

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING MINUTES

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
July 13, 2026 – 6:00 PM

The Board of Mayor and Aldermen (BMA) resumed their recessed Regular Session on Monday, July 13, 2026, at 6:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order and Alderman Dickson led the group in an opening Prayer. Washington County Mayor Joe Grandy led the pledge to the flag.

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

The first item on the agenda was approval of the Financial Report. Town Recorder Janet Jennings reported that the approved budget was submitted prior to the June 30th deadline. No action was necessary due to the reports being delayed while closing out the fiscal year.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe asked the July Employee of the Month Kayla Gass to join him at the podium. Mayor Wolfe read the following statement: *Kayla Gass is the Town of Jonesborough July Employee of the Month in recognition of her exceptional dedication, professionalism, and commitment to the Town of Jonesborough Utilities Department. Kayla joined the Town team in September 2025 as a Water Technician. While serving as a Water Technician, she willingly took on many responsibilities of the Utilities Administrative Assistant position during two extended vacancies, successfully balancing both administrative and operational duties to ensure uninterrupted department operations. Kayla played a key role in preparing Board of Mayor and Aldermen reports for Utilities, Utility Directors weekly meeting minutes, departmental communications, scheduling, and FEMA/TEMA documentation related to Hurricane Helene recovery efforts. She also demonstrated strong initiative by helping implement the Town's new Cartograph/OpenGov asset management system, quickly learning the software and supporting a successful transition. Known for her cheerful outlook, teamwork, dependability, and customer-focused approach, Kayla consistently exceeds expectations, maintains high-quality work standards, and serves as an asset to both the Utilities Department and the Town of Jonesborough.*

Mayor Wolfe recognized some of the guests in attendance, introducing State of Tennessee Department of Commerce and Insurance, State Fire Marshal and Commissioner Mr. Carter Lawrence. Mr. Carter oversees the State Firefighting Commission. Mayor Wolfe gifted Commissioner Lawrence a signed book written by Lamar Alexander. Accompanying Mr. Carter was Deputy Commissioner Keith Boring and Chief of Staff Brent Culbertson.

The next item discussed under Mayor Comments was Property Tax Freeze information. County Mayor Joe Grandy and County Tax Assessor Robbie McGuire made a presentation regarding Property Tax relief for seniors of Washington County and how the program could work in tandem with the Town. Approximately six months ago a couple of citizens approached Mayor Grandy regarding a piece of Statute that was passed in 2008 which authorizes a tax freeze. The County began researching to see how this could benefit citizens living on a fixed income. Today 27 counties and 36 municipalities across Tennessee have implemented the tax freeze program. This program would not impact current taxes, however, if there were increases in the future, the program was implemented, and if you qualified for the program, then your taxes would remain the same. It is important to note that the future taxes are frozen, not the assessment value of the property. Individuals would have to qualify for the Tax Freeze program annually by April 4th. Mayor Wolfe clarified that if the Town participated in the Tax Freeze program, we would not need to hire additional staff to oversee the program. The Tax Freeze program is not to be confused with Tax Relief. The County and Town already participate in Tax Relief which is geared toward low-income and veterans who are 100% disabled. The Tax Relief program is a state program that is funded through the state. Town Administrator Glenn Rosenoff and Town Recorder Janet Jennings will continue to monitor the program and work with the County as they continue to research it.

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

Alderman Comments was the next item on the agenda. Alderman Jenkins thanked Parks and Recreation Director Chris Kudera, Wetlands Director Nick Bogle and all of their staff for their hard work this season. Revenue for the park was up 20% in June year-over-year. Mayor Wolfe read a letter from Melinda Copp commending the work put in by the Parks and Rec staff for the help and work they have done getting the landscaping around the Slimmons house in Mill Spring Park freshened up. Alderman Dickson reported that Community Chest’s Jonesborough 101 program has had a very successful first session. They are very appreciative to Town leadership for all of the help they have provided the program. Alderman Dickson also met with Bishop Brian Peterson from the AME Zion Church. Bishop Peterson is very supportive of the Town moving forward with the purchase of the property. Alderman Countermine thanked the Jonesborough team for facilitating another successful Jonesborough Days celebration.

Town Attorney Comments was the next item on the agenda. Mr. Wheeler reported that the Jonesborough Repertory Theatre agreements have been signed. Administrative Assistant Brandi Miller will get the Deed of Trust recorded.

The next item was the Consent Agenda. Mayor Wolfe noted the committee reports show great progress across the committees. Mayor Wolfe congratulated Water Treatment operator Morgan Johnson on successfully completing the Level IV exam. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There being none, Alderman Countermine made a motion to approve the Consent Agenda as presented. Alderman Dickson seconded the motion. The motion duly passed.

- 1. Approval of Minutes – June 15, 2026 Regular Meeting Minutes.
- 2. Approve the following bills for payment:

Check Register - General Fund - June 2026			
06/04/26	116778 - 116889	\$	248,081.09
06/11/26	116890	\$	14,330.08
06/11/26	116504 - void	\$	(45.00)
06/12/26	116891 - 116927	\$	655,062.44
06/16/26	116128 - void	\$	(300.00)
06/17/26	116928 - 117024	\$	331,698.92
06/24/26	117025 - 117037	\$	70,300.76
06/25/26	116942 - void	\$	(874.93)
06/30/26	117038 - 117052 - printer issue	\$	-
06/30/26	117053 - 117134	\$	220,850.08
		\$	1,539,103.44

Check Register- Water Fund June 2026			
06/04/26	70601 - 70647	\$	710,164.77
06/11/26	70648	\$	4,567.17
06/11/26	70481 - void	\$	(9,126.86)
06/12/26	70649 - 70663	\$	16,643.01
06/17/26	70664 - 70705	\$	2,121,056.54
06/24/26	70706	\$	1,532.39
06/30/26	70707 - 70741	\$	82,144.95
		\$	2,926,981.97

Check Register -Sanitation Fund - June 2026			
06/04/26	11085 - 11095	\$	21,690.91
06/11/26	11096	\$	127.26
06/12/26	11097 - 11100	\$	501.27
06/17/26	11101 - 11109	\$	22,230.85
06/30/26	11110 - 11114	\$	969.01
		\$	45,519.30

Check Register -School Fund June- 2026			
06/25/26	1169	\$	61,525.00
		\$	61,525.00

- 3. Approve the following Town Administrator Report:
 - Met with Operations Manager Craig Ford, Park and Rec Director Chris Kudera, Administrative Assistant Brandi Miller, Washington County Schools Chief Operations Officer Dr. Jarrod Adams, and Washington County Schools Superintendent Jerry Boyd to review the final Tiger

Park Shared Use Agreement. The meeting went well and they felt the school board would be agreeable to the terms outlined. Mr. Boyd will present the Shared Use Agreement to the Board at their July 28th Workshop. I will attend their workshop to answer any questions they may have. The agreement will be on our BMA July 13th agenda for review and approval. The School Board will act on the agreement at their August 4th meeting.

- *Held monthly meetings with Senior Center Director Mary Regen, Police Chief Matt Rice, Visitor Center Director Cameo Waters, Parks and Recreation Director Chris Kudera, Utility Manager Kevin Brobeck, and McKinney Center Director Theresa Hammons.*
- *Working on different options on reigniting bulk recycling programs for cardboard and plastics. This coming week will include discussions with Eastman and then follow up with Food City. Our goal is for our convenience center to receive recyclables and to find a company to partner with us on acquiring said items. This will reduce our costs for “recycling” and reduce our tipping fees for solid waste.*
- *Held this month’s Directors meeting. A variety of topics were discussed including cyber security, justifying fee structure for plan reviews, leave form submissions, open enrollment, election reminders, end of year budget “stop spending” deadline, and requisition protocols including shipping and handling, sales tax, and the newest variable Tariffs. Operations Manager reminded Directors of the state requirement to present surplus equipment to the BMA for approval of disposing of equipment through auctioning or destruction (or being able to transfer to another town department). Human Resource Director Michelle Stewart and I presented the Town Vehicle GPS Tracking and Random Reviews Policy.*
- *Participated in the Governor’s appointed Local Government Planning Advisory Committee (LGPAC) meeting. Urban Growth Boundaries was on the agenda, with the common theme of population growth and strategic planning for said growth being presented.*
- *Worked with businesses and staff administering and enforcing overgrown properties and holding owners responsible as soon as possible.*
- *Met with Attorney Jim Wheeler regarding town matters.*
- *Human Resource Director Michelle Stewart and I presented the May Employee of the Month to the recipient, which will be publicly announced at the BMA meeting.*
- *Reviewed request from business owner who was requesting information on requirements to hold “pop-up” events on private property during town events or other Special Events.*
- *Continued to work diligently with FTDD on the THDA housing grant program; advancing the First Frontier Trail Project up E. Main to Town limits, and from Town limits to Sunny Slopes; designing Fire Station No. 2; continuing to assess and evaluate community facilities; getting more details from company looking at options to “fix” Boone Street; moving forward on plan for new town limits signage; preparing to present landscape plan ideas for medians on west end of town; and many more grants currently being worked on towards either bidding or implementing.*
- *Worked on all pending reimbursement related projects such as the Mauk Property purchase with all documents being received and approved by Land Management (reimbursement is \$305,000), and the Tiger Way Signalization Project (100% FHWA/TDOT funded).*
- *Submitted the final documents needed to close out the FY26 TN Arts Commission Partnership Grant which has been approved for payment. Signed the FY27 TN Arts Commission Partnership Grant totaling \$36,250.00.*
- *Working to recruit additional help for the Jonesborough Days parade on July 3rd. Many of our staff members have already committed to assisting in the efforts. *Eight additional employees signed up to help.*
- *Received word that Public Entity Partners are proceeding with adding the Cyber Extension Coverage Rider to our insurance policy. The coverage was marked effective 5/20/26. This was a long process to meet their requirements, but we persevered.*
- *Working on recruiting employees who hold a CDL license or an F endorsement to drive the Senior Center van for the JBO Community Chest 101 community engagement initiative. There are five Saturdays throughout July and August that we need a driver. We feel confident that we will be able to provide this service for the Community Chest.*
- *Working to complete the justification documentation for our current Plan Review Fees (required through last year’s legislation). All our fees as they currently stand are reviewed by various affiliated people (town staff, contracts, Attorney, County Planning, Engineering, etc. and all have been justified. This has been a long grueling process but has really put into perspective how much time a variety of people put into ensuring that plans are completed and presented correctly.*
- *Met with owners of local business and Building Inspector Kevin Fair to discuss signage. This business has multiple signs already and is asking for approval to add another large sign.*
- *Meeting with Utilities Director Kevin Brobeck and Water Treatment Plant Director Seth Van Wyck to discuss the new Water Treatment Plan facility.*
- *Working with Administrative Assistant Brandi Miller on creating a tracking mechanism for grants and funding sources we have received to be more efficient at coding invoices as they come in and ensuring the correct funding source is applied. This will be in collaboration with Finance Director Janet Jennings.*
- *Met with Administrative Assistant Brandi Miller and Town Hall Receptionist Jackie Ledesma to discuss various duties of the Town Administrator. Jackie has met with all Directors to learn about each department and who to contact in various situations.*

- *Met with a team from Sharp to initiate the IAM project-phase 1. This initiative will provide more security features for our email users.*
- *Met with ClarkNexsen Senior Architect Aaron Brumo, Rachel Conger and other ClarkNexsen team members to discuss the Frontier Trailhead project.*
- *Me and Administrative Assistant Brandi Miller ran a “mock” phishing campaign on our cyber security platform KnowBe4. We needed to test the system to be sure the campaigns were “whitelisted” in our email system. Monthly campaigns will be sent to all employees to test and educate employees about email scams and identifying phishing emails. Employee education in cyber security is vital in keeping our systems safe.*
- *Working to get the value of our animal control truck and make an agreement with the County Animal Shelter to provide animal control services to the Town. The town would continue dealing with wildlife critters, but we shouldn’t need the truck for that. I will keep you posted on the progress of this agreement.*
- *Continue to work with UT on codifying our Municipal Code. We have submitted various documents, answered multiple questions to aide in this process along with submitting all Ordinances that have been passed (amending the municipal code). We are hopeful that the codification process will be wrapped up in the coming months.*
- *Working to finalize the tasks/documents needed for the water transmission line project with USDA. There are a couple of outstanding documents needed to complete our task list. We anticipate these being completed/submitted this week.*

4. Approve the following Operations Manager Report:

- My monthly report will be shorter than usual this month as the Board of Mayor and Alderman met on June 15, 2026, and I was out of the office the last week of June.
- The Pierce Firetruck was ordered after the June 15, 2026, BMA meeting. We are awaiting the final draft of the work order number, which the Pierce salesman said would take a few weeks.
- I worked with Chris Kudera and Sunny Ezell on a landscape plan for the medians on the west end of Jackson Boulevard and some changes to the medians on the east end.
- I met with Rebecca Lineberry, Design Consultant, for the purpose of designing the Persimmon Ridge Fire Station. After the meeting, in which we discussed the facility needs, she is now working on the plans for the building.
- I also worked with Janet Jennings to submit the final documents to Kimberly Reed, First Tennessee Development District, to close out the DIG grant project. This project included upgrades to the Stage Door Building, the Jackson Theater building, the ISC building, and gutter guards for the ISC building.
- I met with Jeff Dykes and Bonnie Donnolly, with Brightridge regarding the Brightridge Park project. There were three items on the contract for discussion. Changes to the contract were requested regarding renewal and liability insurance. Mr. Dykes agreed to the Town’s request.
- The final item was the actual name of the park. I advised Mr. Dykes that we were suggesting “Brightridge Park at Jonesborough.” Again, Mr. Dykes agreed with the park name and signed the lease agreement at the close of the meeting.
- There are a few more trees Brightridge may request the Town to plan for additional screening. I advised Mr. Dykes if they purchased the trees, Town staff could plant them as a part of the park agreement.
- As you will recall, we had to re-bid the Visitors Center restroom project, as we only received one bid in June and it was well over the amount the Town budgeted for the project. This project bid was opened on Jul7 07, 2026, and we received three bids. The low bid was under the budgeted amount for the project and is on the July 2026 BMA agenda for approval.
- I drafted the bid specifications for Phase 1 of the First Frontier Trail on East Main Street. The bids were opened on July 07, 2026. There were three bids submitted. An agenda presentation was prepared for the July BMA meeting.
- I have been working with Steve Beckett on the purchase of the new commercial garbage truck. We should take delivery on this truck during the month of July.
- I have worked very closely with James Walden who is currently operating as the Interim Street Department Director. James is doing a good job. He received very high remarks from the Police Department and Parks and Recreation for the set up and tear down of the Jonesborough Days Festival.
- I worked with Foster Signs to have the two new murals installed at Town Hall. We had to re-locate one “Emergency Exit” sign and I had a couple of the electrical receptacles changed.
- Several of us attended a meeting with Clark Nexsen on the design of the pavilion at the First Frontier Trailhead at the old middle school site.
- I am continuing to work with Todd Wodd on several projects.

