

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

MEETING NOTICES

MONDAY, JANUARY 8, 2024

7:00 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 4:45 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

REGULAR MEETING

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

CONSENT AGENDA

1. Approval of Minutes
2. Approval of Bills
3. Town Administrator Report
4. Operations Manager Report
5. Committee Reports
6. Supervisor Reports
7. Personnel – Employee Retirement
8. Town Recorder Employment Agreement

AGENDA

1. Financial Report
2. Communications from the Mayor
 - a. Honorary Firefighter Award
 - b. Proclamation - Martin Luther King, Jr. Day of Service
 - b. Employee of the Month
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments
6. **OLD BUSINESS**
7. **NEW BUSINESS**
 - A. Discussion and possible action concerning approval of the FY2022-2023 Audit Report;
 - B. Discussion and possible action concerning approval of a Professional Services Contract with Community Development Partners for the LPRF Grant;
 - C. Discussion and possible action concerning approval of a Short Form of Agreement with GRW Engineers for an Asset Management Plan and GIS Website Update;
 - D. Discussion and possible action concerning approval of a Resolution Authorizing Participation in the Public Entity Partner's Driver Safety Matching Grant Program;
 - E. Discussion and possible action concerning of a Resolution Authorizing Participation in the Public Entity Partner's Property Conservation Grant;
 - F. Discussion and possible action concerning approval of the Traffic Signal Service Agreement with the City of Johnson City;
 - G. Discussion and possible action concerning approval of a Special Event Permit Application by Jonesborough Locally Grown to hold a Market & Mingle event;
 - H. Discussion and possible action concerning approval of the Jonesborough St. Paddy's Day Celebration;
 - I. Discussion and possible action concerning approval to enter into an agreement with Mattern & Craig Engineers to perform a Warrant Study at the intersection of West Jackson Blvd and Payne Road;
 - J. Discussion and possible action concerning approval of the plan for the intersection at Boone St, East Main St, Spring St and Fox St.;
 - K. Discussion and possible action concerning approval to establish a new 30 miles-per-hour speed limit on Boones Creek Road from Jackson Blvd to the town limits;
 - L. Discussion and possible action concerning approval of the 2024 Music-On-The-Square Agreement with Sam Love;
 - M. Adjournment.

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

Consent Agenda

DATE: JANUARY 8, 2024 AGENDA ITEM #: 1

SUBJECT: Approval of Minutes

Attached for BMA approval are the Regular Meeting minutes of the November 13, 2023 and December 11, 2023 meetings.

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

NOVEMBER 13, 2023

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, November 13, 2023, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Rick Newell led the pledge to the Flag.

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

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none. Alderman Countermine made the motion, seconded by Alderman Wolfe, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the following BMA meetings: September 26, 2023 Called Meeting and October 16, 2023 Regular Meeting.

2. Approve the following bills for payment:

Insert Payment

3. Approve the following Town Administrator Report:

Insert Report

4. Approve the following Operations Manager Report:

Insert Report

5. Approve the following Committee Reports: Tree and Townscape Board, Parks and Recreation Advisory Committee, Senior Citizens Advisory Committee, and Historic Zoning Commission.
6. Approve the following Supervisor Reports: McKinney Center, Fire Department, Police Department, Building Inspector, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment, Street Department, Animal Control, Senior Center, Solid Waste and Recycling.

7. Acknowledgement of the Report on Debt Obligation for the General Obligation Bond, Series 2023, in the amount of \$2,832,100.00.

INSERT REPORT

8. Acknowledge of the Report on Debt Obligation for the General Obligation Bond, Series 2023A, in the amount of \$23,750,000.00.

INSERT REPORT

9. Acknowledge of the Report on Debt Obligation for the General Obligation Bond, Series 2023B, in the amount of \$10,000,000.00.

INSERT REPORT

10. Declaration of the following Town equipment as surplus to be either sold or destroyed as follows:

Insert List

Mayor Vest addressed the discontinuation of the Town's curbside recycling program. Mayor Vest said in researching all the issues that cities across the country are having with curbside recycling, and are either discontinuing it or are struggling with it. He said most of it is because there is not a good market to resell the recyclables; and there is also a problem with mistakes that we make as recyclers putting things in our bins that don't belong there, and it contaminates things in there and you cannot get them recycled. Mayor Vest said all those issues has just about made it impossible for municipalities to break even.

Town Administrator Glenn Rosenoff said although the curbside recycling will end, the Town does not want to over pivot to a point where we disregard recycling completely. Mr. Rosenoff said we have already embarked on preparing for the first drop off location near Fleet Maintenance off Old State Route 34. Mr. Rosenoff said that we are looking at a second drop off location more toward the central part of town, and potential others as well. He said another thing he was looking at was Keep Jonesborough Beautiful which is a very strong initiative, like breaking it down in preservation of natural resources, recycling efforts, beautification, adding more education focusing on water quality and stormwater; and also looking at our parks and keeping them clean. Mr. Rosenoff said there is a lot of different initiatives that he feels will provide for a more robust community involvement and community engagement in the near future, and a lot of it will be tied to the National Park Association, EPA, TDEC, or City Manager's Association. Mr. Rosenoff said a lot of these programs will advance town programs that already exists.

Mayor Vest asked Glenn Rosenoff if Town staff could stop picking up the blue recycling totes, and allow residents who have them to use them to take recyclables to the

convenient centers, and even the ones that have turned them in, at some point, give them a location where they can go pick one up if they want to choose that to take their recyclables. Mr. Rosenoff said that staff can let residents know they can retain their blue recycling bin.

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked the Aldermen if they had any comments. With there being none, Mayor Vest called for a motion. Alderman Countermine made the motion to approve the Financial Report as presented. Alderman Wolfe seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest announced that Kaden Pearson and Ben Irwin representatives of Sigma Chi Fraternity, Zeta Omega Chapter, ETSU, were present. Town Administrator Glenn Rosenoff expressed the Town's appreciation to Sigma Chi Fraternity for the generous time that they dedicated to help in cleaning up Persimmon Ridge Park that experienced massive storm damage from violent winds that uprooted trees and blocked roads on August 14, 2023. Mr. Rosenoff said the team of Sigs helped clear debris that ultimately helped the Town's forces re-open our highly traveled upon trail system to the public. Mr. Rosenoff said he was humbled to hear the high praises from staff and the community regarding the fraternity's exhaustive clean-up efforts at the park. Glenn Rosenoff said the Town is honored that you all accepted our call for help, and would love to work with Sigma Chi Fraternity again.

Mayor Vest said Committee Appointments was the next item on the agenda, and the recommendation is to reappoint Tom Foster to the Jonesborough Planning Commission with his term expiring in August 2026, and Brian Tapp to the Board of Dwelling Standards to fill a vacant position. Mayor Vest called for a motion, Alderman Wolfe made the motion, seconded by Alderman Dickson, to approve the two Committee Appointments as recommended by Mayor Vest. The motion was duly passed.

Mayor Vest asked Fire Lieutenant Chason Freeman, to come forward to accept the Employee of the Month Award. Mayor Vest read the following nomination letter:

I would like to nominate Chason Freeman, Fire Lt. for the Town of Jonesborough for Employee of the Month. Chason has always been great to work with. Recently, Chason provided an information table at the senior center to notify our members of the fire department's smoke detector program. Many of our seniors were not aware something like this was available, and this information has greatly assisted our seniors who would otherwise struggle to install and check their own detectors. What a wonderful service the Fire Department provides and what a great outreach to the community. I overheard Chason and the other firemen interact with our members, and they were great, very informative and engaging. Taking the time to inform our members and answer their questions. Being able to connect with the community is an essential quality working with the public, and Chason did such a good job. The following week, Chason and another fireman provided a safety class on using a fire extinguisher, which included classroom education and hands on

experience operating a fire extinguisher. Our members really enjoyed the opportunity and commented that they feel safer in their own homes now having had the experience of using an extinguisher. Chason was even a good sport and posed with our members for a fun photo! I asked him what made him want to become a fireman, and he shared that as a boy he had learned about firefighting from his dad and grew up responding to fires with his dad. He knew from an early age that was the field for him. I was impressed by his calling for this line of work, and his dedication to the service of others. Chason exemplifies that call to service, in how he treats the community and in his dedication. Being in a service field requires that person to put others before themselves. Hearing his love for what he does and sharing that so many of the firemen feel that way just made me so proud of our Fire Department in Jonesborough. Chason is always great to work with anytime we need help with anything, fire drills, CPR training and outreach. He has always provided our staff with CPR training. He teaches in a very relatable way and makes sure that we feel comfortable in the skills before we complete the course. I would like to nominate Chason Freeman for Employee of the Month. Submitted by: Mary Regen, Senior Center Director.

Mayor Vest asked Chason Freeman if he had any comments. Chason Freeman said he developed his passion for the fire service when he at an early by watching his father volunteering and working in fire service and knew that he wanted to make the fire service his career. Chason Freeman said appreciated being nominated.

Mayor Vest said that Glenn Rosenoff and Craig Ford have worked with TDOT for a temporary traffic signal that will be installed at 11-E and Tiger Way by the end of December, and that this will help with traffic when the new school opens. Mayor Vest asked staff to look at developing more handicap parking spaces at Persimmon Ridge Park and to make that a priority for next spring.

Mayor Vest said he and Alderman Wolfe had the opportunity to walk the new school site, and that school is looking great and is very excited about getting the students in there. Mayor Vest announced that the ribbon cutting for the new school is planned on December 15th, with the school system. Mayor Vest said the Halloween Haunts and Happenings was a great event and expressed his appreciation to the Event Coordinator and Marketing staff for their hard work on the event.

Citizens Comments was the next item on the Agenda. Rick Newell, 103 North Third Avenue, Jonesborough, TN; and Tim Winter, 273 Big Sandy Road, Telford, TN, and representing the JAMA (Jonesborough Area Ministerial Association) Food Pantry, addressed the Board to express their appreciation to the BMA for the new roof on the Food Pantry Building, and gave a brief report of the work of the food pantry in providing food assistance to families in need. They said due to the donations they have received the food pantry has been able to update their stock and was thankful for the donations they have received. Board members thanked Mr. Newell and Mr. Winter for their work and great partnership with the Jonesborough Area Ministerial Association.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Wolfe said asked Operations Manager Craig Ford if the Police Department has transitioned to the renovated recreation building. Craig Ford replied not yet, but they are very close to getting in there. Alderman Wolfe said he feels it made sense that once the Police Department moves out of the Food Panty building, that it becomes the domain of the Food Pantry, and made the motion to add an item to the agenda to designate that the entire use of the Elmer Gillespie Building to the JAMA Food Pantry. Town Administrator Glenn Rosenoff said there are several shared use spaces in that building. Craig Ford said he recently met with one of the Town's department heads, who is involved in a canning class that has gotten bigger than what their space will allow and they inquired about possibly using that old kitchen space to continue to grow that canning class if possible. Mr. Ford said he would like to leave that option open if that is agreeable with the Board. Mayor Vest asked Rick Newell and Tim Winter if that would be agreeable with them, and they agreed it would. Alderman Wolfe said he feels the priority of that building needs to be the JAMA Food Pantry, because they have operated out of half of it for a long time. Alderman Wolfe said the Police Department has used the other part, so as long as it fits in the program of what JAMA is doing he does not have a problem with that. Mayor Vest called for a second to Alderman Wolfe's motion. Alderman Countermine seconded the motion and it was duly passed. Alderman Wolfe said if the JAMA Food Pantry wants to cooperate with others, like for a canning class or Paws-In-Blue that will be their prerogative to do so. Mayor Vest called for a motion. Alderman Wolfe made the motion to dedicate the entire use of Elmer Gillespie Building to the Jonesborough Area Ministerial Association Food Pantry. Alderman Dickson seconded the motion and it was duly passed.

Alderman Wolfe said that he has noticed and in talking with some of the merchants too, that we have achieved what he calls "critical mass", and it has taken decades to do this. Alderman Wolfe said it no longer takes an event downtown to generate foot traffic in the downtown and that is a sign of a very long lasting effort finally being successful; and is a tribute to our previous Town leadership that has plugged at this for decades. Alderman Wolfe said it is gratifying to see downtown busy almost every weekend. Mayor Vest said that the Town has made some good investments in our downtown; and we have some outstanding merchants and entrepreneurs that really know how to operate their business and that is why we are seeing much success in our downtown.

Alderman Dickson said the 400 block of the West Main Street sidewalk project is looking really sharp and is very excited to see what the rest of that project is going to look like. Alderman Dickson enquired about the project timeline on the bridge at Barkley Creek. Craig Ford said they are changing that bridge over to the steel I-Beams. Craig Ford said that bridge had kind of an odd turn to it on the other side, and they are working on reconfiguring it. Mr. Ford said they do have the building materials ordered and as soon as they come in we are ready to begin work, and there is some preliminary work on re-aligning that bridge that suits better.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had comments. Jim Wheeler said he had nothing to report.

The next item on the agenda was a presentation by Robbie McGuire Washington County Property Assessor. Robbie McGuire said that Tennessee Code Annotated 67-5-1601 provides State mandated reappraisal and equalization of all real property; and these reappraisals help eliminate inequities created over time by changes in the real estate market, ensure fairness and equity for all property owners. Mr. McGuire said properties are appraised every five years, and 2024 is the fifth year of a reappraisal cycle, being updated to reflect the current market value. Robbie McGuire said there are four factors that determine a property tax bill: (1) Appraisal – the fair market value of a property; (2) Classification - whether the property is used for residential, commercial, industrial, or farm purposes; (3) Assessment – a figure determined by multiplying the classification percentage against the appraisal value; and (4) Tax Rate – the dollar amount set by the County Commission that applies to an assessment to calculate your property tax. Mr. McGuire said that he wanted to get information out to citizens of Washington County, Jonesborough, and Johnson City in advance of the 2024 appraisals coming out. Mayor Vest and Board members thanked Robbie McGuire for presenting the 2024 appraisal information.

The next item on the agenda was first reading of an Ordinance to amend Title 10 of the Jonesborough Municipal Code by adding a Chapter 4. The Town does not have an ordinance with respect to activities occurring within its parks, walking trails, or green spaces. Town staff feels it is imperative that the Town adopt an ordinance relating to activities that are allowed and/or acceptable within the Town's public spaces; for example, if an officer is called to a disturbance within the Town's parks or walkway system, there are ordinances governing the officer's response. The officer is bound at that point to determine whether a state law violation has occurred and take the appropriate action, which would be arrest, or a citation, as with established Ordinances, it gives the officer, as well as, Recreation staff, additional tools to regulate unwarranted or unacceptable behavior within the Town's park system. The Ordinance addresses behavior within our parks and green spaces, and it also establishes operating hours of our parks. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to approve Ordinance Title 10 Offenses-Miscellaneous, creating a new Chapter 4 "Parks, Green Spaces, Trails, and Public Property" on first reading, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of the 2023-2024 Barn/Land Lease of Town property located on Arnold Road. The Town owns property off Arnold Road known as the "water intake", which contains approximately 17 acres; and Mitch Triplett has been leasing 12 acres of the land which includes a barn that Mr. Triplett uses for farming purposes. We lease the property out for the following reasons: (1) It is property we are currently not using, (2) It eliminates the need for our staff to mow and maintain the section

under lease, and (3) It puts a reliable person on our property that helps keep an eye on it. In the past, Mr. Triplett raised fifty (50) pumpkins that the Town used for fall decorations. Mitch Triplett, has expressed that paying a lease payment in lieu of providing 50 pumpkins to the Town was more favorable to him. The proposed lease payment is \$500.00 for the term of the agreement. That equates to \$10.00 per assumed pumpkin. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to approve the 2023-2024 Barn Lease (12 acres) with Mitch Triplett, including Mr. Triplett paying the Town of Jonesborough a lease payment of \$500.00 in association with the water intake site off Arnold Road, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT LEASE

The next item on the agenda was approval of an increase in rates on Community Organization Rentals the McKinney Center. When the McKinney Center opened in 2013 and began renting the space, the rental rate for government agencies and community organizations was free between the hours of 8:00 am and 5:00 pm, Monday through Friday. The rate was set at \$15.00/hour for after 5:00 pm on weekdays and on the weekends. This \$15.00/hour covered the staffing cost of the building. At that time, hosts were paid around \$12.00/hour. When the Town raised rental prices during COVID to cover cleaning costs, we did not raise the rental rate for community organizations. Over the past few years, hosts have seen an increase in pay. The average pay for hosts is \$15.44/hour. In order to help stabilize costs, we need to increase the rental price for community organizations from \$15.00 per hour to \$20.00 per hour after 5:00 PM on weekdays, and on weekends. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion to approve the increase in rental rates on Community Organization Rentals from \$15.00 per hour to \$20.00 per hour after 5:00 PM on weekdays, and on weekends, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was request for approval of the transfer of ownership through Quitclaim Deed of the retention ponds at Mill Creek Subdivision Sections 8 and 9. The town's contracted engineer Todd Wood has inspected the ponds and has approved them, and Building Inspector JW Greene is recommending the town take ownership of the retention ponds, as follows:

Tract 1

Parcel 1: Being that .56 acre tract marked "Pond Area" as shown on Plat of Mill Creek, Section 9, of record in Plat Book 22, Page 293 in the Register's Office for Washington County, Tennessee.

Parcel 2: Being that .37 acre tract marked "Pond Area" as shown on Plat of Mill Creek, Section 9, of record in Plat Book 22, Page 293 in the Register's Office for Washington County, Tennessee.

Tract 2:

Being that .41 acre tract marked "Open Space" as shown on Plat of Mill Creek, Section 8 of record in Plat Book 22, Page 85 in the Register's Office for Washington County, Tennessee.

Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Wolfe said he would recuse himself from voting on this item. Attorney Jim Wheeler stated that with Alderman Wolfe recusing himself there would be an issue of not having a quorum of the BMA. Alderman Wolfe rejoined the meeting. Mayor Vest called for a motion. Alderman Dickson made the motion, seconded by Alderman Countermine, to approve the transfer of ownership through Quitclaim Deed as provided, between Wolfe Development, G.P. and the Board of Mayor and Aldermen of Jonesborough, as presented. Upon call of the roll, the following Aldermen voted Aye: Alderman Dickson and Alderman Countermine. Alderman Wolfe passed. The motion passed.

INSERT QUITCLAIM DEED & Schematics

The next item on the agenda was approval of 30-day extension of BurWil Construction's contract on the substantial completion date of the Jonesborough K-8 School Project from November 4, 2023 to December 4, 2023, with a "no added cost" change order. Clark Nexsen Architects has approved the 30-day extension request. Mayor Vest asked the Aldermen if they questions or comments. There being none, Alderman Wolfe made the motion to approve the request 30-day extension of BurWil Construction's contract, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT CHANGE ORDER

The next item on the agenda was the approval of the Lease Agreement with the International Storytelling Center (ISC) with the effective lease date of December 1, 2023 through December 1, 2033. The rental sum is \$50,274 per year, the payment of which rent is payable in monthly installments of \$4,189.50 beginning on or before the 1st day of December, 2023 and on the first day of each month thereafter. The amount of the monthly rent will increase by 5% on the 1st day of December, 2028 and on each 5-year anniversary of the date of the first payment after that. Mayor Vest asked the Aldermen if they had questions or comments. Town Attorney Jim Wheeler said he recommends a change in the wording on the membership, by adding a sentence to clarify that the two consecutive term limits shall not apply to members of the BMA appointed by the BMA to serve. Attorney Wheeler explained that because there are only five BMA members, if someone serves two terms, that you want them to continue serving, and that may make sense for the five of you all that that person continue on to. Alderman Wolfe made the motion to approve the Lease Agreement between the Board of Mayor and Aldermen and the International Storytelling Center, with the language articulated by Town Attorney Jim Wheeler as an amendment, with an effective lease date of December 1, 2023 through December 1, 2033, and the rental amount as per the Agreement, as presented. Alderman Countermine asked for clarification that the representative doesn't have to be one of the Board of Mayor and Alderman. Attorney Wheeler said it does not, but if you appoint

someone else the two executive term limit would apply, but if it is a BMA member their term limit runs concurrent with their term as a Board member. Alderman Countermine seconded the motion and it was duly passed.

INSERT LEASE AGREEMENT

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

DECEMBER 11, 2023

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, December 11, 2023, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing agenda was the Ordinance Amending Title 10 of the Town of Jonesborough Municipal Code By Adding Chapter 4 - Parks, Green Spaces, Trails, and Public Property. There were no comments.

The Public Hearing was closed.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

DECEMBER 11, 2023

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, December 11, 2023, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Marcy Hawley led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Kelly Wolfe. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Matthew Musgrove, Representative of Town Attorney Jim Wheeler who was absent.

The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none.

Alderman made the motion, seconded by Alderman , and duly passed to approve the following items on the Consent Agenda:

1. Approve the following bills for payment:

Insert Payment

2. Approve the following Town Administrator Report:

Insert Report

3. Approve the following Operations Manager Report:

Insert Report

4. Approve the following Committee Reports: Board of Zoning Appeals, Planning Commission, and Design Review Committee.
5. Approve the following Supervisor Reports: Building Inspector, Police Department, Solid Waste and Recycling, Director of Tourism and Main Street, and Director of Special Events.
6. Declaration of a 2003 Ford F150 used in the Meter Department, to be sold on GovDeals.com

The next item on the agenda was the approval of the Financial Report. Town Recorder Janet Jennings reported that the overall finances of the Town was in good shape. Alderman Wolfe made the motion to approve the Financial Report as presented, seconded by Alderman Countermine and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest said the Progressive Dinner was wonderful this year, and there was record attendance for the Tree lighting ceremony and the Christmas parade. Mayor Vest expressed his appreciation to Town staff for their hard work in putting all the events together.

Mayor Vest announced that he accepted the check from the Tennessee Department of Environment and Conservation for the Local Parks and Recreation Fund Grant in the amount of \$2,445,250.00 for Tiger Park project.

Mayor Vest said Committee Appointments was the next item on the agenda. Mayor Vest recommended the following committee appointments and re-appointments:

1. Tree and Townscape Board, with terms expiring January 2026: re-appoint Lori Rosenoff, Sue Henley, Geoff Hoare, and John Browning.

2. Historic Zoning Commission: Marcy Hawley to fill an un-expired term ending September 2024.

3. ISC (International Storytelling Center) Board of Directors: Appoint Terry Counterline and Dana Helvey.

Alderman Wolfe made the motion to approve Mayor Vest's recommendation of committee appointments and re-appointments as presented, seconded by Alderman Causey and duly passed.

Mayor Vest asked Jim Nease to come up to accept the Employee of the Month Award. Mayor Vest read the following:

I am nominating Jim Nease for the December Employee of the Month. What Jim has added to Jonesborough as an employee has been crucial to the success of the water quality department. Having served Jonesborough for over 34 years, his undeniable dedication to the job shines through every single day without fail. Though he has only been in the water quality department just over a year, he has excelled in every task and challenge he has faced. He stepped up and took charge of the meter installation project, aiding VEPO every step of the way with finding, locating, marking, and changing meters while still maintaining his regular line flush points daily. Whether it is his willingness to work overtime most weeks, often in the early morning hours no matter where the job is, or his overall stellar performance and overachievement to help others, all of these qualities makes him a worthy candidate. More recently, Jim has worked assiduously in ensuring the continuity of the exceptional water quality for the Town of Jonesborough. He effortlessly met the rigorous water examination standards set by the State of Tennessee, which garnered him well-deserved accolades. He has obtained the most remarkable results for the state water quality analysis that have been observed in the last 7 years, achieving optimal success for the Town of Jonesborough. It is for these reasons I am nominating Jim Nease for December Employee of the Month. Thank you for your consideration.

Submitted by: Arite White, Water Quality Director

Mayor Vest asked Jim Nease if he had any comments. Jim Nease said he was thankful for being nominated.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. There were no comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Counterline said Rachel Conger did a wonderful job on the Christmas parade. Alderman Wolfe said the traffic signal has been installed at Tiger Way and Jackson Boulevard (Hwy 11-E) is blinking caution for the next several days, and asked that the community to please practice patience. Alderman Wolfe noted that the new Jonesborough K-8 School is stunning, the parking lot has been paved

at Lincoln Park and looks fantastic; and the attendance for the parade was great and commended the police, fire and public safety for a great job. Alderman Wolfe said there is a conservated effort to open another roadway to the new school off of Boones Creek Road. Alderman Causey expressed her appreciation for the love and concern shown to her and her family during the passing of her husband, Bud Causey, and for the wonderful job that the Police and Fire Departments on escorting the funeral procession to the VA cemetery at Mountain Home in Johnson City.

Town Attorney Comments was the next item on the agenda. Matthew Musgrove said there was nothing to report.

The first item under Old Business was approval of an Ordinance on second and final reading to amend Title 10 of the Town of Jonesborough Municipal Code By Adding Chapter 4 - Parks, Green Spaces, Trails, and Public Property. Mayor Vest asked the Aldermen if they had any comments or questions. There being none, Alderman Wolfe made the motion to approve on second and final reading the Ordinance amending Title 10 of the Town of Jonesborough Municipal Code By Adding Chapter 4 - Parks, Green Spaces, Trails, and Public Property. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item was an addition to the agenda for consideration of No U-turn at the new traffic signal at Tiger Way and Jackson Blvd. Alderman Wolfe made the motion to approve the addition to the agenda as requested, seconded by Alderman Causey and duly passed.

Mayor Vest said the recommendation is approval of No U-Turn at new traffic signal at Tiger Way and Jackson Blvd including the east and west sides. Mayor Vest asked the Aldermen if they had comments or questions. There being none, Alderman Wolfe made the motion to approve the No U-Turn at the new traffic signal at Tiger Way and Jackson Blvd, including the east and west sides, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of the 2024 Employee Holiday Schedule. Mayor Vest asked the Aldermen if they had questions or comments. There being none, Alderman Countermine made the motion to approve the 2024 Employee Holiday Schedule as presented, seconded by Alderman Wolfe and duly passed.

INSERT SCHEDULE

The next item on the agenda was approval of a Resolution setting the 2024 Regular Meeting dates of the Board of Mayor and Aldermen. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Dickson made the motion to approve the Resolution setting the 2024 Board of Mayor and Aldermen Regular Meeting as presented, seconded by Alderman Wolfe and duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of a Resolution authorizing the Town to participate in a Public Entity Partners Cyber Security Matching Grant Program. The Town's insurance carrier, Public Entity Partners, has introduced a Cyber Security grant program to encourage entities to secure cyber security measures and reduce liability for the Town. The Town has already embarked on many advances and upgrades to our cyber protections, one of which was to meet the eligibility requirements for PEP's cyber security extension before March 2024 and this grant will help offset funds already appropriated for measures the town has budgeted for FY24. Training and backup software advancements are among the components of moving us towards the PEP extension. The grant program is a 50% match, and our eligible maximum reimbursement amount is \$1,500.00. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion, seconded by Alderman Countermine, to approve the Resolution authorizing the Town to participate in a Public Entity Partners Cyber Security Matching Grant Program. The motion was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of the bids for the McKinney Center interior painting. The work to be performed is to paint the entire interior of the facility including 3 classrooms, the auditorium, stage, an office, hallways, kitchen, all ceilings, restrooms, all walls, trim, beadboard, doors and doors with windows. The work would also include removing acrylic panels from interior windows for cleaning and replacing. As indicated by Ms. Hammons, four companies bid and only one included the full scope which included painting the auditorium ceiling. Quad City was the only bidder to include painting the auditorium ceiling as required, and their bid received was in the amount of \$35,100.00. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion to approve awarding the bid for interior painting of the McKinney Center to Quad City Builders in the amount of \$35,100.00, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval to award the Skyline Drive paving contract to Pavewell in an amount not to exceed \$65,000.00 as an add-on to the Pavewell North Cherokee project. Town staff requested a quote from Summers Taylor and Pavewell. Summers Taylor is the contractor working on the school project and Pavewell was the low bidder awarded the sidewalk and paving on North Cherokee Street. Summers Taylor submitted a bid of \$81,550.00. Pavewell submitted a base bid of \$43,230.00, with an additional not to exceed amount of \$21,750.00 for leveling as needed. This puts Pavewell's bid at \$64,980.00. Pavewell also stated this figure could be less depending on the amount of leveling that may be needed prior to resurfacing the roadway. There are funds available in the Street Department budget to cover the cost of this project, there is a very limited window of time to get this project completed. Mayor Vest asked the Aldermen if they had any comments or questions. There being none,

Alderman Wole made the motion, seconded by Alderman Dickson, to approve awarding the Skyline Drive paving contract to Pavewell in an amount not to exceed \$65,000.00 as an add-on to the Pavewell North Cherokee project. The motion was duly passed.

The next item on the agenda was approval of a Facility Use Agreement with the Jonesborough Repertory Theatre (JRT). The Facility Use Agreement is intended to be utilized until such a time that a more comprehensive facility use agreement be prepared in advance of the Jackson Theatre opening. Currently the only performing entity is JRT and therefore the agreement is made between the Town and JRT. The proposed agreement has been reviewed and edited by Town Attorney Jim Wheeler. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Countermine made the motion to approve the Facility Use Agreement with the JRT as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT AGREEMENT

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

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

Consent Agenda

DATE: JANUARY 8, 2024 **AGENDA ITEM #:** 2

SUBJECT: Approval of Bills

Attached is the list of bills for December 2023

Check Register - General Fund - December 2023

12/01/23	108050 - 108085	\$105,590.86
12/01/23	108086 - 108139	\$165,457.16
12/05/23	108140 - 108145	\$4,722.85
12/06/23	108146 - 108150	\$4,471.80
12/08/23	108151 - 108233	\$163,902.95
12/12/23	108234 - 108240	\$46,756.76
12/12/23	void - 108140	(\$988.25)
12/12/23	void - 107859	(\$555.00)
12/12/23	void - 108141	(\$400.00)
12/14/23	108241 - 108323	\$190,533.27
12/19/23	108324	\$27,851.22
12/21/22	108325 - 108388	\$840,639.04
12/27/23	108389 - 108409	\$105,726.46
12/28/23	108410 - 108415	\$6,408.52
		\$1,660,117.64

Check Register- Water Fund December 2023

12/01/23	66726 - 66748	\$14,816.80
12/01/23	66749 - 66798	\$91,620.15
12/05/23	66799 - 66800	\$5,148.10
12/06/23	66801 - 66802	\$1,856.77
12/08/23	66803 - 66829	\$120,552.14
12/12/23	66830	\$25,864.76
12/19/23	66831	\$57,512.78
12/14/23	66832 - 66858	\$73,397.50
12/21/23	66859 - 66895	\$136,976.82
12/27/23	66896 - 66909	\$83,290.95
12/28/23	66910 - 66915	\$12,573.72
12/28/23	66076 - void	(\$3,169.13)
		\$620,441.36

Check Register -Sanitation Fund - December 2023

12/01/23	10254 - 10258	\$4,685.54
12/01/23	10259 - 10269	\$2,654.60
12/05/23	10270	\$75.96
12/06/23	10271	\$94.02
12/08/23	10272 - 10277	\$1,044.96
12/12/23	10278	\$2,177.63
12/14/23	10279 - 10290	\$24,228.60
12/20/23	10291 - Local Govn. Sample	\$0.00
12/21/23	10292 - 10296	\$1,961.15
12/27/23	10297 - 10304	\$8,180.12
12/28/23	10305 - 10306	\$597.94
		\$45,700.52

Check Register -School Fund December - 2023

12/21/23	1142	\$941,173.39
		\$941,173.39

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

Consent Agenda

DATE: JANUARY 8, 2024 AGENDA ITEM #: 3

SUBJECT: Town Administrator Report

Employee Hire/Promotions/Resignations – December 1, 2023 – December 31, 2023

Employee Hires:

- 12/4/23 – Michaela Hardgrave – Water Department, Billing Clerk & Financial Support Analyst
Grade 5 Step 4 (\$38,585)
- 12/11/23 – Anne G'Fellers-Mason – McKinney Center, Program Manager
Grade 12 Step 4 (\$51,675)
- 12/11/23 – Cody Elliott, Water Distribution – Water Worker I
Grade 2 Step (\$31,836)

MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: December 2023 Monthly Report

Date: January 04, 2024

For the month of November, we were able to complete some major projects.

The Cherokee Road project is complete. This included drainage work, curb and sidewalk installation, paving and striping. Thompson Meadow Lane is also complete, with the exception of the street light installation. We are being told it may be April before the poles for the street lights are delivered to Brightridge.

Skyline Drive is also complete. If you will recall, we requested funding to resurface approximately 1,500 feet of Skyline Drive at the December Board of Mayor and Alderman meeting. This was due to damage on Skyline created by construction vehicles at the school

Pavewell completed the paving of this street on January 03, 2024, prior to the school opening. We are hoping the Washington County Highway Department can get it striped within a week.

The temporary traffic signal was installed and went live on December 27, 2024. There were complaints of the crepe myrtles in the median east of Tiger Way blocking the view of the traffic signals. I instructed the Street Department to remove these bushes, and they were removed January 02, 2024. This eliminated the vision obstruction.

In case you weren't aware, Jonesborough opened a new elementary school on January 04, 2024. I met with Chief Rice prior and also had a discussion with Sheriff Sexton about traffic. Chief Rice had six officers, including himself working and we will keep that presence up for a bit.

Here are a few of the things we learned. Almost no one is utilizing Skyline Drive, which I have to admit was somewhat shocking. Much of the traffic was going straight to 11E at the Roadrunner Market, after dropping their children off, turning right onto 11E, then attempting to U-turn back toward Johnson City. This caused traffic backups in the westbound lanes, and again, something we did not anticipate. This traffic could have easily traveled to the light on Tiger Way, or to Second Avenue and not had to U-turn at all.

Finally, speed is a problem on North Cherokee and the new section of Skyline in front of the school. That will be addressed quickly through enforcement.

Pavewell completed the Lincoln Park parking lot project, and it has been striped and landscaped. The Senior Center parking lot was also re-striped.

Complete Construction is putting the final touches on the West Main/Oak Grove sidewalk project. They are finished on West Main Street and should finish within the next week or two, weather permitting, on Oak Grove.

Complete Construction also completed the concrete pad for our new recycling center at the town's garage facility. They did an excellent job on the project. The Street Department sealed the pad and we are ready for recycling dumpsters. As you are obviously aware, we are in talks with Carter County about taking our cardboard and plastic recyclables. Once we can reach an agreement, we will be ready to open the recycling drop-off center.

The shed at Solid Waste is completed as well. The contractor did a phenomenal job on this project. I will be working with the Street Department in the coming month about taking down the old Solid Waste building in order that the contractor can get started on the new Street/Recreation Department building.

We conducted a Traffic Committee meeting the month of December and had some good discussion and ideas that will have a positive impact on the future movement of our traffic here in Jonesborough.

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

Consent Agenda

DATE: JANUARY 8, 2024 AGENDA ITEM #: 5

SUBJECT: Committee Reports

1. Board of Zoning Appeals
2. Planning Commission
3. Senior Citizens Advisory Committee
4. Historic Zoning Commission
5. Traffic Advisory Committee

Chairman Tom Foster opened the meetings of the Jonesborough Board of Zoning Appeals and the Jonesborough Planning Commission, Josh Conger led the group in an opening Prayer, and Tom Foster led the Pledge to the Flag.

JONESBOROUGH BOARD OF ZONING APPEALS

MINUTES

November 21, 2023

The Jonesborough Board of Zoning of Appeals met in regular meeting on Tuesday, November 21, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Terry Counterline, Bill Graham, Robin Harpe, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: None

Staff Present: Shawn Jackson, Donna Freeman

Chairman Tom Foster noted a quorum was present and called the meeting to order.

1. Public Comments – There were no Public Comments

2. Approval of Minutes

The minutes of the July 18, 2023, August 15, 2023, September 19, 2023, and October 17, 2023 Board of Zoning Appeals meetings were presented for approval. Chairman Tom Foster asked Commissioners if they had any questions or corrections to the minutes. There being none, Jim Rhein made the motion to approve the minutes as presented, seconded by Josh Conger and duly passed.

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

JONESBOROUGH PLANNING COMMISSION

MINUTES – November 21, 2023

The Jonesborough Planning Commission met in a regular meeting on Tuesday, November 21, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster – Chairman, Frank Collins, Josh Conger, Terry Countermine, Bill Graham, Robin Harpe, Richie Hayward, Jim Rhein, Bob Williams

Members Absent: None

Staff Present: Shawn Jackson, Donna Freeman,

Chairman Tom Foster noted a quorum was present and called the meeting to order.

1. **Public Comments** – There were no Public Comments.

2. **Approval of Minutes**

The minutes of the July 18, 2023, August 15, 2023, September 19, 2023, and October 17, 2023 Planning Commission meetings and the August 1, 2023 Design Review Commission, were presented for approval. Chairman Tom Foster asked Commissioners if they had any questions or corrections to the minutes. There being none, Terry Countermine made the motion to approve the minutes as presented, seconded by Bob Williams and duly passed.

3. **Sign Request – Laurelwood Apartments, 420 West Jackson Blvd** **Sign Contractor: Stafford Custom Graphics**

The request is for the redesign of the 32 square foot monument sign face, wrapped on the bottom, for Laurelwood Apartments, 420 W. Jackson Boulevard. Chairman Foster read the staff recommendation to the approve the overall design of the monument sign and sign area as presented, and called for a motion.

Motion: Josh Conger made the motion to approve monument signage for Laurel Wood Apartments as presented. Richie Hayward seconded the motion and it was duly passed.

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

JONESBOROUGH AREA SENIOR CITIZENS ADVISORY COMMITTEE

Meeting Minutes for October 26, 2023

Members Present: Joe Allison
Pat Wolfe
Charlene Macintyre
Phyllis Fabozzi
Carlos Turriate
Mike Willis

Members Absent: Tom Pardue
Linda Bradley
Pauline Douglas
Hing Wong

Senior Center Staff Present: Mary Regen

Next Meeting: December 7, 2023 at 4:00 p.m.

- 1. Approval of Minutes;**
Minutes from September 28, 2023 were reviewed. A motion to approve was made by Pat Wolfe. Seconded by Mike Willis. Approved by unanimous Committee vote.
- 2. Financial Accounts Review**
Mary Regen provided handouts detailing September statement and advised current balances. Mary advised current membership numbers 1,640 members.

Motion to approve was made by Charlene Macintyre. Seconded by Pat Wolfe. Approved by unanimous Committee vote.
- 3. Old/Unfinished Business**
There was no old/unfinished business to discuss.
- 4. New Business – Fall Craft Show, volunteering/scheduling**
Mary advised the Craft Show was being held Saturday, October 28, 2023 from 10:00 a.m. to 4:00 p.m. Lunch being served starting at 11:00 a.m. Cost of \$5.00 for lunch to remain the same. Mary advised 29 vendors have signed up and they are encouraged to set up Friday afternoon. All must be set-up by 9:45 a.m. on Saturday. Vendors and staff to park at Lincoln Park. Don will be manning the front desk. Alan and John will run shuttle to and from the park. Phyllis reviewed the park events that are taking place during the same day.
- 5. New Business – Fundraising**
Mary requested ideas for fundraising for special projects at the Center. One project is a storage building for the golf cart and additional inventory that needs to be stored. Food trucks and a dance were two ideas presented.
- 6. New Business – Vacant Advisory Committee Seat**
Mary requested nominees for seat vacated by Linda Bradley.
- 7. New Business – Upcoming Events, Trip and Programs**
Mary provided update on upcoming events/trips/programs. She advised November and December are very busy. Upcoming events include visits by Sulpher Springs Middle School on November 20th, ETSU visit, Brain Olympics on December 12th at Johnson City Senior Center, Santa Tree, Ricky Skaggs, Arboretum lights. A Valentine's Dance is being considered.

Mary advised the Center received a 100 health score after visit from health inspector.

7. **New Business – Upcoming Events, Trip and Programs (continued)**

Carlos asked the status of new artwork for the Center. Mary advised that additional money had to be spent for repair of HVAC units. One piece of art has been purchased. Additional to be purchased as funds allow.

12/4 is the MyRide 5 year anniversary.

Discussion was held on how to memorialize members who have passed away. A memorial plaque with names was thought to be the best way to accomplish this.

Mary advised Painting and LED Lighting was updated in the Classroom, Arts & Crafts Room, Card Room and Dining Room.

Motion to adjourn made by Pat Wolfe. Seconded by Charlene MacIntyre. Approved by unanimous Committee vote.

JONESBOROUGH AREA SENIOR CITIZENS ADVISORY COMMITTEE

Meeting Minutes for December 7, 2023

Members Present: Tom Pardue
Phyllis Fabozzi
Pat Wolfe
Carlos Turriate
Mike Willis
Hing Wong
Charlene MacIntyre

Members Absent: Pauline Douglas
Joe Allison

Senior Center Staff Present: Mary Regen

Next Meeting: January 25, 2024 at 4:00 p.m.

1. Call to Order:

Meeting was called to order by Tom Pardue

2. Approval of Minutes

Minutes from October 26, 2023 were reviewed. A motion to approve was made by Pat Wolfe. Seconded by Mike Willis. Approved by unanimous Committee vote.

3. Financial Accounts Review

Mary Regen provided handouts detailing October to current statements and advised current balances. Special projects, First Horizon and MyRide account balances continue to be very healthy. Current membership is at 1,740 members. A motion to approve the October financial accounts was made by Mike Willis. Seconded by Pat Wolfe. Approved by unanimous Board vote.

4. Old/Unfinished Business

There was no old, unfinished business to be reviewed.

5. New Business – Grant Opportunity

Mary Regen advised due to a reallocation of State funds of monies not used by other area agencies, the Center has received a \$25,000 Grant. \$5,000 must be evidence based (i.e., fall prevention, diabetes, etc.). Mary presented an idea to have Robin video instructions on the fitness room equipment. QR codes would be developed and placed on each piece of equipment so members would be able to scan and see the instructions. \$20,000 of the Grant to be used for garage for storage of golf cart, equipment, supplies, etc. Type of structure was also discussed. The Town of Jonesborough will advise if the structure can be placed at Lincoln Park. Monies must be used by June 2024.

6. New Business – 2024 Program and Activity Proposals

Discussion was held on types of programs the Committee would recommend for 2024. Mary advised there would be a new fitness class and hiking trips. Winter activities to start in January include a monthly cooking class, Funshine (different monthly topics), and lifelong learning programs. Mary also advised that the Jonesborough Senior Center will be hosting the trivia challenge next year. Committee discussed additional activities such as Caramel Apple factory in Morristown, trip to Chattanooga, Brushy Mountain State Penitentiary, Knoxville Ice Bears, and trip to see the Rhododendrons on Roan Mountain.

7. New Business – Vacant Advisory Board Spot

Discussion was held on filling the open spot on the Advisory Committee vacated by Linda Bradley. Several names were presented (Glenn Walker, Rena Denham, Jennifer McLeod, Lorena Craddock). Agreement to offer vacant seat to Lorena Craddock. Mary to discuss with Lorena.

8. New Business – Endowments

Mary Regen advised that during a meeting with other Senior Center Directors, there was discussion on ways to raise additional money for the Center. Ideas presented include SHOWCASE THE CENTER event in the Spring, approach ETSU for endowment and usual Craft Show. She discussed endowments with Buffy Bagwell who has agreed to help establish a program to solicit endowments.

Motion to adjourn made by Phyllis Fabozzi. Seconded by Pat Wolfe. Approved by unanimous Committee vote.

Historic Zoning Commission

Minutes

The Jonesborough Historic Zoning Commission met in a regular meeting on Thursday, October 26, 2023, at 6:00 p.m. in the Board Room at the Town Hall, Jonesborough, TN.

Members Present: Zac Jenkins – Chairman, Aaron Bible, Frank Collins, Chad Hylton, Rebecca Moss, Anne Mason, Chris Basar, Nita VanTil

Members Absent: Marc Kovac

Call to Order

Chairman Zac Jenkins called the meeting to order noting that a quorum was present, and informed the Commission that there were two additions to the agenda: 122 E. Main Street and 119 E. Main Street. Anne Mason approved the request to be added to the agenda, seconded by Nita VanTil and passed unanimously. Chairman Jenkins asked Commissioners if they had any conflicts of interest with any of the items listed on the agenda, noting there were none.

Public Comments

There were no public comments.

ITEM I. New Business:

a) 402 W. College

Owner/ Presenter: Susan Saylor

Mrs. Saylor requested approval to repaint the gutters white and replace the roof with a flat pan metal roof. The roof will be black matte finish by JD Metals. Weather XL – WXA01577.

Motion: Chris Basar made the motion to approve as presented, seconded by Chad Hylton, and passed unanimously.

b) 200 S. Cherokee

Owner/ Presenter: Hannah Houtari

Ms. Houtari requested approval for a dry stack retaining wall that is free standing cement stone. The wall will wrap around the side of Woodrow and S. Cherokee.

Motion: Aaron Bible made the motion to approve as presented, seconded by Nita VanTil, and passed unanimously.

c) Jonesborough Historic District Sidewalk Display Approval

Owner/ Presenter: Zac Jenkins

Lollipop Shop:

- Halloween décor will be taken down a couple days after Halloween
- Yoda will not be present during Christmas decorations
- ADA rules of 5-foot clearance will be followed
- No strobing lights at Christmas
- Christmas decorations to keep the same footprint as Halloween
- No Smoking signs being put up

Motion: Anne Mason made the motion to approve as presented, seconded by Aaron Bible, and passed unanimously.

Mid-Century Dragonfly:

- Small hay bail with small autumn décor

Motion: Anne Mason made the motion to approve as presented, seconded by Nita VanTil, and passed unanimously.

Gabe's Christmas:

- Two flowerpots in the front that hold holiday appropriate flowers/ plants

Motion: Nita VanTil made the motion to approve as presented, seconded by Frank Collins, and passed unanimously.

Texas Burrito & More:

- Small hay bale with scarecrow

Motion: Aaron Bible made the motion to approve as presented, seconded by Anne Mason, and passed unanimously.

Pack & Post:

- Small hay bale with small autumn décor

Motion: Aaron Bible made the motion to approve as presented, seconded by Nita VanTil, and passed unanimously.

d) 105 S. 2nd - Methodist Church

Owner/ Presenter: Kelley Wolfe

The church requested permission to demolish the small building that was determined to be non-contributing. A roll call vote was taken which all members voted yes, except for Frank Collins who voted no. It was requested that if some items could be saved and donated to please do so.

Motion: Rebecca Moss made the motion to approve as presented, seconded by Chris Basar, and passed unanimously.

e) 122 E. Main Street

Owner/ Presenter: Brian Ponder

Mr. Ponder requested to paint the garage addition the building, garage doors and trim.

Motion: Anne Mason made the motion to approve as presented, seconded by Frank Collins, and passed unanimously.

f) 119 E. Main Street

Owner/ Presenter: Lysa & Michael Bozel

They requested to repaint the exterior door, trim and bottom panels

Door & Trim: Vast Sky SW6506

Exterior Panels: Neighborly Peach SW6632

Upper portion: Butter Up yellow SW 6681

Building: High Reflective White SW7757

Motion: Anne Mason made the motion to approve as presented, seconded by Aaron Bible, and passed unanimously.

ITEM II. Expedited:

a) Academy Hill:

West side steps to be painted. J. Ross Conglomerate in Kingsport, TN will sandblast the entire staircase, apply Kem Kromik primer (industrial high-performance primer for iron/steel), then paint with industrial quality enamel paint, and apply a clear polymer seal with Shark grip additive to the top of the stairs to help with traction as the tiles are slippery when wet or snowy. The top color will be matched with Sherwin Williams paint with the paint code to be given later for our records.

b) Hal & Terrie Knight - 501 W. Main St

Replacing the second-floor roof with a flat pan standing seam roof green of color to match the existing roof.

ITEM III. Minutes

A motion was made by Frank Collins to approve the minutes, seconded by Aaron Bible, and passed unanimously.

Adjourn

A motion was made by Anne Mason to adjourn, seconded by Anita VanTil, and passed unanimously.

Historic Zoning Commission

Minutes

The Jonesborough Historic Zoning Commission met in a regular meeting on Thursday, November 9, 2023, at 6:00 p.m. in the Board Room at the Town Hall, Jonesborough, TN.

Members Present: Zac Jenkins – Chairman, Chad Hylton, Rebecca Moss, Anne Mason, Chris Basar, Nita VanTil

Members Absent: Frank Collins, Aaron Bible

Call to Order

Chairman Zac Jenkins called the meeting to order noting that a quorum was present, and informed the Commission that there were no additions to the agenda. Chairman Jenkins asked Commissioners if they had any conflicts of interest with any of the items listed on the agenda, noting there were none.

Public Comments

There were no public comments.

ITEM I. New Business:

a) 205 W. College St

Owner/ Presenter: Nicki Burke

Ms. Burke requested permission to remove the non-matching small window on the '91 addition of her home and replace it with a larger window in line with the existing one to provide more light.

Motion: Anne Mason made the motion to approve as presented, seconded by Nita VanTil, and passed unanimously.

b) 200 S. Cherokee

Owner/ Presenter: Hannah Houtari

Ms. Houtari requested to extend the previously approved dry stack retaining wall that is free standing cement stone.

Motion: Rebecca Moss made the motion to approve as presented, seconded by Chris Basar, and passed unanimously.

c) 213 E. Main Street

Owner/ Presenter: Karen & Larry Childress

Ms. Childress requested to change her red asphalt shingle roof to a grey asphalt shingled roof.

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

ITEM II. Expedited:

107 S. Cherokee - Methodist Church:

Replacing asphalt shingles with the same material and color.

120 E. Main Street - Victor* Linda Sulkowski

Repainting of the brick only with the existing color SW0008 Cajun Red.

ITEM III. Minutes

A motion was made by Nita VanTil to approve the 10-26-2023 minutes, seconded by Chris Basar, and passed unanimously.

Adjourn

A motion was made by Chris Basar to adjourn, seconded by Anne Mason, and passed unanimously.

**TOWN OF JONESBOROUGH
TRAFFIC ADVISORY COMMITTEE
CALLED MEETING
MEETING MINUTES: December 19, 2023**

Members Present: Chris Diehl, Chairman, Dr. Bill Kennedy, Steve Alexander, DW Cooper, Aaron Bible, Kelly Wolfe, Alderman

Members Absent: Bill Garland, David Sell, Sherrell Lyon

Others Present: Craig Ford, Malcolm Highsmith, Todd Wood, Engineer, Jimmy Rhein

Location: Town Hall Board Room, 12:00pm

Chairman Chris Diehl called the meeting to order.

Update on Traffic Signal at W. Jackson and Tiger Way - The first item on the agenda was an update on the traffic signal at Jackson Boulevard and Tiger Way. The temporary signal has been installed and is flashing. Stop bars and turn arrows have been installed. The traffic signal will go live on December 27, 2023. Tiger way and the Jackson left turn lane will be the only two loops installed on this temporary signal. If there are no vehicles to trigger the light, it will stay green on Jackson Boulevard.

This item was an update to the committee and required no action.

Speed on Boones Creek Road - The next item on the agenda was speed complaints on Boones Creek Road. The posted speed for Boones Creek Road within the city limits has two speeds within this stretch of roadway, 45 mph as you travel south into the city limits and then speed reduces to 30 mph. Public Safety reports presented to the committee indicate 37 accidents on this roadway for calendar year 2023, which is excessive number of accidents for this classification of roadway. Also reported were traffic citations written in this section of roadway with speeds exceeding 70 miles per hour. Four new residential developments are located within this corridor adding multiple driveway connections and increased volumes of traffic, not to mention the existing volumes of traffic as well.

To mitigate safety issues within the corridor consisting of excessive accidents and speeds, Staff recommended lowering the speed limit to 30 miles-per-hour traveling north from Jackson Boulevard to the city limits, re-stripe the roadway with a double yellow line, install no passing signage, and to place signage in the county advising motorists of reduced speed ahead.

There was also discussion about the future of this roadway with respect to a new road from the new school, a possible center turn lane, walking trails, and a traffic signal or roundabout at Parsons Circle.

Alderman Wolfe discussed the lengths to which the Town has prepared plans to transform this corridor to address the increase in traffic and development, and that those plans have already been designed by Todd Wood and submitted to TDOT for funding consideration. According to Alderman Wolfe, this did not make TDOT's 10-year Project Plan, however the Town will continue to work with TDOT to make this roadway/corridor safer.

A motion was made by Aaron Bible to accept staff's recommendation and seconded by DW Cooper. The motion passed unanimously.

Intersection of Main/Spring/Boone Streets - The next item on the agenda was the intersection of Boone Street, Main Street, and Spring Street. This intersection has been discussed by this committee for years. Dr. Kennedy advised the Traffic Committee to have been formed in part to find a solution for this intersection.

Staff studied this intersection based on the increase in both vehicular and pedestrian traffic. Based on mitigating both issues, Staff proposed installing a 6-foot island in the westbound lane coming down the hill. This would force traffic to move over and give the appearance of narrowing the roadway to reduce speeds (roadway reconfiguration). The island would need to be constructed of concrete as the granite curb could pose a danger.

This would include the elimination of the 3 parking spaces on Main Street in front of the Baptist Church. It is understood that parking is a premium downtown, but the island will not work unless those spaces are made part of the roadway reconfiguration. It was further discussed that when vehicles are parked in these spaces, vision is obstructed to the vehicles attempting to turn off Boone Street.

Furthermore, it is recommended to change Spring Street to a one-way road traveling southeast from Main Street to Franklin Avenue. This would allow the construction of a sidewalk on the north side, or Main Street side of Spring Street from Main to Franklin. At some point, the town is looking at continuing the sidewalk north up Franklin to tie into the sidewalk on Main Street to improve connectivity.

In the original sidewalk plan for Main Street, there was a raised crosswalk planned at Franklin Avenue. If the sidewalk was constructed on Franklin, the raised crosswalk could then be installed on Main Street.

Curbing with a raised bed and plantings, as well as signage would be placed on Franklin. All traffic coming into Jonesborough on Spring Street would be forced to turn right onto Franklin Avenue. Traffic on Franklin would be forced to turn left onto Spring Street.

A motion was made by Aaron Bible and seconded by Dr. Bill Kennedy to approve the plan as presented. There was additional discussion with the committee that although the island on Main Street and the bulb out at Franklin could be accomplished fairly quickly, the installation of the

sidewalk would come later, as would a crosswalk at Main and Spring. The motion passed unanimously.

Speed on South Cherokee (Old Embreeville Road) - The next item on the agenda was requests for speed tables on South Cherokee, Spring Street, and Shell Road. Street Director Malcolm Highsmith presented the latest traffic counts from South Cherokee that revealed a 10 mile-per-hour reduction in speed after a speed table was installed within the last year. These numbers were current data from a traffic study gathered just prior to the meeting.

It was agreed that speed tables work in slowing traffic speeds where the speed tables exist. Jonesborough is one of the only local governments that install speed tables on collector streets. Most jurisdictions that install speed tables typically do so on local residential streets such as within planned subdivisions. The requests for speed tables are outpacing the Street Department's ability to install them.

Staff recommended a pause in accepting new speed table requests to allow time to review and study the current speed table policy. Again, the difficulty is keeping up with installation, the cost of the speed table and maintaining the speed table once it is installed.

Alderman Kelly Wolfe made the motion to pause the acceptance on new speed tables for 60 days to give staff ample time to review the policy, look at other potential alternatives to addressing speed, and to make it clear that this action does not affect speed table installation that have already been approved and Steve Alexander seconded the motion. The motion passed unanimously.

Next, Alderman Kelly Wolfe asked if an item could be added to the agenda. He stated he had received complaints from several people about the intersection of Payne Road and West Jackson Boulevard. He reminded committee members of a study completed several years ago that found this intersection would be next to require a traffic signal. A motion was made by Alderman Wolfe to add this item to the agenda and Steve Alexander seconded the motion. The motion passed unanimously.

Alderman Wolfe stated that many people who live in the county and northwest Jonesborough utilize Payne Road as their connection to West Jackson. It is getting more and more difficult to turn left onto West Jackson from Payne Road. The committee members agreed. Alderman Wolfe made a motion to request the Town conduct a new study of this intersection for the purpose of adding a traffic signal. The motion was seconded by Aaron Bible. The motion passed unanimously.

Finally, the committee was given an update on First Avenue detailing the one-way adoption with the new signage, and on the West Main Street/Oak Grove Avenue sidewalk project. West Main was substantially complete, and construction had begun on Oak Grove Avenue.

A motion was made by Aaron Bible to adjourn and seconded by DW Cooper. The motion passed unanimously, and the meeting was adjourned at 1:00pm.

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

Consent Agenda

DATE: JANUARY 8, 2024 **AGENDA ITEM #:** 6

SUBJECT: Supervisor Reports

1. Director of Tourism & Main Street
2. Utility Manager
3. Water Distribution
4. Water Quality
5. Water Treatment
6. Wastewater
7. McKinney Center
8. Senior Center
9. Police Department
10. Building Inspector
11. Animal Control
12. Street Department
13. Director of Special Events
14. Fire Department



Cameo Waters

Director of Tourism & Main Street
December 2023 Monthly Report

Updates and Projects

1. Main Street and Downtown Update
2. Tourism Update
3. Marketing
4. Events

Main Street and Downtown Update

Attended the JAMSA board meetings for the month, multiple marketing meetings, event meetings, etc.

Involved in assisting JAMSA with event planning and marketing

Held Main Street board meeting

Tourism update

Continued working with Visit JC on a few large events coming to the area in a year (motorcoach association and Miss TN pageant and the travel writers association)

Began working to plan TN Songwriters event and signups went live and attended their webinar

Submitted spending and transformational plan for TDTD ARP Funds

Attended Northeast TN Tourism board meeting

Created RFP for the Visitors Guide, began advertising it and sent invitations to agencies to bid

Worked with Janet to obtain payroll information for the TDTD ARP grant

Marketing

Marketing was heavy for Christmas events

We are continuing our weekly segment on WJCW. The goal is to share information regarding Town projects and to keep individuals informed

Worked with WJHL on the 70th anniversary segment that was hosted in Jonesborough as well as doing a number of interviews in advance

Created skeleton marketing plans for 2024

Events

Assisted Amber with Whoville, Doggone Christmas, Christmas Parade and Santa's Christmas village

Oversaw the Christmas Market for the Christmas in Olde Jonesborough series

Lined up the two-year partnership celebration between the Town and the County for the waterline install

Attended the new school ribbon cutting

Began planning St. Paddy's Festival

Utility Manager Monthly Report

November 2023

All utilities departments operated under normal operating conditions for the month of November.

Distribution department installed 22 new service taps and repaired 41 service leaks for the month of November. The distribution department also completed 15 miscellaneous work orders and located 214 TN 811 one calls. The distribution construction crew installed 1000' of 12" DIP at the Industrial Park.

Water Quality Department read 12,941 meters for the month of November. The Water Quality Department cut off 90 meters with 58 of those for nonpayment. The Water Quality Department had a total of 13,936 total actions taken in the month of November. As of November 30th, Water Quality Department has changed out 12,334 meters to the new AMR meter system. The Water Quality Department completed all scheduled flushing for the month of November.

Water Plant processed 80.487 million gallons of water with a daily average of 2.682 million gallons per day in the month of November. The Water Treatment plant is operating at full capacity and is in need of an upgrade. Persimmon Ridge Tank has maintained an average level of 40 feet for November and Woodlawn Tank has maintained an average level of 24 feet for November.

Wastewater Department operated under normal conditions for the month of November. Wastewater had 2 releases in November due to power failure. The North Cherokee extension is at the 90% completion mark. The new school sewer was completed. All industries are within compliance. The WWTP is operating well. The diesel redundancy pump did not operate in November. The month of November experienced 7 days of precipitation for a total of 0.95 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For November, this rate was 23%, equating to an average of nearly 133,000 gallons daily.

County water line construction crew finished the Saylor Hill Rd project which is the 7th of 8 projects that are planned. The construction crew started the Dry Creek/Rockhouse Rd water line extension in the month of September. The Construction crew started the Dry Creek project on September 11th and has installed 10,000' of 6" DIP. To date the Construction crew has installed @ 55,500' of 6" DIP.

We had a busy November in Utilities. As of November 30th, 2023, Distribution has 3 total vacancies. The Water Quality Department has no vacancies, Water Treatment Plant has no vacancies and Wastewater has 2 vacancies. We are actively interviewing potential employees, but we struggle when it comes to start out pay to attract the people with the skill set, we need. I am working daily with GRW on the planning and design phase of the Water Treatment plant and transmission line. We have submitted the new Water Plant plans to SRF and USDA for review. We should be getting feedback in a few weeks on what the next steps are that we need to take. I am also working with Brightbridge to formulate a plan to install generators at our pump stations and at the Water Treatment plant.

Kevin Brobeck

Utility Manager

Utility Manager Monthly Report

December 2023

All utilities departments operated under normal operating conditions for the month of December.

Distribution department installed 31 new service taps and repaired 26 service leaks for the month of December. The distribution department also completed 20 miscellaneous work orders and located 230 TN 811 one calls.

Water Quality Department read 12,941 meters for the month of December. The Water Quality Department cut off 120 meters with 49 of those for nonpayment. The Water Quality Department had a total of 14,800 total actions taken in the month of December. As of December 31st, Water Quality Department has changed out 12,341 meters to the new AMR meter system. The Water Quality Department completed all scheduled flushing for the month of December.

Water Plant processed 82.227 million gallons of water with a daily average of 2.653 million gallons per day in the month of December. The Water Treatment plant is operating at full capacity and is in need of an upgrade. Persimmon Ridge Tank has maintained an average level of 40 feet for December and Woodlawn Tank has maintained an average level of 24 feet for December.

Wastewater Department operated under normal conditions for the month of December. Wastewater had no overflows or releases in December. The North Cherokee extension is at the 95% completion mark. The new school sewer was completed. All industries are within compliance. The WWTP is operating well. The diesel redundancy pump did operate in December. The month of December experienced 12 days of precipitation for a total of 3.66 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For December, this rate was 45%, equating to an average of nearly 366,000 gallons daily.

County water line construction crew finished the Saylor Hill Rd project which is the 7th of 8 projects that are planned. The construction crew started the Dry Creek/Rockhouse Rd water line extension in the month of September. The Construction crew started the Dry Creek project on September 11th and has installed 12,000' of 6" DIP. To date the Construction crew has installed @ 57,500' of 6" DIP.

We had a busy December in Utilities. As of December 31st, 2023, Distribution has 2 total vacancies. The Water Quality Department has no vacancies, Water Treatment Plant has no vacancies and Wastewater has 1 vacancy. We are actively interviewing potential employees, but we struggle when it comes to start out pay to attract the people with the skill set, we need. I am working daily with GRW on the planning and design phase of the Water Treatment plant and transmission line. We have submitted the new Water Plant plans to SRF and USDA for review. We should be getting feedback in a few weeks on what the next steps are that we need to take. I am also working with Brightridge to formulate a plan to install generators at our pump stations and at the Water Treatment plant.

Kevin Brobeck

Utility Manager



TOWN OF JONESBOROUGH

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

Monthly Report November 2023

Water Distribution

Complaints Total - 3 4- Total Complaints Last Month

Taps Installed - 22 11- Total Taps Last Month

Tennessee One Call - 214 205- Total Last Month

This Month there were 214 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board

Water Leaks Total- 41 24- Total Last Month

Down Meters Installed Total - 4 6 - Last Month

Meter Box Replaced Total - 8 12- Total Last Month

Paving Locations - 0 1- Total Last Month

Yard Work Clean Total - 0 7 - Total Last Month

1. Yards to sow (181 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement
3. Taps to be done =6

GPS Project Goals

November 2023: For the month of November 2023 there were no GPS points surveyed.

The GPS crew started back up in November 2021. This is a summary of the progress made since the end of February 2022.

- 163,901 meters or 101 miles of water line
- Valves – 430
- Meters – 1,703
- Hydrants – 94
- Blow Off - 75

The following data is a summary of the work provided by our part-time interns mapping our water system from July 2020- July 2021.

Linear feet of water line GPS- 906,626'

Miles of water line GPS- 171 miles

Meters GPS- 3,946

Valves GPS- 767

Hydrants GPS-193

We currently have 1/3 of our water lines GPS.

GPS- The Town of Jonesborough water system is approximately 35% mapped, with approximately 1,848,000 feet of water line in the ground. The Goal is to get all water lines, valves, hydrants, and meters mapped in a GIS format that can be used on an IPAD for reference online size and valve location. This will reduce time spent on leak repair and help with isolating the water system in putting the fewest customers out of water during a leak repair. It has been suggested that we utilize an intern program from ETSU for the summer. This will help tremendously due to the department being shorthanded and having only limited time to dedicate to GPS program. Currently we are looking at 10-15 years before the water system is completely mapped.

Meter Change Out Program

Water Distribution is working to have our large meters updated and functioning at AWWA standards (101% and no lower than 98.5%). All large meters will have a bypass so they can be repaired and tested without customer water interruption. It is suggested the meters be tested on a yearly basis for accuracy. Working with a spreadsheet of our top water consumption customers we have been replacing antiquated meters with new compound meters. We have about 21 businesses on the list that are due for meter change out. Koyo 4", Academy Hills 2", Davey Crocket High School 4", Chuckey Sales meter and Hexpol have been changed out as part of the program bringing the total to 16.

It is the goal for the Water Distribution to replace 1 large meter a week when in stock. The agenda is to maintain accurate meters, so the Town of Jonesborough does not lose revenue. We have around 1,300 residential meters to replace.

For the month of November Town Crew

The Town crew has also assisted in changing out old meters and replacing with automatic reads (8). The Town crew has installed 4,000' of 12", 8" and 6" D.I. at the Industrial Park this month.

Upcoming Line Extensions Town Crew

Big Wood Road 750'

The Town Crew must make a bore for Spring Ridge Subdivision Old Boones Creek Rd.

Completed Line Extensions Town Crew

Paynetown Road 300' – Completed

Industrial Park EDA Project 4,000'- Completed

Fire line 6" k-8 school – Completed

Upcoming Line Extensions County Crew

- Rock House Road – 1,900' DI
- Taylor Bridge Road
- Dry Creek Rd-15,700' DI
- Jackson Bridge

County Crew Completed Projects

Treadway Trail- 3,000' DI— **County Crew** Completed

Greenwood Drive- Cecil Gray to Mill Springs 3,100' DI, Shipley Ct to Oliver Edwards 2,000' DI
– **County Crew** Completed

Ralph Hoss 4,300' DI – **County Crew**- completed

Mathes Circle/ Nolechuckey Fire Dept 800' **County Crew**-Completed

Malone Hollow- **County Crew**- Completed

Saylor Hill Road- **County Crew** -Completed

County Construction Crew

For the month of November 2023, the County Construction Crew has installed 2,753' of water line on Dry Creek Road this month. The crew has also installed 2- valves, 1- fire hydrant, 1- 6x6 tee. The crew has also sewn 500' feet of the ditch line where the water line has been installed. The crew had to use the rock hammer on 600' of the ditch line .

Current County Crew Project Dry Creek Road

9393' D.I. total to date

The County Crew started Dry Creek Road September 11, 2023.



TOWN OF JONESBOROUGH

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

Monthly Report December 2023

Water Distribution

Complaints Total - 16 3- Total Complaints Last Month

Taps Installed - 31 22- Total Taps Last Month

Tennessee One Call - 230 214- Total Last Month

This Month there were 230 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board

Water Leaks Total- 26 41- Total Last Month

Down Meters Installed Total - 2 4 - Last Month

Meter Box Replaced Total - 10 8- Total Last Month

Paving Locations - 1 0- Total Last Month

Yard Work Clean Total - 0 0 - Total Last Month

1. Yards to sow (189 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement
3. Taps to be done =2

GPS Project Goals

December 2023: For the month of December 2023 there were no GPS points surveyed.

The GPS crew started back up in November 2021. This is a summary of the progress made since the end of February 2022.

- 163,901 meters or 101 miles of water line
- Valves – 430
- Meters – 1,703
- Hydrants – 94
- Blow Off - 75

The following data is a summary of the work provided by our part-time interns mapping our water system from July 2020- July 2021.

Linear feet of water line GPS- 906,626'

Miles of water line GPS- 171 miles

Meters GPS- 3,946

Valves GPS- 767

Hydrants GPS-193

We currently have 1/3 of our water lines GPS.

GPS- The Town of Jonesborough water system is approximately 35% mapped, with approximately 1,848,000 feet of water line in the ground. The Goal is to get all water lines, valves, hydrants, and meters mapped in a GIS format that can be used on an IPAD for reference online size and valve location. This will reduce time spent on leak repair and help with isolating the water system in putting the fewest customers out of water during a leak repair. It has been suggested that we utilize an intern program from ETSU for the summer. This will help tremendously due to the department being shorthanded and having only limited time to

dedicate to GPS program. Currently we are looking at 10-15 years before the water system is completely mapped.

Meter Change Out Program

Water Distribution is working to have our large meters updated and functioning at AWWA standards (101% and no lower than 98.5%). All large meters will have a bypass so they can be repaired and tested without customer water interruption. It is suggested the meters be tested on a yearly basis for accuracy. Working with a spreadsheet of our top water consumption customers we have been replacing antiquated meters with new compound meters. We have about 21 businesses on the list that are due for meter change out. Koyo 4", Academy Hills 2", Davey Crocket High School 4", Chuckey Sales meter and Hexpol have been changed out as part of the program bringing the total to 16.

It is the goal for the Water Distribution to replace 1 large meter a week when in stock. The agenda is to maintain accurate meters, so the Town of Jonesborough does not lose revenue. We have around 1,300 residential meters to replace.

For the month of December Town Crew

The Town crew has also assisted in changing out old meters and replacing with automatic reads (6). Replaced 2" meter at Shell Station & Dunk'n Doughnuts

Upcoming Line Extensions Town Crew

Big Wood Road 750'

The Town Crew must make a bore for Spring Ridge Subdivision Old Boones Creek Rd.

Completed Line Extensions Town Crew

Paynetown Road 300' – Completed

Industrial Park EDA Project 4,000'- Completed

Fire line 6" k-8 school – Completed

Upcoming Line Extensions County Crew

- Rock House Road – 1,900' DI
- Taylor Bridge Road
- Dry Creek Rd-15,700' DI
- Jackson Bridge

County Crew Completed Projects

Treadway Trail- 3,000' DI-- **County Crew** Completed

Greenwood Drive- Cecil Gray to Mill Springs 3,100' DI, Shipley Ct to Oliver Edwards 2,000' DI
– **County Crew** Completed

Ralph Hoss 4,300' DI – **County Crew**- completed

Mathes Circle/ Nolechuckey Fire Dept 800' **County Crew**-Completed

Malone Hollow- **County Crew**- Completed

Saylor Hill Road- **County Crew** -Completed

County Construction Crew

For the month of December 2023, the County Construction Crew has installed 300' of water line on Dry Creek Road this month. The crew has also sewn 100' feet of the ditch line where the water line has been installed. The crew had installed 4 taps and repaired a service line on Malon Hollow Road.

Current County Crew Project Dry Creek Road

9,693' D.I. total to date

The County Crew started Dry Creek Road September 11, 2023.

**Town of Jonesborough
Water Quality Department
Monthly Report
November-2023**

Meters Read:
12,941

Meters Cut On:
133

Meters Cut Off:
90

Meters Rechecked
77

Meter Maintenance:
30 Meter lids replaced
54 Meters marked
71 Meter locates
45 Meters changed to AMR
Total Changed: 12,334

Water Cut Off List:
58 meters

Customer Inquiries:
7

Water Line Flushing:
63

Service Line Leaks:
43

Programmed AMR Meter Heads:
40

Valve Maintenance:
73 Valves exercised

Cross Connection:
0

Water Line Locates:
153

Total Actions Taken:
13,936

Town of Jonesborough
Water Quality Department
Monthly Report
December

<u>Meters Read:</u>	<u>Meters Cut On:</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
12,941	144	120	112

<u>Meter Maintenance:</u>	<u>Water Cut Off List:</u>	<u>Customer Inquiries:</u>
14 Meter Lids Replaced	49	28
154 Meters Marked		

164 Meters Located	<u>New Service Taps:</u>	<u>Reports & Spreadsheets:</u>
7 Meters Changed to AMR	56	151

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Programmed AMR Meter Heads:</u>
25	53	8

<u>Valve Maintenance:</u>	<u>Cross Connection:</u>	<u>Water Line Locates:</u>
43 Valves exercised	Checked for 1	217

Dispatch & Service Calls:
505

Total Actions Taken:
14,800

Jonesborough Water Treatment Facility

Monthly Report

November 2023

For the month of November, the total amount of water processed was 80.487 million gallons, with a daily average of 2.682 million, a maximum of 2.799 million, and a minimum of 1.959 million.

- 11/1- Installed new pipe insulation for our caustic feed line coming from the storage tank.
- 11/3- Contacted West Hills Tractor and ordered a rear discharge hose and seals for our sludge vac-tank.
- 11/6- Drained and cleaned sludge build up in our two older sedimentation basins. Also, relocated four chemical drums to the back-pad entrance for instillation.
- 11/7- Southern Tank came and replaced four damaged emergency overflow screens located on Persimmon Ridge Tank. We also had the plant lawnmower taken to be serviced for the season.
- 11/8- Completed all Monthly Operations Reports and turned them into TDEC.
- 11/9- Collected first round of bacteriological samples.
- 11/10- Collected TOC, DOC, and fluoride samples to be sent to Waypoint Analytical for our monthly verifications
- 11/11- We experienced a leaking peristaltic pump hose for our post chlorination and had to be disassembled and replaced.
- 11/12- Performed maintenance on our streaming current (wet side) monitor. This entails the process of disassembling and cleaning the cell, piston, and probe with a verification on the calibration.

- 11/13- Lt. Freeman came and preformed the quarterly fire extinguisher inspection.
- 11/14- Collected 2nd round of bacteriological samples.
- 11/15- TDEC came and collected the monthly radiological sample. Also, we cleaned the cell and replaced the reagents on our HACH cl17 monitor.
- 11/16- Ross Valve came to our Woodlawn pump station to rebuild a faulty PRV.
- 11/17- PAC hopper feeder wasn't working properly. Spent the day diagnosing and making appropriate correction.
- 11/20- Collected final round of bacteriological samples
- 11/22- Our Miox disinfection system was having an issue with the brine supply line. Contacted specialty chemicals to properly correct the issue.
- 11/22-11/26- Charlie Hicks tank was filled twice a day from 11/22 through 11/26. The issue was caused by a customer leak.
- 11/26- Due to the drought that we have been experiencing, our vertical turbine pump number one at the intake was above the water submergible level and we had to switch to pump number 3 to retain a proper flow in our treatment process.
- 11/27- HVAC system came to a standstill. Phil's Heating & Air came and replaced the thermostat shielded cable.
- 11/28- Both of our Miox disinfection systems were experiencing problems, one with low water pressure, the other with high brine voltage. Specialty Chemical technicians came to work on both Miox issues.
- 11/30- T&B construction came to disassemble and extract pump number two at the Intake then transported the pump to valley equipment to add additional column and shaft assembly. Also, started preparing the November MOR information.
- All pump stations/tanks have been checked and maintenance performed as needed

In conclusion, all in house laboratory test results as well as all external laboratory test results came out well within appropriate standards and regulations.

Prepared by Luke Cole, Director of Water Treatment, if you have any questions, you can reach me by email (lukec@jonesboroughtn.org) or by phone at 423-791-3837.

Jonesborough Water Treatment Facility

Monthly Report

December 2023

For the month of December, the total amount of water processed was 82.227 million gallons, with a daily average of 2.653 million, a maximum of 2.736 million, and a minimum of 2.483 million.

- 12/4- Specialty Chemicals came and changed the faulty brine booster pump, for our Miox machines.
- 12/5- Collected TOC, DOC, and fluoride samples to be sent to Waypoint Analytical for our monthly verifications. Also, we collected first round of bacteriological samples.
- 12/6- Performed QA/QC for our bacteriological lab. This consists of water control for tryptic soy broth and colilert media.
- 12/7- Collected quarterly TTHM and HAA5's samples and sent them in to be analyzed at Pace Analytical.
- 12/8- Completed all Monthly Operations Reports and turned them into TDEC.
- 12/10- The intake wet well was losing water at a rapid rate. We discovered that the Johnson screens were clogged with debris due to localized storms.
- 12/11- Washington county and Jonesborough water crew celebrated a two-year partnership. The event was held at the Jonesborough Water Treatment Facility.
- 12/12- Collected second round of bacteriological samples.
- 12/15- Our Persimmon Ridge SCADA system backup battery cells depleted. Ordered new battery from Batteries Plus.
- 12/17- Cleaned the cell and replaced the reagents on our HACH cl17 monitor.

- 12/18- TDEC finished the online Water Pumpage Data report and informed all systems to manually insert all forms for each month of 2021- 2023. We finished all reports on 12/20/23.
- 12/19- Discovered a leak in our disinfection post fed line. Replaced PVC ball valve and assembly.
- 12/20- Collected final round of bacteriological samples
- 12/21- All operators enrolled and completed IDEXX online training for our bacteriological lab that is required by TDEC.
- 12/22- Performed maintenance on our streaming current (wet side) monitor. This entails the process of disassembling and cleaning the cell, piston, and probe with a verification on the calibration.
- 12/25-12/26- Holiday (Christmas Eve & Christmas Day)
- 12/27- Completed the TTHM/HAA5 annual Disinfection Byproduct LRAA.
- Started preparing the December MOR information.

- All pump stations/tanks have been checked and maintenance performed as needed

In conclusion, all in house laboratory test results as well as all external laboratory test results came out well within appropriate standards and regulations.

Prepared by Luke Cole, Director of Water Treatment, if you have any questions, you can reach me by email (lukec@jonesboroughtn.org) or by phone at 423-791-3837.



TOWN OF JONESBOROUGH

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

Wastewater – November 2023 Monthly Operations Summary

Date: December 4, 2023

Customer Calls:

Total: 5 Resolved: 5

TN811: Taken: 255 Required Action: 99

Sewer Taps:

New: 17 Completed: 1* Pending: 1* Pending Contracted: 130*

*Our department has not received the CO report to verify contracted Taps

Projects Underway:

1. Washington County Industrial Park
2. Boones Creek Extension
3. N. Cherokee Extension
4. Wilson/Day Extension

Projects Completed:

N. Cherokee Sewer Extension is complete across May Drive (95% overall)

System Maintenance:

Line Cleaning: 0'	Line Inspections: 0'	System Repairs: 1
Station Repairs: 4	Station Cleaning: 6	STEP Unit Repairs: 2

Overflows/Releases/Bypasses:

Release: 11/15/23 – Bush Hog Lift Station – Power Supply Failure
 11/28/23 – Bush Hog Lift Stations – Flapper Failure

Town of Jonesborough
Environmental Services
Department Monthly Report

November 1, 2023
thru
November 30, 2023

Wastewater Plant: The WWTP is running well. The Diesel Redundancy Pump did not operate in November. The month of November experienced 7 days of precipitation for a total of 0.95 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For November, this rate was 23%, equating to an average of nearly 133,000 gallons daily. No Bypass' occurred in the Month of November

Wastewater Plant Compliance – November 2023

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	6mg/l – 30lb/d	21mg/l – 167lb/d	N
CBOD Weekly	9mg/l – 47lb/d	25mg/l – 208lb/d	N
CBOD Daily	16mg/l – 95%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	2.5mg/l – 15lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	4 mg/l – 24lb/d	12mg/l – 100lb/d	N
Ammonia Day.	4mg/l	16mg/l	N
TSS Monthly	5mg/l – 27lb/d	30mg/l – 250lb/d	N
TSS Weekly	7mg/l – 35lb/d	40mg/l – 304lb/d	N
TSS Daily	8mg/l – 96%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	2.9/100ml	126/100ml	N
E. coli Daily	11/100ml	941/100ml	N
Chlorine	0.16 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	7.9mg/l	6.0mg/l Minimum	N
pH	7.4su/7.8su	6su – 9su min/max	N

Sewer Construction/Collection System: 2 Releases occurred in November due to and electrical failure and valve failure at the Bush Hog Lift Station. The N. Cherokee Extension is underway and 95% complete. The Boones Creek Extension is 80% complete. The Wilson Property Sewer is 90% complete. The Washington County Industrial Park Extension is pending the completion of the previous extensions.

Industrial Pretreatment: Sungwoo Hi-Tech is currently out of compliance with its discharge permit due to a service connection in its QC Lab.

NPDES Permit: Our facilities are in full compliance with our NPDES Permit.

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

Cobern O. Rasnick
Director of Environmental Services

Work Orders By Type

11/01/2023 to 11/30/2023 as of 12/4/2023
 ...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	254
Total Work Orders:	254

Work Orders By Type

09/01/2017 to 11/30/2023 as of 12/4/2023
 ...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	80
WW-**Emergency** Plant Work	2
WW-Requested Work	6
WW-Corrective	11
Total Work Orders:	99

	Current Month	Previous Month	% Change
Work Orders Generated	279	356	-21%
Percentage of Completion	91%	91%	+0%
Work Orders Completed	254	325	-21%

*Data Entry related to Preventative Maintenance Tasks are currently ongoing. As additional tasks are added the number of work orders generated increases. This will significantly impact values. Until the data entry is completed a relative value of the work being completed will not be available. Tasks not logged in the electronic system are still being logged utilizing traditional paper tracking methods.



TOWN OF JONESBOROUGH

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

Wastewater – December 2023 Monthly Operations Summary

Date: January 2, 2024

Customer Calls:

Total: 5 Resolved: 5

TN811: Taken: 255 Required Action: 99

Sewer Taps:

New: 8 Completed: 1* Pending: 0 Pending Contracted: 138*
*Our department has not received the CO report to verify contracted Taps

Projects Underway:

1. Washington County Industrial Park

Projects Completed:

N. Cherokee Sewer Extension
Boones Creek Sewer Extension
Alders Grove Sewer Extension

System Maintenance:

Line Cleaning: 0 ⁷	Line Inspections: 0 ⁷	System Repairs: 1
Station Repairs: 2	Station Cleaning: 9	STEP Unit Repairs: 3

Overflows/Releases/Bypasses:

None

Town of Jonesborough
Environmental Services
Department Monthly Report

December 1, 2023
thru
December 31, 2023

Wastewater Plant: The WWTP is running well. The Diesel Redundancy Pump did operate in December. The month of December experienced 12 days of precipitation for a total of 3.66 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For December, this rate was 45%, equating to an average of nearly 366,000 gallons daily. No Bypass⁷ occurred in the Month of December

Wastewater Plant Compliance – December 2023

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	5mg/l – 31lb/d	21mg/l – 167lb/d	N
CBOD Weekly	6mg/l – 33lb/d	25mg/l – 208lb/d	N
CBOD Daily	7mg/l – 97%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	1.6mg/l – 10lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	4 mg/l – 19lb/d	12mg/l – 100lb/d	N
Ammonia Day.	4mg/l	16mg/l	N
TSS Monthly	6mg/l – 36lb/d	30mg/l – 250lb/d	N
TSS Weekly	6mg/l – 50lb/d	40mg/l – 304lb/d	N
TSS Daily	8mg/l – 94%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	1.3/100ml	126/100ml	N
E. coli Daily	6/100ml	941/100ml	N
Chlorine	0.24 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	8.2mg/l	6.0mg/l Minimum	N
pH	7.5su/7.8su	6su – 9su min/max	N

Sewer Construction/Collection System: No Releases/Overflows occurred in December. The N. Cherokee, Boones Creek, and Wilson Extensions are complete, but grounds maintenance will be required into the spring due to settling. The Washington County Industrial Park Extension is underway.

Industrial Pretreatment: Sungwoo Hi-Tech is currently out of compliance with its discharge permit due to a service connection in its QC Lab, but has ceased all production while conducting upgrades to the facility.

NPDES Permit: Our facilities are in full compliance with our NPDES Permit.

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

Cobern O. Rasnick
Director of Environmental Services

Work Orders By Type

12/01/2023 to 12/31/2023 as of 1/2/2024
...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	226
Total Work Orders:	226

Work Orders By Type

09/01/2017 to 12/31/2023 as of 1/2/2024
...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	91
WW-Requested Work	6
WW-Corrective	11
Total Work Orders:	108

	Current Month	Previous Month	% Change
Work Orders Generated	244	279	-13%
Percentage of Completion	93%	91%	+2%
Work Orders Completed	226	254	-11%

*Data Entry related to Preventative Maintenance Tasks are currently ongoing. As additional tasks are added the number of work orders generated increases. This will significantly impact values. Until the data entry is completed a relative value of the work being completed will not be available. Tasks not logged in the electronic system are still being logged utilizing traditional paper tracking methods.

Theresa Hammons
McKinney Center Director
Monthly Report – November 2023

General Comments: We wrapped up fall semester classes in November, we held a Listening Day at the Senior Center, we installed our student art show, and got our Spring catalog, and we did our Soups and Songs Fundraiser. We have also been planning for our MLK exhibit and food drive and future spring events. Again, I have to give a big thanks to Skye, Bre, and our two AmeriCorps Volunteers, Isaac and Jennifer, for pulling together and taking on more tasks than usual to pull off the Soups and Songs Fundraiser. Also, Anne G'Fellers Mason for directing the show. Amber and Greg at the Visitors Center helped us with center pieces. And, we had a slew of volunteers that brought food and helped serve in many capacities.

November Programming and Events that we conducted or attended

November 9 Listening Day at Senior Center

November 9 Conversations That Matter

November 26 Whoville downtown

November 27 Holidays Around the World

Fall 2023 Update – We finished with 203 registrations in the fall. We had a good turn out for the fall student art exhibition and performance with 112 people in attendance.

Spring 2024 Classes – We finalized spring classes and got the catalog published in November. We are working on getting the catalog out to as many places as possible. I have written the press releases and have already done a couple tv and radio spots. Skye is handling the social media for classes. We already have 53 registrations which is a good number.

Hallway Exhibition Program – We deinstalled our Halloween exhibit in November which went wonderfully. We hope to do it again next year. Our AmeriCorps Volunteer Jennifer, and Isaac helped me a great deal installing all the student 2D work. They matted and framed artwork. Bre did the labels. It was definitely a team effort.

StoryTown Radio Show and Story Town Updates-Dates – I already gave an update regarding Soups and Songs. Everyone pulled together to put on a great show. We all helped with decorating the stage and making sure the show was festive. Bre and Isaac have continued to update the podcasts twice a month.

I am working with AmeriCorps Volunteer, Isaac Wood, to continue our story gathering efforts. We are now focusing on Story gathering efforts for an exhibition and also capturing stories about Ernest McKinney.

Anne G'Fellers Mason will start work on December 11. We are all looking forward to her starting.

MLK Student Art Exhibit – We are working with a larger regional MLK Jr. Day of Service Committee, led by Adam Dickson to plan our 2nd annual MLK Student Art Exhibition. The exhibit will be open Monday, January 15 – 18th with a closing reception on Thursday, January 18, 2024.

Other Tasks:

- Weekly staff meetings with MKC staff.
- Meeting with the marketing team to discuss upcoming events and help needed with promotions.
- Organize and prep for MKC Advisory Committee meeting.

- JAMSA meeting.
- Main Street Jonesborough Meeting.
- Supervisors Meeting.
- Managing grants.
- Course Storm deposits (class registrations).
- Regfox deposits.
- Updated Asana plans.
- Review rental calendar and schedule for hosts.
- Assisted AmeriCorps Volunteer with Newsletter content.
- I do all the AmeriCorps paperwork each month, approve time sheets, etc.
- Administrative duties such as helping students, answering questions, turning in receipts, requesting checks, ordering supplies, processing scholarships, etc.
- Assist Bre with rentals whenever needed.
- Gave a tour to WJHL reporter (3 hours)
- Ordered office supplies.
- Attended cybersecurity seminar.
- Created MKC Membership newsletter and emailed out our members.
- Judged history day at Tusculum College

November 2023 Monthly Report, Skye McFarland

November has been another quick ride as we finished the Spring catalog, planned for Christmas events, and held the Soups & Songs Fundraiser. In addition to Christmas events, we are already planning for January with Martin Luther King Jr. events and service projects.

Outreach

During this month our outreach is from attending the Whoville Christmas event in downtown Jonesborough on November 25. This is apparently one of the busiest days in Jonesborough, and it proved to be a good time for us to hand out catalogs. We were able to give out 150 catalogs and provide a coloring opportunity for almost 300 kids. Our social media numbers are down significantly, but with our one event this month, we spent advertising money on boosting Soups & Songs on the Historic Jonesborough Facebook page rather than our own. So, we had some outreach on a different social media page rather than our own. Hopefully we will increase in December as we continue to post about upcoming classes. Despite a lower number for our digital outreach this month, we had a great in-person outreach. Plus, considering it is a slower month, we still had a decent amount of interaction. For outreach Bre and I both worked together to create a plan for Whoville this month. We did a giveaway to help us pass out catalogs, which was a little Christmas rubber ducky, which went over well. We also did color sheets with a Whoville image, which the kids really liked. I recruited volunteers, packed up the materials, and helped Bre run this outreach. For social media I created a Soups & Songs video, helped Jennifer create a History Corner video for StoryTown, created social media posts for the new semester, and scheduled posts for whenever I would be out.

Month	Number	Digital	Paper	
January		26,590	8550	35,140
February		22,344	10	22,354
March	320	14971	25	15,316
April	352	28405		28757
May	190	12344		12534
June	200	17103		17303
July	353	13,951	500	14804
August	65	69,990	8760	78815
September	150	13,614		13764
October	180	14,381		14561
November	300	7,210	185	7695
December				
				261,043

Volunteers

For volunteers this month we had a volunteer who delivered Soups & Songs posters to Johnson City, volunteers who helped with Whoville outreach, and a lot of help with the Soups & Songs event. Again, this month I added an estimate for how many hours the StoryTown cast gave to put on the production of the show for Soups & Songs. The rest of the year we will need volunteers to help with Santa's Village outreach and a donation for our Student Art Show, otherwise we are pretty much finished with

volunteer help for 2023. For this section I worked to recruit volunteers by sending out emails, creating a sign-up-sheet, giving directions to volunteers in emails and in-person.

	Skye	Jules	Total
January	4.5	951	955.5
February	48	2305	2353
March	21.5	131	152.5
April	55.5	281	336.5
May	17	261	278
June	32.5	146	178.5
July	10	167	177
August	84	128	212
September	17	128	145
October	10	128	138
November	107.25	230	337.25
December			
			5263.25

Diversity & Equity

Diversity & Equity Subcommittee met on November 8th to have a genealogical training from Chad Bailey. This was to facilitate working towards researching Book T. Washington faculty and staff’s family members to invite them to our bench dedication. We plan to meet again, this Thursday, November 30. For this meeting I will put together an agenda and lead the meeting. The plaque for this dedication has been ordered and has arrived, it is ready to be installed. Once it is installed, we plan to choose a date and time for the dedication in February. During this month I worked to create a press release for the bench dedication event, which I will use for a later date.

This month we hosted Conversations That Matter with Anne Mason and Ubinibi Afia Short to talk about their work on the play “Nancy,” a play about Elihu Embree’s slave written by Anne Mason. For December we will not host our usual podcast, but we will be having a dinner for this year’s guests. For this dinner I have worked to book Main Street Café and Catering, pick a menu, order items for centerpiece for tables, and I will make a review video from the year.

Miscellaneous

This month I also worked to create props for the radio show by making a Kinara (Kwanzaa menorah), manger, Christmas tree with candles, and a dreidel for our cultural representation in Soups & Songs. I have worked with the staff to create an idea for the Christmas parade and created foam cut-outs with buildings to draw buildings for our float. I have continued to work with the Johnson City Martin Luther King Jr. planning committee to coordinate events for January. I made new graphics for the StoryTown podcast posts. I created a poster for the MLK day Food Drive. I made a video for History Corner that I took and edited. I created a Soups & Songs video, and I created a Spring 2024 video for Soups & Songs. I also try to help Bre with the weekly schedules and host schedule when possible.

Breanna Walker-Schadler November Monthly Report- McKinney Center

StoryTown:

The StoryTown Facebook page saw a reach of 1,533, which is down from last month. The Facebook page had 1,345 likes. We saw 9 new Facebook likes. Skye, Isaac, Jennifer, and I shared responsibilities for posting for the month of November. We also focused more on promoting Soups and Songs from the McKinney Center Facebook page and the towns Facebook pages, since they have a bigger reach with audience. We met to make the December social media schedule and who will be posting what on which days.

Soups and Songs had 95 attendees. Jennifer and I went on the Dave Light radio show based out of Kingsport to help promote the show. For the Soups and Songs, I attended a meeting with the production crew on needs for the show and created the program for the show. All of us staff put in effort to decorate the inside and outside of the building for the event. I attended the event to help as needed with setting up, helping with food, and tearing down.

For the Voices from the Archive, I reviewed Isaac and Jennifers episode and assisted Isaac with uploading it as needed. We did the same for the October Radio Show.

McKinney Center:

Theresa, Skye and I worked together on putting the finishing touches on the classes online and publishing the catalog. Town hall printed over 100 for a town event, Whoville, which were all handed out. We are waiting for the next batch to be printed so we can take them around downtown, Johnson City, and the other usual locations.

I spent time creating the host schedule for the month of December. I communicated with the hosts about needs for November and December. I worked on making the weekly calendars for classes, meetings, and rentals. I also spent time communicating with November and December rentals on booking reservations, making contracts, taking payments, filing out invoices, and making sure the rentals are set up as needed.

We had seven rentals for the month of November with a total of 355 attendees. We had two special events this month, Veterans Listening Day following the Veterans luncheon at the Senior Center. There was one person who came to tell a story, and Guerry McConnell came to help as a story brigade member. The Soups and Songs fundraiser sold 95 tickets and had about 140 attendees with cast, staff, visitors, and volunteers. We had 50 classes, which included private guitar lessons, workshops, and semester long classes. The total number of participants was 179.

I attended weekly staff meetings to discuss organization wide events and weekly activities. I attended the monthly marketing meeting to discuss Soups and Songs. I fielded phone calls daily and welcomed guests and students when they came into the building.

I assisted Theresa with November teacher payments. I assisted with deposits as needed for money the center received that month. I assisted with issuing the request for rentals to receive their refundable damage deposit.

We wrapped up the Fall 2023 classes this month. Three classes and one workshop started this month, which wraps up the fall classes. I continued communicating with teachers' general needs of classes and making sure classrooms are set up correctly. I communicated with teachers about artwork needed for the student art show and general reminders about the art show to teachers and students.

Outreach:

Skye and I attended the Whoville event downtown on November 26th. We had a Whoville coloring sheet for people to color in. We handed out goody bags with holiday rubber ducks and the copies of the Spring semester we had.

Supervisors Report for November

Our current membership is 1,740. We took all three buses of our seniors to see the lights at the Arboretum on November 30th. We look forward to the Ricky Skaggs concert on December 13th.

Our Veteran Day Appreciation was on November 9th, with over 100 people in attendance. The program is provided by Allen Jackson, US Air Force Retired and the lunch is co-sponsored by Dillow Taylor and a donation from Lamar Ruritan.

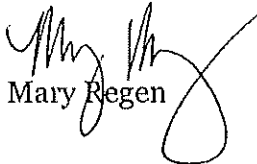
We have collected gifts for the Be a Santa to a Senior tree, like the Angel Tree. We adopted all the names on our tree and have started delivering those gifts to area seniors in need.

We celebrated our five-year anniversary of the MyRide program. Over 7,000 rides have been given since beginning the program in December of 2018. Thank you to everyone who attended.

We invite you to see all our Christmas trees and decorations this holiday season. Lincoln Park has a Wish to the World tree. We have blank ornaments that folks can sign and give their wish to the world. We intend to broaden the program next year and have trees sponsored in the park by area businesses.

I have attached the stat for November of programs, classes and activities offered. Please also find a copy of our Advisory Board minutes.

Respectfully,


Mary Regen



Statistical Analysis
11/1/2023 - 11/30/2023

12/8/2023 10:30:29 AM

Jonesborough Senior

Service Days	Units	Avg. Units	Attendance	Avg. Attendance	Unduplicated Count
19	4394	231.3	3372	177.5	768

Registered Clients						
Activity	Service Days	Units	Avg Units	Attendance	Avg Attendance	Unduplicated Count
8 Ball Billiard Tournament	1	13	13	13	13	13
9 Ball Tournament	1	12	12	12	12	12
A Silver Sneakers-Member	19	82	4.3	82	4.3	29
Asheville Vintage Market Day	1	26	26	13	13	13
Beginner Mt Dulcimer	1	2	2	2	2	2
Bible Study	3	14	4.7	14	4.7	6
Bible Study w/ Dava Leo	3	45	15	45	15	18
Billiards	19	209	11	209	11	33
Bingo	4	244	61	244	61	87
Blood Pressure Check	11	13	1.2	13	1.2	4
Blood Sugar Screening	8	8	1	8	1	3
Book Review Club	1	13	13	13	13	13
Bridge Club	10	78	7.8	78	7.8	23
Cafe Connection	4	73	18.2	73	18.2	37
Chair Yoga	5	115	23	115	23	50
CheckIn - Attendance	19	334	17.6	334	17.6	99
Cribbage	4	22	5.5	22	5.5	8
Crochet/Knitting Class	4	34	8.5	34	8.5	14
Eating Smart, Moving More	2	11	5.5	11	5.5	7
ETSU Residents	1	5	5	5	5	5
Fall Prevention Class	1	4	4	4	4	4
Fitness Room	19	1042	54.8	1042	54.8	226
Fun Pump & Stretch	5	65	13	65	13	23
Fun with Trivia	2	16	8	16	8	9
General Technology Assistance	3	3	1	3	1	3
Gentle Yoga	9	120	13.3	120	13.3	41
Guys & Dolls Music	1	5	5	5	5	5
Hand & Foot	5	92	18.4	92	18.4	27
Instructional Shuffleboard	3	11	3.7	11	3.7	5
It's All About the Pumpkin	1	12	12	12	12	12
Jam Session	4	55	13.8	55	13.8	24
Jonesborough Dulcimer Players	4	28	7	28	7	10
Joyful Women's Bible Study	2	33	16.5	33	16.5	23
Kickboxing Class	4	58	14.5	58	14.5	21
Laptop Checkout	10	10	1	10	1	2
LifeFit	4	37	9.2	37	9.2	16
Line Dancing	4	50	12.5	50	12.5	19
Lunch-Dining Room-	14	155	11.1	155	11.1	51

Nutrition						
Mahjong	4	21	5.2	21	5.2	8
Massage Therapy	6	14	2.3	14	2.3	12
Net Trans- to Center	8	12	1.5	12	1.5	3
Net Trans-go home	10	14	1.4	14	1.4	4
Not Your Mothers Sewing Guild	1	6	6	6	6	6
Orientation of Fitness Equipment	5	27	5.4	27	5.4	27
Partner Dancing	4	27	6.8	27	6.8	12
Ping Pong	8	13	1.6	13	1.6	4
Play Rook	6	27	4.5	27	4.5	10
Rhythm in Nature	4	11	2.8	11	2.8	3
Scrabble Game	7	36	5.1	36	5.1	10
Shower	8	9	1.1	9	1.1	3
Shuffleboard	3	6	2	6	2	4
Silver Sneakers-Circuit	11	261	23.7	261	23.7	66
Silver Sneakers-Classic	11	298	27.1	298	27.1	60
Silver Sneakers-EnerChi	6	33	5.5	33	5.5	14
Silver Sneakers-Splash	7	36	5.1	36	5.1	11
SPARK	1	2	2	2	2	2
Stained Glass Class	4	47	11.8	47	11.8	12
Stitch Therapy	4	75	18.8	75	18.8	28
Trivia Challenge	1	16	16	16	16	16
Veterans Meet and Greet	1	4	4	4	4	4
Veterans Program	1	64	64	64	64	64
Walk with Ease	1	9	9	9	9	9
Winter Lights-North Carolina Arboretum	1	68	68	34	34	34
Writers Workshop	2	18	9	18	9	11
Yogalates	8	56	7	56	7	19
Zumba Class	4	35	8.8	35	8.8	20
All Activities	19	4,394	231.3	3372	177	768

JONESBOROUGH SENIOR CENTER END OF YEAR REPORT

2023 Year in Review	
Total Applications Processed since June 14th, 2023	1,743
Total Units for Trips (units based on # of times riders board the bus to the next destination of their trip)	
	450
Total Attendees for Fitness Room	
	13,316
Activities/Classes at the Senior Center	
	Total Attendance
Fitness Classes	13,174
Educational Classes	2,712
Dance Classes	1,030
Health Classes	906
Faith Community Nurse (includes: Individual Counseling; Prayers Shared; and Classes Taught & Assisted)	481
Technology Classes (staff & Jonesborough Library led)	72
Art/Music Classes	1,098
Billiards/Billiard Tournaments	2,830
Bingo/All Card & Board Games/Trivia events	6,272
Community Service Projects	
	Months Collected
Jama Food Pantry	Weekly
Washington County Schools	Feb & Aug
The River – (Women's Ministry)	March
Washington County Animal Shelter	April
Be A Santa To A Senior (Christmas Angel Tree)	Nov-Dec
Meals Served	
	Total
Café Connection	855
Congregate Meals	987
My Ride Jonesborough	
	Total
Rides Provided	1,851

See Reverse Side for More Information	
Total number of people in the Community served Under Options Counselor	Total
Number of people served (Home Delivered Meals/Personal Care Services/Homemaker Services/LiHeap Assistance, Commodities Delivered)	237
Activities and Classes at Lincoln Park	Total Participants
Rhythm in Nature	123
Lincoln Loopers	77
Instructional Shuffleboard	135
Instructional Bocce Ball	190
Gardening & Educational Classes	29
Art Classes	5
Gyrokinesis	14
Fundraisers/Advertising/Donations	
	\$ Raised for Special Projects
Spring Health Expo	\$3,900
Fall Craft Fair	\$640
Bake Sale/Lunch served at Craft Fair	\$936
Advertising	\$850
Donations	50*
<u>Special Projects funds are applied to offset the costs of classes that have a charge, to provide our ***Events Hosted listed below, as well as to assist with our Benevolence Fund.</u>	**
**Events Hosted using Special Projects Funding	
Volunteer Appreciation Luncheon	
Veteran's Appreciation Luncheon \$1,656.11 (cost offset with assistance by Dillow Taylor and Lamar Ruritan)	
My Ride Volunteer 5 Year Anniversary Bruncheon	
Amount Spent from Benevolence Funding for those in need	



Jonesborough Department of Public Safety December 2023 Monthly Report

- **CITATIONS**

The department issued a total of (273) citations for the month of December which consisted of the following violations: (97) Speeding, (19) Financial Responsibility, (33) Registration Violations, (1) Seatbelt Law, (9) Failure to Obey Traffic Control Device, (1) Due Care, (58) Light Law Violations, (39) Hands-Free Cell Phone Use/Cell Phone in School Zone, as well as other moving violations. There were also (181) written warnings issued for various violations. There were (7) Parking Citation and (2) Municipal Ordinance Violation.

- **ARRESTS**

A total of (36) arrests were made for the month of December, including (0) DUI, (5) Felony Charges, and (36) Misdemeanor Charges.

- **CRIMINAL INVESTIGATIONS**

CID Investigator C. Couch had (3) Assigned Cases for the month of December. He was able to close (1) of those cases as well as (2) others previously active. He has (2) remaining cases active. Lt. C. Reece had (3) Assigned Cases for the month of December. He has (2) cases remaining active.

- **MOTOR VEHICLE CRASHES**

A total of (31) crashes were reported and investigated for the month of December. 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**

For December, K9, *Cygan*, was involved in (0) deployments and (8) training hours- lower due to time off for handler. K9, *Falco* had (0) deployments and (16) training hours. K9, *Bond* had (0) deployments and (18) training hours. K9, Daryl was involved in (0) deployments and (18) Training Hours.

- **RESERVES**

The reserve officers contributed (12.5) hours for the month of December. Reserve Officer Greenway contributed the most with 8.5 hours.

- **CODE ENFORCEMENT**

There were (2) ordinance violations issued during the month of December. These matters are scheduled to be heard in Municipal Court on January 4, 2024, and February 1, 2024.

- **DISPATCH TRANSACTIONS FOR JCPD**

For December, our dispatchers assisted Johnson City Police Department with approximately (35) transactions.

- **OTHER CALLS FOR SERVICE**

There were (1283) CAD Entries for the month of December.



December 2023 Redflex Report

From December 1st through December 31st the traffic cameras registered a total of (728) violations with (34) violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected (155) resulting in (573) violations mailed. The primary reasons for violations being dismissed were Plate/Signal/Vehicle Obstruction (92) and Incorrect/Incomplete DMV, Sun Glare/Weather/Nature, Wrong or No DMV/ Paper Plates, and Extended Vehicle (63).

The highest number of violations occurred at Forest and Jackson (Southbound- Food City) with (242) violations followed by Jackson and Forest (Westbound) with (160).



2023 BUILDING PERMITS REPORT

	<u># PERMITS</u>	<u>AMOUNT</u>	<u>FEES</u>	<u>NEW HOUSES</u>	<u>COMMERCIAL</u>	<u>RENOVATIONS PLUMBING MECHANICAL MISCELLANEOUS</u>	<u>ADDITIONS</u>	<u>SIGNS</u>
January	5	350,900.00	1,929.95	1	1	1	1	1
February	12	2,031,200.00	11,171.60	8	0	3	0	1
March	35	3,776,990.00	23,648.20	28	0	6	0	1
April	13	284,035.04	1,662.20	0	2	8	1	2
May	25	2,322,195.00	12,791.70	18	3	3	1	0
June	32	2,278,158.00	12,529.92	14	0	14	2	2
July	36	109,225.15	600.74	0	1	30	4	1
August	55	2,021,948.00	10,378.69	8	2	41	2	2
September	<i>No Report Given - Due to Resignation of Building Inspector</i>							
October	31	643,786.00	3,755.25	0	3	28	0	0
November	55	5,573,016.00	30,769.02	45	0	9		1
December	5	1,090,173.54	6,270.80	2	0	0	1	2
TOTALS	304	\$20,481,626.73	\$115,508.07	124	12	143	12	13

	<u>Monthly Total</u>	<u>Year-To-Date</u>
New House Permits	800,000.00	\$17,454,113.00
New House Permit Fees	4,400.00	\$98,654.18
Commercial Permits	7,913.54	\$1,467,937.69
Commercial Permit Fees	318.37	\$7,886.22
Renovations, Additions Permits	282,260.00	\$1,559,576.04
Renovations, Additions Permit Fees	1,552.43	\$8,967.67

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2022				YEAR - 2023			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	32	4,150,874.00	15,055.95	January	5	350,900.00	1,929.95
February	25	2,533,250.00	9,778.20	February	12	2,031,200.00	11,171.60
March	56	3,497,562.97	12,680.04	March	35	3,776,990.00	23,648.20
April	46	3,278,823.57	13,891.29	April	13	284,035.04	1,662.20
May	46	6,016,981.58	22,458.30	May	25	2,322,195.00	12,791.70
June	55	5,955,737.98	18,896.18	June	32	2,278,158.00	12,529.92
July	30	1,804,047.64	7,448.17	July	36	109,225.15	600.74
August	51	1,944,295.76	8,071.88	August	55	2,021,948.00	10,378.69
September	55	3,745,557.73	15,378.79	<i>No Report - Due to Resignation of Building Inspector</i>			
October	44	6,598,900.00	34,716.14	October	31	643,786.00	3,755.25
November	17	3,132,000.00	17,715.50	November	55	5,573,016.00	30,769.02
December	19	3,599,050.00	19,794.78	December	5	1090173.54	6,270.80
TOTALS	476	\$46,257,081.23	\$195,885.22	TOTALS	304	\$20,481,626.73	\$115,508.07

**TOWN OF JONESBOROUGH
2023 BUILDING PERMITS**

	DATE	OWNER	ADDRESS	TYPE OF CONSTRUCTION	PROJECT COST	PERMIT FEE
December	11/28/23	Farm Bureau	417 Boones Creek Road	Sign	3,413.54	35.65
	12/7/23	Kara & Jason Lowe	165 Old State Route 34	House	400,000.00	2,200.00
	12/11/23	Minimall Storage	663 Boones Creek Rd	Sign	4,500.00	282.72
	12/27/23	Sylvia Jeffery	126 New Street	New Addition	282,260.00	1,552.43
	12/28/23	EDP, Inc.	491 English Ivy Trace	House	400,000.00	2,200.00
				TOTAL	\$1,090,173.54	\$6,270.80



TOWN OF JONESBOROUGH

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

Street Department

Monthly Report

December 2023

The month of December was an incredibly busy and important project month for Street Department Forces. Even though the month was shortened due to the Christmas holidays, much work needed to be accomplished. Street Department Forces were involved in several larger special projects, either being completed by Town Forces, or by contractors, requiring town oversight/supervision. Forces had a large list of street signage replacement, changes, or repairs. Forces made repairs and performed maintenance to the storm water system. Forces were involved in the implementation of the new Tiger Way traffic signal as well. Forces provided traffic control for two of the largest special events on our yearly calendar. Forces performed street maintenance and repairs in several locations, as well as the normal pothole patching and animal control calls.

Improvements on the N. Cherokee Street/school project:

Forces performed final grading operations to the north end of N. Cherokee in advance of both Summers-Taylor and Pave-Well paving operations on N. Cherokee Street. Forces provided risers to the paving contractor so town utilities (sewer and water) could be raised to meet final grade on the new asphalt. Forces graded and based in the walking trail, from Thompson Meadow lane to the school. Summers – Taylor was responsible for placing asphalt on the trail. Forces laid out and erected street signage on N. Cherokee Street, Thompson Meadow Lane, English Ivy Trail, and the Tavern Hill/Skyline Drive intersection after paving operations were accomplished. Forces also laid out and placed sign posts and signage @ all entrances to the new round-a-bout. Forces laid out paint striping for WCHD, on N. Cherokee Street and Thompson Meadow Lane. The Street Director and Engineer Todd Wood laid out striping for Summers – Taylor for the round-a-bout just north of the school. Street Forces assisted Rachel Conger in small capacity in the run-up to the ribbon cutting ceremony of the school, hauling in mulch, sweeping parking areas, and removing materials that were no longer needed or being used on the school project.

Forces placed pre-ordered signage to change N. 1st Avenue from two-way traffic, to one way traffic (headed south). Forces painted the round sign posts as the signage would be located within the historic district. Forces removed existing signage that no longer applied, and placed the new signage on N. 1st Avenue, as well as on W. Main Street near the N. 1st Ave intersection. Continuing the theme of 'signage', as stated in the above

paragraph, Forces laid out and placed all applicable street signage on the N. Cherokee Street project and round-a-bout. Forces also placed round-a-bout signage in the Mill Creek IX development. Forces placed thermoplastic STOP bars and turn arrows in advance of the new Tiger Way/W. Jackson Blvd traffic signal going 'live'. Forces placed thermoplastic turn arrows and STOP bars on Tiger Way, as well as turn arrows and STOP bars on W. Jackson Blvd. Forces also placed thermoplastic stop bars and STOP arrows on Headtown road, on both north and south sides of E. Jackson Blvd.

Forces received a weekend call stating that storm water runoff was overcoming the creek bank in the small creek located between the Christopher Taylor cabin, and the Presbyterian church. Upon inspection, Forces discovered a small broken wooden bridge lodged in the drain pipe and box culvert leading to another series of drainage structures under W. Main Street. Forces ensured the runoff could not enter or damage the church, then began the process of removing debris, and ultimately the bridge parts from the drainage infrastructure. Also, a large amount of tree leaves had apparently been dumped into the small stream, further compounding the clean-up process. Forces cleaned the drain piping, box culvert as well as removing all leaves from the stream channel/bed. During the month, Forces also made repairs to a small masonry catch basin on Jackson Court. One sidewall of the drainage structure had broken loose from the structure whole. Forces removed the broken areas, placed formwork/falsework and reinforcing steel, then poured the sidewalls of the structure. Forces then poured a small curb behind the structure to prevent earthen materials from entering the structure. Forces also excavated, set to grade, placed base stone and supplied reinforcing materials and lay out for a large concrete pad to be used by the Solid Waste department in an area adjacent to the Fleet Maintenance facility. Forces sealed the concrete pad after the pad pour. Forces also sealed all concrete sidewalks being placed by the sidewalk contractor. The Director coordinated all work on the sidewalk projects, paving projects, paint striping performed by contractors.

Forces provided all traffic control necessary for the Maker's Fair event early in the month. Forces also provided traffic control on several Saturdays during the month filled with Christmas events and activities. Forces provided all traffic control, manned posts in support of JPD/JFD, and performed street clean-up and traffic control post-Christmas parade event this month.

As ever, Forces monitored, maintained and repaired the storm water system and drainage inlets and structures throughout town. Forces performed animal control duties as well. Forces responded to debris/trees/limbs in roadway calls during the month. Forces also continued to mow town Right of Ways (ROW's) and to trim/clear vegetation at intersections and from around signage at every opportunity.

As an ongoing commitment to motorist's safety and driver information, the Street Department continues a 'sign replacement and upgrade' program. Street Forces continue to bring faded or non-retroreflective signage up to modern standards set forth by the MUTCD (Federal standard).

There are many more daily maintenance and routine operations the street department undertakes. The Street Department strives to give Town management and the Town's people an excellent return on their investment. The Street Department is happy to serve the town, the leadership, and other departments to provide better, safer roadways, more effective drainage, and safety and support during special events and happenings in town.

Director of Streets
Malcolm Highsmith

Street Department – 1320 – November 2023 Daily Work Record (DWR)

11/1/2023

1. Street Department Forces loaded and hauled fill dirt from Britt Drive to Lincoln Park to use as fill in area btwn upper and lower parking areas
2. Forces cut drainage structure and placed drain pipe extension into drain box in area adjacent to parking area of Lincoln Park. This connected drainage from Senior Center to drain system of Lincoln Park, and caused drainage to be channeled under ground vs. above ground.
3. Forces excavated for concrete 'dumpster pad' @ Lincoln Park. Forces excavated 'to grade' for concrete dumpster pad placement

11/2/2023

1. Street Department Forces placed and compacted Grade D base stone into excavated dumpster pad area @ Lincoln Park
2. Forces sealed end of drain pipe extension @ connection with drainage structure near Lincoln Park parking area
3. Forces graded bank between Senior Center parking area and Lincoln Park parking area
4. Forces used cut off saw to cut, then remove asphalt from parking islands in the Lincoln Park parking area. Forces removed asphalt material and placed top soil into the islands for planting
5. Forces loaded out 2 loads of top soil from the Fleet Maint. stockpile to use @ Lincoln Park

11/3/2023

1. Street Department Forces loaded and transported Versa Lok block to Lincoln Park to lay up short retaining wall adjacent to the dumpster pad to retain dirt
2. Forces placed and strapped reinforcement bars into concrete pour area of dumpster pad @ Lincoln Park. Forces shot grade and placed formwork to grade for the concrete contractor to pour the concrete pad
3. Forces picked up broken section of concrete curbing on Union Church Road
4. Forces removed traffic counters on Forest View Drive
5. Forces placed traffic counters on S. Cherokee Street for 'recount' since speed table was installed

11/4/2023 Saturday

1. Forces reported in to remove broken glass in road @ 230 E. Main Street

11/6/2023

1. Street Department Forces used traffic control devices to close Skyline Drive so Summers-Taylor contractor could make repairs/tie in section of asphalt on Skyline Dr
2. Forces used traffic control devices to close W. Main Street from 1st Ave to 2nd Ave for Atmos gas utility crew to install gas line to Sister's Row
3. Forces hauled 2 loads of Grade D base stone to N. Cherokee St project

11/7/2023

1. Street Department Forces placed Grade D base stone as a base for 'walking trail' from Thompson Meadow lane to tie in to the walking trail @ new school. Forces compacted the base stone after placement with an asphalt roller
2. Forces worked with sidewalk contractor on N. Cherokee St project to place Grade D base stone into excavated area for sidewalk placement
3. Forces assisted Sewer Forces in cutting down semi-fallen pine tree hanging over Haws Drive. Forces cut, loaded out and removed the tree/brush so Sewer Forces could continue working
4. Forces marked and saw cut raveled areas of asphalt on Tiger Way

11/8/2023

1. Street Department Forces used equipment to remove previously cut areas of poor asphalt on Tiger Way. Forces loaded out the discarded asphalt. Forces then used back hoe to excavate the areas to remove spoiled material/base. Forces then placed and compacted Grade D base stone into the excavated areas so they could be paved by the paving contractor, Pavewell
2. Forces provided traffic control to Visitors Center staff for upcoming event
3. Forces used sweeper to sweep Tiger Way and N. Cherokee Street to remove gravel and debris

11/9/2023

1. Street Department Forces loaded and hauled 14 loads of top soil to fill parking islands and bank/slope @ Lincoln Park
2. Forces used top soil to back fill previously placed concrete curbing in the Lincoln Park parking area
3. Forces replaced a manhole cover that had been dragged off it's base by traffic @ corner of Headtown Road and Jackson Blvd. Forces asphalted the cover back into place
4. Forces disassembled a small 'stage' @ Senior Center and moved and reassembled the stage to assist Senior Center staff
5. Forces loaded and transported small skid loader from school project and took to Street Dept shop
6. Forces sowed grass seed and placed straw matting/straw on newly contoured bank adjacent to dumpster pad retaining wall @ Lincoln Park

11/13/2023

1. Street Department Forces transported and unloaded small skid steer for work @ the Jackson Theater installing drainage and doing grade work behind the Jackson
2. Forces picked up traffic control on W. Main Street from Atmos gas utility line installation
3. Forces picked up traffic control placed @ Visitors Center for Made Around Here market over the weekend
4. Forces loaded and transported the mini-excavator from Lincoln Park to Thompson Meadow lane to repair sewer line utility work/cut in advance of asphalt paving
5. Forces place approx. 2 tons of asphalt to repair 2 Sewer Dept cuts on Thompson Meadow lane. Asphalt was sourced from Pavewell

11/14/2023

1. Street Department Forces moved equipment/project materials from under large equipment shed so contractor could frame walls to enclose the shed
2. Forces met w/TDOT Forces to offload (20) 'jersey' barriers donated by TDOT for slide repairs on W. Main Street. Forces had permission from Jackson Park church to stage materials on their property on W. Main Street near the slide areas
3. Forces used 'cure and seal' to seal sidewalks on N. Cherokee Street project. Forces used 'cure and seal' to seal sidewalks on W. Main Street project
4. Forces hauled 1 load of Grade D base stone form N. Cherokee St/walking trail
5. Forces used cut off saw to cut existing wrongly poured curb/sidewalk section near the Ivy Trace subdivision. Forces removed the old sidewalks sections as no 'curb ramp' was ever formed/poured in that area
6. Forces loaded and transported small yellow asphalt roller to Jackson Theater for Waste Water Forces to use
7. Forces responded to emergency road closure request from Bright Ridge as their tree contractor had cut tree damaging and downing power lines. Forces reopened the street after the lines were reinstalled

11/15/2023

1. Street Department Forces placed Class A Rip Rap around drainage pipe inlets on Thompson Meadow lane
2. Forces continued to remove equipment from large covered shed on Britt Drive so contractor could frame walls to enclose the shed
3. Forces used equipment to backfill behind concrete formwork on the N. Cherokee St project
4. Forces excavated and formed short 'ramp' from Senior Center sidewalk to 'access road' between Senior Center parking area and Lincoln Park parking area
5. Forces placed Grade D base stone in excavated 'ramp' @ Senior Center and placed rebar reinforcement

11/16/2023

1. Street Department Forces backfilled around concrete sidewalk forms @ corner of Thompson Meadow lane and N. Cherokee Street
2. Forces picked up car debris/parts from apparent crash on Jackson Blvd @ Persimmon Ridge
3. Forces picked up large Styrofoam panels on Jackson Blvd near Just Bee Diner
4. Forces used Cure and Seal to seal sidewalks on N. Cherokee Street project
5. Forces removed existing storm drain hardware (hoods, grates) and adjacent broken sidewalk panels in 500 block of W. Main Street. Forces then place steel plating sourced from Valley Equipment so the new sidewalk could be 'bridged' over the catch basin.

11/17/2023

1. Street Department Forces pulled traffic counters on S. Cherokee Street for downloading of count information
2. Forces moved plant material that had been dropped off in the Lincoln Park parking area so contractors could work on/in parking lot
3. The Director supervised concrete pours on W. Main Street and Lincoln Park for sidewalks and dumpster pad and ramp
4. Forces repaired displaced brick sidewalk pavers near entrance to Eureka Inn
5. Forces patched potholes @ intersection of @ W. Jackson Blvd/New Hope Road
6. Forces welded reinforcement steel plate over existing catch basins in 500 block of W. Main in advance of sidewalk placement
7. Forces cleaned loose gravel from Tiger Way

11/20/2023

1. Street Department Forces raked/smoothed newly contoured bank adjacent to the new school property on N. Cherokee Street. Forces then placed grass seeding and placed straw for erosion prevention and sediment control. Forces protected inlets of downstream drainage piping until such time as grass starts to root and hold soil in place
2. Forces hauled (3) loads of wood mulch to school project
3. Forces placed EPSC measures @ Lincoln Park in advance of large rain event

11/21/2023

1. Street Department Forces used man lift to cut/remove a portion of a tree leaning over parking area and neighboring fence @ Stage Road park. Forces cut and removed the upper portion of the tree, and some of the left half of the trunk before being rained out
2. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 Oaks facility is functioning as designed.
3. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.

11/22/2023

1. Street Department Forces cut and removed split maple tree and trunk/stump from town property @ Stage Road Park. The Director had identified the split in the tree, which hung over the parking area and a neighbors fence. The split in the tree had become worse, so the tree was cut down and removed. Forces used the man lift to cut the upper portions of the tree, then saw cut and removed all the debris. Forces used the back hoe to remove the stump. Forces leveled the area and sowed grass seed/strawed the area where the tree once stood
2. Forces loaded and transported skid loader to Jackson Theater for Water/Sewer departments to use in installation of drainage lines for roof drains of the Jackson

11/27/2023

1. Street Department Forces cleaned parking area of Lincoln Park in advance of asphalt placement.
2. Forces assisted leaf collection crew @ several town owned locations to collect leaves from those properties
3. Forces cleaned sidewalks and curb lines on Main Street

11/28/2023

1. Street Department Forces reinstalled town limit signage on SR-81N which had been taken down temporarily by contractor doing grade work on new construction
2. Forces completed cleaning parking area of Lincoln Park in advance of paving contractor beginning final coat of asphalt operations
3. Forces removed formwork from dumpster pad pour @ Lincoln Park. Forces applied cure/seal to dumpster pad for protection and proper curing
4. Forces repaired/straightened signage @ intersection of W. College St/Oak Grove

11/29/2023

1. Street Department Forces used excavator to remove material adjacent to Fleet Maintenance access road for placement of Recycle/dumpster pad
2. Forces loaded and transported dirt removed for future recycle pad @ Fleet Maint and used @ Lincoln Park as backfill. Forces placed and smoothed top soil/dirt @ Lincoln Park in advance of paving contractor returning to complete asphalt placement
3. Forces loaded and transported Town walk behind concrete saw and transported to old Street shop for use in cutting concrete @ shed

11/30/2023

1. Street Department removed wrongly poured concrete sidewalk sections near intersection of Thompson Meadows and N. Cherokee Street. Forces loaded out and hauled away sidewalk sections. The contractor had poured a short section of sidewalk incorrectly and would re-pour these sidewalk panels.
2. Forces continued to excavate area for recycle/dumpster pad @ Fleet Maintenance facility. Forces loaded and hauled the dirt to Lincoln Park for use. Forces placed dirt @ Lincoln Park
3. Forces transported base stone to Fleet Maint. facility for recycle/dumpster pad. Forces placed Grade D base stone and compacted onto the 32' x 48' future 6" thick pad.
4. Forces loaded and transported the mini-excavator to Lincoln Park for useage

Street Department – 1320 – December 2023 Daily Work Record (DWR)

12/1/2023

1. Street Department Forces spotted and placed (2) new 'speed limit 30 mph' signs on N. Cherokee inside the new street improvements areas.
2. Forces loaded out (2) loads of top soil to be used as backfill @ Lincoln Park
3. Forces swept and cleaned the streets downtown in advance of the Maker's Fair event over the weekend. Forces gathered and loaded the traffic control devices needed for the event
4. Forces used telehandler to unload bleachers @ the new school
5. Forces collected leaves and blew the sidewalks clean of debris/leaves in advance of the upcoming weekend events. Forces set out all traffic control for the Maker's Fair event. Forces closed Spring Street for the event, all the way to Franklin Avenue

12/2/2023

Saturday

1. Street Department Forces used traffic control devices to close Main Street from Fox Street – 2nd Avenue for Christmas events downtown. Forces reopened the street @ 4 pm. Forces opened the Spring Street/Maker's Fair street closure @ 7 pm to the normal traffic pattern

12/4/2023

1. Street Department used concrete saw to cut concrete to be removed/replaced on N. Cherokee Street near the Ivy Trace subdivision
2. Forces installed signage on N. Cherokee Street project
3. Forces hauled (2) loads of wood mulch to school project to R. Conger
4. Forces used top soil to backfill along curbs @ Lincoln Park in advance of paving contractor placing top coat of asphalt
5. Forces cleared Lincoln Park parking lot of all debris, pine needles etc in advance of paving contractor placing top coat of asphalt

12/5/2023

1. Street Department Forces used sweeper to clean curb ends on Jackson Blvd in advance of the upcoming Christmas parade and events for Christmas
2. Forces cleaned brush along the Christmas parade route on Jackson Blvd
3. Forces hauled (2) loads of Grade D base stone for future concrete pour for Recycle dept @ Fleet Maintenance facility
4. Forces swept parade route in advance of Christmas parade

12/6/2023

1. Street Department Forces removed concrete formwork from sidewalk pours on N. Cherokee Street project
2. Forces were called to clean Main Street following vehicular accident causing debris to be on roadway
3. Forces backfilled concrete curbing @ Lincoln Park in advance of Pave-Well applying top lift of asphalt
4. Forces backfilled behind sidewalk on the N. Cherokee Street project. Forces placed grass seed and straw topsoiled areas on N. Cherokee Street
5. Forces placed and compacted Grade D base stone in excavated area for future concrete pad for Recycle receptacles @ Fleet Maintenance facility
6. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 Oaks facility is functioning as designed.
7. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.

12/7/2023

1. Street Department Forces swept and cleaned pine needles and debris from parking area of Lincoln Park in advance of asphalt contractor placing top lift of asphalt
2. Forces swept loose gravel from asphalt cut/repairs on Tiger Way
3. Forces completed grade work/base stone for concrete pad pour for Recycle dept @ Fleet Maint.
4. Forces set out traffic control @ Senior Center for paint striping crew to use to close off Senior parking lot
5. Forces removed two piles of used Rip Rap stone from road shoulder @ Thompson Meadow lane. The piles were donated by Summers-Taylor who had used to control storm run-off

12/8/2023

1. Street Department Forces cleaned out truck beds, and loaded all traffic control devices needed for use in the Christmas parade street/road closures
2. Forces excavated area on N. Cherokee Street, and two areas on Tiger Way for Pave-Well to place asphalt as they were placing top coat of asphalt on the N. Cherokee St. project
3. Forces placed concrete sealer on the final poured section of the W. Main St. sidewalk project
4. Force laid out One Way signage for N 1st Ave signage project

12/9/2023

1. Street Department Forces reported in to close town streets and roads for the annual Christmas parade. Forces used traffic control devices along the parade route, and placing water barricades and other traffic control devices along the route. Forces then worked w/JPD in being stationed along the parade route for assistance and traffic control. Street Director ran the Jackson/Boone St traffic signal manually before and after the parade to help control flow of traffic. Street Forces cleaned town streets and removed traffic control devices following the parade.
2. Forces worked on attempting to clear clogged drain tile/box culvert near Christopher Taylor lane and the Presbyterian Church. Something had flowed downstream and formed a clog, resulting in storm water coming out of stream bed

12/11/2023

1. Street Department Forces prepped/painted sign posts for N. 1st Avenue One Way sign project, which is inside Historic District and requires round black sign posts. Forces placed sign posts in predetermined locations for 1st Avenue signage
Forces later placed appropriate signage in appropriate locations on 1st Avenue
2. Forces cleaned up piles of leaves near Christopher Taylor cabin resulting from storm drain blockage and box culvert blockage
3. Forces placed caution tape and barricades around perimeter of old Street shop to keep public away from property
4. Forces transported reinforcing bar from Southern Steel for concrete pad @ Fleet Maint.
5. Forces unloaded all traffic control previously used in parade street/road closures

12/12/2023

1. Street Department Forces placed posts and Speed limit signs on N. Cherokee Street following grade work/paving etc.
2. Forces placed 'No Overnight Parking on Town Owned Properties' signage @ Parsons Table lot, Wetlands and at Lincoln Park
3. Forces spotted and placed sign posts and signs depicting Round-a-bout north of the new K-8 school site
4. Forces used milling machine borrowed from Pavewell to mill off existing STOP bar from Tiger Way/W. Jackson Blvd. The STOP bar was in incorrect location
5. Forces used Cure – n – Seal to seal concrete sidewalks on W. Main Street

12/13/2023

1. Street Department Forces removed debris (small wooden bridge parts) from drain pipe and box culvert adjacent to Presbyterian Church. A small wooden bridge had previously washed into the drain pipe, clogging the flow of the stream.
2. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 Oaks facility is functioning as designed.
3. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.
4. Two Forces helped Herman Archer pull wire @ JRT for short period of time

12/14/2023

1. Street Department Forces placed traffic counters on Boones Creek road to gather a traffic count
2. Forces placed Thermoplastic STOP bars and turn arrows on W. Jackson Blvd, and on Tiger Way in advance of the new traffic signal light @ Tiger Way going 'live
3. Forces placed No U Turn signage @ end of crossover from East bound Jackson Blvd @ Tiger Way
4. Forces placed Theromplastic STOP @ Tavern Hill/N. Cherokee Street
5. Forces laid out paint striping on N. Cherokee Street for WCHD
6. Forces moved 'Jersey blocks' creating a rock bin @ Street Dept shop

12/15/2023

1. Street Department Forces worked in advance of the new K-8 School ribbon cutting ceremony, cleaning the rear parking area
2. Forces laid out paint striping on Thompson Meadow Lane for WCHD
3. Forces used sweeper to clean Thompson Meadow Lane in advance of striping crew
4. Forces removed signage, barricades and all traffic control from new school area, including Skyline Drive, Rocky Hollow, N. Cherokee St, Tavern Hill and the roundabout as all road work was completed today
5. Street Director and Todd Wood laid out paint striping for Summers-Taylor on N. Cherokee St, round-a-bout, Tavern Hill and Skyline Drive

12/18/2023

1. Street Department Forces continued to clean leaves/debris from clogged box culvert located adjacent to Presbyterian church/W. Main Street
2. Forces repaired bent STOP sign post @ corner of N. 1st Ave/College St
3. Forces repaired bent STOP sign post @ Lemon Grass/Sweetgrass Ln
4. Forces placed No Overnight Parking on Town Owned Property signs @ Golden Oak park and Stage Road park
5. Forces removed STOP sign from Skyline Drive as the traffic pattern had changed
6. Forces took tractor trailer to school for Shop w/a Cop transporting of materials
7. Forces transported concrete sealer from Southern Rebar for Oak Grove sidewalks
8. Forces helped leaf collection crew collect leaves from Old SR-34. Forces provided traffic control help as the road was heavily traveled
9. Forces installed (2) doors for JPD @ new training facility

12/19/2023

1. Street Department Forces removed all leaves/debris from stream channel adjacent to the Presbyterian church. It appeared that a landscape contractor had dumped leaves into the stream channel @ some point. The leaves were removed from the entire channel, drain pipe and clogged box culvert, and vacuumed up by the leaf collection crew.
2. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 Oaks facility is functioning as designed.
3. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.

12/20/2023

1. Street Department Forces replaced sign blades @ W. College/Payne Road, New Hope/Meadow Creek, Thompson Meadow Lane/N. Cherokee St
2. Replaced sign blade @ N. 1st Ave/West College Street
3. Forces moved semi tractor and trailer from the middle school to the library parking area for JPD/Shop w/a Cop program
4. Forces used traffic control to close an area of Skyline Drive for JPD during a 'stand-off'
5. Forces inspected and maintained storm drains throughout town limits
6. Forces cleaned storm drain and ditch line behind residence on McCoy Circle
7. Forces used equipment to backfill around perimeter of newly poured concrete pad for Recycle containers @ Fleet Maintenance facility

12/21/2023

1. Street Department Forces hung (3) doors for JPD @ training center
2. Forces set sign post @ Lincoln Park for future signage
3. Forces placed grass seed and straw around perimeter of newly poured concrete pad for Recycle containers @ Fleet Maintenance facility

4. Forces cut/removed low hanging tree limbs on Skyline Drive in advance of Pavewell placing asphalt resurfacing on Skyline. The limbs were trimmed so as not to interfere with supply trucks, paver etc. Forces used sweeper truck to sweep Skyline Drive in advance of paving operations. Forces mowed road shoulder vegetation in advance of paving operations
5. Forces transported the Richard Diehl trailer to Depot Street lot, as JPD had borrowed the trailer from Richard Diehl for the Shop with a Cop event. Forces stored the road tractor @ the firing range
6. Forces placed down spouts on the rear of the Jackson Theater
7. Forces sharpened chain saw chains in advance of heavy wind advisory

12/22/2023

1. Street Department Forces removed beaver dams from Barkley Creek near the bridge adjacent to WCHD. Forces removed this debris/brush as well as a brush pile from the adjacent area
2. Forces painted turn arrows on Headtown Road @ intersection of E. Jackson Blvd, both north and south sides of E. Jackson Blvd
3. Forces cleaned up small piles of left over excavation materials from W. Main Street sidewalk project and placed sod to backfill areas of sidewalk edge
4. Forces replaced missing street blade @ Patton Ave and Depot Street
5. Forces moved Town limit sign on W. College/SR-81

12/27/2023

1. Street Department Forces removed bucked concrete panels on walking trail in the New Halifax development. Forces placed base stone, drill and doweled rebar into adjacent concrete slabs, formed and poured (2) sidewalk sections and broom finished
2. Forces removed handrails on small wooden bridge slated for replacement near 614 W. Main Street walking trail
3. Replaced vandalized street signage. Forces replaced STOP sign @ Bowman Ave/Depot, STOP sign @ Forestview/S. Cherokee Street.
4. Forces swept Lincoln Park parking area and road due to excessive pine needles in lot
5. Forces transported traffic control devices from Senior Center that had been used by Bob Gilham re-striping the parking lot
6. Forces removed STOP sign @ Tiger Way/W. Jackson due to no longer being used as traffic signal now controls intersection
7. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 Oaks facility is functioning as designed.
8. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.

12/28/2023

1. Street Department Forces excavated damaged catch basin on Jackson Court. The basin was possibly damaged by someone excavating in the area. Forces removed the damaged side walls (brick masonry) of the catch basin for replacement
2. Street Director worked w/Stansell Electric forces to set timing of new Tiger Way traffic signal @ intersection with W. Jackson Blvd.
3. Forces cleaned a large amount of red clay near new traffic signal box @ Tiger Way. The contractor had left the material after boring to set a signal wire riser pole
4. Forces formed/poured two walls to replace damaged catch basin on Jackson Ct. Forces had also placed rebar reinforcement to tie sidewalls into back wall before pouring concrete
5. Forces repaired potholes in various locations. Forces repaired potholes on Bowman, Forestview Dr and High Street.
6. Forces replaced rubber bumper screed on Lee Boy paver in advance of PaveWell renting the paver. The rubber had deteriorated over time, requiring replacement

12/29/2023

1. Street Department Forces poured concrete 'curb' @ rear of newly poured catch basin on Jackson Ct.
2. Forces formed a 'swale' on ROW above 638 N. Cherokee St to direct storm water runoff into the roadway instead of into the yard of 638 N. Cherokee St. This drainage issue will be solved permanently when driveway aprons are placed of asphalt
3. Forces formed a 'lay down' yard for PaveWell equipment that would soon be paving Skyline Drive
4. Forces placed shoulder stone against new asphalt @ Saylor's Place development so as to protect the freshly placed asphalt
5. Forces inspected, fueled and test drove the available snow plow trucks/equipment in advance of potential snow event



December 2023 Monthly Report

Amber Crumley, Director of Special Events

- Ticketing duties for December 2023 completed:
 - December 2023 ticketing revenue and donation through the ticketing site was \$16,928.00.
 - Completed event audit & financials for: the Heritage Alliances Progressive Dinner and the Chuckey Depot's Breakfast with Santa.
 - Input tickets to sell: No tickets were input to sell in December.
- Completed payables and purchase order requisitions for the Old Town Emporium, Department of Tourism and Visitors Center.
- Completed the Stripe transaction reconciliation for all ThunderTix December 2023 transactions/payouts and submitted to Gina Larkins.
- Organized and assisted with day of prep/operations for Doggone Christmas. This included several pet related vendors and pet sitting services, as well as a small agility course set up by Off Leash Social from Johnson City. We handed out handmade dog treats at our welcome tent, as well as distributing treat bags for the dogs. I worked with the Appalachian Highlands Humane Society on photos with Santa as well as our costume contest for dogs with 3 different categories for competition.
- Continue to work with Bob Browning and Mandi Maxwell on a POS system and set up for the Stage Door.
- Continue to assist Matt Gulley with ideas, merchandising and ordering for the Olde Town Emporium.
- Completed several interviews with WJHL to promote our Christmas in Olde Jonesborough activities.

- Organized and assisted with day of prep/operations for Santa's Christmas Village. This is one of our larger holiday events, and we counted over 1,500 in attendance for the event. This event includes a Santa Mart, multiple crafting stations, a photo opportunity, popcorn, cookie decorating with free milks, photos with Wild Grove Studios and carriage rides through town. I work with over 10 sponsors and around 80 volunteers to put on this event.
- Attended the Washington County/Town of Jonesborough press event to celebrate our partnership with water line extensions to new customers.
- Organized the Celebration of Trees for 2024. Organizing locations, tree orders for the Visitors Center, McKinney Center and Chuckey Depot. Nora Sword took photos of all trees, and Mitchell Calvin created an online form for voting this year.
- Attended a StoryTown Radio Show interview with McKinney Center staff to discuss fundraising campaigns, ticket prices, ideas for 2024, etc.
- Attended the December supervisors meeting.
- Assisted Rachel Conger with day-of needs for the new JBO school ribbon cutting.
- Organized and attended the Christmas Church Stroll for our last Christmas in Olde Jonesborough. We had the four Main Street churches participate with various choir, handbell and piano performances at each location.
- Continue working with Phil Fritts on getting the VC ADA compliant, starting with automatic openers for our front entrance & exit doors.



**Jonesborough Fire Department
Call History Report by Date
12/1/2023 - 12/31/2023**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Fri 12/01/2023 13:21	Medical Assist	2300614	311 Medical assist, assist EMS crew	73 Provide manpower	184 Miller RD	2	00:21
Fri 12/01/2023 16:19	Medical Assist	2300615	311 Medical assist, assist EMS crew	73 Provide manpower	122 Tipton RD	2	00:31
Sat 12/02/2023 12:00	Medical Assist	2300616	311 Medical assist, assist EMS crew	73 Provide manpower	332 Berry Ridge RD	4	00:19
Sat 12/02/2023 16:01	Other	2300617	600 Good intent call, other	86 Investigate	135 Spider Barnes RD	3	00:12
Mon 12/04/2023 08:08	Motor Vehicle Accident	2300619	324 Motor vehicle accident with no injuries.	86 Investigate	132 Boone ST	2	01:38
Mon 12/04/2023 08:35	Fire Alarm	2300618	745 Alarm system activation, no fire - unintentional	86 Investigate	Dillow Taylor Funeral Home	2	00:06
Mon 12/04/2023 16:25	Motor Vehicle Accident	2300620	322 Motor vehicle accident with injuries	86 Investigate	260 Old State Route 34 HWY	4	00:37
Tue 12/05/2023 02:44	Fire	2300621	111 Building fire	21 Search	810 Mill Springs RD	10	04:12
Tue 12/05/2023 07:12	Fire Alarm	2300625	744 Detector activation, no fire - unintentional	86 Investigate	1063 Old State Rt 34 HWY	3	00:18
Tue 12/05/2023 07:26	Motor Vehicle Accident	2300622	322 Motor vehicle accident with injuries	86 Investigate	133 Telford RD	3	00:11
Tue 12/05/2023 07:45	Motor Vehicle Accident	2300623	322 Motor vehicle accident with injuries	86 Investigate	2761 Highway 81 HWY S	3	00:17
Tue 12/05/2023 09:24	Fire	2300626	111 Building fire	11 Extinguishment by fire service personnel	810 Mill Springs RD	12	03:45
Tue 12/05/2023 12:50	Other	2300624	631 Authorized controlled burning	86 Investigate	121 New Hope RD	5	00:19
Tue 12/05/2023 19:59	Motor Vehicle Accident	2300627	324 Motor vehicle accident with no injuries.	86 Investigate	308 Sugar Hollow RD	2	00:35
Wed 12/06/2023 04:37	Other	2300628	412 Gas leak (natural gas or LPG)	86 Investigate	1985 Carroll Creek RD	2	02:08
Wed 12/06/2023 11:52	Fire Alarm	2300629	744 Detector activation, no fire - unintentional	86 Investigate	170 John France RD	2	00:09
Thu 12/07/2023 16:37	Motor Vehicle Accident	2300630	324 Motor vehicle accident with no injuries.	86 Investigate	801 West Jackson BLVD	3	00:17
Fri 12/08/2023 06:42	Other	2300631	600 Good intent call, other	86 Investigate	Derek LN	2	00:18
Fri 12/08/2023 18:06	Fire	2300632	111 Building fire	11 Extinguishment by fire service personnel	327 Frank Lowe RD	10	01:50
Sat 12/09/2023 19:33	Medical Assist	2300633	311 Medical assist, assist EMS crew	73 Provide manpower	Washington County Detention Center	2	00:15
Sun 12/10/2023 20:53	Medical Assist	2300634	311 Medical assist, assist EMS crew	73 Provide manpower	117 Leach CIR	2	00:15
Sun 12/10/2023 21:57	Fire Alarm	2300635	745 Alarm system activation, no fire - unintentional	86 Investigate	Tractor Supply	3	00:43



**Jonesborough Fire Department
Call History Report by Date
12/1/2023 - 12/31/2023**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Mon 12/11/2023 09:39	Fire Alarm	2300636	741 Sprinkler activation, no fire - unintentional	86 Investigate	720 N Cherokee ST	4	00:09
Mon 12/11/2023 13:30	Public Service	2300637	553 Public service	86 Investigate	West Hills Tractor	1	00:10
Wed 12/13/2023 18:57	Motor Vehicle Accident	2300638	322 Motor vehicle accident with injuries	23 Extricate, disentangle	3003 McKinley RD	2	01:25
Thu 12/14/2023 09:46	Public Service	2300639	541 Animal problem	86 Investigate	106 Greenback CT	1	00:09
Thu 12/14/2023 15:58	Other	2300640	631 Authorized controlled burning	86 Investigate	446 Ridgecrest RD	7	00:18
Fri 12/15/2023 14:37	Medical Assist	2300641	311 Medical assist, assist EMS crew	70 Assistance, other	1297 Meadow Creek LN	2	00:17
Fri 12/15/2023 17:11	Fire Alarm	2300642	745 Alarm system activation, no fire - unintentional	86 Investigate	178 Frank Hibert RD	2	00:11
Fri 12/15/2023 17:23	Medical Assist	2300643	311 Medical assist, assist EMS crew	70 Assistance, other	136 Thistedown CIR	2	00:15
Sat 12/16/2023 10:54	Other	2300644	622 No incident found on arrival at dispatch address	86 Investigate	Antioch RD	3	00:21
Mon 12/18/2023 14:05	Medical Assist	2300645	311 Medical assist, assist EMS crew	92 Standby	1051 Old Boones Creek RD	2	00:15
Mon 12/18/2023 22:16	Medical Assist	2300646	311 Medical assist, assist EMS crew	73 Provide manpower	122 Tiplon RD	2	00:35
Wed 12/20/2023 14:22	Medical Assist	2300647	311 Medical assist, assist EMS crew	92 Standby	1227 Skyline DR	2	00:44
Wed 12/20/2023 19:28	Motor Vehicle Accident	2300648	322 Motor vehicle accident with injuries	86 Investigate	308 Forest DR	2	00:47
Wed 12/20/2023 20:33	Medical Assist	2300649	311 Medical assist, assist EMS crew	73 Provide manpower	450 Mt Zion Church RD	2	00:18
Wed 12/20/2023 20:59	Medical Assist	2300650	311 Medical assist, assist EMS crew	73 Provide manpower	1'22 Teton RD	2	00:16
Thu 12/21/2023 09:17	Medical Assist	2300651	311 Medical assist, assist EMS crew	73 Provide manpower	25 Niles LN	2	00:15
Thu 12/21/2023 11:21	Medical Assist	2300652	311 Medical assist, assist EMS crew	73 Provide manpower	175 Jason RD	2	00:41
Thu 12/21/2023 19:20	Other	2300653	600 Good intent call, other	86 Investigate	639 Old Embreeville RD	2	00:34
Fri 12/22/2023 11:41	Medical Assist	2300654	311 Medical assist, assist EMS crew	73 Provide manpower	25 Niles LN	3	00:15
Mon 12/25/2023 17:37	Other	2300655	444 Power line down	86 Investigate	3552 Greenwood Dr DR	2	00:29
Mon 12/25/2023 19:00	Other	2300656	600 Good intent call, other	86 Investigate	1962 81 HWY S	2	00:37
Tue 12/26/2023 13:10	Other	2300657	412 Gas leak (natural gas or LPG)	86 Investigate	Forest DR	4	02:14
Tue 12/26/2023 22:52	Motor Vehicle Accident	2300658	324 Motor vehicle accident with no injuries.	86 Investigate	218 Conklin RD	2	00:50



**Jonesborough Fire Department
Call History Report by Date
12/1/2023 - 12/31/2023**

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Thu 12/28/2023 16:59	Fire	2300659	142 Brush or brush-and-grass mixture fire	11 Extinguishment by fire service personnel	126 Berry Ridge RD	6	00:38
Thu 12/28/2023 20:23	Fire	2300660	131 Passenger vehicle fire	11 Extinguishment by fire service personnel	4350 Greenwood DR	5	01:13
Fri 12/29/2023 12:32	Fire	2300661	150 Outside rubbish fire, other	86 Investigate	700 W Jackson BLVD	5	00:25
Fri 12/29/2023 18:18	Other	2300662	611 Dispatched & canceled en route	93 Cancelled en route	Boones Creek RD	2	00:03
Fri 12/29/2023 23:17	Fire Alarm	2300663	745 Alarm system activation, no fire - unintentional	86 Investigate	100 W Main ST	6	01:35
Sat 12/30/2023 04:28	Fire Alarm	2300664	745 Alarm system activation, no fire - unintentional	86 Investigate	International Story Telling	2	00:15
Sun 12/31/2023 07:29	Medical Assist	2300665	311 Medical assist, assist EMS crew	73 Provide manpower	109 Timber Ridge RD	3	00:15
Sun 12/31/2023 13:19	Medical Assist	2300666	311 Medical assist, assist EMS crew	73 Provide manpower	109 Timber Ridge RD	2	00:16
Sun 12/31/2023 19:07	Other	2300667	442 Overheated motor	86 Investigate	122 Tipton RD	5	00:31

Total calls for Assist :	0
Total calls for EMS:	0
Total calls for Fire:	6
Total calls for Fire Alarm:	8
Total calls for Fire Drill:	0
Total calls for Fire Extinguisher:	0
Total calls for Haz Mat:	0
Total calls for Medical Assist:	17
Total calls for Motor Vehicle Accident:	9
Total calls for Other:	12
Total calls for Public Education:	0
Total calls for Public Service :	2
Total calls for Special Duty:	0
Total calls:	54
Total Time:	36:32
	Avg. Call Attendance: 3.22



**Jonesborough Fire Department
Incident Type Report by Date
12/1/2023 - 12/31/2023**

Incident Type	Total Incidents
111 Building fire	3
131 Passenger vehicle fire	1
142 Brush or brush-and-grass mixture fire	1
150 Outside rubbish fire, other	1
311 Medical assist, assist EMS crew	17
322 Motor vehicle accident with injuries	5
324 Motor vehicle accident with no injuries	4
412 Gas leak (natural gas or LPG)	2
442 Overheated motor	1
444 Power line down	1
541 Animal problem	1
553 Public service	1
600 Good intent call, other	4
611 Dispatched & canceled en route	1
622 No incident found on arrival at dispatch address	1
631 Authorized controlled burning	2
741 Sprinkler activation, no fire - unintentional	1
744 Detector activation, no fire - unintentional	2
745 Alarm system activation, no fire - unintentional	5

Total Number of Incidents: 54
Total Number of Incident Types: 19



Jonesborough Fire Department
Call Distribution Report
12/1/2023 - 12/31/2023

Total (54 Calls)		
Time		Number
0000		0
0100		0
0200		1
0300		0
0400		2
0500		0
0600		1
0700		4
0800		2
0900		4
1000		1
1100		3
1200		3
1300		4
1400		3
1500		1
1600		5
1700		3
1800		3
1900		6
2000		4
2100		1
2200		2
2300		1

Day		Number
Sunday		5
Monday		9
Tuesday		9
Wednesday		7
Thursday		8
Friday		11
Saturday		5



Jonesborough Fire Department

Call History Graph for December 2023

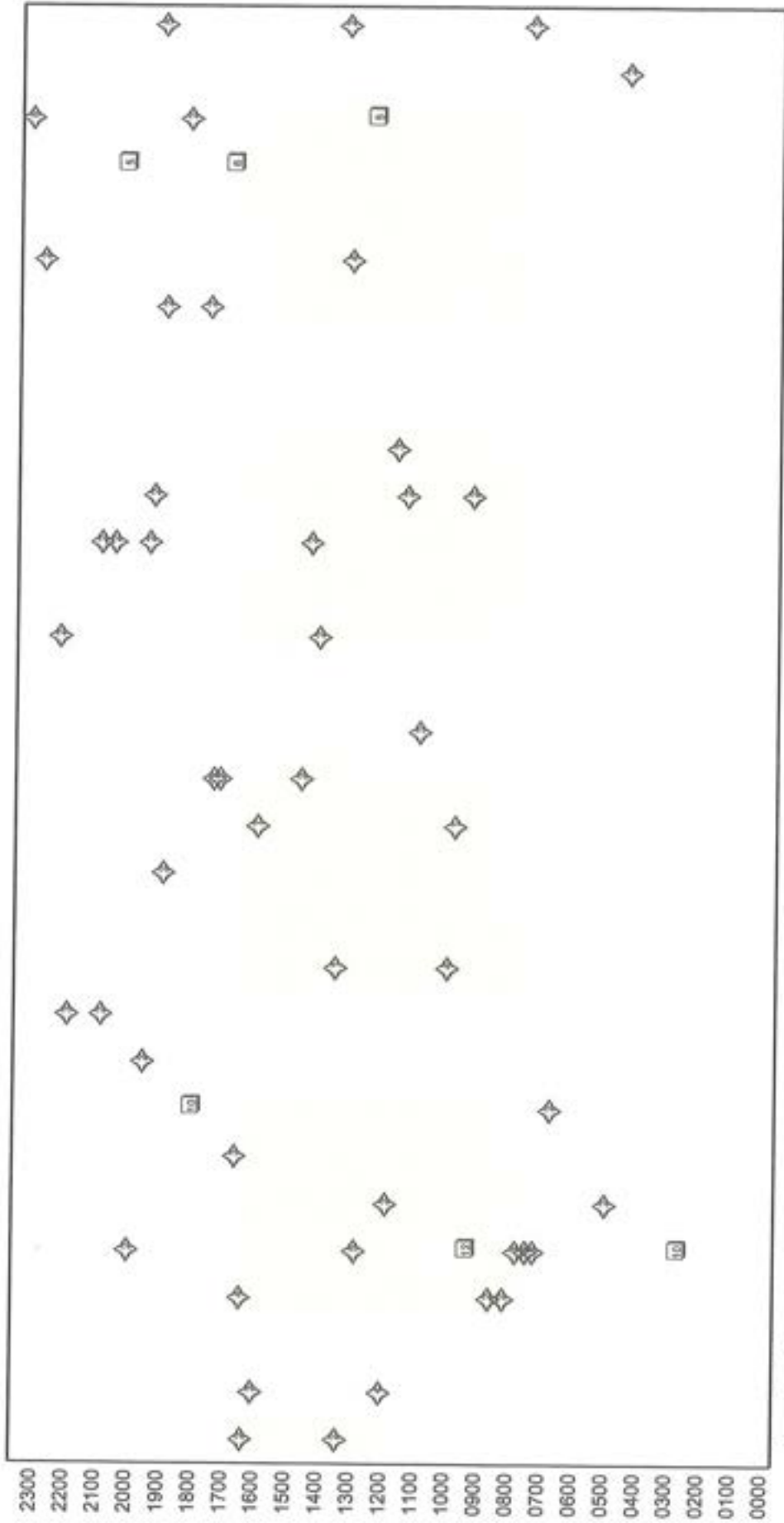
(Assist, EMS, Fire, Fire Alarm, Fire Drill, Haz Mat, Medical Assist, Motor Vehicle Accident, Other, Public Education, Public Service, Special Duty)

Total Calls: 54

Total Calls (M-F 8am to 5pm): 22

Total Calls (other): 32

Legend: Fire = □ EMS = ○ Special Duty = ☆



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

Consent Agenda

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7

SUBJECT: Personnel – Employee Retirement

Accept the retirement of Phil Fritts as Fire Chief, after 18 years of service, with the effective date of May 31, 2024.

Jonesborough



DEPARTMENT of PUBLIC SAFETY

123 BOONE STREET JONESBOROUGH TN 37659 PHONE 423-753-1053 FAX 423-753-1072

January 2, 2024

Glen Rosenoff Town Administrator
Craig Ford Operations Manager

I am writing to inform you that I have decided to retire from my position as Fire Chief with the Town of Jonesborough, my last official day will be May 31, 2024. After 18 years of service to the Town of Jonesborough I feel it time to step back and enjoy my retirement.

I want to express my sincere gratitude for the experiences that I have gained during my time here. I have learned so much and been given the opportunity to explore and manage professional areas that I would not normally have been exposed to. I have the upmost respect for the Towns Administrative Staff and the Board of Mayor and Alderman. Jonesborough is a kind, friendly, and caring place, it will always hold a very special place in my heart. I am truly grateful to have been given the opportunity to serve here.

In preparation for my retirement, I will ensure a smooth transition by completing any pending tasks and training my replacement if necessary. I am confident that the skills and knowledge I have gained during my time here will be valuable to me in my retirement and in future endeavors.

Thank you again for the opportunity to be part of this organization. I look forward to maintaining a positive relationship with you and my colleagues in the future.

Respectfully submitted,

Chief Phil Fritts

Serving Tennessee's Oldest Town

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

Consent Agenda

DATE: JANUARY 8, 2024 AGENDA ITEM #: 8

SUBJECT: Employment Agreement – Town Recorder

BACKGROUND:

As you are aware, we were extremely fortunate to attract Janet Jennings to a temporary employment agreement for the position of Finance Director/Town Recorder, which was effective August 28, 2023, and continued through December 31, 2023.

The great news for us and the town is that Janet has agreed to transition to a permanent status in the position effective March 1, 2024. Prior to March 1st, her temporary status will continue through February 29, 2024.

RECOMMENDATION:

Approve the Employment Agreement between the Jonesborough Board of Mayor and Aldermen and Janet Jennings for (1) continuing the temporary status through February 29, 2024 with no changes based on the previous agreement, and (2) transitioning the position to permanent effective March 1, 2024 based on the new agreement, as presented.

**TOWN OF JONESBOROUGH
FINANCE DIRECTOR/TOWN RECORDER
EMPLOYMENT AGREEMENT**

THIS AGREEMENT, entered into on this the 8th day of January 2024 by and between the Mayor and Aldermen of Jonesborough, Tennessee (the Town) by the Mayor and Board of Aldermen (the Employer); and Janet Jennings (Town Recorder), to provide for the employment of Janet Jennings as Finance Director/Town Recorder of the Town of Jonesborough, and set forth the terms and conditions of employment, and mutual obligations, rights, and duties of each party.

In consideration of the mutual promises set forth in the Agreement, the Town and Town Recorder agree as follows:

Section 1 – Duties. The Mayor and Aldermen of Jonesborough agree to employ Janet Jennings as Town Recorder of the Town of Jonesborough to perform the functions and duties as specified in the Town Charter and ordinances and to perform such other legally permissible and proper duties and functions as the Mayor and Board of Aldermen shall from time-to-time assign. The Town Recorder reports directly to the Town Administrator.

Section 2 – Term. This Agreement shall become effective March 1, 2024, and shall continue in effect until February 28, 2027.

Nothing in the Agreement shall prevent, limit, or otherwise interfere with the right of the Town Recorder to resign at any time, subject only to the provisions set forth in Section 8, paragraph B of this Agreement.

The Mayor and Board of Aldermen may take such action to extend the term of this appointment at any time and, especially on or before thirty (30) days prior to the termination of this Agreement. The Town Recorder, on or before thirty (30) days before the expiration of the term of this Agreement may request the Mayor and Board of Aldermen to make a decision as to whether they desire to extend said appointment.

Section 3 – Salary. The Town agrees to pay the Town Recorder for services rendered pursuant hereto an annual salary of \$135,000.00. The salary would be payable in installments at the same times other employees of the Town are paid.

Section 4 – Hours of Work. The Town of Jonesborough requires full-time service of its Town Recorder.

Section 5 - Vacation and Sick Leave. The Town Recorder shall accrue, and have credited to their personal account, vacation and sick leave at the same rate as other general employees of the Town. In addition, Ms. Jennings will receive a one-time credit of five (5) days' vacation leave effective March 1, 2024.

Section 6 - Health and Life Insurance. The Town agrees to provide health and life insurance and to pay the premiums thereon equal to that which is provided all other general employees of the Town.

Section 7 - Retirement. The Town Recorder shall be covered by Tennessee Consolidated Retirement System or other such retirement system in the same manner as is provided all other general employees of the Town.

Section 8 - Termination and Severance Pay.

- A. If the Town terminates this Agreement before the expiration of the aforesaid term and the Town Recorder is willing and able to perform the duties of the Town Recorder, then the Town Recorder shall be entitled to one (1) month severance pay from the date of termination, with the amount paid to be the current monthly level of compensation; however, in the event the Town Recorder is terminated because of their conviction of any illegal act, then in that event the Town shall have no obligation to pay the aggregate severance sum.
- B. In the event the Town Recorder voluntarily resigns their position with the Town before expiration of the aforesaid term of employment, then the Town Recorder shall give the Mayor and Board of Aldermen one (1) month notice in advance.

Section 9 - Entire Agreement. This Agreement contains the entire understanding and agreement between the parties with respect to the subject matter hereof and cannot be amended, modified or supplemented in any respect except by a subsequent written agreement entered into by both parties.

If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof, shall not be affected and shall remain in full force and effect.

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

MAYOR AND ALDERMEN OF JONESBOROUGH

BY: _____
CHUCK VEST, MAYOR

JANET JENNINGS

ATTEST:

GLENN ROSENOFF, TOWN ADMINISTRATOR

APPROVED AS TO FORM:

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 1

SUBJECT: Financial Report

Attached for your review are the preliminary December, 2023 Financial Operating Statements:

	Current Year		Prior Year	
	December	YTD	December	YTD
GENERAL FUND				
Revenues	2,979,593	10,965,779	934,088	4,806,822
Expenditures	1,825,713	9,117,169	731,658	5,129,869
Rev. Over/(Under) Exp.	1,153,880	1,848,610	202,430	(323,047)
DRUG FUND				
Revenues	75	6,633	4,765	30,675
Expenditures	-	17,385	-	2,000
Rev. Over/(Under) Exp.	75	(10,752)	4,765	28,675
SOLID WASTE FUND				
Revenues	65,397	426,580	65,962	374,801
Expenditures	75,188	355,705	55,906	338,397
Rev. Over/(Under) Exp.	(9,791)	70,875	10,056	36,404
HRA INTERNAL SERV. FUND				
Revenues*	5,790	34,490	5,790	34,490
Expenditures*	2,069	53,231	16,156	40,818
Rev. Over/(Under) Exp.	3,721	(18,741)	(10,366)	(6,328)
WATER/SEWER FUND				
Revenues	972,330	5,677,158	793,478	8,858,955
Expenditures	1,522,768	6,435,642	794,020	4,154,790
Rev. Over/(Under) Exp.	(550,438)	(758,484)	(542)	4,704,165
K-8 CAPITAL PROJECT FUND				
Revenues	126,631	40,068,770	22,438,398	28,726,450
Expenditures	1,195,842	41,311,828	22,580,998	28,985,875
Rev. Over/(Under) Exp.	(1,069,211)	(1,243,058)	(142,600)	(259,425)

General Fund Year-to-Date includes approximately \$6.2 million in bond and loan proceeds

K-8 Capital Project Fund Year-to-Date includes \$38.7 million in bond and loan proceeds; closed \$33.75 million in USDA loans

* Not yet updated for December

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	BALANCE	% REMAIN.
3651	VISITOR CENTER MISCELLANEOUS	1,000.00	598.49	1,316.43	316.43-	31.64-
3653	VISITOR CENTER - SPECIAL PROGRAM	12,500.00	3,305.81-	8,300.74	4,199.26	33.59
3659	GAZEBO RENTAL	350.00	.00	.00	350.00	100.00
3660	RECREATION EVENTS/SPECIAL PROGRAM	7,500.00	325.00	2,528.11	4,971.89	66.29
3661	STATE OF TN TOURISM GRANT	30,000.00	.00	.00	30,000.00	100.00
3663	MUSIC ON THE SQUARE REVENUES	36,000.00	57.73	12,317.90	23,682.10	65.78
3664	RECREATION RESERVE REVENUES	1,000.00	.00	.00	1,000.00	100.00
3665	M.MARTIN FUNDS-PROGRAM DEVELOPMEN	50,000.00	.00	.00	50,000.00	100.00
3667	REPETOARY THEATRE/JFAC	57,000.00	661.50	11,545.78	45,454.22	79.74
3669	JRT PLAYERS EDUCATION PROGRAM	50,000.00	400.00	27,830.90	22,169.10	44.33
3671	STORY TOWN RADIO SHOW REVENUE	17,500.00	.00	20,869.50	3,369.50-	19.25-
3672	JRT DON SQUIBB SCHOLARSHIP PROGRA	3,000.00	.00	250.00	2,750.00	91.66
3673	MAIN STREET USA REVENUES	2,500.00	100.00	384.93	2,115.07	84.60
3674	MAIN ST.BREWS & TUNES REVENUES	12,000.00	.00	9,961.40	2,038.60	16.98
3675	MAIN ST.JONESBOROUGH DAYS REVENUE	31,900.00	.00	6,287.66	25,612.34	80.28
3680	WETLANDS-SEASON PASSES	40,000.00	.00	839.33	39,160.67	97.90
3681	WETLANDS-FACILITY RENTAL	35,000.00	.00	21,190.00	13,810.00	39.45
3682	WETLANDS-DAILY ADMISSIONS	290,000.00	.00	191,331.71	98,668.29	34.02
3683	WETLANDS-CONCESSIONS	90,000.00	.00	56,745.40	33,254.60	36.94
3684	WETLANDS-MERCHANDISE SALES	3,500.00	.00	.00	3,500.00	100.00
3685	WETLANDS-TUBE RENTALS	9,000.00	.00	8,577.25	422.75	4.69
3688	WETLANDS-SNOWBALL SALES	3,000.00	.00	1,787.44	1,212.56	40.41
3689	WETLANDS-SWIM LESSONS/CPR TRAININ	3,500.00	.00	.00	3,500.00	100.00
3710	POLICE FINES	160,000.00	13,969.25	81,069.75	78,930.25	49.33
3711	POLICE FINES - CAMERAS	50,000.00	3,300.00	24,042.00	25,958.00	51.91
3712	GENERAL SESSIONS COURT FINES	3,500.00	3,660.62	4,621.98	1,121.98-	32.05-
3713	LITIGATION TAX	17,500.00	452.12	5,697.02	11,802.98	67.44
3714	DEFENSIVE DRIVING SCHOOL REVENUE	20,000.00	1,560.00	8,100.00	11,900.00	59.50
3715	POLICE - VEHICLE TOWING FEES	.00	.00	250.00	250.00-	100.00-
3716	SHOP WITH COP PROGRAM	25,000.00	12,930.00	31,461.27	6,461.27-	25.84-
3717	DRIVING SCHOOL TECH FEES.	2,250.00	120.00	900.00	1,350.00	60.00
3718	PS ELECTRONIC CITATION FEE RESERV	3,500.00	.00	832.00	2,668.00	76.22
3719	HANDGUN PERMIT CLASS FEES	22,400.00	.00	.00	22,400.00	100.00
3720	TN HIGHWAY SAFETY GRANT	93,801.00	.00	672.00	93,129.00	99.28
3721	DOJ BULLET PROOF VESTS GRANT	8,500.00	.00	.00	8,500.00	100.00
3722	DOJ COPS GRANT	60,000.00	.00	.00	60,000.00	100.00
3724	TN HWY SAFETY GRANT	5,000.00	.00	.00	5,000.00	100.00
3725	CLERK ELECTRONIC CITATION FEE RES	1,000.00	.00	208.00	792.00	79.20
3726	JONESBOROUGH COPS FOR KIDS	2,500.00	.00	.00	2,500.00	100.00
3727	PAWS IN BLUE CANINE REVENUE CONT.	.00	.00	1,400.00	1,400.00-	100.00-
3770	MCKINNEY CENTER - RENTAL FEES	12,000.00	2,385.00	7,747.50	4,252.50	35.43
3771	MEM PROG.-DONATIONS	.00	.00	709.37	709.37-	100.00-
3772	MARY MARTIN-EDUCATION FEES	75,000.00	420.00	33,762.95	41,237.05	54.98
3774	MCKINNEY SCHOLARSHIP FUND REVENUE	5,000.00	.00	475.00	4,525.00	90.50

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	BALANCE	% REMAIN.
3810	INTEREST EARNED	7,500.00	.00	21,246.86	13,746.86-	183.29-
3822	POST OFFICE RENT	77,098.00	7,333.99	29,335.96	47,762.04	61.94
3823	LEASE REVENUE	10,520.00	5,564.01	36,876.04	26,356.04-	250.53-
3824	SCHOOL LEASE - WASHINGTON COUNTY	.00	135,075.00	270,150.00	270,150.00-	100.00-
3844	MISCELLANEOUS REVENUE	.00	2,001,554.00	2,070,063.98	2,070,063.98-	100.00-
3950	AUCTION PROCEEDS - SURPLUS EQUIP.	15,000.00	.00	15,675.00	675.00-	4.50-
3955	IN LIEU SIDEWALK PAYMENT RESERVE	20,000.00	430.00	3,680.00	16,320.00	81.60
3963	SENIOR CENTER-SPECIAL PROJECTS RE	55,000.00	.00	21,770.20	33,229.80	60.41
3974	KEEP JONES.BEAUTIFUL REVENUE	.00	.00	48.00	48.00-	100.00-
3975	FLAG REPLACEMENT REVENUE	200.00	.00	2,356.00	2,156.00-	78.00-
3976	CHUCKEY DEPOT MUSEUM REVENUE	3,000.00	1,112.27	3,505.21	505.21-	16.84-
3979	WASH. CO. CONT. FOR K-8 MAINT.	291,900.00	.00	.00	291,900.00	100.00
3981	BOND PROCEEDS - USDA JACKSON TREAS	.00	.00	2,832,100.00	2,832,100.00-	100.00-
3982	PROCEEDS - 2023 CAPITAL OUTLAY NO	1,000,000.00	.00	1,000,000.00	.00	.00
3993	PROCEEDS-INTERIM LOAN-JACKSON THE	875,000.00	.00	348,279.64	526,720.36	60.19
3810	LEASE INTEREST	11,152.00	.00	.00	11,152.00	100.00
	--SUB TOTAL--	11,152.00	.00	.00	11,152.00	100.00-
3667	JRT USO SHOW	.00	184.00-	9,908.22	9,908.22-	100.00-
	--SUB TOTAL--	.00	184.00-	9,908.22	9,908.22-	100.00-
3667	JRT PETER PAN	.00	.00	617.88	617.88	100.00-
	--SUB TOTAL--	.00	.00	617.88	617.88	100.00-
3667	JRT DEARLY BELOVED	.00	30.19-	2,325.57-	2,325.57	100.00-
	--SUB TOTAL--	.00	30.19-	2,325.57-	2,325.57	100.00-
3667	JRT IT'S A WONDERFUL LIFE RADIO P	.00	2,003.39-	9,742.23	9,742.23-	100.00-
	--SUB TOTAL--	.00	2,003.39-	9,742.23	9,742.23-	100.00-
3667	JRT THE PLAY THAT GOES WRONG	.00	.00	2,495.38-	2,495.38	100.00-
	--SUB TOTAL--	.00	.00	2,495.38-	2,495.38	100.00-
3667	BEAUTIFUL	.00	.00	579.62	579.62-	100.00-
	--SUB TOTAL--	.00	.00	579.62	579.62-	100.00-
3667	MUSIC MAN	.00	.00	16,744.58	16,744.58-	100.00-
	--SUB TOTAL--	.00	.00	16,744.58	16,744.58-	100.00-
3667	CRAZY FOR YOU	.00	13,318.01-	11,765.77	11,765.77-	100.00-
	--SUB TOTAL--	.00	13,318.01-	11,765.77	11,765.77-	100.00-
3667	JRT -- INTO THE WOODS	.00	.00	1,990.38-	1,990.38	100.00-
	--SUB TOTAL--	.00	.00	1,990.38-	1,990.38	100.00-
3667	JRT - ANASTASIA	.00	56.39-	6,418.34-	6,418.34	100.00-
	--SUB TOTAL--	.00	56.39-	6,418.34-	6,418.34	100.00-
3667	USA CHRISTMAS	.00	10,324.88-	15,135.86	15,135.86-	100.00-
	--SUB TOTAL--	.00	10,324.88-	15,135.86	15,135.86-	100.00-
3667	JRT CONCESSIONS	.00	490.20	1,749.08	1,749.08-	100.00-
	--SUB TOTAL--	.00	490.20	1,749.08	1,749.08-	100.00-
3667	JRT DUE FROM JRT CHECKING	.00	9,466.96-	23,258.96-	23,258.96	100.00-
	--SUB TOTAL--	.00	9,466.96-	23,258.96-	23,258.96	100.00-

1/04/2024 *GL060D*
 FUND #-011 REVENUE DRUG FUND

TOWN OF JONESHOROUGH
 REVENUE SUMMARY
 7/01/2023 - 12/31/2023

PAGE 4
 TIME 11:00
 - DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	BALANCE	\$ REMAIN.
30000	* DRUG FUND REVENUE *					
3710	DRUG FINES	3,000.00	75.00	455.50	2,544.50	84.81
3715	PROPERTY FORFEITURES	3,000.00	.00	.00	3,000.00	100.00
3720	AUCTION PROCEEDS	3,500.00	.00	6,177.00	2,677.00-	76.48-
	* DRUG FUND REVENUE *	9,500.00	75.00	6,632.50	2,867.50	30.18
	--- <td>9,500.00</td> <td>75.00</td> <td>6,632.50</td> <td>2,867.50</td> <td>30.18</td>	9,500.00	75.00	6,632.50	2,867.50	30.18

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	BALANCE	% REMAIN.
30000	* SOLID WASTE REVENUE *					
3700	CUSTOMER CHARGE	780,438.00	63,071.69	405,043.33	375,394.67	48.10
3705	SERVICE CHARGE	16,000.00	1,100.00	7,100.00	8,900.00	55.62
3708	BRUSH/TIRE DISPOSAL FEES	50.00	.00	.00	50.00	100.00
3710	COMPOST/MULCH SALES	20,000.00	120.40	4,312.75	15,687.25	78.43
3715	RECYCLED MATERIAL SALES	18,500.00	608.10	3,563.29	14,936.71	80.73
3844	MISCELLANEOUS SANITATION REVENUE	.00	.00	3,653.24	3,653.24	100.00
3945	TOTE CART/DUMPSTER PURCHASE	500.00	168.00	224.00	276.00	55.20
3970	TRUCK RENTALS	4,000.00	.00	750.00	3,250.00	81.25
3975	BAGSTER BAG SALES	300.00	328.50	933.50	633.50	211.16
4910	INSURANCE RECOVERY	.00	.00	1,000.00	1,000.00	100.00
	* SOLID WASTE REVENUE *	839,788.00	65,396.69	426,580.11	413,207.89	49.20
	---FUND TOTAL---	839,788.00	65,396.69	426,580.11	413,207.89	49.20

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	BALANCE	% REMAIN.
30000	**HEALTH REIMBURSEMENT REVENUES**					
3110	HRA CONTRIBUTIONS - GENERAL FUND	.00	.00	13,650.00	13,650.00-	100.00-
3115	HRA CONTRIBUTIONS - SW FUND	.00	.00	3,750.00	3,750.00-	100.00-
3120	HRA CONTRIBUTIONS - WAT/SEWER FUN	.00	.00	11,550.00	11,550.00-	100.00-
	HEALTH REIMBURSEMENT REVENUES	.00	.00	28,950.00	28,950.00-	100.00-
	---FUND TOTAL---	.00	.00	28,950.00	28,950.00-	100.00-

FUND #-040 REVENUE WATER & SEWER FUND

REVENUE SUMMARY

TIME 11:00

7/01/2023 - 12/31/2023

DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	BALANCE	\$ REMAIN.
30000	* WATER/SEWER FUND REVENUE *					
3810	INTEREST EARNED	5,000.00	.00	4,880.34	119.66	2.39
3910	WATER SALES	7,024,541.00	577,163.12	3,370,405.24	3,654,135.76	52.01
3920	SEWER SALES	1,828,000.00	127,037.40	872,717.10	955,282.90	52.25
3940	MISCELLANEOUS	.00	1,663.21	27,041.59	27,041.59	100.00
3945	DISCONNECT FEES	12,500.00	1,898.03	19,829.10	7,329.10	58.63
3950	SERVICE CHARGES	55,000.00	3,100.00	24,450.00	30,550.00	55.54
3951	WATER TAP FEES	375,000.00	29,200.00	200,850.01	174,149.99	46.43
3952	SEWER TAP FEES	225,000.00	16,167.79	34,167.79	190,832.21	84.81
3954	SEWER TAP INSPECTION FEES	2,500.00	250.00	1,525.00	975.00	39.00
3955	SEWER INDUSTRIAL USER PERMIT FEES	7,500.00	.00	.00	7,500.00	100.00
3960	WATER LINE EXTENSION FEES	100,000.00	.00	.00	100,000.00	100.00
3976	2021 EDA INDUST PARK GRANT REV	260,000.00	.00	.00	260,000.00	100.00
3980	COLLECTION ON DELINQUENT ACCOUNTS	.00	114.96	135.29	135.29	100.00
3986	SALE OF PROPERTY	10,000.00	.00	3,764.65	6,235.35	62.35
3992	CAP. CONTR.-WASH.CNTY-WL PROJ.	.00	215,735.95	987,850.33	987,850.33	100.00
3995	TN DIRECT LOCAL ARPA FUNDS	347,450.00	.00	100,192.00	247,258.00	71.16
3951	WATER TAP DISCOUNTED COST CNTY LI	.00	.00	29,350.00	29,350.00	100.00
	--SUB TOTAL--	.00	.00	29,350.00	29,350.00	100.00
	* WATER/SEWER FUND REVENUE *	10,252,491.00	972,330.46	5,677,158.44	4,575,332.56	44.62

	FUND TOTAL---	10,252,491.00	972,330.46	5,677,158.44	4,575,332.56	44.62

1/04/2024
 FUND #-050 **K-8 CAPITAL PROJ.FUND REVENUE**

GL060D
 K-8 CAPITAL PROJ.FUND REVENUE

TOWN OF JONESBOROUGH
 REVENUE SUMMARY
 7/01/2023 - 12/31/2023

PAGE 8
 TIME 11:00
 - DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	BALANCE	% REMAIN.
30000	**K-8 CAPITAL PROJ.FUND REVENUE**					
3100	CAP.CONTRIBUTIONS-WASH. COUNTY	.00	.00	300,000.00	300,000.00-	100.00-
3300	K-8 DEBT PROCEEDS-PHASE III-INTER	.00	.00	4,557,322.83	4,557,322.83-	100.00-
3400	RAN Extension Proceeds	.00	.00	396,223.98	396,223.98-	100.00-
3500	BOND PROCEEDS-USDA-RDA	.00	.00	33,750,000.00	33,750,000.00-	100.00-
3600	STATE OF TN GRANT - LPRF	.00	126,630.66	1,065,222.99	1,065,222.99-	100.00-
	K-8 CAPITAL PROJ.FUND REVENUE	.00	126,630.66	40,068,769.80	40,068,769.80-	100.00-

	FUND TOTAL---	.00	126,630.66	40,068,769.80	40,068,769.80-	100.00-

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
11000	* GENERAL ADMINISTRATION *						
4100	SALARIES & WAGES	624,262.00	65,971.34	284,089.51	.00	340,172.49	54.49
4210	PAYROLL TAXES (FICA)	47,756.00	4,805.29	20,700.33	.00	27,055.67	56.65
4211	RETIREMENT	33,633.00	3,300.80	13,942.54	.00	19,690.46	58.54
4212	EMPLOYEE INSURANCE	86,182.00	6,260.89	35,922.93	.00	50,259.07	58.31
4214	UNEMPLOYMENT TAX (SUTA)	450.00	.00	24.32	.00	425.68	94.59
4310	OFFICE SUPPLIES	6,000.00	382.87	2,766.46	.00	3,233.54	53.89
4311	STATIONERY/FORMS	2,000.00	80.90	578.60	.00	1,421.40	71.07
4312	EQUIP. LEASES & MAINT. CONTRACTS	44,700.00	3,973.02	17,434.85	.00	27,265.15	60.99
4313	COMPUTER CONSULTANTS/UPGRADES	67,095.00	.00	17,676.77	.00	49,418.23	73.65
4314	SMALL EQUIP. & FURNISHINGS	4,500.00	1,679.52	1,879.51	.00	2,620.49	58.23
4323	FOOD	15,500.00	9,914.04	9,914.04	8,482.00	2,896.04-	18.68-
4324	JANITORIAL/CLEANING	4,200.00	200.52	858.58	.00	3,341.42	79.55
4326	UNIFORMS/SAFETY SHOES	1,800.00	794.66	1,486.30	178.88-	492.58	27.36
4328	POSTAGE	4,000.00	293.92	1,229.22	.00	2,770.78	69.26
4330	BANK/CREDIT CARD FEES	3,000.00	.00	1,391.92	.00	1,608.08	53.60
4340	MISCELLANEOUS SUPPLIES	4,500.00	337.64	2,849.19	.00	1,650.81	36.68
4355	MEDICAL	2,600.00	184.05	1,130.25	.00	1,469.75	56.52
4410	BUILDING MAINTENANCE	8,000.00	2,550.81	20,754.74	.00	12,754.74-	159.43-
4415	BUILDING MAINTENANCE - ISC BLDG.	4,000.00	.00	.00	.00	4,000.00	100.00
4420	EQUIPMENT REPAIRS	250.00	.00	.00	.00	250.00	100.00
4510	ELECTRIC/GAS	14,500.00	906.51	4,844.25	.00	9,655.75	66.59
4520	WATER	1,500.00	100.82	563.65	.00	936.35	62.42
4550	PHONES/INTERNET	12,500.00	1,366.12	3,955.24	.00	8,544.76	68.35
4601	GENERAL ENGINEERING	35,000.00	5,062.50	16,087.50	.00	18,912.50	54.03
4615	WEBSITE MAINTENANCE	5,500.00	50.00	250.00	.00	5,250.00	95.45
4651	AUDIT/ACCOUNTING	25,400.00	.00	.00	.00	25,400.00	100.00
4652	LEGAL FEES/LEGAL ADS	2,352.00	7,834.46	42,603.72	.00	17,396.28	28.99
4656	MUNICIPAL JUDGE SUPPLIES	11,200.00	1,050.00	4,900.00	.00	2,352.00	100.00
4657	MUNICIPAL JUDGE	2,500.00	31.96	95.14	.00	2,404.86	96.19
4658	ANIMAL CONTROL	3,100.00	.00	.00	.00	3,100.00	100.00
4659	USDA WILDLIFE MANAGEMENT	6,500.00	500.00	1,750.00	.00	4,750.00	73.07
4660	RESIDENT INFORMATION	6,500.00	83.21	618.09	.00	5,881.91	90.49
4710	GASOLINE/OIL	700.00	.00	.00	.00	700.00	100.00
4720	TIRES	3,000.00	281.53	1,232.68	.00	1,767.32	58.91
4730	VEHICLE REPAIRS/MAINT.	500.00	121.17	622.04	.00	122.04-	24.40-
4735	GPS - TELEMATICS	6,000.00	.00	250.00-	.00	6,250.00	104.16
4740	TRAVEL/TRAINING/CAR ALLOWANCE	152,500.00	46,329.50	114,772.76	.00	37,727.24	24.73
4813	PROPERTY/LIABILITY INSURANCE	73,410.00	.00	.00	.00	73,410.00	100.00
4814	WORKER'S COMP INSURANCE	15,000.00	1,991.00	5,483.00	.00	9,517.00	63.44
4815	TAX RELIEF PROGRAM	2,500.00	550.00	822.34	.00	1,677.66	67.10
4906	VETERAN'S MEMORIAL EXPENSE	1,000.00	614.48	1,583.42	.00	583.42-	58.34-
4910	DUES/SUBSCRIPTIONS/PERMITS						

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
4918	DIRTY STREET FIGHTERS	7,000.00	793.33	3,614.38	.00	3,385.62	48.36
4920	F.T.D.D. APPROPRIATION	1,650.00	.00	1,649.00	.00	1.00	.06
4921	F.T.H.R.A. APPRO.	7,301.00	.00	.00	.00	7,301.00	100.00
4922	WC E.M.S. APPROPRIATION	50,000.00	.00	.00	.00	50,000.00	100.00
4924	WASHINGTON COUNTY ECON DEV COUNCI	7,000.00	.00	.00	.00	7,000.00	100.00
4925	HISTORIC ZONING COMM TRAINING	500.00	.00	.00	.00	500.00	100.00
4926	VET.PARK APPROPRIATION	.00	.00	250.00	.00	250.00	100.00
4930	JACKSON CONTRACTED SERVICES	25,000.00	.00	.00	.00	25,000.00	100.00
4935	MAIN STREET JONES.PROGRAM EXP.	.00	449.99	2,411.05	.00	2,411.05	100.00
4936	MAIN ST.-BREWS & TUNES PROGRAM	.00	.00	376.96	.00	376.96	100.00
4937	MAIN ST.-JONESHOROUGH DAYS	.00	111.00	1,620.59	.00	1,620.59	100.00
5653	2023 RDA K-8 \$4M - PRINCIPAL	.00	.00	8,436.16	.00	8,436.16	100.00
5654	2023 RDA K-8 \$4M - INTEREST	.00	.00	7,643.84	.00	7,643.84	100.00
5655	2023 RDA K-8 \$9.85M - PRINCIPAL	.00	.00	20,774.05	.00	20,774.05	100.00
5656	2023 RDA K-8 \$9.85M - INTEREST	.00	.00	18,822.95	.00	18,822.95	100.00
5657	2023 RDA K-8 \$9.9M - PRINCIPAL	.00	.00	20,879.51	.00	20,879.51	100.00
5658	2023 RDA K-8 \$9.9M - INTEREST	.00	.00	18,918.49	.00	18,918.49	100.00
5659	2023 RDA K-8 \$3M - PRINCIPAL	.00	6,651.57	13,117.19	.00	13,117.19	100.00
5660	2023 RDA K-8 \$3M - INTEREST	.00	5,228.43	10,642.81	.00	10,642.81	100.00
5661	2023 RDA K-8 \$7M - PRINCIPAL	.00	.00	15,086.44	.00	15,086.44	100.00
5662	2023 RDA K-8 \$7M - INTEREST	.00	.00	12,633.56	.00	12,633.56	100.00
5663	PRINCIPAL 2023 CAPITAL OUTLAY NOT	.00	5,741.50	17,087.75	.00	17,087.75	100.00
5664	INTEREST - 2023 \$1M CON	35,000.00	2,676.59	8,166.52	.00	26,833.48	76.66
5665	2023 RDA JACKSON \$2,832.1-PRINCIP	.00	3,572.79	7,138.76	.00	7,138.76	100.00
5666	2023 RDA JACKSON \$2,832.1M INTERE	37,250.00	5,405.21	10,817.24	.00	26,432.76	70.96
5667	INTEREST-JACKSON BANS	50,000.00	.00	9,191.96	.00	40,808.04	81.61
5668	PRINCIPAL - JACKSON BAN 1ST HORIZ	.00	.00	2,204,998.43	.00	2,204,998.43	100.00
5670	PRIN.-2020 RD COMM.FACILITY LOAN	60,005.00	4,994.23	29,786.88	.00	30,218.12	50.35
5671	INT.-2020 RD COMM.FACILITY LOAN	89,420.00	7,457.77	44,925.12	.00	44,494.88	49.75
5677	PRIN.-2020 TN MUNI BOND FUND CON	121,000.00	.00	121,000.00	.00	.00	.00
5678	INT.-2020 TN MUNI BOND FUND CON	15,562.00	.00	8,502.60	.00	7,159.40	45.71
5960	PENALTIES FOR LATE FILING	.00	.00	66.34	.00	66.34	100.00
6145	DEBT ISSUANCE COSTS	2,000.00	.00	9,500.00	.00	7,500.00	375.00
6155	FACADE RENOVATION GRANT	10,000.00	.00	.00	.00	10,000.00	100.00
6175	VARIOUS PUBLIC WORKS PROJECTS	285,000.00	.00	.00	6,776.22	278,223.78	97.62
6180	OTHER CAPITAL PROJECTS	149,742.00	.00	102,422.84	.00	47,319.16	31.60
	* GENERAL ADMINISTRATION *	2,432,620.00	215,565.81	3,396,145.53	15,079.34	978,604.87	40.22

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	\$ REMAIN.
12000	* POLICE DEPARTMENT *						
4100	SALARIES & WAGES	1,223,770.00	142,554.75	637,974.22	.00	585,795.78	47.86
4210	PAYROLL TAXES (FICA)	93,618.00	10,063.62	45,404.70	.00	48,213.30	51.50
4211	RETIREMENT	71,811.00	8,253.96	36,237.71	.00	35,573.29	49.53
4212	EMPLOYEE INSURANCE	225,889.00	21,346.36	136,805.10	.00	89,083.90	39.43
4214	UNEMPLOYMENT TAX (SUTA)	850.00	.00	44.04	.00	805.96	94.81
4310	OFFICE SUPPLIES	3,000.00	612.17	2,045.20	.00	954.80	31.82
4311	STATIONERY/FORMS	1,200.00	.00	583.25	.00	616.75	51.39
4312	EQUIP. LEASES & MAINT. CONTRACTS	18,275.00	2,666.23	15,280.10	1,311.00	1,683.90	9.21
4313	SMALL EQUIP.-IN LOCAL APPROPRIATIO	.00	.00	43.16	.00	43.16-	100.00-
4314	SMALL EQUIP. & FURNISHINGS	7,000.00	733.94	3,928.94	700.00	2,371.06	33.87
4315	AMMUNITION	7,000.00	420.00	5,513.66	.00	1,486.34	21.23
4326	UNIFORMS/CLOTHING	20,000.00	3,413.40	10,296.10	4,064.97	5,638.93	28.19
4328	POSTAGE	2,500.00	154.79	700.14	.00	1,799.86	71.99
4340	MISCELLANEOUS SUPPLIES	5,000.00	303.24	1,320.35	.00	3,679.65	73.59
4350	SAFETY	1,000.00	.00	.00	.00	1,000.00	100.00
4355	MEDICAL	11,500.00	1,204.90	4,398.22	.00	7,101.78	61.75
4420	EQUIPMENT REPAIRS	1,000.00	.00	219.98	.00	780.02	78.00
4500	LITIGATION EXPENSE	10,000.00	.00	3,000.00	1,596.78	5,403.22	54.03
4505	PS ELECTR. CITATION RESERVE EXP.	5,000.00	.00	.00	.00	5,000.00	100.00
4507	CLERK ELECTR. CITATION RESERVE EXP	1,500.00	.00	.00	.00	1,500.00	100.00
4510	MAINTENANCE EXPENSE-RADIO TOWER	1,000.00	29.70	395.14	.00	604.86	60.48
4515	HANDGUN PERMIT CLASS EXPENSE	1,000.00	.00	.00	.00	1,000.00	100.00
4520	DRIVING SCHOOL TECH FUND EXPENSES	2,000.00	.00	.00	.00	2,000.00	100.00
4550	TELEPHONE/RADIOS/INTERNET	15,500.00	1,684.92	5,546.88	.00	9,953.12	64.21
4630	TRAINING	16,000.00	3,081.88	23,296.60	7,355.00	14,651.60-	91.57-
4640	RESERVE OFFICER PROGRAM	5,000.00	.00	.00	.00	5,000.00	100.00
4710	GASOLINE/OIL	60,000.00	3,741.61	22,970.04	.00	37,029.96	61.71
4720	TIRES	8,000.00	9,253.07	9,756.35	.00	1,756.35-	21.95-
4725	REPAIR & MAINT.-SURPLUS VEH. & EQU	5,000.00	39.36	3,595.56	.00	1,404.44	28.08
4730	VEHICLE REPAIRS/MAINT.	18,000.00	4,364.68	14,612.04	.00	3,387.96	18.82
4735	GPS - TELEMATICS	5,250.00	581.54	2,907.70	.00	2,342.30	44.61
4740	TRAVEL	5,000.00	207.24	2,374.24	.00	2,625.76	52.51
4745	TRAVEL/TRANSPORT-SURPLUS VEH. & EQU	5,000.00	.00	.00	.00	5,000.00	100.00
4850	STATE POLICE FINES	25,000.00	1,110.02	6,263.33	.00	18,736.67	74.94
4900	OTHER CONTRACTED SERVICES	39,739.00	899.95	31,789.25	1,500.00	6,449.75	16.23
4910	DUES/SUBSCRIPTIONS/MEMBERSHIPS	2,000.00	436.76	1,754.78	.00	245.22	12.26
4933	PUBLIC EDUCATION/DRIVING SCHOOL	3,000.00	426.00	1,512.13	.00	1,487.87	49.59
4936	PANS IN BLUE CANINE EXPENSES	.00	4,822.11	8,607.15	.00	8,607.15-	100.00-
4937	SHOP WITH A COP PROGRAM	25,000.00	19,139.50	22,246.58	.00	2,753.42	11.01
4938	JONESBOROUGH COPS FOR KIDS	2,500.00	.00	.00	.00	2,500.00	100.00
4955	DOJ BULLET PROOF VESTS GRANT	8,500.00	.00	.00	.00	8,500.00	100.00
4962	TN HIGHWAY SAFETY GRANT EXPENSES	5,000.00	.00	.00	.00	5,000.00	100.00

1/04/2024 *GL060D* TOWN OF JONESBOROUGH PAGE 12
 FUND #-010 EXPENDITURES GENERAL FUND EXPENDITURE SUMMARY TIME 11:00
 7/01/2023 ~ 12/31/2023 - DEPARTMENT ~

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
5960	PENALTIES FOR LATE FILING	.00	.00	184.59	.00	184.59-	100.00-
	* POLICE DEPARTMENT *	2,134,531.00	241,545.70	1,246,453.09	23,840.15	864,237.76	40.48

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	* REMAIN.
12200	* FIRE DEPARTMENT *						
4100	SALARIES & WAGES	432,579.00	52,332.41	233,713.19	.00	198,865.81	45.97
4210	PAYROLL TAXES (FICA)	33,092.00	3,727.90	16,685.08	.00	16,406.92	49.57
4211	RETIREMENT	25,343.00	3,041.63	13,340.81	.00	12,002.19	47.35
4212	EMPLOYEE INSURANCE	70,888.00	6,046.43	41,358.23	.00	29,529.77	41.65
4214	UNEMPLOYMENT TAX (SUTA)	340.00	.00	.89	.00	339.11	99.73
4310	OFFICE SUPPLIES	1,000.00	212.91	403.64	.00	596.36	59.63
4311	STATIONERY/FORMS	200.00	.00	.00	.00	200.00	100.00
4312	EQUIP.LEASES & MAINT.CONTRACTS	6,500.00	911.55	2,877.90	.00	3,622.10	55.72
4314	SMALL EQUIP.& FURNISHINGS	45,000.00	1,997.92	13,501.01	7,262.00	24,236.99	53.85
4326	UNIFORMS/CLOTHING	11,000.00	6,018.09	12,120.33	.00	1,120.33-	10.18-
4327	FIRE FIGHTING GEAR	30,000.00	5,009.73	13,233.68	6,885.32	9,881.00	32.93
4328	POSTAGE	200.00	17.34	59.30	.00	140.70	70.35
4340	MISCELLANEOUS SUPPLIES	5,500.00	1,696.54	3,912.22	.00	1,587.78	28.86
4350	SAFETY	1,000.00	.00	.00	.00	1,000.00	100.00
4355	MEDICAL	6,500.00	1,314.15	2,965.61	1,000.00	2,534.39	38.99
4410	BUILDING MAINTENANCE	10,000.00	.00	337.47	1,757.16	7,905.37	79.05
4420	EQUIPMENT REPAIRS	2,500.00	886.64	1,341.51	.00	1,158.49	46.33
4550	TELEPHONE/RADIOS/INTERNET	6,250.00	710.53	1,931.87	.00	4,318.13	69.09
4630	TRAINING	8,500.00	368.00	1,968.00	.00	6,532.00	76.84
4710	GASOLINE AND OIL	12,000.00	1,234.95	6,055.98	.00	5,944.02	49.53
4720	TIRES	8,000.00	.00	.00	.00	8,000.00	100.00
4730	VEHICLE REPAIRS/MAINT.	30,000.00	5,257.35	15,045.56	5,000.57	9,953.87	33.17
4735	GPS - TELEMATICS	700.00	218.07	1,090.35	.00	390.35-	55.76-
4740	TRAVEL	1,000.00	.00	88.50	.00	911.50	91.15
4900	OTHER CONTRACTED SERVICES	11,000.00	.00	1,681.16	.00	9,318.84	84.71
4910	DUES/SUBSCRIPTIONS	1,800.00	32.26	887.26	555.00	357.74	19.87
4933	PUBLIC EDUCATION	500.00	283.10	283.10	.00	216.90	43.38
5515	PRINCIPAL-2016 FIRE TRUCK LEASE	38,760.00	3,230.46	19,271.49	.00	19,488.51	50.27
5520	INTEREST-2016 FIRE TRUCK LEASE	3,167.00	263.43	1,691.85	.00	1,475.15	46.57
5535	PRINCIPAL-2021 FIRE TRUCK LEASE	46,000.00	.00	46,000.00	.00	.00	.00
5540	INTEREST-2021 FIRE TRUCK LEASE	10,109.00	.00	5,323.50	.00	4,785.50	47.33
5960	PENALTIES FOR LATE FILING	.00	.00	71.92	.00	71.92-	100.00-
6115	CAPITAL OUTLAY - BRUSH TRUCK	.00	.00	1,358.26	.00	1,358.26-	100.00-
	* FIRE DEPARTMENT *	859,428.00	94,811.39	458,599.67	22,460.05	378,368.28	44.02

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
13200	* STREET DEPARTMENT *						
4100	SALARIES & WAGES	400,991.00	63,746.48	222,550.00	.00	178,441.00	44.50
4210	PAYROLL TAXES (FICA)	30,676.00	4,678.18	16,076.18	.00	14,599.82	47.59
4211	RETIREMENT	23,191.00	2,436.36	11,706.49	.00	11,484.51	49.52
4212	EMPLOYEE INSURANCE	63,206.00	3,365.99	34,536.92	.00	28,669.08	45.35
4214	UNEMPLOYMENT TAX (SUTA)	310.00	.00	.00	.00	310.00	100.00
4310	OFFICE SUPPLIES	400.00	40.62	145.65	.00	254.35	63.58
4312	EQUIP. LEASES & MAINT. CONTRACTS	2,500.00	599.38	1,823.78	.00	676.22	27.04
4314	SMALL EQUIP. & FURNISHINGS	4,000.00	265.91	1,186.92	.00	2,813.08	70.32
4322	SALT PURCHASE	10,000.00	.00	.00	774.09	10,000.00	100.00
4326	UNIFORMS/CLOTHING	3,850.00	918.97	3,453.55	.00	1,170.54	30.40
4340	MISCELLANEOUS SUPPLIES	2,750.00	440.91	848.91	.00	1,901.09	69.13
4350	SAFETY	2,200.00	138.13	138.13	.00	2,061.87	93.72
4355	MEDICAL	3,300.00	170.75	1,861.15	.00	1,438.85	43.60
4410	BUILDING MAINTENANCE	6,000.00	.00	163.52	.00	5,836.48	97.27
4420	EQUIPMENT REPAIRS	1,500.00	.00	157.10	.00	1,342.90	89.52
4440	STREET REPAIRS	15,000.00	757.51	12,065.88	.00	2,934.12	19.56
4460	STREET SIGNS	6,050.00	344.00	3,727.65	.00	2,322.35	38.38
4465	STREET PAVING	175,000.00	1,219.51	1,219.51	.00	173,780.49	99.30
4510	STREET LIGHTS	192,500.00	17,349.25	88,631.21	.00	103,868.79	53.95
4520	CURBING/SIDEWALKS/ROCK	100,000.00	2,640.70	16,186.99	1,407.18	82,405.83	82.40
4550	TELEPHONE/RADIOS/INTERNET	2,500.00	268.62	744.77	.00	1,755.23	70.20
4710	GASOLINE/OIL	32,175.00	3,367.81	15,515.31	.00	16,659.69	51.77
4720	TIRES	7,000.00	3,055.78	3,294.24	.00	3,705.76	52.93
4730	VEHICLE REPAIRS/MAINT.	41,250.00	8,722.25	24,293.99	.00	16,956.01	41.10
4735	GPS - TELEMATICS	1,800.00	258.49	1,163.15	.00	636.85	35.38
4740	TRAVEL/TRAINING	.00	.00	110.00	.00	110.00	100.00
4920	STATE STORM WATER MAINTENANCE FEE	5,000.00	125.00	1,125.00	.00	3,875.00	77.50
5960	PENALTIES FOR LATE FILING	.00	.00	65.45	.00	65.45	100.00
6314	STORM WATER UPGRADE/SUPPLIES	6,000.00	.00	6,621.62	550.00	1,171.62	19.52
6346	W. MAIN SIDEWALK	105,000.00	72,500.00	188,750.00	36,250.00	40,000.00	38.09
6347	OAK GROVE CURBING AND SIDEWALK	30,000.00	23,750.00	35,000.00	10,000.00	15,000.00	50.00
6348	LINCOLN PARK PARKING LOT	106,000.00	188,974.36	188,974.36	650.00	83,624.36	78.89
6349	THOMPSON MEADOW LANE PAVING	52,000.00	302,312.51	302,312.51	.00	250,312.51	481.37
6351	BOONE STREET PAVING	135,000.00	.00	.00	.00	135,000.00	100.00
6352	3 2500 4WD TRUCKS	150,000.00	.00	76,750.00	61,866.00	11,384.00	7.58
	* STREET DEPARTMENT *	1,717,149.00	702,447.47	1,181,199.94	109,949.09	425,999.97	24.80

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
13300	* GARAGE *						
4100	SALARIES & WAGES	75,157.00	5,727.55	24,685.01	.00	50,471.99	67.15
4210	PAYROLL TAXES (FICA)	5,750.00	366.03	1,575.87	.00	4,174.13	72.59
4211	RETIREMENT	4,452.00	343.65	1,452.57	.00	2,999.43	67.37
4212	EMPLOYEE INSURANCE	25,186.00	2,627.66	12,116.61	.00	13,069.39	51.89
4214	UNEMPLOYMENT TAX (SUVA)	130.00	.00	.00	.00	130.00	100.00
4310	OFFICE SUPPLIES	500.00	.00	11.00	.00	489.00	97.80
4312	EQUIP LEASES & MAINT. CONTRACTS	3,000.00	706.54	2,075.03	.00	924.97	30.83
4313	TOOLS	2,300.00	94.99	3,753.17	.00	1,453.17-	63.18-
4314	SMALL EQUIP. & FURNISHINGS	3,470.00	.00	559.92	.00	2,910.08	83.86
4315	WELDING SUPPLIES	400.00	.00	129.87	.00	270.13	67.53
4324	JANITORIAL/CLEANING	1,500.00	359.22	1,245.11	.00	254.89	16.99
4326	UNIFORMS/CLOTHING	1,900.00	341.09	1,015.99	.00	884.01	46.52
4340	MISCELLANEOUS SUPPLIES	1,000.00	68.94	374.14	.00	625.86	62.58
4350	SAFETY	1,000.00	41.54	172.93	.00	827.07	82.70
4355	MEDICAL	800.00	110.54	560.54	.00	239.46	29.93
4410	BUILDING MAINTENANCE	1,500.00	30.86	676.82	.00	823.18	54.87
4415	WASH BAY MAINTENANCE & SUPPLIES	2,500.00	164.00	1,388.00	.00	1,112.00	44.48
4420	EQUIPMENT REPAIRS	500.00	140.00	197.88	.00	302.12	60.42
4510	ELECTRIC	5,000.00	759.41	2,788.35	.00	2,211.65	44.23
4520	WATER	1,000.00	.00	45.11	.00	954.89	95.48
4550	TELEPHONE	2,250.00	285.00	1,221.91	.00	1,028.09	45.69
4630	TRAVEL/TRAINING	500.00	.00	.00	.00	500.00	100.00
4710	GASOLINE/OIL	2,300.00	86.00	512.02	.00	1,787.98	77.73
4720	TIRES	1,000.00	.00	672.00	.00	328.00	32.80
4730	VEHICLE REPAIRS/MAINT.	2,000.00	799.45	3,668.42	.00	1,668.42-	83.42-
4735	GPS - TELEMATICS	400.00	.00	96.92	.00	303.08	75.77
4910	DUES/SUBSCRIPTIONS/PERMITS	250.00	83.62	83.62	.00	166.38	66.55
5960	PENALTIES FOR LATE FILING	.00	.00	7.77	.00	7.77-	100.00-
	* GARAGE *	145,745.00	13,136.09	61,086.58	.00	84,658.42	58.08

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
14100	* SENIOR CENTER *						
4100	SALARIES & WAGES	337,015.00	37,760.74	168,027.99	.00	168,967.01	50.14
4210	PAYROLL TAXES (FICA)	25,782.00	2,674.63	11,926.53	.00	13,855.47	53.74
4211	RETIREMENT	16,759.00	1,932.83	8,371.12	.00	8,387.88	50.05
4212	EMPLOYEE INSURANCE	64,437.00	4,988.11	34,012.26	.00	30,424.74	47.21
4214	UNEMPLOYMENT TAX (SUTA)	310.00	.00	5.17	.00	304.83	98.33
4310	OFFICE SUPPLIES	3,200.00	66.29	1,662.58	.00	1,537.42	48.04
4312	EQUIP.LEASES & MAINT.CONTRACTS	21,000.00	5,691.51	15,373.94	.00	5,626.06	26.79
4314	SMALL EQUIP.& FURNISHINGS	4,800.00	.00	4,103.55	580.00	116.45	2.42
4324	JANITORIAL/CLEANING	6,000.00	557.36	1,703.43	3,000.00	1,296.57	21.60
4326	UNIFORMS	900.00	.00	241.26	149.95	508.79	56.53
4328	POSTAGE	800.00	24.24	643.56	.00	156.44	19.55
4340	MISCELLANEOUS SUPPLIES	1,500.00	659.39	1,080.13	.00	419.87	27.99
4350	SAFETY	2,000.00	84.00	185.10	.00	1,814.90	90.74
4355	MEDICAL	2,500.00	184.53	775.13	.00	1,724.87	68.99
4410	BUILDING MAINTENANCE	20,400.00	713.82	15,259.70	6,298.80	1,158.50	5.67
4415	GROUNDS MAINTENANCE	9,000.00	46.41	8,465.22	.00	534.78	5.94
4420	EQUIPMENT REPAIRS	1,000.00	.00	671.77	.00	328.23	32.82
4510	ELECTRIC/GAS	40,000.00	1,985.95	12,264.13	.00	27,735.87	69.33
4520	WATER	4,000.00	178.31	1,153.24	.00	2,846.76	71.16
4550	TELEPHONE/INTERNET	10,000.00	1,044.81	3,678.55	.00	6,321.45	63.21
4710	GASOLINE/OIL	2,700.00	135.63	824.95	.00	1,875.05	69.44
4725	TIRES	1,000.00	.00	.00	.00	1,000.00	100.00
4730	VEHICLE REPAIRS/MAINT.	1,000.00	177.51	217.39	.00	782.61	78.26
4735	GPS - TELEMATICS	1,000.00	96.92	484.60	.00	515.40	51.54
4740	TRAVEL/TRAINING	2,500.00	.00	236.21	.00	2,263.79	90.55
4910	DUES/SUBSCRIPTIONS/PERMITS	5,500.00	167.26	2,997.11	.00	2,502.89	45.50
4915	ADA COMPLIANCE	100.00	.00	.00	.00	100.00	100.00
4940	TITLE III-B TRANSPORTATION	12,000.00	.00	.00	.00	12,000.00	100.00
4941	PARRISH NURSE/WEELNESS PROGRAM	20,000.00	1,060.80	6,582.06	13,417.94	.00	.00
4942	HEALTH PROMOTION PROGRAM	38,000.00	944.00	12,370.50	26,623.50	994.00	2.61
4960	SENIOR CENTER-SPECIAL PROJECTS EX	55,000.00	.00	29,244.19	.00	25,755.81	46.82
5115	SENIOR CENTER STATE GRANT TCAD EX	.00	.00	1,109.24	8,000.00	9,109.24	100.00
5960	PENALTIES FOR LATE FILING	.00	.00	57.71	.00	57.71	100.00
6150	PRIN.-2021 REFUNDING ENDS (3.315M)	90,000.00	.00	.00	.00	90,000.00	100.00
6155	INT.-2021 REFUNDING ENDS (3.315M)	91,050.00	.00	45,525.00	.00	45,525.00	50.00
6500	CAP.OUTLAY-MY RIDE SUV	.00	.00	13,253.00	.00	13,253.00	100.00
6505	CAP.OUTLAY-MY RIDE GOLF CART	13,253.00	.00	.00	.00	13,253.00	100.00
6515	CAP.OUTLAY-PATIO PAVILION	11,981.00	.00	.00	.00	11,981.00	100.00
4943	III-B SALARIES	30,389.00	3,921.60	17,291.74	.00	13,097.26	43.09
4945	VOL. TRANSPORTION-SALARIES	6,000.00	.00	.00	.00	6,000.00	100.00
	--SUB TOTAL--	36,389.00	3,921.60	17,291.74	.00	19,097.26	52.48
4943	III-B PAYROLL TAXES	2,325.00	261.81	1,210.32	.00	1,114.68	47.94
4945	VOL. TRANSPORTION-PR TAXES	459.00	.00	.00	.00	459.00	100.00

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
4943	III-B TRAVEL	2,500.00	489.05	1,252.53	.00	1,247.47	49.89
4945	VOL. TRANSPORTATION-EMPLOYEE INSUR	2,000.00	.00	.00	.00	2,000.00	100.00
	--SUB TOTAL--	4,500.00	489.05	1,252.53	.00	3,247.47	72.16
4943	III-B EMPL. BENEFITS-SUTA	35.00	.00	.00	.00	35.00	100.00
4945	VOL. TRANSPORTATION-SUTA	30.00	.00	.00	.00	30.00	100.00
	--SUB TOTAL--	65.00	.00	.00	.00	65.00	100.00
4943	III-B EMPL. BENEFITS - INSURANCE	2,850.00	1,003.14	5,056.06	.00	2,206.06	77.40
	--SUB TOTAL--	2,850.00	1,003.14	5,056.06	.00	2,206.06	77.40
4943	III-B EMPL. BENEFITS - RETIREMENT	2,387.00	235.29	854.22	.00	1,532.78	64.21
	--SUB TOTAL--	2,387.00	235.29	854.22	.00	1,532.78	64.21
4943	III-B SUPPLIES	554.00	.00	97.91	.00	456.09	82.32
	--SUB TOTAL--	554.00	.00	97.91	.00	456.09	82.32
	* SENIOR CENTER *	967,216.00	67,150.94	428,750.96	58,070.19	480,394.85	49.66

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
14200	* PARKS & RECREATION *						
4100	SALARIES AND WAGES	257,084.00	25,587.28	106,733.65	.00	150,350.35	58.48
4210	PAYROLL TAXES (FICA)	19,667.00	1,895.83	7,898.13	.00	11,768.87	59.84
4211	RETIREMENT	12,889.00	1,039.22	4,676.72	.00	8,212.28	63.71
4212	EMPLOYEE INSURANCE	43,051.00	1,961.16	12,011.47	.00	31,039.53	72.09
4214	UNEMPLOYMENT TAX (SUTA)	205.00	.00	14.69	.00	190.31	92.83
4310	OFFICE SUPPLIES	200.00	.00	.00	.00	200.00	100.00
4312	EQUIP LEASES & MAINT. CONTRACTS	2,520.00	197.57	1,297.77	.00	1,222.23	48.50
4314	SMALL EQUIP. & FURNISHINGS	5,000.00	17.08	3,689.91	.00	1,310.09	26.20
4324	JANITORIAL/CLEANING	4,500.00	1,273.01	2,967.99	1,145.62	2,677.63	59.50
4326	UNIFORM/CLOTHING	1,600.00	290.33	860.16	130.00	869.84	54.36
4328	POSTAGE	400.00	65.04	170.44	.00	229.56	57.39
4340	MISCELLANEOUS SUPPLIES	1,300.00	38.16	133.14	.00	1,166.86	89.75
4350	SAFETY	250.00	.00	18.99	.00	231.01	92.40
4355	MEDICAL	2,300.00	184.05	920.25	.00	1,379.75	59.98
4410	BUILDING MAINTENANCE	7,500.00	376.49	9,592.41	.00	2,092.41	27.89
4415	PARK DEVELOPMENT/MAINT.	95,000.00	5,316.80	72,263.35	6,990.00	15,746.65	16.57
4420	EQUIPMENT REPAIRS	7,000.00	.00	805.27	.00	6,194.73	88.49
4510	ELECTRIC	37,500.00	3,665.10	15,936.72	.00	21,563.28	57.50
4520	WATER	15,000.00	410.22	4,272.65	.00	10,727.35	71.51
4550	TELEPHONE	8,500.00	1,068.00	4,207.72	.00	4,292.28	50.49
4640	PRINTING	300.00	.00	.00	.00	300.00	100.00
4710	GASOLINE/OIL	7,000.00	497.31	1,949.28	.00	5,050.72	72.15
4720	TIRES	1,000.00	.00	.00	.00	1,000.00	100.00
4730	VEHICLE REPAIRS/MAINT.	6,500.00	484.34	3,062.64	.00	3,437.36	52.88
4735	GPS - TELEMATICS	950.00	96.92	484.60	.00	465.40	48.98
4740	TRAVEL/TRAINING	500.00	.00	88.50	.00	411.50	82.30
4910	DUES/SUBSCRIPTIONS/PERMITS	2,000.00	806.18	1,152.26	.00	847.74	42.38
4939	JRT PLAYERS EDUCATION PROGRAM	50,000.00	178.99	23,745.33	.00	26,254.67	52.50
4941	SPECIAL PROGRAMS	20,000.00	1,994.95	3,911.83	.00	16,088.17	80.44
4942	ATHLETIC PROGRAMS	10,000.00	.00	3,697.94	.00	6,302.06	63.02
4944	JRT-DOM SOUTHB SCHOLARSHIP AWARDS	3,000.00	.00	4,000.00	.00	1,000.00	33.33
4945	JFAC/REPATORY THEATRE	52,000.00	4,543.31	28,861.06	.00	23,138.94	44.49
4946	FLAG COMMITTEE EXPENDITURES	2,000.00	.00	361.37	.00	1,638.63	81.93
4950	TOWNSCAPE	45,000.00	6,344.00	10,624.45	.00	34,375.55	76.39
4952	KEEP JONESBOROUGH BEAUTIFUL PROGR	3,000.00	.00	60.00	.00	2,940.00	98.00
4956	CAP. OUTLAY-DOG PARK CONSTRUCTION	19,820.00	.00	.00	.00	19,820.00	100.00
4962	CHUCKEY DEPOT MUSEUM RESERVE EXP.	3,000.00	.00	129.57	.00	2,870.43	95.68
4963	E. GILLESPIE BLDG. UTILITIES&SUPPLI	16,800.00	1,195.01	8,005.66	.00	7,994.34	49.96
4964	JACKSON THEATRE UTILITIES	25,200.00	964.29	3,963.59	.00	21,236.41	84.27
4965	BOONE STREET MKT UTILITIES	6,500.00	474.51	1,799.88	.00	4,700.12	72.30
4966	CHUCKEY DEPOT OPERATING EXPENSES	7,000.00	974.07	3,932.66	.00	3,067.34	43.81
4967	JRT WAREHOUSE EXPENSES	.00	290.98	1,285.87	.00	1,285.87	100.00

1/04/2024

GL060D

TOWN OF JONESBOROUGH

PAGE 19

FUND #-010 EXPENDITURES GENERAL FUND

EXPENDITURE SUMMARY

TIME 11:00

7/01/2023 - 12/31/2023

-- DEPARTMENT --

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	\$ REMAIN.
6326	CAP. OUTLAY- BALLFIELD UPGRADES	135,500.00	.00	.00	.00	135,500.00	100.00
6328	CAP. OUTLAY-DEPOT ST. PARK UPGRADES	30,000.00	.00	.00	.00	30,000.00	100.00
6329	SLEMMONS HOUSE PAINTING	16,000.00	.00	.00	.00	16,000.00	100.00
6330	JONESBOROUGH FITNESS CENTER	49,000.00	59,930.00	59,930.00	.00	10,930.00-	22.30-
6331	GILLESPIE BUILDING ROOF	41,758.00	53,670.00	53,670.00	.00	11,912.00-	28.52-
6336	TREE & TOWNSCAPE EXP.	2,000.00	.00	.00	.00	2,000.00	100.00
	* PARKS & RECREATION *	2,176,494.00	348,133.10	1,450,064.13	15,317.26	711,112.61	32.67

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
14300	* TOURISM/VISITORS CENTER *						
4100	SALARIES AND WAGES	369,719.00	42,633.33	190,596.67	.00	179,122.33	48.44
4210	PAYROLL TAXES (FICA)	28,284.00	3,114.69	13,972.96	.00	14,311.04	50.59
4211	RETIREMENT	18,114.00	2,082.19	9,055.55	.00	9,058.45	50.00
4212	EMPLOYEE INSURANCE	39,821.00	3,921.71	25,786.31	.00	14,034.69	35.24
4214	UNEMPLOYMENT TAX (SUTA)	220.00	.00	.00	.00	220.00	100.00
4310	OFFICE SUPPLIES	2,000.00	231.44	965.54	.00	1,034.46	51.72
4311	STATIONERY/FORMS	300.00	.00	.00	.00	300.00	100.00
4312	EQUIP. LEASES & MAINT. CONTRACTS	8,000.00	1,682.27	5,401.78	.00	2,598.22	32.47
4314	SMALL EQUIP. & FURNISHINGS	12,000.00	22.79	122.79	.00	11,877.21	98.97
4323	FOOD	500.00	66.55	66.55	.00	433.45	86.69
4324	JANITORIAL/CLEANING	5,000.00	343.43	1,710.88	828.51	2,460.61	49.21
4328	POSTAGE	1,750.00	223.41	509.13	.00	1,240.87	70.90
4330	CREDIT CARD FEES	2,500.00	.00	1,813.47	.00	686.53	27.46
4331	GIFT SHOP EXPENSE	30,000.00	3,370.54	18,947.77	5,580.04	5,472.19	18.24
4340	MISCELLANEOUS SUPPLIES	800.00	388.56	705.01	35.21	59.78	7.47
4350	SAFETY	300.00	.00	.00	.00	300.00	100.00
4355	MEDICAL	1,500.00	81.80	504.00	.00	996.00	66.40
4410	BUILDING MAINTENANCE	20,000.00	1,084.01	1,931.37	657.72	17,410.91	87.05
4420	EQUIPMENT REPAIRS	1,200.00	.00	.00	.00	1,200.00	100.00
4510	ELECTRIC/GAS	13,500.00	866.06	4,173.83	.00	9,326.17	69.08
4520	WATER	2,300.00	514.56	1,210.89	.00	1,089.11	47.35
4550	TELEPHONE/INTERNET	12,738.00	781.12	3,679.06	.00	9,058.94	71.11
4610	MARKETING/ADVERTISING	60,000.00	8,094.99	24,898.96	4,566.80	30,534.24	50.89
4640	PRINTING	46,500.00	998.75	5,992.50	5,992.50	34,515.00	74.22
4710	GASOLINE/OIL	2,400.00	29.08	225.77	.00	2,174.23	90.59
4730	VEHICLE REPAIRS/MAINT.	1,500.00	24.23	641.56	.00	858.44	57.22
4735	GPS - TELEMATICS	.00	.00	24.23	.00	24.23	100.00
4740	TRAVEL/TRAINING	7,500.00	.00	2,698.00	950.00	3,852.00	51.36
4910	DUES/SUBSCRIPTIONS	6,935.00	2,072.16	3,712.14	110.00	2,932.86	44.87
4941	SPECIAL PROGRAMS	25,000.00	10,180.74	17,200.07	1,075.48	6,724.45	26.89
4942	MAIN ST JONESHOROUGH PROGRAM	20,000.00	164.86	1,094.77	.00	18,905.23	94.52
4943	MAIN STREET - BREWS & TUNES	12,000.00	114.08	7,364.08	.00	4,635.92	38.63
4944	MAIN ST. - JONESHOROUGH DAYS	31,900.00	.00	2,220.04	.00	29,679.96	93.04
4945	MUSIC ON THE SQUARE	36,000.00	.00	23,880.73	.00	12,119.27	33.66
4946	SEASONAL LIGHTING	50,000.00	8,000.18	49,750.18	.00	249.82	.49
5960	PENALTIES FOR LATE FILING	.00	.00	59.99	.00	59.99	100.00
	* TOURISM/VISITORS CENTER *	869,881.00	91,087.53	420,916.58	19,576.26	429,388.16	49.36

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	\$ REMAIN.
14400	*WETLANDS WATER PARK*						
4100	SALARIES AND WAGES	282,599.00	.00	163,943.56	.00	118,655.44	41.98
4210	PAYROLL TAXES (FICA)	21,619.00	.00	12,502.95	.00	9,116.05	42.16
4211	RETIREMENT	3,265.00	.00	1,155.29	.00	2,109.71	64.61
4212	EMPLOYEE INSURANCE	2,400.00	.00	825.23	.00	1,574.77	65.61
4214	UNEMPLOYMENT TAX (SUTA)	845.00	.00	424.24	.00	420.76	49.79
4310	OFFICE SUPPLIES	800.00	.00	39.63	.00	760.37	95.04
4312	EQUIP.LEASES & MAINT.CONTRACTS	3,000.00	727.93	2,441.48	.00	558.52	18.61
4314	SMALL EQUIP.& FURNISHINGS	5,000.00	1,773.00	1,794.92	.00	3,205.08	64.10
4324	JANITORIAL/CLEANING	5,000.00	.00	34.69	1,600.00	3,365.31	67.30
4326	UNIFORMS/CLOTHING	2,000.00	.00	.00	.00	2,000.00	100.00
4328	POSTAGE	200.00	38.64	85.56	.00	114.44	57.22
4330	BANK/CREDIT CARD FEES	7,500.00	.00	7,115.69	.00	384.31	5.12
4340	MISCELLANEOUS SUPPLIES	750.00	4,312.80	4,312.80	.00	3,562.80-	475.04-
4350	MEDICAL	2,000.00	.00	180.33	.00	1,819.67	90.98
4355	SAFETY	800.00	.00	.00	.00	800.00	100.00
4360	PHOTO I.P. SUPPLIES	500.00	.00	.00	.00	500.00	100.00
4410	BUILDING MAINTENANCE	10,000.00	374.00	4,824.58	.00	5,175.42	51.75
4420	EQUIPMENT REPAIRS	3,200.00	.00	.00	.00	3,200.00	100.00
4430	GROUNDS MAINTENANCE	6,000.00	.00	.00	.00	6,000.00	100.00
4440	POOL MAINTENANCE	10,000.00	.00	2,772.23	5,120.00	2,107.77	21.07
4450	POOL PUMP REPAIR/REPLACEMENT	15,000.00	5,518.54	5,518.54	.00	9,481.46	63.20
4510	ELECTRIC	45,000.00	1,538.00	22,764.39	.00	22,235.61	49.41
4520	WATER/SEWER	15,000.00	.00	11,210.77	.00	3,789.23	25.26
4550	TELEPHONE	5,300.00	603.76	2,744.46	.00	2,555.54	48.21
4630	STAFF TRAINING	2,000.00	.00	1,020.00	.00	980.00	49.00
4640	PRINTING	1,000.00	.00	.00	.00	1,000.00	100.00
4650	MARKETING & STAFF RECRUITMENT	20,000.00	.00	4,684.99	4,064.00	11,251.01	56.25
4740	TRAVEL/TRAINING	700.00	.00	.00	.00	700.00	100.00
4800	CHEMICALS	24,000.00	.00	11,900.71	.00	12,099.29	50.41
4900	MERCHANDISE FOR RESALE	300.00	.00	.00	.00	300.00	100.00
4910	DUES/PERMITS/SUBSCRIPTIONS	1,000.00	83.61	83.61	.00	916.39	91.63
5110	FOOD	38,000.00	.00	23,594.06	11,338.85-	25,744.79	67.74
5120	PAPER/PLASTICS	7,500.00	.00	250.35	1,600.00	5,649.65	75.32
5140	BEVERAGES	10,000.00	.00	122.36	.00	9,877.64	98.77
5550	PRIN.-2021 TN BOND FUND CON	32,900.00	.00	.00	.00	32,900.00	100.00
5555	INT.-2021 TN BOND FUND CON	1,799.00	.00	899.48	.00	899.52	50.00
5960	PENALTIES FOR LATE FILING	.00	.00	188.24	.00	188.24-	100.00-
6105	CAP-OUTLAY-PUMP ROOM RENOVATIONS	120,000.00	.00	.00	.00	120,000.00	100.00
6107	CAP-OUTLAY-BUILDING RENOVATIONS	40,000.00	.00	.00	.00	40,000.00	100.00
	WETLANDS WATER PARK	746,977.00	14,970.28	287,435.14	1,045.15	458,496.71	61.38

FUND #-010 EXPENDITURES GENERAL FUND

EXPENDITURE SUMMARY

7/01/2023 - 12/31/2023

- DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
14500	* MCKINNEY CENTER *						
4100	SALARIES & WAGES	211,640.00	19,306.39	89,626.45	.00	122,013.55	57.65
4210	PAYROLL TAXES (FICA)	16,190.00	1,432.99	6,652.98	.00	9,537.02	58.90
4211	RETIREMENT	11,599.00	1,095.16	4,592.23	.00	7,006.77	60.40
4212	EMPLOYEE INSURANCE	24,330.00	1,329.68	7,829.31	.00	16,500.69	67.82
4214	UNEMPLOYMENT TAX (SUTA)	180.00	.00	8.41	.00	171.59	95.32
4310	OFFICE SUPPLIES	1,100.00	76.86	1,100.33	746.48	746.81-	67.89-
4311	STATIONERY/FORMS	200.00	.00	.00	.00	200.00	100.00
4312	EQUIP.LEASES & MAINT.CONTRACTS	8,500.00	2,855.91	8,060.38	.00	439.62	5.17
4314	SMALL EQUIP.& FURNISHINGS	5,000.00	857.48	1,102.94	.00	3,897.06	77.94
4323	FOOD	1,100.00	.00	170.80	55.88-	985.08	89.55
4324	JANITORIAL/CLEANING	3,000.00	402.56	1,312.48	.00	1,687.52	56.25
4328	POSTAGE	300.00	42.54	89.01	.00	210.99	70.33
4330	CREDIT CARD FEES	600.00	.00	448.19	.00	151.81	25.30
4340	MISCELLANEOUS SUPPLIES	450.00	.00	637.12	.00	187.12-	41.58-
4350	SAFETY	125.00	27.90	107.81	.00	17.19	13.75
4355	MEDICAL	800.00	171.35	511.75	.00	288.25	36.03
4410	BUILDING MAINTENANCE	20,000.00	250.00	6,255.43	650.15	13,094.42	65.47
4411	BUILDING MAINTENANCE - CAPITAL	15,500.00	.00	.00	.00	15,500.00	100.00
4420	EQUIPMENT REPAIRS	1,000.00	.00	.00	.00	1,000.00	100.00
4510	ELECTRIC/GAS	8,500.00	493.06	3,539.82	.00	4,960.18	58.35
4520	WATER	800.00	173.05	607.31	.00	192.69	24.08
4550	TELEPHONE/INTERNET	6,500.00	903.79	3,412.43	.00	3,087.57	47.50
4610	MARKETING/ADVERTISING	2,000.00	.00	624.97	.00	1,375.03	68.75
4615	WEBSITE MAINT.& PROG.UPDATES	2,400.00	135.50	461.25	.00	1,938.75	80.78
4640	PRINTING	350.00	.00	.00	.00	350.00	100.00
4740	TRAVEL/TRAINING	1,000.00	.00	50.00	.00	950.00	95.00
4910	DUES/SUBSCRIPTIONS	370.00	167.26	207.26	.00	162.74	43.98
4914	SPECIAL PROGRAMS	2,000.00	.00	.00	.00	2,000.00	100.00
4915	AMERICORPS WORKER PROGRAM	8,500.00	.00	5,842.50	.00	2,857.50	33.61
5005	MARY MARTIN PROG.FOR THE ARTS	50,000.00	1,993.24	20,980.10	21,186.23	7,833.67	15.66
5010	STORY TOWN RADIO SHOW	13,500.00	2,824.22	19,831.95	3,480.00	9,811.95-	72.68-
5020	MCKINNEY SCHOLARSHIP FUND	5,000.00	.00	.00	.00	5,000.00	100.00
5025	CONVERSATIONS THAT MATTER PROGRAM	.00	42.79	42.79	.00	42.79-	100.00-
5960	PENALTIES FOR LATE FILING	.00	.00	28.26	.00	28.26-	100.00-
5005	MARY B MARTIN PROGRAM - MARTIN ES	.00	2,582.76	2,582.76	3,500.00	6,082.76-	100.00-
	--SUB TOTAL--	.00	2,582.76	2,582.76	3,500.00	6,082.76-	100.00-
	* MCKINNEY CENTER *	422,534.00	36,864.49	186,517.02	29,506.98	206,510.00	48.87
	--- <td>12,472,575.00</td> <td>1,825,712.80</td> <td>9,117,168.64</td> <td>294,844.47</td> <td>3,060,561.89</td> <td>24.53</td>	12,472,575.00	1,825,712.80	9,117,168.64	294,844.47	3,060,561.89	24.53

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	& REMAIN.
12100	* DRUG FUND EXPENDITURES *						
4902	SMALL EQUIPMENT & SUPPLIES	.00	.00	15,385.00	.00	15,385.00-	100.00-
4904	TRAVEL/TRAINING	3,000.00	.00	2,000.00	.00	1,000.00	33.33
4908	K-9 EXPENSE	3,000.00	.00	.00	.00	3,000.00	100.00
4909	K-9 LIABILITY INSURANCE	2,025.00	.00	.00	.00	2,025.00	100.00
4915	UNDER COVER CASH	1,000.00	.00	.00	.00	1,000.00	100.00
4917	MISC. EXPENDITURES	475.00	.00	.00	.00	475.00	100.00
	* DRUG FUND EXPENDITURES *	9,500.00	.00	17,385.00	.00	7,885.00-	83.00-
	---FUND TOTAL---	9,500.00	.00	17,385.00	.00	7,885.00-	83.00-

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
13200	* SOLID WASTE EXPENDITURES *						
4100	SALARIES & WAGES	276,574.00	27,833.03	123,197.12	.00	153,376.88	55.45
4210	PAYROLL TAXES (FICA)	21,158.00	1,987.32	8,798.14	.00	12,359.86	58.41
4211	RETIREMENT	16,423.00	1,669.98	7,074.24	.00	9,348.76	56.92
4212	EMPLOYEE INSURANCE	68,021.00	5,025.18	33,230.95	.00	34,790.05	51.14
4214	UNEMPLOYMENT TAX (SUTA)	200.00	.00	8.21	.00	191.79	95.89
4310	OFFICE SUPPLIES	550.00	25.80	25.80	.00	524.20	95.30
4312	EQUIP. LEASES & MAINT. CONTRACTS	1,705.00	265.44	730.69	.00	974.31	57.14
4314	SMALL EQUIP. & FURNISHINGS	825.00	.00	.00	.00	825.00	100.00
4326	UNIFORMS/CLOTHING	5,250.00	1,944.20	3,432.31	617.82-	2,435.51	46.39
4330	BANK/CREDIT CARD FEES	330.00	.00	.00	.00	330.00	100.00
4340	MISCELLANEOUS SUPPLIES	4,800.00	1,188.66	4,534.27	.00	265.73	5.53
4350	SAFETY	550.00	.00	.00	.00	550.00	100.00
4355	MEDICAL	2,200.00	102.75	754.53	.00	1,445.47	65.70
4410	BUILDING MAINTENANCE	1,800.00	.00	.00	.00	1,800.00	100.00
4510	ELECTRIC	7,500.00	.00	.00	.00	7,500.00	100.00
4550	TELEPHONE/RADIO	5,500.00	580.24	2,610.50	.00	2,889.50	52.53
4650	RECYCLING PROG.-MARKETING&SUPPLIE	550.00	.00	.00	.00	550.00	100.00
4710	GASOLINE/OIL - VEHICLES & EQUIP.	75,000.00	5,349.78	30,007.74	.00	44,992.26	59.98
4720	TIRES	10,800.00	.00	5,635.67	.00	5,164.33	47.81
4730	VEHICLE REPAIRS/MAINT.	66,000.00	3,889.91	18,294.06	.00	47,705.94	72.28
4735	GPS - TELEMATICS	2,860.00	226.22	1,098.72	.00	1,761.28	61.58
4740	TRAVEL	550.00	.00	.00	.00	550.00	100.00
4813	PROPERTY/LIABILITY INSURANCE	6,750.00	.00	.00	.00	6,750.00	100.00
4814	WORKERS' COMP	10,300.00	.00	.00	.00	10,300.00	100.00
4910	DUES/MEMBERSHIPS	330.00	.00	.00	.00	330.00	100.00
4920	WASTE DISPOSAL FEES	120,000.00	11,616.33	56,175.29	.00	63,824.71	53.18
4925	TIRE DISPOSAL FEES	1,100.00	.00	817.00	.00	283.00	25.72
4930	TOY CAR/DUMPESTER PURCHASE	20,625.00	.00	.00	.00	13,542.00	65.65
4940	ANNUAL PERMIT FEES	2,233.00	.00	.00	.00	2,233.00	100.00
5220	PRIN.-2020 GARBAGE TRUCK LEASE	43,807.00	3,646.49	21,760.76	.00	22,046.24	50.32
5225	INT.-2020 GARBAGE TRUCK LEASE	5,497.00	462.09	2,890.72	.00	2,606.28	47.41
5960	PENALTIES FOR LATE FILING	.00	.00	45.44	.00	45.44	100.00-
6106	CAPITAL OUTLAY - DUMPESTER PAD	.00	9,375.00	12,500.00	.00	12,500.00-	100.00-
6200	CAP. OUTLAY-GARBAGE TRUCK RESERVE	60,000.00	.00	15,000.00	.00	45,000.00	75.00
	* SOLID WASTE EXPENDITURES *	839,788.00	75,188.42	355,705.16	617.82-	484,700.66	57.71
	----	839,788.00	75,188.42	355,705.16	617.82-	484,700.66	57.71

1/04/2024 *GL060D* TOWN OF JONESBOROUGH PAGE 25
 FUND #-016 **HEALTH REIMBURSEMENT EXPENSES** EXPENDITURE SUMMARY TIME 11:00
 7/01/2023 ~ 12/31/2023 - DEPARTMENT "

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
16000	**HEALTH REIMBURSEMENT EXPENSES**						
4210	DEDUCTIBLE PAYMENT - GENERAL FUND	.00	.00	18,322.02	.00	18,322.02-	100.00-
4215	DEDUCTIBLE PAYMENT - SW FUND	.00	.00	16,835.95	.00	16,835.95-	100.00-
4220	DEDUCTIBLE PAYMENT - MAT/SEWER FU	.00	.00	16,004.40	.00	16,004.40-	100.00-
	HEALTH REIMBURSEMENT EXPENSES	.00	.00	51,162.37	.00	51,162.37-	100.00-

	FUND TOTAL	.00	.00	51,162.37	.00	51,162.37-	100.00-

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
15100	* WATER ADMINISTRATION *						
4100	SALARIES & WAGES	557,294.00	53,140.47	257,978.20	.00	299,315.80	53.70
4210	PAYROLL TAXES (FICA)	42,633.00	3,793.50	18,433.18	.00	24,199.82	56.76
4211	RETIREMENT	31,649.00	2,371.54	11,784.93	.00	19,864.07	62.76
4212	EMPLOYEE INSURANCE	108,332.00	6,150.07	45,766.05	.00	62,565.95	57.75
4214	UNEMPLOYMENT TAX (SUTA)	275.00	.00	13.75	.00	261.25	95.00
4310	OFFICE/COMPUTER SUPPLIES	5,500.00	1,469.94	4,166.05	.00	1,333.95	24.25
4311	STATIONERY/FORMS	8,500.00	.00	982.52	.00	7,517.48	88.44
4312	EQUIP.LEASES & MAINT.CONTRACTS	32,250.00	2,976.08	13,911.23	.00	18,338.77	56.86
4314	SMALL EQUIP.& FURNISHINGS	2,000.00	2,177.82	2,177.82	1,336.26	1,514.08-	75.70-
4323	FOOD	10,000.00	9,971.99	9,971.99	2,683.25	2,655.24-	26.55-
4324	JANITORIAL/CLEANING	200.00	.00	.00	.00	200.00	100.00
4325	UNIFORMS	400.00	.00	298.15	149.95	48.10-	12.02-
4328	POSTAGE	48,300.00	9,167.34	31,725.96	.00	16,574.04	34.31
4330	BANK/CREDIT CARD FEES	10,000.00	628.70	37,220.84	.00	27,220.84-	272.20-
4340	MISCELLANEOUS SUPPLIES	2,000.00	520.76	2,500.86	.00	500.86-	25.04-
4355	MEDICAL	2,700.00	184.05	920.25	.00	1,779.75	65.91
4410	BUILDING MAINTENANCE	4,000.00	3,475.01	3,518.34	.00	481.66	12.04
4420	EQUIPMENT MAINT.& REPAIRS	500.00	.00	.00	.00	500.00	100.00
4510	ELECTRIC	9,500.00	653.13	3,936.97	.00	5,563.03	58.55
4520	WATER	4,000.00	78.31	374.21	.00	3,625.79	90.64
4530	WATER - CITY OF KINGSFORD	.00	.00	9.35	.00	9.35-	100.00-
4550	TELEPHONE	6,000.00	632.36	1,185.64	.00	4,814.36	80.23
4651	AUDIT/ACCOUNTING	25,400.00	.00	.00	.00	25,400.00	100.00
4652	LEGAL FEES/LEGAL ADS	45,000.00	6,795.51	29,850.70	365.00	14,784.30	32.85
4653	AUDIT & ACCOUNTING (RATE STUDY)	5,000.00	.00	.00	.00	5,000.00	100.00
4654	ENGINEERING FEES	20,000.00	.00	1,500.00	.00	18,500.00	92.50
4656	COMPUTER CONSULTANTS/UPGRADES	71,595.00	.00	22,559.50	.00	49,035.50	68.49
4659	USDA WILDLIFE MANAGEMENT	3,050.00	.00	.00	.00	3,050.00	100.00
4660	CUSTOMER INFORMATION	3,500.00	.00	.00	.00	3,500.00	100.00
4740	TRAVEL/TRAINING	1,000.00	.00	.00	.00	1,000.00	100.00
4813	PROPERTY/LIABILITY INSURANCE	99,200.00	46,329.50	116,748.00	.00	17,548.00-	17.68-
4814	WORKERS' COMP	44,640.00	.00	.00	.00	44,640.00	100.00
4842	IN LIEU OF PROPERTY TAX	260,000.00	167.26	86,666.67	.00	173,333.33	66.66
4910	DUES/SUBSCRIPTIONS	750.00	.00	410.25	.00	339.75	45.30
4924	NE TN REGIONAL ECONOMIC PARTNERSH	8,000.00	.00	.00	.00	8,000.00	100.00
4950	STATE ANNUAL CONNECTIONS FEE	17,533.00	.00	18,889.00	.00	1,356.00-	7.73-
5440	AMORTIZATION EXPENSE	.00	3,875.60-	5,813.40-	.00	5,813.40	100.00-
5450	DEPRECIATION WATER & SEWER	1,600,000.00	533,332.00	800,000.00	.00	800,000.00	50.00
5496	INT.-2021 REVENUE BONDS(2.59M)	70,850.00	.00	35,425.00	.00	35,425.00	50.00
5497	INT.-2021 REVENUE BONDS(4.05M)	65,598.00	.00	32,799.75	.00	32,799.25	50.00
5500	REFUNDING BONDS NON P&I FEES	3,350.00	1,842.50	1,842.50	.00	1,507.50	45.00
5508	INTEREST-2022 CON 1M	.00	.00	14,982.50	.00	14,982.50-	100.00-

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
5960	PENALTIES FOR LATE FILING	.00	.00	108.03	.00	108.03-	100.00--
6110	WATER TANK MAINTENANCE	33,235.00	.00	8,308.79	.00	24,926.21	74.99
	* WATER ADMINISTRATION *	3,475,659.00	780,806.05	1,787,442.88	4,534.46	1,683,661.66	48.44

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
15200	* METER DEPARTMENT *						
4100	SALARIES & WAGES	408,820.00	45,889.18	203,385.18	.00	205,434.82	50.25
4210	PAYROLL TAXES (FICA)	31,275.00	3,259.34	14,558.10	.00	16,716.90	53.45
4211	RETIREMENT	24,273.00	2,670.84	11,535.38	.00	12,737.62	52.47
4212	EMPLOYEE INSURANCE	80,637.00	3,968.86	35,679.48	.00	44,957.52	55.75
4214	UNEMPLOYMENT TAX (SUTA)	335.00	.00	26.92	.00	308.08	91.96
4310	OFFICE SUPPLIES	5,000.00	414.10	1,883.80	.00	3,116.20	62.32
4312	EQUIPMENT LEASES & MAINT. CONTRACT	8,000.00	622.90	1,600.30	.00	6,399.70	79.99
4314	SMALL EQUIPMENT	10,000.00	.00	789.35	1,352.00	7,858.65	78.58
4326	UNIFORMS/CLOTHING	5,000.00	651.76	2,419.33	235.39-	2,816.06	56.32
4340	MISCELLANEOUS SUPPLIES	5,400.00	400.93	1,257.47	.00	4,142.53	76.71
4350	SAFETY	2,500.00	.00	.00	.00	2,500.00	100.00
4355	MEDICAL	4,000.00	641.27	1,175.27	.00	2,824.73	70.61
4550	TELEPHONE	5,500.00	818.36	2,100.81	.00	3,399.19	61.80
4650	CROSS-CONNECTION	3,000.00	.00	.00	.00	3,000.00	100.00
4710	GASOLINE/OIL	22,400.00	1,650.74	8,893.42	.00	13,506.58	60.29
4720	TIRES	3,500.00	.00	1,256.20	.00	2,243.80	64.10
4730	VEHICLE REPAIRS/MAINT.	10,000.00	73.87	2,903.40	.00	7,096.60	70.96
4735	GPS - TELEMATICS	1,600.00	185.80	896.62	.00	703.38	43.96
4740	TRAVEL AND TRAINING	5,000.00	.00	.00	.00	5,000.00	100.00
5010	VEHICLE PURCHASE(S)	58,000.00	.00	.00	.00	58,000.00	100.00
5960	PENALTIES FOR LATE FILING	.00	.00	56.79	.00	56.79-	100.00-
6325	WATER PURCHASE	50,000.00	.00	.00	.00	50,000.00	100.00
	* METER DEPARTMENT *	744,240.00	61,257.95	290,417.82	1,116.61	452,705.57	60.82

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
15300	* WATER DISTRIBUTION *						
4100	SALARIES & WAGES	607,471.00	68,256.46	256,561.05	.00	310,909.95	51.18
4210	PAYROLL TAXES (FICA)	46,472.00	5,018.70	21,868.71	.00	24,603.29	52.94
4211	RETIREMENT	34,804.00	4,190.25	17,617.78	.00	17,186.22	49.38
4212	EMPLOYEE INSURANCE	89,011.00	5,414.34	33,921.92	.00	55,089.08	61.89
4214	UNEMPLOYMENT TAX (SUTA)	475.00	.00	13.66	.00	461.34	97.12
4310	OFFICE SUPPLIES	3,600.00	.00	685.56	.00	2,914.44	77.14
4312	EQUIP. LEASES & MAINT. CONTRACTS	6,000.00	1,694.46	3,918.84	.00	2,081.16	34.68
4314	SMALL EQUIP. & FURNISHINGS	10,000.00	.00	3,894.67	.00	6,105.33	61.05
4316	CONTRACTED LAB	1,000.00	.00	100.00	.00	900.00	90.00
4326	UNIFORMS/CLOTHING	9,000.00	1,502.75	4,642.19	1,141.99	5,499.80	61.10
4340	MISCELLANEOUS SUPPLIES	20,000.00	1,174.73	3,345.28	.00	16,654.72	83.27
4341	ROCK PURCHASE	18,000.00	10,265.60	11,447.27	9,105.95	2,553.22	14.18
4350	SAFETY	13,000.00	264.61	1,550.96	.00	11,449.04	88.06
4355	MEDICAL	6,500.00	1,696.27	4,624.45	.00	1,875.55	28.85
4420	EQUIPMENT REPAIRS	7,000.00	.00	2,294.16	1,187.97	3,517.87	50.25
4430	UTILITY LINES MAINTENANCE	150,000.00	74,296.68	132,532.68	67,205.92	45,738.60	31.15
4550	TELEPHONE	10,400.00	1,293.39	4,297.99	.00	6,102.01	58.67
4655	GIS MAPPING SERVICES	39,500.00	.00	.00	.00	39,500.00	100.00
4710	GASOLINE/OIL	60,000.00	5,912.06	30,378.65	.00	29,621.35	49.36
4720	TIRES	13,000.00	3,469.44	8,981.14	.00	4,018.86	30.91
4730	VEHICLE REPAIRS/MAINT.	55,000.00	6,056.08	20,738.46	648.33	33,613.21	61.11
4735	GPS - TELEMATICS	3,950.00	363.45	1,817.25	.00	2,132.75	53.99
4740	TRAVEL/TRAINING	10,000.00	.00	.00	.00	10,000.00	100.00
4823	EQUIPMENT RENT	2,000.00	.00	.00	.00	2,000.00	100.00
4910	DUES/MEMBERSHIPS	6,500.00	367.26	367.26	.00	6,132.74	94.34
5009	2 - NEW TRAILERS	10,000.00	.00	.00	.00	10,000.00	100.00
5011	2 - NEW FORD F-450 SERVICE TRUCKS	80,000.00	.00	.00	.00	80,000.00	100.00
5012	USED FORD F-350 (COUNTY TRUCK)	30,000.00	.00	20,000.00	.00	10,000.00	33.33
5960	PENALTIES FOR LATE FILING	.00	.00	103.56	.00	103.56	100.00
6305	WATER LOSS REDUCTION EXPENSES	10,000.00	.00	.00	.00	10,000.00	100.00
6309	METERS PURCHASED	180,000.00	312.00	43,415.25	23,675.00	112,909.75	62.72
6310	DIRECT BORING MACHINE ACCES.	8,500.00	.00	1,076.03	.00	7,423.97	87.34
6317	WATER LINE UPGRADES	100,000.00	.00	.00	.00	100,000.00	100.00
6320	FIRE HYDRANT REPLACEMENT PROGRAM	35,000.00	.00	.00	.00	35,000.00	100.00
6350	WATER BOOSTER STATIONS ENGINEERIN	28,000.00	.00	.00	.00	28,000.00	100.00
6355	EDA - WASHINGTON COUNTY INDUSTRIA	35,235.00	20,614.48	23,303.16	2,179.51	9,752.33	27.67
	* WATER DISTRIBUTION *	1,739,818.00	212,073.01	693,407.93	102,860.69	942,549.38	54.20

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	\$ REMAIN.
15400	* GARAGE *						
4100	SALARIES & WAGES	167,452.00	22,365.61	101,100.25	.00	66,351.75	39.62
4210	PAYROLL TAXES (FICA)	12,810.00	1,540.95	6,997.42	.00	5,812.58	45.37
4211	RETIREMENT	9,951.00	1,341.93	5,965.78	.00	3,985.22	40.04
4212	EMPLOYEE INSURANCE	39,065.00	2,817.48	25,296.22	.00	13,768.78	35.24
4214	UNEMPLOYMENT TAX (SUTA)	155.00	.00	.00	.00	155.00	100.00
4310	OFFICE SUPPLIES	300.00	.00	.00	.00	300.00	100.00
4312	EQUIP.LEASES & MAINT.CONTRACTS	3,000.00	689.04	2,058.53	.00	941.47	31.38
4313	TOOLS	12,810.00	.00	5,864.50	2,199.00	4,746.50	37.05
4314	SMALL EQUIP. & FURNISHINGS	9,217.00	113.05	2,149.29	.00	7,067.71	76.68
4315	WELDING SUPPLIES	500.00	.00	124.62	.00	375.38	75.07
4324	JANITORIAL/CLEANING	2,500.00	.00	31.25	.00	2,468.75	98.75
4326	UNIFORM/CLOTHING	2,100.00	298.66	1,562.02	588.46-	1,126.44	53.64
4340	MISCELLANEOUS SUPPLIES	1,000.00	83.62	328.93	.00	671.07	67.10
4350	SAFETY	1,000.00	82.92	657.73	.00	342.27	34.22
4355	MEDICAL	1,000.00	40.90	416.51	.00	583.49	58.34
4410	BUILDING MAINTENANCE	2,000.00	.00	3,457.94	.00	1,457.94-	72.89-
4415	WASH BAY MAINTENANCE & SUPPLIES	2,200.00	117.92	1,130.52	.00	1,069.48	48.61
4420	EQUIPMENT REPAIRS	1,000.00	77.49	237.49	.00	762.51	76.25
4510	ELECTRIC	12,000.00	759.40	2,788.32	.00	9,211.68	76.76
4520	WATER	1,000.00	86.93	403.38	.00	596.62	59.66
4550	TELEPHONE	2,250.00	284.98	1,221.89	.00	1,028.11	45.69
4630	TRAVEL/TRAINING	1,000.00	.00	.00	.00	1,000.00	100.00
4710	GASOLINE/OIL	2,800.00	86.00	512.02	.00	2,287.98	81.71
4720	TIRES	1,000.00	.00	.00	.00	1,000.00	100.00
4730	VEHICLE REPAIRS/MAINT.	2,560.00	.00	396.38	.00	2,163.62	84.51
4735	GPS - TELEMATICS	300.00	24.23	121.15	.00	178.85	59.61
5960	PENALTIES FOR LATE FILING	.00	.00	30.92	.00	30.92-	100.00-
	* GARAGE *	290,970.00	30,811.11	162,853.06	1,610.54	126,506.40	43.47

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
15500	* WASTEWATER PLANT/CONSTRUCTION *						
4100	SALARIES & WAGES	636,567.00	67,157.57	310,798.33	.00	325,768.67	51.17
4210	PAYROLL TAXES (FICA)	48,697.00	4,800.54	22,171.21	.00	26,525.79	54.47
4211	RETIREMENT	37,795.00	4,030.05	18,122.40	.00	19,672.60	52.05
4212	EMPLOYEE INSURANCE	115,424.00	7,740.59	58,925.46	.00	56,498.54	48.94
4214	UNEMPLOYMENT TAX (SUTA)	435.00	.00	.00	.00	435.00	100.00
4310	OFFICE SUPPLIES	8,900.00	178.88	6,652.85	.00	2,247.15	25.24
4312	EQUIP.LEASES & MAINT.CONTRACTS	6,500.00	1,116.32	3,957.99	.00	2,542.01	39.10
4314	CONTRACTED LAB	16,500.00	5,443.20	12,319.20	6,331.60	2,150.80	13.03
4315	IN-HOUSE LAB EXPENSE	20,000.00	7,532.46	12,947.30	4,929.13	2,123.57	10.61
4316	CHEMICALS-CHLORINE	60,000.00	3,119.47	43,928.40	14,018.55	2,053.05	3.42
4320	PRE-TREATMENT	5,000.00	.00	110.49	.00	4,889.51	97.79
4324	JANITORIAL/CLEANING	1,500.00	.00	141.81	.00	1,358.19	90.54
4326	UNIFORMS/CLOTHING	11,000.00	1,750.46	5,315.08	990.11	6,675.03	60.68
4328	POSTAGE	150.00	47.04	106.56	.00	43.44	28.96
4340	MISCELLANEOUS SUPPLIES	5,500.00	314.67	1,155.28	.00	4,344.72	78.99
4345	STONE AND ASPHALT	20,000.00	4,734.28	7,761.88	12,238.12	.00	.00
4350	SAFETY	6,000.00	327.64	1,755.15	.00	4,244.85	70.74
4355	MEDICAL	4,500.00	306.30	2,603.50	.00	1,896.50	42.14
4410	BUILDING MAINT-PLANT	3,000.00	820.60	1,077.72	.00	1,922.28	64.07
4411	BUILDING MAINT-COMPOST	.00	.00	300.00	.00	300.00	100.00
4420	EQUIPMENT REPAIRS-PLANT	30,000.00	5,314.45	7,328.60	1,625.00	21,046.40	70.15
4422	EQUIPMENT REPAIRS-GENERATOR	10,000.00	896.00	4,949.50	5,050.50	.00	.00
4431	SEWER REHABILITATION	30,000.00	.00	.00	.00	30,000.00	100.00
4432	SEWER LINES MAINT/UPGRADES	30,000.00	4,715.66	24,638.45	7,570.34	2,208.83	7.36
4433	LIFT STATIONS MAINTENANCE	40,000.00	365.17	30,146.71	28,331.33	18,478.04	46.19
4435	SUDGE DISPOSAL FEES	25,000.00	598.95	8,977.63	.00	16,022.37	64.08
4444	ELECTRICAL MAINTENANCE SERVICE	2,500.00	.00	2,375.90	860.00	735.90	29.43
4510	ELECTRIC-PLANT	145,000.00	10,982.92	57,928.09	.00	87,071.91	60.04
4512	ELECTRIC-LIFT STATIONS	33,500.00	4,066.91	22,783.83	.00	10,716.17	31.98
4513	ELECTRIC - ADMIN.BLDG	5,000.00	170.55	1,096.84	.00	3,903.16	78.06
4550	TELEPHONE/INTERNET	22,000.00	2,511.12	12,250.22	.00	9,749.78	44.31
4655	GIS MAPPING SERVICES	15,000.00	.00	.00	.00	15,000.00	100.00
4710	GASOLINE/OIL	30,000.00	3,586.60	21,363.69	.00	8,636.31	28.78
4720	TIRES	5,000.00	.00	571.49	.00	4,428.51	88.57
4730	VEHICLE REPAIRS/MAINT.	25,000.00	5,485.95	14,420.59	658.97	9,920.44	39.68
4735	GPS - TELEMATICS	2,700.00	290.76	1,453.80	.00	1,246.20	46.15
4740	TRAVEL/TRAINING	5,000.00	321.00	1,449.00	.00	3,551.00	71.02
4823	EQUIPMENT RENT	15,000.00	.00	8,147.00	200.00	7,053.00	47.02
4910	DUES/SUBSCRIPTIONS	18,000.00	4,382.15	10,142.15	.00	7,857.85	43.65
4930	ANNUAL PERMIT FEES	8,000.00	4,840.00	10,380.00	.00	2,380.00	29.75
5013	BOONE STREET - CIPP	125,000.00	.00	6,373.60	5,626.40	113,000.00	90.40
5014	DEPOT STREET - CIPP	125,000.00	.00	9,490.35	2,509.65	113,000.00	90.40
5015	TRAIL CRESTING REVIEW	20,000.00	.00	20,000.00	.00	.00	.00

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
5020	BOONES CREEK LIFT STATION	50,000.00	.00	.00	.00	50,000.00	100.00
5960	PENALTIES FOR LATE FILING	.00	.00	105.08	.00	105.08-	100.00-
	* WASTEWATER PLANT/CONSTRUCTION *	2,169,168.00	157,958.26	786,523.17	88,559.48	1,294,085.35	59.65

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
15600	* WATER TREATMENT PLANT *						
4100	SALARIES & WAGES	411,081.00	48,430.37	210,639.58	.00	200,441.42	48.75
4210	PAYROLL TAXES (FICA)	31,448.00	3,474.44	15,241.99	.00	16,206.01	51.53
4211	RETIREMENT	24,408.00	2,905.82	12,402.56	.00	12,005.44	49.18
4212	EMPLOYEE INSURANCE	63,368.00	6,241.07	39,514.52	.00	23,853.48	37.64
4214	UNEMPLOYMENT TAX (SUTA)	330.00	.00	.00	.00	330.00	100.00
4310	OFFICE SUPPLIES	1,000.00	.00	267.85	.00	732.15	73.21
4312	EQUIP. LEASES & MAINT. CONTRACTS	5,500.00	577.62	1,921.60	.00	3,578.40	65.06
4314	SMALL EQUIP. & FURNISHINGS	25,000.00	499.99	2,763.53	3,184.63	19,051.84	76.20
4315	IN-HOUSE LAB EXPENSE	25,000.00	3,909.57	9,100.25	10,219.59	5,680.16	22.72
4321	CONTRACT LAB/TESTING	15,000.00	252.00	5,988.20	4,216.50	4,795.30	31.96
4322	CHEMICALS	250,000.00	21,951.60	98,590.91	41,727.29	109,681.80	43.87
4323	INTAKE ACCESS ROAD MAINTENANCE	7,500.00	.00	.00	.00	7,500.00	100.00
4324	JANITORIAL/CLEANING	3,250.00	87.74	412.54	.00	2,837.46	87.30
4326	UNIFORMS/CLOTHING	5,750.00	677.20	3,680.20	473.80	2,543.60	44.23
4328	POSTAGE	700.00	.00	.00	.00	700.00	100.00
4340	MISCELLANEOUS SUPPLIES	4,500.00	2,560.93	2,691.00	.00	1,809.00	40.20
4350	SAFETY	3,000.00	226.48	525.74	.00	2,474.26	82.47
4355	MEDICAL	3,250.00	202.05	1,690.54	.00	1,559.46	47.98
4410	BUILDING REPAIRS AND MAINTENANCE	60,000.00	6,910.00	9,135.50	.00	50,864.50	84.77
4420	PLANT MAINT. & REPAIRS	120,000.00	88.27	25,404.73	45,192.20	49,403.07	41.16
4425	EQUIPMENT REPAIRS/RENTALS	70,000.00	4,195.00	19,627.30	9,385.00	40,987.70	58.55
4510	ELECTRIC	600,000.00	42,772.97	222,592.23	.00	377,407.77	62.90
4520	WATER/GARBAGE PICKUP	2,000.00	172.50	815.00	.00	1,185.00	59.25
4550	TELEPHONE	12,000.00	1,321.31	6,664.75	.00	5,335.25	44.46
4710	GASOLINE/OIL	8,000.00	445.09	3,330.13	.00	4,669.87	58.37
4720	TIRES	2,500.00	.00	562.17	.00	1,937.83	77.51
4730	VEHICLE REPAIRS/MAINT.	12,500.00	1,567.65	8,594.30	.00	3,905.70	31.24
4735	GPS - TELEMATICS	1,500.00	64.65	323.25	.00	1,176.75	78.45
4740	TRAVEL/TRAINING	7,000.00	.00	.00	1,250.00	5,750.00	82.14
4910	DUES/SUBSCRIPTIONS	750.00	167.26	167.26	.00	582.74	77.69
5021	NEW EXMARK LAWMOWER	10,000.00	.00	.00	.00	10,000.00	100.00
5022	WTP PLANT ENGINEERING	251,450.00	9,000.00	103,200.00	.00	148,250.00	58.95
5023	PLANT TRANSMISSION LINES	96,000.00	6,000.00	16,992.00	.00	79,008.00	82.30
5024	WOODLAWN PUMP HOUSE REROOF	9,000.00	.00	.00	.00	9,000.00	100.00
5960	PENALTIES FOR LATE FILING	.00	.00	69.50	.00	69.50	100.00
	* WATER TREATMENT PLANT *	2,142,785.00	164,701.58	822,909.13	114,701.41	1,205,174.46	56.24

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
15700	* WATER LINE PROJ.- WASH. COUNTY *						
4100	SALARIES & WAGES	.00	24,669.52	108,912.82	.00	108,912.82-	100.00-
4210	PAYROLL TAXES (FICA)	.00	1,753.63	7,637.50	.00	7,637.50-	100.00-
4211	RETIREMENT	.00	1,385.30	5,921.02	.00	5,921.02-	100.00-
4212	EMPLOYEE INSURANCE	.00	5,096.50	25,132.84	.00	25,132.84-	100.00-
4214	UNEMPLOYMENT TAXES (SUTA)	.00	.00	2.05	.00	2.05-	100.00-
4310	OFFICE SUPPLIES	.00	.00	230.54	.00	230.54-	100.00-
4326	UNIFORMS	.00	618.52	1,535.76	130.00-	1,405.76-	100.00-
4355	MEDICAL	.00	.00	803.95	.00	803.95-	100.00-
4710	GAS/OIL	.00	401.08	401.08	.00	401.08-	100.00-
4730	VEHICLE REPAIRS/MAINTENANCE	.00	281.61	3,450.35	.00	3,450.35-	100.00-
5960	PENALTIES FOR LATE FILING	.00	.00	42.99	.00	42.99-	100.00-
6009	SAYLOR HILL ROAD - CNTY WATER LIN	.00	.00	224,562.09	.00	224,562.09-	100.00-
6010	DRY CREEK RD. - CNTY WATER LINE E	.00	11,439.93	500,142.50	42,589.99-	457,552.51-	100.00-
6011	TAYLOR BRIDGE ROAD - CNTY WTR LIN	.00	.00	711,102.99	.00	711,102.99-	100.00-
6013	JACKSON BRIDGE	.00	69,513.88	243,805.22	.00	243,805.22-	100.00-
6014	ROCKHOUSE ROAD	.00	.00	58,403.91	.00	58,403.91-	100.00-
	* WATER LINE PROJ.- WASH. COUNTY *	.00	115,159.97	1,892,087.61	42,719.99-	1,849,367.62-	100.00-
	---	10,561,640.00	1,522,767.93	6,435,641.60	270,663.20	3,855,335.20	36.50

---FUND TOTAL---

1/04/2024

GL060D

FUND # - 050 **K-8 CAP.PROJ.FUND EXPENDITURES**

TOWN OF JONESBOROUGH
EXPENDITURE SUMMARY
7/01/2023 - 12/31/2023

PAGE 35
TIME 11:00
- DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
50000	**K-8 CAP.PROJ.FUND EXPENDITURES**						
4100	LEGAL & OTHER FINANCING COSTS	.00	.00	19,000.00	.00	19,000.00-	100.00-
4150	ARCHITECT FEES	.00	.00	50,104.47	.00	50,104.47-	100.00-
4200	ENGINEERING FEES	.00	.00	2,750.00	.00	2,750.00-	100.00-
4290	SURVEYING FEES	.00	.00	.00	1,000.00	1,000.00-	100.00-
4340	MISCELLANEOUS SUPPLIES	.00	.00	.00	2,018.75	2,018.75-	100.00-
4425	K-8 SCHOOL CONSTRUCTION	.00	941,173.39	5,011,613.78	.00	5,011,613.78-	100.00-
4430	LANDSCAPING	.00	.00	6,357.50	86,915.60	93,273.10-	100.00-
4440	EQUIPMENT-KITCHEN	.00	.00	386,223.98	.00	386,223.98-	100.00-
5170	INTEREST-INTERIM LOAN-PHASE II	.00	.00	880,561.73	.00	880,561.73-	100.00-
5200	PRINCIPAL-INTERIM FINANCING-PINNA	.00	.00	33,750,000.00	.00	33,750,000.00-	100.00-
	K-8 CAP.PROJ.FUND EXPENDITURES	.00	941,173.39	40,116,611.46	89,934.35	40,206,545.81-	100.00-

1/04/2024

GL060D

TOWN OF JONESBOROUGH

PAGE 36

FUND #-050 **K-B CAP.PROJ.FUND EXPENDITURES**

EXPENDITURE SUMMARY

TIME 11:00

7/01/2023 - 12/31/2023

- DEPARTMENT -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
52000-901	TIGER PARK - LPRF GRANT						
4957	TIGER PARK-LPRF-PLAYGROUNDS	.00	.00	614,092.33	.00	614,092.33-	100.00-
	--SUB TOTAL--	.00	.00	614,092.33	.00	614,092.33-	100.00-
4957	TIGER PARK-LPRF-ATHLETIC AREAS	.00	254,669.00	579,169.00	.00	579,169.00-	100.00-
	--SUB TOTAL--	.00	254,669.00	579,169.00	.00	579,169.00-	100.00-
4957	TIGER PARK-LPRF-PARK ACCESSORIES	.00	.00	.00	43,985.18	43,985.18-	100.00-
	--SUB TOTAL--	.00	.00	.00	43,985.18	43,985.18-	100.00-
	TIGER PARK - LPRF GRANT	.00	254,669.00	1,193,261.33	43,985.18	1,237,246.51-	100.00-

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	CURRENT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAIN.
55000	*Ag. Learning Center Expenditures*	.00	.00	1,955.00	.00	1,955.00-	100.00-
4430	LANDSCAPING	.00	.00	1,955.00	.00	1,955.00-	100.00-
	Ag. Learning Center Expenditures	.00	1,195,842.39	41,311,827.79	133,919.53	41,445,747.32-	100.00-
	---FUND TOTAL---						

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 1

SUBJECT: Financial Report – *Special Accounts*

1. Current Year Property Tax
2. Property Taxes Receivable Update
3. Local Sales Tax Collections
4. General Fund, Solid Waste and Tiger Park Savings Account Activity
5. Jackson Theater Project - RD Cost Overrun Loan
6. Stage Door Project Analysis
7. General Fund - Fund Balance Reserve Accounts
8. Health Reimbursement Account 2023-24
9. K-8 School Construction Project
10. Water/Sewer Savings Account
11. Water Fund Capital Projects Summary
12. County Water Lines
13. JRT - Schedule of Play Revenues and Expenses
14. JRT - 2023-24 Players Education Program
15. Jonesborough Locally Grown Activity

Town of Jonesborough
Current Year Property Tax Billing
As of December 31, 2023

	<u>Current Tax Year (2023-24)</u>	<u>Prior Tax Year (2022-23)</u>
<u>Property Appraised and Assessed Values</u>		
Real and Personal Property Value	658,721,526	617,430,740
Taxable Assessed Value	186,321,245	176,347,750
<u>Billings</u>		
Real and Personal	2,702,151	2,116,289
Public Utilities	-	-
	2,702,151	2,116,289
Total Billings		
	2,702,151	2,116,289
Adjustments:		
Real and Personal Reductions	(756)	(904)
Real and Personal Pick-ups	634	1,225
	(122)	321
Adjusted Tax Billing		
	2,702,029	2,116,610
Payments:		
Real and Personal	41.19% (1,113,063)	43.34% (917,355)
Property Tax Outstanding		
	58.81% <u>1,588,966</u>	56.66% <u>1,199,255</u>
Reconciliation to Open Tax Listing:		
Real and Personal	1,588,966	1,199,255
Public Utilities	-	-
Total Open Tax List	1,588,966	1,199,255
Difference	-	-

Town of Jonesborough
Property Taxes Receivable
As of December 31, 2023

Tax Year	Amount Billed	6/30/2023 Balance	Collected	Adjustments	12/31/2023 Balance	% Collected
2013	\$ 1,683,183	\$ 1,127	\$ -		\$ 1,127	99.93%
2014	1,698,685	1,968	-		1,968	99.88%
2015	1,714,059	650	95		555	99.97%
2016	1,734,978	763	-		763	99.96%
2017	1,764,377	1,009	-		1,009	99.94%
2018	1,797,636	1,550	-		1,550	99.91%
2019	1,914,327	2,765	-		2,765	99.86%
2020	1,961,968	1,632	80		1,552	99.92%
2021	2,028,891	14,209	8,950	345	5,604	99.72%
2022	2,116,289	83,214	39,090	208	44,332	97.91%
Totals		\$ 108,887	\$ 48,215	\$ 553	\$ 61,225	

2023 Real and Personal Taxes Billed	2,702,151	
2023 Public Utility Taxes Billed	-	Future Billing
Collected Through 12/31/23	(1,113,063)	41.19%
Total Adjustments:		
Reductions	(756)	
Pick-ups	634	
Balance 2023 Property Taxes	1,588,966	
Total Outstanding Property Taxes	1,650,191	

Town of Jonesborough
Comparative Local Sales Tax Collections

Retail Sales Month	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Current Month % Growth	YTD % Growth
July	\$ 146,012.69	\$ 149,814.99	\$ 146,797.86	\$ 154,758.39	\$ 181,234.32	\$ 221,930.41	\$ 226,386.30	\$ 236,685.00	4.55%	4.55%
August	140,471.36	137,299.17	157,323.64	157,863.60	181,244.01	189,478.07	211,229.31	226,332.76	7.15%	5.80%
September	147,041.70	151,571.87	161,151.69	159,074.80	178,788.96	207,002.17	226,466.35	249,969.62	10.38%	7.36%
October	145,832.47	137,782.95	149,448.62	151,882.16	184,195.31	196,842.35	223,709.37	240,092.90	7.32%	7.35%
November	135,822.37	142,968.58	151,202.03	153,617.36	183,608.84	214,268.95	238,699.54			
December	158,954.70	159,458.04	169,082.03	177,127.90	213,896.25	233,742.11	259,640.04			
January	134,244.03	127,416.58	135,234.22	140,781.81	179,991.50	190,334.77	212,252.13			
February	116,136.15	127,945.05	134,822.85	142,290.13	164,213.28	184,027.14	199,473.61			
March	160,456.20	156,129.40	162,786.00	183,966.80	215,568.04	223,679.00	242,969.97			
April	152,058.60	149,219.62	156,558.86	183,153.95	204,688.52	222,063.76	320,646.71			
May	151,258.53	156,267.02	167,495.96	196,546.46	214,867.25	238,459.96	246,079.54			
June	159,181.59	164,321.92	170,764.62	195,799.56	197,429.44	244,631.05	251,601.07			
Totals	\$ 1,747,470.39	\$ 1,760,195.19	\$ 1,862,668.38	\$ 1,996,862.92	\$ 2,299,725.72	\$ 2,566,459.74	\$ 2,859,153.94	\$ 953,080.28		

GENERAL FUND SAVINGS ACCOUNT ACTIVITY
 10-100-1117
 SOLID WASTE SAVINGS ACCOUNT ACTIVITY
 12-100-1112
 K-8 TIGER PARK SAVINGS ACCOUNT ACTIVITY
 50-100-1112
 2023-2024

	Undesignated	Cash Bonds Being Held	Mary Martin Program Funds	McKinsey Scholarship Fund	Mt. Engine Stormwater Upgrade Pay	Monthly Deposit - CF Reserves	PEP Insurance Claim for SW Building	James Martin Es. Contrib. Mt. Engine Theatre	James Martin Es. Contrib. McKinney Center	Chilton Donations & Bepd Found. Grant-Org Park	In-Line Sidewalk Reserve	Proceeds Bank of TM Loan 21M	M Vehicles Loan Proceeds	Drug Liability Sub Funds	Total GF Savings 10-100-1117	Solid Waste Savings 12-100-1112	K-8 School WC BOE Savings 50-100-1112	Total In Blank Account
6/30/2023	\$ 1,193,614.06	\$ 16,650.00	\$ 94,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,195,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 30,588.25	\$ 135,512.29	\$ 2,958,374.99	\$ 145,174.91	\$ -	\$ 3,107,549.90
7/1/2023						35,000.00									35,000.00			3,142,549.90
7/15/2023	20,117.60												(20,117.60)					3,142,549.90
7/27/2023																		3,142,549.90
7/31/2023	(100,000.00)														(100,000.00)			3,042,549.90
July Interest	4,659.06														4,659.06			3,047,208.96
7/31/2023	\$ 1,116,380.72	\$ 16,650.00	\$ 94,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,236,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 30,470.65	\$ 135,512.29	\$ 2,898,094.05	\$ 154,174.91	\$ -	\$ 3,052,268.96
8/1/2023						35,000.00									35,000.00			3,092,268.96
Aug Interest	4,584.89														4,584.89			3,096,853.85
8/31/2023	\$ 1,120,975.61	\$ 16,650.00	\$ 94,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,265,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 30,470.65	\$ 135,512.29	\$ 2,937,618.94	\$ 155,174.91	\$ -	\$ 3,096,793.85
9/1/2023						35,000.00									35,000.00			3,131,793.85
9/20/2023																		3,136,793.85
9/25/2023																		3,136,793.85
9/25/2023	(20,000.00)														(20,000.00)			4,136,793.85
Sept Interest	4,779.97														4,779.97			4,141,573.82
9/30/2023	\$ 1,105,755.58	\$ 16,650.00	\$ 94,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,306,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 30,470.65	\$ 135,512.29	\$ 8,957,998.91	\$ 184,174.91	\$ -	\$ 4,121,573.82
10/1/2023						35,000.00									35,000.00			4,156,573.82
10/17/2023	(100,000.00)														(100,000.00)			4,056,573.82
10/18/2023	(225,000.00)														(225,000.00)			3,831,573.82
10/31/2023*						(918,592.33)									(918,592.33)			2,912,981.49
10/31/2023																		2,912,981.49
Out. Interest	2,643.02														2,643.02			2,909,338.47
10/31/2023	\$ 786,998.66	\$ 16,650.00	\$ 94,620.76	\$ 10,936.01	\$ 20,202.90	\$ 897,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 30,470.65	\$ 135,512.29	\$ 2,731,498.00	\$ 185,174.91	\$ -	\$ 2,909,673.51
11/1/2023						35,000.00									35,000.00			3,200,673.51
11/9/2023																		3,235,673.51
11/27/2023																		3,240,673.51
Nov. Interest	1,833.42														1,833.42			3,242,506.93
11/30/2023	\$ 786,332.62	\$ 16,650.00	\$ 94,620.76	\$ 10,936.01	\$ 20,202.90	\$ 812,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 30,470.65	\$ 135,512.29	\$ 2,768,283.02	\$ 174,174.91	\$ 300,000.00	\$ 3,242,457.93
12/1/2023						35,000.00									35,000.00			3,277,457.93
12/21/2023																		3,299,762.70
12/31/2023	1,320.14																	3,301,082.84
Dec. Interest	1,320.14														1,320.14			3,302,402.98
12/31/2023	\$ 786,552.16	\$ 16,650.00	\$ 94,620.76	\$ 10,936.01	\$ 20,202.90	\$ 467,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 30,470.65	\$ 135,512.29	\$ 2,126,907.98	\$ 179,174.91	\$ 300,000.00	\$ 2,606,082.84

*Transfer to advance funds due from State on LPEF Grant for down payments on Playground Equipment and Athletic Field Lighting; will be transferred back to Savings when LPEF funds received.

**Jackson Theater Project
RD Cost Overrun Loan**

RD Cost Overrun Loan Funds		2,832,100.00
Bank of TN interim Financing (8.31.23)		1,200,000.00
2021-22 Loan Draws/Payments		
Total 2021-22 Draws		(411,960.13)
Retainage Payable - 2021-22*		(38,968.92)
6/30/2022 Balance of Loan Funds Available		<u>3,581,170.95</u>

2022-23/2023-24 Loan Draws (3-010-030000-3993)

8/19/2022 Draw #6 - Ken Ross Architects - As Approved by BMA		(70,000.00)
9/21/2022 Draw #7 - GRC Pay App Dated 8/31/22		(233,105.36)
10/17/2022 Draw #7 - GRC Pay App Dated 8/31/22		(112,412.76)
2/3/2023 Draw #8 - GRC Pay Apps Dated 11/30/22 & 12/31/22		(249,847.14)
2/16/2023 Draw #9 - GRC Pay Apps Dated 1/31/23		(113,613.91)
4/24/2023 Draw #11 - BrightRidge		(28,977.00)
4/4/2023 Draw #10 - Clark Nexsen		(7,350.00)
4/4/2023 Draw #10 - GRC Pay Apps Dated 2/28/23		(144,153.65)
5/19/2023 Draw #11 - GRC Pay Apps Dated 3/31/23		(137,145.14)
5/19/2023 Draw #11 - GRC Pay Apps Dated 4/30/23		(114,556.84)
6/20/2023 Draw #12 - GRC Pay Apps Dated 5/31/23		(76,708.84)
7/27/2023 Draw #13 - GRC Pay Apps Dated 6/30/23 AR/AP		(97,198.63)
8/16/2023 Draw #14 - East TN Sprinkler Dated 3/28/23&4/2 AR/AP		(41,038.78)
9/11/2023 Draw #15 - GRC Pay App #36		(90,820.15)
9/11/2023 Draw #16 - GRC Pay App #37		(113,692.00)
9/29/2023 Draw #17 - GRC Pay App #38		(162,418.10)
11/20/2023 Draw #18 - GRC Pay App #40		(282,056.43)
12/8/2023 Draw #19 - GRC Pay App #39		(108,297.53)
12/14/2023 Draw #20 - GRC Pay App #41		(62,676.79)
Total 2022-23/2023-24 Draws		(2,246,069.05)
Retainage Payable - 2022-23/2023-24*		(110,458.07)
Balance of Loan Funds Available		<u>1,224,643.83</u>

* Funds not yet drawn for Retainage (149,426.99)

GRC Contract		1,778,000.00
Change orders		4,117,973.95
Amended Contract value		5,895,973.95
Total GRC Expenditures (including retainage)		(4,772,952.16)
Contract remainder (excluding retainage)		<u>1,123,021.79</u>

East Tennessee Sprinkler Co		76,981.00
Change orders (BMA approved 5.8.23)		14,200.00
Amended Contract value		91,181.00
Total Expenditures		(82,974.41)
Contract remainder		<u>8,206.59</u>

BAN obligated to Stage Door Concessions 30,000.00 **

* 6/12/23 BMA approved to use up to \$250,000 for Stage Setup to Todd Hensley until additional RD funds are obtained

Balance of funds after contract obligations 63,415.45

Note: This report will be presented in-lieu of the detail contract analysis for GRC. Detail reports available upon request.

Town of Jonesborough
 Goins Rash Cain, Inc. (GRC) Contract
 Jackson Theatre Renovations and Additions
 Project Account # 4-10-14200-6318
 Retainage Account # 10-200-2350

App. #	Total Complete and Stored	Less Retainage	Total Paid Less Retainage	Contract Balance Less Retainage	Date Paid	Ck #
1	\$ 62,849.26	\$ 3,142.46	\$ 59,706.80	\$ 5,895,973.95	5/14/2019	92740
2	96,447.38	4,822.37	91,625.01	5,833,124.89	6/29/2019	93233
3	129,485.61	6,474.28	123,011.33	5,736,677.31	7/10/2019	93376
4	189,839.91	9,492.00	180,347.91	5,607,191.70	8/23/2019	93734
5	303,943.04	15,197.15	288,745.89	5,417,351.79	9/16/2019	93984
6	104,227.45	5,211.37	99,016.08	5,113,408.75	10/17/2019	94271
7	59,984.90	2,999.25	56,985.65	5,009,181.30	12/4/2019	94726
8	112,999.45	5,649.97	107,349.48	4,949,196.40	12/13/2019	94862
9	152,503.59	7,625.18	144,878.41	4,836,196.95	2/13/2020	95375
10	113,985.10	5,699.25	108,285.85	4,683,693.36	3/30/2020	95726
11	347,106.72	17,355.34	329,751.38	4,569,708.26	4/22/2020	95987
12	43,956.85	2,197.84	41,759.01	4,222,601.54	5/26/2020	96243
13	48,485.24	(85,866.46)	134,351.70	4,178,644.69	8/7/2020	96893
14	18,579.01	-	18,579.01	4,130,159.45	11/10/2020	97565
15	45,004.65	2,250.23	42,754.42	4,111,580.44	3/25/2021	98538
16	96,914.71	4,845.74	92,068.97	4,066,575.79	3/25/2021	98538
17	77,251.42	3,862.57	73,388.85	3,969,661.08	6/10/2021	99193
18	108,730.95	5,436.55	103,294.40	3,892,409.66	5/25/2021	99056
19	44,170.12	2,208.50	41,961.62	3,783,678.71	6/30/2021	99446
20	54,641.64	2,732.08	51,909.56	3,739,508.59	2/15/2022	101552
21	137,699.95	6,885.00	130,814.95	3,684,866.95	4/1/2022	101992
22	104,922.49	5,246.13	99,676.36	3,547,167.00	4/25/2022	102165
23	36,758.33	1,837.91	34,920.42	3,442,244.51	7/13/2022	102981
24	43,512.93	2,174.70	41,338.23	3,405,486.18	7/13/2022	102981
25	29,790.12	1,489.51	28,300.61	3,361,973.25	8/10/2022	103271
26	245,374.06	12,268.70	233,105.36	3,332,183.13	9/21/2022	103603
27	118,329.22	5,916.46	112,412.76	3,086,809.07	10/18/2022	103923
28	224,814.79	11,240.74	213,574.05	2,968,479.85	2/8/2023	105049
29	38,182.20	1,909.11	36,273.09	2,743,665.06	2/8/2023	105049
30	119,593.59	5,979.68	113,613.91	2,705,482.86	2/16/2023	105119
31	151,740.89	7,587.04	144,153.85	2,585,889.27	4/5/2023	105616
32	144,363.30	7,218.16	137,145.14	2,434,148.58	5/22/2023	106117
33	120,586.15	6,029.31	114,556.84	2,289,785.28	5/22/2023	106117
34	80,746.15	4,037.31	76,708.84	2,169,199.13	6/29/2023	106514
35	102,314.34	5,115.71	97,198.63	2,088,452.98	7/28/23 AP	106835
36	95,600.16	4,780.01	90,820.15	1,986,138.64	9/11/2023	107336
37	119,675.79	5,983.79	113,692.00	1,890,538.48	9/11/2023	107336
38	170,966.42	8,548.32	162,418.10	1,770,862.69	9/29/2023	107456
39	113,997.41	5,699.87	108,297.54	1,599,896.27	12/8/2023	108180
40	296,901.51	14,845.08	282,056.43	1,485,898.86	9/29/2023	107456
41	65,975.57	3,298.78	62,676.79	1,188,997.35	9/29/2023	107456

\$ 4,772,952.17 \$ 149,426.99 \$ 4,623,525.18

Contract Changes:

		Revised Contract
Original Contract		\$ 1,778,000.00
Change Order #1	4,128.06	
Change Order #2	11,236.44	
Change Order #3	18,579.01	
Change Order #4	130,823.00	
Change Order #5	215,325.00	
Change Order 6A	4,852.68	
Change Order #7	2,440,000.00	
Approved pay app 21 (8)	11,760.00	
Deduction (pay app 23)	(2,882.25)	
Change Order #9	18,556.90	
Change Order #10 (Time extension only)	-	
Change Order #11	979,200.00	
Change Order #12	286,395.11	
	<u>4,117,973.95</u>	
		<u>\$ 5,895,973.95</u>

\$400,000 STATE APPROPRIATION FUNDS:

9/5/18	Funds Received	\$	400,000.00
5/15/19	GRC Inc. - Pay Request #1		(59,708.80)
6/29/19	GRC Inc. - Pay Request #2		(91,625.01)
7/11/19	GRC Inc. - Pay Request #3		(123,011.33)
8/14/19	GRC Inc. - Pay Request #4		(125,656.86)
	Accrued Interest Through 8/31/201		3,394.42
9/16/19	GRC Inc. - Pay Request #6		(3,394.42)
	Balance of Funds	\$	<u>-</u>

Payments by Source Thru GRC Pay Request #40 (#39 missing)

State Appropriation	\$	403,394.42	
ECD Tourism Enhancement Grant		50,000.00	
ARC Grant		437,176.90	
RD Loan #1		998,365.73	
ECU Contribution		103,038.70	
Sonia King/Martin Estate Contribution		145,886.02	
RD Loan #2 Draws (Interim Financing Thru Fir		386,960.13	FY22
RD Loan #2 Draws (Interim Financing Thru Fir		2,098,703.28	FY23/24
	\$	<u>4,623,525.18</u>	

Stage Door Project Analysis

Project area	Comments	Company	Project Manager Cost Estimate	P.O. Issued	Expenses Paid	Expenses applied to P.O.	Expenses/ft not liquidated at 6/30	P.O. Balance - All Note - Remaining ***	Notes
	***Balance remaining column is judgement based on P.O. vs Estimate								
Framing/Construction	Includes cabinet install, box office booth, woodwork (Original estimate to BMA 35,400 8/18/22 Item 7-F)	Lewis Hulise/CD Builders	45,000.00	0.00	194,042.50	194,042.50	0.00	0.00	Balance Unknown - past original estimate
Framing/Construction	Purchased by Lewis on town account	Lowes	0.00	5,000.00	15,385.15	10,385.15	0.00	0.00	Used balance of P.O.
Framing/Construction	Lumber - Ordered by Lewis	Builders First Source	0.00	0.00	1,683.42	1,683.42	0.00	0.00	
Framing/Construction	Equipment Rental - Ordered by Lewis	East TN Rent-All	0.00	0.00	48.19	48.19	0.00	0.00	
Framing/Construction	Misc mortar? - Ordered by Lewis	C&C Masonry Supply	0.00	42.55	42.55	0.00	0.00	0.00	
Framing/Construction	Lumber for facade repair - Lewis	East Tennessee Millwork	0.00	0.00	2,128.58	2,128.58	0.00	0.00	
Electrical - Materials	Cable - Lewis?	Williams Electric	10,000.00	103.65	7,885.28	7,360.30	50.67	2,114.72	Used P.O. less actual expenses. More P.O. reduced from line item than issued. System allows--
Electrical - Materials	Additional items needed by Herman Archer	Williams Electric	0.00	5,404.40	8,687.39	3,282.99	0.00	0.00	
Electrical - Labor		Herman Archer	8,000.00	3,050.00	10,375.00	7,325.00	0.00	0.00	Estimate less actual expense
Light Fixtures	Wall sconces downstairs	American Lighting	2,010.71	0.00	2,166.65	2,166.65	0.00	0.00	
Light Fixtures		American Lighting	0.00	1,736.85	2,087.40	-2,087.40	0.00	0.00	Added 4/26
HVAC	2 - 6 ton units, installation, per hour costs	TNT Heating & Air	80,000.00	38,237.10	71,027.10	32,790.00	0.00	8,972.90	Estimate less actual expense
Plumbing	Materials & Labor	Strickland Plumbing	8,800.00	0.00	4,500.00	4,500.00	0.00	4,300.00	
Plumbing	6 commodes, 2 urinals, 8 flush valves, 5 sinks and faucets	Modern Supply	2,955.35	4,883.79	0.00	0.00	-1,918.44	0.00	P.O. used beyond issuance
Bathroom Accessories	Trash cans, grab bars, towel holders	Trimble Company	1,500.00	0.00	1,252.00	1,252.00	0.00	248.00	
Bathroom Partitions	Ordered 10/22	Trimble Company	7,263.00	7,263.00	10,743.00	3,480.00	0.00	0.00	Excess is installation
Bathroom Floor - Materials	Includes 1st floor tile	Winco / Gaylin	20,857.57	20,518.76	338.81	0.00	338.81	0.00	
Bathroom Floor - Installation	2nd Floor Carpet	Ed Lyte Tile	19,774.00	19,774.00	26,934.00	7,160.00	0.00	0.00	
Front Door	Door 5,077.80/Hardware 7,175	E.S. Dockery	12,000.00	9,330.00	15,200.00	0.00	-5,870.00	9,330.00	P.O. contract price
Front Facade Glass	Includes Installation	Builders First Source	12,252.80	12,252.80	12,252.80	0.00	0.00	0.00	Used P.O. for balance due
Front Brick Columns	2 Columns	Keller Glass	4,000.00	4,411.13	4,658.46	247.33	0.00	0.00	
Staining of Brick Mortar		A&D Masonry	1,650.00	0.00	1,650.00	1,650.00	0.00	0.00	
Stucco Repair	Same firm as Jackson?	Creative Masonry	700.00	0.00	700.00	700.00	0.00	0.00	
Interior Doors	Ordered 10/22	TBO	1,000.00	0.00	0.00	0.00	0.00	1,000.00	P.O. applied incorrectly. Contract balance
Door frame/hinges	Ordered by Lewis	Trimble Company	13,780.00	13,780.00	13,338.00	0.00	0.00	442.00	accurate.
Closers	Ordered by Lewis	Trimble Company	0.00	0.00	915.00	915.00	0.00	0.00	
Concession Cabinets	Cabinets and granite countertop - Both Floors	Builders First Source	31,692.79	31,792.79	31,792.79	0.00	0.00	0.00	
Concession Equipment	30,000 USQA Loan	Katom Restaurant Supply	18,548.10	0.00	18,650.61	18,650.61	0.00	0.00	30K from RD, Request pending?
Sheet Rock	Materials, Installation, Finishing (includes all ceilings)	Full Circle Construction	13,750.00	13,750.00	13,850.00	100.00	0.00	0.00	
Painting	Walls & Ceiling	Cooper Painting	11,433.50	11,433.50	9,833.50	1,600.00	1,600.00	1,600.00	
Drop Ceiling - Installation	Acoustic Tile Materials	Dockery Floor Covering	8,850.00	0.00	8,850.00	0.00	0.00	0.00	
Drop Ceiling - Materials	110 Tiles/Shipping	American Tin	1,874.40	1,874.40	1,874.40	0.00	0.00	0.00	

2nd Floor Insulation	Return of 1 joist and OSB	Mullins Company	5,750.00	5,620.00	5,620.00	-1,114.90	0.00	5,620.00	0.00	5,620.00
Misc Equipment Rental		Builders First Source	0.00	0.00	-1,114.90	-1,114.90	0.00	0.00	0.00	0.00
Purpose unknown	P.O. 52151 Usage?	East TN Rest-All	0.00	725.00	725.00	0.00	0.00	0.00	0.00	0.00
Fireplace @ Stage door		Fireplaces	0.00	0.00	1,399.00	1,399.00	0.00	0.00	0.00	0.00
Fireplace @ Stage door		Amazon	0.00	0.00	344.99	344.99	0.00	0.00	0.00	0.00
Trim Paint		Ferrell Calhoun	0.00	0.00	109.50	109.50	0.00	0.00	0.00	0.00
Panels/Breakers	Bought by Herman Archer	City Electric Supply	0.00	0.00	2,277.10	2,277.10	0.00	0.00	0.00	0.00
'Rewiring'	FY24 P.O.	Herman Archer	0.00	10,000.00	4,100.00	0.00	5,900.00	5,900.00	5,900.00	5,900.00
HVAC	Ordered through TMT Heating and Air	Pacific Register	0.00	2,949.00	3,051.78	102.78	0.00	0.00	0.00	0.00
Handrail		Precision Ironworks	0.00	786.00	786.00	0.00	0.00	0.00	0.00	0.00
Registers		First Horizon	0.00	0.00	1,511.61	1,511.61	0.00	0.00	0.00	0.00
Velvet Ropes	Amazon	First Horizon - Credit Card	0.00	0.00	37.98	37.98	0.00	0.00	0.00	0.00
Paint		Ferrell Calhoun, Inc.	0.00	0.00	73.00	73.00	0.00	0.00	0.00	0.00
Point-of-Sale System		Lane Payments	0.00	7,618.00	7,618.00	0.00	0.00	0.00	0.00	0.00
Touch-up Paints		Dunbar Painting	0.00	1,645.00	1,645.00	0.00	0.00	0.00	0.00	0.00
		Other			67.42	67.42				
	4-010-014200-4317		340,486.87	232,392.09	546,599.80	302,980.80	91.04	39,866.43		

Est. exp. remaining

2017-2018 Expenditures Paid	13,678.95
2018-2019 Expenditures Paid	37,397.78
2019-2020 Expenditures Paid	24,884.65
Total Project Expenditures	62,561.18
408,854.92 FY23	
137,744.88 FY24	
<u>546,599.80</u>	

Town of Jonesborough
General Fund

Fund Balance Reserve Accounts
As of December 31, 2023

	Reserve	Revenue	Expenditure	Balance 6/30/2023	Revenues	Expenditures	Transfer (To)/From Unrestricted Fund Balance	Balance 12/31/2023
McKinney Scholarship Fund	10-200-2702	10-30000-3774	10-14500-5020	17,126.94	475.00	-		17,601.94
Senior Center - Special Projects	10-200-2703	10-30000-3963	10-14100-4960	47,924.61	21,770.20	(29,244.19)		40,450.62
PS Driving School Tech Fees	10-200-2706	10-30000-3717	10-12000-4520	11,174.00	900.00	-		12,074.00
PS Gun Permit Classes	10-200-2707	10-30000-3719	10-12000-4515	12,240.00	-	-		12,240.00
Police Litigation	10-200-2708	10-30000-3713	10-12000-4500	71,729.86	5,697.02	(3,000.00)		74,426.88
Volunteer Fire	10-200-2709	10-30000-3968	10-12200-4955	2,528.45	-	-		2,528.45
Campground Reserve	10-200-2710	10-30000-3668	10-14200-4416	23,907.16	-	-		23,907.16
PS Electronic Citation Fee	10-200-2711	10-30000-3718	10-12000-4505	25,351.61	832.00	-		26,183.61
Chuckey Depot Museum Rev	10-200-2712	10-30000-3976	10-14200-4962	6,698.95	3,670.46	(129.57)		10,239.84
Veterans War Memorial	10-200-2713	10-30000-3475	10-11000-4906	16,287.84	-	(822.34)		15,465.50
Flag Replacement	10-200-2716	10-30000-3975	10-14200-4946	3,331.46	2,356.00	(361.37)		5,326.09
Tree & Townscape	10-200-2717	10-30000-3493	10-14200-6336	2,519.62	15.95	-		2,535.57
Recreation Fundraising	10-200-2718	10-30000-3664	10-14200-4417	16,556.89	-	-		16,556.89
Clerk Electronic Citation Fees	10-200-2720	10-30000-3725	10-12000-4507	7,385.61	208.00	-		7,593.61
Cemetery Maintenance Fund	10-200-2723	10-30000-3977	10-14200-4947	3,838.94	-	-		3,838.94
In-Lieu Sidewalk Reserve	10-200-2728	10-30000-3955	Board	60,819.75	3,680.00	-		64,499.75
Keep Jonesborough Beautiful	10-200-2730	10-30000-3974	10-14200-4952	-	48.00	(60.00)		(12.00)
Total Presented Reserved Amounts				329,421.69	39,652.63	(33,617.47)		335,456.85

Town of Jonesborough
Health Reimbursement Account
2023-24 Fiscal Year

Date	Fund				Total	Balance
	General	Solid Waste	Water/Sewer			
6/30/2023	\$ 96,358.27	\$ 37,513.34	\$ 71,771.49	\$ 205,643.10	\$ 205,643.10	
Deposit	2,730.00	750.00	2,310.00	5,790.00	211,433.10	
Fees	(1,074.44)	-	-	(1,074.44)	210,358.66	
7/17/2023	(7,047.07)	-	(2,976.50)	(10,023.57)	200,335.09	
7/31/2023	(3,587.25)	(1,522.25)	(372.00)	(5,481.50)	194,853.59	
7/31/2023	\$ 87,379.51	\$ 36,741.09	\$ 70,732.99	\$ 194,853.59		
Aug Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 200,643.59	
Fees	(315.00)			(315.00)	200,328.59	
8/7/2023		(3,787.93)		(3,787.93)	196,540.66	
8/14/2023		(11,899.09)		(11,899.09)	184,641.57	
8/21/2023			(666.58)	(666.58)	183,974.99	
8/28/2023	(376.74)			(376.74)	183,598.25	
8/31/2023	\$ 89,417.77	\$ 21,804.07	\$ 72,376.41	\$ 183,598.25		
Sept Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 189,388.25	
Fees				-	189,388.25	
9/1/2023	1,344.99			1,344.99	190,733.24	
9/8/2023	(4,128.83)		(6,040.95)	(10,169.78)	180,563.46	
9/15/2023	(902.07)		(50.00)	(952.07)	179,611.39	
9/22/2023	(568.00)		(3,500.00)	(4,068.00)	175,543.39	
9/30/2023	\$ 87,893.86	\$ 22,554.07	\$ 65,095.46	\$ 175,543.39		
Oct Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 181,333.39	
10/2/2023	(34.28)	373.32	(371.26)	(32.22)	181,301.17	
10/10/2023	(1,612.64)		(188.37)	(1,801.01)	179,500.16	
10/16/2023	(197.46)		(71.95)	(269.41)	179,230.75	
10/23/2023	(129.42)		(342.01)	(471.43)	178,759.32	
10/30/2023	(246.95)		(821.22)	(1,068.17)	177,691.15	
10/31/2023	\$ 88,403.11	\$ 23,677.39	\$ 65,610.65	\$ 177,691.15		
Nov Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 183,481.15	
11/6/2023			(246.34)	(246.34)	183,234.81	
11/13/2023	1,145.98			1,145.98	184,380.79	
11/20/2023	(84.16)		(307.22)	(391.38)	183,989.41	
11/27/2023	(508.68)		(50.00)	(558.68)	183,430.73	
11/30/2023	\$ 91,686.25	\$ 24,427.39	\$ 67,317.09	\$ 183,430.73		
6/30/2023 Balance			\$ 205,643.10			
Year-to-date HRA Contributions			28,950.00			
Year-to-date HRA Fees			(1,389.44)			
Year-to-date HRA Claims			(49,772.93)			
11/30/2023 Balance			\$ 183,430.73			

Note: December details not available at time of publication

Town of Jonesborough
K-8 School Construction Project

Total Loan Draws		37,738,164.30
Less 2020-21 Payments	(3,415,481.66)	
Less 2021-22 Payments	(12,727,076.05)	
Less 2022-23 Payments	(15,708,035.77)	
Less 2023-24 Payments	(5,894,720.20)	
Total Project Payments		(37,745,313.68)
1/24/2021 Transfer from General Fund Checking		20,000.00
Cleared by check #1094 to Town of Jonesborough		(20,000.00)
Loan Draws Less Payments Plus Transfer From GF		12,850.62
Tree Grant Reimbursement (Expenditure of K-8 reimbursed by grant)		7,970.00
Loan Draws Less Payments		4,880.62
Balance of Cash on Hand		12,850.62
Balance of Cash on Hand 8/31/23:		
Pinnacle Checking Account #1 (BAN Proceeds Balance ONLY presented here)***		-
Pinnacle Checking Account #2		12,850.72
*** Contains Balance of TN Ag Learning Center Grant. Separate Project under department No. 5500		12,850.72
INTERIM LOAN FUNDS:		
Total Funds Available	42,750,000.00	
Total Draws	(37,738,164.30)	
Balance of Loan Funds Available	5,011,835.70	
Balance of Contract With Burwil Construction (including retainage)	(4,666,590.65)	
Balance of Contract With Clark Nexsen	(22,500.00)	
Balance of Contract With Burleson Construction, Inc	(60,106.73)	
Balance of Contract With TriMark (Kitchen Equip)	-	
Balance of Funds After Contract Obligations	262,638.32	

NOTE: Summary presented above. Project detail tracking available upon request.

Water/Sewer Savings Account & Money Market Account
40-100-1125/40-100-1126
2023-24

	Unreserved	Equipment Reserve	Debt Service Reserve	County Crew Advanced Labor	2022 \$1M CON Note	ARPA Funds	40-200-2119 Line Extensions	Total
6/30/2023	\$ 1,887.17	\$ 271,281.13	\$ -	\$ 45,257.20	\$ 472,821.85	\$ 453,119.24	\$ -	\$ 1,247,865.79
7/5/2023							16,306.22	
7/13/2023	81,784.00				(15,734.00)	(78,060.00)		
7/18/2023	(4,700.00)	(40,000.00)			(10,300.00)			
7/24/2023	(30,000.00)							
7/31/2023	27,824.28			(27,824.28)				
7/31/2023			86,413.25					
7/31/2023	975.43							
Balance as of July 31, 2023	\$ 79,270.88	\$ 231,281.13	\$ 86,413.25	\$ 21,432.92	\$ 456,797.85	\$ 375,059.24	\$ 16,306.22	\$ 1,266,570.69
8/8/2023					(12,600.00)	(57,040.00)		
8/21/2023	15,172.59			(15,172.59)				
8/21/2023	1,604.48				(1,604.48)			
8/21/2023	(50,000.00)							
8/24/2023			905,016.86					
8/24/2023			(905,000.00)					
8/30/2023				74,202.50				
8/31/2023			44,152.00		(1,000.00)	(43,152.00)		
8/31/2023			4,829.09	(4,829.09)				
8/31/2023	875.29							
8/31/2023	262.99							
8/31/2023								
Balance as of August 31, 2023	\$ 90,986.21	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 451,592.59	\$ 274,867.24	\$ 16,306.22	\$ 1,232,108.33
9/29/2023	678.56							
9/29/2023	263.11							
9/29/2023								
Balance as of September 30, 2023	\$ 51,927.88	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 451,592.59	\$ 274,867.24	\$ 16,306.22	\$ 1,233,650.00
10/2/2023								
10/31/2023	352.89							
10/31/2023	280.78							
10/31/2023								
Balance as of October 31, 2023	\$ 52,561.55	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 451,592.59	\$ 274,867.24	\$ 47,935.38	\$ 1,265,312.83
11/27/2023					(87,899.35)			
11/27/2023					(3,579.65)			
11/28/2023					(3,219.12)			
11/28/2023					(2,300.00)			
11/28/2023					(4,065.60)			
11/28/2023					(2,700.00)			
11/28/2023					(3.30)			
11/30/2023	325.26							
11/30/2023								
Balance as of November 30, 2023	\$ 53,886.81	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 274,867.24	\$ 47,935.38	\$ 1,181,277.07
12/11/2023						(5,000.00)		
12/11/2023						(15,000.00)		
12/29/2023	159.49							
12/29/2023								
Balance as of November 30, 2023	\$ 53,046.30	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 254,867.24	\$ 47,935.38	\$ 1,161,436.56
Balance in Savings Account		(E)		(A)	(D)	(B)	(C)	
Balance in Money Market Account	\$ 589,258.43	First Horizon						
	572,178.13	Bank of TN						
	\$ 1,161,436.56							

(A) = Agree with County Line project analysis
(B) = Agree with ARPA Projects analysis
(C) = Developer deposit. To be liquidated when completed
(D) = \$62,095 budgeted from reserve for new software

Water Fund Capital Projects Summary

Project	Funding	WTF?	Transmission Lines	AMR/AMR Meters	Which Co. Inc	Boones ON Sewer/Ltr	SR 34 Bridge Replacement	Job H. Loop Set Up Costs	N. Loop Engineering	Contracted N. Loop	K-8 Sewer	K-8 Water	Sewer Rehab	Sewer Pump St. A	Water Booster Stations	Balance
Project Total Budget																
Project Total Contract(s)																
Project Expenditures FY23																
Expenditures FY24																
Accounts - FY24																
Total Expenditures																
Funding Sources																
Grant - Planned																
Grant - Actual																
County - Planned																
County - Actual																
4.75M CON - Planned																
4.75M CON - Actual (A)																
1.25M CON - Planned																
1.25M CON - Actual (A)																
3M CON - Planned (B)																
3M CON - Actual (A)																
Local Funds - Planned																
Local Funds - Actual																
Local Funds Pending Reimb.																
*** Detail tracked through separate project analysis																
Notes:																

Note: All known material purchased, labor from installation remaining.
 Labor tracked in line extensions (C) (C) (C) (C)

(A) = Net of debt issuance costs
 (B) = Balance \$504,224.70 used to fund 7/5 CON payments (452,126.03) and Reimb. Equip Reserve (52,098.67). Note issued in anticipation of TDEC funds to be used for unrestricted purposes per resolution.
 (C) = BMA approved effective reclamation of funds spent against note proceeds at July meeting.
 NOTE: This report presented in lieu of detail project tracking at BMA meetings. Detail reports for tracked projects will be available upon request.

Town of Jonesborough
Washington County Water Lines Funding
Individual Projects
As of December 31, 2023

Description	Greenwood Drive	Hwy 815	Ralph Host	Malone Hollow	Saylor Hill	Dry Creek	Taylor Bridge	Mathes Circle	Jackson Bridge	Rockhouse Road	Labor	Other	Total	EDA (Separate Analysis)	Adjusted Total
Funding:															
County 12/10/21											74,202.49		74,202.49		74,202.49
County 3/21/22											148,405.00		148,405.00		148,405.00
County 5/11/22											148,333.07		148,333.07		148,333.07
County 10/5/22	288,084.81	290,109.60		309,316.00	155,140.00	60,593.61		30,348.12			158,295.50	1,408.81	1,293,546.45	18,604.75	1,312,151.20
County 2/23/23					47,023.52	31,363.74							78,387.66		78,387.66
County 3/6/23						36,569.34							36,569.34		36,569.34
County 4/25/23					52,323.63								52,323.63		52,323.63
County 4/26/23							43,143.62						94,091.22		94,091.22
County 5/31/23				25,767.26	25,138.84						74,202.50		94,049.72		94,049.72
County 5/31/23													74,202.50		74,202.50
County 6/29/23						138,420.12	83,797.86						222,217.98		222,217.98
County 7/24/23					10,324.57								10,324.57		10,324.57
County 8/3/23					3,500.00	10,600.00			123,673.84				14,100.00		14,100.00
County 8/3/23							110,859.49					7,946.38	110,859.49		110,859.49
County 8/3/23						18,257.30							18,257.30		18,257.30
County 8/9/23							107,080.53						107,080.53		107,080.53
County 8/10/23											74,202.50		74,202.50		74,202.50
County 8/21/23							280,132.74		49,961.60				330,094.34		330,094.34
County 8/22/23											74,202.50		146,222.07		146,222.07
County 12/7/23					72,019.57				69,513.88				69,513.88		69,513.88
County 12/11/23	31,694.57		156,086.14												
Reallocation				(23,530.82)	(141,108.44)	56,814.41	84,294.03								
Reallocation		9,890.50		18,091.78				1,359.20							
Reallocation								(3,896.33)							
Reallocation											3,896.33				
Total Funding	319,779.38	300,000.10	156,086.14	329,694.22	224,562.09	446,709.74	709,308.27	27,810.99	243,149.32	-	543,007.73	28,495.98	3,328,603.96	18,604.75	3,347,208.71
Expenditures:															
Water/Line Construction	(310,246.12)	(290,109.60)	(142,241.39)	(311,602.44)	(224,562.09)	(500,142.50)	(711,102.99)	(26,451.79)	(243,895.22)	(58,403.91)	(147,606.23)	(15,776.87)	(2,982,051.15)	(18,604.75)	(3,000,655.90)
Construction Labor											(345,224.38)	(19,140.79)	(364,365.17)		(364,365.17)
Distribution Labor	(9,533.26)	(9,890.50)	(13,844.75)	(18,091.78)				(1,359.20)					(52,719.49)		(52,719.49)
Total Expenditures	(319,779.38)	(300,000.10)	(156,086.14)	(329,694.22)	(224,562.09)	(500,142.50)	(711,102.99)	(27,810.99)	(243,895.22)	(58,403.91)	(492,830.61)	(34,917.66)	(3,399,135.81)	(18,604.75)	(3,417,740.56)
Net Funding Available	-	-	-	-	-	(53,432.76)	(1,794.72)	-	(655.90)	(58,403.91)	50,177.12	(6,421.68)	(70,531.85)	-	(70,531.85)

Complete

**JONESBOROUGH REPERTORY THEATRE
SCHEDULE OF PLAY REVENUES AND EXPENSES
FISCAL YEAR 2023-24**

Account	Peter Pan 10-30000-3667- 010	Dearly Beloved 10-30000-3667- 011	It's a Wonderful Life 10-30000-3667- 012	The Play that Goes Wrong 10-30000-3667- 013	Beautiful 3667-014	Crazy For You 10-30000-3667- 016	Into the Woods 10-30000-3667- 017	Anastasia 10-30000-3667- 018	USA 10-30000-3667- 019	TOTAL
Revenues (through 6/30/23)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,185.50
Expenditures (through 6/30/23)	\$ (400.00)	\$ (2,055.00)	\$ (844.00)	\$ (2,255.00)	\$ (1,550.00)	\$ (5,014.52)	\$ (400.00)	\$ (8,361.95)	\$ -	\$ (47,078.75)
Beginning Balance (7/1/2023)	\$ (400.00)	\$ (2,055.00)	\$ (844.00)	\$ (2,255.00)	\$ (1,550.00)	\$ (5,014.52)	\$ (400.00)	\$ (8,361.95)	\$ -	\$ 14,086.75
REVENUES:										
July										
Ticket Sales Thunderfa	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,576.00
Evan Morfon Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,872.00
Donations:	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ 3,000.00	\$ 9,750.00
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July Total	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ 3,000.00	\$ 24,201.00
August										
Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,276.50
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	\$ 9,000.00
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,562.00
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,100.00
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,080.00
August Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	\$ 29,990.50
September										
Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,214.50	\$ -	\$ -	\$ -	\$ 32,066.00
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations:	\$ 3,000.00	\$ -	\$ 1,750.00	\$ -	\$ 3,000.00	\$ 4,375.00	\$ -	\$ -	\$ 2,000.00	\$ 6,643.50
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,325.00
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364.00	\$ -	\$ -	\$ -	\$ 364.00
September Total	\$ 3,000.00	\$ -	\$ 1,750.00	\$ -	\$ 3,000.00	\$ 19,153.50	\$ -	\$ -	\$ 2,000.00	\$ 53,398.50
October										
Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,700.50	\$ -	\$ -	\$ -	\$ 12,700.50
Evan Morfon Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations:	\$ -	\$ -	\$ 250.00	\$ -	\$ 1,500.00	\$ 764.76	\$ -	\$ -	\$ -	\$ 4,014.76
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ 250.00	\$ -	\$ 1,500.00	\$ 13,465.26	\$ -	\$ -	\$ -	\$ 16,718.26
October Total	\$ -	\$ -	\$ 250.00	\$ -	\$ 1,500.00	\$ 13,465.26	\$ -	\$ -	\$ -	\$ 16,718.26
November										
Ticket Sales	\$ -	\$ -	\$ 6,046.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,067.00	\$ 13,116.00
Evan Morfon Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,060.00	\$ -	\$ -	\$ -	\$ 6,700.00
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,060.00
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

JONESBOROUGH REPERTORY THEATRE
 SCHEDULE OF PLAY REVENUES AND EXPENSES
 FISCAL YEAR 2023-24

Account	Peter Pan 10-30000-3667-010	Dearly Beloved 10-30000-3667-011	It's a Wonderful Life 10-30000-3667-012	The Play that Goes Wrong 10-30000-3667-013	Beautiful 3667-014	Crazy For You 10-30000-3667-016	Into the Woods 10-30000-3667-017	Anastasia 10-30000-3667-018	USA 10-30000-3667-019	TOTAL
November Total	\$ -	\$ -	\$ 6,049.00	\$ -	\$ -	\$ 1,050.00	\$ -	\$ -	\$ 7,067.00	\$ 19,876.00
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equin Morton Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,050.00	\$ -	\$ -	\$ -	\$ 6,050.00
Donations:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,050.00	\$ -	\$ -	\$ -	\$ 6,050.00
Total Revenues	\$ 5,000.00	\$ -	\$ 8,049.00	\$ -	\$ 6,000.00	\$ 42,231.76	\$ 2,000.00	\$ -	\$ 12,067.00	\$ 149,834.26
EXPENSES:										
July										
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,206.34)
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (803.05)
Production-General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,222.00)	\$ -	\$ -	\$ -	\$ (11,809.05)
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (322.26)
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (217.03)
Gala	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (175.11)
Wig	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Credit Card	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,222.00)	\$ -	\$ -	\$ -	\$ (14,713.46)
August										
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,273.44)
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (16.68)	\$ -	\$ -	\$ -	\$ (1,940.50)
Production-General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,030.00)	\$ -	\$ -	\$ -	\$ (3,080.00)
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gala	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (240.00)	\$ (105.38)	\$ -	\$ (105.38)	\$ (240.00)
Wig	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (105.38)	\$ -	\$ -	\$ -	\$ (948.42)
August Total	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (3,735.38)	\$ (422.36)	\$ (105.38)	\$ -	\$ (105.38)	\$ (10,262.44)
September										
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (214.70)	\$ -	\$ -	\$ -	\$ (1,343.61)
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ (67.50)	\$ (135.00)	\$ (135.00)	\$ (135.00)	\$ (135.00)	\$ (135.00)	\$ (135.00)	\$ -	\$ (67.50)	\$ (997.00)
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,150.35)
Production-General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,350.00)	\$ -	\$ -	\$ (6,225.00)
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gala	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (21.66)	\$ -	\$ -	\$ -	\$ (1,269.32)
September Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (214.70)	\$ (3,350.00)	\$ -	\$ -	\$ (141.71)

**JONESBOROUGH REPERTORY THEATRE
SCHEDULE OF PLAY REVENUES AND EXPENSES
FISCAL YEAR 2023-24**

Account	Peter Pan 10-30000-3667- 010	Dearly Beloved 10-30000-3667- 011	It's a Wonderful Life 10-30000-3667- 012	The Play that Goes Wrong 10-30000-3667- 013	Beautiful 3667-014	Crazy For You 10-30000-3667- 016	Into the Woods 10-30000-3667- 017	Anastasia 10-30000-3667- 018	USA 10-30000-3667- 019	TOTAL
Wig	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (101.17)
September Total	\$ (67.50)	\$ (135.00)	\$ -	\$ (135.00)	\$ (135.00)	\$ (371.56)	\$ (3,485.00)	\$ -	\$ (67.50)	\$ (12,225.16)
October										
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,224.00)	\$ -	\$ -	\$ (225.76)	\$ (2,449.76)
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ (67.50)	\$ -	\$ -	\$ (464.50)	\$ -	\$ -	\$ -	\$ (532.00)
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,408.90)	\$ -	\$ -	\$ -	\$ (2,408.90)
Production-General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (550.00)	\$ -	\$ -	\$ -	\$ (550.00)
Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (500.00)	\$ -	\$ -	\$ -	\$ (500.00)
Director/Music Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (350.00)	\$ -	\$ -	\$ -	\$ (350.00)
Choreographer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (450.00)	\$ -	\$ -	\$ -	\$ (450.00)
Sound Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150.00)	\$ -	\$ -	\$ -	\$ (150.00)
Light Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150.00)	\$ -	\$ -	\$ -	\$ (150.00)
Set Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150.00)	\$ -	\$ -	\$ -	\$ (150.00)
Costumes Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150.00)	\$ -	\$ -	\$ -	\$ (150.00)
Band	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Director / Karen Eb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (250.00)	\$ -	\$ -	\$ -	\$ (500.00)
Pam Johnson	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,262.99)
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,296.02)	\$ -	\$ -	\$ -	\$ (1,296.02)
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (14.21)	\$ -	\$ -	\$ -	\$ (14.21)
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (403.20)	\$ -	\$ -	\$ -	\$ (403.20)
Gala	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wig	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (273.89)	\$ -	\$ -	\$ -	\$ (273.89)
October Total	\$ -	\$ -	\$ (67.50)	\$ -	\$ -	\$ (9,634.72)	\$ -	\$ -	\$ (225.76)	\$ (11,440.97)
November										
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (745.70)	\$ (745.70)
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ (222.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (222.00)
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (82.82)	\$ -	\$ -	\$ -	\$ (82.82)
Production-General	\$ (5,045.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (52.56)	\$ (5,097.56)
Director/Music Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Choreographer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Band	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Credit Card	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (54.36)	\$ (54.36)
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gala	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wig	\$ (5,045.00)	\$ -	\$ (222.00)	\$ -	\$ -	\$ (82.82)	\$ -	\$ -	\$ (852.62)	\$ (6,202.44)
November Total	\$ (5,045.00)	\$ -	\$ (222.00)	\$ -	\$ -	\$ (82.82)	\$ -	\$ -	\$ (852.62)	\$ (6,202.44)
December										
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (37.56)	\$ -	\$ -	\$ -	\$ (37.56)
Production-General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (33.12)	\$ -	\$ -	\$ -	\$ (33.12)
Director/Music Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Choreographer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Light Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sound Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Band	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pam Johnson	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,131.55)	\$ -	\$ -	\$ -	\$ (1,131.55)
Credit Card	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**JONESBOROUGH REPERTORY THEATRE
SCHEDULE OF PLAY REVENUES AND EXPENSES
FISCAL YEAR 2023-24**

Account	Peter Pan 10-30000-3667- 010	Deerly Beloved 10-30000-3667- 011	It's a Wonderful Life 10-30000-3667- 012	The Play that Goes Wrong 10-30000-3667- 013	Beautiful 10-30000- 3667-014	Crazy For You 10-30000-3667- 016	Into the Woods 10-30000-3667- 017	Anastasia 10-30000-3667- 018	USA 10-30000-3667- 019	TOTAL
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100.00)	\$ -	\$ -	\$ -	\$ (100.00)
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gala	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wig	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,302.23)	\$ -	\$ -	\$ -	\$ (1,302.23)
Total Expenses	\$ (5,217.88)	\$ (240.38)	\$ (394.88)	\$ (240.38)	\$ (3,870.38)	\$ (14,035.69)	\$ (3,580.38)	\$ -	\$ (1,251.26)	\$ (66,169.70)
Revenues Over (Under) Expense	\$ (617.88)	\$ (2,295.38)	\$ 6,810.12	\$ (2,495.38)	\$ 579.62	\$ 23,181.55	\$ (1,990.38)	\$ (6,351.95)	\$ 10,815.74	\$ 107,751.31
Play Closing										
25% Jennifer Bernhardt	\$ (154.47)	\$ (573.85)	\$ 1,702.53	\$ (623.85)	\$ 144.91	\$ 5,795.39	\$ (497.60)	\$ (1,590.49)	\$ 2,703.94	\$ 26,937.83
25% JRT Checking	\$ (154.47)	\$ (573.85)	\$ 1,702.53	\$ (623.85)	\$ 144.91	\$ 5,795.39	\$ (497.60)	\$ (1,590.49)	\$ 2,703.94	\$ 26,937.83
50% Town of Jonesborough	\$ (308.94)	\$ (1,147.69)	\$ 3,405.06	\$ (1,247.69)	\$ 289.81	\$ 11,590.78	\$ (995.19)	\$ (3,180.98)	\$ 5,407.87	\$ 53,875.66
	\$ (617.88)	\$ (2,295.38)	\$ 6,810.12	\$ (2,495.38)	\$ 579.62	\$ 23,181.55	\$ (1,990.38)	\$ (6,351.95)	\$ 10,815.74	\$ 107,751.31

**TOWN OF JONESBOROUGH
2023-24 JRT PLAYERS EDUCATION PROGRAM**

Balance 7/1/23	\$6,061.24
 Revenues 3-10-30000-3669:	
July	
Theatre Class Fees (Gross)	
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
RETURNED CHECKS	
Total July	<u>\$-</u>
August	
Theatre Class Fees (Gross)	\$16,275.00
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
RETURNED CHECKS	\$(100.00)
Total August	<u>\$16,175.00</u>
September	
Theatre Class Fees (Gross)	\$1,200.00
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Fundraiser	
Total September	<u>\$1,200.00</u>
October	
Theatre Class Fees (Gross)	\$3,142.90
Theatre Class Fees (Town portion retained 20%)	
Performance Ticket Sales	
Education Workshop	
Fundraiser	\$45.00
Total October	<u>\$3,187.90</u>
November	
Theatre Class Fees (Gross)	\$6,868.00
Theatre Class Fees (Town portion retained 20%)	
Summer camps	
Summer camp refund	
Total November	<u>\$6,868.00</u>
December	
Theatre Class Fees (Gross)	\$-
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Donation Pam Pope	
Total December	<u>\$-</u>
 Total Revenues	 <u><u>\$27,430.90</u></u>

Expenditures 4-10-14200-4939:

July	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	\$(445.80)
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	\$-
Class Expense	
Fundraiser	
Total July	<u><u>\$(445.80)</u></u>

August

Education Director Stipend	
5% Class Fees - Education Director	\$(35.00)
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(6,250.00)
Camp Expense	\$(86.59)
Class Expense	\$(2,197.29)
Fundraiser	
Total August	<u>\$(8,568.88)</u>

September

Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	
Class Expense	
Fundraiser	
Total September	<u>\$-</u>

October

Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(8,497.00)
Camp Expense	
Class Expense	\$(1,849.38)
Fundraiser	
Total October	<u>\$(10,346.38)</u>

November

Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Adult Acting Class	
JRT Education Teacher Payments	\$-
Camp Expense	
Class Expense	\$(4,205.28)
Fundraiser	
Total November	<u>\$(4,205.28)</u>

Total Expenditures\$(23,566.34)**Balance of Funds**\$9,925.80

Reviewed and approved by Janette Gaines, JRT Education Director

Janette Gaines, Education Director_____
Date

Jonesborough Locally Grown

Profit and Loss by Class

January - December 2023

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Income				
Fundraising Events				\$0.00
Farm to Table Dinner Sponsors			16,000.00	\$16,000.00
Farm to Table Dinner Ticket Sales			20,267.40	\$20,267.40
Raffle Sales			196.00	\$196.00
Special Dinners/Events			9,061.79	\$9,061.79
Sponsorships		8,350.00		\$8,350.00
Total Fundraising Events		8,350.00	45,525.19	\$53,875.19
Grants				\$0.00
FMPP (USDA)			37,987.58	\$37,987.58
SCBG (thru TDA)	4,214.81			\$4,214.81
TAEP (thru TDA)		1,500.00		\$1,500.00
Town of Jonesborough - Utilities	4,929.43			\$4,929.43
Total Grants	9,144.24	1,500.00	37,987.58	\$48,631.82
Memberships			10,063.71	\$10,063.71
Other Contributions	8,189.26			\$8,189.26
Amazon Smile			152.45	\$152.45
Credit card cash back			475.00	\$475.00
Donation - general	658.91	14.00	19,881.16	\$20,554.07
Donations - designated	400.00			\$400.00
Farm Fresh Fit Walking Program	25.00	16,260.00		\$16,285.00
Interest Earned			198.39	\$198.39
Total Other Contributions	9,273.17	16,274.00	20,707.00	\$46,254.17
Program Service Revenue				\$0.00
Local food sales	16,677.39		461.70	\$17,139.09
BSM events	6,007.21			\$6,007.21
BSM Kitchen Sales	31,461.82			\$31,461.82
Build It Up Reimbursement	4,760.00	1,270.00		\$6,030.00
Catering	1,850.00			\$1,850.00
DTC Sales	163,474.11	-78.00		\$163,396.11
DUFB Reimbursement	931.00	1,101.00		\$2,032.00
NKC Reimbursement		2,155.63		\$2,155.63
Produce Prescription Reimbursement	1,060.00	1,025.00		\$2,085.00
Token Sales for FM		14,360.00	25.00	\$14,385.00
Wholesale Sales	146,372.22			\$146,372.22
Total Local food sales	372,593.75	19,833.63	486.70	\$392,914.08
Program Fee Income				\$0.00
Online Market Vendor Fee		24.15		\$24.15
Vendor Fees	3,331.55	5,283.01		\$8,614.56
Total Program Fee Income	3,331.55	5,307.16		\$8,638.71
Total Program Service Revenue	375,925.30	25,140.79	486.70	\$401,552.79

Jonesborough Locally Grown

Profit and Loss by Class

January - December 2023

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Sales of Promotional Products	1,738.70	2,454.00	305.00	\$4,497.70
Total Income	\$396,081.41	\$53,718.79	\$115,075.18	\$564,875.38
GROSS PROFIT	\$396,081.41	\$53,718.79	\$115,075.18	\$564,875.38
Expenses				
Administrative				\$0.00
Accounting Fees			1,250.00	\$1,250.00
Donor Management Software Fee/Expense			2,682.92	\$2,682.92
Insurance				\$0.00
Board of Directors Insurance (Mt. Vernon/USLI)			573.00	\$573.00
Liability Insurance (Auto Owners)			1,317.83	\$1,317.83
Total Insurance			1,890.83	\$1,890.83
Meeting expense			18.40	\$18.40
Postage, Mailing Service		-10.95	34.35	\$23.40
Professional memberships			75.00	\$75.00
Taxes and License Fees			20.46	\$20.46
Annual Registration Fee	325.95		20.46	\$346.41
Beer Permit	100.00			\$100.00
Business License Fee			210.00	\$210.00
Charitable Solicitation Fee			10.00	\$10.00
Sales Tax Paid	10,627.00			\$10,627.00
Total Taxes and License Fees	11,052.95		260.92	\$11,313.87
Total Administrative	11,052.95	-10.95	6,212.42	\$17,254.42
cash on hand	0.00		0.00	\$0.00
Facilities and Equipment				\$0.00
Property Expense				\$0.00
Computer/printer/electronics			75.00	\$75.00
Maintenance and Repair Costs	8,393.98	4.18		\$8,398.16
Total Property Expense	8,393.98	4.18	75.00	\$8,473.16
Utilities				\$0.00
Electric	9,858.90			\$9,858.90
Gas	1,237.93			\$1,237.93
Phone/Internet	1,390.21			\$1,390.21
Total Utilities	12,487.04			\$12,487.04
Total Facilities and Equipment	20,881.02	4.18	75.00	\$20,960.20
Operations				\$0.00
Bank and Credit Card Fees	7,483.85	464.04	25.95	\$7,973.84
Farm to Table Dinner Expenses			8,727.91	\$8,727.91
Mileage/Travel expenses	164.52	128.08	275.09	\$567.69
Musicians	250.00	1,380.00		\$1,630.00

Jonesborough Locally Grown

Profit and Loss by Class

January - December 2023

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Printing		268.38	326.10	\$594.48
Program Expense (food)				\$0.00
Catering	57.66			\$57.66
Donation In-Kind (JAMA)	31.32		139.49	\$170.81
DTC	136,781.65	298.00		\$137,079.65
Events	2,218.74		162.07	\$2,380.81
Kitchen	16,428.86			\$16,428.86
Wholesale	109,847.62		1,059.73	\$110,907.35
Total Program Expense (food)	265,365.85	298.00	1,361.29	\$267,025.14
Program Expense (non-food)				\$0.00
Farm Fresh Fit Walking Expenses		14,074.73		\$14,074.73
Raffle Expenses			10.00	\$10.00
Token Payments for FM		20,673.00	44.00	\$20,717.00
Total Program Expense (non-food)		34,747.73	54.00	\$34,801.73
Promotions				\$0.00
Advertising	550.00	4,050.00	1,728.52	\$6,328.52
Promotional Materials	45.00	230.00	60.00	\$335.00
Promotional Products (t-shirts, totes, cookbooks)		-25.00	2,280.43	\$2,255.43
Total Promotions	595.00	4,255.00	4,068.95	\$8,918.95
Service Expenses				\$0.00
Dishwasher	3,998.62			\$3,998.62
Kitchen Linens	1,440.23			\$1,440.23
Pest Control	212.00			\$212.00
Shopkeep	1,548.00			\$1,548.00
Subscriptions/Shopping Memberships			179.88	\$179.88
Web hosting/services			799.90	\$799.90
Total Service Expenses	7,198.85		979.78	\$8,178.63
Special Dinner Expenses			4,485.11	\$4,485.11
Supplies	79.89	88.80		\$168.69
Cleaning Supplies	241.84			\$241.84
Food Service Consumables	6,311.78			\$6,311.78
Kitchen Supplies	217.64			\$217.64
Office Supplies	734.80	19.75	187.99	\$942.54
Paper Products	1,241.24			\$1,241.24
Total Supplies	8,827.19	108.55	187.99	\$9,123.73
Total Operations	289,885.26	41,649.78	20,492.17	\$352,027.21
Personnel Expenses			58.00	\$58.00
Contract Services				\$0.00
Farmers Market Stipend		700.00		\$700.00
Total Contract Services		700.00		\$700.00

Jonesborough Locally Grown

Profit and Loss by Class

January - December 2023

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Employees				\$0.00
Hourly	37,954.87		32,984.01	\$70,938.88
Salaried	32,465.82			\$32,465.82
IRA match	2,340.00			\$2,340.00
Total Salaried	34,805.82			\$34,805.82
Total Employees	72,760.69		32,984.01	\$105,744.70
Payroll Expense			29,465.46	\$29,465.46
Unemployment Tax (SUTA)			330.97	\$330.97
Total Payroll Expense			29,796.43	\$29,796.43
QuickBooks Direct Deposit Fee			180.25	\$180.25
Workers Comp Insurance (AccidentFund)			1,855.00	\$1,855.00
Total Personnel Expenses	72,760.69	700.00	64,873.69	\$138,334.38
Total Expenses	\$394,579.92	\$42,343.01	\$91,653.28	\$528,576.21
NET OPERATING INCOME	\$1,501.49	\$11,375.78	\$23,421.90	\$36,299.17
NET INCOME	\$1,501.49	\$11,375.78	\$23,421.90	\$36,299.17

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7-A

SUBJECT: FY22-23 Audit Report

BACKGROUND:

Our auditors Blackburn, Childers & Steagall, PLC completed the town's audit for the 2022-2023 fiscal year. The good news is that we received a clean audit with no findings. BCS will be presenting more details on the audit during the BMA meeting.

RECOMMENDATION:

No action is required on this agenda item.

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

DATE: JANUARY 8, 2024 **AGENDA ITEM #:** 7-B

SUBJECT: Contract with Community Development Partners for the LPRF Grant

BACKGROUND:

As part of the LPRF Grant budget, the grant administration services was budgeted. Community Development Partners, LLC (CDP) were instrumental partners in applying for the LPRF Grant and as such are recommended to continue taking the town through to the eventual close-out of the grant. Their proposal in the amount of \$65,000 includes:

- a. Project Management
- b. Project File Set-up
- c. Regulatory compliance pertaining to the LPRF Project as directed by the Tennessee Department of Environment and Conservation
- d. Preparation of pay requests
- e. Project Close-out

RECOMMENDATION:

Approve granting the contract for professional services to Community Development Partners, LLC for the LPRF Grant in the amount of \$65,000, which is already included in the grant budget, as presented.

CONTRACT AGREEMENT BETWEEN
COMMUNITY DEVELOPMENT PARTNERS, LLC
AND
TOWN OF JONESBOROUGH

THIS CONSULTING CONTRACT, entered into as of this ___ day of _____, 2023 by and between COMMUNITY DEVELOPMENT PARTNERS, LLC (the "CONSULTANT") and the TOWN OF JONESBOROUGH, TENNESSEE (the "CLIENT"). This Contract pertains to the LOCAL PARKS AND RECREATION FUND Program (LPRF).

The CLIENT desires to engage the CONSULTANT to render professional administrative consulting services (professional services) and to advise the CLIENT on the CLIENT'S compliance with funding allocated under the LOCAL PARKS AND RECREATION FUND Program; and the CONSULTANT agrees to provide such professional advice to the CLIENT. Therefore, the CLIENT and the CONSULTANT do mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES FOR ADMINISTRATIVE CONSULTING ASSISTANCE

The *CONSULTANT* shall provide professional administrative services to the CLIENT to assist the Client in complying with the LPRF program, including, but not limited to, the activities described in Attachment A.

ARTICLE II - TIME OF PERFORMANCE

Services to be provided shall commence upon grant approval and upon execution of this Contract by both parties and will remain in effect until completion and closeout of the LOCAL PARKS AND RECREATION FUND activities unless earlier terminated in writing by either party.

ARTICLE II - SCOPE OF SERVICES

The CONSULTANT shall provide technical and professional assistance to the CLIENT in satisfactorily undertaking and completing community development activities including the above referenced LPRF Project. Services rendered by the CONSULTANT in support of this project shall be those described in ATTACHMENT A to this AGREEMENT.

ARTICLE III - GENERAL PROVISIONS

- a. **Personnel:** The CONSULTANT warrants that it has the professional personnel capable of performing the services, as called for herein, in a satisfactory and proper manner, or will secure the services of such personnel as may be required to perform such services.

- b. **Subcontracting:** No work or services covered by this Contract shall be subcontracted without the prior approval of the CLIENT. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

- c. **Access to Materials:** The CLIENT agrees to make available to the CONSULTANT any maps, documents, and planning materials or any other information in its possession or otherwise readily available, which has a direct bearing on the LPRF Program of the CLIENT, at no expense to the CONSULTANT.

ARTICLE IV - COMPENSATION AND METHOD OF PAYMENT

For services rendered under this Agreement the CLIENT agrees to pay the CONSULTANT for all costs, both direct and indirect, attributable to the services rendered (as described in ARTICLE II of this Agreement). Such payment shall be due upon the presentation of periodic Invoices certifying such amounts are due and payable. The total amount to be paid under this section for services shall be Sixty-Five Thousand Dollars (\$65,000.00).

ARTICLE V - TERMS AND CONDITIONS

- a. **Termination of Contract for Cause/Breach of Contract:** If through any cause, the CONSULTANT shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the CONSULTANT shall violate any of the covenants, agreements or stipulations of this Contract, the CLIENT shall thereupon have the right to terminate this Contract by giving written notice to the CONSULTANT of such termination and specifying the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports or other materials prepared by the CONSULTANT under this Contract shall, at the option of the CLIENT become its property and the CONSULTANT shall be entitled to receive compensation for any work completed on such documents or materials or otherwise through the date of termination.

- b. **Termination for Convenience:** The CLIENT or CONSULTANT may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least fifteen (15) days prior to the effective date of such termination. In such event, all finished or unfinished documents and other materials as described in the above clause, shall, at the discretion of the CLIENT, become CLIENT's property.

If the Contract is terminated by the CLIENT as provided herein, the CONSULTANT shall be entitled to receive compensation for any work completed through the date of termination. The CONSULTANT shall also be reimbursed (in addition to the above payment) for that portion of the actual out-of-pocket expenses not otherwise reimbursed under this Contract that have been incurred

by the CONSULTANT during the Contract period which are directly attributable to the uncompleted portion of the services covered by this Contract.

- c. Changes: The CLIENT may, periodically request changes of the CONSULTANT in the Scope of Services to be performed hereunder. Such changes, or renegotiation, including any increase or decrease in the amount of the CONSULTANT'S compensation, which is mutually agreed upon by and between the CLIENT and the CONSULTANT, shall be incorporated in written Amendments to this Contract. The Contract can be extended under mutually agreed provisions, through a written Amendment to this document.
- d. Assignability: The CONSULTANT shall not assign any interest on this Contract and shall not transfer any interest in the same without the prior written consent of the CLIENT: provided, however, that claims for money by the CONSULTANT from the CLIENT under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be promptly furnished to the CLIENT.
- e. Confidentiality: All of the reports, information, data, etc., given to or prepared or assembled by the CONSULTANT under this Contract are confidential and the CONSULTANT agrees that they shall not be made available to any individual or organization without the prior written approval of the CLIENT, subject to applicable legal requirements.
- f. Publication, Reproduction and Use of Material: No material produced in whole or in part under this Contract shall be subject to copyright by or on behalf of the CONSULTANT in the United States or in any other country. The CLIENT shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data or other materials prepared under this Contract.
- g. Compliance with Local Laws: The CONSULTANT shall comply with applicable laws, ordinances and codes of the U.S. Government, the State of Tennessee, and the local government(s).
- h. Audits and Inspection/Access to Records/Record Retention: At any time during normal business hours, the CONSULTANT shall make records with respect to matters covered by this Contract available to the CLIENT for examination

The CONSULTANT shall retain all, documents, papers, and records which are directly pertinent to this Contract for a period of Five (5) years following completion of the contracted work and expiration of the Contract, unless written permission to destroy them is granted by the CLIENT.
- i. Title VI Civil Rights Act of 1964: Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The CONSULTANT shall be in compliance with the CLIENT'S Title VI policy of non-discrimination on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, access to or operation of its programs, services or activities.

- j. Section 109 of the Housing and Community Development Act of 1974: No persons in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
- k. Interest of Members of the CLIENT and Other Local Public Officials: No officer, member or employee of the CLIENT and no member of the local governing body, and no other public official of the governing body of the locality or localities in which the Project is situated or being carried out, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this Project, shall participate in any decision relating to this Contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or has any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof. The CLIENT shall take appropriate steps to assure compliance.
- l. Interest of the CONSULTANT: The CONSULTANT covenants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. The CONSULTANT further covenants that in the performance of this Contract, no person having any such interest shall be employed.
- m. Officials Not to Benefit: No members of or delegate to the Congress of the United States of America, and no Resident Commissioner, shall be admitted to any share or part hereof, or to any benefit to arise here from.
- n. Rehabilitation Act of 1973, Section 504 Handicapped: Affirmative Action for Handicapped Workers (Applicable to Contracts \$2,500 or greater):
 - 1. The CONSULTANT will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONSULTANT agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The CONSULTANT agrees to comply with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.

- o. Age Discrimination Act of 1975 (Applicable to Contracts of \$2,000 or greater):
No persons in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination receiving Federal financial assistance.
- p. Equal Employment Opportunity/Executive Order 11246 Compliance (Applicable to Contracts of \$10,000 or Greater):

During performance of this Contract, the CONSULTANT agrees as follows:

1. The CONSULTANT will comply with provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
2. The CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONSULTANT shall take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin, fairly. Such actions shall include, but not be limited to, the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training; including apprenticeship and participation in recreational and educational activities. The CONSULTANT agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this non-discrimination clause.
3. The CONSULTANT shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as the CLIENT may require.
4. The CONSULTANT agrees to comply with such rules, regulations, or guidelines as the CLIENT may issue to implement these requirements.

- q. Special Equal Opportunity Provisions (Applicable to Construction Contracts and related Subcontracts \$10,000 and under):

During the performance of this Contract, the CONSULTANT agrees as follows:

1. The CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONSULTANT shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

2. The CONSULTANT agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this non-discrimination clause.
- r. "Section 3" Compliance in the Provision of Training, Employment and Business Opportunities:
1. The work performed under this contract is subject to the requirements of sections 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701U (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 2. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

ARTICLE VI - ADDITIONAL SERVICES OF CONSULTANT

If authorized in writing by the *CLIENT*, the *CONSULTANT* shall furnish additional services which are not part of the services described on Attachment A. Under this Contract, all fees and costs for additional services will be negotiated as to activities and compensation. Upon mutual agreement between the *CLIENT* and the *CONSULTANT*, and written authorization from the *CLIENT* to proceed, the *CONSULTANT* will provide the additional service(s).

ARTICLE VII – INDEPENDENT CONTRACTOR

CONSULTANT is an independent contractor of the CLIENT, and this Contract shall not be construed to create any association, partnership, joint venture, employment, or agency relationship between the CONSULTANT and the CLIENT for any purpose. CONSULTANT shall have no authority (and shall not hold itself out as having authority) to bind the CLIENT.

ARTICLE VIII – MUTUAL INDEMNIFICATION

To the extent permitted by applicable Tennessee law, each party (as "Indemnifying Party") shall indemnify, hold harmless, and defend the other party and its officers, directors, employees, agents, affiliates, and assigns (collectively, "Indemnified Party") against any and all losses, damages, liabilities, claims, actions, judgments, penalties, fines, costs, or expenses of whatever kind, including professional fees and attorneys' fees, that are incurred by Indemnified Party arising out of any breach of any representation, warranty, or covenant made under this Agreement by Indemnifying Party.

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this CONTRACT AGREEMENT on _____, 2023.

JONESBOROUGH, TENNESSEE

ATTEST: _____

Title: Mayor

COMMUNITY DEVELOPMENT PARTNERS, LLC



ATTEST: _____

Title: President

ATTACHMENT A

1. **CONTINUOUS PROJECT ADMINISTRATION** - The CONSULTANT will be responsible for the on-going project management of the project. The CONSULTANT shall be paid a total of SIXTY-FIVE THOUSAND DOLLARS (\$65,000.00) to be invoiced periodically throughout the duration of the project based on the percentage of completion of the project. Service to be provided shall include:
 - a. Project Management
 - b. Project File Set-up
 - c. Regulatory compliance pertaining to the LPRF Project as directed by the Tennessee Department of Environment and Conservation
 - d. Preparation of pay requests
 - e. Project Close-out
2. **LOCAL COORDINATION** - The CONSULTANT shall not be responsible for the local coordination of force account or in-kind services. The CLIENT shall be responsible for the local coordination.
3. **ADDITIONAL SERVICES** - Should the CLIENT request additional services from the CONSULTANT, the CONSULTANT will charge the CLIENT at the hourly rate of the employee performing the work times a 1.4 overhead factor plus expenses.



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
RECREATION EDUCATIONAL SERVICES

WR Snodgrass TN Tower, 312 Rosa L. Parks Avenue, 2nd Floor, Nashville, TN 37243
PH: 615-532-0748 FAX: 615-532-0732

CERTIFICATION OF CONTRACTOR
REGARDING CONFLICTS OF INTEREST,
LOBBYING, NONDISCRIMINATION, PUBLIC ACCOUNTABILITY,
AND PUBLIC NOTICE

This certification is required by the agency that has funded, in part, by: (check one)

- Local Park & Recreation Fund (LPRF) Land & Water Conservation Fund (LWCF)
 Recreation Trail Program (RTP) Other _____

The Contractor, Community Dev., by signing and submitting this Certification, acknowledges the following: This Certification will be incorporated into the Agreement executed between: Town of Jonesborough (the Grantee) and the Contractor.

By signing and submitting this Certification, the Contractor certifies that neither it, its principals nor affiliates has violated the following:

1. Conflicts of Interest: The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
2. Lobbying: The Grantee certifies to the best of its knowledge and belief that:
 - a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

3. Nondiscrimination: The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color,

religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

4. **Public Accountability:** If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

5. **Public Notice:** All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
6. **Records:** The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

**Grantee's Authorized Representative:
(USUALLY MAYOR)**

Signature

Chuck Vest

Print Name

Mayor

Title

10/1/23

Date

CONTRACTOR: Community Development Partners

Signature

Evan Sanders

Print Name

President

Title

10/1/23

Date

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7-C

SUBJECT: Contract with GRW Engineers for a Short Form Agreement

BACKGROUND:

GRW has submitted a "Short Form of Agreement Between Owner and Engineer for Professional Services" to work with the town in preparing an Asset Management Plan (AMP). GRW's description of Engineer's Services include Assist the Town in Preparing an Asset Management Plan for the water and sewer Utilities as requested by TDEC when utilizing ARPA funds. The AMP is not only necessary to meet TDEC ARPA requirements but is necessary to supplement the utility rate study being performed by MTAS, as well as our funding applications for both the new Water Plant Project and 24-inch Water Transmission Line Project.

This project will also include moving the Jonesborough on-line GIS website update from the current site that is published from GRW's ArcGIS Server to the ESRI ArcGIS on-line site. We have been informed by ESRI that to follow their software licensing policies, GRW will have to transfer the Jonesborough GIS website to an ESRI cloud-based website. The new ArcGIS On-Line based website will still be accessible by Jonesborough staff, including up to 5 users, via standard web browser software so no new hardware or software will be required in Jonesborough. The main difference is that Jonesborough users will each have to use their own login to access the GIS website. The total cost of the GIS work is \$15,000 with \$13,900 going to create the new GIS website plus \$1,100 to allow 5 Jonesborough staff members to access the website.

GRW's proposal is reasonable as the AMP will be used to supplement the utility rate study and funding opportunities now and in the future. The funding source for the \$55,000 is part of the overall ARPA funding already in place. Also, transitioning us to the ESRI GIS platform must be done and the cost is reasonable to advance our GIS technology needs. The funding source for this part of the proposal will be divided between the Water and Sewer budgets and will not have a negative impact on their overall FY24 budgets.

RECOMMENDATION:

Approve GRW's proposal "Short Form of Agreement Between Owner and Engineer for Professional Services" to work with the town in preparing an Asset Management Plan (AMP) and for the GIS Website Update for a total of \$70,000, as presented.

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the Controlling Law.

Town of Jonesborough - Asset Management Plan (AMP)

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

Prepared by

ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

and

Issued and Published Jointly by

PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE
a practice division of the
NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS

AMERICAN COUNCIL OF ENGINEERING COMPANIES

AMERICAN SOCIETY OF CIVIL ENGINEERS



**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between

_____ Town of Jonesborough, TN _____ ("Owner")

and _____ GRW Engineers, Inc. _____ ("Engineer")

Engineer agrees to provide the services described below to Owner for _____ Work with the town in preparing an
Asset Management Plan (AMP) _____ ("Project").

Description of Engineer's Services: _____ Assist the Town in Preparing an Asset Management Plan for the water and sewer

Utilities as requested by TDEC when utilizing ARPA funds. This project will also include moving the Jonesborough

on-line GIS website update from the current site that is published from GRW's ArcGIS Server to the ESRI

ArcGIS on-line site as described in the attached letter.

Owner and Engineer further agree as follows:

1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the

extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2002 Edition) ECD.

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Total Agreement

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

This Agreement will be in compliance with Federal Law, Regulations and Executive Orders.

9.01 Payment and Time Frame

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:

1. Preparation of Asset Management Plan \$55,000.00.
2. GIS Website Update \$15,000.00.
3. Total Fee \$70,000.00

AMP will be submitted for review within 90 days of approval by Owner.

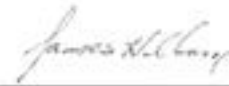
IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

ENGINEER:

By:

By:



Title: Mayor

Title: Vice President

Date Signed: _____

Date Signed: _____

Address for giving notices:

Address for giving notices:

Town of Jonesborough

GRW Engineers, Inc.

123 Boone Street

404 BNA Drive, Suite 201

Jonesborough, TN 37659

Nashville, TN 37217

Attachments include:

- Attachment 1
- ArcGIS Proposal
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Byrd Anti-Lobbying Amendment Certification
- Iran Divestment Act Certification
- Non-Boycott of Israel Certification

AMENDMENT 1

SECTION 1- BREACH OF AGREEMENT

- A. Engineer shall be deemed to have breached this Agreement if any of the following occurs:
1. Failure to provide, in full or in part, the Services under this Agreement.
 2. Failure to maintain the record and/or submit any report required in this Agreement.
 3. Assignment of this Agreement without prior written authorization by Client.
 4. Failure to perform, in full or in part, any of the conditions in this Agreement.
 5. Failure to adhere to any county, state, or federal rules and regulations governing this Agreement.
- B. If Engineer or any of its subcontractors fail to perform or comply with any of the provisions of this Agreement, including the Purchase Order/s issued in accordance hereof, Client may consider such failure or non-compliance a breach of this Agreement and reserves the right to terminate the Agreement at any time, in full or in part, in the sole judgement and discretion of the Client. Client expressly retains all its rights and remedies provided by law in case of such breach. No action by Client shall constitute a waiver of any such rights or remedies.

SECTION 2- COMPLIANCE WITH FEDERAL LAW, REGULATION AND EXECUTIVE ORDERS

This is an acknowledgement that Treasury ARP SLFRF financial assistance will be used to fund all or a portion of the agreement. The Engineer will comply with all applicable Federal law, regulations, executive order, Treasury policies, procedures, and directives.

ARC GIS ON-LINE PROPOSAL

1.1 Introduction

GRW has been hosting an on-line GIS website for Jonesborough for the past several years. Under the current method, we are publishing the GIS data from a GRW server in our Lexington office. We have been informed by ESRI that in order to be in compliance with their software licensing policies, we will have to transfer the Jonesborough GIS website to an ESRI cloud-based website. This proposal covers the time and cost necessary to perform that work. The new ArcGIS On-Line based website will still be accessible by Jonesborough staff via a standard web browser software so no new hardware or software will be required in Jonesborough. The main difference is that Jonesborough users will each have to use their own login to access the GIS website.

1.2 New ArcGIS On-Line Website

GRW will transfer a copy of the Jonesborough GIS data from our Lexington server to the ESRI ArcGIS On-line Cloud Server. We will then create the new Jonesborough GIS website using the new ArcGIS On-line Environment. The look and feel of the new website will be a little different than the current GIS website but will support similar functionality such as:

- Viewing
- Zooming
- Panning
- Layer Control
- Printing
- PDF Creation
- Data Review/Query
- Address Searching
- Measurements

1.3 ESRI Software Licensing

As mentioned in the Introduction of this proposal, all Jonesborough staff that access the GIS website will need their own individual login. Staff will not be allowed to share a common login as they are doing today. The software licensing cost will recur annually to Jonesborough at a cost of \$550 plus \$110 per user of the GIS website. For example, if Jonesborough has five staff members that access the GIS website, the annual licensing cost will be $\$550 + (5 * \$110) = \$1,100$ per year. Our initial cost proposal is based on five users, but that number can be adjusted up or down now or at any time in the future. Jonesborough will have to sign a letter authorizing GRW to purchase your licenses through our agreement to cover the first year.

1.4 Cost

The cost for the work described in this proposal will be \$13,900 to create the new GIS website plus \$1,100 to allow five Jonesborough staff members to access the website bringing the total up-front cost to \$15,000. The \$1,100 licensing fee will have to be paid annually by Jonesborough for the five GIS viewer licenses. If more than 5 GIS viewers are needed, it will cost approximately \$50 per viewer per year. Any edit or updates that may be required to the Jonesborough GIS data or website are not covered by this fee and will be performed on an hourly basis as they have been done in the past.

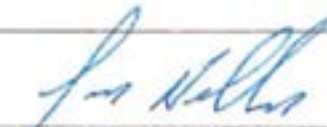






STATE OF TENNESSEE
CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

	
Signature of Authorized Representative	Date
	 
Printed Name	Phone Number / Email Address

I am unable to certify to the above statements. Explanation is attached.



STATE OF TENNESSEE

BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352.

Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

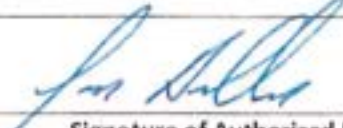
APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING – REQUIRED FOR CONTRACTS OVER \$100,000 *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

	<i>July 17 2023</i>
Signature of Authorized Representative	Date
<i>Jim H. Born, Vice Pres.</i>	<i>615-366-1600</i> <i>jhborn@grwinc.com</i>
Printed Name and Title	Phone Number / Email Address



STATE OF TENNESSEE
IRAN DIVESTMENT ACT CERTIFICATION

SUBJECT CONTRACT NUMBER(S):	
CONTRACTOR LEGAL ENTITY NAME:	GRW ENGINEERS INC.
EDISON SUPPLIER IDENTIFICATION NUMBER:	

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website: <https://www.tn.gov/general-services/procurement/central-procurement-office-coo-library/public-information-library.html>

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

Jim Hilborn

CONTRACTOR SIGNATURE

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

Jim Hilborn, Vice President, GRW Eng.

PRINTED NAME AND TITLE OF SIGNATORY

July 17, 2023

DATE


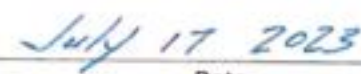

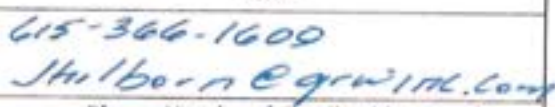


STATE OF TENNESSEE
NON-BOYCOTT OF ISRAEL CERTIFICATION

The Bidder certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

	
Signature of Authorized Representative	Date
	
Printed Name	Phone Number / Email Address

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

DATE: JANUARY 8, 2024 **AGENDA ITEM #:** 7-D

SUBJECT: Resolution – Public Entity Partners Driver Safety Matching Grant Program

BACKGROUND:

The Town has been approved for the 2023-2024 Public Entity Partner's (PEP) "Driver's Safety Grant Program". The grant is a 50/50 match with the funds being used to supplement the town's Fleet Vehicle Tracking System (GPS system). The grant match is approved for \$5,000, therefore we will spend \$10,000 and be reimbursed \$5,000. A Resolution is being provided for Board approval of the Grant. The match is funded through the current FY24 budget.

RECOMMENDATION:

Approve the Resolution authorizing the participation in Public Entity Partner's James L. Richardson Driver Safety Matching Grant Program to supplement the town's Fleet Vehicle Tracking System (GPS system), as presented.

RESOLUTION NO. 2024-01

A RESOLUTION AUTHORIZING THE TOWN OF JONESBOROUGH
TO PARTICIPATE IN THE PUBLIC ENTITY PARTNERS
JAMES L. RICHARDSON "DRIVER TRAINING" MATCHING GRANT PROGRAM

WHEREAS, the safety and well being of the employees of the Town of Jonesborough is of the greatest importance; and

WHEREAS, all efforts shall be made to provide a safe and hazard-free workplace for the Town of Jonesborough employees; and

WHEREAS, Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a "Driver Training" Matching Grant Program; and

WHEREAS, the Town of Jonesborough now seeks to participate in this important program.

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

SECTION 1. That the Town of Jonesborough is hereby authorized to submit application for a "Driver Training" Matching Grant Program through Public Entity Partners.

SECTION 2. That the Town of Jonesborough is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 8th day of January, 2024.

Motion was made by _____ and duly seconded by _____ that this Resolution be adopted. Those voting for adoption of this Resolution were:

Those voting against: _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM:

JAMES WHEELER, TOWN ATTORNEY

Jonesborough



DEPARTMENT of PUBLIC SAFETY

123 BOONE STREET JONESBOROUGH TN 37659 PHONE 423-753-1053 FAX 423-753-1072

To: Craig Ford, Glen Rosenoff

From: Phil Fritts *PF*

Date: December 20, 2023

Re: James Richardson Driver Matching Grant

The Town applied for the James Richardson Drivers Safety Grant through our insurance carrier Public Entity Partners. We were awarded a grant for \$5,000.00 pending our total invoices of \$10,000.00 or more. Our justification for the grant was to assist us in continuing funding for the Verizon Network Fleet vehicle tracking system.

To receive funding, we must have a Signed Resolution/Motion from the Jonesborough Board of Mayor and Alderman. I am requesting this item be placed on the January 2024 BMA agenda for consideration. A copy of the approval letter from Public Entity Partners is attached for your submittal to the BMA.

Serving Tennessee's Oldest Town

Phil Fritts

From: Tahtia Mitchell <TMitchell@PEpartners.org>
Sent: Wednesday, November 29, 2023 9:47 AM
To: Phil Fritts
Subject: APPROVAL NOTIFICATION LETTER - DRIVER GRANT PROGRAM



11/29/2023

Town of Jonesborough
123 Boone St
Jonesborough, TN 37659

Subject: DRIVER GRANT PROGRAM - APPROVED

Congratulations! This letter serves as official notification to the Town of Jonesborough that you have been **approved** for the 2023-2024 James L. Richardson Driver Matching Grant Program, for which you applied.

A Grant in the amount of \$5,000.00 was approved for your requested items. The PAID receipts for the approved items along with the invoices for the approved items must amount to *at least* \$10,000.00 to be eligible to receive the full reimbursement of \$5,000.00. Your 2023-2024 Priority Classification Rating is Class I.

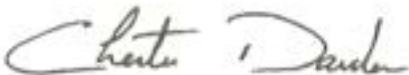
Important! The deadline for all reimbursement receipts is April 1, 2024. If you have already sent us **proof of payment** for approved purchases, you will be receiving your Grant check shortly. If you have not sent this information, please do so by **April 1, 2024**, along with a copy of this notification. Please keep in mind that if we do not receive reimbursement items in a timely manner you may jeopardize your eligibility to receive funding the following fiscal year. If proof of payment is not received by this date, your reimbursement dollars may be reappropriated. Your check will not be processed until we have verification of payment. Please see list of mandatory items needed for reimbursement below.

GRANT REIMBURSEMENT CHECKLIST:

1. "Notification of Approval" letter
2. Signed Resolution/Motion
3. Cover sheet listing description of items purchased, quantities, and grand total of all purchases. All receipts must follow in order of cover sheet.
4. Two proofs of payment which must include the following:
 - A. CANCELLED check/bank statement OR credit card receipt/credit card statement OR Automated Clearing House (ACH) OR Automated Funds Transfer (AFT)
 - B. Copy of invoice OR purchase order (serving as the backup to the cancelled check or credit card receipt). Submitting invoices alone will not be accepted.

Forward all receipts/documentation to:
Tahtia Mitchell
Grant & Scholarship Program
Email: Tmitchell@PEpartners.org or Fax: 615-371-9212

Best Regards,



Chester Darden
Director of Loss Control

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7-E

SUBJECT: Resolution – Public Entity Partners Property Conservation Grant Program

BACKGROUND:

The Town has been approved for the 2023-2024 Public Entity Partner's (PEP) "Property Conservation Matching Grant Program" through our insurance carrier Public Entity Partners (see Chief Fritts memorandum attached). The grant is a 50/50 match with the funds being used to install a Fire and Burglar Alarm System along with a Security Card Reader System to the Police/Fire Training Building and Town Employee Gym Complex at Persimmon Ridge Park. The grant match is approved for \$5,000, therefore we will spend \$10,000 and be reimbursed \$5,000. This project is to reduce liability on the town by making the building safer and more secure. A Resolution is being provided for Board approval of the Grant. The match is funded through the current FY24 budget.

RECOMMENDATION:

Approve the Resolution authorizing the Town to participate in the Public Entity Partner's Property Conservation Matching Grant Program and to approve the grant match of \$5,000 for the Fire and Burglar Alarm System along with a Security Card Reader System to the Police/Fire Training Building and Town Employee Gym Complex at the Persimmon Ridge Park, as presented.

RESOLUTION NO. 2024-02

**A RESOLUTION AUTHORIZING THE
TOWN OF JONESBOROUGH TO PARTICIPATE IN THE
PROPERTY CONSERVATION MATCHING GRANT PROGRAM**

WHEREAS, the citizens of the Town of Jonesborough have entrusted this administration with the care and custody of town-owned property; and

WHEREAS, all efforts shall be made to protect town-owned property from various perils that may arise for the Town of Jonesborough; and

WHEREAS, the Public Entity Partner's seeks to encourage members with property coverage to develop and implement a property conservation program by offering the PROPERTY CONSERVATION MATCHING GRANT PROGRAM; and

WHEREAS, the Town of Jonesborough now seeks to participate in this important program.

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

Section 1. That the Town of Jonesborough is hereby authorized to submit application for the Property Conservation Matching Grant Program through the Loss Control Department of Public Entity Partners;

Section 2. That the Town of Jonesborough is further authorized to provide a matching sum for any monies provided by this grant.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 8th day of January, 2024.

Motion was made by _____ and duly seconded by _____ that this Resolution be adopted. Those voting for adoption of this Resolution were:

Those voting against: _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM:

JAMES WHEELER, TOWN ATTORNEY

Jonesborough



DEPARTMENT of PUBLIC SAFETY

123 BOONE STREET JONESBOROUGH TN 37659 PHONE 423-753-1053 FAX 423-753-1072

To: Craig Ford, Glen Rosenoff

From: Phil Fritts *PF*

Date: December 20, 2023

Re: Property Conservation Grant

The Town applied for the Property Conservation Grant through our insurance carrier Public Entity Partners. We were awarded a grant for \$5,000.00 pending our total invoices of \$10,000.00 or more. Our justification for the grant was to install a monitored Fire and Burglar Alarm system along with a Security Card Reader System to the Police/Fire Training Building and Gym Complex at Persimmon Ridge..

To receive funding, we must have a Signed Resolution/Motion from the Jonesborough Board of Mayor and Alderman. I am requesting this item be placed on the January 2024 BMA agenda for consideration. A copy of the approval letter from Public Entity Partners is attached for your submittal to the BMA.

Serving Tennessee's Oldest Town

Phil Fritts

From: Tahtia Mitchell <TMitchell@PEpartners.org>
Sent: Monday, October 23, 2023 3:51 PM
To: Phil Fritts
Subject: APPROVAL NOTIFICATION - Property Conservation Grant Program



October 23, 2023

Phil Fritts
123 Boone St
Jonesborough, TN 37659

Subject: PROPERTY CONSERVATION GRANT APPROVED

Congratulations! This letter serves as official notification to the Town of Jonesborough that you have been approved for the 2023-2024 "Property Conservation" Matching Grant Program, for which you applied.

A Grant in the amount of \$5,000.00 was approved for your requested items. The PAID receipts for the approved items along with the invoices for the approved items must amount to *at least \$10,000.00* to be eligible to receive the full reimbursement of \$5,000.00. Your 2023-2024 Priority Classification Rating is Class I.

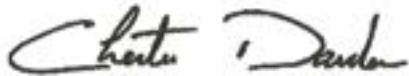
Important! The deadline for all reimbursement receipts is April 1, 2024. If you have already sent us **proof of payment** for approved purchases, you will be receiving your Grant check shortly. If you have not sent this information, please do so by **April 1, 2024**, along with a copy of this notification. Please keep in mind that if we do not receive reimbursement items in a timely manner you may jeopardize your eligibility to receive funding the following fiscal year. If proof of payment is not received by this date, your reimbursement dollars may be reappropriated. Your check will not be processed until we have verification of payment. Please see list of mandatory items needed for reimbursement below.

GRANT REIMBURSEMENT CHECKLIST:

1. "Notification of Approval" letter
2. Signed Resolution/Motion
3. Cover sheet listing description of items purchased, quantities, and grand total of all purchases. All receipts must follow in order of cover sheet.
4. Two proofs of payment which must include the following:
 - A. CANCELLED check/bank statement OR credit card receipt/credit card statement
 - B. Copy of invoice OR purchase order (serving as the backup to the cancelled check or credit card receipt). Submitting invoices alone will not be accepted.

Forward all receipts/documentation to:
Tahtia Mitchell
Grant & Scholarship Program
Email: TMitchell@PEpartners.org or Fax: 615-371-9212

Best Regards,

A handwritten signature in black ink that reads "Chester Darden". The signature is written in a cursive, flowing style.

Chester Darden
Director of Loss Control

----- 800 624 6695 562 Franklin Road Suite 203 Franklin TN 37069 www.pepartners.org -----

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7-F

SUBJECT: Traffic Signal Service Agreement with the City of Johnson City

BACKGROUND:

We have an agreement with the City of Johnson City, dated March 2018, to perform repair services on our traffic signals in Jonesborough. The agreement is for five (5) years, and it designated the costs associated with the repairs.

As we are approaching the five-year time period specified in the 2018 agreement, the City of Johnson City has forwarded the proposed new agreement to continue this service for the town. The language in the agreement did not change. The only change in the agreement is the increase in rates the City of Johnson City charges to the town.

Below is a comparison from the current 2018 agreement to the proposed 2023 agreement:

	<u>2018</u>	<u>2023</u>
Hourly Labor Rate	\$53.00	\$63.00
Hourly Equipment Rate	\$13.00	\$14.00
Hourly Aerial Equipment Rate	\$25.00	\$50.00
Material Cost	110%	\$110%
After-Hours Labor Rate	\$79.50	\$94.50

Based upon current market conditions, staff feels this is a very reasonable increase from the 2018 agreement. Again, bear in mind, the 2023 contract will be for a period of five years as well.

RECOMMENDATION:

Approve the Traffic Signal Service Agreement with the City of Johnson City, subject to the review of the Town Attorney, and authorize the Mayor to sign the agreement.

AGREEMENT

This agreement, made and entered into by and between the **TOWN OF JONESBOROUGH, TENNESSEE**, hereinafter referred to as "Jonesborough" and the **CITY OF JOHNSON CITY, TENNESSEE**, hereinafter referred to as "Johnson City" sets forth as follows:

WITNESSETH

1. It is agreed between the parties that Johnson City will provide emergency repair service to traffic signals and traffic signal maintenance services for Jonesborough as may from time to time be requested.
2. It is further agreed between the Parties that requests for services pursuant to this agreement shall be made by Jonesborough to Johnson City's Director of Public Works, or his designee, who shall dispatch a crew to respond to such requests if, in his sole discretion, he determines that such response will not jeopardize operations of Johnson City.
3. It is further agreed between the Parties that Jonesborough will compensate Johnson City for services rendered pursuant to this agreement. The hourly rates will be \$63.00 for labor when done during normal working hours, \$14.00 for equipment when the work entails only ground and cabinet work, and \$50.00 for equipment if aerial work is required. Parts and materials utilized will be billed at 110% of cost. Work done outside of normal working hours will have an increased labor charge of \$94.50 per hour for labor; all other charges will be billed at the same rate. Johnson City will invoice Jonesborough for all such charges monthly or quarterly, and Jonesborough will pay the same within thirty (30) days of receipt of such invoices.
4. It is expressly agreed between the Parties that Jonesborough's traffic signals are at all times to be considered Jonesborough's sole responsibility, and that Johnson City assumes no responsibility or liability for maintaining Jonesborough's signals in service.
5. This agreement shall remain in force for a period of five (5) years from the date of execution of this instrument, unless sooner terminated by agreement between the parties.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals this the _____ day of _____, 2024.

City of Johnson City

Town of Jonesborough

Mayor
Todd Fowler

Mayor
Chuck Vest

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7-G

SUBJECT: Special Event Permit – Market & Mingle, Jonesborough Locally Grown

BACKGROUND:

Jonesborough Locally Grown has submitted a Special Event Permit Application for a "Market and Mingle" on April 27, 2024. The hours of the event would be from 10:00 AM to 2:00 PM with an estimated 500 people attending. A request for street closure is included from 8:00 AM to 4:00 PM. The closure includes Main Street between 2nd Avenue and Fox Street for the purpose of permitting vendor booths. The number of anticipated vendors is currently thirty. Exhibit 3 identifies the safety measures necessary which has been submitted to Public Safety.

RECOMMENDATION:

Approve the Jonesborough Locally Grown Special Event Permit Application for a "Market and Mingle" on April 27, 2024, including road closure, as presented.

Town Of Jonesborough, Tennessee

Special Event Permit Application

A *Special Event* is any occasion including but not limited to fairs, shows, exhibitions, city-wide celebrations and festivals taking place within a specifically defined area of the Town of Jonesborough for a period of time. A special event may include the use of public facilities in the Town of Jonesborough, including, but not limited to parks, streets, alleys, sidewalks, restrooms or other municipal owned facilities, and which includes a general invitation to all members of the public to either participate in and/or view such event, or part thereof, Special Events may be one-time or recurring occasions.
12-1002 Jonesborough Municipal Code

Whenever any person, group, association, club, business, firm or corporation desires to sponsor a Special Event such person, group, association, club, business, firm or corporation shall first obtain a "Special Event Permit" from the Town of Jonesborough.
12-1003 Jonesborough Municipal Code

Person(s) completing Application

Date

Name

Lori Powell

12/8/23

Address

101 Boone St.
Jonesborough, TN 37659

Phone

267-797-6020

Fax N/A

Email

lori@jonesboroughlocallygrows.org

Instructions:

- 1) Each question on this application must be answered in some fashion for your application to be considered for approval. Please attach an additional sheet(s) if necessary to completely and accurately provide the requested information in each question, labeling any additional sheet(s) clearly as such.
- 2) **Incomplete applications will be returned to the address you have provided above without further consideration until a complete application, including exhibits is filed.**
- 3) The **original** application and your exhibits of the entire package should be filed with the Town Administrator's office at least **90 days** in advance of your event. See Schedule of Approval, Chapter 10 Title 12 of the Jonesborough Municipal Code, a copy of which is attached.

Sponsoring Organization Information:

Name: JONESBOROUGH Locally Grown

Purpose: Jonesborough Locally Grown works to connect farmers, food, and the community to grow a vibrant local food system.

Is this a recurring Special Event? Yes No

Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. This permit application shall provide a schedule for the term of a recurring event:

Event Information:

Name of Event: Market + Mingle - April 27, 2024

Description & Purpose of Event: _____

As a kickoff event to the farmers market season, JLG vendors are invited to set up a booth to meet the community. We're planning to invite other community guests, have activities, and include any Downtown merchants who would like to participate. We'll have a food tent set up with options from our local farmers as well as a silent auction.

Dates and hours of event: 10am - 2pm Estimated number expected to attend: 500

Street Closure 2am - 4pm

Estimated number of town citizens expected to either participate in and/or view the event: 500

Is a request for public safety assistance included in your Security Plan attached as per the list of items below? Yes No

Request for Services from the Town of Jonesborough

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

- Police and Security
- Street Cleaning
- Signage
- Use of facilities – Facility Restroom + ISC ^{rental} Dates & Hours 8am - 4pm
- Space and staffing needs working with ISC staff or rental of space
- Communications and/or publicity
- Refuse Collection
- Event Preparation/Beautification
- Parking

* For each such service requested please provide a detailed description of your request as Exhibit 13

Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

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

Date: 12/8/23 Signature: [Signature]
Print Name: Lori Powell
Title: Executive Director
Witness: _____

The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject or modify this request in whole or in part under the Jonesborough Municipal Code.

Please note, your application should include this form and 13 Exhibits

Date: 12/8/23 Signature: [Signature]
Print Name: Lori Powell
Title: Executive Director
Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 8 day of Dec., 2023, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Jonesborough Locally Grown
(Name of Organization or Sponsor)
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnitee."

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

SECTION I

Scope of Indemnity

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

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization: Jonesborough Locally Grown
By: [Signature]
Printed Name: Lori Powell
Title: Executive Director

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Lori Powell, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Executive Director (title) of Jonesborough Locally Grown (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 8th of December, 2023.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:

04-29-2026





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Price & Ramey Elizabethton 1524 Bridgewater Lane #101 Kingsport TN 37660	CONTACT NAME: Patrick Ayllon	PHONE (A/C No. Ext): (423) 246-6181	FAX (A/C No.): (423) 246-6394
	E-MAIL ADDRESS: pdayllon@priceramey.com		
INSURED Jonesborough Locally Grown, DBA: Boone Street Market 101 Boone Street Jonesborough TN 37659-1301	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Auto Owners Insurance Co.		18988
	INSURER B: Accident Fund Insurance		10166
	INSURER C: U.S. Liability Insurance Group		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: CL2312510981 REVISION NUMBER:

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

AGR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	X		9003453800	10/28/2023	10/28/2024	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						DAMAGE TO RENTED PREMISES (If a requirement) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Damage to Rental Premises \$ 300,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRE/AUTOS						COMBINED SINGLE LIMIT (If a accident) \$ BOOILY INJURY (Per person) \$ BOOILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCP100031217	6/27/2023	6/27/2024	PER STATUTE OTH-ER
	E.L. EACH ACCIDENT \$ 500,000						
	E.L. DISEASE - EA EMPLOYEE \$ 500,000						
C	Directors & Officers			ND02556808	8/22/2023	8/22/2024	Per Claim \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Jonesborough is listed as Additional Insured on the General Liability policy shown.

CERTIFICATE HOLDER Town of Jonesborough 123 Boone Street Jonesborough, TN 37659	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Linda Nichols/PDAOLD

Required Exhibits to Application

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining that fact:

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

Required Exhibits to Event Application – Market and Mingle 2024 - 10 am to 2 pm

1. Hold Harmless Agreement – included with application.
2. Pre-/post-events – n/a
3. Map with city streets – attached as Exhibit 3
4. Outline of publicity plan
 - a. Weekly emailed newsletter
 - b. Social media posts
5. Security plan – Vendor booth and food tent will be tent up along Main Street; no special assistance requested except street closure.
6. Emergency plan
 - a. In the case of inclement weather during the event, guests will be directed to shelter at the Storytelling Center.
7. Event sponsor:
 - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659
 - b. Lori Powell, Executive Director - cell (267) 797 6020
8. Proof of liability insurance – attached as Exhibit 8
9. Anticipated vendors and concession booth list – Exhibit 9
10. Physical services provided by Town:
 - a. Any equipment or supplies necessary will be set up by Jonesborough Locally Grown staff and volunteers and vendors. This includes tables, chairs, tents, etc.
11. Clean-up plans – conducted by Jonesborough Locally Grown staff and volunteers.
12. Street closure request (see Exhibit 3):
 - a. Request that Main Street between 2nd Ave. and Fox St. be closed from 8 am to 4 pm on the day of the event.
13. Town services request:
 - a. Police and security – street closure and officer presence during the event (see Exhibit 3)
 - b. Street cleaning – request areas of the street to be closed are cleaned prior to the day of the event.
 - c. Signage – ‘no parking after 10 pm on Friday April 26th signage posted on Main in preparation for street closure.
 - d. Use of facilities:
 - i. Request the restrooms behind the Courthouse be open 8 am to 4 pm the day of the event.
 - ii. Storytelling Center – restrooms, plaza and facility for emergency shelter from 8 am to 4 pm
 - e. Communications and/or publicity – request assistance to send email notifications to downtown businesses and residents impacted by street closure. We will also communicate road closure plans to downtown business and residents through JAMSA and circulate a printed flier as a reminder.
 - f. Refuse collection – request public refuse cans emptied before 8 am on the day of the event; 4 additional cans are required.

Exhibit 3



Request that Main Street between 2nd Ave. and Fox St. be closed 8 am to 4 pm for vendor booths- light gray box

- **Barriers per discussions with Public Safety in 2022 (to change as necessary with final word from Public Safety and Streets):**
 - double bollard barriers on each side of the event on Main Street
 - movable barrier at the private drive between the old Barrel House and Gabriel's Christmas
 - immovable barrier at N. Cherokee and Main Street, blocking traffic from N. Cherokee
 - immovable or movable barriers as needed at alleys, small street, and church accesses along Main Street between the Storytelling Center and 2nd Ave.
 - cones and sawhorses on each side of the Courthouse at our closures from the Courthouse parking lot

ANTICIPATED VENDOR LIST- EXHIBIT 9

Appalachia Fungorum	Rodney and Heather Webb
Appalachian by grace Photography	Beth Adams
Bent Tree Spring Farm	Austin and Serena Yarber
Brookhaven Farms	Sarah Wells
Care's Creamery	Caroline Plesh
Cocoa Bean & Butter Chocolate Co.	Joel and Kelly Simkus
Dashing Duckling Farm	Alex Sargsyan and Shannon Phillips
Doe River Fungi	Bryce Callahan
Dotson Farm	Tabitha Dotson
Eva's Tamales	Eva Becerra
Farmhouse Gallery & Gardens	Pat Lynch
Farmhouse Ironworks	Robin Lynch
Goldfinch Freeze Dried	Bill McCann
Green Pasture Farm	Merle Stoltzfus
Hartman Farms	Tiffany Hartman
Hoodley Creek Farm	KK Proffitt
Hope Farms and Studio	Steve Hope and Becky Mallory
Mountainview Bakery	Mike Panek
Over-Mountain Coffee Roasters	John and Lynne Waring
Pike House Coffee Roasters	Felicia McKee
Polar Dog Freeze Dried	Sarah Wells
Sentelle's Homemade Sausage	Jimmy, Minnie Sentelle
Serenity Knoll Farm	Dave Wiley
Sheek Treats	Angie Sheek
SLAP Farms	Tim Spann, Jay Thayer
Southern Comfort Embroidery	Carol Graves
Sticky Paws Bakery	Betty Jo, Sean Bailey
The JC Syrup Shop	Jessica Edmisten
Uncle Joe's Balms	Joe, Sarah Little

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7-H

SUBJECT: Special Event – Jonesborough St. Paddy’s Celebration

BACKGROUND:

Main Street Jonesborough is planning activities on Saturday, March 16th in celebration of St. Patrick's Day for the 8th year in a row. The newest addition to be incorporated is a parade to this year's festival. Cameo Waters met with Chief Matt Rice and the Chief said the police department can provide support services to make the parade happen. The parade would be small limiting it to 20-40 entries. We would line the entries up in the library parking lot and Sabine Drive. The route would go down Boone Street, Main Street, take a right onto Second Avenue and back to the library parking lot.

Plans are underway for the fourth annual St. Paddy's Fun Run which will begin and end at the Storytelling Center, kicking off at 3 p.m. The run has been discussed with Chief Matt Rice and the Chief is in favor of utilizing the same route as last year:

- 2:15 p.m. – 3 p.m. staff member welcome runners on the Plaza of the Storytelling Center
- 3 p.m. the run will begin at the Storytelling Center, they will go down Main Street, take a left onto 2nd Avenue, down the walking trail, left onto 3rd Avenue and right onto Depot Street for a free small pour of beer or root beer, then back onto Depot Street, left onto 3rd avenue, right onto the walking trail (this is where the route back will change) they will stay on the walking trail until they hit 1st Avenue and will take a left, then take a right onto Main Street and end back at the Storytelling Center.
- The brewery will be contacted, and we will continue to notify the public that Police will be assisting with traffic control and ensuring pedestrian safety, and all should be wrapped up by 5 p.m.

Following the run, we are planning to host Shamrockin' on the Plaza, which will take place in front of the Storytelling Center. It will be from 4 to 7 p.m. with a Celtic Band playing at 5 p.m. and Main Street Cafe and Catering selling Depot Street Beer and serving Irish foods.

The Appalachian Highland Celts reached out with interest in returning to host Highland Game demos and hands-on experiences. This portion of the event would take place in Storytelling Park throughout the day. We plan to work with the county to turn the clocktower green the week of the St. Paddy's holiday to create a fun and festive way to

get folks excited for the event. Our goal is to increase economic impact through this event as well as offering family-fun activities. Jonesborough's St. Paddy's Celebration encourages locals and visitors to engage with Jonesborough as well as driving foot traffic in the stores and restaurants.

RECOMMENDATION:

Approve Jonesborough St. Paddy's Celebration events to be held on Saturday, March 16, 2024, as presented.

MEMO

To: Glenn Rosenoff, Town Administrator
From: Cameo Waters, Tourism & Main Street Director
Date: December 21, 2023
RE: Jonesborough's St. Paddy's Celebration

Main Street Jonesborough is planning activities on Saturday, March 16 in celebration of St. Patrick's Day for the 8th year in a row. The newest addition we'd like to incorporate is a parade to this year's festival. I met with Chief Matt Rice and he said the police department can accommodate to make the parade happen. The parade would be small limiting it to 20-40 entries. We would line the entries up in the library parking lot and Sabine Drive. The route would go down Boone Street, Main Street, take a right onto Second Avenue and back to the library parking lot.

Plans are underway for the fourth annual St. Paddy's Fun Run which will begin and end at the Storytelling Center, kicking off at 3 p.m. The route has been discussed with Chief Matt Rice and he is in favor of utilizing the same route as last year:

- 2:15 p.m. – 3 p.m. staff member welcome runners on the Plaza of the Storytelling Center
- 3 p.m. the run will begin at the Storytelling Center, they will go down Main Street, take a left onto 2nd Avenue, down the walking trail, left onto 3rd Avenue and right onto Depot Street for a free small pour of beer or root beer, then back onto Depot Street, left onto 3rd avenue, right onto the walking trail. They will stay on the walking trail until they hit 1st Avenue and will take a left, then take a right onto Main Street and end back at the Storytelling Center.
- I will notify the brewery and we will continue to notify the public that Police will be assisting with traffic control and ensuring pedestrian safety but will be wrapped up by 5pm.

Following the run, we are planning to host Shamrockin' on the Plaza, which will take place in front of the Storytelling Center. It will be from 4 to 7 p.m. with a Celtic Band playing at 5pm and Main Street Café and Catering selling Depot Street Beer and serving Irish foods.

The Appalachian Highland Celts reached out with interest in returning to host Highland Game demos and hands-on experiences. This portion of the event would take place in Storytelling Park throughout the day. We plan to work with the county to turn the clocktower green the week of the St. Paddy's holiday to create a fun and festive way to get folks excited for the event. Our goal is to increase economic impact through this event as well as offering family-fun activities. Jonesborough's St. Paddy's Celebration encourages locals and visitors to engage with Jonesborough as well as driving foot traffic in the stores and restaurants.

Thanks,
Cameo Waters

**St. Paddy's Celebration 2024
Special Event Permit Application**

1. **Hold Harmless Agreement-** Not required since this is a Town event
2. **List of pre-events and post-events**
None
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 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- Parking**
 - A. Main Street needs to be blocked to all motorized traffic starting Friday, March 15 by 6 p.m. for vendors to set-up. The streets need to officially close that evening by 10 p.m. and remain closed until 8 p.m. on Saturday March 16.
 - 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
- 6. **Emergency Plan-** We will leave 15' on Main Street and beside the Courthouse for emergency vehicles passing.
- 7. **Event Sponsors List-** I 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 and Food Vendors are being finalized. List will be provided 48 hours prior to event. We have space for 4 food vendors and 20 craft vendors.
- 10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.**
 - A. Highland game demo area will be setup up in Jimmy Neil Smith Park on Friday.
 - C. Small sound system will be set-up in front of Storytelling Center for music during the day and the band that evening.
- 11. **Clean-up Plan-** Jonesborough Public Works and Street Departments will clean streets and collect garbage the evening before and the evening after the festival. We will place extra receptacles on Main Street and on the Plaza of the Storytelling Center. Town employees will provide assistance cleaning during festival hours.
- 12. **Street Closure Request-**
 - B. Main Street from Fox Street to Second Avenue needs to have a soft closure starting on Friday, March 15 by 6 p.m. for vendors to set-up. The streets need to officially close that evening by 10 p.m. and remain closed until 8 p.m. on Saturday March 16.
 - C. East and West sides of the Courthouse will be closed starting at 5:00 pm on Friday for vendor set-up and stay closed until Saturday evening at 9 p.m.
 - D. Close Boone Street for Parade on Saturday, March 16 approx. 10:30 a.m. - 12 p.m.
 - E. Any other streets will be closed by the Police Department on an as needed basis.

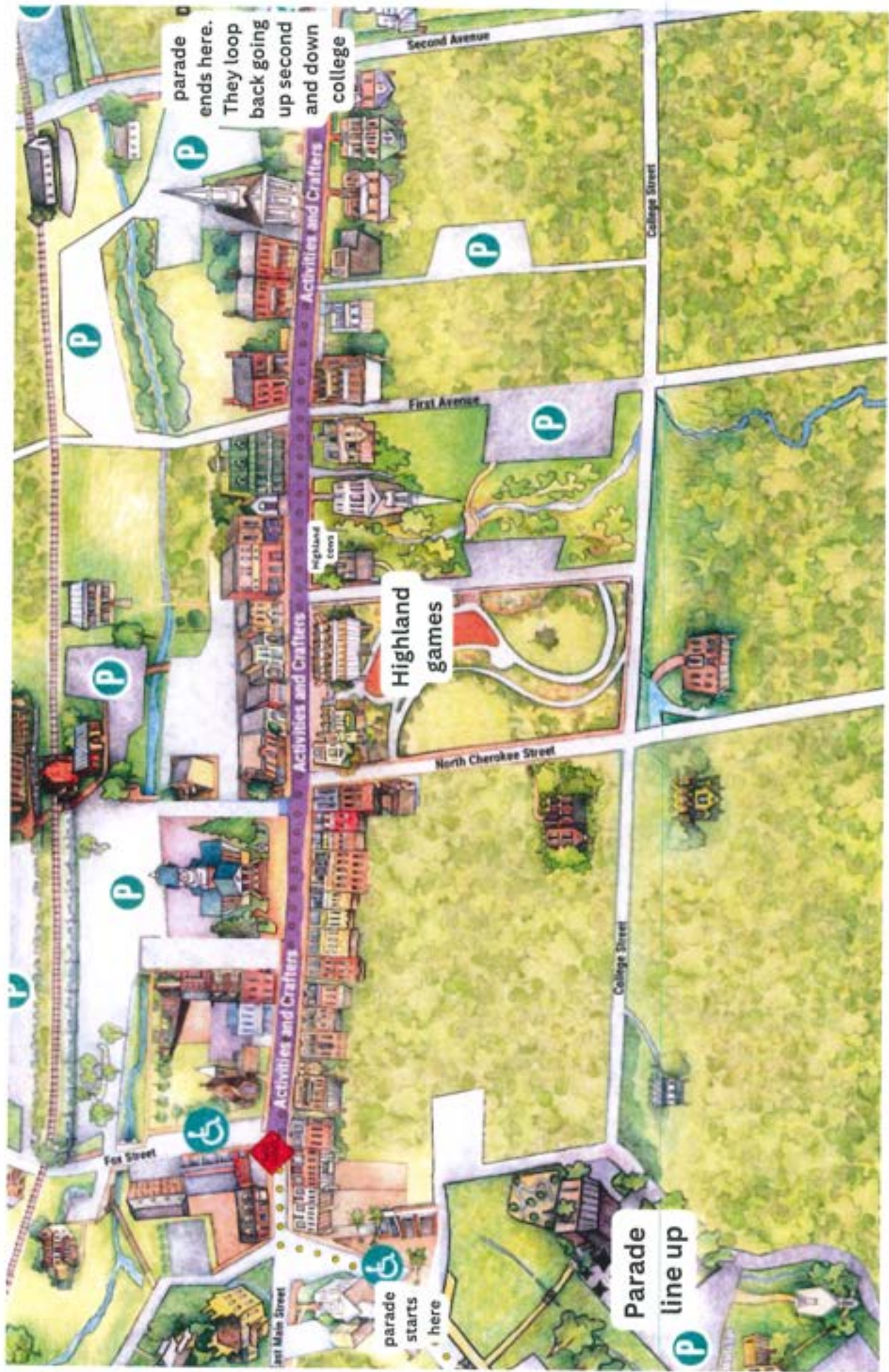


parade ends here. They loop back going up second and down college

Highland games

Parade line up

parade starts here



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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7-1

SUBJECT: Agreement with Mattern & Craig Engineers – Warrant Study – Payne Road

BACKGROUND:

The Traffic Committee voted at the December 2023 meeting to recommend the Town pursue a warrant study of West Jackson Boulevard at Payne Road. Payne Road is utilized by residents on the north side of the town, as well as Washington County motorists as a connector to West Jackson Boulevard.

On June 1, 2009, the engineering firm Wilbur Smith Associates presented an overall traffic engineering plan to the Town. At the time, there were three intersections that met one or more criteria for a traffic signal. Those intersections were Persimmon Ridge Road, Washington Avenue, and Payne Road.

When the warrant study itself was conducted in 2007, Persimmon Ridge and Washington Drive met all three criteria. To date, we have installed a signal at Persimmon Ridge and Second Avenue. Second Avenue was the alternative to Washington Drive. Payne Road met one of the three criteria.

So, what are the criteria? Along with crash data, the criteria are as follows:

1. Eight Hour Vehicle Volume
2. Four Hour Vehicle Volume
3. Peak Hour Vehicle Volume

In the 2009 study, the one criteria Payne Road met was #3 Peak Hour traffic volume. The following was the conclusion of the Wilbur Smith Associates traffic study with respect to the Payne Road intersection as stated below:

"Today, the intersection of US 11E at Payne Road/Creasy Road meets only the Peak Hour Warrant from 7:00am to 8:00am where 116 vehicles were counted on the southbound approach. Of these 116 vehicles, 63 were reported to be right turns."

"With the 70 percent factor in place (40 MPH or greater operating speeds), this intersection significantly exceeds the 1 lane approach criteria, (75 vehicles), and barely exceeds the 2 lane approach criteria, (100 vehicles), for minor street traffic volumes."

Given the southbound Payne Road right turn contribution towards the traffic signal warrant and the goal to minimize traffic signals on US 11E, a traffic signal at this location is not recommended."

In conclusion, the study did recommend that a southbound turn lane be added on Payne Road. The study went on to conclude that Payne Road would still meet only one of the three criteria in 2012 and would finally meet all three criteria by the year 2032.

Although the traffic study was a very comprehensive study at the time, there are several factors to consider. The first is that we have had two census periods since then, which was 2010 and 2020. Obviously, Wilbur Smith Associates had no way to know at the time of the study that the Town, and surrounding county, would have record high population growths, which in turn dramatically increases vehicular traffic volumes exponentially throughout the town, county, and region.

Secondly, they would not have considered the construction of the new Jonesborough K-8 school at that time. When parents are leaving the new school, a very good alternate route for parents, especially those traveling to Greene County or the Industrial Park, would be Skyline to Rocky Hollow; Rocky Hollow to Payne Road; and Payne Road to 11E (West Jackson Boulevard).

Just as this would be a good route when leaving the new school, it will be a popular route when taking children to the new school, only in reverse order. It will be a much more significant problem trying to turn left off of Payne Road onto 11E if there is any increase in eastbound 11E traffic turning left onto Payne Road.

One other interesting note in the Wilbur Smith Associates study includes what they describe as the lack of a good connector between Hwy 81N and 11E. If you look at our traffic volumes on 11E during peak traffic times, it is more difficult to access 11E by Washington Drive. It is also difficult to access Main Street in the morning with the high school traffic.

Wilbur Smith looked at viable connectors from 81N onto 11E, such as a clover leaf at the bridge on 11E, which could be a great option, but would probably cost in the millions to complete.

Again, Wilbur Smith Associates predicted Payne Road would meet all three warrant criteria by 2032 and with the significant increase in population and vehicles within the last two census periods, we believe we are already there.

Staff have contacted Mattern & Craig for a proposal to perform signal warrant analyses (Warrant Study) that would be submitted to TDOT for their concurrence that a traffic signal is warranted at this intersection. The study will include analyses of:

- W Jackson Boulevard (US-11E) at Payne Road
- College St (SR-81) at Payne Road/Rocky Hollow Road.

The fee proposed is \$5,000.00 with a 45-day milestone schedule based on them receiving the Notice to Proceed (NTP) from the town. Staff recommends an additional \$5,000.00 be budgeted in case additional services are required like attending meetings or adding additional components as part of the study, all of which would be billed based on the attached 2023 Standard Billing Rate Table. Staff recommends a total budget of \$10,000.00 for the study. The current Street Department FY24 budget has sufficient funding to pay for the study.

RECOMMENDATION:

Approve the Mattern & Craig Scope of Services and Fee Proposal, with additional budget for other services (if needed) to perform the warrant study with an overall budget of \$10,000.00, as presented.

Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
James B. Voso
Chad M. Thomas
Jason A. Carder
Brian K. Newman
D. Jason Snapp
Ryan P. Kincaid



Edwin K. Mattern, Jr. (1949-1982)
Gene R. Cress (1938-2014)
Sam H. McGehee, III (1940-2018)
Stewart W. Habbell (Retired)
J. Wayne Craig (Retired)
Michael S. Agee (Retired)
Steven A. Campbell (Retired)
Randy L. Dodson (Retired)

January 4, 2024

Town of Jonesborough
Craig Ford, Operations Director
123 Boone Street
Jonesborough, TN 37659
(423) 753-1031
craigf@jonesboroughtn.org

Re: Traffic Signal Warrants Analysis, US-11E at Payne
Road – Fee Proposal
Commission No. 7100-P

Dear Craig,

Mattern & Craig is pleased to provide you with a Scope of Services and Fee Proposal for this project, as detailed in the following pages.

Should you have any questions or comments regarding this proposal, please do not hesitate to contact me for clarification. We appreciate the opportunity to work with you on this project and look forward to starting work.

Sincerely,
MATTERN & CRAIG

Todd Jones, P.E.
Project Manager

Approved:
MATTERN & CRAIG

Jason Carder, P.E., PTOE, RSP
Principal

JAC/ejt
Attachments (3)

Project Understanding

Based on the information provided, Mattern & Craig (ENGINEER) proposes the following general Scope of Services, Schedule, and Fee to complete a Traffic Signal Warrants Analysis for the intersection of W Jackson Boulevard (US-11E) at Payne Road for the Town of Jonesborough (OWNER). The ENGINEER will provide these services with the following understandings:

- The OWNER will provide crash reports at the intersections.

Task 1 – Traffic Signal Warrant Analysis

Task 1.1 – Data Collection

ENGINEER will collect 14-hour (6:00 AM to 8:00 PM) turning movement counts at the following intersections, on a Tuesday, Wednesday, or Thursday while Washington County Schools are in session:

- W Jackson Boulevard (US-11E) at Payne Road
- College St (SR-81) at Payne Road/Rocky Hollow Road

Task 1.2 – Traffic Signal Warrants Analysis

ENGINEER will utilize guidance set forth in the Manual on Uniform Traffic Control Devices (MUTCD); specifically Warrant 1 – 8-hour Vehicular Volume, Warrant 2 – 4-hour Vehicular Volume, and Warrant 7 – Crash Experience, to complete a traffic signal warrants analysis for the intersection of W Jackson Boulevard (US-11E) at Payne Road, to determine if a traffic signal is warranted at this intersection.

With the opening of the newly constructed Jonesborough Elementary School on N. Cherokee Street, some school generated trips from the west will likely use this intersection to travel to the school. The ENGINEER will review the traffic data, and estimate the additional trips that would likely use this intersection if it were signalized.

The results of the Traffic Signal Warrant Analysis will be summarized in a memorandum that will be submitted to the OWNER.

Task 1 Deliverables: *Memorandum*

Schedule

Task	Milestone
Memorandum:	45 days following NTP

Fee

ENGINEER will perform the above services for the lump sum fee of \$5,000.00, to be billed monthly based on percent complete. We can attend meetings, or complete additional services at the hourly rates provided in the attached “Standard Billing Rates” table. Payment will be due within 30 days of your receipt of the invoice. All permitting, application, and similar project fees will be paid directly by the OWNER.



CLIENT AND ENGINEER
PROFESSIONAL SERVICES AGREEMENT

This agreement is made and entered into at Kingsport, TN effective as of the last date signed below, by and between:

ENGINEER:

CLIENT:

Name: Mattern & Craig, Inc.
Address: 429 Clay Street
Kingsport, TN 37660
Phone: (423) 245-4970

Name: Craig Ford
Address: 123 Boone Street
Jonesborough, TN 37659
Phone: (423) 753-1031

The project upon which the services hereinafter described are to be performed is located at _____
See attached letter dated January 4, 2024

Services: See attached letter dated January 4, 2024

Fee: See attached letter dated January 4, 2024

In addition to the matters set forth herein, our agreement shall include, and shall be subject to, the Standard Provisions attached hereto and incorporated herein.

If you concur and wish us to proceed with the services described above, please have both enclosed originals of this Agreement executed by a properly authorized individual in the space provided. Retain one and return the other. The terms stated in this agreement are valid for sixty (60) days from the date executed by the Engineer.

ENGINEER:

CLIENT:

By: *Jana Cards*

By: _____

Title: Principal

Title: _____

Date: January 4, 2024

Date: _____

STANDARD PROVISIONS

- (1) **Engineer's Scope of Services:** The undertaking of the Engineer to perform professional services extends only to those services specifically described in this Agreement. However, if requested by the Client and agreed to by the Engineer, the Engineer will perform additional services ("Additional Services") hereunder and shall be compensated as set forth below.
- (2) **Client's Responsibilities:** In addition to other responsibilities described herein or imposed by law, the Client shall:
- Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
 - Provide to the Engineer all previous studies, plans, or other documents pertaining to the project; Client's requirements and criteria; standards to be followed; and all new information reasonably necessary; upon all of which the Engineer may rely.
 - Arrange for access to the site and other property and obtain approvals and permits required for the Engineer to provide its services.
 - Review all documents or verbal reports presented by the Engineer and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Engineer.
 - Provide such overall feasibility services such as independent accounting, legal, insurance, and cost estimating as the client may require or the Engineer may reasonably request.
 - Give prompt written notice to the Engineer wherever the Client becomes aware of any development that affects the scope and timing of the Engineer's services or any defect or noncompliance in any aspect of the project.
 - Bear all costs incident to the responsibilities of the Client including any permitting and review fees.
- (3) **Period of Services:** This Agreement has been entered into in anticipation of conditions permitting continuous and orderly progress through the completion of the Engineer's services. Times for performance shall be extended to the extent necessary for delays due to circumstances the Engineer does not control. If such delay or suspension extends for more than six months (cumulatively), the rates of compensation provided for in the Agreement shall be renegotiated.
- (4) **Compensation for Additional Services:** Unless otherwise agreed to in writing, the Client shall pay the Engineer for the performance of any Additional Services an amount based upon the Engineer's current hourly rates plus an amount to cover certain direct expenses including in-house duplicating, local mileage, telephone calls, postage, and word processing. Other direct expenses will be billed at 1.15 times cost.
- (5) **Method of Payment:** Compensation shall be paid to the Engineer in accordance with the following provisions:
- Invoices will be submitted by the Engineer to the Client for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due the Engineer for services and expenses within 30 days after the Engineer's transmittal of its invoice, the Engineer may suspend services until all amounts are paid in full.
 - If the Client objects to any invoice, it must advise the Engineer in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections shall be waived, and the invoice shall conclusively be deemed due and owing.
 - If the Engineer initiates legal proceedings to collect payment for services, it may recover in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Engineer's normal hourly billing rates, of the time devoted to such proceedings by its employees.
 - The Client acknowledges and agrees that the payment for services rendered and expenses incurred by the Engineer pursuant to this Agreement is not subject to any contingency or conditions unless expressly set forth in this Agreement.
- (6) **Use of Documents:** All documents, including but not limited to drawings, specifications and data or programs stored electronically, prepared by the Engineer are related exclusively to the services described herein. They are not intended or represented to be suitable for partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client or any partial use or reuse without written authorization or adaptation by the Engineer will be at the Client's sole risk and without liability or legal exposure to the Engineer, and the Client shall indemnify, defend and hold the Engineer harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Any authorization or adaptation will entitle the Engineer to further compensation at rates to be agreed upon by the Client and the Engineer. Copies of Documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) signed or sealed by the Engineer. Files in electronic media format of text, data, graphics, or of other types furnished by Engineer to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the Client, after receiving electronic files, agrees to perform acceptance tests or procedures within 60 days, after which the Client shall be deemed to have accepted the data. Any errors detected within the 60-day acceptance period will be corrected by the Engineer. Engineer shall not be responsible to maintain documents stored in electronic media format after acceptance by Client. When transferring documents in electronic media format, Engineer makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operation systems, or computer hardware differing from those used by Engineer at the beginning of this Project. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- (7) **Opinions of Cost:** Because the Engineer does not control the cost of labor, materials, equipment, services furnished by others, methods of determining prices, competitive bidding or market conditions, any opinion rendered as to costs shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, but the Engineer cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator.
- (8) **Termination:** The obligation to provide further services under this Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, the Engineer will be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Engineer as a result of such termination.
- (9) **Insurance:** The Engineer is protected by Workers' Compensation insurance, professional liability insurance, and general liability insurance for bodily injury and property damage and will exchange certificates of insurance upon request.

(10) **Liability:** In performing its professional services, the Engineer will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality at the time the services are provided. No warranty, express or implied, is made or intended by the Engineer's undertaking herein or its performance of services hereunder, and it is agreed that the Engineer is not a fiduciary with respect to the Client.

To the fullest extent of the law, and notwithstanding any other provisions of this Agreement, the total liability, in the aggregate of the Engineer and the Engineer's officers, directors, employees, agents and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Engineer or the Engineer's officers, directors, employees, agents, or subconsultants shall not exceed twice the total compensation received by the Engineer under this Agreement or \$50,000 whichever is greater. Under no circumstances shall the Engineer be liable for lost profits, consequential damages or for extra costs or other consequences due to changed conditions or for costs related to the failure of the contractor to perform work in accordance with the plans and specifications.

(11) **Expenses of Litigation:** If the Client or its contractors initiate legal proceedings against the Engineer, its contractors, or its subcontractors related to the Engineer's services, and such proceedings conclude with the entry of a final judgment favorable to the Engineer, the Client shall reimburse the Engineer for all of its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Engineer's normal hourly billing rates, of the time devoted to the proceedings by the Engineer's employees.

(12) **Dispute Resolution:** If and to the extent that Client and Engineer have agreed on a method and procedure for resolving disputes between them arising out of or relating to this Agreement, such dispute resolution method and procedure, if any, is set forth in an Exhibit attached to this Agreement. Client and Engineer agree to negotiate in good faith for a period of thirty days from date of notice of all disputes prior to exercising their rights under any Exhibit or under law.

(13) **Hazardous Substances:** It is understood and agreed that in seeking the professional services of the Engineer, the Client does not request the Engineer to undertake to perform any services, studies, or tests, or to make any determinations involving hazardous substances or conditions, as defined by federal or state law. Therefore, the Engineer undertakes no such obligation, and the Client agrees to hold harmless, indemnify, and defend the Engineer from and against any and all claims, losses, damages, liability, and costs arising out of or in any way connected with the presence, discharge, release, or escape of hazardous substances or conditions of any kind, or environmental liability of any nature, in any manner related to services performed by the Engineer. If any hazardous substance or condition is observed or reasonably suspected by the Engineer, it shall have the right to cease all services until the hazardous substance or condition has been eliminated. The Engineer shall notify the Client of any such substance or condition of which the Engineer becomes aware, and the Client shall be solely responsible for its elimination.

(14) **Assignment:** Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the Client and the Engineer, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and the Engineer and not for the benefit of any other party. Neither the Client nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the written consent of the other, except that the Engineer may retain subconsultants as it deems appropriate.

(15) **Confidentiality:** The Client consents to the use and dissemination by the Engineer of photographs of the Project and to the use by the Engineer of facts, data and information obtained by the Engineer in the performance of its services. If, however, any facts, data or information is specifically identified in writing by the Client as confidential, the Engineer shall use reasonable care to maintain the confidentiality of that material.

(16) **Miscellaneous Provisions:** This Agreement is to be governed by the law of the State of Tennessee. This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors and assigns. This Agreement contains the entire and fully integrated agreement between the parties hereto and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. This Agreement can be supplemented or amended only by a written document executed by both the Engineer and the Client. Provided, however, that conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Engineer. Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction. Also, the non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

2023 Standard Billing Rate Table
Mattern & Craig
July 15, 2023

Employee Types	Employee Type (Category) Billing Rate (\$/Hr.)
Sr. Principal	\$ 245.00
Principal	\$ 215.00
Sr. Division Manager	\$ 230.00
Business Development Manager	\$ 180.00
Sr. Engineering Specialist	\$ 190.00
Sr. Project Manager	\$ 190.00
Business Development Coordinator	\$ 165.00
Business Manager	\$ 150.00
Project Manager	\$ 145.00
Engineering Specialist	\$ 140.00
Sr. Construction Manager	\$ 130.00
Lead Project Engineer	\$ 135.00
Sr. Survey Manager	\$ 125.00
Construction Manager	\$ 120.00
Survey Manager	\$ 120.00
Survey Supervisor	\$ 115.00
Project Engineer	\$ 125.00
Associate Engineer	\$ 105.00
Sr. Design Technician	\$ 105.00
Sr. Engineering Technician	\$ 100.00
Accounting Coordinator	\$ 90.00
Sr. Resident Project Representative (Sr. RPR)	\$ 90.00
Billing Specialist	\$ 85.00
Graduate Engineer	\$ 100.00
Marketing Coordinator	\$ 85.00
Design Technician	\$ 85.00
Marketing Assistant	\$ 80.00
Survey Crew Chief	\$ 85.00
Sr. Administrative Assistant	\$ 80.00
Administrative Assistant	\$ 75.00
Resident Project Representative (RPR)	\$ 75.00
Survey Field Technician II	\$ 70.00
Assistant RPR	\$ 60.00
Survey CAD Technician	\$ 60.00
Survey Field Technician I	\$ 55.00
Intern	\$ 45.00

Employee Type (Category) Billing Rates listed above are valid through May 31, 2024. On June 1, 2024, Employee Type (Category) Billing Rates may be adjusted to meet market conditions.

Vehicle mileage will be charged at the published Std. IRS Mileage rate unless modified by individual contract language. All other Direct Project Expenses (i.e., Copying, Shipping, Postage, Meals, Lodging, Supplies, etc.) will be invoiced 1.10 times the actual cost. All subconsultants charges will be invoiced at a rate of 1.15 times the amount of the subconsultant's invoice.

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7-J

SUBJECT: Intersection at Boone-East Main-Spring-Fox Streets

BACKGROUND:

There have been years of discussion regarding the intersection at Boone/Main/Spring/Fox Streets. Every solution discussed always carries with it a different set of problems. After meeting for several hours with Malcolm Highsmith and Todd Wood, we have developed what we feel is the only real solution for this intersection.

First, let's look at Boone Street. When we initially constructed the cross walk across this intersection, there was a plan to put an island in the middle. This was to create a safe zone for pedestrians as this is a very long crosswalk with lots of different turning movements.

The sidewalk and curbing were extended beyond the Baptist Church to assist pedestrians crossing at this intersection; especially from cars coming off of Spring Street onto Boone Street. It was also to protect the parked vehicles at the church.

The pedestrian island was never constructed. Part of the issue was large truck traffic and trucks pulling trailers having more difficulty making the turn with the island. At this point, we need to increase attention to the safety of pedestrians and not so much about making it easier on truck traffic.

The next street is Fox Street. There is little to say about Fox Street. There are times traffic gets backed up in the intersection as eastbound traffic make it difficult for westbound traffic to turn left onto Fox off of Main. Although an inconvenience, Fox needs to remain as is as it becomes to detour for Main Street during the numerous road closures that occur throughout the year.

Next you have Spring Street. This is a street that gets far less traffic; however, the main vehicular problem is traffic turning left off of Spring Street, or more often, going straight across onto Boone Street. This may possibly get worse when the new school opens in January.

Finally, there is Main Street. Again, traffic gets backed up from time to time due to the turning movement of vehicles. We have complaints of speeding vehicles in the area. This is mainly due to traffic coming down the hill, not necessarily going up the hill. A speed table in this area is not an option due to the steep hill.

The is a quick overview of the problem. There is a lot going on in this intersection and too many choices for motorists to make. There is no crosswalk to connect Main Street to Spring Street in this area either.

Again, after looking at this intersection for years, staff is recommending changing Spring Street to a one-way street from Main Street to Franklin. This one-way would be from Main Street traveling southeast toward Franklin Avenue. The roadway would be narrowed and a new sidewalk constructed from Main Street to Franklin. There would be a bulb-out placed at Franklin to force traffic on Spring Street coming into Town to turn right onto Franklin Avenue.

Next, the three parking spaces on Main Street that are parallel to the Baptist Church would be eliminated. An island would be constructed in the current westbound lane coming down the hill that would force traffic to move to the right and give the appearance of narrowing the roadway to reduce speeds (roadway reconfiguration plan). The island would need to be constructed of concrete as the granite curb would pose a danger.

This will hopefully accomplish two things. First it will slow traffic coming down the hill as they will have to move to the right due to the island. Second. It will have a dramatic impact on the visibility of that intersection.

Depending on the type of vehicle parked on Main Street, it is difficult to see traffic at the Boone Street intersection. It is very difficult for traffic on Boone Street to see beyond these parked vehicles.

It is understood that parking is a premium downtown, but the island will not work unless those spaces are made part of the roadway reconfiguration plan.

Once the island is constructed and the sidewalk is constructed on Spring Street, we can install a crosswalk at this location to make it safer for pedestrians to cross.

Finally, we would construct the pedestrian island on Boone Street at the intersection of Main.

Todd Wood has provided a drawing of what the change at this intersection would look like once the work is completed.

This project would be divided into the following work schedule:

- Removal of the three parking spaces on East Main Street.
- Installation of concrete island east of Spring Street and tapering up to the upper Baptist Church parking lot and extending into the westbound lane no wider than 6 feet at its widest point. This will be completed with a mountable concrete curb stained to match the granite curb with a combination of concrete and plantings in the center.
- Installation of a pedestrian safety island on Boone Street, constructed similarly to the one on East Main Street.
- Establish Spring Street as one-way traveling southwest from Main Street to Franklin.

- Installation of a curbed island at the Franklin/Spring Street intersection to prevent two-way traffic beyond Frankling.
- Installation of signage.
- Installation of a sidewalk on the north side of Spring Street from East Main Street to Franklin.
- Installation of a crosswalk on East Main Street from the Baptist Church to Spring Street sidewalk.

Although some of the work can be completed with current budgeted funds in the Street Department, much of this project will have to be completed as funds are available. We may need to budget some of this project for the FY25 budget.

The traffic Committee unanimously approved the plan at the December 19, 2023 meeting.

RECOMMENDATION:

Approve the plan as presented for the intersection of Boone/Main/Spring/Fox Streets as funding is available as follows:

- Removal of the three parking spaces on East Main Street
- Installation of concrete island east of Spring Street and tapering up to the upper Baptist Church parking lot and extending into the westbound lane no wider than 6 feet at its widest point. This will be completed with a mountable concrete curb stained to match the granite curb with a combination of concrete and plantings in the center.
- Installation of a pedestrian safety island on Boone Street, constructed similarly to the one on East Main Street.
- Establish Spring Street as one-way traveling southwest from Main Street to Franklin.
- Installation of a curbed island at the Franklin/Spring Street intersection to prevent two-way traffic beyond Frankling.
- Installation of signage.
- Installation of a sidewalk on the north side of Spring Street from East Main Street to Franklin.
- Installation of a crosswalk on East Main Street from the Baptist Church to Spring Street sidewalk.

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7-K

SUBJECT: Establish 30 Miles-Per-Hour Speed Limit on Boones Creek Road

BACKGROUND:

With the continued development of the Boones Creek Corridor, we are seeing an increase in traffic accidents. Many of these accidents are injury accidents as the speed limit in this area is 45 miles-per-hour.

More often than not, it is east-bound traffic involved in these crashes. Traffic coming out of Town toward Boones Creek are building up speed going down the hill. Traffic turning left into one of the new residential developments, or Farm Bureau Insurance Agency will stop traffic. At this point, the speeding vehicles cannot get stopped.

We have experienced accidents in which the speeding motorist passes the stopped cars and hits the vehicle making the left turn. It is dangerous, and we are fortunate that we have not had a fatality in this area. Many have called for reducing the speed limit from 45 mph to 30 mph all the way to the town's corporate limits.

Currently, the speed limit is 30 mph from the traffic signal to the top of the hill beyond Seymore Acres. At that point, the speed limit changes to 45 mph to the Town's limits.

This is a difficult problem. The roadway character is designed to carry faster speeds, but with the lack of a center turn lane, turning traffic is "rear-ended," or "t-boned" making the left hand turns on this stretch of roadway.

Engineering will note that if 85% or more of the traffic is speeding, you have a problem. There are times when the problem is that the speed limit is too slow for the roadway design, which may be the case in this situation; however, lowering the speed limit may be our only viable option at this point.

There is planning and conceptual design to connect the new school road to Boones Creek Road at Parsons Circle and Farm Bureau. The new intersection design proposes a roundabout roadway system. The town has already secured the right of way to connect the new school road to Parsons Circle and is exploring funding options to complete this part of the road improvement project. Concurrently, the town is working with the State of Tennessee for funding options to complete the roundabout phase of the road project. We

will continue to work on the project as one major road improvement project with potentially two sources of funding sources. Time is of the essence to pursue this project to fruition to improve and promote vehicular safety. Also, the comprehensive plan to improve the Boones Creek Corridor includes a future pedestrian plan that will enhance safe mobility within the corridor between the Town of Jonesborough and the City of Johnson City.

We are working on traffic counts/speed in this area and hope to have them available at the meeting. Traffic accident data will be presented as well.

If the speed is reduced in this area, it will exacerbate road safety issues with more motorists attempting to pass. If we reduce the speed, striping the roadway with a double yellow line will be necessary to prohibit passing.

The Washington County Highway Department has agreed to stripe the roadway. We can absorb this cost in the current Street Department budget. We will install "No Passing" signs along this roadway as well.

The traffic committee unanimously approved this plan at the December 19, 2023 traffic committee meeting. They also requested reduced speed ahead signs in the county prior to entering the 30 mile-per-hour speed zone in the city.

The sequence of this project would be striping the roadway first and erecting the signage. Once completed, the new speed limit signs would be erected.

RECOMMENDATION:

Approve establishing (1) the speed limit on Boones Creek Road (S.R. 354) at 30 miles-per-hour from Jackson Boulevard to the town limits, and (2) no passing zone and reduce speed warning signage, as presented.

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

DATE: JANUARY 8, 2024 AGENDA ITEM #: 7-L

SUBJECT: 2024 Music-On-The-Square Agreement with Sam Love

BACKGROUND:

During the 2023 MOTS Season, Sam Love was able to perform the duties of MOTS Administrative Director and Sound Engineer, and the feedback I received was that the season was successful, and downtown was a destination for music on a Friday night. Sam pours his heart and soul into the program, which is observed whenever you attend MOTS, not to mention him providing, renting, or purchasing any additional sound-related equipment needed for MOTS to operate as a high-quality event.

The Agreement before you is the same as last year with the objective to "strive toward a revenue goal of \$16,000.00 through sponsors, fundraisers, in-kind donations, food trucks, or any other revenue strategies to financially support the event. The continued observation from last year is the thousands of dollars Sam Love saves the town through him providing, renting, or purchasing any additional sound-related equipment needed for MOTS to operate as a high-quality event. In the same manner as last year, town staff, or the Events Director, is in a better position to take the lead on striving for the revenue goal of \$16,000.00 while being assisted by the MOTS Administrative Director (Sam Love in this case). Therefore, as such was last year, the provision whereby the MOTS Administrative Director "provides, rents, or purchases, any additional sound-related equipment needed for MOTS to operate as a high-quality event" remains in the agreement.

I believe the Agreement continues to be reasonable and that Sam will provide us a great return on investment for the 2024 MOTS Season.

RECOMMENDATION:

Approve the Town of Jonesborough 2024 Agreement with Sam Love for Music on the Square, as presented.

TOWN OF JONESBOROUGH
2024 AGREEMENT WITH SAM LOVE
MUSIC-ON-THE-SQUARE

THIS AGREEMENT made and entered into on this the 9th day of January, 2024, by and between the BOARD OF MAYOR AND ALDERMEN OF JONESBOROUGH, TENNESSEE, hereinafter referred to as the TOWN, and SAM LOVE, hereinafter referred to as Mr. Love or the Contractual Employee:

WITNESSETH:

For and in consideration of the mutual covenants and agreements hereinafter contained, the Town will pay Mr. Love as the Administrative Director and Sound Engineer for Music-on-the-Square. In consideration whereof the parties hereto have agreed upon the following terms and conditions, which shall constitute, govern, and control the relationship between the parties hereto, the same being inseparable parts to this Agreement, to-wit.

GENERAL

Music-On-The-Square (MOTS) is a community event run by the Town of Jonesborough under the artistic direction of Mr. Love and the administrative responsibility of the Events Coordinator. MOTS is a series of Friday night concerts from May through September that are held around 7:00 p.m. in front of the Courthouse downtown and are free to the public. The performances draw from 400-1,000 people who are all ages and include a number of local residents as well as people from other states. The MOTS Administrative Director and assisting staff will strive to schedule a diverse and culturally unique line-up, intentionally cultivate an inclusive environment, and create diverse, authentic, and inclusive marketing campaigns to leverage the event and brand.

This Agreement between the Town and Mr. Love establishes the responsibilities and scope of activities for both parties, and a level of compensation for the work performed by Mr. Love during the term of this Agreement.

SCOPE OF RESPONSIBILITIES

Mr. Love shall perform the following activities based on the duties and responsibilities of Music on the Square Administrative Director and Music on the Square Sound Engineer.

Music on the Square Administrative Director

Directly accountable to the Town Administrator and the Director of Special Events.

1. Works cohesively with the MOTS Sound Engineer to create MOTS season line-up.
2. Emcees the event.
3. Secures bands and performers as well as coordinating their payment with the Town Recorders Office.
4. MOTS Administrative Director provides, rents, or purchases, any additional sound-related equipment needed for MOTS to operate as a high-quality event.
5. Provides all necessary financial information to the Town Recorder as required.
6. Works with the Marketing Team to assist in advertising MOTS throughout the year.
7. Determines if there is a need for MOTS accessories like tee-shirts, hats, and other items under the authorization of the Town Recorder.
8. Works with Street and Police Department to communicate needs for the event.
9. Works in the Office (Storytelling Center) with the Director of Special Events up to 20 hours per month beginning January 2nd of each approved MOTS season.
10. Oversees or assists as deemed necessary with any MOTS fundraisers.
11. Provide the Town Administrator a signed contract from each band that will be performing for the season.
12. Responsible for weekly accounting of pass-the-hat funds, food truck fees, and other donations.

Music on the Square Sound Engineer

Directly accountable to the Town Administrator and the Events Coordinator

1. Works cohesively with the MOTS Administrative Director to create MOTS season line-up.
2. Responsible for assembling and operating the sound equipment used for each Music on the Square event.
3. Communicates with the bands weekly to coordinate setup and needs.
4. Works with the Marketing Team to assist in advertising MOTS throughout the year.

5. Reports when sound equipment needs maintenance or new equipment needs to be purchased.
6. Creates backup plan for duties to be carried out and lines up individual if unable to be present at any MOTS performance.
7. If deemed necessary by sound engineer, they are to hire their own sound tech assistants.
8. Responsible for performing sound engineer duties at all MOTS fundraisers.

The Town of Jonesborough shall:

1. Provide an annual appropriation for Music on the Square in the amount of six thousand Dollars (\$6,000.00) towards Music on the Square for the 2024 season. The amount of the appropriation will be reviewed yearly and prior to the beginning of the season.
2. Provide administrative support and leadership necessary to carryout MOTS during the year.
3. Assist in advertising throughout the year.
4. Provide financial responsibility for and accounting of all MOTS activities, making deposits and payments in a timely manner.
5. Provide oversight of collections obtained during performances.
6. Provide liability insurance for the event.
7. Provide staffing when necessary to assist in carrying out the performances each week.
8. Provide equipment necessary for sound during the performances.
9. Undertake measures for traffic and pedestrian safety.
10. Provide necessary refuse collection.
11. The Director of Special Events will oversee the annual MOTS fundraiser with assistance from the MOTS Administrative Director and an event committee if deemed necessary.
12. Provide the Administrative Director a laptop for Town business use only. The laptop remains the property of the Town and said equipment shall be returned to the Town Administrator if this agreement is no longer in effect.

13. The Director of Special Events, assisted by the MOTS Administrative Director, will strive toward a revenue goal of sixteen thousand dollars (\$16,000.00) through sponsors, fundraisers, in-kind donations, food trucks, or any other revenue strategies to financially support the event.

STANDARDS OF CONDUCT

Contractual Employees carrying out activities in behalf of the Town of Jonesborough are expected to maintain the same level of decorum and appropriate behavior as any regular employee of the Town of Jonesborough. The Town has established high expectations for its staff by expecting them to set an example for positive interactions within the community and for addressing communications and issues in a professional and responsible manner. Contractual Employees undertaking activities in behalf of the Town are expected to do the same. The following represents examples of behaviors listed in the Town's Personnel Policies that are deemed unacceptable by the Town and therefore are unacceptable for a Contractual Employee of the Town:

1. Using threatening, abusive or obscene language to citizens, Town management or Town employees.
2. Any conduct which comprises the public's trust and confidence in Town employees, Town Contractual Employees, or Town operations.
3. Any behavior, whether on or off-duty in carrying out the stated duties and responsibilities outlined in this Agreement, that is not conducive to the Contractual Employee maintaining a positive and professional image, and which behavior is deemed detrimental to the positive perception of the Contractual Employee and the Town by the Jonesborough community.
4. Disgraceful personal conduct or language towards the public, Town employees or Town officials.

Contractual employees carrying out activities in behalf of the Town are expected to communicate concerns and/or grievances associated with the Town operation directly to the Department Head(s) responsible for the activity or to the Town Administrator for resolution.

FINAL AUTHORITY AND OWNERSHIP

Although it is intended for Mr. Love, Town staff and the Jonesborough Advisory Committees to direct and operate the daily activities related to MOTS, it is understood that as an event run by the Town of Jonesborough, the Jonesborough Board of Mayor and Aldermen have the final authority, if it chooses to use it, to determine how MOTS is carried out. Additionally, all proceeds collected through sponsorships, donations, tickets or pass-the-hat type collections are to be considered made to the Town of Jonesborough and property of the Town. All equipment purchased with those funds or other Town Funds

will remain the property of the Town. The event itself, the name "Music-On-The-Square" and the trademark "MOTS" shall at all times remain the property of the Town.

POLITICAL AND OTHER NON-PERFORMANCE ACTIVITY

Use of the Music-On-The-Square name and/or logo for political purposes, or in support of or opposition to non-performance or non-arts related activities other than activities sponsored or supported by the Town of Jonesborough is prohibited without the authorization of the Jonesborough Board of Mayor and Aldermen.

COMPENSATION

In compensation for services rendered from May 1, 2024 through September 30, 2024, Mr. Love shall be compensated as follows:

Sixteen Thousand will be paid to Sam Love for services rendered for the MOTS 2024 Season based on (1) selecting and contracting individuals and bands to play during the five (5) month, twenty-two (22) performances season; (2) perform all the duties and responsibilities of the MOTS Administrative Director and MOTS Sound Engineer as contained in said Agreement. Payments to Sam Love will commence at the beginning of the season, May of 2024, on a biweekly basis.

Although other duties and responsibilities of the MOTS Administrative Director and MOTS Sound Engineer will begin January of each calendar year, compensation will continue to be administered based on the Compensation section of said Agreement.

TERM / EFFECTIVE DATE

This Agreement shall be in effect from January 9, 2024 through September 30, 2024.

OPTION TO RENEW

Should the terms of the Agreement herein expressed be carried out fully and faithfully, Mr. Love shall have the option to renew this Agreement for an additional year subject to a review of compensation and the approval of the Jonesborough Board of Mayor and Aldermen.

ENTIRE AGREEMENT AND CONTINUATION OF AGREEMENT

The parties agree this document contains the entire agreement. The provisions of this Agreement shall be binding on both parties unless modified in writing by mutual agreement after the execution of this contract.

IN TESTIMONY WHEREOF the Parties have hereunto set their hands and seals on this the 9th day of January, 2024, binding themselves representatives, successors and assigns.

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

ATTEST:

MAYOR AND ALDERMEN OF
JONESBOROUGH:

BY: _____
JANET JENNINGS, RECORDER

BY: _____
CHUCK VEST, MAYOR

SAM LOVE

APPROVED AS TO FORM: _____
JAMES R. WHEELER, TOWN ATTORNEY

STATE OF TENNESSEE
COUNTY OF WASHINGTON

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

GIVEN UNDER MY HAND AND OFFICIAL SEAL at office in said State and County, this the ____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid personally appeared Sam Love, with whom I am personally acquainted, and who executed the foregoing instrument and acknowledged that he executed the same as he free act and deed for the purposes therein contained.

WITNESS my hand and seal at office in the State and County aforesaid, on this the ____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____