body of the Town of Jonesborough. Its approval or nonapproval shall be proclaimed by the presiding officer of the legislative body and certified to the secretary of state.

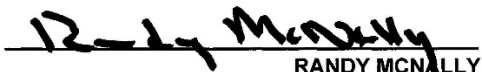
SECTION 6. For the purpose of approving or rejecting the provisions of this act, it shall be effective upon becoming a law, the public welfare requiring it. For all other purposes, it shall become effective as provided in Section 5.

HOUSE BILL NO. 2647

PASSED: April 15, 2026



CAMERON SEXTON, SPEAKER
HOUSE OF REPRESENTATIVES



RANDY MCNALLY
SPEAKER OF THE SENATE

APPROVED this 21st day of May 2026



BILL LEE, GOVERNOR

The next item under New Business was discussion and possible action concerning Town Hall Murals. Staff is recommending two additional murals for Town hall. The first mural to be located on the wall opposite the Board Room entrance. This mural would be a floor to ceiling mural depicting a photograph of the Old Courthouse on Main Street taken in 1911. The second mural would be on the glass wall at the front entrance of the building across from the Public Safety Window. This mural will be a “still photograph” taken from the West Main Street camera. Initially, as part of the General Administration office upgrades these windows were going to be removed and replaced with drywall. After the mural went up in the Board Room, we approached Foster Signs to inquire if a mural could be placed on the window. This is a much cheaper option than replacing the windows with drywall.

The cost of the glass mural is \$895.00 and the cost of the floor to ceiling mural is \$4,250.00 for a total cost of \$5,145.00. Funding for the project will come from the building maintenance line item in the General Administration budget, which currently has a balance of \$8,400.00.

There being no further discussion Alderman Jenkins made a motion, seconded by Alderman Countermine to approve the Town Hall murals as presented. The motion duly passed.



Foster Signs, Inc. • 146 N. Lincoln Ave • Jonesborough, TN 37659 • (423) 753-6585
QUOTATION AND PURCHASE CONTRACT

Town Of Jonesborough
Graphics

Fabricate & Install:
53.38"x153" etched frosted
vinyl digitally printed

Price: **\$895**



Fabricate & Install:
115"x327.63" digitally printed
dreamscape vinyl applied to sheet
rock wall

Price: **\$4,250.00**



Price:\$5,145
Tax: \$NA
Permit Fee: \$NA
Acquisition Fee:\$NA

Total: \$5,145

to be made as follows: Up front 1/2
down payment of **\$2,572.50** and
balance due upon completion of sign.
The above prices, specifications, and
conditions are satisfactory and are hereby
accepted. Foster Signs is hereby authorized
to do
the work as specified.

PURCHASE ORDER # _____

A convenience fee of 3.5% will be added to Credit Card payments.
Checks and ACH are accepted.
Thank you!
Purchaser: _____

Foster Signs, Inc. Austin Brown (SIGNATURE)

Title: _____ Date _____ Austin Brown, Sales Associate Date **06/05/2026**

The next item on the agenda was discussion and possible action concerning the FY27 Compensation Plan. The FY27 compensation plan documents were distributed prior to the meeting for review. Staff plans to address compression issues with the salary schedule in the coming year.

Alderman Causey made a motion, seconded by Alderman Dickson, to approve the FY27 Compensation Plan as presented. The motion duly passed.

FY 2026-2027

The Town of Jonesborough Pay Plan be amended as necessary with the following Grades, Steps, and Pay Increases listed below for Fiscal Year 2026-2027:

- GRADE 1:** Hostess/Host I (Part-Time), Receptionist, Custodian/Maintenance I, Custodian (Part-Time), Senior Center Program Coordinator, Arts & Culture Education Assistant, Story Town Assistant, Visitor Center Assistant Events Coordinator, Traffic Control Specialist
- GRADE 2:** Worker (Street, Water, Wastewater, Park Maintenance Specialist I, Solid Waste Recycle Collection Worker), Volunteer Transportation Coordinator, Payment Clerk, Custodian/Maintenance II, Wastewater Collection System Operator I
- GRADE 3:** Equipment Operator I, Meter Reader, Recycle Collection Driver/Operator, Parts/Inventory Clerk, Mechanic I, Park Maintenance Specialist II, McKinney Center Manager
- GRADE 4:** Equipment Operator I (Certified), Community Program Specialist
- GRADE 5:** Equipment Operator II, Senior Center Program Director, Visitors Center Gift Shop Coordinator, Water Quality/Cross-Connection Specialist, Mechanic II, Wastewater Operator I (Non-Certified), Wastewater Construction Worker/Equipment Operator II, Water Plant Operator I (Non-Certified), Solid Waste Relief Operator, Billing Clerk & Financial Support Analyst, Events Coordinator/Host (Part-Time), Dispatcher, Park Maintenance Specialist III, Park Maintenance Worker III, House Manager-Jackson Theatre (Part-Time), Shop Foreman
- GRADE 6:** Equipment Operator II (Certified), Mechanic III, Maintenance Technician (WW Non-Certified), Water Plant Operator I (Certified), Staff Accountant I, Receptionist
- GRADE 7:** Equipment Operator III, Firefighter, Water Plant Operator II (Certified), Wastewater Operator II (Certified), Wastewater Maintenance Technician (Certified), Visitor Center Manager, Valve Maintenance Technician, Seasonal Water Park Manager, Administrative Assistant to Town Administrator
- GRADE 8:** Equipment Operator III (Certified), Administrative Services Manager, Public Safety Officer, Digital Media Manager, Marketing Manager, Staff Accountant II, Water Distribution Construction Supervisor (Certified), Wastewater Lab Technician, Water Plant Operator III (Certified), Police Investigator, Firefighter/EMT
- GRADE 9:** Fire Sergeant, Collections Maintenance Supervisor (WW), Lead Wastewater Plant Operator, Water Plant Operator IV (Certified), Water Quality Supervisor, Technical Director-Jackson Theatre

GRADE 10: Facility Maintenance Supervisor, Police Sergeant, Accounts Payable/HR Clerk

GRADE 11: Police Sergeant/GDI, Fire Lieutenant

GRADE 12: Recreation Facilities Manager, McKinney Center Program Manager,
Open Space Coordinator/Urban Forester

GRADE 13: Police Lieutenant, Reserve Fire Major

GRADE 14: Certified Senior Staff Accountant, Building Inspector,
Administrative Development Advisor (Part-Time), Fire Major,
Assistant Director of Street Department, Assistant Senior Center Director,
Events Manager, Assistant Director of Water Distribution,
Assistant Director of Wastewater, Assistant Operations Manager-Jackson
Theatre, GIS Manager

GRADE 15: Police Major

GRADE 16: Utilities Maintenance Supervisor, Water Park Director

GRADE 17:

GRADE 18:

GRADE 19: Director of Streets, Senior Center Director, Director of Tourism & Main Street
Program, McKinney Center Director, Water Distribution Director,
Environmental Services Director, Water Treatment Plant Director, Solid Waste
Director, Water Quality Director, Parks & Recreation Director, Jackson Theatre
Operations Manager, Human Resource Director, Fleet Maintenance Director

GRADE 20: Police Chief, Fire Chief, Utility Manager

NEGOTIABLE: Town Administrator, Town Recorder, Operations Manager

Town of Jonesborough Salary Scale Fiscal Year 2026-27													
		Step											
		1	2	3	4	5	6	7	8	9	10	11	12
Grade	20	78,329 37.66	80,283 38.60	82,284 39.56	84,352 40.55	86,465 41.57	88,671 42.63	90,920 43.71	93,240 44.83	95,649 45.99	98,103 47.16	100,650 48.39	103,263 49.65
	19	75,238 36.17	77,102 37.07	79,010 37.99	80,966 38.93	82,989 39.90	85,080 40.90	87,239 41.94	89,443 43.00	91,716 44.09	94,079 45.23	96,489 46.39	98,989 47.59
	18	72,306 34.76	74,056 35.60	75,875 36.48	77,761 37.39	79,693 38.31	81,670 39.26	83,716 40.25	85,830 41.26	87,989 42.30	90,239 43.38	92,535 44.49	94,921 45.64
	17	69,488 33.41	71,170 34.22	72,897 35.05	74,693 35.91	76,533 36.79	78,420 37.70	80,375 38.64	82,374 39.60	84,444 40.60	86,579 41.62	88,761 42.67	91,034 43.77
	16	66,828 32.13	68,420 32.89	70,079 33.69	71,784 34.51	73,533 35.35	75,328 36.22	77,193 37.11	79,102 38.03	81,057 38.97	83,102 39.95	85,193 40.96	87,331 41.99
	15	64,283 30.91	65,806 31.64	67,373 32.39	68,987 33.17	70,668 33.98	72,374 34.80	74,148 35.65	75,966 36.52	77,852 37.43	79,784 38.36	81,761 39.31	83,807 40.29
	14	61,850 29.74	63,305 30.44	64,806 31.16	66,351 31.90	67,942 32.66	69,579 33.45	71,261 34.26	72,988 35.09	74,783 35.95	76,625 36.84	78,511 37.75	80,465 38.69
	13	59,555 28.63	60,941 29.30	62,374 29.99	63,829 30.69	65,350 31.42	66,897 32.16	68,509 32.94	70,147 33.72	71,852 34.54	73,602 35.39	75,421 36.26	77,283 37.16
	12	57,351 27.57	58,669 28.21	60,033 28.86	61,442 29.54	62,873 30.23	64,351 30.94	65,875 31.67	67,465 32.44	69,078 33.21	70,737 34.01	72,466 34.84	74,237 35.69
	11	55,260 26.57	56,533 27.18	57,806 27.79	59,147 28.44	60,510 29.09	61,918 29.77	63,374 30.47	64,872 31.19	66,420 31.93	68,010 32.70	69,646 33.48	71,351 34.30
	10	53,282 25.62	54,464 26.18	55,691 26.77	56,964 27.39	58,282 28.02	59,624 28.67	61,009 29.33	62,443 30.02	63,896 30.72	65,419 31.45	66,965 32.19	68,578 32.97
	9	51,373 24.70	52,509 25.24	53,691 25.81	54,895 26.39	56,146 26.99	57,419 27.61	58,737 28.24	60,101 28.89	61,510 29.57	62,941 30.26	64,419 30.97	65,964 31.71
	8	49,577 23.84	50,646 24.35	51,782 24.90	52,918 25.44	54,101 26.01	55,327 26.60	56,578 27.20	57,874 27.82	59,214 28.47	60,577 29.12	61,987 29.80	63,466 30.51
	7	47,850 23.00	48,872 23.50	49,941 24.01	51,031 24.53	52,167 25.08	53,327 25.64	54,531 26.22	55,760 26.81	57,032 27.42	58,328 28.04	59,692 28.70	61,078 29.36
	6	46,214 22.22	47,190 22.69	48,213 23.18	49,260 23.68	50,327 24.20	51,442 24.73	52,578 25.28	53,737 25.84	54,964 26.43	56,192 27.02	57,487 27.64	58,806 28.27
	5	44,644 21.46	45,578 21.91	46,554 22.38	47,555 22.86	48,578 23.35	49,623 23.86	50,714 24.38	51,828 24.92	52,986 25.47	54,169 26.04	55,395 26.63	56,646 27.23
	4	43,167 20.75	44,055 21.18	44,985 21.63	45,917 22.08	46,896 22.55	47,895 23.03	48,941 23.53	50,009 24.04	51,100 24.57	52,236 25.11	53,395 25.67	54,578 26.24
	3	41,759 20.08	42,600 20.48	43,464 20.90	44,372 21.33	45,305 21.78	46,258 22.24	47,237 22.71	48,260 23.20	49,304 23.70	50,372 24.22	51,487 24.75	52,623 25.30
	2	40,395 19.42	41,213 19.81	42,054 20.22	42,895 20.62	43,781 21.05	44,691 21.49	45,645 21.94	46,600 22.40	47,599 22.88	48,622 23.38	49,669 23.88	50,759 24.40
	1	39,121 18.81	39,895 19.18	40,690 19.56	41,509 19.96	42,351 20.36	43,214 20.78	44,099 21.20	45,009 21.64	45,964 22.10	46,940 22.57	47,940 23.05	48,986 23.55

Town of Jonesborough
Fire Salary Scale - 2,236 hours
Fiscal Year 2026-27

		Step											
		1	2	3	4	5	6	7	8	9	10	11	12
Grade	20	78,826 35.25	80,780 36.13	82,780 37.02	84,848 37.95	86,962 38.89	89,167 39.88	91,417 40.88	93,736 41.92	96,145 43.00	98,600 44.10	101,146 45.24	103,759 46.40
	19	75,735 33.87	77,598 34.70	79,507 35.56	81,463 36.43	83,486 37.34	85,577 38.27	87,735 39.24	89,940 40.22	92,213 41.24	94,576 42.30	96,986 43.37	99,486 44.49
	18	72,802 32.56	74,552 33.34	76,371 34.16	78,257 35.00	80,190 35.86	82,167 36.75	84,213 37.66	86,326 38.61	88,485 39.57	90,736 40.58	93,032 41.61	95,417 42.67
	17	69,984 31.30	71,666 32.05	73,394 32.82	75,189 33.63	77,030 34.45	78,917 35.29	80,871 36.17	82,871 37.06	84,940 37.99	87,075 38.94	89,258 39.92	91,531 40.94
	16	67,325 30.11	68,916 30.82	70,576 31.56	72,280 32.33	74,029 33.11	75,824 33.91	77,690 34.75	79,598 35.60	81,553 36.47	83,599 37.39	85,690 38.32	87,827 39.28
	15	64,780 28.97	66,302 29.65	67,870 30.35	69,484 31.08	71,165 31.83	72,870 32.59	74,644 33.38	76,462 34.20	78,349 35.04	80,280 35.90	82,258 36.79	84,303 37.70
	14	62,347 27.88	63,801 28.53	65,302 29.20	66,847 29.90	68,438 30.61	70,075 31.34	71,757 32.09	73,484 32.86	75,280 33.67	77,121 34.49	79,007 35.33	80,961 36.21
	13	60,051 26.86	61,437 27.48	62,870 28.12	64,326 28.77	65,847 29.45	67,394 30.14	69,006 30.86	70,644 31.59	72,348 32.36	74,098 33.14	75,917 33.95	77,779 34.78
	12	57,848 25.87	59,165 26.46	60,529 27.07	61,938 27.70	63,370 28.34	64,848 29.00	66,371 29.68	67,961 30.39	69,574 31.12	71,234 31.86	72,962 32.63	74,734 33.42
	11	55,756 24.94	57,029 25.50	58,302 26.07	59,643 26.67	61,007 27.28	62,415 27.91	63,870 28.56	65,370 29.24	66,916 29.93	68,506 30.64	70,142 31.37	71,848 32.13
	10	53,778 24.05	54,961 24.58	56,188 25.13	57,461 25.70	58,778 26.29	60,120 26.89	61,505 27.51	62,939 28.15	64,393 28.80	65,916 29.48	67,462 30.17	69,075 30.89
	9	51,870 23.20	53,006 23.71	54,187 24.23	55,391 24.77	56,643 25.33	57,916 25.90	59,233 26.49	60,597 27.10	62,006 27.73	63,438 28.37	64,916 29.03	66,461 29.72
	8	50,073 22.39	51,143 22.87	52,279 23.38	53,415 23.89	54,597 24.42	55,824 24.97	57,074 25.53	58,370 26.10	59,710 26.70	61,074 27.31	62,484 27.94	63,962 28.61
	7	48,346 21.62	49,369 22.08	50,437 22.56	51,528 23.04	52,664 23.55	53,824 24.07	55,028 24.61	56,257 25.16	57,529 25.73	58,824 26.31	60,188 26.92	61,574 27.54
	6	46,711 20.89	47,688 21.33	48,710 21.78	49,756 22.25	50,823 22.73	51,939 23.23	53,075 23.74	54,234 24.25	55,460 24.80	56,688 25.35	57,984 25.93	59,302 26.52
	5	45,142 20.19	46,074 20.61	47,051 21.04	48,052 21.49	49,074 21.95	50,120 22.42	51,211 22.90	52,324 23.40	53,483 23.92	54,665 24.45	55,893 25.00	57,142 25.56
	4	43,664 19.53	44,552 19.92	45,482 20.34	46,415 20.76	47,392 21.19	48,391 21.64	49,438 22.11	50,505 22.59	51,597 23.08	52,733 23.58	53,892 24.10	55,074 24.63
	3	42,256 18.90	43,096 19.27	43,960 19.66	44,869 20.07	45,801 20.48	46,755 20.91	47,733 21.35	48,756 21.81	49,801 22.27	50,869 22.75	51,983 23.25	53,119 23.76
	2	40,891 18.29	41,710 18.65	42,550 19.03	43,392 19.41	44,278 19.80	45,187 20.21	46,142 20.64	47,097 21.06	48,096 21.51	49,119 21.97	50,165 22.44	51,256 22.92
	1	39,618 17.72	40,391 18.06	41,187 18.42	42,005 18.79	42,847 19.16	43,710 19.55	44,596 19.94	45,505 20.35	46,460 20.78	47,437 21.22	48,437 21.66	49,482 22.13