5. Approve Committee Reports: Historic Zoning Commission Minutes, Jonesborough Planning Commission Minutes, McKinney Center Advisory Committee Minutes, Flag Committee Minutes, and Senior Citizens Advisory Committee Minutes.

6. Approve Supervisor Reports: McKinney Center, Human Resources, Visitors Center, Fire Department, Jackson Theatre, Senior Center, Utilities, Parks & Recreation, Police Department, and Building Inspector.

7. Approval of Senior Center Committee Re-Appointments:

Member Name	Term Expiring	Appointment Term (3 Years)
Tom Pardue	August 2024	August 2027
Phyllis Fabozzi	March 2025	March 2028
Joe Allison	March 2024	March 2027
Pauline Douglas	October 2026	October 2029
Mike Willis	May 2025	May 2028
Pat Wolfe	March 2024	March 2027

8. Approval of Main Street Committee Re-Appointments:

Member Name	Term Expiring	Appointment Term (3 Years)
T. McLeod	January 2026	January 2029
Pedro Rico	January 2026	January 2029
Anne Mason	January 2026	January 2029

9. Approval of Special Event – International Storytelling Festival:

A Special Event Permit application from ISC to hold the **Annual Storytelling Festival** September 30 – October 4, 2026 in Jonesborough was presented for consideration. The request includes use of the Visitor Center auditorium during registration through the festival as well as Mill Spring Park and gazebo for use for Ghost Stories.

The request for Street Closings and Request for Lot Closures and Police Assistance include the following:

Request for Street Closures

Cherokee Street from Main Street to High Street: Friday-Sunday, October 2-4.

College Street from Second Avenue to Sabin Drive and Sabin Drive from Boone Street to Oak Hill School: Thursday evening, October 1 - Sunday, October 4. Allow only vendors to park between Cherokee and First on one side of College Street. Friday-Sunday, October 2-4.

Spring Street from Main Street to Franklin Avenue, and Clay and Sevier Streets from Main to Spring Street: 6:00-10:00 p.m. Friday and Saturday, October 2 and 3.

First Avenue from Main Street to High Street: Friday-Sunday, October 2-4.

Main Street from Fox Street to Second Avenue: Friday-Sunday, October 2-4.

High Street: Friday-Sunday, October 2-4.

Request for Lot Closures and Police Assistance

8 p.m. on Monday, September 21: close the Library Parking Lot for set-up of the tent on Tuesday for the Library Book Sale.

5 p.m. on Friday, September 25: close the Washington County (Stephenson) Parking Lot for the setup of the tent on Saturday.

6 p.m. Sunday, September 27: close off and secure the Courthouse Parking Lot, so a performance tent can go up Monday morning.

10 p.m. Thursday, October 1: close the Downtown Upper Parking Lot for the duration of the Festival.

Visitor's Center parking lots (both sides of the building):

Parking lot near downtown - Closed to general parking from 6 a.m. on Thursday, October 1, to 6 p.m. on Sunday, October 4. Open for 20-minute parking for registrants.

Parking lot near post office - Closed to general parking from 8 a.m. on Thursday, October 1, to 5 p.m. on Sunday, October 4. (This lot is used for Visitors Center staff, ISC registration staff, and as a drop-off for school groups on Friday)

The festival boundary includes Boone Street where a 5-mph speed limit is requested during the festival.

Also included is the Special Event/Special Occasion Outdoor Use Permit for the **Beer & Wine Garden** to be set up at the ISC Plaza from Friday, October 1st through Saturday, October 3rd from 4-8 PM daily, and the **Beer Garden** to be set up at the Library Tent on Thursday only, October 1st for the evening concert from 7:30-10:00 PM. Identifiable

boundaries are included, signage planned stating that alcohol is not permitted beyond this point (the boundary), and wristbands (21 years of age and over only).

The Hold Harmless Agreement and Proof of Insurance are complete.

10. Approval of Special Event – JLG Farmers Market Winter Market:
A Special Event Permit Application request from Jonesborough Locally Grown for the 2026-2027 Winter Farmers Market was presented for consideration. The Winter market is held after the Saturday in-person market concludes to give current vendors an additional opportunity to sell produce and homemade products directly to consumers. This would occur on the first 3 Saturdays in November; first 3 Saturdays in December, or November 7, 14, 21; December 5, 12, 19; and the third Saturdays of the month of January through April 2027, or January 16, February 20, March 20, and April 17. The time is from 9:00 AM to 22:00 PM. This requires that eight spaces in front of Boone Street Market be reserved on event days and the request is for approval to place no parking signs on Friday evening in those spaces. Spaces will be used from 8:00am to 2:00pm on approved Saturdays.

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

11. Approval of Interim Street Department Director Pay Stipend - With the resignation of Steve Prisament, Street Department Director, James Walden was appointed as Interim Street Department Director until such time a new Street Department Director can be appointed.

During his period as Interim Director, he should be paid an additional hourly rate for the additional functions he has to perform. As you are aware, he is without an Assistant Director as well.

I am recommending Mr. Walden be paid an hourly rate of \$37.07 during his time in the Interim Director's position. This is grade 19, step 02 of the Town's compensation plan. This is an additional \$11.43 per hour from his current hourly rate of \$25.64 as an equipment Operator III, which is grade 7, step 6 of the Town's compensation plan.

The request for additional pay will be retroactive to June 24, 2026.

The hourly pay rate of \$37.07 will remain in effect until a new Street Department Director can begin work. Once a new Director is in place, Mr. Walden's pay rate would return to his original pay rate of grade 7, step 6 of the Town's compensation plan.

While serving in this role, Mr. Walden would still be serving as a non-exempt employee.

There were no items discussed under Old Business.

The first item under New Business was discussion and possible action concerning a Resolution authorizing the Town to reimburse itself for certain expenditures in the aggregate principal amount of not to exceed \$1,674,000.00. During the 2026-27 budget process, the Board of Mayor and Aldermen approved debt-funded capital equipment and projects totaling nearly \$1,674,000, as follows:

- Police – Side-by-Side Utility Vehicle	\$ 25,000
- Fire – SCBA Air Packs	\$ 130,000
- Streets – Tractor w/Mower	\$ 85,000
- Parks and Rec – Topdresser/Aerator/Brush	\$ 35,000
- Parks and Rec – Depot Street Park	\$ 50,000
- Visitor's Center – Building Improvements	\$ 50,000
- Solid Waste – Front Loader	\$ 438,400
- Water Distribution – Hydro excavator	\$ 135,000
- Wastewater – Dump Truck	\$ 175,000
- Wastewater – Generators	\$ 150,000
- Wastewater – A Station (completion)	\$ 400,000

Since the debt issuance process takes 45 to 60 days, we are requesting the adoption of a reimbursement resolution, which would allow the departments to proceed with obtaining quotes and making approved capital purchases. Some departments have already located attractive pricing for their capital equipment items. This resolution provides the legal vehicle

for us to take advantage of attractive pricing opportunities in advance of the borrowing and reimburse our cash account upon receipt of the debt proceeds on closing.

Mayor Wolfe asked if there was any other discussion. There being none Alderman Causey made the motion, seconded by Alderman Jenkins, to approve Resolution 2026-16, authorizing the Town to reimburse itself for up to \$1,674,000 in capital costs, with proceeds from a future borrowing as presented. The motion duly passed.

The Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, met in a regularly scheduled meeting on July 13, 2026, at 6:00 o'clock, p.m. at Town Hall, Jonesborough, Tennessee, with the Honorable Kelly Wolfe presiding.

The following Aldermen were also present: Alderman Causey, Alderman Countermine, Alderman Dickson, Alderman Jenkins

The following Aldermen were absent:

There was also present Janet Jennings, Town Recorder, and Glenn Rosenoff, Town Administrator.

After the meeting was duly called to order, the following resolution was introduced by Alderman Causey, seconded by Alderman Jenkins and after due deliberation, was adopted by the following vote:

AYE: Alderman Causey, Alderman Jenkins, Alderman Countermine, Alderman Dickson

NAY:

RESOLUTION 2026-16

A RESOLUTION DECLARING THE INTENT OF THE TOWN OF JONESBOROUGH, TENNESSEE TO REIMBURSE ITSELF FOR CERTAIN EXPENDITURES IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED ONE MILLION SIX HUNDRED SEVENTY-FOUR THOUSAND DOLLARS (\$1,674,000) RELATING TO THE ACQUISITION OF PUBLIC SAFETY, PUBLIC WORKS, RECREATION AND WATER/WASTEWATER EQUIPMENT AND TO WASTEWATER INFRASTRUCTURE IMPROVEMENTS AND OTHER IMPROVEMENTS TO THE MUNICIPALITY'S FACILITIES, WITH THE PROCEEDS OF BONDS OR OTHER OBLIGATIONS TO BE ISSUED BY THE TOWN OF JONESBOROUGH, TENNESSEE

WHEREAS, municipalities in the State of Tennessee are authorized to finance certain public works projects by the issuance of bonds, notes or other obligations; and

WHEREAS, it is the intention of the Board of Mayor and Aldermen (the "Governing Body") of the Town of Jonesborough, Tennessee (the "Municipality") to provide funds for the purchase of public safety equipment, public works equipment, recreation equipment and water/wastewater equipment and for improvements to the Municipality's wastewater system (the "System") and other improvements to the Municipality's facilities, including legal, fiscal, administrative, architectural and engineering costs incident thereto; and

WHEREAS, it is anticipated that it will be necessary to make expenditures in payment of said costs prior to the issuance of said bonds or debt obligations; and

WHEREAS, the Governing Body wishes to state its intentions with respect to reimbursements for said expenditures in accordance with the requirements of the regulations applicable thereto promulgated by the United States Department of Treasury.

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

Section 1. It is reasonably expected that the Municipality will reimburse itself for certain expenditures made by the Municipality in connection with the activity hereinabove described. The Municipality intends, upon receiving the necessary legislative approvals to do so, to reimburse all such expenditures by issuing its bonds or other debt obligations. The bonds or other debt obligations, if issued, are expected to be payable from ad valorem taxes to be levied on all taxable property within the corporate limits of the Municipality. That portion of the bonds that finances equipment for and improvements to the water and wastewater system shall be additionally payable from but not secured by revenues to be derived from the operation of the water and wastewater system.

Section 2. The maximum principal amount of bonds or other debt obligations expected to be issued, upon receiving the necessary legislative approvals to do so, to finance the activities hereinabove described is \$1,674,000.

Section 3. This resolution shall be placed in the minutes of the Governing Body and shall be made available for inspection by the general public at the office of the Town Recorder.

Section 4. The Municipality reasonably anticipates that it will be permitted to reimburse the original expenditures from the proceeds of bonds or other debt obligations.

Section 5. This resolution constitutes a declaration of official intent under Treas. Reg. §1.150-2.

Section 6. All resolutions or parts of resolutions in conflict herewith are hereby repealed, and this resolution shall be in immediate effect from and after its adoption.

Adopted and approved this 13th day of July 2026.



Mayor

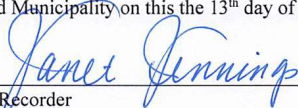
ATTEST: 

Town Recorder

STATE OF TENNESSEE)
COUNTY OF WASHINGTON)

I, Janet Jennings, certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee, and as such official I further certify that attached hereto is a copy of excerpts from the minutes of a regularly scheduled meeting of the governing body of the Municipality held on July 13, 2026; that these minutes were promptly and fully recorded and are open to public inspection; that I have compared said copy with the original minute record of said meeting in my official custody; and that said copy is a true, correct and complete transcript from said original minute record insofar as said original record relates to an intent to reimburse the Municipality from bond or other debt proceeds for capital expenditures to be made with respect to the purchase of public safety equipment, public works equipment, recreation equipment and water/wastewater equipment and for improvements to the Municipality's wastewater system (the "System") and other improvements to the Municipality's facilities.

WITNESS my official signature and seal of said Municipality on this the 13th day of July, 2026.



Town Recorder



The next item under New Business was discussion and possible action concerning A Resolution amending the Town of Jonesborough's Debt Policy. On October, 10, 2011, to comply with State of Tennessee legislation that required all municipalities issuing debt to adopt a debt management policy, the Board of Mayor and Aldermen adopted Resolution 2011-16. In 2025, the State passed legislation which expanded heightened risk debt rules for Tennessee local governments, including municipal bond fund issuers. Primarily, we are affected by this legislation when we issue debt utilizing the Tennessee Municipal Bond Fund's PBA fixed rate loan program. This program allows a municipality to enjoy up to a 25-year amortization, but contains an interest rate reset provision at each 5-year mark. This is a popular program and is effectively utilized by local governments to secure lower initial rates for debt issues requiring a longer amortization period than capital outlay notes, while avoiding the excessive costs of a traditional bond issue. Previously, this program was not included in the same category as variable rate debt by the State, however, the 2025 legislation now includes the Bond Fund's PBA loans in that category. As a result, it is necessary to amend our debt policy to include the PBA debt and to make the terminology change from variable rate debt to heightened risk debt.

Accordingly, the most extensive change to the Debt Policy involves the replacement of the "Use of Variable Rate Debt" paragraph with a new "Use of Heightened Risk Debt" paragraph. This paragraph was taken from the model published by UT MTAS (University of Tennessee Municipal Technical Advisory Service). Minor changes were also incorporated to update other terminology, such as the change to distinguish the State of Tennessee Comptroller's Division of Local Government Finance and the Town Finance Director

title. Additionally, the State now refers to capital leases as financing leases, so that update was made.

Mayor Wolfe noted that this revision is due to a change in the state regulation that required us to adopt the new language. With no further discussion Alderman Dickson made a motion, seconded by Alderman Countermine to approve as presented. The motion duly passed.

RESOLUTION NO. 2026-17

A RESOLUTION AMENDING THE DEBT POLICY FOR THE TOWN OF JONESBOROUGH

WHEREAS, on October 10, 2011, the Board of Mayor and Aldermen of the Town of Jonesborough adopted a debt policy, which was in compliance with State of Tennessee statutes and State Comptroller guidelines in effect at that time, and

WHEREAS, the State of Tennessee passed legislation in 2025, which expanded heightened risk debt rules for Tennessee local governments, including municipal bond fund issuers, and

WHEREAS, it is in the best interest of the Town of Jonesborough to ensure that its policies for undertaking short and long term debt continue to provide flexibility in securing attractive interest rates and terms, while minimizing risks, avoiding conflicts of interest and ensuring transparency, in a manner consistent with current State law and guidance,

NOW THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Jonesborough that the following amended Debt Policy is hereby adopted, to serve as a set of parameters by which debt obligations will be undertaken by the Town:

Town of Jonesborough Debt Policy

The purpose of this debt policy is to establish a set of parameters by which debt obligations will be undertaken by the Town of Jonesborough, TN. This policy reinforces the commitment of the Town and its officials to manage the financial affairs of the Town so as to minimize risks, avoid conflicts of interest and ensure transparency while still meeting the capital needs of the Town. A debt management policy signals to the public and the rating agencies that the Town is using a disciplined and defined approach to financing capital needs and fulfills the requirements of the State of Tennessee regarding the adoption of a debt management policy.

The goal of this policy is to assist decision makers in planning, issuing and managing debt obligations by providing clear direction as to the steps, substance and outcomes desired. In addition, greater stability over the long-term will be generated by the use of consistent guidelines in issuing debt.

Definition of Debt:

All obligations of the Town to repay, with or without interest, in installments and/or at a later date, some amount of money utilized for the purchase, construction, or operation of Town resources. This includes but is not limited to notes, bond issues, capital leases and loans of any type (whether from an outside source such as a bank or from another internal fund).

Approval of Debt:

Bond anticipation notes, capital outlay notes, grant anticipation notes, tax and revenue anticipation notes (including any interfund loans) and certain non-exempt financing leases will be submitted to the State of Tennessee Comptroller's Division of Local Government Finance and the Town Board of Mayor and Aldermen prior to issuance or entering into the obligation. A plan for refunding debt issues will also be submitted to the Comptroller's Office prior to issuance.

Transparency:

- The Town shall comply with legal requirements for notice and for public meetings related to debt issuance.
- All notices shall be posted in the customary and required posting locations, including, as required, local newspapers, bulletin boards and websites.
- All costs (including principal, interest, issuance, continuing and one-time) shall be clearly presented and disclosed to the citizens, Town Board of Mayor and Aldermen and other stakeholders, in a timely manner.
- The terms and life of each debt issue shall be clearly presented and disclosed to the citizens/members, Town Board of Mayor and Aldermen and other stakeholders, in a timely manner.
- A debt service schedule outlining the rate of retirement for the principal amount shall be clearly presented and disclosed to the citizens/members, Town Board of Mayor and Aldermen and other stakeholders, in a timely manner.

Role of Debt:

- Long-term debt shall not be used to finance current operations. Long-term debt may be used for capital purchases or construction identified through the capital improvement, regional development, transportation or master process or plan. Short-term debt may be used for certain projects and equipment financing as well as for operational borrowing; however, the Town will minimize the use of short-term cash flow borrowings by maintaining adequate working capital and close budget management.
- In accordance with Generally Accepted Accounting Principles and state law,
 1. The maturity of the underlying debt will not be more than the useful life of the assets purchased or built with the debt, not to exceed 30 years; however, an exception may be made with respect to federally sponsored loans, provided such an exception is consistent with law and accepted practices.
 2. Debt issued for operating expenses must be repaid within the same fiscal year of issuance or incurrence.

Types and Limits of Debt:

- The Town will seek to limit total outstanding debt obligations to 10% of property tax assessments and limit debt service payments to 20% of annual operating expenses before debt service, excluding overlapping debt, enterprise debt and revenue debt.

- The limitation on total outstanding debt must be reviewed prior to the issuance of any new debt.
- The Town's total outstanding debt obligation will be monitored and reported to the Town Board of Mayor and Aldermen by the Town's Finance Director at least on an annual basis or as required by the Board. The Finance Director shall monitor the maturities and terms and conditions of all obligations to ensure compliance. The Finance Director shall also report to the Town Board of Mayor and Aldermen any matter that adversely affects the credit or financial integrity of the Town.
- The Town is authorized to issue General Obligation bonds, Revenue bonds, TIFs, loans, notes, financing leases and other debt allowed by law.
- The Town will seek to structure debt with level or declining debt service payments over the life of each individual bond issue, loan or other debt obligation.
- As a rule, the Town will not backload, use "wrap-around" techniques, balloon payments or other exotic formats to pursue the financing of projects. When refunding opportunities, natural disasters, other non-general fund revenues, or other external factors occur, the Town may utilize non-level debt methods. However, the use of such methods must be discussed in a public meeting, and the mayor and governing body must determine whether such use is justified and in the best interest of the town. These arrangements must be submitted to the Comptroller's Office for approval.
- The Town may use financing leases (formerly called capital leases) to finance projects. The Town will follow the guidance established by the Comptroller of the Treasury Division of Local Government Finance when assessing potential financing leases.
- Bonds backed with a general obligations pledge often have lower interest rates than revenue bonds. The Town may use its General Obligation pledge with revenue bond issues when the populations served by the revenue bond projects overlap or significantly are the same as the property tax base of the Town. The Town Board of Mayor and Aldermen and management are committed to maintaining rates and fee structures of revenue supported debt at levels that will not require a subsidy from the Town's General Fund.

Use of Heightened Risk Debt:

- As defined in state law, heightened risk debt is debt that contains: a variable interest rate; an interest rate reset provision; or a put option where the holder of the debt can demand repayment with a certain notice. The Town recognizes the value of heightened risk debt obligations and that municipalities have greatly benefited from the use of heightened risk debt in the financing of needed infrastructure and capital improvements.
- However, the Town also recognizes there are inherent risks associated with the use of heightened risk debt and will implement steps to mitigate these risks, including:
 1. When considering heightened risk debt, municipal officials will:
 - Use such obligations only when they fully understand the associated risks; and
 - Evaluate alternative financing options that avoid heightened-risk terms.
 2. The Town will annually include in its budget an interest rate assumption for any outstanding variable rate debt that takes market fluctuations affecting the rate of interest into consideration.
 3. Prior to entering into any heightened risk debt obligation that is backed by insurance and secured by a liquidity provider, the Town Board of Mayor and Aldermen shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the insurance fail.
 4. Prior to entering into any heightened risk debt obligation that is backed by a letter of credit provider, the Town Board of Mayor and Aldermen shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the letter of credit fail.
 5. Prior to entering into any heightened risk debt obligation, the Town Board of Mayor and Aldermen will be informed of any terms, conditions, fees, or other costs associated with the prepayment of heightened risk debt obligations.
 6. The Town shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any heightened risk debt obligation.
 7. The Town will not consider any debt obligation with a put option, as defined in TCA §9-21-409, unless the put option date is clearly stated in the obligation and the obligation requires at least 120 days' notice of ability to force repayment before the final maturity.
 8. The Town will not consider any debt obligation with an interest rate reset provision as defined in TCA §9-21-409, unless the interest rate reset date or interval is clearly stated in the obligation and the obligation requires at least 60 days' notice of an interest rate change.
 9. Prior to entering into any heightened risk debt obligation, the Town shall obtain approval from the Comptroller's Office.

Use of Derivatives:

- The Town chooses not to use derivative or other exotic financial structures in the management of the Town's debt portfolio.
- Prior to any reversal of this provision:
 1. A written management report outlining the potential benefits and consequences of utilizing these structures must be submitted to the Town Board of Mayor and Aldermen; and
 2. The Town Board of Mayor and Aldermen must adopt a specific amendment to this policy concerning the use of derivatives or interest rate agreements that complies with the State Funding Board Guidelines.

Costs of Debt:

- All costs associated with the initial issuance or incurrence of debt, management and repayment of debt (including interest, principal, and fees or charges) shall be disclosed

prior to action by the Town Board of Mayor and Aldermen in accordance with the notice requirements stated above.

- In cases of variable interest or non-specified costs, detailed explanation of the assumptions shall be provided along with the complete estimate of total costs anticipated to be incurred as part of the debt issue.
- Costs related to the repayment of debt, including liabilities for future years, shall be provided in context of the annual budgets from which such payments will be funded (i.e. General Obligations bonds in context of the General Fund, Revenue bonds in context of the dedicated revenue stream and related expenditures, loans and notes).

Refinancing Outstanding Debt:

- The Town will refund debt when it is in the best financial interest of the Town to do so, and the Town's Finance Director shall have the responsibility to analyze outstanding bond issues for refunding opportunities. The Comptroller's Office must review the refunding plan prior to the decision being approved by the governing body, and all plans for current or advance refunding of debt must be in compliance with state laws and regulations.
- The Town's Finance Director will consider the following issues when analyzing possible refunding opportunities:
 1. Onerous Restrictions — Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing debt documents, or to take advantage of changing financial conditions or interest rates.
 2. Restructuring for Economic Purposes — The Town will refund debt when it is in the best financial interest of the Town to do so. Such refunding may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. Current refunding opportunities may be considered by the Town's Finance Director if the refunding generates positive present value savings, and the Finance Director must establish a minimum present value savings threshold for any refinancing.
 3. Term of Refunding Issues — The Town will refund bonds within the term of the originally issued debt. However, the Town's Finance Director may consider maturity extension, when necessary to achieve a desired outcome, provided such extension is legally permissible. The Finance Director may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
 4. Escrow Structuring — The Town shall utilize the least costly securities available in structuring refunding escrows. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the Town from its own account.
 5. Arbitrage — The Town shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any refunding.

Professional Services:

The Town shall require all professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the Town and the lender or conduit issuer, if any. This includes "soft" costs or compensations in lieu of direct payments.

- Counsel: The Town shall enter into an engagement letter agreement with each lawyer or law firm representing the Town in a debt transaction. No engagement letter is required for any lawyer who is an employee of the Town or lawyer or law firm which is under a general appointment or contract to serve as counsel to the Town. The Town does not need an engagement letter with counsel not representing the Town, such as underwriters' counsel.
- Financial Advisor: *(If the Town chooses to hire financial advisors)* The Town shall enter into a written agreement with each person or firm serving as financial advisor for debt management and transactions.
 - Whether in a competitive sale or negotiated sale, the financial advisor shall not be permitted to bid on, privately place or underwrite an issue for which they are or have been providing advisory services for the issuance or broker any other debt transactions for the Town.
- Underwriter: *(If there is an underwriter)* The Town shall require the Underwriter to clearly identify itself in writing (e.g., in a response to a request for proposals or in promotional materials provided to an issuer) as an underwriter and not as a financial advisor from the earliest stages of its relationship with the Town with respect to that issue. The Underwriter must clarify its primary role as a purchaser of securities in an arm's-length commercial transaction and that it has financial and other interests that differ from those of the Entity. The Underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the Town's Finance Director in advance of the pricing of the debt. The Underwriter relationship will be reviewed at each new issuance of debt by the Town.

Conflicts:

- Professionals involved in a debt transaction hired or compensated by the Town shall be required to disclose to the Town existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor, swap advisor, bond counsel, swap counsel, trustee, paying agent, liquidity or credit enhancement provider, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the Town to appreciate the significance of the relationships.
- Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

The next item on the agenda was discussion and possible action concerning an Ordinance amending the Jonesborough Municipal Code, Title 4, Chapter 1, Building Code to Implement a \$40.00 Re-Inspection fee. The Building Department is requesting approval to amend Jonesborough Municipal Code Title 4, Chapter 1, Building Code to implement a **\$40.00 re-inspection fee** when scheduled inspections cannot be completed due to

incomplete or non-ready work. Currently, inspectors frequently arrive at job sites where work is not ready for inspection. This results in:

- Lost staff time
- Delays for other projects that are ready
- Inefficient use of Town resources

Staff recommendation is to establish a standard **\$40.00 re-inspection fee** to be applied when:

- Work does not meet inspection requirements
- Required elements are incomplete or inaccessible
- The inspection cannot be performed as scheduled

The benefits of having the re-inspection fee, which many municipalities and counties have in place, promote efficiency and accountability, and:

- Encourages contractors to schedule inspections only when work is ready
- Improve efficiency and scheduling for inspection services
- Helps offset the cost of repeated site visits
- Provides fair and consistent enforcement

The fee would be (1) added to the Town’s fee schedule; (2) applies after the first failed or incomplete inspection; and (3) collected prior to scheduling a subsequent inspection.

Town Administrator Glenn Rosenoff noted that this is an effort to make inspection time for the Building Inspector and Contractors more efficient. We are hopeful that the \$40 re-inspection fee will ensure that items up for inspection are ready to be inspected during the initial inspection appointment. With no further discussion Alderman Jenkins made a motion to approve amending the Jonesborough Municipal Code, Title 4, Chapter 1, Building Code by adding a \$40.00 re-inspection fee to the Town’s current fee schedule on first reading as presented. Alderman Causey seconded the motion. The motion duly passed.

ORDINANCE NO. 2026-09
AN ORDINANCE AMENDING JONESBOROUGH MUNICIPAL CODE
TITLE 4 CHAPTER 1 BUILDING CODE
BE IT ORDAINED BY THE TOWN OF JONESBOROUGH, TENNESSEE, AS FOLLOWS:
SECTION 1. That Jonesborough Municipal Code Title 4 Chapter 1 Sections 4-105 and 4-106 shall be revised to read as follows:

4-105. Permit fees. The schedule of permit fees shall be the fees established in the “Schedule of Permit Fees, Building Permit Fees,” herein adopted, as follows:

SCHEDULE OF PERMIT FEES
BUILDING PERMIT FEES

<u>TOTAL VALUATION</u>	<u>FEE</u>
Calculate the Sum Total	Multiply the Sum Total
Valuation of the project:	Valuation of the project by 0.85%

Example 1: The project includes new home construction. The project’s sum total valuation is \$300,000.00 based on the totals of all work including building, plumbing, and mechanical. The sum valuation of the \$300,000.00 is multiplied by 0.85% which equals \$2,550.00 in permit fees.

Example 2: The project includes building renovation and mechanical work. The project’s sum total valuation is \$100,000.00 based on totals of all work including building and mechanical. The sum valuation of the \$100,000.00 is multiplied by 0.85% which equals \$850.00 in permit fees.

BUILDING VALUATION
The International Code Council (ICC) provides Building Valuation Data (BVD), which represents average valuations for most buildings. In conjunction with the International Building Code (IBC) Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. The BVD is updated at six-month intervals. Should issues arise concerning underestimated permit-related valuations, the Town of Jonesborough reserves the right to charge based on the most current ICC Building Valuation Data.

RE-INSPECTION FEE
At the sole discretion of the Building Inspector, a re-inspection fee of \$40.00 will be assessed to contractors and builders who schedule building, plumbing, or mechanical inspections when the work is fundamentally incomplete, or when a previously cited code violation has not been corrected upon a scheduled re-inspection. If a project fails the initial inspection, the first follow-up inspection to verify the corrections will remain covered under the standard permit, provided the work has been completed.

MECHANICAL PERMIT FEE

Mechanical permit fees are calculated based on the sum valuation of the mechanical components of the project multiplied by 0.85%.

Example: The project includes new mechanical work only. The project's sum total valuation is \$10,000.00. The sum valuation of the \$10,000.00 is multiplied by 0.85% which equals \$85.00 in permit fees.

MOVING FEE

For the moving of any building or structure, the fee shall be \$100.00.

DEMOLITION FEE

For the demolition of any building or structure, the fee shall be \$100.00.

MOBILE HOMES FEE

For the setting up of any manufactured home, this includes single or double-wide mobile homes the fee shall be \$100.00.

OUTDOOR ADVERTISING SIGN FEE

Outdoor advertising sign fees are calculated based on the sum valuation of the signage project multiplied by 3.5%.

OFF-PREMISES OUTDOOR ADVERTISING SIGN FEE (Ordinance 2024-14)

Off-Premises Outdoor Advertising sign fees, including billboards, are calculated based on the sum valuation of the signage project multiplied by 0.85%.

PENALTIES

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. (as added by Ord. #2009-13, Nov. 2009, as replaced by Ord. #2016-09, Aug. 2016 *Ch12_04-09-18*)

4-106. Plumbing code. (1) The 2018 International Plumbing Code (IPC) is hereby adopted with any modifications.

(2) Modifications. Wherever the plumbing code refers to the "chief appointing authority," the "administrative authority" or the "governing authority," it shall be deemed to be a reference to the board of mayor and aldermen. Wherever "city engineer," engineering department, plumbing official or "inspector" is named or referred to, it shall mean the building inspector or person(s) appointed or designated by the board of mayor and aldermen to administer and enforce the provisions of the plumbing code.

(3) Available at town hall. Pursuant to requirements of the Tennessee Code Annotated, one (1) copy of the International Plumbing Code - 2018 edition and the other associated codes hereby adopted in this ordinance will be placed in the administration office at town hall and shall be kept there for the use and inspection of the public.

(4) Violations and penalty. It shall be unlawful for any person to violate or fail to comply with any provision of the plumbing code or associated codes herein adopted by reference and modified. The violation of any section of this chapter shall be punishable by a penalty of up to fifty dollars (\$50.00) for each offense. Each day a violation is allowed to continue shall constitute a separate offense.

(5) Permit fees. The schedule of permit fees shall be the fees established fees established in the "Plumbing Permit Fees," herein adopted, as follows:

PLUMBING PERMIT FEES

Plumbing permit fees are calculated based on the sum total valuation of the plumbing components of the project multiplied by 0.85%.

PENALTIES

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. [as added by Ord. #2016-09, Aug. 2016 *Ch12_04-09-18*]

SECTION 2. That Jonesborough Municipal Code Title 4 Chapter 1 adds Section 4-107 Plan Review Fees and shall read as follows:

4-107. Plan Review Fees. The plan review fees shall be established in the Municipal Code herein adopted, as follows:

Plan Review Fees	
FEE DESCRIPTION	FEE AMOUNT
Plat Review Fees	
Minor Subdivision Plat (maximum of 2 lots)	\$75.00 Plat + \$50/per lot
Major Subdivision Plat (3 Lots and Greater)	\$200.00 Plat + \$50/per lot
Site Plan Review Fees (Includes Storm Water)	
Per Acre	\$250.00*
*Round down for fractions	
Grading Permit Fees	
Less than 1 Acre	\$100.00
Greater than or equal to 1 Acre & less than 5 Acres	\$300.00
Greater than or equal to 5 Acres & less than 15 Acres	\$500.00
Greater than or equal to 15 Acres & less than 25 Acres	\$700.00
Greater than or equal to 25 Acres & less than 35 Acres	\$900.00
Greater than 35 Acres	\$1,200.00
Annexation Review Fee	\$500.00
Board of Zoning Appeals Fee	\$300.00
Design Review Commission (Appeals to BMA)	\$300.00
Text Amendments Fee	\$300.00
Temporary Use Permit	\$100.00
Customary Home Occupation Application	\$100.00
Zoning Confirmation Letter	\$50.00

SECTION 3. In case of conflict between this ordinance or any part hereof, and the whole or part of any existing ordinance of the Town, the provision that establishes the higher standard shall prevail.

SECTION 4. If any section, subsection, clause, provision or portion of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, subsection, clause, provision or portion of this ordinance

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

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

Those voting against: _____

PASSED ON FIRST READING July 13, 2026

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER
APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was discussion and possible action concerning an Ordinance amending the FY2025-26 Budget for the General Fund, Solid Waste Fund, Jackson Theatre Fund, Debt Service Fund and the Capital Projects Fund. This Ordinance is the annual budget clean-up amendment, reflecting changes that transpired throughout the fiscal year, as follows:

General Fund – Several expenditure adjustments are reflected in the amended budget, with additional funding sources identified for all adjustments.

The Fire Department budget reflects the addition of personnel (salaries, benefits, training and equipment) funded by an increase in the County's appropriation for fire services. The departmental budgets for Streets and Parks and Recreation were adjusted to reflect spending from the Governor's appropriation to the Town. Parks and Recreation also incurred significant costs associated with Tiger Park fields (grounds maintenance/agriculture and horticulture supplies), costs for downtown tree removal and the transfer of a portion of the County maintenance contribution to County schools. The annual maintenance transfer has been included in the FY 2026-27 budget. Additional funding was available in the General Fund to cover these increases (i.e., Parks and Rec revenue, property taxes).

An increase in staffing, marketing and concessions expense at Wetlands, is reflected in the amended budget, with costs more than offset by increased water park revenues. Debt service savings due to a delay in issuing debt for the year were utilized to fund an increase in the appropriation to Jackson Theatre. Finally, surplus equipment auction proceeds were utilized to fund the grant matches for a couple of capital projects. The project spending was tracked within the Capital Projects Fund, with funding provided by transfers made from the General Fund.

Solid Waste Fund – Adjustments to the previous budget are primarily funded by an increase in sanitation charges and the use of reserve funds in the savings account.

Solid Waste was negatively impacted by an increase in waste disposal fees at the landfill, as well as increased costs for fuel. These increases were offset by an increase in the collection of revenues for garbage collection. The purchase of a trailer was funded by the sale of surplus equipment. In addition, the skidsteer that was originally presented as being funded from the equipment reserve (savings account) in the 2026-27 budget year, was moved back into the current fiscal year. These funds were transferred to the Capital Projects Fund for tracking purposes.

Jackson Theatre Fund – The combination of softness on the revenue side and increased expenditures resulted in an additional appropriation from the General Fund.

The theatre experienced an increase in spending for staffing and equipment repairs, with no internal funding available, since revenue collections were soft (lower ticket sales, contributions, etc.). Debt service savings due to the late issuance of debt in the General Fund was utilized to address the need for additional funding.

Debt Service Fund – The refinancing of debt is reflected as offsetting expenditures and debt proceeds.

The replacement of the final interim financing on Jackson Theatre with permanent USDA debt is reflected in offsetting expenditures and financing sources. In addition, the reduction in the debt service coming from the General Fund, due to the late issuance of debt in that fund, is reflected both expenditures and the Transfers In. A corresponding adjustment is reflected in the General Fund and referenced in its summary.

Capital Projects Fund – Several adjustments are reflected in the amended budget, with additional funding sources identified for all adjustments.

Grant revenues are being utilized to fund the majority of expenditures for the purchase of the Duel Lane property, the Tiger Way Signalization project and improvements at the International Storytelling Center, Stage Door and Jackson Theatre. The associated matches have been provided by the General Fund, with a portion of the Duel Lane property match coming from the Water/Sewer Fund.

A contribution from BrightRidge is the funding source for expenditures at the new BrightRidge Park. The purchase of the Solid Waste skidsteer is covered with a transfer from that fund from the equipment reserve (savings account) and a portion of the Governor’s appropriation to the Town was utilized for sidewalks and handrails.

Alderman Countermine made a motion, seconded by Alderman Causey to approve the Ordinance on first reading as presented. The motion duly passed.

ORDINANCE NO. 2026-08
AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE GENERAL FUND, SOLID WASTE FUND, JACKSON THEATRE FUND, DEBT SERVICE FUND AND CAPITAL PROJECTS FUND

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH AS FOLLOWS:
SECTION I. That the FY2025-2026 budget be amended with revenues and available funds and appropriations as follows:

	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<u>General Fund</u>			
Revenues			
Local Taxes	7,714,039	110,576	7,824,615
Licenses and Permits	394,000	-	394,000
Intergovernmental	1,495,482	826,271	2,321,753
Charges for Services	800,000	29,000	829,000
Fines and Forfeitures	251,750	-	251,750
Revenue from Use of Property	2,839,930	154,000	2,993,930
Contributions and Restricted Revenues	212,500	3,000	215,500
Uses of Money and Property	25,000	-	25,000
Other Revenues	227,500	22,000	249,500
Other Financing Sources			
Issuance of Debt/Debt Proceeds	-	-	-
Sale of Capital Assets	-	106,000	106,000
Transfers In - from other funds	300,000	-	300,000
Total Revenues and Other Financing Sources	14,260,201	1,250,847	15,511,048
Appropriations			
Expenditures			
Government Administration	1,622,697	-	1,622,697
Police	2,517,015	-	2,517,015
Fire	936,866	400,000	1,336,866
Streets	1,185,925	314,598	1,500,523
Garage	187,703	-	187,703
Senior Center	865,348	-	865,348
Parks and Recreation	994,889	283,200	1,278,089
Visitor's Center	1,081,016	-	1,081,016
Water Park	548,317	108,000	656,317
McKinney Center	527,951	22,000	549,951
Capital Outlay	-	-	-
Other Financing Uses			
Transfers Out - to other funds	3,927,974	123,049	4,051,023
Total Appropriations	14,395,701	1,250,847	15,646,548
Change in Fund Balance	(135,500)	-	(135,500)

	Current Budget	Increase/ (Decrease)	Amended Budget
<u>Solid Waste Fund</u>			
Revenues			
Charges for Services	935,323	37,000	972,323
Other Financing Sources			
Sale of Capital Assets	-	7,945	7,945
Transfers In - from other funds	59,474	-	59,474
Total Revenues and Other Financing Sources	994,797	44,945	1,039,742
Appropriations			
Expenditures			
Salaries and Benefits	496,051	-	496,051
Operations	393,450	37,000	430,450
Capital Outlay	-	7,945	7,945
Other Financing Uses			
Transfers Out - to other funds	105,296	47,500	152,796
Total Appropriations	994,797	92,445	1,087,242
Change in Fund Balance	-	(47,500)	(47,500)
<u>Jackson Theatre Fund</u>			
Revenues			
Intergovernmental	-	37,000	37,000
Charges for Services	286,000	(44,500)	241,500
Revenue from Use of Property	25,000	26,000	51,000
Contributions and Restricted Revenues	127,000	(44,500)	82,500
Other Revenues	12,000	(10,200)	1,800
Other Financing Sources			
Transfers In - from other funds	461,483	99,000	560,483
Total Revenues and Other Financing Sources	911,483	62,800	974,283
Appropriations			
Expenditures			
Salaries and Benefits	337,956	34,500	372,456
Operations	439,500	(26,700)	412,800
Other Financing Uses			
Transfers Out - to other funds	175,027	-	175,027
Total Appropriations	952,483	7,800	960,283
Change in Fund Balance	(41,000)	55,000	14,000
	Current Budget	Increase/ (Decrease)	Amended Budget
<u>Debt Service Fund</u>			
Other Financing Sources			
Issuance of Debt/Debt Proceeds	-	1,200,000	1,200,000
Transfers In - from other funds	3,611,314	(120,000)	3,491,314
Total Other Financing Sources	3,611,314	1,080,000	4,691,314
Appropriations			
Expenditures			
Debt Service	3,611,314	1,080,000	4,691,314
Total Appropriations	3,611,314	1,080,000	4,691,314
Change in Fund Balance	-	-	-
<u>Capital Projects Fund</u>			
Revenues			
Intergovernmental	-	1,174,708	1,174,708
Contributions and Restricted Revenues	-	34,284	34,284
Other Financing Sources			
Issuance of Debt/Debt Proceeds	3,264,118	-	3,264,118
Sale of Capital Assets	186,927	-	186,927
Transfers In - from other funds	135,500	241,549	377,049
Total Revenues and Other Financing Sources	3,586,545	1,450,541	5,037,086
Appropriations			
Expenditures			
Capital Outlay	3,586,545	1,450,541	5,037,086
Total Appropriations	3,586,545	1,450,541	5,037,086
Change in Fund Balance	-	-	-

SECTION II. The line item financial plan as follows detailing line items in departmental budgets shall be followed in implementing the budget amendments.

This Ordinance will take effect immediately after its passage on second and final reading, the public welfare requiring it.

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

Those voting against: _____

PASSED ON FIRST READING _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The next item on the agenda was discussion and possible action concerning the Shared Use Agreement between the Town of Jonesborough and Washington County Board of Education regarding Jonesborough Elementary School. The Town of Jonesborough was awarded the Local Parks and Recreation Fund (LPRF) to construct park and recreational facilities outside the school building, known as Tiger Park. As a result of using state funds, the shared use agreement had to be reviewed and approved by the Tennessee Office of Outdoor Recreation. This was a very lengthy process which resulted in the final draft agreement before you. Town Staff met with School Board Staff to review the final draft agreement. Town Administrator Glenn Rosenoff will be attending the School Board's July Workshop to be available to answer any questions about the shared use agreement. The School Board is expected to take action at their August 4, 2026 scheduled Board meeting.

The Town of Jonesborough and the Washington County Board of Education have collaborated to identify opportunities to expand recreational access for residents while maximizing the use of existing public facilities. The proposed agreement establishes a framework for shared use of designated outdoor recreational areas located on the Jonesborough Elementary School campus.

The agreement outlines the responsibilities of each party and provides for continued educational use of the property while allowing appropriate community access to outdoor recreation amenities during designated times. The key features of the agreement are utilizing physical signage at the facility to communicate the various availability of the amenities and facilities. Approval by both Boards will initiate the final reimbursement on the Tiger Park Grant Project.

Alderman Jenkins made a motion, seconded by Alderman Countermine to approve the Shared Use Agreement as presented. The motion duly passed.

SHARED USE AGREEMENT

THIS AGREEMENT entered into the ____ day of ____, 2026, between the Board of Mayor and Alderman of the Town of Jonesborough, Tennessee (hereinafter referred to as the "Town" or "Town of Jonesborough"), and the Washington County, Tennessee Board of Education (hereinafter referred to as the Board of Education).

WHEREAS, the Town and Board of Education entered into an Inter-local Agreement associated with the construction of a new K-8 Jonesborough School which included the development of outside facilities that will be maintained and scheduled by the Town during the term of Facility Lease executed between the Town and Washington County, TN, and

WHEREAS, in the spirit of cooperation between the Town and the Board of Education, the Town endeavors to establish and maintain the best athletic, educational, and recreational facilities possible for the funding available for Jonesborough students and the community through a shared use relationship which results in the best use of tax funds and other funding available, and

WHEREAS, in addition to maximizing the value and use of tax dollars, this Shared Use Agreement helps create a partner relationship that can increase educational opportunities, promote healthy lifestyles, provide more funding opportunities, ensure affordable quality maintenance, and enhance the bond between the community and Jonesborough Elementary School, then

NOW, THEREFORE, in consideration of the above premises, the parties understand and agree as follows:

- (a) The Town will carry out what can be a broad range of recreational activities on the 48.51-acre site outside of the school building except in areas specifically excluded from shared use like the cafeteria eating area, truck delivery area, and the courtyard unless advance approval is obtained from the school principal. Playgrounds adjacent to school will be available outside of regular school hours for recreational activities.
- (b) The Park Facility beyond the school campus, known as Tiger Park, is open to the general public. However, when school children are present for programming, signage will be in place to limit public access at that time only.
- (c) The Town will perform routine maintenance activities, as outlined in the appendix of this agreement, with the recreation areas outside of the building, but also including the courtyard, and safety inspections of playgrounds and facilities will be undertaken by the Town on an appropriate schedule.
- (d) The Town, normally through the Park and Recreation Director, will oversee the scheduling of facilities outside of regular school hours with official Jonesborough Elementary School practices, games and special events, receiving priority use in the scheduling of activities. Parties will work together to deal with alternative locations, when necessary, due to schedule changes.
- (e) Change in scheduled official Jonesborough Elementary School, practices, games and special events should be communicated at least one week in advance by the principal or athletic director, otherwise school facility use in rescheduling is based on times available.
- (f) The Town of Jonesborough shall have sole use of the concession stand at Tiger Park. The Town will operate the concession stand during both School-led and Town-led programming. Operations will be planned and scheduled based on the programming schedule provided in accordance with Sections (d) and (e). The Town reserves the right to determine the hours and availability of concession services based on the needs of scheduled events.
- (g) The Town hereby affirms its intent to provide a separate agreement specifically governing use and operation of the concession stand located at Tiger Park. This separate lease agreement shall outline all applicable terms, conditions, rights, and obligations related to the concession stand, and shall be distinct and independent from any other agreements or permits granted by the Town. No rights to use or operate the concession stand shall be implied or granted except as expressly stated in the separate lease agreement to be executed between the Town and the designated lessee.
- (h) The Town will prepare fields for Jonesborough Elementary School use based on the approved schedule. The Town will provide expendable materials to carryout community programs and Jonesborough Elementary School games.
- (i) The Town's Recreation Director or designee will determine if and when fields are used during inclement weather.
- (j) The following is prohibited on the shared use site:
 - 1. Smoking, vaping, or any tobacco related products
 - 2. Alcoholic beverages
 - 3. Illegal drugs or substances
 - 4. Firearms or weapons except through official law enforcement
 - 5. Gambling
 - 6. Pets not on a leash and/or without excrement bags.
 - 7. Skateboards
 - 8. Motorized vehicles
 - 9. Glass containers
 - 10. Any activity prohibited by law or signage.

(k) The Town will provide policy-related signage.

(l) Signage shall be permitted at the facility, provided it complies with the rules outlined in Section (j). All proposed signage must be submitted to the Parks and Recreation Director for approval to ensure it does not conflict with any existing agreements the Town has with other businesses or organizations. To maintain consistency and prevent potential damage to the facility, all approved signage will be installed exclusively by Town staff. Signage may include sponsorship signage, approved and installed by the Town Parks and Recreation Department; however, signage of a political nature, or the promotion of age-inappropriate advertisement for alcohol or tobacco companies are prohibited.

(m) Town and School programming and activities carried out within the park shall be supervised by an adequate number of competent adult personnel to be determined by and staffed by whichever of the Town and School is carrying out or allowing the programming or activity.

(n) Town personnel shall be solely under the supervision of the Town, normally the Parks and Recreation Director, and the Town shall have no supervisory authority over school personnel unless agreed in advance by both parties.

(o) The Town and Board of Education shall maintain liability insurance in at least the minimal exposure established by the Tennessee Governmental Tort Liability Laws. The Town shall carry property insurance on structures through the term of the Facility Lease. Each party will protect and identify the other party against any or all loss, cost, damage or expense arising from any accident or other occurrence to person or property to the extent allowed by state law.

(p) The Parks and Recreation Director shall meet on a regularly monthly schedule, or other schedule mutually agreed to, with the school principal, athletic director, or other such person(s) determined by the Board of Education, to discuss the operation of the shared use facilities, looking at solutions to any issue needing to be addressed, and ways to improve the program.

(q) Neither party shall enter into any agreement with another party, including another school or organization, for use of the shared-use facilities or for rights established within this agreement, without the express consent of appropriate Town or Board of Education personnel. Except that both parties are encouraged to obtain releases from participants in programming that release both the Town and the school system from liability without having to seek the other parties consent whenever feasible.

(r) Changes in the site plan for the 48.51-acre school/ recreation site shall be mutually agreed upon in advance by the Town's Director of Parks and Recreation and WCDE's Director of Schools.

(s) Issues of disagreement shall be settled by the Town Administrator and WCDE's Director of Schools.

(t) Personnel of or representing each party have the responsibility to get the facilities and premises used as clean and free of litter as possible after each use by such party. The Town will provide one or more trash dumpsters and will provide adequate regular collection services.

(u) The Town will incur the electricity expense within the athletic area during the term of the Facility Lease.

(v) In the spirit of the shared-use relationship, the Town will, to the extent possible, allow use of the other Town facilities for Jonesborough Elementary School special activities with no or at minimal expense.

IN WITNESS WHEREOF, the parties here to affix their signatures on the date set forth above.

WASHINGTON COUNTY BOARD OF EDUCATION

By: _____
ANNETTE BUCHANAN, Chairperson

APPROVED AS TO FORM:

SCOTT BENNETT, WCDE Attorney

TOWN OF JONESBOROUGH

By: _____
Kelly Wolfe, Mayor

ATTEST:

JANET JENNINGS, Town Recorder

APPROVED AS TO FORM:

JAMES R. WHEELER, Town Attorney

Appendix

1. Routine Maintenance by the Town of Jonesborough:

- The Town of Jonesborough (“the Town”) agrees to perform routine maintenance of the outdoor recreation areas located on school property. The Town’s responsibilities shall include but is not limited to:
- Emptying public trash receptacles and replacing trash bags on a weekly basis.
- Emptying dog waste disposal stations (“doggy pots”) on a weekly basis, and stocking waste bags as needed.
- General cleaning and upkeep of outdoor recreational spaces, including playgrounds, walking paths, and shared-use fields.
- Prepping ball fields prior to tournaments or events hosted by either party.
- The Town will also be responsible for cleaning up after Town-led programming or events, ensuring all trash is removed, and public areas are returned to an appropriate condition for shared use. The Town will not provide on-site maintenance staff during the duration of school-hosted tournaments or events unless agreed upon in advance. If such staffing is required, the Washington County Department of Education (“the School”) shall reimburse the Town for all labor and associated costs.
- Mowing and trimming the entire complex; to include school grounds, athletic areas, and playgrounds.
- Maintenance of all planted/landscaped areas.
- Routine inspections of all playground equipment and repairs to the equipment as necessary.

2. Maintenance and Clean-Up Responsibilities of the School:

- The School agrees to maintain and clean the outdoor recreation areas after all school-related programming, events, and activities. This includes but is not limited to:
- Collecting and disposing of all trash from the grounds during school hours and school-led programming.
- Emptying trash cans and replacing trash bags in outdoor areas, including the concession stand and ball fields during school hours and school-led programming.
- Cleaning and maintaining restrooms located within the concession stand area at the ball fields during school hours and school-led programming.
- Ensuring that no personal belongings remain on playgrounds or shared outdoor areas at the end of each school day.
- For any school-hosted tournaments or large-scale events, the School shall: Provide sufficient staffing to maintain the ball fields, concession areas, and restrooms throughout the duration of the event.
- Ensure fields are appropriately maintained during the event, including trash management and cleaning of facilities as needed.

3. Reimbursement for Additional Services:

- If the Town is required to provide staff, maintenance, or additional services for school-hosted programming, tournaments, or events, the School agrees to reimburse the Town for all costs, including labor, equipment, and materials.

4. Responsibility for Damaged Equipment or Facilities:

- The Town will be responsible for the cost of repairs or replacement of equipment or facilities damaged due to general wear and tear from normal use or negligence occurring during Town-led programming or activities. The Board of Education will be responsible for covering the cost of repairs or replacement for any damage or destruction resulting from negligence or misuse occurring during school use, activities, or events.

5. General Cooperation:

- Both parties agree to maintain open communication to ensure the shared use of the outdoor spaces remains safe, clean, and beneficial for both the Town and the School.

The next item on the agenda was discussion and possible action concerning the Visitors Center Restrooms Remodel Bids. A bid was solicited to renovate the men’s and women’s restrooms at the Visitors Center last month. The Town only received one bid, and it was well over budget. The recommendation to the Board of Mayor and Alderman at the June 2026 meeting was to reject the bid, as it was over budget, and re-bid the project. The Board of Mayor and Alderman approved rejecting the bid and re-bidding the project. The project was re-bid and opened publicly on July 07, 2026, at 10:00am. The Town received three bids for the project.

The bids received were \$194,000.00, \$177,000.00, and \$134,609.00. The low bid of \$134,609.00 was submitted by Hillrise Home Improvements. The bid meets the budget, and all other criteria. The contractor states they can start in early August. Operations Manager Craig Ford spoke to the contractor, and he advised that there are restroom trailers available for rent that are climate controlled. Mr. Ford recommends renting this trailer instead of Porta-Johns during this renovation project.

Alderman Causey made a motion, seconded by Alderman Dickson, to approve awarding the project to Hillrise Home Improvements for a total of \$134,609.00 as presented. The motion duly passed.

NOTICE TO BID

TOWN OF JONESBOROUGH

VISITORS CENTER RESTROOMS REMODEL

The Town of Jonesborough is now accepting bids to remodel the public restrooms at the Visitors Center located on Boone Street in Jonesborough. Bids will be received at Town Hall, 123 Boone Street, Jonesborough, TN 37659 until 10:00 AM, Tuesday, July 07, 2026, at which time they will be publicly opened.

BID SPECIFICATIONS

General

1. The purpose of the work to be undertaken is to renovate and/or remodel the two public restroom facilities located within the Visitors Center.
2. Bids must be labeled "Visitors Center Restroom Remodel," and can be emailed or delivered to Town Hall, Jonesborough.
3. Any variation from the bid specifications must be clearly identified and justification included.
4. Bidders must show capability of providing the complete installation of materials and must be responsible for processing and handling all warranties of materials and labor.
5. Warranties must detail what is covered, what is excluded, any conditions of service and a response time guarantee.
6. Awarded bidder must show proof of workers' compensation insurance and adequate liability insurance.
7. All work undertaken must meet industry standards, any manufacturer's guidelines, and any local or state code requirements.
8. Bids must be good and remain in place for a period of up to 30 days from the date bids must be submitted.
9. Bidders must be licensed in the State of Tennessee with a contractor's license covering the scope and cost of the work to be performed as outlined in the specifications.
10. Bidder selection will be based on cost of materials and labor, compliance with specifications, any references based on similar work performed, and the quality of work performed on similar projects.
11. Awarded bidder is responsible for removing all waste materials.
12. Bidder must detail any payment terms.
13. Any questions can be directed to the Administration area of Jonesborough Town Hall, 423-753-1030. Potential bidders can observe the public restrooms to be renovated during normal business hours. When making a site visit, bidders should contact Cameo Waters.
14. Bidder must secure a building permit; however, any fees will be waived as it is a town-owned facility.
15. Work will be periodically inspected by the Town's Building Inspector, and the Building Inspector will complete a final inspection of this project.
16. The Jonesborough Board of Mayor and Aldermen reserve the right to reject any or all bids, and to waive any formalities.

Renovation Work Specifications

1. Removal of current restroom stall partitions.
2. Removal of restroom sinks and cabinets.
3. Removal of plumbing fixtures.
4. Removal of ceramic and concrete floors.
5. Removal of existing sewer lines and installation of new sewer lines for toilets and urinals.
6. Repour the concrete section of floor removed for sewer lines.
7. Apply studs to all four walls of each restroom.
8. Install all blocking in walls as needed for ADA requirements, baby changing stations, and new partitions.
9. Install Hardi Backer 5 feet 6-inches on walls.
10. Sheetrock all walls above ceramic with moisture resistant drywall.
11. Finish and paint drywall.
12. Install bathroom partitions/stalls.
13. Install new vanities with one handicapped vanity per restroom.
14. Install new granite vanity tops in both restrooms.
15. Install baby changing station in both restrooms.
16. Install all paper towel and tissue holders and soap dispensers.
17. Install all ADA handicap bars.
18. Install new 2 x 2 beveled drop ceiling.
19. Install mirrors including one ADA compliant mirror in each restroom.
20. Install new LED drop-in lighting in ceiling.
21. Install wire and wall sconce lighting between restroom mirrors.
22. Install new ceramic tile floor in both restrooms.
23. Install ceramic or porcelain tile from floor to the 5-foot 6-inch mark on the walls to cover the Hardi Backer.
24. Winning Bidder must state a probable start time and completion time on the last page of this bid form under projected project schedule.

The bid shall include the cost of materials; however, the Town will choose the color of the granite vanity, ceramic tile for floor and walls, paint color, restroom cabinets, and restroom

partitions/stalls. Consideration should be given to pricing of these materials when submitting a bid.

TOWN OF JONESBOROUGH
VISITORS CENTER RESTROOMS REMODEL
BID FORM
JULY 07, 2026

Specified Work Task Number	Specified Work	Base Bid Amount	Notes
1.	Removal of current restroom stall partitions		
2.	Removal of restroom sinks and cabinets.		
3.	Removal of plumbing fixtures		
4.	Removal of tile and concrete floors		
5.	Removal of existing sewer lines and installation of new sewer lines for toilets and urinals		
6.	Repour the section of concrete floor removed for sewer lines.		
7.	Apply studs to all four walls of each restroom		
8.	Install all blocking in walls as needed for ADA requirements, baby changing stations, and partitions		
9.	Install Hardi Backer 5 feet 6 inches on walls		
10.	Sheetrock all walls above the 5 feet 6-inch mark with moisture resistant drywall		
11.	Finish and paint drywall.		
12.	Install bathroom partitions/stalls.		
13.	Install new vanities with one handicap vanity per restroom		
14.	Install new granite vanity tops in both restrooms		
15.	Install baby changing station in both restrooms		
16.	Install all paper towel and tissue holders, and soap dispensers		
17.	Install all ADA handicap bars.		
18.	Install new 2 x 2 beveled drop ceiling		
19.	Install mirrors, including ADA mirror in each restroom		
20.	Install new LED 2 x 2 drop lighting in ceiling		
21.	Install wire and wall sconce lighting between restroom mirrors		
22.	Install new ceramic tile floor in both restrooms		
23.	Install ceramic or porcelain tile from the floor to the 5 feet 6-inch mark over the Hardi Backer		
24.	Cost of materials		
TOTAL PROJECT COST			

TOWN OF JONESBOROUGH
VISITORS CENTER RESTROOMS REMODEL
BID FORM CONTINUED

JULY 07, 2026

List any variations from specifications and justification: _____

Warranty Information (materials and labor): _____

Projected Project Schedule based on notice of award/notice to proceed: _____

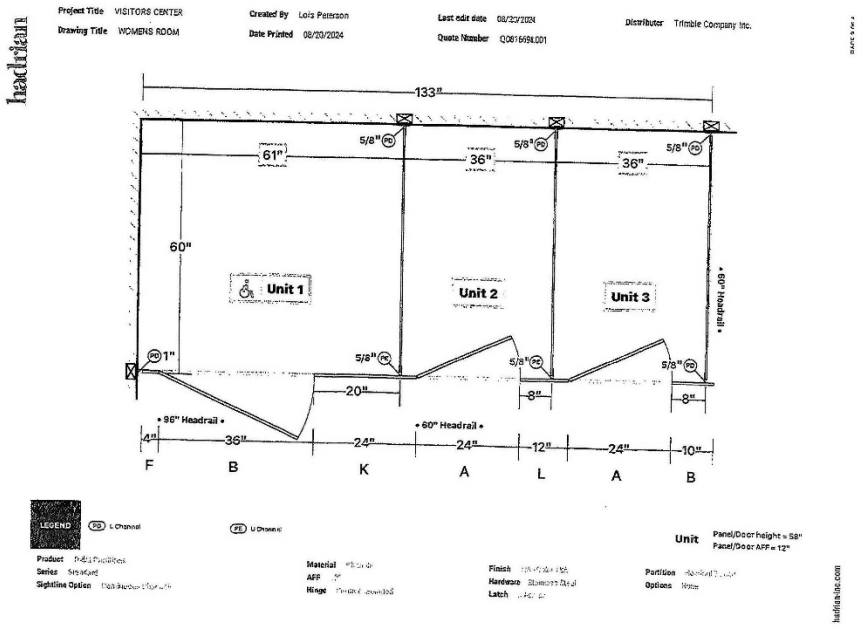
Company submitting bid: _____
Address: _____

Contact Information: _____

State Contractors License Number: _____
Years business has been in operation: _____
References Included _____ Yes _____ No

Submitted by: _____
(print full name) (Title)

Signature: _____ Date: _____



Alderman Jenkins made a motion to approve Precision Concrete Finishing LLC as the contractor for the First Frontier Trail Project – Phase I, and the East Main Street – Chapmans Reserve project, as the low bidder meeting all criteria of the bid specifications in the amount of \$394,289.20, as presented. Alderman Causey seconded the motion. The motion duly passed.

**NOTICE TO BID
TOWN OF JONESBOROUGH
FIRST FRONTIER TRAIL CONSTRUCTION
LPRF GRANT PHASE I -
EAST MAIN STREET SIDEWALK/CHAPMANS RESERVE**

The Town of Jonesborough is accepting sealed bids on the labor, materials, and equipment to construct approximately 11,980 square feet of concrete trail known as the First frontier Trail construction LPRF Grant Phase I, and 3,420 square feet of sidewalk on East Main Street; hereinafter identified as the Chapmans Reserve Section.

Construction of the LPRF Trail will be in the area of East Main Street, beginning at Hometown Road and traveling east to the Town's corporate limits. Construction of the East Main Street sidewalk will be on East Main Street parallel to the Chapmans Reserve Development. The sealed bid should be labeled "First Frontier Trail Construction LPRF Grant Phase I Bid."

Bids will be received until 11:00 a.m., July 07, 2026, at Town Hall, 123 Boone Street, Jonesborough, TN 37659, at which time they will be publicly opened. Bid specifications can be obtained from the Administration Office at Town Hall, or on-line at the Town of Jonesborough's website under First Frontier Sidewalk Bid.

Plans for the project may be obtained in paper form at Town Hall, can be emailed to the bidder upon request, or viewed/downloaded on the Town of Jonesborough website under FIRST FRONTIER TRAIL CONSTRUCTION LPRF GRANT PHASE I BID.

BID SPECIFICATIONS

The bid specifications are in two parts. The first part is the First Frontier Trail Construction LPRF Grant Phase I. The second part is the East Main Street/Chapmans Reserve Sidewalk.

FIRST FRONTIER TRAIL CONSTRUCTION LPRF GRANT PHASE I: This section includes approximately 11,980 square feet of concrete sidewalk. It includes 1,500+/- linear feet of flush concrete trail at 8-feet wide and 350+/- linear feet monolithic curb concrete pour with 6-inch height, fourteen (14) signs with eight (8) sign posts, five (5) truncated dome pads, 220 linear feet of striped crosswalk, 200 linear feet of single white stripe 4-inches in width, 44 reflective delineators, 90 linear feet of segmental (versa-lock block or equivalent) at 1.5 – 2-feet in height, and eight (8) ADA ramps. (The length of ramps is included in overall sidewalk length above.)

General: The trail will be 8-feet in width; however, there will be a few locations that narrow. There are also two (2) signs that will need to be re-located. Within this project, there are 46 linear feet, equating to 405 square feet of concrete driveway to pour. The depth of the concrete on this driveway must be a minimum of six (6) inches.

EAST MAIN STREET/CHAPMANS RESERVE BLOCK: This section includes approximately 3,420 square feet of concrete sidewalk. It includes 570+/- linear feet of flush concrete sidewalk at 6 feet wide and 350+/- linear feet concrete pour with 4-inch depth, and two (2) truncated dome pads.

General: The sidewalk will be 6-feet in width. The sidewalk shall connect to seven (7) concrete driveways in the Chapmans Reserve Development, and the sidewalk must be flush with the concrete driveways. There shall be two truncated dome pads located at the roadway entrance of the development and a crosswalk at this intersection. The crosswalk shall consist of thermoplastic white material and shall not be painted.

ADDITIONAL SPECIFICATIONS:

Contractor is responsible for all grade work, removal of spoils, framing and pouring sidewalk and the construction of one retaining wall as per plans provided. The trail must have a curb face where adjoining the edge of the street and shall be a monolithic pour. The contractor is responsible for traffic control during the entire length of the project.

This project may also require the relocation of some mailboxes. The Town of Jonesborough and the Contractor will need to coordinate the reinstallation of the mailboxes. The contractor will backfill the sidewalk with topsoil and stabilize with seed and straw.

Base stone must be a minimum of 4-inches in depth compacted and grade C or grade D stone must be used.

Concrete must be Class “A” with a minimum of 4,000psi with natural stone and must match the existing sidewalk color on East Main Street. Minimum concrete thickness must be 4 inches. In addition, the curb face must be 6 inches deep by 6 inches wide. Air content maximum at 6% + 2, slump 4 inches upon arrival to job site. There shall be a cross slope on the sidewalk for drainage at a minimum of 1% slope, not to exceed 2%.

The trail and sidewalk must be edged using an edger, leaving no sharp edges to chip and/or spall. Contraction joints shall be cut with a jointer every 5-feet of trail and/or sidewalk. Expansion joints shall be installed every 25 to 30 feet at one-half-inch expansion board material. The groover used to cut the expansion joints must be a 1-inch groover. The depth of the cut must be one-quarter (1/4”) inch.

A “zip-strip” must be used on any construction joints. After the construction joint is zipped off, it must be caulked full with SIKA FLEX.

The concrete shall be finished with a light broom finish.

Once construction is completed, the contractor shall be responsible for sealing the sidewalk. The contractor shall use TRI-SILOXNE sealer, which is a cure and seal product.

All trail and sidewalk construction must be ADA compliant.

The Town will make every effort to assist in a location to dump any spoils removed from the construction site.

In addition, the Town will acquire any easements, construction or permanent, needed along the route to complete the project.

Submitted bids shall be held for a period of sixty (60) days without change by the bidder.

- Construction must be completed within 160 calendar days from the date of the bid award. Bidders, however, must submit with their bid their projected start date and completion date.
- A building permit for the construction work must be obtained from the Jonesborough Building Inspector; however, the permit will be issued without cost. The Jonesborough Building Inspection staff and the Street Department Director will undertake all normal inspections, and work will also be overseen to the extent reasonable by the Town’s Operation Manager, or his designee.
- Insurance:
 - 1) The contractor selected must provide proof of workers’ compensation insurance covering their workers on the project.
 - 2) The contractor selected must carry a minimum of \$1 million liability insurance and provide the Town with proof of insurance listing the Town of Jonesborough as “other insured”.
- Provide a full warranty on workmanship performed for a period of one (1) year following acceptance of the completed work.
- Contractors who submit a bid must list subcontractors, if any, intended to be used in the project.
- Contractors who submit a bid must list at least three recent successfully completed projects of a similar nature, and list contact information associated with the owner/customer.
- The Jonesborough Board of Mayor and Aldermen reserve the right to reject any or all bids and to waive any formalities.
- Criteria for bid award will be based on labor/equipment cost of construction, successful experience on similar projects, work force availability and projected completion of project, and previous customer satisfaction.

NOTE: A digital version of the building specifications can be accessed on the Town of Jonesborough’s website at www.jonesboroughtn.org

“The Town of Jonesborough, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. In accordance with other related nondiscrimination authorities, bidders

and contractors will also not be discriminated against on the grounds of sex, age, disability, low-income level, creed/religion, or limited English proficiency in consideration for an award.”

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

BID FORM – FIRST FRONTIER TRAIL CONSTRUCTION
LPRF GRANT PHASE I -
EAST MAIN STREET SIDEWALK/CHAPMANS RESRVE
July 07, 2026

FIRST FRONTIER TRAIL CONSTRUCTION LPRF GRANT PHASE I:
TRAIL CONSTRUCTION PREPARATION \$ _____
CONCRETE POUR \$ _____
CURB POUR \$ _____
SIGNS/POSTS/TRUNCATED DOMES \$ _____
CROSSWALK STRIPING/SINGLE WHITE STRIPE \$ _____
SEGMENTAL RETAINING WALL \$ _____
REFLECTIVE DELINEATORS \$ _____
CONCRETE DRIVEWAY \$ _____

TOTAL BID FOR THIS SECTION: \$ _____
Any Variation to Bid: _____

TOTAL PROJECT BID ON TRAIL \$ _____

EAST MAIN STREET SIDEWALK/CHAPMANS RESRVE:
SIDEWALK CONSTRUCTION PREPARATION \$ _____
CONCRETE POUR \$ _____
TRUNCATED DOMES \$ _____
CROSSWALK - THERMOPLASTIC WHITE \$ _____
TOTAL BID FOR THIS SECTION: \$ _____

Any Variation to Bid: _____

TOTAL PROJECT BID ON TRAIL/SIDEWALK \$ _____

COMPANY NAME: _____
REPRESENTATIVE: _____
ADDRESS: _____
PHONE: _____ FAX: _____
EMAIL: _____

SIGNATURE *DATE*

BID NOT VALID UNLESS SIGNED BY BIDDER

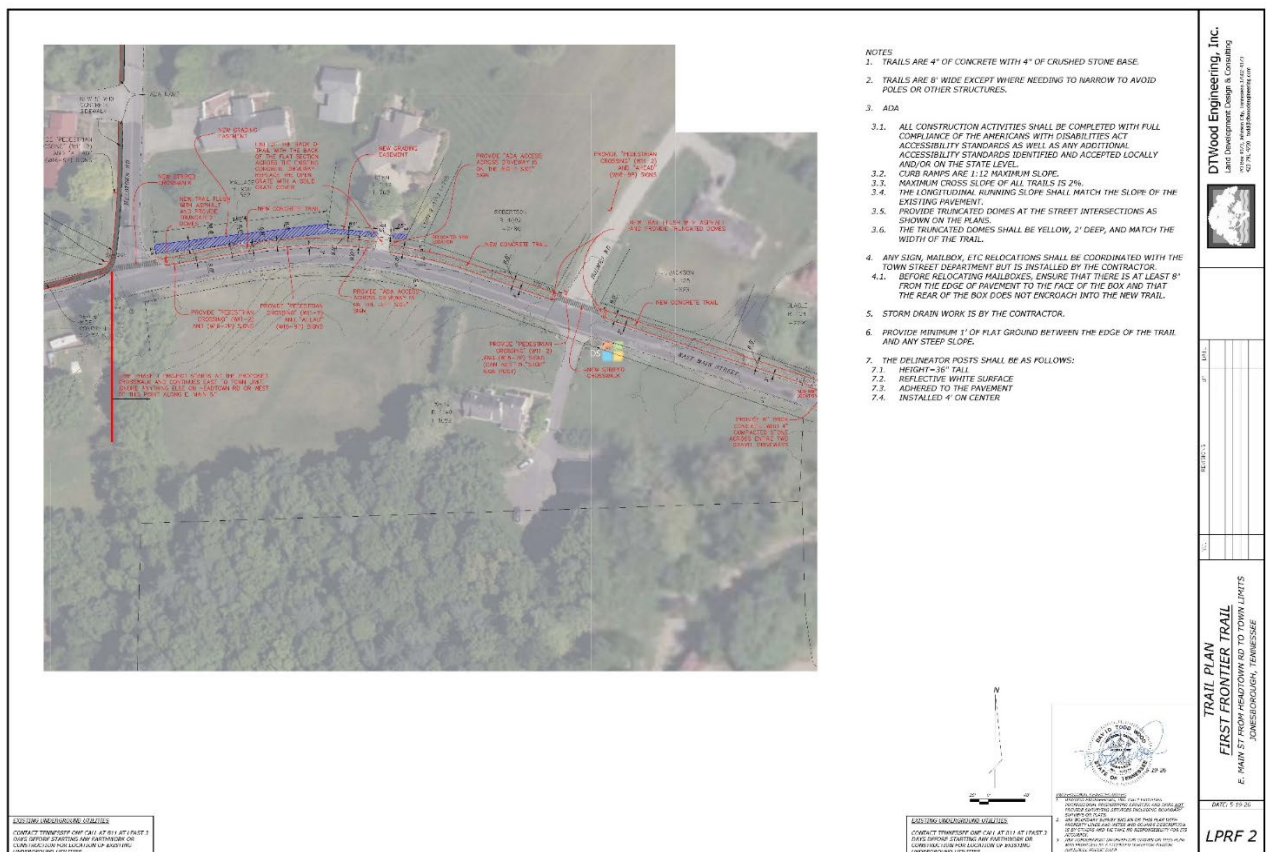
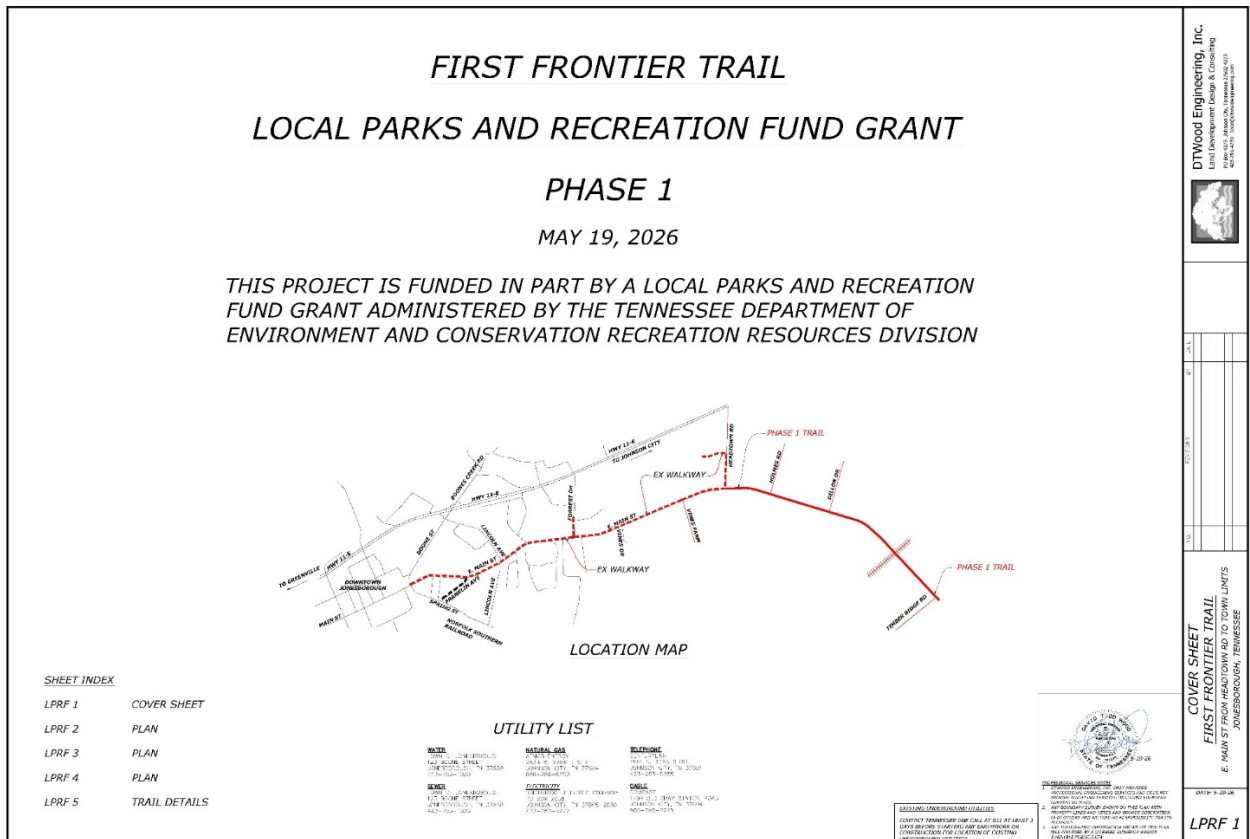
List Subcontractors, if any: _____

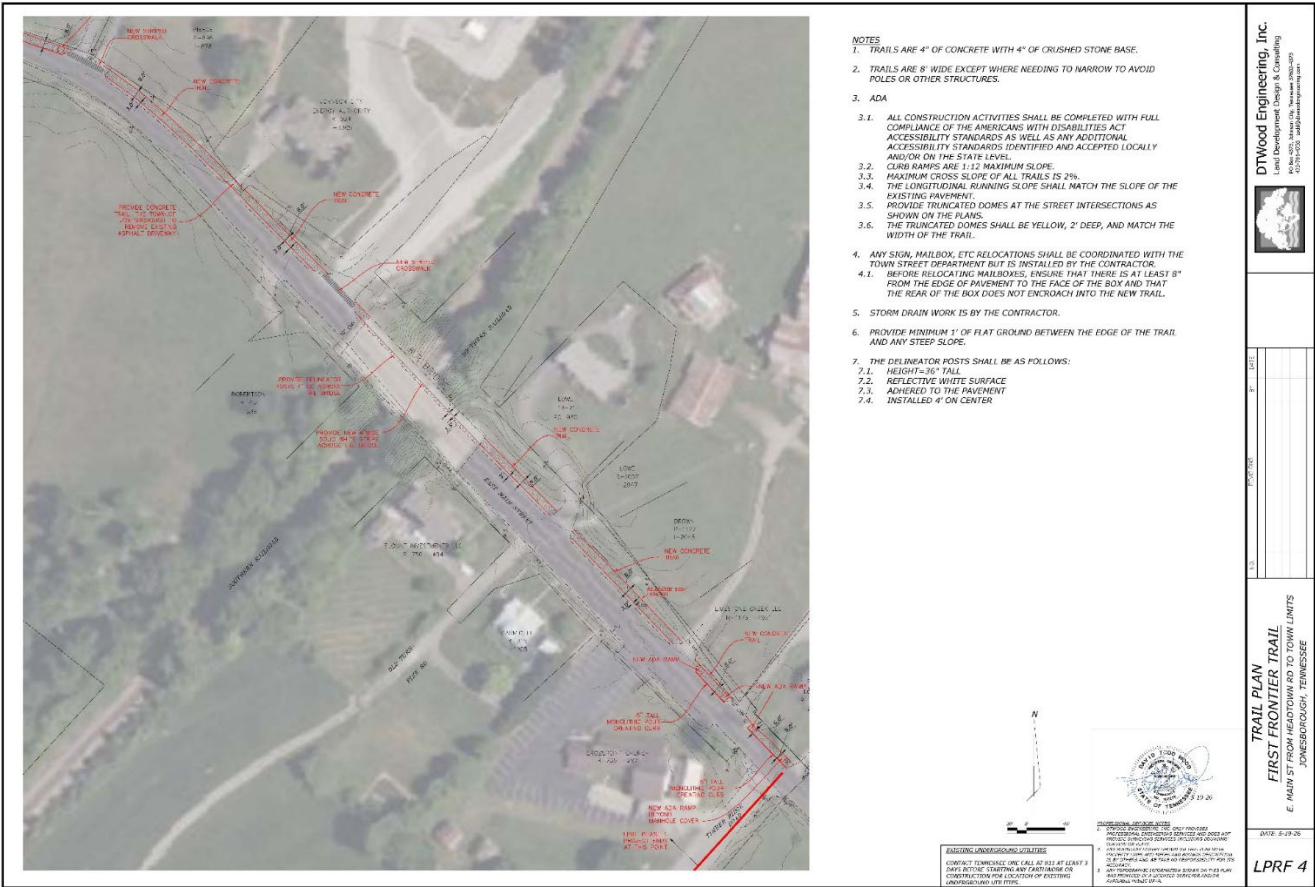
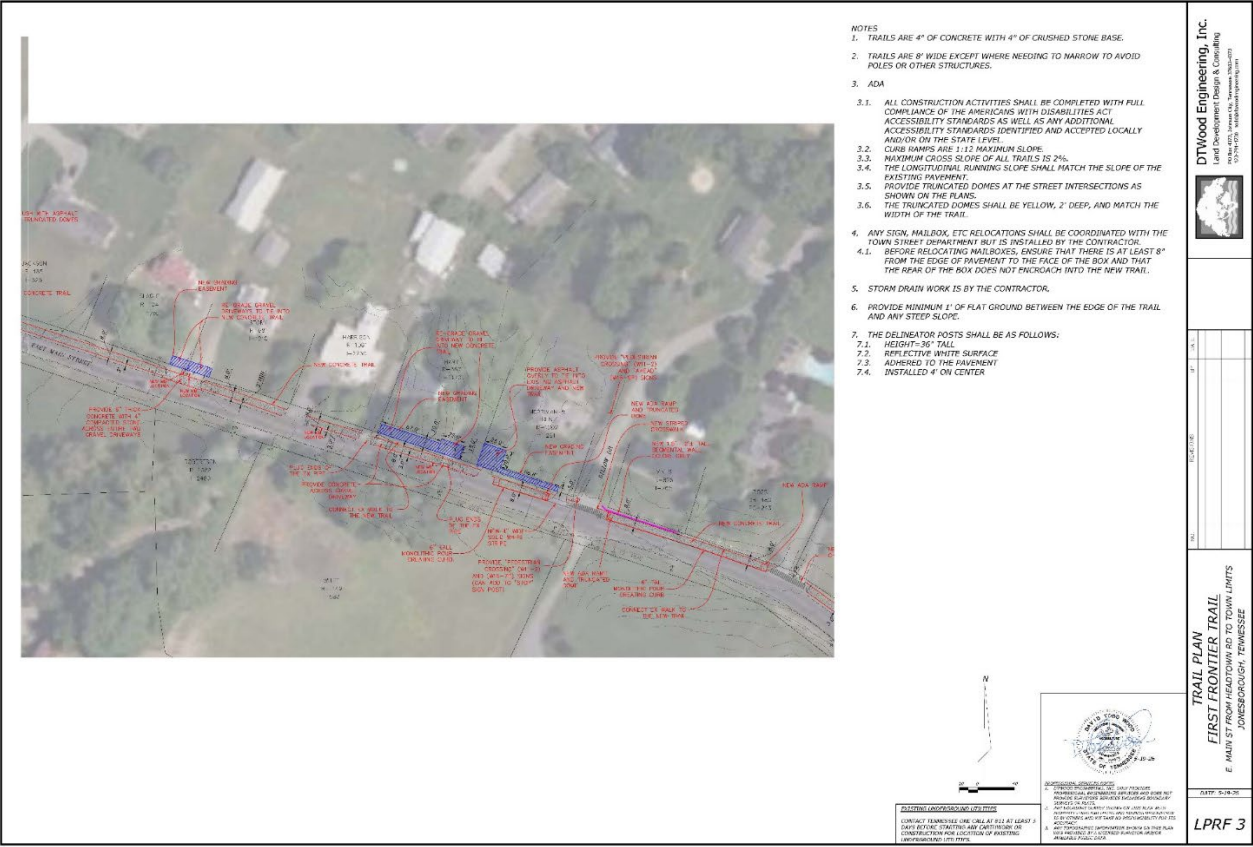
TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

BID FORM – FIRST FRONTIER TRAIL CONSTRUCTION
LPRF GRANT PHASE I -
EAST MAIN STREET SIDEWALK/CHAPMANS RESRVE
July 07, 2026

PREVIOUS PROJECTS
1. _____
Owner/Customer Contact Information:
Name: _____

3. **Owner/Customer Contact Information:**
Name: _____
Phone: _____
Email: _____





Hiring a grant assistance consultant is a strategic investment that will allow the Town to leverage dollars in potential outside funding while allowing staff to remain focused on delivering the high-quality services our residents expect. An authorized consultant will actively seek funding opportunities that align with the Town's priorities and initiatives and build relationships with funding agencies. This proactive approach positions Jonesborough to compete for funding that can pursue projects faster, which might otherwise be delayed for years due to limited local resources. If we just suspect a grant can help advance quality of life for the town and can maximize grant funding for projects, we pursue. One such project is the Agricultural Learning Center (ALC) for example, whereby Mr. Bob Browning has been working on for the town without pay. This project has been supported by the Board of Mayor and Aldermen, and between funds from USDA and Washington County, have received just under \$900,000.00. We just received \$617,000.00 from Washington County for the project. Mr. Browning is pursuing funding for a position to serve the ALC when complete. He continues to work with agencies like Appalachia Resource Commission (ARC), TN Department of Agriculture, TN Economic and Community Development, TN Arts Commission, The Historic Jonesborough Arts Foundation, Jonesborough Community Chest, to leverage grant funds for not only the ALC project, but water/sewer infrastructure, cultural arts, historic preservation, open space, etc.

The return on investment has the potential to provide grant funding for current and future projects either thought of or imagined in the future. The cost of professional grant assistance represents only a small fraction of the funding that can be secured through successful grant awards. A single grant for infrastructure, downtown revitalization, parks, public safety, historic preservation, recreation, utilities, or economic development could generate funding many times greater than the annual cost of the consultant. Beyond individual projects, the consultant will establish a sustainable grant strategy that continuously identifies new funding opportunities as community needs evolve.

Hiring a grant assistance consultant is an investment in Jonesborough's future—one that will expand our financial capacity, advance the Board's strategic goals, and help ensure that our community continues to thrive for generations to come. Mr. Browning has provided a contract based on the services and deliverables he will provide the Town of Jonesborough for grant assistance activities in the amount of \$1,500.00 per month or \$18,000.00 for a year. Mr. Browning has many grant funds at work today on behalf of the town, with the ALC being one of the primary projects, therefore the Grant Assistance Consultant's primary funding source will be the Washington County funds already designated for the Agricultural Learning Center Project (\$617,000.00 to date).

Alderman Countermine made a motion, seconded by Alderman Dickson to approve the Grant Assistance contract with Mr. Bob Browning in the amount of \$1,500.00 monthly as presented. The motion duly passed.

GRANT WRITING ASSISTANCE AGREEMENT

This Grant Writing Assistance Agreement ("Agreement") is entered into on July 13, 2026, by and between:

Client: Town of Jonesborough
Address: 123 Boone Street
Jonesborough, TN 37659

and

Consultant: Bob Browning
Address: 210 Scott Lane
Jonesborough, TN 37659

Collectively referred to as the "Parties."

1. Purpose

The purpose of this Agreement is for the Consultant to provide grant research, grant writing, and submission support services to assist the Client in seeking external funding opportunities.

2. Scope of Services

The Consultant agrees to provide the following services as requested by the Client:

- Review organizational background materials.
- Assess funding readiness.
- Research and identify potential grant opportunities.
- Develop grant application narratives.
- Draft budgets and supporting documents (with information provided by Client).
- Edit and revise grant applications.
- Assist with online grant portal submissions.
- Provide post-submission follow-up support as agreed.
- Maintain communication regarding project progress.
- Present grant opportunities and receive approval prior to submission from Town Administrator.

The Consultant does not guarantee grant awards or funding approval.

3. Deliverables

The Consultant shall provide the following deliverables if requested by Town Administrator:

Phase 1: Assessment & Planning

- Funding strategy consultation.
- Grant readiness review.
- List of prospective funding opportunities.

Phase 2: Grant Development

- Grant narrative/proposal draft.
- Executive summary.
- Statement of need.
- Project description.
- Goals and objectives.
- Evaluation plan.
- Sustainability plan.
- Budget narrative.

Phase 3: Submission Support

- Final application package.
- Submission checklist.
- Assistance with electronic submission.
- Confirmation of application completion (when applicable).

Additional Deliverables

- Grant calendar and deadlines.
- Board of Mayor and Aldermen presentations.

4. Client Responsibilities

The Client agrees to:

- Provide accurate and complete organizational information.
- Supply required financial documents, budgets, and supporting materials and information needed on an expedited schedule.
- Review drafts in a timely manner.
- Designate a primary point of contact.
- Review final application draft before submission deadlines.
- Comply with all grantor requirements.
- Typing, and copying/printing service as needed with submission preparation, drafts or final documents as requested by Consultant.
- Any grant/Client grant registration requirements needed for submission.
- Submission of final application using required grant portals or tracked mailing services prior to submission deadlines.
- Obtain and retain associated grant program guidelines, applications, templates and other related documents.
- Allow use of application preparation and submission services by approved third party if deemed to be in the best interest of Client by the Town Administrator.
- Allow Consultant to assist in grant application preparation and submission services associated with the Town organization and programs involving multiple partners like the Agriculture Learning Center that have complimentary goals to the Town enhancing quality of life and the economic wellbeing of residents upon prior approval of the Town Administrator.

5. Compensation

The Client shall compensate the Consultant as follows:

Fixed Fee

Payment Schedule: \$1,500 per month for term of contract. Client will provide Consultant with 1099 by January 31st of contract year.

6. Expenses

The Client agrees to reimburse pre-approved expenses (approved by Town Administrator) incurred by the Consultant, including:

- Travel
- Printing
- Courier services
- Other approved project expenses

Receipts shall be provided.

7. Term

This Agreement shall begin on **July 14, 2026** and remain in effect until **July 14, 2027**, unless terminated earlier pursuant to this Agreement.

8. Confidentiality

Both Parties agree to maintain confidentiality regarding financial information/data, organizational data, donor information, proprietary materials, grant proposals and supporting documents subject to the Tennessee Public Records Act (TPRA).

9. Independent Contractor Status

The Consultant is an independent contractor and not an employee, partner, or agent of the Client.

The Consultant is responsible for all taxes, insurance, and compliance obligations applicable to independent contractors.

10. Termination

Either Party may terminate this Agreement by providing 30 days written notice.

The Client shall pay for all completed work and approved expenses incurred through the termination date.

Any partially completed deliverables shall be provided upon payment for services rendered.

11. Limitation of Liability

The Consultant's liability under this Agreement shall be limited to the total amount paid by the Client for services under this Agreement.

Neither Party shall be liable for indirect, incidental, or consequential damages.

12. Governing Law

This Agreement shall be governed by the laws of the State of **Tennessee**.

13. Entire Agreement

This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, or understandings.

Any amendments must be made in writing and signed by both Parties.

Signatures

CLIENT

Organization: Town of Jonesborough

Authorized Representative: Kelly Wolfe

Title: Mayor

Signature: _____

Date: _____

CONSULTANT

Name: Bob Browning

Title: Consultant

Signature: _____

Date: _____

The next item on the agenda was discussion and possible action concerning Compensatory Time Buyout. Near the end of the 2025/2026 budget year, Police Chief Matt Rice requested permission to pay down compensatory time to the officers in the Police Department. According to Chief Rice, he has five officers at or near the 200-hour compensatory time cap. In addition, all the officers have accrued compensatory time balances. The Police Department's total compensatory time stands at 1,893 hours. Overtime and/or

compensatory time is difficult to manage within the department. With state-mandated training and special events, overtime mounts quickly. When maintaining a minimum staffing level of three officers per shift, officers find themselves working on days off to cover shifts for an officer who is vacating or sick.

The request was to pay down every officer's compensatory time to a balance of 40 hours. The Department ended the year with a \$46,000.00 surplus on the salary line item. The cost to pay the officers down to a 40-hour balance would be \$29,157.24.

Compensatory time that is carried over each year is a liability for the Town's ledger. As an example, any non-exempt employee who leaves employment with the Town must be paid their compensatory time balance. In other words, the Town must cover the compensatory time that is on the books. By reducing the amount of compensatory time, you reduce the liability associated with that time. Additionally, compensatory time is based on the rate of pay at the time it is USED not necessarily when earned.

If it makes sense to pay down the compensatory time in the Police Department, it makes sense to pay down the compensatory time in all the departments. Human Resource Director Michelle Stewart completed a study to determine how many employees had compensatory time above 40 hours. If we allow one department to pay down their compensatory time balance, we should allow all the departments to pay down their compensatory time balance. This would pay any employee, regardless of department, for any compensatory time they have accumulated above forty (40) hours.

This is a one-time offering. We will continue to work with Department Heads to find solutions to their overtime problem. We should not make this a recurring issue as it would encourage the building of compensatory time for an annual payout.

The compensatory time buyout would only be eligible for non-exempt employees. Exempt employees would not be eligible as they are not paid their compensatory time when they leave employment with the Town. There may be some employees that would prefer to have the time off. If the Town is paying down the compensatory time to reduce the budget liability, all non-exempt employees should be paid for any time above forty (40) hours.

The General Fund, Solid Waste Fund, and Utility Fund would cover the compensatory buyout of their respective employees utilizing surplus funds from the 2025/2026 budget year.

A breakdown of the projected costs regarding the payout for the employees who have compensatory time above forty (40) hours are as follows:

- The total cost to the General Fund budget is \$41,472.10.
- The total cost to the Solid Waste budget is \$2,024.88.
- The total cost to the Utility Fund is \$3,223.16.

The above figures would be the maximum payout if every eligible employee requested the buyout, which would reduce their compensatory time to 40-hours. However, this buyout is voluntary therefore any employee who does not want to be bought out to the 40-hour balance may maintain their current balance. This compensatory time buyout will only be for any hours accumulated up to June 30, 2026.

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

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR