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

MEETING NOTICES

MONDAY, AUGUST 10, 2026
6:00 PM

PUBLIC COMMENTS REGARDING AGENDA ITEMS

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

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

PUBLIC HEARING

1. An Ordinance amending the Jonesborough Municipal Code title 4, Chapter 1, Building Code to Implement a $40.00 Re-Inspection Fee.

2. 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.

REGULAR MEETING

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

AGENDA

1. Financial Report

2. Communications from the Mayor
   A. Employee of the Month

3. Citizen Comments

4. Aldermen Communications

5. Town Attorney Comments

6. **CONSENT AGENDA**
    1. Approval of Minutes
    2. Approval of Bills
    3. Town Administrator Report
    4. Operations Manager Report
    5. Committee Reports
    6. Supervisor Reports
    7. Approval of BrightRidge Board Appointment
    8. Approval of Hiring of the Street Director
    9. Approval of Job Description-Marketing Coordinator, Part-Time, Jackson Theatre
    10. Approval of Code Enforcement Position and Job Description
    11. Approval of GovDeals Liquidation Request 8/10/26
    12. Approval of Overdose Awareness Proclamation
    13. Approval of Town Event – Christmas in Olde Jonesborough
    14. Approval of Town Event – Halloween Haunts & Happenings
    15. Approval of Cabin Lease Agreement

7. **OLD BUSINESS**
    A. 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 on second and final reading.

    B. 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 on second and final reading.

8. **NEW BUSINESS**
    A. Discussion and possible action concerning an Initial Resolution authorizing the issuance of not to exceed $16,833,000 Water System Revenue and Tax Bonds – Water Transmission Lines Project.

    B. Discussion and possible action concerning a Full Resolution authorizing the issuance of not to exceed $16,833,000 Water System Revenue and Tax Bonds – Water Transmission Lines Project.

    C. Discussion and possible action concerning an Initial Resolution authorizing a Loan Pursuant to a Loan Agreement not to exceed $2,000,000.00.

D. Discussion and possible action concerning a Full Resolution authorizing a Loan Pursuant to a Loan Agreement not to exceed $2,000,000.00.

E. Discussion and possible action concerning the Helene Emergency Assistance Loan (HEAL) Program for Water Intake repairs due to Hurricane Helene Damages in the amount of 4 million.

F. Discussion and possible action concerning the Heritage Conservation Trust Fund Declaration of Restrictive Covenants.

G. Discussion and possible action concerning the Personnel Policy Handbook.

H. Discussion and possible action concerning Fire Station No. 2 Floor Plan.

I. Adjournment.

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** *1*

SUBJECT: Financial Special Reports

The Finance Director is currently working on closing out the last fiscal year. Please reach out if you have any questions or would like to view any of the financials.

The following Financial Special Reports are included:

1. Current Year Property Tax
2. Property Taxes Receivable Update
3. Local Sales Tax Collections
4. Health Reimbursement Account
5. Capital Projects Fund – Governmental
6. Jonesborough Locally Grown

Town of Jonesborough
Current Year Property Tax Billing
As of June 30, 2026

	Current Tax Year (2025-26)		Prior Tax Year (2024-25)	
Property Appraised and Assessed Values				
Real and Personal Property Value	1,110,290,852		1,043,498,550	
Taxable Assessed Value	313,036,212		294,152,673	
Billings				
Real and Personal	3,881,659		2,842,104	
Public Utilities	44,491		33,046	
Total Billings		3,926,150		2,875,150
Adjustments:				
Real and Personal Reductions		(3,039)		(14,031)
Real and Personal Pick-ups		13,558		5,499
Adjusted Tax Billing		3,936,669		2,866,618
Payments:				
Real, Personal and Public Utility	94.11%	(3,704,742)	93.05%	(2,667,258)
Property Tax Outstanding	5.89%	231,927	6.95%	199,360
Reconciliation to Open Tax Listing:				
Real and Personal		231,927		199,360
Public Utilities		-		-
Total Open Tax List		231,927		199,360
Difference		-		-

Town of Jonesborough
Property Taxes Receivable
As of June 30, 2026

Tax Year	Amount Billed	6/30/2025 Balance	Collected	Adjustments	6/30/2026 Balance	% Collected
2014	**1,698,685**	1,968	-	(1,968)	0	100.00%
2015	**1,714,059**	555	-	-	555	99.97%
2016	**1,734,978**	763	-	-	763	99.96%
2017	**1,764,377**	997	-	-	997	99.94%
2018	**1,797,636**	1,537	-	-	1,537	99.91%
2019	**1,914,327**	2,742	-	-	2,742	99.86%
2020	**1,961,968**	1,497	-	-	1,497	99.92%
2021	**2,028,891**	1,662	-	(40)	1,622	99.92%
2022	**2,116,289**	1,875	-	(73)	1,802	99.91%
2023	**2,701,691**	12,491	10,135	-	2,356	99.91%
2024	**2,833,572**	199,360	187,490	1,763	13,633	99.52%
Totals		**$ 225,447**	**$197,625**	**$ (318)**	**$ 27,504**	

2025 Real and Personal Taxes Billed	3,881,659	
2025 Public Utility Taxes Billed	44,491	
Collected Through 6/30/2026	(3,704,742)	**94.11%**
Total Adjustments:		
Reductions	(3,039)	
Pick-ups	13,558	
Balance 2025 Property Taxes	**231,927**	
Total Outstanding Property Taxes	**259,431**	

Town of Jonesborough
Comparative Local Sales Tax Collections

Retail Sales Month	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	Current Month % Growth	YTD % Growth
July	$ 149,814.99	$ 146,797.86	$ 154,758.39	$ 181,234.32	$ 221,930.41	$ 226,386.30	$ 236,685.00	$ 228,015.45	$ 249,036.85	**9.22%**	**9.22%**
August	137,299.17	157,323.64	157,863.60	181,244.01	189,478.07	211,229.31	226,332.76	237,636.05	255,783.97	**7.64%**	**8.41%**
September	151,571.87	161,151.69	159,074.80	178,788.96	207,002.17	226,466.35	249,969.62	219,475.66	256,460.57	**16.85%**	**11.12%**
October	137,782.95	149,448.62	151,882.16	184,195.31	196,842.35	223,709.37	240,092.90	259,434.92	266,979.65	**2.91%**	**8.86%**
November	142,968.58	151,202.03	153,617.36	183,608.84	214,268.95	238,699.54	260,527.63	256,064.50	265,657.21	**3.75%**	**7.77%**
December	159,458.04	169,082.03	177,127.90	213,896.25	233,742.11	259,640.04	262,136.42	273,278.72	305,413.09	**11.76%**	**8.51%**
January	127,416.58	135,234.22	140,781.81	179,991.50	190,334.77	212,252.13	217,489.76	221,093.81	245,893.21	**11.22%**	**8.86%**
February	127,945.05	134,822.85	142,290.13	164,213.28	184,027.14	199,473.61	218,860.17	213,941.08	227,856.73	**6.50%**	**8.60%**
March	156,129.40	162,786.00	183,966.80	215,568.04	223,679.00	242,969.97	249,483.25	273,415.56	272,706.23	**-0.26%**	**7.49%**
April	149,219.62	156,558.86	183,153.95	204,688.52	222,063.76	320,646.71	259,799.65	267,895.51	266,332.91	**-0.58%**	**6.61%**
May	156,267.02	167,495.96	196,546.46	214,867.25	238,459.96	246,079.54	239,414.08	260,001.34	275,360.47	**5.91%**	**6.54%**
June	164,321.92	170,764.62	195,799.56	197,429.44	244,631.05	251,601.07	252,570.61	254,520.70			
Totals	**$ 1,760,195.19**	**$ 1,862,668.38**	**$ 1,996,862.92**	**$ 2,299,725.72**	**$ 2,566,459.74**	**$ 2,859,153.94**	**$ 2,913,361.85**	**$ 2,964,773.30**	**$ 2,887,480.89**		
					2025-26 Budget		3,094,600.00				
					Budgeted Growth		129,826.70				
					% Budgeted Growth		4.38%				

Town of Jonesborough

Health Reimbursement Account

2025-26 Fiscal Year

	Fund				
Date	General	Solid Waste	Water/Sewer	Total	Balance
July Deposit	2,730.00	750.00	2,310.00	5,790.00	157,974.17
7/8/2025	(1,504.65)		(1,265.70)	(2,770.35)	155,203.82
7/14/2025	(328.47)		(149.02)	(477.49)	154,726.33
7/21/2025	(237.72)		(2,498.48)	(2,736.20)	151,990.13
7/28/2025	(53.33)		(6,204.09)	(6,257.42)	145,732.71
7/31/2025	605.83	750.00	(7,807.29)	(6,451.46)	
August Deposit	2,730.00	750.00	2,310.00	5,790.00	151,522.71
8/4/2025	(647.99)		(110.53)	(758.52)	150,764.19
8/11/2025	(499.13)		(1,401.22)	(1,900.35)	148,863.84
8/18/2025	(1,828.67)		(4,167.87)	(5,996.54)	142,867.30
8/25/2025	(5,725.43)		(208.04)	(5,933.47)	136,933.83
8/31/2025	(5,365.39)	1,500.00	(11,384.95)	(15,250.34)	
September Deposit	2,730.00	750.00	2,310.00	5,790.00	142,723.83
9/2/2025	(963.35)		(1,659.88)	(2,623.23)	140,100.60
9/8/2025	(986.60)		(3,323.52)	(4,310.12)	135,790.48
9/15/2025	(6,151.02)		(4,202.56)	(10,353.58)	125,436.90
9/22/2025	(233.12)		(6,250.69)	(6,483.81)	118,953.09
9/29/2025	(1,471.45)		(2,384.67)	(3,856.12)	115,096.97
9/30/2025	(12,440.93)	2,250.00	(26,896.27)	(37,087.20)	
October Deposit	2,730.00	750.00	2,310.00	5,790.00	120,886.97
10/6/2025	(546.76)		(187.89)	(734.65)	120,152.32
10/14/2025	(913.46)		(522.30)	(1,435.76)	118,716.56
10/20/2025	(71.40)		(473.49)	(544.89)	118,171.67
10/27/2025	(2,411.29)		(349.83)	(2,761.12)	115,410.55
10/31/2025	(13,653.84)	3,000.00	(26,119.78)	(36,773.62)	
November Deposit	2,730.00	750.00	2,310.00	5,790.00	121,200.55
11/3/2025	(1,875.94)		(46.72)	(1,922.66)	119,277.89
11/10/2025	(844.47)		(791.24)	(1,635.71)	117,642.18
11/17/2025	(243.75)		(787.47)	(1,031.22)	116,610.96
11/24/2025	(2,031.87)		(753.71)	(2,785.58)	113,825.38
11/30/2025	(15,919.87)	3,750.00	(26,188.92)	(38,358.79)	

Town of Jonesborough

Health Reimbursement Account

2025-26 Fiscal Year

	Fund				
Date	General	Solid Waste	Water/Sewer	Total	Balance
December Deposit	2,730.00	750.00	2,310.00	5,790.00	119,615.38
12/1/2025	(1,407.78)		(321.22)	(1,729.00)	117,886.38
12/8/2025	(314.28)		(2,498.88)	(2,813.16)	115,073.22
12/15/2025	(8,264.37)		(216.82)	(8,481.19)	106,592.03
12/22/2025	(2,251.83)		(169.95)	(2,421.78)	104,170.25
12/29/2025	(5,895.04)		(1,033.65)	(6,928.69)	97,241.56
12/31/2025	(31,323.17)	4,500.00	(28,119.44)	(54,942.61)	
January Deposit	2,730.00	750.00	2,310.00	5,790.00	103,031.56
1/5/2026	(395.30)		(449.92)	(845.22)	102,186.34
1/12/2026	(379.85)		(210.13)	(589.98)	101,596.36
1/20/2026	(19.34)	(5,278.36)	(123.87)	(5,421.57)	96,174.79
1/26/2026	(1,164.15)		(153.95)	(1,318.10)	94,856.69
1/31/2026	(30,551.81)	(28.36)	(26,747.31)	(57,327.48)	
February Deposit	2,730.00	750.00	2,310.00	5,790.00	100,646.69
2/2/2026		5,278.36	(86.78)	5,191.58	105,838.27
2/9/2026		(5,278.36)	(5,148.79)	(10,427.15)	95,411.12
2/17/2026	(931.45)		-	(931.45)	94,479.67
2/23/2026	(566.11)		(311.44)	(877.55)	93,602.12
2/28/2026	(29,319.37)	721.64	(29,984.32)	(58,582.05)	
March Deposit	2,730.00	750.00	2,310.00	5,790.00	99,392.12
3/2/2026	(1,037.20)	-	106.96	(930.24)	98,461.88
3/9/2026	(128.82)	-	(1,915.69)	(2,044.51)	96,417.37
3/17/2026	(1,361.20)	-	-	(1,361.20)	95,056.17
3/23/2026	(401.28)	-	(750.39)	(1,151.67)	93,904.50
3/30/2026	(6,200.18)	(5,392.97)	-	(11,593.15)	82,311.35
3/31/2026	(35,718.05)	(3,921.33)	(30,233.44)	(69,872.82)	
April Deposit	2,730.00	750.00	2,310.00	5,790.00	88,101.35
4/6/2026	(95.68)	-	-	(95.68)	88,005.67
4/13/2026	(3,158.51)	-	(80.04)	(3,238.55)	84,767.12
4/20/2026	(7,094.37)	(44.77)	-	(7,139.14)	77,627.98
4/27/2026	(2,571.44)	-	-	(2,571.44)	75,056.54

Town of Jonesborough

Health Reimbursement Account

2025-26 Fiscal Year

	Fund				
Date	General	Solid Waste	Water/Sewer	Total	Balance
4/30/2026	(45,908.05)	(3,216.10)	(28,003.48)	(77,127.63)	
May Deposit	2,730.00	750.00	2,310.00	5,790.00	80,846.54
5/4/2026	(182.16)	-	(507.19)	(689.35)	80,157.19
5/11/2026	-	-	(177.34)	(177.34)	79,979.85
5/18/2026	(6,554.17)	(44.77)	(2,127.68)	(8,726.62)	71,253.23
5/26/2026	(1,344.65)	-	(7,115.74)	(8,460.39)	62,792.84
5/31/2026	(51,259.03)	(2,510.87)	(35,621.43)	(89,391.33)	
June Deposit	2,730.00	750.00	2,310.00	5,790.00	68,582.84
6/1/2026	(36.90)	-	(4,506.57)	(4,543.47)	64,039.37
6/8/2026	(2,085.45)	(17.49)	(380.80)	(2,483.74)	61,555.63
6/15/2026	(1,241.80)	(3,870.17)	(782.88)	(5,894.85)	55,660.78
6/23/2026	(245.94)	-	-	(245.94)	55,414.84
6/29/2026	(1,514.47)	(323.00)	(1,209.24)	(3,046.71)	52,368.13
6/30/2026	(53,653.59)	(5,971.53)	(40,190.92)	(99,816.04)	

6/30/2025 Balance	152,184.17
Year-to-date HRA Contributic	69,480.00
Year-to-date HRA Claims	(169,296.04)
6/30/2026 Balance	52,368.13

Town of Jonesborough

Capital Projects Fund

Fiscal Year 2025-26

As of June 30, 2026

Account Number	Description	Department	Funding Source	Budget	Year-to-Date Revenue To-Date	Year-to-Date Spent To-Date	Year-to-Date Transfers	Fund Balance
			Equipment					
310-47500-941-42200*	1 Fire Take Home Vehicle	Fire	Debt	65,000.00	65,000.00	44,856.33		20,143.67
310-47500-942-43100	Mini Excavator w/boom	Streets	Debt	65,000.00	65,000.00	89,721.41	27,017.60	2,296.19
310-47500-942-43100	Truck - Ford	Streets	Ins Proceeds	-	-	22,000.00	-	(22,000.00)
310-47500-942-43100	Used Backhoe Loader	Streets	Debt	60,000.00	60,000.00		(60,000.00)	-
310-47500-942-43100	Trailer for Mini Excavator	Streets	Debt		-	14,995.00	14,995.00	-
310-47500-942-43100	Milling Machine	Streets	Debt		-	17,987.40	17,987.40	-
310-47500-942-43200	Bobcat Skid Steer	Solid Waste	Savings		47,500.00	47,500.00	-	-
310-47500-942-44400	Lawn Mower	Parks & Rec	Debt	12,000.00	12,000.00			12,000.00
310-47500-942-44400	Gator for Tiger Park	Parks & Rec	Debt	15,000.00	15,000.00	14,224.60		775.40
310-47500-942-44400	Pressure Washer	Parks & Rec	Debt	5,000.00	5,000.00	5,000.00		-
310-47500-945-42100	2nd 9-1-1 Line	Police	Debt	74,884.00	74,884.00			74,884.00
310-47500-949-42100	Special Event Equipment	Police	Debt	35,000.00	35,000.00			35,000.00
310-47500-949-42200	Fit Test Machine	Fire	Debt	14,000.00	14,000.00	14,674.60		(674.60)
310-47500-949-WETLD	Pool Heater	Wetlands	Debt	50,000.00	50,000.00	24,499.00	(25,501.00)	-
310-47500-949-44320-151	Nustep T4R Cross Trainer	Senior Center	Grant		5,140.55	5,140.55		-
310-47500-952	3 Police Vehicles	Police	Auction	186,927.00	217,655.00	198,791.83	(14,823.07)	4,040.10
310-47500-952-Debt*	9 Police Vehicles	Police	Debt	560,783.00	560,783.00	575,606.07	14,823.07	0.00
310-47500-954-42100	Radio Replacement	Police	Debt	443,355.00	443,355.00	363,524.31		79,830.69
310-47500-954-42200	11 Portable Radios	Fire	Debt	68,310.00	68,310.00	87,020.86	18,710.86	-
310-47500-954-42200	3 Mobile Radios	Fire	Debt	22,125.00	22,125.00		(18,710.86)	3,414.14
Total Equipment				1,677,384.00	1,760,752.55	1,525,541.96	(25,501.00)	209,709.59

*Capital Outlay Note in last half of fiscal year; deferred principal and interest payments

Town of Jonesborough

Capital Projects Fund

Fiscal Year 2025-26

As of June 30, 2026

Account Number	Description	Department	Funding Source	Budget	Year-to-Date Revenue To-Date	Year-to-Date Spent To-Date	Year-to-Date Transfers	Fund Balance
				Projects				
310-47510-910-41500	Land - 217 W College St	Gen. Admin.	Debt/CapEq	-		251,638.21	25,501.00	(16,528.95)
			Debt				86,900.00	
			Debt				122,708.26	
310-47510-910-44400	Land - Duel Lane	Parks & Rec	Grant			395,800.69		(305,000.00)
			General Fund		40,800.69			
			Water/Sewer		50,000.00			
310-47510-929-907	Agricultural Learning Center	Gen. Admin.	County	-	617,000.00			617,000.00
310-47510-929-41500	ISC HVAC Replacement	Gen. Admin.	Debt	100,000.00	100,000.00	10,000.00		90,000.00
310-47510-929-41500-150	ISC Exterior Deck Renov	Gen. Admin.	Grant	-	34,020.00	59,216.46		(13,856.46)
			General Fund		11,340.00			
310-47510-929-43170	Exhaust Evacuation Syst	Garage	Debt	56,841.00	56,841.00	56,840.42		0.58
310-47510-929-43170	Lift Replacement	Garage	Debt	61,420.00	61,420.00	61,419.64		0.36
310-47510-929-44400	Bathroom Upgrade	Parks & Rec	Debt/Civitan	10,000.00	20,000.00	22,109.74		(2,109.74)
310-47510-929-44400	Tiger Park Storage Unit	Parks & Rec	Debt	15,000.00	15,000.00			15,000.00
310-47510-929-44491	Window Replacement	McKinney	Debt	54,500.00	54,500.00			54,500.00
310-47510-929-44491	Soundproof Curtains	McKinney	Debt	10,000.00	10,000.00			50,195.00
	Renovation - Paint, etc.	McKinney	Grant	-	99,655.00	59,460.00		
310-47510-929-47210	Restroom Remodel	Tourism	Debt	150,000.00	150,000.00			150,000.00
310-47510-929-47210	Office Renovation	Tourism	Debt	50,000.00	50,000.00			50,000.00
310-47510-931-43100	Resurfacing	Streets	Debt	500,000.00	500,000.00	84,902.70		415,097.30
310-47510-931-43100	Connector Road	Streets	Debt	130,900.00	130,900.00		(44,000.00)	-
			Debt				(86,900.00)	
310-47510-931-43100	Traffic Signal Study	Streets	Debt	-		44,000.00	44,000.00	-
310-47510-931-43100	Tiger Way Signal	Streets	Grant			778,801.81		(778,801.81)
310-47510-931-44320	Stairway - Parking Lot	Senior Ctr	Debt/Grant	15,000.00	15,000.00	22,463.62		11,252.83
					18,716.45			
310-47510-933-41500	Sidewalks	Gen. Admin.	Debt/Gov $	100,000.00	100,000.00	172,472.66		(72,472.66)
310-47510-937-44400	BrightRidge Park	Parks & Rec	Donation	-	34,284.00	1,763.68		32,520.32

Town of Jonesborough

Capital Projects Fund

Fiscal Year 2025-26

As of June 30, 2026

Account Number	Description	Department	Funding Source	Budget	Year-to-Date Revenue To-Date	Year-to-Date Spent To-Date	Year-to-Date Transfers	Fund Balance
310-47510-937-44400	Ballfields	Parks & Rec	Reserve	135,500.00				-
310-47510-937-44400-152	Trailhead Building	Parks & Rec	Grant			4,725.00		(4,725.00)
310-47510-937-44490	Park Fencing	Wetlands	Debt	20,000.00	20,000.00			20,000.00
310-47510-937-44490	Pump	Wetlands				13,699.00		(13,699.00)
310-47510-937-44490	Storage Building	Wetlands				4,885.80	4,885.80	-
310-47510-937-44490	Roofing	Wetlands	Debt	50,000.00	50,000.00		(4,885.80)	45,114.20
310-47510-937-44490	Pump Room Repl	Wetlands	Debt	350,000.00	350,000.00	240,213.24	(122,708.26)	(12,921.50)
310-47510-939-41500	Dumpster Pad-Jackson	Gen. Admin.	Debt	50,000.00	50,000.00			50,000.00
310-47510-939-41500-150	Exterior Wall Renov-Stage	Gen. Admin.	Grant	-	45,528.54	63,885.00		(3,180.00)
	Door, JRT, Jackson, ISC		General Fund		15,176.46			
310-47510-992-43100	Streets Building	Streets	Debt	50,000.00	50,000.00	79,411.76		(29,411.76)
Total Projects				1,909,161.00	2,750,182.14	2,427,709.43	25,501.00	347,973.71
Total Capital Projects Fund				3,586,545.00	4,510,934.69	3,953,251.39	-	557,683.30

Jonesborough Locally Grown
Profit and Loss by Class
January-June, 2026

	Boone St Mkt	Farmers Mkt	Locally Grown	Total
Income				
Fundraising Events				
Farm to Table Dinner Sponsors			14,400.00	14,400.00
Farm to Table Dinner Ticket Sales			21,501.98	21,501.98
Special Dinners/Events			3,176.32	3,176.32
Sponsorships		9,700.00	2,500.00	12,200.00
Total for Fundraising Events	**$0.00**	**9,700.00**	**41,578.30**	**$51,278.30**
Grants				
FMPP (USDA)			16,423.42	16,423.42
TAEP (thru TDA)		1,400.00		1,400.00
Total for Grants	**$0.00**	**1,400.00**	**16,423.42**	**$17,823.42**
Memberships			8,275.97	8,275.97
Other Contributions				
Credit card cash back			400.00	400.00
Donation - general	560.00	2.25	11,779.76	12,342.01
Donations - designated	400.00			400.00
Farm Fresh Fit Walking Program		4,200.00		4,200.00
Interest Earned			129.99	129.99
Total for Other Contributions	**960.00**	**4,202.25**	**12,309.75**	**$17,472.00**
Program Service Revenue				
Local food sales	41,911.10	331.00	-1,333.00	40,909.10
BSM Kitchen Sales	17,194.29			17,194.29
DTC Sales	99,449.21			99,449.21
DUFB Reimbursement	72.00	302.00		374.00
NKC Reimbursement		506.00		506.00
Online Market Sales	24.41			24.41
Token Sales for FM		5,505.00		5,505.00

Wholesale Sales	60,194.28			60,194.28
Total for Local food sales	**218,845.29**	**6,644.00**	**-1,333.00**	**$224,156.29**
Program Fee Income				
Vendor Fees	2,155.40	4,257.47		6,412.87
Total for Program Fee Income	**2,155.40**	**4,257.47**	**$0.00**	**$6,412.87**
Total for Program Service Revenue	**221,000.69**	**10,901.47**	**-1,333.00**	**$230,569.16**
Sales of Promotional Products (Merchandise)	202.49	205.00	15.00	422.49
Total for Income	**222,163.18**	**26,408.72**	**77,269.44**	**$325,841.34**
Expenses				
Administrative				
Accounting Fees			1,380.00	1,380.00
Donor Management Software Fee/Expense			1,769.76	1,769.76
Insurance				
Board of Directors Insurance (Mt. Vernon/USLI)			168.20	168.20
Liability Insurance (Auto Owners)			168.20	168.20
Total for Insurance	**$0.00**	**$0.00**	**336.40**	**$336.40**
Postage, Mailing Service			7.24	7.24
Professional memberships		50.00	875.47	925.47
Taxes and License Fees				
Sales Tax Paid	6,953.00		1,207.00	8,160.00
Total for Taxes and License Fees	**6,953.00**	**$0.00**	**1,207.00**	**$8,160.00**
Total for Administrative	**6,953.00**	**50.00**	**5,575.87**	**$12,578.87**
cash on hand			$0.00	$0.00
Facilities and Equipment				
Property Expense				
Furnishings	2,077.00			2,077.00
Maintenence and Repair Costs	719.51			719.51
Total for Property Expense	**2,796.51**	**$0.00**	**$0.00**	**$2,796.51**
Utilities				
Electric	4,248.35			4,248.35
Gas	1,113.51			1,113.51
Phone/internet	618.59			618.59

Water	725.35			725.35
Total for Utilities	**6,705.80**	**$0.00**	**$0.00**	**$6,705.80**
Total for Facilities and Equipment	**9,502.31**	**$0.00**	**$0.00**	**$9,502.31**
Office/General Administrative Expenses			13.28	13.28
Operations				
Bank and Credit Card Fees	5,582.71	177.52	891.68	6,651.91
Membership Expense			29.50	29.50
Musicians	60.00	680.00		740.00
Program Expense (food)				
Donation In-Kind (JAMA)	20.63			20.63
DTC	101,553.07			101,553.07
Kitchen	9,753.65			9,753.65
Wholesale	58,299.59			58,299.59
Total for Program Expense (food)	**169,626.94**	**$0.00**	**$0.00**	**$169,626.94**
Program Expense (non-food)				
Token Payments for FM		7,860.00		7,860.00
Total for Program Expense (non-food)	**$0.00**	**7,860.00**	**$0.00**	**$7,860.00**
Promotions				
Advertising		925.00	261.64	1,186.64
Promotional Products (t-shirts, totes, cookbooks)			728.77	728.77
Total for Promotions	**$0.00**	**925.00**	**990.41**	**$1,915.41**
Service Expenses				
Dishwasher	2,473.41			2,473.41
Kitchen Linens	1,007.50			1,007.50
Pest Control	126.00			126.00
Shopkeep	1,114.00			1,114.00
Subscriptions/Shopping Memberships			129.00	129.00
Web hosting/services			482.12	482.12
Total for Service Expenses	**4,720.91**	**$0.00**	**611.12**	**$5,332.03**
Special Dinner Expenses		500.00	987.59	1,487.59
Supplies				
Food Service Consumables	1,110.95			1,110.95

Kitchen Supplies	421.78			421.78
Office Supplies	538.31		97.28	635.59
Paper Products	531.65			531.65
Total for Supplies	**2,602.69**	**$0.00**	**97.28**	**$2,699.97**
Total for Operations	**182,593.25**	**10,142.52**	**3,607.58**	**$196,343.35**
Personnel Expenses	29.00			29.00
Employees				
Hourly	39,008.61		18,026.30	57,034.91
Salaried				
IRA match	1,419.56		1,347.46	2,767.02
Total for Salaried	**1,419.56**	**$0.00**	**1,347.46**	**$2,767.02**
Total for Employees	**40,428.17**	**$0.00**	**19,373.76**	**$59,801.93**
Payroll Expense			16,546.14	16,546.14
Unemployment Tax (SUTA)			60.44	60.44
Total for Payroll Expense	**$0.00**	**$0.00**	**16,606.58**	**$16,606.58**
Workers Comp Insurance (AccidentFund)			1,261.00	1,261.00
Total for Personnel Expenses	**40,457.17**	**$0.00**	**37,241.34**	**$77,698.51**
Total for Expenses	**239,505.73**	**10,192.52**	**46,438.07**	**$296,136.32**
Net Operating Income	**-17,342.55**	**16,216.20**	**30,831.37**	**$29,705.02**

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 2

SUBJECT: Mayor Communications

BACKGROUND:

RECOMMENDATION:

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** *2-A*

SUBJECT: Mayor Communications – Employee of the Month

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.1

SUBJECT: Approval of Minutes

- July 13, 2026 Regular Meeting Minutes

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 Countermine, 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.

Janet Jennings

Town Recorder

SEAL

The next item under New Business was discussion and possible action concerning A Resolution amending the Town of Jonesborough's Debt Policy.

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

[INSERT RESOLUTION]

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

TOTAL VALUATION	FEE
Calculate the Sum Total Valuation of the project:	Multiply the Sum Total 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 *Round down for fractions	$250.00*
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 _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were:_____

Those voting against:_____

PASSED ON FIRST READING _____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:

	Current Budget	Increase/ (Decrease)	Amended Budget
General Fund			
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
Solid Waste Fund			
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)**

Jackson Theatre Fund

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
Debt Service Fund			
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	**-**	**-**	**-**
Capital Projects Fund			
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 _____ and seconded by _____ that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: _____

Those voting against: _____

PASSED ON FIRST READING _____

_____
KELLY WOLFE, MAYOR

ATTEST:

_____
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

_____
JAMES R. WHEELER, TOWN ATTORNEY

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

_____

Those voting against: _____

PASSED ON SECOND READING _____

_____
KELLY WOLFE, MAYOR

ATTEST:

_____
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

_____
JAMES R. WHEELER, TOWN ATTORNEY

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 carries 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: _____

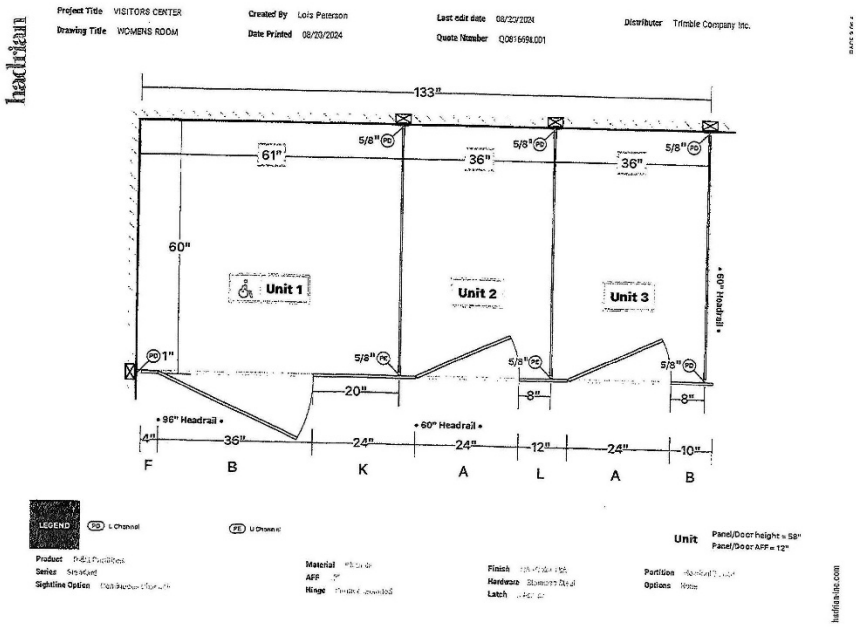
Years business has been in operation: _____

References Included _____Yes_____No

Submitted by: _____

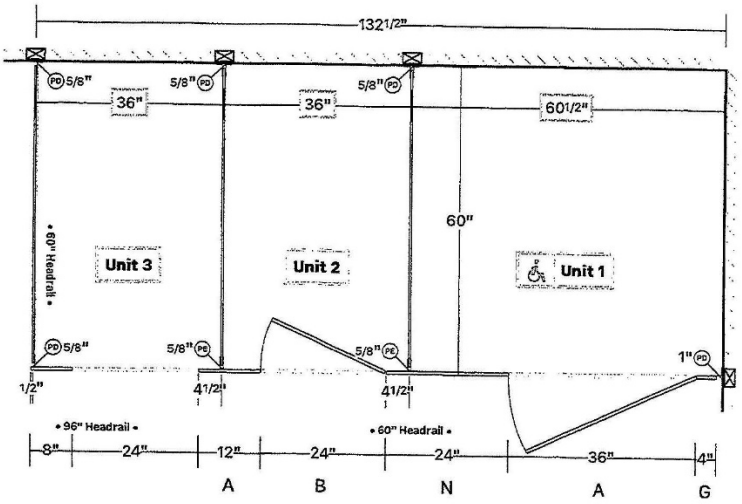
(print full name) (Title)

Signature: _____ Date: _____



hadrian

Project Title VISITORS CENTER | Created By Lois Peterson | Last edit date 08/20/2024 | Distributor Trimble Company Inc.
Drawing Title MENS ROOM | Date Printed 08/20/2024 | Quote Number Q0816698.001



LEGEND (PD) L Channel (PE) U Channel

Unit Panel/Door height = 58"
Panel/Door AFF = 12"

Product Metal Partitions
Series Standard
Sightline Option Continuous Channels

Material Phenolic
AFF 12"
Hinge Stainless Steel

Finish Std. Color #2A
Hardware Stainless Steel
Latch Latch

Partition Overhead Braced
Options None

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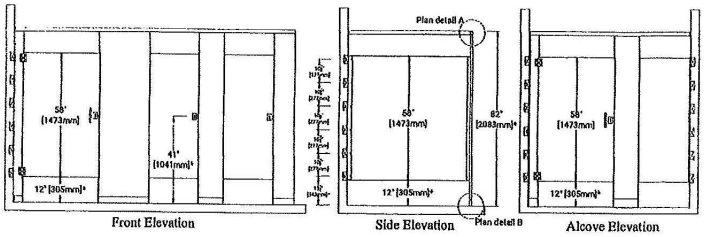
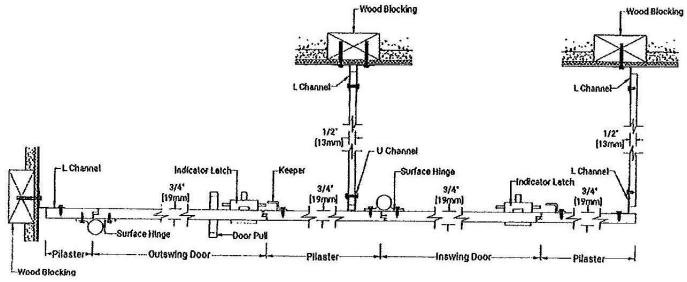
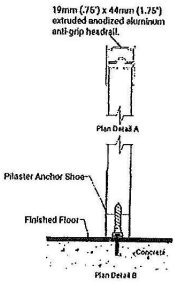
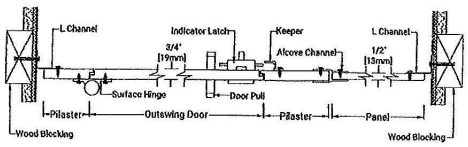
Phenolic Toilet Partitions
Standard Series - Headrail Braced
Stainless Steel Hardware - Continuous Channels









Important Notes:
Refer to final drawings for wood blocking information.
Wood blocking is critical to ensure a rigid installation.

See material specifications for material and hardware finishes.

*Above finish floor dimensions may vary due to floor level and door cam position.

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The next item on the agenda was discussion and possible action concerning the First Frontier Trail Construction LPRF Grant Phase I Bid. Bids were published for the First Frontier Trail Project – Phase I, and the East Main Street sidewalk project at Chapman's Reserve. The bids were publicly opened on July 07, 2026, at 11:00am, at Town Hall. Bids were received from three contractors.

The bids received were $696,307.10, $677,427.00, and $394,289.20. The low bid was received from Precision Concrete Finishing, LLC. The bid submitted meets the criteria specified in the bid. This is a vendor that has constructed numerous sidewalks for the Town.

Mayor Wolfe shared his excitement for the project to move forward and thanked the Governor for supporting Jonesborough in these efforts. This part of the trail will tie into the new BrightRidge park.

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 RESRVE

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 Headtown 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 Crant 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. _____

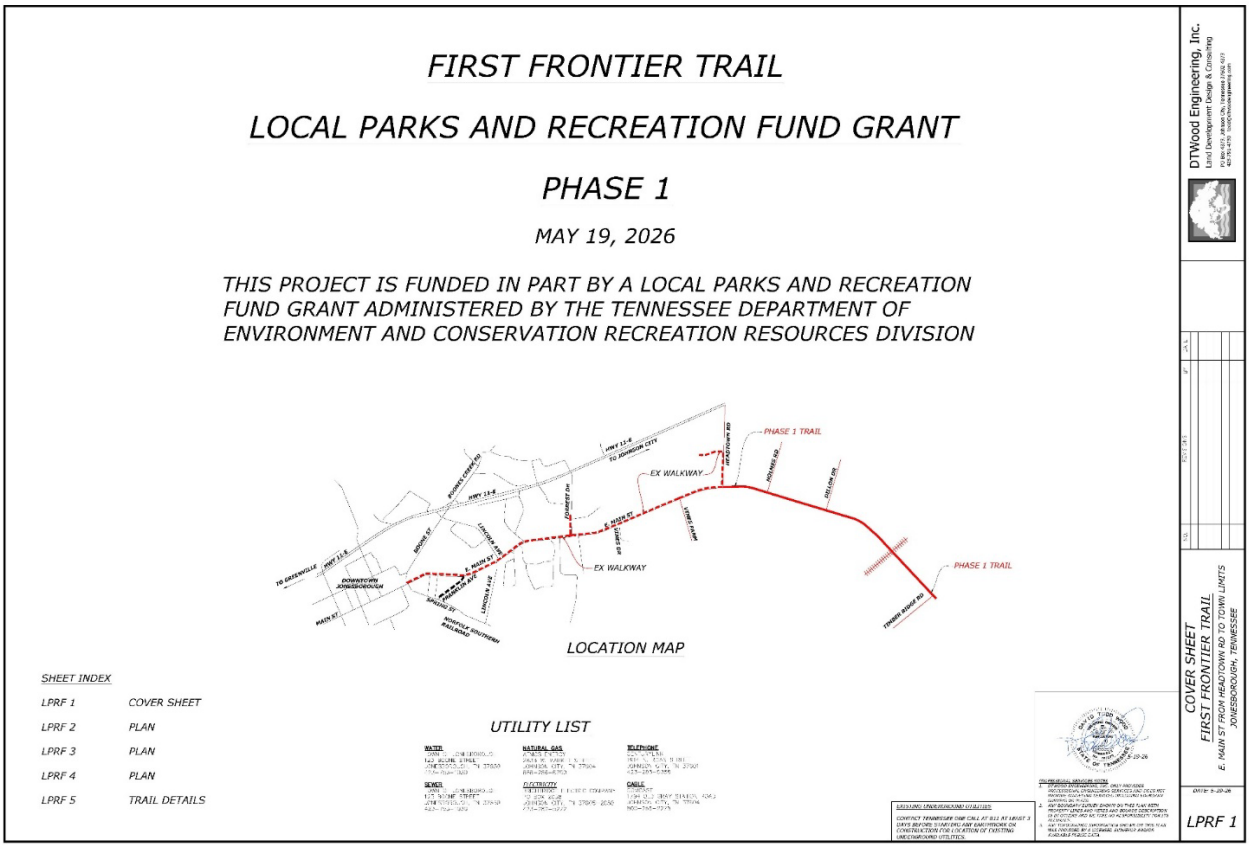
Owner/Customer Contact Information:
Name: _____
Phone: _____
Email: _____

2. _____

Owner/Customer Contact Information:
Name: _____
Phone: _____
Email: _____

3. _____

Owner/Customer Contact Information:
Name: _____
Phone: _____
Email: _____



FIRST FRONTIER TRAIL

LOCAL PARKS AND RECREATION FUND GRANT

PHASE 1

MAY 19, 2026

THIS PROJECT IS FUNDED IN PART BY A LOCAL PARKS AND RECREATION FUND GRANT ADMINISTERED BY THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION RECREATION RESOURCES DIVISION

LOCATION MAP

SHEET INDEX

LPRF 1	*COVER SHEET*
LPRF 2	*PLAN*
LPRF 3	*PLAN*
LPRF 4	*PLAN*
LPRF 5	*TRAIL DETAILS*

UTILITY LIST

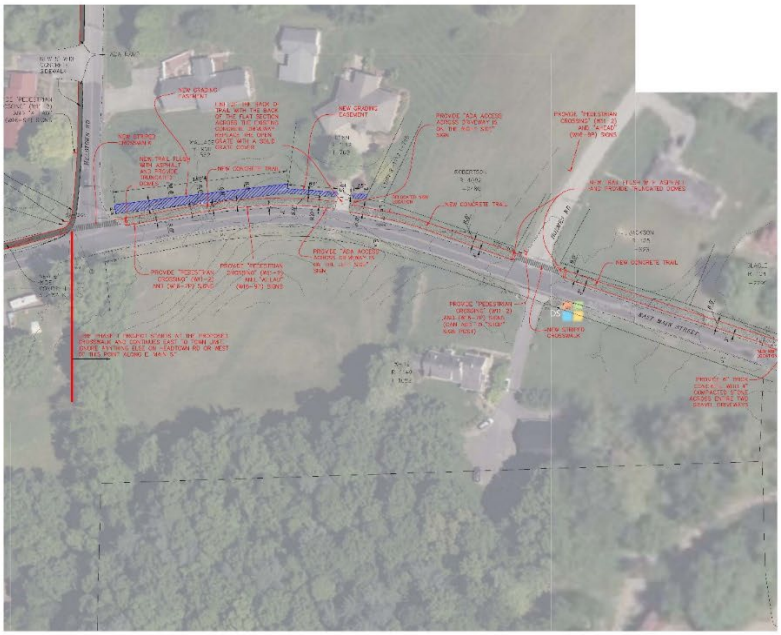
WATER
NATURAL GAS
TELEPHONE
SEWER
ELECTRICITY
CABLE

EXISTING UNDERGROUND UTILITIES
CONTACT TENNESSEE ONE CALL AT 811 AT LEAST 3 DAYS BEFORE STAKING/PLANNING EXCAVATIONS OR CONSTRUCTION FOR LOCATION OF EXISTING UNDERGROUND UTILITIES.

DTWood Engineering, Inc.
Civil Development Design & Consulting

COVER SHEET
FIRST FRONTIER TRAIL
E. MAIN ST FROM HEADTOWN RD TO TOWN LIMITS
JONESBOROUGH, TENNESSEE

LPRF 1



NOTES
1. TRAILS ARE 4" OF CONCRETE WITH 4" OF CRUSHED STONE BASE.
2. TRAILS ARE 8' WIDE EXCEPT WHERE NEEDING TO NARROW TO AVOID POLES OR OTHER STRUCTURES.
3. ADA
   3.1. ALL CONSTRUCTION ACTIVITIES SHALL BE COMPLETED WITH FULL COMPLIANCE OF THE AMERICANS WITH DISABILITIES ACT ACCESSIBILITY STANDARDS AS WELL AS ANY ADDITIONAL ACCESSIBILITY STANDARDS IDENTIFIED AND ACCEPTED LOCALLY AND/OR ON THE STATE LEVEL.
   3.2. CURB RAMPS ARE 1:12 MAXIMUM SLOPE.
   3.3. MAXIMUM CROSS SLOPE OF ALL TRAILS IS 2%.
   3.4. THE LONGITUDINAL RUNNING SLOPE SHALL MATCH THE SLOPE OF THE EXISTING PAVEMENT.
   3.5. PROVIDE TRUNCATED DOMES AT THE STREET INTERSECTIONS AS SHOWN ON THE PLANS.
   3.6. THE TRUNCATED DOMES SHALL BE YELLOW, 2' DEEP, AND MATCH THE WIDTH OF THE TRAIL.
4. ANY SIGN, MAILBOX, ETC RELOCATIONS SHALL BE COORDINATED WITH THE TOWN STREET DEPARTMENT BUT IS INSTALLED BY THE CONTRACTOR.
   4.1. BEFORE RELOCATING MAILBOXES, ENSURE THAT THERE IS AT LEAST 8' FROM THE EDGE OF PAVEMENT TO THE FACE OF THE BOX AND THAT THE REAR OF THE BOX DOES NOT ENCROACH INTO THE NEW TRAIL.
5. STORM DRAIN WORK IS BY THE CONTRACTOR.
6. PROVIDE MINIMUM 1' OF FLAT GROUND BETWEEN THE EDGE OF THE TRAIL AND ANY STEEP SLOPE.
7. THE DELINEATOR POSTS SHALL BE AS FOLLOWS:
   7.1 HEIGHT=36" TALL
   7.2. REFLECTIVE WHITE SURFACE
   7.3. ADHERED TO THE PAVEMENT
   7.4. INSTALLED 4' ON CENTER

EXISTING UNDERGROUND UTILITIES
CONTACT TENNESSEE ONE CALL AT 811 AT LEAST 3 DAYS BEFORE STARTING ANY EARTHWORK OR CONSTRUCTION FOR LOCATION OF EXISTING UNDERGROUND UTILITIES.

DTWood Engineering, Inc.
Land Development Design & Consulting

TRAIL PLAN
FIRST FRONTIER TRAIL
E. MAIN ST FROM HEADTOWN RD TO TOWN LIMITS
JONESBOROUGH, TENNESSEE

DATE: 5-19-26

LPRF 2

NOTES
1. TRAILS ARE 4" OF CONCRETE WITH 4" OF CRUSHED STONE BASE.
2. TRAILS ARE 8' WIDE EXCEPT WHERE NEEDING TO NARROW TO AVOID POLES OR OTHER STRUCTURES.
3. ADA
   3.1. ALL CONSTRUCTION ACTIVITIES SHALL BE COMPLETED WITH FULL COMPLIANCE OF THE AMERICANS WITH DISABILITIES ACT ACCESSIBILITY STANDARDS AS WELL AS ANY ADDITIONAL ACCESSIBILITY STANDARDS IDENTIFIED AND ACCEPTED LOCALLY AND/OR ON THE STATE LEVEL.
   3.2. CURB RAMPS ARE 1:12 MAXIMUM SLOPE.
   3.3. MAXIMUM CROSS SLOPE OF ALL TRAILS IS 2%.
   3.4. THE LONGITUDINAL RUNNING SLOPE SHALL MATCH THE SLOPE OF THE EXISTING PAVEMENT.
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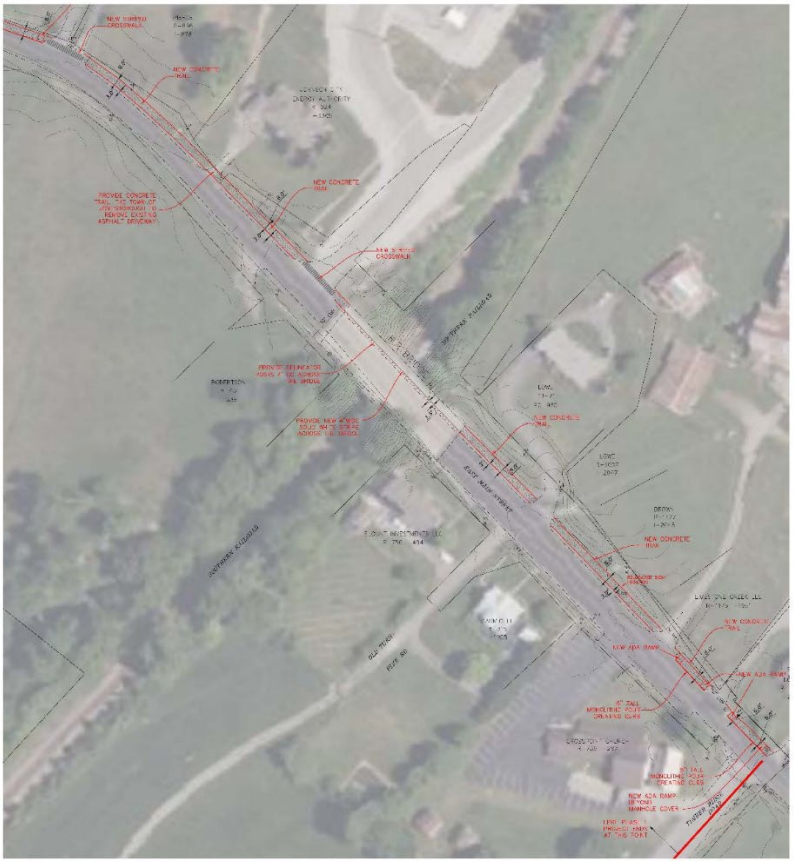
CONTACT TENNESSEE ONE CALL AT 811 AT LEAST 3 DAYS BEFORE STARTING ANY EARTHWORK OR CONSTRUCTION FOR LOCATION OF EXISTING UNDERGROUND UTILITIES.

DTWood Engineering, Inc.
Land Development Design & Consulting

TRAIL PLAN
FIRST FRONTIER TRAIL
E. MAIN ST FROM HEADTOWN RD TO TOWN LIMITS
JONESBOROUGH, TENNESSEE

DATE: 5-19-26

LPRF 3


NEW CONCRETE TRAIL
NEW CONCRETE TRAIL
NEW CONCRETE TRAIL
NEW ADA RAMP
NEW ADA RAMP

The next item on the agenda was discussion and possible action concerning a Grant Assistance Contract and consider hiring an independent Grant Assistance Consultant to expand Jonesborough's future. The Town of Jonesborough has built a reputation for providing exceptional services, preserving its historic character, and investing in projects that improve the quality of life for our residents. As funding opportunities continue to grow through federal, state, regional, and private organizations, the Town has an opportunity to significantly expand its financial resources without increasing the burden on local taxpayers.

Town staff already manage the day-to-day responsibilities of operating a growing municipality. Preparing competitive grant applications requires extensive research, coordination among departments, technical writing, budget development, agency communication, and strict compliance with application requirements and reporting obligations. These responsibilities often compete with essential municipal operations, resulting in worthwhile funding opportunities going unpursued.

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."

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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.

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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.

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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).

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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.

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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.

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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.

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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 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

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.2

SUBJECT: Approval of Bills

Check Register - General Fund - July 2026

07/01/26		117033 - void	$	(250.00)
07/02/26		117135 - 117160	$	155,687.57
07/10/26		117161 - 117249	$	88,478.90
07/10/26		117250	$	1,400.00
07/15/26		117105 - void	$	(236.20)
07/16/26		117251 - 117252	$	17,433.55
07/17/26		117253 - 117314	$	767,183.96
07/20/26		117262 - void	$	(23,227.13)
07/20/26		117315	$	21,925.37
07/24/26		117316 - 117393	$	112,935.34
07/28/26		117391 - void	$	(6,200.00)
07/28/26		117394	$	1,833.14
07/29/26		117395 - 117396	$	94,162.90
07/31/26		117397 - 117460	$	75,517.39
07/31/26		117442 - void	$	(150.00)
07/31/26		117461	$	1,500.00
			$	**1,307,994.79**

Check Register- Water Fund July 2026

07/02/26		70742 - 70751	$	80,537.48
07/10/26		70752 - 70774	$	55,518.02
07/16/26		70775	$	2,069.09
07/17/26		70776 - 70816	$	156,423.29
07/24/26		70817 - 70837	$	100,613.75
07/28/26		70838	$	1,910.87
07/29/26		70839	$	45,116.68
07/31/26		70840 -	$	255,902.07
			$	**698,091.25**

Check Register -Sanitation Fund - July 2026

07/02/26		11115 - 11119	$	4,880.95
07/10/26		11120 - 11123	$	578.79
07/16/26		11124	$	177.34
07/17/26		11125 - 11129	$	20,009.66
07/24/26		11130 - 11139	$	20,362.52
07/28/26		11129 - void	$	(247.92)
07/29/26		11140	$	4,354.76
07/31/26		11141 - 11144	$	1,428.17
			$	**51,544.27**

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.3

SUBJECT: Town Administrator Report

Another busy month has come and gone! Here are a few of the important items I've been working on:

- Had one-on-one meetings with Alderman Countermine, Alderman Jenkins, and Alderwomen Causey.

- Another successful Jonesborough Days has concluded. Thanks to the efforts of many employees and volunteers the event was once again a huge success. Tourism department did report to me that this was the highest incidence of issues with some downtown owners about the space on the sidewalk that has been traditionally either used by the business owner (they receive first offer of the space for free) or a paying vendor if the business owner fails to reply to staff about using the town sidewalk. At least a couple of issues ensued with lack of response from business owners, but they did not want a vendor in front of their shop on the public sidewalk. This has led to a memorandum to the BMA being drafted about rules of engagement of staff not engaging business owners or vendors that appear hostile to them either by phone or in person.

- Held monthly one-on-one Director meetings with Senior Center Director Mary Regen, Utilities Manager Kevin Brobeck, Fire Chief Jeff White, Jackson Theatre Operations Manager Amber Crumley, Police Chief Matt Rice, Tourism Director Cameo Waters and McKinney Center Director Theresa Hammons.

- Worked to gather information to prepare the TDOT forms for the reimbursement on Tiger Way Signalization project. State did not accept requests from May through June, so we will be submitting reimbursement by August 15 for the full amount.

- Me and Administrative Assistant Brandi Miller met with JRT President Joe Smith to acquire signatures on all of the agreement documents. The Deed of Trust was recorded, and all documents were dispersed.

- Worked to prepare the BMA packet for release and publication, as well as the Planning Commission packet for their upcoming meeting.

- Attended the Washington County Economic Development Council FY26 year-end meeting, followed by attending some of the Tennessee Municipal League conference in Kingsport.

- Continuing to work on an agreement with the Washington County Johnson City Animal Shelter to provide animal control services to the Town. The town would continue dealing with wildlife critters, which would only need a "normal" truck to perform. The Shelter Executive Director Tammy Davis is working with me and Operations Manager Craig Ford toward finalizing a plan which will include the possible sale of the town's animal control truck to the Shelter and a future formal interlocal agreement between the town and Washington County Animal Control to provide town-wide animal control services based on a reasonable rate of service.

- Reviewed Street Director applications with Operations Manager Craig Ford and Human Resources Director Michelle Stewart. Candidates were selected and interviews were completed. The position was offered and accepted.

- Met with Operations Manager Craig Ford and Parks and Recreation Director to discuss priority improvements and enhancements at both Persimmon Ridge Park and Wetlands.

- Held the monthly Directors meeting. Various topics were discussed including highlights from the July 13th BMA meeting, annual training, customer service, compensatory-time buyout plan and KnowBe4 Cybersecurity Training Campaigns. These meetings continue to be a benefit to the team.

- Continuing efforts to wrap up the Mauk Property purchase reimbursement from Heritage Conservation Trust Fund (HCTF). I have been working with HCTF to ensure all documents have been received which all appear to be in order. One additional update is needed and will be an action item on the August agenda. After this action, HCTF will reimburse the town $305,000.00 as part of the grant process.

- Working with Building Inspector Kevin Fair and Major Jonathan Peace on current, pending and future property matters that will be either cited into city court for non-compliance and if not resolved quickly then onto Board of Dwelling Standards. I am working closely with the town team and Chairman of BODS Dana Helvey. The goal is of course compliance but safety of structures, and in particular habitable, is of primary concern. There are several properties within town that are in disrepair that need attention. There are approximately 10 active cases to date with 3-4 under review for pending actions. Staff are diligently working to find resources to help with potential property owners that may be in violation, but desire to be compliant without adequate financial means. In addition, I am hopeful that we will be awarded a grant for the HOME Program through Tennessee Housing Development Agency (THDA) to help either renovate or replace homes that qualify – based on property owner participation. We should find out later this fall.

- Working with Operations Manager Craig Ford on a future strategy to address escalation of property maintenance violations and the idea to potentially hire a part-time (most likely retired) police officer that has a single focus of codes enforcement and helping to maintain and advance the backlog of cases. As you already know our unprecedented growth in population and homes is staggering and each property has the potential of a code violation, therefore having a single point of contact that navigates the process with town staff, building inspector, police department, Board of Dwelling Standards, Demolition by Neglect, can have a positive impact on working with property owners to remedy code violations.

- Working with MTAS Training and Development Consultant Matthew Hensley on various future training courses for town leadership. He has been instrumental at advancing leadership on many DiSC related initiatives. He plans to provide the BMA with a brief report on employee progress at the August meeting.

- Continue to work with others on advancing our projects (grant and non-grant based) including First Frontier Trail, New Water Transmission Line, progress on New Water Treatment Plant; FEMA related eligible Hurricane Helene damaged assets, TN Arts Commission, Agricultural Learning Center (USDA, ARC), and other CDBG activities.

- Attended a recycling meeting with Alderman Dickson, Operations Manager Craig Ford, and Solid Waste Director Vince Sicca at the Sullivan County Recycling Center (SCRC) to view their recycling process for potential regional cooperation and partnerships. We are currently in partnership with Washington County Solid Waste for plastics which are picked up at our convenience center off Old State Route 34 and delivered to SCRC. We are looking at potential

regional efforts on cardboard recycling with a possible proposal in the next 60-90 days.

- Met with Operations Manager Craig Ford to discuss our next steps in our phased approach to improving traffic signalization. Phase 1 is nearly 100% complete which is upgrading our traffic cabinets. Those cabinets are weatherproof enclosures installed at our traffic signals that house the equipment needed to control, monitor, and coordinate traffic flow at intersections. They are often called the "brains" of a traffic signal system because they manage how and when lights change, ensuring safe and efficient movement of vehicles, pedestrians, and other road users. We are moving onto Phase 2 with the radio transmitters system to be installed on the existing traffic signals, except for Tiger Way as this new signal is ready to sync with other signals upon completion. In traffic signalization, radio transmitters are used to send control signals wirelessly between traffic control devices, such as traffic lights, sensors, and central management systems. Their main purpose is to enable remote monitoring, coordination, and adjustment of traffic signals without physical wiring.

- We finalized our staff comments to TDOT regarding the *Traffic Signal Modernization Program* by which we were awarded the grant to modernize the traffic signalization at Highway 11-E and Forrest Drive (Middle School, Food City, Papa Johns, etc., areas). The intersection will not only be "modernized" but roadway striping, and other ancillary upgrades will be performed to improve traffic movement in the intersection area. TDOT will go to bid for this and other awarded modernization projects in October. The timeline of Jonesborough to be under "construction" will likely be Spring 2027 depending on TDOT moving projects forward in the State from west to east.

- Attended an International Storytelling Center meeting to go over several leaks in the facility. At the conclusion of the meeting, I contacted Tommy Burleson, Burleson Construction, for his advice on a competent roofer to examine the roof for potential deficiencies. Tommy went immediately to work and had drone footage of the entire roof sent to me, and I forwarded it to ISC representatives. Tommy provided 2 competent roofers to be contacted that he has used on other projects to get "boots on the roof" to examine the roof in person and safely. The other long saga of replacing the geothermal HVAC system is advancing with Operations Manager Craig Ford finalizing the bid documents. This is a non-tradition HVAC system, and it required that we seek the consultation of an HVAC mechanical engineer to spec-out the scope of work to be included as part of the bid document.

- Met with Rachel Conger from Community Development Partners to discuss the upcoming Downtown Improvement Grant (DIG) application process. In attendance was Historic Zoning Commission Chair Frank Collins and our legendary historic preservation czar Dr. Bill Kennedy. We are evaluating eligible properties for this grant from rooftops to facades, to repointing brick, and much more. Completed a casual walk through and met with at least one property business owner about their building with known issues. The DIG grant can be a game changer to help further improve our downtown assets and buildings, with property owners taking advantage of a strong grant with minimal match (75% State/25% Owner). Of course, I continue to solicit downtown property owners to take advantage of the Jonesborough Local Façade Program and Downtown Loan Program.

- I continue to work with County contracted Planner Angie Charles on zoning code and subdivision regulations reviews. The county is funded to pursue Request for Proposals for revamping their land use codes. I will continue to work with Ms. Charles on the potential for Jonesborough to join in this project regarding our own codes.

- I continue to work with county officials on reviewing the potential of implementing a property tax freeze for eligible property owners inside the city as the county explores county-wide. I provided BMA members with a snapshot of the program as part of the July 13th BMA agenda packet. Both Finance Director and I will receive invites from the county when they hold committee meetings on the subject matter. In the meantime, I have collected information 2024-2025 on the number of Jonesborough Tax Relief recipients broken down by Veterans and Elderly. We participate with

the State at providing financial assistance to property owners that qualify for this state run program. Please see link below for details about the program - 2026 Property Tax Relief Brochure

- Met with Sharp Technologies representative Eric Pardue to discuss the implementation schedule of advancing our approved security and technology initiatives. One great move is obviously maximizing our security measures but soon we will not be paying for “installation fees” with future equipment purchases. Moving to a higher platform will increase monthly contractual services, but in so doing we will eliminate unnecessary hardware and equipment, with the result being a much better system at the same average monthly cost.

- Participated in the kick-off meeting of Faces of Jonesborough. The initial meeting included Mayor Kelly Wolfe and McKinney Center Program Manager Anne Mason. This initiative will highlight those people who have had a significant historical impact on our Town.

- Scheduled our inaugural KnowBe4 Cybersecurity campaign. All employees will receive the monthly training sessions, which must be completed by the end of the month. This training will keep us compliant with our Cybersecurity insurance policy and are necessary in today’s digital age. We will be able to download reports to see who has completed (or hasn’t). The trainings all have a questionnaire at the end of it and will rank the employees “threat level”. Our hope is that the training courses will be beneficial for all employees and will help make our systems more secure.

- Attended and participated in the Washington County School Board Workshop to present and discuss the Tiger Park Shared Use Agreement. The meeting went well and they are favorable to the agreement. They plan to act on the agreement at their August board meeting.

- Met with Operations Manager Craig Ford and Parks and Recreation Director Chris Kudera to discuss all public areas of town that are the town’s responsibility to mow or landscape. Those areas include leased areas and detention pond areas under town maintenance. The goal is to capture these geographic areas and use them as a more precise tool when soliciting bids for the season and labeling whether they are maintained under contract, inmates, staff, etc.

- Presented and participated at the Local Government Planning Advisory Committee (LGPAC) meeting. Community growth plans continue to be amended to meet the inflationary demands of population growth.

- Mayor Wolfe, Finance Director Janet Jennings and me, participated in the State of Tennessee Treasurer David Lillard’s visit presenting the Town with a check in the amount of $9,150.55 for Town of Jonesborough Unclaimed Property.

- Fielded multiple calls from residents regarding issues from the storm on July 28th Jonesborough received high winds and over 3” of rain in 45 minutes. Calls ranged from storm water issues, mud issues, downed trees and flooding. We are pursuing land development activities that did not have sufficient erosion and sedimentation control measures in place for construction activities.

- The updated Charter was received and updated on the website. The updated Charter includes the August election change, among other amendments.

- Washington County 911 is expected to go live on Augst 14th with our new Fire District Map (will include Volunteer Fire Departments and City of Johnson City).

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.5

SUBJECT: Committee Reports

- McKinney Center Advisory Minutes – 7-16-26
- Main Street Committee Minutes – 5-19-26

McKinney Center Advisory Committee Meeting
July 16, 2026
McKinney Center – in Person
Agenda Presentation

Attendance:
Advisory Committee Members: Nancy Kavanugh, Michelle Treece, Ernest McKinney, Pauline Douglas, Sharon Squibb **McKinney Center Staff:** Martha Blaser, Breanna Walker-Schadler, Anne Mason, Nori Shaw
A Quorum was established. Anne Mason called the meeting to order.
Motion #1: (Kavanaugh/McKinney) Motion to accept the minutes from the June Advisory Committee Meeting.
5 in favor/0 opposed/0 abstention. Motion carries.

Director Report:
We had 94 summer camp registrations! We have several new traffic box wrap submissions. The Fall 2026 catalog has been released.
Motion #2: (Treece/Douglas) Motion to accept the Director Report.
5 in favor/0 opposed/0 abstention. Motion carries.

Outreach Report:
For July outreach, staff attended the Jonesborough Days Festival, the Farmer's Market, and Fridays after 5. We plan to attend multiple Fridays after 5.
Motion #3: (Squibb/Treece) Motion to accept the Outreach Report.
5 in favor/0 opposed/0 abstention. Motion carries.

StoryTown Report:
The July Radio Show is July 27ths and we have sold over 30 tickets. The next Listening Day will be July 14th at the Johnson City Public Library. There were over 100 attendees for the June show of the 250th History Variety Show and there are over 100 tickets sold for the July show.
Motion #4: (Douglas/Treece) Motion to accept the StoryTown Report.
5 in favor/0 opposed/0 abstention. Motion carries.

Visitation Report:
We had 1,179 visitors in the month of June. We had $680 in rental revenue in June. There were four rentals in June.
Motion #5: (Treece/Squibb) Motion to accept the Visitation Report.
5 in favor/0 opposed/0 abstention. Motion carries.

Old Business:
We will be focusing on donation needs for the Broyles Building.
Motion #6: (Squibb/Douglas) Motion to accept Old Business.
5 in favor/0 opposed/0 abstention. Motion carries.

Respectfully submitted by:
Breanna Walker-Schadler

Main Street Jonesborough
Board of Directors Meeting Minutes
May 19, 2026, at 8:30 a.m.

Not Present: T McLeod, Amber Crumley, and Jerome Bowers

1. Review March Minutes
   Motion to approve the March minutes made by Jennifer, seconded by Theresa.

2. BMA Update from Alderman/Chairman Countermine

   - Officially own the property behind Marcy Hawley
   - The Town is working to improve pedestrian connectivity behind the Hawley property to provide a safer route between South Cherokee Street and surrounding areas.

3. Board Member Updates
   - The terms of Pedro, Mason, and T. McLeod had expired. All three expressed interest in serving another term.
   - With no additional nominations received, a motion was made and seconded to reappoint all three members. The motion passed unanimously.
   - The Board also discussed representation from the Jonesborough Repertory Theatre (JRT). Potential options included:

   - Allowing two representatives to alternate attendance.
   - Designating one primary representative with a backup.
   - Reviewing the organization's charter member status during a future bylaw review.

   - Members discussed the evolving relationship between the Town and JRT, including the pending agreement that would establish JRT as a separate entity while continuing its partnership with the Town.
   - Following discussion, the Board agreed to table the matter until:

   - The final agreement between the Town and JRT is completed.
   - Board members have an opportunity to review the bylaws.

   - Cameo will distribute the current bylaws prior to the next meeting

4. Marketing Report

Website Analytics

- The tourism website received more than 65,000 page views during the reporting period.
- The Explore Jonesborough page remained the most visited page.
- Visitors also frequently accessed event pages for Force Fest, Music on the Square, and Easter.
- Google generated more than 272,000 impressions for Jonesborough-related searches.
- Website traffic included visitors from Australia, the United Kingdom, Germany, and Ireland.

Social Media Analytics

- Facebook views increased 5.4%, reaching approximately 593,000 views.
- Content interactions increased 8%.
- Instagram followers increased by more than 500, bringing the account close to 10,000 followers.
- Nearly 600,000 total audience views were recorded, with the majority coming from non-followers.
- Top-performing posts included:

- Easter Event (87.8K views)
- Force Fest (84.3K views)
- St. Paddy's Celebration (42.2K views)

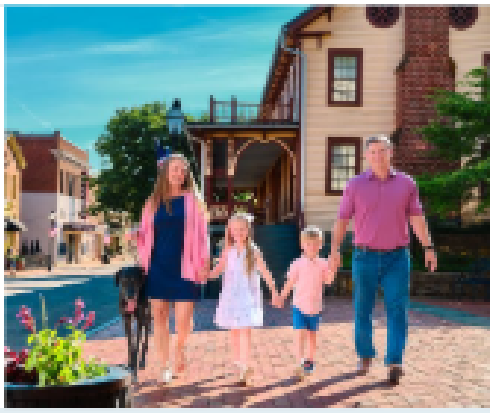
- Cameo reviewed the results of paid digital advertising campaigns funded through tourism marketing dollars, noting exceptionally strong click-through rates well above industry benchmarks.
- Additional visitor data collected through mobile device analytics was presented for the St. Patrick's Festival, showing strong attendance and visitor engagement.

SPRING TRAVEL AND FESTIVALS (JBO SPECIFIC)

- Target Cities: Greenville/Spartanburg/Asheville, Chatt., Charlotte, Knoxville
- Placement: Meta, Display, and paid search
- Run Dates: 1/20/26 – 5/02/26
- **Results: 1.4 million impressions, 57,387 clicks, 3.85% CTR**
- *(Click here to view St. Paddy Festival ad samples, video, and photos)*
- *(Click here to view Jonesborough Spring ad samples, video, and photos)*
- Other marketing tactics: Billboards, live TV segments, and social media reels
- Notes: Historic Eureka Inn noted they were fully booked the entire weekend and Country Inn & Suites saw an increase in overnight stays while other businesses saw record-breaking sales days.

JONESBOROUGH SPRING TRAVEL, ARTS & CULTURE

- Target Cities: Greenville/Spartanburg/Asheville, Chatt., Charlotte, Knoxville
- Placement: Meta, Display, and paid search
- Spring Campaign Run Dates: 1/20/26 – 5/02/26
- Results: **over 2 million impressions**, 60,779 clicks, 5.12% CTR
- *(Click here to view Jonesborough Spring ad samples, video, and photos)*
- Jackson Theatre Campaign Run Dates: 3/01/26 – current
- Results: **978,225 impressions**, 23,076 clicks, 4% CTR
- *(Click here to view Jackson Theatre ad samples, video, and photos.)*



5. Updates from Cameo

- Discussed the possibility of establishing a nonprofit organization or a "Friends of Main Street" organization to assist with fundraising and future grant opportunities.
- Following consultation with Town Finance staff, it was determined that becoming a separate nonprofit would require the organization to independently manage all financial responsibilities.
- Staff will continue researching options and present additional information at a future meeting.
- Additional updates included:
  - Renovations beginning at the Visitors Center, including improvements to the meeting room, walls, flooring, and future gift shop updates.
  - Visitor Center restroom renovations are planned during the upcoming fiscal year.
  - Future improvements include removal of the existing sound booth and spiral staircase as part of long-term renovations.

6. Event Review
    a. **Easter Events**
    The annual Easter celebration was well attended and featured more than 10,000 Easter eggs, children's activities, face painting, giveaways, and community partnerships. The event received strong community participation and positive feedback.

    b. **Music on the Square and fundraiser**
    The Music on the Square fundraising event generated just under $10,000 to support the concert series. The Music on the Square season opened with excellent attendance, and early performances were well received.

    c. **Farmers Market**
    The Farmers Market kickoff event experienced rain later in the day but still saw strong attendance during the first half of the event. The updated market's layout was discussed, with positive feedback regarding increased visibility along Main Street.

    d. **Tourism Week Event Review**
    Ella oversaw this event and did a fabulous job. We had about double in attendance than expected and may do a spin off of this 4 times a year at the visitor center

7. Upcoming Events

- Washington County Statehood Day Program – June 5
- Brews & Tunes – June 7
- Yoga in the Park – June 7
- Memorial Day StoryTown Radio Show– May 25
- McKinney Center Summer Camps
- Garden Tour and Tea – June 6
- Jonesborough Days – July 3–4, featuring America's 250th anniversary programming, heritage activities, classic car show, entertainment, and family activities.
- Wizardly World of Jonesborough – July 31–August 1, including a fundraising dinner and special Jackson Theatre programming.

8. Meeting dates for 2026
    July 21
    September 15
    November 17

Adjournment
A motion was made by Pedro, seconded by Herman, and approved to adjourn the meeting.

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.6

SUBJECT: Supervisor Reports

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1. McKinney Center
2. Human Resources
3. Visitors Center
4. Fire Department
5. Jackson Theatre
6. Senior Center
7. Utilities
8. Parks & Recreation
9. Solid Waste (June/July)
10. Public Safety
11. Building Inspector

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

The month of July is all about Jonesborough Days, outreach events, taking some time off, planning for fall, school open houses, and marketing for classes. My team worked hard this year on our Jonesborough Days float and the crafts we planned for children during the festival. Skye, Nori, and Martha have been at the farmers market, Fridays after 5, teacher in-service events, and more to do free crafts with kids this month and to hand out information about fall classes. All staff will be attending various school open houses on July 31st to hand out catalogs and inform parents and children about fall offerings. We have been busy printing 2,000 catalogs, 8,000 flyers for JC schools, and sending digital flyers to Washington County school children. This month our focus is on fall classes, but we have other things happening as well.

PAST/ONGOING EVENTS

Fall 2026 – The class curriculum was online and in print for by Jonesborough Days. This is a major team effort. After I did the class budgets and descriptions, Bre and Skye worked diligently getting everything in our online system and in the hard copy catalog. Nori and Martha have gotten the catalog printed.

As of 7/29/26 we have 79 students registered for fall classes and 7 classes have already made. We are conducting a major social media campaign with a boosted ad. I have secured several digital billboards throughout the Tri cities. We have printed 2,000 catalogs to distribute and 8,000 flyers to send to Johnson City public school children. We sent a digital ad to Washington County school children. I have done TV and Radio spots for fall classes. I wrote a press release. I did an interview with JC Press about classes. We are going to several school open houses to hand out catalogs, and we are doing several other outreach events to get the word out about our class offerings.

I've also collaborated with new instructors on their supply orders and met with them about policies and procedures. I've also had scholarship applications that I have reviewed and approved.

Community Chest – July 11 – We hosted the Jonesborough 101 program. Our host, Robin, gave a tour to the group and I also spoke to the group, answered questions, and helped with the lunch.

UPCOMING EVENTS

Film Screening – August 14 – I am working again with Frederick Murphy with History Before Us to screen his new film on this date which features a Jonesborough local, Paul Braxton. We have been working on publicity for this event.

McKinney Center Market – August 22 – We have confirmed food, music, notified all the artists that have been juried into the show. I have secured a blacksmith demonstrator from Tipton Haynes for the day. I also secured 3 other demonstrators to be in the Broyles building on that day. I hope this will be another way that we can promote fall classes.

BUDGET, BUILDINGS, AND GROUNDS

Building & Grounds

- The ADA Automatic Door project is complete.
- The Broyles Building- Rick has replaced all the fluorescent lights with new led bulbs.
- I ordered new light fixtures for the front interior of the building.
- Conducted research and price checks on stools for the Broyles Building along with a copier and other basic office supplies and equipment. Did PO for stools.
- Submitted a camera and projector to surplus. The police department took the camera for their use.
- JRoss came to the building and did some touch ups.
- I scheduled a contractor to access my office for a possible mini split. It is either extremely warm or cold in my office due to the lack of a thermostat.
- I'm working with Chason to schedule AED training for all my staff.
- I worked with MKC staff to fix our projector and sound system after an event.

Budget

- Communicated with WIOA office about a possible new contract.
- Prepared and coded invoices. Sent in check requests.
- Sent Gina Course Storm deposit information from classes.
- I created and turned in the Final Berea College Grant report.
- I requested code extensions from Janet so we can better check the expenses for specific events.
- I set up our ODP account.
- I created a PO for a paper order and a school bus ad order.

OUTREACH

- I hosted the Community Chest on July 11 and assisted with a building tour and lunch.
- I will attend the Open House at Lamar Elementary on July 30.
- I worked with Skye to purchase outreach give-a-ways, tote bags, pens, etc.
- I scheduled a presentation for the ETSU Retiree association.
- I spoke with the creator of the Artists & Creatives of the Appalachian Highlands. They will be adding the McKinney Center to their website resource list page. I sent text and contact information to them.

OTHER TASKS

- Prepare agenda and preside over Weekly Staff Meetings.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend monthly meetings with the Marketing Team and prepare the agenda.
- Communicating with instructors about classes, promoting classes, etc.
- I updated website information on the Homepage and under the Education tab.
- I made sure to get GPS policies from our part-time hosts.

July 2026 Monthly Report, Anne G'Fellers-Mason
Program Manager

StoryTown Radio Show/StoryTown Initiative

The July show is called "Paws and Reflect: Stories about our Four-Legged Friends." We're partnering with the Appalachian Highlands Humane Society to do a food and supply drive. We also have special guests, New Hope Cat Rescue and storyteller Andy Offutt Irwin joining us. Summer shows traditionally have the lowest attendance and least number of tickets sold in advance. We have been pushing this show to make sure we have a good house for our guests. The musical act is John Bills and The Academics.

1) We've raised $4,050 in sponsorship money.
2) We have sold/reserved 59 season passes.
3) We received a **$6,900** Arts for All Grant from the Tennessee Arts Commission for the Radio Show for FY 2027.

Story Collecting/Story Brigade

We have a Listening Day from 9:00-12:00 am on July 28th at the Johnson City Public Library. Our next Jonesborough Listening Day is from 5:30-7:30 pm on August 13th at the Senior Center. The Story Collecting class will be offered in the fall in November. Registration is open now.

Tales of Our 250: A Jonesborough History Variety Show

Each program in this Pay What You Can series will include scenes from *The First and Last in Town in Tennessee*. Tim Herron will portray Paul Fink as a running narrator for all shows.

June 25th from 7:00-8:30 – Embracing the Past (Dr. Kennedy, Ozone Rangers) – **155 tickets sold, a great first entry in the series.**
July 23rd from 7:00-8:30 – Forging a New Nation (Sycamore Shoals Re-enactors) – **107 tickets sold so far.**
August 20th from 7:00-8:30, School performance at 10:00 am – The Road to Freedom (*Nancy* w/Heritage Alliance, Friendship Baptist Church Choir)
September 24th from 7:00-8:30 – Lost State of Franklin (Dr. Hardy from MTSU, Tipton-Haynes Historic Site)
October 22nd from 7:00-8:30, School performance at 10:00 am – A Nation Divided (Dr. Lee from ETSU, Regimental String Band)

A Spot on the Hill

The dates for the show are October 8-10 and October 15-17. The 12th edition of this Jonesborough tradition will share 10 stories from the historic cemetery. We are adding Thursday evenings this year. We are cutting down from three playing spaces to two to help with some sound issues we have up on the hill.

Podcast

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

Total Downloads: 652 in the last thirty days

Social Media Posts

Facebook last 28 days
Page Followers: 1,804
Page Following: 445

Most interacted with Post – Boosted post for July show (16,187 views and 7,698 viewers), One week post for Tales of Our 250th featuring Sycamore Shoals re-enactors (1,893 views, 898 viewers)

Views: 28,593
Visits: 269
Engagement: 1,721
New Page Followers: 13
Reactions: 677
Shares: 95

Instagram last 30 days
Followers: 962

Views: 4,150 (60.9% followers, 39.1% non-followers)
Content Interactions: 283
Profile Visits: 63
Accounts Reached: 1,098

The 2-week reminder for the July show had 366 views. Reel for VOA podcast featuring Jonesborough Public Library had 206 views.

YouTube last 28 days
Subscribers: 22
Views: 17
Watch Time: 0.2
New Subscribers: 0
Impressions: 402

Numbers for Month

StoryTown Volunteers – 17 for Jonesborough Days, 85 Hours; 1 for DC podcast, 1 Hour

Story Brigade – 2 Brigade Members, 2 Hours

Interactions: Jackson Related - 19, June Tales 250 – 156, Doc's Front Porch – 620, JAMSA – 19, Northeast TN Museum Association - 20, July Production Mtg – 2, Media – 2, Advisory Committee – 5, Main St Board – 14, Misc. – 1

Total for Month – 878
Total Volunteer Hours – 86

July 2026 Monthly Report, Skye McFarland

Outreach In July our in-person outreach events include Jonesborough Days Festival, the Farmer's Market, teacher's in-service day, and open houses. If the weather holds up, we will also attend the July 31st Fridays After 5 in Johnson City. As of the date of writing this, we have done Jonesborough Days, which had us interact with about 300 people and the Farmer's Market, which has us interact with 118 people. Our Jonesborough Days numbers were down a bit this year, but this is likely due to the extreme heat that weekend. For these events I worked to organize crafts and craft supplies along with our part-time worker, Martha Blaser. We prepared for about 300 kids and even had a back-up craft for Jonesborough Days. Also, during this time we created a parade float. Throughout the month I worked on creating decorations for a golf-cart that we borrowed from Chuck and Dona Lewis. Getting our name into the parade is always great exposure and outreach for us. I also helped Martha prepare for the Farmer's Market that she and our other part-time worker, Nori Shaw, worked. I have also had crafts, and craft supplies ready to go for the Fridays after 5 events. We agreed to attend 4 and have only been able to attend 1 so far due to weather. We hope to attend the final one. We are also preparing to attend four local schools for their open houses to hand out our Fall catalog, and we will be attending the Teachers' In-service Day. I worked ordering a new banner and table linens for our marketing events and some McKinney Center pens, so we can hand those out to the teachers. The social media for this month has been good as we have had classes and the Market to post about. I schedule and create each Facebook and Instagram post. We have also boosted video advertising for classes, and that has contributed to the higher numbers than last month.

Facebook- Page Follows: 6,214
New Page Follows: 45
Instagram- Page Follows: 2,273
New Follows: 23
YouTube- Subscribers: 297
Watch Time: 4 Hours
New Subscribers: -2

Month	Number	Digital	Paper	
January		55,894	60	
February		74,190	100	
March	1847	56,430	30	
April		62,579	5921	
May	149	64,600	40	
June	81	45,485	40	
July	418	77,667	560	
August				
September				
October				
November				
December				
	2,495	436,845	6,751	446,091

Volunteers During the month of July we did not have too many volunteer hours other than collecting some items for StoryTown Radio Show concessions, the radio show, and open houses. The latter two have not happened as of writing this up, so our numbers will go up in number a few hours. Soon we will start recruiting volunteers to help with A Spot on the Hill in October, which will be our next important thing. I have also started planning the Volunteer Appreciation event in September. We will be hosting a brunch that is "Groovy" or "70s" themed and we will host the band BratFolk.

	McKinney	StoryTown	Total
January		4950	4950
February	49	600	649
March	47	3623	3670
April	25	110	
May	20	12	
June	39	407	
July	4		
August			
September			
October			
November			
December			
	184	9702	9269

Marketing & Miscellaneous Videos: I created a reel to use for social media advertisement of our new Fall catalog. I created reels focused on the upcoming use of the Broyle's Building. I have also filmed the building and Ernest McKinney Jr. giving a tour of the building. I have started and will continue to create a video version of our building's tour.

Photos: I took a few photos of a guitar lesson with our new guitar teacher. Kay Grogg will take photos at the radio show and I will edit them. For the June performance of the Tales of our 250th presentations at the Jackson, Mitchell Calvin took photos of the event and I edited them.

Graphics: One of the largest tasks this month was creating the physical Fall catalog. I have also worked to create the August radio show poster, a graphic for the film screening we will host in August, as well as many different versions of the cover of the fall catalog to share on billboards, as flyers, etc.

This month has also included a presentation reviewing the grant from the Kiwanis Club for our outreach with Coalition 4 Kids at Jonesborough Elementary and communicating about the Traffic box submissions with the committee.

Breanna Walker-Schadler July Monthly Report- McKinney Center

Classes & Special Events:

We resumed private lessons in the month of July. Roxanne McDaniel is now teaching mtn dulcimer and guitar lessons. She had 6 students during the month of July. We had 46 students in July.

We hosted the July radio show production “Paws & Reflect?.” We sold over 50 tickets. We had 863 visitors in July.

Rentals:
We had 6 rentals in the month of July. The Heritage Alliance, Washington County Sheriff’s Office, and Washington County Schools Nutrition Department were all comp rentals during July. July rental income is $470.

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

MBM Support:
I submitted the July private lesson faculty payments to send to teachers through the mail. Roxanne McDaniel had 6 students. I spent time updating the July host schedule and making the August host schedule.

We held the monthly Advisory Committee meeting on July 16th. We went through the agenda. I took notes and prepared the meeting minutes afterward.

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

Fall classes were released online at the end of June. Our staff worked with Jackson Theatre staff to prepare 2,000 catalogs to pass out at major events, around Jonesborough and Johnson City, and at schools. I have also spent time gathering old registration information, forwarding the new class information to past students. I emailed past scholarship students to make sure they renew their applications if necessary and to go ahead and register for a fall class. I uploaded current students through the end of June to the MBM newsletter list.

Theresa reviewed the submissions for the fall market in August and touched base with artists. Fred Collins will be cooking outside for the Fall market.

June was the end of the fiscal year for the town. I spent time going through the rest of the receipts for June and adding them to the 2025-2026 budget. I then spent time getting the budget excel and the budget notebooks ready for the 2026-2027 budget year.

Donations:
We received $5000.00 in donations in July.

Martha Blaser – July Monthly Report

Classes & Special Events:

In July, we had Jonesborough Days at the beginning of the month. We attended the event on July 3 and 4 to provide a free kids craft. After this event, our attention turned to finishing the Fall 2026 catalog and beginning to print copies for distribution. I worked with Nori and Bre to schedule who would be going to the Jackson Theater to print on specific days. I printed and cut flyers to distribute to all the Johnson City Schools.

I called vendors that were accepted into the Fall Market to confirm that they received the email and to remind them to register for a time to unload the day of the market.

Front Desk:

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

Outreach:

We went to the Farmer's Market on July 18. I worked with Skye to prepare a craft of decorating tote bags. Nori and I worked the Farmer's Market and interacted with around 115 people, about 40-50 being children. I have been planning for the rest of the Farmer's Market season.

I worked Jonesborough Days on July 3 and 4. I helped Skye to prepare our craft for the kids. We prepped squares of sticky foam paper for the kids to place on cardboard sheets to make quilt squares. Friday was the busier of the days, especially after the parade. Overall, we interacted with around 300 people.

Noriah Shaw, July Monthly Report- McKinney Center

Outreach:
This July, one way I contributed to outreach is by making social media posts. I created and uploaded seven social media posts to our StoryTown Facebook and Instagram page, in addition to the posts made by other members of our staff. Another way I contributed to outreach this month is by printing copies of our new fall catalog. I've printed upwards of 765 catalogs in July. I also disturbed copies of these catalogs, as well as StoryTown posters, to local businesses in Johnson City and Jonesborough. Another way I contributed to outreach this month was by assisting with Jonesborough Days! I rode on our float during the Jonesborough Days Parade, and afterwards I assisted with tabling during the event. I helped children with a craft and distributed copies of our fall catalog. The last way I contributed to outreach this month was the Jonesborough Farmer's Market. Martha and I represented the Mckinney Center at this event. We set up a tent and a table and assisted children with making a fun summer themed craft. We also spoke to parents about upcoming classes and distributed copies of our fall catalogs.

StoryTown:
This month, I produced July's episode of Voices of The Archives, featuring Laura Moree and Kayla Byrd. I chose this interview to share from our archives, then scripted and recorded audio for the podcast. This month, I've also been organizing our StoryTown Archives, categorizing past interviews but dates and recording what needs to be transcribed. Another StoryTown Event I assisted with was our monthly radio show. I assisted with sound effects for this event. I attended rehearsal before our performance, and the day I assisted with set up and concessions. The last StoryTown project I assisted with was helping post and market our monthly Radioshow podcast. I scheduled this podcast to be posted, as well as created and scheduled promotional social media posts.

Meetings:
During the Month of July, I attended four weekly staff meetings, a general StoryTown meeting, a Radio Show production meeting, and an advisory committee meeting.

Front desk:
On Mondays, and when Martha goes to lunch at 1pm, I cover the front desk. I answer phone calls while they're away and greet any visitors we have. If a caller needs to speak with a member of our staff who is unavailable now, I gather their information and leave a note for Martha to reach out to them. I also assist anyone wishing to sign up for a class or purchase a ticket for an event.

Special Events:
This July, I assisted with four special events. One special event I assisted with this month was another installment in the Jackson Theater's "Tales of our 250th" Series. During this event, I assisted with check-in and greeted guests. I also assisted with take-down and cleaning up once the event concluded. The last special event I assisted with was the Jonesborough Farmer's Market. Martha and I represented the Mckinney Center at this event. We set up a tent and a table and assisted children with making a themed craft. We also spoke to parents about upcoming classes and distributed flyers for upcoming events.

From The Desk Of:
Michelle Stewart
Director of Human Resources

During the month of July 2026, the Human Resources Director continued to support Town operations through recruitment, onboarding, policy development, employee wellness initiatives, compliance activities, and ongoing human resources administration.

Staffing & Onboarding

- Onboarded **Bobby Freeman**, Part-Time Water Treatment Operator.
- Extended offers of employment to:
    - **Billy Miller** – Director of Streets
    - **Jacob Byrd** – Assistant Wastewater Director
    - **Eli Heines** – Public Safety Officer
    - **Andy Murray** – Public Safety Officer
- Coordinated post-offer employment activities for all new hires, who are scheduled to begin employment during the month of August.

Current Open Positions Advertised:

- Equipment Operator I, Streets
- Water Treatment Operator
- Host, Jackson Theatre
- Marketing Coordinator, Jackson Theatre
- Water Worker I
- Public Safety Officer

Recruitment & Workforce Support

- Assisted with Public Safety Officer panel interviews.
- Participated in interviews for the Director of Streets position.
- Conducted recruitment activities and candidate communications for multiple open positions across Town departments.

Benefits Administration

- Met with the Ballad Health Nurse to evaluate employee participation and completion rates for the wellness incentive program.
- Discussed opportunities and solutions to increase employee engagement and participation in wellness initiatives.
- Continued administration of employee benefits and employee assistance related to benefit programs.

Compensation & Payroll

- Processed payroll-related changes and employee status updates as needed.
- Continued oversight of employee payroll records and personnel transactions.

Compliance, Policy & Risk Management

- Met with Kevin Brobeck and Seth Van Wyck to review and reformat Water Treatment Operator job descriptions.
- Met with the Operations Manager to finalize employee handbook revisions.
- Assisted with updates to the Log Cabin lease agreement.
- Coordinated the Town's quarterly random drug screening program.
- Completed the first random GPS review of Town vehicles in accordance with established policy and compliance procedures.

Employee Communication & Engagement

- Continued communication with employees regarding benefits, personnel matters, and Town initiatives.
- Provided assistance and guidance to supervisors and employees on various Human Resources matters.

Training & Professional Development

- Continued collaboration with department leadership on staffing, policy, and operational improvement initiatives.

Boards & Community Representation

- Continued supporting organizational goals through participation in meetings and collaborative efforts involving Town departments and community partners.

In addition to the activities highlighted above, the Human Resources office continued to coordinate all routine Human Resources functions, including benefits administration, payroll changes, employee relations, recruitment, onboarding, compliance activities, and other daily HR operations. As always, I remain committed to supporting employees, ensuring compliance, enhancing communication, and strengthening operations across all Town departments.

Cameo Waters
Director of Tourism & Main Street
July 2026 Monthly Report

Updates and Projects

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

Tourism/Marketing

Throughout July, tourism marketing efforts focused on promoting the Wizardly World of Jonesborough, Brews & Tunes, Music on the Square, Jackson Theatre programming, and marketing late-summer travel opportunities. Staff continued digital advertising, media outreach, and promotional efforts to encourage visitation and support local businesses.
Participated in several television appearances with WJHL to promote the Wizardly World of Jonesborough. Additional on-location interviews were conducted to highlight upcoming events and tourism initiatives with Day Time Tri Cities
Continued collaborative marketing efforts with Town departments through monthly meetings with the Parks and Recreation Department, McKinney Center, Senior Center, Wetlands Water Park, and the Jackson Theatre. Marketing strategies and campaign updates were reviewed to coordinate promotions across multiple Town facilities and events.
Participated in the Northeast Tennessee Tourism Executive Committee meeting.
Reviewed and coordinated marketing campaigns for Jackson Theatre, Wetlands, and Storytelling Live promotions while preparing for upcoming fall advertising initiatives.

Our digital ads are performing very well. Below is a report of those results:

- Target Cities: Greenville/Spartanburg/Asheville, Chatt., Charlotte, Knoxville
- Placement: Meta, display, and paid search
- Summer Family Fun Campaign
- Results: **17.9 million impressions,** 422,359 Clicks, 3.77% CTR
- *(Click here to view Family Fun ad samples, video, and photos)*
- Jackson Theatre Campaign Run Dates: 3/01/26 – current
- Results: **2.3 million impressions,** 58,652clicks, 3.76% CTR
- *(Click here to view Jackson Theatre ad samples, video, and photo*

Main Street and Downtown

Continued participation in Main Street Tennessee initiatives by attending monthly Main Street Directors meetings online and working with downtown partners.

Attended JAMSA board meetings and merchant breakfast meeting.

Continued discussions regarding the Town's short-term rental market with the state and utilizing the software they provide through a grant we were awarded.

Maintained communication with downtown businesses regarding upcoming festivals, road closures, and event logistics to ensure businesses remained informed and prepared for summer programming.

Events

July was heavily focused on planning, promotion, and evaluation of summer festivals and upcoming fall events.

Following the successful Jonesborough Days Festival, staff participated in recap meetings to evaluate operations, review successes, and identify opportunities for future improvements.

Significant planning efforts continued for the Wizardly World of Jonesborough, including television promotions, marketing coordination, ticketing logistics, early check-in planning, volunteer coordination, street closure planning, and operational meetings.

Staff also continued preparations for MOTS, Brews & Tunes, and upcoming fall and winter events.

Additional planning included alcohol permitting, safety meetings, and coordination with Town departments to ensure upcoming events remain organized and successful.

Monthly Report July 2026

Mitchell Calvin, Digital Media Manager

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

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

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

Marketing
- Attended Marketing meetings
- Attended Main Street Meeting
- Attended JAMSA Meetings
- Creating event pages for new events

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

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

Jackson Theatre Website
- Working on troubleshooting and fixing bugs as they present themselves as we work on get the information up to date
- Promoting the upcoming events on the newsletter
- Helped reconnect the their Constant Contact form

Website ADA
- Researching best practices for website ADA compliancy
- Sitting in on webinars to learn more about programs and systems offered to municipalities

Boardroom Screens
- Troubleshooted the screens in the boardroom
- Met with Sharp to get an estimate for a new HDMI Matrix for the screens

Representative Alexanders Courthouse Event
- Set up sound for event
- Ran and mixed the band playing at the event
- Worked with the Jackson to use some of their equipment for the event

Jonesborough Days
- Purchased items for the bands
- Laid out craft vendor spaces
- Designed the signs for the festival
- Set up craft vendors
- Helped with the kick off dinner (Set up, serving, clean up)

Wizardly World of Jonesborough
- Helped promote the event
- Worked with Stafford to get the signs made

Website Analytics
- The Civic website had 26,002 views for the month of July
- The Tourism website had 106,046 views for the month of July
    - Jonesborough Days had 13,982 views
    - Wizardly World of Jonesborough had 11,710 views
    - Storytelling Live had 11,383 views
- Wetlands had 55,786 views on the website for July
- We mailed out 25 Visitor Guides in July

Hannah Goodman

Marketing Manager

July 31, 2026

Monthly Report – July 2026

July began with final preparations for Jonesborough Days, one of the Town's largest annual events. Overall, the event was successful despite extremely hot weather. During the festival, I assisted wherever needed, conducted media interviews, staffed the information tent, captured photo and video content, and managed social media coverage throughout the event.

Throughout the month, I secured television segments to promote several upcoming events and programs, including Wizardly World of Jonesborough, McKinney Center Fall Classes, the McKinney Center Vendor Market, and the Chuck Depot Train Show.

I also participated in several key meetings, including planning meetings with Jackson's Prime for the Wizardly World Mixology Classes, the monthly Parks and Recreation meeting, the JAMSA meeting, and the McKinney Center marketing meeting.

The month concluded with final marketing and event preparations for the inaugural Great Hall Dinner on July 31 and Wizardly World of Jonesborough on August 1, ensuring promotional efforts, media coverage, and event logistics were in place for a successful weekend.

Content

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

Historic Jonesborough

- Main Stage at Jonesborough Days
- Helpful Tips for Jonesborough Days
- Jonesborough Days Parade Winners
- First Day at Jonesborough Days
- Thank you for Jonesborough Days
- Wizardly World of Jonesborough Reel
- Shared StoryTown Radio Show
- Shared The Jackson Theatre
- Jackson Theatre rainy week
- Wizardly World of Jonesborough – Great Hall Dinner
- Shared StoryTown Radio Show
- Mixology Class post
- Shared The Jackson Theatre
- Shared Wizardly World of Jonesborough – get tickets now

- Shared Music on the Square – Happening tonight
- Wizardly World of Jonesborough
- Shared fall classes for the McKinney Center
- Music on the Square – Lucille Klement
- Shared the Dairy Bar
- Shared StoryTown Radio Show
- Shared Heritage Alliance Trivia
- Shared Music on the Square cancelled due to rain
- Wizardly World of Jonesborough Reel
- Shared Volunteer opportunity
- Shared National Water Park Day
- Shared StoryTown Radio Show
- Shared Wizardly World of Jonesborough
- The Great Hall Dinner
- The McKinney Center Fall Classes

Main Street Jonesborough

- Jonesborough Days Almost here
- Patriot Park
- MoonPie Eating Contest Winners
- Yoga in the Park
- Wizardly World of Jonesborough Returns
- The New Great Hall Dinner
- Shared 5v5 soccer
- The Great Hall Dinner
- Magical Mixology Class
- Shared last-minute swimming lessons
- Shared Boone Street Minute
- Wizardly World of Jonesborough
- The Great Hall Dinner
- Mill Springs Makers Market – Potions Class
- The Great Hall Dinner
- McKinney Center Vendor Market
- General reel – downtown businesses
- Volunteer opportunity
- Shared Main Street Brews and Tunes
- Wizardly World of Jonesborough activities
- The Great Hall Dinner

Civic

- Traffic Advisory for Jonesborough Days
- Solid Waste Update
- Shared Jonesborough Days Helpful tips
- Town of Jonesborough Solid Waste & Recycling mulch deliveries
- BMA Meeting Info
- Shared Wizardly World of Jonesborough

- Town Hall Phone Systems down
- Shared BMA meeting recording
- Employee of the Month
- Court Closure Notice
- Visitor Center closed for remodeling
- Shared Wizardly World of Jonesborough
- Solid Waste Update
- Shared Jimmey Neil Smith Park Story Trail
- Shared The Great Hall Dinner
- Volunteer opportunities at Wizardly World of Jonesborough
- Shared National Water Park Day
- Shared Pickleball Tournament
- Parks and Rec Storm Clean Up
- Parks and Rec Appreciation Month
- McKinney Center Fall Classes

Parks and Rec

- Shared Helpful tips for Jonesborough Days
- 5v5 soccer tournament
- Court Closure Notice
- Doughboys Game
- Storybook Trail at Jimmy Neil Smith Park
- Shared National Water Park Day
- Pickleball Tournament
- Storm Clean Up
- Fall Soccer Sign Ups
- Parks and Recreation Month

Wetlands Waterpark

- 4th of July at Wetlands
- Employee wetlands reel
- Closed due to storms
- Swim lessons
- Scuba Dive Reel with employees
- Senior Swim Night
- Closed for weather
- We are Open + rain policy
- National Waterpark Day all week long specials
- Cheeseburger Specials
- National Waterpark Day
- Sun is shining National Waterpark Day
- Back to School Glow Party
- Chicken Sandwich Special
- Summer Reel
- Lunch Special

Press Release

1. Main Street Brews and Tunes Hosts Joe Cangelosi
2. Wizardly World of Jonesborough Returns to Tennessee's Oldest Town
3. StoryTown Radio Show Celebrates our Four-Legged Friends & Family Members on July 27
4. Music on the Square Hosts Mal Cooper in Downtown Jonesborough
5. McKinney Center Announces Exciting Fall 2026 Lineup of Creative Classes and Workshops
6. Main Street Brews and Tunes Hosts Bailey George & The Hit Paraders
7. Wizardly World Weekend Adds Magical Sorting Mixology Class at Jackson's Prime
8. McKinney Center Partners with Johnson City Public Library to Host a special Listening Day on July 28
9. StoryTown Radio Show Partners with Appalachian Highlands Humane Society Pet Food Drive on July 27 Show
10. McKinney Center Offers Charming, Historic Event Rental Space in JonesboroughMain Street Brews and Tunes Hosts Logan Fritzs and Mckenna Blevins
11. Music on the Square Hosts JP Mathes in Downtown Jonesborough
12. Music on the Square Hosts Lucille Klement in Downtown Jonesborough
13. Celebrate Creativity at the McKinney Center Market on August 22
14. Main Street Brews and Tunes Hosts Bratfolk
15. Get To Know Faculty at the McKinney Center - Mirissa Walters
16. McKinney Center Hosts an Evening Listening Day on August 13
17. StoryTown Radio Show Goes Back to the Classroom with Teachers' Stories on August 24
18. Main Street Brews and Tunes Hosts Logan Fritzs and Mckenna Blevins

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

July 2026 Monthly Report

Tasks Completed & Updates

1. Events

Events

- Successfully planned and worked the 56th Annual Jonesborough Days Festival on July 3–4, overseeing event operations, logistics, entertainment, vendors, volunteers, sponsorships, and community partnerships.
- Completed a comprehensive post-event review with the Police Department, Street Department, and Parks & Rec.
- Continued working with Cameo on some planning and coordination for Wizardly World of Jonesborough, including the inaugural Great Hall Dinner.
- Attended the JAMSA Breakfast
- Attended JAMSA Pumpkin Fest 2nd planning meeting with Pumpkin Fest committee
- Participated in planning meetings regarding upcoming Halloween street closures and Christmas events

Marketing & Promotion

- Created and coordinated promotional materials for:
    - Wizardly World of Jonesborough
    - The Great Hall Dinner
- Continued updating event pages, website content, and social media promotions.
- Created an ad for Allegiant magazine that will go on every Allegiant plane
- Created ads for Wizardly World of Jonesborough
- Created Pumpkin Fest logo for JAMSA

Music on the Square

- Continued coordinating weekly Music on the Square concerts
- Worked with performers, volunteers, sponsors, and food trucks each week

- Continued assisting with event setup, logistics, and operations throughout the concert series
- Continued working with local businesses and community partners to promote

Jonesborough Days

- Successfully managed final event logistics and on-site operations for the Town's largest annual festival.
- Coordinated Main Stage entertainment, Doc's Front Porch programming with Anne Mason, Patriot Park activities with Parks & Rec. and McKinney Center, Heritage Fair with Heritage Alliance, American-Made Classic Car Show, parade operations, fireworks, artisan vendors, food vendors, volunteers, and community organizations.
- Worked closely with Police, Fire, Street, Solid Waste, Parks & Recreation, Tourism staff, and community partners to ensure safe and successful festival operations, attendance, and community involvement.

EXPERIENCE THE Historic Charm OF TENNESSEE'S OLDEST TOWN
JACKSON THEATRE
JONESBOROUGH
TENNESSEE
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Wizardly World of Jonesborough
Step into a magical world featuring treats, drinks, activities and more!

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TENNESSEE
Est. 1779
GET TICKETS
Wizardly World of Jonesborough
Step into a wizardly world featuring treats, drinks, activities and more!

Jonesborough Fire Incident Count (NERIS)

Dataset: Fire Incidents (NERIS)

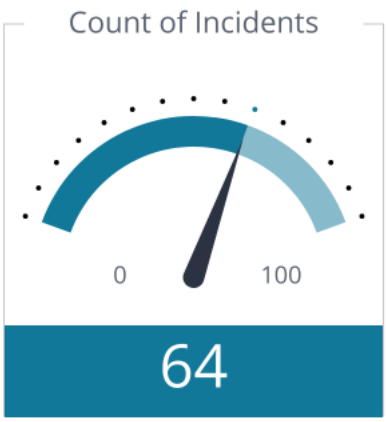
Date of Export: July 31, 2026 at 09:28:15

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

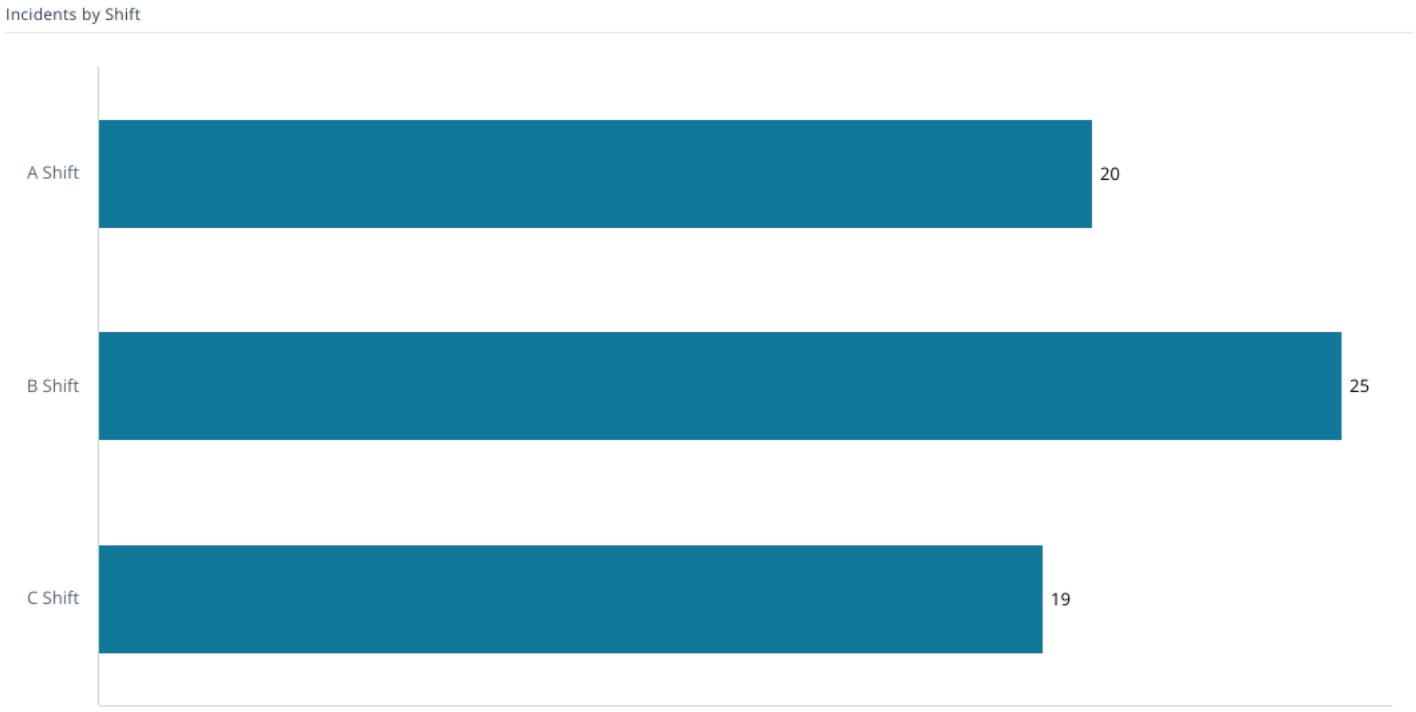
Last Updated: July 25, 2026 at 22:34:19

Count of Total Incidents

Count of Total Incidents



Incidents by Shift



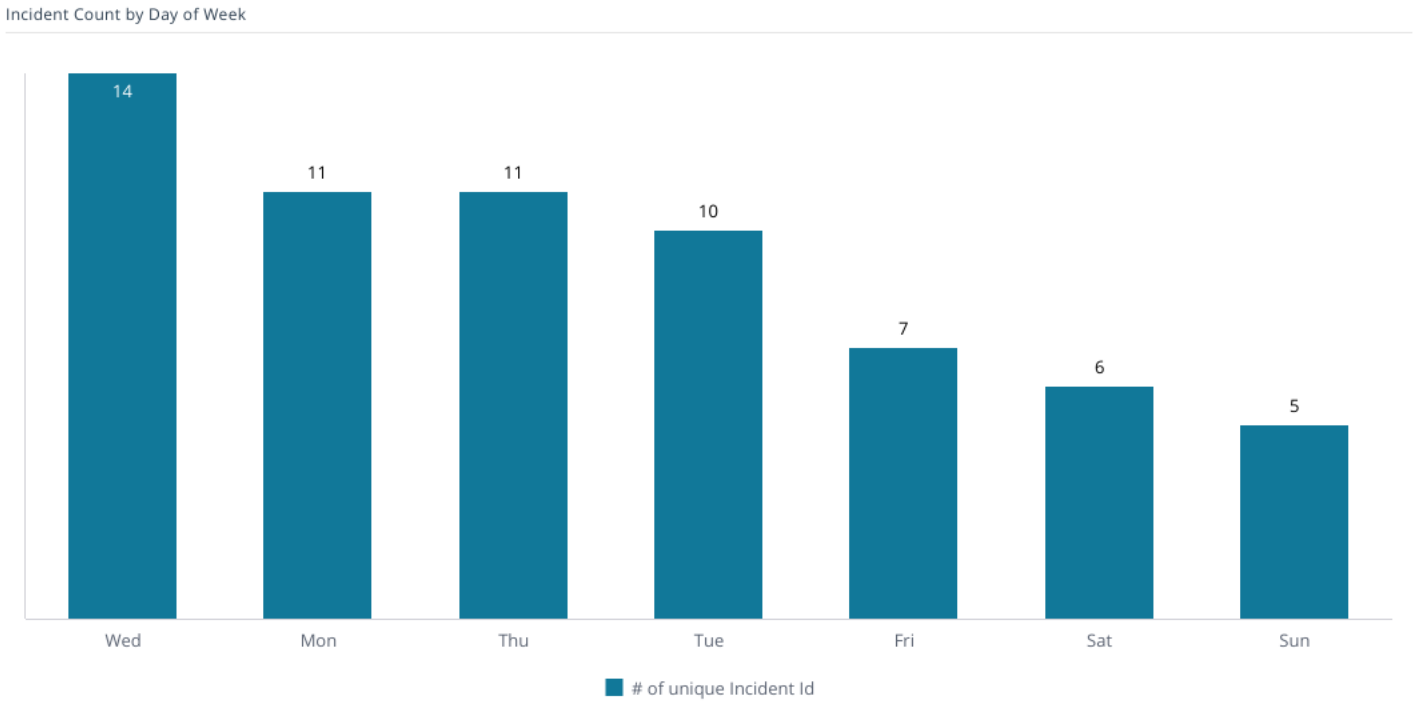
Incidents by District

RICHTEXT_MAIN.TITLE

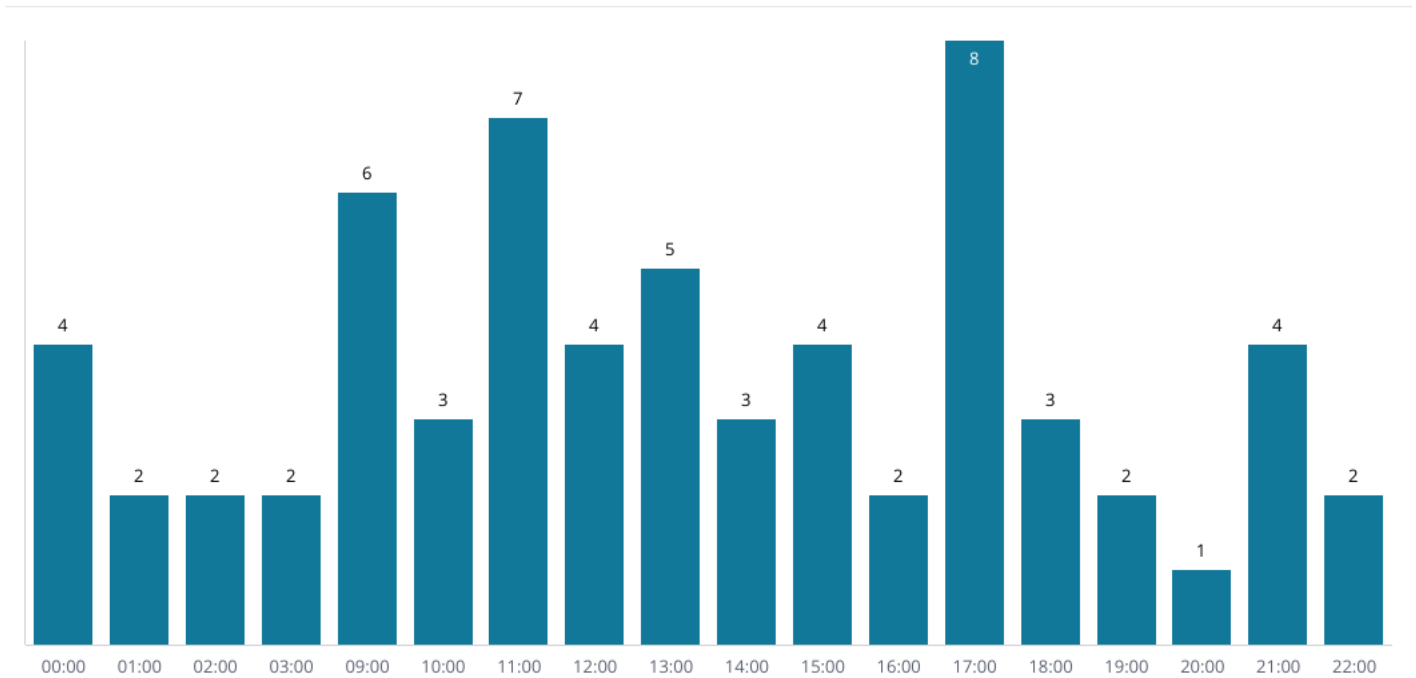
Fire Incident Count (NERIS)

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

Incident Count by Day of Week

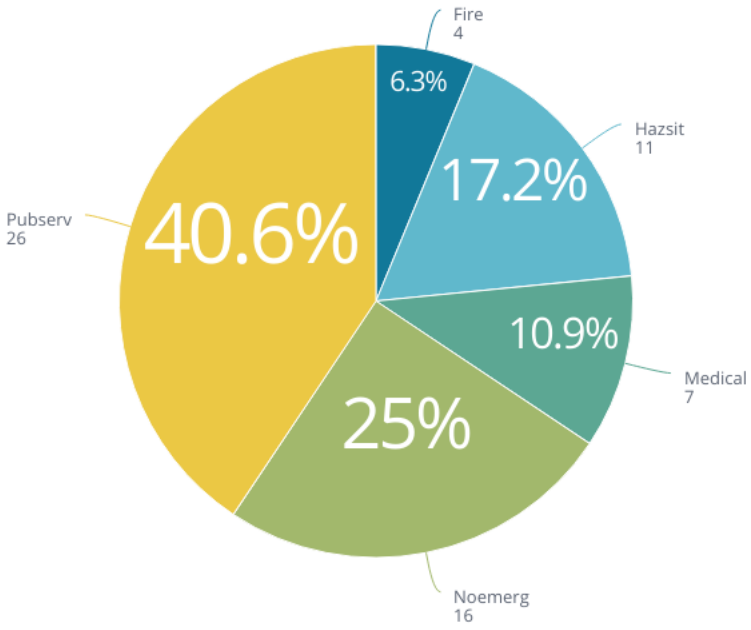


Incident Count by Hour of Day



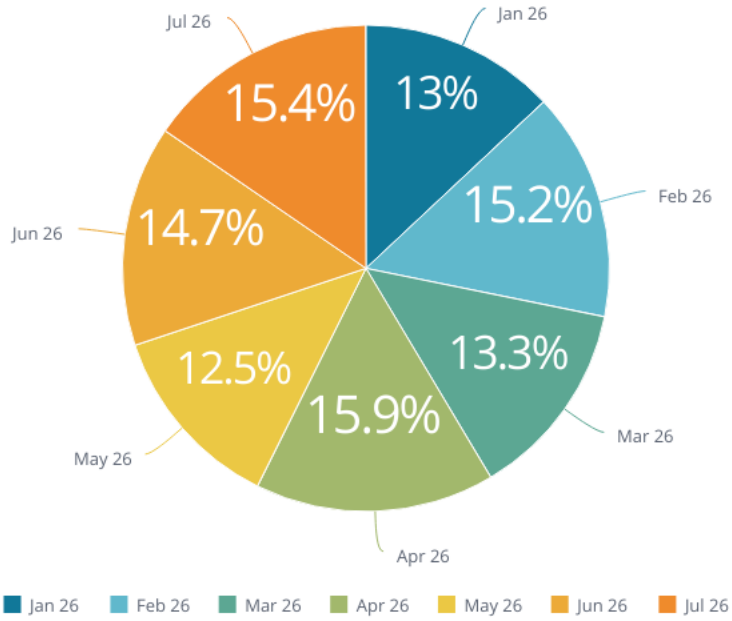
Percent of Incident Responses by Incident Type

Percent of Incident Responses by Incident Type



Incident Count By Month (This Year)

Incident Count By Month (This Year)



Incident Count By Month (This Year)

Months in Core incident onset date/time	Count of Incidents
January 2026	54
February 2026	63
March 2026	55
April 2026	66
May 2026	52
June 2026	61
July 2026	64
Count of Incidents	415

Jackson Theatre- Operations Manager

Monthly Report for July 2026

Programming:

- We hosted 7 live events in June on the Ballad Health Stage, we had:
  - 2-days of storytelling with Doc's Front Porch being held in the Jackson Theatre during the 2026 Jonesborough Days Festival.
  - We served as a rain back up and hosted Ed Snodderly for the July 10th Music on the Square event.
  - We hosted "Meet Abraham Lincoln" on July 11th at 3pm and also "An Evening with Abraham Lincoln" on July 11th at 7pm. Both events were very well received, and we were able to get some great publicity from local media for the programs.
  - We hosted the 2nd of 5 events in partnership with the McKinney Center for "Tales of our 250th" at the Jackson Theatre on July 23rd. This series will run through October 22nd and will also feature 2 student performances.
  - We hosted Lee Roy Parnell in concert on July 25th.
- in addition to these live events, we attended the "Jonesborough Night" at the Johnson City Doughboys home game on Saturday, July 18th. The Jackson Theatre table offered free popcorn, copies of our "Jackson Journal" and gave our free movie vouchers.
- Gift certificate sales are still going very well; **we have sold $5,690.00 in gift certificates and redemptions are at $1,693.00.**
- **We have raised $4,486.00 in our online donation campaign**.
- Booked all movies shown at Jackson in July.
  - July 1st- 1776
  - July 5th- Zootopia 2
  - July 6th- The American Miracle (sponsored by McLeod Organics)
  - July 8th- Stripes
  - July 12th- Gettysburg
  - July 15th- Sixteen Candles
  - July 16th- A Star is Born
  - July 17th- Silents Synched: Sherlock Holmes with R.E.M
  - July 18th- F1
  - July 22nd- The Breakfast Club
  - July 24th- The Witch
  - July 26th- Annie
  - July 29th- Pretty in Pink
  - July 30th- 3:10 to Yuma
- Continue to work on music and live performance programming for 2026.
  - August 8th- 2pm- Meet the Washington's (Interpreter)
  - August 8th- 6pm- Dinner with George & Martha: Be Our Guest "In the Room Where it Happens" Dinner, Music and Interpreters
  - August 20th- Tales of Our 250th

    - August 22nd- The Met: Live in HD (1st event of 13)
    - August 28th & 19th- Rental event: Trip to Appalachia
- The "Pay What You Can" movies continue to go well, with on average, two events per month that are PWYC.
- Continue to work into January, February and March on live events.
- Attended a meeting with Becky Edminsten on possible programming with a Lincoln event in February.
- Went live with Alison Brown, The Gatlin Brothers and Eugene Wolf's "Book of Mamaw" for our live programming. The included creation of tickets in ThunderTix, uploading all events and details to our website, and creation of events on the Town of Jonesborough's google calendar which are reflected on the town sites as well as their Main Street newsletter.
- **Donation/Sponsorship revenue for July 2026 was $644.98**.
- **The total concession, alcohol, and merchandise sales revenue for July 2026 was $3,592.88**

Rentals/User Group Agreements for July 2026:

- Rental event with Appalachian RC&D for a movie, vendor set up and panel discussion.
- 4 dates rented by Christ Church of Jonesborough for church services on Sundays from 9am-1pm.
- Hosted David Crockett High School and Daniel Boone High School for two days of field trips.
- Hosted Johnson City Schools, Fairmont Educare for a field trip.
- 4 dates rented by T and Jennifer McLeod for Restoring the Foundations series.
- **Rental revenue for July 2026 was $4,180.08**.

Marketing:

- I continue to work with Jessica Sanders, contract employee, on all social media posts, posters, table tent graphics, press releases and graphics. We meet twice a month to cover the marketing items needed.
- Continue to work with WETS to promote 2026 events at the Jackson Theatre.
- Continue to work with WNCW in Western North Carolina to promote our 2026 events.
- Continuing to work with Six Rivers Media on monthly ads in the Erwin Record as well as the monthly mailer to new citizens to Washington County.
- Working with Lamar Advertising on 6 billboards in July and August to advertise "Lee Roy Parnell" and "Dinner with George & Martha".
- Completed a ½ page ad in the Johnson City Press 250th edition, advertising our Meet Abraham Lincoln events, Tales of our 250th, and Meet the Washington's events.
- Attended two meetings with marketing groups to discuss and plan marketing initiatives for The Met: Live in HD which will be kicking off on August 22nd.

Building Info:

- Working on scheduling our annual sprinkler inspections.
- Continue to work on elevator inspections and approvals.

Additional Info:

- Organized and attended the July Jackson Theatre Board meeting as well as preparation of the agenda.
- Attended the June Director's Meeting held at the McKinney Center on July 15th.
- Attended a Jackson Theatre Host meeting on July 9th.
- Continue to work on fundraiser for August 8th, Dinner with George & Martha: Be Our Guest "In the Room Where it Happens" as we are set to host an 18th century style dinner with recipes from Mount Vernon, 18th century cocktails/mocktails, a regional fife and drum corps band and tales of the Washington's.
- Participated in the Jonesborough 101 tour with the Community Chest. I met with the group and gave them some history on the building, a tour of the facility, info on how we run and program our events, etc.
- Attended the Main Street Board meeting on July 21st.
- I attended 8 interviews for the newly vacant host position. We plan to make a recommendation during the first week of August.

Supervisor Report July 2026

Senior Center

Membership is continuing to grow steadily even with the membership drive coming to completion. We had 160 new people join in July; we average 250 members a day participating in activities. Our advanced hike for July was on Roan Mountain; we hiked over five miles. We walked part of the trail the Overmountain men took as part of our focus on Americas 250th Anniversary. The Senior Center hosted a 4th of July picnic at Lincoln Park on July 1st. We took a 24-person group whitewater rafting on the French Broad River in North Carolina on July 15th.

Our lunch bunch for the month was a trip to Suba's in Mountain City. We went to Laurel Falls for our easy hiking group on July 23rd. Our Welcome Home series ventured to Unicoi County we toured the fish hatchery, downtown, Bogart-Bowan historic cabin and several other points of interest. We took two buses and enjoyed the Barter Theatres production of Grandma Gatewood Took a Hike. July has been a busy month for the Jonesborough Senior Center, and we look forward to more trips and activities in August.

The Senior Center roof was worked on in July; we had the flashing replaced around all the chimney stacks on the center roof. We have experienced significant leaking and had the work completed beginning of July, resolving the leaking. We are working with maintenance to replace all damaged ceiling tiles.

Lincoln Park

The University of Tennessee Extension Master Gardeners continue to maintain the raised beds at Lincoln Park and harvest fresh produce. This produce is a wonderful addition to our meal program and is also shared with our members. Any surplus vegetables are made available to senior members to enjoy. Vegetables include zucchini, yellow squash, okra, corn, tomatoes, cucumbers, beans and peppers.

We continue all park programming and are so thankful for the wonderful space at Lincoln Park. As we look ahead to August we have a variety show planned for August 27th at 6pm featuring our dance group Vintage Productions.

We look forward to Senior Swim at Wetlands on August 18th and appreciate Parks and Recreation hosting this for the Senior Center.

Respectfully,

Mary Regen

Jonesborough Senior Center
Your place to be "Active, Fit and Connected"

July 2026

250th ANNIVERSARY 1776 – 2026

Monday	Tuesday	Wednesday	Thursday	Friday
Calendar Key: ...Closing Announcements or Altered Classes ... New or Infrequent Classes, or Special Events ... Trips ...Scheduled Activities meeting at Lincoln Park	**Updated June 24th**	1 9A: Silver Sneakers Classic 10A-2:15P: Express Custom Facials 10A: Silver Sneakers Circuit No Café Connection today 10A: 250th Celebratory Picnic at Lincoln Park (bring own lunch, Center will provide drinks and dessert) sign-up at front desk 12P: Hand & Foot 1P: Scrabble No "An Encouraging Word for Women" 1:30P: Meditation with Lotus – at Lincoln Park 2P: Fun Pump 2P-4:30P: Chess – in the Dining Room 2:45P: Fitness Equipment Orientation 3P: Chair Yoga	2 7A: *Robin's Early Birds* at Lincoln Park 7:45A: Bus leaves for *Red-Liner's Hike* 8A: Silver Sneakers Splash 9A: Silver Sneakers Ener-Chi 9:30A: Veteran's Meet & Greet -in the Arts & Crafts Room 10A: Bocce Ball at Lincoln Park 10A-2P: Massage Therapy 10A: Gentle Yoga 12P: Mexican Train Game – Card Room 1P: Bridge Jonesborough Dulcimer Players will return in August 2P: Kickboxing Class 3P: Yogalates 6P: Join the Jam 6:15P: *WERQ* – Tonight's class will be FREE	3 **CLOSED In Observance of Independence Day**
6 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instructional Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy" - in the Classroom 12:30P: BINGO sponsored by *AssureSource* 1P: Mahjong 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga 6P-6:45P: Vintage Productions @ Robin Beals DPR Studio 216 Headtown Rd	7 7A: Parkour Silver 8A: Lincoln Loopers 8A: Pickleball at Tiger Park 9A: Instructional Cornhole 9A: Silver Sneakers Ener-Chi 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:30P: Cribbage 1:30P: Knit Pickers 2P-4P: Grief Share – in the Music Room 2P: Zumba Class 2P-3P: General Technology Assistance – in the Classroom 3P: Yogalates 5P: *Flow & Yin Yoga* – $5 6:15P: *WERQ* - $5	8 9A: Silver Sneakers Classic 10A-2:15P: Express Custom Facials 10A: Silver Sneakers Circuit 11:30A: Café Connection 12P: Hand & Foot 1P: Scrabble 1P: An Encouraging Word for Women 1:30P: Meditation with Lotus – at Lincoln Park 2P: Fun Pump 2P-4:30P: Chess – in the Dining Room 2:45P: Fitness Equipment Orientation 3P: Chair Yoga	9 7A: *Robin's Early Birds* at Lincoln Park 8A: Silver Sneakers Splash 9A: Silver Sneakers Ener-Chi 10A: Bocce Ball at Lincoln Park 10A-2P: Massage Therapy 10A: Gentle Yoga 12P: Mexican Train Game – Card Room 1P: Bridge 2P: Kickboxing Class 3P: Yogalates 5P-7P: *Senior Financial Group: Medicare Seminar - Dining Room* 6P: Join the Jam 6:15P: *WERQ* - $5	10 9A: *8-Ball Tournament* 9A: Silver Sneakers Classic 10A: Silver Sneakers Circuit 10A: Bridge 10:30A: Fun with Trivia 11A: *Rockin' with Robin* *11:30A-1:30P: "Pop-in" Line Dancing* (multi-level) No Fee 1P: Joyful Women's Bible Study 1P: Beg. Double-Deck Pinochle 1P: Scrabble *1:30P-2:30P: Beginner Line Dance Instruction* No Fee 1:30P: ROOK

Flip over, to see the rest of the month

13 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instructional Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy" – in the Classroom 12:30P: BINGO sponsored by *Abundant Christian Living* 1P: Mahjong 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga 6P-6:45P: Vintage Productions @ Robin Beals DPR Studio 216 Headtown Rd	**14** 7A: Parkour Silver 8A: Lincoln Loopers 8A: Pickleball at Tiger Park 9A: Instructional Cornhole 9A: Silver Sneakers Ener-Chi 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:30P: Cribbage 1:30P: Knit Pickers 2P: Alzheimer's TN – in the Classroom 2P: Zumba Class 2P-4P: Grief Share -in the Music Room 3P: Yogalates 5P: *Flow & Yin Yoga* – $5 6:15P: *WERQ* - $5	**15** 8:15A: Bus leaves for *French Broad Rafting Trip* 9A: Silver Sneakers Classic 10A-11:30A: *Painting with Tania* - in the A&C Room 10A-2:15P: Express Custom Facials 10A: Book Crazies – in the Classroom 10A: Silver Sneakers Circuit 11:30A: Café Connection 12P: Hand & Foot 1P: Scrabble 1P: An Encouraging Word for Women 1:30P: Meditation with Lotus – at Lincoln Park 2P: Fun Pump 2P-4:30P: Chess – in the Dining Room 2:45P: Fitness Equipment Orientation 3P: Chair Yoga	**16** 7A: *Robin's Early Birds* at Lincoln Park 8A: Silver Sneakers Splash 9A: Silver Sneakers Ener-Chi 10A: Gentle Yoga 10A: Bocce Ball at Lincoln Park 10A-2P: Massage Therapy 9:30A: *Lunch Bunch* Suba's in Mt City 12P: Mexican Train Game – Card Room 1P: Bridge 2P: Kickboxing Class 3P: Yogalates 6P: Join the Jam 6:15P: *WERQ* - $5	**17** 9A: *9-Ball Tournament* 9A: Silver Sneakers Classic 10A: Silver Sneakers Circuit 10A: Bridge 10:30A: Fun with Trivia *11:30A-1:30P: "Pop-in" Line Dancing* (multi-level) No Fee Joyful Women's Bible Study Will Not meet this week 1P: Beg. Double-Deck Pinochle 1P: Scrabble *1:30P-2:30P: Beginner Line Dance Instruction* No Fee 1:30P: ROOK 2P-4P:" Art Rx: Creative Practices for Well-Being"- A&C Room
20 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instructional Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy"- in the Classroom 12:30P: BINGO sponsored by *Dillow-Taylor* 1P: Mahjong 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga 6P-6:45P: Vintage Productions @ Robin Beals DPR Studio 216 Headtown Rd	**21** 7A: Parkour Silver 8A: Lincoln Loopers 8A: Pickleball at Tiger Park 9A: Instructional Cornhole 9A: Silver Sneakers Ener-Chi 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:30P: Cribbage 1P: *Trivia with Budds* sponsored by Olde Towne Pharmacy 1:30P: Knit Pickers 2P-3P: General Technology Assistance – in the Classroom 2P: Zumba Class 2P-4P: Grief Share – in the Music Room 3P: Yogalates 5P: *Flow & Yin Yoga* – $5 6:15P: *WERQ* - $5	**22** 9A: Silver Sneakers Classic 9:30A: *Lunch Bunch* Suba's in Mt City 10A-2:15P: Express Custom Facials 10A: Silver Sneakers Circuit 11:30A: Café Connection 12P: Hand & Foot 1P: Scrabble 1P: An Encouraging Word for Women 1:30P: Meditation with Lotus– at Lincoln Park 2P: Fun Pump 2P-4:30P: Chess – in the Dining Room 2:45P: Fitness Equipment Orientation 3P: Chair Yoga	**23** 7A: *Robin's Early Birds* at Lincoln Park 8A: Silver Sneakers Splash 9A: Bus leaves for *Jen's Trails & Tales* 9A: Silver Sneakers Ener-Chi 10A-2P: Massage Therapy 10A: Gentle Yoga 10A: Bocce Ball at Lincoln Park 12P: Mexican Train Game – Card Room 1P: Bridge 2P: Kickboxing Class 3P: Yogalates 4P: Advisory Board Meeting - Classroom 6P: Join the Jam 6:15P: *WERQ* - $5	**24** 9A: Silver Sneakers Classic 9:30A: Cooking Class with Mary & Tracy 10A: Silver Sneakers Circuit 10A: Bridge 10A: Bowling: meet at Holiday Lanes 10:30A: Fun with Trivia *11:30A-1:30P: "Pop-in" Line Dancing* (multi-level) No Fee 1P: Joyful Women's Bible Study 1P: Beg. Double-Deck Pinochle 1P: Scrabble *1:30P-2:30P: Beginner Line Dance Instruction* No Fee 1:30P: ROOK
27 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instructional Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy"- in the Classroom 12:30P: BINGO sponsored by *Visiting Angels* 1P: Mahjong 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga 6P-6:45P: Vintage Productions @ Robin Beals DPR Studio 216 Headtown Rd	**28** 7A: Parkour Silver 8A: Lincoln Loopers 8A: Pickleball at Tiger Park 9A: Instructional Cornhole 9A: Silver Sneakers Ener-Chi 9A: Department of Health: 4-week Diabetes class series Week 1 -in the Classroom 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 10:15A: Bus leaves for Barter Theatre *"Grandma Gatewood Took A Walk"* 12:30P: Cribbage 1:30P: Knit Pickers 2P: Zumba Class 2P-4P: Grief Share – in the Music Room 3P: Yogalates 3:30P: Coin Club – in the Classroom 5P: *Flow & Yin Yoga* – $5 6:15P: *WERQ* - $5	**29** 8A-3:30P: Washington County School Nurses – in the Classroom 9A: Silver Sneakers Classic 10A-2:15P: Express Custom Facials 10A: Silver Sneakers Circuit 10:30A-12P: *Christmas in July* Card Making / Donna Beckett 11:30A: Café Connection 12P: Hand & Foot 12:30P-2P: *Christmas in July* Card Making / Donna Beckett 1P: Scrabble 1P: An Encouraging Word for Women 1:30P: Meditation with Lotus– at Lincoln Park 2P: Fun Pump 2P-4:30P: Chess – in the Dining Room 2:45P: Fitness Equipment Orientation 3P: Chair Yoga	**30** 7A: *Robin's Early Birds* at Lincoln Park 8A: Silver Sneakers Splash 8A-12P: Washington County School Nurses – in the Classroom 9A: Silver Sneakers Ener-Chi 9A: Bus leaves for *Welcome Home: Getting to Know Your New Backyard* 10A-2P: Massage Therapy 10A: Gentle Yoga 10A: Bocce Ball at Lincoln Park 12P: Mexican Train Game – Card Room 1P: Bridge 2P: Kickboxing Class 3P: Yogalates 6P: Join the Jam 6:15P: *WERQ* - $5	**31** 9A: Silver Sneakers Classic 10A: Silver Sneakers Circuit 10A: Bridge 10:30A: Fun with Trivia 1P: Joyful Women's Bible Study 1P: Beg. Double-Deck Pinochle 1P: Scrabble 1:30P: ROOK

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Statistical Analysis
7/1/2026 - 7/30/2026

Jonesborough Senior

Service Days	Units	Avg. Units	Attendance	Avg. Attendance	Unduplicated Count
21	5969	284.2	4573	217.8	965

Registered Clients

Activity	Service Days	Units	Avg Units	Attendance	Avg Attendance	Unduplicated Count
Advisory Board Meeting	1	9	9	9	9	9
Alzheimer Support Group	1	1	1	1	1	1
An Encouraging Word for Women	4	22	5.5	22	5.5	9
Art Rx: Creative Practices for Well-Being	1	8	8	8	8	8
Barter Theater & Lunch	1	51	51	17	17	17
Beginner Line Dance Instruction	3	33	11	33	11	24
Billiards	21	248	11.8	248	11.8	35
Billiards Tournament	2	26	13	26	13	15
Bingo	4	312	78	312	78	113
Blood Pressure Check	4	4	1	4	1	3
Bocce Ball on Thursdays	4	23	5.8	23	5.8	15
Book Review Club	1	16	16	16	16	16
Bowling Trip	1	63	63	21	21	21
Bridge Club	10	69	6.9	69	6.9	16
Cafe Connection	4	101	25.2	101	25.2	36
Chair Yoga	9	285	31.7	285	31.7	111
CheckIn - Attendance	21	234	11.1	234	11.1	92
Chess	4	12	3	12	3	4
Christmas Card Making	1	14	14	14	14	14
Coffee & Chat with Kathy	4	68	17	68	17	30
Coin Club	1	11	11	11	11	11
Cooking Class with Mary & Tracy	1	11	11	11	11	11
Cribbage	3	16	5.3	16	5.3	10
Diabetes Awareness Seminar	1	4	4	4	4	4
Exercise Room	1	5	5	5	5	5
Express Custom Facials	4	11	2.8	11	2.8	9
Fitness Room MUST HAVE BLUE BAND	21	1588	75.6	1588	75.6	284
Flow & Yin Yoga	3	5	1.7	5	1.7	4
Fun Pump & Stretch	5	68	13.6	68	13.6	23
Fun with Trivia	3	20	6.7	20	6.7	8
General Technology Assistance	2	9	4.5	9	4.5	7
Gentle Yoga	9	123	13.7	123	13.7	43
Grief Share	4	17	4.2	17	4.2	5
Gyrokinesis	3	4	1.3	4	1.3	2
Hand & Foot	5	74	14.8	74	14.8	23
	1	9	9	9	9	9

Healthy Eating Every Day						
Instructional Cornhole	4	15	3.8	15	3.8	6
Instructional Shuffleboard	4	58	14.5	58	14.5	21
Jam Session	4	63	15.8	63	15.8	25
Jen's Trails & Tales	1	14	14	7	7	7
Joyful Women's Bible Study	2	34	17	34	17	23
Kickboxing Class	4	68	17	68	17	30
Knit Pickers	4	33	8.2	33	8.2	15
LifeFit	4	40	10	40	10	18
Lincoln Loopers	3	4	1.3	4	1.3	2
Lincoln Park: Bocce Ball	1	1	1	1	1	1
Lunch Bunch-Bus Trip	2	56	28	28	14	28
Lunch-Dining Room-Nutrition	15	159	10.6	159	10.6	40
Mahjong	4	28	7	28	7	12
Massage Therapy	6	16	2.7	16	2.7	15
Meditation with Lotus	4	14	3.5	14	3.5	6
Mexican Train Game	1	2	2	2	2	2
Net Trans- to Center	20	50	2.5	50	2.5	8
Net Trans-go home	20	48	2.4	48	2.4	8
Not Your Mothers Sewing Guild	1	3	3	3	3	3
Nursing Resources	2	3	1.5	3	1.5	3
Orientation of Fitness Equipment	6	75	12.5	75	12.5	74
Painting w/ Tania	1	8	8	8	8	8
Pickleball	3	54	18	54	18	27
Picnic	1	15	15	15	15	15
Ping Pong	17	42	2.5	42	2.5	6
Play Rook	6	29	4.8	29	4.8	11
Pop-in Line Dancing	3	34	11.3	34	11.3	20
Red Liners Hiking Group	1	10	10	5	5	5
Relaxation Station	2	2	1	2	1	2
Robin's Early Birds	3	12	4	12	4	5
Rockin with Robin	1	30	30	10	10	10
Scrabble Game	8	26	3.2	26	3.2	5
Shower	8	9	1.1	9	1.1	3
Shuffleboard	3	13	4.3	13	4.3	11
Silver Sneakers-Circuit	12	343	28.6	343	28.6	83
Silver Sneakers-Classic	12	429	35.8	429	35.8	95
Silver Sneakers-EnerChi	9	111	12.3	111	12.3	38
Silver Sneakers-Splash	8	94	11.8	94	11.8	26
Stitch Therapy	4	45	11.2	45	11.2	17
Trivia with Budds	1	9	9	9	9	9
Veterans Meet and Greet	1	11	11	11	11	11
Vintage Productions	4	31	7.8	31	7.8	10
WERQ	8	58	7.2	58	7.2	14
Whitewater Rafting	1	60	60	20	20	20
Yogalates	8	84	10.5	84	10.5	31
Zumba Class	4	52	13	52	13	25
All Activities	**21**	**5,969**	**284.2**	**4573**	**217**	**965**

Utilities July 2026 Monthly Report

From: Utility Manager, Kevin Brobeck

To: Jonesborough Board of Mayor and Aldermen

The Utilities Department continued demonstrating its commitment to operational excellence, infrastructure investment, and responsible stewardship of the Town's utility systems throughout July. Across every division, staff remained focused on providing safe, reliable utility services while advancing major capital improvement projects, completing preventative maintenance initiatives, implementing new technology solutions, and maintaining compliance with State and Federal regulatory requirements. Despite periods of heavy rainfall that created operational challenges across portions of the utility system, employees responded effectively while continuing to strengthen the reliability and resiliency of the Town's water and wastewater infrastructure. Weekly Directors Meetings and monthly Operational Meetings reinforced collaboration, accountability, and strategic planning across the Department, ensuring projects remained on schedule and operational priorities continued to move forward. These combined efforts reflect the Department's ongoing commitment to protecting critical infrastructure, delivering dependable utility services, and preparing the utility system to meet the needs of a growing community.

Departments continued expanding the use of Cartegraph while increasing implementation of Comcate throughout July to strengthen asset management, customer service coordination, and operational accountability. Comcate, the Town's request management platform, is now being utilized by Utility personnel to receive and manage service requests submitted by the Financial Support Analyst personnel at Town Hall, allowing requests to be tracked from initiation through completion. Staff continued refining workflows, participating in training, and expanding system usage to improve communication, enhance work order management and asset documentation, and support a more efficient and responsive approach to utility operations.

The Water Quality Department continued supporting utility operations by focusing on meter maintenance, customer service, and cross-connection oversight throughout July. Staff worked closely with Distribution, GIS/GPS, Water Treatment, and Town Hall to respond to customer concerns, maintain accurate water usage records, expand Cartegraph and Comcate integration, and support the continued delivery of reliable utility services.

Key Activities and Accomplishments for the Month Include:

- Performing meter readings for Billing Cycles 1-4, totaling 14,115 meters. This ensures and maintains accurate usage records for billing support.
- Cut off lists for customers were worked due to non-payment. This included 180 customers cut off due to non-payment.
- A total of 18 new taps were entered into Local Gov (LGC) for billing.
- Meter rechecks were performed in multiple areas, totaling 79. Rechecks are performed due to leak alerts, high usage concerns, various customer requests, and to assist with locating and marking meters for improved visibility.

- Staff responded to a high volume of customer inquiries relating to leaks, high bill/water usage, service availability, and meter concerns. The total number of customer concerns for the month was 437 compared to last month's total of 371.
- Continued routine meter maintenance activities throughout the system, including replacement of meter boxes and lids, vegetation clearing, and improvements to meter accessibility for both customers and field personnel.
- Continued the implementation of the Comcate request portal by testing workflows and successfully creating requests directly from the Finance department at Town Hall, improving communication and coordination between departments.
- Participated in FEMA coordination meetings to support ongoing Hurricane Helene documentation and recovery efforts.
- The Cross Connection Specialist remained focused on protecting system integrity, supporting backflow compliance, and assisting with customer service and meter-related operations throughout July. Staff continued annual backflow reporting, GPS documentation, meter maintenance, and customer assistance while supporting daily Water Quality operations.
    - Assisted with customer cut-on and cut-off activities, including non-payment accounts, and restoring service following payment.
    - Assisted customers with leak investigations, high-usage concerns, and meter related questions, including on-site explanations of usage calculations and completed repairs.
    - Continued annual backflow reporting and customer notifications while maintaining required program documentation.
    - Replaced a damaged meter on Shell Road, performed repairs to the Matthews Mill meter communications equipment, and completed additional meter maintenance activities, including riser, meter box, and lid replacements at multiple locations throughout the system.
    - Conducted GPS verification and mapping for more than 120 meter locations to improve accuracy within the OpenGov/Cartegraph system.
- The Valve Maintenance Specialist remained focused on maintaining distribution system performance and responding to customer needs throughout July through proactive maintenance, flushing activities, and field support operations.
    - Flushed 180 locations system-wide to address customer concerns related to water quality, pressure, and air in the lines.
    - Completed valve maintenance, inspections, and operational checks on 57 valves throughout the Distribution system.
    - Located and marked numerous mainline and blowoff valves to support emergency response, maintenance activities, and GIS/GPS documentation.
    - Assisted Distribution with leak repairs, valve locating, water sampling, and installation of a new 2-inch valve on Highway 107.
    - Conducted pressure and flow testing for customers in multiple service areas, resolving pressure concerns and providing same day assistance.
    - Collected water samples and performed flushing activities in response to customer complaints and operational needs.
    - Assisted GIS/GPS personnel with field verification and asset mapping activities.

The Water Distribution Department continued strengthening the Town's water infrastructure throughout July through proactive maintenance, infrastructure improvements, and responsive customer service. Crews focused on timely leak repairs, new service installations, system upgrades, and ongoing capital improvement projects while maintaining reliable water service and supporting continued growth across the distribution system.

Key Activities and Accomplishments for the Month Include:

- Repaired a total of 38 main line and service line leaks.
- Installed a total of 17 new service taps, including ¾-inch and 1-inch services, to support residential and commercial growth throughout the Town.
- Completed 347 Tennessee One Call utility locates in support of proposed work activities by utility and communication providers.
- Replaced 4 meter boxes, one meter lid, and repaired two sunken roadway areas on Old State Route 34 caused by previous water leaks.
- Moved the 2-inch blowoff at 423 Telford Road, M Coffey Lane, and the end of the 2-inch PVC main on Cochran Road, while repairing and cleaning the existing blowoff at 356 Carters View Way. These improvements enhance flushing operations, improve water quality maintenance, and increase operational flexibility throughout the distribution system.
- Abandoned the aging 2-inch PVC water main on Cochran Road after transferring customer services to the existing 6-inch PVC main. Crews also removed an unused 500ft black poly service line on Highway 81 South, eliminating obsolete infrastructure from the distribution system.
- Installed two 12-inch insertion valves at the intersection of Tommy Campbell Road and Cherokee Road and Tommy Campbell Road and Highway 81 South to improve operational flexibility and system isolation capabilities for future maintenance activities.
- Repaired two fire hydrants, including an American Darling hydrant on 207 N Third Ave and an M&H hydrant on 101 Britt Drive, to maintain dependable fire protection infrastructure.
- Relocated a coagulant line at the Water Treatment Plant to support ongoing improvements for the new Water Treatment Plant.
- County construction crews installed approximately 1,980 linear feet of 6-inch ductile iron water main on the Dulaney Road project, completed two road crossings, installed four 6-inch tees, eight 6-inch gate valves, two fire hydrants, two blowoff assemblies, and two ¾-inch service taps. Crews also completed a challenging creek crossing through solid rock conditions and temporarily assisted with drainage improvements on Hartsell Road, Blalock Road, and M. Kyker Road before returning to the project.

The Water Treatment Plant (WTP) continued providing safe, reliable drinking water throughout July while maintaining full compliance with State and Federal regulatory requirements. Staff remained focused on regulatory monitoring, preventative maintenance, infrastructure improvements, and supporting construction activities associated with the new Water Treatment Plant, ensuring the continued delivery of high-quality drinking water to the Town of Jonesborough.

Key Activities and Accomplishments for the Month Include:

- Processed approximately 72.4 million gallons of water during July, with an average daily production of 2.9 million gallons per day.
- Operations remained in compliance with all State and Federal regulatory requirements while continuing to meet system demand throughout the month. All in-house and external laboratory test results remained within applicable standards.
- Monthly Operations Reports (MOR) were completed and submitted to the state on 07/06/26. This report is a compliance document that outlines water quality, production, chemical usage, and operational details for the previous month. The report shows that all safe drinking water standards were met.
- Annual Nitrate samples were collected 07/01/26. Nitrates can enter water sources through fertilizers, animal waste, septic systems, and wastewater. The sample result was 0.185 mg/L, well below the maximum allowable level of 10 mg/L.
- Routine water quality monitoring including Bacteriological, TOC/DOC, and fluoride sampling all confirmed the continued delivery of safe drinking water.
    - The first round of Bacteriological samples was collected the week of 07/07/26 and the second round collected 07/16/26. We are required to collect a total of 40 Bacteriological samples per month. All 40 samples that were tested came back negative for bacteria. This sampling is done to check for the presence of bacteria, which can indicate contamination and the potential presence of harmful pathogens in the water.
    - Monthly samples for the Total Organic Carbon (TOC) and Dissolved Organic Carbon (DOC) were also collected the week of 07/06/26 and sent to Waypoint Analytical. These samples are sent in to measure the amount of organic material in a water source. The results for this month were well below maximum mandated levels.
    - Monthly fluoride samples from the distribution system were taken and submitted to Waypoint Analytical for analysis on 07/06/26. Fluoride is added to help prevent tooth decay by strengthening tooth enamel which makes teeth more resistant to cavities. The Environmental Protection Agency (EPA) requires that fluoride levels in water do not exceed 2.0 parts per million. The test results resulted in a fluoride residual of 0.54 parts per million compared to last month which was 0.59 parts per million.
- Multiple maintenance activities were performed throughout the month of July, including:
    - Relocating the coagulant feed line. As part of the ongoing construction of the Chemical Building at the new Water Treatment Plant, this line required relocation. Distribution assisted with the relocation efforts on 07/08/26.
    - Removed fallen trees that blocked access roads at the Bumpass Cove and Persimmon Reservoirs following a weekend thunderstorm on 07/13/26.
    - Received six new 20-inch mud valves for the large sedimentation basin in preparation for future installation.
    - Repaired a leak on the POST MIOX pump and replaced the flow meter serving Filter No. 1 to support accurate treatment monitoring. The flow meter shows the gallons of water per minute flowing through the filter.
    - Continuing routine inspections, preventive maintenance, and operational checks to ensure reliable plant performance and regulatory compliance.

- Welcomed Bobby Freeman back to the Water Treatment Plant as a part-time operator, strengthening staffing and operational support.

The Utilities Maintenance Department continued supporting system reliability, preventative maintenance, and operational efficiency throughout July. Staff completed electrical and mechanical repairs at the Water Treatment Plant, Raw Water Intake, booster stations, and Wastewater facilities while advancing equipment upgrades and strengthening in-house maintenance capabilities.

Key Activities and Accomplishments for the Month Include:

- Woodlawn Booster Pump Station
  - Obtained pricing for pump repacking and replacement motors, picked up the new motors, and assisted Valley Equipment with repacking all station pumps.
- Charlie Hicks and Rockhouse Booster Stations
  - Replaced the damaged High Tide Technologies SCADA control board at Charlie Hicks Booster Station.
  - Responded to 30-minute power interruption at Rockhouse Booster Station and reset affected equipment to restore normal operations.
- Raw Water Intake and Water Treatment Operations
  - Repaired broken welds and resealed the carbon feeder hopper to reduce carbon loss and contain dust.
  - Inspected the roof-mounted exhaust fan at the Raw Water Intake after identifying inadequate ventilation. Staff discovered a broken drive belt and, after replacing it, determined the fan motor had been wired to rotate in the wrong direction. The motor wiring was corrected, restoring proper airflow and noticeably improving the removal of heat from the building.
  - Began replacing aging filter flow meters, completing installation of the first of three units to improve flow monitoring and preserve emergency backup capability for the future plant.
  - Replaced grease in the backwash pump motor and High Service Pump 3 motor as part of routine preventative maintenance.
  - Replaced a failed Lagoon Pump No. 1 motor starter and a worn breaker serving Lagoon Pump No. 2.
  - Troubleshot the brine tank level transmitter after operators identified inaccurate level readings. The damaged display was replaced, system diagnostics were completed, and a new pressure transducer was ordered to restore accurate tank level monitoring and ensure reliable operation of the water treatment process.
  - Repaired leaks at the MIOX generation equipment and within the MIOX pump room.
  - Relocated the High Service Pump No. 1 VFD keypad to the control room for improved operator access and control.
  - Updated a Water Treatment Plant trailer to address road-safety concerns and installed keypad locks at the Maintenance Shop.
- Assisted Wastewater staff with troubleshooting a pump issue, identifying a failed timer relay that subsequently replaced.

The GIS/GPS Department continued expanding and enhancing the Town's utility asset management program throughout July by collecting high-accuracy GPS data and updating the ArcGIS Online (AGOL) mapping system. These efforts improve the accuracy of utility records, support emergency response and maintenance operations, and provide reliable infrastructure data for future planning and development.

Key Activities and Accomplishments for the Month Include:

- Continued comprehensive GPS data collection and ArcGIS Online (AGOL) mapping of the Town's water distribution system, documenting water mains, isolation valves, fire hydrants, hydrant shutoff valves, blowoff valves, air release valves, meter vault valves, pressure reducing valve (PRV) vault valves, and customer water meters.
- Completed GPS mapping of critical utility infrastructure throughout the Highway 81 South, Tommy Campbell Road, Cherokee Road, Rockhouse Road, Charlie Hicks Road, Cherry Grove Road, Greenwood Drive, Oliver Edwards Road, Cecil Gray Road, Arrowood Road, Bill Jones Road, Ralph Hoss Road, Clark Road, Washington College Station Road, Precision Boulevard, Performance Drive, Stockyard Road, Paynetown Road, Blalock Road, Carters View Way, Old Town Drive, Boones Creek Road, Forest Drive, Meadow Brook Avenue, Semore Drive, Storytown Village, and East Jackson Boulevard service areas.
- Documented newly installed utility infrastructure, including water meters in the Saylor's Ridge Subdivision, new waterline infrastructure along Stockyard Road, and assets associated with the Charlie Hicks Booster Pump Station to ensure accurate system records and future maintenance capabilities.
- Updated GIS records for existing and future water system infrastructure, including stub-out valves for planned development areas, school fire protection systems, industrial park utilities, pressure reducing valve vaults, and meter vaults to support long-term planning and operational decision-making.
- Continued expanding the Town's digital utility asset inventory, providing field personnel with accurate mapping information to support emergency response, infrastructure maintenance, customer service, and future capital improvement projects.

The Wastewater Department continued strengthening system reliability and operational performance throughout July through proactive maintenance, infrastructure improvements, and responsive customer service. Staff maintained regulatory compliance, advanced key capital improvement projects, responded to significant weather events, and continued protecting the Town's wastewater collection and treatment systems through preventative maintenance and timely repairs.

Key Activities and Accomplishments for the Month Include:

- CIPP Project (M&M Pipe Servies): Project 95% complete, with final completion activities anticipated in the coming weeks.
- A-Station Project (Franklin Underground): Project 55% complete, with gravity sewer installation continued in the Angle Street and West College area.
- All industries remained in compliance with industrial pretreatment permit requirements, and the Wastewater Treatment Plant remained compliant with its NPDES permit throughout the month.

- Conducted maintenance and repair activities at multiple pump stations, including Rosenbaum, Bush Hog, Eagle's Nest, Blalock, Walnut Grove, Performance Drive, and numerous additional facilities. Work included pump replacements, discharge piping repairs, station cleaning, grounds maintenance, and routine operational inspections.
- Continued servicing STEP units, sewer lines, cleanouts, and customer connections throughout the collection system. Crews completed new STEP unit installations on Fourth Avenue and Spring Street, repaired existing units at Headtown Road, AJ Highway, Stage Road, and South Cherokee, and installed approximately 300 feet of force main on Fourth Avenue.
- Completed rehabilitation work at Timer Ridge, including manhole rehabilitation and sewer extension improvements, while grouting 45 manholes and the Walnut Grove Pump Station to reduce infiltration and inflow (I&I) within the collection system. I&I refers to stormwater and groundwater that improperly enter the sanitary sewer system.
- Continued progress on the Angle Street Stormwater Project as weather conditions permitted, supporting long-term drainage improvements.
- Responded to 10 customer service calls, all of which were successfully resolved, and completed 293 Tennessee 811 utility locates, with 106 requiring field action.
- Completed numerous operational and maintenance activities at the Wastewater Treatment Plant, which remained in compliance throughout the month. July experienced 18 days of precipitation totaling 7.38 inches, resulting in elevated infiltration and inflow (I&I) that increased the average daily influent rate to approximately 506,000 gallons per day.
- Employees responded to several weather-related and operational events throughout the month. Significant rainfall on July 6 generated elevated infiltration and inflow, resulting in multiple high-level alarms, collection system overflows, pump station releases, and bypass events at the Wastewater Treatment Plant. Staff worked around the clock to monitor system conditions, restore normal operations, and minimize impacts. Additional maintenance activities included repairs to the Bush Hog Station air release valve and replacement of a failed timer on the No. 3 RAS/WAS pump at the Wastewater Treatment Plant.

Our Purchasing Clerk continued playing a key role in supporting utility operations throughout July by managing procurement, inventory, and purchasing activities for both daily operations and major infrastructure projects. Through accurate inventory management, timely coordination of project materials, and enhanced budget and purchasing documentation, the department helped maintain operational efficiency while supporting the Utilities Department's commitment to accountability and responsible financial management

Key Activities and Accomplishments for the Month Include:

- Completed the annual inventory audit with 100% accuracy and prepared the final inventory results for Finance review, demonstrating strong accountability and accurate tracking of utility parts and materials.
- Coordinated purchasing activities and material procurement for the Tommy Campbell Road and Dulaney Road projects, including vendor pricing, cost estimates, purchase-order tracking, and material deliveries.
- Processed and coded vendor invoices to support accurate financial tracking and timely vendor payments.

- Maintained inventory levels by ordering replacement stock and verifying the availability of parts needed for routine maintenance, emergency repairs, and upcoming projects.
- Continued receiving, organizing, and distributing materials for current and future construction work.
- Ordered and distributed janitorial supplies for multiple utility departments.

In closing, the Utilities Department remains firmly committed to accountability, operational excellence, and responsible stewardship of the Town's utility infrastructure. Through coordinated efforts across all divisions, staff continued to make measurable progress on critical infrastructure improvements, asset management initiatives, and capital improvement projects while maintaining a high level of preparedness to address both routine operational demands and challenges associated with periods of heavy rainfall. Continued investment in employee training, safety, and technology platforms such as Cartegraph and Comcate further strengthens operational efficiency and long-term planning. This unified, department-wide approach ensures the consistent delivery of safe, reliable utility services to our customers while supporting the continued improvement of the Town's utility infrastructure.

Thank you,
Kevin Brobeck
Utilities Manager

Town of Jonesborough

Water Quality Department

Monthly Report

JULY 2026

Meters Read:	Meters Cut On/CBOP	Meters Cut Off:	Meters Rechecked:
14,115	218	29	79

Meter Maintenance:	Non-Payment:	Customer Inquiries:
Meters Marked - 13	180	437
Meters Serviced- 60		
Locations Entered in Harmony-18		

Water Line Flushing:	Service Line Leaks:	Reports & Spreadsheets:
180	13	1,015

Valve Maintenance:	Dispatch & Service Calls:	Water Line Locates:
Valves exercised- 57	1,003	17

Total Actions Taken:

17,434

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

Monthly Report July 2026

Water Distribution

Item	This Month	Last Month
Complaints	4	3
Taps Installed	17	10
Tennessee One Call	347	377
Water Leaks Total	38	33
Down Meters Installed Total	0	0
Meter Boxes Replaced	4	6
Yard Work Clean Total	0	10

This Month there were 377 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Month of July Town Crew

Yards to sow (145 to sow)

The Town Crew have concentrated their efforts on repairing all leaks and completing all taps that have come in in a timely manner.

Upcoming Line Extensions Town Crew

1262 E. Jackson Blvd-500Lf 6" ductile iron

Upcoming Line Extensions County Crew

- *Hartsell Rd- 4500 Feet 6" DI Completed*
- *Rocky Hollow Rd Completed*
- *M. Kyker Rd Completed*
- *M. Kyker/Miller rd. to Cloyd rd. Awaiting Approved Plans*
- *Adams and Corby Rd.*
- *Dulaney Rd -4500 feet of 6" di*

July Monthly Report – County Construction Crew

During the month of July, the County Construction Crew installed 1,980 linear feet of 6-inch ductile iron water main and completed two 3/4-inch service taps on the Dulaney Road waterline project.

The crew completed two road crossings and installed four 6-inch tees, eight 6-inch gate valves, two fire hydrants, and two blow-off assemblies as part of the main water installation.

While completing a creek crossing, the crew encountered substantial rock, requiring the rental of a 315 hydraulic hammer to complete the excavation. The crossing was successfully completed with the installation of one 6-inch gate valve and one blow-off assembly on each side of the creek.

Throughout the month, the crew was temporarily reassigned from the Dulaney Road project on several occasions to address drainage issues on Hartsell Road, Blalock Road, and M. Kyker Road. These maintenance activities were completed as needed, after which the crew returned to the Dulaney Road waterline project.

Overall, the crew made steady progress on the project while responding to operational tasks and completing necessary maintenance assignments.

Jonesborough Water Treatment Facility

Monthly Report

July 2026

As of July 27th 2026, the total amount of water processed was 72.4 million gallons, with a daily average of 2.79 million, a maximum of 3.01 million, and a minimum of 2.51 million.

This month, Monthly Bac T samples were finished and all samples tested negative. The plant operated within all established parameters. All in-house laboratory test results, as well as all external laboratory test results, were well within the appropriate standards and regulations. The Monthly Operations Report (MOR) was completed and turned into TDEC (State). A Nitrate sample was collected on 07/01/26 and results were well below maximum limits. We relocated the coagulant feed line out of the construction area of the "Chemical Building" for the New Water Treatment Plant. Fallen trees were removed from Bumpass Cove Reservoir and Persimmon Reservoir. Bobby Freeman started at the WTP as a part-time operator on 07/14/26. Received new 20" mud valves for the large sedimentation basin. Installation has yet to be scheduled. Repaired leak on Post MIOX feed line. Replaced flow meter for Filter #1. Operations of the Water Treatment Plant this week went smoothly while adhering to all State and Federal regulatory standards and meeting water usage demands for the Town of Jonesborough.

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

Seth Van Wyck
Director of Water Treatment

Utilities Maintenance Dept.

Month of July 2026

- *The Intake carbon feeder has been falling into disrepair. To try to contain the excess carbon loss due to leaks in the hopper, I repaired the broken welds and re-sealed other areas where carbon dust had been leaking.*
- *Upon inspection of the Intake roof mounted exhaust fan, I found a broken drive belt. After replacing the belt and testing the fan, I found that the fan had been turning backwards, probably since the station was commissioned. I reversed the direction of the motor by swapping two wires in the motor make up box. Better exhaust of the hot air in the building was immediately noticed.*
- *I worked on gathering a quote to replace the existing Water Plant filter flow meters to improve operational efficiency for the duration of the existing plant. These flow meters can be used in an emergency at the new Water Plant, if needed.*
- *I also worked on gathering a quote to repack all of Woodlawn Booster Station's pumps.*
- *I replaced the grease in the backwash pump motor and High Service pump 3 motor in an effort to maintain preventative maintenance.*
- *I replaced the damaged High Tide Technologies SCADA control board at the Charlie Hicks Booster Station.*
- *Water Plant operators informed me that the Brine Tank level transmitter has not been working properly. In troubleshooting, I found the programmable level display had lost part of its display ability. Upon further troubleshooting, I found a damaged pressure transducer. The display has been replaced and the transducer has been ordered with a 5-6 week lead time.*
- *I replaced the Lagoon pump 1 motor starter due to a severe failure.*
- *I completely updated one of the trailers at the Water Plant to maintain road safety.*
- *I replaced the Maintenance shop door locks with keypad locks to maintain ease of entry.*
- *I repaired a leak at the MIOX generation machine and repaired a leak in the MIOX pump room.*
- *I installed a new serial cable from High Service pump 1 variable frequency drive (VFD) cabinet to extend keypad control up to the control room.*
- *I relocated High Service pump 1 keypad to the control room*
- *I replaced the grease in High Service pump 1 and 2 motors*

- *In troubleshooting Lagoon pump 2, I found that the breaker had worn out enough to nuisance trip too often. I replaced the breaker.*
- *I repaired the last leak in the MIOX pump room.*
- *Rockhouse Booster Station had experienced a 30 minute power loss, which required my assistance in resetting equipment.*
- *I replaced the first of three filter flow meters at filter 1.*
- *I assisted in troubleshooting a pump at the Wastewater Plant, determined that there was a damaged timer relay which was soon after, replaced.*
- *I picked up the new motors for Woodlawn Booster Station at Valley Equipment.*
- *Assisted Valley Equipment in repacking the pumps at Woodlawn Booster Station.*

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123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
WEBSITE: WWW.JONESBOROUGHTN.ORG

To: Kevin Brobeck

From: Craig Persinger

July 2026 Monthly Report GIS/GPS & Inspections

Week of 7/06/2026.

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing 12-inch waterline isolation valves, FH & FH shutoff valve along Tommy Campbell Rd from Hwy 81 S to Hwy 67 (Cherokee Rd). GPS the existing 2-inch & 12-inch waterline valves along Hwy 81 S from Tommy Campbell Rd to Ralph Hoss Rd. GPS the existing 6-inch waterline isolation valves, FH's, FH shutoff valves & BOV's along Ralph Hoss Rd from tie-in at Hwy 81 S to tie-in at Bill Jones Rd. GPS the existing 6-inch waterline isolation valves, FH & FH shutoff valve along Bill Jones Rd from tie-in at Ralph Hoss Rd to tie-in at Cherokee Rd Hwy 67. GPS the existing 16-inch & 6-inch waterline isolation valves, FH's, FH shutoff valves & BOV along Rock House Rd from Cherokee Rd Hwy 67 to the Rock House pump station. GPS the existing 6" waterline valves, FH's, FH shutoff valves & BOV's along Charlie Hicks Rd (both ends) from the New Booster Pump Station (BPS), including the new valves, FH & FH shutoff valve at the new BPS to tie-in at Cherokee Rd Hwy 67. GPS the Charlie Hicks water tank valves, blow-off FH & shut-off valve from water tank down to tie-in at 6" tee at Charlie Hicks Rd. GPS the existing 6-inch & 16-inch waterline valves, FH & FH shutoff valve along Cherry Grove Rd from tie-in at Charlie Hicks to tie-in at Arnold Rd.

Week of 7/13/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing 6-inch & 16-inch waterline isolation valves, FH's, FH shut-off valves & BOV's along Oliver Edwards Rd from Cherokee Rd Hwy 67 to Greenwood Dr. GPS the existing 6-inch waterline isolation valves, FH's, FH shut-off valves & BOV's along Cecil Gray Rd from tie-in at Cherokee Rd to tie-in at Greenwood Dr. GPS the existing 8-inch waterline isolation valves at road crossing located at 3438 Cherokee Rd. GPS the existing 6-inch waterline isolation valves, FH's, FH

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shut-off valves & BOV's along Greenwood Dr from Mill Springs Rd to tie-in at Old Embreeville Rd. GPS the existing 6-inch waterline valve & BOV along Pierce Laws Rd from tie-in at Cherokee back to the 2-inch BOV. GPS the existing 8-inch waterline valves, FH & FH shutoff valve along Cherokee Rd Hwy 67 from Cecil Gray Rd to Oliver Edwards Rd. GPS the existing 2-inch waterline valve and BOV along Triple H Ln from tie-in at Cherokee Rd Hwy 67 back to the 2-inch BOV at 137. GPS the existing 2-inch & 6-inch waterline valves, air release valve, FH & FH shutoff valve along Arrowood Rd from tie-in at Cherokee Rd Hwy 67 to FH at 327 Arrowood. GPS Lamar Elementary FH, FH shutoff valve and two Post Indicator valves for the school fire protection system. GPS the existing 6-inch waterline valve and blowoff FH and shutoff valve along B.G. Harrell Dr from tie-in at Cherry Grove back to FH. GPS the 4-way valve system on C & W Rd from tie-in at Charlie Parker Rd to tie-in at Hwy 81 S.

Week of 7/20/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the new water meters in the Saylor's Ridge subdivision. GPS the existing 3-inch waterline valves and water meters along Clark Rd from tie-in at O.J. Campbell to tie-in at Washington College Station. GPS the existing 6-inch waterline valves along Washington College Station Rd from Clark Rd down to O.J. Campbell Rd. GPS the existing 12-inch & 6-inch waterline valves, FH's & FH shutoff valves at the intersection of Precision Blvd & 11E down to the intersection of Precision Blvd & Performance Dr. GPS the new 6-inch waterline valves, FH's, FH shutoff valves & BOV along Stockyard Rd from the 6-inch waterline Hwy crossing under 11E down to tie-in at Paynetown Rd. GPS the existing 6-inch waterline valves, FH, FH shutoff valve and BOV along Paynetown Rd from tie-in at Stockyard Rd down to BOV at 169. GPS the existing 6-inch waterline valves, FH's, FH shutoff valves and BOV along 11E from Stockyard Rd down to BOV at the new Shell station on 11E. GPS the existing 3-inch, 6-inch & 12-inch waterline valves, meter vault valves, PRV vault valve and FH & FH shutoff valve along Precision Blvd and Cutting Edge Ct from intersection of Precision Blvd & Performance Dr down to Carters View Way intersection. GPS the existing 6-inch waterline valves, FH's, FH shutoff valves,

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BOV and water meters along Carters View Way from tie-in at Precision Blvd to BOV at end of line in cul-de-sac. GPS the existing 6-inch & 12-inch waterline isolation valves, stub-out valves (future development), meter vault valves, FH's and FH shutoff valves along Performance Dr from intersection of Performance & Precision down to cul-de-sac at the end of the industrial park. GPS the existing 12-inch waterline valves, FH, FH shutoff valve & BOV along Blalock Rd from the Washington County industrial park cul-de-sac tie-in at 6-inch BOV to 11E. GPS the existing 4-inch, 6-inch, 8-inch & 12-inch waterline valves, meter vault valves, FH's and FH shutoff valves located at the Grandview Elementary School along 11E from the tie-in at Carson/Blalock Rd to FH adjacent to baseball fields along 11E.

Week of 7/27/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing 6-inch waterline valves, FH's, FH shutoff valves & BOV's along Old Town Dr and Old Bugaboo Springs Rd from Old Towne Dr to BOV at the Advanced Auto store along Boones Creek Rd. GPS the existing 6-inch waterline valves and meter vault valves along Storytown Village from tie-in at Boones Creek Rd to meter vault. GPS the existing 6-inch waterline valves, FH's, FH shutoff valves & BOV's along Old Town Dr and Carriage Ln from tie-in at Boones Creek Rd (Hwy 354) to cul-de-sacs. GPS the existing 6-inch waterline valves, FH's, FH shutoff valves & BOV's along Semore Dr from tie-in at Boones Creek Rd to cul-de-sacs. GPS the existing 6-inch waterline valves, FH's, FH shutoff valves & BOV's along Meadow Brook Ave to tie-in at E Jackson Blvd. GPS the existing 6-inch & 8-inch waterline valves, FH's, FH shutoff valves & BOV's along Forest Dr from tie-in at Old Boones Creek to tie-in at E Jackson Blvd. GPS the existing 6-inch waterline valves, FH's & FH shutoff valves along E Jackson Blvd from Boones Creek Rd up to previously GPS'd intersection of E Jackson & McCoy Circle.

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

Wastewater – July 2026
Monthly System Operations Summary

Date: July 28, 2026

Customer Calls:

Total: 10 Resolved: 10

TN811: Taken: 293 Required Action: 106

Sewer Taps:

New: 1 Completed: 1 Pending: 3 Pending Contracted: *

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

Projects Completed:

1. Timer Ridge Manhole I&I Rehab
   300' Sewer Extension 4th Ave (Force Main)

Projects Underway:

1. CIPP – E. Main – Forest Circle
2. A Station Project – 3rd to A Station
3. Stormwater @ Angle Street

System Maintenance:

Line Cleaning: 100'	Line Inspections: 0'	System Repairs: 3
Station Repairs: 5	Station Cleaning: 4	STEP Unit Repairs: 6

Overflows/Releases/Bypasses:

7/6/26 –	Bypass x 2 – Effluent Flume, Headworks – I&I
7/13/26 –	Overflow – Holmes Drive– I&I
	Overflow – Spring Street – I&I
	Release – Mtn. View – I&I
	Overflow – A Station – I&I
	Bypass –Effluent Flume – I&I
7/14/26 -	Release – Heritage Place – I&I

Town of Jonesborough Environmental Services Department Monthly Report	July 1, 2026 thru July 25, 2026

Wastewater Plant: The WWTP is operating well. The Diesel Redundancy Pump operated in July. In July, Jonesborough experienced 18 days with precipitation, totaling 7.38 inches. The need for further I&I work is still apparent. The previous year's data indicates a daily inflow rate of 32%. In July, this rate was 53%, equating to an average of nearly 506,000 gallons per day.

Wastewater Plant Compliance – July 2026

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	6mg/l – 47lb/d	21mg/l – 167lb/d	N
CBOD Weekly	7mg/l – 49lb/d	25mg/l – 208lb/d	N
CBOD Daily	9mg/l – 94%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	0.9mg/l – 7.4lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	1.2 mg/l – 7.5lb/d	12mg/l – 100lb/d	N
Ammonia Day.	1.3mg/l	16mg/l	N
TSS Monthly	5mg/l – 38lb/d	30mg/l – 250lb/d	N
TSS Weekly	7mg/l – 75lb/d	40mg/l – 304lb/d	N
TSS Daily	10mg/l – 92%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	5/100ml	126/100ml	N
E. coli Daily	19/100ml	198/100ml	N
Chlorine	0.35 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	7.1 mg/l	6.0mg/l Minimum	N
pH	7.1su/7.9su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 7/22/26

Activity Tracking:

	Current Month	Previous Month	% Change
Tasks Generated	540	447	+10%
Tasks Completed	357	366	-23%
Work Hours Recorded	1393*	1163*	-27%

Please note that the information provided in the compliance table is accurate through 7/28/26
*Recorded hours are based on completed work – Open tasks/projects are not represented.

Industrial Pretreatment: All industries are currently in compliance with their industrial pretreatment permits.

NPDES Permit: The WWTP is compliant with the NPDES Permit.

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

Cobern O. Rasnick
Director of Environmental Services

Parks and Recreation
July 2026

Wetlands Waterpark

Despite a month that included frequent rain and thunderstorms, Wetlands Waterpark continued to perform well throughout July and remained open whenever it was safe to do so. The park only closed for one full day and closed early on a few additional occasions due to weather. Even with the challenging conditions, attendance and revenue remained strong, reinforcing the continued popularity of the facility and the dedication of our staff to providing a quality experience for our guests.

Preliminary financial figures through July 30 show park sales totaling $210,319 compared to $235,190 during the same period in July 2025. This represents a 10% drop from last July. RecDesk sales totaled $16,497, compared to $19,196 in July 2025. While revenue is slightly behind last year's exceptionally hot and dry July, the results have exceeded expectations considering the weather throughout the month. When viewed across the entire season, Wetlands continues to outperform projections and remains on pace for another successful year.

Programming and special events remained a major focus throughout the month. Wetlands hosted eight field trips, including groups from Johnson City Parks and Recreation, the Kingsport YMCA, and the Bristol Police Camp. We believe this speaks volumes about the reputation Wetlands has established, as these organizations chose to travel to Jonesborough despite having to pass other public pools and aquatic facilities along the way.

The park also hosted 28 private parties, including two catered events utilizing our café. During one of those parties, café staff prepared and served more than 250 food orders, demonstrating their ability to successfully manage a high-volume event while continuing to serve daily guests. Cabanas also remained in high demand, with 108 of the 124 available rental opportunities booked during the month.

Special events continued to be a highlight of the season. As part of the Jonesborough Days celebration, Wetlands welcomed more than 400 guests to the annual Glow Party, making it one of the largest special events of the summer.

Overall, July demonstrated the strength and resilience of Wetlands Waterpark. Despite weather-related challenges, the facility continued to attract visitors from across the region, host successful programs and events, and provide an outstanding experience for our guests. We are very pleased with the season's performance and look forward to finishing another successful summer with several exciting events still ahead.

Open Spaces Division

The Open Spaces Division remained busy throughout July with routine maintenance, beautification projects, and support for several community events. Staff began the month assisting with the Jonesborough Days celebration by supporting the Tourism Department with event setup and teardown for our respective areas throughout the festival. Crews also assisted with the installation of America flags in the courthouse parking lot under the direction of Dana Helvey and the Flag Committee. This included assembling the poles and swivles, so they could be mounted prior to Jonesborough Days.

The team cleaning up overgrown vegetation along downtown walkways, removing overgrowth in and around the stream at Stage Road Park, treating downtown sidewalks for weeds, and cutting back tree limbs that had begun encroaching on sidewalks in the upper courthouse parking lot. This month saw several severe storms that took down full trees and a number of large tree limbs. We worked and are continuing to get these cleaned up around Town.

Staff removed and replaced the mulch at Jonesborough Elementary School and installed landscape edging along the food forest trail at Stage Road Park to prevent erosion after heavy rainfall had washed out sections of the path on multiple occasions. Prior to Jonesborough Days, crews also completed weeding of the downtown medians to ensure the community was presented at its best for residents and visitors.

Routine maintenance activities continued throughout the month, including ongoing care of planters, landscaped areas, and mulch beds across Town facilities. In preparation for the start of the fall recreational soccer season, insect control treatments were applied to the football field at Tiger Park to help reduce mosquito and gnat populations before practices begin in early August.

Maintenance Division

July was an exceptionally busy month for the Maintenance Division as staff balanced daily operations with several large-scale projects across the park system. In addition to maintaining facilities the team supported numerous special events and capital improvement projects that will benefit the community well into the fall.

The month began with the Jonesborough Days Festival, where Parks and Recreation staff played a significant role in the event's success. Crews were responsible for much of the festival setup and teardown, monitored the food court throughout the event to help maintain a clean environment for visitors, and handled the setup, assisted with traffic control, and cleanup associated with the annual parade.

Trail improvements also continued throughout July. Building on work completed last month within Persimmon Ridge Park, crews cleared trees and brush along the Persimmon Ridge Road section of the trail system, extending the project to the Chuckey Depot.

The Adult Coed Softball League also began play during July, with four games scheduled three evenings each week. The league consists of 12 teams, the most amount of teams we have ever had. The frequent rainfall created difficult field conditions and required significant preparation before each game day. Despite the challenging weather, staff successfully prepared the fields and limited cancellations to just three rainouts for the entire month, allowing the season to remain on schedule for completion in mid-August.

Throughout the month, the Maintenance Division continued assisting the Open Spaces Division with weed control, mulch installation, and grounds maintenance. Crews completed the replacement of playground mulch at the new Jonesborough Elementary School prior to the start of the school year. With the assistance of an inmate work crew, staff also completed a refresh of all mulch throughout Lincoln Park.

With the fall sports season quickly approaching, crews completed the layout and construction of four soccer fields at Tiger Park for use by the Jonesborough Soccer Association. In addition, a football field was established at the former Jonesborough Middle School property for the Junior Pioneers football program. We are beginning to prep the fields at Persimmon Ridge Park for when Little League hosts fall ball.

Director Activities

July began with the Jonesborough Days Festival, one of the Town's largest annual events. Parks and Recreation plays a significant role in nearly every aspect of the two-day festival. I coordinated the inflatable attractions and served as Parade Director for the Jonesborough Days Parade. Vince Sicca once again played an instrumental role by organizing and staging parade entries. While the Parks and Recreation Department traditionally works alongside the Police Department, Fire Department, and Street Department to execute the parade, this year's event also included support from the Town Garage, Administration, Water Department, Building Maintenance, and Wetlands Waterpark staff. Their willingness to assist ensured a safe and successful event, and I would like to sincerely thank all Town employees who contributed to making the parade a success.

I met with the Town Administrator and Operations Manager to discuss a potential grant opportunity that the Town intends to pursue this fall. The meeting focused on developing a strategy to strengthen our application and position the Town for a successful award.

I was also notified that the Town was awarded a Keep America Beautiful grant that I submitted earlier this year. The grant will provide seven cigarette receptacles that will be installed throughout the community to help reduce litter and promote cleaner public spaces.

As part of our continued technology improvements, I met with BrightRidge to coordinate the installation of fiber service at the JAMA Food Pantry. Once complete, the Police Training Center will be the final Town facility within Persimmon Ridge Park requiring fiber installation.

The Parks and Recreation Advisory Committee met during the month and approved the formation of a Wetlands Waterpark Planning Subcommittee. The purpose of this group is to develop a long-range capital improvement plan that will help ensure Wetlands remains a competitive regional attraction. With Bristol moving forward with aquatic facility planning, Johnson City announcing plans to construct a waterpark, and Kingsport investing approximately $1.5 million into upgrades at its aquatic center, I believe it is important that we proactively evaluate opportunities for future improvements. The subcommittee plans to work over the coming months and present long-range recommendations for the Board's consideration.

Registration also concluded for the Town's first fall soccer season administered entirely by Parks and Recreation. More than 250 youth registered to participate. This marks an exciting milestone as the Town assumes responsibility for league operations. Through a partnership that I cultivated with Sporting JC, every participant will receive weekly player development sessions led by experienced coaches while continuing to enjoy the community-focused atmosphere of a recreational league. I believe this partnership significantly enhances the quality of our program while remaining true to our mission of providing positive recreational opportunities for local families.

The Town also sponsored a community night with the Johnson City Doughboys. Tourism, the Jackson Theatre, Wetlands Waterpark, and Parks and Recreation partnered to provide Jonesborough promotional items while engaging with attendees and promoting upcoming Town events and programs.

During the month's Jonesborough 101 session featuring Parks and Recreation, I was unable to attend due to a scheduling conflict. I appreciate Matt Townsend and Beebo Russell stepping in to provide participants with an overview of the many services, facilities, and responsibilities managed by our department.

Parks and Recreation also assisted with the Chuckey Depot's second annual Train Show, which was hosted at Jonesborough Elementary School. The event sold more than 70 vendor tables, more than doubling last year's participation. Although the school gymnasium became unavailable due to ongoing floor refinishing, Dr. Street and her staff graciously accommodated the event by providing the cafeteria and hallways. Their flexibility and partnership were greatly appreciated and contributed to another successful community event.

We partnered with Cross FC to host a week-long youth soccer camp at Tiger Park. The camp attracted 17 participants and provided another opportunity to introduce young athletes to the sport while strengthening relationships with local soccer organizations.

Nick Bogle and I also met with a volunteer who will assist Parks and Recreation in launching our first adaptive sports league for children with special needs and disabilities. The program is expected to begin in September, with additional details to be announced in the coming weeks. This initiative represents another important step in expanding inclusive recreational opportunities for all members of our community.

I attended the Washington County Schools Board Workshop with the Town Administrator regarding the proposed Shared Use Agreement between the Town and Washington County Schools. The workshop provided an opportunity for board members to discuss the agreement and ask questions prior to formal consideration. The discussion appeared to be well received, and there did not seem to be any significant concerns raised regarding the agreement. It is currently scheduled to be presented for approval at the Washington County Board of Education meeting on August 6. I appreciate the collaboration between the Town and the school system throughout this process and am optimistic that this partnership will continue to benefit both organizations and our community.

Finally, the Parks and Recreation staff were hosted in Knoxville by Recreational Concepts and Garza Law Firm for a networking and appreciation event at the new Knoxville Smokies stadium. The event provided an opportunity to strengthen professional relationships, exchange ideas with industry partners, and recognize the hard work of our staff during another busy summer season.

Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659
Telephone (423) 753-1030
Fax (423) 753-1074

Solid Waste & Recycling | June & July 2026 Division Report

Director's Activity Report:

- **June 1 & 2** – Conducted field meetings with driver Jeff Davis and developer Jeff Jones to review the site layout and access of a new commercial project on Presidential Drive, and to address questions presented by the developer.
- **June 1–15** – Conducted multiple field visits across town for tree trimming contractor abuse and illegal dumping.
- **June 6** – Attended the Jonesborough Garden Gala.
- **June 8** – Conducted field meetings with driver Jeff Davis and developer Kelly Kitts to review the site layout and access of Trailblazer Coffee along East Jackson, and to address questions presented by the site engineer and developer.
- **June 10** – Attended Town Directors Meeting.
- **June 17** – Participated in welcoming new hire Jackie Ledesma to the Town of Jonesborough with a meet and greet then tour of our Solid Waste operation.
- **June 18** – Assisted team with 5am downtown tasks for PTO coverage. Conducted a field meeting at the new carwash coming to 1300 E. Jackson with driver Jeff Davis and developer Jeff Honeycutt to review service needs and dumpster location.
- **June 26** – Team meeting in the morning. Assisted that weekend with the spreadsheet organization of the Jonesborough Days parade layout.
- **July 1–5** – Coordinated department efforts for the Jonesborough Days festival to ensure clean, uninterrupted trash collection service and event waste management. Assisted in our parade float layout on July 2 at the old elementary school.

- **July 6–12** – On leave for vacation.
- **July 7** – Delivered 32 plastic recycling 4’x4’ cubes to the Washington County convenience center in Gray.
- **July 13** – Coordinated the delivery of approximately 300 new residential refuse totes.
- **July 15** – Attended our town directors meeting.
- **July 16** – Hosted a Solid Waste team appreciation BBQ. Coordinated a junk removal per town hall at 1006 Shamrock Drive.
- **July 17** – Dropped our first load of mulch with our new $30 / $75 delivery service.
- **July 20 & 23** – Assisted our team with 5am downtown tasks for PTO coverage.
- **July 24** – Coordinated the delivery of our new commercial front-loading vehicle.
- **July 29** – Assisted Dr. Bill Kennedy with a new resident request along W. Main Street.
- **July 30** – Met with Washington County Solid Waste director Lewis Haynie at his Lamar convenience center to assist with their first TDEC air quality annual compliance test. That afternoon met with community leaders at Sullivan County’s new recycling center in Blountville for a tour of their facility.
- **July 31** – Assisted Jonathan Peace from public safety and building inspector Kevin Fair with code violation and property cleanup requests. Responded in the field to numerous residential questions and complaints.

Thank you.

Vincent Sicca

JONESBOROUGH
TENNESSEE
Est. 1779

VINCE SICCA
Director, Solid Waste & Recycling
423-735-8890
vinces@jonesboroughtn.org
101 Britt Dr. Jonesborough, TN 37659
jonesboroughtn.org

Jonesborough
DEPARTMENT of PUBLIC SAFETY
123 BOONE STREET JONESBOROUGH TN 37659 PHONE 423-753-1053 FAX 423-753-1072

Jonesborough Department of Public Safety
July 2026 Monthly Report

- **CITATIONS & ARRESTS**

Offenses	Count
Sex Offenses, Forcible	2
Assault	3
Larceny/Theft	4
Counterfeiting/Forgery	1
Fraud	9
Drug/Narcotic	1
Miscellaneous (TIBRS Group B)	8
Miscellaneous (Department Only)	7
Total:	35

Memos	Count
Assisting Other Agency	3
Code Enforcement	3
Community Relations	7
Crisis Intervention Report	3
Event After Action Report	2
Field Interview	8
Found Property	1
K9 Deployment	3
K9 Training	4
Lost Property	2
Miscellaneous Information	15
No Tow Form	2
Officer Assistance Form	11
Property Damage/Misc	10
Sensitive Information Report	2
Trespass Warning	5
Total:	81

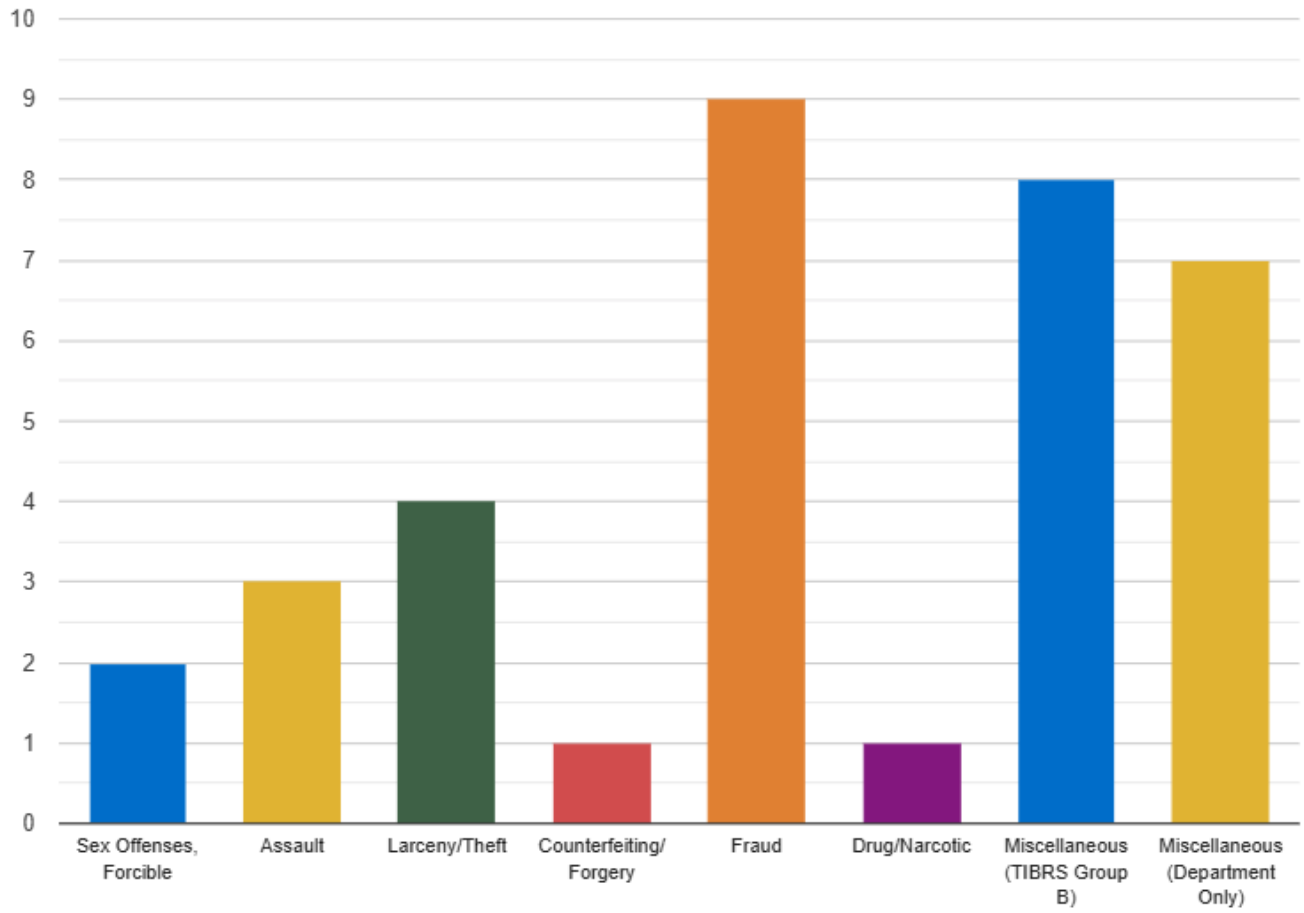
Arrests	Count
Adult (On-View Arrest)	10
Adult (Summoned/Cited)	25
Adult (Taken Into Custody)	2
Juvenile (Summoned/Cited)	1
Total:	38

Crashes	Count
Injury (non-incapacitating)	2
Injury possible	2
Property damage (over $ threshold)	13
Property damage (under $ threshold)	7
Total:	24

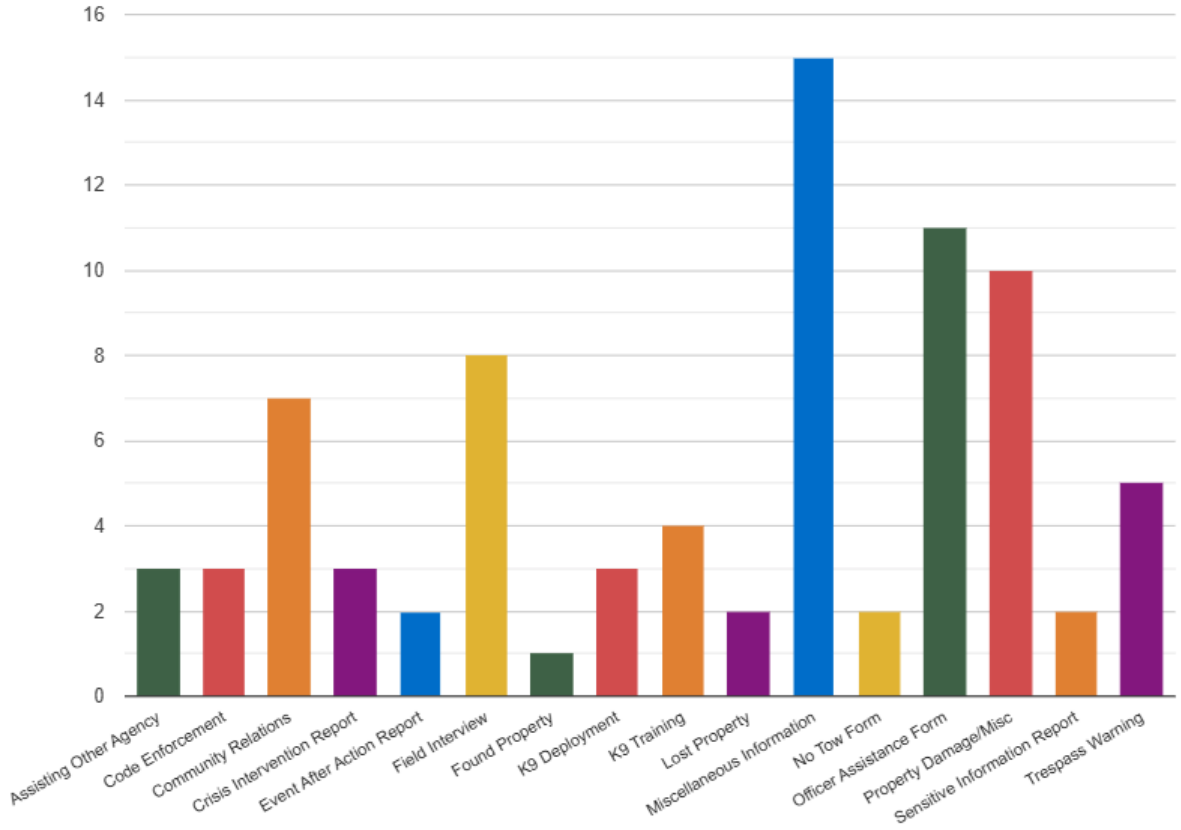
Non-Investigatory Crashes	Count
Injury possible	1
Property damage (over $ threshold)	1
Property damage (under $ threshold)	1
Total:	3

Tickets	Count
Traffic (Municipal Court)	159
Traffic (Washington County Juvenile Court)	7
Traffic (Washington County Sessions Court)	1
Traffic Charges (Municipal Court)	317
Traffic Charges (Washington County Juvenile Court)	8
Traffic Charges (Washington County Sessions Court)	3
Parking (Municipal Court)	1
Tow	17
Warning	116
Total:	301

Incidents - 07/01/2026 - 07/31/2026

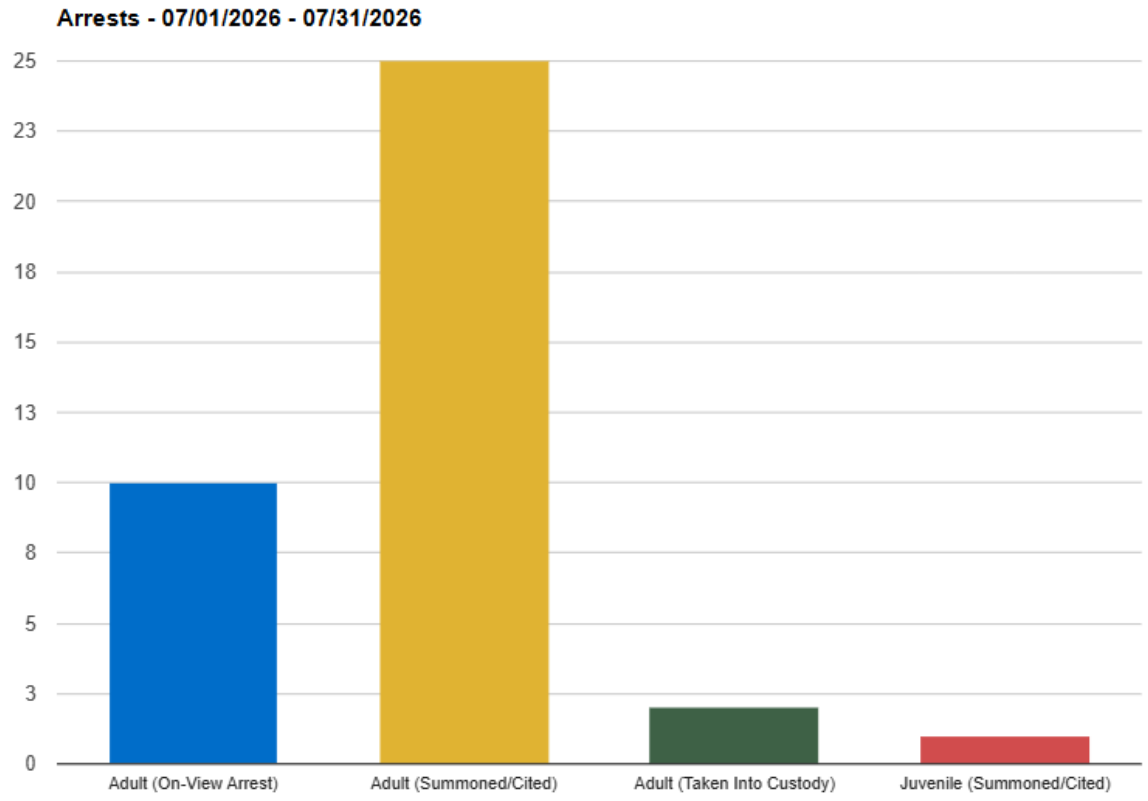


Memos - 07/01/2026 - 07/31/2026



- **TRAFFIC**
  - *A total of 170 traffic tickets were written in the month of July.*

- **CRIMINAL INVESTIGATIONS**
  - *There are several open and active investigations currently and several Presentments scheduled for the Grand Jury in mid-Sept.*



- **MOTOR VEHICLE CRASHES**

A total of (**28**) crashes were reported and investigated for the month of July. Most crashes occurred on East/West Jackson Blvd; most crashes were over $400 in damage with some resulting in a possible or confirmed injury.

- **CANINE**

K9 Hours – Will be reported in next month's report.

- **RESERVES**

Reserve Officer Hours - 2026

Reserve Officer	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Beagle, William	4	16.5	0	25	14	0	7.5						67
Chiarieri, James	44	12	16	21	20	12	23						148
Collins, Robin	10	0	8	21	15	8	15						77
Greenway, Chester	20	0	0	0	9	0	23						52
Hough, Richard	6.5	0	0	9	0	0	7						22.5
McCracken, Logan	4	0	0	0	0								4
Rice, Jesse	0	0	7	6	0	0	29						42
Wilt, Paul	8	8	13	45.5	20	0	31						125.5
Wood, George	8	10	0										18
TOTALS:	104.5	46.5	44	127.5	78	20	135.5	0	0	0	0	0	556

- **CODE ENFORCEMENT**

There were (**0**) ordinance violations issued during the month of July.

- **DISPATCH TRANSACTIONS FOR JCPD**

For July, our dispatchers assisted Johnson City Police Department with approximately (**22**) transactions.

- **OTHER CALLS FOR SERVICE**

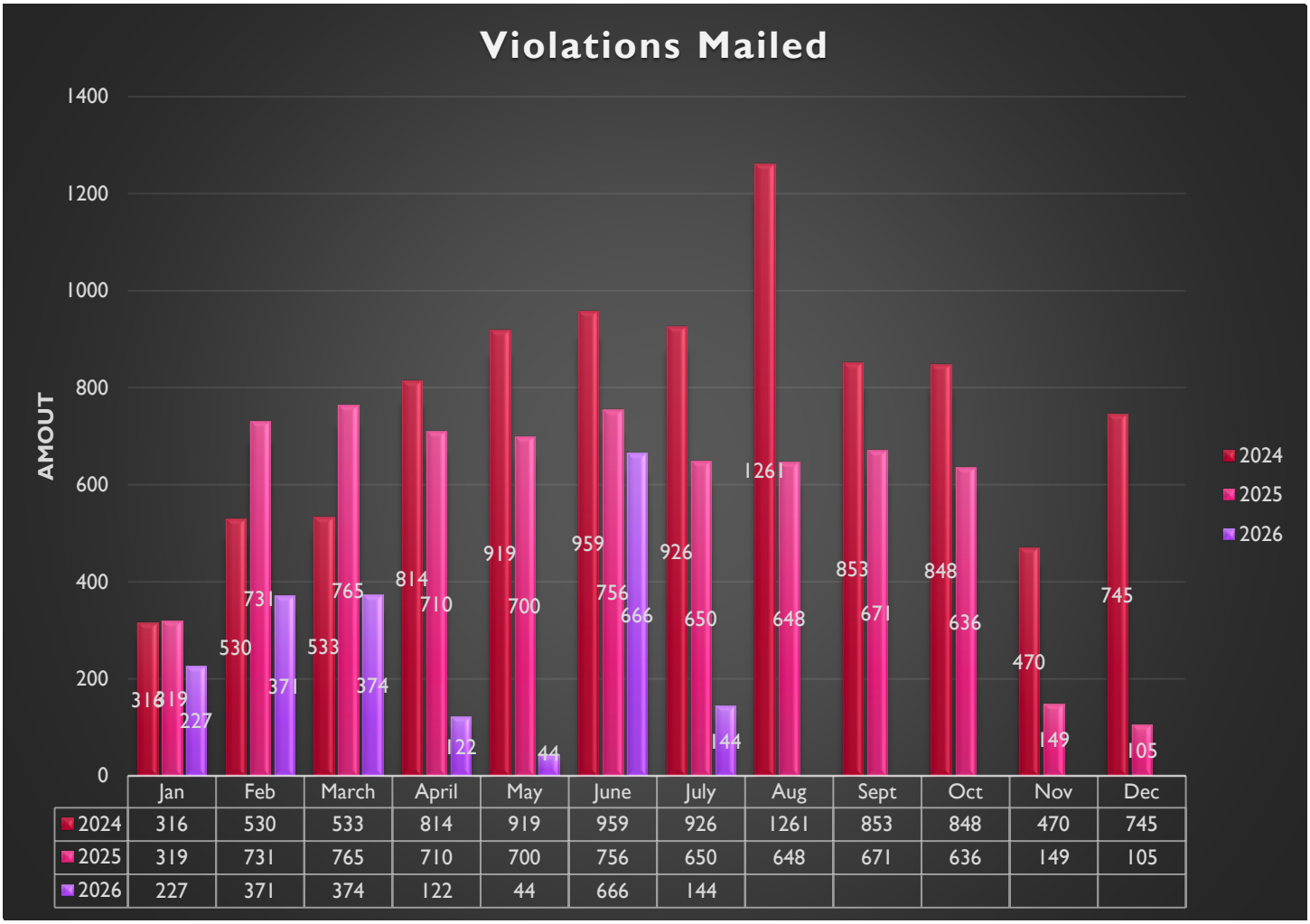
There were (**1514**) CAD Entries for the month of July.

Jonesborough
DEPARTMENT of PUBLIC SAFETY
123 BOONE STREET JONESBOROUGH TN 37659 PHONE 423-753-1053 FAX 423-753-1072

July 2026 Redflex Report

From July 1st through July 31st the traffic cameras registered a total of (**385**) violations with (**159**) violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected (**82**) resulting in (**144**) violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Glare/Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Forrest at Jackson – Food City (Southbound) with (**71**) violations followed by Jackson at Forrest (Westbound) with (**41**) violations.



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2024	316	530	533	814	919	959	926	1261	853	848	470	745
2025	319	731	765	710	700	756	650	648	671	636	149	105
2026	227	371	374	122	44	666	144					

TOWN OF JONESBOROUGH
2026 BUILDING PERMITS

	DATE	OWNER	ADDRESS	TYPE OF CONSTRUCTION	ZONING DISTRICT	PROJECT COST	PERMIT FEE
July		Note: There is no Project Cost due to New On-Line Building Permit System - Still Under Construction					
	7/1/26	Scott Henley	270 Azure Landing	House	R-1A		2,762.50
	7/1/26	Scott Henley	288 Azure Laning	House	R-1A		2,550.00
	7/1/26	Scott Henley	430 Middays Rest	House	R-1A		3,187.50
	7/2/26	David Utz	107 East College St Unit 1	Interior Renovation	R-1		29.75
	7/2/26	David Utz	107 East College St Unit 2	Interior Renovation	R-1		29.75
	7/2/26	David Utz	107 East College St Unit 3	Interior Renovation	R-1		29.75
	7/2/26	David Utz	108 East College St Unit 4	Interior Renovation	R-1		29.75
	7/2/26	David Utz	109 East College St Unit 3	Interior Renovation	R-1		85.00
	7/2/26	David Simerly	1245 Meadow Creek Lane	HVAC	PRD		55.25
	7/2/26	Colton Bozarth	292 Sweetgrass Lane	Renovations	PRD		34.00
	7/6/26	David Phillips	201 W Woodrow Ave	Renovations	H-1		85.00
	7/10/26	Nicholas Jennings	1300 E Jackson Blvd	Plumbing	B-3		46.75
	7/13/26	Chris Davis	401 W Jackson Blvd	Plumbing	B-3		191.25
	7/17/26	Austin Brown	1000 W Jackson Blvd Ste 1	Sign	B-3		255.15
	7/17/26	Scott Britton	211 Presidential Dr Unit 70	Build-Out	B-3		1,275.00
	7/17/26	Kelli Spain	109 Courthouse Sq	Demolition	B-2		100.00
	7/22/26	William Wright	117 Heritage Place Dr	Renovations	R-1		10.20
	7/24/26	Dakota Carbaugh	1168 Meadow Creek Lane	HVAC	PRD		70.79
	7/28/26	James Reece	132 Boone St Unit 2	Plumbing	B-4		63.75
	7/31/26	Greg Cannon	610 Bittersweet Trail	Building	PRD		255.00
					TOTAL		$11,146.14

2026
BUILDING PERMITS REPORT

	# PERMITS	AMOUNT	FEES	NEW HOUSES	COMMERCIAL	RENOVATIONS PLUMBING MECHANICAL MISCELLANEOUS	ADDITIONS	SIGNS
January	38	8,121,653.67	68,412.87	25	3	9	1	0
February	17	1,412,658.50	11,988.29	1	2	13	1	0
March	49	7,289,244.87	61,565.73	27	4	17	0	1
April	51	7,211,476.84	61,902.77	23	4	21	1	2
May	24	2,417,790.34	23,289.92	6	1	15	1	1
June	6	525,025.00	4,768.12	2	0	2	0	2
July	20		11,146.14	3	5	11	0	1
August								
September								
October								
November								
December								
TOTALS	**205**	**$26,977,849.22**	**$243,073.84**	**87**	**19**	**88**	**4**	**7**

	Monthly Total	Year-To-Date
New House Permits		**$22,265,622.00**
New House Permit Fees	**8,500.00**	**$199,664.18**
Commercial Permits		**$2,408,347.00**
Commercial Permit Fees	**1,931.90**	**$22,568.46**
Renovations, Additions Permits		**$2,303,880.22**
Renovations, Additions Permit Fees	**714.24**	**$20,841.20**

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2025				YEAR - 2026			
MONTH	**# OF PERMITS**	**PROJECT COST**	**PERMIT FEE**	**MONTH**	**# OF PERMITS**	**PROJECT COST**	**PERMIT FEE**
January	33	6,498,570.94	55,963.25	January	38	8,121,653.67	68,412.87
February	8	1,820,062.31	16,087.09	February	17	1,412,658.50	11,988.29
March	13	1,608,839.08	13,717.34	March	49	7,289,244.87	61,565.73
April	13	1,478,238.21	12,799.09	April	51	7,211,476.84	61,902.77
May	13	1,493,560.00	13,318.10	May	24	2,417,790.34	23,289.92
June	15	1,492,616.81	13,312.24	June	6	525,025.00	4,768.12
July	18	2,758,978.66	21,126.11	July	20		11,146.14
August	16	3,067,821.00	26,639.02	August			
September	18	1,635,159.00	14,052.46	September			
October	18	1,229,468.66	10,587.06	October			
November	15	1,650,667.60	13,496.03	November			
December	20	844,010.00	8,321.00	December			
TOTALS	**200**	**$25,577,992.27**	**$219,418.79**	**TOTALS**	**205**	**$26,977,849.22**	**$243,073.84**

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.7

SUBJECT: BrightRidge Board Appointment

BACKGROUND:

The Town of Jonesborough's representative on the BrightRidge Board of Directors, Mr. Andy Dietrich, has resigned from the Board and Mr. Tom Foster has been recommended to fill the vacancy through the remainder of Mr. Dietrich's term of September 2028.

RECOMMENDATION:

Approve the appointment of Tom Foster to fill the unexpired term on the BrightRidge Board of Directors as presented.

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.8

SUBJECT: Hiring of the Street Director

BACKGROUND:

As you are aware, the Town of Jonesborough is currently without either a Director and Assistant Director in the Street Department. During this transition period, Mr. James Walden has been serving in an interim capacity, and we are grateful for his dedication and efforts.

The Street Department Director position was advertised for two weeks on the Town website and our internal recruitment board. We received a total of ten applications. Of those applicants, two were current Town employees who did not meet the minimum qualifications; one was a qualified Town employee, and two external applicants also met the qualifications for the position.

The interview panel consisted of Town Administrator, Operations Manager and HR Director. After completing interviews, the panel's recommendation is the appointment of William "Billy" Miller as Street Department Director. Mr. Miller possesses the qualifications and experience necessary to lead the department. He holds a Class A CDL and previously served as Public Works Director in Sheridan County, Wyoming. He has been employed with the Town since March 2025 and has maintained a strong employment record, including excellent attendance and performance.

The recommendation is to hire Mr. Miller at Grade 19, Step 1 or an annual salary of $75,238.00, as well as a step increase to Step 2 upon successful completion of TDOT certifications to remain eligible for TDOT Local Programs.

RECOMMENDATION:

Approve hiring Mr. William "Billy" Miller as the Street Department Director an exempt position at Grade 19, Step 1 and an annual salary of $75,238.00; and an increase to Step 2 upon successful completion of TDOT certifications as part of TDOT Local Programs.

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.9

SUBJECT: Job Description-Marketing Coordinator, Part-Time, Jackson Theatre

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BACKGROUND:

During the FY 27 budget, the BMA approved a part-time Marketing Coordinator position for the Jackson Theatre. This position is "capped" at 22 hours per week, and is Grade 8, Step 1 at $23.84 per hour. Currently, the Marketing Coordinator position has been contracted, and this would create the position as a part-time employee of the Town coordinating the marketing and social media functions for the theatre. Approval of the job description is necessary.

RECOMMENDATION:

Approve the job description for the Jackson Theatre Marketing Coordinator at Grade 8, Step 1 as presented.

MARKETING COORDINATOR

JOB STATUS: PART TIME, NON-EXEMPT

DATE MODIFIED:

GRADE 8

DEFINITION

The Marketing Coordinator performs professional duties aimed at promoting the Jackson Theatre as a premier entertainment venue. This role involves developing and executing marketing initiatives, graphics, posters, social media, and press releases through innovative marketing strategies. The Marketing Coordinator brings a high level of creativity and expertise in designing marketing campaigns and collateral which engages, informs, and inspires visitors. This position reports directly to the Jackson Theatre Operations Manager and is a part-time position up to 22 hours per week.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Jackson Theatre Operations Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Function:

1. Works as a member of the Jackson Theatre team and will meet with staff on a regular basis as established by the Operations Manager to ensure on-going communication and coordination on upcoming events.
2. Provides graphic design skills in the development of digital ads, print ads, posters, and publications.
3. Undertakes photography and video work tasks as needed and for live performances, including photographing events, activities/programs; photo and video editing and manages archiving all photos and videos.
4. Manages social media platforms for the Jackson Theatre including, but not limited to, Facebook and Instagram.
5. Collects content used for social media posting daily including pictures, video, graphics, reels, stories, testimonials, etc.
6. Development of comprehensive marketing plans for the Jackson Theatre.
7. Ability to work nights, weekends and holidays when needed to accommodate the needs of the theatre.
8. Schedules and occasionally participates in live media interviews associated with the marketing of events held by the Jackson Theatre.
9. Writes, edits, and distributes press releases promoting Jackson Theatre programs, activities, and rental events.
10. Assists with all printing of promotional materials as well as assistance in distributing to local outlets, such as hanging event posters in local cities to promote events.

Marginal Functions:

- Performs related duties and responsibility as required.
- Assist during special events that happen throughout the year at the Jackson Theatre.
- Assist with web updates.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- An active background in graphic skills, marketing principles, practices, and procedures.
- Adobe Photoshop, InDesign, Premiere Pro, Illustrator, and other media editing software. In addition to Microsoft Office product knowledge.
- Web design and content management systems.

Skill in:

- Interpersonal communication.
- Photography and videography are required.
- Analytical and project management at an excellent level.

Ability to:

- Understand oral and written instructions.
- Maintain an effective working relationship with supervisors, other employees, and public.
- Use sound judgment in fulfilling the responsibilities of this position.
- Work weekends or holidays to meet the needs of The Jackson Theatre schedule.

REQUIRED QUALIFICATIONS:

- Preferred graduation from an accredited college or university with a degree in communication, public or community relations, marketing.
- Combination of five (5) years of minimum experience and training which provides the required knowledge, skills, and abilities.
- Valid Tennessee driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily indoors but may occasionally be exposed to the weather to assist patrons and theatre staff. Moderate physical demands: strength sufficient to lift and move items weighing up to fifty (50) pounds on occasion; lifting to ten (10) pounds is frequently needed.

Environment:

Task is regularly performed indoors with limited exterior work. 95% of the work hours will be in the office setting at The Jackson Theatre with 5% or less being remote work to respond/coordinate to social media content at night and weekends.

Mental:
While performing the duties of this class, the employee is regularly required to use a mid-level degree of mental stamina to complete tasks in an efficient timely manner.

Vision:
See in the normal visual range with or without correction.

Hearing:
Hear in the normal audio range with or without correction.

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.10

SUBJECT: Creating the Position of Part-Time Code Enforcement Officer and Job Description

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BACKGROUND:

As the Town of Jonesborough continues to experience growth and development, the demand for consistent and proactive code enforcement has increased significantly. Currently, many code enforcement responsibilities are assigned to the Police Department's Administrative Major, requiring the balancing of code enforcement duties with numerous other public safety and administrative responsibilities.

To better serve our community and ensure timely and effective enforcement of municipal codes, staff recommends the creation of a part-time Code Enforcement Officer position**,** not to exceed 20 hours per week**.** This position would be filled by a sworn law enforcement officer dedicated specifically to code enforcement activities.

The addition of a dedicated Code Enforcement Officer will provide several benefits to the Town. First, it will relieve the Administrative Major of the day-to-day responsibilities associated with code enforcement, allowing greater focus on law enforcement administration, public safety initiatives, and departmental operations. Second, it will enable more consistent enforcement of property maintenance standards, nuisance ordinances, zoning regulations, and other municipal codes that directly impact the quality of life for residents. This position will also serve as the liaison to two very active boards; Board of Dwelling Standards and Historic Zoning Commission related to Demolition by Neglect issues.

As Jonesborough grows, maintaining community appearance, protecting property values, and addressing citizen concerns in a timely manner become increasingly important. A dedicated Code Enforcement Officer will allow the Town to respond more efficiently to complaints, conduct follow-up inspections, educate property owners on compliance requirements, and work collaboratively with residents and businesses to address violations before they become larger issues.

This position represents a cost-effective solution by utilizing a part-time sworn officer, who can cite people into court, while providing a focused resource dedicated to protecting the health, safety, and welfare of the community. The investment will strengthen the Town's ability to uphold its ordinances, support responsible growth, and preserve the character of Jonesborough.

Staff believe this position is both necessary and beneficial and recommend approval of the part-time Code Enforcement Officer position. This addition will be an asset to the Town and help ensure that Jonesborough remains a safe, attractive, and well-maintained community for residents, businesses, and visitors alike.

Source of Funding: The proposed position was not budgeted for FY27. However, the town recently received a settlement on the Darrell Beals properties – a chronic property maintenance issue. Using a portion of the additional (unexpected) revenue provides a strong business case for funding the proposed part-time position at least for the first year and then working through the year to find funding resources for the FY28 budget year. Since we are already 2 months into the fiscal year with 44 weeks remaining in the current fiscal year, we estimate only $25,000 of the $97,000 received to be leveraged for the first-year part-time position.

The request is to approve (1) the newly created position for Code Enforcement Officer at Grade 7, and (2) the position job description.

RECOMMENDATION:

Approve the newly created position for Code Enforcement Officer at Grade 7 and position job description, as presented.

CODE ENFORCEMENT OFFICER

JOB STATUS: PART TIME, NON-EXEMPT

DATE MODIFIED:

GRADE 7

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

DEFINITION

The Code Enforcement Officer performs professional work involving initiative-taking and reactive enforcement of Town code and ordinances throughout the Town of Jonesborough. The Officer is responsible for comprehensive coordination and administration of the code enforcement process, ensuring the safety, health, and general welfare of the community. The Code Enforcement Officer is sworn in under the Town of Jonesborough Reserve Officer Program and performs only code enforcement duties.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Operations Manager. This position will work closely with the Town Administrator, Building Inspector, Police Department, and Town leadership.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Function:

- Initiate and perform initiative-taking field investigations for non-compliance with Town ordinances and state law.
- Respond to, research, and investigate Municipal Code related complaints.
- Provide customer service verbally and in writing to violators; explain actions required to comply with ordinances and provide remedial action alternatives.
- Prepare and issue notices of violations and citations.
- Document, record and maintain case files and activities.
- Case preparation and issue of notice of hearing for violations to be heard by the Municipal Court Judge, including gathering evidence and testimony.
- Attend hearings related to code enforcement, present testimony and evidence pertaining to violations.
- Deals effectively, courteously, and productively with angry and upset customers.
- Function as a liaison with Town of Jonesborough Board of Dwelling Standards and Historic Zoning Commission on Demolition by Neglect cases.

Marginal Functions:

1. Performs related duties and responsibility as needed.

2. Engage in public relations and community education to promote a positive image for code enforcement; build cooperative and collaborative relationships with the community.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic principles and practices used in the enforcement of a variety of laws, ordinances, and codes.
- Principles and methods of investigation.
- Basic terminology used in zoning, housing, fire codes, landlord/tenant law, and inspection warrants.
- Regulations and requirements for record keeping, report writing and court evidence documentation.
- Windows based applications include word processing.
- Proper English usage, spelling, grammar, and punctuation.

Ability to:

- Research, interpret, explain, and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement and health and safety issues.
- Inspect, identify violations, and enforce applicable codes, ordinances, laws and regulations with impartiality and efficiency.
- Communicate effectively, both orally and in writing.
- Manage complaints in a courteous and effective manner.
- Ability to establish and maintain effective work relationships with management, city officials, supervisors, employees in various departments and the public with the goal of fostering positive relationships.
- Work independently.
- Work cooperatively with other departments, outside agencies and the public.
- Exercise sound independent judgement and discretion within established guidelines.
- Organize and set priorities; tactfully and effectively enforce applicable laws and regulations, including resolving conflicts and problems.

REQUIRED QUALIFICATIONS:

- A valid Tennessee Driver's License
- A high school diploma or GED
- Preference given to individuals with code enforcement experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

Environment:

Work is performed both indoors and outdoors in a variety of weather conditions, including heat, cold, rain, and humidity. The position requires frequent travel throughout the community, exposure to construction sites, vacant

structures, uneven terrain, dust, noise, and other typical field conditions. The employee may encounter confrontational situations and must be able to work safely and effectively in changing environments.

Physical:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to handle or operate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell. Must be able to lift, carry, and push items weighing up to 25 lbs.

Mental:

A strong sound mind and high level of mental capacity is required to interpret and apply codes and regulations, exercise sound judgment, maintain attention to detail, analyze information, resolve problems, manage multiple priorities, communicate effectively with the public, handle stressful or confrontational situations professionally, and maintain accurate records and reports.

Vision:

Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus with or without correction is required.

Hearing:

Must have sufficient hearing ability, with or without reasonable accommodation, to communicate effectively in person and by telephone, receive and understand verbal instructions and information, and respond appropriately to questions, complaints, and emergency situations.

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.11

SUBJECT: GovDeals Liquidation Request 8/10/26

BACKGROUND:

Steve Beckett, Fleet Management Director, has prepared a list of items "GovDeals liquidation Requests BMA 8-10-26" that he is recommending be declared as surplus and sold at auction. He has spoken with the appropriate Directors regarding the equipment. A list of the equipment is attached with photographs and made part of the board packet.

RECOMMENDATION:

Declare the attached list "GovDeals liquidation Requests BMA 8-10-26" as surplus property to be listed on GovDeals for public auction.

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

GovDeals liquidation Requests 8-10-26

Three old buckets.

2005 Chevy van lost transmission.

Engine frozen water damage.

2007 F350 bad engine & transmission.

2004 chevy totaled

2006 garbage truck discontinued

Old Projector

Fax Machine

Lateral File Cabinet

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.12

SUBJECT: Overdose Awareness Day Proclamation

BACKGROUND:

Insight Alliance, Washington County's Prevention Coalition, Prevention Director and Coalition Coordinator Ashlyn Wood requested we approve a proclamation in honor of the International Overdose Awareness Day on August 29, 2026.

RECOMMENDATION:

Approve the proclamation in honor of International Overdose Awareness Day on August 29, 2026, as presented.

A PROCLAMATION RECOGNIZING

OVERDOSE AWARENESS DAY

WHEREAS, overdose deaths are mostly driven by the misuse of opioids, often in combination with other drugs such as alcohol, stimulants, and benzodiazepines; and

WHEREAS, Tennessee ranks #3 in the nation for opioid use, with East Tennessee having the highest opioid consumption in the state; and

WHEREAS, in 2024, Washington County had 37 overdose deaths; and

WHEREAS, between 2023 and 2024, fatal drug overdoses decreased in Tennessee by 31% (2,499 fatal overdoses). This decline should be celebrated but should also be a reminder of the work that needs to continue to be done; and

WHEREAS, the Town of Jonesborough is dedicated to reducing the impact of overdoses within the community by partnering with other organizations and individuals; and

WHEREAS, we renew our commitment to end overdose and related harms annually on August 31st for International Overdose Awareness Day; and

NOW THEREFORE I, Kelly Wolfe, Mayor of the Town of Jonesborough, Tennessee, do hereby proclaim August 31, 2026 as

Overdose Awareness Day

And encourage all citizens to join me in this worthy observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Town of Jonesborough, Tennessee, to be affixed this 10th day of August 2026.

_____

KELLY WOLFE, MAYOR

ATTEST:

_____

JANET JENNINGS, RECORDER

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.13

SUBJECT: Town Event-Christmas In Olde Jonesborough

BACKGROUND:

Events Manager Isabel Hawley-Lopez has provided the board with a comprehensive Memorandum regarding Christmas in Olde Jonesborough, including events and street closure. The town will feature a different theme every Saturday from November 27, 2026, through December 19, 2026. Each Saturday will include events from 11 a.m. to 3 p.m., with music, family activities, and extended holiday shopping hours at downtown shops. Santa will be in his sleigh beside the Courthouse each Saturday for photos and visits with children. The Christmas Market will also be set up each week on the plaza of the International Storytelling Center, featuring handmade crafts, jewelry, and holiday items. Free gift wrapping will be available inside the Storytelling Center for any purchases made in Downtown Jonesborough during the Saturday events.

Throughout the holiday series, the Town will set up a red mailbox beside the Courthouse for children to mail their letters to Santa at the North Pole. Letters must be dropped off by December 17 to receive a response before Christmas.

The series will kick off on Friday, November 27, with the Shop Small Friday Sip & Stroll, from 4 p.m. to 6 p.m. This event, introduced two years ago, sold out and received very positive feedback from merchants and attendees. The evening will conclude with the annual Lighting of the Tree. Programming will begin at 6 p.m. with performances by local school groups, candle lighting by families, and a coordinated lighting of the large spruce tree beside the Washington County Courthouse, as well as the trees along Main Street and Boone Street. We coordinated this lighting with BrightRidge last year and hope to do so again this year.

Whoville and Shop Small Saturday takes place on November 28 from 11 a.m. to 3 p.m. The event will feature holiday music, s'more roasting, face painting, and Santa in his sleigh for pictures. Attendees are encouraged to dress as their favorite Whoville characters and receive a "Grinch treat." A Cheermeister Competition will invite families to participate in themed activities for a chance to win Jonesborough sweatshirts.

On Saturday, December 5, Doggone Christmas will take place from 11 a.m. to 3 p.m. Attendees can bring their dogs for photos with Santa, enjoy pet treats, and browse pet friendly items at the Christmas Market. This year, we plan to expand this event into a Sip & Stroll, where attendees can enjoy treats inside participating merchant shops for both them and their pets. At 1 p.m., contests will be held on the Courthouse steps, including Ugliest Christmas Dog Sweater, Best

Holiday Costume, and Pet and Owner Look-Alike. Donations will be accepted for the Washington County Humane Society and the Animal Shelter Foundation.

Santa's Christmas Village will be held on Saturday, December 12, from 11 a.m. to 3 p.m. Event activities will include photos with Santa, cookie decorating, children's storytelling, and Santa Mart at various downtown locations, including the Visitors Center and the international Storytelling Center. That evening, the annual Lighted Christmas Parade will begin at 6 p.m., traveling along Boone Street and Main Street.

The series will conclude on Saturday, December 19, with the Christmas Church Stroll from 11 a.m. to 3 p.m. Participants can tour beautifully decorated churches in the historic district, enjoy live music and handbells, sip hot cocoa or cider, and more. Walking guides for the Church Stroll will be available at the International Storytelling Center.

Street Closure

We are requesting street closures for the following dates and times:

- Friday, November 27: 3 p.m. to 8 p.m. for Shop Small Friday Sip & Stroll and the Lighting of the Tree.
- Saturday, November 28: 10 a.m. to 4 p.m. for Whoville and Shop Small Saturday.
- Saturday, December 5: 10 a.m. to 4 p.m. for Doggone Christmas.
- Saturday, December 12: 10 a.m. to 8:30 p.m. for Santa's Christmas Village and the Lighted Christmas Parade

Main Street will need to be closed from the intersection of Main Street and Fox Street to Main Street and Second Avenue during the times above.

Parade Route Closure: For the December 12 Christmas Parade, the route will begin at the intersection of Boone Street and Hwy 11 E, continuing along Boone Street to East Main Street, then up North Washington Avenue to Hwy 11 E. Additionally, we request closure of one eastbound lane of Hwy 11 E between Boone Street and Forest Avenue to allow parade participants to travel from the Jonesborough Middle School staging area to downtown.

Department Assistance

Aside from street closure, I would like to also request assistance from the following departments: Solid Waste and Street Department- Please empty trash cans throughout downtown on Fridays before the events and again on Saturday nights after the event for the following dates: Nov. 27 and 28 and Dec. 5, 12, and 19. Following the parade on Dec. 12, we will need assistance with trash pickup and street cleaning as well.

Parks & Recreation - We are requesting assistance with the four light pole snow machines. Requesting that before and after each event the four light pole snow machines and snow solutions buckets are placed along Main Street. These are currently stored as decoration inside the Jonesborough Visitor Center and would need to be placed outside along Main Street with the gallon buckets of snow solution before each event on the following dates: Nov. 27 and 28 and Dec. 5, 12, and 19. The snow machines and snow solution buckets need to be stored back inside after each event, otherwise, they will malfunction if left in below freezing temperatures. We will also need assistance in placing the red mailbox for Santa’s Letters beside the courthouse. We are requesting the mailbox to be placed out on November 27, the first day of the event series.

RECOMMENDATION:

Approve the event “Christmas in Olde Jonesborough” to be held between November 27, 2026, through December 19, 2026, and to include the requested street closures as presented above and including the attached Memorandum from Events Manager Isabel Hawley-Lopez.

MEMO

To: Board of Mayor and Aldermen
From: Isabel Hawley-Lopez, Events Manager
CC: Glenn Rosenoff, Town Administrator
Craig Ford, Operations Manager
Matt Rice, Police Chief
Steve Prisament, Street Director
Vince Sicca, Director of the Solid Waste and Recycling
Chris Kudera, Parks & Recreation Director
Date: July 23, 2026
RE: Christmas in Olde Jonesborough Events and Street Closure Request

Christmas in Olde Jonesborough will feature a different theme every Saturday from November 27 through December 19. Each Saturday will include events from 11 a.m. to 3 p.m., with music, family activities, and extended holiday shopping hours at downtown shops. Santa will be in his sleigh beside the Courthouse each Saturday for photos and visits with children. The Christmas Market will also be set up each week on the plaza of the International Storytelling Center, featuring handmade crafts, jewelry, and holiday items. Free gift wrapping will be available inside the Storytelling Center for any purchases made in Downtown Jonesborough during the Saturday events.

Throughout the holiday series, the Town will set up a red mailbox beside the Courthouse for children to mail their letters to Santa at the North Pole. Letters must be dropped off by December 16 to receive a response before Christmas.

The series will kick off on Friday, November 27, with the **Shop Small Friday Sip & Stroll**, from 4 p.m. to 6 p.m. This event, introduced two years ago, sold out both years and received very positive feedback from merchants and attendees. The evening will conclude with the annual **Lighting of the Tree**. Programming will begin at 6 p.m. with performances by local school groups, candle lighting by families, and a coordinated lighting of the large spruce tree beside the Washington County Courthouse, as well as the trees along Main Street and Boone Street. We coordinated this lighting with BrightRidge last year and hope to do so again this year.

Whoville and Shop Small Saturday takes place on November 28 from 11 a.m. to 3 p.m. The event will feature holiday music, s'more roasting, face painting, and Santa in his sleigh for pictures. Attendees are encouraged to dress as their favorite Whoville characters and receive a "Grinch treat." A Cheermeister Competition will invite families to participate in themed activities for a chance to win Jonesborough sweatshirts.

On Saturday, December 5, **Doggone Christmas** will take place from 11 a.m. to 3 p.m. Attendees can bring their dogs for photos with Santa, enjoy pet treats, and browse pet-friendly items at the Christmas Market on the International Storytelling Plaza. At 1 p.m., contests will be held on the Courthouse steps, including Ugliest Christmas Dog Sweater, Best Holiday Costume, and Pet and Owner Look-Alike. Donations will be accepted for the Washington County Humane Society and the Animal Shelter Foundation.

Santa's Christmas Village will be held on Saturday, December 12, from 11 a.m. to 3 p.m. Event activities will include photos with Santa, cookie decorating, children's storytelling, and the Santa Mart at various downtown locations, including the Visitors Center and International Storytelling Center. That evening, the annual Lighted Christmas Parade will begin at 6 p.m., traveling along Boone Street and Main Street.

The series will conclude on Saturday, December 19, with the **Christmas Church Stroll** from 11 a.m. to 3 p.m. Participants can tour beautifully decorated churches in the historic district, enjoy live music and handbells, sip hot cocoa or cider, and more. Walking guides for the Church Stroll will be available at the International Storytelling Center.

Street Closure

We are requesting street closures for the following dates and times:

- **Friday, November 27: 3 p.m. to 8 p.m**. for Shop Small Friday Sip & Stroll and the Lighting of the Tree.
- **Saturday, November 28: 10 a.m. to 4 p.m.** for Whoville and Shop Small Saturday.
- **Saturday, December 5: 10 a.m. to 4 p.m**. for Doggone Christmas.
- **Saturday, December 12: 10 a.m. to 8:30 p.m.** for Santa's Christmas Village and the Lighted Christmas Parade.

Main Street will need to be closed from the intersection of Main Street and Fox Street to Main Street and Second Avenue during the times above.

Parade Route Closure: For the December 12 Christmas Parade, the route will begin at the intersection of Boone Street and Hwy 11E, continuing along Boone Street to East Main Street, then up North Washington Avenue to Hwy 11E. Additionally, we request closure of one eastbound lane of Hwy 11E between Boone Street and Forest Avenue to

allow parade participants to travel from the Jonesborough Middle School staging area to downtown.

Department Assistance

Aside from street closure, I would like to also request assistance from the following departments:

Solid Waste and Street Department- Please empty trash cans throughout downtown on Fridays before the events and again on Saturday nights after the event for the following dates: Nov. 27 and 28 and Dec. 5,12, and 19. Following the parade on Dec. 12, we will need assistance with trash pickup and street cleaning as well.

Parks & Recreation – We are requesting assistance with the four light pole snow machines. I am requesting that before & after each event the four light pole snow machines and snow solutions buckets are placed along Main Street. These are currently stored as decoration inside the Jonesborough Visitor Center and would need to placed outside along Main Street with the gallon buckets of snow solution before each event on the following dates: Nov. 27 and 28 and Dec. 5,12, and 19. The snow machines and snow solution buckets need to be stored back inside after each event, otherwise, they will malfunction if left in below freezing temperatures. We will also need assistance in placing the red mailbox for Santa's Letters beside the courthouse. We are requesting the mailbox to be placed out on November 27, the first day of the event series.

Thanks to everyone for helping with Christmas in Olde Jonesborough! We appreciate all the assistance!

Christmas in Olde Jonesborough 2026
Special Event Attachment

1. **Hold Harmless Agreement**- Not required since this is a Town event

2. **List of pre-events and post-events**

3. **Map with city streets**- See attached

4. **Outline of your publicity plan**-
   Event organizers will work closely with the Marketing team and will utilize the below forms of marketing to promote the event.
   - **Press Releases**
     Press releases and announcements will be written by the Marketing Team and reviewed by the Team as a whole. This will then be distributed to all media outlets.

   - **Social Media**
     Will be the primary source of marketing. This platform will be utilized throughout the season and handled by the Marketing Team.

   - **Website**
     Creation and updates are made by the Website and Marketing Specialist. We will utilize jbochristmas.com, jonesboroughtn.org and jonesborough.com

   - **Post Event Publicity**
     The Marketing Team will send out post event press releases and create post event social media posts.

   - **Media Relations**
     The Marketing Team has a strong relationship with the local media and will schedule media interviews as deemed necessary.

   - **Printed Pieces**
     Thousands of programs will be printed and made available online. These are distributed throughout Town, during the events, and in the surrounding areas.

5. Security Plan

We are requesting public safety, street department, and Parks and Rec. assistance with street closure.

Parking

A. Handicap Parking- Visitor's Center parking lot, spaces next to the Christian Church on Fox Street and spaces in front of Boone Street Market and the Visitors Center parking lot beside the sidewalk

B. Vendor Parking- Parson's Table, Courthouse Parking Lot and UT Extension Lot

C. Downtown Merchant Parking- Parson's Table, Courthouse Parking Lot and UT Extension Lot

D. Theatre Parking- behind the Jonesborough United Methodist Church

6. **Emergency Plan-** We will leave 15' on Main Street and beside the Courthouse for emergency vehicles passing and staff will have EMS contact on hand.

7. **Event Sponsors List**- We will have a complete list of sponsors available 30 days prior to event.

8. **Proof of your liability insurance**- This is a town sponsored event and is covered by our TML policy.

9. **Anticipated vendors and concession booth list:** Craft Vendors are being finalized. List will be provided 48 hours prior to event. We are looking to have 6-12 craft vendors and up to 3 food vendors.

10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.**

B. Activities will be setup each weekend by the Tourism Department with assistance from Parks and Rec. as needed.

C. Small sound system will be set-up on the courthouse steps each Saturday.

11. **Clean-up Plan-** Jonesborough Public Works and Street Departments will clean streets and collect garbage each night. Town employees will provide assistance cleaning during festival hours.

12. **Street Closure**

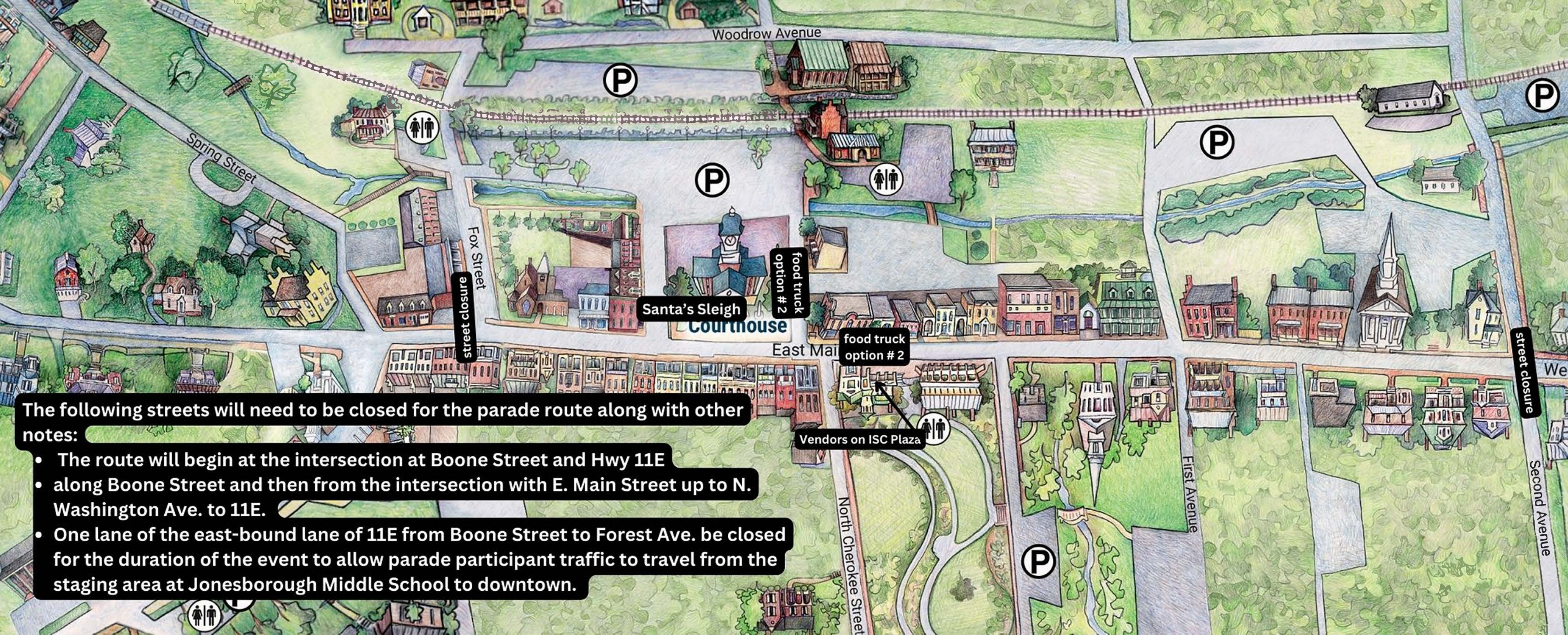
We are requesting street closure for Friday afternoon and evening, and each Saturday, with the exception of December 19th. Main Street will need to be closed from the intersections of Main St. and Fox St. to Main St. and Second Ave. as follows:

November 27 from 3:00 p.m. a.m. to 8 p.m. for Shop Small Friday and the Lighting of the Tree.

November 28 from 10 a.m. to 4 p.m. for Whoville, Small Business Saturday.

December 5 from 10 a.m. to 4 p.m. for Doggone Christmas

December 12 from 10 a.m. to 8:30 p.m. for Santa's Christmas Village and the Christmas Parade. The following streets will need to be closed for the parade route. The route will begin at the intersection at Boone Street and Hwy 11E, along Boone Street and then from the intersection with E. Main Street up to N. Washington Ave. to 11E. In addition, we would like to request one lane of the east-bound lane of 11E from Boone Street to Forest Ave. be closed for the duration of the event to allow parade participant traffic to travel from the staging area at Jonesborough Middle School to downtown.


Woodrow Avenue
Spring Street
Fox Street
street closure
Santa's Sleigh
food truck option # 2
Courthouse
East Main
food truck option # 2
Vendors on ISC Plaza
North Cherokee Street
First Avenue
Second Avenue
street closure
The following streets will need to be closed for the parade route along with other notes:
• The route will begin at the intersection at Boone Street and Hwy 11E
• along Boone Street and then from the intersection with E. Main Street up to N. Washington Ave. to 11E.
• One lane of the east-bound lane of 11E from Boone Street to Forest Ave. be closed for the duration of the event to allow parade participant traffic to travel from the staging area at Jonesborough Middle School to downtown.

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.14

SUBJECT: Town Sponsored Special Event – 2026 Halloween Haunts & Happenings

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BACKGROUND:

Halloween Haunts and Happenings is scheduled this year for Friday, October 30, 2026, from 5:30 PM – 8:00 PM.

The event includes the following activities such as trick-or-treating, popcorn, games, face painting, a haunted house at the Christopher Taylor Cabin, a DJ, stage, inflatables and a costume contest for all ages. There will be 2-3 Food Trucks located on the Westside of the Courthouse Square.

Additional requests include the following:

- Street closure for Friday, October 31st from 5:30-8:00 p.m. from the intersections of Main St. and Fox St. to Main St. and Second Avenue starting as soon as possible at 5:00 PM.

- Extra trash receptacles will need to be placed throughout downtown from Fox to First Avenue. Two will be needed on the front porch of the Eureka, 2 in front of Main Street Café, 4 in front of the Courthouse near the flagpole, 4 in front of the Storytelling Center, and several throughout town from Fox to First Avenue.

- Following the event, assistance is needed with trash pickup and street cleaning starting around 8:30 PM, and the streets can be opened as soon as that is finished.

- We will be utilizing the JES/JMS lawn for parking again and will keep 2-3 buses running continually during the event. The DCHS Band Booster takes up the money ($5 per car) and helps park as a fundraiser for their club.

RECOMMENDATION:

Approve the event “Halloween Haunts and Happenings” scheduled for Friday, October 30, 2026, from 5:30 PM – 8:00 PM on Main Street, with street closure from the intersections of Main Street and Fox Street to Second Avenue starting by 5:00 PM, as presented.

MEMO

To: The Board of Mayor and Aldermen
From: Event Staff
CC: Glenn Rosenoff, Town Administrator
Craig Ford, Operations Manager
Matt Rice, Police Chief
Steve Prisament, Street Dept.
Vince Sicca, Solid Waste
Date: July 21, 2026
RE: Halloween Haunts and Happenings

We are making plans for the Annual Halloween Haunts and Happenings Event that will be held on **Friday, October 30th from 5:30pm-8pm** We are planning to offer our usual activities which include trick-or-treating, popcorn, games, face painting, a haunted house at the Christopher Taylor Cabin, a DJ, stage, inflatables and a costume contest for all ages. We'd like to have 2-3 food trucks again this year on the west side of the courthouse.

- The event will take place on Friday, October 30th from 5:30-8pm. and we would like to request the streets to be closed from the intersections of Main St. and Fox St. to Main St. and Second Ave. starting as soon as possible around 5:00pm.

- Extra trash receptacles will need to be placed throughout downtown from Fox to First Avenue. We will need 2 on the front porch of the Eureka, 2 in front of Main Street Café, 4 in front of the Courthouse near the flag pole, 3 on the west side of the courthouse, 4 in front of the Storytelling Center and several throughout town from Fox to First Ave.

- Following the event, we will also need assistance with trash pickup and street cleaning starting around 8:30pm. and the streets can be opened as soon as that is finished.

- We will be utilizing the JES/JMS lawn for parking again (upon their approval) and will keep 2-3 buses running continually during the event. The DCHS Band Booster takes up the money ($5 per car) and helps park as a fundraiser for their club.

As always, a big thanks to each department who provides assistance.

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** Consent Agenda 6.15

SUBJECT: Cabin Lease Agreement

BACKGROUND:

As everyone is aware, the Town has the small log cabin at Persimmon Ridge Park. For years, the Town has entered into contract with a Town employee to reside in the cabin. For most of the time, a Police Officer has resided in the cabin. This provides for additional security in the most used park in town. Parks and Recreation Director Chris Kudera stated you can tell a difference when that cruiser is parked at the cabin and that vandalism in the park is rare.

Cody Arnold was the latest Town employee to reside in the cabin and has recently moved out, leaving the cabin vacant.

Police Chief Matt Rice posted the vacancy and K-9 Officer Adam Depew was the only one to express interest in residing in the cabin. Operations Manager Craig Ford recommends entering into a lease agreement with Officer Depew.

The agreement is provided as part of the agenda presentation and is up to date to reflect the duties and responsibilities of the Lessee, and the work to be performed in lieu of rent.

RECOMMENDATION:

Approve the Lease Agreement between the Town of Jonesborough Board of Mayor and Aldermen and Adam Depew and all the terms and conditions as presented.

THIS LEASE AGREEMENT made and entered into on this the ___ day of _____, 20__ by and between the Town of Jonesborough BOARD OF MAYOR AND ALDERMAN, hereinafter known and referred to as "Lessor;" and _____, hereinafter known and referred to as "Lessee."

WITNESSETH:
For and in consideration of the mutual covenants and agreements hereinafter contained, the Lessor has let, leased and demised unto the Lessee the following described real property, situated, laying and being in the 15th Civil District of Washington County, Tennessee, and more particularly described as follows, to wit:

Being the log cabin located in Persimmon Ridge Park owned by the Town of Jonesborough, Tennessee. The physical address of the log cabin is 1527 Persimmon Ridge Rd, Jonesborough, TN 37659.

In consideration whereof, the parties hereto have agreed and bind themselves, their heirs, successors, and assigns, upon the following terms and conditions, which shall constitute, govern, and control the relationship between the parties hereto, the same being inseparable parts to this agreement, to-wit:

1. The Lessee agrees to reside in the log cabin during the term of this lease and accept the condition of the cabin "as is."
2. The Lessee must be an employee of the Town of Jonesborough in good standing.
3. The Lessee and their immediate family are the only acceptable residents of the log cabin. Any additional individuals who will reside in the cabin must have expressed written consent of the Lessor, said consent to be given by the Town Administrator.
4. The Lessee agrees to pay for all utilities for the cabin for the terms of this lease. Utilities include electrical service, water, cable and/or internet, and garbage pickup. The Lessee does not have to have cable, internet or

garbage pick up unless they choose to have that service at their expense. All utilities shall be in the name of the Lessee.

5. A value of $1,000.00 (one thousand dollars) per month for a total of $12,000.00 (twelve thousand dollars) per year has been placed on the leased property. However, the Lessee shall pay no rent to the Lessor in the form of cash. Rather, the Lessee has the following duties that they must perform during the terms of this lease in lieu of cash with the value of work performed equal to the rent of said cabin:
    a. Lessee must perform a visual check of all buildings and parking lots at Persimmon Ridge Park each night after dusk, unless work duties do not allow the performance of this task.
    b. Lessee shall mow and maintain the area in immediate proximity to the log cabin, as well as all areas not maintained by the Parks and Recreation Department and any area designated by the Parks and Recreation Director. Lessee may utilize the Parks and Recreation mower; however, Lessee is responsible for purchasing the fuel. Should the Lessee provide the mower, Parks and Recreation will provide a secure storage area for the purpose of storing the mower. The Lessee may also contract the mowing if they wish. The Parks and Recreation Director can provide the Lessee with the contractor awarded the Persimmon Ridge Park seasonal mowing.
6. The Lessee agrees to maintain the log cabin in good condition, both interior and exterior, and shall deliver up said log cabin and all premises to the Lessor in good condition and order, ordinary wear and tear excepted.
7. Lessee must provide their own appliances. The Lessor will not provide any appliances for the log cabin.
8. Lessee may make no alterations to the property without the express consent of the Lessor, said consent to be given by the Board of Mayor and Aldermen.
9. Lessee agrees to not consume alcoholic beverages on the property outside of the confines of the log cabin itself.

10. Lessee is responsible for general maintenance of the cabin, but the Lessor will be responsible for the roof, exterior structure, and heating/cooling unit.
11. Lessee agrees to notify the Jonesborough Police Department and the Parks and Recreation Director in the event of Lessee's absence in order that proper patrol may be provided during an absence. An absence is defined as the Lessee being off premise for a period of greater than three (3) days.
12. It is agreed by both parties that this agreement shall be an annual lease with either party terminating said lease by giving at least (30) advanced, written notice to the other party of notice of cancellation of this lease. Said notice shall be computed beginning two (2) days after the day of mailing said notice. The Lessor reserves the right to terminate this lease if the terms of the lease are violated and a minimum of thirty (30) days' notice is given and a period is provided to correct said violations. The lessor will be held liable for an expense related to eviction to include attorney fees, court costs, and damages.

IN WITNESS WHEREOF, the parties have hereunto set their hand on this the day and date first written above, in duplicate, either of which copy may be treated as an original for all purposes.

Town of Jonesborough Board of Mayor and Aldermen

_____

Kelly Wolfe, Mayor

ATTEST:

_____

Janet Jennings, Town Recorder

APPROVED AS TO FROM:

_____

James Wheeler, Town Attorney

_____

Lessee: _____

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 7.A

SUBJECT: Second and Final Reading on Building Department Re-Inspection Fee Ordinance

BACKGROUND:

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.

RECOMMENDATION:

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 Second and Final Reading.

Glenn Rosenoff

From: Kevin Fair
Sent: Friday, May 22, 2026 7:02 AM
To: Glenn Rosenoff; Brandi Miller
Cc: J.W. Greene
Subject: Possible Re inspection Fees

To: Town Administration and Board of Mayor and Aldermen
From: Building Department
Subject: Proposal for Municipal Code Amendment: Implementation of a $40 Re-inspection Fee

1. Objective
The Building Department is proposing an amendment to the municipal code to establish a $40.00 re-inspection fee. This fee 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.
2. Problem Statement & Operational Impact
Currently, our department faces a significant volume of inspection requests for projects that are nowhere near ready for review. Furthermore, inspectors frequently return for scheduled re-inspections only to find that the initial deficiencies remain completely unaddressed, forcing the same issues to be cited repeatedly.
This practice creates several critical inefficiencies:
Wasted Inspection Hours: Inspector spends valuable time traveling to and evaluating non-compliant sites, reducing the overall number of valid inspections that can be completed daily.
Inflated Wait Times: Builders who are ready for their inspections face unnecessary delays because the daily schedule is congested with unready projects.
Uncompensated Costs: The fuel, vehicle wear-and-tear, and administrative processing costs for these repetitive visits are currently entirely absorbed by the town's operating budget, rather than the non-compliant party.
3. Proposed Solution & Fee Structure
To incentivize project readiness and offset administrative strain, we propose implementing a flat $40.00 re-inspection fee under the following conditions:
Initial Inspection: No change. Standard inspection procedures apply under the original permit fee.
First 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.
Fee Assessment: The $40.00 fee will be triggered if:
An inspector arrives for a scheduled inspection, and work is blatantly incomplete or inaccessible.
A re-inspection is called, and the previously documented code violations have not been corrected, requiring a subsequent return trip.
Enforcement: No further inspections will be scheduled or conducted for the property in question, and no Certificate of Occupancy will be issued, until all outstanding re-inspection fees are paid in full.
4. Conclusion and Next Steps
Implementing this fee is not intended to be a punitive measure, but rather a standard municipal practice designed to encourage accountability among builders and protect public resources. This policy will ensure our team can operate efficiently and serve prepared contractors in a timely manner. I have

reached out to surrounding municipal Building Departments and find all have a version of this fee currently in place.
I request that this proposal be reviewed for inclusion on the upcoming meeting agenda to initiate the necessary ordinance amendment process. Thank you for your time and consideration.

Sincerely, Kevin R. Fair

JONESBOROUGH
TENNESSEE
Est. 1779

Kevin Fair
Building Inspector

423-753-1035
kfair@jonesboroughtn.org
123 Boone St. Jonesborough, TN 37659
jonesboroughtn.org

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

TOTAL VALUATION	FEE
Calculate the Sum Total Valuation of the project:	Multiply the Sum Total 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 *Round down for fractions	$250.00*
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

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 7.B

SUBJECT: Second and Final Reading on FY2025-26 Budget for the General Fund, Solid Waste Fund, Jackson Theatre Fund, Debt Service Fund and the Capital Projects Fund

BACKGROUND:

Attached for your consideration 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 unforeseen expenditures resulted in an additional appropriation from the General Fund.

The theatre experienced an increase in spending for equipment repairs and staffing. Unforeseen issues with the HVAC system resulted in significant repair costs. Finance will work with management to monitor staffing and assist in making adjustments with regard to the utilization of hosts. There was minimal impact to the General Fund, as debt service savings, due to the late issuance of debt, was utilized to address the need for additional funding.

Jackson Theatre was set up as a separate special revenue fund, in keeping with best practices for similar operations across the state. Particularly, for purposes of reporting and grant writing, it is problematic to fold these into the General Fund, due to the diversity and complexity of the numerous revenue and expenditure components. Unlike other departments, grants for the theatre so far have required demonstration of financial need, which is difficult to prove when folded in with other operations. In discussions with my contacts within the Comptroller's office, it is common for these types of venues to require an appropriation from the General Fund.

While the theatre is primarily a performance venue and not simply a facility open for use by the general public, such as the Senior Center and McKinney Center, comparisons can be drawn with regard to funding by the General Fund. In the most recent audit, the McKinney Center and Senior Center required funding from the General Fund of $326,000 and $663,000, respectively. Parks and Recreation required funding of $901,000.

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.

RECOMMENDATION:

Staff recommends adoption of the ordinance on second reading.

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:

	Current Budget	Increase/ (Decrease)	Amended Budget
General Fund			
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
Solid Waste Fund			
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)**
Jackson Theatre Fund			
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
Debt Service Fund			
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	**-**	**-**	**-**
Capital Projects Fund			
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 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

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code		Description	Budget FY 2026	Amended Budget FY 2026	Change
		REVENUES			
110-31100		Property Taxes - Current	3,689,273	3,689,273	-
110-31120		Current Year Public Utility	33,046	33,046	-
110-31210		Property Taxes - Delinquent	80,198	190,774	110,576
110-31310		Property Taxes - Interest & Penalty	18,000	18,000	-
110-31500		In Lieu of Property Tax	300,000	300,000	-
110-31510		In Lieu of Power Board Tax	60,000	60,000	-
110-31511		In Lieu of TVA Tax	74,422	74,422	-
110-31600		Local Sales Tax	3,094,600	3,094,600	-
110-31710		Wholesale Beer Tax	230,000	230,000	-
110-31720		Wholesale Liquor Tax	135,000	135,000	-
110-31800		Business Taxes	206,000	206,000	-
110-31870		Hotel-Motel Tax	75,000	75,000	-
110-31912		Cable Franchise Fee	104,000	104,000	-
110-32200		Alcoholic Bev. Fees/Applications	6,000	6,000	-
110-32610		Building Permits	350,000	350,000	-
110-32661		Rezoning/Planning Review Fees	18,000	18,000	-
110-33102		WIOA Grant - Americorp Employees	4,500	4,500	-
110-33490		Visitor's Center - TDTD Grant	30,000	30,000	-
110-33490-	-974	State of Tennessee - Governor's Contribution	-	426,271	426,271
110-33491-	-SCNTR	Senior Citizen - State Revenue	13,300	13,300	-
110-33510		State Sales Tax	750,000	750,000	-
110-33530		State Beer Tax	2,700	2,700	-
110-33535		State Telecommunication Tax	5,900	5,900	-
110-33536		State Local Occupancy Tax	12,700	12,700	-
110-33540		State Mixed Drink Tax	18,500	18,500	-
110-33550		State Street Aid Revenues	210,960	210,960	-
110-33552		State City Street	15,750	15,750	-
110-33570		State Hwy Maint. Reimbursement	45,000	45,000	-
110-33580		State Sports Betting	12,000	12,000	-
110-33593		Corporate Excise Tax	30,000	30,000	-
110-33600		State Police Training Supplement	16,000	16,000	-
110-33601		State Fire Training Supplement	6,400	6,400	-
110-33711-	-SCNTR	Senior Citizen - County Revenue	47,500	47,500	-
110-34191		Utility Cut Fees	20,000	20,000	-
110-34741		Parks and Rec Programming	-	29,000	29,000
110-34901		Stormwater Fees	24,000	24,000	-
110-36210		Equipment Rental	500	500	-
110-36705		Sponsorships - Parks and Recreation	-	3,000	3,000
110-38100		Visitor's Center - ARPA Funds	40,000	40,000	-
110-38101-	-SCNTR	SC-Title IIIB Transportation	12,000	12,000	-
110-38102-	-SCNTR	SC - Service Coordination Fund	53,392	53,392	-
110-38104-	-SCNTR	SC - United Way Funding	6,000	6,000	-
110-38106-	-SCNTR	SC - Health Promo & Class Revenue	55,000	55,000	-
110-38107-	-SCNTR	Senior Center - Building Rentals	1,600	1,600	-
110-38108-	-SCNTR	Senior Center - Membership Dues	30,000	30,000	-
110-38109-	-SCNTR	SC - My Ride Fees	5,900	5,900	-
110-38111		TML Safety Grant - Employee Wellness	2,000	2,000	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code		Description	Budget FY 2026	Amended Budget FY 2026	Change
110-38112		PEP Driver Safety Grant	5,000	5,000	-
110-38114		Washington County Annual Fire Fund	135,000	535,000	400,000
110-38117		Visitor Center - Auditorium	18,000	18,000	-
110-38118		Visitor Center - Gift Shop	55,000	55,000	-
110-38119		Visitor Center - Miscellaneous	15,000	15,000	-
110-38120		Visitor Center - Special Programs	12,000	12,000	-
110-38122		Recreation Events/Special Program	7,500	7,500	-
110-38125		Music-On-The-Square (MOTS)	48,000	48,000	-
110-38126		Wash Co. Tourism Contribution - HOT	25,000	25,000	-
110-38130		Story Town Radio Show	22,000	44,000	22,000
110-38132		Main Street USA Program Revenue	4,500	4,500	-
110-38133		Main Street Brews & Tune	12,000	12,000	-
110-38134		Main Street - Jonesborough Days	35,000	35,000	-
110-38135-	-WETLD	Water Park - Season Passes	33,100	46,100	13,000
110-38136-	-WETLD	Wetlands - Facility Rental	45,000	74,000	29,000
110-38137-	-WETLD	Wetlands - Daily Admissions	325,000	375,000	50,000
110-38138-	-WETLD	Wetlands - Concessions	95,000	153,000	58,000
110-38139-	-WETLD	Wetlands - Merchandise Sales	-	4,000	4,000
110-38141-	-WETLD	Wetlands - Snowball Sales	3,000	3,000	-
110-38142-	-WETLD	Wetlands - Swim Lessons/CPR Training	3,500	3,500	-
110-38143		Police Fines	163,000	163,000	-
110-38144		Police Fines - Cameras	60,000	60,000	-
110-38145		General Sessions Court Fines	3,000	3,000	-
110-38146		Litigation Tax	18,500	18,500	-
110-38147		Defensive Driving School Revenue	19,000	19,000	-
110-38148		Shop With A Cop Program	30,000	30,000	-
110-38149		Driving School Tech Fees	2,250	2,250	-
110-38150		PS Electronic Citation Fee	3,500	3,500	-
110-38154		Clerk Electronic Citation Fee	1,000	1,000	-
110-38156		Paws in Blue Canine Revenue Cont.	8,000	8,000	-
110-38157		McKinney Center Rentals	14,000	14,000	-
110-38159		Mary B Martin Education Fees	85,000	85,000	-
110-38160		McKinney Scholarship Fund Rev	5,000	5,000	-
110-38161		McKinney Center Membership Rev	3,000	3,000	-
110-38162		TN Arts Comm. Grant -Radio Show	8,880	8,880	-
110-38167		Interest Earned	25,000	25,000	-
110-38168		Post Office Rent	85,801	85,801	-
110-38169		Lease Revenue	61,637	61,637	-
110-38169-	-WC	Lease Revenue - Washington County	2,167,212	2,167,212	-
110-38172		Auction Proceeds - Surplus Equip.	15,000	121,000	106,000
110-38173		In Lieu Sidewalk Payment Reserve	50,000	50,000	-
110-38174-	-SCNTR	Senior Center - Special Projects	70,000	70,000	-
110-38176		Flag Replacement Revenue	3,500	3,500	-
110-38206		PEP Property Grant	5,000	5,000	-
110-38209		Interest - leases	8,780	8,780	-
110-38210		Wash Co. Contribution for K-8 Maint.	500,400	500,400	-
		Total Revenues	**14,260,201**	**15,511,048**	**1,250,847**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	EXPENDITURES			
General Administration				
	Personnel Services			
110-41500-121	Salaries and Wages	681,749	681,749	-
110-41500-141	OASI	50,201	50,201	-
110-41500-142	Hospital and Health Insurance	96,973	96,973	-
110-41500-143	Retirement	37,135	37,135	-
110-41500-146	Worker's Compensation	4,900	4,900	-
110-41500-147	Unemployment Insurance	180	180	-
	Total Personnel Services	**871,138**	**871,138**	-
	Non-Personnel			
110-41500-148	Employee Education and Training	1,500	1,500	-
110-41500-166	Municipal Judge	10,000	10,000	-
110-41500-168	USDA Wildlife Management	3,100	3,100	-
110-41500-211	Postage, Box Rent, Etc.	2,000	2,000	-
110-41500-230	Publicity, Subscriptions, And Dues	2,500	2,500	-
110-41500-236	Public Relations	5,000	5,000	-
110-41500-239	MTAS/TML Fees	3,500	3,500	-
110-41500-241	Electric/Gas	15,000	15,000	-
110-41500-242	Water	1,200	1,200	-
110-41500-245	Telephone and Other Comm Services	12,000	12,000	-
110-41500-248	GPS - Telematics	1,000	1,000	-
110-41500-251	Medical Services	2,600	2,600	-
110-41500-252	Legal Services	60,000	60,000	-
110-41500-253	Audit & Accounting	30,000	30,000	-
110-41500-255	Data Processing Services	50,000	50,000	-
110-41500-256	Engineering Services	40,000	40,000	-
110-41500-261	Repair and Maintenance Motor Vehicles	2,000	2,000	-
110-41500-262	Repair and Maintenance Equipment	500	500	-
110-41500-266	Repair and Maintenance Buildings	30,000	30,000	-
110-41500-267	Repair and Maintenance Buildings - ISC	5,000	5,000	-
110-41500-279	Website Maintenance	1,000	1,000	-
110-41500-280	Travel	2,000	2,000	-
110-41500-288	Travel/Training/Car Allowance	6,500	6,500	-
110-41500-290	Other Contracted Services	25,000	25,000	-
110-41500-297	Veteran's Memorial Expense	2,500	2,500	-
110-41500-311	Office Supplies	5,500	5,500	-
110-41500-312	Small Equipment & Furnishings	9,000	9,000	-
110-41500-313	Stationery/Forms	2,000	2,000	-
110-41500-323	Food	19,000	19,000	-
110-41500-324	Household And Janitorial Supplies	5,000	5,000	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-41500-326	Clothing And Uniforms	2,000	2,000	-
110-41500-331	Gas, Oil, Diesel Fuel, Grease, Etc.	2,500	2,500	-
110-41500-334	Tires, Tubes	1,500	1,500	-
110-41500-336	Municipal Judge Supplies	1,000	1,000	-
110-41500-390	Miscellaneous Supplies	4,500	4,500	-
110-41500-520	Property/Liability Insurance	170,000	170,000	-
110-41500-535	Equipment Leases & Maintenance	40,000	40,000	-
110-41500-555	Credit Card Fees	5,000	5,000	-
110-41500-591	Property Taxes	1,200	1,200	-
110-41500-595	Tax Relief Program	20,000	20,000	-
110-41500-732	Compensation for Damages	2,500	2,500	-
110-41500-801	Jonesborough/Wash Co. Library Appro.	13,500	13,500	-
110-41500-802	Northeast TN Tourism (NETTA) Appro.	2,000	2,000	-
110-41500-803	WC Museum/Heritage Alliance Appro	50,000	50,000	-
110-41500-804	Building Inspection	4,500	4,500	-
110-41500-805	Dirty Street Fighters	8,000	8,000	-
110-41500-806	F.T.D.D. Appropriation	1,649	1,649	-
110-41500-807	F.T.H.R.A. Appropriation	7,310	7,310	-
110-41500-808	Wash. Co. EMS	50,000	50,000	-
110-41500-991	Façade Renovation Grant	10,000	10,000	-
	Total Non-Personnel	**751,559**	**751,559**	-
	Total General Administration	**1,622,697**	**1,622,697**	-
Police Department				
	Personnel Services			
110-42100-121	Salaries and Wages	1,550,749	1,550,749	-
110-42100-141	OASI	118,632	118,632	-
110-42100-142	Hospital and Health Insurance	274,756	274,756	-
110-42100-143	Retirement	89,400	89,400	-
110-42100-146	Worker's Compensation	41,800	41,800	-
110-42100-147	Unemployment Insurance	600	600	-
	Total Personnel Services	**2,075,937**	**2,075,937**	-
	Non-Personnel			
110-42100-148	Employee Education And Training	18,000	18,000	-
110-42100-164	Reserve Officer Program	10,000	10,000	-
110-42100-165	Court Costs	10,000	10,000	-
110-42100-211	Postage, Box Rent, Etc.	2,500	2,500	-
110-42100-230	Publicity, Subscriptions, And Dues	3,000	3,000	-
110-42100-236	Public Relation	5,000	5,000	-
110-42100-245	Telephone And Other Comm Services	20,660	20,660	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-42100-248	GPS Services	5,250	5,250	-
110-42100-251	Medical Services	11,500	11,500	-
110-42100-260-RADIO	Repair And Maintenance Services	1,000	1,000	-
110-42100-261	Repair And Maintenance Motor Vehicles	22,000	22,000	-
110-42100-262	Repair And Maintenance Equipment	1,000	1,000	-
110-42100-270	Repair And Maintenance Surplus Vehicles	5,000	5,000	-
110-42100-280	Travel	7,000	7,000	-
110-42100-289	Travel - Surplus Vehicles & Equip	5,000	5,000	-
110-42100-290	Other Contracted Services	71,768	71,768	-
110-42100-307	Shop with a Cop	29,000	29,000	-
110-42100-311	Office Supplies	3,500	3,500	-
110-42100-312	Small Items Of Equipment	20,000	20,000	-
110-42100-313	Stationary/Forms	1,400	1,400	-
110-42100-326	Clothing And Uniforms	24,000	24,000	-
110-42100-327	Fire Arm Supplies	10,000	10,000	-
110-42100-331	Gas, Oil, Diesel Fuel, Grease, Etc.	60,000	60,000	-
110-42100-334	Tires, Tubes And Etc.	10,000	10,000	-
110-42100-344	Safety Supplies	1,000	1,000	-
110-42100-390	Miscellaneous Supplies	6,000	6,000	-
110-42100-535	Equipment Leases & Maint Contracts	25,000	25,000	-
110-42100-560	State Police Fines	25,000	25,000	-
110-42100-701	DOJ Bullet Proof Vests Grant	5,000	5,000	-
110-42100-702	TN Highway Safety Grant	5,000	5,000	-
110-42100-831	Ps Electr.Citation Reserve Exp	5,000	5,000	-
110-42100-832	Clerk Electr.Citation Reserve Exp	1,500	1,500	-
110-42100-833	Handgun Permit Class Expense	1,000	1,000	-
110-42100-834	Driving School Tech Fund Expenses	2,000	2,000	-
110-42100-835	Paws In Blue Canine Expenses	8,000	8,000	-
	Total Non-Personnel	**441,078**	**441,078**	**-**
	Total Police Department	**2,517,015**	**2,517,015**	**-**
Fire Department				
	Personnel Services			
110-42200-121	Salaries and Wages	536,093	806,093	270,000
110-42200-141	OASI	41,011	62,011	21,000
110-42200-142	Hospital and Health Insurance	80,994	105,994	25,000
110-42200-143	Retirement	30,018	46,018	16,000
110-42200-146	Worker's Compensation	8,800	12,800	4,000
110-42200-147	Unemployment Insurance	300	300	-
	Total Personnel Services	**697,216**	**1,033,216**	**336,000**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	Non-Personnel			
110-42200-148	Employee Education And Training	8,500	15,500	7,000
110-42200-211	Postage, Box Rent, Etc.	200	200	-
110-42200-230	Publicity, Subscriptions, And Dues	6,000	6,000	-
110-42200-236	Public Relation	500	500	-
110-42200-245	Telephone And Other Comm Services	6,250	6,250	-
110-42200-248	GPS Services	1,500	1,500	-
110-42200-251	Medical Services	4,000	6,000	2,000
110-42200-261	Repair And Maintenance Motor Vehicles	40,000	40,000	-
110-42200-262	Repair And Maintenance Equipment	4,000	4,000	-
110-42200-266	Repair And Maintenance Buildings	15,000	15,000	-
110-42200-280	Travel	2,000	2,000	-
110-42200-290	Other Contracted Services	15,000	15,000	-
110-42200-311	Office Supplies	1,500	1,500	-
110-42200-312	Small Items Of Equipment	65,000	85,000	20,000
110-42200-313	Stationary/Forms	200	200	-
110-42200-326	Clothing And Uniforms	12,000	22,000	10,000
110-42200-329	Fire Fighting Gear	25,000	50,000	25,000
110-42200-331	Gas, Oil, Diesel Fuel, Grease, Etc.	13,000	13,000	-
110-42200-334	Tires, Tubes And Etc.	6,000	6,000	-
110-42200-344	Safety Supplies	1,000	1,000	-
110-42200-390	Miscellaneous Supplies	6,500	6,500	-
110-42200-535	Equipment Leases & Maint Contracts	6,500	6,500	-
	Total Non-personnel	**239,650**	**303,650**	**64,000**
	Total Fire Department	**936,866**	**1,336,866**	**400,000**
Street Department				
	Personnel Services			
110-43100-121	Salaries and Wages	470,711	470,711	-
110-43100-141	OASI	36,009	36,009	-
110-43100-142	Hospital and Health Insurance	74,993	74,993	-
110-43100-143	Retirement	27,032	27,032	-
110-43100-146	Worker's Compensation	29,350	29,350	-
110-43100-147	Unemployment Insurance	220	220	-
	Total Personnel Services	**638,315**	**638,315**	**-**
	Non-Personnel			
110-43100-148	Travel / Training	1,500	1,500	-
110-43100-241	Electric	5,000	5,000	-
110-43100-245	Telephones/Radios/Internet	3,500	3,500	-
110-43100-247	Street Lights	192,500	192,500	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code		Description	Budget FY 2026	Amended Budget FY 2026	Change
110-43100-248		GPS - Telematics	2,250	2,250	-
110-43100-251		Medical	2,500	2,500	-
110-43100-261		Vehicle Repairs & Maintenance	60,000	60,000	-
110-43100-262		Equipment Repairs	2,000	2,000	-
110-43100-266		Building Maintenance	2,500	2,500	-
110-43100-268		Street Repairs	18,750	18,750	-
110-43100-311		Office Supplies	1,000	1,000	-
110-43100-312		Small Equipment & Furnishings	5,000	5,000	-
110-43100-326		Uniform/Clothing/Shoes	2,000	2,000	-
110-43100-331		Gasoline & Oil	38,610	38,610	-
110-43100-334		Tires	7,000	7,000	-
110-43100-342		Street Signs	5,000	5,000	-
110-43100-344		Safety	1,000	1,000	-
110-43100-390		Miscellaneous Supplies	1,500	1,500	-
110-43100-395		Storm Water Upgrade	2,500	2,500	-
110-43100-454		Salt Purchase	10,000	10,000	-
110-43100-473		Curbing/Sidewalks/Trails/Rock	25,000	25,000	-
110-43100-473-	-974	Curbing/Sidewalks/Trails/Rock - Governor's	-	314,598	314,598
110-43100-474		Street Paving	150,000	150,000	-
110-43100-535		Equipment Leases & Maintenance	3,500	3,500	-
110-43100-560		State Stormwater Maintenance	5,000	5,000	-
		Total Non-Personnel	**547,610**	**862,208**	**314,598**
		Total Street Department	**1,185,925**	**1,500,523**	**314,598**
Garage					
		Personnel Services			
110-43170-121		Salaries and Wages	93,689	93,689	-
110-43170-141		OASI	7,167	7,167	-
110-43170-142		Hospital and Health Insurance	29,933	29,933	-
110-43170-143		Retirement	5,564	5,564	-
110-43170-146		Worker's Compensation	2,400	2,400	-
110-43170-147		Unemployment Insurance	80	80	-
		Total Personnel Services	**138,833**	**138,833**	**-**
		Non-Personnel			
110-43170-148		Employee Education And Training	1,500	1,500	-
110-43170-230		Publicity, Subscriptions, And Dues	250	250	-
110-43170-241		Electric	5,000	5,000	-
110-43170-242		Water	1,000	1,000	-
110-43170-245		Telephone And Other Comm Services	2,250	2,250	-
110-43170-248		GPS Services	400	400	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-43170-251	Medical Services	1,000	1,000	-
110-43170-261	Repair And Maintenance Motor Vehicles	2,800	2,800	-
110-43170-262	Repair And Maintenance Equipment	2,000	2,000	-
110-43170-266	Repair And Maintenance Buildings	8,000	8,000	-
110-43170-311	Office Supplies	600	600	-
110-43170-312	Small Items Of Equipment	3,470	3,470	-
110-43170-324	Household And Janitorial Supplies	1,900	1,900	-
110-43170-326	Clothing And Uniforms	2,500	2,500	-
110-43170-331	Gas, Oil, Diesel Fuel, Grease, Etc.	3,000	3,000	-
110-43170-334	Tires, Tubes And Etc.	1,000	1,000	-
110-43170-341	Consumable Tools	2,800	2,800	-
110-43170-344	Safety Supplies	1,000	1,000	-
110-43170-345	Welding Supplies	900	900	-
110-43170-346	Wash Bay Maintenance and Supplies	2,500	2,500	-
110-43170-390	Miscellaneous Supplies	1,000	1,000	-
110-43170-535	Equipment Leases & Maint Contracts	4,000	4,000	-
	Total Non-Personnel	**48,870**	**48,870**	-
	Total Garage	**187,703**	**187,703**	-
Senior Center				
	Personnel Services			
110-44320-121	Salaries and Wages	409,614	409,614	-
110-44320-141	OASI	31,335	31,335	-
110-44320-142	Hospital and Health Insurance	70,687	70,687	-
110-44320-143	Retirement	21,954	21,954	-
110-44320-146	Worker's Compensation	1,672	1,672	-
110-44320-147	Unemployment Insurance	220	220	-
110-44320-121-IIIB	Salaries and Wages	37,652	37,652	-
110-44320-141-IIIB	OASI	2,880	2,880	-
110-44320-142-IIIB	Hospital and Health Insurance	13,280	13,280	-
110-44320-143-IIIB	Retirement	2,249	2,249	-
110-44320-147-IIIB	Unemployment Insurance	21	21	-
	Total Personnel Services	**591,564**	**591,564**	-
	Non-Personnel			
110-44320-148	Employee Education And Training	2,000	2,000	-
110-44320-148-IIIB	Employee Education And Training Title IIIB	2,500	2,500	-
110-44320-211	Postage, Box Rent, Etc.	1,200	1,200	-
110-44320-230	Publicity, Subscriptions, And Dues	3,500	3,500	-
110-44320-241	Electric	28,000	28,000	-
110-44320-242	Water	4,000	4,000	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-44320-245	Telephone And Other Comm Services	10,000	10,000	-
110-44320-245-IIIB	Telephone And Other Comm Services IIIB	780	780	-
110-44320-248	GPS Services	1,200	1,200	-
110-44320-251	Medical Services	2,500	2,500	-
110-44320-261	Repair And Maintenance Motor Vehicles	1,000	1,000	-
110-44320-262	Repair And Maintenance Equipment	1,000	1,000	-
110-44320-265	Repair And Maintenance Grounds And	10,000	10,000	-
110-44320-266	Repair And Maintenance Buildings	40,000	40,000	-
110-44320-300-IIIB	Supplies IIIB	554	554	-
110-44320-311	Office Supplies	3,200	3,200	-
110-44320-312	Small Items Of Equipment	5,000	5,000	-
110-44320-324	Household And Janitorial Supplies	8,000	8,000	-
110-44320-326	Clothing And Uniforms	750	750	-
110-44320-331	Gas, Oil, Diesel Fuel, Grease, Etc.	2,000	2,000	-
110-44320-334	Tires, Tubes And Etc.	1,000	1,000	-
110-44320-344	Safety Supplies	500	500	-
110-44320-360-IIIB	Transportation IIIB	12,000	12,000	-
110-44320-390	Miscellaneous Supplies	1,500	1,500	-
110-44320-535	Equipment Leases & Maint Contracts	25,500	25,500	-
110-44320-836	ADA Compliance	100	100	-
110-44320-837	Parrish Nurse/Wellness Program	16,000	16,000	-
110-44320-838	Health Promotion Program	35,000	35,000	-
110-44320-839	Senior Center - Special Projects	55,000	55,000	-
	Total Non-Personnel	**273,784**	**273,784**	-
	Total Senior Center	**865,348**	**865,348**	-
McKinney Center				
	Personnel Services			
110-44491-121	Salaries and Wages	302,198	302,198	-
110-44491-141	OASI	23,118	23,118	-
110-44491-142	Hospital and Health Insurance	24,674	24,674	-
110-44491-143	Retirement	13,503	13,503	-
110-44491-146	Worker's Compensation	203	203	-
110-44491-147	Unemployment Insurance	180	180	-
	Total Personnel Services	**363,876**	**363,876**	-
	Non-Personnel			
110-44491-148	Employee Education And Training	1,500	1,500	-
110-44491-211	Postage, Box Rent, Etc.	300	300	-
110-44491-220	Printing, Duplicating, Typing, And Binding	2,000	2,000	-
110-44491-230	Publicity, Subscriptions, And Dues	400	400	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-44491-238	Marketing and Marketing Supplies	2,500	2,500	-
110-44491-241	Electric	8,500	8,500	-
110-44491-242	Water	800	800	-
110-44491-245	Telephone And Other Comm Services	5,500	5,500	-
110-44491-251	Medical Services	800	800	-
110-44491-261	Repair And Maintenance Vehicles	500	500	-
110-44491-262	Repair And Maintenance Equipment	1,000	1,000	-
110-44491-266	Repair And Maintenance Buildings	30,000	30,000	-
110-44491-279	Website Maintenance	2,400	2,400	-
110-44491-290	Other Contracted Services	500	500	-
110-44491-311	Office Supplies	2,300	2,300	-
110-44491-312	Small Items of Equipment	7,500	7,500	-
110-44491-322	Chemical, Laboratory and Medical Supplies	200	200	-
110-44491-323	Food	1,500	1,500	-
110-44491-324	Household And Janitorial Supplies	4,500	4,500	-
110-44491-326	Clothing and Uniforms	500	500	-
110-44491-331	Gas, Oil, Diesel Fuel, Grease	1,200	1,200	-
110-44491-344	Safety Supplies	125	125	-
110-44491-390	Miscellaneous Supplies	450	450	-
110-44491-535	Equipment Leases & Maint Contracts	8,500	8,500	-
110-44491-556	Credit Card Fees	600	600	-
110-44491-861-725	Special Programs - Story Initiative Program	5,000	5,000	-
110-44491-862	Special Programs	5,000	5,000	-
110-44491-864	Mary Martin Prog.For The Arts	50,000	50,000	-
110-44491-865	Story Town Radio Show	15,000	37,000	22,000
110-44491-866	McKinney Scholarship Fund	5,000	5,000	-
	Total Non-Personnel	**164,075**	**186,075**	**22,000**
	Total McKinney Center	**527,951**	**549,951**	**22,000**
Parks and Recreation				
	Personnel Services			
110-44400-121	Salaries and Wages	397,295	397,295	-
110-44400-141	OASI	30,393	30,393	-
110-44400-142	Hospital and Health Insurance	62,300	62,300	-
110-44400-143	Retirement	23,596	23,596	-
110-44400-146	Worker's Compensation	4,900	4,900	-
110-44400-147	Unemployment Insurance	205	205	-
	Total Personnel Services	**518,689**	**518,689**	**-**
	Non-Personnel			
110-44400-148	Employee Education And Training	2,000	2,000	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-44400-211	Postage, Box Rent, Etc.	500	500	-
110-44400-220	Printing, Duplicating, Typing, And Binding	500	500	-
110-44400-230	Publicity, Subscriptions, And Dues	2,000	2,000	-
110-44400-241	Electric	37,500	46,500	9,000
110-44400-242	Water	20,000	20,000	-
110-44400-245	Telephone And Other Communication Service	10,000	10,000	-
110-44400-248	GPS Services	1,200	1,200	-
110-44400-251	Medical Services	2,000	2,000	-
110-44400-261	Repair And Maintenance Motor Vehicles	5,000	5,000	-
110-44400-262	Repair And Maintenance Equipment	7,000	7,000	-
110-44400-265	Repair And Maintenance Grounds And	225,000	269,000	44,000
110-44400-266	Repair And Maintenance Buildings	8,000	8,000	-
110-44400-290	Other Contracted Services	500	14,500	14,000
110-44400-311	Office Supplies	2,000	2,000	-
110-44400-312	Small Items Of Equipment	8,000	21,000	13,000
110-44400-323	Food	1,000	1,000	-
110-44400-324	Household And Janitorial Supplies	5,500	5,500	-
110-44400-325	Agriculture and Horticulture	-	60,000	60,000
110-44400-326	Clothing And Uniforms	2,000	2,000	-
110-44400-331	Gas, Oil, Diesel Fuel, Grease, Etc.	5,000	5,000	-
110-44400-334	Tires, Tubes And Etc.	1,200	1,200	-
110-44400-344	Safety Supplies	1,500	1,500	-
110-44400-390	Miscellaneous Supplies	1,800	1,800	-
110-44400-533	Machinery and Equipment Rental	-	8,500	8,500
110-44400-535	Equipment Leases & Maint Contracts	3,500	3,500	-
110-44400-805	Dirty Street Fighters	-	7,000	7,000
110-44400-844	Special Programs	20,000	20,000	-
110-44400-845	Athletic Programs	15,000	23,500	8,500
110-44400-849	Flag Committee Expenditures	3,500	3,500	-
110-44400-850	Townscape	50,000	50,000	-
110-44400-851	Keep Jonesborough Beautiful Progr	3,000	3,000	-
110-44400-852	Lincoln Community Park	5,000	5,000	-
110-44400-853	Chuckey Depot Museum Reserve Exp	3,000	3,000	-
110-44400-854	E.Gillespie Bldg.Utilities&Suppli	16,000	16,000	-
110-44400-857	Chuckey Depot Operating Expenses	7,000	7,000	-
110-44400-860	Tree & Townscape Exp	500	500	-
110-44400-861-947	Cemetery Maint. Expenditures	500	500	-
110-44400-872	K-8 Maintenance	-	80,000	80,000
110-44400-939-900	Other Improvements - Governor's	-	39,200	39,200
	Total Non-Personnel	**476,200**	**759,400**	**283,200**
	Total Parks and Recreation	**994,889**	**1,278,089**	**283,200**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
Visitor's Center				
	Personnel Services			
110-47210-121	Salaries and Wages	427,315	427,315	-
110-47210-141	OASI	32,690	32,690	-
110-47210-142	Hospital and Health Insurance	56,600	56,600	-
110-47210-143	Retirement	20,411	20,411	-
110-47210-146	Worker's Compensation	1,480	1,480	-
110-47210-147	Unemployment Insurance	220	220	-
	Total Personnel Services	**538,716**	**538,716**	**-**
	Non-Personnel			
110-47210-148	Employee Education And Training	9,000	9,000	-
110-47210-211	Postage, Box Rent, Etc.	1,200	1,200	-
110-47210-220	Printing, Duplicating, Typing, And Binding	50,000	50,000	-
110-47210-230	Publicity, Subscriptions, And Dues	7,050	7,050	-
110-47210-238	Marketing and Marketing Supplies	100,000	100,000	-
110-47210-241	Electric	13,500	13,500	-
110-47210-242	Water	2,300	2,300	-
110-47210-245	Telephone And Other Communication Service	8,500	8,500	-
110-47210-251	Medical Services	1,500	1,500	-
110-47210-261	Repair And Maintenance Motor Vehicles	1,000	1,000	-
110-47210-262	Repair And Maintenance Equipment	4,200	4,200	-
110-47210-266	Repair And Maintenance Buildings	50,000	50,000	-
110-47210-290	Other Contracted Services	500	500	-
110-47210-311	Office Supplies	2,000	2,000	-
110-47210-312	Small Items Of Equipment	15,000	15,000	-
110-47210-313	Stationary/Forms	300	300	-
110-47210-323	Food	1,500	1,500	-
110-47210-324	Household And Janitorial Supplies	3,500	3,500	-
110-47210-326	Uniforms & Safety Shoes	500	500	-
110-47210-331	Gas, Oil, Diesel Fuel, Grease, Etc.	1,200	1,200	-
110-47210-344	Safety Supplies	300	300	-
110-47210-390	Miscellaneous Supplies	750	750	-
110-47210-535	Equipment Leases & Maint Contracts	9,000	9,000	-
110-47210-556	Credit Card Fees	4,500	4,500	-
110-47210-598	Gift Shop Expenditures	30,000	30,000	-
110-47210-815	Main Street Jones.Program Exp	10,000	10,000	-
110-47210-816	Main St.-Brews & Tunes Program	12,000	12,000	-
110-47210-817	Main St.-Jonesborough Days	65,000	65,000	-
110-47210-844	Special Events	20,000	20,000	-
110-47210-846	Music On The Square Exp	48,000	48,000	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-47210-861	Special Programs	20,000	20,000	-
110-47210-873	Seasonal Lighting	50,000	50,000	-
	Total Non-Personnel	**542,300**	**542,300**	**-**
	Total Visitor's Center	**1,081,016**	**1,081,016**	**-**
Water Park				
	Personnel Services			
110-44490-121	Salaries and Wages	234,218	302,218	68,000
110-44490-141	OASI	17,920	22,920	5,000
110-44490-142	Hospital and Health Insurance	19,211	19,211	-
110-44490-143	Retirement	3,893	3,893	-
110-44490-146	Worker's Compensation	6,275	6,275	-
110-44490-147	Unemployment Insurance	700	700	-
	Total Personnel Services	**282,217**	**355,217**	**73,000**
	Non-Personnel			
110-44490-148	Staff Training	2,000	5,000	3,000
110-44490-211	Postage	200	200	-
110-44490-220	Printing	800	800	-
110-44490-230	Dues/Permits/Subscriptions	1,500	1,500	-
110-44490-238	Marketing & Staff Recruitment	20,000	31,000	11,000
110-44490-241	Electric	45,000	45,000	-
110-44490-242	Water/Sewer	15,000	15,000	-
110-44490-245	Telephone	6,000	6,000	-
110-44490-251	Medical	1,500	1,500	-
110-44490-262	Equipment Repairs	2,500	2,500	-
110-44490-265	Grounds Maintenance	6,000	6,000	-
110-44490-266	Building Maintenance	10,000	10,000	-
110-44490-288	Travel / Training	2,000	2,000	-
110-44490-290	Other Contracted Services	500	500	-
110-44490-291	Pool Maintenance	15,000	15,000	-
110-44490-296	Pool Pump Replacement	20,000	20,000	-
110-44490-311	Office Supplies	800	800	-
110-44490-312	Small Equipment & Furnishings	6,500	6,500	-
110-44490-321	Paper / Plastics	5,000	5,000	-
110-44490-323	Food	45,000	66,000	21,000
110-44490-324	Janitorial / Cleaning	4,000	4,000	-
110-44490-325	Agricultural/Horticultural Supplies	8,500	8,500	-
110-44490-326	Uniforms/Clothing	2,000	2,000	-
110-44490-337	Photo I.D. Supplies	500	500	-
110-44490-344	Safety	800	800	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-44490-351	Merchandise For Resale	750	750	-
110-44490-390	Miscellaneous Supplies	750	750	-
110-44490-493	Chemicals	30,000	30,000	-
110-44490-535	Equipment Leases & Maintenance	5,500	5,500	-
110-44490-556	Bank/Credit Card Fees	8,000	8,000	-
	Total Non-Personnel	**266,100**	**301,100**	**35,000**
	Total Water Park	**548,317**	**656,317**	**108,000**
	Total Operating Expenditures	**10,467,727**	**11,595,525**	**1,127,798**
	Total Expenditures	**10,467,727**	**11,595,525**	**1,127,798**
	Excess (Deficiency) of Revenues Over (Under) Expenditures	**3,792,474**	**3,915,523**	**123,049**
Other Financing Sources/(Uses)				
	Operating Transfer to Jackson Theatre Fund	(461,483)	(560,483)	(99,000)
	Operating Transfer to Debt Service Fund	(3,330,991)	(3,210,991)	120,000
	Operating Transfer to Capital Projects Fund	(135,500)	(279,549)	(144,049)
	Total Other Financing Sources/(Uses)	**(3,927,974)**	**(4,051,023)**	**(123,049)**
	Change in Fund Balance	**(135,500)**	**(135,500)**	**-**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Solid Waste Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	REVENUES			
131-34410	Customer Charge	894,000	931,000	37,000
131-34426	Service Charge	18,778	18,778	-
131-34427	Tote Cart Purchase	500	500	-
131-34428	Bagster Bag Sales	1,500	1,500	-
131-34454	Recycled Material Sales	3,600	3,600	-
131-34455	Compost/Mulch Sales	16,945	16,945	-
131-38172	Auction Proceeds - Surplus Equipment	-	7,945	7,945
	Total Revenues	**935,323**	**980,268**	**44,945**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Solid Waste Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	EXPENDITURES			
	Personnel Services			
131-43200-121	Salaries and Wages	370,091	370,091	-
131-43200-141	OASI	28,312	28,312	-
131-43200-142	Hospital and Health Insurance	60,969	60,969	-
131-43200-143	Retirement	22,034	22,034	-
131-43200-146	Worker's Compensation	14,421	14,421	-
131-43200-147	Unemployment Insurance	224	224	-
	Total Personnel Services	**496,051**	**496,051**	**-**
	Non-Personnel			
131-43200-148	Employee Education And Training	1,500	1,500	-
131-43200-235	Memberships, Registration Fees, And Tuition	500	500	-
131-43200-237	Keep Jonesborough Beautiful Program	2,500	2,500	-
131-43200-238	Marketing and Marketing Supplies	500	500	-
131-43200-241	Electric	4,500	4,500	-
131-43200-245	Telephone And Other Comm Services	3,000	3,000	-
131-43200-248	GPS Services	3,000	3,000	-
131-43200-251	Medical Services	2,200	2,200	-
131-43200-261	Repair And Maintenance Motor Vehicles	80,000	80,000	-
131-43200-266	Repair And Maintenance Buildings	2,000	2,000	-
131-43200-280	Travel	550	550	-
131-43200-290	Other Contracted Services	500	500	-
131-43200-294	Tire Disposal Services	3,000	3,000	-
131-43200-295	Waste Disposal Fees	135,000	155,000	20,000
131-43200-310	Office Supplies And Materials	550	550	-
131-43200-312	Small Items Of Equipment	1,000	1,000	-
131-43200-326	Clothing And Uniforms	4,000	4,000	-
131-43200-331	Gas, Oil, Diesel Fuel, Grease, Etc.	70,000	87,000	17,000
131-43200-334	Tires, Tubes And Etc.	13,000	13,000	-
131-43200-344	Safety Supplies	550	550	-
131-43200-350	Supplies For Resale	50,000	50,000	-
131-43200-390	Miscellaneous Supplies	2,500	2,500	-
131-43200-520	Property/Liability Insurance	6,750	6,750	-
131-43200-533	Machinery And Equipment Rental	1,500	1,500	-
131-43200-535	Equipment Leases & Maint Contracts	2,000	2,000	-
131-43200-555	Bank Service Charges	350	350	-
131-43200-565	Permit Fee	2,500	2,500	-
131-43200-940	Machinery and Equipment	-	7,945	7,945
	Total Non-Personnel	**393,450**	**438,395**	**44,945**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Solid Waste Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	Total Operating Expenditures	**889,501**	**934,446**	**44,945**
	Total Expenditures	**889,501**	**934,446**	**44,945**
	Excess (Deficiency) of Revenues Over (Under) Expenditures	**45,822**	**45,822**	**-**
Other Financing Sources/(Uses)				
131-36971	Operating Transfer from Water/Sewer Fund	59,474	59,474	-
131-51630-760	Operating Transfer to Debt Service Fund	(105,296)	(105,296)	-
131-51630-764	Operating Transfer to Capital Projects Fund	-	(47,500)	(47,500)
	Total Other Financing Sources/(Uses)	**(45,822)**	**(93,322)**	**(47,500)**
	Change in Fund Balance	**-**	**(47,500)**	**(47,500)**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Jackson Theatre Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	REVENUES			
171-33494	State of Tennessee - Arts Commission	-	32,000	32,000
171-34751	Auditorium Rental	25,000	51,000	26,000
171-34752	Ticket Sales	210,000	155,000	(55,000)
171-34753	Preservation Fee	15,000	15,000	-
171-34755	Concessions	36,000	51,500	15,500
171-34756	Merchandise Sales	15,000	10,000	(5,000)
171-34757	Alcohol Sales	10,000	10,000	-
171-36705	Advertising/Sponsorship	33,000	35,000	2,000
171-36706	Fundraising	45,000	33,500	(11,500)
171-36710	Contributions and Donations - Businesses	8,000	3,000	(5,000)
171-36720	Contributions and Donations - Organizations	37,000	1,000	(36,000)
171-36730	Contributions and Donations - Individuals	4,000	10,000	6,000
171-38108	Memberships	12,000	1,800	(10,200)
171-38206	PEP Property Grant	-	5,000	5,000
	Total Revenues	**450,000**	**413,800**	**(36,200)**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Jackson Theatre Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	EXPENDITURES			
	Personnel Services			
171-44550-121	Salaries and Wages	296,312	328,312	32,000
171-44550-141	OASI	22,668	25,168	2,500
171-44550-142	Hospital and Health Insurance	6,624	6,624	-
171-44550-143	Retirement	11,636	11,636	-
171-44550-146	Worker's Compensation	500	500	-
171-44550-147	Unemployment Insurance	216	216	-
	Total Personnel Services	**337,956**	**372,456**	**34,500**
	Non-Personnel			
171-44550-148	Employee Education and Training	1,500	1,500	-
171-44550-211	Postage, Box Rent, Etc.	500	500	-
171-44550-220	Printing, Duplicating, Typing and Binding	7,500	7,500	-
171-44550-230	Publicity, Subscriptions and Dues	4,000	4,000	-
171-44550-238	Marketing and Marketing Supplies	35,000	17,000	(18,000)
171-44550-241	Electric	18,000	18,000	-
171-44550-242	Water	4,000	4,000	-
171-44550-245	Telephone and Other Comm Services	10,000	10,000	-
171-44550-250	Professional Entertainment	150,000	139,400	(10,600)
171-44550-257	Royalties	50,000	38,400	(11,600)
171-44550-262	Repair and Maintenance Equipment	6,000	19,500	13,500
171-44550-266	Repair and Maintenance Buildings	20,000	20,000	-
171-44550-290	Other Contracted Services	35,000	35,000	-
171-44550-311	Office Supplies	2,000	2,000	-
171-44550-312	Small Items of Equipment	30,000	30,000	-
171-44550-313	Stationery / Forms	500	500	-
171-44550-323	Food	2,000	2,000	-
171-44550-324	Household and Janitorial Supplies	7,000	7,000	-
171-44550-331	Gas, Oil, Diesel Fuel, Grease, Etc.	2,500	2,500	-
171-44550-352	Concession Supplies for Resale	25,000	25,000	-
171-44550-390	Miscellaneous Supplies	6,000	6,000	-
171-44550-535	Equipment Leases & Maint Contracts	20,000	20,000	-
171-44550-556	Credit Card Fees	3,000	3,000	-
	Total Non-Personnel	**439,500**	**412,800**	**(26,700)**
	Total Operating Expenditures	**777,456**	**785,256**	**7,800**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Jackson Theatre Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	Excess (Deficiency) of Revenues Over (Under) Expenditures	**(327,456)**	**(371,456)**	**(44,000)**
Other Financing Sources/(Uses)				
171-36961	Transfer from General Fund	461,483	560,483	99,000
171-51630-760	Transfer to Debt Service Fund	(175,027)	(175,027)	-
	Total Other Financing Sources/(Uses)	**286,456**	**385,456**	**99,000**
	Change in Fund Balance	**(41,000)**	**14,000**	**55,000**
	Breakdown of Change in Fund Balance			
	Increase in Preservation Fee Fund	15,000	15,000	-
	Decrease for Spending from Ballad Reserve	(56,000)	(1,000)	55,000
	Net Change in Fund Balance	**(41,000)**	**14,000**	**55,000**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Debt Service Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	EXPENDITURES			
210-49101-620-41500-110	GF 2020 RD Facilities $3.294M - Principal	63,552	63,552	-
210-49101-640-41500-110	GF 2020 RD Facilities $3.294M - Interest	85,872	85,872	-
210-49102-620-44320-110	GF 2021 Go Refunding $3.315M TE - Principal	95,000	95,000	-
210-49102-640-44320-110	GF 2021 Go Refunding $3.315M TE - Interest	85,650	85,650	-
210-49201-620-41500-110	GF 2020 Capital Imp $1M - Principal	126,000	126,000	-
210-49201-640-41500-110	GF 2020 Capital Imp $1M - Interest	10,190	10,190	-
210-49202-620-41500-110	GF 2024 CON Engel Property - Principal	22,949	22,949	-
210-49202-640-41500-110	GF 2024 CON Engel Property - Interest	15,265	15,265	-
210-49203-620-41500-110	GF 2023 Capital Imp $1M - Principal	73,196	73,196	-
210-49203-640-41500-110	GF 2023 Capital Imp $1M - Interest	27,821	27,821	-
210-49204-620-42100-110	GF 2021 Police Vehicle - Principal	123,000	123,000	-
210-49204-640-42100-110	GF 2021 Police Vehicle - Interest	1,039	1,039	-
210-49205-620-42200-110	GF 2021 Fire Truck - Principal	48,000	48,000	-
210-49205-640-42200-110	GF 2021 Fire Truck - Interest	7,909	7,909	-
210-49206-620-44490-110	GF 2021 Wetlands - Principal	34,100	34,100	-
210-49206-640-44490-110	GF 2021 Wetlands - Interest	610	610	-
210-49207-620-41500-110	GF2025 New Debt - Principal	14,093	14,093	-
210-49207-620-42100-110	GF2025 New Debt - Principal	47,358	-	(47,358)
210-49207-620-42200-110	GF2025 New Debt - Principal	9,690	9,690	-
210-49207-620-43100-110	GF2025 New Debt - Principal	52,331	-	(52,331)
210-49207-620-43170-110	GF2025 New Debt - Principal	6,666	6,666	-
210-49207-620-44320-110	GF2025 New Debt - Principal	846	846	-
210-49207-620-44400-110	GF2025 New Debt - Principal	6,273	6,273	-
210-49207-620-44490-110	GF2025 New Debt - Principal	27,636	7,325	(20,311)
210-49207-620-44491-110	GF2025 New Debt - Principal	3,636	3,636	-
210-49207-620-47210-110	GF2025 New Debt - Principal	11,274	11,274	-
210-49207-640-41500-110	GF2025 New Debt - Interest	10,820	10,820	-
210-49207-640-42100-110	GF2025 New Debt - Interest	30,384	30,384	-
210-49207-640-42200-110	GF2025 New Debt - Interest	4,974	4,974	-
210-49207-640-43100-110	GF2025 New Debt - Interest	35,368	35,368	-
210-49207-640-43170-110	GF2025 New Debt - Interest	5,118	5,118	-
210-49207-640-44320-110	GF2025 New Debt - Interest	649	649	-
210-49207-640-44400-110	GF2025 New Debt - Interest	2,563	2,563	-
210-49207-640-44490-110	GF2025 New Debt - Interest	20,573	20,573	-
210-49207-640-44491-110	GF2025 New Debt - Interest	2,791	2,791	-
210-49207-640-47210-110	GF2025 New Debt - Interest	8,656	8,656	-
210-49301-620-41500-110	GF 2023 RDA #22 - Principal	107,998	107,998	-
210-49301-640-41500-110	GF 2023 RDA #22 - Interest	84,962	84,962	-
210-49302-620-41500-110	GF 2023 RDA #23 - Principal	237,597	237,597	-
210-49302-640-41500-110	GF 2023 RDA #23 - Interest	196,563	196,563	-
210-49303-620-41500-110	GF 2023 RDA #24 - Principal	265,945	265,945	-
210-49303-640-41500-110	GF 2023 RDA #24 - Interest	209,219	209,219	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Debt Service Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
210-49304-620-41500-110	GF 2023 RDA #25 - Principal	267,295	267,295	-
210-49304-640-41500-110	GF 2023 RDA #25 - Interest	210,281	210,281	-
210-49305-620-41500-110	GF 2023 RDA #27 - Principal	82,447	82,447	-
210-49305-640-41500-110	GF 2023 RDA #27 - Interest	60,113	60,113	-
210-49306-620-41500-110	GF 2023 RDA #28 - Principal	192,377	192,377	-
210-49306-640-41500-110	GF 2023 RDA #28 - Interest	140,263	140,263	-
210-49307-620-41500-110	GF 2025 RDA Tiger Park $2M - Principal	42,835	42,835	-
210-49307-640-41500-110	GF 2025 RDA Tiger Park $2M - Interest	69,317	69,317	-
210-49308-620-42200-110	GF 2016 Fire Truck - Principal	41,004	41,004	-
210-49308-640-42200-110	GF 2016 Fire Truck - Interest	923	923	-
210-49371-620-43200-131	SW 2020 Garbage Truck - Principal	43,807	43,807	-
210-49372-620-43200-131	SW 2025 Garbage Truck - Principal	30,069	30,069	-
210-49371-640-43200-131	SW 2020 Garbage Truck - Interest	5,496	5,496	-
210-49372-640-43200-131	SW 2025 Garbage Truck - Interest	25,924	25,924	-
210-49341-620-44550-171	JT 2023 RDA #26 - Principal	46,037	46,037	-
210-49342-620-44550-171	JT 2025 RDA $1.2M - Principal	25,701	25,701	-
210-49341-640-44550-171	JT 2023 RDA #26 - Interest	61,699	61,699	-
210-49342-640-44550-171	JT 2025 RDA $1.2M - Interest	41,590	41,590	-
210-49343-620-44550-171	Jackson Bond Anticipation Note Principal	-	1,200,000	1,200,000
	Total Expenditures	**3,611,314**	**4,691,314**	**1,080,000**
Other Financing Sources/(Uses)				
210-36901	Loan Proceeds	0	1,200,000	1,200,000
210-36961	Transfer from General Fund	3,330,991	3,210,991	(120,000)
210-36963	Transfer from Jackson Theatre Fund	175,027	175,027	-
210-36967	Transfer from Solid Waste Fund	105,296	105,296	-
	Total Other Financing Sources/(Uses)	**3,611,314**	**4,691,314**	**1,080,000**
	Change in Fund Balance	-	-	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Capital Projects Fund

Account Code		Description	Budget FY 2026	Amended Budget FY 2026	Change
		REVENUES			
310-33404		State of Tennessee	-	777,382	777,382
310-33408		State of Tennessee - Downtown Imp Grant	-	92,326	92,326
310-33409		State of Tennessee - Heritage Cons Trust Fund	-	305,000	305,000
310-36331-	-42100	Auction Proceeds	186,927	186,927	-
310-36710		Contributions	-	34,284	34,284
		Total Revenues	**186,927**	**1,395,919**	**1,208,992**

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Capital Projects Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	EXPENDITURES			
	Non-Personnel			
310-47500-941-42200	Vehicles - Fire	65,000	65,000	-
310-47500-942-43100	Machinery and Equipment - Streets	125,000	125,000	-
310-47500-942-43200	Machinery and Equipment - Solid Waste	-	47,500	47,500
310-47500-942-44400	Machinery and Equipment - Parks and Rec	32,000	32,000	-
310-47500-945-42100	Communication Equipment - Police	74,884	74,884	-
310-47500-949-42100	Machinery and Equipment - Police	35,000	35,000	-
310-47500-949-WETLD	Machinery and Equipment - Wetlands	50,000	50,000	-
310-47500-949-42200	Machinery and Equipment - Fire	14,000	14,000	-
310-47500-952	Vehicles - Police	186,927	186,927	-
310-47500-952-Debt	Vehicles - Police	560,783	560,783	-
310-47500-954-42100	Radios - Police	443,355	443,355	-
310-47500-954-42200	Radios - Fire	90,435	90,435	-
310-47510-910-44400	Land	-	395,801	395,801
310-47510-929-41500	Building Impr. - Gen Admin (ISC HVAC)	100,000	100,000	-
310-47510-929-41500-150	Building Improvements - ISC	-	59,216	59,216
310-47510-929-43170	Building Improvements - Garage	118,261	118,261	-
410-47510-929-44400	Building Improvements - Parks and Recreation	25,000	25,000	-
310-47510-929-44491	Building Improvements - McKinney	64,500	64,500	-
310-47510-929-47210	Building Improvements - Visitor's Center	200,000	200,000	-
310-47510-931-43100	Road, Streets, Parking Lots - Street Dept	630,900	1,408,282	777,382
310-47510-931-44320	Road, Streets, Parking Lots - Senior Center	15,000	15,000	-
310-47510-933-41500	Sidewalks	100,000	172,473	72,473
310-47510-937-44400	Parks and Recreation Parks Facilities	135,500	169,784	34,284
310-47510-937-44490	Water Park Improvements	420,000	420,000	-
310-47510-939-41500	Gen Admin Land Improvements	50,000	50,000	-
310-47510-939-41500-150	Other Improvements (ISC, Jackson)	-	63,885	63,885
310-47510-992-43100	Streets Building	50,000	50,000	-
	Total Expenditures	**3,586,545**	**5,037,086**	**1,450,541**
	Excess (Deficiency) of Revenues Over (Under) Expenditures	**(3,399,618)**	**(3,641,167)**	**(241,549)**
Other Financing Sources/(Uses)				
310-36922	Debt Proceeds	3,264,118	3,264,118	-
310-36961	Transfer from General Fund	-	144,049	144,049
310-36961- -44400	Transfer from General Fund	135,500	135,500	-
310-36967	Transfer from Solid Waste	-	47,500	47,500
310-36971	Transfer from Water/Sewer	-	50,000	50,000
	Total Other Financing Sources/(Uses)	**3,399,618**	**3,641,167**	**241,549**
	Change in Fund Balance	**-**	**-**	**-**

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 8-A

SUBJECT: Initial Resolution Authorizing the Issuance of Not to Exceed $16,833,000 Water System Revenue and Tax Bonds

BACKGROUND:

A USDA loan resolution was adopted by the Board on May 11, 2026, as a step toward providing a funding mechanism for the $16,833,000 Water Transmission Lines project. USDA also requires adoption of an initial and full bond resolution. The initial resolution, prepared by bond counsel, is attached for consideration.

RECOMMENDATION:

Staff recommends adoption of the initial resolution.

RESOLUTION NO. 2026-18

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED $16,833,000 WATER SYSTEM REVENUE AND TAX BONDS, IN ONE OR MORE SERIES, OF THE TOWN OF JONESBOROUGH, TENNESSEE, TO PROVIDE FUNDING FOR CERTAIN PUBLIC WORKS PROJECTS AND TO FUND THE INCIDENTAL AND NECESSARY EXPENSES RELATED THERETO

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

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

SECTION 1. That for the purpose of financing a portion of the costs of certain public works projects, including the construction, improvement, renovation and equipping of the water transmission lines of the water system of the Municipality (the "System"); the acquisition of all property real and personal, appurtenant thereto or connected with such work; to pay legal, fiscal, administrative, architectural and engineering costs; to reimburse the Municipality for the costs of the above project; and to pay costs incident to the issuance and sale of the Bonds, the issuance of the Bonds of the Municipality in the aggregate principal amount of not to exceed Sixteen Million Eight Hundred Thirty-Three Thousand Dollars ($16,833,000) is hereby authorized. The Bonds shall be issued at a date or dates, at a rate or rates of interest not to exceed the maximum rate allowed by law, and upon terms and conditions to be later determined.

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

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

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

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

Adopted and approved this 10th day of August, 2026.

_____
MAYOR

ATTEST:

_____
TOWN RECORDER

NOTICE

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

STATE OF TENNESSEE)

COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee (the "Municipality"), and, as such official, I further certify as follows: (1) that attached hereto is a copy of an Initial Resolution excerpted from the minutes of the meeting of the Board of Mayor and Aldermen of said Municipality held on August 10, 2026; (2) that I have compared said copy with the original minute record of said meeting in my official custody; (3) that said copy is a true, correct, and complete transcript from said original record insofar as said original record relates to, among other matters, the authorization of the issuance of not to exceed $16,833,000 Water System Revenue and Tax Bonds, in one or more series, of said Municipality; (4) that the actions by the said Board of Mayor and Aldermen including the aforementioned, at said meeting were promptly and duly recorded by me in a book kept for such purpose; and, (5) that a quorum of the members of said Board of Mayor and Aldermen was present and acting throughout the meeting.

WITNESS my official signature and seal of said Municipality this 10th day of August, 2026.

_____
TOWN RECORDER

(SEAL)

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 8-B

SUBJECT: Full Resolution Authorizing the Issuance of Not to Exceed $16,833,000 Water System Revenue and Tax Bonds

BACKGROUND:

A USDA loan resolution was adopted by the Board on May 11, 2026, as a step toward providing a funding mechanism for the $16,833,000 Water Transmission Lines project. USDA also requires adoption of an initial and full resolution. The full resolution, prepared by bond counsel, is attached for consideration.

RECOMMENDATION:

Staff recommends adoption of the full resolution.

RESOLUTION 2026-19

A RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND PAYMENT OF NOT TO EXCEED $16,833,000 WATER SYSTEM REVENUE AND TAX BONDS, IN ONE OR MORE SERIES, BY THE TOWN OF JONESBOROUGH, TENNESSEE; AUTHORIZING THE ISSUANCE OF BOND ANTICIPATION NOTES PRIOR TO THE ISSUANCE OF THE BONDS; AND AUTHORIZING THE LEVY OF TAXES TO PAY THE BONDS AND NOTES.

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

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

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

WHEREAS, the United States Department of Agriculture, acting through Rural Development ("Rural Development"), has issued to the Municipality its Letter of Conditions dated May 4, 2026, as amended (the "Letter of Conditions"), in which it has agreed to purchase the bonds on terms and conditions favorable to the Municipality and its citizens; and

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

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

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

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

"Bonds" shall mean the not to exceed $16,833,000 Water System Revenue and Tax Bonds, in one or more series, of the Municipality, authorized to be issued by this resolution.

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

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

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

"Fiscal Year" shall mean the Municipality's fiscal year.

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

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

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

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

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

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

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

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

(a) General Terms. The Governing Body hereby authorizes the issuance of water system revenue and tax bonds, in one or more series, of the Municipality in an aggregate principal amount up to $16,833,000 (the "Bonds"). The Bonds shall be numbered R-1 upwards for each series, with such series designations as determined by the officials of the Municipality executing such Bonds. The Bonds shall be issued to Rural Development in exchange for the payment of a price equal to 100% of the par amount thereof.

(i) The Bonds shall be issued to:

(1) finance the costs of the Project (including any reimbursement thereof);

(2) retire the principal of and, with the consent of Rural Development, interest on the Notes; and

(3) pay costs of issuing the Bonds.

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

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

(iv) The Bonds shall consist of a fully registered bond in the principal amount of not to exceed Sixteen Million Dollars ($16,833,000) numbered R-1. The Bonds shall bear interest at a rate not to exceed 3.75% per annum and shall be payable in not more than 480 equal monthly installments of principal and interest in an amount sufficient to fully amortize the Bonds over the period of such installments. The first installment of debt service on such Bonds shall be due and payable one month following the date of issuance, but in no event later than the 28th day of the month of such first payment, and all subsequent installments shall be due and payable on the same day of each month thereafter. The approximate annual aggregate principal and interest requirement on the Bonds is calculated as not to exceed Sixty-Seven Thousand Eight Hundred Thirty-Seven Dollars ($67,837), assuming an interest rate of three and seventy-five hundredths percent (3.75%). In all events, the final installment shall be in the amount of the entire unpaid balance of principal and interest on the Bonds. All payments of principal and interest on such Bonds shall be made directly to the registered owner thereof at its address shown on the bond registration records of the Municipality, without, except for final payment, the presentation or surrender of such Bonds, and all such payments shall discharge the obligation of the Municipality in respect of such Bonds to the extent of the payments so made. The records of the owner of the Bonds shall be conclusively presumed to be correct with respect to amounts of payments made and outstanding principal balance. Upon final payment, the Bonds shall be submitted to the Town Recorder of the Municipality (the "Town Recorder"), as bond registrar, for cancellation.

(b) The Mayor is hereby authorized to cause the Bonds to be issued in an aggregate principal amount less than $16,833,000 if it is determined that the full amount of the Bonds is not needed to pay authorized costs. The Mayor and Town Recorder are authorized to execute and deliver the Bonds, to execute such certificates and documents and to take such other actions as they shall deem necessary in connection with the sale and delivery of the Bonds.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 5. **Security and Source of Payment of the Bonds and Notes**. The Bonds shall be payable primarily from and be secured by a pledge of the Net Revenues to be derived from the operation of the System, and are hereby declared to be equally and ratably secured, subject to a prior pledge of such Net Revenues to Prior Outstanding Obligations, by a pledge of such Net Revenues. In the event of a deficiency in such Net Revenues, the Bonds shall be payable from ad valorem taxes to be levied on all taxable property within the corporate limits of the Municipality without limitation as to time, rate, or amount. Said Bonds shall be a direct general obligation of the Municipality, for which the punctual payment of the principal and interest on the Bonds, the full faith and credit of the Municipality is hereby irrevocably pledged. The Notes shall be paid from proceeds of the Bonds. In the event such proceeds are unavailable, the Notes shall be secured and payable in exactly the same manner as the Bonds.

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

(Form of Bonds)

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

R-__ $_____

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

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

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

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

This Bond is one of a series of bonds known as "Water System Revenue and Tax Bonds, Series ____", issued by the Municipality in the aggregate principal amount of $_____. This Bond is issued by the Municipality for the purpose of financing a portion of the costs of certain public works projects, including the construction, improvement, renovation and equipping of the water transmission lines of the water system of the Municipality (the "System"), under and in full compliance with the constitution and statutes of the State of Tennessee, including Sections 9-21-101, et seq., Tennessee Code Annotated, and pursuant to a resolution duly adopted by the Board of Mayor and Aldermen of the Municipality on the 10th day of August, 2026 (the "Resolution").

This Bond shall be payable primarily from and be secured by a pledge of the Net Revenues to be derived from the operation of the System, and is hereby declared to be equally and ratably secured, subject to a prior pledge of such Net Revenues to Prior Outstanding Obligations, by a pledge of such Net Revenues. In the event of a deficiency in such Net Revenues, this Bond shall be payable from ad valorem taxes to be levied on all taxable property within the corporate limits of the Municipality without limitation as to time, rate, or amount. This Bond shall be a direct general obligation of the Municipality, for which the punctual payment of principal and interest on this Bond, the full faith and credit of the Municipality is hereby irrevocably pledged. For a more complete statement of the terms and conditions upon which this Bond is payable, the general covenants and provisions pursuant to which this Bond is issued and the terms upon which the above described resolution may be modified, reference is hereby made to the Resolution.

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

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

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

TOWN OF JONESBOROUGH, TENNESSEE

FORM ONLY – DO NOT SIGN
Mayor

ATTEST:

FORM ONLY – DO NOT SIGN
Town Recorder

(SEAL)

(End of Form of Bonds)

Section 7. **Levy of Tax**. For the purpose of providing for the payment of the principal and interest on the Bonds, there is hereby pledged for such payment the Net Revenues derived from the operation of the System, in amounts not exceeding the amounts required to make such payments as they come due. In the event of a deficiency in the Net Revenues there shall be levied in each year in which such Bonds shall be outstanding a direct tax on all taxable property in the Municipality, fully sufficient to pay all such principal and interest falling due prior to the time of collection of the next succeeding tax levy. Said tax shall be assessed, collected, and paid at the time, and in the same manner, as the other taxes of said Municipality, shall be in addition to all other taxes, and shall be without limitation as to time, rate, or amount; provided, however, that the tax so levied in any year may be proportionately reduced by the amount of money actually on hand from the Net Revenues of the System and available for payment of such principal and interest. The Governing Body of the Municipality is required by law and shall and does hereby pledge to levy such tax. Principal and interest falling due at any time when there shall be insufficient funds on hand from such tax levy for the payment thereof shall be paid from the general fund or other available funds of the Municipality, but reimbursement therefor may be made from the taxes herein provided when the same shall have been collected and used solely for the payment of principal and interest on the Bonds, as the same shall become due.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 20. **Repeal of Conflicting Resolutions and Effective Date**. All other resolutions and orders, or parts thereof, in conflict with the provisions of this resolution, are, to the extent of such conflict, hereby repealed and this resolution shall be in immediate effect from and after its adoption.

[signature page follows]

Adopted and approved this 10th day of August, 2026.

TOWN OF JONESBOROUGH, TENNESSEE

_____
Mayor

ATTEST:

_____
Town Recorder

STATE OF TENNESSEE)

COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee (the "Municipality") and, as such official, I further certify as follows: (1) that attached hereto is a true, correct and complete copy of a resolution adopted by the Board of Mayor and Aldermen of the Municipality at its August 10, 2026 meeting; and (2) that a quorum of the members of the Board of Mayor and Aldermen was present and acting throughout said meeting.

WITNESS my official signature and the seal of the Municipality, this 10th day of August, 2026.

_____

Town Recorder

(SEAL)

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 8-C

SUBJECT: Initial Resolution Authorizing a Loan Pursuant to a Loan Agreement Not to Exceed $2,000,000

BACKGROUND:

Subsequent to closing the USDA loans that funded the new K-8 school, the Town Administrator and I continued working with USDA to permanently fund the portion of Tiger Park expenditures not covered by the State grant ($2 million). Interim financing was provided by Bank of Tennessee.

After reviewing different options for handling the additional $2 million need, we were informed that USDA had made the decision to treat the park component as an over-run on the school project. We have had several discussions with them regarding the project and have provided substantial information and documentation. Recently, we were informed that they are unable to provide the permanent financing.

We are now working with the Tennessee Municipal Bond Fund (TMBF) to facilitate this permanent financing. They have handled several loans for us and consistently deliver great results.

The next step in this process requires adoption of both an initial and a full loan resolution. The initial resolution, prepared by TMBF bond counsel, is attached for your consideration.

RECOMMENDATION:

Staff recommends adoption of the initial resolution.

RESOLUTION NO. 2026-20

INITIAL RESOLUTION AUTHORIZING THE INCURRENCE OF INDEBTEDNESS BY THE TOWN OF JONESBOROUGH, TENNESSEE, OF NOT TO EXCEED $2,000,000, BY THE EXECUTION WITH THE PUBLIC BUILDING AUTHORITY OF THE CITY OF CLARKSVILLE, TENNESSEE, OF A LOAN AGREEMENT TO PROVIDE PERMANENT FINACING FOR CERTAIN SCHOOL ATHLETIC FACILITIES

WHEREAS, it is necessary and in the public interest of the Town of Jonesborough, Tennessee (the "City"), to incur indebtedness, through the execution with The Public Building Authority of the City of Clarksville, Tennessee (the "Authority"), of a loan agreement (a "Loan Agreement"), for the purpose of providing permanent financing for school athletic facilities, as hereinafter more fully described.

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

Section 1. For the purpose of providing permanent financing for the costs of the construction and equipping of school athletic facilities, including, the acquisition of all property real and personal appurtenant thereto and connected with such work, to pay all legal, fiscal, administrative, architectural, and engineering costs incident thereto, and to pay costs incident to incurring the indebtedness (collectively, the "Project"), the Town is hereby authorized to incur indebtedness in the amount of not to exceed $2,000,000, for the financing of the Project through the execution of a Loan Agreement with the Authority. The rate of interest payable pursuant to the provisions of a Loan Agreement shall be a fixed rate, which can be reset at certain intervals, which rate shall not exceed the maximum rate of interest permitted under the laws of the State of Tennessee.

Section 2. The indebtedness evidenced by the Loan Agreement shall be payable from funds of the Town legally available therefor and to the extent necessary from ad valorem taxes to be levied for such purpose on all taxable property within the corporate limits of the Town, without limitation as to time, rate, and amount and for the punctual payment of said principal of, premium, if any, and interest on, the Loan Agreement, the full faith and credit of the Town will be irrevocably pledged.

Section 3. The Loan Agreement shall be executed pursuant to the provisions of Title 9, Chapter 21, Tennessee Code Annotated, as amended (the "Act"), and Title 12, Chapter 10, Tennessee Code Annotated, as amended.

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

NOTICE

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

Section 5. This Resolution shall take effect from and after its adoption, the welfare of the Town requiring it.

Adopted and approved this 10th day of August, 2026.

_____
Mayor

Attest:

_____
Town Recorder

STATE OF TENNESSEE)
COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee (the "Town"), and, as such official, I further certify as follows: (1) that attached hereto is a copy of a resolution excerpted from the minutes of the meeting of the Board of Mayor and Aldermen (the "Board"), of said Town held on August 10, 2026; (2) that I have compared said copy with the original minute record of said meeting in my official custody; (3) that said copy is a true, correct, and complete transcript from said original record insofar as said original record relates, to, among other matters, the borrowing of funds and the incurring of indebtedness in the amount of not to exceed $2,000,000 by said City; (4) that the actions by said Board including the aforementioned, at said meeting were promptly and duly recorded by me in a book kept for such purpose; and, (5) that a quorum of the members of said Board was present and acting throughout said meeting.

WITNESS my official signature and the seal of said Town this 10th of August, 2026.

_____
Town Recorder

(SEAL)

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 8-D

SUBJECT: Full Resolution Authorizing a Loan Pursuant to a Loan Agreement Not to Exceed $2,000,000.00

BACKGROUND:

Subsequent to closing the USDA loans that funded the new K-8 school, the Town Administrator and I continued working with USDA to permanently fund the portion of Tiger Park expenditures not covered by the State grant ($2 million). Interim financing was provided by Bank of Tennessee.

After reviewing different options for handling the additional $2 million need, we were informed that USDA had made the decision to treat the park component as an over-run on the school project. We have had several discussions with them regarding the project and have provided substantial information and documentation. Recently, we were informed that they are unable to provide the permanent financing.

We are now working with the Tennessee Municipal Bond Fund (TMBF) to facilitate this permanent financing. They have handled several loans for us and consistently deliver great results.

The next step in this process requires adoption of both an initial and a full loan resolution. The full resolution, prepared by TMBF bond counsel, is attached for your consideration.

RECOMMENDATION:

Staff recommends adoption of the full resolution.

RESOLUTION NO. 2026-21

RESOLUTION AUTHORIZING A LOAN PURSUANT TO A LOAN AGREEMENT BETWEEN THE TOWN OF JONESBOROUGH, TENNESSEE, AND THE PUBLIC BUILDING AUTHORITY OF THE CITY OF CLARKSVILLE, TENNESSEE, IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED $2,000,000; AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT AND OTHER DOCUMENTS RELATING TO SAID LOAN; PROVIDING FOR THE APPLICATION OF THE PROCEEDS OF SAID LOAN AND THE PAYMENT OF SUCH INDEBTEDNESS; CONSENTING TO THE ASSIGNMENT OF THE TOWN'S OBLIGATION UNDER SUCH LOAN AGREEMENT; AND, CERTAIN OTHER MATTERS

WHEREAS, the Board of Mayor and Aldermen (the "Board"), of Town of Jonesborough, Tennessee (the "Town"), has determined that it is necessary to finance the costs of certain "public works projects", as defined in Title 9, Chapter 21, Tennessee Code Annotated, as from time to time amended and supplemented, consisting of providing permanent financing for the costs of the construction and equipping of school athletic facilities, including, the acquisition of all property real and personal appurtenant thereto and connected with such work, to pay all legal, fiscal, administrative, architectural, and engineering costs incident thereto (collectively, the "Project"), by obtaining a loan from The Public Building Authority of the City of Clarksville, Tennessee (the "Authority");

WHEREAS, it has been determined by the Board of the Town to be in the best interests of the Town to finance the Project through The Tennessee Municipal Bond Fund fixed rate loan program;

WHEREAS, the Authority has been established pursuant to the provisions of Title 12, Chapter 10, Tennessee Code Annotated, as amended (the "Act"), and is authorized pursuant to the provisions of the Act to issue its bonds from time to time, in one more series, and to loan the proceeds thereof to the Town for the above described purposes;

WHEREAS, in order to effectuate the program, the Issuer has authorized and approved by its Resolution, adopted April 29, 2025, the issuance of its Local Government Loan Program Bonds, in an aggregate principal amount not to exceed $300,000,000;

WHEREAS, the Authority will issue its Local Government Loan Program Bond, Series 2026 (Jonesborough School Athletic Facilities Loan) (the "Bond"), in the principal amount of not to exceed $2,000,000, and loan the proceeds thereof to the Town, pursuant to the provisions of a Loan Agreement, by and among the Town, the Authority, and the Purchaser, as hereinafter defined, to be dated the date of issuance and delivery (the "Loan Agreement");

WHEREAS, the Board of the Town, on the date hereof, adopted an Initial Resolution authorizing the borrowing of funds and the incurring of indebtedness for the purpose of providing permanent financing for the Project in the amount of not to exceed $2,000,000, and the Town Recorder has been instructed to publish such Initial Resolution together with the Notice required by Section 9-21-206 of Tennessee Code Annotated, as amended, in a local newspaper in the Municipality;

WHEREAS, the indebtedness evidenced by the Loan Agreement shall be payable from any and all funds of the Town legally available therefor, including, but not necessarily limited to, ad valorem taxes to be levied for such purpose on all taxable property within the corporate limits of the Town, without limitation as to time, rate, and amount and for the punctual payment of said principal of, premium, if any, and interest on, the Loan Agreement, the full faith and credit of the Town will be irrevocably pledged; and,

WHEREAS, the Bond is to be secured by and contain such terms and provisions as set forth in a Bond Purchase Agreement, entered into between the Authority and the purchaser of the Bond (the "Purchaser").

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

Section 1. Approval of the Loan. (a) For the purpose of providing funds to finance the Project and to pay costs incident to the issuance and sale of the Bond and the loan of the proceeds thereof to the Town, the loan to the Town from the Authority is hereby authorized in the principal amount of not to exceed $2,000,000, and the Town is hereby authorized to borrow such funds from the Authority (the "Loan").

(b) The Bond to be issued by the Authority shall bear interest at a fixed rate to be determined at the time of the issuance of the Bond, as provided in the Loan Agreement. The Mayor and Town Recorder are authorized to enter into the Loan Agreement, such Loan Agreement to bear interest at a fixed rate, which can be reset at five (5) year intervals, as the Mayor shall determine is in the best interest of the Town. The Town shall make payments of interest and principal in the amounts and on the dates set forth in the Loan Agreement from the sources and funds described herein and in the Loan Agreement. The final rate of interest payable on the Loan Agreement shall not exceed the maximum rate of interest permitted by applicable law. The Loan Agreement shall be for a term of twenty-five years. The final principal and interest payment dates, final interest rate payable, amortization of principal amounts of the loan evidenced by the Loan Agreement, and prepayment provisions of such Loan Agreement, may be established by the Mayor and the Purchaser, at the time of the sale of the Bond and the execution and delivery of the Loan Agreement, as shall be determined to be in the best interests of the Town, in accordance with the terms of this Resolution and the Loan Agreement. If the Town enters into the Loan Agreement with the Authority to finance the Project, the rate of interest payable on the loan includes an annual administration fee equal to fifteen basis points (0.15%), payable to TMBF, as the program administrator, by the Purchaser, to be paid from each periodic payment of interest on the Loan Agreement, based on the outstanding principal amount of the loan. The weighted average maturity of the Loan shall not exceed the reasonably expected weighted average life of the Project which is hereby estimated to be in excess of twenty-five (25) years.

(c) The Board of the Town understands and is aware that the Purchaser has the option to put the Bond for purchase to the Authority during the term of the Loan (the "Put Option"), at certain intervals upon not less than one hundred eighty days' written notice to the Authority, the Tennessee Municipal Bond Fund, as administrator, and the Town.

The Board is aware of the risks and benefits associated with the Loan and the Put Option. The Board finds that the repayment structure of the Loan (including the Put Option) is in the public interest of the Town.

The Board further agrees that it is willing to pay additional issuance costs associated with the refunding of the Loan and related Bond in the event the Put Option is exercised by the Purchaser. In the event that the Put Option is exercised by the Purchaser, and the Town is unable to pay the Loan amount in full on such date and no subsequent holder can be determined, the Board commits to refund the Loan in the following manner:

(x) the Board shall submit a plan of refunding to the Comptroller or Comptroller's designee;

(y) the final maturity of the refunding debt obligation will not extend beyond the final maturity of the original Loan; and,

(z) the debt service structure of the refunding debt obligation will be substantially similar to or more declining than the debt structure of the original Loan.

The Board also understands that if the Bank elects to extend the Scheduled Put Option Date, it may at its sole option, elect to change the Loan Rate on the Bond and the Loan by notice delivered to the Issuer, the Borrower, and the Administrator not less than eighty-five (85) days prior to the Scheduled Put Option Date, of the new Loan Rate for the next five year term of the Loan

The Board has not retained an independent municipal advisor in connection with the Loan. The Board understands and acknowledges that the Purchaser does not owe a fiduciary duty to the Town and that the Purchaser is acting for its own business and commercial interests. The Board has consulted with such advisors and experts as it deems appropriate before the consideration and adoption of this Resolution.

Section 2. Approval of Loan Agreement. The form, terms, and provisions of the Loan Agreement are in the best interest of the Town and are hereby approved and the Board hereby authorizes the Mayor and the Town Recorder of the Town to execute and deliver such Loan Agreement, such Loan Agreement to be in substantially the form of the Loan Agreement presented to this meeting, the execution of such Loan Agreement by the Mayor and the Town Recorder to evidence their approval of any and all changes to such Loan Agreement, and any related documents necessary to the consummation of the transactions contemplated by the Loan Agreement. The Town further agrees to comply with, and to enable the Authority to comply with, all covenants and requirements contained in the Bond Purchase Agreement and that certain Tax Exemption Certificate to be executed by the Authority at the time of the issuance of the Bond.

Section 3. Fulfillment of Obligations. The Board of the Town is authorized and directed to fulfill all obligations of the Town under the terms of the Loan Agreement.

Section 4. Tax Levy. There shall be levied and collected in the same manner as other ad valorem taxes of the Town on all taxable property within the corporate limits of the Town without limitation as to time, rate, or amount, to the extent necessary in the event funds of the Town legally available to pay the indebtedness evidenced by the Loan Agreement are insufficient, a tax sufficient to pay when due the amounts payable under the Loan Agreement, as and when they become due, and to pay any expenses of maintaining and operating the Project required to be paid by the Town under the terms and provisions of the Loan Agreement. For the prompt payment of the Loan Agreement, both principal and interest, as the same shall become due, the full faith and credit of the Town are irrevocably pledged.

Section 5. Approval of Bond and Bond Purchase Agreement. For the purpose of providing funds to make the loan to the Town evidenced by the Loan Agreement, as provided herein and in the Loan Agreement, and to pay legal, fiscal, and administrative costs incident thereto, including costs incident to the issuance and sale of the Bond related to the Loan Agreement, the issuance and sale of the Bond by the Authority in connection with the Loan Agreement is hereby approved. The Town further approves the execution and delivery of the Bond Purchase Agreement by the Authority in connection with the issuance of the Bond.

Section 6. Disposition of Proceeds. The proceeds from the sale of the Bond shall be paid, to the official of the Municipality designated by law as the custodian of the funds, upon submission of a requisition for such funds by the Municipality to the Purchaser, in accordance with the terms of the Loan Agreement. Such proceeds shall be disbursed solely to provide permanent financing for the the costs of the Project and to pay costs of issuance incurred in connection with the issuance of the Bond and the loan of the proceeds thereof to the Municipality.

Section 7. Consent to Assignment. The Town hereby consents to the assignment of all of the Authority's right, title, and interest in and to the Loan Agreement as security for the Bond to which such Loan Agreement relates, except for certain reserved rights of the Authority, to the Purchaser.

Section 8. Arbitrage Certification. The Town recognizes that the Purchaser of the Bond will have accepted it on, and paid therefor a price, that reflects the understanding that interest thereon is excludable from gross income for purposes of federal income taxation under laws in force on the date of delivery of the Bond. In this connection, the Town agrees that it shall take no action which may cause the interest on the Bond to be included in gross income for federal income taxation. It is the reasonable expectation of the Board of the Town that the proceeds of the Bond will not be used in a manner which will cause the Bond to be an "arbitrage bond" within the meaning of Section 148 of the Code, and to this end the proceeds of the Bond and other related funds established for the purposes herein set out shall be used and spent expeditiously for the purposes described herein. The Board further covenants and represents that in the event it shall be required by Section 148(f) of the Code to pay any investment proceeds of the Bond to the United States government, it will make such payments as and when required by said Section 148(f) and will take such other actions as shall be necessary or permitted to prevent the interest on the Bond from becoming taxable. The Mayor and Town Recorder, or either of them, are authorized and directed to make such certifications in this regard in connection with the sale of the Bond as either or both shall deem appropriate, and such certifications shall constitute a representation and certification of the Town.

Section 9. Miscellaneous Acts. The Mayor, the Town Administrator, the Finance Director and Town Recorder, the Town Attorney, and all other appropriate officials of the Town are hereby authorized, empowered, and directed to do any and all such acts and things, and to execute, acknowledge, and deliver all such documents, instruments, and certifications, in connection with the execution of the Loan Agreement and the issuance of the Bond by the Authority, in addition to those acts, things, documents, instruments, and certifications hereinbefore authorized and approved, as may in their discretion, be necessary or desirable to implement or comply with the intent of this Resolution or any of the documents herein authorized and approved.

Section 10. Captions. The captions or headings in this Resolution are for convenience only and shall in no way define, limit, or describe the scope or intent of any provision hereof.

Section 11. Severability. Should any provision or provisions of this Resolution be declared invalid or unenforceable in any respect by final decree of any court of competent jurisdiction, the invalidity or unenforceability of such section, paragraph, ordinance, or provisions shall not affect the remaining provisions of such Resolution.

Section 12. Repeal of Conflicting Resolutions. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 13. Effective Date. This Resolution shall take effect upon its adoption, the welfare of the Town requiring it.

Adopted and approved this 10th day of August, 2026.

_____
Mayor

Attest:

_____
Town Recorder

STATE OF TENNESSEE)
COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee (the "Town"), and, as such official, I further certify as follows: (1) that attached hereto is a copy of a resolution excerpted from the minutes of the meeting of the Board of Mayor and Aldermen (the "Board"), of said Town held on August 10, 2026; (2) that I have compared said copy with the original minute record of said meeting in my official custody; (3) that said copy is a true, correct, and complete transcript from said original record insofar as said original record relates, to, among other matters, the borrowing of funds and the incurring of indebtedness in the amount of not to exceed $2,000,000 by said City; (4) that the actions by said Board including the aforementioned, at said meeting were promptly and duly recorded by me in a book kept for such purpose; and, (5) that a quorum of the members of said Board was present and acting throughout said meeting.

WITNESS my official signature and the seal of said Town this 10th of August, 2026.

_____
Town Recorder

(SEAL)

7-30-2026 Draft

LOAN AGREEMENT

BY AND AMONG

THE PUBLIC BUILDING AUTHORITY OF THE CITY OF CLARKSVILLE, TENNESSEE,

TOWN OF JONESBOROUGH, TENNESSEE,

AND

CITIZENS TRI-COUNTY BANK, DUNLAP, TENNESSEE

Relating to
$2,000,000
The Public Building Authority of the City of Clarksville, Tennessee
Local Government Loan Program Bond, Series 2026
(Jonesborough School Athletic Facilities Loan)

Dated: September 24, 2026

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LOAN AGREEMENT

$2,000,000
The Public Building Authority of the City of Clarksville, Tennessee
Local Government Loan Program Bond, Series 2026
(Jonesborough School Athletic Facilities Loan)

This Loan Agreement (the "Loan Agreement"), dated as of **September 24, 2026** and entered into by and among **THE PUBLIC BUILDING AUTHORITY OF THE CITY OF CLARKSVILLE, TENNESSEE**, a public, nonprofit corporation organized and existing under the laws of the State of Tennessee (the "Issuer"), the **TOWN OF JONESBOROUGH, TENNESSEE**, a municipal corporation organized and duly existing under the laws of the State of Tennessee (the "Borrower" or the "Town"), and **CITIZENS TRI-COUNTY BANK**, Dunlap, Tennessee, a banking corporation (the "Bank") (collectively, the "Parties"):

W I T N E S S E T H:

WHEREAS, the Issuer is authorized by Title 12, Chapter 10, Tennessee Code Annotated, as from time to time amended or supplemented (the "Act"), to, among other things, upon the terms and provisions set forth in the Act, enter into loan agreements with municipal corporations, as defined in the Act, for the purpose of financing the costs of constructing, installing, or acquiring certain necessary and desirable buildings, structures, equipment, and improvements constituting a "project" as such term is defined and used in the Act, for such payments and upon such terms as the board of directors of the Issuer may deem advisable in accordance with the provisions of the Act; to issue its revenue bonds pursuant to the provisions of the Act for the purpose of financing, acquiring, erecting, extending, improving, equipping, or repairing or a combination thereof, any project; and, as security for the payment of the principal of, and the interest on, any such bonds so issued, to assign and pledge, among other things, all or any part of its interest in, and rights under, the loan agreements relating to the necessary and desirable projects so financed;

WHEREAS, the Issuer has determined that there is substantial need within the State for a financing program which will provide funds for qualifying projects for municipal corporations in the State;

WHEREAS, the Issuer is authorized under the Act to issue its revenue bonds to provide funds for such purposes;

WHEREAS, the Issuer has determined that the public interest will best be served and that the purposes of the Act can be more advantageously obtained by the Issuer's issuance of its revenue bonds in order to loan funds to participating municipal corporations to finance projects;

WHEREAS, in order to effectuate the program, the Issuer has authorized and approved by its Resolution, adopted April 29, 2025, the issuance of its Local Government Loan Program Bonds, in the aggregate principal amount of not to exceed $300,000,000;

WHEREAS, the Town is a municipal corporation lawfully organized and existing under the laws of the State of Tennessee;

WHEREAS, the Town is authorized under the Act, its Charter, and its resolutions to enter into this Loan Agreement for the purposes of financing the costs of projects authorized by the Act;

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WHEREAS, the Issuer and the Town have determined that the provision of funds by the Issuer to the Town (the "Loan"), pursuant to the terms of this Loan Agreement and the Bond Purchase Agreement, of even date hereof, between the Issuer and the Bank, including any amendments and supplements thereto, will make possible the financing of the Project for the Town resulting in the efficient and economic furnishing of governmental, services to the citizens residing within the boundaries of the Town; and,

WHEREAS, the Board of Mayor and Aldermen (the "Board"), of the Town, by an Initial Resolution, adopted by the Board on August 10, 2026 (the "Initial Resolution"), approved the borrowing of funds and the incurring of indebtedness in an amount of not to exceed $2,000,000, in the form of a loan from the Issuer for the purpose of providing permanent financing for the costs of the construction and equipping of school athletic facilities, including, the acquisition of all property real and personal appurtenant thereto and connected with such work, to pay all legal, fiscal, administrative, architectural, and engineering costs incident thereto (collectively, the "Project"), and by a Loan Resolution, adopted by the Board on August 10, 2026 (the "Loan Resolution"), authorized a loan under a loan agreement between the Borrower and the Issuer for the aforementioned purposes and the assignment of the Borrower's obligation under such loan agreement;

WHEREAS, the Loan will be administered by The Tennessee Municipal Bond Fund (the "Administrator"), under that certain Program Management Contract, dated of even date herewith, by and between the Issuer and the Administrator; and,

WHEREAS, pursuant to the Issuer Resolution, in order to assist the Borrower in the financing of the Project, the Issuer has agreed to authorize, issue, sell and deliver its Local Government Loan Program Bond, Series 2026 (Jonesborough School Athletic Facilities Loan) (the "Bond"), in the maximum principal amount of $2,000,000.

NOW, THEREFORE, for and in consideration of the premises and of the mutual covenants hereinafter contained, the parties hereby agree as follows:

ARTICLE I

AUTHORITY

Section 1.01. Authority. The rights and obligations of the parties to this Loan Agreement are authorized by Title 12, Chapter 10 and Title 9, Chapter 21 of Tennessee Code Annotated, as amended, and other applicable provisions of law.

ARTICLE II

DEFINITIONS

Section 2.01. Definitions. The following terms shall have the following meanings in this Loan Agreement unless the text expressly or by necessary implication requires otherwise or unless reference to definitions contained in another document as part of this transaction:

"Act" means Title 12, Chapter 10, Tennessee Code Annotated, as amended,

"Administrator" means the Tennessee Municipal Bond Fund, and its successors or assigns.

"Authorized Officer of the Borrower" means the Mayor or the Town Recorder and any other person or persons authorized pursuant to law or a resolution of the Board of Mayor and Aldermen of the Borrower to perform such act or execute such documents on behalf of the Borrower.

"Bank" means Citizens Tri-County Bank, Dunlap, Tennessee, or its successors and assigns.

"Bond" means the Local Government Loan Program Bond, Series 2026 (Jonesborough School Athletic Facilities Loan), dated the date of its issuance and delivery, issued in the maximum principal amount of $2,000,000.

"Bond Counsel" means Spencer Fane Bone McAllester, Nashville, Tennessee.

"Bond Purchase Agreement" means that certain Bond Purchase Agreement, dated the date hereof, between the Issuer, as the issuer of the Bond, and the Bank, as the purchaser of the Bond, describing the rights and obligations of both parties relating to the private placement of the Bond.

"Borrower" means the Town of Jonesborough, Tennessee, a municipal corporation organized and existing under the laws of the State of Tennessee.

"Borrower Resolutions" mean collectively, the Initial Resolution and the Loan Resolution of the Borrower.

"Borrower's Tax Certificate" means a Tax Certificate, including exhibits thereto, which is entered into by the Borrower consistent with the requirements of Section 1.148-2(b) of the Treasury Regulations.

"Business Day" means any day other than (a) a Saturday or Sunday, (b) a day on which commercial banks in New York, New York, or the city or cities in which the primary office of the Bank is authorized by law or executive order to close, or (c) a day on which the New York Stock Exchange is closed.

"Closing" means the date at which time the Loan to the Borrower is made to finance or refinance the Cost of the Project.

"Code" means the Internal Revenue Code of 1986, as amended, and the applicable regulations of the United States Department of the Treasury promulgated thereunder, as in effect on the date of issuance of the Bond and as hereafter amended, supplemented, or revised insofar as such amendments, supplements, or revisions shall pertain to or affect the Bond.

"Cost of the Project" means all or a portion of the cost of the construction and equipping of school athletic facilities, including, the acquisition of all property real and personal appurtenant thereto and connected with such work, to pay all legal, fiscal, administrative, architectural, and engineering costs incident thereto.

"Default" means an event or condition the occurrence of which would, with the lapse of time or the giving of notice or both, become a Loan Default hereunder.

"Drawing" means a disbursement from the Project Fund pursuant to Section 4.06 hereof.

"Favorable Opinion of Bond Counsel" means, when used with respect to or in connection with any action, a written opinion of Bond Counsel to the effect that such action will not adversely affect the excludability of interest paid on the Bond from gross income for federal income tax purposes.

"Initial Resolution" means that certain Initial Resolution, adopted by the Board of the Town, on August 10, 2026, authorizing the Town to incur indebtedness with the Issuer to finance the Project.

"Issuer" means The Public Building Authority of the City of Clarksville, Tennessee, a public nonprofit corporation organized and existing under the laws of the State of Tennessee.

"Issuer Resolution" means the resolution of the Issuer, adopted on April 29, 2025, providing for the issuance of its Local Government Loan Program Bonds, in the aggregate principal amount not to exceed $300,000,000, of which the Bond is one of such authorized obligations.

"Loan" means the loan as authorized by this Loan Agreement, the Borrower Resolutions, and the Issuer Resolution.

"Loan Amount" means the aggregate principal amount of all Drawings from time to time up to the Loan Commitment Amount.

"Loan Commitment Amount" means the maximum principal amount of $2,000,000, or other amount as may be determined by the Issuer, the Borrower, and the Bank.

"Loan Rate" means, at any point in time, the applicable rate of interest on the Loan as described in Section 4.08 hereof, as determined by the Bank, and agreed to by the Borrower.

"Loan Repayment Date" means the first day of each of March and September, or if such day is not a Business Day, the next succeeding Business Day.

"Loan Repayments" means the payment of principal and interest on the Loan pursuant to the terms of this Loan Agreement.

"Loan Resolution" means that certain Resolution, adopted by the Board of the Town on August 10, 2026, authorizing a loan under a loan agreement between the Borrower and the Issuer to finance the Project.

"Mayor" means the duly elected and qualified Mayor of the Town and all successors to such office.

"Outstanding Loan Amount" means the Loan Amount minus principal prepayments and repayments made to the Bank.

"Project" means all or a portion of the costs of the construction and equipping of school athletic facilities, including, the acquisition of all property real and personal appurtenant thereto and connected with such work, to pay all legal, fiscal, administrative, architectural, and engineering costs incident thereto, as authorized by the Borrower Resolutions.

"Put Option" means the option of the Bank to put the Bond to the Issuer for purchase on the Scheduled Put Option Date.

"Registration Agent" means the Chairman or Secretary of the Issuer, or any successor designated by its Board of Directors, as described in the Bond Purchase Agreement, to maintain a register identifying the owner of the Bond.

"Repayment Exhibit" means the debt service schedule of the Loan Amount made to the Borrower and attached hereto as EXHIBIT B, as the same may be amended from time to time in accordance with the provisions of this Loan Agreement.

"Scheduled Put Option Date" means the fifth anniversary of the date of the closing of the Loan, subject to extension as set forth in Section 4.08 hereof, and if extended by the Bank, the fifth anniversary of the prior Scheduled Put Option Date.

"Town Recorder" means the duly appointed and qualified Town Recorder of the Town, and all successors to such office.

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ARTICLE III

REPRESENTATIONS AND COVENANTS OF BORROWER

Section 3.01. Representations of Borrower. The Borrower represents for the benefit of the Issuer and the Bank as follows:

(a) Organization and Authority.

(1) The Borrower is a municipal corporation, duly created and validly existing, in good standing pursuant to the constitution and statutes of the State.

(2) The Borrower has full legal right and authority and all necessary licenses and permits required as of the date hereof to own and operate its properties, to carry on its activities, to enter into this Loan Agreement and the Borrower's Tax Certificate, to undertake and complete the Project, and to carry out and consummate all transactions contemplated by this Loan Agreement and the Borrower's Tax Certificate.

(3) The proceedings of the Borrower's Board approving this Loan Agreement and the Borrower's Tax Certificate and authorizing their execution and delivery on behalf of the Borrower and authorizing the Borrower to undertake and complete the Project have been duly and lawfully adopted at a meeting or meetings duly called and held at which quorums were present and acting throughout and such meeting or meetings were duly called pursuant to necessary public notice and held in accordance with all applicable law.

(4) This Loan Agreement and the Borrower's Tax Certificate have been duly authorized, executed, and delivered by Authorized Officers of the Borrower; and, assuming that the Issuer has all the requisite power and authority to execute and deliver, and has duly authorized, executed, and delivered this Loan Agreement, this Loan Agreement and the Borrower's Tax Certificate, constitute the legal, valid, and binding obligations of the Borrower enforceable in accordance with their respective terms subject to future proceedings under bankruptcy, reorganization, debt arrangements, insolvency, or other laws of general application or principles of equity relating to or affecting the enforcement of creditors' rights. The information provided and to be provided to the Issuer, the Administrator, and the Bank in connection with obtaining the Loan hereunder is true and accurate in all respects.

(b) Full Disclosure. The financial statements, including balance sheets, and any other written statement furnished by the Borrower to the Issuer, the Administrator, or the Bank do not and will not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements contained therein or herein not misleading. There is no fact known to the Borrower which the Borrower has not disclosed to the Issuer, the Administrator, and the Bank in writing which materially adversely affects or is likely to materially adversely affect the financial condition of the Borrower, its ability to own and operate its property in the manner such property is currently operated or its ability to make the payments under this Loan Agreement when and as the same become due and payable.

(c) Pending Litigation. There is no litigation or legal or governmental action, inquiry, investigation, or proceedings pending, or to the knowledge of the Borrower threatened, against or affecting the Borrower in any court or before any governmental authority or arbitration board or tribunal that, if adversely determined, would materially adversely affect the properties, activities, prospects, or condition (financial or otherwise) of the Borrower, or the ability of the Borrower to make all Loan Repayments and other payments required hereby and otherwise perform its obligations under this Loan Agreement, that have not been disclosed in writing to the Bank, the Administrator, and the Issuer in the Borrower's application for its Loan or otherwise.

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(d) Compliance with Existing Laws and Agreements. The execution and delivery of this Loan Agreement by the Borrower, the performance by the Borrower of its obligations hereunder, and the consummation of the transactions provided for in this Loan Agreement and compliance by the Borrower with the provisions of this Loan Agreement and the undertaking and completion of the Project (i) are within the municipal powers of the Borrower and have been duly and effectively authorized by all necessary action on the part of the Borrower and (ii) do not and will not result in any breach of any of the terms, conditions, or provisions of, or constitute a default under, or result in the creation or imposition of any lien, charge or encumbrance upon any property or assets of the Borrower pursuant to any existing bond ordinance, resolution, trust agreement, indenture, mortgage, deed of trust, loan agreement or other instrument (other than this Loan Agreement) to which the Borrower is a party or by which the Borrower or any of its property may be bound, nor will such action result in any violation of the provisions of the charter or other document pursuant to which the Borrower was established or any laws, resolutions, ordinances, governmental rules, regulations or court orders to which the Borrower or its properties or operations is subject.

(e) No Defaults. No event has occurred and no condition exists that, upon execution of this Loan Agreement or receipt of the proceeds of the Loan, would constitute a Default or a Loan Default. The Borrower is not in violation of, and has not received notice of any claimed violation of, any term of any agreement or other instrument to which it is a party or by which it, or its property, may be bound, which violation would materially adversely affect the properties, activities, prospects or condition (financial or otherwise) of the Borrower or the ability of the Borrower to make all Loan Repayments or other payments required hereby or otherwise perform its obligations under this Loan Agreement.

(f) Governmental Consent. The Borrower has obtained all permits and approvals required to date by any governmental body or officer for the making and performance by the Borrower of its obligations under this Loan Agreement or for the undertaking or completion of the Project and the financing thereof, and the Borrower has complied with any applicable provisions of law requiring any notification, declaration, filing, or registration with any governmental body or officer in connection with the making and performance by the Borrower of its obligations under this Loan Agreement or the Borrower's Tax Certificate or with the undertaking or completion of the Project and the financing thereof. The financing of the Project as contemplated by this Loan Agreement is consistent with the terms of any such governmental consent, order, or any action applicable thereto. No consent, approval or authorization of, or filing, registration, or qualification with, any governmental authority that has not been obtained is required on the part of the Borrower as a condition to the execution and delivery of this Loan Agreement, the Borrower's Tax Certificate, the undertaking or completion of the Project or the consummation of any transaction herein contemplated.

(g) Compliance with Law.

(1) The Borrower is in compliance with all laws, ordinances, resolutions, governmental rules and regulations to which it is subject, the failure to comply with which would materially adversely affect the ability of the Borrower to conduct its activities or the condition (financial or otherwise) of the Borrower; and,

(2) The Borrower has obtained all licenses, permits, franchises, or other governmental authorizations necessary to the ownership of its property or to the conduct of its activities, and agrees to obtain all licenses, permits, franchises, or other governmental authorizations which may be required in the future, which, if not obtained, would materially adversely affect the ability of the Borrower to conduct its activities or undertake or complete the Project or the condition (financial or otherwise) of the Borrower.

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Section 3.02. Particular Covenants of the Borrower.

(a) Performance of this Loan Agreement. The Borrower agrees: (i) to cooperate with the Issuer and the Bank in the performance of the respective obligations of the Bank and the Issuer under this Loan Agreement; (ii) to establish, levy, and collect ad valorem taxes on all taxable property within the Town, sufficient to pay when due the annual amounts payable and sufficient to fulfill the terms and provisions of this Loan Agreement; and, (iii) to deliver to the Issuer, the Administrator, and the Bank, and any designee of such parties, any report or certificate required to comply or to evidence compliance with requirements imposed by the Bank.

(b) Inspections. The Borrower shall permit the Issuer, the Administrator, and the Bank, and any party designated by any of such parties, to examine, visit and inspect, at any and all reasonable times, the property, if any, constituting the Project, and to inspect and make copies of any accounts, books, and records, including (without limitation) its records regarding receipts, disbursements, contracts, investments, and any other matters relating thereto (other than documents the confidentiality of which is protected by law or professional codes of ethics) and to its financial standing, and shall supply such reports and information as the Issuer or the Bank may reasonably require in connection therewith.

(c) No Federal Guarantee. The Borrower has not secured and will not secure any of its obligations hereunder by any obligation which is federally guaranteed within the meaning of Section 149(b) of the Code.

(d) Insurance. The Borrower shall maintain or cause to be maintained, in force, insurance with responsible insurers with policies or self insurance with respect to its property, insuring against such casualties and contingencies of such types (including public liability insurance) and in such amounts as are customary in the case of persons engaged in the same or similar activity and similarly situated.

(e) Cost of Project. The Borrower certifies that the Cost of the Project is a reasonable and accurate estimation and upon direction of the Bank, the Administrator, or the Issuer will supply the same with a certificate from independent engineers stating that such Cost of the Project is a reasonable and accurate estimation.

(f) Project. All items constituting the Project constitute a "project" as defined in the Act. The Borrower intends to cause the Project to be operated at all times during the term of the Loan Agreement as a governmental facility which qualifies as a "project" as defined in the Act.

The Loan Amount will not exceed the cost of and incidental costs related to the acquisition, construction, improvement, and financing of the Project and the issuance of the Bond by the Issuer to provide funds to make the Loan. The Project is needed by the Borrower and will not result in an unnecessary duplication of existing facilities. The Project is consistent with the orderly development and provisions of services in the area in which the Borrower is located. The Borrower will proceed with due diligence to complete the Project.

(g) Information. The Borrower shall, at the reasonable request of the Issuer, the Administrator, or the Bank, discuss the Borrower's financial matters with the Issuer, the Administrator, or the Bank and provide the Issuer, the Administrator, or the Bank with access to and copies of any documents (other than documents the confidentiality of which is protected by law or professional codes of ethics) reasonably requested by the Issuer, the Administrator, or the Bank.

(h) Maintenance and Use of Project.

(1) The Borrower will maintain the Project in good condition and make all necessary renewals, replacements, additions, betterments, and improvements thereof and thereto. However, the Borrower may sell or otherwise dispose of all or any part of the Project for fair market value if such part has become obsolete or outmoded or for other reasons is not needed by the Borrower, so long as (i) the

Borrower shall deliver to the Issuer, the Administrator, and the Bank a Favorable Opinion of Bond Counsel with respect to such sale or other disposition, and (ii) the proceeds of such sale or other disposition are used by the Borrower to purchase replacements or substitutions for the Project sold or disposed of, which replacements or substitutions shall become a part of the Project, or to prepay the Loan. The Borrower represents that it does not presently intend to sell the Project.

(2) The Borrower will not use the Project or suffer or permit the Project or any portion thereof to be used for other than a governmental, public purpose by the Borrower.

(i) Agreements Requested by the Bank. The Borrower shall provide a copy of its annual budget to Bank as soon as it is approved. The Borrower shall also provide a copy of any notices received from any rating agency maintaining a rating on the Borrower which announces a change in such rating.

(j) Delivery of Information. The Borrower will deliver to the Issuer, the Administrator, and the Bank as soon as available and in any event within 270 days after the end of each fiscal year, an audited statement of its financial position as of the end of such fiscal year and the related statements of revenues and expenses for such fiscal year, setting forth in each case in comparative form the figures for the previous fiscal year, all reported on by the independent auditor engaged by the Borrower on the date of this Loan Agreement or other independent certified public accountants acceptable to the Issuer, the Administrator, and the Bank and which shall include the Division of Local Government Audit, or any successor thereto, which acceptance will not be unreasonably withheld, whose report shall state that such financial statements present fairly the financial position as of the end of such fiscal year and the results of operations and changes in financial position for such fiscal year.

(k) Keeping of Records and Books of Account. The Borrower shall keep or cause to be kept proper records and books of account, in which correct and complete entries will be made in accordance with generally accepted accounting principles, consistently applied (except for changes concurred in by the Borrower's auditors) reflecting all of its financial transactions.

(l) Compliance with Laws, Etc. The Borrower shall comply with the requirements of all applicable laws, the terms of all grants, rules, regulations, and orders of any governmental authority, noncompliance with which would, singly or in the aggregate, materially adversely affect its business, properties, earnings, prospects or credit, unless the same shall be contested by it in good faith and by appropriate proceedings which shall operate to stay the enforcement thereof.

(m) Indemnity. To the extent legally permissible, the Borrower will pay, and will protect, indemnify, and save the Issuer and the Administrator, each member, officer, director, employee, and agent of the Issuer and the Administrator, and each other person, if any, who has the power directly or indirectly, to direct or cause the direction of the management and policies of the Issuer, harmless from and against, any and all liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees), suits, claims and judgments of whatsoever kind and nature (including those in any manner directly or indirectly arising or resulting from the use or operation of the Project) in any manner directly or indirectly (in any case, whether or not by way of the Borrower, its successors and assigns, or directly or indirectly through the agents, contractors, employees, licensees, or otherwise of the Borrower or its successors and assigns) arising or resulting from, out of, or in connection with, the Bond, the Project, this Loan Agreement, or the breach or violation of any event, covenant, representations, or warranty of the Borrower set forth in this Loan Agreement or any document delivered pursuant hereto or thereto or in connection herewith or therewith.

To the extent legally permissible, the Borrower will pay, and will protect, indemnify and save the Bank, the Administrator, and the Issuer, their officers, directors, agents, and employees, and each person, if any, who controls the Bank, the Administrator, or the Issuer or any of its directors, officers, agents, or employees within the meaning of the Securities Exchange Act of 1934, as amended, harmless from and against any and all liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees), suits, claims and

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judgments of whatsoever nature directly or indirectly arising or resulting from, or in connection with, the breach or violation by the Borrower of any agreement, covenant, representation, or warranty of the Borrower set forth in this Loan Agreement or any document delivered pursuant hereto or thereto or in connection herewith or therewith. An indemnified person shall promptly notify the Borrower in writing of any claim or action brought against it, in respect of which indemnity may be sought against the Borrower, setting forth, to the extent reasonably practicable under the circumstances, the particulars of such claim or action, and the Borrower will promptly assume the defense thereof, including the employment of competent counsel satisfactory to such indemnified person and the payment of all expenses.

An indemnified person may employ separate counsel with respect to any such claim or action and participate in the defense thereof, but, except as provided herein, the fees and expenses of such separate counsel shall not be payable by the Borrower unless such employment has been specifically authorized by the Borrower or unless such employment was occasioned by conflicts of interest between and among indemnified persons and/or the Borrower. If the Borrower shall fail to assume the defense of any action as required hereunder, or, within a reasonable time after commencement of such action to retain counsel satisfactory to the indemnified person, the fees and expenses of counsel to such indemnified person hereunder shall be paid by the Borrower.

All amounts payable to or with respect to the Issuer under this Section shall be deemed to be fees and expenses of the Issuer for purposes of the provisions hereof dealing with the assignment of the Issuer's rights hereunder.

The provisions of this subparagraph shall survive the payment in full and termination of this Loan Agreement.

(n) Further Assurance. The Borrower shall execute and deliver to the Issuer, the Administrator, and the Bank all such documents and instruments and do all such other acts and things as may be necessary or required by the Issuer, the Administrator, and the Bank to exercise and enforce their rights under this Loan Agreement and to realize thereon, and record and file and rerecord and re-file all such documents and instruments, at such time or times, in such manner and at such place or places, all as may be necessary or required by the Issuer and the Bank to validate, preserve, and protect the position of the Issuer, the Administrator, and the Bank under this Loan Agreement.

(o) Information Reports. The Borrower covenants to provide the Issuer or the Administrator, on behalf of the Issuer, with all material information necessary to enable the Issuer to file all reports required under Section 149(e) of the Code, if any, to assure that interest paid by the Issuer on the Bond shall be excluded from gross income of the owner for federal income tax purposes.

(p) Tax Exempt Status of Bond. The Issuer and the Borrower understand that it is the intention hereof that the interest on the Bond not be included within the gross income of the owner thereof for federal income tax purposes. In furtherance thereof, the Borrower agrees that it will take all action within its control which is necessary in order for the interest on the Bond to remain excludable from gross income, as defined in Section 61 of the Code, of the owner thereof for federal income tax purposes and shall refrain from taking any action which results in such interest becoming so included.

The Borrower covenants that it will record or file or cause to be recorded or filed in such manner and in such places whatever documents as may be required by law, the Bank or the Issuer to be recorded or filed in order to protect fully the security of the owner of the Bond, and, if applicable, the tax-exempt status of such Bond, including, but not limited to, the filing of all reports as may be required from time to time pursuant to the Code.

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The Borrower further covenants that it will not take any action or fail to take any action with respect to the investment of the proceeds of the Bond, with respect to the payments derived from the Bond, or with respect to the purchase of other obligations, which action or failure to act may cause the Bond to be an "arbitrage bond" within the meaning of such term as used in Section 148 of the Code.

The Borrower will file, or cause to be filed, a Form 8038-G (or successor form) with respect to the Loan in a timely manner. The Borrower has on the date hereof executed a Borrower's Tax Certificate and hereby agrees to observe all covenants contained therein.

(q) Maintenance of Existence; Merger, Consolidation, Etc. The Borrower will maintain its corporate existence, and status as a municipal corporation, as defined in the Act, except that it may dissolve or otherwise dispose of all or substantially all of its assets and may consolidate with or merge into another corporation or permit one or more corporations to consolidate with or merge into it if (i) the surviving, resulting, or transferee corporation is a municipal corporation, as defined in the Act, and, if other than the Borrower, assumes in writing all of the obligations of the Borrower hereunder; and (ii) such action does not result in any default in the performance or observance of any of the terms, covenants or agreements of the Borrower under this Loan Agreement. In addition, the Borrower will obtain (y) an opinion of Borrower's counsel that the merger or consolidation complies with this paragraph (q), and (z) a Favorable Opinion of Bond Counsel delivered to the Issuer and the Bank with respect to the merger or consolidation.

(r) Use of Proceeds. Except to the extent that the Borrower shall deliver to the Issuer, the Administrator, and the Bank a Favorable Opinion of Bond Counsel with respect to the failure of the Borrower to comply with any of the agreements on its part contained in the following paragraphs, the Borrower represents and agrees as follows with respect to the use of the Loan Amount; *provided, however,* that if the Borrower shall deliver to the Issuer, the Administrator, and the Bank a Favorable Opinion of Bond Counsel with respect to compliance with a requirement other than, different from or in addition to those set forth below, then the Borrower shall comply with such other, different or additional requirement:

(1) The Borrower will apply the Loan Amount from the Issuer solely for the financing of the Project as set forth in EXHIBIT A hereto. The Project shall be used in or in connection with the governmental purposes of the Borrower consistent with the Borrower Resolutions.

(2) None of the Loan Amount is being or will be used to refund or refinance any debt instruments, except as provided in this Loan Agreement and consistent with the terms of the Borrower Resolutions.

(3) The Borrower covenants that neither it nor any related person as contemplated by United States Treasury Regulation Section 1.148-1(b) shall, pursuant to an arrangement, formal or informal, purchase any bonds of the Issuer in an amount related to the Loan Amount delivered in connection with the transaction contemplated hereby.

(4) The Borrower will not use any of the Loan Amount in any manner that would cause the Bond to be an "arbitrage bond" within the meaning of Section 148 of the Code and will take such actions as are necessary and within its power to assure that the interest on the Bond will not be subject to inclusion in the gross income of the owner thereof for federal income tax purposes by virtue of the Bond being an "arbitrage bond".

(5) (a) No more than five percent of the Loan Amount plus investment earnings thereon will be used, directly or indirectly, in whole or in part, in any activity carried on by any person other than a state or local governmental unit.

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(b) The payment of more than five percent of the principal of or the interest on the Loan Amount will not be, directly or indirectly (i) secured by any interest in (A) property used or to be used in any activity carried on by any person other than a state or local governmental unit or (B) payments in respect of such property or (ii) on a present value basis, derived from payments (whether or not by or to the Issuer) in respect of property, or borrowed money, used or to be used in any activity carried on by any person other than a state or local governmental unit.

(c) No more than five percent of the Loan Amount and investment earnings thereon will be used, directly or indirectly, to make or finance loans to any persons.

(d) No users of the Project other than state or local governmental units will use more than five percent of the Project, in the aggregate, on any basis other than the same basis as the general public; and no person other than a state or local governmental unit will be users of more than five percent of the Project, in the aggregate, as a result of (i) ownership, (ii) actual or beneficial use pursuant to a lease or a management, service, incentive payment or output contract, or (iii) any other similar arrangement, agreement or understanding, whether written or oral.

(6) The Borrower will not permit any direct or indirect guarantees of the Loan if any person obligated on such guarantee is an "insider" as defined in Section 101 of the United States Bankruptcy Code.

(7) The Borrower will apply the Loan Amount solely for the financing of or to reimburse itself for the Cost of the Project. The Borrower shall, as quickly as reasonably possible, and with due diligence, spend the Loan Amount for the cost of acquiring, constructing, improving, or financing such Project.

ARTICLE IV

LOAN TO BORROWER; AMOUNTS PAYABLE; GENERAL AGREEMENTS

Section 4.01. The Loan. In order to provide funds for the purpose of financing the Costs of the Project and to pay the costs in connection with the issuance of the Bond and the loan of the proceeds thereof to the Borrower, the Bank, upon the closing of the Loan, will commit to fund the Loan Commitment Amount, which shall be deposited in a Project Fund established by the Borrower, in amounts corresponding to each Drawing.

The Bank, as the purchaser of the Bond, shall make the Loan to the Borrower by disbursing amounts to the Borrower upon receipt of a requisition substantially in the form of EXHIBIT E hereto and meeting the requirements of Sections 4.04 and 4.06 hereof; *provided, however,* no disbursement shall be made if a Loan Default has occurred and is continuing under this Loan Agreement. The proceeds of the Loan shall be used strictly in accordance with Section 3.02(r).

Section 4.02. Sufficiency of Loan Amounts. None of the Issuer, the Administrator, or the Bank warrants or represents in any way that the Loan Amount will be sufficient to finance the entire Cost of the Project.

Section 4.03. Commencement of Loan Agreement Term. The Borrower's obligations under this Loan Agreement shall commence on the date of this Loan Agreement and shall continue until the payment of the principal, interest, and fees, if any, on the Loan are fully paid.

Section 4.04. Loan Closing Submissions. At the Closing for the Loan, the Borrower will provide, or cause to be provided, to the Issuer, the Administrator, and the Bank the following documentation:

(a) Resolution of the Borrower and evidence satisfactory to Bond Counsel that any provisions found in Title 9, Chapter 21 of Tennessee Code Annotated, as amended, have been complied with which are necessary for the Borrower to incur indebtedness pursuant to this Loan Agreement.

(b) Resolution of the Borrower authorizing the Loan and the execution and delivery of the Loan Agreement and related documents, a copy of which is attached hereto as EXHIBIT C;

(c) An opinion of the Borrower's Counsel addressed to the Issuer, Bond Counsel, and the Bank, a copy of which is attached hereto as EXHIBIT D;

(d) A letter from the Bank or other evidence satisfactory to the Issuer and the Administrator attached hereto as EXHIBIT F to the effect that the Bank has approved the Loan;

(e) Evidence of approval attached hereto as EXHIBIT G from the Comptroller's Office;

(f) An opinion or opinions addressed to, and in form and substance acceptable to, the Issuer and the Bank of Bond Counsel to the effect that such financing with Loan proceeds is permitted under the Act and the Borrower Resolutions authorizing this Loan Agreement and will not cause the interest on the Bond to be included in gross income of the owner thereof for federal income tax purposes or adversely affect the validity, due authorization for or legality of the Bond;

(g) An executed Borrower's Tax Certificate attached hereto as EXHIBIT H; and,

(h) Such other certificates, documents, and information as the Issuer, the Administrator, the Bank, and Bond Counsel may require.

All opinions and certificates shall be dated the date of the Closing.

Section 4.05. Evidence of Loan. The Borrower's obligation to repay the Loan Amount together with interest thereon, and other payments required under this Loan Agreement, shall be evidenced by this Loan Agreement.

Section 4.06. Disbursement of Funds from Project Fund. The Borrower shall establish a special fund to be known as the "Jonesborough School Athletic Facilities Loan Project Fund," or such other designation as the Mayor shall determine (the "Project Fund"). Funds in the Project Fund shall be used to retire the bond anticipation note issued for the construction financing of the Project.

Section 4.07. Designee of Issuer for Loan Repayments. The Borrower shall make Loan Repayments, as provided herein, in lawful money of the United States of America directly to the Bank, as the Issuer's designee for receipt of such Loan payments hereunder. Each such Loan Repayment shall be made by the Borrower by wire transfer of immediately available funds directly to the Bank, as the designee of the Issuer.

Section 4.08. Loan Repayments; Term of Loan. (a) The Loan Amount shall be repaid in installments, consisting of (i) annual principal repayments payable in such amounts on the Loan Repayment Dates as set forth on the Repayment Exhibit attached hereto; and (ii) semiannual interest payments on the Outstanding Loan Amount. All rates of interest specified herein shall be computed on the basis of a three hundred sixty (360) day year composed of twelve (12) months of thirty (30) days each.

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The interest portion of the Loan Repayments shall be due semiannually on each Loan Repayment Date commencing on March 1, 2027. After the first of the month immediately preceding the Loan Repayment Date and each six months thereafter, the Bank will bill the Town for the interest due during such six month period based on the Outstanding Loan Amount as of the first day of each month. The Bank will furnish the invoice to the Borrower and the Administrator at least fifteen (15) days prior to the payment date.

All Loan Repayments shall be due as set forth above unless the Loan is prepaid in whole or in part prior to its maturity.

Loan Repayments shall be applied as follows: (i) first, to pay the interest portion of Loan Repayments, and (ii) second, to pay the principal portion of the Loan Repayments.

The Bank, at its sole option, may (i) extend the Scheduled Put Option Date for purposes of this Loan Agreement for an additional term of five (5) years or (ii) put the Bond to the Issuer for purchase on such Scheduled Put Option Date; provided, however, unless on or before one hundred eighty (180) days prior to the Scheduled Put Option Date, the Bank shall have notified the Issuer, the Borrower, and the Administrator, in writing, that it intends to put the Bond to the Issuer for purchase on the next Scheduled Put Option Date, then the Bank shall be obligated to extend the Scheduled Put Option Date for an additional five (5) year term from the then stated Scheduled Put Option Date.

If the Bank elects (or is deemed to have elected) to extend the Scheduled Put Option Date, its obligation to do so shall nevertheless be conditioned on no Loan Default existing hereunder on the Scheduled Put Option Date.

The Board of the Town understands and is aware it may be required to either pay in full or refund the outstanding debt evidenced by the Loan Agreement in the event the Bank exercises it Put Option on the Scheduled Put Option Date. The Board has by its Loan Resolution found that it is aware of the risks and benefits associated with the debt evidenced by the Loan Agreement and the Put Option and that the repayment structure of the debt evidenced by the Loan Agreement (including the Put Option) is in the public interest of the Town.

The Board hereby agrees that it is willing to pay additional issuance costs associated with the refunding of the Loan and related Bond in the event the Put Option is exercised by the Bank. In the event that the Put Option is exercised by the Bank, and the Town is unable to pay the Loan amount in full on such date and no subsequent holder can be determined, the Board commits to refund the Loan in the following manner:

(x) the Board shall submit a plan of refunding to the Comptroller or Comptroller's designee;

(y) the final maturity of the refunding debt obligation will not extend beyond the final maturity of the original Loan Agreement; and,

(z) the debt service structure of the refunding debt obligation will be substantially similar to or more declining than the debt structure of the original Loan Agreement.

Further, if the Bank elects to extend the Scheduled Put Option Date, it may at its sole option, elect to change the Loan Rate on the Bond and the Loan by notice delivered to the Issuer, the Borrower, and the Administrator not less than eighty-five (85) days prior to the Scheduled Put Option Date, of the new Loan Rate for the next five (5) years of the Loan. If the Borrower agrees to the new Loan Rate, the Bank will cause to be provided to the Borrower an amended Repayment Exhibit showing the debt service schedule of Loan Repayments with the revised interest payments and Loan Rate for the next five (5) years; provided, however, that the principal payments due on each principal payment date shall not be revised due to any rate adjustment.

Section 4.09. Unconditional Obligation to Pay Loan Repayments. The obligation of the Borrower to make payment of Loan Repayments or any other amounts required by this Article IV and other Sections hereof, and to perform and observe the other covenants and agreements contained herein, shall be absolute and unconditional in all events except as otherwise expressly provided in this Loan Agreement. Notwithstanding any dispute between the Borrower and the Issuer, the Bank, or any other person, the Borrower shall make all payments of Loan Repayments when due and shall not withhold any Loan Repayments pending final resolution of such dispute, nor shall the Borrower assert any right of setoff or counterclaim against its obligation to make such payments required under this Loan Agreement.

The Borrower's obligation to pay rebate liability, if any, shall survive payment of the Loan and termination of this Loan Agreement. The Issuer and the Borrower agree that the Borrower shall bear all risk of damage or destruction in whole or in part to the Project or any part thereof, including without limitation any loss, complete or partial, or interruption in the use, occupancy or operation of the Project, or any manner or thing which for any reason interferes with, prevents or renders burdensome the use or occupancy of the Project or the compliance by the Borrower with any of the terms of this Loan Agreement. Notwithstanding the foregoing, this Section 4.09 shall not limit the rights of the Borrower to recover amounts owing to it, except as specifically set forth herein.

Section 4.10. Optional Prepayment. The Loan Repayments may not be prepaid, in whole, during the first five (5) years of the Loan from the Closing Date of the Loan.

After the five year period, the Borrower may prepay the Loan Repayments, in whole, at the price of par, plus accrued interest, to the date of prepayment, by providing a thirty (30) day notice in writing to the Issuer, the Bank, and the Administrator (the "30-Day Legal Notice of Prepayment").

Additionally, a sixty (60) day notice in writing to the Administrator (the "60-Day Notice of Intent"), is required to provide the opportunity for the Administrator to make a proposal to the Borrower. The 60-day Notice of Intent may occur as early as sixty (60) days prior to the end of the five-year period; however, in no event, shall the notice be less than sixty (60) days prior to the legally binding 30-Day Legal Notice of Prepayment. If the 60-Day Notice of Intent is not given to the Administrator, then the 30-Day Legal Notice of Prepayment shall be of no force and effect.

Notwithstanding the above, the Borrower may make additional Loan Repayments, upon thirty (30) days' written notice to the Administrator and the Bank; provided, however, that such additional payments of principal must be paid from Borrower funds, not borrowed funds. Any additional payments will be applied in inverse order of maturity.

Section 4.11. Arbitrage Certification. The Borrower recognizes that the purchaser of the Bond will have accepted it on, and paid therefor a price that reflects, the understanding that interest thereon is excludable from gross income for purposes of federal income taxation under laws in force on the date of delivery of the Bond. In this connection, the Borrower agrees that it shall take no action which may cause the interest on said Bond to be included in gross income for federal income taxation. It is the reasonable expectation of the Board of the Borrower that the proceeds of the Bond will not be used in a manner which will cause the Bond to be an "arbitrage bond" within the meaning of Section 148 of the Code, and to this end the said proceeds of the Bond and other related funds established for the purposes herein set out shall be used and spent expeditiously for the purposes described herein. The Board further covenants and represents that in the event it shall be required by Section 148(f) of the Code to pay any investment proceeds of the Bond to the United States Government, it will make such payments as and when required by said Section 148(f) and will take such other actions as shall be necessary or permitted to prevent the interest on the Bond from becoming taxable. The Mayor and the Town Recorder, or either of them, are authorized and directed to make such certifications in this regard in connection with the sale of the Bond as either or both shall deem appropriate, and such certifications shall constitute a representation and certification of the Town.

ARTICLE V

SOURCE OF PAYMENT

Section 5.01. Source of Payment. The Loan shall be payable from any and all funds of the Town legally available therefor, including, but not necessarily limited to, ad valorem taxes to be levied for such purpose on all taxable property within the Town. For the punctual payment of said principal of, premium, if any, and interest on, the Loan Agreement, the full faith and credit of the Town has been irrevocably pledged. The Loan is a general obligation of the Town, consistent with Tennessee law.

Section 5.02. Levy of Tax. The Borrower, through its Board to the extent necessary, shall annually levy and collect a tax upon all taxable property within the Town, in addition to all other taxes authorized by law, sufficient to pay principal and interest on the Loan when due.

ARTICLE VI

LOAN DEFAULTS AND REMEDIES

Section 6.01. Loan Defaults. If any of the following events occurs, it is hereby defined as and declared to be and to constitute a "Loan Default":

(a) failure by the Borrower to pay any payment obligation required to be paid hereunder when due, which failure shall continue a period of five Business Days;

(b) failure by the Borrower to observe and perform any covenant, condition or agreement on its part to be observed or performed under this Loan Agreement, other than as referred to in paragraph (a) or (c) through (f) of this Section, which failure shall continue for a period of thirty (30) calendar days after written notice, specifying such failure and requesting that it be remedied, is given to the Borrower by Issuer or the Bank, unless the Issuer and the Bank shall agree in writing to an extension of such time prior to its expiration; provided, however, that if the failure stated in such notice is correctable but cannot be corrected within the applicable period the Issuer and the Bank may not unreasonably withhold their consent to an extension of such time up to thirty (30) calendar days from the delivery of the written notice referred to above if corrective action is instituted by the Borrower in the applicable period and diligently pursued until the Loan Default is corrected;

(c) any representation made by or on behalf of the Borrower contained in this Loan Agreement, or in any instrument furnished in compliance with or with reference to this Loan Agreement or the Loan, is false or misleading in any material respect on the date on which such representation is made;

(d) a petition is filed by or against the Borrower under any federal or state bankruptcy or insolvency law or other similar law in effect on the date of this Loan Agreement or thereafter enacted, unless in the case of any such petition filed against the Borrower such petition shall be dismissed within thirty (30) calendar days after such filing and such dismissal shall be final and not subject to appeal; or the Borrower shall become insolvent or bankrupt or make an assignment for the benefit of its creditors; or a custodian (including, without limitation, a receiver, liquidator or trustee) of the Borrower or any of its property shall be appointed by court order or take possession of the Borrower or its property if such order remains in effect or such possession continues for more than thirty (30) calendar days;

(e) the Borrower shall generally fail to pay its debts as such debts become due; and,

(f) any material provision of this Loan Agreement shall at any time for any reason cease to be valid and binding on the Borrower, or shall be declared to be null and void, or the validity or enforceability of any thereof shall be contested by the Borrower or any governmental agency or authority (other than the Issuer), or if the Borrower shall deny any further liability or obligation under this Loan Agreement.

Section 6.02. Notice of Default. The Borrower shall give the Bank, the Administrator, and the Issuer prompt telephonic notice of the occurrence of any event referred to in Section 6.01 (d) or (e) hereof and of the occurrence of any other event or condition that constitutes a Default or a Loan Default at such time as any Authorized Officer of the Borrower becomes aware of the existence thereof.

Section 6.03. Remedies on Default. Whenever a Loan Default referred to in Section 6.01 shall have happened and be continuing, the Bank shall have the right to take any action permitted or required pursuant to this Loan Agreement and the Bond Purchase Agreement and to take one or more of the following remedial steps:

(a) declare all Loan Repayments and all other amounts due hereunder to be immediately due and payable, and upon notice to the Borrower the same shall become immediately due and payable by the Borrower without further notice or demand; and,

(b) take whatever other action at law or in equity may appear necessary or desirable to collect the amounts then due and thereafter to become due hereunder or to enforce the performance and observance of any obligation, agreement or covenant of the Borrower hereunder.

In addition, if a Loan Default referred to in Section 6.01(d) or (e) shall have occurred, the Issuer shall, with notice to the Administrator and with the consent of the Bank, declare all Loan Repayments and all other amounts due hereunder to be immediately due and payable, and upon notice to the Borrower the same shall become due and payable without further notice or demand.

Section 6.04. Attorney's Fees and Other Expenses. The Borrower shall on demand pay to the Issuer, the Administrator, or the Bank the reasonable fees and expenses of attorneys and other reasonable expenses including, without limitation, the reasonably allocated costs of in-house counsel and legal staff incurred by any of them in collection of Loan Repayments or any other sum due hereunder or in the enforcement of performance of any other obligations of the Borrower upon a Loan Default.

Section 6.05. Applications of Moneys. Any moneys collected by the Issuer, the Administrator, or the Bank pursuant to Section 6.03 hereof shall be applied in the same manner as Loan Repayments are applied pursuant to Section 4.08 hereof. Any moneys remaining shall be paid as owed, first to the Bank and then credited to Loan Repayments of the Borrower.

Section 6.06. No Remedy Exclusive; Waiver; Notice. No remedy herein conferred upon or reserved to the Issuer or the Bank is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Loan Agreement or now or hereafter existing at law or in equity. No delay or omission to exercise any right, remedy or power accruing upon any Default or Loan Default shall impair any such right, remedy or power or shall be construed to be a waiver thereof, but any such right, remedy or power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Issuer or the Bank to exercise any remedy reserved to it in this Article, it shall not be necessary to give any notice, other than such notice as may be required in this Article VI.

Section 6.07. Retention of the Issuer's Rights. Notwithstanding any assignment or transfer of this Loan Agreement, or part thereof, pursuant to the provisions hereof or anything else to the contrary contained herein, the Issuer shall have the right upon the occurrence of a Loan Default to take any action, including, without limitation, bringing an action against the Borrower at law or in equity, as the Issuer may, in its discretion, deem necessary to enforce the obligations of the Borrower to the Issuer pursuant to Section 6.04 hereof.

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ARTICLE VII

TITLE TO PROJECT

Title to the Project will initially be in the Borrower. Provided the Borrower shall obtain a Favorable Opinion of Bond Counsel, the Borrower shall have the right to convey the Project to any other persons, subject to the limitations, if any, contained in other provisions of this Loan Agreement and the Borrower's Tax Certificate. Upon, and as a condition to, any such conveyance not permitted hereby, the Borrower shall prepay the Outstanding Loan Amount immediately upon demand of the Issuer or the Bank.

ARTICLE VIII

DISCLAIMER OF WARRANTIES; VENDOR'S WARRANTIES; INDEMNIFICATION

Section 8.01. Disclaimer of Warranties. Neither the Issuer, the Administrator, nor the Bank makes any warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for particular purpose or fitness of the use of the Project or any portion thereof or any warranty with respect thereto. In no event shall the Issuer or the Bank be liable for any incidental, indirect, special or consequential damage in connection with or arising out of this Loan Agreement or the existence, furnishing, functioning or the Borrower's use of the Project or any item or products or services provided in this Loan Agreement.

Section 8.02. Warranties. The Borrower's sole remedy for the breach of any warranty, right of indemnification or representation relating to the Project or any part thereof shall be against the vendors or manufacturers of the Project and not against the Issuer or the Bank nor shall such matter have any effect whatsoever on the rights and obligations of the Borrower or the Issuer with respect to this Loan Agreement. The Borrower expressly acknowledges that neither the Issuer nor the Bank makes, or has made, any representation or warranty whatsoever as to the existence or availability of any such warranties of such vendors or manufacturers.

Section 8.03. Indemnity and Hold Harmless Provisions. To the extent legally permissible, the Borrower hereby releases the Issuer, the Administrator, and the Bank and their respective members, agents, employees, attorneys, and consultants from, agrees that the Issuer, the Administrator, and the Bank and their respective members, agents, employees, attorneys, and consultants shall not be liable for, and agrees to reimburse and indemnify and hold the Issuer, the Administrator, and the Bank, and their respective members, agents, employees, attorneys, and consultants harmless from and against, any and all: (1) liability for loss to the Project (or any injury to or death of any and all persons that may be occasioned by any cause whatsoever pertaining to Project or arising by reason of or in connection with the acquisition, installation, maintenance, checkout, or use of or failure to use the Project); (2) liability arising from, or expense incurred by the Issuer and the Bank by reason of, the Loan or this Loan Agreement and all causes of action and attorneys' fees and any other expense incurred in defending any suits or actions which may arise as a result of any of the foregoing; and, (3) all costs and expenses of the Issuer and the Bank and their respective officers, directors, employees, agents, and attorneys incurred as a result of carrying out their obligations under this Loan Agreement; provided, however, the provisions of this Section 8.03 shall survive the termination of this Loan Agreement.

Section 8.04. Reimbursement of Issuer, Administrator, and Bank. Notwithstanding that it is the intention of the parties hereto, other than herein expressly provided, that the Issuer, the Administrator, or the Bank shall not incur any pecuniary liability by reason of this Loan Agreement or the Loan, or by reason of any actions, documents, statutes, ordinances, or regulations pertaining to the foregoing, the Borrower hereby agrees to promptly pay any and all costs and expenses (including attorneys' fees), as such costs and expenses accrue, which may be incurred by, or judgments which may be rendered against, the Issuer, the Administrator, or the Bank or any of their respective officers, employees, or agents, at any time or times during, or subsequent to, the term of the Loan: (1) in enforcing any of the terms, covenants, conditions, or provisions of this Loan Agreement

or any other document herein contemplated; (2) in taking any action as a result of the occurrence of any Loan Default; or, (3) in defending any action, suit, or proceeding brought against the Issuer or the Bank or any of their respective officers, employees or agents, as a result of the violation by the Borrower of, or failure by the Borrower to comply with, any present or future federal, State or municipal law, ordinance, regulation, or order, or as a result of any alleged failure, neglect, misfeasance, malfeasance or default on the part of the Borrower, or any of the employees, servants, agents, or independent contractors of the Borrower in connection with, arising from, or growing out of, this Loan Agreement or the Loan or the Project, or any activities conducted with, or any use of or failure to use, the Project, or any action pertaining to, or connected with, any of the foregoing.

ARTICLE IX

MISCELLANEOUS

Section 9.01. Notices. All notices, certificates, or other communications hereunder shall be sufficiently given and shall be deemed given when hand delivered or mailed by certified mail, postage prepaid, to the Issuer, the Bank, the Administrator, and the Borrower at the following addresses:

(a) Issuer:
The Public Building Authority of the City
of Clarksville, Tennessee
c/o Runyon & Runyon
301 Main Street
Clarksville, Tennessee 37040

With a copy to:
Tennessee Municipal Bond Fund
226 Anne Dallas Dudley Boulevard, Suite 502
Nashville, Tennessee 37219
Attention: President/CEO

(b) Administrator:
Tennessee Municipal Bond Fund
226 Anne Dallas Dudley Boulevard, Suite 502
Nashville, Tennessee 37219
Attention: President/CEO

(c) Bank:
Citizens Tri-County Bank
15699 Rankin Avenue
Dunlap, Tennessee 37327
Attention: President

With a copy to:
Citizens Tri-County Bank
2030 Decherd Boulevard
Decherd, Tennessee 37324
Attention: Jennifer Mitchell

(d) Borrower:
Town of Jonesborough, Tennessee
123 Boone Street
Jonesborough, Tennessee 37659
Attention: Mayor

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Any of the foregoing parties may designate any further or different addresses to which subsequent notices, certificate or other communications shall be sent, by notice in writing given to the others.

Section 9.02. Binding Effect. This Loan Agreement shall inure to the benefit of and shall be binding upon the Issuer, the Administrator, the Bank, and the Borrower and their respective successors and assigns.

Section 9.03. Severability. In the event any provision of this Loan Agreement shall be held illegal, invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate, render unenforceable or otherwise affect any other provision hereof.

Section 9.04. Amendments, Changes and Modifications. In order to induce the Bank to purchase the Bond, the Issuer and the Borrower hereby agree that they will not, without the prior written approval of the Bank, enter into any amendment, change, or modification of this Loan Agreement.

Section 9.05. Execution in Counterparts. This Loan Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 9.06. Applicable Law. This Loan Agreement shall be governed by and construed in accordance with the laws of the State.

Section 9.07. Consent and Approvals. Whenever the written consent or approval of the Issuer shall be required under the provisions of this Loan Agreement, such consent or approval may only be given by the Issuer unless otherwise provided by law or by rules, regulations or resolutions of the Issuer or unless expressly delegated to the Bank.

Section 9.08. Captions. The captions or headings in this Loan Agreement are for convenience only and shall not in any way define, limit or describe the scope or intent of any provisions or sections of this Loan Agreement.

Section 9.09. Benefits of Loan Agreement. This Loan Agreement is executed, among other reasons, to induce the purchase of the Bond by the Bank pursuant to the Bond Purchase Agreement. Accordingly, all covenants, representations, and agreements of the Borrower herein contained are hereby declared to be for the benefit of the Issuer, the Administrator, and the Bank. The Borrower covenants and agrees to comply with, and to enable the Issuer to comply with, all covenants and requirements contained in the Bond Purchase Agreement and the Issuer's Tax Certificate.

Section 9.10. Refunding Bonds. In the event the Bond is refunded, all references in this Loan Agreement to the Bond shall be deemed to refer to the refunding bonds.

Section 9.11. Further Assurances. The Borrower shall, at the request of the Bank, the Administrator, or the Issuer, execute, acknowledge, and deliver such further resolutions, conveyances, transfers, assurances, financing statements, and other instruments as may be necessary or desirable for better assuring, conveying, granting, assigning, and confirming the rights, security interests and agreements granted or intended to be granted by this Loan Agreement.

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IN WITNESS WHEREOF, the Issuer, the Borrower, and the Bank have caused this Loan Agreement to be executed and delivered, as of the execution date set forth on EXHIBIT A hereto.

THE PUBLIC BUILDING AUTHORITY OF THE CITY OF CLARKSVILLE, TENNESSEE

By:_____
Chairman

ATTEST:

By:_____
Secretary

TOWN OF JONESBOROUGH TENNESSEE

By:_____
Mayor

ATTEST:

By:_____
Town Recorder

CITIZENS TRI-COUNTY BANK
Dunlap, Tennessee

By: _____

Title: _____

Acknowledged by:

TENNESSEE MUNICIPAL BOND FUND

By: _____
CEO/President

DRAFT

Exhibit A

Description of the Loan

(1) Execution Date of this Loan Agreement: September 24, 2026

(2) Name and Address of Borrower:

Glenn Rosenoff
Town Administrator
Town of Jonesborough
123 Boone Street
Jonesborough, Tennessee 37659
Phone: 423-753-1038
Email: grosenoff@jonesboroughtn.org

Billing Contact:

Janet Jennings
Finance Director
Town of Jonesborough
123 Boone Street
Jonesborough, Tennessee 37659
Phone: 423-753-1038
Email: jjennings@jonesboroughtn.org

(3) Loan Amount: $2,000,000

(4) Loan Term: 25 years (subject to the provisions of Section 4.08 hereof)

(6) Description of the Project:

Providing permanent financing for the costs of the construction and equipping of school athletic facilities, including, the acquisition of all property real and personal appurtenant thereto and connected with such work, to pay all legal, fiscal, administrative, architectural, and engineering costs incident thereto

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BORROWER'S TAX CERTIFICATE

The undersigned, being the duly elected and qualified Mayor of Town of Jonesborough, Tennessee (the "Borrower"), hereby certifies with respect to the Borrower's obligations evidenced by that certain Loan Agreement (the "Loan Agreement"), by and among the Borrower, The Public Building Authority of the City of Clarksville, Tennessee (the "Issuer"), and Citizens Tri-County Bank, Dunlap, Tennessee (the "Bank"), dated the date hereof, in the original principal amount of $2,000,000 (the "Loan"), as follows:

A. General.

1. I, along with other officers of the Borrower, am charged with the responsibility for issuing the Loan.

2. This certificate is made pursuant to Sections 103 and 141 through 150 of the Internal Revenue Code of 1986, as amended to the date hereof (the "Code"), and Treasury Regulations Sections 1.148-0 through 1.148-11, 1.149(b)-l, 1.149(g)-1, 1.150-1, and 1.150-2 (the "Regulations").

3. This certificate is based on the facts and estimates described herein in existence on this date, which is the date of delivery of the Loan to the Issuer and deposit of amounts to a Project Fund for the Borrower; and, on the basis of such facts and estimates, the Borrower expects that the future events described herein will occur. To the best of the knowledge and belief of the undersigned, the expectations set forth herein are reasonable.

4. A capitalized term used and not otherwise defined herein has the meaning ascribed to such term in the Loan Agreement.

B. Purpose and Size.

1. The Loan is being issued pursuant to the Loan Agreement to providing permanent financing for the costs of the construction and equipping of school athletic facilities, including, the acquisition of all property real and personal appurtenant thereto and connected with such work, to pay all legal, fiscal, administrative, architectural, and engineering costs incident thereto, as more fully described in the Loan Agreement (the "Project"), and to pay costs of issuance and administration of the Issuer’s obligations issued to finance the Loan. The amounts received from sale of the Loan, when added to amounts expected to be received from the investment of such proceeds, do not exceed the amounts which will be required to pay the costs of the Project and the costs of issuing and administering the Issuer’s obligations issued to finance the Loan.

2. The Project will be owned, operated, and maintained by the Borrower, and the Borrower has not contracted in any manner with any company, firm or other person or entity to operate or maintain the Project or any part thereof, for and on behalf of the Borrower. The Borrower does not expect to enter into any contract for the operation, maintenance, or management of the Project or any part thereof.

3. There is not, and as of the date hereof the Borrower does not anticipate entering into, any lease, contract or other understanding or arrangement, such as a take-or-pay contract or output contract, with any person other than a state or local governmental unit, pursuant to which the Borrower expects that proceeds of the Loan, or the Project financed therewith or any part thereof, will be used in the trade or business of such person (including all activities of such persons who are not individuals).

DRAFT

4. The term of the Loan is not longer than is reasonably necessary for the governmental purposes of this Loan. The average maturity of the Loan is not more than 120% of the reasonably expected useful life of the assets financed by the Loan.

5. No receipts from the sale of the Loan or amounts received from the investment thereof will be used to pay the principal of or interest on any issue of obligations of the Borrower other than the Loan.

6. No other obligations of the Borrower payable from the same source of funds were sold or delivered within 15 days before or after the date hereof.

C. Temporary Periods and Time for Expenditures.

1. The Borrower has previously entered or, within six months from the date hereof, will enter into binding obligations for the acquisition and construction of the Project which require the Borrower to expend at least 5% of the net sale proceeds of the Loan for the Project.

2. The Borrower will pursue the Project with due diligence until completed.

3. The Borrower expects that, after paying costs of issuing the Loan, all remaining proceeds of the Loan, including all income from the investment of proceeds of the sale of the Loan, will be expended to pay costs of the Project within three years after the date hereof.

D. Payment of Loan and Rebate.

1. There shall be levied and collected in the same manner as other ad valorem taxes on all taxable property within the City, a tax sufficient to pay when due the amounts payable under the Loan Agreement, as and when they become due, and to pay any expenses of maintaining and operating the Project required to be paid by the Borrower under the terms and provisions of the Loan Agreement. For the prompt payment of the Loan Agreement, both principal and interest, as the same shall become due, the full faith and credit of the Borrower have been irrevocably pledged.

2. Except as described herein, no funds of the Borrower have been pledged to payment of the principal of or interest on the Loan or otherwise restricted so as to give reasonable assurance of the availability of such funds for such purpose.

3. The Borrower has covenanted in the Loan Agreement that it will account separately for the proceeds of the Loan, that it will calculate the earnings on all nonpurpose investments, as such term is defined in the Regulations (the "Nonpurpose Investments"), allocated to proceeds of the Loan, and that it will make payments to the United States Treasury of any "rebatable arbitrage" as a result of such investments at least every five years and at the maturity of the Loan, together with any reports as the Secretary of the Treasury shall prescribe, as may be required by Section 148(f) of the Code.

E. No Artifice or Device.

1. In connection with the issuance of the Loan, the Borrower has not

(a) employed any abusive arbitrage device, or

(b) over-burdened the market for tax-exempt obligations.

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F. Loan Not Hedge Bonds.

1. The Borrower expects to expend within three years from the date hereof, in addition to the costs of issuance of the Loan, an amount of proceeds of the Loan equal to not less than 85% of the net sale proceeds of the Loan.

2. No proceeds of the Loan have been invested in investments which have a substantially guaranteed yield for four years or more.

G. Reimbursement Obligations and Reimbursement Allocation.

1. None of the proceeds of the Loan or investment earnings thereon will be used to reimburse the Borrower for any costs of the Project.

Dated this _____ day of September, 2026

TOWN OF JONESBOROUGH, TENNESSEE

By:_____
MAYOR

DRAFT

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 8-E

SUBJECT: Helene Emergency Assistance Loan (HEAL) Program for Water Intake repairs due to Hurricane Helene Damages in the amount of 4 million.

BACKGROUND:

Hurricane Helene caused significant damage to the Town's Water Intake infrastructure. This facility is a critical component of Jonesborough's water system, and timely repair or replacement is essential to ensure the continued reliability, safety, and resilience of the Town's drinking water supply.

GRW Engineering has been designing/engineering a solution since the hurricane for out intake damage and has provided an estimated cost of repair at $3,844,053.72. We have submitted the damage and cost estimates to FEMA as part of our ongoing efforts to pursue reimbursement for all eligible costs associated with Hurricane Helene damage.

As you may recall from the aftermath of the hurricane, the Washington County Commission participated in the Helene Emergency Assistance Loan Program (HEAL) on behalf of the Town of Jonesborough so that we could take advantage of Governor Lee's program with a no-interest loan and up to 10 years to pay off in the amount of $3,091,000.00 for catastrophic replacement and repairs of damaged infrastructure. We once again have partnered with the County on a second loan, for the intake repair project, at 4 million dollars. On July 27, 2026, the County Commission approved the loan and now it is the town's next step to approve being the second borrower on the loan amount.

With nearly all our large infrastructure projects, we have secured interim financing and once the project is complete, secure the permanent financing. In this case, the HEAL program is our "interim financing" source of funding to complete the intake project, at 0% interest.

As part of the agenda packet are required documents covering the County as first borrower and Town as second borrower. Furthermore, the Work Plan (scope of work estimate) is provided by GRW Engineering and titled as:

"TOWN OF JONESBOROUGH, HURRICANE HELENE INTAKE REPAIRS, COST ESTIMATE, AUGUST 3, 2026"

The detailed estimate is attached as part of the agenda presentation. Also included are relevant HEAL related documents that will be completed and signed upon approval by the Board of Mayor and Aldermen.

RECOMMENDATION:

Approve the Town of Jonesborough being a “Second Borrower” through Washington County for the HEAL program (loan) in the amount of 4 million, as presented.

INTER-LOCAL AGREEMENT

THIS INTER-LOCAL AGREEMENT, made and entered into this _____day of _____, 2026, by and between the TOWN OF JONESBOROUGH, TENNESSEE, hereinafter referred to as the Town; and WASHINGTON COUNTY, TENNESSEE, hereinafter referred to as the County, and collectively referred to as the parties:

RECITALS

WHEREAS, on Friday, September 27, 2024, due to severe storms having inflicted substantial flooding in Washington County, causing significant damage to property, infrastructure, and endangering the safety and wellbeing of our citizens Washington County issued an Executive Order Declaring a Local State of Emergency in Washington County and the Washington County Emergency Management Operations Center was activated; and

WHEREAS, The purpose of the Helene Emergency Assistance Loans ("HEAL") Program is to provide a loan (the "Loan") to the Tennessee counties for health and welfare needs that have arisen due to the damage caused by Tropical Storm Helene. The Loan will provide immediate access to funds for the limited purposes outlined in the Agreement attached hereto as A-1.

WHEREAS, in consideration of the significant damage to the Town of Jonesborough's water and sewer system, Washington County previously agreed to apply for, did apply for, and was approved for a TEMA loan under the Helene Emergency Assistance Loans ("HEAL") to address the health and welfare needs that arose due to the damage caused by the severe storms.

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WHEREAS, in 2024, Washington County applied for the Loan in the amount of $3,091,000.00 solely to re-lend the proceeds to the Town of Jonesborough as a “Second Borrower” as described in Paragraph 4 of the Agreement attached as A-1 to the related 2024 Inter-Local Agreement; and

WHEREAS, at this time, the Town of Jonesborough has requested that Washington County apply for a second Loan in the amount of $4,000,000.00 solely to re-lend the proceeds to the Town of Jonesborough as a “Second Borrower” as described in Paragraph 4 of the Agreement attached as A-1 to this Inter-Local Agreement; and

WHEREAS, the Town of Jonesborough will use the funding as provided in the Work Plan (Exhibit A-2) to address the damage newly identified as resulting from the flooding along the Nolichucky River in 2024.

WHEREAS, in consideration of Washington County applying for and securing the HEAL funding, the Town of Jonesborough agrees to pay 100% of the Loan in the amount of $4,000,000.00 to Washington County; then

WITNESSETH:

Each of the above-listed recitals are incorporated by reference as if set out in their entirety herein.

Washington County will apply for the Loan solely to re-lend the proceeds to the Town of Jonesborough as a “Second Borrower” as described in Paragraph 4 of the Agreement attached as A-1. In consideration of thereof, the Town expressly agrees to be bound by all terms of the Agreement attached hereto as A-1.

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The Town expressly agrees and acknowledges that it is a Second Borrower as contemplated in the Agreement attached hereto as A-1 and shall cooperate with the County to ensure the County's ability to comply with the requirements of the Loan.

In consideration of Washington County applying for and securing the HEAL funding, the Town of Jonesborough agrees to pay 100% of the Loan in the amount of $4,000,000.00 to Washington County. The Town of Jonesborough will use the Loan funding as provided in the Work Plan (Exhibit A-2) to address the significant damage to the water/wastewater system as a result of the flooding along the Nolichucky River.

The Town expressly agrees and acknowledges that its performance and repayment is not conditioned upon its awards of TEMA and/or FEMA funding.

Upon an event of default, Washington County may declare all unpaid principal and late penalty to be immediately due and payable as well as pursue any remedies available to Washington County at law or in equity. The Town shall be responsible for all costs that the County incurs in enforcing the provisions of this Inter-Local Agreement after an event of default, including, but not limited to court costs, expert, and reasonable attorney fees. Any of the following occurrences will immediately characterize a default by the Town and require immediate repayment of the Loan:

a. Continued failure to make payment on or before the required due date per the Agreement,

b. Failure to provide the County with the required deliverables and reporting requirements as mentioned under Section 6 of the Agreement (A-1) memorializing this Loan ,

c. Providing false or misleading information to the County, TEMA or FEMA,

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d. The Use of Funds for ineligible and unapproved expenditures,

e. Failure to obtain all appropriate federal, state, and local environmental permits and clearances, or

f. The filing of a Bankruptcy by the Town.

APPLICABLE LAW

Interpretation of this Agreement shall be governed and enforced in accordance with applicable Tennessee and federal Law, including without limitation any environmental laws. The U.S. Office of Management and Budget's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is available here: http://www.ecfr.gov/cgi-bin/text-idx?SID=c6b2f053952359ba94470ad3a7c1a975&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

AMENDMENTS TO AGREEMENT

This Agreement may only be amended by the agreement of the parties to this Agreement in writing and approved by the Board of Mayor and Aldermen and the County Commission.

TERMINATION

This Agreement shall not expire until such time that Town performs all terms and conditions associated with performance and repayment of the funds as set out in the HELENE MERGENCY ASSISTANCE LOAN (HEAL) PROGRAM Agreement (Exhibit A-1).

DRAFT

EFFECTIVE DATE

This Agreement shall take effect upon execution by the authorized representative of each party after approval of the governing body of each party and shall remain in full force and effect until terminated as provided herein.

IN TESTIMONY WHEREOF the parties have hereunto set their hands and seals on this this ____ day of _____, 2026 binding themselves, representatives, successors and assigns.

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

DRAFT

ATTEST:

By: _____
Name: _____
Title: _____

_____

_____

Approved as to form only:

_____
Name:_____
Title:_____

MAYOR AND ALDERMEN
OF THE TOWN OF JONESBOROUGH, TENNESSEE

By: _____
Name:

Title:

ATTEST:

By: _____
Name: _____
Title: _____

_____

_____

Approved as to form only:

_____
Name:_____
Title:_____

WASHINGTON COUNTY, TENNESSEE

By: _____
Name:

Title:

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TOWN OF JONESBOROUGH TN.
HURRICANE HELENE INTAKE REPAIRS
COST ESTIMATE
August 3, 2026

PROJECT DESCRIPTION	QTY.	Unit	Unit Price		Total
Jonesborough Water Treatment Plant.					
WTP Flash Mix, Sedimentation Basins, Filters and equipment.					
Work Completed					
Replaced Turbidimeters				$	46,453.38
Repaired Floc Basin Mixers - 3 HP Motors				$	46,283.00
Installed Crane				$	26,416.48
Installed Anthracite, Skim, Backwash, etc for the filters				$	76,750.00
Inspect and Clean out Wet Well -				$	39,950.00
Lagoon Cleaning Est.				$	20,000.00
Additional Chemicals Citco Water, Aulick				$	19,406.00
Sand Removal Floc and Sed Basins Est.	4	EA	$10,000.00	$	40,000.00
Labor				$	158,476.86
Sub-Total Work Completed				$	473,735.72
Work To Be Completed					
Remove Sand From Floc. Basins - 60' x 21' x 16' deep	4	EA	$10,000.00	$	40,000.00
Remove Sand From Sedimentation Basins - 152' x 44'x 13' deep	4	EA	$10,000.00	$	40,000.00
Remove Sand from Filters Repair Filter Surface Wash and Replace Media and Filter Bottoms (4 filters 20' x 20' each)	3	EA	$80,000.00	$	240,000.00
Clean and Remove Sand & Mud From Backwash Lagoons (2 @ 90' x 150' each)	3	EA	$20,000.00	$	60,000.00
Sub-Total Work To Be Completed				$	380,000.00
Total Estimate Water Treatment Plant					**$853,735.72**
Jonesborough Arnold Road Intake for Water Treatment Plant.					
Intake Screens, piping, air scour system, pumps, debris removal.					
Work Completed Receipts Submitted					
Johnson Intake Screens 4 - Purchased				$	77,200.00
Zion Marine Inspection				$	4,300.00
Zion Marine Wet Well Clean Out				$	39,950.00
Zion Marine Debris Removal				$	24,500.00
John Bouchard Install Submersible Jet Pump				$	2,000.00
John Bouchard Raw Water Intake Pump Rebuild				$	46,775.00
Underwater Construction Corp Intake and Screen Inspection Materials				$	20,593.00
Sub-Total Work Completed				$	215,318.00
Work To Be Completed					
Repair Intake System - Install 4 Screens				$	500,000.00
Install Large Capacity Airburst System				$	100,000.00
Wet Well Debris Removal				$	50,000.00

Install Submersible Jet Pump	$ 5,000.00
Rebuild Raw Water Intake Pumps	$ 150,000.00
Debris Deflector in River	$ 900,000.00
By Pass Pumping to Keep WTP in Service	$ 750,000.00
Sub-Total Work To Be Completed	$ 2,455,000.00
Total Estimate Water Treatment Plant Intake	**$2,670,318.00**
Total Estimate Water Treatment Plant Intake and Water Plant	**$3,524,053.72**
Engineering and Administration Services	
Design	$ 190,000.00
Construction Admin	$ 20,000.00
Resident Observation	$ 85,000.00
Geotechnical	$ 20,000.00
Permit Fees	$ 5,000.00
Administration Fees	
Sub-Total Work Eng and Admin Fees	$ 320,000.00
Total Estimate	**$3,844,053.72**

Originating Committee: Budget
Additional Approving Committee:

WASHINGTON COUNTY, TENNESSEE
BOARD OF COUNTY COMMISSIONERS

RESOLUTION NO. 26-07-19

RESOLUTION AUTHORIZING APPLICATION, ACCEPTANCE, AND EXECUTION OF THE TENNESSEE EMERGENCY MANAGEMENT AGENCY HELENE EMERGENCY ASSISTANCE LOAN (HEAL) PROGRAM AND AMENDING FISCAL YEAR 2027 BUDGET

WHEREAS, on Friday, September 27, 2024, due to severe storms having inflicted substantial flooding in Washington County, causing significant damage to property, infrastructure, and endangering the safety and wellbeing of our citizens Washington County issued an Executive Order Declaring a Local State of Emergency in Washington County and the Washington County Emergency Management Operations Center was activated; and

WHEREAS, as a result of the flooding, the Jonesborough Water Treatment Facility sustained infrastructure damage which poses a grave threat to public health, safety, and welfare, requiring immediate action to protect and assist Washington County residents; and

WHEREAS, Washington County previously applied for and was approved for a TEMA loan under the Helene Emergency Assistance Loans ("HEAL") to provide a no-interest loan to address the health and welfare needs that arose due to the damage caused by the severe storms; and

WHEREAS, municipalities are ineligible to apply for HEAL funding and therefore counties must re-lend the proceeds to the municipality as a "Second Borrower" which was the subject of Resolution No. 24-11-18 in the amount of $3,091,000.00 authorizing the acceptance and execution of documents associated with the HEAL program with the Town of Jonesborough as the Second Borrower; and

WHEREAS, in order to address the damage the Jonesborough Water Treatment Facility has identified as resulting from the severe storms, the Town of Jonesborough has asked that Washington County apply for, accept, and execute a second no-interest loan in the amount of $4,000,000.00 and re-lend the loan proceeds to the Town of Jonesborough as a "Second Borrower" further to the terms of the loan agreement (*See* Inter-Local Agreement, Exhibit A and HEAL loan as Exhibit-1); and

WHEREAS, the Town of Jonesborough will use the funding as provided in the Work Plan (Exhibit A-2) to address the significant damage to the water/wastewater system newly identified as resulting from the flooding along the Nolichucky River.

WHEREAS, in consideration of Washington County applying for and securing the HEAL funding, the Town of Jonesborough agrees to pay 100% of the loan amount to Washington County as memorialized in the Inter-Local Agreement (Exhibit A); and

WHEREAS, the Washington County Mayor requests the following amendments to Fiscal Year Budget 2026-2027:

1. Increase $4,000,000.00 to revenue line item 101-49500 (Other Loans Issued);
2. Increase $4,000,000.00 to expense line item 101-54430-590 (Disaster Relief- Transfers to other Funds); and

WHEREAS, the Budget Committee, at its July 15, 2026 meeting, recommended consideration and approval of this request to the Board of County Commissioners; now therefore

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, TENNESSEE THAT:

SECTION 1. The Helene Emergency Assistance Loan (HEAL) Program between Tennessee Emergency Management Agency and Washington County, TN, and related Inter-Local Agreement (Exhibit A with Exhibit A-1 and A-2) is hereby approved and the County Mayor is authorized to execute it and any related documents necessary to effectuate the intent of this Resolution (including but not limited to the Inter-Local Agreement referenced herein), subject to review and approval by the County Attorney.

SECTION 2. Fiscal Year Budget 2026-2027 is amended to:

1. Increase $4,000,000.00 to revenue line item 101-49500 (Other Loans Issued);
2. Increase $4,000,000.00 to expense line item 101-54430-590 (Disaster Relief- Transfers to other Funds); and

SECTION 3. This Resolution shall take effect from and after the date on which it is approved by the County Mayor or as indicated by certification of the County Clerk, as hereinafter set forth.

Introduced by Commissioner:
Seconded by Commissioner:
Commissioners Voting FOR:
Commissioners Voting AGAINST:
Commissioners Abstaining:
Commissioners Absent:

ADOPTED BY THE COUNTY LEGISLATIVE BODY, in session duly assembled, on this the 27th day of July, 2026.

DRAFT

CHERYL STOREY, County Clerk

GREG MATHERLY, Chair of the Board

REFERRED to County Mayor this the ____ day of _____ 2026.

CHERYL STOREY, County Clerk

APPROVED by County Mayor on this the ___ day of_____ 2026.

WILLIAM J. GRANDY, County Mayor

The County Mayor having declined to approve this Resolution, the same became effective on the __ day of _____ 2026, pursuant to Tennessee Code Annotated § 5-6-107(b)(5).

CHERYL STOREY, County Clerk

Approved as to form by the County Attorney this _____ day of _____, 2026.

ALLYSON L. WILKINSON, County Attorney

DRAFT

Helene Emergency Assistance Loan Program

Gov. Bill Lee announced the HEAL program, a $100 million fund to directly serve the health and wellness of Tennesseans in the aftermath of Hurricane Helene. The fund will provide no-interest loans to eligible counties who have been impacted by Tropical Storm Helene. Of the total amount, up to $35 million is to be used for water and wastewater infrastructure repair and $65 million is to be allocated for debris management across eligible counties. Counties eligible for assistance include **Carter, Claiborne, Cocke, Grainger, Greene, Hamblen, Hawkins, Jefferson, Johnson, Sullivan, Unicoi,** and **Washington.**

General Information

What is the Helene Emergency Assistance Loan (HEAL) Program?

Gov. Bill Lee announced the HEAL program, a $100 million fund to directly serve the health and wellbeing of Tennesseans in the aftermath of Hurricane Helene. The fund will provide no-interest loans to eligible counties who have been impacted by Tropical Storm Helene. Of the total amount, up to $35 million is to be used for water and wastewater infrastructure repair and $65 million is to be allocated for debris management across eligible counties. Counties eligible for assistance include Carter, Claiborne, Cocke, Grainger, Greene, Hamblen, Hawkins, Jefferson, Johnson, Sullivan, Unicoi, and Washington.

Why was the HEAL Program created?

Due to the damage from Tropical Storm Helene, local jurisdictions have incurred significant costs that they are unable to cover while waiting for FEMA reimbursement. The HEAL Program was created to allow impacted counties access to immediate cash flow to begin repairs to their water and wastewater infrastructure and to remove hazardous debris.

Why a loan and not a grant?

The HEAL Program is a loan program to avoid duplication of benefits and for the impacted counties to be able to recoup the maximum amount of FEMA Public Assistance funds.

Eligibility and Application Process

Who is eligible to apply for the HEAL Program?

1. Eligibility for water and wastewater repairs

Carter, Claiborne, Cocke, Grainger, Greene, Hamblen, Hawkins, Jefferson, Johnson, Sullivan, Unicoi, and Washington Counties are eligible to apply for a no-interest loan for damaged water and wastewater facilities. Prioritization for loans specific to water and wastewater will be dependent on the number of connections in the County that were impacted.

2. Eligibility for debris management

Carter, Claiborne, Cocke, Grainger, Greene, Hawkins, Johnson, and Unicoi Counties are designated as economically “distressed” or “at-risk” according to the Tennessee Department of Economic and Community Development and are eligible for a no-interest loan for the removal and disposal of hazardous debris. Available loan funds will be divided equally among the eligible counties.

Can municipalities and utility companies within the eligible counties access HEAL Loans?

Yes. While **municipalities** and **utility companies cannot apply** directly to TEMA for loan relief, those jurisdictions may coordinate with their counties to receive a portion of the loan funds. Counties may relend HEAL loan funds to (1) municipalities for hazardous debris management and (2) publicly and privately operated utility companies to repair water and wastewater systems. These “Second Borrowers” would be subject to the same terms and conditions as the counties, including the obligation to seek maximum FEMA reimbursement.

How do I apply for the HEAL Program?

Eligible counties will develop a work plan, which includes a project scope of eligible work, to be submitted to TEMA. Counties applying for these loan funds must also submit supporting documentation, which includes a report from an insurance adjustor or other certified professional cost estimator, as well as certification that the estimated cost directly corresponds to the repair of damage caused by Tropical Storm Helene.

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 8-F

SUBJECT: Heritage Conservation Trust Fund Declaration of Restrictive Covenants

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BACKGROUND:

In the process of my request for reimbursement from the Tennessee Heritage Conservation Trust Fund (HCTF) as part of the purchase of the Mauk Property, HCTF discovered that the restrictive covenants originally sent to the town as part of the grant project were not the most up to date. HCTF is asking the town if we are willing to approve and record the Declaration of Restricted Covenants as attached to the presentation. Once approved, the town will file the covenants with the Washington County Register of Deeds and HCTF will immediately process the reimbursement request from the town in the amount of $305,000.00. Staff and Town Attorney find no issues with the covenants and the town's intent on land use. The highlighted area indicates some language that was not a part of the previously described restrictions. All other declarations are similar in language to those that were included in the recorded deed (see attached).

RECOMMENDATION:

Approve the Declaration of Restrictive Covenants for the "Mauk Property" as requested by the Tennessee Heritage Conservation Trust Fund as presented.

This Instrument Prepared By:
_____
_____
_____
_____

DECLARATION OF RESTRICTIVE COVENANTS

THIS DECLARATION OF RESTRICTIVE COVENANTS ("Declaration"), is made and entered into by _____, a _____ ("Declarant") for the benefit of the State of Tennessee ("Beneficiary").

RECITALS:

Declarant is the owner of the certain real property (the "Property") located in _____ County, Tennessee**.** The Property is more particularly described in the legal description attached hereto as Exhibit A.

The Property was acquired with funds partially provided by the Tennessee Heritage Conservation Trust Fund (the "Trust Fund") in order to conserve, preserve, and permanently maintain Tennessee's open spaces and undeveloped natural areas; allow public access for recreation; and perpetuate the goals, ideals, and intent of the Tennessee Heritage Conservation Trust Fund Act of 2005.

In consideration of the provision of the funds to acquire the Property by the Trust Fund, the Declarant has agreed place certain restrictive covenants upon the Property.

NOW, THEREFORE, in consideration of the above Recitals, which are made a part hereof and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Declarant hereby declares, covenants and agrees as follows:

1. All information released about the Property shall contain the following statement: "This project was funded in part by the Tennessee Heritage Conservation Trust Fund."

2. There will be placed on entry to the Property signs that state: "This property was funded in part by the Tennessee Heritage Conservation Trust Fund."

3. The Property is encumbered with the following restrictions which shall run with the land, continue in perpetuity in order to preserve the conservation values on the Property, and shall be binding on all parties and their heirs, successors, successors-in-title, and assigns having any right, title, or interest in the property or any part thereof:

   a. Removal or modification of any encumbrance shall require approval by the Tennessee Heritage Conservation Trust Board, or its successor.

   b. No interest in the Property shall be used as security for any debt.

c. The Tennessee Heritage Conservation Trust Fund Board has approved a transfer of the Property to the State of Tennessee. Any subsequent or other sale or transfer of the Property or any interest therein shall be subject to the approval of the Tennessee Heritage Conservation Trust Fund Board, or its successor.

d. Any use incompatible with the preservation of open spaces, natural areas, wildlife habitats, and access for public recreation, or the maintenance of a habitat for indigenous flora and fauna is prohibited.

4. The Tennessee Heritage Conservation Trust Fund is an intended beneficiary of this Declaration and the restrictions and covenants contained herein.

5. This Declaration may not be amended or released, in whole or in part, without the approval of the Tennessee Heritage Conservation Trust Fund Board.

6. The provisions of this Declaration are severable and the invalidity of one or more of the provisions shall not affect the validity or enforceability of any other provisions.

IN WITNESS WHEREOF, the Declarant has executed these Declarations as of the ___ day of _____, 20__.

_____

By: _____
Title: _____

STATE OF _____)
COUNTY OF _____)

Personally appeared before me, the undersigned, a Notary Public for the state and county aforesaid, _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she executed the within instrument for the purposes therein contained, and who further acknowledged that he/she is the _____ of _____, a _____ (the "Declarant"), and is authorized by the Declarant to execute this instrument on behalf of the Declarant.

WITNESS my hand and seal at office this _____ day of _____, 20__.

_____
Notary Public

My Commission Expires:

_____

Exhibit A

Legal Description

20600802.1

Washington County Tennessee, Teresa Bowman, Register
RECEIPT #: 376522 INSTRUMENT #: 260007434

CONSIDERATION:	390000.00	EDP FEE:	0.00
MORTGAGE TAX:	0.00	REGISTER FEE:	1.00
TRANSFER TAX:	1443.00	OTHER FEES:	4.00
RECORDING FEE:	45.00	TOTAL AMOUNT:	1493.00

DEED 5/5/2026 at 11:24 AM
Roll/Image 1228 Page 1438-1446

This Instrument Prepared By:
Brandt & Robbins, P.C.
Attorneys at Law
206 Princeton Road, Suite 25
Johnson City, TN 37601
(423)282-1981

Warranty Deed

THIS INDENTURE made and entered into on this the 27th day of April, 2026, by and between **THEODORE LEE GREGG, III, KEELAN DAVID GREGG, JACOB H. SPENCER, LOGAN C. SPENCER, JOSHUA BAILEY GREGG and NOAH LUKE SPENCER**, Parties of the First Part, and **THE BOARD OF MAYOR AND ALDERMEN OF JONESBOROUGH, TENNESSEE, a duly incorporated municipality located within Washington County, Tennessee**, Party of the Second Part.

WITNESSETH:

That for and in consideration of the sum of $10.00 cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties of the First Part have bargained and sold, and by these presents do hereby transfer and convey unto the Party of the Second Part, its successors and/or assigns, the following described real property, to-wit:

> Situate, lying and being in the 15th Civil District of Washington County, Tennessee, and more particularly described as follows:
>
> BEGINNING at an iron pin in the terminus of Duel Lane being the common corner with Gross; thence North 31° 12' 58" East, a distance of 99.60 feet to an iron pin; thence North 57° 31' 40" West, a distance of 273.47 feet to an iron pin; thence South 74° 13' 59" West, a distance of 99.29 feet to an iron pin; thence South 74° 42' 31" West, a distance of 182.13 feet to an iron pin; thence South 57° 45' 27" West, a distance of 200.00 feet to an axle; thence South 62° 48' 02" West, a distance of 184.74 feet to an iron pin; thence North 25° 21' 14" West, a distance of 154.42 feet to a point; thence North 64° 49' 44" East, a distance of 16.09 feet to a point; thence North 27° 53' 32" West, a distance of 319.80 feet to an iron pin; thence North 60° 33' 48" East, a distance of 293.97 feet to a post hole; thence South 30° 34' 48" East, a distance of 61.66 feet to an iron pin; thence North 78° 49' 27" East, a distance of 65.88 feet to an iron pin; thence North 71° 15' 27" East, a

distance of 77.91 feet to an iron pin; thence North 37° 33' 27" East, a distance of 145.00 feet to an iron pin; thence North 44° 32' 27" East, a distance of 27.83 feet to an iron pin; thence North 53° 02' 31" East, a distance of 102.64 feet to an angle iron in the right of way of Southern Railway Company; thence along said right of way South 73° 19' 45" East, a distance of 115.30 feet to a point; thence South 09° 06' 28" East, a distance of 20.27 feet to an angle iron; thence South 65° 16' 38" East, a distance of 554.51 feet to a post; thence leaving said right of way South 24° 59' 31" East, a distance of 109.33 feet to a post; thence South 15° 26' 10" West, a distance of 331.20 feet to a post; thence North 65° 49' 53" West, a distance of 118.61 feet to an iron pin; thence South 30° 54' 15" West, a distance of 107.13 feet to an iron pin in the terminus of Duel Lane; thence North 58° 38' 42" West, a distance of 50.23 feet to the point of BEGINNING, and containing 12.31 acres, more or less, as shown on map entitled "Gregg to the Town of Jonesborough," dated February 11, 2026, prepared by Joseph G. McCoy, III, TRLS No. 1430, McCoy Land Surveying, 806 E. Jackson Blvd., Suite 11, Jonesborough, TN 37659.

AND BEING the same property conveyed to Theodore Lee Gregg, III, Keeland David Gregg, Jacob H. Spencer, Logan C. Spencer, Joshua Bailey Gregg and Noah Luke Spencer, by deed from R. David Mauk and wife, Carolyn Mauk, dated June 11, 2019, of record on Roll 1001, Image 1831, in the Register's Office for Washington County, Tennessee.

THE ABOVE DESCRIBED PROPERTY IS SUBJECT TO THE FOLLOWING RESTRICTION:

The Grantee agrees and acknowledges that the open space, habitat for indigenous flora and/or fauna, recreational, and scenic values of the Property (the "Conservation Values") provide a public benefit and that, at Closing, the Conservation Values will be conserved and maintained in perpetuity and that uses of the Property that are inconsistent with these Conservation Values will be prevented in perpetuity. The protection and preservation of these Conservation Values shall be evidenced by one or more perpetual deed restrictions, conservation easements, covenants, reversionary interests, rights of reentry or other means, all of which shall be for the benefit of the Board and/or such other entities as are designated by the Board, shall be acceptable to the Board, and shall run with the land and be binding upon Grantee and its heirs, successors and assigns.

In addition to the perpetual agreements with respect to the Property required pursuant to the paragraph above, at and after disbursement of the Grant Amount by the Board, the Property shall be perpetually restricted as follows:

1) No interest in the Property shall be used as security for any debt unless the Board approves such transaction;
2) Any and all subsequent transfers of all or any portion of the Property shall be subject to the approval of the Board;
3) There shall be placed on the Property, in a location and in a manner readily visible to the public, notice stating, "This project was funded in part by the Tennessee

Heritage Conservation Trust Fund"; and

4) All informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee with respect to the Property or activities in connection therewith shall include the statement, "This project was funded in part by the Tennessee Heritage Conservation Trust Fund."

Tax Assessor's Property ID No.: Map 60-G, Group A, Parcel 22.01.

TO HAVE AND TO HOLD the above-described property, together with all the rights, privileges and appurtenances thereunto appertaining unto the Party of the Second Part, its successors and/or assigns, forever in fee simple.

The Parties of the First Part warrant that they are lawfully seized and possessed of the above-described property; that they have a good and perfect right to convey the same; that said property is free and unencumbered; and the title thereto, as herein made, they will forever warrant and defend against the lawful claims and demands of all persons whomsoever.

This conveyance is made subject to valid restrictive covenants and easements, if any, appearing of record.

IN TESTIMONY WHEREOF, the Parties of the First Part have executed this instrument the day and year first above written.

THEODORE LEE GREGG III

STATE OF WA

COUNTY OF Chelan

Personally appeared before me, the undersigned Notary Public in and for said County and State, **THEODORE LEE GREGG III**, with whom I am personally acquainted (or who proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and seal, this 1 day of April, 2026.

NOTARY PUBLIC

My Commission Expires: 12/17/2028

KATRINA WHITAKER NOTARY PUBLIC STATE OF WASHINGTON COMM # 25000[illegible] APPOINTMENT EXPIRES December 17, 2028

KEELAN DAVID GREGG

STATE OF TN

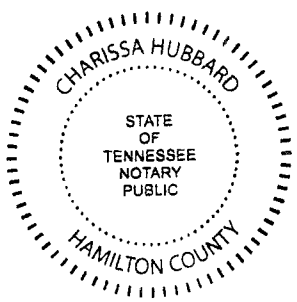
COUNTY OF Hamilton Co.

Personally appeared before me, the undersigned Notary Public in and for said County and State, **KEELAN DAVID GREGG**, with whom I am personally acquainted (or who proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and seal, this 30th day of March, 2026.

NOTARY PUBLIC

My Commission Expires: May 24th, 2027



JACOB H. SPENCER

STATE OF South Carolina

COUNTY OF Berkeley

Personally appeared before me, the undersigned Notary Public in and for said County and State, **JACOB H. SPENCER**, with whom I am personally acquainted (or who proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and seal, this 28 day of April, 2026.

NOTARY PUBLIC

My Commission Expires: 6/18/2034

JONATHAN WEEKS NOTARY PUBLIC SOUTH CAROLINA My Comm. Exp. 06-18-2034

LOGAN C. SPENCER

STATE OF South Carolina

COUNTY OF Dorchester

Personally appeared before me, the undersigned Notary Public in and for said County and State, **LOGAN C. SPENCER**, with whom I am personally acquainted (or who proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and seal, this 28 day of April, 2026.

NOTARY PUBLIC

My Commission Expires: 6/18/2034

JONATHAN WEEKS NOTARY PUBLIC SOUTH CAROLINA My Comm. Exp. 06-18-2034

JOSHUA BAILEY GREGG

STATE OF Florida

COUNTY OF Leon

Personally appeared before me, the undersigned Notary Public in and for said County and State, **JOSHUA BAILEY GREGG**, with whom I am personally acquainted (or who proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and seal, this 1 day of April, 2026.

NOTARY PUBLIC

My Commission Expires: 11/30/2028

ASHLEY COPAS
Commission # HH 609707
Expires November 30, 2028

NOAH LUKE SPENCER

STATE OF S.C.

COUNTY OF Horry

Personally appeared before me, the undersigned Notary Public in and for said County and State, **NOAH LUKE SPENCER**, with whom I am personally acquainted (or who proved to me on the basis of satisfactory evidence), and who acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and seal, this 29th day of March, 2026.

NOTARY PUBLIC

My Commission Expires: 12-1-26

JOHN R. LONG, II NOTARY PUBLIC My Commission Expires December 1, 2026 SOUTH CAROLINA

STATE OF TENNESSEE
COUNTY OF WASHINGTON

I, or we, hereby swear or affirm that the actual consideration for this transfer, or value of the property or interest in property transferred, whichever is greater, is $**390,000.00**, which amount is equal to or greater than the amount which the property or interest would command at a fair and voluntary sale.

Angela M. Hilbert
Affiant

Subscribed and sworn before me this the 5th day of May, 2026.

My Commission Expires: 12-3-28

Angela Woods
Notary Public

ANGELA M. WILLIAMS STATE OF TENNESSEE NOTARY PUBLIC COUNTY OF WASHINGTON

PROPERTY OWNER
Name & Address:
Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

Person or agency responsible for payment of taxes
Same

L:\netdocs\Angie\24914-Town of Jonesborough\Warranty Deed.wpd

True Copy Certification

I, Angela M. Hilbert, do hereby make oath that I am a licensed attorney and/or the custodian of the original version of the electronic document tendered for registration herewith and that this electronic document is a true and exact copy of the original document executed and authenticated according to law on April 27, 2026.

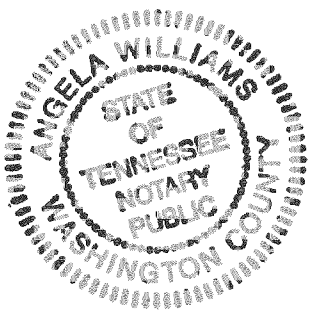
Angela M. Hilbert
Signature

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Sworn to and subscribed before me this 5th **day of** May, **20** 26.

Angela Williams
Notary's Signature

My Commission Expires: 12-3-28
Notary's Seal



TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 8-G

SUBJECT: Personnel Policy Handbook

BACKGROUND:

Updating the Town of Jonesborough Personnel Handbook has been an extensive and deliberate process, undertaken with the goal of ensuring that the Town's personnel policies remain relevant, clear, legally sound, and supportive of both employees and administration. The current handbook had served the organization well prior to the creating my position of Human Resources Director; however, workplace practices, employee expectations, benefit structures, and administrative responsibilities have evolved significantly. As a result, a comprehensive review was necessary to modernize the handbook and better align it with the Town's current operations and workforce needs. The proposed revisions are the culmination of that exhaustive effort and are now ready for Board consideration and approval.

One of the most significant improvements is the complete reorganization of the handbook into a more employee-friendly format. Rather than focusing primarily on disciplinary procedures and policy language, the revised handbook is structured around practical information employees need throughout their employment journey. The handbook is broken into the followings sections: Employment, Employee Relations, Your Pay, Your Benefits, Time Off, and While at Work, make policies easier to locate and understand while promoting greater transparency and consistency across the organization.

The Employment section has been strengthened through updates to the application process, clarification of the Personnel Evaluation Policy, and the addition of a Random Vehicle GPS Policy. These changes create clearer expectations and improve administrative efficiency. The revision also better defines the Human Resources Director's role in employment actions, benefits administration, and personnel management, ensuring appropriate oversight and consistency in personnel practices.

In Employee Relations, the handbook now provides clearer guidance regarding Equal Employment Opportunity concerns, expands the former Sexual Harassment Policy into a comprehensive Harassment Policy addressing all forms of workplace harassment, and strengthens the Nepotism Policy. The Adverse Employment Action Grievance Policy has been removed, while the Town Administrator's authority in approving termination actions has been clearly established. These changes provide greater accountability, improve workplace protections, and better define administrative responsibilities.

Several important changes have also been made regarding employee compensation. The revised on call pay structure replaces the previous system with a flat daily stipend coupled with compensation for all hours worked when called in. Additional clarifications regarding emergency

pay, holiday premium pay, and inclement weather compensation provide employees and supervisors with a clearer understanding of how compensation will be handled in various circumstances.

The handbook introduces meaningful enhancements to employee benefits as well. New provisions include a cell phone stipend for employees who use personal devices for Town business, a Voluntary Leave Transfer Program that allows employees to donate leave to coworkers experiencing qualifying hardships, and a significant retirement benefit permitting eligible retirees to remain on the Town's health insurance plan until age 65 if they meet Tennessee Consolidated Retirement System retirement requirements. These additions demonstrate the Town's continued commitment to supporting employees throughout their careers and into retirement.

Changes to leave policies were also designed to better support employees while maintaining operational effectiveness. The vacation carryover process has been revised so that excess vacation hours convert to sick leave rather than being forfeited, preserving earned benefits and promoting employee morale. Additionally, the Infectious Disease Policy has been updated to reflect current workplace practices and remove outdated COVID-19 specific language.

The While at Work section now includes a policy governing the use of headphones, earbuds, and AirPods in the workplace, as well as stronger guidance regarding inclement weather procedures. The Human Resources Director has also been formally designated as the ADA Compliance Officer for employment-related matters, providing greater clarity regarding responsibility and compliance.

From an administrative perspective, the handbook streamlines decision-making by simplifying termination approval processes and aligning responsibilities among Department Directors, the Human Resources Director, and the Town Administrator. Throughout the document, the role of the Human Resources Director has been appropriately expanded and clarified to reflect the level of responsibility associated with employment actions, policy implementation, benefits administration, compliance, and personnel management.

I have carefully reviewed every section of the handbook and recommend approval of these revisions. The recommended changes reflect best practices in human resources management, address operational needs identified over time, improve clarity for employees and supervisors, and enhance overall employee experience. Collectively, these updates strengthen the Town's commitment to fairness, transparency, accountability, employee development, and organizational effectiveness. After an exhaustive review and revision process, the proposed Personnel Handbook provides a modern framework that will serve both employees and the Town of Jonesborough well for years to come, and it is respectfully submitted for Board approval.

RECOMMENDATION:

Approval of Personnel Policy Handbook as presented.

Summary of Personnel Handbook Changes

The revised Personnel Handbook has been reorganized and rewritten to be more employee-friendly and easier to read. Rather than focusing heavily on policy language, disciplinary actions, and procedural requirements, the handbook is written from a guidance perspective that helps employees better understand workplace expectations, benefits, and responsibilities. The handbook is now organized into the following sections:

- **Employment**
- **Employee Relations**
- **Your Pay**
- **Your Benefits**
- **Time Off**
- **While at Work**

This new format improves accessibility and provides employees with a clearer understanding of Town policies and available benefits.

Key Changes and Enhancements

Employment

- Updated the application process so that applications are accepted only for open positions. Maintaining applications for positions that are not available has proven time-consuming and often results in applicant information becoming outdated before vacancies occur.
- Added and clarified the Personnel Evaluation Policy.
- Added the Random GPS Policy.
- Enhanced recognition of the Human Resources Director's role in employment actions, benefits administration, and personnel management.

Employee Relations

- Clearly defined the grievance policy related to Equal Employment Opportunity concerns.
- Expanded the former Sexual Harassment Policy into a comprehensive Harassment Policy that addresses all forms of workplace harassment.

- Removed the Adverse Employment Action Grievance Policy. Employees who are terminated retain the right to seek recourse through the legal system. Additionally, the Town Administrator's role has been clearly established as approving termination actions under the new process.
- Strengthened and added to the Nepotism Policy to provide clearer guidance, impartiality, and accountability.

Your Pay

- Revised the On-Call Pay structure from the current system of five hours of weekly compensation, reduced by hours worked when called in, to a flat $25 per day on-call stipend plus payment for all hours worked. This change is more equitable for employees and is expected to improve responsiveness and coverage during on-call situations.
- Strengthened and clarified policies regarding:
    - Emergency Pay
    - Holiday Premium Pay
    - Inclement Weather Compensation

Your Benefits

- Added a cell phone stipend for employees who are required to have a Town phone but utilize their personal device for Town business.
- Added a significant retirement benefit allowing eligible employees to retain Town health insurance coverage until age 65 upon retirement, provided they meet full Tennessee Consolidated Retirement System (TCRS) retirement requirements. If spouses are enrolled at the time of retirement, the spouse may remain on the plan until the employee reaches Medicare age or the spouse does, whichever comes first.
- Added a Voluntary Leave Transfer Program, a benefit requested by employees that allows eligible employees to donate leave to coworkers experiencing qualifying hardships.

Time Off

- Modified the vacation carryover process to benefit employees. Rather than forfeiting vacation hours that exceed the annual carryover limit, excess hours will be

converted to sick leave. This change preserves employee-earned benefits while promoting morale and retention.

- Updated the Infectious Disease Policy to provide clearer guidance, removed Covid 19 language and reflected current workplace practices.

While at Work

- Added a policy addressing the use of headphones, earbuds, and AirPods to establish clear expectations while balancing safety and workplace efficiency.
- Strengthened and clarified the Inclement Weather Policy to provide employees and supervisors with consistent guidance during weather-related events.
- Named the Human Resources Director as the ADA Compliance Officer in terms of employment matters.

Organizational and Administrative Changes

- Streamlined termination authority by removing the Operations Manager from the termination approval process and aligning decision-making with the Department Director, Human Resources Director, and Town Administrator.
- Increased recognition and involvement of the Human Resources Director in employment actions, benefits administration, personnel matters, and policy implementation.

Overall Impact

Overall, the revised Personnel Handbook presents policies in a more understandable and employee-focused format while providing several meaningful enhancements to employee benefits and workplace practices. The changes improve clarity, streamline administrative processes, strengthen key policies, expand employee benefits, and reinforce the Town's commitment to fairness, transparency, and employee support.

TOWN OF JONESBOROUGH

PERSONNEL POLICY

AUGUST 2026

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Introduction

WELCOME FROM THE TOWN ADMINISTRATOR

Welcome to the Town of Jonesborough, the Oldest Town in Tennessee and home of the International Storytelling Center. We believe that you have made a significant contribution to make to the Town of Jonesborough- a municipal government comprised of talented and dedicated employees providing the finest municipal services to the citizens and visitors of Jonesborough.

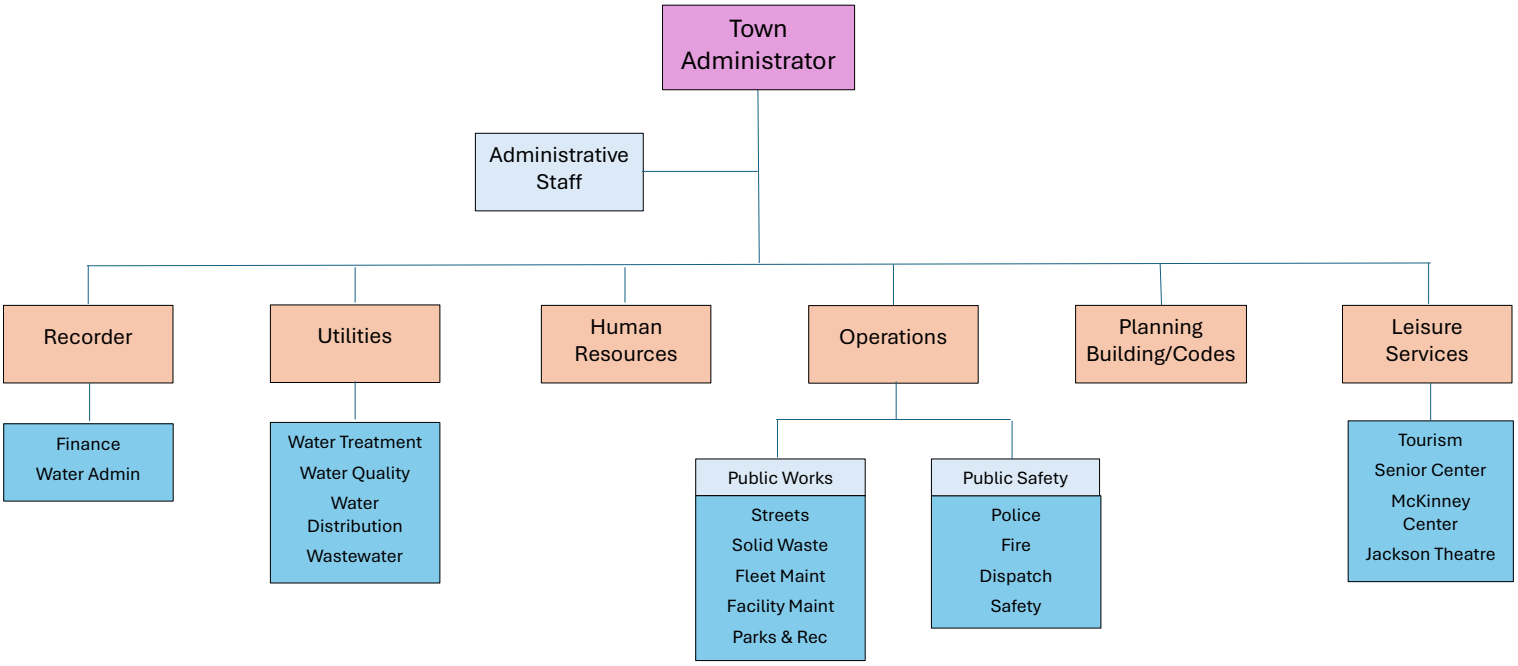
Our goal is to make your employment experience positive, safe, and productive.

To help you understand the rules and practices as a Town of Jonesborough employee, this personnel policy has been developed. We hope that this document answers the questions that you may have as a Town employee. Should you require further clarification, please do not hesitate to contact your supervisor or the Human Resources Director. They are there to help.

Please accept my personal best wishes for your success and satisfaction at the Town of Jonesborough. We like to say it is “The Jonesborough Way” as to how we live, work, and thrive in Jonesborough- welcome to THE Jonesborough Way!

Very sincerely yours,

Glenn Rosenoff
Town Administrator



This organizational chart documents chain of command; also known as immediate supervisor.

PURPOSE AND OBJECTIVES

The purpose of this personnel policy is to establish a prominent level of understanding, cooperation, fairness, and consistency in the application and management of the Town's personnel administration. These personnel policies are believed to be written within the framework of the charter of the Town of Jonesborough but, in case of conflict, the charter takes precedence. All employees benefit from clearly written policies and procedures that ensure that everyone is given systematic and uniform consideration without regard to race, religion, sex, age, national origin, creed, political affiliation, or disability.

These personnel regulations are for information only. This is not an employment contract. This document is a statement of current policies, practices, and procedures. Nothing in this document is to be interpreted as giving employees any more property rights in their jobs than may already be given by the town charter. These personnel policies, rules, and regulations shall be reviewed periodically. Additionally, if the Town Administrator's position is vacant, or if he is incapacitated for any reason, the Board of Mayor and Aldermen reserves the right to designate or appoint, in its sole discretion, such other person(s) it deems necessary to implement and/or enforce the policies contained in this personnel policy manual.

The guidelines presented in this personnel policy are not intended to be a substitute for sound management, judgement, and discretion. It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, the Town reserves the right to modify, supplement, rescind or revise any provision of this policy from time to time as it is necessary or appropriate in its sole discretion with or without notice to you. Any changes to the handbook will be communicated to employees in the form of an update.

The rules and regulations set forth in this personnel policy shall be applicable to all employees of the Town of Jonesborough unless specifically exempted from said policy by action of the Board of Mayor and Aldermen or by the State of Tennessee.

Rules and regulations set forth in the personnel policy shall be managed and interpreted by the Human Resource Director under the direction of the Town Administrator and in conformance with the formal actions taken by the Board of Mayor and Aldermen. Town Administrator has final authority.

Amendments or revisions of these rules may be recommended for adoption by the Board of Mayor and Aldermen.

EMPLOYMENT

EMPLOYMENT-AT-WILL

Employees with the Town of Jonesborough are employed voluntarily, for an indefinite period. The employee may resign at will, with or without cause, at any time. Likewise, the Town may terminate an employee at will, with or without cause, at any time in accordance with and not in violation of state and federal law. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer, but they shall not be terminated for a discriminatory or illegal purpose. No written or oral representation by the Town management, supervisors or employees is intended to create a contract of employment. No employment practice of the Town shall be construed or is intended to create a contract of employment.

PRE EMPLOYMENT EXAM

Once a job offer is made and accepted, the offer is contingent on all regular full and part-time candidates successfully completing and passing all mandated pre-employment, post job offer testing requirements. This may differ depending on the job and any specific requirements of the position. The examining physician shall be licensed, practicing medical doctor designated by the Human Resources Director and the examination shall be at no cost to the candidate(s).

In addition to pre-employment physical exams, candidates in the following positions will be required to successfully complete a functional employment (FIT for Duty) test:

- Firefighter
- Public Safety Officer
- Streets Worker
- Sanitation Worker
- Waste Water Construction Workers
- Water & Wastewater Treatment Operators
- Water Distribution Worker
- Park Maintenance Workers
- Custodial Staff

Applicants for safety sensitive positions, public safety positions, or DOT positions must successfully complete a post-offer drug screen. Public Safety Officers are required to complete a psychological examination and both Public Safety Officers and Firefighters will be required to successfully complete a pulmonary function test.

BACKGROUND CHECK

All employees of the Town of Jonesborough will undergo a criminal background check as part of the pre-employment process. The offer of employment is contingent upon satisfactory completion of the criminal background check. A criminal conviction does not automatically disqualify an applicant. Employees that work with minor children in any

capacity will undergo a criminal background check and a Tennessee Child Abuse Registry check every 5 years, as well.

In reviewing criminal convictions, the Town considers the nature and gravity of the offense, the time that has passed since the conviction, and the nature of the position sought. The Town does not request information regarding, nor does it consider arrests or convictions that have been sealed or expunged.

Any information that arises from the background check will be evaluated on a case-by-case basis. The Human Resources Director and Town Administrator will only share the results of each criminal background check with Operations Manager or Utilities Manager unless there is a business need for additional disclosures. All information obtained from such checks will be kept confidential to the extent required or permitted by law.

EMPLOYMENT STATUS

You may be eligible for benefits or overtime depending on your employment status. Regardless of your position with the Town of Jonesborough, your employment status shall be one of the following:

- Full Time - You will be scheduled to work 40 hours per week throughout the year.
- Part Time - You will be scheduled to work less than 30 hours per week.
- Exempt - You qualify for exempt status, according to the Fair Labor Standards Act, because of the job duties you perform, and you will not be paid overtime irrespective of hours worked.
- Nonexempt - You perform duties for the Town that are not considered to be exempt, and you will be paid overtime or accrued compensatory time at 1.5 times your regular hourly rate for all hours worked, more than 40 in any given workweek.
- Seasonal Employees – You are hired to fill a position for a specified period; you will be paid for hours worked with no other benefits.

PROBATIONARY PERIOD

All newly hired, regular full-time and part-time employees of the Town of Jonesborough shall be simultaneously placed in a 6 (six) month probationary period. A Department Director, after consulting with their immediate supervisor, may request, in writing, the Town Administrator to extend an employee's probationary period. The maximum probationary period extension is 6 months.

During the probationary period, the Department Director shall continuously evaluate the performance of the new employee and relate those findings to the employee and the Human Resource Director. The Human Resources Director facilitates and ensures that due process is followed. At the conclusion of the probationary period, an employee may be retained by the Town or their employment terminated.

A Department Director, after consulting with their immediate supervisor, can recommend to the Human Resources Director the termination of any new employee for any reason, if they feel it prevents the employee from being a productive and responsible employee that appropriately represents the Town. The Human Resources Director and the Department

Director, together, will act on any termination recommendation once the immediate supervisor has been consulted, and can initiate adverse action if there is indication that an employee is not going to operate in a manner that is in the best interest of the Town. The Town Administrator has final approval in the matter of termination or retention after the probationary period.

Employees will accrue vacation and sick leave during their probationary period. However, if a new employee is terminated during the probationary period, they will not be paid for any vacation or sick leave. Employees are not allowed to use vacation time during probationary period.

COMPENSATION PLAN

The compensation plan shall consist of the approved assignment of minimum and maximum rates of pay with intermediate steps for positions in the compensation plan administered under the guidelines established in this section. The assignment of compensation to positions and the intermediate steps in the compensation plan will be established by and reviewed and amended as part of the Board of Mayor and Aldermen's annual budget process.

The compensation plan is intended to:

1. Establish and maintain a salary structure which will attract and retain qualified employees.
2. Assure internal equity and fairness in the assignment of compensation for all classes in the compensation plan.
3. Maintain a salary structure in proper relation to competitive pay practices in the local labor market in which Jonesborough competes; and
4. Provide an effective control of salary payments on a uniform basis.

The Town Administrator with the assistance of the Human Resource Director, Operations Manager and Finance Director will annually review, for budget purposes, all factors affecting the level of salary ranges and after consulting Department Directors, will recommend to the Board of Mayor and Aldermen such changes and adjustments as may appear to be in order. In addition, the Town Administrator and the Human Resource Director will see that the compensation plan policies and guidelines established by the Board of Mayor and Aldermen are administered fairly, equitably, and in conformity with the purposes of the plan.

EMPLOYMENT APPLICATIONS AND JOB POSTINGS

All applications for employment will be managed through the Human Resource Director’s office. Applications will only be taken for advertised or posted positions.

Resumes may be substituted in lieu of applications for the purposes of evaluating qualifications, however, a Town of Jonesborough application must be completed and signed before an applicant is formally offered a Town position.

Employment vacancies will be issued by the Human Resource Director at the direction of the Department Director with approval by the Town Administrator and should list job title, duties, entry level salary or wages, minimum qualifications if applicable, and the location where applications and position descriptions may be obtained.

If a closing date has been issued for receiving applications for a position, the Human Resource Director may waive the final date for receiving applications.

The Human Resources Director will administer the human resources functions for the Town with the understanding that all final authority on personnel matters lays with the Town Administrator.

TRANSFER, PROMOTIONS AND DEMOTIONS

To be considered for promotion, lateral transfer/reclassification, or voluntary demotion into another department or within your own department, you must complete and apply for the position to Human Resources Director. All hiring and salary recommendations are made by individual department directors with supervisor and Town Administrator approval, but the rate of pay must match the established compensation plan adopted by the BMA. The three personnel action types involved in this process are defined below:

- Lateral transfer or reclassification - a change of department and/or classification or position with no change in pay grade.
- Promotion - a change to a higher classification and a higher pay grade.
- Demotion - a change to a lower classification and/or pay grade. This may also include a reduction in salary.

Any move, either lateral, promotion or demotion, does reset the probationary period (does not apply to the use of vacation time). At any time when an employee is promoted, if the employee requests a move out of the promoted position, every effort will be made to transfer back or move into a similar position if available and does no harm to the Town or department.

The Town Administrator has final decision to transfer, promote or demote an employee but the recommendation of the Department Director will be given ample consideration.

INTERNAL RECRUITMENT

In cases where an internal promotion or change in position is deemed to be in the best interest of the Town's operation, the Town Administrator may fill the vacancy with an existing Town employee without posting or advertising the vacancy. Such action should only be taken when the Town Administrator believes there is only one employee that has the experience, knowledge, and capability to fill the vacant or new position.

Vacancy notices for positions will normally be posted on the Town website and the community bulletin board at Town Hall so they can be viewed by the public as well as by Town employees.

PERSONNEL RECORDS

The maintenance of all personnel records shall be the responsibility of the Human Resource Director. All personnel records are the property of the Town of Jonesborough and are available for inspection by employees, Department Directors, the Town Administrator, and the public. The Human Resource Director has the discretion to direct the release of personnel files to other individuals or agencies as may be required and formally petitioned under the laws of the State of Tennessee.

Employees may inspect their own personnel file at reasonable intervals. However, said review must be under the supervision of the Human Resource Director or designee and no file or information contained in the file may be removed. Employees or an employee's designee may, upon authorization, make copies of files provided the Town is reimbursed for said copies at the appropriate rate per copy.

Public Requests: All requests made by the public for access to information contained in an employee's personnel file shall be submitted to the Town Recorder in writing and the specific information identified. Upon receipt of a formal written request, the Town Recorder shall:

a. Arrange with the Human Resource Director to make available requested public records to any party authorized to review said records as determined by the laws of the State of Tennessee and in a manner that is consistent with state law.
b. Notify a Town employee of any public request to view his/her personnel file.
c. Ensure that the party requesting public access to personnel records is informed that he or she has no right through the open records law to interrogate Town employees. Employees are not required to meet with or respond to members of the public regarding their personnel file.

Personnel records may contain confidential, sensitive, and personally identifiable information that is protected by privacy laws, company policy, and legitimate business interests. Prior to disclosure, review, or release, personnel records should be carefully examined and redacted as necessary to remove information that is not authorized for distribution. Such information may include, but is not limited to, Social Security numbers, dates of birth, home addresses, personal telephone numbers, medical information, bank account details, benefit information, tax records, and other protected personal data. Redactions should be made in a manner that preserves the integrity of the record while safeguarding employee privacy and ensuring compliance with applicable laws and organizational policies. All redactions must be completed consistently, documented when required, and reviewed to ensure that protected information cannot be recovered or viewed after release.

Medical records, however, should be kept in a separate file by the Human Resource Director and are **not** subject to public inspection.

POSITION DESCRIPTIONS

Position descriptions, aka job descriptions, specifying general work tasks will be developed by the Human Resource Director and Department Directors and approved by Town Administrator before being presented to the Board of Mayor and Aldermen for approval of all positions in the compensation plan. The Board of Mayor and Alderman must approve any new positions.

The Human Resource Director will periodically review position descriptions and make recommendations for updates and/or changes to the Department Directors and Town Administrator.

Employes will be provided a position description for their position which includes essential job functions, qualifications, and required skills, knowledge, and abilities.

EMPLOYEE RELATIONS

WHAT'S EXPECTED OF YOU

Employees truly communicate the spirit and pride of the Town of Jonesborough to its residents and the public. Therefore, it is important as an employee of the Town serving the public that you always demonstrate patience, courtesy, respect, and understanding to all customers, both internal and external. We must treat everyone as a valued customer. You can do this by delivering services quickly and by treating all people with courtesy and respect. Not only is it important that the public is treated this way, but it is also required that you treat all other employees with the same respect and courtesy. We expect you to be productive, to adhere to the rules and policies of each department and the Town, and to demonstrate a considerate, cooperative, and constructive attitude to the public and your fellow employees. It is your duty to become familiar with these policies and procedures, and if you have any questions to ask your supervisor. Inferior performance, inappropriate work behavior, and poor attendance are issues your supervisor could address with disciplinary action. We expect you to report when scheduled and be ready to work a full productive day. You are required to follow your supervisor's directions, be cooperative with them and your fellow employees, and work in a professional and polite manner. You familiarized yourself with the policies of the Town and your department, as not everything is covered in this manual, and those policies are subject to change. If you violate policies or do not perform as required, you may be subject to disciplinary actions including and up to termination. A significant infraction or continuing infractions after previous corrective action could result in indefinite suspension (termination). The Town reserves the right to discipline you for any violations of these expectations or rules/policies, when necessary, in accordance with existing policies, procedures, rules, and regulations.

ATTENDANCE

Punctual and regular attendance is necessary for the efficient operation of the Town. Employees who are unavoidably late or absent from work due to illness or other causes

must notify their immediate supervisor within one-half hour of the normal time to report to work, explaining the reasons for the absence and, if possible, an anticipated return to work date. Failure to notify one's supervisor of an absence will result in disciplinary action. Employees with an unexcused absence may not receive compensation for the unapproved time away from the job, in addition to being subject to disciplinary action.

ESSENTIAL EMPLOYEES

The Town recognizes that every employee is important, and they each provide an invaluable service to the citizens we serve every day. For the purposes of this policy, however, we must define what is an essential service employee.

FEMA (Federal Emergency Management Agency) defines essential employees as the following:

1. Dispatchers
2. Firefighters
3. Public Safety Officers
4. Street Department
5. Solid Waste/Sanitation Workers
6. Wastewater/Utility Workers
7. Water/Utility Workers
8. Fleet Maintenance

The employees listed above will be labeled as essential employees during all inclement weather and emergency situations. Nothing in this definition, however, prohibits the Town Administrator from activating other employees as essential, should the situation dictate additional response.

EQUAL EMPLOYMENT POLICY

The Town of Jonesborough recognizes that its commitment to equal employment opportunities requires that certain positive steps be taken to ensure that the recruitment and employment of qualified job applicants is free from illegal discrimination based on age, race, religion, national origin, disability, marital status, or veteran status. It is our desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. In the appointment, promotion, or evaluation of employees, and in recommendations for increases or reductions in compensation, there shall be no discrimination for or against any person because of race, color, national origin, religion, sex, age, disability, and veteran status. The employment practices of the Town shall comply with all applicable provisions of state and federal law. Further, these practices must be applied in an objective and consistent manner.

<u>Equal Employment Opportunity Grievance Procedures</u>

It is the policy of the Town of Jonesborough to establish a procedure for employees to bring grievances of discrimination or harassment to the attention of management. Retaliation for reporting discrimination is prohibited. The procedure for bringing grievances of discrimination or harassment is:

1. Any employee unable to resolve a question or complaint regarding employment practices with his or her immediate supervisor is encouraged to ask that question or complaint known to the Equal Employment Opportunity (EEO) Officer. The

Town EEO Officer is the Human Resources Director. The employee will be asked to state in writing the nature and detail of the complaint or question. Any employee filing a complaint will not be subject to retaliation. Likewise, any employee who participates in the investigation of a complaint will not be subject to retaliation. If an employee has a complaint or question against the EEO Officer, the complaint or question shall be filed in writing with the Town Administrator.

2. The EEO Officer will investigate the complaint or question. In the event the complaint or question is against the EEO Officer, the Town Administrator may retain an independent third party to investigate.
3. The employee will be advised in writing of the results of the investigation and the Town's decision regarding the complaint.
4. A record of the complaint and findings will become a part of the complaint investigation record, and the file will be maintained separately from the employee's personnel file.
5. All disciplinary actions taken against the employee will be memorialized in writing and made part of the employee's personnel file and the investigation record.

TITLE VI POLICY

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.

The Town of Jonesborough and its employees adhere to the requirements in Title VI of the Civil Rights Act of 1964, and provides services, programs, and benefits from Town activities without regard to race, color, sex, age, national origin, or disability. In addition, any contractor or subrecipient undertaking work for or through the Town of Jonesborough involving federal funds must also comply with the Civil Rights Act of 1964. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

Employees will receive training in Title VI policies and procedures upon hiring and within 30 days of employment. All employees will receive training by January 31st of each calendar year. This training will include requirements of Title VI, our obligations under Title VI (LEP requirements included). In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint.

AMERICANS WITH DISABILITY ACT (ADA)

The Town of Jonesborough will not discriminate against qualified individuals with disabilities regarding any aspect of their employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, and any term or condition of employment.

The Town is committed to complying with the Americans with Disabilities Act of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADA) and its related

Section 504 of the Rehabilitation Act of 1973. The Town of Jonesborough recognizes that some individuals with disabilities may require accommodation at work and are committed to providing reasonable accommodation unless it imposes an undue hardship on the operations of the Town of Jonesborough.

An employee may request reasonable accommodation at any time during the application process or during the period of employment. Employees, their health professionals, or any other representative acting on the employee's behalf may request accommodation by completing a reasonable accommodation request form. Reasonable documentation from an appropriate healthcare or rehabilitation professional will be required to establish an ADA qualifying disability necessitating reasonable accommodation. An employee requesting ADA accommodation must engage with the ADA Compliance Officer throughout the interactive process. The Town will engage promptly in the interactive process.

The Human Resources Director is designated as the ADA Compliance Officer for employment matters. The Town of Jonesborough does have an ADA Compliance Officer for matters outside of employment/personnel.

HARASSMENT, INCLUDING SEXUAL HARASSMENT

It is the policy of the Town of Jonesborough to uphold a system of personnel management that ensures high standards of honesty, integrity, impartiality, respect, and professional conduct. Harassment, including sexual harassment, is misconduct that compromises these standards. The Town of Jonesborough will not tolerate harassment of any kind and will take prompt and appropriate action to eliminate harassment when it occurs. Any Town employee who feels they are being subjected to harassment by a Town official, employee, contractor, volunteer, vendor, customer, citizen, or any other non-employee is encouraged and expected to immediately contact their Department Director, Human Resources Director, or the Town Administrator to communicate a complaint.

Harassment is unwelcome conduct based on an individual's protected status or any other inappropriate conduct that creates an intimidating, hostile, offensive, disruptive, or abusive work environment. Harassment may be verbal, physical, visual, written, electronic, or nonverbal in nature.

Harassment includes, but is not limited to:

- Offensive or derogatory comments, slurs, epithets, or jokes.
- Insults, ridicule, intimidation, threats, or bullying.
- Displaying offensive, discriminatory, or inappropriate written, printed, graphic, electronic, or visual materials.
- Repeated unwanted communication, whether in person, by telephone, text message, email, social media, or other electronic means.
- Physical intimidation, interference with movement, unwanted physical contact, or threatening gestures.

- Conduct that unreasonably interferes with an employee's work performance or creates a hostile, intimidating, offensive, or abusive working environment.

Sexual harassment is a form of prohibited harassment and includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, electronic, or physical conduct of a sexual nature, including but not limited to:

- Unwelcome touching, pinching, grabbing, patting, brushing against another person, or other physical contact of a sexual nature.
- Sexual propositions or requests for sexual favors.
- Making explicit or implied job threats or promises in exchange for submission to sexual conduct.
- Inappropriate sexual comments, innuendos, jokes, gestures, or remarks regarding an individual's appearance, body, clothing, or personal life.
- Sharing, displaying, transmitting, or distributing sexually explicit, suggestive, or pornographic materials in any format.
- Repeated unwanted romantic attention.
- Sexual assault or other sexually coercive conduct.
- Using implicit or explicit sexual behavior to control, influence, or affect the career, compensation, assignments, benefits, or employment opportunities of another individual.

Harassment, including sexual harassment, is prohibited when committed by elected officials, supervisors, managers, employees, volunteers, contractors, vendors, customers, citizens, or any non-employee interacting with Town personnel. Prohibited conduct occurs when such behavior affects employment decisions, creates an intimidating, hostile, offensive, or unreasonable work environment, interferes with an employee's work performance, or negatively impacts the terms and conditions of employment.

FILING A HARASSMENT COMPLAINT

Employees who believe that they are victims of harassment, including sexual harassment, may file a complaint.

Employees also have the right to circumvent the employee chain of command in selecting the person to whom they wish to communicate a complaint of harassment. Complaints may be made orally or in writing. The Town employee or supervisor initially receiving the complaint of harassment shall immediately notify the Human Resources Director, who will notify the Town Administrator. The Town Administrator shall provide all information available, as appropriately to the Town Attorney.

Regardless of which person the employee communicates with initially regarding a complaint of harassment, if after any initial verbal communication has taken place the employee desires to pursue the complaint, the employee will be expected to provide the

following information in writing before the investigation is initiated, and the employee may request assistance in preparing the written complaint:
a. The name of the person or persons allegedly committing the harassment, including their title or position if working for the Town, or home or business location if a non-employee.
b. The specific nature of the harassment, the date(s) on which the alleged harassment occurred, how long it has continued, and any employment action that may have been involved, including but not limited to demotion, failure to promote, dismissal, refusal to hire, transfer, reduction of duties, or threats made against the employee as a result of the harassment.
c. A list of any witnesses to the harassment, if any.
d. Whether the employee has previously reported the harassment and, if so, when and to whom.
e. Any names or circumstances in which another Town employee has experienced similar harassment.
f. The signature of the employee and the date of the complaint filing.

INVESTIGATING HARASSMENT COMPLAINTS

The Human Resources Director is the investigator of complaints of harassment against employees, but the Board of Mayor and Alderman may appoint, or the Town Administrator may request the Jonesborough Chief of Police investigate the complaint. However, the Town Administrator may choose an alternate investigator, including some qualified person outside the employment of the town if the Administrator determines it is in the Town's best interest to obtain outside assistance. If the complaint is against the Human Resources Director, Police Chief or Town Administrator, the Board of Mayor and Alderman will appoint investigator. Employees are also obligated to cooperate in every investigation of harassment.

ACTION ON INVESTIGATION REPORT

The Human Resources Director and/or Chief of Police will advise the Town Administrator of the findings within a reasonable period which is necessary for thorough investigation.

If the Town Administrator determines that the complaint of harassment is founded, he or she shall take immediate and appropriate disciplinary action(s) consistent with the authority delegated by the Board of Mayor and Aldermen. Disciplinary action may include any alternatives up to and including termination. A written record of any final disciplinary action will be kept in the employee's personnel file.

If the complaint of harassment is against the Town Administrator, the mayor will undertake the investigation report review and subsequent determinations.
In the cases in which the sexual harassment of the Town employee is allegedly committed in the workplace by a non-employee, the Town Administrator shall direct whatever lawful action against the non-employee is possible and necessary to bring the sexual harassment to an immediate end.

ANTI-RETALIATION POLICY

The Town of Jonesborough is committed to preventing retaliation and to maintaining a productive, safe, and healthy work environment for all employees, who are to be always treated with courtesy and respect.

Retaliation occurs when the Town either acts indirectly through a supervisor or Department Director takes any type of adverse action against an employee for engaging in protected activity. An adverse action is an action which would dissuade a reasonable employee from raising concern about a violation or engaging in other related protected activity. Protected activities can include, but are not limited to:

- Whistleblowing on unlawful activities,
- Reporting violations to administrative agencies,
- Exercising free speech, and
- Speaking to elected officials.

Employees are expected to maintain a productive work environment free from retaliation for an employee engaging in any form of protected activity.

MAKING COMPLAINTS OF RETALIATION

An employee who feels he/she is subjected to retaliation should immediately contact the Human Resources Director. If an employee reports to a supervisor of a matter related to retaliation, the supervisor MUST report it to the Human Resources Director. The employee should be prepared to provide the following information:

1. His/her name, department, and position title; the name of the person or people allegedly committing the retaliation, including their title(s), if known.
2. The specific nature of the retaliation, how long it has gone on, any employment action, such as demotion, failure to promote, dismissal, refusal to hire, transfer, etc., taken against the employee because of engaging in protected activity.
3. Witnesses to the retaliation; and
4. Whether the employee has previously reported the retaliation and, if so, when and to whom.

EMPLOYEE OBLIGATION

Employees are obligated to report instances of retaliation. Employees are also obligated to cooperate in every investigation of retaliation. The obligation includes, but is not limited to, coming forward with evidence, both favorable and unfavorable, for a person accused of such conduct; fully and truthfully making written reports or verbally answering questions when required to do so by an investigator. Employees are to refrain from making bad faith accusations of retaliation.

Disciplinary action may be taken against an employee who fails to report instances of retaliation, or who fails or refuses to cooperate in the investigation of a complaint, or who files a complaint in bad faith. Employees are prohibited from interfering or attempting to interfere with any departmental investigation. False allegations will be dealt with on a case-by-case basis, and depending on the outcome, may include disciplinary action up to and including termination of employment.

REPORTING AND INVESTIGATING RETALIATION COMPLAINTS

The Human Resource Director is designated as the investigator of retaliation complaints against employees. In the event the retaliation complaint is against the Human Resource Director, the Town Administrator may appoint the investigator.

ETHICS AND CONFLICT OF INTEREST

Employees of the Town of Jonesborough are expected to conduct business according to the highest ethical standards, including avoiding conflicts of interest arising from outside employment, family interest, or personal investment.

A potential or actual conflict of interest occurs if an employee can influence a decision that may result in a personal or financial gain for the employee or an immediate family member, because of the Town of Jonesborough business dealings. An immediate family member in relation to this policy means any spouse, child, parent, or dependent relatives who reside in the individual's household.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The Town of Jonesborough complies with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and shall follow all guidelines involving the protected health information of employees, dependents, and patients. The Town of Jonesborough HIPPA Compliance Officer is the Human Resources Director.

TOWN RANDOM GPS VEHICLE REVIEW

The Town of Jonesborough conducts random GPS reviews of Town-owned, leased, or assigned vehicles to promote safe and lawful driving, ensure compliance with vehicle use policies, protect Town assets, maintain accountability, and support operational efficiency. Vehicle selection for review is conducted using objective, non-discriminatory methods, and GPS information may be reviewed for routine compliance monitoring or when concerns such as accidents, complaints, or suspected misuse arise. Employees authorized to operate Town vehicles acknowledge that there is no expectation of privacy regarding the operation or use of Town vehicles and that GPS data may be used for legitimate Town business purposes.

The complete Town Vehicle GPS Tracking and Random GPS Review Policy is available from your supervisor or department director and should be reviewed for full details and requirements.

EMPLOYMENT GRIEVANCE PROCEDURES

It is the policy of the Town of Jonesborough to foster employee satisfaction and to give careful consideration and attention to any employee complaint. Employees of the Town of Jonesborough should be treated fairly in all aspects of their employment and should have the right to present their grievance under the provisions of this procedure free of fear, restraint, interference, coercion, discrimination, or reprisal. Any violation of this right

will subject the violator to disciplinary action and shall be reported to the Human Resources Director for appropriate action. Likewise, the mere filing of a grievance by an employee will not reflect adversely on the supervisor. Filing grievance is a serious matter and should be undertaken only after all other attempts to arrive at a fair and equitable solution have failed.

A grievance is a claim or complaint based upon an event or condition which affects the circumstances under which an employee works, allegedly caused by misrepresentation, unfair application, or lack of established policy pertaining to employment conditions. A grievance might involve alleged safety or health hazards, unsatisfactory physical facilities, surroundings, materials, or equipment, unfair discriminatory supervisory or disciplinary practices, unjust treatment by fellow workers, unreasonable work quotas, or any other grievance relating to conditions of employment. A grievance may, also, be any misunderstanding, disagreement, or difference of opinion between employees and their supervisors pertaining to some aspect of employment or employment conditions; relationship between an employee and supervisor; relationship with other employees; application or interpretation of regulations and policies; management's decisions regarding employee safety, physical facilities, equipment or materials use; and other related items.

The following actions shall not be grieve-able under this policy: matters related to pay, benefits, position classification, termination, promotions, demotions, transfer actions that affect any employee serving an initial probationary period, normal supervisory counseling, shift/post/overtime assignments, and reasonable work assignments outside those normally associated with the employee's assigned job classification as determined in the sole discretion of the employee's supervisor, and layoffs because of the abolishment of positions or reductions in force, and performance evaluations.

Matters relating to race relations, or alleged or perceived illegal discrimination, or sexual or other harassment, workplace intimidation or violence, may be filed under the terms of this section, in addition to any other remedies employees may have under general law.

CONFLICT RESOLUTION PROCESS

Conflict resolution is an informal process whereby an employee discusses his/her employment concern with their supervisor, Department Director, or Human Resources Director to reach a mutual understanding or solution. This process is used to deal with concerns other than those for which the grievance process is available. The conflict resolution process is available to all employees and can be instituted by an employee via verbal request to his/her supervisor. The supervisor must document in writing to the Human Resources Director the conflict resolution process. It is the expectation that supervisors and employees make every effort to resolve employment concerns promptly as they arise. The conflict resolution process shall be used:

1. When an employee believes that a violation, misinterpretation or misapplication of the Town's policies, rules, regulations, or administrative orders has occurred; or

2. When an employee believes that a work-related issue, condition, or concern is inequitable, unfair, unreasonable, or unsafe as set forth in the established practices, policies, rules, regulations, or administrative orders of the Town.

GRIEVANCE PROCESS

It shall be the policy of the Town that grievance will be resolved at the lowest organizational level, preferably at the level where grievance originates. An employee should file a grievance within 10 days of the first occurrence of the matter out of which the grievance occurred. The supervisor and Human Resources Director may accept a grievance and will attempt to mediate the complaint and seek a solution which is acceptable to all parties; the supervisor and Human Resources Director will provide a written response to the individual filing a grievance.

If a satisfactory settlement cannot be reached at this level, the grievance may be escalated to the Town Administrator. The grievant must request in writing to the Human Resources Director that the matter is not satisfactory resolved and at that time, the Town Administrator will be involved.

The Town Administrator shall meet with the employee, review the written documents, and supporting evidence, and consult with whatever other sources that he/she deems appropriate. The Town Administrator shall present his decision, in writing, to the employee as soon as possible.

All decisions of the Town Administrator shall be final and binding on all parties.

Nothing in these procedures will preclude the employee from filing a complaint directly with the Tennessee Commission on Human Rights or the Equal Employment Opportunity Commission.

TRAVEL

The Town supports employee travel when it is necessary to conduct official Town business, attend approved training, conferences, meetings, inspections, or perform other duties that directly benefit Town operations and services. Employees are expected to use public funds responsibly, obtain required approvals before travel, and comply with all applicable Town policies and procedures. Travel expenses must be reasonable, properly documented, and submitted in accordance with established reimbursement guidelines.

Work travel includes authorized travel that is required as part of an employee's job duties, including attendance at training programs, conferences, meetings, work assignments, inspections, and travel between job sites during the workday. Normal commuting between an employee's home and regular work location is not considered work travel.

For non-exempt employees, hours worked during work-related travel will be calculated in accordance with applicable wage and hour laws and Town policy. Ordinary home-to-work commuting is not compensable. Employees should accurately record all work-related

travel time and consult their supervisor regarding travel schedules and timekeeping requirements.

The Town Travel Policy, including travel authorization requirements, hours worked calculations, reimbursement procedures, allowable expenses, mileage guidelines, lodging standards, and employee responsibilities, is available from your supervisor or department director and should be reviewed prior to any business-related travel.

REASSIGNMENT OF DUTIES

Your Department Director may reassign you within the same department if it is in the best interest of the Town. The Town Administrator may reassign you to a different department if it is considered in the best interest of the Town. Also, your Department Director may change your days off or your work schedule without your consent but with as much notice as feasibly possible.

DISCIPLINARY ACTION

Whenever an employee's performance, attitude, work skills and habits, or conduct fall below a desirable level or are in violation of policies, work rules or procedures, the employee shall be informed of such performance deficiency or violation and be disciplined based on the seriousness of the infraction or performance, or the pattern of violations, infractions or performance. While it is the intent of the Town to administer disciplinary procedures in a fair and consistent manner, no regulation nor measure adopted is intended to replace, reduce, or diminish the Town of Jonesborough's status as an at-will employer. While procedures are intended to be followed, mistakes in procedural details and errors or omissions in disciplinary measures do not abate the Town's at-will status.

In all matters of discipline, the supervisor identifies the issue, documents performance, and recommends discipline. The department director should review the facts and determine the appropriate disciplinary recommendation; the Human Resources Director ensures legal compliance, consistency, and proper procedures are followed; and advises management and reviews documentation. The Town Administrator makes the final decision on significant discipline such as suspension, demotion, and dismissal

The following defines the basis in which these forms of discipline may be initiated and implemented. They are disciplinary choices available to supervisors, department directors, Operations Manager, Utility Manager, and the Town Administration and do not represent an employee's entitlement to progressive discipline. Discipline may include any of a combination and in no specified order of the following actions:

1. Oral Reprimand
2. Written Reprimand
3. Suspension Without Pay
4. Demotion
5. Dismissal

These procedures are guidelines only and do not alter the Town's at-will employment status. Nothing here in precludes a supervisor from taking appropriate disciplinary action

based upon the violation, safety of other employees and citizens, and/or the totality of the circumstances.

All disciplinary action must involve documentation in the employee's personnel file. Department Directors are to consult their supervisor then notify the Human Resource Director to work cooperatively to administer timely and consistent disciplinary measures for inappropriate conduct pursuant to the procedures and limitations established by the Board of Mayor and Aldermen and set forth in this section.

The Town Administrator maintains final authority for all disciplinary actions, and the Administrator's decisions are binding on all parties.

1. **Oral Reprimand** - A verbal communication directed to an employee for the purpose of making a formal and possible final statement regarding inappropriate conduct or performance. Oral reprimands may be given by supervisor or Department Director when an employee's behavior necessitates the initiation of disciplinary action. An oral reprimand by the supervisor is a clear description of an employee's deficiency and a specific verbal warning that the employee must correct the deficiency.

   The supervisor or Department Director will draft a memo to the Human Resources Director for placement of the memo in the employee's file stating the date of the oral reprimand, what was said to the employee, and the employee's response.

2. **Written Reprimand** - A written communication directed to an employee for the purpose of making a statement regarding inappropriate conduct or performance. In situations where an oral warning has not resulted in the expected improved behavior or performance, or when more severe initial disciplinary action is warranted, a written reprimand may be issued to an employee. The reprimand is initiated by the Department Director after consulting with their supervisor and must be reviewed by the Human Resources Director prior to issuing a written reprimand. A written reprimand is directed at an employee for the purpose of making a statement regarding inappropriate conduct.

   The reprimand should specify the problem conduct and the corrective behavior necessary to meet adequate performance expectations. The written reprimand shall contain a clear and unequivocal warning to the employee of what future disciplinary actions may be expected if the conduct is not corrected. Written reprimands shall be reviewed by the Human Resources Director, and a reprimand form is available for use to ensure the information is correctly communicated to the employee. When a written reprimand is issued, the supervisor is expected to discuss the reprimand with the employee, and to advise the employee that the document will be retained as part of the employee's personnel file. A copy of the reprimand

shall be delivered to the employee, and a copy forwarded to the Human Resources Director for placement in the employee file.

3. **Suspension** - Department Directors upon approval from supervisor are given the authority by the Board of Mayor and Aldermen to suspend an employee without pay for the purpose of reprimanding the employee for inappropriate conduct. Department Directors may suspend an employee for disciplinary reasons for up to five (5) consecutive working days, provided that any suspension is reviewed and approved by the supervisor and is reviewed by Human Resources Director prior to the action of suspending an employee. If the Human Resources Director is not available to review any suspension undertaken by Department Directors, the Town Administrator will review. All suspensions are without pay.

CAUSES FOR SUSPENSION - An employee may be suspended for reasons included but not limited to the following:

1. Careless workmanship, which evidences unsatisfactory job performance.
2. Careless or negligent maintenance, handling, or use of Town property or equipment.
3. Gross Insubordination:
    a. Refusing to obey instructions or to perform work as reasonably directed by a supervisor or other proper authority.
    b. Malicious and intentional abuse or misuse of Town equipment or property.
4. Reporting to work under the influence of intoxicating beverages, drugs, or substance.
5. Intolerable conduct:
    a. Using threatening abusive or obscene language to citizens, management, or other employees
    b. Physical assault on anyone.
    c. Gambling on work premises.
    d. Carrying or discharging or firearms, except as authorized by law.
6. Excessive occurrences of tardiness or unexcused absences.
7. Unjustified absence from the workstation or department without a supervisor's permission.
8. Any conduct which constitutes a danger to the employee or to other employees.
9. Any conduct which compromises the public's trust and confidence in Town employees or Town operations.
10. Stopping work before the specified end of a working day or starting work after the specified beginning of the workday.
11. Conviction of a traffic moving violation while operating a Town vehicle.
12. During criminal prosecutions - An employee may be suspended without pay under the normal suspension procedures at the discretion of the Town Administrator if the employee has been charged with a felony or other criminal

offense of such nature that the employee's continued performance of Town duties:

a. Poses an immediate threat to the discipline or effective performance of other employees,
b. Has an immediate adverse effect on the reputation of the Town, or
c. Imposes a threat to the effective performance of any Town function.

13. Any behavior on and/or off duty that is not conducive to the employee maintaining a positive and professional image and is deemed to be detrimental to the positive perception of Town employees by the community they serve.
14. Violation of the Tennessee “Hands Free” law while operating a Town vehicle.
15. Failure to wear seatbelt while operating Town vehicle.
16. Disabling a GPS unit on a Town vehicle.
17. Failure to report a property or vehicle accident or incident to the proper Town designee.
18. Violation of the Town’s computer policy and/or sharing keycards, pin numbers, employee identification numbers, passwords, etc.
19. Failure to obtain required certifications within the required period.

Vacation, compensatory time, sick or any other leave shall not be used during periods of suspension.

Demotion – A Department Director must consult their supervisor to request a demotion. The Town Administrator is issued the discretionary authority by the Board of Mayor and Aldermen to demote an employee for disciplinary reasons. Supervisors or Department Directors may initiate a demotion by making a written recommendation to their supervisor and forward documentation to the Human Resources Director to review prior to review by the Town Administrator. A demotion rendered may be given under the following conditions:

a. The demotion is a disciplinary action resulting in the assignment of an employee to a lower classification grade for the purpose of reprimanding the employee for inappropriate conduct.
b. A demotion will not be used if the employee cannot qualify for the lower position.
c. The demotion would not require the displacement of another employee.
d. The demotion is accompanied by a reduction in grade and salary.
e. The affected employee is notified a minimum of one calendar week before the demotion goes into effect.
f. The advance notice includes a written summary giving the circumstances and facts leading to the proposed action, the reasons thereof, and one copy of the notification shall be delivered to the employee, and one copy shall be filed in the employee's personnel folder.

Dismissal - As a last resort, when other disciplinary efforts have failed to result in appropriate behavioral change or when the cause of action for dismissal is needed to

protect the well-being and the quality of service to the citizens of Jonesborough, a Department Director must review with their supervisor and then may recommend dismissal to the Human Resources Director who will initiate the request for dismissal to the Town Administrator for approval to begin the dismissal process. The Town Administrator's decision on dismissal is final.

The employee shall be given documentation that includes the written notification of the intent to dismiss and the specific reasons for taking the action.

A Department Director, after consulting their supervisor, may recommend dismissal of an employee for any reason listed under suspension and any other reason including, but not limited to the following:

a. Incompetence or inefficiency in the performance of duties.
b. Absence without leave or failure to give proper notice of absence, or continuing abuse of leave privileges.
c. Continued or gross negligence of duty.
d. Public intoxication or drinking any intoxicating beverage while on duty or being under the influence of a drug or narcotic substances while on duty.
e. Theft, destruction, carelessness, or negligence in the use of the property of the Town.
f. Fighting or other disgraceful personal conduct or language toward the public or toward fellow employees.
g. Insubordination or serious breach of discipline.
h. Loss of an employee's driver's license and driving privileges by due process of law when the employee's position makes the operation of a vehicle necessary in the performance of his or her duties.
i. Falsification of records or use of official position for personal advantage.
j. Use of bribery or political pressure to secure an appointment, promotion, or advantage.
k. Acceptance of any valuable consideration which was given with the expectation of influencing the employee in the performance of his or her duties.
l. Misappropriation of Town monies, falsification of expense accounts, or general misuse of funds.
m. Distribution or sale of drugs or controlled substances.
n. Violation of any lawful and reasonable regulation, order, or direction made or given by a superior, or insubordination that constitutes a serious breach of discipline.
o. Conviction of a criminal offense or of a malfeasance involving moral turpitude,
p. Unauthorized use of Town documents, records, or confidential information; or
q. Job-related lying, stealing, or cheating
r. A violation of any Town policy, not specifically, listed herein.

Should an employee have a conviction overturned through the court process, such an employee may be reinstated, as soon as an appropriate opening is available, without loss of benefits to which he/she may be entitled. The Town Administrator, at his/her discretion may authorize the payment of back-pay compensation for the period the employee was dismissed due to criminal conviction. Results from court or criminal charges do not preclude the employee's dismissal due to violations of the Town's personnel policies and procedures.

TERMINATION OF EMPLOYMENT

At the time of separation and prior to final payment, all records, keys, uniforms, assets, and other items of Town property in the employee's custody must be transferred to the Department Director or Human Resources Director. Any amount due because of unreturned items, including the replacement cost of unreturned items or the cost of lock changes when keys are not returned, shall be withheld by the employee's final compensation. Deductions will be made only as permitted by Tennessee law and with proper written authorization. Reimbursement due to the Town as specified in the employee uniform and shoe policies, and/or unpaid contracts, will also be withheld from the employee's final check. The Town Attorney shall take any action necessary to collect a contractual debt from an employee up to and not limited to court action.

All employees, regardless of the type of separation, will be asked to complete an exit form. This exit interview is the employee’s opportunity to share their thoughts on the working environment at the Town.

Voluntary- If you choose to resign from your position with the Town, we request that you give the Town up to 2 weeks’ notice. You must submit a written resignation to your supervisor, which will be placed in your permanent personnel file. Once you have submitted a written resignation, it may be withdrawn only with the discretion of the Town Administrator.

The Town Administrator reserves the right to restore seniority for employees that voluntarily terminate their employment with the Town and wish to return to employment with the Town. The decision will be based on work history, length of separation from employment and other factors deemed necessary.

Involuntary- The Town may terminate any employee with or without cause. The reason for dismissal shall be provided to the employee.

YOUR PAY

The Town of Jonesborough recognizes that there are two factors to your compensation, your base pay, and benefits. Your base pay is the largest of the two factors and your compensation or pay is public record and you will be aware of your pay rate and any increases that you may receive while employed by the Town.

COMPENSATION

Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class, in providing employee incentive, and in rewarding employees for meritorious service. However, it is the intent of the compensation plan to provide a fair and equal basis for compensating new and promoted employees.

1. **New Employee** - Generally, a new employee shall be compensated at the entry level - minimum rate of pay in the compensation grade for the position; however, new employees exceeding the minimum qualification for the position may be granted an exception to a higher compensation step by the Town Administrator. The Department Director, desiring to appoint an applicant to start at a salary above the minimum, must submit a written justification through the Human Resources Director to the Town Administrator.
2. **Annual Pay Increase**- Annual salary increases are not automatic and subject to budget appropriations.
3. **Promotion** - An employee promoted to a higher grade may be placed at the entry-level salary; however, it is the intent that an employee receives increased compensation for duties performed at a higher grade. A minimum of 10% pay increase will be used as a standard for those employees promoting into a supervisory role. The Town Administrator: therefore, may place a promoted employee on any step in the higher grade that provides an increase above the employees' previous compensation.
4. **Police Officers, Fire Fighters or Other Employees with State Mandated Certification** - Police officers that do not have required basic level certification must obtain said certification within six months. Fire Fighters that do not have required basic level certification must obtain said certification within twelve months. New officers and fire fighters with certification will enter their pay grade at a minimum of Step 2. Uncertified officers and fire fighters start at a lower step but will receive a step increase for obtaining certification.

The standard work week for all full-time, non-public safety employees shall be 40 hours per week which meets the Fair Labor Standards Act. The standard workday shall consist of eight hours worked; however, long-term variances in the workday schedule must be approved by the Town Administrator and short-time variances (less than 30 days) approved by the Department Director.

Public Safety employees will operate in work periods that meet the Fair Labor Standards Act guidelines. The work period for the Police Department will be 84 hours, a 14-day period for patrol officers and 80 hours for administrative officers/positions.

The work period for non-exempt firefighters is 212 hours in a 28-day period; however, non-exempt firefighters will receive overtime compensation for more than 204 hours of actual work time.

TIMEKEEPING

Accurately recording time worked is the responsibility of each employee. Federal and Tennessee state law requires the Town to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time spent on the job. Employees will either complete a paper time sheet or an electronic timekeeping system (determined by the Town for the position). Employees who do not comply with the Town timekeeping practices will be subject to discipline. Employees who complete time sheets for other employees or who allow other employees to complete their time sheets will, also, be subject to discipline. Department Directors may submit a timesheet for an employee in an emergency.

OVERTIME/COMP TIME COMPENSATION

Overtime payment shall be in accordance with the applicable FLSA and Town policy. Overtime shall not be worked unless in the public interest or to preserve public health and safety. Opportunities to work overtime shall be allocated as evenly as possible amongst all non-exempt employees within the classification qualified to do the work. Department Directors are authorized to adjust an individual's hourly work schedule within a work week or a work period to reduce the necessity to make overtime payments or provide compensatory leave.

The authorization and control of all overtime work, or the accumulation of compensatory leave, is the responsibility of the Department Director with approval by the Town Administrator. Overtime assignments or excess hours eligible for compensatory leave shall be permitted only when required by operational necessity. Department Directors should ensure that adequate funds are available for payment of overtime work before authorization is granted.

Excess hours worked that are eligible for overtime pay or compensatory leave shall be approved by the Department Director in advance of their being worked and earned.

Overtime or compensatory leave will only be computed after an employee has worked the number of hours allowable during a work week or work period. Paid or unpaid time-off during which the employee is absent from the service of the Town should not be included as hours worked in determining if the maximum allowable number of hours in a work week/period has been exceeded. Such absences include, but are not limited to sick, annual, compensatory, civil, personal, funeral, and military leave; holidays; and other leave of absences.

EXEMPT EMPLOYEES

The Town Administrator is authorized to grant compensatory leave for hours worked over 40 hours per week during the work week at a rate of one hour of compensatory leave for each excess hour worked. The maximum accumulation of compensatory leave is 200 hours. Exempt employees will not be compensated for any unused compensatory leave at the termination regardless of the reason for the change in employment status.

Exempt employees who retire and meet the full benefits according to TCRS guidelines may elect to be paid up to but no more than 80 hours of accumulated compensation time.

NON-EXEMPT

Overtime is authorized time worked more than 40 hours per weekly work period for all non-exempt employees except for public safety personnel. Employees in full-time positions, who do not meet the guidelines for exempt employees as specified in the Fair Labor Standards Act, are classified as non-exempt employees and are eligible to receive overtime compensation or compensatory time at one-and-a-half times their hourly compensation rate. Non-Exempt employees may not accrue more than 100 hours of compensatory time.

1. **Overtime Compensation for Public Safety Employees** - Overtime for non-exempt police and fire department employees shall be compensated at one and one-half times the employee's rate of pay for each authorized hour more than the maximum hours allowed by the Fair Labor Standards Act in the work period.
    a. **Police Personnel** - Non-exempt police officers will receive overtime pay at straight time for authorized hours more than 84 hours up to 86 hours in a fourteen-day work period. Hours worked above 86 hours in a fourteen-day work period will be compensated at one-and-a-half times their regular rate of pay.
    b. **Fire Personnel** - Non-exempt firefighters will receive overtime pay at straight time for authorized hours more than 204 hours up to 212 hours in a twenty-eight day pay period. Hours worked above 212 hours in a twenty-eight-day pay period will be compensated at one-and-a-half times their regular rate of pay.

USE OF COMPENSATORY LEAVE

Compensatory leave earned by an employee may be used at any time the Department Director or Town Administrator approve it. The time will be permitted within a “reasonable period” after making the request if it does not “unduly disrupt” the operations of the employee’s department. The Town of Jonesborough may request employees to schedule and use compensatory time that has been accrued that falls below the accrual provision.

The Town Reserves the Right to Substitute Cash for Compensation Time Accrued

The Town of Jonesborough reserves the right to substitute cash, in whole or in part, for compensatory time. Such substitution will not affect subsequent granting of compensatory time off in future workweeks or work periods. Payments for accrued compensatory time

earned may be made at any time and will be paid at the regular rate earned by the employee at the time the employee received compensation time.

Non-Exempt to Exempt Status

An employee who moves from a non-exempt status to an exempt status will be paid for any accumulated compensatory time earned in the non-exempt status.

ON-CALL PAY

There are certain departments that are required to provide services for the residents and customers of the Town of Jonesborough outside of normal working hours. When an employee's job assignment requires the ability to be contacted to provide professional services, if necessary, but not formally on duty is considered on call. The Town of Jonesborough intends to compensate employees that are on-call throughout the year by providing essential emergency services by providing a stipend of $25 per day when considered on-call. Once the employee leaves their home to respond to a call, the employee will record their time as time worked based on standard pay practices. Employees will be paid a minimum of 2 hours of pay if the call out takes less than 2 hours to resolve.

Exempt employees are not eligible for on-call rotation but may be called upon to respond if needed and will receive comp time for hours worked when called to respond.

Department Directors and/or supervisors should provide employees who are required to be on-call with a schedule of the time and date that the employee must be on-call. In addition, the following guidelines apply:

- Unless otherwise advised, the employee is not required, while on call, to remain on the Town's premises. However, the employee must remain available by telephone or text while off site and respond to any message within fifteen (15) minutes.

- If an emergency requires the employee to return to work, he or she must do so within 1 hour of responding to the message.

- The employee is not required to restrict his or her activities while on call, but the employee must remain free of the influence of alcohol or illegal drugs. In addition, the employee should not take any prescription drug that adversely affects his or her ability to perform safely and effectively his or her job duties. If an employee has medical condition and has concerns about complying with this requirement, the employee should consult with the Human Resources Director.

- If the employee has a conflict and is unable to be on-call during his or her assigned time, it is the employee's obligation to pre-arrange with his or her immediate supervisor for a replacement to cover the employee's on-call shift. If an employee has an emergency during on-call and is unable to fulfill their duties, the on-call pay

will be prorated into 6-hour increments and the on-call pay will cease and be given to the employee that is covering the on-call duty.

- On-Call employees who fail to respond when called and/or who fail to find a replacement are subject to disciplinary action up to and including termination.

EMERGENCY PAY

The Town of Jonesborough recognizes that emergency situations may require employees to respond outside of their normal work schedules to protect public safety, maintain essential services, and safeguard Town property and operations.

When the Town Administrator formally declares an emergency, normal leave and scheduling rules may be suspended for the duration of the declared emergency. Employees who are called in or otherwise directed to work in response to the declared emergency will receive emergency premium pay at a rate of one and one-half (1.5) times their regular hourly rate for all hours worked in response to the emergency.

Emergency premium pay shall be paid regardless of the total number of hours worked by the employee during the workweek and is separate from any overtime obligations required by applicable law. Only hours worked as a direct result of the declared emergency are eligible for emergency premium pay.

Employees who choose to report to work without being called in, assigned, or authorized to respond to the declared emergency are not eligible for emergency premium pay. Department heads and supervisors are responsible for determining which employees are needed to respond to the emergency and for documenting hours worked under the emergency declaration.

The Town Administrator retains authority to determine when an emergency exists, when the emergency declaration begins and ends, and which work activities qualify for emergency premium pay under this policy.

YOUR PAYCHECK

Compensation shall not be issued to an employee until he or she is officially employed, pre-employment requirements are satisfied, and until officially documented work and leave reports, and required supporting documents are submitted for the period to which the pay applies. Employees will not be paid in advance.

PAYROLL DEDUCTIONS

The Town of Jonesborough is permitted by law to make certain deductions from each employee’s compensation, including, but not limited to, applicable federal, state, and local

taxes. In addition, eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participating in additional programs and benefits offered by the Town.

In addition, pay may be withheld for the value of town property or equipment not returned upon separation of employment. The Town does offer certain training programs which can be undertaken by an employee with a written agreement that involves reimbursement for failure to meet certain conditions.

Employees should contact the Human Resources Director with questions concerning the calculation of deductions. Despite the Town's best efforts to prevent improper deductions, however, it is possible that a mistake may be made. Any employee who believes that a deduction has been improperly taken from his/her payroll must immediately report the issue to the Human Resources Director. Every effort will be made to investigate and promptly resolve any issues.

GARNISHMENTS AND LEVIES

In the event a garnishment or similar proceeding is instituted against an employee, The Town will deduct the required amount from the Employee's paycheck as required by law or court order. Garnishments and levies may only be lifted when documentation is received by the court or is specified by the law to end. Employees are required to verify that all correspondence regarding a garnishment or similar proceedings are delivered to: Town of Jonesborough, Payroll Department, 123 Boone St; Jonesborough, TN.

PAY STUBS

The Town of Jonesborough provides access to pay stubs electronically. This information will be given to all employees. If an employee needs a copy of a pay stub, he/she may contact the Payroll Clerk or the Human Resources Director

DIRECT DEPOSIT

All employees of the Town of Jonesborough will be paid bi-weekly through direct deposit into the employees' bank accounts. All employees will be required to establish an account at a financial institution into which their compensation can be electronically deposited.

YOUR BENEFITS

RETIREMENT

The Town of Jonesborough provides a retirement program through the Tennessee Consolidated Retirement System (TCRS). The program is mandatory for regular full-time employees and begins on the first day the employee reports to work. The employee contributes a percentage to their TCRS account, and the Town contributes, as well. More information will be provided in the Benefit Guide provided at onboarding.

An employee is considered eligible to receive full retirement benefits as specified by TCRS after completing 30 years of service or 10 years of service and age 60.

DEFERRED COMPENSATION

Government employees may contribute to a defined contribution/savings plan. The Town offers a 457(b) plan, which is a pre-tax savings program for employees of local, state, and federal governments. This plan is like a 401(k) or 403(b) plan. You can elect to defer a specific amount of your paycheck on a pre-tax basis through payroll deduction. More information is available on request.

HEALTH INSURANCE

The Town of Jonesborough provides a group health insurance program for benefits eligible employees. Benefits eligible employees work 30 hours or more per week. Health insurance coverage begins the first day of the month after working 30 days. The Town and the employee share the cost of the health plan; this can vary and will be part of the benefits guide provided to the employee. The employee's portion of the premium is withheld each pay period from the employee's salary.

If your employment is terminated, voluntarily or involuntarily, health insurance coverage terminates at the end of that month.

All employees enrolled in the health plan who terminate from the Town of Jonesborough, for whatever reason, qualify to continue the health benefits the employee carried as an active employee. To continue your coverage, post-employment, you will elect COBRA, and you must pay 100% of the premium cost plus an additional 2% for administrative costs. The COBRA notification includes rates, enrollment instructions, etc., and will be provided to you by the Town's third-party administrator.

The town provides a stipend to those employees who have health insurance, not through the Town. Proof of health insurance coverage is required annually.

For employees that retire from the Town of Jonesborough that meet the full TCRS retirement guidelines are eligible to continue the health insurance plan at the employee rate until they reach 65. Once the retiree is no longer eligible, if a spouse is on the plan, the spouse will be offered COBRA. Payment for retiree coverage is due on the first day of each month.

DENTAL AND VISION INSURANCE

The Town provides dental and vision plans for benefit eligible employees who wish to enroll. The benefit guide, a summary and costs will be included in the benefits summary provided to employees.

LIFE INSURANCE

The Town provides life insurance benefits to benefits eligible employees for their beneficiaries. The benefit amount is $45,000 and a $45,000 accidental death and

dismemberment policy. The Town provides this life insurance at no cost to the employee, and it is effective the first of the month after working 30 days.

Voluntary life coverage is available for employees that choose to enroll to provide additional benefits and ensure their dependents. The Town does not pay any portion of the premium for the voluntary life coverage.

SUPPLEMENTAL BENEFITS

Supplemental voluntary benefits are made available for benefits eligible employees through payroll deductions. These products are not required as a condition of employment with the Town of Jonesborough and are not endorsed by the Town but are available for employees who voluntarily choose to use them. Supplemental benefit availability is subject to change without notice in the sole discretion of the Town. Supplemental benefits availability will be contained in the benefits summary provided to employees.

UNEMPLOYMENT COMPENSATION

The Town of Jonesborough participates in the State of Tennessee unemployment insurance program. The conditions for eligibility for unemployment compensation and the amount of such compensation are determined by the State of Tennessee for employees who become unemployed through no fault of their own. A State of Tennessee separation notice will be provided to employees who separate from employment with the Town.

WELLNESS INCENTIVE

The Town of Jonesborough offers a wellness incentive to employees; this incentive is voluntary for employees to participate each year. More information is available from the Human Resources Director.

FITNESS CENTER

The Town provides access to the employee fitness center free of charge. Employees must sign an agreement to use the fitness center. For more details, please contact the Human Resources Director.

EMPLOYEE OF THE MONTH/YEAR

The Board of Mayor and Alderman awards an employee the Employee of the Month designation each month and those awardees are subject to an Employee of the Year award. The mayor appoints a committee of community members to select the Employee of the Month/Year. Anyone may nominate any Town employee for this award. Please contact the Human Resources Director for the policy and/or nomination form.

TIME OFF

The Town acknowledges that it is important to our employees and to their families to take time away from their duties and responsibilities with the Town. As a result, the Town provides the

following classes of leave: annual, sick, family medical leave, holiday, jury/civil, military, bereavement, disability and administrative.

- Only employees who are serving under regular full-time status are eligible to earn leave.
- Annual and sick leave are only earned through an employee's time in a pay status. Overtime hours will not be used to determine or calculate an employee's leave benefits.
- Employees must be actively at work or using accrued time to earn leave.
- Advances on leave will not be granted.
- Employees are responsible for ensuring their time sheet reflects approved leave, and the Town reserves the right to make leave adjustments if the employee submits an incorrect time sheet.
- Employees are expected to consider the needs of the Town in requesting leave and utilizing leave benefits. In return, the Town shall strive to allow employees to utilize leave when it is needed and at times it is desired by the employee. The Town; however, reserves the right to temporarily suspend leave benefits if an emergency arises and the Town Administrator deems it is required and in the best interest of the Town.

VACATION, AKA ANNUAL LEAVE

All covered employees shall be credited with earned annual leave based on the total hours per year outlined in the following schedule:

YEARS OF SERVICE	HOURS PER YEAR		
	Regular Employees	Police	Fire
1 - 4	80	83.98	86.06
5 - 9	96	100.88	102.96
10 - 14	112	118.04	120.12
15 - 19	136	143	146.12
20 & Above	160	167.96	172.12

Credits toward annual leave listed above are based on uninterrupted service computed from the most recent date of continuous employment. An employee must be at work or use leave to be eligible to earn annual leave.

Annual leave will be computed on a calendar basis and up to 5 days of annual leave beyond their yearly accrual that is not used by an employee can be carried over to the next calendar year. The amount of annual leave used during a calendar year and that may be carried over to the next calendar year is determined on December 31st each year. If an employee has more days of annual leave to his or her credit than is permitted to be carried over at the end of the calendar year, such leave will be moved to sick leave which can be used toward retirement.

All references to annual leave days in this Personnel Policy are made with the realization and understanding that public safety employees will have a pro-rated day based on their departmental schedules.

Annual leave will begin to be accrued from the date of employment; however, an employee shall not be entitled to take annual leave until he/she has completed six months of service.

a. After their initial six-month months of employment, employees may take annual leave as earned subject to the approval of the Department Director who shall schedule vacations to meet the operational requirements of the Department. Department Directors shall, to the extent possible, schedule annual leave for each of their employees at the time desired by the employee and coordinate through vacation planning at the beginning of the calendar year.
b. Newly hired employees who terminate voluntarily or involuntarily during their first six months of employment shall not be eligible for and shall not receive pay for accrued annual leave.
c. Full-time employees leaving employment with the Town may receive pay for any unused portion of accumulated annual leave which has been earned up to the date of termination. Employees while on probationary status are exempt from receiving pay for accumulated annual leave.
d. Annual leave can be taken in multiples of one hour.
e. No employee may take more than 30 days of annual leave regardless of accrued leave balance. An employee on FML, who has exhausted sick leave, may use more than 30 days of annual leave to continue being paid while on FML.

SICK LEAVE

It is the policy of the Town of Jonesborough to pay, under the provisions of this sick leave policy, an employee's salary, or wages when the employee is unable to work due to illness or injury. Leave is available for personal illness or for illness of an immediate family member which is limited to spouse, children, stepchildren, legal ward, mother or father, legal foster parent and children, or other family members that live at home with the employee. The following conditions apply to the accrual of sick leave:

Each full-time employee will accrue sick leave at the rate of approximately 12 days per year.

Hours per year earned

Regular Employees	Police	Fire
95.94	100.88	102.96

Sick leave will be accrued each pay period and there is no cap on the number of hours accumulated. Employees terminated from employment with the Town either voluntarily or involuntarily, other than retirement, will forfeit all unused sick leave.

Upon meeting the full TCRS retirement guidelines of 30 years of service or age 60 and 10 years of service, an employee may choose to be paid for unused sick leave of up to 680 hours. The remaining balance of the unpaid sick leave may be transferred to TCRS for service credit in accordance with TCRS rules. An employee may choose not to be paid for any sick leave upon retirement and transfer the entire unused sick leave balance to TCRS for service credit. Payment of accrued sick leave to an employee at retirement shall not be initiated by the Town until an application for retirement has been submitted to the Tennessee Consolidated Retirement System and the Town has completed the employer section of the application.

Sick leave must be requested by an employee as soon as possible. Employees must report their intended absence to their Department Director or supervisor within one half hour of the normal time to report to work. Sick leave must be approved by Department Directors before it is paid.

Sick leave requests for illnesses of five (5) working days must be supported by a physician's certificate of illness. A supervisor or department director may consult with the Human Resources Director to request a doctor's excuse for absences under five (5).

An employee that is out for an extended illness will be required to report periodically to the Town HIPPA Compliance Officer the status of medical condition and the intention of the employee to return to work.

The Town reserves the right to require a physician's certificate of the employee's fitness to return to work.

Employees may not claim sick leave while on annual leave.

HOLIDAY LEAVE

The Board of Mayor and Alderman shall set a holiday schedule for the upcoming year prior to the beginning of the calendar year. From time to time, the Board of Mayor and Aldermen may modify the holiday schedule at a Board meeting. Employees will be provided with a list of holidays each year approved by the BMA.

A full-time employee may observe other religious holidays and charge such time away from work by using compensatory time off, vacation time or leave without pay.

If a part-time employee is required to work on a holiday, they receive only their regular rate of pay for the hours worked.

When regular duty shifts require a non-exempt employee to work a holiday, the employee will be paid one and a half times their regular rate of pay, in addition to the holiday pay.

Holiday Leave is at the rate of 8 hours.

Holiday leave benefit is forfeited in the case of an authorized leave of absence without pay for a day immediately prior to or following the holiday or the unauthorized absence when schedule to work a holiday.

ADMINISTRATIVE PAY FOR EMPLOYEE EVENTS

In addition to holiday leave, the Town of Jonesborough provides 4 hours of leave for employees that attend the annual Wetlands Employee Day and annual Employee Christmas Party. This is not holiday leave, it is administrative leave with pay for these specific events. If the employee does not attend, the employee will not receive 4 hours of pay.

HOLIDAY PREMIUM PAY

The Town of Jonesborough recognizes that certain positions require employees to work on designated Town holidays to maintain essential operations and services.

Employees who are required and authorized to work on a designated holiday will receive holiday pay in accordance with Town policy and, in addition, will be compensated at a premium rate of one and one-half (1.5) times their regular hourly rate for all hours worked on the holiday.

Employees may not report to work on a holiday for the purpose of "catching up" on work, completing routine tasks, or performing nonessential duties. Holiday work must be necessary to support critical Town operations, provide essential services, address emergencies, or complete other work that cannot be delayed until the next regular workday.

For nonexempt employees, holiday work must be approved by the employee's supervisor in advance whenever practicable.

Exempt employees are not eligible for holiday premium pay unless they have received authorization from their supervisor to work on the holiday with the Town Administrator being aware of the approval.

Any unauthorized work performed on a holiday may be subject to review and may not qualify for holiday premium pay.

FAMILY MEDICAL LEAVE POLICY

The Town of Jonesborough provides eligible Town employees for up to 12 (twelve) weeks. per calendar year for a specified qualifying event of their own or a specified family member, or 26 (twenty-six) weeks of military caregiver leave. FML is not paid and employees on FML will be required to use accrued paid leave. To be eligible, an employee must have worked 1250 hours during the past 12 months for the Town of Jonesborough.

Family Medical Leave may be used for the following reasons:

1. For the birth and care of a newborn child of the employee.
2. For the placement of a child with the employee for adoption or foster care.
3. To care for an employee’s immediate family member (spouse, child, or parent) with a serious health condition.
4. For a serious health condition that makes the employee unable to work.
5. For a qualifying event arising out of the fact that the employee’s spouse, son, daughter or parent is on covered active duty or called to covered active duty status in support of a contingency operation as a member of the reserve components, or a retirement member of the Regular Armed Forces or Reserve, or a Regular Armed Forces member who is in active duty in a foreign country or who is called to such duty.
6. To care for a covered servicemember with severe injury or illness if the employee is the spouse, child, or parent or the next of kin of the servicemember.

Employees must provide the Town thirty days of advance notice before FML or as soon as practicable.

FML shall apply concurrently with the State of Tennessee Maternity/Paternity Leave when applicable. The State of Tennessee Maternity/Paternity Act gives four additional weeks beyond FML, a total of 16 weeks between FML and Maternity/Paternity Leave. Maternity/Paternity Leave for Public Safety employees will be determined on the same pro-rated formula used for annual and sick leave.

All employees must submit a request for FML to the Human Resources Director and provide medical certification prior to leave being approved. The Town will provide a written response to employee's requesting FML which will outline the guidelines.

The Town reserves the right to obtain a second medical opinion at its own expense. The same information will be required if the employee is requesting intermittent leave or leave on a reduced leave schedule.

The employee is responsible for paying the employee's portion of the insurance premiums each month, by the first of each month, if their FML is unpaid.

An employee taking leave due to the employee's serious health condition is required to obtain certification that the employee can resume work prior to the return from any FMLA leave.

PREGNANT WORKERS FAIRNESS ACT

The Town will provide reasonable accommodation for employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation causes undue hardship with the Town's operations.

An employee or applicant may request accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to the Human Resources Director. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. The individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

The Human Resources Director will facilitate a reasonable accommodation request with the employee and the Department Director; every effort will be made to offer reasonable accommodation.

PUMP ACT

Covered employees have the right to take reasonable break time to express breast milk for their nursing child. For one year after the child's birth, Town employees may take reasonable break time "each time such employee has need to express the milk." The Town will not deny a covered employee a needed break to pump.

The frequency and duration of breaks needed to express milk may vary depending on factors related to the nursing employee and the child.

The Town will provide covered employees with “a place, other than a bathroom, which is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.”

LUNCH BREAK and BREAKS

According to the Fair Labor Standards Act, employees are to have a 30-minute lunch break after 6 hours of work. The lunch break is unpaid for most Town of Jonesborough employees; water treatment, police and fire employees are paid for their full shift, which entails a lunch break.

Any accommodation to work through lunch must be approved by the employee’s Department Director or supervisor and should not be a routine occurrence. Employees are not permitted to work through lunch unless there is an urgent need.

You will be allowed to have two rest breaks in accordance with your department's operational needs. Time and frequency of the breaks may vary from one area to another.

BEREAVEMENT LEAVE

The Town recognizes that the loss of a family member or loved one is a difficult and personal time. Bereavement leave is provided to allow employees time to attend funeral or memorial services. Bereavement leave with pay may be granted, to full-time employees, for up to three consecutive scheduled workdays immediately following the death of a family member whose relationship is one of the following, include step relations:

Spouse	Brother	Brother-in-law	Grandparent
Parent	Sister	Sister-in-law	
Child	Mother-in-law	Daughter-in-law	
Father-in-law	Son-in-law	Guardian	

Employees who require additional time away from work due to the death of a family member may request additional days off through their supervisor. Approved additional time may be charged to the employee's available accrued vacation leave or compensatory time.

In circumstances where a loss involves an individual who is not included in the Town's defined eligible relatives for bereavement leave, employees may request time off to attend funeral services, memorial services, or address matters related to the loss. Approved time away from work may be taken using available accrued vacation leave, compensatory time, or other applicable accrued leave.

Absences approved under this provision will not be considered an attendance violation and will not be counted negatively against the employee under the Town's attendance policy.

Employees should notify their supervisor as soon as practicable when requesting bereavement-related leave.

MILITARY LEAVE

Employees are called to active duty and employees who participate in military training have certain rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), as well as state statute.

The job status of an employee entering active military duty on an involuntary basis will be reinstated at the current classification plan at least equivalent to his or her former position if he/she applies for reinstatement within 90 days of separation from active military service. Benefits will resume when the employee returns to work. Any accrued time is held until the employee returns to work.

An employee in a reserve unit of the Armed Forces who is required to spend time on active duty, or field training, will be granted military leave not to exceed 20 working days pursuant to TENN. CODE ANN. § 8-33-109.

Employees requesting military leave shall notify the Human Resources Director two weeks in advance of the leave when possible. Such requests will be in writing and shall include a copy of the employees' military orders.

Military leave is not charged to annual or to sick leave.

ADMINISTRATIVE LEAVE

Administrative Leave with pay or without pay may be issued by the Town Administrator for a period of up to 10 days.

a. The request shall state the reason for leave without pay, the preferred date for the start of the leave, and the probable date of return.
b. Such leave shall not be approved unless the employee has exhausted all annual leave, and in cases of extended illness, all sick leave, and all compensatory time accruals.

Employees on leave without pay will not accrue annual or sick time and must make remit to the Town their monthly premiums for health benefits and supplemental products.

JURY OR COURT LEAVE

Serving on a jury is the responsibility of every American when called upon and the Town of Jonesborough will encourage employees to fulfill their civic duty. An employee who receives a summons for jury duty, or who receives a subpoena to testify in a matter which arose as a direct result of their employment with the Town, should immediately inform his supervisor and provide a copy of the summons to the Human Resource Director. The employees will be granted leave if the employees' attendance is required by the court. The employee will be compensated with regular Town pay and may retain any other pay received for such court service. Each day, the employee is released from jury or court duty, he or she shall return to work unless the remainder of his or her work schedule for the day is less than two hours.

Employees serving a jury will not be asked to remit the jury duty stipend to the Town.

The exception to the jury or court leave is that if the employee is subpoenaed as a witness in a private matter, the employee must use his or her annual leave or take time off without pay.

INCLEMENT WEATHER

The safety of Town employees is a priority during periods of inclement weather. When hazardous weather conditions or other emergencies require the closure of Town Hall or a delayed opening, the following provisions shall apply:

Town Hall Closure

When the Town Administrator officially closes Town Hall due to inclement weather or another emergency:

- Non-essential employees who are regularly scheduled to work during the closure will be compensated for their regularly scheduled hours and will not be required to use accrued leave.
- Essential employees who are required to report to work or remain on duty during the closure will be compensated for all hours worked in addition to receiving inclement weather pay for the hours of the official closure. Inclement weather pay is not considered hours worked for the purpose of calculating overtime unless required by law.
- Non-essential employees shall not report to work during an official closure unless specifically authorized in advance by the Town Administrator. Employees who receive prior approval to work during the closure will be compensated only for the actual hours worked and will not receive additional inclement weather pay.

Delayed Opening

When Town Hall operates on an officially announced delayed opening:

- Non-essential employees should report to work at the announced opening time and will be compensated for the delayed hours as paid inclement weather leave. Employees may not report to work before the delayed opening time to receive both delayed opening pay and compensation for hours worked unless specifically authorized by the Town Administrator.
- Essential employees who are required to work their normal scheduled shift during the delayed opening will be compensated for all hours worked plus paid inclement weather leave equal to the length of the official delay. Delayed opening pay is not considered hours worked for the purpose of calculating overtime unless required by law.

Department Operations

Certain Town departments and operations provide essential public services that must continue during inclement weather or emergency conditions. Employees designated as essential are expected to report to work as directed unless otherwise instructed by their supervisor.

The Town Administrator or designee shall determine when Town Hall will close, delay opening, or resume normal operations. Employees are responsible for monitoring official Town communications regarding operating status.

Failure to report to work as scheduled when designated as an essential employee, unless excused by management, may result in disciplinary action.

LEAVE OF ABSENCE WITHOUT PAY

Leave without pay may be granted for illness, education purposes, vacation, or for any other reasons deemed justified by the Town Administrator. Leave without pay may be used for employees not eligible for FMLA. Special provisions for leave without pay for military, family and medical, and workers' compensation are covered in respective policies.

Leave without pay must be requested in writing to the Town Administrator and it is not guaranteed but will be managed on a case-by-case basis. Documentation must be placed in the employee's personnel file. Leave without pay may not extend beyond six (6) months and the Town reserves the right to request the employee return to work or resign. Employees on approved leave without pay will not accrue vacation, sick, holiday, or any other accrued time. Employees would be required to pay the full cost of their insurance premiums each month that they are on leave without pay.

VOLUNTARY LEAVE TRANSFER PROGRAM

The Voluntary Leave Transfer Program (VLTP) allows for the transfer of unused accrued time (sick, vacation, or comp) from one employee to another employee who needs such leave because of a qualifying health condition affecting the employee or immediate family member resulting in a substantial loss of income.

A qualifying health condition is:

- any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential, medical care facility.
- any period of incapacity requiring absence from work, school, or other regular daily activities for more than five consecutive workdays, that also involves continuing treatment by or under the supervision of a health care provider: or
- continuing treatment by or under the supervision of a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would result in a period of incapacity of more than five consecutive workdays (maternity is not covered).

Provisions:

1. Recipient must exhaust any accrued leave prior to receiving a donation of sick time.
2. Immediate family is defined as spouse, children, stepchildren, and parents of the employee.
3. The threshold for a substantial loss of income is absence or expected absence from duty without available paid leave for at least twenty work hours per week.
4. The recipient's condition must be attested to by his/her physician in a statement submitted to the Human Resources Director.
5. Employees desiring to donate leave must complete the necessary form and submit it to HR Director a minimum of 7 days prior to the donation taking place. HR will notify the recipient that another employee wishing to donate sick time and the employee receiving

the time must submit the medical documentation within 48 hours of the donation form being received.

6. Donors will not be disclosed to recipients by HR.
7. The recipient may not use donations longer than is medically necessary. Leave recipients will not retain unused donated sick leave after the qualifying health condition ends.
8. An employee wishing to donate time must have more than 160 hours of accumulated leave prior to donating to another employee.
9. No employee may donate more than 80 hours in a calendar year.
10. No donation of time shall reduce an employee's accumulated sick leave below 80 hours.
11. An employee may not directly or indirectly ask, intimidate, threaten, coerce or attempt to intimidate, threaten, coerce, any other employee for the purpose of either interfering with any employee's decision to donate, use or receive time or influencing any employee's decision not to donate, use or receive leave under this policy.

WHILE AT WORK

WORK HOURS

Scheduling established shifts and work hours within the work week or work period established by the Board will be the responsibility of the Town Administrator. Shifts and work hours may vary among departments, and each Department Director is responsible for obtaining approval from the Town Administrator regarding any change in established hours or shifts which may be deemed necessary.

A Department Director may temporarily, for less than 30 days, adjust the hours of an individual employee or groups of employees within a respective department. Such adjustments must be for reasons for business necessity, operating efficiency, and/or economic priorities.

ON CALL

The Town reserves the right to establish on-call lists or to designate relief personnel who will be expected to be available to work hours outside their normal shift. Employees who are called in by their supervisor shall be compensated in accordance with established pay procedures.

Scheduling of on-call and relief duty shall be viewed as a condition of employment. Refusal of an employee to report for any work during an emergency call-in, priority work extension, or for relief, may render the employee subject to disciplinary action up to and including termination.

APPEARANCE

It is important for all Town employees to project a professional image of behalf of the Town of Jonesborough. The Town of Jonesborough expects all employees to maintain a neat, professional, and well-groomed appearance always. Employees are expected to use good judgement and wear clothing that is appropriate and professional for the type of work they are performing. Employees must always use discretion and common sense.

Employees are expected to always be clean through proper personal hygiene. Employees may be sent home to change clothing if dressed inappropriately.

Any employee that is required to wear a uniform, whether it be the work or dress type, and/or use safety equipment must report to work dressed appropriately and must always use safety equipment. Employees may not make altercations to uniforms and uniforms should be kept in good condition.

Tattoos are permitted for Town employees; however, any visible tattoo of an offensive nature is prohibited. Tattoos of an offensive nature shall be covered so as not to be visible to other employees or the public when the employee is on duty and/or in the Town uniform.

Enforcement of departmental dress standards and the Town's tattoo policy is the responsibility of the respective Department Directors.

POLITICAL ACTIVITY

Town employees are discouraged from actively participating in political campaigns, however, nothing in this section is intended to prohibit any Town employee from expressing his/her political views or from casting his/her vote in all elections.

No Town employee shall become a candidate for, or campaign for, an elective municipal government office of the Town of Jonesborough.

No Town employee, whether on or off duty; whether in or out of uniform, and whether on or off town or public property shall:

1. Directly or indirectly solicit, receive, collect, handle, disburse or account for assessments, contributions, or other funds for a candidate for municipal government office of the Town of Jonesborough.
2. Organize, sell tickets to, promote, or actively participate in a fund-raising activity of a candidate for municipal government office of the Town of Jonesborough.
3. Function as a recorder, watcher, challenger, or similar officer at the polls on behalf of a candidate for municipal government office of the Town of Jonesborough.
4. While at work, endorse or oppose a candidate for municipal government office of the Town of Jonesborough in a political advertisement, broadcast, campaign literature, or similar material or at a political rally or gathering. This policy is not designed to prevent an employee from attending such event.
5. While at work, wear campaign buttons, pins, hats, or other similar attachments or distribute campaign literature in support or opposition to a candidate for municipal government office of the Town of Jonesborough.
6. Allow political campaign literature of any type to be placed on a Town vehicle under their responsibility.

OUTSIDE EMPLOYMENT

No regular, full-time employee of the Town of Jonesborough shall accept or engage in additional employment outside the official hours of duty which will cause or can cause a conflict of interest or is incompatible with the employee's position with the Town or interferes with the satisfactory performance of the employee duties or reflects discredit upon or creates embarrassment for the Town of Jonesborough.

Prior to engaging in outside employment, any employee must immediately notify and obtain written approval from their Department Director. Employees wishing to engage in outside employment shall submit a completed Outside Employment Request Form and submit it to the Department Director who will forward to the Town Administrator for approval.

The written request and response will be a part of the employee's personnel file.

Outside employment hours are subject to review by the Town Administrator without notice and the Town Administrator may revoke the authorization when it is determined that such employment is affecting or interfering with the specific operation.

1. Police Officers engaging in similar normal duties of outside employment may exercise full police authority when acting properly under the color of law and adhering to departmental policies. Police Officers shall not exercise arrest authority outside the service area of the Town of Jonesborough unless legal requirements for arrest authority are granted by proper authority to the officer.

   No outside employer may direct an officer engaged in outside employment to fail to enforce any violation of Federal or State Statutes, or County or Town of Jonesborough ordinances.

   When a Town of Jonesborough Police Officer engaged in outside employment engages in an incident which requires them to make a written report (incident, arrest, use of force, etc.) the report is to be submitted to the ranking Town of Jonesborough Police Officer on duty.

2. Town of Jonesborough employees who are members of the Police, Fire, Water Distribution, Wastewater Treatment Departments, and any other essential services should advise their outside employer the situation could occur, which would require the employee's presence in their primary place of employment.

3. If it is determined that an outside employment is incompatible with Town of Jonesborough employment or at any time becomes detrimental to the Town of Jonesborough, the employee will be notified in writing as soon as possible of such and that the employment is prohibited. The employee must submit within seven (7) calendar days, in writing, his/her intention to terminate their outside employment.

CELL PHONE USE

An employee may carry a personal cellular phone while at work; however, the employee should make or answer personal calls only during breaks or meal periods. Friends and families should be made aware of this policy. Employees shall be mindful of the disruption a cellular telephone can cause during meetings, public gatherings, etc.
The Town will not be responsible for the loss or damage of personal cellular telephones brought into the workplace. If an employee's use of a personal cellular telephone causes disruptions or loss in productivity, the employee may be subject to disciplinary action. In addition to disciplinary action, the employee may be banned from having a personal cellular phone in his/her work area.

Employees are prohibited from utilizing a cellular telephone while operating a Town owned vehicle, equipment and/or machinery and shall be in compliance at all times with Tennessee Code Annotated 55-8-199, which prohibits an operator of a motor vehicle from physically holding or supporting, with any part of the person's body, a wireless telecommunications device.

Some employees are issued Town cellular telephones and other wireless personal communication devices which are intended for and expected to be used for Town business purposes. Employees issued a Town cellular telephone are expected to be reachable during or outside standard working hours and communication is needed outside of an office. An employee is expected to exercise reasonable discretion in the use of Town issued device. Employees are prohibited from utilizing the Town cellular phone for the purpose of dialing any nine hundred numbers, or any other number that is inappropriate, or charges a fee for usage minutes.

An employee required to have a Town cellular telephone may use, with approval from the Town Administrator, their personal mobile devices for business activities, including calls, messaging, email, and work-related applications. The Town will provide a stipend of $40 per month to employees who are required, due to job necessity, to have a Town issued phone but are approved to use their own mobile device. The employee understands that the stipend is intended to offset business use and may not fully cover the employee's personal plan cost. The employee receiving the stipend must:

- Maintain a service plan with sufficient voice, text, and data capabilities.
- Ensure availability during required work hours/situations.
- Use company approved security measures (passcode or biometrics locks).
- Install required Town email application or access.
- Report lost or stolen devices immediately.
- Understand a stipend may be considered taxable income.
- Acknowledge the Town reserves the right to modify or discontinue the stipend at any time.

Employees violating any provision of this policy are subject to disciplinary action in accordance with the Town's personnel policy.

HEADPHONES, EARBUDS, AIRPODS AND BLUETOOTH DEVICES

To promote a safe and productive work environment, employees are prohibited from wearing or using headphones, earbuds, AirPods, Bluetooth earpieces, or any other personal listening or communication devices while performing work duties or while on any Town job site.

The use of these devices may reduce an employee's ability to hear instructions, warning signals, alarms, emergency notifications, vehicle traffic, or other workplace hazards and may create unnecessary safety risks for the employee and others.

Employees may use such devices only during authorized meal periods or rest breaks in designated non-work areas. Employees whose job duties require the use of a Town-issued communication device or who have received prior approval from their department director or supervisor as reasonable accommodation or for legitimate business purposes are exempt from this policy.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

COMPUTER, EMAIL, AND INTERNET

The Town shall provide certain employees with a computer, connection to the internet and email to facilitate their official work. Effective use by these employees should facilitate communication, access to and the sharing of information and increase productivity. The employee shall act in a responsible, professional, and prudent manner when using computers, email, and internet. Such use shall not discredit the Town nor be used for personal gain, monetary or otherwise. Improper use shall include, but is not limited to: violation of copyright or licensing laws; not safeguarding Town information; unnecessary or excessive downloading of software, pictures, wallpaper, calendar, etc. for personal use or pleasure; visiting sexually explicit websites; viewing sexually explicit materials; excessive activity unrelated to job responsibility; performing political campaign, religious, fundraising or public relations activities; conduct which is in violation of the law; engaging in any activity for personal gain or benefit; playing games; opening emails from unknown senders; connecting a personally owned computer, peripheral or software to the Town's computing or network system. It is understood that due to sensitive police matters and during an investigation Public Safety Officers may need to access websites which are prohibited from being visited by other employees. Information stored on Town computers, including an employee's email correspondence, is a public record which is subject to public inspection under the Tennessee Public Records Law.

Individuals granted access to the systems are held liable for improper dissemination of sensitive data, even after termination of employment. The employee may be subject to criminal and/or civil penalties.

GIFT ACCEPTANCE POLICY

No employee shall accept any gift, gratuity, service, or favor offered that would lead toward favoritism, tend to influence the employee in the discharge of his or her duties, or

give the appearance of favoritism or impropriety to a disinterested third party of ordinary sensibilities. Employees are required to refuse any gift or favor that may be interpreted to be offered to influence a municipal decision or act.

SOLICITATION

Solicitation of funds of any character or for any purpose whatsoever shall not be permitted; this includes school, church, sports, and other types of fundraisers. The only exception to the Town policy is Town sponsored events and approved activities, such as United Way. Nonemployees are not permitted to distribute any literature or solicit any employees on Town property at any time.

No person shall, directly or indirectly give, render, pay, offer, solicit, or accept any money, service, or valuable consideration for or on account of an appointment proposed appointment, proposed promotion, or any advantage in a position in the Town.

NEPOTISM

The Town of Jonesborough is committed to maintaining the highest standards of fairness, integrity, and public trust in all employment practices. Employment decisions shall be based solely on merit, qualifications, and operational needs. To prevent favoritism, conflicts of interest, and even the appearance of impropriety, nepotism and certain personal relationships in the workplace are strictly regulated.

Definition of Relative

For purposes of this policy, a “relative” includes, but is not limited to:

- Spouse
- Parent or stepparent, foster parent or adopted parent
- Child or stepchild, foster child or adopted child
- Parent-in-law or child-in-law
- Sibling, including step, half, or adopted
- Grandparent or grandchild
- Brother-in-law or sister-in-law
- Domestic partner, significant other, or romantic partner
- Individuals in loco parentis
- Any individual residing in the same household
-

Workplace Relationship Restrictions

No two employees who are relatives, domestic partners, or involved in a romantic or in loco parentis relationship shall be placed in:

- The same line of supervision,
- Work within the same department, or
- Any position where one directly or indirectly supervises, evaluates, schedules, or influences the terms and conditions of the other’s employment

This includes, but is not limited to:

- Hiring decisions
- Promotions or demotions
- Compensation and salary adjustments
- Performance evaluations
- Disciplinary actions

These restrictions apply to all employment actions, including recruitment, hiring, promotion, transfer, reassignment, reinstatement, and temporary or seasonal employment.

Prohibition on Employment of Relatives of Elected Officials

Elected officials of the Town of Jonesborough shall not have immediate family members or individuals defined as relatives employed by the Town in any capacity, including full-time, part-time, temporary, or contractual positions. This prohibition applies regardless of department, reporting structure, or supervisory relationship.

Grandfather Clause

Employees who work with a relative and/or are relatives of elected officials as of the date of this policy are grandfathered under this policy. However:

- They shall not be promoted, transferred, or reassigned in a manner that increases compensation, authority, or influence without appropriate review.
- Any change that creates a new or expanded conflict shall require corrective action to ensure continued compliance.

Hiring Restrictions

Applications for employment submitted by relatives of current employees or elected officials shall not be considered if:

- The position would create a direct or indirect supervisory relationship,
- Performing work within the same department, or
- Employment would result in an actual or perceived conflict of interest or undue influence

Such applicants may only be considered if:

- Any potential conflict can be fully mitigated,
- No provision of this policy is violated, and
- No unreasonable operational adjustments are required

Conflict Resolution

If a violation of this policy arises due to marriage, cohabitation, or the development of a prohibited relationship, the Town will require prompt corrective action, which may include:

- Transfer to another position (if available and the individual is qualified)
- Reassignment of supervisory responsibilities
- Voluntary resignation

If no reasonable accommodation can eliminate the conflict, separation of employment may be required. When feasible, affected employees will be informed of available options and given an opportunity to choose among them.

Limitations on Advancement
Employees who are grandfathered under this policy or otherwise in permissible relationships are not guaranteed eligibility for promotion or transfer if such action would violate this policy. Advancement opportunities may be limited or restricted to maintain compliance and prevent conflicts.

Disclosure Requirements All employees and elected officials are required to promptly disclose any relationship that may fall under this policy. Failure to disclose such relationships may result in disciplinary action.

Enforcement
Violations of this policy will be addressed promptly and may result in disciplinary action, up to and including termination of employment.

The Town reserves the right to take any action necessary to ensure compliance with this policy and to protect the integrity of its operations and the public trust.

USE OF TOWN VEHICLES

This policy should apply to all employees and officials who use Town vehicles. Use of Town vehicles shall be considered a job necessity and a privilege, not a right, and shall only be allowed when this policy is followed. Failure to do so may result in disciplinary action.

All Town vehicles are for official use only and all operators of such vehicles must have a valid State of Tennessee driver's license. Operators of Town vehicles shall exercise good judgment in utilizing them and shall not drive, use, or park vehicles in such a manner that will cause unfavorable comment or reflect discredit upon the Town. Only Town employees and PSO (Public Safety Officers) are allowed to drive Town-owned vehicles. Only Town personnel and people on Town business are allowed to ride in Town vehicles. No family members are allowed to ride in or drive a Town-owned vehicle except in an unforeseen emergency or a special occurrence approved by the Town Administrator. If an unforeseen emergency occurs, the employee is to report as soon as possible after such an emergency. The incident should be reported to the Department Director.

Operators of Town vehicles shall observe all traffic laws, including the use of seat belts, always.

Operators of Town vehicles shall be responsible for notifying their supervisor of any problems or maintenance needs related to the vehicle. Operators who are assigned vehicles to take home or on a routine basis shall be responsible for the general maintenance and proper care of the vehicle, through the Town Fleet Maintenance

Department. These operators will be responsible for the appearance and cleanliness of vehicles, both interior and exterior.

Town employees who are assigned vehicles and required to drive home are permitted to use the vehicle for incidental purposes only. For example, vehicles may be used for meals, and break stops taken in the course of employment or on the way to and from home, which does not materially increase the number of miles a vehicle is driven.

Operators should not leave vehicles unattended with keys in the ignition, nor leave the motor idling for extended periods, as it is damaging to engines. Emergency vehicles are exempt from this idling provision. There are emergency vehicle idling guidelines separate from this policy. Unattended vehicles should be locked.

All accidents involving vehicles must be reported immediately to 911, and a supervisor called to the scene. Damage to any type of vehicle caused by negligence of the operator or failure to report an accident will result in disciplinary action.

REMOTE WORK

It is not the standard for Town of Jonesborough employees to work remotely but there could be instances when an employee may request a remote work arrangement. Eligibility to work remotely on an occasional basis is contingent on job responsibilities (rather than job title), type of position (supervisory or public facing), work habits, and work schedule. Moreover, jobs acceptable for remote work are those that can be performed without diminishing the quality of work or the level of services provided [including office coverage], and without disrupting productivity. This policy does not apply to probationary, seasonal, or part-time employees, nor to laborers that work in the field.

Occasional remote work requests are approved on a case-by-case basis, are intermittent, and are not regularly scheduled. Approval by the Town Administrator must be documented and forwarded to the Human Resources Director. For example, this type of remote work arrangement may be appropriate when a supervisor or Department Director assigns a specific task or project to an employee who is likely to be more productive and efficient at home without workplace distractions.

PERFORMANCE APPRAISALS

It is the policy of the Town of Jonesborough to conduct performance evaluations with all regular full-time and regular part-time employees on a regularly scheduled basis as an employee development activity intended to assist and motivate employees to attain their maximum potential. The Human Resources Director, with Town Administrator approval, shall have the responsibility for administering a fair, objective, and equitable performance evaluation system.

The specific objectives of the performance evaluation system are:

a. To motivate and guide employees toward greater self-development and improved performance by discussing significant strengths and areas needing improvement in a positive and constructive manner.

b. To provide a uniform means for supervisors to make pay and/or promotion determinations based upon their assessment of employee performance in relation to performance standards.
c. To provide a means for evaluating employee suitability for continuation of employment beyond the probationary period and for job transfer and promotions.
d. To identify training needs.
e. To provide substantiating data for use as a guide to record employee progress.

The performance of regular full-time and regular part-time employees shall be evaluated prior to completion of the probationary period. Employees in their probationary period should have an evaluation completed bi-monthly during the probationary period and by the middle of month 5 of the probationary period, the Department Director should prepare a document stating the employee either has or has not met the requirements to move to permanent employment status. This documentation should be provided to the Human Resources Director.

- After successful completion of the probationary period, employees will have their job performance reviewed on or about their anniversary date each year.
- Employees promoted or transferred into a different position shall serve a probationary period and shall have their performance evaluated.
- The performance evaluation form shall be prepared and the interview conducted by the immediate supervisor. The evaluation form shall become a permanent part of the employee's personnel file after being reviewed and approved by the Department Director and the Human Resources Director.
- A performance evaluation may be conducted at any time when, in the opinion of the immediate supervisor or director, an employee's performance has deviated from expected standards.

SAFETY

The Town of Jonesborough believes in maintaining safe and healthy working conditions for our employees. To achieve our goal of providing a safe workplace, each employee must be safety conscious. All employees are responsible for their personal safety as well as the safety of others. The Town has established policies and procedures that provide a safe and healthy workplace. The Town expects each employee to follow these policies and procedures, to act safely, and to report unsafe conditions immediately. All accidents, injuries, vehicle or property, shall be reported to his or her supervisor immediately and complete necessary documentation.

Jonesborough and its employees will comply with occupational safety and health standards issued under the Occupational Safety and Health Act by the Department of Labor and the State of Tennessee.

The Town Administrator shall appoint a Safety Committee made up of Town employees and anyone else deemed necessary by the Town Administrator for the purpose of providing oversight and employee education on issues related to employee safety and health.

THE SAFETY COMMITTEE SHALL:

1. Review accidents, routine procedures, employee conduct, etc., to determine ways to enhance employee safety and prevent injury,
2. Develop on-going educational and training activities that enhance employee awareness and concern about safety related issues,
3. Evaluate the Town's operational procedures for compliance with State and Federal OSHA regulations, and
4. Assist in the development of a Jonesborough Safety Policy to be reviewed and adopted by the Board of Mayor and Aldermen.

The Safety Committee shall consist of:

1. Safety Officer – The Board of Mayor and Alderman, upon the recommendation of the Town Administrator appoints a Safety Officer to oversee departmental efforts in safety training and awareness, evaluate employee and departmental compliance with Federal Standards and Town safety policy, ensure compliance with OSHA standards.
2. Fire Chief
3. Town Administrator, or his/her designee
4. Operations Manager
5. Employee at large

Employees should initiate a formal complaint if they experience one of the following:

1. A lack of information about a hazardous situation has already brought the concern to the attention of their supervisor, and the supervisor provides what the employee feels is an inadequate response to the concerns expressed,
2. A fellow employee that ignores required safety procedures and thus places the Town or other employees at risk or in a dangerous situation, or
3. A concern about a potential danger to health and safety that is not addressed by Town policy or departmental procedures that the employee feels should be addressed.

Employees are encouraged to file formal complaints related to health and safety issues if other communications about their concerns have generated no response or an inadequate response. Employees should file complaints within thirty (30) days of an alleged violation of safety procedures or regulations. Employees may:

1. Initiate a complaint through the Safety Officer.
2. Communicate directly with the Town Administrator about their concern,
3. Communicate with the Mayor or an Alderman, or
4. File a complaint with the Department of Labor.

PERSONAL PROPERTY AND WORKPLACE PRIVACY

The Town of Jonesborough's workplace, including all premises, furniture and equipment provided by the Town of Jonesborough, is the sole and exclusive property of the Town of Jonesborough. Supervisors and other authorized Town of Jonesborough personnel may have a legitimate need to search the workplace for work-related items. Such searches

may include, but not be limited to, desks, cabinets, lockers, computers, vehicles, and any personal property brought into the workplace. The Town of Jonesborough also may search the workplace and personal property brought into the workplace for evidence of misconduct or criminal activity. The Town of Jonesborough will also assist law enforcement personnel with any criminal investigation. Therefore, employees should have no expectation that the workplace, or any personal property brought into the workplace, is private and not subject to search.

WORKERS' COMPENSATION

Tennessee State Law determines Workers' Compensation benefits.

Employees shall immediately report any injury incurred in the course of their employment, however minor, to their supervisor or Department Director and be provided with first aid or medical treatment as may be necessary. The State of Tennessee First Report of Injury form and Panel of Physicians form must be completed and submitted to the Human Resources Director as soon as feasible following the injury and should not be delayed unnecessarily.

The Town of Jonesborough attempts to use a combination of sick leave and workers' compensation benefits to provide an income equal to the regular salary for an employee on leave due to a work-related injury. The total amount of monies paid to an employee on temporary total disability (66 2/3 of salary) each pay period shall not exceed the full pay normally received for the period at the employee's regular straight time pay rate as of the date of the injury.

Employees on temporary total disability, through workers comp, shall continue to accrue sick leave and vacation leave at the employee's regular rate during the period of convalescence.

Employees on temporary total disability due to an occupational injury must be approved to return to work by the treating physician based on the employee's duties and responsibilities. If an employee cannot return to employment from a workers comp injury and perform his or her normal duties and responsibilities, the Town reserves the right to determine whether reasonable accommodation can be made or if the employee can be transferred to a position that has duties and responsibilities he or she can perform.

If the employee returns to work from any injury or condition with any work restrictions that prevent the full performance of the employee's duties, the employee is required to notify the Human Resource Director of any accommodation(s) the employee believes will allow him/her to perform the essential duties of his/her job.

In addition to a release to work by a physician, any employee of the Town who's position falls under the Fit for Duty testing program that has a non-work- or work-related injury or illness that reasonably may affect the ability to perform the essential functions of their job will be required to undergo Fit for Duty testing.

WEAPONS

The possession of weapons or other dangerous materials, including but not limited to firearms, knives, explosives or other objects or substances, carried for the purpose of injuring or intimidating them anywhere on the Town of Jonesborough property or while conducting Town of Jonesborough business is prohibited. This policy does not apply to Public Safety Officer gear.

SMOKING/TOBACCO POLICY

In accordance with State law and Town policy, the Town shall maintain a smoke, tobacco, electronic vapor free workplace. Smoking, and use of any tobacco and vapor is prohibited in all Town buildings, which includes restrooms, offices, lounges, stairways, and similar areas; Town owned vehicles and within 100 feet of entrances to Town buildings.

DRUG & ALCOHOL FREE WORKPLACE POLICY

The Town of Jonesborough maintains a drug alcohol free workplace.

DUTY TO REPORT CONVICTIONS

Any employee convicted of violating a criminal drug statute will report to the Human Resources Director of the conviction, (including pleas of guilty and *nolo contendere),* in writing within five calendar days of the conviction occurring. The Human Resources Director will notify the supervisor. The Town will take appropriate action within 30 days of notification. Failure to inform the Town subjects the employee to disciplinary action up to and including termination of employment for the first offense.

The Town of Jonesborough will comply with all Federal and State requirements as they relate to requiring a drug-free workplace. Accordingly, the Town of Jonesborough will notify appropriate State and Federal agencies of an employee's drug conviction(s), failed drug/alcohol test as required by law or contract.

DRUG AND ALCOHOL TESTING POLICY

The Town has no intention of interfering with the private lives of its employees unless involvement with alcohol or other drugs off the job affects job performance or public safety. This policy does not preclude the appropriate use of legally prescribed medication that does not adversely affect the mental, physical, or emotional ability of the employee to perform his/her duties safely and efficiently. It is the employee's responsibility to inform the proper supervisory personnel of his/her use of any legally prescribed medication and/or over the counter medication that may impair his/her ability to safely perform the essential functions of their job before the employee goes on duty or performs any work. Any information obtained from the employee's disclosure will be maintained and treated with the strictest confidence.

In the event an employee notifies their immediate supervisor that they are taking a medication that may produce or be at risk of producing any effects which might limit the

employees' ability to perform the essential functions of his/her job, the supervisor shall instruct the employee to perform one of two options prior to reporting to work.

1. The employee shall take a copy of his/her position description to the prescribing physician, and the physician shall provide written documentation that the employee can safely perform the essential functions of their job while taking the prescribed medication.

2. The employee may be directed to an approved physician who conducts pre-employment physicals for the Town. The employee shall take a copy of his/her position description, and the physician shall provide written documentation that the employee can safely perform the essential functions of their job while taking the prescribed medication.

In all cases, the employee shall not be allowed to continue working in safety sensitive, or DOT position until physician approval is obtained. The employee may be assigned a different position that is not of a safety sensitive nature until the proper documentation is obtained. Any documentation obtained by the Physician shall be placed in the employee's medical records.

To provide a safe, healthy, productive, and drug/alcohol-free working environment for its employees to properly conduct the business of the Town, the Town of Jonesborough has adopted a drug and alcohol testing policy. The policy complies with the Drug-Free Workplace Act of 1988, which ensures employees the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs; Federal Highway Administration (FHWA) rules, which require drug and alcohol testing for persons required to have a commercial driver's license (CDL); Department of Transportation (DOT) rules, which include procedures for urine drug testing and breath alcohol testing; and the Omnibus Transportation Employee Testing Act of 1991, which requires alcohol and drug testing of safety-sensitive employees in the aviation, motor carrier, railroad, pipeline, commercial marine, and mass transit industries. The types of tests that may be required under this policy are pre-employment, transfer, reasonable suspicion, post-accident (post-incident), random (for safety-sensitive positions only), return-to-duty, and follow-up.

To educate the employees about the dangers of drug and/or alcohol abuse, the Town shall sponsor an annual information and education program for all employees and supervisors. Information will be provided on the signs and symptoms of drugs and/or alcohol abuse; the effects of drug and/or alcohol abuse on an individual's health, work, and personal life; the Town's policy regarding drugs and/or alcohol; and the availability of counseling. The Human Resource Director has been designated as the Town official responsible for answering questions regarding this policy and its implementation.

It is the policy of the Town that the use of drugs and alcohol by its employees and impairment in the workplace due to drugs and/or alcohol is prohibited and will not be

tolerated. Engaging in prohibited and/or illegal conduct may lead to disciplinary action up to and including termination.

Prohibited and/or illegal conduct includes but is not limited to:

1. Being on duty or performing work for the Town while under the influence of drugs and/or alcohol.
2. Engaging in the manufacture, sale, distribution, use or unauthorized possession of drugs or alcohol at any time while on duty or while in or on Town property, or Town vehicles.
3. Refusing or failing a drug and/or alcohol test administered under the policy.
4. Providing an adulterated, altered, or substituted specimen for testing.
5. Use of alcohol within four hours prior to reporting for duty on schedule or use of alcohol while on call.
6. Use of alcohol or drugs within eight hours following an accident (incident) if the employee's involvement has not been discounted as a contributing factor in the accident (incident) or until the employee has successfully completed drug and/or alcohol testing procedures.

The Town performs post-offer drug screens for all new employees and drug screens for safety-sensitive positions, including positions requiring CDL for performance of the job; (random) post-accident/incident; and reasonable suspicion. No disciplinary action may be taken pursuant to this drug policy against employees who voluntarily identify themselves as drug users prior to selection for drug testing, obtain counseling and rehabilitation through the Town's Employee Assistance Program or other program sanctioned by the Town or through the employee's own provision, and thereafter refrains from violating the Town's policy on drug and alcohol abuse. However, voluntary identification will not prevent disciplinary action for the violation of the Town's drug and alcohol testing policies and regulations, nor will it relieve the employee of any requirements for return to duty testing.

A job applicant will be denied employment with the Town if his/her post-offer, pre-employment test result has been confirmed positive. Current employees will be subject to termination of employment if their test result has been confirmed positive, if they refuse to test, or for any other violations outlined in the Drug Free Workplace policy. Compliance with this substance abuse policy is a condition of employment; the Town will pay for all required drug tests.

To the extent allowed under the Tennessee Open Records Law, all information from an employee's or applicant's drug and alcohol test is confidential and only those individuals with a need to know are to be informed of test results.

COMPLIANCE WITH SUBSTANCE ABUSE POLICY

Compliance with the substance abuse policy is a condition of employment for all employees. The failure or refusal by an applicant or employee to cooperate fully by signing necessary consent forms or other required documents, or the failure or refusal to submit to any test or any procedure under this policy in a timely manner will be grounds

for refusal to hire or for disciplinary action up to and including immediate termination of employment. The submission by an applicant or employee of a urine sample that is not his/her own or is adulterated will be grounds for refusal to hire or for disciplinary action up to and including immediate termination of employment.

DRUG AND ALCOHOL TESTING

The Town's drug testing program will follow the Substance Abuse and Mental Health Services Administrations' (SAMHSA) mandatory guidelines for workplace drug testing which include having an MRO review of the test. Testing will be done for those drugs identified in the SAMHSA and DOT guidelines (marijuana, cocaine, opiates, amphetamines, and phencyclidine) for which drug laboratories are certified, and DOT panel.

TYPES OF TESTS

PRE-EMPLOYMENT

All applicants for employment who have received a conditional offer of employment with the Town must submit to a drug test before receiving a final offer of employment.

TRANSFER/PROMOTION

Employees transferring/being promoted to a safety sensitive position shall undergo drug testing. "Safety sensitive positions" include, but are not limited to, police officers, firefighters, positions requiring a commercial driver's license, public works positions involving the operation of heavy construction equipment, water/wastewater plant operators. If the employee tests positive, the offer of the transfer or promotion will be withdrawn and the employee will be terminated.,

POST-ACCIDENT

Following any workplace accident, which resulted in property damage, environmental damage or personal injury, any employee in a safety sensitive position who was directly involved in the accident will be required to take a post-accident drug and alcohol test.

Post-accident testing shall be conducted within eight hours following the accident.

Following all workplace accidents where drug testing is to be performed, unless otherwise specified by the Safety Director or Human Resources Director, **any** affected employees who are ambulatory will be taken by a supervisor or designated personnel of the Town to the designated collection site. In the event of an accident occurring after regular work hours, the employee(s) will be taken to the testing site as soon as is practical within the time limits indicated above. No employee shall consume any drugs, fluid, or food prior to completing the post-accident testing procedures.

Any affected employee who is seriously injured, non-ambulatory, and/or under professional medical care following an accident shall consent to the obtaining of specimens for drug testing by qualified, licensed, attending medical personnel and consent to the testing of the specimens. Consent shall also be given for the attending medical personnel and/or medical facility (including hospitals) to release to the MRO of

the Town, appropriate and necessary information or records that would indicate only whether specified prohibited drugs (and what amounts) were found in the employee's system. Each employee shall grant consent at the implementation date of the substance abuse policy of the Town or upon hiring following the implementation date.

Post-accident urinary testing may be impossible for unconscious, seriously injured, or hospitalized employees. If this is the case, certified, or licensed attending medical personnel shall take and have analyzed appropriate specimens to determine if drugs were present in the employee's system. Only an accepted method for collecting specimens will be used. Any failure to do post-accident testing within eight (8) hours must be fully documented by the attending medical personnel.

TESTING BASED ON REASONABLE SUSPICION

All safety sensitive employees are subject to reasonable suspicion testing. Reasonable suspicion testing is also referred to as probable cause testing and is required for any safety sensitive employee where there is reasonable suspicion to believe the employee is using or is under the influence of drugs or alcohol.

The decision to test for reasonable suspicion must be based on a reasonable and articulate belief that the employee is using or has used drugs or under the influence of alcohol. This belief should be based on recent, physical, behavioral or performance indicators of drug/alcohol use. Probable causes requiring a testing of reasonable suspicion include specific, objective, and articulable facts concerning appearance, behavior, speech, body odors, or performance.

Supervisors who have received drug and alcohol detection training that comply with DOT regulations must make the decision to test and must observe the employee's suspicious behavior. Among other things, such facts and inferences may be based upon, but not limited to, the following, as provided by Tennessee Code Annotated § 50-9-103 and Tenn. Comp. R. and Reg. 0800-02-12-.03(21):

a) Observable phenomena while at work, such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse.
b) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
c) A report of substance abuse provided by a reliable and credible source.
d) Evidence that an individual has tampered with any substance abuse test during his or her employment with the town.
e) Information that an employee has caused or contributed to an accident while at work.
f) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working, or while on the employer's premises, or while operating the employer's vehicle, machinery, or equipment; or
g) Involvement in an accident which results in an injury to another individual or in property damage exceeding five thousand dollars ($5,000.00), or such minimum amount as set by U.S.DOT Guidelines, if less.

Supervisory personnel of the Town making a determination to subject any employee to drug or alcohol testing based on reasonable suspicion shall prohibit the employee from operating a vehicle or engaging in a safety sensitive function and shall document their specific reasons and observations in writing to the Human Resource Director prior to two (2) hours of the decision to test.

RANDOM TESTING

Random testing shall be unannounced. Every employee in the random testing pool has an equal chance of being chosen for testing every time a random selection is drawn. Only employees of the Town holding safety sensitive positions are subject to random drug testing. “Safety sensitive positions” include, but are not limited to, police officers, firefighters, positions that operate a Town vehicle, public works positions involving the operation of heavy construction equipment, water/wastewater plant operators. While positions requiring a commercial driver’s license are also considered safety sensitive positions, CDL holders will be tested in a separate pool pursuant to federal requirements.

It is the policy of the Town to annually perform random tests for drugs on at least fifty percent (50%) of the total number of drivers required to possess a commercial driver’s license (CDL).

RETURN-TO-DUTY AND FOLLOW-UP

Any employee of the Town who has voluntarily disclosed a drug or alcohol problem prior to a required test must submit to a return-to-duty test, as provided in the return-to-work agreement. Follow-up tests, also referred to as post rehabilitation testing, will be unannounced, and provided in the return-to-work agreement. Follow-up testing may be extended for up to six (6) months following return to duty for safety-sensitive positions and CDL holders. The employee will be required to pay for his or her return-to-duty and follow-up tests accordingly.

PROHIBITED DRUGS

The substances for which testing is commonly performed are those that the National Institute for Drug Abuse (NIDA) designated as “illegal” drugs for purposes of the Federal Drug Testing programs. All drug results will be reported to the MRO. If verified by the MRO, they will be reported to the Human Resource Director, who will report the result to the Town Administrator. The following is a list of drugs for which tests will be routinely conducted:

1. Amphetamines
2. Marijuana (cannabinoids)
3. Cocaine (benzoylecgonine)
4. Opiates (codeine, morphine, heroin)
5. PCP (phencyclidine)
6. 6-Acetylmorphine (heroin)
7. MDMA (ecstasy)

The Town may test for additional substances listed under the Tennessee Drug Control Act of 1989 (as amended).

DRUG TESTING LABORATORY STANDARDS AND PROCEDURES

The Department of Health and Human Services (DHHS)/Substance Abuse and Mental Health Services Administration (SAMHSA) has established standardized procedures and cutoff levels that are followed by several federal agencies, DOT, and various private and government regulations. All collected urine samples will be sent to an authorized laboratory that is certified and monitored by the federal Department of Health and Human Services (DHHS).

REPORTING AND REVIEWING

The Town will designate an MRO to receive, report, and file testing information transmitted by the laboratory. This person shall be a licensed physician with knowledge of substance abuse disorders.

1. The laboratory shall report test results only to the designated MRO, who will review them in accordance with accepted guidelines and the procedures adopted by the Town.
2. Reports from the laboratory to the MRO shall be sent via secure portal in writing. The MRO may talk with the employee by telephone upon exchange of acceptable identification.
3. The testing laboratory, collection site personnel, and MRO shall maintain security over the testing data and limit access to such information to the following: the Human Resource Director, or the Town Administrator, and the employee.
4. Neither the Town, the laboratory, nor the MRO shall disclose any drug test results to any other person except under written authorization from the affected employee, unless such results are necessary in the process of resolution of accident (incident) investigations, requested by court order, or required to be released to parties (i.e., DOT, the Tennessee Department of Labor, etc.,) having legitimate right-to-know as determined by the Town attorney.

An applicant or employee must carry and present a valid government issued photo ID to the appropriate personnel during testing. Failure to present photo identification is equivalent to refusing to take the test.

ALCOHOL TESTING PROCEDURES

All breath alcohol testing conducted for the Town will be performed using evidential breath testing (EBT) equipment and personnel approved by the National Highway Traffic Safety Administration (NHTSA). The Department of Public Safety cannot perform the breath alcohol testing unless it is a part of their accident investigation in which criminal charges may be forthcoming.

Alcohol testing is to be performed by a qualified technician as follows:

1. Step One: An initial breath alcohol test will be performed using a breath alcohol analysis device approved by the National Highway Traffic Safety Administration (NHTSA). If the measured result is less than 0.02 percent breath alcohol level (BAL), the test will be considered negative. If the result is greater or equal to 0.04 BAL, the result will be recorded and witnessed, and the test shall proceed to Step Two.

2. Step Two: Fifteen minutes will be allowed to pass following the completion of Step One above. Before the confirmation test or Step Two is administered for each employee, the breath alcohol technician shall insure that the evidential breath testing device registers 0.00 on an air blank. If the reading is greater than 0.00, the breath alcohol technician will conduct one more air blank. If the reading is greater than 0.00, testing shall not proceed using that instrument. However, testing may proceed with another instrument. Then Step One will be repeated using a new mouthpiece and either the same or equivalent but different breath analysis device.

The breath alcohol level detected in Step Two shall be recorded and witnessed.
If the lower of the breath alcohol measurements in Step One and Step Two is 0.04 percent or greater, the employee shall be considered to have failed the breath alcohol test.

Any breath alcohol level found between 0.02 percent BAL and 0.04 percent BAL shall result in the employee's removal from duty without pay for a minimum of 24 hours. In this situation, the employee must be retested by breath analysis and found to have a BAL of up to 0.02 percent before returning to duty with the Town.

All breath alcohol test results shall be recorded by the technician and shall be witnessed by the tested employee and by a supervisory employee of the Town when possible.
The completed breath alcohol test form shall be submitted to the Director of Human Resources.

CONSEQUENCES OF A CONFIRMED POSITIVE DRUG AND OR ALCOHOL TEST RESULT AND/OR VERIFIED POSTIVE DRUG AND/OR ALCOHOL TEST RESULT
Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or, after requesting the testing of the split specimen, contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer.

As provided in Tennessee Code Annotated § 50-9-116, the medical review officer shall only consider prescriptions issued within six (6) months prior to a positive confirmed drug result for purposes of determining a valid prescription and immunity from actions required by this policy following a positive confirmed drug result.

If an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to

the Town. An employee may contest the drug test result pursuant to rules adopted by the Drug Free Workplace Program of the Tennessee Bureau of Workers' Compensation.

SUPERVISORY PERSONNEL WHO WILL DETERMINE REASONABLE SUSPICION TESTING

Supervisory personnel who will determine whether an employee must be tested based on reasonable suspicion and all persons who supervise CDL drivers and safety sensitive personnel are subject to these regulations will be trained to include at the minimum two 60-minute periods of training on the specific, contemporaneous, physical, behavioral, and performance indicators of both probable drug use and alcohol use. One 60-minute period will be for drugs, and one 60-minute period will be for alcohol.

One of the goals of the Town's drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an employee violates the policy, the consequences will be disciplinary action which is termination of employment. Job applicants will be denied employment with the Town if their initial positive pre-employment drug test results have been confirmed and/or verified.

If a current employee's positive drug and alcohol test result has been confirmed, the employee is subject to immediate removal from any safety-sensitive function and shall be subject to disciplinary action.

VOLUNTARY DISCLOSURE OF DRUG AND/OR ALCOHOL USE

If an employee of the Town is dependent upon or an abuser of drugs and/or alcohol and wishes to seek professional medical care, that employee should voluntarily discuss his/her problem with the Human Resource Director.

Such a voluntary desire for help with a substance abuse problem may be honored by the Town. If substance abuse treatment is required, the employee will be removed from service pending completion of the treatment. Voluntary disclosure must occur before an employee is notified of or otherwise becomes subject to a pending drug and/or alcohol test. Affected employees of the Town are entitled to up to thirty (30) consecutive days for initial substance abuse treatment as follows:

1. The employee must use all sick time, comp. time, and/or vacation time available. Any leave for substance abuse treatment shall run concurrently with any applicable Family Medical Leave.
2. In the event accumulated vacation, sick, and compensatory time is insufficient to provide the medically prescribed and needed treatment up to a maximum of thirty (30) consecutive calendar days, the employee will be provided unpaid leave for the difference between the amount of accumulated leave and the number of days prescribed and needed for treatment up to the maximum 30-day treatment period.

Prior to any return-to-duty consideration of an employee following voluntary substance abuse treatment, the employee shall obtain a return-to-duty recommendation from the

substance abuse professional (SAP) monitoring the employee's treatment. The SAP may suggest conditions of reinstatement for the employee that may include after-care and return-to-duty and/or follow-up drug and alcohol testing requirements. The Operations Manager and the Human Resource Director of the Town will consider each case individually and set forth final conditions of reinstatement to duty.

The employee must meet these conditions of reinstatement. Failure of the employee to complete treatment or follow after-care conditions, or subsequent failure of any drug or alcohol test under this policy will result in disciplinary action up to, and including, dismissal.

These provisions apply to voluntary disclosure of a substance abuse problem by an employee of the Town. Voluntary disclosure provisions do not apply to applicants. Employees testing positive during drug and/or alcohol testing under this policy are subject to disciplinary action.

RETURN-TO-WORK AGREEMENT FOR VOLUNTARY DISCLOSURE

A return-to-work agreement (RTWA) is a written document that sets forth the expectations that the Town has for completing rehabilitation, return-to-work testing, and follow-up post-rehabilitation testing. RTWA may also include completion of return-to-duty recommendations from the substance abuse professional. RTWA also sets forth the consequences if the expectations are not met.

This agreement will be used if an employee has been provided with the opportunity to participate in rehabilitation as he/she voluntarily identifies as a drug user, obtains counseling and rehabilitation through the Town's Employee Assistance Program or other program sanctioned by the Town.

If an employee has the capacity to consent to such an agreement prior to entering rehabilitation, an agreement shall be executed prior to the employee entering rehabilitation. If the employee does not have the capacity to consent to such an agreement prior to entering rehabilitation, an agreement shall be executed prior to the employee returning to work.

EXCEPTIONS

This policy does not apply to lawful possession, use or provision of alcohol and/or drugs by employees in the context of authorized work assignments (i.e., undercover police enforcement, intoxilyzer demonstrations). In all cases, it is the individual employee's responsibility to ensure that job performance is not adversely affected by the lawful possession, use, or provision of alcohol and/or drugs.

FIT FOR DUTY TESTING

Fit for duty testing may also be required on an as needed basis should an employee demonstrate difficulty in performing any essential function of their position or there is some other reasonable basis for believing that an individual's ability to perform essential

job functions is limited or impaired by a medical condition. This testing will be completed at an occupational medical facility.

Fit for duty test that is based on job duties and is completed at new hire and for return to work. The positions subject to a Fit for Duty exam are Fire, Police, Parks & Recreation, Utilities, Streets, Solid Waste, and Custodians but may include other positions as needed or as the program is expanded.

The medical information collected during Fit for Duty examinations will be kept in a separate file from the personnel file and will not be part of a public records request.

It is the policy of the Town of Jonesborough, that safety sensitive and CDL holders of the Town who has a non-work or work related injury or illness that reasonably may affect the ability to perform their usual job, will be required to undergo a Fit For Duty test as soon as their condition is stable and/or at the professional discretion of the physician or licensed therapist performing such testing. The physician or therapist performing the test is an independent contractor.

Post Injury Fit for Duty Employment Testing must be accomplished within five (5) working days from the date of release to work in any capacity by a physician or notification via mail or personal contact by the Town. “Fit For Duty” information will be kept in a confidential file separate from personnel records. Failure to return to work as scheduled via the physician’s release may result in immediate termination and failure to perform Fit for Duty Employment testing within five (5) working days of notification may result in termination of employment with the Town.

It is the policy of the Town of Jonesborough, that the Town reserves the right to fill light or modified duty positions, if any are available, with temporarily injured or ill employees until they are reasonably able to transition to their previous position or transfer to a permanent position with the Town that does not exceed their capabilities within the time periods described below.

Any employee who has a stable non-work related injury or illness will be required to return to work full duty within 120 days post injury or be subject to termination unless significant progress has been documented by the attending physician, by the transitional work program, or by the physician or therapist performing WORKSTEPS Fit For Duty Employment testing no more than every thirty (30) days as status changes after the injury or illness. Employees who continue to show significant progress up to 120 days, but still cannot perform “full duty,” may have a thirty (30) day extension to this policy as determined by the attending physician, by the transitional work program, or by the physician or therapist performing WORKSTEPS Fit for Duty Employment testing. Furthermore, employees who have reached maximum medical improvement (MMI) as determined by their physician and have not demonstrated adequate capability to perform the essential functions of the job held prior to the injury or illness with or without reasonable accommodation will be terminated unless there are vacant permanent positions the employee is qualified for outside of light, modified duty that does not exceed

their physical capabilities. Federal District Court has held that a "return to work program does not violate the Americans with Disabilities Act (ADA) when it permits the employer to place on a medical layoff injured employees who reach MMI." It is the policy of the Town of Jonesborough that modified or light duty positions will be made available, when at all possible, for recently injured employees needing transitional return to work.

FIT FOR DUTY: POST OFFER EMPLOYMENT TESTING FOR PREGNANT APPLICANTS

It is the policy of the Town of Jonesborough that any applicant who completes the application and interview process and is subsequently hired will submit to an employment physical to determine if the applicant can perform the essential functions of the job with or without reasonable accommodation. Thus, the applicant will be hired contingent upon successfully completing the employment test. If the applicant is pregnant or suspects that she could be pregnant and has verbally designated that she can perform the essential functions of the job in question, the employment test must still be completed. However, medical clearance from the attending physician must be given prior to initiating the physical testing process. To receive such a release, it is imperative that the attending physician is clearly informed of all aspects of medical and job specific testing and give authorization via a signature to the test facility. Once clearance by the physician is received, the test must be performed in its authorized entirety and the applicant must pass the essential strength requirements for the position in question, for the offer of employment to remain in force. If the test is not completed or the essential function requirements are not met, the offer of employment will be withdrawn.

ARREST/CONVICTION OF TOWN EMPLOYEE

Whenever a Town Employee is arrested, indicted, or otherwise charged with committing a crime, the employee shall immediately contact the Human Resources Director by telephone, in person or cause such notification to be made by a responsible person. Upon being arrested, indicted, or otherwise charged with a crime, the employee shall furnish the following information to the Human Resources Director who will notify the Town Administrator:

a. Time and date of arrest or charge.
b. Place of occurrence.
c. Present location of employee or place where he will be available for interview.
d. Specific charges against the employee
e. Date and location of court appearance(s)
f. Temporary or final disposition

The Town Administrator may dismiss an employee based on the arrest which is addressed in this personnel policy under causes to dismiss.

INFECTIOUS DISEASE POLICY

There are many types of disease that may put an employee at risk daily. These may be communicable, viral, or bacterial. Employees should understand that these types of disease can be transmitted through human contact, touching a surface after an infected person has touched it, or it may be airborne.

Each year, respiratory viruses are responsible for millions of illnesses and thousands of hospitalizations and deaths in the US. In addition to the virus that causes COVID-19, there are many other types of respiratory viruses, including flu and RSV. The CDC advises core prevention strategies, which include staying up to date on immunizations, practice good hygiene, take steps for cleaner air and if you have a respiratory virus, use precautions to prevent the spread and seek medical attention if you have risk factors that put you at risk of severe illness.

Employees should understand that their best defense against these types of disease is to use universal precautions daily, whether at the workplace, at home, or in an area open to the public.

General Policy Provisions

Employees are encouraged to follow general personal hygiene guidelines, as well as at their workstation. Personal hygiene guidelines are listed herein, but are not limited to the following:

- Wash hands often with soap and water for at least 20 seconds.
- When water is not available, use hand sanitizer that is at least 60% alcohol in content.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze, or if tissue is not available, use the inside of your elbow.
- Immediately discard the tissue in an acceptable garbage container and wash your hands.
- Avoid using other employees' phones, cellphones, desks, offices, or other work tools and equipment when possible.
- If you must utilize another employee's workspace or equipment you should clean and disinfect the area and equipment before and after use.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.

Employees are reminded that there are key times to wash or sanitize their hands throughout the day. These include, but are not limited to:

- Before and after work shifts.
- Before and after work breaks.
- After blowing their nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food; and
- After putting on, touching, or removing cloth face coverings, or protective gloves.

Employees who exhibit signals of sickness, which may be transmittable, are to stay home and use their accrued sick leave so that others are not exposed to sickness. Finally, all Town employees are reminded to be considerate of their fellow employees, residents, and visitors.

DEFINITIONS

The following definitions are intended to be a helpful supplement to the various sections making up the Personnel Policy. These definitions are not intended to be all-inclusive and are not intended to impose any limitations or restrictions on wording used in other sections of this document.

ABSENT WITHOUT PAY- Absence known, unknown, approved, or unapproved, resulting in suspension, abandonment of position or leave without pay.

ADMINISTRATIVE LEAVE - A requested or enforced leave that can be with pay or without pay, that is determined to be in the best interest of an employee or the Town but is not issued for disciplinary reasons.

ANNUAL LEAVE - Paid leave that is granted to an eligible employee for vacations, religious events, and other personal use.

APPLICATION- A form, either electronic or paper, used in applying for positions with the Town of Jonesborough.

BENEFITS ELIGIBLE- Employees that work 30 hours or more per week and are actively at work.

COMPENSATORY LEAVE - Time off from work in lieu of a monetary payment for overtime worked.

DEMOTION- Assignment of an employee from one position to another which has a Lower maximum rate of pay.

DEPARTMENT- A primary organizational unit as designed in the budget document, the organizational chart specifies those to whom the Department Director reports.

DEPARTMENTAL POLICY- The administrative policies set out by the Department. Director and approved by the Town Administrator; peculiar to the operation of the individual department; shall be consistent with but may not be synonymous with these rules and regulations.

DEPARTMENT DIRECTOR- A person responsible for administering the functions of a department. For this policy, the definition of Department Director includes those with titles that reflect manager or administrator.

DISCIPLINARY ACTION- An action which may be taken by the employee's supervisor, or designated representative in the event of failure to comply with rules and regulations. Types of disciplinary action are verbal, and written reprimand, suspension, demotion, and/or dismissal.

DISABILITY- A condition of impairment, partial, complete, permanent, or temporary

which prevents, hinders, or adversely affects an individual's performance of his/her normal routine of work.

DISMISSAL- A type of disciplinary action which separates an employee from the Town of Jonesborough payroll for cause.

EMPLOYEE, EXEMPT – A regular full-time employee who is not eligible for minimum. wage or overtime regulations; typically, part of the salary model of work, often in executive, supervisory, administrative, or professional positions; paid a salary rather than by the hour; primarily performing executive, administrative, or professional duties and exempt from the Fair Labor Standards Act's minimum wage and overtime requirements.

EMPLOYEE, NON-EXEMPT - A regular full-time employee is not executive, supervisory, administrative, or professional position and is eligible for overtime compensation and/or compensatory time.

EVALUTION- The system which has been established for evaluating an employee's performance by his or her supervisor. An evaluation may or may not be tied to a pay increase.

EMPLOYEE, REGULAR FULL-TIME - An individual that works 30 hours or more per week in classified service that is eligible to receive all employee benefits made available by the Town.

EMPLOYEE, PART-TIME - An individual that works a schedule of less than 30 hours. per week in classified service that is not eligible to receive employee benefits made available by the Town.

EMPLOYEE, SEASONAL PART TIME - An individual that is working for the Town for a specified period. This employee is not entitled to any employment benefits.

JOB DESCRIPTION- A written document covering a group of duties and responsibilities assigned to an employee.

LAYOFF- The non-disciplinary separation of an employee from a position due to a shortage of funds or work, the abolition of a position or for related reasons out of the employee's control and which does not reflect discredit upon the service of the employee.

LEAVE- An approved type of absence from work as provided for by these rules.

MILITARY TRAINING LEAVE- The period of twenty working days or less per calendar year granted to employees who are a member of the US Military. Military Training Leave is not charged to vacation leave. Employees may use up to five additional days. of sick leave for military training each year.

NEOPTISM- Favoritism shown to relatives by reason of relationship rather than merit or employment of immediate family by blood or marriage within same department.

ON CALL- Being available for a designated period.

OVERTIME - Compensation paid to a non-exempt employee at one and one-on-one-half times his or her regular rate of pay for hours worked over the limits for a work week or work period as established by the Fair Labor Standards Act.

PARENTAL LEAVE- Leave in accordance with applicable provision of state and federal. law for pregnancy, childbirth, adoption, and nursing of an infant.

PAY RATE- A specified dollar amount, expressed as an annual rate, monthly rate, weekly rate or hourly rate, as shown in the pay plan.

PAY PERIOD – The designated period that covered 14 calendar days.

PERSONNEL FILES- The files which are maintained by the Human Resources Director on each employee and consists of personnel forms. Workers' comp and medical files are to be kept separate in confidential files.

PROBATIONARY EMPLOYEE- often referenced as NEW EMPLOYEE - An employee recently hired by actions of the Town Administrator or Board of Mayor and Aldermen that enters an orientation period of six months.

PROTECTED GROUP - Classifications of groups of people protected by State and Federal Government through various acts, including Fair Labor Standards Act and the Americans with Disability Act that receive special emphasis or protection in employment practices.

RESIGNATION- Separation from the employment of the Town of Jonesborough at the request of the employee.

RETIREMENT-Separation from the Town of Jonesborough when an employee reaches the age or serves the number of years required by Tennessee Consolidated Retirement System to draw retirement benefits.

SICK LEAVE- An absence approved by the Department Director, and in some instances confirmed by the Human Resources Director and the Town Administrator, due to non-occupational illness or injury or health maintenance with a licensed health care provider.

STEP INCREASE - A move from one step on the Town's compensation plan to the next step higher. The increase will result in a higher level of compensation.

SUPERVISOR- A lower-level management position and role that is primarily based on authority over employees, work site, or workplace.

SUSPENSION - An enforced leave of absence for disciplinary purposes in which the employee is not compensated.

TRANSFER- Assignment of an employee from one position to another position. A transfer can take place within a department, between departments or between positions.

VACANCY- The unoccupied budgeted position which will be advertised as an open position.

WORK PERIOD - The period in which non-exempt employees are scheduled to work for a maximum number of hours as determined by the Fair Labor Standards Act and receive overtime or compensatory time for any hours worked more than that maxim. The normal work period is a work week, seven days with a maximum of 40 hours per seven-day period before overtime is paid. Public Safety Officers or Firefighters, however, may work a period of up to 28 days before overtime or compensatory time is computed.

WORK WEEK - Most Town employees work a seven-day work week with an expectation to work 40 hours per week. The work week is currently in effect for Jonesborough employees are Monday through Sunday with a paycheck schedule of every other Friday.

ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICY

The Town of Jonesborough Personnel Policy, approved by the Board of Mayor and Alderman on _____ contains important information about my employment with the Town of Jonesborough and I understand that I should consult my Department Director or Human Resources Director regarding any questions not answered in the personnel policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to this personnel policy may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this Handbook is neither a contract of employment nor a legally binding agreement but rather is intended to provide guidance to me regarding the terms and conditions of my employment. I further acknowledge that I am being employed on an at-will basis, and that the Town of Jonesborough or I can end my employment at any time, for any lawful reason that is sufficient to either myself or to the Town, or for no reason at all.

I understand that it is my responsibility to read the personnel policy and ask for clarification of any sections that I may not understand. I accept the terms of the personnel policy and acknowledge my receipt of the same. I also understand that it is my responsibility to comply with the policies contained in this personnel policy, and any revisions made to it.

I have received a copy of the Town of Jonesborough Personnel Policy on the date listed below. I understand that I am expected to read the entire handbook. I understand that this form will be retained in my personnel file.

_____ _____

Signature of Employee Date

_____

Printed Name of Employee

Addendums

- **Policy For Preventing and Reporting Fraud, Waste or Abuse**

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: August 10, 2026 **AGENDA ITEM #:** 8-H

SUBJECT: Fire Station #2 Floor Plan

BACKGROUND:
At the June 15, 2026, BMA meeting, the location of Fire Station No. 2 at Persimmon Ridge was approved. Operations Manager Craig Ford and Mayor Wolfe worked with designer Rebecca Lineberry to create a design and floor plan. Mr. Ford reviewed variations in floor plans with the Fire Department Supervisors, receiving positive feedback. The floor plan before you include various details highlighted below:

- Relocation of Men's Locker Room
- Relocation of Sleep 5 & 6
- Relocation of Women's Locker Room
- Revised Extractor Access
- Added door from Reception to the rest of the building
- Added stairs to the Storage Area above the Prep and Women's Locker Room
- Added transom windows in the garage
- Finished Ceiling height on the garage side is 16'
- The finished ceiling height on the left side will be 10'
- Planning for a single shed roof on the garage side sloping up towards the center of the building
- The left side of the building would get a traditional gable with the ridge going left to right
- There are 7 sleeping rooms with one of them being a shift leader/executive sleeping room that's entered opposite the executive office
- Planning to add some windows on the right side of the garage (high on the wall)

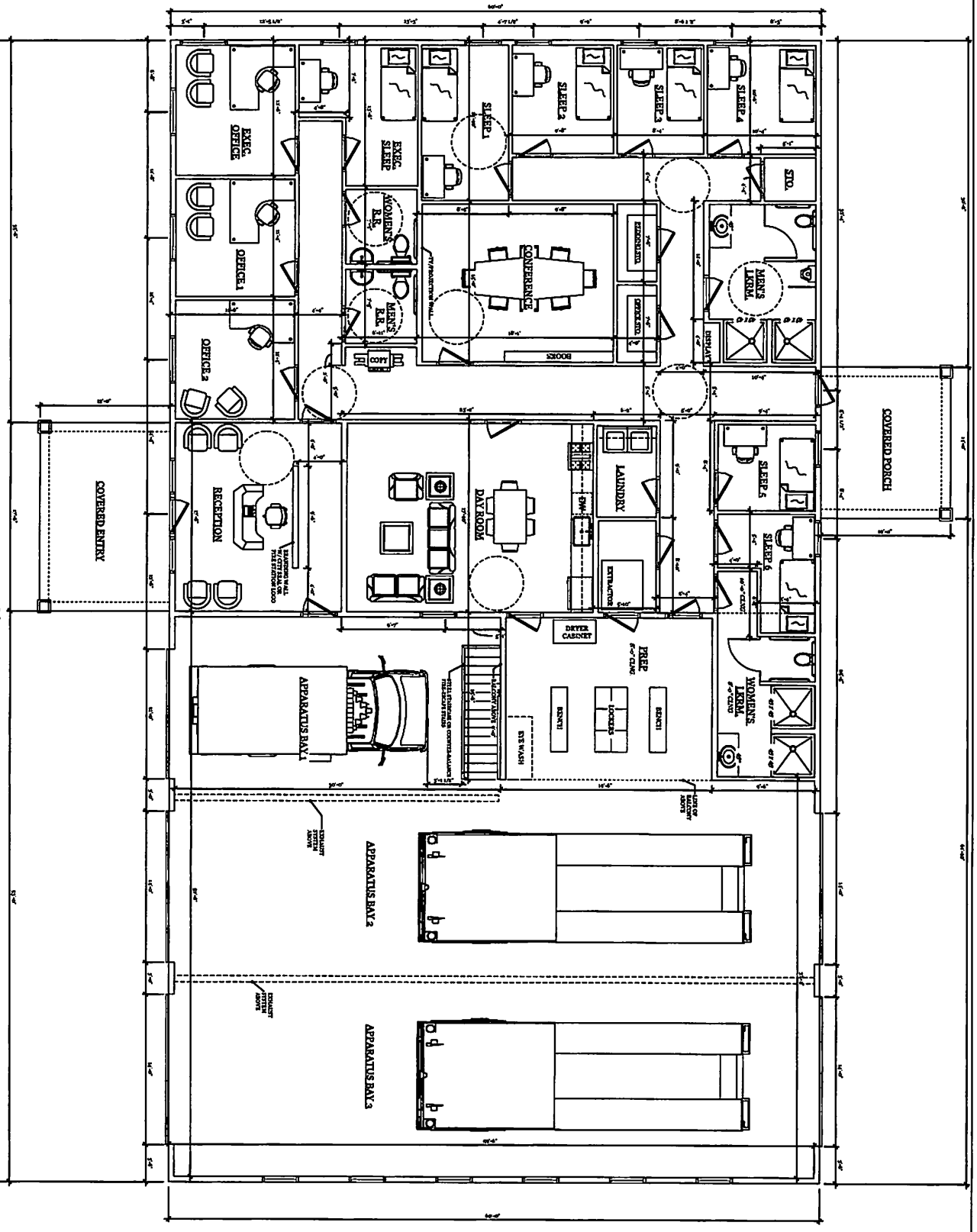
The height of Bay No. 1 is 12 feet in height and Bay No. 2 and No. 3 are both 14 feet in height. The proposed building will meet the immediate and future needs of our expanding firefighting forces. Additionally, the exterior colors will match the existing buildings in proximity.

Finally, Mr. Ford is working with property owner Joel Shell to plan for access to the new fire station from Persimmon Ridge Road to minimize potential public safety vehicles ingress and egress via Persimmon Ridge Park and onto Persimmon Ridge Road. Currently, there is an identified 30 foot wide by 422 feet long public road access from Persimmon Ridge Road abutting the Shell Property. An estimated 250 feet is needed to tie into the new fire station site. Mr. Shell has stated to Mr. Ford that he is very receptive in working with the town on the access plan.

RECOMMENDATION:
Approve the Fire Station No. 2 Floor Plan as presented.

FIRST FLOOR PLAN

1/4" = 1'-0"



CONTRACTOR TO VERIFY ALL DIMENSIONS BEFORE CONSTRUCTION. GREYSCALE DESIGN, LLC WILL NOT BE RESPONSIBLE FOR ERRORS IN DIMENSIONS OR CALCULATIONS ON DRAWINGS.

A	FLOOR PLAN	Rebecca Lineberry, NCIDQ INTERIOR DESIGNER	647 AA DEAKINS RD JONESBOROUGH, TN 37659 501-548-2885
03		JONESBOROUGH FIRE STATION #2 PERSIMMON RIDGE ROAD, JONESBOROUGH, TN 37659	REVISIONS NO./DATE / REMARKS

FIRE/EMS STATION NO. 2

Red X = Fire Station Site
Highlighted Blue = Approximate additional area for access