

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

MEETING NOTICES

MONDAY, FEBRUARY 10, 2025

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

PUBLIC HEARING

1. Ordinance Creating a Cultural Arts Board

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. Report on Debt Obligation
 - a. Property Acquisition Capital Outlay Note
 - b. Helene Emergency Assistant Loan (HEAL)
8. Approval to amend the effective date for the Flood Meter Tap Discount Program

AGENDA

1. Financial Report
2. Communications from the Mayor
 - a. Employee of the Month
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments
6. **OLD BUSINESS**
 - A. Discussion and possible action concerning second and final reading of an Ordinance creating a Cultural Arts Board;
7. **NEW BUSINESS**
 - A. Discussion and possible action concerning approval of Fiscal Year 2024-25 Audit Contract with Blackburn, Childers and Steagall, PLC
 - B. Discussion and possible action concerning approval of a Special Event Application Requests and Special Event/Special Occasion Outdoor Use Permit:
 1. Mill Spring Makers Faire – Mill Spring Makers Market
 2. Third Thursday Burger Nights – Jonesborough Locally Grown
 - C. Discussion and possible action concerning approval of the Agreement with Sam Love for Music-On-The-Square 2025 Season;

- D. Discussion and possible action concerning approval of a Resolution for the codify and revise the ordinances of the Town of Jonesborough with MTAS (Municipal Technical Advisory Service);
- E. Discussion and possible action concerning first reading to annex certain property located off Boones Creek Road as part of the Reserves at Boones Creek project;
- F. Discussion and possible action concerning the creation of a GIS Manager position in the Water Distribution Department;
- G. Adjournment.

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

Consent Agenda

DATE: February 10, 2025 **AGENDA ITEM #:** 1

SUBJECT: Approval of Minutes

Attached for BMA approval are the minutes of the following meetings:

October 21, 2024 – Regular Meeting
November 12, 2024 - Regular Meeting
November 18, 2024 – Work Session
December 9, 2024 - Regular Meeting
January 7, 2025 – Work Session

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

OCTOBER 21, 2024

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, October 21, 2024, at 7:00 p.m. at the Jackson Theatre, 121 West Main Street, Jonesborough, TN.

The first item on the Public Hearing agenda was Ordinance No. 2024-09 Amending the Fiscal Year Jackson Theatre Budget. There were no comments.

The next item on the Public Hearing agenda was Ordinance No. 2024-10 To Reduce Pollution By Establishing Peak Stormwater Management And Erosion Prevention And Sediment Control Measures. There were no comments.

The next item on the Public Hearing agenda was Ordinance No. 2024-11 To Reduce Pollution By Establishing Permanent Water Quality Stormwater Management. There were no comments.

Mayor Vest closed the Public Hearing.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

October 21, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, October, 2024, at 7:00 p.m., at the Jackson Theatre, 121 West Main Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Ruth Verhegge 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 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. Alderman Causey asked that Consent Agenda Item 8-b Personnel – Approval of a Water Distribution Director be pulled for discussion. Alderman Dickson made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the BMA meeting minutes for the following meetings: May 13, 2024 Regular Meeting, May 24, 2024 Called Meeting, June 3, 2024 – Budget Work Session, and June 12, 2024 – Reconvened Budget Work Session.

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: McKinney Center Advisory Committee, Board of Zoning Appeals, Planning Commission, and Historic Zoning Commission.
6. Approve the following Supervisor Reports: Fire Department, Building Inspector, Director of Special Events, McKinney Center, McKinney Center Program Manager, Senior Center, Digital Media Manager, Marketing Manager, Police Department, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment, Jackson Theatre, Animal Control, Street Department, Director of Tourism and Main Street, and Parks and Recreation
7. Approve three dumpsters in the Solid Waste Department as surplus and to be sold on GovDeals.
8. Approve the appointment of Michelle Stewart as the Human Resource Director at Grade 19, Step 3 (\$74,475 – Exempt) of the Town's compensation plan.

The next item for approval was appointment of Mr. Gary "Chris" Christian to the position of Water Distribution Director at a salary of Grade 19, Step 3 (\$74,475 – Exempt) of the Town's Compensation Plan. Mayor Vest asked the Alderman if they had comments or questions. With there being none, Alderman Causey made the motion to approve the appointment of Mr. Gary "Chris" Christian to the position of Water Distribution Director at a salary of Grade 19, Step 3 (\$74,475 – Exempt) of the Town's Compensation Plan, with the stipulation that Mr. Christian obtain his Water Distribution II and Cross-Connection certifications issued by the State of Tennessee by November 2025, and that his salary not be adjusted based on passing his certifications as per the recommendation by Utility Manager Kevin Brobeck. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was the approval of the Financial Report. Alderman Wolfe asked Town Recorder Janet Jennings about the Town's financial status. Janet Jennings reported that the finances are strong, staff is working the FEMA tracking from the flooding from Hurricane Helene, property taxes are coming in. Mayor Vest asked the Aldermen if they had any further questions or comments. There being none Alderman Wolfe made the motion to approval the Financial Report as presented. Alderman Causey seconded the motion and it duly passed.

Janet Jennings presented the Debt Obligation Report on the final \$9,000,000 bond on the Jonesborough K-8 School Project excluding Tiger Park.

Communications from the Mayor was the next item on the agenda. Mayor Vest recommended that Sharon Squibb and Ernest McKinney be re-appointed for 3-year terms, expiring April, 2027, to the McKinney Center Advisory Committee. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion, seconded by Alderman Dickson, to re-appoint Sharon Squibb and Ernest McKinney to the McKinney Center Advisory Committee as recommended by Mayor Vest. The motion was duly passed.

Mayor Vest recommended the appointment of Bryan Barnett, Lori Rosenoff and Carla Weems for 5-year terms, expiring September, 2029, to the Parks and Recreation Advisory Commission. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion, seconded by Alderman Countermine, to appoint Bryan Barnett, Lori Rosenoff and Carla Weems to the Parks and Recreation Advisory Commission as recommended by Mayor Vest. The motion was duly passed.

Mayor Vest asked Skye McFarland to come forward to accept the Employee of the Month award. Mayor Vest read the following nomination:

Insert Nomination Letter

Mayor Vest asked Skye McFarland if she had any comments. Skye McFarland said it was an honor to be nominated, and was thankful for all the volunteers that help at the McKinney Center.

Mayor Vest said he has been working with the Town Attorney on the possibility of establishing two zones for hemp stores. Mayor Vest expressed his appreciation to the Parks and Recreation staff for all their hard work at Stage Road Park, the Town work force on all their efforts and hard work during the flood from Hurricane Helene, and Jerome Bowers and Greg Clark for building the “pumpkin hut” that has turned out to be huge success and enjoyed by everyone visiting downtown.

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. Dr. William Kennedy, 400 West Main Street, former Chairman of the Historic Zoning Commission from 1980-2020, addressed the BMA concerning the alleyway between 117 East Main St and 119 East Main St. Dr. Kennedy said the alleyway needs attention and there was a multi-comprehensive agreement between the two property owners that was placed on the “back burner” and requested that it be taken off the “back burner” to get the project completed. Mayor Vest thanked Dr. Kennedy for his comments.

Tom Foster, Foster Signs, 146 North Lincoln Ave, addressed the BMA with his concerns about the proposed sign fees of 3½ %, and requested the Town adopt a different pricing structure based on a flat fee plus and variable amount based on square footage. Mayor Vest thanked Tom Foster for his comments.

Ruth Verhegge, Flag Committee Chairman, announced that the annual Flag Retirement Ceremony will be held on Sunday, October 27th at 2:00 pm, in the parking lot of the Town Hall. Ms. Verhegge said Dana Helvey will be the keynote speaker and the Daniel Boone High School Marine Corps JROTC Program will lead the flag retirement ceremony. Mayor Vest thanked Ruth Verhegge for her comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Dickson said on Friday, November 15th at 6:00 pm, at the International Storytelling Center will feature the film *The Indelible Appalachians*. Alderman Countermine expressed his appreciation to everyone in the Town who helped with the flood relief efforts. Alderman Causey expressed her appreciation to all the Town employees for their hard work and help in the flood relief efforts. Alderman Wolfe said the Mill Spring Makers Market Rising Above: Downtown Jonesborough Helping Neighbors in Need special event that was held on Saturday, October 19, 2024 was a great festival with over 1,000 people in attendance. Alderman Wolfe said the Jackson Theatre’s Grand Opening will be held November 14th – 17th and a variety of events will be held each day. Alderman Wolfe said he would like to thank the volunteers of JAMA Food Pantry and Jonesborough Community Chest for their hard work during the flood relief. Alderman Wolfe announced that Governor Bill Lee and the State of Tennessee have established a \$100 million dollar grant relief fund for communities to be able to draw funds for relief monies while waiting on FEMA funds to come in.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said in regard to the alleyway between 117 – 119 East Main Street, that a quitclaim had previously been prepared for those properties, due to those being private properties the Town cannot do work on them. Jim Wheeler said he will begin work on options to change the ownerships back to the Town. Mr. Wheeler said there three are on-going litigations at this time Mr. Wheeler said the TN Hills suit was dismissed in federal court, but could be resubmitted back to the the State Court if appealed by TN Hills.

The first item under Old Business was second and final reading of Ordinance No. 2024-09 Amending the Fiscal Year Jackson Theatre Budget. Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to approve Ordinance No. 2024-09 Amending the Fiscal Year Jackson Theatre Budget on second and final reading, as presented. Alderman Causey seconded the motion and it was duly passed

INSERT ORDINANCE

The next item on the agenda was second and final reading of Ordinance No. 2024-10 To Reduce Pollution By Establishing Peak Stormwater Management And Erosion Prevention And Sediment Control Measures. The change is designed to address the updates required to meet the minimum standards of stormwater related compliance as per the State of Tennessee Department of Environment and Conservation (TDEC). Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to approve on second and final reading Ordinance No. 2024-10 To Reduce Pollution By Establishing Peak Stormwater Management And Erosion Prevention And Sediment Control Measures, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was second and final reading of Ordinance No. 2024-11 To Reduce Pollution By Establishing Permanent Water Quality Stormwater Management. The change is designed to address the updates required to meet the minimum standards of stormwater related compliance as per the State of Tennessee Department of Environment and Conservation (TDEC). Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion to approve on second and final reading Ordinance No. 2024-11 To Reduce Pollution By Establishing Permanent Water Quality Stormwater Management, as presented. The motion was seconded by Alderman Countermine and duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of the updated Town's Personnel Policy. Mayor Vest said some of the changes in the Personnel Policy included the

position of the Human Resource Director; compensatory time for Department Heads was change from the maximum of 100 hours accumulated to 200 accumulated; upon full retirement as defined by TCRS, an exempt employee may be compensated for up to, but no more than, 80 hours of accumulated comp time; recommended that a retiring employee have a choice of being paid for 680 hours of their sick time upon retirement, as is the current policy, or to transfer all of their accumulated sick time to TCRS for service credit; The Pregnant Worker's Fairness Act and Pump Act was added; an Anti-retaliation Policy was added; The Drug and Alcohol Testing Policy was updated to ensure compliance with prevailing federal law and the Tennessee Drug-Free Workplace Act; and the re-establishment of the Town Accident Review Committee. Mayor asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion, seconded by Alderman Countermine and duly passed, to approve the Town's updated Personnel Policy, as presented.

INSERT PERSONNEL POLICY

The first item under New Business approval of Resolution authorizing the Town to Participate in the Public Entity Partner's (PEP) Property Conservation Matching Grant Program for a match of \$5,000 for the burglar alarm and security cameras for the Jackson Theatre. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to approve the Resolution No. 2024-07 authorizing the Town to participate in the (PEP) Property Conservation Matching Grant Program and to approve the grant match of \$5,000 for the Burglar Alarm System and Security Cameras for the Jackson Theatre, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was the approval of appointments to the Jackson Theatre Board. Mayor Vest said the recommendation is to appoint Melinda Copp and Josh Smith to the Jackson Theatre Board to serve six (6) year terms. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the appointment of Melinda Copp and Josh Smith to the Jackson Theatre Board as recommended. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was approval of the Jackson Theatre Rental Agreement, which includes Rental Rules and Guidelines, Rental Fees, Rental Checklist, Rental Agreement and Application, Addendum A – Staff/Labor, Equipment and Special Fees, Addendum B – Advertising and Marketing, Addendum C – Ticketing and Services, and Addendum D – Concession and Bar Services.

Also, included is the Jackson Theatre "Special Rental Agreement Provisions for Designated User Groups", whereby Jackson Theatre maintains a policy to offer special arrangements with various community organizations planning to host 2 or more events on at least an annual basis for the next three years. These organizations are referred to

here as “user groups” and are identified as the Jonesborough Repertory Theatre, International Storytelling Center, McKinney Center and StoryTown Radio Show, Jonesborough Area Merchants and Services Association (JAMSA), Storytellers Guild, Heritage Alliance, Washington County Board of Education, Chuckey Depot, Town of Jonesborough Departments, Schubert Club, Tuesday Garden Club, Kiwanis Club of Jonesborough, and Civitan Club of Jonesborough. The User groups will enter into the Jackson Theatre Rental Agreement for their events much like any other rental client, except the following special policies and benefits apply (see attached document).

The Jackson Theatre “Special Rental Agreement Provisions for Designated Community Groups”, whereby the Jackson Theatre maintains a policy to offer special arrangements with regionally based non-profit arts organizations and various community organizations planning to host 2 or more events on at least an annual basis for the next three years. These organizations are referred to here as “community groups.” Community groups will enter into the Jackson Theatre Rental Agreement for their events much like any other rental client, except the following special policies and benefits apply (see attached document). All three documents represent a conscientious effort to attract all ranges of renters, users and groups to the historic Jackson Theatre whereby they enjoy a quality experience with the Town of Jonesborough from the rental agreements/fees to the use of the facilities. Staff is recommending the approval of all three documents as they are necessary now for adoption in order to provide strong rental agreement guidelines and fee structures.

Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to approve the following: (1) Jackson Theatre Rental Agreement, (2) Special Rental Agreement Provisions for Designated User Groups, and (3) Special Rental Agreement Provisions for Designated Community Groups. Alderman Causey seconded the motion and it was duly passed.

INSERT JACKSON THEATRE RENTAL AGREEMENT

The next item on the agenda was first reading of an Ordinance amending Municipal Code Title 10, Chapter 3, Noise Ordinance, Section 10-305, Paragraph 8 “Construction or Repairing of Buildings” to allow construction or repair activities on Saturdays, changing “weekdays” to “Monday through Saturday”. Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Wolfe made the motion to approve on first reading the Ordinance amending Title 10, Chapter 3, Noise Ordinance Section 10-305, Paragraph 8, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval for the reallocation of budgeted Parks and Recreation FY24-25 Funds designated for a new lawn mower at \$10,000.00 and a side-by-side utility vehicle at \$20,000.00 for the purchase of a new 2023 Ford Maverick truck at the cost of \$26,605.00. The new Maverick truck will replace one of the work

trucks that has an engine that needs replacing at a cost of over \$5,000.00. Fleet Director Steven Beckett stated that this engine model has multiple issues in the past, and the recommendation is to surplus the truck rather than invest in further costly repairs. Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Dickson made the motion to approve the reallocation of budgeted Parks and Recreation FY24-25 funds for the purchase of a new 2023 Ford Maverick at the cost of \$6,605, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval to purchase of the alley from Mr. Shane Adams at the agreed upon price of \$35,000.00 and the additional funds of \$25,500.00 for the sidewalk rebuild for a total cost of \$60,500.00, including the Town being responsible for the closing costs and Mr. Adams will being responsible for his sidewalk. Mayor Vest asked the Aldermen if they had questions or comments. Alderman Causey asked where the funds are coming from. Town Administrator Glenn Rosenoff said from the Fund balance and budget amendments. Mayor Vest called for a motion; Alderman Causey made the motion to approve the purchase of the alley from Mr. Shane Adams at the agreed upon price of \$35,000.00 and the additional funds of \$25,500.00 for the sidewalk rebuild for a total cost of \$60,500.00, including the Town being responsible for the closing costs and Mr. Adams being responsible for his sidewalk, seconded by Alderman Dickson and duly passed.

The next item on the agenda was first reading of an Ordinance amending Municipal Code Title 1, Chapter 5 Recreation Commission. The proposed amendments include increasing the number of members and allowing affiliate members to cast votes and strengthening the relationship between the town and key recreational programs, in order to align the committee's structure with their goal of building a more inclusive and effective recreational program for the community. Mayor Vest said the change includes making Committee appointments to three year terms instead of five year terms, and asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion to approve on first reading amending Title 1, Chapter 5, Recreation Commission, as presented. Alderman Countermine seconded the motion and it was duly passed. Mayor Vest and Alderman Causey requested an updated copy of the various Town committees and list of current members.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance amending Municipal Code Title 4, Chapter 1, Building Code. The current fee structure is based on the sum valuation of the signage project multiplied by 3.5%, and one option explored was to apply the current building permit fee of 0.85% to off-premises signage, which is not a by-right type of signage, but instead falls under additional regulations and/or limitations compared to other signage. Mayor Vest called for a motion if there were no questions or comments. Alderman Wolfe made the motion to approve on first reading the amendment to the Jonesborough Municipal Code Title 4, Chapter 1, Section 4-105 adding "Off-Premises

Outdoor Advertising Sign Fee” under the Schedule of Permit Fees. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was an amendment to the Sewer Line Extension Policy. Mayor Vest said Cobern Rasnick, Wastewater Director, did an excellent job on the updated policy change, and asked the Aldermen if they had any questions or comments. There being none, Alderman Causey made the motion, seconded by Alderman Dickson and duly passed, to approve the amending of the Town of Jonesborough Sewer Line Extension Policy, as presented.

INSERT SEWER LINE EXTENSION POLICY

There being no further business the meeting was duly adjourned. Ordinance amending Municipal Code Title 4, Chapter 1, Building Code

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

NOVEMBER 12, 2024

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Tuesday, November 12, 2024, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The first item on the Public Hearing agenda was the amendment to the Jonesborough Municipal Code Title 10, Chapter 3, Noise Ordinance. There were no comments.

The next item on the Public Hearing agenda was the amendment to the Jonesborough Municipal Code Title 1, Chapter 5, Recreation Commission. There were no comments.

The next item on the Public Hearing agenda was the amendment to the Jonesborough Municipal Code Title 4, Chapter 1, Building Code. There were no comments.

Mayor Vest closed the Public Hearing.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

NOVEMBER 12, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Tuesday, November 12, 2024, 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 Jen Richardson 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 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 Wolfe made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the minutes for the following BMA meetings: June 17, 2024 Regular Meeting, July 15, 2024 Regular Meeting, and July 24, 2024 Budget 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: Board of Zoning Appeals, Planning Commission, Design Review Committee, and Historic Zoning Commission.

6. Approve the following Supervisor Reports: Fire Department, McKinney Center, McKinney Center Program Manager, Building Inspector, Website and Marketing Specialist, Director of Special Events, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment, Police Department, Animal Control, Street Department, Tourism and Main Street Director, Marketing Manager, Jackson Theatre Operations Manager, Jackson Theatre Assistant Operations Manager, Jackson Theatre Technical Director, and Parks and Recreation.

7. Approve the declaration of the following Town equipment as surplus to be sold on GovDeals:
Fleet Maintenance – Plasma Cutter, Tool Cart
Solid Waste – Bobcat solid tires and rims
Water Distribution – Tracks for a Kubota track hoe
Street Department – Brush guard and winch for 2004 Chevy Pickup
Parks & Recreation – 2015 Chevrolet 4-door pickup

8. Approve the 2025 Holiday Schedule, as presented:

January 1, 2025 – New Year's (Wednesday, January 1st)

January 20 – Martin Luther King, Jr. Day (Monday)
February 17 – President's Day (Monday)
April 18 – Good Friday
May 23 – Water Park Employee Day (½ day)
May 26 – Memorial Day (Monday)
June 19 – Juneteenth (Thursday)
July 4 – Independence Day (Friday)
August 29 – ½ day – Employee United Way Day (Friday) – option for employees being allowed to take their time off by the end of the year (December 31, 2025) if a department's scheduling interferes with the Friday, August 29th date
September 1 – Labor Day (Monday)
October 3 – Storytelling Festival (Friday) – subject to Storytelling Festival being live and in-person
November 11 – Veterans Day (Tuesday)
November 27 & 28 – Thanksgiving (Thursday & Friday)
December 19 – Employee Christmas Party (Friday) at Visitor Center
December 24 – ½ Day (Wednesday), December 25 (Thursday), & December 26 (Friday)
January 1, 2026 – New Year's Day (Thursday)
Employee's Birthday

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked the Aldermen if they had any comments or questions. Alderman Wolfe asked about the Town's financial status. Town Recorder Janet Jennings reported that the property taxes are coming in strong, the July sales tax was down 4%, and the August sales tax was up 5%. With there being no further comments, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Financial Report, as presented. Alderman Dickson seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest introduced Monica Myles, Public Affairs Specialist for the U.S. Small Business Administration (SBA). Monica Myles addressed the BMA and provided information related to the SBA loan program for homeowners, renters, businesses, and non-profit organizations in Washington County to apply for low interest physical property disaster loan that was caused by Hurricane Helene. Ms. Myles said December 2, 2024 is the deadline to apply for a loan. Mayor Vest thanked Monica Myles for her comments and information on the SBA loan program.

Mayor Vest announced that the Board of Mayor and Aldermen Charter Meeting will be held at 6:00 p.m., Monday, December 9, 2024, and the Regular BMA Meeting will be at 7:00 p.m.

Mayor Vest asked Zach Williams to come forward to accept the Employee of the Month award. Mayor Vest read the following nomination:

I am nominating Zach Williams as the November Employee of the Month. Zach Williams has been employed for over a year and in that short time he has shown great potential. He volunteers to work over and on-call and strives to do his best and will help co-workers and other departments in need. Zach Williams has been a true asset during the devastation caused by Hurricane Helene. Zach has not only performed his regular duties, but while out assessing the damage caused by the flooding to our water system, Zach came upon a car trapped in the rising water, and without hesitation or a thought to his own personal safety, he jumped out and ran into the flood waters in order to rescue a woman, her child and a disabled man, and removed on all parties safely from the vehicle. Zach Williams goes above and beyond not only in his duties, but gives his all for his community and Jonesborough. It is for this reason the I nominate Zach Williams for Employee of the Month. Submitted by: Artie White, Water Quality Supervisor

Mayor Vest asked Zach Williams if he had any comments. Zach Williams said he was thankful for being nominated.

Mayor Vest said the Halloween Haunts and Happenings was a great event, the Jackson Theatre grand opening festivities are scheduled for November 14 -17; and the Chuckey Depot will hold a Polar Express fundraiser at the Jackson Theatre on December 7th.

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 Dickson said he was thankful for the support he received in being re-elected to the Board, and stated he enjoys serving the citizens of Jonesborough. Alderman Dickson expressed his appreciation to Town Administrator Glenn Rosenoff and Operations Manager Craig Ford for responding to an inquiry regarding Payne Road. Alderman Causey expressed how well the Made Around Town festival was and complimented staff on doing a great job. Alderman Wolfe congratulated Mayor Vest, Alderman Countermine and Alderman Dickson on their re-election; and the flood relief arts and crafts event was a huge success that brought many people into the Town and commended Melinda Copp for all her efforts on the festival.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said that the Board met in Executive Session and said that Tennessee Hills has filed a motion to dismiss all their lawsuits.

The first item under Old Business was second and final reading of an Ordinance amending Municipal Code Title 10, Chapter 3, Noise Ordinance, Section 10-305, Paragraph 8 "Construction or Repairing of Buildings" to allow construction or repair activities on Saturdays, changing "weekdays" to "Monday through Saturday". Mayor Vest asked the Aldermen if they had questions or comments. With there being none, Alderman Wolfe made the motion to approve on second and final reading Ordinance No. 2024-12

amending Title 10, Chapter 3, Noise Ordinance Section 10-305, Paragraph 8, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was second and final reading of an Ordinance amending Municipal Code Title 1, Chapter 5 Recreation Commission. The proposed amendments include increasing the number of members and allowing affiliate members to cast votes and strengthening the relationship between the town and key recreational programs, in order to align the committee's structure with their goal of building a more inclusive and effective recreational program for the community. Mayor Vest said the change includes making Committee appointments to three year terms instead of five year terms, and asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion to approve on second and final reading Ordinance No. 2024-13 amending Title 1, Chapter 5, Recreation Commission, as presented. Alderman Countermine seconded the motion and it was duly passed. Mayor Vest and Alderman Causey requested an updated copy of the various Town committees and list of current members.

INSERT ORDINANCE

The next item on the agenda was second and final reading of an Ordinance amending Municipal Code Title 4, Chapter 1, Building Code. The current fee structure is based on the sum valuation of the signage project multiplied by 3.5%, and one option explored was to apply the current building permit fee of 0.85% to off-premises signage, which is not a by-right type of signage, but instead falls under additional regulations and/or limitations compared to other signage. Mayor Vest called for a motion if there were no questions or comments. Alderman Wolfe made the motion to approve on second and final reading Ordinance No. 2024-14 amending the Jonesborough Municipal Code Title 4, Chapter 1, Section 4-105 adding "Off-Premises Outdoor Advertising Sign Fee" under the Schedule of Permit Fees. Alderman Causey seconded the motion and it was duly passed.

INSERT ORDINANCE

The first item under New Business was approval of Resolution authorizing the Town to participate in the Public Entity Partners (PEP) James L. Richardson "Driver Training" Matching Grant Program to supplement the Fleet Vehicle Tracking System (GPS). The matching grant is in the amount of \$4,000. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion, seconded by Alderman Countermine, to approve Resolution No. 2024-08 authorizing the participation in Public Entity Partner's James L. Richardson "Driving Training" Matching Grant Program, resulting in a \$4,000 grant to be matched by budgeted funds. The motion was duly passed.

INSERT RESOLUTION

The next item on the agenda was the participation in the HEAL (Helene Emergency Assistance Loan) Program, a \$100 million fund launched by Governor Bill Lee aimed at addressing immediate public health and safety needs in affected counties, including Carter, Clairborne, Cocke, Grainger, Greene, Hamblin, Hawkins, Jefferson, Johnson, Sevier, Sullivan, Unicoi, and Washington. This loan will help off-set cash flow from the unprecedented damage to the Town's utility system outside the city limits as a direct result of Hurricane Helene. Mayor Vest asked Town Administrator Glenn Rosenoff to present the HEAL Program. Glenn Rosenoff said our utilities operated under emergency operations to repair and replace lost infrastructure from the flood that included extensive water lines, valves, meters, boxes, etc. FEMA required us to document and estimate damages because of the flooding which included the Water Treatment Plant, Water Intake, and Wastewater. Utility Manager Kevin Brobeck worked with our engineering consultants at GRW Engineers, Inc to help assess the cost of damages that our utilities repaired and replaced in the field during the emergency to provide potable water back to areas stricken by the disaster. Many of our costs on the water distribution side were from existing inventory that was accounted for and we are still assessing known and potential issues at the plant and intake. The GRW report submitted to FEMA estimates damages at \$3,091,000. The Town has been and is working with FEMA and TEMA on following due process required in seeking reimbursements.

Glenn Rosenoff said that municipalities and utility companies cannot apply directly to TEMA for loan relief, those jurisdictions may coordinate with their counties to receive a portion of the loan funds. Counties may relend HEAL loan funds to (1) municipalities for hazardous debris management and (2) publicly and privately operated utility companies to repair water and wastewater systems. These "Second Borrowers" would be subject to the same terms and conditions as the counties, including the obligation to seek maximum FEMA reimbursement. As such, timing has been very expedient, and County Mayor Joe Grandy has been working with town staff to coordinate efforts to seek the no interest loan to help while the town seeks maximum FEMA reimbursement. The estimate received from GRW was submitted as part of the HEAL program. The BMA of course will need to approve this course of action. If approved for the HEAL program, and after FEMA has concluded reimbursement with the town, the second borrower (the town) would have ten (10) years to pay back the loan.

Glenn Rosenoff said Mayor Grandy and Mitch Meredith are working through Ken Rea with the First Tennessee Development District on the HEAL program application and all documentation has been submitted to TEMA. Washington County should know about the approval by November 15th or sooner. The State Comptroller's Office stated the following about the HEAL program: "If the County will pass through the proceeds to a municipal government within the county via a form of interlocal agreement (which can be modeled after the loan agreement between the County and TEMA), the municipal government will also need to file the Report on Debt Obligation." The statement above is how the county and town will be handling the loan therefore an agreement will be necessary, and the town will be required to file a Report on Debt Obligation with the Comptroller upon receiving loan funds. Glenn Rosenoff said Staff is working with our insurance carrier PEP

on damages. If the insurance covers any damages, the money received by the town must be reported to FEMA and the amount(s) will be subtracted from any FEMA reimbursements to the town. Glenn Rosenoff reiterated the interest free loan to mitigate our infrastructure damages, which will help minimize impacts on our utilities' cash flow.

Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Wolfe said our Water Department staff have been heroic in their efforts, but this program is essential, FEMA's timeline would extend recovery by up to eight months, and with this program we can act now. Alderman Wolfe said this is a strong example of the state government responding to local needs. There being no further comments, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Town of Jonesborough being a "Second Borrower" on the pending approval through the County for the HEAL program (loan), as presented. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was a Special Event Application request for "Fan Fest on Main" event scheduled for Saturday, January 18, 2025, from 11:00 AM to 6:00 PM. The purpose of the event is to bring family traffic and revenue to Jonesborough during a slow week of the New Year. Road closure is requested for the day of the event from 10:30 a.m. to 6:30 p.m., from Fox Street to Second Avenue. The Hold Harmless Agreement and Proof of Insurance have been received. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve Special Event Permit for Fan Fest on Main, to be held on Saturday, January 18, 2025, from 11:00 a.m. to 6:00 p.m., including scheduled road closure, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was a Special Event Request for the Winter Farmer's Market amendment from Jonesborough Locally Grown (JLG) who received approval for their Special Event Permit Application on March 11, 2024, to hold their annual Winter Farmers Market which is held outside Boone Street Market. JLG is requesting to add one more date, November 23, 2024, to the permit. The November approved dates were November 2, 9, 16. This requires that eight spaces in front of Boone Street Market be reserved on that event day and the request is for approval to place no parking signs on Friday evening in those spaces. Spaces will be used from 8:00 a.m. to 1:00 p.m. The Hold Harmless Agreement and Proof of Insurance for each special event have been received. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the amended Special Event Permit Application for the Winter Farmers Market to add November 23, 2024, to the previously approved dates for the special event, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was approval of the bid for the First Frontier Trail Phase 1. A pre-bid construction meeting was advertised and held at Town Hall on October 22, 2024, and three contractors were present for the meeting. The bids were publicly opened on November 1, 2024, at 2:00 p.m. Three sealed bids were received and all three contractors were present for the bid opening. The bids were as follows: (1.) Precision Concrete Finishing - \$424,026.25; (2) GCE Construction - \$514,203.00; and (3)

Complete Construction - \$559,150.00. The low bidder Precision Concrete Finishing is highly recommended for their concrete work. The source of funding is from the Direct Appropriation Grant in the amount of 2.4 million for Phase 1 of the First Frontier Trail that was received through the Governor's Office via TDEC, and the Town has already received the funds. Mayor Vest asked the Aldermen if they had any questions or comments. Alderman Wolfe said this is a great thing, that turned about pretty quickly; and we are thankful for the staff and engineers behind this program. Alderman Wolfe said this grant will allow the Town to complete phase one of extending and repairing sidewalks in town. With there being no further comments, Mayor Vest called for a motion. Alderman Wolfe made the motion, seconded by Alderman Countermine, to approve awarding the bid to Precision Concrete Finishing at the low bid amount of \$424,026.25 and approve town staff to negotiate with the low bidder in any area where cost savings can be realized. The motion was duly passed.

The next item on the agenda was approval of the bid for Landscape Maintenance for the 2025 Season. By bidding earlier, this allows more flexibility for contractors, ensuring that the Town receive competitive bids and quality service availability. This approach also enables us to better plan for the fiscal impact of the contract as we prepare for the upcoming budget cycle. Contractors were able to observe the locations under good maintenance conditions. A landscaping cycle is considered one month. A total of 17 locations were included in the bid process; however, only 10 are being awarded, due to all other locations will be maintained by Parks and Recreation staff. The bids were opened on Monday, November 4, 2024, at 11:00 a.m., and a total of 4 businesses submitted bids. Parks and Recreation Director Chris Kudera recommended awarding the bids as follows and for the contractor to begin on Tuesday, April 1, 2025.

Gardner's and Co LLC

Medians on Highway 11E - \$2,251

Mill Spring Park - \$245

McKinney Center/Booker T. Washington School - \$400

Jonesborough Visitor's Center/Town Hall - \$1,298

Senior Center/Lincoln Park - \$1,647

Jonesborough School/Tiger Park - \$2,899

Total Per Month - \$8,740

Kinch's Lawncare

Wetlands Water Park - \$1,050

Persimmon Ridge Park - \$325

Barkley Creek Park - \$550

W.C. Rowe Park/Chuckey Depot/Depot Walkway - \$775

Total Per Month - \$2,700

The total per month for landscaping is \$11,440.00. At three (3) months the total for the spring 2024-2025 fiscal year of \$34,320, at five (5) months the total for the fall of 2025-2026 fiscal year of \$57,200; and for the entirety of the landscaping year, the total will equal \$89,360.00. Mayor Vest asked the Aldermen if they had any questions or

comments. With there being none, Alderman Causey made the motion to approve the 2025 landscape bids, as presented. The motion was seconded by Alderman Countermine and duly passed.

The next item on the agenda was approval of bids for the 2025 Mowing Season. By bidding earlier, we've allowed more flexibility for contractors, ensuring we receive competitive bids and quality service availability. A mowing cycle is considered one (1) week. This also enables us to better plan for the fiscal impact of the contract as we prepare for the upcoming budget cycle. The 2025 mowing bids were publicly opened at Town Hall on November 4, 2024, at 11:00 a.m. There were 7 vendors who submitted bids. , a price comparison was completed, and staff is recommending 5 vendors for the 2025 mowing contract. The total weekly mowing cycle will be \$4,647.00, an increase of \$1,247.00 per cycle or roughly a 30% overall increase. Based on 15 weeks of mowing within this fiscal year, the total will be \$69,705.00, which is an increase from \$51,000.00, and \$78,999.00 for 17 weeks; the total costs will be less as we will not be mowing all areas immediately. There are more established grass areas for the 2025 mowing contract year for the new school property (includes non-athletic/athletic fields, Tiger Park, and overall school property) as compared to 2024 thus that location increased between contract years. Parks and Recreation Director Chris Kudera recommends awarding the bids as follows and for the contractor to begin on Monday, March 24, 2025.

Andrew's Lawncare LLC

Persimmon Ridge Walkway and Five Points - \$187

Waste Water Plant - \$347

Total Mowing Cycle - \$534

Lawn-Jon Landscape

Senior Center - \$55

Lincoln Park - \$100

McKinney Center - \$110

Vines Farm - \$60

Town Annex - \$60

Mountain View Estates - \$60

Total Mowing Cycle - \$445

Jones Lawncare

Wetlands, Persimmon Ridge Park - \$500

Mill Spring Park - \$50

Washington County Courthouse - \$60

Depot St. Park - \$40

Main St. Village - \$40

Barkley Creek - \$50

Library and Visitor's Center – \$95

Town Garage - \$60

Total Mowing Cycle - \$895

Truscapes

11E Medians - \$420

Stage Road Park - \$75

Meadows Subdivision - \$120

Jonesborough Elementary School and Ball Fields- \$1,200

Cemeteries - \$180

Total Mowing Cycle - \$1995

Snapp's Lawncare

Persimmon Ridge Ball Fields - \$389

Tiger Park Athletic Area - \$389

Total Mowing Cycle - \$778

Total Per Mowing Cycle - \$4,647

At fifteen (15) weeks, this would be a total for the spring 2024-2025 fiscal year of \$69,705. At seventeen (17) weeks, this would be a total for the fall of 2025-2026 fiscal year of \$78,999. The total mowing per calendar year \$148,704. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to approve the 2025 mowing bids, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of a Food Vendor for the 2025 Wetlands Water Park Season. Bids were received on November 4, 2024, and two bids were received US Foods and Performance Foods. Park and Recreation Director Chris Kudera evaluated the two bids received and recommends awarding the contract to US Foods. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve awarding the food contract bid for the 2025 Wetlands Water Park season to US Foods, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of pricing for the 2025 Wetlands Water Park Season. The prices are related to admissions, season passes, and facility rentals, with a consistent increase in costs yearly for labor, materials, maintenance, proposed improvements, etc., modest increases as presented are considered reasonable and very competitive to the region. The prices are as follows:

Admissions

Adults - \$13, Children and Seniors - \$11

Definition of a Child for Pricing – Any guest under 48 inches is considered a child and would receive the reduced admission price of \$11. Guest 48 inches and taller, who can enjoy full access to all water slides would pay the adult rate of \$13.

Season Passes

Adults - \$90, Children and Seniors - \$70

Gold Level Season Pass - \$120 for all ages, and includes the following exclusive benefits:

- Four (4) Bring-a-Friend passes - \$44 value
- 16oz Wetlands cup with \$1 refills all season
- Early Park Access: 30 minutes before opening (excluding Sundays)

The Gold Level Pass will offer additional perks for frequent visitors, enhancing their experience while providing added value.

Facility Rentals

1. Monday-Thursday Rentals

2-hour party: \$650

3-hour party: \$850

2. Friday-Sunday Rentals

2-hour party: \$700

3-hour party: \$900

3. Federal Holiday Rentals

Limit holiday rentals to 2-hour parties only with a flat rate of \$900. This rate adjustment will yield a profit of approximately \$189.50 or 21%, better covering additional holiday wage costs.

Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the Admission Prices, Season Passes including new Gold Level Pass, and Facility Rentals for the 2025 Wetlands Water Park Season, as presented. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was approval of a formal five year contract with Coca-Cola for the following programs and facilities: Wetlands Water Park, Jonesborough Youth Soccer, Jonesborough Little League, The Jackson Theatre, and the upcoming addition of the Tiger Park Concession Stand. The contract will include annual sponsorship and rebate program, participating programs and facilities, and expansion opportunities. This agreement provides a stable revenue stream and supports efficient beverage service management across town facilities. The annual sponsorship, rebate program, and expanded vending options will contribute positively to the department's financial health and service quality. Mayor Vest asked the Aldermen if they had any questions or comments. Town Attorney Jim Wheeler said Tiger Park is exclusive to Jonesborough K-8 School and the Washington County Department of Education. Jim Wheeler recommended that Tiger Park be excluded from proposed Coca-Cola contract. With there being no further comments, Mayor Vest called for a motion. Alderman Countermine made the motion to approve the 5-year contract with Coca-Cola as presented and with the exclusion of Tiger Park. Alderman Causey seconded the motion and it was duly passed.

INSERT CONTRACT

The next item on the agenda was approval of Resolution(s) for the TDEC 2024 Recreation Trail Program (RTP) Grant for Administrative Services and Engineering Services. The BMA approved a Resolution on May 13, 2024 authorizing the Town of Jonesborough to apply for TDEC's 2024 Recreation Trails Program (RTP) grant to develop recreational trails. The goal of this project is to construct an 8-foot wide, 3,000 linear foot paved trail from Mill Spring Park to Stage Road Park, traveling along Little Limestone Creek and undeveloped natural areas. The Town's application has been funded and in accordance with State procurement documentation guidance, Request for Qualification letters were sent to at least three administration firms and three engineering firms. Letters for administration were sent to Grassroots Planning and Management, Community Development Partners, LLC, Vantage Consulting Services, and GWB Planning and Management. Letters for engineering were sent to GRW Engineers, Inc, Ardurra Engineering, Robert Campbell and Associates, and DTWood Engineering, Inc.

The Town received one response each for RFQs on administration from Community Development Partners LLC and two responses on engineering from DTWood Engineering, Inc., and GRW Engineering. Staff completed the required evaluation/scorecard based regarding qualifications (see attached scoring). All companies scored very high and have a long history of providing great services in their respective capacities to the town. As to the engineering evaluations, DTWood scored higher due in most part to Mr. Todd Wood's over 2 decades of working intimately with the Town of Jonesborough on sidewalk/walking trail programs both for public and private projects and uses, and the town's comprehensive long range walkway projects like the current First Frontier Trail project.

Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to approve Resolution No. 2024-09 for the Administrative Services of Community Development Partners, LLC for the Town's 2024 RTP grant project and Resolution No. 2024-10 for the Engineering Services of DTWood Engineering, Inc. for the Town's RTP grant project, as presented. The motion was seconded by Aderman Causey and was duly passed.

INSERT 2 RESOLUTIONS

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

WORK SESSION

NOVEMBER 18, 2024

The Board of Mayor and Aldermen (BMA) met in a Work Session on Monday, November 18, 2024 at 8:00 a.m., at the ISC (International Storytelling Center, 116 West Main Street, Jonesborough, TN.

Mayor Vest called the meeting to order. 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, and Operations Manager Craig Ford.

The purpose of the Work Session was discussion of the budget amendments for Fiscal Year 2024-2025.

With no formal action acted upon and there being no further business for discussion, Mayor Vest adjourned the Work Session.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

CHARTER MEETING

DECEMBER 9, 2024

The Board of Mayor and Aldermen (BMA) met in a Charter Meeting on Monday, December 9, 2024, at 6:00 p.m. at the Town Hall, 123 West Main Boone Street, Jonesborough, TN.

Mayor Vest called the meeting to order. 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 Town Attorney Jim Wheeler.

Mayor Vest asked Chancellor John Rambo to come forward and administer the oath of office to the recently elected members to the Board of Mayor and Aldermen of Jonesborough, Tennessee. Chancellor Rambo congratulated Chuck Vest, Terry Countermine, and Adam Dickson on their re-election. Chancellor John Rambo administered the following oaths:

Under the provisions of the Charter of the Town of Jonesborough incorporated as Mayor and Aldermen of Jonesborough, Tennessee, the present term of Office of the incumbent Mayor and two (2) Aldermen expires as of this date, and it having been made to appear that an election was held on November 5, 2024, with the following elected. Aldermen Terry Countermine and Adam Dickson, and Mayor Chuck Vet.

INSERT OATHS

Mayor Vest thanked Chancellor John Rambo for administering the oaths.

The Charter Meeting was adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

DECEMBER 9, 2024

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, December 9, 2024, at 7:00 p.m., at the 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 Brian Ponder 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 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 and there were none. Alderman Dickson made the motion, seconded by Alderman Countermine, and duly passed to approve the following items on the Consent Agenda:

1. Approve the BMA meeting minutes for the following meetings: August 12, 2024 Regular Meeting, August 19, 2024 Called Meeting, August 29, 2024 Called Meeting, September 9, 2024 Regular Meeting, and October 19, 2024 Called Meeting.

2. Approve the following bills for payment:

Insert Payment

3. Approve the following Operations Manager Report:

Insert Report

4. Approve the following Committee Reports: Board of Zoning Appeals and Planning Commission.
5. Approve the following Supervisor Reports: Fire Department, Director of Tourism and Main Street, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Plant, Digital Media Manager, McKinney Center, McKinney Center Program Manager, Police Department, Street Department, Animal Control, Director of Special Events, Jackson Theatre, and Parks and Recreation.

6. Approve the retirement of K-9 Bond, who is 10 years old and is experiencing health related issues, and release him to the care of his handler, Police Sergeant Derrick Malone, and the agreement to come back to the Board for approval.
7. Approve the increase in the FY25 employee bonuses to \$500.00 for full-time employees and increasing bonuses for part-time employees at a discounted rate.
8. Approve a stipend of \$1,000 per pay period to Street Department Director Malcolm Highsmith retroactive to November 1, 2024, when he assumed the role of acting Solid Waste Director duties until a new Solid Waste Director is hired.

The next item on the agenda was the approval of the Financial Report. Alderman Wolfe asked Town Recorder Janet Jennings about the Town's financial status. Janet Jennings reported that the September sales tax collection is down 4%, we have experienced some unexpected repairs, but overall, the financial status is good, Mayor Vest asked the Aldermen if they had any further questions or comments. There being none, Alderman Wolfe made the motion to approval the Financial Report as presented. Alderman Causey seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest recommended the following people to the Facilities Advisory Committee: Craig Ford, Operations Manager; Chris Kudera, Parks and Recreation Director, Chuck Vest, Mayor. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion, seconded by Alderman Wolfe, to appoint Craig Ford, Chris Kudera and Chuck Vest to the Facilities Advisory Committee. The motion was duly passed.

Mayor Vest said the downtown tree lighting ceremony was great event and the Chuckey Depot Polar Express fundraising event held at the Jackson Theatre was great with approximately 300 people in attendance. Mayor Vest expressed his appreciation to the Water Distribution Crew for their fast response in repairing a leak in his neighborhood.

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

Insert Nomination

Mayor Vest asked Nicole Widner if she had any comments. Nicole Widner said she was thankful for being nominated and is happy to be working for the Town.

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. Brian Ponder, 214 East Main Street, Jonesborough, TN address the Board regarding his recommendation of a new committee to address enhancement or discuss disagreements and concerns with town policies or board actions in Jonesborough for areas of possible improvements and concerns. Mayor Vest thanked Brian Ponder for his comments

Ashley Cavender, 216 Spring Street, Jonesborough, TN, addressed the Board with her concerns over CSX Railroad's emergency reconstruction in Erwin, TN, due to the flooding of the Nolichucky River from Hurricane Helene, and the negative impact downstream to communities. Mayor Vest thanked Ashley Cavender for her comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey said the lighting of the Christmas trees in Lincoln Park was a great event and the Jackson Theatre Grand Opening was a wonderful event.

Alderman Wolfe said asked that the families impacted by the flood in the AJ Willis Road area be allowed to purchase a water tap at the discounted price of \$1,500, similar to the County Line extension projects, and requested that this be added to the agenda. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Wolfe made the motion to add to the BMA agenda consideration of a discounted price for new taps on AJ Willis Road to assist with moving away from wells and connecting to the Town's water system. Alderman Causey seconded the motion and it was duly passed.

Mayor Vest asked about modifying the tap fee to \$1,000, and called for a motion. Alderman Wolfe made the motion, seconded by Alderman Dickson, to approve the discounted price of \$1,000 for new water taps on AJ Willis Road, for households previously on wells, wishing to connect to the Town's water system for a period of one year, ending December 31, 2025.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said he had no report at this time.

The first item under New Business was approval of Resolution No. 2024-11 setting the 2025 regular meeting dates of the Board of Mayor and Aldermen. Mayor Vest asked the Aldermen if they had any changes to the meeting dates as presented. Alderman Countermine asked that the March 10th meeting date be changed to March 17th. With there being no further comments, Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Resolution No. 2024-11 setting the 2025 regular meeting dates of the Board of Mayor and Aldermen with the amendment that the March 10, 2024 meeting date being changed to March 17, 2024. Alderman Wolfe seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of Resolution No. 2024-12 for American Rescue Plan Act (ARPA) Allocation. Mayor Vest said that Evan Sanders, Community Development Partners, reported to the Town that as part of the ARPA funding of 2021 in the amount of \$1,664,859.24, a Department of Treasury requirement was that all local

SLFRF ARPA funding be fully obligated by 12/31/24, and then fully spent by 12/31/26. Mr. Sanders, on behalf of the town, was reporting 100% of the funding towards "Revenue Loss", which meant the funds simply must be spent on "Government Services". Mayor Vest said the staff recommendation is to approve the Resolution for American Rescue Plan Act (ARPA) Allocation to fund government services under the replacing lost public sector revenue spending as identified in Section 1 of the Resolution.; and asked the Aldermen if they had any questions. With there being none, Alderman Wolfe made the motion to approve Resolution No. 2024-12 for American Rescue Plan Act (ARPA) Allocation to fund government services under the replacing lost public sector revenue spending as identified in Section 1 of the Resolution, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of the 2024-2025 Barn and Land Lease to Mitch Triplett for payment amount of \$500.00. The Town owns property off Arnold Road known as the "Water Intake", which contains approximately 17 acres. 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. Mayor Vest asked the Aldermen if they had any questions or comments. Town Attorney Jim Wheeler said that the provision that limits the use of products raised on that property as a protection for the Town needs to be added to the Lease. With there being no further discussion, Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the 2024-2025 Barn and Land Lease to Mitch Triplett for a payment amount of \$500.00, and with the addition of the provision that limits the use of products raised on that property as a protection for the Town needs to be added to the Lease, as recommended by the Town Attorney. Alderman Dickson seconded the motion and it was duly passed.

INSERT LEASE

The next item on the agenda was the establishment of a Cultural Arts office, Cultural Arts Director position description and appointment of a Cultural Arts Director. Mayor Vest asked Town Administrator Glenn Rosenoff to address this item. Glenn Rosenoff said Mr. Bob Browning is working with the Tennessee Arts Commission (TAC) about the possibility of the Town receiving an annual appropriation from the TAC in support of arts programming in Jonesborough, more specifically ear marked in support of the Jackson Theatre. The Partnership Support funding through the TAC can be for 20% of operations cost, not to exceed \$100,000.00. In order to make it easier on the TAC staff to assist Jonesborough with significant Partnership Support grant funding, the recommendation is for the BMA to create a Cultural Arts Office as part of the Town's operation, and for the Jackson Theatre Operations Manager to take on the additional role/position of Cultural Arts Director (CAD). Glenn Rosenoff said he has spoken to Jackson Theatre Operations Manager Amber Crumley and explained that duties of the

CAD would be duties she would most like be performing as part of grant administration in regards to Jackson Theatre duties and operations, and that we would monitor the level of duties of this position, and if the BMA desires to give Mrs. Crumley a supplement for the broader title, it certainly could be justified if she did anything to help coordinate Jonesborough's arts programming. Mr. Rosenoff said he would need to evaluate the activities of this role and the level of work performed to better justify a need for supplemental pay. Mr. Rosenoff said in no way, could the new appointed role be in conflict with her primary duties and responsibilities as the Town's Jackson Theatre Operations Manager. Glenn Rosenoff said his recommendation is: (1) Approve the establishment of a Cultural Arts Office to be located within the Jackson Theatre; (2) Approve the position description establishing the position of Cultural Arts Director; and (3) Approve the appointment of Amber Crumley as the Cultural Arts Director.

Mayor Vest asked the Aldermen if they had any questions or comments. There being none, Alderman Wolfe made the motion to approve the establishment of a Cultural Arts Office to be located within the Jackson Theatre, the position description establishing the position of Cultural Arts Director, and the appointment of Amber Crumley as the Cultural Arts Director, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT POSITION DESCRIPTION

Glenn Rosenoff requested the addition of a Marketing and Social Media proposal from Jessica Sanders be added to the agenda. Mayor Vest called for a motion. Alderman Wolfe made the motion that the Marketing and Social Media proposal from Jessica Sanders be added to the agenda, seconded by Alderman Countermine and duly passed.

Mayor Vest asked the Aldermen if they had any questions or comments about the Marketing and Social Media proposal. With there being none, Alderman Wolfe made the motion to approve the proposal submitted by Jessica Sanders to perform marketing and social media support to help the Jackson Theatre promote its events and establish consistent branding at \$2,500.00 per month through the end of FY25, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of three Resolutions for USDA Funding for the Water Treatment Plant upgrade project which has been approved for \$22,818,000 in loan funding and \$2,600,00 in grant funding. BMA approval is required for resolutions on the following loans: Loan #32 - \$7,000,000; Loan #33 - \$8,000,000; and Loan # 30 - \$7,818,000, totaling \$22,818,000. Mayor Vest said the staff recommendation is for approval of the USDA Loan funding for the Water Treatment Plant upgrade project and the three Resolutions will need to be voted on separately. Mayor Vest asked the Aldermen if they had any questions or comments, and there were none.

Mayor Vest called for a motion on Resolution 1 – Loan #32 - \$7,000,000. Alderman Countermine made the motion to approve Resolution 1 – Loan #32 - \$7,000,000, seconded by Alderman Causey and it was duly passed.

INSERT RESOLUTION

Mayor Vest called for a motion on Resolution 2 – Loan #33 - \$8,000,000. Alderman Dickson made the motion to approve Resolution 2 – Loan #33 - \$8,000,000, seconded by Alderman Wolfe and it was duly passed.

INSERT RESOLUTION

Mayor Vest called for a motion on Resolution 3 – Loan #30 - \$7,818,000. Alderman Wolfe made the motion to approve Resolution 3– Loan #33 - \$7,818,000, seconded by Alderman Dickson and it was duly passed.

INSERT RESOLUTION

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

WORK SESSION

JANUARY 7, 2025

The Board of Mayor and Aldermen (BMA) met in a Work Session on Tuesday, January 7, 2025 at 6:00 p.m., at the ISC (International Storytelling Center, 116 West Main Street, Jonesborough, TN.

Mayor Vest called the meeting to order. 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, Human Resource Director Michelle Stewart, and Town Attorney Jim Wheeler.

The purpose of the Work Session was discussion on the FY25-26 budget calendar; and discussion on employee job descriptions and responsibilities.

With no formal action acted upon and there being no further business for discussion, Mayor Vest adjourned the Work Session.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

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

Consent Agenda

DATE: February 10, 2025 **AGENDA ITEM #:** 2

SUBJECT: Approval of Bills

Attached for BMA approval is the list of bills for January 2025

Check Register - General Fund - January 2025

01/03/25	111823 - 111907	\$263,964.36
01/08/25	111840 - void	(\$2,404.89)
01/08/25	111870 - void	(\$500.00)
01/08/25	111908 - 111913	\$411,703.18
01/10/25	111914 - 111991	\$46,789.80
01/13/25	111992	\$5,896.80
01/14/25	111941	(\$1,250.00)
01/16/25	111993 - 112056	\$65,291.50
01/17/25	112057	\$4,332.55
01/21/25	112058	\$23,724.70
01/23/25	112059 - 112074	\$75,091.18
01/24/25	111849 - void	(\$86.53)
01/27/25	112075	\$1,061.95
01/28/25	112076 - 112077	\$87,383.66
01/30/25	112078 - 112158	\$214,866.65
01/31/25	112159	\$100.00
		\$1,195,964.91

Check Register- Water Fund January 2025

01/02/25	68250 - 68395	\$61,071.95
01/08/25	68396 - 68398	\$5,157.56
01/10/25	68399 - 68416	\$29,303.50
01/13/25	68417	\$4,517.48
01/26/25	68418 - 68449	\$49,226.59
01/17/25	68450	\$2,751.56
01/21/25	68451	\$65,366.63
01/23/25	110080 - void	(\$73.00)
01/23/25	68452 - 68462	\$28,171.09
01/26/25	68463	\$1,871.40
01/28/25	68464	\$38,810.15
01/30/25	68465 - 68516	\$384,003.76
		\$670,178.67

Check Register -Sanitation Fund - January 2025

01/03/25	10632 - 10642	\$17,101.43
01/10/25	10643 - 10646	\$5,244.05
01/16/25	10647 - 10655	\$33,321.22
01/17/25	10656	\$37.03
01/26/25	10657 - 10660	\$16,612.12
01/27/25	10661	\$2,097.62
01/30/25	10662 - 10670	\$18,116.52
		\$92,529.99

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

Consent Agenda

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		\$92,529.99

MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: January 2025 Monthly Report

Date: February 06, 2025

The contractor continues to make progress on the new Street/Solid Waste/Recreation Building. The building is now under roof. We are currently working on a plan for the water/sewer service to the building. Once that is installed, the contractor can pour the concrete slab and we can begin work on the office space.

The Street Department completed a curbing project on Headtown Road at the entrance to Lowes. This section of curb tied into the end of the new sidewalk to prevent someone from running into the end of the sidewalk.

The Street Department also completed base stone work on Oak Grove Road. We have been notified that TDOT will be paving Highways 81 North and South this year. This includes Oak Grove Road.

There were several areas on Oak Grove Road that the asphalt had been undermined. This was due to an improper base underneath the finished asphalt. The Street Department repaired all these areas and we should be able to get reimbursed for the work through our TDOT maintenance contract.

I am currently working with Malcolm and Todd Wood on the next phase of the First Frontier sidewalk project. As soon as Mr. Wood gets the plans to me, I will be bidding out the next phase of the project.

I have begun meeting with some of the Department Heads on their 2025/2026 budget proposals. Every effort is being made to keep us on schedule for our budget process this year.

I have also spent a great deal of time this month on the Fire Department ISO problem. I met with the Mayor and Chairman of the Washington County Commission, Greg Matherly. Pursuant to that meeting, he scheduled us to attend the Washington County Public Safety Committee meeting in February.

We received the report from S&ME on asbestos in the Broyles Floral Shop of which we now own. There were some areas that contained asbestos in the building that will have to be abated prior to any renovations being completed; however, the report was not very bad at all.

I am continuing to keep an eye on the Wendy's development. According to the plans, Wendys was supposed to install a left-turn lane into their property. That has not been completed, and it is my understanding they do not have a TDOT permit to connect to the four-lane.

We worked with Stansell Electric to install two additional signal Heads on the Tiger Way side of the street in order to be ready for the restaurant opening. They will not be activated until the restaurant opens and TDOT gives the town the approval to activate the signals.

I also instructed Malcolm Highsmith to order a "No Left Turn" sign to prevent west-bound traffic on 11-E from attempting to turn into Wendys.

It is my understanding, according to his email, TTAP has completed the inventory and assessment of our Town roads. We were scheduled to meet in order to go over the findings, but the meeting was cancelled due to illness. It is my intent to utilize this valuable information for budgeting purposes.

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

Consent Agenda

DATE: February 10, 2025 **AGENDA ITEM #:** 5

SUBJECT: Committee Reports

1. McKinney Center Advisory Committee
2. Jonesborough Board of Zoning Appeals
3. Jonesborough Planning Commission

JONESBOROUGH BOARD OF ZONING APPEALS

MINUTES – NOVEMBER 19, 2024

The Jonesborough Board of Zoning of Appeals met in a regular meeting on Tuesday, November 19, 2024, 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

Members Absent: None

Staff Present: JW Greene, Donna Freeman, Todd Wood, Engineer

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

2. **Approval of Minutes – Meeting of October 29, 2024**

The motion to approve the minutes of the October 29, 2024 meeting as presented was made by Jim Rhein, seconded by Terry Countermine and it was duly passed.

3. **Variance Request for Signage – Ridgeview Family Dentistry, 222 Headtown Rd, R.W. Lauderback, DDS, and Allen Burleson, DDS, Owners Presented by: R.W. Lauderback, DDS**

The request is for a variance to the sign regulations as the sign constructed and installed is not a monument sign, and a permit has not been obtained through the Town's Building Department. R.W. Lauderback addressed the Board of Zoning Appeals and said the new sign is horizontal and smaller in size than the former vertical sign. Dr. Lauderback said the sign post was moved over approximately one foot, and their concern was about site distance safety issues when patients exit the parking lot to turn left onto Headtown Road, if a bottom base is installed.

Commissioners discussed the variance request and expressed that Dr. Lauderback work with Town staff in order to bring the sign into compliance. Chairman Foster read the staff recommendation to deny the current sign as presented and request that the owner work with the Town's Building Department on a revised plan to fill in the bottom of the sign and that the base be on the ground. Chairman Foster asked Commissioners if they had any comments or questions, and there being none called for a motion.

Motion: Terry Countermine made the motion to deny the request, and that Dr. Lauderback work with Town Building Department staff on the sign and come back to the Planning Commission for approval. Bill Graham seconded the motion and it was duly passed.

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

JONESBOROUGH BOARD OF ZONING APPEALS

MINUTES – DECEMBER 17, 2024

The Jonesborough Board of Zoning of Appeals met in a regular meeting on Tuesday, December 17, 2024, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

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

Members Absent: Josh Conger

Staff Present: JW Greene, Donna Freeman

Vice-Chairman Jim Rhein called the meeting to order and noted a quorum was present.

1. **Public Comments** – There were no comments.
2. **Approval of Minutes** – No minutes was presented for approval.
3. **Variance Request for Signage, Dillow-Taylor Funeral Home, 418 W College St.**
Presented by: Tom Foster, Foster Signs

Request for approval of a variance to place a second free-standing sign on the property of Dillow-Taylor Funeral Home. The funeral home is located abutting both W. Jackson Boulevard and W. College Street. A sign already exists on W. Jackson Blvd, and the proposed second sign will serve the other street frontage entrance off W. College St. The justification for a second sign to be located at the business is there already a tremendous use of W. College Street ingress and egress that has served the public for years, as well as high visibility of a high use business. Also, Dillow-Taylor's business 911 address is W. College Street, therefore it makes sense to have a business sign off this street. The dimensions of the proposed signage meet the Sign Ordinance regulations, will set against the building on West College Street.

Vice-Chairman Rhein read the staff recommendation to approve the variance to permit for a second sign based on the justification of "Visibility, ingress and egress can be better served with more than one (1) sign", as presented. Vice-Chairman asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Bill Graham made the motion to approve the variance request for Dillow-Taylor Funeral Home to permit a second sign free-standing sign to be located on West College Street, as presented. Robin Harpe seconded the motion and it was duly passed.

With there being no further business for discussion, Vice-Chairman Jim Rhein adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

MINUTES – NOVEMBER 19, 2024

The Jonesborough Planning Commission met in a regular meeting on Tuesday, November 19, 2024, 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

Members Absent: None

Staff Present: JW Greene, Donna Freeman, Todd Wood, Engineer

Chairman Tom Foster called the meeting to order and noted a quorum was present. Commissioners held a Moment of Silence in memory of Planning Commission member Bob Williams who passed away on November 1, 2024. Josh Conger led the group in Prayer and Chairman Foster led in the pledge to the Flag.

1. **Public Comments** – There were no comments.
2. **Approval of Minutes – Meeting of October 29, 2024**

The motion to approve the minutes of the October 29, 2024 meeting was made by Bill Graham, seconded by Jim Rhein and was duly passed.

3. **Final Site Plan for Mill Creek Subdivision, Phase 11, Section 1**
Developer: Wolfe Development
Presented by: Todd Wood, Engineer, Representing Wolfe Development

Request for final plat approval of Mill Creek Subdivision, Phase 11, Section 1, located off New Hope Road and includes new internal roads Cherry Marie Drive and Catalina Court. The subdivision contains 57 lots, is zoned PRD, contains approximately 30.26 acres, and is described on Washington County Tax Map 59, Parcels 75.00, 76.00, and 80.00. Wolfe Development has paid the In Lieu of Sidewalk Fee to the town to construct sidewalks along one side of the new streets. The surveyor is McCoy Land Surveying. The subdivision plat meets the minimum requirements of the subdivision regulations and zoning ordinance; and all required certifications have been obtained on the final plat.

Chairman Foster read the staff recommendation to approve the final plat for Mill Creek Section 11, Phase 1, as presented. Chairman Foster asked Commissioners if they had questions or comments, and with there being none called for a motion.

Motion: Josh Conger made the motion, seconded by Richie Hayward, to approve the final plat for Mill Creek Section 11, Phase 1, as presented. The motion was duly passed.

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

JONESBOROUGH PLANNING COMMISSION

MINUTES – DECEMBER 17, 2024

The Jonesborough Planning Commission met in a regular meeting on Tuesday, 17, 2024, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

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

Members Absent: Josh Conger

Staff Present: JW Greene, Donna Freeman

Chairman Tom Foster called the meeting to order and noted a quorum was present. Chairman Foster led the group in Prayer and Jim Rhein led in the pledge to the Flag.

1. **Public Comments** – There were no comments.
2. **Approval of Minutes** – No minutes was presented for approval.
3. **Approval of Final Site Plan for Sangid Property Subdivision located at Tavern Hill Road and Hairetown Road**

The request is for final plat approval of the Sangid 8.69 AC.+/- Property Partition containing 12 lots, totaling 8.69 acres, located on Tavern Hill Road and Hairetown Road, and further described on Washington County Tax Map 43, Parcel 78.05. The subject property is located within the Jonesborough Planning Region. The subdivision plan meets the minimum requirements of the Jonesborough Subdivision Regulations. TDEC has approved all lots for subsurface sewage disposal systems (septic systems), and all other plat certifications are complete. The only certification remaining is the Certificate for Recording by which the Secretary of the Planning Commission signs after the Planning Commission grants final plat approval.

Chairman Foster read the staff recommendation to approve the final plat of the Sangid 8.69 AC.+/- Property Partition, as presented. Chairman Foster asked Commissioners if they had comments or questions, and there being none called for a motion.

Motion: Bill Graham made the motion, seconded by Richie Hayward, to approve the final plat of the Sangid 8.69 AC.+/- Property Partition, as presented. The motion was duly passed.

4. **Approval of Final Plat for the division of the Arbour Property located along Cecil Gray Road (Washington County)**

The request is for final plat approval of the Division of the Arbour Property containing 5 lots, totaling 5 acres, located on Cecil Gray Road, and further described on Washington County Tax Map 69, Part of Parcel 109.00. The subject property is located within the Jonesborough Planning Region. The subdivision plan meets the minimum requirements of the Jonesborough Subdivision Regulations. TDEC has approved all lots for subsurface sewage disposal systems (septic systems), and all other plat certifications are complete. The only certification remaining is the Certificate for Recording by which the Secretary of the Planning Commission signs after the Planning Commission grants final plat approval.

Chairman Foster read the staff recommendation to approve the final plat of the Division of the Arbour Property, as presented. Chairman Foster asked Commissioners if they had comments or questions, and there being none called for a motion.

Motion: Bill Graham made the motion, seconded by Robin Harpe, to approve the final plat of the Division of the Arbour Property, as presented. The motion was duly passed.

**5. Approval of a Monument Sign and Lighting Plan for Wendy's Restaurant
300 East Jackson Boulevard**

A request for a new sign has been received for the Wendy's restaurant located at 300 E. Jackson Boulevard. The proposed sign is a monument sign. The zoning is B-3 Arterial Business District. The sign meets the maximum requirement for height and is less than 14 feet at just under 13.3 feet, and is less than the maximum sign area square footage requirement of 100 square feet at 78 square feet.

A request for lighting approval has been received for the site and staff has recommended approval.

Chairman Foster said that the two staff recommendations for the approval of the monument sign and lighting plan would be voted on separately, and asked Commissioners if they had questions or comments. With there being none, Chairman Foster called for a motion on the monument sign.

Motion: Jim Rhein made the motion to approve the overall design of the monument sign for Wendy's Restaurant, 300 East Jackson Blvd, as presented. Frank Collins seconded the motion and it was duly passed.

Chairman Foster called for a motion on the Wendy's Restaurant lighting plan.

Motion: Frank Collins made the motion to approve the lighting plan for Wendy's Restaurant, 300 East Jackson Blvd, as recommended by staff. Jim Rhein seconded the motion and it was duly passed.

**6. Request for approval of Site Plan/Preliminary approval for Grace Meadows Farm, located off Headtown Road and John France Road
Presented by: Dan Eldridge**

The request is for site plan/preliminary approval for Grace Meadows Farm located off Headtown Road and John France Road and containing approximately 78.25 acres. The subject property is further described on Washington County Tax Map 44, Parcel 27.00.

Owner/Developer: Eldridge Community Property Trust

Proposed Use: Single family residential homes

Planning Region: The property is outside the corporate limits but within the Town of Jonesborough Planning Region. Zoning regulations, grading permits, and building permits are all through Washington County Planning & Zoning Office.

Zone: The property is in the county and is zoned A-2 (Agriculture-Residential) District

Setbacks: The setbacks are as follows: Front: 30'; Rear: 30'; Sides: 20'

Lot Size: The plan proposes 14 lots and the lot sizes meet the requirements of Washington County Zoning.

Ingress/Egress: The subject subdivision depicts one new proposed road connecting with John France Road (county road).

Streets: The right of way width shows 50'. The engineer confirmed that the street pavement widths are per our subdivision regulations at 24' pavement width.

Sidewalks: Subdivisions outside of the Town Limits: The Planning Commission may approve subdivisions without a Pedestrian Access Plan or with reduced requirements if the subdivision is outside of the Town corporate limits and is unlikely to be annexed into the Town in the near future, as determined by the Planning Commission.

Staff has determined that there are no plans to annex in the area of the proposed subdivision in the near future, therefore a pedestrian plan is not required. However, there are already existing walking paths as shown on the plans.

Street Lights: Subdivisions outside of the Town Limits: The Planning Commission may approve subdivisions without street lights, decorative posts and fixtures, and/or underground electric service if the subdivision is outside of the Town corporate limits and is unlikely to be annexed into the Town in the near future, as determined by the Planning Commission. Annexation is HIGHLY unlikely in the future therefore street lights are not required as part of the plan. No street lights are shown as part of this plan.

Utilities

Public sewer is not available to this area. Septic systems will be utilized as part of the development and will be part of the final plat approval process with the Planning Commission at a later date.

Water: Utilities have taken a pressure and flow test on Hometown Rd at John France Rd. for the proposed development. The pressure and flow are at the minimum levels on both pressure and flow. It is the Utility Manager's opinion that to resolve having to install pump stations or working through potential pressure issues, water to the development would be to connect the 6" line on John France which would create a loop feed between Hometown Rd and Old Boones Creek Rd. The Utility Manager will work through the best water utility plan with the developer prior to Pre-Construction meetings with town staff.

Stormwater: The Stormwater Management Plan, and subsequent permitting is through the Washington County Planning and Zoning Office – Qualified Local Program.

Bonding: Grading permits are through the Washington County Planning and Zoning Office.

Dan Eldridge addressed the Commissioners and said that the development will be a Agri-hood neighborhood (modeled after a development in Fulton County, Georgia), the lot sizes are one acre (for garden space), there will be a combined walking trail to Grace Meadows Farm, and the design style of the homes is restricted. The lighting will be consistent with the Farm lights and noted that fiber optics is available and Atmos will provide gas to the area.

Chairman Foster read the staff recommendation to approve the development layout, road profile, and utility plans subject to addressing any applicable plan review comments recommended by the reviewing engineer and Utility Manager. Chairman Foster asked Commissioners if they had comments or questions, and there being none called for a motion.

Motion: Bill Graham made the motion to approve the site plan/preliminary approval for Grace Meadows Farm Development, located off Hometown Road and John France Road, as presented. Robin Harpe seconded the motion and it was duly passed.

Chairman Tom Foster recused himself from acting as a Commissioner, and Vice-Chairman Jim Rhein presided the meeting.

**7. Approval of a Monument Sign – Dillow Taylor Funeral Home, 418 W. College St
Presented by: Tom Foster, Foster Signs**

Request for approval of a new sign has been received for the Dillow-Taylor Funeral Home & Cremation Services, Inc. located at 418 W. College Street. The funeral home is located abutting both W. Jackson Boulevard and W. College Street. A sign already exists on Jackson Boulevard, and this sign will serve the other street frontage entrance off College Street. The proposed sign is a monument sign and the zoning is B-3 (Arterial Business District). The sign meets the maximum requirement for height and is less than 14 feet at 4 feet, 8 inches, and is less than the maximum sign area square footage requirement of 100 square feet at 28 square feet. The sign regulations require that the Board of Zoning Appeals (BZA) may consider a variance to sign height, sign area, and sign number requirements; provided justification is submitted. Town staff is of the opinion that there is sufficient justification for a second sign as Dillow-Taylor's business 911 address is off of College Street, and there is tremendous ingress/egress off of College Street for the funeral home.

Tom Foster addressed the Commission and said that the proposed sign is a direct copy from the original sign when the funeral home was located downtown, the sign will not have lighting, and landscaping will cover the bottom of sign.

Vice-Chairman Jim Rhein read the staff recommendation to approve the overall design of the monument sign, subject to the Board of Zoning Appeals approving the placement of a second sign, as presented. Vice-Chairman Rhein asked Commissioners if they had comments or questions, and there being none called for a motion.

Motion: Bill Graham made the motion, seconded by Robin Harpe, to approve the overall design of the Dillow-Taylor Funeral Home & Cremation Services, Inc. sign, subject to the Board of Zoning Appeals approving the placement of a second sign, as presented. The motion was duly passed.

**8. Approval of a Monument Sign – Andrew Johnson Bank, 1551 East Jackson Blvd.
Presented by: Tom Foster, Foster Signs**

Request for approval of a new sign has been received for the Andrew Johnson Bank located at 1551 E. Jackson Boulevard. The proposed sign is a monument sign to replace the current bank sign, an electronic variable message board. The zoning is B-3 (Arterial Business District). The sign meets the maximum requirement for height and is less than 14 feet at 13 feet, and is less than the maximum sign area square footage requirement of 100 square feet at 75.83 square feet.

Tom Foster addressed the Commission and said that Andrew Johnson Bank is changing all of their signs to the new proposed design style and the message board will be at the bottom of the sign.

Vice-Chairman Rhein read the staff recommendation to approve the overall design of the monument sign, as presented. Vice-Chairman Rhein asked Commissioners if they had comments or questions, and there being none called for a motion.

Motion: Frank Collins made the motion, seconded by Bill Graham, to approve the overall design of the Andrew Johnson sign, as presented. The motion was duly passed.

With there being no further business for discussion, Vice-Chairman Jim Rhein adjourned the meeting.

February 20, 2025

Subject: Approval of Minutes

McKinney Center Advisory Committee Meeting

Thursday, January 16, 2025, 3:30pm

McKinney Center – in Person

Agenda Presentation

1. Call to Order: Skye McFarland, Buttons McKinney, Anne G'Fellers-Mason, Nancy Kavanaugh, Theresa Hammons, Kay Grogg, Pauline Douglas, Michelle Treece, Nori Shaw, Sharon Squibb
 - Not Present: Adam Dickson, Breanna Walker-Schadler, Martha Blaser, Richie Hayward, Karen Sullivan
2. Approval of Minutes: Will approve October and January minutes in February.
3. Directors' Report:
 - i. The last meeting was in October of 2024, since the November meeting was to get ready for Christmas!
 - ii. We reviewed the end of 2024, such as the Halloween Exhibit, Ms. Brown's End of the Year, the CTM Dinner, Soups and Songs, and ending Fall 2024 semester.
 - iii. As of 1/8/25, the Spring semester had 131 registrations and eight classes made. We have had several classes make since then.
 - iv. We had several rentals between October and January. We had a Friday evening wedding with one of our long time students.
 - v. The MLK Student Exhibition will be January 20-23rd, with a closing reception the 23rd 6-8pm. We hope for quite a few attendees.
 - vi. We will began ordering the second half of our small equipment orders. Theresa is working on the bidding process of exterior painting.
 - vii. Our membership drive has started. Our goal is 100 members and our current price is \$25 per member. The membership brunch of February 22 at 10 am.
4. StoryTown:
 - i. Spot on a Hill had five of six sold out shows. The October Radio Show had over 100 people in attendance.
 - ii. Soups and Songs was completely sold out! Everyone had a great time.
 - iii. We received \$4,00 in season sponsors for the 2024 radio show season.
 - iv. We have sold about 17 2025 Radio Show season passes.
 - v. We are working on advertising the StoryTown Gala at the Jackson on the 27th and have currently sold 103 tickets.

- vi. The Story Collecting class had seven people in it and Anne is working on the story brigade.
 - vii. Sanne is working on a true crime play that will take place two weekends in July.
5. Outreach:
- i. Skye has been running ads for the StoryTown Radio Show Gala and Spring classes.
 - ii. We participated in Whoville, Santa's Christmas Village, and the Christmas parade in December. There were no in person outreach events during January.
 - iii. In person outreach for 2024 was almost double and social media outreach went up as well!
 - iv. We need volunteers to help with the gala.
 - v. CTM has been discontinued. We hope to focus on reaching more kids with art outreach and programming.
6. Visitation:
- i. The total visitation for 2024 was 12,787 people.
 - ii. We had 65 rentals during 2024 and rental income was \$11,363.75.
 - iii. Bre is working on scheduling rentals from January through December for 2025.
7. Old Business:
- i. The membership drive had begun. The price last year was \$25.00 per membership. Everyone discussed if we should keep the price the same or if it should go up to \$30.00. Michelle motioned to keep membership the same price. Sharon seconded. None opposed.
8. New Business:
- i. The Mingle is scheduled for April 25, 2025. Members discussed how much was made last year, the cost of the band, the cost of catering, etc. Nancy motioned to move the ticket price to \$50.00. Buttons seconded. None opposed.
 - ii. Theresa went over a brief presentation about the Broyle's property that the town purchased and potential future uses.
 - iii. Art from the Spring 2025 art show will be voted on to become art wraps for the green electric boxes around town.

Meeting adjourned at 4:45pm.

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

Consent Agenda

DATE: February 10, 2025

AGENDA ITEM #: 6

SUBJECT: Supervisor Reports

1. McKinney Center
2. McKinney Center Program Manager
3. Director of Tourism & Main Street
4. Fire Department
5. Digital Media Manager
6. Utility Manager
7. Water Quality
8. Water Distribution
9. Wastewater
10. Water Treatment Plant
11. Police Department
12. Marketing Manager
13. Parks & Recreation
14. Director of Special Events
15. Building Inspector
16. Senior Center

McKinney Center



Jonesborough's

Mary B. Martin

Program for the Arts



2024 Annual Report



Heartfelt Thank you! - Theresa Hammons, Director

Dear Members and Friends,

As I write this message to you, our most resolute and supportive friends, I just want to express how honored and blessed I feel to serve this community. After Hurricane Helene, I witnessed how quickly our community came together to help those in need. We like to think this volunteer mentality makes our place special. But when the fires in California hit and I watched on various news stations how neighbors were saving neighbors, people saving wildlife, and volunteers coming out of the woodwork to help those in need I realized that this is a human interaction. From the east to the west of this country, our hearts tell us to serve. Every continent, every country, every people, they all have the same instinct, to serve our community. To love our neighbors. To help those who need a hand. Our biology as human beings tells us to help and connect. Unfortunately, it usually takes a disaster to bring those qualities to the forefront of our personalities. I think about people such as Martin Luther King Jr., Mother Teresa, Nelson Mandela, and I wonder how did they serve and be so humble and so motivational all at the same time. I can't even imagine trying to aspire to their level, but what I can say is that I am so grateful to be here at the McKinney Center and to be part of the Town of Jonesborough where I feel that serving our community is at the heart of everything we do. The McKinney Center has grown and evolved over the years. Our programs, classes, and outreach are educational, teach skills, they are inspirational and fun. I hope that all of you can say the same. I guess I say all of this because I am also proud of the work we do at the McKinney Center. I'm proud of our staff, our teachers, our volunteers, and our town administration and other town staff that help us so much. They go above and beyond and that is why the McKinney Center does so many great things each and every year. I'm grateful. I'm proud. I'm hopeful. I'm also honored to share with you the progress the McKinney Center at Booker T. Washington School has made in 2024 to enhance the art and cultural environment of our community. The McKinney Center remains steadfast in providing quality art instruction and art and cultural programming for our region. Our staff and faculty believe that teaching artistic skills provides opportunities for children to learn differently and creatively. We also believe that our offerings provide adults with ways to express themselves, socialize with others, and the chance to develop new skills and enhance their existing skills. We are dedicated to eliminating barriers to access arts and culture education and do everything we can to provide scholarships for school aged students who are most in need.

This year we have successfully rejuvenated the StoryTown Radio Show programming by growing our audience numbers by 93%. New branding, a focus on marketing and gathering fresh new stories, along with minor format changes has created an excitement around this program that it deserves. This program not only preserves our regional history and identity but keeps it alive.

As an historic Africa-American school we are committed to telling the stories of our alumni and their families here in Jonesborough and in the surrounding area. We dedicated a bench in honor of all the faculty and staff that worked and taught at Booker T. Washington School from 1945 – 1965. We also worked with community members to create and install a historic marker memorializing the Ford vs. Ford court case. And, we had a round table story gathering session with Booker T. Washington Alumni. It is an honor to preserve this building's history and the legacy of all those who have walked its halls.

Of course, the work we do is only possible because of you, our dedicated community of donors, volunteers, patrons, sponsors, and grantors. We are humbled by the confidence you extend to us through your support of the McKinney Center and thank you for supporting the arts in Jonesborough. Your appreciation and support continued to be incredible, for which everyone at the McKinney Center is inspired and grateful.

Personally, I am ready and excited to dream about what is to come. Your participation in McKinney Center programs and your generous support is so very, very much appreciated.

We are a small organization in a small town, but we do big things with the help of many. We remain ever grateful to our program partners, artists, creatives, and other non-profit organizations who partner with us to present work and education that matters – history that tells inclusive stories and art with social and regional relevance that inspires, informs, and serves as a local economic driver.

There are many ways to get involved at the McKinney Center – charitable contributions, membership, attending programs, and supporting our signature events, including Masterpiece Mingle and Soups and Songs.

Our sincere and heartfelt thank you for all that you do. We look forward to seeing you at the McKinney Center in 2025!

Regards,
Theresa Hammons, Director

Quick Demographics & Meeting Community Needs

*Findings based on surveys turned in by participants from classes and workshops only

Income of surveyed students and parents

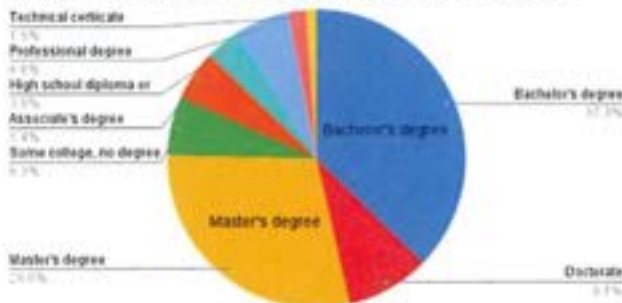
Count of Student For parent/guardian or adult student: Your household income is: (Standard Form)



According to census.gov, the median household income for Washington County, TN is \$61,051. For Jonesborough, TN, it is \$63,155 (this has dropped since last year from \$68,802). The average family of four that applies for scholarship here has a household income of \$22,128. The national poverty level for a family of four is a household income of \$31,200. Approximately 21% of our students fall below the National Poverty Level while only 13.2% of Jonesborians are in poverty.

Education of surveyed students and parents

Count of Student For parent/guardian or adult student: What is the highest degree or level of school you have completed?



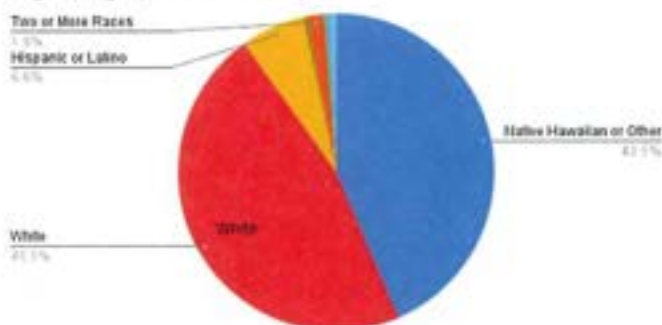
The Brookings Institution has conducted studies showing how art education benefits children and in turn benefits the health of civil society.

Most all our parents and students have more than a High School Diploma. This is not surprising since Washington County has a 91.1% of HS graduates or higher.

We wish to reach more children that fall into this category and think future in-school programming might be the answer. Transportation is usually a main issue for families that fall in the lower economic and education levels.

Race/Ethnicity of Students

Count of Student How would you describe the student registering? (Standard Form)



According to Census.gov, the Town of Jonesborough has a population consisting of 83.4% Caucasian, 3.7% Black, 0.1% American Indian, 5.7% Asian, 6.5% two or more races, and 6.0% Hispanic.

I was pleased to see that 6.6% of our students identify as Hispanic or Latino and 1.8% identify as two or more races. We need to update our survey instructions and questions. You can see that our graph says 43.5% of those filling out the survey identify as Native Hawaiian or other. We know that this is not true. This is the first answer that can be chosen on the survey and we think people are checking it without reading!

McKinney Center Statistics

STUDENTS REGISTERED

Fall 2014 60 students

Spring 2019 232
Summer 2019 52
Fall 2019 208
493

Spring 2020 242
Summer 2020 0
Fall 2020 173
415

Spring 2021 235
Summer 2021 111
Fall 2021 253
599

Spring 2022 329
Summer 2022 115
Fall 2022 236
680

Spring 2023 307
Summer 2023 74
Fall 2023 202
583

Spring 2024 268
Summer 2024 79
Fall 2024 200
547

Volunteer Hours

2024 2375.5 hours

A value of \$66,799.06

Volunteer value is \$28.12/hr. according to the Independent Sector for TN.



In-Person Visitation to the McKinney Center

2019	16,985	2022	10,217
2020	6,216	2023	14,317
2021	9,822	2024	12,787

Outreach

2024 In-Person Events 4,271

2024 MBM Social Media Reach 342,312

2024 Catalog & Flyer Distribution 26,460

TOTAL: 373,043

Class Revenue (Jan. - Dec.)

2020	\$31,487.73
2021	\$58,191.60
2022	\$68,849.17
2023	\$67,371.99
2024	\$53,149.24



2024 EVENTS

381 Overall Activities

196

Online Videos & Offerings

09 Conversations That Matter YouTube Videos
09 Conversations That Matter Podcasts
06 Videos for Ernest McKinney Day of Giving
03 Artist Biography Videos
03 Videos showcasing student art work
67 StoryTown Videos
31 StoryTown Podcasts
02 Audio Story Episodes
35 Living Here Interview Videos
31 Other slide shows and promotional videos for classes, plays, Radio Show, fundraisers, and more



MKC - In Person Events

41

08 Exhibits and Receptions
02 Student Art Exhibits and Receptions
01 MLK Food Drive
01 Ernest L. McKinney Day of Giving
01 Spring Registration Day
10 StoryTown Radio Show Performances
01 Masterpiece Mingle Fundraiser
01 Nancy Performance
01 Membership Brunch
01 Booker T. Faculty & Staff Bench Dedication
01 Historical Marker Dedication Event
01 Star Wars Trivia Fundraiser
01 Fall Registration Day
01 Fall Art Market
06 A Spot on the Hill Performances
01 Volunteer Appreciation Event
01 Halloween Trivia w/ Heritage Alliance
01 Soups and Songs Fundraiser
01 CTM Dinner

124

MKC Classes Offered

Spring – 59 classes and workshops
Summer - 11 camps and workshops
Fall – 54 classes and workshops



In Person Outreach Events

20

St. Paddy's Day - 550 kids served
Easter Eggstravaganza - 300
Town Acres Camp Fair - 400
Jonesborough Volunteer Fair - 30
Eclipse Festival - 150
Blue Plum - 400
Vincent Dial Back to School Day - 100
Jonesborough Days Craft & Parade - 450
UMOJA - 100
Halloween Haunts & Happenings - 525
WhoVille - 275
Santa's Village - 350
Jonesborough Farmers Market (6 times) - 366
5 Public School Open Houses - 900
In-Service Kick-Off - 50
Jonesborough Christmas Parade

MCKINNEY CENTER'S



STORYTOWN RADIO SHOW

Audience

4,905

Radio Show - 846

Historic Marker Dedication - 70

"Nancy" with Black/White Dialogue - 105

"A Spot on the Hill" - 327

Story Collecting Class - 7

Soups and Songs fundraiser - 125

Podcast Downloads (2024) - 3,425

Gary & Sandee
Degner



Revenue

Arts Project Support Grant - \$7,170.00 (Radio Show)

Arts Build Community Grant - \$2,450.00 (Summer Camp)

Radio Show Sponsorships - \$4,000.00

StoryTown Radio Show totaled \$5,748.15

"A Spot on the Hill" - \$3,283.20

Soups & Songs Fundraiser - \$4,052.85

The Radio Show & Play in a Week Camp are both recipients of TN Arts Commission grants.



Sponsors

Gary & Sandee Degner, Trivia with Budds, The Silver Raven, Mountain Empire Cremation & Burial Services, Wild Women of Jonesborough, McLeod Organics, Allandale Mansion, Tiebreakers, Off Leash Social, Olde Towne Pancake House, Windsong Studio of Jewelry Arts, Gabriel's Christmas & More, Boone Street Market, Food City of Jonesborough, Ingles of Jonesborough, Main Street Cafe & Catering, Noelle's Seasonal Decor



83

Stories Collected

We collected 30 stories in 2024 from Veterans, wildflower farmers, Zoo owners, Esport faculty & staff at ETSU, local gardeners, and many more. These stories were incorporated into the Radio Show. We also specifically collected 18 stories about the Jackson Theatre. Some of these stories were included in a documentary that was made about the theatre and shown in November during its opening weekend. Isaac Woods & Skye McFarland collected 35 interviews from Jonesborough residents as part of the "Living Here" community exhibit.



**32 Scholarships Awarded in
2024
Worth \$4,495.00**

**Employed 20 Part-time Artist
Instructors
7 Part-time Hosts
4 Full-time Permanent Staff**

**65 Rentals
34 Were Non-profit Rentals
7 Comped Rentals**



AmeriCorps



McKinney Center at Booker T. Washington School

Mission Statement

The McKinney Center at Booker T. Washington School houses Jonesborough's Mary B. Martin Program for the Arts and is dedicated to providing quality multicultural art opportunities to the community. The McKinney Center serves as a preserver of its historic building and is committed to documenting and interpreting the history and stories from the Booker T. Washington School. The McKinney Center is a devoted community space intended to welcome, and engage, and bring together, all members of the community.

Jonesborough's Mary B. Martin Program for The Arts

Mission Statement

Jonesborough's Mary B. Martin Program for the Arts is committed to inspiring the people of our area through both the appreciation of and participation in the arts as a form of personal and collective expression. Located in the McKinney Center at the historic Booker T. Washington School, the objective of the program is to bring the community at large closer together and show as an example to other communities the creative influence that the arts can bring to their quality of life. The program implements the various forms of art (visual, theatre, dance, music) using multicultural influences as a means of demonstrating the many avenues through which ideas can be expressed.

How to Get Involved

- **Subscribe to the MBM Newsletter** - Click this link to subscribe to our monthly newsletter to stay up to date on events and news, <http://eepurl.com/b7dzWL>
- **Subscribe to the StoryTown Newsletter** - <http://eepurl.com/hr9MQv>
- **Visit the McKinney Center** - Located at the corner of 103 Franklin Avenue and Main Street.
- **Volunteer** - Help out by joining our volunteer team. Email Skye McFarland at SkyeM@Jonesboroughtn.org
- **Donate** - visit www.mckinneycenter.com or contact us at 423.753.0562.
- **Sponsor** - Join our incredible team of business partners who make a difference in the creative community of Jonesborough.
- **Like us** - Like us on Facebook and follow us on Instagram @mckinney_center to stay up to date on our latest events and news.

McKinney Center Staff

Theresa Hammons **Director**
Anne G'Fellers Mason **Program Manager**
Skye McFarland **Community Program Specialist**
Bre Walker-Schadler **Building Manager**
Nori Shaw **AmeriCorps Volunteer**
Martha Blaser **AmeriCorps Volunteer**

McKinney Center Advisory Committee

Michelle Treece
Karen Sullivan
Kay Grogg
Ernest McKinney
Sharon Squibb
Nancy Kavanaugh
Pauline Douglas
Richard Hayward
Adam Dickson

Main Street
Cafe & Catering
Great Fresh Food
Since 1992

COMMUNITY PARTNERS



JAMSA
Jonesborough
Area Merchants &
Services Association



ingles



The Schubert Club



Humanities
Tennessee
Our Stories. Our State.



Thanks to our 2024 Members

JoAnn Ackerman
Star Barto
Tim Barto
Anne Beckleman
Joy C. Bolt
John D. Bolt
Carla Bowers
Jerome Bowers
Theresa Bryant
Marilyn Buchanan
Curtis Buchanan
Summer Buchanan
Ryan Budds
Gary Burkett
Judy Burleson
Cynthia Burnley

Brittany Butler
Eren Carter
Starlene Casey
Robin Castania
Rita Concepcion
Terry Countermine
Sandy Countermine
Carla Crader
Gary Degner
Santee Degner
Pauline Douglas
Heidi Ehle
Nancy Ernest
Sue Everitt
Ann Florence
Lea Florence

Bob Funke
Susan Gabriel
Gary G'Fellers
Brenda G'Fellers
Linda Good
Kay Grogg
Sam Grogg
Lindsey Grogg
Doug Gross
Denise Gross
Theresa Hammons
Lynda Harris
Marcy Hawley
Richie Hayward
Vivian Hayward
Jo Anne Herndon

Erick Herrin
Ellen Herrin
Harold Hinkle
Jennifer Hinkle
Eva Hubbard
Marianne Huff
Frances Jackson
Cari Jarman
Jay Jarman
Jennifer Henry
Mary Lee Jondahl
Dr. David Kalwinsky
Nancy Kavanaugh
Bena Kear
Beth Kortze
Angelia Lewis

Anne Mason
Guerry McConnell
Kimberly McKinney
Kevin McKinney
Buttons McKinney
Raymond McKinney
Samona McMillan
Tim McLeod
Lisa Myers
Kathy Osborn
Richard Osborn
Karen Peko
Kathleen Petretta
Pamela Pope
Nancy Rhea
Bob Riser

Faye Rutledge
Sue Shanks
Pat Sheets
Zay Shipp
Patricia Stern
Patrick Stern
Karen Sullivan
Megan Tewell
Michelle Treece
Vickie Tschantz
Foye Webb
Carole Web
Edward Wolff
Frankie Wolff
Matt Wooten
Mary Grace Wooten

Bravissima
Kiwanis of
Jonesborough
Foundation
Heritage Alliance
Mtn. Empire
Cremation
and
Burial Services

January 2025 Monthly Report, Skye McFarland

Outreach January is a slow month for in-person outreach, but our digital outreach has been great this month. We have been advertising for the Spring semester and for the StoryTown Radio Show season opening. We have also been posting about the upcoming Faculty art show, and we posted about the MLK food drive and art exhibit. I worked to create posts, schedule posts, and create media when needed.

Facebook- Page Followers: 5,434

Page Following: 63

Instagram- Followers: 1,952

Reach: 1,923

YouTube- Subscribers: 265

Watch Time: 18.9 Hours

New Subscribers: 1

Month	Number	Digital	Paper	
January		36,755		36,755
February				0
March				0
April				0
May				0
June				0
July				0
August				0
September				0
October				0
November				0
December				0
				36,755

Volunteers This month, our largest volunteer need was for the StoryTown Radio Show Opening Night Gala. We had seven volunteers. There will be even more for all of those who were on the Radio Show. We also completed our MLK Food Drive this month, and we collected 383.56 pounds of food for the Jonesborough Area Ministerial Association Food Pantry. This is down from years past, but we believe people were not as active in this food drive due to the flooding from Hurricane Helene this past year that had asked a lot of our

community. We are still happy to provide almost 400 pounds of food to the Food Pantry! During the month I worked to schedule volunteers, communicate with them, and work with them during our events.

	McKinney	StoryTown	Total
January	14		14
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
			14

Diversity & Equity Sub-Committee The Diversity & Equity Sub-Committee did not have an official meeting this month as members were encouraged to attend the MLK Jr. Student Art Exhibit Reception on January 23rd. The Sub-Committee was also honored to attend the Board and Alderman meeting on January 13th to receive a proclamation from the mayor honoring MLK and encouraging the community to participate in service in honor of the upcoming MLK day. I worked to communicate to the sub-committee to attend these events.

Marketing & Miscellaneous Videos: During January I created a video to alert people to the last day of our Early Bird discount, a promotional video for the MLK art exhibit, and a slideshow showcasing every piece in the show. I created a class specific promotional video for the Spring that we boosted on social media to call attention to specific classes. I also completed a slideshow celebrating our 2024 year.

Photography: I took photos of the MLK art exhibit opening, during the StoryTown Radio Show, and photos of incoming artwork for the upcoming Faculty Art Show.

Graphics: Graphics I have created this month include a Save the Date for the Membership Brunch, the February Radio Show poster, photo-op ideas for outreach events, the Faculty Art Show flyer, a flyer for the Storytelling Event held on MLK Day, a program for the MLK Art Exhibit, a Membership flyer, sponsor thank you flyers for the radio show opening, logo print

outs for table décor at the radio show opening, and membership graphics to post in February.

Other tasks this month have included registering for Appalachian Studies Association Conference, writing goals for the 2025 year, ordering polo shirts for our staff, reviewing rental calendars, attending meetings for St. Paddy's Day and Christmas wrap-ups. I have also spent time researching sound dampening items for our classrooms and auditorium.

Breanna Walker-Schadler January Monthly Report- McKinney Center

Classes & Special Events:

In the month of January, private lessons resumed for the Spring semester and will be held through May. Jonathan Edens had three students during the month of January. Roxanne McDaniels is teaching Mtn. Dulcimer and has one student. Rheva Myhre is teaching Old Time Fiddle and has one student. Our Spring semester classes have also started. Kara Bledsoe's winter throwing class started on the 23rd and had two sessions in January. Earlene Hopkins had Gyrokinesis and kids dance classes start on the last Thursday in January. We spent the beginning of January passing out catalogs and flyers, emailing students, helping people register for classes, and communicating with teachers to prepare for the Spring semester starting in late January. We had 64 students in January.

From December 16, 2024, through January 20, 2025, we held our annual MLK Food Drive to support the JAMA food pantry. We raised over 360 pounds of food with some donations trickling in even after the food drive was over. JAMA volunteers graciously came in and got the donations from us. The MLK Student Art Exhibit was held at the center January 20th-23rd, with a closing reception on the 23rd from 6-8pm. We had 45 people come throughout the week to view the exhibit and had 91 people in attendance at the reception. We hosted the January Radio Show & Gala at the Jackson Theatre with a sold-out house of 275, plus staff members, cast, and volunteers. Everyone loved the show and the gala was exceptional. We hosted the McKinney Center Faculty exhibit opening reception on January 31st and had a turn out of 50 people. It went really well and we received multiple pieces of art work from over seven faculty members. We had 673 general visitors and 900 total visitors for the month.

Rentals:

We had eight rentals scheduled for the month of January. One rental was cancelled due to inclement weather and another was rescheduled for later on in the month. A church group rented the auditorium for two Sundays and the classroom for one Sunday. They paid a total of \$240.00 for the three rentals. A community member held a birthday party in the classroom for five hours for a total of \$170.00 for the rental. A HOA held a community gathering in the auditorium for a total of \$200.00. A book group held a yoga session in the classroom for \$157.50. A community member held a birthday party in the classroom for a total of \$112.50. Rental income was \$890.00 for the month of January. We had 163 rental visitors.

Front Desk:

My shifts are physically spent at the front desk. I greet people and help people as they come through the doors. I help people register for classes, assist in answering questions, and discuss facility rental policies for inquiries. I coordinated with teachers and Roger to make sure that all classrooms were prepared for classes. Roger helped set up classrooms

for rentals. I posted weekly calendars around the building so everyone can see what is going on in each room at certain times every day.

MBM Support:

For the Spring semester, we have had 23 classes and have had over 180 registrations. Classes that have made include clay classes, kids dance classes, sewing class, children's art and clay classes, and traditional arts classes. Four classes are completely full. The Spring LOAs that include teacher salaries, supplies budgets, and the payment schedule were sent to the teachers to review. We have started purchasing supplies for the classes that have made and will continue to do so throughout the semester. I sent multiple email reminds to our general email lists and targeted emails to old students to encourage them to register while they still can. Teacher payments were submitted for the month of January.

We held our bi -yearly host meeting for the beginning of the semester. We reviewed the new time sheets, expectations for rentals and classes, building organization, and how to use the smartboard. I communicated with the hosts about the needs for classes and rentals that they were working. Hosts let me know their February time off by the end of the day on the 15th. Hosts received the weekly calendars and February host schedule on January 23. All the hosts have completed and turned in their Title XI training certificates.

I spent a portion of a few days getting information together to put in the 2024 annual report, which included the 2024 membership list, 2024 rental income, current staff and advisory committee members, registration numbers for 2024, and 2024 in person events. Other staff contributed to their sections and Theresa had it ready to send to members by mid-January! We also reviewed our 2024 goals and created new 2025 goals. My goals focused on rentals, the hosts, and building organization. I firmly believe I can achieve my goals for 2025.

I spent a few hours every three-four days counting up the MLK food drive donations that came in to let Skye know. Other staff helped when they had time. I printed off labels for both the MLK student art exhibition and the faculty art show. The AmeriCorps Volunteers and I worked on hanging both art shows. We helped uninstall each art show. For the MLK art exhibit, we set up the auditorium for the 15-minute program and food tables for the two culinary programs. For the faculty art reception, we set up tables in the hallway for food and drink. I attended the January Radio Show & Gala At the Jackson Theatre. We coordinated who would be picking up food, and the gala happened across two floors of the Jackson.

At the end of the month, we started to ease into our 2025 membership drive. Theresa sent an email to 2024 members with our 2024 annual report and to let them know the

membership brunch would be in February. She also sent a link to renew memberships. I sent out the membership brunch email to have people renew their memberships and rsvp for the brunch. I kept track of renewed memberships and the brunch orders.

Donations:

We received \$1,550.00 in donations from five community members.

Noriah Shaw January Monthly Report- McKinney Center

Outreach:

Martha and I printed and distributed copies of StoryTown Gala posters, as well as copies of our spring catalog in downtown Jonesborough and Johnson City. Another way I contributed to outreach this January is by making social media posts. I created and uploaded five social media posts to our StoryTown Facebook and Instagram page, in addition to the posts made by other members of our staff. These five posts accumulated approx. 283 views over the month of January.

StoryTown:

This month, I produced the January episode of Voices of The Archives, featuring Dr. Katherine Weiss. I chose the story to share from our interview archives, and then scripted and recorded audio for the podcast. Once that episode was posted, I began work on the February episode as well. Another StoryTown project I worked on was the Story Snippet for January's newsletter. I chose a short story to be shared from our interview archives and then touched up the transcription to be read in a story format. The last StoryTown project I took part in was our StoryTown Gala, the first radio show of 2024. I attended the rehearsal for the event and practiced my SFX parts. The day of, I helped gather supplies and set them up beforehand, and once the event started, I did SFX for the show. After the event ended, I helped take down and clean up.

Front desk:

When Bre goes to lunch at 1pm, I cover the front desk. I answer phone calls while they're away and greet any visitors we have. If a caller needs to speak with a member of our staff who is unavailable in the moment, I gather their information and leave a note for Bre to reach back out to them.

Special events:

One of the special events I helped with this month was our Martin Luther King Jr. artwork exhibit reception, happening January 23rd at 6pm. I helped as staff for this event and assisted with preparing food for the reception, as well as greeting guests and taking photos of the event. Another event I helped with this month was our reception for our Artist Faculty exhibit, happening January 31st. I assisted in a similar way at this event, greeting guests and assisting with put up/take down. I also assisted with our January Radio show, as mentioned above. The last event I assisted with was our MLK food drive. I assisted with collecting and counting lbs. of food gathered from the food drive, as well as assisted with transporting the donations to JAMA Food Distribution Center.

Martha Blaser – January 2024 Monthly Report – McKinney Center

McKinney Center:

- **MLK Student Art Exhibit**
 - Assisted teachers with hanging artwork as needed
 - Adjusted layout of pieces to work with space better and fixed issues with hanging
 - Attended exhibit opening on 1/23 from 6-8pm
- **Catalogs/Classes**
 - Distributed catalogs around downtown Jonesborough and downtown Johnson City
 - Wrote press releases for faculty of upcoming spring classes
- **Front Desk**
 - Watched front desk and assisted visitors as needed
- **Booker T. Washington School Tour**
 - Continued to work on research for the BTW School tour
 - Finalized, printed, and framed information placard on Connie Kizer
 - Reorganized display case with BTW School memorabilia and information
- **Membership Board**
 - Started to work with Skye on design for McKinney Center membership board
- **StoryTown Gala**
 - Made sweet/unsweet cards for tea at Gala

Outreach:

- Delivered StoryTown Radio Show posters and catalogs to businesses in downtown Jonesborough and Johnson City
- Started to plan for St. Patrick's Day event

January 2025 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show/StoryTown Initiative

The first show of the 14th season was SOLD OUT at the Jackson Theatre. We sold 275 tickets and had a packed event. Several new cast members joined the show. Carson Peters was the musical guest and McLeod Organics helped sponsor the show and make sure Carson could come and play. We held our gala on both floors of the Jackson with food donated from several, local restaurants including Boone Street Market, Olde Towne Pancake House, Main Street Café, and the Black Olive. We hope to bring StoryTown back to the Jackson in 2026.

- 1) We've raised \$3,000 in sponsorship money for 2025 so far with generous donations from Gary & Sandee Degner and the Wild Women of Jonesborough.
- 2) StoryTown Radio Show 2025 Season Passes are on sale. We have sold 18 passes so far.

2025 Planning

I submitted the Arts Access grant for the Radio Show to the Tennessee Arts Commission. StoryTown is no longer eligible for an Arts Project Support Grant due to the Jackson Theatre's support grant with the Arts Commission. We are hopeful for the Arts Access grant.

Theresa and I will be presenting about the "Living Here" community exhibit at the Tennessee Association of Museums conference in Knoxville in March.

Story Collecting

Community Listening Days are back at the Senior Center on March 25, June 27, September 22, and November 24. I met with the Story Brigade earlier this month to assign potential story contacts. The Brigade is still small, but there were 6 people at the meeting eager to be involved. In 2024, the Brigade and staff at the McKinney Center collected 83 stories, this did include two concerted efforts with the Jackson Theatre stories and the "Living Here" project. We hope to collect at least 50 stories this year.

Podcast

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

Total Downloads: 384 in the last thirty days

3,245 Downloads in 2024

Social Media Posts

Facebook last 28 days

Page Followers: 1.5 K

Page Following: 447

Most interacted with Post – Teaser featuring a story by Laurie Herlich about Wesley Wilson and the Jackson Theatre (418 views, 234 reach, 18 interactions)

Views: 7,891

Post Reach: 1,897

New Page Followers: 14

Unfollows: 8

New Follows: 6

Link clicks: 28

Instagram last 30 days

Followers: 834

Reach: 834

Engaged: 45

Profile Visits: 50

Link Clicks: 3

The post on the night of the January Radio Show had the most engagement during this time with a reach of 411 and 9 engagements. (The story that Carson Peters shared to his profile reached 620 people.)

YouTube last 28 days

Subscribers: 17

Views: 39

Unique Viewers: 31

Returning Viewers: 3

Watch Time: 1.1

New Subscribers: -1

Impressions: 507

Numbers for Month

StoryTown Volunteers: 32 (Number of volunteer hours, 128); Gala Volunteers 8 (Number of volunteer hours, 24)

Interactions: Media – 11, JAMSA Board – 7, Town Event Meetings – 14, Northeast TN Museum Association – 16, JAMSA Meeting – 23, Advisory Committee – 7, Story Brigade Meeting – 6, StoryTown Production Meeting – 4, StoryTown Show – 327, Misc - 3

Total for Month – 458



Cameo Waters
Director of Tourism & Main Street
January 2025 Monthly Report

Updates and Projects

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

Main Street and Downtown

The economic vitality committee met to further discuss our transformation strategies. We are still outlining what goals we will land on but below is a screenshot of our brainstormed ideas.

To: Ideas	Priority	Owner	Status	Due Date	Related File	Budget	To: Notes
Launch collaboration initiative between key attractions (Jackson, McKinney, Shoppfest, JBT, etc)	PS	A. Nance	Proposed	10/1/2024	0 File		Notes
Create an Event Planning Advisory Committee to improve the success rate of proposed events	PS	A. Nance	Proposed	10/1/2024	0 File		This can also include re-evaluating existing events
Look at activities we already have that can be promoted versus putting on another festival/event		A. Nance	Proposed	10/1/2024	0 File		Notes
Host short term rental workshop		A. Nance	Proposed	10/1/2024	0 File		Notes
Do weekly newsletter highlighting all events and activities in town		A. Nance	Proposed	10/1/2024	0 File		Notes
Subscribe to JBT Event Calendar - Allow anyone to add all events/updates to their calendar		A. Nance	Proposed	10/1/2024	0 File		Notes
Expand town welcome signage to all town gateways to improve brand and encourage visitors	PS	A. Nance	Proposed	10/1/2024	0 File		Include cover signs, roundabout signs
Improve lighting, sidewalks, signs and parking infrastructure for improved visitor experience		A. Nance	Proposed	10/1/2024	0 File		Notes

To: Goals	Priority	Owner	Status	Due Date	Related File	Budget	To: Notes
Promote Jonesborough to prospective restaurants		A. Nance	Proposed	10/1/2024	0 File		Run "Jonesborough Eat" campaign(s) to promote JBT as a place to eat day and night
Introduce digital signage that promotes upcoming town events on TxD		A. Nance	Proposed	10/1/2024	0 File		I would note we have to be careful about digital signage in the historic district but it'll be to help more about this
Promote Jackson and include it in all major events		A. Nance		10/1/2024	0 File		Notes
Hands-on arts and crafts activities (ie. bookbinding) on non-event days		A. Nance		10/1/2024	0 File		Notes
Book		A. Nance		10/1/2024	0 File		Notes
Book		A. Nance		10/1/2024	0 File		Notes

All of the Christmas lights came down in the middle of January

Worked with Bizzed Wings to get additional exposure about their new name and menu

Working to setup tax workshop for local businesses.

Tourism

Working with the State and NETTA to host a short-term rental workshop in Jonesborough at the Jackson Theatre. The program includes an opportunity for participants to learn more about vacation rental markets, laws and regulations, customer service, proper cleaning guidelines, as well as how to get started with rentals and enhance current properties. The workshop will also

offer a question-and-answer session with local short term rental experts from the area, and an opportunity to hear from local tourism and hospitality-related entities.
Prepping for a visit from the TDTD Division Manager in Town in February.

Marketing

The marketing focus for the month was Chocolate Fest, Songwriters, Jackson events, and Parks and Rec.

We are continuing work with Advance Travel to release general/spring focused campaigns driving traffic to our website and social media platforms.

Created a content gathering calendar for general shoots and events that need to be covered.
We hosted a segment in Jonesborough with Daytime Tri cities to Promote Chocolate Fest and went into multiple downtown shops.

Events

Everything is complete for the Songwriters event and began prepping for that which will be hosted at the Jackson on February 7. This event is in partnership with the Tennessee Department of Tourist Development, to celebrate Tennessee Songwriters Week. There will be 20 singer/songwriters performing. One of the judges will be Fiddlin' Leona. Leona has performed all across the United States and Japan as a featured artist, performer, vocalist, and classical violinist. Songs will be judged by quality of the song (original lyrics/melody and clear narrative) and performance (ability to understand lyrics and connection with the audience). Winners of the qualifying rounds will advance to showcase events. The seven showcase finalists will earn prizes, including performing at the historic [Bluebird Cafe](#), a one-year-membership to [Nashville Songwriters Association International](#) (NSAI), and a branded commemorative Taylor guitar. Tennessee Songwriters Week is officially recognized as the last full week of February by the Tennessee General Assembly. The mission of the initiative is to support music venues, generate awareness of songwriters' contributions to Tennessee, pave the way for future artists, inspire travelers to experience the state's music stories, history, attractions and venues, and drive revenue for music venues devastated by the pandemic. During the show, we will have a performance by emcees, Bailey George and Jukebox Jess, a high-energy country duo. We have sold ¾ of our ticket goal and are hopeful to surpass that.

The St Paddy's Festival has taken up a lot of my time prepping for that along with Chocolate Fest.



Storytelling Capital of the World™

Cameo Waters

Director of Tourism & Main Street

December 2024 Monthly Report

Updates and Projects

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

Main Street and Downtown

We held a great full day session with TN Main Street Division Manager, Diana Cantler. We held sessions with:

1. Board of Directors
2. Property/Business owners
3. BMA
4. Then the day ended with a recap with Diana and combing committee. Below are the two strategies we landed on.

Transformation Strategy #1: Cultural Arts & Entertainment District

- Goal #1. Recruit evening dining businesses
- Goal #2. Recruit and support complimentary business mix

Transformation Strategy #2: Tourism Enhancement

- Goal #1. Evaluate visual/built environment assets
- Goal #2. Events vs Activities - grow capacity

Both of these give us a lot of opportunity to create action steps, milestones, and even branch off from here. The entire board was more energized and excited after this session than I have ever seen them.

All of the Christmas lights will come down by Jan. 17th.

Tourism

We began taking applications for the songwriters event and began prepping for that which will be hosted at the Jackson on February 7.

Working with NETTA to prep for legislative visits by gathering information on upcoming projects, attractions, and anything new for 2025.

Hosted a travel writer for a storytelling concert and a day in Jonesborough. Her average reader is a millennial or Gen X mom, lives in the southeast, with discretionary spending, and looking to make family memories. She specializes in SEO content, email marketing, and brand longevity strategies with an engaged audience of book lovers through her newsletter, website, and social media. She posted about us on social and here is a link to her first blog post which does include us: <https://flyingoffthebookshelf.com/johnson-city-christmas/>

I was also on a dedicated radio/podcast show opportunity with AmericanRoad Trip Talk airing nationally on all major audio platforms.

- AMERICAN ROAD Trip Talk introduces listeners to the people behind the places featured in AMERICAN ROAD magazine. Each week, Executive Editor Thomas Repp and host Gary Mantz drive you down the backroads that make this nation so unique. Listeners receive the trip planning information needed to confidently explore the road less traveled.

Marketing

Marketing was heavy for the Christmas events throughout the month of December.

We worked with Advance Travel to release a Christmas marketing campaign that helped us gain 5,000 extra visitors to our website.

Events

In December we hosted Doggone Christmas, Santa's Christmas Village, the parade and the Church Stroll.

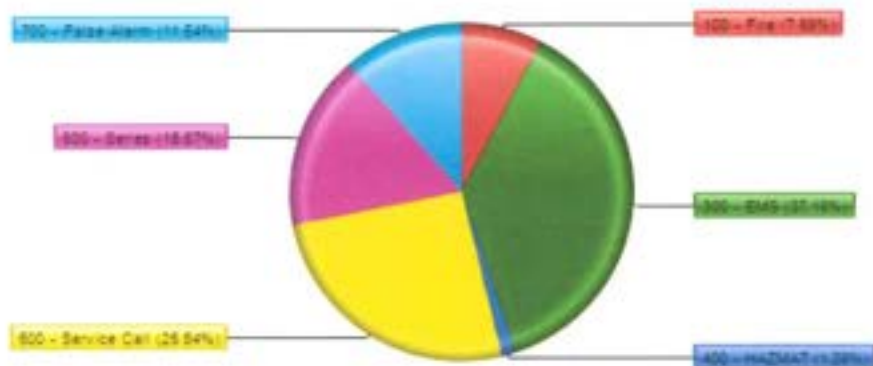
Towards the end of the month, I began to focus on St Paddy's Festival and continued work on the songwriters event.

Alarm Date between 2025-01-01

and 2025-02-01

Fire Incident Type Breakdown

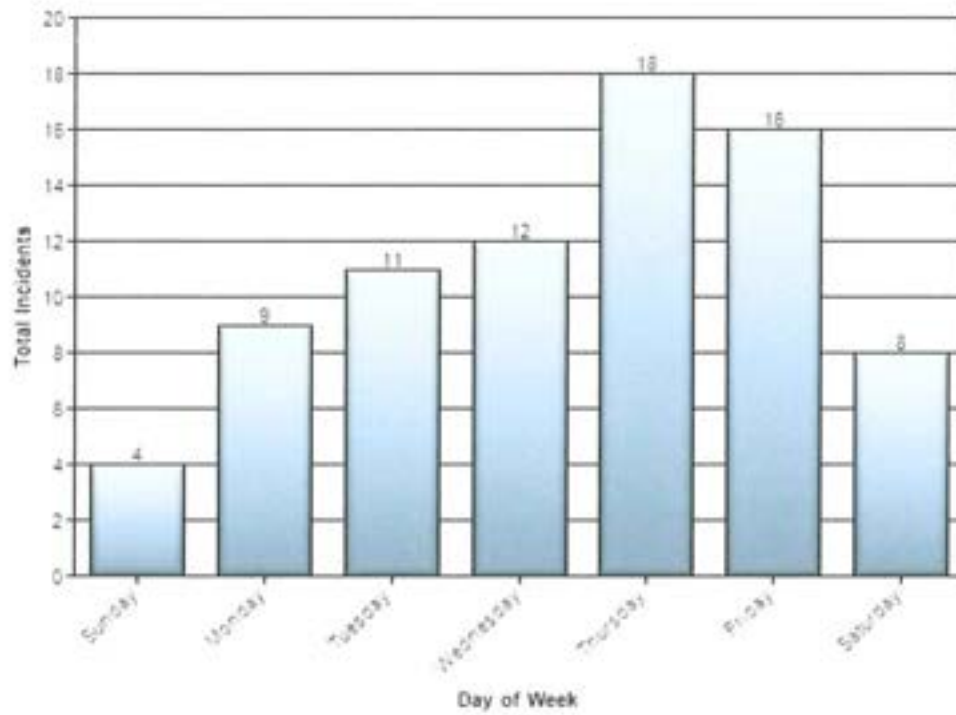
Incident Type Group	
100 - Fire	6
300 - EMS	29
400 - HAZMAT	1
500 - Service Call	20
600 - Series	13
700 - False Alarm	9
	78



Alarm Date between 2025-01-01

and 2025-02-01

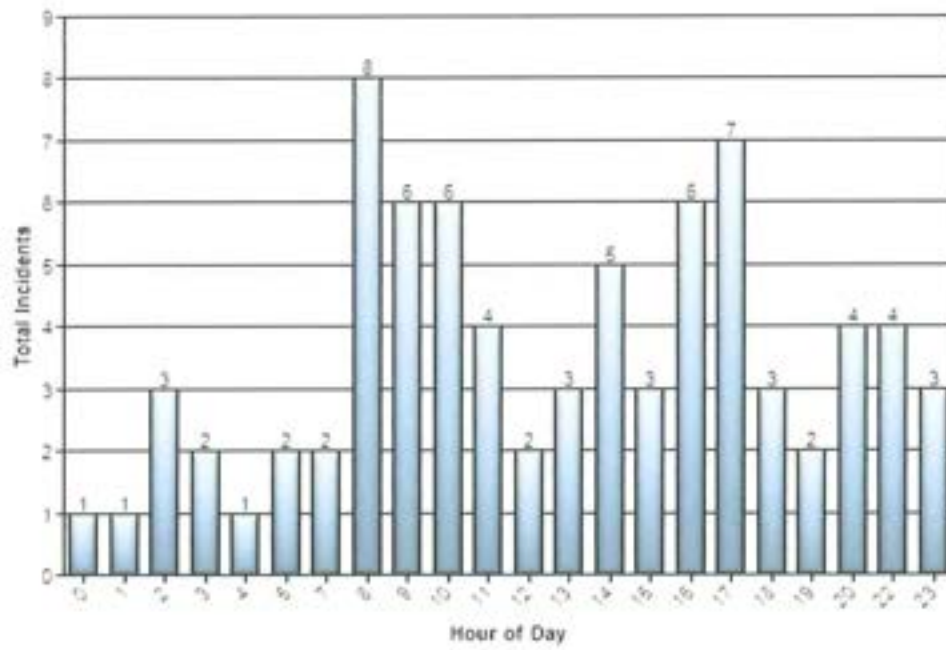
Monthly Breakdown of Incidents



Alarm Date between 2025-01-01

and 2025-02-01

Hourly Breakdown of Incidents



Alarm Date between 2025-01-01

and 2025-02-01

Incident List by Alarm Date/Time

Incident Number	Alarm Date	Alarm Time	Location	Incident Type Code	Incident Type	NFIRS Number
25000390	1/1/2025 4:30:04 PM	4:30 PM	214 ROY PHILLIPS RD	622	No incident found on arrival at dispatch address	0000002
25000684	1/2/2025 5:14:57 AM	5:14 AM	241 MOCKINGBIRD PL	622	No incident found on arrival at dispatch address	0000003
25000994	1/2/2025 4:16:22 PM	4:16 PM	1002 MILL SPRINGS RD	311	Medical assist, assist EMS crew	0000006
25001057	1/2/2025 6:39:07 PM	6:39 PM	1312 HUFFINE RD	611	Dispatched & canceled en route	0000008
25001286	1/3/2025 3:55:09 AM	3:55 AM	301 W JACKSON BL	622	No incident found on arrival at dispatch address	0000009
25002430	1/4/2025 10:57:55 PM	10:57 PM	250 OLIVER EDWARDS RD	441	Heat from short circuit (wiring), defective/worn	0000011
25002535	1/5/2025 3:18:18 AM	3:18 AM	1228 LEMONGRASS DR	311	Medical assist, assist EMS crew	0000012
25003344	1/6/2025 12:55:19 PM	12:55 PM	516 BAYLESS RD	111	Building fire	0000013
25003486	1/6/2025 5:48:32 PM	5:48 PM	117 CHESTNUT RIDGE DR	700	False alarm or false call, other	0000014
25003721	1/7/2025 7:42:02 AM	7:42 AM	BACON BRANCH RD	322	Motor vehicle accident with injuries	0000015
25003859	1/7/2025 10:58:45 AM	10:58 AM	110 STAGE RD	553	Public service	0000016
25004896	1/8/2025 8:41:56 PM	8:41 PM	114 W JACKSON BL	311	Medical assist, assist EMS crew	0000017
25004990	1/8/2025 11:32:24 PM	11:32 PM	1527 PERSIMMON RIDGE RD	311	Medical assist, assist EMS crew	0000018
25005605	1/9/2025 8:06:03 PM	8:06 PM	147 OLD STATE ROUTE 34 #28	745	Alarm system activation, no fire - unintentional	0000019
25005745	1/10/2025 1:56:05 AM	1:56 AM	111 CENTRAL POINT LN	746	Carbon monoxide detector activation, no CO	0000020
25005996	1/10/2025 1:22:01 PM	1:22 PM	Thomson Meadow LN	553	Public service	0000021
25006029	1/10/2025 2:17:15 PM	2:17 PM	103 GREENBACK CT	553	Public service	0000022
25006047	1/10/2025 2:38:50 PM	2:38 PM	455 SUMMIT DR	611	Dispatched & canceled en route	0000023
25006079	1/10/2025 3:47:14 PM	3:47 PM	204 JIM RANGE RD	324	Motor vehicle accident with no injuries.	0000024
25006266	1/11/2025 2:15:15 AM	2:15 AM	263 E MAIN ST	311	Medical assist, assist EMS crew	0000025
25006278	1/11/2025 4:10:21 AM	4:10 AM	1101 PERSIMMON RIDGE RD #29-B	311	Medical assist, assist EMS crew	0000026
25006381	1/11/2025 11:40:02 AM	11:40 AM	81 SPELLBINDER DR	311	Medical assist, assist EMS crew	0000027
25006750	1/12/2025 11:21:26 AM	11:21 AM	150 LEONARD DR	651	Smoke scare, odor of smoke	0000028
25007151	1/13/2025 8:49:54 AM	8:49 AM	SAYLORS PL	553	Public service	0000029
25007472	1/13/2025 5:27:03 PM	5:27 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	0000030
25007495	1/13/2025 7:04:57 PM	7:04 PM	1063 SAYLORS PL	745	Alarm system activation, no fire - unintentional	0000031
25007565	1/13/2025 10:08:46 PM	10:08 PM	193 RIDGECREST RD	311	Medical assist, assist EMS crew	0000032
25007903	1/14/2025 11:25:30 AM	11:25 AM	SAYLORS PL	553	Public service	0000033
25008147	1/14/2025 5:45:55 PM	5:45 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	0000035

25008438	1/15/2025 8:08:01 AM	8:08 AM	267 WILLIAM BEAN LP	553	Public service	0000036
25009226	1/16/2025 10:10:21 AM	10:10 AM	255 WILLIAM BEAN LP	553	Public service	0000037
25009400	1/16/2025 2:46:55 PM	2:46 PM	768 ASHLEY MDWS	553	Public service	0000038
25009423	1/16/2025 3:02:30 PM	3:02 PM	800 ASHLEY MDWS	553	Public service	0000039
25009470	1/16/2025 4:13:04 PM	4:13 PM	448 BACON BRANCH RD	111	Building fire	0000040
25009639	1/16/2025 10:38:32 PM	10:38 PM	120 OAKWELL LN	746	Carbon monoxide detector activation, no CO	0000041
25009851	1/17/2025 8:07:27 AM	8:07 AM	2917 KNOB CREEK RD	322	Motor vehicle accident with injuries	0000042
25009922	1/17/2025 10:16:37 AM	10:16 AM	255 WILLIAM BEAN LP	553	Public service	0000043
25010301	1/17/2025 8:26:30 PM	8:26 PM	276 SYCAMORE DR	622	No incident found on arrival at dispatch address	0000044
25010744	1/18/2025 4:46:25 PM	4:46 PM	234 PECANWOOD DR	311	Medical assist, assist EMS crew	0000045
25011123	1/19/2025 1:45:08 PM	1:45 PM	257 BERRY RIDGE RD	622	No incident found on arrival at dispatch address	0000046
25011183	1/19/2025 5:14:00 PM	5:14 PM	211 PATTON DR	311	Medical assist, assist EMS crew	0000047
25011606	1/20/2025 5:00:14 PM	5:00 PM	140 RIDGECREST RD	322	Motor vehicle accident with injuries	0000048
25012070	1/21/2025 11:52:24 AM	11:52 AM	1101 PERSIMMON RIDGE RD	741	Sprinkler activation, no fire - unintentional	0000049
25012160	1/21/2025 2:30:13 PM	2:30 PM	1702 ROCKY HOLLOW RD	322	Motor vehicle accident with injuries	0000050
25012277	1/21/2025 5:36:45 PM	5:36 PM	112 WOODSONG WAY	746	Carbon monoxide detector activation, no CO	0000051
25012444	1/22/2025 2:10:21 AM	2:10 AM	188 YARNSPINNER DR	745	Alarm system activation, no fire - unintentional	0000052
25012497	1/22/2025 5:17:45 AM	5:17 AM	111 CLOVER RUN	131	Passenger vehicle fire	0000053
25012591	1/22/2025 9:12:25 AM	9:12 AM	684 OLD STATE ROUTE 34	611	Dispatched & canceled en route	0000054
25012614	1/22/2025 9:57:44 AM	9:57 AM	235 WILLIAM BEAN LP	553	Public service	0000055
25012688	1/22/2025 12:08:37 PM	12:08 PM	237 CLAUDE SIMMONS RD	322	Motor vehicle accident with injuries	0000056
25012891	1/22/2025 6:12:00 PM	6:12 PM	1620 MILL SPRINGS RD	745	Alarm system activation, no fire - unintentional	0000057
25012995	1/22/2025 10:02:07 PM	10:02 PM	402 MATSON RD	324	Motor vehicle accident with no injuries.	0000058
25013078	1/23/2025 2:37:52 AM	2:37 AM	104 COCHRAN RD	600	Good intent call, other	0000059
25013183	1/23/2025 8:25:48 AM	8:25 AM	235 WILLIAM BEAN LP	553	Public service	0000061
25013397	1/23/2025 1:55:15 PM	1:55 PM	112 WOODSONG WAY	553	Public service	0000062
25013415	1/23/2025 2:28:19 PM	2:28 PM	1921 HIGHWAY 11 E	553	Public service	0000063
25013572	1/23/2025 6:31:20 PM	6:31 PM	2826 INDIAN RIDGE RD	111	Building fire	0000064
25013622	1/23/2025 8:31:39 PM	8:31 PM	126 BERRY RIDGE RD	600	Good intent call, other	0000065
25013791	1/24/2025 7:09:58 AM	7:09 AM	3552 GREENWOOD DR	322	Motor vehicle accident with injuries	0000066
25013863	1/24/2025 8:31:38 AM	8:31 AM	235 WILLIAM BEAN LP	553	Public service	0000067
25013866	1/24/2025 8:40:21 AM	8:40 AM	119 TWIN OAKS DR	600	Good intent call, other	0000068

25014210	1/24/2025 4:54:46 PM	4:54 PM	206 VINES DR	151	Outside rubbish, trash or waste fire	0000069
25014400	1/24/2025 11:09:40 PM	11:09 PM	376 E JACKSON BL #110	311	Medical assist, assist EMS crew	0000070
25014452	1/25/2025 12:38:44 AM	12:38 AM	DILLOW DR	322	Motor vehicle accident with injuries	0000071
25014591	1/25/2025 10:35:51 AM	10:35 AM	128 CHESTNUT RIDGE DR	611	Dispatched & canceled en route	0000072
25014945	1/25/2025 11:50:26 PM	11:50 PM	605 DEPOT ST	311	Medical assist, assist EMS crew	0000073
25015628	1/27/2025 8:23:51 AM	8:23 AM	268 BACON BRANCH RD	324	Motor vehicle accident with no injuries.	0000074
25015685	1/27/2025 10:19:58 AM	10:19 AM	255 WILLIAM BEAN LP	553	Public service	0000075
25016261	1/28/2025 9:07:51 AM	9:07 AM	1101 PERSIMMON RIDGE RD	311	Medical assist, assist EMS crew	0000076
25016306	1/28/2025 10:44:46 AM	10:44 AM	101 E JACKSON BL	311	Medical assist, assist EMS crew	0000077
25016520	1/28/2025 4:42:10 PM	4:42 PM	104 OLGIA LN	311	Medical assist, assist EMS crew	0000078
25016554	1/28/2025 5:38:34 PM	5:38 PM	107 DEPOT ST	151	Outside rubbish, trash or waste fire	0000079
25016898	1/29/2025 9:15:20 AM	9:15 AM	255 WILLIAM BEAN LP	553	Public service	0000080
25017535	1/30/2025 9:09:28 AM	9:09 AM	812 OLD BOONES CREEK RD	500	Service Call, other	0000081
25017540	1/30/2025 9:21:08 AM	9:21 AM	255 WILLIAM BEAN LP	553	Public service	0000082
25017735	1/30/2025 3:22:30 PM	3:22 PM	705 E JACKSON BL	324	Motor vehicle accident with no injuries.	0000083
25018140	1/31/2025 8:42:19 AM	8:42 AM	FOREST DR	553	Public service	0000084
25018548	1/31/2025 7:22:21 PM	7:22 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	0000085

Alarm Date between 2025-01-01 and 2025-02-01
Enter District City

District	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
City					
151		1/28/2025 5:38:34 PM	25016554	0000079	107 DEPOT ST
311		1/28/2025 9:07:51 AM	25016261	0000076	1101 PERSIMMON RIDGE RD
		1/5/2025 3:18:18 AM	25002535	0000012	1228 LEMONGRASS DR
		1/19/2025 5:14:00 PM	25011183	0000047	211 PATTON DR
		1/11/2025 4:10:21 AM	25006278	0000026	1101 PERSIMMON RIDGE RD #29-B
		1/8/2025 11:32:24 PM	25004990	0000018	1527 PERSIMMON RIDGE RD
		1/8/2025 8:41:56 PM	25004896	0000017	114 W JACKSON BL
		1/11/2025 2:15:15 AM	25006266	0000025	263 E MAIN ST
		1/11/2025 11:40:02 AM	25006381	0000027	81 SPELLBINDER DR
		1/25/2025 11:50:26 PM	25014945	0000073	605 DEPOT ST
		1/24/2025 11:09:40 PM	25014400	0000070	376 E JACKSON BL #110
		1/28/2025 10:44:46 AM	25016306	0000077	101 E JACKSON BL
322		1/25/2025 12:38:44 AM	25014452	0000071	DILLOW DR
328		1/30/2025 3:22:30 PM	25017735	0000083	705 E JACKSON BL
500		1/30/2025 9:09:28 AM	25017535	0000081	812 OLD BOONES CREEK RD
553		1/17/2025 10:16:37 AM	25009922	0000043	255 WILLIAM BEAN LP
		1/14/2025 11:25:30 AM	25007903	0000033	SAYLORS PL
		1/16/2025 3:02:30 PM	25009423	0000039	800 ASHLEY MDWS
		1/29/2025 9:15:20 AM	25016898	0000080	255 WILLIAM BEAN LP
		1/15/2025 8:08:01 AM	25008438	0000036	267 WILLIAM BEAN LP
		1/16/2025 2:46:55 PM	25009400	0000038	768 ASHLEY MDWS
		1/16/2025 10:10:21 AM	25009226	0000037	255 WILLIAM BEAN LP
		1/31/2025 8:42:19 AM	25018140	0000084	FOREST DR
		1/27/2025 10:19:58 AM	25015685	0000075	255 WILLIAM BEAN LP
		1/22/2025 9:57:44 AM	25012614	0000055	235 WILLIAM BEAN LP
		1/23/2025 8:25:48 AM	25013183	0000061	235 WILLIAM BEAN LP
		1/7/2025 10:58:45 AM	25003859	0000016	110 STAGE RD
		1/10/2025 1:22:01 PM	25005996	0000021	Thomson Meadow LN
		1/24/2025 8:31:38 AM	25013863	0000067	235 WILLIAM BEAN LP
		1/30/2025 9:21:08 AM	25017540	0000082	255 WILLIAM BEAN LP
		1/13/2025 8:49:54 AM	25007151	0000029	SAYLORS PL
		1/10/2025 2:17:15 PM	25006029	0000022	103 GREENBACK CT
672		1/3/2025 3:55:09 AM	25001286	0000009	301 W JACKSON BL
741		1/21/2025 11:52:24 AM	25012070	0000049	1101 PERSIMMON RIDGE RD
745		1/13/2025 7:04:57 PM	25007495	0000031	1063 SAYLORS PL
		1/22/2025 2:10:21 AM	25012444	0000052	188 YARNSPINNER DR
		1/9/2025 8:06:03 PM	25005605	0000019	147 OLD STATE ROUTE 34 #28
748		1/16/2025 10:38:32 PM	25009639	0000041	120 OAKWELL LN

Alarm Date between 2025-01-01 and 2025-02-01
 Enter District County

District	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
County					
111		1/6/2025 12:55:19 PM	25003344	0000013	516 BAYLESS RD
		1/16/2025 4:13:04 PM	25009470	0000040	448 BACON BRANCH RD
		1/23/2025 6:31:20 PM	25013572	0000064	2826 INDIAN RIDGE RD
131		1/22/2025 5:17:45 AM	25012497	0000053	111 CLOVER RUN
131		1/24/2025 4:54:46 PM	25014210	0000069	206 VINES DR
311		1/13/2025 5:27:03 PM	25007472	0000030	122 TIPTON RD
		1/2/2025 4:16:22 PM	25000994	0000006	1002 MILL SPRINGS RD
		1/13/2025 10:08:46 PM	25007565	0000032	193 RIDGECREST RD
		1/28/2025 4:42:10 PM	25016520	0000078	104 OLGIA LN
		1/14/2025 5:45:55 PM	25008147	0000035	122 TIPTON RD
		1/18/2025 4:46:25 PM	25010744	0000045	234 PECANWOOD DR
		1/31/2025 7:22:21 PM	25018548	0000085	122 TIPTON RD
332		1/22/2025 12:08:37 PM	25012688	0000056	237 CLAUDE SIMMONS RD
		1/17/2025 8:07:27 AM	25009851	0000042	2917 KNOB CREEK RD
		1/20/2025 5:00:14 PM	25011606	0000048	140 RIDGECREST RD
		1/21/2025 2:30:13 PM	25012160	0000050	1702 ROCKY HOLLOW RD
		1/24/2025 7:09:58 AM	25013791	0000066	3552 GREENWOOD DR
		1/7/2025 7:42:02 AM	25003721	0000015	BACON BRANCH RD
334		1/22/2025 10:02:07 PM	25012995	0000058	402 MATSON RD
		1/10/2025 3:47:14 PM	25006079	0000024	204 JIM RANGE RD
		1/27/2025 8:23:51 AM	25015628	0000074	268 BACON BRANCH RD
441		1/4/2025 10:57:55 PM	25002430	0000011	250 OLIVER EDWARDS RD
523		1/23/2025 1:55:15 PM	25013397	0000062	112 WOODSONG WAY
		1/23/2025 2:28:19 PM	25013415	0000063	1921 HIGHWAY 11 E
600		1/24/2025 8:40:21 AM	25013866	0000068	119 TWIN OAKS DR
		1/23/2025 8:31:39 PM	25013622	0000065	126 BERRY RIDGE RD
		1/23/2025 2:37:52 AM	25013078	0000059	104 COCHRAN RD
611		1/22/2025 9:12:25 AM	25012591	0000054	684 OLD STATE ROUTE 34
		1/10/2025 2:38:50 PM	25006047	0000023	455 SUMMIT DR
		1/2/2025 6:39:07 PM	25001057	0000008	1312 HUFFINE RD
622		1/2/2025 5:14:57 AM	25000684	0000003	241 MOCKINGBIRD PL
		1/17/2025 8:26:30 PM	25010301	0000044	276 SYCAMORE DR
		1/19/2025 1:45:08 PM	25011123	0000046	257 BERRY RIDGE RD
		1/1/2025 4:30:04 PM	25000390	0000002	214 ROY PHILLIPS RD
651		1/12/2025 11:21:26 AM	25006750	0000028	150 LEONARD DR
745		1/22/2025 6:12:00 PM	25012891	0000057	1620 MILL SPRINGS RD
746		1/21/2025 5:36:45 PM	25012277	0000051	112 WOODSONG WAY

1/10/2025 1:56:05 AM 25005745

0000020

111 CENTRAL POINT LN

Alarm Date between 2025-01-01 and 2025-02-01
 Enter District Inside City of Johnson City

District	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
Inside City of Johnson City					
	611				
		1/25/2025 10:35:51 AM	25014591	0000072	128 CHESTNUT RIDGE DR
	700				
		1/6/2025 5:48:32 PM	25003486	0000014	117 CHESTNUT RIDGE DR

Monthly Report February 2025

Mitchell Calvin, Digital Media Manager

Websites

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

Senior Center

- Updated the Monthly calendar
- Updated the weekly newsletter
- Updating the centers page on the website
- Adding event announcements to the centers page

McKinney Center

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

Marketing

- Attended Marketing meetings
- Attended Main Street Meeting
- Attended JAMSA Meetings
- Creating event pages for new events the team has created
- Uploaded the monthly blog on the tourism website

This week in Jonesborough Newsletter

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

Tennessee Songwriters Qualifying Round

- Updated the application
- Contacting applicants and collecting the necessary submissions requirements
- Updated website with this years information
- Working with performers before the event on collecting lyrics and set up

Chocolate Fest

- Updated the map for the program showing the different stops
- Attended event committee meetings to help with planning, marketing, and prep for early ticket check in
- Updated website to show this years information
- Helped with promotional material for the event

St. Paddy's Day

- Updated the applications for vendors, parade and fun run
- Updated website to show this years information
- Attending event meetings
- Promoting it on the front page of the website and the newsletter

Boardroom Sound

- Meeting with Sharp and other vendors to collect proposals to update the sound system in the room
- Working on troubleshooting before a new system is approved and installed

Parks and Recreation/Wetlands

- Working on the rough draft of the new website design
- Working on redesigning the mascot for Wetlands for promotional materials
- Meeting with the Director of P&R to go over marketing efforts for the upcoming year

Jackson Theatre Website

- Working with the Jackson Theatre team to get the website ready for the public
- Working on troubleshooting and fixing bugs as they present themselves as we work on get the information up to date
- Learning the new drag and drop system to have a better understanding of how it operates

StoryTown Radio Show January

- Attended the event and took photos
- Did a giveaway at the beginning of the show for the TN songwriters event

Google Analytics

- Monitored the Google analytics for the .org, .com, McKinney and Wetlands site
- Chocolate Fest has 4,302 currently before the event
- The Town Employment page has 1,565 views for the month

Utility Manager Monthly Report

January 2025

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

Distribution department installed 10 new service taps and repaired 42 service leaks for the month of January. The distribution department also completed 30 miscellaneous work orders and located 324 TN 811 one calls.

Water Quality Department read 13,904 meters and set 31 new service meters for the month of January. The Water Quality Department cut off 24 meters with 0 of those for nonpayment. The Water Quality Department had a total of 14,902 total actions taken in the month of January. As of January 31st, the Water Quality Department has changed 13,904 meters to the new AMR meter system. The Water Quality Department completed all scheduled flushing for the month of January.

Water Plant processed 88.514 million gallons of water with a daily average of 2.855 million gallons per day in the month of January. 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 25 feet for January and Woodlawn Tank has maintained an average level of 15 feet for January.

Wastewater Department operated under normal conditions for the month of January. Wastewater had two releases due to electrical failures and no overflows in January. The North Cherokee extension is at the 99% 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 January. The month of January experienced 10 days of precipitation for a total of 1.95 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 30%, equating to an average of nearly 192,000 gallons daily.

County water line construction crew has started the Jackson Bridge Rd. project. This project is @ 8,000 feet of 6" DIP waterline. The next project is Taylor Bridge Rd which is projected to begin late spring or early summer. To date the waterline construction crew has installed @ 100,000 feet of 6" DIP.

We had a busy January in Utilities. As of January 31st, 2025, the Wastewater Department has no vacancies, Water Distribution has 2 vacancies, Water Treatment Plant has 1 vacancy and Water Quality has no vacancies. We are actively interviewing potential employees. I am working daily with GRW on the planning and design phase of the Water Treatment plant, transmission line and "A" Station replacement. 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
Water Quality Department
Monthly Report
JANUARY 2025

<u>Meters Read:</u>	<u>Meters Cut On:</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
13,904	26	24	43

<u>Meter Maintenance:</u>	<u>Non-Payment :</u>	<u>Customer Inquiries:</u>
	0	61

22 Meters Marked

73 Meters Serviced

54 Locations Entered in Harmony

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports & Spreadsheets:</u>
57	21	312

<u>Valve Maintenance:</u>	<u>Water Line Locates:</u>
15 Valves exercised	32

<u>Dispatch & Service Calls:</u>	<u>WQ SET TAPS:</u>
227	31

Total Actions Taken:
14,902



TOWN OF JONESBOROUGH

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

Monthly Report January 2025

Water Distribution

Complaints Total - 23 Frozen/ no water 10 - Total Complaints
Last Month

Taps Installed - 10 9- Total Taps Last Month

Tennessee One Call - 324 234 - Total Last Month

This Month there were 324 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total- 42 38 - Total Last Month

Down Meters Installed Total - 0 0 - Last Month

Meter Box Replaced Total - 7 0 - Total Last
Month

Paving Locations - 0 2- Total Last Month

Yard Work Clean Total - 0 2- Total Last Month

1. Yards to sow (200 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement.
3. Taps to be done =8

GPS Project Goals

December 2024: For the month of November 2024 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 concentrated their efforts on repairing any and all leaks due to persimmon ridge tank not filling to normal range. Also worked 12 hour shifts 7-7 with County Crew on days and Town on Nights

Upcoming Line Extensions Town Crew

Vines Farm- 800' of 2" plastic line. Pending

Drain Lane 350' of 2"

Completed Line Extensions Town Crew

Paynetown Road 300' – Completed

Industrial Park EDA Project 4,000' - Completed

Fire line 6" k-8 school – Completed

Big Wood Road 750' of 6" D.I. - Completed

K-8 School 2" line and water spigots. Completed

Upcoming Line Extensions County Crew

- *Taylor Bridge Road*
 - *Highway 11E Slaughterhouse – 1,000' Completed*
 - *Jackson Bridge In Progress*
-



TOWN OF JONESBOROUGH

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

Wastewater – January 2025 Monthly System Operations Summary

Date: February 3, 2025

Customer Calls:

Total: 7

Resolved: 7

TN811:

Taken: 315

Required Action: 118

Sewer Taps:

New: 18

Completed: 4

Pending: 5

Pending Contracted: 174*

* Contracted Taps were added to active records. No CO report for December 2024

Projects Completed:

1. Completed Sewer Extension – Thompson Meadow
2. Installed new Sewer Taps @ Thompson Meadow Lane
3. Connected Skyline Landing to existing force main
4. Camera Inspections Lorena Lane, Bird's Eye View, and Spring Street
5. Repaired Stormwater Outfall from WW Admin Shop

Projects Underway:

1. A Station – Easements
2. APC – Sewer Tap (Slaughterhouse) – TDOT Permit Required
3. Cherry Ridge & Miller Drive Small Diameter & STEP Units

System Maintenance:

Line Cleaning: 100'

Line Inspections: 1000'

System Repairs: 1

Station Repairs: 3

Station Cleaning: 5

STEP Unit Repairs: 2

Overflows/Releases/Bypasses:

Release – 1/24/25 – STEP Unit 1403 W. College – Floats

Release – 1/30/25 – Shell Road Pump Station – Float Failure

Work Orders By Type

01/01/2025 to 01/31/2025 as of 2/3/2025
...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	259
WW-Corrective	18
WW-Construction Work	3
Total Work Orders:	280

Work Orders By Type

09/01/2017 to 01/31/2025 as of 2/3/2025
...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	86
WW-Requested Work	1
WW-Corrective	3
WW-Construction Work	1
Total Work Orders:	91

	Current Month	Previous Month	% Change
Work Orders Generated	303	313	-3%
Percentage of Completion	92%	90%	+2%
Work Orders Completed	280	283	-1%

*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 Environmental Services Department Monthly Report	January 1, 2025 thru January 31, 2025
-----------------------------------------------------------------------------	---------------------------------------------

Wastewater Plant: The WWTP is operating well. The Diesel Redundancy Pump did operate in January. The month of January experienced 10 days of precipitation for a total of 1.95 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For January, this rate was 30%, equating to an average of nearly 192,000 gallons daily.

Wastewater Plant Compliance – January 2025

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	6mg/l – 33lb/d	21mg/l – 167lb/d	N
CBOD Weekly	7mg/l – 38lb/d	25mg/l – 208lb/d	N
CBOD Daily	7mg/l – 97%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	2.8mg/l – 15lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	11.5 mg/l – 61lb/d	12mg/l – 100lb/d	N
Ammonia Day.	16 mg/l	16mg/l	N
TSS Monthly	7mg/l – 36lb/d	30mg/l – 250lb/d	N
TSS Weekly	9mg/l – 48lb/d	40mg/l – 304lb/d	N
TSS Daily	11mg/l – 95%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	1.7/100ml	126/100ml	N
E. coli Daily	6.3/100ml	941/100ml	N
Chlorine	1.2 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	9.4 mg/l	6.0mg/l Minimum	N
pH	7.0su/7.9su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 12/31/24

Sewer Construction/Collection System: Two Releases occurred during January due to electrical component failures. Numerous sewer taps, site cleanups, and an extension at Thompson Meadow Lane were made during the month of January.

Industrial Pretreatment: All industries are currently compliant with their industrial pretreatment permits. The APC in Telford is progressing and expected to open in February or March of 2025. Local Limits and Sewer Use Ordinance revisions are underway.

NPDES Permit: The WWTP is in full compliance with the NPDES permit. The NPDES permit renewal application was received and approved by TDEC. The only significant change to the permit is the maximum E. coli limit will be 410 per 100ml maximum instead of the current 941.

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

Cobem O. Rasnick
Director of Environmental Services

Jonesborough Water Treatment Facility

Monthly February 3,2025

For the week of February 3, 2025, the total amount of water processed was 88.514 million gallons for the total gallons produced of January, 2025; with a daily average of 2.855 million gallons, a maximum of 3.248 million gallons , and a minimum of 2.398 million gallons.

This is the weekly report for the week of February 3, 2025. As of January 31, 2025, we have searched bids on the Johnson screens out of a Knoxville supplier and sourced a bid on the pump-around site and pumps at Raw water bldg.. with Xylem in Blountville. On Monday, the PFOS samples were drawn from water plant and labeled and shipped to Pace Labs in Peoria Ill for testing. Work on Rockhouse pumping station continues with pump and motor rebuilds, and No.1 VFD was replaced with a new unit. Pump no.1 and No3 continues to run together at the Rockhouse pump station on VFD settings; Repairs are planned with Bright Ridge electric on the power supply at some date at Rockhouse. Week of Feb.1,2025, has TOC samples drawn and the monthly water report state MOR is due by Friday 2-7-25... Zion marine will continue to schedule the cleaning of deep well on Raw water bldg.. divers to be scheduled in February 2025 for the sand removal in the wet well and screen repairs. Looking at the water plant budget for 2025 this week. I will continue to interview for the vacant water plant position—still vacant and weekly Bact T samples are due this week. This concludes this report for 2-03-2025. R. Jones—Jonesborough Water Plant.

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



Jonesborough Department of Public Safety Jan. 2024 Monthly Report

• CITATIONS & ARRESTS

Offenses	Count
Larceny/Theft	4
Assault	2
Extortion/Blackmail	1
Counterfeiting/Forgery	1
Fraud	4
Vandalism	1
Miscellaneous (TIERS Group B)	2
Miscellaneous (Department Only)	5
Total	20

Memos	Count
Assisting Other Agency	5
Crisis Intervention Report	2
Field Interview	6
K9 Deployment	3
K9 Training	2
Lost Property	2
Miscellaneous Information	10
Officer Assistance Form	11
Property Damage/Misc	1
Sensitive Information Report	1
Trespass Warning	7
Total	50

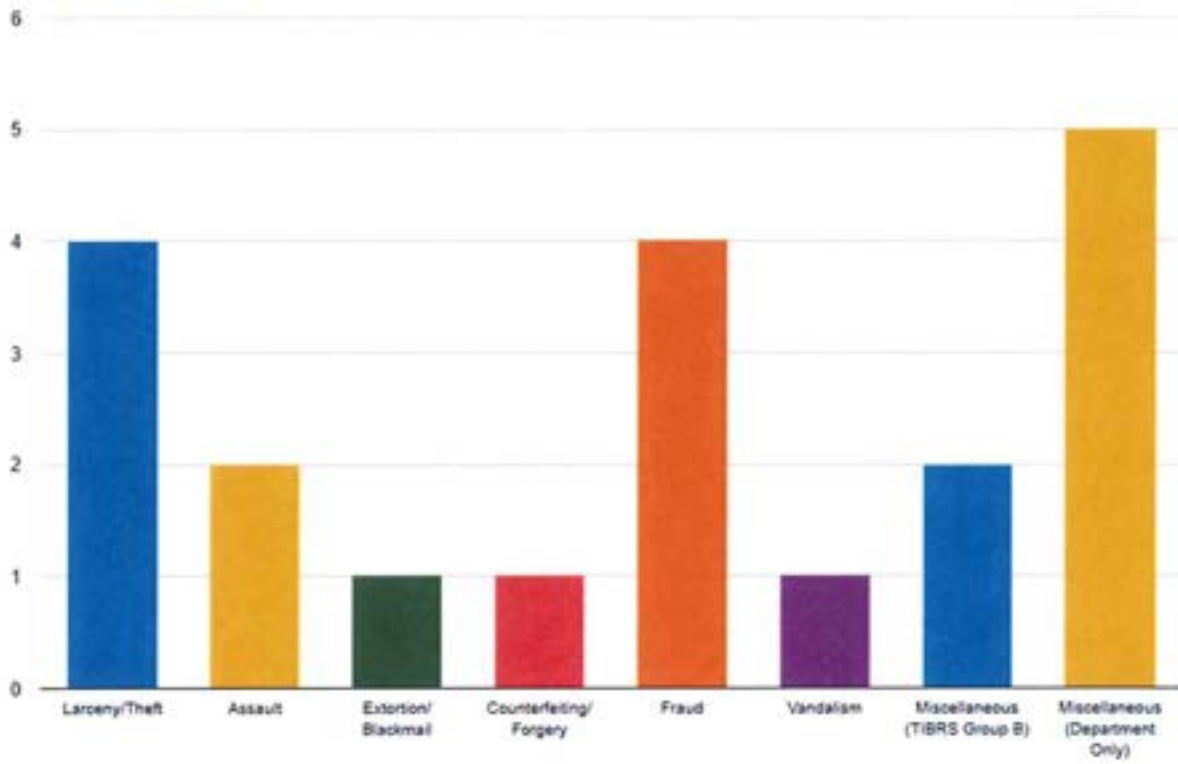
Arrests	Count
Adult (On View Arrest)	4
Adult (Summoned/Cited)	26
Adult (Taken Into Custody)	3
Juvenile (Summoned/Cited)	3
Total	36

Crashes	Count
Property damage (over \$ threshold)	13
Property damage (under \$ threshold)	8
Total	21

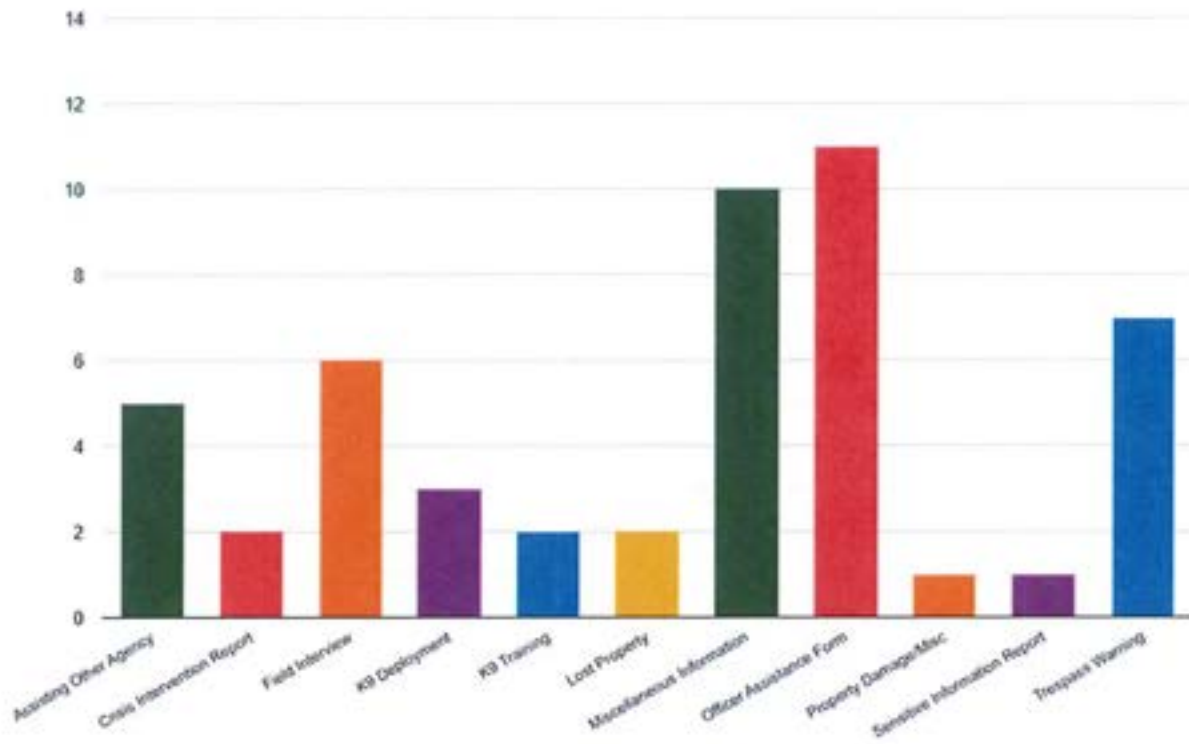
Non-Investigatory Crashes	Count
Total	8

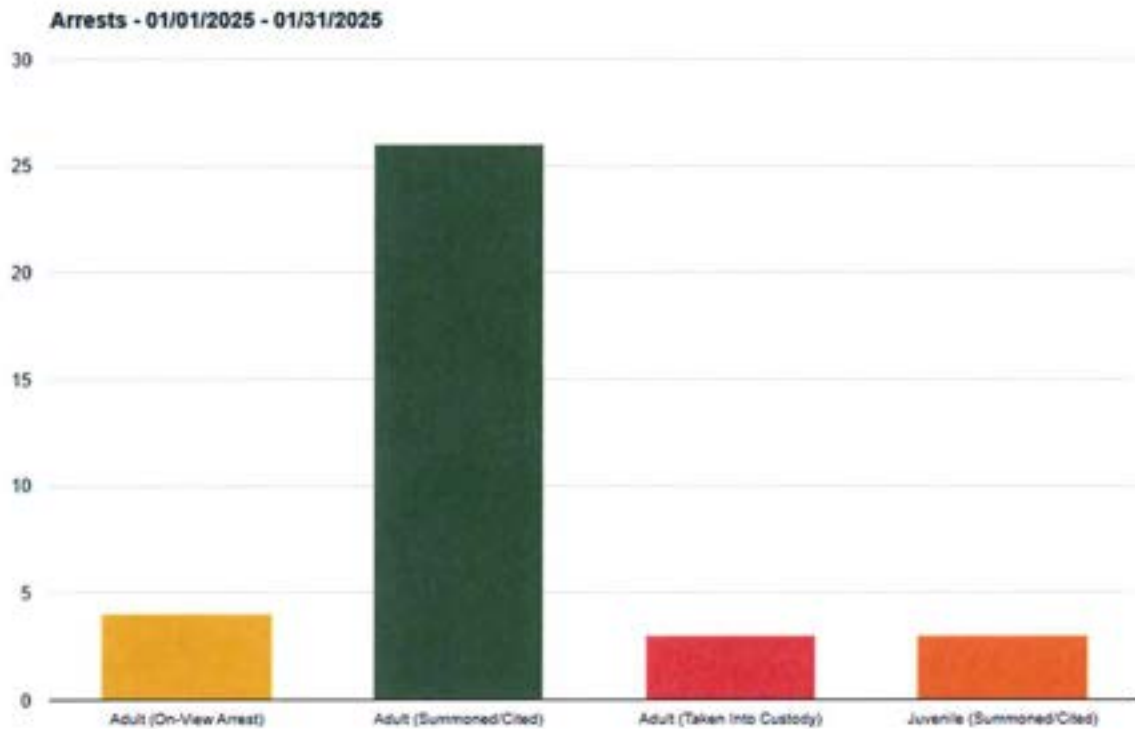
Tickets	Count
Traffic (Municipal Court)	125
Traffic (Washington County Juvenile Court)	4
Traffic Charges (Municipal Court)	257
Traffic Charges (Washington County Juvenile Court)	4
Ordinance (Municipal Court)	4
Parking (Municipal Court)	1
Tow	8
Warning	167
Total	369

Incidents - 01/01/2025 - 01/31/2025



Memos - 01/01/2025 - 01/31/2025





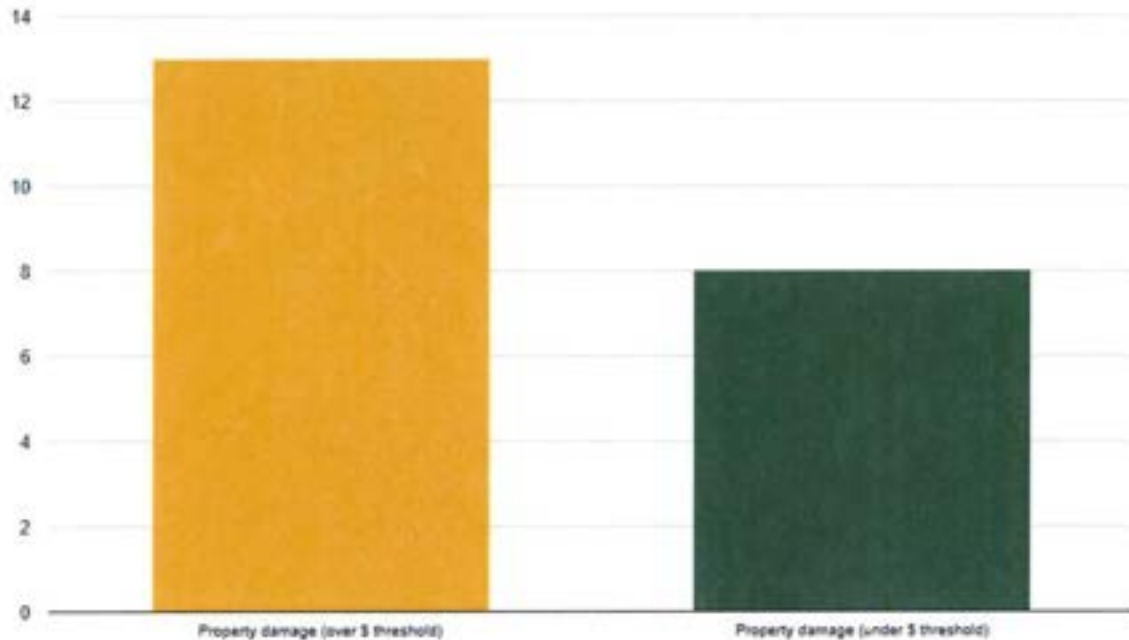
- **CRIMINAL INVESTIGATIONS**

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

- **MOTOR VEHICLE CRASHES**

A total of (22) crashes were reported and investigated for the month of Jan. Most crashes occurred on East/West Jackson Blvd; most crashes were over \$400 in damage with some resulting in a possible or confirmed injury.

Crashes - 01/01/2025 - 01/31/2025



- **CANINE**

For Jan., K9, *Cygan's* hours were not reported. K9, *Falco's* was involved in (1) deployment and (16) training hours. K9, *Daryl* was involved in (0) deployments and (19) training hours.

- **RESERVES**

The reserve officers contributed (13) hours for the month of Jan. Reserve Officer Collins contributed all these hours.

- **CODE ENFORCEMENT**

There were (4) ordinance violations issued during the month of Jan.

- **DISPATCH TRANSACTIONS FOR JCPD**

For Jan., our dispatchers assisted Johnson City Police Department with approximately (23) transactions.

- **OTHER CALLS FOR SERVICE**

There were (1504) CAD Entries for the month of Jan.

January 2025 Monthly Report

Tasks Completed & Updates

1. Main Street & Downtown
2. Marketing
3. Social Media
4. Social Media Statistics

Main Street & Downtown

- Attended JAMSA Board Meeting
- Had marketing meetings with Amber to discuss social media needs now that Jessica is in place for marketing the Jackson Theatre
- Had Zoom meetings with AdvanceTravel to assess collateral needed for campaigns
- Attended Christmas in Olde Jonesborough Event Review Meeting
- Attended Buzzed Wing's special VIP night to get content for JBO socials (1/4)
- Attended St. Paddy's Meeting (1/13)

Marketing

- Booked 5 TV Spots with WJHL for events happening in Jonesborough (Faculty Art Exhibit, NFL Flag Football for Parks & Rec etc.)
- Sent Press Releases for events in Jonesborough (McKinney Center, Chuckey Depot Museum, Christmas Events, Heritage Alliance, etc.)
- Attended and took pictures of the Faculty Art Exhibit for McKinney Center
- Created a new Chocolate Fest Logo
- Designed and distributed Chocolate Fest Posters
- Designed Chocolate Fest Punch Card Tickets
- Designed and distributed Table Tents with town events happening in Jan. & Feb.
- Worked with Advance Travel on collateral needed for our big marketing campaign
- Assisted Live TV interview in Downtown Jonesborough with Daytime Tricities for Chocolate Fest
- Coordinated with baker (Krazy Cakes) to have sample treats and sample cake to use during this live interview
- Attended TV Spots with WJHL (1/27) and WCYB (1/30) for Chocolate Fest
- Met with Ruth about Paws in Blue BBQ Fundraiser (1/24)

Social Media

- Created many general Jonesborough social media posts and reels. Made 6 reels and MANY social posts
- Created many posts Jackson Theatre Shows on Historic & Main Street Jonesborough socials
- Updating the Jonesborough Civic Page with water utility updates, trash updates, traffic advisories
- Created a new logo for Parks & Rec.
- Created new social media pages for Parks & Rec. (Facebook & Instagram)
- Created Event Cover pages for Chocolate Fest & St. Paddy's Event
- Updated Civic FB page with January Employee of the Month
- See Reels Below!

Reels:

Historic Jonesborough Instagram:

- Cold Snowy Day in Tennessee's Oldest Town (3,000 Likes & 61,274 Views):
https://www.instagram.com/reel/DEXrYM5RltG/?utm_source=ig_web_copy_link&igs_h=MzRIODBiNWFIZA==
- You're in Tennessee's Oldest Town Reel:
https://www.instagram.com/reel/DEknJY9Ro6x/?utm_source=ig_web_copy_link&igs_h=MzRIODBiNWFIZA==
- Riders in the Sky at The Jackson Theatre Reel:
https://www.instagram.com/reel/DFnta52xNXW/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==
- JBO Newspaper Chocolate Fest Reel:
https://www.instagram.com/reel/DFqS_ArR7mh/?utm_source=ig_web_copy_link&igs_h=MzRIODBiNWFIZA==

Main Street Jonesborough Instagram:

- Snowy Day in Downtown Jonesborough Reel (358 Likes & 5,037 Views):
https://www.instagram.com/reel/DEsXiQaxl1w/?utm_source=ig_web_copy_link&igs_h=MzRIODBiNWFIZA==
- Driving Down Main Street Snowing Reel (436 Likes, 4,991 Views):
https://www.instagram.com/reel/DEnM4Xdxs2T/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==

Parks and Recreation

Chris Kudera

Jonesborough Update

1. Wetlands Water Park
2. General Parks Overview
3. Ridge Rangers
4. Social Media
5. Programming

Wetlands Water Park

Wetlands Water Park continues to make significant improvements in preparation for the upcoming season. New lockers have been installed and will be available for rent, with both individual and family-sized options to better serve guests. The caulking of the pool joints is nearly complete, a necessary step to prevent leaks and extend the life of the pool structure. We also purchased three prefabricated cabanas from Sam's Club, which will be installed and available for rental to enhance the guest experience. In addition, Nick repurposed an old, unused kitchen window into an exterior display case that will be used for announcements, event promotions, and general park information.

Several infrastructure projects are also underway. The deteriorating bridge over the lazy river to the island has been removed, and replacement work has begun. Nick upgraded the exterior lighting by replacing the old square fixtures with flush LED lights, improving both aesthetics and energy efficiency. Herman Archer and Rick Duvall worked to replace and add electrical outlets to support future park needs. We also invested in new kitchen equipment, including a stand-up double-door freezer, fryer, and new prep tables, allowing us to eliminate outdated chest freezers that were not only inefficient but also impacted our health inspection rating.

Additional maintenance and aesthetic upgrades are in progress. Nick is in the final stages of sanding, painting, and applying epoxy to the tip buckets, which were previously rusted and leaking. The old wooden handrails on the upper deck have been removed and will be replaced with a wrought-iron-style metal railing for a more polished look. The tables from the upstairs deck have also been removed, and we have begun chipping away old paint in preparation for a fresh coat of grip paint to improve safety in wet conditions. Lastly, we had contractors assess the park's surround sound system for repairs and potential upgrades.



After

Before



General Parks Overview

The Parks and Recreation team has been hard at work across town, ensuring our facilities and green spaces remain safe, accessible, and well-maintained. Several downed trees were removed from the disc golf course, improving playability and safety for users. With the recent sub-freezing temperatures, we also took proactive measures to close and winterize facilities to prevent damage. Additionally, since Tiger Park will not open this spring, the team shifted focus to preparing the baseball and softball fields at Persimmon Ridge for Jonesborough Elementary School's use. This involved extensive tilling of the infields to smooth them out, and we have scheduled Foster Signs to install the new foul ball nets. Both the fields and nets are expected to be completed in February.

The Open Spaces team made great progress in enhancing the arboretum by creating accessible pathways and cleaning up overgrown beds. They also focused on restoring several benches around Persimmon Ridge Park. The last of the greenhouse parts have been delivered, and installation is scheduled for early February, marking another step in expanding our horticultural efforts.

We continue to receive generous support from community partners. Carolina Native Nursery donated over 300 perennials for use around town, and Lauren coordinated with LaFollette Greenhouse and Farms in Surgoinsville, TN, to secure donated winter pansies for the downtown flowerpots. These contributions will help keep our public spaces vibrant and welcoming throughout the winter months.

Ridge Rangers

The Parks and Recreation Department is excited to relaunch the Ridge Rangers, a volunteer trail stewardship program aimed at maintaining and improving the trails throughout Persimmon Ridge. This initiative will provide dedicated volunteers with opportunities to assist in trail maintenance, clearing debris, and addressing erosion issues, ensuring our trails remain safe and accessible for all users. By organizing regular workdays and engaging the community in hands-on conservation efforts, we hope to create a sustainable system for keeping the trails in top condition year-round. With the growing popularity of Persimmon Ridge's trail system, the Ridge Rangers will be instrumental in preserving the natural beauty of the area while enhancing the overall experience for hikers, bikers, and outdoor enthusiasts. We look forward to growing this program and strengthening community involvement in the upkeep of one of Jonesborough's most valued outdoor spaces.

Social Media

The Parks and Recreation Department has officially stepped into the social media scene, bringing a renewed presence to Facebook and Instagram. With the help and teamwork of the Tourism Department, along with Cameo, Isabel, and Mitchell, we have reestablished our platforms to better connect with the community and highlight all that our parks have to offer. We are excited to launch engaging content, including a “Plant of the Month” feature, a “Monthly Newsletter,” and other creative initiatives that will bring well-deserved attention to our parks, facilities, and programs. Personally, I look forward to using these platforms to showcase the hard work and dedication of our team, whose efforts make Jonesborough’s parks and recreation experiences truly special.

Programming

The Parks and Recreation Department has officially launched Jonesborough’s first-ever NFL Flag Football League, bringing an exciting new opportunity to young athletes in our community. This league, backed by the NFL, provides a fun, non-contact introduction to football while emphasizing skill development and teamwork. Registration is open to boys and girls ages 4-14, and we anticipate a great turnout for this inaugural season. We look forward to seeing how this program grows and engages families in a new way.

Additionally, soccer will return for another spring season, and we are working closely with Jonesborough Youth Soccer and the Washington County School System to secure field space. The school system has been a fantastic partner, ensuring that we can continue offering these programs until our own fields are ready. Their support has been instrumental in maintaining and expanding recreational opportunities for local youth.

At the most recent Parks and Recreation Advisory Committee meeting, Jonesborough Youth Soccer expressed their interest in having the town take over management of the league rather than continuing as a separate entity. A productive discussion was had about the pros and cons of this transition, and I am currently working with their President and town staff to explore the feasibility of such a change. I will provide a more formalized update next month as we assess whether this is a viable step forward for the town and the league.



Susan McKinney
Director of Special Events
January 2025 Monthly Report

- Coordinated and held Event Review meetings for Christmas in Olde Jonesborough events which included Friday's Tree Lighting, Saturday's A Whoville Christmas, Saturday's A Doggone Christmas, Saturday's Christmas Village, and the Church Stroll. The event review committee included Tourism and Visitors Center staff, McKinney Center staff, Jackson Theatre staff, and Heritage Alliance staff. Activity reviews were positive and there were a few new ideas for next year. Follow up with the Police Department and Street Department were separate meetings from the event review committee.
- Removed t-posts and decorations from Christmas around Courthouse and the Christopher Taylor House, as well as cleaned up debris and garbage left behind.
- Met with Police Department regarding Christmas event follow up and discussed street closure and other safety measures for events.
- Met with Street Department regarding Christmas event follow up and discussed street closures for events.
- Met with Parks & Recreation regarding Christmas event follow up and discussed needs for future events.
- Met with International Storytelling Center, Heritage Alliance, the McKinney Center, the Jackson Theatre, and the Seniors' Center, to establish good communications regarding events and discuss event needs throughout the year.
- Attended the January Board of Mayor and Aldermen Meeting.

- Attended the January Supervisors Meeting.
- Attended the January Supervisors Meeting.
- Coordinated and attended new timesheet training for Tourism department with Human Resources.
- Attended the two January board JAMSA meetings.
- Attended JAMSA's Chocolate Fest meetings. Booked Miss Historic Jonesborough and other title holders for Chocolate Fest. Secured food trucks for Chocolate Fest.
- Attended St Paddy's Day meetings. Booked face painting and hair activities for St. Paddy's Day. Began receiving applications for the fun-run associated with St. Paddy's Day that I will coordinate and direct.
- Worked with Matt Gulley, Visitors Center Manager, to familiarize myself with his role and responsibilities so that I can provide guidance and help Matt further develop his leadership and management skills as the Visitors Center Manager. Worked with Matt to develop the content of a monthly Visitors Center host meeting.
- Held interviews for the part-time Events Coordinator position at the Visitors Center, an additional position that I will supervise once a candidate is selected and hired.
- Reviewed information from past Jonesborough Days events and began coordinating activities for 2025 Jonesborough Days.
- Reviewed information from past Music on the Square (MOTS) fundraisers and began planning and coordinating the 2025 MOTS fundraiser. Began acquiring silent auction items for the fundraiser.
- Submitted event permit for Music on the Square (MOTS). Reviewed contract for Sam Love and submitted my recommendations.
- Completed payables paperwork and purchase order requisitions for Department of Tourism and Visitors Center.
- Went to storage building with the Tourism department to determine what items are in the Tourism dept storage building and determine what items are of use and what items should be rehomed or disposed of.

2025
BUILDING PERMITS REPORT

	<u># PERMITS</u>	<u>AMOUNT</u>	<u>FEES</u>	<u>NEW HOUSES</u>	<u>COMMERCIAL</u>	<u>RENOVATIONS</u> <u>PLUMBING</u> <u>MECHANICAL</u> <u>MISCELLANEOUS</u>	<u>ADDITIONS</u>	<u>SIGNS</u>
January	33	6,498,570.94	55,963.25	23	1	6	1	2
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTALS	33	\$6,498,570.94	\$55,963.25	23	1	6	1	2

Monthly Total **Year-To-Date**

New House Permits	6,027,116.00	\$6,027,116.00
New House Permit Fees	51,307.00	\$51,307.00
Commercial Permits	375,216.33	\$375,216.33
Commercial Permit Fees	3,017.50	\$3,017.50
Renovations, Additions Permits	96,238.61	\$96,238.61
Renovations, Additions Permit Fees	1,638.75	\$1,638.75

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2024				YEAR - 2025			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	9	2,995,200.00	16,743.60	January	33	6,498,570.94	55,963.25
February	7	481,740.74	2,392.01	February			
March	9	4,515,000.00	24,832.50	March			
April	16	2,595,000.00	14,484.50	April			
May	18	3,010,015.00	16,912.47	May			
June	18	3,181,275.00	17,998.04	June			
July	38	7,507,021.00	41,348.32	July			
August	46	9,561,667.00	52,790.70	August			
September	22	2,892,193.61	21,984.41	September			
October	30	4,352,014.18	37,412.65	October			
November	14	2,955,900.00	25,125.15	November			
December	19	2,915,000.00	25,477.50	December			
TOTALS	246	\$46,962,026.53	\$297,501.85	TOTALS	33	\$6,498,570.94	\$55,963.25

**TOWN OF JONESBOROUGH
2025 BUILDING PERMITS**

	DATE	OWNER	ADDRESS	TYPE OF CONSTRUCTION	PROJECT COST	PERMIT FEE
JANUARY						
	01/03/25	Greg Litwiler	102 Royal Oaks Drive	Roof over Deck	8,500.00	72.50
	01/05/25	Daniel Lowe	151 Old State Route 34	Front & Rear Decks	2,500.00	21.25
	01/07/25	Tyler Hall	1809 Ida Sue Drive	Plumbing	1,000.00	8.50
	01/10/25	Wolfe Development	702 Persimmon Ridge Rd	Demolition	10,000.00	100.00
	01/10/25	Wolfe Development	809 Old Boones Creek Rd	Demolition	10,000.00	100.00
	01/14/25	Blair Electric	303 Azure Landing	House	285,000.00	2,422.50
	01/14/25	Orth Construction	234 Ruby Rose Ridge	House	225,000.00	1,912.50
	01/14/25	Orth Construction	240 Ruby Rose Ridge	House	280,000.00	2,380.00
	01/14/25	Orth Construction	252 Ruby Rose Ridge	House	250,000.00	2,125.00
	01/14/25	Orth Construction	258 Ruby Rose Ridge	House	200,000.00	1,700.00
	01/15/24	Scott Britton Constructon	294 Ruby Rose Ridge	House	490,000.00	4,241.50
	01/15/25	DR Horton	1121 Saylors Place	Town Home	136,529.00	1,160.50
	01/15/25	DR Horton	1123 Saylors Place	Town Home	136,529.00	1,160.50
	01/15/25	DR Horton	1125 Saylors Place	Town Home	136,529.00	1,160.50
	01/15/25	DR Horton	1127 Saylors Place	Town Home	136,529.00	1,160.50
	01/16/25	Scott Britton Constructon	249 Ruby Rose Ridge	House	397,000.00	3,374.50
	01/16/25	Scott Britton Constructon	298 Ruby Rose Ridge	House	351,000.00	2,983.50
	01/16/25	Scott Britton Constructon	302 Ruby Rose Ridge	House	351,000.00	2,983.50
	01/16/25	Scott Britton Constructon	306 Ruby Rose Ridge	House	351,000.00	2,983.50
	01/16/25	Scott Britton Constructon	310 Ruby Rose Ridge	House	351,000.00	2,983.50
	01/16/25	W. Pat Weber	769 Twilight Falls	House	420,000.00	3,570.00
	01/22/25	Maitland & Bobby Kellum	136 Holmes Drive	Detached Garage	42,238.61	359.02
	01/23/25	Andrew Johnson Bank	1551 East Jackson Blvd	Sign	22,066.33	680.23
	01/27/25	Wolfe Development	560 Catalina Court	House	250,000.00	2,125.00
	01/27/25	Wolfe Development	564 Catalina Court	House	220,000.00	1,870.00

**TOWN OF JONESBOROUGH
2025 BUILDING PERMITS**

	DATE	OWNER/CONTRACTOR	ADDRESS	TYPE OF CONSTRUCTION	PROJECT COST	PERMIT FEE
JANUARY - Page 2						
	01/27/25	Wolfe Development	568 Catalina Court	House	210,000.00	1,785.00
	01/27/25	Wolfe Development	610 Cherry Marie Drive	House	210,000.00	1,785.00
	01/27/25	Wolfe Development	614 Cherry Marie Drive	House	190,000.00	1,615.00
	01/27/25	Wolfe Development	618 Cherry Marie Drive	House	260,000.00	2,210.00
	01/27/25	Wolfe Development	622 Cherry Marie Drive	House	190,000.00	1,615.00
	01/28/15	Dillow-Taylor Funeral Home	418 West College Street	Sign	3,150.00	110.25
	01/28/25	Matthew Kehn	705 West Main Street	Renovation/Repair	22,000.00	187.00
	01/29/25	Trinity Baptist Church	260 Headtown Road	New Metal Building	350,000.00	3,017.50
				TOTAL	6,498,570.94	55,963.25

2024 BUILDING PERMITS REPORT

	# PERMITS	AMOUNT	FEES	NEW HOUSES	COMMERCIAL	RENOVATIONS PLUMBING MECHANICAL MISCELLANEOUS	ADDITIONS	SIGNS
January	9	2,995,200.00	16,743.60	9	0	0	0	0
February	7	481,740.74	2,392.01	1	1	4	0	1
March	9	4,515,000.00	24,832.50	6	1	2	0	0
April	16	2,595,000.00	14,484.50	12	1	3	0	0
May	18	3,010,015.00	16,912.47	11	0	6	0	1
June	18	3,181,275.00	17,998.04	8	2	5	1	2
July	38	7,507,021.00	41,348.32	30	29	6	1	2
August	46	9,561,667.00	52,790.70	44	0	2	0	0
September	22	2,892,193.61	21,984.41	12	1	7	1	1
October	30	4,352,014.18	37,412.65	21	0	4	0	5
November	14	2,955,900.00	25,125.15	7	3	2	2	0
December	19	2,915,000.00	25,477.50	14	1	4	0	0
TOTALS	246	\$46,962,026.53	\$297,501.85	175	39	45	5	12

Year-To-Date

\$43,256,555.18

\$271,324.37

\$2,356,060.74

\$14,625.65

\$1,349,410.61

\$11,551.83

Monthly Total

2,655,000.00

22,567.50

200,000.00

1,700.00

60,000.00

1,210.00

New House Permits

New House Permit Fees

Commercial Permits

Commercial Permit Fees

Renovations, Additions Permits

Renovations, Additions Permit Fees

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2023				YEAR - 2024			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	5	350,900.00	1,929.95	January	9	2,995,200.00	16,743.60
February	12	2,031,200.00	11,171.60	February	7	481,740.74	2,392.01
March	35	3,776,990.00	23,648.20	March	9	4,515,000.00	24,832.50
April	13	284,035.04	1,662.20	April	16	2,595,000.00	14,484.50
May	25	2,322,195.00	12,791.70	May	18	3,010,015.00	16,912.47
June	32	2,278,158.00	12,529.92	June	18	3,181,275.00	17,998.04
July	36	109,225.15	600.74	July	38	7,507,021.00	41,348.32
August	55	2,021,948.00	10,378.69	August	46	9,561,667.00	52,790.70
September	No Report - Due to Resignation of Building Inspector			September	22	2,892,193.61	21,984.41
October	31	643,786.00	3,755.25	October	30	4,352,014.18	37,412.65
November	55	5,573,016.00	30,769.02	November	14	2,955,900.00	25,125.15
December	5	1,090,173.54	6,270.80	December	19	2,915,000.00	25,477.50
TOTALS	304	\$20,481,626.73	\$115,508.07	TOTALS	246	\$46,962,026.53	\$297,501.85

**TOWN OF JONESBOROUGH
2024 BUILDING PERMITS**

	DATE	OWNER	ADDRESS	TYPE OF CONSTRUCTION	PROJECT COST	PERMIT FEE
November						
	11/8/24	Buckingham Develop.	699 Twilight Falls	House	350,000.00	2,975.00
	11.8/24	Dwight A. Moody	207 West Main Street	Plumbing	5,000.00	42.50
	11/8/24	Lester Morelock	211 East Main Street	Plumbing	3,000.00	25.50
	11/12/24	Robert Staple	421 West Main Street	Garage	120,000.00	1,020.00
	11/12/24	Scott Britton	151 Marigold	House	355,000.00	3,017.50
	11/12/24	Scott Britton	159 Marigold	House	355,000.00	3,017.50
	11/12/24	Scott Britton	157 Marigold	House	355,000.00	3,017.50
	11/12/24	Scott Britton	153 Marigold	House	355,000.00	3,017.50
	11/12/24	Scott Britton	155 Marigold	House	355,000.00	3,017.50
	11/19/24	Sue Cantrell	209 Forest Circle	Addition	120,000.00	1,020.00
	11/19/24	W. Pat Weber, IIII	755 Twilight Falls	House	408,000.00	3,468.00
	11/20/24	Danielle Ruiz	292 Miss Maude Patton	Deck	24,900.00	211.65
	11/22/24	Allison Outdoor	1607 Ben Gamble Road	New Billboard	65,000.00	552.50
	11/22/24	Allison Outdoor	1601 East Jackson Blvd	New Billboard	85,000.00	722.50
				TOTAL	2,955,900.00	25,125.15

**TOWN OF JONESBOROUGH
2024 BUILDING PERMITS**

	DATE	OWNER	ADDRESS	TYPE OF CONSTRUCTION	PROJECT COST	PERMIT FEE
December						
	12/10/24	Orth Construction	556 Catalina Court	House	175,000.00	1,487.50
	12/10/24	Orth Construction	552 Catalina Court	House	180,000.00	1,530.00
	12/10/24	Orth Construction	516 Catalina Court	House	180,000.00	1,530.00
	12/10/24	Orth Construction	544 Catalina Court	House	180,000.00	1,530.00
	12/10/24	Orth Construction	536 Catalina Court	House	180,000.00	1,530.00
	12/10/24	Orth Construction	524 Catalina Court	House	180,000.00	1,530.00
	12/10/24	Orth Construction	512 Catalina Court	House	175,000.00	1,487.50
	12/10/24	Orth Construction	520 Catalina Court	House	175,000.00	1,487.50
	12/10/24	Orth Construction	540 Catalina Court	House	175,000.00	1,487.50
	12/10/24	Orth Construction	548 Catalina Court	House	175,000.00	1,487.50
	12/10/24	Orth Construction	613 Cherry Marie Drive	House	280,000.00	2,380.00
	12/10/24	Orth Construction	547 Catalina Court	House	200,000.00	1,700.00
	12/10/24	Orth Construction	543 Catalina Court	House	200,000.00	1,700.00
	12/10/24	Orth Construction	539 Catalina Court	House	200,000.00	1,700.00
	12/11/24	Chase Edwards	994 Boones Creek Rd	Variance	N/A	300.00
	12/13/24	Joe Terranera	166 Anderson Road	Variance	N/A	300.00
	12/16/24	Wolfe Development	111 West Main Street	Build Out	200,000.00	1,700.00
	12/20/24	William Barrett	410 West College Street	Re-Roof	60,000.00	510.00
	12/23/24	Down to Earth	138 Headtown Road	Demolition of House	N/A	100.00
				TOTAL	\$2,915,000.00	\$25,477.50

Supervisor Report for January 2025

Senior Center

We kick off the New Year with the addition of two new fitness instructors, Sue Owens and Laura Whelen. Sue is teaching Silver Sneakers classes and Laura is teaching Enerchi. We are excited about the growth we are seeing in the classes, even in the first month.

We have a new fitness challenge "Fitness Bingo" members will get a bingo card and everyone who fills their card will receive a free logoed t-shirt or fitness towel. The card is filled by participating in classes. We had 71 new members join in the month of January, so we are rocking and rolling.

Trips included bowling and Lunch Bunch. We will be kicking off our new hiking group Lauren's Ridges and Roots Hiking Group, Lauren Little, Open Space Coordinator will be partnering with the Senior Center to lead our mid difficulty hiking group. We are excited to launch this group to give our members two options when considering hiking groups.

For 2025, our cooking class Cooking with Mary and Susan, we will be traveling around the world, and each month we will be learning to cook food from different countries. In January, we learned to make egg drop soup and vegetables stir fry, special guest one of our member Lisa Ciacci who is originally from Hong Kong.

One of our teammates will be leaving, we are sad for us and happy for John Saylor in his next endeavor. John has been wonderful teammate and staff member and has been a great Program Coordinator since 2021.

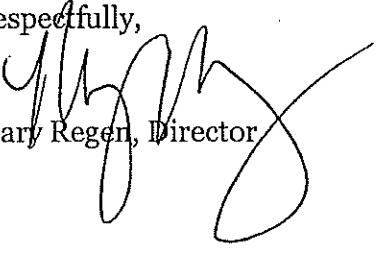
Lincoln Park

We are hosting our wintertime class "Funshine" and were lead in gratitude journaling for our first activity. The special guest was our Acrylic art teacher, Tania Dirks. This class was hosted in the Education Building in Lincoln Park. We also started a watercolor class led by Ginny Walls on advanced watercolor techniques. We are continuing Parkour Silver in the park on nice days or at the Senior Center if the weather is bad.

We are working closely with Parks and Recreation on some additional programming for 2025.

Respectfully,

Mary Regen, Director





Statistical Analysis
1/1/2025 - 1/31/2025

2/7/2025 9:13:42 AM

Jonesborough Senior

Service Days	Units	Avg. Units	Attendance	Avg. Attendance	Unduplicated Count
21	4923	234.4	3977	189.4	871

Registered Clients						
Activity	Service Days	Units	Avg Units	Attendance	Avg Attendance	Unduplicated Count
A Silver Sneakers-Member MUST SCAN SILVER SNEAKERS CARD	21	124	5.9	124	5.9	28
Advisory Board Meeting	1	5	5	5	5	5
Art Instruction Class	1	8	8	8	8	8
Beginner Watercolor Techniques	4	33	8.2	33	8.2	9
Billiards	21	221	10.5	221	10.5	31
Billiards Tournament	1	15	15	15	15	15
Bingo	3	154	51.3	154	51.3	81
Blood Pressure Check	3	4	1.3	4	1.3	2
Blood Sugar Screening	3	3	1	3	1	1
Book Review Club	1	14	14	14	14	14
Bowling Trip	1	21	21	7	7	7
Bridge Club	13	85	6.5	85	6.5	22
Cafe Connection	4	54	13.5	54	13.5	25
Card Making	1	14	14	14	14	14
Chair Yoga	8	231	28.9	231	28.9	81
CheckIn - Attendance	21	267	12.7	267	12.7	93
Chess	5	20	4	20	4	7
Cooking Class with Mary & Susan	1	15	15	15	15	15
Cribbage	4	21	5.2	21	5.2	8
Crochet/Knitting Class	4	32	8	32	8	13
Eight-Ball Billiards Tournament	1	11	11	11	11	11
Fitness Room MUST HAVE BLUE BAND	21	1512	72	1512	72	301
Fun Pump & Stretch	4	54	13.5	54	13.5	25
Fun with Trivia	5	30	6	30	6	8
Funshine	1	9	9	9	9	9
General Technology Assistance	3	7	2.3	7	2.3	7
Gentle Yoga	8	147	18.4	147	18.4	45
Hand & Foot	4	37	9.2	37	9.2	16
Healthy Eating Every Day	2	26	13	26	13	17
Instructional Shuffleboard	3	20	6.7	20	6.7	10
Jam Session	5	85	17	85	17	29
Jonesborough Dutclmer Players	4	11	2.8	11	2.8	4
Joyful Women's Bible Study	4	53	13.2	53	13.2	24
Kickboxing Class	5	80	16	80	16	27
Laptop Checkout	2	2	1	2	1	1

Legal Aid	1	39	39	39	39	39
LifeFit	3	29	9.7	29	9.7	15
Line Dancing	4	40	10	40	10	16
Lunch Bunch-Bus Trip	1	24	24	12	12	12
Lunch-Dining Room-Nutrition	15	110	7.3	110	7.3	27
Mahjong	2	13	6.5	13	6.5	9
Massage Therapy	7	20	2.9	20	2.9	17
Maximizing Social Security Benefits	2	26	13	26	13	26
Net Trans- to Center	8	17	2.1	17	2.1	6
Net Trans-go home	9	20	2.2	20	2.2	6
Not Your Mothers Sewing Guild	1	6	6	6	6	6
Nursing Resources	2	2	1	2	1	2
Orientation of Fitness Equipment	8	64	8	64	8	64
Painting w/ Tania	1	8	8	8	8	8
Parkour Silver	4	16	4	16	4	10
Partner Dancing	2	4	2	4	2	3
Ping Pong	12	14	1.2	14	1.2	4
Pinochle	2	6	3	6	3	5
Play Rook	6	35	5.8	35	5.8	9
Scrabble Game	9	38	4.2	38	4.2	9
Scrapbooking	4	28	7	28	7	11
Shower	3	3	1	3	1	2
Shuffleboard	4	14	3.5	14	3.5	10
Silver Sneakers-Circuit	12	292	24.3	292	24.3	72
Silver Sneakers-Classic	12	301	25.1	301	25.1	70
Silver Sneakers-EnerChi	8	46	5.8	46	5.8	16
Silver Sneakers-Splash	8	52	6.5	52	6.5	17
Stitch Therapy	3	38	12.7	38	12.7	19
Trivia Challenge	1	18	18	18	18	18
Veterans Meet and Greet	1	10	10	10	10	10
Writers Workshop	2	13	6.5	13	6.5	8
Yogalates	9	110	12.2	110	12.2	37
Zumba Class	4	42	10.5	42	10.5	20
All Activities	21	4,923	234.4	3977	189	871

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

Consent Agenda

DATE: February 10, 2025 **AGENDA ITEM #:** 7-a

SUBJECT: Report on Debt Obligation – Property Acquisition Capital Outlay Note

BACKGROUND:

After issuing debt, State law requires us to file a Debt Report with the State Division of Local Government Finance in the Comptroller's Office. We must also file a copy with the local governing body.

Attached is the Report on Debt Obligation for the \$350,000 capital outlay note issued to fund the purchase of the Engel property. This report was filed with the Comptroller's Office on January 25th and emailed to the Mayor and Aldermen on January 27th.

RECOMMENDATION:

No action is required; this item is "information only".



Jason E. Mumpower
Comptroller

Report On Debt Obligation

Receipt Date: 01/25/2025

Entity and Debt Information

Entity Name

Town of Jonesborough

Entity Address

123 Boone Street Jonesborough, Tennessee 37659-1390

Debt Issue Name

Property Acquisition Capital Outlay Note

Series Year

2024

Debt Issue Face Amount

\$350,000.00

Face Amount Premium or Discount?

N/A

Tax Status

Tax - Exempt

Interest Type

True Interest Cost (TIC)

True Interest Cost (TIC)

4.63%

Debt Obligation

Note - Capital Outlay Note

Moody's Rating

Unrated

Standard & Poor's Rating

Unrated

Fitch Rating

Unrated

Other Rating Agency Name

N/A

Other Rating Agency Rating

N/A

Security

General Obligation

Type of Sale Per Authorizing Document

Informal Bid

Dated Date

10/10/2024

Issue/Closing Date

10/10/2024

Final Maturity Date

10/11/2036

Debt Purpose

Purpose	Percentage	Description
General Government	100%	Land to be used for public events, exhibits and programming
Education	0%	N/A
Other	0%	N/A
Refunding	0%	N/A
Utilities	0%	N/A

Cost of Issuance and Professionals

Does your Debt Issue have costs or professionals?

Yes

Description	Amount	Recurring Portion	Firm Name
Bank Closing Costs	\$1,750.00	N/A	Bank of Tennessee
TOTAL COSTS	\$1,750.00		

Maturity Dates, Amounts, and Interest Rates

Comments.

Year	Amount	Interest Rate
1	\$22,335.50	4.63
2	\$23,391.87	4.63
3	\$24,498.20	4.63
4	\$25,656.84	4.63
5	\$26,870.29	4.63
6	\$28,141.13	4.63
7	\$29,472.07	4.63
8	\$30,865.96	4.63
9	\$32,325.77	4.63
10	\$33,854.63	4.63
11	\$35,455.79	4.63
12	\$37,131.95	4.63
TOTAL AMOUNT	\$350,000.00	

See final page for Submission Details and Signatures

Submission Details and Signatures

Is there an official statement or disclosure document, as applicable, that will be posted to EMMA: <https://emma.msrb.org/>?

No

Signature - Chief Executive or Finance Officer of the Public Entity

Name

Janet Jennings

Title/Position

Finance Director

Email

jennings@jonesboroughtn.org

Alternate Email

N/A

Signature - Preparer (Submitter) of This Form

Name

N/A

Title/Position

N/A

Email

N/A

Alternate Email

N/A

Relationship to Public Entity

N/A

Organization

N/A

Verification of Form Accuracy

By checking the box below as the signing of this form, I attest the following:

1. I certify that to the best of my knowledge the information in this form is accurate.
2. The debt herein complies with the approved Debt Management Policy of the public entity.
3. If the form has been prepared by someone other than the CEO or CFO, the CEO or CFO has authorized the submission of this document.

☒ Verify Form Accuracy

Date to be Presented at Public Meeting

02/10/2025

Date to be emailed/mailed to members of the governing body

01/27/2025

Final Confirmation:

I hereby submit this report to the Division of Local Government Finance of the Tennessee Comptroller of the Treasury and understand my legal responsibility to: File this report with the members of the governing body no later than 45 days after the issuance or execution of the debt disclosed on this form. The Report is to be delivered to each member of the Governing Body and presented at a public meeting of the body. If there is not a scheduled public meeting of the governing body within forty-five (45) days, the report will be delivered by email or regular US mail to meet the 45-day requirement and also presented at the next scheduled meeting.

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

Consent Agenda

DATE: February 10, 2025 **AGENDA ITEM #:** 7-b

SUBJECT: Report on Debt Obligation – Helene Emergency Assistance Loan (HEAL)

BACKGROUND:

After issuing debt, State law requires us to file a Debt Report with the State Division of Local Government Finance in the Comptroller's Office. We must also file a copy with the local governing body.

Attached is the Report on Debt Obligation for the \$3,091,000 loan agreement entered into with Washington County to fund repairs to the water and wastewater systems due to damage caused by Tropical Storm Helene. The County entered into a loan agreement with TEMA through the Helene Emergency Assistance Loan (HEAL) Program and re-lent the funds to the Town. This loan will be repaid once the Town receives reimbursement from FEMA. The attached report was filed with the Comptroller's Office and emailed to the Mayor and Aldermen on January 27th.

RECOMMENDATION:

No action is required; this item is "information only".



Jason E. Mumpower
Comptroller

Report On Debt Obligation

Entity and Debt Information		
Entity Name		
Town of Jonesborough		
Entity Address		
123 Boone Street Jonesborough, Tennessee 37659-1390		
Debt Issue Name		
Helene Emergency Assistance Loan (TEMA Loan to Washington County - County re-lent proceeds to Town of Jonesborough)		
Series Year		
2024		
Debt Issue Face Amount		
\$3,091,000.00		
Face Amount Premium or Discount?		
N/A		
Tax Status		
Tax - Exempt		
Interest Type	Other Interest Type Description	
Other	No interest	
Debt Obligation		
Loan Agreement		
Moody's Rating	Standard & Poor's Rating	Fitch Rating
Unrated	Unrated	Unrated
Other Rating Agency Name	Other Rating Agency Rating	
N/A	N/A	
Security	Other Security Description	
Other	Future FEMA reimbursement	
Type of Sale Per Authorizing Document	Loan Program Name	
State or Federal Loan Program	Helene Emergency Assistance Loan Program	
Dated Date	Issue/Closing Date	Final Maturity Date
12/5/2024	12/5/2024	12/5/2034

Debt Purpose

Purpose	Percentage	Description
Utilities	100%	Tropical Storm Helene damage repair to water and wastewater systems
Education	0%	N/A
General Government	0%	N/A
Other	0%	N/A
Refunding	0%	N/A

Cost of Issuance and Professionals

Does your Debt Issue have costs or professionals?

No

Maturity Dates, Amounts, and Interest Rates

Comments

Funds due when payment received from FEMA; other amounts due at maturity

Year	Amount	Interest Rate
10	\$3,091,000.00	0
TOTAL AMOUNT	\$3,091,000.00	

See final page for Submission Details and Signatures

Submission Details and Signatures

Is there an official statement or disclosure document, as applicable, that will be posted to EMMA: <https://emma.msrb.org/>?

No

Signature - Chief Executive or Finance Officer of the Public Entity

Name

Janet Jennings

Title/Position

Finance Director

Email

jjennings@jonesboroughtn.org

Alternate Email

N/A

Signature - Preparer (Submitter) of This Form

Name

N/A

Title/Position

N/A

Email

N/A

Alternate Email

N/A

Relationship to Public Entity

N/A

Organization

N/A

Verification of Form Accuracy

By checking the box below as the signing of this form, I attest the following:

1. I certify that to the best of my knowledge the information in this form is accurate.
2. The debt herein complies with the approved Debt Management Policy of the public entity.
3. If the form has been prepared by someone other than the CEO or CFO, the CEO or CFO has authorized the submission of this document.

☒ Verify Form Accuracy

Date to be Presented at Public Meeting

02/10/2025

Date to be emailed/mailed to members of the governing body

01/27/2025

Final Confirmation:

I hereby submit this report to the Division of Local Government Finance of the Tennessee Comptroller of the Treasury and understand my legal responsibility to: File this report with the members of the governing body no later than 45 days after the issuance or execution of the debt disclosed on this form. The Report is to be delivered to each member of the Governing Body and presented at a public meeting of the body. If there is not a scheduled public meeting of the governing body within forty-five (45) days, the report will be delivered by email or regular US mail to meet the 45-day requirement and also presented at the next scheduled meeting.

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

Consent Agenda

DATE: February 10, 2025

AGENDA ITEM #: 8

SUBJECT: Amend the Effective Date for the Flood Meter Tap Discount Program

BACKGROUND:

At the December 9, 2024 Board and Aldermen meeting, action was taken to provide a \$1,000 discount for new water taps on AJ Willis Road. This was later clarified to include the entire service area negatively impacted by Tropical Storm Helene.

Subsequently, a customer on Jackson Bridge Road, who purchased a tap on November 15th under the County Water Tap \$500 discount program, visited our Finance payment office and requested to be reimbursed \$500, since they are in the impacted area. We explained that their tap was purchased under the County Water Line discount program and that the \$1,000 flood discount program was effective December 9th. They stated that they were told by the Water/Sewer Department that they could receive a refund. In an effort to resolve this issue, I'm proposing that the Board take additional action to amend the effective date for these taps.

Our first post-flood tap sale, in the impacted area, was November 13, 2024. After reviewing tap sales for the impacted area between November 13th and December 9th, if the \$1,000 discount is applied retroactively to November 13th, the total impact to the Town is \$3,500. Given this customer's claims, and, in an effort to be equitable, it seems prudent to make this discount program retroactive to November 13th and to process a refund for all customers who fall within this category. It is a small amount and will be a positive customer service move.

RECOMMENDATION:

Staff recommends approval to apply the Flood Tap Discount retroactively to November 13, 2024 and to process refunds for the impacted customers.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: February 10, 2025

AGENDA ITEM #: 1

SUBJECT: Financial Report

Attached for your review are the preliminary January, 2025 Financial Operating Statements:

	Full Year Budget	Current Year		Prior Year	
		January	YTD	January	YTD
GENERAL FUND					
Revenues (1)(2)	15,416,852	716,746	19,395,638	1,434,373	12,432,372
Expenditures (2)	15,906,662	1,122,890	16,133,664	1,110,169	10,223,513
Rev. Over/(Under) Exp.	(489,810)	(406,144)	3,261,974	324,204	2,208,859
SOLID WASTE FUND					
Revenues	1,385,059	58,887	499,610	76,077	502,498
Expenditures	1,385,059	85,709	470,861	49,429	405,134
Rev. Over/(Under) Exp.	-	(26,822)	28,749	26,648	97,364
JACKSON THEATRE FUND					
Revenues	681,182	1,472	54,174	-	-
Expenditures (4)	679,109	35,405	480,363	-	-
Rev. Over/(Under) Exp.	2,073	(33,933)	(426,189)	-	-
K-8 CAPITAL PROJECT FUND					
Revenues	-	-	111,531	930,837	40,999,607
Expenditures	-	-	156,131	1,075,340	42,390,705
Rev. Over/(Under) Exp.	-	-	(44,600)	(144,503)	(1,391,098)
HRA INTERNAL SERV. FUND					
Revenues	-	5,790	40,530	5,790	40,530
Expenditures	-	2,778	43,338	1,418	54,649
Rev. Over/(Under) Exp.	-	3,012	(2,808)	4,372	(14,119)
WATER/SEWER FUND*					
Revenues	10,682,513	702,844	6,825,244	813,195	6,490,794
Expenditures (3)	10,347,393	883,207	7,103,824	599,397	7,038,384
Rev. Over/(Under) Exp.	335,120	(180,363)	(278,580)	213,798	(547,590)
DRUG FUND					
Revenues	9,500	165	34,276	478	7,111
Expenditures	9,500	-	2,000	-	17,385
Rev. Over/(Under) Exp.	-	165	32,276	478	(10,274)

(1) Includes \$2.4 million State Grant revenue

(2) Includes closing of final \$9 million of K-8 school USDA loan and \$350,000 purchase and loan for Engel property

(3) Water/Sewer Fund includes water line expenditures and other capital spending that will be reclassified to fixed assets at year-end

(4) Includes \$189,360 in spending covered with donation

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Town of Jonesborough
Statement of Revenues - City
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Fund : 110 General Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	Unrealized % UnRealized
31100	Property Taxes (Current)	2,699,055.00	(238,418.00)	(1,937,589.00)	761,466.00 28.21%
31120	Public Utilities Property Tax (Current)	33,867.00	(305.00)	(2,719.00)	31,148.00 91.97%
31210	Real And Personal Prop Tax Prior Year	80,218.00	0.00	0.00	80,218.00 100.00%
31310	Inter And Penalty On Prop Taxes (Current)	17,000.00	(913.48)	(7,968.35)	9,031.65 53.13%
31500	Payments In Lieu Of Property Taxes	260,000.00	0.00	0.00	260,000.00 100.00%
31510	Payments In Lieu of Power Board Tax	60,000.00	0.00	0.00	60,000.00 100.00%
31511	Pay In Lieu of TVA Tax	71,463.00	(17,797.96)	(35,595.92)	35,867.08 50.19%
31520	TVA Impact Payment	14,364.00	0.00	(14,525.48)	(161.48) -1.12%
31600	Local Option Sales Tax	3,094,600.00	(256,064.50)	(1,692,611.27)	1,401,988.73 45.30%
31710	Wholesale Beer Tax	230,000.00	(17,828.45)	(129,899.72)	100,100.28 43.52%
31720	Wholesale Liquor Tax	125,000.00	(14,256.62)	(79,048.26)	45,951.74 36.76%
31800	Business Taxes	206,000.00	(16,086.76)	(26,256.94)	179,743.06 87.25%
31870	Hotel/Motel Tax	58,000.00	(1,465.50)	(40,895.09)	17,104.91 29.49%
31912	Cable TV Franchise Tax	83,000.00	(515.70)	(15,738.55)	67,261.45 81.04%
32200	Alcoholic Beverage Fees/Applications	5,000.00	(1,129.57)	(4,745.91)	254.09 5.08%
32610	Building Permits	263,000.00	(53,013.20)	(260,200.48)	2,799.52 1.06%
32661	Rezoning/Plan Review/Variance Fee	6,500.00	(1,225.00)	(13,157.00)	(6,657.00) -102.42%
33490	Other State Grants	30,000.00	0.00	0.00	30,000.00 100.00%
33490	Other State Grants	0.00	0.00	(2,400,000.00)	(2,400,000.00) No Budget
33491	State Revenue	13,050.00	(1,106.50)	(6,639.00)	6,411.00 49.13%
33510	State Sales Tax	729,000.00	(61,255.54)	(424,024.42)	304,975.58 41.83%
33530	State Beer Tax	2,700.00	0.00	(1,345.39)	1,354.61 50.17%
33535	State Telecommunication Tax	5,900.00	(416.10)	(3,140.91)	2,759.09 46.76%
33536	State Local Occupancy Tax	12,500.00	(1,066.76)	(7,036.02)	5,463.98 43.71%
33540	State Alcoholic Beverage Tax	16,000.00	(1,768.23)	(10,107.32)	5,892.68 36.83%
33550	State Street Aid	205,000.00	(17,286.02)	(123,889.72)	81,110.28 39.57%
33552	State-City Streets And Transportation	12,500.00	(1,063.58)	(7,675.83)	4,824.17 38.59%
33570	State Maintenance Reimbursement	21,000.00	0.00	(11,400.75)	9,599.25 45.71%
33580	State Sports Betting	11,700.00	0.00	(5,250.29)	6,449.71 55.13%
33590	Other State Revenue Allocations	1,000,000.00	0.00	0.00	1,000,000.00 100.00%
33593	Corporate Excise Tax	80,000.00	0.00	0.00	80,000.00 100.00%

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Town of Jonesborough
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Fund : 110 General Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	Unrealized % UnRealized
33600	State Police Training Supplement	16,500.00	0.00	0.00	16,500.00 100.00%
33601	State Fire Training Supplement	6,400.00	0.00	0.00	6,400.00 100.00%
33602	State Police Supplement	0.00	0.00	0.00	0.00 No Budget
33711	County Revenue	48,000.00	0.00	(23,750.00)	24,250.00 50.52%
34901	Stormwater Fees	24,000.00	0.00	0.00	24,000.00 100.00%
36210	Rent	0.00	0.00	(300.00)	(300.00) No Budget
36351	Refunds and Reimbursements	0.00	(1,105.85)	(11,372.53)	(11,372.53) No Budget
36705	Advertising/Sponsorship	0.00	0.00	(1,129.46)	(1,129.46) No Budget
36710	Contri And Donations-Businesses	0.00	0.00	(5,500.00)	(5,500.00) No Budget
36720	Contri And Donations-Organizations	12,170.00	0.00	0.00	12,170.00 100.00%
36900	Other Financing Sources	1,200,000.00	0.00	0.00	1,200,000.00 100.00%
36907	Loan Proceeds - Bk of TN - Engel	0.00	0.00	(350,000.00)	(350,000.00) No Budget
36921	Bond Proceeds - USDA	0.00	0.00	(9,000,000.00)	(9,000,000.00) No Budget
38100	Other Programs	80,000.00	0.00	0.00	80,000.00 100.00%
38101	Title IIIB Transportation	12,000.00	(1,000.00)	(6,000.00)	6,000.00 50.00%
38102	Service Coordination Funds	53,392.00	(4,583.62)	(27,049.67)	26,342.33 49.34%
38104	United Way Funding	6,000.00	0.00	(3,000.00)	3,000.00 50.00%
38106	Health Promo & Class Revenue	47,500.00	(1,531.00)	(35,926.00)	11,574.00 24.37%
38107	Rental Revenue	900.00	0.00	(700.00)	200.00 22.22%
38108	Membership Dues	25,000.00	(999.50)	(11,329.54)	13,670.46 54.68%
38109	My Ride Fees	5,900.00	(285.00)	(2,260.00)	3,640.00 61.69%
38110	Veterans War Memorial Project	0.00	0.00	(50.00)	(50.00) No Budget
38111	Pep Safety Grant-Employee Wellness	2,000.00	0.00	0.00	2,000.00 100.00%
38112	Pep Driver Safety Grant	5,000.00	0.00	0.00	5,000.00 100.00%
38113	Tree & Townscape Spec.Proj.Revenu	0.00	0.00	(20.00)	(20.00) No Budget
38114	Washington County Fire Funds	135,000.00	0.00	(67,500.00)	67,500.00 50.00%
38117	Visitor Center - Auditorium Rent	15,000.00	(305.00)	(8,475.71)	6,524.29 43.50%
38118	Visitor Center Gift Shop	55,000.00	404.21	(22,925.05)	32,074.95 58.32%
38119	Visitor Center Miscellaneous	8,000.00	1,465.49	(6,989.93)	1,010.07 12.63%
38120	Visitor Center - Special Program	24,500.00	(2,570.05)	(9,253.96)	15,246.04 62.23%
38121	Gazebo Rental	350.00	0.00	0.00	350.00 100.00%

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Fund : 110 General Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	Unrealized % UnRealized
38122	Recreation Events/Special Program	7,500.00	(100.00)	(3,289.21)	4,210.79 56.14%
38125	Music On The Square Revenues	48,000.00	0.00	(10,219.14)	37,780.86 78.71%
38127	Repertory Theatre/Jpac	52,000.00	(9,716.28)	(60,666.14)	(8,666.14) -16.67%
38127	00010 Repertory Theatre/Jpac	0.00	0.00	1,110.38	1,110.38 No Budget
38127	00017 Repertory Theatre/Jpac	0.00	0.00	0.00	0.00 No Budget
38127	00018 Repertory Theatre/Jpac	0.00	0.00	0.00	0.00 No Budget
38127	00019 Repertory Theatre/Jpac	0.00	0.00	0.00	0.00 No Budget
38127	00020 Repertory Theatre/Jpac	0.00	(2,800.00)	(6,240.00)	(6,240.00) No Budget
38127	00021 Repertory Theatre/Jpac	0.00	349.15	0.00	0.00 No Budget
38127	00022 Repertory Theatre/Jpac	0.00	0.00	0.00	0.00 No Budget
38127	00023 Repertory Theatre/Jpac	0.00	(5,075.39)	0.00	0.00 No Budget
38127	00024 Repertory Theatre/Jpac	0.00	(1,977.88)	1,369.89	1,369.89 No Budget
38127	00025 Repertory Theatre/Jpac	0.00	(1,000.00)	(840.00)	(840.00) No Budget
38127	00026 Repertory Theatre/Jpac	0.00	0.00	(4,840.00)	(4,840.00) No Budget
38127	00027 Repertory Theatre/Jpac	0.00	0.00	1,225.83	1,225.83 No Budget
38127	00028 Repertory Theatre/Jpac	0.00	0.00	1,525.00	1,525.00 No Budget
38127	00029 Repertory Theatre/Jpac	0.00	0.00	1,125.00	1,125.00 No Budget
38127	00030 Repertory Theatre/Jpac	0.00	(2,106.01)	0.00	0.00 No Budget
38127	00031 Repertory Theatre/Jpac	0.00	0.00	0.00	0.00 No Budget
38127	00032 Repertory Theatre/Jpac	0.00	0.00	0.00	0.00 No Budget
38127	00034 Repertory Theatre/Jpac	0.00	0.00	0.00	0.00 No Budget
38127	00100 Repertory Theatre/Jpac	0.00	466.70	0.00	0.00 No Budget
38127	00200 Repertory Theatre/Jpac	0.00	(659.28)	0.00	0.00 No Budget
38128	Jrt Players Education Program	50,000.00	(9,950.00)	(31,520.21)	18,479.79 36.96%
38130	Story Town Radio Show Revenue	17,500.00	(1,277.60)	(12,097.04)	5,402.96 30.87%
38131	Jrt Don Squibb Scholarship Progra	3,000.00	(675.00)	775.00	3,775.00 125.83%
38132	Main Street Usa Revenues	2,500.00	0.00	(622.03)	1,877.97 75.12%
38133	Main St.Brews & Tunes Revenues	12,000.00	0.00	(3,290.00)	8,710.00 72.58%
38134	Main St.Jonesborough Days Revenue	35,000.00	0.00	(14,066.71)	20,933.29 59.81%
38135	Season Passes	33,100.00	0.00	(1,887.58)	31,212.42 94.30%
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Fund : 110 General Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	Unrealized % UnRealized
38136	WETL D Facility Rental	37,500.00	0.00	(20,540.05)	16,959.95 45.23%
38137	WETL D Daily Admissions	310,000.00	0.00	(152,004.92)	157,995.08 50.97%
38138	WETL D Concessions	95,000.00	0.00	(43,800.78)	51,199.22 53.89%
38139	WETL D Merchandise Sales	3,500.00	0.00	0.00	3,500.00 100.00%
38140	WETL D Tube Rentals	9,400.00	0.00	0.00	9,400.00 100.00%
38141	WETL D Snowball Sales	3,000.00	0.00	(1,141.49)	1,858.51 61.95%
38142	WETL D Swim Lessons/Cpr Training	3,500.00	0.00	(117.27)	3,382.73 96.65%
38143	Police Fines	160,000.00	(8,015.00)	(92,316.95)	67,683.05 42.30%
38144	Police Fines - Cameras	53,000.00	(16,768.50)	(45,376.59)	7,623.41 14.38%
38145	General Sessions Court Fines	6,800.00	(15.01)	(961.33)	5,838.67 85.86%
38146	Litigation Tax	18,500.00	(1,087.00)	(9,252.85)	9,247.15 49.98%
38147	Defensive Driving School Revenue	18,000.00	(1,512.00)	(10,764.00)	7,236.00 40.20%
38148	Shop With Cop Program	29,000.00	(1,750.00)	(60,629.63)	(31,629.63) -109.07%
38149	Driving School Tech Fees	2,250.00	(48.00)	(1,116.00)	1,134.00 50.40%
38150	Ps Electronic Citation Fee Reserv	3,500.00	(200.00)	(1,404.00)	2,096.00 59.89%
38151	Doj Bullet Proof Vests Grant	5,000.00	0.00	0.00	5,000.00 100.00%
38152	Doj Cops Grant	60,000.00	0.00	0.00	60,000.00 100.00%
38153	Tn Hwy Safety Grant	5,000.00	0.00	0.00	5,000.00 100.00%
38154	Clerk Electronic Citation Fee Res	1,000.00	(50.00)	(442.00)	558.00 55.80%
38155	Jonesborough Cops For Kids	0.00	0.00	(1,100.00)	(1,100.00) No Budget
38156	Paws In Blue Canine Revenue Cont	8,000.00	0.00	(8,000.00)	0.00 0.00%
38157	McKinney Center - Rental Fees	12,000.00	(1,372.50)	(7,545.05)	4,454.95 37.12%
38158	Mbm Prog.-Donations	0.00	0.00	(100.79)	(100.79) No Budget
38159	Mary Martin-Education Fees	75,000.00	(1,925.52)	(39,284.72)	35,715.28 47.62%
38160	McKinney Scholarship Fund Revenue	5,000.00	0.00	0.00	5,000.00 100.00%
38161	McKinney Center Membership Revenu	2,000.00	(225.00)	(1,225.00)	775.00 38.75%
38162	Tac Grant-Story Town Radio Show	8,880.00	0.00	(2,868.00)	6,012.00 67.70%

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Fund : 110 General Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	Unrealized % UnRealized
38165	Tac Grant Comm.Play Creative Plac	2,500.00	0.00	0.00	2,500.00 100.00%
38167	Interest Earned	25,000.00	0.00	(10,258.15)	14,741.85 58.97%
38168	Post Office Rent	78,489.00	(7,333.99)	(44,003.94)	34,485.06 43.94%
38169	Lease Revenue	61,436.00	(5,195.19)	(35,860.64)	25,575.36 41.63%
38169	Lease Revenue	2,166,584.00	0.00	(882,810.00)	1,283,774.00 59.25%
38170	Miscellaneous Revenue	0.00	94,367.01	(14,456.10)	(14,456.10) No Budget
38172	Auction Proceeds - Surplus Equip	15,000.00	2,560.33	(14,196.50)	803.50 5.36%
38173	In Lieu Sidewalk Payment Reserve	0.00	0.00	(37,953.00)	(37,953.00) No Budget
38174	Special Projects Re	55,000.00	0.00	(23,298.15)	31,701.85 57.64%
38175	Keep Jonesborough Beautiful Revenue	0.00	0.00	(125.00)	(125.00) No Budget
38176	Flag Replacement Revenue	200.00	0.00	(2,350.00)	(2,150.00) -1075.00%
38177	Chuckey Depot Museum Revenue	3,000.00	0.00	(337.85)	2,662.15 88.74%
38184	Proceeds-Interim Loan-Jackson Tht	0.00	0.00	(557,991.23)	(557,991.23) No Budget
38191	Insurance Recoveries	0.00	(20,161.72)	(22,661.72)	(22,661.72) No Budget
38193	East TN Foundation - Hope in Action Grant	3,728.00	0.00	0.00	3,728.00 100.00%
38194	Visitor Center - Ticket Surcharge	55,000.00	0.00	0.00	55,000.00 100.00%
38203	Other Grant Revenue	2,150.00	0.00	0.00	2,150.00 100.00%
38203	Other Grant Revenue	0.00	0.00	(2,345.24)	(2,345.24) No Budget
38203	Other Grant Revenue	0.00	0.00	(1,216.79)	(1,216.79) No Budget
38203	Other Grant Revenue	0.00	0.00	(3,031.05)	(3,031.05) No Budget
38206	PEP Property Grant	5,000.00	0.00	0.00	5,000.00 100.00%
38208	Violent Crime Intervention Grant	8,477.00	0.00	4,887.89	13,364.89 157.66%
38209	Interest - Leases	10,429.00	0.00	0.00	10,429.00 100.00%
38210	Washington Co Contrib for K-8	500,400.00	0.00	(250,200.00)	250,200.00 50.00%
Total For Fund: 110		15,416,852.00	(716,746.47)	(19,395,638.32)	(3,978,786.32) -25.81%

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Fund : 131 Solid Waste Management Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	Unrealized % Unrealized
34312	Equipment Rental Charges	4,000.00	0.00	(150.00)	3,850.00 96.25%
34410	Solid Waste Collection Charges	873,490.00	(52,871.18)	(479,260.97)	394,229.03 45.13%
34426	Solid Waste Service Charges	16,000.00	(2,988.49)	(12,028.49)	3,971.51 24.82%
34427	Tote Cart/Dumpster Charges	500.00	(112.00)	(504.00)	(4.00) -0.80%
34428	Bagster Bag Charges	1,500.00	5.00	(397.00)	1,103.00 73.53%
34454	Sale Of Recyclable Materials	0.00	0.00	(1,465.10)	(1,465.10) No Budget
34455	Sale of Compost/Mulch	10,500.00	(138.87)	(2,816.61)	7,683.39 73.18%
36351	Refunds and Reimbursements	0.00	(221.41)	(372.42)	(372.42) No Budget
36901	Loan Proceeds	479,069.00	0.00	0.00	479,069.00 100.00%
38170	Miscellaneous Revenue	0.00	0.00	0.00	0.00 No Budget
38172	Auction Proceeds - Surplus Equip	0.00	(2,560.33)	(2,615.66)	(2,615.66) No Budget
Total For Fund: 131		1,385,059.00	(58,887.28)	(499,610.25)	885,448.75 63.93%

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Fund : 171 Jackson Theatre Fund		Monthly Comparative			58.33%	
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
34751	Auditorium Rental Revenue	20,000.00	(1,050.00)	(2,315.00)	17,685.00	88.43%
34752	Ticket Sales	418,709.00	(77.75)	(29,693.48)	389,015.52	92.91%
34753	Ticket Sales - Preservation Fee	30,000.00	0.00	(821.00)	29,179.00	97.26%
34755	Concessions Revenue	17,446.00	(281.37)	(9,364.74)	8,081.26	46.32%
34756	Merchandise Sales	0.00	(53.01)	(1,275.20)	(1,275.20)	No Budget
36705	Advertising/Sponsorship	20,000.00	0.00	0.00	20,000.00	100.00%
36710	Contri And Donations-Businesses	0.00	0.00	(2,100.00)	(2,100.00)	No Budget
36720	Contri And Donations-Organizations	0.00	0.00	(5,000.00)	(5,000.00)	No Budget
36730	Contri And Donations-Individuals	0.00	(9.70)	(3,604.98)	(3,604.98)	No Budget
36961	Operating Tran In From Gen Fund	175,027.00	0.00	0.00	175,027.00	100.00%
Total For Fund: 171		681,182.00	(1,471.83)	(54,174.40)	627,007.60	92.05%

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Fund : 311 K-8 Capital Project Fund		Monthly Comparative		58.33%	
		Total Estimated	MTD Realized	YTD Realized	% UnRealized
36961	Operating Tran In From Gen Fund	0.00	0.00	(111,530.56)	No Budget
Total For Fund: 311		0.00	0.00	(111,530.56)	100.00%

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Fund : 334		Health Reimbursement Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
36992	110	HRA Contributions	0.00	(2,730.00)	(19,110.00)	(19,110.00)	No Budget
36992	131	HRA Contributions	0.00	(750.00)	(5,250.00)	(5,250.00)	No Budget
36992	413	HRA Contributions	0.00	(2,310.00)	(16,170.00)	(16,170.00)	No Budget
Total For Fund: 334			0.00	(5,790.00)	(40,530.00)	(40,530.00)	100.00%

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Fund : 413 Water & Sewer Fund		Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
33101	2021 EDA Indust Park Grant	260,000.00	0.00	0.00	260,000.00	100.00%
33401	TN Direct Local ARPA Funds	191,659.00	0.00	0.00	191,659.00	100.00%
33493	State - FEMA Reimbursements	173,999.00	0.00	0.00	173,999.00	100.00%
36100	Interest Earnings	8,000.00	0.00	(3,253.07)	4,746.93	59.34%
36351	Refunds and Reimbursements	0.00	(3,739.76)	(5,139.49)	(5,139.49)	No Budget
36721	Cap Contr-Wash Cnty-WL Proj	0.00	0.00	(607,197.75)	(607,197.75)	No Budget
37110	Metered Water Sales	7,231,969.00	(488,063.89)	(4,293,393.54)	2,938,575.46	40.63%
37115	Collection on Delinquent Accounts	0.00	0.00	(185.06)	(185.06)	No Budget
37151	Disconnect Fees	37,600.00	(2,180.07)	(24,485.05)	13,114.95	34.88%
37152	Service Charges	53,000.00	(3,200.00)	(30,600.00)	22,400.00	42.26%
37196	Water Tap Fees	460,000.00	(38,400.00)	(435,150.00)	24,850.00	5.40%
37196	Water Tap Fees	0.00	0.00	(45,000.00)	(45,000.00)	No Budget
37197	Water Line Extension Charges	100,000.00	0.00	0.00	100,000.00	100.00%
37210	Sewer Charges	1,927,686.00	(128,835.06)	(1,113,835.60)	813,850.40	42.22%
37220	Sewer Tap Inspection Fees	3,600.00	(425.00)	(5,525.00)	(1,925.00)	-53.47%
37296	Sewer Tap Fees	225,000.00	(37,950.00)	(260,975.00)	(35,975.00)	-15.99%
37726	Gain on Sale of Capital Assets	10,000.00	0.00	0.00	10,000.00	100.00%
38170	Miscellaneous Revenue	0.00	(50.00)	(503.96)	(503.96)	No Budget
Total For Fund: 413		10,682,513.00	(702,843.78)	(6,825,243.52)	3,857,269.48	36.11%

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Fund : 619 Drug Enforcement Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	% UnRealized
35140	Drug Related Fines	2,000.00	(165.51)	(2,406.27)	-20.31%
36529	Auction Proceeds	4,000.00	0.00	(31,870.00)	-696.75%
36571	Property Forfeitures	1,500.00	0.00	0.00	100.00%
36990	Miscellaneous Revenues	2,000.00	0.00	2,000.00	100.00%
Total For Fund: 619		9,500.00	(165.51)	(34,276.27)	-260.80%

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Fund : 110			Monthly Comparative:		58.33%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41500	General Administration							
121			(461,748.00)	(461,748.00)	264,655.07	(197,082.93)	57.32%	38,036.26
		Salaries and Wages	0.00		0.00			0.00
121	100		0.00	0.00	1,017.14	1,017.14	No Budget	0.00
		Salaries and Wages	0.00		0.00			0.00
141	100		0.00	0.00	73.56	73.56	No Budget	0.00
		Oasi (Employer's Share)	0.00		0.00			0.00
141			(35,324.00)	(35,324.00)	19,214.82	(16,109.18)	54.40%	2,786.78
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(60,093.00)	(60,093.00)	38,918.35	(21,174.65)	64.76%	4,487.59
		Hospital And Health Insurance	0.00		0.00			0.00
143	100		0.00	0.00	61.03	61.03	No Budget	0.00
		Employee Retirement Plan	0.00		0.00			0.00
143			(25,539.00)	(25,539.00)	14,139.08	(11,399.92)	55.36%	1,996.01
		Employee Retirement Plan	0.00		0.00			0.00
146			(4,700.00)	(4,700.00)	0.00	(4,700.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(168.00)	(168.00)	141.13	(26.87)	84.01%	102.47
		Unemployment Insurance	0.00		0.00			0.00
148			0.00	0.00	175.19	175.19	No Budget	0.00
		Employee Education And Training	0.00		0.00			0.00
166			(11,200.00)	(11,200.00)	5,425.00	(5,775.00)	48.44%	525.00
		Municipal Judge	0.00		0.00			0.00
167			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
		Animal Control	0.00		0.00			0.00
168			(3,100.00)	(3,100.00)	0.00	(3,100.00)	0.00%	0.00
		USDA Wildlife Management	0.00		0.00			0.00
211			(4,200.00)	(4,200.00)	1,148.76	(3,051.24)	27.35%	268.34
		Postage, Box Rent, Etc.	0.00		0.00			0.00
230			(2,000.00)	(2,000.00)	1,741.51	(258.49)	87.08%	256.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
236	Public Relation		(8,000.00) 0.00	(8,000.00)	3,500.00 0.00	(4,500.00)	43.75%	500.00 0.00
239	MTAS/TML Fees		(3,500.00) 0.00	(3,500.00)	3,312.00 0.00	(188.00)	94.63%	0.00 0.00
241	Electric		(15,000.00) 0.00	(15,000.00)	9,055.94 0.00	(5,944.06)	60.37%	2,795.91 0.00
242	Water		(1,600.00) 0.00	(1,600.00)	398.98 0.00	(1,201.02)	24.94%	75.42 0.00
245	Telephone And Other Communication Services		(12,500.00) 0.00	(12,500.00)	6,450.87 0.00	(6,049.13)	51.61%	824.41 0.00
248	GPS Services		(500.00) 0.00	(500.00)	727.02 0.00	227.02	145.40%	121.17 0.00
251	Medical Services		(2,600.00) 0.00	(2,600.00)	1,523.54 0.00	(1,076.46)	58.60%	0.00 0.00
252	Legal Services		(60,000.00) 0.00	(60,000.00)	38,898.76 0.00	(21,101.24)	64.83%	5,684.32 0.00
253	Accounting And Auditing Services		(29,000.00) 0.00	(29,000.00)	29,042.00 0.00	42.00	100.14%	0.00 0.00
255	Data Processing Services		(70,000.00) 0.00	(70,000.00)	36,724.35 0.00	(33,275.65)	52.46%	2,183.08 0.00
256	Engineering Services		(35,000.00) 0.00	(35,000.00)	24,095.00 0.00	(10,905.00)	68.84%	2,400.00 0.00
261	Repair And Maintenance Motor Vehicles		(3,000.00) 0.00	(3,000.00)	727.48 0.00	(2,272.52)	24.25%	237.70 0.00
262	Repair And Maintenance Equipment		(500.00) 0.00	(500.00)	0.00 0.00	(500.00)	0.00%	0.00 0.00
266	Repair And Maintenance Buildings		(15,000.00) 0.00	(15,000.00)	8,986.76 0.00	(6,013.24)	59.91%	425.00 0.00
267	Repair And Maintenance Buildings - ISC Bldg		(5,000.00) 0.00	(5,000.00)	350.00 0.00	(4,650.00)	7.00%	0.00 0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
270		Repair And Maintenance Surplus Vehicles &	0.00	0.00	110.00	110.00	No Budget	0.00
279		Website Maintenance	(5,500.00)	(5,500.00)	220.00	(5,280.00)	4.00%	0.00
288		Travel/Training/Car Allowance	(6,500.00)	(6,500.00)	0.00	(6,500.00)	0.00%	0.00
290		Other Contracted Services	(24,000.00)	(24,000.00)	20,051.00	(3,949.00)	83.55%	3,050.00
297		Veterans Memorial	(2,500.00)	(2,500.00)	289.79	(2,210.21)	11.59%	0.00
311		Office Supplies	(6,000.00)	(6,000.00)	1,751.66	(4,248.34)	29.19%	61.18
312		Small Items Of Equipment	(9,000.00)	(9,000.00)	271.97	(8,728.03)	3.02%	0.00
313		Stationary/Forms	(2,000.00)	(2,000.00)	581.51	(1,418.49)	29.08%	0.00
323		Food	(18,000.00)	(18,000.00)	11,194.96	(6,805.04)	62.19%	(100.58)
324		Household And Janitorial Supplies	(4,200.00)	(4,200.00)	2,304.51	(1,895.49)	54.87%	60.06
326		Clothing And Uniforms	(2,000.00)	(2,000.00)	1,007.88	(992.12)	50.39%	328.75
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(7,500.00)	(7,500.00)	671.87	(6,828.13)	8.96%	68.67
334		Tires, Tubes And Etc.	(700.00)	(700.00)	1,122.08	422.08	160.30%	0.00
336		Municipal Judge Supplies	(2,300.00)	(2,300.00)	0.00	(2,300.00)	0.00%	0.00
390		Miscellaneous Supplies	(4,500.00)	(4,500.00)	1,914.84	(2,585.16)	42.55%	69.86
			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance				
520		Property/Liability Insurance	(164,200.00)	(164,200.00)	82,312.50	(81,887.50)	50.13%	0.00				0.00
			0.00		0.00			0.00				0.00
535		Equipment Leases & Maint Contracts	(45,000.00)	(45,000.00)	21,907.93	(23,092.07)	48.68%	2,736.41				0.00
			0.00		0.00			0.00				0.00
555		Bank Service Charges	(3,000.00)	(3,000.00)	2,255.37	(744.63)	75.18%	0.00				0.00
			0.00		0.00			0.00				0.00
595		Tax Relief Program	(15,000.00)	(15,000.00)	6,933.00	(8,067.00)	46.22%	0.00				0.00
			0.00		0.00			0.00				0.00
620	RDA27		(80,800.00)	(80,800.00)	40,143.40	(40,656.60)	49.68%	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620	K8		0.00	0.00	8,402,995.63	8,402,995.63	No Budget	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620	RDA26		0.00	0.00	3,650.95	3,650.95	No Budget	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620	RDA24		(260,328.00)	(260,328.00)	129,285.91	(131,042.09)	49.66%	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620	ENGEL		0.00	0.00	3,587.14	3,587.14	No Budget	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620	RDA22		(105,717.00)	(105,717.00)	52,501.90	(53,215.10)	49.66%	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620	RDA28		(188,534.00)	(188,534.00)	93,667.95	(94,866.05)	49.68%	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620	RDA1		(42,835.00)	(42,835.00)	0.00	(42,835.00)	0.00%	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620	MUNIB		(123,000.00)	(123,000.00)	123,000.00	0.00	100.00%	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620	RDA		(233,429.00)	(233,429.00)	0.00	(233,429.00)	0.00%	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620			(1,200,000.00)	(1,200,000.00)	0.00	(1,200,000.00)	0.00%	0.00				0.00
		Note Principal	0.00		0.00			0.00				0.00
620	COMMF		(61,753.00)	(61,753.00)	35,818.83	(25,934.17)	58.00%	5,152.03				0.00
		Note Principal	0.00		0.00			0.00				0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
January 2025

Fund : 110

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
620	RDA25		(261,650.00)	(261,650.00)	129,942.18	(131,707.82)	49.66%	0.00
	Note Principal		0.00		0.00			0.00
620	CAP23		(71,261.00)	(71,261.00)	35,087.10	(36,173.90)	49.24%	0.00
	Note Principal		0.00		0.00			0.00
640	ENGEL		0.00	0.00	2,781.88	2,781.88	No Budget	0.00
	Interest On Notes		0.00		0.00			0.00
640	MUNIB		(12,954.00)	(12,954.00)	7,159.50	(5,794.50)	55.27%	0.00
	Interest On Notes		0.00		0.00			0.00
640	RDA27		(61,760.00)	(61,760.00)	31,136.60	(30,623.40)	50.42%	0.00
	Interest On Notes		0.00		0.00			0.00
640	RDA24		(214,836.00)	(214,836.00)	108,296.09	(106,539.91)	50.41%	0.00
	Interest On Notes		0.00		0.00			0.00
640	COMMF		(87,671.00)	(87,671.00)	51,345.17	(36,325.83)	58.57%	7,299.97
	Interest On Notes		0.00		0.00			0.00
640	RDA		(200,103.00)	(200,103.00)	0.00	(200,103.00)	0.00%	0.00
	Interest On Notes		0.00		0.00			0.00
640	RDA28		(144,106.00)	(144,106.00)	72,652.05	(71,453.95)	50.42%	0.00
	Interest On Notes		0.00		0.00			0.00
640	CAP23		(29,756.00)	(29,756.00)	15,421.44	(14,334.56)	51.83%	0.00
	Interest On Notes		0.00		0.00			0.00
640	RDA1		(69,317.00)	(69,317.00)	0.00	(69,317.00)	0.00%	0.00
	Interest On Notes		0.00		0.00			0.00
640	RDA26		0.00	0.00	5,327.05	5,327.05	No Budget	0.00
	Interest On Notes		0.00		0.00			0.00
640	K8PK		0.00	0.00	38,633.33	38,633.33	No Budget	0.00
	Interest On Notes		0.00		0.00			0.00
640	RDA25		(215,926.00)	(215,926.00)	108,845.82	(107,080.18)	50.41%	0.00
	Interest On Notes		0.00		0.00			0.00
640	RDA22		(87,243.00)	(87,243.00)	43,978.10	(43,264.90)	50.41%	0.00
	Interest On Notes		0.00		0.00			0.00
641			0.00	0.00	515.90	515.90	No Budget	515.90
	Fiscal Agent Fees		0.00		0.00			0.00

Fund : 110										Monthly Comparative:		58.33%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance				
660	Debt Issuance Costs		(2,000.00)	(2,000.00)	1,750.00	(250.00)	87.50%	0.00				
760			0.00		0.00			0.00				
			(175,027.00)	(175,027.00)	0.00	(175,027.00)	0.00%	0.00				
764	Transfer To Other Funds		0.00		0.00			0.00				
			0.00	0.00	118,362.75	118,362.75	No Budget	0.00				
801	Transfer to Capital Projects Fund		0.00		0.00			0.00				
			(13,500.00)	(13,500.00)	0.00	(13,500.00)	0.00%	0.00				
802	Library Appropriation		0.00		0.00			0.00				
			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00				
802	NE TN Tourism Appropriation		0.00		0.00			0.00				
			(50,000.00)	(50,000.00)	29,166.69	(20,833.31)	58.33%	4,166.67				
803	WC Museum/Heritage Alliance Appro		0.00		0.00			0.00				
			(4,500.00)	(4,500.00)	1,355.71	(3,144.29)	30.13%	838.27				
804	Building Inspection		0.00		0.00			0.00				
			(6,000.00)	(6,000.00)	5,016.40	(983.60)	83.61%	0.00				
805	Dirty Street Fighters		0.00		0.00			0.00				
			(1,649.00)	(1,649.00)	1,649.00	0.00	100.00%	0.00				
806	F.T.D.D. Appropriation		0.00		0.00			0.00				
			(7,310.00)	(7,310.00)	0.00	(7,310.00)	0.00%	0.00				
807	F.T.H.R.A. Appro		0.00		0.00			0.00				
			(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00				
808	WC E.M.S. Appropriation		0.00		0.00			0.00				
			0.00	0.00	2,660.53	2,660.53	No Budget	449.99				
815	Main Street Jones.Program Exp		0.00	0.00	0.00			0.00				
			0.00		798.33	798.33	No Budget	50.18				
817	Main St.-Jonesborough Days		0.00	0.00	0.00			0.00				
			0.00		350,299.50	350,299.50	No Budget	0.00				
910	Land		0.00	0.00	0.00			0.00				
			0.00		45,965.00	45,965.00	No Budget	0.00				
931	906		0.00	0.00	0.00			0.00				
	Roads, Street, And Parking Lots		0.00	0.00	0.00			0.00				

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**Town of Jonesborough
Statement of Expenditures and Encumbrances
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Fund : 110

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
946		Computer Software	0.00	0.00	5,250.00	5,250.00	No Budget	5,250.00
			0.00		0.00			0.00
991		Facade Renovation	(10,000.00)	(10,000.00)	5,000.00	(5,000.00)	50.00%	0.00
			0.00		0.00			0.00
992		Street/Solid Waste Buidling	(217,000.00)	(217,000.00)	103,800.00	(113,200.00)	47.83%	103,800.00
			0.00		0.00			0.00
42100		Police						
121		Salaries and Wages	(1,398,662.00)	(1,398,662.00)	819,374.89	(579,287.11)	58.58%	114,009.52
			0.00		0.00			0.00
121	100	Salaries and Wages	0.00	0.00	8,812.50	8,812.50	No Budget	0.00
			0.00		0.00			0.00
141	100	Oasi (Employer's Share)	0.00	0.00	625.44	625.44	No Budget	0.00
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(106,998.00)	(106,998.00)	58,435.37	(48,562.63)	54.61%	8,162.94
			0.00		0.00			0.00
142		Hospital And Health Insurance	(259,228.00)	(259,228.00)	171,668.56	(87,559.44)	66.22%	19,197.15
			0.00		0.00			0.00
143	100	Employee Retirement Plan	0.00	0.00	528.77	528.77	No Budget	0.00
			0.00		0.00			0.00
143		Employee Retirement Plan	(80,547.00)	(80,547.00)	47,353.18	(33,193.82)	58.79%	6,701.82
			0.00		0.00			0.00
146		Workmen's Compensation	(40,600.00)	(40,600.00)	0.00	(40,600.00)	0.00%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(600.00)	(600.00)	386.31	(213.69)	64.39%	344.30
			0.00		0.00			0.00
148		Employee Education And Training	(18,000.00)	(18,000.00)	2,725.41	(15,274.59)	15.14%	1,292.83
			0.00		0.00			0.00
164		Reserve Officer Program	(5,000.00)	(5,000.00)	4,273.95	(726.05)	85.48%	4,273.95
			0.00		0.00			0.00
165		Court Costs	(10,000.00)	(10,000.00)	50.00	(9,950.00)	0.50%	0.00
			0.00		0.00			0.00

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Town of Jonesborough
Statement of Expenditures and Encumbrances
January 2025

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Fund : 110				Monthly Comparative:		58.33%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
211	Postage, Box Rent, Etc.		(2,500.00)	(2,500.00)	1,005.70	(1,494.30)	40.23%	243.92
			0.00		0.00			0.00
213	Automobile Licenses And Titles		0.00	0.00	36.81	36.81	No Budget	0.00
			0.00		0.00			0.00
230	Publicity, Subscriptions, And Dues		(2,000.00)	(2,000.00)	2,551.90	551.90	127.60%	0.00
			0.00		0.00			0.00
236	Public Relation		(5,000.00)	(5,000.00)	2,853.19	(2,146.81)	57.06%	1,773.48
			0.00		0.00			0.00
245	Telephone And Other Communication Services		(20,660.00)	(20,660.00)	7,680.50	(12,979.50)	37.18%	1,665.85
			0.00		0.00			0.00
248	GPS Services		(5,250.00)	(5,250.00)	2,907.70	(2,342.30)	55.38%	0.00
			0.00		0.00			0.00
251	Medical Services		(11,500.00)	(11,500.00)	4,964.63	(6,535.37)	43.17%	0.00
			0.00		0.00			0.00
260	RADIO		(1,000.00)	(1,000.00)	320.45	(679.55)	32.05%	53.86
	Repair And Maintenance Services		0.00		0.00			0.00
261	Repair And Maintenance Motor Vehicles		(20,000.00)	(20,000.00)	17,529.33	(2,470.67)	87.65%	1,218.46
			0.00		0.00			0.00
262	Repair And Maintenance Equipment		(1,000.00)	(1,000.00)	100.00	(900.00)	10.00%	0.00
			0.00		0.00			0.00
270	Repair And Maintenance Surplus Vehicles &		(5,000.00)	(5,000.00)	705.26	(4,294.74)	14.11%	0.00
			0.00		0.00			0.00
280	Travel		(5,000.00)	(5,000.00)	890.31	(4,109.69)	17.81%	54.75
			0.00		0.00			0.00
289	Travel - Surplus Vehicles & Equip		(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
			0.00		0.00			0.00
290	Other Contracted Services		(45,000.00)	(45,000.00)	27,818.82	(17,181.18)	61.82%	550.00
			0.00		0.00			0.00
307	Shop with a Cop		(29,000.00)	(29,000.00)	40,871.64	11,871.64	140.94%	1,720.00
			0.00		0.00			0.00

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Town of Jonesborough
Statement of Expenditures and Encumbrances
January 2025

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Fund : 110

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
311	Office Supplies		(3,500.00)	(3,500.00)	1,152.23	(2,347.77)	32.92%	46.73
			0.00		0.00			0.00
312	Small Items Of Equipment		(20,000.00)	(20,000.00)	3,627.17	(16,372.83)	18.14%	164.38
			0.00		0.00			0.00
313	Stationary/Forms		(1,400.00)	(1,400.00)	592.43	(807.57)	42.32%	460.00
			0.00		0.00			0.00
323	Food		0.00	0.00	72.30	72.30	No Budget	0.00
			0.00		0.00			0.00
324	Household And Janitorial Supplies		0.00	0.00	98.57	98.57	No Budget	0.00
			0.00		0.00			0.00
326	Clothing And Uniforms		(22,000.00)	(22,000.00)	9,700.21	(12,299.79)	44.09%	705.12
			0.00		0.00			0.00
327	Fire Arm Supplies		(8,500.00)	(8,500.00)	5,010.36	(3,489.64)	58.95%	0.00
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(60,000.00)	(60,000.00)	25,651.44	(34,348.56)	42.75%	4,122.60
			0.00		0.00			0.00
334	Tires, Tubes And Etc.		(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
			0.00		0.00			0.00
344	Safety Supplies		(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
390	Miscellaneous Supplies		(6,000.00)	(6,000.00)	2,222.11	(3,777.89)	37.04%	0.00
			0.00		0.00			0.00
390	100		0.00	0.00	181.80	181.80	No Budget	0.00
			0.00		0.00			0.00
535	Miscellaneous Supplies		(25,000.00)	(25,000.00)	10,488.53	(14,511.47)	41.95%	1,519.07
			0.00		0.00			0.00
560	Equipment Leases & Maint Contracts		0.00	0.00	0.00			0.00
			0.00		0.00			0.00
620	State Police Fines		(25,000.00)	(25,000.00)	7,106.34	(17,893.66)	28.43%	983.75
			0.00		0.00			0.00
	PSVEH		(121,000.00)	(121,000.00)	121,000.00	0.00	100.00%	0.00
	Note Principal		0.00		0.00			0.00

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Town of Jonesborough
Statement of Expenditures and Encumbrances
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Fund : 110			Monthly Comparative:			58.33%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
640	PSVEH		(3,101.00)	(3,101.00)	2,061.80	(1,039.20)	66.49%	0.00
	Interest On Notes		0.00		0.00			0.00
701			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	DOJ Bullet Proof Vests Grant		0.00		0.00			0.00
702			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	TN Highway Safety Grant		0.00		0.00			0.00
831			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Ps Electr.Citation Reserve Exp		0.00		0.00			0.00
832			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Clerk Electr.Citation Reserve Exp		0.00		0.00			0.00
833			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Handgun Permit Class Expense		0.00		0.00			0.00
834			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Driving School Tech Fund Expenses		0.00		0.00			0.00
835			(8,000.00)	(8,000.00)	3,249.78	(4,750.22)	40.62%	0.00
	Paws In Blue Canine Expenses		0.00		0.00			0.00
42200	Fire Protection And Control Services							
121			(506,195.00)	(506,195.00)	329,275.61	(176,919.39)	65.05%	46,631.56
	Salaries and Wages		0.00		0.00			0.00
141			(38,724.00)	(38,724.00)	23,796.89	(14,927.11)	61.45%	3,384.16
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(77,012.00)	(77,012.00)	47,380.16	(29,631.84)	61.52%	5,941.65
	Hospital And Health Insurance		0.00		0.00			0.00
143			(28,595.00)	(28,595.00)	17,132.77	(11,462.23)	59.92%	2,541.45
	Employee Retirement Plan		0.00		0.00			0.00
146			(8,600.00)	(8,600.00)	0.00	(8,600.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(300.00)	(300.00)	140.49	(159.51)	46.83%	140.49
	Unemployment Insurance		0.00		0.00			0.00

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Statement of Expenditures and Encumbrances
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Fund : 110		Monthly Comparative:					58.33%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148		Employee Education And Training	(8,500.00)	(8,500.00)	5,260.17	(3,239.83)	61.88%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(200.00)	(200.00)	140.96	(59.04)	70.48%	34.54
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(2,500.00)	(2,500.00)	4,679.99	2,179.99	187.20%	4,150.00
			0.00		0.00			0.00
236		Public Relation	(500.00)	(500.00)	(17.06)	(517.06)	-3.41%	0.00
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(6,250.00)	(6,250.00)	3,982.10	(2,267.90)	63.71%	493.58
			0.00		0.00			0.00
248		GPS Services	(1,500.00)	(1,500.00)	1,308.42	(191.58)	87.23%	218.07
			0.00		0.00			0.00
251		Medical Services	(6,500.00)	(6,500.00)	1,467.35	(5,032.65)	22.57%	27.52
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(30,000.00)	(30,000.00)	41,069.09	11,069.09	136.90%	1,258.74
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(2,500.00)	(2,500.00)	7,875.22	5,375.22	315.01%	0.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(10,000.00)	(10,000.00)	1,849.56	(8,150.44)	18.50%	0.00
			0.00		0.00			0.00
280		Travel	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
290		Other Contracted Services	(26,000.00)	(26,000.00)	3,394.00	(22,606.00)	13.05%	983.84
			0.00		0.00			0.00
311		Office Supplies	(1,000.00)	(1,000.00)	626.41	(373.59)	62.64%	0.00
			0.00		0.00			0.00
312		Small Items Of Equipment	(45,000.00)	(45,000.00)	21,009.75	(23,990.25)	46.69%	7,832.00
			0.00		0.00			0.00
313		Stationary/Forms	(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
			0.00		0.00			0.00

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Fund : 110			Monthly Comparative:				58.33%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
326	Clothing And Uniforms		(13,000.00) 0.00	(13,000.00)	4,991.58 0.00	(8,008.42)	38.40%	0.00 0.00
329	Fire Fighting Gear		(60,000.00) 0.00	(60,000.00)	7,976.21 0.00	(52,023.79)	13.29%	485.00 0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(13,000.00) 0.00	(13,000.00)	4,916.75 0.00	(8,083.25)	37.82%	798.04 0.00
334	Tires, Tubes And Etc.		(4,000.00) 0.00	(4,000.00)	0.00 0.00	(4,000.00)	0.00%	0.00 0.00
344	Safety Supplies		(1,000.00) 0.00	(1,000.00)	250.80 0.00	(749.20)	25.08%	250.80 0.00
390	100		0.00 0.00	0.00	85.44 0.00	85.44	No Budget	0.00 0.00
390	Miscellaneous Supplies		(6,500.00) 0.00	(6,500.00)	3,956.86 0.00	(2,543.14)	60.87%	100.50 0.00
535	Miscellaneous Supplies		(6,500.00) 0.00	(6,500.00)	4,365.79 0.00	(2,134.21)	67.17%	412.34 0.00
	Equipment Leases & Maint Contracts							
620	FT16		(39,866.00) 0.00	(39,866.00)	23,118.73 0.00	(16,747.27)	57.99%	3,325.96 0.00
620	FT21		(47,000.00) 0.00	(47,000.00)	47,000.00 0.00	0.00	100.00%	0.00 0.00
640	FT16		(2,061.00) 0.00	(2,061.00)	1,338.50 0.00	(722.50)	64.94%	167.93 0.00
640	FT21		(9,021.00) 0.00	(9,021.00)	4,785.30 0.00	(4,235.70)	53.05%	0.00 0.00
43100	Highways And Streets							
121			(436,833.00) 0.00	(436,833.00)	194,491.60 0.00	(242,341.40)	44.52%	31,470.26 0.00
141	Salaries and Wages		(33,418.00) 0.00	(33,418.00)	14,080.99 0.00	(19,337.01)	42.14%	2,321.41 0.00
142	Oasi (Employer's Share)		(71,306.00) 0.00	(71,306.00)	30,748.73 0.00	(40,557.27)	43.12%	3,401.94 0.00
	Hospital And Health Insurance							

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Fund : 110			Monthly Comparative:			58.33%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143		Employee Retirement Plan	(25,022.00)	(25,022.00)	11,438.46	(13,583.54)	45.71%	1,900.21
			0.00		0.00			0.00
146		Workmen's Compensation	(28,496.00)	(28,496.00)	0.00	(28,496.00)	0.00%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(220.00)	(220.00)	96.66	(123.34)	43.94%	91.80
			0.00		0.00			0.00
148		Employee Education And Training	(1,500.00)	(1,500.00)	102.00	(1,398.00)	6.80%	102.00
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(3,500.00)	(3,500.00)	968.99	(2,531.01)	27.69%	58.89
			0.00		0.00			0.00
247			(192,500.00)	(192,500.00)	106,403.24	(86,096.76)	55.27%	18,020.08
			0.00		0.00			0.00
248		Street Lighting (Electric And Maint.)	(2,250.00)	(2,250.00)	1,308.42	(941.58)	58.15%	218.07
			0.00		0.00			0.00
251		GPS Services	(3,300.00)	(3,300.00)	1,896.56	(1,403.44)	57.47%	179.55
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(49,500.00)	(49,500.00)	54,850.33	5,350.33	110.81%	2,188.90
			0.00		0.00			0.00
262			(1,500.00)	(1,500.00)	499.00	(1,001.00)	33.27%	499.00
			0.00		0.00			0.00
266		Repair And Maintenance Equipment	(6,000.00)	(6,000.00)	5.67	(5,994.33)	0.09%	0.00
			0.00		0.00			0.00
268		Repair And Maintenance Buildings	(18,750.00)	(18,750.00)	2,985.96	(15,764.04)	15.93%	2,240.00
			0.00		0.00			0.00
311		Repair And Maintenance Roads And Streets	(500.00)	(500.00)	5.11	(494.89)	1.02%	0.00
			0.00		0.00			0.00
312		Office Supplies	(14,600.00)	(14,600.00)	1,587.16	(13,012.84)	10.87%	0.00
			0.00		0.00			0.00
326		Small Items Of Equipment	(3,850.00)	(3,850.00)	1,489.74	(2,360.26)	38.69%	0.00
			0.00		0.00			0.00
		Clothing And Uniforms						

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Fund : 110

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(38,610.00)	(38,610.00)	11,402.99	(27,207.01)	29.53%	0.00
			0.00		0.00			0.00
334		Tires, Tubes And Etc.	(7,000.00)	(7,000.00)	3,289.00	(3,711.00)	46.99%	0.00
			0.00		0.00			0.00
342		Sign Parts And Supplies	(7,260.00)	(7,260.00)	2,320.54	(4,939.46)	31.96%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(2,200.00)	(2,200.00)	433.20	(1,766.80)	19.69%	0.00
			0.00		0.00			0.00
350		Supplies For Resale	0.00	0.00	1,609.00	1,609.00	No Budget	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(3,300.00)	(3,300.00)	224.16	(3,075.84)	6.79%	0.00
			0.00		0.00			0.00
395		Storm Water	(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00
			0.00		0.00			0.00
454		Sodium Chloride	(10,000.00)	(10,000.00)	9,602.67	(397.33)	96.03%	9,602.67
			0.00		0.00			0.00
473	974	Curbing, Sidewalks, and Rock	0.00	0.00	303,033.55	303,033.55	No Budget	303,033.55
			0.00		0.00			0.00
473		Curbing, Sidewalks, and Rock	(25,000.00)	(25,000.00)	19,976.05	(5,023.95)	79.90%	9,889.53
			0.00		0.00			0.00
474		Street Paving	(150,000.00)	(150,000.00)	960.10	(149,039.90)	0.64%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(2,500.00)	(2,500.00)	3,072.47	572.47	122.90%	247.43
			0.00		0.00			0.00
560		State Storm Water Maintenance Fees	(5,000.00)	(5,000.00)	3,460.00	(1,540.00)	69.20%	3,460.00
			0.00		0.00			0.00
941		Vehicles	(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
			0.00		0.00			0.00
942		General Purpose Machinery And Equipment	(18,750.00)	(18,750.00)	0.00	(18,750.00)	0.00%	0.00
			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
973			0.00	0.00	51,000.00	51,000.00	No Budget	51,000.00
		3 - 2500 4 Wheel Drive Trucks	0.00		0.00			0.00
43170	City Garage							
121		Salaries and Wages	(91,061.00)	(91,061.00)	57,388.37	(33,672.63)	63.02%	6,935.93
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(6,966.00)	(6,966.00)	3,886.61	(3,079.39)	55.79%	466.38
			0.00		0.00			0.00
142		Hospital And Health Insurance	(30,969.00)	(30,969.00)	18,442.60	(12,526.40)	59.55%	2,059.80
			0.00		0.00			0.00
143		Employee Retirement Plan	(5,407.00)	(5,407.00)	3,382.57	(2,024.43)	62.56%	416.15
			0.00		0.00			0.00
146		Workmen's Compensation	(2,325.00)	(2,325.00)	0.00	(2,325.00)	0.00%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(80.00)	(80.00)	20.82	(59.18)	26.03%	20.82
			0.00		0.00			0.00
148		Employee Education And Training	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
			0.00		0.00			0.00
241		Electric	(5,000.00)	(5,000.00)	2,882.07	(2,117.93)	57.64%	666.32
			0.00		0.00			0.00
242		Water	(1,000.00)	(1,000.00)	338.40	(661.60)	33.84%	0.00
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(2,250.00)	(2,250.00)	1,692.24	(557.76)	75.21%	218.87
			0.00		0.00			0.00
248		GPS Services	(400.00)	(400.00)	145.38	(254.62)	36.35%	24.23
			0.00		0.00			0.00
251		Medical Services	(800.00)	(800.00)	726.40	(73.60)	90.80%	0.00
			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
261		Repair And Maintenance Motor Vehicles	(2,800.00)	(2,800.00)	2,505.84	(294.16)	89.49%	492.65
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(500.00)	(500.00)	645.00	145.00	129.00%	0.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(1,500.00)	(1,500.00)	955.84	(544.16)	63.72%	235.00
			0.00		0.00			0.00
290		Other Contracted Services	0.00	0.00	20.97	20.97	No Budget	0.00
			0.00		0.00			0.00
311		Office Supplies	(500.00)	(500.00)	300.69	(199.31)	60.14%	0.00
			0.00		0.00			0.00
312		Small Items Of Equipment	(3,470.00)	(3,470.00)	1,190.18	(2,279.82)	34.30%	0.00
			0.00		0.00			0.00
324		Household And Janitorial Supplies	(1,000.00)	(1,000.00)	2,381.71	1,381.71	238.17%	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(2,300.00)	(2,300.00)	1,680.85	(619.15)	73.08%	169.40
			0.00		0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(2,300.00)	(2,300.00)	2,644.74	344.74	114.99%	0.00
			0.00		0.00			0.00
334		Tires, Tubes And Etc.	(1,000.00)	(1,000.00)	399.40	(600.60)	39.94%	0.00
			0.00		0.00			0.00
341		Consumable Tools	(2,800.00)	(2,800.00)	171.22	(2,628.78)	6.12%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(1,000.00)	(1,000.00)	390.00	(610.00)	39.00%	0.00
			0.00		0.00			0.00
345		Welding Supplies	(900.00)	(900.00)	385.27	(514.73)	42.81%	0.00
			0.00		0.00			0.00
346		Wash Bay Maintenance and Supplies	(2,500.00)	(2,500.00)	404.48	(2,095.52)	16.18%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(1,000.00)	(1,000.00)	863.10	(136.90)	86.31%	120.00
			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
535		Equipment Leases & Maint Contracts	(3,900.00)	(3,900.00)	3,378.88	(521.12)	86.64%	299.63
44320		Senior Citizen Facilities	0.00		0.00			0.00
121		IIIB	(35,861.00)	(35,861.00)	20,685.65	(15,175.35)	57.68%	2,745.60
		Salaries and Wages	0.00		0.00			0.00
121			(396,484.00)	(396,484.00)	224,858.18	(171,625.82)	56.71%	29,946.14
		Salaries and Wages	0.00		0.00			0.00
141		IIIB	(2,743.00)	(2,743.00)	736.46	(2,006.54)	26.85%	181.59
		Oasi (Employer's Share)	0.00		0.00			0.00
141			(30,331.00)	(30,331.00)	16,759.41	(13,571.59)	55.26%	2,174.09
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(70,687.00)	(70,687.00)	41,246.83	(29,440.17)	58.35%	5,072.78
		Hospital And Health Insurance	0.00		0.00			0.00
142		TRANS	0.00	0.00	54.54	54.54	No Budget	9.09
		Hospital And Health Insurance	0.00		0.00			0.00
142		IIIB	(12,626.00)	(12,626.00)	8,382.72	(4,243.28)	66.39%	1,047.84
		Hospital And Health Insurance	0.00		0.00			0.00
143			(21,310.00)	(21,310.00)	12,351.22	(8,958.78)	57.96%	1,658.95
		Employee Retirement Plan	0.00		0.00			0.00
143		IIIB	(2,141.00)	(2,141.00)	627.59	(1,513.41)	29.31%	164.74
		Employee Retirement Plan	0.00		0.00			0.00
146			(1,623.00)	(1,623.00)	0.00	(1,623.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(220.00)	(220.00)	107.12	(112.88)	48.69%	98.55
		Unemployment Insurance	0.00		0.00			0.00
147		IIIB	(21.00)	(21.00)	0.00	(21.00)	0.00%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148		976	0.00	0.00	792.23	792.23	No Budget	0.00
		Employee Education And Training	0.00		0.00			0.00
148		IIIB	(2,500.00)	(2,500.00)	1,624.04	(875.96)	64.96%	242.11
		Employee Education And Training	0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148		Employee Education And Training	(3,500.00)	(3,500.00)	356.00	(3,144.00)	10.17%	356.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(1,200.00)	(1,200.00)	887.20	(312.80)	73.93%	399.54
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(5,500.00)	(5,500.00)	2,917.75	(2,582.25)	53.05%	727.95
			0.00		0.00			0.00
241			(32,001.00)	(32,001.00)	13,523.47	(18,477.53)	42.26%	2,219.05
		Electric	0.00		0.00			0.00
242			(4,000.00)	(4,000.00)	2,168.26	(1,831.74)	54.21%	303.33
		Water	0.00		0.00			0.00
245			(10,000.00)	(10,000.00)	4,181.48	(5,818.52)	41.81%	565.84
		Telephone And Other Communication Services	0.00		0.00			0.00
245		IIIB	(780.00)	(780.00)	390.00	(390.00)	50.00%	65.00
			0.00		0.00			0.00
248		Telephone And Other Communication Services						
			(1,200.00)	(1,200.00)	581.52	(618.48)	48.46%	96.92
		GPS Services	0.00		0.00			0.00
251			(2,500.00)	(2,500.00)	1,392.20	(1,107.80)	55.69%	0.00
		Medical Services	0.00		0.00			0.00
261			(1,000.00)	(1,000.00)	68.96	(931.04)	6.90%	0.00
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			(1,000.00)	(1,000.00)	799.50	(200.50)	79.95%	283.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
265			(10,000.00)	(10,000.00)	2,644.37	(7,355.63)	26.44%	496.00
		Repair And Maintenance Grounds And	0.00		0.00			0.00
266			(35,000.00)	(35,000.00)	25,738.12	(9,261.88)	73.54%	143.83
		Repair And Maintenance Buildings	0.00		0.00			0.00
290		979	0.00	0.00	3,162.35	3,162.35	No Budget	0.00
		Other Contracted Services	0.00		0.00			0.00
300		IIIB	(554.00)	(554.00)	149.18	(404.82)	26.93%	0.00
		Supplies	0.00		0.00			0.00

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Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
311	Office Supplies		(3,200.00)	(3,200.00)	1,456.06	(1,743.94)	45.50%	31.84
			0.00		0.00			0.00
312	977		0.00	0.00	2,035.61	2,035.61	No Budget	504.55
	Small Items Of Equipment		0.00		0.00			0.00
312	978		0.00	0.00	3,602.13	3,602.13	No Budget	927.63
	Small Items Of Equipment		0.00		0.00			0.00
312		Small Items Of Equipment	(4,800.00)	(4,800.00)	4,649.49	(150.51)	96.86%	0.00
			0.00		0.00			0.00
324		Household And Janitorial Supplies	(6,000.00)	(6,000.00)	4,736.27	(1,263.73)	78.94%	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(900.00)	(900.00)	130.00	(770.00)	14.44%	0.00
			0.00		0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(2,700.00)	(2,700.00)	817.33	(1,882.67)	30.27%	152.69
			0.00		0.00			0.00
334		Tires, Tubes And Etc.	(1,000.00)	(1,000.00)	963.18	(36.82)	96.32%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
360	IIIB		(12,000.00)	(12,000.00)	0.00	(12,000.00)	0.00%	0.00
	Transportation		0.00		0.00			0.00
390		Miscellaneous Supplies	(1,500.00)	(1,500.00)	885.61	(614.39)	59.04%	44.22
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(25,000.00)	(25,000.00)	13,144.75	(11,855.25)	52.58%	2,995.17
			0.00		0.00			0.00
620	REFBD		(90,000.00)	(90,000.00)	0.00	(90,000.00)	0.00%	0.00
	Note Principal		0.00		0.00			0.00
640	REFBD		(88,350.00)	(88,350.00)	44,175.00	(44,175.00)	50.00%	0.00
	Interest On Notes		0.00		0.00			0.00
836		Ada Compliance	(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
837		Parrish Nurse/Wellness Program	(22,000.00)	(22,000.00)	7,153.20	(14,846.80)	32.51%	1,092.80
			0.00		0.00			0.00
838		Health Promotion Program	(38,000.00)	(38,000.00)	13,699.85	(24,300.15)	36.05%	1,077.85
			0.00		0.00			0.00
839		Senior Center-Special Projects Ex	(55,000.00)	(55,000.00)	18,150.97	(36,849.03)	33.00%	0.00
			0.00		0.00			0.00
841		Senior Center State Grant Tcad Ex	0.00	0.00	1,356.22	1,356.22	No Budget	0.00
			0.00		0.00			0.00
44400		Parks and Recreation						
121		Salaries and Wages	(399,945.00)	(399,945.00)	224,497.02	(175,447.98)	56.13%	29,610.52
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(30,596.00)	(30,596.00)	16,345.13	(14,250.87)	53.42%	2,137.26
			0.00		0.00			0.00
142		Hospital And Health Insurance	(59,254.00)	(59,254.00)	35,487.64	(23,766.36)	59.89%	5,456.22
			0.00		0.00			0.00
143		Employee Retirement Plan	(22,925.00)	(22,925.00)	12,271.26	(10,653.74)	53.53%	1,723.58
			0.00		0.00			0.00
146		Workmen's Compensation	(4,750.00)	(4,750.00)	0.00	(4,750.00)	0.00%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(205.00)	(205.00)	169.04	(35.96)	82.46%	89.39
			0.00		0.00			0.00
148		Employee Education And Training	(1,500.00)	(1,500.00)	771.51	(728.49)	51.43%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(500.00)	(500.00)	146.24	(353.76)	29.25%	36.61
			0.00		0.00			0.00
213		Automobile Licenses And Titles	0.00	0.00	52.66	52.66	No Budget	0.00
			0.00		0.00			0.00
220		Printing, Duplicating, Typing, And Binding	(500.00)	(500.00)	31.98	(468.02)	6.40%	0.00
			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
230		Publicity, Subscriptions, And Dues	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
241		Electric	(37,500.00)	(37,500.00)	16,924.21	(20,575.79)	45.13%	2,698.78
242		Water	(15,000.00)	(15,000.00)	10,767.41	(4,232.59)	71.78%	718.02
245		Telephone And Other Communication Services	(10,000.00)	(10,000.00)	5,231.09	(4,768.91)	52.31%	675.23
248		GPS Services	(1,200.00)	(1,200.00)	581.52	(618.48)	48.46%	96.92
251		Medical Services	(2,500.00)	(2,500.00)	1,870.50	(629.50)	74.82%	0.00
261		Repair And Maintenance Motor Vehicles	(6,500.00)	(6,500.00)	2,862.38	(3,637.62)	44.04%	492.64
262		Repair And Maintenance Equipment	(7,000.00)	(7,000.00)	98.05	(6,901.95)	1.40%	0.00
265		Repair And Maintenance Grounds And	(200,000.00)	(200,000.00)	115,300.90	(84,699.10)	57.65%	0.00
265	905	Repair And Maintenance Grounds And	0.00	0.00	25,697.39	25,697.39	No Budget	500.00
266		Repair And Maintenance Buildings	(8,000.00)	(8,000.00)	731.64	(7,268.36)	9.15%	240.00
290		Other Contracted Services	0.00	0.00	129.10	129.10	No Budget	0.00
311		Office Supplies	(500.00)	(500.00)	1,090.52	590.52	218.10%	0.00
312		Small Items Of Equipment	(6,500.00)	(6,500.00)	2,940.98	(3,559.02)	45.25%	0.00
323		Food	0.00	0.00	248.95	248.95	No Budget	0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
324		Household And Janitorial Supplies	(4,500.00)	(4,500.00)	3,912.42	(587.58)	86.94%	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(1,600.00)	(1,600.00)	1,400.04	(199.96)	87.50%	0.00
			0.00		0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(7,000.00)	(7,000.00)	2,246.88	(4,753.12)	32.10%	282.83
			0.00		0.00			0.00
334		Tires, Tubes And Etc.	(1,500.00)	(1,500.00)	760.20	(739.80)	50.68%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(1,000.00)	(1,000.00)	3,113.56	2,113.56	311.36%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(1,500.00)	(1,500.00)	1,948.16	448.16	129.88%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(3,000.00)	(3,000.00)	3,682.32	682.32	122.74%	435.88
			0.00		0.00			0.00
556		Credit Card Fees	0.00	0.00	12.75	12.75	No Budget	0.00
			0.00		0.00			0.00
565		Permit Fee	0.00	0.00	1,000.00	1,000.00	No Budget	0.00
			0.00		0.00			0.00
843		Jrt Players Education Program	(50,000.00)	(50,000.00)	10,079.01	(39,920.99)	20.16%	0.00
			0.00		0.00			0.00
844		Special Programs	(20,000.00)	(20,000.00)	19,444.42	(555.58)	97.22%	440.90
			0.00		0.00			0.00
845		Athletic Programs	(10,000.00)	(10,000.00)	3,782.68	(6,217.32)	37.83%	0.00
			0.00		0.00			0.00
847		Jrt-Don Squibb Scholarship Awards	(3,000.00)	(3,000.00)	150.00	(2,850.00)	5.00%	0.00
			0.00		0.00			0.00
848		Jpac/Repertory Theatre	(52,000.00)	(52,000.00)	29,178.34	(22,821.66)	56.11%	3,550.83
			0.00		0.00			0.00
849		Flag Committee Expenditures	(2,000.00)	(2,000.00)	1,121.71	(878.29)	56.09%	0.00
			0.00		0.00			0.00

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850	Townscape		(45,000.00)	(45,000.00)	49,549.02	4,549.02	110.11%	3,740.99
			0.00		0.00			0.00
851	Keep Jonesborough Beautiful Progr		(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
			0.00		0.00			0.00
852	Lprf Grant-Lincoln Community Park		0.00	0.00	14,317.47	14,317.47	No Budget	0.00
			0.00		0.00			0.00
853	Chuckey Depot Museum Reserve Exp		(3,000.00)	(3,000.00)	2,780.19	(219.81)	92.67%	1,540.00
			0.00		0.00			0.00
854	E.Gillespie Bldg.Utilities&Suppli		(16,000.00)	(16,000.00)	11,535.99	(4,464.01)	72.10%	886.04
			0.00		0.00			0.00
855	Jackson Theatre Utilities		0.00	0.00	11,156.08	11,156.08	No Budget	1,744.60
			0.00		0.00			0.00
856	Boone Street Mkt Utilities		(13,500.00)	(13,500.00)	3,637.03	(9,862.97)	26.94%	480.76
			0.00		0.00			0.00
857	Chuckey Depot Operating Expenses		0.00	0.00	4,276.31	4,276.31	No Budget	414.42
			0.00		0.00			0.00
858	Jrt Warehouse Expenses		0.00	0.00	0.00	0.00	No Budget	(144.91)
			0.00		0.00			0.00
860	Tree & Townscape Exp		(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
			0.00		0.00			0.00
861	947 Special Programs		0.00	0.00	32.26	32.26	No Budget	0.00
			0.00		0.00			0.00
872	K-8 Maintenance		0.00	0.00	3,900.00	3,900.00	No Budget	0.00
			0.00		0.00			0.00
939	900 Other Improvements		(1,000,000.00)	(1,000,000.00)	28,800.00	(971,200.00)	2.88%	13,050.00
			0.00		0.00			0.00
940	Machinery And Equipment		(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00%	0.00
			0.00		0.00			0.00
941	Vehicles		(30,000.00)	(30,000.00)	27,430.00	(2,570.00)	91.43%	0.00
			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
963	Jackson Thitre Renov		0.00	0.00	26,366.29	26,366.29	No Budget	17,666.29
			0.00		0.00			0.00
965	Ballfield Upgrades		(135,500.00)	(135,500.00)	0.00	(135,500.00)	0.00%	0.00
			0.00		0.00			0.00
966	Depot St Park Upgrades		(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00%	0.00
			0.00		0.00			0.00
970	Dog Park Construction		(19,820.00)	(19,820.00)	0.00	(19,820.00)	0.00%	0.00
			0.00		0.00			0.00
44490	Wetlands Water Park							
121			(291,782.00)	(291,782.00)	133,935.35	(157,846.65)	45.90%	4,845.54
		Salaries and Wages	0.00		0.00			0.00
141		Oasi (Employer's Share)	(22,321.00)	(22,321.00)	10,261.39	(12,059.61)	45.97%	385.98
			0.00		0.00			0.00
142		Hospital And Health Insurance	(2,400.00)	(2,400.00)	1,444.84	(955.16)	60.20%	209.09
			0.00		0.00			0.00
143		Employee Retirement Plan	(3,780.00)	(3,780.00)	1,175.49	(2,604.51)	31.10%	302.74
			0.00		0.00			0.00
146		Workmen's Compensation	(6,092.00)	(6,092.00)	0.00	(6,092.00)	0.00%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(700.00)	(700.00)	400.87	(299.13)	57.27%	15.14
			0.00		0.00			0.00
148		Employee Education And Training	(2,000.00)	(2,000.00)	178.68	(1,821.32)	8.93%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(200.00)	(200.00)	121.20	(78.80)	60.60%	29.02
			0.00		0.00			0.00
220		Printing, Duplicating, Typing, And Binding	(1,000.00)	(1,000.00)	11.90	(988.10)	1.19%	0.00
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(1,500.00)	(1,500.00)	779.10	(720.90)	51.94%	0.00
			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
238		Marketing and Marketing Supplies	(20,000.00)	(20,000.00)	7,964.99	(12,035.01)	39.82%	0.00
			0.00		0.00			0.00
241		Electric	(45,000.00)	(45,000.00)	25,580.45	(19,419.55)	56.85%	1,884.81
			0.00		0.00			0.00
242		Water	(15,000.00)	(15,000.00)	3,479.30	(11,520.70)	23.20%	0.00
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(5,300.00)	(5,300.00)	3,745.36	(1,554.64)	70.67%	508.90
			0.00		0.00			0.00
251		Medical Services	(2,000.00)	(2,000.00)	30.72	(1,969.28)	1.54%	0.00
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(3,200.00)	(3,200.00)	309.35	(2,890.65)	9.67%	0.00
			0.00		0.00			0.00
265		Repair And Maintenance Grounds And	(6,000.00)	(6,000.00)	3,234.34	(2,765.66)	53.91%	0.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(10,000.00)	(10,000.00)	2,544.24	(7,455.76)	25.44%	206.00
			0.00		0.00			0.00
288		Travel/Training/Car Allowance	(1,000.00)	(1,000.00)	1,735.00	735.00	173.50%	0.00
			0.00		0.00			0.00
291		Pool Maintenance	(15,000.00)	(15,000.00)	151.63	(14,848.37)	1.01%	0.00
			0.00		0.00			0.00
296		Pool Pump Repair/Replacement	(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.00
			0.00		0.00			0.00
311		Office Supplies	(800.00)	(800.00)	222.60	(577.40)	27.83%	0.00
			0.00		0.00			0.00
312		Small Items Of Equipment	(5,000.00)	(5,000.00)	6,087.46	1,087.46	121.75%	0.00
			0.00		0.00			0.00
321		Paper/Plastics	(7,500.00)	(7,500.00)	1,381.37	(6,118.63)	18.42%	0.00
			0.00		0.00			0.00
323		Food	(45,000.00)	(45,000.00)	16,727.09	(28,272.91)	37.17%	0.00
			0.00		0.00			0.00

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324		Household And Janitorial Supplies	(5,000.00)	(5,000.00)	2,059.48	(2,940.52)	41.19%	0.00
			0.00		0.00			0.00
325		Beverages	(15,000.00)	(15,000.00)	4,899.79	(10,100.21)	32.67%	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(2,000.00)	(2,000.00)	321.19	(1,678.81)	16.06%	0.00
			0.00		0.00			0.00
337		Photo ID Supplies	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(800.00)	(800.00)	246.51	(553.49)	30.81%	0.00
			0.00		0.00			0.00
351		Merchandise Purchased For Resale	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(750.00)	(750.00)	641.43	(108.57)	85.52%	0.00
			0.00		0.00			0.00
493		Chemicals	(27,000.00)	(27,000.00)	9,625.47	(17,374.53)	35.65%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(3,000.00)	(3,000.00)	4,817.85	1,817.85	160.60%	399.08
			0.00		0.00			0.00
556		Credit Card Fees	(7,500.00)	(7,500.00)	8,060.74	560.74	107.48%	0.00
			0.00		0.00			0.00
620	TBF21	Note Principal	(33,500.00)	(33,500.00)	0.00	(33,500.00)	0.00%	0.00
			0.00		0.00			0.00
640	TBF21	Interest On Notes	(1,210.00)	(1,210.00)	605.02	(604.98)	50.00%	0.00
			0.00		0.00			0.00
959		Building Renovations	(40,000.00)	(40,000.00)	3,942.50	(36,057.50)	9.86%	567.44
			0.00		0.00			0.00
44491		McKinney Center						
121		Salaries and Wages	(240,016.00)	(240,016.00)	136,115.92	(103,900.08)	56.71%	17,415.58
			0.00		0.00			0.00

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Fund : 110			Monthly Comparative:			58.33%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141		Oasi (Employer's Share)	(18,361.00) 0.00	(18,361.00)	10,072.40 0.00	(8,288.60)	54.86%	1,300.16 0.00
142		Hospital And Health Insurance	(21,375.00) 0.00	(21,375.00)	14,644.17 0.00	(6,730.83)	68.51%	1,811.03 0.00
143		Employee Retirement Plan	(13,115.00) 0.00	(13,115.00)	7,450.53 0.00	(5,664.47)	56.81%	1,009.28 0.00
146		Workmen's Compensation	(203.00) 0.00	(203.00)	0.00 0.00	(203.00)	0.00%	0.00 0.00
147		Unemployment Insurance	(180.00) 0.00	(180.00)	79.43 0.00	(100.57)	44.13%	52.85 0.00
148		Employee Education And Training	(3,500.00) 0.00	(3,500.00)	218.94 0.00	(3,281.06)	6.26%	0.00 0.00
211		Postage, Box Rent, Etc.	(300.00) 0.00	(300.00)	230.11 0.00	(69.89)	76.70%	52.89 0.00
220		Printing, Duplicating, Typing, And Binding	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
230		Publicity, Subscriptions, And Dues	(400.00) 0.00	(400.00)	90.28 0.00	(309.72)	22.57%	0.00 0.00
238		Marketing and Marketing Supplies	(3,500.00) 0.00	(3,500.00)	1,592.69 0.00	(1,907.31)	45.51%	0.00 0.00
241		Electric	(8,500.00) 0.00	(8,500.00)	4,704.07 0.00	(3,795.93)	55.34%	826.20 0.00
242		Water	(800.00) 0.00	(800.00)	533.24 0.00	(266.76)	66.66%	12.93 0.00
245		Telephone And Other Communication Services	(6,500.00) 0.00	(6,500.00)	1,264.51 0.00	(5,235.49)	19.45%	117.78 0.00
251		Medical Services	(800.00) 0.00	(800.00)	536.71 0.00	(263.29)	67.09%	0.00 0.00
262		Repair And Maintenance Equipment	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00

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Fund : 110			Monthly Comparative:			58.33%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266		Repair And Maintenance Buildings	(37,000.00)	(37,000.00)	11,245.93	(25,754.07)	30.39%	77.45
			0.00		0.00			0.00
272		Repair And Maintenance Buildings - Capital	(15,500.00)	(15,500.00)	59.76	(15,440.24)	0.39%	0.00
			0.00		0.00			0.00
279		Website Maintenance	(2,400.00)	(2,400.00)	523.56	(1,876.44)	21.82%	0.00
			0.00		0.00			0.00
311		Office Supplies	(2,300.00)	(2,300.00)	913.73	(1,386.27)	39.73%	65.35
			0.00		0.00			0.00
312		Small Items Of Equipment	(9,650.00)	(9,650.00)	7,797.56	(1,852.44)	80.80%	1,479.06
			0.00		0.00			0.00
313		Stationary/Forms	(200.00)	(200.00)	19.58	(180.42)	9.79%	0.00
			0.00		0.00			0.00
323		Food	(1,100.00)	(1,100.00)	329.68	(770.32)	29.97%	0.00
			0.00		0.00			0.00
324		Household And Janitorial Supplies	(3,000.00)	(3,000.00)	2,256.43	(743.57)	75.21%	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(125.00)	(125.00)	95.88	(29.12)	76.70%	55.07
			0.00		0.00			0.00
390		Miscellaneous Supplies	(450.00)	(450.00)	59.25	(390.75)	13.17%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(8,500.00)	(8,500.00)	6,345.81	(2,154.19)	74.66%	551.76
			0.00		0.00			0.00
556		Credit Card Fees	(600.00)	(600.00)	385.65	(214.35)	64.28%	0.00
			0.00		0.00			0.00
861		725	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
		Special Programs	0.00		0.00			0.00
862		Special Programs	(2,000.00)	(2,000.00)	1,506.74	(493.26)	75.34%	0.00
			0.00		0.00			0.00

Town of Jonesborough
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Fund : 110										Monthly Comparative:		58.33%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance				
863		Americorps Worker Program	(17,000.00)	(17,000.00)	4,517.50	(12,482.50)	26.57%	0.00	0.00	0.00		
864		Mary Martin Prog.For The Arts	(50,000.00)	(50,000.00)	19,555.37	(30,444.63)	39.11%			1,204.59		
864	724		0.00	0.00	0.00					0.00		
		Mary Martin Prog.For The Arts	0.00	0.00	1,014.69	1,014.69	No Budget			0.00		
865			0.00		0.00					0.00		
		Story Town Radio Show	(13,500.00)	(13,500.00)	11,579.04	(1,920.96)	85.77%			1,375.00		
866			0.00		0.00					0.00		
		McKinney Scholarship Fund	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%			0.00		
44550		Jackson Theater	0.00		0.00					0.00		
290			0.00	0.00	3,000.00	3,000.00	No Budget			0.00		
		Other Contracted Services	0.00		0.00					0.00		
555			0.00	0.00	385.00	385.00	No Budget			0.00		
		Bank Service Charges	0.00		0.00					0.00		
47210		Tourism/Visitors Center										
121		100	0.00	0.00	289.49	289.49	No Budget			0.00		
		Salaries and Wages	0.00		0.00					0.00		
121			(397,665.00)	(397,665.00)	217,231.69	(180,433.31)	54.63%			28,418.87		
		Salaries and Wages	0.00		0.00					0.00		
141		100	0.00	0.00	21.25	21.25	No Budget			0.00		
		Oasi (Employer's Share)	0.00		0.00					0.00		
141			(30,421.00)	(30,421.00)	15,786.17	(14,634.83)	51.89%			2,043.63		
		Oasi (Employer's Share)	0.00		0.00					0.00		
142			(56,865.00)	(56,865.00)	34,631.41	(22,233.59)	60.90%			4,760.46		
		Hospital And Health Insurance	0.00		0.00					0.00		
143			(18,768.00)	(18,768.00)	10,145.37	(8,622.63)	54.06%			1,512.32		
		Employee Retirement Plan	0.00		0.00					0.00		
143		100	0.00	0.00	17.37	17.37	No Budget			0.00		
		Employee Retirement Plan	0.00		0.00					0.00		

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Fund : 110

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
146			(1,436.00)	(1,436.00)	0.00	(1,436.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(220.00)	(220.00)	127.25	(92.75)	57.84%	85.25
		Unemployment Insurance	0.00		0.00			0.00
148			(11,000.00)	(11,000.00)	4,836.79	(6,163.21)	43.97%	591.31
		Employee Education And Training	0.00		0.00			0.00
211			(2,000.00)	(2,000.00)	392.45	(1,607.55)	19.62%	55.70
		Postage, Box Rent, Etc.	0.00		0.00			0.00
220			(47,000.00)	(47,000.00)	9,056.00	(37,944.00)	19.27%	1,008.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
230			(7,050.00)	(7,050.00)	3,418.41	(3,631.59)	48.49%	475.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
238			(170,000.00)	(170,000.00)	53,543.34	(116,456.66)	31.50%	299.99
		Marketing and Marketing Supplies	0.00		0.00			0.00
241			(13,500.00)	(13,500.00)	9,902.78	(3,597.22)	73.35%	649.82
		Electric	0.00		0.00			0.00
242			(2,300.00)	(2,300.00)	1,222.94	(1,077.06)	53.17%	432.99
		Water	0.00		0.00			0.00
245			(12,750.00)	(12,750.00)	3,639.30	(9,110.70)	28.54%	436.96
		Telephone And Other Communication Services	0.00		0.00			0.00
251			(1,500.00)	(1,500.00)	882.60	(617.40)	58.84%	0.00
		Medical Services	0.00		0.00			0.00
261			(1,500.00)	(1,500.00)	145.38	(1,354.62)	9.69%	24.23
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			(4,200.00)	(4,200.00)	3,011.61	(1,188.39)	71.71%	421.61
		Repair And Maintenance Equipment	0.00		0.00			0.00
266			(50,000.00)	(50,000.00)	315.69	(49,684.31)	0.63%	40.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
290			0.00	0.00	101.38	101.38	No Budget	0.00
		Other Contracted Services	0.00		0.00			0.00

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Fund : 110			Monthly Comparative:			58.33%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
311	Office Supplies		(2,000.00) 0.00	(2,000.00)	1,127.04 0.00	(872.96)	56.35%	0.00 0.00
312	Small Items Of Equipment		(20,000.00) 0.00	(20,000.00)	5,493.19 0.00	(14,506.81)	27.47%	0.00 0.00
313	Stationary/Forms		(300.00) 0.00	(300.00)	114.72 0.00	(185.28)	38.24%	0.00 0.00
323	Food		(500.00) 0.00	(500.00)	1,720.30 0.00	1,220.30	344.06%	0.00 0.00
324	Household And Janitorial Supplies		(5,000.00) 0.00	(5,000.00)	1,327.76 0.00	(3,672.24)	26.56%	113.94 0.00
326	Clothing And Uniforms		(800.00) 0.00	(800.00)	175.93 0.00	(624.07)	21.99%	0.00 0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(2,400.00) 0.00	(2,400.00)	413.15 0.00	(1,986.85)	17.21%	30.52 0.00
344	Safety Supplies		(300.00) 0.00	(300.00)	0.00 0.00	(300.00)	0.00%	0.00 0.00
390	Miscellaneous Supplies		(1,000.00) 0.00	(1,000.00)	15.18 0.00	(984.82)	1.52%	0.00 0.00
535	Equipment Leases & Maint Contracts		(8,000.00) 0.00	(8,000.00)	7,617.39 0.00	(382.61)	95.22%	1,097.93 0.00
556	Credit Card Fees		(2,500.00) 0.00	(2,500.00)	2,659.27 0.00	159.27	106.37%	0.00 0.00
598	Gift Shop Expenditures		(30,000.00) 0.00	(30,000.00)	16,839.49 0.00	(13,160.51)	56.13%	1,189.15 0.00
815	Main Street Jones.Program Exp		(20,000.00) 0.00	(20,000.00)	3,701.94 0.00	(16,298.06)	18.51%	0.00 0.00
816	Main St.-Brews & Tunes Program		(12,000.00) 0.00	(12,000.00)	6,775.00 0.00	(5,225.00)	56.46%	0.00 0.00
817	Main St.-Jonesborough Days		(35,000.00) 0.00	(35,000.00)	43,857.38 0.00	8,857.38	125.31%	0.00 0.00

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Fund : 110			Monthly Comparative:		58.33%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
844		Special Programs	(20,000.00)	(20,000.00)	7,794.34	(12,205.66)	38.97%	22.45
			0.00		0.00			0.00
846		Music On The Square Exp	(36,000.00)	(36,000.00)	21,350.00	(14,650.00)	59.31%	0.00
			0.00		0.00			0.00
861		Special Programs	(30,000.00)	(30,000.00)	3,501.95	(26,498.05)	11.67%	34.45
			0.00		0.00			0.00
873		Seasonal Lighting	(60,000.00)	(60,000.00)	47,940.58	(12,059.42)	79.90%	0.00
			0.00		0.00			0.00
Total For Fund: 110			(15,906,662.00)	(15,906,662.00)	16,133,663.96	227,001.96	101.43%	1,122,889.73
			0.00		0.00			0.00

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Fund : 131

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
43200	Sanitation Services							
121			(316,805.00)	(316,805.00)	156,446.04	(160,358.96)	49.38%	19,074.99
		Salaries and Wages	0.00		0.00			0.00
141			(23,279.00)	(23,279.00)	11,420.08	(11,858.92)	49.06%	1,416.94
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(60,969.00)	(60,969.00)	28,790.06	(32,178.94)	47.22%	2,333.98
		Hospital And Health Insurance	0.00		0.00			0.00
143			(17,264.00)	(17,264.00)	9,257.72	(8,006.28)	53.62%	1,156.50
		Employee Retirement Plan	0.00		0.00			0.00
146			(13,040.00)	(13,040.00)	0.00	(13,040.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(200.00)	(200.00)	77.84	(122.16)	38.92%	56.83
		Unemployment Insurance	0.00		0.00			0.00
235			(10,500.00)	(10,500.00)	0.00	(10,500.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
237			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Keep Jonesborough Beautiful Program	0.00		0.00			0.00
238			(550.00)	(550.00)	487.29	(62.71)	88.60%	0.00
		Marketing and Marketing Supplies	0.00		0.00			0.00
241			(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00
		Electric	0.00		0.00			0.00
245			(5,500.00)	(5,500.00)	1,915.70	(3,584.30)	34.83%	58.89
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(2,850.00)	(2,850.00)	1,163.04	(1,686.96)	40.81%	193.84
		GPS Services	0.00		0.00			0.00
251			(2,200.00)	(2,200.00)	1,036.80	(1,163.20)	47.13%	0.00
		Medical Services	0.00		0.00			0.00
261			(66,000.00)	(66,000.00)	65,478.96	(521.04)	99.21%	33,420.82
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266		Repair And Maintenance Buildings	(1,800.00)	(1,800.00)	0.00	(1,800.00)	0.00%	0.00
280		Travel	(550.00)	(550.00)	0.00	(550.00)	0.00%	0.00
290		Other Contracted Services	0.00	0.00	41.95	41.95	No Budget	0.00
294		Tire Disposal Services	(1,100.00)	(1,100.00)	2,252.00	1,152.00	204.73%	0.00
295		Waste Disposal Fees	(120,000.00)	(120,000.00)	79,595.18	(40,404.82)	66.33%	14,958.91
310		Office Supplies And Materials	0.00	0.00	0.00	0.00	No Budget	0.00
311		Office Supplies	(550.00)	(550.00)	154.64	(395.36)	28.12%	0.00
312		Small Items Of Equipment	(825.00)	(825.00)	0.00	(825.00)	0.00%	0.00
326		Clothing And Uniforms	(5,250.00)	(5,250.00)	2,044.96	(3,205.04)	38.95%	0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(75,000.00)	(75,000.00)	32,223.02	(42,776.98)	42.96%	0.00
334		Tires, Tubes And Etc.	(10,800.00)	(10,800.00)	6,512.23	(4,287.77)	60.30%	0.00
344		Safety Supplies	(550.00)	(550.00)	252.00	(298.00)	45.82%	0.00
350		Supplies For Resale	(21,000.00)	(21,000.00)	34,188.46	13,188.46	162.80%	6,871.26
390		Miscellaneous Supplies	(4,800.00)	(4,800.00)	1,541.87	(3,258.13)	32.12%	29.98
520		Property/Liability Insurance	(6,750.00)	(6,750.00)	0.00	(6,750.00)	0.00%	0.00

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Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
533		Machinery And Equipment Rental	(1,700.00)	(1,700.00)	682.55	(1,017.45)	40.15%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	1,628.94	1,628.94	No Budget	117.22
			0.00		0.00			0.00
555		Bank Service Charges	(350.00)	(350.00)	0.00	(350.00)	0.00%	0.00
			0.00		0.00			0.00
565		Permit Fee	(2,500.00)	(2,500.00)	4,910.00	2,410.00	196.40%	1,910.00
			0.00		0.00			0.00
620		Note Principal	(44,962.00)	(44,962.00)	26,085.46	(18,876.54)	58.02%	3,750.79
			0.00		0.00			0.00
640		Interest On Notes	(18,346.00)	(18,346.00)	2,674.60	(15,671.40)	14.58%	357.79
			0.00		0.00			0.00
940		Machinery And Equipment	(539,069.00)	(539,069.00)	0.00	(539,069.00)	0.00%	0.00
			0.00		0.00			0.00
Total For Fund: 131			(1,385,059.00)	(1,385,059.00)	470,861.39	(914,197.61)	34.00%	85,708.74
			0.00		0.00			0.00

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Fund : 171

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
44550	Jackson Theater							
121	100	Salaries and Wages	0.00	0.00	1,223.81	1,223.81	No Budget	0.00
			0.00		0.00			0.00
121		Salaries and Wages	(155,769.00)	(246,138.00)	96,285.72	(149,852.28)	39.12%	20,193.76
			(90,369.00)		0.00			0.00
141		Oasi (Employer's Share)	(11,916.00)	(18,829.00)	7,337.91	(11,491.09)	38.97%	1,547.77
			(6,913.00)		0.00			0.00
141	100	Oasi (Employer's Share)	0.00	0.00	93.62	93.62	No Budget	0.00
			0.00		0.00			0.00
142		Hospital And Health Insurance	(15,026.00)	(14,400.00)	3,390.47	(11,009.53)	23.54%	752.16
			626.00		0.00			0.00
143	100	Employee Retirement Plan	0.00	0.00	73.43	73.43	No Budget	0.00
			0.00		0.00			0.00
143		Employee Retirement Plan	(7,050.00)	(9,614.00)	4,637.96	(4,976.04)	48.24%	893.02
			(2,564.00)		0.00			0.00
147		Unemployment Insurance	(100.00)	(100.00)	111.19	11.19	111.19%	61.19
			0.00		0.00			0.00
148		Employee Education And Training	(5,000.00)	(4,000.00)	0.00	(4,000.00)	0.00%	0.00
			1,000.00		0.00			0.00
211		Postage, Box Rent, Etc.	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
			0.00		0.00			0.00
220		Printing, Duplicating, Typing, And Binding	(24,400.00)	(15,000.00)	1,978.48	(13,021.52)	13.19%	0.00
			9,400.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(2,500.00)	(2,500.00)	1,188.85	(1,311.15)	47.55%	0.00
			0.00		0.00			0.00
238		Marketing and Marketing Supplies	(58,593.00)	(40,000.00)	23,878.75	(16,121.25)	59.70%	1,088.93
			18,593.00		0.00			0.00
241		Electric	(24,400.00)	(24,400.00)	680.71	(23,719.29)	2.79%	0.00
			0.00		0.00			0.00
242		Water	(5,000.00)	(5,000.00)	420.75	(4,579.25)	8.42%	74.25
			0.00		0.00			0.00

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Fund : 171

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245		Telephone And Other Communication Services	(12,500.00) 0.00	(12,500.00)	1,531.48 0.00	(10,968.52)	12.25%	88.34 0.00
250		Professional Services	0.00 0.00	0.00	25,424.95 0.00	25,424.95	No Budget	5,950.00 0.00
251		Medical Services	0.00 0.00	0.00	130.00 0.00	130.00	No Budget	0.00 0.00
257		Royalties	(24,400.00) 0.00	(24,400.00)	0.00 0.00	(24,400.00)	0.00%	0.00 0.00
262		Repair And Maintenance Equipment	(1,200.00) 0.00	(1,200.00)	1,768.28 0.00	568.28	147.36%	159.14 0.00
266		Repair And Maintenance Buildings	(2,500.00) (2,500.00)	(5,000.00)	6,645.15 0.00	1,645.15	132.90%	189.90 0.00
290		Other Contracted Services	(48,800.00) 8,800.00	(40,000.00)	17,136.12 0.00	(22,863.88)	42.84%	2,500.00 0.00
311		Office Supplies	(2,000.00) 0.00	(2,000.00)	1,380.05 0.00	(619.95)	69.00%	0.00 0.00
312	991	Small Items Of Equipment	0.00 0.00	0.00	0.00 0.00	0.00	No Budget	0.00 0.00
312		Small Items Of Equipment	(1,000.00) (4,000.00)	(5,000.00)	12,077.79 0.00	7,077.79	241.56%	0.00 0.00
313		Stationary/Forms	(500.00) 0.00	(500.00)	0.00 0.00	(500.00)	0.00%	0.00 0.00
323		Food	0.00 0.00	0.00	453.63 0.00	453.63	No Budget	0.00 0.00
324		Household And Janitorial Supplies	(5,000.00) 0.00	(5,000.00)	4,561.74 0.00	(438.26)	91.23%	637.12 0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(2,500.00) 0.00	(2,500.00)	0.00 0.00	(2,500.00)	0.00%	0.00 0.00
390		Miscellaneous Supplies	(1,000.00) 0.00	(1,000.00)	965.21 0.00	(34.79)	96.52%	0.00 0.00

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Fund : 171

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
514		Surety Bonds - Officials And Employees	0.00	0.00	100.00	100.00	No Budget	100.00
535			0.00		0.00			0.00
		Equipment Leases & Maint Contracts	(8,000.00)	(8,000.00)	15,335.57	7,335.57	191.69%	928.23
556			0.00		0.00			0.00
		Credit Card Fees	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
565			0.00		0.00			0.00
		Permit Fee	0.00	0.00	525.00	525.00	No Budget	0.00
598			0.00		0.00			0.00
		Gift Shop Expenditures	(10,000.00)	(10,000.00)	4,611.28	(5,388.72)	46.11%	241.68
620			0.00		0.00			0.00
		Note Principal	(25,702.00)	(25,702.00)	0.00	(25,702.00)	0.00%	0.00
620		RDA26	0.00		0.00			0.00
		Note Principal	(45,136.00)	(45,136.00)	18,527.87	(26,608.13)	41.05%	0.00
640			0.00		0.00			0.00
		RDA26	(62,600.00)	(62,600.00)	26,362.13	(36,237.87)	42.11%	0.00
640		Interest On Notes	0.00		0.00			0.00
		JBANO	0.00	0.00	12,165.24	12,165.24	No Budget	0.00
640		Interest On Notes	0.00		0.00			0.00
		Interest On Notes	(41,590.00)	(41,590.00)	0.00	(41,590.00)	0.00%	0.00
948			0.00		0.00			0.00
		991	0.00	0.00	189,360.34	189,360.34	No Budget	0.00
		Furniture and Fixtures	0.00		0.00			0.00
Total For Fund: 171			(611,182.00)	(679,109.00)	480,363.48	(198,745.52)	70.73%	35,405.49
			(67,927.00)		0.00			0.00

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Fund : 311

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
95001	K-8 Capital Project							
290		Other Contracted Services	0.00	0.00	2,320.00	2,320.00	No Budget	0.00
			0.00		0.00			0.00
		Capital Projects	0.00	0.00	2,320.00	2,320.00	100.00%	0.00
			0.00		0.00			0.00
620	K8		0.00	0.00	0.00	0.00	No Budget	0.00
		Note Principal	0.00		0.00			0.00
		Capital Projects	0.00	0.00	0.00	0.00	100.00%	0.00
			0.00		0.00			0.00
640	K8		0.00	0.00	111,530.56	111,530.56	No Budget	0.00
		Interest On Notes	0.00		0.00			0.00
		Capital Projects	0.00	0.00	111,530.56	111,530.56	100.00%	0.00
			0.00		0.00			0.00
95003	AG Learning Center							
254			0.00	0.00	40,480.00	40,480.00	No Budget	0.00
		Architectural Services	0.00		0.00			0.00
256			0.00	0.00	1,800.00	1,800.00	No Budget	0.00
		Engineering Services	0.00		0.00			0.00
		Total For Fund: 311	0.00	0.00	156,130.56	156,130.56	100.00%	0.00
			0.00		0.00			0.00

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Fund : 334

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41591	Health Insurance Reimbursement							
142	131							
		Hospital And Health Insurance	0.00	0.00	91.56	91.56	No Budget	0.00
			0.00		0.00			0.00
142	110		0.00	0.00	29,044.99	29,044.99	No Budget	2,253.76
		Hospital And Health Insurance	0.00		0.00			0.00
142	413		0.00	0.00	14,201.77	14,201.77	No Budget	524.08
		Hospital And Health Insurance	0.00		0.00			0.00
Total For Fund: 334			0.00	0.00	43,338.32	43,338.32	100.00%	2,777.84
			0.00		0.00			0.00

Town of Jonesborough
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Fund : 413

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52113	Water Purification Facilities							
121			(463,071.00)	(463,071.00)	276,121.80	(186,949.20)	59.63%	41,337.37
		Salaries and Wages	0.00		0.00			0.00
121	100		0.00	0.00	66,848.26	66,848.26	No Budget	0.00
		Salaries and Wages	0.00		0.00			0.00
141	100		0.00	0.00	5,010.11	5,010.11	No Budget	0.00
		Oasi (Employer's Share)	0.00		0.00			0.00
141			(35,425.00)	(35,425.00)	20,517.04	(14,907.96)	57.92%	3,084.45
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(71,915.00)	(71,915.00)	31,078.28	(40,836.72)	43.22%	4,114.56
		Hospital And Health Insurance	0.00		0.00			0.00
143			(25,774.00)	(25,774.00)	14,338.29	(11,435.71)	55.63%	2,408.14
		Employee Retirement Plan	0.00		0.00			0.00
143	100		0.00	0.00	4,010.88	4,010.88	No Budget	0.00
		Employee Retirement Plan	0.00		0.00			0.00
146			(11,011.00)	(11,011.00)	0.00	(11,011.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(200.00)	(200.00)	209.25	9.25	104.63%	125.22
		Unemployment Insurance	0.00		0.00			0.00
148			(7,000.00)	(7,000.00)	1,050.00	(5,950.00)	15.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
211			(700.00)	(700.00)	215.09	(484.91)	30.73%	51.51
		Postage, Box Rent, Etc.	0.00		0.00			0.00
230			(750.00)	(750.00)	1,970.00	1,220.00	262.67%	50.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
241			(600,000.00)	(600,000.00)	286,610.51	(313,389.49)	47.77%	54,123.31
		Electric	0.00		0.00			0.00
242			(2,000.00)	(2,000.00)	1,001.25	(998.75)	50.06%	176.25
		Water	0.00		0.00			0.00
245			(12,000.00)	(12,000.00)	7,120.97	(4,879.03)	59.34%	1,066.87
		Telephone And Other Communication Services	0.00		0.00			0.00

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Fund : 413				Monthly Comparative:		58.33%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
248	GPS Services		(1,500.00) 0.00	(1,500.00)	620.76 0.00	(879.24)	41.38%	48.46 0.00
251	Medical Services		(3,500.00) 0.00	(3,500.00)	1,604.71 0.00	(1,895.29)	45.85%	0.00 0.00
259	Contract Lab Services		(15,000.00) 0.00	(15,000.00)	5,541.25 0.00	(9,458.75)	36.94%	1,500.60 0.00
261	Repair And Maintenance Motor Vehicles		(20,000.00) 0.00	(20,000.00)	7,711.35 0.00	(12,288.65)	38.56%	1,159.68 0.00
266	Repair And Maintenance Buildings		(40,000.00) 0.00	(40,000.00)	13,658.26 0.00	(26,341.74)	34.15%	5,018.50 0.00
269	Repair And Maintenance Utility Lines		0.00 0.00	0.00	(50.00) 0.00	(50.00)	No Budget	(50.00) 0.00
281	Repair and Maintenance Plant		(120,000.00) 0.00	(120,000.00)	1,480.84 0.00	(118,519.16)	1.23%	0.00 0.00
311	Office Supplies		(1,000.00) 0.00	(1,000.00)	815.59 0.00	(184.41)	81.56%	0.00 0.00
312	Small Items Of Equipment		(25,000.00) 0.00	(25,000.00)	7,025.86 0.00	(17,974.14)	28.10%	0.00 0.00
322	Chemical, Laboratory, And Medical Supplies		(27,500.00) 0.00	(27,500.00)	17,855.78 0.00	(9,644.22)	64.93%	1,061.21 0.00
324	Household And Janitorial Supplies		(3,250.00) 0.00	(3,250.00)	1,933.64 0.00	(1,316.36)	59.50%	449.00 0.00
326	Clothing And Uniforms		(6,000.00) 0.00	(6,000.00)	4,773.36 0.00	(1,226.64)	79.56%	632.39 0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(8,500.00) 0.00	(8,500.00)	5,080.68 0.00	(3,419.32)	59.77%	80.27 0.00
334	Tires, Tubes And Etc.		(2,500.00) 0.00	(2,500.00)	0.00 0.00	(2,500.00)	0.00%	0.00 0.00
344	Safety Supplies		(12,000.00) 0.00	(12,000.00)	1,275.77 0.00	(10,724.23)	10.63%	103.60 0.00

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Fund : 413										Monthly Comparative:		58.33%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance				
350		Supplies For Resale	0.00	0.00	1,619.00	1,619.00	No Budget	0.00				
			0.00		0.00			0.00				
390		Miscellaneous Supplies	(4,500.00)	(4,500.00)	1,841.12	(2,658.88)	40.91%	214.94				
			0.00		0.00			0.00				
390	100	Miscellaneous Supplies	0.00	0.00	35.09	35.09	No Budget	0.00				
			0.00		0.00			0.00				
493		Chemicals	(250,000.00)	(250,000.00)	103,797.25	(146,202.75)	41.52%	19,861.60				
			0.00		0.00			0.00				
533		Machinery And Equipment Rental	(60,000.00)	(60,000.00)	8,877.50	(51,122.50)	14.80%	258.50				
			0.00		0.00			0.00				
535		Equipment Leases & Maint Contracts	(5,500.00)	(5,500.00)	5,422.34	(77.66)	98.59%	1,277.28				
			0.00		0.00			0.00				
824		Intake Access Road Maintenance	(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00				
			0.00		0.00			0.00				
949		Other Machinery And Equipment	(149,425.00)	(149,425.00)	0.00	(149,425.00)	0.00%	0.00				
			0.00		0.00			0.00				
981		WTP Plant Engineering	0.00	0.00	14,100.00	14,100.00	No Budget	3,000.00				
			0.00		0.00			0.00				
982		Plant Transmission Line	0.00	0.00	41,375.00	41,375.00	No Budget	6,375.00				
			0.00		0.00			0.00				
52114	Transmission And Distribution											
121		Salaries and Wages	(700,902.00)	(700,902.00)	370,610.49	(330,291.51)	52.88%	66,328.00				
			0.00		0.00			0.00				
121	100	Salaries and Wages	0.00	0.00	82,878.61	82,878.61	No Budget	0.00				
			0.00		0.00			0.00				
141		Oasi (Employer's Share)	(53,619.00)	(53,619.00)	27,271.94	(26,347.06)	50.86%	4,945.24				
			0.00		0.00			0.00				
141	100	Oasi (Employer's Share)	0.00	0.00	6,177.53	6,177.53	No Budget	0.00				
			0.00		0.00			0.00				
142		Hospital And Health Insurance	(72,080.00)	(72,080.00)	47,156.63	(24,923.37)	65.42%	5,592.08				
			0.00		0.00			0.00				

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Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143	100		0.00	0.00	4,972.72	4,972.72	No Budget	0.00
		Employee Retirement Plan	0.00		0.00			0.00
143			(40,483.00)	(40,483.00)	21,287.01	(19,195.99)	52.58%	3,513.16
		Employee Retirement Plan	0.00		0.00			0.00
146			(16,272.00)	(16,272.00)	0.00	(16,272.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(350.00)	(350.00)	232.74	(117.26)	66.50%	180.26
		Unemployment Insurance	0.00		0.00			0.00
148			(20,000.00)	(20,000.00)	390.00	(19,610.00)	1.95%	0.00
		Employee Education And Training	0.00		0.00			0.00
213			0.00	0.00	26.33	26.33	No Budget	0.00
		Automobile Licenses And Titles	0.00		0.00			0.00
230			(6,500.00)	(6,500.00)	1,597.06	(4,902.94)	24.57%	1,366.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
245			(10,400.00)	(10,400.00)	4,704.38	(5,695.62)	45.23%	456.99
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(3,950.00)	(3,950.00)	2,180.70	(1,769.30)	55.21%	363.45
		GPS Services	0.00		0.00			0.00
249			(39,500.00)	(39,500.00)	0.00	(39,500.00)	0.00%	0.00
		GIS Mapping Services	0.00		0.00			0.00
251			(6,500.00)	(6,500.00)	4,062.28	(2,437.72)	62.50%	538.65
		Medical Services	0.00		0.00			0.00
259			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Contract Lab Services	0.00		0.00			0.00
261			(55,000.00)	(55,000.00)	24,769.00	(30,231.00)	45.03%	4,750.55
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			(7,000.00)	(7,000.00)	0.00	(7,000.00)	0.00%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
269	100		0.00	0.00	48,355.73	48,355.73	No Budget	36,880.73
		Repair And Maintenance Utility Lines	0.00		0.00			0.00

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Fund : 413										Monthly Comparative:		58.33%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance				
269		Repair And Maintenance Utility Lines	(200,000.00)	(200,000.00)	225,894.41	25,894.41	112.95%	42,482.37				
			0.00		0.00			0.00				
290			0.00	0.00	83.90	83.90	No Budget	0.00				
		Other Contracted Services	0.00		0.00			0.00				
311			(3,000.00)	(3,000.00)	273.19	(2,726.81)	9.11%	0.00				
		Office Supplies	0.00		0.00			0.00				
312			(15,000.00)	(15,000.00)	678.00	(14,322.00)	4.52%	0.00				
		Small Items Of Equipment	0.00		0.00			0.00				
326			(10,000.00)	(10,000.00)	5,631.57	(4,368.43)	56.32%	704.48				
		Clothing And Uniforms	0.00		0.00			0.00				
331			(60,000.00)	(60,000.00)	24,929.76	(35,070.24)	41.55%	0.00				
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00				
334			(13,000.00)	(13,000.00)	9,088.82	(3,911.18)	69.91%	0.00				
		Tires, Tubes And Etc.	0.00		0.00			0.00				
344			(13,000.00)	(13,000.00)	5,541.96	(7,458.04)	42.63%	592.52				
		Safety Supplies	0.00		0.00			0.00				
348			(191,659.00)	(191,659.00)	0.00	(191,659.00)	0.00%	0.00				
		Water Line Upgrades	0.00		0.00			0.00				
349			(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00				
		Water Loss Reduction	0.00		0.00			0.00				
350			0.00	0.00	1,609.00	1,609.00	No Budget	0.00				
		Supplies For Resale	0.00		0.00			0.00				
390			(20,000.00)	(20,000.00)	9,552.03	(10,447.97)	47.76%	5,373.76				
		Miscellaneous Supplies	0.00		0.00			0.00				
390		100	0.00	0.00	12,520.82	12,520.82	No Budget	0.00				
		Miscellaneous Supplies	0.00		0.00			0.00				
392			(35,000.00)	(35,000.00)	0.00	(35,000.00)	0.00%	0.00				
		Fire Hydrants	0.00		0.00			0.00				
451		100	0.00	0.00	20,073.10	20,073.10	No Budget	0.00				
		Rock and Crushed Stone	0.00		0.00			0.00				

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Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
451		Rock and Crushed Stone	(20,000.00) 0.00	(20,000.00)	26,298.38 0.00	6,298.38	131.49%	9,953.14 0.00
471		Asphalt And Asphalt Filler	0.00 0.00	0.00	767.60 0.00	767.60	No Budget	0.00 0.00
491		Direct Boring Machine	(8,500.00) 0.00	(8,500.00)	0.00 0.00	(8,500.00)	0.00%	0.00 0.00
533		Machinery And Equipment Rental	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
535		Equipment Leases & Maint Contracts	(6,000.00) 0.00	(6,000.00)	7,485.48 0.00	1,485.48	124.76%	890.36 0.00
568		Annual Permit Fees	0.00 0.00	0.00	3.79 0.00	3.79	No Budget	0.00 0.00
870		EDA - Washington Co Industrial Park	0.00 0.00	0.00	11,681.59 0.00	11,681.59	No Budget	0.00 0.00
940		Machinery And Equipment	(40,000.00) 0.00	(40,000.00)	40,500.00 0.00	500.00	101.25%	0.00 0.00
941		Vehicles	(85,000.00) 0.00	(85,000.00)	78,640.00 0.00	(6,360.00)	92.52%	0.00 0.00
998		Other Capital Projects	(100,000.00) 0.00	(100,000.00)	0.00 0.00	(100,000.00)	0.00%	0.00 0.00
52117	Administration And General Expenses							
121		Salaries and Wages	(821,860.00) 0.00	(821,860.00)	419,515.37 0.00	(402,344.63)	51.04%	61,140.23 0.00
141		Oasi (Employer's Share)	(62,872.00) 0.00	(62,872.00)	30,337.66 0.00	(32,534.34)	48.25%	4,456.84 0.00
142		Hospital And Health Insurance	(121,677.00) 0.00	(121,677.00)	70,891.07 0.00	(50,785.93)	58.26%	8,988.13 0.00
143		Employee Retirement Plan	(47,335.00) 0.00	(47,335.00)	23,843.17 0.00	(23,491.83)	50.37%	3,570.13 0.00

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Fund : 413				Monthly Comparative:		58.33%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
146		Workmen's Compensation	(1,567.00)	(1,567.00)	0.00	(1,567.00)	0.00%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(286.00)	(286.00)	170.42	(115.58)	59.59%	159.93
			0.00		0.00			0.00
168		USDA Wildlife Management	(3,050.00)	(3,050.00)	0.00	(3,050.00)	0.00%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(60,000.00)	(60,000.00)	41,221.83	(18,778.17)	68.70%	4,679.00
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(750.00)	(750.00)	0.00	(750.00)	0.00%	0.00
			0.00		0.00			0.00
236		Public Relation	(3,500.00)	(3,500.00)	0.00	(3,500.00)	0.00%	0.00
			0.00		0.00			0.00
241		Electric	(9,500.00)	(9,500.00)	4,051.68	(5,448.32)	42.65%	346.37
			0.00		0.00			0.00
242		Water	(4,000.00)	(4,000.00)	466.14	(3,533.86)	11.65%	75.41
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(6,000.00)	(6,000.00)	2,504.38	(3,495.62)	41.74%	322.42
			0.00		0.00			0.00
251		Medical Services	(2,700.00)	(2,700.00)	1,358.54	(1,341.46)	50.32%	0.00
			0.00		0.00			0.00
252		Legal Services	(50,000.00)	(50,000.00)	35,345.33	(14,654.67)	70.69%	5,119.33
			0.00		0.00			0.00
253		Accounting And Auditing Services	(33,100.00)	(33,100.00)	28,850.00	(4,250.00)	87.16%	0.00
			0.00		0.00			0.00
255		Data Processing Services	(40,000.00)	(40,000.00)	33,355.00	(6,645.00)	83.39%	0.00
			0.00		0.00			0.00
256		Engineering Services	(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00%	0.00
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266		Repair And Maintenance Buildings	(4,000.00)	(4,000.00)	742.97	(3,257.03)	18.57%	22.96
			0.00		0.00			0.00
271		Repair And Maintenance Water Tank	(33,235.00)	(33,235.00)	24,926.37	(8,308.63)	75.00%	8,308.79
			0.00		0.00			0.00
288		Travel/Training/Car Allowance	(5,000.00)	(5,000.00)	786.46	(4,213.54)	15.73%	0.00
			0.00		0.00			0.00
290		Other Contracted Services	0.00	0.00	601.00	601.00	No Budget	0.00
			0.00		0.00			0.00
311		Office Supplies	(7,400.00)	(7,400.00)	2,028.97	(5,371.03)	27.42%	0.00
			0.00		0.00			0.00
312		Small Items Of Equipment	(4,300.00)	(4,300.00)	0.00	(4,300.00)	0.00%	0.00
			0.00		0.00			0.00
313		Stationary/Forms	(11,500.00)	(11,500.00)	6,419.72	(5,080.28)	55.82%	0.00
			0.00		0.00			0.00
323		Food	(11,500.00)	(11,500.00)	14,349.08	2,849.08	124.77%	(179.51)
			0.00		0.00			0.00
324		Household And Janitorial Supplies	(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(400.00)	(400.00)	118.99	(281.01)	29.75%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(3,000.00)	(3,000.00)	1,317.74	(1,682.26)	43.92%	44.86
			0.00		0.00			0.00
520		Property/Liability Insurance	(137,000.00)	(137,000.00)	81,993.50	(55,006.50)	59.85%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(32,250.00)	(32,250.00)	14,696.97	(17,553.03)	45.57%	2,070.57
			0.00		0.00			0.00
555		Bank Service Charges	(10,000.00)	(10,000.00)	50,638.27	40,638.27	506.38%	0.00
			0.00		0.00			0.00
564		Annual Maintenance Fee	(18,889.00)	(18,889.00)	0.00	(18,889.00)	0.00%	0.00
			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
570		NE TN Regional Economic Partnership	(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
592			0.00		0.00			0.00
		Payments In Lieu Of Taxes	(260,000.00)	(260,000.00)	0.00	(260,000.00)	0.00%	0.00
			0.00		0.00			0.00
620		Note Principal	(928,607.00)	(928,607.00)	0.00	(928,607.00)	0.00%	0.00
			0.00		0.00			0.00
630		BD13B	(45,015.00)	(45,015.00)	26,396.01	(18,618.99)	58.64%	3,747.45
		Interest On Bond Debt	0.00		0.00			0.00
630		BND22	(125,103.00)	(125,103.00)	130,398.25	5,295.25	104.23%	0.00
		Interest On Bond Debt	0.00		0.00			0.00
630		BD21B	(64,630.00)	(64,630.00)	32,315.00	(32,315.00)	50.00%	0.00
		Interest On Bond Debt	0.00		0.00			0.00
630		BND13	(1,149.00)	(1,149.00)	741.21	(407.79)	64.51%	0.00
		Interest On Bond Debt	0.00		0.00			0.00
630		BD21A	(68,750.00)	(68,750.00)	34,375.00	(34,375.00)	50.00%	0.00
		Interest On Bond Debt	0.00		0.00			0.00
630		BND12	(22,830.00)	(22,830.00)	13,390.67	(9,439.33)	58.65%	1,900.46
		Interest On Bond Debt	0.00		0.00			0.00
640		CP22A	(48,131.00)	(48,131.00)	23,162.50	(24,968.50)	48.12%	0.00
		Interest On Notes	0.00		0.00			0.00
640		TDEC	(8,900.00)	(8,900.00)	0.00	(8,900.00)	0.00%	0.00
		Interest On Notes	0.00		0.00			0.00
641			0.00	0.00	1,326.60	1,326.60	No Budget	1,326.60
		Fiscal Agent Fees	0.00		0.00			0.00
650			(1,843.00)	(1,843.00)	0.00	(1,843.00)	0.00%	0.00
		Bonds - Other Fees	0.00		0.00			0.00
52118		Meter Department						
121			(452,127.00)	(452,127.00)	244,092.70	(208,034.30)	53.99%	42,896.79
		Salaries and Wages	0.00		0.00			0.00
121		100	0.00	0.00	72,069.61	72,069.61	No Budget	0.00
		Salaries and Wages	0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141	Oasi (Employer's Share)		(34,588.00)	(34,588.00)	17,752.72	(16,835.28)	51.33%	3,146.67
141	100		0.00		0.00			0.00
141	Oasi (Employer's Share)		0.00	0.00	5,373.33	5,373.33	No Budget	0.00
141			0.00		0.00			0.00
142	Hospital And Health Insurance		(51,182.00)	(51,182.00)	36,754.97	(14,427.03)	71.81%	4,484.90
142			0.00		0.00			0.00
143	Employee Retirement Plan		(26,871.00)	(26,871.00)	14,314.31	(12,556.69)	53.27%	2,585.84
143	100		0.00		0.00			0.00
143	Employee Retirement Plan		0.00	0.00	4,324.18	4,324.18	No Budget	0.00
143			0.00		0.00			0.00
146	Workmen's Compensation		(10,950.00)	(10,950.00)	0.00	(10,950.00)	0.00%	0.00
146			0.00		0.00			0.00
147	Unemployment Insurance		(250.00)	(250.00)	148.60	(101.40)	59.44%	127.61
147			0.00		0.00			0.00
148	Employee Education And Training		(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
148			0.00		0.00			0.00
245	Telephone And Other Communication Services		(6,000.00)	(6,000.00)	2,043.24	(3,956.76)	34.05%	29.45
245			0.00		0.00			0.00
248	GPS Services		(2,500.00)	(2,500.00)	1,017.66	(1,482.34)	40.71%	169.61
248			0.00		0.00			0.00
251	Medical Services		(5,000.00)	(5,000.00)	815.75	(4,184.25)	16.32%	0.00
251			0.00		0.00			0.00
261	Repair And Maintenance Motor Vehicles		(12,000.00)	(12,000.00)	2,218.16	(9,781.84)	18.48%	217.72
261			0.00		0.00			0.00
290	Other Contracted Services		(93,000.00)	(93,000.00)	441.33	(92,558.67)	0.47%	0.00
290			0.00		0.00			0.00
311	Office Supplies		(8,000.00)	(8,000.00)	462.10	(7,537.90)	5.78%	0.00
311			0.00		0.00			0.00
312	Small Items Of Equipment		(10,000.00)	(10,000.00)	1,622.91	(8,377.09)	16.23%	481.63
312			0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
326		Clothing And Uniforms	(10,000.00) 0.00	(10,000.00)	2,682.81 0.00	(7,317.19)	26.83%	517.19 0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(24,000.00) 0.00	(24,000.00)	9,387.65 0.00	(14,612.35)	39.12%	0.00 0.00
334		Tires, Tubes And Etc.	(5,000.00) 0.00	(5,000.00)	2,168.00 0.00	(2,832.00)	43.36%	1,028.00 0.00
344		Safety Supplies	(4,000.00) 0.00	(4,000.00)	1,201.24 0.00	(2,798.76)	30.03%	0.00 0.00
353		Water Purchased For Resale	(50,000.00) 0.00	(50,000.00)	0.00 0.00	(50,000.00)	0.00%	0.00 0.00
390		Miscellaneous Supplies	(6,000.00) 0.00	(6,000.00)	1,983.44 0.00	(4,016.56)	33.06%	26.33 0.00
391		Water Meters	(200,000.00) 0.00	(200,000.00)	82,484.49 0.00	(117,515.51)	41.24%	79,860.17 0.00
535		Equipment Leases & Maint Contracts	(8,000.00) 0.00	(8,000.00)	5,203.66 0.00	(2,796.34)	65.05%	647.14 0.00
951		Vehicles - Trucks	(40,000.00) 0.00	(40,000.00)	35,000.00 0.00	(5,000.00)	87.50%	0.00 0.00
52119	Wash Co WL							
121	100	Salaries and Wages	0.00 0.00	0.00	35,258.27 0.00	35,258.27	No Budget	0.00 0.00
121		Salaries and Wages	0.00 0.00	0.00	140,704.05 0.00	140,704.05	No Budget	29,882.07 0.00
141		Oasi (Employer's Share)	0.00 0.00	0.00	9,855.38 0.00	9,855.38	No Budget	2,172.80 0.00
141	100	Oasi (Employer's Share)	0.00 0.00	0.00	2,569.27 0.00	2,569.27	No Budget	0.00 0.00
142		Hospital And Health Insurance	0.00 0.00	0.00	42,076.68 0.00	42,076.68	No Budget	5,454.28 0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143	100		0.00	0.00	2,115.51	2,115.51	No Budget	0.00
		Employee Retirement Plan	0.00		0.00			0.00
143			0.00	0.00	8,230.45	8,230.45	No Budget	1,804.92
		Employee Retirement Plan	0.00		0.00			0.00
147			0.00	0.00	98.97	98.97	No Budget	90.25
		Unemployment Insurance	0.00		0.00			0.00
245			0.00	0.00	245.51	245.51	No Budget	0.00
		Telephone And Other Communication Services	0.00		0.00			0.00
251			0.00	0.00	313.00	313.00	No Budget	0.00
		Medical Services	0.00		0.00			0.00
261			0.00	0.00	5,046.12	5,046.12	No Budget	398.40
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
261	100		0.00	0.00	416.64	416.64	No Budget	0.00
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
312			0.00	0.00	582.99	582.99	No Budget	566.00
		Small Items Of Equipment	0.00		0.00			0.00
326			0.00	0.00	3,510.74	3,510.74	No Budget	312.53
		Clothing And Uniforms	0.00		0.00			0.00
331			0.00	0.00	8,814.61	8,814.61	No Budget	39.98
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			0.00	0.00	1,905.30	1,905.30	No Budget	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
341			0.00	0.00	1,644.30	1,644.30	No Budget	122.10
		Consumable Tools	0.00		0.00			0.00
451			0.00	0.00	3,323.95	3,323.95	No Budget	2,882.73
		Rock and Crushed Stone	0.00		0.00			0.00
471			0.00	0.00	1,710.95	1,710.95	No Budget	0.00
		Asphalt And Asphalt Filler	0.00		0.00			0.00
934	5018		0.00	0.00	134,491.52	134,491.52	No Budget	0.00
		Water/Sewer Imp	0.00		0.00			0.00

Fund : 413

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
934	5022		0.00	0.00	110,500.00	110,500.00	No Budget	11,000.00
	Water/Sewer Imp		0.00		0.00			0.00
934	5020		0.00	0.00	711,102.99	711,102.99	No Budget	0.00
	Water/Sewer Imp		0.00		0.00			0.00
934	5023		0.00	0.00	607,197.75	607,197.75	No Budget	0.00
	Water/Sewer Imp		0.00		0.00			0.00
934	5016		0.00	0.00	244,269.45	244,269.45	No Budget	0.00
	Water/Sewer Imp		0.00		0.00			0.00
934	5019		0.00	0.00	1,328.76	1,328.76	No Budget	0.00
	Water/Sewer Imp		0.00		0.00			0.00
52213	Sewer Treatment And Disposal							
121			(754,651.00)	(754,651.00)	399,817.42	(354,833.58)	52.98%	58,957.80
	Salaries and Wages		0.00		0.00			0.00
121	100		0.00	0.00	13,530.64	13,530.64	No Budget	0.00
	Salaries and Wages		0.00		0.00			0.00
141			(57,731.00)	(57,731.00)	28,782.57	(28,948.43)	49.86%	4,257.56
	Oasi (Employer's Share)		0.00		0.00			0.00
141	100		0.00	0.00	993.65	993.65	No Budget	0.00
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(113,360.00)	(113,360.00)	67,772.98	(45,587.02)	59.79%	8,676.34
	Hospital And Health Insurance		0.00		0.00			0.00
143	100		0.00	0.00	811.86	811.86	No Budget	0.00
	Employee Retirement Plan		0.00		0.00			0.00
143			(44,851.00)	(44,851.00)	23,526.55	(21,324.45)	52.45%	3,544.63
	Employee Retirement Plan		0.00		0.00			0.00
146			(14,415.00)	(14,415.00)	0.00	(14,415.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(350.00)	(350.00)	242.72	(107.28)	69.35%	177.47
	Unemployment Insurance		0.00		0.00			0.00
148			(10,000.00)	(10,000.00)	1,484.25	(8,515.75)	14.84%	375.00
	Employee Education And Training		0.00		0.00			0.00

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Fund : 413

Monthly Comparative: 58.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
211			(250.00)	(250.00)	255.45	5.45	102.18%	44.89
		Postage, Box Rent, Etc.	0.00		0.00			0.00
213			0.00	0.00	26.33	26.33	No Budget	0.00
		Automobile Licenses And Titles	0.00		0.00			0.00
230			(18,000.00)	(18,000.00)	10,410.00	(7,590.00)	57.83%	4,098.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
241		PLANT	(145,000.00)	(145,000.00)	69,394.47	(75,605.53)	47.86%	14,085.49
		Electric	0.00		0.00			0.00
241		ADMIN	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
		Electric	0.00		0.00			0.00
241		LIFTS	(55,000.00)	(55,000.00)	34,383.12	(20,616.88)	62.51%	5,213.38
		Electric	0.00		0.00			0.00
245			(22,000.00)	(22,000.00)	12,705.52	(9,294.48)	57.75%	1,618.57
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(2,700.00)	(2,700.00)	1,744.56	(955.44)	64.61%	290.76
		GPS Services	0.00		0.00			0.00
249			(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.00
		GIS Mapping Services	0.00		0.00			0.00
251			(4,500.00)	(4,500.00)	3,050.20	(1,449.80)	67.78%	0.00
		Medical Services	0.00		0.00			0.00
259			(16,500.00)	(16,500.00)	11,709.01	(4,790.99)	70.96%	(532.50)
		Contract Lab Services	0.00		0.00			0.00
261			(25,000.00)	(25,000.00)	19,297.92	(5,702.08)	77.19%	1,159.68
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			0.00	0.00	269.65	269.65	No Budget	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
262		GENER	(23,000.00)	(23,000.00)	15,490.16	(7,509.84)	67.35%	10,250.39
		Repair And Maintenance Equipment	0.00		0.00			0.00
262		PLANT	(30,000.00)	(30,000.00)	20,738.70	(9,261.30)	69.13%	12,091.95
		Repair And Maintenance Equipment	0.00		0.00			0.00

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Fund : 413				Monthly Comparative:		58.33%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266	COMPO		0.00	0.00	700.00	700.00	No Budget	400.00
	Repair And Maintenance Buildings		0.00		0.00			0.00
266	PLANT		(3,000.00)	(3,000.00)	736.53	(2,263.47)	24.55%	50.00
	Repair And Maintenance Buildings		0.00		0.00			0.00
269			(40,000.00)	(40,000.00)	17,323.13	(22,676.87)	43.31%	752.10
	Repair And Maintenance Utility Lines		0.00		0.00			0.00
311			(5,000.00)	(5,000.00)	458.35	(4,541.65)	9.17%	0.00
	Office Supplies		0.00		0.00			0.00
312			0.00	0.00	199.99	199.99	No Budget	0.00
	Small Items Of Equipment		0.00		0.00			0.00
322			(20,000.00)	(20,000.00)	2,698.84	(17,301.16)	13.49%	464.52
	Chemical, Laboratory, And Medical Supplies		0.00		0.00			0.00
324			(1,500.00)	(1,500.00)	567.23	(932.77)	37.82%	0.00
	Household And Janitorial Supplies		0.00		0.00			0.00
326			(12,000.00)	(12,000.00)	6,842.08	(5,157.92)	57.02%	549.51
	Clothing And Uniforms		0.00		0.00			0.00
331			(45,000.00)	(45,000.00)	14,612.36	(30,387.64)	32.47%	0.00
	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00		0.00			0.00
334			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Tires, Tubes And Etc.		0.00		0.00			0.00
344			(6,000.00)	(6,000.00)	1,378.56	(4,621.44)	22.98%	0.00
	Safety Supplies		0.00		0.00			0.00
390			(5,500.00)	(5,500.00)	3,409.05	(2,090.95)	61.98%	465.58
	Miscellaneous Supplies		0.00		0.00			0.00
471			(20,000.00)	(20,000.00)	11,873.14	(8,126.86)	59.37%	3,719.92
	Asphalt And Asphalt Filler		0.00		0.00			0.00
493			(75,000.00)	(75,000.00)	30,206.23	(44,793.77)	40.27%	2,370.74
	Chemicals		0.00		0.00			0.00
494			(5,000.00)	(5,000.00)	1,897.30	(3,102.70)	37.95%	0.00
	Pretreatment		0.00		0.00			0.00

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Fund : 413			Monthly Comparative:		58.33%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
533		Machinery And Equipment Rental	(15,000.00) 0.00	(15,000.00)	480.00 0.00	(14,520.00)	3.20%	0.00 0.00
535		Equipment Leases & Maint Contracts	(6,500.00) 0.00	(6,500.00)	6,140.62 0.00	(359.38)	94.47%	575.40 0.00
568		Annual Permit Fees	(8,000.00) 0.00	(8,000.00)	6,220.00 0.00	(1,780.00)	77.75%	0.00 0.00
820		Sewer Rehabilitation	(30,000.00) 0.00	(30,000.00)	0.00 0.00	(30,000.00)	0.00%	0.00 0.00
821		Lift Stations Maintenance	(75,000.00) 0.00	(75,000.00)	44,444.47 0.00	(30,555.53)	59.26%	2,753.99 0.00
822		Sludge Disposal Fees	(25,000.00) 0.00	(25,000.00)	12,454.84 0.00	(12,545.16)	49.82%	1,100.40 0.00
823		Electrical Maintenance Service	(3,500.00) 0.00	(3,500.00)	0.00 0.00	(3,500.00)	0.00%	0.00 0.00
940		Machinery And Equipment	(130,000.00) 0.00	(130,000.00)	129,710.20 0.00	(289.80)	99.78%	89,210.20 0.00
978		Sewer Pump Station A	0.00 0.00	0.00	11,200.00 0.00	11,200.00	No Budget	0.00 0.00
52315		Shop & Maintenance						
121	100	Salaries and Wages	0.00 0.00	0.00	5,144.18 0.00	5,144.18	No Budget	0.00 0.00
121		Salaries and Wages	(232,020.00) 0.00	(232,020.00)	120,821.71 0.00	(111,198.29)	52.07%	18,185.98 0.00
141	100	Oasi (Employer's Share)	0.00 0.00	0.00	351.95 0.00	351.95	No Budget	0.00 0.00
141		Oasi (Employer's Share)	(17,750.00) 0.00	(17,750.00)	8,422.05 0.00	(9,327.95)	47.45%	1,257.72 0.00
142		Hospital And Health Insurance	(43,832.00) 0.00	(43,832.00)	30,187.14 0.00	(13,644.86)	68.87%	4,233.23 0.00

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Fund : 413			Monthly Comparative:		58.33%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143			(13,801.00)	(13,801.00)	7,089.23	(6,711.77)	51.37%	1,091.15
	Employee Retirement Plan		0.00		0.00			0.00
143	100		0.00	0.00	308.65	308.65	No Budget	0.00
	Employee Retirement Plan		0.00		0.00			0.00
146			(3,829.00)	(3,829.00)	0.00	(3,829.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(110.00)	(110.00)	75.56	(34.44)	68.69%	54.56
	Unemployment Insurance		0.00		0.00			0.00
241			(12,000.00)	(12,000.00)	2,882.05	(9,117.95)	24.02%	666.32
	Electric		0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	246.69	(753.31)	24.67%	0.00
	Water		0.00		0.00			0.00
245			(2,250.00)	(2,250.00)	1,768.26	(481.74)	78.59%	218.87
	Telephone And Other Communication Services		0.00		0.00			0.00
248			(300.00)	(300.00)	145.38	(154.62)	48.46%	24.23
	GPS Services		0.00		0.00			0.00
251			(1,000.00)	(1,000.00)	977.50	(22.50)	97.75%	0.00
	Medical Services		0.00		0.00			0.00
261			(3,350.00)	(3,350.00)	361.10	(2,988.90)	10.78%	0.00
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
262			(1,000.00)	(1,000.00)	337.97	(662.03)	33.80%	0.00
	Repair And Maintenance Equipment		0.00		0.00			0.00
266			(2,000.00)	(2,000.00)	1,014.02	(985.98)	50.70%	75.00
	Repair And Maintenance Buildings		0.00		0.00			0.00
288			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Travel/Training/Car Allowance		0.00		0.00			0.00
290			0.00	0.00	20.98	20.98	No Budget	0.00
	Other Contracted Services		0.00		0.00			0.00
311			0.00	0.00	128.48	128.48	No Budget	0.00
	Office Supplies		0.00		0.00			0.00

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Fund : 413			Monthly Comparative:			58.33%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
312		Small Items Of Equipment	(9,300.00)	(9,300.00)	724.00	(8,576.00)	7.78%	724.00
			0.00		0.00			0.00
324		Household And Janitorial Supplies	(4,500.00)	(4,500.00)	593.38	(3,906.62)	13.19%	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(2,500.00)	(2,500.00)	1,680.86	(819.14)	67.23%	169.40
			0.00		0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(2,800.00)	(2,800.00)	881.44	(1,918.56)	31.48%	0.00
			0.00		0.00			0.00
334		Tires, Tubes And Etc.	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
341		Consumable Tools	(13,310.00)	(13,310.00)	2,680.38	(10,629.62)	20.14%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(2,000.00)	(2,000.00)	777.49	(1,222.51)	38.87%	0.00
			0.00		0.00			0.00
345		Welding Supplies	(1,000.00)	(1,000.00)	163.66	(836.34)	16.37%	0.00
			0.00		0.00			0.00
346		Wash Bay Maintenance and Supplies	(2,200.00)	(2,200.00)	48.48	(2,151.52)	2.20%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(1,000.00)	(1,000.00)	48.83	(951.17)	4.88%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(3,200.00)	(3,200.00)	3,378.86	178.86	105.59%	299.63
			0.00		0.00			0.00
949		Other Machinery And Equipment	0.00	0.00	8,638.00	8,638.00	No Budget	0.00
			0.00		0.00			0.00
Total For Fund: 413			(10,347,393.00)	(10,347,393.00)	7,103,824.25	(3,243,568.75)	68.65%	883,207.39
			0.00		0.00			0.00

Fund : 619			Monthly Comparative:		58.33%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
42129 Drug Investigation And Control								
280		Travel	(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
			0.00		0.00			0.00
290		Other Contracted Services	0.00	0.00	2,000.00	2,000.00	No Budget	0.00
			0.00		0.00			0.00
308		K-9 Supplies and Training	(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
			0.00		0.00			0.00
309		Undercover Cash	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
519		Other Liability Insurance	(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
			0.00		0.00			0.00
599		Sundry	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
Total For Fund: 619			(9,500.00)	(9,500.00)	2,000.00	(7,500.00)	21.05%	0.00
			0.00		0.00			0.00

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

DATE: February 10, 2025 **AGENDA ITEM #:** 6-A

SUBJECT: 2nd Reading – Cultural Arts Board

BACKGROUND:

As you are aware, we have applied for funding assistance for programming at the Jackson Theatre. As such, the town needed to put into place having a Cultural Arts Director and the Jackson Theatre serving as the Cultural Arts Office (see attached). Furthermore, we are required to create a Cultural Arts Board (CAB) that is an advisory board serving the "Cultural Arts Office". The intent is for the Jackson Theatre Board to serve as the Cultural Arts Board when needed to conduct CAB business. Time is sensitive to adopt an ordinance creating this new Board as the application for funding assistance has already been submitted. The ordinance before you is being considered on second and final reading to amend the Jonesborough Municipal Code by adding Chapter 24 under Title 1, "Cultural Arts Board".

RECOMMENDATION:

Approve the ordinance amending the Jonesborough Municipal Code Title 1 by adding Chapter 24 titled "Cultural Arts Board" on Second and Final Reading.

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND THE TOWN OF JONESBOROUGH
MUNICIPAL CODE, TITLE 1, ENTITLED
“ADMINISTRATION, OFFICERS, AND PERSONNEL”
BY ADDING CHAPTER 24**

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that Title 1 of the Jonesborough Municipal Code, entitled, Administration, Officers, and Personnel” is hereby amended by adding Chapter 24 as follows:

**TITLE 1
ADMINISTRATION, OFFICERS AND PERSONNEL**

**CHAPTER 24
CULTURAL ARTS BOARD**

SECTION

1-2401 Establishment. The Cultural Arts Board is hereby established.

1-2402 Purpose and duties. The purpose of the Cultural Arts Board is to enhance the artistic, cultural, and educational programming, experience, and opportunities in Jonesborough in an effort to maintain a high level of quality of life and to strengthen the economic stability of Jonesborough. The new board will provide a mechanism for residents to assist town staff in planning, supporting, implementing, evaluating and otherwise promoting various artistic endeavors in Jonesborough. The Board will work with the Town Administrator and Cultural Arts Director, serving as the Jackson Theatre Operations Manager, to initiate quality programs in the arts and to develop and review budgets, when requested, of town departments undertaking arts related programming and arts related activities that build relationships and build community. When requested the Board shall assist in fundraising and revenue generation in support of the arts in town.

1-2403. Composition, appointment, membership and terms. Initially, the Cultural Arts Board shall be made up of the five (5) member Jackson Theatre Board and follow the provisions for compensation, appointment, membership and terms as stated in Chapter 23 of the Jonesborough Municipal Code titled “Jackson Theater Board”. The Board of Mayor and Aldermen has the power to approve by majority vote, a set of Cultural Arts Board members, nominated by Mayor separate from the Jackson Theatre Board.

- 1-2404 Compensation. Members of the Cultural Arts Board shall serve without compensation, however, the Town Board member representing the Board of Mayor and Aldermen on the Cultural Arts Board, may possibly be compensated through a program specifically established for members of the Town Board. Cultural Arts Board members may be compensated for any service related to the planning and implementation of arts related activities undertaken through town staff or town contract that is outside the normal duties of a Cultural Arts Board member that has been deemed compensable by the Town Administrator or Town Board.
- 1-2405 Rules and Staff. The Cultural Arts Board shall initially operate under rules and regulations for the orderly discharge of its duties as adopted by the Jackson Theatre Board and subject to revision by the Jonesborough Board of Mayor and Aldermen. Said rules shall prevail at such a time the Board of Mayor and Aldermen determine that new Cultural Arts Board members shall be appointed separate from the Jackson Theatre Board. However, the new board members may amend the rules by majority vote provided any change is clearly communicated in a notice sent out to members at least one week prior to the meeting in which the change(s) will be addressed. All changes in rules are subject to being further amended by the Jonesborough Board of Mayor and Aldermen. The town staff providing support to the Cultural Arts Committee shall be determined by the Town Administrator. The Cultural Arts Director may request individuals to attend Cultural Arts Board meetings in an ex-officio capacity when it is felt those individuals can provide important information.
- 1-2406 Meetings and Subcommittees. Initially, regular meetings of the Cultural Arts Board shall be the meetings scheduled by the Jackson Theatre Board. Officers of the Board shall initially be the same as the Jackson Theatre Board, and minutes of the meetings shall be the same, as well. All meetings shall be open to the public.
- 1-2407 Officers. Officers of the Cultural Arts Board shall be chair or co-chair, vice-chair and secretary elected to one-year terms will be eligible for re-election. The initial officers will be the officers elected on the Jackson Theatre Board. If the Jonesborough Board of Mayor and Aldermen determine that the Cultural Arts Board should operate separately from the Jackson Theatre Board, new officers shall be elected at the annual organizational meeting.
- 1-2408 Donations, revenues, expenditures. Initially, the Cultural Arts Board addresses donation, fundraising, revenues and expenditures through and under the same authority and purpose established by the Jonesborough Board of Mayor and Aldermen for the Jackson Theatre Board. The Board of Mayor and Aldermen shall re-establish the authority to fundraise, solicit donations and collect revenues

if and when the Board of Mayor and Aldermen determines to separate board membership from the Jackson Theatre Board.

THIS ORDINANCE shall become effective immediately from and after its passage on second and final reading as provided by law.

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

Alderman Dickson

Those voting against: _____

PASSED ON FIRST READING January 13, 2025

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: February 10, 2025 **AGENDA ITEM #:** 7-A

SUBJECT: FY24-25 Audit Contract with Blackburn, Childers & Steagall

BACKGROUND:

State law requires local governments to undergo an annual financial audit performed in accordance with generally accepted government auditing standards. Audits must also meet the minimum standards prescribed by the comptroller of the treasury. Blackburn, Childers and Steagall, PLC has served the Town and the State in a very professional and capable manner in conducting the Town's annual audit in the past.

The audit contract for the fiscal year ending June 30, 2025 is proposed to not exceed \$50,930, an increase of only \$1,430. Fees for the additional services required by the State include the following (collective increase of only \$450):

- \$1,500 – additional TCRS pension plan census data testing
- \$3,000 – Comptroller's office general ledger crosswalk
- \$4,200 – Single audit (only if required – Federal awards of \$1 million or more)

This audit firm is highly respected by the State Division of Local Government Audit and has a long history of providing high quality audit services. They work well with Town staff and the aforementioned small fee increases are minimal and very reasonable. Town management recommends that the Town engage Blackburn, Childers and Steagall PLC to conduct the Fiscal Year 2024-25 annual audit.

RECOMMENDATION:

Staff recommends approval of the Fiscal Year 2024-25 Audit Contract with Blackburn, Childers and Steagall, PLC, as presented.

January 13, 2025

To Mr. Chuck Vest, Mayor, Board of Alderman
Mr. Glenn Rosenoff, Town Administrator
Ms. Janet Jennings, CPA, Town Recorder/Finance Director
Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

We are pleased to confirm our understanding of the services we are to provide the Town of Jonesborough, Tennessee (the Town) for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related disclosures, which collectively comprise the basic financial statements, of the Town as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis and Pension Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

1) Supplemental Section

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Other Supplemental Information Section and
- 2) Introductory Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit standards require we communicate significant risks identified in the planning phase and that we design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by error or fraud. Accordingly, we have identified revenue and other inflows and management override of internal controls as significant risks.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

In addition, we will perform testing of census data for active TCRS employees. This will involve a test for accuracy and a test for completeness. Our procedures will be performed in conjunction with the Division of Tennessee State Audit.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the Compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, notes, schedule of expenditures of federal and state awards, and related notes and updating depreciation report of the Town and data collection form in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes and depreciation report update, and data collection form services previously described. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes), rules and the provisions of contracts and grant agreements (including award agreements). Your responsibility also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information.

You are responsible for making all drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months, if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review at the beginning of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards.

You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, notes, schedule of expenditures of federal and state awards, and related notes, depreciation reports, data collection form and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, notes, schedule of expenditures of federal and state awards, and related notes, depreciation reports, data collection form and that you have reviewed and approved the financial statements, notes, schedule of expenditures of federal and state awards, and related notes, data collection form, and depreciation reports prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Blackburn, Childers & Steagall, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request.

If requested, access to such audit documentation will be provided under the supervision of Blackburn, Childers & Steagall, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in October 2025 and to issue our reports no later than December 31, 2025. This date is dependent upon timely receipt of audit requested items, no unforeseen circumstances regarding the conditions of our records and receipt of Management's Discussion by December 15, 2025. Kevin R. Peters, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$50,930. Our fee for the additional testing of census data for the pension plan with TCRS will be \$1,500. Our fee for the State of Tennessee Comptroller's office general ledger account crosswalk will be \$3,000.

If the Single Audit and Uniform Guidance requirements apply to the Town, our additional fee will be \$4,200 for the Single Audit. Any additional services, such as technical consulting services including such matters as assistance with accounting standards, including new GASB standards, will be billed separately at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees may be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement.

In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

To ensure that Blackburn, Childers & Steagall, PLC's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2024 peer review report accompanies this letter.

As an attest client, Blackburn, Childers and Steagall cannot retain your documents on your behalf. This is in accordance with ET 1.295.143 of the AICPA *Code of Professional Conduct*. The Town is responsible for maintaining its own data and records. I-channel and Suralink (referred to as portals) are used solely to transmit data and are not intended to store the Town's information. The Town is responsible for downloading any deliverables and other records from these portals that it wishes to retain for its own records at the completion of the engagement. Upon completion of the engagement, data and other content will either be removed from the portals or become unavailable to the Town within one year.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the governing board of the Town. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

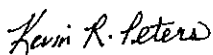
The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

We appreciate the opportunity to be of service to the Town of Jonesborough, Tennessee and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

BLACKBURN, CHILDERS & STEAGALL, PLC



Kevin R. Peters, CPA
Member of the Firm

RESPONSE:

This letter correctly sets forth the understanding of the Town of Jonesborough, Tennessee.

By: _____

Title: _____

Date: _____



SEK

CPAs & ADVISORS

Guidance You
Can Count On.

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of Blackburn, Childers & Steagall, PLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Blackburn, Childers & Steagall, PLC (the firm) in effect for the year ended December 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; and an examination of a service organization (SOC 2 engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Blackburn, Childers & Steagall, PLC in effect for the year ended December 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Blackburn, Childers & Steagall, PLC has received a peer review rating of *pass*.

Smith Elliott Ream & Company, LLC

Hagerstown, Maryland
June 14, 2024

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

DATE: February 10, 2025 **AGENDA ITEM #:** 7-B-1

SUBJECT: Special Event Application – Mill Spring Makers Faire

BACKGROUND:

Melinda Copp of the Mill Springs Makers Market is requesting a Special Event Permit to hold the Mill Spring Makers Faire on Saturday, May 17, 2025, from 10:00am to 4:00pm (Spring Event) and Saturday, December 6, 2025, from 10:00am to 4:00pm (Fall Event) at Mill Spring Park.

During the Spring Event, the Farmers Market is going on that Saturday morning, but the events would be complimentary. Ms. Copp expects to have 60 or more vendors/craftsmen and will have a hands-on children's area, food, and music. She expects to draw 1,000 people to the Faire. There is a street closure request associated with the event which would be Spring Street from Franklin Ave. to E. Main Street beginning at 5:00pm Friday evening, May 16th, the night before so vendors can set up, and ending around 6:00pm on Saturday the 17th.

During the Fall Event, there is a street closure request associated with the event which would be Spring Street from Franklin Ave. to E. Main Street beginning at 5:00pm Friday evening, December 5th, the night before so vendors can set up, and ending around 6:00pm on Saturday the 6th. The following are the other services requested for approval as part of the application:

- Policy and Security
- Street Cleaning
- Use of Mill Spring Park, May 18th and December 7th from 7am-6pm
- Communications and/publicity

The Town will need to provide approximately 6 trash cans and for the Town to pick-up the trash collected. There is also a request to be able to use the parking lot of the Slemmons House, which should not be an issue. The Storytelling Resource Place agreement allows them to mark one space in that parking area for their use.

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

RECOMMENDATION:

Approve the Special Event Permit for the Mill Spring Makers Faire to be held on Saturday, May 17, 2025, from 10:00am to 4:00pm (Spring Event) and Saturday, December 6, 2025, from 10:00am to 4:00pm (Fall Event) at Mill Spring Park, including the request for road closure and town support services, 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 Melinda Copp

1/23/25

Address 144 E. Main St.

Jonesborough, TN 37659

Phone (423) 302-8186 Fax _____

Email melinda.faye.copp@gmail

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 Mill Spring Makers Market

Purpose The Shop supports local artists by offering them a retail location to sell handmade goods and an outlet to engage with the community.

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:

Saturday, May 17th 10am - 4pm (street closure beginning May 16th at 5pm)

Saturday, Dec. 6th 10am - 4pm (street closure beginning Dec. 5th at 5pm)

Event Information:

Name of Event Mill Spring Makers Faire

Description & Purpose of Event Outdoor market offering 60 vendor spots for local makers, artist demonstrations, food & music

Dates and hours of event May 17th 10am-4pm
Dec 6th 10am-4pm Estimated number expected to attend 2,500

Estimated number of town citizens expected to either participate in and/or view the event 1,000

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)

<input type="checkbox"/> Police and Security	<input type="checkbox"/> Refuse Collection	
<input checked="" type="checkbox"/> Street Cleaning	<input checked="" type="checkbox"/> Event Preparation/Beautification	Mowing grass the day before event.
<input type="checkbox"/> Signage	<input type="checkbox"/> Parking	
<input checked="" type="checkbox"/> Use of facilities – Facility <u>Mill Spring Park/Gazebo</u>	Dates & Hours <u>May 16-17, 2025</u>	
Space and staffing needs _____		
<input checked="" type="checkbox"/> Communications and/or publicity		

* For each such service requested please provide a detailed description of your request as Exhibit 13

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: 1/26/25 Signature: Mel Copp
Print Name: Melinda Copp
Title: Event Organizer
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: 1/26/25 Signature: Mel Copp
Print Name: Melinda Copp
Title: Event Organizer
Witness: _____

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.)

**Mill Spring Makers Faire
Special Event Permit Application**

1. **Hold Harmless Agreement-** See attached
2. **List of pre-events and post-events**
None
3. **Map with city streets-** Spring Street from Main to Franklin and Mill Spring Park is where the event will be held. We would also like to use the parking lot of the Slemmon's House for some of our vendor demonstrations.
4. **Outline of your publicity plan-** Use PSA's and press releases through print, radio and television advertising, social media will also be strongly used.
5. **Security Plan-** Library and Courthouse Parking lots will be recommended and used for attendees to park. With Spring Street and Mill Spring Park being the location for the event, pedestrians will be crossing on Main or Fox to get to the event so "pedestrian crossing" signs may be needed at the corner of Boone and Main and Fox and Main.
6. **Emergency Plan-** In the event of an emergency, dispatch will be called.
7. **Event Sponsors List-** Mill Spring Makers Market is the sponsor of this event and the address is 144 E. Main St. Jonesborough, TN 37659 423-302-8186
8. **Proof of your liability insurance-** Insurance has been requested from our provider and we will have the certificate 30 days prior to the event.
9. **Anticipated vendors and concession booth list:** We will be hosting 60 local handmade makers which will each have a 10 X 10 booth space along with a couple local food vendors.
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.**
 - Request for Mill Spring Park to be mowed on the Friday before the event.
 - Request for extra trash cans to use during the event.
 - Request for the cleaning of Spring Street before the street closure.
11. **Clean-up Plan-** We will clean up the event area afterwards but will need trash to be collected by the town immediately after.
12. **Street Closure Request-** Spring Street from Main to Franklin starting on Friday, May 16 at 5:00 pm and continuing until Saturday, May 17 around 6 pm. And then starting on Friday, December 5, at 5:00 pm and continuing until Saturday, December 6 around 6 pm.

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization: Mill Spring Makers

By: Melinda Copp

Printed Name: Melinda Copp

Title: Event Organizer

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 24 day of January, 20 25, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Mill Spring Makers Market
(Name of Organization or Sponsor)
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnatee."

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

SECTION I

Scope of Indemnity

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

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

Indemnitor expressly undertakes to indemnify and to save harmless indemnatee 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 indemnatee, indemnatee's agents or employees, indemnatee's contractors or otherwise.

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Melinda Copp, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Event Coordinator (title) of Mill Spring Makers Faire (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 24th of January, 2025.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:

04-29-2026





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1-30-2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Steve Tolley 2102 Forest Dr. Ste 1 Gray, TN 37615	CONTACT NAME: Steve Tolley	FAX (A/C, No): 423-467-3577	
	PHONE (A/C, No, Ext): 423-467-8900	E-MAIL ADDRESS: steve.tolley@fbttn.com	
INSURED MELINDA COPP DBA MILL SPRING MAKERS MARKET 144 E MAIN ST JONESBOROUGH, TN 37659-1337	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Tennessee Farmers Mutual Ins Co		15245
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			3111048	11/21/2024	11/21/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	WATERCRAFT LIABILITY						EACH OCCURRENCE \$
							MED EXP (Any one person) \$

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

The Town of Jonesborough is an additional insured on this policy.

CERTIFICATE HOLDER**CANCELLATION**Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

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

AUTHORIZED REPRESENTATIVE

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

DATE: February 10, 2025 **AGENDA ITEM #:** 7-B-2

SUBJECT: Special Event/Special Occasion Outdoor Use – 3rd Thursday Burger Nights

BACKGROUND:

Attached is a Special Event Application and Special Event/Special Occasion Outdoor Use Permit Application requests from Jonesborough Locally Grown for the Third Thursday Burger Nights event in 2025.

Third Thursday Burger Nights – Monthly evening dinner event during the months of May through September 2025 featuring local food from Boone Street Market with outdoor seating (weather permitting) and live music; includes the consumption of beer sold by Boone Street Market. The projected 2025 dates are May 15, June 19, July 17, August 21, and September 18 from 5:30 PM to 7:30 PM.

The Special Event/Special Occasion Outdoor Use Permit application is part of the event to cover all the amenities for the event being held at Boone Street Market and the public open space areas (patio). Any alcohol consumed will be roped off and signs with “no alcohol beyond this point” will be posted prominently. Sidewalks will allow at least 5 feet for pedestrian use. Will meet Tennessee ABC requirements for consumption of alcohol.

The Hold Harmless Agreement and Proof of Insurance for the special events have been received.

RECOMMENDATION:

Approve the Special Event Permit and Special Event/Special Occasion Outdoor Use Permit for the Third Thursday Burger Nights monthly evening dinner event during the months of May through September 2025, featuring local food from Boone Street Market with outdoor seating (weather permitting), live music; and includes the consumption of beer sold by Boone Street Market, 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 ~~Emily Lamb~~ Deborah Byrd

2/3/25

Address 101 Boone Street

Jonesborough TN 37659

Phone 919-641-0817

Fax _____

Email deborah@jonesboroughlocallygrown.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 dba Boone Street Market

Purpose To Connect farmers, food, and the community to grow a vibrant local food system through Jonesborough Farmers Market and Boone Street Market

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:

third Thursday of the month, ~~April~~ May - September 2025,
5³⁰ - 7³⁰ pm with setup earlier in the day. 2025 dates:
5/15, 6/19, 7/17, 8/21, 9/18

Event Information:

Name of Event Burger Night

Description & Purpose of Event Monthly dinner event featuring local food from Boone Street Market with outdoor seating and live music (weather permitting). Includes consumption of beer sold by BSM

Dates and hours of event 3rd Thursdays May-Sept 5:30 - 7:30pm Estimated number expected to attend 100

Estimated number of town citizens expected to either participate in and/or view the event 100

Is a request for public safety assistance included in your Security Plan attached as per the list of items below? ☐ Yes ☒ No

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.)

Request for Services from the Town of Jonesborough

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

☐ Police and Security ☐ Refuse Collection
☐ Street Cleaning ☐ Event Preparation/Beautification
☐ Signage ☐ Parking
☐ Use of facilities – Facility _____ Dates & Hours _____
☐ Space and staffing needs _____
☒ Communications and/or publicity

* For each such service requested please provide a detailed description of your request as Exhibit 13

Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

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

Date: 2/3/25 Signature: Deborah Byrd
Print Name: Deborah Byrd
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: 2/3/25 Signature: Deborah Byrd
Print Name: Deborah Byrd
Title: Executive Director
Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 3rd day of February, 20 25, 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 "indemnatee."

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

SECTION I

Scope of Indemnity

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

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

Indemnitor expressly undertakes to indemnify and to save harmless indemnatee 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 indemnatee, indemnatee's agents or employees, indemnatee's contractors or otherwise.

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Deborah Byrd, 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 3rd of February, 2025.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:

04-29-2026



SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization: Jonesborough Locally grown
By: Deborah Byrd
Printed Name: Deborah Byrd
Title: Executive Director



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/09/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Price and Ramey, Inc. 1524 Bridgewater Lane Suite 101 Kingsport TN 37660	CONTACT NAME: PHONE (A/C, No, Ext): (423) 246-6181 FAX (A/C, No): (423) 246-6384 E-MAIL ADDRESS: pdayllon@priceramey.com																					
INSURED Jonesborough Locally Grown 101 Boone Street Jonesborough TN 376591301 (423) 753-4744	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Accident Fund Insurance</td><td>10166</td></tr><tr><td>INSURER B:</td><td>USI - US Liability Insurance G</td><td></td></tr><tr><td>INSURER C:</td><td>Auto Owners Insurance Co</td><td>18988</td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Accident Fund Insurance	10166	INSURER B:	USI - US Liability Insurance G		INSURER C:	Auto Owners Insurance Co	18988	INSURER D:			INSURER E:			INSURER F:		
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COVERAGES **PA** **CERTIFICATE NUMBER:** Cert ID 1026 **(2)** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		5003453800	10/28/2024	10/28/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 300,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ Included</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Hired/Non-Owned Li</td><td>\$ 1,000,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ Included	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	Hired/Non-Owned Li	\$ 1,000,000
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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

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

Town of Jonesborough
123 Boone Street
Jonesborough TN 37659

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TOWN OF JONESBOROUGH
SPECIAL EVENT / SPECIAL OCCASION
OUTDOOR USE PERMIT
APPLICATION

Jonesborough Locally grown
dba Boone Street Market 101 Boone St. J80, TN 37659 423-753-4722
Organization Name Address Telephone

Representative's Name: Deborah Byrd

Representative Telephone: 919-641-0817 Email: deborah@jonesboroughlocallygrown.com

Non-Profit Yes ☒ No ☐

Boone Street Market 101 Boone St. J80, TN 37659 423-753-4722
Restaurant Name Address Telephone / Cell #

David Phillips 423-747-3402
Manager's / Owner's Name Telephone / Cell #

Mailing Address: 101 Boone Street bsma@jonesboroughlocallygrown.com
Jonesborough TN 37659 Email Address

Date of Request: 5/15, 6/19, 7/17, 8/21, 9/18

Describe Intended Activity: Third Thursday Burger Nights featuring
locally sourced burgers, outdoor seating, and live music.

Describe equipment, structures, furnishings, etc. to be used: Tables, umbrellas,
tent, chairs, boundary rope - all provided by
Boone Street Market

Special Event/Special Occasion Boundary

Describe: Setup will allow for 5+ feet of pedestrian right-of
way. Alcohol consumption will not be allowed outside the
roped boundary, marked with "No Alcohol Beyond This Point" signs

Schematic of area with boundary attached? ☐ Yes ☒ No included as Exhibit on Special Event Permit application

Describe how proceeds or event will benefit community: all event proceeds support
Jonesborough Locally grown and our work to promote the sales of
local food through Jonesborough Farmers Market and Boone Street Market

Describe how alcohol will be served: in compliance with TABC laws

When will the ABC Special Occasion Permit be submitted: as needed per event

Which non-profit will be submitting the ABC application: Jonesborough Locally grown

How will the Special Event/Special Occasion boundaries be established so that all alcohol consumption will take place within the approved area: Roped perimeter with "No Alcohol Beyond this Point" signs posted on the boundary

How will the area be marshaled: by Boone Street Market staff & volunteers

How will the legal age of consumers be monitored: Verified by ID check at time of purchase

How are participants identified: by purchasing food

Who are the contact people during the event, and whom does the Police contact if communication is required: Deborah Byrd or David Phillips

How can the contacts above be located during the event: either or both will be present at Boone Street Market during the events

Phone #(s): David 423-747-3402, Deborah 919-641-0817

Has proof of liability insurance been provided? ☒ Yes ☐ No

Town of Jonesborough been named co-insured? ☒ Yes ☐ No

Date of Policy Term: From _____ To _____

Review by Town Attorney: _____
Signature Date

Statement of Understanding: I have read the entire Town of Jonesborough Outdoor Use Policy. I understand and agree to abide by all requirements and conditions.

Deborah Byrd / Executive Director
Name / Title

Jonesborough Locally grown
Organization

Deborah Byrd
Signature

2/3/25
Date

David Phillips / Store Manager
Name / Title

Boone Street Market
Restaurant

David A Phillips
Signature

2/3/25
Date

TOWN OF JONESBOROUGH, TENNESSEE

Outdoor Use Permit Application

Hold Harmless and Indemnity Agreement

This agreement made on the 3rd day of February, 2025, in the City of Jonesborough, County of Washington, State of Tennessee.

The parties to the agreement are the undersigned Jonesborough
(Name of)
Locally Grown, called "indemnitor," and The Town of
(Organization or Sponsor)
Jonesborough, Tennessee, called "indemnatee."

Indemnitor has submitted an Outdoor Use Permit Application to indemnitor. This agreement is attached as an exhibit to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnatee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's outdoor use of public property to take place within the limits of the Town of Jonesborough in consideration of the indemnatee's allowing the event to take place and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

Section I

Scope of Indemnity

Indemnitor undertakes to indemnify and to save harmless indemnatee from any liability, loss or damages indemnatee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the outdoor use 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 outdoor use, and agrees and covenants to indemnify Indemnatee against any such claim or claims.

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

Section II

Period Covered

The indemnity will extend from the date of this agreement to and including the date the permit expires or is terminated by either party, including and period necessary for the indemnitee to remove any structures erected under the permit.

Section III

Expenses, Attorneys' 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 attorneys' fees or court costs, indemnitor agrees to reimburse indemnitee for such expenses, attorneys' fees, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorneys' fees, or costs.

Section IV

Interest

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum on any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obliged 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 VI

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.

Signature:

Deborah Byrd

Printed Name:

Deborah Byrd

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Deborah Byrd, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged executing the foregoing instrument for the purposes therein contained by signing the same.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 3rd of February, 20 25.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:

04-29-2026



TOWN OF JONESBOROUGH
OUTDOOR USE AREA PERMIT POLICY
TOWN RIGHT-OF-WAY: DOWNTOWN

(August 2011)

General The Town of Jonesborough recognizes the benefit and desirability of allowing residents and visitors certain accommodations involving outdoor activities on town right-of-way in the downtown historic district. The availability of outdoor seating at restaurants, or the presence of musical performance groups on sidewalks or other Town right-of-ways can be very beneficial in increasing socialization and quality of life, or enhancing business success and economic development. Said benefits, however, cannot be achieved at the expense of proper pedestrian mobility along Jonesborough's sidewalks, ADA accessibility, and any safety concerns. The following policy establishes the guidelines in which a Jonesborough business or organization may utilize a portion of town right-of-way to enhance business activity and quality of life:

Use Permit Required: A business, organization or other such entity will be required to obtain an Outdoor Use Permit to utilize a portion of town sidewalks or right-of-ways on an on-going basis to carry out a business or other such other activity along Main Street that requires the regular use of town property. Permits must be approved by the Board of Mayor and Aldermen.

Permit Not Required: Activities that are protected under the First Amendment, or that are short in duration and determined to not create a significant liability risk to the Town of Jonesborough are exempt from this permit process. Activities approved through the Special Event Permit process or sponsored by the Town of Jonesborough are exempt from this permit process unless on-premise consumption of alcohol is requested.

Examples of Permitted Activities: The following activities must apply for an Outdoor Use Permit before the activity is implemented:

- (1) Use of dining tables and chairs that are located within the town sidewalk or right-of-way area that are present on a regular basis, or that are used in association with a special event of 24 hours or less on which on-premises alcohol consumption is requested.
- (2) Placement of landscaping features including benches, larger planter structures or containers that are intended to be present for an extended period and not placed or provided by the Town.
- (3) Use of portable signage that takes up an area of more than 6 square feet on the sidewalk or right-of-way or that is placed in a location that may create safety concerns.

BSM Burger Nights Exhibit 3



These photos show the boundary ropes and 'no alcohol beyond this point' signs that are set up each Burger Night as well as the 10' x 10' canopy set up as the musician tent.

Required Exhibits to Event Application – BSM Burger Nights 2025

1. Hold Harmless Agreement – included with application
2. Pre-/post-events – n/a
3. Map with city streets – n/a
 - a. The event will be on the plaza next to BSM, which is covered in our lease. Plaza boundary photos are attached as Exhibit 3.
4. Outline of publicity plan:
 - a. Weekly emailed newsletter
 - b. Social media posts
5. Security plan:
 - a. Set up of roped area and musician tent will be arranged to allow at least 5 feet of pedestrian right-of-way.
 - b. Any alcohol consumed will be limited to roped area with several 'no alcohol beyond this point' signs posted prominently.
 - c. Will meet TABC requirements for consumption of alcohol over 5%.
6. Emergency plan:
 - a. First aid kit and landline/cell phone to contact emergency services will be available inside BSM.
 - b. The event will be canceled or outdoor seating will not be allowed if severe weather is predicted far enough in advance.
 - c. In the event of spontaneous severe weather, BSM will be used as an emergency shelter.
7. Event sponsor:
 - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659
 - b. Deborah Byrd, Executive Director, 919-641-0817
 - c. Boone Street Market, 423-753-4722
 - d. David Phillips, BSM Manager, 423-747-3402
8. Proof of liability insurance – attached as Exhibit 8
9. Anticipated vendors and concession booth list – n/a
10. Physical services provided by Town – none; market staff and volunteers will set up any needed equipment
11. Clean-up plans – will be conducted by BSM staff and volunteers
12. Street closure request – n/a
13. Town services requested:
 - a. Communications and/or publicity – event details shared by Town's Website & Marketing Specialist; information dissemination coordinated by market staff



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/09/2024

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INSURED Jonesborough Locally Grown 101 Boone Street Jonesborough TN 376591301 (423) 753-4744	INSURER(S) AFFORDING COVERAGE INSURER A: Accident Fund Insurance INSURER B: USI - US Liability Insurance G INSURER C: Auto Owners Insurance Co INSURER D: INSURER E: INSURER F:

COVERAGES PA **CERTIFICATE NUMBER:** Cert ID 1026 (2) **REVISION NUMBER:**

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CERTIFICATE HOLDER**CANCELLATION**

Town of Jonesborough 123 Boone Street Jonesborough TN 37659	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Shunda Nichols</i>
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**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: February 10, 2025 AGENDA ITEM #: 7-C

SUBJECT: Music-On-The-Square Agreement for 2025 Season

BACKGROUND:

During the 2024 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, and honestly about anywhere you encounter him, 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 changed slightly from last year regarding revenue goal and compensation. Sam has been successfully running MOTS since the 2021 season and the compensation has been unchanged. We are proposing a modest increase of 5% or an additional increase of \$800.00, which total \$16,800.00 for the 2025 season. In like manner, we are proposing to "strive toward a revenue goal of \$16,800.00" 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 \$16,800.00 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 2025 MOTS Season.

RECOMMENDATION:

Approve the Town of Jonesborough 2025 Agreement with Sam Love for Music on the Square 2025 Season, as presented.

TOWN OF JONESBOROUGH
2025 AGREEMENT WITH SAM LOVE
MUSIC-ON-THE-SQUARE

THIS AGREEMENT made and entered into on this the 10th day of February 2025, 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 Independent Contractor:

WITNESSETH:

For and in consideration of the mutual covenants and agreements hereinafter contained, the Town will pay Mr. Love as the Event Manager 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 Director of Special Events. 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 Event Manager 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 Event Manager and Music on the Square Sound Engineer.

Music on the Square Event Manager

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 Event Manager 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 the 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 February 17th of the 2025 MOTS season.
10. Oversees or assists as deemed necessary with any MOTS fundraisers.
11. Provide the Town Administrator with 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 Director of Special Events

1. Works cohesively with the MOTS Event Manager 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 a 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 2025 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 carry out 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 Event Manager and an event committee if deemed necessary.
12. Provide the Event Manager 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 Event Manager, will strive toward a revenue goal of Sixteen Thousand Eight Hundred Dollars

(\$16,800.00) through sponsors, fundraisers, in-kind donations, food trucks, or any other revenue strategies to financially support the event.

STANDARDS OF CONDUCT

Independent Contractors carrying out activities on 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. 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 Independent Contractor 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 Independent Contractors, 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 Independent Contractor maintaining a positive and professional image, and which behavior is deemed detrimental to the positive perception of the Independent Contractor and the Town by the Jonesborough community.
4. Disgraceful personal conduct or language towards the public, Town employees or Town officials.

Independent Contractors carrying out activities on 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 manage 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, 2025, through September 30, 2025, Mr. Love shall be compensated as follows:

Sixteen Thousand Eight Hundred Dollars (\$16,800.00) will be paid to Sam Love for services rendered for the MOTS 2025 Season based on (1) selecting and contracting individuals and bands to play during the five (5) month, twenty-one (21) performances season; (2) perform all the duties and responsibilities of the MOTS Event Manager and MOTS Sound Engineer as contained in said Agreement. Payments to Sam Love will commence at the beginning of the season, May of 2025, on a biweekly basis.

Although other duties and responsibilities of the MOTS Event Manager 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 February 10, 2025, through September 30, 2025.

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 10th day of February 2025, 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

Revised Version 1 2/5/2025

STATE OF TENNESSE
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:_____

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

DATE: February 10, 2025 **AGENDA ITEM #:** 7-D

SUBJECT: Resolution – Codification of Town Ordinances with MTAS

BACKGROUND:

MTAS provides the service of recodifying municipal codes by request either through an update or a true recodification. Our last Municipal Code update was back in 2021, however we stay current with amendments of our code online through the town's website. With the number of amendments since March of 2021, I am requesting that we engage services with MTAS through a true recodification process. This will provide us the best final product. Their fee schedule is based upon our current population (5860 based on 2020 US Census), so the cost is a total of \$7,300.00 broken up into 2 equal payments (see Resolution), and through FY25 and FY26.

RECOMMENDATION:

Approve the Resolution to engage MTAS to codify and revise the ordinances of the Town of Jonesborough at the earliest possible date, as presented.

RESOLUTION NO. _____

BE IT RESOLVED by the governing body of the Town of Jonesborough, Tennessee, that the Municipal Technical Advisory Service is hereby requested to codify and revise the ordinances of the Town of Jonesborough at the earliest possible date. The Town of Jonesborough agrees to pay the Municipal Technical Advisory Service \$7,300.00 for the codification and revision of its ordinances based on their current population of 5,860. Fifty percent (50%) of the cost (\$3,650.00) will be paid when ordinances are requested for codification and the remaining fifty percent (50%) of the cost (\$3,650.00) will be paid upon delivery of the first draft of the municipal code.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 10th day of February, 2025.

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 R. WHEELER, TOWN ATTORNEY

CODIFICATION FEE SCHEDULE

JULY 2012

MTAS provides two classes of codification services: an annual update service and a complete code service.

The annual update service includes updating each city's code once a year by incorporating all of the ordinances adopted during the past year and any amendments made to the city's charter. All cities that take advantage of this service will pay an annual fee of \$200, which includes the web hosting of the charter and full code as well as 10 copies of the updated pages. Additional copies will be invoiced separately based on our actual costs for duplication, dividers and shipping. When a city that is web hosted by MTAS submits ordinances to revise the code, the city will be charged twenty-one dollars (\$21) per page based on the number of pages that are modified by the ordinances. For cities who do not have an MTAS web-hosted code, the city will be charged twenty-five dollars (\$25) per page based on the number of pages that are modified by the ordinances. The per-page fee allows for a cost that is based on the amount of work done on each update. MTAS will invoice cities for updates when the work is completed and sent to the city.

The second service is for the creation of a complete code, which includes new codes from scratch, all conversions and re-codification of old MTAS codes and any conversion of a code prepared by a private code company. Charges for complete codes services are based on population because of the relative work load and the ability of the city to pay. MTAS will send an invoice to cities for 50 percent of the cost of a complete code when we are ready to begin work on the code, usually three to four months before completion. MTAS will invoice cities for the remaining 50 percent upon delivery.

Population Range		Complete Code	Annual Update						
Minimum	Maximum		With Web Hosting				Without Web Hosting		
			Web Hosting Fee	+	Per Page Fee	Web Hosting Fee	+	Per Page Fee	
1	2000	\$ 3,500.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
2001	5000	\$ 4,800.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
5001	10000	\$ 7,300.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
10001	15000	\$ 9,300.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
15001	25000	\$ 13,000.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
25001	50000	\$ 14,500.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
50001	over	\$ 18,000.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	

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

DATE: February 10, 2025 **AGENDA ITEM #:** 7-E

SUBJECT: 1st Reading – Annexation of Property located on Boones Creek Road

BACKGROUND:

The Town has received a written annexation request from property owner Wolfe Development, GP. The subject property is located off Boones Creek Road, is part of the Reserves at Boones Creek project, and is further described on Washington County Tax Map 52, Part of Parcel 70.00. The request is to annex approximately 14.3 acres. The request includes zoning the tract of land to PRD (Planned Residential District).

The Plan of Services reflects that all town services **are available** to the subject tract at the time of annexation. Future development of the tract would need to coordinate with the Town's development services and meet the Town's development regulations and standards. This annexation process does not constitute the approval of any future development plans that may or may not require infrastructure improvements to be made by the Town or Owner/Developer, only that town services are available to the subject tract.

The Jonesborough Regional Planning Commission voted unanimously to recommend the annexation and plan of services at the January 21, 2025 regular called meeting.

RECOMMENDATION:

1. Approve the Plan of Services as presented.
2. Approve the Resolution annexing, by request, property owned by Wolfe Development, GP, identified as Parcel 70.00 on Washington County Tax Map 52, located off Boones Creek Road and within the Reserves at Boones Creek project, on First Reading.
3. Approve the Ordinance zoning the property PRD (Planned Residential District), on First Reading.

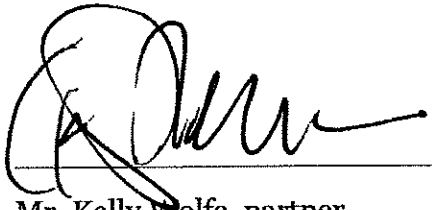
To: Town of Jonesborough
Date: January 2, 2025
Subject: Annexation Request

We are the property owner of Parcel 70.00 on tax map 52 located on the west side of Boones Creek Rd.

The property is approximately 14 acres adjoining our current residential development which is located within the town limits.

We are requesting annexation of the parcel with a zoning assignment of PRD which would match the current adjoining zoning as shown on the attached maps.

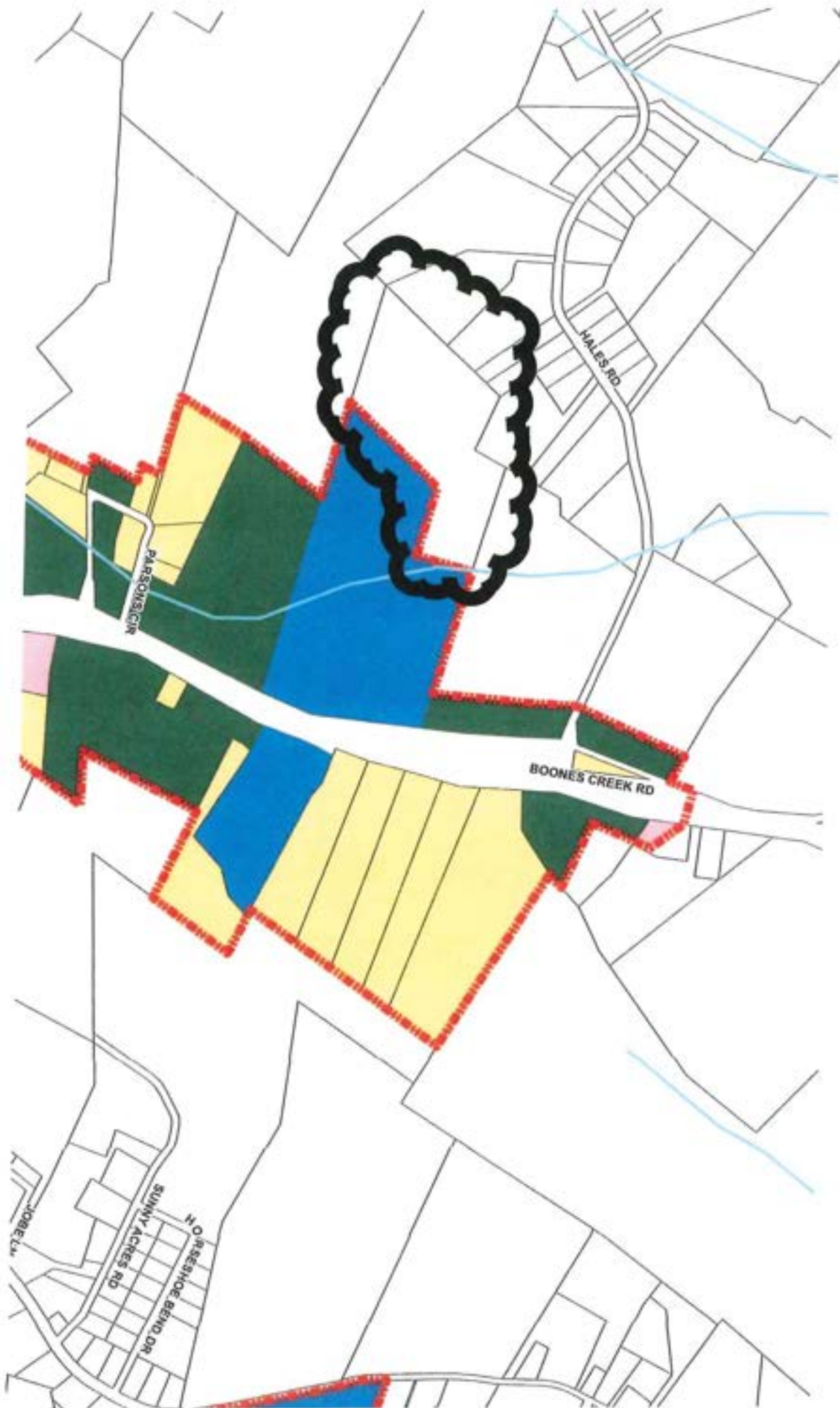
Please contact me with any questions.

A handwritten signature in black ink, appearing to read 'Kelly Wolfe', is written over a horizontal line.

Mr. Kelly Wolfe, partner

Wolfe Development, GP

423-791-1349

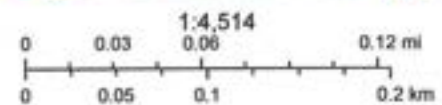


Washington County - Parcel: 052 070.00



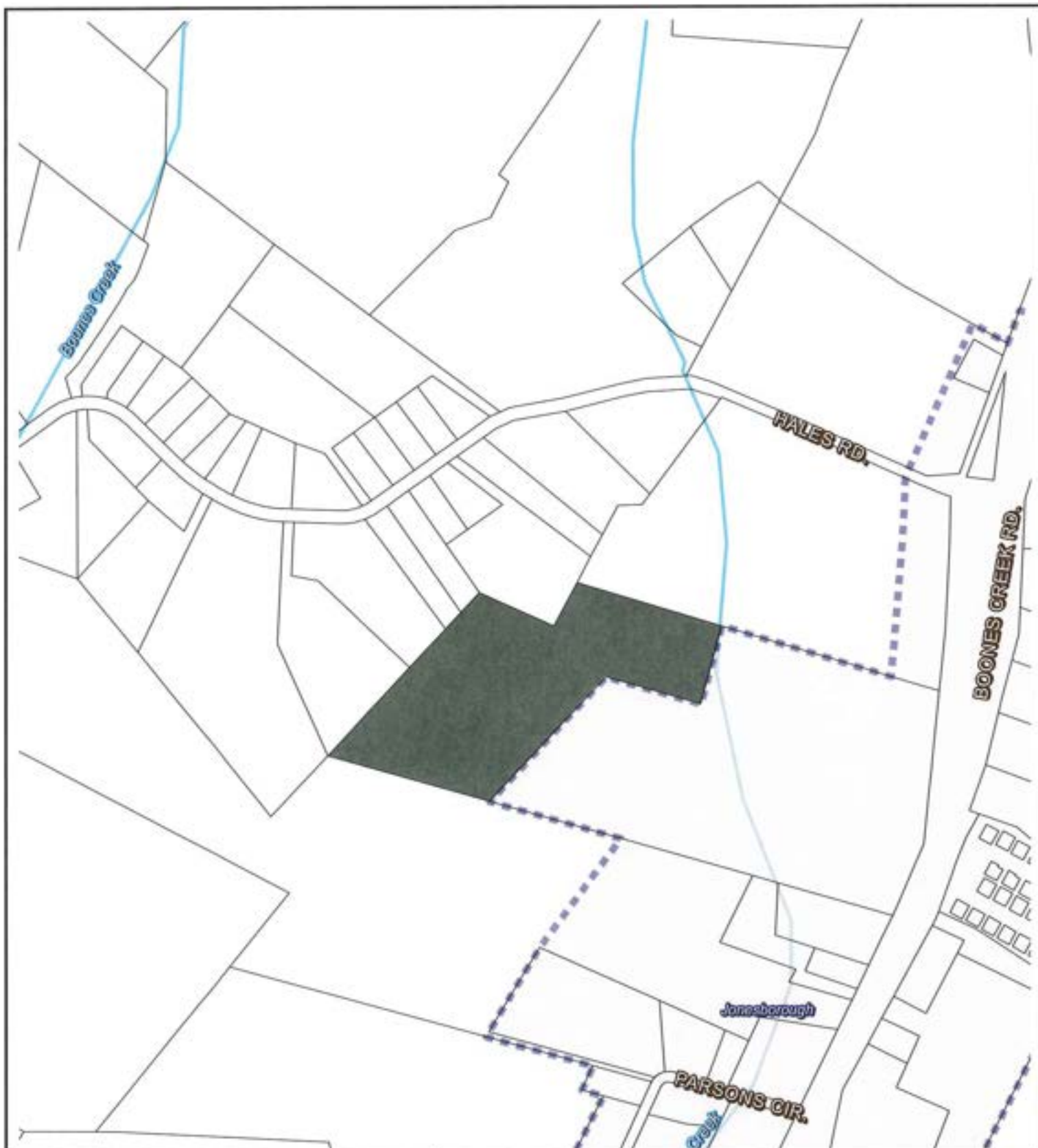
Date: January 2, 2025

County: WASHINGTON
Owner: WOLFE DEVELOPMENT GP
Address: BOONES CREEK RD NW/OFF
Parcel ID: 052 070.00
Deeded Acreage: 14.3
Calculated Acreage: 0
Vexcel Imagery Date: 2023



State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (CPA), Esri Community Maps Contributors, City of Johnson City, TN, State of North Carolina DOT, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, MICTIVADA, USGS, EPA, NPS, US Census Bureau.

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.



Wolfe Development, GP Property, 15th Civil District, Tax Map 052, Parcel 070.00

Prepared for the Town of Jonesborough, Tennessee by the Washington County, Tennessee Zoning Office. Not for engineering purposes.

0 250 500 1,000 1,500 Feet

 Tax Parcels
  Municipal Boundaries
  Subject Area

Coordinate System: NAD 1983 StatePlane Tennessee FIPS 4100 Feet
 Projection: Lambert Conformal Conic
 Datum: North American 1983
 False Easting: 1,968,500.0000
 False Northing: 0.0000
 Central Meridian: -86.0000
 Standard Parallel 1: 35.2500
 Standard Parallel 2: 36.4167
 Latitude Of Origin: 34.3333
 Units: Foot US

Date Created: 1/17/2025 10:19:33 AM
 Software Version: ArcGIS 10.8.1
 Cartographer: Christopher Pape, GISP



**ANNEXATION OF PROPERTY KNOWN AS THE "WOLFE DEVELOPMENT GP
BOONES CREEK ROAD ANNEXATION 14.3 ACRES"
WASHINGTON COUNTY TAX MAP 52, PARCEL 70.00
INFORMATION SUMMARY**

PLAN OF SERVICES

A. Police

Jonesborough Police Services will be provided in accordance with Town policies from the effective date of annexation.

B. Fire Protection

The area proposed for annexation is currently served by the Jonesborough Fire Department.

C. Water Service

Public water is available to the subject property. Future development of the tract would need to coordinate with the Town's development services and meet the Town's development regulations and standards. This annexation process does not constitute the approval of any future development plans that may or may not require infrastructure improvements to be made by the Town or Owner/Developer, only that town services are available to the subject tract.

D. Sewer Service

Public sewer is available to the subject property. Future development of the tract would need to coordinate with the Town's development services and meet the Town's development regulations and standards. This annexation process does not constitute the approval of any future development plans that may or may not require infrastructure improvements to be made by the Town or Owner/Developer, only that town services are available to the subject tract.

E. Electrical Service

Electric service will be provided by BrightRidge.

F. Refuse and Recycling Collection

Regular weekly refuse and recycling collection service will be provided to the property and any future development on it from the effective date of annexation.

G. Streets

The subject property will be served by the internal road system developed as part of the Reserve at Boones Creek residential project. In the case of future development of

the subject property the developer is required to consult the Town Staff regarding street infrastructure. If properly constructed to meet the regulations and standards of the Town, the streets and sidewalks will be accepted by the Town.

H. Streetlights

Streetlights will be provided in accordance with Town policies from the effective date of annexation.

I. Inspections

Inspection services provided by the Town (building, plumbing, mechanical, zoning, etc.) will be extended to the annexed area on the effective date of annexation.

J. Planning and Zoning

The Town's planning and land use control authority as authorized by state law will be extended to the annexed area on the effective date of annexation. This will include the administration and enforcement of zoning and subdivision regulations. The proposed annexation area is recommended to be zoned PRD Planned Residential District.

**RESOLUTION NO. 2025-02 ANNEXATION
(SEE ALSO ORDINANCE NO. (2025-02))**

A RESOLUTION TO ANNEX A PORTION OF CERTAIN PROPERTY LOCATED WITH THE 15th CIVIL DISTRICT OF WASHINGTON COUNTY, TENNESSEE ADJOINING THE PRESENT CORPORATION BOUNDARIES OF THE TOWN OF JONESBOROUGH, TENNESSEE, AND TO INCORPORATE THE SAME WITHIN THE CORPORATE BOUNDARIES OF THE TOWN OF JONESBOROUGH, TENNESSEE, SAID PROPERTY BEING KNOWN AS THE **“WOLFE DEVELOPMENT GP BOONES CREEK ROAD ANNEXATION 14.3 ACRES”**; DESCRIBED ON WASHINGTON COUNTY TAX MAP 52, PART OF PARCEL 70.00; AND TO ZONE SAID PROPERTY PRD (PLANNED RESIDENTIAL DISTRICT AS DESCRIBED HEREIN AND TO AMEND THE ZONING MAP OF THE TOWN OF JONESBOROUGH, TENNESSEE ACCORDINGLY, BEING A PART OF THE APPENDIX TO ORDINANCE NO. 2025-02.

WHEREAS, the annexation of such territory is deemed necessary for the welfare of the territory as well as for the welfare of the town as a whole; and

WHEREAS, the Jonesborough Regional Planning Commission has considered and approved the area for annexation during regular session on January 21, 2025; and

WHEREAS, the Jonesborough Regional Planning Commission has considered and approved a Plan of Services for the area during regular session on January 21, 2025, a copy of which is attached hereto; and

WHEREAS, the Jonesborough Regional Planning Commission has considered and approved a proposal for zoning said property during regular session on January 21, 2025; which proposal is made a part of this resolution as Section 2;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF JONESBOROUGH AS FOLLOWS:

SECTION 1. Pursuant to authority conferred by the Town of Jonesborough. Tennessee Charter, there is hereby annexed to the Town of Jonesborough, Tennessee, and incorporated within the corporate boundaries thereof, the following described territory adjoining the present corporate boundaries and situate, lying and being in the 15th Civil District of Washington County, Tennessee.

SECTION 2. BE IT FURTHER RESOLVED that the area herein described and annexed be zoned PRD Planned Residential District. (See also Ordinance No. 2025-02).

SECTION 3. BE IT FURTHER RESOLVED that this resolution shall become operative from and after its passage as provided in the Town of Jonesborough, Tennessee Charter.

Approved by the Planning Commission January 21, 2025

Passed on First Reading

Public Hearing Held

Passed on Second Reading

Approved and Signed in Open Meeting CHUCK VEST, MAYOR

Attest: JANET JENNINGS, TOWN RECORDER

Approved as to Form: JAMES R. WHEELER, TOWN ATTORNEY

ORDINANCE NO. 2025-02
(SEE RESOLUTION NO. 2025-02)

AN ORDINANCE TO AMEND THE ZONING MAP OF THE TOWN OF JONESBOROUGH, TENNESSEE BEING PART OF THE APPENDIX TO ORDINANCE NO. 2025-02 ENTITLED "AN ORDINANCE TO ADOPT A CODE OF LAWS AND ORDINANCES FOR THE TOWN OF JONESBOROUGH, TENNESSEE, AND TO REPEAL ALL LAWS AND ORDINANCES IN CONFLICT THEREWITH", AND AMENDATORY THEREOF, BY ASSIGNING A PRD (PLANNED RESIDENTIAL DISTRICT TO CERTAIN PROPERTY WITHIN THE 15TH CIVIL DISTRICT OF WASHINGTON COUNTY, TENNESSEE AND DESCRIBED ON WASHINGTON COUNTY TAX MAP 52, PARCEL 70.00, AND KNOWN AS THE "WOLFE DEVELOPMENT GP BOONES CREEK ROAD ANNEXATION 14.3 ACRES".

BE IT ORDAINED BY THE TOWN OF JONESBOROUGH AS FOLLOWS:

SECTION 1. That the Zoning Map of the Town of Jonesborough, Tennessee, being a part of the appendix to Ordinance No. 2025-02 entitled, "An Ordinance to Adopt a Code of Laws and Ordinances for the Town of Jonesborough, Tennessee, and to Repeal All Laws and Ordinances in Conflict Therewith," and all ordinances supplementary thereto and amendatory thereof, be and the same is hereby amended and modified by assigning the zoning on the following described property on Washington County Tax Map 52, Parcel 70.00 of a PRD (Planned Residential District). See descriptions marked "Exhibit A" and "Exhibit B" hereto.

SECTION 2. BE IT FURTHER ORDAINED, that all ordinances and parts of ordinances in conflict herewith be and the same are hereby repealed.

SECTION 3. BE IT FURTHER ORDAINED, that this ordinance shall take effect from and after its passage on second and final reading and publication as required by law, the public welfare requiring it.

This Ordinance takes effect from and after its passage on second and final reading, the welfare of the Town of Jonesborough, Tennessee requiring it.

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

Those voting against: _____

PASSED ON FIRST READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: February 10, 2025 **AGENDA ITEM #:** 7-F

SUBJECT: Creation of a GIS Manager Position in the Water Distribution Department

BACKGROUND:

I have been working this fiscal year to advance our technological efforts in the different departments under the town. Technological advancements in some departments are presenting themselves more critical than others. Our utilities serve over 12,000 customers (inside/outside town limits). We are exploring *Asset Management* software that will be a game changer on creating digital footprints of tasks, work orders, mapping, GPS actions, etc. To move into the 21st century with this type of technology, we need to be in the driver's seat of not only progressing through this tech but securing and maintaining as well. Our workforce is not necessarily aging out, but there are those few employees in the know (based on mental knowledge versus digital knowledge) that are critical to share "what they know" in terms of utility lines, etc but it's vital to our growth and success that our utilities start mapping our assets of knowledge into the GIS systems that currently are operated through GRW. GRW agrees that the town growth justifies the need for the town to control its destiny in the digital age of utility mapping. As such, during interviews for the Assistance Water Distribution position left vacant by Jimmy Greene, and in talking with other employees currently working that transferred from the City of Johnson City, technology is a key element in what utilities does for a living. Mapping our assets, utilizing GPS for our current and future infrastructure, substantiating as-builts in the field, etc.

As a result of these conversations about technology, I am proposing that we take a strong position in the realm of technology and move away from the normal budgeting for interns to perform GIS mapping and add a GIS Manager to direct and navigate the utilities now. We have budgeted for the last few years a minimum of \$20,000 for 2 interns. These funds need to be leveraged to a full-time position (GIS Manager) and to hire a capable GIS person for this fiscal year. The \$20,000 is still funded and no funds have been spent to date. To find a capable person in this field and the level of expertise and responsibilities, HR Director Michelle Stewart and I concluded that this type of position lined up under Grade 14. Under current Grade 14, Step 1 starting salary is \$58,300. Looking at this position and other salary ranges, it seems that high 50s to low/mid 60s is a reasonable range and again meeting the salary range of Grade 14 as well. This position would be managing the entire GIS/GPS operations of the utilities and coordinating with personnel in the field to capture accurate data. This position will include administrative work (in office operations) and outside work (field duties including setting up and capturing GPS coordinates of all assets associated with utilities).

I have reviewed the current Water Distribution budget, where the \$20,000 resides, an overall review of projected salary spending through June 30, 2025, and I find that there is a sufficient budget balance to fund the new position (or amending the GIS intern positions to a full-time GIS Manager position at Grade 14. Based on if a candidate was hired within 30 days of approving the position, that leaves approximately 4 months of salary for the position, and 3 months or less of health insurance applying to a new employee.

For example, if we averaged the pay for a GIS Manager with strong experience averaging a \$60,000 salary, the following would be needed to fund the position:

Salary (4 months):	\$20,000.00
TCRS:	\$1,200.00
FICA:	\$1,530.00
Health (avg):	\$3,000.00 (if employee has other source of insurance, this amount would be \$600.00)

Total with average health expense:	\$25,730.00
Total based on employee w/other health coverage:	\$23,330.00
Total currently funded for GIS and proposed:	\$3,330.00 - \$5,730.00

This is a reasonable difference to pursue a full-time GIS Manager position and start advancing our technological future now in FY25 and be further along when we start FY26. As I have told different staff, bad news, or lack of technology, doesn't get better with age unless we have a plan to solve, which in my professional opinion is treating GIS and asset management as a serious tool for our current and future success.

In conclusion, if you simply googled how important GIS is to the utility system, you will most likely find these quick facts, followed by resources of technical information on justifications to this service and all 4 are imperative to our success:

GIS technology helps utility systems by:

- Mapping and visualizing assets
- Monitoring performance
- Making informed decisions about maintenance and upgrades
- Improving efficiency and reducing costs

RECOMMENDATION:

1. Approve the new job description, GIS Manager, at a Grade 14.
2. Approve adding additional funds (approximately \$6,000.00) to Water Distribution Salaries to fund the new position, GIS Manager, for this fiscal year (FY25).



GIS MANAGER

JOB STATUS: EXEMPT

DATE MODIFIED: 2/5/2025

GRADE 14

DEFINITION

The GIS Coordinator provides technical, analytical and applications support in multiple functioning areas requiring geographical information system (GIS) geospatial data, global positioning system (GPS) and mapping resources. Performs challenging technical tasks using ESRI, and ArcGIS software and/or other interactive application software to support the reliable operation of the Town of Jonesborough Utilities GIS. Key responsibilities include integrating and maintaining interactive GIS applications, GIS layers, organizing and executing the analysis, design, implementation, and maintenance and modification of the Town's Geographic Information System (GIS). Work is performed independently under the general supervision of the Utilities Manager.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Utility Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Function:

1. Ability to understand and follow oral and written instructions.
2. Performs all work in accordance with established safety policies and procedures, including OSHA regulations.
3. Ability to establish and maintain an effective working relationship with the public and other employees.
4. Knowledge of systems lay out, line locations, line sizes and value location.
5. Develops and maintains comprehensive GIS data, including developing and editing GIS datasets, collecting, and verifying field data, importing GIS data from various sources, troubleshooting data errors and interpreting GIS data to resolve questions about Town infrastructure.
6. Develops, updates, and improves the GIS layers, edits features and attributes in the GIS using ArcMap, and make modifications to the geo database to meet current needs within the Utilities Department and for other external users.
7. Analyzes and interprets mapping data to verify accuracy and correct errors.
8. Collects technical and field data through Global Position System (GPS) and/or visual inspection.
9. Provides GIS technical support to users.
10. Operates and maintains GIS equipment.
11. Participates in GIS coordination with other departments and local agencies in data layer sharing and development of standardized products and procedures.

12. Serves as liaison for Town with regional agencies on GIS activities.
13. Attends meetings, conferences, workshops, and training sessions to remain current on principles, practices, and new developments in assigned work areas.
14. Creates customized mapping processes to automate map production using Arc GIS desktop and web GIS software.
15. Performs GIS hardware installations, software installations, mapping, database development, and GIS specific computer troubleshooting.
16. Collaborate with the Utilities Manager to determine the annual budget for GIS software license requirements and budgetary needs.
17. Assists in troubleshooting GIS programs and systems.
18. Conduct user needs assessments and recommendss implementation of GIS needs and development of future GIS related products.
19. Establish and maintain effective and professional relationships with work colleagues, supervisors and all the Town staff.
20. Regular and reliable attendance at the work site.

Marginal Functions:

1. Performs related duties and responsibility as required.
2. Assists other Town departments in mapping/drafting needs.
3. Ability to schedule flexible work periods outside of the normal work day and/or be on call.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Principles and procedures of record keeping.
- Basic mathematical principles.
- Safe driving principles and practices.
- Current GIS technologies, programming languages, and software solutions applied to the public sector geospatial data development, maintenance, and administration.
- Principals, tools, and techniques utilized in systems analyses and the integration of relational database elements and applications.
- Data, document, and file conversion methods, tools, applications, and techniques utilized in GIS database development and maintenance.
- Working knowledge of the Town's zoning ordinance and subdivision regulations.
- Working knowledge of local government organization functions and operations.

Skill in:

- Operating various vehicles and stationary mechanical equipment safely and effectively.
- Application of principles and techniques utilized in GIS systems analyses and geodatabase management and administration.
- Critical thinking for issues resolution and process improvement recommendations.

- Adapting to a changing work environment, competing demands and ability to deal with frequent change, delays, and unexpected events.
- Working independently and following through with assignments with minimal direction.
- Advanced ability to operate a computer using Microsoft Office products and applicable organizational software.

Ability to:

- Understand and conduct oral and written instructions.
- Willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Communicate clearly and concisely, both orally and in writing.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Establish and maintain cooperative working relationships with those contracted in the course of work.
- Articulate, demonstrate, and train others concerning current standards and best practices as applied to GIS systems analyses, applications development, and geodatabase administration.

REQUIRED QUALIFICATIONS:

- Possess a valid Tennessee Driver's License with an acceptable driving record.
- Associate degree in GIS or five years of experience using Geographic Information Systems including ArcMap and/or Arc GIS Pro, Esri GIS software or other field maps or collector map applications. Equivalent semester units in the degree will be accepted.
- Preferred certification as Geographic Information System Professional (GISP) or similar certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

Environment:

Outdoor environment- travel from site to site when necessary; exposure to noise, dust, grease, smoke fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions.

Indoor environment- tasks involve the ability to exert light physical effort in an office setting with GIS fieldwork conducted outdoors.

Physical:

Employees require sufficient mobility to work in a field environment; walk, stand, and sit for prolonged periods and able to carry up to twenty (20) pounds. Tasks involve extended periods of time at a keyboard or workstation.

Mental:

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

Vision:

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

Hearing:

Hear in the normal audio range with or without correction.