Town of Jonesborough
Police Salary Scale - 2,184 hours
Fiscal Year 2026-27

		Step											
		1	2	3	4	5	6	7	8	9	10	11	12
Grade	20	78,660 36.02	80,615 36.91	82,614 37.83	84,684 38.77	86,796 39.74	89,002 40.75	91,251 41.78	93,570 42.84	95,980 43.95	98,435 45.07	100,981 46.24	103,593 47.43
	19	75,569 34.60	77,433 35.45	79,342 36.33	81,297 37.22	83,320 38.15	85,411 39.11	87,570 40.10	89,775 41.11	92,047 42.15	94,411 43.23	96,820 44.33	99,321 45.48
	18	72,637 33.26	74,388 34.06	76,206 34.89	78,092 35.76	80,024 36.64	82,001 37.55	84,048 38.48	86,161 39.45	88,320 40.44	90,570 41.47	92,866 42.52	95,252 43.61
	17	69,819 31.97	71,501 32.74	73,229 33.53	75,024 34.35	76,865 35.19	78,751 36.06	80,706 36.95	82,706 37.87	84,774 38.82	86,910 39.79	89,092 40.79	91,366 41.83
	16	67,159 30.75	68,750 31.48	70,410 32.24	72,114 33.02	73,864 33.82	75,659 34.64	77,524 35.50	79,433 36.37	81,388 37.27	83,433 38.20	85,524 39.16	87,661 40.14
	15	64,614 29.59	66,136 30.28	67,705 31.00	69,318 31.74	71,000 32.51	72,705 33.29	74,478 34.10	76,297 34.93	78,183 35.80	80,114 36.68	82,092 37.59	84,138 38.52
	14	62,181 28.47	63,635 29.14	65,136 29.82	66,682 30.53	68,274 31.26	69,909 32.01	71,591 32.78	73,318 33.57	75,114 34.39	76,955 35.24	78,841 36.10	80,796 36.99
	13	59,885 27.42	61,273 28.06	62,704 28.71	64,160 29.38	65,681 30.07	67,228 30.78	68,841 31.52	70,478 32.27	72,182 33.05	73,933 33.85	75,751 34.68	77,615 35.54
	12	57,682 26.41	58,999 27.01	60,363 27.64	61,773 28.28	63,204 28.94	64,682 29.62	66,205 30.31	67,796 31.04	69,410 31.78	71,069 32.54	72,797 33.33	74,569 34.14
	11	55,590 25.45	56,863 26.04	58,136 26.62	59,477 27.23	60,841 27.86	62,249 28.50	63,704 29.17	65,204 29.86	66,751 30.56	68,342 31.29	69,977 32.04	71,682 32.82
	10	53,613 24.55	54,796 25.09	56,022 25.65	57,295 26.23	58,612 26.84	59,954 27.45	61,341 28.09	62,773 28.74	64,227 29.41	65,750 30.11	67,296 30.81	68,910 31.55
	9	51,704 23.67	52,840 24.19	54,022 24.74	55,227 25.29	56,477 25.86	57,750 26.44	59,067 27.05	60,431 27.67	61,841 28.32	63,272 28.97	64,750 29.65	66,296 30.36
	8	49,908 22.85	50,978 23.34	52,114 23.86	53,250 24.38	54,431 24.92	55,658 25.48	56,909 26.06	58,204 26.65	59,545 27.26	60,908 27.89	62,318 28.53	63,796 29.21
	7	48,180 22.06	49,203 22.53	50,272 23.02	51,362 23.52	52,499 24.04	53,658 24.57	54,862 25.12	56,091 25.68	57,363 26.27	58,660 26.86	60,022 27.48	61,410 28.12
	6	46,545 21.31	47,522 21.76	48,545 22.23	49,590 22.71	50,658 23.20	51,773 23.71	52,909 24.23	54,068 24.76	55,296 25.32	56,522 25.88	57,818 26.47	59,136 27.08
	5	44,976 20.59	45,908 21.02	46,886 21.47	47,886 21.93	48,909 22.39	49,955 22.87	51,045 23.37	52,158 23.88	53,318 24.41	54,499 24.95	55,727 25.52	56,977 26.09
	4	43,498 19.92	44,386 20.32	45,316 20.75	46,249 21.18	47,227 21.62	48,227 22.08	49,272 22.56	50,340 23.05	51,431 23.55	52,568 24.07	53,726 24.60	54,909 25.14
	3	42,090 19.27	42,930 19.66	43,795 20.05	44,703 20.47	45,635 20.90	46,589 21.33	47,567 21.78	48,590 22.25	49,636 22.73	50,704 23.22	51,817 23.73	52,953 24.25
	2	40,726 18.65	41,545 19.02	42,386 19.41	43,226 19.79	44,112 20.20	45,021 20.61	45,976 21.05	46,931 21.49	47,930 21.95	48,953 22.41	49,999 22.89	51,091 23.39
	1	39,453 18.06	40,227 18.42	41,021 18.78	41,840 19.16	42,681 19.54	43,544 19.94	44,430 20.34	45,340 20.76	46,294 21.20	47,272 21.64	48,271 22.10	49,317 22.58

The next item on the agenda was discussion and possible action concerning Fire Station No. 2. With the hiring of seven (7) additional firefighters, we are out of space at Town Hall. Staff have looked for solutions for our space issues. The recommendation is to build a second fire station in Persimmon Ridge Park where the RV Park was once located. The Town owns the site, there is also water, sewer and power already available. We can utilize the current egress and ingress however at some point we would like to study direct access to Persimmon Ridge.

The proposed building is a “post steel” building that measures 60-feet wide by 104-feet long. It would contain two full fire bays and one-half bay. The remainder of the building would be living quarters and office space. We received a quote of \$405,000. It is estimated to cost an additional \$350,000 utilizing town staff, wherever possible, to finish the interior of the building. Operations Manager Craig Ford is currently working with a local designer to finalize the building layout. Once this project is complete, we will need to complete renovations of the

current fire hall facility. There is no other option but to increase the space for our fire equipment. In the winter, we have to store equipment at the wastewater facility. This is time consuming when seconds count.

Having a second station will be a huge benefit to our ISO rating. EMS also states that Jonesborough is a gap in service for their ambulance division. Although EMS would have to staff it, there is an interest in having an ambulance in Jonesborough. With property priced so high in Jonesborough, it would be very difficult for EMS to purchase property and build an EMS building. We will need to obtain financing for this project on a shorter term note of 5 years to 10 years. Funds from the current Fire Department FY27 budget will cover the loan/note payment. We are hopeful that EMS may also assist in funding if their plan is to station an ambulance in Jonesborough’s corporate limits.

Mayor Wolfe requested that once the plans are finalized, they are brought back for BMA approval before sending the project out for bid. There being no further discussion Alderman Dickson made a motion, seconded by Alderman Countermine, to approve the second fire station (Fire Station No. 2) at Persimmon Ridge Park as presented. The motion duly passed.

The next item on the agenda was discussion and possible action concerning the new Fire Engine Contract. As a part of the budget process, we made the Board of Mayor and Alderman aware that it takes approximately two (2) years to take possession of a fire truck once the order is placed. Operations Manager Craig Ford, Chief Jeff White and Major Chason Freeman met with Michael Miranda, Pierce Apparatus Sales representative on April 10, 2026. After multiple discussions and negotiations Mr. Miranda submitted an updated quote for the new fire engine which came in at \$984,953.00.

We currently have two fire engines financed. According to Finance Director Janet Jennings, the final payment on one of the trucks will be made on September 1, 2026, which is \$42,000 annual payment.

In ordering the new engine, we received a probable build time of 22 months. We do not have to pay anything in the form of a down payment. As a matter of fact, we do not pay anything until we take delivery of the truck. The order must be placed prior to June 19, 2026, in order to receive the current quoted price.

There are some big changes coming to diesel engines next year that is said will drive the price for this engine even higher. Staff recommend approving the order for the Pierce fire engine and authorizing the Mayor or Finance Director to execute the contract.

Alderman Causey made a motion, seconded by Alderman Jenkins, to approve ordering the new fire engine as presented. The motion duly passed.

Siddons-Martin Emergency Group, LLC
892 Kansas St.
Memphis TN 38106
DEALER # 21916

May 26, 2026

Jeff White, Fire Chief

JONESBOROUGH DEPARTMENT OF PUBLIC SAFETY
123 BOONE ST, JONESBOROUGH, TN 37659

Proposal For: 2026 Jonesborough Budgetary Units



Siddons-Martin Emergency Group, LLC, is pleased to provide the following proposal to JONESBOROUGH DEPARTMENT OF PUBLIC SAFETY. Unit(s) will comply with all specifications attached and made a part of this proposal. Total price includes delivery FOB and training on the operation and use of the apparatus.

Description	Amount
Qty. 1 - 1566 - 2026 Jonesborough Budgetary Units	
Unit Price - \$984,953.00	
Delivery within 21-22 months of ordered date	
Quote - 0011464 - 1	
Vehicle Price	\$984,953.00
1566 – Unit Total	\$984,953.00
Subtotal	\$984,953.00
Sourcewell #082025-PMI (FIRE)	\$0.00
Total	\$984,953.00

Price guaranteed until 06/19/2026.

Prepayment Discount: To receive the prepayment discount(s), if quoted, above, the Customer must pay the applicable prepayment invoice in full within forty-five (45) days of the invoice date, unless otherwise agreed in writing by Siddons-Martin Emergency Group.

Taxes: Tax is not included in this proposal. If the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due. Balance of sale price is due upon acceptance of the apparatus at the factory.

Payment Terms: Unless otherwise specifically noted and agreed upon in writing by Siddons-Martin Emergency Group, all invoices are net due upon delivery and acceptance of the apparatus. Any alternate payment terms must be expressly approved in advance and documented in a signed agreement or purchase order executed by both parties. Payments not received when due shall be subject to the late fee provisions stated below, accruing from the date payment was due until paid in full. Siddons-Martin Emergency Group reserves the right to delay delivery, withhold release of title or documentation, or impose additional charges if agreed payment terms are not met. Title and ownership of the apparatus shall not transfer to the Customer until full payment has been received by Siddons-Martin Emergency Group.

If the apparatus and any associated loose equipment, poly components, or upfitting items are purchased under a single purchase order, Siddons-Martin Emergency Group will invoice for the total purchase price upon Customer's acceptance of the apparatus, excluding any ancillary, incidental, or non-essential outstanding items. For purposes of this Agreement, "outstanding items" may include, without limitation, loose equipment, accessories, minor apparatus upfitting, punch-list items, or post-delivery buildout components that do not materially impair the Apparatus's intended operational use.

If Customer requests delivery of loose equipment, poly components, or upfitting items prior to delivery of the apparatus, Siddons-Martin Emergency Group may condition such early delivery on advance payment of the total purchase price or written confirmation that such payment has been authorized by Customer.

Late Fee: A late fee of .033% of the sale price will be charged per day for overdue payments beginning ten (10) days after the payment is due. After 30 days, the late fee increases to .044% per day until the payment is received.

Cancellation: In the event this proposal is accepted then cancelled or terminated by the Customer before completion of the order (meaning before final acceptance, delivery, and payment in full for the apparatus), Siddons-Martin Emergency Group may assess a cancellation fee as liquidated damages to recover costs incurred. All cancellations must be submitted in writing and signed by an authorized representative of the Customer. The following schedule will be applied based on the stage of completion at the time of cancellation:

- (A) 10% of the Purchase Price after the order is accepted and entered by the manufacturer;
- (B) 20% of the Purchase Price after completion of preliminary engineering drawings prepared for Customer review ("Approval Drawings"), whether or not the Customer has yet approved such drawings;
- (C) 30% of the Purchase Price upon any material requisition or the start of production.
- (D) If cancellation occurs after the apparatus has entered the production process, the Customer will

be responsible for the difference between the Purchase Price and any resale price obtained by Siddons-Martin Emergency Group, plus any costs incurred by Siddons-Martin Emergency Group to conduct such resale. Siddons-Martin Emergency Group will make reasonable efforts to mitigate such costs through resale to another purchaser.

For purposes of this section, "Purchase Price" means the total sale price of the apparatus, exclusive of taxes and any approved change order items not yet invoiced. The cancellation fee will increase accordingly as costs are incurred through engineering, materials procurement, or manufacturing. Invoices for cancellation fees are due within thirty (30) days of issuance. Any unpaid balance thereafter will accrue interest or late fees at the same rates and in the same manner as provided under the Late Fee section of this proposal.

Persistent Inflationary Environment Notification: If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] (the "PPI") has increased at a compounded annual growth rate greater than 5.0% from the date of acceptance of this proposal letter (the "Order Month") and 14 months prior to the anticipated Ready for Pickup Date (the "Evaluation Month"), then the proposal price may be increased by an amount equal to any increase exceeding 5.0% for the time period between the Order Month and the Evaluation Month. Siddons-Martin Emergency Group and Pierce Manufacturing will provide documentation of such an increase and the updated price for the customer's approval before proceeding with completion of the order along with an option to cancel the order.

Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract. Delivery updates will be made available, and a final delivery date will be provided as soon as possible.

Force Majeure: Siddons-Martin Emergency Group shall not be liable for any failure or delay in the performance of its obligations if such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, natural disasters, armed conflicts, acts of terrorism, labor disruptions, supply chain disruptions, governmental mandates, or any other events that are unforeseeable and unavoidable by Siddons-Martin Emergency Group. Should Siddons-Martin Emergency Group encounter such force majeure event, it shall promptly notify Customer in writing and shall use all reasonable efforts to mitigate the effects of the force majeure event and resume the performance of its obligations as soon as practicable.

Purchase price may be subject to new or increased tariffs, duties, taxes, or other governmental charges levied against, or made applicable to, the vehicle or any component thereof after the date of this proposal. Should such fees be enacted prior to order completion, Siddons-Martin Emergency Group reserves the right to revise the final cost to reflect the additional fees and will provide notice of any such adjustment.

Acceptance: To ensure the above stated terms and conditions are understood and adhered to, Siddons-Martin Emergency Group, LLC requires an authorized individual from the purchasing organization sign and date this proposal and include it with any purchase order. Upon signing of this proposal, the terms and conditions stated herein will be considered binding and accepted by the

Customer. The terms and acceptance of this proposal will be governed by the laws of the State of Tennessee. No additional terms or conditions will be binding upon Siddons-Martin Emergency Group, LLC unless agreed to in writing and signed by a duly authorized officer of Siddons-Martin Emergency Group, LLC.

I, _____, the authorized representative of JONESBOROUGH DEPARTMENT OF PUBLIC SAFETY, agree to purchase the proposed and agree to the terms of this proposal and the specifications attached hereto.

Customer Authorized Representative

Sales Representative

Signature and Date

Michael Miranda 5/25/2026

Signature and Date

007800

Page 4 of 4

May 26, 2026

The next item on the agenda was discussion and possible action concerning McKinney Center ADA Door Automatic Operator Installation Bid. The McKinney Center researched and had companies assess the ramp accessible entrances two years ago. The consensus from those companies concluded that the door frames were not strong enough to hold the motor weight of ADA automatic door systems. Therefore, the project was placed on hold.

The McKinney Center received a \$99,655 grant from the State of Tennessee to repair the historic buildings' windows. That work has been completed by JRoss for a total of \$59,460. Given that there would be considerable funds left in the preservation grant, McKinney Center Director Theresa Hammons received permission from the Grantor to use the remaining funds for ADA Automatic Door Openers and the framework for three of the ramp accessible entrances.

The submissions for the bids were due on June 5, 2026. Olde Towne Lock and Key was the sole company that submitted a bid. The bid was for a total of \$29,344.00.

Alderman Countermine made a motion, seconded by Alderman Dickson, to approve awarding the project to Olde Towne Lock and Key's for a total of \$29,344.00 and to begin work as soon as possible to meet grant deadlines as presented. The motion duly passed.

BID OPENING FORM

ADA Door Automatic Operator Installation Bid – McKinney Center

DATE: Friday, June 5, 2026

BIDS RECEIVED FROM	AMOUNT
<i>Olde Towne Lock and Key</i>	<i>29,344</i>

THOSE IN ATTENDANCE:

Tamie Jennings, Finance Director
David Sell, Olde Towne Lock and Key

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

**BID FORM – ADA Door Automatic Operator Installation
McKinney Center**

June 5, 2026 – 1:00 pm

TOTAL COST: \$ 29,344.⁰⁰

Material Utilized: Electrical Wiring, Door Operators, Hinges,
Bolards, Labor

Variations: All variations to bid must be detailed

Door Stabilization added Continuous Hinges

Warranty:

2 year Labor [Ⓢ] (Maintenance Schedule)
2 year Parts (Monthly For 6 months)

Performance Period: 30 Days From Award Date

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: Olde Towne Lock and Key

REPRESENTATIVE: David F. Sell

ADDRESS: 101 West Jackson Blvd
Jonesborough, TN. 37659

PHONE: 423-202-1022

FAX:

David F. Sell
SIGNATURE

6/2/26
DATE

BID MUST BE SIGNED TO BE VALID

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

BID FORM: ADA Door Automatic Operator Installation– McKinney Center
DATE: June 5, 2026

PREVIOUS PROJECTS

1. Door Operator
Interior Doors with Push Plate

Owner/Customer Contact Information:

Name: Bethel Housing

Phone: 423-753-7026

Email: dolajani@nationalchurchresidences.org

2. Door Operator w/ Bolard and Push Plate

Owner/Customer Contact Information:

Name: City of Shelbyville Bryan Stevens Ext. 106

Phone: 931-488-4230 or 731-819-5831

Email: lori.sadler@shelbyvilletn.org

3. Door Operators

3 Entrances 3 Operators

Owner/Customer Contact Information:

Name: City of Shelbyville Recreation Center

Phone: 931-684-9780

Email: lori.saddler@shelbyvilletn.org

Olde Towne Lock and Key

OLDE TOWNE LOCK AND KEY
101 West Jackson Boulevard
JONESBOROUGH, TN, United States, 37659
(423) 913-1606
OLDTOWNELOCKANDKEY@GMAIL.COM

Quote

Quote
#JFUFV6-0001
Issue on: Jun 2, 2026
Service on: Jun 2, 2026, 8:37 AM
Expires: Jun 2, 2026
Status: Draft
Balance: \$29,344.00

Bill To:
TOWN OF JONESBOROUGH
sheilaw@jonesboroughtn.org
1423-753-1038
1423-416-1343

5 x Items

Product	Unit	Price	QTY	Total
ELECTRICAL WIRING	Unit	\$1,000.00	1	\$1,000.00
RECORD BRAND COMPLETE ADA DOOR OPERATORS	Unit	\$6,950.00	3	\$20,850.00
BOLYARD	Unit	\$598.00	3	\$1,794.00
CONCEALED CONTINUOUS HINGES	Unit	\$400.00	3	\$1,200.00
LABOR AND DOOR ADJUSTMENTS	Unit	\$4,500.00	1	\$4,500.00
Subtotal				\$29,344.00
Total				\$29,344.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/02/2026

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
Tri-Cities Insurance Service LLC
954 N. Main St.
PO Box 200
Erwin
TN 376500200

INSURED
Olde Towne Lock & Key
220 N 2nd St
Jonesborough
TN 37659-1104

CONTACT
NAME: Amanda Hope
PHONE: (423)743-2426
FAX: (423)743-4331
E-MAIL: amanda@tricitieins.com
ADDRESS:

INSURERS AFFORDING COVERAGE

INSURER A: Erie Exchange 26271
INSURER B: Erie Exchange 26271
INSURER C: Erie Exchange 26271
INSURER D: Erie Insurance Company of NY 16233
INSURER E:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSURER	TYPE OF INSURANCE	INSUR. NO.	POLICY NO.	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PER. ☐ LOC ☐ OTHER: X Q471290247 11/12/2025 11/12/2026 EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Per accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$					
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY ☐ Q082530589 08/25/2025 08/25/2026 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$					
C	UMBRELLA LIAB EXCESS LIAB ☒ RETENTION \$ CLAIMS-MADE ☒ OCCUR Q351270119 11/12/2025 11/12/2026 EACH OCCURRENCE \$ 1000000 AGGREGATE \$					
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory to RW) Y/N ☒ Y ☐ N/A Q951200618 11/12/2025 11/12/2026 ☒ PER. ☐ STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 100000 E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 500000					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

TOWN OF JONESBOROUGH
123 BOONE ST
JONESBOROUGH, TN 37659

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Amanda Hope

Fax: ACORD 25 (2016/03)

Email: The ACORD name and logo are registered marks of ACORD

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STATE OF TENNESSEE
DEPARTMENT OF REVENUE
Business Tax Filing Status Certificate

April 21, 2026

OLDE TOWNE HARDWARE & WORKWARE
101 W JACKSON BLVD
JONESBOROUGH TN 37659-1223

Letter ID: L1903403968
Account ID: 1001001791-BUS
Account Type: Business Tax

Dear OLDE TOWNE HARDWARE AND WORKWARE, LLC:

This certificate confirms the business tax filing status of Retailer for the above-named taxpayer. The certificate is valid beginning April 15, 2026 and expiring on April 15, 2027 for the following location:

Location ID: 0102716072
Location Address: OLDE TOWNE HARDWARE & WORKWARE
220 N 2ND AVE
JONESBOROUGH TN 37659-1104

According to Tenn. Code Ann. § 67-4-720, a vendor that receives a certificate from a customer shall not owe additional tax, nor be refunded tax, based on a retroactive change in the customer's filing status as a wholesaler or retailer during the certificate's effective period.

The taxpayer may furnish its supplier(s) with a COPY of the enclosed certificate upon vendor(s) request. Vendors may rely on the certificate for transactions occurring during the certificate's effective period for the purpose of determining their business liability. The original certificate should be retained for the taxpayer's records. The vendor must maintain a file copy as evidence of their business tax filings.

Tennessee Department of Revenue
Business Tax Filing Status Certificate

Location Address: OLDE TOWNE HARDWARE & WORKWARE
220 N 2ND AVE
JONESBOROUGH TN 37659-1104

Effective Period Begin: April 15, 2026
Effective Period End: April 15, 2027
Filing Status: Retailer
Location ID: 0102716072



Washington County
Business Tax Standard License

April 23, 2026

OLDE TOWNE HARDWARE & WORKWARE
101 W JACKSON BLVD
JONESBOROUGH TN 37659-1223

Letter ID: L1979143104
Expiration Date: 15-May-2027
Return Due By: 15-Apr-2027

The business tax license printed below certifies the receipt and approval of your business tax license application or the renewal of a license for your existing business. The license is valid until the expiration date noted above. Your license number is 0102716072 and your classification is 1B. The certificate must be displayed publicly at the location for which it is issued.

All business tax returns are required to be filed and the payment remitted electronically. Your return is due on April 15, 2027. Please visit www.tn.gov/revenue for additional information.

Note: This license does not permit operation unless properly zoned and/or in compliance with all other applicable state, county, or city laws, rules and regulations. Also, as required by Tenn. Code Ann. § 39-17-1801 et seq., businesses must comply with all provisions of the Tennessee Non-Smoker Protection Act.

DETACH LICENSE BELOW AND DISPLAY IN PUBLIC AREA

3<

Washington County
Business Tax Standard License

This certificate must be publicly displayed.

OLDE TOWNE HARDWARE & WORKWARE
220 N 2ND AVE
JONESBOROUGH TN 37659-1104



Date Issued: 23-Apr-2026
Classification: 1B
Letter ID: L1979143104
License Number: 0102716072
Expiration Date: 15-May-2027

The next item on the agenda was discussion and possible action concerning the Employee Assistance Program. Since 2004, the Town has maintained a contractual agreement with Ballad Health to provide an Employee Assistance Program (EAP) for its employees. The attached document reflects the updated version of this contract. Utilization has been low, but most employees do not know this is available and in a critical time, this could be a benefit to Town employees facing a crisis or in need of counseling. The EAP demonstrates to Town employees that the Town cares about their physical health and mental health and is providing this service at no cost to the employee.

Under the terms of the agreement, the Town covers a set number of three (3) EAP visits per employee each year at a rate of \$100 per visit. There have been no changes to the pricing structure or visit allowance since the original contract was established in 2004.

Alderman Jenkins made a motion to approve the updated contract with Ballad Health to provide Employee Assistance Program (EAP) services for all town employees as presented. Alderman Causey seconded the motion. The motion duly passed.

Employee Assistance Program Agreement

between

Town of Jonesborough

and

Wellmont Medical Associates and Blue Ridge Medical Management Corporation

This Agreement is effective as of this ____ day of _____, 2026, by and between Town of Jonesborough (hereinafter "Company") and Wellmont Medical Associates and Blue Ridge Medical Management Corporation (hereinafter collectively "EAP Provider") for the provision of Employee Assistance Program services as outlined herein to Company's employees. Company and EAP Provider may be referred to individually as "Party" or collectively as "Parties".

RECITALS

WHEREAS, Company operates a governmental entity; and

WHEREAS, Company wishes to offer eligible employees (hereinafter "Employee" or "Employees") certain psychiatric and substance abuse services by establishing and offering said services through an EAP benefit; and

WHEREAS, EAP Provider is in the business of providing various psychiatric and substance abuse services and is willing to provide said services to Employees;

THEREFORE, the Parties agree as follows:

I. Obligations of EAP Provider.

- A. Services. EAP Provider agrees to provide outpatient individual counseling/therapy and medication management services (hereinafter "Services") under this Agreement to Employees. Employees shall initiate a request directly to EAP Provider for services for themselves.
- B. Service Limits. Employees shall be entitled to a designated number of counseling sessions as set forth in Exhibit A attached hereto. Eligible employees requiring treatment beyond the scope of EAP services provided hereunder will be individually responsible, along with their insurance carrier, for such treatment.
- C. Scheduling. To schedule services under this Agreement, an Employee shall directly contact EAP Provider's counseling office of their choice to make an appointment.
 1. Routine Services. EAP Provider agrees to make reasonable efforts to provide Services to an Employee as soon as possible, or at a time mutually agreed upon between EAP Provider and Employee (hereinafter "Routine Services").
 2. Appointment Times. When necessary, EAP Provider shall make all reasonable efforts to accommodate an Employee's work schedule by making appointments for Routine Services at times outside the Employee's normal working hours.
 3. Emergency Services. "Emergency Services" are defined as: (i) services requested by Employee on an emergency basis or (ii) EAP Provider's EAP Benefit Coordinator determines in his or her sole discretion, after making contact with Employee, that services need to be provided on an emergency basis. In the event Emergency Services are requested, Employee should be directed to contact 9-1-1 or Respond at (800) 366-1132. **Emergency Services are not provided as part of this Agreement.**
- D. Qualifications. EAP Provider warrants that those providing services under this Agreement are duly licensed and/or qualified in the State of Tennessee to perform the services outlined in this Agreement, and that said service providers are in good standing. All services will be performed fully within the professional standards as applicable to the individual's discipline and within any policies, procedures and/or codes of ethics adopted by the licensing board and/or professional associations of which the individual may be a member.
- E. Documentation of Services. EAP Provider shall accurately document all services furnished under this Agreement. However, said documentation shall be held in the strictest of confidence by EAP Provider and shall not be released except as required by law or as expressly authorized in writing by the Employee.
- F. Invoices. EAP Provider will provide Company with monthly invoices consistent with the charge amounts outlined in Exhibit A attached hereto for all services provided under this Agreement.
- G. Reporting. EAP Provider shall furnish Company with utilization reports upon request showing the number of individuals served, the number of sessions provided, and the total number of hours of service provided during the previous quarter. EAP Provider agrees to cooperate with reasonable requests for additional information but all such reports shall present aggregate utilization data only and shall never identify individuals making use of the EAP program.
- H. Training and Technical Assistance. EAP Provider shall provide the following assistance to Company in maintaining their EAP program:
 1. Orientation of supervisors and employees with respect to the availability and benefits of the EAP program;
 2. Provision of printed materials describing the EAP program and benefits available to Employees; and
 3. Additional services and programs, if any, as more particularly described in Paragraph II below.

II. **Additional Services.** In addition to the Services to be provided by EAP Provider as set forth in Article I(A) above, EAP Provider may also provide the following services to Employees as part of this Agreement at Company's request made in writing and in accordance with the costs for said Additional Services set forth on Exhibit A:

- A. **Critical Incident Debriefing.** Critical Incident Stress Management (CISM) on-site support (including, but not limited to, individual support, debriefing, defusing, follow-ups, etc.)
- B. **Customized Training/Education.** Custom training/education may be developed and delivered to Company employees regarding mental health/wellness topics, with the terms of such training/education to be agreed upon by the parties.
- C. **Drug Free Workplace Training.** Company can select to purchase annual training courses for (1) supervisors and/or (2) employees which familiarize participants with national standards and guidelines regarding abuse and misuse drugs and alcohol can have on a business and the components of a drug-free workplace program. Participants will also become familiar with the impact of alcohol and drug use on individuals, how drugs and alcohol affect the body, health risks, signs/symptoms of use.

III. **Obligations of Company.**

- A. **Eligibility Requirements.** Employees who are eligible to utilize services under this Agreement shall be approved by Company's Human Resources Director.
- B. **Company Policy/Procedure.** Company shall periodically provide EAP Provider with a copy of the Company's current drug abuse and testing policy and procedures.
- C. **Costs.** Company assumes all responsibilities for costs, fees and expenses incurred under this Agreement in accordance with Exhibit A attached hereto.

IV. **Miscellaneous Provisions.**

A. **Term and Termination.**

- 1. **Term.** The term of this Agreement shall begin on the date first written above and shall continue in effect for a term of one (1) year (the "Initial Term"). Unless either Party provides notice in accordance with subsection IV(A)(2) below, this Agreement shall automatically renew for successive periods of one (1) year each not to exceed a total duration of five (5) years, under the same terms and conditions contained herein.
- 2. **Termination.** EAP Provider may terminate this Agreement if Company fails to pay any amount(s) due to EAP Provider and fails to cure such breach within ten (10) business days of receiving written notice of said breach. Either Party may terminate this Agreement effective immediately upon delivery of written notice if the other Party becomes insolvent or bankrupt or ceases substantially to do business. Notwithstanding anything herein to the contrary, this Agreement may also be terminated by either party without cause or penalty by giving sixty (60) days written notice to the other Party.

B. **Status of Parties.**

- 1. **Principal and Independent Contractor.** The Parties agree that the relationship created between Company and EAP Provider under this Agreement is that of Principal and Independent Contractor, respectively. EAP Provider shall exercise independent discretion as to the manner in which Services are completed under this Agreement.
- 2. **Fringe Benefits.** EAP Provider employees and those providing services as an independent contractor of EAP Provider, if any, shall not be considered an employee or agent of Company for any purpose, and shall not be entitled to any of the fringe benefits normally provided by Company to its employees, including, but not limited to, worker's compensation insurance, unemployment insurance, group insurance, and any retirement program.

C. **Insurance.**

- 1. EAP Provider shall maintain professional liability insurance through self insurance in the minimum amount of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the annual aggregate covering any EAP Provider employees providing services hereunder. EAP Provider shall require all independent contractors to maintain professional liability insurance in the minimum amount of one million dollars (\$1,000,000) per occurrence and \$3,000,000 in the annual aggregate.
- 2. EAP Provider shall carry liability insurance through self insurance in the minimum of one million dollars (\$1,000,000) per occurrence and in the annual aggregate. The Town of Jonesborough is to be named as a Certificate Holder and the Certificate of Insurance must so state.
- 3. EAP Provider shall carry workers' compensation statutory benefits as required by the State of Tennessee.
- 4. A Certificate of Insurance is to be provided to:

Town of Jonesborough
Attn: Town Administrator
123 Boone Street
Jonesborough, TN 37659-1390

D. **Access to Books and Records.** Each Party, upon reasonable notice and at reasonable time, shall have the right to inspect, review and copy such records of the other Party which are directly related to each Party's performance of the terms of this Agreement, except that Company shall have no right to review medical records of employees receiving assistance under this Agreement.

E. **Compliance with Federal Anti-Kickback Statute.** Notwithstanding any unanticipated effect of any of the provisions herein, no Party intends to violate the federal Medicare and Medicaid Anti-Kickback Statute, as such statute is amended from time to time. Accordingly, the parties acknowledge that, although EAP Provider and its employees are obligated to provide services as specified in this Agreement, there is no obligation of Company to refer its employees to Ballad Health facilities, nor any intent to influence the judgment of Company regarding where their employees receive health care services. The Parties further intend that the terms and conditions of this Agreement meet the requirements of the personal services and management

contract safe harbor to the federal Medicare and Medicaid Anti-Kickback Statute as set forth in 42 C.F.R. Part 1001.952(d). This Agreement shall be construed in a manner consistent with compliance with such statutes and regulations. The payments to EAP Provider hereunder are fair market value for services rendered based upon arm's length bargaining and the value of similar services in the community. Such payments are intended solely as compensation for the services provided under this Agreement.

- F. Notices. Any notice required under this Agreement shall be in writing and shall be hand-delivered or transmitted by certified or registered mail, postage prepaid, return receipt requested. Such writing shall be addressed to the Parties as follows:

COMPANY:

Town of Jonesborough
Attn: Town Administrator
123 Boone Street
Jonesborough, TN 37659-1390

EAP Provider:

Blue Ridge Medical Management
Corporation and Wellmont Medical
Associates
Attention: President
1905 American Way
Kingsport, TN 37660

The addresses set forth above may be changed by a Party by providing written notice the other Party of said address change. Such notice shall be delivered by hand-delivery, certified or registered mail, postage prepaid, return receipt requested.

- G. Non-Discrimination. The Parties agree that in the rendering of services under this Agreement, neither will discriminate on the basis of race, color, national origin, creed, gender, age, disability, handicap, sex (including pregnancy, sexual orientation, and gender identity) veteran status, or lifestyle, including the provision of Title VI and Title VII of the Civil Rights Act of 1973, the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act and the regulations related to each.
- H. Headings. The headings of each section or subsection in this Agreement are for convenience of reference only and shall in no manner or way whatsoever affect the interpretation or meaning of such section or subsection.
- I. Governing Law. This Agreement has been made and executed in and shall be construed and enforced according to the laws of the State of Tennessee.
- J. Severability. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such provisions had never been contained herein.
- K. Waiver. The waiver of any breach of any term or condition of this Agreement shall not be deemed to constitute the waiver of any other breach of the same or any other term or condition.
- L. Force Majeure. Neither Party shall be liable nor deemed to be in default for any delay or failure of performance under this Agreement which is the result, directly or indirectly of any act of God, acts of civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of public transportation, or any similar or dissimilar cause beyond the reasonable control of either Party.
- M. Enforceability. In the event any provision of this Agreement is found to be unenforceable or invalid, such provision shall be severable from this Agreement and shall not affect the enforceability or validity of any other provision contained in this Agreement.
- N. Merger. This contract embodies the entire agreement and understanding between the parties with respect to the services as detailed herein and supersedes all prior agreements, either oral or written, between the parties and relating to the subject matter as detailed above. This Agreement may not be contradicted by evidence of prior, contemporaneous or subsequent oral agreements of the parties. There are no unwritten oral agreements between the parties.
- O. No oral modification. This Agreement may not be altered, modified, terminated or discharged except by a writing signed by the Party against whom such alteration, modification, termination or discharge is sought.

This Agreement is entered into as of the date first written above.

**WELLMONT MEDICAL ASSOCIATES and
BLUE RIDGE MEDICAL MANAGEMENT
CORPORATION**

TOWN OF JONESBOROUGH

By: _____
Mark Patterson, MD
President

By: _____
Kelly Wolfe
Mayor

EXHIBIT A

1. Costs Per Session. EAP Provider shall furnish EAP services under this Agreement to an Employee at the rate of One Hundred Dollars (\$100.00) per session up to 3 (number) total sessions per benefit year.
2. Mileage. Company agrees to reimburse EAP Provider for reasonable and necessary job-related mileage incurred at the then-current standard business mileage rate published by the Internal Revenue Service (IRS).
3. Additional Services. EAP Provider and Company agree that the following additional services are available to Company and its Employees as part of the foregoing Agreement and may be requested by Company as set forth in Section II of this Agreement:

Additional Service	Price
Critical Incident Debriefing	\$100.00 / hour / facilitator
Customized Training/Education	\$100.00 / hour / facilitator
Drug Free Workplace Training	\$100.00 / hour / facilitator

The next item on the agenda was discussion and possible action concerning Town Limits Signage. Staff have been working for some time on a design for a standard corporate limits sign. Signage will have to be at different scales based upon the road type or character, and available rights-of-way. For this purpose, the signs would be in three different sizes. The small signs will measure 24.87 inches high by 36 inches wide. The sign would be attached to a single round black pole. The cost of this sign is \$390.00 each. The medium sized sign will measure 42 inches tall by 57 inches wide. The sign will be attached to a single black round pole, cost of this sign is \$2,900.00 each.

There is an additional medium sized sign that measures 49 inches tall by 68 inches wide. This sign is mounted to a double black round pole. The cost of this sign is \$3,900.00 each. The large sign will be a monument sign. This sign will measure 73.75 inches tall by 72 inches wide. It will have a stone base look. The cost of this sign is \$7,850.00.

There is a total of seventeen (17) signs needed for this project. That could be eighteen (18) if we replace the sign in the triangle at Boone Street with a monument sign. Below is a list of locations where the signs would be placed with the size of sign in parenthesis:

1. West Main/Hwy81 South (Medium or Small)
2. Hwy 34 (Small)
3. Traffic Circle (Monument)
4. Shell Road (Small)
5. West Jackson (Monument)
6. New Hope (Small)
7. West College/Hwy81 North (Medium or Small)
8. Rocky Hollow (Small)
9. Tavern Hill/North Cherokee (Small)
10. New Boones Creek Rd (Monument)
11. Old Boones Creek Road (Small)
12. Union Church Road (Small)
13. Headtown Road (Small)
14. East Jackson (Monument)
15. East Main (Medium)
16. Spring Street (Small)
17. Old Embreeville/South Cherokee (Small)
18. Triangle (Monument)

If we completed the project with 12 small signs, 1 medium sign and 5 monument signs, the total cost would be \$46,130.00. If the monument sign in the triangle was removed the total cost would be \$38,780.00.

If the project was completed utilizing the 11 small signs, 3 double-pole medium signs and the 5 monument signs, the total cost of the project would be \$54,140.00 or removing the triangle sign would be \$46,290.00.

Medium sized signs were priced using double poles. If only single poles were used it would reduce the medium sized signs by \$1,000 each.

There is currently no designated funding source for this project expenditure; however, after further staff review, management recommends (1) approval of the signage plan, in concept;

and (2) management will present a funding plan for consideration and approval subsequent to the close of the 2026 fiscal year based on budget surplus.

There was discussion that medium sized signs need to have two posts, rather than a single post.

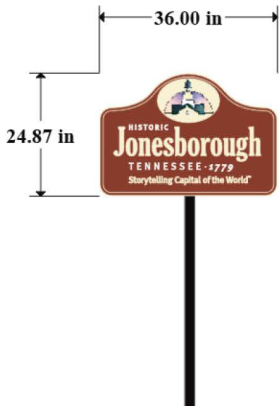
Management recommends approval of the signage plan, in concept and management will present a funding plan for consideration and approval subsequent to the end of the 2025-2026 fiscal year. Alderman Countermine made a motion to approve as presented. Alderman Causey seconded the motion. The motion duly passed.



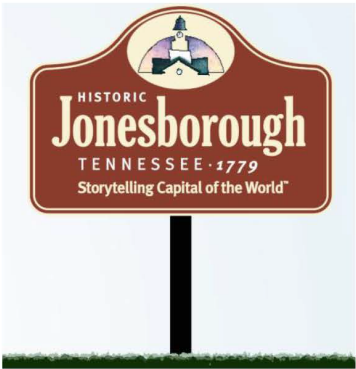
Foster Signs, Inc. • 146 N. Lincoln Ave • Jonesborough, TN 37659 • (423) 753-6585
QUOTATION AND PURCHASE CONTRACT

Town Of Jonesborough
craigf@jonesboroughtn.org
Craig Ford

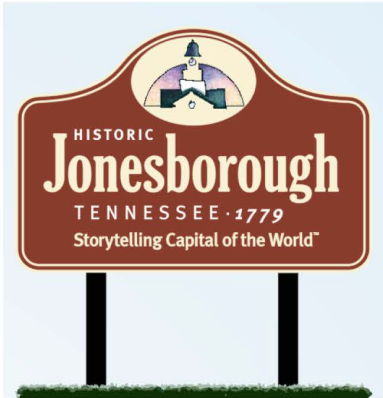
Fabricate & Install:
Single sided, non illuminated,
24.87"x36" 0.80" flat faced aluminum
With painted background and vinyl applied to face
Mounted to highway post
Price: **\$290 each**



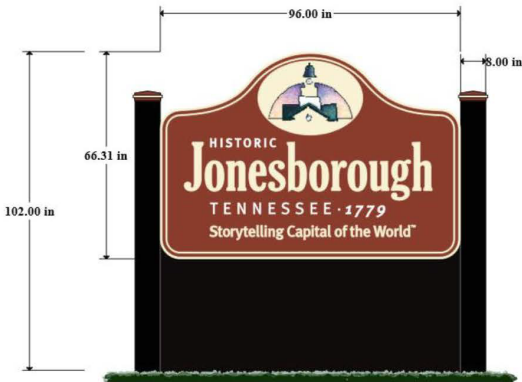
Fabricate & Install:
Single sided, non-illuminated, Aluminum fabricated, double legged post and panel
42"x57"
Sign face to be 2" deep 0.80 aluminum fabricated, painted to customer's color choice
Lettering and logo to be 1/2" & 1/4" routed painted acrylic
Legs to be 4" painted aluminum square tubing mounted to break away posts
Price: **\$2,900 Each**



Fabricate & Install:
Single sided, non-illuminated, Aluminum fabricated, double legged post and panel
49"x68"
Sign face to be 2" deep 0.80 aluminum fabricated, painted to customer's color choice
Lettering and logo to be 1/2" & 1/4" routed painted acrylic
Legs to be 4" painted aluminum square tubing mounted to break away posts
Price: **\$3,900 Each**



Fabricate & Install:
Sign face: 66"x96"
Overall height 102"
Single sided, non-illuminated, Aluminum Fabricated Monument
Sign face to be 2" deep 0.80 aluminum fabricated, painted to customer's color choice
Lettering and logo to be 1/2" & 1/4" routed painted acrylic
Double 8" aluminum posts painted square tubing mounted to break away posts with decorative top
Sign skirt to be 0.80 painted aluminum
Price: **\$6,900 each**



Fabricate & Install:
Sign face: 72"x49 3/4"
Overall height 77"
Single sided, non-illuminated, Aluminum Fabricated Monument with stone base
Sign face to be 2" deep 0.80 aluminum fabricated, painted to customer's color choice
Lettering and logo to be 1/2" & 1/4" routed painted acrylic

Price: \$7,850

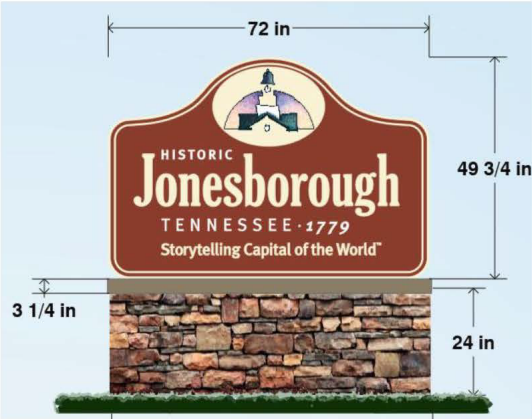
The above prices, specifications, and conditions are satisfactory and are hereby accepted. Foster Signs is hereby authorized to do the work as specified.

PURCHASE ORDER # _____

A convenience fee of 3.5% will be added to Credit Card payments.
Checks and ACH are accepted.
Thank you!

Purchaser: _____ Foster Signs, Inc. Austin Brown _____ (SIGNATURE)

Title: _____ Date _____ Austin Brown, Sales Associate Date 06/04/2026



With no further business to discuss, Mayor Wolfe adjourned the meeting at 7:00 pm.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR